Town of
Port Hedland

MINUTES

Ordinary Council Meeting
Thursday, 3 June 2021

Date:	Thursday, 3 June 2021
Time:	5:30pm
Location:	Civic Centre McGregor St Port Hedland
Distribution Date:	16 June 2021

DISCLAIMER

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

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

Order Of Business

Item 1 Opening of Meeting 6
Item 2 Acknowledgement of Traditional Owners and Dignitaries 6
Item 3 Recording of Attendance 6
3.1 Attendance 6
3.2 Attendance by Telephone / Instantaneous Communications 7
3.3 Apologies 7
3.4 Approved Leave of Absence 7
3.5 Disclosure of Interests 7
Item 4 Applications for Leave of Absence 8
4.1 Deputy Mayor Coles and Councillor Kew Ming 8
4.2 Councillor Gillingham and Councillor Mcdonogh 8
Item 5 Response to Previous Questions 9
5.1 Mr Bill Dziombak 9
5.2 Mr Errol Wilkinson 10
5.3 Councillor Unkovich 11
5.4 Councillor Gillingham 11
5.5 Mr Camilo Blanco 12
5.6 Councillor Gillingham 13
Item 6 Public Time 14
6.1 Public Question Time 14
6.2 Public Statement Time 14
6.2.1 Mr Arnold Carter 14
6.2.2 Senior Sergeant Gordon Armstrong, Officer In Charge, South Hedland Police Station 16
6.2.3 Ms Margaret Ramirez 16
6.3 Petitions/Deputations/Presentations/Submissions 17
6.3.1 Ms Morag Lowe, Hedland First National 17
Item 7 Questions from Members without Notice 18
7.1 Councillor Gillingham 18
7.2 Councillor Turner 19
Item 8 Announcements by Presiding Member without Discussion 20
Item 9 Declarations of All Members to Have Given Due Consideration to All Matters Contained in the Business Paper before the Meeting 22
Item 10 Confirmation of Minutes of Previous Meeting 22

Item 11 Reports of Officers....23
11.1 Corporate Services....23
11.1.1 2021 Delegation Register Review....23
11.1.2 Sundry Debtor Write offs....28
11.1.3 Corporate Business Plan - Quarterly Performance Report....31
11.1.4 Addition of Landfill Establishment Reserve....35
11.1.5 2021/22 Schedule of Fees and Charges....38
11.1.6 Policy Review - 1/015 Recording of Council and Committee Meetings, 4/006 Elections-Caretaker Period, and 4/010 Elected Member Professional Development....41
11.1.7 Status of Council Decisions Update....45
11.1.8 Statement of Financial Activity for the period ended 30 April 2021....47
11.2 Community Services....51
11.2.1 Courthouse Gallery Quarterly Report - Quarter 3 - January - March 2021....51
11.2.2 Designated Area Migration Agreement....54
11.3 Regulatory Services....60
11.3.1 Adoption of Coastal Foreshore Management Plan....60
11.3.2 Final Adoption of Local Planning Policy - Percent for Public Art....66
11.3.3 Proposed Town of Port Hedland Dogs Local Law 2021, and the process for determining dog exercise areas and conditions of use....72
11.3.4 Development Application - Resource recovery centre - Lot 104 Oxide Way, Wedgefield....78
11.4 Infrastructure Services....90
11.4.1 8/004 'Community Leasing Policy'....90
11.4.2 Award of Tender RFT2021/15 - Specialised Turf Care Services....93
11.4.3 Award of Tender RFT2021/22 - 'Port Hedland Seawalls - Construction'....97
11.4.4 Award OF Tender RFT2021/18 – 'Supply Irrigation Consumables'....101
11.5 Executive Services....105
11.5.1 Port Hedland Visitor Centre: Quarterly Review - Quarter 3 - January - March 2021....105
11.5.2 Review and Amendment of Policy 1/025 Media and Communications....109
Item 12 Reports of Committees....112

12.1 Audit, Risk and Compliance Committee Meeting Minutes – 10 March 2021 and 11 May 2021 112
Item 13 Motions of which Previous Notice has been given 114
Item 14 New Business of an Urgent Nature (Late items) 114
14.1 2021/22 Rating strategy 114
Item 15 Matters for Which Meeting May Be Closed (Confidential Matters) 114
Item 16 Closure 114
16.1 Date of Next Meeting 114
16.2 Closure 114

Item 1 Opening of Meeting

The Mayor declared the meeting open at 5:30pm.

Item 2 Acknowledgement of Traditional Owners and Dignitaries

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

The Mayor also acknowledged Arnold Carter, Freeman of the Town, who was present in the public gallery.

Item 3 Recording of Attendance

Important note:

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

The Mayor noted that the Chief Executive Officer had advised that item 14.1 - 2021/22 Rating Strategy had been withdrawn to allow further consideration of submissions received and will be presented to Council at the Ordinary Council Meeting on 30 June 2021.

3.1 Attendance

Present:

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

In Attendance:

Carl Askew (Chief Executive Officer)
Mark Dawson (Acting Director Corporate Services)
Josephine Bianchi (Director Community Services)
Craig Watts (Director Regulatory Services)
Lee Furness (Director Infrastructure Services)
Joshua Brown (Acting Manager Governance)
Lisa Duggan (Corporate Support Officer / Minute Taker)

There were 4 staff, 1 media representative and 5 members of the public present in the public gallery.

3.2 Attendance by Telephone / Instantaneous Communications

Nil.

3.3 Apologies

Councillor Kylie Unkovich.

3.4 Approved Leave of Absence

Nil.

3.5 Disclosure of Interests

Councillor Name	Item no.	Type of Interest	Nature
Councillor Gillingham	11.1.5	Impartiality	Regarding fees associated with the hire of Gratick Hall for the week of 6-12 Sepetember 2021 for the music festival. Councillor Gillingham is the Coordinator of the Pilbara Music Festival.
Councillor Gillingham	11.3.1	Proximity	In relation to the area which is outlined on the maps (4) in Cooke Point as it is in close proximity to Councillor Gillingham's residential address.
Councillor Gillingham	11.4.3	Proximity	As this is in close proximity to Councillor Gillingham's residential address.

Item 4 Applications for Leave of Absence

4.1 DEPUTY MAYOR COLES AND COUNCILLOR KEW MING

Deputy Mayor Coles and Councillor Kew Ming both submitted leave of absence requests in writing, for the 3 June 2021, prior to the Council Meeting on 3 June 2021.

CM202021/159 / COUNCIL DECISION

MOVED: CR GILLINGHAM SECONDED: CR BARTHO

That Council approve the leave of absence requests for Deputy Mayor Coles and Councillor Kew Ming for 3 June 2021.

CARRIED UNANIMOUSLY

4.2 COUNCILLOR GILLINGHAM AND COUNCILLOR MCDONOGH

CM202021/160 / COUNCIL DECISION

MOVED: CR GILLINGHAM SECONDED: CR ZIELKE

That Council approve the leave of absence requests for Councillor Gillingham from 3 July 2021 until 19 July 2021 and for Councillor McDonogh from 2 July 2021 until 12 July 2021.

CARRIED UNANIMOUSLY

Item 5 Response to Previous Questions

Responses are provided below to questions taken on notice at the Ordinary Council Meeting held on 28 April 2021. Written correspondence has been sent to each person and responses to questions asked by Elected Members have been sent via e-mail directly to them.

5.1 MR BILL DZIOMBAK

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

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

Response provided by Director Infrastructure Services:

Community consultation began on 3 May 2021. Invitations to small consultation groups with residents were sent to land owners of Kingsmill Street in the week of 19 April 2021 and a letterbox drop was conducted on 4 May 2021. Three consultation sessions have been made available each week for the four weeks of May.

A wider community survey was released online in the week of 3 April 2021.

2. *In relation to the Town of Port Hedland media release on Thursday 22 April 2021, titled 'Restricted Access Program Stabilises Dunes at 4 Mile and Pretty Pool' which talks about protecting the sand dunes at 4 mile and Pretty Pool and I quote, "The Town's Coastal Hazard Risk Management and Adaption Plan guides us to implement measures which strengthen and protect the integrity of our dune systems, which are susceptible to the impacts of erosion and inundation into the future."*

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

Response provided by Manager Corporate Affairs:

Please refer to the following website for the Town of Port Hedland's Coastal Hazard Risk Management and Adaptation Plan:

Town of Port Hedland Coastal Hazard Risk Management and Adaption Plan

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

stretch of coastline to promote tourism and make our community proud for years into the future.

Response provided by Director Infrastructure Services:

The Town has not approached the State Government to partner to build a boardwalk or footpath connection along this section of coast. Such works are typically core business for Local Government and do not attract grants. The 2013 document was a collection of proposed ideas which would be further investigated and considered on their merits on a case to case basis.

Current advice from designer and costal engineers detail both a high construction and maintenance cost for a 1km boardwalk structure. On this advice the current path link design is a concrete path that creates an affordable fit for purpose link that fits within the Towns current strategic resources plan.

A number of additional options have been proposed to increase the aesthetics of the footpath including photo luminescent exposed aggregate, art nodes at the end of each cul-de-sac, shade break areas and grouted stone pitching as erosion protection.

5.2 MR ERROL WILKINSON

1. *My main concern is firstly I have not received anything in the mail from the Town of Port Hedland in the two and half years that I have been in Kingsmill Street. I have not received any mail of any sort and so there is something wrong there .*

As this question relates to a private matter, Mr Wilkinson has been contacted separately. A response was provided by Director Regulatory Services.

2. *I think that with the boardwalk idea, why can we not temporarily defer funds from the marina project to do the boardwalk properly, as originally proposed? If necessary pending funds, grants applications, Council funding, similar to the proposed question here by Mr…(Mr Dziomback).*

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

Response provided by Director Infrastructure Services:

The marina is a State Government led project. The majority of the funds are coming from State Government, however, the Town has also contributed to both the water side and land side developments. This proposed footpath, whilst a connection to and from the Marina, is not part of that development. The current strategic resources plan does not provide funding for a boardwalk project.

5.3 COUNCILLOR UNKOVICH

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

Response provided by Director Regulatory Services:

Regulatory Services met with Airport management to confirm the location of the smoking area adjacent to the terminal building, and its proximity to both the School of the Air and RFDS Hanger facilities. The smoking are has been located on the eastern side of the terminal building so that it is located away from any terminal entrance, and is not adjacent to the flow of pedestrian traffic entering or exiting the terminal building. The location of the smoking area is approximately 50 metres from the School of the Air facility, and further from the RFDS hanger.

The Tobacco Products Control Regulations 2006 imposes prohibitions on smoking near enclosed public places, including the PHIA terminal, RFDS and School of the Air. A person must not smoke within 5 metres of a public entrance to an enclosed public place or within 10 metres of an air intake for air conditioning equipment that is in or on the enclosed public place. The position of the smoking area subject to this enquiry complies with the Regulations.

5.4 COUNCILLOR GILLINGHAM

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

Response provided by Director Infrastructure Services:

The green belt up to Taplin Street is part of the LEAF project being funded by BHP. The LEAF project seeks to mitigate dust issues through the planting of the green belt along Wilson and Anderson Streets. BHP have undertaken research in conjunction with Curtin University on using an urban forest in Port Hedland as mitigation for dust. This is in conjunction with other dust mitigation activities that BHP will be undertaking.

There are no plans at the moment to extend this to the Boulevard. Town staff will meet with BHP to see whether there is an opportunity to extend the area to the Boulevard.

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

Response provided by Director Regulatory Services:

The West End of Port Hedland is serviced by a vacuum sewerage system operated and managed by the Water Corporation. The system has been designed to take high commercial volumes of waste from premises such as the Esplanade Hotel and Pier Hotel. Access to and type of connection to the sewerage system is controlled by the Water Corporation. While connection of a residential property is a relatively straight forward process, for commercial premises disposing of trade waste (such as restaurants, food premises, mechanic workshops etc) this will become more involved as the waste requires treatment before it can be discharged to sewer. If any land owner or developer has queries in relation their connection or potential to connect, these should be directed to the Water Corporation.

3. *Regarding Item 11.2.1 Hedland Arts and Culture Precinct, has any consultation been done yet leading up to this panel that is going to be paid for, to do with the performing arts, dance, theatre arts etc. I just have to make sure that nobody gets missed and that everybody gets together and talks about this. Some of these Performing Arts places don't have their own premises, they find it very expensive. Spending $80,000 to do this consultation and we have been down this track before over the years and it is a lot of money. Some of these Organisations that put on all of these performing arts etc don't ask for a lot of money and yet it is costing a lot more to try and get this on and it is for the entertainment of the town. So I just want to make sure that when this consultation goes ahead, can that please be considered and that you have representation from the Community and make sure that everyone has their say and that it gets done properly, especially with a lot of money being spent for consultation and I agree, that we do need to move ahead and have a fantastic Performing Arts Centre etc.*

Response provided by Director Community Services:

The Town will ensure that appropriate consultation with all relevant community stakeholders is undertaken as part of this project. The project has been allocated an initial amount of $80,000 to engage a suitable consultant to not only assist the Town with community consultation, but also develop a concept for what a future arts and culture precinct might look like, as well as a business case to determine appropriate funding steams and opportunities.

***

Responses are provided below to questions taken on notice at the Special Council Meeting held on 11 May 2021. Written correspondence has been sent to Mr Blanco and responses to questions asked by Councillor Gillingham have been sent via e-mail directly to Elected Members:

5.5 MR CAMILO BLANCO

The following questions were asked during Mr Blanco's public statement:

1. *On page 9 of this Agenda, it states "Asset Management continues to pose a significant challenge for all Local Governments in Western Australia and any rating models must support asset renewal and replacement requirements in line with defined service levels."*

   Well that is true but the financial rules also state you can only charge rates proportional to the ability of the organisation to spend that income in an effective and efficient manner,

without having a surplus that equals over 10% of the total income. $35 million rollover last financial year is far in excess of 10%.

What this means to me is that you will have had to have spent the $80 million in maintenance and renewal in this year's budget to even consider an increase, and even if you have spent all of that money wisely, do you want to, or is there a need to increase rates?

Is there is going to be a significant roll over this year? Do you know the answer to that question?

Response provided by Director Corporate Services:

I am unsure of the reference to $35 million, however most capital rollovers are funded out of reserves and do not affect the surplus/deficit of the Council. Asset renewals which are programs that maintain current assets are funded out of municipal funds, thereby affecting the surplus/deficit. There was no asset renewals rolled over from the 2019/20 year.

There is an estimated $15 million of rollovers in the 2020/21 financial year of which $495,000 is plant renewals that have been on order for several months requiring rollover into the 2021/22. All plant currently have lead times of numerous months which affects the year in which the Town incurs the expenditure. The balance of the rollovers are debt funded or reserve funded which does not affect the Councils surplus/deficit.

2. *Why would you increase the UV Mining and other rate above 100% of the minimum 'rate in the dollar' because that triggers the requirement to get ministerial approval and that is just ridiculous?*

Response provided by Director Corporate Services:

The UV mining and other rate is categorised within the UV differential category and is therefore 178.28% of the lowest differential within this category. There is no requirement to go to the Minister.

5.6 COUNCILLOR GILLINGHAM

1. *With our big amount of money that we have from the present budget, where actually has it all been spent? I am putting this in this public meeting so it can be answered through the Chair so that the public know where our present capital of the 2019/20 budget has been spent. Has it all been spent or is it likely to be rolled over? Do we know that? Or is it likely to all be spent by 30 June 2021?*

Response provided by Director Corporate Services:

The Capital Spend for 2019/20 was $28.5 million with a rollover of $ 9 million.

The Capital spend for 2020/21 is anticipated to be $ 42 million with an estimated rollover of $15 million. The year to date spend for 2020/21 as at the 30th April 2021 is $ 28.5 million with

the full list of projects located within the Monthly financial statements that are presented to Council.

2. *If I also may say through the Chair, I was not here during April as I was on leave and I have only been able to attend one briefing to do with our rates. I do feel as if we should have been having some more information. I understand that this item needs to come to Council as it may have to go to the Minister. I do feel as though this is being rushed. Is it possible for us to buy some more time so that we do not make any mistakes with what is happening with our meeting today, with the proposals of the percent?*

Response provided by Director Corporate Services:

There have been a number of workshops that were pre-planned into Councillors calendar in April 2021 in order to ensure availability. There was an additional budget workshop held on Saturday 22 May in order to provide higher level of information so that Councillors were satisfied with the budget outcomes. The timeframe to prepare the budget is significant and the intention is to finalise it for the June OCM.

Item 6 Public Time

Important note:

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

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

6.1 Public Question Time

The Mayor declared Public Question Time open at 5:36pm.

The Mayor declared Public Question Time closed at 5:37pm.

6.2 Public Statement Time

The Mayor declared Public Statement Time open at 5:37pm.

6.2.1 MR ARNOLD CARTER

The statement I would like to make is in regards to the Town Council rates issue.

It is noted in the Agenda for the Special Council Meeting held on 11 May 2021, the following notices were submitted to Council and Minutes of Meeting confirmed the acceptance of a 2% increase with a projected total revenue of $55,111,000 for the year 2021/22, compared with the income of $53,418,000, which is an overall increase of $1.69 million, including an increase for the mining section of $1,225,000 for 2021, which was $49,000,000.

With the sale price of iron ore, would it not be feasible that the proposed income of $1.692 million, which is the shortfall between 2021 and 2022, be debited to the mining and other rate receipts? When you take into consideration the rates paid in 2020 included base rates totalling $67,000,000.

The actual rate revenue for 2020 was $21,000,000. What was the interim payment of $11,131,000 for? The amount that you repeat on the rate notices was the interim payment of $11,000,000.

The proposal that we suggest is that consideration be given to the reduction of expenditure, even though we do not have a carry forward budget for 2021/22, for our consideration. I am aware it is not a big burden on the ratepayers, however in some instances, it could be the starting point. You can not do a judgement against rates payable, as this is determined by the value of the property.

It is noted in your financial statements from March, you indicated an income of $55,663,000 which exceeds your present expenditure of $53,000,000 under your present budget. As directed by the State Government, rates for 2021 were frozen due to the COVID-19 pandemic, which is far from over. The Council received in rates $85,000,000, and I honestly consider that the rate could be extended to another year. This cost is minimal and the overall benefits to the ratepayers would be commendable and appreciated. When you consider that $55,000,000 is a very substantial rate contribution which you pay now.

I have this suggestion for Council to consider. Firstly, the mining industry could contribute the difference in the rate budget of $1.69 million, or alternatively, reduce the spending by the appropriate amount from the Capital Budget, of an estimated $60,000,000. It is not a lot to request when you consider that the allocation of $6,000,000 for a roof on the skate park, not much comparison.

It is appreciated that it is not a large increase, however, there are many commercial and residential rate payers that are suffering from the impacts of this virus and when they see that Council propose Community Hubs and that the projected costs are $200,000,000, as published in the North West Times as of 24 March 2021, over a period of 6 years.

What is the budget for 2021/22? Reserve accounts cannot carry the load projected. When you remove the strategic amount from the Marina, you have very little left and conservatively your financial contribution is very minimal.

A big concern that Council and rate payers must be aware of, is the new valuations due to be adopted in July 2022/23 period. Another concern is the consultancy costs. You recently allocated $60,000 carry over to the 2022 budget. As we have not seen the proposed budget for 2022, we cannot estimate the finanicials, let alone Council's income to cover your proposed expenditure. Loans are not the answer. Remember your recent finalisation of all debt from the Port Hedland International Airport Reserves. Your comments would be appreciated, thank you.

The Mayor thanked Mr Carter for his statement and advised that this statement will be considered as part of the Town's confirmation of the 2021/22 Budget Rates Strategy to be confirmed on 30 June 2021.

6.2.2 SENIOR SERGEANT GORDON ARMSTRONG, OFFICER IN CHARGE, SOUTH HEDLAND POLICE STATION

My statement is about Youth Crime in the Town of Port Hedland. Firstly I would like to acknowledge Mr Mayor's work and councillors work in relation to this topic. We had a meeting last Tuesday. Unfortunately since that meeting we have had an incident in town, where members of the public seem to want to take the crime issue into their own hands and unfortunately that has lead to a particular person within town being charged with some serious offences. So the reason for me being here today is to ask for your assistance or to maintain your assistance in this field, and work with the Police and the community, to try and tackle Youth Crime incidences.

The Mayor thanked Senior Sergeant Armstrong for his statement.

6.2.3 MS MARGARET RAMIREZ

Good evening everyone. I would like to thank the Councillors, Mayor and the CEO.

I am a Yindjibarndi Ngarluma Pilbara person from Roebourne and I have lived in Hedland for 53 years. My Grandfather is Matt Dann, he is a Kimberley man from Beagle Bay and my Grandmother is from Fitzroy Crossing.

I work with Pilbara Aboriginal Voice (PAV for short). I am also on the Aboriginal Advisory Panel with Minister McGurk and I am on the Communities Council through PAV.

I would like to thank Peter, Carl and Tim Turner for coming to the event that we had at the top pub workshop that we brought forward to the Pilbara. That was really good for walking together to make changes for our people, so thank you very much.

I would also like to come here and talk about the Inter Agency, that we as Pilbara Aboriginal Voice, would like to work with the Town of Port Hedland as well as Agencies in the Town to have better outcomes, because at the moment we are sadly seeing strong concerns over our Youth and many other out of control issues and behaviours that is deteriorating with vandalism, petty crime, violence and certain issues with our Youth and it is a worry for us as well.

I know the government system and funding agency combine, with a breakdown of Aboriginal families, is failing our youth and so that is why Pilbara Aboriginal Voice is starting to step up.

I was here last week about the Youth Co Design and we would really like to look at using that area for Pilbara Aboriginal Voice stepping stone and I thank you Tim Turner for inviting Pilbara Aboriginal Voice to come and speak tonight.

We would really like to have this opportunity because the vigilante and we already know what is happening out there on the street. How do we work together for outcomes that are better for our community. Many years ago, we seen our people work together and that is what I would like to see now, is coming back together because it is really scary with the outlets of drugs, alcohol and the damage of our children and our community. It is really scary for us as well as it is affecting our people as well. I would like to thank you all for hearing me. We would also like to work with the Police as well, so thank you very much.

The Mayor thanked Ms Ramirez for her statement.

The Mayor declared Public Statement Time closed at 5:48pm.

6.3 Petitions/Deputations/Presentations/Submissions

6.3.1 MS MORAG LOWE, HEDLAND FIRST NATIONAL

I would like to petition Council to prepare a response by 18 June 2021, to the consultation paper published by the Federal Government, last month, on the re-insurance on cyclone and related flood damage in Northern Australia. Now hopefully, everyone here is aware of this because it is something that is of critical importance to this town. All of our infrastructure spending is going to be pointless unless we can, as you know, increase the population and we are not going to be able to sustain a population going forward, unless we address the issue of insurance premiums.

On 4 May 2021, the Australian Government announced that it intends to establish a re-insurance pool covering the risk of property damage caused by cyclones and cyclone related flood damage. The pool would seek to improve the accessability and affordability of insurance for house-holds and small businesses in cyclone prone areas, which are mainly located in Northern Australia and I think they are putting in $10 billion into this fund, that is due to kick in, in the financial year of 2022. It is a very short period for submissions and they close on 18 June 2021.

Now in my experience in 15 years up here, I am about the only person that is actually trying to get attention to the impost on this town, especially the cost of strata insurance and if going forward, a lot of the development that we are going to be doing is denisity, which will be strata. Councillors actually have to be aware of the cost of this and actually the reluctance of the insurance companies to be involved in this town. At the moment it is very difficult to get strata insurance for any development over $7,000,000. There is a reluctance to insure anything that is mixed-use residential and there is a total avoidance of anything over $30,000,000 but remember in this town, $30,000,000 is not a lot of money because by the time you get replacement costs plus demolition, most of these complexes – the bigger ones – are definitely up in that region.

Now what is of concern to me and I cannot get an answer from anyone in Federal Government at the moment or from the Minister Melissa Price, on the statement that the Prime Minister made at this time, when he stated and I will read the media release on 4 May 2021, the Prime Minister said that:

"The Government is announcing a plan to specifically reduce insurance costs for strata properties by committing $40,000,000 for the North Queensland Strata Titles Resilience Pilot Program to start in 2022."

Now by identifying North Queensland, that will lead me to the conclusion that it is isn't going to involve the Pilbara. I cannot actually get an answer from Federal Government and that is why I am going to table these documents tonight so that the Town of Port Hedland actually prepare a submission to point this out. Now by way of background, and I am absolutely astonished that no councillor, no one has ever called my office to ask the details behind this because I have been banging on about this for many years.

We have managed over the last couple of years to reduce strata insurance quite significantly, but in the last year, we spent $2.7 million in my office on premiums. Now this media release from the Prime Minister says that "it is noted that the average strata premium in North Queensland last year, was $6,800 compared with the Australian average of $3,300."

Now you will be absolutely astonoshised, and hopefully horrified, to find out that our average is $45,000. So that is why I am tabling this tonight. We will be making a submission and I will finish on the fact that the Prime Minister thanked personally the members of parliament from Northern Queensland who have been fighting for this for years and it is telling in the absence of that there is no acknowledgment of any elected representative from any form of Government in WA and in my experience over the years, there has been very little attention paid to this, so that is why I am taking tonight for the Town of Port Hedland to become aware of this document and to prepare a submission and any information or facts that you need for your preparation, please feel free to give me a call. Thank you.

The Mayor thanked Ms Lowe and advised that this is a very important issue and whilst this is not a "petition" as per Council's Standing Orders, he will take it as an important statement and will refer it to the Administration for appropriate follow up.

Item 7 Questions from Members without Notice

7.1 COUNCILLOR GILLINGHAM

1. *Is there any update on the Redbank bridge regarding any expansion? I know that a number of years ago that this was in the pipeline. There have been a lot of requests from the public for Redbank to have turning lane into the actual Redbank as you go over the bridge and down the hill and then Redbank is on your right hand side and the salt is on your left?*

2. *Is there any update on the ocean beach front in Dempster Street? After today's announcements on the radio and television, has the Town of Port Hedland been approached over the last 24-48 hours with regard to ocean beach front in Dempster Street for becoming a future quarantine venue for people having to return from overseas. This is the question that is going around?*

3. *I was privledged to go to the 'Welcome to Hedland' night last Friday and to have a stall to represent our Pilbara Music Festival and I would like to say it was amazing organisation what the Town of Port Hedland did and the best run 'Welcome to Hedland' night that I have actually seen in a long time. I would like to add congratulations to the security. It was a difficult night for them and I know the police also got involved with things, so I would just like to say a big thank you to security and the police but also a big thank you to all of the staff who organised that evening. It was just the highlight and I just think that it is going to grow, it was just great. Thank you very much.*

The Mayor thanked Councillor Gillingham for her questions. Questions 1 and 2 were taken on notice and 3 was considered as a statement.

7.2 COUNCILLOR TURNER

I would also like to acknowledge the efforts for the 'Welcome to Hedland night', I thought the police, the Town of Port Hedland and security did an outstanding job. Security was certainly a challenge.

I would like to acknowledge the Officer in Charge for South Hedland Police who has made himself available both last week and tonight, to make a statement and also Ms Rimeras from Pilbara Aboriginal Voice for both her attendance last week and tonight.

In accordance with Standing Order 5.4, I would like to give notice of my intention to move a motion at the Council Meeting on 30 June 2021 and request the CEO prepare an Officer's Report. I will proprose:

That Council:

1. *Acknowledge the continuing incidences of anti-social behaviour associated with youth which are negatively impacting on the safety and wellbeing of the Hedland community, and which may heighten the potential for vigilantism;*
2. *Follow up on previous correspondence to the Premier, Minister for Police and Regional Superintendent to seek additional police resources for the Hedland community;*
3. *Write to relevant State and Federal Ministers with portfolios related to youth and safety, to alert them of the severity of local issues and request their agencies' support in creating targeted action plans to address these incidences;*
4. *Consider joint or community supported State and Federal government grant funding applications to support local community safety initiatives;*
5. *Continue to work with local community leaders to investigate and implement appropriate short, medium and long term localised solutions to youth and community safety issues, including security night patrols;*
6. *Commit to addressing Hedland's youth aspirations and future potential, through the creation of a contemporary and inclusive Youth Strategy; and*
7. *Ensure that appropriate budget allocations are made in the FY21/22 budget and beyond to support actions included in relevant youth plans and strategies.*

The Mayor thanked Councillor Turner for his statement and Notice of Motion and advised that the CEO will prepare a report so that the Motion can be considered at the next Ordinary Council Meeting on 30 June 2021.

Item 8 Announcements by Presiding Member without Discussion

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

Date	Meeting	Meeting Details/Comments
06/04/21	Weekly Talk of Town radio segment	Weekly radio chat
07/04/21	A Gala Evening with the West Australia Ballet	Attended as guest and speaker
08/04/21	Joint Development Assessment Panel Meeting	DAP/20/01872 for Proposed Gas Power Plant expansion (Alinta Energy)
08/04/21	Port Hedland Chamber of Commerce and Industry Meeting	Economic Development Plan
09/04/21	Youth Week	Official Youth Week opening event
13/04/21	Weekly Talk of Town radio segment	Weekly radio chat
13/04/21	Port Hedland Chamber of Commerce and Industry Business Afterhours	Attended as guest
14/04/21	Meeting with the Hon Stephen Dawson MLC	Step up Step Down facility
15/04/21	Regional Capitals Alliance WA meeting, Perth	Various matters as per RCAWA agenda
16/04/21	Meet with Hedland Mens Shed	Location options
16/04/21	Youth Week	Official Youth Week closing event
17/04/21	Whim Creek Memorial Service	Attended as guest for ANZAC service
17/04/21	Thai New Year Celebrations	Attended as guest for Thai New Year Celebration event
20/04/21	Meet with Hedland High School	General update meeting
20/04/21	South Hedland Place Plan	Walkshop' with Place Plan consultants
21/04/21	Airport Tour	Tour of Airport development with Elected Members
22/04/21	Regional Road Group	Main Roads Regional Road Group voting meeting
23/04/21	Baler Primary School ANZAC Ceremony	Attended as a guest speaker and to lay wreath
23/04/21	Hedland Community Road Safety Meeting	Various Road Safety matters

Date	Meeting	Meeting Details/Comments
25/04/21	2021 ANZAC Commemorative Service	Community event for ANZAC Day 2021
27/04/21	Pilbara Country Zone meeting	As per agenda on WALGA website
28/04/21	Hedland Senior High School ANZAC day service	Attended as a guest and to lay wreath
28/04/21	Meet with Kevin Michel MLA	General update meeting
28/04/21	Local Emergency Management Committee Meeting	LEMC matters
28/04/21	April OCM Meeting	As per agenda on the Town's website
29/04/21	Post OCM Radio chat with Ecky	Outcomes from OCM meeting on 28/04/2021
29/04/21	Meet with BMX Club	BMX Club matters
29/04/21	ABC Radio Interview	Disaster Assistance Funding
29/04/21	Annual General Meeting of Electors	As per agenda on the Town's website
30/04/21	Police Medal Ceremony	Attended as guest
30/04/21	McGregor Street Clubrooms opening	Official opening of clubrooms

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

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

Mayor Peter Carter
Cr Eva Bartho
Cr Jan Gillingham
Cr Warren McDonogh
Cr Tim Turner
Cr Elmar Zielke

Item 10 Confirmation of Minutes of Previous Meeting

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

CM202021/161 / COUNCIL DECISION 1

MOVED: CR MCDONOGH SECONDED: CR BARTHO

That Council confirms that the Minutes of the Ordinary Council Meeting held on Wednesday 28 April 2021 are a true and correct record.

CARRIED UNANIMOUSLY

CM202021/162 / COUNCIL DECISION 2

MOVED: CR GILLINGHAM SECONDED: CR MCDONOGH

That Council confirms that the Minutes of the Special Council Meeting held on Tuesday 11 May 2021 are a true and correct record.

CARRIED UNANIMOUSLY

Item 11 Reports of Officers

11.1 Corporate Services

11.1.1 2021 DELEGATION REGISTER REVIEW

Author: Governance 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.

CM202021/163 / COUNCIL DECISION

MOVED: CR MCDONOGH SECONDED: CR GILLINGHAM

That Council adopts the Town of Port Hedland Delegation Register as per Attachment 1.

CARRIED BY ABSOLUTE MAJORITY 6/0

PURPOSE

The purpose of this report is for Council to consider the adoption of the Town of Port Hedland's (Town) revised Delegation Register, in accordance with the requirements of section 5.46(2) of the *Local Government Act 1995*.

DETAIL

The Town's Delegation Register is required to be reviewed once each financial year and subsequently presented to Council for adoption. The Delegation Register was last reviewed and adopted by Council in May 2020.

As part of a complete review, numerous amendments have been made to the Town's Delegation Register, including; spelling and grammatical corrections, updating regulation and statutory references, amending employee position titles to reflect the current organisational chart, adding or removing delegation authority from positions, and renumbering items.

In addition, where all Managers and/or Directors are collectively provided with an authority, the term 'Manager' and/or 'Director' will be listed rather than full position titles. The purpose of this is for ease of reference and to provide a more concise document.

A summary of major changes to the register are outlined below:

Delegation Number	Change
1.2.4 Powers of Entry	Added the role of 'Director Infrastructure Services' and included the same functions as 'Director of Regulatory Services'
1.2.10 Control Reserves and Certain Unvested Facilities	Added Function 1 to 'Director of Infrastructure'

1.2.14 Crossing – Construction, Repair and Removal	Positions 'Manager Town Planning & Building' and 'Manager Project Design & Delivery' added with the same delegation level as the Directors listed.
1.2.18 Tenders for Goods and Services	Increased CEO authority to $1 million
	Added 'Procurement Advisor', 'Procurement Officer' and 'Manager Governance' positions
	Added functions 1, 4, 12 and 15 to Directors; and removed function 14.
	Created new conditions for sub-delegates
1.2.19 Panels of Pre-Qualified Suppliers for Goods and Services	Added functions 1, 2, 5, 6, 8 & 9 to 'Director'
	Added positions 'Procurement Advisor' and 'Procurement Officer'
	Created new conditions for sub-delegates
1.2.23 Defer, Grant Discounts, Waive or Write off Debts	Listed "(ex GST)" next to any numerical dollar amount to clarify the GST status.
	Grant Concession: A value of $5,000 ex GST was added as the previous register did not state a dollar value.
	Added function 2 to positions 'Director Infrastructure Services' and 'Director Community Services'
1.2.25 Rate Record Amendment	Addition of role 'Rates Officer'
1.2.29 Recover a Fee or Charge (Excluding Rates)	Updated title to include "… (Excluding Rates)" to clarify parameters
1.3.10 Complaints Officer (For Council Members, Committee Members and Candidates)	New condition added to accommodate the new Council Code of Conduct.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance and does not require community consultation.

CONSULTATION

Internal

- Executive Leadership Team;
- Management Leadership Team; and
- Key officers.

External Agencies

- Western Australian Local Government Association [WALGA] (items 5.1.6 and 21.3.2);
- Shire of Ashburton (item 6.5.2);

- Shire of East Pilbara (item 6.5.2);
- Department of Fire and Emergency Services [DFES] (item 6.5.2); and
- Fortescue Metal Group [FMG] (item 6.5.2).

Community

Nil.

LEGISLATION AND POLICY CONSIDERATIONS

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

An absolute majority vote is required to delegate any powers to a Chief Executive Officer under section 5.42 of the *Local Government Act 1995.*

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

- *Emergency Management Act 2005;*
- *Freedom of Information Act 1992;*
- *Public Interest Disclosures Act 2003;*
- *Building Act 2011;*
- *Bush Fires Act 1954;*
- *Cat Act 2011;*
- *Dog Act 1974;*
- *Fines, Penalties and Infringement Notices Enforcement Act 1994;*
- *Graffiti Vandalism Act 2016;*
- *Control of Vehicles (Off Road Areas) Act 1978;*
- *Liquor Control Act 1988;*
- *Health (Miscellaneous Provisions) Act 1911;*
- *Public Health Act 2015;*
- *Planning and Development Act 2005;*
- *Road Traffic (Vehicles) Act 2012; and*
- *Environmental Protection Act 1986.*

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

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

The following policies are reflected within the delegation register:

- 1/009 Legal Representation for Council Members and Employees;
- 1/024 Corporate Credit Card;
- 1/027 Severance Payments;
- 1/104 Execution of Documents and Application of the Common Seal;
- 2/005 Debt Management;
- 2/007 Purchasing;
- 2/010 Council Investments;
- 2/022 Panels of Pre-Qualified Suppliers;
- 3/007 Senior Employees and Appointing Acting Chief Executive Officer; and
- 6/003 Community Grants Program.

FINANCIAL AND RESOURCES IMPLICATIONS

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

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

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

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

Disability Access and Inclusion Plan

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

- Outcome 3 – Information.

Corporate Business Plan

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

- Ensure governance information provided to the community is in line with legislated requirements.

RISK MANAGEMENT CONSIDERATIONS

There is a compliance risk associated with this item, if the Delegation Register is not reviewed each financial year. The risk rating is considered to be low (3), which is determined by a likelihood of rare (1) and a consequence of moderate (3).

This risk will be eliminated by the adoption of the officer's recommendation.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

CONCLUSION

The Town's Delegation Register is to be reviewed at least once each financial year to ensure compliance with s. 5.46 of the *Local Government Act 1995* and to ensure delegations are aligned with the town's current practises.

ATTACHMENTS

1. Town of Port Hedland Delegation Register - 2021 Annual Review (under separate cover)

11.1.2 SUNDRY DEBTOR WRITE OFFS

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

CM202021/164 / COUNCIL DECISION

MOVED: CR BARTHO SECONDED: CR ZIELKE

That Council, pursuant to Section 6.12(1)(c) of the *Local Government Act 1995*, approves the write-off of bad debts to the value of $14,267.22.

CARRIED UNANIMOUSLY

PURPOSE

The purpose of this report is to provide information that supports the write-off of bad debts for the year ending 30 June 2021. The proposed schedule of write-offs is attached under confidential cover. It is recommended the Council approve the write-off of outstanding rate monies pursuant to section 6.12(1)(c) of the *Local Government Act 1995* as the debts are deemed unrecoverable.

DETAIL

Council has adopted a Debt Management Policy (Policy 2/005) which outlines the procedure for the recovery of outstanding debts owed to the Town of Port Hedland (Town). Under the guidelines of the policy, the Town has attempted to recover these debts without success.

The debts recommended for write off hold an overdue term of 120 days or greater.

In writing off these debts, Council is not prevented from reinstating the debts if future circumstances change and the debts becomes collectable.

It is recommended that the debts totalling $14,267.22 be written off.

Summary of debts:
Assessment A401790 - The property is owned by The State of WA, with a management order to the Minister for Health with the classification Health Clinic - the property was vacated in 2019, however at the time the Town was not notified of the vacating of the property. The rates category should have been amended to exempt at this time as the land is now vacant.

Assessment A129000 – The lease holder is deceased and the land is no longer rateable from 31/12/2019 as the lease has expired (Crown land). Current outstanding balance is $1523.41 and it is not economically viable to pursue the debt recovery.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 ‘Significant Decision Making’, this matter is considered to be of medium significance, because of the financial implications.

CONSULTATION

Internal

- Manager Financial Services; and
- Rates Officer.

External Agencies

- The Town has made various attempts to recover these funds without success.

Community

- No community consultation.

LEGISLATION AND POLICY CONSIDERATIONS

Section 6.12(1)(c) of the *Local Government Act 1995* provides Council with the power to write-off any amount of money which is owed to the Local Government by an absolute majority decision.

The attachment is confidential in accordance with sections 5.23(2)(d) and 5.23 (2)(e)(iii) of the *Local Government Act 1995*.

Council has adopted a Debt Management Policy (Policy 2/005) which outlines the procedure for the recovery of outstanding debts owed to The Town of Port Hedland.

FINANCIAL AND RESOURCES IMPLICATIONS

The total amount of $14,267.22 has not been provided for in the allowance for impairment.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

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

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

Corporate Business Plan

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

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

RISK MANAGEMENT CONSIDERATIONS

There is a financial risk associated with this item because the Town is unlikely to recover the debts owed. The risk rating is considered to be high (10), which is determined by a likelihood of almost certain (5) and a consequence of minor (2).

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

Option 3 – Do not adopt officer's recommendation

CONCLUSION

In writing off these bad debts, Council is not prevented from reinstating the debts if future circumstances change and the debt becomes collectable. In the interim, as they are uncollectable the Town will need to write them off.

ATTACHMENTS

1. Schedule of accounts for write-off 2021 - Confidential (under separate cover)

11.1.3 CORPORATE BUSINESS PLAN - QUARTERLY PERFORMANCE REPORT

Author: Governance 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.

CM202021/165 / COUNCIL DECISION

MOVED: CR MCDONOGH SECONDED: CR GILLINGHAM

That Council, in relation to the 2018-2022 Corporate Business Plan, receives and notes the performance report for the period 1 January to 31 March 2021 (Quarter 3 FY21), as per Attachment 1.

CARRIED UNANIMOUSLY

PURPOSE

The purpose of this report is for Council to consider and note the actions undertaken by the Town's administration for the third quarter of the 2020/21 financial year in relation to the actions in the 2018-2022 Corporate Business Plan.

DETAIL

Integrated planning and reporting gives local governments a framework for establishing local priorities and linking these to operational functions as detailed in their Strategic Community Plans and Corporate Business Plans.

The Corporate Business Plan (CBP) is a four year plan which integrates the Town's strategies and aspirations into an operational tool to guide the Town's administration in service delivery, operations, budgeting and resourcing.

The Town's current CBP lists actions to meet the Strategic Community Plan's outcomes. Each of these actions are measured and documented each quarter to report to Council and the community that the Town's administration is focused on delivering on set expectations. The results are presented for transparency and accountability.

2020/21 Financial Year - Quarter 3 Performance Summary

For each new financial year within the CBP's four year lifespan, all CBP actions that are ongoing in nature are essentially reset and reported against to demonstrate to the community and Council that the actions are being addressed and focussed on.

For the period of 1 January 2021 to 31 March 2021 (Q3), the following performance statistics are reported:

Status – Q3 2020/21 FY	Q3 Items	Q3 %
CBP actions complete	29	36%
CBP actions on track for completion	51	63%
CBP actions not yet commenced for this quarter	1	1%

Total CBP Items for 2020/21 FY:	81	100%

A summary of the key achievements for Q3 are as follows:

- The West End improvement works are underway in redeveloped areas, including McKay Street, Edgar Street, Wedge Street, Richardson Street, with new garden upgrades to Hamilton Road and the Civic Centre carpark garden renewal;
- 4 mile restricted access program completed;
- Aboriginal Engagement Officer has commenced work for the Town in Feb 2021;
- Engagement with key stakeholders is an on-going process in development of designs related to Recreation Hub projects;
- Adoption of the Library Strategy;
- Australia Day events were held in January 2021 with sponsorship from PPA, BHP, and Horizon Power;
- A procurement information brochure entitled "Doing Business with the Town - Contracting" has been completed and with the Comms team. This was undertaken in preparation for the Economic and Resources forum to be conducted in June 2021;
- Local planning strategy and local planning scheme 7 have been finalised. Local planning policy and guidelines are progressively being updated to streamline approvals and reduce red tape, providing an enabling environment for business establishment and growth;
- The Town was successful in earning $10M from the WA State Government for the Port Hedland Sports and Community Hub;
- The Town is currently in the process of finalising an agreement with a consultant to complete a review and implement an established Risk Management Framework, commencing 1 July 2021, which will include business continuity, risk register, internal control and compliance; and
- Council endorsed the Assessing Childcare Needs in Hedland report in February 2021.

The detailed status of all CBP actions, with a comment and status provided for each action, is provided in Attachment 1.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 ‘Significant Decision Making’, this matter is considered to be of medium significance. Reporting the Town’s performance is of importance to the community to ensure broad awareness of the Town’s actions and performance, and to ensure transparency and accountability.

CONSULTATION

Internal

- Executive Leadership Team and all Town Managers were consulted during compilation of this performance report.

External Agencies

- Nil.

Community

- Nil.

LEGISLATION AND POLICY CONSIDERATIONS

Section 5.56 of the *Local Government Act 1995* outlines the requirement for local governments to plan for the future. The adoption, implementation and reporting of strategic community and corporate business plans facilitate this requirement.

FINANCIAL AND RESOURCES IMPLICATIONS

There are no financial or resource implications related to this report, as it is for information purposes only.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

1.b.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

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

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

Corporate Business Plan

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

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

RISK MANAGEMENT CONSIDERATIONS

There is a reputational risk associated with this item, as it may be perceived that the Town has not performed as expected by the community. The risk rating is considered to be medium (6), which is determined by a likelihood of possible (3) and a consequence of minor (2).

To reduce this risk, the action plan is to consistently monitor and ensure that the Town's administration is performing its duties to the best of its ability to meet or exceed its key deliverables as outlined in the Corporate Business Plan.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Do not adopt officer's recommendation

CONCLUSION

This performance report is provided to inform Council and the community of progress the Town has made with respect to the adopted actions within the Corporate Business Plan. The Corporate Business Plan outlines the organisation's key initiatives to achieve its deliverables in the Strategic Community Plan.

ATTACHMENTS

1. Coporate Business Plan Update - Q3 FY2020/21 (under separate cover)

11.1.4 ADDITION OF LANDFILL ESTABLISHMENT RESERVE

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

CM202021/166 / COUNCIL DECISION

MOVED: CR ZIELKE SECONDED: CR TURNER

That Council:

1. Approves the establishment of the Landfill Establishment Reserve account to fund and manage the long term succession planning of the existing landfill facility; and

2. Adopts the amended Policy 2/019 Financial Reserves included as attachment 1.

CARRIED BY ABSOLUTE MAJORITY 6/0

PURPOSE

The purpose of this report is for Council to consider approval of establishing a new reserve "Landfill Establishment Reserve" in order to plan the closure of the existing facility at end of life and plan for a new facility long term. As the creation of a new reserve amends the relevant policy, approval of the amendment to Policy 2/019 'Financial Reserves' is required.

DETAIL

The current landfill site has a life span of approximately 11 years until it reaches end of life. The process to close down and repatriate one facility in conjunction with the development and commencement of a new facility is a time driven process, with numerous environmental and statutory requirements to complete the development.

As part of the long term financial planning process, it has been identified that there are no funding plans in place to ensure adequate financial resources are available to aid this process. The proposed reserve will adequately plan financially for the landfill project.

The amendment to the 'Financial reserves' policy is reflective of the below:

Reserve Name	Proposed Purpose	Calculation Funding/basis	Target Balance
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	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.

Reserve Name	Proposed Purpose	Calculation Funding/basis	Target Balance
		term financial model.	

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance, because the proposal or decision is not of a nature or significance that requires engagement.

Expenditure of funds in reserves is determined by Council at other times such as budget approval and adoption of strategic community plans.

CONSULTATION

Internal

- Manager Financial Services;
- Executive Leadership team; and
- Manager Waste Services.

External Agencies

- Talis Consultants; and
- ASK Waste Management.

Community

- Nil.

LEGISLATION AND POLICY CONSIDERATIONS

- *Local Government Act 1995, s.6.11(2)* requires that before a local government changes the purpose of a reserve account; or uses the money in a reserve account for another purpose, it must give one month's local public notice of the proposed change of purpose or proposed use;
- *Local Government (Financial Management) Regulations 1996, s.6.10 Regulation 8(3) s*tates that money from different accounts may be placed in a common investment authorised by the Act; and
- Policy 2/019 'Financial Reserves'.

FINANCIAL AND RESOURCES IMPLICATIONS

There is no financial impact to the 2020/21 Budget by the adoption of these changes.

All changes will be enacted in the 2021/22 financial year and will be accounted for in the respective year's budget.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

4. b.1. - Sound long-term financial planning is implemented.

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

Corporate Business Plan

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

- 4. b.1. - Sound long-term financial planning is implemented.

RISK MANAGEMENT CONSIDERATIONS

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

There is a risk rating of (6) associated with this item, as creating the reserves does not have a financial impact on the 2020/21 Budget, however any lack of long term financial planning for funding the landfill project is a risk that could leave the Town time constricted with the end of life on the asset. This risk will be reduced by the adoption of the Officers Recommendation.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

Option 3 – Do not adopt officer's recommendation

CONCLUSION

The adoption of this item will result in the creation of a Landfill Establishment Reserve that will enable funds to be hibernated to ensure strategic objectives are achieved for the landfill succession project.

ATTACHMENTS

1. 2/019 Financial Reserves Policy (under separate cover)

In relation to the following item 11.1.5, Councillor Gillingham declared an impartiality interest as she is the Coordinator of the Pilbara Music Festival and because of fees associated with the hiring of Gratwick Hall for the week of 6-12 Sepetember 2021 for the music festival. Councillor Gillingham declared that she would consider the matter on its merits and vote accordingly.

11.1.5 2021/22 SCHEDULE OF FEES AND CHARGES

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

CM202021/167 / COUNCIL DECISION

MOVED: CR MCDONOGH SECONDED: CR BARTHO

That Council adopts the 2021/22 Schedule of Fees and Charges effective from 1 July 2021 as per Attachment 1, for inclusion in the 2021/22 Budget.

CARRIED BY ABSOLUTE MAJORITY 6/0

PURPOSE

The purpose of this report is for Council to adopt the 2021/22 Schedule of Fees and Charges as a part of the 2021/22 Budget.

DETAIL

The Town's Schedule of Fees and Charges must be reviewed each year in conjunction with the Annual Budget, and is performed by the relevant Town officers in consultation with Council.

Except for fees set by external bodies, a local government can impose a fee or charge for any goods or services it provides.

In preparation of the 2021/22 Schedule of Fees and Charges, comprehensive research has been undertaken by officers, ensuring that proportionate justification of the fee or charge is applied.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of medium significance, because it may impact on a wide range of people who reside in Port Hedland, however the Council already has a sound understanding of the views and preferences of the people likely to be affected by, or interested in, the proposal or decision.

CONSULTATION

Internal

The Financial Management Team have liaised with all relevant officers to create the proposed 2021/22 Schedule of Fees and Charges, ensuring that all proposed fees and charges are justified.

Officers held a workshop with Council on Thursday 29 April 2021 to address any amendments to fees and charges.

External Agencies

Comparisons to other similar Local Governments has been used as part of the review and application of comparable waste fees and charges.

Community

Limited consultation was completed with community groups and the fees and charges amendments have been based on that consultation.

LEGISLATION AND POLICY CONSIDERATIONS

Section 5.63(1) of the *Local Government Act 1995* specifically excludes the need to declare a financial interest where matters:

- Have an interest common to a significant number of ratepayers/electors; or
- Relate to the imposition of any rate, charge or fee.

Section 6.16 of the *Local Government Act 1995* states that the imposition of fees and charges must be made by absolute majority.

When determining the amount of a fee or charge for a service, section 6.17 of the *Local Government Act 1995* outlines various factors, being:

- The cost to the Local Government for providing the service or goods;
- The importance of the service of goods to the community; and
- The price at which the service or goods could be provided by an alternative provider.

The Town must give public notice of the imposition of fees and charges, and the date from which they are to be imposed in accordance with section 6.19 of the *Local Government Act 1995.*

Regulation 25 of the Local Government (Financial Management) Regulations 1996 states that an estimate of the total revenue from the fees and charges is to be included in the annual budget.

FINANCIAL AND RESOURCES IMPLICATIONS

The Schedule of Fees and Charges is proposed to be included in the 2021/22 budget and used as a basis for income projections. The detailed financial position will be presented to Council as part of the final budget preparation and deliberation, however there is not expected to be any significant changes in the fees and charges revenue budget for the 2021/22 financial year.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

The following sections of the Town's Strategic Community Plan 2018-2022 are applicable in the consideration of this item:

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

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

4.b.4 Constructive forums are provided for discussion and the representation of the diversity of views and needs that impact on the Town's developments, programs and policies

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

Disability Access and Inclusion Plan

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

- Outcome 4 – Quality of Service.

Corporate Business Plan

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

- 4.b.2.1 – Ensure the Town's finances are managed efficiently and effectively in line with legislated requirements.

RISK MANAGEMENT CONSIDERATIONS

There is a reputational risk associated with this item. Section 6.2, reg. 25 of the *Local Government (Financial Management) Regulations 1996*, states the annual budget is to include an estimate of the total revenue from the fees and charges from each program. The Town of Port Hedland Schedule of Fees and Charges is proposed to be included in the 2021/22 Budget and used as a basis for income projections. The risk rating is considered to be low (3), which is determined by a likelihood of rare (1) and a consequence of moderate (3).

This risk will be eliminated by the adoption of the officer's recommendation.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

Option 3 – Do not adopt officer's recommendation

CONCLUSION

The 2021/22 Schedule of Fees and Charges are presented to Council for consideration prior to officers including the schedule in the proposed Budget for consideration as a whole in the coming months.

ATTACHMENTS

1. 2021-22 Fees and Charges (under separate cover)

11.1.6 POLICY REVIEW - 1/015 RECORDING OF COUNCIL AND COMMITTEE MEETINGS, 4/006 ELECTIONS-CARETAKER PERIOD, AND 4/010 ELECTED MEMBER PROFESSIONAL DEVELOPMENT

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

CM202021/168 / COUNCIL DECISION 1

MOVED: CR GILLINGHAM SECONDED: CR ZIELKE

That Council endorses the review of Policy 1/015 Recording of Council and Committee Meetings and renames and adopts it as Policy 1/015 Livestreaming and Recording of Council Meetings, as per Attachment 1.

CARRIED UNANIMOUSLY

CM202021/169 / COUNCIL DECISION 2

MOVED: CR GILLINGHAM SECONDED: CR BARTHO

That Council endorses the review of, and adopts, Policy 4/006 Elections – Caretaker Period, as per Attachment 2.

CARRIED UNANIMOUSLY

CM202021/170 / COUNCIL DECISION 3

MOVED: CR ZIELKE SECONDED: CR MCDONOGH

That Council adopts the consequential amendments to Policy 4/010 Elected Member Professional Development, as per Attachment 3.

CARRIED BY ABSOLUTE MAJORITY 6/0

PURPOSE

The purpose of this report is for Council to consider a review of the 1/015 Recording of Council and Committee Meetings Policy and consider its adoption as the renamed 1/015 Livestreaming and Recording of Council Meetings Policy, together with a review of 4/006 Elections – Caretaker Period Policy and a consequential amendment to the 4/010 Elected Member Professional Development Policy.

DETAIL

Policies are adopted by Council to set out agreed positions and to provide a framework for consistent decision making. Section 2.7(2)(b) of the *Local Government Act 1995* (the Act) defines a key role of a local government is to determine the local government's policies. Policies are the decisions of Council, which establish the agreed views and direction with respect to certain matters, and define 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.

Policies 1/015 Recording of Council and Committee Meetings and 4/006 Elections – Caretaker Period are each scheduled for review as part of the Town's program of policy review.
The review of 1/015 Recording of Council and Committee meetings has resulted in a number of recommended amendments to reflect modern community expectations that high quality livestreaming of Council meetings is available.

It is recommended that amendments be made to 4/006 Elections – Caretaker Period to remove a number of repetitions and inconsistencies with other policies and regulations. A number of minor stylistic changes are also recommended. There is also a consequential amendment to 4/010 Elected Member Professional Development required, to bring it into line with respect to the attendance of Elected Members at training and conferences, which is permitted by the proposed Caretaker Policy, and consistent with the approaches of other local governments and WALGA advice. The amendments to the Professional Development policy require an Absolute Majority vote.

Recommended changes to each policy are included as tracked changes in the attachments, and will be removed should Council adopt those policies.

LEVEL OF SIGNIFICANCE

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

CONSULTATION

Internal

- Director of Corporate Services;
- Manager Governance;
- Manager Corporate Affairs; and
- Executive Assistant to the CEO & Mayor.

External Agencies

- Western Australian Local Government Association;
- City of Bunbury;
- Shire of Broome;
- City of Joondalup;
- City of Karratha;
- City of Mandurah; and
- City of Stirling.

Community

- Nil.

LEGISLATION AND POLICY CONSIDERATIONS

Section 2.7(2)(b) of the Act provides that a council is to determine the local government's policies. Section 5.128 of *the Act* requires Council to adopt a policy in relation to the continuing professional development of council members.

FINANCIAL AND RESOURCES IMPLICATIONS

There are no known financial and resources implications associated with any of the proposed changes.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

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

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

Disability Access and Inclusion Plan

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

- Outcome 3 – Information.

Corporate Business Plan

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

- 2.b.3.1 – Regularly review policies and local laws to minimise red tape within statutory frameworks.

RISK MANAGEMENT CONSIDERATIONS

There is a reputational risk associated with this item, as it may be perceived that the Town's policies are outdated, do not meet community expectations and do not reflect the requirements of the Act. The risk rating is considered to be medium (6), which is determined by a likelihood of possible (3) and a consequence of minor (2).

Adoption of the reviewed policies will eliminate this risk.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

Option 3 – Do not adopt officer's recommendation

CONCLUSION

It is recommended that Council adopt the reviewed and renamed.

ATTACHMENTS

1. 1/015 Livestreaming and Recording of Council Meetings (under separate cover)
2. 4/006 Elections - Caretaker Period (under separate cover)
3. 4/010 Elected Member Professional Development (under separate cover)

11.1.7 STATUS OF COUNCIL DECISIONS UPDATE

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

CM202021/171 / COUNCIL DECISION

MOVED: CR BARTHO SECONDED: CR GILLINGHAM

That Council receives and notes the 'Status of Council Decisions' as at May 2021, as per Attachment 1.

CARRIED UNANIMOUSLY

PURPOSE

The purpose of this report is to inform Council and the community of actions that have been undertaken in relation to decisions of Council which have not been fully completed.

DETAIL

The 'Status of Council Decisions' (SOCD) spreadsheet is an important administrative tool used by the Town to monitor the implementation of Council decisions. Any Council decision that has not yet been fully implemented will remain on the list until it has been completed.

Once the minutes of each Council meeting has been published, the minute taker uploads each decision of Council onto the spreadsheet and allocates it to the relevant officer for actioning and comment. The spreadsheet is accessible by all relevant Town officers.

The SOCD spreadsheet is presented on a quarterly basis for Council and the community to note the progress and status of decisions which have not been fully enacted, and the reasons for this.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance. The SOCD spreadsheet is for information purposes only.

CONSULTATION

Internal

- All officers that have been deemed responsible for enacting each Council decision has provided an update on its status.

External Agencies

- Nil.

Community

- Nil.

LEGISLATION AND POLICY CONSIDERATIONS

Section 2.7 of the *Local Government Act 1995* states how Council is responsible for directing the Local Government's affairs.

FINANCIAL AND RESOURCES IMPLICATIONS

There are no financial or resource implications in relation to this item.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

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

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

Corporate Business Plan

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

- *4.b.3.1* - Ensure governance information provided to the community is in line with legislative requirements.

RISK MANAGEMENT CONSIDERATIONS

There is a reputational risk associated with this item, because if the SOCD spreadsheet is not presented on a quarterly basis to Council, Council and the community won't be notified on the progress and status of decisions which have not been fully enacted, and the reasons for this. The risk rating is considered to be low (1), which is determined by a likelihood of rare (1) and a consequence of insignificant (1).

This risk will be eliminated by the adoption of the officer's recommendation.

OPTIONS

There are no alternative options in relation to this item, as it is for Council to receive for information purposes.

CONCLUSION

The Status of Council Decisions spreadsheet is an important tool that Town officers utilise to implement and enact all decisions of Council. This quarterly report is to inform Council and the community of the status of decisions that have not been completed, or are of an ongoing nature.

ATTACHMENTS

1. Status of Council Decisions May 2021 (under separate cover)

11.1.8 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 APRIL 2021

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

CM202021/172 / COUNCIL DECISION

MOVED: CR MCDONOGH SECONDED: CR TURNER

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

1. Receives the Statement of Financial Activity for the period ended 30 April 2021;

2. Receives the Material Variance Report for the period ended 30 April 2021;

3. Notes the Accounts paid under delegated authority for period ended 30 April 2021; and

4. Receives the Credit Card Statements for period ended 30 April 2021.

CARRIED UNANIMOUSLY

PURPOSE

The purpose of this report is to present to Council the Statement of Financial Activity for the period ended 30 April 2021. Supplementary information is also presented to Council to provide further information regarding the Town's activities.

DETAIL

The information provided in this report is for the period ended 30 April 2021, with financial results included in *Attachment 1. Statement of Financial Activity Notes 1-11* prepared by the Town of Port Hedland (Town).

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

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

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

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

The net current funding position as at 30 April 2021 was $11.67 M. The breakdown of the cash position is displayed below:

	2020/21 Actuals
Current Assets: Cash and Investments	$247.05 M
Restricted Cash – Reserves	$236.58 M
Unrestricted Cash Position as at 30 April 2021	$10.47 M

Previous Decisions

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

LEVEL OF SIGNIFICANCE

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

CONSULTATION

Internal

- All consultation and engagement is conducted internally.

External Agencies

- Nil.

Community

- Nil.

LEGISLATION AND POLICY CONSIDERATIONS

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

FINANCIAL AND RESOURCES IMPLICATIONS

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

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

Reserves

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

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

4.b.1 Sound long-term financial planning is implemented
4.b.2 Transparent and regular financial reporting and communication to the community is undertaken
4.b.3 Transparent and regular governance reporting and communication to the community is undertaken

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

RISK MANAGEMENT CONSIDERATIONS

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

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

OPTIONS

Option 1 – Adopt officer's recommendation

Note the Statement of Financial Activity and reports for the period ended 30 April 2021 in accordance with regulation 34(1) of the Local Government (Financial Management) Regulations 1996.

Option 2 – Amend officer's recommendation

That Council receive the Statement of Financial Activity for the period ended 30 April 2021 and request further information or clarification.

Option 3 – Do not adopt officer's recommendation

That Council do not note or receive the Statement of Financial Activity for the period ended 30 April 2021.

CONCLUSION

The opening funding deficit of $209 K presented in YTD Actual on the Statement of Financial Activity, is as per the closing deficit presented in the audited financial statements. The net current funding position is $11.67 M.

ATTACHMENTS

1. Credit Card Payments - April 2021 (under separate cover)

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

11.2 Community Services

11.2.1 COURTHOUSE GALLERY QUARTERLY REPORT - QUARTER 3 - JANUARY - MARCH 2021

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

CM202021/173 / COUNCIL DECISION

MOVED: CR ZIELKE SECONDED: CR BARTHO

That Council receives the quarterly report from The Junction Co. for the management of the Courthouse Gallery for the third quarter, January – March 2021.

CARRIED UNANIMOUSLY

PURPOSE

The purpose of this report is for Council to consider the financial and general operational report of the Courthouse Gallery, managed by The Junction Co. for the third quarter from January – March 2021. More specifically, this report addresses the reporting requirements outlined in clause 24.2 in the Management Agreement between the Junction Co. and the Town of Port Hedland (Town).

DETAIL

The contract for the management of the Courthouse Gallery was agreed between the Town and The Junction Co. for the period 1 July 2019 to 30 June 2021 and also provides the option of three further terms of 12 months.

Under clause 24.2 of the agreement, The Junction Co. is to provide the Town with a quarterly report, including the following:

- Income and expenditure;
- Patronage of programs and activities;
- Marketing and communication activities undertaken; and
- Maintenance and capital expenditure.

Desired outcomes of the agreement with The Junction Co. are as follows:

- Exhibitions and sale of local art;
- High quality programming, including presentations and workshops;
- Partnerships with local organisations and community groups;
- High quality customer service to visitors of the Gallery;
- A focus on continuous improvement and service growth at the facility;
- A safe, clean and hygienic environment for staff, customers and other visitors;
- Strong and accountable financial management; and
- Clear, concise and accurate quarterly reporting on the operations of the facility.

The attached quarterly report outlines the progresses made by The Junction Co in the period

January – March 2021. The organisation has reported a net loss of $10,340.69.
A summary of the key achievements for the quarter January – March 2021 are noted below:

- Highest attendance of an exhibition opening to date (Radius 2.0);
- Dynamic Harmony Day Open Day, establishing a strong partnership between The Junction Co. and Pilbara Community Legal Service, and broader community groups who performed on the day;
- Launch of the inaugural Pilbara Fashion Festival;
- Hosting guest regional artists, including Jacky Cheng (Broome), Lori Pensini (Southwest) and Sandra Murray;
- Launch of the online Gallery+Studio, Practitioner and Ceramics membership programs; and
- Sell out attendance to all Slump + Hump monthly ceramics workshops.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of medium significance, because the management of the Courthouse Gallery has positive impacts on the arts and culture opportunities and programs provided by the Town.

CONSULTATION

Internal

- Senior Arts and Culture Officer.

External Agencies

- The Junction Co.

Community

- Nil.

LEGISLATION AND POLICY CONSIDERATIONS

There are no legislative or policy considerations for this report.

FINANCIAL AND RESOURCES IMPLICATIONS

The management fee payable to The Junction Co. and other costs relevant to the operations of the Courthouse Gallery are included in the Town's annual budget. There were greater financial contributions required in this quarter and planned for next quarter to ensure a robust first half year of 2021 program for the community while reduced income from retail sales as anticipated during the off-peak period.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

1.c.1 The community, industry, arts and cultural organisations are engaged to identify, plan and coordinate events and activities
1.c.2 Events and activities to celebrate the Town's cultural heritage, arts and Pilbara lifestyle are consistently programmed and delivered
1.d.3 Facilities and community infrastructure are well maintained, managed and fit for purpose to provide a range of lifestyle opportunities

Social

There are social benefits from having high quality arts and culture facilities and experiences available to the community. The Courthouse Gallery fulfils an integral role in activating the Town's West End, as an artistic, historical and cultural precinct.

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

Disability Access and Inclusion Plan

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

- Outcome 1 – Services and Events;
- Outcome 2 – Buildings and Facilities; and
- Outcome 4 – Quality of Service.

Corporate Business Plan

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

- 1.2.3.1 - Support the provision of cultural, sporting and recreational facilities that are fit for purpose; and
- 2.b.5.1 – Work with stakeholders to enhance the reputation of the Town.

RISK MANAGEMENT CONSIDERATIONS

There is a reputational risk associated with this item because it may be perceived that the Town has not performed in its duty to provide an Art Gallery, and arts and culture programming to the community. The risk rating is considered to be medium (6), which is determined by a likelihood of possible (3) and a consequence of minor (2).

To reduce this risk, the Town will regularly monitor and report on the performance of The Junction Co. and ensure key deliverables outlined in the management contract are being met.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

CONCLUSION

This report is provided to inform Council of the financial and operational progress made by The Junction Co from January – March 2021, in its role as manager of the Courthouse Gallery.

ATTACHMENTS

1. Courthouse Gallery and Studio Quarterly Report - Quarter 3, January - March 2021. (under separate cover)

11.2.2 DESIGNATED AREA MIGRATION AGREEMENT

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

CM202021/174 / COUNCIL DECISION

MOVED: CR ZIELKE SECONDED: CR GILLINGHAM

That Council endorses the investigation of, and potential application to, the Federal Government for a Designated Area Migration Agreement (DAMA).

CARRIED UNANIMOUSLY

PURPOSE

The purpose of this report is for Council to consider commencing the process of applying for a DAMA.

DETAIL

At its Ordinary meeting in February 2021 the Council endorsed the Assessing Childcare Needs in Hedland report, which highlighted, amongst other matters, staffing-related issues as one of the key barriers for childcare provision in Hedland. This is not an issue confined to Hedland alone. As noted in the Australian Children's Education & Care Quality Authority Workforce report 2019 (please see link below):

https://www.acecqa.gov.au/sites/default/files/2020-10/ChildrensEducationandCareNationalWorkforceStrategy_0.pdf

"*consultations with the children's education and care sector over recent years have identified that there are persistent and increasingly pressing issues with the attraction, supply and retention of educators, in particular early childhood teachers (ECTs). Conservative estimates predict the sector will require around 39,000 additional educators, including 9,000 additional ECTs, by 2023. This represents a 20% increase for the workforce over five years. In the context of declining enrolments in approved qualifications and a parallel focus on bolstering the supply of primary school teachers, the children's education and care sector faces significant and increasingly urgent workforce challenges*."

One of the actions approved by Council to address this issue at a local level was "investigate the opportunities associated with the creation of a Pilbara Designated Migration Area for childcare employees, and initiate advocacy to the Federal Government."

What is a DAMA

A Designated Area Representative (DAR) represents a defined regional area and is responsible for managing the negotiation, implementation and ongoing management of a DAMA. A DAMA

is an agreement between the Commonwealth of Australia and a DAR. A DAR is a regional authority representative of employers and stakeholders in a designated regional area.
A DAMA is an agreement between the Commonwealth and a state/territory or regional body that provides:

- A flexible, tailored response to a designated region's local unique economic and labour market needs and conditions;
- Solutions for Australian business where there are skills gaps and shortages that can't be met by the Australian market;
- Access to a broader range of overseas workers than available through the standard skilled visa programs;
- Various negotiable concessions to the standard skilled visa requirements; and
- Pathways to permanent residence as a major incentive to attract and retain overseas workers.

For a DAMA to be put in place an application will have to firstly be lodged with the Department of Home Affairs. Following this it is envisaged that it might take the Commonwealth up to six months to determine the outcome of the application.

DAMA labour agreements are between the Australian Government and endorsed employers operating within the relevant region. They:

- Are generally in effect for five years; and
- Use the subclass 482 Temporary Skills Shortage (TSS), subclass 494 Skilled Employer Sponsored Regional (Provisional)*, and subclass 186 Employer Nominated Scheme (ENS) visa programs.

Employers must seek and gain endorsement from the Designated Area Representative before lodging a labour agreement request.

Under the DAMA framework, employers in designated areas experiencing skills and labour shortages can sponsor skilled and semi-skilled overseas workers. Individuals cannot directly access a DAMA. Individuals need to be sponsored:

- By an employer operating in a designated region; and
- For an occupation that is specified in the head agreement.

DAMAs ensure employers recruit Australian citizens and permanent residents as a first priority. Among other things, employers must demonstrate a genuine attempt to recruit Australians prior to getting access to a DAMA labour agreement.

Previous ToPH involvement in a DAMA

The Town has previously been part of work associated with the establishment of a regional DAMA. In its 2019 submission to the Joint Standing Committee on Migration the Town noted that "As the primary contributor to the Australian economy for the mining and resources sector, the employment requirements of the Pilbara and its towns can fluctuate considerably in response to global commodity prices and resource and energy sector investment. During peak periods, town-based businesses suffer due to an inability to compete with salaries offered by resource companies and more generally, the high cost of doing business. While Pilbara-based Councils fully support the concept of jobs for Australian citizens and residents first, essential service and supply chain workers can often be in short supply during economic peaks.

As one of the range of strategies to address workforce shortages, the Town views the benefits of a DAMA lies in its capacity:

- To complement other strategies for economic and social development in the region including, local, state and national recruitment and training strategies, and Indigenous employment strategies, thereby respecting the primacy of jobs first and foremost for Australian citizens and residents;
- To establish a migration agreement with the Commonwealth which includes a clear process for the sponsorship of workers outside Australia, including labour testing, assessment of qualifications, and English language competence, tied to critical worker shortage requirements and regional temporary residency;
- To provide a pathway for permanent residency for Pilbara DAMA visa holders, to progress regional population growth and town sustainability;
- To provide eligible businesses with access to occupations that are otherwise not available through various other temporary classes of visas;
- To protect the interests of skilled migrants by incorporating criteria that ensures employers meet Australian workplace labour relations requirements and standards and that the requisite skills training, support, induction, and settlement within the town occurs;
- To position the town and its services to respond effectively and readily (once in place) to economic fluctuations, driven by global commodity prices and investment decisions of large multi-national organisations;
- To ensure local businesses who cannot compete with well-paying jobs in the resources sector remain viable and can service residents and support industry (aka economic development) and government activity during periods of growth as well as during down times; and
- To offset the inability of businesses to attract Australian citizens and residents to take town-based positions in essential services.

As market confidence returns post-COVID, a number of major resource projects that have previously been placed on-hold are expected to resume. This will place additional pressure on a strained labour market and exacerbate businesses difficulties in terms of high cost of training, accommodations, living costs, connectivity issues and inflated airfares, not just in the childcare sector, but amongst many others.

The City of Karratha has been investigating the DAMA application process and progressing with an application to the Federal government, and has been in touch with the other Pilbara local governments to determine the feasibility of submitting a joint application.

The Town of Port Hedland has consulted with Regional Development (RDA) Pilbara who are supportive of such an arrangement to progress at a regional level, as research indicates that the Commonwealth is generally more supportive of regional applications. The Port Hedland Chamber of Commerce (PHCC) is also in the process of surveying local businesses to gain quantitative data associated with localised labour issues and shortages, which will be presented to Council once available.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 ‘Significant Decision Making’, this matter is considered to be of medium significance, because of future economic diversification prospects to be achieved through broader workforce attraction.

CONSULTATION

Internal

- Executive Leadership Team.

External Agencies

- City of Karratha;
- Shire of East Pilbara;
- Port Hedland Chamber of Commerce;
- Regional Development Australia; and
- Pilbara Development Commission.

There are currently seven DAMAs in place across Australia:

- Northern Territory: Northern Territory Designated Area Migration Agreement
- The Goldfields, WA: City of Kalgoorlie Boulder
- Great South Coast, VIC: Warrnambool City Council
- Adelaide City Technology and Innovation Advancement: Skilled & Business Migration
- South Australia Regional: Skilled & Business Migration
- Orana, NSW: Regional Development Australia - Orana, NSW; and
- Far North Queensland: Cairns Chamber of Commerce DAMA – Cairns Chamber of Commerce, FNQ.

Community

- Hedland Collective.

LEGISLATION AND POLICY CONSIDERATIONS

- Nil associated with this item.

FINANCIAL AND RESOURCES IMPLICATIONS

The Town has made provisions in its FY21/22 operational budget to assist with the DAMA application process, which is envisaged to be $50,000.

In the event a DAMA is granted, there will be implementation costs to follow that will vary depending on the operating model that is selected. The options are to employ a dedicated staff member to administer the agreement or engage a third party (such as those of a migration agent) to provide those services. All options will have ongoing operational costs associated with them, which will have to be discussed and agreed upon with other Pilbara local governments.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

2.a.2	Partnerships with private enterprises and government to fund projects and create jobs are pursued
2.b.2	The Town's economic development strategy is supported through engagement with key economic groups
2.c.1	Business and government agencies and other relevant stakeholders are engaged to:
	• Identify strategic employment and economic development priorities

2.c.2 Opportunities for social enterprise, innovators, and small and medium sized businesses are identified, and strategies to attract and support them are implemented
2.a.1 Local training providers, business, industry, services, agencies, social sector and infrastructure providers are fully engaged and coordinated in the development of training and employment opportunities

Economic

An increased and diverse workforce will result in greater business attraction and retention.

Corporate Business Plan

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

- 2.b.2.1 Develop, implement and review partnerships with key stakeholders to promote economic growth and diversification;
- 2.c.1.1 Work with stakeholders to develop, implement and review strategies to stimulate and diversify the local economy and address business challenges; and
- 2.c.2.1 Provide information to the business community to support decision making.

RISK MANAGEMENT CONSIDERATIONS

There is a reputational risk associated with this item because of the perceptions associated with migration agreements in terms of their impact on local workforces. The risk rating is considered to be medium (9), which is determined by a likelihood of possible (3) and a consequence of moderate (3).

The risk will be minimised by ensuring that the community is fully informed of the workforce issues local businesses are experiencing, and of the DAMA process, as a solution to local workforce issues that complements other strategies for economic and social development in the region including, local, state and national recruitment and training strategies, and Indigenous employment strategies, thereby respecting the primacy of jobs first and foremost for Australian citizens and residents.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Do not adopt officer's recommendation

CONCLUSION

In view of critical issues associated with the attraction and retention of qualified educators in the childcare sector, Council has agreed that the Town investigates the DAMA process. Town officers have undertaken research into this matter and found that a DAMA had already been highlighted as an option to assist with specific labour shortages, but the application process had not progressed further. Consultation with other Pilbara local governments, the local Chamber of Commerce and Regional Development Australia have highlighted support for this agreement for a number of different workforce sectors, not just the childcare one. This item is therefore requesting the Council consider progressing with a DAMA application to the Federal government.

ATTACHMENTS

Department of Home Affairs – Link to DAMA webpage:

https://immi.homeaffairs.gov.au/visas/employing-and-sponsoring-someone/sponsoring-workers/nominating-a-position/labour-agreements/designated-area-migration-agreements

11.3 Regulatory Services

In relation to the following item 11.3.1, Councillor Gillingham declared a proximity interest in relation to the area which is outlined on the maps (4) in Cooke Point as in close proximity to Councillor Gillingham's residential address.

Councillor Gillingham left Chambers at 6:23pm.

11.3.1 ADOPTION OF COASTAL FORESHORE MANAGEMENT PLAN

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

CM202021/175 / COUNCIL DECISION

MOVED: CR MCDONOGH SECONDED: CR ZIELKE

That Council:

1. Considers the submissions received on the draft Town of Port Hedland Townsite Coastal Foreshore Management Plan;

2. Endorses the modifications to the Management Plan proposed in response to those submissions outlined in Attachment 1;

3. Adopts the final Town of Port Hedland Townsite Coastal Foreshore Management Plan as included in Attachment 2; and

4. Notes that the implementation of the Town of Port Hedland Townsite Coastal Foreshore Management Plan is not funded, will require external funding sources such as grants, and will require separate Council approval for the different projects within the Plan.

CARRIED UNAMIMOUSLY

Councillor Gillingham returned to Chambers at 6:25pm.

PURPOSE

The purpose of this report is for Council to consider submissions received on the draft Town of Port Hedland Townsite Coastal Foreshore Management Plan (CFMP) and adopt the modified version of the CFMP for final approval.

DETAIL

The Port Hedland Townsite coastal zone is a significant asset for the Town of Port Hedland. The community highly values it as a recreational resource for its cultural heritage, biodiversity and ecosystem significance, and unique landscape features. However, this coastline is prone

to severe pressures, including coastal erosion, inundation of low lying areas during storm events, increasing human impacts, and threats to biodiversity values. Previously adopted reports and studies relevant to the management of the coast include:

- *Port Hedland Consolidated Foreshore Redevelopment Master Plan* (UDLA 2013); and
- *Port Hedland Townsite Coastal Hazard Risk Management and Adaptation Plan* (CHRMAP) (GHD 2019).

As a result of these reports and the visible, ongoing pressures to the coastal reserves, the Town awarded a contract to Shape Urban in March 2020 to develop a CFMP. The CFMP is required to provide specific actions for the proper management, orderly and proper planning and enhancement of the coastal reserves adjacent to the Port Hedland Townsite, including those areas identified in the Port Hedland Townsite CHRMAP. It details baseline information about the coastal zone, including flora and fauna and the Town of Port Hedland's owned or managed assets, relevant to the coastline's planning and management.

The CFMP uses information from the engagement undertaken with the Port Hedland community to prioritise important assets and categorises them by their social, cultural, environmental and economic value. The CFMP then makes informed recommendations about these assets regarding their protection in the short term, medium term or long term, and where avoidance, retreat or adaption measures are more appropriate. The CFMP considers all of these elements and establishes a framework to guide the sustainable use and development of the coastal reserves. Allowing the Town to use information in the CFMP to plan, manage and improve its coastal zone for the community, whilst ensuring longer-term coastal management is sustainably supported. Management actions are proposed for seven management unit areas that make up the CFMP. These management unit areas are depicted below:



- Unit 1 - West End Management Area (WE);
- Unit 2 – Spoilbank Management Area (SB);
- Unit 3 – Sutherland Street Management Area (SS);
- Unit 4 – Cooke Point Management Area (CP);
- Unit 5 – Pretty Pool Management Area (PP);
- Unit 6 – Four Mile Creek Management Area (FM); and
- Unit 7 – Six Mile Creek Management Area (SM).

Community Engagement Summary

The preliminary stage of engagement sought to raise awareness of the project, identify community values and ensure concerns and aspirations for the townsite coastal zone were understood. Stakeholders could visit an online project page with a mapping tool and survey. They could drop pins and comment on activities they valued and their locational preferences for these activities on the mapping tool.

Participants could also respond to a survey and provide any other feedback on how they use the different areas of the coastline. The survey and mapping tool was open from 27 July 2020 to 28 September 2020. The project team received 83 location-based survey responses, 21 values survey responses, and 314 'pins' were placed on the map. Stakeholders were further engaged through the following:

- Social media posts;
- Two community 'drop in' sessions;
- Briefings with the Department of Planning, Lands and Heritage and the Department of Transport;
- Engagement with local Traditional Owners and Aboriginal groups;
- Briefings to key staff members and Executive Management at the Town; and
- Targeted meetings with identified key stakeholders.

Approximately 30 people attended the community 'drop in' sessions, and the project team had targeted meetings with 15 stakeholders or groups who have an interest or involvement in the project area. The student stakeholder groups included approximately 40 students across two schools. More than 140 participants contributed to this stage of engagement, with an approximate reach of more than 1,000 local community members and organisations.

The resultant draft CFMP was advertised for public comment from 24 February 2021 to 24 March 2021. This was accompanied by a project summary and Frequently Asked Questions (FAQs) on the Town's website and social media communication to inform stakeholders on the draft CFMP out for comment. At the close of the submission period, a total of nine submissions were received. The submission comments have been assessed, and where appropriate, the CFMP has been updated as captured in Attachment 1.

Submissions and modifications

The Government and non-Government organisations that operate and are interested in future planning for the coastal foreshore are strongly supportive of the repair and rectification of damage associated with cyclones and the need for future structures and assets to be more resistant to coastal erosion and cyclone damage. In particular, beach paths and stair access to the beaches got the most mention. All stakeholders engaged were strongly aligned on the matter of revegetation and planting along the entire study area, primarily for coastal erosion and the creation of additional shade areas for recreation. They also wanted to see more beachside recreation and activity opportunities such as tours, cafes and restaurants. Fishing and four-wheel driving needs to be balanced with the need to protect dunal ecosystems, vegetation and the sacred Aboriginal site at Six Mile. Feedback captured during the public comment period has reaffirmed measures already existing in the CFMP and, to a lesser extent, shaped minor modifications to the CFMP, as captured in Attachment 1.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of medium significance because the CFMP is an essential management instrument that sets out the way the coastal zone can be used, how it will be managed, and what actions might be taken to protect or modify the area to meet the needs of the community.

CONSULTATION

Internal

- Confidential Briefing for Elected Members prior to advertisement of draft CFMP;
- Director Infrastructure Services;
- Director Regulatory Services;
- Manager Corporate Affairs;
- Manager Infrastructure Projects and Assets;
- Manager Infrastructure Operations;
- Manager Environmental Health and Community Safety; and
- Manager Town Planning and Development.

External Agencies

- Department of Planning, Lands and Heritage;
- Department of Transport;
- Pilbara Development Commission;
- Department of Biodiversity, Conservation and Attractions;
- Department of Jobs Tourism Science and Innovation;
- Department of Local Government Sport and Cultural Industries;
- Pilbara Ports Authority;
- Kariyarra Aboriginal Corporation;
- Hedland Strong Aboriginal Leaders;
- Port Hedland Chamber of Commerce and Industry;
- Port Hedland Game Fishing Club;
- Port Hedland Ratepayers Association and Historical Society;
- Port Hedland Yacht Club;
- Care for Hedland;
- Port Hedland Visitors Centre and Reef Walks;
- Primary Schools (Port Hedland and St Cecilias); and
- Prendiville Group – Hedland Hotel.

Community

Engagement with the community is captured under the 'Community Engagement Summary' within the detail section of this report.

LEGISLATION AND POLICY CONSIDERATIONS

- *Land Administration Act 1997;*
- *Planning and Development Act 2005; and*
- *Aboriginal Heritage Act 1972.*

FINANCIAL AND RESOURCES IMPLICATIONS

Some management actions may result in financial costs for the Town and are based on cost evaluations already undertaken or with a recommendation for further investigation. However, most management actions result in financial costs that are already budgeted in the Town's operational expenditure and call for a more nuanced approach that acknowledges and compliments the coastal hazard risks applicable to the Port Hedland Townsite.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

1.a.4 Partnerships with stakeholders to deliver sport and recreation are enhanced
1.d.1 The present and future facilities and requirements of the Town are planned for and developed in-line with relevant facility standards and community needs
1.d.3 Facilities and community infrastructure are well maintained, managed and fit for purpose to provide a range of lifestyle opportunities
3.a.1 Traditional owners, key stakeholders, and the community are informed and actively involved in the protection and enhancement of the natural environment
3.a.2 Biodiversity is understood by the community and protected
3.a.3 Natural resource assets are well-managed and enhanced
3.b.1 The present and future needs for serviced land and infrastructure provision are identified, planned and developed
3.c.3 Engagement with the community on urban renewal and greening initiatives is enhanced

As the CFMP is an overarching blueprint for the coastal zone, calling for more detailed planning at subsequent stages, there are no significant identifiable environmental, social or economic impacts relating to this item.

Corporate Business Plan

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

- 1.d.2.1 – Develop, implement and review an asset management renewal program to ensure the long-term sustainability of the Town's assets;
- 3.a.1.1 – Develop, implement, monitor and promote strategies to protect and enhance Port Hedland's natural environment;
- 3.b.1.2 – Identify and manage coastal hazards and flood risks; and
- 3.b.1.4 – Assess and rationalise the Town's infrastructure and assets.

RISK MANAGEMENT CONSIDERATIONS

There is a reputational risk associated with this item, as failure to implement management actions within the CFMP may impact the Town's reputation as a land manager. The risk rating is considered to be medium (9), which is determined by a likelihood of unlikely (2) and a consequence of major (4). This risk will be eliminated by the adoption of the officer's recommendation.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

Option 3 – Do not adopt officer's recommendation

CONCLUSION

Adopting the modified CFMP is vital for the Town to provide specific actions for the proper management, orderly, and proper planning and enhancement of the coastal reserves adjacent to the Port Hedland Townsite, thereby ensuring longer-term coastal management is implemented sustainably.

ATTACHMENTS

1. Schedule of Submissions (under separate cover)
2. Townsite Coastal Foreshore Management Plan (under separate cover)

11.3.2 FINAL ADOPTION OF LOCAL PLANNING POLICY - PERCENT FOR PUBLIC ART

Author:	Town 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.

CM202021/176 / COUNCIL DECISION

MOVED: CR ZIELKE SECONDED: CR GILLINGHAM

That Council, pursuant to Clause 4, Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*:

1. Adopts Local Planning Policy - Percent for Public Art as presented as Attachment 1 of this Item;

2. Notes the Percent for Public Art Guidelines presented as Attachment 2 of the Item; and

3. Advertises the adopted Local Planning Policy - Percent for Public Art in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015.*

CARRIED UNAMIOUSLY

PURPOSE

The purpose of this report is for Council to adopt Local Planning Policy 04 - Percent for Public Art (LPP04) with modifications following feedback received during public consultation.

DETAIL

LPP04 was initiated at the Ordinary Council Meeting held on 24 March 2021 pursuant to Clause 4, Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations). The draft LPP04 was then advertised for a period of twenty one (21) days commencing 7 April 2021 and concluding on 28 April 2021, through an advertisement in the North West Telegraph and on the Town's website and letters to key stakeholders.

The Town of Port Hedland (the Town) currently has a Local Planning Policy for Percent for Public Art, should LPP04 be adopted the existing policy will be revoked.

The proposed LPP04 presents the following amendments to the existing policy:
- Provide developers the opportunity to provide a cash contribution in lieu of public art;
- Include references to the recently adopted Public Art Strategy;
- Provide additional information to assist developers in budgeting and location for the public art contribution;
- Provide guidance on the level of information to be provided at different stages of the development process to ensure the best public art contribution outcomes;

- Details relating to ownership, copyright and moral rights of the artwork and the requirement to install an acknowledgment plaque;
- Details relating to the decommissioning of public art provided in accordance with LPP04; and
- Administrative changes to be consistent with the Western Australian Local Government Association (WALGA) format for local planning policies.

The objectives of LPP04 are:
- *Increase the social, cultural, and economic value of the Town in conjunction with the Town's Arts & Culture Strategy 2019-2022 and the Town's Public Art Strategy;*
- *Acknowledge and celebrate Indigenous culture and heritage;*
- *Develop and promote community identity within the Town to bridge communities;*
- *Establish new design partnerships between artists, architects and other professionals;*
- *Celebrate environment, industry, and lifestyle; and*
- *Increase public awareness of the value of art, design and culture.*

LPP04 applies to all new developments on all zoned and reserved land. The Town has drafted a set of Percent for Art Guidelines to accompany this policy. The purpose of these guidelines is to:
- Assist developers through the percent for art process, from pre-development application to commissioning of an artwork;
- Ensure high-quality public art that celebrates the values of Port Hedland through its unique character, Indigenous history, and future aspirations; and
- Ensure public art meets the objectives of LPP/04 Percent for Public Art which contribute to vibrant, original public spaces that reflects our cultural history, shares our unique stories and enhances visitor experience.

These guidelines will provide additional information in relation to the assessment criteria of public art projects, examples of the types of public art options that can be provided and details relating to the acquisition processes for public art projects.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance, because it is an amendment to the existing Percent for Art Policy, permitting the cash-in-lieu contribution so Town Officers can commission appropriate public art.

CONSULTATION

Internal

- Director Infrastructure Services;
- Director Community Services;
- Manager Community Development;
- Manager Financial Services;
- Manager Town Planning and Development;
- Principal Project Manager; and
- Senior Arts and Culture Officer.

External Agencies

- Department of Planning, Lands and Heritage;

- Department of Local Government, Sports and Cultural Industries;
- Department of Communities;
- Pilbara Development Commission; and
- Junction Co (late submission).

Community

Local arts and cultural based stakeholders including HARTZ, Junction Co, FORM and Port Hedland Courthouse Gallery.

The Town received comments from the Infrastructure Services team and the Pilbara Development Commission, which include:

Recommendation One – Strategic documents
The submission recommended consideration of Public Art on a Masterplan scale. The state-wide Percent for Public Art Scheme, in which this framework is based on, does not provide for the consideration of public art contributions for strategic documents, including Masterplans. As such, strategic documents are not included in the policy. Appropriate planning and staging of masterplan projects will result in masterplan art themes to be weaved through masterplan areas and Public Art costs be apportioned appropriately to developments subject to LPP04.

Recommendation Two – Public Art project inclusions
The submission recommended to impose time limitation to art projects and ensure cyclone ratings on all public art.

In relation to time limitation on art projects, all public art projects undertaken by the Town through cash-in-lieu are required to be provided on public land, which results in the maintenance being the responsibility of the Town. Additionally, clause 8.2 of the policy outlines when the art project is able to be decommissioned by the Town, this includes when it is in a state of irreversible disrepair.

For public art located on private property, the provision, installation and maintenance of public art will form a condition of planning approval to ensure the continuous maintenance and that the art project will not fall into a state of disrepair. A maintenance plan will form part of the Final Public Art Report, which shall be implemented for the life of the artwork by the property owner.

It is noted that regardless of policy requirements, all structures require a Building Permit which must demonstrate compliance with the relevant cyclone ratings under the National Construction Code.

Recommendation Three – Public Art project exclusions
The submission recommended to allow for architectural and landscape features, and “off-the-shelf” reproductions to be included as part of an art project under LPP04.

The policy does not intend to exclude appropriate landscaping and architectural elements to contribute to art projects where they have been designed by a professional artist in accordance with the Policy. These elements as part of an art project are to be in addition to the required architectural and landscape requirements of the Development Approval.

The Town’s Public Art Strategy objectives include providing high impact artworks to create recognisable icons for the Town and to provide public art that reflects the diverse communities

within the Town. It is unlikely for "off-the-shelf" reproductions to meet these objectives. Notwithstanding, the Town has the ability to vary Policy provisions, meaning in exceptional circumstances we may consider an "off-the-shelf" art project should it be presented in a different media than the original and can satisfy the objectives of this Policy and the Town's Public Art Strategy.

Recommendation Four – Dispute Resolution
The criteria for assessment of public art projects are listed in the Percent for Public Art Guidelines (Attachment 2), being:

- Public access;
- Concept;
- Context;
- Professional artist;
- Traditional Custodians;
- Safety; and
- Longevity.

These will be considered by the Public Art Advisory Panel, specifically in relation to the artist concept and design, and Town Officers, specifically relating to safety and to ensure the artwork is resistant to the elements and/or vandalism. The Town encourages developers to consider the art work in the early stages of the development so on-going conversations can ensure an appropriate art project is chosen.

Given the subjective nature of art, the intent of these guidelines is to provide guidance on the process to procure a public art project, ensure the appropriate consideration of the art theme and provide a robust, safe art project. The Town does not intend on influencing the artwork itself, unless it is deemed inappropriate or offensive in the public realm, as such we do not envision a dispute as a result of the actual artwork and any modifications are to ensure the safety of our community and longevity of the art project. The provision relating to the consideration of public art projects has been amended to more accurately describe the process and intent.

Recommendation Five – Aboriginal Art
The submission recommended to provide guidance for the procurement of Aboriginal art and ensure best practice by working within the Australian Council Protocols for working with Indigenous Artists and Cultural and Intellectual Property in the Arts. This has been included as clause 5.4.3 of the policy, with additional information provided by the Pilbara Development Commission being incorporated into the Percent for Art Guidelines.

Details of all submissions, Officer response and amendments to the proposed policy are provided in Attachment 3 "Schedule of Submissions".

LEGISLATION AND POLICY CONSIDERATIONS

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

FINANCIAL AND RESOURCES IMPLICATIONS

There is a financial cost of advertising the adoption of this policy in the North West Telegraph with an approximate cost of $300.

Should Council support a cash-in-lieu of the provision of public art, as per the officer recommendation of this item, any funding provided for future art installations will be held in Trust by the Town, with the Trust being managed by Finance unit.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

1.b.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 people are recognised and supported
1.b.5 Opportunities to get involved and results of engagement are regularly promoted
1.c.1 The community, industry, arts and cultural organisations are engaged to identify, plan and coordinate events and activities
1.d.2 Facilities and community infrastructure are revitalised across the Town
3.b.5 The protection and valuing of amenities and urban space is enhanced through community engagement
3.c.2 The community is surrounded by and has access to attractive natural habitats, built form, parks and amenities
4.c.2 Community members, business and tourists are engaged to provide feedback about local facilities and services

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

Corporate Business Plan

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

- 3.b.5.2 – appropriate community engagement is undertaken for strategic planning and land use decisions.

Public Arts Strategy

The following action of the Town's Public Arts Strategy apply in relation to this item:

- Encourage the integration of public art in private development.

RISK MANAGEMENT CONSIDERATIONS

There are compliance risks associated with this item, being:

- The applicant may not commission and install a public art component of the development; or
- The applicant may not pay the cash-in-lieu contribution prior to the occupation of the development.

The risk is mitigated through policy provisions requiring either the installation of the public art prior to the occupation of the development (the issuing of an occupancy permit) or the cash-in-lieu contribution being paid prior to the occupation of the development (the issuing of an occupancy permit). The risk rating is considered to be low (4), which is determined by a likelihood of unlikely (2) and a consequence of minor (2).

There is a compliance risk, given the applicant has the option to apply to the State Administrative Tribunal (SAT) for a review of any public art or cash-in-lieu contribution condition

of approval. 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 is mitigated through various options for public art contribution in the policy and the on-going consultation between the Town and the applicant for the most appropriate outcome.

Adoption of the Officer's Recommendation will address and mitigate these risks.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

Option 3 – Do not adopt officer's recommendation

CONCLUSION

The report has detailed the reasoning for amending the Percent for Public Art Policy to allow for applicants to provide a cash contribution in lieu of public art and outcomes of the community consultation period (including amendments to the Draft policy). By adopting Officer's recommendation to adopt the Policy with minor modifications made, Council will facilitate and implement improved Public Art projects for the Port Hedland community.

ATTACHMENTS

1. LPP/04 Percent for Public Art (under separate cover)
2. Percent for Art Guidelines (under separate cover)
3. Schedule of Submissions (under separate cover)
4. Late Submission Junction Co (under separate cover)
5. Late Submission Responses (under separate cover)

11.3.3 PROPOSED TOWN OF PORT HEDLAND DOGS LOCAL LAW 2021, AND THE PROCESS FOR DETERMINING DOG EXERCISE AREAS AND CONDITIONS OF USE

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

CM202021/177 / COUNCIL DECISION 1

MOVED: CR MCDONOGH SECONDED: CR BARTHO

That Council:

1. Commences the process to adopt the proposed *Town of Port Hedland Dogs Local Law 2021*;

2. Pursuant to section 3.12(3) of the *Local Government Act 1995* gives local public notice to make the proposed Town of Port Hedland Dogs Local Law 2021 as per Attachment 1; and

3. Gives local public notice that it intends to formally define conditions of use for the use and management of Dog Exercise Areas as required under Local Law 2.2 of the *Town of Port Hedland Public Places and Local Government Property Local Law 2016*.

CARRIED UNAMIOUSLY

CM202021/178 / COUNCIL DECISION 2

MOVED: CR ZIELKE SECONDED: CR TURNER

1. That Council gives local public notice that it intends to specify the following portions of land as Dog Exercise Areas, as required under section 31(3A) of the *Dog Act 1976*:
   a) Part of Port Hedland Foreshore Reserve 30768 – Spoilbank;
   b) Part of Port Reserve 8214 – Hedland Dog Club; and
   c) Part of South Hedland Reserve 31895 – Marie Marland Reserve;

2. Provided no substantive objections are received at the conclusion of the local public notice period, Council formally specifies those portions of land identified in 1. as Dog Exercise Areas;

3. That Council gives local public notice that it intends to specify that dogs (other than assistance dogs) are prohibited in the following areas, as required under section 31(2B) of the *Dog Act 1976*:
   a) A public building, unless permitted by sign;
   b) A theatre of picture garden;

c) Any food premises or food vehicle (except alfresco dining areas);
d) A public swimming pool; and
e) A children's playground - as defined as meaning any public place, or part of a public place, that is within 10 metres of any playing apparatus or childrens play equipment and including skate parks.

CARRIED BY ABSOLUTE MAJORITY

PURPOSE

The proposed *Town of Port Hedland Dogs Local Law 2021* (proposed Dogs Local Law) will replace the existing *Town of Port Hedland Local Law (Dogs)* gazetted in 1998. The purpose of this report is for Council to consider whether to commence the gazettal process, including to advertise the proposed new Dogs Local Law in accordance with legislation.

Further to the advertising of the Dog Local Law, the Town of Port Hedland is required to give public notice in relation to the following proposed determinations:

- To formally identify portions of public land intended to be used for the purposes of Dog Exercise Areas, and where dogs are prohibited; and
- To establish conditions of use for the use and management of Dog Exercise Areas.

DETAIL

Town of Port Hedland Dog Local Law

The *Town of Port Hedland Local Law (Dogs)* was gazetted on 27 May 1998. The current Dogs Local Law is outdated and a review is required in accordance with the *Local Government Act 1995* to be enforceable and to be used as a reference for non-compliant dog owners or kennel applicants.

Currently Authorised Officers for the Town of Port Hedland enforce the *Dog Act 1976* and the *Dog Regulation 2013* to deal with dogs and their owners. An updated Dogs Local Law will enable Officers to have a specific and more detailed piece of legislation to enforce if required, including. Kennel Establishment, number of dogs or fouling in streets and public places and reserves.

The Town now proposes to repeal the current local law and gazette the proposed Dogs Local Law. Provisions within the existing Local Law will be carried over to the proposed Local Law, so as to maintain consistency with WALGA's model Local Law. Changes, as compared to the current Local Law are highlighted in Attachment 1.

The proposed Local Law will ensure that Authorised Officers are able to take enforcement action, where appropriate, with respect to detailed offences under the Local Law. This is likely to give a further tool to Officers to use as an escalating enforcement step.

The purpose of the proposed Dogs Local Law 2021 is to provide for the additional controls and management of matters relating to dogs that are not specified in the Dog Act 1976 and provide clarity to promote and encourage responsible dog ownership. The effect of the Dogs Local Law 2021 is to provide regulatory measures in relation to impounding of dogs, the number of dogs that can be kept, establishment of approved kennels and the manner in which dogs are to be confined by the occupier of the premises and to promote and encourage responsible dog ownership whilst providing authority to enforce the laws and administer fines.

Advertising of the proposed Dogs Local Law is the first step in the legislated process to gazette a Local Law. A further report will be provided after the notice period for Council to consider any submissions and continue adoption of the proposed *Town of Port Hedland Dogs Local Law 2021.*

Dog Exercise Areas

Under section 31(3A) of the Dog Act 1976, the Town is enabled to formally identify the use of specific land if that land is intended for certain defined purposes. The operation of a dog exercise area, where dogs are permitted to run off lead and untethered is required to be approved by Absolute Majority of Council.

Historically, the Town has identified dog exercise areas as an annexure of the Dog Local Law. This process eliminates flexibility and creates an administrative burden as any proposed variation to dog exercise locations will trigger a formal review of the Local Law. The Dog Act allows for the Council to identify the exercise areas, and then give public notice for 28 days to advertise its intention, with the exercise areas coming into effect afterwards.

The Town currently has three (3) dog exercise areas which have been approved by Council and are used by members of the community. The recommendation confirms these same three areas (parts of Marie Marland Reserve, Hedland Dog Club and Spoilbank) as being dog exercise areas, enabling their continued use.

The current Dog Local Law also includes areas where dogs are prohibited. Due to changes within the Dog Act 1976, the Local Laws are no longer permitted to be the mechanism by which Councils prohibit dogs in certain areas. It is recommended that the following areas where dogs are currently prohibited be endorsed by Council to retain their status as as dog prohibited areas. Areas where dogs are currently prohibited by either the current local law or other legislation includes:

- A public building, unless permitted by sign;
- A theatre of picture garden;
- Any food premises or food vehicle (except alfresco dining areas);
- A public swimming pool; and
- A childrens playground - as defined as meaning any public place, or part of a public place, that is within 10 metres of any playing apparatus or childrens play equipment and including skate parks.

It should be noted that the prohibition does not apply for people entering a public place accompanied by an “assistance animal” as defined in section 9(2) of the Disability Discrimination Act 1992 (Cth).

Further, the Town has not previously established a formal set of conditions of use for dog exercise areas but clear terms of use are necessary to ensure that the locations remain inclusive and open to all users. To resolve this, the *Town of Port Hedland Public Places and Local Government Property Local Law 2016* enable conditions to be applied to the use of certain public places and property. The following conditions of use are proposed conditions and will set a baseline for both animal and user behaviour:

- Maximum of 2 dogs per person in off-leash dog exercise areas;

- Maximum of 2 dogs per household/property – with potential for varitions to be approved;
- Dogs must be kept under control and supervised at all times;
- No aggressive dogs – if your dog shows any signs of aggression, it must be muzzled or removed;
- All dogs must be registered, microchipped and wearing their registration tags at all times;
- All dog waste must be collected and disposed of immediately;
- No food permitted;
- Do not allow your dog to dig;
- All toys or other items must be removed when you leave;
- No dogs on heat permitted;
- Dogs with communicable diseases or unvaccinated dogs not permitted;
- No children without supervision permitted;
- Dogs must be leashed before leaving; and
- A booking must be completed for the commercial use of this location.

The proposed conditions align with the general provisions of the Western Australian *Dog Act 1976* and the current and proposed Dog Local Laws. Further, they provide a clear set of guidelines to ensure that the exercise areas remain available and in good condition for all users.

To enable a more flexible process for the determination of conditions of use for dog exercise areas, it is intended that the Town follows the determination process as established under Local Law 2.2 of the Town of Port Hedland *Public Places and Local Government Property Local Law 2016*. This will require the Town to issue a public notice of the intention to make a determination with respect to the identified land and allow for a period of 21 days for public submissions to be received.

Once the notice period is complete, staff will complete a further agenda item detailing any feedback / submissions received and / or requesting a further determination to amend or support the proposals.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of medium significance, as the matters will be advertised for public comment as part of the adoption of local law procedure under the *Local Government Act 1995* and as per the requirements of section 2.2 of the Town of Port Hedland *Public Places and Local Government Property Local Law 2016*.

CONSULTATION

Internal

- Governance department & Manager of Environmental Health and Community Safety.

External Agencies

- Nil.

Community

- If the officer's recommendations are adopted by Council, public advertising will commence for a period of six (6) weeks in accordance with s.3.12 of the *Local Government Act 1995* for the proposed Dog Local Law and for a public notice period of

twenty-one (21) days as per section 2.2 of the Town of Port Hedland *Public Places and Local Government Property Local Law 2016*.

The Dog Exercise Areas listed have been previously advertised and continue to be well utilised by residents. No additional exercise areas have been identified or requested by the community.

LEGISLATION AND POLICY CONSIDERATIONS

- *Dog Act 1976 and Dog Regulation 2013;*
- Part 3, Division 2 of the *Local Government Act 1995* – Legislative functions of local governments;
- Part IX, Dog Act 1976 – Local Laws; and
- Town of Port Hedland *Public Places and Local Government Property Local Law 2016.*

FINANCIAL AND RESOURCES IMPLICATIONS

There are no significant costs associated with advertising the Proposed Local Law or undertaking a public notice for the determination of dog exercise areas of conditions of use. These costs are adequately covered by existing budget allocations.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

1.b.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

3.c.2 The community is surrounded by and has access to attractive natural habitats, built form, parks and amenities

Social

The Proposed Local Law will assist in educating the community by providing a clear framework for compliance relating to dogs prior to escalating to enforcement or infringement under the *Dog Act 1976*.

Further, the formalisation of nominated dog exercise areas and the determination of conditions of use for these areas will provide a safe, secure and inclusive location for dogs and their owners to exercise off leash.

Disability Access and Inclusion Plan

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

- Outcome 2 – Buildings and Facilities.

Corporate Business Plan

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

- 1.b.4.2 - Inform the community on Town projects, operations, services and events.

RISK MANAGEMENT CONSIDERATIONS

Under the WA *Dog Act 1976* a compliance and enforcement framework exists but it fails to adequately cover the relevant matters that effect dog ownership and regulation in the community. To that end, the Act and subsidiary legislation provides a mechanism to capture matters not covered in a local law. Matters such as dogs fouling streets / public places, the licencing, construction and operation of kennels, prohibited areas can now be adequately captured and regulated.

There is a compliance risk in regards to applications for Kennels or fouling in streets and by adopting the amended Local law, Authorised Officers will be able to follow up on these matters in more detail with the opportunity for Modified penalties where required.

Adoption of the Proposed Local Law will enable the Town to effectively address the risks of continued non-compliance.

In relation to the identification of dog exercise areas and the determination of conditions of use for these areas, by following the defined process as established in section 2.2 of the *Public Places and Local Government Property Local Law 2016,* the Town ensures that the process has been effectively communicated to the public and an appropriate mechanism for feedback has been given.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

Option 3 – Do not adopt officer's recommendation

CONCLUSION

The Proposed Local Law should be advertised to commence the process to gazette a local law, which will ultimately allow this to be integrated into the enforcement framework for Officers to utilise to achieve compliance if required.

The proposed conditions of use will enable a clear framework of both dog and owner behaviour in dog exercise areas ensuring a safe and inclusive environment for all users.

ATTACHMENTS

1. Schedule of amendments (under separate cover)
2. Proposed Dogs Local Law 2021 (under separate cover)

11.3.4 DEVELOPMENT APPLICATION - RESOURCE RECOVERY CENTRE - LOT 104 OXIDE WAY, WEDGEFIELD

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

CM202021/179 / COUNCIL DECISION

MOVED: CR ZIELKE SECONDED: CR MCDONOGH

That Council grants development approval for DA 2021/077 for the development and use of a resource recovery centre at Lot 104 Oxide Way, Wedgefield, subject to the following conditions:

1. Development shall be in accordance with the following plans and mark-ups:
   a. Site plan, SK2, 6 April 2021;
   b. Floor plan, SK2, 6 April 2021;
   c. Mezzanine floor plan, SK3, 6 April 2021;
   d. Elevations, SK4, 6 April 2021; and
   e. Landscaping plan, SK5, 6 April 2021.

2. Prior to lodging an application for a building permit, a revised landscaping plan for the subject site and the road verge must be submitted to and approved by the Town, and must include the following:
   a. The provision of at least 636sqm of landscaped area;
   b. The location, number, size and species type of existing ground covers, shrubs and trees;
   c. Areas to be reticulated or irrigated;
   d. Verge treatments; and
   e. The location, number and type of proposed trees and shrubs including planter and/or tree pit sizes and planting density.

   Prior to occupation of the development, the revised approved landscaping plan must be fully implemented, and maintained thereafter, to the satisfaction of the Town.

3. Prior to lodging an application for a building permit, a revised stormwater management plan shall be submitted to and approved by the Town. It shall be designed to the specification of the Town and include:
   a. Measures to retain the 6 minute rainfall event;
   b. A bio-swale to the rear of the site to filter stormwater, prior to leaving the property;
   c. Finished Floor Levels of the building to a minimum of 6.3m AHD and 7.5m for areas designed for storage of hazardous goods and materials;
   d. Detailed contours for the lot;
   e. Detailed crossover design in accordance with the Town's guidelines and specifications, including culvert and headwall protection; and

f. Any upgrades required to the stormwater system, including within the Town's reserves adjoining the site.

The approved stormwater management plan shall be implemented in full prior to the occupation of the development, and shall be maintained thereafter to the satisfaction of the Town.

4. Prior to lodging an application for a building permit, a public art concept plan shall be submitted to the specification and satisfaction of the Town of Port Hedland for approval. This shall have details of proposed public art to a minimum value of $35,000 in accordance with Local Planning Policy/04 Percent for Public Art. The approved artwork shall be completed prior to the occupation or use of the development, to the specification and satisfaction of the Town and shall be maintained for the duration of the development;

5. The approved parking plan must be fully implemented and constructed to the specification of the Town prior to occupation or use of the development. The parking area must:
   a. Be constructed, sealed, kerbed, drained and marked;
   b. Not be obstructed in any way or used for any other purpose than parking; and
   c. Include wheel stops as indicated to prevent vehicles interfering with landscaping and pedestrian movements.

   The parking spaces shall comply with the above requirements for the duration of the development and shall be maintained to the satisfaction of the Town.

6. Storage of bins within the 'bin storage' area on the northern boundary shall be for clean bins only, free of waste and odour; and

7. Storage of waste, material, hydrocarbons and other resources shall not occur in an unenclosed space and shall be limited to within the 'Proposed Cleanaway Depot' building only.

CARRIED UNANIMOUSLY

Advice Notes:

1. The Department of Water and Environmental Regulation has advised that:
   a. A works approval and licence is required under Part V of the *Environmental Protection Act 1986*;

   b. Based on the information provided, the proposed operations may be categorised as a Prescribed Premises as per Schedule 1 of the *Environmental Protection Regulations 1987*;

   c. The *Environmental Protection Act 1986* makes it an offence to undertake any work which causes a premises to become, or become capable of being, a Prescribed Premises unless the work is undertaken in accordance with a works approval. It is also an offence under the EP Act to cause an emission or alter the nature or volume of waste, noise or odour from the Prescribed

Premises, unless done so in accordance with a works approval or licence or a registration (for operation) is held for the premises;

d. The Department has no record of this premises and has not received any applications relating to this proposal. The applicant is advised to refer to the information and Industry Regulation Guide to Licensing available at http://www.der.wa.gov.au/our-work/licences-and-works-approvals and / or if they have queries relating to works approvals and licences to contact DWER at info@dwer.wa.gov.au or 6364 7000;

e. Limited construction works may be required (e.g. installation of the crusher unit and construction of stormwater management and drainage infrastructure) however, these will need to be authorised under a works approval in the first instance. Provisions allowing transition to the operational phase can be built into the works approval (see references above for further guidance on transitional arrangements – in the Guide to Licensing);

2. The Town's Environmental Health Service have advised that:
   a. Operations shall be compliant with the following legislation at all times:
      i. *Environmental Protection Act 1986;*
      ii. *Environmental Protection (Unauthorised Discharges) Regulations 2004; and*
      iii. *Health (Treatment of sewage and disposal of effluent and liquid waste) Regulations 1974;*

   b. Waste disposal and storage shall be carried out in accordance with the Town's Health Local Law 2016;

   c. An owner/or occupier of the land shall take all reasonable steps to:
      i. Stabilise dust on the land;
      ii. Contain all liquid waste on the land; and
      iii. Ensure no dust or liquid waste is released or escapes from the land, whether by means of wind, water or any other cause;

3. This is a development approval issued under the Town of Port Hedland Local Planning Scheme No. 7 only. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/owner to obtain any other necessary approvals and to commence and carry out development in accordance with all other laws;

4. This approval relates to the details provided in the application; 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; and

5. Prior to the commencement of construction, a Building Permit is required in accordance with Building Act 2011.

PURPOSE

The purpose of this report is for Council to determine a development application for proposed resource recovery centre at Lot 104 Oxide Way, Wedgefield. The application is for the development and use of a purpose built recycling facility and is being presented to Council for determination as an objection was received.

DETAIL

Site context

The subject land is located on the south-western edge of Wedgefield, created as part of Development WA's Wedgefield Light Industrial Estate 2 in 2011 (Attachment 1 – Location Plan). The land is rectangular shaped, level and has a total area of 6,357sqm. It is clear of vegetation, undeveloped and has a 59m frontage to Oxide Way. Industrial and commercial uses are located either side of the property and it backs onto a natural drainage reserve at the rear (Attachment 2 – Aerial view of property).

Proposed development & use

The proposal is for the development of a purpose built resource recovery centre that will serve the Town's kerbside recycling program. This will be operated by Cleanaway (Attachment 3 - Proposed development plans). The development includes:

- 11 car bays;
- 26 garbage truck bays;
- Landscaping to the front of the property;
- A single storey office to the front of the lot (147sqm); and
- A 10m tall main building, containing the workshop (390 sqm), washbay (120sqm), transfer station and hydrocarbon and bin storage (449sqm).

The vehicle manoeuvring and parking areas are fully sealed with concrete and kerbed with two dedicated stormwater outlet points to the rear. The main operations facility, being the hydrocarbon, bin storage and transfer station are fully enclosed, bunded and are roller shuttered.

The proposed facility will receive waste, delivered and unloaded within the 'Transfer Station, Hydrocarbon and Bin Storage' areas through the rear roller doors. This waste will be unloaded on the floor, where material will then be sorted through and recyclables recovered, including:

- Paper;
- Steel and aluminium cans;
- Glass bottles; and
- Plastics.

These different items will be separated and consolidated into separate areas. Excluded items will be removed and taken to landfill, including:

- Green waste;
- General rubbish;
- Nappies;
- Textiles, clothing and footwear;
- Gas bottles; and
- Flares, batteries and aerosols.

The recyclable materials will be compressed inside the transfer station via a machine into bales. These will be stored inside the building until a truck arrives to take these bales down to the main recycling facility in Perth.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of high significance, because the Town's community kerbside recycling program is dependent on this facility.

CONSULTATION

Internal

The application has been referred internally to the Town's Senior Project Engineer and Manager Environmental Health & Community Safety. Comments received have been considered and included as conditions and advice notes contained within the Officer's recommendation.

External Agencies

The proposal was referred to the following agencies and departments via email on 1 April 2021:
- Department of Water and Environmental Regulation; and
- The Environmental Protection Authority.

The following is a summary of responses received:

Department of Water and Environmental Regulation (DWER)
No objection. The proposed development requires a Works Approval and Licence from the DWER under Part V of the *Environmental Protection Act 1986*. Based on the information provided, the proposed operations may be categorised as a Prescribed Premises as per Schedule 1 of the *Environmental Protection Regulations 1987* (Attachment 4 – DWER advice).

Environmental Protection Authority
No written submission was received, however a phone call was held between the Town's Senior Planner and the EPA's Principal Environmental Officer. The EPA advised:
- The development is of a relatively small scale;
- The development incorporates good design features such as bunded perimeters to the wash bay, a fully enclosed hydrocarbon, bin storage and transfer station and a sealed yard;
- These features will assist with mitigating or reducing off-site emissions; and
- The likelihood of offsite emissions are likely to be manageable, appropriate for the area and are not of concern, so long as operations remain within the enclosed part of the hydrocarbon, bin storage and transfer station.

Community

The proposal was advertised to landowners and occupiers of properties within 100m of the facility (Attachment 5 – Properties advertised to). Letters and emails were sent to 17 landowners and occupants on 6 April 2021, inviting submissions by 30 April 2021 (a total of 24 days).

One submission was received, objecting to the proposal. The main points of the objection are summarised below:

- Insufficient information has been provided about the proposed development that allows for a proper and fully informed assessment to be undertaken;
- It is not compatible with the other businesses currently in existence in the immediate locality (i.e. the types of businesses located along Oxide Way);
- It is a heavier type of industrial use that is inconsistent with:
  - the objectives of "light industry" zoning which states that such zoning is to provide for industrial uses and service industries compatible with urban areas; and
  - the future plans for the Wedgefield Precinct which refers to relocating heavier uses to other areas and taking steps to improve the current amenity of the Wedgefield Precinct;
- It will significantly increase traffic (particularly heavy vehicle traffic) to Oxide Way which is a small two-way road and lead to congestion and disrupted traffic flow, thereby negatively impacting on the objector's use of its property (as well as the use of other property owners in the locality); and
- It will cause odour and noise emissions and increase litter, vermin, birds and feral cats which will impact on the objector's use of its property (particularly affecting employees working outside).

The submission can be found in Attachment 6 – Objection.

LEGISLATION AND POLICY CONSIDERATIONS

Planning and Development (Local Planning Schemes) Regulations 2015

Schedule 2, Part 8, Clause 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015* ("the Regulations") requires applications be advertised to owners or occupiers in the vicinity for a minimum period of 14 days. Letters and emails were sent to owners and occupiers within 100m of the facility, inviting submissions for a period of 24 days. This exceeds the requirements of the Regulations, which have been satisfied. It is also noted that Local Planning Scheme No. 7 (LPS7) requires that this development application be advertised.

Schedule 2, Part 9, Clause 67 of the Regulations detail matters to be considered by the local government when considering an application for development approval. The local government is to have due regard to the following matters to the extent that they are relevant. The relevant provisions of subclause (2) (*italicised*) and a summary of how these are satisfied (Author comments) are below:

(a) The aims and provisions of this scheme and any other local planning scheme operating within the scheme area.

Author comments: All objectives and provisions of Local Planning Scheme No. 7 are satisfied. Details on how this is satisfied are contained later on in this report.

(b) The requirements of orderly and proper planning including any proposed local planning scheme or amendment to this scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving.

Author comments: The proposal is consistent with the Town's draft Local Planning Strategy. Details on how this is satisfied are contained later on in this report.

(*m*) *The compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development*.

Author comments: Development along Oxide Way is characterised by light industrial and commercial development and uses. These include a hydraulic repair shop, motor cycle mechanics repair workshop, engineering firm and depot and tyre repair and fitting business. Buildings are characterised by single storey administration offices to the front of the property and contain large metal workshops/spaces to the rear.

It is considered that the proposed use and built form is consistent with the established character of the area.

(n) *The amenity of the locality including the following –*
(i) environmental impacts of the development;
(ii) the character of the locality;
(iii) social impacts of the development.

Author comments: Environmental impacts of the proposed land use can be adequately controlled through the built form and a Works Approval and Licence from the DWER under Part V of the *Environmental Protection Act 1986*.

The land use is expected to function in a way where impacts on the amenity of the area are mitigated, avoided or managed to a reasonable level. Established land uses within the locality are of a light industrial/commercial nature and are not sensitive land uses, as outlined under the Environmental Protection Authority's *Separation Distances between Industrial and Sensitive Land Use.* The proposed use is not anticipated to create negative social impacts.

(o) *The likely effect of the development on the natural environment or water resources and any means that are proposed to protect or mitigate impacts on the natural environment or the water resource*.

Author comments: The developer has incorporated a number of design features that will mitigate potential impacts on the natural drainage reserve to the rear, including but not limited to:

- Bunded perimeters to wash bay, bin storage, transfer station and hydrocarbon areas;
- Sealed and kerbed vehicle manoeuvring and parking area; and
- Water recycling plant.

A condition has also been recommended, requiring a bio-swale to the stormwater outlet points. These will assist capturing potential sediment/litter and filtering any pollutants prior to exiting the property.

(q) *The suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk*.

Author comments: The property is within a storm surge and flood risk area. A minimum finished floor level of 6.3m AHD is required and hazardous materials should be stored at 7.5m AHD. A condition is recommended, requiring a revised stormwater management plan with these levels incorporated.

(r) *The suitability of the land for the development taking into account the possible risk to human health or safety*.

Author comments: The areas most likely to impact human health or safety are the transfer station, hydrocarbon and bin storage areas. Mitigation measures that will greatly assist with reducing any off-site emissions include the areas being bunded and fully enclosed. A condition is recommended, restricting all activities to within an enclosed area of the facility and only permitting clean bins (free of odour) to be stored outside.

Licensing and approvals by DWER may likely contain additional management measures that will ensure human health is not impacted.

(s) *The adequacy of –*
(i) the proposed means of access to and egress from the site; and
(ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles.

Author comments: Dual crossovers to the site will allow suitable accessibility for light vehicles and garbage trucks. There is sufficient space around the building for vehicle manoeuvrability and parking spaces have been designed in accordance with Cleanaway's operational requirements. There is sufficient space for parking and loading/unloading on-site.

(t) *The amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety*.

Author comments: The Traffic Impact Statement prepared for the application conveys that the use will generate five garbage truck movements per hour. An additional 2.75 trips per hour have been estimated for the office use. A total of 186 Vehicles Per Day (VPD) are likely to access the site, consisting of 120 garbage trucks and 66 light vehicles.

Oxide Way is built to an 'Access Street B' level, which has an estimated maximum capacity of 3,000 VPD. The Town does not have any traffic counts for Oxide Way however for comparative purposes, Pinga Street (the main arterial road of Wedgefield) receives 3,800 VPD. Oxide Way experiences a fraction of that traffic. Given the estimated additional traffic of 186 VPD that the proposed use will generate, it is anticipated that this will not create a traffic problem.

(y) *Any submissions received on the application*.

Author comments: The comments made in the objection have been considered. There are some valid planning concerns which have been addressed through recommended

conditions. DWER licencing will also contain conditions that will mitigate/reduce off-site impacts.

Draft Local Planning Strategy

The draft strategy has been endorsed by Council and is with the Western Australian Planning Commission for approval. The following relevant measures (italicised) and a summary of how these are satisfied (Author comments) are below:

Precinct context
- *Forms part of 'old Wedgefield' precinct;*
- *Identifies that the existing road infrastructure is inadequate for many industrial uses that generate larger vehicle traffic – such as quad road trains; and*
- *Heavy industrial uses are not suitable for the area given smaller lot sizes, infrastructure availability, established land uses*.

Strategy response and objectives
- *Transition the 'old Wedgefield' precinct to light industrial uses;*
- *Resolve land use conflicts; and*
- *Provide a safe and efficient road network*.

Author comments: The lot fronts Oxide Way which is in good condition and enjoys connectivity to the broader road network through Pinnacles Street and Harwell Way. Oxide Way has the capacity to accommodate the 'medium rigid' vehicle types that the garbage trucks fall under, in addition to the traffic volumes.

The operations will not result in an unacceptable level of emissions from leaving the property. This development will also help realise the transition to light industrial uses. Accordingly, the land use is considered consistent with the intent of the precinct.

Local Planning Scheme No. 7

Zoned:	Light Industry
Land use:	Resource recovery centre
Defined as:	*Means premises other than a waste disposal facility used for the recovery of resources from waste*.
Land use permissibility:	The use is not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the deemed provisions.

Objectives:
- *To provide for a range of industrial uses and service industries generally compatible with urban areas, that cannot be located in commercial zones; and*
- *To ensure that where any development adjoins zoned or developed residential properties, the development is suitably set back, screened or otherwise treated so as not to detract from the residential amenity*.

Author comments: As mentioned earlier in the report, the Town has advertised the proposal in accordance with the Regulations.

The design of the development and operations detailed within the Environmental Impact Statement (Attachment 7 – Environmental Impact Statement) are considered adequate to mitigate any off-site emissions and prevent the amenity being detracted from. Some notable features associated with the use include:

- Waste material being delivered in an enclosed truck;
- Materials being unloaded and stockpiled inside, within an enclosed building;
- Sorting will occur to recover recyclable material and separate general waste. Recyclable materials will be separated into paper, steel and aluminium cans, cardboard, glass bottles and plastics;
- There will be no mulching or composting of green waste, shredding of plastic, crushing of glass or melting down aluminium, etc. typically found in larger facilities that create substantial emissions; and
- The recovered material will be bailed and stored inside until a truck arrives to collect and export to a facility that will further process the recyclables.

The Town considers that the proposal sits comfortably within the land use definition of 'resource recovery centre' and meets the objectives of the Scheme.

Scheme Provisions:

- Car parking - *At a rate to be determined by the local government*

  Author comments: Based on operational requirements, staff numbers and expected visitors, it is expected that the site will need 10 car bays. The applicant has proposed 11, which is sufficient.

- Sealed areas and stormwater management - *Designed so as to not discharge onto neighbouring properties. All manoeuvring and parking areas to be sealed, drained and kerbed*

  Author comments: The site incorporates contoured swales and 150mm kerbing on the boundary which will prevent uncontrolled discharge onto neighbours. All areas not designated for landscaping are proposed to be sealed with concrete.

- Landscaping - *10% of the site area to be landscaped. A portion of this can be within the verge*

  Author comments: The site area is 6,357sqm and 10% of this represents 636sqm. Presently, only 110sqm or 1.7% of the area is proposed for landscaping. The Town considers that the full 10% should be provided and a condition of approval is recommended, requiring additional areas to make up the deficit. Areas that can make this up include areas on the southern boundary, to the rear where the effluent disposal is and within the verge.

- *Storage of materials not occurring within the street setback*

  Author comments: No storage is proposed within the street setback area. This space is designed for car parking and landscaping.

All provisions of LPS7 are satisfied or can be satisfied through the recommended conditions of approval.

Local Planning Policy/04 Percent for public art
As the development is valued at $3.5 million and is not exempt, public art is required to be provided. One percent of the total project cost shall be provided as public art, which equates to $35,000. Accordingly, a condition requiring the development of public art is recommended.

Wedgefield LIA 2 Industrial Development Design Guidelines

Matter	Required	Proposed	Compliant?
Setbacks • Rear setback (including parking & storage)	3m	4.5m	Yes
Landscaping • Strip to front • Shade trees 1 per 4 car bays	2m width 3 trees	2m 4 trees	Yes Yes
Fencing • To street	1.8m black link mesh fencing	1.8m garrison	Yes
Flood water & storm surge • Finished floor levels • Hazardous goods/materials storage	6.3m AHD 7.5m AHD	No levels proposed	Can be compliant through conditions on approval – requiring revised stormwater management plan with levels.
Built form and character • Front elevations	Addresses the street Use of different materials	Windows and doors of the office face the street. Frontage includes use of concrete and colourbond. Horizontal and vertical elements added.	Yes Yes

FINANCIAL AND RESOURCES IMPLICATIONS

Not applicable.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

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

Environmental

Approval of this facility will assist with the Town in delivering kerbside recycling to residents and ratepayers. This facility will recover household recyclables from waste and result in improving sustainable waste practices by reducing items going to landfill.

RISK MANAGEMENT CONSIDERATIONS

There is a service interruption risk associated with this item because if this facility is not constructed and operational, complications will arise with the delivery of the recycling program. The risk rating is considered to be extreme (20), which is determined by a likelihood of likely (4) and a consequence of catastrophic (5).

The risk will be eliminated if development approval is granted.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

Option 3 – Do not adopt officer's recommendation

CONCLUSION

The proposed facility represents an important link in delivering the Town's kerbside recycling programme. It was designed with neighbours in mind and incorporates best practice measures to mitigate off-site emissions. It satisfies all regulatory planning provisions and will contribute to an improved streetscape with its building design, public art and landscaping. Conditional approval is recommended.

ATTACHMENTS

1. Attachment 1 - Location plan (under separate cover)
2. Attachment 2 - Aerial view of site (under separate cover)
3. Attachment 3 - Proposed development plans (under separate cover)
4. Attachment 4 - DWER advice (under separate cover)
5. Attachment 5 - Properties advertised to (under separate cover)
6. Attachment 6 - Objection (under separate cover)
7. Attachment 7 - Environmental Impact Assessment (under separate cover)

11.4 Infrastructure Services

11.4.1 8/004 'COMMUNITY LEASING POLICY'

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

CM202021/180 / COUNCIL DECISION

MOVED: CR MCDONOGH SECONDED: CR ZIELKE

That Council adopts the amended policy 8/004 Community Leasing and the proposed Community and Commercial Facility Maintenance Schedule.

CARRIED UNANIMOUSLY

PURPOSE

The purpose of this report is for Council to consider the amendments to the current policy 8/004 Community Leasing.

DETAIL

The current policy 8/004 'Community Leasing' was first adopted by Council in June 2014. In line with the review frequency of every 3 years, the objective of this policy is to ensure that all community requests to lease any real property owned, managed or controlled by the Town of Port Hedland are considered and determined in a fair, just and consistent manner having regard to the objectives of the Town.

Historically, executed leases managed by the Town have been tailored to suit the individual Lessee. Over the last few years this process has been streamlined by the use of a Draft leasing document that is used as a base for new leases. As the Town currently provide Community, Commercial and Land based leases, it is the opportune time to review the current draft and have this updated to reflect the 3 different leases that the Town currently executes.

Current leasing agreements hold the "Lessee" responsible for all maintenance of Town owned building and facilities solely on the "Lessee" for the duration of the executed agreement. This also includes fixtures/fittings and any structural rectification that may be required. As these costs are significant for community groups, the revised policy places the responsibility of the maintenance of the facility, except in the instance of damage caused by the Lessee', back to the Town to manage. Costs of managing and maintaining the Town asset may increase, however, the Town will have greater control of the asset, its functionality and ensure it is compliant and fit for purpose.

In instances where there are certain buildings which have a community lease consideration in their lease however are a commercial undertaking or buildings are required to be removed at the end of the lease period, maintenance will be continued to be undertaken as is currently the

case in the lease. The Town will take over responsibility for the maintenance of structural issues when new leases come into force.

Further, the policy aims to increase the benefit of Town assets to the community of Port Hedland, to align leasehold interests with the Town's Strategic Community Plan and minimise risk to the Town.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of medium significance, because although it effects a number of community groups within the Town, the Town is taking on more of the maintenance burden and the associated costs.

CONSULTATION

Internal

- Director Infrastructure Services;
- Manager Infrastructure Operations;
- Director Community Development;
- Manager Community Development;
- Senior Sports and Facilities Officer;
- Sports and Facilities Officer; and
- Bookings Officer.

External Agencies

Nil.

Community

Nil.

LEGISLATION AND POLICY CONSIDERATIONS

There are no known legislative implications associated with the amendments to the attached policy.

FINANCIAL AND RESOURCES IMPLICATIONS

There are no known financial implications relating to the amendment of the attached policy.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

1.d.1 The present and future facilities and requirements of the Town are planned for and developed in-line with relevant facility standards and community needs
1.d.2 Facilities and community infrastructure are revitalised across the Town
1.d.3 Facilities and community infrastructure are well maintained, managed and fit for purpose to provide a range of lifestyle opportunities

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

Disability Access and Inclusion Plan

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

- Outcome 3 – Information.

Corporate Business Plan

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

- 1.d.1 – Develop, implement, and review a facilities management plan and propose statement for all community facilities including infrastructure stands, levels of service and management models;
- 1.d.2 – Develop, implement and review an asset management renewal program to ensure long-term sustainability of Town's assets; and
- 1.d.3 – Support the provision of cultural, sporting and recreational facilities which are fit for purpose.

RISK MANAGEMENT CONSIDERATIONS

There is a reputational risk associated with this item as the standardisation of Leases will provide all user groups the same terms and conditions and remove the ability for Lessee's to create a bespoke lease. The risk rating is considered to be low (2), which is determined by a likelihood of unlikely (2) and a consequence of minor (2). This risk will be substantially mitigated by the recommendation.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

CONCLUSION

It is recommended Council adopt amended policy 8/004 'Community Leasing' and proposed Community and Commercial Facility Maintenance Schedule that will be provided as part of all Executed Leases.

ATTACHMENTS

1. Community Leasing Policy (under separate cover)

11.4.2 AWARD OF TENDER RFT2021/15 - SPECIALISED TURF CARE SERVICES

Author: Coordinator Parks and Reserves
Authorising Officer: Director Infrastructure Services
Disclosure of Interest: The Author and/ or Authorising Officer declare that they have a proximity interest in relation to this item

CM202021/181 / COUNCIL DECISION

MOVED: CR ZIELKE SECONDED: CR GILLINGHAM

That Council, in regard to Tender 2021/15 'Specialised Turf Care Services':

1. Accepts the Tender from Turfmaster Facility Management for a period of three (3) years commencing from 01 July 2021 with two (2) x one (1) year extension options, in accordance with:
   a. The Schedule of Rates detailed in confidential attachment 2, and
   b. Councils contract documentation, budget and Strategic Resource Plan estimates;

2. Authorises the Chief Executive Officer to sign the form of contract appointing Turfmaster Facility Management as the contractor for Tender 2021/15, together with any variations, amendments or discharging thereof; and

3. Authorises the Chief Executive Officer to approve or reject all contract extension options for Tender 2021/15.

CARRIED UNANIMOUSLY

PURPOSE

The purpose of this report is for Council to consider the assessment of submissions received for RFT2021/15 for Specialised Turf Care Services and consider the evaluation panel's recommendation to award the tender to the preferred tenderer.

DETAIL

Request for Tender

The Town released a Request for Tender (RFT) on 16 December 2020, for the Town's active open spaces, Colin Matheson and Kevin Scott Ovals, to be covered as a part of the specialised turf care program.

In addition, Marie Marland Oval, McGregor Oval and the Turf Club will also have renovation works completed.

The scope of works will involve Verti-Mow and Sweeping, Verti-Drain and Sweep (hollow tines), Verti-Drain (solid tines), fertilising and top-dressing of existing playing surfaces. Renovations to the playing surfaces includes levelling of the playing area and turf replacement of any worn/bare locations.

Annual soil / tissue sample testing from all ovals will be completed by a qualified Turf consultant using a laboratory that is accredited with AS/NS ISO9001, AS 3474 and AS 4454. The Tender included:

- Turf Supply & installation based upon species m2;
- Verti-mow and sweep per ha;
- Verti-drain and sweeper ha;
- Verti-drain (solid tine);
- Debris transported to locations as selected within the TOPH boundary;
- Fertilizer application rates per ha inclusive of Granular and Liquid; and
- Topdressing and levelling topsoil of ovals, rate per ha.

Any additional works within this RFT, these will be issued at the principal's discretion may include weed spraying at various locations inclusive of open areas, as well as drainage reserves, verges and footpaths. The principal to supply all herbicides.

The RFT was released on Vendorpanel (the Town's e-tendering portal) on 16 December 2020 and was advertised in the West Australian and the North West Telegraph on 16 December 2020 with a closing date of 13 January 2021.

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

- Turf Master Facility Management on the availability of Santa Ana jumbo rolls, Turf master are able to supply this product; and
- State Wide Turf Services on the availability of Santa Ana jumbo rolls, they were unable to supply, this is a critical component of the tender.

Tender Assessment

The Town received (2) two compliant submissions for RFT2021/15. The respondents were as follows:

1. Turf Master Facility Management; and
2. State Wide Turf Services.

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

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

The Town's Procurement Advisor facilitated the evaluation meeting held on 22 January 2021.

The compliant submissions were assessed against the qualitative criteria as listed in the below table:

Qualitative Criteria	(%)
Relevant Experience	30%
Capacity to Deliver & Resources	40%
Demonstrated Understanding	30%

	100%

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

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance, because the works are of annual repairs and restoration of turf within the Town's sporting ovals, inclusive of fertiliser applications.

CONSULTATION

Internal

- Senior Sports & Facilities Officers - Community Services Consultation for suitable timing of the works to be undertaken and point of contact between the Town & local sporting organisations; and
- Landfill Manager Regulatory Services - The amount of waste being transferred to landfill.

External Agencies

- No direct consultation required.

Community

- No direct consultation required.

LEGISLATION AND POLICY CONSIDERATIONS

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

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

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

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

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

FINANCIAL AND RESOURCES IMPLICATIONS

The Budget is based on approval of the Schedule of Rates being approved and will apply to the budget for that particular year. Work will be undertaken within the approved budget.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

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

1.d.2 Facilities and community infrastructure are revitalised across the Town

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

Corporate Business Plan

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

- 1.d.3 – Maintain and upkeep public open space for casual hire and events.

RISK MANAGEMENT CONSIDERATIONS

There is a compliance risk associated with this item due to insufficient remedial works being carried out for the restoration of turf. Insufficient maintenance of turf will result in poor health of turf, which in turn will cause uneven wear creating potholes and will give rise to a playing surface that is unsafe and non-compliant.

This risk will be eliminated by the adoption of the officer's recommendation.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Do not adopt officer's recommendation

CONCLUSION

The recommendation is to endorse the award of RFT 2021/15 Specialised Turf Care Services to the preferred tenderer as per the attached Schedule of Rates.

The preferred tenderer represents the best value for money in terms of supply of services and material for this tender in the Pilbara. Their schedule of rates are more competitive and are able to supply all components of the materials as listed in the schedule of rates and therefore provide a more superior response compared to the other tenderer.

ATTACHMENTS

1. Evaluation Report and Endorsement Memo - Confidential (under separate cover)
2. Schedule of Rates - Confidential (under separate cover)

In relation to the following item 11.4.3, Councillor Gillingham declared a proximity interest as this is in close proximity to Councillor Gillingham's residential address.

Councillor Gillingham left Chambers at 6:36pm.

11.4.3 AWARD OF TENDER RFT2021/22 - 'PORT HEDLAND SEAWALLS - CONSTRUCTION'

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

CM202021/182 / COUNCIL DECISION

MOVED: CR MCDONOGH SECONDED: CR BARTHO

That Council accepts the tender submitted by WA Limestone Contracting Pty Ltd, in accordance with Tender RFT2021/22 'Port Hedland Seawalls – Construction', for the total amount of $13,883,109.02 (excluding GST).

CARRIED UNANIMOUSLY

Councillor Gillingham returned to Chambers at 6:37pm.

PURPOSE

The purpose of this report is for Council to consider the assessment of submissions received for RFT2021/22 for 'Port Hedland Seawalls – Construction' and consider the evaluation panel's recommendation to award the tender to the preferred tenderer.

DETAIL

Request for Tender

The Town released a Request for Tender (RFT) on 31 March 2021, requesting for the construction of seawalls at three (3) sites across Port Hedland. These sites are:

- Marapikurrinya Park through to Richardson Street;
- Goode Street; and
- Sutherland Street.

The RFT was released on Vendorpanel (the Town's e-tendering portal) on 31 March 2021 and was advertised in the West Australian and the North West Telegraph on 31 March 2021 with a closing date of 28 April 2021.

Addendum Details

Three addendums were:

- Addendum 1: Close date 28 April not 21 April. Released 31 March 2021;
- Addendum 2: The addition of CAD files. Released 9 April 2021; and

- Addendum 3: Updated Response schedule (Pricing Schedule) Released 15 April 2021.

Tender Assessment

The Town received four (4) submissions for RFT2021/22 'Port Hedland Seawalls – Construction'. The respondents were as follows:

1. Auzcon Pty Ltd;
2. Degrey Civil Pty Ltd;
3. Entracon Civil Pty Ltd; and
4. WA Limestone Contacting Pty Ltd.

All submissions received from respondents were compliant.

All compliant tender submissions have been evaluated by a panel of five (5) Town employees whose main objectives were:

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

The Town's Procurement Advisor facilitated the evaluation meeting held on Wednesday 5 May 2021.

The compliant submissions were assessed against the qualitative criteria as listed in the below table:

Qualitative Criteria	(%)
Relevant Experience	40%
Capacity to Deliver & Resources	15%
Key Personnel & Skills	15%
Demonstrated Understanding & Methodology	30%

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

LEVEL OF SIGNIFICANCE

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

CONSULTATION

Internal

- Director Infrastructure and Town Services;
- Manager Infrastructure Projects and Assets;
- Manager Town Planning & Development;

- Manager Corporate Affairs;
- Principal Project Manager;
- Project Manager;
- Senior Procurement Officer; and
- Manager Governance.

External Agencies

- Pilbara Ports Authority;
- Kariyarra Aboriginal Corporation;
- Department of Transport;
- Department of Planning, Lands & Heritage; and
- Potential funding partners.

Community

A letter drop was completed for the affected residents along Richardson Street advising the residents of the works. At the time of writing this agenda item, no response had been received.

The RFT was publically released via Vendorpanel (the Town's e-tendering portal) on 31 March 2021 and was advertised in the West Australian and the North West Telegraph on 31 March 2021 with a closing date of 28 April 2021.

LEGISLATION AND POLICY CONSIDERATIONS

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

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

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

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

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

FINANCIAL AND RESOURCES IMPLICATIONS

For this multi-year project, the Town has budgeted $1,000,000 in the 2020/2021 annual capital budget with a further $11,000,000 being requested in the 2021/2022 budget. The remainder in the 2022/2023 financial year budget.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

1.d.2 Facilities and community infrastructure are revitalised across the Town

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

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

3.c.2 The community is surrounded by and has access to attractive natural habitats, built form, parks and amenities

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

RISK MANAGEMENT CONSIDERATIONS

There is a reputational risk associated with this item because works may extend past the anticipated project timeline, introducing reputational and cost risks. The risk rating is considered to be high (16), which is determined by a likelihood of likely (4) and a consequence of major (4).

To reduce this risk, the action plan is to develop and communicate clear delivery milestones and will hold regular meetings with the contractor.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

Option 3 – Do not adopt officer's recommendation

CONCLUSION

There is a clear need and expectation in the Port Hedland community for the construction of the seawalls.

It is recommended that Council endorse the award of RFT 2021/22 'Port Hedland Seawalls - Construction' to the preferred tenderer as noted in the officer's recommendation in order to commence these works and deliver this highly anticipated project to the community

ATTACHMENTS

1. RFT2021-22 Port Hedland Seawalls Construction - Evaluation Report and Endorsement Memo - Confidential (under separate cover)

11.4.4 AWARD OF TENDER RFT2021/18 – 'SUPPLY IRRIGATION CONSUMABLES'

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

CM202021/183 / COUNCIL DECISION

MOVED: CR MCDONOGH SECONDED: CR GILLINGHAM

That Council, in regard to the Tender 2021/18 'Supply Irrigation Consumables':

1. Accepts the tender from Nutrien Water for a period of 3 years commencing from 1 June 2021, in accordance with:
   a) The schedule of rates detailed in confidential attachment 1; and
   b) Council's contract documentation;

2. Authorises the Chief Executive Officer to sign the form of contract appointing Nutrien Water as the contractor for Tender 2021/18, together with any variations, amendments or discharging thereof; and

3. Authorises the Chief Executive Office to approve or reject all contract extension options for Tender 2021/18.

CARRIED UNANIMOUSLY

PURPOSE

The purpose of this report is for Council to consider the assessment of submissions received for RFT2021/18 for Supply Irrigation Consumables and consider the evaluation panel's recommendation to award the tender to the preferred tenderer.

DETAIL

Request for Tender

The Town released a Request for Tender (RFT) on 2 March 2021, requesting the supply of irrigation consumables related to the Town's irrigation in public open spaces and assets.

The purpose of this tender is to allow the Town to use a single supplier for all goods associated with irrigation throughout the Town's public open spaces and ovals. Making the process quick with the ability to get parts in a timely manner so that all sites can be maintained to a high standard.

The RFT was released on Vendorpanel (the Town's e-tendering portal) on 2 March 2021 and was advertised in the West Australian and the North West Telegraph on 2 March 2021 with a closing date of 26 March 2021.

Addendum Details

There was one addendum related to the pricing schedule that was attached to the Tender documents. The original document had previous prices still attached. A new pricing schedule with no prices was put in place of the original pricing schedule.

Tender Assessment

The Town received 3 submissions for RFT 2021/18. The respondents were as follows:

1. Nutrien Water;
2. Reece PTY LTD; and
3. Watertorque Group.

All submissions received from respondents were compliant.

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

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

The Town's Procurement Officer facilitated the evaluation meeting held on 1 April 2021.

The compliant submissions were assessed against the qualitative criteria as listed in the below table:

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

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

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance, because it does not reach the threshold of 5% of the Town's total rates.

CONSULTATION

Internal

Consultation was undertaken with Manager Infrastructure Operations, Acting Coordinator Landscape and Irrigation and Leading Hand Irrigation. The consultation was to develop, review and amend the schedule of rates.

External Agencies

Nil.

Community

The RFT was publically released via Vendorpanel (the Town's e-tendering portal) on 2 March 2021 and was advertised in the West Australian and the North West Telegraph on 2 March 2021 with a closing date of 26 March 2021.

LEGISLATION AND POLICY CONSIDERATIONS

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

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

The following Town policies were considered in relation to this tender:
- 2/007 'Purchasing'; and
- 2/016 'Regional Price Preference'.

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

FINANCIAL AND RESOURCES IMPLICATIONS

- $144,000 was allocated for financial year 20/21 from operational budget;
- Each financial year the money is budgeted for in the operational account;
- Pricing schedule is fixed price; and
- Total cost including the extension option is for 864,000.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

1.a.6 Town-wide health, safety, recreation and sporting activities and services
1.d.2 Facilities and community infrastructure are revitalised across the Town
1.d.3 Facilities and community infrastructure are well maintained, managed and fit for purpose to provide a range of lifestyle opportunities
3.a.3 Natural resource assets are well-managed and enhanced

Environmental

With a consumables contract in place this allows us to order large enough amounts of stock to upkeep the Town's public open spaces, creating green spaces, supressing dust and reducing erosion.

Economic

With general maintenance being carried out at sites as they require it, this helps reduces any unexpected large costs due to lack of maintenance.

Social

The town is able to maintain all sporting facilities to a high standard.

Disability Access and Inclusion Plan

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

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

Corporate Business Plan

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

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

RISK MANAGEMENT CONSIDERATIONS

There is a reputational risk associated with this item because without the parts we require to carry out maintenance we are unable to keep our public open spaces green which would impact poorly on the Town. The risk rating is considered to be medium (9), which is determined by a likelihood of possible (3) and a consequence of moderate (3).

This risk will be eliminated by the adoption of the officer's recommendation due to the preferred tenderer offering to hold extra stock in their warehouse for the Town.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

Option 3 – Do not adopt officer's recommendation

CONCLUSION

With a contract in place with the preferred tenderer the Town can be confident that irrigation consumables will be easy to acquire ensuring maintenance can be carried out as required throughout the Town of Port Hedland keeping all of its public open spaces to a high standard and compliant with the Town's own Irrigation Specifications.

ATTACHMENTS

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

11.5 Executive Services

11.5.1 PORT HEDLAND VISITOR CENTRE: QUARTERLY REVIEW - QUARTER 3 - JANUARY - MARCH 2021

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

CM202021/184 / COUNCIL DECISION

MOVED: CR ZIELKE SECONDED: CR BARTHO

That Council receives the quarterly report from the Port Hedland Seafarers' Centre Inc. for the management of the Port Hedland Visitor Centre for the third quarter, January – March 2021.

CARRIED UNANIMOUSLY

PURPOSE

The purpose of this report is for Council to consider the financial and general operational report of the Port Hedland Visitor Centre, managed by Port Hedland Seafarers' Centre Inc. for the third quarter from January – March 2021. More specifically, this report addresses the reporting requirements outlined in clause 24.2 of the Management Agreement between Port Hedland Seafarers' Centre Inc. and the Town of Port Hedland.

DETAIL

The contract for the management of the Port Hedland Visitor Centre was agreed between the Town of Port Hedland and Port Hedland Seafarers' Centre Inc. for the period 1 July 2019 to 30 June 2021 with a further three x 12 month extension options. Council has exercised one of these extension options, taking the management contract to end on 30 June 2022.

Under clause 24.2 of the agreement, Port Hedland Seafarers' Centre Inc. is to provide the Town with a quarterly report, including the following:

- Income and expenditure;
- Marketing and communication activities undertaken;
- Service providers; and
- Maintenance and capital expenditure.

Desired outcomes of the agreement with Port Hedland Seafarers' Centre Inc. are as follows:

- A friendly and professional face to face welcome to visitors with a consistently high quality, free information service to provide visitors to Port Hedland with insights into the region and distribute information about tourist product available in the region;
- A comprehensive range of local, regional and state wide brochures, maps and directional information both in hard copy and available electronically;
- Information and booking services for accommodation and tours;
- Information on attractions, events, retail outlets, local services, road conditions and transport options;

- A web presence and digital strategy to educate and attract visitors to the local area;
- High quality customer service to visitors of the Visitor Centre;
- A focus on continuous improvement and service growth at the facility;
- A safe, clean and hygienic environment for staff, customers and other visitors;
- Strong, accountable financial management; and
- Clear, concise, accurate quarterly reporting on the operations of the facility.

The annual Key Performance Indicators for the facility will be assessed at the end of the fourth quarter and are as follows:

- 15,000 visitors supported through the Visitor Centre;
- 1000 people hosted on formal tours operated through the Visitor Centre;
- Gold/A1 Tourism accreditation maintained (or equivalent);
- Development of a web presence and digital strategy to educate and attract visitors to the local area;
- Development and distribution of up to date tourism documents promoting Port Hedland and the Pilbara region; and
- Execution of a program to greet and engage Cruise Ship visitors that also engages local businesses and community organisations.

The attached quarterly report outlines the progress made by Port Hedland Seafarers' Centre Inc. in the period January – March 2021. The operating cost of the facility is within the parameters laid out in the management contract.

A summary of the key achievements for the quarter Jan- March 2021 are noted below:

- Attendance at the Perth Caravan and Camping Show, 17-21 March 2021;
- Continuation of the Wedge St Footpath Markets;
- Development of Welcome Packs for new residents;
- Hosted Destination WA; and
- 734 people visited the Centre during the quarter.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of medium significance, because the management of the Port Hedland Visitor Centre has positive impacts on the tourism services and programs provided by the Town.

CONSULTATION

Internal

- Building maintenance;
- Communications;
- Finance; and
- Planning.

External Agencies

- Nil.

Community

- Nil.

LEGISLATION AND POLICY CONSIDERATIONS

There are no legislative or policy considerations for this report.

FINANCIAL AND RESOURCES IMPLICATIONS

The management fee for the Port Hedland Visitor Centre was approved in the Town's FY 2020/21 budget.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

1.d.3 Facilities and community infrastructure are well maintained, managed and fit for purpose to provide a range of lifestyle opportunities
4.a.2 Town of Port Hedland is marketed and promoted locally, state-wide, nationally and internationally to tourists and investors
4.c.1 High quality and responsive customer service is provided
4.c.2 Community members, business and tourists are engaged to provide feedback about local facilities and services

Economic

The economic benefits from having a well-managed Visitor Centre include developing a positive narrative about the town, and attracting visitors to the region.

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

Disability Access and Inclusion Plan

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

- Outcome 1 – Services and Events;
- Outcome 2 – Buildings and Facilities;
- Outcome 3 – Information; and
- Outcome 4 – Quality of Service.

RISK MANAGEMENT CONSIDERATIONS

There is a reputational risk associated with this item because it may be perceived that the Town has not performed its commitment to provide visitor services to tourists and the community. The risk rating is considered to be medium (6), which is determined by a likelihood of possible (3) and a consequence of minor (2).

To reduce this risk the action plan is to consistently monitor the contract obligations and ensure Port Hedland Seafarers' Centre Inc. is performing in its duties to the best of its ability to meet or exceed key deliverables outlined in the management contract.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

CONCLUSION

This report is provided to inform Council of the financial and operational progress made by Port Hedland Seafarers' Centre Inc. from January – March 2021 in its role as manager of the Port Hedland Visitor Centre.

ATTACHMENTS

1. Port Hedland Visitor Centre Quarterly Report - Quarter 3 (under separate cover)

11.5.2 REVIEW AND AMENDMENT OF POLICY 1/025 MEDIA AND COMMUNICATIONS

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

CM202021/185 / COUNCIL DECISION

MOVED: CR TURNER SECONDED: CR MCDONOGH

That Council adopts the revised Media and Communications Policy 1/025, as per Attachment 1.

CARRIED UNANIMOUSLY

PURPOSE

The purpose of this report is for Council to consider the adoption of the revised Policy 1/025 Media and Communications.

DETAIL

The Town values the role print, broadcast and digital media play in sharing news of Council events, activities and milestones. This Policy confirms our ongoing commitment to provide timely and accurate information to the community through positive working relationships with media organisations and via the Town's digital media channels.

This policy outlines a formal process to ensure all media releases, statements and enquiries relating to the Town of Port Hedland are managed professionally and appropriately, while also providing a framework to promote positive, consistent and accurate coverage of Council through traditional and digital media.

The existing Policy 1/025 Media and Communications was last reviewed and adopted by Council in August 2017.

Policy 1/025 Media and Communications is due for review to ensure it reflects current traditional and digital media practices.

The modifications proposed are focused on simplifying the language to make the policy more accessible and acknowledging the inclusion of digital media as a valued platform within the media landscape.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance, because the proposed changes are minor in nature which do not change the overall intent and functionality of the policies and no external consultation was required.

CONSULTATION

Internal

- Town of Port Hedland CEO; and
- Communications and Marketing team.

External Agencies

- Nil.

Community

- Nil.

LEGISLATION AND POLICY CONSIDERATIONS

The Local Government Act 1995 section 2.8 outlines the role of the Mayor which includes (1) (d) to speak on behalf of the local government.

The Local Government Act 1995 section 2.10 outlines the role of the Councillors which includes (c) facilitates communication between the community and the Council.

FINANCIAL AND RESOURCES IMPLICATIONS

- Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

4.a.3 A positive narrative and unique brand is developed and promoted

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

Disability Access and Inclusion Plan

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

- Outcome 3 – Information.

RISK MANAGEMENT CONSIDERATIONS

There is a reputational risk associated with this item because ineffective media liaison prevents information about Council related activities, news and announcements being effectively shared with our community. Further, it can have a negative impact on relationships with external stakeholders. This risk will be substantially mitigated by the recommendation.

The risk rating is considered to be medium (6), which is determined by a likelihood of possible (3) and a consequence of minor (2).

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

Option 3 – Do not adopt officer's recommendation

CONCLUSION

The Town is continuously working towards improvements in the way it communicates to the community, while also maximising a positive perception of the organisation. The Media and Communications Policy review will better align with strategic policies and communication methods, and sets out clear, consistent protocols for all contact with media which are to be followed by the Mayor, Elected Members, Chief Executive Officer and employees of the Town.

ATTACHMENTS

1. Proposed 1/025 Media and Communications Policy (under separate cover)
2. 1/025 Media and Communications Policy (under separate cover)

Item 12 Reports of Committees

12.1 AUDIT, RISK AND COMPLIANCE COMMITTEE MEETING MINUTES – 10 MARCH 2021 AND 11 MAY 2021

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

CM202021/186 / COUNCIL DECISION

MOVED: CR MCDONOGH SECONDED: CR BARTHO

That Council:

1. Endorses the confirmed Minutes of the Audit, Risk and Compliance Committee held on 10 March 2021;

2. Notes the Unconfirmed Minutes of the Audit, Risk and Compliance Committee held on 11 May 2021; and

3. Notes the 2021 Audit Planning Memorandum as adopted (ARC202021/157).

CARRIED UNANIMOUSLY

PURPOSE

The purpose of this report is for Council to receive the minutes of the most recent meeting of the Audit, Risk and Compliance Committee and note its decision.

BACKGROUND

The Audit, Risk and Compliance Committee has been established in accordance with Part 7 of the *Local Government Act 1995*, as an advisory committee appointed by the Council and responsible to the Council. The Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any financial responsibility. It does not have any management functions and is independent of management.

The Committee's key focus is on matters relating to Audit (internal and external) Risk and Compliance. It liaises with the auditors and oversees the external audit function to promote transparency and accountability in the Town's financial management systems and reporting. The role of the Audit, Risk and Compliance Committee is to report to the Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.

Council has delegated the following functions to the Committee, pursuant to ss.5.16, 7.1B and 7.12A(2)-(4) the *Local Government Act 1995*:

- Authority to meet with the Town's Auditor at least once every year on behalf of the Council [s.7.12A(2)];
- Authority to (i) examine the report of the Auditor and determine matters that require action to be taken by the Town; and (ii) ensure that appropriate action is taken in respect of those matters [s.7.12A(3)]; and
- 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)].

It is noted the delegation is not authorised for use where a Management Letter or Audit Report raises significant issues and the Local Government's meeting with the Auditor is to be directed to the Council.

A meeting of the Audit, Risk and Compliance Committee was held on Tuesday, 11 May 2021, where the minutes of the previous meeting of 10 March 2021 were confirmed.

REPORT

The minutes of the meetings of the Audit, Risk and Compliance Committee of 10 March 2021 and the 11 May 2021 are attached as Attachment 1 and Attachment 2 respectively. The Committee consider a report (Attachment 3) and adopted the Audit Planning Memorandum (Attachment 4), in accordance with the Committee's delegation.

It is recommended that Council notes the Audit Planning Memorandum.

ATTACHMENTS

1. Confirmed minutes - 10 March 2021 (under separate cover)
2. Unconfirmed minutes - 11 May 2021 (under separate cover)
3. 2021 External Audit Entrance Meeting - Report to 11 May 2021 ARC Committee Meeting (under separate cover)
4. 2021 External Audit Entrance Memorandum - Attachment to Report 11 May 2021 ARC Committee Meeting (under separate cover)

Item 13 Motions of which Previous Notice has been given

Nil.

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

14.1 2021/22 RATING STRATEGY

Item was withdrawn prior to the commencement of the Ordinary Council Meeting.

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

Nil.

Item 16 Closure

16.1 Date of Next Meeting

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

16.2 Closure

There being no further business, the Mayor declared the meeting closed at 6:44pm.

Town of
Port Hedland

ATTACHMENTS

Under Separate Cover

Ordinary Council Meeting
Thursday, 3 June 2021

This page has been left blank intentionally

Table of Contents

11.1.1 2021 Delegation Register Review

Attachment 1 2021 Review - Town of Port Hedland Delegation Register 5

11.1.3 Corporate Business Plan - Quarterly Performance Report

Attachment 1 Coporate Business Plan Update - Q3 FY2020/21 158

11.1.4 Addition of Landfill Establishment Reserve

Attachment 1 2/019 Financial Reserves Policy 169

11.1.5 2021/22 Schedule of Fees and Charges

Attachment 1 2021-22 Fees and Charges..... 177

11.1.6 Policy Review - 1/015 Recording of Council and Committee Meetings, 4/006 Elections-Caretaker Period, and 4/010 Elected Member Professional Development

Attachment 1 1/015 Livestreaming and Recording of Council Meetings..... 205

Attachment 2 4/006 Elections - Caretaker Period..... 207

Attachment 3 4/010 Elected Member Professional Development..... 217

11.1.7 Status of Council Decisions Update

Attachment 1 Status of Council Decisions May 2021 220

11.1.8 Statement of Financial Activity for the period ended 30 April 2021

Attachment 1 Credit Card Payments - April 2021 234

Attachment 2 Material Variance Report - April 2021 248

Attachment 3 Monthly Financial Statements - April 2021 251

Attachment 4 Payments made under authority - April 2021 277

11.2.1 Courthouse Gallery Quarterly Report - Quarter 3 - January - March 2021

Attachment 1 Courthouse Gallery and Studio Quarterly Report - Quarter 3, January - March 2021. 319

11.3.1 Adoption of Coastal Foreshore Management Plan

Attachment 1 Schedule of Submissions 335

Attachment 2 Townsite Coastal Foreshore Management Plan 341

11.3.2 Final Adoption of Local Planning Policy - Percent for Public Art

Attachment 1 LPP/04 Percent for Public Art..... 546

Attachment 2 Percent for Art Guidelines..... 553

Attachment 3 Schedule of Submissions 566

Attachment 4 Late Submission Junction Co..... 570

Attachment 5 Late Submission Responses 577

11.3.3 Proposed Town of Port Hedland Dogs Local Law 2021, and the process for determining dog exercise areas and conditions of use

Attachment 1 Schedule of amendments 580
Attachment 2 Proposed Dogs Local Law 2021 582
11.3.4 Development Application - Resource recovery centre - Lot 104 Oxide Way, Wedgefield
Attachment 1 Attachment 1 - Location plan 599
Attachment 2 Attachment 2 - Aerial view of site 600
Attachment 3 Attachment 3 - Proposed development plans 601
Attachment 4 Attachment 4 - DWER advice 606
Attachment 5 Attachment 5 - Properties advertised to 608
Attachment 6 Attachment 6 - Objection 609
Attachment 7 Attachment 7 - Environmental Impact Assessment 622
11.4.1 8/004 'Community Leasing Policy'
Attachment 1 Community Leasing Policy 635
11.5.1 Port Hedland Visitor Centre: Quarterly Review - Quarter 3 - January - March 2021
Attachment 1 Port Hedland Visitor Centre Quarterly Report - Quarter 3 645
11.5.2 Review and Amendment of Policy 1/025 Media and Communications
Attachment 1 Proposed 1/025 Media and Communications Policy 667
Attachment 2 1/025 Media and Communications Policy 674
12.1 Audit, Risk and Compliance Committee Meeting Minutes - 11 May 2021
Attachment 1 Confirmed minutes - 10 March 2021 680
Attachment 2 Unconfirmed minutes - 11 May 2021 768
Attachment 3 2021 External Audit Entrance Meeting - Report to 11 May 2021 ARC Committee Meeting 786
Attachment 4 2021 External Audit Entrance Memorandum - Attachment to Report 11 May 2021 ARC Committee Meeting 788

TOWN OF PORT HEDLAND

DELEGATION REGISTER

Adopted by Council on XXXXXX

Table of Contents

DOCUMENT CONTROL 8
1. Local Government Act 1995 9
1.1 Council to Committees of Council 9
1.1.1 Audit, Risk and Compliance Committee 9
1.2 Council to CEO 10
1.2.1 Appoint Authorised Persons 10
1.2.2 Performing Functions outside the District 11
1.2.3 Compensation for Damage Incurred when Performing Executive Functions 12
1.2.4 Powers of Entry 13
1.2.5 Declare Vehicle is Abandoned Vehicle Wreck 14
1.2.6 Remove and Impound any goods and abandoned Vehicle 14
1.2.7 Confiscated or Uncollected Goods 15
1.2.8 Disposal of Sick or Injured Animals 16
1.2.9 Close Thoroughfares to Vehicles 16
1.2.10 Control Reserves and Certain Unvested Facilities 17
1.2.11 Obstruction of Footpaths and Thoroughfares 18
1.2.12 Gates across Public Thoroughfares 20
1.2.13 Public Thoroughfare – Dangerous Excavations 21
1.2.14 Crossing – Construction, Repair and Removal 22
1.2.15 Private Works on, over or under Public Places 23
1.2.16 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift 24
1.2.17 Expressions of Interest for Goods and Services 25
1.2.18 Tenders for Goods and Services 26

1.2.19 Panels of Pre-Qualified Suppliers for Goods and Services 29
1.2.20 Disposing of Property 31
1.2.21 Payments from the Municipal or Trust Funds 33
1.2.22 Community Grants Program Policy 33
1.2.23 Defer, Grant Discounts, Waive or Write Off Debts 35
1.2.24 Power to Invest and Manage Investments 37
1.2.25 Rate Record Amendment 38
1.2.26 Agreement as to Payment of Rates and Service Charges 39
1.2.27 Determine Due Date for Rates or Service Charges 39
1.2.28 Recovery of Rates or Service Charges 40
1.2.29 Recover a Fee or Charge (Excluding Rates) 40
1.2.30 Recovery of Rates Debts – Require Lessee to Pay Rent 41
1.2.31 Recovery of Rates Debts - Actions to Take Possession of the Land 42
1.2.32 Rate Record – Objections 43
1.2.33 Authority to Commence Prosecutions under the Local Government Act and Local Laws 43
1.2.34 Execute Documents and Contract Formalities 44
1.3 CEO to Employees 45
1.3.1 Determine if an Emergency for Emergency Powers of Entry 45
1.3.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare 46
1.3.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares 47
1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places 48
1.3.5 Electoral Enrolment Eligibility Claims and Electoral Roll 49
1.3.6 Destruction of Electoral Papers 50
1.3.7 Financial Management Systems and Procedures 50
1.3.8 Infringement Notices 51
1.3.9 Acting Chief Executive Officer 52
1.3.10 Complaints Officer (For Council Members, Committee 52
Members and Candidates) 52
1.3.11 Making Payments to Employees in Addition to Contract or Award 53
1.3.12 Representing Local Government in Court 53
2. Emergency Management Act 2005 54
2.1 Council to CEO / Employees 54
2.1.1 Power of Local Government to Destroy Dangerous Vegetation or Premises in Cyclone Area 54
3. Freedom of Information Act 1992 55

3.1 CEO to Employees 55
3.1.1 Decisions Made Under the Freedom of Information Act 1992 55
4. Public Interest Disclosures Act 2003 56
4.1 CEO to Employees 56
4.1.1 Public Interest Disclosure Officer 56
5. Building Act 2011 57
5.1 Council to CEO / Employees 57
5.1.1 Grant a Building Permit 57
5.1.2 Demolition Permits 59
5.1.3 Occupancy Permits or Building Approval Certificates 60
5.1.4 Designate Employees as Authorised Persons 61
5.1.5 Appoint Authorised Persons (Swimming Pool Inspectors) 62
5.1.7 Building Orders 63
5.1.8 Inspection and Copies of Building Records 64
5.1.9 Referrals and Issuing Certificates 64
5.1.10 Private Pool Barrier – Alternative and Performance Solutions 65
5.1.11 Smoke Alarms – Alternative Solutions 66
6. Bush Fires Act 1954 67
6.1 Council to CEO 67
6.1.1 Powers, Duties and Functions of a Local Government 67
6.2 Council to CEO, Mayor and Bush Fire Control Officer 68
6.2.1 Make Request to FES Commissioner – Control of Fire 68
6.2.2 Prohibited Burning Times - Vary 68
6.2.3 Prohibited Burning Times – Control Activities 69
6.2.4 Restricted Burning Times – Vary and Control Activities 71
6.2.5 Control of Operations Likely to Create Bush Fire Danger 73
6.2.6 Burning Garden Refuse / Open Air Fires 74
6.2.7 Firebreaks 76
6.2.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer 77
6.2.9 Control and Extinguishment of Bush Fires 78
6.2.10 Apply for Declaration as an Approved Area 78
6.2.11 Recovery of Expenses Incurred through Contraventions of this Act 79
6.2.12 Prosecution of Offences 79
6.2.13 Withdrawal of Infringement Notices 80
7. Cat Act 2011 81
7.1 Council to CEO 81
7.1.1 Cat Registrations 81

7.1.2 Cat Control Notices 82
7.1.3 Approval to Breed Cats 83
7.1.4 Appoint Authorised Persons 84
7.1.5 Recovery of Costs – Destruction of Cats 85
7.1.6 Applications to Keep Additional Cats 85
7.1.7 Reduce or Waiver Registration Fee 86
7.2 CEO to Employees 87
7.2.1 Infringement Notices – Extensions and Withdrawals 87
8. Dog Act 1976 88
8.1 Council to CEO 88
8.1.1 Dog Registrations 88
8.1.2 Kennel Establishments 90
8.1.3 Appoint Authorised Persons 90
8.1.4 Recovery of Moneys due under this Act 91
8.1.5 Dispose of or Sell Dogs Liable to be Destroyed 91
8.1.6 Declare Dangerous Dog 92
8.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke 92
8.1.8 Determine Recoverable Expenses for Dangerous Dog Declaration 93
9. Animal Welfare Act 2002 94
9.1 CEO to Employees 94
9.1.1 General Inspector 94
10. Food Act 2008 95
10.1 Council to CEO 95
10.1.1 Prohibition Orders 95
10.1.2 Food Business Registrations 96
10.1.3 Appoint Authorised Officers and Designated Officers 97
10.1.4 Authorised Persons 98
10.1.5 Designated Officers and Infringement Notices 99
10.1.6 Debt Recovery and Prosecutions 99
10.1.7 Food Businesses List – Public Access 100
11. Graffiti Vandalism Act 2016 101
11.1 Council to CEO 101
11.1.1 Give Notice Requiring Obliteration of Graffiti 101
11.1.2 Notices – Deal with Objections and Give Effect to Notices 102
11.1.3 Obliterate Graffiti on Private Property 103
11.1.4 Powers of Entry 103

12. Fines, Penalties and Infringement Notices Enforcement Act 1994 104
12.1 Council to CEO / Employees 104
12.1.1 Register and Withdraw Infringement Notices 104
13. Litter Act 1979 105
13.1 Council to CEO / Employees 105
13.1.1 Authorised Officers 105
14. Control of Vehicles (Off Road Areas) Act 1978 106
14.1 Council to CEO / Employees 106
14.1.1 Authorised Officers 106
15. Liquor Control Act 1998 107
15.1 Council to CEO 107
15.1.1 Compliance Certificates 107
16. Public Health Act 2016 108
16.1 Council to CEO 108
16.1.1 Enforcement Agency Reports to the Chief Health Officer 108
16.1.2 Designate Authorised Officers 109
16.1.3 Determine Compensation for Seized Items 110
16.1.4 Commence Proceedings 110
17. Health (Miscellaneous Provisions) Act 1911 111
17.1 Council to CEO / Employees 111
17.1.1 Functions of Authorised Persons 111
18. Caravan and Camping Grounds Act 1995 113
18.1 Council to CEO / Employees 113
18.1.1 Grant of Licence 113
18.1.2 Appointment of Authorised Persons 114
18.1.3 Infringement Notices 114
18.1.4 Camping other than at Caravan Park or Camping Ground 115
19. Planning and Development Act 2005 116
19.1 Council to CEO 116
19.1.1 Illegal Development 116
19.1.2 Subdivision 117
19.1.3 Enforcement Powers 118
19.1.4 Reports to the Development Assessment Panel 118
19.1.5 Authorised Person – Infringement Notices and Enforcement Powers 119
19.2 Local Planning Scheme – Council to CEO 120
19.2.1 Development Applications 120

19.2.2 Structure Plans and local development plans 121
19.2.3 Authorised Person – Infringement notices and enforcement powers 122
20. Statutory Authorisations and Delegations to Local Government from State Government Entities 123
20.1 Environmental Protection Act 1986 123
20.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)] 123
20.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events 124
20.1.3 Noise Management Plans – Construction Sites 125
20.1.4 Appointment of Authorised Persons under the Environmental Protection Act 1986 and Environmental Protection (Noise) Regulations 1997 126
20.2 Planning and Development Act 2005 127
20.2.1 Instrument of Authorisation - Sign Development Applications for Crown Land as Owner 127
20.2.2 WA Planning Commission – Section 25 of the Strata Titles Act 1985 130
20.2.3 Port Hedland West End Improvement Scheme No.1 131
20.3 Road Traffic (Vehicles) Act 2012 132
20.3.1 Approval for Certain Local Government Vehicles as Special Use Vehicles 132
21. Town of Port Hedland Local Laws 133
21.1 Parking Local Law 2015 133
21.1.1 Payment of Fee to Park in Parking Station 133
21.1.2 Restricted Parking Areas 134
21.1.3 Vehicle on Thoroughfare to Be Moved 134
21.1.4 Authorised Person May Mark Tyres 135
21.1.5 Driving or Parking on Reserves 135
21.1.6 Suspension of Parking Limitations for Urgent, Essential or Official Duties 136
21.1.7 Infringements for Prescribed Offences as Per Schedule 2 136
21.2 Bush Fire Brigades Local Law 2017 137
21.2.1 Determining Seniority 137
21.2.2 Disagreements 137
21.3 Public Places and Local Government Property Local Law 2016 138
21.3.1 Determinations 138
21.3.2 Activities Requiring a Licence 138
21.3.3 Use of Local Government Property 139
21.3.4 Authorised Officers 139
21.3.5 Thoroughfares – General 141
21.3.6 Grant Licence for Commercial Activity 142

21.3.7 Prescribed Offences – Schedule 7 143
21.4 Cemetery Local Law 2015 144
21.4.1 General Powers 144
21.4.2 Authorised Officers 145
21.4.3 Prescribed Offences 146
21.5 Dogs Local Law 1998 147
21.5.1 Various Powers 147
21.5.2 Authorised Officers 148
21.6 Health Local Law 2016 149
21.6.1 Various Powers 149
21.7 Animals, Environment and Nuisance Local Law 2016 151
21.7.1 Various Powers 151
21.7.2 Authorised officers 153

DOCUMENT CONTROL

Version	Delegation No.	Amendment/s	Date	Reference
V1	As Adopted	-	26/05/2021	

1. Local Government Act 1995

1.1 Council to Committees of Council

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 to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.7.1B.

1.1.1 Audit, Risk and Compliance Committee

Express Power or Duty Delegated:	*Local Government Act 1995*: s.7.12A(2), (3) & (4) Duties of Local Government with respect to audits
Delegate:	Audit, Risk and Compliance Committee
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)].
Council Conditions on this Delegation:	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.

1.2 Council to CEO

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 to Sub-Delegate:	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees

1.2.1 Appoint Authorised Persons

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
Delegate:	Chief Executive Officer
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*].
Council Conditions on this Delegation:	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.
Sub-Delegate/s: *Appointed by CEO*	Nil.
CEO Conditions on this Sub-Delegation:	Nil.

1.2.2 Performing Functions outside the District

Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.20(1) Performing functions outside district
Delegate:	Chief Executive Officer
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)].
Council Conditions on this Delegation:	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.
Sub-Delegate/s: *Appointed by CEO*	Director Manager Environmental Health and Community Safety Ranger and Emergency Services Advisor Coordinator Ranger Services Lead Ranger Ranger(s) Senior Environmental Health Officer Environmental Health Officer Graduate Environmental Health Officer
CEO Conditions on this Sub-Delegation:	Nil.

1.2.3 Compensation for Damage Incurred when Performing Executive Functions

Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.22(1) Compensation s.3.23 Arbitration
Delegate:	Chief Executive Officer
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.
Council Conditions on this Delegation:	Delegation is limited to settlements which do not exceed a material value of $20,000.
Sub-Delegate/s: *Appointed by CEO*	Director
CEO Conditions on this Sub-Delegation:	Nil.

1.2.4 Powers of Entry

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
Delegate:	Chief Executive Officer
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].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services (Function 1 ,2, 3, 4, 5) Director Infrastructure Services (Function 1, 2, 3, 4, 5) Senior Planner (Function 2) Manager Town Planning and Development (Function 2) Ranger and Emergency Services Advisor (Function 1 ,2, 3, 4, 5) Manager Environmental Health and Community Safety (Function 1 ,2, 3, 4, 5) Senior Environmental Health Officer (Function 2) Development Services Officer (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) Lead Ranger (Function 1, 4) Ranger(s) (Function 1, 4) Senior Strategic Planner (Function 2) Town Planner (Function 2)
CEO Conditions on this Sub-Delegation:	Nil.

1.2.5 Declare Vehicle is Abandoned Vehicle Wreck

Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.40A(4) Abandoned vehicle wreck may be taken

Delegate:	Chief Executive Officer
Function:	Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Council Conditions on this Delegation:	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.
Sub-Delegate/s: *Appointed by CEO*	Coordinator Ranger Services Ranger and Emergency Services Advisor Lead Ranger Ranger(s)
CEO Conditions on this Sub-Delegation:	Nil.

1.2.6 Remove and Impound any goods and abandoned Vehicle

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
Delegates:	Chief Executive Officer
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)].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Coordinator Ranger Services Ranger and Emergency Services Advisor Lead Ranger Ranger(s)
CEO Conditions on this Sub-Delegation:	Nil.

1.2.7 Confiscated or Uncollected Goods

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
Delegate:	Chief Executive Officer
Function: *This is a precis only.* *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	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].
Council Conditions on this Delegation:	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.
Sub-Delegate/s: *Appointed by CEO*	Manager Environmental Health & Community Safety (Function 1, 2, 3) Coordinator Ranger Services (Function 1, 2, 3) Ranger and Emergency Services Advisor (Function 1, 2) Lead Ranger (Function 1) Ranger(s) (Function 1) Senior Environmental Health Officer (Function 1) Environmental Health Officer (Function 1) Graduate Environmental Health Officer (Function 1)
CEO Conditions on this Sub-Delegation:	Nil.

1.2.8 Disposal of Sick or Injured Animals

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
Delegate:	Chief Executive Officer
Function: .	1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Sub-Delegate/s: *Appointed by CEO*	Coordinator Ranger Services (Function 1, 2) Ranger and Emergency Services Advisor (Function 1) Lead Ranger (Function 1) Ranger(s) (Function 1)
CEO Conditions on this Sub-Delegation:	Nil.

1.2.9 Close Thoroughfares to Vehicles

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
Delegate:	Chief Executive Officer
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 [s3.51].
Council Conditions on this Delegation:	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)].
Sub-Delegate/s: *Appointed by CEO*	Director Infrastructure Services (Function 1, 2, 3, 4, 5) Manager Infrastructure Operations (Function 1, 2, 3)
CEO Conditions on this Sub-Delegation:	Determination shall be in accordance with the *Road Traffic (Events on Roads) Regulations 1991*.

1.2.10 Control Reserves and Certain Unvested Facilities

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
Delegate:	Chief Executive Officer
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)].
Council Conditions on this Delegation:	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.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services (Function 1) Director Infrastructure Services (Function 1, 2) Director Community Services (Function 1) Manager Town Planning and Development (Function 1)
CEO Conditions on this Sub-Delegation:	Nil.

1.2.11 Obstruction of Footpaths and Thoroughfares

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)
Delegate:	Chief Executive Officer
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 or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].
Council Conditions on this Delegation:	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 the protection of public safety and amenity.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services (Function 1, 2, 3, 4, 5, 6) Director Infrastructure Services (Function 1, 2, 3, 4, 5, 6) Manager Environmental Health and Community Safety (Function 1, 2, 5, 6) Manager Infrastructure Operations (Function 1, 2, 3, 4, 5, 6)
CEO Conditions on this Sub-Delegation:	Nil.

1.2.12 Gates across Public Thoroughfares

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)
Delegate:	Chief Executive Officer
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)].
Council Conditions on this Delegation:	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.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services Director Infrastructure Services Manager Town Planning and Development
CEO Conditions on this Sub-Delegation:	Nil.

1.2.13 Public Thoroughfare – Dangerous Excavations

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
Delegate:	Chief Executive Officer
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)].
Council Conditions on this Delegation:	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.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services Director Infrastructure Services
CEO Conditions on this Sub-Delegation:	Nil.

1.2.14 Crossing – Construction, Repair and Removal

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)
Delegate:	Chief Executive Officer
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)].
Council Conditions on this Delegation:	Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996.*
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services Director Infrastructure Services Manager Town Planning & Building Manager Project Design & Delivery
CEO Conditions on this Sub-Delegation:	Nil.

1.2.15 Private Works on, over or under Public Places

Express Power or Duty Delegated:	*Local Government Act 1995*: r.17 Private works on, over, or under public places – Sch.9.1 cl.8
Delegate:	Chief Executive Officer
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)].
Council Conditions on this Delegation:	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.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services Director Infrastructure Services
CEO Conditions on this Sub-Delegation:	Nil.

1.2.16 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift

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
Delegate:	Chief Executive Officer
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)].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Manager Environmental Health and Community Safety Ranger and Emergency Services Advisor Senior Environmental Health Officer Environmental Health Officer
CEO Conditions on this Sub-Delegation:	Nil.

1.2.17 Expressions of Interest for Goods and Services

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
Delegate:	Chief Executive Officer
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].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director
CEO Conditions on this Sub-Delegation:	Nil

1.2.18 Tenders for Goods and Services

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
Delegate:	Chief Executive Officer
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, or reject tenders, up to $1,000,000 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,

	authority to choose the next most advantageous tender to accept [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)].
Council Conditions on this Delegation:	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 sources through other suppliers. b. Tenders may only be called where there is an adopted budget 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. d. All above delegations must be in accordance with the Purchasing Policy 2/007
Sub-Delegate/s: *Appointed by CEO*	Director (Function 1, 3, 4, 5, 6, 7, 8, 9*, 10, 11, 12, 15*) Senior Procurement & Contracting Advisor (Function 7, 9, 12) Procurement Officer (Function 12) Procurement Advisor (Function 12) Manager Governance (Function 2)
CEO Conditions on this Sub-Delegation:	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 accept tenders under function 9 and 15 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

1.2.19 Panels of Pre-Qualified Suppliers for Goods and Services

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
Delegate:	Chief Executive Officer
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 goods or services [F&G r.24AJ(1)].
Council Conditions on this Delegation:	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 $1,000,000 ex GST or less and the expense is included in the adopted Annual Budget. b. Evaluation criteria is to be in accordance with Panels of Pre-Qualified Suppliers policy 2/022.

Sub-Delegate/s: *Appointed by CEO*	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)
CEO Conditions on this Sub-Delegation:	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

1.2.20 Disposing of Property

Express Power or Duty Delegated:	*Local Government Act 1995:* s.3.58(2) & (3) Disposing of Property
Delegate:	Chief Executive Officer
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*.
Council Conditions on this Delegation:	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 delegate 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 state wide in accordance with the provisions of Section 3.59 of the *Local Government Act 1995* and will be presented to Council for consideration and final endorsement.
Sub-Delegate/s: *Appointed by CEO*	Nil.
CEO Conditions on this Sub-Delegation:	Nil.

1.2.21 Payments from the Municipal or Trust Funds

Express Power or Duty Delegated:	*Local Government (Financial Management) Regulations1996*: r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Delegate:	Chief Executive Officer
Function:	Authority to make payments from the municipal or trust funds [r.12(1)(a)].
Council Conditions on this Delegation:	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.
Sub-Delegate/s: *Appointed by CEO*	Directors Managers
CEO Conditions on this Sub-Delegation:	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. * *Note – payments for investments are specifically outlined under section 1.2.24 and are not included in this section.*

1.2.22 Community Grants Program Policy

Express Power or Duty Delegated:	Local Government (Financial Management) Regulations1996: r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Delegate:	Chief Executive Officer
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.*
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Community Services
CEO Conditions on this Sub-Delegation:	a. Director Community Services can accept grant funding, up to their delegated financial authority limit in section 22.3. b. The following circumstances require Council approval for the acceptance of grants: • Grants that result in expenditure not identified and authorised as part of the budget process, will require a Quarterly Budget Review item, except: o Grants that require more than a $50,000 unbudgeted co-payment of funds from the Town of Port Hedland; or o Grants where the amount varies significantly from that which has been identified and authorised as part of the budget process. Both these require a standalone agenda item.

a.

1.2.23 Defer, Grant Discounts, Waive or Write Off Debts

Express Power or Duty Delegated:	*Local Government Act 1995*: s.6.12 Power to defer, grant discounts, waive or write off debts
Delegate:	Chief Executive Officer
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)].
Council Conditions on this Delegation:	<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 the All Directors, in fulfilling a service, social or cultural outcome, within the Town. 2. the Director of Regulatory Services 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. <u>Grant a Concession</u>: 3. 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. <u>Write off Debts</u>:

	4. The Director Corporate Services may only write off debts, excluding rates, limited to a value up to $5,000 (ex GST) per debtor within a financial year. The 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.
Sub-Delegate/s: *Appointed by CEO*	Director Corporate Services (Function 1, 2, 3, 4) Director Regulatory Services (Function 1, 2, 3) Director Infrastructure Services (Function 1, 2, 3) Director Community Services (Function 1, 2, 3)
CEO Conditions on this Sub-Delegation:	Nil.

1.2.24 Power to Invest and Manage Investments

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
Delegate:	Chief Executive Officer
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].
Council Conditions on this Delegation:	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.
Sub-Delegate/s: *Appointed by CEO*	Directors (Function 1) Managers (Function 1) Director Corporate Services (Function 1) Manager Financial Services (Function 1)
CEO Conditions on this Sub-Delegation:	Nil.

1.2.25 Rate Record Amendment

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
Delegate:	Chief Executive Officer
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)].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Corporate Services (Function 1, 2, 3, 4) Manager Financial Services (Function 1, 2, 3, 4) Rates Officer (Function 1)
CEO Conditions on this Sub-Delegation:	Nil.

1.2.26 Agreement as to Payment of Rates and Service Charges

Express Power or Duty Delegated:	*Local Government Act 1995:* s.6.49 Agreement as to payment of rates and service charges
Delegate:	Chief Executive Officer
Function:	Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Council Conditions on this Delegation:	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.
Sub-Delegate/s: *Appointed by CEO*	Director Corporate Services Manager Financial Services Senior Management Accountant
CEO Conditions on this Sub-Delegation:	Payments of rates and service charges to be done in accordance with Policy Debt Management 2/005

1.2.27 Determine Due Date for Rates or Service Charges

Express Power or Duty Delegated:	*Local Government Act 1995*: s.6.50 Rates or service charges due and payable
Delegate:	Chief Executive Officer
Function:	Authority to determine the date on which rates or service charges become due and payable to the Town [s.6.50].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Corporate Services Manager Financial Services
CEO Conditions on this Sub-Delegation:	Nil.

1.2.28 Recovery of Rates or Service Charges

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
Delegate:	Chief Executive Officer
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)].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Corporate Services Manager Financial Services
CEO Conditions on this Sub-Delegation:	Nil.

1.2.29 Recover a Fee or Charge (Excluding Rates)

Express Power or Duty Delegated:	*Local Government Act 1995:* s.6.16 Imposition of fees and charges
Delegate:	Chief Executive Officer
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.*
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Corporate Services Manager Financial Services
CEO Conditions on this Sub-Delegation:	Nil.

1.2.30 Recovery of Rates Debts – 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
Delegate:	Chief Executive Officer
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)].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Corporate Services Manager Financial Services
CEO Conditions on this Sub-Delegation:	Payments of rates and service charges to be done in accordance with 2/005 Policy Debt Management.

1.2.31 Recovery of Rates Debts - Actions to Take Possession of the Land

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
Delegate:	Chief Executive Officer
Function:	1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: i. lease the land, or ii. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: I. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or II. cause the land to be transferred to the Town [s.6.71]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)]. 3. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].
Council Conditions on this Delegation:	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.
Sub-Delegate/s: *Appointed by CEO*	Nil.
CEO Conditions on this Sub-Delegation:	Nil.

1.2.32 Rate Record – Objections

Express Power or Duty Delegated:	*Local Government Act 1995*: s.6.76 Grounds of objection
Delegate:	Chief Executive Officer
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)].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Corporate Services
CEO Conditions on this Sub-Delegation:	Nil.

1.2.33 Authority to Commence Prosecutions under the Local Government Act and Local Laws

Express Power or Duty Delegated:	*Local Government Act 1995*: s.4.97 Prosecutions s.9.24 Prosecutions, commencing
Delegate:	Chief Executive Officer
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)].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director
CEO Conditions on this Sub-Delegation:	Nil.

1.2.34 Execute Documents and Contract Formalities

Express Power or Duty Delegated:	*Local Government Act 1995:* s.9.49A Execution of Documents s.9.49B Contract Formalities
Delegate:	Chief Executive Officer
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)].
Council Conditions on this Delegation:	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.
Sub-Delegate/s: *Appointed by CEO*	Director
CEO Conditions on this Sub-Delegation:	Nil.

1.3 CEO to Employees

Delegator:	Chief Executive Officer
Express Power to Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express Power to Sub-Delegate:	Nil

1.3.1 Determine if an Emergency for Emergency Powers of Entry

Express Power or Duty Delegated:	*Local Government Act 1995:* s.3.34(2) Entry in emergency
Function:	Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions [s.3.34(2)].
Delegate/s:	Director Regulatory Services Manager Environmental Health and Community Safety Coordinator Ranger Services Ranger and Emergency Services Advisor Lead Ranger Ranger(s) Senior Environmental Health Officer Environmental Health Officer Graduate Environmental Health Officer
CEO Conditions on this Delegation:	Nil.

1.3.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare

Express Power or Duty Delegated:	Local Government (Uniform Local Provisions) Regulations 1996: r.6(4)(d) Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a)
Function:	When determining to grant permission to obstruct a public footpath or thoroughfare under Delegated Authority 1.2.10: 1. Authority to determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r.6(4)(d)]. 2. Authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r.6(5)(b)]. 3. Authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r.6(5)(d)].
Delegate/s:	Director Regulatory Services Director Infrastructure Services
CEO Conditions on this Delegation:	a. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.2.10 Obstruction of Footpaths and Thoroughfares. b. Actions under this Delegation must comply with the procedural requirements detailed in *the Local Government (Uniform Local Provisions) Regulations 1996*.

1.3.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares

Express Power or Duty Delegated:	*Local Government (Uniform Local Provisions) Regulations 1996*: r.11(6)(c) and (7)(c) Dangerous excavation in or near public thoroughfare – Sch. 9.1 cl.6
Function:	When determining to grant permission to for a dangerous excavation under Delegated Authority 1.2.12: 1. Authority to determine, as a condition of granting permission, the sum sufficient to deposit to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.11(6)(c)]. 2. Authority to determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r.11(7)(c)]. 3. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily.
Delegate/s:	Director Regulatory Services Director Infrastructure Services
CEO Conditions on this Delegation:	a. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.2.13 Public Thoroughfares – Dangerous Excavations. b. Actions under this Delegation must comply with the procedural requirements detailed in *the Local Government (Uniform Local Provisions) Regulations 1996*.

1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places

Express Power or Duty Delegated:	*Local Government (Uniform Local Provisions) Regulations 1996*: r.17(5)(b) and r.17(6)(c) Private works on, over, or under public places — Sch. 9.1 cl. 8
Function:	1. Authority to determine, as a condition of granting permission for Private Works in Public Places, the sum sufficient to deposit with the Local Government to cover the cost of repairing damage to the public thoroughfare or public place resulting from the crossing construction, on the basis that the Local Government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.17(5)(b)]. 2. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily. [r.17(6)(c)].
Delegate/s:	Director Regulatory Services Director Infrastructure Services
CEO Conditions on this Delegation:	Nil.

1.3.5 Electoral Enrolment Eligibility Claims and Electoral Roll

Express Power or Duty Delegated:	*Local Government Act 1995*: s.4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim s.4.34 Accuracy of enrolment details to be maintained s.4.35 Decision that eligibility to enrol under s.4.30 has ended s.4.37 New roll for each election *Local Government (Elections) Regulations 1997*: r.11(1a) Nomination of co-owners or co-occupiers — s.4.31 r.13(2) & (4)Register - s.4.32(6)
Function:	1. Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r.11(1a)]. 2. Authority to decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s.4.32(4)]. 3. Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14-days before the close of nominations [s.3.42(5A)]. 4. Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)]. 5. Authority to approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their families safety at risk [Elections r.13(2)]. 6. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)]. 7. Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34]. 8. Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination. 9. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)]. 10. Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day which is less than 100 days since the last election day [s.4.37(3)].
Delegate/s:	Manager Governance
CEO Conditions on this Delegation:	Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32(6) and s.4.35(7).

1.3.6 Destruction of Electoral Papers

Express Power or Duty Delegated:	*Local Government (Elections) Regulations 1997*: r.82(4) Keeping election papers – s4.84(a)

Function:	Authority to, after a period of 4-years, destroy the parcels of election papers in the presence of at least 2 other employees [Elect. r.82(4)].
Delegate/s:	Director Corporate Services Manager Governance
CEO Conditions on this Delegation:	Nil.

1.3.7 Financial Management Systems and Procedures

Express Power or Duty Delegated:	*Local Government (Financial Management) Regulations 1996*: r.5 CEO's Duties as to financial management
Function:	Authority to establish systems and procedures which give effect to internal controls and risk mitigation for the: i. Collection of money owed to the Town; ii. Safe custody and security of money collected or held by the Town; iii. Maintenance and security of all financial records; iv. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities; v. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards; vi. Making of payments in accordance with Delegated Authority; and vii. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements.
Delegate/s:	Director Corporate Services Manager Financial Services
CEO Conditions on this Delegation:	Nil.

1.3.8 Infringement Notices

Express Power or Duty Delegated:	*Local Government Act 1995*: s.9.13(6)(b) Onus of proof in vehicle offences may be shifted s.9.16 Notice, giving of to alleged offender s.9.19 Extension of Time s.9.20 Withdrawal of Notice *Building Regulations 2012:* Regulation 70(1A), (1), (2) Approved officers and authorised officers Town of Port Hedland Local Laws
Function:	1. Authority to consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)]. 2. Authority to give an infringement notice to an alleged offender [9.16]. 3. Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19]. 4. Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20].
Delegate/s:	Director Regulatory Services (Function 1, 3, 4) Manager Environmental Health and Community Safety (Function 1, 2, 3) Manager Town Planning and Development (Function 2) Coordinator Ranger Services (Function 1, 2) Ranger and Emergency Services Advisor (Function 1, 2) Leader Ranger (Function 1, 2) Ranger(s) (Function 1, 2) Senior Environmental Health Officer (Function 2) Environmental Health Officer (Function 2) Graduate Environmental Health Officer (Function 2) Town Planner (Function 2) Graduate Planner Function (2) Planning and Development Support Officer (Function 2) Senior Strategic Planner (Function 2) Senior Planner (Function 2) Development Services Officer (Function 2)
CEO Conditions on this Delegation:	A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation.

1.3.9 Acting Chief Executive Officer

Express Power or Duty Delegated:	*Local Government Act 1995:* **s.5.39(1a)(a)** An employee may act in the position of a CEO
Function:	Senior Employee to act in the capacity of Chief Executive Officer during absences not exceeding three months [s.5.39(1a)(a)].
Delegate/s:	Director
CEO Conditions on this Delegation:	Only a senior permanent employee can be appointed as acting Chief Executive Officer and in accordance with 3/007 'Senior Employees and Appointing Acting Chief Executive Officer' Policy.

1.3.10 Complaints Officer (For Council Members, Committee Members and Candidates)

Express Power or Duty Delegated:	*Local Government Act 1995:* s.5.120 Complaints officer
Function:	Senior employee to be the designated Complaints Officer under the *Local Government Act 1995* [s.5.120(a)].
Delegate/s:	Director
CEO Conditions on this Delegation:	a. Persons employed and permanently appointed to the above senior employee positions are designated as the Town of Port Hedland Complaints Officer in the following order listed. In the absence of the Director Corporate Services, the Director Regulatory Services will be the Complaints Officer, in the absence of the Director Regulatory Services, the Director Community Services will be the Complaints Officer and in the absence of the Director Community Services, the Director Infrastructure Services will be the Complaints Officer. b. Persons acting in the position of Director cannot receive this delegation. c. All decisions and process are to align with the Town of Port Hedland Code of Conduct for Council Members, Committee Members and Candidates

1.3.11 Making Payments to Employees in Addition to Contract or Award

Express Power or Duty Delegated:	*Local Government Act 1995:* s.5.50 Payments to Employees in addition to Contract or Award
Delegate/s:	Chief Executive Officer
Function:	Making Payments to Employees in addition to Contract or Award in accordance with Policy 1/027 'Severance Payments' pursuant to Part 5, Division 4 of the *Local Government Act 1995*.
CEO Conditions on this Delegation:	Nil

1.3.12 Representing Local Government in Court

Express Power or Duty Delegated:	*Local Government Act 1995:* s. 9.29 Representing local government in court
Function:	To represent the local government in proceedings in the Magistrates Court the Children's Court or the State Administrative Tribunal or proceedings in respect of a claim against a person who takes the benefit of an Act for the relief of bankrupt debtors [s.9.29(1)(a)&(b)].
Delegate/s:	Director Manager Financial Services Manager Environmental Health and Community Safety Manager Town Planning and Development Legal Advisor
CEO Conditions on this Delegation:	Provided the proceedings relate to the officer's position description.

2. Emergency Management Act 2005

2.1 Council to CEO / Employees

Delegator:	Local Government
Express Power to Delegate:	*Emergency Management Act 2005:* s.45 Exercise of powers under this division
Express Power to Sub-Delegate:	Nil

2.1.1 Power of Local Government to Destroy Dangerous Vegetation or Premises in Cyclone Area

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*.
Delegate:	Chief Executive Officer Director Regulatory Services Manager Environmental Health and Community Safety Coordinator Ranger Services Ranger and Emergency Services Advisor Lead Ranger Ranger(s)
Council Conditions on this Delegation:	Nil.

3. Freedom of Information Act 1992

3.1 CEO to Employees

Delegator:	Chief Executive Officer
Express Power to Delegate:	*Freedom of Information Act 1992:* s.100 Who in agency makes its decisions
Express Power to Sub-Delegate:	Nil.

3.1.1 Decisions Made Under the Freedom of Information Act 1992

Express Power or Duty Delegated:	Freedom of Information Act 1992: s.100 Who in agency makes its decisions
Function:	1. All primary decisions made under the *Freedom of Information Act 1992*; and 2. Internal review of primary decision as to access under section 41.
Delegate:	Manager Governance (Function 1, 2) Senior Legal Counsel (Function 2) Senior Governance Advisor (Function 1, 2) Senior Records Officer (Function 1)
CEO Conditions on this Delegation:	Delegates who perform Function 1 cannot undertake Function 2 in respect to the same application.

4. Public Interest Disclosures Act 2003

4.1 CEO to Employees

Delegator:	Chief Executive Officer
Express Power to Delegate:	*Public Interest Disclosures Act 2003:* s.23(1)(a) The principal executive officer of a public authority must designate the occupant of a specified position with the authority as the person responsible for receiving disclosures of public interest information
Express Power to Sub-Delegate:	Nil.

4.1.1 Public Interest Disclosure Officer

Express Power or Duty Delegated:	*Public Interest Disclosures Act 2003:* S.23 Principal executive officer of public authority, duties of
Function:	The person responsible for receiving disclosures of public interest information under the *Public Interest Disclosures Act 2003*.
Delegate:	Manager Governance Senior Governance Advisor Senior Legal Counsel
CEO Conditions on this Delegation:	Nil.

5. Building Act 2011

5.1 Council to CEO / Employees

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express Power to Sub-Delegate:	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

5.1.1 Grant a Building Permit

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))
Delegate:	Chief Executive Officer
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 person for a building permit [r.26].
Council Conditions on this Delegation:	Nil.

Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services (Function 1, 2, 3, 4, 5) Manager Town Planning and Development (Function 1, 2, 3, 4, 5) Senior Strategic Planner (Function 1, 2, 3, 4, 5) Senior Planner (Function 1, 2, 3, 4, 5) Development Services Officer (Function 1, 2, 3, 4, 5)
CEO Conditions on this Sub-Delegation:	Nil.

5.1.2 Demolition Permits

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))
Delegate:	Chief Executive Officer
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].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services (Function 1, 2, 3, 4, 5) Manager Town Planning and Development (Function 1, 2, 3, 4, 5) Senior Strategic Planner (Function 1, 2, 3, 4, 5) Senior Planner (Function 1, 2, 3, 4, 5) Development Services Officer (Function 1, 2, 3, 4, 5)
CEO Conditions on this Sub-Delegation:	Nil.

5.1.3 Occupancy Permits or Building Approval Certificates

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)
Delegate:	Chief Executive Officer
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].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services (Function 1, 2, 3, 4) Manager Town Planning and Development (Function 1, 2, 3, 4) Senior Strategic Planner (Function 1, 2, 3, 4) Senior Planner (Function 1, 2, 3, 4) Development Services Officer (Function 1, 2, 3, 4, 5)
CEO Conditions on this Sub-Delegation:	Nil.

5.1.4 Designate Employees as Authorised Persons

Express Power or Duty Delegated:	*Building Act 2011*: s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Delegate:	Chief Executive Officer
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]
Council Conditions on this Delegation:	a. Decisions under this delegated authority should be in accordance with r.5 of the *Building Regulations 2012*.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g) Manager Town Planning and Development (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g) Town Planner (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g) Senior Strategic Planner (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g) Senior Planner (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g) Development Services Officer (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)
CEO Conditions on this Sub-Delegation:	Nil.

5.1.5 Appoint Authorised Persons (Swimming Pool Inspectors)

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].
Delegate:	Chief Executive Officer Director Regulatory Services Manager Town Planning and Development Senior Strategic Planner Senior Planner Development Services Officer Administration Officer Regulatory Services Planning and Development Support Officer Persons awarded a contract for the provision of pool inspecting services Ranger Support Officer
Council Conditions on this Delegation:	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.

5.1.7 Building Orders

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 non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Delegate:	Chief Executive Officer
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 a building order made pursuant to section 110 of the *Building Act 2011*.
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services (Function 1, 2, 3, 4, 5, 6) Manager Town Planning and Development (Function 1, 2) Senior Strategic Planner (Function 1, 2) Senior Planner (Function 1, 2) Development Services Officer (Function 1, 2)
CEO Conditions on this Sub-Delegation:	Nil.

5.1.8 Inspection and Copies of Building Records

Express Power or Duty Delegated:	*Building Act 2011*: s.131(2) Inspection, copies of building records
Delegate:	Chief Executive Officer
Function:	Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services Manager Town Planning and Development Town Planner Senior Strategic Planner Senior Planner Development Services Officer Planning and Development Support Officer Graduate Planner
CEO Conditions on this Sub-Delegation:	Nil.

5.1.9 Referrals and Issuing Certificates

Express Power or Duty Delegated:	*Building Act 2011*: s.145A Local Government functions
Delegate:	Chief Executive Officer
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)].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services (Function 1) Manager Town Planning and Development (Function 1) Senior Strategic Planner (Function 1) Senior Planner (Function 1) Development Services Officer (Function 1)
CEO Conditions on this Sub-Delegation:	Nil.

5.1.10 Private Pool Barrier – Alternative and Performance Solutions

Express Power or Duty Delegated:	*Building Regulations 2012*: r.51 Application for occupancy permit or building approval certificate for unauthorised work

Delegate:	Chief Executive Officer
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 performance requirement [r.51(5)].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Nil.
CEO Conditions on this Sub-Delegation:	Nil.

5.1.11 Smoke Alarms – Alternative Solutions

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
Delegate:	Chief Executive Officer
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].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services (Function 2) Manager Town Planning and Development (Function 2) Senior Strategic Planner (Function 2) Development Services Officer (Function 2)
CEO Conditions on this Sub-Delegation:	Nil.

6. Bush Fires Act 1954

6.1 Council to CEO

Delegator:	Local Government
Express Power to Delegate:	*Bush Fires Act 1954:* s.48 Delegation by local government
Express Power to Sub-Delegate:	Nil – Sub-delegation is prohibited by s.48(3)

6.1.1 Powers, Duties and Functions of a Local Government

Express Power or Duty Delegated:	*Bush Fires Act 1954* *Bush Fires Regulations 1954*
Delegate:	Chief Executive Officer
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*.
Council Conditions on this Delegation:	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.
Sub-Delegate/s:	Nil

6.2 Council to CEO, Mayor and Bush Fire Control Officer

6.2.1 Make Request to FES Commissioner – Control of Fire

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)].
Delegate:	Chief Executive Officer Chief Bush Fire Control Officer *(Department of Fire & Emergency Services [DFES])* Deputy Chief Bush Fire Control Officer *(Ranger and Emergency Services Advisor)*
Council Conditions on this Delegation:	Nil

6.2.2 Prohibited Burning Times - Vary

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)].
Delegate:	Chief Executive Officer Mayor and Chief Bush Fire Control Officer *(Department of Fire & Emergency Services [DFES])* (jointly)
Council Conditions on this Delegation:	Decisions under s,17(7) must be undertake jointly by both the Chief Executive Officer, Mayor and Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).

6.2.3 Prohibited Burning Times – Control Activities

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)].
Delegate:	Chief Executive Officer (Function 1, 2, 3, 4, 5, 6) Chief Bush Fire Control Officer *(Department of Fire & Emergency Services [DFES])* (Function 1, 3, 4, 5) Deputy Chief Bush Fire Control Officer *(Ranger and Emergency Services Advisor)* (Function 1, 3, 4, 5) Bush Fire Control Officers: • *Coordinator Ranger Services (*Function *3)* • *Lead Ranger (*Function *3)* • *Ranger(s) (*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)* • *HSES Manager Hedland Operations at Fortescue Metals Group (*Function *3)*
Council Conditions on this Delegation:	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).

6.2.4 Restricted Burning Times – Vary and Control Activities

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)].
Delegate:	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, 3, 4, 5, 6, 7, 8) Deputy Chief Bush Fire Control Officer *(Ranger and Emergency Services Advisor)* (Function 1, 3, 4, 5, 6, 7, 8)
Council Conditions on this Delegation:	Nil.

6.2.5 Control of Operations Likely to Create Bush Fire Danger

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 Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.*
Delegate:	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 *(Ranger and Emergency Services Advisor)* (Function 1, 2) Bush Fire Control Officers:
	• Coordinator Ranger Services (Function 1, 2) • Lead Ranger (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)* • HSES Manager Hedland Operations *at Fortescue Metals Group (*Function *1, 2)*
Council Conditions on this Delegation:	Nil.

6.2.6 Burning Garden Refuse / Open Air Fires

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)].
Delegate:	Chief Executive Officer Chief Bush Fire Control Officer *(Department of Fire & Emergency Services [DFES])* Deputy Chief Bush Fire Control Officer *(Ranger and Emergency Services Advisor)* Bush Fire Control Officers: • Coordinator Ranger Services • Lead Ranger • Ranger(s) • District Officer for Hamersley Range at *DFES Karratha* • Area Officer De Grey at *DFES Port Hedland* • HSES Manager Hedland Operations *at Fortescue Metals Group*

Council Conditions on this Delegation:	Nil.

6.2.7 Firebreaks

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, matters or things required to carry out the requisitions of the notice [s.33(5)].
Delegate:	Chief Executive Officer (Function 1, 2) Director Regulatory Services (Function 1, 2) Manager Environmental Health and Community Safety (Function 1, 2) Chief Bush Fire Control Officer *(Department of Fire & Emergency Services [DFES])* (Function 1) Deputy Chief Bush Fire Control Officer (Ranger and Emergency Services Advisor) (Function 1) Coordinator Ranger Services (Function 1) Lead Ranger (Function 1) Ranger(s) (Function 1)
Council Conditions on this Delegation:	Nil.

6.2.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer

<table>
<tr><td>Express Power or Duty Delegated:</td><td>Bush Fires Act 1954:
s.38 Local Government may appoint bush fire control officer</td></tr>
<tr><td>Function:</td><td>1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954:
a. Of those Officers, appoint 2 as the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer; and
b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)].
2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Town [s.38(5A)].
3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]:
a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].</td></tr>
<tr><td>Delegate:</td><td>Chief Executive Officer (Function 1, 2, 3)
Chief Bush Fire Control Officer (Department of Fire & Emergency Services [DFES]) (Function 2)
Deputy Chief Bush Fire Control Officer (Ranger and Emergency Services Advisor) (Function 2)</td></tr>
<tr><td>Council Conditions on this Delegation:</td><td>Nil.</td></tr>
<tr><td>Appointments</td><td>
<table>
<tr><th>Deputy Chief Bush Fire Control Officer</th><th>Bush Fire Control Officer</th></tr>
<tr><td>• Ranger and Emergency Services Advisor</td><td>• Coordinator Ranger Services
• Lead Ranger
• Ranger(s)
• Chief Bush Fire Control Officer at the Shire of Ashburton
• Chief Bush Fire Control Officer at the Shire of East Pilbara
• HSES Manager Hedland Operations at Fortescue Metals Group</td></tr>
</table>
</td></tr>
</table>

6.2.9 Control and Extinguishment of Bush Fires

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 become a source of danger, then the Delegate may make the decision [s.46(1B)].
Delegate:	Chief Executive Officer Manager Environmental Health and Community Safety Chief Bush Fire Control Officer *(Department of Fire & Emergency Services [DFES])* Deputy Chief Bush Fire Control Officer *(Ranger and Emergency Services Advisor)* Coordinator Ranger Services Lead Ranger Ranger(s)
Council Conditions on this Delegation:	Nil.

6.2.10 Apply for Declaration as an Approved Area

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.)*
Delegate:	Chief Executive Officer
Council Conditions on this Delegation:	Nil.

6.2.11 Recovery of Expenses Incurred through Contraventions of this Act

Express Power or Duty Delegated:	*Bush Fires Act 1954:* s.58 General penalty and recovery of expenses incurred
Delegate:	Chief Executive Officer
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].
Council Conditions on this Delegation:	Nil.

6.2.12 Prosecution of Offences

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)].
Delegate:	Chief Executive Officer (Function 1) Director Regulatory Services (Function 1) Manager Environmental Health and Community Safety (Function 2) Coordinator Ranger Services (Function 2) Ranger and Emergency Services Advisor (Function 2) Lead Ranger (Function 2) Ranger(s) (Function 2)
Council Conditions on this Delegation:	Nil.

6.2.13 Withdrawal of Infringement Notices

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)].
Delegate:	Chief Executive Officer Director Regulatory Services
Council Conditions on this Delegation:	Nil.

7. Cat Act 2011

7.1 Council to CEO

Delegator:	Local Government
Express Power to Delegate:	*Cat Act 2011:* s.44 Delegation by local government
Express Power to Sub-Delegate:	*Cat Act 2011:* s.45 Delegation by CEO of local government

7.1.1 Cat Registrations

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
Delegate:	Chief Executive Officer
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)].
Council Conditions on this Delegation:	Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011*.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services (Function 3, 4, 5, 6) Manager Environmental Health and Community Safety (Function 3, 4, 6) Coordinator Ranger Services (Function 1, 3, 6) Ranger and Emergency Services Advisor (Function 1, 3, 6) Lead Ranger (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) Customer Service Team Leader (Function 1, 4) Customer Service Officer (Function 1, 4) Administration Officer Corporate Services (Function 1, 4) Administration Officer Regulatory Services (Function 1, 4) Administration Officer Infrastructure (Function 1, 4) Ranger Support Officer (Function 1, 4)
CEO Conditions on this Sub-Delegation:	Nil.

7.1.2 Cat Control Notices

Express Power or Duty Delegated:	*Cat Act 2011*: s.26 Cat control notice may be given to cat owner
Delegate:	Chief Executive Officer
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].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services Manager Environmental Health and Community Safety Coordinator Ranger Services Ranger and Emergency Services Advisor Lead Ranger Ranger(s)
CEO Conditions on this Sub-Delegation:	Nil.

7.1.3 Approval to Breed Cats

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
Delegate:	Chief Executive Officer
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]
Council Conditions on this Delegation:	Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011*.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services (Function 1, 2, 3, 4, 5) Manager Environmental Health and Community Safety (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) Customer Service Team Leader (Function 4) Customer Service Officer(s) (Function 4) Administration Officer Corporate Services (Function 4) Administration Officer Regulatory Services (Function 4) Administration Officer Infrastructure Services (Function 4) Ranger Support Officer (Function 4)
CEO Conditions on this Sub-Delegation:	Nil.

7.1.4 Appoint Authorised Persons

Express Power or Duty Delegated:	*Cat Act 2011*: s. 48 Authorised persons
Delegate:	Chief Executive Officer
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]
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services (Function 2a, 2b, 2c, 2d, 2e, 2f and 2h) Manager Environmental Health and Community Safety (Function 2a, 2b, 2c, 2d, 2e, 2f and 2g) Coordinator Ranger Services (Function 2a, 2b, 2c, 2d, 2e, 2f and 2g) Ranger and Emergency Services Advisor (Function 2a, 2b, 2c, 2d, 2e, 2f and 2g) Lead Ranger (Function 2a, 2b, 2c, 2d, 2e, 2f and 2g) Ranger(s)s (Function 2 a, 2b, 2c, 2d, 2e, 2f and 2g)
CEO Conditions on this Sub-Delegation:	Nil.

7.1.5 Recovery of Costs – Destruction of Cats

Express Power or Duty Delegated:	*Cat Act 2011*: s.49(3) Authorised person may cause cat to be destroyed
Delegate:	Chief Executive Officer
Function:	Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Nil.
CEO Conditions on this Sub-Delegation:	Nil.

7.1.6 Applications to Keep Additional Cats

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
Delegate:	Chief Executive Officer
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].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the *Cat (Uniform Local Provisions) Regulations 2013*.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services (Function 3) Manager Environmental Health and Community Safety (Function 1, 2, 3) Coordinator Ranger Services (Function 1, 2) Ranger and Emergency Services Advisor (Function 1, 2) Lead Ranger (Function 1, 2) Ranger(s) (Function 1, 2)
CEO Conditions on this Sub-Delegation:	Nil.

7.1.7 Reduce or Waiver Registration Fee

Express Power or Duty Delegated:	*Cat Regulations 2012*: Schedule 3 Fees clause 1(4)
Delegate:	Chief Executive Officer
Function:	Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
Council Conditions on this Delegation:	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*.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services
CEO Conditions on this Sub-Delegation:	Nil.

7.2 CEO to Employees

Delegator:	Chief Executive Officer
Express Power to Delegate:	*Cat Act 2011:* s.45 Delegation by CEO of local government
Express Power to Sub-Delegate:	Nil.

7.2.1 Infringement Notices – Extensions and Withdrawals

Express Power or Duty Delegated:	*Cat Act 2011*: s.64 Extension of time s.65 Withdrawal of notice
Function:	1. Authority to extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed [s.64]. 2. Authority, within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice [s.65].
Delegate/s:	Director Regulatory Services (Function 1, 2) Manager Environmental Health and Community Safety (Function 1)
CEO Conditions on this Delegation:	Nil.

8. Dog Act 1976

8.1 Council to CEO

Delegator:	Local Government
Express Power to Delegate:	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express Power to Sub-Delegate:	*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)*

8.1.1 Dog Registrations

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
Delegate:	Chief Executive Officer
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 contravention of section 31, 32 or 33A and had not been claimed [s.17(6)].
Council Conditions on this Delegation:	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.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services (Function 2, 3, 4, 5) Manager Environmental Health and Community Safety (Function 2, 3) Coordinator Ranger Services (Function 1, 2, 3) Ranger and Emergency Services Advisor (Function 1, 2, 3) Lead Ranger (Function 1, 2, 3) Ranger(s) (Function 1, 2, 3) Senior Librarian (Function 1) Libraries Supervisor (Function 1) Library Officer (Function 1) Library Officer Local History (Function 1) Customer Service Officer (Function 1) Customer Service Team Leader (Function 1) Administration Officer Corporate Services (Function 1) Administration Officer Regulatory Services (Function 1) Administration Officer Infrastructure Services (Function 1) Ranger Support Officer (Function 1)
CEO Conditions on this Sub-Delegation:	Nil.

8.1.2 Kennel Establishments

Express Power or Duty Delegated:	*Dog Act 1976*: s.27 Licensing of approved kennel establishments s.26 Limitations and Exemptions
Delegate:	Chief Executive Officer
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]
Council Conditions on this Delegation:	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.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services Manager Environmental Health and Community Safety
CEO Conditions on this Sub-Delegation:	Nil.

8.1.3 Appoint Authorised Persons

Express Power or Duty Delegated:	*Dog Act 1976 and Dog Regulations 2013*
Delegate:	Chief Executive Officer
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]
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s/ Authorisations: *Appointed by CEO*	Director Regulatory Services (Function 2(a), 2(c), 2(d), 2(f), 2(h), 2(j)) Manager Environmental Health and Community Safety (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 and Emergency Services Advisor (Function 2(a), 2(c), 2(d), 2(f), 2(h), 2(i)) Lead Ranger (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))
CEO Conditions on this Sub-Delegation:	Nil.

8.1.4 Recovery of Moneys due under this Act

Express Power or Duty Delegated:	*Dog Act 1976*: s.29(5) Power to seize dogs
Delegate:	Chief Executive Officer
Function:	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)].
Council Conditions on this Delegation:	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.
Sub-Delegate/s: *Appointed by CEO*	Nil.
CEO Conditions on this Sub-Delegation:	Nil.

8.1.5 Dispose of or Sell Dogs Liable to be Destroyed

Express Power or Duty Delegated:	*Dog Act 1976*: s.29(11) Power to seize dogs
Delegate:	Chief Executive Officer
Function:	Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Council Conditions on this Delegation:	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.
Sub-Delegate/s: *Appointed by CEO*	Manager Environmental Health and Community Safety Coordinator Ranger Services Ranger and Emergency Services Advisor Lead Ranger Ranger(s)

CEO Conditions on this Sub-Delegation:	Nil.

8.1.6 Declare Dangerous Dog

Express Power or Duty Delegated:	*Dog Act 1976*: s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Delegate:	Chief Executive Officer
Function:	Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Council Conditions on this Delegation:	The Chief Executive Officer may further delegate (sub-delegate).
Sub-Delegate/s:	Nil.
CEO Conditions on this Sub-Delegation:	Nil.

8.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke

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
Delegate:	Chief Executive Officer
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)].
Council Conditions on this Delegation:	The Chief Executive Officer may further delegate (sub-delegate).
Sub-Delegate/s: *Appointed by CEO*	Nil.
CEO Conditions on this Sub-Delegation:	Nil.

8.1.8 Determine Recoverable Expenses for Dangerous Dog Declaration

Express Power or Duty Delegated:	*Dog Act 1976*: s.33M(1)(a) Local Government expenses to be recoverable
Delegate:	Chief Executive Officer
Function:	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)].
Council Conditions on this Delegation:	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.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services Manager Environmental Health and Community Safety Coordinator Ranger Services
CEO Conditions on this Sub-Delegation:	Nil.

9. Animal Welfare Act 2002

9.1 CEO to Employees

Delegator:	Chief Executive Officer
Express Power to Delegate:	*Animal Welfare Act 2002:* *a.33(2)(a)(v) Appointment of general inspectors*
Express Power to Sub-Delegate:	Nil

9.1.1 General Inspector

Express Power or Duty Delegated:	Animal Welfare Act 2002: s.33 Appointment of general inspectors
Function:	Power to carry out duties as a General Inspector [s.33].
Delegate:	Ranger & Emergency Services Advisor Lead Ranger Ranger(s)
CEO Conditions on this Delegation:	Appointment from Chief Executive Officer – Department of Public Service, pursuant to section 33 of the Animal Welfare Act 2002 (this is not a Council power to appoint).

10. Food Act 2008

10.1 Council to CEO

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 to Sub-Delegate:	Nil - *Food Regulations 2009* do not provide for sub-delegation.

10.1.1 Prohibition Orders

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)].
Delegate:	Chief Executive Officer Director Regulatory Services Manager Environmental Health and Community Safety
Council Conditions on this Delegation:	Nil.

10.1.2 Food Business Registrations

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].
Delegate:	Director Regulatory Services Manager Environmental Health and Community Safety Senior Environmental Health Officer Environmental Health Officer Graduate Environmental Health Officer
Council Conditions on this Delegation:	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: i. *Food Act 2008* Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA; ii. Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1; iii. WA Priority Classification System; and iv. Verification of Food Safety Program Guideline.

10.1.3 Appoint Authorised Officers and Designated Officers

Express Power or Duty Delegated:	*Food Act 2008*: s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Delegate:	Chief Executive Officer
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).
Council Conditions on this Delegation:	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: i. Appointment of Authorised Officers as Meat Inspectors; ii. Appointment of Authorised Officers; iii. Appointment of Authorised Officers – Designated Officers only; and iv. Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer.

10.1.4 Authorised Persons

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.
Delegate:	Chief Executive Officer (Function 1, 2, 3) Director Regulatory Services (Function 1, 2, 3) Manager Environmental Health and Community Safety (Function 1, 2, 3) Senior Environmental Health Officer (Function 1, 2, 3) Environmental Health Officer (Function 1, 2, 3) Graduate Environmental Health Officer (Function 1, 2)
Council Conditions on this Delegation:	Nil.

10.1.5 Designated Officers and Infringement Notices

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.
Delegate:	Chief Executive Officer (Function 3, 4) Director Regulatory Services (Function 3, 4) Manager Environmental Health and Community Safety (Function 1, 2) Senior Environmental Health Officer (Function 1, 2) Environmental Health Officer (Function 1, 2) Graduate Environmental Health Officer (Function 1, 2)
Council Conditions on this Delegation:	Nil.

10.1.6 Debt Recovery and Prosecutions

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].
Delegate:	Chief Executive Officer Director Regulatory Services
Council Conditions on this Delegation:	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.

10.1.7 Food Businesses List – Public Access

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].
Delegate:	Chief Executive Officer Director Regulatory Services Manager Environmental Health and Community Safety Senior Environmental Health Officer
Council Conditions on this Delegation:	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.

11. Graffiti Vandalism Act 2016

11.1 Council to CEO

Delegator:	Local Government
Express Power to Delegate:	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express Power to Sub-Delegate:	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government

11.1.1 Give Notice Requiring Obliteration of Graffiti

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
Delegate:	Chief Executive Officer
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)].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Infrastructure Services Manager Infrastructure Operations
CEO Conditions on this Sub-Delegation:	Nil.

11.1.2 Notices – Deal with Objections and Give Effect to Notices

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
Delegate:	Chief Executive Officer
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)].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director
CEO Conditions on this Sub-Delegation:	Nil.

11.1.3 Obliterate Graffiti on Private Property

Express Power or Duty Delegated:	*Graffiti Vandalism Act 2016*: s.25(1) Local government graffiti powers on land not local government property
Delegate:	Chief Executive Officer
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)].
Council Conditions on this Delegation:	Subject to exercising Powers of Entry.
Sub-Delegate/s: *Appointed by CEO*	Director Infrastructure Services Manager Infrastructure Operations
CEO Conditions on this Sub-Delegation:	Nil.

11.1.4 Powers of Entry

Express Power or Duty Delegated:	*Graffiti Vandalism Act 2016*: s.28 Notice of entry s.29 Entry under warrant
Delegate:	Chief Executive Officer
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].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Infrastructure Services Manager Infrastructure Operations Coordinator Ranger Services Ranger and Emergency Services Advisor Lead Ranger Ranger(s)
CEO Conditions on this Sub-Delegation:	Nil.

12. Fines, Penalties and Infringement Notices Enforcement Act 1994

12.1 Council to CEO / Employees

Delegator:	Local Government
Express Power to Delegate:	*Fines, Penalties and Infringement Notices Act 1994:* s.13(2) Approved prosecuting authorities and officers
Express Power to Sub-Delegate:	Nil

12.1.1 Register and Withdraw Infringement Notices

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
Delegate:	Chief Executive Officer (Function 1, 2) Director Regulatory Services (Function 1, 2) Manager Environmental Health and Community Safety (Function 1) Manager Town Planning and Development (Function 1) Development Services Officer (Function 1) Coordinator Ranger Services (Function 1) Ranger and Emergency Services Advisor (Function 1) Lead Ranger (Function 1) Ranger(s) (Function 1) Ranger Support Officer (Function 1) Administration Officer Regulatory Services (Function 1)
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].
Council Conditions on this Delegation:	Nil.

13. Litter Act 1979

13.1 Council to CEO / Employees

Delegator:	Local Government
Express Power to Delegate:	*Litter Act 1979:* s.26 (1)(c)(ii) Authorised officers, appointment and jurisdiction of etc.
Express Power to Sub-Delegate:	Nil

13.1.1 Authorised Officers

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].
Delegate:	Chief Executive Officer (Function 2, 3, 4) Director Regulatory Services (Function 2, 3, 4) Manager Environmental Health and Community Safety (Function 1, 3) Coordinator Ranger Services (Function 1, 3) Ranger and Emergency Services Advisor (Function 1, 3) Lead Ranger (Function 1, 3) Ranger(s) (Function 1, 3)
Council Conditions on this Delegation:	Nil.

14. Control of Vehicles (Off Road Areas) Act 1978

14.1 Council to CEO / Employees

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 to Sub-Delegate:	Nil

14.1.1 Authorised Officers

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
Delegate:	Chief Executive Officer (Function 2, 3, 4) Director Regulatory Services (Function 2, 3, 4) Manager Environmental Health and Community Safety (Function 1, 3) Coordinator Ranger Services (Function 1, 3) Ranger and Emergency Services Advisor (Function 1, 3) Lead Ranger (Function 1, 3) Ranger(s) (Function 1, 3)
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].
Council Conditions on this Delegation:	Nil.

15. Liquor Control Act 1998

15.1 Council to CEO

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 to Sub-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

15.1.1 Compliance Certificates

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
Delegate:	Chief Executive Officer
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].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services (Function 1, 2) Manager Environmental Health and Community Safety (Function 1) Manager Town Planning and Development (Function 2) Senior Strategic Planner (Function 2) Senior Planner (Function 2) Senior Environmental Health Officer (Function 1) Environmental Health Officer (Function 1) Graduate Environmental Health Officer (Function 1)
CEO Conditions on this Sub-Delegation:	Nil.

16. Public Health Act 2016

16.1 Council to CEO

Delegator:	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate:	*Public Health Act 2016:* s.21 Enforcement agency may delegate
Express Power to Sub-Delegate:	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)].

16.1.1 Enforcement Agency Reports to the Chief Health Officer

Express Power or Duty Delegated:	*Public Health Act 2016* s.22 Reports by and about enforcement agencies
Delegate:	Chief Executive Officer
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)].
Council Conditions on this Delegation:	Nil.

16.1.2 Designate Authorised Officers

Express Power or Duty Delegated:	*Public Health Act 2016* s.24(1) and (3) Designation of authorised officers
Delegate:	Chief Executive Officer
Function:	Authority to designate a person or class of persons as authorised officers for the purposes of: i. The *Public Health Act 2016* or other specified Act; ii. Specified provisions of the *Public Health Act 2016* or other specified Act; and iii. 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)].
Council Conditions on this Delegation:	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.

16.1.3 Determine Compensation for Seized Items

Express Power or Duty Delegated:	*Public Health Act 2016* *s.264 Compensation*
Delegate:	Chief Executive Officer Director Regulatory Services
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].
Council Conditions on this Delegation:	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.

16.1.4 Commence Proceedings

Express Power or Duty Delegated:	*Public Health Act 2016* s.280 Commencing Proceedings
Delegate:	Chief Executive Officer Director Regulatory Services
Function:	Authority to commence proceedings for an offence under the *Public Health Act 2016* [s.280].
Council Conditions on this Delegation:	Nil.

17. Health (Miscellaneous Provisions) Act 1911

17.1 Council to CEO / Employees

Delegator:	Local Government
Express Power to Delegate:	*Health (Miscellaneous Provisions) Act 1911:* s.26 Powers of local government
Express Power to Sub-Delegate:	Nil.

17.1.1 Functions of Authorised Persons

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.
Delegate:	Chief Executive Officer (Function 1, 2) Director Regulatory Services (Function 1, 2) Manager Environmental Health and Community Safety (Function 1, 2, 3) Senior Environmental Health Officer (Function 1, 2, 3) Environmental Health Officer (Function 1, 2, 3) Graduate Environmental Health Officer (Function 1, 2, 3)
Council Conditions on this Delegation:	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.

18. Caravan and Camping Grounds Act 1995

18.1 Council to CEO / Employees

Delegator:	Local Government
Express Power to Delegate:	*Caravan Parks and Camping Ground Act 1995* s.5 Terms used s.23 Infringement notices
Express Power to Sub-Delegate:	*Caravan Parks and Camping Ground Act 1995* s.17 Appointment of authorised person

18.1.1 Grant of Licence

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].
Delegate:	Chief Executive Officer (Function 1, 2, 3, 4) Director Regulatory Services (Function 1, 2, 3, 4) Manager Environmental Health and Community Safety (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)
Council Conditions on this Delegation:	Nil.

18.1.2 Appointment of Authorised Persons

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
Delegate:	Chief Executive Officer
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].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services Manager Environmental Health and Community Safety Senior Environmental Health Officer Environmental Health Officer Graduate Environmental Health Officer Coordinator Ranger Services Ranger and Emergency Services Advisor Lead Ranger Ranger(s)
CEO Conditions on this Sub-Delegation:	Nil.

18.1.3 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)].
Delegate:	Chief Executive Officer (Function 2, 3) Director Regulatory Services (Function 2, 3) Manager Environmental Health and Community Safety (Function 1, 2) Senior Environmental Health Officer (Function 1) Environmental Health Officer (Function 1) Graduate Environmental Health Officer (Function 1) Ranger and Emergency Services Advisor (Function 1)

	Coordinator Ranger Services (Function 1) Lead Ranger (Function 1) Ranger(s) (Function 1)
Council Conditions on this Delegation:	Nil.

18.1.4 Camping other than at Caravan Park or Camping Ground

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)].
Delegate:	Chief Executive Officer Director Regulatory Services Manager Environmental Health and Community Safety Senior Environmental Health Officer Environmental Health Officer
Council Conditions on this Delegation:	Nil.

19. Planning and Development Act 2005

19.1 Council to CEO

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 to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

19.1.1 Illegal Development

Express Power or Duty Delegated:	*Planning and Development Act 2005:* Section 214(2), (3) and (5) Illegal development, responsible authority's powers as to
Delegate:	Chief Executive Officer
Function:	1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: (a) to remove, pull down, take up, or alter the development; and (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services Manager Town Planning and Development

	Senior Strategic Planner Senior Planner
CEO Conditions on this Sub-Delegation:	Nil.

19.1.2 Subdivision

Express Power or Duty Delegated:	*Planning and Development Act 2005:* S.142 To make recommendations and objections with respect to a subdivision plan
Delegate:	Chief Executive Officer
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].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services Manager Town Planning and Development Senior Strategic Planner Senior Planner
CEO Conditions on this Sub-Delegation:	Nil.

19.1.3 Enforcement 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.
Delegate:	Chief Executive Officer
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].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services
CEO Conditions on this Sub-Delegation:	Nil.

19.1.4 Reports to the Development Assessment Panel

Express Power or Duty Delegated:	*Planning and Development (Development Assessment) Panels Regulation 2011* r.12 Responsible authority must report to Development Assessment Panel (DAP)
Delegate:	Chief Executive Officer
Function:	Provide the presiding member of a DAP a report on the development application [r.12].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services Manager Town Planning and Development Senior Strategic Planner Senior Planner
CEO Conditions on this Sub-Delegation:	Nil.

19.1.5 Authorised Person – Infringement Notices and Enforcement 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
Delegate:	Chief Executive Officer, 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).
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].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services (Function 2, 3) Manager Town Planning and Development (Function 1) Senior Strategic Planner (Function 1) Senior Planner (Function 1) Development Services Officer (Function 1)
CEO Conditions on this Sub-Delegation:	Nil.

19.2 Local Planning Scheme – Council to CEO

19.2.1 Development Applications

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
Delegate:	Chief Executive Officer
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].
Council Conditions on this Delegation:	The delegated power under 1 and 2 (regulations 68 and 77) is conditional upon each of the following: i. The use in the development application is listed in the zoning table in the local planning scheme; ii. no third-party objections have been received (whether the application has been advertised or not); iii. third party objections have been received but cannot be substantiated on planning grounds; iv. Is not a development application for a transient workers accommodation within 20km of the town site boundary that proposes 16 or more beds; and v. Has a development value of less than $7,000,000.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services Manager Town Planning and Development Senior Strategic Planner Senior Planner
CEO Conditions on this Sub-Delegation:	Nil.

19.2.2 Structure Plans and local development plans

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
Delegate:	Chief Executive Officer
Function:	1. To determine if a proposed structure plan complies with regulation 16(1) or if further information is required [r.17(1)]. 2. To determine whether to advertise a proposed structure plan and seek comment from any public authority or utility provider [r.18(1)]. 3. To consider any submissions made in respect of a proposed structure plan [r.19(1)]. 4. To prepare a report on the proposed structure plan and provide it to the Commission [r.20(1)]. 5. To determine if amendment to a Structure Plan requires advertising [r.29(3)]. 6. To determine if a proposed local development plan complies or if further information is required, and give the applicant an estimate of the fee for dealing with the application under regulation [r.49(1)]. 7. To determine whether to advertise a proposed local development plan and seek comment from any public authority or utility service provider [r.50(1)]. 8. To consider any submission made in respect of a proposed local development plan [r.51]. 9. To determine a local development plan for approval, approval subject to modification or refusal [r.52(1)]. 10. To approve a local development plan that provides for further details [r.53]. 11. To amend a local development plan [r.59(1)]. 12. To determine whether to advertise an amendment of a local development plan [r.59(4)].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services Manager Town Planning and Development

	Senior Strategic Planner Senior Planner
CEO Conditions on this Sub-Delegation:	Nil.

19.2.3 Authorised Person – Infringement notices and enforcement 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
Delegate:	Chief Executive Officer
Function:	To carry out the entry and inspection powers [r.79].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services Manager Town Planning and Development Senior Strategic Planner Senior Planner Development Services Officer
CEO Conditions on this Sub-Delegation:	Nil.

20. Statutory Authorisations and Delegations to Local Government from State Government Entities

20.1 Environmental Protection Act 1986

20.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]

Published by:
Environment

GOVERNMENT GAZETTE
Western Australia
Previous Close Next

No. 47. 19-Mar-2004
Page: 919 Pdf - 476kb

EV401

ENVIRONMENTAL PROTECTION ACT 1986
Section 20
Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows—

Powers and duties delegated—

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*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9th day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.

Dr JUDY EDWARDS MLA, Minister for the Environment.

20.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events

Published by:
Environment

GOVERNMENT GAZETTE
Western Australia
Previous Close Next

No. 232. 20-Dec-2013
Page: 6282 Pdf - 3Mb

EV402

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 112

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.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by--

JOHN DAY, Acting Minister for Environment; Heritage.

20.1.3 Noise Management Plans – Construction Sites

Published by:
Environment

GOVERNMENT GAZETTE
Western Australia
Previous Close Next

No. 71. 16-May-2014
Page: 1548 Pdf - 2Mb

EV405

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 119

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 delegation.

Under section 59(1)(e) of the *Interpretation Act 1984,* Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

20.1.4 Appointment of Authorised Persons under the Environmental Protection Act 1986 and Environmental Protection (Noise) Regulations 1997

Delegator:	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)

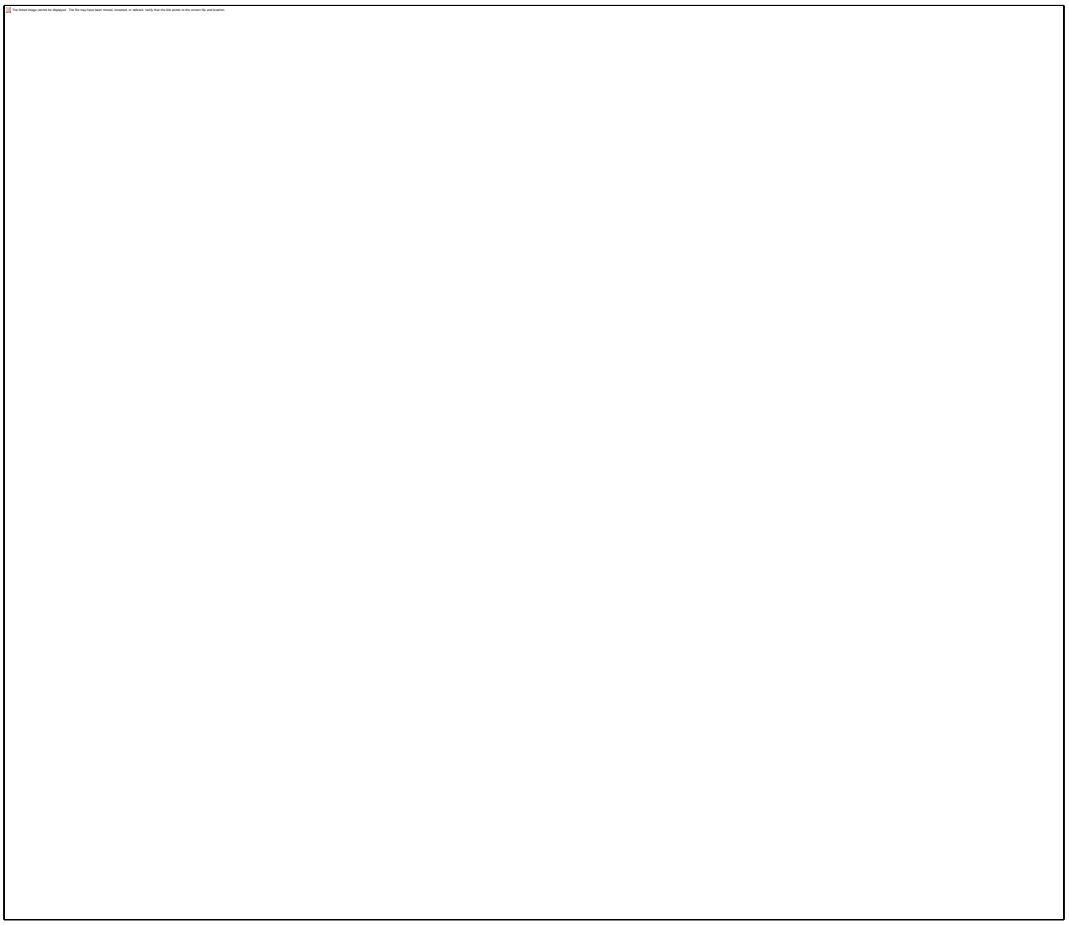
Express Power or Duty Delegated:	*Environmental Protection (Noise) Regulations 1997* *r.13. Construction sites*
Function:	The functions and powers in relation to noise management plans [r.13].
Delegate:	Chief Executive Officer Director Regulatory Services Manager Environmental Health and Community Safety Senior Environmental Health Officer Environmental Health Officer Graduate Environmental Health Officer
Council Conditions on this Delegation:	Nil.

20.2 Planning and Development Act 2005

20.2.1 Instrument of Authorisation - Sign Development Applications for Crown Land as Owner

Delegator:	The Minister of Lands pursuant to section 267A of the Act delegated this power directly to the CEO of any local government (see Government Gazette dated 2 June 2016)

Express Power or Duty Delegated:	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.
Delegate:	Chief Executive Officer
Function:	The power to sign as owner in respect of Crown land.
Council Conditions on this Delegation:	The powers in Column 1 subject to the conditions in Column 3 of the Schedule to Government Gazette dated 2 June 2016.



SCHEDULE

This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the *Planning and Development Act 2005*

Column 1

The power to sign as owner in respect of Crown land that is:

- a reserve managed by the local government pursuant to section 46 of the *Land Administration Act 1997* and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or
- the land is a road of which the local government has the care, control and management under section 55(2) of the *Land Administration Act 1997* and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the Building Regulations 2012 (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road,

in respect of development applications being made under or referred to in:

(i) section 99(2) of the *Planning and Development Act 2005* in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act);

(ii) section 103(2) of the *Planning and Development Act 2005* in respect of development for which approval is required under a local interim development order (as that term is defined in that Act);

(iii) section 115 of the *Planning and Development Act 2005* in respect of development within a planning control area (as that term is defined in that Act);

(iv) section 122A of the Planning and Development Act 2005 in respect of which approval is required under an improvement scheme (as that term is defined in that Act);

(v) section 162 of the *Planning and Development Act 2005* in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);

(vi) section 163 of the *Planning and Development Act 2005* in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the *Heritage of Western Australia Act 1990*, or of which such a place forms part;

(vii) section 171A of the *Planning and Development Act 2005* in respect of a prescribed development application (as that term is defined in that section of that Act).

Column 2

City of Albany
City of Armadale
Shire of Ashburton
Shire of Augusta-Margaret River
Town of Bassendean
City of Bayswater
City of Belmont
Shire of Beverley
Shire of Boddington
Shire of Boyup Brook
Shire of Bridgetown-Greenbushes
Shire of Brookton
Shire of Broome
Shire of Broomehill-Tambellup
Shire of Bruce Rock
City of Bunbury
Shire of Busselton
Town of Cambridge
City of Canning
Shire of Capel
Shire of Carnamah
Shire of Carnarvon
Shire of Chapman Valley
Shire of Chittering
Shire of Christmas Island
Town of Claremont
City of Cockburn
Shire of Cocos (Keeling) Islands
Shire of Collie
Shire of Coolgardie
Shire of Coorow
Shire of Corrigin
Town of Cottesloe
Shire of Cranbrook
Shire of Cuballing
Shire of Cue
Shire of Cunderdin
Shire of Dalwallinu
Shire of Dandaragan
Shire of Dardanup
Shire of Denmark
Shire of Derby/West Kimberley
Shire of Donnybrook-Balingup
Shire of Dowerin
Shire of Dumbleyung
Shire of Dundas
Town of East Fremantle
Shire of East Pilbara
Shire of Esperance
Shire of Exmouth
City of Fremantle
City of Greater Geraldton

Shire of Gingin
Shire of Gnowangerup
Shire of Goomalling
City of Gosnells
Shire of Halls Creek
Shire of Harvey
Shire of Irwin
Shire of Jerramungup
City of Joondalup
Shire of Kalamunda
City of Kalgoorlie-Boulder
Shire of Katanning
Shire of Kellerberrin
Shire of Kent
Shire of Kojonup
Shire of Kondinin
Shire of Koorda
Shire of Kulin
City of Kwinana
Shire of Lake Grace
Shire of Laverton
Shire of Leonora
City of Mandurah
Shire of Manjimup
Shire of Meekatharra
City of Melville
Shire of Menzies
Shire of Merredin
Shire of Mingenew
Shire of Moora
Shire of Morawa
Town of Mosman Park
Shire of Mount Magnet
Shire of Mt Marshall
Shire of Mukinbudin
Shire of Mundaring
Shire of Murchison
Shire of Murray

Column 3

In accordance with and subject to approved Government Land policies.

Any signature subject to the following endorsement:
Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the *Planning and Development Act 2005* (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.

Shire of Nannup
Shire of Narembeen
Shire of Narrogin
Town of Narrogin
City of Nedlands
Shire of Ngaanyatjarraku
Shire of Northam
Shire of Northampton
Shire of Nungarin
Shire of Peppermint Grove
Shire of Perenjori
City of Perth
Shire of Pingelly
Shire of Plantagenet
Town of Port Hedland
Shire of Quairading
Shire of Ravensthorpe
City of Rockingham
Shire of Roebourne
Shire of Sandstone
Shire of Serpentine Jarrahdale
Shire of Shark Bay
City of South Perth
City of Stirling
City of Subiaco
City of Swan

Shire of Tammin
Shire of Three Springs
Shire of Toodyay
Shire of Trayning
Shire of Upper Gascoyne
Town of Victoria Park
Shire of Victoria Plains
Town of Vincent
Shire of Wagin
Shire of Wandering
City of Wanneroo
Shire of Waroona
Shire of West Arthur
Shire of Westonia
Shire of Wickepin
Shire of Williams
Shire of Wiluna
Shire of Wongan-Ballidu
Shire of Woodanilling
Shire of Wyalkatchem
Shire of Wyndham-East Kimberley
Shire of Yalgoo
Shire of Yilgarn
Shire of York

HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

2nd day of June 2016

20.2.2 WA Planning Commission – Section 25 of the Strata Titles Act 1985

Delegator:	The WAPC delegated the above power and function to the local government, and to members and officers of those local governments (see Government Gazette, Delegation 2009/03 on 9 January 2009)

Express Power or Duty Delegated:	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.
Delegate:	Chief Executive Officer Director Regulatory Services Manager Town Planning and Development Senior Strategic Planner Senior Planner
Council Conditions on this Delegation:	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 WAPC.

20.2.3 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
Delegate:	Chief Executive Officer
Function:	To provide a recommendation to the Western Australian Planning Commission (WAPC) to determine development applications and impose conditions
Council Conditions on this Delegation:	The delegation excludes applications that: i. have development value of less than $7,000,000; or ii. include workforce accommodation that proposes 16 or more beds
Sub-Delegate/s: Appointed by CEO	Director Regulatory Services Manager Town Planning and Development Senior Strategic Planner Senior Planner
CEO Conditions on this Sub-Delegation:	Nil.

20.3 Road Traffic (Vehicles) Act 2012

20.3.1 Approval for Certain Local Government Vehicles as Special Use Vehicles

Government of **Western Australia**
Department of **Transport**
Driver and Vehicle Services

ROAD TRAFFIC (VEHICLES) ACT 2012

Road Traffic (Vehicles) Regulations 2014

RTVR-2017-202046

APPROVAL UNDER REGULATION 327(4)(f) FOR CERTAIN LOCAL GOVERNMENT VEHICLES AS SPECIAL USE VEHICLES

Pursuant to the *Road Traffic (Vehicles) Regulations 2014* (the *Regulations*), I, Christopher Davers, Assistant Director Strategy and Policy, Driver and Vehicle Services, Department of Transport, and delegate of the Chief Executive Officer of the Department of Transport by way of a delegation instrument dated 7 August 2017, hereby 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 1976*); 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*, subject to the following conditions:

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:

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 to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

21.1 Parking Local Law 2015

21.1.1 Payment of Fee to Park in Parking Station

Express Power or Duty Delegated:	Clause 5.3(a) Payment of fee to park in parking station
Delegate:	Chief Executive Officer
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)].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Coordinator Ranger Services Ranger and Emergency Services Advisor Lead Ranger Ranger(s)
CEO Conditions on this Sub-Delegation:	Nil.

21.1.2 Restricted Parking Areas

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)]
Delegate:	Chief Executive Officer Director Regulatory Services Manager Environmental Health and Community Safety
Council Conditions on this Delegation:	Nil.

21.1.3 Vehicle on Thoroughfare to Be Moved

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].
Delegate:	Chief Executive Officer Director Regulatory Services Manager Environmental Health and Community Safety Coordinator Ranger Services Ranger and Emergency Services Advisor Lead Ranger Ranger(s)
Council Conditions on this Delegation:	Nil.

21.1.4 Authorised Person May Mark Tyres

Express Power or Duty Delegated:	Clause 6.10(1) Authorised person may mark tyres
Function:	Authorised person may mark tyres [cl. 6.10(1)].
Delegate:	Chief Executive Officer Manager Environmental Health and Community Safety Coordinator Ranger Services Ranger and Emergency Services Advisor Lead Ranger Ranger(s)
Council Conditions on this Delegation:	Nil.

21.1.5 Driving or Parking on Reserves

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].
Delegate:	Chief Executive Officer Manager Environmental Health and Community Safety Coordinator Ranger Services Ranger and Emergency Services Advisor Lead Ranger Ranger(s)
Council Conditions on this Delegation:	Nil.

21.1.6 Suspension of Parking Limitations for Urgent, Essential or Official Duties

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].
Delegate:	Chief Executive Officer Director Regulatory Services Manager Environmental Health and Community Safety
Council Conditions on this Delegation:	Nil.

21.1.7 Infringements for Prescribed Offences as Per Schedule 2

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.
Delegate:	Manager Environmental Health and Community Safety Coordinator Ranger Services Ranger and Emergency Services Advisor Lead Ranger Ranger(s)
Council Conditions on this Delegation:	Nil.

21.2 Bush Fire Brigades Local Law 2017

21.2.1 Determining Seniority

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
Delegate:	Chief Executive Officer
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)].
Council Conditions on this Delegation:	Nil.

21.2.2 Disagreements

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)
Delegate:	Chief Executive Officer
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)].
Council Conditions on this Delegation:	Nil.

21.3 Public Places and Local Government Property Local Law 2016

21.3.1 Determinations

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
Delegate:	Chief Executive Officer
Function:	Determinations in respect of Local Government property under the Town of Port Hedland Public Places and Local Government Property Local Law 2016.
Council Conditions on this Delegation:	Nil.

21.3.2 Activities Requiring a Licence

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
Delegate:	Chief Executive Officer
Function: *This is a precis only.* *Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	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].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services (Function 1, 2, 3, 4) Manager Environmental Health and Community Safety (Function 2, 3, 4) Coordinator Ranger Services (Function 3, 4) Ranger and Emergency Services Advisor (Function 3, 4)

	Lead Ranger (Function 3, 4) Ranger(s) (Function 3, 4)
CEO Conditions on this Sub-Delegation:	Nil.

21.3.3 Use of Local Government Property

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
Delegate:	Chief Executive Officer
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].
Council Conditions on this Delegation:	Nil.

21.3.4 Authorised Officers

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].
Delegate:	Chief Executive Officer (Function 1, 2, 3, 4) Director (Function 1, 2) Manager Environmental Health and Community Safety (Function 1, 2) Senior Environmental Health Officer (Function 1, 2) Environmental Health Officer (Function 1, 2) Graduate Environmental Health Officer (Function 1, 2) Manager Corporate Affairs (Function 1, 2) Coordinator Aquatic Operations (Function 1, 2) Leisure Business Coordinator (Function 1, 2)

	Coordinator Stadium Operations (Function 1, 2) Theatre and Cinema Operations Officer (Function 1, 2) Coordinator Ranger Services (Function 1, 2) Ranger and Emergency Services Advisor (Function 1, 2) Lead Ranger (Function 1, 2) Ranger(s) (Function 1, 2) Social Sports Officer (Function 1, 2) Health Club Supervisor (Function 1, 2) Membership Experience Officers (Function 1,2) Events and Bookings Officer (Function 1, 2) Customer Service Team Leader (Function 1, 2) Aquatic Duty Managers (Function 1, 2) Aquatic Supervisor (Function 1, 2) Casual Aquatic Duty Managers (Function 1, 2) Senior Arts, Culture and Events Officer (Function 1, 2) Manager Community Development (Function 2) Manager Leisure Facilities (Function 2)
Council Conditions on this Delegation:	Nil.

21.3.5 Thoroughfares – General

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
Delegate:	Chief Executive Officer
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].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services (Function 1, 2, 3, 4) Director Infrastructure Services (Function 3, 4) Manager Infrastructure Operations (Function 3, 4) Manager Environmental Health and Community Safety (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) Ranger and Emergency Services Advisor (Function 1, 2, 3, 4) Lead Ranger (Function 1, 2, 3, 4) Ranger(s) (Function 1, 2, 3, 4)
CEO Conditions on this Sub-Delegation:	Nil.

21.3.6 Grant Licence for Commercial Activity

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
Delegate:	Chief Executive Officer
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].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services (Function 1, 2, 3, 4, 5, 6, 7, 8, 9) Manager Environmental Health and Community Safety (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)
CEO Conditions on this Sub-Delegation:	Nil.

21.3.7 Prescribed Offences – Schedule 7

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
Delegate:	Chief Executive Officer
Function:	Infringements for prescribed offences as per schedule 7 – Prescribed Offences
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Manager Environmental Health and Community Safety (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 and Emergency Services Advisor (Function 1, 2, 3, 5) Lead Ranger (Function 1, 2, 3, 5) Ranger(s) (Function 1, 2, 3, 5)
CEO Conditions on this Sub-Delegation:	Nil.

21.4 Cemetery Local Law 2015

21.4.1 General Powers

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
Delegate:	Chief Executive Officer
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].
Council Conditions on this Delegation:	Nil.

Sub-Delegate/s: *Appointed by CEO*	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)
CEO Conditions on this Sub-Delegation:	Nil.

21.4.2 Authorised Officers

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].
Delegate:	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)
Council Conditions on this Delegation:	Nil.

21.4.3 Prescribed Offences

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].
Delegate:	Chief Executive Officer (Function 2) Director Regulatory Services (Function 2) Manager Environmental Health & Community Safety (Function 1) Coordinator Ranger Services (Function 1) Ranger and Emergency Services Advisor (Function 1) Lead Ranger (Function 1) Ranger(s) (Function 1)
Council Conditions on this Delegation:	Nil.

21.5 Dogs Local Law 1998

21.5.1 Various Powers

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
Delegate:	Chief Executive Officer
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].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services (Function 1, 2, 3) Manager Environmental Health and Community Safety (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 and Emergency Services Advisor (Function 2) Lead Ranger (Function 2) Ranger(s) (Function 2)
CEO Conditions on this Sub-Delegation:	Nil.

21.5.2 Authorised Officers

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].
Delegate:	Chief Executive Officer (Function 1, 2, 3, 4, 5,) Director Regulatory Services (Function 3, 4, 5) Manager Environmental Health and Community Safety (Function 3, 4, 5) Coordinator Ranger Services (Function 1, 2, 3, 4, 5, 6) Ranger and Emergency Services Advisor (Function 1, 2, 3, 4, 5, 6) Lead Ranger (Function 1, 2, 3, 4, 5, 6) Ranger(s) (Function 1, 2, 3, 4, 5, 6)
Council Conditions on this Delegation:	Nil.

21.6 Health Local Law 2016

21.6.1 Various Powers

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].
Delegate:	Director Regulatory Services (Function 3, 8, 11)

	Manager Environmental Health and Community Safety (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)
Council Conditions on this Delegation:	Nil.

21.7 Animals, Environment and Nuisance Local Law 2016

21.7.1 Various Powers

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
Delegate:	Chief Executive Officer
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].
Council Conditions on this Delegation:	Nil.
Sub-Delegate/s: *Appointed by CEO*	Director Regulatory Services (Function 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17,18) Manager Environmental Health and Community Safety (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) Ranger and Emergency Services Advisor (Function 3, 10, 12, 13, 14, 16, 17, 19, 22, 23, 25, 27, 29, 30) Lead Ranger (Function 3, 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)
CEO Conditions	Nil.

on this Sub-Delegation:	

21.7.2 Authorised officers

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].
Delegate:	Chief Executive Officer Manager Environmental Health and Community Safety (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) Ranger and Emergency Services Advisor (Function 1, 2, 4, 7, 8, 9, 12) Coordinator Ranger Services (Function 1, 2, 4, 7, 8, 9, 12) Lead Ranger (Function 1, 2, 4, 7, 8, 9, 12) Ranger(s) (Function 1, 2, 4, 7, 8, 9, 12)
Council Conditions	Nil.

on this Delegation:	

21.8 Waste Local Law 2018

21.8.1 Authorised Officers

Express Power or Duty Delegated:	Clause 2.6(2) – Exemption Clause 3.1(d) – 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. 2.6(2)]. 2. Duties of an Owner or Occupier [cl.3.1(d)]. 3. Receptacles and Containers for Public Use [cl. 3.3]. 4. Prescribed Offences [prescribed offences].
Delegate:	Chief Executive Officer (1, 2, 3) Director Regulatory Services (1, 2, 3) Manager Environmental Health and Community Safety (4) Senior Environmental Health Officer (4) Environmental Health Officer (4) Graduate Environmental Health Officer (4) Manager Waste Operations (1, 2, 3, 4) Waste Technical Officer (1, 2, 3, 4) Site Supervisor (1, 2, 3, 4) Coordinator Ranger Services (4) Ranger and Emergency Services Advisor (4) Lead Ranger (4) Ranger(s) (4) Trainee Ranger(s) (4)
Council Conditions on this Delegation:	Nil.

Town of
Port Hedland

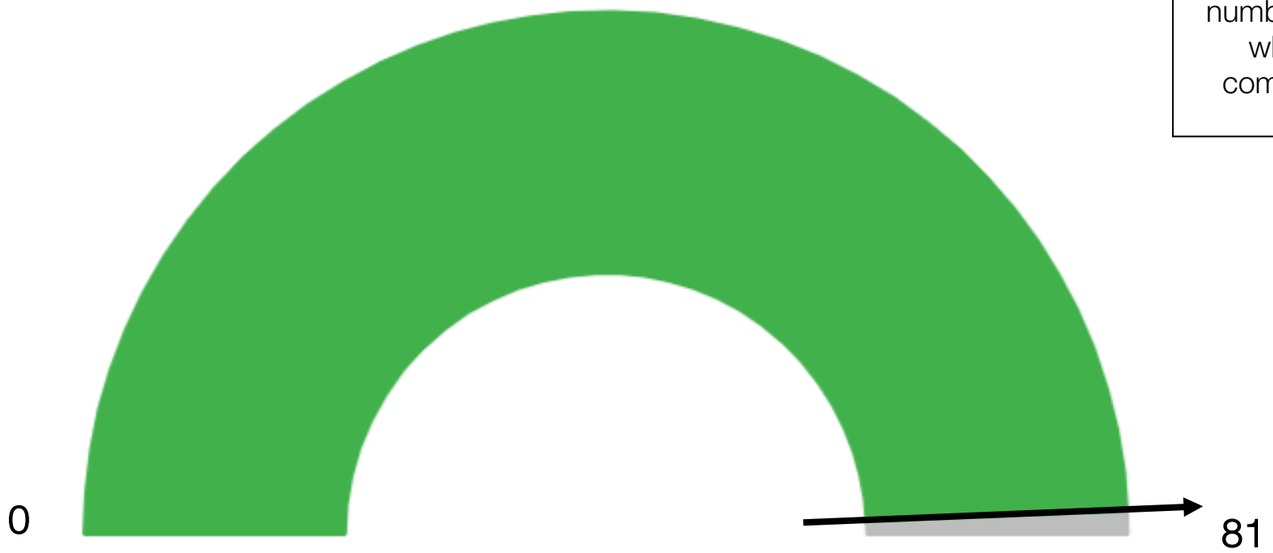
2018 – 2022
Corporate Business Plan

Performance Report #8

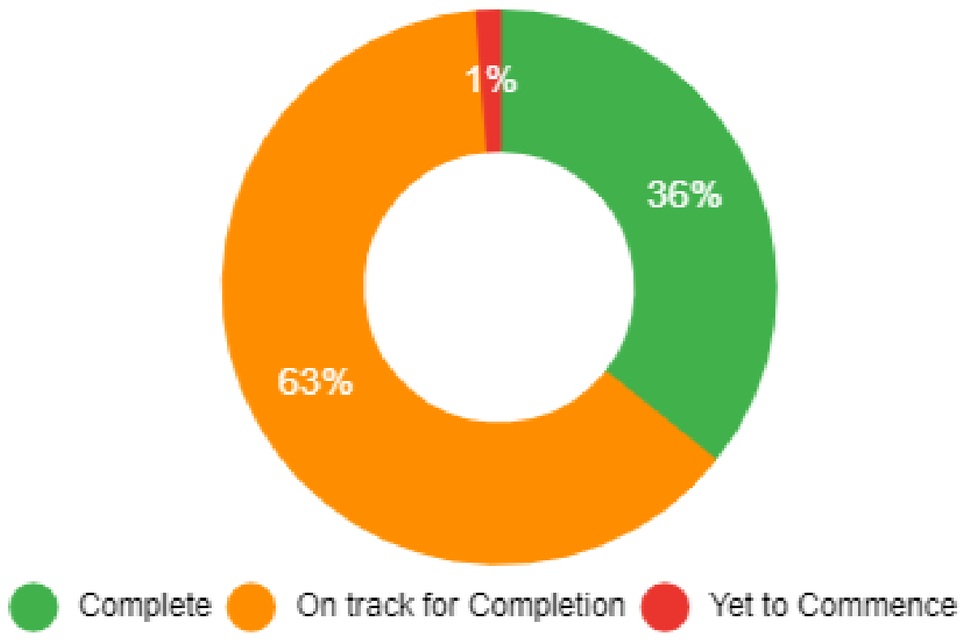
Period:
1 January 2021 – 31 March 2021
(Quarter 3 – 2020/21 FY)

Progress overview

Progress for the period 1 January 2021 – 31 March 2021



This scale shows the number of CBP actions which have been commenced to date.



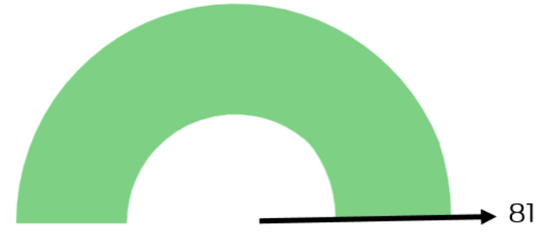
29
Complete

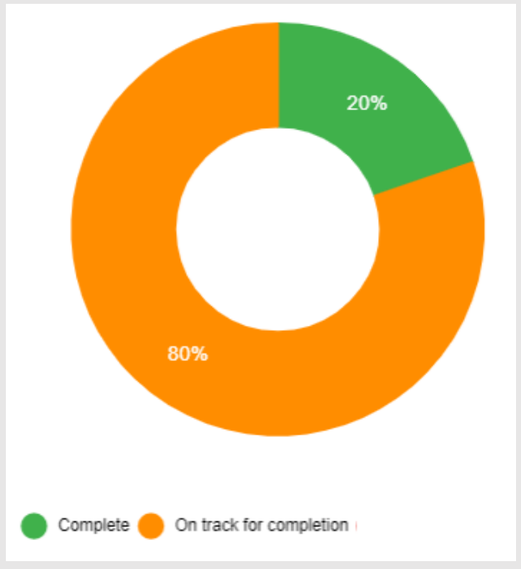
51
On track for completion

1
Yet to commence

Previous Update

This scale shows the number of CBP actions which have been commenced to date.





16
Complete

64
On track for completion

0
Yet to commence

OUR COMMUNITY

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

Key	
Yet to commence	
On track for completion	
Complete	

SCP Outcome	Our Strategic Response		Actions		Lead Business Unit	Comments	Status
A hardy, healthy and safe people	*1.a.1*	*Stakeholders are engaged to develop a whole of town approach to increase accessibility to quality health and wellbeing services*	1.a.1.1	Develop, implement and review a community engagement program to interact with stakeholders on a regular basis.	Community Engagement	The Community Engagement Team have supported the Planning Team with input into the Engagement Plan for the South Hedland Place Plan Project and will support the Town Team Movement engagement activities in Q4.	
			1.a.1.2	Develop, implement, review and promote a community grants and donations program.	Community Engagement	Community Grants Program currently under review. 63% of funds allocated.	
	1.a.2	*Community needs and gaps in health provision are identified and delivered*	1.a.2.1	Coordinate and advocate for improved community health services and facilities.	Environmental Health	EH&Cs have worked with the Towns Comms team to deliver timely information on health priorities, primarily focused around mosquito borne disease as a result of high tides and rain events. communications regarding mosquito control activities have also been delivered. As the Town moves into a season with less mosquito pressure, Comms regarding other topical health issues will be delivered.	
	1.a.3	*Youth services and facilities are implemented with regular input from youth and providers*	1.a.3.1	Coordinate and provide a range of youth activities in partnership with key stakeholders	Community Engagement	A meeting was held on 2 March 2021 with PCYC in regards to the proposal. The discussions are still ongoing. Youth week was a great success. Involvement with WAPOL, YIC, Wirraka Maya & FMG. Term 2 programming just begun, and are recording attendance levels.	
	1.a.4	*Partnerships with stakeholders to deliver sport and recreation are enhanced*	1.a.4.1	Support stakeholders to deliver sport and recreation services	Recreation and Community	EveryClub program funding ended. New grant application was successful however funding not yet received. Final SICWA workshop - Building Stronger Clubs was delivered in February 2021. Clubs provided with one on one club development support where required.	
	1.a.5	*Agencies and the community are fully engaged to reduce anti-social behaviours and improve community safety*	1.a.5.1	Develop, implement and review a Community Safety Plan.	Community Safety	February 2021 meeting completed; May 2021 meeting programed. Correspondence to the State regarding key youth and community safety issues has been sent, seeking state intervention. Ongoing consultation with key stakeholders continues. Key Outcomes: • Increased support and corporate involvement for the Edconnect program; • Support for study / review of Banned Drinkers Register; • Support for the delivery of the Breathing Space initiative; • Streamline reporting for outcome implementers to map the completion of plan objectives; and • Shared coms with WAPol being developed targeting topical crime issues and impacts to community.	
			1.a.5.2	Develop, implement and review strategies and programs to enhance the town's visual amenity and safety	Parks and Gardens	Works continue to improve the towns public amenity of the town in regards to POS working with BHP. The West End improvement works are underway to redeveloped areas such as McKay Street, Edgar Street, Wedge Street, Richardson Street, new garden upgrades to Hamilton Road & Civic Centre carpark garden renewals	
			1.a.5.3	Actively engage in initiatives that support road safety	Engineering Services	4 mile restricted access program completed. Currently working with the South Hedland High School & Department of Education on future safety initiatives regarding parking. Successful in obtaining blackspot road grant funding.	
	1.a.6	*Town-wide health, safety, recreation and sporting activities and services are promoted*	1.a.6.1	Promote awareness of town-wide health, recreation, sporting and safety services and initiatives	Recreation and Community	The March 2021 'Have a Try Night' was cancelled due to wet and very windy weather. SALT is in it's final term, finishing June 2021. Sports are applying for additional funding to expand the program in	

						2021/2022. Feedback from attendees has been positive and the health and wellbeing information sessions are well received. The Hedland Sport, Recreation & Fitness Guide was developed, printed and distributed around town.	
An inclusive and involved community	*1.b.1*	*Newcomers to Port Hedland are provided with inductions, information and opportunities to engage and get involved*	1.b.1.1	Support initiatives with stakeholders to welcome newcomers to town	Community Engagement	Event scheduled for May 2021	
			1.b.1.2	Provide free public Wi-Fi at identified Town locations	ICT	Free public WiFi access is provided by the Town at the Civic Centre, JD Hardie Youth Zone and South Hedland Library.	
An inclusive and involved community	*1.b.2*	*A residential workforce is promoted to industry as the preferred option*	1.b.2.1	Engage with key stakeholders to promote a residential first approach for workforce accommodation	Executive Services	LPP05 has been implemented. Officers continue to promote this in discussions with mining companies and other developers.	
	1.b.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 people are recognized and supported*	1.b.3.1	Provide meaningful opportunities for Aboriginal and Torres Strait Islander people to engage with the Town	Community Engagement / Human Resources	MOU with HASL has been finalised and Aboriginal Engagement Officer has commenced work to arrange forums and network meetings. In line with the Town's Strategic Workforce Plan 2020-2024, Aboriginal Traineeships are being explored as part of the Town's approach to Traineeships and career pathways.	
			1.b.3.2	Provide meaningful opportunities to celebrate and recognise our Culturally and Linguistically Diverse communities	Community Engagement	The Community Engagement Team supported Pilbara Community Legal Service in a number of events for Harmony Week 2021. The week of events hosted we're successfully attend by various different community members and groups with events such as a multi-cultural movie night, arts and culture workshops with professional artists and a multi-cultural Harmony Day family-day event at the Courthouse Gardens which include showcase of seven various different cultural performances from Hedland and Pilbara community.	
	1.b.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.b.4.1	Develop, implement and review a community engagement Policy and associated Strategy	Community Engagement	RFQ closed and awarded in March 2021. Inception meeting scheduled for April 2021.	
			1.b.4.2	Inform the community on Town projects, operations, services and events	Corporate Affairs	All of the Town's media releases are sent to approximately 700 subscribers including local community members, journalists and community groups. Information has been loaded onto the website, with regular updates	
			1.b.4.3	Implement, monitor and review the Disability Access and Inclusion Plan	Community Engagement	Ongoing. DAIP being integrated into designs for Town Projects, including Depot Office building and stores. Kerb and disability ramp improvements continue to be delivered with renewal programs	
			1.b.4.4	Implement, monitor and review the Reconciliation Action Plan	Community Engagement	RFQ released in March 2021 and closes in April 2021.	
	1.b.5	*Opportunities to get involved and results of engagement are regularly promoted*	1.b.5.1	Develop, implement and review opportunities to share engagement feedback with key stakeholders	Community Engagement	Engagement with key stakeholders is an on-going process in development of designs related to Recreation Hub projects. Information regarding key stakeholder engagement is included in Council Agenda papers	
A unique, vibrant and diverse community lifestyle	*1.c.1*	*The community, industry, arts and cultural organisations are engaged to identify, plan and coordinate events and activities*	1.c.1.1	Develop, implement and review a Cultural and Arts Strategy	Marketing, Events and Communications	On going implementation of the Arts and Culture Strategy	
	1.c.2	*Events and activities to celebrate the Town's cultural heritage, arts and Pilbara lifestyle are consistently programmed and delivered*	1.c.2.1	Provide a year round events program aligned with the Cultural and Arts Strategy	Marketing, Events and Communications	2021 has seen a return to the Town's annual events program. Australia Day celebrations during January 2021, Sunset Food Markets, Twilight Movies and WA Ballet.	
			1.c.2.2	Develop, implement and review a strategy for the preservation of historical records held by the Town	Libraries	Preservation of the local history collection in the Libraries has been incorporated into the Library Strategy. The completion of a collection management plan is now underway.	
	1.c.3	*Partnerships with industry and government to support events and activities are enhanced*	1.c.3.1	Develop, implement and review a sponsorship, partnerships and engagement program for events and activities	Executive Services	Australia Day events were held in January 2021 with sponsorship from PPA, BHP, Horizon Power. PPA confirmed sponsorship for Youth Programs (Boxfit) and BHP committed additional support for Youth Week in Q4.	

						Twilight Movie series continued with sponsorship from Pirtek. Discussions have continued with FMG and BHP regarding the events program and Matt Dann live shows. Ongoing engagement has continued with representatives from key stakeholder groups (government, not-for-profit and industry) in this quarter the focus has of discussions have been on priorities including youth and childcare.	
	1.c.4	*The Town's program of events and activities is promoted locally, regionally and nationally*	1.c.4.1	Develop, implement and review an integrated promotional and communications strategy for community wide events	Marketing, Events and Communications	Communications plans are developed for all of the Town's programs and events. Community events are also promoted through the "What's On Guide" and on the website Events Calendar.	
Well utilised and valued community facilities and services	*1.d.1*	*The present and future facilities and requirements of the Town are planned for and developed in-line with relevant facility standards and community needs*	1.d.1.1	Develop, implement and review a facilities management plan and purpose statement for all community facilities including infrastructure standards, levels of service and management models	Community Engagement	Kick off meeting held with @leisure planners and information gathering has commenced for the development of an Aquatic Masterplan	
	1.d.2	*Facilities and community infrastructure is revitalized across the Town*	1.d.2.1	Develop, implement and review an asset management renewal program to ensure long-term sustainability of the Town's assets	Engineering Services	The development of an asset management plan is still a work in progress, as is an asset management strategy and associated requirements. The Town will be seeking to include an asset management module with the new enterprise solution to replace Synergy. A Project Initiation Form for Asset Management has been submitted as part of the 21-22 budget process. There are renewal programs in place for various asset classes, which are delivered as part of capital / operational works. Management of leases has been handed-over to Infrastructure Operations. BBQ Renewal Program underway. Street furniture program still in scoping phase. South Hedland Cemetery Master Plan Stage 1 works commenced. Drink fountain renewal program commenced. Baler Primary School carpark upgrade complete, with some line marking outstanding. Renewal programs for sealed and unsealed roads, footpaths, carparks, drainage, kerb and gutter, shade structure, park lighting, commercial and residential buildings, plant, public open space, irrigation and turf in progress.	
	1.d.3	*Facilities and community infrastructure are well maintained, managed and fit to purpose to provide a range of lifestyle opportunities.*	1.d.3.1	Support the provision of cultural, sporting and recreational facilities which are fit for purpose	Community Services	Community Services continue to liaise with sporting clubs, community organisations and other user groups on all stages of the three masterplans (JD Hardie, SHISH and PHSCH) and other infrastructure projects. Focus for consultation for Q3 has been on the SHISH Stage 1 (Pavilion) and Stage 2 (Stadium Extension)	
			1.d.3.2	Develop, implement and review a range of programs to enhance, activate and encourage usage of the Town's infrastructure	Community Services	The JD Hardie Youth and Community Hub is fully operational and all hirable spaces have been booked out in Q3 by organisations, clubs and private bookings. The youth lounge and facilities are popular and events for Youth Week	

						were also held at South Hedland Skate Park and SHAC. Events organised by the Arts, Culture and Events team have been held at Town facilities in South (SHAC, Kevin Scott Oval and the Matt Dann Theatre and Cinema) and Port (Civic Centre Gardens and Marrapikurrinya Park) Port Hedland Leisure continues to provide a wide range of programing across both land based and aquatic based activities in order to maximise leisure facilities utilisation including Learn to Swim Program for ages 0 - 12, Junior Lifeguard program, 35 Group fitness classes per week targeting fitness levels of all kinds, Health Club programming and social Sports programs. This has resulted in a 20% increase in facility utilisation across all leisure facilities year to date.	
Well utilised and valued community facilities and services	*1.d.3*	*Facilities and community infrastructure are well maintained, managed and fit to purpose to provide a range of lifestyle opportunities.*	1.d.3.3	Ensure that the Town's stores and fleet services provide adequate support to meet the Town's infrastructure requirement	Depot Operations	All light vehicles for the 2021/22 have been procured to allow for the six to nine month lead time. Preparation for store relocation is underway.	
			1.d.3.4	Ensure that the Town's commercial, community and residential properties are fit for purpose, compliant and maintained to the appropriate standards	Property Management	Works continue to fix a large amount of mould remediation works that occurred this year at stadium, South Hedland library, Civic Center roof replacement, GAC gym. Renovations to the Stadium Creche; and, major AC maintenance at the Stadium	
	1.d.4	*Community services and facilities are well promoted.*	1.d.4.1	Develop, implement and review a marketing and promotional plan for community facilities and services	Facilities	Colin Matheson Pavilion was promoted via Facebook for community hire. All other community hire facilities are at capacity aside from Gratwick Hall.	

OUR ECONOMY

We build prosperity for all – enabling sustained economic growth.

SCP Outcome	Our Strategic Response		Actions		Lead Business Unit	Comments	Status
Enhanced participation in the workforce	*2.a.1*	*Local training providers, business, industry, services, agencies, social sector and infrastructure providers are fully engaged and coordinated in the development of training and employment opportunities*	2.a.1.1	Advocate for skills and career pathways within our community	Human Resources	Human Resources Staff met with North West TAFE and South Hedland Senior High School in March 2021, to discuss career pathways and strategic partnerships with the Town. The Town also attended the Jobs and Skill Centre Mini Connect event, which was hosted at Wanangkura Stadium and offered and opportunity for various local businesses, including the Town, to promote current vacancies and career pathways to members of the community.	
	2.a.2	*Partnerships with private enterprises and government to fund projects and create jobs are pursued*	2.a.2.1	Develop Master Plans and business cases for future project implementation, in line with the Town's strategic direction and needs	Community Services	No additional business cases have been completed this quarter due to; not having finalised concepts/concept designs for the remaining stages; and issues with land tenure causing delays to project progression. SHISH Stage 2 will be completed in Q4 along with the Childcare and Library business cases. The remaining business cases for PHSCH Stage 2 to 4 and SHISH Stage 3 & 4 can't proceed until concepts are completed. Projects advised this would be approx.. a year away. Unsure about JD as project stages have changed and no internal stakeholder meetings have been held to provide updates.	
	2.a.3	*Partnerships with private enterprises and government to fund projects and create jobs are pursued*	2.a.3.1	Explore options for a "smart town" strategy with key stakeholders	ICT	Not progressing due to funding rounds being closed.	
	2.a.4	*Broader education and training offerings are encouraged*	2.a.4.1	Increase educational offerings by lobbying for secondary, Tertiary and higher learning facilities	Executive Services	The Town promoted education as a state election issue with several candidates raising this as part of their platform. Although the current government has not committed to a	

				and services through facilitation with key stakeholders.		new high school, the Town will continue to advocate for increased education services within the District, and continue working with key stakeholders and funding partners to promote education initiatives.	
			2.a.4.2	Develop, implement and review a strategy for the delivery of Library Services	Recreation and Community	The Library Strategy 2021-2025 was adopted by Council at March OCM, 2021.	
An enabling, attractive business environment	*2.b.1*	*Forums are regularly provided to support businesses, including Aboriginal and disability enterprises, in engaging with the community and stakeholders*	2.b.1.1	Provide local procurement forums, support and training	Procurement	A procurement information brochure entitled "Doing Business with the Town - Contracting" has been completed and is with the Comms team. This was done in preparation for the Economic and Resources forum to be conducted in June 2021.	
	2.b.2	*The Town's economic development is supported through engagement with key economic groups*	2.b.2.1	Develop, implement and review partnerships with key stakeholders to promote economic growth and diversification	Executive Services	The Executive team continue to be open to meet with potential investors within the region, looking to diversify industry and commercial uses. Recent presentations and discussions have been had with Pilbara Minerals to discuss their operations within the region and use of Port Hedland based services/contractors.	
	2.b.3	*Red tape for business is minimised through review and reform of relevant policies and by-laws*	2.b.3.1	Regularly review policies and local laws to minimise red tape within statutory frameworks	Governance	Currently reviewing policies on a monthly basis with other business units. Red tape reduction within statutory frameworks now also underway	
An enabling, attractive business environment	*2.b.4*	*Business approval processes are transparent and pathways streamlined*	2.b.4.1	Develop, implement and review an ICT and IS strategy	ICT	ICT Strategy adopted at the OCM held on 23 September 2020.	
			2.b.4.2	Develop, implement and review new technology and system improvements	ICT	Manager IT & Program Delivery has been onboarded. Hiring of ERP Project Manager ongoing. RFQ for ERP has been finalised and released. Twelve (12) 12 month IT Roadmap has been developed and endorsed by ELT. Roadmap implementation has commenced.	
	2.b.5	*Business opportunities and major projects are promoted online and at relevant national and international forums and events*	2.b.5.1	Work with stakeholders to enhance the reputation of the town	Marketing, Events and Communications	A 2021 Partnership agreement has been signed with PHCCI to deliver business events, the Economic Forum. The Town have also agreed to sponsor the Hedland Economic and Resource Forum and Pilbara 2021	
A thriving, resilient, sustainable and diverse economy	*2.c.1*	*Business and government agencies and other relevant stakeholders are engaged to:* *# Identify strategic employment and economic development priorities;* *# Assess and address market failures affecting the cost of living;* *# Assess and address cost of doing business challenges.*	2.c.1.1	Work with key stakeholders to develop, implement and review strategies to stimulate and diversify the local economy and address business challenges	Executive Services	Housing briefing paper has been provided to Councillors to address housing shortage and development within the Town. This is seen as a major impediment to development and maintenance of business in the District. The Town continues to advocate for diversification of local economy and has met with middle tier mining companies to discuss their operations within the region.	
	2.c.2	*Opportunities for social enterprise, innovators, and small and medium sized businesses are identified, and strategies to attract and support are them implemented*	2.c.2.1	Provide information to the business community to support decision making	Planning and Building	Local planning strategy and local planning scheme 7 have been finalised. Local planning policy and guidelines are progressively being updated to streamline approvals and reduce red tape, providing an enabling environment for business establishment and growth. Regular liaison with PHCCI to support business planning and development.	
	2.c.3	*Local procurement is prioritised and promoted across industry and agencies*	2.c.3.1	Promote Town of Port Hedland procurement opportunities	Procurement	A procurement information brochure entitled "Doing Business with the Town - Contracting" has been completed and with the Comms team. This was done in preparation for the Economic and Resources forum to be conducted in June 2021.	
The development and expansion of key industries	*2.d.1*	*Investment in key infrastructure development such as the port and logistics is pursued.*	2.d.1.1	Lobby State and Federal Government to invest in port infrastructure	Executive Services	Councillors provided a briefing in relation to the seawalls and this has also been discussed in Capital budget discussions. The Town is continuing to work with the PPA and the Marina taskforce to develop the landside component of the Marina - Detailed Designs still to be provided.	

	2.d.2	*The development of industry specific value chains are encouraged and supported.*	2.d.2.1	Advocate and encourage key stakeholders to have locally based supply chains and service providers.	Executive Services	The Town continues to promote provision of locally sourced goods and services with major companies in discussions relating to commercial projects within the region. The Town continues to implement the local purchasing policy in all projects.	

OUR BUILT AND NATURAL ENVIRONMENT

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

SCP Outcome	Our Strategic Response		Actions		Lead Business Unit	Comments	Status
A healthy natural environment	*3.a.1*	*Traditional owners, key stakeholders, and the community are informed and actively involved in the protection and enhancement of the natural environment*	3.a.1.1	Develop, implement, monitor and promote strategies to protect and enhance Port Hedland's natural environment	Environmental Health	Staffing shortages impacted by recruitment issues. ongoing monitoring of natural habitats continues with a real time response to issues reports of issues or identified impacts to environment. Strategy under development and will be completed when staffing levels normalise.	
	3.a.2	*Biodiversity is understood by the community and protected*	3.a.2.1	Provide community education on the importance of biodiversity	Environmental Health	Continued coms in relation to coastal protection and habitat conservation. Infrastructure services have completed additional access control around the 4mile protection area and supporting coms have been issued.	
	3.a.3	Natural resource assets are well-managed and enhanced	3.a.3.1	Undertake fire mitigation activities and provide an active response to reduce the impacts of bushfires	Community Safety	Ongoing - appointment of shared Bush Fire Management Plan consultant has seen the recommencement of the Bush Fire Risk Management Plan with fuel loading analysis and risk mapping underway with treatment options being assessed for at risk locations.	
A safe and fit-for-purpose built environment	*3.b.1*	*The present and future needs for serviced land and infrastructure provision are identified, planned and developed*	3.b.1.1	Develop, implement and review a Parks and Path strategy	Planning and Building	The approved public open space strategy is being implemented with infrastructure renewals, playgrounds and signage being constructed in accordance with the established hierarchy of public open space.	
			3.b.1.2	Identify and manage coastal hazards and flood risks	Planning and Building	DA for Marapikurrinya Park seawall lodged, pending DA's for Sutherland and Goode Street seawalls. Finucane Island Groyne development approved. Final Coastal Foreshore Management Plan scheduled for May OCM. Draft LPP for coastal planning scheduled for May 2021 OCM.	
			3.b.1.3	Advocate to and support State Government initiatives to resolve land use conflicts	Planning and Building	Monthly Maritime Precinct Working Group meetings held. Draft Improvement Scheme Policy referred to April OCM for comments to be provided to WAPC.	
			3.b.1.4	Assess and rationalise the Town's infrastructure and assets	Engineering Services	Currently working with finance & undertaking / gathering physical data to develop asset information	
			3.b.1.5	Lobby to improve public transport services and links between Port and South Hedland	Planning and Building	Design of Wilson Street shared path underway and design due for completion June 2021.	
	3.b.2	*Emergencies such as cyclones are prepared for, educated about, responded to and recovered from in partnership with key agencies*	3.b.2.1	Implement, monitor and review the ToPH Local Emergency Management Arrangements to enable the community to both prepare for and recover from emergencies	Community Safety	LEMA is in development and funding through the AWARE program accessed. Final risk assessment being completed in April with Draft LEMA being issued to DEMC for review in June	
			3.b.2.2	Undertake community cyclone preparation and response	Engineering Services	Complete for the 2020/21 season	
			3.b.2.3	Undertake regular reviews of Town facilities to ensure that they are safe for public and staff	Workplace Health and Safety	In line with the Town's Workplace Health and Safety Audit, items continue to be actioned and closed out. During February, the Town's leadership teams participated in the LG Professionals Workplace Health and Safety Act 2020 Webinar. This webinar was the first step to communicating the changes in legislation to the leadership team. A subsequent presentation has been developed and a communication plan is being formed to ensure this	

						pertinent information is not only shared within the Town, but integrated into our everyday approach to safety. The Town has also been focusing on increasing the number of training sessions for compliance based topics such as Manual Handling and OSH Representative Training, demonstrating a strong commitment to WHS internally and across all operational sites.	
A safe and fit-for-purpose built environment	*3.b.3*	*Sustainable energy, waste and water management practices are provided and promoted*	3.b.3.1	Develop, implement and review a sustainability plan for the Town's infrastructure	Engineering Services	On track to deliver all renewal programs based upon assets	
			3.b.3.2	Promote sustainable initiatives which encourage waste avoidance, reduction, recovery and reuse	Waste Operations	Community Recycling Centre: Final designs ready for review. Transfer Station: This is a component of the Community Recycling Centre project above. Award of Municipal Waste Tender: Completed Litter Fences: Underway. Tender documents have been sent to Procurement team and feedback received to be incorporated. Education Program: has been developed and is underway. Waste and Recycling flyers: Completed	
	3.b.4	*Innovation and resilience of the built form are encouraged, assessed and implemented*	3.b.4.1	Develop, implement and review a strategy which creates opportunities for the Town's built infrastructure to incorporate innovation and robust designs for alternative future usages	Project Design and Delivery	Schematic and / or detailed design continuing for several larger projects, particularly related to Recreational Hub Masterplan.. Grant funding strategy has been developed and a Prospectus outlining investment opportunities in high profile projects has been sent to select external stakeholders. Development of grant funding policy complete. Policy has been formally adopted by Council	
	3.b.5	*The protection and valuing of amenities and urban space is enhanced through community engagement.*	3.b.5.1	Monitor and report on noise, dust and air quality impacts	Environmental Health	Complete but ongoing monthly reporting on Regulatory Services statistics will incorporate details of specific investigations relating to noise, dust or air quality impacts.	
			3.b.5.2	Appropriate community engagement is undertaken for strategic planning and land use decisions.	Planning and Building	All strategic planning projects undertaken as per IAP2 Charter. Current consultation underway on South Hedland Place Plan	
An accessible and sustainable urban environment	*3.c.1*	*Urban and spatial planning is implemented to enhance human interaction with nature and industry*	3.c.1.1	Liaise with industry, developers, business and community to provide advice on planning, building and land matters	Planning and Building	Statutory timeframes are being met for all applications. Responses are being prepared to Crown land and compliance matters in a timely fashion.	
	3.c.2	*The community is surrounded by and has access to attractive natural habitats, built form, parks and amenities.*	3.c.2.1	Continue to maintain roads, footpaths, cycleway, beach access, carparks, verges, shade structures, drains, and signage	Engineering Services	Drainage works will be completed to Walwork bridge by end of FY . Shade structures completed at SHAC Richardson st boat ramp contract issued with delivery based upon tides in June 2021	
			3.c.2.2	Develop, implement and review an education program relating to the safe and appropriate use of off-road vehicles	Community Safety	Ongoing work with the Road Safety Taskforce and inconjunction with the Police. The Town continues to assist police with the management and investigation of illegal ORV usage.	
	3.c.3	Enhanced engagement with the community on urban renewal and greening initiatives is enhanced	3.c.3.1	Develop, implement and review public open space in line with the Parks and Paths Strategy	Parks and Gardens	Program completed for the 2019/2020FY	

OUR LEADERSHIP

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

SCP Outcome	Our Strategic Response	Actions	Lead Business Unit	Comments	

A global, national, state and local presence and voice	4.a.1	Town of Port Hedland is represented and advocated for in International, Federal, State and regional forums and policy development	4.a.1.1	Research and develop a coordinated response to town issues in line with Strategic Community Plan	Governance	Central submissions process was reviewed - Process of reporting to ELT simplified for ease of reading and operational efficiency.	
	4.a.2	Town of Port Hedland is marketed and promoted locally, state-wide, nationally and internationally to tourists and investors	4.a.2.1	Develop implement and review an integrated marketing and branding strategy with key stakeholders, to ensure consistent marketing of Port Hedland	Corporate Affairs	The Town's Executive team have instructed officers to prepare an Economic and Tourism strategy. Once this has been completed a place marketing and branding strategy will be developed. In addition to this, the Town will regularly attend Pilbara Tourism Alliance meetings. Lucid Economics have been engaged to assist with the development of the Economic Development and Tourism Strategy. This will be presented to Council in July 2021.	
	4.a.3	A positive narrative and unique brand is developed and promoted	4.a.3.1	Work with stakeholder to enhance the reputation of the town in line with our Vision Statement	Corporate Affairs	A number of performance indicators have been set across the organisation at the operational level, to measure and guide the Town in developing recommendations for enhancement of the Town's reputation. A Place Branding Strategy has been budgeted for in 2021/22FY.	
Transparent and accountable governance and financial sustainability	4.b.1	Sound long-term financial planning is implemented	4.b.1.1	Develop, implement and review the Town's Long-Term Financial Plan	Finance	As part of the budget process, the Long Term Financial Plan (LTFP) has been reviewed and matched to capital expenditures to ensure projects align to those in the LTFP. Other factors such as revenue increases and cost implications have also been factored in the review.	
			4.b.1.2	Develop, implement and review strategic partnerships to support funding of key town projects and infrastructure	Community Engagement	The Town was successful in receiving $10M from the WA State Government for the Port Hedland Sports and Community Hub. The Town continue to develop partnerships with Government and Industry to fund further infrastructure projects.	
	4.b.2	Transparent and regular financial reporting and communication to the community is undertaken	4.b.2.1	Ensure the Town's finances are managed efficiently and effectively in line with legislated requirements.	Finance	Improving financial management is at the forefront of the finance teams goals with many achieved for the financial year to date. Obtaining a clean audit for the 2019/20 year indicates a significant improvement to legislated requirements.	
	4.b.3	Transparent and regular governance reporting and communication to the community is undertaken	4.b.3.1	Ensure governance information provided to the community is in line with legislated requirements	Governance	The Town continues to ensure that all governance information is provided to the community in line with legislation. The Compliance Audit Return was submitted to the Department by 31 March 2021. The Town's Internal Auditor concluded their review for the Regulation 17 Audit and the final report will be presented to the ARC Committee in August 2021. A review of the Town's Records Management commenced in April 2021.	
			4.b.3.2	Develop, implement and review a risk management framework	Governance	The Town in currently in the process of finalising an agreement with a consultant to complete a review and implement an established Risk Management Framework, commencing 1 July 2021. which will include business continuity, risk register, internal control and compliance. The Town has also engaged an Internal Audit function for a period of 3 years, commencing 1 July 2020 (potential delay due COVID-19).	
	4.b.4	Constructive forums are provided for discussion and the representation of the diversity of views and needs that impact on the Town's developments, programs and policies	4.b.4.1	Develop, implement and review programs in line with the Community Engagement Policy and Strategy	Community Engagement	Council endorsed the Assessing Childcare Needs in Hedland report in February 2021. Community Development continues to meet regularly with centre Directors through the Hedland Collective. An RFQ was advertised in March, 2021 for a consultant to deliver a Community Development Plan.	
Effective delivery of services and infrastructure to meet	4.c.1	High quality and responsive customer service is provided.	4.c.1.1	Develop, implement and review a Customer Service Strategy	Environmental Health	This continues and all SSS requests are logged as work requests to an officer and tracked	
			4.c.1.2	Ensure creation, use, storage, protection and disposition of Town records	Records	Major project requiring escalation - Quotes to be obtained Feb 2021 for external professional company to bulk digitise, quality assure, store/archive and dispose of Town Records in accordance with R&D schedule for Local Government	

community needs						Records - Essential project in preparation for Airport archive relocation and downsizing of records retained at Depot. Construction progressing Site inspection for planning completed by contractor. Will progress as soon as new server room ready. This may require an early morning / late afternoon network outage.	
	4.c.2	Community members, business and tourists are engaged to provide feedback about local facilities and services	4.c.2.1	Support industry to generate valuable data and feedback from tourists.	Planning and Building	Data for 2020 has been collected and analysed, with Corporate Affairs for publishing.	
	4.c.3	Innovative marketing to attract amenity usage is implemented.	4.c.3.1	Implement the marketing and promotional plan for the Town's community facilities and services	Corporate Affairs / Recreation and Community	The Town has implemented internal processes to ensure that all programs, projects and services have a communications and engagement strategy	
	4.c.4	Efficiency strategies across the Town's infrastructure and amenity assets are implemented.	4.c.4.1	Develop, implement and review efficiency strategies across all facilities and infrastructure.	Engineering	In the last finance meeting the importance of having all processes documented was discussed and will be followed up at the next finance meeting. A smart sheet is being developed within the SCP/IOP list to also track and monitor SOP's. This will be completed by the next quarterly review. Consultant has completed strategy report. Awaiting review and formal adoption.	

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.

Town of Port Hedland

Policy

Authorised Reserves of the Town of Port Hedland

Reserve name	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.
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	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 year.

		decisions that have this direction are specific lease proceeds (CM201415/032) and proceeds from the sale of Kingsford Smith Business Parks lots (as per adopted budget). 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.
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	No more than the annual depreciation of the Town's major and minor 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.	
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.	The reserve balance will diminish as projects are completed.

		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.	
~~Unspent Grants, Loans and Contributions~~	~~To restrict unspent grants, loans and contributions at the end of the financial year.~~	~~Transfers to and from there reserve will be based on the identification of unspent grants, loans and contributions at year end and the associated expenditure in the following financial year.~~	~~N/A~~
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.
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	The Reserve will be depleted and not replenished.

Commented [CP1]: Removed as change in legislation moves these to contingent liabilities in the Balance Sheet.

		to and expenditure relating to Cyclone emergency response and projects that will improve the Town's ability to respond to cyclone emergencies.	
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 ~~Succession~~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 ~~Any~~ 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.

Commented [CP2]: Name amended to reflect reserve use

Commented [CP3]: The long term financial model for the Landfill site indicates the required funding within the allocated timeframe to ensure funds will be available when required.

Town of Port Hedland

Policy

Definitions

Nil.

Relevant legislation	*Local Government Act 1995* Part 6 Division 4 s. 6.11 Reserve Accounts
Delegated authority	
Business unit	Financial Services
Directorate	Corporate Services

Governance to complete this section			
Version Control	Version No.	Resolution No.	Adoption date
	V01 V02 V03	CM201516/194 CM201920/199 CM202021/102	23 March 2016 22 April 2020 16 December 2020
Review frequency	Annually		

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.*

Town of Port Hedland 2021/22 Fees and Charges Schedule

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 recognise 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 Organisation as defined by the ATO. The Australian Tax Office (ATO) defines community organisations as "any organisation 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.

Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
Rating Charges									
Rates Reprint	YES		Per Re-Print	$ 27.00	$ -	$ 27.00	$ 27.00	$ -	$ 27.00
Settlement Enquiry – Rate Search	YES		Per Search	$ 27.00	$ -	$ 27.00	$ 27.00	$ -	$ 27.00
Complete Owners Listing (non-commercial purposes)	YES		Per Request	$ 338.60	$ -	$ 338.60	$ 338.60	$ -	$ 338.60
Electoral Rolls	YES		Per Extract	$ 30.00	$ -	$ 30.00	$ 30.00	$ -	$ 30.00
Rates Direct Debit Arrangement - one off establishment fee	YES		One off establishment fee	$ 60.00	$ -	$ 60.00	$ 60.00	$ -	$ 60.00
Dishonoured items - Direct Debit	YES		Per dishonoured transaction	$ 25.00	$ -	$ 25.00	$ 25.00	$ -	$ 25.00
Refund of rates overpayments – Administration Fee	YES		Per Duplicate	$ 25.00	$ -	$ 25.00	$ 25.00	$ -	$ 25.00
Instalment Plans Administration Fee per instalment notice. The administration fee does not apply to the first instalment (therefore a total fee of $42 per year). The fee is only applicable to ratepayers who elect to pay by the four instalments option by the due date	YES		Per instalment	$ 14.00	$ -	$ 14.00	$ 14.00	$ -	$ 14.00
Instalment Plans Interest		YES				5.5%			5.5%
Rates and Service Charges, Penalty Interest for Outstanding debts after 35 days		YES				8%			7%
Rates Reimbursement of Search / Legal Fees	YES		Per charge			At Cost			At Cost
Debtors Reimbursement of Search / Legal Fees	YES		Per charge			At Cost			At cost
Notice of Discontinuance	YES		Per claim	$ 40.00	$ 4.00	$ 44.00	$ 40.00	$ 4.00	$ 44.00
Dishonoured items Direct Debit excluding Rates	YES		Per dishonoured transaction	$ 5.45	$ 0.55	$ 6.00	$ 5.45	$ 0.55	$ 6.00
Debtors outstanding after 35 days		YES				8%			7%
Photocopying (per sheet)									
A4 (black and white only) per page	YES		Per page	$ 0.36	$ 0.04	$ 0.40	$ 0.36	$ 0.04	$ 0.40
A4 (colour only) per page	YES		Per page	$ 0.91	$ 0.09	$ 1.00	$ 0.91	$ 0.09	$ 1.00
A3 (black and white only) per page	YES		Per page	$ 0.55	$ 0.05	$ 0.60	$ 0.55	$ 0.05	$ 0.60
A3 (colour only) per page	YES		Per page	$ 2.09	$ 0.21	$ 2.30	$ 2.09	$ 0.21	$ 2.30
Scanning to email	YES		Per page	$ 0.91	$ 0.09	$ 1.00	$ 0.91	$ 0.09	$ 1.00
Printing/copying of regulatory information from Council records is GST exempt									
Freedom of Information Application Fee	NO	YES	Per request	$ 27.27	$ -	$ 30.00	$ 27.27	$ 2.73	$ 30.00
Freedom of Information time taken dealing with application (per hour or pro rata)	NO		Per hour				$ 30.00	$ -	$ 30.00
Freedom of Information supervised access (per hour or pro rata)	NO		Per hour				$ 30.00	$ -	$ 30.00
Freedom of Information equipment / room hire for supervised access	NO		At cost			At cost	At cost		At cost
Freedom of Information photocopying (staff time)	NO		Per hour				$ 30.00	$ -	$ 30.00
Freedom of Information photocopying (per copy)	NO		Per copy				$ 0.20	$ -	$ 0.20
Freedom of Information transcribing	NO		Per hour				$ 30.00	$ -	$ 30.00
Freedom of Information recording duplication	NO		Per hour				$ 30.00	$ -	$ 30.00
Freedom of Information delivery, packaging and postage	NO		Per hour			At cost	At cost		At cost

Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
General									
Agenda or Minutes of a Council or Committee (Per Set)	YES		Per agenda	$ 13.64	$ 1.36	$ 15.00	$ 9.09	$ 0.91	$ 10.00
Agenda or Minutes of a Council or Committee (Per page A4 black and white only)	YES		Per page			$ -	$ 0.18	$ 0.02	$ 0.20
Agenda or Minutes of a Council or Committee (Per page A4 colour only)	YES		Per page			$ -	$ 0.36	$ 0.04	$ 0.40
Agenda or Minutes of a Council or Committee (Per page A3 black and white only)	YES		Per page			$ -	$ 0.36	$ 0.04	$ 0.40
Agenda or Minutes of a Council or Committee (Per page A3 colour only)	YES		Per page			$ -	$ 0.73	$ 0.07	$ 0.80
Agenda or Minutes of a Council or Committee (CD/DVD/USB Drive)	YES		Per item			$ -	$ 3.64	$ 0.36	$ 4.00
Agenda or Minutes of a Council or Committee (Delivery, packaging and postage)	YES		At cost			At cost			At cost
Audio / video recording of Council Meetings	YES		Per recording	$ 13.64	$ 1.36	$ 15.00	$ 13.64	$ 1.36	$ 15.00
COMMUNITY OVALS AND PARKS									
Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
Bond All Events/All Facilities									
The level of bond will be assessed upon application via the bond matrix and the applicant notified of the level.									
Level 1		YES	Per booking	$ 100.00	$ -	$ 100.00	$ 100.00	$ -	$ 100.00
Level 2		YES	Per booking	$ 500.00	$ -	$ 500.00	$ 500.00	$ -	$ 500.00
Level 3		YES	Per booking	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00
Level 4		YES	Per booking	$ 2,000.00	$ -	$ 2,000.00	$ 2,000.00	$ -	$ 2,000.00
Level 5		YES	Per booking	$ 3,000.00	$ -	$ 3,000.00	$ 3,000.00	$ -	$ 3,000.00
Level 6		YES	Per booking	$ 4,000.00	$ -	$ 4,000.00	$ 4,000.00	$ -	$ 4,000.00
Level 7		YES	Per booking	$ 5,000.00	$ -	$ 5,000.00	$ 5,000.00	$ -	$ 5,000.00
Level 8		YES	Per booking	$ 6,000.00	$ -	$ 6,000.00	$ 6,000.00	$ -	$ 6,000.00
Level 9		YES	Per booking	$ 7,000.00	$ -	$ 7,000.00	$ 7,000.00	$ -	$ 7,000.00
Level 10		YES	Per booking	$ 8,000.00	$ -	$ 8,000.00	$ 8,000.00	$ -	$ 8,000.00
Level 11		YES	Per booking	$ 9,000.00	$ -	$ 9,000.00	$ 9,000.00	$ -	$ 9,000.00
Level 12		YES	Per booking	$ 10,000.00	$ -	$ 10,000.00	$ 10,000.00	$ -	$ 10,000.00
Laptop bond		YES					$ 1,500.00	$ -	$ 1,500.00
Sports Ground Charges									
Sports Grounds, Ovals, Reserves and Parks									
including Civic Centre Gardens									
Sporting Storage Shed Annual Charge	YES		Per m2	$ 54.55	$ 5.45	$ 60.00	$ 54.55	$ 5.45	$ 60.00
Sporting Club Room	YES		Per season	$ 454.55	$ 45.45	$ 500.00	$ 454.55	$ 45.45	$ 500.00
Late Booking Fee	YES		Discretionary				$ 181.82	$ 18.18	$ 200.00
Commercial									
Full day rate for ToPH oval/reserves/park hire	YES		Per day	$ 636.36	$ 63.64	$ 700.00	$ 636.36	$ 63.64	$ 700.00
All parks (hourly)	YES		Per hour				$ 36.36	$ 3.64	$ 40.00
All Reserves and Ovals excluding Marie Marland	YES		Per hour	$ 45.45	$ 4.55	$ 50.00	$ 45.45	$ 4.55	$ 50.00
Marie Marland Baseball Diamond	YES		Per hour	$ 11.36	$ 1.14	$ 12.50	$ 11.36	$ 1.14	$ 13.00
Marie Marland Softball Field	YES		Per hour	$ 11.36	$ 1.14	$ 12.50	$ 11.36	$ 1.14	$ 13.00
Marie Marland Soccer, Touch Football and Rugby field 1 & 2	YES		Per hour	$ 11.36	$ 1.14	$ 12.50	$ 11.36	$ 1.14	$ 13.00
Community Groups – receive 50% discount									
Full day rate for ToPH oval/reserves/park hire	YES		Per day				$ 318.18	$ 31.82	$ 350.00
All parks (hourly)	Yes		Per hour				$ 18.18	$ 1.82	$ 20.00
All Reserves and ovals excluding Marie Marland	YES		Per hour	$ 22.73	$ 2.27	$ 25.00	$ 22.73	$ 2.27	$ 25.00
Marie Marland Baseball Diamond	YES		Per hour	$ 5.68	$ 0.57	$ 6.25	$ 5.68	$ 0.57	$ 6.50
Marie Marland Softball Field	YES		Per hour	$ 5.68	$ 0.57	$ 6.25	$ 5.68	$ 0.57	$ 6.50
Marie Marland Soccer, Touch Football and Rugby field 1 & 2	YES		Per hour	$ 5.68	$ 0.57	$ 6.25	$ 5.68	$ 0.57	$ 6.50
All Reserves and ovals excluding Marie Marland Training only	YES		Per hour	$ 11.36	$ 1.14	$ 12.50	$ 11.36	$ 1.14	$ 12.50
Marie Marland Baseball Diamond Training only	YES		Per hour	$ 2.86	$ 0.29	$ 3.15	$ 2.86	$ 0.29	$ 3.50

Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
Marie Marland Softball Field Training only	YES		Per hour	$ 2.86	$ 0.29	$ 3.15	$ 2.86	$ 0.29	$ 3.50
Marie Marland Soccer, Touch Football and Rugby field 1 & 2 Training only	YES		Per hour	$ 2.86	$ 0.29	$ 3.15	$ 2.86	$ 0.29	$ 3.50
Juniors Reserves Hire (U18)	YES		Per Player	$ 4.55	$ 0.45	$ 5.00	$ 4.55	$ 0.45	$ 5.00
Senior players Hire	YES		Per Player	$ 27.27	$ 2.73	$ 30.00	$ 27.27	$ 2.73	$ 30.00
Personal Trainer/ Group Fitness and Canine Business Use									
Annual hire	YES		Per 12 months				$ 454.55	$ 45.45	$ 500.00
Six months	Yes		Per 6 months				$ 323.64	$ 32.36	$ 356.00
Three months	YES		Per 3 months				$ 181.82	$ 18.18	$ 200.00
One month	YES		Per month				$ 5.68	$ 0.57	$ 100.00
One week	YES		Per week				$ 5.68	$ 0.57	$ 50.00
Faye Gladstone Netball Courts & Port Hedland Tennis Courts									
Commercial									
Court Hire Hourly Rate (Netball)	YES		Per hour per court	$ 5.32	$ 0.53	$ 5.85	$ 5.45	$ 0.55	$ 6.00
Court Hire Hourly Rate (Tennis)	YES		Per hour per court	$ 5.32	$ 0.53	$ 5.85	$ 5.45	$ 0.55	$ 6.00
Field Hire Hourly Rate (Hockey)	YES		Per hour per field	$ 21.27	$ 2.13	$ 23.40	$ 21.82	$ 2.18	$ 24.00
Community Groups – receive 50% discount									
Court Hire Hourly Rate (Netball)	YES		Per hour per court	$ 2.68	$ 0.27	$ 2.95	$ 2.73	$ 0.27	$ 3.00
Court Hire Hourly Rate (Tennis)	YES		Per hour per court	$ 2.68	$ 0.27	$ 2.95	$ 2.73	$ 0.27	$ 3.00
Field Hire Hourly Rate (Hockey)	YES		Per hour per field	$ 10.64	$ 1.06	$ 11.70	$ 10.91	$ 1.09	$ 12.00
Race Meetings									
Charges for Race Meetings (Per Race Meeting)	YES		Per Race Meeting	$ 1,597.82	$ 159.78	$ 1,757.60	$ 1,595.45	$ 159.55	$ 1,755.00
Sports Ground Lighting									
Colin Matheson Oval, Kevin Scott Oval, Maire Marland Reserve, Faye Gladstone Netball Courts									
Lighting per hour	YES		Per kW hour	$ 0.39	$ 0.04	$ 0.43	$ 0.36	$ 0.04	$ 0.40
Purchase of lighting swipe card	YES		Per Card	$ 45.45	$ 4.55	$ 50.00	$ 45.45	$ 4.55	$ 50.00
McGregor Street Reserve, Port Hedland									
Lighting per hour (2 tokens are given out and each token lasts for 30 minutes)	YES		Per hour	$ 10.41	$ 1.04	$ 11.45	$ 10.45	$ 1.05	$ 11.50
Tennis/ Hockey Club, McGregor Street, Port Hedland									
Lighting per 1/2 hour	YES		Per half hour				$ 4.55	$ 0.45	$ 5.00
Cleaning Parks, Ovals, Reserves and Recreation Grounds, All Community Hire Facilities									
Cleaning Fee (option with hire)	YES		Per hour				$ 200.00	$ 20.00	$ 220.00
Failure to tidy a facility within 12hrs of a club event: $200 + any cleaning fees acquired by the Town of Port Hedland	YES		Discretionary	$ 181.82	$ 18.18	$ 200.00	$ 181.82	$ 18.18	$ 200.00
Community Pavilion / Hall Hire									
Defined as a non-profit organisation and shall include, but is not limited to, sporting clubs (that are incorporated under Associations Incorporations Act), religious groups and other non-profit groups which demonstrated they have a focus on community needs with a social benefit. This definition also applies to private bookings such as weddings, birthday parties, christenings etc.									
Percy Gratwick Memorial Hall									
After Hours Staffing									
Duty Manager	YES		Per hour	$ 74.55	$ 7.45	$ 82.00	$ 74.55	$ 7.45	$ 82.00
Furniture hire	YES						$ 181.82	$ 18.18	$ 200.00

Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
Commercial									
Facility Rental = All inclusive rate (per hour)	YES		Per hour				$ 90.91	$ 9.09	$ 100.00
Facility Rental – Floor Space Only (per hour)	YES		Per hour	$ 54.55	$ 5.45	$ 60.00	$ 54.55	$ 5.45	$ 60.00
Facility Rental – Floor Space and Stage (per hour)	YES		Per hour	$ 72.73	$ 7.27	$ 80.00	$ 72.73	$ 7.27	$ 80.00
Facility Rental – Kitchen (per hour)	YES		Per hour	$ 27.27	$ 2.73	$ 30.00	$ 27.27	$ 2.73	$ 30.00
Community Groups – receive 50% discount (Excluding staff and cleaning costs)									
Facility Rental – All Inclusive Rate (per hour)	YES		Per hour	$ 27.27	$ 2.73	$ 30.00	$ 45.45	$ 4.55	$ 50.00
Facility Rental Floor space only (per hour)	YES		Per hour				$ 27.27	$ 2.73	$ 30.00
Facility Rental – Floor Space and Stage (per hour)	YES		Per hour	$ 36.36	$ 3.64	$ 40.00	$ 36.36	$ 3.64	$ 40.00
Facility Rental – Kitchen (per hour)	YES		Per hour	$ 13.64	$ 1.36	$ 15.00	$ 13.64	$ 1.36	$ 15.00
Colin Matheson Community Pavilion									
Commercial									
Facility Rental – All Inclusive Rate (per hour)	YES		Per Hour	$ 36.36	$ 3.64	$ 40.00	$ 40.91	$ 4.09	$ 45.00
Community Groups – receive 50% discount									
Facility Rental – All Inclusive Rate (per hour)	YES		Per Hour	$ 18.18	$ 1.82	$ 20.00	$ 20.45	$ 2.05	$ 22.50
Jim Caffey Memorial Hall and Andrew McLaughlin Community Centre									
Commercial									
Facility Rental – All Inclusive Rate (per hour)	YES		Per hour	$ 36.36	$ 3.64	$ 40.00	$ 36.36	$ 3.64	$ 40.00
Community Groups – receive 50% discount									
Facility Rental – All Inclusive Rate (per hour)	YES		Per hour	$ 18.18	$ 1.82	$ 20.00	$ 18.18	$ 1.82	$ 20.00
Marapikurrinya Park Container Pop-Ups									
Container Pop-Ups (Monday to Thursday)	YES		Per hour				$ 45.45	$ 4.55	$ 50.00
Container Pop-Ups (Friday to Sunday	YES		Per hour				$ 90.91	$ 9.09	$ 100.00
GRATWICK AQUATIC CENTRE									
Description	**Discretionary**	**Regulatory**	**Unit**	**20/21 Fee**	**GST**	**20/21 Total Fee**	**21/22 Fee**	**GST**	**21/22 Total Fee**
Aquatic Centre Rental									
Full Facility Commercial per hour (includes all entries)	YES		Per hour	$ 254.55	$ 25.45	$ 280.00	$ 272.73	$ 27.27	$ 300.00
Full Facility Not For Profit & Community per hour (includes all entries)	YES		Per hour	$ 190.91	$ 19.09	$ 210.00	$ 209.09	$ 20.91	$ 230.00
Staff fee per hour (Duty Manager)	YES		Per hour	$ 76.36	$ 7.64	$ 84.00	$ 77.27	$ 7.73	$ 85.00
Staff fee per hour (Life Guard)	YES		Per hour	$ 64.54	$ 6.46	$ 70.00	$ 64.54	$ 6.46	$ 71.00
School carnival hire full day (spectator fees apply)	YES		Per Day	$ 514.55	$ 51.45	$ 566.00	$ 545.45	$ 54.55	$ 600.00
School carnival hire half day (spectator fees apply)	YES		Per half day	$ 336.36	$ 33.64	$ 370.00	$ 363.64	$ 36.36	$ 400.00
Lane hire peak (4pm 7pm) (entries not included)	YES		Per hour	$ 15.45	$ 1.55	$ 17.00	$ 15.91	$ 1.59	$ 17.50
Lane hire off peak (entries not included)	YES		Per hour	$ 7.27	$ 0.73	$ 8.00	$ 7.73	$ 0.77	$ 8.50
Lane hire Sporting Clubs (Tri and Swim Club)	YES		Per hour	$ 7.27	$ 0.73	$ 8.00	$ 7.73	$ 0.77	$ 8.50
Inflatable hire per hour (excludes required additional staff)	YES		Per hour	$ 109.09	$ 10.91	$ 110.00	$ 109.09	$ 10.91	$ 185.00
Inflatable public use (additional to entry fee)	YES		Per entry	$ 2.73	$ 0.27	$ 3.00	$ 2.73	$ 0.27	$ 3.00
Junior Water polo pool per hour (during open hours)	YES		Per hour			Free			Free
Swim for Fruit	YES		Per entry	$ 1.82	$ 0.18	$ 2.00	$ 1.82	$ 0.18	$ 2.00
Pension Carer if required	YES					Free			Free
Town of Port Hedland Aquatic Wellness Program (Policy Manual)	YES					Free			Free
Swim Club Coaches – up to 12 nominated coaches for junior programs.	YES					Free			Free
Pool Charges									
Adult entry (16+ years)	YES		Per entry	$ 5.45	$ 0.55	$ 6.00	$ 5.45	$ 0.55	$ 6.00
Concession Adult	YES		Per entry	$ 4.55	$ 0.45	$ 5.00	$ 4.55	$ 0.45	$ 5.00
Child entry (0-4)	YES		Per entry			Free			Free
Child entry (5+ up to 16 years)	YES		Per entry	$ 2.73	$ 0.27	$ 3.00	$ 2.73	$ 0.27	$ 3.00
Family Swim Entry (1 x Adult, 2 x Child)	YES		Per entry	$ 9.55	$ 0.95	$ 10.50	$ 9.55	$ 0.95	$ 10.50

Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
Family Swim Entry (2 x Adults, 2 x Child)	YES		Per entry	$ 14.09	$ 1.41	$ 15.50	$ 14.09	$ 1.41	$ 15.50
Additional child to Family Swim Entry	YES		Per entry	$ 1.82	$ 0.18	$ 2.00	$ 1.82	$ 0.18	$ 2.00
Aquatic Adult 10 Pass Card	YES		Per card	$ 49.09	$ 4.91	$ 54.00	$ 49.09	$ 4.91	$ 54.00
Aquatic Adult 10 Pass Concession	YES		Per card	$ 40.91	$ 4.09	$ 45.00	$ 40.91	$ 4.09	$ 45.00
Aquatic Child 10 Pass Card	YES		Per card	$ 24.55	$ 2.45	$ 27.00	$ 24.55	$ 2.45	$ 27.00
Spectators	YES		Per entry	$ 1.82	$ 0.18	$ 2.00	$ 1.82	$ 0.18	$ 2.00
Spectators – Vacation Swim	YES		Per entry	$ 1.82	$ 0.18	$ 2.00	$ 1.82	$ 0.18	$ 2.00
Spectators Swim Club Members	YES					Free			Free
Swimming Lessons									
Child Swimming Lessons	YES		Per lesson	$ 14.54	$ 1.46	$ 15.30	$ 15.00	$ 1.50	$ 16.50
Child Swimming Program Term fee	YES		Per term	$ 145.45	$ 14.55	$ 153.00	$ 150.00	$ 15.00	$ 165.00
Adult Stoke Correction / Squad	YES		Per lesson	$ 18.18	$ 1.82	$ 20.00	$ 20.00	$ 2.00	$ 22.00
Vacation Swimming entry	YES		Per entry	$ 1.82	$ 0.18	$ 2.00	$ 1.82	$ 0.18	$ 2.00
In Term Swimming entry	YES		Per entry	$ 1.82	$ 0.18	$ 2.00	$ 1.82	$ 0.18	$ 2.00
Private Lesson (Adult or Child)	YES		Per lesson	$ 40.91	$ 4.09	$ 45.00	$ 40.91	$ 4.09	$ 45.00
Junior Squad per person (1hr session)	YES		Per session	$ 14.55	$ 1.45	$ 15.30	$ 15.00	$ 1.50	$ 16.50
Junior Lifeguard Club (per person/term)	YES		Per term	$ 90.91	$ 9.09	$ 100.00	$ 100.00	$ 10.00	$ 110.00
Memberships									
Aquatic memberships Joining fee	YES		Per sign up	$ 31.82	$ 3.18	$ 35.00	$ 31.82	$ 3.18	$ 35.00
Aquatic Membership Adult Fortnightly DD (17 yrs.+)(covers entry costs and Aquatic GF classes only)	YES		Per fortnight	$ 32.73	$ 3.27	$ 36.00	$ 32.73	$ 3.27	$ 36.00
Aquatic Membership Adult Fortnightly DD Concession (17 yrs.+)(covers entry costs and Aquatic GF classes only)	YES		Per fortnight	$ 25.45	$ 2.55	$ 28.00	$ 25.45	$ 2.55	$ 28.00
Aquatic Membership Adult 3 Month (17 yrs.+)(covers entry costs and Aquatic GF classes only)	YES		Per 3 months	$ 212.73	$ 21.27	$ 234.00	$ 212.73	$ 21.27	$ 234.00
Aquatic Membership Adult 3 Month Concession (17 yrs.+)(covers entry costs and Aquatic GF classes only)	YES		Per 3 months	$ 165.45	$ 16.55	$ 182.00	$ 165.45	$ 16.55	$ 182.00
Aquatic Membership Adult 6 Month (17 yrs.+)(covers entry costs and Aquatic GF classes only)	YES		Per 6 months	$ 425.45	$ 42.55	$ 468.00	$ 425.45	$ 42.55	$ 468.00
Aquatic Membership Adult 6 Month Concession (17 yrs.+)(covers entry costs and Aquatic GF classes only)	YES		Per 6 months	$ 330.91	$ 33.09	$ 364.00	$ 330.91	$ 33.09	$ 364.00
Aquatic Membership Adult 12 Month (17 yrs.+)(covers entry costs and Aquatic GF classes only)	YES		Per 12 months	$ 850.91	$ 85.09	$ 936.00	$ 850.91	$ 85.09	$ 936.00
Aquatic Membership Adult 12 Month Concession (17 yrs.+)(covers entry costs and Aquatic GF classes only)	YES		Per 12 months	$ 661.82	$ 66.18	$ 728.00	$ 661.82	$ 66.18	$ 728.00
Aquatic Membership Child Fortnightly DD (0-17 yrs.)(covers entry costs only)	YES		Per fortnight	$ 22.73	$ 2.27	$ 25.00	$ 22.73	$ 2.27	$ 25.00
Aquatic Membership Child 3 Month (0-17 yrs.)(covers entry costs only)	YES		Per 3 months	$ 147.73	$ 14.77	$ 162.50	$ 147.73	$ 14.77	$ 162.50
Aquatic Membership Child 6 Month (0-17 yrs.)(covers entry costs only)	YES		Per 6 months	$ 295.45	$ 29.55	$ 325.00	$ 295.45	$ 29.55	$ 325.00
Aquatic Membership Child 12 Month (0-17 yrs.)(covers entry costs only)	YES		Per 12 months	$ 590.91	$ 59.09	$ 650.00	$ 590.91	$ 59.09	$ 650.00
Aquatic Membership Family, Fortnightly DD (2xadult + 2xchild)(covers entry costs at GAC and SHAC and Aquatic GF classes only)	YES		Per fortnight	$ 65.45	$ 6.55	$ 72.00	$ 65.45	$ 6.55	$ 72.00
Aquatic Facility Based Group Fitness Casual									
Aqua Aerobics	YES		Per class	$ 18.18	$ 1.82	$ 20.00	$ 18.18	$ 1.82	$ 20.00
Aqua Aerobics (Concession)	YES		Per class	$ 14.55	$ 1.45	$ 16.00	$ 14.55	$ 1.45	$ 16.00
Aqua Aerobics 10 Pass	YES		Per pass	$ 163.64	$ 16.36	$ 180.00	$ 163.64	$ 16.36	$ 180.00
Health Club Casual	YES		Per class	$ 18.18	$ 1.82	$ 20.00	$ 18.18	$ 1.82	$ 20.00
Health Club Concession	YES		Per class	$ 14.55	$ 1.45	$ 16.00	$ 14.55	$ 1.45	$ 16.00
Health Club (Gratwick & Wana Gym) 10 Pass Card	YES		Per pass	$ 163.64	$ 16.36	$ 180.00	$ 163.64	$ 16.36	$ 180.00
Health Club (Gratwick & Wana Gym) 10 Pass Card (Concession)	YES		Per pass	$ 130.91	$ 13.09	$ 144.00	$ 130.91	$ 13.09	$ 144.00
Promotional									
Free Aqua Run Hire	YES					No charge			No charge

Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
SOUTH HEDLAND AQUATIC CENTRE									
Aquatic Centre Rental									
Full Facility Commercial per hour (includes all entries)	YES		Per hour	$ 254.55	$ 25.45	$ 280.00	$ 272.73	$ 27.27	$ 300.00
Full Facility Not For Profit & Community per hour (includes all entries)	YES		Per hour	$ 190.91	$ 19.09	$ 210.00	$ 209.09	$ 20.91	$ 230.00
Staff fee per hour (Duty Manager)	YES		Per hour	$ 76.36	$ 7.64	$ 84.00	$ 77.27	$ 7.73	$ 85.00
Staff fee per hour (Life Guard)	YES		Per hour	$ 63.64	$ 6.36	$ 70.00	$ 64.55	$ 6.45	$ 71.00
School carnival hire full day (spectator fees apply)	YES		Per Day	$ 514.55	$ 51.45	$ 566.00	$ 545.45	$ 54.55	$ 600.00
School carnival hire half day (spectator fees apply)	YES		Per half day	$ 336.36	$ 33.64	$ 370.00	$ 363.64	$ 36.36	$ 400.00
Lane hire peak (4pm 7pm) (entries not included)	YES		Per hour	$ 15.45	$ 1.55	$ 17.00	$ 15.45	$ 1.55	$ 17.00
Lane hire off peak (entries not included)	YES		Per hour	$ 7.27	$ 0.73	$ 8.00	$ 7.27	$ 0.73	$ 8.00
Lane hire Sporting Clubs (Tri and Swim Club)	YES		Per hour	$ 7.27	$ 0.73	$ 8.00	$ 7.27	$ 0.73	$ 8.00
Inflatable hire per hour (excludes required additional staff)	YES		Per hour	$ 100.00	$ 10.00	$ 110.00	$ 167.27	$ 16.73	$ 184.00
Inflatable public use (additional to entry fee)	YES		Per entry	$ 2.73	$ 0.27	$ 3.00	$ 2.73	$ 0.27	$ 3.00
Swim for Fruit	YES		Per entry	$ 1.82	$ 0.18	$ 2.00	$ 1.82	$ 0.18	$ 2.00
Water polo per hour (during closed hours; must hire additional staff)	YES					Free			Free
Pension Carer if required	YES					Free			Free
Town of Port Hedland Aquatic Wellness Program (Policy Manual)	YES					Free			Free
Swim Club Coaches – up to 12 nominated coaches for junior programs.	YES					Free			Free
Pool Charges									
Adult entry (16+ years)	YES		Per entry	$ 5.45	$ 0.55	$ 6.00	$ 5.45	$ 0.55	$ 6.00
Concession Adult	YES		Per entry	$ 4.55	$ 0.45	$ 5.00	$ 4.55	$ 0.45	$ 5.00
Child entry (0-4)	YES		Per entry			Free			Free
Child entry (2+ up to 16 years)	YES		Per entry	$ 2.73	$ 0.27	$ 3.00	$ 2.73	$ 0.27	$ 3.00
Family Swim Entry (1 x Adult, 2 x Child)	YES		Per entry	$ 9.55	$ 0.95	$ 10.50	$ 9.55	$ 0.95	$ 10.50
Family Swim Entry (2 x Adults, 2 x Child)	YES		Per entry	$ 14.09	$ 1.41	$ 15.50	$ 14.09	$ 1.41	$ 15.50
Additional child to Family Swim Entry	YES		Per entry			Free			Free
Aquatic Adult 10 Pass Card	YES		Per card	$ 49.09	$ 4.91	$ 54.00	$ 49.09	$ 4.91	$ 54.00
Aquatic Adult 10 Pass Concession	YES		Per card	$ 40.91	$ 4.09	$ 45.00	$ 40.91	$ 4.09	$ 45.00
Aquatic Child 10 Pass Card	YES		Per card	$ 24.55	$ 2.45	$ 27.00	$ 24.55	$ 2.45	$ 27.00
Spectators	YES		Per entry	$ 1.82	$ 0.18	$ 2.00	$ 1.82	$ 0.18	$ 2.00
Spectators – Vacation Swim	YES		Per entry	$ 1.82	$ 0.18	$ 2.00	$ 1.82	$ 0.18	$ 2.00
Spectators Swim Club Members	YES		Per entry			Free			Free
Single entry for Swim/ Water Polo Club adult member	YES		Per entry	$ 2.73	$ 0.27	$ 3.00	$ 2.73	$ 0.27	$ 3.00
Single entry for Swim/ Water Polo Club child member	YES		Per entry	$ 1.82	$ 0.18	$ 2.00	$ 1.82	$ 0.18	$ 2.00
Aquatic Swim/ Water Polo Club Adult 10 pass card	YES		Per card	$ 24.55	$ 2.45	$ 27.00	$ 24.55	$ 2.45	$ 27.00
Aquatic Swim/ Water Polo Club Child 10 pass card	YES		Per card	$ 16.36	$ 1.64	$ 18.00	$ 16.36	$ 1.64	$ 18.00
Swimming Lessons									
Child Swimming Lessons	YES		Per lesson	$ 14.55	$ 1.45	$ 15.30	$ 14.55	$ 1.45	$ 16.50
Child Swimming Program Term fee	YES		Per term	$ 139.09	$ 13.91	$ 153.00	$ 150.00	$ 15.00	$ 165.00
Adult Stroke Correction / Squad	YES		Per lesson	$ 18.18	$ 1.82	$ 20.00	$ 20.00	$ 2.00	$ 22.00
Vacation Swimming entry	YES		Per entry	$ 1.82	$ 0.18	$ 2.00	$ 1.82	$ 0.18	$ 2.00
In Term Swimming entry	YES		Per entry	$ 1.82	$ 0.18	$ 2.00	$ 1.82	$ 0.18	$ 2.00
Private Lesson (Adult or Child)	YES		Per lesson	$ 40.91	$ 4.09	$ 45.00	$ 40.91	$ 4.09	$ 45.00
Junior Squad per person (1hr session)	YES		Per session	$ 13.91	$ 1.39	$ 15.30	$ 15.00	$ 1.50	$ 16.50
Junior Lifeguard Club (per person/term)	YES		Per term	$ 90.91	$ 9.09	$ 100.00	$ 100.00	$ 10.00	$ 110.00

Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
Memberships									
Aquatic memberships Joining fee	YES		Per sign up	$ 31.82	$ 3.18	$ 35.00	$ 31.82	$ 3.18	$ 35.00
Aquatic Membership Adult Fortnightly DD (17 yrs.+)(covers entry costs and Aquatic GF classes only)	YES		Per fortnight	$ 32.73	$ 3.27	$ 36.00	$ 32.73	$ 3.27	$ 36.00
Aquatic Membership Adult Fortnightly DD Concession (17 yrs.+)(covers entry costs and Aquatic GF classes only)	YES		Per fortnight	$ 25.45	$ 2.55	$ 28.00	$ 25.45	$ 2.55	$ 28.00
Aquatic Membership Adult 3 Month (17 yrs.+)(covers entry costs and Aquatic GF classes only)	YES		Per 3 months	$ 212.73	$ 21.27	$ 234.00	$ 212.73	$ 21.27	$ 234.00
Aquatic Membership Adult 3 Month Concession (17 yrs.+)(covers entry costs and Aquatic GF classes only)	YES		Per 3 months	$ 165.45	$ 16.55	$ 182.00	$ 165.45	$ 16.55	$ 182.00
Aquatic Membership Adult 6 Month (17 yrs.+)(covers entry costs and Aquatic GF classes only)	YES		Per 6 months	$ 425.45	$ 42.55	$ 468.00	$ 152.73	$ 15.27	$ 168.00
Aquatic Membership Adult 6 Month Concession (17 yrs.+)(covers entry costs and Aquatic GF classes only)	YES		Per 6 months	$ 330.91	$ 33.09	$ 364.00	$ 330.91	$ 33.09	$ 364.00
Aquatic Membership Adult 12 Month (17 yrs.+)(covers entry costs and Aquatic GF classes only)	YES		Per 12 months	$ 850.91	$ 85.09	$ 936.00	$ 850.91	$ 85.09	$ 936.00
Aquatic Membership Adult 12 Month Concession (17 yrs.+)(covers entry costs and Aquatic GF classes only)	YES		Per 12 months	$ 661.82	$ 66.18	$ 728.00	$ 661.82	$ 66.18	$ 728.00
Aquatic Membership Child Fortnightly DD (0-17 yrs.)(covers entry costs only)	YES		Per fortnight	$ 22.73	$ 2.27	$ 25.00	$ 22.73	$ 2.27	$ 25.00
Aquatic Membership Child 3 Month (0-17 yrs.)(covers entry costs only)	YES		Per 3 months	$ 147.73	$ 14.77	$ 162.50	$ 147.73	$ 14.77	$ 162.50
Aquatic Membership Child 6 Month (0-17 yrs.)(covers entry costs only)	YES		Per 6 months	$ 295.45	$ 29.55	$ 325.00	$ 295.45	$ 29.55	$ 325.00
Aquatic Membership Child 12 Month (0-17 yrs.)(covers entry costs only)	YES		Per 12 months	$ 590.91	$ 59.09	$ 650.00	$ 590.91	$ 59.09	$ 650.00
Aquatic Membership Family, Fortnightly DD (2xadult + 2xchild)(covers entry costs at GAC and SHAC and Aquatic GF classes only)	YES		Per fortnight	$ 65.45	$ 6.55	$ 72.00	$ 65.45	$ 6.55	$ 72.00
Aquatic Facility Based Group Fitness Casual									
Aqua Aerobics	YES		Per class	$ 18.18	$ 1.82	$ 20.00	$ 18.18	$ 1.82	$ 20.00
Aqua Aerobics (Concession)	YES		Per class	$ 14.55	$ 1.45	$ 16.00	$ 14.55	$ 1.45	$ 16.00
Aqua Aerobics 10 Pass	YES		Per pass	$ 163.64	$ 16.36	$ 180.00	$ 163.64	$ 16.36	$ 180.00
Promotional									
Free Aqua Run Hire	YES					No charge			No charge
WANANGKURA STADIUM									
Description	**Discretionary**	**Regulatory**	**Unit**	**20/21 Fee**	**GST**	**20/21 Total Fee**	**21/22 Fee**	**GST**	**21/22 Total Fee**
Wanangkura Health Club Memberships (per fortnight) **All membership fees also incur an associated applicable joining fee*									
Platinum, Gym and Group Fitness Administration Fee (includes administration, appraisal and induction)	YES		Per membership	$ 90.00	$ 9.00	$ 99.00	$ 90.00	$ 9.00	$ 99.00
Teen Fit membership joining fee	YES		Per membership	$ 28.18	$ 2.82	$ 31.00	$ 28.18	$ 2.82	$ 31.00
Platinum Membership (Gym, group fitness and pool entry) Fortnightly Direct Debit	YES		Per membership	$ 50.91	$ 5.09	$ 56.00	$ 50.91	$ 5.09	$ 56.00
Platinum Membership Concession (Gym, group fitness and pool entry) Fortnightly Direct Debit	YES		Per membership	$ 41.82	$ 4.18	$ 46.00	$ 41.82	$ 4.18	$ 46.00
Platinum Membership 1 Month Pass	YES		Per month	$ 163.64	$ 16.36	$ 180.00	$ 163.64	$ 16.36	$ 180.00
Platinum Membership 3 Month Pass	YES		Per 3 months	$ 330.91	$ 33.09	$ 364.00	$ 330.91	$ 33.09	$ 364.00
Platinum Membership 3 Month Pass Concession	YES		Per 3 months	$ 271.82	$ 27.18	$ 299.00	$ 271.82	$ 27.18	$ 299.00
Platinum Membership6 Month Pass	YES		Per 6 months	$ 661.82	$ 66.18	$ 728.00	$ 661.82	$ 66.18	$ 728.00
Platinum Membership 6 Month Pass Concession	YES		Per 6 months	$ 543.64	$ 54.36	$ 598.00	$ 543.64	$ 54.36	$ 598.00
Platinum Membership 12 Month Pass	YES		Per 12 months	$ 1,323.64	$ 132.36	$ 1,456.00	$ 1,323.64	$ 132.36	$ 1,456.00
Platinum Membership 12 Month Pass Concession	YES		Per 12 months	$ 1,087.27	$ 108.73	$ 1,196.00	$ 1,087.27	$ 108.73	$ 1,196.00
Gym Membership Fortnightly Direct Debit	YES		Per fortnight	$ 43.64	$ 4.36	$ 48.00	$ 43.64	$ 4.36	$ 48.00
Gym Membership Concession Fortnightly Direct Debit	YES		Per fortnight	$ 36.36	$ 3.64	$ 40.00	$ 36.36	$ 3.64	$ 40.00
Gym Membership 1 Week Pass	YES		Per week	$ 45.45	$ 4.55	$ 50.00	$ 45.45	$ 4.55	$ 50.00
Gym Membership 1 Month Pass	YES		Per month	$ 136.36	$ 13.64	$ 150.00	$ 136.36	$ 13.64	$ 150.00

Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
Gym Membership 3 Month Pass	YES		Per 3 months	$ 283.64	$ 28.36	$ 312.00	$ 283.64	$ 28.36	$ 312.00
Gym Membership 3 Month Pass Concession	YES		Per 3 months	$ 224.55	$ 22.45	$ 247.00	$ 224.55	$ 22.45	$ 247.00
Gym Membership 6 Month Pass	YES		Per 6 months	$ 567.27	$ 56.73	$ 624.00	$ 567.27	$ 56.73	$ 624.00
Gym Membership 6 Month Pass Concession	YES		Per 6 months	$ 449.09	$ 44.91	$ 494.00	$ 449.09	$ 44.91	$ 494.00
Gym Membership 12 Month Pass	YES		Per 12 months	$ 1,134.55	$ 113.45	$ 1,248.00	$ 1,134.55	$ 113.45	$ 1,248.00
Gym Membership 12 Month Pass Concession	YES		Per 12 months	$ 898.18	$ 89.82	$ 988.00	$ 898.18	$ 89.82	$ 988.00
Casual Gym entry	YES		Per entry	$ 18.18	$ 1.82	$ 20.00	$ 18.18	$ 1.82	$ 20.00
Casual Gym entry Concession	YES		Per entry	$ 15.27	$ 1.53	$ 16.80	$ 15.45	$ 1.55	$ 17.00
Gym – 10 pass	YES		Per pass	$ 163.64	$ 16.36	$ 180.00	$ 163.64	$ 16.36	$ 180.00
Gym – 10 pass Concession	YES		Per pass	$ 130.91	$ 13.09	$ 144.00	$ 130.91	$ 13.09	$ 144.00
Group Fitness Membership Fortnightly Direct Debit	YES		Per fortnight	$ 43.64	$ 4.36	$ 48.00	$ 43.64	$ 4.36	$ 48.00
Group Fitness Membership Concession Fortnightly Direct Debit	YES		Per fortnight	$ 36.36	$ 3.64	$ 40.00	$ 36.36	$ 3.64	$ 40.00
Group Fitness Membership 1 Week Pass	YES		Per week	$ 45.45	$ 4.55	$ 50.00	$ 45.45	$ 4.55	$ 50.00
Group Fitness Membership 1 Month pass	YES		Per month	$ 136.36	$ 13.64	$ 150.00	$ 136.36	$ 13.64	$ 150.00
Group Fitness Membership 3 Month pass	YES		Per 3 months	$ 283.64	$ 28.36	$ 312.00	$ 283.64	$ 28.36	$ 312.00
Group Fitness Membership 3 Month pass Concession	YES		Per 3 months	$ 224.55	$ 22.45	$ 247.00	$ 224.55	$ 22.45	$ 247.00
Group Fitness Membership 6 Month Pass	YES		Per 6 months	$ 567.27	$ 56.73	$ 624.00	$ 567.27	$ 56.73	$ 624.00
Group Fitness Membership 6 Month Pass Concession	YES		Per 6 months	$ 449.09	$ 44.91	$ 494.00	$ 449.09	$ 44.91	$ 494.00
Group Fitness Membership 12 Month Pass	YES		Per 12 months	$ 1,134.55	$ 113.45	$ 1,248.00	$ 1,134.55	$ 113.45	$ 1,248.00
Group Fitness Membership 12 Month Pass Concession	YES		Per 12 months	$ 898.18	$ 89.82	$ 988.00	$ 898.18	$ 89.82	$ 988.00
Casual Group Fitness	YES		Per class	$ 18.18	$ 1.82	$ 20.00	$ 18.18	$ 1.82	$ 20.00
Casual Group Fitness entry Concession	YES		Per class	$ 15.27	$ 1.53	$ 16.80	$ 15.45	$ 1.55	$ 17.00
Group Fitness – 10 pass	YES		Per pass	$ 163.64	$ 16.36	$ 180.00	$ 163.64	$ 16.36	$ 180.00
Group Fitness – 10 pass concession	YES		Per pass	$ 130.91	$ 13.09	$ 144.00	$ 130.91	$ 13.09	$ 144.00
Teen Fit membership Fortnightly Direct Debit	YES		Per fortnight	$ 33.64	$ 3.36	$ 37.00	$ 33.64	$ 3.36	$ 37.00
Teen Fit Membership 3 Month Pass	YES		Per 3 months	$ 218.64	$ 21.86	$ 240.50	$ 218.64	$ 21.86	$ 240.50
Teen Fit Membership 6 Month Pass	YES		Per 6 months	$ 437.27	$ 43.73	$ 481.00	$ 437.27	$ 43.73	$ 481.00
Teen Fit Membership 12 Month Pass	YES		Per 12 months	$ 874.55	$ 87.45	$ 962.00	$ 874.55	$ 87.45	$ 962.00
Family Gold Pass (2 Adults x 2 Child)(gym, group fitness, pool entry and free creche) Fortnightly Direct Debit	YES		Per fortnight	$ 87.27	$ 8.73	$ 96.00	$ 87.27	$ 8.73	$ 96.00
Family Gold Pass (1 Adults x 2 Child)(gym, group fitness, pool entry and free creche) Fortnightly Direct Debit	YES		Per fortnight	$ 63.64	$ 6.36	$ 70.00	$ 63.64	$ 6.36	$ 70.00
Corporate Rates – 10-19 people	YES		Per fortnight			10% Discount			10% Discount
Corporate Rates – 20 people+ , Hedland Senior High School & Hedland Childcare Centre employees	YES		Per fortnight			20% Discount			30% Discount
Priority User Group Member									
Other									
Replacement membership card or tag	YES		Per replacement	$ 13.64	$ 1.36	$ 12.00	$ 13.64	$ 1.36	$ 15.00
Non-member locker hire	YES					Free			Free
Member locker hire	YES					Free			Free
Replacement duress necklace	YES		Per replacement	$ 96.91	$ 9.69	$ 106.60	$ 454.55	$ 45.45	$ 500.00
Personal Training									
Personal Training 30 min member	YES		Per session	$ 40.91	$ 4.09	$ 45.00	$ 45.45	$ 4.55	$ 50.00
Personal Training 30 min non member	YES		Per session	$ 50.00	$ 5.00	$ 55.00	$ 54.55	$ 5.45	$ 60.00
Personal Training 45 min member	YES		Per session	$ 61.36	$ 6.14	$ 67.50	$ 65.91	$ 6.59	$ 72.50
Personal Training 45 min non member	YES		Per session	$ 75.00	$ 7.50	$ 82.50	$ 79.55	$ 7.95	$ 87.50
Personal Training 60 min member	YES		Per session	$ 72.73	$ 7.27	$ 80.00	$ 77.27	$ 7.73	$ 85.00
Personal Training 60 min non member	YES		Per session	$ 90.91	$ 9.09	$ 100.00	$ 95.45	$ 9.55	$ 105.00

Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
2 Person Personal Training 30 min member (second persons rate)	YES		Per session	$ 30.91	$ 3.09	$ 34.00	$ 35.45	$ 3.55	$ 39.00
2 Person Personal Training 30 min non member (second persons rate)	YES		Per session	$ 40.91	$ 4.09	$ 45.00	$ 45.45	$ 4.55	$ 50.00
2 Person Personal Training 45 min member (second persons rate)	YES		Per session	$ 46.36	$ 4.64	$ 51.00	$ 50.91	$ 5.09	$ 56.00
2 Person Personal Training 45 min non member (second persons rate)	YES		Per session	$ 61.36	$ 6.14	$ 67.50	$ 65.91	$ 6.59	$ 72.50
2 Person Personal Training 60 min member (second persons rate)	YES		Per session	$ 61.82	$ 6.18	$ 68.00	$ 66.36	$ 6.64	$ 73.00
2 Person Personal Training 60 min non member (second persons rate)	YES		Per session	$ 81.82	$ 8.18	$ 90.00	$ 86.36	$ 8.64	$ 95.00
10 Session Personal Training 30 min member	YES		Per 10 sessions	$ 368.18	$ 36.82	$ 405.00	$ 409.09	$ 40.91	$ 450.00
10 Session Personal Training 30 min non member	YES		Per 10 sessions	$ 450.00	$ 45.00	$ 495.00	$ 490.91	$ 49.09	$ 540.00
10 Session Personal Training 45 min member	YES		Per 10 sessions	$ 552.27	$ 55.23	$ 607.50	$ 593.18	$ 59.32	$ 652.50
10 Session Personal Training 45 min non member	YES		Per 10 sessions	$ 675.00	$ 67.50	$ 742.50	$ 715.91	$ 71.59	$ 787.50
10 Session Personal Training 60 min member	YES		Per 10 sessions	$ 654.55	$ 65.45	$ 720.00	$ 695.45	$ 69.55	$ 765.00
10 Session Personal Training 60 min non member	YES		Per 10 sessions	$ 818.18	$ 81.82	$ 900.00	$ 859.09	$ 85.91	$ 945.00
10 Session 2 Person Personal Training 30 min member	YES		Per 10 sessions	$ 278.18	$ 27.82	$ 306.00	$ 319.09	$ 31.91	$ 351.00
10 Session 2 Person Personal Training 30 min non member	YES		Per 10 sessions	$ 368.18	$ 36.82	$ 405.00	$ 409.09	$ 40.91	$ 450.00
10 Session 2 Person Personal Training 45 min member	YES		Per 10 sessions	$ 417.27	$ 41.73	$ 459.00	$ 458.18	$ 45.82	$ 504.00
10 Session 2 Person Personal Training 45 min non member	YES		Per 10 sessions	$ 552.27	$ 55.23	$ 607.50	$ 593.18	$ 59.32	$ 652.50
10 Session 2 Person Personal Training 60 min member	YES		Per 10 sessions	$ 556.36	$ 55.64	$ 612.00	$ 597.27	$ 59.73	$ 657.00
10 Session 2 Person Personal Training 60 min non member	YES		Per 10 sessions	$ 736.36	$ 73.64	$ 810.00	$ 777.27	$ 77.73	$ 855.00
Corporate / Private Group Fitness									
Group Fitness 60 min Offsite (20-35 person capacity depending on class selected)	YES		Per class	$ 150.00	$ 15.00	$ 165.00	$ 163.64	$ 16.36	$ 180.00
Group Fitness class 60 min At Port Hedland Leisure Facility (20-35 person capacity depending on class selected)	YES		Per class	$ 100.00	$ 10.00	$ 110.00	$ 118.18	$ 11.82	$ 130.00
Team Sports (per team)									
Basketball/Futsal Registration fee	YES		Per season	$ 45.45	$ 4.55	$ 50.00	$ 45.45	$ 4.55	$ 50.00
Volleyball Registration Fee	YES		Per season	$ 54.55	$ 5.45	$ 60.00	$ 54.55	$ 5.45	$ 60.00
Netball Registration Fee	YES		Per season	$ 63.64	$ 6.36	$ 70.00	$ 63.64	$ 6.36	$ 70.00
Senior Sports Game Fee Basketball/Futsal	YES		Per game	$ 45.45	$ 4.55	$ 50.00	$ 45.45	$ 4.55	$ 50.00
Senior Sports Game Fee Volleyball	YES		Per game	$ 54.55	$ 5.45	$ 60.00	$ 54.55	$ 5.45	$ 60.00
Senior Sports Game Fee Netball	YES		Per game	$ 63.64	$ 6.36	$ 70.00	$ 63.64	$ 6.36	$ 70.00
Junior Sports Game Fee (Team)	YES		Per game	$ 31.82	$ 3.18	$ 35.00	$ 31.82	$ 3.18	$ 35.00
Basketball/Futsal Forfeit fine	YES		Per game	$ 45.45	$ 4.55	$ 50.00	$ 45.45	$ 4.55	$ 50.00
Volleyball Forfeit fine	YES		Per game	$ 54.55	$ 5.45	$ 60.00	$ 54.55	$ 5.45	$ 60.00
Netball Forfeit fine	YES		Per game	$ 63.64	$ 6.36	$ 70.00	$ 63.64	$ 6.36	$ 70.00
Adult social sport (fee per player per session)	YES		Per game	$ 6.36	$ 0.64	$ 7.00	$ 11.36	$ 1.14	$ 12.50
Crèche									
Crèche per child (Monday Saturday)	YES		Per child	$ 5.45	$ 0.55	$ 6.00	$ 5.91	$ 0.59	$ 6.50
Crèche per child (Sunday)	YES		Per child	$ 6.82	$ 0.68	$ 7.50	$ 7.27	$ 0.73	$ 8.00
Crèche per child10 visits	YES		Per child per 10 visits	$ 49.09	$ 4.91	$ 54.00	$ 53.18	$ 5.32	$ 58.50
Crèche per child20 visits	YES		Per child per 20 visits	$ 92.73	$ 9.27	$ 102.00	$ 106.36	$ 10.64	$ 117.00
Equipment Hire									
Badminton Court Hire									
Per court / per hour	YES		Per hour	$ 15.45	$ 1.55	$ 17.00	$ 22.73	$ 2.27	$ 25.00
Programs									
Wanangkura Stadium Facility Rental									
Commercial									
After hours staff charge per hour	YES		per hour	$ 77.27	$ 7.73	$ 84.00	$ 77.27	$ 7.73	$ 85.00
Function Room Day Rate per hour	YES		Per hour	$ 100.00	$ 10.00	$ 110.00	$ 109.09	$ 10.91	$ 120.00
Club Room per hour	YES		Per hour	$ 54.55	$ 5.45	$ 60.00	$ 63.64	$ 6.36	$ 70.00

Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
Sports Hall Daily Rate	YES		Per day	$ 1,181.82	$ 118.18	$ 1,300.00	$ 1,363.64	$ 136.36	$ 1,500.00
Sporting Hall full court / per hour	YES		Per hour	$ 90.91	$ 9.09	$ 100.00	$ 100.00	$ 10.00	$ 110.00
Sporting Hall half court / per hour	YES		Per hour	$ 45.45	$ 4.55	$ 50.00	$ 50.00	$ 5.00	$ 55.00
Casual Court usage	YES		Per hour	$ 4.55	$ 0.45	$ 5.00	$ 4.55	$ 0.45	$ 5.00
Group Fitness Room per hour	YES		Per hour	$ 100.00	$ 10.00	$ 110.00	$ 109.09	$ 10.91	$ 120.00
Meeting Room 1 per hour	YES		Per hour	$ 27.27	$ 2.73	$ 30.00	$ 36.36	$ 3.64	$ 40.00
Wanangkura Stadium Facility Rental									
Community Groups – receive 50% discount									
After hours staff charge per hour	YES		per hour	$ 77.27	$ 7.73	$ 42.00	$ 38.64	$ 3.86	$ 42.50
Function Room Day Rate per hour	YES		Per hour	$ 50.00	$ 5.00	$ 55.00	$ 54.55	$ 5.45	$ 60.00
Club Room per hour	YES		Per hour	$ 27.27	$ 2.73	$ 30.00	$ 31.82	$ 3.18	$ 35.00
Sports Hall Daily Rate	YES		Per day	$ 590.91	$ 59.09	$ 650.00	$ 681.82	$ 68.18	$ 750.00
Sporting Hall full court / per hour	YES		Per hour	$ 45.46	$ 4.55	$ 50.00	$ 50.00	$ 5.00	$ 55.00
Sporting Hall half court / per hour	YES		Per hour	$ 22.73	$ 2.27	$ 25.00	$ 25.00	$ 2.50	$ 27.50
Casual Court usage	YES		Per hour	$ 2.27	$ 0.23	$ 2.50	$ 2.27	$ 0.23	$ 2.50
Group Fitness Room per hour	YES		Per hour	$ 50.00	$ 5.00	$ 55.00	$ 54.55	$ 5.45	$ 60.00
Meeting Room 1 per hour	YES		Per hour	$ 13.64	$ 1.36	$ 15.00	$ 18.18	$ 1.82	$ 20.00
Wanangkura Stadium Services Hire									
Carpet laying and pack up	YES		Per event	$ 1,363.64	$ 136.36	$ 1,500.00	$ 1,454.55	$ 145.45	$ 1,600.00
Carpet cleaning (post event)	YES		Per event	$ 195.45	$ 19.55	$ 215.00	$ 209.09	$ 20.91	$ 230.00
Facility Cleaning Charge per hour	YES		Per hour	$ 90.91	$ 9.09	$ 100.00	$ 100.00	$ 10.00	$ 110.00
Promotional									
The use of promotional fees are at the discretion of the Town									
7 days for $7	YES			$ 6.36	$ 0.64	$ 7.00	$ 6.36	$ 0.64	$ 7.00
30 days for $30	YES			$ 27.27	$ 2.73	$ 30.00	$ 27.27	$ 2.73	$ 30.00
Half price joining fee	YES			$ 45.00	$ 4.50	$ 49.50	$ 45.00	$ 4.50	$ 49.50
Personal Training Trial	YES					No charge			No charge
2 for 1 gym entry	YES					No charge			No charge
2 for 1 group fitness entry	YES					No charge			No charge
Free 3 day trial membership	YES					No charge			No charge
$0 joining fee	YES					No charge			No charge
Up to 1 free month (for existing members)	YES					No charge			No charge
First month free	YES					No charge			No charge
1 free class	YES					No charge			No charge
Free aqua run hire	YES					No charge			No charge
Free 1 month Teen Fit	YES					No charge			No charge
Free trial pass	YES					$ -	$ -	$ -	$ -
MATT DANN THEATRE & CINEMA									
Description	**Discretionary**	**Regulatory**	**Unit**	**20/21 Fee**	**GST**	**20/21 Total Fee**	**21/22 Fee**	**GST**	**21/22 Total Fee**
Movies Tickets									
Adults	YES		Per Person	$ 17.27	$ 1.73	$ 19.00	$ 17.27	$ 1.73	$ 19.00
Concession	YES		Per Person	$ 14.55	$ 1.45	$ 16.00	$ 14.55	$ 1.45	$ 16.00
Children 12 and under	YES		Per Person	$ 11.82	$ 1.18	$ 13.00	$ 11.82	$ 1.18	$ 13.00
BYB Session Children under 5 years with seat	YES		Per Person			Free/Exempt			Free/Exempt
Infant 3 Years and Under Without Own Seat	YES		Per Person			Free/Exempt			Free/Exempt
Adults Fundraiser Movie	YES		Per Person	$ 22.73	$ 2.27	$ 25.00	$ 22.73	$ 2.27	$ 25.00
Concession Fundraiser Movie	YES		Per Person	$ 20.00	$ 2.00	$ 22.00	$ 20.00	$ 2.00	$ 22.00
Children Fundraiser Movie	YES		Per Person	$ 17.27	$ 1.73	$ 19.00	$ 17.27	$ 1.73	$ 19.00

Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
Cheap Tuesday (One Price for All)	YES		Per Person	$ 11.82	$ 1.18	$ 13.00	$ 11.82	$ 1.18	$ 13.00
Live/ Cultural Performance Tickets									
Ticket cost based on comparative costs of other Circuit West venues	YES		Per ticket	$ -	$ -	$ -			Comparative cost
Booking fee per transaction	YES			$ 4.55	$ 0.45	$ 5.00	$ 4.55	$ 0.45	$ 5.00
Gift vouchers	YES		Per Person						$0-$100
Matt's Mates Memberships Yearly									
Commercial Charges									
All TOPH directorates (excluding Marketing, Communications & Events) will incur commercial charges as below. Marketing, Communications & Events are not excluded from staffing costs.									
Bond									
Bond for Venue Hire	YES		Per Event	$ 500.00	$ -	$ 500.00	$ 500.00	$ -	$ 500.00
External Production Hire Bond As Per TOPH Bond Matrix	YES		Per Event			As Per Bond Matrix			As Per Bond Matrix
Venue Hire Charge									
Commercial									
Whole of Venue Hire (Per Day) See notes below * Whole Venue includes use of Theatre, Foyer, Backstage Toilets & Green Room spaces. * Includes standard house audio and lighting rigs. * Basic cleaning included * Please note community discount for this item only applies to Venue Hire, not staffing, cleaning, additional Equipment or other charges. * All bookings will be assigned staffing as required at the cost of the hirer at the rate of $60 per person, per hour. Minimum call 2 hour. Overtime is applicable after 8 hours. Next 2 Hours is $80/hr, Over 10 hours $90/hr and Sunday & Public Holidays $90/hr.	YES		Per Day	$ 2,000.00	$ 200.00	$ 2,200.00	$ 2,000.00	$ 200.00	$ 2,200.00
Whole of Venue Rehearsal Hire (Per Day No Audience Members) See notes below * Whole Venue includes use of Theatre, Foyer, Backstage Toilets & Green Room spaces. * Includes standard house audio and lighting rigs. * Basic cleaning included * Please note community discount for this item only applies to Venue Hire, not staffing, cleaning, additional equipment or other charges. * All bookings will be assigned staffing as required at the cost of the hirer at the rate of $60 per person, per hour. Minimum call 2 hour. Overtime is applicable after 8 hours. Next 2 Hours is $80/hr, Over 10 hours $90/hr and Sunday & Public Holidays $90/hr.	YES		Per Day	$ 1,045.45	$ 104.55	$ 1,150.00	$ 1,045.45	$ 104.55	$ 1,150.00
Production Design Day (Per Day No Audience Members & No Performers) See notes below * Includes plotting for Lighting & Sound Design. * Includes standard house audio and lighting rigs. * Please note community discount for this item only applies to Venue Hire, not staffing, additional Equipment, cleaning or other charges. * All bookings will be assigned staffing as required at the cost of the hirer at the rate of $60 per person, per hour. Minimum call 2 hour. Overtime is applicable after 8 hours. Next 2 Hours is $80/hr, Over 10 hours $90/hr and Sunday & Public Holidays $90/hr.	YES		Per Day	$ 454.55	$ 45.45	$ 500.00	$ 454.55	$ 45.45	$ 500.00
Event Max 4 Hours Includes Full Venue hire, Basic Lighting & Audio Packages includes Time for Bump-in/Performance/Bump-out. * Staffing Not Included ** All bookings will be assigned staffing as required at the cost of the hirer at the rate of $60 per person, per hour. Minimum call 2 hour. Overtime is applicable after 8 hours. Next 2 Hours is $80/hr, Over 10 hours $90/hr and Sunday & Public Holidays $90/hr.	YES		Per 4 Hour Block	$ 227.27	$ 22.73	$ 250.00	$ 227.27	$ 22.73	$ 250.00
Rehearsal Blank Stage. See conditions below: * Minimum of 2 hour hire time. Includes Stage, Foyer, Green Room, Air-Conditioning and house lights only. Any additional theatre cleaning, staffing and extra equipment costs required are in addition at the expense of the hirer. All Bookings will be assigned staffing at the cost of the hirer.	YES		Per Hour	$ 36.36	$ 3.64	$ 40.00	$ 36.36	$ 3.64	$ 40.00
Any additional theatre cleaning, staffing and extra equipment costs required are in addition at the expense of the hirer.									

Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
Community Groups – receive 50% discount on Venue hire & equipment hire only *This includes not for profit sporting groups and community groups*									
Cleaning									
Theatre	YES		Per Performance	$ 181.82	$ 18.18	$ 200.00	$ 181.82	$ 18.18	$ 200.00
Foyer	YES		Per performance				$ 90.91	$ 9.09	$ 100.00
Green Room	YES		Per Day	$ 90.91	$ 9.09	$ 100.00	$ 90.91	$ 9.09	$ 100.00
All venue hire will be charged the appropriate cleaning fee in line with usage.									
Merchandise Fee									
Sale of merchandise by venue hirers	YES		Per Event	$ 140.00	$ 14.00	$ 154.00	$ 140.91	$ 14.09	$ 155.00
Ticket Production									
Ticketing Setup Fee	YES		Per Event	$ 43.27	$ 4.33	$ 47.60	$ 45.45	$ 4.55	$ 50.00
Reserved Seating Mode per ticket printing	YES		Per Ticket Sold	$ 0.91	$ 0.09	$ 1.00	$ 0.91	$ 0.09	$ 1.00
General Seating Mode per ticket printing	YES		Per Ticket Sold	$ 0.45	$ 0.05	$ 0.50	$ 0.45	$ 0.05	$ 0.50
All venue hirers will be required to use the Matt Dann Theatre & Cinema Ticketing system									
Screen Advertising									
Community Service Announcement Subject to materials being provided in a specific format, and availability of advertising slots *one month advance notice required.	YES		Per Session	$ -	$ -	$ -			Free
Commercial Advertising 10 screening package *Subject to materials being provided in DCP format	YES		Per Session	$ 90.91	$ 9.09	$ 100.00	$ 90.91	$ 9.09	$ 100.00
Commercial Advertising 6 month screening package Subject to content guidelines *Subject to materials being provided in DCP format	YES		Per Session	$ 545.45	$ 54.55	$ 600.00	$ 545.45	$ 54.55	$ 600.00
Commercial Advertising 12 month screening package Subject to content guidelines *Subject to materials being provided in DCP format	YES		Per Session	$ 909.09	$ 90.91	$ 1,000.00	$ 909.09	$ 90.91	$ 1,000.00
Social Media Advertising (Matt Dann Facebook page only) *Subject to materials being supplied in High Resolution JPEG	YES		Per Post	$ 18.18	$ 1.82	$ 20.00	$ 18.18	$ 1.82	$ 20.00
Administration/Conversion Fee Convert advert to Digital Cinema Format or High Resolution JPEG *Up to 6 slides per advert.	YES		Per Session	$ 54.55	$ 5.45	$ 60.00	$ 54.55	$ 5.45	$ 60.00
Staffing Costs (per hour)									
Staff Required for all Equipment & Venue Hire -All bookings will be assigned staffing as required at the cost of the hirer at the rate of $60 per person, per hour. Minimum call 2 hour. Overtime is applicable after 8 hours. Next 2 Hours is $80/hr, Over 10 hours $90/hr and Sunday & Public Holidays $90/hr.									
Monday Sunday: 5am -11pm (up to 8 hours)	YES		Per Hour	$ 54.55	$ 5.45	$ 60.00	$ 54.55	$ 5.45	$ 60.00
Monday Sunday: 5am -11pm (Per additional hour over 8 hours)	YES		Per Hour	$ 72.73	$ 7.27	$ 80.00	$ 72.73	$ 7.27	$ 80.00
Monday Sunday: 5am -11pm (Per additional hour over 10 hours)	YES		Per Hour	$ 81.82	$ 8.18	$ 90.00	$ 81.82	$ 8.18	$ 90.00
Monday Sunday: Outside 5am -11pm Public Holidays	YES		Per Hour	$ 81.82	$ 8.18	$ 90.00	$ 81.82	$ 8.18	$ 90.00
Equipment Hire									
Commercial *Matt Dann Staff required to operate all of the following equipment.* **All bookings will be assigned staffing as required at the cost of the hirer at the rate of $60 per person, per hour. Minimum call 2 hour. Overtime is applicable after 8 hours. Next 2 Hours is $80/hr, Over 10 hours $90/hr and Sunday & Public Holidays $90/hr.* ***Department of Education required to pay for all additional Equipment Hire.*									
Audio - All rates per day									
Basic Theatre Audio Included in venue hire as eligible Includes One Wired Microphone and one audio playback input	YES		Per Hire as eligible	$ -	$ -	$ -	$ -	$ -	$ -
Yamaha Grand Piano (use on Stage Area Only)	YES		Per Day	$ 109.09	$ 10.91	$ 120.00	$ 109.09	$ 10.91	$ 120.00
Wireless Handheld Microphone	YES		Per Day	$ 72.73	$ 7.27	$ 80.00	$ 72.73	$ 7.27	$ 80.00
Wireless Belt Pack Microphone	YES		Per Day	$ 72.73	$ 7.27	$ 80.00	$ 72.73	$ 7.27	$ 80.00

Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
Band Mic Kit inc 1 x Sennheiser e901, 1 x EV RE20, 4 x e604, 6 x SM57, 2 x AKG C214, 1 x EV PL-37, 1 x AKG C414, 6 x Sennheiser e935, 2 x Radial J48, 2 x Radial JDI	YES		Per Day	$ 272.73	$ 27.27	$ 300.00	$ 272.73	$ 27.27	$ 300.00
Portable Audio System 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	YES		Per Day	$ 372.73	$ 37.27	$ 410.00	$ 454.55	$ 45.45	$ 500.00
Small Theatre Audio: Suitable for Presentations, Conferences & Audiences of under 100 PAX (Nexo Geo Line Array, Midas M32)	YES		Per Day	$ 421.59	$ 42.16	$ 463.75	$ 454.55	$ 45.45	$ 500.00
Large Theatre Audio: – Suitable for Dance Schools, Bands, Theatre Shows & audiences over 100 PAX 6 Nexo Geo's (Flown 3L-3R), 4 Nexo LS18 SUB (Flown 2L + 2R) Powered by Nexo AMP4x4, Midas M32	YES		Per Day	$ 1,686.36	$ 168.64	$ 1,855.00	$ 1,727.27	$ 172.73	$ 1,900.00
Drum Fill Yamaha DSR215	YES		Per Day	$ 72.73	$ 7.27	$ 80.00	$ 72.73	$ 7.27	$ 80.00
1 x Monitors Send: 2 Pairs of Quest QM12MP monitor speakers and 1 x amp channel	YES		Per Day	$ 54.55	$ 5.45	$ 60.00	$ 54.55	$ 5.45	$ 60.00
Analogue F.O.H. Processing Pack:DBX Drive rack PA+ Speaker Management System TC Electronic D-Two Delay TC Electronic M-One Reverb Opal Constant-Q FC2-966 Graphic Equaliser 2x DBX 160A Compressor/Limiter Presonus ACP88 8-channel comp + gate CCA CN320 Graphic EQ Nexo TD12 Analogue Processor	YES		Per Day	$ 181.82	$ 18.18	$ 200.00	$ 181.82	$ 18.18	$ 200.00
Large Outdoor Audio Package: 8 Nexo Geo's, 4 Nexo LS18 Sub's, 6x pairs QM12MP Monitors, 6 x Quest 3004 Power Amps, Yamaha DSR215 Drum Fill , Midas Pro1, Midas DL251 (ALL XLR, POWER, MULTICORE, STANDS INCLUDED UPON REQUEST) Freight at extra cost	YES		Per Day	$ 3,477.27	$ 347.73	$ 3,825.00	$ 4,090.91	$ 409.09	$ 4,500.00
Lighting Individual Items									
Generic Lighting Fixture Fresnel, Par 64/56, Profile, Blinders etc.	YES		Per Day	$ 9.09	$ 0.91	$ 10.00	$ 9.09	$ 0.91	$ 10.00
LED Par Can Tourpro	YES		Per Day	$ 18.18	$ 1.82	$ 20.00	$ 18.18	$ 1.82	$ 20.00
LED Par Can Vello 36 x 3W	YES		Per Day	$ 13.64	$ 1.36	$ 15.00	$ 13.64	$ 1.36	$ 15.00
LED Moving Bar Chauvet PIX-M USB	YES		Per Day	$ 18.18	$ 1.82	$ 20.00	$ 18.18	$ 1.82	$ 20.00
LED Moving Head Profile Mac 350 Entour	YES		Per Day	$ 50.00	$ 5.00	$ 55.00	$ 54.55	$ 5.45	$ 60.00
LED Moving Head Profile Chauvet Rogue R1	YES		Per Day	$ 40.91	$ 4.09	$ 45.00	$ 54.55	$ 5.45	$ 60.00
Hazer Unique 2.1 (Inc 5L Fluid)	YES		Per Day	$ 54.55	$ 5.45	$ 60.00	$ 54.55	$ 5.45	$ 60.00
Lighting Packages All Rates Per Day									
Basic Theatre Lighting included in venue hire as eligible Static stage wash (No Colour, No Dimming)	YES		Per Hire as eligible	$ -	$ -	$ -	$ -	$ -	$ -
Small Theatrical Lighting: 8 x 1000w Pacific, 8 x 1200w Rama Fresnel's	YES		Per Day	$ 145.45	$ 14.55	$ 160.00	$ 145.45	$ 14.55	$ 160.00
Large Theatrical Lighting : 16 x 1000w Pacific's, 16 x 800w Selecon Zoom spot, 16 x 1200w Rama Fresnel's	YES		Per Day	$ 436.36	$ 43.64	$ 480.00	$ 436.36	$ 43.64	$ 480.00
Follow Spot (1 available)	YES		Per Day	$ 54.55	$ 5.45	$ 60.00	$ 54.55	$ 5.45	$ 60.00
Portable LED Package Suitable for small concerts (bands), youth disco's, up lighting effects: 8 x tour pro slim Pars + 4 x Chauvet Colorband Pix-M USB	YES		Per Day	$ 218.18	$ 21.82	$ 240.00	$ 218.18	$ 21.82	$ 240.00
Moving Lights Package A: 4 x Chauvet Rogue R1 Spot	YES		Per Day	$ 163.64	$ 16.36	$ 180.00	$ 200.00	$ 20.00	$ 220.00
Moving Lights Package B: 6x Martin Mac 350 Entour	YES		Per Day	$ 300.00	$ 30.00	$ 330.00	$ 300.00	$ 30.00	$ 330.00

Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
Full Led Package: 12x Chauvet Rogue R1 Spot 6x Martin Mac 350 Entour 8x Vellow RGBW LED Par Cans 8x Tourpro RGBAW-UV Slim Pars 4x Chauvet Colour band Pix-M USB Bars 4x Vello RGBW Bar	YES		Per Day	$ 1,154.55	$ 115.45	$ 1,270.00	$ 1,181.82	$ 118.18	$ 1,300.00
Courtyard festoon (Matt Dann Entry Only)	YES		Per Day				$ 454.55	$ 45.45	$ 500.00
Vision/Projection									
Roland V1-HD Video Switcher	YES		Per Day	$ 68.18	$ 6.82	$ 75.00	$ 68.18	$ 6.82	$ 75.00
AV Playback Laptop PC	YES		Per Day	$ 72.73	$ 7.27	$ 80.00	$ 109.09	$ 10.91	$ 120.00
Epson Projector	YES		Per Day	$ 90.91	$ 9.09	$ 100.00	$ 272.73	$ 27.27	$ 300.00
Barco Projector (Indoor Only)	YES		Per Day	$ 272.73	$ 27.27	$ 300.00	$ 454.55	$ 45.45	$ 500.00
Cinema Screen (Indoor Only)	YES		Per Day	$ 181.82	$ 18.18	$ 200.00	$ 181.82	$ 18.18	$ 200.00
Cinema Package (Indoor Only) Includes Projector, Media Server, Audio, Screen, Intelligent Lighting	YES		Per Day	$ 454.55	$ 45.45	$ 500.00	$ 545.45	$ 54.55	$ 600.00
Auto-poles/Black Curtaining (Use within Matt Dann Venue Only) *Includes complete setup and pack down by Venue staff.	YES			$ 227.27	$ 22.73	$ 250.00	$ 272.73	$ 27.27	$ 300.00
Folding tables	Yes		Per day				$ 9.09	$ 0.91	$ 10.00
Consumables (Commercial & Community)									
Gaffe tape	YES		Per Roll	$ 22.73	$ 2.27	$ 25.00	$ 22.73	$ 2.27	$ 25.00
Electrical Tape	YES		Per Roll	$ 1.82	$ 0.18	$ 2.00	$ 1.82	$ 0.18	$ 2.00
Lighting Gel (per roll)	YES		Per Roll	$ 22.73	$ 2.27	$ 25.00	$ 22.73	$ 2.27	$ 25.00
Batteries (charge per battery)	YES		Per item	$ 2.73	$ 0.27	$ 3.00	$ 2.73	$ 0.27	$ 3.00
Additional Haze Fluid per 1 Litre	YES		Per Session	$ 4.55	$ 0.45	$ 5.00	$ 36.36	$ 3.64	$ 40.00
Test & Tag Per Item	YES		Per Session	$ 22.73	$ 2.27	$ 25.00	$ 22.73	$ 2.27	$ 25.00
Foyer Seating Package: (use with in venue only) 5 x Round tables 25 x Chairs	YES		Per Day				$ 181.82	$ 18.18	$ 200.00
Tall Round Bar Tables (5 Available) (use with in venue only)	YES		Per Day				$ 90.91	$ 9.09	$ 100.00
Red Carpet (use with in venue only)	YES		Per Day				$ 90.91	$ 9.09	$ 100.00
Bollards (8 Poles and 6 red ropes) (use with in venue only)	YES		Per Day				$ 72.73	$ 7.27	$ 80.00
JD HARDIE CENTRE									
Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
Programs									
Kids Club Casual	YES		Per session	$ 7.00	$ 0.70	$ 7.70	$ 7.00	$ 0.70	$ 7.70
Kids Club 10 Pass	YES		Per 10 pass	$ 45.45	$ 4.55	$ 50.00	$ 45.45	$ 4.55	$ 50.00
Kids Club 20 Pass	YES		Per 20 pass	$ 90.91	$ 9.09	$ 100.00	$ 90.91	$ 9.09	$ 100.00
Kids Club Extreme (Holiday Program)	YES		Per session	$ 4.55	$ 0.45	$ 5.00	$ 4.55	$ 0.45	$ 5.00
Kids Club Family Pass (up to 3 Siblings)	YES		Per family per session	$ 12.27	$ 1.23	$ 13.50	$ 12.27	$ 1.23	$ 13.50
Kids Club Family (up to 3 Siblings) 10 Pass	YES		Per family per session 10 pass	$ 90.91	$ 9.09	$ 100.00	$ 90.91	$ 9.09	$ 100.00
Kids Club Family (up to 3 Siblings) 20 Pass	YES		Per family per session 20 pass	$ 181.82	$ 18.18	$ 200.00	$ 181.82	$ 18.18	$ 200.00
Events, Term and School Holiday Program (price to be determined based on expense of event)	YES		Per Use			At Cost			At Cost
Birthday Package									
Birthday Package 1 (max 30 participants)	YES		Per booking	$ 140.91	$ 14.09	$ 155.00	$ 140.91	$ 14.09	$ 155.00
Birthday Package 2 (max 15 participants)	YES		Per booking	$ 227.27	$ 22.73	$ 250.00	$ 281.82	$ 28.18	$ 310.00

Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
Additional Services									
Cleaning Fee	YES		Per booking	$ 181.82	$ 18.18	$ 200.00	$ 281.82	$ 28.18	$ 310.00
Equipment Hire									
Tea and Coffee onsite only / per person per day	YES		Per Person, Per Day	$ 1.82	$ 0.18	$ 2.00	$ 1.82	$ 0.18	$ 2.00
Projector, laptop and projector screen (excludes network access) -onsite only / for the period of the venue hire	YES		Per Day	$ 140.91	$ 14.09	$ 155.00	$ 140.91	$ 14.09	$ 155.00
Portable PA system, includes handheld microphone, aux cord and stands onsite only / for the period of the venue hire	YES		Per Day	$ 140.91	$ 14.09	$ 155.00	$ 140.91	$ 14.09	$ 155.00
After Hours Staffing									
Duty Manager	YES		Per Hour	$ 74.55	$ 7.45	$ 82.00	$ 74.55	$ 7.45	$ 82.00
Program Officer/Assistant	YES		Per Hour	$ 56.36	$ 5.64	$ 62.00	$ 56.36	$ 5.64	$ 62.00
Bond for Venue Hire									
Facility Rental									
Commercial									
Stadium & Court Hire	YES		Per Hour	$ 72.73	$ 7.27	$ 80.00	$ 72.73	$ 7.27	$ 80.00
Stadium (1/2 size)	YES		Per Hour	$ 36.36	$ 3.64	$ 40.00	$ 36.36	$ 3.64	$ 40.00
Performing Arts Room	YES		Per Hour	$ 36.36	$ 3.64	$ 40.00	$ 45.45	$ 4.55	$ 50.00
Half Performing Arts Room	YES		Per Hour	$ 18.18	$ 1.82	$ 20.00	$ 22.73	$ 2.27	$ 25.00
Youth Lounge	YES		Per Hour	$ 45.45	$ 4.55	$ 50.00	$ 54.55	$ 5.45	$ 60.00
Meeting Room	YES		Per Hour	$ 36.36	$ 3.64	$ 40.00	$ 36.36	$ 3.64	$ 40.00
Kitchen (minimum 3 hours)	YES		Per Hour	$ 54.55	$ 5.45	$ 60.00	$ 54.55	$ 5.45	$ 60.00
Charge per hour, Minimum 3 hours. Staff, PA system, projector, coffee and tea, cleaning fee and bond additional	YES		Per hour	$ 127.27	$ 12.73	$ 140.00	$ 127.27	$ 12.73	$ 140.00
Court Hire – No lights required (per hour per court)	YES		Per Hour	$ 13.64	$ 1.36	$ 15.00	$ 18.18	$ 1.82	$ 20.00
Court Hire – Lights required (per hour per court)	YES		Per Hour	$ 36.36	$ 3.64	$ 40.00	$ 40.91	$ 4.09	$ 45.00
Community Groups – receive 50% discount									
Stadium & Court Hire – per hour	YES		Per Hour	$ 36.37	$ 3.64	$ 40.00	$ 36.37	$ 3.64	$ 40.00
Stadium (1/2 size) per hour	YES		Per Hour	$ 18.18	$ 1.82	$ 20.00	$ 18.18	$ 1.82	$ 20.00
Performing Arts Room – per hour	YES		Per Hour	$ 18.18	$ 1.82	$ 20.00	$ 22.73	$ 2.27	$ 25.00
Half Performing Arts Room	YES			$ 9.09	$ 0.91	$ 10.00	$ 11.36	$ 1.14	$ 12.50
Youth Lounge	YES		Per Hour	$ 22.73	$ 2.27	$ 25.00	$ 27.27	$ 2.73	$ 30.00
Meeting Room	YES		Per Hour	$ 18.18	$ 1.82	$ 20.00	$ 18.18	$ 1.82	$ 20.00
Kitchen (minimum 3 hours)	YES		Per Hour	$ 27.27	$ 2.73	$ 30.00	$ 27.27	$ 2.73	$ 30.00
Court Hire – No lights required	YES		Per Court, Per Hour	$ 6.82	$ 0.68	$ 7.50	$ 9.09	$ 0.91	$ 10.00
Court Hire – Lights required	YES		Per Court, Per Hour	$ 18.18	$ 1.82	$ 20.00	$ 11.36	$ 1.14	$ 12.50
Storage Space per m2	YES		Per m2, Per Annum	$ 54.55	$ 5.45	$ 60.00	$ 54.55	$ 5.45	$ 60.00
SPINIFEX SPREE									
Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
Retail stallholder 3m frontage	YES		Per stall	$ 172.73	$ 17.27	$ 190.00	$ 172.73	$ 17.27	$ 190.00
Retail stallholder 6m frontage	YES		Per stall	$ 209.09	$ 20.91	$ 230.00	$ 209.09	$ 20.91	$ 230.00
Retail stallholder 9m and above frontage	YES		Per stall	$ 245.45	$ 24.55	$ 270.00	$ 245.45	$ 24.55	$ 270.00
Food stallholder 3m frontage	YES		Per stall	$ 236.36	$ 23.64	$ 260.00	$ 236.36	$ 23.64	$ 260.00
Food stallholder 6m frontage	YES		Per stall	$ 272.73	$ 27.27	$ 300.00	$ 272.73	$ 27.27	$ 300.00
Food stallholder 9m frontage	YES		Per stall	$ 309.09	$ 30.91	$ 340.00	$ 309.09	$ 30.91	$ 340.00
Food stallholder 12m and above frontage	YES		Per stall	$ 345.45	$ 34.55	$ 380.00	$ 345.45	$ 34.55	$ 380.00
Electrical Test and Tag fees for Spinifex Spree Stallholders	YES		Per lead / equipment	$ 4.55	$ 0.45	$ 5.00	$ 4.55	$ 0.45	$ 5.00

Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
Community Groups	YES					Free/Exempt			Free/Exempt
GENERAL TOPH EVENT TICKETS									
Description	**Discretionary**	**Regulatory**	**Unit**	**20/21 Fee**	**GST**	**20/21 Total Fee**	**21/22 Fee**	**GST**	**21/22 Total Fee**
Level 1 tickets	YES		Per ticket			$0 - $25			$0 - $25
Level 2 tickets	YES		Per ticket			$26 - $75			$26 - $75
Level 3 tickets	YES		Per ticket			$76 - $120			$76 - $120
Level 4 tickets	YES		Per ticket			$121 and above			$121 and above
GENERAL TOPH STALLHOLDER FEES									
Description	**Discretionary**	**Regulatory**	**Unit**	**20/21 Fee**	**GST**	**20/21 Total Fee**	**21/22 Fee**	**GST**	**21/22 Total Fee**
Level 1 stallholder	YES		Per stall						$0 - $75
Level 2 stallholder	YES		Per stall						$76 - $150
Level 3 stallholder	YES		Per stall						$151 - $225
Level 4 stallholder	YES		Per stall						$226 - $300
Community Groups	YES		Per stall			Free/Exempt			Free/Exempt
SOUTH HEDLAND TOWN CENTRE									
Description	**Discretionary**	**Regulatory**	**Unit**	**20/21 Fee**	**GST**	**20/21 Total Fee**	**21/22 Fee**	**GST**	**21/22 Total Fee**
Commercial									
Town Centre Only Limited Power, Stage not Included (Minimum of 3 Hours)	YES		Per hour	$ 36.36	$ 3.64	$ 40.00	$ 36.36	$ 3.64	$ 40.00
Town Centre Full Access includes power, stage and open space (Minimum of 3 Hours)	YES		Per hour	$ 100.00	$ 10.00	$ 110.00	$ 100.00	$ 10.00	$ 110.00
Community Groups – receive 50% discount									
Town Centre Only Limited Power, Stage not Included (Minimum of 3 Hours)	YES		Per hour	$ 18.18	$ 1.82	$ 20.00	$ 18.18	$ 1.82	$ 20.00
Town Centre Full Access includes power, stage and open space (Minimum of 3 Hours)	YES		Per hour	$ 50.00	$ 5.00	$ 55.00	$ 50.00	$ 5.00	$ 55.00
LIBRARY & INFORMATION SERVICES									
Description	**Discretionary**	**Regulatory**	**Unit**	**20/21 Fee**	**GST**	**20/21 Total Fee**	**21/22 Fee**	**GST**	**21/22 Total Fee**
For photocopying please refer to photocopying (page 1)									
Photocopying from microfilm reader	YES		per page	$ 1.82	$ 0.18	$ 2.00	$ 1.82	$ 0.18	$ 2.00
Facsimile Australia /page	YES		per page	$ 0.91	$ 0.09	$ 1.00	$ 0.91	$ 0.09	$ 1.00
Facsimile International	YES		per page	$ 2.27	$ 0.23	$ 2.50	$ 2.27	$ 0.23	$ 2.50
Laminating (A4) per page	YES		per sheet	$ 2.73	$ 0.27	$ 3.00	$ 2.73	$ 0.27	$ 3.00
Laminating (A3) per page	YES		per sheet	$ 3.64	$ 0.36	$ 4.00	$ 3.64	$ 0.36	$ 4.00
USB Device	YES		per unit	$ 5.45	$ 0.55	$ 6.00	$ 5.45	$ 0.55	$ 6.00
Earphones	YES		per unit	$ 1.82	$ 0.18	$ 2.00	$ 2.27	$ 0.23	$ 2.50
Library Bags	YES		per unit	$ 3.82	$ 0.38	$ 4.20	$ 4.09	$ 0.41	$ 4.50
Lost Membership Card Replacement	YES		per membership	$ 4.55	$ 0.45	$ 5.00	$ 4.55	$ 0.45	$ 5.00
Late Book Return Fee (items 3 weeks overdue)	YES			$ 4.55	$ 0.45	$ 5.00	$ 4.55	$ 0.45	$ 5.00
Administration Fee for lost/non-returned items (5 weeks overdue) + additional replacement cost of lost item	YES			$ 5.45	$ 0.55	$ 6.00	$ 5.45	$ 0.55	$ 6.00
Local History Collection Research per hour (individual, non-library-member/non-local)	YES		per hour or part thereof	$ 36.36	$ 3.64	$ 40.00	$ 36.36	$ 3.64	$ 40.00
Local History Collection Research per hour (commercial users only)	YES		per hour or part thereof	$ 81.82	$ 8.18	$ 90.00	$ 90.91	$ 9.09	$ 100.00
Special events/activities	YES		per event/activity			At Cost			At cost
Invigilation of Examination (per hour or part thereof)	YES		per hour of part thereof	$ 100.00	$ 10.00	$ 110.00	$ 109.09	$ 10.91	$ 120.00
Smart Rider bus tickets prices as per schedule set by Public Transport Authority of WA						At Cost			At cost

Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
ENVIRONMENTAL HEALTH									
Trading in Public Places									
Application Fee	YES		Per application	$ 45.45	$ 4.55	$ 50.00	$ 45.45	$ 4.55	$ 50.00
1 Day Fee	YES		Per application	$ 54.55	$ 5.45	$ 60.00	$ 54.55	$ 5.45	$ 60.00
1 week or part thereof	YES		Per application	$ 127.27	$ 12.73	$ 140.00	$ 127.27	$ 12.73	$ 140.00
1 month or part thereof	YES		Per application	$ 245.45	$ 24.55	$ 270.00	$ 245.45	$ 24.55	$ 270.00
1 year or part thereof	YES		Per application	$ 1,818.18	$ 181.82	$ 2,000.00	$ 1,818.18	$ 181.82	$ 2,000.00
Stallholder/Street trader eligible community groups and eligible community events	Yes								Free/Exempt
Lodging Houses									
Lodging House Registration (includes Motels)		YES	Per registration	$ 250.00	$ -	$ 250.00	$ 250.00	$ -	$ 250.00
Temporary Public Building Events (NEW)									
Public Building/Events greater than 2 weeks notice (commercial operator)	YES		Per application				$ 272.73	$ 27.27	$ 300.00
Public Building/Events greater than 2 weeks notice Not for Profit/community group operator)	YES		Per application				Free/Exempt		Free/Exempt
Public Building/Events less than 2 weeks notice (irrespective of type of operator)	YES		Per application				$ 636.36	$ 63.64	$ 700.00
Caravan Parks		YES				Long Stay Sites - $6per site, Short Stay Sites - $6per site, Camp Site - $3per site, Overflow Sites - $1.50per site			Long Stay Sites - $6per site, Short Stay Sites - $6per site, Camp Site - $3per site, Overflow Sites - $1.50per site (Minimum $200)
Hair Dressing Establishments									
Application Fee		YES	Per application	$ 95.00	$ -	$ 95.00	$ 95.00	$ -	$ 95.00
Annual Premises Assessment Fee		YES	Annual Fee	$ 100.00	$ -	$ 100.00	$ 100.00	$ -	$ 100.00
Skin Penetration Establishments and Beauty Establishments									
Application Fee		YES	Per application	$ 95.00	$ -	$ 95.00	$ 95.00	$ -	$ 95.00
Annual Premises Assessment Fee		YES	Per assessment	$ 180.00	$ -	$ 180.00	$ 180.00	$ -	$ 180.00
Food Act 2008									
Notification Fee high, medium & low risk		YES	Per notification	$ 65.00	$ -	$ 65.00	$ 65.00	$ -	$ 65.00
Notification Fee Exempted Food Premises, Not for Profit & Community Groups		YES	Per notification			Free/Exempt			Free/Exempt
Registered Premises Assessment Fee									
High Risk (2 assessments per year)		YES	Per assessment	$ 630.00	$ -	$ 630.00	$ 630.00	$ -	$ 630.00
Medium Risk (2 assessments per year)		YES	Per assessment	$ 480.00	$ -	$ 480.00	$ 480.00	$ -	$ 480.00
Low Risk (1 assessment per year)		YES	Per assessment	$ 260.00	$ -	$ 260.00	$ 260.00	$ -	$ 260.00
Very Low Risk		YES	Per assessment			Free/Exempt			Free/Exempt
Second & Subsequent Re-Assessment (fee per hour)		YES	Per assessment	$ 190.00	$ -	$ 190.00	$ 210.00	$ -	$ 210.00
Application Fee Construct & Establish a Food Premises (s110(3)) & Includes Notification Fee									
Supplementary Fees Based on Fee for Service (LG Act 1995 Part 6 Div. 5 Sub 2)									
Notification Fee		YES	Per notification	$ 65.00	$ -	$ 65.00	$ 65.00	$ -	$ 65.00
Hourly Rate	YES		Per hour	$ 190.91	$ 19.09	$ 210.00	$ 190.91	$ 19.09	$ 210.00
Assessing Lodging House Floor Plans									
Research Fee – Research required above normal service									
Hourly Rate	YES		Per hour	$ 190.91	$ 19.09	$ 210.00	$ 190.91	$ 19.09	$ 210.00
Holiday Chalets and Cabins per unit	YES		Per unit	$ 45.45	$ 4.55	$ 50.00	$ 45.45	$ 4.55	$ 50.00

Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
Private Water/Food Sampling Requested for Analysis (Lab analysis not included, sample inspection only.)									
Hourly Rate		YES	Per hour	$ 190.91	$ 19.09	$ 210.00	$ 190.91	$ 19.09	$ 210.00
Temporary Accommodation Application Fee		YES	Per application	$ 210.00	$ -	$ 210.00	$ 210.00	$ -	$ 210.00
Noise Approvals									
Application Fee for a Noise Management Plan (including construction noise)		YES	Per application	$ 500.00	$ -	$ 500.00	$ 500.00	$ -	$ 500.00
Application Fee Regulation 18 Noise Approvals for Events If received more than 60 days from date of event		YES	Per application	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00
Application Fee Regulation 18 Noise Approvals for Events If received between 21 and 59 days from date of event		YES	Per application	$ 1,250.00	$ -	$ 1,250.00	$ 1,250.00	$ -	$ 1,250.00
Application Fee Regulation 18 Noise Approvals for Events If received less than 21 days from date of event		YES	Per application	$ 1,500.00	$ -	$ 1,500.00	$ 1,500.00	$ -	$ 1,500.00
The CEO has delegation to waive fee for charitable organisations									
Certificates									
Liquor Act Certification Section 39									
Hourly rate (or part thereof, min $210)	YES		Per hour	$ 190.91	$ 19.09	$ 210.00	$ 190.91	$ 19.09	$ 210.00
Gaming Act Certification Section 50 (1)									
Hourly rate (or part thereof, min $210)	YES		Per hour	$ 190.91	$ 19.09	$ 210.00	$ 190.91	$ 19.09	$ 210.00
Local Government Report Fee (Septic tank applications to Dept. of Health)									
Local government application fee		YES	Per application	$ 109.09	$ 10.91	$ 120.00	$ 109.09	$ 10.91	$ 120.00
Permit to use apparatus		YES	Per permit	$ 163.64	$ 16.36	$ 180.00	$ 163.64	$ 16.36	$ 180.00
Local government report fee		YES	Per report	$ 109.09	$ 10.91	$ 120.00	$ 109.09	$ 10.91	$ 120.00
Private Works									
Environmental Health Officer requested to do works (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	YES		Per hour	$ 190.91	$ 19.09	$ 210.00	$ 190.91	$ 19.09	$ 210.00
Asbestos Sampling									
Take asbestos sample and have analysed and supply report (does not include analysis costs)	YES		Per hour	$ 240.91	$ 24.09	$ 265.00	$ 240.91	$ 24.09	$ 265.00
BUILDING SERVICES									
Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
Certified application for Building Permit (s. 16(1))									
a) for building work for a Class 1 or Class 10 building or incidental structure		YES	Per application			0.19% of the estimated value of the building work as determined by the relevant permit authority, but not less than $105.00			0.19% of the estimated value of the building work as determined by the relevant permit authority, but not less than $105.00
b) for building work for a Class 2 to Class 9 building or incidental structure		YES	Per application			0.09% of the estimated value of the building work as determined by the relevant permit authority, but not less than $105.00			0.09% of the estimated value of the building work as determined by the relevant permit authority, but not less than $105.00

Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
Uncertified application for Building Permit (s. 16(1))		YES	Per application			0.32% of the estimated value of the building work as determined by the relevant permit authority, but not less than $105.00			0.32% of the estimated value of the building work as determined by the relevant permit authority, but not less than $105.00
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		YES	Per application	$ 105.00	$ -	$ 105.00	$ 105.00	$ -	$ 105.00
b) for demolition work in respect of a Class 2 to Class 9 building		YES	$105.00 for each storey of the building	$ 105.00	$ -	$ 105.00	$ 105.00	$ -	$ 105.00
Application to extend the time during which a building or Demolition Permit has effect (s. 32(3)(f))		YES	Per application	$ 105.00	$ -	$ 105.00	$ 105.00	$ -	$ 105.00
Application for Occupancy Permits, Building Approval certificates									
Application for an Occupancy Permit for a Completed Building (s. 46)		YES	Per application	$ 105.00	$ -	$ 105.00	$ 105.00	$ -	$ 105.00
Application for a temporary Occupancy Permit for an incomplete Building (s. 47)		YES	Per application	$ 105.00	$ -	$ 105.00	$ 105.00	$ -	$ 105.00
Application for a modification of Occupancy Permit for additional use of a building on a temporary basis (s. 48)		YES	Per application	$ 105.00	$ -	$ 105.00	$ 105.00	$ -	$ 105.00
Application for a replacement Occupancy Permit for permanent change of the building's use or classification (s. 49)		YES	Per application	$ 105.00	$ -	$ 105.00	$ 105.00	$ -	$ 105.00
Application for an Occupancy Permit or Building approval Certificate for registration of strata scheme, plan of re-subdivision (s. 50(1) or (2))		YES	Per application			$11.60 for each Strata unit covered by the application but not less than $115.00			$11.60 for each Strata unit covered by the application but not less than $115.00
Application for an Occupancy Permit for a Building in respect of which unauthorised work has been done. (s. 51(2))		YES	Per application			0.18% of the estimated value of the unauthorised work as determined by the relevant permit authority, but not less than $105.00			0.18% of the estimated value of the unauthorised work as determined by the relevant permit authority, but not less than $105.00
Application for a Building Approval certificate for a Building in respect of which unauthorised work has been done. (s. 51(3))		YES	Per application			0.38% of the estimated value of the unauthorised work as determined by the relevant permit authority, but not less than $105.00			0.38% of the estimated value of the unauthorised work as determined by the relevant permit authority, but not less than $105.00
Application to replace Occupancy Permit for an existing Building (s. 52 (1))		YES	Per application	$ 105.00	$ -	$ 105.00	$ 105.00	$ -	$ 105.00
Application for a Building Approval certificate for an existing building where unauthorised work has not been done (s. 52(2))		YES	Per application	$ 105.00	$ -	$ 105.00	$ 105.00	$ -	$ 105.00
Application to extend the time during which an Occupancy Permit or Building approval Certificate has effect (s. 65(3)(a))		YES	Per application	$ 105.00	$ -	$ 105.00	$ 105.00	$ -	$ 105.00
Application as defined in regulation 31 (for each building standard in respect of which a declaration is sought)		YES	Per application	$ 2,160.15	$ -	$ 2,160.15	$ 2,160.15	$ -	$ 2,160.15

Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
The fees outlined above are 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	YES		Per application						$500 + 0.1% of the Estimated Value of the unauthorised work as determined by the relevant permit authority
Buildings Approvals List (Orders & Requisitions) Desktop (10 days)	YES		Per request	$ 100.00	$ -	$ 100.00	$ 100.00	$ -	$ 100.00
Copy of approved building plans (per permit) Residential	YES		Per permit	$ 35.00	$ -	$ 35.00	$ 35.00	$ -	$ 35.00
Copy of approved building plans (per permit) Commercial	YES		Per permit	$ 55.00	$ -	$ 55.00	$ 55.00	$ -	$ 55.00
Copy of documents: Home Indemnity Insurance, Building Permit, Building Order etc.	YES		Per copy	$ 62.00	$ -	$ 62.00	$ 62.00	$ -	$ 62.00
Building reports per hr min 1 hr (weekly or monthly)	YES		Per report	$ 100.00	$ -	$ 100.00	$ 100.00	$ -	$ 100.00
Inspection Fees									
Swimming Pool Inspections Fee (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)		YES	Per inspection	$ 55.00	$ -	$ 55.00	$ 55.00	$ -	$ 55.00
Swimming Pool re-inspection(s) and per request outside of normal inspection programs. (Pursuant to S6.16(2) of the Local Government Act 1995)		YES	Per inspection	$ 220.00	$ -	$ 220.00	$ 220.00	$ -	$ 220.00
Local Government Approval of Battery Powered Smoke Alarms (GST Inclusive)		YES	Per inspection	$ 163.09	$ 16.31	$ 179.40	$ 179.40	$ 16.36	$ 180.00
Other									
BSL & BCITF		YES				charged as a percentage of construction value			charged as a percentage of construction value
BCITF		YES				charged as a percentage of construction value			charged as a percentage of construction value
PLANNING SERVICES									
Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
Statutory Development Fees									
(a) $0 $50,000		YES	Per application	$ 147.00	$ -	$ 147.00	$ 147.00	$ -	$ 147.00
(b) $50,000 $500,000		YES	Per application			0.32% of the estimated development cost	$ 800.00		0.32% of the estimated development cost
c) $500,000 $2.5 million		YES	Per application			$1,700 + 0.257% for every $1 in excess of $500,000	$ 4,270.00		$1,700 + 0.257% for every $1 in excess of $500,000
(d) $2.5 million $5 million		YES	Per application			$7,161 + 0.206% for every $1 in excess of $2.5 million	$ 9,221.00		$7,161 + 0.206% for every $1 in excess of $2.5 million
e) $5 million $21.5 million		YES	Per application			$12,633 + 0.123% for every $1 in excess of $5 million	$ 18,783.00	$ -	$12,633 + 0.123% for every $1 in excess of $5 million
(f) More than $21.5 million		YES	Per application	$ 34,196.00	$ -	$ 34,196.00	$ 34,196.00	$ -	$ 34,196.00
Determination of an extractive industry		YES	Per application	$ 739.00	$ -	$ 739.00	$ 739.00	$ -	$ 739.00

Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
Change of Use or Continuation of a Non-Conforming Use		YES	Per application	$ 295.00	$ -	$ 295.00	$ 295.00	$ -	$ 295.00
Home Business / Mobile Business									
(a) Application Fee		YES	Per application	$ 201.82	$ 20.18	$ 222.00	$ 201.82	$ 20.18	$ 222.00
If development has commenced or is being carried out, by way of penalty twice the amount of the maximum fee payable for determination is applicable, in addition to the application fee (3 x standard fee).									
Clearance of subdivision conditions									
(a) Not more than 5 Lots		YES	Per application per lot	$ 73.00	$ -	$ 73.00	$ 73.00	$ -	$ 73.00
(b) 5 Lots to 195 Lots		YES	Per application per lot			$73.00 per Lot for the first 5 Lots then $35.00 per Lot			$73.00 per Lot for the first 5 Lots then $35.00 per Lot
c) More than 195 Lots		YES	Per application per lot	$ 6,720.91	$ 672.09	$ 7,393.00	$ 7,393.00	$ -	$ 7,393.00
Copies of approved plans / permit (10 days)	YES		Each	$ 100.00	$ 10.00	$ 110.00	$ 100.00	$ 10.00	$ 110.00
Written Planning Advice	YES		Each	$ 73.00	$ -	$ 73.00	$ 73.00	$ -	$ 73.00
1. Development Assessment Panel Applications where the estimated cost of development is:									
(a) not less than $2 million and less than $7 million		YES	Per application	$ 5,603.00	$ -	$ 5,603.00	$ 5,603.00	$ -	$ 5,603.00
(b) not less than $7 million and less than $10 million		YES	Per application	$ 8,650.00	$ -	$ 8,650.00	$ 8,650.00	$ -	$ 8,650.00
c) not less than $10 million and less than $12.5 million		YES	Per application	$ 9,411.00	$ -	$ 9,411.00	$ 9,411.00	$ -	$ 9,411.00
(d) not less than $12.5 million and less than $15 million		YES	Per application	$ 9,680.00	$ -	$ 9,680.00	$ 9,680.00	$ -	$ 9,680.00
e) not less than $15 million and less than $17.5 million		YES	Per application	$ 9,948.00	$ -	$ 9,948.00	$ 9,948.00	$ -	$ 9,948.00
(f) not less than $17.5 million and less than $20 million		YES	Per application	$ 10,218.00	$ -	$ 10,218.00	$ 10,218.00	$ -	$ 10,218.00
(g) $20 million or more		YES	Per application	$ 10,486.00	$ -	$ 10,486.00	$ 10,486.00	$ -	$ 10,486.00
2. An application under regulation 17 (amendment to Development Assessment Panel Application		YES	Per application	$ 241.00	$ -	$ 241.00	$ 241.00	$ -	$ 241.00
Professional Consultancy (GST Inclusive) per hour									
Manager Town Planning & Development	YES		Per hour	$ 88.00	$ 8.80	$ 96.80	$ 88.18	$ 8.82	$ 97.00
Senior Planner	YES		Per hour	$ -	$ -		$ 88.18	$ 8.82	$ 97.00
Town Planner	YES		Per hour	$ 36.86	$ 3.69	$ 40.55	$ 37.27	$ 3.73	$ 41.00
Graduate Planner	YES		Per hour	$ 30.20	$ 3.02	$ 33.22	$ 30.91	$ 3.09	$ 34.00
Town Planning									
Amendments to Development Application		YES	Per amendment	$ 295.00	$ -	$ 295.00	$ 295.00	$ -	$ 295.00
Section 70A / Restrictive Covenant Request (Charge is per request includes Landgate lodgement ($164) and clearance conditions)	YES		Per request	$ 430.00	$ 43.00	$ 473.00	$ 430.00	$ 43.00	$ 473.00
Scheme Amendments/Structure Plans/Activity Centre Plans/Local Development Plans									
Scheme Amendments/Structure Plans/Activity Centre Plans/Local Development Plans (estimate of hours spent and total fee calculated in accordance with Regulation 48 of the Planning and Development Regulations 2009)		YES	Per Application			Price on Application			Price on Application
Lands Administration / Geographic names									
Application for road or place name			Per application				$ 100.00		$ 100.00
Road and / or Pedestrian Access way closure (Charge per request)		YES	Per request	$ 600.00	$ -	$ 600.00	$ 600.00	$ -	$ 600.00
Use of Spoilbank request									
Advertising									
Adverting of development applications where required by Local Planning Scheme (inclusive of newspaper and onsite)		YES	Per application	$ 300.00	$ -	$ 300.00	$ 300.00	$ -	$ 300.00

Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
RANGER SERVICES									
Registration									
Dog and Cat registrations are effective from 1 November to 31 October for 1 year registrations. From June until October, the Town offers half price for Registrations paid during that period. Pension card holders may have a 50% discount off the cost of animal registration									
Unsterilized dog 1 year		YES	Per registration	$ 50.00	$ -	$ 50.00	$ 50.00	$ -	$ 50.00
Unsterilized dog 3 year		YES	Per registration	$ 120.00	$ -	$ 120.00	$ 120.00	$ -	$ 120.00
Unsterilized dog Lifetime		YES	Per registration	$ 250.00	$ -	$ 250.00	$ 250.00	$ -	$ 250.00
Sterilised dog 1 year		YES	Per registration	$ 20.00	$ -	$ 20.00	$ 20.00	$ -	$ 20.00
Sterilised dog 3 year		YES	Per registration	$ 42.50	$ -	$ 42.50	$ 42.50	$ -	$ 42.50
Sterilised dog Lifetime		YES	Per registration	$ 100.00	$ -	$ 100.00	$ 100.00	$ -	$ 100.00
Sterilised cat 1 year		YES	Per registration	$ 20.00	$ -	$ 20.00	$ 20.00	$ -	$ 20.00
Sterilised cat 3 year		YES	Per registration	$ 42.50	$ -	$ 42.50	$ 42.50	$ -	$ 42.50
Sterilised cat Lifetime		YES	Per registration	$ 100.00	$ -	$ 100.00	$ 100.00	$ -	$ 100.00
Cat breeder 1 year		YES	Per registration	$ 100.00	$ -	$ 100.00	$ 100.00	$ -	$ 100.00
Other									
Seizure and impounding of a dog Unregistered	YES		Each	$ 140.00	$ -	$ 140.00	$ 150.00	$ -	$ 150.00
Seizure and impounding of a registered dog (poundable)	YES		Each	$ 100.00	$ -	$ 100.00	$ 100.00	$ -	$ 100.00
Maintenance of dog in pound (pay per day or part thereof) – sustenance(keep fees)	YES		Per day	$ 26.00	$ -	$ 26.00	$ 30.00	$ -	$ 30.00
Maintenance of cat/kitten in pound (pay per day or part thereof) – sustenance	YES		Per day	$ 20.00	$ -	$ 20.00	$ 20.00	$ -	$ 20.00
Return of a dog impounded outside normal hours	YES		Each	$ 300.00	$ -	$ 300.00	$ 300.00	$ -	$ 300.00
Surrender of a Dog	YES		Each	$ 45.00	$ -	$ 45.00	$ 45.00	$ -	$ 45.00
Surrender of cat/kitten	YES		Each	$ 30.00	$ -	$ 30.00	$ 30.00	$ -	$ 30.00
Microchip impounded animal		YES	Each	$ 54.55	$ 5.45	$ 60.00	$ 54.55	$ 5.45	$ 60.00
Seizure and impounding of a cat / kitten	YES		Each	$ 70.00	$ -	$ 70.00	$ 70.00	$ -	$ 70.00
Replacement Dog or Cat Registration Tag	YES		Each	$ 6.00	$ 0.60	$ 6.60	$ 6.36	$ 0.64	$ 7.00
Application to keep more than two Dogs	YES		Per application	$ 200.00	$ -	$ 200.00	$ 210.00	$ -	$ 210.00
Licence to keep an approved kennel / Renewal of Licence		YES	Per licence	$ 206.00	$ -	$ 206.00	$ 210.00	$ -	$ 210.00
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		YES	Per head	$ 190.91	$ 19.09	$ 210.00	$ 190.91	$ 19.09	$ 210.00
Livestock Impound Fees Chargeable by Ranger after 18:00pm and before 06:00am		YES	Per head	$ 236.36	$ 23.64	$ 260.00	$ 236.36	$ 23.64	$ 260.00
Poundage Fees for Cattle Impounded									
first 24 hours		YES	Per head	$ 25.00	$ -	$ 25.00	$ 25.00	$ -	$ 25.00
each 24 hours or part thereafter		YES	Per head	$ 15.00	$ -	$ 15.00	$ 15.00	$ -	$ 15.00
Sustenance for Cattle Impounded each 24 hours or part thereafter		YES	Per head	$ 30.00	$ -	$ 30.00	$ 30.00	$ -	$ 30.00
Impound, Poundage, Sustenance fees for suckling animal under the age of 6 months not running with its mother		YES	Per head	$ 15.00	$ -	$ 15.00	$ 15.00	$ -	$ 15.00
Traps									
Vermin Trap Hire (per fortnight or part thereof)	YES		Per fortnight			Free/Exempt			Free/Exempt
Bond	YES		Per booking			Free/Exempt			Free/Exempt
Vermin Trap Replacement Fee	YES		Each	$ 227.27	$ 22.73	$ 250.00	$ 227.27	$ 22.73	$ 250.00
Dog Trap – Hire (per day)	YES		Per day			Free/Exempt			Free/Exempt
Bond	YES		Per booking			Free/Exempt			Free/Exempt
Dog Trap Replacement Fee	YES		Each	$ 636.36	$ 63.64	$ 700.00	$ 636.36	$ 63.64	$ 700.00
Dangerous / Restricted Dog collars	YES		Each	$ 50.00	$ 5.00	$ 55.00	$ 50.00	$ 5.00	$ 55.00
Dangerous / Restricted Breed Dog Signs	YES		Each	$ 30.00	$ 3.00	$ 33.00	$ 30.00	$ 3.00	$ 33.00

Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
Abandoned Vehicles									
Towing Charge									
Light Vehicle	YES		Each	$ 195.45	$ 19.55	$ 215.00	$ 200.00	$ 20.00	$ 220.00
Burnt out Vehicle	YES		Each	$ 254.55	$ 25.45	$ 280.00	$ 272.73	$ 27.27	$ 300.00
Bus	YES		Each	$ 663.64	$ 66.36	$ 730.00	$ 727.27	$ 72.73	$ 800.00
Truck	YES		Each	$ 663.64	$ 66.36	$ 730.00	$ 727.27	$ 72.73	$ 800.00
Storage of impounded vehicle (per month or part thereof)	YES		Per month	$ 195.45	$ 19.55	$ 215.00	$ 200.00	$ 20.00	$ 220.00
Administrative Maintenance	YES		Each	$ 59.09	$ 5.91	$ 65.00	$ 63.64	$ 6.36	$ 70.00
Shopping Trolleys, signs and other items									
Release of Impounded Shopping Trolleys, signs or other items	YES		Per item	$ 40.91	$ 4.09	$ 45.00	$ 45.45	$ 4.55	$ 50.00
Off Road Vehicle Charges									
Seizure of off road vehicle including removal fee		YES	Each	$ 190.00	$ -	$ 190.00	$ 200.00	$ -	$ 200.00
Release Fee during work hours		YES	Each	$ 90.00	$ -	$ 90.00	$ 100.00	$ -	$ 100.00
Storage of impounded vehicle (per month or part thereof)		YES	Per Month	$ 25.00	$ -	$ 25.00	$ 30.00	$ -	$ 30.00
EMERGENCY MANAGEMENT									
Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
Provision of private works (fee for services e.g. assessment of emergency management plans) PER Hour (charged per hour block)	YES		Per hour	$ 200.00	$ 20.00	$ 220.00	$ 200.00	$ 20.00	$ 220.00
ENGINEERING SERVICES									
Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
Engineering Private Works are not included									
Private Works (per hour)									
Front end loader	YES		Per hour	$ 170.00	$ 17.00	$ 187.00	$ 170.00	$ 17.00	$ 187.00
Tip truck 10m3	YES		Per hour	$ 149.27	$ 14.93	$ 164.20	$ 150.00	$ 15.00	$ 165.00
Tip Truck 6m3	YES		Per hour	$ 127.91	$ 12.79	$ 140.70	$ 128.18	$ 12.82	$ 141.00
Tip Truck 3m3	YES		Per hour	$ 106.55	$ 10.65	$ 117.20	$ 107.27	$ 10.73	$ 118.00
Street sweeper (large)	YES		Per hour	$ 222.73	$ 22.27	$ 245.00	$ 222.73	$ 22.27	$ 245.00
Street sweeper (small)	YES		Per hour	$ 160.00	$ 16.00	$ 176.00	$ 160.00	$ 16.00	$ 176.00
Road patching maintenance truck (plus materials)	YES		Per hour	$ 202.55	$ 20.25	$ 222.80	$ 202.73	$ 20.27	$ 223.00
Roller (Flat drum)	YES		Per hour	$ 130.00	$ 13.00	$ 143.00	$ 130.00	$ 13.00	$ 143.00
Sign Truck (plus materials)	YES		Per hour	$ 127.91	$ 12.79	$ 140.70	$ 128.18	$ 12.82	$ 141.00
Water Truck (large)	YES		Per hour	$ 150.00	$ 15.00	$ 165.00	$ 150.00	$ 15.00	$ 165.00
Water Truck (small)	YES		Per hour	$ 106.55	$ 10.65	$ 117.20	$ 107.27	$ 10.73	$ 118.00
Tractor	YES		Per hour	$ 149.27	$ 14.93	$ 164.20	$ 150.00	$ 15.00	$ 165.00
Tractor and slasher / Mower	YES		Per hour	$ 181.27	$ 18.13	$ 199.40	$ 181.82	$ 18.18	$ 200.00
Grader	YES		Per hour	$ 190.00	$ 19.00	$ 209.00	$ 190.91	$ 19.09	$ 210.00
Positrack (Includes attachments)	YES		Per hour	$ 130.00	$ 13.00	$ 143.00	$ 130.00	$ 13.00	$ 143.00
Tool cat (includes attachments)	YES		Per hour	$ 130.00	$ 13.00	$ 143.00	$ 130.00	$ 13.00	$ 143.00
Landfill Compactor Unit	YES		Per hour	$ 308.18	$ 30.82	$ 339.00	$ 308.18	$ 30.82	$ 339.00
Excavator Medium	YES		Per hour	$ 160.00	$ 16.00	$ 176.00	$ 160.00	$ 16.00	$ 176.00
Excavator Small	YES		Per hour	$ 120.00	$ 12.00	$ 132.00	$ 120.00	$ 12.00	$ 132.00
Excavator Large	YES		Per hour	$ 202.73	$ 20.27	$ 223.00	$ 202.73	$ 20.27	$ 223.00
Mowers with Catchers (disposal of waste to be charged at cost)	YES		Per hour	$ 127.91	$ 12.79	$ 140.70	$ 128.18	$ 12.82	$ 141.00
Ride on Mower	YES		Per hour	$ 96.00	$ 9.60	$ 105.60	$ 96.36	$ 9.64	$ 106.00
Variable Message Board	YES		Per day	$ 92.91	$ 9.29	$ 102.20	$ 93.64	$ 9.36	$ 103.00
Trailer Box	YES		Per hour	$ 10.64	$ 1.06	$ 11.70	$ 10.91	$ 1.09	$ 12.00
Trailer Large Car	YES		Per hour	$ 21.36	$ 2.14	$ 23.50	$ 21.82	$ 2.18	$ 24.00
Trailer Heavy Plant	YES		Per hour	$ 37.36	$ 3.74	$ 41.10	$ 38.18	$ 3.82	$ 42.00

Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
Spray Unit excluding chemicals (chemicals at cost at time of purchase)	YES		Per hour	$ 127.91	$ 12.79	$ 140.70	$ 128.18	$ 12.82	$ 141.00
Sanitisation / Graffiti Vehicle (Chemicals at cost price at time of purchase)	YES		Per hour	$ 127.91	$ 12.79	$ 140.70	$ 128.18	$ 12.82	$ 141.00
Irrigation Vehicle (Parts at cost price at time of purchase)	YES		Per hour	$ 127.91	$ 12.79	$ 140.70	$ 128.18	$ 12.82	$ 141.00
4x4 Ute (per hour)	YES		Per hour	$ 90.64	$ 9.06	$ 99.70	$ 90.91	$ 9.09	$ 100.00
2x4 Ute (per hour)	YES		Per hour	$ 74.64	$ 7.46	$ 82.10	$ 75.45	$ 7.55	$ 83.00
Small Sedan (per hour)	YES		Per hour	$ 58.64	$ 5.86	$ 64.50	$ 59.09	$ 5.91	$ 65.00
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.									
Labour (increase CPI)	YES		Per hour	$ 77.14	$ 7.71	$ 84.85	$ 78.18	$ 7.82	$ 86.00
Supervisor (increase CPI)	YES		Per hour	$ 130.55	$ 13.05	$ 143.60	$ 131.82	$ 13.18	$ 145.00
Labour (Time and a half as per EBA) ((increase CPI))	YES		Per hour	$ 115.14	$ 11.51	$ 126.65	$ 116.36	$ 11.64	$ 128.00
Labour (Double time and a half as per EBA) ((increase CPI))	YES		Per hour	$ 153.55	$ 15.35	$ 168.90	$ 155.45	$ 15.55	$ 171.00
Materials									
Plants Town of Port Hedland Nursery									
The Town of Port Hedland sells to wholesale nurseries only and not to private residents.									
Tube Stock	YES		Per item	$ 1.91	$ 0.19	$ 2.10	$ 1.82	$ 0.18	$ 2.00
140mm Pot	YES		Per item	$ 4.73	$ 0.47	$ 5.20	$ 4.55	$ 0.45	$ 5.00
5 Litre Pot	YES		Per item	$ 9.09	$ 0.91	$ 10.00	$ 9.09	$ 0.91	$ 10.00
10 Litre Pot	YES		Per item	$ 18.73	$ 1.87	$ 20.60	$ 19.09	$ 1.91	$ 21.00
20 Litre Pot	YES		Per item	$ 27.27	$ 2.73	$ 30.00	$ 27.27	$ 2.73	$ 30.00
30 Litre Pot	YES		Per item	$ 37.45	$ 3.75	$ 41.20	$ 38.18	$ 3.82	$ 42.00
45 Litre Pot	YES		Per item	$ 131.09	$ 13.11	$ 144.20	$ 131.82	$ 13.18	$ 145.00
Semi Mature trees (1.52m)	YES		Per item	$ 68.18	$ 6.82	$ 75.00	$ 68.18	$ 6.82	$ 75.00
Mature Trees (2m plus)	YES		Per item	$ 136.36	$ 13.64	$ 150.00	$ 136.36	$ 13.64	$ 150.00
Mulch (per cubic metre)	YES		Per item	$ 163.64	$ 16.36	$ 180.00	$ 163.64	$ 16.36	$ 180.00
Nursery Trays Non-return	YES		Per item	$ 1.91	$ 0.19	$ 2.10	$ 1.82	$ 0.18	$ 2.00
Water									
Water (ex standpipe) Cooke point / Murdoch dive Pre Paid (per kilolitre)		YES	Per KL	$ 4.00	$ 0.40	$ 4.40	$ 4.55	$ 0.45	$ 5.00
Note: This charge is cost recovery (including the implementation of a new swipe card system) plus administration. Water billed monthly.									
New / Replacement Standpipe, lighting Key or Swipe Card	YES		Each	$ 45.45	$ 4.55	$ 50.00	$ 45.45	$ 4.55	$ 50.00
New / Replacement swipe card/remote/fob/property/facility keys	YES		Each	$ 95.45	$ 9.55	$ 105.00	$ 95.45	$ 9.55	$ 105.00
TECHNICAL SERVICES									
Description	**Discretionary**	**Regulatory**	**Unit**	**20/21 Fee**	**GST**	**20/21 Total Fee**	**21/22 Fee**	**GST**	**21/22 Total Fee**
General Administration Fee	YES		Per hour	$ 149.27	$ 14.93	$ 164.20	$ 150.62	$ 15.06	$ 170.00
Crossover Application Fee	YES		Per Application	$ 380.00	$ 38.00	$ 418.00	$ 383.42	$ 38.34	$ 425.00
Traffic Count Information Fee	YES		Per hour	$ 149.27	$ 14.93	$ 164.20	$ 150.62	$ 15.06	$ 170.00
Traffic Count Setup Fee	YES		Per hour	$ 95.00	$ 9.50	$ 104.50	$ 95.86	$ 9.59	$ 110.00
Bond Administration Fee	YES		Per Application	$ 149.27	$ 14.93	$ 164.20	$ 150.62	$ 15.06	$ 170.00
RAV Approval Fee (Existing Network)	YES		Per Application	$ 95.00	$ 9.50	$ 104.50	$ 95.86	$ 9.59	$ 110.00
RAV Approval Fee (New Network) (Additional fees will be charged for assessments outside of 100km radius from Civic Centre)	YES		Per Application	$ 380.00	$ 38.00	$ 418.00	$ 383.42	$ 38.34	$ 425.00
Undertaking Works within Road Reserve Fee	YES		Per Application	$ 380.00	$ 38.00	$ 418.00	$ 383.42	$ 38.34	$ 425.00
Signage Approval Fee	YES		Per Application	$ 149.27	$ 14.93	$ 164.20	$ 150.62	$ 15.06	$ 170.00
Inspection Fee per hour	YES		Per hour	$ 95.00	$ 9.50	$ 104.50	$ 95.86	$ 9.59	$ 110.00
Research Fee per hour of part thereof (15min blocks)	YES		Per hour	$ 95.00	$ 9.50	$ 104.50	$ 95.86	$ 9.59	$ 110.00
Subdivision Supervision Inspection Fee (Civil engaged a consulting engineer) Percentage of contract value	YES		Per Project	$ 0.01	$ 0.00	$ 0.02	$ 0.01	$ 0.00	$ 0.02
Subdivision Supervision Inspection Fee (Civil not engaged a consulting engineer) Percentage of contract value	YES		Per Project	$ 0.03	$ 0.00	$ 0.03	$ 0.03	$ 0.00	$ 0.03

Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
Unsealed Road Maintenance Contribution	YES		per tonne per km	$ 0.27	$ 0.03	$ 0.30	$ 0.28	$ 0.03	$ 0.35
Design Service Feeper hour	YES		Per hour	$ 95.00	$ 9.50	$ 104.50	$ 95.86	$ 9.59	$ 110.00
Project Management Feeper hour	YES		Per hour	$ 110.00	$ 11.00	$ 121.00	$ 110.99	$ 11.10	$ 125.00
Verge Bond (kerb, basic treatment)per m2	YES		Per SQM	$ 400.00	$ 40.00	$ 440.00	$ 40.36	$ 4.04	$ 445.00
Verge Bond (kerb, landscaped treatment) per m2	YES		Per SQM	$ 500.00	$ 50.00	$ 550.00	$ 50.45	$ 5.05	$ 555.00
Additional Bond including Footpaths	YES		Per SQM	$ 400.00	$ 40.00	$ 440.00	$ 20.18	$ 2.02	$ 445.00
Powell Road Rail Crossing Access Fee	YES						$ 3,373.33	$ 337.33	$ 3,715.00
Other Bonds to be negotiated for each situation									
CEMETERY FEES									
Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
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			Per grave	$ 1,000.00	$ 100.00	$ 1,100.00	$ 1,000.00	$ 100.00	$ 1,100.00
Administration									
Grant of Right of Burial fee term 25 years	YES		Per term	$ 80.00	$ -	$ 80.00	$ 80.00	$ -	$ 80.00
Registration of re-assignment or bequest of Grant of Right of Burial	YES		Per registration	$ 80.00	$ -	$ 80.00	$ 80.00	$ -	$ 80.00
Plot Fee									
Land for grave 2.75 x 1.5m where directed by ToPH Officer		YES	Per plot	$ 80.00	$ -	$ 80.00	$ 80.00	$ -	$ 80.00
Land for grave 2.75 x 1.5m where selected by applicant		YES	Per plot	$ 160.00	$ -	$ 160.00	$ 160.00	$ -	$ 160.00
Reopen an existing grave	YES		Per request	$ 727.27	$ 72.73	$ 800.00	$ 727.27	$ 72.73	$ 800.00
Exhume remains performed by specialist contractor		YES				POA			POA
Re-interment after exhumation		YES	Each	$ 727.27	$ 72.73	$ 800.00			No charge
Miscellaneous									
Single use monumental masons licence		YES	Each	$ 80.00	$ -	$ 80.00	$ 80.00	$ -	$ 80.00
Monumental masons licence annual		YES	Each	$ 220.00	$ -	$ 220.00	$ 220.00	$ -	$ 220.00
Funeral directors licence annual		YES	Each	$ 220.00	$ -	$ 220.00	$ 220.00	$ -	$ 220.00
Single use funeral permit		YES	Each	$ 80.00	$ -	$ 80.00	$ 80.00	$ -	$ 80.00
Permission to erect a headstone or monument		YES	Each	$ 70.00	$ -	$ 70.00	$ 70.00	$ -	$ 70.00
Permission to enclose grave with kerbing		YES	Each	$ 70.00	$ -	$ 70.00	$ 70.00	$ -	$ 70.00
Placement of ashes		YES	Per placement	$ 100.00	$ -	$ 100.00	$ 100.00	$ -	$ 100.00
Memorial Plaques									
Plaque location reservation fee		YES		$ -	$ -	$ -	$ -	$ -	$ -
Plaque Administration fee	YES		Per plaque	$ 63.64	$ 6.36	$ 70.00	$ 72.73	$ 7.27	$ 80.00
Installation of plaques (per hour, min. 1 hour charge)		YES	Per hour	$ 63.64	$ 6.36	$ 70.00	$ 72.73	$ 7.27	$ 80.00
WASTE MANAGEMENT									
Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
Collection Charges Section 67 Waste Avoidance and Resource Recovery Act 2007									
Classic Bin Service Fee incl. 1 General Waste 240lt Bin Service per week and 1 Recycling 240lt Bin Service per fortnight	NO-(RESIDENTS) YES-(COMMERCIAL)		per waste service	$ 292.50	$ -	$ 292.50	$ 295.00	$ -	$ 295.00
Additional Classic Service incl. 1 General Waste 240lt Bin Service per week and 1 Recycling 240lt Bin Service per fortnight	YES		per waste service	$ 292.50	$ -	$ 292.50	$ 295.00	$ -	$ 295.00
Additional Classic Recycling 240lt Bin and Service per fortnight for residents and existing commercial customers	YES		per waste service	$ 120.00	$ -	$ 120.00	$ 120.00	$ -	$ 120.00
Classic Recycling 240lt Bin and Service per fortnight standalone service	YES		per waste service	$ -	$ -	$ -	$ 195.00	$ -	$ 195.00

Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
Premium Bin Service Fee incl. 1 General Waste 240lt Bin Service per week and 1 Recycling 240lt Bin Service per fortnight (roll in roll out)	NO-(RESIDENTS) YES-(COMMERCIAL)		per waste service	$ 514.80	$ -	$ 514.80	$ 520.00	$ -	$ 520.00
Additional Premium Bin Service Fee incl. 1 General Waste 240lt Bin Service per week and 1 Recycling 240lt Bin Service per fortnight (roll in roll out)	YES		per waste service	$ 514.80	$ -	$ 514.80	$ 520.00	$ -	$ 520.00
Additional Premium Service incl. 1 General Waste 240lt Bin Service per week and 1 Recycling 240lt Bin Service per fortnight (roll in roll out)	YES		per waste service	$ 155.00	$ -	$ 155.00	$ 180.00	$ -	$ 180.00
Premium Recycling 240lt Bin and Service per fortnight standalone service (roll in roll out)	YES		per waste service	$ -	$ -	$ -	$ 300.00	$ -	$ 300.00
Disability and Improvement Plan (DAIP) Bin Service Fee incl. 1 General Waste 240lt Bin Service per week and 1 Recycling 240lt Bin Service per fortnight	YES		per waste service	$ 292.50	$ -	$ 292.50	$ 295.00	$ -	$ 295.00
Bin Delivery / Futile Repair Attempt	YES		per bin	$ 15.00	$ 1.50	$ 16.50	$ 27.27	$ 2.73	$ 30.00
Missed Collection/Additional Service Fee Per Lift	YES		per lift	$ 22.72	$ 2.27	$ 25.00	$ 27.27	$ 2.73	$ 30.00
Bin Replacement (with police report)			per bin			Free/Exempt			Free/Exempt
Bin Replacement (no police report)	YES		per bin	$ 120.00	$ 12.00	$ 132.00	$ 120.00	$ 12.00	$ 132.00
A 20% fee reduction applies to the above collection charges for eligible pensioners under the Pensioners and Seniors Rebate Scheme Rates and Charges (Rebates and Deferments) Act 1992. An eligible pensioner is defined in the Rates and Charges (Rebates and Deferments) Act 1992 section 3(1).									
Waste Facility Fees and Charges									
Residential Domestic Waste									
Residential General Waste (Household Waste) Residential vehicles only Construction & demolition over 1 m3 will be charged at Commercial Construction rate	YES					Free/Exempt			Free/Exempt
Residential Green waste (uncontaminated) Residential Vehicles Only Green waste in commercial quantities will be charged at Commercial Green waste rate	YES					Free/Exempt			Free/Exempt
Residential Asbestos Residential vehicles only maximum 0.5m3 or 8 sheets Asbestos generated from major renovations or in excess of the above will be charged at the commercial asbestos rate	YES					Free/Exempt			Free/Exempt
Sale of deposited items from Landfill									As determined by Manager and approved by the CEO
Industrial and Construction Waste									
Commercial Putrescible Waste Includes MRF residuals. Minimum Charge 1 tonne	YES		Per tonne	$ 77.27	$ 7.73	$ 85.00	$ 101.82	$ 10.18	$ 112.00
Commercial Putrescible Waste. Minimum Charge 1 m^3	YES		Per tonne	$ 90.91	$ 9.09	$ 100.00	$ 45.45	$ 4.55	$ 50.00
Commercial Industrial Waste Mixed loads per tonne Minimum Charge $35	YES		Per m3	$ 113.64	$ 11.36	$ 125.00	$ 148.18	$ 14.82	$ 163.00
Commercial Industrial Waste Mixed loads (per m3)/Minimum Charge 1m3	YES		Per tonne	$ 29.32	$ 2.93	$ 32.25	$ 38.18	$ 3.82	$ 42.00
Bulky Commercial Waste Bulk Bags, unbegged rail grindings,PVC piping, mattresses, oversized items, inflatable air filled items and other lightweight or non-compactable items (per tonne) / Minimum charge 0.5 tonne	YES		Per m3				$ 800.00	$ 80.00	$ 880.00
Clean Timber pallets and clean, contamination free untreated and unpainted timber (per tonne) Strict conditions apply; contaminated material will attract full Contaminated Timber cost. Minimum charge $35	YES		Per tonne	$ 45.45	$ 4.55	$ 50.00	$ 63.64	$ 6.36	$ 70.00
Contaminated Timber including treated and/or painted timber and cable drums (per tonne) Minimum Charge $35	YES		Per tonne				$ 363.64	$ 36.36	$ 400.00
Construction & Demolition Waste Mixed loads per tonne. Minimum Charge $35	YES		Per tonne	$ 113.64	$ 11.36	$ 125.00	$ 148.18	$ 14.82	$ 163.00
*Construction & Demolition Waste Mixed loads per m3. Minimum charge 1m3	YES		Per tonne	$ 113.64	$ 11.36	$ 125.00	$ 148.18	$ 14.82	$ 163.00
Concrete and Bricks sorted, crushed and clean	YES		Per m3	$ 22.73	$ 2.27	$ 25.00	$ 22.73	$ 2.27	$ 25.00
Concrete containing rio/reinforcements	YES		Per tonne				$ 90.91	$ 9.09	$ 100.00
Uncontaminated Metal	YES		Per tonne			Free/Exempt			Free/Exempt
Clean fill	YES		Per tonne			Free/Exempt			Free/Exempt
Drilling Mud Waste Disposal Spadeable (per tonne) Minimum charge one tonne	YES			$ 100.00	$ 10.00	$ 110.00	$ 100.00	$ 10.00	$ 110.00

Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
Clean and Uncontaminated Rail Grindings (per tonne) minimum charge 1 tonne must be contained in bags.	YES		Per tonne				$ 148.18	$ 14.82	$ 163.00
* This charge to apply ONLY when weighbridge is not operational.									
Commercial Green Waste									
Commercial clean Green waste (per tonne) Minimum charge 0.5 tonne	YES		Per tonne	$ 52.73	$ 5.27	$ 58.00	$ 54.55	$ 5.45	$ 60.00
* Green waste (Uncontaminated) commercial contractors per m3. Min Charge 1m3	YES		Per m3	$ 7.27	$ 0.73	$ 8.00	$ 13.64	$ 1.36	$ 15.00
Green waste (Uncontaminated) chipped/shredded	YES					Free/Exempt			Free/Exempt
* This charge to apply ONLY when weighbridge is not operational.									
Vehicle and Related Products									
Metal car bodies (LPG tanks, fuel, oils and batteries removed), metal trailers and metal boats (Each)	YES		Per vehicle			Free/Exempt			Free/Exempt
Boats Non-Metal (each)	YES		Each	$ 90.91	$ 9.09	$ 100.00	$ 90.91	$ 9.09	$ 100.00
Caravans / Buses (each)	YES		Each				$ 90.91	$ 9.09	$ 100.00
Vehicle Batteries Per tonne	YES		Per tonne			Free/Exempt			Free/Exempt
Liquid Waste									
Liquid Waste including septic waste and grease trap waste (per tonne)/Minimum Charge 1 tonne or 1m3	YES		Per tonne	$ 77.27	$ 7.73	$ 85.00	$ 100.91	$ 10.09	$ 111.00
Rubber Products									
Residential Tyres Maximum of 4 passenger or 4x4 vehicle tyres (5 or more tyres considered a commercial load)	YES		Per tonne						Free/Exempt
Commercial Tyres (per tonne)/Minimum charge 1 tonne	YES		Per tonne	$ 600.00	$ 60.00	$ 660.00	$ 600.00	$ 60.00	$ 660.00
Commercial Rubber Products Including Conveyor Belts (per tonne) Minimum charge 1 tonne	YES		Per tonne	$ 600.00	$ 60.00	$ 660.00	$ 800.00	$ 80.00	$ 880.00
Commercial Rubber Products Small (per tonne) Max piece size 1m2 Minimum charge 0.5 tonne	YES		Per tonne	$ 600.00	$ 60.00	$ 660.00	$ 600.00	$ 60.00	$ 660.00
Specialist/Hazardous Disposal									
Confidential Documents/Quarantine Materials for Immediate Burial (per tonne) Minimum charge 1 tonne - Apply Cover Material Fee	YES		Per tonne	$ 163.64	$ 16.36	$ 180.00	$ 218.18	$ 21.82	$ 240.00
Asbestos Waste Disposal (per tonne) for Immediate Burial (per tonne) Minimum charge 1 tonne - Apply Cover Material Fee	YES		Per tonne	$ 184.55	$ 18.45	$ 203.00	$ 218.18	$ 21.82	$ 240.00
Asbestos Pipe and other Bulky Lightweight Immediate Burial Products for (per tonne) Minimum charge 1 tonne - Apply Cover Material Fee	YES		Per tonne				$ 409.09	$ 40.91	$ 450.00
Biomedical, Biological & Clinical Waste disposal R100, R120, R130, R140 (per tonne) Minimum charge 0.5 tonne - Add Cover Material Fee	YES		Per tonne	$ 184.55	$ 18.45	$ 203.00	$ 218.18	$ 21.82	$ 240.00
Contaminated Soil (Class I or II) Minimum charge 1 tonne - Add Cover Material Fee at discretion of Manager	YES		Per tonne	$ 163.64	$ 16.36	$ 180.00	$ 186.36	$ 18.64	$ 205.00
Cover Material (Immediate Burial) Fee Vehicle must re-tare each time and drivers licence to be held as security	YES		Per 3m^3 bucket	$ 15.00	$ 1.50	$ 16.50	$ 45.45	$ 4.55	$ 50.00
Hazardous Waste Analysis (At Manager discretion) Minimum Charge $454.00 Additional analytes at cost plus 15%	YES		Per Analysis	$ 412.73	$ 41.27	$ 454.00	$ 412.73	$ 41.27	$ 454.00
Certificate of Burial	YES		Per tonne				$ 45.45	$ 4.55	$ 50.00
Other Charges									
Specialist materials processing fee demountable buildings, all items requiring specialist processing to compact (per tonne) / Minimum charge 1 tonne	YES		Per tonne	$ 800.00	$ 80.00	$ 880.00	$ 800.00	$ 80.00	$ 880.00
Wash Bay Use Per Vehicle (Rubbish Trucks Only) – (includes cleaning fluid)	YES		Per vehicle	$ 45.45	$ 4.55	$ 50.00	$ 59.09	$ 5.91	$ 65.00
Incorrectly Tipped Waste including relocation/remediation works (per hour) / Minimum charge 1 hour	YES		Per hour	$ 380.00	$ 38.00	$ 418.00	$ 383.64	$ 38.36	$ 422.00
Out of hours operations (per hour) Minimum charge 0.5 hour Notice required	YES		Per hour				$ 909.09	$ 90.91	$ 1,000.00
Administration Fee to reprint weighbridge dockets	YES		Per docket	$ 21.36	$ 2.14	$ 23.50	$ 27.27	$ 2.73	$ 30.00
Commercial Waste Handling Fee (per hour) Minimum charge 15 mins Notice required At discretion of Manager Waste Operations	YES		Per hour				$ 383.64	$ 38.36	$ 422.00

Description	Discretionary	Regulatory	Unit	20/21 Fee	GST	20/21 Total Fee	21/22 Fee	GST	21/22 Total Fee
Off-loading fee using forklift (per hour) Minimum charge 15 mins Notice required At discretion of Manager Waste Operations	YES		Per hour				$ 909.09	$ 90.91	$ 1,000.00
Off-loading Fee using Front End Loader (per hour) Minimum charge 15 mins Notice required At discretion of Manager Waste Operations	YES		Per hour				$ 909.09	$ 90.91	$ 1,000.00
All Hazardous Waste must be PRE-APPROVED by the Co-Ordinator Works & Services -Operations as acceptable waste to Class II Landfill Standard									
LEASING									
Description	**Discretionary**	**Regulatory**	**Unit**	**20/21 Fee**	**GST**	**20/21 Total Fee**	**21/22 Fee**	**GST**	**21/22 Total Fee**
Lease Fee/Rent payable									
Standard Community Lease				$ 181.82	$ 18.18	$ 200.00	$ 181.82	$ 18.18	$ 200.00

Town of Port Hedland

Policy

1/015 Livestreaming and Recording of Council Meetings

Objective

The objective of this policy is to permit livestreaming and audio/visual recording of Council Meetings, to enhance the accessibility of the proceedings of the Council and ensure the accuracy of minute taking.

Content

1. *Purpose of Livestreaming and Recording of Meetings*

Proceedings of Meetings will be livestreamed and audio/video recorded for the following purposes:

- to enhance accessibility to the proceedings and decision making of Council;
- to assist in the preparation of minutes;
- to ensure decisions are accurately recorded;
- to verify the accuracy of minutes prior to their confirmation; and
- to meet the objects of the *Freedom of Information Act 1992*.

2. *Public Notification of Recording of Meetings*

The Presiding Officer is to make a statement at the commencement of each Meeting that is livestreamed and/or recorded advising members of the public in attendance that the Meeting is to be livestreamed and/or recorded.

A notice advising the Meeting is to be livestreamed and/or recorded is to be published on:

- Meeting agendas;
- notices at the entry to the Meeting venue;
- Public Question and Public Statement Time forms; and
- the Town's website.

3. *Storage of Recordings*

Video and audio recordings of the entire Meeting will be stored in accordance with *State Records Act 2000* and General Disposal Authority (GDA) 2010. Webcasts of previous meetings are to be made available on the Town's website.

4. *Access to Recordings*

The video and audio recordings of Meetings will be provided on the Town's website together, with the minutes of the meeting as soon as practicable and within 14

Style Definition: Heading 2,2. Policy Title
Deleted: and Committee
Deleted: set out how audio and live streaming recordings of Council and Committee meetings are created, stored, used, accessed and disposed of in accordance with legislative and policy requirements.
Deleted: *Audio*
Deleted: s
Deleted: Audio
Deleted: ings of Council and Committees meetings will be
Deleted: of
Deleted: ing
Deleted: ing
Deleted: ing
Deleted: compliance
Deleted: with
Deleted: 2. *Purpose of Recording Council Meetings via w*
Deleted: 3
Deleted: Council Meetings:¶
Deleted: Advice will be provided to
Deleted: the
Deleted: attending meetings of the Council, Committees of
Deleted: that the meeting is to be livestreamend and an
Deleted: and that their voice and details may be released
Deleted: ~~'This meeting is being recorded on audio tape~~
Deleted: advice will be displayed in the following manner
Deleted: for meetings of Council, Electors and Committees
Deleted: On
Deleted: Council Chambers or place where meetings are
Deleted: On paperwork associated with
Deleted: On the Town of Port Hedland
Deleted: ; and
Deleted: <#>Verbally by the Chairperson Presiding Mem
Deleted: 4
Deleted: *and requests for recordings*
Deleted: A
Deleted: and live streaming
Deleted: m
Deleted: *Any request application for access to audio*
Deleted: Access to audio recordings:¶
Deleted: copies
Deleted: Council, Council and Committee and Elector
Deleted: available to the public
Deleted: written record of that
Deleted: , free of charge.
Deleted: 0

Town of Port Hedland

Policy

working days of the meeting. In the event of technical failures and recordings are inaudible, a notice will be published on the website to that effect.

Any application for access to recordings of meetings not made available on the Town's website will be considered in accordance with the *Freedom of Information Act 1992*.

This policy does not limit any person's access to public records under the *Freedom of Information Act 1992*.

Definitions

"Meetings" may include meetings of Council, Council Committees and Electors.

"Livestreaming" means any recording made by any electronic device capable of transmitting or receiving video and audio coverage of an event over the internet.

"Recording" means any recording made by any electronic device capable of recording video and/or sound.

Relevant legislation	*State Records Act 2000* *General Disposal Authority (GDA) 2010* *Local Government Act 1995* *Freedom of Information Act 1992* *ToPH Local Law on Standing Orders*
Delegated authority	Nil
Business unit	Governance
Directorate	Corporate & Performance

Governance to complete this section			
Version Control	Version No.	Resolution No.	Adoption date
	V01 V02 V03 V04	201213/189 201516/236 CM201718/093	28 November 2012 25 May 2016 22 November 2017
Review frequency	3 Yearly		

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.*

Deleted: relevant Council or Committee

Deleted: Where

Deleted: difficulties ensue

Deleted: Access to live streaming¶
¶

Deleted: *"Audio recording"* Means any recording made by any electronic device capable of recording sound. This includes but is not limited to recordings made by video camera, cassette recorder, or DAT recorder, and stored on compact disc (CD), Digital Audio Tape (DAT), or in any other format (such as WAV, MP3, etc).¶
¶

Deleted: *S*

Deleted: M

Deleted: ¶
This policy does not impinge on any person's access to publi records under the *Freedom of Information Act*
Page Break

Deleted: Annually

Deleted: ¶

Town of Port Hedland

Policy

4/006 Elections – Caretaker Period

Objective

The objective of this policy is to ensure the Town's activities and those of Elected Members are undertaken in a manner that maintains a high standard of integrity during local government election periods.

The primary objective of this Policy is to ensure the Council of the Town of Port Hedland makes no major decisions, prior to election, that would bind an incoming Council, prevents the use of public resources in ways that are seen as advantageous to, or promote sitting Elected Members seeking re-election, or any other candidates, and that the Town of Port Hedland administration acts impartially in relation to all candidates seeking election.

This Policy applies during a 'Caretaker Period' (see below for definition) to cover:

a. Decisions made by the Council;
b. Materials authorised by the Council for publication by the Town;
c. Attendance and participation in functions and events;
d. Use of the Town's resources;
e. Access to Council information.

Part 1 - Introduction

1.1 Application

This Caretaker Policy applies to Elected Members, candidates, employees and volunteers of, and contractors to the Town of Port Hedland.

1.2 Scheduling Consideration of Major Policy Decisions

So far as is reasonably practicable, the Chief Executive Officer should avoid scheduling major policy decisions for consideration during a Caretaker Period, and instead ensure that such decisions are recommended either:

a. prior to the commencement of the Caretaker Period; or
b. scheduled for determination by the incoming Council.

Where extraordinary circumstances prevail, the Chief Executive Officer may submit a major policy decision to the Council in accordance with Part 3 of this policy.

Style Definition: Heading 2,2. Policy Title
Deleted: continues to supports
Deleted: avoid
Deleted: ing
Deleted: promoting, the
Deleted: who are
Deleted: new
Deleted: ensuring
Deleted: that are
Deleted: published
Deleted: electoral
Deleted: and
Deleted: Considered by the Council
Deleted: S

Town of Port Hedland Policy

1.3 Decision Made Prior to a Caretaker Period

This Policy only applies to actual decisions made during a Caretaker Period, not the announcement of decisions made prior to the Caretaker Period. Whilst the announcement of earlier decisions may be made during a Caretaker Period, as far as practicable any such announcements should be made before the Caretaker Period begins.

All documentation prepared for Council meetings must be authorised by the Chief Executive Officer to ensure no agenda item is included that is likely in the opinion of the Chief Executive Officer to influence voters' intentions at the forthcoming election or which would likely be used by a candidate for Mayor and/or Councillor for the purpose of canvassing votes.

Elected Members commit to refraining from moving motions or raising matters at a meeting that could potentially be considered an electoral matter.

Part 2 – Implementation of Caretaker Practices

2.1 Role of the Chief Executive Officer in Implementing Caretaker Practices

The role of the Chief Executive Officer is to implement the caretaker practices outlined in this policy and ensure as far as possible, that all Elected Members and Town employees are aware of the Caretaker Policy and practices 30 days prior to the start of the Caretaker Period.

~~b. Unless extraordinary circumstances prevail, the Chief Executive Officer must ensure that any major policy initiatives or significant decisions to be considered by the Council are scheduled for Council resolution prior to the commencement of the Caretaker Period or deferred for determination after the cessation of the Caretake Period by the incoming Council.~~

~~c. The Chief Executive Officer will endeavour to make sure all announcements regarding decisions made by the Council prior to the Caretaker Period, are publicised prior to the Caretaker Period and that further publicity of such announcements does not take place for the duration of the Caretaker Period.~~

Deleted: will
Deleted: carefully vetted
Deleted: that
Deleted: could potentially
Deleted: of
Deleted: could encourage
Deleted: candidates to use the item as part
Deleted: their electioneering

Deleted: in
Deleted: ing
Deleted: is as follows:¶ ¶ a. The Chief Executive Officer will
Deleted: officers
Deleted: The
Deleted: will
Deleted: as far as possible,
Deleted: required
Deleted: where appropriate
Commented [JB1]: This is dealt with in clause 1.2
Deleted:
Commented [JB2]: This is dealt with in clause 1.3

Town of Port Hedland

Policy

Part 3 – Extraordinary Circumstances Requiring Exemption

3.1 Extraordinary Circumstances

The Chief Executive Officer may, where extraordinary circumstances prevail, permit a matter defined as a 'major policy decision' to be submitted to the Council. The Chief Executive Officer is to have regard to a number of circumstances, including but not limited to:

a. Whether the decision is significant;
b. The urgency of the issue (that is - can it wait until after the election);
c. The possibility of legal and/or financial implications of a deferred decision;
d. Whether the decision is likely to be controversial;
e. The best interests of the Town of Port Hedland; and
f. The Public Interest.

Deleted: repercussions
Deleted: if it is deferred
Deleted: and

3.2 Appointment or Removal of the Chief Executive Officer

A Chief Executive Officer may not be appointed or dismissed during a Caretaker Period unless in the case of an emergency, the Council may appoint an Acting Chief Executive Officer, or suspend the current Chief Executive Officer (in accordance with the terms of their contract), pending the election, after which date a permanent decision can be made.

Deleted: Whilst the definitions of this policy establishes that a
Deleted: act to

Part 4 - Caretaker Statement

To ensure the Council complies with the commitment to appropriate decision making during the Caretaker Period, a Caretaker Statement will be included in every report submitted to the Council for a decision recommended to be taken throughout the duration of the Caretake Period. The Caretaker Statement will specify one of the following:

a. "The recommended decision is not a 'Major Policy Decision' within the context of Council Policy 4/006 'Elections - Caretaker Policy'."

b. "The recommended decision is a 'Major Policy Decision' within the context of Council Policy 4/006 'Elections – Caretaker Policy', however an exemption is recommended because of the following extraordinary circumstance(s), which must be followed by the details of the applicable extraordinary circumstance(s)".

Deleted: ;
Deleted: should
Deleted: be made due to
Deleted: (insert the circumstances for making the exemption)

Town of Port Hedland

Policy

Part 5 – Town Of Port Hedland Publications

5.1 Prohibition on Publishing Local Government Electoral Material

The Town shall not print, publish or distribute, or cause, permit or authorise others to print, publish or distribute on behalf of the Town by any means any publication, including but not limited to advertisement, handbill, pamphlet, notice, digital communication or voice message that contains 'electoral material' during the Caretaker Period.

5.2 Electoral Material Relevant to Prohibition

Without limiting the generality of the definition of 'electoral material', material will be considered to be intended or likely to affect voting in the election if it contains an express or implicit reference to, or comment on:

a. The election; or

b. A candidate in the election; or

c. An issue submitted to, or otherwise before, the voters in connection with the election.

5.3 Candidate and/or Elected Member Publications

Candidates and/or Elected Members are permitted to publish campaign material on their own behalf but cannot claim for that material to be originating from or authorised by the Town. For example, use of the Town of Port Hedland crest or logo is prohibited from use of any of the Town's photographs or images.

5.4 Election Announcements

This policy does not prevent publications by the Town which merely announce the holding of the election or relate only to the conduct of the election.

5.5 Town of Port Hedland Publications

Any reference to Elected Members or any other candidates for the relevant election in the Town's publications printed, published or distributed during the Caretaker Period must not include promotional text. All Town publications that are subject to this policy must be approved by the Chief Executive Officer to ensure that any circulated, displayed or otherwise publicly available material during the Caretaker Period does not contain material that may be construed as 'electoral material'.

Deleted: or

Deleted: as is

Deleted: process itself

Deleted: seeking

Deleted: for which the election the Caretaker Period applies

Deleted: Any

Deleted: of the

Deleted: 's

Deleted: potentially affected by

Deleted: will

Deleted: reviewed

Town of Port Hedland Policy

5.6 Town of Port Hedland Website

During the Caretaker Period the Town's website will not contain any material which is precluded by this policy. All references to the election must relate only to the conduct of the election. Information relating to those Elected Members standing as candidates in the relevant election will be restricted to names, contact details, titles, membership of Council committees and other bodies to which they have been appointed to by the Council. Information about candidates, including Elected Members seeking re-election, on the Town's website will be restricted to their candidate profiles only.

Deleted: Any
Deleted: will
Deleted: only
Deleted: process
Deleted: about
Deleted: eeking re-
Deleted: for the election to which the Caretake Policy applies
Deleted: special

Part 6 - Public Consultation during the Caretaker Period

6.1 Prohibition

It is prohibited under this policy for public consultation to be undertaken during the Caretaker Period (either new consultation or existing) on an issue which is contentious, unless the consultation is a mandatory statutory process or such extraordinary circumstances exist, and for which prior approval is provided by the Chief Executive Officer.

Deleted: given

Part 7 - Attendance and Participation at Events / Functions / Meetings

7.1 Public Events Hosted by External Bodies

Elected Members may continue to attend events and functions hosted by external bodies during the Caretaker Period.

Commented [JB3]: A consequential amendment to the Elected Member Allowance Facilities and Expenses Policy wil be required. This is consistent with the policy position of othe local governments.

7.2 Town of Port Hedland Organised Civic Events/Functions

Civic events and functions organised by the Town and held during the Caretaker Period will be limited to only those essential to the operation of the Town or for which there is an over-riding public interest to convene. Such events and functions must not in any way be associated with any issues considered topical and relevant to the election. All declared candidates are to be invited to civic events and functions organised by the Town during the Caretaker Period, however, only sitting Elected Members will be formally acknowledged at such events and functions.

Deleted: /
Deleted: reduced
Deleted: , and should
Deleted: known
Deleted: /
Deleted: /

7.3 Addresses by Elected Members

Elected Members who are also candidates in the relevant election, will not be authorised and should not otherwise make speeches at or address events and/or functions organised or sponsored by the Town during the Caretaker Period.

~~Elected Members may make short welcome speeches at events and functions~~

Deleted: that
Deleted: for
Deleted: for which the Caretaker Policy applies
Deleted: , where possible, be permitted to
Deleted: es at
Deleted: /

Town of Port Hedland

Policy

~~organised or sponsored by the Town during the Caretaker Period subject to prior approval of the Chief Executive Officer.~~

7.4 Delegates to Community and Advisory Groups

Elected Members appointed to community groups, advisory groups and other external organisations as representatives of the Council shall not use their attendance at meetings of such groups to either recruit volunteers or otherwise seek assistance with election campaigning or to promote their personal or other candidates' election campaigns.

7.5 Questions and Statements at Council or Committee Meetings

All candidates, including Elected Members seeking re-election at the relevant election, must declare they are a candidate for the upcoming election prior to asking questions or making a statement at Council or Committee Meetings.

Part 8 - The Use of Town Of Port Hedland Resources

The *Town of Port Hedland Code of Conduct* provides that the Town's resources are only to be utilised for authorised activities. It should be noted that the prohibition on the use of the Town's resources for electoral purposes is not restricted to the Caretaker Period.

The Town's staff must not be asked to undertake any tasks connected directly or indirectly with an election campaign and should avoid assisting Elected Members in ways that may create a perception that they are being used for election purposes. In any circumstances where the use of Town resources may be construed as being related to a candidate's election campaign, advice is to be sought from the Chief Executive Officer.

Photogrphs, videos or images taken by, or provided by the Town are not to be used by candidates for the purposes for electioneering or in support of their election campaign. This applies equally to images on the Town's website that may be able to be copied and subject to copyright.

General correspondence addressed to Elected Members will be answered as usual. However, Elected Members will only sign necessary minimum correspondence during the Caretaker Period. Correspondence in respect to significant, sensitive or matters likely to be contentious that would otherwise be signed off by an Elected Member on behalf of the Town it to be forwarded to the Chief Executive Officer for consideration and signing.

Commented [JB4]: This is inconsistent with the previous sentence

Deleted: Town

Deleted: recruit

Deleted: electoral

Deleted: electoral

Deleted: whether current

Deleted: for which the Caretake Period applies

Deleted: or not

Deleted: are required to

Deleted: that

Deleted: *Local Government (Rules of Conduct) Regulations 2007*

Deleted: (for example including but not limited to – prohibits the use of employees for personal tasks and prohibits the use of equipment, stationery, or hospitality for non-Council business). This includes the use of resources for electoral election purposes

Deleted: could

Deleted: electoral

Deleted: might

Deleted: Elected Members

Deleted: c

Deleted: p

Deleted: controversial

Deleted: our

Deleted: should be

Town of Port Hedland

Policy

Part 9 - Access to Council Information and Assistance

9.1 Elected Members Access to Information

During a Caretaker Period, Elected Members are able to access Council information relevant to the performance of their functions as an Elected Member in the usual course. However, the provision of such access to information is to be exercised with caution and limited to matters the Council is considering formally and subject to the approval of the Chief Executive Officer. Such information so accessed must not be used for election purposes. Nothing in this Policy limit the entitlement of access to information available to Elected Members, candidates, any other person or organisation under the *Freedom of Information Act 1992*.

9.2 Electoral Information and Assistance

All candidates will have equal access to public information and information relevant to the conduct of the election from the Town administration. ~~Information, briefing material and advice prepared or secured by Town officers for an Elected Member must be necessary to the carrying out of the Elected Member's role and must not be related to election issues that might be perceived to be of an electoral nature (refer to Part 8 of this policy).~~

All advice provided to candidates as part of the conduct of the local government election will be provided equally to all candidates. The extent of assistance the Town will make available will be authorised by the Chief Executive Officer (or the Returning Officer), documented and communicated to candidates in advance of the commencement of the Caretaker Period. ~~Types of assistance may include advice on manipulation of electoral roll data and interpretation of legislative requirements, amongst other matters.~~

Candidates may obtain advice or assistance from the Western Australian Electoral Commission (WAEC) as it is responsible for the overall conduct of the Town of Port Hedland council elections.

9.3 Information Request Register

An Information Request Register will be maintained by the Chief Executive Officer during the Caretaker Period. This Register will be published on the Town's website, and record requests for information made by Elected Members and candidates, and the response provided to those requests, during the Caretaker Period. Town officers will be required to provide details of requests to the Chief Executive Officer for inclusion in the Register.

Page 7 of 10

Deleted: this
Deleted: should
Deleted: that
Deleted: dealing with within the objectives and intent of this policy. Any
Deleted: Council
Deleted: with respect to
Deleted: rights to
Deleted: , such as the electoral rolls (draft or past rolls)
Deleted: their
Deleted: campaigns
Commented [JB6]: This is a repetition of the previous provision.
Deleted: Any assistance and
Deleted: types
Deleted: that
Deleted: are
Deleted:
Deleted: c
Deleted: p
Commented [JB7]: This is not necessary for a policy document
Deleted: they
Deleted: are
Deleted: y
Deleted: managing
Deleted: a public document
Deleted: that records all r
Deleted: given

Town of Port Hedland Policy

9.4 Media Advice

Any requests for media advice or assistance from Elected Members during the Caretaker Period will be referred to the Chief Executive Officer. No media advice will be provided in relation to election issues nor in regard to publicity that involves specific Elected Members. If satisfied that advice sought by an Elected Member during the Caretaker Period does not relate to the election or publicity involving any specific Elected Member(s), the Chief Executive Officer may authorise the provision of a response to such a request.

9.5 Publicity Campaigns

During the Caretaker Period, publicity campaigns are to be limited to those related to the conduct of the election, for the purpose of promoting the day-to-day activities of the Town and for emergency and urgent community need, subject to the approval of the Chief Executive Officer.

~~*9.6 Media Attention*~~

~~Elected Members will not use their position as an elected representative or their access to Town officers or resources to gain media attention in support of their or any other candidate's election campaign.~~

~~*9.7 Town of Port Hedland Employees*~~

~~During the Caretaker Period no Town employee may make any public statement that relates to an election issue unless the statements have been approved by the Chief Executive Officer.~~

~~*9.8 Election Process Enquiries*~~

~~All election process enquiries from candidates, whether current Elected Members or not, will be directed to the Returning Officer or, where the matter is outside of the responsibilities of the Returning Officer, to the Western Australian Electoral Commission.~~

Definitions

'Candidate' means an enrolled elector standing for election for the office of Mayor and/or Councillor of the Council of the Town of Port Hedland.

'Caretaker Period' means the period of time when the caretaker practices are in place prior to the election. The caretaker practices will apply from the close of nominations, being 37 days prior to the Election Day in accordance with Section 4.49(a) of the *Local Government Act 1995*, until 6pm on Election Day.

Page 8 of 10

Deleted: , other than for the purpose of conducting (and promoting)

Deleted:

Deleted: will be avoided wherever possible. Where a publicity campaign is deemed necessary for a Town activity, it must be approved by the

Deleted: . In any event, the Town's publicity during the Caretaker Period will be restricted to communicating normal Town activities and initiatives

Commented [JB8]: This is likely to be inconsistent with the High Court's views on freedom of political expression

Commented [JB9]: The LG Act only permits the CEO to speak on behalf of the Town (if authorised by the Mayor).

Commented [JB10]: This is inconsistent with cl 9.2

Town of Port Hedland

Policy

'Elected Member' means a serving Mayor, Deputy Mayor or Councillor elected at the preceding election or special election.

'Election Day' means the day fixed under the *Local Government Act 1995* for the holding of any poll needed for an election.

'Electoral Material' means but is not limited to any digital communications, advertisement, handbill, pamphlet, notice, letter or article that is intended or calculated to affect the result in an election but does not include:

(a) An advertisement in a newspaper announcing the holding of a meeting in accordance with Section 4.87(3) of the *Local Government Act 1995*.

(b) ~~Any materials exempted under Regulation 78 of the *Local Government (Elections) Regulations 1997*;~~

(c) Any materials produced by the Town relating to the conduct of the election by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.

'Events and Functions' means a concert, conference, function, sporting event, or an occasion of a kind prescribed in the regulation (s5.90A(1) of the *Local Government Act 1995*); or an official ceremony or a formal social event, such as a party or a special meal, at which a large number of people are usually present.

'Local Government Election' means all ordinary and extraordinary Mayoral and Councillor elections.

'Major Policy Decision' means any:

(a) Decisions relating to the employment, termination or remuneration of the Chief Executive Officer or any other designated senior officer, other than a decision to appoint an Acting or Deputy Chief Executive Officer, or suspend the current Chief Executive Officer (in accordance with the terms of their contract), pending the election.

(b) Decisions relating to the Town entering into a sponsorship arrangement with a total Town contribution value exceeding $10,000 (excluding GST).

(c) Irrevocable decisions that commit the Town to substantial expenditure or significant actions, such as that which might be brought about through a Notice of Motion by an Elected Member.

(d) Irrevocable decisions that will have a significant impact on the Town of Port Hedland or the community.

(e) Reports requested or initiated by an Elected Member, candidate or member of the public that, in the Chief Executive Officer's opinion, may be perceived within the general community as an election issue that reflects upon the Council's decision-making process, and has the potential to call into question whether decisions are soundly based and in the best interests of the community.

Page 9 of 10

Commented [JB11]: This regulation relates to electoral material that is not required to be authorised and not relevant to the definition for the purposes of this policy.

Deleted: process

Commented [JB12]: This has been modified to reflect the definitions in the Attendance at Events Policy.

Deleted: gatherings of internal and external stakeholders to discuss, review, acknowledge, communicate, celebrate or promote a program, strategy or issue which is of relevance to the Town and stakeholders and may take the form of conferences, workshops, forums, launches, promotional activities, social occasions such as dinners and receptions.

Deleted: and Mayoral

Deleted: electoral

Town of Port Hedland

Policy

'Public Consultation' means a process which involves an invitation to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy.

'Relevant Election' means the election to which the Caretaker Period applies.

Relevant legislation	*Local Government Act 1995 Part 4* *Local Government (Elections) Regulations 1996*
Delegated authority	-
Business unit	Governance
Directorate	Corporate Services

Governance to complete this section			
Version Control	Version No.	Resolution No.	Adoption date
	V01 V02 V03	- CM201617/203	28 August 2013 24 May 2017
Review frequency	Prior to any 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.*

Formatted: Font: Bold, Italic

Deleted: and Performa

Deleted: nce

Deleted: Annually

Town of Port Hedland

Policy

4/010 Elected Member Professional Development

1. Objective

The purpose of this policy is to provide direction to Elected Members in relation to continuing professional development and training programs available to enhance and improve the skills necessary to perform their role and function as an Elected Members. This policy satisfies s5.128 of the *Local Government Act 1995*, which requires each local government to prepare and adopt a policy in relation to the continuing professional development of council members

2. Policy Statement

2.1 Professional Development

2.1.1 Commitment to continuing professional development and training

Elected Members play an integral leadership role in the development, communication and representation of the Town's strategic direction, policies, and programs. Continuing professional development for Elected Members contributes to effective community representation and leadership, and a positive presentation of the Council and Town.

2.1.2 Personal development

Elected Members are encouraged to identify individual and group personal development needs to enhance their effectiveness. As the needs of individual Elected Members may vary, each Elected Member is encouraged to seek the assistance of the Chief Executive Officer (CEO) in assessing their particular requirements and in identifying appropriate courses, seminars and training to meet those needs.

2.1.3 Mandatory training

Each Elected Member must complete mandatory training as prescribed in reg.35 of the *Local Government (Administration) Regulation 1996* (the Regulation) unless an exemption granted by reg.36 of the Regulation applies.

2.1.4 Conferences, seminars and forums

Council may authorise Elected Members to attend a conference, seminar or forum where it is demonstrated that attendance will provide for the ongoing professional development of the Elected Members in their role.

Town of Port Hedland Policy

Elected Members are authorised to attend training sessions, seminars and conferences relevant to their role and responsibilities, provided by the following organisations:

a) Western Australian Local Government Association (WALGA);
b) Australian Institute of Management (AIMWA);
c) Australian Institute of Company Directors;
d) Pilbara Kimberley Joint Forum.

In addition, Elected Members may attend team building exercises, training sessions, conferences and events approved by the Chief Executive Officer (CEO) and the Mayor in disciplines including but not limited to leadership, financial management, corporate governance, communications, integrated planning and corporate strategic planning.

Applications to attend interstate and overseas conferences, seminars, forums, or similar events under this policy must be approved by Council on a case by case basis.

2.1.5 Funding

Council allocates funds in the Town's budget to meet the costs of attendance, registration fees, travel and accommodation for Elected Members to participate in training, conferences, seminars, forums and other events. Elected Members authorised to attend these events may have the cost met in accordance with *Policy 4/008 Elected Member Allowances Facilities and Expenses* up to an amount not exceeding the annual budget allocation for each Elected Member without further authorisation by Council.

Where a request for professional development or training cannot be met within the budget allocation, the Mayor and CEO may approve a reallocation of funds from an alternative area of the budget, subject to the final approval of Council as part of the Budget Review process.

2.1.5 Training during caretaker period and after Local Government Elections

Attendance of Elected Members standing for re-election may be approved to attend training and conferences during the caretaker period as prescribed by *Policy 4/006 Elections – Caretaker Period*.

Deleted: D

Commented [JB1]: This aligns the policy with the Elections Caretaker Period Policy (4/006)

Deleted: , training and conferences will not be approved for Elected Members standing for re-election at that election

Upon commencement of office, each Elected Member will be provided with the opportunity to attend WALGA introductory training sessions. This will also be offered to all other Elected Members as refresher training where the training is held in Port Hedland.

Town of Port Hedland

Policy

2.2. Dispute Resolution

Any disputes relating to this policy will be referred to the CEO in the first instance. In the event the Elected Member and CEO cannot reach an agreement, the matter will be reported to the Council for resolution.

Definitions

Nil

Relevant legislation	*Local Government Act 1995* *Local Government (Administration) Regulations 1996*
Delegated authority	N/A
Business unit	Governance
Directorate	Corporate Services

Governance to complete this section			
Version Control	Version No.	Resolution No.	Adoption date
	V01	CM201718/110	13 December 2017
	V02	CM201819/007	25 July 2018
	V03	CM201819/034	26 September 2018
	V04	CM202021/119	24 February 2021
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.*

Governance - Status of Council Decisions

	Date of Meeting	Meeting Type	Decision Number	Item Title	Decision of Council	% Complete
1084	**26/03/14**	OCM	201314/282	11.2.1 Proposed Relocation of the South Hedland Waste Management Facility (File No.: 31/13/0002)	That Council: 1. Note that the remaining disposal capacity of the South Hedland Waste Management Facility is predicted to be consumed within six to 16 years; 2. Endorse an indicative final landform height for the South Hedland Waste Management Facility of RL 28, extending the minimum estimated remaining life of the facility to approximately eight years; 3. Request the Chief Executive Officer, or his delegate(s), undertake additional community engagement to determine a preferred redevelopment option for the existing South Hedland Waste Management Facility site once the facility is closed and site rehabilitated; 4. Request the Chief Executive Officer, or his delegate(s), develop a Landfill Closure Plan and a Rehabilitation and Aftercare Management Plan for the South Hedland Waste Management Facility based on the adoption of a preferred final landform and the proposed post closure land use; 5. Note that the preferred location for a new waste management facility is undeveloped Crown land on the northern section of Lot 203 Great Northern Highway, approximately 12km south west of Port Hedland; 6. Request that the Chief Executive Officer, or his delegate(s), undertake waste strategy, planning, environmental and heritage studies necessary to support acquisition and development of the preferred site for waste management purposes; 7. Note advice from the Department of Regulation that applications for new landfill facilities are currently regulated in accordance with the Victorian EPA document entitled 'Best Practice Environmental Management- Siting, Design, Operation and Rehabilitation of Landfills, September 2010' which requires development of lined cells to a minimum Class III standard; and 8. Request that the Chief Executive Officer, or his delegate(s), request permission from the Department of Planning to use remaining Northern Planning Program grant monies to fund detailed site assessment studies of the preferred site. CARRIED 8/0	10%
2087	**23/04/18**	OCM	CM201718/190	11.3.1Staff Housing Renewal Program	That with respect to the Capital Staff Housing Renewal Program, Council, 1.Approve to dispose of four residential properties as listed by way of sale at auction; a)4 Janice Way South Hedland; b)12 Janice Way South Hedland; c)18 Logue Court South Hedland; and d)3 Mitchie Crescent South Hedland. 2.Support the reserve sale price listing of each property as the lower level of the market range provided in the sales appraisals; 3.Approve that all revenue from the sale of the properties be set aside in the Housing Reserve to fund the next three years of the staff housing renewal program; and 4.Delegate authority to the CEO to enter in to negotiations on behalf of the Town should the sale value of any property not meet the agreed upon reserve. CARRIED 7/0	85%

Date of Meeting	Meeting Type	Decision Number	Item Title	Decision of Council	% Complete
13/02/19	OCM	CM201819/116	11.2.4 Provision of Child Care	MOVED:DM NEWBERYSECONDED: CR MCDONOGH That Council: 1.Note the results of the child care waiting list audit and associated report; 2.Endorse the following short-term measures to reduce the current child care waiting lists in Port Hedland: a.Re-activation of the South Hedland TAFE child care centre subject to successful tenure negotiations and the receipt of external partnership funding to deliver the required capital works; b.Subject to the provision of a detailed business case, conversion the Port Hedland Library to child care spaces; c.Preparation of a local planning policy that exempts Family Day Care businesses from the requirement to obtain a Home Business planning approval from the Town where the Family Day Care proposal meets the following criteria: i)Complies with all Education and Care National regulations 2012 ii)Does not display any advertising signage greater than 0.2m² iii)Does not employ any persons that do not live at the property iv)Does not operate outside of 7am – 7pm Monday – Saturday in line with Environmental Protection (Noise) Regulations 1997 v)Involves pickup / drop-off areas located wholly within lot boundaries of the property; d.Investigation of the viability for the Town to deliver after school programming and activities for primary school aged children; e.Work with key industry stakeholders and the community to develop and implement Town of Port Hedland Child care strategic plan; and 3.Investigate long term child care infrastructure options as part of the MacGregor Park and JD Hardie master planning processes. 4.Investigate library options part of the McGregor Street multipurpose building in the future. CARRIED 7/0	90%
2258					
13/02/19	OCM	CM201819/124	11.2.2Proposed Dedication of a portion of Redbank Road, Port Hedland	MOVED: CR PITT SECONDED: CR MCDONOGH That Council, pursuant to Section 56 of the Land Administration Act 1997 resolves to: 1.Support the proposed dedication of a portion of Redbank Road as shown in Attachment 1, subject to the road area being de-proclaimed from port land; 2.Indemnify the Minister for Lands against any claim for compensation in accordance with section 56(4) of the Land Administration Act 1997; 3.Advise the Pilbara Ports Authority (PPA) that all costs associated with the proposed dedication, including survey costs, will be payable by the PPA; and 4.Advise the Department of Planning, Lands and Heritage of the Council's resolution in accordance with section 56(2) of the Land Administration Act 1997. CARRIED 7/0	99%
2265					

	Date of Meeting	Meeting Type	Decision Number	Item Title	Decision of Council	% Complete
2297	**27/03/19**	OCM	CM201819/158	11.2.1Phasing out Single Use Plastics (File No. 11/01/0005)	MOVED: CR ARIF SECONDED: CR HEBBARD That Council: 1.Develop a strategy to phase out the use of single use plastic items across all facets of Town of Port Hedland (Town) business operations over a 12 to 24 month period; and 2.Develop a policy to ban the use of single use plastic at events conducted on Town property. CARRIED 8/1 For: Cr Arif, Cr McDonogh, Mayor Blanco, Cr Hebbard, Cr Carter Cr Whitwell, Cr Pitt, DM Newbery Against: Cr Daccache	60%
2299	**27/03/19**	OCM	CM201819/160	11.3.1Award of RFT 2018-41 Public Place Bin Enclosure Design, Manufacture and Supply	MOVED: CR MCDONOGH SECONDED: CR ARIF That Council endorse the recommendation of the evaluation panel and award RFT 2018 – 41 Public Place Bin Enclosure Design, Manufacture and Supply to GCI Group Pty Ltd for an estimate contract value of $581,488.81 excluding GST over the duration of the contract term of five (5) years. CARRIED 9/0	70%
2420	**28/08/19**	OCM	CM201920/035	11.3.1Disposal of Residential Houses	That Council, with respect to the Capital Staff Housing Renewal Program: 1.Approve the disposal of nine (9) residential properties and one (1) vacant plot of land as listed in confidential attachment 4, by way of sale at auction: 2.Endorse the Reserve sale price listing of each property listed in Point 1 above (provided under confidential separate cover); 3.Delegate authority to the Chief Executive Officer to enter into negotiations to dispose of the properties listed in point 1 above, for no less than 60% of the Reserve price listed in point 2 above, should they not sell at Auction; and 4.Approve that all Revenue from the sale of the properties be set aside in the Housing Reserves to fund: a.The purchase of more suitable Staff Housing b.To fund the continuation of the Staff Housing Capital Renewal Program. CARRIED BY COMMISSIONER RIEBELING	65%

	Date of Meeting	Meeting Type	Decision Number	Item Title	Decision of Council	% Complete
2438	**10/09/19**	SCM	CM201920/053	8.1.1STEVENS STREET SITE (ALSO KNOWN AS PORT HEDLAND RETIREMENT VILLAGE) (FILE NO 05/05/0017)	That Council: 1Receive all technical advice presented to date by the Town's administration including the compliance and building audit, structural investigation and electrical report, and the advice from the building surveyor each of which highlight the compliance, structural and electrical issues associated with the buildings and structures on the Stevens Street Site ('Site'). 2Receive all legal advice presented to date, including the advice dated 22 July 2019 attached to this report, concerning the Site. 3Receive the further advice from the Town's insurer, LGIS, dated 18 June 2019. 4Acknowledges and accept the Town is subject to a duty of care to the residents, contractors, visitors and any employees on the Site as both a management body of the reserve and as lessor. 5In light of its duty of care, request that the Town recommences facilitating the relocation of all residents of the Site as per the notice issued to all residents on 8 November 2018 in accordance with section 61(a) of the Residential Tenancies Act 1987. 6Request that the CEO arrange for all residents of the Site to be advised of point 5 above in writing and in person from 11 September 2019. 7Request the CEO to enter negotiations to terminate the joint venture agreement in respect of the Site. 8Request the CEO or his delegate issue an expression of interest or request for proposal to be sought to explore viable options to service the Town's current and forecasted seniors housing demands, once the residents have been relocated and the joint venture agreement is terminated. 9Note the McGregor Street Precinct Masterplan endorsed on 28 August 2019 designates land (Location Plan 26) for seniors' accommodation. 10Confirm its support for the development of Stevens Street Site into a community park, subject to the Minister for Land's approval for a change in purpose of the reserve. CARRIED BY COMMISSIONER RIEBELING	90%
2547	**26/02/20**	OCM	CM201920/163	11.1.5 REDEVELOPMENT OF STEVENS STREET SITE (ALSO KNOWN AS THE PORT HEDLAND RETIREMENT VILLAGE)	CM201920/163 OFFICER'S RECOMMENDATION / COUNCIL DECISION That Council: 1.Confirm support for the redevelopment of the Stevens Street Site, including demolition and replacement of the existing buildings, for the purposes of seniors' accommodation, subject to the relevant state authorisations being obtained and settlement of the terms of dispute set out in the Department of Communities' notice. 2.Reaffirm that budget provision was made for the next stage of the project (feasibility study and detailed design) as part of the FY2019/20 budget adoption. 3.Commence appropriate tenant and community consultation on the future development of the Stevens Street Site once the relevant state authorisations are obtained and the notice of dispute is settled. CARRIED BY COMMISSIONER REIBELING	50%
2579	**25/03/20**	OCM	CM201920/192	11.4.1AWARD OF TENDER RFT1920-14 – RESIDENTIAL (STAFF) HOUSE BUILDS SUTHERLAND STREET	11.4.1AWARD OF TENDER RFT1920-14 – RESIDENTIAL (STAFF) HOUSE BUILDS SUTHERLAND STREET That Council accepts the tender submitted by MJW Building in accordance with Tender RFT19/20-14 Residential (Staff) House Builds Sutherland Street, for the total amount of $1,306,594.00 (excluding GST). CARRIED BY COMMISSIONER RIEBELING	85%

Date of Meeting	Meeting Type	Decision Number	Item Title	Decision of Council	% Complete
22/04/20	OCM	CM201920/209	11.3.6 EXTENSION OF TRANSIENT WORKFORCE ACCOMMODATION DEVELOPMENT APPROVAL - GATEWAY VILLAGE	CM201920/209 OFFICER'S RECOMMENDATION 1.That Council supports the request by Compass Group Australia Pty Ltd for an extension to the approval timeframe of the Gateway Village, Transient Workforce Accommodation facility at Lot 901 Nimingarra Court, South Hedland for a period of 10 years and 11 months to 30 September 2032, subject to the following conditions: a)A community contribution of $950,000 shall be provided which the Town of Port Hedland shall only spend on the following: (i)Hamilton Drive landscape works; or (ii)South Hedland Integrated Sports Complex Masterplan works The contribution shall be paid in full in lump sum on or before 21 October 2021. b)Compass Group Australia Pty Ltd to provide evidence that the State of Western Australia has granted an extension of Crown Lease M061627 to 30 September 2032. c)Compass Group Australia Pty Ltd to engage a suitably qualified and experienced person to prepare a Social Impact Assessment for the Gateway Village facility as a baseline to assess the direct and indirect cumulative socioeconomic impacts of Gateway Village on the Town of Port Hedland over the life of the extension. The process is to include community consultation. A copy of the Social Impact Assessment shall be provided to the satisfaction of the Town of Port Hedland by no later than 1 January 2021. d)Compass Group Australia Pty Ltd to engage a suitably qualified and experienced person to prepare a Social Impact Management Plan (SIMP) for the Gateway Village facility for the next 10 years, which includes: i)An adequate level of community consultation in the development of the SIMP; ii)Monetary (as listed in 1a) and non-monetary social contributions; iii)Commitments to ensure that the facility management utilise town-based goods, services, local contractors and programs where practicable and promotes guests of Gateway Village to do the same; iv)Commitments to demonstrate a clear and continued reduction in the operational fly-in, fly-out workforce of Compass Group Australia Pty Ltd that reside at the facility over the life of the 10-year extension; and v)Annual monitoring and reporting on the effectiveness of the SIMP to be submitted by the proponent to the Town at the end of every financial year. By agreement with Compass Group Australia Pty Ltd, the SIMP shall be modified in response to any socio-economic vi)issues identified by the Town or Compass Group Australia Pty Ltd (based on agreed KPIs) that are a direct result of Gateway Village's operations. While the Town reserves the right to make a request for amendment of the SIMP at any time, this will principally apply during the process of annual review. Advice notes: 1.That a copy of the initial SIMP (including agreed KPIs) shall be provided to the satisfaction of the Town of Port Hedland by no later than 1 January 2021. 2.Annual monitoring and reporting of the SIMP's implementation shall commence on 1 July 2021 and be reported on 1 July each year thereafter, for the duration of the approval. CARRIED BY COMMISSIONER RIEBELING	85%
22/04/20	OCM	CM201920/213	11.4.4 SOUTH HEDLAND SKATE PARK SHADE STRUCTURES - CHANGE OF SCOPE	CM201920/213 OFFICER'S RECOMMENDATION That Council, with regard to the South Hedland Skate Park: 1. Endorse the revised Shade Structure Option 1 as the preferred design, as noted on page 10 of Attachment 1; and 2.Endorse the project delivery strategy for Stages 1, 2 and 3, as noted in Attachment 2. CARRIED BY COMMISSIONER RIEBELING	50%

	Date of Meeting	Meeting Type	Decision Number	Item Title	Decision of Council	% Complete
2623	**27/05/20**	OCM	CM201920/236	11.2.3 DECOMMISIONING OF DIVE POOL AT GRATWICK AQUATIC CENTRE	CM201920/236 OFFICER'S RECOMMENDATION That Council: 1.Approves the decommissioning the Gratwick Aquatic Centre Dive Pool and the construction of an undercover family area, during the winter non-operating period between July and October 2020; 2.Requests the Chief Executive Officer or his delegate to commence the procurement process associated with point 1 above in FY2019/20 to ensure timely delivery of the project in Q1 FY2020/21; 3.Note that budget provisions associated with this item will be incorporated in the FY2020/21 capital expenditure program; and 4.Note the ageing condition of all of the Town's aquatic facilities and request that the CEO or his delegate commence an Aquatic Facilities Master Plan. CARRIED BY COMMISSIONER RIEBELING	85%
2625	**27/05/20**	OCM	CM201920/238	11.3.1PROPOSED CLOSURE OF A PORTION OF POWELL ROAD	CM201920/238 OFFICER'S RECOMMENDATION That Council: 1.Delegate to the Chief Executive Officer to enter into an agreement with BHP at BHP's expense for the following matters: a)Maintenance to the closed portion of Powell Road; b)Emergency and planned access to the closed portion of Powell Road during times when Wallwork Road bridge is not available or not suitable due to High Wide Load access requirements; c)Monitoring at the intersections of Pinga Street/Great Northern Highway and Wallwork Road/Wallwork Link Road for a minimum of 24 12 months from the closure of the road, at the expense of BHP and to the specification and satisfaction of the Town, to identify any required road and intersection upgrades as a result of the closure; and d)Completion of any road and intersection upgrades required as a result of monitoring, at the expense of BHP and to the specification and satisfaction of the Town. 2.Subject to the execution of the agreement detailed in point 1 and pursuant to Section 58 of the Land Administration Act 1997, support the proposed closure of a portion of Powell Road as shown on Attachment 1; 3.Advise the Department of Planning, Lands and Heritage of Council's support for the closure of a portion of Powell Road following execution of the agreement detailed in point 1; and 4.Advise those who lodged a submission of Council's decision. CARRIED BY COMMISSIONER RIEBELING	20%
2632	**24/06/20**	OCM	CM201920/255	11.4.2CONTINUATION OF CONTRACT FOR RFT2017-14 SOUTH HEDLAND INTEGRATED SPORTING PRECINT: ARCHITECT BRIEF	CM201920/255 OFFICER'S RECOMMENDATION That Council: 1. Endorse the award of the remainder of RFT2017-14 – 'South Hedland Integrated Sporting Precinct: Architect Brief' to Carabiner Architects for $1,072,088.50 (Ex GST), for a term of seven (7) years with no options to extend; and 2. Authorise the CEO to execute the remainder of the contracted works for the remaining below stop/go points: a.Completion of the Schematic Design Stage; b. Completion of the Tender Documentation/ Pre-Tender Estimate Stage; and c. Consideration/ Evaluation of Tenders. CARRIED BY COMMISSIONER RIEBELING	95%

	Date of Meeting	Meeting Type	Decision Number	Item Title	Decision of Council	% Complete
2637	**24/06/20**	OCM	CM201920/249	11.2.1 MARAPIKURRINYA 'POP UPS' (FOOD CONTAINERS)	CM201920/249 OFFICER'S RECOMMENDATION That Council: 1Acknowledge BHP Billiton Iron Ore Pty Ltd (BHP) for their contribution of $631,064.94 (ex GST) towards the design, construction, fit-out and installation of pop-up food outlets (upcycled sea containers) at Marapikurrinya Park; 2Note the outcome the community consultation undertaken to inform the project; 3Request that the CEO or his delegate to proceed with the procurement of pop-up food outlets (upcycled sea containers) at Marapikurrinya Park; and 4Request that the CEO or his delegate commence an Expression of Interest or similar process to determine the lease options for the pop-up food outlets. CARRIED BY COMMISSIONER RIEBELING	80%
2655	**22/07/20**	OCM	CM202021/008	11.4.2 TOWN OF PORT HEDLAND – DEPOT POUND UPGRADES	CM202021/008 OFFICER'S RECOMMENDATION That Council, in accordance with section 6.8 of the Local Government Act 1995: 1.Allocate an amount of $1.5 million for the construction of a new Dog and Cat Pound Welfare facility to the 2020/21 financial year budget, for completion under the approved Project Depot Masterplan; and 2.Include an additional $1.5 million for the new Dog and Cat Pound as part of the 2020/21 financial budget loan funding for the Depot Masterplan. CARRIED ABSOLUTE MAJORITY BY COMMISSION RIEBELING	75%
2661	**11/08/20**	ARC	ARC202021/014	11.4.1 NOTICE OF DEPARTURE FROM PROCUREMENT POLICY	OFFICER'S RECOMMENDATION That the Committee: 1.Note the circumstances around the procurement of the Chiller at the JD Hardie Youth Centre being a non-compliance with the Town's 2/007 Policy Purchasing; and 2.Note that the non-compliance will be included in the next Compliance Audit Return submitted for the year ended 31 December 2020. CARRIED BY COMMISSIONER RIEBELING	50%

	Date of Meeting	Meeting Type	Decision Number	Item Title	Decision of Council	% Complete
2669	**26/08/20**	OCM	CM202021/022	11.3.1RELEASE OF RESERVE FUNDS FOR PORT HEDLAND INTERNATIONAL AIRPORT INFRASTRUCTURE WORKS	OFFICER'S RECOMMENDATION That Council 1.Agrees to amend the Novation and Operating Deed – Port Hedland International Airport with the PHIA Operating Company Pty Ltd (PHIA) and PHIA Asset Pty Ltd ("the Agreement") with Port Hedland International Airport to facilitate works to now be carried out by Port Hedland International Airport instead of the Town of Port Hedland (Town), and at the expense of the Town, to: a)Construct an onsite sewerage treatment system and potable water upgrades in furtherance of the provisions of clause 7.8 "Town Works" within the Novation and Operating Deed – Port Hedland International Airport and in compliance with the Town's procurement policy; and b)Undertake works to remediate and contain the asbestos and hydrocarbon contamination on that part of the site associated with airport capital works including the rental car underground fuel tanks and their associated fittings/fixtures, to the satisfaction of the Town and Department of Water and Environmental Regulation and in compliance with the Town's procurement policy. 2.Approve the allocation of $11M in the FY2020/21 budget for construction of onsite sewerage treatment plant, potable water upgrades and site remediation works at the Port Hedland International Airport, to be funded from the Airport Reserve; and 3.Authorises the Chief Executive Officer to sign the necessary amendments to the Agreement to reflect the changes to clause 7.8 providing for PHIA to undertake the works listed in Recommendations 1a) and 1b) on behalf of the Town, and include provision for contamination remediation works in relation to asbestos and hydrocarbons within the capital works area being undertaken by PHIA. CARRIED BY ABSOLUTE MAJORITY BY COMMISSIONER RIEBELING	40%
2678	**26/08/20**	OCM	CM202021/031	11.4.3AWARD OF TENDER RFT 1920-41/42 – CONSTRUCTION OF HOUSING	OFFICER'S RECOMMENDATION 3 That Council note the total approved budget for the Barramine Loop and Longtom Loop projects is $9,100,000 and that remaining funds following completion of the projects be allocated to future development of staff housing. CARRIED BY COMMISSIONER RIEBELING	0%
2698	**23/09/20**	OCM	CM202021/051	11.3.1ADOPTION OF TOWN OF PORT HEDLAND LOCAL PLANNING STRATEGY	OFFICER'S RECOMMENDATION That Council: 1.Pursuant to Regulation 14(2)(b) of the Planning and Development (Local Planning Schemes) Regulations 2015 (Regulations) advise the Western Australian Planning Commission (WAPC) that it supports the draft Town of Port Hedland Local Planning Strategy (Strategy) contained within Attachment 1, subject to the modifications set out in the Schedule of Modifications (refer to Attachment 2); and 2.Pursuant to Regulation 14(3), 15(1)(c) and 18 of the Regulations, delegates Powers to the Chief Executive Officer to: a)forward a copy of the modified Strategy, Schedule of Modifications, Schedule of Submissions (refer to Attachment 3) and any other relevant information to the WAPC for consideration and endorsement of the Strategy. b)make modifications to the Strategy as required by the WAPC to enable its endorsement. c)revoke the Town's current local planning strategy: Pilbara's Port City Growth Plan (2012) subject to the Commission's endorsement of the revised Strategy. CARRIED BY COMMISSIONER RIEBELING	98%

	Date of Meeting	Meeting Type	Decision Number	Item Title	Decision of Council	% Complete
2706	**23/09/20**	OCM	CM202021/058	11.4.1ENDORSEMENT OF THE STAGE 1 SCHEMATIC DESIGN FOR THE PORT HEDLAND RECREATION AND COMMUNITY HUB MASTERPLAN	OFFICER'S RECOMMENDATION That Council: 1.Endorse the proposed schematic design for Stage 1 of the Port Hedland Sports and Community Hub Masterplan; 2.Approve the design to proceed to detailed design; and 3. Note the estimated increase of $2,600,000 to a total of $14,600,000 for the Port Hedland Sports and Community Hub Masterplan due to increased size and additional earthworks, with this increase being included in the 2021/22 budget process considerations. CARRIED BY COMMISSIONER RIEBELING	50%
2708	**23/09/20**	OCM	CM202021/060	11.4.3ENDORSEMENT OF THE STAGE 1 CONCEPT DESIGN FOR THE JD HARDIE YOUTH HUB MASTERPLAN	OFFICER'S RECOMMENDATION That Council: 1.Endorse the Concept Design of the JD Hardie Stage 1 Multi-user Courts and Surrounds as per attachment 1, inclusive of the proposed scope changes as follows: a. Addition of an accessible 'Changing Places' Ablution block brought forward from Stage 2; b. An additional uncovered Multi-user Court adjacent to the covered courts; and c. Amendment to the 'Future Library Site' to 'Potential Future Library Site'. 2. Pursuant to section 6.8 of the Local Government Act 1995, amend the 2020/21 annual budget to increase the JD Hardie Stage 1 Multi-user Courts and Surrounds project by $750,000 (excluding GST) to $4,000,000, to be funded from the Strategic Reserve. CARRIED BY ABSOLUTE MAJORITY BY COMMISSIONER RIEBELING	50%
2739	**25/11/20**	OCM	CM202021/091	11.1.3ADOPTION OF TOWN OF PORT HEDLAND WASTE LOCAL LAW 2020	OFFICER'S RECOMMENDATION 2/COUNCIL DECISION MOVED: CR BARTHO SECONDED: CR COLES That Council amend the Town of Port Hedland's Delegation Register, as per Attachment 2. CARRIED 9/0	0%
2744	**25/11/20**	OCM	CM202021/096	15.1COOKE POINT CARAVAN PARK LEASE	OFFICER'S RECOMMENDATION 1/COUNCIL DECISION MOVED: CR UNKOVICHSECONDED: CR ZIELKE That Council approve to proceed with a new lease for the Cooke Point Caravan Park with Discovery Holiday Parks Pty Ltd (ACN 111 782 846) as proposed in the Heads of Agreement in accordance with section 3.59(5) of the Local Government Act 1995. CARRIED 9/0	75%
2745	**25/11/20**	OCM	CM202021/097	15.1COOKE POINT CARAVAN PARK LEASE	OFFICER'S RECOMMENDATION 2/COUNCIL DECISION MOVED: CR GILLINGHAMSECONDED: CR UNKOVICH That Council: 1.Notes that no submission were received in response to the Statewide public notice; 2.Approve to proceed with a Surrender of Lease of the existing lease with Aspen Parks Property Management Ltd (ACN 096 790 331); 3.Approve to proceed with obtaining Ministerial Consent to Lease and Surrender of Lease pursuant to the Land Administration Act 1997, and; 4.Authorise the Chief Executive Officer to sign a lease between the Town and Discovery Holiday Parks Pty Ltd (ACN 111 782 846) together with any variations or discharging thereof for the Cooke Point Caravan Park in accordance with the Heads of Agreement, pursuant to Section 9.49A and B of the Local Government Act1995. CARRIED 9/0	40%

	Date of Meeting	Meeting Type	Decision Number	Item Title	Decision of Council	% Complete
2755	**16/12/20**	OCM	CM202021/102	Item 11.1.2 Alternative Queen's Birthday Public Holiday Date 2021	OFFICER RECOMMENDATION/COUNCIL DECISION ITEMS 11.1.1, 11.1.2, 11.1.4, 11.1.5, 11.2.1, 11.3.1, 11.3.2 AND 11.4.3 WERE ADOPTED BY EN BLOC RESOLUTION. MOVED: MAYOR CARTER SECONDED: CR UNKOVICH That Council make a written request for the Proclamation of an alternate date for the Celebration Day for the Anniversary of the Birthday of the Reigning Sovereign (Queen's Birthday Public Holiday) of 2 August 2021. CARRIED 7/0	75%
2787	**24/02/21**	OCM	CM202021/127	ITEM 11.4.1 - DISPOSAL OF A PORTION OF RESERVE 30768 BY WAY OF LEASE	OFFICER'S RECOMMENDATION / COUNCIL DECISION MOVED: CR GILLINGHAM SECONDED: CR UNKOVICH That Council: 1.In accordance with section 3.58(3) of the Local Government Act 1995 proposes to dispose of a portion of Reserve 30768 as indicated in attachment 1 by way of lease to Garrett Hospitality Regional Hotels Pty Ltd for a period of 21 years for the sum of $1 per annum; 2.Gives local public notice of the proposed disposition, describing the property, giving details of the proposed disposal and inviting submissions from the public. 3.Will consider any submissions made within the statutory notice period in relation to the disposal referred to in 1 above or in the event no submissions are received approve of the disposal; and 4.Notes that the above endorsement is subject to Ministerial approval. CARRIED 9/0	50%
2800	**24/03/21**	OCM	CM202021/140	Item 11.4.5 - Council Endorsement of detailed design of Sutherland Street Shared Path Extension	OFFICER'S RECOMMENDATION/COUNCIL DECISION MOVED: CR MCDONOGH SECONDED: CR TURNER That Council endorses the Sutherland Street Shared Path Extension Detailed Design as per attachment 1, and notes the intention to proceed with construction of the path. Councillor Gillingham sought clarification of consultation undertaken with the public and suggested the best way forward was to defer this item to a later date. PROCEDURAL MOTION TO DEFER /COUNCIL DECISION MOVED: CR GILLINGHAM SECONDED: DEPUTY MAYOR COLES That Council defer consideration of the motion to a future date. CARRIED 9/0	20%

	Date of Meeting	Meeting Type	Decision Number	Item Title	Decision of Council	% Complete
2809	**24/03/21**	OCM	CM202021/141	Item 11.3.3 - Initiation of Local Planning Policy LPP 12 - Variation to the Residential Design Codes Volume 1	OFFICER RECOMMENDATIONS IN ITEMS 11.1.1, 11.1.2, 11.1.3, 11.2.1, 11.2.2, 11.3.1, 11.3.2, 11.3.3, 11.4.1, 11.4.2, 11.4.3, 11.4.4, 11.5.1, 12 AND COMMITTEE RECOMMENDATIONS IN ITEMS 12.1, 12.2 AND 12.3 WERE ENDORSED BY EN BLOC RESOLUTION. OFFICER'S RECOMMENDATION/COUNCIL DECISION MOVED: CR MCDONOGH SECONDED: CR UNKOVICH That Council, pursuant to Clause 3, Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015: 1.Initiates Local Planning Policy LPP 12 Variations to the Residential Design Codes Volume 1 as presented in Attachment 1 of this item for the purpose of public consultation; and 2.Advertises Local Planning Policy LPP 12 Variations to the Residential Design Codes Volume 1 in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015. CARRIED 9/0	75%
2812	**24/03/21**	OCM	CM202021/141	Item 11.4.3 - Lease renewal the Hedland Sporting Shooters Club (S.S.A.A) (WA) Inc	OFFICER RECOMMENDATIONS IN ITEMS 11.1.1, 11.1.2, 11.1.3, 11.2.1, 11.2.2, 11.3.1, 11.3.2, 11.3.3, 11.4.1, 11.4.2, 11.4.3, 11.4.4, 11.5.1, 12 AND COMMITTEE RECOMMENDATIONS IN ITEMS 12.1, 12.2 AND 12.3 WERE ENDORSED BY EN BLOC RESOLUTION. OFFICER'S RECOMMENDATION/COUNCIL DECISION MOVED: CR MCDONOGH SECONDED: CR UNKOVICH That Council authorises the Chief Executive Officer to negotiate a community lease agreement in accordance with the s3.58 of the Local Government Act 1995 with the Hedland Sporting Shooters Club (S.S.A.A.) on Reserve 39477 for an initial term of 11 years and with 1 x 10 year option. CARRIED 9/0	50%
2819	**24/03/21**	OCM	CM202021/142	Item 11.3.4 - Proposed dedication of portions of Powell and Buttweld Roads, South Hedland, including proposed closure of a portion of Buttweld Road, South Hedland	OFFICER'S RECOMMENDATION / COUNCIL DECISION MOVED: CR ZEILKE SECONDED: CR MCDONOGH That Council: 1.Pursuant to Section 56 of the Land Administration Act 1997: a)Supports the proposed dedication of a portion of Buttweld Road as shown in Attachment 1; b)Supports the proposed dedication of a portion of Powell Road, South Hedland as shown in Attachment 2; c)Indemnifies the Minister for Lands against any claim for compensation in relation to both proposed dedications, in accordance with section 56(4) of the Land Administration Act 1997; and d)Upon completion of the dedication of the roads, and subject to completion of construction of relevant road infrastructure to the Town's satisfaction, accepts care, control and maintenance of the dedicated roads as shown on Attachments 1 and 2; 2.Pursuant to Section 58 of the Land Administration Act 1997: a)Advertises the proposed closure of a portion of Buttweld Road as shown in Attachment 3 in accordance with section 58(3) of the Land Administration Act 1997; b)Subject to no objections being received during the advertising period, supports the proposed closure of a portion of Buttweld Road as shown in Attachment 3 and amalgamation of closed portions into the relevant leases; and 3.Advises the Department of Planning, Lands and Heritage of the Council's resolution in accordance with sections 56(2) and 58(2) of the Land Administration Act 1997. CARRIED 9/0	20%

	Date of Meeting	Meeting Type	Decision Number	Item Title	Decision of Council	% Complete
2820	**24/03/21**	OCM	CM202021/143	Item 11.5.2 - June 2021 Conferences - Recommendation 1	OFFICER'S RECOMMENDATION 1 / COUNCIL DECISION 1 MOVED: CR TURNER SECONDED: CR BARTHO That Council: 1.Approves the following attendance at the National General Assembly of Local Government and Regional Forum on behalf of the Town of Port Hedland from 20-23 June 2021 in Canberra, pending any COVID-19 restrictions being in place at the time of travel: a)Mayor Peter Carter; b)Deputy Mayor Renae Coles; c)Proxy Councillor Councillor Unkovich (note the proxy will only be required if one of the above Councillors cannot attend Forum); and d)Chief Executive Officer; 2.Requests the Chief Executive Officer arrange meetings with the following Ministers while in Canberra: a)Hon. Michael McCormack MP, Deputy Prime Minister and Minister for Infrastructure, Transport and Regional Development; b)Hon. Alan Tudge MP, Minister for Education and Youth; c)Hon. Mark Coulton MP, Minister for Regional Health, Regional Communications and Local Government; d)Hon. Keith Pitt MP, Minister for Resources, Water and Northern Australia; e)Hon. Alex Hawke MP, Minister for Immigration, Citizenship, Migrant Services and Multicultural Affairs; and f)Hon. Melissa Price MP, Minister for Defence Industry, Member for Durack; 3.Notes the financial contingencies referred to in the report in the case of any COVID-19 restrictions coming into effect during the National Assembly Period; and 4.Notes that a report will be submitted by the Mayor and Deputy (and/or Proxy) on their attendance to the Chief Executive Officer prior to 24 July 2021. CARRIED 9/0	50%
2821	**24/03/21**	OCM	CM202021/144	Item 11.5.2 - June 2021 Conferences - Recommendation 2	OFFICER'S RECOMMENDATION 2 / COUNCIL DECISION 2 MOVED: CR TURNER SECONDED: DEPUTY MAYOR COLES That Council: 1.Nominates and approves the following Elected Members to attend the Renewables & Resources Forum on behalf of the Town of Port Hedland on 21-22 June 2021 in Perth: a)Councillor Zeilke; and b)Councillor Unkovich; 2.Notes that the CEO may appoint Officers to attend the Renewables and Resources Forum 2021 on behalf of the Town of Port Hedland; and 3.Notes that a report will be submitted by the Elected Members nominated above on their attendance to the Chief Executive Officer prior to 24 July 2021. CARRIED 9/0	50%

	Date of Meeting	Meeting Type	Decision Number	Item Title	Decision of Council	% Complete
2822	**24/03/21**	OCM	CM202021/145	Item 11.5.2 - June 2021 Conferences - Recommendation 3	OFFICER'S RECOMMENDATION 3 / COUNCIL DECISION 3 MOVED: CR GILLINGHAM SECONDED: DEPUTY MAYOR COLES That Council: 1.Nominates and approves the following attendance at the Pilbara 2021 Summit on behalf of the Town of Port Hedland on 23-24 June 2021 in Perth: a)Mayor Peter Carter; b)Councillor Turner and Councillor McDonogh; and c)Chief Executive Officer; 2.Notes that the CEO may appoint Officers to attend the Pilbara Summit 2021 on behalf of the Town of Port Hedland; and 3.Notes that a report will be submitted by the Elected Members nominated above on their attendance to the Chief Executive Officer prior to 24 July 2021. CARRIED 9/0	50%
2834	**28/04/21**	OCM	CM202021/153	Item 11.2.1 - HEDLAND ARTS AND CULTURE PRECINCT	OFFICER RECOMMENDATIONS IN ITEMS 11.1.2, 11.1.3, 11.1.4, 11.2.1, 11.3.1, 11.3.3, 11.3.4, 11.3.5 and 11.3.6 WERE ENDORSED BY EN BLOC RESOLUTION. COUNCIL DECISION MOVED: CR MCDONOGH SECONDED: CR TURNER That Council: 1.Authorises the CEO or his delegate to engage an appropriate consultant to identify future entertainment, arts and cultural infrastructure requirements and investigate opportunities for an arts and culture precinct for Hedland; and 2.Requests that the outcomes of the consultancy be presented to Council. CARRIED 6/0	10%
2835	**28/04/21**	OCM	CM202021/153	Item 11.3.1 - LOCAL PLANNING POLICY 14 - DESIGN REVIEW PANEL	OFFICER RECOMMENDATIONS IN ITEMS 11.1.2, 11.1.3, 11.1.4, 11.2.1, 11.3.1, 11.3.3, 11.3.4, 11.3.5 and 11.3.6 WERE ENDORSED BY EN BLOC RESOLUTION. COUNCIL DECISION MOVED: CR MCDONOGH SECONDED: CR TURNER That Council: 1.Advertises the draft Local Planning Policy 14 – Design Review Panel, as attached, for 21 days pursuant to Schedule 2, Part 2 of the Planning and Development (Local Planning Scheme) Regulations 2015 for the purpose of public consultation; and 2.Refers the draft Local Planning Policy 14 – Design Review Panel to the West Australian Planning Commission. CARRIED 6/0	50%

Date of Meeting	Meeting Type	Decision Number	Item Title	Decision of Council	% Complete
28/04/21	OCM	CM202021/153	Item 11.3.4 - PROPOSED ROAD DEDICATION ON LOT 501 ON DEPOSITED PLAN 406818 - MARINA HAULAGE ROAD	OFFICER RECOMMENDATIONS IN ITEMS 11.1.2, 11.1.3, 11.1.4, 11.2.1, 11.3.1, 11.3.3, 11.3.4, 11.3.5 and 11.3.6 WERE ENDORSED BY EN BLOC RESOLUTION. COUNCIL DECISION MOVED: CR MCDONOGH SECONDED: CR TURNER That Council: 1.Supports the dedication of Lot 501 as a public road; 2.Authorises a request being made to the Minister for lands pursuant to section 56 of the Land Administration Act 1997 for the dedication of Lot 501 as a public road; 3.Authorises the Chief Executive Officer to execute such documents as are required by the Minister for Lands to effect the dedication of Lot 501 as a public road; 4.Indemnifies the Minister for Lands against any claim for compensation arising out of the road dedication; 5.Notes the subject dedicated road and existing portion of Morgans Street running north to south connecting to Anderson Street will be renamed in the future; 6.Notes the subject dedicated road will be temporarily closed to the public for the duration of the marina construction to allow marina haulage access and maintain public safety during this period; and 7.Authorises the Chief Executive Officer to execute a licence with the Pilbara Ports Authority to allow lawful access to the subject dedicated road for the above duration and purpose. CARRIED 6/0	40%

2837

Exported on 25 May 2021 12:07:52 PM AWST

Page 14 of 14

Town of Port Hedland
Summary of
Credit Card Statements
April 2021

Account Name	Account Number	Debit Balance ($)
Town of Port Hedland	xxxx-xxxx-xxxx-4201	$ 1,441.83
Town of Port Hedland	xxxx-xxxx-xxxx-2287	$ 2,082.00
Town of Port Hedland	xxxx-xxxx-xxxx-2572	$ 4,182.21
Town of Port Hedland	xxxx-xxxx-xxxx-0885	$ 1,220.50
Town of Port Hedland	xxxx-xxxx-xxxx-6577	$ 374.44
Town of Port Hedland	xxxx-xxxx-xxxx-5921	$ -
Town of Port Hedland	xxxx-xxxx-xxxx-4193	$ 235.38
Town of Port Hedland	xxxx-xxxx-xxxx-6593	$ 2,121.84
Town of Port Hedland	xxxx-xxxx-xxxx-9998	$ 6,712.98
Town of Port Hedland	xxxx-xxxx-xxxx-0004	$ 3,775.69
	Total	$ 22,146.87

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

NAB Connect **Transaction History Report**

Account details

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

Account balance summary

Opening balance:	0.00 CR
Total credits:	0.00 CR
Total debits:	1,441.83 DR
Closing balance:	0.00 CR
Date from:	01 April 2021
Date to:	30 April 2021

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
27/04/2021	CREDIT CARD PURCHASE SPRINGSHARE LLC HTTPSWWW.SPRIFL		1,136.83 DR		1,136.83 DR
28/04/2021	CREDIT CARD PURCHASE NJAMAL SERVICES PTY PORT HEDLAND		305.00 DR		305.00 DR

Printed on: 07-May-2021 04:37pm Page 1 of 13

Transaction History Report (Continued)

Account details

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

Account balance summary

Opening balance:	0.00 CR
Total credits:	0.00 CR
Total debits:	2,082.00 DR
Closing balance:	0.00 CR
Date from:	01 April 2021
Date to:	30 April 2021

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
16/04/2021	CREDIT CARD PURCHASE SOUTH HEDLAND POLICE SOUTH HEDLAND		453.00 DR		
16/04/2021	CREDIT CARD PURCHASE SQ *NOSH N BOX Port Hedland		1,000.00 DR		1,453.00 DR
21/04/2021	CREDIT CARD PURCHASE NJAMAL SERVICES PTY PORT HEDLAND		305.00 DR		305.00 DR
26/04/2021	CREDIT CARD PURCHASE NJAMAL SERVICES PTY PORT HEDLAND		324.00 DR		324.00 DR

Transaction History Report (Continued)

Account details

Account name
CC GOLDEN
Account number
4336-xxxx-xxxx-2572
Currency
AUD

Account balance summary

Opening balance:	0.00 CR
Total credits:	0.00 CR
Total debits:	4,182.21 DR
Closing balance:	0.00 CR
Date from:	01 April 2021
Date to:	30 April 2021

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
21/04/2021	CREDIT CARD PURCHASE WESTERN DIAGNOSTIC PAT MYAREE		38.50 DR		38.50 DR
23/04/2021	CREDIT CARD PURCHASE 1042 OPSM SOUTH HEDLAND		800.00 DR		
23/04/2021	CREDIT CARD PURCHASE CONTINENTAL HOTEL BROOME BROOME		2,084.24 DR		2,884.24 DR
26/04/2021	CREDIT CARD PURCHASE CONTINENTAL HOTEL BROOME BROOME		600.17 DR		
26/04/2021	CREDIT CARD PURCHASE CONTINENTAL HOTEL BROOME BROOME		659.30 DR		1,259.47 DR

Transaction History Report (Continued)

Account details

Account name
CC TWADDLE
Account number
4336-xxxx-xxxx-0885
Currency
AUD

Account balance summary

Opening balance:	0.00 CR
Total credits:	0.00 CR
Total debits:	1,220.50 DR
Closing balance:	0.00 CR
Date from:	01 April 2021
Date to:	30 April 2021

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
16/04/2021	CREDIT CARD PURCHASE GOLDFIELD AUTO SPR P WEDGEFIELD		46.20 DR		46.20 DR
21/04/2021	CREDIT CARD PURCHASE STH HEDLAND CARWASH SOUTH HEDLAND		20.20 DR		
21/04/2021	CREDIT CARD PURCHASE JK 'S ALUMINIUM WEDGEFIELD		60.00 DR		80.20 DR
26/04/2021	CREDIT CARD PURCHASE INDEPENDANT PARTS WEDGEFIELD		874.10 DR		874.10 DR
29/04/2021	CREDIT CARD PURCHASE CABTRANS PTY LTD MINYIRR		220.00 DR		220.00 DR

Transaction History Report (Continued)

Account details

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

Account balance summary

Opening balance:	0.00 CR
Total credits:	0.00 CR
Total debits:	374.44 DR
Closing balance:	0.00 CR
Date from:	01 April 2021
Date to:	30 April 2021

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
23/04/2021	CREDIT CARD PURCHASE POLICE LICENSING FIREA CANNINGTON		35.00 DR		35.00 DR
29/04/2021	CREDIT CARD PURCHASE VIRGIN AUSTR0795151231423BRISB ANE		3.44 DR		
29/04/2021	CREDIT CARD PURCHASE VIRGIN AUSTR0795216754057BRISB ANE		336.00 DR		339.44 DR

Transaction History Report (Continued)

Account details	Account balance summary	
Account name	**Opening balance:**	0.00 CR
CC ASKEW	**Total credits:**	0.00 CR
Account number	**Total debits:**	0.00 DR
4336-xxxx-xxxx-5921	**Closing balance:**	0.00 CR
Currency		
AUD	Date from:	01 April 2021
	Date to:	30 April 2021

Transaction details

No transactions found.

Transaction History Report (Continued)

Account details

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

Account balance summary

Opening balance:	0.00 CR
Total credits:	0.00 CR
Total debits:	235.38 DR
Closing balance:	0.00 CR
Date from:	01 April 2021
Date to:	30 April 2021

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
08/04/2021	CREDIT CARD PURCHASE COLES 0385 SOUTH HEDLAND		8.02 DR		8.02 DR
19/04/2021	CREDIT CARD PURCHASE COLES 0385 SOUTH HEDLAND		10.90 DR		
19/04/2021	CREDIT CARD PURCHASE KMART 1103 SOUTH HEDLAND		11.00 DR		21.90 DR
21/04/2021	CREDIT CARD PURCHASE COLES 0385 SOUTH HEDLAND		22.39 DR		22.39 DR
23/04/2021	CREDIT CARD PURCHASE SP * KOORI CURRICULUM ASHBURY		183.07 DR		183.07 DR

Transaction History Report (Continued)

Account details

Account name
CC ST-PIERRE
Account number
4336-xxxx-xxxx-6593
Currency
AUD

Account balance summary

Opening balance:	0.00 CR
Total credits:	0.00 CR
Total debits:	2,121.84 DR
Closing balance:	0.00 CR
Date from:	01 April 2021
Date to:	30 April 2021

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
08/04/2021	CREDIT CARD PURCHASE Electronics Boutique A Eagle Farm		299.80 DR		
08/04/2021	CREDIT CARD PURCHASE WHENIWORK.COM WHENIWORK.COMMN		549.72 DR		849.52 DR
09/04/2021	CREDIT CARD PURCHASE COLES 0385 SOUTH HEDLAND		19.11 DR		
09/04/2021	CREDIT CARD PURCHASE COLES 0385 SOUTH HEDLAND		109.19 DR		128.30 DR
12/04/2021	CREDIT CARD PURCHASE BP STH HEDLAND1928 SOUTH HEDLAND		16.00 DR		16.00 DR
13/04/2021	CREDIT CARD PURCHASE COLES 0385 SOUTH HEDLAND		20.15 DR		
13/04/2021	CREDIT CARD PURCHASE COLES 0385 SOUTH HEDLAND		109.20 DR		
13/04/2021	CREDIT CARD PURCHASE COLES 0385 SOUTH HEDLAND		231.63 DR		360.98 DR
15/04/2021	CREDIT CARD PURCHASE LAST CHANCE TAVERN SOUTH HEDLAND		25.00 DR		25.00 DR
16/04/2021	CREDIT CARD PURCHASE COLES 0385 SOUTH HEDLAND		26.05 DR		26.05 DR
19/04/2021	CREDIT CARD PURCHASE LAST CHANCE TAVERN SOUTH HEDLAND		10.00 DR		
19/04/2021	CREDIT CARD PURCHASE LAST CHANCE TAVERN SOUTH HEDLAND		20.00 DR		30.00 DR
20/04/2021	CREDIT CARD PURCHASE LAST CHANCE TAVERN SOUTH HEDLAND		40.00 DR		40.00 DR
23/04/2021	CREDIT CARD PURCHASE SPOTLIGHT SOUTH MELBOUR		64.99 DR		
23/04/2021	CREDIT CARD PURCHASE ASOS AU SALES LLC ASOS.COM		170.00 DR		234.99 DR

Printed on: 07-May-2021 04:37pm

Transaction History Report (Continued)

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
28/04/2021	CREDIT CARD PURCHASE SOUNDGEAR AUSTRALIA OATLEY		411.00 DR		411.00 DR

Transaction History Report (Continued)

Account details

Account name
CC BURFORD
Account number
4336-xxxx-xxxx-9998
Currency
AUD

Account balance summary

Opening balance:	0.00 CR
Total credits:	1,420.00 CR
Total debits:	6,712.98 DR
Closing balance:	0.00 CR
Date from:	01 April 2021
Date to:	30 April 2021

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
01/04/2021	CREDIT CARD PURCHASE FACEBK FDBSG2T5Y2 fb.me/ads		353.23 DR		353.23 DR
06/04/2021	CREDIT CARD PURCHASE Dropbox VVP4BS6TRX7Y db.tt/cchelp		231.00 DR		231.00 DR
07/04/2021	CREDIT CARD PURCHASE WEB*NETWORKSOLUTION S 888-6429675 FL		13.14 DR		13.14 DR
08/04/2021	CREDIT CARD PURCHASE VIRGIN AUSTR0795216707682BRISB ANE		29.99 DR		
08/04/2021	CREDIT CARD PURCHASE MailChimp 000-0000000 GA		225.00 DR		254.99 DR
09/04/2021	CREDIT CARD PURCHASE ZOOM.US 888-799-9666 WWW.ZOOM.US CA		20.99 DR		20.99 DR
13/04/2021	CREDIT CARD PURCHASE GOOGLE ADS6469834674 Sydney		15.42 DR		15.42 DR
14/04/2021	CREDIT CARD REFUND LOCAL GOVERNEMENT MANA EAST PERTH			1,420.00 CR	1,420.00 CR
15/04/2021	CREDIT CARD PURCHASE ZOOM.US 888-799-9666 WWW.ZOOM.US CA		20.99 DR		20.99 DR
21/04/2021	CREDIT CARD PURCHASE EB *ToPH amp PHCCI Bre 801-413-7200		86.58 DR		
21/04/2021	CREDIT CARD PURCHASE AIHR ACADEMY TO INNO ROTTERDAM		1,597.00 DR		1,683.58 DR
22/04/2021	CREDIT CARD PURCHASE EB *Women in Business 801-413-7200		100.00 DR		100.00 DR
26/04/2021	CREDIT CARD PURCHASE VIRGIN AUSTR0795151239802BRISB ANE		5.10 DR		
26/04/2021	CREDIT CARD PURCHASE VIRGIN AUSTR0795151239816BRISB ANE		5.10 DR		

Transaction History Report (Continued)

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
26/04/2021	CREDIT CARD PURCHASE VIRGIN AUSTR0795151239838BRISBANE		5.99 DR		
26/04/2021	CREDIT CARD PURCHASE VIRGIN AUSTR0795216770442BRISBANE		497.99 DR		
26/04/2021	CREDIT CARD PURCHASE VIRGIN AUSTR0795216770500BRISBANE		497.99 DR		
26/04/2021	CREDIT CARD PURCHASE VIRGIN AUSTR0795216770488BRISBANE		584.99 DR		1,597.16 DR
30/04/2021	CREDIT CARD PURCHASE VIRGIN AUSTR0795151246321BRISBANE		15.18 DR		
30/04/2021	CREDIT CARD PURCHASE EB *ToPH amp PHCCI Bre 801-413-7200		43.29 DR		
30/04/2021	CREDIT CARD PURCHASE TDDA WAIKATO MOUNT MAUNGAN		217.85 DR		
30/04/2021	CREDIT CARD PURCHASE LANDGATE PERTH		267.30 DR		
30/04/2021	CREDIT CARD PURCHASE ILLION AUSTRALIA PTY LTD MELBOURNE		396.00 DR		
30/04/2021	CREDIT CARD PURCHASE VIRGIN AUSTR0795216783269BRISBANE		1,482.86 DR		2,422.48 DR

Printed on: 07-May-2021 04:37pm Page 11 of 13

Transaction History Report (Continued)

Account details

Account name
CC FURNESS
Account number
4336-xxxx-xxxx-0004
Currency
AUD

Account balance summary

Opening balance:	0.00 CR
Total credits:	0.00 CR
Total debits:	3,775.69 DR
Closing balance:	0.00 CR
Date from:	01 April 2021
Date to:	30 April 2021

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
06/04/2021	CREDIT CARD PURCHASE PAYPAL *IODA 4029357733		205.95 DR		
06/04/2021	CREDIT CARD PURCHASE PAYPAL *IODA 4029357733		205.95 DR		411.90 DR
15/04/2021	CREDIT CARD PURCHASE VIRGIN AUSTR0795151229194BRISBANE		7.76 DR		
15/04/2021	CREDIT CARD PURCHASE VIRGIN AUSTR0795151229143BRISBANE		7.76 DR		
15/04/2021	CREDIT CARD PURCHASE VIRGIN AUSTR0795151229181BRISBANE		7.76 DR		
15/04/2021	CREDIT CARD PURCHASE VIRGIN AUSTR0795216749850BRISBANE		758.01 DR		
15/04/2021	CREDIT CARD PURCHASE VIRGIN AUSTR0795216749618BRISBANE		758.01 DR		
15/04/2021	CREDIT CARD PURCHASE VIRGIN AUSTR0795216749792BRISBANE		758.01 DR		2,297.31 DR
16/04/2021	CREDIT CARD PURCHASE QANTAS AIRW MASCOT		718.18 DR		718.18 DR
28/04/2021	CREDIT CARD PURCHASE Ibis Styles East Perth FDEast Perth		116.10 DR		
28/04/2021	CREDIT CARD PURCHASE Ibis Styles East Perth FDEast Perth		116.10 DR		
28/04/2021	CREDIT CARD PURCHASE Ibis Styles East Perth FDEast Perth		116.10 DR		348.30 DR

Transaction History Report (Continued)

End of report

Asset Details - P1098 ARASSETFILE PickList

Appendix 4 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the period ended 30 April 2021

NON-OPERATING ACTIVITIES

MATERIAL VARIANCE BY INDIVIDUAL PROJECT

For the period ended 30 April 2021

With regards to expenditure classified as capital projects, a variance of 10% or $10,000, whichever is greater,

of the year to date budget, with individual project as the level that requires explanation

Job	Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Variance (Under)/Over %	Variance	Explanation of variance
CIF118054	Finucane Island Boat Ramp Improvement	1,000,000	833,330	72,589	(760,741)	(91%)	▲	Project was delayed after consultation with the Kariyarra Corporation necessitated the completion of a land heritage survey prior to initiation of works, YTD actual is for the payment of the heritage survey. Works have been awarded and are expected to be completed this financial year.
CIF118076	South Hedland Sports Earthworks, Drainage and Carparks	1,500,000	1,250,000	24,548	(1,225,452)	(98%)	▲	Works are on hold until the lease issue rectified
CPP111060	South Hedland Sports Parital Stage 1 Multiuser pavilion	50,000	41,660	15,013	(26,647)	(64%)	▲	Works are on hold until the lease issue rectified
CPP111009	South Hedland Sports Precinct Stage 1 - Detailed Design	644,000	536,660	478,681	(57,979)	(11%)	▲	Contract execution delays have delayed incoming progress claims for this project. Most recent claim will bring the YTD actual up in line with the YTD budget. Works expected to be completed this FY.
CIF128082	Seawalls Preliminary Works	250,000	208,330	109,637	(98,693)	(47%)	▲	Design complete. Construction support section of this budget will not be required until works go to construction.
CIF117067	Shade Structure at South Hedland Skate Park Stage 1	1,550,000	1,291,660	79,889	(1,211,771)	(94%)	▲	Demolition and construction works have commenced on site and first claim is due in May. Variance is due to the budget being allocated equally over the financial year and not aligned to the commencement of the project. Once payments are made to the Contractor, this will decrease the variance.
CIF117078	Colin Matheson Oval Floodlights and Cricket pitch	482,000	401,660	43,244	(358,416)	(89%)	▲	Works to commence in May, and claims will be expected thereafter. Variance is due to the budget being allocated equally over the financial year and not aligned to the commencement of the project. Once payments are made to the Contractor, this will decrease the variance.
CPP111070	Gratwick Aquatic Centre Gas Storage Room upgrade	310,000	258,330	442	(257,888)	(100%)	▲	Works have not commenced for this project. Variance is due to the budget being allocated equally over the financial year instead of aligning with the commencement of the project.
CPP142048	Synergy Replacement and system review	500,000	416,660	262	(416,398)	(100%)	▲	Revised to $500,000 in 20/21 Q2 forecast review with balance to be carried forward. RFQ for ERP software currently being prepared and projected anticipated to be implemented over 3 years
CIF124025	Road Renewal Program -Shoata Road	863,589	719,650	643,728	(75,922)	(11%)	▲	Crossover installation and reseal of SLK 0-1.2 to commence in June to align with contractor availability.

Job	Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Variance (Under)/Over %	Variance	Explanation of variance
CPP142071	IT Renewal Program	425,800	354,830	42,996	(311,834)	(88%)	▲	Timing difference. ICT assets are procured regularly throughout the year. Note that individual assets that cost less than $5,000 are treated as operating expense and ICT assets are often below this threshold
CIF128001	Restricted access control programme (Rocks & Bollards)	330,980	275,810	245,004	(30,806)	(11%)	▲	Program is on track and we will commence the roll out of the oversized rocks along McGregor oval in the coming weeks to tackle the unauthorised access within this area
CIF126010	Drainage Renewal Program	1,308,000	1,090,000	666,817	(423,183)	(39%)	▲	The management plans have been received from the successful contractor and are currently being internally reviewed. Subject to their approval, the contractor has given a commencement date of the 24th May 2021.
CIF117022	Port Hedland boat ramp sandblast and repaint	500,000	416,660	14,822	(401,838)	(96%)	▲	Minor delay for the installation of the jetty due to the short supply of a specialised material within Australia (fibre reinforced plastic). New date for the commencement of the works is for 4th July 2021.
CIF118083	South Hedland Street Furniture Renewal	180,000	150,000	0	(150,000)	(100%)	▲	Currently working with the Planning department to develop a place plan for SH Town Centre which will provide a comprehensive framework for the delivery of the remainder of the program.
CIF117066	Turf Renewal	220,000	183,330	145,735	(37,595)	(21%)	▲	Works completed awaiting final invoice
CIF108069	Bus Shelters	60,000	50,000	0	(50,000)	(100%)	▲	Works not progressing no grant funding applied for as yet ; Works only to proceed if suitable shelter that meets PTA requirements
CIF117027	Shade Structures	120,000	100,000	115,426	15,426	15%	▼	Works completed for this FY
CIF117079	BBQ Renewal Program	140,100	116,750	27,275	(89,475)	(77%)	▲	Works underway to replace selected bbqs & additional units on order to replace damaged infrastructure lead time on new units dur end of may
CIF117080	Forrest Circle Gardens Renewal	88,000	73,330	4,625	(68,705)	(94%)	▲	Project Scope completed products ordered & works planned for late May 2021 works commenced to be completed mid-June 2021
CIF117085	Drinking Fountain Renewal	68,400	57,000	13,238	(43,762)	(77%)	▲	Audit undertaken remedial works underway to fix broken units 5 x new units ordered & due to be installed in May 21(final Po issued works to be completed Mid June 2021
CPP123029	Plant Replacement Program	921,700	768,080	472,394	(295,686)	(38%)	▲	Delivery of vehicles received prior to phased program. Lead times are significant on vehicles in the current environment so difficult to program receipt dates.
CIF117021	Playground renewal program	365,000	304,160	375,353	71,193	23%	▼	Project has been finalised. There were variations to the contract. Close out report will be generated by the end of the month.
CPP113058	Marapkirrurrinya Pops ups	631,065	525,880	147,685	(378,195)	(72%)	▲	Contractor has started on site and will be paid at the completion of the project.
CPP101069	South Hedland Cemetery - Stage 1	900,000	750,000	59,208	(690,792)	(92%)	▲	The works are still in design phase and were delayed due to accessing the correct path locations.
CIF108081	Recycling Bins Rollout	630,000	525,000	0	(525,000)	(100%)	▲	Invoices expected at completion of project
CIF124056	RRG Pippingarra Road	300,000	250,000	174,915	(75,085)	(30%)	▲	Resheeting program scheduled for Q4 following wet season to align with contractor availability.
CPP111008	McGregor St Turf Club - Detailed Design	350,000	291,660	449,198	157,538	54%	▼	The architect for this project has not claimed as much as anticipated for this project.
CIF124026	Road Renewal Program - Yandeyarra Road	400,000	333,330	232,655	(100,675)	(30%)	▲	Resheeting program scheduled for Q4 following wet season to align with contractor availability.
CIF124059	Remote Community Roads - Yandeyarra	150,000	125,000	0	(125,000)	(100%)	▲	Resheeting program scheduled for Q4 following wet season to align with contractor availability.
CIF124035	Road Reseal Program	2,295,000	1,912,500	1,316,546	(595,954)	(31%)	▲	Resheeting program scheduled for Q4 following wet season to align with contractor availability.
CIF125011	Footpath renewal program	1,272,745	1,060,620	926,085	(134,535)	(13%)	▲	Project has been slightly delayed as awaiting responses from concrete crushing and recycling RFT to be awarded.

Job	Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Variance (Under)/Over %	Variance	Explanation of variance
CIF124064	Kerb Renewals	955,712	796,420	645,307	(151,113)	(19%)	▲	Project has been slightly delayed as awaiting responses from concrete crushing and recycling RFT to be awarded in mid-April.
CIF117077	Cooke Point/Pretty Pool pedestrian link	250,000	208,330	0	(208,330)	(100%)	▲	Project has been delayed pending negotiations with grant funding partners.
CPP111064	Wanangkura Stadium repurpose of 24hr access doors	100,000	83,330	650	(82,680)	(99%)	▲	Project has been delayed due to the scope finalisation internally, It is anticipated that the project will commence mid-April 2021
CPP141059	Depot Masterplan	7,845,000	6,537,500	3,449,660	(3,087,840)	(47%)	▲	Delay in structural steel manufacture and some weather events have impacted the project delivery.
CPP111063	Civic Centre and Gratwick Hall refurbishment Stage 5 - Partial	125,000	104,160	43,826	(60,334)	(58%)	▲	Works came in under budget for the external painting. Funds to be used on external landscaping upgrades
CPP091065	Community/Commercial Building Condition Reports	102,000	85,000	56,618	(28,382)	(33%)	▲	Waiting on two final report. Final invoice held until received.
CIF108046	Dual-use Path and lighting Masterplan	500,000	416,670	25,366	(391,304)	(94%)	▲	Funding anticipated to be used for Sutherland St – This has been deferred at the March OCM. This is expected to result in significant delays. Funding will also be utilised for Redbank Bridge and Wilson St development.
CIF108045	Transfer Station / Community Recycling Centre	900,000	750,000	86,433	(663,567)	(88%)	▲	Currently in detailed design – funding to be rolled over
CIF117074	JD Hardie Multipurpose Courts	4,550,000	3,791,670	1,606,813	(2,184,857)	(58%)	▲	Design complete currently in construction, contractor claims to be submitted. Structural Steel delays may require a small portion to be rolled over.
CIF118075	JD Hardie Earthworks, Drainage and Carparks	1,000,000	833,330	3,567	(829,763)	(100%)	▲	Rolled into budget above
CIF125071	Wilson street shared path project	60,000	50,000	11,981	(38,019)	(76%)	▲	Currently in Detailed Design – On track to spend budget this financial year
CIF124016	Kerb and disability ramp improvements and renewal	49,500	41,250	0	(41,250)	(100%)	▲	To be rolled into 'Changing Places' ablution on the Multi-User Courts
CPP091001	Staff Housing construction	5,400,000	4,500,000	2,319,072	(2,180,928)	(48%)	▲	Contractual issues have delayed construction project

TOWN OF PORT HEDLAND

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 30 April 2021

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

TABLE OF CONTENTS

Basis of Preparation		3
Statement of Financial Activity by Program		4
Statement of Financial Activity by Nature or Type		6
Note 1	Statement of Financial Activity Information	7
Note 2	Cash and Financial Assets	8
Note 3	Receivables	9
Note 4	Other Current Assets	10
Note 5	Payables	11
Note 6	Rate Revenue	12
Note 7	Disposal of Assets	13
Note 8	Capital Acquisitions	14
Note 9	Borrowings	18
Note 10	Lease Liabilities	19
Note 11	Cash Reserves	20
Note 12	Other Current Liabilities	21
Note 13	Operating grants and contributions	22
Note 14	Non operating grants and contributions	24
Note 15	Explanation of Material Variances	25
Note 16	Trust Fund	26

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2021

EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$2.51 M	$2.51 M	($0.21 M)	($2.72 M)
Closing	$0.75 M	($3.00 M)	$11.67 M	$14.67 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	$247.05 M	% of total
Unrestricted Cash	$10.47 M	4.2%
Restricted Cash	$236.58 M	95.8%

Refer to Note 2 - Cash and Financial Assets

Payables

	$3.66 M	% Outstanding
Trade Payables	$1.10 M	
Over 30 Days	$0.17 M	15.8%
Over 90 Days	$0.01 M	1%

Refer to Note 5 - Payables

Receivables

	$3.43 M	% Collected
Rates Receivable	$4.37 M	92.5%
Trade Receivable	$3.43 M	
Over 30 Days	$0.62 M	45.7%
Over 90 Days	$0.13 M	9.5%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($2.89 M)	$0.64 M	$35.72 M	$35.09 M

Refer to Statement of Financial Activity

Rates Revenue

		% Variance
YTD Actual	$53.67 M	
YTD Budget	$52.58 M	2.1%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions

	$1.00 M	% Variance
YTD Actual		
YTD Budget	$1.66 M	(39.6%)

Refer to Note 13 - Operating Grants and Contributions

Fees and Charges

	$12.09 M	% Variance
YTD Actual		
YTD Budget	$12.18 M	(0.7%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($45.35 M)	($44.88 M)	($27.17 M)	$17.71 M

Refer to Statement of Financial Activity

Proceeds on sale

		%
YTD Actual	$0.48 M	
Adopted Budget	$0.44 M	8.7%

Refer to Note 7 - Disposal of Assets

Asset Acquisition

	$28.52 M	% Spent
YTD Actual		
Adopted Budget	$57.32 M	(50.3%)

Refer to Note 8 - Capital Acquisition

Capital Grants

	$0.83 M	% Received
YTD Actual		
Adopted Budget	$6.96 M	(88.0%)

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$46.48 M	$38.73 M	$3.32 M	($35.40 M)

Refer to Statement of Financial Activity

Borrowings

	$0.03 M
Principal repayments	
Interest expense	$0.02 M
Principal due	$0.75 M

Refer to Note 9 - Borrowings

Reserves

	$236.58 M
Reserves balance	
Interest earned	$0.00 M

Refer to Note 11 - Cash Reserves

Lease Liability

	$0.18 M
Principal repayments	
Interest expense	$0.01 M
Principal due	$0.48 M

Refer to Note 10 - Lease Liabilites

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

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2021

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

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

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 18 May 2021

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$	$	$	$	%	
Opening funding surplus / (deficit)	1(c)	2,509,398	2,509,398	(209,785)	(2,719,183)	(108%)	▼
Revenue from operating activities							
Governance		0	410	398	(12)	(2.93%)	
General purpose funding - general rates	6	53,418,633	52,580,325	53,670,049	51,247,950	2116%	▲
General purpose funding - other		2,584,264	2,422,099	3,450,471	(49,129,854)	(93%)	▼
Law, order and public safety		88,734	73,901	98,676	24,775	34%	
Health		423,638	297,129	454,335	157,206	53%	▲
Education and welfare		329,163	282,217	251,177	(31,040)	(11%)	
Housing		54,334	45,270	55,447	10,177	22.48%	
Community amenities		9,646,796	9,374,866	8,811,705	(563,161)	(6%)	
Recreation and culture		2,937,299	2,106,048	2,597,718	491,670	23%	▲
Transport		3,254,626	893,430	221,751	(671,679)	(75%)	▼
Economic services		2,883,202	2,416,200	2,829,902	413,702	17%	▲
Other property and services		312,611		317,351	(257,977)	0%	
		75,933,800	**70,491,895**	**72,758,980**	2,267,085		
Expenditure from operating activities							
Governance		(2,567,106)	(2,150,465)	**(1,826,912)**	323,553	15%	▲
General purpose funding		(124,698)	(118,400)	**(396,627)**	(278,227)	(235%)	▼
Law, order and public safety		(2,057,459)	(1,728,247)	**(1,620,192)**	108,055	6%	
Health		(921,248)	(768,858)	**(712,831)**	56,027	7%	
Education and welfare		(2,592,219)	(2,142,610)	**(2,131,798)**	10,812	1%	
Housing		(3,126,600)	(1,150,442)	**(843,591)**	306,851	27%	▲
Community amenities		(34,305,811)	(26,448,072)	**(8,828,907)**	17,619,165	67%	▲
Recreation and culture		(23,160,016)	(19,147,171)	**(19,306,249)**	(159,078)	(1%)	
Transport		(11,014,778)	(8,999,846)	**(8,266,534)**	733,312	8%	
Economic services		(1,155,167)	(1,030,321)	**(2,589,513)**	(1,559,192)	(151%)	▼
Other property and services		(7,490,446)	(6,168,795)	**(1,170,004)**	4,998,791	81%	▲
		(88,515,547)	**(69,853,227)**	**(47,693,158)**	22,160,069		
Non-cash amounts excluded from operating activities	1(a)	9,688,977	0	**10,658,159**	10,658,159	0%	▲
Amount attributable to operating activities		**(2,892,770)**	**638,668**	**35,723,981**	35,085,313		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	14	6,960,458	2,467,020	**833,914**	(1,633,106)	(66%)	▼
Proceeds from disposal of assets	7	439,800	388,630	**478,257**	89,627	23%	▲
Proceeds from financial assets at amortised cost - self supporting loans	9	72,799	33,784	**33,784**	0	0%	
Payments for property, plant and equipment and infrastructure	8	(52,818,358)	(47,770,150)	**(28,517,278)**	19,252,872	40%	▲
Amount attributable to investing activities		**(45,345,301)**	**(44,880,716)**	**(27,171,323)**	17,709,393		
Financing Activities							
Proceeds from new borrowings	9	800,000	0	**0**	0	0%	
Transfer from reserves	11	63,364,729	52,803,941	**20,862,703**	(31,941,237)	(60%)	▼
Payments for principal portion of lease liabilities	10	(302,801)	(178,312)	**(178,312)**	0	0%	
Repayment of borrowings	9	(706,650)		**0**	0	0%	
Transfer to reserves	11	(16,677,176)	(13,897,647)	**(17,359,954)**	(3,462,307)	(25%)	▼
Amount attributable to financing activities		**46,478,102**	**38,727,982**	**3,324,438**	(35,403,544)		
Closing funding surplus / (deficit)	1(c)	**749,429**	**(3,004,668)**	**11,667,311**			

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of threshold. Refer to Note 16 for an explanation of the reasons for the variance.
The material variance adopted by Council for the 2020-21 year is $50,000 or 10.00% whichever is the greater.
This statement is to be read in conjunction with the accompanying Financial Statements and notes.
**NOTE: The opening surplus/deficit Actual YTD is an un-audited opening position

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 APRIL 2021

NATURE OR TYPE DESCRIPTIONS

REVENUE

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS
Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

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

REVENUE FROM CONTRACTS WITH CUSTOMERS
Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

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

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

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

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

PROFIT ON ASSET DISPOSAL
Excess of assets received over the net book value for assets on their disposal.

EXPENSES

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

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)
Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

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

LOSS ON ASSET DISPOSAL
Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS
Depreciation expense raised on all classes of assets.

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

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$	$	$	$	%	
Opening funding surplus / (deficit)	1(c)	2,509,398	2,509,398	**(209,785)**	(2,719,183)	(108%)	▼
Revenue from operating activities							
Rates	6	53,418,633	52,580,325	**53,670,049**	1,089,724	2%	
Operating grants, subsidies andcontributions	13	2,168,890	1,661,097	**1,003,627**	(657,470)	(40%)	▼
Fees and charges		15,128,684	12,177,728	**12,091,056**	(86,672)	(1%)	
Interest earnings		1,069,523	912,961	**2,813,241**	1,900,280	208%	▲
Other revenue		4,104,421	3,159,784	**3,181,007**	21,223	1%	
Profit on disposal of assets	7	43,649		**0**	0	0%	
		75,933,800	**70,491,895**	**72,758,980**	2,267,085		
Expenditure from operating activities							
Employee costs		(26,690,201)	(19,407,424)	**(21,086,498)**	(1,679,074)	(9%)	
Materials and contracts		(43,689,606)	(35,037,129)	**(11,559,477)**	23,477,652	67%	▲
Utility charges		(4,089,503)	(4,784,689)	**(3,232,171)**	1,552,518	32%	▲
Depreciation on non-current assets		(10,656,786)	(8,078,064)	**(7,885,336)**	192,728	2%	
Interest expenses		(681,176)	(532,538)	**(6,575)**	525,963	99%	▲
Insurance expenses		(1,029,159)	(572,616)	**(741,003)**	(168,387)	(29%)	▼
Other expenditure		(1,679,116)	(1,440,767)	**(2,625,392)**	(1,184,625)	(82%)	▼
Loss on disposal of assets	7			**(556,706)**	(556,706)	0%	▼
		(88,515,547)	**(69,853,227)**	**(47,693,158)**	22,160,069		
Non-cash amounts excluded from operating activities	1(a)	9,688,977		**10,658,159**	10,658,159	0%	▲
Amount attributable to operating activities		**(2,892,770)**	**638,668**	**35,723,981**	35,085,313		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	14	6,960,458	2,467,020	**833,914**	(1,633,106)	(66%)	▼
Proceeds from disposal of assets	7	439,800	388,630	**478,257**	89,627	23%	▲
Proceeds from financial assets at FV - self supporting loans	9	72,799	33,784	**33,784**	0	0%	
Payments for property, plant and equipment	8	(52,818,358)	(47,770,150)	**(28,517,278)**	19,252,872	40%	▲
Amount attributable to investing activities		**(45,345,301)**	**(44,880,716)**	**(27,171,323)**	17,709,393		
Financing Activities							
Proceeds from new borrowings	9	800,000		**0**	0	0%	
Transfer from reserves	11	63,364,729	52,803,941	**20,862,703**	(31,941,237)	(60%)	▼
Payments for principal portion of lease liabilities	10	(302,801)	(178,312)	**(178,312)**	0	0%	
Repayment of Borrowings	9	(706,650)	0	**0**	0	0%	
Transfer to reserves	11	(16,677,176)	(13,897,647)	**(17,359,954)**	(3,462,307)	(25%)	▼
Amount attributable to financing activities		**46,478,102**	**38,727,982**	**3,324,438**	(35,403,544)		
Closing funding surplus / (deficit)	1(c)	**749,429**	**(3,004,668)**	**11,667,311**			

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.
Refer to Note 16 for an explanation of the reasons for the variance.
This statement is to be read in conjunction with the accompanying Financial Statements and Notes.
**NOTE: The opening surplus/deficit Actual YTD is an un-audited opening position

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

OPERATING ACTIVITIES
NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Non-cash items excluded from operating activities

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

Non-cash items excluded from operating activities	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
		$	$	$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(43,649)		
Less: Reversal of prior year revaluation loss				
Less: Non-cash grants and contributions for assets				
Less: Movement in non current contract liabilities		(924,160)		
Less: Fair value adjustments to financial assets at amortised cost				
Less: Fair value adjustments to investment property				
Movement from current to non-current assets				(26,340)
Movement from current to non-current assets				1,586
Movement from current to non-current assets				35,245
Movement from current to non-current assets				139,112
Movement from current to non-current assets				
Movement from current to non-current assets				
Movement in inventory - cost of land held for sale				1,650,977
Movement in inventory (non-current) land held for sale				415,536
Movement in employee benefit provisions (non-current)				
Movement in contract liabilities (non-current)				
Movement in lease liabilities (current)				
Movement in lease liabilities (non-current)				
Movement in other provisions (non-current)				
Add: Loss on asset disposals	7			556,706
Add: Loss on revaluation of non current assets				
Add: Change in accounting policies				
Add: Depreciation on assets		10,656,786	8,078,064	7,885,336
Total non-cash items excluded from operating activities		**9,688,977**	**8,078,064**	**10,658,159**

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

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation* 32 to agree to the surplus/(deficit) after imposition of general rates.		Last Year Closing 30 June 2020	Year to Date 30 April 2021
Adjustments to net current assets			
Less: Reserves - restricted cash	11	(240,086,651)	(236,583,901)
Less: - Financial assets at amortised cost - self supporting loans	4		
Less: land held for resale		(1,650,977)	0
Less: Self Supporting loans		(60,872)	(60,872)
Less: New Gratwick Equipment Gym lease			
Adjustment of land held for sale		456,051	456,051
Add: PHIA Premium prepaid	9	924,160	924,160
Add: Cash Backed Employee Provision		1,375,612	1,375,612
Add: Provision for Airport works		14,809,530	14,809,530
Add: Lease option to increase not exercised			
Add: Current portion of lease liabilities	10	242,094	134,777
Add: Refund of long term bond			500
Total adjustments to net current assets		**(223,991,053)**	**(218,944,143)**

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

Current assets				
	Cash and cash equivalents	2	36,712,077	10,469,618
	Financial assets	2	205,356,462	236,583,901
	Rates receivable	3	4,601,770	4,365,128
	Receivables	3	3,285,166	3,434,929
	Other current assets		2,679,100	885,848
Less:	**Current liabilities**			
	Trade and other payables	5	(11,002,064)	(3,661,341)
	Borrowings	9	0	0
	Contract liabilities	12	(444,789)	(4,223,511)
	Lease liabilities	10	(242,094)	(134,777)
	Provisions	12	(17,164,360)	(17,108,342)
	Less: Total adjustments to net current assets	1(b)	(223,991,053)	(218,944,143)
	Closing funding surplus / (deficit)		**(209,785)**	**11,667,311**

CURRENT AND NON-CURRENT CLASSIFICATION

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

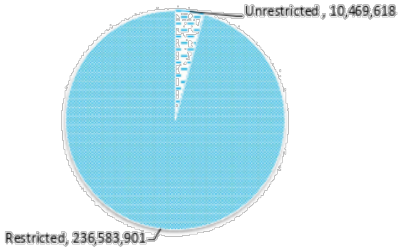
Description	Classification	Unrestricted	Restricted	Total Cash	Institution	Interest Rate	Maturity Date
		$	$	$			
Cash on hand							
Municipal account	Cash and cash equivalents	651,005		651,005	National Australia Bank		
At Call	Cash and cash equivalents	9,818,613		9,818,613	National Australia Bank	0.60%	At call
Cash Restricted: Reserve Fund	Cash and cash equivalents		65,934,489	65,934,489	National Australia Bank	0.60%	
Cash Restricted: Reserve Fund	Cash and cash equivalents		20,000,000	20,000,000	AMP Bank 31 Day Notice Accc	0.55%	30/04/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		3,500,000	3,500,000	ANZ	0.85%	21/05/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		1,000,000	1,000,000	ING	0.97%	17/06/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		6,322,667	6,322,667	Westpac	1.05%	18/06/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		14,000,000	14,000,000	ANZ	0.78%	22/06/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		6,000,000	6,000,000	ANZ	0.78%	22/06/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		64,326,745	64,326,745	Westpac	1.08%	13/07/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		3,500,000	3,500,000	ANZ	0.88%	10/08/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		1,000,000	1,000,000	AMP Bank	0.70%	18/08/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		2,500,000	2,500,000	AMP Bank	0.70%	18/08/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		15,000,000	15,000,000	ANZ	0.80%	13/09/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		7,000,000	7,000,000	Westpac	0.70%	14/10/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		20,000,000	20,000,000	CBA	0.65%	28/10/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		2,500,000	2,500,000	AMP Bank	0.75%	09/11/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		2,000,000	2,000,000	AMP Bank	0.75%	23/11/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		2,000,000	2,000,000	AMP Bank	0.75%	11/01/2022
Total		**10,469,618**	**236,583,901**	**247,053,519**			
Comprising							
Cash and cash equivalents		10,469,618	236,583,901	247,053,519			
		10,469,618	**236,583,901**	**247,053,519**			

KEY INFORMATION

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

The local government classifies financial assets at amortised cost if both of the following criteria are met:
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

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



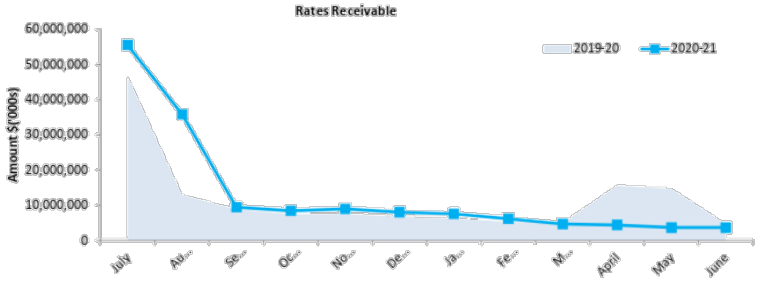
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

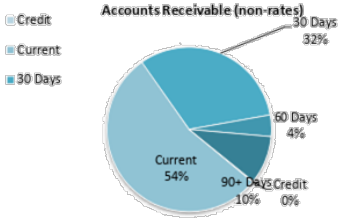
OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates receivable	30 June 2020	30 Apr 2021
	$	$
Opening arrears previous years	3,766,074	4,601,770
Levied this year	53,699,529	53,670,049
Less - collections to date	(52,863,833)	(53,906,691)
Equals current outstanding	**4,601,770**	**4,365,128**
Net rates collectable	**4,601,770**	**4,365,128**
% Collected	92%	92.5%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	(2,572)	739,626	435,481	57,698	128,957	1,359,190
Percentage	(0.2%)	54.4%	32%	4.2%	9.5%	
Balance per trial balance						
Sundry receivable						1,359,190
GST receivable						748,445
Allowance for impairment of receivable not relating to contracts with customers						(11,705)
Accrued Income						1,338,999
Total receivables general outstanding						**3,434,929**
Amounts shown above include GST (where applicable)						

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





NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 30 April 2021
	$	$	$	$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	60,872	0	0	60,872
Inventory				
Current Inventories - Depot	586,945	0	0	586,945
Current Inventories - J D Hardie	2,000	0	0	2,000
Current Inventories - Leisure	7,056	0	0	7,056
Current Inventories - Matt Dann	5,873	0	0	5,873
Land held for resale				
Cost of acquisition	1,650,977		(1,650,977)	0
Prepayments				
Prepayments	365,377	(142,275)		223,101
Total other current assets	**2,679,100**	**(142,275)**	**(1,650,977)**	**885,848**
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost
The Town classifies financial assets at amortised cost if both of the following criteria are met:
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory
Inventories are measured at the lower of cost and net realisable value.
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

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

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

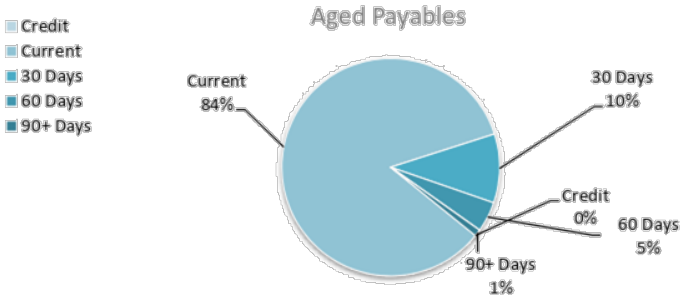
FOR THE PERIOD ENDED 30 APRIL 2021

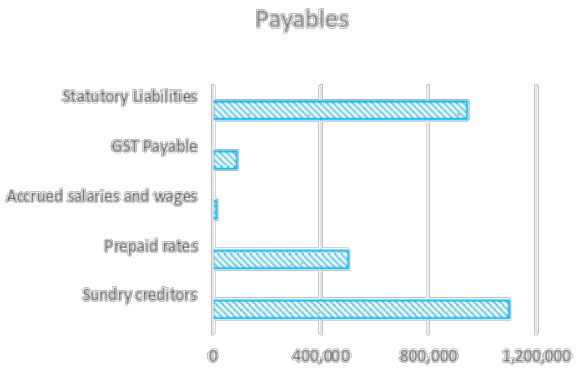
OPERATING ACTIVITIES
NOTE 5
Payables

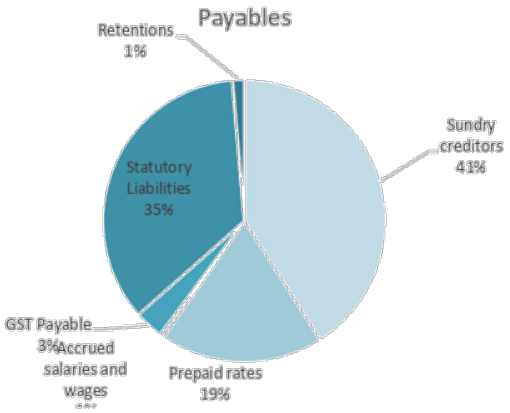
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - general	0	926,284	112,746	49,410	11,295	1,099,735
Percentage	0%	84.2%	10.3%	4.5%	1%	
Balance per trial balance						
Sundry creditors						1,099,735
Prepaid rates						501,599
Accrued salaries and wages						13,168
GST Payable						88,449
Statutory Liabilities						943,178
Retentions						36,812
Income in advance						924,160
Sundry Suspense						54,240
Total payables general outstanding						**3,661,341**
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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





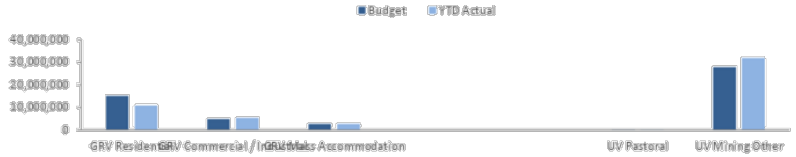


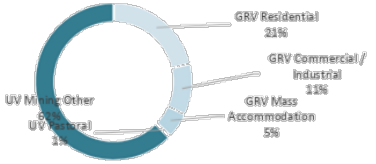
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

General rate revenue				Budget				YTD Actual			
	Rate in $ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				$	$	$	$	$	$	$	$
Gross rental value											
GRV Residential	9.62890	4,770	114,310,108	11,006,806	4,200,000		15,206,806	11,006,806	(29,302)		10,977,504
GRV Commercial / Industrial	9.62870	511	51,149,484	4,925,030			4,925,030	4,925,030	445,883		5,370,913
GRV Mass Accommodation	19.2093	18	14,441,360	2,774,084			2,774,084	2,774,084	(54,835)		2,719,249
							0				0
							0				0
Unimproved value											
UV Pastoral	11.0785	9	2,193,561	243,014			243,014	243,014			243,014
UV Mining Other	19.75130	235	141,504,609	27,949,000			27,949,000	27,949,000	4,086,387		32,035,387
Sub-Total		**5,543**	**323,599,122**	**46,897,934**	**4,200,000**	**0**	**51,097,934**	**46,897,933**	**4,448,133**	**0**	**51,346,067**
Minimum payment	**Minimum $**										
Gross rental value											
GRV Residential	1,300	1,587	14,301,858	2,063,100			2,063,100	2,063,100			2,063,100
GRV Commercial / Industrial	1,900	199	1,659,265	378,100			378,100	378,100			378,100
GRV Mass Accommodation	1,900	0	0	0			0				0
Unimproved value											
UV Pastoral	1,900	1	17,000	1,900			1,900	1,900			1,900
UV Mining Other	200	248	49,600	49,600			49,600	49,600			49,600
Sub-total		**2,035**	**16,027,723**	**2,492,700**	**0**	**0**	**2,492,700**	**2,492,700**	**0**	**0**	**2,492,700**
Concession							(172,001)				(168,718)
Total general rates							**53,418,633**				**53,670,049**

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

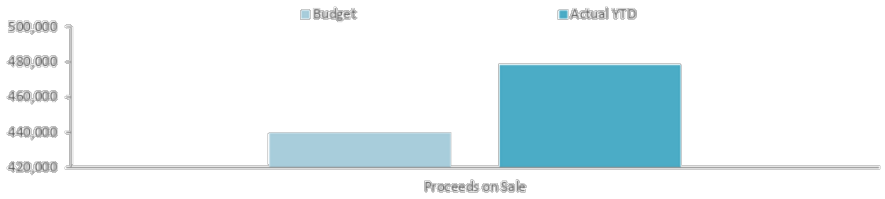




NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS

		Budget				YTD Actual			
Asset Ref.	Asset description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		$	$	$	$	$	$	$	$
	Plant and equipment	396,151	439,800	43,649	0	**723,409**	**478,257**	**26,139**	**(271,290)**
VEH004	Kubota Tractor M105XDC 1DFK508 VEH004			0	0	10,000	13,427	3,427	0
VEH097	VEH097 Hino 300 Series 616 Long Crew Auto Tray Rego: 1DZD868 Signs Maintenance Truck			0	0	36,496	42,500	6,004	0
VEH129	VEH129 Iveco Rubbish truck - 1EOG441			0	0	50,000	43,209	0	(6,791)
VEH130	VEH130 2013 Iveco Acco F 2350			0	0	50,000	49,601	0	(399)
VEH140	VEH140 Iveco Side Loader Compactor Rubbish Truck - 1EUO663			0	0	228,186	57,594	0	(170,592)
VEH163	HINO FG1628 AUTO BUCHER REAR LOADER 1GRL296			0	0	234,592	143,490	0	(91,101)
VEL093	2011 Toyota Corolla Sedan - PH12076			0	0	6,000	6,164	164	0
VEL100	2012 Toyota Camry Sedan Altise PH12446			0	0	6,000	7,800	1,800	0
VEL113	Toyota Camry 2012 2.5L Sedan Altise PH12617 VEL113			0	0	6,000	7,982	1,982	0
VEL115	TOYOTA CAMRY 2.5L SEDAN PH12576 VEL115			0	0	6,000	9,073	3,073	0
VEL119	VEL119 Holden Colorado Tray Top 4x2 Single Cab Ute 2012 1EBT263 BUILDING MAINT OFFICER			0	0	6,135	6,073	0	(62)
VEL125	HOLDEN CDX CRUZE 1EBO079 VEL125 Coordinator Recreation			0	0	6,000	5,618	0	(382)
VEL130	TOYOTA LANDCRUISER VX7 1ECL661 VEL130 FOR CEO			0	0	45,000	52,527	7,527	0
VEL135	2013 Toyota Camry Sedan Altise PH13218 VEL135			0	0	6,000	8,164	2,164	0
VEL111	Holden Colorado 2012 2.8L 4x2 Ute VEL111 REGO 1EAW661			0	0	15,000	14,800	0	(200)
VEL124	2012 HOLDEN CDZ CRUZE SEDAN 1EBO078 VEL124			0	0	6,000	5,164	0	(836)
VEL091	2011 Toyota 2.4L Camry PET Sedan A/T Altise PH12056 VEL091			0	0	6,000	5,073	0	(927)
	Housing					**311,554**	**0**	**0**	**(311,555)**
BLD521	Shay Gap Exeloo			0	0	163,560	0	0	(163,560)
BLD013	85 Sutherland Street			0	0	147,995	0	0	(147,995)
		396,151	**439,800**	**43,649**	**0**	**1,034,963**	**478,257**	**26,139**	**(582,845)**
									(556,706)



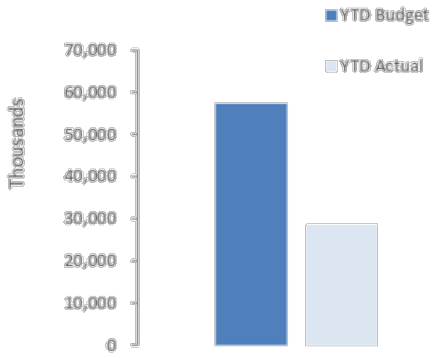
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital acquisitions	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	$	$	$	$
PPE - Buildings	7,020,000	5,849,990	2,910,353	(2,939,637)
PPE - Buildings - specialised	20,700,095	17,249,960	12,843,871	(4,406,089)
PPE - Furniture and equipment	925,800	771,490	43,258	(728,232)
PPE - Plant and equipment	1,567,765	1,306,460	634,473	(671,987)
Infrastructure - roads and bridges	6,437,061	5,364,190	3,691,683	(1,672,507)
Infrastructure - footpaths	1,402,745	1,168,950	990,417	0
Infrastructure - other	15,963,000	13,302,450	3,199,328	(10,103,122)
Infrastructure - drainage	3,308,000	2,756,660	4,203,896	1,447,236
Payments for Capital Acquisitions	**57,324,466**	**47,770,150**	**28,517,278**	**(19,074,339)**
Right of use assets	**290,123**	**319,719**	**319,719**	0
Total Capital Acquisitions		**48,089,869**	**28,836,997**	**(19,074,339)**
Capital Acquisitions Funded By:				
	$	$	$	$
Capital grants and contributions	**6,960,458**	**2,467,020**	**833,914**	(1,633,106)
Borrowings	**800,000**	**0**	**0**	0
Lease liabilties	**290,123**	**319,719**	**319,719**	0
Other (disposals & C/Fwd)	**439,800**	**388,630**	**478,257**	89,627
Cash backed reserves				
Reserves Cash Backed - Unfinished Works	**5,373,403**	**4,477,836**	**3,658,231**	(819,605)
Reserves Cash Backed - Airport Works	**3,042,000**	**2,535,000**	**0**	(2,535,000)
Reserves Cash Backed - Spoilbank	**24,172,835**	**20,144,029**	**101,809**	(20,042,221)
Reserves Cash Backed - Asset Management	**500,000**	**416,667**	**77,522**	(339,144)
Reserves Cash Backed - Waste	**1,530,000**	**1,275,000**	**86,433**	(1,188,567)
Reserves Cash Backed - Strategic	**18,702,308**	**15,585,257**	**7,504,378**	(8,080,879)
Reserves Cash Backed - Financial Risk	**10,044,183**	**8,370,153**	**9,434,331**	1,064,179
Contribution - operations	**(14,530,644)**	**(8,209,160)**	**6,022,685**	14,231,845
Capital funding total	**57,324,466**	**47,770,150**	**28,517,278**	**(19,252,872)**

SIGNIFICANT ACCOUNTING POLICIES

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



INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)

Capital expenditure total

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

Job	Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
CIF108045	Transfer Station / Community Recycling Centre	900,000	750,000	85,443	(664,557)
CIF108046	Dual-Use Path And Lighting Masterplan (Executing The Plan)	500,000	416,670	24,872	(391,798)
CIF108053	Waste - Public Place Bin Enclosures Renewal Project	204,500	170,410	160,772	(9,638)
CIF108069	Bus Shelters	60,000	50,000	0	(50,000)
CIF108081	Recycling Bins Rollout	630,000	525,000	0	(525,000)
CIF117015	Irrigation Inground Renewal	180,000	150,000	161,872	11,872
CIF117021	Playground Renewal Program	365,000	304,160	375,353	71,193
CIF117022	Port Hedland Boat Ramp Sandblast And Repaint	500,000	416,660	14,822	(401,838)
CIF117027	Shade Structures	120,000	100,000	115,426	15,426
CIF117066	Turf Renewal	220,000	183,330	145,735	(37,595)
CIF117067	Shade Structure At South Hedland Skate Park Stage 1	1,550,000	1,291,660	79,889	(1,211,771)
CIF117074	Jd Hardie Multipurpose Courts	4,550,000	3,791,670	1,604,075	(2,187,595)
CIF117077	Cooke Point/Pretty Pool Pedestiran Link	250,000	208,330	0	(208,330)
CIF117078	Colin Matheson Oval Floodlights And Cricket Pitch	482,000	401,660	43,244	(358,416)
CIF117079	Bbq Renewal Program	140,100	116,750	27,275	(89,475)
CIF117080	Forrest Circle Gardens Renewal	88,000	73,330	4,625	(68,705)
CIF117084	Park Lighting Upgrade Program	120,000	100,000	114,109	14,109
CIF117085	Drinking Fountain Renewal	68,400	57,000	13,238	(43,762)
CIF117087	Marquee Park - Inground Water Mains Replacement	105,000	87,500	0	(87,500)
CIF118054	Finucane Island Boat Ramp Improvement	1,000,000	833,330	71,987	(761,343)
CIF118075	Jd Hardie Earthworks, Drainage And Carparks	1,000,000	833,330	3,567	(829,763)
CIF118076	South Hedland Sports Eathworks, Drainage And Carparks	1,500,000	1,250,000	24,548	(1,225,452)
CIF118083	South Hedland Street Furniture Renewal	180,000	150,000	0	(150,000)
CIF124016	Kerb And Disability Ramp Improvements And Renewal	49,500	41,250	0	(41,250)
CIF124025	Road Renewal Program - Shoata Road	863,589	719,650	643,728	(75,922)
CIF124026	Road Renewal Program - Yandeyarra Road	400,000	333,330	232,655	(100,675)
CIF124035	Road Reseal Program	2,295,000	1,912,500	1,316,052	(596,448)
CIF124056	Rrg Pippingarra Road	300,000	250,000	174,915	(75,085)
CIF124059	Remote Community Roads - Yandeyarra	150,000	125,000	0	(125,000)
CIF124062	Road Safety Audit And Compliance Improvement - Preliminary Works	100,000	83,330	76,201	(7,129)

Job	Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
CIF124064	Kerb Renewals	955,712	796,420	645,307	(151,113)
CIF124072	Blackspot	603,000	502,500	4,900	(497,600)
CIF125011	Footpath Renewal Program	1,272,745	1,060,620	925,591	(135,029)
CIF125071	Wilson Street Shared Path Project	60,000	50,000	11,981	(38,019)
CIF125073	Pretty Pool/Cooke Point Bridge	70,000	58,330	52,845	(5,485)
CIF126010	Drainage Renewal Program	1,308,000	1,090,000	666,817	(423,183)
CIF128001	Restricted Access Control Programme (Rocks & Bollards)	330,980	275,810	245,004	(30,806)
CIF128041	Carpark Renewals Program	389,280	324,400	352,921	28,521
CIF128082	Seawalls Preliminary Works	250,000	208,330	109,637	(98,693)
CIF128086	Seawalls Construction	1,000,000	833,330	10,255	(823,075)
CPP081047	Child Care Strategy Implementation	104,260	86,880	118,127	31,247
CPP081054	Shac Fencing	250,000	208,330	249,179	40,849
CPP081068	Sh Lotteries House - Accessible Ablution Refurbishment	130,000	108,330	126,487	18,157
CPP091001	Staff Housing Construction	5,400,000	4,500,000	2,319,072	(2,180,928)
CPP091004	Staff Housing Renewal And Upgrade Program	650,000	541,660	527,437	(14,223)
CPP091039	Stevens Street Retirement Village	750,000	625,000	0	(625,000)
CPP091065	Community/Commercial Building Condition Audits	102,000	85,000	56,618	(28,382)
CPP091081	Gp Housing - Design	118,000	98,330	7,226	(91,104)
CPP101033	Spoilbank Marina Landside Buildings	172,835	144,020	101,633	(42,387)
CPP101043	Community Building - Facilities Renewal Program	500,000	416,660	39,790	(376,870)
CPP101046	Ablutions Facilities At Town Parks (Pretty Pool)	176,000	146,660	0	(146,660)
CPP101069	South Hedland Cemetery - Stage 1	900,000	750,000	58,771	(691,229)
CPP103082	Airport Wastewater Infrastructure	2,000,000	1,666,660	3,537,078	1,870,418
CPP103084	Flow Meter For The Waste Water Treatment Plant	0	0	8,582	8,582
CPP111003	Building Renewal And Upgrade Program	0	0	40,037	40,037
CPP111008	Port Hedland Community Facilities (Turf Club) - Detailed Design	350,000	291,660	446,819	155,159
CPP111009	South Hedland Sports Precinct Stage 1 - Detailed Design	644,000	536,660	478,681	(57,979)
CPP111034	Jd Hardie Youth Zone - Detailed Design	263,300	219,410	197,323	(22,087)
CPP111036	Jd Hardie Air-Conditioning Upgrades	2,600,000	2,166,660	2,595,096	428,436
CPP111037	Jd Hardie Roof Upgrade	2,315,700	1,929,750	2,212,799	283,049
CPP111051	Gym Renovation Gratwick Aquatic Centre	0	0	95	95
CPP111056	Kevin Scott Ablution	79,000	65,830	78,467	12,637
CPP111060	South Hedland Sports Multiuser Pavillion	50,000	41,660	15,013	(26,647)
CPP111061	Community Building - Mcgregor Street Soccer Clubrooms	480,000	400,000	439,613	39,613
CPP111062	Jd Hardie Internal Works	1,897,000	1,580,830	1,806,455	225,625
CPP111063	Civic Centre And Greatwick Hall Refurbishment Stage 5 - Partial	125,000	104,160	43,826	(60,334)
CPP111064	Wanangkura Stadium Repurpose Of 24Hr Access Doors	100,000	83,330	650	(82,680)
CPP111066	Gratwick Aquatic Centre - Dive Pool Works	260,000	216,660	240,836	24,176

Job	Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
CPP111067	Shay Gap Ablution Renewals	150,000	125,000	75,835	(49,165)
CPP111070	Gratwick Aquatic Centre Gas Storage Room Upgrade	310,000	258,330	442	(257,888)
CPP111072	Sh Aquatic Centre Leak	141,000	117,500	78	(117,422)
CPP111073	Wanangkura Stadium And Faye Gladstone Outdoor Court Refurbishments	188,000	156,660	23,694	(132,966)
CPP111074	Landscaping - Cemetery Beach To Koombana Lookout	157,000	130,830	0	(130,830)
CPP111075	Jd Hardie Masterplan - Stage 2 Design - Outdoor Elements &Childcare Cen	48,000	40,000	0	(40,000)
CPP111076	Jd Hardie Masterplan- Outdoor Elements &Childcare Centre Design	108,000	90,000	4,585	(85,415)
CPP111077	Phsch - Stage 2 Design - Sports Field And Pavilion	107,000	89,160	0	(89,160)
CPP111078	Phsch - Stage 3 Design - Tennis & Hockey Club And Dog Park	23,000	19,160	0	(19,160)
CPP111079	Phsch - Stage 4 Design - Pump Track, Shelters And Ablutions	36,000	30,000	0	(30,000)
CPP111080	Shish - Design - Regional Adventure Playground	70,000	58,330	0	(58,330)
CPP111083	Access Control System Shac	120,000	100,000	0	(100,000)
CPP113058	Marapikurrinya Pop Ups	631,065	525,880	147,411	(378,469)
CPP123029	Plant Replacement Program	921,700	768,080	472,394	(295,686)
CPP123031	Phase 2 Digital - Installation Of Digital Radio System In Vehicles And Heavy	15,000	12,500	14,668	2,168
CPP141059	Depot Masterplan	7,845,000	6,537,500	3,449,540	(3,087,960)
CPP142048	Synergy Replacement And System Review	500,000	416,660	262	(416,398)
CPP142071	It Renewal Program	425,800	354,830	42,996	(311,834)
		57,324,466	**47,770,150**	**28,517,278**	**(19,252,872)**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

FINANCING ACTIVITIES
NOTE 9
BORROWINGS/LENDING

Borrowings and lending

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2020	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		$	$	$	$	$	$	$	$	$
Housing										
Staff Housing				9,100,000		361,270	0	8,738,730		
Other property and services										
Depot Building				8,700,000		345,380	0	8,354,620		901,713
Total Borrowings		0	0	17,800,000	0	706,650	0	17,093,350	0	901,713

Information on Lending			New Loans		Repayments		Outstanding		Repayments		
Particulars	Loan No.	1 July 2020	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	
Self Supporting Loans											
Recreation and culture											
South Hedland Bowling Club	138	418,418	0	0	9,372	18,744	409,045	400,381	11,047	10,405	
Port Hedland Yacht Club	126	228,679	(228,679)	0	0	36,764	(0)	189,116	0	11,156	Consolidated to new SSL
Port Hedland Yacht Club	128	133,227	(133,227)	0	0	17,291	(0)	114,957	0	6,782	Consolidated to new SSL
Port Hedland Yacht Club	145	0	361,906	0	24,412	0	337,494	0	4,337	0	
B/Fwd Balance		780,323	0	0	33,784	72,799	746,539	704,454	15,384	28,343	
Total		780,323	0	17,800,000	33,784	779,449	746,539	17,797,804	15,384	930,056	

Budget	
Current borrowings	706,650
Non-current borrowings	17,093,350
	17,800,000

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

KEY INFORMATION

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

FINANCING ACTIVITIES
NOTE 10
LEASE LIABILITIES

Movement in carrying amounts

Information on leases			New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Lease No.	1 July 2020	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		$	$	$	$	$	$	$	$	$
Housing										
Private rental		36,373			35,521		852		1,618	
Recreation and culture										
Port Hedland Library		143,906			35,892	45,869	108,014	98,037	1,480	
Gratwick Gym Equipment			319,719	290,123	74,074	98,219	245,645	191,904	852	
Other property and services										
Depot Operations		158,713			32,824	158,713	125,889	0	2,626	
Total		338,992	319,719	290,123	178,312	302,801	480,399	289,941	6,576	0
Current lease liabilities		242,094					134,777			
Non-current lease liabilities		98,036					346,761			
		340,130					481,538			
All lease repayments were financed by general purpose revenue.										
Variance written off this FY (lease increase not initiated by lessor)		1,138					1,138			

KEY INFORMATION

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

OPERATING ACTIVITIES
NOTE 11
CASH RESERVES

Cash backed reserve

Reserve name	Budget Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	$	$	$	$	$	$	$	$	$
Reserves Cash Backed - Leave Reserve	1,375,612				0		0	1,375,612	1,375,612
Reserves Cash Backed - Plant	914,717			1,470,000	490,314		0	2,384,717	1,405,031
Reserves Cash Backed - Unfinished Works	6,047,125				0	(5,373,403)	(3,658,231)	673,722	2,388,894
Reserves Cash Backed - Housing	583,965				0		0	583,965	583,965
Reserves Cash Backed - Airport Works	14,792,463				0	(3,042,000)	0	11,750,463	14,792,463
Reserves Cash Backed - Spoilbank	36,458,866				0	(24,172,835)	(101,809)	12,286,031	36,357,057
Reserves Cash Backed - Asset Managemen	3,158,190			2,000,000	2,111,750	(500,000)	(77,522)	4,658,190	5,192,418
Reserves Cash Backed - Waste	6,634,973			600,000	0	(1,530,000)	(86,433)	5,704,973	6,548,540
Reserves Cash Backed - Strategic	148,100,578				2,150,713	(18,702,308)	(7,504,378)	129,398,270	142,746,914
Reserves Cash Backed - Cyclone	80,410				0		0	80,410	80,410
Reserves Cash Backed - Financial Risk	21,939,752			12,607,176	12,607,176	(10,044,183)	(9,434,331)	24,502,745	25,112,597
	240,086,651	**0**	**0**	**16,677,176**	**17,359,954**	**(63,364,729)**	**(20,862,703)**	**193,399,098**	**236,583,901**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

OPERATING ACTIVITIES
NOTE 12
OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 30 April 2021
		$	$	$	$
Contract liabilities					
Unspent grants, contributions and reimbursements					
- operating	13	98,541	685,107	(200,594)	583,052
- non-operating	14	346,248	4,317,877	(1,023,669)	3,640,459
Total unspent grants, contributions and reimbursements		444,789	5,002,984	(1,224,263)	4,223,510
Provisions					
Annual leave		1,564,390		(66,452)	1,497,938
Long service leave		790,440		10,434	800,874
Total Provisions		2,354,830		(56,018)	2,298,812
Total other current liabilities		**2,799,619**	**5,002,984**	**(1,280,281)**	**6,522,322**

Amounts shown above include GST (where applicable)

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

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

NOTE 13
OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability				Operating grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Current Liability 30 Apr 2021	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$
Operating grants and subsidies							
Grants Commission - General Purpose Grant				0	383,358	319,460	575,036
Grants Commission - Formula Local Road Grant				0	344,920	258,690	0
State Emergency Services Operating Grant		7,884		7,884	0	0	0
DFES Volunteer Bush Fire Brigade - Revenue	8,212			8,212	0	0	0
Pest Control Revenue				0	7,006	5,830	7,006
Cash for trash	17,519		(17,519)	0			
Education and welfare				0			
Senior Adults Living Triumphantly Program (Salt)	34,000			34,000	34,000	34,000	(540)
Community amenities				0			
Department of Planning - Coastal Access	8,795			8,795	0	0	0
Coastal Reserves Management Plan	6,800			6,800	25,000	25,000	15,000
Recreation and culture				0			
Boxfit Financial Assistance Term 3 - FMG				0	809		809
Christmas Carols		20,000		20,000	0	0	0
Libraries - Childrens Book Week Grant				0	4,500	4,500	0
North West Festival		225,000		225,000		0	0
OWLS (Older Living	9,722			9,722	0	0	0
Puppets in the Pilbara				0	73,755	73,755	0
WA Ballet Revenue				0	0	0	120,000
WA History Foundation Grant		6,048		6,048	0	0	0
				0			
AWARE		3,600		3,600			
Every Club		44,000		44,000			
		187,500		187,500			

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

NOTE 13
OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability				Operating grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Current Liability 30 Apr 2021	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$
		3,000		3,000			
Transport				0			
Infrastructure Construction - MRWA : Direct Grant		183,075	(183,075)	0	180,000	0	183,075
Cyclone response				0	1,000,000	833,330	0
Other property and services				0			
Human Resources Revenue				0	9,092	9,092	0
	85,048	**680,107**	**(200,594)**	**564,561**	**2,062,440**	**1,563,657**	**900,386**
Operating contributions							
Law, order, public safety				0			
Community Development Project	7,765			7,765			
Recreation and culture				0			
Australia Day				0	40,000	40,000	40,000
Citizen Of The Year				0	6,000	6,000	6,000
Community Awards - Sponsorship Revenue				0	10,000	8,330	10,000
Festival Lights & Decorations Competition	796			796	2,500	2,500	2,500
Living Libraries	3,031			3,031		0	
Mothers Day Classic				0	6,950	6,950	0
Outdoor Movies				0	10,000	10,000	10,000
Puppets In The Pilbara				0	20,000	16,660	20,286
Sunset Events - Revenue				0	0	0	7,500
Welcome To Hedland		5,000		5,000	9,000	5,000	1,500
Youth Week Program				0	2,000	2,000	0
Youth Engagement	1,900			1,900			
				0			5,455
	13,492	**5,000**	**0**	**18,492**	**106,450**	**97,440**	**103,241**
TOTALS	**98,540**	**685,107**	**(200,594)**	**583,053**	**2,168,890**	**1,661,097**	**1,003,626**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

NOTE 14
NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent non operating grants, subsidies and contributions liabilit				Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Current Liability 30 Apr 2021	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	$	$	$	$	$	$	$
Non-operating grants and subsidies							
Education and welfare				0			
Carpark Renewal Program (Department of Education	112,000			112,000	112,000	93,330	0
Community amenities				0			0
Transfer Station / Community Recycling Centre	83,957			83,957		0	0
Marapkirrurrinya Pop Ups				0	631,065	525,880	0
Recreation and culture				0			0
The Hub Business Case: Combine Multiple Facilities t	150,291		(150,291)	0			0
Jd Hardie Community Sporting And Recreation Grant				0	750,000	625,000	0
				0			0
Transport				0			0
Department of Infrastucture - Roads to Recovery		268,182		268,182			0
Road Renewal Program - Shoata Road		500,042	(500,042)	0	575,726	479,770	460,581
Road Reseal Program - Revenue				0	295,000	245,830	0
Rrg Pippingarra Road		160,000	(160,000)	0	200,000	166,660	160,000
Remote Community Roads - Yandeyarra		213,334	(213,334)	0	266,667	222,220	213,333
Main roads		170,319		170,319		0	0
Blackspot Funding		6,000		6,000	130,000	108,330	0
Seawalls Construction (BHP)		3,000,000		3,000,000		0	
	346,248	**4,317,877**	**(1,023,667)**	3,640,459	**2,960,458**	**2,467,020**	**833,914**
				0			
Non-operating contributions				0			
Recreation and culture				0			
South Hedland Sports Multiuser Pavillion				0	4,000,000	0	0
	0	**0**	**0**	**0**	**4,000,000**	**0**	**0**
TOTALS	**346,248**	**4,317,877**	**(1,023,667)**	**3,640,459**	**6,960,458**	**2,467,020**	**833,914**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

NOTE 16
EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.
The material variance adopted by Council for the 2020-21 year is $50,000 or 10.00% whichever is the greater.

Reporting Program	Var. $	Var. %		Timing/ Permanent	Explanation of Variance
	$	%			
Revenue from operating activities					
Operating grants, subsidies and contributions	(657,470)	(39.58%)	▼		Funding for grants cannot be recognised as revenue until performance obligations have been fulfilled in line with Accounting Standards.
Interest earnings	1,900,280	208.14%	▲		Funds invested have exceeded the anticipated amount as the funds for the Marina project are still invested in Term Deposits.
Expenditure from operating activities					
Materials and contracts	23,477,652	67.01%	▲		Spoilbank project budget has not been spent as budgeted however, the budget needs to be in place for when the funds are required.
Utility charges	1,552,518	32.45%	▲		JD Hardie closed for refurbishment resulting in less than budgeted expenses
Interest expenses	525,963	98.77%	▲		Budgeted loans have not been drawn down hence there has been no interest expense resulting in a large variance.
Insurance expenses	(168,387)	(29.41%)	▼		Premiums charged are largely based figures known at the beginning of the year, the estimated amounts may vary when actual expenditure for Wages etc. are declared at year end.
Investing activities					
Proceeds from non-operating grants, subsidies and contributions	(1,633,106)	(66.20%)	▼		Revenue cannot be recognised until performance obligations have been fulfilled. Review of projects and associated income to be recognised in consultation with the project team and the contract.
Proceeds from disposal of assets	89,627	23.06%	▲		Sales proceeds of plant exceeded budget resulting in an unexpected increase in proceeds.
Payments for property, plant and equipment and infrastructure	19,252,872	40.30%	▲		Detailed explanations in Material Variance Report
Financing actvities					
Transfer from reserves	(31,941,237)	(60.49%)	▼		
Transfer to reserves	(3,462,307)	(24.91%)	▼		

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

NOTE 15
TRUST FUND

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

Description	Opening Balance 1 July 2020	Amount Received	Amount Paid	Closing Balance 30 Apr 2021
	$	$	$	$
Mosquito Control	1,633	771	0	**2,404**
Public Open Space	376,379	0	0	**376,379**
Nomination bonds		160		**160**
	378,012	**931**	**0**	**378,943**

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
EFT85661	09/04/2021	Signswest	Payment	1		811.80
INV 00075898	25/01/2021	Signswest	Labels and Extrusions for Manager's Offices at the Civic Centre	1	811.80	
		Signswest Total			**811.80**	**811.80**
EFT85914	23/04/2021	4Branding Pty Ltd	Payment	1		2,040.50
INV 21752	05/03/2021	4Branding Pty Ltd	Drawstring Backpack	1	2,040.50	
		4Branding Pty Ltd Total			**2,040.50**	**2,040.50**
EFT85768	09/04/2021	Aaron Smith	Payment	1		357.12
INV 530435	15/03/2021	Aaron Smith	Reimbursement of electricity charges	1	357.12	
		Aaron Smith Total			**357.12**	**357.12**
EFT85935	23/04/2021	Aboriginal Insights	Payment	1		15,323.00
INV INV-0678	12/04/2021	Aboriginal Insights	Online platform licences	1	15,323.00	
		Aboriginal Insights Total			**15,323.00**	**15,323.00**
EFT85901	23/04/2021	Acacia Connection	Payment	1		8,471.10
INV 27315	31/03/2021	Acacia Connection	EAP Hours - Invoice 27315 -Date 31.03.2021	1	8,471.10	
		Acacia Connection Total			**8,471.10**	**8,471.10**
EFT85940	23/04/2021	Acelect	Payment	1		3,383.85
INV 16843	30/03/2021	Acelect	Emergency Exit Light Audit and Maintenance	1	140.25	
INV 16848	30/03/2021	Acelect	Emergency Exit Light Audit and Maintenance	1	817.47	
INV 16877	01/04/2021	Acelect	Emergency Exit Light Audit and Maintenance	1	2,426.13	
		Acelect Total			**3,383.85**	**3,383.85**
EFT85923	23/04/2021	Active Discovery	Payment	1		12,534.50
INV 00182146	06/04/2021	Active Discovery	Supply, delivery and installation of softfall to replace arson damaged at Shay Gap Park	1	12,534.50	
		Active Discovery Total			**12,534.50**	**12,534.50**
EFT85775	09/04/2021	Adekunle Olumuyiwa Okeowo	Payment	1		701.12
INV 525597	03/02/2021	Adekunle Olumuyiwa Okeowo	Reimbursement of electricity charges	1	496.92	
INV 9008391342	19/02/2021	Adekunle Olumuyiwa Okeowo	Reimbursement of water charges	1	135.20	
INV C1178201	26/03/2021	Adekunle Olumuyiwa Okeowo	Reimbursement of internet charges	1	69.00	
EFT85987	23/04/2021	Adekunle Olumuyiwa Okeowo	Payment	1		35.73
INV C1178201	26/02/2021	Adekunle Olumuyiwa Okeowo	Reimbursement of internet charges	1	35.73	
		Adekunle Olumuyiwa Okeowo Total			**736.85**	**736.85**
EFT85652	09/04/2021	Air BP	Payment	1		53,423.96
INV 5005564494	23/03/2021	Air BP	Fuel Delivery of the Month of March 2021	1	53,423.96	
		Air BP Total			**53,423.96**	**53,423.96**
EFT85682	09/04/2021	AK Evans Earthmoving t/a Ronlieeh Pty Ltd	Payment	1		18,056.01
INV 22007	15/03/2021	AK Evans Earthmoving t/a Ronlieeh Pty Ltd	Emergency open up works for Pippingarra, Madigan and Yandeyarra Road damage from Tropical Low	1	18,056.01	
		AK Evans Earthmoving t/a Ronlieeh Pty Ltd Total			**18,056.01**	**18,056.01**
EFT85751	09/04/2021	Alia Deane	Payment	1		465.28
INV 516027	15/03/2021	Alia Deane	Reimbursement of electricity charges	1	465.28	
		Alia Deane Total			**465.28**	**465.28**
EFT85677	09/04/2021	Alia Ltd	Payment	1		200.00
INV 42569	26/03/2021	Alia Ltd	Registration Fee	1	200.00	
		Alia Ltd Total			**200.00**	**200.00**
EFT85629	08/04/2021	Alicia Zielke	Payment	1		1,867.86
INV 07042021	07/04/2021	Alicia Zielke	Payroll missed FNE 30/03/2021	1	1,867.86	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
		Alicia Zielke Total			**1,867.86**	**1,867.86**
EFT85991	23/04/2021	Anita Pillay	Payment	1		179.20
INV 01042021	01/04/2021	Anita Pillay	Membership refund	1	179.20	
		Anita Pillay Total			**179.20**	**179.20**
DD41967.11	13/04/2021	ANZ Retirement Portfolio Service	Payment	1		196.10
INV DEDUCTION	13/04/2021	ANZ Retirement Portfolio Service	Payroll Deductions	1	196.10	
DD42021.14	27/04/2021	ANZ Retirement Portfolio Service	Payment	1		197.57
INV DEDUCTION	27/04/2021	ANZ Retirement Portfolio Service	Payroll Deductions	1	197.57	
		ANZ Retirement Portfolio Service Total			**393.67**	**393.67**
DD41967.24	13/04/2021	ANZ Smart Choice Super	Payment	1		1,656.72
INV SUPER	13/04/2021	ANZ Smart Choice Super	Superannuation Contributions	1	1,488.33	
INV DEDUCTION	13/04/2021	ANZ Smart Choice Super	Payroll Deductions	1	168.39	
DD42021.27	27/04/2021	ANZ Smart Choice Super	Payment	1		1,674.02
INV SUPER	27/04/2021	ANZ Smart Choice Super	Superannuation Contributions	1	1,503.35	
INV DEDUCTION	27/04/2021	ANZ Smart Choice Super	Payroll Deductions	1	170.67	
		ANZ Smart Choice Super Total			**3,330.74**	**3,330.74**
EFT85862	23/04/2021	Arbor Centre	Payment	1		525.00
INV 00027860	15/04/2021	Arbor Centre	Training	1	525.00	
		Arbor Centre Total			**525.00**	**525.00**
DD41967.22	13/04/2021	Asgard	Payment	1		564.55
INV SUPER	13/04/2021	Asgard	Superannuation Contributions	1	427.23	
INV DEDUCTION	13/04/2021	Asgard	Payroll Deductions	1	137.32	
DD42021.25	27/04/2021	Asgard	Payment	1		564.55
INV SUPER	27/04/2021	Asgard	Superannuation Contributions	1	427.23	
INV DEDUCTION	27/04/2021	Asgard	Payroll Deductions	1	137.32	
		Asgard Total			**1,129.10**	**1,129.10**
EFT85968	23/04/2021	Aspect Studios Pty Ltd	Payment	1		9,460.00
INV 3916	07/04/2021	Aspect Studios Pty Ltd	Progress claim no. 09 for SHISC Landscaping design	1	9,460.00	
		Aspect Studios Pty Ltd Total			**9,460.00**	**9,460.00**
EFT85912	23/04/2021	Ausfab Holdings Pty Ltd T/a Msc Fabrication	Payment	1		2,678.50
INV 15679	29/03/2021	Ausfab Holdings Pty Ltd T/a Msc Fabrication	CAT 308E2CR-HG-Hammer Guard as per attached	1	2,678.50	
		Ausfab Holdings Pty Ltd T/a Msc Fabrication (HIMAC) Total			**2,678.50**	**2,678.50**
EFT85646	09/04/2021	Auslec (L&H Group) - T/A Pacific Datacom	Payment	1		350.50
INV 2218840	05/02/2021	Auslec (L&H Group) - T/A Pacific Datacom	Materials and parts	1	34.21	
INV 2174180	24/02/2021	Auslec (L&H Group) - T/A Pacific Datacom	Materials & parts	1	190.50	
INV 2218816	24/02/2021	Auslec (L&H Group) - T/A Pacific Datacom	Materials & parts	1	24.56	
INV 2174464	24/02/2021	Auslec (L&H Group) - T/A Pacific Datacom	Materials and Parts	1	88.88	
INV 9552298	04/03/2021	Auslec (L&H Group) - T/A Pacific Datacom	Credit note relates to invoice no. 002218816	1	- 24.56	
INV 2278600	16/03/2021	Auslec (L&H Group) - T/A Pacific Datacom	Plastic Electrical Boxes	1	36.91	
		Auslec (L&H Group) - T/A Pacific Datacom Total			**350.50**	**350.50**
EFT85640	09/04/2021	Australia Post	Payment	1		305.05
INV 1010471166	03/04/2021	Australia Post	Postage for the month of March 2021	1	264.10	
INV 1010471166	03/04/2021	Australia Post	Postage for the month of March 2021	1	40.95	
		Australia Post Total			**305.05**	**305.05**
DD41967.45	13/04/2021	Australian Catholic Superannuation &	Payment	1		384.34
INV SUPER	13/04/2021	Australian Catholic Superannuation &	Superannuation Contributions	1	384.34	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
		Australian Catholic Superannuation & Retirement Fund Total			**384.34**	**384.34**
EFT85698	09/04/2021	Australian Communications and Media	Payment	1		2,240.00
INV 502417255	12/03/2021	Australian Communications and Media	Annual renewal of licensing	1	314.00	
INV 502442238	05/04/2021	Australian Communications and Media	Annual renewal of licensing	1	1,926.00	
		Australian Communications and Media Authority Total			**2,240.00**	**2,240.00**
DD42021.4	27/04/2021	Australian Ethical Retail Superannuation Fund	Payment	1		1,456.44
INV DEDUCTION	27/04/2021	Australian Ethical Retail Superannuation Fund	Payroll Deductions	1	96.37	
INV SUPER	27/04/2021	Australian Ethical Retail Superannuation Fund	Superannuation Contributions	1	1,360.07	
DD41967.29	13/04/2021	Australian Ethical Retail Superannuation Fund	Payment	1		1,374.36
INV SUPER	13/04/2021	Australian Ethical Retail Superannuation Fund	Superannuation Contributions	1	1,295.71	
INV DEDUCTION	13/04/2021	Australian Ethical Retail Superannuation Fund	Payroll Deductions	1	78.65	
		Australian Ethical Retail Superannuation Fund Total			**2,830.80**	**2,830.80**
EFT85829	23/04/2021	Australian Institute Of Management	Payment	1		2,100.00
INV 7128444	06/04/2021	Australian Institute Of Management	Diploma of Project Management - Coordinator Works & Services	1	2,100.00	
		Australian Institute Of Management Total			**2,100.00**	**2,100.00**
DD41967.6	13/04/2021	Australian Super	Payment	1		9,032.11
INV DEDUCTION	13/04/2021	Australian Super	Payroll Deductions	1	405.18	
INV DEDUCTION	13/04/2021	Australian Super	Payroll Deductions	1	143.55	
INV DEDUCTION	13/04/2021	Australian Super	Payroll Deductions	1	91.55	
INV SUPER	13/04/2021	Australian Super	Superannuation Contributions	1	7,353.51	
INV DEDUCTION	13/04/2021	Australian Super	Payroll Deductions	1	201.30	
INV DEDUCTION	13/04/2021	Australian Super	Payroll Deductions	1	323.23	
INV DEDUCTION	13/04/2021	Australian Super	Payroll Deductions	1	162.65	
INV DEDUCTION	13/04/2021	Australian Super	Payroll Deductions	1	351.14	
DD42021.9	27/04/2021	Australian Super	Payment	1		9,734.27
INV DEDUCTION	27/04/2021	Australian Super	Payroll Deductions	1	225.37	
INV DEDUCTION	27/04/2021	Australian Super	Payroll Deductions	1	145.56	
INV DEDUCTION	27/04/2021	Australian Super	Payroll Deductions	1	21.31	
INV DEDUCTION	27/04/2021	Australian Super	Payroll Deductions	1	91.55	
INV SUPER	27/04/2021	Australian Super	Superannuation Contributions	1	8,006.95	
INV DEDUCTION	27/04/2021	Australian Super	Payroll Deductions	1	201.30	
INV DEDUCTION	27/04/2021	Australian Super	Payroll Deductions	1	503.75	
INV DEDUCTION	27/04/2021	Australian Super	Payroll Deductions	1	170.35	
INV DEDUCTION	27/04/2021	Australian Super	Payroll Deductions	1	368.13	
		Australian Super Total			**18,766.38**	**18,766.38**
DD41967.15	13/04/2021	Australian Super Administration	Payment	1		4,153.31
INV SUPER	13/04/2021	Australian Super Administration	Superannuation Contributions	1	4,153.31	
DD42021.18	27/04/2021	Australian Super Administration	Payment	1		4,092.63
INV SUPER	27/04/2021	Australian Super Administration	Superannuation Contributions	1	4,092.63	
		Australian Super Administration Total			**8,245.94**	**8,245.94**
EFT85624	01/04/2021	Australian Taxation Office	Payment	1		216,769.00
INV DEDUCTION	30/03/2021	Australian Taxation Office	Payroll Deductions		216,722.00	
INV DEDUCTION	30/03/2021	Australian Taxation Office	Payroll Deductions		47.00	
EFT85776	15/04/2021	Australian Taxation Office	Payment	1		220,036.00
INV DEDUCTION	13/04/2021	Australian Taxation Office	Payroll Deductions		219,998.00	
INV DEDUCTION	13/04/2021	Australian Taxation Office	Payroll Deductions		38.00	
EFT85993	29/04/2021	Australian Taxation Office	Payment	1		224,917.00
INV DEDUCTION	27/04/2021	Australian Taxation Office	Payroll Deductions		224,879.00	
INV DEDUCTION	27/04/2021	Australian Taxation Office	Payroll Deductions		38.00	
DD41998.1	21/04/2021	Australian Taxation Office	Payment	1		379,248.00

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
INV 16042021	16/04/2021	Australian Taxation Office	Payment for BAS March 2021	1	379,248.00	
DD42015.1	22/04/2021	Australian Taxation Office	Payment	1		178,328.00
INV 16042021	16/04/2021	Australian Taxation Office	Payment for revision to BAS statements for this financial year	1	178,328.00	
		Australian Taxation Office Total			**1,219,298.00**	**1,219,298.00**
EFT85690	09/04/2021	Avantgarde Technologies Pty Ltd	Payment	1		2,328.42
INV 00002003	23/03/2021	Avantgarde Technologies Pty Ltd	Intel Xeon Silver 4112 2.6G, 4C/8T, 9.6GT/s, 8.25M Cache, Turbo, HT (85W) DDR4-2400 CK	1	2,328.42	
EFT85865	23/04/2021	Avantgarde Technologies Pty Ltd	Payment	1		9,350.00
INV ES 00001573	06/04/2021	Avantgarde Technologies Pty Ltd	CCTV maintenance and support - May 21	1	7,260.00	
INV 00002017	06/04/2021	Avantgarde Technologies Pty Ltd	Review ICT Maintenance Tasks and Provide Report	1	2,090.00	
		Avantgarde Technologies Pty Ltd Total			**11,678.42**	**11,678.42**
EFT85884	23/04/2021	Aveling Group	Payment	1		80.00
INV 507158	30/03/2021	Aveling Group	White card - James Watt	1	80.00	
		Aveling Group Total			**80.00**	**80.00**
DD41967.1	13/04/2021	Aware Super	Payment	1		41,815.45
INV SUPER	13/04/2021	Aware Super	Superannuation Contributions	1	35,458.98	
INV DEDUCTION	13/04/2021	Aware Super	Payroll Deductions	1	164.62	
INV DEDUCTION	13/04/2021	Aware Super	Payroll Deductions	1	356.08	
INV DEDUCTION	13/04/2021	Aware Super	Payroll Deductions	1	11.96	
INV DEDUCTION	13/04/2021	Aware Super	Payroll Deductions	1	117.61	
INV DEDUCTION	13/04/2021	Aware Super	Payroll Deductions	1	366.68	
INV DEDUCTION	13/04/2021	Aware Super	Payroll Deductions	1	1,215.00	
INV DEDUCTION	13/04/2021	Aware Super	Payroll Deductions	1	279.20	
INV DEDUCTION	13/04/2021	Aware Super	Payroll Deductions	1	1,948.01	
INV DEDUCTION	13/04/2021	Aware Super	Payroll Deductions	1	898.82	
INV DEDUCTION	13/04/2021	Aware Super	Payroll Deductions	1	122.06	
INV DEDUCTION	13/04/2021	Aware Super	Payroll Deductions	1	91.55	
INV DEDUCTION	13/04/2021	Aware Super	Payroll Deductions	1	362.80	
INV DEDUCTION	13/04/2021	Aware Super	Payroll Deductions	1	169.24	
INV DEDUCTION	13/04/2021	Aware Super	Payroll Deductions	1	200.00	
INV DEDUCTION	13/04/2021	Aware Super	Payroll Deductions	1	52.84	
DD42021.1	27/04/2021	Aware Super	Payment	1		42,344.36
INV SUPER	27/04/2021	Aware Super	Superannuation Contributions	1	36,051.28	
INV DEDUCTION	27/04/2021	Aware Super	Payroll Deductions	1	233.26	
INV DEDUCTION	27/04/2021	Aware Super	Payroll Deductions	1	353.31	
INV DEDUCTION	27/04/2021	Aware Super	Payroll Deductions	1	2.36	
INV DEDUCTION	27/04/2021	Aware Super	Payroll Deductions	1	88.19	
INV DEDUCTION	27/04/2021	Aware Super	Payroll Deductions	1	347.87	
INV DEDUCTION	27/04/2021	Aware Super	Payroll Deductions	1	103.35	
INV DEDUCTION	27/04/2021	Aware Super	Payroll Deductions	1	1,215.00	
INV DEDUCTION	27/04/2021	Aware Super	Payroll Deductions	1	383.54	
INV DEDUCTION	27/04/2021	Aware Super	Payroll Deductions	1	1,839.20	
INV DEDUCTION	27/04/2021	Aware Super	Payroll Deductions	1	903.54	
INV DEDUCTION	27/04/2021	Aware Super	Payroll Deductions	1	122.88	
INV DEDUCTION	27/04/2021	Aware Super	Payroll Deductions	1	100.61	
INV DEDUCTION	27/04/2021	Aware Super	Payroll Deductions	1	355.15	
INV DEDUCTION	27/04/2021	Aware Super	Payroll Deductions	1	44.82	
INV DEDUCTION	27/04/2021	Aware Super	Payroll Deductions	1	200.00	
		Aware Super Total			**84,159.81**	**84,159.81**
EFT85804	23/04/2021	Baileys Fertilisers	Payment	1		1,703.57
INV 21657	29/03/2021	Baileys Fertilisers	Vigilant II Herbicide 240ml	1	290.07	
INV 21683	31/03/2021	Baileys Fertilisers	Brilliance Granulated 1000kg	1	1,413.50	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
		Baileys Fertilisers Total			**1,703.57**	**1,703.57**
EFT85847	23/04/2021	Banjyma Aboriginal Corporation	Payment	1		1,000.00
INV 294830	18/03/2021	Banjyma Aboriginal Corporation	Bond refund	1	1,000.00	
		Banjyma Aboriginal Corporation Total			**1,000.00**	**1,000.00**
EFT85878	23/04/2021	Battery Sales & Service	Payment	1		209.90
INV 101657	02/03/2021	Battery Sales & Service	Battery MFX95D31L	1	195.00	
INV 102344	25/03/2021	Battery Sales & Service	Tdr05104 30A Auto Rest Breaker	1	14.90	
		Battery Sales & Service Total			**209.90**	**209.90**
EFT85653	09/04/2021	Benara Nurseries	Payment	1		1,617.71
INV 287378	22/03/2021	Benara Nurseries	3 X Araucarua heterophylla (90Lt)	1	1,617.71	
		Benara Nurseries Total			**1,617.71**	**1,617.71**
EFT85770	09/04/2021	Bid Buddy	Payment	1		13,918.30
INV 1097	26/03/2021	Bid Buddy	Prepare Procurement Plan, SOR and Tender Documents	1	13,918.30	
		Bid Buddy Total			**13,918.30**	**13,918.30**
EFT85814	23/04/2021	BJ Young Earthmoving Pty Ltd	Payment	1		38,046.25
INV CF528	29/03/2021	BJ Young Earthmoving Pty Ltd	Mar 2021 - Supply and delivery of 2600 tonnes of Clean fill to Landfill	1	27,170.00	
INV 00003196	31/03/2021	BJ Young Earthmoving Pty Ltd	Scope of works and quote to construct 200 m of road	1	5,494.50	
INV CF529	31/03/2021	BJ Young Earthmoving Pty Ltd	Price for Supply of 515 tonnes of subgrade material for internal landfill roads	1	5,381.75	
		BJ Young Earthmoving Pty Ltd Total			**38,046.25**	**38,046.25**
EFT85637	09/04/2021	Blackwoods - BBC	Payment	1		4,292.91
INV PH3413ZA	12/02/2021	Blackwoods - BBC	Materials and parts	1	28.90	
INV PH2463ZB	16/02/2021	Blackwoods - BBC	Safe Key wall mount	1	36.66	
INV 239481	22/02/2021	Blackwoods - BBC	Credit note related to invoice#PH9821YZ	1	- 109.20	
INV PH8298ZE	02/03/2021	Blackwoods - BBC	Staff uniforms & personal protective equipment	1	134.40	
INV PH9727ZE	02/03/2021	Blackwoods - BBC	Materials and parts	1	23.18	
INV PH1458ZF	03/03/2021	Blackwoods - BBC	Materials and parts	1	21.33	
INV PH1434ZG	05/03/2021	Blackwoods - BBC	Materials and parts	1	98.29	
INV PH4972ZG	08/03/2021	Blackwoods - BBC	Materials and parts	1	35.29	
INV PH3630ZH	10/03/2021	Blackwoods - BBC	Materials and parts	1	45.09	
INV PH6785ZH	11/03/2021	Blackwoods - BBC	Staff uniforms & personal Protective equipment	1	79.34	
INV PH8337ZI	15/03/2021	Blackwoods - BBC	Materials and parts	1	0.85	
INV PH0368ZJ	16/03/2021	Blackwoods - BBC	Materials and parts	1	113.10	
INV PH0396ZJ	16/03/2021	Blackwoods - BBC	Degreaser	1	27.07	
INV PH4682ZI	16/03/2021	Blackwoods - BBC	Staff uniforms & personal protective equipment	1	220.01	
INV PH8006ZI	16/03/2021	Blackwoods - BBC	Staff uniforms & personal protective equipment	1	111.32	
INV PH6595ZJ	17/03/2021	Blackwoods - BBC	Materials and parts	1	80.69	
INV PH6865ZJ	17/03/2021	Blackwoods - BBC	Domestic Extension Leads 10A - White - 3m	1	30.83	
INV PH2023ZJ	18/03/2021	Blackwoods - BBC	Staff uniforms & personal protective equipment	1	125.14	
INV PH4627ZJ	18/03/2021	Blackwoods - BBC	Staff uniforms & personal protective equipment	1	125.14	
INV PH9991ZJ	18/03/2021	Blackwoods - BBC	Staff uniforms & personal protective equipment	1	347.38	
INV PH0044ZK	18/03/2021	Blackwoods - BBC	Materials and parts	1	18.72	
INV PH3732ZK	19/03/2021	Blackwoods - BBC	Materials and parts	1	65.13	
INV PH4142ZK	19/03/2021	Blackwoods - BBC	Materials and parts	1	24.40	
INV PH4456ZJ	19/03/2021	Blackwoods - BBC	Staff uniforms & personal protective equipment	1	284.64	
INV PH4489ZK	19/03/2021	Blackwoods - BBC	Materials and parts	1	378.72	
INV PH9071ZK	22/03/2021	Blackwoods - BBC	Cooler Jug with Tap-BLUE-5L	1	259.25	
INV PH7413ZK	22/03/2021	Blackwoods - BBC	Consumables	1	7.68	
INV PH8948ZJ	22/03/2021	Blackwoods - BBC	Staff uniforms & personal protective equipment	1	190.25	
INV PH6607ZJ	22/03/2021	Blackwoods - BBC	Staff uniforms & personal protective equipment	1	366.69	
INV PE0036ZK	23/03/2021	Blackwoods - BBC	Staff uniforms & personal protective equipment	1	175.07	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
INV PE1661ZK	23/03/2021	Blackwoods - BBC	Cooler Jug 5L - Willow Ware	1	359.74	
INV PH5414ZL	24/03/2021	Blackwoods - BBC	Latch gate	1	11.20	
INV PH5621ZL	24/03/2021	Blackwoods - BBC	Materials and parts	1	14.80	
INV PH8059ZK	24/03/2021	Blackwoods - BBC	Staff uniforms & personal protective equipment	1	153.22	
INV PH7053ZL	24/03/2021	Blackwoods - BBC	Staff uniforms & personal protective equipment	1	255.37	
INV PH8058ZK	24/03/2021	Blackwoods - BBC	Staff uniforms & personal protective equipment	1	153.22	
EFT85789	23/04/2021	Blackwoods - BBC	Payment	1		2,743.34
INV PH8066ZI	15/03/2021	Blackwoods - BBC	Materials and parts	1	120.49	
INV PH0266ZM	25/03/2021	Blackwoods - BBC	Scale platform	1	657.60	
INV PH7170ZL	25/03/2021	Blackwoods - BBC	Prosafe Excalibur W6218R PVC Liquid Resistant Gloves	1	10.34	
INV PH1544ZM	26/03/2021	Blackwoods - BBC	Staff uniforms & personal protective equipment	1	153.22	
INV PH2807ZM	26/03/2021	Blackwoods - BBC	Cement 20kg bags	1	44.95	
INV PH2892ZM	26/03/2021	Blackwoods - BBC	Prosafe Ultratech W9673B Foam General Purpose Gloves	1	25.41	
INV PH0280ZM	26/03/2021	Blackwoods - BBC	Staff uniforms & personal protective equipment	1	171.23	
INV PH9514ZM	29/03/2021	Blackwoods - BBC	Materials and parts	1	231.20	
INV PE9860ZM	30/03/2021	Blackwoods - BBC	Staff uniforms & personal Protective equipment	1	160.01	
INV PH4017ZN	30/03/2021	Blackwoods - BBC	Materials and parts	1	188.10	
INV PH4004ZN	30/03/2021	Blackwoods - BBC	Materials and parts	1	188.10	
INV PH4207ZN	30/03/2021	Blackwoods - BBC	Staff uniforms & personal protective equipment	1	391.96	
INV PH9836ZM	01/04/2021	Blackwoods - BBC	Staff uniforms & personal protective equipment	1	83.42	
INV PH2237ZO	01/04/2021	Blackwoods - BBC	Staff uniforms & personal protective equipment	1	148.50	
INV PH7508ZO	06/04/2021	Blackwoods - BBC	Materials and parts	1	168.81	
		Blackwoods - BBC Total			**7,036.25**	**7,036.25**
EFT85630	09/04/2021	BOC Limited	Payment	1		292.40
INV 4028036740	29/03/2021	BOC Limited	March 2021 Rental fees	1	240.58	
INV 4028102346	31/03/2021	BOC Limited	1307/42 Alum Brightener/cleaner BOC Weld guard	1	51.82	
EFT85783	23/04/2021	BOC Limited	Payment	1		433.38
INV 4028158311	13/04/2021	BOC Limited	O65G-Argo Shield	1	192.61	
INV 4028163649	14/04/2021	BOC Limited	Cobalarc 650 3.2X450-5Kg Electrodes	1	240.77	
		BOC Limited Total			**725.78**	**725.78**
EFT85800	23/04/2021	Bridgestone Australia Ltd.	Payment	1		4,873.77
INV 85496589	04/03/2021	Bridgestone Australia Ltd.	Tyres & Repairs	1	777.59	
INV 85499272	05/03/2021	Bridgestone Australia Ltd.	Tyres & Repairs	1	936.98	
INV 85522401	10/03/2021	Bridgestone Australia Ltd.	Tyres & Repairs	1	820.60	
INV 85577879	19/03/2021	Bridgestone Australia Ltd.	Tyres & Repairs	1	443.74	
INV 85587240	22/03/2021	Bridgestone Australia Ltd.	Tyres & Repairs	1	936.98	
INV 85592864	23/03/2021	Bridgestone Australia Ltd.	Tyres & Repairs	1	887.70	
INV 85628561	29/03/2021	Bridgestone Australia Ltd.	Tyres & Repairs	1	70.18	
		Bridgestone Australia Ltd. Total			**4,873.77**	**4,873.77**
EFT85879	23/04/2021	Brookdale Contractors	Payment	1		3,423.97
INV INV-8856	24/03/2021	Brookdale Contractors	144t Cracker Dust	1	3,423.97	
		Brookdale Contractors Total			**3,423.97**	**3,423.97**
DD41967.17	13/04/2021	BT Lifetime Super - Employer Plan (Retirement	Payment	1		1,116.34
INV SUPER	13/04/2021	BT Lifetime Super - Employer Plan (Retirement	Superannuation Contributions	1	516.34	
INV DEDUCTION	13/04/2021	BT Lifetime Super - Employer Plan (Retirement	Payroll Deductions	1	600.00	
DD42021.20	27/04/2021	BT Lifetime Super - Employer Plan (Retirement	Payment	1		1,071.76
INV SUPER	27/04/2021	BT Lifetime Super - Employer Plan (Retirement	Superannuation Contributions	1	471.76	
INV DEDUCTION	27/04/2021	BT Lifetime Super - Employer Plan (Retirement	Payroll Deductions	1	600.00	
		BT Lifetime Super - Employer Plan (Retirement Wrap) Total			**2,188.10**	**2,188.10**
DD41967.7	13/04/2021	BT Super For Life	Payment	1		1,165.89
INV DEDUCTION	13/04/2021	BT Super For Life	Payroll Deductions	1	166.26	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
INV SUPER	13/04/2021	BT Super For Life	Superannuation Contributions	1	999.63	
DD42021.10	27/04/2021	BT Super For Life	Payment	1		1,120.60
INV DEDUCTION	27/04/2021	BT Super For Life	Payroll Deductions	1	163.90	
INV SUPER	27/04/2021	BT Super For Life	Superannuation Contributions	1	956.70	
		BT Super For Life Total			**2,286.49**	**2,286.49**
DD41967.42	13/04/2021	BT Super For Life (Retirement Wrap)	Payment	1		1,046.46
INV DEDUCTION	13/04/2021	BT Super For Life (Retirement Wrap)	Payroll Deductions	1	178.75	
INV SUPER	13/04/2021	BT Super For Life (Retirement Wrap)	Superannuation Contributions	1	867.71	
		BT Super For Life (Retirement Wrap) Total			**1,046.46**	**1,046.46**
EFT85788	23/04/2021	Bucher Municipal	Payment	1		3,356.11
INV 995582	11/03/2021	Bucher Municipal	Parts	1	196.68	
INV 996719	25/03/2021	Bucher Municipal	Parts	1	623.83	
INV 996720	25/03/2021	Bucher Municipal	Tyres & Repairs	1	1,078.00	
INV 997656	06/04/2021	Bucher Municipal	Parts	1	1,457.60	
		Bucher Municipal Total			**3,356.11**	**3,356.11**
EFT85648	09/04/2021	Building & Construction Indust Training	Payment	1		82.50
INV 30032021	30/03/2021	Building & Construction Indust Training	BCITF Levy February 2021 Amendment	1	82.50	
		Building & Construction Indust Training Total			**82.50**	**82.50**
EFT85840	23/04/2021	Cabcharge Australia Limited	Payment	1		184.17
INV 25051381P2102	22/02/2021	Cabcharge Australia Limited	Cabcharges for Mayor	1	184.17	
		Cabcharge Australia Limited Total			**184.17**	**184.17**
EFT85664	09/04/2021	Cannon Hygiene	Payment	1		2,339.18
INV 97007529	15/03/2021	Cannon Hygiene	Hygiene Servicing	1	12.58	
INV 97007530	15/03/2021	Cannon Hygiene	Hygiene Servicing	1	25.16	
INV 97007531	15/03/2021	Cannon Hygiene	Hygiene Servicing	1	50.33	
INV 97007532	15/03/2021	Cannon Hygiene	Hygiene Servicing	1	85.94	
INV 97013497	15/03/2021	Cannon Hygiene	Hygiene Servicing	1	113.22	
INV 97013498	15/03/2021	Cannon Hygiene	Hygiene Servicing	1	2,051.95	
		Cannon Hygiene Total			**2,339.18**	**2,339.18**
EFT85810	23/04/2021	Carabiner Pty Ltd	Payment	1		243,084.47
INV 1731A-06R3	07/04/2021	Carabiner Pty Ltd	2.1 Concept Design	1	18,650.50	
INV 1731A-06R3	07/04/2021	Carabiner Pty Ltd	4.1 Additional Public Indemnity Insurance	1	19,813.26	
INV 1731A-06R3	07/04/2021	Carabiner Pty Ltd	VAR004 - Residual Flow & Pressure Test	1	1,811.51	
INV 1713A-06R3	07/04/2021	Carabiner Pty Ltd	SHISH Stage 1 Detailed Design & preparation of tender documentation	1	202,809.20	
		Carabiner Pty Ltd Total			**243,084.47**	**243,084.47**
EFT85872	23/04/2021	Cardno WA Pty Ltd T/A Cardno	Payment	1		29,968.43
INV ICW212241	07/04/2021	Cardno WA Pty Ltd T/A Cardno	Consultancy Services for Drainage and Flood Modelling	1	29,968.43	
		Cardno WA Pty Ltd T/A Cardno Total			**29,968.43**	**29,968.43**
DD41967.19	13/04/2021	Care Super	Payment	1		1,061.91
INV SUPER	13/04/2021	Care Super	Superannuation Contributions	1	805.45	
INV DEDUCTION	13/04/2021	Care Super	Payroll Deductions	1	256.46	
DD42021.22	27/04/2021	Care Super	Payment	1		946.43
INV SUPER	27/04/2021	Care Super	Superannuation Contributions	1	696.44	
INV DEDUCTION	27/04/2021	Care Super	Payroll Deductions	1	249.99	
		Care Super Total			**2,008.34**	**2,008.34**
EFT85740	09/04/2021	Carl Askew	Payment	1		142.65
INV 22032021	22/03/2021	Carl Askew	Reimbursement	1	142.65	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
		Carl Askew Total			**142.65**	**142.65**
EFT85959	23/04/2021	Catherine Elizabeth Allan t/a Essential First Aid	Payment	1		70.00
INV INV-1537	17/03/2021	Catherine Elizabeth Allan t/a Essential First Aid	First Aid - CPR Refresher	1	70.00	
		Catherine Elizabeth Allan t/a Essential First Aid Training Total			**70.00**	**70.00**
DD41967.44	13/04/2021	CBUS	Payment	1		5,006.29
INV SUPER	13/04/2021	CBUS	Superannuation Contributions	1	4,129.74	
INV DEDUCTION	13/04/2021	CBUS	Payroll Deductions	1	193.72	
INV DEDUCTION	13/04/2021	CBUS	Payroll Deductions	1	682.83	
		CBUS Total			**5,006.29**	**5,006.29**
EFT85781	23/04/2021	Centurion Transport Co Pty Ltd	Payment	1		195.23
INV SI0347720	14/03/2021	Centurion Transport Co Pty Ltd	Freight charges	1	25.55	
INV SI0347719	14/03/2021	Centurion Transport Co Pty Ltd	Freight charges	1	25.55	
INV SI0349191	21/03/2021	Centurion Transport Co Pty Ltd	Freight charges	1	96.47	
INV SI0349190	21/03/2021	Centurion Transport Co Pty Ltd	Freight charges	1	47.66	
		Centurion Transport Co Pty Ltd Total			**195.23**	**195.23**
EFT85765	09/04/2021	Charismatic Photography	Payment	1		875.00
INV IV00000000006	17/03/2021	Charismatic Photography	Candid Event Photography - Matt Dann Season and Re-Brand launch	1	875.00	
		Charismatic Photography Total			**875.00**	**875.00**
EFT85913	23/04/2021	Chaz Roberts	Payment	1		111.45
INV 9010415614	09/04/2021	Chaz Roberts	Reimbursement of water charges	1	111.45	
		Chaz Roberts Total			**111.45**	**111.45**
EFT85961	23/04/2021	Cheye Hill	Payment	1		382.25
INV 29032021	29/03/2021	Cheye Hill	Reimbursement	1	382.25	
		Cheye Hill Total			**382.25**	**382.25**
EFT85626	01/04/2021	Child Support Agency	Payment	1		939.48
INV DEDUCTION	30/03/2021	Child Support Agency	Payroll Deductions		939.48	
EFT85778	15/04/2021	Child Support Agency	Payment	1		939.48
INV DEDUCTION	13/04/2021	Child Support Agency	Payroll Deductions		939.48	
EFT85995	29/04/2021	Child Support Agency	Payment	1		530.33
INV DEDUCTION	27/04/2021	Child Support Agency	Payroll Deductions		530.33	
		Child Support Agency Total			**2,409.29**	**2,409.29**
EFT85742	09/04/2021	Christine Pidgeon	Payment	1		1,616.31
INV 22032021	22/03/2021	Christine Pidgeon	Incidentals and travel Perth training	1	898.82	
INV 519780	25/03/2021	Christine Pidgeon	Reimbursement of electricity charges	1	717.49	
		Christine Pidgeon Total			**1,616.31**	**1,616.31**
EFT85730	09/04/2021	Christoph Matzen	Payment	1		54.50
INV 22032021	23/03/2021	Christoph Matzen	Dog Food	1	54.50	
		Christoph Matzen Total			**54.50**	**54.50**
EFT85782	23/04/2021	CJD Equipment Pty Ltd	Payment	1		162.03
INV 2201469	30/03/2021	CJD Equipment Pty Ltd	Parts	1	162.03	
		CJD Equipment Pty Ltd Total			**162.03**	**162.03**
EFT85937	23/04/2021	Claire Macintyre	Payment	1		54.00
INV 14042021	14/04/2021	Claire Macintyre	Easter events , planning and promotion for creche	1	54.00	
		Claire Macintyre Total			**54.00**	**54.00**
EFT85675	09/04/2021	Clark Equipment	Payment	1		1,025.79

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
INV 08225653	12/03/2021	Clark Equipment	Parts	1	1,025.79	
EFT85835	23/04/2021	Clark Equipment	Payment	1		1,826.51
INV 08226401	29/03/2021	Clark Equipment	Parts	1	952.30	
INV 08226614	01/04/2021	Clark Equipment	Parts	1	678.88	
INV 08226676	06/04/2021	Clark Equipment	Parts	1	195.33	
		Clark Equipment Total			**2,852.30**	**2,852.30**
EFT85848	23/04/2021	Cleanaway Pty Ltd - 73291687	Payment	1		82,582.33
INV 18994939	11/03/2021	Cleanaway Pty Ltd - 73291687	February 2021 - Municipal Waste Service as per RFT1819-46 VP135481	1	66,964.36	
INV 18989429	31/03/2021	Cleanaway Pty Ltd - 73291687	Daily servicing of Skip Bins as per RFT 2018-22 Extension Exemption #19282E	1	14,202.87	
INV 18994183	31/03/2021	Cleanaway Pty Ltd - 73291687	Supply and removal of 4.5m Front Load Bin - March 2021	1	339.63	
INV 18996618	31/03/2021	Cleanaway Pty Ltd - 73291687	12 x 240Lt Refuse MGB bins , Pilbara Pressure Force (Bin Cleaning)	1	1,075.47	
		Cleanaway Pty Ltd - 73291687 Total			**82,582.33**	**82,582.33**
DD41967.36	13/04/2021	Club Plus Superannuation Scheme	Payment	1		301.52
INV SUPER	13/04/2021	Club Plus Superannuation Scheme	Superannuation Contributions	1	301.52	
		Club Plus Superannuation Scheme Total			**301.52**	**301.52**
EFT85845	23/04/2021	Coca-Cola Amatil (Aust) Pty Ltd - Matt Dan CC	Payment	1		707.09
INV 225014331	10/03/2021	Coca-Cola Amatil (Aust) Pty Ltd - Matt Dan CC	Kiosk drink order March 2022	1	707.09	
		Coca-Cola Amatil (Aust) Pty Ltd - Matt Dan CC Account Total			**707.09**	**707.09**
DD41967.20	13/04/2021	Colonial First State	Payment	1		1,512.67
INV SUPER	13/04/2021	Colonial First State	Superannuation Contributions	1	1,512.67	
DD42021.23	27/04/2021	Colonial First State	Payment	1		1,635.07
INV SUPER	27/04/2021	Colonial First State	Superannuation Contributions	1	1,635.07	
		Colonial First State Total			**3,147.74**	**3,147.74**
DD41967.37	13/04/2021	Colonial Super Retirement Fund	Payment	1		289.91
INV SUPER	13/04/2021	Colonial Super Retirement Fund	Superannuation Contributions	1	289.91	
		Colonial Super Retirement Fund Total			**289.91**	**289.91**
EFT85662	09/04/2021	Compass Group Remote Hospitality Services	Payment	1		484.00
INV 200604-215846	15/03/2021	Compass Group Remote Hospitality Services	ESS meal tickets for contractors installing Chambers Livestream (2 techs x 3 days + 1 tech x 4 days)	1	484.00	
		Compass Group Remote Hospitality Services Total			**484.00**	**484.00**
EFT85867	23/04/2021	Compass Group T/as The Esplanade Port	Payment	1		615.00
INV 170533	09/04/2021	Compass Group T/as The Esplanade Port	Accommodation for the service providers that will be attending SLAM in youth week.	1	205.00	
INV 170534	09/04/2021	Compass Group T/as The Esplanade Port	Accommodation for the service providers that will be attending SLAM in youth week.	1	205.00	
INV 170535	09/04/2021	Compass Group T/as The Esplanade Port	Accommodation for the service providers that will be attending SLAM in youth week.	1	205.00	
		Compass Group T/as The Esplanade Port Hedland Total			**615.00**	**615.00**
EFT85863	23/04/2021	Complete Hire & Sales Pty Ltd t/as Complete	Payment	1		9,353.14
INV NW/202487	31/03/2021	Complete Hire & Sales Pty Ltd t/as Complete	Lease of Office Building, toilets & Blocks for Infrastructure Services March 2021	1	9,353.14	
		Complete Hire & Sales Pty Ltd t/as Complete Portables Total			**9,353.14**	**9,353.14**
DD41967.8	13/04/2021	Complete Super	Payment	1		878.77
INV DEDUCTION	13/04/2021	Complete Super	Payroll Deductions	1	219.69	
INV SUPER	13/04/2021	Complete Super	Superannuation Contributions	1	659.08	
DD42021.12	27/04/2021	Complete Super	Payment	1		878.77
INV DEDUCTION	27/04/2021	Complete Super	Payroll Deductions	1	219.69	
INV SUPER	27/04/2021	Complete Super	Superannuation Contributions	1	659.08	
		Complete Super Total			**1,757.54**	**1,757.54**
EFT85834	23/04/2021	Comscentre Pty Ltd	Payment	1		12,297.09
INV 1059761	06/04/2021	Comscentre Pty Ltd	Managed network services	1	12,297.09	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
		Comscentre Pty Ltd Total			**12,297.09**	**12,297.09**
EFT85735	09/04/2021	Continental Tyres Wedgefield Pty Ltd	Payment	1		120.00
INV 46220	15/03/2021	Continental Tyres Wedgefield Pty Ltd	Tractor Puncture Repair	1	120.00	
		Continental Tyres Wedgefield Pty Ltd Total			**120.00**	**120.00**
EFT85752	09/04/2021	Council Direct	Payment	1		6,600.00
INV 57486	17/03/2021	Council Direct	50 Credit Package for Council Direct	1	6,600.00	
		Council Direct Total			**6,600.00**	**6,600.00**
EFT85702	09/04/2021	CPC Pilbara Pty Ltd	Payment	1		7,561.40
INV P82047-03	17/11/2020	CPC Pilbara Pty Ltd	Final claim for test and tag - Depot	1	7,561.40	
		CPC Pilbara Pty Ltd Total			**7,561.40**	**7,561.40**
EFT85809	23/04/2021	Cr Jan Gillingham	Payment	1		2,931.50
INV 30032021	30/03/2021	Cr Jan Gillingham	ICT allowance for April 2021, Elected Member allowance for April 2021		2,931.50	
		Cr Jan Gillingham Total			**2,931.50**	**2,931.50**
EFT85910	23/04/2021	Cr Warren Mcdonogh	Payment	1		2,931.50
INV 30032021	30/03/2021	Cr Warren Mcdonogh	ICT allowance for April 2021, Elected Member allowance for April 2021		2,931.50	
		Cr Warren Mcdonogh Total			**2,931.50**	**2,931.50**
EFT85757	09/04/2021	Craig Watts	Payment	1		74.99
INV 1184528824	05/03/2021	Craig Watts	Reimbursement of internet charges	1	74.99	
EFT85958	23/04/2021	Craig Watts	Payment	1		721.22
INV 516521	19/03/2021	Craig Watts	Reimbursement of electricity charges	1	673.72	
INV 9008351578	12/04/2021	Craig Watts	Reimbursement of water charges	1	47.50	
		Craig Watts Total			**796.21**	**796.21**
EFT85679	09/04/2021	Crawford Realty	Payment	1		1,500.00
INV 889-0-42	15/03/2021	Crawford Realty	Rent from 14/04/2021 to 20/04/2021 - 22 Huxtable	1	750.00	
INV 889-0-43	22/03/2021	Crawford Realty	Rent from 21/04/2021 to 27/04/2021	1	750.00	
EFT85851	23/04/2021	Crawford Realty	Payment	1		1,500.00
INV 889-0-44	29/03/2021	Crawford Realty	Rent from 28/04/2021 to 4/05/2021 - 22 Huxtable	1	750.00	
INV 889-0-45	05/04/2021	Crawford Realty	Rent from 5/05/2021 to 11/05/2021	1	750.00	
		Crawford Realty Total			**3,000.00**	**3,000.00**
EFT85688	09/04/2021	Creating Communities Australia	Payment	1		3,146.00
INV TOPHCNA2011	25/11/2020	Creating Communities Australia	Project design, delivery and review of Child Care Needs Assessment on behalf of ToPH	1	3,146.00	
		Creating Communities Australia Total			**3,146.00**	**3,146.00**
EFT85972	23/04/2021	Daniel Taskis	Payment	1		193.75
INV RFP_13042021	13/04/2021	Daniel Taskis	Incidentals 20/03/21 - 24/03/21 - Circuit West Conference & Workshop	1	193.75	
		Daniel Taskis Total			**193.75**	**193.75**
EFT85948	23/04/2021	Daniels Printing Craftsmen Pty Ltd	Payment	1		621.50
INV 70978	28/02/2021	Daniels Printing Craftsmen Pty Ltd	Printing for What's On Guide March / April 2022	1	621.50	
		Daniels Printing Craftsmen Pty Ltd Total			**621.50**	**621.50**
EFT85850	23/04/2021	De Grey Civil Pty Ltd	Payment	1		139,058.70
INV 1525	31/03/2021	De Grey Civil Pty Ltd	Quartz Quarry Road- Immediate works up to 31st March 2021	1	139,058.70	
		De Grey Civil Pty Ltd Total			**139,058.70**	**139,058.70**
EFT85769	09/04/2021	Dean William Marsters t/a Marster Movers	Payment	1		2,875.00
INV INV-00052	15/03/2021	Dean William Marsters t/a Marster Movers	Uplift for local move	1	2,875.00	
		Dean William Marsters t/a Marster Movers Total			**2,875.00**	**2,875.00**

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
EFT85659	09/04/2021	Department of Fire and Emergency Services	Payment	1		337,274.82
INV 151861	19/02/2021	Department of Fire and Emergency Services	2020/2021 ESL 3rd Quarter contribution	1	337,274.82	
		Department of Fire and Emergency Services Total			**337,274.82**	**337,274.82**
EFT85843	23/04/2021	Department of Health	Payment	1		323.00
INV N1558817	25/03/2021	Department of Health	Services provided to patient at Hedland Health Campus 0071600J	1	323.00	
		Department of Health Total			**323.00**	**323.00**
EFT85738	09/04/2021	Department of Mines, Industry Regulation And	Payment	1		3,853.37
INV 29032021	29/03/2021	Department of Mines, Industry Regulation And	BSL Levy for February 2021	1	3,853.37	
EFT85925	23/04/2021	Department of Mines, Industry Regulation And	Payment	1		2,686.90
INV 14042021	14/04/2021	Department of Mines, Industry Regulation And	BSL Levy March 2021	1	2,686.90	
		Department of Mines, Industry Regulation And Safety Total			**6,540.27**	**6,540.27**
EFT85706	09/04/2021	Department Of Transport - Government of WA	Payment	1		23.80
INV 8000416	24/02/2021	Department Of Transport - Government of WA	Disclosure of Information fees for January 2021	1	17.00	
INV 8001034	10/03/2021	Department Of Transport - Government of WA	Disclosure of Information fees for February 2021	1	6.80	
EFT85887	23/04/2021	Department Of Transport - Government of WA	Payment	1		6.80
INV 8001570	07/04/2021	Department Of Transport - Government of WA	Disclosure of Information Fees - March 2021	1	6.80	
		Department Of Transport - Government of WA Total			**30.60**	**30.60**
EFT85999	30/04/2021	Desiree Grossmith	Payment	1		580.00
INV 30042021	30/04/2021	Desiree Grossmith	Refund of over-withheld PAYG tax FNE 27/04/2021	1	580.00	
		Desiree Grossmith Total			**580.00**	**580.00**
EFT85803	23/04/2021	Dulux	Payment	1		298.42
INV 487419715	04/03/2021	Dulux	Dulux World of Colour Series II Atlas	1	250.72	
INV 487469245	08/03/2021	Dulux	Materials and Parts,	1	16.90	
INV 487594018	15/03/2021	Dulux	Materials and Parts	1	30.80	
		Dulux Total			**298.42**	**298.42**
EFT85695	09/04/2021	Edge Digital Technology Pty Ltd	Payment	1		558.99
INV 6/082634	18/03/2021	Edge Digital Technology Pty Ltd	Service contract charge - March 2021	1	558.99	
EFT85870	23/04/2021	Edge Digital Technology Pty Ltd	Payment	1		4,496.80
INV 6/082756	31/03/2021	Edge Digital Technology Pty Ltd	Surround Sound System Repair and Upgrade for Cinema	1	4,496.80	
		Edge Digital Technology Pty Ltd Total			**5,055.79**	**5,055.79**
EFT85807	23/04/2021	ELMAR ZIELKE	Payment	1		2,931.50
INV 30032021	30/03/2021	ELMAR ZIELKE	ICT allowance for April 2021, Elected Member allowance for April 2021		2,931.50	
		ELMAR ZIELKE Total			**2,931.50**	**2,931.50**
EFT85852	23/04/2021	Emerge Associates	Payment	1		13,123.00
INV 22216	31/03/2021	Emerge Associates	Progress claim no. 08 for Construction Support for JD Hardie Multi User Courts & Surrounds RFT1920-23	1	13,123.00	
		Emerge Associates Total			**13,123.00**	**13,123.00**
DD41967.18	13/04/2021	Equipsuper	Payment	1		1,127.52
INV SUPER	13/04/2021	Equipsuper	Superannuation Contributions	1	910.56	
INV DEDUCTION	13/04/2021	Equipsuper	Payroll Deductions	1	141.89	
INV DEDUCTION	13/04/2021	Equipsuper	Payroll Deductions	1	75.07	
DD42021.21	27/04/2021	Equipsuper	Payment	1		979.67
INV SUPER	27/04/2021	Equipsuper	Superannuation Contributions	1	794.71	
INV DEDUCTION	27/04/2021	Equipsuper	Payroll Deductions	1	113.18	
INV DEDUCTION	27/04/2021	Equipsuper	Payroll Deductions	1	71.78	
		Equipsuper Total			**2,107.19**	**2,107.19**
DD41967.38	13/04/2021	ESS Super Emergency Services & State Super	Payment	1		145.46

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
INV SUPER	13/04/2021	ESS Super Emergency Services & State Super	Superannuation Contributions	1	145.46	
		ESS Super Emergency Services & State Super Total			**145.46**	**145.46**
DD41967.10	13/04/2021	Essential Super (Commonwealth)	Payment	1		448.92
INV DEDUCTION	13/04/2021	Essential Super (Commonwealth)	Payroll Deductions	1	56.03	
INV SUPER	13/04/2021	Essential Super (Commonwealth)	Superannuation Contributions	1	392.89	
DD42021.13	27/04/2021	Essential Super (Commonwealth)	Payment	1		506.74
INV DEDUCTION	27/04/2021	Essential Super (Commonwealth)	Payroll Deductions	1	58.22	
INV SUPER	27/04/2021	Essential Super (Commonwealth)	Superannuation Contributions	1	448.52	
		Essential Super (Commonwealth) Total			**955.66**	**955.66**
EFT85933	23/04/2021	Eva Monica Bartho	Payment	1		2,931.50
INV 30032021	30/03/2021	Eva Monica Bartho	ICT allowance for April 2021, Elected Member allowance for April 2021		2,931.50	
		Eva Monica Bartho Total			**2,931.50**	**2,931.50**
EFT85731	09/04/2021	Firesafe Service And Maintenance Pty Ltd	Payment	1		2,240.76
INV 59333	13/01/2021	Firesafe Service And Maintenance Pty Ltd	Powder Extinguisher SHAC Job No 122070	1	200.75	
INV 60795	17/03/2021	Firesafe Service And Maintenance Pty Ltd	Attend site and carry out service of BMX Club	1	665.01	
INV 60811	18/03/2021	Firesafe Service And Maintenance Pty Ltd	Rectification of defects identified during six monthly testing at Andrew McLaughlin Community Centre	1	1,375.00	
EFT85917	23/04/2021	Firesafe Service And Maintenance Pty Ltd	Payment	1		2,154.18
INV 61183	30/03/2021	Firesafe Service And Maintenance Pty Ltd	Completion of annual fire equipment servicing	1	1,077.09	
INV 61180	30/03/2021	Firesafe Service And Maintenance Pty Ltd	Completion of annual fire equipment servicing	1	1,077.09	
		Firesafe Service And Maintenance Pty Ltd Total			**4,394.94**	**4,394.94**
DD41967.4	13/04/2021	First State Superannuation Scheme	Payment	1		1,128.69
INV DEDUCTION	13/04/2021	First State Superannuation Scheme	Payroll Deductions	1	108.09	
INV SUPER	13/04/2021	First State Superannuation Scheme	Superannuation Contributions	1	1,020.60	
DD42021.6	27/04/2021	First State Superannuation Scheme	Payment	1		1,070.42
INV DEDUCTION	27/04/2021	First State Superannuation Scheme	Payroll Deductions	1	102.25	
INV SUPER	27/04/2021	First State Superannuation Scheme	Superannuation Contributions	1	968.17	
		First State Superannuation Scheme Total			**2,199.11**	**2,199.11**
EFT85750	09/04/2021	Foxtel Cable Television Pty Limited	Payment	1		210.00
INV 16574020	01/04/2021	Foxtel Cable Television Pty Limited	Foxtel - licensing 01 Apr 2021 to 30 Apr 2021	1	210.00	
		Foxtel Cable Television Pty Limited Total			**210.00**	**210.00**
EFT85874	23/04/2021	Gadget Locksmiths	Payment	1		1,858.58
INV 6642	31/03/2021	Gadget Locksmiths	Cut of red access Master Key for IT Manager for JD Hardie	1	17.50	
INV 6643	31/03/2021	Gadget Locksmiths	Change restricted key system to include server room with caretakers house at Marquee Park	1	522.58	
INV 6644	31/03/2021	Gadget Locksmiths	Attend site and install new lock to new door after break in at McGregor Street Clubrooms	1	324.58	
INV 6645	31/03/2021	Gadget Locksmiths	Supply and install restricted locks to external doors keyed alike with 7 keys	1	993.92	
		Gadget Locksmiths Total			**1,858.58**	**1,858.58**
EFT85801	23/04/2021	Galvins Plumbing Plus	Payment	1		314.01
INV P 533883	06/04/2021	Galvins Plumbing Plus	Geo fabric- Footpath Drainage	1	314.01	
		Galvins Plumbing Plus Total			**314.01**	**314.01**
EFT85673	09/04/2021	Gary Edwards Plumbing & Gas Pty Ltd	Payment	1		20,525.56
INV 10403	07/03/2021	Gary Edwards Plumbing & Gas Pty Ltd	Replace 100mm RPZ LOT 602 Hamilton Road	1	3,723.50	
INV 10441	13/03/2021	Gary Edwards Plumbing & Gas Pty Ltd	Investigate and repair leak in bathroom vanity	1	199.99	
INV 10469	14/03/2021	Gary Edwards Plumbing & Gas Pty Ltd	Root removal from drains	1	654.50	
INV 10475	16/03/2021	Gary Edwards Plumbing & Gas Pty Ltd	Investigate drainage point at the end of Murex Way to determine if it is blocked or no longer in use	1	682.00	
INV 10476	20/03/2021	Gary Edwards Plumbing & Gas Pty Ltd	Back Flow Testing-RPZ Contract as per VPR292694	1	1,716.00	
INV 10484	21/03/2021	Gary Edwards Plumbing & Gas Pty Ltd	Repairs to ladies toilet in the Workshop at the Depot	1	3,440.57	
INV 10492	21/03/2021	Gary Edwards Plumbing & Gas Pty Ltd	HWS replacement VP228994	1	8,789.00	
INV 10477	21/03/2021	Gary Edwards Plumbing & Gas Pty Ltd	Back flow testing as per VPR292694	1	1,320.00	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
EFT85832	23/04/2021	Gary Edwards Plumbing & Gas Pty Ltd	Payment	1		484.00
INV 10532	28/03/2021	Gary Edwards Plumbing & Gas Pty Ltd	Plumbing repairs	1	198.00	
INV 10538	01/04/2021	Gary Edwards Plumbing & Gas Pty Ltd	Maree Marland Reserve - HWS - Scope for repair	1	143.00	
INV 10547	02/04/2021	Gary Edwards Plumbing & Gas Pty Ltd	Report of water leaking from roof - suspect HWS	1	143.00	
		Gary Edwards Plumbing & Gas Pty Ltd Total			**21,009.56**	**21,009.56**
EFT85727	09/04/2021	Gillian Westera	Payment	1		363.52
INV 447915	04/03/2021	Gillian Westera	Reimbursement of electricity charges	1	251.67	
INV 83347	10/03/2021	Gillian Westera	Reimbursement of water charges	1	111.85	
		Gillian Westera Total			**363.52**	**363.52**
EFT85687	09/04/2021	Goldline Distributors	Payment	1		1,471.16
INV I51900407.BRO	23/03/2021	Goldline Distributors	GAC - Kiosk Items	1	562.69	
INV I51900408.BRO	23/03/2021	Goldline Distributors	SHAC - Kiosk items	1	908.47	
EFT85857	23/04/2021	Goldline Distributors	Payment	1		1,145.51
INV I52018997.BRO	07/04/2021	Goldline Distributors	Kiosk Order For SHAC	1	916.09	
INV I52018998.BRO	07/04/2021	Goldline Distributors	SHAC Kiosk	1	229.42	
		Goldline Distributors Total			**2,616.67**	**2,616.67**
EFT85793	23/04/2021	Grace Removals Group	Payment	1		95.76
INV 210402151	01/04/2021	Grace Removals Group	Storage costs for Director Infrastructure	1	95.76	
		Grace Removals Group Total			**95.76**	**95.76**
EFT85931	23/04/2021	Gymcare	Payment	1		1,940.15
INV 7250	02/03/2021	Gymcare	Remote site visit for gym service, audit and safety check	1	1,940.15	
		Gymcare Total			**1,940.15**	**1,940.15**
EFT85990	23/04/2021	Halo Films	Payment	1		320.60
INV HALO - 2021-11	23/03/2021	Halo Films	The Xrossing box office 19/02/2021	1	320.60	
		Halo Films Total			**320.60**	**320.60**
EFT85791	23/04/2021	Hanson Construction Materials Pty Ltd	Payment	1		598.40
INV 73248801	31/03/2021	Hanson Construction Materials Pty Ltd	1.6m3 of 25/20/80 concrete for Shay Gap Park carpark.	1	598.40	
		Hanson Construction Materials Pty Ltd Total			**598.40**	**598.40**
EFT85796	23/04/2021	Hedland Bus Lines Pty Ltd	Payment	1		594.00
INV 357	31/03/2021	Hedland Bus Lines Pty Ltd	SALT Bus Hire Feb 2nd + 9th + Mar 2nd	1	594.00	
		Hedland Bus Lines Pty Ltd Total			**594.00**	**594.00**
EFT85642	09/04/2021	Hedland Emporium & Office Supplies	Payment	1		1,153.54
INV 304925	04/03/2021	Hedland Emporium & Office Supplies	Two x Footrests	1	131.20	
INV 305315	10/03/2021	Hedland Emporium & Office Supplies	24 Boxes A4 paper	1	714.00	
INV 305947	18/03/2021	Hedland Emporium & Office Supplies	GROW Coaching and Leadership Training Stationery Supplies	1	308.34	
INV 305956	19/03/2021	Hedland Emporium & Office Supplies	GROW Coaching and Leadership Training Stationery Supplies	1	11.97	
INV 305964	19/03/2021	Hedland Emporium & Office Supplies	Credit note for Invoice#305956	1	- 11.97	
EFT85797	23/04/2021	Hedland Emporium & Office Supplies	Payment	1		2,370.50
INV 306438	25/03/2021	Hedland Emporium & Office Supplies	10 boxes a4 reflex paper	1	297.50	
INV 306695	29/03/2021	Hedland Emporium & Office Supplies	1 x lockable storage cabinet for uniforms	1	695.00	
INV 307235	07/04/2021	Hedland Emporium & Office Supplies	2 x Quartet Whiteboards 1800 x 1200mm for Gratwick Hall	1	1,378.00	
		Hedland Emporium & Office Supplies Total			**3,524.04**	**3,524.04**
EFT85724	09/04/2021	Helpcon Enterprises Pty Ltd	Payment	1		83,119.30
INV 1695	16/03/2021	Helpcon Enterprises Pty Ltd	Port Hedland Footpath Renewals	1	75,603.00	
INV 1696	16/03/2021	Helpcon Enterprises Pty Ltd	Port Hedland Footpath Renewals	1	7,516.30	
		Helpcon Enterprises Pty Ltd Total			**83,119.30**	**83,119.30**

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
EFT85871	23/04/2021	Herbert Smith Freehills	Payment	1		20,480.42
INV 51021927	30/03/2021	Herbert Smith Freehills	Legal services	1	11,625.02	
INV 51022107	31/03/2021	Herbert Smith Freehills	Legal services	1	8,855.40	
		Herbert Smith Freehills Total			20,480.42	20,480.42
DD42021.8	27/04/2021	HESTA Super Fund	Payment	1		999.05
INV DEDUCTION	27/04/2021	HESTA Super Fund	Payroll Deductions	1	4.59	
INV DEDUCTION	27/04/2021	HESTA Super Fund	Payroll Deductions	1	73.84	
INV SUPER	27/04/2021	HESTA Super Fund	Superannuation Contributions	1	829.81	
INV DEDUCTION	27/04/2021	HESTA Super Fund	Payroll Deductions	1	90.81	
DD41967.27	13/04/2021	HESTA Super Fund	Payment	1		656.64
INV SUPER	13/04/2021	HESTA Super Fund	Superannuation Contributions	1	559.36	
INV DEDUCTION	13/04/2021	HESTA Super Fund	Payroll Deductions	1	97.28	
		HESTA Super Fund Total			1,655.69	1,655.69
EFT85824	23/04/2021	Hodge Collard Preston Architects	Payment	1		8,523.63
INV 682010	28/02/2021	Hodge Collard Preston Architects	Variation no. 003 for Additional site feature survey - McGregor Street	1	4,642.00	
INV 502006	31/03/2021	Hodge Collard Preston Architects	Engagement of support for review of shop drawings - Barramine Loop	1	3,881.63	
		Hodge Collard Preston Architects Total			8,523.63	8,523.63
EFT85668	09/04/2021	Horizon Power	Payment	1		82,573.50
INV 267563	22/02/2021	Horizon Power	Power charges	1	12,300.01	
INV 118694	24/03/2021	Horizon Power	Power charges	1	172.04	
INV 127504	24/03/2021	Horizon Power	Power charges	1	353.75	
INV 143345	24/03/2021	Horizon Power	Power charges	1	105.15	
INV 261715	24/03/2021	Horizon Power	Power charges	1	302.07	
INV 379569	24/03/2021	Horizon Power	Power charges	1	331.56	
INV 269581	01/04/2021	Horizon Power	Power charges	1	206.40	
INV 273354	01/04/2021	Horizon Power	Power charges	1	65,306.67	
INV 117495	06/04/2021	Horizon Power	Power charges	1	3,055.83	
INV 300268	06/04/2021	Horizon Power	Power charges	1	176.35	
INV 367155	06/04/2021	Horizon Power	Power charges	1	263.67	
EFT85827	23/04/2021	Horizon Power	Payment	1		38,423.09
INV 510142	06/04/2021	Horizon Power	Power charges	1	36,659.43	
INV 366751	09/04/2021	Horizon Power	Power charges	1	96.32	
INV 526261	12/04/2021	Horizon Power	Power charges	1	400.20	
INV 143919	19/04/2021	Horizon Power	Power charges	1	1,267.14	
		Horizon Power Total			120,996.59	120,996.59
DD41967.12	13/04/2021	HostPlus Superannuation Fund	Payment	1		6,765.22
INV DEDUCTION	13/04/2021	HostPlus Superannuation Fund	Payroll Deductions	1	200.08	
INV SUPER	13/04/2021	HostPlus Superannuation Fund	Superannuation Contributions	1	5,656.31	
INV DEDUCTION	13/04/2021	HostPlus Superannuation Fund	Payroll Deductions	1	69.15	
INV DEDUCTION	13/04/2021	HostPlus Superannuation Fund	Payroll Deductions	1	119.36	
INV DEDUCTION	13/04/2021	HostPlus Superannuation Fund	Payroll Deductions	1	433.32	
INV DEDUCTION	13/04/2021	HostPlus Superannuation Fund	Payroll Deductions	1	88.17	
INV DEDUCTION	13/04/2021	HostPlus Superannuation Fund	Payroll Deductions	1	198.83	
DD42021.15	27/04/2021	HostPlus Superannuation Fund	Payment	1		7,039.09
INV DEDUCTION	27/04/2021	HostPlus Superannuation Fund	Payroll Deductions	1	205.04	
INV SUPER	27/04/2021	HostPlus Superannuation Fund	Superannuation Contributions	1	5,925.17	
INV DEDUCTION	27/04/2021	HostPlus Superannuation Fund	Payroll Deductions	1	83.34	
INV DEDUCTION	27/04/2021	HostPlus Superannuation Fund	Payroll Deductions	1	197.38	
INV DEDUCTION	27/04/2021	HostPlus Superannuation Fund	Payroll Deductions	1	433.32	
INV DEDUCTION	27/04/2021	HostPlus Superannuation Fund	Payroll Deductions	1	90.25	
INV DEDUCTION	27/04/2021	HostPlus Superannuation Fund	Payroll Deductions	1	104.59	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
		HostPlus Superannuation Fund Total			**13,804.31**	**13,804.31**
EFT85885	23/04/2021	Industrial Automation Group Pty Ltd / Waterman	Payment	1		16,623.75
INV SINV-14294	30/03/2021	Industrial Automation Group Pty Ltd / Waterman	Koombana Tank Fill	1	1,714.90	
INV SINV-14296	30/03/2021	Industrial Automation Group Pty Ltd / Waterman	Cabinet for West End Upgrade	1	14,908.85	
		Industrial Automation Group Pty Ltd / Waterman Irrigation Aus Total			**16,623.75**	**16,623.75**
EFT85703	09/04/2021	Inlook Holdings Pty Ltd t/as Total Connections	Payment	1		5,422.45
INV IBI-2335	15/03/2021	Inlook Holdings Pty Ltd t/as Total Connections	Parts	1	5,422.45	
		Inlook Holdings Pty Ltd t/as Total Connections Total			**5,422.45**	**5,422.45**
EFT85849	23/04/2021	Institute Of Public Works Engineering Australia	Payment	1		3,080.00
INV 29693	12/04/2021	Institute Of Public Works Engineering Australia	Certificate in Asset Management Planning	1	3,080.00	
		Institute Of Public Works Engineering Australia Limited Total			**3,080.00**	**3,080.00**
EFT85873	23/04/2021	iSentia Pty Limited	Payment	1		4,130.50
INV MN0813965	31/01/2021	iSentia Pty Limited	Media Services Fee	1	1,072.50	
INV MN0815825	28/02/2021	iSentia Pty Limited	Media Services Fee	1	1,215.50	
INV MN0817726	31/03/2021	iSentia Pty Limited	Media Services Fee	1	1,842.50	
		iSentia Pty Limited Total			**4,130.50**	**4,130.50**
EFT85732	09/04/2021	Ixom Operations Pty Ltd	Payment	1		1,562.27
INV 6344357	31/01/2021	Ixom Operations Pty Ltd	Rental for Chlorine Gas drums/cylinders	1	781.57	
INV 6355876	28/02/2021	Ixom Operations Pty Ltd	Rental for Chlorine Gas drums/cylinders	1	780.70	
		Ixom Operations Pty Ltd Total			**1,562.27**	**1,562.27**
EFT85694	09/04/2021	J.D Caffey & Caffey Family Trust t/as	Payment	1		363.50
INV 320071	18/03/2021	J.D Caffey & Caffey Family Trust t/as	Books purchased for Port and South Hedland Library	1	363.50	
EFT85869	23/04/2021	J.D Caffey & Caffey Family Trust t/as	Payment	1		149.37
INV 320218	25/03/2021	J.D Caffey & Caffey Family Trust t/as	Books for South and Port Library	1	149.37	
		J.D Caffey & Caffey Family Trust t/as Westbooks Total			**512.87**	**512.87**
EFT85718	09/04/2021	Jailah Aripin	Payment	1		945.00
INV 000009	26/03/2021	Jailah Aripin	Catering for Infrastructure Operations Pre-Start & Code of Conduct ELMO training	1	945.00	
		Jailah Aripin Total			**945.00**	**945.00**
EFT85903	23/04/2021	Jane Ward	Payment	1		2,612.50
INV 292	02/04/2021	Jane Ward	Provision of Landscaping design	1	2,612.50	
		Jane Ward Total			**2,612.50**	**2,612.50**
EFT85696	09/04/2021	Janis Lynette Tate t/as Hedland Garden Centre	Payment	1		200.00
INV ZK0535140	19/03/2021	Janis Lynette Tate t/as Hedland Garden Centre	20 x Succulent Plants - Gifts for Australian Citizenship Ceremony 19 March 2021	1	200.00	
		Janis Lynette Tate t/as Hedland Garden Centre & Fish Without Chips Total			**200.00**	**200.00**
EFT85930	23/04/2021	JC Consulting Engineers (JCCE)	Payment	1		385.00
INV INV-0217	23/03/2021	JC Consulting Engineers (JCCE)	Provision of further consultant work	1	385.00	
		JC Consulting Engineers (JCCE) Total			**385.00**	**385.00**
EFT85922	23/04/2021	Jenna Willingham	Payment	1		100.00
INV RFP_290016	18/03/2021	Jenna Willingham	Bond refund Ansu Yoga	1	100.00	
		Jenna Willingham Total			**100.00**	**100.00**
EFT85932	23/04/2021	Jennifer Amos	Payment	1		184.05
INV 19042021	19/04/2021	Jennifer Amos	Payroll funds returned due to incorrect bank details provided	1	184.05	
EFT85998	30/04/2021	Jennifer Amos	Payment	1		2,621.25
INV 30042021	30/04/2021	Jennifer Amos	Missed payroll FNE 27/04/2021	1	2,621.25	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
		Jennifer Amos Total			**2,805.30**	**2,805.30**
EFT85754	09/04/2021	Jennifer Palmer	Payment	1		60.00
INV 11032021	11/03/2021	Jennifer Palmer	Staff meeting Food-Subway	1	60.00	
		Jennifer Palmer Total			**60.00**	**60.00**
EFT85957	23/04/2021	Jessica Twaddle	Payment	1		343.75
INV 525429	07/04/2021	Jessica Twaddle	Reimbursement of electricity charges	1	343.75	
		Jessica Twaddle Total			**343.75**	**343.75**
EFT85651	09/04/2021	JH Computer Services Pty Ltd	Payment	1		4,689.96
INV 0000198196-D01	15/03/2021	JH Computer Services Pty Ltd	Acer B246Hyl B 23.8" Led Ips Fhd Thin Bezel	1	1,927.20	
INV 0000198127-D02	16/03/2021	JH Computer Services Pty Ltd	6 x stand up desks and mats	1	2,501.40	
INV 0000198268-D01	22/03/2021	JH Computer Services Pty Ltd	Kofax Power Pdf (Low Volume) Maintenance & Support Mnt-Rn-Pow-Pdf-Low-Vol	1	261.36	
EFT85808	23/04/2021	JH Computer Services Pty Ltd	Payment	1		5,537.40
INV 0000198363-D01	29/03/2021	JH Computer Services Pty Ltd	Acer 65W Type-C Power Adapter	1	302.50	
INV 0000198369-D01	29/03/2021	JH Computer Services Pty Ltd	Computer supplies	1	5,234.90	
		JH Computer Services Pty Ltd Total			**10,227.36**	**10,227.36**
EFT85983	23/04/2021	Joel Guest	Payment	1		100.00
INV 16032021	16/03/2021	Joel Guest	Matt Dann 2021 season launch foyer entertainment	1	100.00	
		Joel Guest Total			**100.00**	**100.00**
EFT85766	09/04/2021	Joseph Golden	Payment	1		1,440.00
INV 180203	16/02/2021	Joseph Golden	Rent paid to 08/03/21	1	360.00	
INV 180755	23/02/2021	Joseph Golden	Rent paid to 15/03/21	1	360.00	
INV 181643	02/03/2021	Joseph Golden	Rent paid to 22/03/21	1	360.00	
INV 182975	17/03/2021	Joseph Golden	Rent paid to 29/03/21	1	360.00	
EFT85976	23/04/2021	Joseph Golden	Payment	1		720.00
INV 183553	23/03/2021	Joseph Golden	Rent paid to 05/04/21	1	360.00	
INV 184328	30/03/2021	Joseph Golden	Rent paid to 12/04/21	1	360.00	
		Joseph Golden Total			**2,160.00**	**2,160.00**
EFT85680	09/04/2021	Josephine Bianchi	Payment	1		589.28
INV 442903	16/03/2021	Josephine Bianchi	Reimbursement of electricity charges	1	589.28	
		Josephine Bianchi Total			**589.28**	**589.28**
EFT85729	09/04/2021	Julyardi Aboriginal Corporation	Payment	1		2,000.00
INV 10122020	10/12/2020	Julyardi Aboriginal Corporation	Approved Special Events Grant	1	2,000.00	
EFT85916	23/04/2021	Julyardi Aboriginal Corporation	Payment	1		16,280.00
INV INV-0097	20/04/2021	Julyardi Aboriginal Corporation	Cultural Awareness Training Part A	1	16,280.00	
		Julyardi Aboriginal Corporation Total			**18,280.00**	**18,280.00**
EFT85927	23/04/2021	Kariyarra Aboriginal Corporation	Payment	1		1,500.00
INV 294727	25/03/2021	Kariyarra Aboriginal Corporation	Refund of bond for Wanangkura Stadium - Annual General Meeting	1	1,500.00	
		Kariyarra Aboriginal Corporation Total			**1,500.00**	**1,500.00**
EFT85704	09/04/2021	Karl Daybell	Payment	1		1,248.62
INV 402946	21/04/2020	Karl Daybell	Reimbursement of electricity charges	1	179.34	
INV 402946	21/05/2020	Karl Daybell	Reimbursement of electricity charges	1	136.50	
INV 402946	19/06/2020	Karl Daybell	Reimbursement of electricity charges	1	64.90	
INV 402946	21/07/2020	Karl Daybell	Reimbursement of electricity charges	1	118.34	
INV 402946	21/08/2020	Karl Daybell	Reimbursement of electricity charges	1	112.72	
INV 402946	21/09/2020	Karl Daybell	Reimbursement of electricity charges	1	126.48	
INV 9008758159	16/10/2020	Karl Daybell	Reimbursement of water charges	1	102.31	
INV 402946	21/10/2020	Karl Daybell	Reimbursement of electricity charges	1	147.35	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
INV 402946	19/02/2021	Karl Daybell	Reimbursement of electricity charges	1	107.21	
INV 9008758159	19/02/2021	Karl Daybell	Reimbursement of water charges	1	153.47	
		Karl Daybell Total			**1,248.62**	**1,248.62**
EFT85919	23/04/2021	Karlka Fencewright WA Pty Ltd	Payment	1		9,680.00
INV 00002527	31/03/2021	Karlka Fencewright WA Pty Ltd	Supply and install garrison gates at McGregor St tank compound - replacement vandalised	1	9,680.00	
		Karlka Fencewright WA Pty Ltd Total			**9,680.00**	**9,680.00**
EFT85767	09/04/2021	Karren MacClure	Payment	1		397.40
INV 9023629902	12/02/2021	Karren MacClure	Reimbursement of water charges	1	190.01	
INV 528105	25/03/2021	Karren MacClure	Reimbursement of electricity charges	1	207.39	
		Karren MacClure Total			**397.40**	**397.40**
EFT85950	23/04/2021	Katherine Mary Galvin t/a Edge Writing	Payment	1		31,031.00
INV 31	06/04/2021	Katherine Mary Galvin t/a Edge Writing	Report Writing Consultant week commencing 07 Feb 2021 as per RFT 1920-31	1	12,551.00	
INV 30	06/04/2021	Katherine Mary Galvin t/a Edge Writing	Consulting work 05 Jan 2021 to 07 Mar 2021	1	18,480.00	
		Katherine Mary Galvin t/a Edge Writing Solutions Total			**31,031.00**	**31,031.00**
EFT85934	23/04/2021	Kelly Andrews	Payment	1		29.00
INV 14042021	14/04/2021	Kelly Andrews	Photo frames for WA Ballet kiosk and bar price list	1	29.00	
		Kelly Andrews Total			**29.00**	**29.00**
EFT85720	09/04/2021	Kennards Hire Pty Ltd	Payment	1		3,484.20
INV 22410864	16/03/2021	Kennards Hire Pty Ltd	Hire of Mobile Hydraulic platform 12m 16/03/21	1	325.00	
INV 22410035	16/03/2021	Kennards Hire Pty Ltd	Hire of Variable Messaging Board - 5 week hire 01/03/21 to 15/03/21	1	3,049.20	
INV 22421090	19/03/2021	Kennards Hire Pty Ltd	Delivery charge for Sunset Food Markets	1	110.00	
EFT85900	23/04/2021	Kennards Hire Pty Ltd	Payment	1		5,588.50
INV 22332895	18/02/2021	Kennards Hire Pty Ltd	Ladder - Platform 2.9 as per quote	1	51.00	
INV 22430479	23/03/2021	Kennards Hire Pty Ltd	Steer Skid (Bobcat) Dry hire to remove excessive sands/dirt on roads and footpaths	1	1,270.50	
INV 22448824	29/03/2021	Kennards Hire Pty Ltd	Hire of Messaging Board 15/03/21 - 22/03/21	1	1,744.60	
INV 22480781	01/04/2021	Kennards Hire Pty Ltd	100kva generator	1	2,522.40	
		Kennards Hire Pty Ltd Total			**9,072.70**	**9,072.70**
EFT85631	09/04/2021	Kmart - 1103	Payment	1		629.50
INV 263450	15/03/2021	Kmart - 1103	Kitchenware for Councillors for Council Meetings and Training	1	414.50	
INV 263864	18/03/2021	Kmart - 1103	Supplies for Australian Citizenship Ceremonies	1	85.00	
INV 264250	22/03/2021	Kmart - 1103	Supplies for Easter fun in creche	1	34.00	
INV 264234	22/03/2021	Kmart - 1103	Supplies for Crafternoon programming for the rest of the Term	1	96.00	
EFT85784	23/04/2021	Kmart - 1103	Payment	1		138.00
INV 265050	26/03/2021	Kmart - 1103	Materials	1	138.00	
		Kmart - 1103 Total			**767.50**	**767.50**
EFT85969	23/04/2021	Kylie Unkovich	Payment	1		2,931.50
INV 30032021	30/03/2021	Kylie Unkovich	ICT allowance for April 2021, Elected Member allowance for April 2021		2,931.50	
		Kylie Unkovich Total			**2,931.50**	**2,931.50**
EFT85636	09/04/2021	Landgate	Payment	1		1,936.88
INV 363193 - 10001102	24/03/2021	Landgate	Gross rental valuations chargeable schedule No. G2021/3	1	1,936.88	
		Landgate Total			**1,936.88**	**1,936.88**
EFT85898	23/04/2021	Larrikin House Pty Ltd T/A Learning Discovery	Payment	1		292.50
INV 114886	22/02/2021	Larrikin House Pty Ltd T/A Learning Discovery	Big books for South Library	1	292.50	
		Larrikin House Pty Ltd T/A Learning Discovery Pty Ltd Total			**292.50**	**292.50**
EFT85905	23/04/2021	Laura Hawes	Payment	1		826.15
INV 508986	18/03/2021	Laura Hawes	Reimbursement of electricity charges	1	826.15	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
		Laura Hawes Total			**826.15**	**826.15**
EFT85739	09/04/2021	Lee Anne Furness	Payment	1		1,295.69
INV 2000285759757	21/09/2020	Lee Anne Furness	Reimbursement of internet charges	1	86.21	
INV 2000285759757	21/11/2020	Lee Anne Furness	Reimbursement of internet charges	1	72.58	
INV 2000285759757	21/12/2020	Lee Anne Furness	Reimbursement of internet charges	1	90.00	
INV 519082	19/01/2021	Lee Anne Furness	Reimbursement of electricity charges	1	510.66	
INV 2000285759757	21/01/2021	Lee Anne Furness	Reimbursement of internet charges	1	90.00	
INV 9008350495	12/02/2021	Lee Anne Furness	Reimbursement of water charges	1	356.24	
INV 2000285759757	21/02/2021	Lee Anne Furness	Reimbursement of internet charges	1	90.00	
		Lee Anne Furness Total			**1,295.69**	**1,295.69**
EFT85822	23/04/2021	Lewis Kew Ming	Payment	1		2,931.50
INV 30032021	30/03/2021	Lewis Kew Ming	ICT allowance for April 2021, Elected Member allowance for April 2021		2,931.50	
		Lewis Kew Ming Total			**2,931.50**	**2,931.50**
EFT85761	09/04/2021	Libraries Alive! Pty Ltd	Payment	1		4,437.68
INV 2602150	11/03/2021	Libraries Alive! Pty Ltd	Fourth and final payment to the provision of a library strategy for the Town by Libraries Alive consultants	1	4,437.68	
		Libraries Alive! Pty Ltd Total			**4,437.68**	**4,437.68**
DD42021.30	27/04/2021	Lindley Super Pty Ltd	Payment	1		64.58
INV SUPER	27/04/2021	Lindley Super Pty Ltd	Superannuation Contributions	1	64.58	
		Lindley Super Pty Ltd Total			**64.58**	**64.58**
EFT85641	09/04/2021	Local Government Professionals Australia WA	Payment	1		4,955.00
INV 29414	18/02/2021	Local Government Professionals Australia WA	Registration to attend the Pilbara Kimberley Forum 22-23/04/21	1	680.00	
INV 29413	18/02/2021	Local Government Professionals Australia WA	Registration to attend the Pilbara Kimberley Forum 22-23/04/22	1	680.00	
INV 29411	18/02/2021	Local Government Professionals Australia WA	Regional Management Challenge ToPH Team (4 employees)	1	1,800.00	
INV 29407	18/02/2021	Local Government Professionals Australia WA	Finance Professionals Conference for Director Corporate & Performance	1	255.00	
INV 29577	17/03/2021	Local Government Professionals Australia WA	Pilbara Kimberley Forum Registration and conference	1	710.00	
INV 29578	17/03/2021	Local Government Professionals Australia WA	Pilbara Kimberley Forum Registration and conference	1	830.00	
		Local Government Professionals Australia WA Total			**4,955.00**	**4,955.00**
DD41967.41	13/04/2021	Local Government Super NSW	Payment	1		1,588.60
INV SUPER	13/04/2021	Local Government Super NSW	Superannuation Contributions	1	1,254.28	
INV DEDUCTION	13/04/2021	Local Government Super NSW	Payroll Deductions	1	208.95	
INV DEDUCTION	13/04/2021	Local Government Super NSW	Payroll Deductions	1	125.37	
		Local Government Super NSW Total			**1,588.60**	**1,588.60**
DD42021.3	27/04/2021	Local Government Super Qld	Payment	1		1,739.26
INV DEDUCTION	27/04/2021	Local Government Super Qld	Payroll Deductions	1	165.46	
INV SUPER	27/04/2021	Local Government Super Qld	Superannuation Contributions	1	1,573.80	
DD41967.28	13/04/2021	Local Government Super Qld	Payment	1		1,732.45
INV SUPER	13/04/2021	Local Government Super Qld	Superannuation Contributions	1	1,568.55	
INV DEDUCTION	13/04/2021	Local Government Super Qld	Payroll Deductions	1	163.90	
		Local Government Super Qld Total			**3,471.71**	**3,471.71**
EFT85939	23/04/2021	M2M One Pty Ltd	Payment	1		13.20
INV 161632-18260	03/04/2021	M2M One Pty Ltd	Emergency Phone - April 2022	1	13.20	
		M2M One Pty Ltd Total			**13.20**	**13.20**
EFT85674	09/04/2021	Maanen Holdings Pty Ltd T/as Munda Steel	Payment	1		50.00
INV 22989	17/03/2021	Maanen Holdings Pty Ltd T/as Munda Steel	Steel supplies	1	50.00	
EFT85833	23/04/2021	Maanen Holdings Pty Ltd T/as Munda Steel	Payment	1		120.00
INV 23227	01/04/2021	Maanen Holdings Pty Ltd T/as Munda Steel	Steel supplies	1	120.00	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
		Maanen Holdings Pty Ltd T/as Munda Steel Total			170.00	170.00
EFT85842	23/04/2021	Madman Entertainment Pty Ltd.	Payment	1		220.00
INV IN0862624	01/04/2021	Madman Entertainment Pty Ltd.	Madman Movie Booking - Wild Mountain Thyme	1	220.00	
		Madman Entertainment Pty Ltd. Total			220.00	220.00
EFT85839	23/04/2021	Mandurah Safety & Training Services	Payment	1		695.00
INV 00046049	23/03/2021	Mandurah Safety & Training Services	Michael Pinkham Confined Space Training and Gas Test 24/02/21	1	695.00	
		Mandurah Safety & Training Services Total			695.00	695.00
EFT85756	09/04/2021	Mark Dawson	Payment	1		492.64
INV 529991	15/03/2021	Mark Dawson	Reimbursement of electricity charges	1	492.64	
		Mark Dawson Total			492.64	492.64
EFT85708	09/04/2021	Mark Krause	Payment	1		60.99
INV 22032021	22/03/2021	Mark Krause	Key cutting required for new locks for Pound	1	27.00	
INV 22032021	22/03/2021	Mark Krause	Cleaning products required for Marquee Park	1	33.99	
		Mark Krause Total			60.99	60.99
EFT85709	09/04/2021	Marketforce Pty Ltd	Payment	1		22,467.50
INV 37436	23/02/2021	Marketforce Pty Ltd	100 stand out Seek advertisements Exemption no. 21018E	1	22,467.50	
EFT85889	23/04/2021	Marketforce Pty Ltd	Payment	1		3,174.46
INV 37940	24/03/2021	Marketforce Pty Ltd	West Australian - Request for Tender 2021-16 Renewal Program - Concrete Crushing & Recycling	1	400.86	
INV 37939	24/03/2021	Marketforce Pty Ltd	RFT 1920-24 Demolition of Stevens St Retirement Village - West Australian	1	386.91	
INV 37938	24/03/2021	Marketforce Pty Ltd	Advertising RFT 2021-17 The West Australian on 10 March 2021	1	451.77	
INV 37937	24/03/2021	Marketforce Pty Ltd	RFT 2021-18 Supply of Irrigation Consumables - The West Australian 03/03/2021	1	400.86	
INV 37936	24/03/2021	Marketforce Pty Ltd	Advertising RFT 2021-22 on 31/03/2021 in NW Telegraph on 31 March 21	1	214.72	
INV 37935	24/03/2021	Marketforce Pty Ltd	North West Telegraph - Request for Tender 2021-16 Renewal Program - Concrete Crushing & Recycling	1	233.44	
INV 37934	24/03/2021	Marketforce Pty Ltd	RFT 1920-24 Demolition of Stevens St Retirement Village - The North West Telegraph	1	233.44	
INV 37933	24/03/2021	Marketforce Pty Ltd	Public Notice for North West Telegraph - Imposition of Fees and Charges (financial services) - 24 March 2021	1	163.94	
INV 37932	24/03/2021	Marketforce Pty Ltd	North West Telegraph Public Notices advert Disposal of Property	1	280.90	
INV 37931	24/03/2021	Marketforce Pty Ltd	Advertising RFT 2021-17 North West Telegraph on 10 March 2021	1	252.16	
INV 37930	24/03/2021	Marketforce Pty Ltd	RFT 2021-18 Supply of Irrigation Consumables - North West Telegraph 25/02/2021	1	214.72	
INV 36634	01/04/2021	Marketforce Pty Ltd	Early settlement discounts	1	- 59.26	
		Marketforce Pty Ltd Total			25,641.96	25,641.96
EFT85745	09/04/2021	Marque Haus	Payment	1		2,697.75
INV 4770	17/12/2020	Marque Haus	Ranger Polos, Ladies Navy Blue Polos	1	2,697.75	
EFT85938	23/04/2021	Marque Haus	Payment	1		2,206.60
INV 4779	17/12/2020	Marque Haus	Ladies leggings	1	89.10	
INV 5047	07/04/2021	Marque Haus	Polo Shirt Order 30-03-2021	1	2,117.50	
		Marque Haus Total			4,904.35	4,904.35
EFT85627	01/04/2021	Maxxia Salary Packaging	Payment	1		8,277.30
INV DEDUCTION	30/03/2021	Maxxia Salary Packaging	Payroll Deductions		6,776.17	
INV DEDUCTION	30/03/2021	Maxxia Salary Packaging	Payroll Deductions		1,501.13	
EFT85779	15/04/2021	Maxxia Salary Packaging	Payment	1		7,793.45
INV DEDUCTION	13/04/2021	Maxxia Salary Packaging	Payroll Deductions		6,292.32	
INV DEDUCTION	13/04/2021	Maxxia Salary Packaging	Payroll Deductions		1,501.13	
EFT85996	29/04/2021	Maxxia Salary Packaging	Payment	1		6,956.75
INV DEDUCTION	27/04/2021	Maxxia Salary Packaging	Payroll Deductions		5,455.62	
INV DEDUCTION	27/04/2021	Maxxia Salary Packaging	Payroll Deductions		1,501.13	
		Maxxia Salary Packaging Total			23,027.50	23,027.50
EFT85650	09/04/2021	McLeods Barristers & Solicitors	Payment	1		5,481.98
INV 117782	26/02/2021	McLeods Barristers & Solicitors	Legal services	1	5,481.98	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
EFT85806	23/04/2021	McLeods Barristers & Solicitors	Payment	1		7,777.51
INV 118143	30/03/2021	McLeods Barristers & Solicitors	Legal services	1	1,217.15	
INV 118186	30/03/2021	McLeods Barristers & Solicitors	Legal services	1	526.70	
INV 118478	31/03/2021	McLeods Barristers & Solicitors	Legal services	1	117.02	
INV 118479	31/03/2021	McLeods Barristers & Solicitors	Legal services	1	4,359.42	
INV 118481	31/03/2021	McLeods Barristers & Solicitors	Legal services	1	626.01	
INV 118412	31/03/2021	McLeods Barristers & Solicitors	Legal services	1	473.03	
INV 118476	31/03/2021	McLeods Barristers & Solicitors	Legal services	1	458.18	
		McLeods Barristers & Solicitors Total			**13,259.49**	**13,259.49**
EFT85712	09/04/2021	MCS Security Group Pty Ltd	Payment	1		1,698.67
INV 1-00053686	31/10/2020	MCS Security Group Pty Ltd	Uniformed Security - Town of Port Hedland - Sunset Markets - September 20	1	1,698.67	
EFT85892	23/04/2021	MCS Security Group Pty Ltd	Payment	1		910.80
INV 1-00057107	26/03/2021	MCS Security Group Pty Ltd	Crowd Control for Matt Dann Season Launch, 20.03.2021 17:30 TO 21:30 x 3	1	910.80	
		MCS Security Group Pty Ltd Total			**2,609.47**	**2,609.47**
EFT85973	23/04/2021	MDM Entertainment Pty Ltd	Payment	1		593.77
INV 96275	15/01/2021	MDM Entertainment Pty Ltd	Standing order of DVDs for 2020/2021 financial year	1	151.77	
INV 97166	12/02/2021	MDM Entertainment Pty Ltd	Standing order of DVDs for 2020/2021 financial year	1	169.80	
INV 98347	18/03/2021	MDM Entertainment Pty Ltd	Standing order of DVDs for 2020/2021 financial year	1	272.20	
		MDM Entertainment Pty Ltd Total			**593.77**	**593.77**
DD41967.25	13/04/2021	Mercer Super Trust	Payment	1		389.27
INV SUPER	13/04/2021	Mercer Super Trust	Superannuation Contributions	1	389.27	
DD42021.28	27/04/2021	Mercer Super Trust	Payment	1		389.27
INV SUPER	27/04/2021	Mercer Super Trust	Superannuation Contributions	1	389.27	
		Mercer Super Trust Total			**778.54**	**778.54**
DD41967.32	13/04/2021	Mercy Super	Payment	1		340.94
INV SUPER	13/04/2021	Mercy Super	Superannuation Contributions	1	340.94	
		Mercy Super Total			**340.94**	**340.94**
EFT85975	23/04/2021	Method Recycling Australia Pty Ltd	Payment	1		6,329.68
INV MASI-00002428	25/03/2021	Method Recycling Australia Pty Ltd	Bins Red & Yellow landfill & Co-Mingled	1	6,329.68	
		Method Recycling Australia Pty Ltd Total			**6,329.68**	**6,329.68**
EFT85836	23/04/2021	Michael Cuvalo	Payment	1		644.53
INV 441085	23/03/2021	Michael Cuvalo	Reimbursement of electricity charges	1	644.53	
		Michael Cuvalo Total			**644.53**	**644.53**
EFT85689	09/04/2021	Mine Survey Services t/a Survey Group	Payment	1		3,850.00
INV 00005392	11/03/2021	Mine Survey Services t/a Survey Group	Completion of additional points for the survey of Munda Way	1	3,850.00	
EFT85858	23/04/2021	Mine Survey Services t/a Survey Group	Payment	1		1,760.00
INV 00005407	25/03/2021	Mine Survey Services t/a Survey Group	Site Survey	1	1,760.00	
		Mine Survey Services t/a Survey Group Total			**5,610.00**	**5,610.00**
EFT85929	23/04/2021	Mitie Construction	Payment	1		189,144.12
INV 586	15/04/2021	Mitie Construction	Progress claim no. 03 for Construction of staff housing	1	189,144.12	
		Mitie Construction Total			**189,144.12**	**189,144.12**
EFT85713	09/04/2021	MJW Building Pty Ltd	Payment	1		1,762,721.67
INV 000974	15/03/2021	MJW Building Pty Ltd	Progress Claim no. 02 for RFT2021-07 JD Hardie Multi User Courts and Surrounds Construction	1	999,616.23	
INV 000973	25/03/2021	MJW Building Pty Ltd	Progress Claim no. 05 for RFT1920-40 Depot Masterplan Office	1	761,895.44	
INV 000978	29/03/2021	MJW Building Pty Ltd	Emergency works on Quartz Quarry Road	1	1,210.00	
		MJW Building Pty Ltd Total			**1,762,721.67**	**1,762,721.67**

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
DD41967.3	13/04/2021	MLC Master Key Super Fundamentals	Payment	1		1,439.18
INV DEDUCTION	13/04/2021	MLC Master Key Super Fundamentals	Payroll Deductions	1	150.00	
INV DEDUCTION	13/04/2021	MLC Master Key Super Fundamentals	Payroll Deductions	1	294.46	
INV SUPER	13/04/2021	MLC Master Key Super Fundamentals	Superannuation Contributions	1	994.72	
DD42021.5	27/04/2021	MLC Master Key Super Fundamentals	Payment	1		1,632.89
INV DEDUCTION	27/04/2021	MLC Master Key Super Fundamentals	Payroll Deductions	1	150.00	
INV DEDUCTION	27/04/2021	MLC Master Key Super Fundamentals	Payroll Deductions	1	377.74	
INV SUPER	27/04/2021	MLC Master Key Super Fundamentals	Superannuation Contributions	1	1,105.15	
		MLC Master Key Super Fundamentals Total			**3,072.07**	**3,072.07**
DD41967.14	13/04/2021	MLC Masterkey Business Super	Payment	1		301.77
INV DEDUCTION	13/04/2021	MLC Masterkey Business Super	Payroll Deductions	1	5.93	
INV SUPER	13/04/2021	MLC Masterkey Business Super	Superannuation Contributions	1	295.84	
DD42021.17	27/04/2021	MLC Masterkey Business Super	Payment	1		387.87
INV DEDUCTION	27/04/2021	MLC Masterkey Business Super	Payroll Deductions	1	10.34	
INV SUPER	27/04/2021	MLC Masterkey Business Super	Superannuation Contributions	1	377.53	
		MLC Masterkey Business Super Total			**689.64**	**689.64**
EFT85733	09/04/2021	Mobile Medical Screening	Payment	1		1,320.00
INV INV-0687	12/02/2021	Mobile Medical Screening	Mobilisation Screening 12/02/21	1	132.00	
INV INV-0686	15/02/2021	Mobile Medical Screening	Mobilisation Screening -15/02/21	1	264.00	
INV INV-0688	16/03/2021	Mobile Medical Screening	Mobilisation Screening 15/03/21	1	748.00	
INV INV-0689	17/03/2021	Mobile Medical Screening	Mobilisation Screening 17/03/21	1	176.00	
		Mobile Medical Screening Total			**1,320.00**	**1,320.00**
EFT85684	09/04/2021	Modus Compliance Pty Ltd	Payment	1		1,100.00
INV C4082	16/03/2021	Modus Compliance Pty Ltd	CDC & EER	1	1,100.00	
		Modus Compliance Pty Ltd Total			**1,100.00**	**1,100.00**
EFT85671	09/04/2021	Momar Australia Pty Ltd	Payment	1		3,137.75
INV 198311	07/10/2020	Momar Australia Pty Ltd	Ezon-Ezlube	1	3,137.75	
		Momar Australia Pty Ltd Total			**3,137.75**	**3,137.75**
EFT85628	01/04/2021	Mountsville Pty Ltd T/As Easifleet Management	Payment	1		928.50
INV DEDUCTION	30/03/2021	Mountsville Pty Ltd T/As Easifleet Management	Payroll Deductions		495.25	
INV DEDUCTION	30/03/2021	Mountsville Pty Ltd T/As Easifleet Management	Payroll Deductions		433.25	
EFT85780	15/04/2021	Mountsville Pty Ltd T/As Easifleet Management	Payment	1		928.50
INV DEDUCTION	13/04/2021	Mountsville Pty Ltd T/As Easifleet Management	Payroll Deductions		495.25	
INV DEDUCTION	13/04/2021	Mountsville Pty Ltd T/As Easifleet Management	Payroll Deductions		433.25	
EFT85997	29/04/2021	Mountsville Pty Ltd T/As Easifleet Management	Payment	1		928.50
INV DEDUCTION	27/04/2021	Mountsville Pty Ltd T/As Easifleet Management	Payroll Deductions		495.25	
INV DEDUCTION	27/04/2021	Mountsville Pty Ltd T/As Easifleet Management	Payroll Deductions		433.25	
		Mountsville Pty Ltd T/As Easifleet Management Total			**2,785.50**	**2,785.50**
EFT85837	23/04/2021	MP Rogers & Associates Pty Ltd	Payment	1		7,390.48
INV 21446	28/02/2021	MP Rogers & Associates Pty Ltd	Provision of professional coastal engineering services on the Finucane Island Concept Design	1	1,922.69	
INV 21478	31/03/2021	MP Rogers & Associates Pty Ltd	Provision of professional coastal engineering services on the Sutherland St Seawall.	1	2,451.46	
INV 21479	31/03/2021	MP Rogers & Associates Pty Ltd	Provision of professional coastal engineering services on the Goode St Seawall.	1	159.85	
INV 21509	31/03/2021	MP Rogers & Associates Pty Ltd	Allowance to assist Town with responses to queries received during the tender period	1	2,856.48	
		MP Rogers & Associates Pty Ltd Total			**7,390.48**	**7,390.48**
EFT85701	09/04/2021	MPS Unit Trust	Payment	1		9,978.10
INV MPSINV25229	19/03/2021	MPS Unit Trust	All Office AHU's 19 - Replace Return Air Filters as per quote N21T05	1	1,336.50	
INV MPSINV25233	22/03/2021	MPS Unit Trust	Vendor Panel Reference #227851 for Quote document N21T04	1	8,641.60	
EFT85882	23/04/2021	MPS Unit Trust	Payment	1		10,704.86
INV MPSINV25421	25/03/2021	MPS Unit Trust	RFT 2018- 17 HVAC Routine Maintenance and Servicing. March 2021	1	605.00	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
INV MPSINV25420	25/03/2021	MPS Unit Trust	RFT 2018- 17 HVAC Routine Maintenance and Servicing. March 2021	1	660.00	
INV MPSINV25739	31/03/2021	MPS Unit Trust	Monitor chillers daily and reset faults until repairs can be undertaken	1	5,500.00	
INV MPSINV26087	31/03/2021	MPS Unit Trust	Stadium - Chiller Work Prep	1	1,581.25	
INV MPSINV25922	31/03/2021	MPS Unit Trust	Replacement AC	1	2,358.61	
		MPS Unit Trust Total			**20,682.96**	**20,682.96**
DD41967.33	13/04/2021	MTAA Super	Payment	1		537.19
INV SUPER	13/04/2021	MTAA Super	Superannuation Contributions	1	537.19	
		MTAA Super Total			**537.19**	**537.19**
DD41942.2	03/04/2021	National Australia Bank - Business Visa	Payment	1		133.85
INV FEB2021/FEES	26/02/2021	National Australia Bank - Business Visa	International transaction fees	1	133.85	
		National Australia Bank - Business Visa Total			**133.85**	**133.85**
EFT85734	09/04/2021	National Cleaning & Gardening Services Pty	Payment	1		5,610.00
INV 962	01/03/2021	National Cleaning & Gardening Services Pty	Cleaning & Gardening services	1	220.00	
INV 963	01/03/2021	National Cleaning & Gardening Services Pty	Cleaning & Gardening services	1	198.00	
INV 964	01/03/2021	National Cleaning & Gardening Services Pty	Cleaning & Gardening services	1	198.00	
INV 965	01/03/2021	National Cleaning & Gardening Services Pty	Cleaning & Gardening services	1	3,190.00	
INV 985	26/03/2021	National Cleaning & Gardening Services Pty	Cleaning & Gardening services	1	1,188.00	
INV 983	26/03/2021	National Cleaning & Gardening Services Pty	Cleaning & Gardening services	1	220.00	
INV 984	26/03/2021	National Cleaning & Gardening Services Pty	Cleaning & Gardening services	1	396.00	
EFT85918	23/04/2021	National Cleaning & Gardening Services Pty	Payment	1		1,936.00
INV 982	26/03/2021	National Cleaning & Gardening Services Pty	Cleaning & Gardening services	1	132.00	
INV 995	09/04/2021	National Cleaning & Gardening Services Pty	Cleaning & Gardening services	1	352.00	
INV 994	09/04/2021	National Cleaning & Gardening Services Pty	Cleaning & Gardening services	1	1,452.00	
		National Cleaning & Gardening Services Pty Ltd Total			**7,546.00**	**7,546.00**
EFT85988	23/04/2021	Nearmap Australia Pty Ltd	Payment	1		15,950.00
INV INV00326664	30/03/2021	Nearmap Australia Pty Ltd	Nearmap Advantage LGA Tier 1 subscription 12 months 26/03/2021 - 25/03/2022	1	15,950.00	
		Nearmap Australia Pty Ltd Total			**15,950.00**	**15,950.00**
EFT85663	09/04/2021	Neverfail Springwater	Payment	1		341.75
INV 322775	11/03/2021	Neverfail Springwater	Water supplies & cooler rental	1	221.75	
INV 330387	18/03/2021	Neverfail Springwater	Water supplies & cooler rental	1	120.00	
EFT85821	23/04/2021	Neverfail Springwater	Payment	1		253.80
INV 169192	18/12/2020	Neverfail Springwater	Water supplies & cooler rental	1	22.25	
INV 337890	19/03/2021	Neverfail Springwater	Water supplies & cooler rental	1	85.25	
INV 337918	19/03/2021	Neverfail Springwater	Water supplies & cooler rental	1	15.45	
INV 369978	07/04/2021	Neverfail Springwater	Water supplies & cooler rental	1	130.85	
		Neverfail Springwater Total			**595.55**	**595.55**
DD41967.26	13/04/2021	NGS Super	Payment	1		164.82
INV SUPER	13/04/2021	NGS Super	Superannuation Contributions	1	164.82	
DD42021.29	27/04/2021	NGS Super	Payment	1		183.58
INV SUPER	27/04/2021	NGS Super	Superannuation Contributions	1	183.58	
		NGS Super Total			**348.40**	**348.40**
EFT85984	23/04/2021	Nileshbhai Patel	Payment	1		50.00
INV 291895	16/11/2020	Nileshbhai Patel	Refund of key bond	1	50.00	
		Nileshbhai Patel Total			**50.00**	**50.00**
EFT85764	09/04/2021	Norcape Tree & Contracting Services Pty Ltd	Payment	1		25,476.00
INV INV-1040	16/03/2021	Norcape Tree & Contracting Services Pty Ltd	Day rates for four (4) staff (inc vehicle) x 12 days x 8 hours per day	1	25,476.00	
		Norcape Tree & Contracting Services Pty Ltd Total			**25,476.00**	**25,476.00**

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
EFT85697	09/04/2021	Norda Architects Pty Ltd	Payment	1		4,125.00
INV 2103-10	26/03/2021	Norda Architects Pty Ltd	Variation to 19277E Procurement Exemption	1	4,125.00	
EFT85876	23/04/2021	Norda Architects Pty Ltd	Payment	1		2,018.50
INV 2103-09	26/03/2021	Norda Architects Pty Ltd	Return Brief & Due Diligence 50%	1	2,018.50	
		Norda Architects Pty Ltd Total			**6,143.50**	**6,143.50**
EFT85691	09/04/2021	North Regional TAFE (Pilbara Institute)	Payment	1		125.62
INV I0013733	05/03/2021	North Regional TAFE (Pilbara Institute)	First Aid & CPR training x 2 employees	1	125.62	
EFT85866	23/04/2021	North Regional TAFE (Pilbara Institute)	Payment	1		2,862.81
INV I0013858	18/03/2021	North Regional TAFE (Pilbara Institute)	First Aid Training	1	62.81	
INV I0013859	18/03/2021	North Regional TAFE (Pilbara Institute)	WH&S course TAFE	1	2,800.00	
		North Regional TAFE (Pilbara Institute) Total			**2,988.43**	**2,988.43**
EFT85945	23/04/2021	North West Entertainment Services	Payment	1		3,720.75
INV 208	24/03/2021	North West Entertainment Services	Labour for Matt Dann Season Launch	1	1,270.50	
INV 214	12/04/2021	North West Entertainment Services	2 Staff setting up Festoon, 2 Staff WA Ballet Bump Out	1	1,188.00	
INV 215	12/04/2021	North West Entertainment Services	WA Ballet Set up - Matt Dann, WA Ballet Lighting Operation	1	998.25	
INV 216	12/04/2021	North West Entertainment Services	Cable trays	1	264.00	
		North West Entertainment Services Total			**3,720.75**	**3,720.75**
EFT85633	09/04/2021	North West Liquor Supplies	Payment	1		507.29
INV 199086	11/03/2021	North West Liquor Supplies	Alcohol for Season Launch 2021	1	507.29	
		North West Liquor Supplies Total			**507.29**	**507.29**
EFT85820	23/04/2021	North West Signs	Payment	1		1,468.50
INV 00030009	31/03/2021	North West Signs	Wanangkura Stadium - Window Frosting	1	1,468.50	
		North West Signs Total			**1,468.50**	**1,468.50**
EFT85861	23/04/2021	Northwest Quarries	Payment	1		22,162.98
INV 00003655	31/03/2021	Northwest Quarries	Supply of Large Armour Rocks for Restricted Vehicle Access	1	22,162.98	
		Northwest Quarries Total			**22,162.98**	**22,162.98**
EFT85877	23/04/2021	Norwest Crane Hire #2 Pty Ltd	Payment	1		948.75
INV 00022278	12/03/2021	Norwest Crane Hire #2 Pty Ltd	Lift and place 12m Sea Container - 80t crane	1	948.75	
		Norwest Crane Hire #2 Pty Ltd Total			**948.75**	**948.75**
EFT85749	09/04/2021	One Music Australia	Payment	1		1,493.78
INV 099947	22/01/2021	One Music Australia	One music - License 1 January 2021 - 31 March 2021	1	1,493.78	
EFT85947	23/04/2021	One Music Australia	Payment	1		286.66
INV 122278	02/04/2021	One Music Australia	One Music Licensing: 1 April 2021 - 30 June 2021	1	286.66	
		One Music Australia Total			**1,780.44**	**1,780.44**
DD41967.34	13/04/2021	Onepath Super	Payment	1		315.80
INV SUPER	13/04/2021	Onepath Super	Superannuation Contributions	1	315.80	
		Onepath Super Total			**315.80**	**315.80**
EFT85888	23/04/2021	Oresome Aircon Cleaning Pty Ltd	Payment	1		136.40
INV 191589	08/04/2021	Oresome Aircon Cleaning Pty Ltd	Deep coil clean and service of weighbridge a/c unit to remove mould	1	136.40	
		Oresome Aircon Cleaning Pty Ltd Total			**136.40**	**136.40**
EFT85771	09/04/2021	Palyku-Jartayi Aboriginal Corp.	Payment	1		500.00
INV 294680	19/02/2021	Palyku-Jartayi Aboriginal Corp.	Refund of Bond for Stadium Jimblebar	1	500.00	
		Palyku-Jartayi Aboriginal Corp. Total			**500.00**	**500.00**
DD41967.31	13/04/2021	Panorama Super	Payment	1		669.23
INV SUPER	13/04/2021	Panorama Super	Superannuation Contributions	1	669.23	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
		Panorama Super Total			**669.23**	**669.23**
EFT85743	09/04/2021	Para-mobility Pty Ltd	Payment	1		202.50
INV INV-1831	05/03/2021	Para-mobility Pty Ltd	Parts for Aquatic wheel chair	1	202.50	
		Para-mobility Pty Ltd Total			**202.50**	**202.50**
EFT85644	09/04/2021	Paramount Pictures - United International	Payment	1		275.00
INV R2115858	09/03/2021	Paramount Pictures - United International	Movie Booking - Independent	1	275.00	
EFT85798	23/04/2021	Paramount Pictures - United International	Payment	1		550.00
INV R2115890	20/03/2021	Paramount Pictures - United International	Movie Bookings - Indiana Jones 4	1	275.00	
INV R2115896	20/03/2021	Paramount Pictures - United International	Movie Bookings - Synchronic	1	275.00	
		Paramount Pictures - United International Pictures Total			**825.00**	**825.00**
EFT85841	23/04/2021	Parks & Leisure Australia	Payment	1		343.75
INV W15228	15/02/2021	Parks & Leisure Australia	Parks and Leisure Membership	1	343.75	
		Parks & Leisure Australia Total			**343.75**	**343.75**
EFT85949	23/04/2021	Payless Promotions Pty Ltd	Payment	1		3,715.21
INV 140438	19/04/2021	Payless Promotions Pty Ltd	Aluminium Metal Drink Bottles	1	3,715.21	
		Payless Promotions Pty Ltd Total			**3,715.21**	**3,715.21**
EFT85747	09/04/2021	PCC Productions Pty Ltd	Payment	1		1,100.00
INV 1957	03/04/2021	PCC Productions Pty Ltd	Outdoor movie package for Twilight Movie on Saturday 3 April 2021 at South Hedland Town Square	1	1,100.00	
EFT85944	23/04/2021	PCC Productions Pty Ltd	Payment	1		2,200.00
INV 1944	09/03/2021	PCC Productions Pty Ltd	Service Technician	1	88.00	
INV 1959	13/04/2021	PCC Productions Pty Ltd	Cable Tray and Matting	1	517.00	
INV 1960	13/04/2021	PCC Productions Pty Ltd	PCC Productions payment for Nintendo Switch Screens	1	1,595.00	
		PCC Productions Pty Ltd Total			**3,300.00**	**3,300.00**
EFT85909	23/04/2021	Peter Carter	Payment	1		11,730.76
INV 30032021	30/03/2021	Peter Carter	ICT allowance for April 2021, Mayoral Attendance fee for April 2021		11,730.76	
		Peter Carter Total			**11,730.76**	**11,730.76**
EFT85736	09/04/2021	Peter Chandler	Payment	1		2,325.06
INV 1183450335	10/02/2020	Peter Chandler	Reimbursement of internet charges	1	59.99	
INV 1183450335	10/03/2020	Peter Chandler	Reimbursement of internet charges	1	59.99	
INV 510732	16/03/2020	Peter Chandler	Reimbursement of electricity charges	1	403.95	
INV 1183450335	09/04/2020	Peter Chandler	Reimbursement of internet charges	1	59.99	
INV 1183450335	11/05/2020	Peter Chandler	Reimbursement of internet charges	1	59.99	
INV 510732	15/05/2020	Peter Chandler	Reimbursement of electricity charges	1	360.07	
INV 1183450335	10/06/2020	Peter Chandler	Reimbursement of internet charges	1	59.99	
INV 1183450335	10/07/2020	Peter Chandler	Reimbursement of internet charges	1	59.99	
INV 510732	16/07/2020	Peter Chandler	Reimbursement of electricity charges	1	125.29	
INV 1183450335	10/08/2020	Peter Chandler	Reimbursement of internet charges	1	59.99	
INV 9017233127	10/08/2020	Peter Chandler	Reimbursement of water charges	1	20.10	
INV 1183450335	10/09/2020	Peter Chandler	Reimbursement of internet charges	1	59.99	
INV 510732	15/09/2020	Peter Chandler	Reimbursement of electricity charges	1	143.33	
INV 9017233127	08/10/2020	Peter Chandler	Reimbursement of water charges	1	23.75	
INV 1183450335	09/10/2020	Peter Chandler	Reimbursement of internet charges	1	59.99	
INV 1183450335	09/11/2020	Peter Chandler	Reimbursement of internet charges	1	59.99	
INV 1183450335	09/12/2020	Peter Chandler	Reimbursement of internet charges	1	59.99	
INV 9017233127	11/12/2020	Peter Chandler	Reimbursement of water charges	1	27.41	
INV 1183450335	11/01/2021	Peter Chandler	Reimbursement of internet charges	1	59.99	
INV 510732	15/01/2021	Peter Chandler	Reimbursement of electricity charges	1	41.70	
INV 1183450335	10/02/2021	Peter Chandler	Reimbursement of internet charges	1	59.99	
INV 9017233127	10/02/2021	Peter Chandler	Reimbursement of water charges	1	21.92	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
INV 510732	15/03/2021	Peter Chandler	Reimbursement of electricity charges	1	377.67	
EFT85921	23/04/2021	Peter Chandler	Payment	1		80.09
INV 1183450335	09/03/2021	Peter Chandler	Reimbursement of internet charges	1	59.99	
INV 9017233127	09/04/2021	Peter Chandler	Reimbursement of water charges	1	20.10	
		Peter Chandler Total			**2,405.15**	**2,405.15**
EFT85859	23/04/2021	Pettit Nominees Pty Ltd t/as P & M Automotive	Payment	1		614.41
INV 16164 / 26583	08/04/2021	Pettit Nominees Pty Ltd t/as P & M Automotive	S203T-5065 3PH- 5585266 SWITCH	1	614.41	
		Pettit Nominees Pty Ltd t/as P & M Automotive Equipment Pty Ltd Total			**614.41**	**614.41**
EFT85896	23/04/2021	PHIA Operating Company Pty. Ltd.	Payment	1		1,698.55
INV PO002912	31/03/2021	PHIA Operating Company Pty. Ltd.	Electricity usage and supply charge from 1 Mar 2021 to 31 Mar 2022	1	516.54	
INV PO002913	31/03/2021	PHIA Operating Company Pty. Ltd.	Electricity usage and supply charge from 1 Mar 2021 to 31 Mar 2023	1	1,182.01	
		PHIA Operating Company Pty. Ltd. Total			**1,698.55**	**1,698.55**
EFT85710	09/04/2021	Phoenix Security, Training And Event Group Pty	Payment	1		42,974.80
INV INV-20162459	19/01/2021	Phoenix Security, Training And Event Group Pty	Security at SHAC - Dec 2020	1	1,258.40	
INV INV-20162515	16/02/2021	Phoenix Security, Training And Event Group Pty	Civic Centre Security 30th January 2021	1	136.40	
INV INV-20162548	05/03/2021	Phoenix Security, Training And Event Group Pty	2 security guards to be present on site for Youth Programming hours	1	9,211.40	
INV INV-20162571	06/03/2021	Phoenix Security, Training And Event Group Pty	2 security guards for to be present onsite for Youth Programming Hours	1	8,148.80	
INV INV-20162552	08/03/2021	Phoenix Security, Training And Event Group Pty	Security services SHAC 06/03/21 to 12/03/21	1	8,316.00	
INV INV-20162572	13/03/2021	Phoenix Security, Training And Event Group Pty	Security services for the JD Hardie	1	7,812.20	
INV INV-20162560	15/03/2021	Phoenix Security, Training And Event Group Pty	Security services SHAC 13/03/21 to 19/03/21	1	8,091.60	
EFT85890	23/04/2021	Phoenix Security, Training And Event Group Pty	Payment	1		19,553.60
INV INV-20162576	22/03/2021	Phoenix Security, Training And Event Group Pty	Security services for SHAC March 2021	1	8,091.60	
INV INV-20162591	29/03/2021	Phoenix Security, Training And Event Group Pty	Security services SHAC 27/03-02/04/2021	1	6,652.80	
INV INV-20162595	02/04/2021	Phoenix Security, Training And Event Group Pty	Security at Wanangkura Stadium from the 3rd of April till the 9th of April 2021.	1	4,809.20	
		Phoenix Security, Training And Event Group Pty Ltd Total			**62,528.40**	**62,528.40**
EFT85711	09/04/2021	Pilbara Copy Service	Payment	1		1,232.90
INV 44032	11/03/2021	Pilbara Copy Service	Monthly meterplan billing for Library for period: 20/01/2021 - 20/02/2021	1	110.90	
INV 44039	17/03/2021	Pilbara Copy Service	Toners kit (Cyan, Black, Magenta & Yellow)	1	561.00	
INV 44041	18/03/2021	Pilbara Copy Service	Toner kits - (Cyan, Magenta, Yellow & Black)	1	561.00	
EFT85891	23/04/2021	Pilbara Copy Service	Payment	1		111.88
INV 44228	29/03/2021	Pilbara Copy Service	Meterplan Billing Job for Library Period: 20/01/2021 - 20/03/2021	1	111.88	
		Pilbara Copy Service Total			**1,344.78**	**1,344.78**
EFT85665	09/04/2021	Pilbara Maintenance & Garden Services	Payment	1		448.80
INV 00026717	15/03/2021	Pilbara Maintenance & Garden Services	Monthly garden maintenance of common areas	1	448.80	
EFT85823	23/04/2021	Pilbara Maintenance & Garden Services	Payment	1		440.00
INV 00026777	12/04/2021	Pilbara Maintenance & Garden Services	Monthly garden maintenance of common areas	1	440.00	
		Pilbara Maintenance & Garden Services Total			**888.80**	**888.80**
EFT85683	09/04/2021	Pilbara Medical Holdings Pty Ltd t/a Port	Payment	1		1,676.20
INV 356385	11/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port	Pre-employment medicals	1	187.00	
INV 356386	11/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port	Pre-employment medicals	1	138.60	
INV 356387	11/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port	Pre-employment medicals	1	176.00	
INV 356445	12/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port	Pre-employment medicals	1	49.50	
INV 356694	16/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port	Pre-employment medicals	1	138.60	
INV 356695	16/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port	Pre-employment medicals	1	176.00	
INV 356733	16/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port	Pre-employment medicals	1	187.00	
INV 357887	26/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port	Pre-employment medicals	1	49.50	
INV 357801	26/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port	Pre-employment medicals	1	91.50	
INV 359444	17/03/2021	Pilbara Medical Holdings Pty Ltd t/a Port	Pre-employment medicals	1	49.50	
INV 359519	17/03/2021	Pilbara Medical Holdings Pty Ltd t/a Port	Pre-employment medicals	1	49.50	
INV 359574	17/03/2021	Pilbara Medical Holdings Pty Ltd t/a Port	Pre-employment medicals	1	51.50	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
INV 360019	22/03/2021	Pilbara Medical Holdings Pty Ltd t/a Port	Pre-employment medicals	1	116.50	
INV 360218	24/03/2021	Pilbara Medical Holdings Pty Ltd t/a Port	Pre-employment medicals	1	116.50	
INV 360767	30/03/2021	Pilbara Medical Holdings Pty Ltd t/a Port	Pre-employment medicals	1	49.50	
INV 360769	30/03/2021	Pilbara Medical Holdings Pty Ltd t/a Port	Pre-employment medicals	1	49.50	
EFT85854	23/04/2021	Pilbara Medical Holdings Pty Ltd t/a Port	Payment	1		667.60
INV 357800	26/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port	Pre-employment medicals	1	116.50	
INV 357792	26/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port	Pre-employment medicals	1	176.00	
INV 357791	26/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port	Pre-employment medicals	1	138.60	
INV 357790	26/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port	Pre-employment medicals	1	187.00	
INV 357775	26/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port	Pre-employment medicals	1	49.50	
		Pilbara Medical Holdings Pty Ltd t/a Port Hedland Medical Centre Total			**2,343.80**	**2,343.80**
EFT85672	09/04/2021	Pilbara Meta Maya Regional Aboriginal Corp	Payment	1		1,450.00
INV P42008000	12/11/2020	Pilbara Meta Maya Regional Aboriginal Corp	Accommodation for Consultants	1	930.00	
INV P42008780	02/03/2021	Pilbara Meta Maya Regional Aboriginal Corp	Accommodation for Manager IT 22-26 February 2021	1	520.00	
		Pilbara Meta Maya Regional Aboriginal Corp Total			**1,450.00**	**1,450.00**
EFT85936	23/04/2021	Pilbara Photo Booth Hire	Payment	1		530.00
INV 070	22/03/2021	Pilbara Photo Booth Hire	Hire of Pilbara Photo Booth For the Youth Week Festival	1	530.00	
		Pilbara Photo Booth Hire Total			**530.00**	**530.00**
EFT85748	09/04/2021	Pilbara Pool Supplies Pty Ltd T/a Hedland Pool	Payment	1		961.88
INV 00003392	25/03/2021	Pilbara Pool Supplies Pty Ltd T/a Hedland Pool	Supply and install CTX280 Astral pool pump	1	961.88	
		Pilbara Pool Supplies Pty Ltd T/a Hedland Pool Care Total			**961.88**	**961.88**
EFT85722	09/04/2021	Pilbara Pressure Force Pty Ltd	Payment	1		28,532.75
INV INV-9198	02/03/2021	Pilbara Pressure Force Pty Ltd	Steam Clean and sanitise carpet at the Stadium Creche	1	418.00	
INV INV-9211	11/03/2021	Pilbara Pressure Force Pty Ltd	In going clean	1	391.60	
INV INV-9218	16/03/2021	Pilbara Pressure Force Pty Ltd	Council Chambers clean 15/03/2021	1	346.47	
INV INV-9217	16/03/2021	Pilbara Pressure Force Pty Ltd	In-going cleans	1	989.89	
INV INV-9220	16/03/2021	Pilbara Pressure Force Pty Ltd	Cleaning of public ablutions as per RFT1920-19 Sanitation and Cleaning Public Ablutions 01/03/2021 - 31/03/2021	1	25,795.78	
INV INV-9225	19/03/2021	Pilbara Pressure Force Pty Ltd	Sweep and vacuum of Records Storage Shed at PH Airport for end of lease handover	1	445.26	
INV INV-9178	19/03/2021	Pilbara Pressure Force Pty Ltd	Supply and install for replacement hand soap dispenser at Kevin Scott oval ablution	1	145.75	
EFT85904	23/04/2021	Pilbara Pressure Force Pty Ltd	Payment	1		7,463.36
INV INV-9231	19/03/2021	Pilbara Pressure Force Pty Ltd	Graffiti Removal	1	390.50	
INV INV-9177	19/03/2021	Pilbara Pressure Force Pty Ltd	Supply and install for replacement hand soap dispenser at Koombana Park toilet	1	145.75	
INV INV-9203	26/03/2021	Pilbara Pressure Force Pty Ltd	Supply and install for replacement hand soap dispenser in Daylesford Park Exeloo	1	145.75	
INV INV-9235	26/03/2021	Pilbara Pressure Force Pty Ltd	McGregor St Street Clubroom clean following renovation	1	1,187.87	
INV INV-9236	26/03/2021	Pilbara Pressure Force Pty Ltd	Pressure Clean Boat ramp and Walk Way	1	5,280.00	
INV INV-9176	01/04/2021	Pilbara Pressure Force Pty Ltd	Supply and install 3 x hand soap dispensers at Shay Gap Park	1	313.49	
		Pilbara Pressure Force Pty Ltd Total			**35,996.11**	**35,996.11**
EFT85860	23/04/2021	Pilbara Solutions Pty Ltd t/as Hedland Mobile	Payment	1		1,155.00
INV 25700	22/03/2021	Pilbara Solutions Pty Ltd t/as Hedland Mobile	Supply and Install Front Windscreen on an ISUZU D-MAX UTE	1	550.00	
INV 25822	31/03/2021	Pilbara Solutions Pty Ltd t/as Hedland Mobile	Supply and Install Front Left Hand Side Door Glass on a 2013 Hino 300 Series Dual Cab	1	605.00	
		Pilbara Solutions Pty Ltd t/as Hedland Mobile Windscreens Total			**1,155.00**	**1,155.00**
EFT85726	09/04/2021	Pilbara Tools and Fasteners Pty Ltd	Payment	1		3,562.59
INV 10049560	18/12/2020	Pilbara Tools and Fasteners Pty Ltd	Materials & Parts for Engineering Works	1	1,576.57	
INV 10051181	01/02/2021	Pilbara Tools and Fasteners Pty Ltd	Materials & Parts for Engineering Works	1	4.28	
INV 10051215	01/02/2021	Pilbara Tools and Fasteners Pty Ltd	Materials and Parts	1	1,070.40	
INV 10052221	15/02/2021	Pilbara Tools and Fasteners Pty Ltd	Materials and Parts	1	143.03	
INV 10052345	16/02/2021	Pilbara Tools and Fasteners Pty Ltd	MAKITALD030P - 30Mt Laser Distance Measurer	1	267.30	
INV 10052346	16/02/2021	Pilbara Tools and Fasteners Pty Ltd	Staff uniforms & personal protective equipment	1	214.12	
INV 10052352	16/02/2021	Pilbara Tools and Fasteners Pty Ltd	Materials and Parts	1	58.85	
INV 10052487	17/02/2021	Pilbara Tools and Fasteners Pty Ltd	Materials and Parts	1	3.86	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
INV 10053031	24/02/2021	Pilbara Tools and Fasteners Pty Ltd	Materials and Parts	1	1.35	
INV 10054317	15/03/2021	Pilbara Tools and Fasteners Pty Ltd	S&J Prof. Hand Riviter SJ-HR10, Chuck T/S Hikoki DV18DBL2 - HIT339721	1	100.98	
INV 10054451	17/03/2021	Pilbara Tools and Fasteners Pty Ltd	Materials & Parts	1	121.85	
EFT85911	23/04/2021	Pilbara Tools and Fasteners Pty Ltd	Payment	1		20.21
INV 10055094	24/03/2021	Pilbara Tools and Fasteners Pty Ltd	Assorted bolts	1	20.21	
		Pilbara Tools and Fasteners Pty Ltd Total			**3,582.80**	**3,582.80**
EFT85830	23/04/2021	Pirtek Port Hedland	Payment	1		1,115.84
INV PH-T00051595	22/03/2021	Pirtek Port Hedland	HC5008-150 AG Cylinder 3" bore 1.1/2" Rod 8" stroke	1	1,115.84	
		Pirtek Port Hedland Total			**1,115.84**	**1,115.84**
EFT85774	09/04/2021	Plant Supply Co	Payment	1		705.65
INV 64100	12/03/2021	Plant Supply Co	Casuarina Cousin IT 140mm, Grevillea Olivacea	1	705.65	
		Plant Supply Co Total			**705.65**	**705.65**
EFT85965	23/04/2021	Play Check	Payment	1		6,935.50
INV INV-02980	27/03/2021	Play Check	Inspection of all parks	1	6,935.50	
		Play Check Total			**6,935.50**	**6,935.50**
EFT85632	09/04/2021	PMG - Pilbara Motor Group Pty Ltd (Pilbara	Payment	1		1,530.20
INV J130131346	12/03/2021	PMG - Pilbara Motor Group Pty Ltd (Pilbara	Vehicle servicing	1	489.19	
INV J130131480	17/03/2021	PMG - Pilbara Motor Group Pty Ltd (Pilbara	Vehicle servicing	1	1,041.01	
EFT85785	23/04/2021	PMG - Pilbara Motor Group Pty Ltd (Pilbara	Payment	1		1,080.86
INV J130131510	25/03/2021	PMG - Pilbara Motor Group Pty Ltd (Pilbara	Vehicle servicing	1	691.31	
INV J130131616	06/04/2021	PMG - Pilbara Motor Group Pty Ltd (Pilbara	Vehicle servicing	1	389.55	
		PMG - Pilbara Motor Group Pty Ltd (Pilbara Toyota & Pilbara Nissan) Total			**2,611.06**	**2,611.06**
EFT85693	09/04/2021	Port Hedland Seafarers Centre	Payment	1		93,579.20
INV 00000011	02/03/2021	Port Hedland Seafarers Centre	Visitors Centre Quarterly management fee for the period commencing 1 April 2021	1	93,579.20	
		Port Hedland Seafarers Centre Total			**93,579.20**	**93,579.20**
EFT85971	23/04/2021	Prestige Jointing & Electrical Pty Ltd	Payment	1		20,736.16
INV 00000164	31/03/2021	Prestige Jointing & Electrical Pty Ltd	Wanangkura Stadium Basketball Court Lighting	1	20,736.16	
		Prestige Jointing & Electrical Pty Ltd Total			**20,736.16**	**20,736.16**
DD41967.21	13/04/2021	Public Sector Superannuation Accumulation	Payment	1		287.39
INV SUPER	13/04/2021	Public Sector Superannuation Accumulation	Superannuation Contributions	1	287.39	
DD42021.24	27/04/2021	Public Sector Superannuation Accumulation	Payment	1		282.55
INV SUPER	27/04/2021	Public Sector Superannuation Accumulation	Superannuation Contributions	1	282.55	
		Public Sector Superannuation Accumulation Plan Total			**569.94**	**569.94**
DD41967.9	13/04/2021	Q Super	Payment	1		2,598.86
INV SUPER	13/04/2021	Q Super	Superannuation Contributions	1	1,659.80	
INV DEDUCTION	13/04/2021	Q Super	Payroll Deductions	1	209.75	
INV DEDUCTION	13/04/2021	Q Super	Payroll Deductions	1	179.91	
INV DEDUCTION	13/04/2021	Q Super	Payroll Deductions	1	549.40	
DD42021.11	27/04/2021	Q Super	Payment	1		2,529.97
INV SUPER	27/04/2021	Q Super	Superannuation Contributions	1	1,612.91	
INV DEDUCTION	27/04/2021	Q Super	Payroll Deductions	1	218.00	
INV DEDUCTION	27/04/2021	Q Super	Payroll Deductions	1	160.74	
INV DEDUCTION	27/04/2021	Q Super	Payroll Deductions	1	538.32	
		Q Super Total			**5,128.83**	**5,128.83**
EFT85956	23/04/2021	Radio Industries Australia Pty Ltd	Payment	1		599.50
INV 10122	31/03/2021	Radio Industries Australia Pty Ltd	Portable handheld radio programmed to match Aquatic Centre radio	1	599.50	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
		Radio Industries Australia Pty Ltd Total			**599.50**	**599.50**
EFT85986	23/04/2021	Rawtec Pty Ltd	Payment	1		3,932.50
INV INV-3292	29/03/2021	Rawtec Pty Ltd	Ad hoc Waste Panel Consultancy Services - Collection Contract	1	3,932.50	
		Rawtec Pty Ltd Total			**3,932.50**	**3,932.50**
EFT85656	09/04/2021	Ready Workforce - Chandler Macleod Ltd	Payment	1		8,188.90
INV 93492679	17/03/2021	Ready Workforce - Chandler Macleod Ltd	Labour Hire	1	1,780.08	
INV 93492678	17/03/2021	Ready Workforce - Chandler Macleod Ltd	Labour Hire	1	1,859.24	
INV 93496729	24/03/2021	Ready Workforce - Chandler Macleod Ltd	Labour Hire	1	1,886.99	
INV 93496730	24/03/2021	Ready Workforce - Chandler Macleod Ltd	Labour Hire	1	2,662.59	
EFT85816	23/04/2021	Ready Workforce - Chandler Macleod Ltd	Payment	1		15,854.93
INV 93500677	31/03/2021	Ready Workforce - Chandler Macleod Ltd	Labour Hire	1	1,859.24	
INV 93500678	31/03/2021	Ready Workforce - Chandler Macleod Ltd	Labour Hire	1	2,098.71	
INV 93500679	31/03/2021	Ready Workforce - Chandler Macleod Ltd	Labour Hire	1	2,829.78	
INV 93500676	31/03/2021	Ready Workforce - Chandler Macleod Ltd	Labour Hire	1	2,435.71	
INV 93504797	07/04/2021	Ready Workforce - Chandler Macleod Ltd	Labour Hire	1	1,886.99	
INV 93504798	07/04/2021	Ready Workforce - Chandler Macleod Ltd	Labour Hire	1	2,232.81	
INV 93504799	07/04/2021	Ready Workforce - Chandler Macleod Ltd	Labour Hire	1	2,511.69	
		Ready Workforce - Chandler Macleod Ltd Total			**24,043.83**	**24,043.83**
EFT85895	23/04/2021	Real Estate Property Shop Network Pty. Ltd.	Payment	1		348.60
INV A115800	06/04/2021	Real Estate Property Shop Network Pty. Ltd.	Rates refund		348.60	
		Real Estate Property Shop Network Pty. Ltd. (Hedland Property Shop) Total			**348.60**	**348.60**
EFT85952	23/04/2021	Rebecca Walter	Payment	1		234.39
INV 9008354680	09/04/2021	Rebecca Walter	Reimbursement of water charges	1	234.39	
		Rebecca Walter Total			**234.39**	**234.39**
EFT85705	09/04/2021	Reddings Electrical Pty Ltd	Payment	1		7,089.18
INV 00005002	09/02/2021	Reddings Electrical Pty Ltd	BBQ repairs and servicing	1	4,520.00	
INV 00005066	19/03/2021	Reddings Electrical Pty Ltd	Install new board for 3 new power supplies	1	2,569.18	
EFT85886	23/04/2021	Reddings Electrical Pty Ltd	Payment	1		2,613.80
INV 00005007	11/02/2021	Reddings Electrical Pty Ltd	Invertor	1	1,631.00	
INV 00005086	31/03/2021	Reddings Electrical Pty Ltd	Investigate Cassia Foot Path lights	1	632.80	
INV 00005087	31/03/2021	Reddings Electrical Pty Ltd	South Hedland Skate Park - Found missing cover and reinstalled 1 x light cover and 2 x power box covers	1	150.00	
INV 00005096	07/04/2021	Reddings Electrical Pty Ltd	Pick up/ Delivery of fuel to top up generator for WA Ballet on Wednesday 7 April 2021	1	200.00	
		Reddings Electrical Pty Ltd Total			**9,702.98**	**9,702.98**
EFT85692	09/04/2021	Reece Pty Ltd	Payment	1		11,614.72
INV 443104095	12/02/2021	Reece Pty Ltd	Materials and Parts	1	42.70	
INV 443104338	18/02/2021	Reece Pty Ltd	Materials and Parts	1	106.46	
INV 443104339	18/02/2021	Reece Pty Ltd	Materials and Parts	1	165.54	
INV 443104334	18/02/2021	Reece Pty Ltd	Materials and Parts	1	35.20	
INV 443104312	18/02/2021	Reece Pty Ltd	2 x Stoddart T/S Disabled C/C W/Backrest S/S & 2 x Resistant Basin	1	9,928.29	
INV 443104740	02/03/2021	Reece Pty Ltd	Materials and Parts	1	63.74	
INV 443104840	04/03/2021	Reece Pty Ltd	Materials and Parts	1	12.38	
INV 443104829	04/03/2021	Reece Pty Ltd	Materials and Parts	1	167.89	
INV 443104887	05/03/2021	Reece Pty Ltd	Materials and Parts	1	36.31	
INV 443104997	09/03/2021	Reece Pty Ltd	Materials and Parts	1	42.39	
INV 443105021	09/03/2021	Reece Pty Ltd	Materials and Parts	1	23.27	
INV 443105030	09/03/2021	Reece Pty Ltd	Materials and Parts	1	528.84	
INV 443105057	10/03/2021	Reece Pty Ltd	Materials and Parts	1	270.01	
INV 443105103	11/03/2021	Reece Pty Ltd	Materials and Parts	1	105.96	
INV 443105254	15/03/2021	Reece Pty Ltd	Materials and Parts	1	44.96	
INV 443105383	17/03/2021	Reece Pty Ltd	Materials and Parts	1	40.78	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
EFT85868	23/04/2021	Reece Pty Ltd	Payment	1		46.90
INV 443105726	25/03/2021	Reece Pty Ltd	Performa Inlet Valve	1	42.70	
INV 443105970	01/04/2021	Reece Pty Ltd	Parts	1	4.20	
		Reece Pty Ltd Total			**11,661.62**	**11,661.62**
EFT85908	23/04/2021	Remote Construction Group PTY LTD	Payment	1		12,376.10
INV INV-0285	21/02/2021	Remote Construction Group PTY LTD	Construction materials	1	9,076.10	
INV INV-0286	21/02/2021	Remote Construction Group PTY LTD	Supply and weld brackets to sea container and fix to concrete footings	1	3,300.00	
		Remote Construction Group PTY LTD Total			**12,376.10**	**12,376.10**
EFT85928	23/04/2021	Renae Ann Coles	Payment	1		4,801.33
INV 30032021	30/03/2021	Renae Ann Coles	ICT allowance for April 2021, Deputy Mayor Attendance fee for April 2021		4,801.33	
		Renae Ann Coles Total			**4,801.33**	**4,801.33**
EFT85678	09/04/2021	Repeat Plastics WA	Payment	1		5,939.78
INV 00009793	18/03/2021	Repeat Plastics WA	Supply and Delivery of 90 x Recycled Plastic Bollards	1	5,939.78	
		Repeat Plastics WA Total			**5,939.78**	**5,939.78**
DD41967.5	13/04/2021	Rest Super	Payment	1		6,727.67
INV DEDUCTION	13/04/2021	Rest Super	Payroll Deductions	1	128.19	
INV DEDUCTION	13/04/2021	Rest Super	Payroll Deductions	1	133.37	
INV DEDUCTION	13/04/2021	Rest Super	Payroll Deductions	1	38.70	
INV SUPER	13/04/2021	Rest Super	Superannuation Contributions	1	5,876.90	
INV DEDUCTION	13/04/2021	Rest Super	Payroll Deductions	1	33.24	
INV DEDUCTION	13/04/2021	Rest Super	Payroll Deductions	1	197.38	
INV DEDUCTION	13/04/2021	Rest Super	Payroll Deductions	1	137.10	
INV DEDUCTION	13/04/2021	Rest Super	Payroll Deductions	1	182.79	
DD42021.7	27/04/2021	Rest Super	Payment	1		7,270.20
INV DEDUCTION	27/04/2021	Rest Super	Payroll Deductions	1	135.10	
INV DEDUCTION	27/04/2021	Rest Super	Payroll Deductions	1	127.62	
INV DEDUCTION	27/04/2021	Rest Super	Payroll Deductions	1	48.99	
INV SUPER	27/04/2021	Rest Super	Superannuation Contributions	1	6,265.22	
INV DEDUCTION	27/04/2021	Rest Super	Payroll Deductions	1	307.23	
INV DEDUCTION	27/04/2021	Rest Super	Payroll Deductions	1	33.24	
INV DEDUCTION	27/04/2021	Rest Super	Payroll Deductions	1	213.93	
INV DEDUCTION	27/04/2021	Rest Super	Payroll Deductions	1	138.87	
		Rest Super Total			**13,997.87**	**13,997.87**
DD41967.40	13/04/2021	Retail Employees Superannuation Trust	Payment	1		340.94
INV SUPER	13/04/2021	Retail Employees Superannuation Trust	Superannuation Contributions	1	340.94	
		Retail Employees Superannuation Trust Total			**340.94**	**340.94**
EFT85813	23/04/2021	Rexel Electrical Supplies Pty Ltd	Payment	1		76.30
INV 10883351	30/03/2021	Rexel Electrical Supplies Pty Ltd	Parts	1	76.30	
		Rexel Electrical Supplies Pty Ltd Total			**76.30**	**76.30**
EFT85676	09/04/2021	Rialto Distribution Pty Ltd	Payment	1		316.25
INV 1360/208	11/03/2021	Rialto Distribution Pty Ltd	Movie Bookings - 20/21 The Elfkins: Baking A Diff	1	316.25	
EFT85839	23/04/2021	Rialto Distribution Pty Ltd	Payment	1		302.50
INV 1376/487	18/03/2021	Rialto Distribution Pty Ltd	Movie Bookings - Wrong turn	1	302.50	
		Rialto Distribution Pty Ltd Total			**618.75**	**618.75**
EFT85667	09/04/2021	Ribshire PL T/A Goodline	Payment	1		9,820.77
INV 157555	09/03/2021	Ribshire PL T/A Goodline	One Tree Child Care Centre at the TAFE site - Plumbing repairs	1	393.25	
INV 157556	09/03/2021	Ribshire PL T/A Goodline	Emergency Repairs TOPH- Koombana Park	1	597.91	
INV 157542	09/03/2021	Ribshire PL T/A Goodline	Access storage tank and adjusted float valve	1	714.51	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
INV 157542	09/03/2021	Ribshire PL T/A Goodline	Access storage tank and adjusted float valve - SHAC	1	623.15	
INV 157696	17/03/2021	Ribshire PL T/A Goodline	Repair leak	1	6,303.95	
INV 158162	24/03/2021	Ribshire PL T/A Goodline	Repairs Elements Mainline	1	1,188.00	
EFT85826	23/04/2021	Ribshire PL T/A Goodline	Payment	1		1,678.84
INV C153971	05/03/2021	Ribshire PL T/A Goodline	Attend to remove the ice machine to outside the kitchen, Revised Claim Amount	1	- 14.95	
INV 158542	31/03/2021	Ribshire PL T/A Goodline	Marquee Park Emergency Tank Repair	1	1,693.79	
		Ribshire PL T/A Goodline Total			**11,499.61**	**11,499.61**
EFT85974	23/04/2021	Road Rail & Mine Products Pty Ltd	Payment	1		57,371.60
INV 00000445	08/03/2021	Road Rail & Mine Products Pty Ltd	Works to Sutherland Street	1	57,371.60	
		Road Rail & Mine Products Pty Ltd Total			**57,371.60**	**57,371.60**
EFT85799	23/04/2021	Roadshow Films Pty Ltd	Payment	1		2,398.25
INV 02602265	09/04/2021	Roadshow Films Pty Ltd	Movie Bookings - DRAGON RIDER	1	288.20	
INV 02602266	09/04/2021	Roadshow Films Pty Ltd	Movie Bookings - THE DRY	1	688.20	
INV 02602267	09/04/2021	Roadshow Films Pty Ltd	Movie Bookings - SHADOW IN THE CLOUD	1	288.20	
INV 02602268	09/04/2021	Roadshow Films Pty Ltd	Movie Bookings - SUPERINTELLIGENCE	1	288.20	
INV 02602269	09/04/2021	Roadshow Films Pty Ltd	Movie Bookings - THE WITCHES	1	346.25	
INV 02602270	09/04/2021	Roadshow Films Pty Ltd	Movie Bookings - WONDER WOMAN 1984	1	499.20	
		Roadshow Films Pty Ltd Total			**2,398.25**	**2,398.25**
EFT85755	09/04/2021	Rosmech Sales & Service Pty Ltd	Payment	1		2,665.56
INV 108917	22/03/2021	Rosmech Sales & Service Pty Ltd	013028 Suction Hose, to Nozzle Box	1	2,665.56	
EFT85953	23/04/2021	Rosmech Sales & Service Pty Ltd	Payment	1		3,509.00
INV 109214	09/04/2021	Rosmech Sales & Service Pty Ltd	Broom, 3Row Wire Uni-Fit, SCA-0231682 Main Broom, Z-Truck mount 318m, 1piece	1	3,509.00	
		Rosmech Sales & Service Pty Ltd Total			**6,174.56**	**6,174.56**
EFT85717	09/04/2021	Sally Elizabeth Zielke	Payment	1		528.75
INV 26032021	26/03/2021	Sally Elizabeth Zielke	Decorations, ice and table cloths for Matt Dann Season launch 2021	1	366.75	
INV 26032021	26/03/2021	Sally Elizabeth Zielke	DVD for twilight movie - March 2021	1	16.00	
INV 29032021	29/03/2021	Sally Elizabeth Zielke	Food platters for Matt Dann Kiosk	1	146.00	
		Sally Elizabeth Zielke Total			**528.75**	**528.75**
EFT85954	23/04/2021	Sandra Brockwell	Payment	1		280.70
INV 9008381048	18/02/2021	Sandra Brockwell	Reimbursement of water charges	1	280.70	
		Sandra Brockwell Total			**280.70**	**280.70**
EFT85946	23/04/2021	Schweppes Australia Pty Ltd	Payment	1		1,346.30
INV 9009141889	26/03/2021	Schweppes Australia Pty Ltd	Wanangkura Stadium kiosk drinks	1	772.20	
INV 9009161552	31/03/2021	Schweppes Australia Pty Ltd	GAC Kiosk	1	155.82	
INV 9009166877	31/03/2021	Schweppes Australia Pty Ltd	Wanangkura Stadium Kiosk Items	1	418.28	
		Schweppes Australia Pty Ltd Total			**1,346.30**	**1,346.30**
EFT85955	23/04/2021	Scott Printers Pty Ltd	Payment	1		699.60
INV 151466	10/03/2021	Scott Printers Pty Ltd	251 x printed A5 Matt Dann 2021 Season Guides	1	699.60	
		Scott Printers Pty Ltd Total			**699.60**	**699.60**
EFT85844	23/04/2021	Seat Advisor Pty Ltd	Payment	1		329.95
INV INV-00036730	12/03/2021	Seat Advisor Pty Ltd	Seat Advisor Monthly Ticket Services Feb 2021	1	329.95	
		Seat Advisor Pty Ltd Total			**329.95**	**329.95**
EFT85744	09/04/2021	Sentinel Countrywide Retail Ltd	Payment	1		5,991.39
INV 2217794	01/04/2021	Sentinel Countrywide Retail Ltd	General for Port Library rental at Port Boulevard - April 2022	1	5,991.39	
		Sentinel Countrywide Retail Ltd Total			**5,991.39**	**5,991.39**
EFT85920	23/04/2021	Seven Network (Operations) Limited	Payment	1		200.00

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
INV DW005020	31/03/2021	Seven Network (Operations) Limited	Our Coastal Future - Network Digital Campaign - Seven Network (Operations) Limited	1	200.00	
		Seven Network (Operations) Limited Total			200.00	200.00
EFT85962	23/04/2021	Shane Hayes	Payment	1		176.80
INV 2000688250313	16/02/2021	Shane Hayes	Reimbursement of internet charges	1	86.80	
INV 2000688250313	15/03/2021	Shane Hayes	Reimbursement of internet charges	1	90.00	
		Shane Hayes Total			176.80	176.80
EFT85759	09/04/2021	Shankar Sandeep	Payment	1		224.72
INV 83344	10/03/2021	Shankar Sandeep	Reimbursement of water charges	1	224.72	
EFT85963	23/04/2021	Shankar Sandeep	Payment	1		18.27
INV 83529	07/04/2021	Shankar Sandeep	Reimbursement of water charges	1	18.27	
		Shankar Sandeep Total			242.99	242.99
EFT85815	23/04/2021	SHAWMAC PTY LTD	Payment	1		5,252.50
INV 00010138	30/12/2020	SHAWMAC PTY LTD	Detailed design for the proposed Sutherland Street shared path extension	1	5,252.50	
		SHAWMAC PTY LTD Total			5,252.50	5,252.50
EFT85773	09/04/2021	Shawn Law	Payment	1		66.00
INV 22032021	22/03/2021	Shawn Law	Reimbursements of incidental expenses	1	66.00	
		Shawn Law Total			66.00	66.00
EFT85802	23/04/2021	Sigma Chemicals	Payment	1		20,674.04
INV 146474/01	04/03/2021	Sigma Chemicals	Liquid Chlorine drums 20LT	1	364.54	
INV 146362/01	04/03/2021	Sigma Chemicals	SHAC Chemical order	1	2,883.10	
INV 146363/01	04/03/2021	Sigma Chemicals	GAC Chemical order	1	4,665.10	
INV 144770/01	04/03/2021	Sigma Chemicals	GAC Chemical order	1	233.20	
INV 142445/01	22/03/2021	Sigma Chemicals	Repair of Auto Cleaner #2	1	4,773.14	
INV 142446/01	22/03/2021	Sigma Chemicals	Repair of Robotic cleaner #1	1	3,632.20	
INV 147177/01	31/03/2021	Sigma Chemicals	Chemical order SHAC	1	4,122.76	
		Sigma Chemicals Total			20,674.04	20,674.04
EFT85772	09/04/2021	Signal Advantage	Payment	1		1,116.50
INV 67888	19/02/2021	Signal Advantage	Badges for ToPH and Port Hedland Leisure staff	1	738.10	
INV 67887	19/02/2021	Signal Advantage	Badges for ToPH and Port Hedland Leisure staff	1	378.40	
EFT85980	23/04/2021	Signal Advantage	Payment	1		644.60
INV 69017	17/03/2021	Signal Advantage	PH Leisure Badges (reuseable)	1	644.60	
		Signal Advantage Total			1,761.10	1,761.10
EFT85992	23/04/2021	Signswest	Payment	1		529.98
INV 00076833	01/04/2021	Signswest	Coreflute signs- 61cm wide x 91cm high	1	529.98	
		Signswest Total			529.98	529.98
EFT85715	09/04/2021	Skipper Transport Parts	Payment	1		3,969.60
INV 3258541	27/02/2021	Skipper Transport Parts	Parts & Materials	1	3,955.31	
INV 3298351	17/03/2021	Skipper Transport Parts	Relay 12V 4 Pin 50A (R) Bl (1)	1	14.29	
EFT85893	23/04/2021	Skipper Transport Parts	Payment	1		10,569.86
INV 3301151	17/03/2021	Skipper Transport Parts	Parts	1	198.73	
INV 3299606	18/03/2021	Skipper Transport Parts	Parts	1	2,009.47	
INV 3307897	26/03/2021	Skipper Transport Parts	92288616 Transmission Asm-Auto (4B7A)- Exchange Transmission	1	4,013.90	
INV 3297473	29/03/2021	Skipper Transport Parts	Relay 12V 5Pin 40/30A (D) Bl	1	36.86	
INV 3308588	30/03/2021	Skipper Transport Parts	Proshpr50Ta Air/Hyd W/Shop Press	1	4,310.90	
		Skipper Transport Parts Total			14,539.46	14,539.46
EFT85966	23/04/2021	Smartrak Aust Pty Ltd	Payment	1		299.20
INV INV-5071	07/04/2021	Smartrak Aust Pty Ltd	Monthly service fee for 2 cabinets - April 2021	1	299.20	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
		Smartrak Aust Pty Ltd Total			**299.20**	**299.20**
EFT85763	09/04/2021	SMEC Australia Pty Ltd	Payment	1		10,278.08
INV INV0140925	23/03/2021	SMEC Australia Pty Ltd	Detailed Design - Wilson Street Shared Path Project	1	10,278.08	
EFT85970	23/04/2021	SMEC Australia Pty Ltd	Payment	1		2,200.00
INV INV0141260	06/04/2021	SMEC Australia Pty Ltd	Town of Port Hedland Afterhours Sanitation Works Noise Management Plan Review	1	2,200.00	
		SMEC Australia Pty Ltd Total			**12,478.08**	**12,478.08**
EFT85805	23/04/2021	Smirkey's Sports	Payment	1		790.00
INV ZC 6285983	29/03/2021	Smirkey's Sports	Folding tables and shade	1	790.00	
		Smirkey's Sports Total			**790.00**	**790.00**
EFT85686	09/04/2021	Sonic Healthplus Pty Ltd T/as Kinetic Health	Payment	1		797.94
INV 2270802	26/02/2021	Sonic Healthplus Pty Ltd T/as Kinetic Health	Pre employment medicals	1	93.50	
INV 2275860	05/03/2021	Sonic Healthplus Pty Ltd T/as Kinetic Health	Pre employment medicals	1	290.40	
INV 2285297	17/03/2021	Sonic Healthplus Pty Ltd T/as Kinetic Health	Pre employment medicals	1	106.04	
INV 2286279	18/03/2021	Sonic Healthplus Pty Ltd T/as Kinetic Health	Pre employment medicals	1	308.00	
EFT85856	23/04/2021	Sonic Healthplus Pty Ltd T/as Kinetic Health	Payment	1		856.90
INV 2275861	05/03/2021	Sonic Healthplus Pty Ltd T/as Kinetic Health	Pre employment medicals	1	308.00	
INV 2277104	08/03/2021	Sonic Healthplus Pty Ltd T/as Kinetic Health	Pre employment medicals	1	82.50	
INV 2277105	08/03/2021	Sonic Healthplus Pty Ltd T/as Kinetic Health	Pre employment medicals	1	82.50	
INV 2278274	09/03/2021	Sonic Healthplus Pty Ltd T/as Kinetic Health	Pre employment medicals	1	290.40	
INV 2293847	26/03/2021	Sonic Healthplus Pty Ltd T/as Kinetic Health	Pre employment medicals	1	93.50	
		Sonic Healthplus Pty Ltd T/as Kinetic Health Total			**1,654.84**	**1,654.84**
EFT85760	09/04/2021	South Hedland Coles Supermarkets Australia	Payment	1		153.06
INV 117563984	19/03/2021	South Hedland Coles Supermarkets Australia	Catering for Australian Citizenship Ceremony - 19 March 2022	1	100.97	
INV 117895116	23/03/2021	South Hedland Coles Supermarkets Australia	Easter Party Supplies Creche	1	52.09	
EFT85967	23/04/2021	South Hedland Coles Supermarkets Australia	Payment	1		2,952.65
INV 114127859	22/12/2020	South Hedland Coles Supermarkets Australia	Catering for SHAC Community Safety event	1	267.17	
INV 114514632	29/12/2020	South Hedland Coles Supermarkets Australia	Catering for SHAC Community Safety event	1	279.30	
INV 114618663	06/01/2021	South Hedland Coles Supermarkets Australia	Catering for SHAC Community Safety event	1	247.10	
INV 115208307	14/01/2021	South Hedland Coles Supermarkets Australia	Catering for SHAC Community Safety event	1	80.00	
INV 116948053	02/03/2021	South Hedland Coles Supermarkets Australia	Materials for the School Girls Sport and Recreation Breakfast	1	86.80	
INV 117021945	03/03/2021	South Hedland Coles Supermarkets Australia	Various Fruit for all Depot Staff - Wellness Program	1	84.38	
INV 117270809	08/03/2021	South Hedland Coles Supermarkets Australia	Town 2021 International Women's Day Staff Event - Women in Leadership: Luncheon	1	199.70	
INV 117832761	19/03/2021	South Hedland Coles Supermarkets Australia	Youth lounge snacks and materials	1	208.50	
INV 117845301	19/03/2021	South Hedland Coles Supermarkets Australia	SLAM catering for dinner	1	200.01	
INV 117823714	22/03/2021	South Hedland Coles Supermarkets Australia	Coffee, Milk, Fruit for Infrastructure Operations	1	265.68	
INV 117834651	25/03/2021	South Hedland Coles Supermarkets Australia	Consumables	1	196.32	
INV 118014728	25/03/2021	South Hedland Coles Supermarkets Australia	Catering for Community Services OCM Staff Meeting on 25/03/2021	1	68.40	
INV 118088437	26/03/2021	South Hedland Coles Supermarkets Australia	Catering for SLAM	1	127.88	
INV 118656053	08/04/2021	South Hedland Coles Supermarkets Australia	Catering and supplies for Youth Week	1	275.25	
INV 118681270	08/04/2021	South Hedland Coles Supermarkets Australia	Supplies for Youth Week	1	62.96	
INV 118680359	12/04/2021	South Hedland Coles Supermarkets Australia	Catering and supplies for youth week	1	303.20	
		South Hedland Coles Supermarkets Australia Pty Ltd Total			**3,105.71**	**3,105.71**
EFT85741	09/04/2021	Southern Cross Treasury	Payment	1		2,288.00
INV 65486-1	28/02/2021	Southern Cross Treasury	Radio advertising for recycling	1	2,288.00	
EFT85926	23/04/2021	Southern Cross Treasury	Payment	1		968.00
INV 65885-1	31/03/2021	Southern Cross Treasury	Radio advertising - A Gala Evening with West Australian Ballet and Snugglepie and Cuddle Pot	1	968.00	
		Southern Cross Treasury Total			**3,256.00**	**3,256.00**
EFT85723	09/04/2021	Specialist Wholesalers Pty Ltd T/as Truckline	Payment	1		414.91
INV 7286108	17/03/2021	Specialist Wholesalers Pty Ltd T/as Truckline	AdBlue Aqueous urea Solution 20L	1	414.91	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
		Specialist Wholesalers Pty Ltd T/as Truckline Total			**414.91**	**414.91**
EFT85864	23/04/2021	Sport and Recreation Surfaces Pty Ltd	Payment	1		26,063.20
INV INV-01092	02/04/2021	Sport and Recreation Surfaces Pty Ltd	Faye Gladstone Court Repairs - mobilisation costs and materials to site (20%)	1	26,063.20	
		Sport and Recreation Surfaces Pty Ltd Total			**26,063.20**	**26,063.20**
EFT85681	09/04/2021	St John Ambulance Western Australia Ltd -	Payment	1		316.40
INV FAINV00765933	04/03/2021	St John Ambulance Western Australia Ltd -	Consumables for First Aid Kit	1	316.40	
EFT85853	23/04/2021	St John Ambulance Western Australia Ltd -	Payment	1		446.00
INV FAINV00795930	08/04/2021	St John Ambulance Western Australia Ltd -	St John Ambulance Services for WA Ballet on Wednesday 7 April 2021	1	446.00	
		St John Ambulance Western Australia Ltd - Hedland Total			**762.40**	**762.40**
DD41967.13	13/04/2021	Statewide Super	Payment	1		742.59
INV DEDUCTION	13/04/2021	Statewide Super	Payroll Deductions	1	29.92	
INV SUPER	13/04/2021	Statewide Super	Superannuation Contributions	1	712.67	
DD42021.16	27/04/2021	Statewide Super	Payment	1		749.48
INV DEDUCTION	27/04/2021	Statewide Super	Payroll Deductions	1	33.24	
INV SUPER	27/04/2021	Statewide Super	Superannuation Contributions	1	716.24	
		Statewide Super Total			**1,492.07**	**1,492.07**
EFT85725	09/04/2021	Stats Australia	Payment	1		5,471.40
INV 617E2412	18/02/2021	Stats Australia	Provision of Supplementary Geotech Investigation Work	1	5,471.40	
		Stats Australia Total			**5,471.40**	**5,471.40**
EFT85643	09/04/2021	Staykool Airconditioning & Electrical	Payment	1		24,285.80
INV 7871	23/02/2021	Staykool Airconditioning & Electrical	Works Completed Feb/March 2021	1	957.00	
INV 8121	17/03/2021	Staykool Airconditioning & Electrical	Inspect and test fridge	1	132.00	
INV 8156	22/03/2021	Staykool Airconditioning & Electrical	Council Chambers Ceiling Works	1	23,196.80	
		Staykool Airconditioning & Electrical Total			**24,285.80**	**24,285.80**
EFT85719	09/04/2021	Strata Corporation Pty Ltd T/As StrataGreen	Payment	1		162.17
INV 131752	12/03/2021	Strata Corporation Pty Ltd T/As StrataGreen	Swissmex fan nozzel - Red & Brown	1	162.17	
		Strata Corporation Pty Ltd T/As StrataGreen Total			**162.17**	**162.17**
EFT85645	09/04/2021	Studiocanal Pty Ltd	Payment	1		357.50
INV AU060528	31/03/2021	Studiocanal Pty Ltd	Movie Bookings LONG STORY SHORT	1	357.50	
		Studiocanal Pty Ltd Total			**357.50**	**357.50**
EFT85979	23/04/2021	Sunny Lew Trading Pty Ltd t/as Super Rack	Payment	1		2,053.00
INV 31385	16/02/2021	Sunny Lew Trading Pty Ltd t/as Super Rack	Shelving	1	2,053.00	
		Sunny Lew Trading Pty Ltd t/as Super Rack Total			**2,053.00**	**2,053.00**
EFT85818	23/04/2021	Sunny Sign Company Pty Ltd	Payment	1		3,547.50
INV 452481	11/03/2021	Sunny Sign Company Pty Ltd	Rubber Wheel Stops 1650x160x100	1	3,465.00	
INV 452539	12/03/2021	Sunny Sign Company Pty Ltd	Signage	1	82.50	
		Sunny Sign Company Pty Ltd Total			**3,547.50**	**3,547.50**
DD41967.2	13/04/2021	Sunsuper Superannuation Fund	Payment	1		7,645.76
INV SUPER	13/04/2021	Sunsuper Superannuation Fund	Superannuation Contributions	1	5,972.95	
INV DEDUCTION	13/04/2021	Sunsuper Superannuation Fund	Payroll Deductions	1	161.50	
INV DEDUCTION	13/04/2021	Sunsuper Superannuation Fund	Payroll Deductions	1	432.54	
INV DEDUCTION	13/04/2021	Sunsuper Superannuation Fund	Payroll Deductions	1	90.84	
INV DEDUCTION	13/04/2021	Sunsuper Superannuation Fund	Payroll Deductions	1	900.00	
INV DEDUCTION	13/04/2021	Sunsuper Superannuation Fund	Payroll Deductions	1	87.93	
DD42021.2	27/04/2021	Sunsuper Superannuation Fund	Payment	1		7,505.80
INV SUPER	27/04/2021	Sunsuper Superannuation Fund	Superannuation Contributions	1	5,840.35	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
INV DEDUCTION	27/04/2021	Sunsuper Superannuation Fund	Payroll Deductions	1	161.50	
INV DEDUCTION	27/04/2021	Sunsuper Superannuation Fund	Payroll Deductions	1	429.13	
INV DEDUCTION	27/04/2021	Sunsuper Superannuation Fund	Payroll Deductions	1	90.84	
INV DEDUCTION	27/04/2021	Sunsuper Superannuation Fund	Payroll Deductions	1	900.00	
INV DEDUCTION	27/04/2021	Sunsuper Superannuation Fund	Payroll Deductions	1	83.98	
		Sunsuper Superannuation Fund Total			**15,151.56**	**15,151.56**
DD41967.35	13/04/2021	Super Directions Fund	Payment	1		61.82
INV SUPER	13/04/2021	Super Directions Fund	Superannuation Contributions	1	61.82	
		Super Directions Fund Total			**61.82**	**61.82**
EFT85880	23/04/2021	Supercivil Pty Ltd	Payment	1		49,244.80
INV INV-0093	29/03/2021	Supercivil Pty Ltd	Counihan Crescent Kerb Renewal	1	49,244.80	
		Supercivil Pty Ltd Total			**49,244.80**	**49,244.80**
EFT85670	09/04/2021	T - Quip	Payment	1		254.00
INV 99613 #12	17/03/2021	T - Quip	TOP116-8888 Caster Kit	1	254.00	
		T - Quip Total			**254.00**	**254.00**
EFT85964	23/04/2021	Tabe Engineers Pty Ltd	Payment	1		1,760.00
INV INV-0485	31/03/2021	Tabe Engineers Pty Ltd	Completion of Mechanical requirements - 82 Sutherland	1	1,760.00	
		Tabe Engineers Pty Ltd Total			**1,760.00**	**1,760.00**
EFT85907	23/04/2021	Talis Consultants Pty Ltd - Talis Unit Trust	Payment	1		35,188.45
INV 22437	31/03/2021	Talis Consultants Pty Ltd - Talis Unit Trust	Provision of Consultancy Services for the period ending 31 March 2021	1	35,188.45	
		Talis Consultants Pty Ltd - Talis Unit Trust Total			**35,188.45**	**35,188.45**
EFT85635	09/04/2021	Telstra	Payment	1		9,608.69
INV 2206796902	25/03/2021	Telstra	Telephone charges	1	4,544.38	
INV 3802305000	29/03/2021	Telstra	Telephone charges	1	5,064.31	
EFT85787	23/04/2021	Telstra	Payment	1		50.00
INV 205 4805 813	12/04/2021	Telstra	Telephone charges	1	50.00	
		Telstra Total			**9,658.69**	**9,658.69**
EFT85897	23/04/2021	The Banner Lady Pty Ltd	Payment	1		1,265.00
INV 00012354	01/03/2021	The Banner Lady Pty Ltd	2 x pull up banners for Matt Dann season launch	1	415.80	
INV 00012439	15/04/2021	The Banner Lady Pty Ltd	3.5m Tear Drop Flag (Double Sided)	1	849.20	
		The Banner Lady Pty Ltd Total			**1,265.00**	**1,265.00**
EFT85746	09/04/2021	The Junction Co.	Payment	1		550.00
INV INV-0464	18/03/2021	The Junction Co.	Art activity for SFM on Friday 19 Feb 2021	1	550.00	
EFT85943	23/04/2021	The Junction Co.	Payment	1		137,500.00
INV INV-0463	18/03/2021	The Junction Co.	Management fee instalment Q4 2020/21 for OLM72099	1	137,500.00	
		The Junction Co. Total			**138,050.00**	**138,050.00**
EFT85699	09/04/2021	The Trustee for B & T Unit Trust t/as Scope	Payment	1		1,078.00
INV 524140	29/03/2021	The Trustee for B & T Unit Trust t/as Scope	GROW Material for Training Course	1	440.00	
INV 524176	30/03/2021	The Trustee for B & T Unit Trust t/as Scope	Printing staff leadership booklets	1	440.00	
INV 524502	30/03/2021	The Trustee for B & T Unit Trust t/as Scope	West Wing Konica Staples	1	198.00	
		The Trustee for B & T Unit Trust t/as Scope Business Imaging Total			**1,078.00**	**1,078.00**
EFT85721	09/04/2021	The Trustee for GBT Services Trust t/a G	Payment	1		3,125.96
INV B126289	05/03/2021	The Trustee for GBT Services Trust t/a G	Freight charges	1	626.05	
INV B126290	05/03/2021	The Trustee for GBT Services Trust t/a G	Freight charges	1	420.06	
INV B126431	08/03/2021	The Trustee for GBT Services Trust t/a G	Freight charges	1	148.66	
INV B126528	09/03/2021	The Trustee for GBT Services Trust t/a G	Freight charges	1	232.63	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
INV B127458	17/03/2021	The Trustee for GBT Services Trust t/a G	Freight charges	1	373.49	
INV B127820	22/03/2021	The Trustee for GBT Services Trust t/a G	Freight charges	1	1,210.00	
INV B128120	24/03/2021	The Trustee for GBT Services Trust t/a G	Freight charges	1	115.07	
EFT85902	23/04/2021	The Trustee for GBT Services Trust t/a G	Payment	1		220.00
INV B129784	12/04/2021	The Trustee for GBT Services Trust t/a G	Freight charges	1	220.00	
		The Trustee for GBT Services Trust t/a G Bishops Transport services Total			**3,345.96**	**3,345.96**
EFT85658	09/04/2021	The Trustee for Green Family Trust t/as Pilbara	Payment	1		840.00
INV 20201475	01/01/2021	The Trustee for Green Family Trust t/as Pilbara	Towing of three impounded vehicles to Landfill Impound	1	264.00	
INV 20201709	01/02/2021	The Trustee for Green Family Trust t/as Pilbara	Tow Truck for Bobcat T650 from Beroona Loop to Depot	1	200.00	
INV 20201535	02/02/2021	The Trustee for Green Family Trust t/as Pilbara	Towing charges for February for two vehicles to Landfill impound yard	1	176.00	
INV 20201693	26/03/2021	The Trustee for Green Family Trust t/as Pilbara	Tow Truck Pozi from Kanji Court to Depot	1	200.00	
		The Trustee for Green Family Trust t/as Pilbara Towing & Tilt Tray Services Total			**840.00**	**840.00**
DD41967.39	13/04/2021	The trustee for HUB24 SUPER FUND	Payment	1		252.64
INV SUPER	13/04/2021	The trustee for HUB24 SUPER FUND	Superannuation Contributions	1	252.64	
		The trustee for HUB24 SUPER FUND Total			**252.64**	**252.64**
EFT85716	09/04/2021	The Trustee for PHIA Asset Trust	Payment	1		3,890,786.32
INV PA000419	28/07/2020	The Trustee for PHIA Asset Trust	Costs incurred to date for sewerage and water service connections - Port Hedland International Airport	1	90,313.30	
INV PA000496	24/03/2021	The Trustee for PHIA Asset Trust	Costs incurred to date for sewerage and water service connections - Port Hedland International Airport	1	3,800,473.02	
		The Trustee for PHIA Asset Trust Total			**3,890,786.32**	**3,890,786.32**
EFT85737	09/04/2021	The Trustee For Porthedavit No. 2 Trust t/a	Payment	1		58.00
INV 638134	23/03/2021	The Trustee For Porthedavit No. 2 Trust t/a	Two Samsung 32GB memory sticks for outsourcing digitisation for local history items	1	58.00	
EFT85924	23/04/2021	The Trustee For Porthedavit No. 2 Trust t/a	Payment	1		249.00
INV 638972	29/03/2021	The Trustee For Porthedavit No. 2 Trust t/a	Steam cleaner for Matt Dann	1	249.00	
		The Trustee For Porthedavit No. 2 Trust t/a Harvey Norman Total			**307.00**	**307.00**
DD41967.16	13/04/2021	The Trustee For REI Super	Payment	1		549.69
INV SUPER	13/04/2021	The Trustee For REI Super	Superannuation Contributions	1	415.98	
INV DEDUCTION	13/04/2021	The Trustee For REI Super	Payroll Deductions	1	133.71	
DD42021.19	27/04/2021	The Trustee For REI Super	Payment	1		538.96
INV SUPER	27/04/2021	The Trustee For REI Super	Superannuation Contributions	1	407.86	
INV DEDUCTION	27/04/2021	The Trustee For REI Super	Payroll Deductions	1	131.10	
		The Trustee For REI Super Total			**1,088.65**	**1,088.65**
EFT85700	09/04/2021	The Trustee for Scarboro Painting Services	Payment	1		57,200.00
INV 00055154	24/03/2021	The Trustee for Scarboro Painting Services	Progress Claim 4 for External Painting works to Residential Properties	1	57,200.00	
		The Trustee for Scarboro Painting Services (Northwest) Unit Trust Total			**57,200.00**	**57,200.00**
EFT85977	23/04/2021	The Trustee For The HP Trust t/a Hedland	Payment	1		4,982.56
INV INV5933	20/03/2021	The Trustee For The HP Trust t/a Hedland	Install External Taps x2	1	4,982.56	
		The Trustee For The HP Trust t/a Hedland Plumbing Total			**4,982.56**	**4,982.56**
EFT85762	09/04/2021	The Trustee For West Coast Shade Trust T/a	Payment	1		2,827.00
INV 00011030	25/02/2021	The Trustee For West Coast Shade Trust T/a	Supply and install replacement canopy to BBQ Area at SHAC	1	2,827.00	
		The Trustee For West Coast Shade Trust T/a West Coast Shade Total			**2,827.00**	**2,827.00**
EFT85685	09/04/2021	The Workwear Group Pty Ltd	Payment	1		363.99
INV 12957983	24/02/2021	The Workwear Group Pty Ltd	Staff uniforms	1	363.99	
EFT85855	23/04/2021	The Workwear Group Pty Ltd	Payment	1		4,773.72
INV 13014898	19/03/2021	The Workwear Group Pty Ltd	Staff uniforms	1	127.20	
INV 13032191	26/03/2021	The Workwear Group Pty Ltd	Staff uniforms	1	271.80	
INV 13042233	30/03/2021	The Workwear Group Pty Ltd	Staff uniforms	1	257.60	
INV 13055777	01/04/2021	The Workwear Group Pty Ltd	Staff uniforms	1	55.00	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
INV 13055035	01/04/2021	The Workwear Group Pty Ltd	Staff uniforms	1	158.40	
INV 13055391	01/04/2021	The Workwear Group Pty Ltd	Staff uniforms	1	109.00	
INV 13055393	01/04/2021	The Workwear Group Pty Ltd	Staff uniforms	1	402.98	
INV 13055566	01/04/2021	The Workwear Group Pty Ltd	Staff uniforms	1	127.20	
INV 13054961	02/04/2021	The Workwear Group Pty Ltd	Staff uniforms	1	117.99	
INV 13055390	02/04/2021	The Workwear Group Pty Ltd	Staff uniforms	1	386.40	
INV 13055392	02/04/2021	The Workwear Group Pty Ltd	Staff uniforms	1	347.60	
INV 13056131	02/04/2021	The Workwear Group Pty Ltd	Staff uniforms	1	386.01	
INV 13056916	05/04/2021	The Workwear Group Pty Ltd	Staff uniforms	1	161.61	
INV 13058763	05/04/2021	The Workwear Group Pty Ltd	Staff uniforms	1	189.59	
INV 13060466	05/04/2021	The Workwear Group Pty Ltd	Staff uniforms	1	47.96	
INV 13061528	05/04/2021	The Workwear Group Pty Ltd	Staff uniforms	1	190.61	
INV 13061530	05/04/2021	The Workwear Group Pty Ltd	Staff uniforms	1	577.01	
INV 13061531	05/04/2021	The Workwear Group Pty Ltd	Staff uniforms	1	285.36	
INV 13065924	05/04/2021	The Workwear Group Pty Ltd	Staff uniforms	1	210.60	
INV 13061529	05/04/2021	The Workwear Group Pty Ltd	Staff uniforms	1	363.80	
		The Workwear Group Pty Ltd Total			**5,137.71**	**5,137.71**
EFT85875	23/04/2021	Thomas Building Pty Ltd	Payment	1		341,156.50
INV 1308	08/04/2021	Thomas Building Pty Ltd	Progress claim no. 02 for RFT1920-41 Construction of Residential Housing	1	341,156.50	
		Thomas Building Pty Ltd Total			**341,156.50**	**341,156.50**
EFT85881	23/04/2021	Tim Turner	Payment	1		2,931.50
INV 30032021	30/03/2021	Tim Turner	ICT allowance for April 2021, Elected Member allowance for April 2021		2,931.50	
		Tim Turner Total			**2,931.50**	**2,931.50**
EFT85654	09/04/2021	TNT Express	Payment	1		239.71
INV 60633677	06/03/2021	TNT Express	Freight charges	1	213.44	
INV 60736740	20/03/2021	TNT Express	Freight charges	1	26.27	
EFT85811	23/04/2021	TNT Express	Payment	1		287.33
INV 60785650	27/03/2021	TNT Express	Freight charges	1	51.60	
INV 60834634	03/04/2021	TNT Express	Freight charges	1	235.73	
		TNT Express Total			**527.04**	**527.04**
EFT85753	09/04/2021	TNUC Pty Ltd t/a Hedland Hardware	Payment	1		107.32
INV 1-604115	11/03/2021	TNUC Pty Ltd t/a Hedland Hardware	1 x Angle PVC White 19x19x2400mm & 1x Gel Kwik Grip 40g	1	17.77	
INV 1-604388	12/03/2021	TNUC Pty Ltd t/a Hedland Hardware	Materials & parts	1	72.80	
INV 1-604890	15/03/2021	TNUC Pty Ltd t/a Hedland Hardware	Materials and Parts	1	16.75	
EFT85951	23/04/2021	TNUC Pty Ltd t/a Hedland Hardware	Payment	1		466.19
INV 1-605844	19/03/2021	TNUC Pty Ltd t/a Hedland Hardware	Hardware items for landfill	1	354.69	
INV 1-605852	19/03/2021	TNUC Pty Ltd t/a Hedland Hardware	Hardware items for landfill	1	52.00	
INV 1-607286	25/03/2021	TNUC Pty Ltd t/a Hedland Hardware	Key cutting	1	59.50	
		TNUC Pty Ltd t/a Hedland Hardware Total			**573.51**	**573.51**
EFT85634	09/04/2021	Toll Transport Pty. Limited	Payment	1		137.61
INV 1133-GUU527	21/03/2021	Toll Transport Pty. Limited	Freight charges	1	137.61	
EFT85786	23/04/2021	Toll Transport Pty. Limited	Payment	1		134.65
INV 1134-GUU527	28/03/2021	Toll Transport Pty. Limited	Freight charges	1	134.65	
		Toll Transport Pty. Limited Total			**272.26**	**272.26**
EFT85660	09/04/2021	Total Electrical & Communications Services -	Payment	1		10,348.00
INV 41997	15/03/2021	Total Electrical & Communications Services -	Re-program gate motor after damage occurred in October 2020	1	286.00	
INV 42026	16/03/2021	Total Electrical & Communications Services -	Supply, clone and commission 6 additional remotes for gate motor	1	1,245.50	
INV 42154	24/03/2021	Total Electrical & Communications Services -	JD Hardie External Lighting	1	8,266.50	
INV REFUND 292346	30/03/2021	Total Electrical & Communications Services -	Refund of Facility and Key Bond	1	550.00	
EFT85819	23/04/2021	Total Electrical & Communications Services -	Payment	1		40,691.20

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
INV 42167	25/03/2021	Total Electrical & Communications Services -	JD Hardie - Light Repairs	1	137.50	
INV 42216	31/03/2021	Total Electrical & Communications Services -	Silver Chain - Remove and re-install shed for subdivision of block.	1	40,553.70	
		Total Electrical & Communications Services - TEC Total			**51,039.20**	**51,039.20**
EFT85906	23/04/2021	Tovey Shearwood Pty Ltd T/A Creative ADM	Payment	1		1,555.13
INV 2826	31/03/2021	Tovey Shearwood Pty Ltd T/A Creative ADM	TPH Recreation Hubs signage design 50%	1	1,555.13	
		Tovey Shearwood Pty Ltd T/A Creative ADM Total			**1,555.13**	**1,555.13**
EFT85639	09/04/2021	Town of Port Hedland	Payment	1		145.00
INV 29032021	29/03/2021	Town of Port Hedland	BSL Commission for February 2021	1	145.00	
EFT85794	23/04/2021	Town of Port Hedland	Payment	1		190.00
INV 14042021	14/04/2021	Town of Port Hedland	BSL Levy Commission March 2021	1	190.00	
		Town of Port Hedland Total			**335.00**	**335.00**
EFT85625	01/04/2021	Town of Port Hedland Social Club	Payment	1		390.00
INV DEDUCTION	30/03/2021	Town of Port Hedland Social Club	Payroll Deductions		390.00	
EFT85777	15/04/2021	Town of Port Hedland Social Club	Payment	1		400.00
INV DEDUCTION	13/04/2021	Town of Port Hedland Social Club	Payroll Deductions		400.00	
EFT85994	29/04/2021	Town of Port Hedland Social Club	Payment	1		400.00
INV DEDUCTION	27/04/2021	Town of Port Hedland Social Club	Payroll Deductions		400.00	
		Town of Port Hedland Social Club Total			**1,190.00**	**1,190.00**
EFT85982	23/04/2021	Town Team Movement Pty Ltd	Payment	1		14,495.80
INV 00000322	29/03/2021	Town Team Movement Pty Ltd	RFQ2021019 - South Hedland Centre Place Plan	1	14,495.80	
		Town Team Movement Pty Ltd Total			**14,495.80**	**14,495.80**
EFT85883	23/04/2021	Trisleys Hydraulic Services Pty Ltd	Payment	1		12,221.91
INV 100203440	08/04/2021	Trisleys Hydraulic Services Pty Ltd	RFT 1920.03 Aquatic Servicing & Maintenance	1	12,221.91	
		Trisleys Hydraulic Services Pty Ltd Total			**12,221.91**	**12,221.91**
DD41967.23	13/04/2021	TWU Super	Payment	1		623.09
INV SUPER	13/04/2021	TWU Super	Superannuation Contributions	1	459.12	
INV DEDUCTION	13/04/2021	TWU Super	Payroll Deductions	1	163.97	
DD42021.26	27/04/2021	TWU Super	Payment	1		606.80
INV SUPER	27/04/2021	TWU Super	Superannuation Contributions	1	447.12	
INV DEDUCTION	27/04/2021	TWU Super	Payroll Deductions	1	159.68	
		TWU Super Total			**1,229.89**	**1,229.89**
DD41967.43	13/04/2021	Unisuper	Payment	1		2,202.98
INV DEDUCTION	13/04/2021	Unisuper	Payroll Deductions	1	174.31	
INV SUPER	13/04/2021	Unisuper	Superannuation Contributions	1	1,850.60	
INV DEDUCTION	13/04/2021	Unisuper	Payroll Deductions	1	178.07	
		Unisuper Total			**2,202.98**	**2,202.98**
EFT85657	09/04/2021	Universal Pictures (Australasia) Pty Ltd	Payment	1		178.79
INV 5410168964-1	29/03/2021	Universal Pictures (Australasia) Pty Ltd	Movie Booking - The Little Thing 27/03/21	1	178.79	
		Universal Pictures (Australasia) Pty Ltd Total			**178.79**	**178.79**
EFT85758	09/04/2021	Up Your Grass Garden Maintenance	Payment	1		330.00
INV INV-1599	22/03/2021	Up Your Grass Garden Maintenance	Yard clean up	1	330.00	
		Up Your Grass Garden Maintenance Total			**330.00**	**330.00**
EFT85985	23/04/2021	Verve Consulting Pty Ltd	Payment	1		459.41
INV INV-TOPH0010	26/03/2021	Verve Consulting Pty Ltd	Leadership Coaching: Kick Off Session - 25 March 2021	1	253.00	
INV INV-TOPH011	28/03/2021	Verve Consulting Pty Ltd	Expense reimbursement for GROW Coaching Training 23-25 March 2021	1	206.41	
		Verve Consulting Pty Ltd Total			**459.41**	**459.41**

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
DD41967.30	13/04/2021	Vision Super	Payment	1		697.42
INV SUPER	13/04/2021	Vision Super	Superannuation Contributions	1	697.42	
		Vision Super Total			**697.42**	**697.42**
EFT85960	23/04/2021	WA Distributors Pty Ltd	Payment	1		1,636.20
INV 627565	23/03/2021	WA Distributors Pty Ltd	Kiosk order for WA ballet April 2021	1	1,636.20	
		WA Distributors Pty Ltd Total			**1,636.20**	**1,636.20**
EFT85669	09/04/2021	WA Hino	Payment	1		49.23
INV 272253	17/03/2021	WA Hino	Parts	1	49.23	
EFT85831	23/04/2021	WA Hino	Payment	1		82.41
INV 272403	22/03/2021	WA Hino	Cab Tilit Ram Hose	1	82.41	
		WA Hino Total			**131.64**	**131.64**
EFT85790	23/04/2021	WA Library Supplies	Payment	1		1,962.55
INV 00131642	31/03/2021	WA Library Supplies	Adhesive book covering assorted sizes for Port and South Libraries	1	1,962.55	
		WA Library Supplies Total			**1,962.55**	**1,962.55**
EFT85894	23/04/2021	WA Limestone	Payment	1		7,410.15
INV PO101111	31/03/2021	WA Limestone	249.50t Roadbase B	1	7,410.15	
		WA Limestone Total			**7,410.15**	**7,410.15**
EFT85714	09/04/2021	Waste Water Services Pty Ltd	Payment	1		19,261.00
INV 00008542	23/03/2021	Waste Water Services Pty Ltd	Monthly charge for landfill waste water treatment plant - Nov 2020 - Jun 2021	1	19,261.00	
		Waste Water Services Pty Ltd Total			**19,261.00**	**19,261.00**
EFT85638	09/04/2021	Water Corporation - Perth	Payment	1		34,435.08
INV 9016226777	22/02/2021	Water Corporation - Perth	Water charges	1	15,374.26	
INV 9016226777_0175	03/03/2021	Water Corporation - Perth	Water charges	1	90.73	
INV 9009157523	09/03/2021	Water Corporation - Perth	Water charges	1	1,851.59	
INV 9008359422	09/03/2021	Water Corporation - Perth	Water charges	1	3,913.14	
INV 9016226777	22/03/2021	Water Corporation - Perth	Water charges	1	13,205.36	
EFT85792	23/04/2021	Water Corporation - Perth	Payment	1		187,423.22
INV 9008385858	11/08/2020	Water Corporation - Perth	Water charges	1	391.02	
INV 9008348969	03/03/2021	Water Corporation - Perth	Water charges	1	5,685.92	
INV 9008365750	03/03/2021	Water Corporation - Perth	Water charges	1	30,209.26	
INV 9008365750	22/03/2021	Water Corporation - Perth	Water charges	1	11,084.92	
INV 9008348969	22/03/2021	Water Corporation - Perth	Water charges	1	4,940.00	
INV 9008342815	08/04/2021	Water Corporation - Perth	Water charges	1	691.39	
INV 9008350495	08/04/2021	Water Corporation - Perth	Water charges	1	244.52	
INV 9008350583	08/04/2021	Water Corporation - Perth	Water charges	1	244.52	
INV 9008351228	08/04/2021	Water Corporation - Perth	Water charges	1	248.45	
INV 9008351930	08/04/2021	Water Corporation - Perth	Water charges	1	592.26	
INV 9008354680	08/04/2021	Water Corporation - Perth	Water charges	1	244.52	
INV 9008358198	08/04/2021	Water Corporation - Perth	Water charges	1	298.03	
INV 9008357574	08/04/2021	Water Corporation - Perth	Water charges	1	1,796.85	
INV 9008342823	08/04/2021	Water Corporation - Perth	Water charges	1	60.31	
INV 9008358630	08/04/2021	Water Corporation - Perth	Water charges	1	244.52	
INV 9009150495	08/04/2021	Water Corporation - Perth	Water charges	1	3,159.79	
INV 9008359422	08/04/2021	Water Corporation - Perth	Water charges	1	3,603.42	
INV 9008420828	08/04/2021	Water Corporation - Perth	Water charges	1	46.01	
INV 9010410872	08/04/2021	Water Corporation - Perth	Water charges	1	244.52	
INV 9010415614	08/04/2021	Water Corporation - Perth	Water charges	1	244.52	
INV 9010410880	08/04/2021	Water Corporation - Perth	Water charges	1	244.52	
INV 9008342911	08/04/2021	Water Corporation - Perth	Water charges	1	2,768.37	
INV 9016299351	08/04/2021	Water Corporation - Perth	Water charges	1	1,328.34	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
INV 9017233119	08/04/2021	Water Corporation - Perth	Water charges	1	248.17	
INV 9017233143	08/04/2021	Water Corporation - Perth	Water charges	1	244.52	
INV 9017233151	08/04/2021	Water Corporation - Perth	Water charges	1	244.52	
INV 9008343076	08/04/2021	Water Corporation - Perth	Water charges	1	303.67	
INV 9019376623	08/04/2021	Water Corporation - Perth	Water charges	1	244.52	
INV 9017233135	08/04/2021	Water Corporation - Perth	Water charges	1	244.52	
INV 9019376658	08/04/2021	Water Corporation - Perth	Water charges	1	244.52	
INV 9017233127	08/04/2021	Water Corporation - Perth	Water charges	1	244.52	
INV 9016983647	08/04/2021	Water Corporation - Perth	Water charges	1	5.32	
INV 9016508336	08/04/2021	Water Corporation - Perth	Water charges	1	771.98	
INV 9008344933	08/04/2021	Water Corporation - Perth	Water charges	1	3,521.83	
INV 9016298332	08/04/2021	Water Corporation - Perth	Water charges	1	1,216.53	
INV 9019376690	08/04/2021	Water Corporation - Perth	Water charges	1	354.14	
INV 9010415606	08/04/2021	Water Corporation - Perth	Water charges	1	244.52	
INV 9019376703	08/04/2021	Water Corporation - Perth	Water charges	1	244.52	
INV 9009150866	08/04/2021	Water Corporation - Perth	Water charges	1	1,104.73	
INV 9009371191	08/04/2021	Water Corporation - Perth	Water charges	1	2,526.24	
INV 9009842678	08/04/2021	Water Corporation - Perth	Water charges	1	1,118.04	
INV 9008344984	08/04/2021	Water Corporation - Perth	Water charges	1	1,629.66	
INV 9013515557	08/04/2021	Water Corporation - Perth	Water charges	1	210.30	
INV 9016508344	08/04/2021	Water Corporation - Perth	Water charges	1	617.58	
INV 9017233100	08/04/2021	Water Corporation - Perth	Water charges	1	244.52	
INV 9019376738	08/04/2021	Water Corporation - Perth	Water charges	1	244.52	
INV 9020775218	08/04/2021	Water Corporation - Perth	Water charges	1	252.90	
INV 9008350102	08/04/2021	Water Corporation - Perth	Water charges	1	247.37	
INV 9020775226	08/04/2021	Water Corporation - Perth	Water charges	1	244.52	
INV 9020775234	08/04/2021	Water Corporation - Perth	Water charges	1	244.52	
INV 9008357494	08/04/2021	Water Corporation - Perth	Water charges	1	7,105.36	
INV 9023629902	08/04/2021	Water Corporation - Perth	Water charges	1	247.69	
INV 9008353557	09/04/2021	Water Corporation - Perth	Water charges	1	1,124.25	
INV 9008355106	09/04/2021	Water Corporation - Perth	Water charges	1	244.52	
INV 9009148336	09/04/2021	Water Corporation - Perth	Water charges	1	14,096.42	
INV 9017233178	09/04/2021	Water Corporation - Perth	Water charges	1	266.44	
INV 9017233098	09/04/2021	Water Corporation - Perth	Water charges	1	244.52	
INV 9019376682	09/04/2021	Water Corporation - Perth	Water charges	1	249.80	
INV 9009150786	09/04/2021	Water Corporation - Perth	Water charges	1	191.66	
INV 9017502630	09/04/2021	Water Corporation - Perth	Water charges	1	809.36	
INV 9019376711	09/04/2021	Water Corporation - Perth	Water charges	1	244.52	
INV 9008351578	09/04/2021	Water Corporation - Perth	Water charges	1	244.52	
INV 9008346808	09/04/2021	Water Corporation - Perth	Water charges	1	771.25	
INV 9008348950	09/04/2021	Water Corporation - Perth	Water charges	1	489.05	
INV 9019376746	09/04/2021	Water Corporation - Perth	Water charges	1	1,689.98	
INV 9021895211	09/04/2021	Water Corporation - Perth	Water charges	1	32,845.65	
INV 9023629873	09/04/2021	Water Corporation - Perth	Water charges	1	244.52	
INV 9023629881	09/04/2021	Water Corporation - Perth	Water charges	1	244.52	
INV 9008353522	12/04/2021	Water Corporation - Perth	Water charges	1	2,255.91	
INV 9008363974	12/04/2021	Water Corporation - Perth	Water charges	1	776.58	
INV 9009158710	12/04/2021	Water Corporation - Perth	Water charges	1	7,464.25	
INV 9018541893	12/04/2021	Water Corporation - Perth	Water charges	1	1,365.61	
INV 9020896538	12/04/2021	Water Corporation - Perth	Water charges	1	224.51	
INV 9020896458	12/04/2021	Water Corporation - Perth	Water charges	1	234.31	
INV 9020896423	12/04/2021	Water Corporation - Perth	Water charges	1	321.55	
INV 9020443133	12/04/2021	Water Corporation - Perth	Water charges	1	432.70	
INV 9020896474	12/04/2021	Water Corporation - Perth	Water charges	1	224.51	
INV 9020301557	12/04/2021	Water Corporation - Perth	Water charges	1	2,662.00	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
INV 9016429638	12/04/2021	Water Corporation - Perth	Water charges	1	2,635.38	
INV 9009158163	12/04/2021	Water Corporation - Perth	Water charges	1	12,793.57	
INV 9019637432	12/04/2021	Water Corporation - Perth	Water charges	1	4,368.34	
INV 9020896511	12/04/2021	Water Corporation - Perth	Water charges	1	224.51	
INV 9020896503	12/04/2021	Water Corporation - Perth	Water charges	1	224.51	
INV 9020896466	12/04/2021	Water Corporation - Perth	Water charges	1	224.51	
INV 9020896482	12/04/2021	Water Corporation - Perth	Water charges	1	224.51	
INV 9020896490	12/04/2021	Water Corporation - Perth	Water charges	1	234.31	
INV 9008385858	15/04/2021	Water Corporation - Perth	Water charges	1	249.87	
INV 9008365806	15/04/2021	Water Corporation - Perth	Water charges	1	3,249.07	
		Water Corporation - Perth Total			221,858.30	221,858.30
EFT85828	23/04/2021	Waterchoice (Aust) Pty Ltd	Payment	1		59.60
INV INV-5787	01/04/2021	Waterchoice (Aust) Pty Ltd	Osmosis water filter system Apr 2021	1	59.60	
		Waterchoice (Aust) Pty Ltd Total			59.60	59.60
EFT85942	23/04/2021	Watertorque Group Pty Ltd	Payment	1		15,065.27
INV WT0008349	17/03/2021	Watertorque Group Pty Ltd	Supply of Irrigation Consumables	1	15,065.27	
		Watertorque Group Pty Ltd Total			15,065.27	15,065.27
EFT85981	23/04/2021	Wayne Hyke	Payment	1		42.29
INV 22012021	22/01/2021	Wayne Hyke	Reimbursement for fuel	1	42.29	
		Wayne Hyke Total			42.29	42.29
EFT85649	09/04/2021	West Australian Newspapers Ltd	Payment	1		9,598.38
INV 1028531620210228	28/02/2021	West Australian Newspapers Ltd	Advertising	1	2,893.82	
INV 1028531620210228	28/02/2021	West Australian Newspapers Ltd	Advertising	1	238.50	
INV 1028531620210228	28/02/2021	West Australian Newspapers Ltd	Advertising	1	402.80	
INV 1028531620210228	28/02/2021	West Australian Newspapers Ltd	Advertising	1	1,484.02	
INV 1028531620210228	28/02/2021	West Australian Newspapers Ltd	Advertising	1	742.01	
INV 1028531620210228	28/02/2021	West Australian Newspapers Ltd	Advertising	1	805.60	
INV 1028531620210228	28/02/2021	West Australian Newspapers Ltd	Advertising	1	805.60	
INV 1028531620210228	28/02/2021	West Australian Newspapers Ltd	Advertising	1	742.01	
INV 1028531620210228	28/02/2021	West Australian Newspapers Ltd	Advertising	1	742.01	
INV 1028531620210228	28/02/2021	West Australian Newspapers Ltd	Advertising	1	742.01	
		West Australian Newspapers Ltd Total			9,598.38	9,598.38
EFT85795	23/04/2021	Western Australian Local Government	Payment	1		5,831.00
INV I3086351	31/03/2021	Western Australian Local Government	Auction Portal Module For ToPH Website	1	5,831.00	
		Western Australian Local Government Association Total			5,831.00	5,831.00
EFT85647	09/04/2021	Westrac Pty Ltd	Payment	1		3,944.33
INV SI 1542578	19/03/2021	Westrac Pty Ltd	Repairs For Work Order 2188447	1	3,944.33	
		Westrac Pty Ltd Total			3,944.33	3,944.33
EFT85978	23/04/2021	Westrac Social Club Port Hedland	Payment	1		550.00
INV 19022021	19/02/2021	Westrac Social Club Port Hedland	Refund of bond	1	550.00	
		Westrac Social Club Port Hedland Total			550.00	550.00
EFT85817	23/04/2021	White Knight Industries	Payment	1		2,280.00
INV 00036776	31/03/2021	White Knight Industries	Cash in transit services for all facilities - March 2021	1	2,244.00	
INV 00036780	01/04/2021	White Knight Industries	Cash in transit services for all facilities - March 2022	1	36.00	
		White Knight Industries Total			2,280.00	2,280.00
EFT85655	09/04/2021	Winc Australia (Staples Australia Pty Ltd)	Payment	1		2,186.58
INV 9035381323	08/03/2021	Winc Australia (Staples Australia Pty Ltd)	Stationary Supplies	1	113.78	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
INV 9035479965	17/03/2021	Winc Australia (Staples Australia Pty Ltd)	Stationary Supplies	1	84.92	
INV 9035493808	18/03/2021	Winc Australia (Staples Australia Pty Ltd)	Stationary Supplies	1	239.48	
INV 9035494648	18/03/2021	Winc Australia (Staples Australia Pty Ltd)	Stationary Supplies	1	49.06	
INV 9035493813	18/03/2021	Winc Australia (Staples Australia Pty Ltd)	Stationary Supplies	1	1,017.02	
INV 9035507185	19/03/2021	Winc Australia (Staples Australia Pty Ltd)	Stationary Supplies	1	386.25	
INV 9035525816	22/03/2021	Winc Australia (Staples Australia Pty Ltd)	Stationary Supplies	1	135.21	
INV 9035524246	22/03/2021	Winc Australia (Staples Australia Pty Ltd)	Stationary Supplies	1	7.44	
INV 9035538475	23/03/2021	Winc Australia (Staples Australia Pty Ltd)	Stationary Supplies	1	5.32	
INV 9035528074	23/03/2021	Winc Australia (Staples Australia Pty Ltd)	Stationary Supplies	1	148.10	
EFT85812	23/04/2021	Winc Australia (Staples Australia Pty Ltd)	Payment	1		512.61
INV 9035561665	25/03/2021	Winc Australia (Staples Australia Pty Ltd)	Stationary Supplies	1	7.65	
INV 9035564135	25/03/2021	Winc Australia (Staples Australia Pty Ltd)	Stationary Supplies	1	15.29	
INV 9035654168	07/04/2021	Winc Australia (Staples Australia Pty Ltd)	Stationary Supplies	1	13.79	
INV 9035654801	07/04/2021	Winc Australia (Staples Australia Pty Ltd)	Stationary Supplies	1	150.55	
INV 9035654927	07/04/2021	Winc Australia (Staples Australia Pty Ltd)	Stationary Supplies	1	325.33	
		Winc Australia (Staples Australia Pty Ltd) Total			**2,699.19**	**2,699.19**
EFT85666	09/04/2021	Woolworths Limited - Supermarket Division	Payment	1		331.98
INV 4025274	11/03/2021	Woolworths Limited - Supermarket Division	Catering for Elected Members - AFS Meeting and Elected Member Training - March 2022	1	20.25	
INV 4025273	11/03/2021	Woolworths Limited - Supermarket Division	Catering for Elected Members - AFS Meeting and Elected Member Training - March 2023	1	191.23	
INV 4025290	15/03/2021	Woolworths Limited - Supermarket Division	Catering for Elected Members - AFS Meeting and Elected Member Training - March 2024	1	5.68	
INV 4025296	16/03/2021	Woolworths Limited - Supermarket Division	Catering for Elected Members Training	1	40.42	
INV 85114643	26/03/2021	Woolworths Limited - Supermarket Division	Catering for Councillor Meetings and Training	1	74.40	
EFT85825	23/04/2021	Woolworths Limited - Supermarket Division	Payment	1		201.50
INV 84557185	16/03/2021	Woolworths Limited - Supermarket Division	Fruits for the workplace	1	43.40	
INV 4025128	06/04/2021	Woolworths Limited - Supermarket Division	Catering for Councillor Meetings and Training	1	70.00	
INV 85951849	09/04/2021	Woolworths Limited - Supermarket Division	Animal consumables for Pound	1	88.10	
		Woolworths Limited - Supermarket Division Total			**533.48**	**533.48**
EFT85728	09/04/2021	WorkPac Group	Payment	1		3,876.62
INV 752-60369	24/03/2021	WorkPac Group	Labour Hire 15/3/2021 To 21/3/2021	1	2,430.12	
INV 752-60370	24/03/2021	WorkPac Group	Labourer Hire for Period 15/3/2021 To 21/3/2021	1	1,446.50	
EFT85915	23/04/2021	WorkPac Group	Payment	1		5,901.72
INV 752-60477	31/03/2021	WorkPac Group	Labourer 22/3/2021 To 28/3/2021	1	1,967.24	
INV 752-60478	31/03/2021	WorkPac Group	Labourer (Mason) 22/3/2021 To 28/3/2021	1	1,967.24	
INV 752-60479	31/03/2021	WorkPac Group	Parks & Gardens Labourer22/3/2021 To 28/3/2021	1	1,967.24	
		WorkPac Group Total			**9,778.34**	**9,778.34**
EFT85989	23/04/2021	Workplace Training and Advisory Aust. Pty Ltd	Payment	1		10,890.00
INV 00034819	25/03/2021	Workplace Training and Advisory Aust. Pty Ltd	Advanced Leadership Program for Director of Community Services	1	10,890.00	
		Workplace Training and Advisory Aust. Pty Ltd Total			**10,890.00**	**10,890.00**
EFT85899	23/04/2021	XCy Pty Ltd	Payment	1		11,880.00
INV XCYS07409	31/03/2021	XCy Pty Ltd	ICT MSA - Mar 21	1	11,880.00	
		XCy Pty Ltd Total			**11,880.00**	**11,880.00**
EFT85941	23/04/2021	Xero Fire And Risk	Payment	1		1,320.00
INV 171370	29/03/2021	Xero Fire And Risk	Completion of bushfire assessment level	1	1,320.00	
		Xero Fire And Risk Total			**1,320.00**	**1,320.00**
EFT85846	23/04/2021	Yamatji Marlpa Aboriginal Corporation	Payment	1		740.00
INV 02022021	02/02/2021	Yamatji Marlpa Aboriginal Corporation	Refund of Hire bond at Wanangkura stadium due to Covid shutdown in Perth	1	740.00	
		Yamatji Marlpa Aboriginal Corporation Total			**740.00**	**740.00**
EFT85707	09/04/2021	Yurra Pty Ltd	Payment	1		36,578.45
INV 001155	25/02/2021	Yurra Pty Ltd	Supply and installation of trafficable boxes at Town oval VP229730	1	5,713.62	

TOWN OF PORT HEDLAND
CEO'S Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulations1996
LIST OF PAYMENTS - Payment details for month of April 2021

Reference Number/EFT No	Date Code	Name	Description	Bank	Invoice Amount	Payment Amount
INV 001226	25/02/2021	Yurra Pty Ltd	Progress claim no. 02 for RFT1920-33 South Hedland Cemetery Masterplan	1	10,157.40	
INV 001334	25/03/2021	Yurra Pty Ltd	Progress claim no. 03 for RFT1920-33 South Hedland Cemetery Masterplan	1	20,707.43	
		Yurra Pty Ltd Total			36,578.45	36,578.45
		Grand Total			10,704,996.69	10,704,996.69

REPORT TOTALS

Bank Code	Bank Name	Total
1	MUNI 086905 508364446	10,704,996.69
3	TRUST 086905 508364489	0.00
Total		10,704,996.69

Other		
Bank fees	2,695.82	
FER fee	-	
Smart Rider	107.70	
Total		2,803.52

Investments		
Total		-

Payroll		
30/03/2021		628,446.97
13/04/2021		634,170.46
27/04/2021		637,281.22
Total		1,899,898.65

Courthouse
Gallery+Studio

Gallery
Maker Studio
Tech Lab
Artist In Residence
Photography Studio
Stockroom+Store

16 Edgar Street
Port Hedland

+61 8 9141 0041
galleryandstudio@
thejunctionco.com.au

REFLECTIONS ON THE QUARTER

The Courthouse Gallery+Studio team have had a very busy start to 2021, building on the efforts of 2020, the team saw new faces and new energy for the year ahead. The Junction Co. continued with the regular programming of workshops, exhibitions, community activities. For the months of February and March, the team saw an increase of community participation, as well, a strong desire to build stronger connections with their peers. The full 2021 program has been provided to the Town of Port Hedland Community and Events team, and we look forward to an exciting year ahead.

We experienced a number of significant milestones and highlights during the reporting period including:

- Highest attendance of an exhibition opening to date (Radius 2.0)
- Dynamic Harmony Day Open Day, establishing a strong partnership between The Junction Co. and PCLS, and broader community groups who performed on the day
- Launch of the inaugural Pilbara Fashion Festival
- Hosting guest regional artists, including Jacky Cheng (Broome), Lori Pensini (Southwest) and Sandra Murray
- Launch of the online Gallery+Studio, Practitioner and Ceramics membership programs: https://thejunctionco.com.au/join-us/
- Sell out attendance to all Slump + Hump monthly ceramics workshops
- Team-building day with the team

Our focus for the first half of the year has been, and will be for the coming quarter, is to ensure a robust team managing and leading the programming in the Gallery+Studio, ensuring continuity of services and advice provided to the creative and broader community. We have restructured the team, and bought on a new position of Administration Officer, filled by a School Based Trainee.

The Junction Co. have intentionally ensured that there was slightly less programming for the months of December 2020 (and this current quarter in January 2021), to go towards the Pilbara Fashion Festival to be held within this financial year. This program, along with the Radius programming (including Harmony Week), require greater financial contribution. Therefore, the net surplus noted in the attached P&L (attachment 1) is intentional, to ensure a robust first half year of 2021 program for the community.

Katie Evans
Executive Officer
22.04.2021

KPI SNAPSHOT

Establishment of makers space	Maker's Studio and Ceramics Studio continue to expand Implementation of membership options for the community
6x Exhibitions, including annual art award	Radius 2.0 From all sides Finding Home
7x creative development workshops	Artist Talk / Art Crit x 4 Elevate x 2 Slump+Hump x 2 SALT classes x 1 Painting workshop x 1 Ceramic wares production workshop series Deadly Denim workshops x 4
3x youth activity	Weekly Art Antics Ceramic tiles with YIC Development of a kids Anime weekly workshop
2x community event	Harmony Week events including 3 x workshops and 1 x community day 2 x community group Deadly Denim workshops (attended at no cost by Spinifex Hill Artists, Disability Services providers and Youth). Summer Movie Series x 2 movies Ceramic Open Studios (multiple)
Systems and service provision	Review of Stockroom and Store processes – adjustments made to consignment Implementation of membership program – managed online
Stakeholder engagement	Growth of precinct activation project. Monthly meeting with ToPH, HARTZ and FORM to coordinate arts activities for Hedland. Establishment of monthly meeting with ToPH Director Community Services + Junction EO. Growth of Hub network project, placing Gallery+Studio in strong regional position.
Business Plan	Provided at commencement of contract, governance team continue to implement The Junction Co. business plan.
Sponsorship/Partnerships	The Junction Co. continue partnerships with the following key stakeholders: Regional Arts WA (Regional Arts Hub Network, Regional Arts Investment Scheme) Category 5 (Media partnership) BHP (Place Activation Project)
Maintenance	Refer to attachment 2.



THE JUNCTION CO. - AN OVERVIEW

In an ever-changing environment, The Junction Co. are agile to ensuring exhibitions, community programming and creative development reach those who need it most, our regional communities.

The Junction Co. program framework capacity-builds regional creatives and provides platforms for the broader community to engage with the creative industries. There are two distinct facilitated learning pathways for creatives to extend their knowledge and skill growth through formal and informal education points: Creative Enterprise and Artistic Excellence. In addition to this, a third stream, Connecting Communities, works to engage the community in culture, the arts and creativity, improving the liveability of the town. An overview of these areas is provided below and the report detail is structured under these headings.

CREATIVE ENTERPRISE

This program is a curated series of practical capacity-building workshops, enterprise development sessions, mentoring, and the facilitation and coordination of retail platforms designed to support creative entrepreneurs, building sustainable and dynamic enterprises.

ARTISTIC EXCELLENCE

This program has been designed to impart the skills, knowledge and creative independence required to develop Pilbara-based artists. Using a combination of mentoring, workshops, studio learning, participants receive individual guidance and group activities. The artists are supported in their exploration of art making, confidence development and exhibiting their work.

CONNECTING COMMUNITIES

Through a program of place activation activities we seek to actively improve community membership and engagement, encourage a balance of work and play, and assist in strengthening a Pilbara identity. In addition to the program framework, The Junction Co. is well positioned to be the hub for community, the arts and creativity through the following.

PLACE ACTIVATION PROJECT

Together with our neighbours in Hedland's West End, The Junction Co. continues to coordinate programming to activate and revitalise the precinct around the Courthouse Gallery+Studio. In partnership with an energetic town team of businesses and community organisations, we are developing a common, positive narrative for the area of the West End bounded by The Esplanade, McKay Street, Richardson Street and Anderson Street, to:

- Create a positive, recognisable identity for the area, and improve community perceptions
- Encourage longer visitation to the area from a broader segment of the community
- Build a sense of community among our neighbours, and broader community

In July 2020, the town team officially became the 49th Town Team in Australia and New Zealand and have been energised in activating Portside. See attachment X for an update on the Activation Strategy.



Regional Arts Network

The Junction Co. is one of eight diverse organisations leading Regional Arts WA's Regional Arts Network initiative, striving to re-imagine how arts services are delivered to local communities across regional and remote Western Australia and engage in critical dialogue on subjects relevant to WA's regional arts sector. The Network acts as an information and resource sharing forum between the Network and Regional Arts WA, sharing relevant information and resources between the Network and other groups, identifying areas where regional arts advocacy is required and working together to spread awareness and driving identified state-wide initiatives.

Previously, the Hub Coordinator role was combined with a Coordinator position at the Courthouse Gallery+Studio, but more recently, the Hub position has joined with a new Regional Coordinator position within the Junction team. The Regional Coordinator will be working closely with the Courthouse Gallery+Studio team to ensure the ongoing development of the program offerings, enabling greater visability on opportunities for Hedland creatives to share their creative endeavours more broadly, and vice versa.

The Regional Arts Network have recently updated the TOR, and honed on their purpose and mission:

The Regional Arts Network is a sustainable and thriving ecosystem of connected creative regional communities that engage with their local community, local governments, and key stakeholders to drive state-wide collaborative projects and conversations.

The purpose of the Regional Arts Network is toconnect, collaborate and share information across the state to strengthen the regional arts sector.

An exciting project the Gallery+Studio team have been working on this past quarter, with the RAN is greater participation into The Jury Art Prize, as well, the implementation of a Facilitators Development video series, to better equip potential facilitators with the tools to lead workshops.

Learn more about the RAN here: https://regionalartswa.org.au/programs/regional-arts-network/



THE QUARTER IN DETAIL

EXHIBITIONS

RADIUS 2.0 FROM ALL SIDES
5th February – 19th March 2021

OVERVIEW
Radius is the Courthouse Gallery+Studio's launchpad exhibition program for early-career Pilbara artists. This exhibition plays an integral role in The Junction Co.'s broader Artistic Excellence program designed to create pathways for regional artists to develop their skills as visual practitioners.

Radius 2.0: From all sides presented eight Pilbara artists working across photography, painting, printmaking and textiles. Through their work, each artist offered a unique perspective on life or landscape while thoughtfully exploring themes of identity, social equality and the environment.

The Radius program is part of the Artistic Excellence program, focussing on the professional development of Pilbara artists exhibiting skills. There were eight exhibiting artists, who were selected based on their EOI submission expressing the work they would create for the exhibition and the reasons why this exhibition is important to their career and arts practitioner skills development.

OPEN NIGHT AND COMMUNITY ENGAGEMENT

The opening night for Radius 2.0 was on Friday 5th February. It was the largest opening to date for the Gallery+Studio, with more than 130 people attending to support the artists involved in the exhibition.

In addition to the exhibition, the public program focusses on the development of Pilbara based artists. There will be three special guest arts professionals visiting throughout the exhibition. These guests including curator Sandra Murray, artists and Jury Prize winner Lori Pensini and culturally diverse artist Jacky Cheng (Broome). Sandra delivered an artist development session, with a focus on curating. Lori delivered an artist talk centered around her experience and a 'late-comer' to painting and working from a remote location. Jacky delivered an artist talk on her practise and working as a regional artist.

SATURDAY 6TH FEBRUARY

CURATOR TALK FROM SANDRA MURRAY
In this interactive seminar, Sandra discussed establishing goals for the artists to achieve this year. She also outlined how to better understand an individual's artistic process and find your motivation. It was attended by 15 people via ZOOM as unfortunately Sandra was not able to attend in person due to travel restrictions.

"I learnt the need to promote myself more, plan big and develop ideas continuously, clear guidelines on how to create a more professional approach to being an artist and adapt a bold and adventurous attitude toward your practice."

SATURDAY 27TH FEBRUARY

ARTIST IN FOCUS WITH LORI PENSINI

Lori Pensini was awarded the Jury Prize 2020, making her a fitting selection to return to the Pilbara. She is a regional artists herself, whose work explores the relationship between man and his environment and the shaping of both. She explores her Aboriginal lineage and the relationships of ancestral heritage to ones sense of being. The community were invited to attend a free talk by Lori Pensini. Lori discussed her practice and motivations for her artwork. It was attended by 10 local artists.

THURSDAY 11TH MARCH

ARTIST IN FOCUS WITH JACKY CHENG

Jacky's work is fundamentally about identity and awareness through cultural activities and memories of home; country and relationships. She works across several mediums incorporating her philosophy of 'slow art' - a visual participatory, most notably through paper bas-relief sculptures. Her introduction into the manipulation of paper was highly influenced by her elders on cultural practices and duties performed for Chinese Ritual purposes. She has since amalgamated both architectonic and visual language using papers and fibres as the predominant mediums in her practice. Only a small number of artists attended the session, but those who did, were extremely impacted by her message, and sought to have her return to the Pilbara in the future.

OUTCOMES

The opening attracted 130 community members from Port Hedland and across the Pilbara to the event. Strong community support for local artists was a key observation on the opening night, with each artists in attendance introducing themselves. Five artworks were sold as part of the opening talking to the calibre of the work exhibited and willingness to support local.

FUTURE OPPORTUNITIES

Radius will continue in 2022 in a more structured artist engagement format. The Courthouse Gallery+Studio plan to grow the platform by commission works from local artists and providing longer lead times and artist support.

FINDING HOME

26th March – 21 May 2021

OVERVIEW

Finding Home is an exhibition based on the Engaging Youth in Regional Australia Study led by Dr Candice Boyd from the University of Melbourne and funded by the Australian Research Council. The research took place in three regional towns – Griffith NSW, Hedland WA, and Port Lincoln SA. Each of these towns is experiencing net youth outmigration despite their strong local economies. The research sought to better understand the reasons why young people leave these areas but also why some choose to stay, and others return.

The exhibition includes work by researchers and participants involved in the study and features handmade textiles by artist-activist Tal Fitzpatrick, and a collaboration between mother-daughter, Aboriginal artists Lorna Dawson and Kimberley McKie.

Artistic Excellence

Art Crit

Art Critique is a meet-up for artists, where an open discussion about their artwork takes place. Artists are invited to give and receive feedback on their artwork/practice. This activity is part of the Artistic Excellence program and is designed to inspire and extend artists understanding of their own work, whilst exposing them to the styles and techniques of their peers as well as established (great) artists. Through discussion, artists are encouraged to find and develop their artistic language and establish ways to communicate the context of their work. Simply put, it's a place for artist to share why they create what they create.

Thursday 11th March

Artist talk from Jacky Cheng

(Also reported above)

Jacky Cheng came to Hedland for Harmony Week proceedings and it provided an opportunity for her to talk to local artists about her practice. Jacky is a well-respected artist living and working in Broome. She has taught art for over 15 years and brings with her a wealth of knowledge.

Oils Painting Workshop with Lori Pensini

27 and 28 February

Lori Pensini, award-winning regional WA artist, will run two workshops as part of the Radius 2.0 programming. Each 4-hour workshops will help participants to explore a variety of colour combinations using limited palettes, identify personal and emotional responses to colour, and learn how this affects the mood of your artwork. This was a paid workshop taking place in Hedland and Karratha. It aimed to impart new skills to local artists and provide an engaging activity to the community.

Both workshops were sold out (12 at each) which is a significant outcome especially for the Karratha event given it is our first workshop held there. Lori was very well received and inspired the participants. There is opportunity in engaging with Lori for future workshops as she has knowledge and experience across multiple areas.

"Thank you for all your collaborative efforts to bring the consistent programs and activities to our art community. I was a skeptic in the beginning but seeing all that the Junction Co has brought into to the Gallery and the huge effort to be inclusive of Aboriginal Artists. Blows me away. A big warm thank you."

"There were lots good things to learn from Lori. It was a very well run well organised and informative event . Loved it. Thank you so much. I am inspired and excited and desperately want to buy oils!"

CREATIVE ENTERPRISE

ELEVATE

The Junction Co. aim to close the gap that currently exists between creative excellence and access to industry advice by facilitating monthly touch point sessions to extend artists and makers in their business or practice.

Elevate is facilitated by industry experts. Designed to take creative enterprise to the next level. Participants are given practical tools and skills to grow their business. These sessions were held in person at the Gallery+Studio and navigated online videos which were pre-recorded and available to participants after the event.

THURSDAY 11TH FEBRUARY

(F)empowered Communications were engaged to provide a session on creating video content for social media for creative small businesses. The session focus on the power of videos to engage consumers and the mechanics of creating videos, in particular for Instagram. The session was attended by 5 participants who walked away with a video they could use.

THURSDAY 4TH MARCH

Brandy & Coco were engaged to provide a session on business branding, in particular that it is more than a logo. The session focused on the fundamentals of setting up a brand including vision, purpose, objectives, goals, problem solving, understanding your target audience and then discussed graphics and logos. This highlighted to participants that there is more than just logos to brands. This session was very well attended by 18 people across face to face and Zoom. This includes people who had not previously been to Elevate sessions. This suggests that this topic was of interest and the presenters well regarded. After the session there was also great networking that occurred. Participants scored high scores for quality and engagement.

"It was a great night with insightful and FREE professional advice. We are very lucky to live here with this supportive art/small business community"

"I hope you run more workshops like this"

CERAMIC WARES PRODUCTION WORKSHOP SERIES

25 to 27 February

Production Ceramics is a three part workshop exporing and experimenting in two ceramic techniques that result in consistent set of ceramic work. The workshop will be focused on contemporary ceramic drinking vessels without handles. The ceramic techniques we will use are slip casting and slab contruction with templates. We will also go through a design process to explore a range of decorative techniques including slip trailing, masking, and embossing. The participants will be lead through an adjusted design process to create a set of mugs from both techniques focusing on the decoration choices. It is expected that they will create a 'test' cup of both slab and slip casting to practice decorating and then a set of two mugs in each style after that.



This workshop has been developed to assist anyone who is interested in creating ceramic works for sale, and in a way it is an alternative to a wheel throwing class, as that is how most people assume mugs, bowls plates etc need to be made. This workshop will help open up the possibilities for people who want to create functional ceramic works of a consistent quality.

The workshop series was fee for service and was attended by 5 people. It resulted in high engagement and creativity scores and a sense of skill development. It also resulted in enquiries with regards to producing ceramics for sale in the shop. Feedback from the ceramics coordinator was that this was a highly valued workshop with significant growth in confidence and abilities of participants. It needs to be run regularly to continue this growth and empower people to use the studio independently and develop towards creative enterprise.

"I really enjoyed extending my skills in handbuilding. I'm looking forward to hopefully doing the same in the future on the wheel 😊"

"This was such a fantastic experience and so satisfying to learn, create and experience the results of the work put in. I look forward to seeing the facilities and workshops continue to evolve . I most certainly will look forward to the next workshop!!!!"

PILBARA FASHION FESTIVAL

In 2021, The Junction Co. are excited to launch the Pilbara Fashion Festival. A series of community workshops, education sessions, designer talks and bootcamps providing the community with the chance to engage with creatives working in fashion and experience a range of design skills which may spark a new passion and discovery of new skills.

The Pilbara Fashion Festival will culminate in a showcase event, the Hedland Community Runway Gala, taking place on Saturday 29th May. This will be a collaboration of new, emerging and existing creatives working together to produce a fashion. The full program can be found as attachment 3.

CONNECTING COMMUNITIES

HARMONY WEEK
SATURDAY 13 MARCH – 20 MARCH

Celebrating Hedland Multiculturalism and Diversity, was a celebration of Hedland multiculturalism, comprising of a range of accessible activities that encourage creative cultural arts participation and collaboration between the diverse multicultural communities of Port Hedland. The project aim is to build sense of belonging and pride and provide platform for minority groups to promote their culture through art and to provide the wider community an opportunity to learn and experience different cultures so that we can build connection and understanding between cultures.

The program included creative workshops, cultural activities, outdoor film screening and Harmony Day celebration event:

- Saturday 13 March – Creative Hands Community Workshop, 10am -12pm (Jacky Cheng Orizome)
- Tuesday 16 March – Creative Hands Community Workshop, 10am -12pm (Sultana Shamshi message in a bottle)
- Thursday 18 March – Movie screening 6.30pm (SPEAR)
- Friday 19 March - Creative Hands Community Workshop, 10am -12pm (Sultana Shamshi gum nut jewellery)
- Saturday 20 March – Event Day Celebration – Cultural craft activities, music and dance performances, 9am – 12pm.

OUTCOMES OF THE EVENT DAY CELEBRATION

During the event review, a number of key take-aways were identified:

- open and accommodating to situations that presented on the day
- facilitators were happy, engaged and positive about activities
- we communicated well, it was easy event day to manage
- all dance activities outside were successful
- workshops facilitators and activities well organised
- facilitators had skills needed to complete activities
- cross cultural exploration

"Brilliant community function. Well done! What a fantastic experience for my children and myself! Thank you for a very organised and hands on morning."

"Well organised and fast paced..Interesting and entertaining. Educational and included the whole family.. A great experience for sure"

SLUMP+HUMP

slump + hump is a social ceramics night for adults. It is a ticketed event for those 18 and over, and allows attendees to use a range of moulds and ceramic techniques to create some functional ceramic pieces. Each month there will be a focus on a particular ceramic construction or decorative technique but the design and choice of object made will be up to the individual! All work made will have a glaze applied and be available to be picked up from the Ceramic Studio one month after the class. The size of the Ceramic Studio limits attendee numbers. Since commencing, demand for this workshop has grown and we are currently exploring options for additional social ceramics workshops as well as workshops linked to Creative Enterprise.

THURSDAY 18 FEBRUARY

In February the session focused on using slab construction, embossing and masking techniques to create a vase. String will be carefully arranged on the slab and rolled in gently, then a layer of coloured slip will be applied and the string removed to leave behind an embossed surface and a pattern in the colour. The finished product will be a simple and elegant vase, which is a cylindrical shape with a organic edge. It was attended by 10 people.



"Loved it, Caitlin was great. Would really recommend it for beginners who want to start a new hobby. I think it would be cool to have group workshops that people can join on a weekly basis and learn more intermediate skills. Overall it was amazing!"

THURSDAY 18 MARCH
In March Slump+Hump focused on using coiling and joining to create a woven style platter.
It was attended by 12 people.

"It looked a lot easier in the demonstration than in reality .I really enjoyed the evening and Caitlin was a very clear and relaxed but thorough instructor : the atmosphere was great!"

OPEN STUDIO

MULTIPLE – EVERY WEDNESDAY AND FRIDAY, FIRST SATURDAY OF EACH MONTH

Open studio is an opportunity for the public to drop into the ceramics studio for free and practice their skills. There is a small cost for use clay used and firing if required. Attendance at these vary depending on what else is happening during the week. The Gallery is trialling different times and days to see what works best for people. The 1 to 6pm timeslot is being better attended than the previous one of 11 til 4pm.

YIC TILE MURAL

NOVEMBER 2020 TO FEBRUARY 2021
This series of three workshops have been especially designed for the YIC children to create a mural which will go on display at the YIC grounds. This project needed to be collaborative, accessible to all abilty levels and achievable onsite at YIC. Due to the drop-in nature of the after school care at YIC students needed to be able to participate in each workshop as an independent activity. After some discussion with YIC we decided a mural would be a good option. To create the mural 60 ceramic tiles would be created, glazed with colourful transparent glazes and assembled on a marine ply board.

Workshop One: Students create their own chosen designs onto 60 preprepared slabs
Workshop Two: Students paint a selection of coloured glazes onto the bisque fired tiles
Workshop Three: Students assist in the placement of all 60 tiles onto the board and help glue and grout them into place.

The final outcome was a mural which is now hanging at YIC.



DEADLY DENIM COMMUNITY WORKSHOPS
MONDAY 29TH MARCH

Deadly Denim is a business with a social impact, managed by Rebecca Barlow, they aim to be as sustainable as possible.

Showcasing Aboriginal and Torres Strait Islander artists on upcycled denim, participants were invited to learn how to upcycle a denim jacket for their keeping, using stunning indigenous fabrics! Some fabrics used are from Aboriginal Art Centres in WA and the Northern Territory, and others are individual artists Deadly Denim has collaborated with to create digitally printing designs, including Hedland's very own Bobbi Lockyer.

Four sell out classes were held, two ticketed to the public, and two for specific community groups: Spinifex Hill Studios and Lifestyle Solutions + EPIC.

SALT GROUP
16 FEBRUARY
The Town of Port Hedland offer a Senior Adults Living Triumphantly (SALT) program for the 60+ demographic who are keen to remain or gain more mobility. A free yoga program at Wanangkura stadium is held every Thursday with transport to and from the sessions. Forty five minute yoga sessions are followed by morning tea, with brief information sessions conducted by a community organisation. The Courthouse Gallery+ Studio have been involved in post Yoga sessions where we did Painting With Scissors - a look at Matisse. Each participant was encouraged to explore, communicate and express their ideas both verbally and through their completed piece, exploring colour, shape and layout. The class attendees were enthused by the program.

MARKETING AND COMMUNICATION

- Continued direction of traffic to The Junction Co. website featuring dedicated pages and functionality to Courthouse Gallery+Studio: https://thejunctionco.com.au/gallery- studio/
    - Attachment 4 - Social media and website statistics

- Establishment of fortnightly What's On newsletters – distribution database continues to grow, currently at 627 members.

- Media partnership with Category 5 for the provision of newspaper and radio advertisements continues.

- Continued relationship with Pilbara Media Group, implementation of regular radio interviews, investigating regular arts segment on local radio and continued growth of regional media coverage through ABC and other media outlets.

- Continued inclusion of Town of Port Hedland logos on communications – posters, invitations, internal gallery signage.

Media Coverage examples:



her own commercial gain.

Her co-accused was sentenced to jail, having been charged with 52 offences in Karratha.

She is expected to report to community corrections and receive counselling.

The court was also told the significant impact of drug dealing in "vulnerable" regional communities.

Studio a boost for art scene



Ceramic Studio co-ordinator Caitlin Dominey. Picture: Danielle Raffaele

DANIELLE RAFFAELE

A crowd-funding campaign to enliven the Port Side art scene has gained steady momentum with more than $550 raised for its new ceramics studio to strengthen community connections since opening to the public last week.

Courthouse Gallery+ Studio aimed to raise $10,000 to buy equipment for a new community ceramics studio including an electric wheel, slab rollers and extruder.

The equipment will play a vital role in offering locals the chance to create potted artwork at free public sessions.

Ceramic Studio co-ordinator Caitlin Dominey said ceramics had gained popularity across the country and suited rural towns such as Hedland.

"Regional towns across the Pilbara are opening studios in communities and reaching out to one another for support and to develop connections," she said.

"The (equipment) will dramatically increase the variety of work that can be made in the studio (and) means a wider range of classes can be offered. It's an opportunity to participate in workshops ... and most importantly foster connection.

"Despite being quite new, this equipment will also usher in a reinvention of the space to make a better studio environment." She said the "addictive" art of throwing pots, as well as it meditative qualities, would be beneficial for those in Hedland.

"Through the Ceramics Studio we are able to engage with organisations like the Youth Involvement Council and Yaandina Community Services to facilitate ceramics programs for those in need in our community," she said.

"Participation in creative activities like this helps to develop resilience and improves wellbeing.

"With more equipment we are able to offer a better service to these organisations and increase our reach to support members of the community.



2 LIFESTYLE

Lifestyle

Karine Brewer and Mikayla Tomuri.

Renae Coles, Melanie Attwood and Kylie Unkovich. Pictures: Danielle Raffaele

Miranda Cecich and Patrycja Rosinska.

Emerging artists showcase talent

DANIELLE RAFFAELE

Hedland's artistic prowess was on display last Friday evening at the Courthouse Gallery + Studio's 2021 curtain-raising exhibition Radius 2.0.

Featuring the talents of emerging Pilbara artists, including Amy Mukherjee, Anne Spencer, Bobbi Lockyer, Eleanor Lukala, Gloria Ann Lockyer, Jane McGowan, Tina Hall and Ty Kite, the exhibition showcased themes of identity, social equality and the environment.

The exhibition aims to celebrate local talent, with the showcase acting as a springboard for up-and-coming artists.

Mediums on display spanned from photography, painting printmaking and textiles.

The opening night was followed by a curator talk which featured special guest, Perth art consultant and curator Sandra Murray.

Jade Nolte, Sarah Major, Amelia Hall, N. Tina Hall and Jamie Hall.

Helena Kennedy and Paul Simpson.



YLE

Pilbara Lifestyle
Wednesday, March 31, 2021

Young lives in art focus

DANIELLE RAFFAELE

Science and art collide in The Courthouse Gallery+Studio's latest exhibition, which draws on the experiences of the lives of young people in regional towns.

Finding Home combines academic research and artistic media such as photography to illuminate why youth move in and out of country towns and why some choose to stay.

It is the result of a project dubbed Engaging Youth in Regional Australia to better understand how young people are engaging in rural and remote living.

Research was conducted in three major rural towns across the country — Griffith in NSW, Port Lincoln in South Australia, and Port Hedland — which are currently experiencing net youth outmigration in spite of thriving local economies as a result of heavy industry.

Spanning across media including photography, film, textiles and visual art, the exhibition offers a thrill for the senses and a peek into Pilbara life.

Front and centre of the showcase is artist-activist Tal Fitzpatrick and a collaboration between Spinifex Hill Studio artists and mother-daughter duo Lorna Dawson and Kimberley McKie.

Lead researcher of the study Dr Candice Boyd said despite each location being unique, there were common economic factors that contributed to the relocation of young people in regional communities.

"What they have in common is that they each have a reasonably strong economy, Port Hedland being a mining town," she said.

"The thing that stands out for me was that there is a cultural expectation that persists in each town that young people need to leave for a better life to get a better job."

Ms Boyd said according to the research, young people in Hedland wanted to remain in town, with Aboriginal people finding it particularly hard to leave because of strong connections to country. "We did talk to some Aboriginal young people and I know that there was one person in particular who talked about wanting to leave in order to get a tertiary education but that connection to family and connection to country made it really difficult," she said.

She stressed it was important to start to ask young country people what their life plans were instead of assuming they would inevitably move to the big smoke for a better life.

Finding Home is an exploration of young people's lives in the regions. Picture: Supplied/Facebook

> There is a cultural expectation that persist in each town that young people need to leave for a better life to get a better job.
> **Dr Candice Boyd**



LIFESTYLE 3

Pilbara shows fashion flair

DANIELLE RAFFAELE

Fashionistas have been uniting for a festival spanning two months in the North West showcasing and celebrating local talent that is "recognisably Pilbara".

Beginning last Friday and running until May 29, the Pilbara Fashion Festival connects regional creatives with workspaces, learning opportunities and networking sessions in Port Hedland, Karratha and Karijini.

Creatives including local photographer Bobbi Lockyer, Deadly Denim founder Rebecca Rickard, and the WA Ballet will form part of the range of activities and events.

The festival will culminate in the Pilbara Fashion Show runway gala for local outlets to showcase their fashion items, such as handmade garments and accessories, to be modelled by hand-picked talent.

The Junction Co executive officer Katie Evans said the showcase was the first of its kind in the region and would provide an opportunity for creative people from all walks of life to put their stamp on the arts scene in town.

"Over recent years we have observed an increasing appetite of locals to get involved in textiles and textile projects," she said.

"This will provide textile artists and artists from all spaces including fashion, hair, make-up, videography and design to come together."

Ms Evans said the project with highlights such as the Deadly Denim workshops and fashion show, were vital for providing platforms to Aboriginal textile makers and Indigenous creatives in other spaces.

Pilbara Fashion Festival models showcase local Indigenous textiles.

Schedule of Submissions

Submitter	Key Issues	Response/Comment	Modification
RFF Australia	The opinion of probable costs (OPC) at the back of the draft CFMP could be misrepresentative of overall potential costs of the project. Currently regional loading is around 60% of the baseline cost estimates. Costs also exclude electrical, structural and civil engineering and roadwork costs, with implementation cost impacts for the projects. In addition, there are professional design fees (est. 12%). Recommend a review of project costs.	OCP costs in the draft CFMP are estimates only with acknowledged exclusions of remote loading, consultation, approvals, Spoilbank marina precinct costs, structural, electrical, lighting, civil and marine engineering, traffic control, loose furniture, roadworks, buildings and design fees. Given the OPC is a very rough estimate costed at time of publication and that each management action will need to be costed at time of planning and delivery, it is recommended that the OPC appendix be removed from the CFMP.	OPC referencing and appendix be removed from the CFMP.
Noeleen Dunstan	Object to the draft CFMP with regards to the proposed path along the foreshore boundaries of Kingsmill Street. I believe the path would be obtrusive to the natural environment and disruptive to the natural beauty of Port Hedland and would compromise my security and privacy.	The CFMP does not detail the construction of the coastal pathway, but recognises community support for resolving a gap in the pedestrian network at this location. The detailed design of the path along the foreshore boundaries of Kingsmill Street is a separate project being undertaken by the Town's Infrastructure Services. Submitters have been invited to provide feedback through other appropriate channels on the detail of this alignment.	No further modifications to CFMP.
Bill Dziombak	Could I offer my position of objection to the above mentioned plan specifically in relation to the straight concrete path along the foreshore boundaries of Kingsmill Street residents which when proposed last year nobody wanted for a	The CFMP does not detail the construction of the coastal pathway, but recognises community support for resolving a gap in the pedestrian network at this location. The detailed design of the path along the foreshore boundaries	No further modifications to CFMP.

Submitter	Key Issues	Response/Comment	Modification
	multitude of reasons including the fact that there had been absolutely no public consultation whatsoever. As communicated last year at that time with the Town of Port Hedland much work had been done in a previous foreshore plan which I was involved in as a councillor proposing a beautifully designed eco friendly boardwalk away from the boundaries closer to the beach which through extensive public consultation residents/rate payers of Port Hedland unanimously wanted.	of Kingsmill Street is a separate project being undertaken by the Town's Infrastructure Services. Submitters have been invited to provide feedback through other appropriate channels on the detail of this alignment.	
Milja Ronka	I object to the recent draft Port Hedland Coastal Foreshore Management Plan in particular the proposed path along the foreshore boundaries of Kingsmill Street residents.	The CFMP does not detail the construction of the coastal pathway, but recognises community support for resolving a gap in the pedestrian network at this location. The detailed design of the path along the foreshore boundaries of Kingsmill Street is a separate project being undertaken by the Town's Infrastructure Services. Submitters have been invited to provide feedback through other appropriate channels on the detail of this alignment.	No further modifications to CFMP.
Clark Butson	This is a short note to object to the proposed Port Hedland Coastal Foreshore Management Plan. I am concerned at the proximity of the concrete path along the Kingsmill Street residents boundaries which has already been objected to last year.	The CFMP does not detail the construction of the coastal pathway, but recognises community support for resolving a gap in the pedestrian network at this location. The detailed design of the path along the foreshore boundaries of Kingsmill Street is a separate project being undertaken by the Town's Infrastructure Services. Submitters have been invited to provide feedback through other appropriate channels on the detail of this alignment.	No further modifications to CFMP.

Submitter	Key Issues	Response/Comment	Modification
Care for Hedland Environmental Association	Supports the CFMP broadly and being part of some of the initiatives to protect and maintain the coastline.	Noted.	No further modifications to CFMP.
	Supports recommendations to protect resident Flatback turtle population – managing lighting, effective signage, revegetation at multiple sites, mitigating effects of community.	Noted.	No further modifications to CFMP.
	Supports the repair of beach access stairs on Crawford and Sutherland street.	Noted.	No further modifications to CFMP.
	Supports protection and conservation of Kariyarra cultural sites and aspects.	Noted.	No further modifications to CFMP.
	Would like CFMP updated to reflect Spoilbank as a site for opportunistic turtle and shorebird nesting. Signage, dog walking and 4WD access points should take the above into consideration to reduce negative impacts on nesting turtles and shorebirds and their hatchlings.	The community value the Spoilbank highly for the ability to off-road here. The CFMP recognises an opportunity to rehabilitate/ revegetation sections of the Spoilbank and also acknowledges that the landform is a man-made structure that is moving based on coastal patterns and weather conditions. Given the Spoilbank is a moving structure and that the community most values 4WDing in this location, 4WD access has been rationalised or prevented in more environmentally or culturally sensitive sections of the coast.	No further modifications to CFMP.
	There should be formalised use of pathways for drivers and dog walkers to help revegetation and success of nesting and increase stability at the Spoilbank.	Management actions for the Spoilbank recommend rationalisation of accessways and revegetation.	Recommendations are reflected in the CFMP. No further modifications to CFMP.
	Marina construction should consider impacts of vibration from machinery, rubbish and increased light sources – lighting and horizon light glow from development that significantly adds to	The marina development application will have a requirement for a Marine Fauna Monitoring Program and Artificial Light Management Plan to address	Recommended actions will be considered and resolved through the development application process. No further modifications to CFMP.

Submitter	Key Issues	Response/Comment	Modification
	"light shed" should be managed to for potential negative impact on Cemetery beach.	these matters. These issues are outside the scope of the CFMP and more appropriately dealt with through the development application process.	
	Portable signage should be used to inform the public of turtle and shorebird nests both in and outside the construction zone.	The CFMP recommends a 4WD access management system instead of the portable signage flag system.	Recommendations are reflected in the CFMP. No further modifications to CFMP.
	Pretty Pool is an important nesting site for turtles and 4WD is an issue during turtle season. Request limiting 4WD access during this season and portable signage to inform public of location of turtle nests along Pretty Pool beach.	Noted. 4WD access in this location has been rationalised or prevented in more environmentally or culturally sensitive sections of the coast.	Recommendations are reflected in the CFMP. No further modifications to CFMP.
	Care for Hedland is well placed to assist in securing funding and support for many of the initiatives in the CFMP.	Noted. The Town welcomes this support. The CFMP recognises the shared responsibility of some of the management actions. The Town supports working in partnership with community and industry champions like Care for Hedland.	Recommendations are reflected in the CFMP. No further modifications to CFMP.
Department of Biodiversity Conservation and Attractions (BDCA)	Recommends update of CFMP to: • apply artificial light management during turtle breeding season (1 Nov to 31 Mar) • monitor effectiveness of artificial light with implementation of corrective actions as ongoing management actions • factor erosion of primary dune height into coastline monitoring and triggers for contingency actions re lighting - requesting potential contingencies should erosion take away primary dune effectiveness of light screening	These recommendations are noted and already addressed in the CFMP. Lighting actions are referenced in accordance with the *National Light Pollution Guidelines for Wildlife Including Marine Turtles, Seabirds and Migratory Shorebirds* (Guidelines) and actions will need to be implemented in accordance with these guidelines.	Recommendations are reflected in the CFMP. No further modifications to CFMP.

Submitter	Key Issues	Response/Comment	Modification
	• prior to installation LED light specifications be in accordance w National Guidelines • clarification of location of overhead street lights to be switched off during turtle breeding season		
	Recommends further detail be provided on the proposed turtle sighting strategy including how risks to nesting and nests will be managed.	The CFMP recommends overarching actions, which responsible groups will need to develop further. The Town, Care for Hedland and DBCA and key stakeholders will collaborate in developing the turtle sighting strategy. Actions from this strategy will consider DBCA's requirements.	No further modifications to CFMP.
	Recommends review of the management actions for consistency of protection of conservation species with proposed development in the Town - the Stables structure plan requires a Marine Turtle Management Plan, for example.	Management actions in the CFMP are general and guide/inform subsequent stages in the planning process, including subdivision and development applications. The overarching management actions in the CFMP help inform the more specific actions such as the Marine Turtle Management Plan detailed in the Stables structure plan.	Recommendations are already reflected in the CFMP. No further modifications to CFMP.
	Implement vehicle access management for the protection of turtle rookeries during breeding season for management units 4, 5 and 6.	This is already accommodated in the CFMP.	No further modifications to CFMP.
	Include information on anthropogenic hazards such as sewage or hydrocarbon that may require active management to prevent environmental impacts in response to extreme weather events.	Relevant management actions require limiting of development of foreshore infrastructure from coastal edges and replacement of coastal infrastructure to the inland side of coastal-adjacent roads once assets hit degradation point (trigger). Anthropogenic hazards are more effectively dealt with when proposed development is detailed through the development application process.	Recommended actions will be considered and resolved through the development application process. No further modifications to CFMP.

Submitter	Key Issues	Response/Comment	Modification
Pilbara Ports Authority and Hedland Maritime Initiative (PPA)	Broadly supportive of CFMP, particularly management actions in West End and Spoilbank in particular.	Noted.	
	With respect to management action 3 for the West End (redevelopment of the Richardson Street boat ramp car park for short stay caravan and RV parking in a smaller configuration and revert the balance to vegetation), PPA recommends it be considered in the wider context. Car parking reduction in this location may have a negative impact on the nearby commercial precinct.	Noted.	The management action has been updated to consider parking supply requirements when a development proposal for the site is considered.
	Support and want to be kept informed of management actions WE7, WE8 and WE9 as these may impact properties associated with acquirable properties and the Marine precinct more generally.	Noted.	No further modifications to CFMP.
	Acknowledge the benefit of the Town's proposed asset protection works including the seawall extension from the jetty to Richardson Street boat ramp. PPA will work with the Town in respect of PPA approval requirements for the works.	Noted. The Town welcomes PPA support.	No further modifications to CFMP.









Town of Port Hedland

Town of Port Hedland Townsite

Coastal Foreshore Management Plan



ACKNOWLEDGMENT

Shape Urban acknowledge the Kariyarra people as traditional custodians of the land on which we have worked for this project. We recognise their cultural heritage, beliefs and relationship to the land, which continue to be important to the Kariyarra people today.

We pay our respects to Elders past and present, and to the land which they have cared for.

SHAPE URBAN

Shape Urban are proud to partner with a great team including AIE, Propagule, and Western Ecological to deliver this project.

EXECUTIVE SUMMARY

The Port Hedland Townsite is located on a narrow headland surrounded by tidal flats. The coastal zone supports a diversity of transport, services and community infrastructure, urban land and the foreshore reserve.

The coastal zone is a major asset for the Town of Port Hedland and is highly valued by the community as a recreational resource, for its cultural and biodiversity and ecosystem significance and as a significant landscape feature.

However, the coastline is prone to significant pressures including increased coastal erosion, inundation of low lying areas during storm events, increasing human uses, and threats to the biodiversity values.

Inundation has previously affected areas of the West End and Wilson Street and erosion pressures are impacting coastal areas along Kingsmill Street, Sutherland Street and Goode Street.

The Town of Port Hedland is seeking to proactively manage this risk. In 2017 the Town embarked on development of a Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) which was endorsed in 2019.

Within weeks of completion, Tropical Cyclone (TC) Veronica hit the coast, which resulted in significant damage. Condition assessment and studies completed after TC Veronica has led to reconsideration of the CHRMAP recommendations.

There is also a need to identify more specific short term foreshore management actions that work together with the longer term adaptation pathways of the CHRMAP, including consideration of asset management and replacement regimes, planting and vegetation management, development of pathways and coastal access locations.

The Coastal Foreshore Management Plan (CFMP) builds on the outcomes and recommendations of the CHRMAP and previous coastal studies. It details baseline information about the coastal zone, including flora and fauna and the Town of Port Hedland's owned or managed assets, relevant to planning and management of the coastline.

It uses information from the engagement that was undertaken with the Port Hedland community including Traditional Owners and key stakeholders to prioritise important social, cultural, environmental and economic values and assets to the community and to make informed recommendations about assets that should be protected longer term, and where avoidance, retreat or adaption is more appropriate.

The CFMP considers all of these elements and establishes a blueprint to guide the sustainable use and development of the coastal reserves over time that is consistent with federal and state coastal hazard and risk management guidance.

This will allow the Town of Port Hedland to use information in the CFMP to plan, manage and improve its coastal zone for the community, whilst ensuring longer term coastal management is supported.

Management actions are proposed for seven management unit areas that make up the CFMP (see Figure 1).

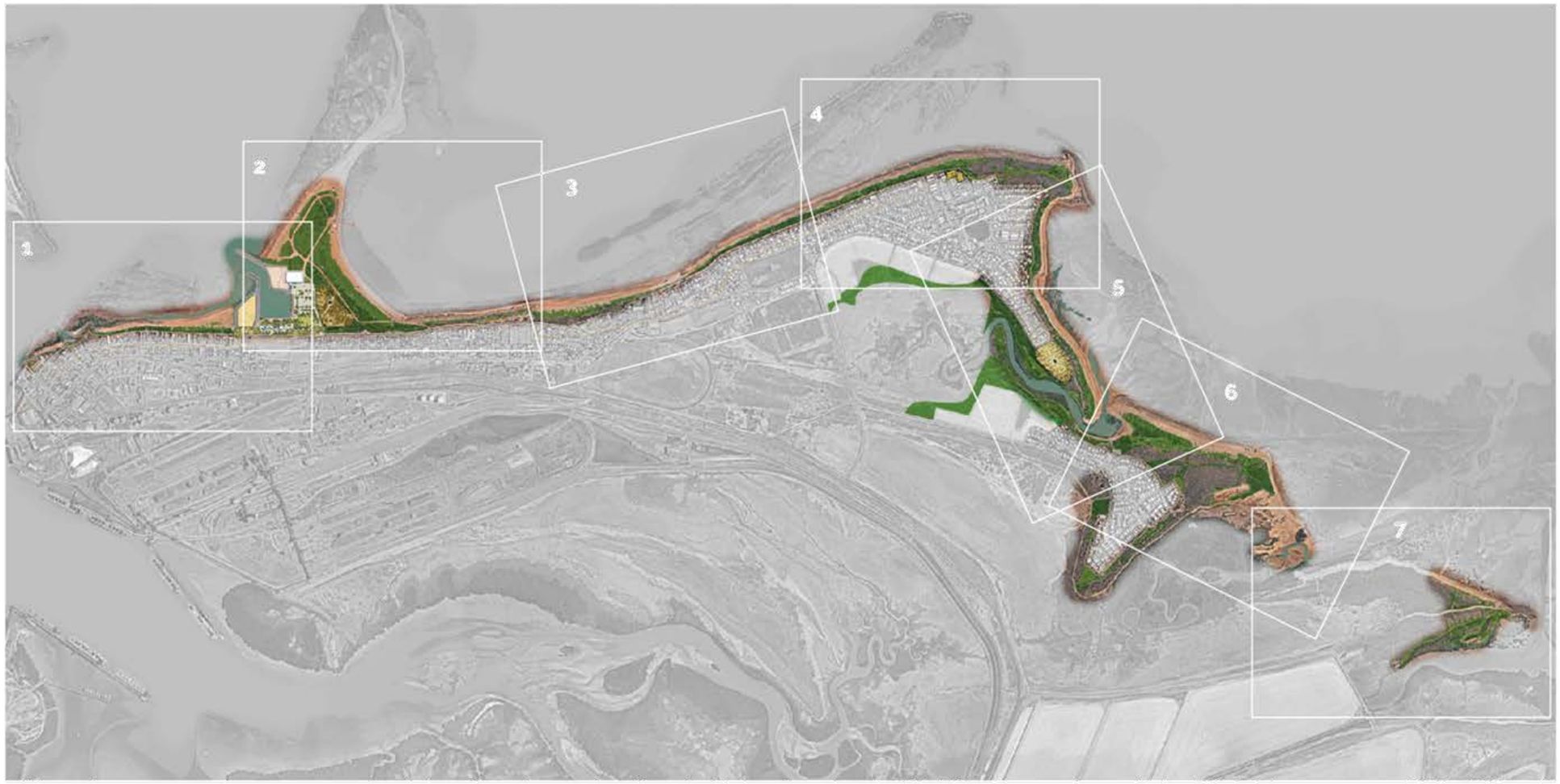


FIGURE 1 - COASTAL FORESHORE MANAGEMENT PLAN AREA AND MANAGEMENT UNITS 1 - WEST END
2 - SPOILBANK
3 - SUTHERLAND STREET
4 - COOKE POINT
5 - PRETTY POOL
6 - FOUR MILE CREEK
7 - SIX MILE CREEK

The management actions are centred around:

- Cleaning up cyclone damage
- Planting / revegetation for dune stabilisation and environmental reasons
- Protecting turtle nesting areas
- Education about environmental and cultural significance across the CFMP area
- Trigger based reconstruction / relocation of coastal paths and construction in a more temporary material like gravel
- Trigger based relocation of coastal assets and infrastructure further inland
- Rationalising and formalising beach access to stabilise dunal systems and associated vegetation
- Sand nourishment in areas at most risk of erosion
- Seawall construction in nominated and planned locations over the longer term with increasing coastal erosion and/or inundation risks.

In addition to coastal hazard risk-responsive management actions, a number of signage and wayfinding actions are proposed, including dual place naming recommended across the CFMP area to promote the Town's Aboriginal identity and allow people to connect to culture, embody tradition and pass on knowledge.

Recommended actions are described in Table 1, with the following acronyms used:

- OM - Overall Management Actions
- WE - West End Management Unit
- SB - Spoilbank Management Unit
- SS - Sutherland Street Management Unit
- CP - Cooke Point Management Unit
- PP - Pretty Pool Management Unit
- FM - Four Mile Creek Management Unit
- SM - Six Mile Creek Management Unit

Timing for management actions is described as short term, medium term, long term or ongoing, where:

Short term = 0 = 5 years
Medium term = 5 - 10 years
Long term = 10 + years
Ongoing = As required

More detailed guidance is provided in Section 6 of this CFMP.

TABLE 1 - COASTAL FORESHORE MANAGEMENT PLAN RECOMMENDED ACTIONS

Action Item	Action	Responsibility	Timing
OM 1	Replace assets in accordance with the materials and technical specifications	Town of Port Hedland	Ongoing
OM 2	Underground and expensive linear infrastructure should be designed to run perpendicular to the coast where possible	Service agencies	Long term
OM 3	Adopt and deliver on the 'materials and finishes palette' and the 'planting and vegetation management strategy'	Town of Port Hedland Individual landowners	Ongoing
OM 4	Develop and deliver on dual place naming for signage across the CFMP area	Town of Port Hedland in partnership with Kariyarra Aboriginal Corporation.	Short term
OM 5	Improve dune under repair signage	Town of Port Hedland	Short term
OM 6	Undertake a community education process regarding dune repair	Town of Port Hedland in partnership with Care for Hedland	Short term
OM 7	Investigate and plan a citizen science marker program - Section 5.3.3 of the CFMP refers	Town of Port Hedland in partnership with Care for Hedland	Ongoing
OM 8	Investigate and plan a turtle sighting signage strategy - Section 5.3.3 of the CFMP Refers	Town of Port Hedland in partnership with Care for Hedland	Short term
OM 9	Rationalise beach access points and provide directional / wayfinding signage	Town of Port Hedland	Ongoing

TABLE 1 - COASTAL FORESHORE MANAGEMENT PLAN RECOMMENDED ACTIONS (CONT'D)

Action Item	Action	Responsibility	Timing
WE 1	Progress the design and delivery of the 'gap' seawall, ensuring pathways are developed as part of the structure	Town of Port Hedland	Short term
WE 2	Undertake revegetation/planting of coastal vegetation and mangroves along the Management Unit coastline	Partner with BHP and PPA for mangrove stock	Short-medium term
WE 3	Redevelop the Richardson Street boat ramp car park for short stay caravan and RV parking in a smaller configuration and revert the balance to vegetation	Town of Port Hedland	Medium term
WE 4	Clean up cyclone damage as and when required	Town of Port Hedland	Ongoing
WE 5	Construct the Kingsmill Street coastal pathway	Town of Port Hedland	Short term
WE 6	Formalise and construct dune pathway at the end of Darlot Street.	Town of Port Hedland	Short term
WE 7	Monitor erosion in front of Kingsmill Street properties.	Town of Port Hedland in partnership with landowners	Short-medium term
WE 8	Once poles, wires, drainage, paths hit degradation point (trigger) to be replaced on the inland side of Richardson Street	Service agencies Town of Port Hedland	Ongoing
WE 9	Retreat of foreshore infrastructure (bins, seats, signs, other) from coastal edges when at end of life	Town of Port Hedland	Ongoing

TABLE 1 - COASTAL FORESHORE MANAGEMENT PLAN RECOMMENDED ACTIONS (CONT'D)

Action Item	Action	Responsibility	Timing
SB 1	Signpost vehicle access ways across the Spoilbank to encourage the use of more formalised pathways	Town of Port Hedland	Short term
SB 2	Undertake revegetation/planting of coastal vegetation	Town of Port Hedland in partnership with Care for Hedland	Short-medium term
SB 3	Support the Yacht Club proposal provided that structures can be removed or adequately tied down before destructive cyclone events	Yatch Club in consultation with Town of Port Hedland	Short term
SB 4	Clean up cyclone damage as and when required	Town of Port Hedland	Ongoing
SB 5	Manage foreshore infrastructure in accordance with the Spoilbank CHRMAP as approved by Council	Town of Port Hedland	Ongoing
SB 6	Monitor changes in the Spoilbank coast and implement adaptation pathways in accordance with the Spoilbank CHRMAP as approved by Council	Town of Port Hedland	Ongoing

TABLE 1 - COASTAL FORESHORE MANAGEMENT PLAN RECOMMENDED ACTIONS (CONT'D)

Action Item	Action	Responsibility	Timing
SS 1	Monitor changes to the coastline and take action when triggers are reached	Town of Port Hedland	Ongoing
SS 2	Undertake revegetation/planting of coastal vegetation	Town of Port Hedland in partnership with Care for Hedland	Short-medium term
SS 3	Replace damaged coastal paths with gravel road base/temporary materials when relevant	Town of Port Hedland in partnership with Care for Hedland	Ongoing
SS 4	Manage lighting with regard to turtle nesting habitat	Town of Port Hedland in partnership with Care for Hedland	Short term
SS 5	Improve wayfinding and signage in proximity to turtle nesting area to better manage unintended impacts from access to the beach during hatching	Town of Port Hedland in partnership with Care for Hedland	Short term
SS 6	Finalise the design of the seawall to enable quick response if funding becomes available.	Town of Port Hedland	Short term
SS 7	Retreat of foreshore infrastructure (bins, seats, signs, other) from coastal edges when at end of life	Town of Port Hedland	Ongoing
SS 8	Improve signage and wayfinding from the central section of the Management Unit to indicate nearest beach access points in either westerly or easterly direction.	Town of Port Hedland	Short term
SS 9	Partner with the Hedland Hotel to manage ad-hoc beach access and undertake revegetation	Town of Port Hedland in partnership with Hedland Hotel	Short term

TABLE 1 - COASTAL FORESHORE MANAGEMENT PLAN RECOMMENDED ACTIONS (CONT'D)

Action Item	Action	Responsibility	Timing
SS10	Repair or replace Crawford and Sutherland Street beach access staircase. Provide wayfinding signage inland to direct tourists to the access point (from overflow caravan site)	Town of Port Hedland	Short term
SS11	Replace coastal infrastructure including poles, wires, drainage, paths to the inland side of Sutherland Street once assets hit degradation point (trigger)	Town of Port Hedland	Ongoing
SS12	Clean up cyclone damage as and when required	Town of Port Hedland	Ongoing

TABLE 1 - COASTAL FORESHORE MANAGEMENT PLAN RECOMMENDED ACTIONS (CONT'D)

Action Item	Action	Responsibility	Timing
CP 1	Monitor changes to the coastline and take action if triggers are reached	Town of Port Hedland	Ongoing
CP 2	Undertake revegetation/planting of coastal vegetation	Town of Port Hedland in partnership with Care for Hedland	Short-medium term
CP 3	Complete the coastal pathway between Keesing Street north and Dempster Street and establish informal pathways with gravel to access Rock of Ages	Town of Port Hedland	Short-medium term
CP 4	Manage lighting with regard to turtle nesting habitat	Town of Port Hedland in partnership with Care for Hedland	Short term
CP 5	Limit development of foreshore infrastructure (bins, seats, signs, other) from coastal edges	Town of Port Hedland	Ongoing
CP 6	Improve signage and wayfinding to indicate nearest beach access points in either westerly or southerly direction.	Town of Port Hedland	Short term
CP 7	Replace coastal infrastructure including poles, wires, drainage, paths to the inland side of coastal-adjacent roads once assets hit degradation point (trigger)	Service agencies Town of Port Hedland	Ongoing
CP 8	Clean up cyclone damage as and when required	Town of Port Hedland	Ongoing
CP 9	Use beach access rationalisation as an opportunity for education and awareness	Town of Port Hedland in partnership with Care for Hedland	Short-medium term

TABLE 1 - COASTAL FORESHORE MANAGEMENT PLAN RECOMMENDED ACTIONS (CONT'D)

Action Item	Action	Responsibility	Timing
PP 1	Monitor changes to the coastline and take action if triggers are reached	Town of Port Hedland	Ongoing
PP 2	Undertake revegetation/planting of coastal vegetation and mangroves	Town of Port Hedland in partnership with BHP	Short-medium term
PP 3	Finalise the design of the Goode Street seawall to enable quick response if funding becomes available.	Town of Port Hedland	Short term
PP 4	Complete the coastal pathway linking Goode Street with temporary materials (gravel road base)	Town of Port Hedland	Short-medium term
PP 5	Continue to progress designs for the Pretty Pool pedestrian bridge.	Town of Port Hedland	Medium term
PP 6	Manage lighting with regard to turtle nesting habitat	Town of Port Hedland in partnership with Care for Hedland	Short term
PP 7	Plan for and implement additional bike racks and shade trees at Pretty Pool park.	Town of Port Hedland	Medium term
PP 8	Limit development of foreshore infrastructure (bins, seats, signs, other) from coastal edges	Town of Port Hedland	Ongoing
PP 9	Replace coastal infrastructure including poles, wires, drainage, paths to the inland side of coastal-adjacent roads once assets hit degradation point (trigger)	Service agencies Town of Port Hedland	Ongoing
PP 10	Improve signage and wayfinding for beach access as well as signage of the Staircase to the Moon nodes.	Town of Port Hedland	Short term
PP 11	Use beach access management as an opportunity for education and awareness	Town of Port Hedland in partnership with Care for Hedland	Short-medium term
PP12	Clean up cyclone damage as and when required	Town of Port Hedland	Ongoing

TABLE 1 - COASTAL FORESHORE MANAGEMENT PLAN RECOMMENDED ACTIONS (CONT'D)

Action Item	Action	Responsibility	Timing
FM 1	Undertake further studies to understand the hazards and risks associated with erosion and inundation	Town of Port Hedland	Short term
FM 2	Clean up cyclone damage as and when required	Town of Port Hedland	Ongoing
FM 3	Install natural bollards and barriers to discourage four wheel drive access	Town of Port Hedland	Short-medium term
FM 4	Introduce gathering and viewing locations with associated access and signage	Town of Port Hedland	Medium term
FM 5	Support the development of a ranger program for Traditional Owners	Town of Port Hedland in partnership with Kariyarra Aboriginal Corporation	Short term

TABLE 1 - COASTAL FORESHORE MANAGEMENT PLAN RECOMMENDED ACTIONS (CONT'D)

Action Item	Action	Responsibility	Timing
SMC 1	Employ Kariyarra rangers to manage the area	Town of Port Hedland in partnership with Kariyarra Aboriginal Corporation	Short term
SMC 2	Investigate sharing management responsibility of the SMC management unit with Kariyarra Aboriginal Corporation	Town of Port Hedland in partnership with Kariyarra Aboriginal Corporation	Short-medium term
SMC 3	Clean up cyclone damage as and when required	Town of Port Hedland	Ongoing
SMC 4	Undertake revegetation/planting of coastal vegetation and mangroves	Town of Port Hedland in partnership with Care for Hedland	Ongoing
SMC 5	Signpost gathering / viewing locations to assist with managing ad-hoc access of dunes	Town of Port Hedland	Short-medium term
SMC 6	Limit four wheel drive access	Town of Port Hedland	Short term
SMC 7	Retreat of foreshore infrastructure (bins) from coastal edges at end of life	Town of Port Hedland	Ongoing

CONTENTS

EXECUTIVE SUMMARY

COMMON DEFINITIONS 18

1. INTRODUCTION 20
- 1.1 Purpose and Objectives 20
- 1.2 Literature Review 21
- 1.3 Planning Context 28
- 1.4 Heritage 29

2. COASTAL CONTEXT 32
- 2.1 Location and Coastal Processes 33
- 2.2 Coastal Hazard Risk in port hedland 33

3. ENVIRONMENTAL CONTEXT 38
- 3.1 Topography 39
- 3.2 Climate 39
- 3.3 Terrestrial flora and fauna 39

4. SOCIAL AND CULTURAL CONTEXT 44
- 4.1 Introduction 44
- 4.2 Community expectations 44
- 4.3 First nations heritage, traditional ownership and native title 48
- 4.4 European heritage 48
- 4.5 Summary 49

5. FORESHORE MANAGEMENT ACTIONS 5.1 50
Introduction 51
5.2 How to read this section 51
5.3 Overall management actions 53
5.4 West End - Management Unit 1 58
5.5 Spoil Bank - Management Unit 2 64
5.6 Sutherland Street - Management Unit 3 69
5.7 Cooke Point - Management Unit 4 5.8 76
Pretty Pool Management Unit 5 80
5.9 Four Mile Creek - Management Unit 6 86
5.10 Six Mile Creek - Management Unit 7 90

REFERENCES 95

APPENDICES

Document Control

Version	Modification	Justification	Author
1.0	December 2020 Draft	For review	A.Kelderman
1.1	February 2021 Draft	Approval by ToPH for Consultation	A.Chhabra
1.2	April 2021 Final Updates	Final Approval by ToPH	A.Chhabra

COMMON DEFINITIONS

The following definitions apply to these words and phrases used through the report.

CHRMAP (Coastal Hazard Risk Management and Adaptation Plan)

A study that identifies the key hazards and assesses the risk to assets of coastal erosion and inundation.

Coastal Assets

Resources controlled by an entity - in this CFMP coastal assets under the ownership or care of the Town of Port Hedland - that enable services to be provided or from which future economic benefits are expected.

Coastal Ecosystem

Is an area where land and water come together. They provide important links between land and marine environments, with some being feeding and breeding grounds for marine species.

Any changes to coastal ecosystems or habitat loss can lead to a range of adverse impacts on the long-term health and resilience of the systems, industries they support and flow-on effects for human well being.

Ecological Community

A naturally occurring biological assemblage that occurs in a particular type of habitat. Note: The scale at which ecological communities are defined will often depend on the level of detail in the information source, therefore no particular scale is specified.

Flexible Adaptation Pathway

Flexible adaptation planning is about being ready to manage the risks and impacts of coastal processes a location experiences, by planning for the most appropriate decisions and options to implement over time.

The flexible adaptation pathway approach enables the establishment of a decision-making strategy that is made up of a sequence of decision points over time, preventing a decision-maker from being locked into a risk treatment option (and associated risk management measures), which may not be appropriate for dealing with the long-term problem. The intent is for decision-making to be responsive to changing circumstances over time.

Habitat

The areas in which an organism and/or assemblage of organisms lives. It includes the abiotic factors (e.g. substrate and topography), and the biotic factors.

Intolerable Risk

Risk that is unacceptable in any circumstances or at any level.

Rehabilitation

The re-establishment of ecological attributes in a damaged ecological community although the community will remain modified.

Sand Nourishment

Sand nourishment is one possible protection adaptation pathway to coastal hazards. It may be a standalone measure for protection, or be used to improve the beach amenity when used in combination with other adaptation measures such as a seawall.

It is considered to be a 'soft' management option and usually mimics natural beach and dune systems.

S1

The current risk of storm erosion (based on historical storms). In Port Hedland this would now be based on TC Veronica.

Threatened ecological community (TEC)

Is one which is found to fit into one of the following categories; "presumed totally destroyed", "critically endangered", "endangered" or "vulnerable".

Possible threatened ecological communities that do not meet survey criteria are added to DBCA's Priority Ecological Community Lists under Priorities 1, 2 and 3. Ecological Communities that are adequately known, are rare but not threatened, or meet criteria for Near Threatened, or that have been recently removed from the threatened list, are placed in Priority 4. These ecological communities require regular monitoring. Conservation Dependent ecological communities are placed in Priority 5.

1 INTRODUCTION

1.1 Purpose and Objectives

The coastal zone is a major asset for the Town of Port Hedland. The coastal foreshore spreads across a narrow headland with significant port infrastructures to the south and west. North and east of the settlement, the coastal foreshore is highly valued by the community as a recreational resource, for its cultural and biodiversity and ecosystem significance and as a significant landscape feature.

However, the coastline is prone to significant pressures including increased coastal erosion, inundation of low lying areas during storm events, increasing human uses, and threats to the biodiversity values.

The CFMP is a blueprint for the future use of the Town's coastal foreshore. It sets out the way the coastal zone can be used and provides specific actions for the management, orderly development and enhancement of the area to best meet the needs of the community.

It does this taking into account the pressures on the coast including those identified in the Port Hedland Townsite CHRMAP, existing social, cultural, environmental and economic values, and costs associated with proposed management responses.

The CFMP:

1. Builds on the outcomes and recommendations of the Port Hedland CHRMAP and contributes to the implementation of local and regional planning strategies.
2. Establishes flora and fauna baseline information and the Town of Port Hedland's owned or managed assets, relevant to the planning and management of the Port Hedland coastline.
3. Speaks to engagement with the Port Hedland community including Traditional Owners which resulted in the identification of important social, cultural, economic and environmental values to these stakeholders, and the according appropriate sustainable management and development of coastal reserves.
4. Establishes a plan to guide the sustainable use and development of the coastal reserves, and determine short and long term investment in infrastructure required to protect and enhance community values whilst considering coastal hazards and risks.

It covers the area from Wedges Street in the West End to Cooke Point at the east end and down to Pretty Pool and the Six Mile Creek area (Figure 1 refers).

1.2 Literature Review

The Town of Port Hedland has undertaken a number of studies that inform or are precursors to the CFMP. A review of available documents relating to the study area reveals significant attention paid to the science and engineering factors of the coast, and also the community expectations for use of the area.

These previous studies and reports have been reviewed to understand gaps in the data and information, bridge these gaps with additional investigations and community and stakeholder engagement, and to build a single plan for the townsite study area.

A detailed literature review is available as a separate report, whilst this section provides a high level understanding of the work already undertaken to establish a background for the CFMP.

The previous studies reviewed to inform the preparation of the CFMP are:

- Flora and Vegetation Reconnaissance Survey of Spoilbank Reserve - February 2020 (Strategen)
- Spoilbank Marina Coastal Hazard Risk Management & Adaptation Plan - April 2020 (MP Rogers)
- Pretty Pool Creek Concept Path, Boardwalk & Bridge Design (MP Rogers)
- Draft Port Hedland Parks and Paths Strategy
- Port Hedland Marina Artificial Lighting Impact Assessment Report - February 2020 (RPS)
- Goode St Dune Erosion Concept Adaptation Options Study - January 2020 (MP Rogers)
- Sutherland St Erosion Concept Adaptation Options Study - December 2019 (MP Rogers)
- Tropical Cyclone Veronica Coastal Assessment & Recommendation - April 2019 (MP Rogers)
- Marapikurrinya Park, Richardson Street & Gap Seawalls Design Report - December 2019 (MP Rogers)
- Port Hedland Marina and Waterfront Master Plan and Place Plan - December 2019
- Town of Port Hedland Port Hedland Townsite CHRMAP - April 2019 (GHD)
- Town of Port Hedland Public Open Space Strategy - August 2019
- Port Hedland Foreshore Master Plan - Environmental Synopsis (Acacia Springs Environmental)
- Port Hedland Coastal Geomorphological Study - May 2013 (Cardno)
- Port Hedland Coastal Vulnerability Study Final Report - August 2011 (Cardno)
- Urban Development Program - Regional Hotspots - Port Hedland 2011
- Improvement Plan 50 - Port Hedland West End, and Improvement Scheme No.1
- Pilbara Coast - Geology, Geomorphology and Vulnerability (WAPC, 2013)
- Pilbara Coast - Geology, Geomorphology and Vulnerability (WAPC, 2013)
- National Light Pollution Guidelines for Wildlife Including Marine Turtles, Seabirds and Migratory Shorebirds
- Draft Port Hedland Parks and Paths Strategy

1.2.1 Summary

Key observations from the literature review primarily consider the CHRMAP recommendations, reports post-TC Veronica and the Foreshore Redevelopment Master Plan Report.

They comprise areas of agreement, divergence and factors that inform or influence the stakeholder engagement and development of adaptation pathways and proposed management actions in the CFMP in view of recent extreme weather events.

Observations are broken down into different management units of the coastline, which informs the development of management units proposed in the CFMP.

Management Unit 1 - West End Wedge Street to Howe Street

Generally all studies reflect that this section of the coastline is affected by significant inundation and erosion. The area is tied to Port activities and land and alternative management measures include sand replenishment, dune stabilisation and rock armour seawalls.

The more recent Marapikurrinya Park, Richardson St & Gap Seawalls Design Report confirms these general management actions, and notes limited ability to protect from inundation due to the levels behind Town Beach and the West End.

The Foreshore Redevelopment Master Plan Report indicates a commitment to foreshore improvement in this area, including significant tree planting and the development of structures such as The Beacon lookout proposal.

The expenditure on foreshore upgrades and developments should closely align with coastal adaptation measures in this location to ensure efficient and effective outcomes can be achieved.

Management Unit 2 - Spoilbank - Howe Street to Taplin Street

Reports for this area are dominated by the proposed Port Hedland Marina (see Figure 2). They do not provide direction for the area outside of the marina.

Proposed management actions have been developed through the CFMP planning process, in consultation with Development WA, Pilbara Development Commission and Pilbara Ports Authority, for the areas surrounding the proposed marina development, which reflect community values associated with these areas.

It is noted that the Spoilbank Marina works, and the spoilbank more generally are considered a potential site for mining sand for sand nourishment of other vulnerable locations to facilitate continued protection of the Port Hedland Townsite.





FIGURE 2 - PORT HEDLAND MARINA MASTER PLAN

Management Unit 3 - Cemetery Beach and Civic Node - Taplin Street to Crawford Street

All reports recognise that this area is affected by erosion. TC Veronica illustrated the impact of a significant event, and the monitoring recommended by the CHRMAP is being expedited. The result of this recent event has encouraged more community members and stakeholders to become more active, especially after seeing the impacts on the recently developed Cemetery Beach Park.

The Hotel redevelopment, Botanic Gardens and other proposed landscape treatments presented in the Foreshore Redevelopment Master Plan are reconsidered in the CFMP in light of the CHRMAP and more recent events.

The value to the local community of turtle nesting is noted through this management Unit and Management Unit 4, as something that should be recognised as a key component of the foreshore experience.

This implies a need to retain a natural environment state as much as possible.

The lighting of this section is thus also a critical factor for the CFMP, which will need to specify appropriate standards for light spill which is known to impact turtle breeding activities.

Management Unit 4 - Spinifex Hill and Cooke Point - Crawford Street to Cooke Point

All studies identify the significant erosion effects experienced in this location, and the vulnerability of both the foreshore and adjacent private properties.

However, whilst the CHRMAP suggests short term interim protection, its longer term options include managed retreat or hard passive protection (construction of groynes and sand replenishment, or an interim intertidal rocky platform).

Contrary to these recommendations, the recent events of TC Veronica resulted in the Sutherland Street Erosion Concept Adaptation Options Study, which adds a further hard active protection option of a rock seawall, which was not recommended by the CHRMAP.

Given the community values identified for beach access, it is not surprising that the CHRMAP discarded the seawall option, which would have an impact on beach (sand) retention.

The CFMP process invited the community to reaffirm expectations for this location and the use of the beach continues to be valued.

The Foreshore Redevelopment Master Plan suggests such features as an ocean pool, further tree planting and beach access through paths and active boardwalk areas to the Rock of Ages.

The CFMP will need to continue to balance the expectations of beach retention, protection of private property and protection of public assets including the stairs to the beach that allow for beach use.

A number of the landscape treatments proposed are reconsidered in the proposed adaptation pathways developed in the CFMP.

The lighting of this section is thus also a critical factor for the CFMP, which will need to specify appropriate standards for light spill which is known to impact turtle breeding activities.

Management Unit 5 - Cooke Point to Pretty Pool

The reviewed studies identified significant erosion effects in this location, and the vulnerability of the foreshore and adjacent private properties. Inundation was also noted both from the coast and from inland low lying areas including Pretty Pool and Four Mile Creek.

However, whilst the CHRMAP suggests short term interim protection via sand replenishment, its longer term options include managed retreat or hard passive protection (construction of groynes and sand replenishment, or an interim intertidal rocky platform).

Contrary to these recommendations, the recent events of TC Veronica resulted in the Goode Street Dune Erosion Concept Adaptation Options Study, which adds a further hard active protection option of a rock seawall (not recommended in the CHRMAP).

As per the Crawford Street to Cooke Point section, given the community values identified for beach access, it is not surprising that the CHRMAP discarded the seawall option. However, the Goode Street Dune Erosion Concept Adaptation Options Study report suggests that in this location the seawall would beneficially facilitate beach recovery over time. This has been reconsidered as part of the CFMP.

In the Pretty Pool area, all coastal documents generally encourage monitoring and avoiding of new development in the area, whilst the Foreshore Redevelopment Master Plan suggests a number of pathways and landscape treatments including a creek crossing and viewing platforms, as well as the expansion of a parking area and a dune boardwalk.

These proposed coastal treatments are reconsidered in the CFMP in light of recent events, with pathways generally included to enable continued community connection and access to this much valued area.

Management Unit 6 - Four Mile Creek

The area from Pretty Pool to Four Mile Creek is recognised as being impacted by inundation and erosion effects. Few of the recent studies define specific solutions, and it is also recognised that some planning for the expansion of the Pretty Pool urban area is proposed towards the coastline.

The CHRMAP recommends short term monitoring and long term interim protection and accommodation.

Connections to this area remain important to the community, whilst protection of the natural environmental is also valued. Balancing these expectations are considered in the CFMP.

Management Unit 7 - Six Mile Creek

Six Mile Creek has limited prior reporting. Proposed foreshore treatments have been determined after engagement with the community and key stakeholders.

This area is subject to a Memorandum of Understanding with the local Aboriginal Traditional Owners, the Kariyarra people, and the Town of Port Hedland. The CFMP supports the resolution of key actions for the area between the two parties.

1.3 Planning Context

A range of plans, strategies and policies provide the context for the future conservation, development and use of the Port Hedland townsite coastal zone.

The following is a summary of the key statutory and policy mechanisms applicable to the subject land, and that have relevant requirements.

- State Planning Policy 2.6 - State Coastal Planning Policy
- Coastal Hazard Risk Management and Adaptation Planning Guidelines (WAPC, July 2019)
- State Planning Policy 2.9 - Water Resources
- State Planning Policy 3.6 Development Contributions for Infrastructure
- Town of Port Hedland Local Planning Scheme No. 5
- Town of Port Hedland Draft Local Planning Strategy (as modified for public advertising)
- Town of Port Hedland Local Planning Scheme No. 7 (as modified for public advertising)
- Improvement Plan 50 - Port Hedland West End
- Improvement Scheme No.1

1.3.1 Summary

The planning context provides significant direction for the CFMP. State Coastal planning Policy 2.6 and the Coastal Hazard Risk Management and Adaptation Planning Guidelines are obviously instructive for this study and provide the basis for longer term strategic thinking in coastal zones.

Importantly, these documents recommend flexible pathways proposed that have no - or limited - regrets for future decision makers. The CFMP recommendations need to think both short and long term to allow for the best possible decision making to occur at the right time, which may also include limited action in the short term.

State Planning Policy 2.9 provides a directive to minimise water use by using local native vegetation, which is particularly relevant to Port Hedland's coastline, and State Planning Policy 3.6 enables consideration of a user-pays model for longer term protection (where the beneficiary of the protection measure contributes to it).

Local planning is also a key consideration in the CFMP, and the CFMP will need to tie into existing plans and frameworks. The CFMP is impacted generally by the Town of Port Hedland Local Planning Strategy and the draft new Local Planning Strategy and the Town of Port Hedland Local Planning Scheme No. 7 (TPS7 - modified for public advertising).

Recommendations of the Local Planning Strategy that are based on the CHRMAP are addressed further in the CFMP, whilst the draft TPS7 includes Special Control Area 7 (SCA7) which refers to special controls for the at-risk coastal zones.

SCA7 provides a strong indication, for those properties within the areas subject to coastal erosion and inundation, that there is a known risk.

It provides direction to planners and decision makers regarding the potential risk associated with new structure plans, subdivision and development applications, and enables provisions that would support notifications on titles (Section 70A of the Transfer of Land Act 1983). This is largely associated with private development (although some of this development may be undertaken by State Government agencies or trading entities).

As the CFMP is a document which seeks to manage the coastal zone which is the area at primary risk, it would be appropriate that the CFMP also reflects awareness of the risks that are explicitly identified in SCA7.

The CFMP is also more specifically affected by Improvement Plan 50 - Port Hedland West End, and Improvement Scheme No.1. These documents act as a separate scheme to the Town of Port Hedland Local Planning Scheme in the West End (see Figure 3) , and relate to the management of dust impacts in proximity to Port Hedland port.

The Improvement Plan and Scheme work together with a voluntary buy-back scheme for land in the area, which has the effect of making this area particularly prone to changes in land use and land ownership over the short - medium term. The CFMP should take actions which consider the potential future of the area, and not seek to undermine the Improvement Plan and Scheme in any way.

1.4 Heritage

The cultural value of the Port Hedland Townsite includes Aboriginal and European heritage, spiritual connections and historical value.

The history of the townsite is highly valued, and is a key element of the character of the area.

The townsite and coastal area is significant to the culture and identity of the Kariyarra People, the traditional owners and custodians of this area.

Numerous specific sites across the CFMP area have been recognised for their significant importance to Aboriginal culture, and are listed as Aboriginal Sites under the Aboriginal Heritage Act 1972. Figure 4 refers.

It is important to note, however, that places of significance may not be registered, and there are additional areas valued and used by the Aboriginal community beyond formally protected sites.

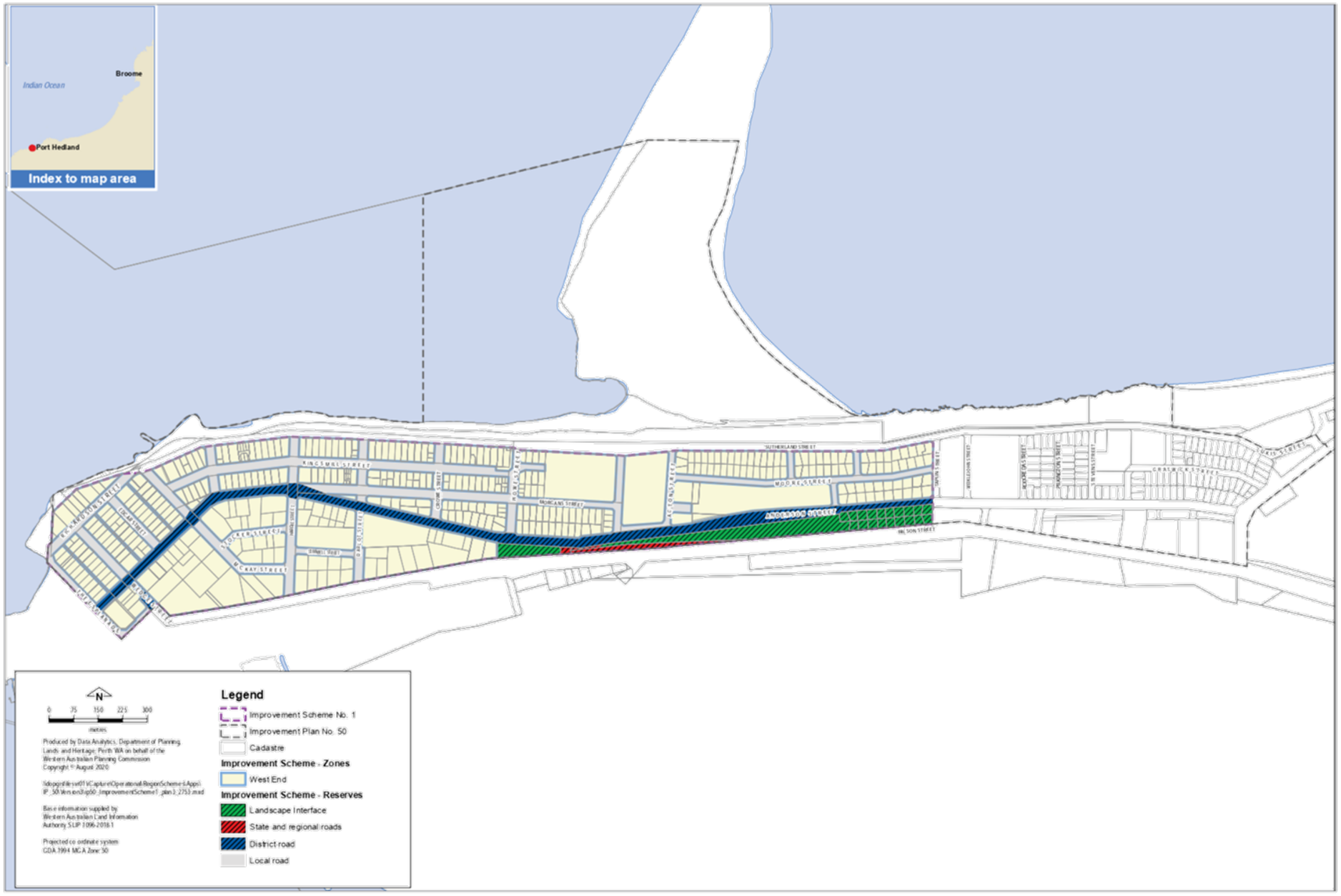


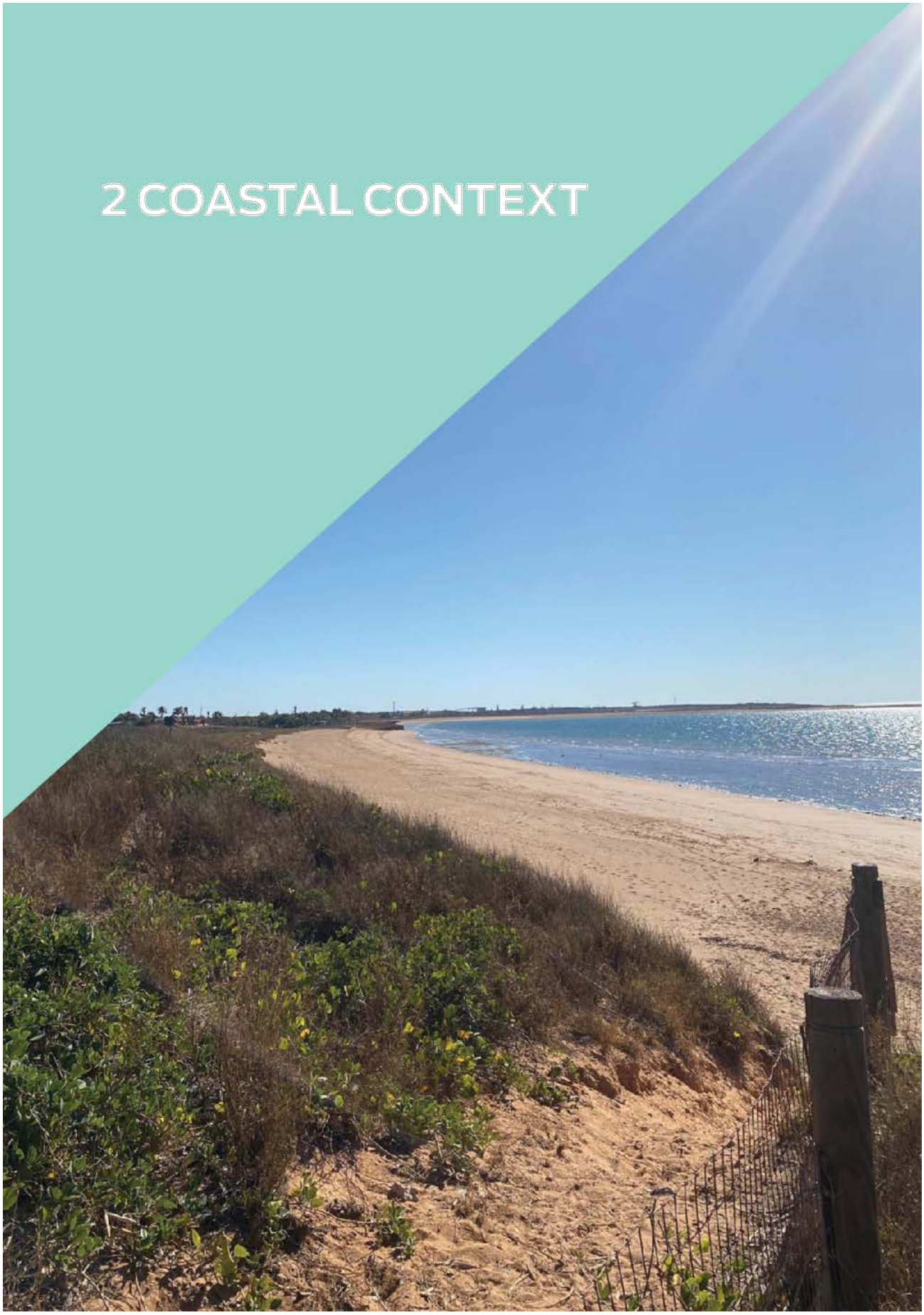
FIGURE 3 - IMPROVEMENT SCHEME NO.1

PAGE 30



FIGURE 4 - ABORIGINAL HERITAGE SITES (CHRMAP, GHD, 2019)

2 COASTAL CONTEXT



2.1 Location and Coastal Processes

The Pilbara coastline is the most cyclone-prone region of the Australian mainland, with the area immediately surrounding Port Hedland having the highest frequency of Category 4 and 5 cyclones that make landfall. Approximately 3 cyclones per year, on average, influence the conditions at Port Hedland (known as 'metocean' conditions).

The region is a macro-tidal environment and is subject to large, semi-diurnal tides which drive water level variations over an approximate two-week spring-neap cycle. Tidal ranges vary between 2m during neap tides up to 7.5m during very large spring periods (Baird for DoT, 2020).

The Port Hedland Townsite CHRMAP (GHD, 2019) noted that the two main considerations in Port Hedland comprise inundation and erosion, with townsite beaches having a moderate to high landform vulnerability to coastal processes.

The CHRMAP also recognised that the town and the coast will become increasingly vulnerable to the impacts of sea level rise, storm surges and changes in natural sediment movement.

Inundation is the flow of water onto previously dry land which could be permanent (sea level rise) or temporary (flooding due to storm and rain events which can also coincide with high or king tides).

Erosion is the loss of sand which may occur over longer periods of time through changes in the wind and wave direction across the seasons or it can be sudden, such as through storm events.

Port Hedland observes significant erosion events, especially during cyclones.

Erosion is often discussed alongside accretion (the 'return' of sand), and in a stable shoreline the slow seasonal process of erosion and accretion work together to keep the shoreline balanced.

However, when erosion occurs without complementary accretion, or where there are a number of sudden events such as storms one after the other, it is likely that the shoreline will drift permanently landwards. This permanent change would likely result in a reduction in coastal foreshore reserves, and potentially impact public and private assets.

2.2 Coastal Hazard Risk in Port Hedland

As noted in Section 1.2.1 and 1.3.1, SPP 2.6 provides guidance for decision-making within the coastal zone, including for managing development and land use change, the establishment of foreshore reserves, and to protect, conserve and enhance coastal values.

Inundation is most likely to be experienced adjacent tidal creek areas including the Pretty Pool area, along the Spoilbank, the West End, Tjalka Boorda and the low-lying land between Wilson Street and Anderson Street. Whilst these areas are considered in the CFMP, the major focus of the CFMP will be the coastal zone, which will be predominantly affected by erosion.

Areas that will be affected most noticeably by erosion will be sandy beaches such as Cemetery Beach, Cooke Point, the Goode Street foreshore, Spoilbank and Town Beach. Erosion is already very apparent in these locations.

The hazard identification stage was conducted by GHD in developing the CHRMAP, however, as noted in Section 1.2 (Literature Review) the impacts of TC Veronica have required review of some of the proposed responses to immediate coastal inundation and erosion which has become more apparent.

It should be noted that a direct shoreline crossing from a tropical cyclone (i.e. 'hitting' the coast at Port Hedland rather than further along the coast), or a second significant cyclone to impact Port Hedland before the natural replenishment of the beach from the last cyclone event, may result in vastly more impact again than was experienced through TC Veronica.

2.2.1 Immediate Risk

Immediate coastal hazards likely to result from seasonal processes including significant storm or cyclonic events are mostly erosion related. These would result in potential for the loss or impact to permanent assets and community values.

In areas where there are high sandy dunes, erosion may also result in instability of the dune, also resulting in potential loss or impact to assets and values

The CHRMAP's risk assessment evaluated the risk to individual assets based on the values that each asset supports. Coastal hazard risk levels and tolerability ratings for each coastal planning area in the immediate, current and long-term are shown in Table 2 with 'triggers' illustrated further in Figure 5.

TABLE 2 - COASTAL HAZARD RISK TOLERANCE LEVELS AND TRIGGER POINTS (MODIFIED FROM GHD TO MATCH MANAGEMENT UNITS)

Management Unit	Immediate Risk (2020)	Current (up to 2060) Risk	Long Term (2060 - 2120) Risk
1. West End	Intolerable - T3A	Intolerable - T3A	Intolerable - T3A or 4
2. Spoilbank	Not assessed - marina plan includes specific CHRMAP		
3. Sutherland Street	Tolerable - T2	Intolerable - T3	Intolerable - T3A or 4
4. Cooke Point	Intolerable - T3	Intolerable - T3	Intolerable - T3A or 4
5. Pretty Pool	Tolerable - T1	Tolerable - T1	Intolerable - T3A or 4
6. 4 Mile Creek	CHRMAP didn't assess		
7. Six Mile Creek	CHRMAP didn't assess		

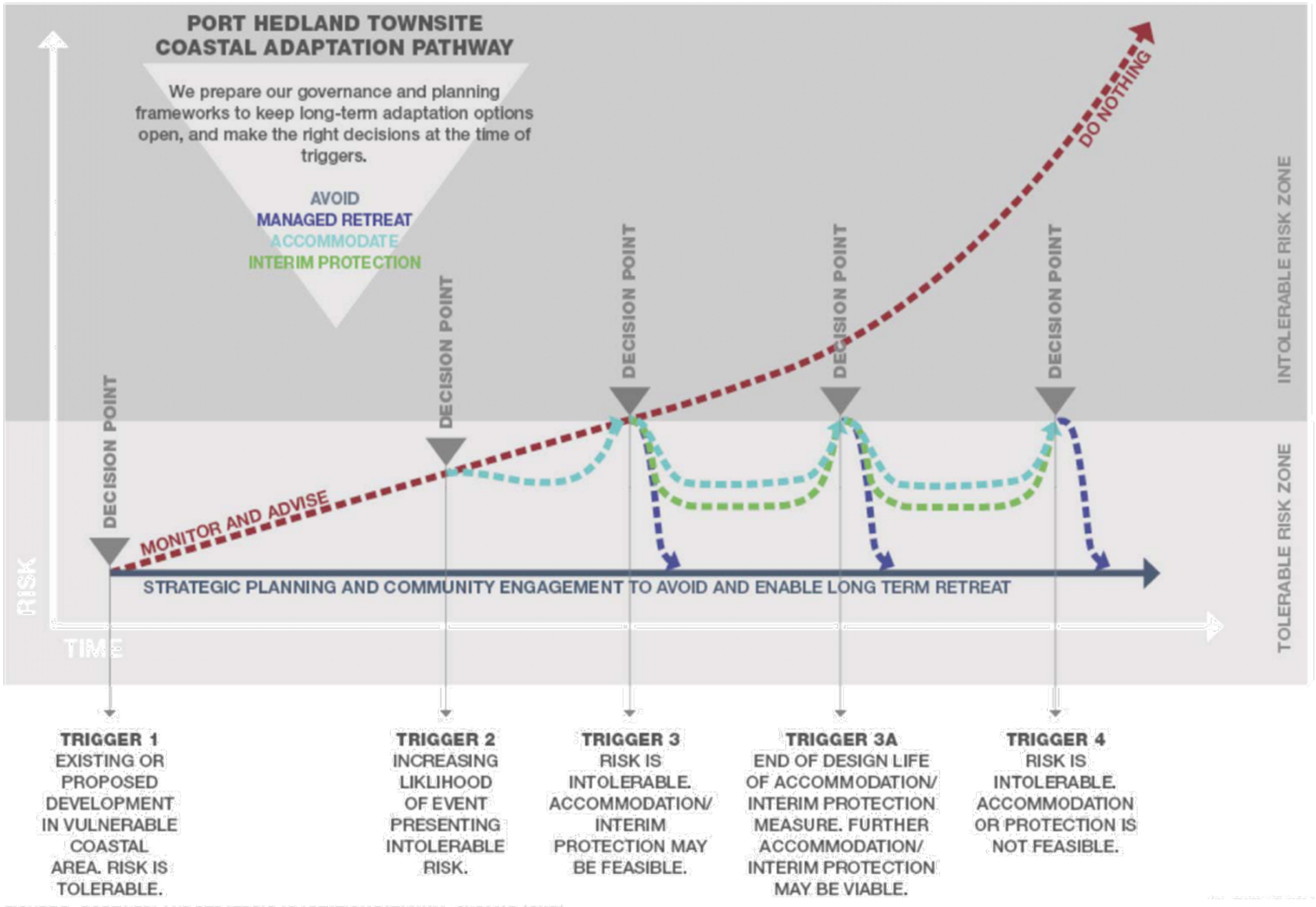


FIGURE 5 - PORT HEDLAND STRATEGIC ADAPTATION PATHWAY - CHRMAP (GHD)

PAGE 35

Triggers are used in coastal hazard planning to guide the 'right time' for making decisions. They are not time reliant, rather they are typically associated with the acceptability of risk at any point in time, which can be assessed based on physical and social factors.

SPP refers to a hierarchy of responses to coastal hazards – being 'avoid', 'retreat', 'accommodate' and 'interim protection'

The trigger for a decision whether to avoid, retreat, accommodate, interim protect is made when the risk to assets and community values increases from tolerable to intolerable.

Trigger 1 and Trigger 2 (T1 or T2 in Table 1) are considered tolerable risks because they are not currently likely to impact social, environmental or property values.

Ongoing monitoring of the risk is typically recommended in this case, with forward planning to respond to longer term risks, and as can be seem in Table 1, tolerable risks become intolerable over time.

Triggers 3 and 4 (T3, T3A and T4 in Table 1) reflect a situation when the risk has become intolerable because it would result in impact to social and environmental values within the public foreshore reserve.

For the majority of the coastal areas of Port Hedland, Triggers 3, 3A and 4 would be reached when the width of the public foreshore reserve is less than historical storm erosion (called S1 in CHRMAP terminology), as it is at this time that a sudden change like a cyclone event could have significant and consequential impacts.

As can be seen in Table 1, the risk of erosion to the West End (Management Unit 1) and Cooke Point (Management Unit 4) were considered intolerable in the CHRMAP and immediate adaptation action was recommended.

The events of TC Veronica have since elevated greater concerns regarding Sutherland Street (Management Unit 3) and Pretty Pool (Management Unit 5), with the more immediate concern being Sutherland Street.

This CFMP thus considers the CHRMAP risk assessment and the more recent events in developing its recommendations.

In addition, because this CFMP considers smaller asset management and replacement regimes, planting and vegetation management, development of pathways and coastal access locations within the coastal area, it is able to make much more specific short term actions (5-10 years) that will benefit the longer term CHRMAP adaptation plan.

2.2.3 Recommended Actions

Recommended CHRMAP action options to respond to identified coastal risk are summarised in Section 1.2.1.

The CFMP investigates these options and based on additional stakeholder and community engagement, cost evaluations based on different options for areas, and TC Veronica's impact on the townsite, the CFMP recommends updates to the management actions required.

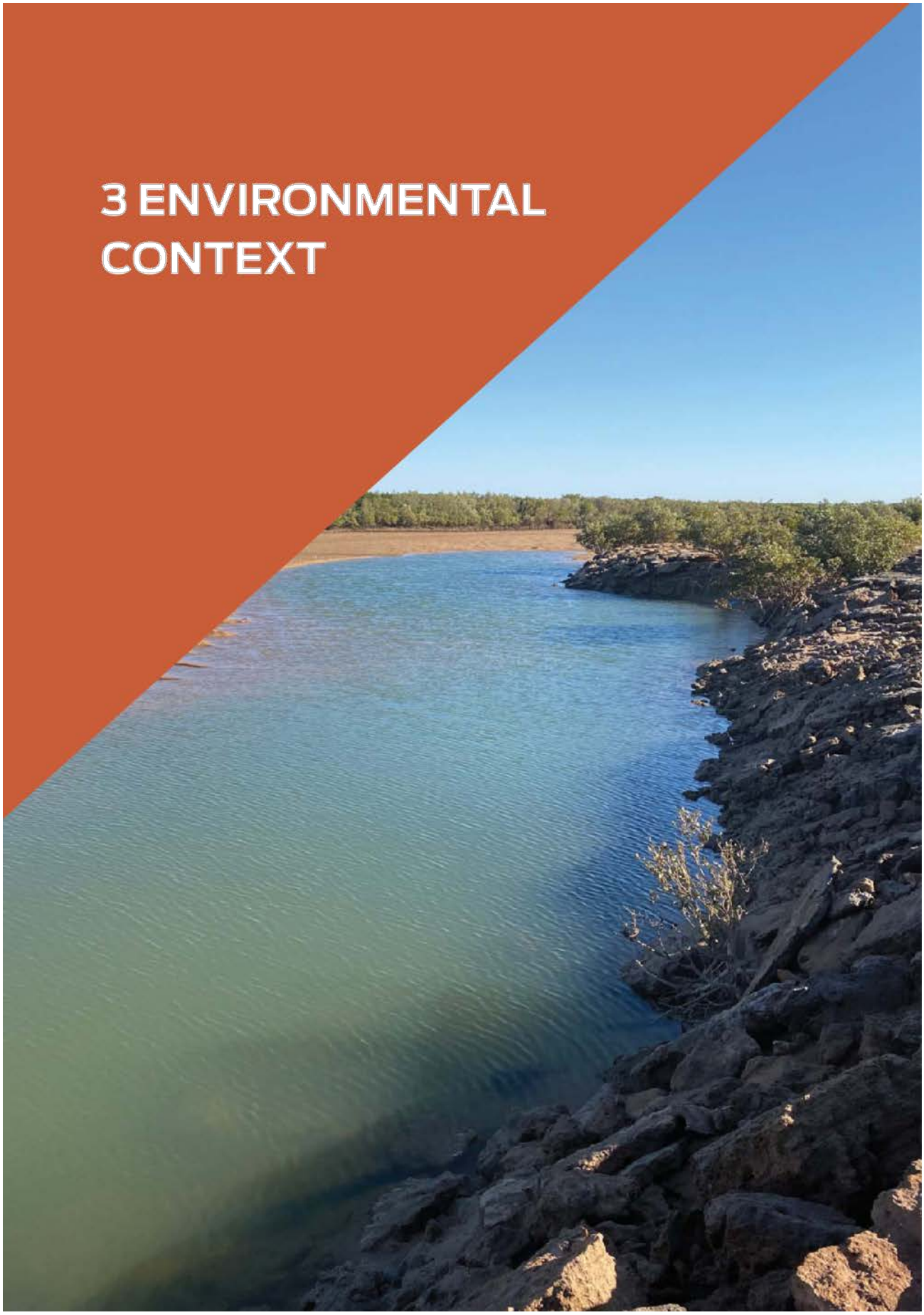
The CFMP recommendations in Chapter 5 uphold a risk management approach, in accordance with SPP 2.6 and the CHRMAP Guidelines.





IMAGE 1 & 2 - IMPACTS ON THE COASTLINE AFTER TC VERONICA

3 ENVIRONMENTAL CONTEXT



3.1 Topography

The topography of the CFMP area varies from high sandy dunes with significant elevation above the high water mark to low lying tidal zones associated with mangrove habitat. The specific topography of each Management Unit is one of the main considerations in the CFMP recommendations, as each Management Unit requires a unique response with regard to the interrelationship between coastal processes and topography.

3.2 Climate

Port Hedland has a semi arid climate and is warm to hot all year round, with mean maximum temperatures of 36.8 ºC in December and 28 ºC in June and July (from 1991-2020).

The highest temperature reached in this same period is 49 ºC in both January and December. Some 279 days per year exceed 30 ºC and 33 days per year exceed 40 ºC.

Maximum temperatures in summer are usually moderated by a warm but humid sea breeze. Port Hedland averages 210 sunny days per year and only 31 days with rainfall totalling approximately 335 ml per year, a significant proportion of which is associated with tropical cyclones.

Tropical cyclones have a very significant impact on the climatic context of Port Hedland. The northwest Australian coastline between Broome and Exmouth is the most cyclone-prone region of the entire Australian coastline, having the highest frequency of coastal crossings.

On average about two cyclones cross the coast of WA per year, one of which is severe.

This combination of heat, sunshine and relatively low rainfall (approximately 40% of Perth rainfall) and cyclonic conditions combined with high levels of daily evaporation, must be acknowledged and planned for in developing the CFMP

In general, the CFMP actions should limit the need for water use and provide intelligent responses to shading and shelter at the same time as ensuring safety during cyclones.

3.3 Terrestrial Flora and Fauna

The coastal section of the Town of Port Hedland is subjected to significant pressures including, increased coastal erosion, inundation of low-lying areas during storm events, increasing human uses, and as a result threats to the coastal reserve's biodiversity values. There have been several studies and reports concerned with the management of the coast, including the Consolidated Foreshore Redevelopment Plan (UDLA) and the CHRMAP (GHD).

To confirm the results of previous studies of the environmental context of the CFMP area, a terrestrial flora and fauna assessment was completed to consider:

- Flora and fauna in the study area
- Broad vegetation types
- Broad fauna habitat types
- Weeds and introduced pests

The full report can be found in Appendix A.

The terrestrial flora and fauna assessment was undertaken in the context of various legislative and non-legislative measures, which are as follows.

- Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act) – Australian Government
- Environmental Protection Act 1986 (EP Act) – State

- Biodiversity Conservation Act 2016 (BC Act) – State
- WA Department of Biodiversity, Conservation and Attractions (DBCA) Priority lists for flora, ecological communities and fauna.

The terrestrial flora and fauna assessment was undertaken using both desktop and field assessments.

3.3.1 Desktop Assessment

Searches of NatureMap and the EPBC Protected Matters Search Tool (EPBC PMST) were undertaken to identify flora and fauna species of conservation significance potentially occurring in the survey area (DBCA 2020, DAWE 2020).

3.3.2 Field Assessment

The field assessment was undertaken from 9-10 September 2020 by a qualified Principal Ecologist. The following survey methods were undertaken in the coastal reserve. It is noted that the assessment was originally planned for late March 2020, however, because of restrictions on movement as a result of the COVID-19 outbreak the assessment was delayed.

Flora Assessment

Flora was identified and or collected (and identified later) from quadrats (20 x 20 m) in the coastal reserve, and the quadrats location (centre of quadrat) taken with a GPS (a representative photo of the quadrat was also taken).

The primary focus was to identify dominant species and other species where possible, noting that the survey was undertaken in September, which is not the preferred time of year to carry out flora and vegetation surveys (March – June is the preferred period).

Assessment sites were chosen in order to best represent the vegetation present in the reserve and to also get a geographical spread of sites across the reserve.

As noted in the background section above the primary focus of the assessment was the northern section of the reserve, consequently, quadrats were located in this area. Flora, including weeds was also collected opportunistically outside of the quadrats in other areas of the reserve.

Very broad vegetation types were described across the entire coastal reserve with this based on dominant vegetation and landscape position. Weeds were also noted when observed.

Fauna Assessment

Fauna was identified in the same quadrats as the flora; however, the quadrats dimension was larger at 50 x 50 m (the centre coordinate is the same as the centre of the flora quadrat). Broad terrestrial habitat types were identified based on the dominant vegetation and position in the landscape.

It is important to note that the field assessment did not include the use of techniques such as trapping (Elliott traps, cage traps, pitfall traps and funnel traps) or camera traps, but was based on observations of fauna and their signs (scats, tracks and other signs i.e. burrows and diggings). As a result, the majority of fauna observed were birds – identified either visually (naked eye or with binoculars) or audibly by their calls.

Fauna were also identified opportunistically outside of the quadrats in other areas of the reserve. Noting that most records during surveys like this which are primarily about describing habitat typically come from opportunistic sightings because birds are highly mobile.

3.3.3 Summary

Flora and Vegetation

The vegetation of the Port Hedland coastal reserve, particularly in the northern section is highly disturbed and degraded as a result of human activity (vehicle tracks and rubbish) and weeds, especially Buffel Grass and Kapok Bush, which are both considered to be invasive environmental weeds.

As a result, flora diversity in the northern section of the reserve is relatively low, however, areas east of Cemetery Beach are somewhat less degraded as the reserve is fenced off and vehicles are prevented from entering the dunes. There is also less Buffel Grass in these areas and native vegetation is much more dense. Other surveys undertaken in the Port Hedland area, including in some sections of the coastal reserve have noted that the vegetation is very degraded (ENV 2011a, JBS&G 2020).

None of the five Priority species present in the NatureMap search was recorded during the assessment. These species have not been previously recorded in the coastal reserve but are present in the wider search area, which was a 10 km radial search area (DBCA 2020, ENV 2011a, JBS&G 2020).

Further to this several of the Priority species present in the database are annual (i.e. Bonamia oblongifolia and Gomphrena pusilla) and would therefore not be present or identifiable (no reproductive parts) during September when the assessment was undertaken, despite potential habitat being present.

The flora assessment was undertaken outside of the optimum season for the Pilbara (March – June), as this region primarily receives rainfall as a result of Cyclones during the summer months.

Further to this rainfall for 2020 for the last eight months prior to the assessment was below average (BoM 2020).

To some extent this would impact the condition of the vegetation and this was observed during the assessment with much of the vegetation appearing very dry.

During the assessment eight species of weeds were recorded. The most commonly recorded and widespread weed in the survey area was Buffel Grass, followed by Kapok Bush. Of note were the presence of the weeds Rubber Bush on the spoil bank section of the reserve and the Giant Reed (recorded at one location) near assessment site 7.

Finally, it is important to acknowledge that more flora species would have been recorded if the assessment was undertaken during the appropriate season and for a longer duration, however, it was intended as a brief assessment to broadly define the vegetation types present.

Field Assessment

The vegetation of the Port Hedland coastal reserve, particularly in the northern section is highly disturbed and degraded as noted by other surveys (ENV 2011a and b, JBS&G 2020).

This degradation is for the most part a result of vehicles and weeds (particularly Buffel Grass) which has reduced flora diversity and the density of vegetation (particularly shrubs) and consequently the amount of cover that is provided to fauna.

This has resulted in for example less leaf litter which can be important habitat for small reptiles. This reduction in the density of vegetation in the shrub layer will also reduce the number of small passerines that utilise this habitat.

However, towards the eastern and southern end of the study area the coastal reserve is not as degraded and the vegetation, particularly the shrub layer, becomes somewhat less dense and there is less Buffel Grass and other weeds such as Kapok Bush.

These areas should support a more diverse group of fauna, particularly small reptiles (i.e. skinks) and small passerines that require more cover. The mangroves of the coastal reserve are important habitat for foraging birds such as the Golden Whistler and Mangrove Grey Fantail and as a roost for the Little Red Flying Fox that was recorded during this assessment.

The fauna species recorded during the assessment are common and widespread and have previously been recorded in the general region of Port Hedland (Biota Environmental Sciences 2008, ENV 2009, ENV 2011b, Johnstone et al. 2013), while some of the species have been recorded beforehand in the coastal reserve (Bennelongia 2011).

There are a number of threatened species present in the database searches that would not occur in the coastal reserve because there is no habitat present e.g. the Northern Quoll and the Bilby.

Further to this marine species such as whales, and sea snakes which weren't considered during this terrestrial fauna assessment.

Four of the species recorded are listed under the EPBC Act as migratory – the Common Sandpiper, Lesser Frigatebird, Caspian Tern and Eastern Osprey. The Port Hedland area, particularly the saltworks, is of international importance to shorebirds, which includes a significant number of species listed as migratory, including the Common Sandpiper (Johnstone et al. 2013).

The coastal reserve is also important habitat (foraging and roosting habitat) for a number of shorebirds listed as migratory under the EPBC Act (Bennelongia 2011). The Bennelongia (2011) survey showed that the coastal reserve is internationally important for the Grey-tailed Tattler (although none were observed).

Despite this assessment not considering marine species, it is noted that areas of the coastal reserve, particularly Cemetery Beach and Pretty Pool are considered regionally significant as a rookery for the EPBC Act listed Flatback Turtle (Imbricata Environmental 2016). Guidelines exist to manage light pollution that is known to impact the nesting behaviours of this species, which should be followed (National Light Pollution Guidelines for Wildlife, Department of Environment and energy 2020).

Whilst nothing unexpected was identified in this terrestrial flora and fauna assessment, it is recognised that the coastal zone provides habitat for important flora and fauna. Including the marine species that are recognised, the CFMP actions should aim to limit further impact and seek to reduce additional degradation of natural areas.

This may include actions that seek to restrict activities that would degrade natural areas, actions that would seek to reduce light spill for marine turtle nesting areas and where planting is required the planting of suitable species.



4 SOCIAL AND CULTURAL CONTEXT

4.1 Introduction

The CFMP recognises that the coastline is important in the social and cultural context of Port Hedland. These values were stated during engagement on the CHRMAP as well as on the CFMP and include not only the value of built structures and development areas (commercial and residential), but also includes foreshore areas, viewpoints, beach activities and the environment of the coast.

The 'assets' have a social and cultural value as well as a financial value. Key assets include:

- Community infrastructure, including:
- Footpaths
- Street furniture
- Shaded pergolas
- Playground and recreation equipment
- Change rooms and toilets
- Transport infrastructure
- Services infrastructure
- Signage
- Car parks

The beach itself holds numerous values, including:

- Swimming
- Sun bathing
- Fishing
- Walking
- Dog walking
- Photography
- Four-wheel driving
- Turtle nesting
- Relaxing
- Watching and viewing the ocean and the port activities

Based on engagement during the development of the CHRMAP and the CFMP, it was also identified that the community values the coast for education, science and learning, the quality and rarity of the ecology, as a place to sit and interact with friends and family and in its role as an important economic resource for the area.

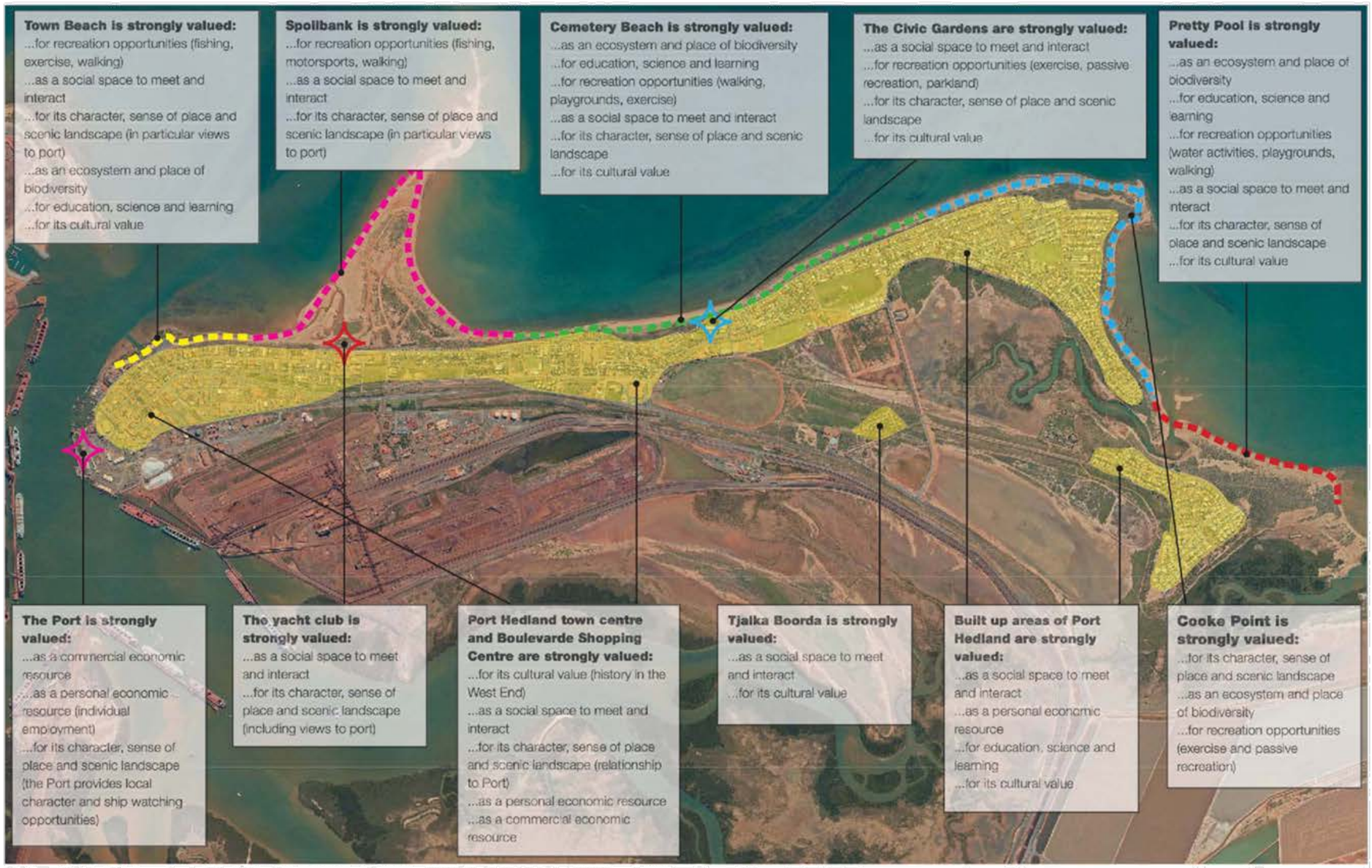
The way people experience these areas is the essence of the social and cultural environment. This chapter of the CFMP looks at the important elements of that interaction and the challenges and conflicts of maintaining the community's expectations whilst managing the foreshore.

4.2 Community Expectations

Stakeholder engagement was undertaken during the development of the CHRMAP and during development of this CFMP. Feedback from both processes is important and instructive for this CFMP.

More than 90 participants engaged in the CHRMAP process between September and December 2017 with substantial feedback on the values and uses along the coast.

Figure 6 illustrates a summary of that feedback (as an extract of the GHD CHRMAP).



The nodes shown on this map are the areas of Port Hedland that most strongly reflect local coastal values. Other areas are also valued and frequently used by the community, including:
...intertidal zones and magroves valued as an ecosystem and place of biodiversity...boat ramp for recreation...4 mile beach for recreation and fishing...6 mile fishing sport for recreation...Koombana lookout for scenic landscape... Marapikurrinya Park for recreation and social activities...

FIGURE 6 - COMMUNITY VALUES - CHRMAP EXTRACT (GHD)

Stakeholder engagement was then also undertaken as part of the development of the CFMP. This engagement aimed to further raise awareness of the coastal management challenges of Port Hedland and to confirm and prioritise community values and ensure concerns and aspirations for the townsite coastal zone are understood.

This engagement was also undertaken in the context of the significant and recent effects of TC Veronica, the newly announced Improvement Scheme and buy-back scheme, as well as in the context of recent Native Title determinations in favour of the Kariyarra people.

Through the CFMP engagement community members and stakeholders could visit online project pages, mapping tools and a survey. In order to best link values to locations, survey questions asked the same question in two ways.

1. Firstly; what activities they did in each location.
2. Secondly, where the community enjoyed their various coastal activities the most.

This enabled the project team to get a sense of which locations held the greatest value for specific uses, ranked from most to least important, even though many people did these activities at multiple sites.

This engagement was undertaken from July to September 2020 and included online and face-to-face engagement.

In addition, stakeholders including the Department of Planning, Lands and Heritage and the Department of Transport as well as the Kariyarra Traditional Owners were held to confirm planning, land tenure, heritage and coastal factors that required consideration in the shorter term management of the coast.

83 survey responses and 314 'pins' were placed on the map (see Figure 7).

In total, 783 people were reached with 104 unique stakeholders contributing.

Key issues / opportunities raised through the CFMP engagement were:

- Extending / providing pathways along the coast - Sutherland Street and from West End to the marina
- Shade and seating in foreshore reserves and parks and along paths
- Providing activities for children and families
- More restaurants and cafes along the foreshore
- Protection of turtle nesting areas - Sutherland Street and Pretty Pool
- Education and signage - turtle nesting areas, fishing limits and restricted catches
- Dual place names to recognise Aboriginal history
- Plaques to reflect the people and the Town history
- (Re)vegetation - planting of Mangroves, grassed areas along the foreshore
- Maintaining fishing spots along the coast
- Four wheel driving / off-roading - its maintenance, availability and rationalisation
- Protecting the natural environment for future generations
- Supporting improvements to the area to enhance tourism in Port Hedland
- More gathering spaces - Sutherland St and the Spoilbank in particular.
- Repairing damage from the last cyclone (TC Veronica)



FIGURE 7 - COMMUNITY SURVEY AND VALUES CONFIRMATION 2020

4.3 First Nations Heritage, Traditional Ownership and Native Title

A recent Native Title determination in favour of the Kariyarra people ensures that the Aboriginal heritage context of Port Hedland has been confirmed, notwithstanding the many people of the Pilbara that call Port Hedland home.

This determinations paves the way for self-determination of the local people and enables opportunities such as story telling, formal partnerships for land management and monitoring, and tourism for the Kariyarra people.

There is an opportunity to link some of the CFMP recommendations to the Kariyarra, including coastline monitoring, revegetation, heritage surveys for any works, ranger programs, art and signage, as well as a more direct opportunity to partner with the Kariyarra on management of the Six-Mile Creek area. This area is highly valued for its cultural and spiritual stories, as well as fishing and traditional lore activities.

Dual place naming was also discussed with the Kariyarra people as well as being raised by various other stakeholders and community members during the engagement period, to build upon the preliminary work which has already commenced in this regard.

This was widely supported and is also in line with the launch of the Aboriginal and Dual Place Naming Guidelines (Landgate, 2020) to help preserve and reawaken local languages through Aboriginal place names.

4.4 European Heritage

A number of sites of European Heritage significance are located close to the coastline and within the vulnerable areas of Port Hedland considered in this CFMP (predominantly beyond 2060). These are located on the Town's Municipal Heritage Inventory and include two places of 'Considerable' interest and a number of places with 'Some' interest. The two places of Considerable cultural heritage value are:

- Place 8 (Grade B), the Lightkeeper's Quarters (fmr)
- Place 14 (Grade B), Ellery Cottage (fmr)

It is noted that no feedback was received from the community regarding places of European Heritage, although these places are afforded some protections under the Town Planning Scheme.

4.5 Summary

The engagement undertaken has provided a very strong understanding of the social and cultural context of the coastline and what assets they community would like to see protected or repaired into the future.

The multi-engagement approach has allowed for a thorough investigation of community values per management unit and the following areas are considered most important:

- Walking, cycling or exercise - West End and Sutherland Street
- Fishing - West End and Six Mile Creek
- Swimming - Pretty Pool
- Four wheel driving - Spoilbank and the Six Mile Creek area
- Gathering spaces - Pretty Pool and Spoilbank
- Viewing / lookouts - West End, Spoilbank, Sutherland Street

All areas are considered important for environmental and nature conservation.

All stakeholders expressed an interest in future planning for the coastal foreshore, being strongly supportive of repair and clean up of damage associated with cyclones and the need for future structures and assets to be more resistant to coastal erosion and cyclone damage. In particular, beach paths and stair access to the beaches received significant attention.

They are also strongly aligned on the matter of revegetation and planting along the entire study area primarily for the purposes of coastal erosion and creation of additional shade areas for recreation.

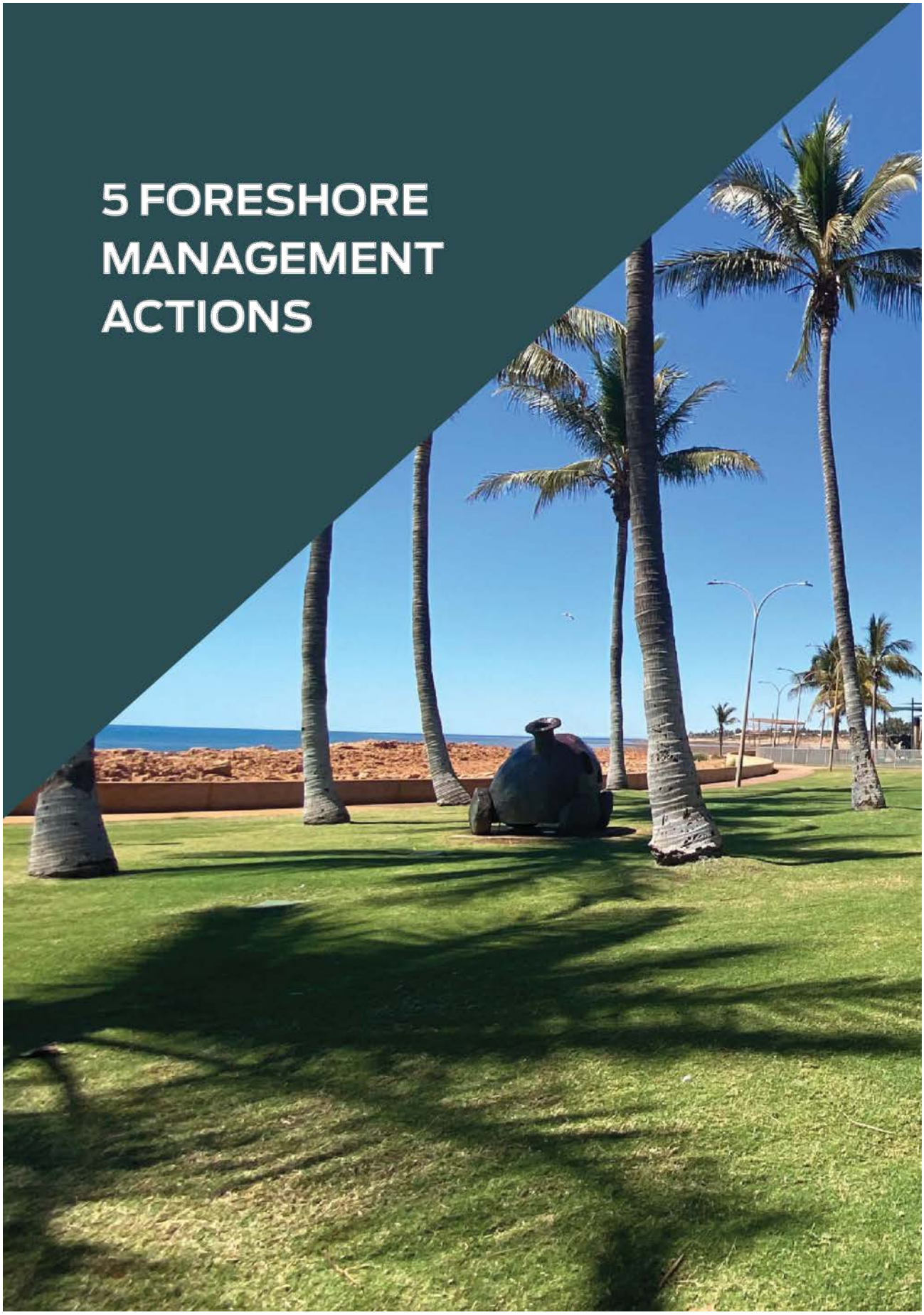
They expect to see more beach side recreation and activity opportunities such as tours, cafes and restaurants, and children activities like skate parks, and also support ongoing fishing and four wheel driving accessibility.

However, all existing and new coastal assets will need to be balanced with the need for protection of dunal ecosystems, vegetation and Aboriginal sites at Six Mile and Aboriginal heritage values along the coastline. They will also need to be considered in light of the approaching coastline, and how long assets can reasonably be expected to survive in the harsh coastal environment.

These principles drive the proposed management actions in the CFMP and ground the outcomes in the community's values.

The CFMP represents an exciting prospect for the community generally. A number of community members have offered to be supporters of some of the proposed management actions, even volunteering time to help. It is apparent that the Town has a strong and passionate community in Port Hedland, that highly value being involved.

5 FORESHORE MANAGEMENT ACTIONS



5.1 Introduction

The Port Hedland Townsite Coastal CFMP preparation has included:

- Engagement of stakeholders and the community through the planning process leading into the decision making documentation
- Ensuring the community gain an understanding of the vulnerability of assets within the coastal zone
- Identifying assets in the coastal zone
- Acknowledging appropriate flexible coastal adaptation pathways and according realistic management actions
- Consideration of the full range of planning instruments to enable planning for the short, intermediate and medium term (0-10 years) management of the coast.

This section provides specific actions for the proper management, orderly development and enhancement of the Townsite coastal reserves, taking into account the pressures on the coast, the social, cultural, environmental and economic values, and a flexible adaptation pathway route in accordance with SPP 2.6, the Guidelines and the CHRMAP.

Based on previous studies and investigations including the CHRMAP, the townsite coastline has been broken down into sectors according to the underlying coastal geomorphology, and social, cultural, environmental and economic factors at those different locations along the coastline.

5.2 How to Read this Section

The CFMP covers Management Actions for the entire coastline generally and then for each of the specific Management Units 1-7 (refer Figure 1). This Section reflects these sequentially from Overall Management Actions, to the West End (Management Unit 1) and along the coast to Six Mile Creek (Management Unit 7).

There is an introduction to each type of the areas/management units before the coastal hazard risks, recommended management actions, costs and triggers for each are detailed.

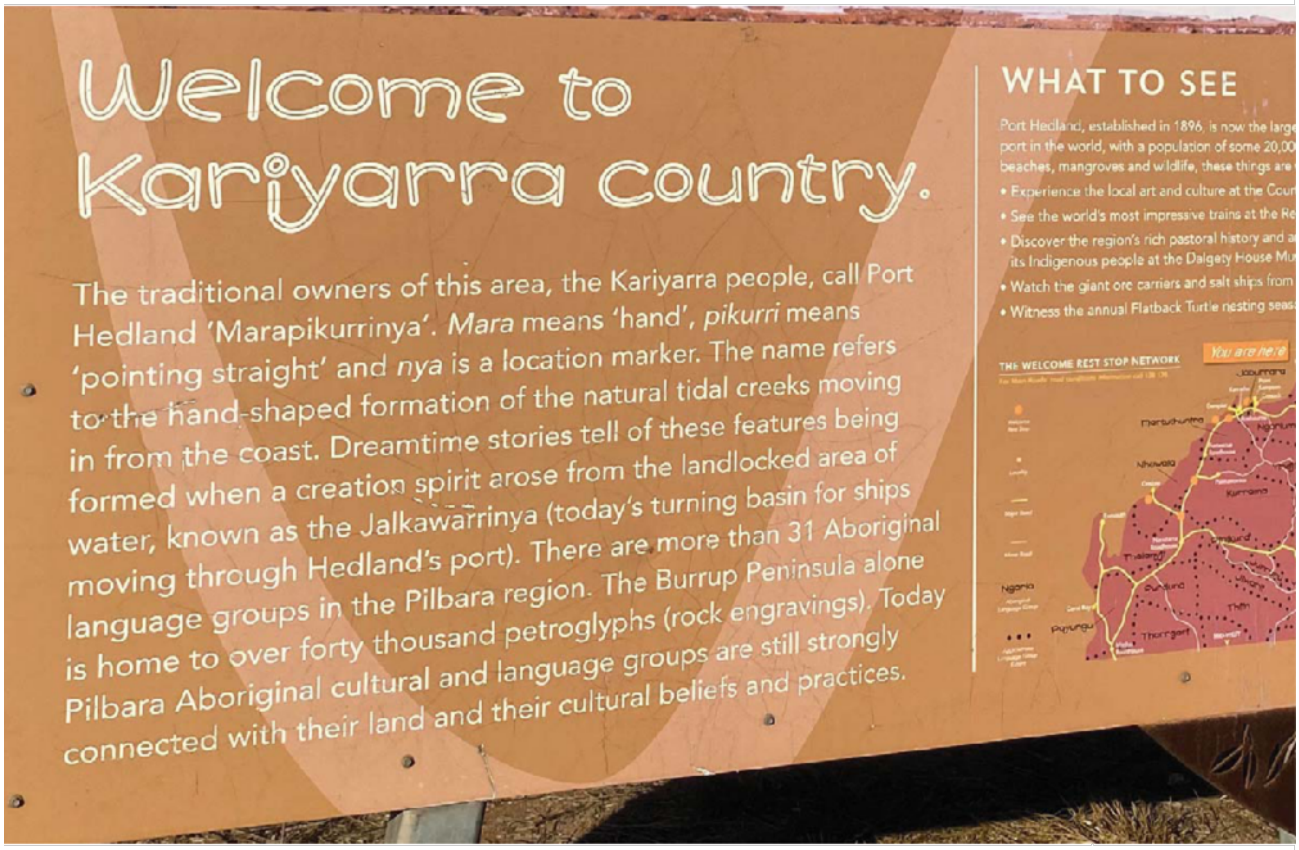
The CFMP considers only the land within the foreshore reserves. However, coastal processes, flora and fauna, the social, cultural, environmental and economic considerations, and the management options proposed are considered with regard to adjoining land and the impacts of the proposed management options on those landholdings and assets.

The management actions are centred around:

- Community values for different sections of the coastline
- Education about environmental and cultural significance across the CFMP area
- Trigger based reconstruction / relocation of coastal paths in more temporary material like gravel
- Trigger based relocation of coastal assets and infrastructure to the land side
- Rationalising beach access to stabilise dunal systems and associated vegetation

- Sand nourishment in suitable areas to support longer term decision making in accordance with flexible adaptation pathways
- Planting / revegetation for dune stabilisation and environmental reasons and to support longer term decision making in accordance with flexible adaptation pathways
- Protecting turtle nesting areas
- Planning for seawall construction in nominated and planned locations over the longer term in accordance with flexible adaptation pathways
- Careful consideration of new development / structures
- Existing and proposed planning requirements
- Requirements for management actions post cyclone which were observed post TC Veronica

Finally, this Section is supported by the asset inventory compiled for the CFMP which has been aligned to cadastral parcels and latitude and longitude coordinates for improved asset management, renewal and possible relocation. The Asset Inventory can be found in Appendix B (TO BE COMPLETED).



PAGE 52

5.3 Overall Management Actions

There are a number of management actions, as well as materials and specifications, that can be applied across the CFMP area. These comprise of 'hard assets', 'natural management' and 'community strategies'. These are listed in Table 2.

5.3.1 Hard Assets

The foreshore comprises a number of hard assets including seating, shelters, lighting, fencing etc. At present, these assets comprise a variety of styles and materials, making the foreshore aesthetic somewhat disjointed in parts and also making asset maintenance and repair an unnecessarily complicated task for the Town's works department.

The CFMP recommends that the Town adopt a simple and consistent brand along the foreshore from the materials and finishes palette attached to the CFMP at Appendix C, and that this materials and finishes palette forms the basis for asset replacement going forward.

The materials and finishes palette comprises all manner of hard assets that will be required along the length of the CFMP area, including seating, bins, shelters, signage, edging, fences, pathways and lighting.

Unique [illegible] may propose alternative or higher specification finishes and materials, and these should not be constrained where the Town feels a special approach is required. However, where possible, these should be blended back in to the standard materials and finishes.

The proposed materials and finishes palette has been chosen to complement the Port Hedland environment both in design quality, durability and colours/styles.

In addition, where possible, it is recommended that any linear infrastructure such as power or pipes that might be found underground be provided perpendicular to the coastline such that any retreat or relocation of the infrastructure does not render the entire asset redundant. This may evolve over time and should be considered a long term strategy.

5.3.2 Natural Management

The retention of hardy and cyclone resistant trees and the enhancement of coastal vegetation and rehabilitation will assist in coastal protection, user comfort and visual amenity and will also provide for ecological enrichments through the expansion and protection of habitat.

Rehabilitation of natural dunes within the CFMP area will assist in protecting the dunes from wind and unintended foot traffic erosion. Reinforcing surrounding natural areas will also improve potential for habitat to support biodiversity, help define pathways and assist in controlling weeds.

The CFMP recommends that the Town adopt a planting and vegetation management strategy along the foreshore as provided in Appendix D.

The planting and vegetation management strategy includes direction regarding weeds, surface preparation, species selection, planting methods, scheduling, watering, drainage and site maintenance.

The planting and vegetation management strategy has been prepared respecting the natural flora and fauna in the area whilst also providing for effective and efficient maintenance for asset managers.

5.3.3 Community Strategies

There are a number of strategies that can be employed along the coastline that have a more education and community oriented focus.

Signage

The physical signage is discussed in Section 6.3.1, however, in addition to coastal hazard risk-responsive management actions, dual place naming is recommended across the CFMP area to promote the Town's Aboriginal identity and allow people to connect to culture, embody tradition and pass on knowledge.

It will also acknowledge the relationship between the community, Country and language.

The CFMP recommends that the Town engage with the Kariyarra people to develop a dual place naming procedure in line with the State Government's Aboriginal and Dual Place Naming Guidelines.

Dune Repair

'Dune Under Repair' signs have great intention, but are often not well understood by the community as being critical for coastal protection.

This CFMP recommends that the Town implement improved signage for dunes under repair providing greater information on the purpose of the dune repair, and explicitly noting that it is being undertaken in order to protect the coast, protect property and reduce costs to the community.

This could be undertaken in conjunction with a community education process under the banner of the 'Our Coastal Future' brand, which is already synonymous with the coastal management projects of the Town.

Markers

Much of the action being proposed in Management Unit 1-7 is associated with the coastal hazards being experienced by the Town. Unfortunately, these things are often not well understood by the community, both due to the long term and uncertain nature of coastal hazard risk, and to the fact that the coastline ebbs and flows naturally over many year cycles, making visible risks seems less significant at various times.

The CFMP recommends adopting a citizen science type project whereby temporary markers are placed along the coastline at trigger points for action (in line with the CHRMAP and noted in this CFMP). Markers proposed are similar to those which you would see on major highways in flood ways, where high water marks can be seen for years to come as a reminder of those risks.

Such a program would have the benefit of providing visible and ongoing evidence of potential change (and risk), whilst establishing an ongoing narrative of how the coast might change, building a better understanding of the decisions that Council will need to make over time.

Turtle Sighting Strategy

The turtle nesting habitat of Port Hedland is important to the community of Port Hedland and is much loved. Protection of nesting behaviours is already championed by Care for Hedland and others, and this could be expanded on through a program which encourages reporting of sightings.

The CFMP recommends working with community organisations to formalise sighting of nesting turtles through temporary signage such as flags (similar to life guard flags). An opportunity exists to partner with organisations to distribute flags that can be used to signal sighting, which may reduce turtle injury due to accidental deaths by vehicles, animals and fishing.

Rationalising Beach Access

Multiple beach access points can have the effect of damaging the dunes whilst also resulting in many more assets that require maintenance and repair after significant storms.

The CFMP recommends an ongoing process of beach access path rationalisation, which would also include ensuring that provided paths are well sign posted and fenced to avoid 'off-path' walking.

In some cases it may be relevant to provide signage indicating the distance to the closest access point along coastal pathways and inland to key origin points such as the caravan overflow area.

TABLE 3 - OVERALL MANAGEMENT ACTIONS

Action Item	Action	Comment	Responsibility	Timing *
OM 1	Replace assets in accordance with the materials and technical specifications	If possible, replace these further away from the coast if space allows	Town of Port Hedland	Ongoing
OM 2	Underground and expensive linear infrastructure should be designed to run perpendicular to the coast where possible	When replacing underground linear infrastructure, investigate if risks can be mitigated if not removed	Service agencies	Long term
OM 3	Adopt and deliver on the 'materials and finishes palette' and the 'planting and vegetation management strategy'		Town of Port Hedland Individual landowners	Ongoing
OM 4	Develop and deliver on dual place naming for signage across the CFMP area		Town of Port Hedland in partnership with Kariyarra Aboriginal Corporation.	Short term
OM 5	Improve dune under repair signage	Complete as signs require replacement	Town of Port Hedland	Short term
OM 6	Undertake a community education process regarding dune repair	Consider running through partner organisations with coastal interests such as Care for Hedland, four-wheel driving groups and boating groups	Town of Port Hedland in partnership with Care for Hedland	Short term
OM 7	Investigate and plan a citizen science marker program - Section 5.3.3 of the CFMP refers	Consider working with a partner organisation such as Care for Hedland	Town of Port Hedland in partnership with Care for Hedland	Ongoing
OM 8	Investigate and plan a turtle sighting signage strategy - Section 5.3.3 of the CFMP refers	Consider running through partner organisations with coastal interests such as Care for Hedland, four-wheel driving groups and boating groups	Town of Port Hedland in partnership with Care for Hedland	Short term
OM 9	Rationalise beach access points and provide directional / wayfinding signage		Town of Port Hedland	Ongoing

* Where:

PAGE 56 Short term = 0 - 5 years Medium term = 5 - 10 years Long term = 10 + years Ongoing = As required or continuously required



LEGEND

BEACH ACCESS
boardwalk or stairs | gravel path 1.8m

CONCRETE PAVING
dual use path 3m | access path 1.8m

PROPOSED TREE
native evergreen | feature tree

DUNE REHABILITATION
weed control | fencing | planting | seeding

MANGROVE REHABILITATION
research | planting | monitoring

SEA WALL
mass granite boulder protection

TRIGGER POINT
erosion line where action is triggered

ACCESS CONTROL
fencing | boulders | bollards | gates

MAJOR INTERPRETIVE NODE
information hub| interpretive signage

MINOR WAY FINDING NODE
rules of access signage | interpretive signage

PUBLIC TOILETS
universal access change facilities

RESTAURANT | CAFE
bistro | bar | alfresco | kiosk

PARKING FACILITIES
one tree every 5 bays

PICNIC SHELTER | REST STOP
open-sided shelter | tables + bench seating

BEACH TERRACES
integrated with sea wall

BEACH STAIR
light weight | viewing platforms

REHABILITATION ZONE
weed control | revegetation | fenced

NATURE PLAY GATHERING NODE
log hops & boulder balance interactives

INTEGRATED ARTWORK
interpretive paving | sculptures | urban art

OUTDOOR MEETING NODE
log & boulder seating for 30+ persons

4WD ACCESS PROHIBITED
traffic control | fencing | bollards | signage

4WD ACCESS PERMITTED
seasonal traffic control | signage

DOG EXCERISE AREA
waste control | signage

TURTLE ROOKERIES
seasonal lighting controls | interpretive signage



5.4 West End - Management Unit 1

Management Unit 1 takes in the area from the public jetty at the entrance to the port through to the corner of Howe Street and Sutherland Street including Richardson Street and the Esplanade. It is tied to Port activities and land.

There are several assets including boardwalks, a boat ramp, footpaths, an open space area, roads, carpark and dunes in this area. There are also a large number of residential properties backing onto the beach from Kingsmill Street.

In the western most part of this Management Unit, there are a number of assets immediately adjacent to an existing seawall or beach access.

Several assets in the area have been impacted by erosion and inundation in recent extreme weather events. Although there was no direct impact on road infrastructure within this management unit, there is likely to be limited protection for these when impacts increase.

The West End foreshore is protected by two lengths of seawall, one extending from the Nelson Point Tug harbour to Marrapikurinya Park and the other protecting the boat ramp and boat trailer carpark adjacent to Richardson Street.

At present the section of foreshore between these two seawalls is vulnerable from erosion during significant storm events as there is minimal dune buffer between assets and the area of the beach face that coastal processes will act on during a storm event. Plugging this 'gap' with an additional seawall is currently being designed and is likely to be funded at a cost of approximately $2.7 million.

The additional seawall will protect the social values of the broader community by maintaining Marapikurrinya Park and adjacent public assets.

Further to the east is the Richardson Street boat ramp. This asset will become partially redundant once the marina boat ramp is developed. Whilst the ramp will not be decommissioned and will be retained for boat launching in emergencies, the large boat trailer parking area is a prime area of waterfront that may be able to be better utilised as it reaches the end of its maintenance cycle.

Recent events have also confirmed the potential impact of erosion on other infrastructure and assets in proximity to the water and beach. The properties backing onto the beach from Kingsmill Street are threatened in the short to medium term, with the recent erosion undermining fences and outbuildings along this line.

A number of studies including the CHRMAP and the more recent coastal investigations consider a seawall to the back of the Kingsmill Street properties as a hard protection measure, however, it is noted that a seawall in this area will predominantly protect private development. As a result, it is unlikely that the Town of Port Hedland could attract public funding for this seawall in the short term, and especially in light of the changes proposed as part of the Improvement Scheme in this area. Funding would instead have to be found from capital works budgets at a cost to ratepayers of approximately $13.3 million

In addition, some changes to the coastline in this area may eventuate as a result of the changed coastal environment from the marina development. This could lead to some accretion of sand in the short term. Further development sites west of the marina may further enhance this affect, although these are some years away.

A coastal pathway is also proposed in this area along an existing gazetted road that separates the Kingsmill Street properties form the coast.

5.4.1 Recommended Actions

A flexible approach is proposed in this Management Unit. It is recommended that the Town continue to progress the planning for the West End 'gap' seawall, as this is substantially progressed and funded, and will protect much valued public assets.

Advantage should be taken of the development, including ensuring pathways and lighting along this edge reflect the broader strategy of materials, finishes and planting, as well as providing continual coastal pathways.

Further to the east, the existing Richardson Street boat ramp should be modified to reduce the parking area after the marina ramp is open. This site could be reformed to provide a space for caravan and RV parking (not overnight) close to the commercial area with an opportunity to overlook the ocean. This would provide a much needed space for large vehicles to park whilst accessing town. The balance of the car park could be revegetated and returned to nature over time. It is recommended that this action be undertaken in conjunction with a supply analysis of parking in the West End.

Along the Kingsmill Street section, it is recommended that a coastal pathway be constructed and pathway to the beach at the end of Darlot Street carefully formalised and managed to improve the current ad-hoc crossing of the dunes which is leading to some disrepair. The Town may consider local laws to issue fines for crossing the dunes where no pathways exist.

There is also an option to limit development along this section of coast to ensure further development is not put at risk, although this will largely be resolved through the Improvement Scheme.

Monitoring of the erosion in front of these properties is recommended in line with the CHRMAP and there is a potential to provide some sand nourishment if required in the short term, also noting the potential lack of availability of fill.

The trigger for this action would be the reduction in the usable beach width during normal conditions to less than 20m measured to the high water mark. Note during storm events it is expected that the beach width will temporarily reduce while water levels are elevated.

As sea level rises over the longer term, this option will reduce in effectiveness, with sand likely to be required to be placed at an ever increasing frequency/volume.

Cyclone damage should be cleaned up as and when required and replacement of assets should be carefully considered based on each event.

Notwithstanding, the Town should continue to strive for removal of underground infrastructure in parallel to the coast where possible.

Finally, the CFMP recommends revegetation of the mangrove and the coastal vegetation where possible in this Management Unit.

Table 4 and Figure 8 & 9 illustrate the proposed Management Actions.

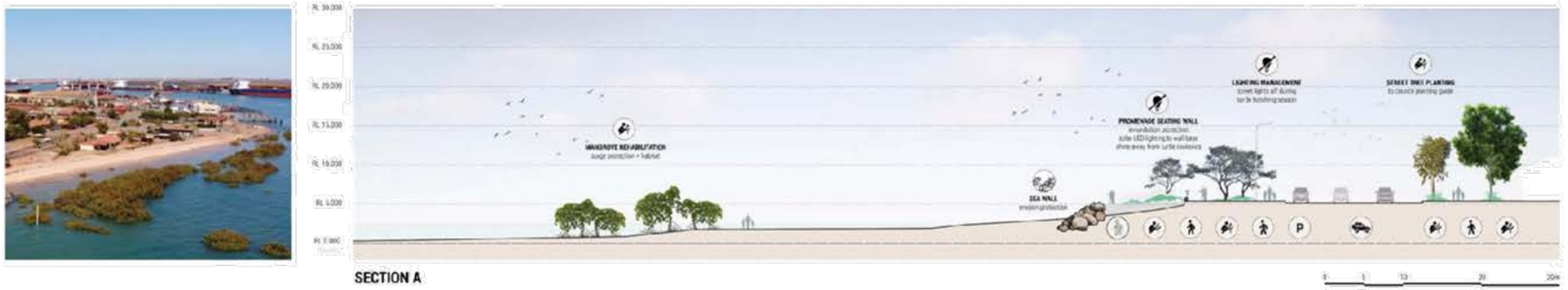
TABLE 4 - WEST END MANAGEMENT UNIT 1 MANAGEMENT ACTIONS

Action Item	Action	Comment	Responsibility	Timing
WE 1	Progress the design and delivery of the 'gap' seawall, ensuring pathways are developed as part of the structure		Town of Port Hedland	Short term
WE 2	Undertake revegetation/planting of coastal vegetation and mangroves along the Management Unit coastline	Partner with BHP and PPA for mangrove stock	Town of Port Hedland in partnership with BHP	Short-medium term
WE 3	Redevelop the Richardson Street boat ramp car park for short stay caravan and RV parking in a smaller configuration and revert the balance to vegetation	Parking supply should be reviewed when a development proposal for the site is considered.	Town of Port Hedland	Medium term
WE 4	Clean up cyclone damage as and when required		Town of Port Hedland	Ongoing
WE 5	Construct the Kingsmill Street coastal pathway		Town of Port Hedland	Short term
WE 6	Formalise and construct dune pathway at the end of Darlot Street.	Consider establishing a local law to manage ad-hoc crossing of the dunes.	Town of Port Hedland	Short term
WE 7	Monitor erosion in front of Kingsmill Street properties.	Consider limiting development to relocatable/sacrificial in this area	Town of Port Hedland in partnership with landowners	Short-medium term
WE 8	Once poles, wires, drainage, paths hit degradation point (trigger) to be replaced on the inland side of Richardson Street		Service agencies Town of Port Hedland	Ongoing
WE 10	Retreat of foreshore infrastructure (bins, seats, signs, other) from coastal edges when at end of life		Town of Port Hedland	Ongoing

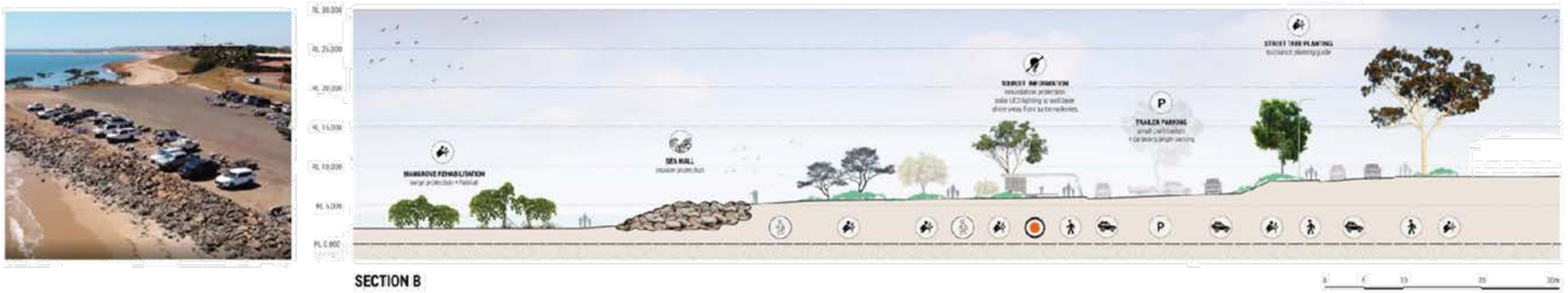
West End - Management Unit 1



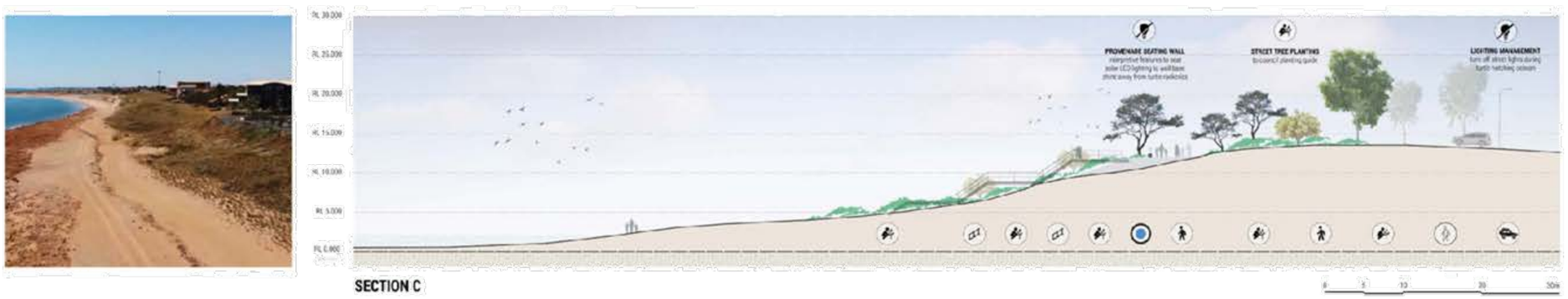
FIGURE 8 - WEST END MANAGEMENT UNIT 1 LANDSCAPE PLAN



SECTION A



SECTION B



SECTION C

FIGURE 9 - WEST END MANAGEMENT UNIT 1 CROSS SECTIONS



5.5 Spoilbank - Management Unit 2

Management Unit 2 relates to the area from Howe Street through to Rodereda Street and takes in the whole of the Spoilbank. The Port Hedland Yacht Club is located on the western side of the Spoilbank, with the proposed Port Hedland Marina development also proposed on this side and the area closest to the Port Hedland townsite largely planned out over several stages.

Assets in this area include the yacht club buildings and associated infrastructure including a carpark, unconstructed vehicle access ways, walking paths, sparse vegetation, dunes and signage.

The Spoilbank is highly valued by the community for four wheel driving and fishing, but is also a moving coastline subject to tidal movements and storm events.

The Spoilbank area is at risk of inundation and erosion from increased storm activity and raised water levels. Additionally, four wheel drive activity increases the erosion of low-lying land and damages vegetation that helps stabilise the area.

The Town of Port Hedland is planning to construct a road for the marina development which will serve the Spoilbank until the marina is developed and will then likely become an alternative emergency access.

It is recognised that the proposed marina development will provide some protection for sections of the Spoilbank from erosion.

There are limited assets on the Spoilbank beyond the marina location; some shelters, signage, gravels 'roads' and some rock to stabilise the most landward parts of the Spoilbank. Beyond this, the Spoilbank is relatively untouched.

However, the yacht club is currently proposing a junior yacht club on the eastern side of the Spoilbank close to existing shelters. Consideration is being given for a sea container type storage facility which may be utilised for refreshments during race events.

5.5.1 Recommendations

The CFMP supports the rationalisation of formal vehicular access to the Spoilbank. Vehicle access paths should be well sign posted to encourage the 'right' paths rather than ad-hoc crossing of the vegetated part of the dunes.

The CFMP proposes a program of planting to allow revegetation to stabilise the dunes, with an opportunity for community involvement in planting.

While existing off-road four wheel drive access is proposed to be retained, it is recommended that this is monitored longer term to ensure there aren't additional access paths made which results in degradation of the vegetation on the Spoilbank and further destabilisation of the dunes.

Some sand nourishment may be considered if the coast of the Spoilbank changes dramatically in locations closest to the Port Hedland coastline where impact may be experienced by landward properties, however, this should be limited as it is recognised that the Spoilbank is a moving land mass.

Cyclone damage should be cleaned up as and when required and replacement of assets should be carefully considered based each event.

Table 5 and Figure 10 & 11 illustrate the proposed Management Actions.

TABLE 5 - SPOILBANK MANAGEMENT UNIT 2 MANAGEMENT ACTIONS

Action Item	Action	Comment	Responsibility	Timing
SB 1	Signpost vehicle access ways across the Spoilbank to encourage the use of more formalised pathways	Monitor use of unmarked pathways to determine if more formalised paths are required.	Town of Port Hedland	Short term
SB 2	Undertake revegetation/planting of coastal vegetation		Town of Port Hedland in partnership with Care for Hedland	Short-medium term
SB 3	Support the Yacht Club proposal provided that structures can be removed or adequately tied down before destructive cyclone events		Yacht Club in consultation with Town of Port Hedland	Short term
SB 4	Clean up cyclone damage as and when required		Town of Port Hedland	Ongoing
SB 5	Manage foreshore infrastructure in accordance with the Spoilbank CHRMAP as approved by Council		Town of Port Hedland	Ongoing
SB 6	Monitor changes in the Spoilbank coast and implement adaptation pathways in accordance with the Spoilbank CHRMAP as approved by Council		Town of Port Hedland	Ongoing

Spoilbank - Management Unit 2



FIGURE 10 - SPOILBANK MANAGEMENT UNIT 2 LANDSCAPE PLAN

PAGE 67

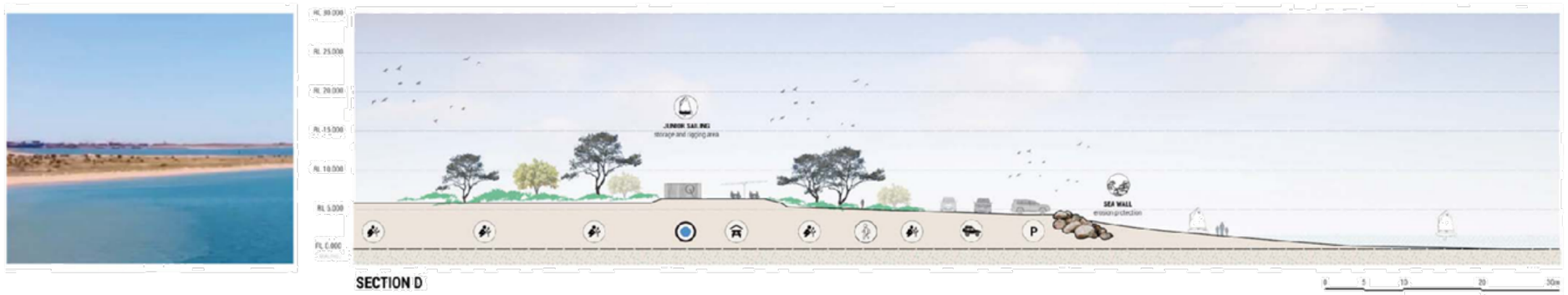


FIGURE 11 - SPOILBANK MANAGEMENT UNIT 2 CROSS SECTION



5.6 Sutherland Street - Management Unit 3

The Sutherland Street management unit covers the area from Rodereda Street to Clark Street. This includes Cemetery Beach and the Civic Centre area.

Assets in this area include the Cemetery Beach Park, beach access, footpaths, vegetation, car parking, a turtle nesting and hatching area, educational signage, beach-fronting residential and commercial properties and supporting service infrastructure like light poles and roads.

At the eastern end of this area, the Civic precinct contains several assets including parks, gardens and the Gratwick Aquatic Centre.

Beach access stairs at the point where Crawford Street and Sutherland Street meet have been significantly impacted by TC Veronica and remain closed, although the community has made makeshift access down the side of the stairs, impacting on the stability of the dune.

The Cemetery Beach end of this Management Unit is largely protected by existing rocky cliffs which shelter the coastline. As a result this area has remained largely stable over the long term.

Notwithstanding, the effects of TC Veronica on the parklands were significant, and many paths and some community infrastructure such as playgrounds, shelters and seating areas were impacted.

There are high social values associated with the Cemetery Beach Playground and this section of the coast for the community and visitors. This includes the turtle monitoring and sighting area.

In the section of this coastline between Webster Street and the Koombana Lookout, erosion is visible with a substantially shifting shoreline which can be affected by severe storm events. Again in this zone, TC Veronica revealed the vulnerability of both the foreshore and adjacent properties, including the Hedland Hotel.

The vegetation along the shoreline here is affected by weed varieties, and there are no access paths to the beach in this location leading to some confusion for how to access the beach. This is especially the case for visitors staying at the accommodation at the Hedland Hotel, and leads to ad-hoc crossing of the dunes to get to the beach. The shoreline here is gently undulating from Sutherland Street to the Beach and appears a wide distance.

Between Koombana Lookout and Clarke Street the environment changes again, making this one of the most varied Management Units in the CFMP. From this point the landward properties are more significantly elevated (approximately 10 metres) and the distance from the property and/or road and path infrastructure to the beach front is much narrower.

TC Veronica's impact on this section of coastline, particularly at the location of the Crawford and Sutherland Street, was considerable, with damage to the existing vegetation that helps to stabilise dunes, and substantial and visible erosion of the primary dune in close proximity (approximately 1-2 metres) to the footpath. The resultant vertical scarp exposed is 1-2 metres in height.

Both previous studies and TC Veronica in March 2019 reveal the vulnerability of both the foreshore and adjacent private properties in this location.

The CHRMAP suggested short term interim protection (e.g. sand replenishment, or an interim intertidal rocky platform), with longer term options such as managed retreat or hard passive protection.

However, as a result of the damage from TC Veronica the Sutherland Street Erosion Concept Adaptation Options Study was prepared, which proposes an additional hard active protection option of a rock seawall.

The rock seawall is proposed for a relatively short section as a rocky platform is visible along the beach at around the location of Moseley Street, which appears to protect the coast eastwards of that line.

Sand nourishment in this location is estimated at $12.5 million dollars as a capital cost and an annual operating cost of $5 million.

Managed retreat, which would affect 22 private residences, fencing and lighting, pathways, shade structures, roads and assets within the Gratwick Aquatic Centre, has been estimated at approximately $62 million, which includes acquisition of those properties.

The seawall is estimated at $7.5 million with annual operating costs (maintenance) of $53,000. Whilst the cheaper of the options, it is noted that a seawall in this area will predominantly protect private development.

As a result, it is unlikely that the Town of Port Hedland could attract public funding for this seawall in the short term, and funding would have to be found from capital works budgets at a cost to ratepayers of approximately $12.1 million over 25 years. Notwithstanding, the Town has progressed detailed design for this wall and this leaves the Town in a good position to move quickly should funding be made available.

The CFMP considers community values in this area and the coastal processes experienced here, to inform its recommendations. This includes the value of accessing a beach for walking and swimming etc, also recognising that access to these activities is quite challenging at present.

5.6.1 Recommended Actions

The CHRMAP recommends a variety of responses in this Management Unit that reflect the varied coastline, although monitoring and revegetation/planting is proposed along the entire Management Unit.

Where the Cemetery Beach coast is largely protected, proposed actions are relatively simple and staged, including an approach to asset management and replacement that reduces cost implications over time.

This includes the relocation of any shade, shelter and seating further away from the coastline if significantly damaged (e.g. cyclone damage), and the replacement of hard formed coastal paths with gravel base that can be easily replaced after storms. The materials and finishes specifications provide for this.

Whilst gravel paths are not universally accessible, Cemetery Beach has multiple pathways and access points which will remain accessible, and as such these small moves away form hard formed paths will have limited overall impact.

In the section between Webster Street and the Koombana Lookout it is recommended to provide better signage and wayfinding to beach access pathways. This will reduce ad-hoc destabilisation of the dunes in the area. A partnership with the Hedland Hotel for planting and signage may improve tourist behaviours associated with this coastline as well.

Recommended actions between Koombana Lookout and Clarke Street are more complicated and a flexible approach is being proposed.

Whilst monitoring is proposed, it is also recognised that risk in this location currently intolerable. To ensure that a seawall option can be progressed in the future, it is recommended that short term actions include sand nourishment and revegetation. This approach would only seek to maintain the coastline for as long as possible before a further decision would need to be made.

A sand supply location would need to be identified, and at this time it is recommended that the Town consider dredge materials from the marina development as an option. The design of the seawall should be finalised to enable quick response if funding becomes available.

At the same time, it is recommended that the Town consider relocating assets on the inland side of Sutherland Street when they require replacement (due to degradation or severe storm events). This would include the pedestrian path, signs, lights, bins and seats. Whilst the coastal edge is where the community wants to walk, such a program of relocation will signal that change is required, and provide the community with greater awareness of coastal hazard risks.

It is recommended that the beach access stairway be reinstated, and signed to clearly indicate that off path beach access is not suitable due to dune repair.

Cyclone damage should be cleaned up as and when required and replacement of assets should be carefully considered based each event. Notwithstanding, the Town should continue to strive for removal of underground infrastructure in parallel to the coast where possible.

Table 6 and Figure 12 & 13 illustrate the proposed Management Actions.

TABLE 6 - SUTHERLAND STREET MANAGEMENT UNIT 3 MANAGEMENT ACTIONS

Action Item	Action	Comment	Responsibility	Timing
SS 1	Monitor changes to the coastline and take action when triggers are reached		Town of Port Hedland	Ongoing
SS 2	Undertake revegetation/planting of coastal vegetation		Town of Port Hedland in partnership with Care for Hedland	Short-medium term
SS 3	Replace damaged coastal paths with gravel road base/temporary materials when relevant	Ensure that at least one universally accessible path remains along the foreshore	Town of Port Hedland in partnership with Care for Hedland	Ongoing
SS 4	Manage lighting with regard to turtle nesting habitat		Town of Port Hedland in partnership with Care for Hedland	Short term
SS 5	Improve wayfinding and signage in proximity to turtle nesting area to better manage unintended impacts from access to the beach during hatching	Link to OM 8	Town of Port Hedland in partnership with Care for Hedland	Short term
SS 6	Finalise the design of the seawall to enable quick response if funding becomes available.		Town of Port Hedland	Short term
SS 7	Retreat of foreshore infrastructure (bins, seats, signs, other) from coastal edges when at end of life		Town of Port Hedland	Ongoing
SS 8	Improve signage and wayfinding from the central section of the Management Unit to indicate nearest beach access points in either westerly or easterly direction.		Town of Port Hedland	Short term

TABLE 6 - SUTHERLAND STREET MANAGEMENT UNIT 3 MANAGEMENT ACTIONS (CONT'D)

Action Item	Action	Comment	Responsibility	Timing
SS 9	Partner with the Hedland Hotel to manage ad-hoc beach access and undertake revegetation		Town of Port Hedland in partnership with Hedland Hotel	Short term
SS10	Repair or replace Crawford and Sutherland Street beach access staircase. Provide wayfinding signage inland to direct tourists to the access point (from overflow caravan site)		Town of Port Hedland	Short term
SS11	Replace coastal infrastructure including poles, wires, drainage, paths to the inland side of Sutherland Street once assets hit degradation point (trigger)		Town of Port Hedland	Ongoing
SS12	Clean up cyclone damage as and when required		Town of Port Hedland	Ongoing

Sutherland Street - Management Unit 3

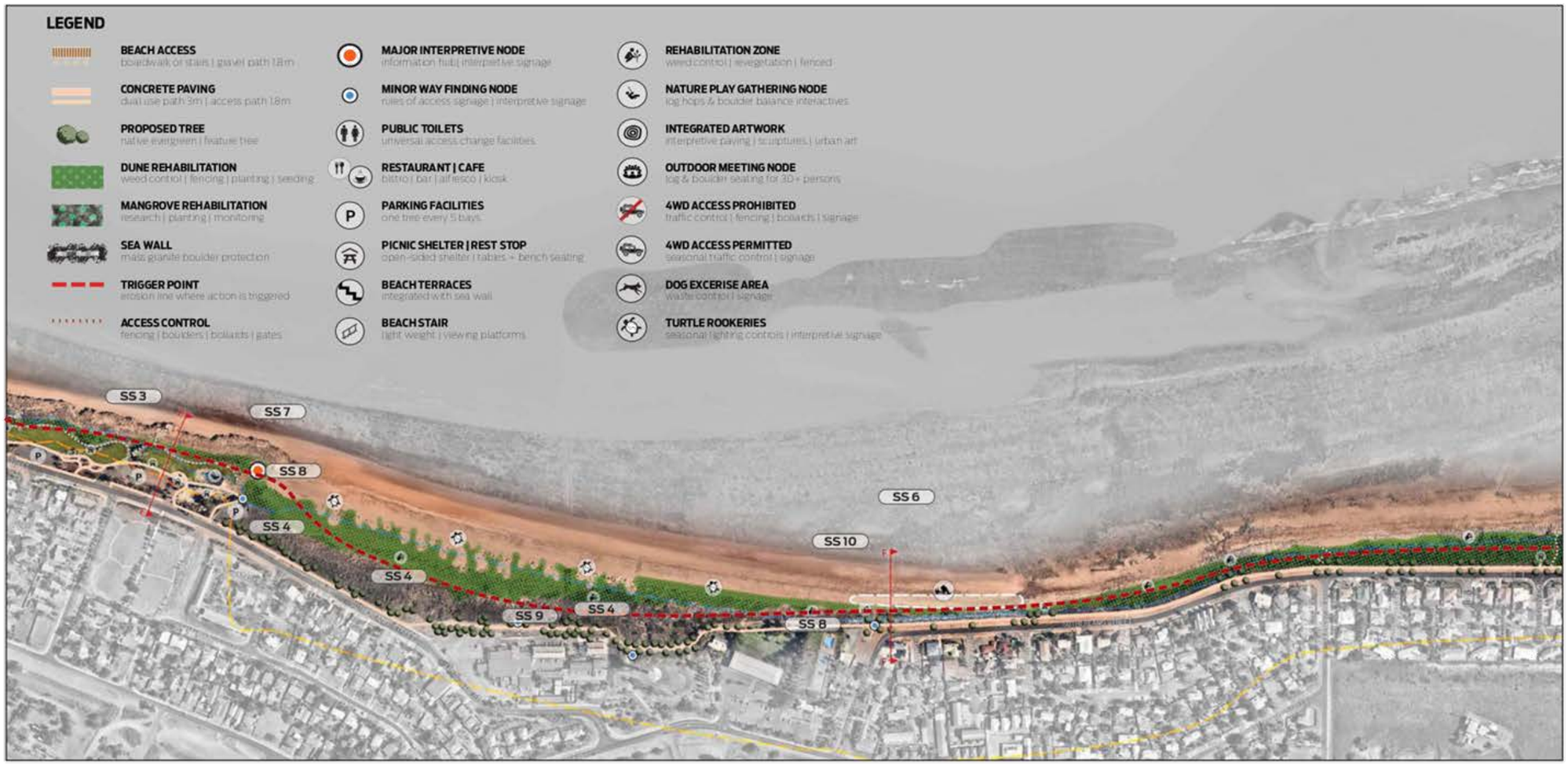


FIGURE 12 - SUTHERLAND STREET MANAGEMENT UNIT 3 LANDSCAPE PLAN

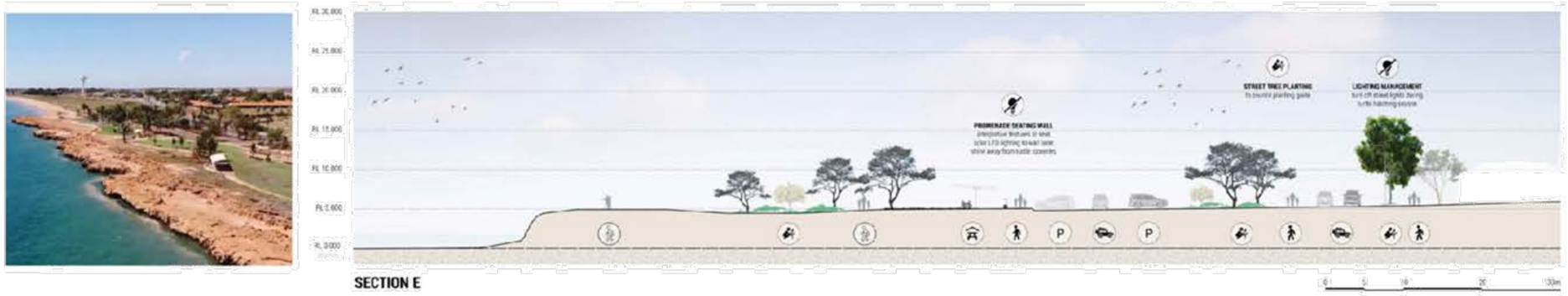


FIGURE 13 - SUTHERLAND STREET MANAGEMENT UNIT 3 CROSS SECTION



5.7 Cooke Point - Management Unit 4

The Cooke Point management unit stretches from Clarke Street to Cooke Point. The area covers the northern coastline and the headland to Rock of Ages.

Assets in this area include roads and associated lighting infrastructure, drainage and other support services, vegetation, walking paths, beach-fronting or beach-adjacent residential development and dunes.

A large section of this coastline is comprised of an underlying hard rock therefore erosion, whilst still a concern in this location, is less of a risk compared to the rest of the coastline.

The community values access to this location, and the area is notably absent of clearly signposted or accessible pathways. The draft Port Hedland Parks and Paths Strategy identifies a pathway connection through this Management Unit between Keesing Street north and Dempster Street.

The community has also indicated it may be pleasant to have somewhere to stop and rest near the Rock of Ages where views are expansive. An opportunity may exist to establish a coastal cafe or similar on the old Port Hedland Detention Centre site on Dempster Street.

Given the existing conditions and underlying geomorphology, an adaptation pathway of monitoring, managed retreat of coastal assets and avoiding new development has been recommended. Pathways and landscape treatments recommended in a number of documents and desired by the community are recommended to be constructed in a manner that is less costly but functional, given impending coastal risks.

There are a number of beach access points (formal and informal) along this section of coastline and it would be opportune to formalise and clearly signpost these pathways at such time as they require repair and maintenance.

There is also a sporadic / opportunistic turtle nesting habitat along this section of coastline.

There is also limited evidence of four wheel drive access tracks across the area, although this is not a designated four wheel drive area. This activity damages the existing vegetation and reduces the stability of the dunes, increases erosion risk in the future.

There are no formal access paths along the coast or to Rock of Ages, which may encourage four wheel driving through this area.

5.7.1 Recommended Actions

Monitoring and revegetation is proposed throughout this Management Unit.

Completion of the coastal path that is important for walking and cycling (for recreation and commuting) is recommended. Formed pathways should be located as close as possible to adjacent roads, whilst some gravel road base pathways are encouraged to access the Rock of Ages, in a temporary/sacrificial style as proposed in other coastal locations.

Better control of access to stop four wheel driving in this location is encouraged. Controlled access can provide opportunities for education and awareness as well as improved public facilities such as bins and signage at access points.

In general, a low scale approach to this Management Unit is proposed, with some formalisation of access in line with community values.

Table 7 and Figure 14 & 15 illustrate the proposed Management Actions.

TABLE 7 - COOKE POINT MANAGEMENT UNIT 4 MANAGEMENT ACTIONS

Action Item	Action	Comment	Responsibility	Timing
CP 1	Monitor changes to the coastline and take action if triggers are reached		Town of Port Hedland	Ongoing
CP 2	Undertake revegetation/planting of coastal vegetation		Town of Port Hedland in partnership with Care for Hedland	Short-medium term
CP 3	Complete the coastal pathway between Keesing Street north and Dempster Street and establish informal pathways with gravel to access Rock of Ages		Town of Port Hedland	Short-medium term
CP 4	Manage lighting with regard to turtle nesting habitat		Town of Port Hedland in partnership with Care for Hedland	Short term
CP 5	Limit development of foreshore infrastructure (bins, seats, signs, other) from coastal edges		Town of Port Hedland	Ongoing
CP 6	Improve signage and wayfinding to indicate nearest beach access points in either westerly or southerly direction.		Town of Port Hedland	Short term
CP 7	Replace coastal infrastructure including poles, wires, drainage, paths to the inland side of coastal-adjacent roads once assets hit degradation point (trigger)		Service agencies Town of Port Hedland	Ongoing
CP 8	Clean up cyclone damage as and when required		Town of Port Hedland	Ongoing
CP 9	Use beach access rationalisation as an opportunity for education and awareness		Town of Port Hedland in partnership with Care for Hedland	Short-medium term

Cooke Point - Management Unit 4



FIGURE 14 - COOKE POINT MANAGEMENT UNIT 4 LANDSCAPE PLAN



FIGURE 15 - COOKE POINT MANAGEMENT UNIT 4 CROSS SECTION



5.8 Pretty Pool Management Unit 5

The Pretty Pool management area covers the area from Cooke Point to Four Mile Creek, with Paniya Parade at the southern end of the study area. It includes the Pretty Pool parklands, beach and boat access area, parking, toilets and playgrounds as well as lighting, bins and inland along the creek.

Assets in this area also include road and lighting infrastructure, footpaths and a large number of residential properties backing onto the beach and vegetation.

In the northern most section of the Management Unit, the main risks for the assets in this areas are from the erosion of dunes and encroachment towards residential properties specifically near Barker Court and the southern section of Goode Street. There is also risk to path, road and tourism infrastructure in this area, which may lead to property loss and reduced connections through damage to infrastructure.

As storm severity increases, the dune system loses its ability to recover, and the risk of erosion to the public beach and dunes will become intolerable. The limited buffer zone between the area of active coastal processes and adjacent assets aids encroachment towards residential properties.

The CHRMAP considered a managed retreat option in this area, and other interim protection options. Managed retreat in this area is estimated at approximately $11 million including the acquisition of five private residences.

Whilst the CHRMAP did not recommend a seawall in this location, as a result of the damage from TC Veronica the Goode Street Erosion Concept Adaptation Options Study was prepared, which proposes an additional hard active protection option of a rock seawall.

It is noted that a seawall in this area will predominantly protect private development. As a result, it is unlikely that the Town of Port Hedland could attract public funding for this seawall in the short term, and funding would have to be found from capital works budgets at a cost to ratepayers of approximately $3-4.5 million with maintenance required every 5-10 years.

Notwithstanding, the Town has progressed detailed design for this wall and this leaves the Town in a good position to move quickly should funding be made available.

The community values access to this location, and the area is notably absent of consistent coastal pathways. The draft Port Hedland Parks and Paths Strategy identifies a pathway connection through this Management Unit linking the two sections of Goode Street.

The southern portion of this area is recognised as being impacted by inundation and erosion effects. Few of the recent studies define specific solutions as there is an expectation of detailed planning associated with the Pretty Pool urban development area. The CHRMAP recommends short term monitoring and long term interim protection and accommodation.

Options in the CHRMAP include the use of tidal gates across tidal creeks and levees around tidal creeks, however, a number of factors affect the feasibility of these measures including the number of roads that would need to be rebuilt, the impact on drainage and the geotechnical conditions of the area.

These solutions would also have large environmental and social impact on the tidal creeks at Pretty Pool and Four Mile Creek including the important mangrove habitats.

The draft Port Hedland Parks and Paths Strategy also identifies a pathway connection south from Goode Street and crossing Pretty Pool, for which a preliminary pedestrian bridge design has been developed.

Pretty Pool remains a highly valued location for beach access, recreation, fishing and gathering. Notwithstanding the importance of the natural environment in this area to the community, there is obviously unfettered four wheel drive access on the creek side which destabilises the area and weakens the natural protections of vegetated dunes.

5.8.1 Recommended Actions

The CFMP considers the values associated with this area and recommends proposed management actions including monitoring and dune stabilisation through revegetation across the entire Management Unit.

It is also recommended that the town finalise detailed plans for the Goode Street seawall such that it is ready if funding becomes available, whilst also progressing plans to revegetate the mangroves and replant the dunes.

Path ways connections indicated in the draft Port Hedland Parks and Paths Strategy are recommended, although it is noted that sections of this path may need to be constructed of more temporary materials such as gravel, as these linear pathways will continue to vulnerable.

The Town should continue to encourage the development of the Pretty Pool pedestrian bridge, which will form a key pedestrian and cyclist connection off the major road network.

A number of specific actions to Pretty Pool are recommended; establishment of bike racks, more shade trees and ongoing maintenance and upkeep of the parking area and toilets.

The current access management to the south of Pretty Pool is relatively informal in style (large boulders), which add to the natural feel of the area whilst managing some four wheel drive access.

More education and awareness of avoiding the vegetated dunes should be undertaken, to reduce destabilisation of the dune area, although beach access would not be limited.

As with other Management Units, where infrastructure is located on the coastal side of roads adjacent the coast, it is recommended that the replacement of the damaged coastal paths with paths of a more temporary material like gravel that will respond to extreme weather events occur, and formed paths and linear service infrastructure be gradually relocated to the inland side of the road.

Improved signage and wayfinding would be desirable, as well as better signage at the Staircase to the Moon node.

Table 8 and Figure 16 & 17 illustrate the proposed Management Actions.

TABLE 8 - PRETTY POOL MANAGEMENT UNIT 5 MANAGEMENT ACTIONS

Action Item	Action	Comment	Responsibility	Timing
PP 1	Monitor changes to the coastline and take action if triggers are reached		Town of Port Hedland	Ongoing
PP 2	Undertake revegetation/planting of coastal vegetation and mangroves	Partner with BHP to access mangrove planting stock	Town of Port Hedland in partnership with BHP	Short-medium term
PP 3	Finalise the design of the Goode Street seawall to enable quick response if funding becomes available.		Town of Port Hedland	Short term
PP 4	Complete the coastal pathway linking Goode Street with temporary materials (gravel road base)		Town of Port Hedland	Short-medium term
PP 5	Continue to progress designs for the Pretty Pool pedestrian bridge.		Town of Port Hedland	Medium term
PP 6	Manage lighting with regard to turtle nesting habitat		Town of Port Hedland in partnership with Care for Hedland	Short term

TABLE 8 - PRETTY POOL MANAGEMENT UNIT 5 MANAGEMENT ACTIONS (CONT'D)

Action Item	Action	Comment	Responsibility	Timing
PP 7	Plan for and implement additional bike racks and shade trees at Pretty Pool park.		Town of Port Hedland	Medium term
PP8	Limit development of foreshore infrastructure (bins, seats, signs, other) from coastal edges		Town of Port Hedland	Ongoing
PP 9	Replace coastal infrastructure including poles, wires, drainage, paths to the inland side of coastal-adjacent roads once assets hit degradation point (trigger)		Service agencies Town of Port Hedland	Ongoing
PP 10	Improve signage and wayfinding for beach access as well as signage of the Staircase to the Moon nodes.		Town of Port Hedland	Short term
PP 11	Use beach access management as an opportunity for education and awareness		Town of Port Hedland in partnership with Care for Hedland	Short-medium term
PP12	Clean up cyclone damage as and when required		Town of Port Hedland	Ongoing

Pretty Pool - Management Unit 5

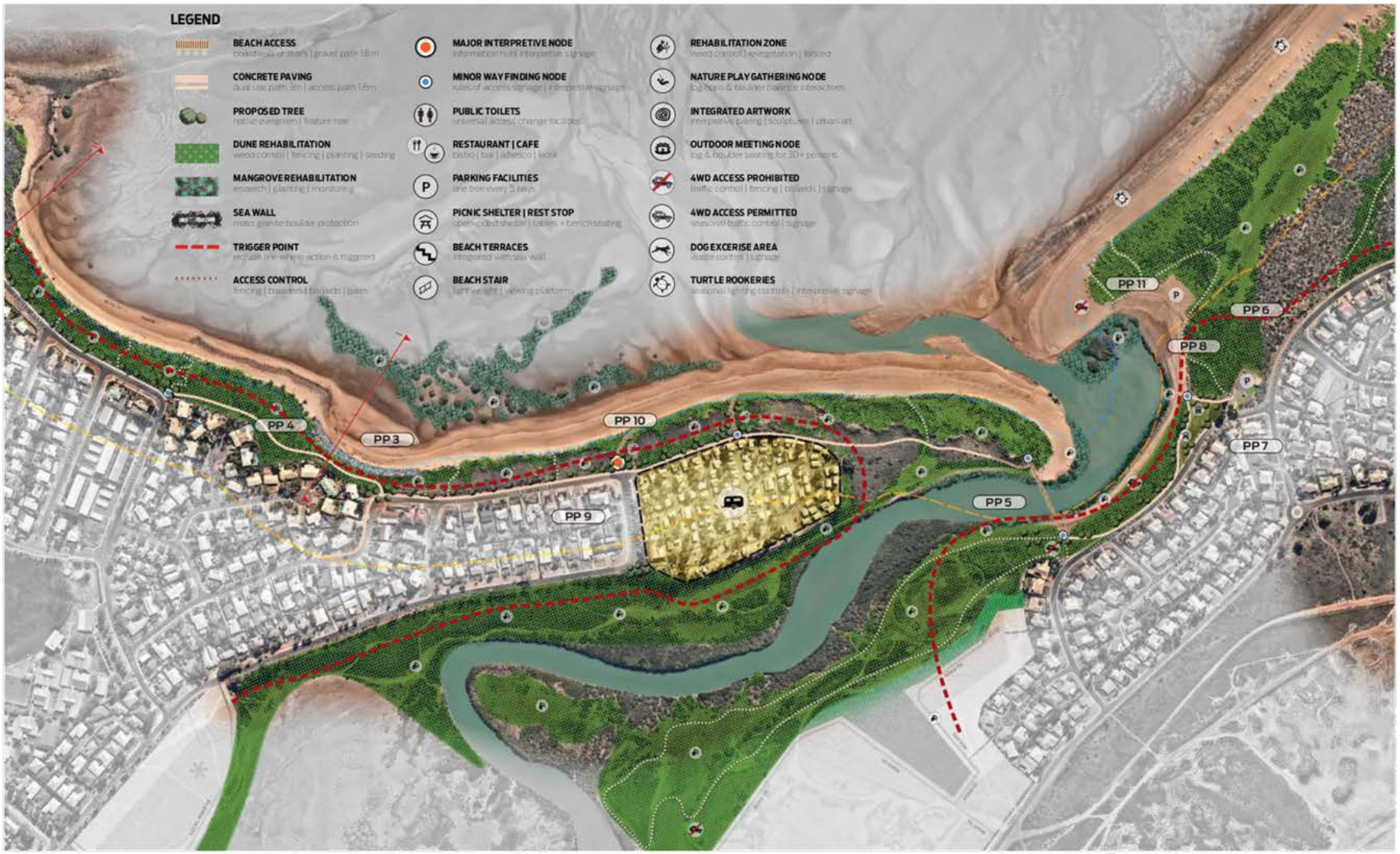


FIGURE 16 - PRETTY POOL MANAGEMENT UNIT 5 LANDSCAPE PLAN

PAGE 84

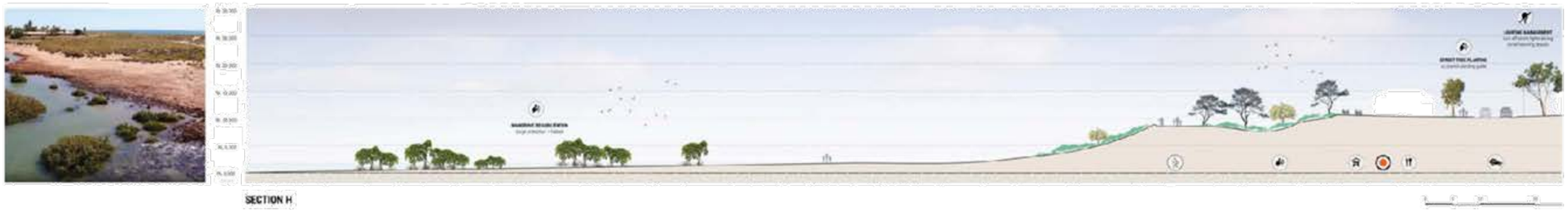


FIGURE 17 - PRETTY POOL MANAGEMENT UNIT 5 CROSS SECTIONS



5.9 Four Mile Creek - Management Unit 6

Management Unit 6 covers the area from the mouth of the creek inland to the intersection of Wilson Street and Gray Street. It covers the extent of Four Mile creek and its adjacent flats and plains.

Management Unit 6 is predominantly characterised by natural assets. There is a risk of inundation from increased storm activity and raised water levels.

The most western area lies adjacent to the residential area at Pretty Pool, with uncontrolled four wheel drive / off road access trails in the north-west and south-west sections. The uncontrolled four wheel drive activity across the management unit increases erosion of low lying land and damages tracts of existing vegetation which stabilise the underlying sand forms.

Assets in this area include the creek, a significant mangrove population, other vegetation, dunes and walking and cycling paths. There are bollards and signage along vehicle tracks and surrounding an informal parking area which are in need of repair.

In the northern section of this management unit the Town is investigating a cycling path that extends from Dowding Way in the south-eastern edge of the residential area in Pretty Pool south to Wilson Street (the main road) to create a pedestrian and cyclist circuit.

Future extensions of the path could be considered to include areas within Four Mile Creek.

In addition to the above mentioned assets, there are two Registered Aboriginal sites within the Management Unit:

- Register Aboriginal Site 6332 - Port Hedland Midden, located near the Wilson and Gray Streets
- Registered Aboriginal Site 731 - Four Mile Engravings, located south east of the mouth of the creek

5.9.1 Recommended Actions

There are very few studies relating to Management Area 6. The CHRMAP does not cover this area and therefore the hazards and risks of coastal processes are not fully understood. It is recommended that further studies be undertaken to better understand how erosion and inundation will impact on this area of coast to determine what, if any, more specific management of assets is required.

Cyclone damage should be cleaned up as and when required and replacement of assets should be carefully considered based each event.

Four wheel drive access may be more appropriate in locations where it will not have adverse impacts on coastal erosion. Replacement of the existing bollards with more natural barriers such as rocks, will encourage people not to travel on the informal tracks and reduce the potential for further and future coastal erosion.

Using structures that are temporary in nature or sacrificial, such as rocks for bollards, will minimise the cost of installation and reduce the need for maintenance by the Town.

Directional and educational information and signage about the local environmental and cultural significance of the area would also assist the local community to understand the importance of maintaining the coastal area.

It is recommended that the Town work with local Aboriginal groups to employ Aboriginal rangers to manage activity in the area.

Table 9 and Figure 18 illustrate the proposed Management Actions.

TABLE 9 - FOUR MILE CREEK MANAGEMENT UNIT 6 MANAGEMENT ACTIONS

Action Item	Action	Comment	Responsibility	Timing
FM 1	Undertake further studies to understand the hazards and risks associated with erosion and inundation		Town of Port Hedland	Short term
FM 2	Clean up cyclone damage as and when required		Town of Port Hedland	Ongoing
FM 3	Install natural bollards and barriers to discourage four wheel drive access		Town of Port Hedland	Short-medium term
FM 4	Introduce gathering and viewing locations with associated access and signage		Town of Port Hedland	Medium term
FM 5	Support the development of a ranger program for Traditional Owners		Town of Port Hedland in partnership with Kariyarra Aboriginal Corporation	Short term

Four Mile Creek - Management Unit 6

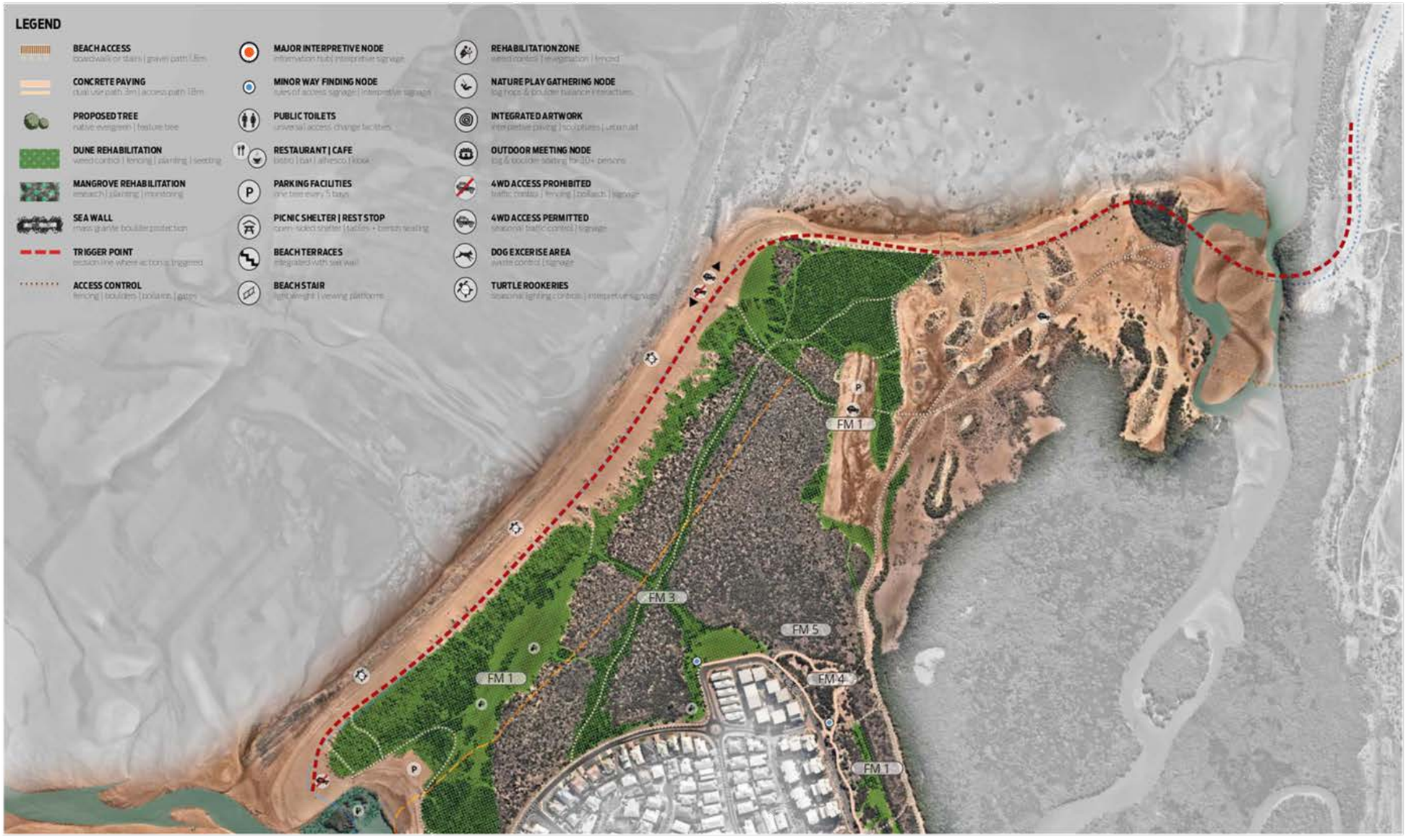
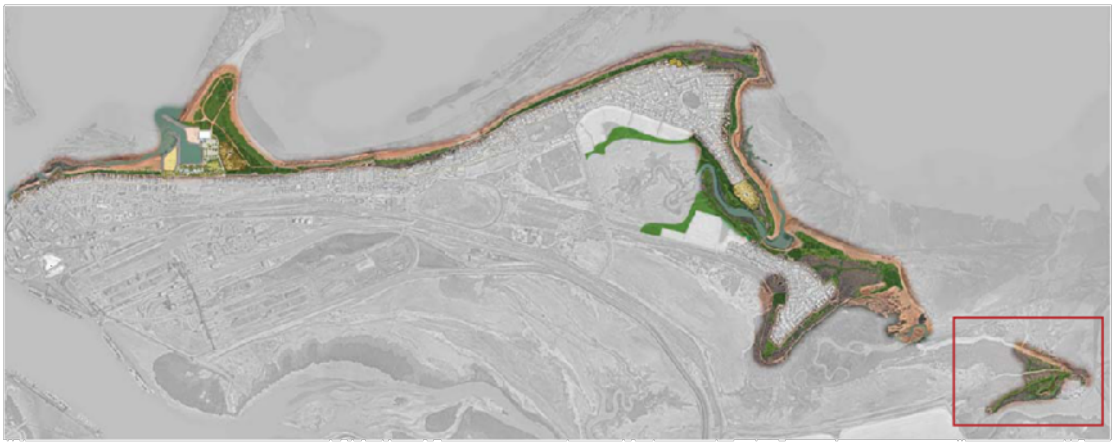


FIGURE 18 - FOUR MILE CREEK MANAGEMENT UNIT 6 LANDSCAPE PLAN



5.10 Six Mile Creek - Management Unit 7

The Six Mile Creek management unit covers the reserve at the end of Grey Street and extends inland to the salt ponds. The western boundary of the Six Mile Creek area abuts the salt ponds at the intersection of Wilson Street and Gray Street.

Six Mile Creek is recognised for its current and future use for ceremony for Traditional Owners. There are three registered Aboriginal sites in this location.

Six Mile Reserve (Reserve 39913) is currently under a memorandum of understanding between the Kariyarra Aboriginal Corporation (KAC) and the Town of Port Hedland for the joint management of the reserve. Ongoing reserve management responsibility is being reviewed.

There are limited assets on the Six Mile Creek area, including two solar shelters, Gray Street which runs through the management unit to the coast, a boat ramp, signage and bins. Beyond this Six Mile Creek is relatively untouched.

There is sparse vegetation, dunes and unconstructed four wheel drive access tracks that run from Gray Street to different sections of the beach in the Six Mile Creek area.

The recreational value of Six Mile Creek is highly regarded by residents and tourists alike. The area is used by the community for fishing, picnicking, kayaking, dog walking and boat launching.

Six Mile Creek is also recognised for its tourism potential.

The CHRMAP did not consider this management unit.

The Six Mile Creek area is at risk of inundation and erosion from increased storm activity and raised water levels. Additionally, four wheel drive activity across the area contributes to increased erosion of low-lying land and the degradation of vegetation and destabilisation of dunes in the management unit area.

5.10.1 Recommended Actions

Upholding and maintaining the Aboriginal heritage value of Six Mile Creek is central to recommended management actions.

There is a risk that Aboriginal heritage may not be protected if the area is promoted and there is increased local and visitor visitation. The area's potential for future tourism and increased local and visitor visitation will therefore need to be balanced with the Aboriginal significance of Six Mile Creek.

The CFMP recommends that the Town support the development of a ranger program for Traditional Owners to assist in protecting the area and educating visitors on the area's cultural and environmental values.

Further, the Town should consider sharing management responsibility of the Six Mile Creek management unit area with the KAC. The Town may want to investigate the potential for partnerships with BHP, Rio Tinto, the Department of Biodiversity, Conservation and Attractions (DBCA) and DPLH to fund paid local positions for Aboriginal rangers.

Four wheel drive access within the management unit should be rationalised to protect it as water levels rise and erosion becomes worse. The CFMP recommends prohibiting four wheel drive access at various locations and the revegetation of old four wheel drive access tracks.

The Town may consider local laws to issue fines for crossing the dunes where no signposted pathways exist.

The CFMP proposes a program of planting to allow revegetation to stabilise the dunes, with an opportunity for community involvement in planting.

As with the Four Mile Creek management unit, formalised gathering / viewing locations with associated directional and educational signage could be provided to encourage appropriate gathering.

It is recommended that the existing bins at the coastal edge be relocated further inland at the end of their life.

Table 10 and Figure 19 illustrate the proposed Management Actions.

TABLE 10 - SIX MILE CREEK MANAGEMENT UNIT 7 MANAGEMENT ACTIONS

Action Item	Action	Comment	Responsibility	Timing
SMC 1	Employ Kariyarra rangers to manage the area	To enable protection and education on cultural and environmental values	Town of Port Hedland in partnership with Kariyarra Aboriginal Corporation	Short term
SMC 2	Investigate sharing management responsibility of the SMC management unit with Kariyarra Aboriginal Corporation	Consider partnership models for funding and grants	Town of Port Hedland in partnership with Kariyarra Aboriginal Corporation	Short-medium term
SMC 3	Clean up cyclone damage as and when required		Town of Port Hedland	Ongoing
SMC 4	Undertake revegetation/planting of coastal vegetation and mangroves		Town of Port Hedland in partnership with Care for Hedland	Ongoing
SMC 5	Signpost gathering / viewing locations to assist with managing ad-hoc access of dunes	Monitor use of unmarked pathways to determine if signposts are adequate or local laws to issue fines are required	Town of Port Hedland	Short-medium term
SMC 6	Limit four wheel drive access	This should be undertaken in conjunction with SMC 4 and SMC 5	Town of Port Hedland	Short term
SMC 7	Retreat of foreshore infrastructure (bins) from coastal edges at end of life		Town of Port Hedland	Ongoing

Six Mile Creek - Management Unit 7

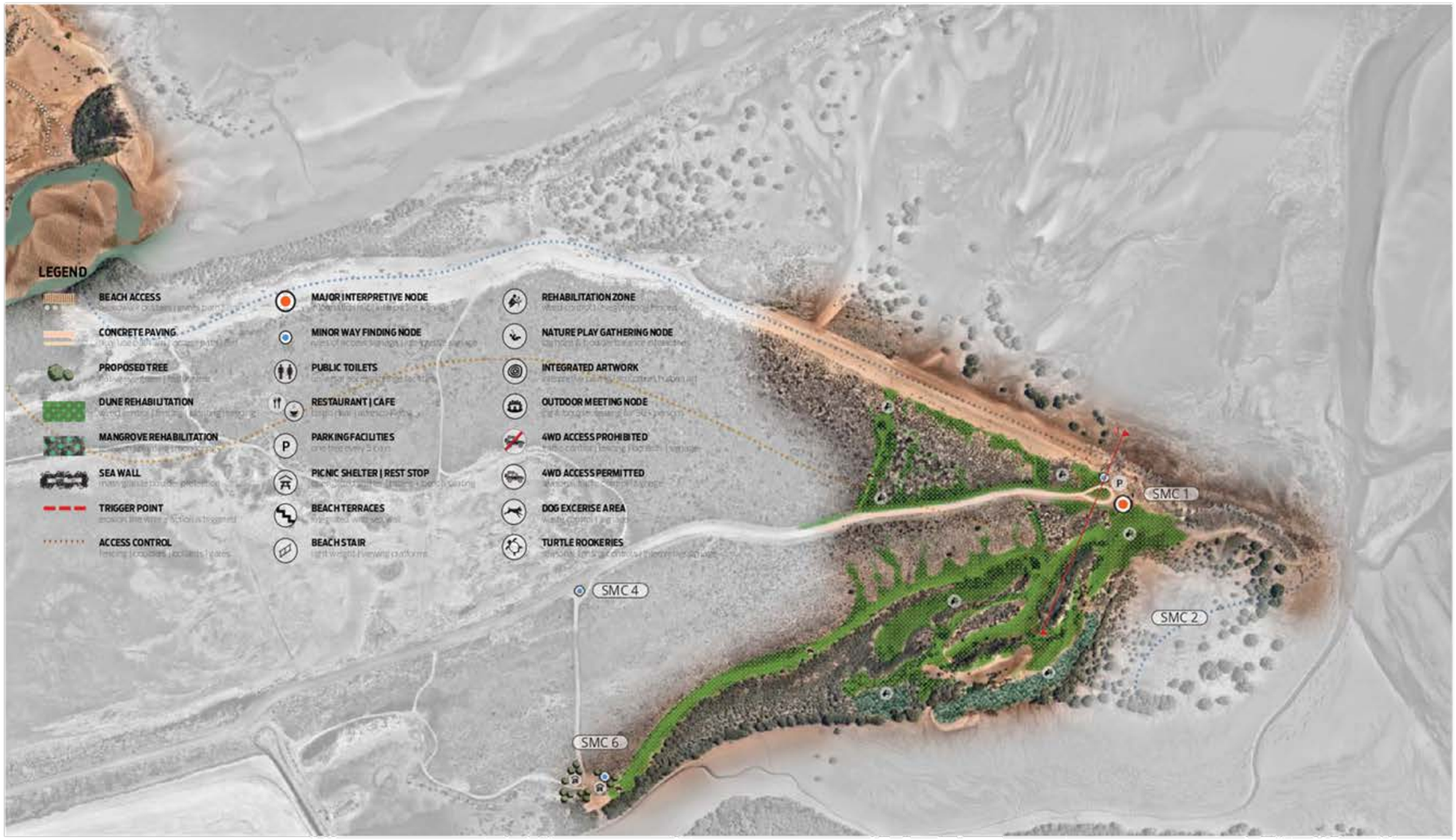


FIGURE 19 - SIX MILE CREEK MANAGEMENT UNIT 7 LANDSCAPE PLAN

PAGE 93

REFERENCES

BAIRD (February 2020). Port Hedland Spoilbank Marina Metocean Design Criteria and Coastal Process Studies. Report prepared for WA Department of Transport

Bennelongia (2011). Port Hedland migratory Shorebird survey report and impact assessment. Report prepared for BHP Billiton Iron Ore Pty Ltd

Biota Environmental Sciences (2008). A flora and fauna assessment of RGP5 DMMA A, Port Hedland Harbour. Report prepared for Sinclair Knight Mertz.

Bureau of Meteorology (BoM 2020). Climate Data Online, Commonwealth of Australia. http://www.bom.gov.au/climate/data/

Cardno (August 2011). Port Hedland Coastal Vulnerability Study Final Report

Department of Agriculture, Water and the Environment (DAWE) (2020). Protected Matters Search Tool, accessed from <http://www.environment.gov.au/epbc/pmst/index.html> Commonwealth of Australia

Department of Biodiversity, Conservation and Attractions (DBCA) (2020). NatureMap: Mapping Western Australia's Biodiversity. Retrieved from https://naturemap.dbca.wa.gov.au

ENV Australia (2011a). Port Hedland regional flora and vegetation assessment. Report prepared for BHP Billiton Iron Ore Pty Ltd.

GHD (2019). Port Hedland Townsite CHRMAP Coastal Hazard Risk Management and Adaptation Plan. Report prepared for Town of Port Hedland

IPCC 2014

IPWEA (2014). Coastal Asset Management Plan, accessed from: <https://cdn.holdfast.sa.gov.au/general-downloads/Council/Coastal-Asset-Plan.pdf>

JBS&G (2020). Flora and vegetation reconnaissance survey of the Spoilbank Reserve. Report prepared for the Western Australian Department of Transport

Johnstone, R. E., Burbidge, A. H., & Darnell, J. C. (2013). Birds of the Pilbara region, including seas and offshore islands, Western Australia: distribution, status and historical changes. Records of the Western Australian Museum Supplement 78, 343–441

Landgate (2020). Aboriginal and Dual Place Naming Guidelines

NSW Office of Environment and Heritage's Coastal Processes and Responses Node - Technical Report. Prepared bu JT Carley and RJ Cox

WAPC (2013). Geology, Geomorphology and Vulnerability of the Pilbara Coast, in the Shires of Ashburton, East Pilbara and Roebourne, and the Town of Port Hedland, Western Australia. Prepared by Damara WA Pty Ltd

WAPC (2014). Coastal hazard risk management and adaptation guidelines

UDLA (2013). Port Hedland Consolidated Foreshore Redevelopment Master Plan

APPENDICES

Appendix A - Flora and Fauna Report

4 November 2020

Flora and Fauna Assessment – Port Hedland

To: Anna Kelderman – Director

Company: Shape Urban

Email: anna@shapeurban.place

Our Reference: SU 001

1. Introduction

1.1 Background

The coastal section of the Town of Port Hedland (TPH) occurs around a narrow headland with substantial port infrastructure to the south and west. The coastal reserve along the north and east of the Town is used by the community as a recreational resource. However, this coastline is subjected to significant pressures including, increased coastal erosion, inundation of low-lying areas during storm events, increasing human uses, and as a result threats to the reserves biodiversity values. There have been several studies and as a result reports concerned with the management of the coast, including two important reports:

- Port Hedland Consolidated Foreshore Redevelopment Master Plan (UDLA 2013)
- Port Hedland Townsite CHRMAP Coastal Hazard Risk Management and Adaptation Plan (GHD 2019).

As result of these reports and the visible ongoing pressures to the reserve, the TPH is currently undertaking a number of projects that will result in the production of a Coastal Reserve Management Plan (CRMP).

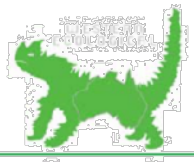
Consequently, Western Ecological (WE) was commissioned by Shape Urban to undertake a terrestrial flora and fauna assessment of the TPH coastal reserve from the western end to the south eastern end (Figure 1). However, it is important to note that the primary focus of the assessment was the northern section of the reserve, and the area to the south east was less of a focus as WE were informed that this area has a different level of management applied to it.

1.2 Objectives and Scope

The primary objectives and scope of work (SoW) to be undertaken was as follows:

- Flora and fauna in the study area will be sampled and identified at a number of quadrats spaced across the survey area/coastal reserve and opportunistically
- Broad vegetation types will be mapped with this based on the dominant flora species present and landscape position
- Broad fauna habitat types will be mapped with this based on the dominant flora species present, vegetation structure and position in the landscape
- Weeds and introduced pests will also be recorded when present.
- Document the above in a letter report.

It is important to note that the flora and fauna assessment was being undertaken to provide input into the CRMP, and not for an environmental impact assessment, as such flora and fauna survey guidance documents published by the Western Australian (WA) Environment Protection Authority (EPA) are not considered relevant for this work. Further to this, the flora and fauna assessment was not detailed and extensive in its scope, but brief and broad in scope, but fit for purpose.



1.3 Legislative context

Fauna in Western Australia is protected formally and informally by various legislative and non-legislative measures, which are as follows:

- *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) – Australian Government
- *Environmental Protection Act 1986* (EP Act) – State
- *Biodiversity Conservation Act 2016* (BC Act) – State.

Non-legislative measures:

- *WA Department of Biodiversity, Conservation and Attractions (DBCA) Priority lists for flora, ecological communities and fauna.*

A short description of each is given below. Other definitions, including species conservation categories, are provided in Appendix 1.

EPBC Act

The *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) aims to protect matters of national environmental significance, which are detailed in Appendix 1. Under the EPBC Act, the Commonwealth Department of Agriculture, Water and the Environment (DAWE) lists protected species and Threatened Ecological Communities (TECs) by criteria set out in the Act. Species are conservation significant if they are listed as Threatened (i.e. Critically Endangered, Endangered and Vulnerable) or Migratory.

Bird species protected as Migratory under the EPBC Act include those listed under international migratory bird agreements relating to the protection of birds, which migrate between Australia and other countries, for which Australia has agreed. This includes the Japan-Australia Migratory Bird Agreement (JAMBA), the China-Australia Migratory Bird Agreement (CAMBA), the Republic of Korea-Australia Migratory Bird Agreement (ROKAMBA) and the Convention on the Conservation of Migratory Species of Wild Animals (Bonn Convention).

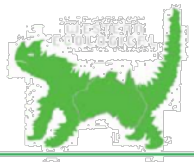
Some marine fauna or terrestrial fauna that use marine habitats are listed as Marine under the EPBC Act. These species are only considered conservation significant when a proposed development occurs in a Commonwealth marine area (i.e. any Commonwealth Waters or Commonwealth Marine Protected Area). Outside of such areas, the EPBC Act does not consider these species to be matters of national environmental significance, so are not protected under the Act.

BC Act

The *Biodiversity Conservation Act 2016* (BC Act) replaced both the *Wildlife Conservation Act 1950* and the *Sandalwood Act 1929* and came into effect on 1 January 2019. The aim of the new Act is to conserve and protect biodiversity and to promote the ecologically sustainable use of biodiversity components in the State, and will bring more activities within the scope of biodiversity laws.

Taxa listed as Threatened in the category of critically endangered, endangered or vulnerable under section 19(1a, 1b, and 1c), or is a rediscovered species to be regarded as threatened species under section 26(2) of the BC Act. Other categories include extinct or extinct in the wild and they are listed under section 23 (1) of the BC Act (Appendix 1).

If species meet one or more of the following categories: species of special conservation interest; migratory species; cetaceans; species subject to international agreement; or species otherwise in need of special protection, they are covered under section 13(1) of the BC Act and are called specially protected species. Species that are listed as threatened species (critically endangered, endangered or vulnerable) or extinct species under the BC Act can't also be listed as Specially Protected species (see Appendix 1 for a more detailed description of each threat category).



Threatened Ecological Communities (TECs) are also covered under the BC Act and are placed into three categories of critically endangered, endangered or vulnerable under section 27(1a, 1b, and 1c) of the BC Act depending on their threat status.

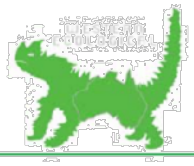
DBCA Priority Species and Communities

DBCA lists species that are possibly threatened but that do not meet criteria for listing under the BC Act, or are otherwise data deficient, and adds them to the Priority Fauna or Priority Flora Lists under Priorities 1, 2 or 3. These three categories are ranked in order of priority for survey and evaluation of conservation status so that consideration can be given to their declaration as threatened fauna or flora. Species that are adequately known, are rare but not threatened, or meet criteria for near threatened, or that have been recently removed from the threatened species or other specially protected fauna lists for other than taxonomic reasons, are placed in Priority 4. These species require regular monitoring. Consideration of Priority codes is based on the Western Australian distribution of the species, unless the distribution in WA is part of a contiguous population extending into adjacent States, as defined by the known spread of locations (see Appendix 1 for more detail of the priority codes).

The DBCA also has a list of Priority Ecological Communities (PECs) that have scant information available to be considered a TEC, or which are rare but not currently threatened. Ecological communities that do not meet survey criteria or that are not sufficiently defined are added to the PEC list under priorities 1, 2 and 3. These three categories are ranked in order of priority for survey and/or definition of the community, and evaluation of conservation status, so that consideration can be given to their declaration as a TEC. Ecological communities that are adequately known, and are rare but not threatened or meet criteria for near threatened, or that have been recently removed from the threatened list, are placed in priority 4. These ecological communities require regular monitoring. Conservation dependent ecological communities are placed in priority 5.

Informal Recognition of Threatened Fauna

Certain populations or communities of fauna may be of local significance or interest because of their patterns of distribution and abundance. For example, fauna may be locally significant because they are range extensions to the previously known distribution or are newly discovered species (and have the potential to be of conservation significance). In addition, many species are in decline as a result of threatening processes (land clearing, grazing, and changed fire regimes) and relict populations of such species assume local importance for DBCA. It is not uncommon for DBCA to make comment on these species of interest.



2. Methods

2.1 Desktop Assessment

Searches of NatureMap and the EPBC Protected Matters Search Tool (EPBC PMST) were undertaken to identify flora and fauna species of conservation significance potentially occurring in the survey area (DBCA 2020, DAWE 2020). Searches with a 10 km buffer were centred on the following coordinates 118° 36' 33" E,20° 19' 12" S (Appendix 2).

2.2 Field Assessment

The field assessment was undertaken from 9-10 September 2020 by one qualified Principal Ecologist. As per the scope and proposal, the following survey methods were undertaken in the coastal reserve. Please note that the assessment was originally planned for late March 2020, however, because of restrictions on movement as a result of the COVID-19 outbreak the assessment was delayed.

2.2.1 Flora assessment

Flora was identified and or collected (and identified later) from quadrats (20 x 20 m) in the coastal reserve, and the quadrats location (centre of quadrat) taken with a GPS (a representative photo of the quadrat was also taken). The primary focus was to identify dominant species and other species where possible, noting that the survey was undertaken in September, which is not the preferred time of year to carry out flora and vegetation surveys (March – June is the preferred period).

Assessment sites were chosen in order to best represent the vegetation present in the reserve and to also get a geographical spread of sites across the reserve. As noted in the background section above the primary focus of the assessment was the northern section of the reserve, consequently, quadrats were located in this area.

Flora, including weeds was also collected opportunistically outside of the quadrats in other areas of the reserve.

Very broad vegetation types were described across the entire coastal reserve with this based on dominant vegetation and landscape position. Weeds were also noted when observed.

2.2.2 Fauna assessment

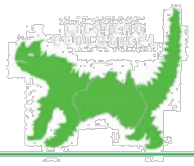
Fauna was identified in the same quadrats as the flora; however, the quadrats dimension was larger at 50 x 50 m (the centre coordinate is the same as the centre of the flora quadrat). Broad terrestrial habitat types were identified based on the dominant vegetation and position in the landscape.

It is important to note that the field assessment did not include the use of techniques such as trapping (Elliott traps, cage traps, pitfall traps and funnel traps) or camera traps, but was based on observations of fauna and their signs (scats, tracks and other signs i.e. burrows and diggings). As a result, the majority of fauna observed were birds – identified either visually (naked eye or with binoculars) or audibly by their calls.

Fauna were also identified opportunistically outside of the quadrats in other areas of the reserve. Noting that most records during surveys like this which are primarily about describing habitat typically come from opportunistic sightings because birds are highly mobile.

2.2.3 Photo points

A series of photos (photo points) were taken throughout the coastal reserve in order to further help describe and display the vegetation and habitats, particularly, in the south eastern section where flora and fauna quadrats were not placed because of the scope of this work, which are a result of the different levels of management that the TPH applies across the coastal reserve (see background section above).



3. Results

3.1 Database Results

The results of the databased searches are outlined below for flora and fauna. The database result numbers we refer to are from NatureMap. It is important to note, that the EPBC PMST is not entirely based on point records, but also on broader information, including bioclimatic distribution models, whereas NatureMap is based on point records. Consequently, the results of the EPBC PMST are in some cases less accurate, particularly at a local scale (e.g. the Night Parrot [Pezoporus occidentalis]). As a result, the EPBC PMST can include species that do not occur in the survey area because, for example, there is no habitat available or they are now known to be locally extinct (the results produced are generic, but still somewhat informative)

In addition, many species are not distributed evenly across the landscape, being more abundant in some places than others where they can be more readily detectable (Currie 2007). Furthermore, some small, common, ground-dwelling reptile and mammal species tend to be habitat specific, and many bird species can occur as regular migrants, occasional visitors or vagrants.

3.1.1 Flora results

There were 290 species of plants from 66 families present in the database searches (Appendix 2). Of these 290 species, five were Priority species and 36 were weeds.

The most diverse families were the Fabaceae (this family includes the genus Acacia), Poaceae (grass family) and Malvaceae (this family includes the Hibiscus) with 61, 42 and 21 species respectively.

None of the flora species present in the NatureMap search are listed as threatened under the EPBC Act or BC act.

3.1.2 Fauna results

There were 365 species of animals from 135 families present in the database searches (Appendix 2). Of these 365 species, 37 were covered under international agreements (for example because they are birds covered by migratory agreements with countries such as Japan), 12 are listed as threatened species (either listed under the EPBC Act or BC act or both), four are Priority species and one is listed as other specially protected fauna under the BC Act.

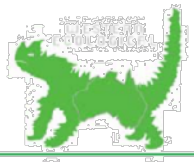
The most diverse families were the Scolopacidae (this family includes the Sandpipers, Stints and other genera), Scincidae (this family includes the many small skinks and larger members such as the Blue-tongue) and Elapidae (this family includes highly venomous snakes such as the Mulga and Brown snakes and other genera) with 25, 19 and 14 species respectively (Appendix 2).

It is important to note that the database search results also include marine species (particularly the EPBC PMST) such as turtles, sea snakes and whales, that are not part of this terrestrial fauna assessment (Appendix 2).

3.2 Field Assessment Results

3.2.1 Flora results

A total of 42 species of flora from 14 families were recorded during the assessment, both in assessment sites and opportunistically throughout the coastal reserve (Appendix 3). The most diverse families were the Fabaceae with 12 species (mostly Acacia species), followed by Poaceae (the grasses in genera such as Aristida, Spinifex and Triodia) with nine species and there were then four families with three species each (Appendix 3). None of the species recorded are of conservation significance.



During the assessment eight species of weeds were recorded (see Table 1 below and Appendix 3). The most commonly recorded and widespread weed in the survey area was the grass Cenchrus ciliaris (Buffel Grass), followed by Aerva javanica (Kapok Bush).

Table 1. List of weeds recorded in the survey area during the assessment.

Family	Species	Common Name
Amaranthaceae	*Aerva javanica*	Kapok Bush
Asparagaceae	*Agave sp.*	Agave
Poaceae	*Arundo donax*	Giant Reed
Arecaceae	*Arecaceae* sp. (unknown Palm)	Palm
Apocynaceae	*Calotropis procera*	Rubber Bush
Poaceae	*Cenchrus ciliaris*	Buffel Grass
Cucurbitaceae	*Cucumis melo*	Melon
Tamaricaceae	*Tamarax aphylla*	Athel Tree

3.2.2 Vegetation results

Five broad vegetation types were described for the survey area and these are outlined below in Table 2 and are mapped on Figure 2 and can be seen in Appendix 4. The vegetation descriptions were based on flora species identified in eight assessment sites and species identified opportunistically outside of the assessment sites.

As can be seen from photos in Appendix 4, some sections of the reserve are quite degraded, particularly those areas in the north of the reserve from assessment site 1 through to assessment site 4. As you progress in an easterly direction from assessment site 5 through to 8 and then to the south, the coastal reserve is not as degraded and the vegetation becomes somewhat denser and there is less Buffel Grass and other weeds such as Kapok Bush (Figure 2, Appendix 4 and 5).

Table 2. Broad vegetation types recorded in the survey area during the assessment.

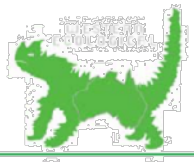
Broad Vegetation Type	Broad Vegetation Description	Size of Area (ha)
Dune 1	A low and mostly open *Acacia stellaticeps, Acacia bivenosa* and *Acacia ampliceps* shrubland with lower shrubs of **Aerva javanica* over a *Triodia epactia* and **Cenchrus ciliaris* (with some *Spinifex longifolius*) open grassland over scattered *Gomphrena canescens.*	108
Dune 2	A *Spinifex longifolius* open grassland with *Ipomoea pes-caprae* and scattered *Canavalia rosea shrubs.*	13.5
Mangroves	A high closed *Avicennia marina, Bruguiera exaristata and Rhizophora stylosa* shrubland.	82
Saltpan/Mudflats	A low and mostly open *Acacia spp.* shrubland over a *Triodia sp.* open grassland.	5.4
Open Acacia Shrubland	Very scattered *Avicennia marina* shrubs over a low open *Tecticornia spp.* shrubland.	148

3.2.3 Photo points

During the assessment 12 photo points were taken to further help illustrate the vegetation and habitats of the coastal reserve, particularly of areas in the south east (Appendix 5). These photo points also help to illustrate and reiterate the condition of the reserve.

3.2.4 Fauna results

A total of 37 species of fauna from 23 families were recorded during the assessment, both in assessment sites and opportunistically throughout the coastal reserve (Appendix 6). The most diverse families were the Accipitridae with three species (Black Kite, Brahminy Kite and Osprey), Ardeidae with three species (Eastern Reef Egret, Intermediate Egret and Striated Heron), Columbidae with three species (Bar-shouldered Dove, Diamond Dove and Peaceful Dove) and the Meliphagidae with three species (Brown Honeyeater, White-plumed Honeyeater and Yellow-throated Miner (Appendix 6).



Four of the species recorded during the assessment are listed as migratory under the EPBC Act, and these species include the Common Sandpiper, Lesser Frigatebird, Caspian Tern and Eastern Osprey. None of the other species recorded are of conservation significance i.e. they are not listed under either the EPBC Act or BC Act.

The five broad fauna habitats described in the coastal reserve during the assessment match those characterised for vegetation and include Dune 1, Dune 2, Mangroves, Saltpan/ Mudflats and Open Acacia Shrubland (see Table 2 above). These habitats are somewhat degraded and provide relatively little vegetative cover in some sections of the reserve, most notably in the northern section between assessment site 1 and assessment site 4. There is also no large tress that provide large hollows for larger birds, particularly nesting birds, or hollow logs for fauna like small mammals and reptiles to shelter in. However, the mangroves may provide some hollows for smaller passerine birds to nest in.

4. Discussion

4.1 Flora and Vegetation

The vegetation of the Port Hedland coastal reserve, particularly in the northern section is highly disturbed and degraded as a result of human activity (vehicle tracks and rubbish) and weeds, especially Buffel Gras and Kapok Bush, which are both considered to be invasive environmental weeds. As a result, flora diversity in the northern section of the reserve is relatively low, however, areas east of Cemetery Park are somewhat less degraded as the reserve is fenced off and vehicles are prevented from entering the dunes. There is also less Buffel Grass in these areas and native vegetation is much denser (see photos in Appendix 5 and 6). Other surveys undertaken in the Port Hedland area, including in some sections of the coastal reserve have noted that the vegetation is very degraded (ENV 2011a, JBS&G 2020).

None of the five Priority species present in the NatureMap search was recorded during the assessment. These species have not been previously recorded in the coastal reserve but are present in the wider search area, which was a 10 km radial search area (DBCA 2020, ENV 2011a, JBS&G 2020). Further to this several of the Priority species present in the database are annual (i.e. Bonamia oblongifolia and Gomphrena pusilla) and would therefore not be present or identifiable (no reproductive parts) during September when the assessment was undertaken, despite potential habitat being present.

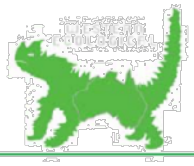
The flora assessment was undertaken outside of the optimum season for the Pilbara (March – June), as this region primarily receives rainfall as a result of Cyclones during the summer months. Further to this rainfall for 2020 was for the last eight months prior to the assessment below average (BoM 2020). This would impact to some extent the condition of the vegetation and this was observed during the assessment with much of the vegetation appearing very dry. The flora assessment was originally planned for late March 2020, however, because of restrictions on movement as a result of the COVID-19 outbreak the assessment was delayed and undertaken out of season.

During the assessment eight species of weeds were recorded (see Table 1 above and Appendix 3). The most commonly recorded and widespread weed in the survey area was Buffel Grass, followed by Kapok Bush. Of note were the presence of the weeds Rubber Bush on the spoil bank section of the reserve and the Giant Reed (recorded at one location) near assessment site 7.

Finally, it is important to acknowledge that more flora species would have been recorded if the assessment was undertaken during the appropriate season and for a longer duration, however, it was intended as a brief assessment to broadly define the vegetation types present.

4.2 Fauna

As mentioned above the vegetation of the Port Hedland coastal reserve, particularly in the northern section is highly disturbed and degraded as noted by other surveys (ENV 2011a and b, JBS&G 2020). This degradation is for the most part a result of vehicles and weeds (particularly Buffel Grass) which has reduced flora diversity and the density of vegetation (particularly shrubs) and consequently the amount of cover that is provided to fauna. This has resulted in for example less leaf litter which



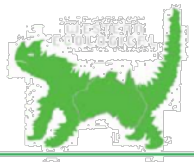
can be important habitat for small reptiles. This reduction in the density of vegetation in the shrub layer will also reduce the number of small passerines that utilise this habitat. However, as you progress in an easterly direction from assessment site 5 through to 8 and then to the south, the coastal reserve is not as degraded and the vegetation, particularly the shrub layer becomes somewhat denser and there is less Buffel Grass and other weeds such as Kapok Bush (Figure 2, Appendix 4 and 5). These areas should support a more diverse group of fauna, particularly small reptiles (i.e. skinks) and small passerines that require more cover. The mangroves of the coastal reserve are important habitat for foraging birds such as the Golden Whistler and Mangrove Grey Fantail and as a roost for the Little Red Flying Fox that was recorded during this assessment.

The fauna species recorded during this assessment are common and widespread and have previously been recorded in the general region of Port Hedland (Biota Environmental Sciences 2008, ENV 2009, ENV 2011b, Johnstone et al. 2013), while some of the species have been recorded beforehand in the coastal reserve (Bennelongia 2011). There are a number of threatened species present in the database searches that would not occur in the coastal reserve because there is no habitat present e.g. the Northern Quoll and the Bilby and this is because the database search takes in a much larger area (10 km radial search – see Appendix 2) that encompasses many more habitats than are present in the coastal reserve. Further to this marine species such as whales, and sea snakes which weren't considered during this terrestrial fauna assessment.

Four of the species recorded are listed under the EPBC Act as migratory – the Common Sandpiper, Lesser Frigatebird, Caspian Tern and Eastern Osprey. The Port Hedland area, particularly the saltworks is of international important to shorebirds, which includes a significant number of species listed as migratory, including the Common Sandpiper (Johnstone et al. 2013). The coastal reserve is also important habitat (foraging and roosting habitat) for a number of shorebirds listed as migratory under the EPBC Act (Bennelongia 2011). The Bennelongia (2011) survey showed that the coastal reserve is internationally important for the Grey-tailed Tattler. The count for this species exceeded 1% of the flyway population (588 vs 1% estimate of 500) (Bennelongia 2011).

Despite this survey not considering marine species, it is worth briefly mentioning that areas of the coastal reserve, particularly Cemetery Beach and Pretty Pool Beach are considered regionally significant as a rookery for the EPBC Act listed Flatback Turtle (Imbricata Environmental 2016).

Lastly, it is important to recognise that more fauna species would have been recorded if the assessment had included techniques such as trapping (Elliott traps, cage traps, pitfall traps and funnel traps) and camera traps that are typically undertaken over multiple days (typically at least eight days in WA). However, the scope was based on undertaking a brief assessment (primarily observational) to broadly define the terrestrial habitats of the coastal reserve.



5. References

Bennelongia (2011). Port Hedland migratory Shorebird survey report and impact assessment. Report prepared for BHP Billiton Iron Ore Pty Ltd.

Biota Environmental Sciences (2008). A flora and fauna assessment of RGP5 DMMA A, Port Hedland Harbour. Report prepared for Sinclair Knight Mertz.

Bureau of Meteorology (BoM 2020). Climate Data Online, Commonwealth of Australia. http://www.bom.gov.au/climate/data/

Currie, D. J. (2007). Disentangling the roles of environment and space in ecology. Journal of Biogeography 34, 2009-2011.

Department of Biodiversity, Conservation and Attractions (DBCA) (2020). NatureMap: Mapping Western Australia's Biodiversity. Retrieved from https://naturemap.dbca.wa.gov.au

Department of Agriculture, Water and the Environment (DAWE) (2020). Protected Matters Search Tool, Accessed from <http://www.environment.gov.au/epbc/pmst/index.html> Commonwealth of Australia.

ENV Australia (2009). Outer harbour development fauna assessment. Report prepared for BHP Billiton Iron Ore Pty Ltd.

ENV Australia (2011a). Port Hedland regional flora and vegetation assessment. Report prepared for BHP Billiton Iron Ore Pty Ltd.

ENV Australia (2011b). Port Hedland regional fauna assessment. Report prepared for BHP Billiton Iron Ore Pty Ltd.

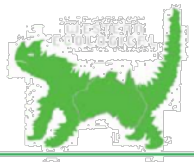
GHD (2019). Port Hedland Townsite CHRMAP coastal hazard risk management and adaptation plan.

Imbricata Environmental (2016). Decade of Monitoring Flatback Turtles in Port Hedland, Western Australia, 2004/05 – 2013/14. Report prepared for Care for Hedland Environmental Association.

JBS&G (2020). Flora and vegetation reconnaissance survey of the Spoilbank Reserve. Report prepared for the Western Australian Department of Transport.

Johnstone, R. E., Burbidge, A. H., & Darnell, J. C. (2013). Birds of the Pilbara region, including seas and offshore islands, Western Australia: distribution, status and historical changes. Records of the Western Australian Museum Supplement 78, 343–441.

UDLA (2013). Port Hedland consolidated foreshore redevelopment master plan.



Figures

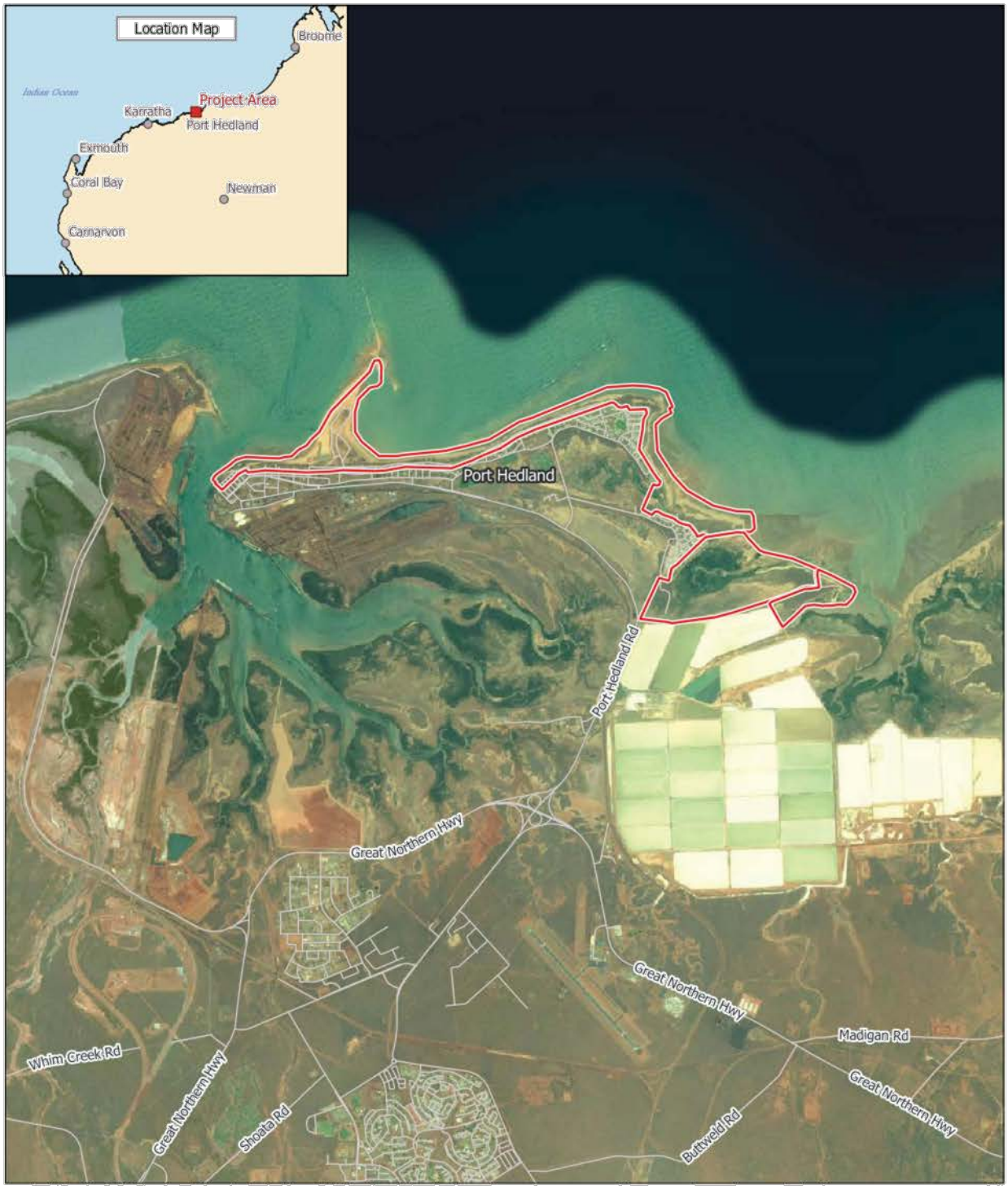


Figure 1: Site Overview

© 2020. Whilst every care has been taken to prepare this map, Western Ecological makes no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and cannot accept liability and responsibility of any kind (whether in contract, tort or otherwise) for any expenses, losses, damages and/or costs (including indirect or consequential damage) which are or may be incurred by any party as a result of the map being inaccurate, incomplete or unsuitable in any way and for any reason.Date printed: 2020-10-01.



Figure 2: Broad Vegetation and Fauna Habitat Types

© 2020. Whilst every care has been taken to prepare this map, GIS Pro Pty Ltd makes no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and cannot accept liability and responsibility of any kind (whether in contract, tort or otherwise) for any expenses, losses, damages and/or costs (including indirect or consequential damage) which are or may be incurred by any party as a result of the map being inaccurate, incomplete or unsuitable in any way and for any reason. Print date: 10/20/2020.

www.gispro.com.au



Figure 2: Broad Vegetation and Fauna Habitat Types

© 2020. Whilst every care has been taken to prepare this map, GIS Pro Pty Ltd makes no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and cannot accept liability and responsibility of any kind (whether in contract, tort or otherwise) for any expenses, losses, damages and/or costs (including indirect or consequential damage) which are or may be incurred by any party as a result of the map being inaccurate, incomplete or unsuitable in any way and for any reason. Print date: 10/20/2020.

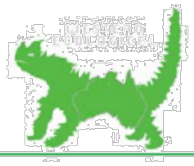
www.gispro.com.au



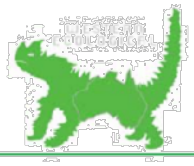
Figure 2: Broad Vegetation and Fauna Habitat Types

© 2020. Whilst every care has been taken to prepare this map, GIS Pro Pty Ltd makes no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and cannot accept liability and responsibility of any kind (whether in contract, tort or otherwise) for any expenses, losses, damages and/or costs (including indirect or consequential damage) which are or may be incurred by any party as a result of the map being inaccurate, incomplete or unsuitable in any way and for any reason. Print date: 10/20/2020.

www.gispro.com.au



Appendix 1: Conservation Categories



Categories of Threatened Fauna Species under the EPBC Act

Conservation Code	Description
Ex	Extinct Taxa which at a particular time if, at the time, there is no reasonable doubt that the last member of the species has died.
ExW	Extinct in the Wild Taxa which is known only to survive in cultivation, in captivity or as a naturalised population well outside its past range; or it has not been recorded in its known and/or expected habitat, at appropriate seasons, anywhere in its past range, despite exhaustive surveys over a time frame appropriate to its life cycle and form.
CE	Critically Endangered Taxa which at a particular time, it is facing an extremely high risk of extinction in the wild in the immediate future, as determined in accordance with the prescribed criteria.
En	Endangered Taxa which is not critically endangered and it is facing a very high risk of extinction in the wild in the medium-term future, as determined in accordance with the prescribed criteria.
Vu	Vulnerable Taxa which is not critically endangered or endangered and is facing a high risk of extinction in the wild in the medium-term future, as determined in accordance with the prescribed criteria.

Source: Environment Protection and Biodiversity Conservation Act 1999.

Department of Biodiversity, Conservation and Attractions

GOVERNMENT OF WESTERN AUSTRALIA

CONSERVATION CODES

For Western Australian Flora and Fauna

Threatened, Extinct and Specially Protected fauna or flora[1] are species[2] which have been adequately searched for and are deemed to be, in the wild, threatened, extinct or in need of special protection, and have been gazetted as such.

The *Wildlife Conservation (Specially Protected Fauna) Notice 2018* and the *Wildlife Conservation (Rare Flora) Notice 2018* have been transitioned under regulations 170, 171 and 172 of the *Biodiversity Conservation Regulations 2018* to be the lists of Threatened, Extinct and Specially Protected species under Part 2 of the *Biodiversity Conservation Act 2016*.

Categories of Threatened, Extinct and Specially Protected fauna and flora are:

T **Threatened species**

Listed by order of the Minister as Threatened in the category of critically endangered, endangered or vulnerable under section 19(1), or is a rediscovered species to be regarded as threatened species under section 26(2) of the *Biodiversity Conservation Act 2016* (BC Act).

Threatened fauna is that subset of 'Specially Protected Fauna' listed under schedules 1 to 3 of the *Wildlife Conservation (Specially Protected Fauna) Notice 2018* for Threatened Fauna.

Threatened flora is that subset of 'Rare Flora' listed under schedules 1 to 3 of the *Wildlife Conservation (Rare Flora) Notice 2018* for Threatened Flora.

The assessment of the conservation status of these species is based on their national extent and ranked according to their level of threat using IUCN Red List categories and criteria as detailed below.

CR **Critically endangered species**

Threatened species considered to be "*facing an extremely high risk of extinction in the wild in the immediate future, as determined in accordance with criteria set out in the ministerial guidelines*".

Listed as critically endangered under section 19(1)(a) of the BC Act in accordance with the criteria set out in section 20 and the ministerial guidelines. Published under schedule 1 of the *Wildlife Conservation (Specially Protected Fauna) Notice 2018* for critically endangered fauna or the *Wildlife Conservation (Rare Flora) Notice 2018* for critically endangered flora.

EN **Endangered species**

Threatened species considered to be "*facing a very high risk of extinction in the wild in the near future, as determined in accordance with criteria set out in the ministerial guidelines*".

Listed as endangered under section 19(1)(b) of the BC Act in accordance with the criteria set out in section 21 and the ministerial guidelines. Published under schedule 2 of the *Wildlife Conservation (Specially Protected Fauna) Notice 2018* for endangered fauna or the *Wildlife Conservation (Rare Flora) Notice 2018* for endangered flora.

VU **Vulnerable species**

Threatened species considered to be "*facing a high risk of extinction in the wild in the medium-term future, as determined in accordance with criteria set out in the ministerial guidelines*".

Listed as vulnerable under section 19(1)(c) of the BC Act in accordance with the criteria set out in section 22 and the ministerial guidelines. Published under schedule 3 of the *Wildlife Conservation (Specially Protected Fauna) Notice 2018* for vulnerable fauna or the *Wildlife Conservation (Rare Flora) Notice 2018* for vulnerable flora.

Extinct species

Listed by order of the Minister as extinct under section 23(1) of the BC Act as extinct or extinct in the wild.

EX Extinct species

Species where *"there is no reasonable doubt that the last member of the species has died"*, and listing is otherwise in accordance with the ministerial guidelines (section 24 of the BC Act).

Published as presumed extinct under schedule 4 of the *Wildlife Conservation (Specially Protected Fauna) Notice 2018* for extinct fauna or the *Wildlife Conservation (Rare Flora) Notice 2018* for extinct flora.

EW Extinct in the wild species

Species that *"is known only to survive in cultivation, in captivity or as a naturalised population well outside its past range; and it has not been recorded in its known habitat or expected habitat, at appropriate seasons, anywhere in its past range, despite surveys over a time frame appropriate to its life cycle and form"*, and listing is otherwise in accordance with the ministerial guidelines (section 25 of the BC Act).

Currently there are no threatened fauna or threatened flora species listed as extinct in the wild. If listing of a species as extinct in the wild occurs, then a schedule will be added to the applicable notice.

Specially protected species

Listed by order of the Minister as specially protected under section 13(1) of the BC Act. Meeting one or more of the following categories: species of special conservation interest; migratory species; cetaceans; species subject to international agreement; or species otherwise in need of special protection.

Species that are listed as threatened species (critically endangered, endangered or vulnerable) or extinct species under the BC Act cannot also be listed as Specially Protected species.

MI Migratory species

Fauna that periodically or occasionally visit Australia or an external Territory or the exclusive economic zone; or the species is subject of an international agreement that relates to the protection of migratory species and that binds the Commonwealth; and listing is otherwise in accordance with the ministerial guidelines (section 15 of the BC Act).

Includes birds that are subject to an agreement between the government of Australia and the governments of Japan (JAMBA), China (CAMBA) and The Republic of Korea (ROKAMBA), and fauna subject to the *Convention on the Conservation of Migratory Species of Wild Animals* (Bonn Convention), an environmental treaty under the United Nations Environment Program. Migratory species listed under the BC Act are a subset of the migratory animals, that are known to visit Western Australia, protected under the international agreements or treaties, excluding species that are listed as Threatened species.

Published as migratory birds protected under an international agreement under schedule 5 of the *Wildlife Conservation (Specially Protected Fauna) Notice 2018*.

CD Species of special conservation interest (conservation dependent fauna)

Fauna of special conservation need being species dependent on ongoing conservation intervention to prevent it becoming eligible for listing as threatened, and listing is otherwise in accordance with the ministerial guidelines (section 14 of the BC Act).

Published as conservation dependent fauna under schedule 6 of the *Wildlife Conservation (Specially Protected Fauna) Notice 2018*.

OS Other specially protected species

Fauna otherwise in need of special protection to ensure their conservation, and listing is otherwise in accordance with the ministerial guidelines (section 18 of the BC Act).

Published as other specially protected fauna under schedule 7 of the *Wildlife Conservation (Specially Protected Fauna) Notice 2018*.

P **Priority species**

Possibly threatened species that do not meet survey criteria, or are otherwise data deficient, are added to the Priority Fauna or Priority Flora Lists under Priorities 1, 2 or 3. These three categories are ranked in order of priority for survey and evaluation of conservation status so that consideration can be given to their declaration as threatened fauna or flora.

Species that are adequately known, are rare but not threatened, or meet criteria for near threatened, or that have been recently removed from the threatened species or other specially protected fauna lists for other than taxonomic reasons, are placed in Priority 4. These species require regular monitoring.

Assessment of Priority codes is based on the Western Australian distribution of the species, unless the distribution in WA is part of a contiguous population extending into adjacent States, as defined by the known spread of locations.

1 **Priority 1: Poorly-known species**

Species that are known from one or a few locations (generally five or less) which are potentially at risk. All occurrences are either: very small; or on lands not managed for conservation, e.g. agricultural or pastoral lands, urban areas, road and rail reserves, gravel reserves and active mineral leases; or otherwise under threat of habitat destruction or degradation. Species may be included if they are comparatively well known from one or more locations but do not meet adequacy of survey requirements and appear to be under immediate threat from known threatening processes. Such species are in urgent need of further survey.

2 **Priority 2: Poorly-known species**

Species that are known from one or a few locations (generally five or less), some of which are on lands managed primarily for nature conservation, e.g. national parks, conservation parks, nature reserves and other lands with secure tenure being managed for conservation. Species may be included if they are comparatively well known from one or more locations but do not meet adequacy of survey requirements and appear to be under threat from known threatening processes. Such species are in urgent need of further survey.

3 **Priority 3: Poorly-known species**

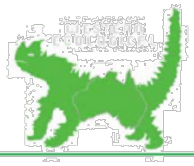
Species that are known from several locations, and the species does not appear to be under imminent threat, or from few but widespread locations with either large population size or significant remaining areas of apparently suitable habitat, much of it not under imminent threat. Species may be included if they are comparatively well known from several locations but do not meet adequacy of survey requirements and known threatening processes exist that could affect them. Such species are in need of further survey.

4 **Priority 4: Rare, Near Threatened and other species in need of monitoring**

(a) Rare. Species that are considered to have been adequately surveyed, or for which sufficient knowledge is available, and that are considered not currently threatened or in need of special protection but could be if present circumstances change. These species are usually represented on conservation lands.
(b) Near Threatened. Species that are considered to have been adequately surveyed and that are close to qualifying for vulnerable but are not listed as Conservation Dependent.
(c) Species that have been removed from the list of threatened species during the past five years for reasons other than taxonomy.

[1] The definition of flora includes algae, fungi and lichens
[2] Species includes all taxa (plural of taxon - a classificatory group of any taxonomic rank, e.g. a family, genus, species or any infraspecific category i.e. subspecies or variety, or a distinct population).

Last updated 3 January 2019



Appendix 2: Database Searches

NatureMap Species Report

Created By Guest user on 01/03/2020

Method 'By Circle'
Centre 118° 36' 33" E,20° 19' 12" S
Buffer 10km
Group By Family

Family	Species	Records
Acanthaceae	2	5
Aizoaceae	4	19
Amaranthaceae	15	43
Anadyomenaceae	1	1
Apocynaceae	1	4
Asteraceae	15	23
Bignoniaceae	1	2
Bonnemaisoniaceae	1	1
Boraginaceae	5	7
Byblidaceae	1	1
Campanulaceae	1	1
Capparaceae	1	2
Caryophyllaceae	2	2
Caulerpaceae	2	4
Chenopodiaceae	19	62
Cladophoraceae	1	1
Cleomaceae	2	5
Commelinaceae	1	1
Convolvulaceae	10	12
Cucurbitaceae	3	3
Cymodoceaceae	1	2
Cyperaceae	4	7
Dasyaceae	1	3
Dasycladaceae	2	6
Droseraceae	1	1
Euphorbiaceae	9	17
Fabaceae	61	163
Frankeniaceae	1	4
Galaxauraceae	2	2
Gelidiellaceae	1	1
Goodeniaceae	6	13
Gyrostemonaceae	1	1
Haloragaceae	1	1
Hemerocallidaceae	2	8
Hydrocharitaceae	1	1
Loranthaceae	1	1
Malvaceae	21	38
Marsileaceae	1	1
Menispermaceae	1	2
Molluginaceae	2	3
Montiaceae	3	3
Moraceae	2	2
Myrtaceae	4	5
Nyctaginaceae	1	2
Papaveraceae	1	1
Phyllanthaceae	1	1
Pittosporaceae	1	1
Plantaginaceae	1	1
Plumbaginaceae	1	3
Poaceae	42	68
Polygalaceae	1	1
Portulacaceae	3	4
Proteaceae	1	2
Rhizophoraceae	3	12
Rhodomelaceae	1	3
Rubiaceae	1	1
Sapindaceae	1	1
Scrophulariaceae	1	1
Sebdeniaceae	1	1
Siphonocladaceae	1	1
Solanaceae	5	10
Stylidiaceae	1	1
Thymelaeaceae	1	1
Udoteaceae	2	6
Violaceae	1	1
Zygophyllaceae	1	4
TOTAL	**290**	**611**

Name ID	Species Name	Naturalised	Conservation Code	Endemic To Query Area
Acanthaceae				
1. 6828	*Avicennia marina (White Mangrove)*			
2. 14555	*Avicennia marina subsp. marina*			

	Name ID	Species Name	Naturalised	Conservation Code	Endemic To Query Area
Aizoaceae					
3.	44240	*Trianthema cusackianum*			
4.	2830	*Trianthema portulacastrum (Giant Pigweed)*	Y		
5.	44362	*Trianthema triquetrum*			
6.	44360	*Trianthema turgidifolium*			
Amaranthaceae					
7.	2646	*Aerva javanica (Kapok Bush)*	Y		
8.	18363	*Gomphrena canescens subsp. canescens*			
9.	2677	*Gomphrena celosioides (Gomphrena Weed)*	Y		
10.	2680	*Gomphrena cunninghamii*			
11.	2686	*Gomphrena pusilla*		P2	
12.	2695	*Ptilotus arthrolasius*			
13.	2696	*Ptilotus astrolasius*			
14.	2699	*Ptilotus axillaris (Mat Mulla Mulla)*			
15.	2704	*Ptilotus calostachyus (Weeping Mulla Mulla)*			
16.	2717	*Ptilotus divaricatus (Climbing Mulla Mulla)*			
17.	2721	*Ptilotus exaltatus (Tall Mulla Mulla)*			
18.	2725	*Ptilotus fusiformis*			
19.	2746	*Ptilotus nobilis (Tall Mulla Mulla)*			
20.	2766	*Ptilotus villosiflorus*			
21.	2768	*Pupalia lappacea*	Y		
Anadyomenaceae					
22.	35872	*Anadyomene plicata*			
Apocynaceae					
23.	12832	*Gymnanthera cunninghamii*		P3	
Asteraceae					
24.	7903	*Calotis hispidula (Bindy Eye)*			
25.	47174	*Chrysocephalum apiculatum subsp. pilbarense*			
26.	7939	*Conyza bonariensis (Flaxleaf Fleabane)*	Y		
27.	45972	*Cyanthillium cinereum var. cinereum*	Y		
28.	35558	*Flaveria trinervia (Speedy Weed)*	Y		
29.	17816	*Pluchea ferdinandi-muelleri*			
30.	8168	*Pluchea rubelliflora*			
31.	8170	*Pluchea tetranthera*			
32.	8189	*Pseudognaphalium luteoalbum (Jersey Cudweed)*			
33.	41224	*Pterocaulon intermedium*			
34.	8192	*Pterocaulon sphacelatum (Apple Bush, Fruit Salad Plant)*			
35.	8236	*Streptoglossa cylindriceps*			
36.	8240	*Streptoglossa odora*			
37.	25902	*Symphyotrichum squamatum (Bushy Starwort)*	Y		
38.	8252	*Tridax procumbens (Tridax, Tridax Daisy)*	Y		
Bignoniaceae					
39.	48390	*Dolichandrone occidentalis*			
Bonnemaisoniaceae					
40.	26486	*Asparagopsis taxiformis*			
Boraginaceae					
41.	6704	*Heliotropium conocarpum*			
42.	6705	*Heliotropium crispatum*			
43.	6706	*Heliotropium cunninghamii*			
44.	17309	*Heliotropium pachyphyllum*			
45.	6727	*Trichodesma zeylanicum (Camel Bush, Kumbalin)*			
Byblidaceae					
46.	18073	*Byblis filifolia*			
Campanulaceae					
47.	7393	*Wahlenbergia tumidifructa*			
Capparaceae					
48.	48291	*Capparis spinosa subsp. nummularia*			
Caryophyllaceae					
49.	2902	*Polycarpaea involucrata*			
50.	2903	*Polycarpaea longiflora*			
Caulerpaceae					
51.	42620	*Caulerpa chemnitzia*			
52.	44539	*Caulerpa cylindracea*			

NatureMap is a collaborative project of the Department of Biodiversity, Conservation and Attractions and the Western Australian Museum.

NatureMap
Mapping Western Australia's biodiversity

	Name ID	Species Name	Naturalised	Conservation Code	Endemic To Query Area
Chenopodiaceae					
53.	2476	*Atriplex semilunaris (Annual Saltbush)*			
54.	2499	*Dissocarpus paradoxus (Curious Saltbush)*			
55.	2504	*Dysphania plantaginella*			
56.	11890	*Dysphania rhadinostachya subsp. rhadinostachya*			
57.	12064	*Enchylaena tomentosa var. tomentosa (Barrier Saltbush)*			
58.	2573	*Neobassia astrocarpa*			
59.	2582	*Rhagodia eremaea (Thorny Saltbush)*			
60.	30434	*Salsola australis*			
61.	11650	*Sclerolaena bicornis var. bicornis (Goathead Burr)*			
62.	2616	*Sclerolaena glabra*			
63.	2617	*Sclerolaena hostilis*			
64.	2638	*Suaeda arbusculoides*			
65.	31616	*Tecticornia auriculata*			
66.	33236	*Tecticornia halocnemoides (Shrubby Samphire)*			
67.	33238	*Tecticornia halocnemoides subsp. tenuis*			
68.	33319	*Tecticornia indica subsp. bidens*			
69.	33318	*Tecticornia indica subsp. leiostachya (Samphire)*			
70.	33220	*Tecticornia pterygosperma subsp. denticulata*			
71.	2644	*Threlkeldia diffusa (Coast Bonefruit)*			
Cladophoraceae					
72.	26612	*Chaetomorpha melagonium*			
Cleomaceae					
73.	29101	*Cleome uncifera subsp. uncifera*			
74.	2988	*Cleome viscosa (Tickweed, Tjinduwadhu)*			
Commelinaceae					
75.	1165	*Commelina ensifolia (Wandering Jew, Buargu)*			
Convolvulaceae					
76.	6603	*Bonamia alatisemina*			
77.	11167	*Bonamia erecta*			
78.	6606	*Bonamia media*			
79.	6607	*Bonamia oblongifolia*		P3	
80.	11200	*Evolvulus alsinoides var. villosicalyx*			
81.	6635	*Ipomoea pes-caprae*			
82.	11312	*Ipomoea pes-caprae subsp. brasiliensis*			
83.	6637	*Ipomoea polymorpha*			
84.	6651	*Operculina aequisepala*			
85.	6653	*Polymeria ambigua (Morning Glory)*			
Cucurbitaceae					
86.	48838	*Citrullus amarus*	Y		
87.	15036	*Coccinia grandis*	Y		
88.	12032	*Trichosanthes cucumerina var. cucumerina*			
Cymodoceaceae					
89.	131	*Halodule uninervis*			
Cyperaceae					
90.	750	*Bulbostylis barbata*			
91.	751	*Bulbostylis burbidgeae*		P4	
92.	777	*Cyperus bulbosus (Bush Onion, Tjanmata)*			
93.	806	*Cyperus polystachyos (Bunchy Sedge)*			
Dasyaceae					
94.	26930	*Heterosiphonia crassipes*			
Dasycladaceae					
95.	44548	*Neomeris bilimbata*			
96.	27099	*Neomeris van-bosseae*			
Droseraceae					
97.	3093	*Drosera burmanni (Tropical Sundew)*			
Euphorbiaceae					
98.	4583	*Adriana tomentosa*			
99.	17422	*Adriana tomentosa var. tomentosa*			
100.	4617	*Euphorbia australis (Namana)*			
101.	35303	*Euphorbia australis var. subtomentosa*			
102.	4619	*Euphorbia biconvexa*			
103.	4635	*Euphorbia myrtoides*			
104.	12097	*Euphorbia tannensis subsp. eremophila (Desert Spurge)*			
105.	42879	*Euphorbia trigonosperma*			

	Name ID	Species Name	Naturalised	Conservation Code	Endemic To Query Area
106.	4656	*Jatropha gossypiifolia (Bellyache Bush)*	Y		
Fabaceae					
107.	3198	*Acacia acradenia*			
108.	3214	*Acacia ancistrocarpa (Fitzroy Wattle)*			
109.	3241	*Acacia bivenosa*			
110.	44588	*Acacia bivenosa x sclerosperma subsp. sclerosperma*			
111.	17013	*Acacia colei var. colei*			
112.	3377	*Acacia inaequilatera (Bader)*			
113.	3434	*Acacia maitlandii (Maitland's Wattle)*			
114.	29015	*Acacia pyrifolia var. pyrifolia*			
115.	30071	*Acacia robeorum*			
116.	13078	*Acacia sclerosperma subsp. sclerosperma*			
117.		*Acacia sp.*			
118.	19456	*Acacia stellaticeps*			
119.	13070	*Acacia synchronicia*			
120.	3579	*Acacia trachycarpa (Minni Ritchi, Balgali)*			
121.	20319	*Acacia tumida var. pilbarensis*			
122.	3609	*Albizia lebbeck*			
123.	17147	*Alysicarpus muelleri*			
124.	11055	*Cajanus cinereus*			
125.	10972	*Cajanus marmoratus*			
126.	3749	*Canavalia rosea (Wild Jack Bean)*			
127.	3769	*Clitoria ternatea*	Y		
128.	3774	*Crotalaria cunninghamii (Green Birdflower, Bilbun)*			
129.	19378	*Crotalaria dissitiflora subsp. benthamiana*			
130.	17118	*Cullen leucanthum*			
131.	15714	*Cullen stipulaceum*			
132.	3853	*Desmodium filiforme*			
133.	19333	*Desmodium scorpiurus*	Y		
134.	3942	*Glycine tomentella (Woolly Glycine)*			
135.	14587	*Indigastrum parviflorum*			
136.	3973	*Indigofera colutea (Sticky Indigo)*			
137.	3981	*Indigofera linnaei (Birdsville Indigo)*			
138.	16061	*Indigofera oblongifolia*	Y		
139.	16062	*Indigofera sessiliflora*	Y		
140.	3987	*Indigofera trita*			
141.	4054	*Leptosema anomalum*			
142.	3613	*Leucaena leucocephala (Leucaena)*	Y		
143.	3614	*Neptunia dimorphantha (Sensitive Plant)*			
144.	3673	*Parkinsonia aculeata (Parkinsonia)*	Y		
145.	3675	*Petalostylis labicheoides (Slender Petalostylis)*			
146.	4191	*Rhynchosia minima (Rhynchosia)*			
147.	12307	*Senna glutinosa subsp. glutinosa*			
148.	12312	*Senna notabilis*			
149.	10848	*Senna occidentalis*	Y		
150.	18445	*Senna stricta*			
151.	4196	*Sesbania cannabina (Sesbania Pea)*			
152.	4198	*Sesbania formosa (White Dragon Tree)*			
153.	43320	*Stylosanthes guianensis var. guianensis*	Y		
154.	12353	*Stylosanthes hamata (Verano Stylo)*	Y		
155.	4242	*Swainsona pterostylis*			
156.	4272	*Tephrosia leptoclada*			
157.	4280	*Tephrosia rosea (Flinders River Poison, Bungoo'dah)*			
158.	41825	*Tephrosia rosea var. Fortescue creeks (M.I.H. Brooker 2186)*			
159.	41920	*Tephrosia rosea var. Port Hedland (A.S. George 1114)*		P1	
160.	19531	*Tephrosia rosea var. clementii*			
161.	19529	*Tephrosia rosea var. rosea*			
162.	4281	*Tephrosia simplicifolia*			
163.	15947	*Tephrosia sp. B Kimberley Flora (C.A. Gardner 7300)*			
164.	17768	*Tephrosia sp. Bungaroo Creek (M.E. Trudgen 11601)*			
165.	15949	*Tephrosia sp. D Kimberley Flora (R.D. Royce 1848)*			
166.	40060	*Tephrosia sp. clay soils (S. van Leeuwen et al. PBS 0273)*			
167.	18661	*Zornia muelleriana*			
Frankeniaceae					
168.	5188	*Frankenia ambita*			
Galaxauraceae					
169.	29615	*Dichotomaria obtusata*			
170.	26835	*Galaxaura rugosa*			

NatureMap is a collaborative project of the Department of Biodiversity, Conservation and Attractions and the Western Australian Museum.

	Name ID	Species Name	Naturalised	Conservation Code	Endemic To Query Area
Gelidiellaceae					
171.	26842	*Gelidiella acerosa*			
Goodeniaceae					
172.	7490	*Goodenia armitiana*			
173.	7509	*Goodenia forrestii*			
174.	7526	*Goodenia microptera*			
175.	10982	*Goodenia stobbsiana*			
176.	12723	*Scaevola amblyanthera*			
177.	13178	*Scaevola amblyanthera var. centralis*			
Gyrostemonaceae					
178.	2778	*Codonocarpus cotinifolius (Native Poplar, Kundurangu)*			
Haloragaceae					
179.	6174	*Haloragis gossei*			
Hemerocallidaceae					
180.	1285	*Corynotheca micrantha (Sand Lily)*			
181.	1286	*Corynotheca pungens*			
Hydrocharitaceae					
182.	169	*Thalassia hemprichii*			
Loranthaceae					
183.	2383	*Amyema preissii (Wireleaf Mistletoe)*			
Malvaceae					
184.	4895	*Abutilon lepidum*			
185.	18410	*Corchorus camarvonensis*			
186.	4857	*Corchorus elachocarpus*			
187.	17339	*Corchorus incanus*			
188.	25847	*Corchorus incanus subsp. incanus*			
189.	13659	*Corchorus laniflorus*			
190.	13467	*Corchorus trilocularis*			
191.	4867	*Corchorus walcottii (Woolly Corchorus)*			
192.	4910	*Gossypium australe (Native Cotton)*			
193.	4913	*Gossypium hirsutum (Upland Cotton)*	Y		
194.	29317	*Hibiscus austrinus var. austrinus*			
195.	4922	*Hibiscus brachychlaenus*			
196.	4930	*Hibiscus goldsworthii*			
197.	4933	*Hibiscus leptocladus*			
198.	5051	*Melhania oblongifolia*			
199.	46816	*Seringia elliptica (Showy fire-bush)*			
200.	46821	*Seringia nephrosperma (Free carpel fire-bush)*			
201.	4972	*Sida clementii*			
202.	4977	*Sida fibulifera (Silver Sida)*			
203.	13481	*Triumfetta ramosa*			
204.	5106	*Waltheria indica*			
Marsileaceae					
205.	76	*Marsilea hirsuta (Nardoo)*			
Menispermaceae					
206.	2942	*Tinospora smilacina (Snakevine, Oondala)*			
Molluginaceae					
207.	48203	*Hypertelis cerviana*			
208.	48201	*Trigastrotheca molluginea*			
Montiaceae					
209.	40825	*Calandrinia pentavalvis*			
210.	2870	*Calandrinia stagnensis*			
211.	2872	*Calandrinia tepperiana*			
Moraceae					
212.	31578	*Ficus aculeata var. indecora (Ranji)*			
213.	19648	*Ficus brachypoda*			
Myrtaceae					
214.	17073	*Corymbia aspera*			
215.	14650	*Corymbia flavescens*			
216.	5923	*Melaleuca lasiandra*			
217.	6005	*Osbornia octodonta (Myrtle Mangrove)*			
Nyctaginaceae					
218.	2770	*Boerhavia coccinea (Tar Vine, Wituka)*			

	Name ID	Species Name	Naturalised	Conservation Code	Endemic To Query Area
Papaveraceae					
219.	17797	*Argemone ochroleuca subsp. ochroleuca*	Y		
Phyllanthaceae					
220.	4680	*Phyllanthus maderaspatensis*			
Pittosporaceae					
221.	19744	*Pittosporum angustifolium*			
Plantaginaceae					
222.	12489	*Stemodia lathraia*			
Plumbaginaceae					
223.	6490	*Muellerolimon salicorniaceum*			
Poaceae					
224.	17651	*Andropogon gayanus*	Y		
225.	211	*Aristida hygrometrica (Northern Kerosene Grass)*			
226.	240	*Bothriochloa ewartiana (Desert Bluegrass)*			
227.	258	*Cenchrus ciliaris (Buffel Grass)*	Y		
228.	41568	*Cenchrus setaceus (Fountain Grass)*	Y		
229.	29721	*Cenchrus setiger (Birdwood Grass)*	Y		
230.	266	*Chloris barbata (Purpletop Chloris)*	Y		
231.	272	*Chloris virgata (Feathertop Rhodes Grass)*	Y		
232.	273	*Chrysopogon fallax (Golden Beard Grass)*			
233.	280	*Cymbopogon bombycinus (Silky Oilgrass)*			
234.		*Cynodon radiatus*			
235.	288	*Dactyloctenium aegyptium (Coast Button Grass)*	Y		
236.	290	*Dactyloctenium radulans (Button Grass)*			
237.	311	*Digitaria ciliaris (Summer Grass)*	Y		
238.	48378	*Diplachne fusca subsp. fusca*			
239.	360	*Enneapogon lindleyanus (Wiry Nineawn, Purple-head Nineawn)*			
240.	365	*Enneapogon polyphyllus (Leafy Nineawn)*			
241.	12749	*Enneapogon purpurascens (Purple Nineawn)*			
242.	368	*Enteropogon ramosus (Windmill Grass, Curly Windmill Grass)*			
243.	375	*Eragrostis cumingii (Cuming's Love Grass)*			
244.	378	*Eragrostis dielsii (Mallee Lovegrass)*			
245.	380	*Eragrostis eriopoda (Woollybutt Grass, Wangurnu)*			
246.	381	*Eragrostis falcata (Sickle Lovegrass)*			
247.	17609	*Eragrostis pilosa*	Y		
248.	400	*Eriachne aristidea*			
249.	411	*Eriachne helmsii (Buck Wandemie Grass)*			
250.	414	*Eriachne obtusa (Northern Wanderie Grass)*			
251.	464	*Iseilema membranaceum (Small Flinders Grass)*			
252.	468	*Lamarckia aurea (Goldentop)*	Y		
253.	503	*Panicum decompositum (Native Millet, Kaltu-kaltu)*			
254.	518	*Paspalidium clementii (Clements Paspalidium)*			
255.	529	*Paspalum fasciculatum*	Y		
256.	606	*Setaria dielsii (Diels' Pigeon Grass)*			
257.	611	*Setaria sphacelata (South African Pigeon Grass)*	Y		
258.	619	*Sorghum plumosum (Plume Canegrass)*			
259.	625	*Spinifex longifolius (Beach Spinifex)*			
260.	672	*Themeda avenacea (Native Oatgrass)*			
261.	13131	*Triodia epactia*			
262.	700	*Triodia secunda*			
263.	706	*Triraphis mollis (Needle Grass)*			
264.	728	*Whiteochloa cymbiformis*			
265.	730	*Xerochloa imberbis (Rice Grass)*			
Polygalaceae					
266.	41357	*Polygala saccopetala*			
Portulacaceae					
267.	2875	*Portulaca australis*			
268.	43981	*Portulaca decipiens*			
269.	2884	*Portulaca oleracea (Purslane, Wakati)*			
Proteaceae					
270.	2079	*Grevillea pyramidalis (Caustic Bush, Tjungu)*			
Rhizophoraceae					
271.	5291	*Bruguiera exaristata (Ribbed Mangrove)*			
272.	39680	*Ceriops australis*			
273.	5295	*Rhizophora stylosa (Spotted-leaved Red Mangrove)*			

NatureMap is a collaborative project of the Department of Biodiversity, Conservation and Attractions and the Western Australian Museum.

	Name ID	Species Name	Naturalised	Conservation Code	[1]Endemic To Query Area
Rhodomelaceae					
274.	26441	*Acanthophora spicifera*			
Rubiaceae					
275.	13339	*Synaptantha tillaeacea var. tillaeacea*			
Sapindaceae					
276.	4759	*Dodonaea coriacea*			
Scrophulariaceae					
277.	17158	*Myoporum montanum (Native Myrtle)*			
Sebdeniaceae					
278.	27274	*Sebdenia flabellata*			
Siphonocladaceae					
279.	26769	*Dictyosphaeria cavernosa*			
Solanaceae					
280.	6971	*Nicotiana benthamiana (Tjuntiwari)*			
281.	11856	*Nicotiana occidentalis subsp. occidentalis*			
282.	20652	*Physalis angulata*	Y		
283.	7002	*Solanum diversiflorum*			
284.	7029	*Solanum phlomoides*			
Stylidiaceae					
285.	7711	*Stylidium desertorum*			
Thymelaeaceae					
286.	5230	*Pimelea ammocharis*			
Udoteaceae					
287.	27348	*Udotea argentea*			
288.	35302	*Udotea glaucescens*			
Violaceae					
289.	5215	*Hybanthus aurantiacus*			
Zygophyllaceae					
290.	4380	*Tribulus occidentalis (Perennial Caltrop)*			

Conservation Codes
T - Rare or likely to become extinct
X - Presumed extinct
IA - Protected under international agreement
S - Other specially protected fauna
1 - Priority 1
2 - Priority 2
3 - Priority 3
4 - Priority 4
5 - Priority 5

[1] For NatureMap's purposes, species flagged as endemic are those whose records are wholely contained within the search area. Note that only those records complying with the search criterion are included in the calculation. For example, if you limit records to those from a specific datasource, only records from that datasource are used to determine if a species is restricted to the query area.

NatureMap Species Report

Created By Guest user on 01/03/2020

Kingdom Animalia
Current Names Only Yes
Core Datasets Only Yes
Method 'By Circle'
Centre 118° 36' 33" E,20° 19' 12" S
Buffer 10km
Group By Family

Family	Species	Records
Acanthizidae	2	14
Accipitridae	13	167
Aegothelidae	1	1
Agamidae	8	12
Alaudidae	1	17
Anatidae	7	112
Anhingidae	1	5
Antennariidae	1	2
Apogonidae	2	3
Ardeidae	8	64
Artamidae	6	76
Batrachoididae	2	7
Belonidae	1	2
Blenniidae	3	3
Boidae	3	6
Bovidae	1	2
Bufonidae	1	6
Burhinidae	1	1
Cacatuidae	1	2
Campephagidae	2	45
Canidae	2	3
Caprimulgidae	1	1
Carangidae	3	3
Carphodactylidae	1	2
Casuariidae	1	1
Centrogeniidae	1	1
Centropodidae	1	1
Charadriidae	9	136
Cheloniidae	3	2209
Ciconiidae	1	5
Clupeidae	3	5
Colubridae	1	3
Columbidae	8	174
Corvidae	3	11
Cracticidae	2	5
Cuculidae	2	2
Dactylopteridae	1	1
Dasyuridae	5	117
Delphinidae	1	1
Dicruridae	4	142
Diplodactylidae	4	9
Drepaneidae	1	1
Dugongidae	1	1
Elapidae	14	29
Eleotridae	1	1
Emballonuridae	2	4
Ephippidae	1	2
Equidae	1	2
Estrildidae	3	62
Falconidae	3	34
Felidae	1	3
Fregatidae	1	9
Gekkonidae	5	11
Gerreidae	1	1
Glareolidae	2	6
Gobiidae	3	5
Gruidae	1	1
Haematopodidae	2	48
Halcyonidae	4	40
Hemiramphidae	3	3
Hemiscyllidae	1	2
Heterodontidae	1	2
Hirundinidae	4	67
Hydrobatidae	1	2
Hylidae	5	14
Labridae	1	1
Lamponidae	1	4
Laridae	10	131
Leporidae	1	2
Leptobramidae	1	1
Limnodynastidae	2	17
Lutjanidae	1	2
Macropodidae	4	6
Maluridae	2	19
Megalopidae	1	1

NatureMap is a collaborative project of the Department of Biodiversity, Conservation and Attractions and the Western Australian Museum.

Page 1

Meliphagidae	2	49
Meropidae	1	48
Molossidae	2	6
Monodactylidae	1	3
Motacillidae	2	3
Mugilidae	2	3
Muridae	6	61
Myobatrachidae	2	2
Nemipteridae	2	2
Opistognathidae	1	2
Ostraciidae	2	2
Otididae	1	3
Pachycephalidae	3	32
Pardalotidae	2	2
Passeridae	1	30
Pelecanidae	1	37
Petroicidae	2	3
Phalacrocoracidae	5	44
Phasianidae	1	10
Plotosidae	1	2
Podargidae	1	1
Podicipedidae	2	27
Polynemidae	1	1
Pomacentridae	2	2
Pseudochromidae	1	1
Psittacidae	5	44
Ptilonorhynchidae	1	1
Pygopodidae	5	15
Rallidae	4	19
Recurvirostridae	3	51
Salmonidae	1	1
Salticidae	1	1
Scatophagidae	1	4
Sciaenidae	1	1
Scincidae	19	52
Scolopacidae	25	396
Scolopendridae	2	5
Scombridae	2	2
Scorpaenidae	1	1
Scyliorhinidae	1	2
Serranidae	4	5
Sillaginidae	2	4
Sparidae	2	6
Sturnidae	2	10
Sylviidae	1	1
Synanceiidae	1	2
Syngnathidae	1	1
Synodontidae	1	1
Terapontidae	3	3
Theridiidae	1	1
Threskiornithidae	3	40
Thylacomyidae	1	2
Trochanteriidae	1	3
Turnicidae	1	7
Tytonidae	1	1
Uranoscopidae	1	2
Urodacidae	1	1
Varanidae	6	7
Vespertilionidae	4	6
Zosteropidae	1	29
TOTAL	**365**	**5016**

	Name ID	Species Name	Naturalised	Conservation Code	Endemic To Query Area
Acanthizidae					
1.	24276	*Gerygone tenebrosa (Dusky Gerygone)*			
2.	30948	*Smicrornis brevirostris (Weebill)*			
Accipitridae					
3.	25535	*Accipiter cirrocephalus (Collared Sparrowhawk)*			
4.	24285	*Aquila audax (Wedge-tailed Eagle)*			
5.	24288	*Circus approximans (Swamp Harrier)*			
6.	24289	*Circus assimilis (Spotted Harrier)*			
7.		*Elanus axillaris*			
8.	25540	*Elanus caeruleus (Black-shouldered Kite)*			
9.	24290	*Elanus caeruleus subsp. axillaris (Australian Black-shouldered Kite)*			
10.	24293	*Haliaeetus leucogaster (White-bellied Sea-Eagle)*			
11.	25541	*Haliastur indus (Brahminy Kite)*			
12.	24295	*Haliastur sphenurus (Whistling Kite)*			
13.	47965	*Hieraaetus morphnoides (Little Eagle)*			
14.	25542	*Milvus migrans (Black Kite)*			
15.	48591	*Pandion cristatus (Osprey, Eastern Osprey)*		IA	
Aegothelidae					
16.	25544	*Aegotheles cristatus (Australian Owlet-nightjar)*			
Agamidae					
17.	30833	*Amphibolurus longirostris (Long-nosed Dragon)*			
18.	25458	*Ctenophorus caudicinctus (Ring-tailed Dragon)*			
19.	24865	*Ctenophorus caudicinctus subsp. caudicinctus (Ring-tailed Dragon)*			
20.	25459	*Ctenophorus isolepis (Crested Dragon, Military Dragon)*			
21.	24876	*Ctenophorus isolepis subsp. isolepis (Crested Dragon, Military Dragon)*			
22.	24882	*Ctenophorus nuchalis (Central Netted Dragon)*			
23.	24907	*Pogona minor subsp. minor (Dwarf Bearded Dragon)*			
24.	24908	*Pogona minor subsp. mitchelli (Dwarf Bearded Dragon)*			
Alaudidae					
25.	25545	*Mirafra javanica (Horsfield's Bushlark, Singing Bushlark)*			
Anatidae					
26.	24312	*Anas gracilis (Grey Teal)*			
27.	24316	*Anas superciliosa (Pacific Black Duck)*			
28.	24318	*Aythya australis (Hardhead)*			
29.	24322	*Cygnus atratus (Black Swan)*			
30.	24324	*Dendrocygna arcuata (Wandering Whistling Duck, Chestnut Whistling Duck)*			
31.	24325	*Dendrocygna eytoni (Plumed Whistling Duck)*			
32.	24326	*Malacorhynchus membranaceus (Pink-eared Duck)*			
Anhingidae					
33.	47414	*Anhinga novaehollandiae (Australasian Darter)*			
Antennariidae					
34.		*Lophiocharon trisignatus*			
Apogonidae					
35.		*Apogon rueppellii*			
36.		*Glossamia aprion*			
Ardeidae					
37.	25557	*Ardea garzetta (Little Egret)*			
38.	25558	*Ardea ibis (Cattle Egret)*			
39.	25559	*Ardea intermedia (Intermediate Egret)*			
40.	41324	*Ardea modesta (great egret, white egret)*			
41.	24341	*Ardea pacifica (White-necked Heron)*			
42.	47897	*Butorides striata (Striated Heron, Mangrove Heron)*			
43.		*Egretta garzetta*			
44.		*Egretta novaehollandiae*			
Artamidae					
45.	25566	*Artamus cinereus (Black-faced Woodswallow)*			
46.	24352	*Artamus cinereus subsp. melanops (Black-faced Woodswallow)*			
47.	25567	*Artamus leucorynchus (White-breasted Woodswallow)*			
48.	24354	*Artamus leucorynchus subsp. leucopygialis (White-breasted Woodswallow)*			
49.	24356	*Artamus personatus (Masked Woodswallow)*			
50.	24357	*Artamus superciliosus (White-browed Woodswallow)*			
Batrachoididae					

	Name ID	Species Name	Naturalised	Conservation Code	Endemic To Query Area
51.		*Batrachomoeus dahli*			
52.		*Halophryne diemensis*			
Belonidae					
53.		*Strongylura strongylura*			
Blenniidae					
54.		*Omobranchus sp.*			
55.		*Salarias sexfilum*			
56.		*Salarias sp.*			
Boidae					
57.	25318	*Antaresia perthensis (Pygmy Python)*			
58.	25320	*Aspidites melanocephalus (Black-headed Python)*			
59.	25236	*Aspidites ramsayi (Woma)*			
Bovidae					
60.	24251	*Bos taurus (European Cattle)*	Y		
Bufonidae					
61.	42306	*Platyplectrum spenceri (Centralian Burrowing Frog)*			
Burhinidae					
62.	47938	*Esacus magnirostris (Beach Stone-curlew, Beach Thick-knee)*			
Cacatuidae					
63.		*Eolophus roseicapillus*			
Campephagidae					
64.	25568	*Coracina novaehollandiae (Black-faced Cuckoo-shrike)*			
65.	24367	*Lalage tricolor (White-winged Triller)*			
Canidae					
66.	48920	*Canis familiaris (Dog, Dingo)*	Y		
67.	24040	*Vulpes vulpes (Red Fox)*	Y		
Caprimulgidae					
68.	24368	*Eurostopodus argus (Spotted Nightjar)*			
Carangidae					
69.		*Caranx ignobilis*			
70.		*Caranx sp.*			
71.		*Scomberoides commersonnianus*			
Carphodactylidae					
72.	24969	*Nephrurus levis subsp. pilbarensis*			
Casuariidae					
73.	24470	*Dromaius novaehollandiae (Emu)*			
Centrogeniidae					
74.		*Centrogenys vaigiensis*			
Centropodidae					
75.	25600	*Centropus phasianinus (Pheasant Coucal)*			
Charadriidae					
76.	25575	*Charadrius leschenaultii (Greater Sand Plover)*		T	
77.	25576	*Charadrius mongolus (Lesser Sand Plover)*		T	
78.	24377	*Charadrius ruficapillus (Red-capped Plover)*			
79.	24378	*Charadrius veredus (Oriental Plover)*		IA	
80.	47937	*Elseyornis melanops (Black-fronted Dotterel)*			
81.	24379	*Erythrogonys cinctus (Red-kneed Dotterel)*			
82.	24382	*Pluvialis fulva (Pacific Golden Plover)*		IA	
83.	24383	*Pluvialis squatarola (Grey Plover)*		IA	
84.	25577	*Vanellus miles (Masked Lapwing)*			
Cheloniidae					
85.	25336	*Chelonia mydas (Green Turtle)*		T	
86.	25342	*Eretmochelys imbricata subsp. bissa (Hawksbill Turtle)*		T	
87.	25344	*Natator depressus (Flatback Turtle)*		T	
Ciconiidae					
88.	25578	*Ephippiorhynchus asiaticus (Black-necked Stork)*			
Clupeidae					
89.		*Herklotsichthys koningsbergeri*			
90.		*Herklotsichthys lippa*			
91.		*Nematalosa vlaminghi*			

NatureMap is a collaborative project of the Department of Biodiversity, Conservation and Attractions and the Western Australian Museum.

	Name ID	Species Name	Naturalised	Conservation Code	Endemic To Query Area
Colubridae					
92.	25327	*Fordonia leucobalia (White-bellied Mangrove Snake)*			
Columbidae					
93.	24399	*Columba livia (Domestic Pigeon)*	Y		
94.	24401	*Geopelia cuneata (Diamond Dove)*			
95.	24402	*Geopelia humeralis (Bar-shouldered Dove)*			
96.	25585	*Geopelia striata (Zebra Dove)*			
97.	24403	*Geopelia striata subsp. placida (Peaceful Dove)*			
98.	24404	*Geophaps plumifera (Spinifex Pigeon)*			
99.	24407	*Ocyphaps lophotes (Crested Pigeon)*			
100.	24411	*Phaps histrionica (Flock Bronzewing, Flock Pigeon)*			
Corvidae					
101.	24416	*Corvus bennetti (Little Crow)*			
102.	25593	*Corvus orru (Torresian Crow)*			
103.	24418	*Corvus orru subsp. cecilae (Western Crow)*			
Cracticidae					
104.	24420	*Cracticus nigrogularis (Pied Butcherbird)*			
105.	25595	*Cracticus tibicen (Australian Magpie)*			
Cuculidae					
106.	42307	*Cacomantis pallidus (Pallid Cuckoo)*			
107.	24431	*Chrysococcyx basalis (Horsfield's Bronze Cuckoo)*			
Dactylopteridae					
108.		*Dactyloptena papilio*			
Dasyuridae					
109.	30903	*Dasycercus blythi (Brush-tailed Mulgara, Ampurta)*		P4	
110.	24089	*Dasycercus cristicauda (Crest-tailed Mulgara, minyiminyi)*		P4	
111.	24091	*Dasykaluta rosamondae (Little Red Kaluta)*			
112.	24093	*Dasyurus hallucatus (Northern Quoll)*		T	
113.	24120	*Sminthopsis youngsoni (Lesser Hairy-footed Dunnart)*			
Delphinidae					
114.	30954	*Tursiops aduncus (Indo-Pacific Bottlenose Dolphin)*			
Dicruridae					
115.	24443	*Grallina cyanoleuca (Magpie-lark)*			
116.	48096	*Rhipidura albiscapa (Grey Fantail)*			
117.	25614	*Rhipidura leucophrys (Willie Wagtail)*			
118.	24457	*Rhipidura phasiana (Mangrove Grey Fantail)*			
Diplodactylidae					
119.	24926	*Diplodactylus conspicillatus (Fat-tailed Gecko)*			
120.	30933	*Lucasium stenodactylum*			
121.	24924	*Strophurus ciliaris subsp. aberrans*			
122.	24932	*Strophurus jeanae*			
Drepaneidae					
123.		*Drepane punctata*			
Dugongidae					
124.	24084	*Dugong dugon (Dugong)*		S	
Elapidae					
125.	25243	*Acanthophis pyrrhus (Desert Death Adder)*			
126.		*Acanthophis wellsei*			
127.	25331	*Brachyurophis approximans (North-western Shovel-nosed Snake)*			
128.	25297	*Demansia rufescens (Rufous Whipsnake)*			
129.		*Demansia torquata*			Y
130.	25301	*Furina ornata (Moon Snake)*			
131.	25363	*Hydrelaps darwiniensis*			
132.	25366	*Hydrophis elegans (Elegant Seasnake, Bar-bellied Seasnake)*			
133.	43385	*Hydrophis stokesii (Stoke's Seasnake, Sea Snake)*			
134.	25261	*Pseudechis australis (Mulga Snake)*			
135.	42416	*Pseudonaja mengdeni (Western Brown Snake)*			
136.	25263	*Pseudonaja modesta (Ringed Brown Snake)*			
137.	25264	*Pseudonaja nuchalis (Gwardar, Northern Brown Snake)*			
138.	25305	*Simoselaps anomalus (Desert Banded Snake)*			
Eleotridae					
139.		*Butis butis*			
Emballonuridae					

	Name ID	Species Name	Naturalised	Conservation Code	Endemic To Query Area
140.	24174	*Saccolaimus flaviventris (Yellow-bellied Sheath-tailed Bat)*			
141.	24175	*Taphozous georgianus (Common Sheath-tailed Bat)*			
Ephippidae					
142.		*Zabidius novemaculeatus*			
Equidae					
143.	24258	*Equus caballus (Horse)*	Y		
Estrildidae					
144.	24631	*Emblema pictum (Painted Finch)*			
145.	25685	*Neochmia ruficauda (Star Finch)*			
146.	30870	*Taeniopygia guttata (Zebra Finch)*			
Falconidae					
147.	25621	*Falco berigora (Brown Falcon)*			
148.	25622	*Falco cenchroides (Australian Kestrel, Nankeen Kestrel)*			
149.	25623	*Falco longipennis (Australian Hobby)*			
Felidae					
150.	24041	*Felis catus (Cat)*	Y		
Fregatidae					
151.	24478	*Fregata ariel (Lesser Frigatebird)*		IA	
Gekkonidae					
152.	24956	*Gehyra pilbara*			
153.	24958	*Gehyra punctata*			
154.	24959	*Gehyra variegata*			
155.	25232	*Hemidactylus frenatus (Asian House Gecko)*	Y		
156.	24961	*Heteronotia binoei (Bynoe's Gecko)*			
Gerreidae					
157.		*Gerres subfasciatus*			
Glareolidae					
158.	24481	*Glareola maldivarum (Oriental Pratincole)*		IA	
159.	24482	*Stiltia isabella (Australian Pratincole)*			
Gobiidae					
160.		*Bathygobius fuscus*			
161.		*Periophthalmodon freycineti*			
162.		*Yongeichthys nebulosus*			
Gruidae					
163.	24484	*Grus rubicunda (Brolga)*			
Haematopodidae					
164.	25627	*Haematopus fuliginosus (Sooty Oystercatcher)*			
165.	24487	*Haematopus longirostris (Pied Oystercatcher)*			
Halcyonidae					
166.	25547	*Dacelo leachii (Blue-winged Kookaburra)*			
167.	25548	*Todiramphus chloris (Collared Kingfisher)*			
168.	42351	*Todiramphus pyrrhopygius (Red-backed Kingfisher)*			
169.	25549	*Todiramphus sanctus (Sacred Kingfisher)*			
Hemiramphidae					
170.		*Arrhamphus sclerolepis*			
171.		*Hyporhamphus quoyi*			
172.		*Hyporhamphus sp.*			
Hemiscyllidae					
173.		*Chiloscyllium punctatum*			
Heterodontidae					
174.		*??*			
Hirundinidae					
175.	24491	*Hirundo neoxena (Welcome Swallow)*			
176.	25630	*Hirundo rustica (Barn Swallow)*		IA	
177.	48060	*Petrochelidon ariel (Fairy Martin)*			
178.	48061	*Petrochelidon nigricans (Tree Martin)*			
Hydrobatidae					
179.	24497	*Oceanites oceanicus (Wilson's Storm-petrel)*		IA	
Hylidae					
180.	25371	*Cyclorana australis (Giant Frog)*			
181.	25375	*Cyclorana maini (Sheep Frog)*			

NatureMap is a collaborative project of the Department of Biodiversity, Conservation and Attractions and the Western Australian Museum.

	Name ID	Species Name	Naturalised	Conservation Code	Endemic To Query Area
182.	25380	*Litoria caerulea (Green Tree Frog)*			
183.	25391	*Litoria rothii (Northern Laughing Tree Frog)*			
184.	25392	*Litoria rubella (Little Red Tree Frog)*			
Labridae					
185.		*Choerodon cyanodus*			
Lamponidae					
186.		*Lamponina scutata*			
Laridae					
187.	41332	*Chlidonias leucopterus (White-winged Black Tern, white-winged tern)*		IA	
188.		*Chroicocephalus novaehollandiae*			
189.	48587	*Hydroprogne caspia (Caspian Tern)*		IA	
190.	25637	*Larus novaehollandiae (Silver Gull)*			
191.	24521	*Sterna bengalensis (Lesser Crested Tern)*			
192.	25642	*Sterna hirundo (Common Tern)*		IA	
193.	25643	*Sterna hybrida (Whiskered Tern)*			
194.	48593	*Sternula albifrons (Little Tern)*		IA	
195.		*Thalasseus bengalensis*			
196.	48597	*Thalasseus bergii (Crested Tern)*		IA	
Leporidae					
197.	24085	*Oryctolagus cuniculus (Rabbit)*	Y		
Leptobramidae					
198.		*Leptobrama muelleri*			
Limnodynastidae					
199.	25422	*Neobatrachus aquilonius (Northern Burrowing Frog)*			
200.	25430	*Notaden nichollsi (Desert Spadefoot)*			
Lutjanidae					
201.		*Lutjanus carponotatus*			
Macropodidae					
202.	24128	*Lagostrophus fasciatus subsp. fasciatus (Banded hare-wallaby, Mernine)*		T	
203.	25489	*Macropus robustus (Euro, Biggada)*			
204.	24135	*Macropus robustus subsp. erubescens (Euro, Biggada)*			
205.	48034	*Osphranter robustus (Euro, Biggada)*			
Maluridae					
206.	25651	*Malurus lamberti (Variegated Fairy-wren)*			
207.	25652	*Malurus leucopterus (White-winged Fairy-wren)*			
Megalopidae					
208.		*Megalops cyprinoides*			
Meliphagidae					
209.	25661	*Lichmera indistincta (Brown Honeyeater)*			
210.	24583	*Manorina flavigula (Yellow-throated Miner)*			
Meropidae					
211.	24598	*Merops ornatus (Rainbow Bee-eater)*			
Molossidae					
212.	24181	*Chaerephon jobensis (Greater Northern Freetail-bat, Northern Mastiff Bat)*			
213.		*Mormopterus (Ozimops) cobourgianus*			
Monodactylidae					
214.		*Monodactylus argenteus*			
Motacillidae					
215.	25670	*Anthus australis (Australian Pipit)*			
216.	24602	*Motacilla flava subsp. simillima (Yellow Wagtail)*		IA	Y
Mugilidae					
217.		*Liza vaigiensis*			
218.		*Mugil cephalus*			
Muridae					
219.	24223	*Mus musculus (House Mouse)*	Y		
220.	24224	*Notomys alexis (Spinifex Hopping-mouse)*			
221.	24234	*Pseudomys delicatulus (Delicate Mouse)*			
222.	24235	*Pseudomys desertor (Desert Mouse)*			
223.	24237	*Pseudomys hermannsburgensis (Sandy Inland Mouse)*			
224.	24239	*Pseudomys nanus (Western Chestnut Mouse)*			
Myobatrachidae					

	Name ID	Species Name	Naturalised	Conservation Code	Endemic To Query Area
225.	25445	*Uperoleia russelli (Northwest Toadlet)*			
226.	25446	*Uperoleia talpa (Ratcheting Toadlet)*			
Nemipteridae					
227.		*Pentapodus porosus*			
228.		*Scaevius milii*			
Opistognathidae					
229.		*Opistognathus inornatus*			
Ostraciidae					
230.		*Ostracion sp.*			
231.		*Rhynchostracion nasus*			
Otididae					
232.	24610	*Ardeotis australis (Australian Bustard)*			
Pachycephalidae					
233.	25675	*Colluricincla harmonica (Grey Shrike-thrush)*			
234.	24620	*Pachycephala lanioides (White-breasted Whistler)*			
235.	25678	*Pachycephala melanura (Mangrove Golden Whistler)*			
Pardalotidae					
236.	24627	*Pardalotus rubricatus (Red-browed Pardalote)*			
237.	25682	*Pardalotus striatus (Striated Pardalote)*			
Passeridae					
238.	24642	*Passer montanus (Eurasian Tree Sparrow)*	Y		
Pelecanidae					
239.	24648	*Pelecanus conspicillatus (Australian Pelican)*			
Petroicidae					
240.	24653	*Eopsaltria pulverulenta (Mangrove Robin)*			
241.		*Peneoenanthe pulverulenta*			
Phalacrocoracidae					
242.		*Microcarbo melanoleucos*			
243.	25697	*Phalacrocorax carbo (Great Cormorant)*			
244.	25698	*Phalacrocorax melanoleucos (Little Pied Cormorant)*			
245.	24667	*Phalacrocorax sulcirostris (Little Black Cormorant)*			
246.	25699	*Phalacrocorax varius (Pied Cormorant)*			
Phasianidae					
247.	25701	*Coturnix ypsilophora (Brown Quail)*			
Plotosidae					
248.		*Paraplotosus albilabris*			
Podargidae					
249.	25703	*Podargus strigoides (Tawny Frogmouth)*			
Podicipedidae					
250.	24681	*Poliocephalus poliocephalus (Hoary-headed Grebe)*			
251.	25705	*Tachybaptus novaehollandiae (Australasian Grebe, Black-throated Grebe)*			
Polynemidae					
252.		*Eleutheronema tetradactylum*			
Pomacentridae					
253.		*Abudefduf bengalensis*			
254.		*Amphiprion clarkii*			
Pseudochromidae					
255.		*Labracinus sp.*			Y
Psittacidae					
256.	25715	*Cacatua roseicapilla (Galah)*			
257.	25716	*Cacatua sanguinea (Little Corella)*			
258.	24736	*Melopsittacus undulatus (Budgerigar)*			
259.	24742	*Nymphicus hollandicus (Cockatiel)*			
260.	24747	*Platycercus spurius (Red-capped Parrot)*			
Ptilonorhynchidae					
261.	24757	*Ptilonorhynchus maculatus subsp. guttatus (Western Bowerbird)*			
Pygopodidae					
262.	24997	*Delma butleri*			
263.	25002	*Delma pax*			
264.	25004	*Delma tincta*			

	Name ID	Species Name	Naturalised	Conservation Code	Endemic To Query Area
265.	25005	*Lialis burtonis*			
266.	25009	*Pygopus nigriceps*			
Rallidae					
267.	25727	*Fulica atra (Eurasian Coot)*			
268.	25730	*Gallirallus philippensis (Buff-banded Rail)*			
269.	25731	*Porphyrio porphyrio (Purple Swamphen)*			
270.	24769	*Porzana fluminea (Australian Spotted Crake)*			
Recurvirostridae					
271.	24774	*Cladorhynchus leucocephalus (Banded Stilt)*			
272.	25734	*Himantopus himantopus (Black-winged Stilt)*			
273.	24776	*Recurvirostra novaehollandiae (Red-necked Avocet)*			
Salmonidae					
274.		*Kathala axillaris*			Y
Salticidae					
275.		*Holoplatys meda*			
Scatophagidae					
276.		*Selenotoca multifasciata*			
Sciaenidae					
277.		*Protonibea diacanthus*			
Scincidae					
278.	25017	*Carlia triacantha (Desert Rainbow Skink)*			
279.	25024	*Ctenotus angusticeps (Airlie Island Ctenotus, Northwestern coastal Ctenotus)*		P3	
280.	25036	*Ctenotus duricola*			
281.	25043	*Ctenotus grandis subsp. titan*			
282.	25044	*Ctenotus hanloni*			
283.	25045	*Ctenotus helenae*			
284.	25064	*Ctenotus pantherinus subsp. ocellifer (Leopard Ctenotus)*			
285.	25062	*Ctenotus piankai*			
286.	25069	*Ctenotus rufescens*			
287.	25073	*Ctenotus saxatilis (Rock Ctenotus)*			
288.	25077	*Ctenotus serventyi*			
289.	25092	*Egernia depressa (Southern Pygmy Spiny-tailed Skink)*			
290.	41409	*Eremiascincus musivus (Mosaic Desert Skink)*			
291.	25125	*Lerista bipes*			
292.	30928	*Lerista clara*			
293.	25155	*Lerista muelleri*			
294.	25184	*Menetia greyii*			
295.	25193	*Morethia ruficauda subsp. exquisita*			
296.	25202	*Tiliqua multifasciata (Central Blue-tongue)*			
Scolopacidae					
297.	41323	*Actitis hypoleucos (Common Sandpiper)*		IA	
298.	25736	*Arenaria interpres (Ruddy Turnstone)*		IA	
299.	24778	*Arenaria interpres subsp. interpres (Ruddy Turnstone)*		IA	
300.	24779	*Calidris acuminata (Sharp-tailed Sandpiper)*		IA	
301.	24780	*Calidris alba (Sanderling)*		IA	
302.	25738	*Calidris canutus (Red Knot, knot)*		IA	
303.	24784	*Calidris ferruginea (Curlew Sandpiper)*		T	
304.	24786	*Calidris melanotos (Pectoral Sandpiper)*		IA	
305.	24788	*Calidris ruficollis (Red-necked Stint)*		IA	
306.	24789	*Calidris subminuta (Long-toed Stint)*		IA	
307.	24790	*Calidris tenuirostris (Great Knot)*		T	
308.	24793	*Gallinago stenura (Pin-tailed Snipe)*		IA	
309.	25739	*Limicola falcinellus (Broad-billed Sandpiper)*		IA	
310.	24795	*Limnodromus semipalmatus (Asian Dowitcher)*		IA	
311.	30932	*Limosa lapponica (Bar-tailed Godwit)*		IA	
312.	24796	*Limosa lapponica subsp. menzbieri (Bar-tailed Godwit (northern Siberian))*		T	
313.	25741	*Limosa limosa (Black-tailed Godwit)*		IA	
314.	24798	*Numenius madagascariensis (Eastern Curlew)*		T	
315.	24799	*Numenius minutus (Little Curlew, Little Whimbrel)*		IA	
316.	25742	*Numenius phaeopus (Whimbrel)*		IA	
317.	24803	*Tringa brevipes (Grey-tailed Tattler)*		P4	
318.	24806	*Tringa glareola (Wood Sandpiper)*		IA	
319.	24808	*Tringa nebularia (Common Greenshank, greenshank)*		IA	
320.	24809	*Tringa stagnatilis (Marsh Sandpiper, little greenshank)*		IA	
321.	41351	*Xenus cinereus (Terek Sandpiper)*		IA	

NatureMap is a collaborative project of the Department of Biodiversity, Conservation and Attractions and the Western Australian Museum.

	Name ID	Species Name	Naturalised	Conservation Code	Endemic To Query Area
Scolopendridae					
322.		*Scolopendra laeta*			
323.		*Scolopendra morsitans*			
Scombridae					
324.		*Rastrelliger servetyi (invalid)*			Y
325.		*Scomberomorus semifasciatus*			
Scorpaenidae					
326.		*Parascorpaena picta*			
Scyliorhinidae					
327.		*Atelomycterus sp.*			Y
Serranidae					
328.		*Cephalopholis boenak*			
329.		*Epinephelus areolatus*			
330.		*Epinephelus malabaricus*			
331.		*Epinephelus quoyanus*			
Sillaginidae					
332.		*Sillago analis*			
333.		*Sillago schomburgkii*			
Sparidae					
334.		*Acanthopagrus australis*			
335.		*Acanthopagrus latus*			
Sturnidae					
336.	47954	*Gelochelidon nilotica (Gull-billed Tern)*		IA	
337.	47955	*Gelochelidon nilotica subsp. affinis (Gull-billed Tern)*		IA	Y
Sylviidae					
338.	24837	*Eremiornis carteri (Spinifex-bird)*			
Synanceiidae					
339.		*Synanceia horrida*			
Syngnathidae					
340.		*Filicampus tigris*			
Synodontidae					
341.		*Synodus sageneus*			
Terapontidae					
342.		*Amniataba caudavittata*			
343.		*Leiopotherapon unicolor*			
344.		*Terapon jarbua*			
Theridiidae					
345.		*Latrodectus hasseltii*			
Threskiornithidae					
346.	24842	*Platalea regia (Royal Spoonbill)*			
347.	24843	*Plegadis falcinellus (Glossy Ibis)*		IA	
348.	24845	*Threskiornis spinicollis (Straw-necked Ibis)*			
Thylacomyidae					
349.	24168	*Macrotis lagotis (Bilby, Dalgyte, Ninu)*		T	
Trochanteriidae					
350.		*Morebilus diversus*			
Turnicidae					
351.	24851	*Turnix velox (Little Button-quail)*			
Tytonidae					
352.		*Tyto delicatula*			
Uranoscopidae					
353.		*Ichthyscopus spinosus*			
Urodacidae					
354.		*Urodacus hoplurus*			
Varanidae					
355.	25209	*Varanus acanthurus (Spiny-tailed Monitor)*			
356.	25210	*Varanus brevicauda (Short-tailed Pygmy Monitor)*			
357.	30825	*Varanus bushi (Pilbara Mulga Monitor)*			
358.	25212	*Varanus eremius (Pygmy Desert Monitor)*			
359.	25218	*Varanus gouldii (Bungarra or Sand Monitor)*			

NatureMap is a collaborative project of the Department of Biodiversity, Conservation and Attractions and the Western Australian Museum.

	Name ID	Species Name	Naturalised	Conservation Code	[1]Endemic To Query Area
360.	25524	*Varanus panoptes (Yellow-spotted Monitor)*			
Vespertilionidae					
361.	24186	*Chalinolobus gouldii (Gould's Wattled Bat)*			
362.	24192	*Nyctophilus arnhemensis (Arnhem Land Long-eared Bat)*			
363.	24194	*Nyctophilus geoffroyi (Lesser Long-eared Bat)*			
364.	24205	*Vespadelus finlaysoni (Finlayson's Cave Bat)*			
Zosteropidae					
365.	24857	*Zosterops luteus (Yellow White-eye)*			

Conservation Codes
T - Rare or likely to become extinct
X - Presumed extinct
IA - Protected under international agreement
S - Other specially protected fauna
1 - Priority 1
2 - Priority 2
3 - Priority 3
4 - Priority 4
5 - Priority 5

[1] For NatureMap's purposes, species flagged as endemic are those whose records are wholely contained within the search area. Note that only those records complying with the search criterion are included in the calculation. For example, if you limit records to those from a specific datasource, only records from that datasource are used to determine if a species is restricted to the query area.

Australian Government
Department of the Environment and Energy

EPBC Act Protected Matters Report

This report provides general guidance on matters of national environmental significance and other matters protected by the EPBC Act in the area you have selected.

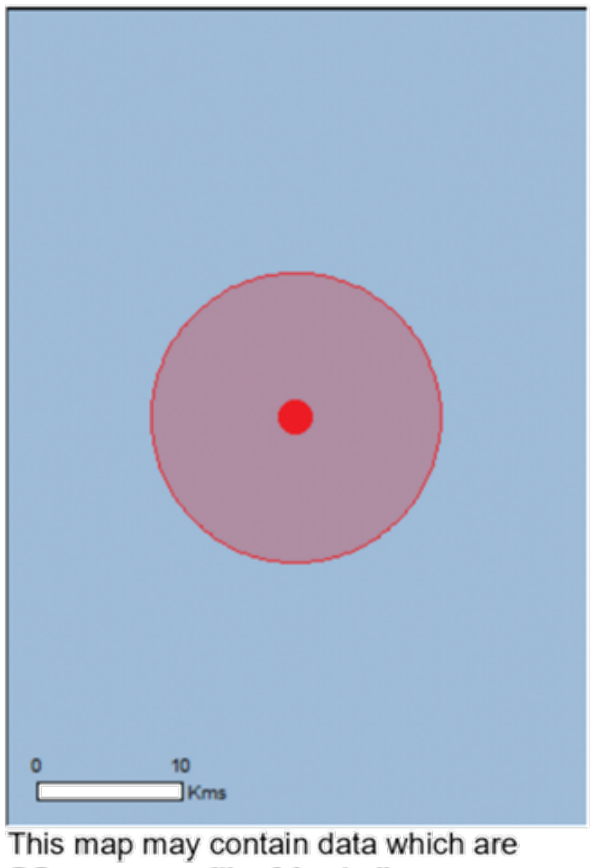
Information on the coverage of this report and qualifications on data supporting this report are contained in the caveat at the end of the report.

Information is available about Environment Assessments and the EPBC Act including significance guidelines, forms and application process details.

Report created: 01/03/20 15:10:48

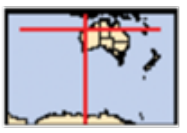
Summary
Details
- Matters of NES
- Other Matters Protected by the EPBC Act
- Extra Information

Caveat
Acknowledgements



This map may contain data which are ©Commonwealth of Australia (Geoscience Australia), ©PSMA 2010

Coordinates
Buffer: 10.0Km



Summary

Matters of National Environmental Significance

This part of the report summarises the matters of national environmental significance that may occur in, or may relate to, the area you nominated. Further information is available in the detail part of the report, which can be accessed by scrolling or following the links below. If you are proposing to undertake an activity that may have a significant impact on one or more matters of national environmental significance then you should consider the Administrative Guidelines on Significance.

World Heritage Properties:	None
National Heritage Places:	None
Wetlands of International Importance:	None
Great Barrier Reef Marine Park:	None
Commonwealth Marine Area:	1
Listed Threatened Ecological Communities:	None
Listed Threatened Species:	28
Listed Migratory Species:	55

Other Matters Protected by the EPBC Act

This part of the report summarises other matters protected under the Act that may relate to the area you nominated. Approval may be required for a proposed activity that significantly affects the environment on Commonwealth land, when the action is outside the Commonwealth land, or the environment anywhere when the action is taken on Commonwealth land. Approval may also be required for the Commonwealth or Commonwealth agencies proposing to take an action that is likely to have a significant impact on the environment anywhere.

The EPBC Act protects the environment on Commonwealth land, the environment from the actions taken on Commonwealth land, and the environment from actions taken by Commonwealth agencies. As heritage values of a place are part of the 'environment', these aspects of the EPBC Act protect the Commonwealth Heritage values of a Commonwealth Heritage place. Information on the new heritage laws can be found at http://www.environment.gov.au/heritage

A permit may be required for activities in or on a Commonwealth area that may affect a member of a listed threatened species or ecological community, a member of a listed migratory species, whales and other cetaceans, or a member of a listed marine species.

Commonwealth Land:	1
Commonwealth Heritage Places:	None
Listed Marine Species:	95
Whales and Other Cetaceans:	12
Critical Habitats:	None
Commonwealth Reserves Terrestrial:	None
Australian Marine Parks:	None

Extra Information

This part of the report provides information that may also be relevant to the area you have nominated.

State and Territory Reserves:	None
Regional Forest Agreements:	None
Invasive Species:	14
Nationally Important Wetlands:	None
Key Ecological Features (Marine)	None

Details

Matters of National Environmental Significance

Commonwealth Marine Area [Resource Information]

Approval is required for a proposed activity that is located within the Commonwealth Marine Area which has, will have, or is likely to have a significant impact on the environment. Approval may be required for a proposed action taken outside the Commonwealth Marine Area but which has, may have or is likely to have a significant impact on the environment in the Commonwealth Marine Area. Generally the Commonwealth Marine Area stretches from three nautical miles to two hundred nautical miles from the coast.

Name
EEZ and Territorial Sea

Marine Regions [Resource Information]

If you are planning to undertake action in an area in or close to the Commonwealth Marine Area, and a marine bioregional plan has been prepared for the Commonwealth Marine Area in that area, the marine bioregional plan may inform your decision as to whether to refer your proposed action under the EPBC Act.

Name
North-west

Listed Threatened Species [Resource Information]

Name	Status	Type of Presence
Birds		
Calidris canutus Red Knot, Knot [855]	Endangered	Species or species habitat known to occur within area
Calidris ferruginea Curlew Sandpiper [856]	Critically Endangered	Species or species habitat known to occur within area
Calidris tenuirostris Great Knot [862]	Critically Endangered	Species or species habitat known to occur within area
Charadrius leschenaultii Greater Sand Plover, Large Sand Plover [877]	Vulnerable	Species or species habitat known to occur within area
Charadrius mongolus Lesser Sand Plover, Mongolian Plover [879]	Endangered	Species or species habitat known to occur within area
Limosa lapponica baueri Bar-tailed Godwit (baueri), Western Alaskan Bar-tailed Godwit [86380]	Vulnerable	Species or species habitat known to occur within area
Limosa lapponica menzbieri Northern Siberian Bar-tailed Godwit, Bar-tailed Godwit (menzbieri) [86432]	Critically Endangered	Species or species habitat likely to occur within area
Macronectes giganteus Southern Giant-Petrel, Southern Giant Petrel [1060]	Endangered	Species or species habitat may occur within area
Numenius madagascariensis Eastern Curlew, Far Eastern Curlew [847]	Critically Endangered	Species or species habitat known to occur

Name	Status	Type of Presence
		within area
Pezoporus occidentalis Night Parrot [59350]	Endangered	Species or species habitat may occur within area
Rostratula australis Australian Painted Snipe [77037]	Endangered	Species or species habitat may occur within area
Mammals		
Balaenoptera musculus Blue Whale [36]	Endangered	Species or species habitat likely to occur within area
Dasyurus hallucatus Northern Quoll, Digul [Gogo-Yimidir], Wijingadda [Dambimangari], Wiminji [Martu] [331]	Endangered	Species or species habitat likely to occur within area
Macroderma gigas Ghost Bat [174]	Vulnerable	Species or species habitat likely to occur within area
Macrotis lagotis Greater Bilby [282]	Vulnerable	Species or species habitat likely to occur within area
Megaptera novaeangliae Humpback Whale [38]	Vulnerable	Species or species habitat known to occur within area
Rhinonicteris aurantia (Pilbara form) Pilbara Leaf-nosed Bat [82790]	Vulnerable	Species or species habitat may occur within area
Reptiles		
Aipysurus apraefrontalis Short-nosed Seasnake [1115]	Critically Endangered	Species or species habitat likely to occur within area
Caretta caretta Loggerhead Turtle [1763]	Endangered	Foraging, feeding or related behaviour known to occur within area
Chelonia mydas Green Turtle [1765]	Vulnerable	Breeding known to occur within area
Dermochelys coriacea Leatherback Turtle, Leathery Turtle, Luth [1768]	Endangered	Breeding likely to occur within area
Eretmochelys imbricata Hawksbill Turtle [1766]	Vulnerable	Foraging, feeding or related behaviour known to occur within area
Liasis olivaceus barroni Olive Python (Pilbara subspecies) [66699]	Vulnerable	Species or species habitat likely to occur within area
Natator depressus Flatback Turtle [59257]	Vulnerable	Breeding known to occur within area
Sharks		
Carcharodon carcharias White Shark, Great White Shark [64470]	Vulnerable	Species or species habitat may occur within area
Pristis clavata Dwarf Sawfish, Queensland Sawfish [68447]	Vulnerable	Species or species habitat known to occur within area
Pristis zijsron Green Sawfish, Dindagubba, Narrowsnout Sawfish [68442]	Vulnerable	Breeding likely to occur within area

Name	Status	Type of Presence
Rhincodon typus Whale Shark [66680]	Vulnerable	Species or species habitat may occur within area

Listed Migratory Species [Resource Information] * Species is listed under a different scientific name on the EPBC Act - Threatened Species list.		
Name	Threatened	Type of Presence
Migratory Marine Birds		
Anous stolidus Common Noddy [825]		Species or species habitat may occur within area
Apus pacificus Fork-tailed Swift [678]		Species or species habitat likely to occur within area
Calonectris leucomelas Streaked Shearwater [1077]		Species or species habitat may occur within area
Fregata ariel Lesser Frigatebird, Least Frigatebird [1012]		Species or species habitat known to occur within area
Macronectes giganteus Southern Giant-Petrel, Southern Giant Petrel [1060]	Endangered	Species or species habitat may occur within area
Migratory Marine Species		
Anoxypristis cuspidata Narrow Sawfish, Knifetooth Sawfish [68448]		Species or species habitat likely to occur within area
Balaenoptera edeni Bryde's Whale [35]		Species or species habitat may occur within area
Balaenoptera musculus Blue Whale [36]	Endangered	Species or species habitat likely to occur within area
Carcharodon carcharias White Shark, Great White Shark [64470]	Vulnerable	Species or species habitat may occur within area
Caretta caretta Loggerhead Turtle [1763]	Endangered	Foraging, feeding or related behaviour known to occur within area
Chelonia mydas Green Turtle [1765]	Vulnerable	Breeding known to occur within area
Dermochelys coriacea Leatherback Turtle, Leathery Turtle, Luth [1768]	Endangered	Breeding likely to occur within area
Dugong dugon Dugong [28]		Species or species habitat known to occur within area
Eretmochelys imbricata Hawksbill Turtle [1766]	Vulnerable	Foraging, feeding or related behaviour known to occur within area
Manta alfredi Reef Manta Ray, Coastal Manta Ray, Inshore Manta Ray, Prince Alfred's Ray, Resident Manta Ray [84994]		Species or species habitat known to occur within area
Manta birostris Giant Manta Ray, Chevron Manta Ray, Pacific Manta Ray, Pelagic Manta Ray, Oceanic Manta Ray [84995]		Species or species habitat likely to occur within area

Name	Threatened	Type of Presence
Megaptera novaeangliae Humpback Whale [38]	Vulnerable	Species or species habitat known to occur within area
Natator depressus Flatback Turtle [59257]	Vulnerable	Breeding known to occur within area
Orcinus orca Killer Whale, Orca [46]		Species or species habitat may occur within area
Pristis clavata Dwarf Sawfish, Queensland Sawfish [68447]	Vulnerable	Species or species habitat known to occur within area
Pristis zijsron Green Sawfish, Dindagubba, Narrowsnout Sawfish [68442]	Vulnerable	Breeding likely to occur within area
Rhincodon typus Whale Shark [66680]	Vulnerable	Species or species habitat may occur within area
Sousa chinensis Indo-Pacific Humpback Dolphin [50]		Species or species habitat likely to occur within area
Tursiops aduncus (Arafura/Timor Sea populations) Spotted Bottlenose Dolphin (Arafura/Timor Sea populations) [78900]		Species or species habitat known to occur within area
Migratory Terrestrial Species		
Hirundo rustica Barn Swallow [662]		Species or species habitat known to occur within area
Motacilla cinerea Grey Wagtail [642]		Species or species habitat may occur within area
Motacilla flava Yellow Wagtail [644]		Species or species habitat known to occur within area
Migratory Wetlands Species		
Actitis hypoleucos Common Sandpiper [59309]		Species or species habitat known to occur within area
Arenaria interpres Ruddy Turnstone [872]		Species or species habitat known to occur within area
Calidris acuminata Sharp-tailed Sandpiper [874]		Species or species habitat known to occur within area
Calidris alba Sanderling [875]		Species or species habitat known to occur within area
Calidris canutus Red Knot, Knot [855]	Endangered	Species or species habitat known to occur within area
Calidris ferruginea Curlew Sandpiper [856]	Critically Endangered	Species or species habitat known to occur within area
Calidris melanotos Pectoral Sandpiper [858]		Species or species habitat likely to occur within area

Name	Threatened	Type of Presence
Calidris ruficollis Red-necked Stint [860]		Species or species habitat known to occur within area
Calidris subminuta Long-toed Stint [861]		Species or species habitat known to occur within area
Calidris tenuirostris Great Knot [862]	Critically Endangered	Species or species habitat known to occur within area
Charadrius leschenaultii Greater Sand Plover, Large Sand Plover [877]	Vulnerable	Species or species habitat known to occur within area
Charadrius mongolus Lesser Sand Plover, Mongolian Plover [879]	Endangered	Species or species habitat known to occur within area
Charadrius veredus Oriental Plover, Oriental Dotterel [882]		Species or species habitat known to occur within area
Glareola maldivarum Oriental Pratincole [840]		Species or species habitat may occur within area
Limicola falcinellus Broad-billed Sandpiper [842]		Species or species habitat known to occur within area
Limosa lapponica Bar-tailed Godwit [844]		Species or species habitat known to occur within area
Limosa limosa Black-tailed Godwit [845]		Species or species habitat known to occur within area
Numenius madagascariensis Eastern Curlew, Far Eastern Curlew [847]	Critically Endangered	Species or species habitat known to occur within area
Numenius minutus Little Curlew, Little Whimbrel [848]		Species or species habitat known to occur within area
Numenius phaeopus Whimbrel [849]		Species or species habitat known to occur within area
Pandion haliaetus Osprey [952]		Breeding known to occur within area
Pluvialis fulva Pacific Golden Plover [25545]		Species or species habitat known to occur within area
Pluvialis squatarola Grey Plover [865]		Species or species habitat known to occur within area
Tringa brevipes Grey-tailed Tattler [851]		Species or species habitat known to occur within area
Tringa glareola Wood Sandpiper [829]		Species or species habitat known to occur within area
Tringa nebularia Common Greenshank, Greenshank [832]		Species or species

Name	Threatened	Type of Presence
		habitat known to occur within area
Tringa stagnatilis Marsh Sandpiper, Little Greenshank [833]		Species or species habitat known to occur within area
Xenus cinereus Terek Sandpiper [59300]		Species or species habitat known to occur within area

Other Matters Protected by the EPBC Act

Commonwealth Land	[Resource Information]

The Commonwealth area listed below may indicate the presence of Commonwealth land in this vicinity. Due to the unreliability of the data source, all proposals should be checked as to whether it impacts on a Commonwealth area, before making a definitive decision. Contact the State or Territory government land department for further information.

Name
Commonwealth Land -

Listed Marine Species	[Resource Information]

* Species is listed under a different scientific name on the EPBC Act - Threatened Species list.

Name	Threatened	Type of Presence
Birds		
Actitis hypoleucos Common Sandpiper [59309]		Species or species habitat known to occur within area
Anous stolidus Common Noddy [825]		Species or species habitat may occur within area
Apus pacificus Fork-tailed Swift [678]		Species or species habitat likely to occur within area
Ardea alba Great Egret, White Egret [59541]		Species or species habitat known to occur within area
Ardea ibis Cattle Egret [59542]		Species or species habitat may occur within area
Arenaria interpres Ruddy Turnstone [872]		Species or species habitat known to occur within area
Calidris acuminata Sharp-tailed Sandpiper [874]		Species or species habitat known to occur within area
Calidris alba Sanderling [875]		Species or species habitat known to occur within area
Calidris canutus Red Knot, Knot [855]	Endangered	Species or species habitat known to occur

Name	Threatened	Type of Presence
		within area
Calidris ferruginea Curlew Sandpiper [856]	Critically Endangered	Species or species habitat known to occur within area
Calidris melanotos Pectoral Sandpiper [858]		Species or species habitat likely to occur within area
Calidris ruficollis Red-necked Stint [860]		Species or species habitat known to occur within area
Calidris subminuta Long-toed Stint [861]		Species or species habitat known to occur within area
Calidris tenuirostris Great Knot [862]	Critically Endangered	Species or species habitat known to occur within area
Calonectris leucomelas Streaked Shearwater [1077]		Species or species habitat may occur within area
Charadrius leschenaultii Greater Sand Plover, Large Sand Plover [877]	Vulnerable	Species or species habitat known to occur within area
Charadrius mongolus Lesser Sand Plover, Mongolian Plover [879]	Endangered	Species or species habitat known to occur within area
Charadrius ruficapillus Red-capped Plover [881]		Species or species habitat known to occur within area
Charadrius veredus Oriental Plover, Oriental Dotterel [882]		Species or species habitat known to occur within area
Chrysococcyx osculans Black-eared Cuckoo [705]		Species or species habitat may occur within area
Fregata ariel Lesser Frigatebird, Least Frigatebird [1012]		Species or species habitat known to occur within area
Glareola maldivarum Oriental Pratincole [840]		Species or species habitat may occur within area
Haliaeetus leucogaster White-bellied Sea-Eagle [943]		Species or species habitat known to occur within area
Heteroscelus brevipes Grey-tailed Tattler [59311]		Species or species habitat known to occur within area
Himantopus himantopus Pied Stilt, Black-winged Stilt [870]		Species or species habitat known to occur within area
Hirundo rustica Barn Swallow [662]		Species or species habitat known to occur within area
Limicola falcinellus Broad-billed Sandpiper [842]		Species or species habitat known to occur within area

Name	Threatened	Type of Presence
Limosa lapponica Bar-tailed Godwit [844]		Species or species habitat known to occur within area
Limosa limosa Black-tailed Godwit [845]		Species or species habitat known to occur within area
Macronectes giganteus Southern Giant-Petrel, Southern Giant Petrel [1060]	Endangered	Species or species habitat may occur within area
Merops ornatus Rainbow Bee-eater [670]		Species or species habitat may occur within area
Motacilla cinerea Grey Wagtail [642]		Species or species habitat may occur within area
Motacilla flava Yellow Wagtail [644]		Species or species habitat known to occur within area
Numenius madagascariensis Eastern Curlew, Far Eastern Curlew [847]	Critically Endangered	Species or species habitat known to occur within area
Numenius minutus Little Curlew, Little Whimbrel [848]		Species or species habitat known to occur within area
Numenius phaeopus Whimbrel [849]		Species or species habitat known to occur within area
Pandion haliaetus Osprey [952]		Breeding known to occur within area
Pluvialis fulva Pacific Golden Plover [25545]		Species or species habitat known to occur within area
Pluvialis squatarola Grey Plover [865]		Species or species habitat known to occur within area
Recurvirostra novaehollandiae Red-necked Avocet [871]		Species or species habitat known to occur within area
Rostratula benghalensis (sensu lato) Painted Snipe [889]	Endangered*	Species or species habitat may occur within area
Stiltia isabella Australian Pratincole [818]		Species or species habitat known to occur within area
Tringa glareola Wood Sandpiper [829]		Species or species habitat known to occur within area
Tringa nebularia Common Greenshank, Greenshank [832]		Species or species habitat known to occur within area
Tringa stagnatilis Marsh Sandpiper, Little Greenshank [833]		Species or species habitat known to occur within area
Xenus cinereus Terek Sandpiper [59300]		Species or species

Name	Threatened	Type of Presence
		habitat known to occur within area
Fish		
Bulbonaricus brauni Braun's Pughead Pipefish, Pug-headed Pipefish [66189]		Species or species habitat may occur within area
Campichthys tricarinatus Three-keel Pipefish [66192]		Species or species habitat may occur within area
Choeroichthys brachysoma Pacific Short-bodied Pipefish, Short-bodied Pipefish [66194]		Species or species habitat may occur within area
Choeroichthys suillus Pig-snouted Pipefish [66198]		Species or species habitat may occur within area
Doryrhamphus janssi Cleaner Pipefish, Janss' Pipefish [66212]		Species or species habitat may occur within area
Doryrhamphus negrosensis Flagtail Pipefish, Masthead Island Pipefish [66213]		Species or species habitat may occur within area
Festucalex scalaris Ladder Pipefish [66216]		Species or species habitat may occur within area
Filicampus tigris Tiger Pipefish [66217]		Species or species habitat may occur within area
Halicampus brocki Brock's Pipefish [66219]		Species or species habitat may occur within area
Halicampus grayi Mud Pipefish, Gray's Pipefish [66221]		Species or species habitat may occur within area
Halicampus nitidus Glittering Pipefish [66224]		Species or species habitat may occur within area
Halicampus spinirostris Spiny-snout Pipefish [66225]		Species or species habitat may occur within area
Haliichthys taeniophorus Ribboned Pipehorse, Ribboned Seadragon [66226]		Species or species habitat may occur within area
Hippichthys penicillus Beady Pipefish, Steep-nosed Pipefish [66231]		Species or species habitat may occur within area
Hippocampus angustus Western Spiny Seahorse, Narrow-bellied Seahorse [66234]		Species or species habitat may occur within area
Hippocampus histrix Spiny Seahorse, Thorny Seahorse [66236]		Species or species habitat may occur within area
Hippocampus kuda Spotted Seahorse, Yellow Seahorse [66237]		Species or species habitat may occur within area
Hippocampus planifrons Flat-face Seahorse [66238]		Species or species

Name	Threatened	Type of Presence
		habitat may occur within area
Hippocampus trimaculatus Three-spot Seahorse, Low-crowned Seahorse, Flat-faced Seahorse [66720]		Species or species habitat may occur within area
Micrognathus micronotopterus Tidepool Pipefish [66255]		Species or species habitat may occur within area
Solegnathus hardwickii Pallid Pipehorse, Hardwick's Pipehorse [66272]		Species or species habitat may occur within area
Solegnathus lettiensis Gunther's Pipehorse, Indonesian Pipefish [66273]		Species or species habitat may occur within area
Solenostomus cyanopterus Robust Ghostpipefish, Blue-finned Ghost Pipefish, [66183]		Species or species habitat may occur within area
Syngnathoides biaculeatus Double-end Pipehorse, Double-ended Pipehorse, Alligator Pipefish [66279]		Species or species habitat may occur within area
Trachyrhamphus bicoarctatus Bentstick Pipefish, Bend Stick Pipefish, Short-tailed Pipefish [66280]		Species or species habitat may occur within area
Trachyrhamphus longirostris Straightstick Pipefish, Long-nosed Pipefish, Straight Stick Pipefish [66281]		Species or species habitat may occur within area
Mammals		
Dugong dugon Dugong [28]		Species or species habitat known to occur within area
Reptiles		
Acalyptophis peronii Horned Seasnake [1114]		Species or species habitat may occur within area
Aipysurus apraefrontalis Short-nosed Seasnake [1115]	Critically Endangered	Species or species habitat likely to occur within area
Aipysurus duboisii Dubois' Seasnake [1116]		Species or species habitat may occur within area
Aipysurus eydouxii Spine-tailed Seasnake [1117]		Species or species habitat may occur within area
Aipysurus laevis Olive Seasnake [1120]		Species or species habitat may occur within area
Aipysurus tenuis Brown-lined Seasnake [1121]		Species or species habitat may occur within area
Astrotia stokesii Stokes' Seasnake [1122]		Species or species habitat may occur within area
Caretta caretta Loggerhead Turtle [1763]	Endangered	Foraging, feeding or related behaviour known to occur within area

Name	Threatened	Type of Presence
Chelonia mydas Green Turtle [1765]	Vulnerable	Breeding known to occur within area
Dermochelys coriacea Leatherback Turtle, Leathery Turtle, Luth [1768]	Endangered	Breeding likely to occur within area
Disteira kingii Spectacled Seasnake [1123]		Species or species habitat may occur within area
Disteira major Olive-headed Seasnake [1124]		Species or species habitat may occur within area
Emydocephalus annulatus Turtle-headed Seasnake [1125]		Species or species habitat may occur within area
Ephalophis greyi North-western Mangrove Seasnake [1127]		Species or species habitat may occur within area
Eretmochelys imbricata Hawksbill Turtle [1766]	Vulnerable	Foraging, feeding or related behaviour known to occur within area
Hydrelaps darwiniensis Black-ringed Seasnake [1100]		Species or species habitat may occur within area
Hydrophis czeblukovi Fine-spined Seasnake [59233]		Species or species habitat may occur within area
Hydrophis elegans Elegant Seasnake [1104]		Species or species habitat may occur within area
Hydrophis mcdowelli null [25926]		Species or species habitat may occur within area
Hydrophis ornatus Spotted Seasnake, Ornate Reef Seasnake [1111]		Species or species habitat may occur within area
Natator depressus Flatback Turtle [59257]	Vulnerable	Breeding known to occur within area
Pelamis platurus Yellow-bellied Seasnake [1091]		Species or species habitat may occur within area

Whales and other Cetaceans		[Resource Information]
Name	Status	Type of Presence
Mammals		
Balaenoptera acutorostrata Minke Whale [33]		Species or species habitat may occur within area
Balaenoptera edeni Bryde's Whale [35]		Species or species habitat may occur within area
Balaenoptera musculus Blue Whale [36]	Endangered	Species or species habitat likely to occur within area
Delphinus delphis Common Dophin, Short-beaked Common Dolphin [60]		Species or species habitat may occur within area

Name	Status	Type of Presence
Grampus griseus Risso's Dolphin, Grampus [64]		Species or species habitat may occur within area
Megaptera novaeangliae Humpback Whale [38]	Vulnerable	Species or species habitat known to occur within area
Orcinus orca Killer Whale, Orca [46]		Species or species habitat may occur within area
Sousa chinensis Indo-Pacific Humpback Dolphin [50]		Species or species habitat likely to occur within area
Stenella attenuata Spotted Dolphin, Pantropical Spotted Dolphin [51]		Species or species habitat may occur within area
Tursiops aduncus Indian Ocean Bottlenose Dolphin, Spotted Bottlenose Dolphin [68418]		Species or species habitat likely to occur within area
Tursiops aduncus (Arafura/Timor Sea populations) Spotted Bottlenose Dolphin (Arafura/Timor Sea populations) [78900]		Species or species habitat known to occur within area
Tursiops truncatus s. str. Bottlenose Dolphin [68417]		Species or species habitat may occur within area

Extra Information

Invasive Species	[Resource Information]

Weeds reported here are the 20 species of national significance (WoNS), along with other introduced plants that are considered by the States and Territories to pose a particularly significant threat to biodiversity. The following feral animals are reported: Goat, Red Fox, Cat, Rabbit, Pig, Water Buffalo and Cane Toad. Maps from Landscape Health Project, National Land and Water Resouces Audit, 2001.

Name	Status	Type of Presence
Birds		
Columba livia Rock Pigeon, Rock Dove, Domestic Pigeon [803]		Species or species habitat likely to occur within area
Passer montanus Eurasian Tree Sparrow [406]		Species or species habitat likely to occur within area
Mammals		
Camelus dromedarius Dromedary, Camel [7]		Species or species habitat likely to occur within area
Canis lupus familiaris Domestic Dog [82654]		Species or species habitat likely to occur within area
Equus asinus Donkey, Ass [4]		Species or species habitat likely to occur within area
Felis catus Cat, House Cat, Domestic Cat [19]		Species or species habitat likely to occur within area

Name	Status	Type of Presence
Mus musculus House Mouse [120]		Species or species habitat likely to occur within area
Sus scrofa Pig [6]		Species or species habitat likely to occur within area
Vulpes vulpes Red Fox, Fox [18]		Species or species habitat likely to occur within area
Plants		
Andropogon gayanus Gamba Grass [66895]		Species or species habitat likely to occur within area
Cenchrus ciliaris Buffel-grass, Black Buffel-grass [20213]		Species or species habitat likely to occur within area
Jatropha gossypifolia Cotton-leaved Physic-Nut, Bellyache Bush, Cotton-leaf Physic Nut, Cotton-leaf Jatropha, Black Physic Nut [7507]		Species or species habitat likely to occur within area
Reptiles		
Hemidactylus frenatus Asian House Gecko [1708]		Species or species habitat likely to occur within area
Ramphotyphlops braminus Flowerpot Blind Snake, Brahminy Blind Snake, Cacing Besi [1258]		Species or species habitat may occur within area

Caveat

The information presented in this report has been provided by a range of data sources as acknowledged at the end of the report.

This report is designed to assist in identifying the locations of places which may be relevant in determining obligations under the Environment Protection and Biodiversity Conservation Act 1999. It holds mapped locations of World and National Heritage properties, Wetlands of International and National Importance, Commonwealth and State/Territory reserves, listed threatened, migratory and marine species and listed threatened ecological communities. Mapping of Commonwealth land is not complete at this stage. Maps have been collated from a range of sources at various resolutions.

Not all species listed under the EPBC Act have been mapped (see below) and therefore a report is a general guide only. Where available data supports mapping, the type of presence that can be determined from the data is indicated in general terms. People using this information in making a referral may need to consider the qualifications below and may need to seek and consider other information sources.

For threatened ecological communities where the distribution is well known, maps are derived from recovery plans, State vegetation maps, remote sensing imagery and other sources. Where threatened ecological community distributions are less well known, existing vegetation maps and point location data are used to produce indicative distribution maps.

Threatened, migratory and marine species distributions have been derived through a variety of methods. Where distributions are well known and if time permits, maps are derived using either thematic spatial data (i.e. vegetation, soils, geology, elevation, aspect, terrain, etc) together with point locations and described habitat; or environmental modelling (MAXENT or BIOCLIM habitat modelling) using point locations and environmental data layers.

Where very little information is available for species or large number of maps are required in a short time-frame, maps are derived either from 0.04 or 0.02 decimal degree cells; by an automated process using polygon capture techniques (static two kilometre grid cells, alpha-hull and convex hull); or captured manually or by using topographic features (national park boundaries, islands, etc). In the early stages of the distribution mapping process (1999-early 2000s) distributions were defined by degree blocks, 100K or 250K map sheets to rapidly create distribution maps. More reliable distribution mapping methods are used to update these distributions as time permits.

Only selected species covered by the following provisions of the EPBC Act have been mapped:

- migratory and
- marine

The following species and ecological communities have not been mapped and do not appear in reports produced from this database:

- threatened species listed as extinct or considered as vagrants
- some species and ecological communities that have only recently been listed
- some terrestrial species that overfly the Commonwealth marine area
- migratory species that are very widespread, vagrant, or only occur in small numbers

The following groups have been mapped, but may not cover the complete distribution of the species:

- non-threatened seabirds which have only been mapped for recorded breeding sites
- seals which have only been mapped for breeding sites near the Australian continent

Such breeding sites may be important for the protection of the Commonwealth Marine environment.

Coordinates

-20.32 118.60917

Acknowledgements

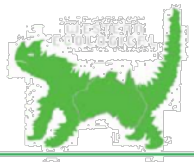
This database has been compiled from a range of data sources. The department acknowledges the following custodians who have contributed valuable data and advice:

-Office of Environment and Heritage, New South Wales
-Department of Environment and Primary Industries, Victoria
-Department of Primary Industries, Parks, Water and Environment, Tasmania
-Department of Environment, Water and Natural Resources, South Australia
-Department of Land and Resource Management, Northern Territory
-Department of Environmental and Heritage Protection, Queensland
-Department of Parks and Wildlife, Western Australia
-Environment and Planning Directorate, ACT
-Birdlife Australia
-Australian Bird and Bat Banding Scheme
-Australian National Wildlife Collection
-Natural history museums of Australia
-Museum Victoria
-Australian Museum
-South Australian Museum
-Queensland Museum
-Online Zoological Collections of Australian Museums
-Queensland Herbarium
-National Herbarium of NSW
-Royal Botanic Gardens and National Herbarium of Victoria
-Tasmanian Herbarium
-State Herbarium of South Australia
-Northern Territory Herbarium
-Western Australian Herbarium
-Australian National Herbarium, Canberra
-University of New England
-Ocean Biogeographic Information System
-Australian Government, Department of Defence
Forestry Corporation, NSW
-Geoscience Australia
-CSIRO
-Australian Tropical Herbarium, Cairns
-eBird Australia
-Australian Government – Australian Antarctic Data Centre
-Museum and Art Gallery of the Northern Territory
-Australian Government National Environmental Science Program
-Australian Institute of Marine Science
-Reef Life Survey Australia
-American Museum of Natural History
-Queen Victoria Museum and Art Gallery, Inveresk, Tasmania
-Tasmanian Museum and Art Gallery, Hobart, Tasmania
-Other groups and individuals

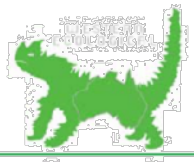
The Department is extremely grateful to the many organisations and individuals who provided expert advice and information on numerous draft distributions.

Please feel free to provide feedback via the Contact Us page.

© Commonwealth of Australia
Department of the Environment
GPO Box 787
Canberra ACT 2601 Australia
+61 2 6274 1111



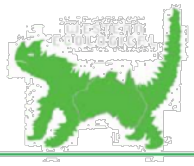
Appendix 3: Flora Species List



Abutilon lepidum
Acacia ampliceps
Acacia bivenosa
Acacia colei
Acacia sphaerostachya
Acacia stellaticeps
Acacia tumida var. pilbarensis
Acacia sp.
**Aerva javanica*
**Agave sp.*
Amaranthus undulatus
**Arundo donax*
**Arecaceae sp.*
Aristida contorta
Avicennia marina
Bruguiera exaristata
**Calotropis procera*
Canavalia rosea
**Cenchrus ciliaris*
Chrysopogon sp.
Corchorus laniflorus
Crotalaria cunninghamii
**Cucumis melo*
Dactyloctenium radulans
Eragrostis sp.
Euphorbia sp.
Evolvulus sp.
Gomphrena canescens
Indigofera sp.
Ipomoea pes-caprae
Rhagodia sp.
Rhynchosia minima
Rhizophora stylosa
Salsola australis
Sesbania cannabina
Spinifex longifolius
Sporobulus sp.
**Tamarix aphylla*
Tecticornia spp.
Triodia epactia
Triodia sp.

*= Weed species.

Please note that the species list is presented in alphabetical order and not taxonomic order.



Appendix 4: Flora and Fauna Assessment Site Data



Assessment Site 1.

Flora Quadrat: 20 x 20 m, Fauna Quadrat: 50 x 50 m

Centre Coordinates: GDA94, Zone 50 665135 E, 7753582 N, Location: On sand dune near Hardie Street.

Broad Vegetation/ Habitat Type: Sand Dune 1

Flora Species:	Fauna Species:
Acacia stellaticeps	*Merops ornatus* (Rainbow Bee-eater)
**Aerva javanica*	
**Cenchrus ciliaris*	
Rhynchosia minima	
Salsola australis	
Spinifex longifolius	
Sida sp.	

Disturbance: Weeds, rubbish, and tracks



Assessment Site 2.

Flora Quadrat: 20 x 20 m, Fauna Quadrat: 50 x 50 m

Centre Coordinates: GDA94, Zone 50 666371 E, 7754324 N, Location: On spoil bank at northern end.

Broad Vegetation/ Habitat Type: Sand Dune 1

Flora Species:	Fauna Species:
Acacia ampliceps	*Malurus leucopterus* (White-winged Fairy-wren)
**Aerva javanica*	*Taeniopygia guttata* (Zebra Finch)
**Cenchrus ciliaris*	
Rhynchosia minima	
Salsola australis	
Spinifex longifolius	

Disturbance: Weeds and tracks



Assessment Site 3.

Flora Quadrat: 20 x 20 m, Fauna Quadrat: 50 x 50 m

Centre Coordinates: GDA94, Zone 50 666475 E, 7753675 N, Location: On spoil bank at southern end.

Broad Vegetation/ Habitat Type: Sand Dune 1

Flora Species:	Fauna Species:
Acacia ampliceps	*Coracina novaehollandiae* (Black-faced Cuckoo-shrike)
Acacia colei	
Acacia tumida	
**Cenchrus ciliaris*	
Indigofera sp.	
Rhynchosia minima	
Salsola australis	
Sesbania cannabina	

Disturbance: Weeds



Assessment Site 4.

Flora Quadrat: 20 x 20 m, Fauna Quadrat: 50 x 50 m

Centre Coordinates: GDA94, Zone 50 666958 E, 7753544 N, Location: On dune near corner of Sutherland and Taplin. Streets

Broad Vegetation/ Habitat Type: Sand Dune 1

Flora Species:	Fauna Species:
Acacia stellaticeps	None observed
**Aerva javanica*	
**Cenchrus ciliaris*	
Gomphrena sp.	
Rhynchosia minima	
Spinifex longifolius	

Disturbance: Weeds and tracks



Assessment Site 5.

Flora Quadrat: 20 x 20 m, Fauna Quadrat: 50 x 50 m

Centre Coordinates: GDA94, Zone 50 667845 E, 7753602 N, Location: On fore dune just east of Cemetery Beach Park.

Broad Vegetation/ Habitat Type: Sand Dune 2

Flora Species:	Fauna Species:
**Aerva javanica*	None observed
Canavalia rosea	
Ipomoea pes-caprae	
Spinifex longifolius	

Disturbance: Weeds



Assessment Site 6.

Flora Quadrat: 20 x 20 m, Fauna Quadrat: 50 x 50 m

Centre Coordinates: GDA94, Zone 50 669499 E, 7754220 N, Location: On dune near corner of Sutherland and Thompson Streets.

Broad Vegetation/ Habitat Type: Sand Dune 1

Flora Species:	Fauna Species:
Acacia stellaticeps	None observed
**Aerva javanica*	
Amaranthus undulatus	
Canavalia rosea	
**Cenchrus ciliaris*	
Euphorbia sp.	
Ipomoea pes-caprae	
Gomphrena canescens	
Rhynchosia minima	
Spinifex longifolius	
Triodia epactia	

Disturbance: Weeds and tracks



Assessment Site 7.

Flora Quadrat: 20 x 20 m, Fauna Quadrat: 50 x 50 m

Centre Coordinates: GDA94, Zone 50 670894 E, 7754580 N, Location: On dune off Dempster Street

Broad Vegetation/ Habitat Type: Sand Dune 1

Flora Species:	Fauna Species:
Acacia stellaticeps	*Artamus leucorynchus leucopygialis* (White-breasted Woodswallow)
**Aerva javanica*	*Geopelia cuneata* (Diamond Dove)
Amaranthus undulatus	*Lichenostomus ornatus* (White-plumed Honeyeater)
**Cenchrus ciliaris*	
Euphorbia sp.	
Rhynchosia minima	
Spinifex longifolius	
Triodia epactia	

Disturbance: Weeds and tracks



Assessment Site 8.

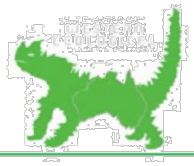
Flora Quadrat: 20 x 20 m, Fauna Quadrat: 50 x 50 m

Centre Coordinates: GDA94, Zone 50 671999 E, 7752589 N, Location: On dune off Dowding Street (behind Pretty Pool Beach)

Broad Vegetation/ Habitat Type: Sand Dune 1

Flora Species:	Fauna Species:
Acacia stellaticeps	*Artamus leucorynchus leucopygialis* (White-breasted Woodswallow)
**Aerva javanica*	
**Cenchrus ciliaris*	
Euphorbia sp.	
Rhynchosia minima	
Spinifex longifolius	
Triodia epactia	

Disturbance: Weeds and tracks



Appendix 5: Photo Points



Photo Point 1. Mangroves at Richardson Street Car Park.



Photo Point 2. Dunes opposite Wodgina Street.



Photo Point 3. Dunes opposite Hall Street.



Photo Point 4. Pretty Pool Mangroves.



Photo Point 5. Ecotone between Dune and Mangroves near Dowding Street.



Photo Point 6. Saltpan/ Mudflats near Dowding Street.



Photo Point 7. Dune looking south from Dowding Street towards Mangroves and Saltpan/ Mudflats.



Photo Point 8. Looking north towards Saltpan/ Mudflats in foreground and Mangroves in background.



Photo Point 9. Acacia Shrubland.



Photo Point 10. In Saltpan/ Mudflats looking south.



Photo Point 11. Mangroves at the end of Gray Street.

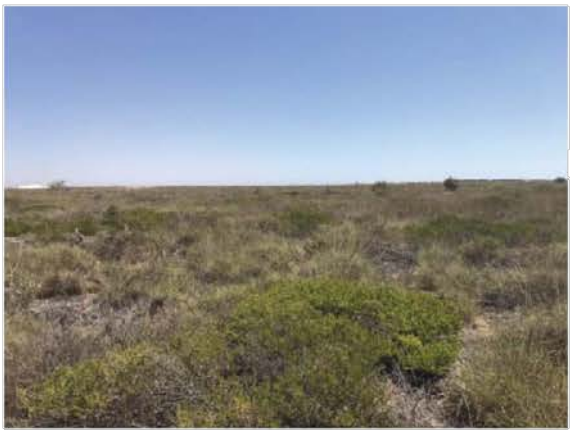
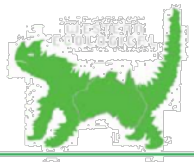
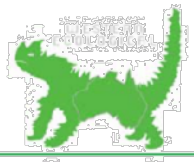


Photo Point 12. Dunes near the end of Gray Street.



Appendix 6: Fauna Species List



Actitis hypoleucos (Common Sandpiper) - MI
Ardea intermedia (Intermediate Egret)
Artamus leucorynchus leucopygialis (White-breasted Woodswallow)
Butorides striata (Striated Heron)
Cacatua sanguinea (Little Corella)
Coracina novaehollandiae (Black-faced Cuckoo-shrike)
Corvus orru (Torresian Crow)
Cracticus nigrogularis (Pied Butcherbird)
Cracticus tibicen (Australian Magpie)
Egretta sacra (Eastern Reef Egret)
Falco cenchroides (Australian Kestrel)
Fregata ariel (Lesser Frigatebird) - MI
Geopelia cuneata (Diamond Dove)
Geopelia humeralis (Bar-shouldered Dove)
Geopelia striata placida (Peaceful Dove)
Gerygone tenebrosa (Dusky Gerygone)
Grallina cyanoleuca (Magpie-lark)
Haematopus fuliginosus (Sooty Oystercatcher)
Haematopus longirostris (Pied Oystercatcher)
Haliastur indus (Brahminy Kite)
Haliastur sphenurus (Whistling Kite)
Hydroprogne caspia (Caspian Tern) - MI
Lichenostomus omatus (White-plumed Honeyeater)
Lichmera indistincta (Brown Honeyeater)
Macropus sp. scats
Merops ornatus (Rainbow Bee-eater)
Malurus lamberti (Variegated Fairy-wren)
Malurus leucopterus (White-winged Fairy-wren)
Manorina flavigula (Yellow-throated Miner)
Pandion cristatus (Eastern Osprey) - Mi
Phalacrocorax melanoleucos (Little Pied Cormorant)
Pteropus scapulatus (Little Red Flying-fox)
Larus novaehollandiae (Silver Gull)
Taeniopygia guttata (Zebra Finch)
Varanus gouldii (Sand Monitor) diggings
Rhipidura leucophrys (Willie Wagtail)
Zosterops luteus (Yellow White-eye)

MI = Migratory species covered under international agreements (IA) and listed under the EPBC Act.

Please note that the species list is presented in alphabetical order and not taxonomic order.

Appendix B - Town of Port Hedland Townsite Asset List

gml_id	ID	NAME	DESCRIPTION	ASSET ID	NAME 2	REPLACEMENT DATE	Code
Asset.1	1	Six Mile Bins	20325296, 118.667429				SIX
Asset.2	2	Six Mile Fishing Regs Sign					SIX
Asset.3	3	Welcome Rest Stop Shelter 2	Shelter,				WEL
Asset.4	4	Welcome Rest Stop Signage					WEL
Asset.5	5	Welcome Rest Stop Boat Ramp					WEL
Asset.6	6	Welcome Rest Stop Bin					WEL
Asset.7	7	Welcome Rest Stop Bin					WEL
Asset.8	8	Access track to Welcome Rest Stop			CCTV		CCTV
Asset.9	9	Grey Street	Access to Six Mile				
Asset.12	12	Public art 4 mile lookout					PAS
Asset.11	11	MON0036 - Public Art	4 mile lookout - Birds on Steel structure	MON0036	Yellow and Steel Bird on Deck	2017	MON
Asset.13	13	FPN0409_004					FPN
Asset.15	15	Rock Boulders (Bollards)					ROC
Asset.16	16	BL0009 - Bollard	Pretty Pool Park Bike Locker? $8250	BL0009	Pretty Pool Park	2017	BL
Asset.17	17	Rock Bollards					ROC
Asset.18	18	Sign - Optional Clothing Beach					SIG
Asset.19	19	BLD367 public Toilets	Pretty Pool public Toilets	BLD367	Pretty Pool Park Ablutions	2017	BLD
Asset.20	20	VP 0003 - Cooke Point Viewing Platform	Stairway to Moon $194,400				VP
Asset.21	21	Access¬† to beach Wooden Stairs.			CCTV		CCTV
Asset.22	22	Stormwater Drain outlet	8m Erosion from Cyclone Veronica				STO
Asset.23	23	Drainage outlet	Check the Location				DRA
Asset.24	24	ST0001- stairs	in need of repair. $44,000	ST0001	Steps	2028	ST
Asset.25	25	Viewing Platform	Thajarrauka Jina Signage and viewing platform				VIE
Asset.26	26	Viewing Platform					VIE
Asset.27	27	Viewing Platform	Thajarrauka Jina Signage and viewing platform				VIE
Asset.28	28	Public Artwork	Three palms				PAS
Asset.29	29	Sign No Dogs and doggy bag receptacle					SIG
Asset.30	30	Sign Prohibited.- Turtle rookery					SIG
Asset.31	31	STR0063 - Thajarrauka Jina¬† viewing platform		STR0063	Viewing Platform	2028	STR
Asset.32	32	FPP 00038 - Ramp to Viewing Platform	$68,696	FPP00038	Cemetery Beach ramp to Viewing Platform	2017	FPP
Asset.33	33	STR0061 - Shelter	$28,400	STR0061	Sutherland Street - General Shelter	2017	STR
Asset.34	34	Bin		Bin	Welcome Rest Stop - Six Mile	2017	BIN

Asset.35	35	PLG002 - Playground	CEMETERY BEACH PLAYGROUND $276500	PLG002	Cemetery Beach Playground Area	2017	PLG
Asset.36	36	STR0008	Cemetery Beach - Picnic Shelter $106500	STR0008	Cemetery Beach - Picnic Shelter	2017	STR
Asset.37	37	Access Road to Spoilbank			CCTV		CCTV
Asset.38	38	STR0059 - Gazebos	$162,000	STR0059	Spoilbank Gazebos	2017	STR
Asset.39	39	STR0059 - Gazebos					STR
Asset.40	40	Shelter					SHE
Asset.41	41	Shelter					SHE
Asset.42	42	Seat					ST
Asset.43	43	WL0016 - Limestone Walls	Sutherland Street, Nodes Limestone Wall $46960	WL0016	Sutherland Street, Nodes Limestone Wall	2017	WL
Asset.44	44	STG0026 Seaing	$15,000	STG0026	Sutherland Street, Nodes	2017	STG
Asset.45	45	Shelter					SHE
Asset.46	46	Shelter					SHE
Asset.47	47	STG0026 - Seating	Sutherland Street Nodes				STG
Asset.48	48	Drain inlet					DRA
Asset.49	49	Shelter					SHE
Asset.50	50	RD 0317 - Spoilbank Access Road					RD
Asset.51	51	Car Park					CAR
Asset.52	52	BS1 - Bus Shelter	Sutherland St, Stop $6357 -	BS1	Sutherland Street, Stop	2019	BS
Asset.53	53	BLD 081 - Exeloo Toilet	Port heldand Boat Ramp Exeloo	BLD081	Port Hedland Boat Ramp - Exeloo	2017	BLD
Asset.54	54	BRP002 - Boat Ramp	Boat Ramp - $520,425				BRP
Asset.55	55	WL0002 - Seawall	$538,353	WL0002	Captain Bert Madigan Park Sea Wall	2017	WL
Asset.56	56	Groyne					
Asset.57	57	BLD031	Marrapikurinya Park Ablutions $173760	BLD031	Marrapikuriny a Park Ablutions	2017	BLD
Asset.58	58	PLG009 - Playground	Marrapikurinya Park Play Equipment $206110	PLG009	Marapikurriny a Park Play Equipment	2017	PLG
Asset.59	59	CPF0045 - CARPARK	$298,667	CPF0045	Marapikurriny a Park	2058	CPF
Asset.60	60	Carpark					CAR
Asset.61	61	Shelter	3 Tables and Benches				SHE
Asset.62	62	Bins					BIN
Asset.63	63	CPF0017	Cemetery Beach Community Park ROADS $74299	CPF0017	Cemetery Beach Community Park	2066	CPF
Asset.64	64	CPF0018	Cemetery Beach Community Park $69428	CPF0018	Cemetery Beach Community Park	2066	CPF

Asset.65	65	BS2 - Bus Shelter	Acton Street $6357	BS2	Acton Street		BS
Asset.66	66	BS 3 - Bus Shelter	Richardson Street, $6357.	BS3	Richardson Street		BS
Asset.67	67	BS 6 - Bus Shelter	Styles Road $6357	BS6	Styles Road		BS
Asset.68	68	FPB 0003 -Footpath	Gratwick Aquatic Centre footpath	FPB0003	Gratwick Aquatic Centre	2017	FPB
Asset.69	69	FPB 0005 Footpath	Gratwick Aquatic Centre. $171,220	FPB0005	Gratwick Aquatic Centre	2017	FPB
Asset.70	70	FPB 0004 Footpath	Civic Centre $39,860	FPB0004	Civic Centre	2017	FPB
Asset.71	71	FPN 0004_001 - Footpath	Richardson Sttreet Footpath $8190	FPN0004_001	RICHARDSON STREET	2017	FPN
Asset.72	72	FPN0004_002 - Footpath	Richardson Street $13008.	FPN0004_002	RICHARDSON STREET	2017	FPN
Asset.73	73	FPN0004_003 - Footpath	Richardson Street - $ 7641	FPN0004_003	RICHARDSON STREET	2017	FPN
Asset.74	74	FPN0004_004 - Footpath	Richardson Street - ¬†$20,687	FPN0004_004	RICHARDSON STREET	2017	FPN
Asset.75	75	FPN0004_005 Footpath	Richardson Street¬† footpath $37005	FPN0004_005	RICHARDSON STREET	2017	FPN
Asset.76	76	FPN0004_006 Footpath	Richardson Street $8908	FPN0004_006	RICHARDSON STREET	2017	FPN
Asset.77	77	FPN0004_007 Footpath	Richardson Street $5505	FPN0004_007	RICHARDSON STREET	2017	FPN
Asset.78	78	FPN0004_008 Footpath	Richardson Street Footpath $11044	FPN0004_008	RICHARDSON STREET	2017	FPN
Asset.79	79	FPN0004_009 Footpath	Richardson Street Footpath $-¬†38875	FPN0004_009	RICHARDSON STREET	2017	FPN
Asset.80	80	FPN0004_010 - Footpath	Richardson Street Footpath - $10196	FPN0004_010	RICHARDSON STREET	2017	FPN
Asset.81	81	FPN0004_011 Footpath	Richardson Street Footpath - $14763	FPN0004_011	RICHARDSON STREET	2017	FPN
Asset.82	82	FPN0015_001 Footpath	Sutherland Street footpath $1025	FPN0015_001	SUTHERLAND STREET	2019	FPN
Asset.83	83	FPN0015_002 Footpath	Sutherland Street Footpath -¬†178453	FPN0015_002	SUTHERLAND STREET	2037	FPN
Asset.84	84	FPN0015_003 - Footpath	Sutherland Street Footpath $304,660	FPN0015_003	SUTHERLAND STREET	2041	FPN
Asset.85	85	FPN0015_004 - Footpath	Sutherland Street footpath - $564,849	FPN0015_004	SUTHERLAND STREET	2041	FPN

Asset.86	86	FPN0015_005¬† Footpath					FPN
Asset.87	87	FPN0015_006¬†Footpath	Sutherland Street Footpath $37404	FPN0015_006	SUTHERLAND STREET	2041	FPN
Asset.88	88	FPN0015_007 Footpath	Sutherland Street Footpath $67560	FPN0015_007	SUTHERLAND STREET	2037	FPN
Asset.89	89	FPN0015_008¬†Footpath	Sutherland Street Footpath $18868	FPN0015_008	SUTHERLAND STREET	2038	FPN
Asset.90	90	FPN0015_009 Footpath	Sutherland Street Footpath $3303	FPN0015_009	SUTHERLAND STREET	2017	FPN
Asset.91	91	FPN0015_0012¬†Footpath	Sutherland Street Footpath $726				FPN
Asset.92	92	FPN0015_013¬†Footpath	Sutherland Street Footpath $52819	FPN0015_013	SUTHERLAND STREET	2041	FPN
Asset.93	93	FPN0015_0015 Footpath	Sutherland Street Footpath $21494				FPN
Asset.94	94	FPN0015_0017 Footpath	Sutherland Street Footpath $57162				FPN
Asset.95	95	FPN0015_018¬†Footpath	Sutherland Street Footpath $21066	FPN0015_018	SUTHERLAND STREET	2049	FPN
Asset.10	10	Boardwalk 4 Mile					BW
Asset.96	96	FPN0015_019¬†Footpath	Sutherland Street Footpath $18340	FPN0015_019	SUTHERLAND STREET	2041	FPN
Asset.97	97	FPN0015_020¬†Footpath	Sutherland Street Footpath $27907	FPN0015_020	SUTHERLAND STREET	2041	FPN
Asset.98	98	FPN0015_022¬†Footpath		FPN0015_022	SUTHERLAND STREET	2049	FPN
Asset.99	99	FPN0015_021¬†Footpath	Sutherland Street Footpath $30643	FPN0015_021	SUTHERLAND STREET	2049	FPN
Asset.100	100	FPN0015_016 Footpath	Sutherland Street Footpath $50582	FPN0015_016	SUTHERLAND STREET	2037	FPN
Asset.101	101	FPN0015_011¬†Footpath	Sutherland Street Footpath $847	FPN0015_011	SUTHERLAND STREET	2019	FPN
Asset.102	102	FPN0015_014 Footpath	Sutherland Street Footpath $13180	FPN0015_014	SUTHERLAND STREET	2049	FPN
Asset.103	103	FPN0015_010 Footpath	Sutherland Street Footpath $3303	FPN0015_010	SUTHERLAND STREET	2025	FPN
Asset.104	104	FPN0041_001. Footpath	Goode Street Footpath - $74809	FPN0041_001	GOODE STREET	2041	FPN
Asset.105	105	FPN0041_002. Footpath	Goode Street Footpath $16234	FPN0041_002	GOODE STREET	2041	FPN
Asset.106	106	FPN0041_004 Footpath	Goode Street Footpath $8811	FPN0041_004	GOODE STREET	2029	FPN
Asset.107	107	FPN0041_003 Footpath	Goode Street Footpath $8588	FPN0041_003	GOODE STREET	2041	FPN

Asset.108	108	FPN0220_003 Footpath	Styles Rd Footpath. $253532	FPN0220_003	STYLES ROAD	2017	FPN
Asset.109	109	FPN0220_006¬†Footpath	Styles Rd Footpaths $14639	FPN0220_006	STYLES ROAD	2017	FPN
Asset.110	110	FPN0220_005¬†Footpath	Styles Rd Footpath $ 34879	FPN0220_005	STYLES ROAD	2017	FPN
Asset.111	111	FPN0220_004¬†Footpath	Styles Rd Footpath $43639	FPN0220_004	STYLES ROAD	2017	FPN
Asset.112	112	FPN0220_001¬†Footpath	Styles Rd Footpath $40872	FPN0220_001	STYLES ROAD	2017	FPN
Asset.113	113	FPN0220_002¬†Footpath	Styles Rd Footpath $22624	FPN0220_002	STYLES ROAD	2017	FPN
Asset.114	114	FPN0308_002 Footpath	Counihan Creascent Footpath $123987	FPN0308_002	COUNIHAN CRESCENT	2017	FPN
Asset.115	115	FPN0308_001 Footpath	Counihan Crescent Footpath $16654	FPN0308_001	COUNIHAN CRESCENT	2017	FPN
Asset.116	116	FPN0308_003 Footpath	Counihan Cres Footpath $28224	FPN0308_003	COUNIHAN CRESCENT	2017	FPN
Asset.117	117	FPP0001 - Footpath	Cemetery Beach Footpath $183454	FPP0001	Cemetery Beach	2017	FPP
Asset.118	118	FPP0003 Footpath	Cemetery Beach Footpath $146448	FPP0003	Cemetery Beach	2017	FPP
Asset.119	119	FPP0002 Footpath	Cemetery Beach Footpath. $8120	FPP0002	Cemetery Beach	2017	FPP
Asset.120	120	FPP00029-004 Footpath					FPP
Asset.121	121	FPP0008 Footpath	Civic Centre Path $9349	FPP0008	Civic Centre	2017	FPP
Asset.122	122	FPP0009 Footpath	Civic Centre Path $6889	FPP0009	Civic Centre	2017	FPP
Asset.123	123	FPP0018 - Footpath	Marapikurrinya Park Path $13188	FPP0018	Marapikurrinya Park	2017	FPP
Asset.124	124	FPP0024 Footpath	Pretty pool Park Path¬† $16140	FPP0024	Pretty Pool	2017	FPP
Asset.125	125	FPP0025 Footpath	Pretty Pool Footpath - $6298	FPP0025	Pretty Pool	2017	FPP
Asset.126	126	FPP0027 Footpath	Yikara Park / Dowding Way Path $7479	FPP0027	Yikara Drive / Dowding Way	2017	FPP
Asset.127	127	FPP0029 Footpath	Koombana Park Footpath $78217	FPP0029	Koombana Park	2017	FPP
Asset.128	128	FPP0028. Footpath	Koombana Lookout Footpath $ 149270	FPP0028	Koombana Park	2017	FPP

Asset.129	129	FPP0037 footpath	Captain Bert Madigan Park footpath $18699	FPP0037	Captain Bert Madigan Park	2017	FPP
Asset.130	130	BBQ001 - BBQ	Captain Bert Madigan Park BBQ $10000	BBQ001	Captain Bert Madigan Park	2017	BBQ
Asset.131	131	BBQ002 -BBQ	Cemetery Beach BBQ $70,000	BBQ002	Cemetery Beach	2017	BBQ
Asset.132	132	BBQ003	Civic Centre BBQ $10000	BBQ003	Civic Centre	2017	BBQ
Asset.133	133	BBQ005	Gratwick Aquatic Centre BBQ $10000	BBQ005	Koombana Lookout	2017	BBQ
Asset.334	334	Street Light					STR
Asset.134	134	BBQ005	Koombana Lookout BBQ $100000	BBQ005	Koombana Lookout	2017	BBQ
Asset.135	135	BBQ 008	Marapikurrinya Park $10000	BBQ008	Pretty Pool Park	2017	BBQ
Asset.136	136	BBQ009	Marapikurrinya Park BBQ $10000	BBQ009	Yikara Drive, Pretty Pool	2017	BBQ
Asset.137	137	BBQ011	Pretty Pool BBQ $10000				BBQ
Asset.138	138	BBQ 014	Yikara Drive, Pretty Pool BBQ $20000				BBQ
Asset.139	139	BIN001	Captain Bert Madigan Park Bin $15600	BIN001	Captain Bert Madigan Park	2017	BIN
Asset.140	140	BIN002	Cemetery Beach Bin $11700	BIN002	Cemetery Beach	2017	BIN
Asset.141	141	BIN003	Cemetery Beach BIN $42900	BIN003	Cemetery Beach	2017	BIN
Asset.142	142	BIN004	CIVIC CENTRE BIN $7800	BIN004	Civic Centre	2017	BIN
Asset.143	143	BIN005	Koombana Lookout BIN $11700				BIN
Asset.144	144	BIN014	Marapikurrinya Park BIN 7800	BIN014	Marapikurriny a Park	2017	BIN
Asset.145	145	BIN 013	Marapikurrinya Park BIN $31200	BIN013	Marapikurriny a Park	2017	BIN
Asset.146	146	BIN020	PRETTY POOL PARK $15600	BIN020	Pretty Pool Park	2017	BIN
Asset.147	147	BIN019	PRETTY POOL PARK¬† $2800	BIN019	Pretty Pool Park	2017	BIN
Asset.148	148	BIN029	Yikara Drive, Pretty Pool $1400	BIN029	Yikara Drive, Pretty Pool	2017	BIN
Asset.149	149	BIN028	Yikara Drive, Pretty Pool $19500	BIN028	Yikara Drive, Pretty Pool	2017	BIN

Asset.150	150	BKR 01	CEMETERY BEACH BIKE RACK $1000	BKR01	Cemetery Beach	2017	BKR
Asset.151	151	CS0016 - Irrigation control	Cemetery Beach Irrigation Control $42237	CS0016	Cemetery Beach Irrigation Control	2017	CS
Asset.152	152	DF002¬† - Drinking Fountain	CEMETERY BEACH Drinking Fountain $14800	DF002	Cemetery Beach	2017	DF
Asset.153	153	FC0009¬† - Fencing	CEMETERY BEACH Fence¬† $ 20700	FC0009	Cemetery Beach	2017	FC
Asset.154	154	FC0010 - Fencing	CEMETERY BEACH Fencing $10650	FC0010	Cemetery Beach	2017	FC
Asset.155	155	IRR004	Cemetery Beach IRRIGATION $65310	IRR004	Cemetery Beach	2017	IRR
Asset.156	156	IRR005	CEMETERY BEACH IRRIGIATION $156420	IRR005	Cemetery Beach	2017	IRR
Asset.157	157	LT006	LIGHT CEMETERY BEACH $40,000				LT
Asset.158	158	LT008	CEMETERY BEACH LIGHT $ 72000	LT0008	Cemetery Beach	2017	LT
Asset.159	159	LT0009	CEMETERY BEACH LIGHT $64000	LT0009	Cemetery Beach	2017	LT
Asset.160	160	PAS004	PUBLIC ART CEMETERY BEACH $ 272995	PAS004	Cemetery Beach	2017	PAS
Asset.161	161	PT0004 - Stormwater Pit	Stormwater Pit¬† $79425	PT0004	Cemetery Beach	2017	PT
Asset.162	162	STR0005	Cemetery Beach - Shade Sail $105,000	STR0005	Cemetery Beach - Shade Sail	2017	STR
Asset.163	163	STR0006	Cemetery Beach - Poles for Shade Sail¬† $30000	STR0006	Cemetery Beach - Poles for Shade Sail	2017	STR
Asset.164	164	STR0009	Cemetery Beach - General Shelter $336000	STR0009	Cemetery Beach - General Shelter	2017	STR
Asset.165	165	TEL001 - telescope	Telescope $7200	TEL001	Cemetery Beach	2017	TEL
Asset.166	166	WL0003	Cemetery Beach Limestone Walls	WL0003	Cemetery Beach Limestone Walls 0-0.5 m	2017	WL
Asset.167	167	CPF0019	Cemetery Beach Community Park $49172	CPF0019	Cemetery Beach Community Park	2066	CPF
Asset.168	168	CPF0020	Cemetery Beach Community Park $67109	CPF0020	Cemetery Beach Community Park	2058	CPF

Asset.169	169	OTHSST008	Cemetery Beach Park - Shelters $200000				OTH
Asset.14	14	Original Port Hedland Primary School Sign	Unconfirmed location.				
Asset.170	170	BLD139	Cemetery Beach Park - Exeloo $300,000	BLD139	Cemetery Beach Park - Exeloo (western)	2017	BLD
Asset.171	171	BLD360 - Exeloo	Cemetery Beach Park - Exeloo $300000	BLD360	Cemetery Beach Park - Exeloo	2017	BLD
Asset.263	263	STG0016 - Seating	$3,000	STG0016	Marapikurriny a Park	2017	STG
Asset.172	172	STR0073	Marrapikurinya Park Playground Shelter	STR0073	Marrapikuriny a Park Playground Shetler	2017	STR
Asset.173	173	CS0018 - Irrigation control	Pretty Pool Irrigation control $38262	CS0018	Pretty Pool Irrigation Control	2017	CS
Asset.174	174	DF010 - Drinking Fountain	Pretty pool Park Drinking Fountain $3700	DF010	Pretty Pool Park	2017	DF
Asset.175	175	FC0044 Fencing	Foreshore Pretty Pool $135630	FC0044	Foreshore - Pretty Pool	2017	FC
Asset.176	176	IRR025 - Irrigation	Pretty Pool Park Irrigation $28940	IRR025	Pretty Pool Park	2017	IRR
Asset.177	177	LT0035 - lighting	Pretty Pool Park Light $44000	LT0035	Pretty Pool Park	2017	LT
Asset.178	178	PLG 015 - Playground	Pretty Pool Park Play Equipment $75200	PLG015	Pretty Pool Park Play Equipment	2017	PLG
Asset.179	179	PT0020 - Stormwater overland flow	Pretty Pool Park Stormwater Pit $15,885	PT0020	Pretty Pool Park	2017	PT
Asset.180	180	STR0039	Pretty Pool Park - Poles for Shade Sail $7500	STR0039	Pretty Pool Park - Poles for Shade Sail	2017	STR
Asset.181	181	STR0040	Pretty Pool Park Picnic Shelter $21300	STR0040	Pretty Pool Park Picnic Shelter	2017	STR
Asset.182	182	STR0041	Pretty Pool Park - Shade Sail $15,000	STR0041	Pretty Pool Park - Shade Sail	2017	STR
Asset.183	183	STR0025	Marapikurrinya Park Shed $24500	STR0025	Marapikurriny a Park Shed	2017	STR
Asset.184	184	STR0026	Marapikurrinya Park Picnic Shelter	STR0026	Marapikurriny a Park Picnic Shelter	2017	STR
Asset.185	185	STR0027	Marapikurrinya Park Gazebo $32890	STR0027	Marapikurriny a Park Gazebo	2017	STR
Asset.186	186	STR0028	Marapikurrinya Park Viewing Platform	STR0028	Marapikurriny a Park Viewing Platform	2017	STR

Asset.187	187	STR0029	Marapikurrinya Park Playground Shelter	STR0029	Marapikurriny a Park Playground shelter	2017	STR
Asset.188	188	STR0073	Marrapikurinya Park Playground Shetler $234316				STR
Asset.189	189	FC0023 - Fence	Marapikurrinya Park fence¬† $ 16950	FC0023	Koombana Lookout	2017	FC
Asset.190	190	IRR 019	Marapikurrinya Parkv irrrigation $57345	IRR019	Marapikurriny a Park	2017	IRR
Asset.191	191	IRR049	Marapikurrinya Park including Richardson ST Median $19362	IRR049	Marapikurriny a Park including Richardson St Medians	2017	IRR
Asset.192	192	BL0002 - Bollard	Bollards $8250	BL0002	Cemetery Beach	2017	BL
Asset.193	193	DF0001 - Drinking Fountain	Captain Bert Madigan Park Drinking Fountain $3700	DF001	Captain Bert Madigan Park	2017	DF
Asset.194	194	FC0008 - Fence	Fence $37840	FC0008	Captain Bert Madigan Park	2017	FC
Asset.195	195	FC0040-1 Fencing	Turtle Board Walk Fencing - $25091	FC0040-1	Turtle Board Walk	2017	FC
Asset.196	196	FC0040 - Fencing	Turtle interpretive loop. - Fencing $32943	FC0040	Turtle Interpretive Loop	2017	FC
Asset.197	197	MON 0003 - ART WORK	CEMETERY BEACH PUBLIC ART- Silver, blue and orange gumnuts $150,000	MON0003	Silver, blue and orange gumnuts	2017	MON
Asset.198	198	MON0037 - Public art	Turtle Mosaic $5620	MON0037	Turtle Mosaic	2017	MON
Asset.199	199	Bin	Six Mile Bin	Bin	Welcome Rest Stop - Six Mile	2017	BIN
Asset.200	200	Welcome Rest stop - Main Shelter	Shelter,				WEL
Asset.201	201	Picnic Table					PIC
Asset.202	202	Picnic Table					PIC
Asset.203	203	Access Road to 4 Mile	Unsealed		CCTV		CCTV
Asset.204	204	Access Road to 4 Mile			CCTV		CCTV
Asset.205	205	Car Park 4 Mile	Unformed Car Park				CAR
Asset.206	206	Sign - Dune Repair					SIG
Asset.207	207	Sign - Dune Repair					SIG
Asset.208	208	Rock Boulder Bollards					ROC
Asset.209	209	Rock Boulder Bollards					ROC
Asset.210	210	VP0002_ Viewing Platform	$73,738				VP
Asset.211	211	Signage - Thajarrauka Jina					SIG
Asset.212	212	Signage - Thajarrauka Jina					SIG
Asset.213	213	Sign - Thajarrauka Jina					SIG
Asset.214	214	Sign - Thajarrauka Jina					SIG
Asset.215	215	STR0060 - Picnic Shelter	$7,100	STR0060	Sutherland Street - Picnic Shelter	2017	STR

Asset.216	216	STR0062 - Shelter		$14,200	STR0062	Sutherland Street - General Shelter	2017	STR
Asset.217	217	RD 0015 - Sutherland Road						RD
Asset.218	218	RD0015 -SUTHERLAND STREET						RD
Asset.219	219	RD0041 - GOODE STREET						RD
Asset.220	220	RD0041 - GOODE STREET						RD
Asset.221	221	CPf0040 - CARPARK		$449,000				CPF
Asset.222	222	BKR02 - Bike Rack		$1,000.00	BKR02	Civic Centre	2017	BKR
Asset.223	223	WL004 - Limestone wall	Civic Centre Decorative Wall 0.5-1 m $26,680					WL
Asset.224	224	WL0001 - Limestone retaining wall		$4,640	WL0001	Captain Bert Madigan Park Limestone wall	2017	WL
Asset.225	225	WL0013 - Limestone walls	Pretty Pool Park Limestone walls $35960		WL0013	Pretty Pool Park Limestone walls	2017	WL
Asset.226	226	WL0017 - Limestone wall	Turtle Interpretive Loop Limestone Walls at Nodes 1-4 $46980		WL0017	Turtle Interpretive Loop Limestone Walls at Nodes 1-4	2017	WL
Asset.227	227	WL0017 - Limestone Walls						WL
Asset.228	228	WL0017-Limestone Wall						WL
Asset.229	229	BLD070 - Exeloo	Civic Centre - Exeloo $192000		BLD070	Civic Centre - Exeloo	2017	BLD
Asset.230	230	Sign Sutherland St Dune Protection Project						SIG
Asset.231	231	Drain outlet						DRA
Asset.232	232	Drain Outlet						DRA
Asset.233	233	Seawall						SW
Asset.234	234	Rockwall						ROC
Asset.235	235	Concrete sleepers barrier						CON
Asset.236	236	Concrete sleepers barrier						CON
Asset.237	237	Fence						FEN
Asset.238	238	Drain Outlet						DRA
Asset.239	239	MON0006 - Public Art	Steel Car ??? $15,000		MON0006	Steel Car	2017	MON
Asset.240	240	MON0035 - Sculpture - Sea Creature		$15,000	MON0035	Sea Creature	2017	MON
Asset.241	241	Bin			Bin	Welcome Rest Stop - Six Mile	2017	BIN
Asset.242	242	Bin			Bin	Welcome Rest Stop - Six Mile	2017	BIN
Asset.243	243	VP0001 - Viewing Platform		$110,700				VP
Asset.244	244	BW0003 - Boardwalk		$28,800	BW0003	Boardwalk	2023	BW
Asset.245	245	BW0001 - Boardwalk		$70,200	BW0001	Boardwalk	2033	BW
Asset.246	246	JET001 - Jetty	Boat Ramp Jetty - $25,000		JET001	Jetty	2028	JET

Asset.247	247	CPN0409 - on street parking		$13,220	CPN0409_01120L	Dowding Way: 1120 m Left	2068	CPN
Asset.248	248	CPN 0409 - on street carparking		$14,535	CPN0409_00934L	Dowding Way: 934 m Left	2069	CPN
Asset.249	249	CPN0409 - on street car parking		$8,195	CPN0409_00969R	Dowding Way: 969 m Right	2069	CPN
Asset.250	250	CPF0036 - carpark		$175,902	CPF0036	South Cemetery	2017	CPF
Asset.251	251	CPF0038 - Carpark		$64,403	CPF0038	Pretty Pool	2058	CPF
Asset.252	252	CS0019 - Irrigation Control		$32,296	CS0019	Captain Bert Madigan Park Irrigation Control	2017	CS
Asset.253	253	DF015 - Drinking Fountain		$3,700	DF015	Sutherland Street, Nodes	2017	DF
Asset.254	254	BL0005 Bollards	Bollards	$16,960	BL0005	Marapikurriny a Park	2017	BL
Asset.255	255	IRR003 -irrigation		$21,080	IRR003	Captain Bert Madigan Park	2017	IRR
Asset.256	256	IRR034 - Irrigation		$7,695				IRR
Asset.257	257	PLG021 - Playground		$206,110	PLG021	Marrapikuriny a Park play Equipment	2017	PLG
Asset.258	258	LT006 - Lighting Twin		$40,000	LT0006	Captain Bert Madigan Park	2023	LT
Asset.259	259	LT0025 - Feature Light		$43,452	LT0025	Marapikurriny a Park	2017	LT
Asset.260	260	LT0043 - lighting		$5,834	LT0043	Turtle Interpretive Loop	2017	LT
Asset.261	261	LT0044 - Lighting		$8,600	LT0044	Turtle Interpretive Loop	2017	LT
Asset.262	262	STG0015 - seating		$7,500	STG0015	Marapikurriny a Park	2017	STG
Asset.333	333	Stormwater Pit						STO
Asset.264	264	STG0001 - Seating		$4,000	STG0001	Captain Bert Madigan Park	2017	STG
Asset.265	265	STG00026 - Seating						STG
Asset.266	266	STG0027		$10,200	STG0027	Turtle Interpretive Loop	2017	STG
Asset.267	267	STG0027 - seating						STG
Asset.268	268	PT0003 - park tables			PT0003	Captain Bert Madigan Park	2017	PT
Asset.269	269	PT0004 - Park Tables				CCTV		PT
Asset.270	270	PT00016 - Park tables			PT0016	Marapikurriny a Park	2017	PT

Asset.271	271	PT0017 - Park tables		PT0017	Marapikurriny a Park	2017	PT
Asset.272	272	PT00014 - Park tables		PT0014	Marapikurriny a Park	2017	PT
Asset.273	273	PT 0015 - Park Tables		PT0015	Marapikurriny a Park	2017	PT
Asset.274	274	BIN 027 - BIN					BIN
Asset.275	275	BLD013 - residence		BLD013	85 Sutherland Street	2017	BLD
Asset.276	276	BLD020 - Residence		BLD020	57A Lukis Street	2017	BLD
Asset.277	277	BLD026 - Residence	Vacant Land?	BLD026	96 Sutherland Street	2017	BLD
Asset.278	278	BLD093 - Residence		BLD093	82 Sutherland Street	2017	BLD
Asset.279	279	BLD167 - Gratwick Aquatic Centre		BLD167	Gratwick Aquatic Centre	2017	BLD
Asset.280	280	BLD191 - Gratwick Aquatic Centre		BLD191	Gratwick Aquatic Centre	2017	BLD
Asset.281	281	BLD200 Residence		BLD200	57B Lukis Street	2017	BLD
Asset.282	282	BLD334 - Residence		BLD334	18 Counihan Crescent	2017	BLD
Asset.283	283	STG??	Seating on Concrete block				STG
Asset.284	284	Hydrant					HYD
Asset.285	285	Bollard					BL
Asset.286	286	Underground power dome					UND
Asset.287	287	Street Light					STR
Asset.288	288	Street Light					STR
Asset.289	289	Street Light					STR
Asset.290	290	Street Light					STR
Asset.291	291	Street Light					STR
Asset.292	292	Seating					STG
Asset.293	293	Bollard					BL
Asset.294	294	Street Light					STR
Asset.295	295	Street Light					STR
Asset.296	296	Street Light					STR
Asset.297	297	Street Light					STR
Asset.298	298	Street Light					STR
Asset.299	299	Street Light					STR
Asset.300	300	Bollard					BL
Asset.301	301	Street Light					STR
Asset.302	302	Light					LIGHT
Asset.303	303	CCTV					CCTV
Asset.304	304	Street Light					STR
Asset.305	305	Street Light					STR
Asset.306	306	Road Warning Sign	Corner				ROA
Asset.307	307	Road Warning Sign	Arrows				ROA
Asset.308	308	Road Warning Sign	Arrows				ROA
Asset.309	309	Concrete Sleepers					CON
Asset.310	310	Street Light					STR

Asset.311	311	Street Warning Sign	End of road	STR
Asset.312	312	Street Light		STR
Asset.313	313	Street Light		STR
Asset.314	314	Street Warning Sign	End of Road	STR
Asset.315	315	Street Light		STR
Asset.316	316	Mobile Phone Tower		
Asset.317	317	Crash Barrier		
Asset.318	318	Street Light		STR
Asset.319	319	Street Light		STR
Asset.320	320	Street Light		STR
Asset.321	321	Street Light		STR
Asset.322	322	Street Light		STR
Asset.323	323	Street Light		STR
Asset.324	324	Street Light		STR
Asset.325	325	Street Light		STR
Asset.326	326	Street Light		STR
Asset.327	327	Street Light		STR
Asset.328	328	Sign No Camping		SIG
Asset.329	329	Sign Directions - Business		SIG
Asset.330	330	Street Light		STR
Asset.331	331	Street Light		STR
Asset.332	332	Street Light		STR
Asset.335	335	Stormwater Pit		STO
Asset.336	336	Street Light		STR
Asset.337	337	Street Light		STR
Asset.338	338	Street Light		STR
Asset.339	339	Street Light		STR
Asset.340	340	Street Light		STR
Asset.341	341	Street Light		STR
Asset.342	342	Street Light		STR
Asset.343	343	Street Light		STR
Asset.344	344	Street Light		STR
Asset.345	345	Street Light		STR
Asset.346	346	Street Light		STR
Asset.347	347	Street Light		STR
Asset.348	348	Street Light		STR
Asset.349	349	Street Light		STR
Asset.350	350	Street Light		STR
Asset.351	351	Sign -Solar School zone		SIG
Asset.352	352	Street Light		STR
Asset.353	353	Street Light		STR
Asset.354	354	Street Light		STR
Asset.355	355	Stormwater Drain		STO
Asset.356	356	Street Light		STR
Asset.357	357	Street Light		STR
Asset.358	358	Light		LIGHT
Asset.359	359	Point 359		POI
Asset.360	360	Street Light		STR
Asset.361	361	Street Light		STR
Asset.362	362	Street Light		STR
Asset.363	363	Street Light		STR
Asset.364	364	Street Light		STR
Asset.365	365	Street Light		STR
Asset.366	366	Street Light		STR
Asset.367	367	Street Light		STR
Asset.368	368	Street Light		STR
Asset.369	369	Street Light		STR
Asset.370	370	Street Light		STR
Asset.371	371	Street Light		STR
Asset.372	372	Street Light		STR
Asset.373	373	Street Light		STR
Asset.374	374	Street Light		STR

Asset.375	375	Street Light				STR
Asset.376	376	Street Light				STR
Asset.377	377	Street Light				STR
Asset.378	378	Street Light				STR
Asset.379	379	Street Light				STR
Asset.380	380	Street Light				STR
Asset.381	381	Street Light				STR
Asset.382	382	Street Light				STR
Asset.383	383	Street Light				STR
Asset.384	384	Street Light				STR
Asset.385	385	Street Light				STR
Asset.386	386	Street Light				STR
Asset.387	387	Bollard				BL
Asset.388	388	Fence				FEN
Asset.389	389	Street light				STR
Asset.390	390	Street light				STR
Asset.391	391	Street light				STR
Asset.392	392	Street light				STR
Asset.393	393	Street light				STR
Asset.394	394	Street light				STR
Asset.395	395	Street light				STR
Asset.396	396	Street light				STR
Asset.397	397	Street light				STR
Asset.398	398	Street light				STR
Asset.399	399	Street light				STR
Asset.400	400	Street light				STR
Asset.401	401	Street light				STR
Asset.402	402	Street light				STR
Asset.403	403	Street light				STR
Asset.404	404	Street light				STR
Asset.405	405	Fence				FEN
Asset.406	406	Bin	Bin	Welcome Rest Stop - Six Mile	2017	BIN
Asset.407	407	Bollard				BL
Asset.408	408	Fence				FEN
Asset.409	409	Sign - Dune Rehabilitation				SIG
Asset.410	410	Sign - Keep off Dunes				SIG
Asset.411	411	Sreet Waming sign				SRE
Asset.412	412	Footpath				
Asset.413	413	SIgn - Prohibited				SIG
Asset.414	414	Street light				STR
Asset.415	415	Bin	Bin	Welcome Rest Stop - Six Mile	2017	BIN
Asset.416	416	Bin	Bin	Welcome Rest Stop - Six Mile	2017	BIN
Asset.417	417	Street light				STR
Asset.418	418	Street light				STR
Asset.419	419	Sign				SIG
Asset.420	420	Bin	Bin	Welcome Rest Stop - Six Mile	2017	BIN
Asset.421	421	Street light				STR
Asset.422	422	Street light				STR
Asset.423	423	Bin	Bin	Welcome Rest Stop - Six Mile	2017	BIN
Asset.424	424	Sign				SIG
Asset.425	425	Street light				STR
Asset.426	426	Shed Structure ? x2				SHE

Asset.427	427	Sign		SIG
Asset.428	428	Street light		STR
Asset.429	429	Sign - Warning		SIG
Asset.430	430	Street light		STR
Asset.431	431	Formal Access Road - 4 Mile		
Asset.432	432	BS3 Bus Shelter	CCTV	BS
Asset.433	433	FPN0005_001		FPN
Asset.434	434	FPN0005_002 - Footpath		FPN
Asset.435	435	FPN0005_003 - Footpath		FPN
Asset.436	436	FPN0007_001 - Footpath		FPN
Asset.437	437	FPN0012_002		FPN
Asset.438	438	FPN0022_002 Footpath		FPN
Asset.439	439	FPN0023_001		FPN
Asset.440	440	FPN0024_001		FPN
Asset.441	441	FPN0024_002		FPN
Asset.442	442	FPN0032_001		FPN
Asset.443	443	FPN0035_001		FPN
Asset.444	444	FPN0039_001		FPN
Asset.445	445	FPN0040_006		FPN
Asset.446	446	FPN0044_002		FPN
Asset.447	447	FPN0047_001		FPN
Asset.448	448	FPN0048_001		FPN
Asset.449	449	FPN0243_001		FPN
Asset.450	450	FPN0434_001		FPN
Asset.451	451	FPN0434_002		FPN
Asset.452	452	Sign - Blue		SIG
Asset.453	453	WIFI _ Not working		WIF
Asset.454	454	Sheds - Western Power?		SHE
Asset.456	456	BIN		BIN
Asset.457	457	Sign		SIG
Asset.458	458	Sign		SIG
Asset.459	459	Sign		SIG
Asset.461	461	Sign Cooke Point Interpretative		SIG
Asset.462	462	Sign Dog Walking		SIG
Asset.463	463	Sign - No Offroad Vehicles		SIG
Asset.464	464	Fence		FEN
Asset.455	455	Access Rd	CCTV	CCTV
Asset.460	460	Mangroves		
Asset.465	465	Bollard		BL
Asset.466	466	Lights		LIGHT
Asset.467	467	Light		LIGHT
Asset.468	468	Light		LIGHT
Asset.469	469	Light		LIGHT
Asset.470	470	Sign		SIG
Asset.471	471	Gate		
Asset.472	472	Crocodile Sculpture		

Appendix C - Materials and Finishes Palette

Symbol References

Existing Conditions

STORM SURGE
Subject to seasonal and cyclonic storm surge in major weather events. Potential to cause severe coastal erosion.



INUNDATION
Subject to seasonal and major weather event inundation from storm surge and flooding.



ROCK-BASED SHORE
Loose and outcropping rock shoreline with minimal marine-based sand deposits evident.



MIXED ROCK + SAND
Loose and outcropping rock with overlying beach sand and dunes.



SAND-BASED SHORE
Predominantly sandy beaches and bars. Potential for underlying rock near rocky-based shorelines.



TURTLE BREEDING
Significant conservation area for turtle egg-laying and hatchlings emergence. Special lighting controls apply.





PAGE 100

Proposed Management Options

SURRENDER
Long term retreat and surrender of infrastructure and assets. Minimize protection measures to rehabilitation.



PROTECT
Take measures to protect infrastructure, properties and assets from coastal processes and erosion.



SEA WALL
Mass rock edge structures to protect infrastructure, properties and assets from coastal processes and erosion.



GROYNE
Rock groyne structure to intercept longshore coastal processes to accrete sand and protect erosion areas



REPLENISH
Sand nourishment to beach area.

Note: Turtle sensitive areas will require approved sand source & composition.



4WDs PROHIBITED
Sensitive dune vegetation and beach areas to be protected from vehicular erosion and access damage.





Feature Insitu Paving



Name: In situ Coloured Concrete Path

Finish: Exposed Aggregate

Tactile Paving



Name: Urban Stone - TGSI Type A + B

Finish: Shotblast finish , Colour - Noir

Dual-use Path



Name: Natural Grey Concrete Paving

Finish: Broomed

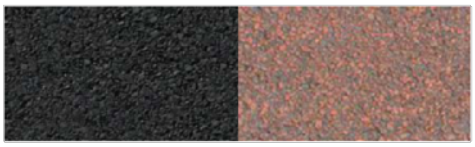
Decking



Name: Composite Decking

Finish: Natural Anti-slip finish

Road Pavement



Name: Asphalt Road + Pathways

Colour: Black to roads | Red to paths

Retaining Walls



Name: Sandstone Wall (Local Stone)

Finish: Drystone or raked joints

Granular Paving



Name: Local Gravel Fines

Finish: Compacted / consolidated

Colour: Light coloured, warm tones

* Coastal pathways subject to erosion

Boulders



Name: Locally-sourced Boulders

Finish: Natural Iron Stone

Dimensions: 1000 - 1500mm size

Hardscape

A simple, durable, safe and distinctive palette of hard landscape materials has been selected consisting of concrete in a variety of colours, textures and formats as well as composite decking, local stone, stainless steel and corrosion-resistant aluminium.

The materials are arranged to emphasize the hierarchy of public spaces and key east - west routes across the site. These complementary materials will be installed using simple, coordinated detailing and a high quality of workmanship.

Hardscape material selections and have been made on the basis of the following sustainability considerations:

Low embodied energy

- Low water footprint
- High durability (offset against cost)
- Low maintenance requirements
- High recyclable content
- Natural local material

Decking has been included within the hardscape materials palette to provide a level of warmth and seaside comfort not offered by stone and concrete.

The use of concrete in the public domain is limited to the use of 'low-heat' cement-base concrete for in situ paving, steps, retaining walls and footings to minimise the impact of energy and water input in the production of cement. This product is made up 40% recycled fly ash. A by-product from steel smelting processes.

Concrete finishes will be varied from off-form, exposed aggregate, broomed and patterned, dependent on its location and relative to the precinct character guidelines interpretation strategy to be developed in the next phase of design.



Park Table and Benches - aluminium battens and frame



Litter Bin - stainless steel



Park Bench Seat - aluminium battens and frame



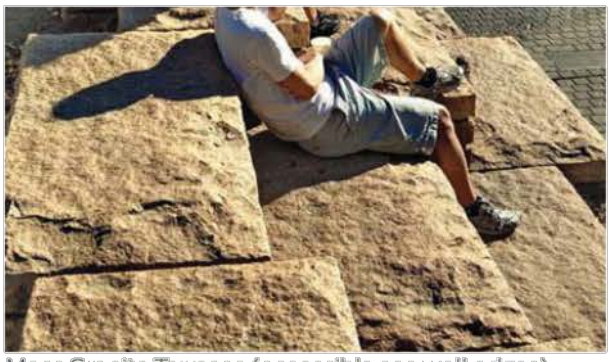
Bike Hoop - stainless steel



Informal Picnic Tables - recycled plastic + concrete seating



Drinking Fountain - DDA stainless steel + dog bowl



Mass Granite Terraces (accessible sea wall edges)



Bollards - recycled plastic

Furnishings

The furnishings for Port Hedland's Foreshore are selected for durability in the coastal environs and organized to encourage a broad range of social interactions. A series of generously dimensioned seating elements are placed strategically at key locations along the foreshore where coastal erosion risk is minimal. Where furnishings are damaged by storm events they will not be replaced in those locations.

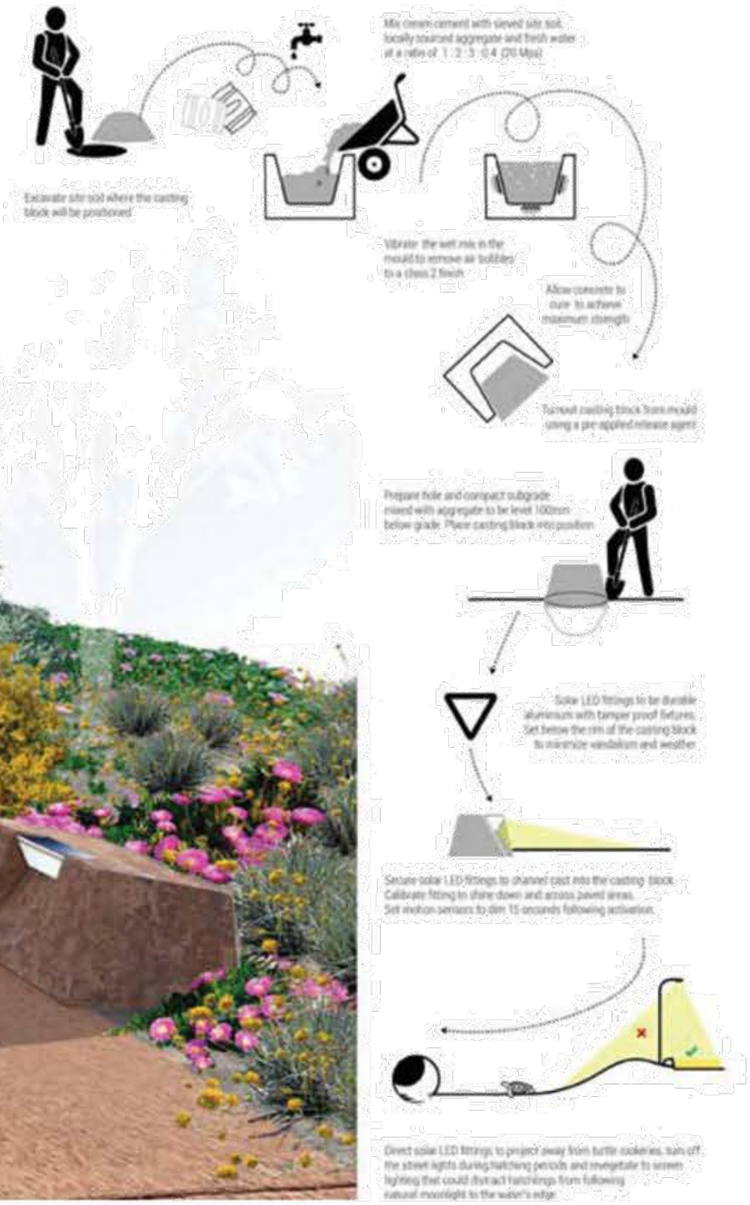
All furniture will be located in positions that are not obstructive, and will help to guide people through the site and offer views to the coastal features. The furniture will be supplemented by planter edges, walls and occasional boulders which will act as informal perching spots and play elements.

The furniture will be a mixture of permanent features and dual-purpose elements incorporating way-finding and interpretive signage, low-level lighting and public art.

A series of standard, off-the-shelf street furnishings - including bicycle stands, bins bollards and seating has also been selected.

The manufacturers and model of these street furnishings will be consistent with Town of Port Hedland's street furniture palette and their established maintenance requirements.





Lighting

Evening lighting along this coastline is seasonally senitive to turtle hatchlings emerging that naturally follow the light of the moon to the water's edge. Street and artifical lighting can distract hatchlings from reaching their destination to the ocean and this requires management.

The lighting alternative above is designed to be produced locally and to highlight the dual use pathway along the coast with minimal light overspill. These coupled with a longer-term strategy to revegetate the dunes to screen lighting that could affect sensitive rookery areas.



4WD's are a common feature of Port Hedland beaches



4WD dune erosion



Lockable gates to entry points to control seasonal access



Bollards - removeable



Visual bollard markers in sensitive areas to deter drivers



Flatback Turtle on beach

Vehicular Access

Vehicular access and four wheel drive (4WD's) are a key management issue for the foreshore reserve in Port Hedland. Many local residents and visitors are accustomed to driving along the beach despite these environments being sensitive to wheel disturbance and degradation of vegetation cover along the coast.

Turtle hatcheries along the coast are particularly sensitive to vehicular traffic and management of access to hatcheries during the turtle breeding season is recommended to ensure young turtles find their safely back to the ocean as they emerge.

Outside of Turtle breeding and hatchery season 4WD access to areas where erosion is less of an issue should be permitted with educational signage incorporated at key entry points and with driving and fishing clubs to establish a code of conduct when off road. Drivers should be made aware that destroying coastal vegetation has ongoing implications for management, revegetation and erosion. Where erosion and loss of vegetation is clearly caused by off road vehicles access should be limited and policed by Rangers to protect the coastal environment, minimise further damage and reinforce educational messages to the community.



Visual deterrent seating walls



Guiding railing



Secure fencing - black plastic coated chain mesh infill



Safety railing - galvanised



Timber or steel stairs to steep access points



Raised board walks

Pedestrian Access

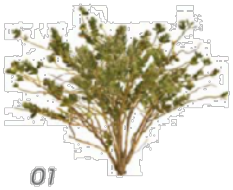
Pedestrian access to the dunes and the beach are equally important to manage. The key to providing well organised, convenient and legible walking trails is to identify where people currently walk and address those routes first by reinforcing desire-lines with guiding signage, wayfinding mechanisms and fencing where needed.

Pathways should be well defined with a firm, durable and consistent surface material like concrete paving, asphalt, board walks or stabilised gravel where paths are subject to occasion storm surge erosion. If a paved pathway is impacted by a major storm or erosion event the spoils should be removed and replaced with a stabilised gravel finish that can be reinstated at low cost in future. If erosion or washouts pose a safety risk the accessibility should retreat and be fenced off if reinstatement is not practical.

Sensitive areas or popular places subject to regular inundation may justify elevated board walks for pedestrian access. Recycled plastic and composite decking are good alternatives to timber where termites and maintenance issues are prevalent.

At junctions and nodes, low masonry walling built to a seating height will guide pedestrians to the preferred access points. These masonry elements should be well setback from active erosion edges and incorporate low level solar lighting (directed away from turtle rookeries) to assist with evening navigation where seasonal lighting is reduced.

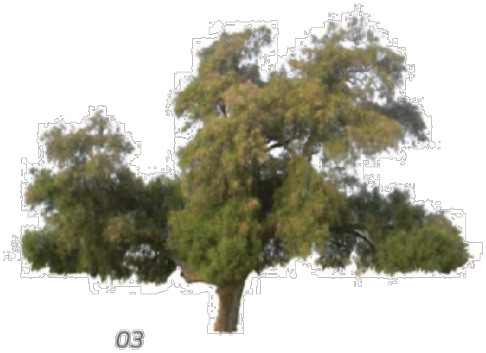
To minimise visual clutter along the coast, interpretive signage should be incorporated into seating wall surfaces along with artwork and interesting facts about that location. Art initiatives should also include local indigenous stories, artwork and community -based projects to provide a local custodianship of the foreshore environment.



01



02



03



04



05



06



07



08

Trees

	Species	Common name
01	*Calotropis procera*	Apple of Sodom
02	*Cocos nucifera*	Coconut Palm
03	*Tamarix aphylla*	Athel Tamarisk

Shrubs

	Species	Common name
04	*Aerva javanica*	Kapok Bush
05	*Agave americana*	Agave
06	*Arundo donax*	Giant Reed

Groundcovers

	Species	Common name
07	*Cenchrus ciliaris*	Buffel Grass
08	*Cucumis myriocarpus*	Paddy Melon

Weed Control

The introduction and spread of weeds poses one of the biggest threats to Port Hedland's coastal environment. Weeds displace native species changing the natural diversity of ecological communities leading to further habitat degradation and necessitates ongoing management efforts.

The widespread nature of weed infestations across on the foreshore reserve represents a significant task to control them, particularly Buffel Grass and Kapok Bush. Woody weeds and trees can be effectively controlled by physical removal, however re-infestation from neighbouring private lots will continue to present management issues until that species can be eradicated from the area.

Weed control should be focussed on parcels of the foreshore earmarked for rehabilitation first to give new planted native plants an opportunity to establish without being choked out by prolific weeds like Buffel Grass. These efforts should occur preceding and throughout the wet season to allow rehabilitation planting and seeding to establish on natural rainfall patterns.

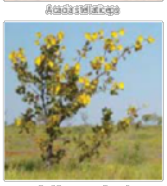
Similarly the physical removal or spraying of weeds should be closely followed by revegetation efforts to maintain vegetative cover in order to minimise the impacts of wind and tidal erosion.







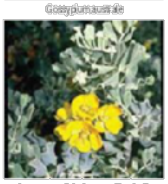


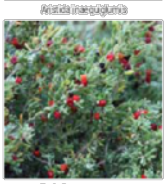













Trees

Species	Common name
Bruguiera exaristata	Ribbed Mangrove
Rhizophora stylosa	Stilted Mangrove

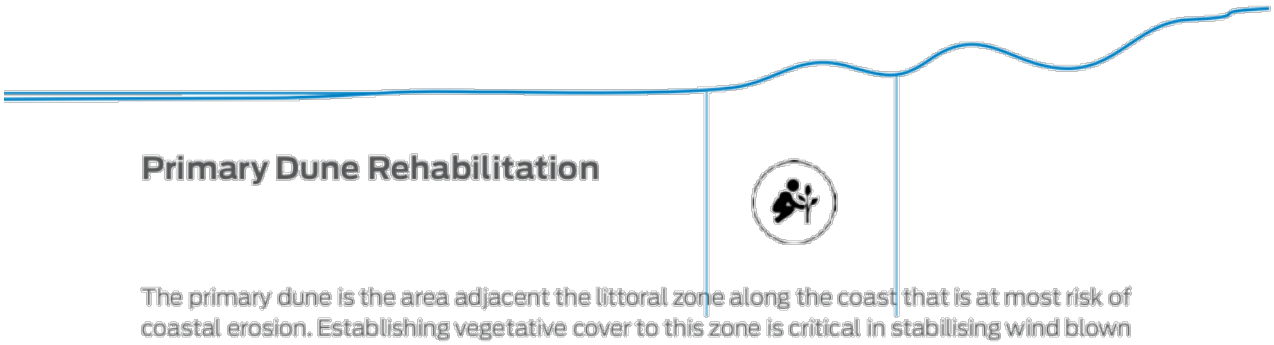
Shrubs

Species	Common name
Acacia adoxa	Grey Whorled Wattle
Acacia ampliceps	Salt Wattle
Acacia bivenosa	Two Nerved Wattle
Acacia sclerosperma	Limestone Wattle
Acacia stellaticeps	Northern Star Wattle
Capparis spinosa	Caper Bush
Cochlospermum fraseri	Kapok bush
Crotalaria cunninghamii	Green birdflower
Cynanchum floribundum	Dumara Bush
Gossypium australe	Cotton Plant
Scaevola crassifolia	Thick Leaf Scaevola
Senna artemisiodes ssp oligophylla	Silver Senna
Teucrium racemosum	Grey Germander

Groundcovers

Species	Common name
Aristida inaequiglumis	Feathertop Threeawn
Canavalia rosea	Northern Tinsel Flower
Cymbopogon ambiguus	Lemon Scented Grass
Enchylaena tomentosa	Dampier Pea
Euphorbia australis	Namana
Grevillia thelemanniana	Sea Spray
Ipomea muelleri	Poison Morning Glory
Ipomea pes-caprae	Beach Morning Glory
Ipomoea brasiliensis	Goat's Foot Creeper
Ipomoea costata	Rock Morning Glory
Ipomoea muelleri	Native Morning Glory
Ptilotus exaltatus	Tall Mulla mulla
Solanum lasiophyllum	Bush Tomato
Spinifex longifolius	Beach Spinifex
Swainsona pterostylis	Dampier Pea
Tecticornia ledpidosperma	WA Samphire
Themeda triandra	Kangaroo Grass
Tinospora smilacina	Snake Vine
Triodia epactia	Soft Spinifex
Triraphis mollis	Needle Grass

PAGE 114

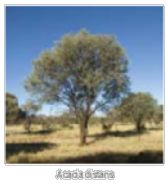


Primary Dune Rehabilitation

The primary dune is the area adjacent the littoral zone along the coast that is at most risk of coastal erosion. Establishing vegetative cover to this zone is critical in stabilising wind blown sand and will assist in combating erosion of inshore environments for smaller, more frequent storm events.

Establishment of plants in this hostile environment is difficult and requires careful planning with seasonal rains to ensure recruitment of plants is widespread and achieves good coverage. Short term stabilisation measures using rabbit guards and geofabrics in active erosion areas will need to be planned to ensure the stabilisation measures do not mobilise and become a source of pollution along the coast and in the marine environment.

Certain pioneer species like *Ipomea, Canavalia* and *Spinifex* are the first wave of rehabilitation efforts that will bind the soil and create sheltered pockets for larger, slower-growing species to be introduced in subsequent planting efforts. It is also important to select plants suited to the proximity to the waters edge. The larger woody species are more likely to establish further from the waters edge and in more elevated positions.







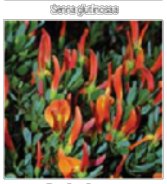

















Trees

Species	Common name
Acacia citrinoviridis	Pilbara Jam
Acacia distans	Manggurda Wattle
Acacia dunnii	Elephant ear wattle
Acacia holosericea	Strap wattle
Acacia pruinocarpa	Western Gidgee
Acacia victoriae	Sandhill Tea-tree
Casuarina equisetifolia	River Sheoak
Corymbia zygophylla	Broome Bloodwood
Cupaniopsis anarcardioides	Tuckeroo
Eucalyptus camaldulensis	River Red Gum
Lysiphyllum cunninghamii	Native Bauhinia
Melaleuca leucadendra	Paper Bark
Mimusops elengi	Red Condoo
Owenia reticulata	Pundul Tree
Terminalia cattapa	Beach Almond

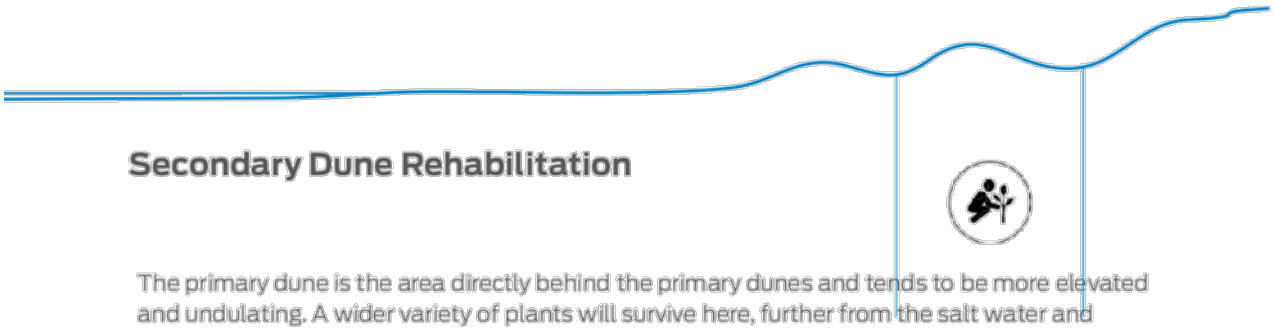
Shrubs

Species	Common name
Acacia acradenia	Silky Wattle
Acacia ancistrocarpa	Maiden Wattle
Acacia atkinsiana	Atkins Wattle
Acacia coriacea	Dogwood
Acacia cowleana	Wathmallu
Acacia levata	Woodstock Wattle
Acacia maitlandi	Maitlands Wattle
Acacia monticola	Curly-bark Wattle
Acacia orthocarpa	Pilbara Weeping Wattle
Acacia pyrifolia	Ranji Bush
Acacia spondylophylla	Curry Wattle
Acacia trachycarpa	Pilbara Minni Ritchi
Acacia translucens	Poverty Bush
Acacia tumida	Pindan Wattle
Eremophila compacta	Emu bush
Eremophila fraseri	Turpentine Bush
Eremophila glabra	Tar Bush
Eremophila maculata	Spotted Emu Bush
Eremophila pterocarpa	Silver Poverty Bush
Eucalyptus gamophylla	Twin Leaf Mallee
Grevillea eriostachya	Yellow Flame Grevillea
Grevillea pyramidalis	West Pilbara
Grevillea refracta	Silver Leaf Grevillea
Hakea lorea ssp lorea	Bootlace Oak
Melaleuca nervosa	Broad-leafed Paperbark
Myoporum montanum	Native Myrtle
Ptilotus rotundifolius	Royal Mulla Mulla
Senna glutinosa ssp glutinosa	Green Acacia
Senna notabilis	Cockroach Bush
Templetonia retusa	Cockies Tongue

Groundcovers

Species	Common name
Brachyscombe iberidifolia	Pilbara Daisy
Grevillia obtusifolia	Gin Gin Gem
Ptilotus calostachyus	Weeping Mulla Mulla
Swainsona maccullochiana	Ashburton Pea

PAGE 116



Secondary Dune Rehabilitation

The primary dune is the area directly behind the primary dunes and tends to be more elevated and undulating. A wider variety of plants will survive here, further from the salt water and active erosion edge. Several trees are able to cope with this slightly less hostile environment with wider range of shrubs grasses and groundcovers suited to rehabilitation works.

This area tends to be subject to erosion in major storm events and sands will mobilise with wind erosion if vegetation is removed. This is often where natural blow-outs occur along the coastline and once denuded, revegetation can be difficult to manage and re-establish. Seeding in this environment will be more successful than the primary dunes due to pockets of shelter offered by established vegetation and dunal swales. This will also support weeds more readily and invasive species will be important to manage where revegetation is proposed.

Many of the plants that will grow in this zone have spectacular floral displays that are best appreciated at close range and are not easily seen from passing vehicles. Rehabilitating the natural flora will attract people to appreciate the local environment and plants will provide numerous interpretive opportunities and indigenous bush knowledge and stories.

























Trees

Species	Common name
Acacia cyperophylla	Red Mulga
Atalaya hemiglauca	Whitewood
Brachychiton gregorii	Desert Kurrajong
Corymbia aparrerinja	Ghost Gum
Codonocarpus cotinifolius	Desert Poplar
Corymbia deserticola	Desert Bloodwood
Corymbia hamersleyana	Pilbara Bloodwood
Corymbia opaca	Desert Bloodwood
Erythrina vespertilio	Yulbar
Eucalyptus alba	White Gum
Eucalyptus leucophloia	Snappy Gum
Eucalyptus socialis	Red Mallee
Eucalyptus victrix	Coolibah
Melaleuca argentea	Silver Cadjeput
Terminalia canescens	Native Almond
Terminalia platyphylla	Wild Plum

Shrubs

Species	Common name
Acacia arida	Arid Wattle
Acacia colei	Strap Wattle
Acacia dictyophleba	Waxy Wattle
Acacia hilliana	Hill's Tabletop Wattle
Acacia wanyu	Wanyu
Eremophila macdonnellii	Desert Fuchsia
Grevillea wickhamii	Wickhams Grevillea
Melaleuca glomerata	Inland Tea

Groundcovers

Species	Common name
Brachyscome ciliaris	Variable Daisy
Eremophila glabra	Tar Bush
Ptilotus exaltatus	Tall Mulla mulla
Newcastelia cladotricha	Pink Gem
Swainsona formosa	Sturts Desert Pea

PAGE 118

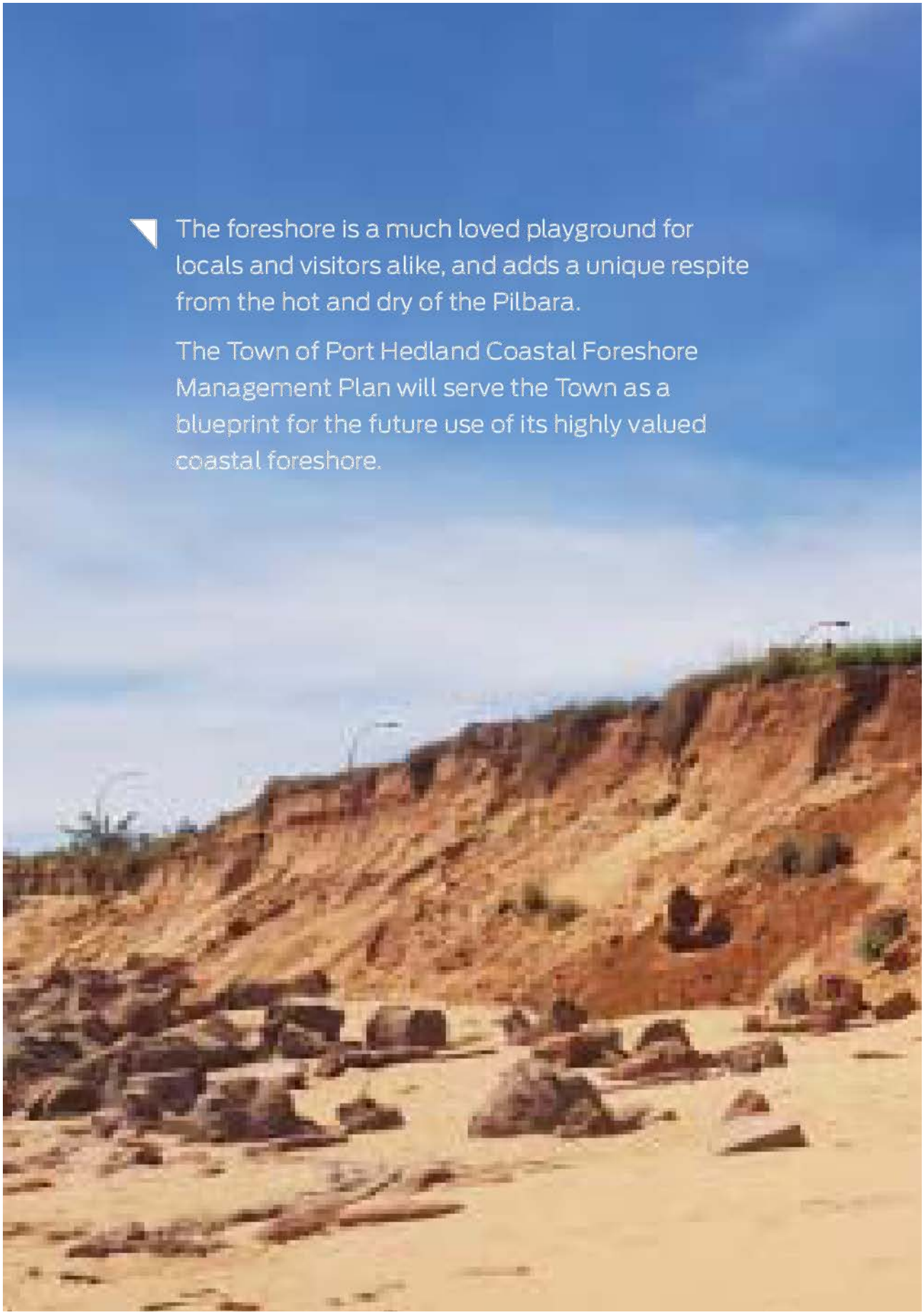


Tertiary Dune Rehabilitation

The tertiary dunal area consists of the most inland parts of the foreshore reserve. Trees are more likely to establish in this zone and with potential access to irrigation, most of the trees in the Town's preferred planting guide will be viable options. The primary aim here is to improve canopy cover along the coast coupled with mixed native understorey species, vegetative cover could be dramatically enhanced.

The trees nominated left are typically native species to the area and efforts to replace exotic trees with local species in both pubic and private land holdings will help to ensure a better habitat is promoted for improve natural and cultural values.

The tertiary dunal zone is the most frequented area by the public and planting selections will need careful consideration with regard to maintaining and framing views, planting and shade around car parks and creating interest and shade along dual use path alignments.


The foreshore is a much loved playground for locals and visitors alike, and adds a unique respite from the hot and dry of the Pilbara.
The Town of Port Hedland Coastal Foreshore Management Plan will serve the Town as a blueprint for the future use of its highly valued coastal foreshore.

Town of Port Hedland

Local Planning Policy

LPP/04 PERCENT FOR PUBLIC ART

1.0 Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations). This Policy may be cited as Local Planning Policy 04 Percent for Public Art (LPP/04).

2.0 Purpose

The development of public spaces contributes to a sense of identity and place, whilst contributing to the quality of the built environment and enhancing visitor experience. Public Art has the ability to deliver a range of social, economic, and cultural benefits that can influence the way people interact within a public space. Public Art can enhance the appearance of buildings and provide opportunities for social interaction improving visitor experience.

The purpose of Local Planning Policy 04 – Percent for Public Art (Policy) is to set out when development is required to provide Public Art or cash-in-lieu contribution as part of their Development Approval. This policy provides a framework for the development, funding and management of Public Art.

3.0 Objectives

The objectives of this Policy are to:

- Increase the social, cultural, and economic value of the Town in conjunction with the Town's Arts & Culture Strategy 2019-2022 and the Town's Public Art Strategy;
- Acknowledge and celebrate Aboriginal culture and heritage;
- Develop and promote community identity within the Town to bridge communities;
- Establish new design partnerships between artists, architects and other professionals;
- Celebrate environment, industry, and lifestyle; and
- Increase public awareness of the value of art, design and culture.

This Policy is not an emerging artist initiative; however, in some instances emerging artists may be considered for particular projects.

4.0 Application

4.1 Interpretation and implementation of this policy shall be in accordance with the Percent for Art Guidelines.

4.2 Final determination for all Public Art projects developed under this Policy is at the discretion of the Town.

4.3 All new development on zoned and reserved land over the threshold value of $2 million (two million dollars) shall set aside a minimum of one percent (1%) of the Total Project Cost of the development to be put towards the provision for Public Art, excluding:

- Demolition;
- Single house and grouped dwelling development;

- Multiple dwellings, where there are less than 12 (twelve) dwellings proposed;
- Heritage works;
- Infrastructure works, including coastal protection infrastructure, standalone civil works, footpaths and roads; and
- Any private development exempt from Development Approval.

4.4 The maximum contribution for Public Art is capped at $150,000 (one hundred and fifty thousand dollars) for private developments.

4.5 For public development over the Threshold Value of $2 million (two million dollars) and coordinated and delivered by the Town, a minimum of two percent (2%) of the total project cost of the development is to be set aside for the provision of Public Art. The maximum contribution for Public Art for Town delivered projects is capped at $500,000 (five hundred thousand dollars) for each development.

4.6 This policy does not apply to State and Federal projects that are subject to an equivalent Public Art contribution policy.

4.7 The owner/applicant is required to provide a Public Art contribution via one of the following options:

4.7.1 The owner/applicant shall co-ordinate the Public Art project themselves or by engaging an art consultant;

4.7.2 The owner/applicant shall pay a cash-in-lieu contribution as prescribed in this policy.

5.0 General Provisions

5.1 The budget allocated towards Public Art shall only include the following.

- Management fee for the Art Consultant/Coordinator, must not exceed ten percent (10%) of the total percent for art contribution amount;
- Professional Artist fees, including design concept fees for short-listed artists, design fee for the successful artist, assistant labour costs;
- Community engagement costs for Public Art projects that have community involvement;
- Cost of materials, fabrication and installation of the artwork;
- Insurance for the installation of the artwork, and any legal expenses;
- Transport costs to site;
- Structures to display the artwork, including footings and foundations;
- Remedial work to surroundings; and
- Documentation of the artwork, and acknowledgement plaque.

5.2 **Public Art projects may include the following subject to approval at the discretion of the Town**

5.2.1 Building features and enhancements such as bicycle racks, fountains, or playground structures that have been site-specifically designed and purpose-built by or with the direct influence from a Professional Artist for the purpose of Public Art contribution.

5.2.2 Murals, feature walls, tiles, mosaics, floors or walkways. Murals may be painted or constructed with a variety of materials.

5.2.3 3D works which can be freestanding or wall-supported.

5.2.4 Glass artworks, prints and any combination of media including sound, video projection, lighting ephemeral that have been specifically designed by a Professional Artist for the purpose of Public Art contribution.

5.2.5 Landscape artworks and architectural elements may be integrated to the property (in addition to any required landscape plan or other requirements of development approval) if it is created and led by a Professional Artist.

5.2.6 Community art projects resulting in tangible artwork to be displayed on, or immediately adjacent to, the development site.

5.2.7 All Public Art must be low maintenance, robust, durable, and resistant to vandalism.

5.3 Non Permitted Public Art Projects

5.3.1 Business logos, wording or names related to the development of the owner/applicant or commercial promotions in any form.

5.3.2 Commercial signage or advertisements.

5.3.3 Landscaping or architectural elements which are associated with planning approval conditions.

5.3.4 Services or utilities necessary to operate or maintain artworks.

5.3.5 Building features and objects that are mass produced, such as bicycle racks, fountains, or playground structures.

5.3.6 Walkways, lighting or any other infrastructure required for the development that is not designed by a professional artist.

5.3.7 "Off-the-shelf" art or reproductions.

5.4 Aboriginal Art

5.4.1 Should Aboriginal artwork be incorporated into the design of the Public Art, evidence of consultation with the Kariyarra, Ngarla and/or Nyamal people shall be provided upon submission for approval.

5.4.2 Proof of ownership and/or copyright of the artwork must be provided for any Aboriginal artwork or art components of the Public Art contribution.

5.4.3 Procurement of all Aboriginal Art shall reference all relevant Australian Council Protocols for working with Indigenous Artists and Cultural and Intellectual Property in the Arts.

5.5 Location

5.5.1 Private developers shall have Public Art located on Private Property, and to be situated where it is clearly visible from the Public Realm.

6.0 Procedure

6.1 Public Art Contribution

Where the Policy applies and the landowner/applicant has chosen to undertake the project, the landowner/applicant is to coordinate the project independently with consultation from an art coordinator/consultant by following the below procedure:

6.1.1 It is recommended that the applicant/owner reviews this policy and associated guidelines, and consults with the Town prior to lodgement of a development application.

6.1.2 At the time of development application being lodged, the owner/applicant is to provide a Preliminary Public Art Plan as outlined in the Town's Percent for Art Guidelines

6.1.3 Prior to the lodgement of the Building Permit, the owner/applicant is to provide a Detailed Public Art Plan in accordance with the Town's Percent for Art Guidelines.

6.1.4 The Detailed Public Art Plan shall be reviewed by the Town's Art Advisory Committee, who will consider the objectives of this policy, the Arts and Culture Strategy and Public Arts Strategy, and any recommendations provided to the developer.

6.1.4.1 Should the artwork not meet the criteria as listed in the Percent for Public Art Guidelines, the applicant must engage in consultation with the Public Art Advisory Panel and Town Officers to refine the structural design to the satisfaction of the Town.

6.1.5 The approved artwork shall be completed prior to use or occupation of the development.

6.1.6 Prior to the completion of the development, the owner/applicant is to provide a Final Public Art Report, in accordance with the Town's Percent for Art Guidelines.

6.1.6.1 The Town reviews the completed artwork to ensure compliance with the approved artwork plans.

6.1.6.2 The approval constitutes artwork Development Approval only and does not obviate the responsibility of the landowner / developer to comply with all relevant building, health, and engineering requirements.

6.2 Cash-in-lieu Contribution

Where the Policy applies and the landowner/applicant has chosen to pay the Town a cash-in-lieu contribution, the below procedure applies:

6.2.1 Cash-in-lieu payments to be made to the Town at the time of the Building Permit Application lodgement.

6.2.2 The Town will hold all funds within a trust account that shall only be spent for the provision of Public Art.

6.2.3 If the development has substantially commenced, but not completed, the cash-in-lieu payment will not be refunded.

6.2.4 The cash-in-lieu funds can be accrued for a more comprehensive or detailed Public Art project as determined by the Town.

6.2.5 Any Public Art commissioned by the Town under this policy will be owned by the Town.

7.0 Ownership, Copyright and Moral Rights

7.1 Ownership of the Public Art commissioned under this policy will:

7.1.1 Where situated on private property, the Public Art is owned and maintained by the owner for the lifetime of the artwork and decommissioning the artwork upon its expiry.

7.1.2 Where situated on public property, the Public Art is owned and maintained by the Town for the lifetime of the artwork and decommissioning the artwork upon its expiry.

7.1.3 Ownership of the Public Art is subject to an agreement between the artist and the owner/applicant.

7.2 The Town will have the right to reproduce extracts from the design documentation of the Public Art and photographic images of the Public Art for non-commercial purposes, such as annual reports, information brochures and information on the Towns website.

7.3 All Public Art requires all original art to be attributed to the artist. A plaque must be installed by the developer next to the artwork to acknowledge the artist. Artists are to be acknowledged when images of their works are produced.

7.3.1 The following information is required on the plaque:

- Title;
- Artist name;
- Year artwork was commissioned;
- Town logo and acknowledgement of percent for art scheme; and
- Details of any partners and funding bodies.

8.0 Decommissioning of Public Art

8.1 The artwork must not be removed, relocated, sold or destroyed without first making reasonable attempts to notify the artist.

8.2 The owner or the Town may decide to remove an artwork because:
- The work is at the end of its intended lifespan;
- Maintenance and repair obligations and costs have become excessive in relation to the value and age of the artwork;
- There is irreparable damage through vandalism and/or decay;
- The work has become unsafe or is affected by changes in health and safety regulations; and/or
- The site where the work is located is to be redeveloped or physically altered.

8.3 If any artwork provided for as a Public Art contribution is identified for decommissioning as prescribed in clause 8.2, the owner/applicant will conduct a formal review in accordance with the Percent for Art Guidelines.

9.0 Definitions

Art Consultant/Coordinator includes an individual or consultancy experienced in bringing all the parties involved in a Public Art project together: council planning departments and arts units, property developers, architects, interior designers, artists and stakeholders.

Professional Artist is an individual who can show:
- A proven track record of exhibiting their artwork at public and/or private events or can be endorsed by an established professional artist or art consultant;
- Has had work purchased by public and private collections;

The professional artist must not have a familial relationship with the developer or have a financial interest in the development.

Public Art is defined as being site-related and place-responsive, and located for public accessibility, either within or readily available from public space. The artwork can be considered a stand-alone structure, applied to surfaces, or integrated into the fabric of buildings, road infrastructure elements or landscaped outdoor spaces.

Public Realm means that artworks are to be clearly visible from the adjacent public street(s), public pathway(s), public open space, and/or other publically accessible spaces.

Total Project Cost is the approximate total cost of the proposed development as indicated on the application for Development Approval.

Town of Port Hedland Local Planning Policy

Relevant legislation	*Planning and Development Act 2005* *Planning and Development (Local Planning Schemes) Regulations 2015* *Town of Port Hedland Local Planning Scheme No. 7*
Delegated authority	Town of Port Hedland
Business unit	Planning & Development
Directorate	Regulatory Services

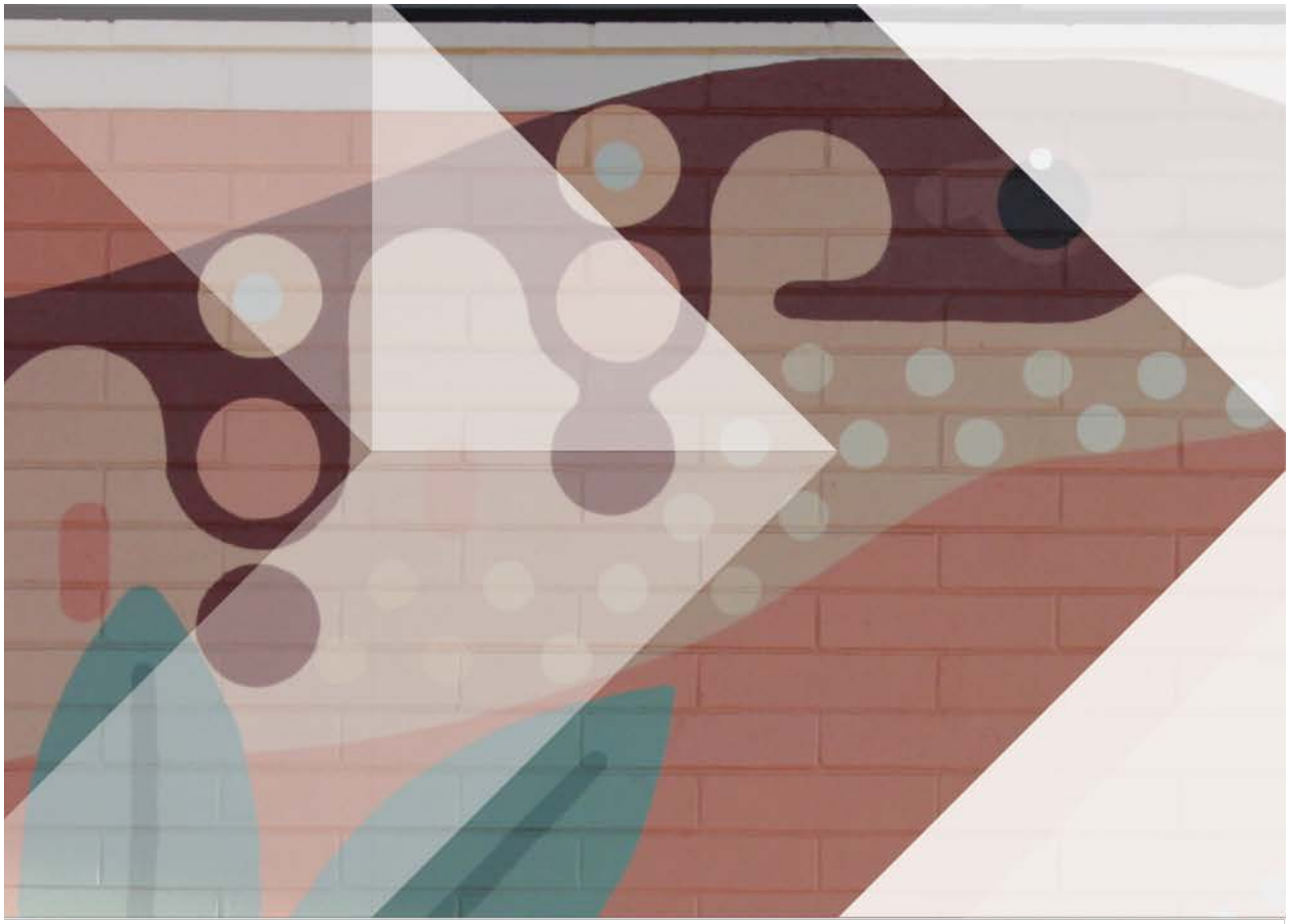
Governance to complete this section			
Version Control	Version No.	Resolution No.	Adoption date
Review frequency	2 Yearly		



Town of
Port Hedland

Percent for Art Guidelines

Revised May 2021



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 & Torres Strait Islander people of the local community, and recognise their rich cultures and their continuing connection to land and waters.



Contents

Introduction	4
Percent for Art Scheme	5
Process	6
Public Art Plans	7
Public Art Procurement Options	7
Criteria for Artwork Approval	8
Aboriginal Art	9
Cash-in-lieu Contribution	10
Types of Public Art	11
Decommissioning Public Art	12

Introduction

Public art contributes to attractive urban design, built form and public spaces. Public art encourages social, cultural and economic activation of our public spaces and builds a sense of identity and belonging within the community. Developers play an important role in providing public art that connects our community and reflects the Town's unique cultural heritage and identity.

The purpose of the Percent for Public Art Guidelines is to:

- Assist developers through the percent for art process, from pre-development application to commissioning of an artwork;
- Ensure high-quality public art that celebrates the values of Port Hedland through its unique character, Indigenous history, and future aspirations; and
- Ensure public art meets the objectives of *LPP/04 Percent for public art* which contribute to vibrant, original public spaces that reflects our cultural history, shares our unique stories and enhancing visitor experience.

These guidelines are to be read conjunction with the *LPP/04 Percent for Public Art.*



Percent for Art Scheme

The State Government's Percent for Art Scheme is part of a broad government strategy which aims to improve the quality of the built environment and the value of public facilities and to identify and create new professional and economic opportunities for artists. Percent for Art Schemes have been adopted across Western Australia, throughout local and State Government authorities.

Public art has an important role in educating people, promoting cultures and traditions, building connections. It is important for developers to consider the public art component in the early stages of development to ensure an integrated approach to public art. It is recommended you contact the Town's Planning and Development and Arts and Culture teams to discuss your project prior to the lodgement of a development application.



What is the process?

Option 1: Public Art Contribution

Owner/applicant chooses to coordinate and deliver a public art project themselves.

Pre-lodgement Process:

1. Contact the Town to discuss a preliminary concept for the site to consider the type of art and provide concepts of the art form;

2. Incorporate any feedback from the Town into the preliminary concept prior to finalising a development application.

Development Application Process:

3. Submit a Preliminary Public Art Plan to the Town for consideration by the Senior Arts and Culture Officer.

4. The development application is amended, as required, to reflect the comments from the Senior Arts and Culture Officer and Town Planners.

5. Development receives approval with percent for art condition applied. The applicant will receive a letter outlining the steps for the percent for public art project.

Artwork Approval Process:

6. Contact the Town's Arts and Culture team to discuss the requirements for the Application for Artwork Approval.

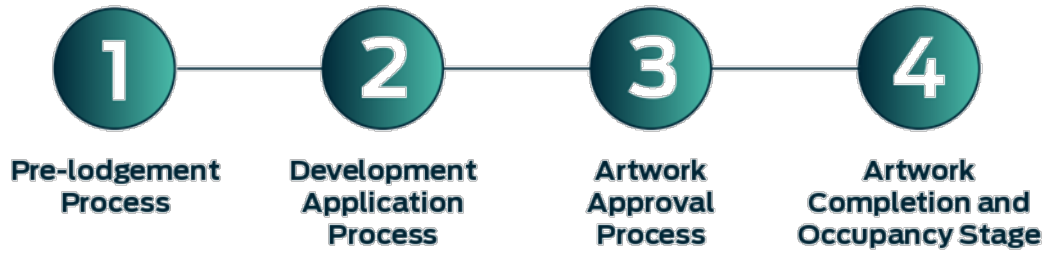
7. At the time of Building Permit being lodged the applicant shall provide an Application for Artwork Approval and a Detailed Public Art Plan. The Town's Senior Arts and Culture Officer reviews the application for approval, should there be any amendments requested by the Officer, these shall be made prior to approval being issued.

8. When the developer enters into a contract with the artist for delivery of the approved artwork, a copy shall be provided to the Town.

Artwork Completion and Occupancy Stage:

9. The artwork is to be completed and installed (including acknowledgment plaque) prior to the occupancy of the development, and a Final Public Art Report provided to the Town.

10. The Town Planners and Senior Arts and Culture Officer will undertake a site visit to confirm clearance of all development approval conditions.



Public Art Plans

Preliminary Public Art Plan
Is to include an analysis of the location and subject site, public art opportunities, methodology for the selection and commissioning of artists and provide an estimated budget and program for the public art. An art consultant is not required for this plan, however it is recommended you consider an art consultant to undertake the commissioning process.

Detailed Public Art Plan
Should include public art concept/s illustrated to clearly communicate the location, form, dimensions, and material of the artwork. It should include a brief statement explaining the rationale behind the artwork, and how the artwork relates to the context of the site. It should include a program for documentation, fabrication, installation and integration with the construction, and provide engineer's drawings, if applicable, and expected maintenance requirements.

Final Public Art Report
Should provide information about the artworks and the artist, how the artwork was fabricated and installed on-site, photographs of the artwork, the documentation and final engineering drawings, if applicable, on the maintenance requirements and schedule, and any other relevant information regarding ownership and copyright of the work.

Public Procurement Options

1. Direct Acquisition or Engagement
This approach may be appropriate where a particular artwork or the work of a particular artist is sought. This process may also be preferred for smaller budget projects. In this case the proposed artist needs to be approved by the Town as an initial step.

2. Limited Competition
In a limited competition approach, the commissioner selects and invites artists to submit proposals in response to an artwork brief. This may be appropriate if the artist is required to work in collaboration with an architect, landscape architect and/or an urban designer.

3. Open Competition
This model requires a public call for Expressions of Interest to provide a schematic response to the artist brief. Short listed artists or artist teams are invited to develop and present concept designs for a fee, and a preferred artist is selected.

Criteria for Artwork Approval

Public access: the artwork is visible from the public realm and positively contributes to the visual amenity of the location.

Concept: the artwork is designed by a professional artist that shows strong vision, innovation, and is unique and provides opportunity for community engagement or is functional, where appropriate.

Context: the artwork considers the relevant themes, history, geographical, social and/or cultural context of the site and the local identity.

Professional artist: the suitability of the artist procured to create and install the artwork.

Traditional Custodians: any proposed Traditional Custodian artwork shall show evidence of consultation with the Kariyarra, Ngarla and/or Nyamal people.

Safety: the artwork is designed, constructed to not present a hazard to public safety.

Longevity: the artwork is designed to be structurally sound and resistant to theft, vandalism, weathering and excessive maintenance, and an expected life span of the artwork.

Special conditions: the artwork must adhere to any special conditions applied by the Town.



Aboriginal Art

Recognition of the social and economic disadvantage experienced by Aboriginal people and a commitment to overcoming the gap between Aboriginal people and non-Aboriginal Australians.

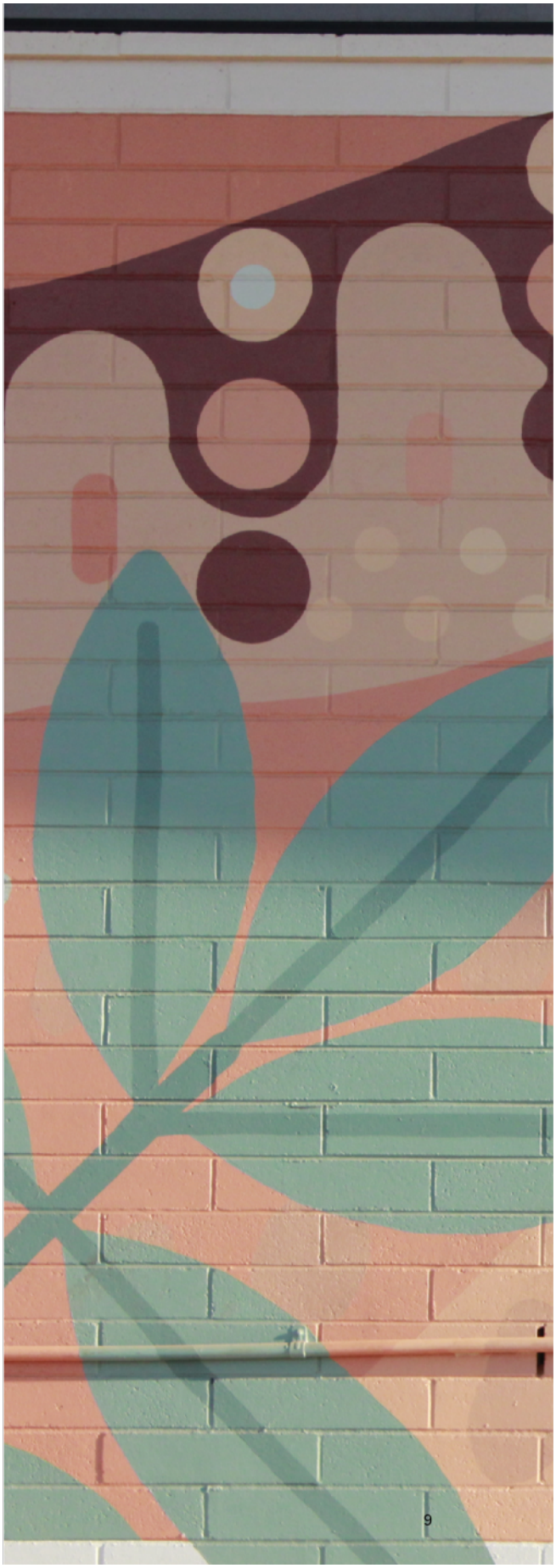
Consideration of a strategic approach to percent for art outcomes which abide by the following 'Closing the Gap' Core Principles:

- Respectful;
- Informed;
- Ethical;
- Meaningful;
- Outcome-focused;
- Follow up and Feedback;
- Reference to the guidelines set out in the Australia Council's Protocols for using

Reference to the First National Cultural and Intellectual Property in the Arts guidelines set out by the Australia Council. Protocols outline appropriate ways of engagement with Aboriginal cultural material and interaction with Aboriginal people and communities.

They encourage ethical conduct and promote interaction based on good faith, mutual respect, and cultural values. The guidelines set out the following ten principles:

- Respect;
- Self-determination;
- Communication, consultation and consent;
- Interpretation;
- Cultural integrity and authenticity;
- Secrecy and confidentiality;
- Attribution;
- Benefit sharing;
- Continuing cultures;
- Recognition and protection.



Cash-in-lieu Contribution

Owner/applicant chooses to pay cash-in-lieu

Development application process:

1. As part of the development application package, a cover letter outlining the developer is opting for a cash-in-lieu contribution.

2. Approval issued with condition for percent for art cash-in-lieu contribution.

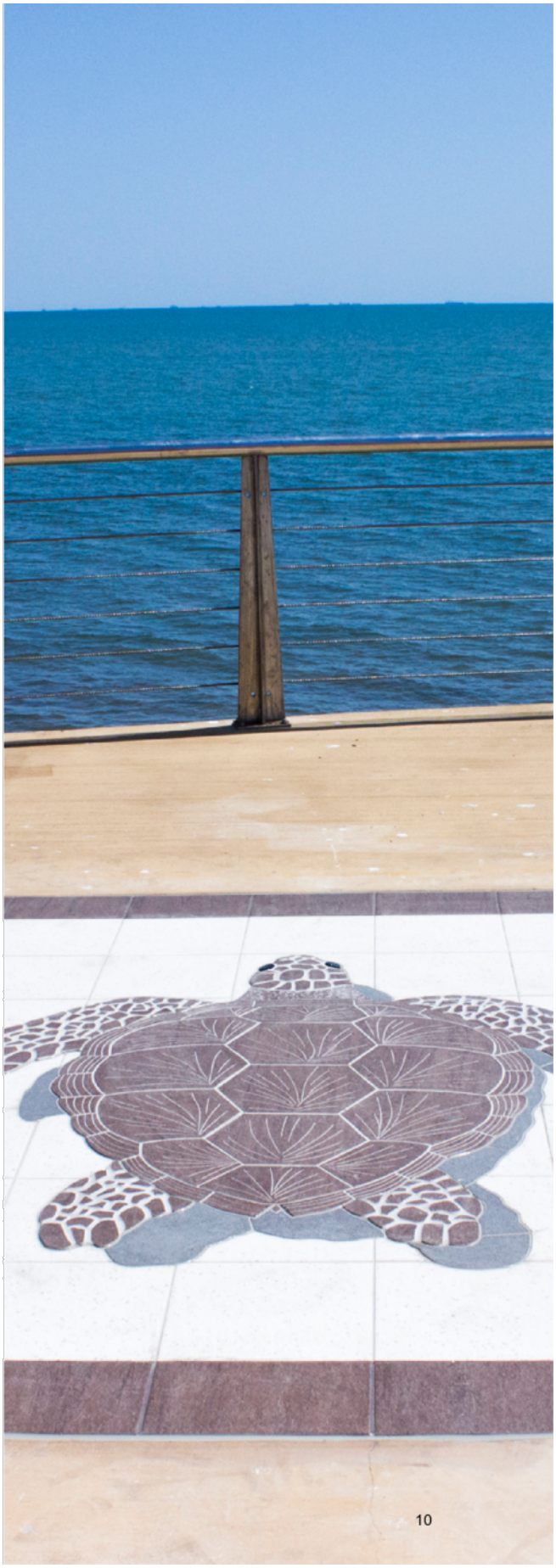
3. Sign a Statutory Declaration within 14 days of the approval of the development application stating that you choose Option 2 Cash-in-lieu Contribution.

Building permit process:

4. An invoice is raised when the Town receives a Building Permit Application.

5. The cash-in-lieu contribution is to be paid prior to the occupation of the development.

6. Using the contributed funds, the Town will install Artwork on public land. The Town may pool funds from multiple developments to procure a public artwork. For public art over $100,000, the artwork will be approved by Council.



Types of Public Art



Decorative - A decorative public artwork aesthetically enhances the built environment, structure or public space. Examples include incorporated imagery or sculpture, decorative paving elements or lighting, murals, mosaics or bas-relief covering walls, floors and walkways.



Functional - A practical piece of public art that serves a second purpose such as public seating, benches, lighting, furniture, bike racks, rubbish bin surrounds, gates, fountains or playground structures which are unique to the development and produced by a professional artist.



Iconic - A stand alone or significant work, often site specific, where the artist's approach is largely independent. Examples include sculpture, water features, lighting or multimedia.



Integrated - Works that are fully incorporated within the design of the built or natural environment. Integrated works may include floor and window design, lighting, landscaping and associated elements. It can also be decorative and/or functional.



Interpretive - Where the primary purpose is to describe, educate and comment on local issues, events or situations. The artwork may be an interpretation of cultural heritage of the site the development is built on. Examples include pavement inlays, sculpture, seating, landscaping, murals and text based work. It can also be functional, decorative, iconic and site specific.



Site specific - Designed specifically for, and in response to, a particular site through scale, material, form and concept. Site specific works can be sculptural, glass, prints, media including sound, video projection, lighting or ephemeral.

Decommissioning Public Art

When the artwork is identified for decommissioning under LPP/04 Percent for Public Art the applicant/owner shall undertake a formal review and provide a report outlining the outcomes of the review to the Town. The review must include:

- Consultation with the artist, owner, maintenance contractors and professional assessors should be consulted. Where possible it is important to be sensitive to the views of the general public and to any community groups who were involved in the original commission and to any other culturally sensitive matters with regard to the work.
- Review of the artworks maintenance file, as well as any contractual agreements between the artist and the commissioner regarding the maintenance or decommission of the work.
- If the artwork is to be permanently removed from the site, the artist should have first right to acquire of purchase the work, otherwise all reasonable effort should be made to find it a suitable home, such as inside a public building.
- Preparation of a documented archival record of the artwork prior to its removal.
- The owner/applicant may remove the artwork for the purposes of relocating, selling, making a gift of, storing or otherwise disposing of the artwork, provided the applicant/owner has given the artist at least 28 days notice in writing.
- The destruction of the work should only be considered when all other alternatives have been exhausted.
- The opportunity to commission a new artwork for the site should be examined. It may or may not be considered appropriate to invite the artist who created the original work to put forward a proposal for the new commission.



Town of Port Hedland

Civic Centre
McGregor Street
Port Hedland WA 6721

council@porthedland.wa.gov.au
www.porthedland.wa.gov.au

Town of Port Hedland

Local Planning Policy/04 Percent for Public Art

Schedule of Submissions

No/ Ref	Date Received	Name	Address	Summary of Comments Made	Officer Response	Officer Recommendation
1	08/04/2021	Internal – Infrastructure Services		*Provision 4.5* *Does this include the whole project cost (i.e. total cost of Masterplan) or the cost of each individual development.*	*Officer Response No. 1* *The Town does not have the ability to consider Masterplans as part of this policy framework.*	*Officer Recommendation 1* *Nil.*
2				*Issue/Comment No. 2* *There should be a timeframe on community arts projects, so as to not become detrimental to the amenity of the site.* *All artworks should be cyclone rated.*	*Officer Response No. 2* *Noted – As part of the Final Public Art Plan details relating to the ongoing maintenance are to be submitted. The condition of development approval relating to the public art contribution shall ensure that the art work will remain in a good, clean condition subject to this maintenance plan.* *Noted – all public art structures require a Building Permit to be submitted and approved which is subject to the relevant cyclone rating.*	*Officer Recommendation 2* *Nil.* *Nil.*
3				*Issue/Comment No. 3* *Inclusion of landscape and architectural elements that are associated with planning approval conditions*	*Officer Response No. 3* *The intent of the policy is not to eliminate landscape and architectural elements to contribute to art projects. However, these are to be led by a professional*	*Officer Recommendation 3* *A provision has been including outlining when landscaping and architectural elements can be contributed as part of an art project.*

No/ Ref	Date Received	Name	Address	Summary of Comments Made	Officer Response	Officer Recommendation
					artist and be in addition to any other conditions of development approval.	
				Inclusion of off-the-shelf art and reproductions	*It is considered that off-the-shelf art will not satisfy the objectives of the Town's Public Art Strategy in relation to providing high impact artworks to create recognisable icons for the Town and to provide public art that reflects the diverse communities within the Town. Therefore is not considered appropriate for public art projects.*	*Nil.*
4				*Provision 6.1.4.1* *What are these requirements? Who mediates an outcome when there is a dispute?*	*Officer Response No. 4* *The criteria for assessment of public art projects are listed in the Percent for Public Art Guidelines (Attachment 2) and will be considered by the Public Art Advisory Panel. Given the subjective nature of art, the intent of these guidelines is to provide guidance on the process to procure a public art project, ensure the appropriate consideration of the art theme and provide a robust, safe art project. The Town does not intend on influencing the artwork itself, unless it is deemed inappropriate or offensive in the public realm, as such we do not envision a dispute as a result of*	*Officer Recommendation 4* *There has been some amendment to the wording of Clause 6.1.4.1 of the Policy to accurately reflect the intent of the Public Art Advisory Panel and assessment process of Public Art.*

No/ Ref	Date Received	Name	Address	Summary of Comments Made	Officer Response	Officer Recommendation
					the actual artwork. The provision relating to the consideration of public art projects has been amended to more accurately describe the process.	
5	**29/04/2021**	**Pilbara Development Commission**	**Shop 2, 6 Wedge Street, Port Hedland, WA, 6721**	*Issue/Comment No. 5* *Recognition of the social and economic disadvantage experience by Aboriginal people and a commitment to overcoming the gap between Aboriginal people and non-Aboriginal Australians.* *Consideration of a strategic approach to percent for art outcomes which abide by the following 'Closing the Gap' Core Principles:* • *Respectful* • *Informed* • *Ethical* • *Meaningful* • *Outcome-focused* • *Follow up and feedback* • *Reference to the guidelines set out in the Australia Council's Protocols for using*	*Officer Response No. 5* *Noted*	*Officer Response No. 5* *These strategic approaches have been incorporated into the Town's Percent for Public Art Guidelines for consideration when procuring Aboriginal Art and/or working with Aboriginal Artists.*
6				*Issue/Comment No. 6* *Reference to the First National Cultural and Intellectual Property in the Arts guidelines set out by the Australia Council. Protocols outline appropriate ways of engagement with Aboriginal cultural material and interaction with Aboriginal people and communities.* *They encourage ethical conduct and promote interaction based on good faith, mutual respect and cultural values. The*	*Officer Response No. 6* *Noted*	*Officer Response No. 6* *Reference to the First National Cultural and Intellectual Property in the Arts guidelines set out by the Australia Council have been included as Clause 5.4.3 of the Policy. The remainder has been incorporated into the associated guidelines.*

No/ Ref	Date Received	Name	Address	Summary of Comments Made	Officer Response	Officer Recommendation
				guidelines set out the following ten principles: • *Respect* • *Self-determination* • *Communication, consultation and consent* • *Interpretation* • *Cultural integrity and authenticity* • *Secrecy and confidentiality* • *Attribution* • *Benefit sharing* • *Continuing cultures* • *Recognition and protection*		

Town of Port Hedland — Local Planning Policy

LPP/04 PERCENT FOR PUBLIC ART

1.0 Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations). This Policy may be cited as Local Planning Policy 04 Percent for Public Art (LPP/04).

2.0 Purpose

The development of public spaces contributes to a sense of identity and place, whilst contributing to the quality of the built environment and enhancing visitor experience. Public Art has the ability to deliver a range of social, economic, and cultural benefits that can influence the way people interact within a public space. Public Art can enhance the appearance of buildings and provide opportunities for social interaction improving visitor experience.

The purpose of Local Planning Policy 04 – Percent for Public Art (Policy) is to set out when development is required to provide public art or cash-in-lieu contribution as part of their development approval. This policy provides a framework for the development, funding and management of public art.

3.0 Objectives

The objectives of this Policy are to:

- Increase the social, cultural, and economic value of the Town in conjunction with the Town's Arts & Culture Strategy 2019-2022 and the Town's Public Art Strategy;
- Acknowledge and celebrate Indigenous culture and heritage;
- Develop and promote community identity within the Town to bridge communities;
- Establish new design partnerships between artists, architects and other professionals;
- Celebrate environment, industry, and lifestyle; and
- Increase public awareness of the value of art, design and culture.

Increase public awareness of the local history, culture, people, environment

Build sense of pride and belonging

This Policy is not an emerging artist initiative; however, in some instances emerging artists may be considered for particular projects.

emerging artists initiative is not relevant to this policy and is matter of procurement process

4.0 Application ??

4.1 Interpretation and implementation of this policy shall be in accordance with the Percent for Art Guidelines.is it Town's guidelines or state or federal government?

4.2 Final determination for all Public Art projects developed under this Policy is at the discretion of the Town.

4.3 All new development on zoned and reserved land over the threshold value of $2 million (two million dollars) shall set aside a minimum of one percent (1%) of the Total Project Cost of the development to be put towards the provision for Public Art, excluding:

- Demolition;
- Single house and grouped dwelling development;

- Multiple dwellings, where there are less than 12 (twelve) dwellings proposed;
- Heritage works;
- Infrastructure works, including coastal protection infrastructure, standalone civil works, footpaths and roads; and
- Any private development exempt from development approval.

4.4 The maximum contribution for Public Art is capped at $150,000 (one hundred and fifty thousand dollars) for private developments.

4.5 For public development over the Threshold Value of $2 million (two million dollars) and coordinated and delivered by the Town, a minimum of two percent (2%) of the total project cost of the development is to be set aside for the provision of public art. The maximum contribution for Public Art for Town delivered projects is capped at $500,000 (five hundred thousand dollars) for each development.

4.6 This policy does not apply to State and Federal projects that are subject to an equivalent public art contribution policy.

4.7 The owner/applicant is required to provide a public art contribution via one of the following options:

4.7.1 The owner/applicant shall co-ordinate the public art project themselves or by engaging a local consultant;

All public art briefs and proposals must meet requirements of Public Art and must be approved by the Arts Committee (if the Town has one)

4.7.2 The owner/applicant shall pay a cash-in-lieu contribution as prescribed in this policy.

There must be clear terms and conditions re cash in lieu, including timeframe the Town has to invest this money in public art; cash in lieu is a grey area in many LG's

5.0 General Provisions

5.1 The budget allocated towards Public Art shall only include the following.

- Management fee for the Art Consultant/Coordinator, must not exceed ten percent (10%) of the total percent for art contribution amount;
- Professional Artist fees, including design concept fees for short-listed artists, design fee for the successful artist, assistant labour costs;
- Community engagement costs for public art projects that have community involvement;
- Cost of materials, fabrication and installation of the artwork;
- Insurance for the installation of the artwork, and any legal expenses;
- Transport costs to site;
- Structures to display the artwork, including footings and foundations;
- Remedial work to surroundings; and
- Documentation of the artwork, and acknowledgement plaque.

this must be in accordance to Arts Law and NAVA

include maintenance budget!

5.2 Public Art projects may include the following subject to approval at the discretion of the Town

5.2.1 Building features and enhancements such as bicycle racks, fountains, or playground structures that have been site-specifically designed and purpose-built by or with the direct influence from a Professional Artist for the purpose of public art contribution.

Functional Public art
applied public art
integrated public art
self-standing public art
installations

5.2.2 Murals, feature walls, tiles, mosaics, floors or walkways. Murals may be painted or constructed with a variety of materials.

5.2.3 3D works which can be freestanding or wall-supported.

5.2.4 Glass artworks, prints and any combination of media including sound, video projection, lighting ephemeral that have been specifically designed by a Professional Artist for the purpose of public art contribution.

5.2.5 Community art projects resulting in tangible artwork to be displayed on, or immediately adjacent to, the development site.

5.2.6 All public art must be low maintenance, robust, durable, and resistant to vandalism.

this should be determined and assesed by public art consultant or arts committee.

5.3 Non Permitted Public Art Projects

5.3.1 Business logos, wording or names related to the development of the owner/applicant or commercial promotions in any form.

5.3.2 Commercial signage or advertisements.

5.3.3 Landscaping or architectural elements which are associated with planning approval conditions.

planning approvals may be required for some structures

5.3.4 Services or utilities necessary to operate or maintain artworks.

5.3.5 Building features and objects that are mass produced, such as bicycle racks, fountains, or playground structures.

5.3.6 Walkways, lighting or any other infrastructure required for the development that is not designed by a professional artist.

public art which in not in public or public open space

5.3.7 "Off-the-shelf" art or reproductions.

5.4 Indigenous Art

5.4.1 Should Indigenous artwork be incorporated into the design of the Public Art, evidence of consultation with the Kariyarra, Ngarla and/or Nyamal people shall be provided upon submission for approval.

5.4.2 Proof of ownership and/or copyright of the artwork must be provided for any Indigenous artwork or art components of the public art contribution.

5.5 Location

5.5.1 Private developers shall have Public Art located on Private Property, and to be situated where it is clearly visible from the Public Realm.

DRAFT

6.0 Procedure

6.1 Public Art Contribution

Where the Policy applies and the landowner/applicant has chosen to undertake the project, the landowner/applicant is to coordinate the project independently with consultation from an art coordinator/consultant by following the below procedure:

6.1.1 It is recommended that the applicant/owner reviews this policy and associated guidelines, and consults with the Town prior to lodgement of a development application.

6.1.2 At the time of Development Application being lodged, the owner/applicant is to provide a Preliminary Public Art Plan as outlined in the Town's Percent for Art Guidelines

6.1.3 Prior to the lodgement of the Building Permit, the owner/applicant is to provide a Detailed Public Art Plan in accordance with the Town's Percent for Art Guidelines.

6.1.4 The Detailed Public Art Plan shall be reviewed by the Town's Art Advisory Committee, who will consider the objectives of this policy, the Arts and Culture Strategy and Public Arts Strategy, and any recommendations provided to the developer.

Art Advisory Committee: independent artist or art consultant + Town's staff with art degree and public art experience, Senior planning staff + EM

4.1.4.1 Should the artwork not meet Town requirements, the artwork must be redesigned to the satisfaction of the Town.

to meet requiremnts and objectives of poublic art and Arts and Culture strategy and Pub lic Art Strategy

6.1.5 The approved artwork shall be completed prior to use or occupation of the development.

6.1.6 Prior to the completion of the development, the owner/applicant is to provide a Final Public Art Report, in accordance with the Town's Percent for Art Guidelines.

6.1.6.1 The Town reviews the completed artwork to ensure compliance with the approved artwork plans.

6.1.6.2 The approval constitutes artwork development approval only and does not obviate the responsibility of the landowner / developer to comply with all relevant building, health, and engineering requirements.

6.2 Cash-in-lieu Contribution

Where the Policy applies and the landowner/applicant has chosen to pay the Town a cash-in-lieu contribution, the below procedure applies:

6.2.1 Cash-in-lieu payments to be made to the Town at the time of the Building Permit Application lodgement.

DRAFT

6.2.2 The Town will hold all funds within a trust account that shall only be spent for the provision of public art.

6.2.3 If the development has substantially commenced, but not completed, the cash-in-lieu payment will not be refunded.

6.2.4 The cash-in-lieu funds can be accrued for a more comprehensive or detailed public art project as determined by the Town.

6.2.5 Any public art commissioned by the Town under this policy will be owned by the Town.

Town obligations to spend money for public art, terms and ocnditions including timeline

7.0 Ownership, Copyright and Moral Rights

7.1 Ownership of the public art commissioned under this policy will:

Arts Law, NAVA and contracts/agreements between the parties

7.1.1 Where situated on private property, the Public Art is owned and maintained by the owner for the lifetime of the artwork and decommissioning the artwork upon its expiry.

7.1.2 Where situated on public property, the Public Art is owned and maintained by the Town for the lifetime of the artwork and decommissioning the artwork upon its expiry. Artwork can be decomissioned only with approval from the artist

7.1.3 Ownership of the Public Art is subject to an agreement between the artist and the owner/applicant.

7.2 The Town will have the right to reproduce extracts from the design documentation of the Public Art and photographic images of the Public Art for non-commercial purposes, such as annual reports, information brochures and information on the Towns website.

7.3 All public art requires all original art to be attributed to the artist. A plaque must be installed by the developer next to the artwork to acknowledge the artist. Artists are to be acknowledged when images of their works are produced.

7.3.1 The following information is required on the plaque:

- Title;
- Artist name;
- Year artwork was commissioned;
- Town logo and acknowledgement of percent for art scheme; and
- Details of any partners and funding bodies.

8.0 Decommissioning of Public Art

8.1 The artwork must not be removed, relocated, sold or destroyed without first making reasonable attempts to notify the artist.

8.2 The owner or the Town may decide to remove an artwork because:

- The work is at the end of its intended lifespan;

DRAFT

- Maintenance and repair obligations and costs have become excessive in relation to the value and age of the artwork;
- There is irreparable damage through vandalism and/or decay;
- The work has become unsafe or is affected by changes in health and safety regulations; and/or
- The site where the work is located is to be redeveloped or physically altered.

8.3 If any artwork provided for as a public art contribution is identified for decommissioning as prescribed in clause 8.2, the owner/applicant will conduct a formal review in accordance with the Percent for Art Guidelines.

9.0 Definitions

Art Consultant/Coordinator includes an individual or consultancy experienced in bringing all the parties involved in a public art project together: council planning departments and arts units, property developers, architects, interior designers, artists and stakeholders.

Professional Artist is an individual who can show:
- A proven track record of exhibiting their artwork at public and/or private events or can be endorsed by an established professional artist or art consultant;
- Has had work purchased by public and private collections;

The professional artist must not have a familial relationship with the developer or have a financial interest in the development.

Public Art is defined as being site-related and place-responsive, and located for public accessibility, either within or readily available from public space. The artwork can be considered a stand-alone structure, applied to surfaces, or integrated into the fabric of buildings, road infrastructure elements or landscaped outdoor spaces.

Public Realm means that artworks are to be clearly visible from the adjacent public street(s), public pathway(s), public open space, and/or other publically accessible spaces.

Total Project Cost is the approximate total cost of the proposed development as indicated on the application for development approval.

Relevant legislation	*Planning and Development Act 2005* *Planning and Development (Local Planning Schemes) Regulations 2015* *Town of Port Hedland Local Planning Scheme No. 7*
Delegated authority	Town of Port Hedland
Business unit	Planning & Development
Directorate	Regulatory Services

Governance to complete this section			
Version Control	Version No.	Resolution No.	Adoption date

Town of Port Hedland

Local Planning Policy

Review frequency	2 Yearly		

DRAFT

Late Attachment – Percent for Public Art Policy

Town of Port Hedland

The Town received a late submission from the Junction Co. (attached) in relation to Local Planning Policy 04 Percent for Public Art. To ensure transparency through the Policy initiation process, this has been considered. There are no changes proposed to the Policy itself, given these are adequately addressed in the associated guidelines or considered operational and not appropriate to be contained within policy framework. The following response is provided:

Summary of Comments Made	Officers Response and Recommendation
Provision 3.0 Objectives *Additional objectives relating to public awareness of history, culture and environment, and community pride and belonging* *Query relating to emerging artists*	These objectives are appropriately reflected in the Town's Arts & Culture Strategy 2019-2022 and Public Art Strategy, which have been written into this policy. Due to the significant contribution (financial and cultural) public art has to the community and built environment, it is not recommended that emerging artists with no or very limited experience are engaged in this process. Emerging artists may be considered in circumstances deemed appropriate by the Town's Public Art Advisory Panel.
Provision 4.0 Application *Queries relating to the Percent for Art Guidelines and process relating to art plans and cash-in-lieu.*	The Town's Percent for Art Guidelines outline the process relating to the approval of public art contributions, which include the process for obtaining approval from the Town's Public Art Advisory Panel. Additionally, there is information relating to the cash-in-lieu contributions, which will be used by the Town to procure public art for our public spaces.

Late Attachment – Percent for Public Art Policy

Town of Port Hedland

Provision 5.1 Budget Requirements *Ensure compliance with Arts Law and NAVA* *Include maintenance budget*	Arts Law and NAVA are advisory bodies for art law. The Town recommends any contract entered into by the developer and the artist is considered by an appropriately qualified legal professional. Similarly to other local government authorities, maintenance budgets are not included percent for art budget (determined by the development cost) given these costs are difficult to determine and are likely to not accurately reflect the amount actually spent on maintenance.
Provision 5.0 *5.1 Types of art permitted and assessment of proposed art work* *5.2 Planning approvals and location of art exclusive to public spaces*	More detailed advice relating to the type of permitted art are listed in the Percent for Art Guidelines, along with the process to obtain approved from the Town's Public Art Advisory Panel. Public art associated with any planning approval or located within public reserves are not subject to any further planning approvals. A building permit may be required in some instances. For any public art located on private property, it is required to be visible from the public realm.
Provision 6.0 *Details relating to the cash-in-lieu expenditure*	These are operational processes which do not sit within a strategic/policy framework. The guidelines provide further insight into the expenditure of cash-in-lieu, however, it is likely to be based on

Late Attachment – Percent for Public Art Policy

Town of Port Hedland

	monetary value rather than time limitation to ensure an exceptional art piece in our public realm.

Section	Current	Proposed
1.0	Gazettal Date	To be confirmed when Gazetted
3.0		"Council" as defined by the Local Government Act 1995 and relating to the Town of Port Hedland.
	"public building" has the meaning given to it in Section 173 of the Health Act 1911	"public building" has the meaning given to it in Western Australian Health (Miscellaneous Provisions) Act 1911.
	"Regulation" means the Dog Regulations, 1976, as amended.	"Regulation" means the Dog Regulations 2013, as amended.
5.1	The lands specified in the First Schedule to this local law are designated as dog exercise areas for the purpose of the Act. The exercising of dogs in dog exercise areas are subject to the provisions of the Act.	Dog exercise areas will be formally identified through a determination process as per the *Town of Port Hedland Public Places and Local Government Property Local Law 2016*.
5.2	Conditions of use of a dog exercise area	The conditions of use of a dog exercise area shall be formally established on signage at the entrance of each dog exercise area and shall be enforceable under section 4.6(2) of the *Town of Port Hedland Public Places and Local Government Property Local Law 2016*.
6.1	A person liable for the control of a dog, as defined in Section 3(1) of the Act, shall prevent that dog from entering or being in any of the following places, unless that person is blind or partially blind and is accompanied by a bona fide guide dog or is a guide dog trainer.	A person liable for the control of a dog, as defined in Section 3(1) of the Act, shall prevent that dog from entering or being in any of the following places, unless that person is blind or partially blind and is accompanied by a bona fide *assistance dog or assistance dog trainer.*
6.1.1	remove "a public building"	Replace with *Children's play areas as defined as meaning any public place, or part of a public place, that is within 10 metres of any playing apparatus or childrens play equipment and including skate parks.*
6.1.2	remove "A shopping centre"	Replace with *Public Pools / aquatic facilities*
6.1.3	remove "a shopping mall"	Replace with *Areas identified with signage stating prohibiting dogs as defined in section 31.(2B) of the Act*
6.1.4	Remove "A shop or other public business premises, not being where dogs are sold or treated for illness or injury.	
6.1.5	Remove "A house of worship"	
6.2	Remove "The land specified in the Fifth Schedule to this local law is designated as areas pursuant to Section 51(b) of the Act where dogs are prohibited absolutely. The prohibition of dogs in these areas shall be subject to the provisions of the Act."	
10.1	Remove "A person liable for the control of a dog who permits that dog to excrete on any street or other public place or public reserve or on any other land within the district without the consent of the occupier commits an offence unless the excreta is removed forthwith and disposed of either on private land with the consent of the occupier or in such other manner as the Council approves.	Replace with *Offence to excrete.* *10.1.1 A dog must not excrete on-* *(a)any thoroughfare or public place; or* *(b)any land which is not a public place without consent of the occupier* *10.1.2 Subject to subclause 10.1.3, if a dog excretes contrary to subclause 10.1.1, every person liable for the control of the dog at that time commits an offence.* *10.1.3 The person liable for the control of the dog does not commit an offence against subclause 10.1.2 if any excreta is removed immediately by that person.*
11.2	Every part of a fence used to confire a dog shall be of a type, height and construction which, having regard to the breed, age, size and physical condition of the dog, shall be capable of preventing the dog, at all times from passing over, under or through it.	Every part of a fence used to *confine* a dog shall be of a type, height and construction which, having regard to the breed, age, size and physical condition of the dog, shall be capable of preventing the dog, at all times from passing over, under or through it.
12.1	the owner or occupier of premises situated within the district shall not, unless the premises have been granted exemption pursuant to Section 26(3) of the Act or are licensed as an approved kennel established under Section 27 of the Act, keep or permit to be kept on those premises more than two dogs over the age of three months excepting that the young of those dogs up to the age of three months of age may also be kept.	Replace with *Limitation on the number of dogs* *12.1.1 This clause does not apply to premises which have been—* *(a) licensed under Part 4 as an approved kennel establishment; or* *(b) granted an exemption under section 26(3) of the Act.* *12.1.2 The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act—* *(a) if the premises are situated on a lot having an area of 4 hectares or more—6 dogs over the age of 3 months and the young of those dogs under that age; or* *(b) if the premises are situated on any other lot—2 dogs over the age of 3 months and the young of those dogs under that age and a maximum of 3 dogs with an application*

ITEM	Section	Nature of the offence	Penalty
1	6.	Failure to prevent a dog entering or being on a defined premises or area	$100

First Schedule	Modified Penalties		2	9.1.1	Failure to maintain a kennel establishment in a clean, sanitary and tidy condition	$200
			3	9.1.2	Failing to dispose of all refuse, faeces and food waste from a kennel establishment daily in approved manner	$200
			4	9.1.3	Failing to take all practical measures for the destruction of fleas, flies and other vermin	$200
			5	10.1.	Failure to remove dog excreta	$100
			6	11.	Premises not capable of effectively confining a dog	$200

TOWN OF PORT HEDLAND

DOGS LOCAL LAW 2021

DOG ACT 1976

LOCAL GOVERNMENT ACT 1995

CONTENTS

PART 1 - PRELIMINARY

1.1 CITATION
1.2 COMMENCEMENT
1.3 APPLICATION
1.4 REPEAL
1.5 INTERPRETATION

PART 2 - IMPOUNDING OF DOGS

2.1 CHARGES AND COSTS
2.2 ATTENDANCE OF AUTHORISED PERSON AT DOG MANAGEMENT FACILITY
2.3 RELEASE OF IMPOUNDED DOG

PART 3 - REQUIREMENTS AND LIMITATIONS ON THE KEEPING OF DOGS

3.1 DOGS TO BE CONFINED
3.2 LIMITATION ON THE NUMBER OF DOGS

PART 4 - APPROVED KENNEL ESTABLISHMENTS

4.1 INTERPRETATION
4.2 APPLICATION FOR LICENCE FOR APPROVED KENNEL ESTABLISHMENT
4.3 NOTICE OF PROPOSED USE
4.4 EXEMPTION FROM NOTICE REQUIREMENTS
4.5 WHEN APPLICATION CAN BE DETERMINED
4.6 DETERMINATION OF APPLICATION
4.7 WHERE APPLICATION CANNOT BE APPROVED
4.8 CONDITIONS OF APPROVAL
4.9 COMPLIANCE WITH CONDITIONS OF APPROVAL
4.10 FEES
4.11 FORM OF LICENCE
4.12 PERIOD OF LICENCE
4.13 VARIATION OR CANCELLATION OF LICENCE
4.14 TRANSFER
4.15 NOTIFICATION
4.16 INSPECTION OF KENNEL

PART 5 - MISCELLANEOUS

5.1 OFFENCE TO EXCRETE

PART 6 - ENFORCEMENT

6.1 INTERPRETATION
6.2 OFFENCES
6.3 GENERAL PENATLY
6.4 MODIFIED PENALTIES
6.5 ISSUE OF INFRINGEMENT NOTICE
6.6 FAILURE TO PAY MODIFIED PENALTY
6.7 PAYMENT OF MODIFIED PENALTY
6.8 WITHDRAWAL OF INFRINGEMENT NOTICE
6.9 SERVICE

SCHEDULE 1- OFFENCES IN RESPECT OF WHICH MODIFIED PENALTY APPLIES

SCHEDULE 2- APPLICATION FOR A LICENCE FOR AN APPROVED KENNEL ESTABLISHMENT

SCHEDULE 3- CONDITIONS OF A LICENCE FOR AN APPROVED KENNEL ESTABLISHMENT

DOG ACT 1976
LOCAL GOVERNMENT ACT 1995

TOWN OF PORT HEDLAND

DOGS LOCAL LAW 2021

Under the powers conferred by the *Dog Act 1976*, the *Local Government Act 1995* and under all other powers enabling it, the Council of the *Town of Port Hedland* resolved on *[insert date]* to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the *Town of Port Hedland Dogs Local Law 2021*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Repeal

This local law repeals the *Town of Port Hedland Local Law (Dogs)* as published in the *Government Gazette* on 2 October 1998, and as amended in the *Government Gazette* on 26 February 1999.

1.5 Interpretation

In this local law unless the context otherwise requires -

Act means the *Dog Act 1976*;

authorised person means a person appointed by the local government to perform all or any of the functions conferred on an authorised person under this local law;

CEO means the Chief Executive Officer of the local government;

dangerous dog means a dog which is the subject of a declaration under section 33E of the Act declaring it to be a dangerous dog;

district means the district of the local government;

dog management facility has the meaning given to it in section 3(1) of the Act;

local government means the *Town of Port Hedland*;

Regulations means the *Dog Regulations 2013*;

Schedule means a schedule in this local law;

fence where used in this local law shall include walls and screen walls;

public building has the meaning given to it in *Health (Miscellaneous Provisions) Act 1911*;

public place as defined in section 3(1) of the Act;

street includes highway, road, lane, thoroughfare, carriageway or similar place, or part there of which is within the district, which the public are allowed to use and includes every part of the highway, lane, thoroughfare, or similar place and other things including the street verge, footpath, bridges and culverts appurtenant to it;

PART 2 - IMPOUNDING OF DOGS

2.1 Charges and costs

The following are to be imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995* -

(a) the charges to be levied under section 29(4) of the Act relating to the seizure and impounding of a dog;
(b) the additional fee payable under section 29(4) of the Act where a dog is released at a time or on a day other than those determined under clause 2.2; and

(c) the costs of the destruction and the disposal of a dog referred to in section 29(15) of the Act.

2.2 Attendance of authorised person at dog management facility

The authorised person is to be in attendance at the dog management facility for the release of dogs at the times and on the days of the week as are determined by the CEO.

2.3 Release of impounded dog

(1) A claim for the release of a dog seized and impounded is to be made to the authorised person or in the absence of the authorised person, to the CEO, subject to subclause (2) upon payment of the fees specified by local government, the dog shall be released to such person.

(2) The authorised person is not to release a dog seized and impounded to any person unless that person has produced, to the satisfaction of the authorised person, satisfactory evidence -

(a) of her or his ownership of the dog or of her or his authority to take delivery of it; or
(b) that he or she is the person identified as the owner on a microchip implanted in the dog.

PART 3 - REQUIREMENTS AND LIMITATIONS ON THE KEEPING OF DOGS

3.1 Dogs to be confined

(1) The owner or occupier of premises within the district on which a dog is kept shall—

(a) ensure that the means exist on the premises for effectively confining the dog within the premises; and
(b) cause the portion of the premises on which the dog is kept to be fenced in a manner capable of confining the dog to that portion in accordance with the provisions of this local law.

(2) Every part of a fence used to confine a dog shall be of a type, height and construction which, having regard to the breed, age, size and physical condition of the dog, shall be capable of preventing the dog, at all times from passing over, under or through it.

(3) Where a gate forms part of fence, the gate shall—

(a) be kept closed at all times except when the dog is not kept on the premises;
(b) be fitted with an effective self-closing mechanism and an effective self-latching mechanism attached to the inside of the gate;
(c) be fitted with a mechanism which enables the gate to be locked.

(4) Where an occupier fails to comply with subclause (1), he or she commits an offence.

Penalty: Where the dog is a dangerous dog, $4,000; otherwise $2,000.

3.2 Limitation on the number of dogs

(1) This clause does not apply to premises which have been -

(a) licensed under Part 4 as an approved kennel establishment; or
(b) granted an exemption under section 26(3) of the Act.

(2) The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act -

(a) if the premises are situated on a lot having an area of 4 hectares or more—6 dogs over the age of 3 months and the young of those dogs under that age; or
(b) if the premises are situated on any other lot—2 dogs over the age of 3 months and the young of those dogs under that age and a maximum of 3 dogs with an application

PART 4 - APPROVED KENNEL ESTABLISHMENTS

4.1 Interpretation

In this Part and in Schedule 2 -

licence means a licence to keep an approved kennel establishment on premises;

licensee means the holder of a licence;

premises, in addition to the meaning given to it in section 3 of the Act, means the premises described in the application for a licence; and

4.2 Application for licence for approved kennel establishment

An application for a licence must be made in the form of that in Schedule 2, and must be lodged with the local government together with -

(a) a plan showing the details and specifications of all kennel and yards appurtenant thereto and showing the distances from the kennels to the boundaries of the land the subject of the application and all buildings on the land;
(b) such other information reasonably required by the local government; and
(c) the fee for the application for a licence referred to in clause 4.10(1).

4.3 Notice of proposed use

(1) A person seeking the issue of a license to keep an approved kennel establishment shall—

(a) give notice of the proposed use of the land in writing to the owners and occupiers of all adjoining land and premises; and
(b) advertise the intention to do so in a newspaper having circulation in the area at least 14 days before application is made with the local government.

(2) The notices in subclause (1) must specify that –

(a) any written submissions as to the proposed use are to be lodged with the CEO within 14 days of the date the notice is given; and
(b) the application and plans and specifications may be inspected at the offices of the local government.

(3) Where –

(a) the notices given under subclause (1) do not clearly identify the premises; or
(b) a notice given under subclause (1)(a) is of a size or in a location in the newspaper which, in the opinion of the local government, would fail to serve the purpose of notifying persons of the proposed use of the premises,

then the local government may refuse to determine the application for a licence until the notices or notice, as the case may be, is given in accordance with its directions.

4.4 Exemption from notice requirements

Where an application for a licence is made in respect of premises on which an approved kennel establishment is either a -

(a) permitted use; or
(b) use which the local government may approve subject to compliance with specified notice requirements,

under a town planning scheme, then the requirements of clauses 4.2(b), 4.3 and 4.5(a) do not apply in respect of the application for a licence.

4.5 When application can be determined

An application for a licence is not to be determined by the local government until -

(a) the applicant has complied with clause 4.2;
(b) the applicant submits proof that the notices referred to in clause 4.3(1) have been given in accordance with that clause; and
(c) the local government has considered any written submissions received within the time specified in clause 4.3(2)(a) on the proposed use of the premises.

4.6 Determination of application

In determining an application for a licence, the local government is to have regard to –

(a) the matters referred to in clause 4.7;
(b) any written submissions received within the time specified in clause 4.3(2)(a) on the proposed use of the premises;
(c) any economic or social benefits which may be derived by any person in the district if the application for a licence is approved;
(d) the effect which the kennel establishment may have on the environment or amenity of the neighbourhood;
(e) whether the approved kennel establishment will create a nuisance for the owners and occupiers of adjoining premises; and
(f) whether or not the imposition of and compliance with appropriate conditions of a licence will mitigate any adverse effects of the approved kennel establishment identified in the preceding paragraphs.

4.7 Where application cannot be approved

The local government cannot approve an application for a licence where -

(a) an approved kennel establishment cannot be permitted by the local government on the premises under a town planning scheme; or
(b) an applicant for a licence or another person who will have the charge of the dogs will not reside on the premises, or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare.

4.8 Conditions of approval

(1) The local government may approve an application for a licence subject to the conditions contained in Schedule 3 and to such other conditions as the local government considers appropriate.

(2) In respect of a particular application for a licence, the local government may vary any of the conditions contained in Schedule 3.

4.9 Compliance with conditions of approval

A licensee who does not comply with the conditions of a licence commits an offence.

Penalty: Where a dog involved in the contravention is a dangerous dog, $4,000 and a daily penalty of $400; otherwise $2,000 and a daily penalty of $200.

4.10 Fees

(1) On lodging an application for a licence, the applicant is to pay a fee to the local government.

(2) On the issue or renewal of a licence, the licensee is to pay a fee to the local government.

(3) On lodging an application for the transfer of a valid licence, the transferee is to pay a fee to the local government.

(4) The fees referred to in subclauses (1) to (3) are to be imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995*.

4.11 Form of licence

The licence is to be in the form determined by the local government and is to be issued to the licensee.

4.12 Period of licence

(1) licence to keep an approved kennel establishment shall remain valid for a period of twelve (12) months from the date of issue thereof.

(2) A licence is to be renewed if the fee referred to in clause 4.10(2) is paid to the local government prior to the expiry of the licence.

(3) On the renewal of a licence the conditions of the licence at the time of its renewal continue to have effect.

4.13 Variation or cancellation of licence

(1) The local government may vary the conditions of a licence.

(2) The local government may cancel a licence –
(a) on the request of the licensee;
(b) following a breach of the Act, the Regulations or this local law; or
(c) if the licensee is not a fit and proper person.

(3) The date a licence is cancelled is to be, in the case of –
(a) paragraph (a) of subclause (2), the date requested by the licensee; or
(b) paragraphs (b) and (c) of subclause (2), the date determined under section 27(6) of the Act.

(4) If a licence is cancelled the fee paid for that licence is not refundable for the term of the licence that has not yet expired.

4.14 Transfer

(1) An application for the transfer of a valid licence from the licensee to another person must be –
(a) made in the form determined by the local government;
(b) made by the transferee;
(c) made with the written consent of the licensee; and
(d) lodged with the local government together with –
(i) written evidence that a person will reside at or within reasonably close proximity to the premises the subject of the licence; and
(ii) the fee for the application for the transfer of a licence referred to in clause 4.10(3).

(2) The local government is not to determine an application for the transfer of a valid licence until the transferee has complied with subclause (1).

(3) The local government may approve, whether or not subject to such conditions as it considers appropriate, or refuse to approve an application for the transfer of a valid licence.

(4) Where the local government approves an application for the transfer of a valid licence, then on the date of approval, unless otherwise specified in the notice issued under clause 4.15(b), the transferee becomes the licensee of the licence for the purposes of this local law.

4.15 Notification

The local government is to give written notice to -

(a) an applicant for a licence of the local government's decision on her or his application;
(b) a transferee of the local government's decision on her or his application for the transfer of a valid licence;
(c) a licensee of any variation made under clause 4.13(1);
(d) a licensee when her or his licence is due for renewal and the manner in which it may be renewed;
(e) a licensee when her or his licence is renewed;
(f) a licensee of the cancellation of a licence under clause 4.13(2)(a); and
(g) a licensee of the cancellation of a licence under paragraphs (b) or (c) of clause 4.13(2), which notice is to be given in accordance with section 27(6) of the Act.

4.16 Inspection of kennel

With the consent of the occupier, an authorised person may inspect an approved kennel establishment at any time.

PART 5 - MISCELLANEOUS

5.1 Offence to excrete

(1) A dog must not excrete on –

(a) any thoroughfare or other public place; or
(b) any land which is not a public place without the consent of the occupier.

(2) Subject to subclause (3), if a dog excretes contrary to subclause (1), every person liable for the control of the dog at that time commits an offence.

(3) The person liable for the control of the dog does not commit an offence against subclause (2) if any excreta is removed immediately by that person.

(4) Notwithstanding clause 6.3, the maximum penalty for an offence under subclause (1) is $1000.

PART 6 - ENFORCEMENT

6.1 Interpretation

In this Part -

infringement notice means the notice referred to in clause 6.5; and

notice of withdrawal means the notice referred to in clause 6.8(1).

6.2 Offences

A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.

6.3 General penalty

A person who commits an offence under this local law is liable, on conviction, to a penalty not exceeding $5,000 and if the offence is of a continuing nature, to an additional penalty not exceeding $100 for each day or part of the day during which the offence has continued.

6.4 Modified penalties

(1) The offences contained in Schedule 1 are offences in relation to which a modified penalty may be imposed.

(2) The amount appearing in the fourth column of Schedule 1 directly opposite an offence is the modified penalty payable in respect of that offence if—

(a) the dog is not a dangerous dog; or

(b) the dog is a dangerous dog, but an amount does not appear in the fourth column directly opposite that offence.

(3) The amount appearing in the fifth column of Schedule 1 directly opposite an offence is the modified penalty payable in respect of that offence if the dog is a dangerous dog.

6.5 Issue of infringement notice

Where an authorised person has reason to believe that a person has committed an offence in respect of which a modified penalty may be imposed, he or she may issue to that person a notice in the form of Form 8 of the First Schedule of the Regulations.

6.6 Failure to pay modified penalty

Where a person who has received an infringement notice fails to pay the modified penalty within the time specified in the notice, or within such further time as may in any particular case be allowed by the CEO, he or she is deemed to have declined to have the offence dealt with by way of a modified penalty.

6.7 Payment of modified penalty

(1) A person who has received an infringement notice may, within the time specified in that notice or within such further time as may in any particular case be allowed by the CEO, send or deliver to the local government the amount of the prescribed penalty, with or without a reply as to the circumstances giving rise to the offence, and the local government may thereupon—

(a) appropriate that amount in satisfaction of the penalty and issue an acknowledgment; or
(b) withdraw the Infringement Notice and refund the amount so paid.

(2) Where a person does not contest an allegation that the person committed an offence of the kind to which this clause applies, the production of an acknowledgment from the local government that the modified penalty has been paid to the local government is a defence to a charge of the offence is respect of which the modified penalty was paid.

6.8 Withdrawal of infringement notice

(1) Whether or not the modified penalty has been paid, local government, or an authorised person may withdraw an infringement notice by sending a notice in the form of Form 9 of the First Schedule of the Regulations, any amount received by way of modified penalty must be refunded and any acknowledgment of the receipt of that amount must for the purposes of any proceedings in respect of the alleged offence be regarded as not having been issued.

(2) A person authorised to issue an infringement notice under clause 6.5 cannot sign or send a notice of withdrawal.

6.9 Service

An infringement notice or a notice of withdrawal may be served on a person personally, or by leaving it at or posting it to her or his address as ascertained from her or him, or as recorded by the local government under the Act, or as ascertained from inquiries made by the local government.

Schedule 1 - Offences in respect of which modified penalty applies

(clause 6.4)

Item	Offence	Nature of offence	Modified penalty $	Dangerous Dog Modified Penalty $
2	4.9	Failing to comply with the conditions of a licence	200	
3	5.1(2)	Dog excreting in prohibited place	100	
4	3.1	Failing to provide means for effectively confining a dog	200	

Dated..... 20____

The Common Seal of the }
Town of Port Hedland }
was affixed by authority of a }
resolution of the Council in the }
presence of: }

MAYOR/PRESIDENT **CHIEF EXECUTIVE OFFICER**

Schedule 2 - Application for a licence for an approved kennel establishment

(clause 4.2)

I/we (full name) .....

of (postal address) .....

(telephone number) .....

(facsimile number) .....

(E-mail address) .....

Apply for a licence/renewal for an approved kennel establishment at (address of premises) .....

.....

For (number and breed of dogs) .....

* (insert name of person) ..... will be residing at the premises on and from (insert date) .....

* (insert name of person) ..... will be residing (sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare) at .... (insert address of residence) on and from ..... (insert date).

Attached are -

(a) a site plan of the premises showing the location of the kennels and yards and all other buildings and structures and fences;
(b) plans and specifications of the kennel establishment;
(c) copy of notice of proposed use to appear in newspaper;
(d) copy of notice of proposed use to be given to adjoining premises;
(e) written evidence that a person will reside -
    (i) at the premises; or
    (ii) sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare; and
(f) if the person in item (e) is not the applicant, written evidence that the person is a person in charge of the dogs.

I confirm that I have read and agree to comply with the Code of Practice known as ……, in the keeping of dogs at the proposed kennel establishment.

Signature of applicant .....

Date .....

* delete where inapplicable.
Note: a licence if issued will have effect for a period of 12 months – section 27.5 of the Dog Act.

OFFICE USE ONLY

Application fee paid on *[insert date]*.

Schedule 3 - Conditions of a licence for an approved kennel establishment

(clause 4.8(1))

An application for a licence for an approved kennel establishment may be approved subject to the following conditions -

(a) each kennel shall have a yard appurtenant thereto which is capable of retaining the dog within its confines;

(b) each kennel and each yard must be at a distance of not less than -

(i) 10m from the front boundary of the premises and 10m from any other boundary of the premises;

(ii) 20m from any dwelling; and

(iii) 20m from any church, school room, hall, factory, dairy or premises where food is manufactured, prepared, packed or stored for human consumption;

(c) each yard for a kennel must be kept securely fenced with a fence not less than two metre in height constructed of materials approved by the local government;

(d) the minimum floor area for each kennel must be calculated at 2.5 times the length of the breed of dog (when it is fully grown), squared, times the number of dogs to be housed in the kennel and the length of the dog is to be determined by measuring from the base of the tail to the front of its shoulder;

(e) the floor area of the yard attached to any kennel or group of kennels must be at least twice the floor area of the kennel or group of kennels to which it is attached;

(f) the upper surface of the kennel floor must be –

(i) at least 100mm above the surface of the surrounding ground;
(ii) smooth so as to facilitate cleaning;
(iii) rigid;
(iv) durable;
(v) slip resistant;
(vi) resistant to corrosion;
(vii) non-toxic;
(viii) impervious;
(ix) free from cracks, crevices and other defects; and
(x) finished to a surface having a fall of not less than 1 in 100 to a spoon drain which in turn must lead to a suitably sized diameter sewerage pipe which must be properly laid, ventilated and trapped in accordance with the health requirements of the local government;

(g) all kennel floor washing's shall pass through the drain and shall be disposed of in accordance with the requirements of the *Health (Miscellaneous Provisions) Act 1911*;

(i) where a yard is to be floored, the floor must be constructed in the same manner as the floor of any kennel;

(j) from the floor, the lowest internal height of a kennel must be at least two metres from the floor with an average inbuilt height of not less than 2100 mm;

(k) the walls of each kennel must be constructed of concrete, brick, steel or timber framing sheeted internally and externally with galvanized iron or fibre cement sheeting or other durable material approved by the local government;

(l) all gates shall be provided and fitted with proper catches or other means of securing or fastening such gate;

(m) all external surfaces of each kennel must be kept in good condition;

(n) the roof of each kennel must be constructed of impervious material;

(o) all kennels and yards and drinking vessels must be maintained in a clean condition and must be cleaned and disinfected when so ordered by an authorised person or Environmental Health Officer;

(p) all refuse, faeces and food waste must be disposed of daily in a manner approved by the authorised offer or Environmental Health Officer;

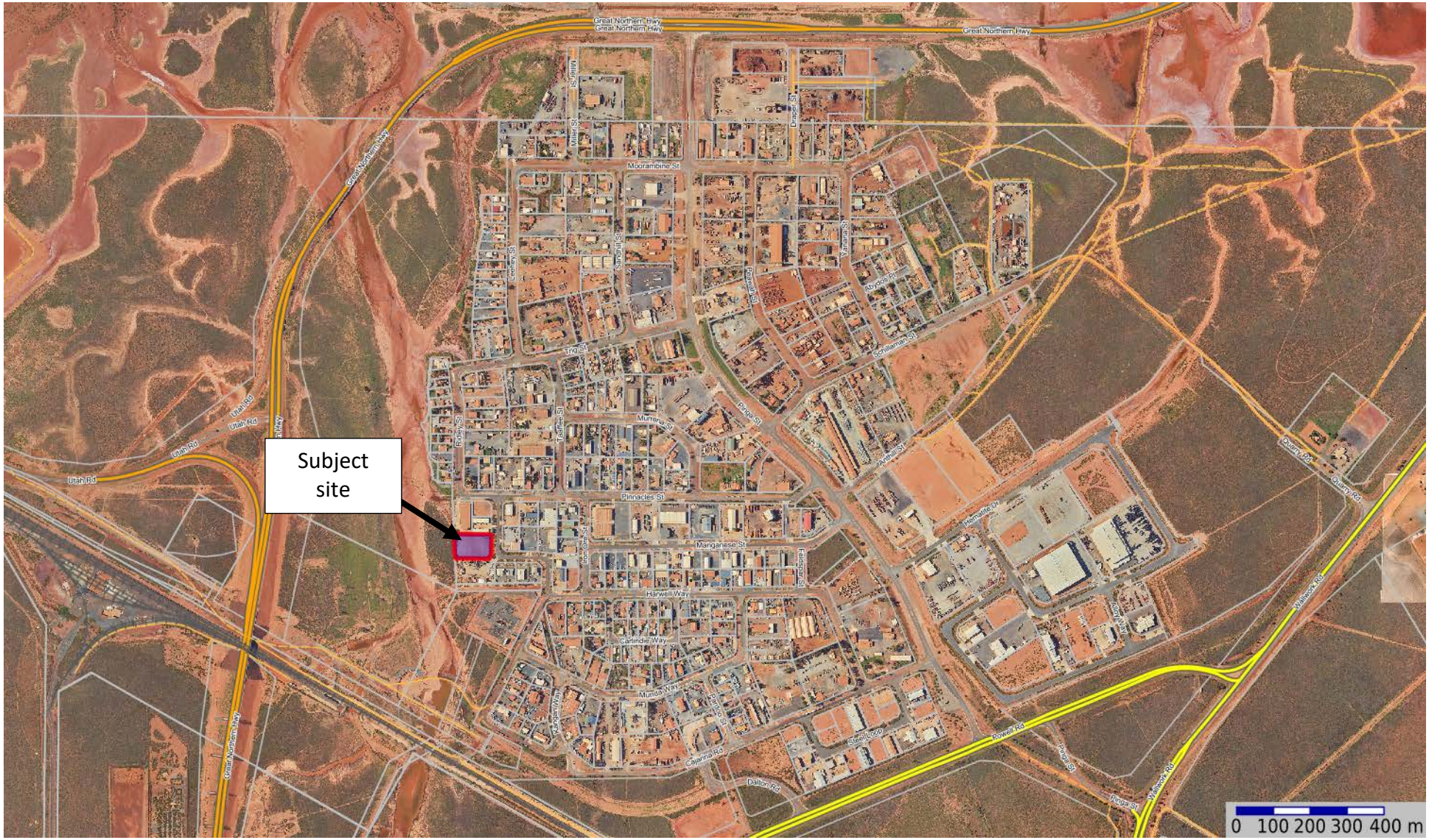
(q) noise, odours, fleas, flies and other vectors of disease must be effectively controlled;

(r) maintain the established in a clean, sanitary and tidy condition;

(s) every approved kennel established shall be provided with reticulated water in the form of a supported stand pipe and hose for the hosing down of kennels and yards.

(t) the licensee or the person nominated in the application for a licence, must, in accordance with the application for the licence, continue to reside -

(i) at the premises; or
(ii) in the opinion of the local government, sufficiently close to the premises so as to control the dogs, and to ensure their health and welfare.



Town of Port Hedland

The Town of Port Hedland does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that Port Hedland Town Council shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in this information.

Property Mapping System

Attachment 1 – Location plan

Scale: 1:15000
Projection: GDA94 / MGA zone 50
Date: 6/05/2021

N



Town of Port Hedland

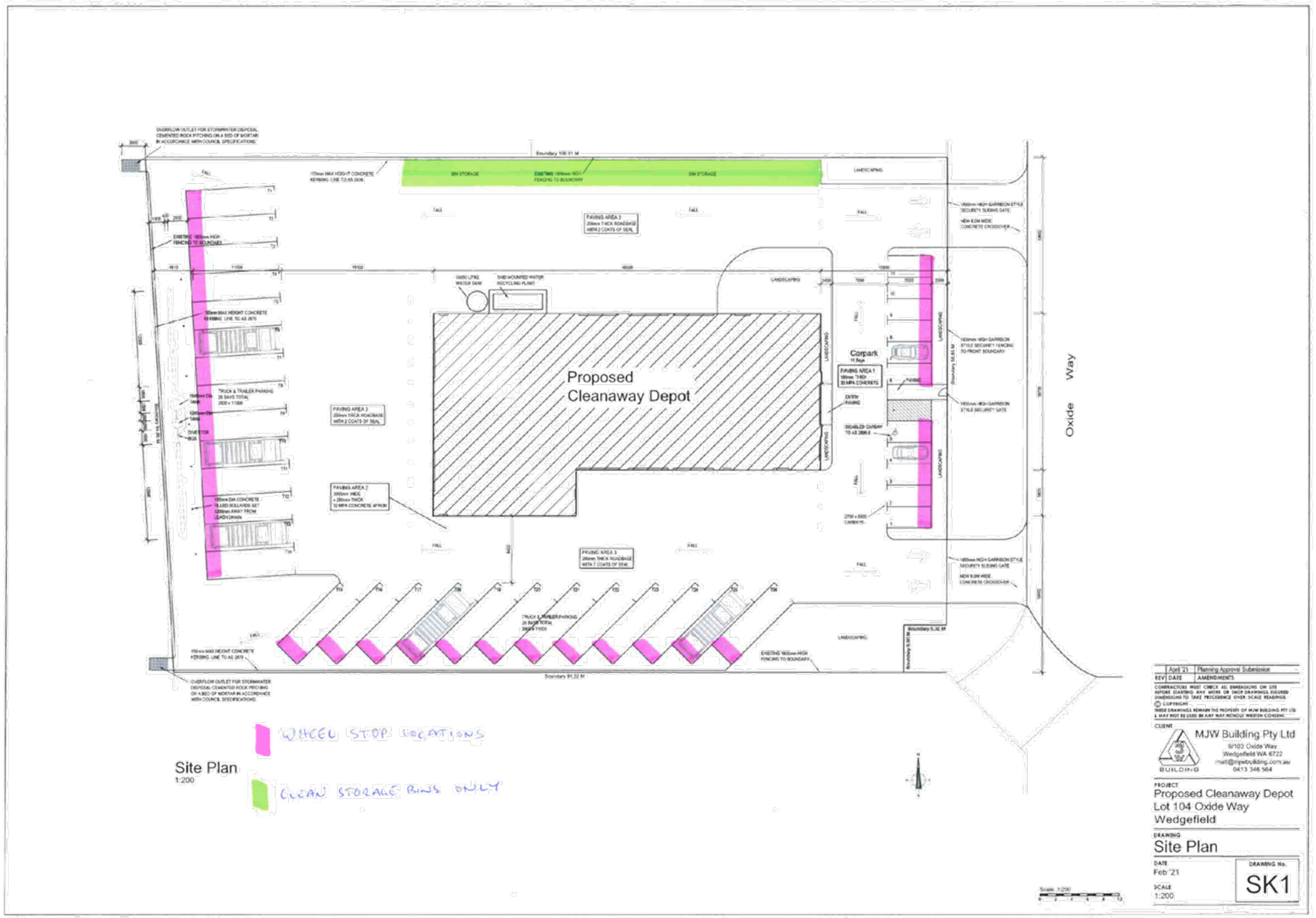
The Town of Port Hedland does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that Port Hedland Town Council shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in this information.

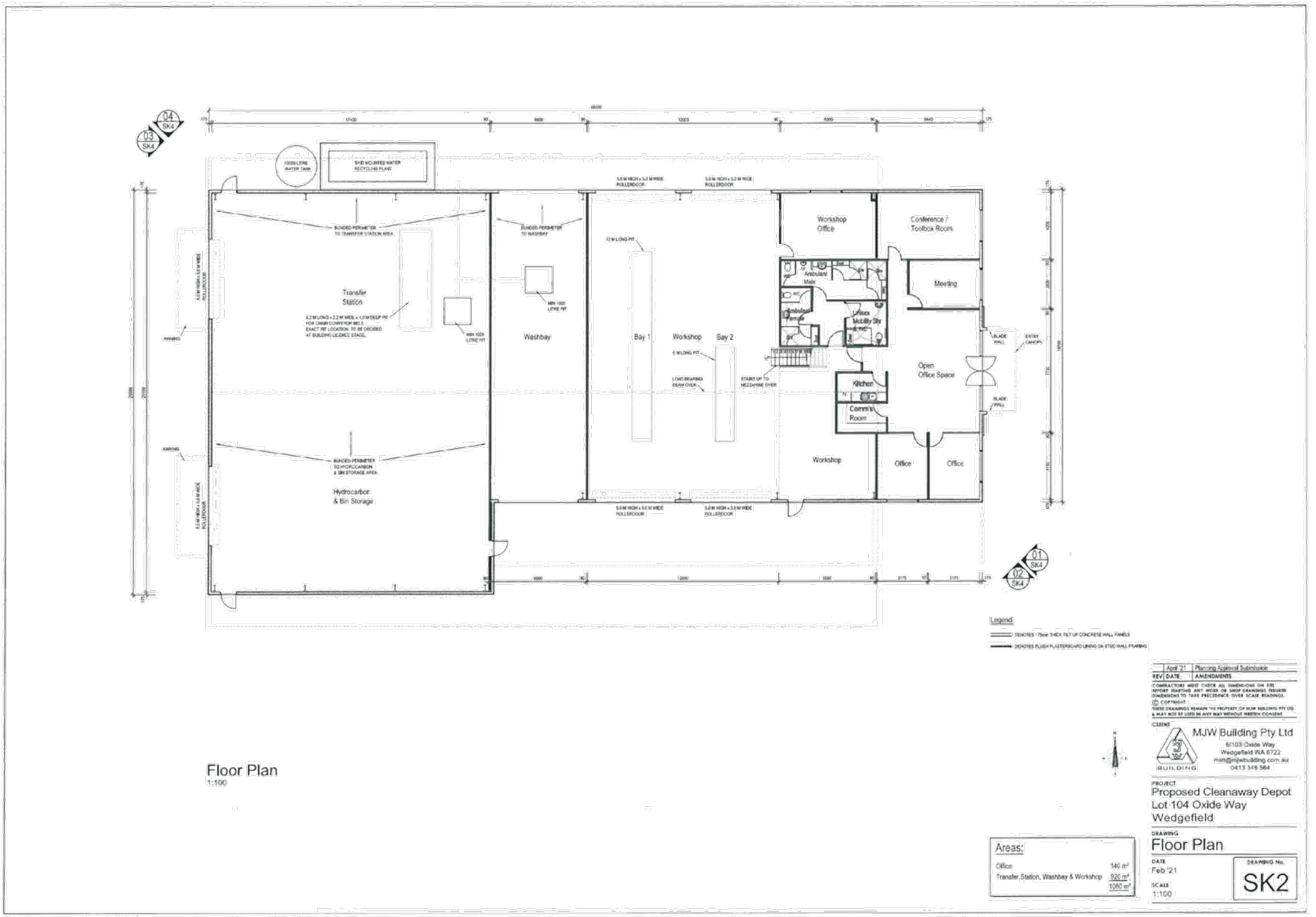
Property Mapping System

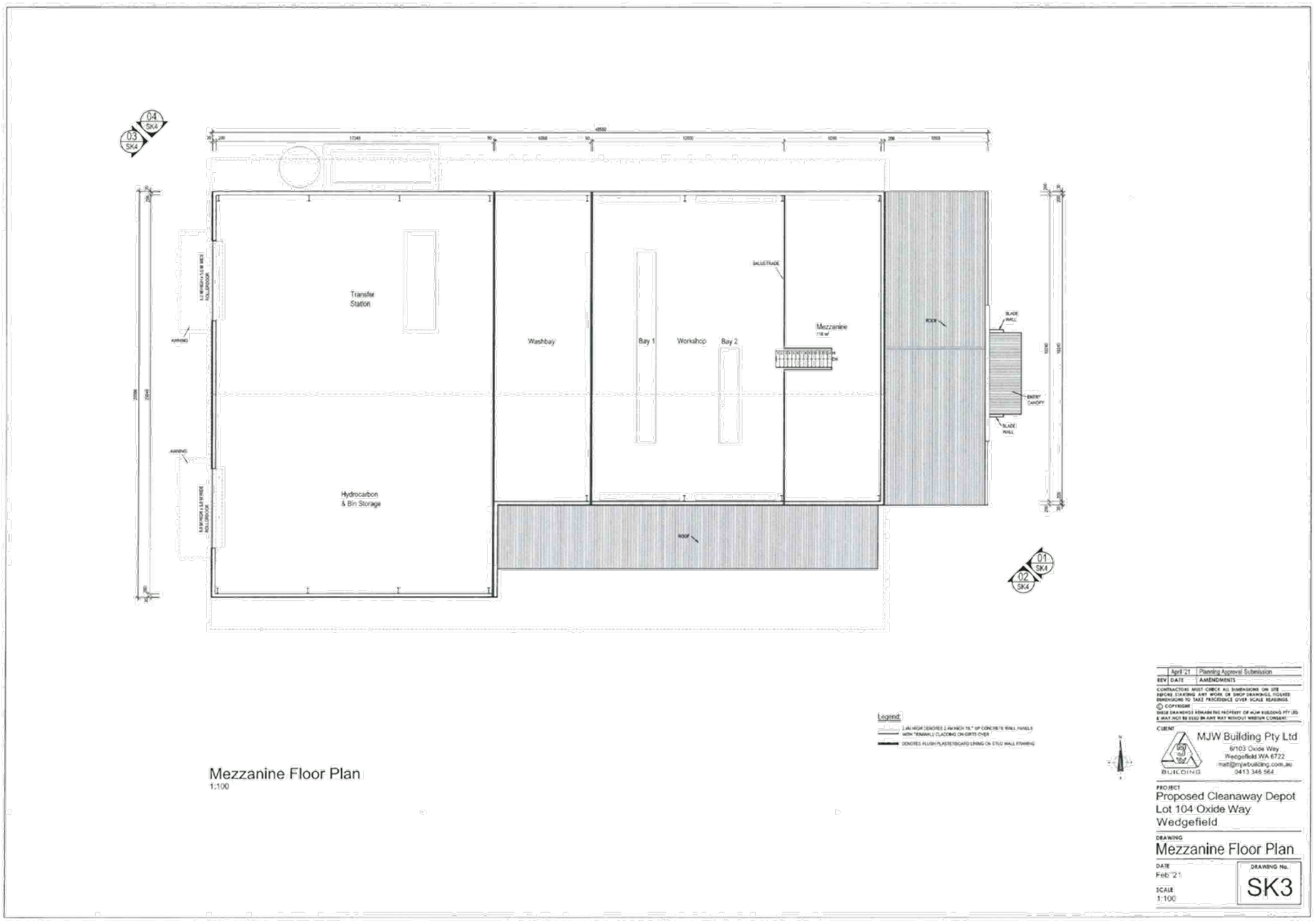
Attachment 2 – Aerial view of property

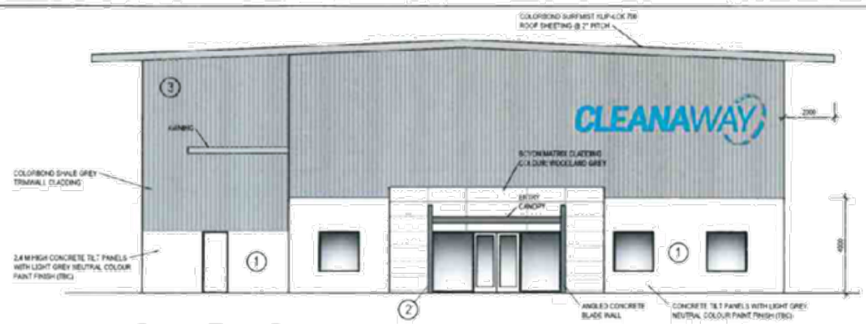
Scale: 1:1000
Projection: GDA94 / MGA zone 50
Date: 6/05/2021

N

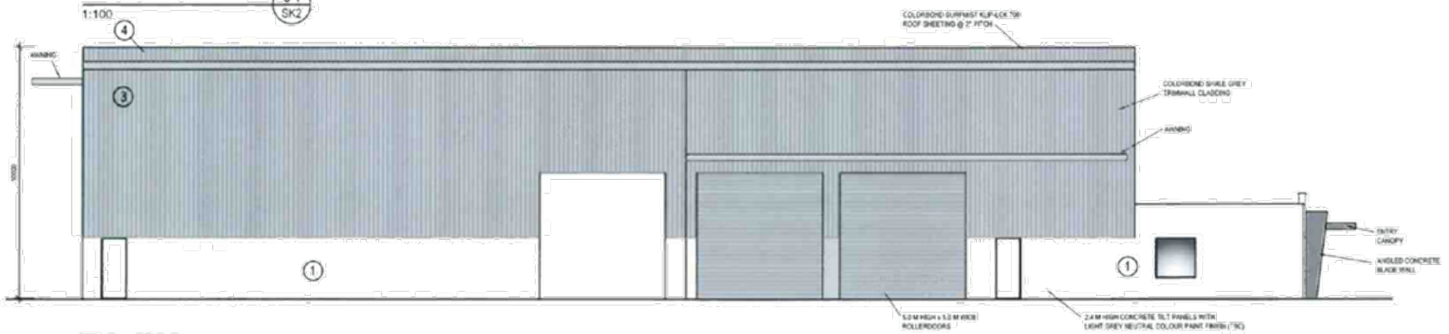

Proposed
Cleanaway Depot
Carpark
11 Bays
Oxide Way
Boundary 100.51 M
Boundary 91.52 M
WHEEL STOP LOCATIONS
CLEAN STORAGE BINS ONLY
Site Plan
1:200
MJW Building Pty Ltd
6/103 Oxide Way
Wedgefield WA 6722
0413 346 564
Proposed Cleanaway Depot
Lot 104 Oxide Way
Wedgefield
Site Plan
Feb '21
1:200
SK1


04 SK4
03 SK4
01 SK4
02 SK4
10000 LITRE WATER TANK
SHD MOUNTED WATER RECYCLING PLANT
BUNDED PERIMETER TO TRANSFER STATION AREA
BUNDED PERIMETER TO WASHBAY
BUNDED PERIMETER TO HYDROCARBON & BIN STORAGE AREA
Transfer Station
Washbay
Hydrocarbon & Bin Storage
Bay 1
Workshop
Bay 2
Workshop Office
Conference / Toolbox Room
Meeting
Ambulant Male
Unisex Mobility Shr & WC
Open Office Space
Kitchen
Comm's Room
Workshop
Office
Office
STAIRS UP TO MEZZANINE OVER
AWNING
BLADE WALL
ENTRY CANOPY
Legend:
DENOTES 175mm THICK TILT UP CONCRETE WALL PANELS
DENOTES FLUSH PLASTERBOARD LINING ON STUD WALL FRAMING
Floor Plan
1:100
Areas:
Office 140 m²
Transfer, Station, Washbay & Workshop 920 m²
1060 m²
REV DATE AMENDMENTS
A April '21 Planning Approval Submission
CONTRACTORS MUST CHECK ALL DIMENSIONS ON SITE BEFORE STARTING ANY WORK OR SHOP DRAWINGS. FIGURED DIMENSIONS TO TAKE PRECEDENCE OVER SCALE READINGS.
© COPYRIGHT
THESE DRAWINGS REMAIN THE PROPERTY OF MJW BUILDING PTY LTD & MAY NOT BE USED IN ANY WAY WITHOUT WRITTEN CONSENT
CLIENT
MJW Building Pty Ltd
6/103 Oxide Way
Wedgefield WA 6722
mjw@mjwbuilding.com.au
0413 346 564
PROJECT
Proposed Cleanaway Depot
Lot 104 Oxide Way
Wedgefield
DRAWING
Floor Plan
DATE
Feb '21
SCALE
1:100
DRAWING No.
SK2

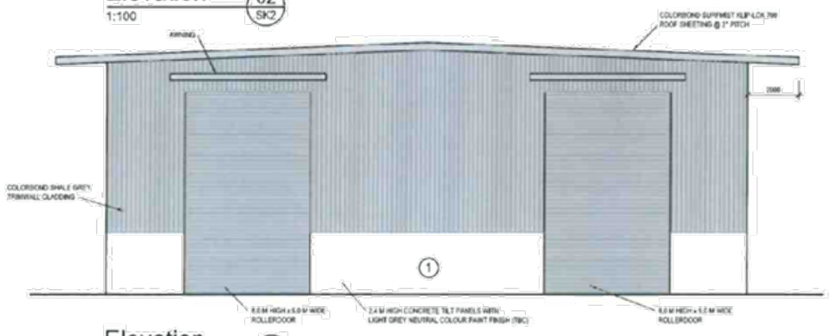

04 SK4
03 SK4
Transfer Station
Washbay
Bay 1
Workshop
Bay 2
BALUSTRADE
Mezzanine
ROOF
BLADE WALL
ENTRY CANOPY
BLADE WALL
AWNING
AWNING
Hydrocarbon & Bin Storage
ROOF
01 SK4
02 SK4
Legend:
DENOTES FLUSH PLASTERBOARD LINING ON STUD WALL FRAMING
Mezzanine Floor Plan
1:100
April '21 Planning Approval Submission
REV DATE AMENDMENTS
CONTRACTORS MUST CHECK ALL DIMENSIONS ON SITE BEFORE STARTING ANY WORK OR SHOP DRAWINGS, FIGURED DIMENSIONS TO TAKE PRECEDENCE OVER SCALE READINGS.
© COPYRIGHT
THESE DRAWINGS REMAIN THE PROPERTY OF MJW BUILDING PTY LTD & MAY NOT BE USED IN ANY WAY WITHOUT WRITTEN CONSENT.
CLIENT
MJW Building Pty Ltd
6/103 Oxide Way
Wedgefield WA 6722
matt@mjwbuilding.com.au
0413 346 564
PROJECT
Proposed Cleanaway Depot
Lot 104 Oxide Way
Wedgefield
DRAWING
Mezzanine Floor Plan
DATE
Feb '21
SCALE
1:100
DRAWING No.
SK3



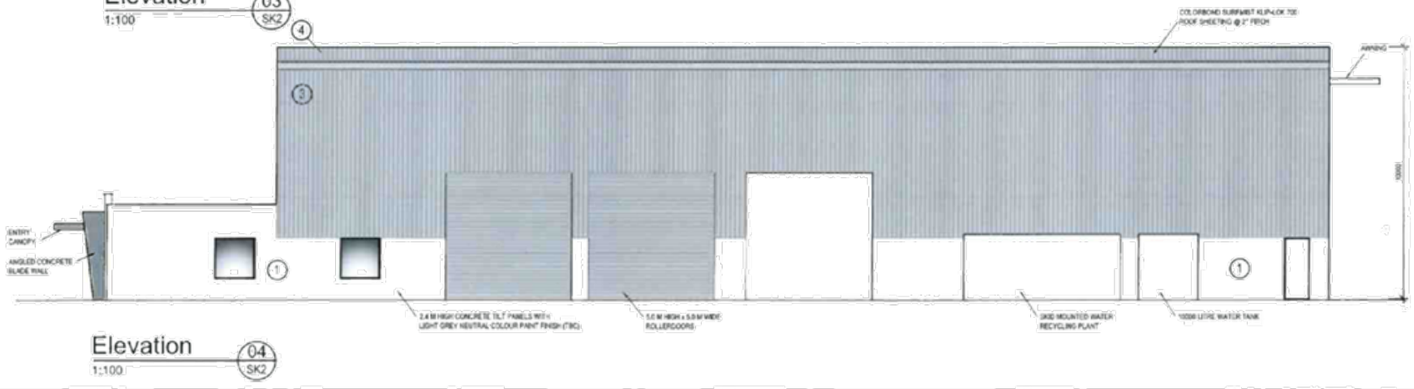
Front Elevation 01 SK2
1:100



Elevation 02 SK2
1:100



Elevation 03 SK2
1:100



Elevation 04 SK2
1:100

Schedule Of Materials:

1. CONCRETE TILT PANELS WITH LIGHT GREY NEUTRAL COLOUR PAINT FINISH (TBC)
2. CONCRETE TILT PANEL BLADE WALLS WITH DARK GREY PAINT FINISH (TBC)
3. COLORBOND SHALE GREY TRIMDEK WALL CLADDING
4. COLORBOND SURFMIST KLIP-LOK ROOF SHEETING

REV	DATE	AMENDMENTS
	April '21	Planning Approval Submission

CONTRACTORS MUST CHECK ALL DIMENSIONS ON SITE BEFORE STARTING ANY WORK OR SHOP DRAWINGS. FIGURED DIMENSIONS TO TAKE PRECEDENCE OVER SCALE READINGS.

© COPYRIGHT
THESE DRAWINGS REMAIN THE PROPERTY OF MJW BUILDING PTY LTD & MAY NOT BE USED IN ANY WAY WITHOUT WRITTEN CONSENT.

CLIENT

MJW Building Pty Ltd
6/103 Oxide Way
Wedgefield WA 6722
main@mjwbuilding.com.au
0413 346 564

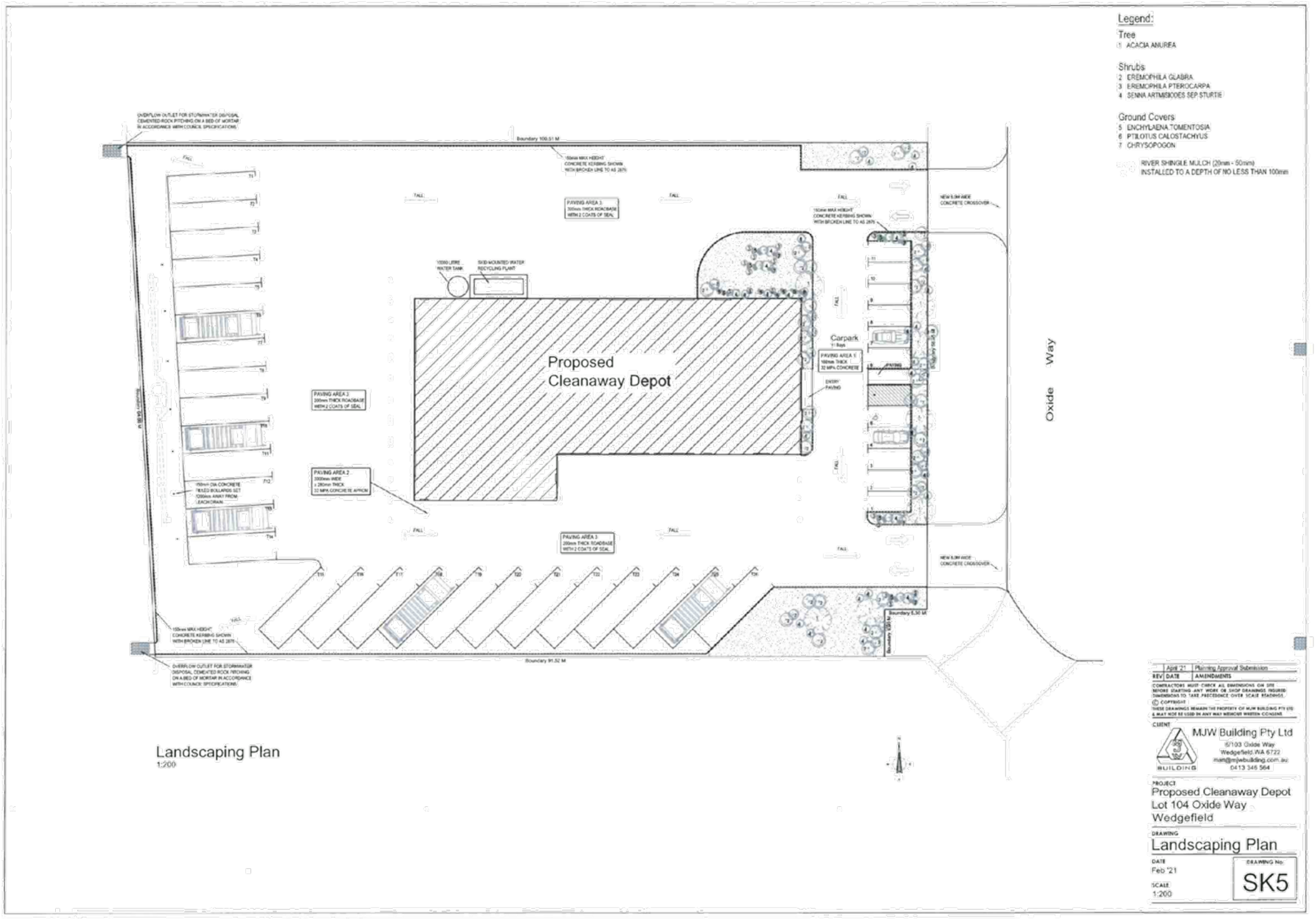
PROJECT
Proposed Cleanaway Depot
Lot 104 Oxide Way
Wedgefield

DRAWING
Elevations

DATE
Feb '21

SCALE
1:100

DRAWING No.
SK4


Legend:
Tree
1 ACACIA ANUREA
Shrubs
2 EREMOPHILA GLABRA
3 EREMOPHILA PTEROCARPA
4 SENNA ARTMISIOIDES SEP STURTII
Ground Covers
5 ENCHYLAENA TOMENTOSIA
6 PTILOTUS CALOSTACHYUS
7 CHRYSOPOGON
RIVER SHINGLE MULCH (20mm - 50mm) INSTALLED TO A DEPTH OF NO LESS THAN 100mm
Proposed Cleanaway Depot
Carpark
Oxide Way
Boundary 100.51 M
Boundary 91.52 M
Boundary 0.50 M
Boundary 0.50 M
PAVING AREA 1
PAVING AREA 2
PAVING AREA 3
OVERFLOW OUTLET FOR STORMWATER DISPOSAL, CEMENTED ROCK PITCHING ON A BED OF MORTAR IN ACCORDANCE WITH COUNCIL SPECIFICATIONS
150mm MAX HEIGHT CONCRETE KERBING SHOWN WITH BROKEN LINE TO AS 2876
NEW 9.0M WIDE CONCRETE CROSSOVER
10000 LITRE WATER TANK
SKID MOUNTED WATER RECYCLING PLANT
ENTRY PAVING
Landscaping Plan
1:200
April '21 Planning Approval Submission
REV DATE AMENDMENTS
CONTRACTORS MUST CHECK ALL DIMENSIONS ON SITE BEFORE STARTING ANY WORK OR SHOP DRAWINGS. FIGURED DIMENSIONS TO TAKE PRECEDENCE OVER SCALE READINGS.
© COPYRIGHT
THESE DRAWINGS REMAIN THE PROPERTY OF MJW BUILDING PTY LTD & MAY NOT BE USED IN ANY WAY WITHOUT WRITTEN CONSENT
CLIENT
MJW Building Pty Ltd
6/103 Oxide Way
Wedgefield WA 6722
mjw@mjwbuilding.com.au
0413 346 564
PROJECT
Proposed Cleanaway Depot
Lot 104 Oxide Way
Wedgefield
DRAWING
Landscaping Plan
DATE
Feb '21
SCALE
1:200
DRAWING No:
SK5

Good afternoon Craig,

Thank you for referring the above planning referral for a waste transfer station at Lot 104 Oxide Way, Wedgefield.

The Department of Water and Environmental Regulation (the Department) has reviewed the development application and offers the following advice.

Works approval and licence required under Part V of the *Environmental Protection Act 1986*

Based on the information provided, the proposed operations will be categorised as Prescribed Premises as per Schedule 1 of the *Environmental Protection Regulations 1987*: i.e.:

13	Crushing of building material: premises on which waste building or demolition material (for example, bricks, stones or concrete) is crushed or cleaned.	1 000 tonnes or more per year
62	Solid waste depot: premises on which waste is stored, or sorted, pending final disposal or re-use.	500 tonnes or more per year

The *Environmental Protection Act 1986* makes it an offence to undertake any work which causes a premises to become, or become capable of being, a Prescribed Premises unless the work is undertaken in accordance with a works approval. It is also an offence under the EP Act to cause an emission or alter the nature or volume of waste, noise or odour from the Prescribed Premises, unless done so in accordance with a works approval or licence or a registration (for operation) is held for the premises.

The Department has no record of this premises and has not received any applications relating to this proposal. The applicant is therefore advised to refer to the information and Industry Regulation Guide to Licensing available at http://www.der.wa.gov.au/our-work/licences-and-works-approvals and / or if they have queries relating to works approvals and licences to contact DWER at info@dwer.wa.gov.au or 6364 7000.

Limited construction works may be required (e.g. installation of the crusher unit and construction of stormwater management and drainage infrastructure) however, these will need to be authorised under a works approval in the first instance. Provisions allowing transition to the operational phase can be built into the works approval (see references above for further guidance on transitional arrangements – in the Guide to Licensing).

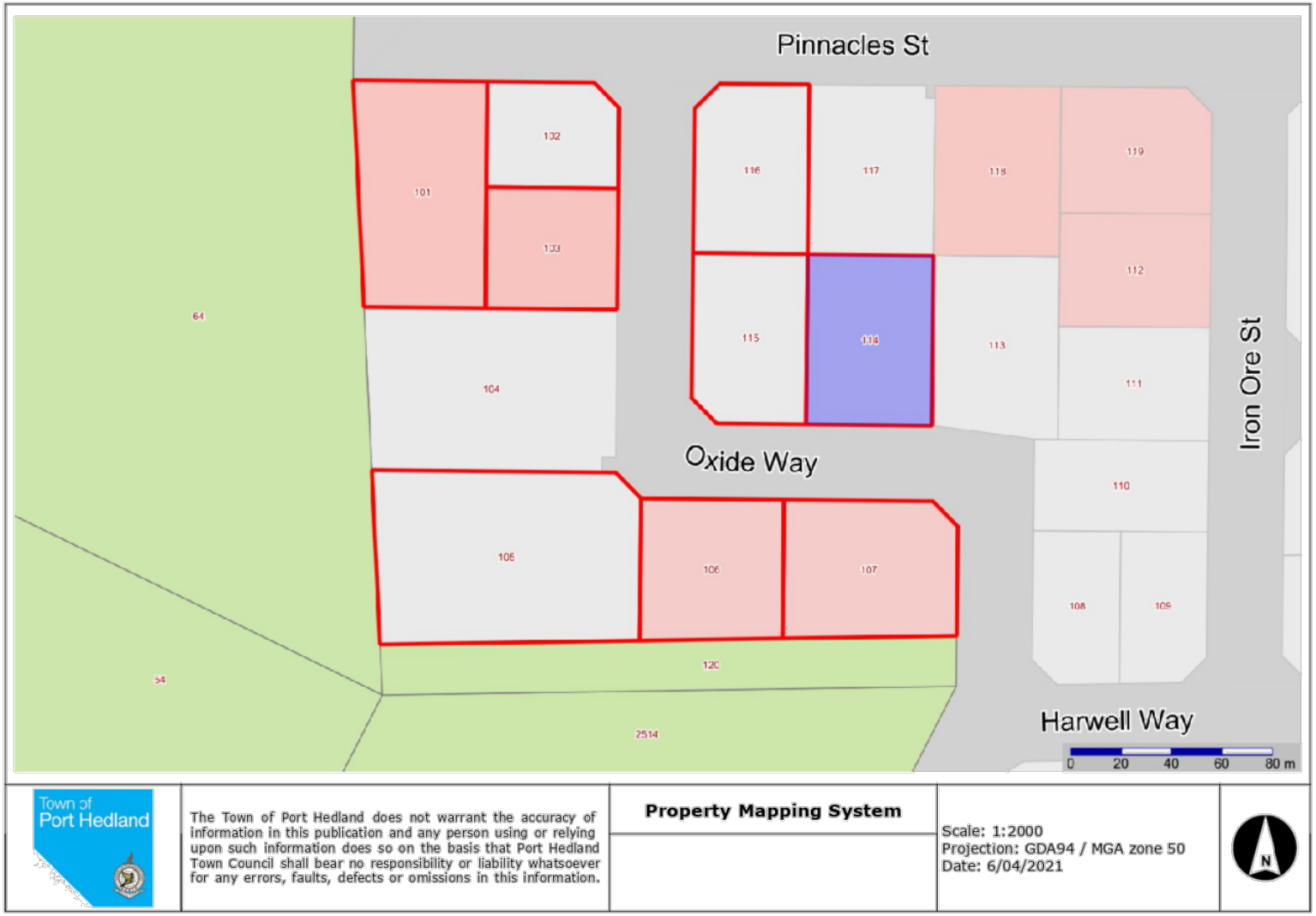
If you have any other questions regarding our advice, please contact me on the details below.

Kind regards,

Program Manager
North West Planning Advice

Department of Water and Environmental Regulation
Locked Bag 10, Joondalup DC, PERTH, WA 6919
T: (08) 6364 6910

E: tina.said@dwer.wa.gov.au | www.dwer.wa.gov.au


Pinnacles St
Oxide Way
Iron Ore St
Harwell Way
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
64
54
2514
0 20 40 60 80 m
Town of Port Hedland
The Town of Port Hedland does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that Port Hedland Town Council shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in this information.
Property Mapping System
Scale: 1:2000
Projection: GDA94 / MGA zone 50
Date: 6/04/2021
N

[redacted]

INITIALS | lo

30 April 2021

Mr Craig Zanotti
Senior Planner
Town of Port Hedland
13 McGregor Street,
PORT HEDLAND WA 6721

Via email: eplanning@porthedland.wa.gov.au

Dear Mr Zanotti

Proposed Resource Recovery Centre - Lot 104 Oxide Way, Wedgefield
Austral Plant Services Pty Ltd | Notice of Objection to Proposed Development

Introduction

1. We refer to the Town of Port Hedland's letter dated 6 April 2021.

2. The Town's letter states that:

   (a) it has received a planning application for a resources recovery centre (**Proposed Development**) to be located at Lot 104 Oxide Way, Wedgefield;

   (b) the Proposed Development will "*receive recyclable material from the Town's public kerbside collection, which will then be baled and sent off-site*";

   (c) the Proposed Development includes a:

      (i) transfer station;

      (ii) parking spaces for waste collection trucks;

      (iii) wash bay, workshop and office;

   (d) as [redacted] is a nearby land owner or occupier to the Proposed Development, the Town invites Austral to review the Proposed Development and make a submission in response by no later than 30 April 2021.

[redacted]

3. In addition [redacted] sidering the Town's letter [redacted] he plans for the Proposed Development attached to the letter), Austral has also reviewed the following documents from the Town:

   (a) Traffic Impact Statement prepared by AusWide Consulting dated March 2021 (**Traffic Impact Statement**);

   [redacted] Environmental Impact Statement prepared by AusWide Consulting [redacted] March 2[redacted] **Environmental Impact Statement**); and

   (c) [redacted] nded plans for the Proposed Development dated 1 April 2021,

   (collectively referred to in this letter as the **Application Documents**).

4. [redacted] y, having considered the Proposed Development and the Application Documents, Austral hereby gives notice to the Town that it objects to the Proposed Development.

5. [redacted] reasons for its objections are set out below.

Lot 104

6. The Proposed Development is to be [redacted] at Lot 104 Oxide Way, Wedgefield (**Lot 104**). [redacted]

7. Lot 104:

   [redacted] is rectangular shaped and approximately 6,357m^2 in area;

   [redacted] is currently undeveloped;

   [redacted]

   (c) adjoins land owned by Austral (being lot 105 Oxide Way, Wedgefield);

   [redacted] within the district of the Town; and

   [redacted] "*light industry*" under the To[redacted]ocal Planning Scheme No. 7 (**LPS 7**).

[redacted]

Planning Framework

Local Planning Scheme No. 7

8. In regard to the zoning of Lot 104, LPS 7 defines the objectives of "*light industry*" zoning as:

   (a) to provide for a range of industrial uses and service industries generally compati[redacted] [redacted] areas, that cannot be located in commercial zones; and [redacted]

   (b) to ensure that where any development adjoins zoned or developed residential properties, the development is suitably set back, screened or otherwise treated so as not to detract from the residential amenity.

9. In regard to [redacted] of Lot 104 that the Proposed [redacted] opment contemplates, LPS 7 defines the "*land term use*" of "*resources recovery centre*" as:

> *"Resourc[redacted]ery centre means premises other than a waste disposal facility used for the recovery of resources from waste."*

10. According to the "*Table 4 – Zoning Table*" within LPS 7, a resource recovery centre in [redacted] industry zone is an "*A*" permissibility. [redacted]

11. The "*A*" symbol [redacted] means that "*the use is not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the deemed provisions*".

The Town's G[redacted]lan

12. [redacted] It is also relevant to note that Lot 104 is located in the Town's "*Wedgefield Industry and Logistics Precinct*" referred to in the Town's "*Pilbara's Port City Growth Plan*".

13. [redacted]n's Growth Strategy for the Wedgefield Precinct states that the existing land use within the area "*is a mix of light and heavier industrial uses as well as care taker residential and transient workers accommodation.*"

14. The precinct statement states that: [redacted]

> [redacted]*gefield Industry & Logistics Precinct supports our City's primary Light Industrial and Transport Industry businesses. Expansion of the precinct will continue to provide greater diversity of industrial land choice and act as the catalyst for improved amenity within established Wedgefield.*
>
> [redacted]
>
> [redacted]
>
> [redacted]*etention of existing Wedgefield with gradual relocation of heavier uses to other Growth [redacted]ecincts more appropriately designated.*
>
> [redacted]
>
> …"
>
> [redacted]

[redacted]opment Regulations – The Deemed Provisions

15. For the Proposed Development to be approved by the Town, the Town must determine that the Proposed Development is considered acceptable having regard to those considerations in clause 67 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (**Deemed Provisions**).

16. Clause 67(2) of the Deemed Provisions provides that:

> [redacted] *In consi[redacted] [redacted] for development approval … the local government is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application —*
>
> *(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*
>
> *(b) the requirements of orderly and proper planning …;*
>
> *…*
>
> *(g) any local planning policy for the Scheme area;*

(h) any plan or local development plan that to the development;

...

(m) the compatibility of the development with its setting, including —

(i) compatibility of the development with the desired future character of its setting; and

(ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk scale, orientation and appearance of the development;

the am the locality including the following —

(i) environmental impacts of the development;

(ii) the character of the locality;

(iii) social impacts of the development;

(o) y effect of the development on the natural environment or water resources and any ans that are proposed to protect or to mitigate impacts on the natural environment or the ater resource;

...

(q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;

(r) the suitability of the land for the development taking into account the possible risk to human health or safety;

(s) the adequacy of —

the proposed means of access to and egress from the site; and

(ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;

(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;

the availability and adequacy for the development of the following —

(i) public transport services;

(ii) public utility services;

storage, management and collection of waste;

access for pedestrians and cyclists (including end of trip storage, toilet and shower acilities);

access by older people and people with disability;

(w) the history of the site where the development is to be located;

(y) any submissions received on the application;

...

(zb) any other planning consideration the local government considers appropriate."

Objection to Proposed Development - Submissions

Insufficient Information

17. amental objection to the Proposed Development is that there is very little information provided about the activities that are to take place on Lot 104 following development of the land that allows for a proper and fully informed assessment to be undertaken as to whether the nature and form of the Proposed Development:

(a) is in fact a "*resource recovery centre*" as defined by LPS 7 and therefore an "*A*" permissibility (as opposed to being a "*waste storage facility*" or a "*waste disposal facility*" which are both not permitted uses);

(b) is con[redacted] with the objectives of "*light ind*[redacted]zoning as provided for by LPS 7;

(c) is consi[redacted]ith the objectives and strategy of the Wedgefield Precinct; and

(d) is considered acceptable having regard to the considerations in clause 67 of the Deemed Provisions.

18. [redacted] regard, [redacted] refers to the Town's letter dated 6 April 2021 which states that the Proposed Development application is for a "*resource recovery centre*" that is propo[redacted]o receive recycling material from the Town's public kerbside collections, which will be baled and sent off site. The Proposed Development includes a transfer station, parking spaces for waste collection trucks and wash bay, workshop and office.

19. [redacted] meant by "*recycling material*"? Specifically, what sorts of materials – is it green waste and/or general junk and/or whitegoods/metals and/or other materials?

20. What does "*baled and sent off site*" mean? How is that to occur on Lot 104?

21. The Environmental Impact Statement refers to the "*Development Proposal*" and "*Proposed On-Going Business Operations*" as follows:

> "***Development Proposal***
> *The proposal is for the construction of a* [redacted] *Cleanaway recycling transfer depot and workshop*
> [redacted] *Warehouse/Transfer station and washdown wet areas = 792m2*
> • • *Office = 125m2*
> [redacted] *All necessary fencing, pump services, and catchments, will be installed with all Environmental Considerations being taken into consideration and carried out using best practices, sustainable design methodology and constructed using high quality materials.*
> [redacted] ***Proposed On-Going Business Operations***
> [redacted] *way recycling transfer station use. The focus is to manage the processing of used recyclable products.*
> [redacted] *taff: Maximum staff numbers on-site (15)*
> *Hours: 24/7 - Minimal staff from 6pm - 6am (2-3 staff). Maximum patron numbers on-site*
> *ly: Town water supply connection."*

[redacted] ut these descriptions are vague and raise more questions about how Lot 104 is [redacted] be used, such as:

(a) what does the "*recycling transfer depot*" involve?

(b) what does "*manage[ing] the processing of used recyclable products*" entail?

(c) what type of recyclable products will be brought on to Lot 104?

(d) what is going to happen in the workshop, the warehouse, the wash down area?

[redacted] (e) What does "*all necessary fencing, pump services, and catchment, will be installed with. all Environmental Considerations being taken into consideration and carried out using best practices, sustainable design methodology and constructed using high quality materials*" actually mean? That statement is vague and meaningless.

23. The Traffic Assessment Report provides no details about the Proposed Development and the use to which Lot 104 is proposed to be put save as to note:

"PRO[redacted]EVELOPMENT
The proposed development for site at 104 Oxide Way, Wedgefield WA 6721 is for a Cleanaway Recycling Transfer Depot.
Through o[redacted]n of site plans and information from the client, the following information is provided;
- 14 heav[redacted]parking bays located on the western boundary of the site.
- 11 private vehicle parking bays (including 1 disabled car bay) located on the eastern boundary of the site.
- Two access points located on the eastern boundary. • Two-way traffic movement crossovers provided on the north-east and south-east boundaries.
- 24/7 ope[redacted]times.
- Maximu[redacted]aff on-site with only 2 – 3 staff on-site from 6:00pm – 6:00am.
- Maximum of 10 patrons on-site.
- Warehouse, transfer station and washdown area = 792sqm GFA"

24. It is [redacted] submission that the development application for the Proposed [redacted]nt is deficient in that it fails to provide adequate information and details about the proposed use of Lot 104.

25. Adequate information and details about the proposed use of Lot 104 so that a proper [redacted]ent can be undertaken would include, amongst other things, the following:

(a) the type of materials that are intended to be brought to Lot 104;

(b) the amount of materials (i.e. in [redacted]f tonnes) to be brought to Lot 104 on a [redacted]/or monthly and/or yearly basis;

(c) how the materials will be delivered to Lot 104;

(d) how the materials will be treated/sorted after delivery to Lot 104, including whether there will be any stockpiling of materials and where (i.e. indoors or outdoors);

(e) how the materials will be processed on Lot 104;

[redacted]happen in the workshop, the warehouse, the wash down area;

[redacted]of equipment and machine[redacted]osed to be used on Lot 104;

[redacted] whether any compacting or crushing of materials will be undertaken on Lot 104 [redacted]o the materials leaving Lot 104.

26. This type of information is of fundamental importance to determining whether the Proposed Development is a permitted use in the "light industry" zoning and assessing the potential impact of the Proposed Development on adjoining properties and the wider locality.

27. As this type of information has not been provided, the development application for the Proposed Deve[redacted]nt should be rejected by the Town.

Negative Impact on [redacted] Property and Locality [redacted]

28. From the very limited information that has been provided about the Proposed Development, [redacted] is highly concerned about the negative impact the Proposed Development will have on the amenity and use of its own property which adjoins Lot 104 and the locality in general.

29. [redacted] is the registered proprietor of Lot 105 Oxide Way, Wedgefield ([redacted] [redacted]ty). [redacted]

30. The [redacted] Property is a rectangular shaped lot approximately 7096 m^2 in area. It consists of several storage laydown areas, workshop and portable office/facilities buildings (*see **attached** Site map*). [redacted]

31. [redacted] Property is used for:

(a) office administration purposes;

[redacted]eetings between Austral representatives and customers/client;

(c) an internal meeting point for Austral employees;

(d) the storage of materials and e[redacted]t (including loading and unloading);

(e) the servicing of machinery and equipment required for Austral's operations.

32. Each day, there are up to 20 Austral employees on site between the hours of 5.30 am [redacted]30pm. A high percentage of these employees (including mechanics and load/unload operations staff) spend most of their day outdoors performing work tasks.

[redacted]re approximately 30 to 40 light vehicle and 10 to 40 truck movements coming and going from the Austral Property.

[redacted] located in the immediate vicinity of Lot 104 on Oxide Way include:

[redacted]

Business Name	Address	Description of business
Total Connections	8 Oxide Way, Wedgefield	Hydraulic repair shop (small trucks on site)
Bosch Rexroth	9 Oxide Way, Wedgefield	Hydraulic repair shop (small trucks on site)
Superior Performance Cycles [redacted]	3/103 Oxide Way, Wedgefield	Motor Cycle Shop
Downer Engineering	113 Oxide Way, Wedgefield	Engineering consultants
Chubb Security	Unit 5, Lot 103 Oxide Way, Wedgefield	Security business

35. In regard to [redacted]ality around Lot 104 and the [redacted] Property, the Environmental Impact Statement states that use of the land immediately surrounding Lot 104 is primarily industrial and commercial in nature, and which mainly comprises of automotive reta[redacted]nd services. Austral agrees that this is an accurate description of the character of the locality.

36. Oxide Way is a small two-way road with a speed limit of 50km/hr. Most businesses [redacted]he immediate vicinity of the Proposed Development have motor vehic[redacted] [redacted]attendin[redacted]properties throughout the day.

37. The [redacted]mpact Statement in support of the Proposed Development concludes that there will be little to no impact on the existing traffic conditions if the Proposed Develo[redacted]proceeds.

38. [redacted]s not agree with this position and is concerned the Proposed Development will increase the volume of traffic along Oxide Way, which will negatively impact the current traffic flow (particularly vehicles and truck movements to and from the Austral Property).

39. The Traffic Impact Statement states that the Proposed Development will accommodate 5 heavy vehicle movements per hour. Noting that the site will operate 24 hours a day/7 days per week, this amounts to 124 heavy vehicle movements in the area per day and 868 heavy vehicle movements in the a[redacted]week. Further, taking into account other vehicles[redacted]e proposed to attend the site for staff and patrons, the total vehicle movements could in Austral's view, well exceed 1,000 vehicle movements per week (which is an extraordinary increase to current levels).

40. [redacted] considers that the increase in vehicle traffic is significant when compared to the current traffic levels along Oxide Way and will have a detrimental impact on those [redacted]ies in the locality that are accessed from Oxide Way, particularly where large [redacted]he Austral Property will use the same small road.

[redacted]concerned about odour and noise emissions from the Proposed

42. The potential for odour emissions is ack[redacted]ged in the Environmental Impact [redacted]tatement. With reference to odour control measures which include rapid acting doors [redacted]g protocols, the Environmental Impact Statement states that:

> *"As waste will be confined within the building and that odour will generally only be released when the rapid acting doors are opened to allow trucks to enter and exit the building. These doors will be normally closed."*
>
> and
>
> *"Waste will be removed from the tipping floor within 24 hours of arrival."*

43. [redacted] is conc[redacted]esence of waste for prolonged periods of up to 24 hours will result in an increase in odour emissions to the locality (particularly the adjoining Austral Property) such that there is a risk to the health and safety of its workforce.

44. Further the Environmental Impact Statement states that:

> *"Whilst there are businesses close by, the recyclables are to be stored and treated, this is not expected to cause any problematic air emissions."*

45. This is anoth[redacted]mple of a vague and unsuppor[redacted]ement. Austral considers that the Environmental Impact Statement fails to undertake any real assessment of the actual impact on businesses nearby. In particular, there is no explanation of how the waste material[redacted]e "*treated*" on site and the potential impacts of that process on nearby businesses. For example, are the waste materials proposed to be treated on site with chemical products? If so, what will be the environmental impact of using those chemicals and what safeguards will have to be undertaken?

[redacted]

46. [redacted] also no[redacted]t the Environmental Impact Statement does not consider whether the uses of neighboring properties are sensitive land uses to which the *Environmental Prote[redacted]Authority Guidance for the Assessment of Environmental Factors Separation Distances between Industrial and Sensitive Land Uses (No 3, June 2005)* may a[redacted]

47. [redacted] also concerned about noise emissions arising from the Proposed Development from increased traffic to Lot 104 and noise arising from operating machinery that may be required to treat and process waste materials brought to Lot 104.

[redacted]

48. This does not appear to have been considered in any detail in the Environmental Impact Statement and is another example of inadequate and insufficient information. As noted above, no details are provid[redacted] about:

(a) [redacted]materials will be processed on Lot 104;

(b) what will happen in the workshop, the warehouse, the wash down area; and

[redacted]the types of equipment and machinery proposed to be used on Lot 104.

49. [redacted] considers that further information about these matters and then proper [redacted]nt should be undertaken with respect to noise emissions from the site (through noise modelling or other appropriate means) before the [redacted]opment is considered for approval.

[redacted]ware, Austral has a duty to maintain a safe workplace for its staff. The Proposed Development may also expose [redacted] to investigation and penalties by [redacted]/orkSafe if noise and odour emissions from the Proposed Development affect its site [redacted]th and safety of its employees.

51. Feral cats have been an issue in the locality and are currently controlled with measures such as traps. Austral considers that the Proposed Development will only increase the number of feral cats within the area and cause additional burden in terms of time and cost in having to implement further control measures.

Conclusion

52. [redacted]clusion, [redacted] that insufficient information has been provided about the Proposed Development that allows for a proper and fully informed assessment to be undertaken and the application for the Proposed Development should be rejected on that basis. Austral also notes the reference in the Environmental Impact Statement to the significant measures that will have to be undertaken to prevent litter, vermin and bird impacts from the Proposed development.

53. However, fro[redacted]imited information that has b[redacted]ovided, Austral objects to the Proposed Development on the basis that:

(a) it is no[redacted]atible with the other businesses currently in existence in the immediate locality (ie the types of businesses located along Oxide Way);

(b) it is a heavier type of industrial use that is inconsistent with:

[redacted] (i) [redacted]ectives of "*light industry*" zoning which states that such zoning is to provide for industrial uses and service industries compatible with [redacted] urban areas; and

(ii) the future plans for the Wedgefield Precinct which refers to relocating [redacted] heavier uses to other areas and taking steps to improve the current [redacted] amenity of the Wedgefield Precinct.

(c) it will significantly increase traffic (particularly heavy vehicle traffic) to Oxide Way which is a small two-way road and lead to congestion and disrupted traffic [redacted]ow, thereby negatively impacting on Austral's use of its property (as well as the use of other property owners in the locality);

(d) it will cause odour and noise emissions and increase litter, vermin, birds and feral cats which will impact on [redacted] use of its property (particularly affecting [redacted] employees working outside).

54. If the Town requires any further information in regard to the submissions made in this letter, please do not hesitate to contact Austral.

[redacted]

Yours si[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

LANDGATE COPY OF ORIGINAL NOT TO SCALE Thu May 18 13:55:41 2017 JOB 53918677
HELD BY LANDGATE IN DIGITAL FORM ONLY.
Landgate www.landgate.gov.au

VER	AMENDMENT	AUTHORISED BY	DATE
3	FSC & Survey Sheet added	LANDGATE	31/3/2011

INTERESTS AND NOTIFICATIONS

SUBJECT	PURPOSE	STATUTORY REFERENCE	ORIGIN	LAND BURDENED	BENEFIT TO	COMMENTS
LOT 120	RESERVE FOR DRAINAGE	VESTS IN THE CROWN UNDER SECTION 152 OF THE P. & D. ACT	THIS PLAN			

PINNACLES
STREET
ROAD WIDENING 10m²
DIXIE
IRON ORE
WAY
HARWELL
A50528 556 DP 53836
A33848 3261 DP 18682
A32643 2514 DP 21917
RESERVE FOR DRAINAGE 120 456m² 227.85A
101 457m² 102 214.5m² 103 258m² 104 635m² 105 394m² 106 315.2m² 107 370m² 108 337.5m² 109 307.2m² 110 751.6m² 111 271.5m² 112 270m² 113 957.8m² 114 337.5m² 115 304m² 116 367.4m² 117 335m² 118 337.5m² 119 295.5m²

SEE SHEET 2 FOR SURVEY INFORMATION

SURVEY CARRIED OUT UNDER REG 26A SPECIAL SURVEY AREA GUIDELINES

SPECIAL SURVEY AREA SUBDIVISION

whelans

TYPE FREEHOLD
PURPOSE SUBDIVISION
PLAN OF
LOTS 101-120, ROAD WIDENING & ROAD

DISTRICT FORREST
TOWNSITE PORT HEDLAND
DPI FILE
LOCAL AUTHORITY TOWN OF PORT HEDLAND
LOCALITY WEDGEFIELD
ON INDEX Sheet (2) 24-26, 24-27
SSA YES
FORMER TENURE LOT 500 DP 53836 CT 2741/795
FIELD BOOK 108912

SCALE 1:1000 AT A2 SIZE

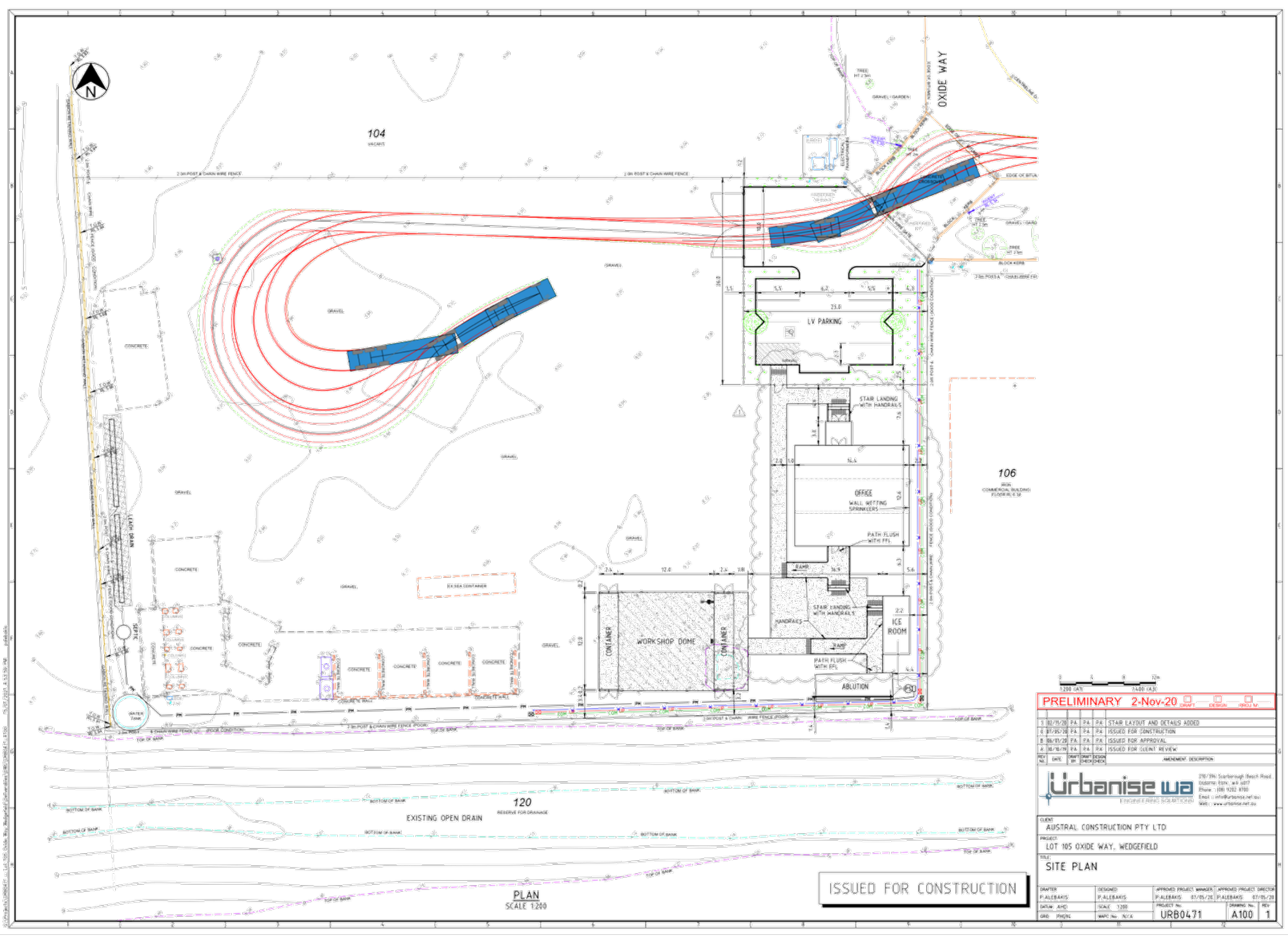
SURVEYOR'S CERTIFICATE
I, GARRY WILLIAM SULLIVAN
WHELANS (WA) PTY. LTD

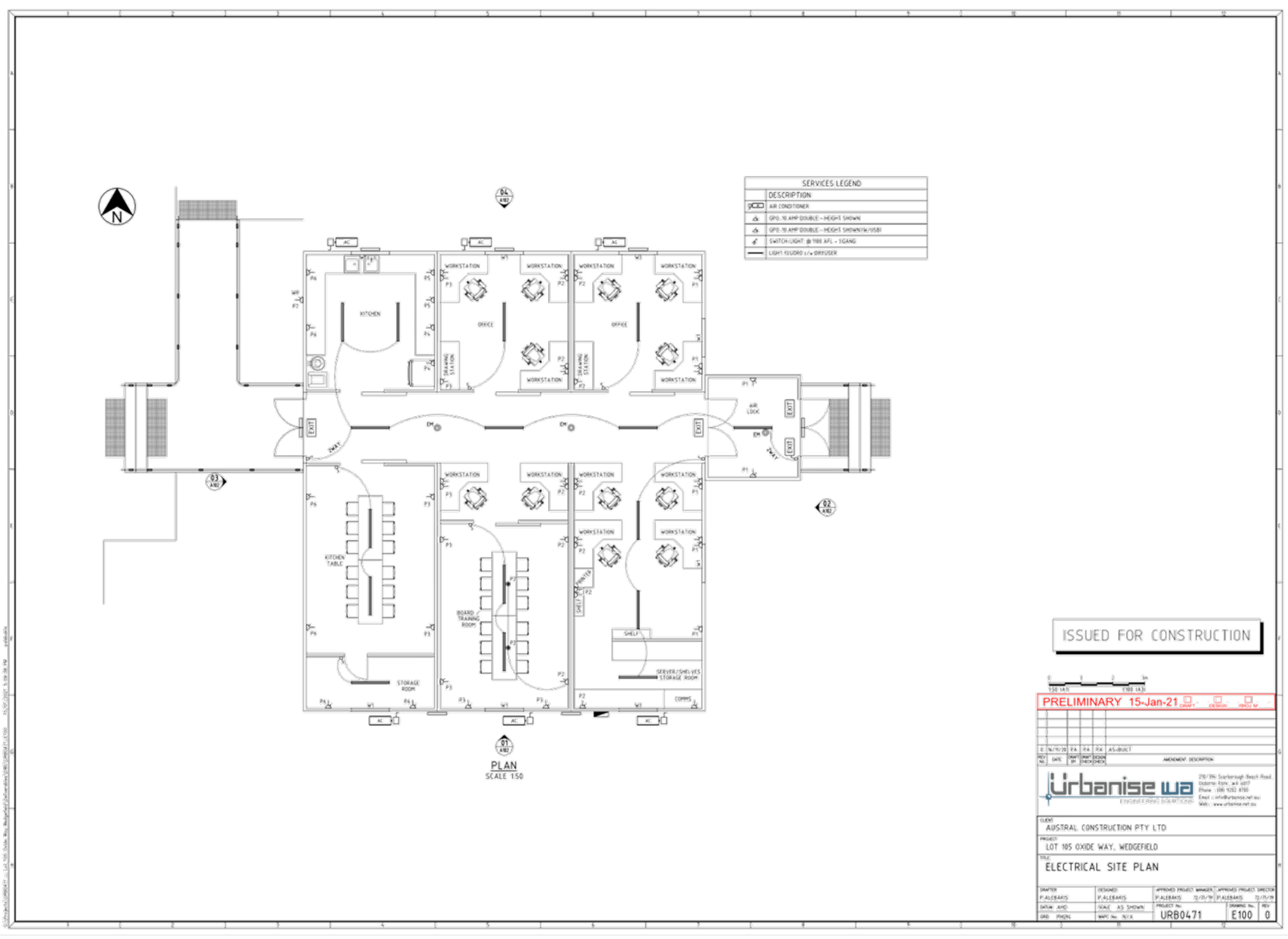
LODGED 15-Dec-10
TYPE OF VALIDATION MJR
420-2010/02
$1315.00
8028823
102-2011
WESTERN AUSTRALIAN PLANNING COMMISSION 138932
29 Mar 2011

IN ORDER FOR DEALINGS
Sec 152, 168 (1)(2) & 168 (3) of P&D Act
1-Apr-2011
APPROVED REG 26A (4)
4-Apr-2011

Landgate
Western Australian Land Information Authority

DEPOSITED PLAN
68912


N
104
VACANT
OXIDE WAY
106
LV PARKING
STAIR LANDING WITH HANDRAILS
OFFICE
WALL WETTING SPRINKLERS
PATH FLUSH WITH FFL
RAMP
STAIR LANDING WITH HANDRAILS
HANDRAILS
ICE ROOM
ABLUTION
CONTAINER
WORKSHOP DOME
CONTAINER
EX SEA CONTAINER
GRAVEL
CONCRETE
LEACH DRAIN
WATER TANK
120
RESERVE FOR DRAINAGE
EXISTING OPEN DRAIN
TOP OF BANK
BOTTOM OF BANK
PLAN
SCALE 1:200
ISSUED FOR CONSTRUCTION
PRELIMINARY 2-Nov-20
07/05/20 PA PA PA ISSUED FOR CONSTRUCTION
06/05/20 PA PA PA ISSUED FOR APPROVAL
AUSTRAL CONSTRUCTION PTY LTD
LOT 105 OXIDE WAY, WEDGEFIELD
SITE PLAN
P.ALEBAKIS
URB0471
A100
1


SERVICES LEGEND
DESCRIPTION
AIR CONDITIONER
GPO: 10 AMP DOUBLE - HEIGHT SHOWN
GPO: 10 AMP DOUBLE - HEIGHT SHOWN WITH USB
SWITCH/LIGHT: @ 1100 AFL - 1GANG
LIGHT: FLUORO c/w DIFFUSER
KITCHEN
OFFICE
WORKSTATION
DRAWING STATION
AIR LOCK
EXIT
KITCHEN TABLE
BOARD/ TRAINING ROOM
STORAGE ROOM
SERVER/SHELVES STORAGE ROOM
SHELF
COMMS
PRINTER
AC
EM
PLAN
SCALE 1:50
ISSUED FOR CONSTRUCTION
PRELIMINARY 15-Jan-21
AUSTRAL CONSTRUCTION PTY LTD
LOT 105 OXIDE WAY, WEDGEFIELD
ELECTRICAL SITE PLAN
P.ALEBAKIS
URB0471
E100
0

Tel: 08 6189 9090
www.auswideconsulting.com.au
info@auswideconsulting.com.au
ABN 18 162 361 042

ENVIRONMENTAL IMPACT STATEMENT

Lot 104 Oxide Way, Wedgefield WA 6721

Proposed Cleanaway Recycling Transfer Depot

Prepared for:	MJW Building
Date Prepared:	March 2021
Revision:	1.0
Town of Port Hedland Council Development Application #:	TBA

INDEX

Introduction **3**
Background and Existing Conditions **3**
Figure 1: Location of the Subject Property 3
Figure 2: Local Lot Plan of the Subject Area 4
Development Proposal **5**
Proposed On-Going Business Operations **5**
Fire Mitigation **6**
Odour Control Measures **6**
Litter, Vermin and Bird Management **7**
Construction & Design Recommendations **8**
Figure 3: Proposed Site Plan of the Subject Property 9
Figure 4: Proposed Floor Plan of the Subject Property 10
Site Analysis **11**
Other Impacts of the Development **12**
Suitability of the Site for the Development **12**
Submissions **12**
Public Interest **12**
Conclusion **13**

Introduction

AusWide Consulting has prepared for MJW Building an Environmental Impact Statement for a proposed Cleanaway Recycling Transfer Depot at 104 Oxide Way, Wedgefield Port Hedland WA. The purpose of this document is to detail the proposed development, review the applicable planning regime relating to the works, assess the degree of compliance and examine the environmental effects of the development. In respect of the assessment of the proposal, where impacts are identified, measures proposed to mitigate any harm to environmental amenity have been addressed in this report. This statement should be read in conjunction with design drawings and associated reports prepared by other parties.

Background and Existing Conditions

The subject land is located within the Town of Port Hedland Council Local Government Area (LGA). The lot is approximately rectangular shaped with a total site area of 6,357m^2 currently undeveloped with proposed vehicle access onto Oxide Way.



Figure 1: Location of the Subject Property

The subject site is located on Oxide Way in the suburb of Wedgefield which is approximately 2km north from South Hedland and 16km from Port Hedland and is located within the Town of Hedland. The use of the land immediately surrounding the subject site is primarily industrial and commercial in nature, which mainly comprises of automotive retailers and services.

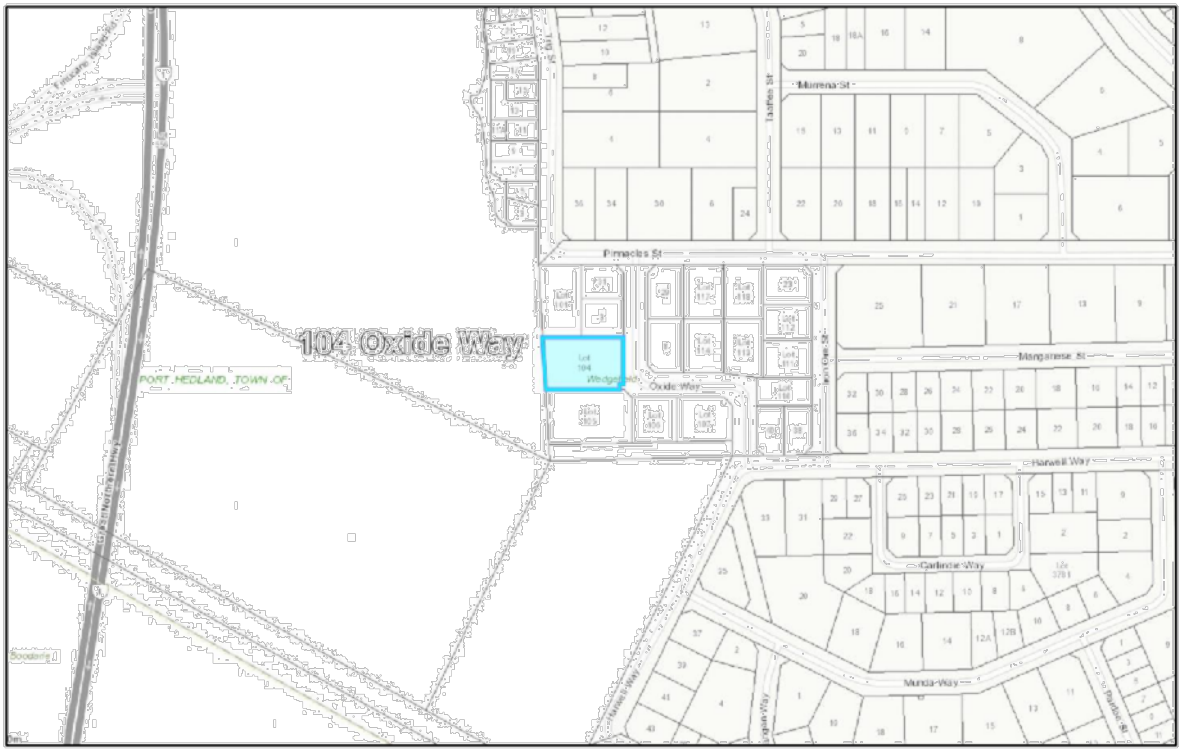


Figure 2: Local Lot Plan of the Subject Area

Development Proposal

The proposal is for the construction of a proposed Cleanaway recycling transfer depot and workshop

- Warehouse/Transfer station and washdown wet areas = 792m^2
- Office = 125m^2

All necessary fencing, pump services, and catchments, will be installed with all Environmental Considerations being taken into consideration and carried out using best practices, sustainable design methodology and constructed using high quality materials.

Proposed On-Going Business Operations

Primary Function: Cleanaway recycling transfer station use. The focus is to manage the processing of used recyclable products.

Estimated Staff: Maximum staff numbers on-site (15)

Operating Hours: 24/7 - Minimal staff from 6pm - 6am (2-3 staff). Maximum patron numbers on-site (10)

Water Supply: Town water supply connection.

Fire Mitigation

Operational procedures dictate that stockpile size is minimised and waste is loaded into enclosed transfer trailers such that extended duration waste storage is generally avoided.

Surface temperature monitoring by a FLIR® infrared fire stockpile monitoring system will detect hotspots that may indicate potential for a fire to develop. The detection system will be connected to a monitored alarm that will alert operators and/or emergency services.

Real-time monitoring on a 24-hour basis enables a rapid response before a fire becomes established. FLIR® stockpile monitoring is well proven in this application.

The use of early warning systems (FLIR) and stockpile management will be sufficient in most circumstances to ensure that any fire that did occur would be minor in nature.

Odour Control Measures

Rapid Acting Doors

As waste will be confined within the building, odour will generally only be released when the rapid acting doors are opened to allow trucks to enter and exit the building. These doors will be normally closed.

- Rapid Acting Door Features
- Less than 15 sec opening time
- Capable of more than 100 cycles/day
- Robust and suited to industrial environment
- Able to contain odour
- Good wind resistance
- Easy repair/replacement of modules
- Well proven in this application

Operating Protocols

- Waste will be removed from the tipping floor within 24 hours of arrival.
- Waste will be loaded into fully enclosed transfer trailers.
- Mist sprays for dust suppression (ability to supplement with odour neutraliser).
- Full clean-up of waste from the tipping floor at the end of each operational day.

Litter, Vermin and Bird Management

Measures to be adopted:

- All waste received, temporarily stockpiled and loaded-out indoors.
- Mesh enclosures over all building vents and permanent openings.
- Fast closing doors to limit access and reduce potential for release of odour or windblown litter which could act attract birds.
- Immediate clean-up of any external waste spillage.
- Full clean-up of waste from the tipping floor at the end of each operational day.
- No handling or storage of wastes outside the building.
- Daily litter inspection and removal program.
- Litter inspection after storm events.
- Grates on stormwater drains.
- Regularly inspect building floor and stockpiles for vermin infestation.
- Maintain good housekeeping standards (i.e. regularly cleaning equipment).
- Use of baits and pesticides as required to control insects and rodents.
- Use of wheel loader inside the building will create an unpleasant environment for birds given noise and movements in an enclosed area.
- Daily monitoring of bird numbers.

If monitoring suggests that bird numbers are increasing, Cleanaway will explore implementing a variety of deterrence techniques to ensure birds do not become accustomed to one particular measure that may include:

- Acoustic bird-scaring devices (gas guns or mimicking distress calls).
- Nets or monofilament wires over glide paths within the building.
- Anti-perch strips on the building above doorways.
- Predator decoys.
- Vertical spikes.

NOTE: A licensed pest controller will be engaged to remove birds in the event that numbers reach unacceptable levels.

Construction & Design Recommendations

To ensure storage areas, active surfaces, and associated access roads are constructed to prevent the pollution by leachate of subsoil, groundwater and surface water bodies and to allow all-weather vehicular access to any part of the processing site that needs to be reached by vehicles.

Minimum Design Requirement

The working surfaces, including the incoming recyclables, process residuals and contaminated material storage areas, the active recycling product pad, and access roads, should: -

- be bunded and graded sufficiently to prevent both run-on and run-off of surface water.
- be designed and constructed from an inert low-permeability material such as compacted clay, modified soil, asphalt or concrete over a compacted base able to support, without sustained damage, the load of material on it and the load of any machinery used in the composting facility.
- be able to support all structures, machinery and vehicles as applicable and allow access to any utilised part of the processing site, irrespective of the weather conditions; vehicles may include:

1. transport vehicles used for the delivery of recyclables and the transport of finished products
2. mobile equipment used in all phases of all the processes operated on the site
3. fire-fighting vehicles and equipment.

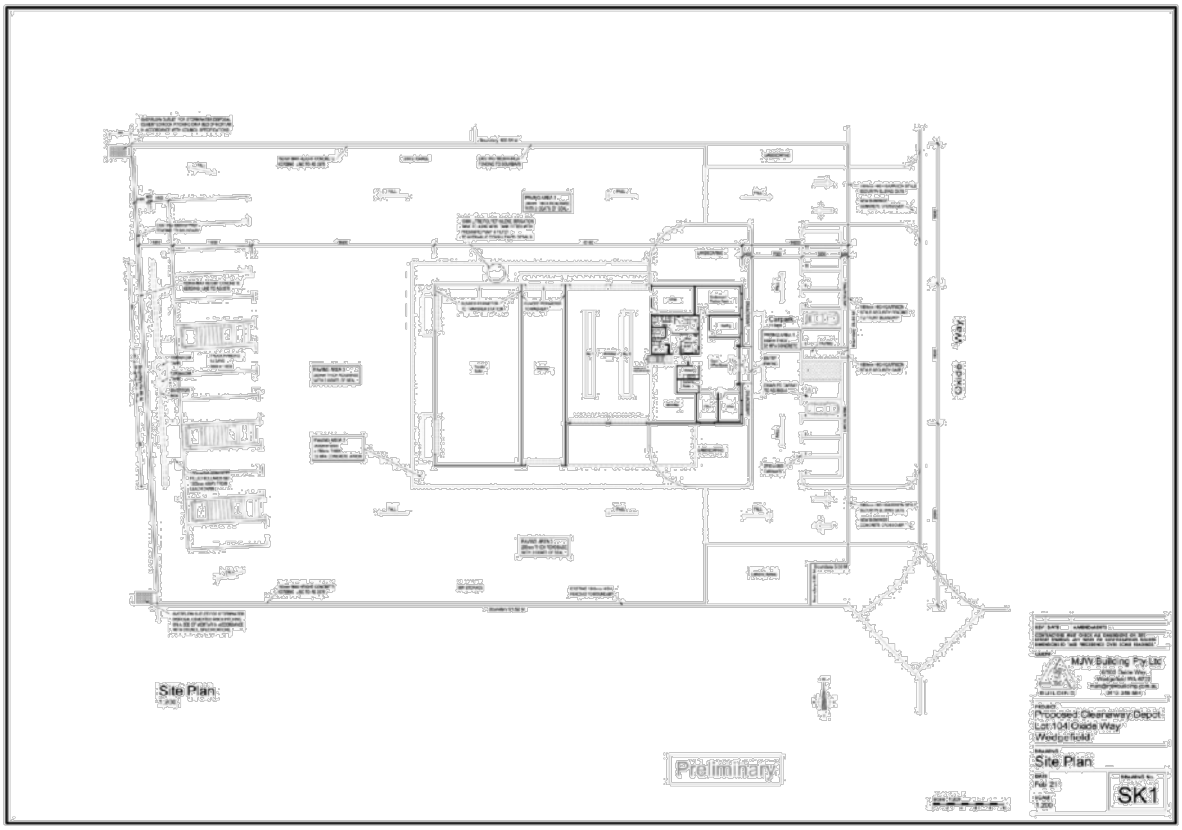


Figure 3: Proposed Site Plan of the Subject Property

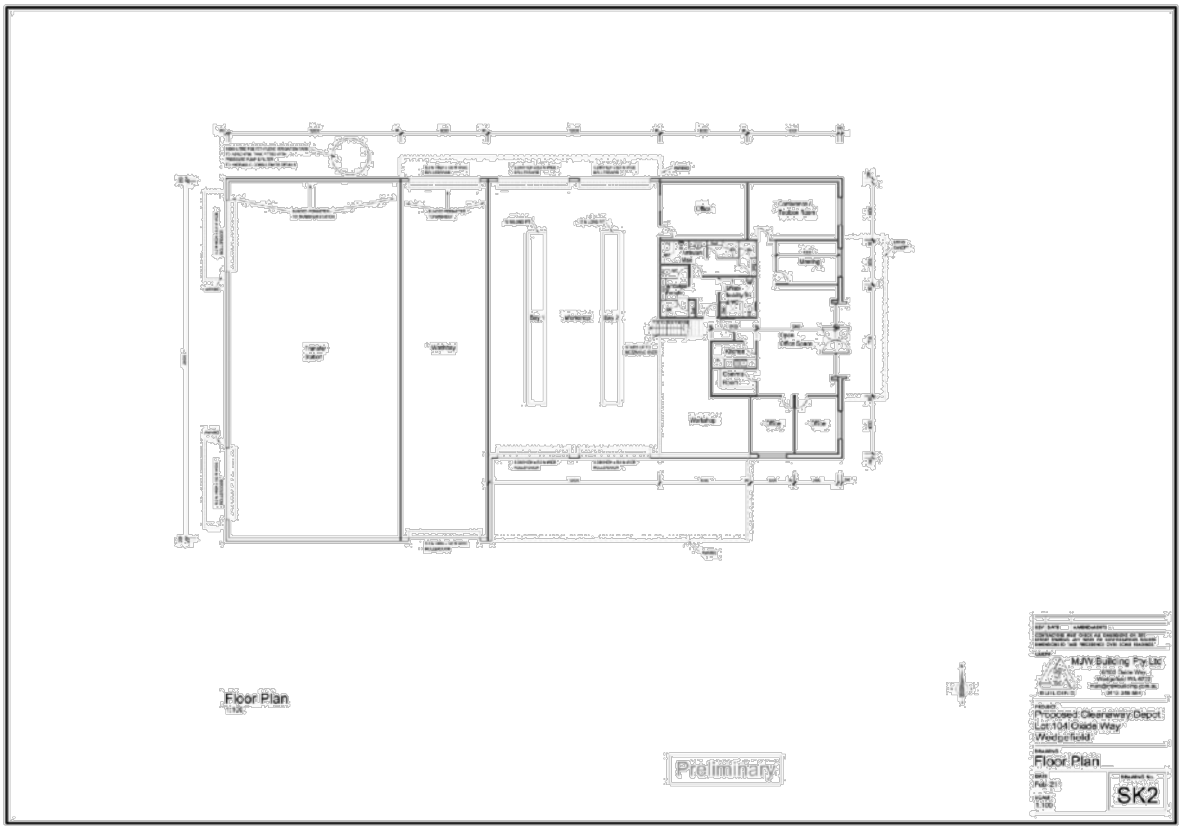


Figure 4: Proposed Floor Plan of the Subject Property

Site Analysis

The site and context analysis demonstrates an understanding of the site and the surrounding area.

The facility is an excellent opportunity to improve the waste management in the region with no adverse impacts identified on adjoining neighbouring roads nearby.

NOISE: No other identifiable sources of nearby noise, both traffic and otherwise.

TRAFFIC: Other than the truck movements identified, no other adverse impacts have been identified.

VIEWS: No adverse impacts have been identified.

VIBRATION: No adverse impacts have been identified.

PREVAILING WINDS: No further action than already planned to put into place is needed to protect from prevailing winds has been identified.

SUNLIGHT: No adverse impacts have been identified.

AMENITY: No adverse impacts have been identified.

PROXIMITY: No adverse impacts have been identified. The subject site is in an area that very limited access to public transport services that is within walking distance of the site. The closest public transport stop to the site is the Pinga Street after Schillaman Street bus stop which is approximately 1300m away and is a 16-minute walk.

ODOUR: As the site is being used for the management of used recyclable products, the proposed use is suitable given the site context and operations.

Whilst there are businesses close by, the recyclables are to be stored and treated, this is not expected to cause any problematic air emissions. The proposal is required to comply with any relevant EPA legislation. There will be a constant turnover of material ensuring no stockpiling.

The storm water runoff will be appropriately managed on-site. Parking and docking areas including road access is to be constructed with asphalt within the necessary selected areas, inclusive of gravel areas and concreted areas, which are permeable surfaces. The works will not result in additional stormwater runoff onto adjoining land.

Other Impacts of the Development

It is considered that the proposed works will have minimal environmental impact onto the natural and built environment of the subject site and its surrounding neighbouring properties.

During construction, noise and building impacts will be minimised through observance of the requirements of the Environmental Protection Authority and Local Authorities. All noise emissions will comply with Australian Standards. As such the proposed development poses minimal detrimental impacts on both the natural and built environments.

Suitability of the Site for the Development

The site is considered suitable for the proposed development, owing largely to:

- Sufficient site area to support the Cleanaway recycling transfer depot;
- Works being a permissible form of development, particularly noting the nature of the proposal;
- Will not have significant heritage, environmental, social or economic impacts.

Submissions

Council is responsible for the referral of the application to relevant Government bodies and to adjoining owners. Any submissions will be reviewed by the applicant and Council during the assessment process, and duly considered.

Public Interest

Given that the relevant issues have been addressed with regard to the public interest as reflected in the relevant planning policies and codes, the development is unlikely to result in any adverse impact to the public interest in the circumstance of the case, particularly noting the compliant and nature of the proposal. The proposal will improve the utilisation of the existing property and impose no adverse impacts upon surrounding properties.

The proposal will create an opportunity to further employment within the area by management of used recyclable products, the proposed use is suitable given the site context and operations a premium Cleanaway recycling transfer depot.

Conclusion

It is concluded that the development proposal to seek council approval for the proposed Cleanaway recycling transfer depot is an appropriate proposal for the property at 104 Oxide Way, Wedgefield Port Hedland WA.

8/004 Community Leasing

Objective

The Town of Port Hedland is committed to meeting the current and emerging need of the Community seeking the long term use of Council owned or controlled properties and land.

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.

This policy does not apply to the occasional use or hiring of the Town of Port Hedland's facilities or sporting grounds.

Types of Tenure

The Town will use two types of agreements under this Policy, being a Lease or a License. These will be assigned based on the community need and the facility accessibility requirements by the general public.

Leases – Exclusive Use of Building/s or Facilities

Where the exclusive use of a building or facility supports the Council's Plan and/or Master Plans and addresses the priority needs of the community as determined through a Council plan or strategy.

A lease provides the lessee with exclusive use of a defined areas for a specified purpose and term. Leased areas will generally be defined by building footprints, but will include access ramps, stair cases and gardens which bound the buildings/s

Lease areas will also include dedicated non-turf activity space (eg Tennis/netball courts/BMX tracks) where those areas are to be exclusively used by the organisations'.

The Town will transition to standard lease terms as leases are renewed.

In all cases, Council reserves the right to determine how a lease and the appropriate lease area is characterized but will take into considerations the future development plans of the Town and the Lessee.

License– Shared Use

Where the shared use of a building or facility supports the Council's Plan and/or Master Plans and addresses the priority needs of the community as determined through a Council plan or strategy.

A license provides the occupant with nonexclusive use of a defined license area for a specified purpose and term. License or permit areas will generally be defined by building footprints and surrounds where the Town determines that exclusive use is not required, or where a facility or space within a facility is shared between two or more organisations.

Content

Terms of Lease

Lease terms will be in accordance with the Management Order held over the Reserve and no more than 21 years.

All leases will have a common expiry date of 30 June in each year.

Incoming leases will not pay less than the current year rental (a full annual lease fee will be applied regardless of lease commencement date).

The fee for Community leases would be set each year by the Council as part of the annual budget process.

Commercial leases will be negotiated on a case by case basis in line with the nature of the activity being undertaken.

All leases will have a maintenance schedule attached which sets out the responsibility for the maintenance of the facility/asset between the Town and the lessee. The schedule will be individualized for each lease.

Approval Process

All leases require Ministerial approval prior to final execution.

Process enquiries and application for Lease

All enquiries for the lease of land under council's control for all uses including but not limited to; sporting, community, educational, and commercial organisations shall be referred to Property Management Coordinator for consideration against the management order held over that Reserve.

Maximum utilisation of Council Property is promoted with consideration given to

community demand and capacity of facilities to cater for use.

'Community Group' use of Council Property is given priority over other uses particularly where:

- Local community groups do not have ready access to any other types of facilities in which to conduct their activities;
- A Council strategic objective/s is achieved by supporting such use; or
- There is a clear social benefit to be achieved by the use/activity, including access for multi-cultural groups, aged people, family groups and other population groups.

'Community Agency' use is granted to organisations and groups who can demonstrate:

- Clear relevance with Council's strategic objectives as expressed through Council plans, strategies or policies; or
- A clear social benefit for the community and in particular demographic groups identified as being in need.

'Commercial' use is granted on a lower priority basis in relation to community groups and agencies to ensure utilization of a facility and where:

- There is a demonstrated benefit to the community from the commercial activity that is being conducted;
- The use complements other uses of a facility at a time when the facility would otherwise be vacant;
- Building business sector partnerships has a benefit to the facility in potential sponsorship and increased revenue; or
- Commercial use does not displace community group or agency use.

Area of Lease

Lease boundaries will be based on the area granted exclusively to a Lessee, not limited to the footprint of the building on the parcel.

.

Keys

The Town will be provided with a complete set of keys for the premises.

Town staff requiring access will provide 48 hours written notice for right of entry, except in the case of emergency works being required. The Town will provide the Lessee with information pertaining to the late nature of entry and of any works that are undertaken.

Rates and Charges

Any lease granted under the conditions of this policy will incur an annual leasing fee as per the approved schedule of fees and charges, which are determined by Council.

Lessees will be responsible for the payment of rates and charges against the lease based on both general and specific terms as set out in the lease documentation.

The net community benefit of any organisation seeking to lease Town of Port Hedland asset will be measured in order to consider any financial subsidies, grants or discounts that Council offers in respect of that use.

A standard terms document will be used for all leases in an endeavour to ensure transparency and equity for all groups.

Maintenance of Lease Premises

The Town will be responsible for the structural integrity of the premises for the term of the lease.

The Lessee shall, at the Lessee's cost, maintain all premises to Town asset maintenance standards as set out in the schedule to the lease. Damage that is not assessed as being fair wear and tear will be rectified at the expense of the lessee.

Annual Inspections

The Town will complete an annual inspection of the facility that will include:

- *Internal check*
- *Plumbing*
- *Electrical*
- *Landscape*
- *External check*

Ownership of Improvements

All fixed improvements constructed or installed upon the leased premises within the leased area will vest to the Town upon the time they are constructed or installed. The removal of any fixed improvements by a Lessee at the expiry or sooner determination of the lease will be subject to the consent of the Town being obtained prior to any removal occurring.

Insurances to be effected

Lessees will be responsible for the procuring, at their own cost, such insurances as are required by the Town in respect of their occupation and use of the leased premises and in accordance with the specific conditions of any lease issued.

The Town will be responsible for insuring the fabric of the premises. This cost will be invoiced to the lease holder. In the event of a shared use facility an assessment will be made on the costs to be borne by the individual groups based on usage of the premises.

All lessees are responsible for securing their own Public Liability Insurance up to the amount as agreed by the Town and according to Council's risk management appetite..

Reporting

Lessees will be required to supply relevant documentation as per lease terms which may include but not be limited to:

- Annual General Meeting minutes
- Audited annual financial statements and reports

A list of office bearers and contact details; • Annual Certificate of Currency

- Incorporated Association Extract
-

Termination

The Town reserves the right to terminate the lease or license prior to the expiry of the term if the land is required for the Council's infrastructure planning or construction requirements. In the event of an agreement being terminated for this reason, the Town will provide appropriate notification to the organisation and if possible, will make reasonable attempts to relocate the tenant to a suitable alternative facility.

Compliance with Tenure Agreements

By entering into a tenure agreement over Council owned or controlled land, Organisations accept and agree to all conditions of the lease or license. Organisations acknowledge that access to community land is offered to enhance the physical activity, social interaction and cultural development of the community. Accordingly, lessees and occupants must not conduct, nor permit to occur, any illegal, immoral or offensive acts on Council owned or controlled land.

Failure to comply with the conditions of the lease, licence or permit to occupy may result in Council terminating or not offering renewal of the tenure arrangement. All existing agreements will be transitioned in accordance with review mechanisms within the Lease or by application.

Definitions

"Asset" are the future economic benefits controlled by the Town of Port Hedland as a result of a past transaction or event whereby;

- Its value can be measured reliably;
- Its value must exceed a stated materiality threshold being $5,000 or form part of a network asset group; and
- It must be probable that future economic benefits of the asset will eventuate (i.e the asset acquired supports the delivery of Council services to the community in line with Councils

"Lease" is a written contract by which an owner (the lessor) of a specific asset grants a second party (the lessee) the right to its exclusive possession and use for a specific period and under specified conditions, in return for specified periodic rental or lease payments.

"Maintenance Costs" are the costs associated with regular ongoing day to day work necessary to keep am asset operating in order to achieve its optimum life expectancy as set out in the schedule

"Net Community Benefit" is a measure of the level of community benefit offered to the citizens, residents, ratepayers, groups or organisations of the town by a group,

organisation or individual.

Relevant legislation	*Local Government Act 1995* *Land Administration Act 1997* *Interpretations Act 1984* National Competition Policy
Delegated authority	-
Business unit	Property Management
Directorate	Infrastructure Services

Governance to complete this section			
Version Control	Version No.	Resolution No.	Adoption date
	V01 V02	201415/2008 CM201617/142	23 July 2014 22 February 2017
Review frequency	2 Yearly		

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.*

Port Hedland Visitors Centre

Quarterly Report
January – March 2021

Report Prepared by
JOHN HAGUE, JULIE ARIF, KATTIE BRYANT & NINA PANGAHAS

Report Date: 20th April 2021

Port Hedland VISITOR CENTRE

Table of Contents

1. Income and expenditure statements....3
1.1. Statement of Variations....3
1.2. Audited Income Expenditure Statements....3
2. Statement of Capital Expenditure and Maintenance Items....3
2.1. Capital Expenditure Capital Expenditure Maintenance Items....3
2.2. Maintenance Items....3
3. Key Performance Indicators....3
4. Statement of Marketing Activities, Programs, and Initiatives....4
4.1. Statement of Marketing Expenses....4
4.2. Programs and Initiatives....4
4.3. Social Media....7
4.3.1. Facebook....7
4.3.2. Instagram....8
4.3.3. EXAMPLE....8
4.4. Membership....8
4.5. Products....8
4.6. Marketing Material Distribution....9
5. Accreditation....9
6. Visitor Centre Business Plan....9
7. Cruise Ship Engagement Plan....9
8. Statistics, Visitor Numbers....9
8.1. Tour Numbers....9
8.2. Visitor Numbers....10
8.3. Walk in Traffic....10
8.4. Telephone Enquiries....11
8.5. Email /Digital Mail/ Mail....11
8.6. Online/Website....11
8.7. Performance of sales against Visitor Numbers and overnight stays....12
9. Prevailing Marketing Conditions....12
10. Customer Feed Back....13

10.1. Visitor Book 13
10.2. Online 13
10.3. RV Overflow site 13
10.4. Tour Feedback 13
11. Incident Reports 13

1. Income and expenditure statements

The operating cost of the Visitors Centre has been within the parameters laid out in the tender.

The wages and salaries for the year have been in the parameters of the budget.

1.1. Statement of Variations
Nothing to report.

1.2. Audited Income Expenditure Statements
Nothing to report.

2. Statement of Capital Expenditure and Maintenance Items

2.1. Capital Expenditure Capital Expenditure Maintenance Items

Project/ Capital Work	Contractor	Start Date	End Date	Budget
Nothing to report.				

2.2. Maintenance Items

Date Reported	Issue	Contractor	Date Rectified	Notes
2 Oct 2020	Broken light switch in storeroom.	Far Northwest Electrical		Completed
9 Dec 2020	Automatic doors check up.	Go Doors		Completed
14 Dec 2020	Server room Airconditioning not working. Ordered parts for outside unit.	Oresome Air		Completed
Jan/Feb 2021	A commercial cleaner was engaged to perform a "deep clean" of the Visitor Centre.			Completed

3. Key Performance Indicators

- 15,000 visitors supported through the Visitor Centre
- 1000 people hosted on formal tours operated through the Visitor Centre
- Gold/A1 Tourism accreditation maintained (or equivalent)
- Development of a web presence and digital strategy to educate and attract visitors to the local area

- Development and distribution of up-to-date tourism documents promoting Port Hedland and the Pilbara region.
- Execution of a program to greet and engage Cruise Ship visitors that also engages local businesses and community organisations.

4. Statement of Marketing Activities, Programs, and Initiatives

4.1. Statement of Marketing Expenses

Refer to financial statements.

4.2. Programs and Initiatives

The Visitors Centre was closed from 21 Dec 2020 to 24 Jan 2021.

Perth Caravan and Camping Show, 17-21 March 2021. John Hague attended the Caravan and Camping Show and was stationed at the Pilbara Tourist Association (PTA) stand where he gave away about 500 pamphlets. Pamphlets were also placed at the Australia's Northwest stand which was adjacent to the PTA stand. None of these pamphlets were returned. There were approximately 12,000 people who attended the show on Saturday and the same on Sunday. Approximately around 10,000 people per day on the other days of the show. Interest in coming to Port Hedland was high when the team explained all there was to do. Accommodation will be the biggest concern for the whole of the Pilbara, Exmouth, Coral Bay, and Onslow. Accommodations at Karajini National Park are fully booked. It is likely to be the same for this year's tourist season and next.

Promotional Tour for the Iron Ore Conference to be held in Perth in November. The Centre hosted a film crew to Port Hedland who were doing a promotional tour for the iron ore conference to be held in Perth in November. The film promoting the iron ore industry and particularly the Town of Port Hedland, the accommodation industry and ecological tourism is to be shown globally. John Hague was required to be the presenter for this to explain all that was on offer in Port Hedland.

Local Tourism Expo is planned for Friday 30th April. All operators and businesses are invited to come together with small display tables and share what they have to offer tourists visiting Port Hedland. There will be some presentations by tour operators and an opportunity to network with other people in the industry in Por Hedland. Businesses invited are Caravan Parks, Hotels and Motels, galleries, museum, Care for Hedland (Turtle Tours) PHIA, Doris Tuefel (reef walks).

Wedge Street Footpath Markets. The dates have been locked in for the popular monthly markets to take place on a Sunday morning along Wedge street culminating in the October market which will be the start of Port Hedland's 125th birthday celebrations.

Welcome Packs. This is a new initiative by the Visitor Centre as many new residents to Port Hedland make the Visitors Centre as their first stop to find out information about the town. So far, approximately 50 bags have been distributed. The bags

contain Chamber of Commerce directory, Calendar of events in Port Hedland, things to do in Port Hedland, information of Facebook pages, local tours and more.

School presentation. The Visitors Centre was requested to make a presentation to Cassia school staff prior to the school year starting as they had a lot of new staff and wanted to help them settle into Port Hedland. Twenty-three Welcome packs were distributed. Message received from Narelle Ward, "Thank you Julie for presenting to our staff yesterday. I am currently on long service leave but have had exceptional feedback from my staff about the information and welcome packs. Truly appreciated."

125 years of Port Hedland. The Visitors Centre is working with the Port Hedland Historical Society to develop a week-long program of activities from Oct 16 – 23 to celebrate the Town's 125th Birthday.

Future advertising promotions. The Visitors Centre have a very active advertising campaign.

An advertisement will be on the North West Telegraph map. 20,000 COPIES DISTRIBUTED FREE IN 2021.

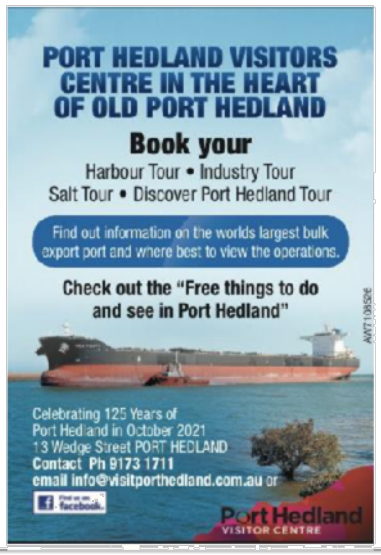
The Maps will be available from:

- Hotel & Accommodation outlets
- Tourist operators
- The Port Hedland Visitors Centre
- Town of Port Hedland offices
- Participating businesses



The Senior Newspaper. Reach 60,025 - Woollies Metro & Country, Retirement Villages, Visitor Centres, Caravan Parks, Some Government Departments, Medical Centres, Most IGA Supermarkets, Shopping Centres, Selected Chemists, Libraries, Senior's Clubs .

This advertisement will appear in the months of April, July, and December.



Destination WA . Channel 9 will feature 2 segments on Port Hedland.

1. The Free things to do and see in Port Hedland guide
2. The Seafarers Harbour Tour

- Premiering across Western Australia via Channel 9
- Repeated nationally on Channel 9 and 9HD
- Repeated 3-times on Australia's leading digital channel 9LIFE
- Available on Australia's leading broadcast video-on-demand channel www.9now.com.au for 2 months after broadcast

The series attracts a peak audience in Western Australia of 127,000 viewers in the premiere Sunday 5.30pm timeslot. Nationally, each episode is broadcast on Channel 9, 9HD, 9Life and 9now, with an aggregated audience across all plays of 417,000 per episode, with the anticipated cumulative audience state-wide and nationally for series 11 being 5.412million viewers.

What's on. The Visitor Centre have been updating and promoting the "what's on in Port Hedland " fortnightly, and sending out to hotels, motels caravan parks and Port Haven and Gateway Villages for inclusion for their guests should they wish to attend some of the community events in Port Hedland. **Response from Port Haven** "This is great, thank you. I'll definitely share with our residents on our phone app and with video promotions in the reception area. Thanks again!".

Book exchange. A frequent request in 2020 was about the availability of a book exchange. A book exchange is now in place at the Centre in response to customer requests.

New Merchandise. The Visitors Centre is now the stockist of Port Hedland's largest range of Port Hedland History Books and have already been enthusiastically received by customers. It has partnered with FORM Spinifex Hill artists and now have a range of indigenous art for sale on consignment. The Visitor Centre is also working with Wangka Maya Aboriginal Language Centre and have purchased some of their books for resale.

Special Days. The Visitors Centre acknowledges special days on the calendar with theme decorations, e.g. St Patricks Day, Chinese New Year, Valentines etc. after a Facebook post about the Visitor Centre giving out red envelopes on Chinese New Year's Eve and an interview was done with ABC Kimberley about how a simple idea spread good cheer and good luck.



4.3. Social Media

4.3.1. Facebook

The Port Hedland Visitor Centre Facebook account was one of the victims of the Federal Government's dispute with Mark Zuckerberg, Founder and CEO of Facebook, Inc. It was closed for 4 days, from 18-22 February. The brief

shutdown did not present a huge disruption as the Centre's website, email and phone systems continued to operate providing alternative means of promotion and contact between the Centre and the customers.

As in previous quarter, the Facebook audience are mainly women (77%) within the age bracket between 25-34 years old and 35-44 years old. They are mainly Australians from Port and South Hedland (921 users), Perth (480 users), Karratha (92 users), and Broome (44 users).

The Facebook Page has 2,536 followers.

The number of Australians reached, or those who had any content of Page or about Page entered their screen, is estimated to be around 12,957.

The Visitor Centre delivered 18 posts this quarter, the first being on the 27th of January when the acting Manager of the Centre, Julie Arif, visited the Cassia Primary School to give Welcome packs for new staff and their families. This post reached 2,178 people and 78 engaged. The Welcome Packs include Port Hedland Tours and general information about the town and its amenities.

The most popular post was about planning a visit to Hedland and building an itinerary around some of the local events happening this year (reached 6,866, 339 engaged). The next is the schedule of the Sunday Wedge Street Footpath Markets for 2021, the first market being on the 18th of April and the last one for the year will be on the 17th of October as part of the planned week-long celebration of 125 years of Port Hedland. This post reached 4,795 people, with 245 people engaged. The temporary shutdown of Facebook for a few days in February (4,165 reached, 196 engaged) and the announcement of the Staircase to the Moon events in March (3,913 reached, 239 engaged).
also attracted huge interests.

Refer to Facebook insights for details **(Attachment 1)**.

4.3.2. Instagram

Nothing to report

4.3.3. EXAMPLE

4.3.4. Membership

Nothing to report.

4.3.5. Products
Nothing to report.

4.3.6. Marketing Material Distribution

On display at the Visitor Centre are current tourism brochures promoting Western Australian tourist destinations, accommodation, and services. The Visitor Centre works with local businesses and other WA tourism operators in the distribution of up-to-date brochures and information. The most popular brochures are still about the nearest neighbours – Broome and Karajini.

The Centre is continuing to build local information leaflets and the staff are working to have a dedicated stand that is just about topics of interest around Port Hedland. Leaflets that have been produced are: Port Hedland land fishing guide, the Port Hedland Pioneer Cemetery booklet and the Heritage and Street art trail booklet. Leaflets currently being worked on are Port Hedland intertidal reef, Birds of Port Hedland, and The Flatback turtles of Port Hedland. The purpose of having a dedicated Port Hedland stand is that the Visitor Centre receives many enquiries about birds, rocks, turtles, among other things, and to have some written information is generally very much appreciated by the visitors.

5. Accreditation

The Visitor Centre received its Level One Western Australian Visitor Centre Accreditation in March 2020. The Centre is accredited until the end of December 2021. Accreditation is renewed annually.

6. Visitor Centre Business Plan

The Business Plan has been updated.

7. Cruise Ship Engagement Plan

Subject to government policy due to COVID19 pandemic.

8. Statistics, Visitor Numbers

8.1. Tour Numbers

Year	Seafarers Harbour Tour	Seafarers Fortescue Tour	Town Discovery Tour	Salt Eco Tour	Twilight Industry Tour	Total
2019/2020	3676	578		368	572	5,194
2020 (ending 30 October)	937		9	106	403	1,455
No tours from November 2020 to 31 March 2021 due to cyclone season, holiday closure, and shutdown period. Only corporate or group tours are run on request.						
Total	4,613	578	9	474	975	6,649

The tours will resume in the next quarter as tourist numbers increase.

There are two tour guides plus John Hague. The Centre have had staff movement in November period which coincided with the shutdown period. During this period, only corporate or group tours are run on request.

8.2. Visitor Numbers

The first quarter of 2021 showed a steady increase in the number of visitors. A snapshot of visitors for this quarter is shown below:

AGE CATEGORY

AGE	JAN	FEB	MAR	TOTAL	In Percent
<20	8	51	24	83	11.6
20-30	19	124	106	249	34.9
40-50	35	83	137	255	35.8
60 +	5	34	87	126	17.7
Total	67	292	354	713	100.0

HOME STATE/COUNTRY

	JAN	FEB	MAR	TOTAL	In Percent
NSW	0	2	1	3	0.6
NT	0	2	0	2	0.4
QLD	4	2	5	11	2.1
SA	0	0	2	2	0.4
TAS	0	0	0	0	0.0
VIC	0	1	2	3	0.6
WA	17	64	42	123	23.8
OVERSEAS	3	4	0	7	1.4
LOCAL	39	226	101	366	70.8
Total	63	301	153	517	100.0

About 35% and 36% of visitors who engaged with staff belong to age bracket 20-30 years old and 40-50 years old, respectively. As expected, because of COVID19 travel restrictions, the visitors were mainly residents (71%) and those coming from other parts of WA (24%).

8.3. Walk in Traffic

Month	Number	Daily Average
Jan (from 25 Jan)	68	10
Feb	299	11
March	367	12
TOTAL	**734**	**11**

Year	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Total
2019			9,677	5,022	14,699
2020	4,138	1,984	8,839	3,564	18,525
2021	734				734
Total	4,872	1,984	18,516	8,586	33,958

8.4. Telephone Enquiries

Month	Number	Average
Jan (from 25 Jan	5	
Feb	44	2
March	62	2
TOTAL	**111**	**2**

Year	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Total
2020	44	124	491	222	881
2021	111				111

8.5. Email /Digital Mail

Month	Number	Average
Jan (from 25 Jan)	0	
Feb	0	
March	6	
TOTAL	**6**	

Year	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Total
2019			46	62	108
2020	32	40	42	15	129
2021	6				6

8.6. Online/Website

A comparative snapshot of website audience is presented.

Users are those who have initiated at least one session in the selected data range. New users are those who have used the website for the first time during the selected date range.

In contrast with the previous quarter, the website users in January to March quarter are mainly female.

Period	Users (%)	Male	Female
Oct-Dec 2020	36.54%	53.80%	46.20%
Jan-Dec 2021	35.66%	40.53%	59.47%

In terms of age distribution, there is a growing trend in the number of website users in the younger (18-24 years old and 25-34 years old) and middle age (45-54 year old) groups.

Period	18-24	25-34	35-44	45-54	55-64	65+	Total
Oct-Dec 2020	8.94%	26.96%	18.03%	16.80%	15.41%	13.87%	100%
Jan-Dec 2021	13.53%	27.61%	14.26%	20.29%	12.98%	11.33%	100%

The website users are predominantly from Australia (87.62%), United States (3.65%), and China (3.13%). Similar distribution was observed in the previous quarter with Australia accounting for 88.24% of the website users, followed by the United States (4.56%), and China (1.97%).

The number of users and new users are slightly down this quarter compared with the previous quarter.

Period	Users	New Users
Oct-Dec 2020	1,776	1,723
Jan-Dec 2021	1,534	1,511

Refer **to Attachment 2** for Website Analytics.

8.7. Performance of sales against Visitor Numbers and overnight stays.

Nothing to report.

9. Prevailing Marketing Conditions

Due to COVID-19 and travel restrictions, Tourism WA is actively marketing the State to West Australians (intrastate market) and is working closely with each of the Regional Tourism Organisations to encourage Western Australians to go further and explore more of the State.

International campaigns are currently paused due to COVID-19 travel restrictions; however, Tourism WA will be ready to welcome international travel once it's safe to do so.

https://www.tourism.wa.gov.au/industry-support-and-events/campaigns-and-opportunities/Intrastate-campaigns/Pages/Intrastate-campaigns.aspx#/

https://www.tourism.wa.gov.au/industry-support-and-events/campaigns-and-opportunities/International_campaigns/Pages/International_campaigns.aspx#/

Accessed on 12 April 2021.

10. Customer Feed Back

Phone and email enquiries about "what to do when I come to Port Hedland in .... month" and tour availability are strong and lead to the suggestion that 2021 will be a very good tourist season.

10.1. Visitor Book
The Visitor Book was relocated due to the mandatory COVID sign in and as such many people missed the opportunity to comment. Now that the mandatory sign in has become "normal", the Visitor book is back in the more prominent location by the door.

10.2. Online
Nothing to report

10.3. RV Overflow site
Nothing to report

10.4. Tour Feedback
Nothing to report

11. Incident Reports

Nothing to report.

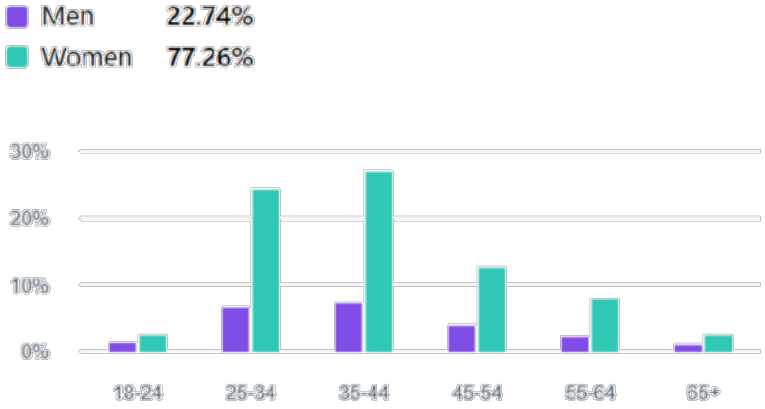
Attachment 1 – Port Hedland Visitor Centre Facebook insights,

Jan to March 2021

1. **Audience**

Audience

Age and gender



Location

Towns/cities | Countries

Port Hedland, WA, Australia	517
Perth, WA, Australia	480
South Hedland, WA, Australia	404
Karratha, WA, Australia	92
Broome, WA, Australia	44

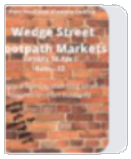
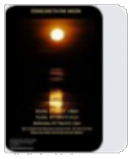
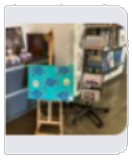
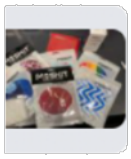
2. Top 5 posts, by post reach

Posts

Lifetime | Post reach

		Post reach	Engagement
	Are you planning a visit up north or got family members coming up? Build their itinerary around... Thurs, 4 Feb	6866	339
	-- Mon, 15 Mar	4795	245
	The Port Hedland Visitors Centre Facebook page is very obviously a newsworthy site as we have bee... Tues, 23 Feb	4165	196
	The first Staircase to the Moon for 2021 is upon us. Staircase to the Moon is a natural phenomenon... Sun, 28 Mar	3913	239
	Wow, the Port Hedland Calendar of Community events just blew out to 3 pages as we had requests to... Mon, 8 Feb	2745	82

3. Posts delivered from January to March 2021

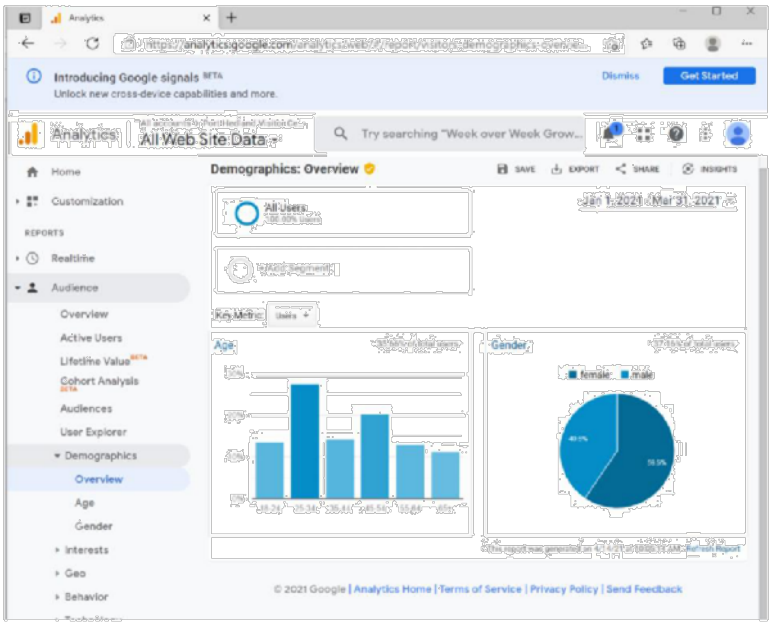
		Post reach	Engagement
	The Wedge Street Footpath Markets are coming back. Contact the Visitors Centre on 91731711 if... Mon, 29 Mar	517	40
	The first Staircase to the Moon for 2021 is upon us. Staircase to the Moon is a natural phenomenon... Sun, 28 Mar	3920	239
	Have you popped in to the Visitors Centre lately? It is well worth a visit again. We now have art fro... Mon, 22 Mar	656	52
	Port Hedland is 125 years old this year and there are many milestone dates to watch out for. Fun fact. -... Thurs, 18 Mar	713	70
	-- Mon, 15 Mar	4795	245
	Are you going away for the Easter or school break? Don't forget the essential COVID masks for flying... Fri, 12 Mar	1495	28

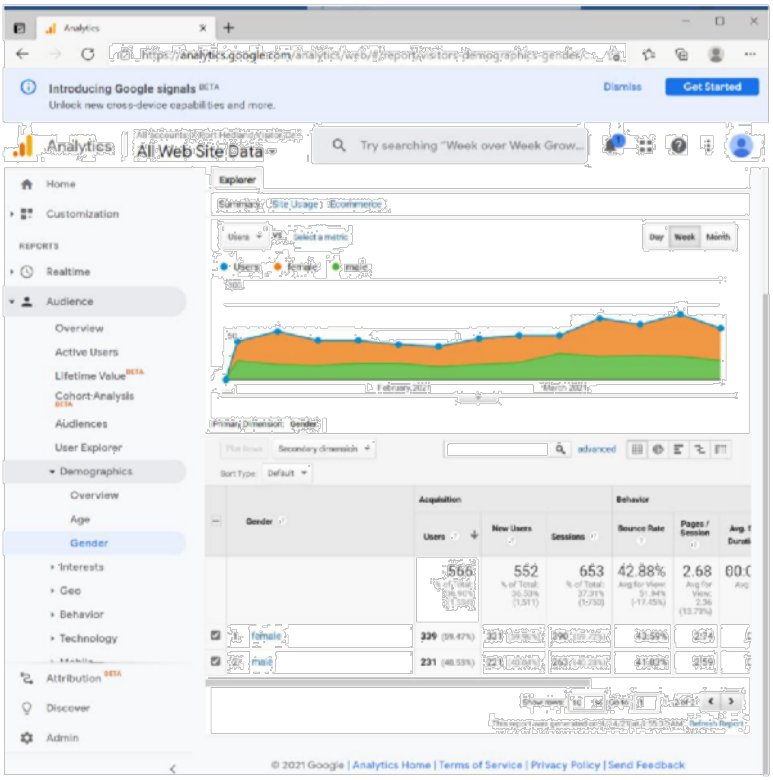
	What about this for a staycation package, drinks, food, fantastic entertainment and... Wed, 10 Mar	Post reach 290	Engagement 9
	Port Hedland is 125 years young in October this year, and has a fascinating history. Many books... Thurs, 4 Mar	Post reach 1518	Engagement 67
	Congratulations to Pilbara Ports Authority - Port Hedland for winning Australian Port of the Ye... Tues, 2 Mar	Post reach 444	Engagement 42
	The Port Hedland Visitors Centre Facebook page is very obviously a newsworthy site as we have bee... Tues, 23 Feb	Post reach 4165	Engagement 196
	Last week we had celebrity Red Dog vet Rick Fenny - Red Dog Vet come in to the Visitors Centre. W... Mon, 22 Feb	Post reach 2354	Engagement 101
	A brief view of the favourite parts of Port Hedland by young Port Hedland resident Shiloh Sun, 21 Feb	Post reach 230	Engagement 16

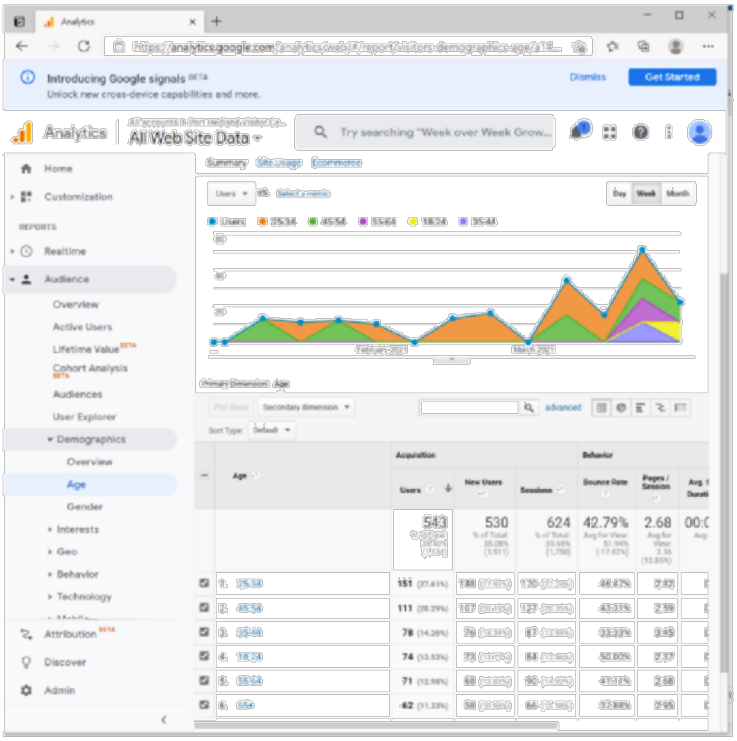
		Post reach	Engagement
	Gong xi fa cai (Happy Chinese New Years Eve) from the staff at the Visitors Centre. Pop in today ... Thurs, 11 Feb	1882	71
	Wow, the Port Hedland Calendar of Community events just blew out to 3 pages as we had requests to... Mon, 8 Feb	2745	82
	Please Check with Main Roads Dept 138138 before you start your Pilbara journey. Fri, 5 Feb	301	10
	Are you planning a visit up north or got family members coming up? Build their itinerary around... Thurs, 4 Feb	6866	339
	Due to the impending Cyclone the Visitors Centre will be closed, Sunday January 31st and Monda... Sat, 30 Jan	560	36
	I was pleased to take our Port Hedland Visitors Centre Welcome Packs to Cassia Primary School... Wed, 27 Jan	2178	78

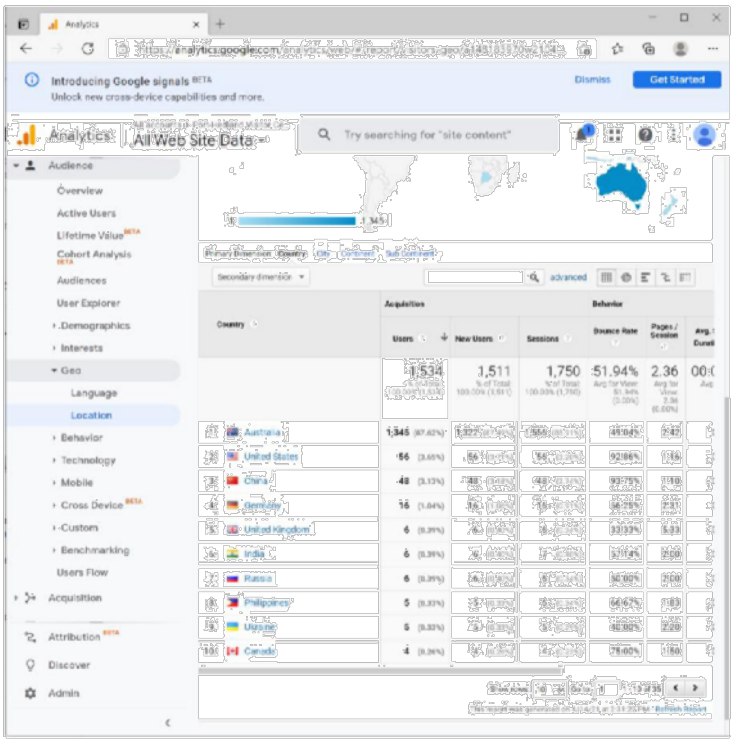
Attachment 2. Visitporthedland.com.au Website Analytics – January to March 2021

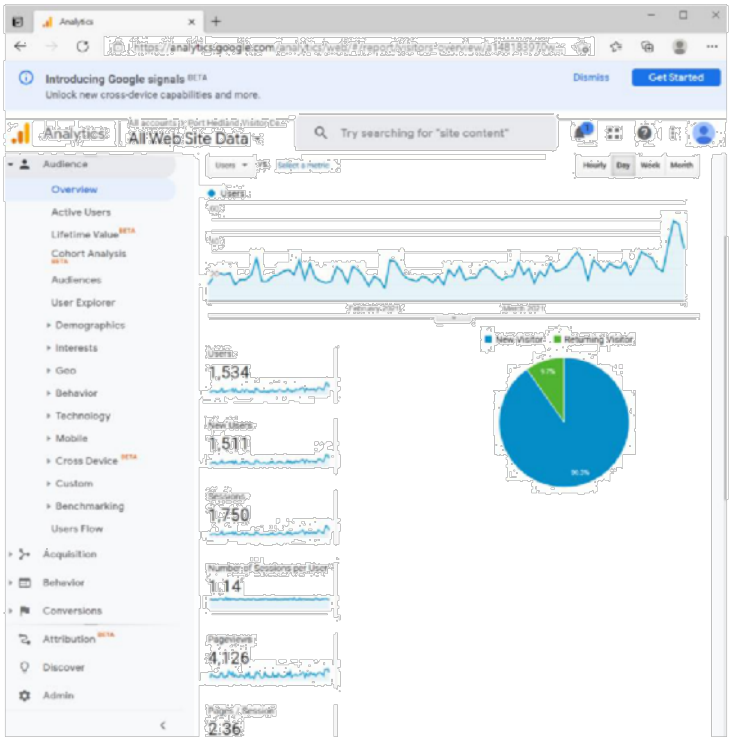
This provides an overview of website audience.

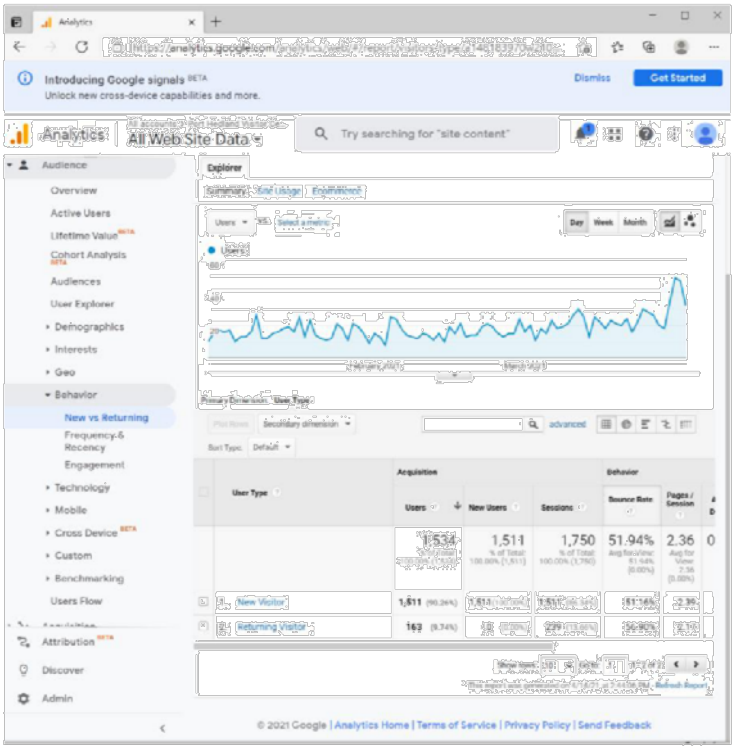





Introducing Google signals
Unlock new cross-device capabilities and more.
Dismiss
Get Started
Analytics
All Web Site Data
Try searching "Week over Week Grow...
Home
Customization
REPORTS
Realtime
Audience
Overview
Active Users
Lifetime Value
Cohort Analysis
Audiences
User Explorer
Demographics
Overview
Age
Gender
Interests
Geo
Behavior
Technology
Attribution
Discover
Admin
543
530
624
42.79%
2.68


Introducing Google signals
Unlock new cross-device capabilities and more.
Dismiss
Get Started
Analytics
All Web Site Data
Try searching for "site content"
Audience
Overview
Active Users
Lifetime Value
Cohort Analysis
Audiences
User Explorer
Demographics
Interests
Geo
Language
Location
Behavior
Technology
Mobile
Cross Device
Custom
Benchmarking
Users Flow
Acquisition
Attribution
Discover
Admin
1,534
1,511
1,750
51.94%
2.36
Australia
United States
China
United Kingdom
India
Russia
Philippines
Ukraine
Canada


Introducing Google signals
Unlock new cross-device capabilities and more.
Dismiss
Get Started
Analytics
All Web Site Data
Try searching for "site content"
Audience
Overview
Active Users
Lifetime Value
Cohort Analysis
Audiences
User Explorer
Demographics
Interests
Geo
Behavior
Technology
Mobile
Cross Device
Custom
Benchmarking
Users Flow
Acquisition
Behavior
Conversions
Attribution
Discover
Admin
1,534
1,511
1,750
1.14
4,126
2:36


Introducing Google signals
Unlock new cross-device capabilities and more.
Dismiss
Get Started
Analytics
All Web Site Data
Try searching for "site content"
Audience
Explorer
Overview
Active Users
Lifetime Value
Cohort Analysis
Audiences
User Explorer
Demographics
Interests
Geo
Behavior
New vs Returning
Frequency & Recency
Engagement
Technology
Mobile
Cross Device
Custom
Benchmarking
Users Flow
Attribution
Discover
Admin
Day
Week
Month
Acquisition
Behavior
User Type
Users
New Users
Sessions
1,534
1,511
1,750
51.94%
2.36
New Visitor
Returning Visitor
163
© 2021 Google | Analytics Home | Terms of Service | Privacy Policy | Send Feedback

Town of Port Hedland

Policy

1/025 Media and Communications

Objective

This Policy establishes protocols for the Town of Port Hedland's official communications with our community to ensure the Town is professionally and accurately represented and maximises a positive public perception of the organisation.

This Policy also clarifies the roles and responsibilities of the Mayor, the Deputy Mayor, Elected Members and the Chief Executive Officer when speaking publicly/issuing public statements.

Content

The Media Communications Policy sets out clear, consistent protocols for all contact with media which are to be followed by the Mayor, Elected Members, Chief Executive Officer and employees of the Town of Port Hedland and has been established to:

1. Formalise the roles of the Mayor, Elected Members, Chief Executive Officer and employees in relation to media communications;
2. Maintain positive, quality and timely communications with the media even during adverse media attention;
3. Ensure the Town's affairs and activities are fairly and accurately reported in the media;
4. Proactively represent the Town in media communications;
5. Ensure communication with the media is consistent, in line with the Town's strategic direction, and aligned with the Town's communication strategies;
6. Ensure that media communication with the Town is following relevant statutory provisions;
7. Provide the information required by law to be publicly available;
8. Share information that is of interest and benefit to the community;
9. Promote Town of Port Hedland events and services;
10. Promote Public Notices and community consultation/engagement opportunities;
11. Answer questions and respond to requests for information relevant to the role of the Town of Port Hedland; and
12. Receive and respond to community feedback, ideas, comments, compliments and complaints.

The Town will use this Policy to assist the Mayor, Elected Members, Chief Executive Officer and employees in understanding the correct communication

processes when handling media enquiries, identifying spokespersons for media interviews, preparing media statements and making comments to the media.

Official Communications

The Town's official communications will be consistent with relevant legislation, policies, standards, and the positions adopted by the Council. The Town's communications will always be respectful and professional.

The Town will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

- Town of Port Hedland website;
- Advertising and promotional materials;
- Media releases prepared for the Town to promote specific Town positions;
- Social media; and
- Community newsletters, letter drops, and other modes of communications undertaken by the Town's Administration at the Chief Executive Officer's direction.

The Town will maintain an official website as the community's online resource to access the Town's official communications.

Commitment

The Town of Port Hedland is committed to open, transparent procedures and being fully accountable to the media and the wider community. Therefore, it wishes to provide the media with information about projects and initiatives and respond to media enquiries in a thorough and timely manner.

The Town aims to maximise its media exposure by:

- Demonstrating that it is an open and accessible local government authority;
- Providing accurate information to the media promptly;
- Showing that it is always keen to respond to media enquiries; and
- Building positive relationships with persons in the print and electronic media.

Town of Port Hedland

Policy

Speaking on behalf of the Town of Port Hedland

The Mayor is the official spokesperson for the Town of Port Hedland and may represent the Town in official communications, including; speeches, comment, print, electronic and social media. *[s.2.8(1)(d) of the Local Government Act 1995]*.

Where the Mayor is unavailable, the Deputy Mayor may act as the spokesperson. *[s.2.9 and s.5.34 of the Local Government Act 1995].*

The Chief Executive Officer may speak on behalf of the Town of Port Hedland if authorised to do so by the Mayor. *[s.5.41(f) of the Local Government Act 1995].*

The provisions of the Local Government Act 1995 direct that only the Mayor, or the Chief Executive Officer, if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the Office of Mayor for others to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until the Mayor has had the opportunity to speak on behalf of the Town.

Communications by Elected Members, whether undertaken in an authorised official capacity or as personal communication, must not:

- Bring the Town of Port Hedland into disrepute;
- Compromise the person's effectiveness in their role with the Town of Port Hedland;
- Imply the Town of Port Hedland's endorsement of personal views; or
- Disclose, without authorisation, confidential information.

Social media accounts or unsecured website forums must not be used to transact meetings that relate to the official business of the Town of Port Hedland.

Elected Member communications must comply with the Town of Port Hedland's Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

Media Enquiries

The Town will openly discuss matters of interest with the media unless disclosure of information contravenes the Town's duty of care, contractual obligations, a legal issue or could infringe laws or regulations that govern its operations or the privacy of any individual.

Media enquiries will be dealt with promptly, honestly and within the media representative's deadline wherever possible.

All media enquiries must be directed to the Town's Manager Corporate Affairs in the first instance, whereby information will be coordinated to support the release of an official response on behalf of the Town.

Social Media

Conduct

All elected representatives and employees should be cognisant that their conduct when using digital communications reflects upon them and their position in either a personal or official capacity.

All elected representatives and employees should be aware that many search engines record online content and that the content of posts and discussions may be publicly available and searchable into the future.

Guidelines for Elected Members

Elected Members are not permitted to establish official social media tools for communications with the community.

Elected Members are authorised to establish and maintain personal social and digital media tools however must not use the title of "Councillor" in the name of any account, profile or page established.

Elected Members should not make comments about the Town of Port Hedland, its elected representatives and staff or its partners and stakeholders on their personal social media tools.

Guidelines for Employees

The Town uses Social Media and maintains Social Media accounts to facilitate information sharing and provide feedback to our community. Social Media will not be used by the Town to communicate or respond to matters related to a person's or entity's private affairs.

The Town will, at its discretion, moderate its Social Media accounts to address, and where necessary delete, content deemed to be:

- Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading;
- Soliciting or commercial in nature;
- Unlawful or which may incite others to break the law;

- Information that may compromise individual or community safety or security;
- Repetitive material copied and pasted or duplicated;
- Electioneering for Council, appointment to official Office, or any ballot;
- In violation of intellectual property rights or the legal ownership of interests or another party; and
- Inappropriate in any other way.

Where a third party contributor to a Town's Social Media account is identified as posting content that is in accordance with the above, the Town may, at its discretion, hide that contributor's comment and block that contributor for a specific period of time or permanently.

In conjunction with other communication modes, the Town will use Social Media to communicate and advise the community regarding Emergency Management.

The CEO will determine the authorised contributors for the Town of Port Hedland accounts.

Town employees may maintain their own personal social media accounts and tools. It is the Town of Port Hedland's preference that employees do not initiate social media discussions on work-related matters.

If personally approached online regarding a work matter, employees should immediately inform their supervisor and seek advice on how to reply in a way that positively reflects the Town of Port Hedland.

Supporting Guidelines

This policy's implementation is supported through relevant internal operating procedures and the Town's Code of Conduct.

Definitions

"Media" refers to methods of communication with media outlets such as media releases, media responses, interviews, photo opportunities.

"Social Media" refers to web-based technology which facilitates the communication and sharing of text, photos, audio, video and information in general.

"Employee" refers to permanent, part time, casual or contracted Council Officer.

Town of Port Hedland

Policy

Relevant legislation	*Local Government Act 1995*
Delegated authority	*N/A*
Business unit	*Corporate Affairs*
Directorate (choose one)	*Office of the CEO*

Town of Port Hedland

Policy

Governance to complete this section			
Version Control	Version No.	Resolution No.	Adoption date
Review frequency	Choose an item.		

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.*

Town of Port Hedland

Policy

1/025 Media and Communications

Policy Statement

The Town of Port Hedland encourages the use of traditional and digital communications to improve community awareness of initiatives and improve service delivery.
It is recognised that the role of the Mayor is to speak on behalf of the Local Government and accordingly the Mayor is the official spokesperson for the Council.
The principles that are outlined in this policy are included in the Town of Port Hedland's Code of Conduct and the *Local Government Act 1995.*

Scope

This policy provides guidelines on responsible engagement with the community through traditional and digital communication platforms, including but not limited to advertisements, media interactions (interviews, releases etc), website, social media, online forums, blogs and online surveys/polls.

It outlines the standards and expectations the Town of Port Hedland has of its staff members and elected members, who are representatives of the Town at all times.

This policy applies to all officers, consultants, contractors and outsourced service providers performing work for the Town of Port Hedland. It also applies to elected members.

Content

Principles

Communications are to be used in a way that is consistent with the following guiding principles:

- Open – to share and promote access to information and services and be transparent and accountable
- Collaborative – to create opportunities to listen to and engage with the public, local communities and industry
- Responsive – to empower the use of social media to respond quickly to customers and emerging issues
- Reliable – to support a consistent and quality experience.
- Appropriate – to be consistent with the Town of Port Hedland values, related policies, code of conduct and legislative requirements

Town of Port Hedland

Policy

Media

The *Local Government Act 1995* provides that the role of the Mayor is to speak on behalf of the Local Government and accordingly, the Mayor is the official spokesperson for the Council.

Without express authority from the Mayor, Councillors and staff are not to offer a Council view, on any issue; this clearly being the function of the Mayor.

A Councillor's right to express a personal opinion on any issue of public interest is recognised. Councillors are at liberty to express personal views on any matter which is pertinent to the business of the Town, including Council decisions, provided they do not purport to represent Council. Councillors and Staff will refrain from making any negative comments publicly regarding a resolution of Council.

There shall not be any adverse reflection on Elected Members, Community Members, staff or a Council /Committee decision.

If approached by the media for formal comment on any matters relating to Council, Councillors and staff are in the first instance, to suggest that the media make direct contact with the Town of Port Hedland's communications department who will liaise with the media and coordinate an appropriate response.

The Mayor may authorise the Chief Executive Officer or other staff members to respond or comment.

Elected Members may make public statements to the media relating to their own personal matters provided their comments do not purport to represent Council or bring the Council to disrepute.

All Elected Members of the Council shall be able to inspect and/ or obtain a copy of any press release so filed, at any time. Media releases will be made available to Elected Members and the general public by publishing on the Town's website on the day of release.

Media Statements and press releases must not include information of an electioneering or personal promotional purpose. This policy does not negate Elected Members responsibilities that are outlined under 4/006 Elections – Caretaker Period Policy.

Traditional Communication

The Town of Port Hedland utilises a number of communication methods to promote its initiatives and improve service delivery. These include print and radio advertisements, videos, brochures, posters and community notices.

Communication materials are coordinated through the Town's communications department and must be authorised by the department prior to publication.

Generally traditional communication does not quote the Mayor or officer, however if so, the Mayor may authorise the Chief Executive Officer or other staff members to comment. As an example, this would apply to videos.

Digital Communication

Conduct

All elected representatives and employees should be cognisant that their conduct when using digital communications, in either a personal or official capacity, reflects upon them and their position.

All elected representatives and employees should be cognisant that online content is recorded by a number of search engines and that the content of posts and discussions may be publicly available and searchable into the future.

Guidelines for the Mayor

The Mayor is entitled to establish a Facebook fan page that identifies them as the Mayor. This page may be administered by the Mayor and/or delegated to Town of Port Hedland staff as appropriate.

On the information tab of the Mayor's fan page, the following disclaimer must be included:

> *This page is administered by the Mayor of Port Hedland and the contributions reflect the views of the Mayor, in their official capacity.*
>
> *The Mayoral Facebook page will allow the community and stakeholders to make enquiries about information posted on the Mayor's Facebook. These postings will be considered a public record and will therefore be monitored, recorded and responded to accordingly.*
>
> *An official response will be posted on the Mayoral Facebook page in accordance with the Town of Port Hedland Customer Service Charter.*

Acceptable contributions to be posted to the Mayor's official Facebook fan page include:

- information about Council decisions, activities, events which are within the boundaries of the position and open for comments/feedback; and
- information about Council agenda items after the respective OCM and a decision has been made.

Unacceptable contributions to be posted to the Mayor's official Facebook fan page include:

- opinions or information about Council decisions, expressed as official statements;
- information in relation to the administrative functions and activities of Council; and
- personal opinions or comments on any topic or issue.

Guidelines for Councillors

Councillors are not permitted to establish official social media tools for communications with the community.

Councillors are authorised to establish and maintain personal social and digital media tools however must not use the title of "Councillor" in the name of any account, profile or page established.

Councillors should not make comments about the Town of Port Hedland, its elected representatives and staff or its partners and stakeholders on their personal social media tools.

Guidelines for Employees

Town of Port Hedland employees will use social media for the following purposes:

- disseminating time-sensitive information as quickly as possible (example: emergency information)
- increasing the Town's ability to broadcast its messages to the widest possible audience
- promoting a specific issue/topic information where appropriate for community consultation

The CEO will determine the authorised contributors for the Town of Port Hedland account.

Town of Port Hedland employees may maintain their own personal social media accounts and tools.

It is the preference of the Town of Port Hedland that employees do not initiate social media discussions on work related matters. If personally approached online in regards to a work matter, employees should immediately inform their supervisor and seek advice on how to reply in a way that positively reflects the Town of Port Hedland.

If employees choose to reply, they should include the following disclaimer:

> *"The views expressed on this site are my own and do not necessarily reflect the view of the Town of Port Hedland".*

In the event that employees respond to a work-related query or comment, they should:

- not comment on information that is meant to be private or internal to the Town of Port Hedland;
- ensure all comments do on conflict with the Town's mission or official positions;
- do not comment on areas you are not familiar with; and
- do not discuss partners, sponsors or contractors without prior approval.

In using social media in a way that identifies their employment with the Town of Port Hedland, employees should be conscious that their online conduct reflects upon them and the Town of Port Hedland.

Authorised statements

Posts and statements should be in line with the guiding principles and actively promote Town initiatives.

Prohibited posts and statements are ones that:

- are in support of or opposition to political campaigns
- use profane language or content
- use content that promotes, fosters, or perpetuates discrimination on the basis of race, colour, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation'
- contain sexual content or links to sexual content
- include solicitations of commerce
- conduct or encourage illegal activity
- include information that may compromise the safety or security of the public or public systems
- include content that violates a legal ownership interest of any other party

Town of Port Hedland

Policy

Supporting Guidelines

The implementation of this policy is supported through relevant internal operating procedures and the Town's Code of Conduct.

Definitions

"Digital Communication" any means of exchange of information that takes place using digital technology or tools, such as website, Facebook, Instagram, Twitter, YouTube.

"Engagement" refers any form of communication where opinion, comment and feedback is exchanged and used for organisational purposes.

"Media" refers to methods of communication with media outlets such as media releases, media responses, interviews, photo opportunities.

"The community" refers to any individual, community group, business, government department and agency, not-for-profit and non-government organisation, who has an interest in the Town of Port Hedland and its activities.

"Traditional communication" refers to communication methods such as print advertisements, radio advertisements, brochures, posters, community notices.

Relevant legislation	*Local Government Act 1995*
Delegated authority	Nil
Business unit	Communications
Directorate	Development, Sustainability and Lifestyle

Governance to complete this section			
Version Control	Version No.	Resolution No.	Adoption date
	V01 V02 V03 V04	200506/297 201112/236 201213/046 CM201718/028	22 February 2006 30 November 2011 25 July 2012 23 August 2017
Review frequency	Choose an item.		

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.*

Town of
Port Hedland

MINUTES

Audit, Risk and Compliance Committee Meeting

Wednesday, 10 March 2021

Date:	Wednesday, 10 March 2021
Time:	5:30pm
Location:	Gratwick Hall, Civic Centre McGregor Street Port Hedland
Distribution Date:	16 March 2021

DISCLAIMER

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

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

TERMS OF REFERENCE

1. Purpose of the Terms of Reference

The purpose of the terms of reference is to facilitate the operation of the Audit, Risk and Compliance Committee.

2. Introduction

The Audit, Risk and Compliance Committee has been established in accordance with Part 7 of the *Local Government Act 1995*.

The Audit, Risk and Compliance Committee is an advisory committee formally appointed by the Council and is responsible to the Council. The Audit, Risk and Compliance Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any financial responsibility. The Audit, Risk and Compliance Committee does not have any management functions and is therefore independent of management.

The Audit, Risk and Compliance Committee will primarily focus on relevant matters relating to Audit (internal and external) Risk and Compliance.

The Audit, Risk and Compliance Committee objective is to assist the Town of Port Hedland Council in liaising with the auditor and overseeing the external audit function and promoting the transparency and accountability of the Town's financial management systems and reporting. The role of the Audit, Risk and Compliance Committee is to report to the Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.

3. Objectives

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

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

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

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

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

3.5 The process for recognising risks arising from the Town's operations and strategies, and consider the adequacy of measures taken to manage those risks.

3.6 The process and systems which protect the Council against fraud and irregularities.

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

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

The Audit, Risk and Compliance Committee must also add to the credibility of Council by promoting ethical standards through its work.

4. Authority

The Audit, Risk and Compliance Committee has the authority to:

4.1 Review and suggest improvements to the internal and external auditor's annual audit plans and the outcomes/results of all audits undertaken.

4.2 Monitor and advise the Chief Executive Officer in reviews conducted under regulation 17(1) of the *Local Government (Audit) Regulations 1996* and regulation 5(2)(c) of *the Local Government (Financial Management) Regulations 1996*.

4.3 Formally meet with the Town's appointed external auditor as necessary.

4.4 Seek resolution on any disagreements between management and the external auditors on financial reporting.

4.5 Advise Council on any or all of the above as deemed necessary.

5. Composition of Committee Members

5.1 The Audit, Risk and Compliance Committee will comprise of three Elected Members.

5.2 The Council will appoint Audit, Risk and Compliance Committee members.

5.3 The Presiding Member and Deputy Presiding Member will be appointed by the Audit, Risk and Compliance Committee, Members after an Election.

5.4 The members, taken collectively, will have a broad range of skills and experience in accounting or related financial management, with an understanding of accounting and auditing standards in a public sector environment.

5.5 Members may seek advice from an external independent advisor. The independent advisor will have a Certified Practicing Account (CPA), Chartered Accountancy (CA) qualification or relevant discipline or experience in a similar position. 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)
- Tax Legislation
- *Local Government Act 1995*
- Local Government experience and/or Band 1 Council

5.6 A quorum will be a minimum of 50% of the membership.

5.7 Audit, Risk and Compliance Committee members are required by the Local Government 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.

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

5.9 The Chief Executive Officer and employees are not members of the Committee.

6. Meetings

6.1 Meetings may be called by the Presiding Member of the Audit, Risk and Compliance Committee, or at the request of the Mayor or Chief Executive Officer.

6.2 The Audit, Risk and Compliance 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 Local Government Act 1995.

6.3 All Elected Members are invited to attend each Audit, Risk and Compliance Committee meeting.

6.4 All Audit, Risk and Compliance Committee members are expected to attend each meeting in person.

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

6.6 The Audit, Risk and Compliance Committee will develop a forward meeting schedule that includes the dates, location, and proposed work plan for each meeting for the forthcoming year, that cover all the responsibilities outlined in this terms of reference.

6.7 Meeting agendas will be prepared and provided at least one week in advance to members, along with appropriate briefing materials.

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

6.9 Pursuant to regulation 13 of the Local Government (Administration) Regulations 1996, unconfirmed minutes will be made available for inspection by members of the public, within 5 (five) business days after the meeting.

7. Responsibilities

The Audit, Risk and Compliance Committee will carry out the following responsibilities:

7.1 Risk management

7.1.1 Review and suggest improvements to whether management has in place a current and comprehensive enterprise risk management framework and associated procedures for effective identification and management of the Town's business and financial risks, including fraud.

7.1.2 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.

7.1.3 Assess the impact of the Town's enterprise risk management framework on its control environment and insurance arrangements.

7.1.4 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.

7.2 Internal Control and Internal Audit

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

7.2.2 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.

7.2.3 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.

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

7.3 Financial Report

7.3.1 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.

7.3.2 Review with management and the external auditors the results of the audit, including any difficulties encountered, and suggest improvements if required.

7.3.3 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.

7.3.4 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.

7.3.5 Review and suggest improvements to the draft Annual Financial Statements and recommend the adoption of the Annual Financial Statements to Council.

7.4 Compliance

7.4.1 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.

7.4.2 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.

7.4.3 Obtain regular updates from management about compliance matters.

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

7.5 External Audit

7.5.1 Review and suggest improvements to the external auditor's proposed audit scope and approach for financial performance audits, including any reliance on internal auditor activity.

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

7.5.3 Provide an opportunity for the Audit, Risk and Compliance Committee to meet with the external auditors to discuss any matters that the Audit, Risk and Compliance Committee or the external auditors believe should be discussed privately.

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

7.5.5 Monitor management's implementation of external audit recommendations.

7.6 Reporting Responsibilities

7.6.1 Report regularly to the Council Audit, Risk and Compliance Committee activities, issues, and related recommendations through circulation of minutes.

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

8 Other Responsibilities

8.1 Perform other activities related to this terms of reference as requested by the Council.

8.2 Governance 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.

(Adopted by Council at its Ordinary Meeting held 16 November 2011.
Amended by Council at its Ordinary Meeting held 23 October 2013.
Amended by Council at its Ordinary Meeting held on 11 December 2013.
Amended by Council at its Ordinary Meeting held on 27 May 2015.
Amended by Council at its Ordinary Meeting held on 28 October 2015.
Amended by Council at its Ordinary Meeting held on 22 June 2016.
Amended by Council at its Ordinary Meeting held on 24 May 2017.
Re-Adopted by Council at its Ordinary Meeting held on 1 November 2017.
Re-Adopted by Council at its Ordinary Meeting held on 19 December 2019.
Amended by Council at its Ordinary Meeting held on 23 September 2020.)

Order Of Business

Item 1 Opening of Meeting 12
Item 2 Acknowledgement of Traditional Owners and Dignitaries 12
Item 3 Recording of Attendance 12
3.1 Attendance 12
3.2 Attendance by Telephone / Instantaneous Communications 12
3.3 Apologies 12
3.4 Approved Leave of Absence 12
3.5 Disclosure of Interests 12
3.6 Election of Presiding Member and Deputy Presiding Member 13
Item 4 Applications for Leave of Absence 14
Item 5 Response to Previous Questions 14
Item 6 Public Time 14
6.1 Public Question Time 14
6.2 Public Statement Time 14
6.3 Petitions/Deputations/Presentations/Submissions 14
Item 7 Questions from Members without Notice 14
Item 8 Announcements by Presiding Member without Discussion 14
Item 9 Declarations of All Members to Have Given Due Consideration to All Matters Contained in the Business Paper before the Meeting 15
Item 10 Confirmation of Minutes from Previous Meeting 15
Item 11 Reports of Officers 16
11.1 Corporate Services 16
11.1.1 Amended Strategic 3 Year Internal Audit Plan 16
11.1.2 Procurement and Contracting Management Audit Review 2020 20
11.1.3 Financial statements FY2020 24
11.1.4 2020 Compliance Audit Return 29
11.2 Community Services 34
11.3 Regulatory Services 34
11.4 Infrastructure Services 34
11.5 Executive Services 34
Item 12 Motions of which Previous Notice has been given 34
Item 13 New Business of an Urgent Nature (Late items) 34
Item 14 Matters for Which Meeting May Be Closed (Confidential Matters) 34
Item 15 Closure 34

15.1 Date of Next Meeting 34
15.2 Closure 34

Item 1 Opening of Meeting

The Chief Executive Officer declared the meeting open at 5:31pm.

Item 2 Acknowledgement of Traditional Owners and Dignitaries

The Chief Executive officer acknowledged the Kariyarra people as the Traditional Custodians of the land we met.

Item 3 Recording of Attendance

3.1 Attendance

Scheduled Present:	Committee Members: Councillor Eva Bartho Councillor Tim Turner Councillor Jan Gillingham
Scheduled for Attendance:	Carl Askew (Chief Executive Officer) Karren MacClure (Director Corporate Services) Mark Dawson (Manager Governance) Angelique Cook (Senior Governance Advisor) Rebecca Wilkinson (Governance Officer / Minute Taker) Aram Madnack (Office of the Auditor General)

Public: 0
Media: 0
Staff: 0

3.2 Attendance by Telephone / Instantaneous Communications

William Buck Chartered Accountants & Advisors (Videoconference)

3.3 Apologies

Nil

3.4 Approved Leave of Absence

Nil

3.5 Disclosure of Interests

Nil

3.6 Election of Presiding Member and Deputy Presiding Member

3.6.1 Election of Presiding Member

The Chief Executive Officer called for nominations for Presiding Member of the Audit, Risk and Compliance Committee at 5:32pm.

The Chief Executive Officer declared he had a written nomination for Presiding Member from Councillor Bartho who nominated herself:

- Councillor Eva Bartho

The Chief Executive Officer called for further nominations for Presiding Member. No other nominations were submitted.

The Chief Executive Officer closed nominations at 5:33pm and declared Councillor Eva Bartho as the unopposed Presiding Member of the Audit, Risk and Compliance Committee.

The Chief Executive Officer invited Councillor Bartho to the Presiding Member chair.

3.6.2 Election of Deputy Presiding Member

The Chief Executive Officer advised the process for electing a Deputy Presiding Member is a similar process, and declared nominatons open at 5:33pm.

The Chief Executive Officer declared he had a written nomination for Deputy Presiding Member from Councillor Bartho who has nominated:

- Councillor Turner.

Councillor Turner had accepted the nomination.

The Chief Executive Officer called for any other nominations for Presiding Member. No other nominations were submitted.

The Chief Executive Officer closed nominations at 5:34pm and declared Councillor Turner as the unopposed Deputy Presiding Member of the Audit, Risk and Compliance Committee.
At 5:34pm the Chief Executive Officer stepped down as the Chair, and Councillor Bartho commenced as Chair.

Item 4 Applications for Leave of Absence

Nil.

Item 5 Response to Previous Questions

Nil.

Item 6 Public Time

6.1 Public Question Time

The Presiding Member declared Public Question Time opened at 5:36pm

Nil

The Presiding Member declared Public Question Time closed at 5:36pm

6.2 Public Statement Time

The Presiding Member declared Public Statement Time opened at 5:37pm

Nil

The Presiding Member declared Public Statement Time closed at 5:37pm

6.3 Petitions/Deputations/Presentations/Submissions

Nil

Item 7 Questions from Members without Notice

7.1.1 Councillor Gillingham

I would like to pass on congratulations and thanks to the Town of Port Hedland staff for the exceptional work putting the Audit, Risk and Compliance meeting together with the ongoing COVID restrictions. It has taken a length of time to be able to host this Audit, Risk and Compliance meeting, and Councillors recognise the time and effort by staff.

Item 8 Announcements by Presiding Member without Discussion

Nil

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

The Presiding Member declares that he had given due consideration to all matters contained in the agenda.

Councillor Eva Bartho
Councillor Tim Turner
Councillor Jan Gillingham

Item 10 Confirmation of Minutes from Previous Meeting

ARC202021/131 OFFICER'S RECOMMENDATION/COMMITTEE DECISION

MOVED: CR GILLINGHAM SECONDED: CR TURNER

That the Audit, Risk and Compliance Committee confirm that the Minutes of the Audit, Risk and Compliance Committee Meeting held on Tuesday 11 August 2020 are a true and correct record.

CARRIED 3/0

Item 11 Reports of Officers

11.1 Corporate Services

11.1.1 AMENDED STRATEGIC 3 YEAR INTERNAL AUDIT PLAN

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

ARC202021/133 OFFICER'S RECOMMENDATION/COMMITTEE DECISION

MOVED: CR TURNER SECONDED: CR GILLINGHAM

That Audit, Risk and Compliance Committee accept and adopts the amended Strategic 3 Year Internal Audit Plan, as per Attachment 1.

CARRIED 3/0

PURPOSE

The purpose of this report is for the Audit, Risk and Compliance (ARC) Committee to consider and adopt the amended Strategic 3 Year Internal Audit Plan. The proposed amendments will ensure that the Town of Port Hedland (Town) can achieve the agreed 'Area of Review'.

DETAIL

Background

Following the engagement in February 2020, William Buck was requested to prepare the Strategic 3 Year Rolling and Annual Internal Audit Plan (Internal Audit Plan). The Internal Audit Plan had been reviewed and approved by the Town's Executive Leadership Team in May 2020 and was based on previously identified audit issues, regular high risk areas, and Office of Auditor General areas of concern. This Plan comprises of 15 internal audit reviews that are to be conducted over a 3 year period, with an average of five (5) reviews conducted per year.

This Internal Audit Plan was accepted and adopted by the ARC Committee on 11 August 2020 (Council decision: ARC202021/013).

Proposed Amendments to the Internal Audit Plan

To ensure that outcomes and recommendations from the internal audit reviews are addressed and/or implemented effectively and efficiently, taking into consideration resourcing constraints and prioritisation of other key tasks and projects, it is proposed that the Internal Audit Plan be amended.

The proposed amendments were made in line with Town deliverables, fit for purpose and statutory obligations.

The amendments will ensure that the Town meets the timeframes stipulated under 'Area of Review', which is clearly defined in Attachment 1, for the 2020/21, 2021/22 and 2022/23 financial years.

A summary of the proposed amendments are as follows:

Year	Quarter	Area of review
2020/21	1st	Procurement and Contract Management
	3rd	Regulation 17 Review (Statutory Obligation)
	4th	Records Management
2021/22	1st	Finance Management Review (Statutory Obligation)
	2nd	Safety and Security Management Review
	3rd	Project Management Review
2022/23	1st	Fraud Risk Management and Misconduct Review
	2nd	Strategic Asset Management and Maintenance Review
	3rd	Business Continuity and Disaster Recovery

The six (6) projects removed from the current Internal Audit Plan will be rolled over to future financial years and form part of a proposed five (5) year Internal Audit Plan.

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 to the reputation of the Town of Port Hedland and general interest by the community in the compliance capability of the business operations of the Town of Port Hedland.

CONSULTATION

Internal

- Chief Executive Officer
- Director Corporate Services
- Manager Governance

External Agencies

- William Buck Consulting (WA) Pty Ltd.

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

- Part 7 – *Local Government Act 1995*; and
- *Local Government (Audit) Regulations 1996*
- Section 7.2 of the Audit, Risk and Compliance Committee's Terms of Reference.

FINANCIAL AND RESOURCES IMPLICATIONS

The financial impacts are budgeted in the 2020/21 Budget for $55,000. This will be dependent on the number of hours performed by William Buck at a cost of $140 ex GST per hour.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

2.b.4 Business approval processes are transparent and pathways streamlined
2.c.1 Business and government agencies and other relevant stakeholders are engaged to:
4.b.1 Sound long-term financial planning is implemented
4.b.3 Transparent and regular governance reporting and communication to the community is undertaken

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

Disability Access and Inclusion Plan

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

- Outcome 3 – Information
- Outcome 4 – Quality of Service

Corporate Business Plan

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

- 4.b.3.2 – Ensure all governance information provided to the community is in line with legislated requirements.*Corporate Business Plan*

RISK MANAGEMENT CONSIDERATIONS

There is a compliance risk associated with this item because the Town has a 3 year Internal Audit Plan that is made in line with Town deliverables and covers fit for purpose and statutory obligations. The risk rating is considered to be low (2), which is determined by a likelihood of rare (1) and a consequence of minor (2).

This risk will be eliminated by the adoption of the officer's recommendation.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

Option 3 – Do not adopt officer's recommendation

CONCLUSION

It is recommended that the ARC Committee adopt the amended Strategic 3 Year Internal Audit Plan to ensure that the Town of Port Hedland can achieve the agreed 'Area of Review' for the 2020/21, 2021/22 and 2022/23 financial years.

ATTACHMENTS

1. 20200310 Amended Strategic 3 year Internal Audit Plan (under separate cover)

11.1.2 PROCUREMENT AND CONTRACTING MANAGEMENT AUDIT REVIEW 2020

Author:	William Buck Chartered Accountants & Advisors
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.

ARC202021/134 OFFICER'S RECOMMENDATION/ COMMITTEE DECISION

MOVED: CR GILLINGHAM **SECONDED: CR TURNER**

That the Audit, Risk and Compliance Committee:

1. Receive the Procurement and Contract Management Audit Review 2020, as per Attachment 1; and

2. Recommend Council receive and adopts the Procurement and Contract Management Audit Review 2020.

CARRIED 3/0

PURPOSE

The purpose of this report is for the Audit, Risk and Compliance Committee to note the outcomes of the Procurement and Contract Management Audit Review 2020 Report. The agreed management actions will be recorded in the Audit Log and progress updates on improvements made by the Town of Port Hedland (Town), will be provided to the Audit, Risk and Compliance (ARC) Committee on a quarterly basis.

DETAIL

Background

William Buck Consulting (WA) Pty Ltd (William Buck) were engaged by the Town to act as the Town's internal audit function and commenced work in that role effective 24 February 2020. Following the engagement, William Buck was requested to prepare a Strategic three (3) Year Rolling and Annual Internal Audit Plan (Internal Audit Plan). This Internal Audit Plan was accepted and adopted by the ARC Committee on 11 August 2020 (Council decision: ARC202021/013).

In accordance with the Internal Audit Plan, William Buck was assigned to review the Town's procurement and contract management processes. The purpose of the review was to ensure the Town has appropriate processes and procedures in place around procurement and contract management and that these processes are managed effectively and efficiently.

Overall Comment & Findings

Based on the review performed by William Buck, ten (10) medium rated findings were identified in relation to the basic design and operation of processes in respect to procurement and contract management.

The Procurement and Contract Management Audit Review 2020 Report (Internal Audit Report) was reviewed by the Executive Leadership Team with agreed management actions, action owners and proposed target dates for completion being determined in relation to the following areas:

- Overall improvement opportunities in respect of procurement and contract management related policies and procedures.
- Development of an Internal Operating Procedure (IOP) for Contract Management and Project Management.
- Document and implement processes for the management of insurance.
- Document and implement processes for the management of bank guarantees.
- Enhancements to the Tender Register and processes for updating it.
- Improvement of processes and documentation around contractor performance assessments prior to contract extensions.
- Enhancement to controls and monitoring in respect to contract variations.
- Enhanced monitoring and reviews of Vendor Data within the Finance System including the development of an associated IOP.
- Enhancement to procurement record keeping practices to ensure all records are uploaded into the Records Management System.
- Enhanced pro-active organisational training on Procurement and Contract Management practices.

The Town is progressing well in implementing actions noted in the report and with nine (9) of the above ten (10) actions to be implemented before 31 December 2021. Actions relating to the implementation of a new ERP system is anticipated to be in place by December 2022, however interim controls will be implemented within the current system (SynergySoft) to reduce the level of risk. These interim controls will be implemented prior to 30 September 2021.

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 reputation of the Town and general interest by the community in the compliance capability of the business operations of the Town.

CONSULTATION

Internal

- Executive Leadership Team
- Manager Finance
- Senior Procurement Advisor
- Procurement Officer
- Senior Governance Advisor

External Agencies

- William Buck Consulting (WA) Pty Ltd

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

- Part 7 – *Local Government Act 1995*; and
- *Local Government (Audit) Regulations 1996*.
- Section 7.2 of the Audit, Risk and Compliance Committee's Terms of Reference.

FINANCIAL AND RESOURCES IMPLICATIONS

The value of works for the first year, as contracted with William Buck and identified in the Strategic three (3) Year Rolling and Annual Internal Audit Plan was recorded, considered and adopted by the ARC Committee on 11 August 2020, for the value of $53,200.00.

The adopted FY2020/21 Budget included sufficient funding for the internal audit costs.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

2.b.4 Business approval processes are transparent and pathways streamlined
2.c.1 Business and government agencies and other relevant stakeholders are engaged to:
4.b.1 Sound long-term financial planning is implemented
4.b.3 Transparent and regular governance reporting and communication to the community is undertaken

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

Disability Access and Inclusion Plan

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

- Outcome 3 – Information
- Outcome 4 – Quality of Service

Corporate Business Plan

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

- 4.b.3.2 – Ensure all governance information provided to the community is in line with legislated requirements.

RISK MANAGEMENT CONSIDERATIONS

Ten (10) medium rated compliance and reputational risks have been identified based on the findings identified in the Procurement and Contract Management Audit Review 2020 Report.

There are compliance risks associated with this item because the Town must ensure that it has adequate procedures and processes in place to preserve and protect its systems, procedures,

assets and its reputation. The overall risk rating is considered to be medium (9), which is determined by a likelihood of likely (3) and a consequence of moderate (3).
This risk will be reduced by the adoption of the recommendation, implementing the agreed management actions and future operational enhancements to the Town's overall procurement and recording keeping practices.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

Option 3 – Do not adopt officer's recommendation

CONCLUSION

This report presents the Audit, Risk and Compliance Committee with an overview of the reviewing process for Procurement and Contract Management, and how the Town's administration will be addressing all relevant findings for improvement. It is recommended that the Audit, Risk and Compliance Committee recommend that Council receive and note the Procurement and Contract Management Audit Review 2020.

ATTACHMENTS

1. **20201216_Procurement and Contracting Management Audit Review 2020 (under separate cover)**

11.1.3 FINANCIAL STATEMENTS FY2020

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

ARC202021/135 OFFICER'S RECOMMENDATION/ COMMITTEE DECISION

MOVED: CR TURNER **SECONDED: CR GILLINGHAM**

That the Audit, Risk and Compliance Committee:

1. Receive the Audited Annual Financial Report, Independent Auditor's Report, Closing Report, and Management Letter of Audit Findings for the financial year ended 30 June 2020; and

2. Recommend Council adopts the Audited Annual Financial Report, Independent Auditor's Report, Closing Report, and Management Letter of Audit Findings for the financial year ended 30 June 2020.

CARRIED 3/0

PURPOSE

The purpose of this report is for the Audit, Risk and Compliance Committee (Committee) to consider the Audited Annual Financial Report, Independent Auditor's Closing Report and Management Letter for the financial year ended 30 June 2020, and to endorse all reports to Council.

The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to the Committee's terms of reference. One of the Committee's principal duties is to make recommendations to Council regarding external audit reporting.

RSM Australia Pty Ltd, the Town's auditors (Auditors) have advised that they will be issuing an unqualified audit opinion for the financial year ended 30 June 2020.

DETAIL

Each year, the Town is required to prepare general purpose financial reports and refer them to the Auditors as soon as practicable, no later than 30 September following the end of the financial year (Section 6.4 of the *Local Government Act 1995*). The draft annual financial report for the year-ended 30 June 2020 was submitted to the Auditors on 30 September 2020.

The Annual Financial Report is prepared in accordance with Australian Accounting Standards; the *Local Government Act 1995*; and the *Local Government (Financial Management) Regulations 1996*. Management's responsibility is to prepare it in accordance with the Standards, Act and Regulations and to ensure that the reports fairly present the financial performance and position of the Town.

The Town's Auditors, RSM Australia, conducted the end of year audit onsite from 19-23 October 2020. The role of the Auditor is to provide an opinion based on their audit as to whether Management has fulfilled these obligations. The Auditors also prepare a separate, more detailed report for Management, identifying any issues arising from the conduct of the audit, and recommending any corrective actions.

RSM Australia Pty Ltd issued the Town with an unqualified audit opinion with respect to the financial statements, meaning that the Town of Port Hedland financial records and statements are fairly and appropriately presented, and in accordance with legislation and standards.
This report presents to the Committee the audited Annual Financial Report (AFR), Audit Closing Report and Management Letter from the Town's Auditors, RSM Australia Pty Ltd, for the year ended 30 June 2020.

The Auditors have presented no matters for consideration as identified in confidential attachment 3.

Under section 5.54 of the *Local Government Act 1995*, the annual financial statements and audit report must be accepted by 31 December, provided the auditor's report is available. If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

The finalisation of all reports from audit was not completed until the 5th March 2021 and hence the delay in providing the information to the Committee.

The financial statements and Management Letter are expected to be signed off by the auditors on 10 March 2021, during the Committee meeting with the Auditors. Council's ARC Committee has delegated authority to liaise with the Auditor, and receive and examine the Auditor's report and any Management issues arising from the conduct of the audit.

SUMMARY OF FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2019

Continuing Operations

A municipal deficit occurs where an opening balance carried forward plus revenue falls short of expenditure in a particular financial year. The Town has recognised a closing municipal deficit of $0.2M from 2019/20 to be carried forward to the 2020/21 financial year (refer to page 8 of the financial statements).

The Town has realised a net operating surplus of $20.6M from continuing operations (excludes capital expenditure) and an operating surplus ratio of 0.22%.

The Town's operating revenue streams decreased overall by 1%, which is representative of a reduction in interest rates income and fees and charges income due to mandatory facility closures.

The Town's operating expenses decreased by 6% due to lower material and contracts costs and other expenditure. However the Town was under budget for operating expenses overall due mainly to materials and contracts costs attributed to unfinished projects.

The Town is not within the guidelines on the debt service cover ratio and asset sustainability ratio, as determined by the Department of Local Government, Sport and Cultural Industries. The debt service cover ratio is not relevant as all debt was repaid by the Town in June 2019. The asset sustainability ratio is 2.02, against a target of 0.9. The asset renewal programme for 2019/20 required an increased spend to make up for the delay to works scheduled in 2018/19 disrupted by tropical cyclone Veronica.

MANAGEMENT LETTER AUDIT FINDINGS

RSM has identified no matters for consideration to be addressed by Management. Please refer to confidential attachment 3 for these findings.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of medium significance as it summarises the financial position of the Town for the financial year ended 30 June 2020 and reflects performance against the Strategic Community Plan and Corporate Business Plan in existence at the time. Risks associated with the audit findings are set out in this report under the heading 'Risk Management Considerations'.

CONSULTATION

Internal

The Annual Financial Reports and audit was completed with the input and assistance of the Executive Leadership Team, the Financial Services team and the Governance team.

External Agencies

- The Town's Auditors, RSM Australia
- The Office of the Auditor General
- Moore Stephens for assistance with technical accounting matters
- AssetVal Pty Ltd for clarification on discount rate on investment property

Community

Not applicable

LEGISLATION AND POLICY CONSIDERATIONS

Part 7 of the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996* details the requirements for audit.

The Department of Local Government, Sport and Cultural Industries has also prepared Operational Guideline Number 9 to provide guidelines for the Committee relating to Audit in Local Government.

Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* details the CEO's duties in regards to financial management.

Under section 5.54 of the *Local Government Act 1995*, the annual financial statements and audit report must be accepted by 31 December, provided the auditor's report is available. If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

FINANCIAL AND RESOURCES IMPLICATIONS

The costs associated with conducting the interim and end of financial year audit are included in the 2019/20 budget and financial statements.

Completion of the Annual Financial Report will present a confirmed closing municipal deficit of $0.2M from 2019/20 to be carried forward to the 2020/21 financial year. This will be included as part of the mid-year budget review.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

4.b.1 Sound long-term financial planning is implemented
4.b.2 Transparent and regular financial reporting and communication to the community is undertaken
4.b.3 Transparent and regular governance reporting and communication to the community is undertaken

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

Corporate Business Plan

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

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

RISK MANAGEMENT CONSIDERATIONS

Per the risk matrix contained in policy 1/022 'Risk Management', the level of risk is considered to be Medium (9), with risk managed by adequate controls, managed by specific procedures and subject to regular monitoring.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Do not adopt officer's recommendation

CONCLUSION

The 2019/20 Annual Financial Report, Independent Auditor's Closing Report and Management Letter are attached for the ARC Committee's review.

The Town is continuously working towards improvements in the financial management area and there will be a focus on creating stronger internal controls within financial management and processes in accordance with the Town's values and long-term sustainability.

ATTACHMENTS

1. Closing Report for the year ending 30 June 2020 (OAG Reviewed) (Confidential under separate cover)
2. Annual Financial Statement FY2019/20 (Confidential under separate cover)
3. Management Letter to Auditors FY2019/20 (Confidential under separate cover)

11.1.4 2020 COMPLIANCE AUDIT RETURN

Author:	Governance 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.

ARC202021/136 OFFICER'S RECOMMENDATION/ COMMITTEE DECISION

MOVED: CR GILLINGHAM **SECONDED: CR TURNER**

That the Audit, Risk and Compliance Committee:

1. **Review and note the areas of non-compliance and actions the Town will undertake to ensure future compliance in the 2020 Compliance Audit Return; and**

2. **Recommend Council adopts the 2020 Compliance Audit Return.**

CARRIED 3/0

PURPOSE

The purpose of this report is for the Audit, Risk and Compliance Committee to consider the Town's 2020 Compliance Audit Return (CAR).

DETAIL

Each year all Western Australian Local Government Authorities are required to undertake a compliance audit and forward the results to the Department of Local Government, Sport and Cultural Industries (the Department) by 31 March. The CAR is a self-assessment of a local government referring to its levels of compliance with the *Local Government Act 1995* and its subsidiary regulations.

A local government's Audit Committee is required to review the CAR and report the results of that review to the Council prior to adoption by Council. The Town will then request for Council's approval to submit the CAR to the Department by 31 March 2021.

The CAR is one of the tools utilised by the Department to monitor how the local government functioned throughout the previous calendar year from a compliance perspective. It identifies areas of non-compliance that provide guidance to officers as to where processes may be reviewed to ensure improved compliance.

The Governance team undertook a thorough review to carry out the compliance audit and the findings have been issued throughout the CAR.

For the 2020 calendar year, the Town of Port Hedland was non-compliant in four areas:

1. *Disclosure of Interest*

Question 11 relates to whether all gifts were disclosed in the detail outlined in the Local Government (Administration) Regulations 1996. It was identified that the internal gift declaration form did not include a section for the address of the person who made the gift, which made the Council non-compliant.

Governance have updated the internal form accordingly and moving forward the register of gifts will now include the address of the person who made the gift.

2. *Finance*

Question 1 queries if Audit Committee members were appointed by an Absolute Majority. The Town is technically non-complaint. The Ordinary Council Meeting (OCM) held on 4 November 2020, saw the appointment of three (3) Elected Members to the Audit, Risk and Compliance (ARC) Committee. The council decision was carried 9-0. However, the staff recommendation in the Council report stipulated that a Simple Majority was required for the vote, although the body of the report noted an Absolute Majority was required.

For the avoidance of doub, a further report was presented to Council on 24 February 2021 to formally re-confirm and appoint members to the ARC by an Absolute Majority Vote. (Decision #CM202021/124)

Question 5 queries if the Town received an auditor's report for the financial year ending 30 June 2020 prior to 31 December 2020. Due to changes in the *Local Government (Financial Management Regulations) 1996* there has been a delay in receiving the auditor's report for 2019/20 financial year. As the amendments to the regulation has delayed the auditors, this non-compliance was unavoidable on the Town's behalf.

Questions 7 is a follow-on from question 5, and due to the auditor's report for the financial year ending 30 June 2020 not being received due to regulation updates, the Town needs to state this as non-compliant. The auditors have indicated that there are no significant items to report for the financial year ending 30 June 2020, and the Town intends to report what action will be taken to rectify any matters identified by the auditors within a timely manner.

Question 11 queries if the Town received a copy of the auditor's report for the financial year ending 30 June 2020 within 30 days of the audit being completed. As the audit has not been completed due to delays from the update to the *Local Government (Financial Management Regulations) 1996* the Town has not received this report and must advise this as non-compliant.

3. *Tenders for Providing Goods and Services*

Question 2 queries if the Council complied with its current purchasing policy for the supply of goods or services for contracts worth $250,000 or less. Refer to question 3.

Question 3 asks if the Town invited tenders for all contracts for the supplies of goods or services worth $250,000 or more.

The non-compliant response was in relation to a single instance during March 2020 where it was understood at the time a chiller (HVAC) quoted at $160,500 for the JD Hardie Youth Centre was purchased from a supplier contrary to the legislative tender requirements (at the time this was $150,000) and the Town's internal purchasing policy. It is worth noting the WA State Government increased the tender threshold from $150,000 to $250,000 during April 2020.

This incident was reported to the Audit, Risk and Compliance (ARC) Committee at the meeting held on 11 August 2020 as being a non-compliant issue that was contrary to the Town's 2/007 Purchasing Policy. The ARC also noted that the non-compliance will be included in the Compliance Audit Return submitted for the year ended 31 December 2020 (Decision # ARC202021/014).

Subsequent to the 2020 ARC meeting further checks were undertaken with it noted the purchase of a chiller was included as an option within the original tender (master contractor) for the JD Hardie centre project. The perceived non-compliance issue arose as a result of a commitment from the Town (Letter of intent) to the main distributer of the chiller that should the master contractor not require the chiller then the Town would purchase and re-sell it. This was due to the fact the equipment had to be ordered ahead of time and it was considered unreasonable for the supplier to be left with an expensive piece of plant that had to be pre-ordered.

On the basis the master contractor did require the chiller for the JD Hardie centre works in accordance with the original scoped and tendered works, the fact the master contractor was paid for the chiller, and the fact no contract was entered into with the supplier of the chiller then it has been determined no breach of the tender regulations or the Town's purchasing policy occurred.

4. Optional Questions

Question 2 relates to the CEO reviewing the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance. This review commenced in December 2020 by William Buck Consulting (WA) Pty Ltd (William Buck) and forms part of a three year internal audit plan. The final Regulation 17 Audit Review report will be presented at the May 2021 Audit, Risk and Compliance (ARC) Committee meeting. The Town is required to state this as non-compliance as this was not completed prior to 31 December 2020, however the Town is focusing on finalising this review in this financial year.

Question 3 queries if all gifts were disclosed by employees and Elected Members within ten (10) days of receiving the gift. Over the course of 2020, there was one occurrence where an employee disclosed a gift twelve (12) days after receiving the gift, which is two (2) days over the legislated deadline and therefore non-compliant. Current employees and Elected Members have been reminded of the process and requirements for disclosing gifts, and current Governance staff process these requests as soon as possible to ensure this statutory obligation is met.

Question 4 asks if disclosed gifts by employees and Elected Members include all information required as per the *Local Government Act 1995*. It was identified that the internal gift declaration form did not include a section for disclosing the address of the person making the gift, which is non-compliant. The Town's processes have now been updated accordingly to include the address of the person who made the gift.

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 to the reputation of the Town of Port Hedland and general interest by the community in the compliance capability of the business operations of the Town of Port Hedland.

CONSULTATION

Internal

- Executive Leadership Team
- The CAR was completed internally by the Governance team, who consulted with all responsible officers throughout the organisation.

External Agencies

- Department of Local Government, Sport and Cultural Industries

Community

Nil.

LEGISLATION AND POLICY CONSIDERATIONS

Policy 2/016 'Regional Price Preference was considered in the completion of the compliance audit review.

Section 7.13(1)(i) of the *Local Government Act 1995* require local governments to carry out an audit of compliance with such statutory requirements. Regulation 14 of the Local Government (Audit) Regulations 1996 outlines the period of time, the form and the process on the compliance audit. The compliance audit is required to be reviewed by an Audit Committee and then reported to Council.

FINANCIAL AND RESOURCES IMPLICATIONS

There are no financial implications related to this item.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

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

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

RISK MANAGEMENT CONSIDERATIONS

There is a compliance risk associated with this item because the Town will not be compliant if the CAR is not adopted by Council or submitted to the Department by 31 March 2021. The risk rating is considered to be low (4), which is determined by a likelihood of unlikely (2) and a consequence of minor (2).

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Do not adopt officer's recommendation

CONCLUSION

The CAR is a fundamental mandatory obligation required from all local governments for statutory compliance. The CAR provides the Town an opportunity to check it processes and determine whether it is compliant and as a result the Town is accountable for its actions within the local government framework. It is recommended that the Audit, Risk and Compliance Committee recommend that Council adopt the 2020 CAR.

ATTACHMENTS

1. 2020 Compliance Audit Return (under separate cover)

11.2 Community Services

Nil.

11.3 Regulatory Services

Nil.

11.4 Infrastructure Services

Nil.

11.5 Executive Services

Nil.

Item 12 Motions of which Previous Notice has been given

Nil.

Item 13 New Business of an Urgent Nature (Late items)

Nil.

Item 14 Matters for Which Meeting May Be Closed (Confidential Matters)

Nil.

Item 15 Closure

15.1 Date of Next Meeting

The next Audit, Risk and Compliance Committee Meeting will be held on Tuesday 11 May 2021 commencing at 5:30pm.

15.2 Closure

There being no further business, the Presiding Member declared the meeting closed at 5:43pm.

Presiding Member

11/5/2021
Dated

DECLARATION OF CONFIRMATION OF MINUTES

I certify that these Minutes were confirmed by the Council at its Audit, Risk and Compliance (ARC) Committee Meeting on 11 May 2021.

CONFIRMATION:

PRESIDING MEMBER

11/5/2021
DATED

Town of
Port Hedland

ATTACHMENTS

Under Separate Cover

Audit, Risk and Compliance Committee Meeting
Wednesday, 10 March 2021

Table of Contents

11.1.2 Procurement and Contracting Management Audit Review 2020

Attachment 1 20201216_Procurement and Contracting Management Audit Review 2020 4

11.1.4 2020 Compliance Audit Return

Attachment 1 2020 Compliance Audit Return 24

11.1.1 Amended Strategic 3 Year Internal Audit Plan

Attachment 1 20200310 Amended Strategic 3 year Internal Audit Plan 43

INTERNAL AUDIT REVIEW
OF
PROCUREMENT AND CONTRACT MANAGEMENT

DECEMBER 2020

This report, including management actions and implementation timeframes, was discussed, agreed and accepted by the Executive Leadership Team at the Executive Leadership Team Meeting held on 14 December 2020 and approved by:

Name:	Karren MacClure
Title:	Director Corporate Services, Town of Port Hedland
Date:	16-12-2020
Signature:	

Name:	Carl Askew
Title:	Chief Executive Officer, Town of Port Hedland
Date:	16.12.2020
Signature:	

TABLE OF CONTENTS

EXECUTIVE SUMMARY	2
INTRODUCTION	2
SCOPE	2
OVERALL COMMENT & FINDINGS	2
DETAILED FINDINGS	4
RATING CRITERIA	18

Executive Summary

Introduction

As part of the internal audit programme William Buck Consulting (WA) Pty Ltd was asked to conduct a review of controls implemented in respect of the effectiveness of the procurement and contract management processes in place at the Town of Port Hedland ("Town").

Scope

The scope of the audit covered the period 1 July 2019 to 31 May 2020.

The review focussed on the controls in place on a high level, to ensure the Town of Port Hedland, achieves the following business objectives:

- Policy and procedures are in place and adequately documented, designed and implemented;
- Documents are aligned with relevant Local Government Acts and Regulations;
- Segregation of duties exist, and conflicts of interest are considered, managed and resolved throughout the procurement and contract management processes;
- Testing of key controls within the following areas to ensure they are operationally effective:
  - Mechanisms for procurement to identify tender processes which should be followed;
  - Tendering, Expressions of Interest and Quotations;
  - Supplier's selection process (including composition of evaluation panels, selection criteria and the use of probity reviews);
  - Anti-avoidance and exemptions processes;
  - Approval processes;
  - Controls on Contracts, Negotiations and Contract Management Processes (Financial/Performance):
    - Contractor appointments and completions of prerequisite requirements (including inductions OHS, etc);
    - Completeness of the contract registers;
    - Contract Extensions and Variations processes; and
    - Controls on vendors and payments management.
  - Monitoring/exception reporting processes by procurement, finance and on an operational level on purchase orders and invoices are in place to identify non-compliance with processes;
  - Systems and processes for administering procurement processes are in place and the team is effectively managed;
  - Hardcopy and electronic records are appropriately managed and stored and confidential information are appropriately secured; and
  - Adequate training processes are implemented in respect of procurement, including staff responsible for procurement evaluations, and contract management processes.

Overall comment & findings

Overall, based on the work we have performed, we have identified 10 medium rated findings in relation to the basic design and operation of processes in respect to procurement and contract management which include the following:

- Improvement opportunities and deficiencies noted in respect of procurement and contract management related policies and procedures.
- Documented Insurance management processes for contracts not in place.
- Bank guarantees management processes for contracts are not documented
- Formal documented Quality Management System (QMS) is not in place.
- Tender Register maintenance require improvement to include details of contractors' performance reviews, schedule of rates of contracts, options of extensions available and exercised under the contracts. Further, policies and procedures require enhancements to include comprehensive guidance to staff on maintenance of contracts/ tenders register.
- Processes on extension of contracts require enhancements.
- Controls over contracts variation require improvements.
- Documented exception reporting processes not in place and a number of discrepancies noted in the vendor data available in the Town's accounting and operational system.
- Procurement record management system require improvements to include periodical follow up of the records not uploaded in the record management system.
- Training mechanism requires some strengthening.

We also noted an improvement opportunity for the Town to consider introduction of probity reviews covering the procurement process review for large and complex tenders. The process reinforces and enhance the transparency through independent review and reporting on the procurement process. The management has agreed to present this recommendation to the Executive Leadership team for consideration.

Area	Extreme	High	Medium	Total
Policies and Procedures	-	-	1	1
Contract Management	-	-	3	3
Contracts Register	-	-	1	1
Extensions & Variations	-	-	2	2
Monitoring & Exception Reporting	-	-	1	1
Procurement Records Management	-	-	1	1
Procurement Training	-	-	1	1
Total	-	-	10	10

Detailed findings can be found within the following section.

Detailed Findings

1. Adherence to and improvement opportunities to current policies and procedures in respect of Procurement and Contract Management

Rating Calculation
Consequence = Moderate
Likelihood = Possible

Overall Risk Rating		
Extreme	High	Medium

Observations

Although the Town has well developed policies and procedures which are reviewed on a regular basis, we noted some gaps as well as non-adherence to the current documented procurement and contract management related policies and/or procedures:

a) **Procedures for Anti-Avoidance Reviews:** Section 6 of the Purchasing Policy requires performance of anti-avoidance reviews. The Senior Procurement Advisor confirmed that such reviews are carried out weekly, however, it was noted that formal documented guidelines were not in place to objectively perform such reviews. Formal documented records for these compliance reviews were furthermore not in place as evidence that these reviews took place. As noted in detailed finding 9, these reviews can be carried out more objectively with the implementation of approved and documented procedures which may include detective controls such as exception reporting to identify common variances and inconsistencies in relation to ABN, ACN, GST, supplier aggregation reports, payments to suppliers on the same date/amount/etc., suppliers with the same addresses/contact numbers/contact persons, duplicate suppliers on the supplier database, bank account details of suppliers versus employees, supplier information for supplier payments compared to suppliers on the contract register, etc.

   We further noted as part of our sample testing, one instance, where the supplier information for supplier payments did not agree with the supplier information on the contract register due to a change in ownership. No evidence was provided/recorded that this supplier was appropriately vetted before the payment was made.

b) **Exemptions, Identified Non-Compliances and Variations not reported to the Audit, Risk & Compliance Committee:** Section 14 of the Purchasing Policy require implementation of procedures to report any departures, non-compliances, and exemptions of procurement processes to the Audit, Risk & Compliance Committee on a Quarterly basis. Also, under the section 4 of the Internal operating procedure "Variations of Contracts with Suppliers" variations are required to be reported by the procurement to ARG/Council, showing when officers have undertaken their delegated authority. Evidence of compliance of these requirements was not presented to the audit team

c) **Sustainable Procurement Policy requirement not implemented:** Section 9 of the Purchasing Policy require endeavouring, within the budgetary constraints, to implement sustainable procurement. This includes giving due consideration to suppliers operating with sustainable practices and identify and purchase products that supports these causes. The policy compliance status was discussed with the Senior Procurement Advisor and it was observed that procurement procedures requires update to ensure compliance of this policy requirement.

d) **Procedures for Asset Receiving not in place:** Physical assets and goods are procured and received by the Town. A separate asset/ supplies receiving function exists and is managed by Co-ordinator Workshops & Fleet. It was noted that documented procedures were not in place to govern the operations of this function.

e) **Approved Procedures for Contract Progress Payment Certifications are not formally documented:** Progress claims are billings by contractors based on completion of work as per agreed milestones and/or percentage of work. As a prescribed internal control procedure, such payments should be processed after ensuring that work has been completed as per the agreed qualitative and quantitative standards. This certification process has recently been introduced within the project management team. The project management team has developed internal templates and a process flow for this process; however, it is not guided by formally approved procedures.

f) **Procedures for Emergency Procurements:** We noted that there are no formal internal procedures to follow in respect of emergencies except for section 4.4. of the Purchasing Policy which deals with the exemption from publicly inviting tenders which also include goods or services supplied in an emergency whereby it is authorised in advance by the Mayor.

We noted that there is no formal reference in the Town's Purchasing Policy/Procedures that guidelines issued by the Department of Fire and Emergency Services, be used for supplies under the Disaster Recovery Funding Arrangements (DRFA).

Recommendations

a) **Procedures for Anti-Avoidance Reviews:** Formal procedures should be developed, approved and implemented to conduct the anti-avoidance reviews which may include detective controls such as exception reporting to identify common variances and inconsistencies in relation to ABN, ACN, GST, supplier aggregation reports, payments to suppliers on the same date/amount/etc., suppliers with the same addresses/contact/numbers/ contact persons, duplicate suppliers on the supplier database, bank account details of suppliers versus employees, supplier information for supplier payments compared to suppliers on the contract register, etc.

b) **Exemptions, Identified Non-Compliances and Variations not reported to the Audit, Risk & Compliance Committee:** A formal process should be developed to ensure all policy exempt procurements and non-compliances with procurement policies and procedures are recorded and escalated to the Audit, Risk & Compliance Committee on a quarterly basis. Further, the process of reporting variations should also be implemented and term ARG as specified under the section 4 of the Internal Operating Procedures for Variations should be updated to ARC. It is furthermore recommended that this should be a standing agenda item of the Audit, Risk & Compliance Committee and when no reportable items, a NIL report be noted in the Minutes of the Meeting.

c) **Sustainable Procurement Policy Requirement not implemented:** Current procurement process should be updated to include the sustainable procurement requirements of the policy.

d) **Documented Procedures for Asset Receiving not in place:** It is recommended that assets and supplies receiving process should be guided by formally approved procedures.

An effective Assets and goods receiving process shall ensure that:

i. Receipt of assets/supplies is documented in the form of a standard goods receiving note (GRN) and processes exists to match the received assets/supplies with the Purchase Order and escalating differences/deviations for rectifications and or replacement.
ii. Compliance of quantitative and qualitative aspect when receiving the assets/ supplies is ensured.
iii. Appropriate segregation of duties exists between the procuring, receipting and payment of purchases.

e) **Approved Procedures for Contract Progress Payment Certifications are not formally documented:** A formally approved procedure should be implemented to control and guide the process of contract progress payment certifications. The procedures should, amongst other, cover the certification process, review and recommending officials responsibilities, process for escalating and managing of exceptions, matching of work/purchase orders, inspections, procedures for ensuring compliance of qualitative and quantitative aspects of the service and work delivery and controls for preventing the duplicate processing etc.

Management Comment, Timeframe & Responsibility

a) **Procedures for Anti-Avoidance Reviews:**

Action agreed by management	Procurement shall review and incorporate procedures by the targeted date. Procurement currently carry out random Anti Avoidance reviews. Finance will provide ongoing reviews to ensure that all the parties and payments are the same.
Action Owner	Senior Procurement & Contracting Advisor. Finance Manager
Target Date	31 May 2021.

b) Departure from Purchasing Policies not reported to the Audit, Risk & Compliance Committee:

Action agreed by management	Details of departures, variances and exemptions of procurement policy and procedures are currently reported to the Executive Leadership Team (ELT). However, as per the current policy, they are not required to be reported to the Audit, Risk & Compliance Committee. There appears to be some inconsistencies between the current policy and IOP, therefore Management agree to compare and review the policy and IOP and were appropriate make relevant adjustments.
Action Owner	Senior Procurement & Contracting Advisor.
Target Date	31 May 2021

c) Sustainable Procurement Policy Requirement not implemented:

Action agreed by management	The policy will be amended to include Sustainable Procurement, and the RFT and the RFQ will be updated to include a sustainability within the documents. Currently this is not included into any of the RFT/Q documents.
Action Owner	Senior Procurement & Contracting Advisor.
Target Date	31 July 2021

d) Procedures for Asset Receiving not in place:

Action agreed by management	a) The Town is investigating the feasibility of introducing an electronic stores inventory system when the new Store is constructed at the Wedgefield Depot. b) Receipt of assets / supplies is documented in the form of a delivery docket from the supplier. c) Purchaser or Requisitioning Officer does confirm whether assets / supplies received conform to Purchase Order, including quantity and quality. d) Management agrees that finance and procurement will review any current IOP/SOP and where appropriate amend as required. This will be an ongoing review process as we look to change to an electronic system.
Action Owner	Senior Procurement & Contracting Advisor. Finance Manager
Target Date	30 June 2021 – Point B,C and D 30 June 2023 – Point A and D

e) Approved Procedures for Contract Progress Payment Certifications are not formally documented:

Action agreed by management	A draft IOP was not in place at the time of audit. Management agrees that it is required and drafting has commenced and will be formally adopted by the target date.
Action Owner	Director Infrastructure Services
Target Date	30 June 2021

2. Insurance Management Processes for Contracts not in place

Rating Calculation
Consequence = Moderate
Likelihood = Possible

Overall Risk Rating		
Extreme	High	Medium

Observation

Insurances provided by tenders/contractors is one of the key tools for managing risks in the management of contracts. Ensuring availability of appropriate insurance before award of tender is the responsibility of the procurement team. The insurance currency is for one year and it is necessary to ensure that insurance renewals are timely followed up and arranged to ensure that Town's risk is appropriately and timely covered especially in respect of term contracts. To ensure the timely renewals, a comprehensive process and a centralised data base of insurance is desirable, and we observed that no system was in place in this regard. The matter was discussed with the procurement and project teams and it was observed that responsibility for this process was not clearly defined.

Recommendations

It is recommended that appropriate processes should be implemented by the Town to ensure that a centralised database of insurances i.e. third party, products, public, worker compensation etc., liabilities exist for monitoring purposes. This could at least include the following:

1. Pre and Post award checks around timely input of insurance details in a system to ensure that all the insurances are accounted for and recorded.
2. The certificate of currency is timely followed up before renewals are due.
3. Escalation to appropriate management levels for updated certificates not timely received.
4. Updated certificates are renewed to adequately cover the risks in the contracts.

It is also recommended that insurance management process should be guided by formally approved procedures with a clear responsibility and accountability for the insurance management.

Management during the discussion informed that a separate function has been contemplated to take over this responsibility.

Management Comment, Timeframe & Responsibility

Action agreed by management	The internal Operating Procedure (IOP) for Insurance Management Process for contracts was not in place at the time of audit. Management agrees that it is required and drafting has commenced and will be formally adopted by the target date. Management agrees that the contract register requires additional columns to record the insurance details, including expiry date. This action will be implemented by the target date. In reference to a process to capture the expiry of certificates of currency, Management confirm that at the time of audit there was no automated/electronic reminders to prompt staff of upcoming expiry dates with the process requiring manual weekly review and individual emails been sent to contractors to obtain updated certificates of currency. Management agrees to look at reviewing and improving the process through automation to reduce the risk of human error. Once the automated system is implemented, a relevant SOP will be developed.
Action Owner	Legal Advisor / Senior Procurement and Contracting Advisor
Target Date	31 May 2021

3. Bank Guarantees Management Process for Contracts not in place

Rating Calculation
Consequence = Moderate
Likelihood = Possible

Overall Risk Rating		
Extreme	High	Medium

Observation

Bank guarantees are obtained from the tenderers/contractors to cover the risk attributed to procurement contract/project delivery. The availability of an appropriate bank guarantee before award of tender/ contract is the responsibility of the procurement team. Bank guarantees generally have a limited period of validity i.e. may expire at the end of the term of the contract. However, contracts may still be renewed or extended beyond the initial contract expiry date or varied over and above the initial approved amount. The effective management of bank guarantees require processes to ensure that bank guarantees are timely accounted for, recorded and monitored. This is to ensure that bank guarantees are timely and appropriately extended, varied or invoked to protect the risks of not having recourse in case the need arise.

We observed that no such systems were in place at the Town. The matter was discussed with the project and other teams and it was observed that responsibility for this process was not clearly defined.

Recommendations

It is recommended that appropriate processes be implemented to ensure that a centralised database of bank guarantees, exist for monitoring to ensure that:

1. Original bank guarantee received both at the time of award and post award legally protect the relevant risks and have no restrictive covenants otherwise.
2. In case of contract extensions, the guarantees are also extended accordingly, before the extension.
3. In case of contract variations bank guarantees are also varied timely, to cover the enhanced amount of contract.
4. Controls and triggers are in place to timely invoke the bank guarantees, if required.

Bank guarantees are released as per the policy and procedures.

It is also recommended that bank guarantees management process should be guided by formal and approved policies/procedures with a clear responsibility and accountability for the bank guarantees management. Management during the discussion informed that a separate function has been contemplated to take over this responsibility.

Management Comment, Timeframe & Responsibility

Action agreed by management	The Internal Operating Procedure (IOP) for Securities has been drafted and is expected to be approved by the Executive Leadership Team. Bank guarantees at start of contract are arranged by Corporate Services. They are held in a safe. Current process is managed by Legal Services. Legal Services then inform Infrastructure Services when bank guarantees have been received and send Infrastructure Services a soft copy. The Town will ensure that bank guarantees do not have a fixed date of expiry – rather they be linked to award of practical completion and final completion. This will be written into contract documentation.
Action Owner	Director Corporate Services
Target Date	31 May 2021

4. Quality Management Systems for Contract Management not in place

Rating Calculation
Consequence =Moderate
Likelihood = Possible

Overall Risk Rating		
Extreme	High	Medium

Observation

Quality Management Systems ("QMS") are designed to ensure that procurement contracts and projects are delivered in line with the specified standards. These systems also ensure that any deviations from the standards are timely identified, recorded, escalated and rectified. As part of our review we held discussions with the Senior Infrastructure Services and Projects team and Senior Procurement Advisor to identify the key controls under quality management systems surrounding the delivery of procurement contracts and projects. Through discussions the following was observed:

1. Separate Internal Quality Assurance procedures were not in place. At the time of audit, the quality assurance process was performed by the project managers. The qualitative aspect was stated to be ensured by different methods for instance, receipt of delivery docket through suppliers of vendors. However, no policy and procedures were available to guide this process.
2. The contractors/vendors/ supplier's internal quality assurance systems were relied upon as well to ensure that qualitative aspects of the work are adhered to. Formal documented procedures around placement of reliance on contractor quality management system were not in place.

Management updated that this is being addressed and the Town shall be updating contractor preliminaries and specification documentation, especially for the larger (Major) projects. Management also specified that contracts have hold and witness points to allow for Town staff, or specialist contractors to conduct inspections on behalf of the Town.

Further management agreed that as the Town roll out documentation for larger contracts, clauses on the requirement for the contractor to have an accredited QMS will be included. Further, the Town will be requiring a Quality Plan from the contractor so they can demonstrate how they intend to satisfy the quality (in particular) requirements of the contract.

Recommendations

It is recommended that:

1. A quality assurance policy with supporting procedures should be developed and implemented to develop the internal quality assurance capability across the procurement and contract management processes.
2. Internal operating procedures are important to set the benchmarks for vendor QMS evaluation and key to ensure that vital objectives are consistently considered, reported and used for timely corrective actions. Internal operating procedures for evaluating the vendors QMS should be introduced and implemented. The QMS capability of the contractors should be evaluated before the award of contracts and continuous monitoring, reporting and corrective mechanism should also be implemented throughout the currency of the contract.
3. Updating the contractor's preliminaries and specification documentation and requirements for contractors to have accredited quality management system should be finalised expeditiously.

Management Comment, Timeframe & Responsibility

Action agreed by management	Senior Procurement & Contracting Advisor will prepare the Internal Operating Procedure (IOP) as part of Internal Audit and Risk Management role.
Action Owner	Senior Procurement & Contracting Advisor
Target Date	30 August 2021

William Buck
CHARTERED ACCOUNTANTS & ADVISORS

5. Maintenance and Contents of Tender Register

Rating Calculation
Consequence = Minor
Likelihood = Likely

Overall Risk Rating		
Extreme	High	Medium

Observation

Local governments are required to maintain tender registers under regulation 17 of the Local Government (Functions & General) Regulations 1996 (the regulations). We performed tests on tenders' register and also reviewed the compliance status with reference to the Office of the Auditor General's report issued on Local Government Contract Extensions and Variations, which also covered Tenders Registers. The status of compliance of the regulatory requirements and the Office of the Auditor General recommendations were discussed with Senior Procurement Advisor of the Town and the following was observed:

1. Enhancement of procedures with comprehensive guidance to staff on maintenance of contract/tender registers is required. As per the Office of the Auditor General's recommendations this include the dollar value above which the contracts are to be included in the register and the custodian of register with responsibility for regular review and update of the contract register.
2. Register should include an estimated dollar value of Schedule of Rates contracts.
3. Contract/Tender register should include information on the number and duration of extension options available under each contract, extension options already exercised and details of remaining extension options.
4. Contract register to have details of scheduled performance review dates.

Management agreed to give this due consideration.

Recommendation

It is recommended that the tender register be updated to include all the contents as specified in the observation above. Further, procedures should be updated to include detailed guidance on the maintenance of tenders / contracts register.

Management Comment, Timeframe & Responsibility

Action agreed by management	A contract register was established in June 2020. a) A procedure will be put in place, concerning a dollar value above which contracts, are included in this contracts register. b) The column referred to also includes the contract value for goods & services contracts in which case the amount is obtained from the Evaluation Memo. c) All Extension of Contract documentation will be prepared by Legal, the Contracts Advisor will be responsible for ensuring a copy is saved to H drive and Synergy. d) Performance review dates specified in the contract itself will be included in the Register. Procurement will send all newly executed contracts to the Contract Advisor. Once the contracts are received they will be uploaded into the contract register with all documents.
Action Owner	Contracts Advisor / Senior Procurement and Contracting Advisor
Target Date	30 June 2021

6. Contractors Performance Assessments before Contract Extensions

Rating Calculation
Consequence = Moderate
Likelihood = Possible

Overall Risk Rating		
Extreme	High	Medium

Observation

Section 6.3 of the Internal Operating Procedures for Procurement specify the conditions under which a contract can be extended. Further, The Western Australian Auditor General, in its recent report on Local Government Contract Extensions and Variations, has also made certain recommendations on contract extensions. We observed that following were not explicitly covered under the existing policies and procedures of the Town for contract extensions:

1. Clause in the policy and procedure to ensure that extensions are approved before the expiration date of the original contract or previously extended terms, for continuity in the provision of services.
2. Ensuring that there is documented evidence that contractor performance has been assessed before a contract extension is approved.
3. Documents for approval of contract extensions are retained in accordance with record keeping plan, to promote accountability and transparency in decision making. It was observed during the review that no centralised record of the approvals for extensions was maintained.

Recommendation

It is recommended that policies and procedures should be enhanced to include the clause for extensions before the expiry of the contract, retention of documentary evidence of assessment of contractor performance and record keeping of the extension approvals and updating these details in the tenders/ contracts register. This would enhance the effectiveness of the extension process through documented procedures for review of extensions, documenting performance of contractors and timely extensions.

Management Comment, Timeframe & Responsibility

Action agreed by management	Management agrees with the observation and will undertake a full review of the current Extensions and Variations of Contracts IOP and Purchasing Policy, taking into account the auditors recommendations.
Action Owner	Legal Advisor / Senior Procurement and Contracting Advisor
Target Date	31 August 2021

7. Insufficient Controls over Contracts Variations: Moderate

Rating Calculation
Consequence = Moderate
Likelihood = Possible

Overall Risk Rating		
Extreme	High	Medium

Observation

As part of our review we also inspected the variations register. A sample of contracts with variations were selected, and the total number of variations recorded under a single procurement were inspected.

High number, values and percentage of variations were noted, and findings were shared with management for comments. The following is the summary of findings and management comments:

1. Variations are required to be reported to the Audit, Risk & Compliance Committee, according to section 4 of Internal Operating Procedure for Variations. The trail of reporting of variations to the Audit, Risk & Compliance Committee and the Council was not provided.
2. Confirmation on existence of procedures to investigate the reasons of the high number of variations and record of such findings for better outcome in the future was requested. Management confirmed that no formal process / procedure exists. Workshops and information collection process on lessons learnt was also informal, however project managers write a project close out report which include lessons learnt.
   Management intends to roll out improved/revised project management documentation and to streamline the contract implementation process which includes to implement a Lessons Learnt Register, particularly for larger projects/programs.
3. There were no specific restrictions on total value, number or percentage of minor variations under Internal Operating Procedure "Variations of Contracts with Suppliers", except variations above 10% of the initial quoted cost within the budget and requires approval by the CEO within his delegated limit. Further thresholds are also important to trigger progressively higher level of due diligence for variations above the prescribed threshold, for instance variations over a certain value or number of variations requiring more detailed justifications and probe than usually required in a standard variation approval form. Further, the under regulation 20 (3) of the Local Government (Functions and General) Regulations 1996 define the minor variations having regard to total goods and services tenderers were invited to supply and not the project value as documented in the Internal Operating Procedures for Variances.
4. Before the variation is approved, processes are not in place to consider the financial and operational capability of the contractor to handle resulting increased workload. Management generally makes an assumption that if the contractor is satisfactorily performing under the contract, proposed variation would be extremely unlikely to cause any financial stress, nor inhibit their ability to deliver the additional work.

Recommendations

We recommend that:

1. A formal mechanism for identifying the reasons for variations and using the same for better outcomes in the future should be implemented along with the Lessons Learned Register.
2. Management to consider introduction of a higher level of reasoning and justifications to be provided for variations exceeding a certain monetary and/or number of variations under a single contract. Monetary and other thresholds should also be implemented above which additional due diligence processes should be exercised before approving the variations.
3. The process of approval of variations should be enhanced to include a formal performance and capability assessment of the contractor to perform the additional work.

Management Comment, Timeframe & Responsibility

Action agreed by management	Management agrees with the observation and will undertake a full review of the current Variation IOP and Purchasing Policy, taking into account the auditors recommendations.
Action Owner	Senior Procurement and Contracting Advisor / Finance Manager / Director Infrastructure Services
Target Date	30 September 2021

8. Discrepancies in Vendor Data and Lack of Monitoring Processes:

Rating Calculation
Consequence = Moderate
Likelihood = Possible

Overall Risk Rating		
Extreme	High	Medium

Observations

a) **Discrepancies in Vendor Data:** In order to perform accounting functions, including payments to contractors, a creditor file is required to be created in the Town's system, Synergy Soft. The task of opening a new creditor in the system rests with the finance function to ensure segregation of duties between procuring and payment functions. We obtained data of all creditors from finance and performed analysis on this data. Our analysis identified the following observations for 11,298 records:

i. 5,433 records had no ABN (Australian Business Number) recorded in the system.
ii. 5,135 records had no bank account details.
iii. 50 records had no addresses.
iv. 142 records had "10000000000" recorded in the field for ABN.
v. 6,226 records for ABN were duplicates.
vi. 5,492 records had duplicate bank accounts details.

Finance team also provided us with a copy of the Standard Operating Procedures for setting up new creditors in Synergy, however this document was still in draft form.

Controls in the form of periodical data base reviews to timely detect and correct the discrepancies were also not in place.

The Finance team advised that discrepancies in creditors/ vendors data shall be removed by 31 March 2021. The Office of Auditor General WA in its report on "Fraud Prevention in Local Governments" dated 15 August 2019 specified better practices by ensuring that supplier credentials are checked, particularly for high risk or high value purchases, including:

- Confirm ABN; and
- Confirm Directors are not bankrupt or disqualified.

b) **Monitoring and Exception Reporting Process on Purchase Orders:** No mechanism was in place to generate the exception reports based on the exceptions for instance on following exception areas:

- Potential PO Price Rounding;
- Order date raised after Invoice Date;
- Order date raised after Goods Received Date;
- Order raised on a Saturday/Sunday;
- Order raised after normal working hours.

There were no exception reporting processes implemented to identify and flag possible duplication or splitting of purchase orders anomalies such as orders raised for the same supplier on the same date or orders raised in the same month with the same value.

Current process has limited functionality to record and monitor exceptions. The process of invoice authorisation is governed by a Standard Operating Procedure which covers a limited functionality of recording discrepancies noted by the authorising officer. Invoices are received directly by the Finance Team which are then saved in the relevant authorising officer's folder to check the invoices. However, process for review, monitoring, resolution and escalation of queries is not covered in detail in the Standard Operating Procedure.

c) As part of our sample testing, we also noted that in one instance a purchase order was issued for a value above the budgeted amount. In another instance the purchase order was issue to the contractor before the evaluation report and authorisation memorandum was signed. Management accepted the fact that the purchase order was issued straight after the evaluation meeting and not when it was approved.

Standard Operating Procedures around processes to ensure receipt of service from the supplier/ vendor/ contractor were not sighted. Further, the cross matching of invoice with the payment certificates and purchase orders by finance is not specified in the form of a Standard Operating Procedure. As part of our sample testing, we noted that in eleven instances either evidence of invoice verification or verification of asset/service were not produced.

Recommendations

a) **Discrepancies in Vendor Data:** Management should consider completing a creditors data cleansing exercise which are performed on a periodical basis. Standard Operating Procedures for setting up new creditors in Synergy System should furthermore be updated and get approved and regular review mechanism for data cleansing should be implemented.

b) **Monitoring and Exception Reporting Process on Purchase Orders:** It is recommended that procedures should be developed and implemented to ensure that all the exceptions relating to verifications and certifications before payments are identified, recorded, escalated and followed up.

Management Comment, Timeframe & Responsibility

a) Discrepancies in Vendor Data:

Action agreed by management	Management agree with the recommendation. An Internal Operating Procedure (IOP) was not in place at the time of audit. Management agrees that it is required and drafting and formal adoption shall occur by the target date.
Action Owner	Finance Manager
Target Date	31 August 2021

b) Monitoring and Exception Reporting Process on Purchase Orders:

Action agreed by management	Management agree with the recommendation, however there are currently limitations with exemption reporting due to the legacy system (Synergy). The Town agree to further investigate manual processes and controls that can be put in place to work in with the current legacy system until such time as a new ERP system with automated exception reporting is implemented.
Action Owner	Finance Manager
Target Date	30 September 2021 – Working with legacy system (Synergy) 31 December 2022 – New ERP System

9. Records Management:

Rating Calculation
Consequence = Minor
Likelihood = Likely

Overall Risk Rating		
Extreme	High	Medium

Observation

The Record Management Synergy Soft System is used to create a Synergy file in which the records are uploaded in scanned form. As and when a new procurement is initiated, the procurement department through a standardised application, request the records department to open a new file in the Synergy Soft System which is communicated back by them through email with a file number. Once the procurement process is completed, the procurement team uploads all the relevant files in Synergy System under the file number. Physical documents are sent to the records department, who checks if those documents are uploaded in the record management system, if not they scan and upload it in the record management system. At the records department quality assurance is also performed by way of a peer review. It was observed that, no mechanism was in place to ensure that all the Synergy file numbers issued through Synergy Soft System have records uploaded there against. Further, no review mechanism existed to ensure that all the synergy files reference numbers against which approved records not uploaded are periodically followed up with the procurement department. This observation was discussed with the Senior Records Officer and it was agreed to implement a quarterly review and reconciliation mechanism to ensure that all the Synergy file reference numbers against which records are not updated in Synergy Soft are periodically followed up. In the absence of a reconciliation mechanism there is a risk that scanned records are not timely updated in Synergy Soft and physical records are not transferred to the records management department for quality assurance.

As part of our audit test we also selected 22 samples and requested the records management team to confirm the availability of records in scanned and physical form, however, the confirmation was not provided.

As part of our sample testing, we noted that in one instance procurement and contract supporting documents and clarifications requested were not provided. The Senior Procurement Advisor informed that this procurement was prior to the current procurement team. Hence, records were not completely available.

Recommendation

It is recommended that the current record management processes should be updated to include review and follow up mechanism for Synergy file reference numbers against which no records are created, updated or not sent to the records department. Further, it is to be ensured that all the past procurement documents and contracts are tracked and preserved in the Record Management System Synergy Soft, to ensure compliance of records management policies and procedures.

Management Comment, Timeframe & Responsibility

Action agreed by management	New process to be implemented whereby original hard copy of contracts and leases only are sent to Records with a "Receipt Memo" whereby Records are to sign an acknowledgement of the document and return the acknowledgement to the relevant officers
Action Owner	Senior Procurement & Contracting Advisor/Senior Records Officer
Target Date	31 May 2021

10. Insufficient Training on Procurement and Contract Management:

Rating Calculation
Consequence = Minor
Likelihood = Possible

Overall Risk Rating		
Extreme	High	Medium

Observation

Timely and comprehensive training are necessary to ensure that personnel responsible for procurement are updated on the latest regulations, trends, practices and efficiency opportunities that exist in the environment. Training also enhance the good governance and act as a tool for minimising the operational lapses as this keep the employees updated on the current policies, procedures, legislation and key risk in their operating areas. As part of our review we held discussions with management to assess if adequate training processes are implemented in respect of procurement, including staff responsible for procurement evaluations, and contract management process. We observed the following:

1. As per the Local Government Act Section 5.56, planning for the future is to be carried out. This is more specifically covered under the Local Government Act 1995. Local Government (Administration) Regulations 1996 Section 19DA (3) (c) also specify workforce planning. Analysis of workforce gaps, issues and risks also require situations analysis of training strategies as per the Department of Local Government Work Force Planning Essentials Toolkit. A work force plan 2012-2016 is available on the Towns website, however evidence of a recent situation analysis, particularly for procurement related staff, was not available.
2. A training calendar for the year 2019-2020 was in place with trainings scheduled for procurement. It was explained that this was not implemented due to COVID-19 related disruptions.
3. Procurement related training was also sourced through a subscription of ELMO training module which is an online training platform. This training is WALGA oriented. However, the subscription to ELMO was already expired at the time of our review, hence this training was not available at the time of review. Management, on request provided statistics for the trainings completed on procurements through ELMO and it was observed that only 37% i.e. 11 out of 30 enrolments completed the procurement course.
4. Two training courses were also designed by the procurement team internally. The Senior Procurement Advisor informed that procurement conducts these as one to one training, however a formal training calendar and record of trainings held was not provided.

Recommendation

It is recommended that a formal training need assessment be carried out and a training calendar be planned accordingly. Procurement related training should be conducted through a blend of internal and external training solutions covering systems, regulations, best practices, standards and management. This in turn would further improve governance, controls and skills set of the staff involved in the procurement process at all levels.

Management Comment, Timeframe & Responsibility

Action agreed by management	Management confirms that the above recommendations are already in place as per below: Workforce Plan has been approved and uploaded on the Town's website. Procurement has been mandated to maintain an annual internal and external Training Register identifying the date and details of the proposed training. The register shall identify the proposed annual training for each staff member internally within Procurement. Another register to identify the training that Procurement gives to other directorates, shall also be maintained. Procurement conducts training sessions with internal staff and contractors, Procurement provides training as required for new staff in groups or one on one. Procurement also provide new contractor training as and when identified. When training is conducted all applicants are registered. There is an ELMO training module that covers the following • Diploma of Government (Contracting & Procurement)

	• Introduction to Procurement & Contracting Fundamentals • Introduction to Procurement in LG WALGA. • New & Revised Procurement Procedures Workshop • Procurement and Contract training
Action Owner	Senior Procurement & Contracting Advisor / Human Resource Manager
Target Date	Completed

Rating Criteria

Recommendations made in this report have been rated as Extreme, High or Medium based on an assessment of underlying issues. The assessment was made by Internal Audit using predetermined criteria as outlined below. An issue may display one, all or a combination of the example attributes listed against the relevant rating.

LEVEL	RATING	FORESEEABLE	DESCRIPTION
E	Excellent	Doing more than what is reasonable under the circumstances	Existing controls exceed current legislated, regulatory and compliance requirements, and surpass relevant and current standards, codes of practice, guidelines and industry benchmarks expected of this organisation
A	Adequate	Doing what is reasonable under the circumstances	Existing controls are in accordance with current legislated, regulatory and compliance requirements, and are aligned with relevant and current standards, codes of practice, guidelines and industry benchmarks expected of this organisation
I	Inadequate	Not doing some or all things reasonable under the circumstances	Existing controls do not provide confidence that they meet current legislated, regulatory and compliance requirements, and may not be aligned with relevant and current standards, codes of practice, guidelines and industry benchmarks expected of this organisation

MEASURES OF CONSEQUENCE

LEVEL	1	2	3	4	5
RATING	Insignificant	Minor	Moderate	Major	Catastrophic
HEALTH	Negligible injuries	First aid injuries	Medical type injuries or Lost time injury < 5 days	Lost time injury > 5 days	Fatality, permanent disability
FINANCIAL IMPACT	Less than $3,000	$3,000 - $30,000	$30,001 - $300,000	$300,001 - $3M	More than $3M
SERVICE INTERRUPTION	No material service interruption	Temporary interruption to an activity – backlog cleared with existing resources	Interruption to Service Unit/(s) deliverables – backlog cleared by additional resources	Prolonged interruption of critical core service deliverables – additional resources; performance affected	Indeterminate prolonged interruption of critical core service deliverables – non-performance
COMPLIANCE	Occasional noticeable temporary non-compliances	Regular noticeable temporary non-compliances	Non-compliance with significant regulatory requirements imposed	Non-compliance results in termination of services or imposed penalties	Non-compliance results in criminal charges or significant damages or penalties
REPUTATION	Unsubstantiated, localised low impact on key stakeholder trust, low profile or no media item	Substantiated, localised impact on key stakeholder trust or low media item	Substantiated, public embarrassment, moderate impact on key stakeholder trust or moderate media profile	Substantiated, public embarrassment, widespread high impact on key stakeholder trust, high media profile, third party actions	Substantiated, public embarrassment, widespread loss of key stakeholder trust, high widespread multiple media profile, third party actions
ENVIRONMENT	Contained, reversible impact managed by on site response	Contained, reversible impact managed by internal response	Contained, reversible impact managed by external agencies	Uncontained, reversible impact managed by a coordinated response from external agencies	Uncontained, irreversible impact

William Buck
CHARTERED ACCOUNTANTS & ADVISORS

MEASURES OF LIKELIHOOD

LEVEL	RATING	DESCRIPTION	FREQUENCY	PROBABILITY
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year	Greater than 90% chance of occurrence
4	Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurrence
3	Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurrence
2	Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurrence
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	Less than 10% chance of occurrence

RISK MATRIX

Consequence / Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	MEDIUM (5)	HIGH (10)	HIGH (15)	EXTREME (20)	EXTREME (25)
Likely	4	LOW (4)	MEDIUM (8)	HIGH (12)	HIGH (16)	EXTREME (20)
Possible	3	LOW (3)	MEDIUM (6)	MEDIUM (9)	HIGH (12)	HIGH (15)
Unlikely	2	LOW (2)	LOW (4)	MEDIUM (6)	MEDIUM (8)	HIGH (10)
Rare	1	LOW (1)	LOW (2)	LOW (3)	LOW (4)	MEDIUM (5)

RISK ACCEPTANCE CRITERIA

RISK RANK	LEVEL OF RISK	DESCRIPTION	CRITERIA FOR RISK ACCEPTANCE	RESPONSIBILITY
EXTREME	17 - 25	Urgent Attention Required	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council
HIGH	10 - 16	Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO
MEDIUM	5 - 9	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
LOW	1 - 4	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

Department of
Local Government, Sport
and Cultural Industries

Port Hedland - Compliance Audit Return 2020

Commercial Enterprises by Local Governments					
No	**Reference**	**Question**	**Response**	**Comments**	**Respondent**
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2020?	N/A		Manager Financial Services
2	s3.59(2)(b) F&G Regs 7,8,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2020?	N/A		Manager Financial Services
3	s3.59(2)(c) F&G Regs 7,8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2020?	N/A		Manager Financial Services
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2020?	N/A		Manager Financial Services
5	s3.59(5)	During 2020, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Governance Officer

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

Department of Local Government, Sport and Cultural Industries

Port Hedland - Compliance Audit Return 2020

Delegation of Power/Duty					
No	**Reference**	**Question**	**Response**	**Comments**	**Respondent**
1	s5.16	Were all delegations to committees resolved by absolute majority?	Yes	Council resolved all delegations to Committee by Absolute majority on 27/05/2020 Decision number #CM201920/231	Governance Officer
2	s5.16	Were all delegations to committees in writing?	Yes	Delegation register presented to Council 27 May 2020. Decision #CM201920/231	Governance Officer
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	Yes		Governance Officer
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes		Governance Officer
5	s5.18	Has council reviewed delegations to its committees in the 2019/2020 financial year?	Yes	Delegations to the committee were reviewed by Council on 27 May 2020 (Decision #CM201920/231).	Angelique
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes		Governance Officer
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes		Governance Officer
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		Governance Officer
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Governance Officer
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes		Governance Officer
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		Governance Officer
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2019/2020 financial year?	Yes	Reviewed and presented to Council on 27 May 2020 (Decision #CM201920/231)	Governance Officer
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes		Governance Officer

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

Department of
Local Government, Sport
and Cultural Industries

Port Hedland - Compliance Audit Return 2020

Disclosure of Interest

No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	N/A		Governance Officer
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	N/A		Governance Officer
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		Governance Officer
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes		Governance Officer
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2020?	Yes		Governance Officer
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes		Governance Officer
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes		Governance Officer
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes		Governance Officer
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes		Governance Officer

Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	Checked internal register and with Records. All persons who ceased to require to lodge a return were removed from the register and hard copy documents were archived. Records hold the hard copy for 6 months as per GDA Reference NO. 3.4.2, and electronic copies are kept beyond 5 years.	Governance Officer
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	No	Checked internal register and it contains a record of all gift disclosure in the prescribed form. However, the address of the person who made the gift was not included. Internal form has been updated accordingly and going forward the register of gifts will now include the address of the person who made the gift.	Governance Officer
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes		Governance Officer
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes		Governance Officer
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes		Governance Officer
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?	Yes		Governance Officer
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11 (2) was the nature of the interest recorded in the minutes?	Yes		Governance Officer
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes		Governance Officer

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	There were no requests made for ministerial approval.	Governance Officer
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A	There were no Relevant requests made to the Minister.	Governance Officer
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?	Yes		Governance Officer
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?	Yes		Governance Officer

Department of
Local Government, Sport
and Cultural Industries

Port Hedland - Compliance Audit Return 2020

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	Yes	All proposed disposals of KSBP Lots were advertised in the Northwest Telegraph. Lot 3, Lot 417, Lot 421, Lot 422, Lot 423, Lot 433.	Governance Officer
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes	Lot 3 Sold on 27/03/20 (advertised: 19/02/20) Lot 417 Sold on 06/07/20 (advertised: 17/06/20) Lot 421 Sold on 27/03/20 (advertised: 04/03/20) Lot 422 Sold on 27/03/20 (advertised: 04/03/20) Lot 423 Sold on 27/03/20 (advertised: 04/03/20) Lot 433 Sold on 19/08/20 (advertised: 29/07/20)	Governance Officer

Department of
Local Government, Sport
and Cultural Industries

Port Hedland - Compliance Audit Return 2020

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	Yes		Governance Officer
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	Yes		Governance Officer
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	Yes		Governance Officer

Department of
Local Government, Sport
and Cultural Industries

Port Hedland - Compliance Audit Return 2020

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	No	On 4 November 2020, three (3) Elected Members were considered and appointed as members to the Audit, Risk and Compliance (ARC) Committee, following the Extraordinary Local Government Election, held on 17 October 2020. The Council Decision was carried by an absolute majority of 9-0. The report to Council stipulated that committee members were to be appointed by Absolute Majority vote. However, the officer's recommendation included an erroneous reference to a 'Simple Majority'. For the removal of doubt, a report was presented to Council at its Ordinary Council Meeting held on 24 February 2021, to formally re-confirm and appoint the members to the ARC committee by an Absolute Majority Vote. Decision CM202021/124. The ARC Committee has not yet convened, and is scheduled to do so on 10 March 2021.	Senior Governance Advisor
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	Yes	Delegation register was adopted by absolute majority on 27 May 2020. (Decision #CM201920/231)	Governance Officer

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
3	s7.3(1) & s7.6(3)	Was the person or persons appointed by the local government to be its auditor appointed by an absolute majority decision of council?	N/A	In February 2020, the OAG notified the Town of the planned appointment of an auditor (RSM) to review the 2019/2020FY financial statements. To date, the Town has not been notified of the auditor, and no Council decision will be required. This is in accordance with section 52 of the Local Government Act 1995.	Manager Financial Services
4	s7.3(3)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor a registered company auditor or an approved auditor?	N/A	In February 2020, the OAG notified the Town of the planned appointment of an auditor to review the 2019/2020FY financial statements. To date, the Town has not been notified of the auditor, and no Council decision will be required. This is in accordance with section 52 of the Local Government Act 1995.	Governance Officer
5	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2020 received by the local government by 31 December 2020?	No	Changes to Local Government (Financial Management Regulations) 1996 have delayed the issue of the auditor's report for the financial year 30 June 2020. As at 3 March 2021 this final report has not been received from the OAG	Manager Financial Services
6	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	Yes, the interim report was conducted in May 2020, and presented to Council on 26 August 2020. The final report has not been received to date. CM202021/033	Manager Financial Services

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
7	s7.12A(4)(a)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?	N/A	A final list of audit matters has not been received by the Town in relation to the 30 June 2020 financial year due to the delays described in item 5. There are no significant items in the draft report.	Manager Financial Services
8	s7.12A(4)(b)	Where the local government was required to prepare a report under s.7.12A(4)(a), was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	Audit report is yet to be received and will be provided to the Minister within 3 months of receipt	Manager Financial Services
9	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	N/A	Final report yet to be Received and will be published on the official website within the statutory timeframe under s7.12A(4)(b)	Manager Financial Services
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives and scope of the audit, a plan for the audit, details of the remuneration and expenses paid to the auditor, and the method to be used by the local government to communicate with the auditor?	Yes		Manager Financial Services
11	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	N/A	Due to the delays with amendments to the Local Government (Financial Management Regulations) 1996, the auditors report was not received 30 days after completion of the audit.	Manager Financial Services

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

Department of
Local Government, Sport
and Cultural Industries

Port Hedland - Compliance Audit Return 2020

Integrated Planning and Reporting					
No	**Reference**	**Question**	**Response**	**Comments**	**Respondent**
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	The Council adopted the Corporate Business Plan 2018 - 2022 on 24 October 2018 by absolute majority (CM201819/067). A minor review was conducted at the 24 June 2020 OCM Decision #CM201920/256 and carried by the Commissioner.	Governance Officer
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes		Governance Officer
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes	The Town has a Corporate Business Plan covering the years 2018 – 2022. A yearly review was completed and adopted at OCM on 24 June 2020. Decision #CM201920/256 Quarterly reviews are also conducted and presented to Council. Recorded in meeting minutes (26/08/2020; 27/05/2020; 26/02/2020)	Governance Officer

Department of
Local Government, Sport
and Cultural Industries

Port Hedland - Compliance Audit Return 2020

Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A	The CEO was appointed in 2019.	Governance Officer
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	Yes		Manager Human Resources
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	The CEO was appointed in December 2019, and commenced in February 2020	Manager Human Resources
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A		Manager Human Resources
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	Yes		Governance Officer
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	Council did not reject CEO's recommendation to employ a senior employee; and no recommendations to dismiss an employee were brought to Council in 2020. The CEO recommended employment of a candidate for Director of Corporate Services at OCM on 23/09/2020 and Council approved by the commissioner. decision #CM202021/073	Governance Officer

Department of
Local Government, Sport
and Cultural Industries

Port Hedland - Compliance Audit Return 2020

Optional Questions

No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020? If yes, please provide the date of council's resolution to accept the report.	N/A	The CEO completed a Regulation 5(2)(c) review on 7 May 2019. This was presented to council at ARC on 14 May 2019 and the minutes and decisions were adopted by Council on 26 June 2019 (CM201819/237). This is included in the Town's internal audit plan for 2021/2022.	Manager Financial Services
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2020? If yes, please provide date of council's resolution to accept the report.	No	Review commenced in December 2020 by William Buck. This is part of the three (3) year internal audit plan. The final Regulation 17 Audit Review report will be presented to Council at its May 2021 Audit ,Risk and Compliance (ARC) Committee meeting for adoption.	Governance Officer
3	s5.87C(2)	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift?	No	Checked internal gift register for employees & Councillors/CEO. All gifts were declared within 10 days of receiving the gift with the exception of the Senior Procurement Advisor who received a gift on 30/01/2020, and submitted a gift declaration form 12 days later on 11/02/2020.	AngeGovernance Officerlique

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
4	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, did the disclosure include the information required by section 5.87C?	No	Checked the disclosures and the Local Government Act (1995), and the declaration forms include the information required by section 5.87C with the exception the address of the person who made the gift. The Town's processes have now been updated accordingly to include address of the person who made the gift.	Governance Officer
5	s5.90A(2)	Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?	Yes	Checked OCM minutes, and a "Attendance at Events" policy was adopted at the OCM on 16 December 2020 and was carried by an absolute majority. Decision #CM202021/103	Governance Officer
6	s.5.90A(5)	Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?	Yes		Governance Officer
7	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		Governance Officer
8	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	N/A	Checked the Town's website and the latest version was adopted at the OCM held on 26 September 2018 after the last Ordinary Local Government Election, is available for viewing. The updated version of this policy was adopted by Council on 24 February 2021. A new Council was sworn in during October 2020.	Governance Officer
9	s5.127	Did the local government prepare a report on the training completed by council members in the 2019/2020 financial year and publish it on the local government's official website by 31 July 2020?	Yes		Governance Officer
10	s6.4(3)	By 30 September 2020, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2020?	Yes	Was sent to RSM on 30 September 2020	Manager Financial Services

Department of
Local Government, Sport
and Cultural Industries

Port Hedland - Compliance Audit Return 2020

Optional Questions

No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020? If yes, please provide the date of council's resolution to accept the report.	N/A	The CEO completed a Regulation 5(2)(c) review on 7 May 2019. This was presented to council at ARC on 14 May 2019 and the minutes and decisions were adopted by Council on 26 June 2019 (CM201819/237). This is included in the Town's internal audit plan for 2021/2022.	Manager Financial Services
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2020? If yes, please provide date of council's resolution to accept the report.	No	Review commenced in December 2020 by William Buck. This is part of the three (3) year internal audit plan. The final Regulation 17 Audit Review report will be presented to Council at its May 2021 Audit ,Risk and Compliance (ARC) Committee meeting for adoption.	Governance Officer
3	s5.87C(2)	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift?	No	Checked internal gift register for employees & Councillors/CEO. All gifts were declared within 10 days of receiving the gift with the exception of the Senior Procurement Advisor who received a gift on 30/01/2020, and submitted a gift declaration form 12 days later on 11/02/2020.	Governance Officer

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

Department of Local Government, Sport and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
4	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, did the disclosure include the information required by section 5.87C?	No	Checked the disclosures and the Local Government Act (1995), and the declaration forms include the information required by section 5.87C with the exception the address of the person who made the gift. The Town's processes have now been updated accordingly to include address of the person who made the gift.	Governance Officer
5	s5.90A(2)	Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?	Yes	Checked OCM minutes, and a "Attendance at Events" policy was adopted at the OCM on 16 December 2020 and was carried by an absolute majority. Decision #CM202021/103	Governance Officer
6	s.5.90A(5)	Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?	Yes		Governance Officer
7	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		Governance Officer
8	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	N/A	Checked the Town's website and the latest version was adopted at the OCM held on 26 September 2018 after the last Ordinary Local Government Election, is available for viewing. The updated version of this policy was adopted by Council on 24 February 2021. A new Council was sworn in during October 2020.	Governance Officer
9	s5.127	Did the local government prepare a report on the training completed by council members in the 2019/2020 financial year and publish it on the local government's official website by 31 July 2020?	Yes		Governance Officer
10	s6.4(3)	By 30 September 2020, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2020?	Yes		Manager Financial Services

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

Department of
Local Government, Sport
and Cultural Industries

Port Hedland - Compliance Audit Return 2020

Tenders for Providing Goods and Services					
No	**Reference**	**Question**	**Response**	**Comments**	**Respondent**
1	F&G Reg 11A(1) & (3)	Does the local government have a current purchasing policy that complies with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, $250,000 or less or worth $250,000 or less?	Yes	The Town has a Purchasing Policy which has been in place since 2009, with the latest version adopted by Council in May 2020. CM201920/229	Procurement Officer
2	F&G Reg 11A(1)	Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, $250,000 or less or worth $250,000 or less?	Yes		Procurement Officer

Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
3	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes	Decision #ARC202021/014. A HVAC chiller was purchased for the JD Hardie centre through an existing tendered contract (head contractor). This tender included a provisional sum of $170,000 for the purchase installation, commissioning and servicing. The purchase was initially reported to the Audit, Risk and Compliance Committee as being non-compliant due to the cost of the chiller exceeding the tender threshold (threshold at the time was $150,000). The compliance issue arose when there was a commitment made by way of "letter of intent" to the supplier of the chiller (the equipment supplier to the head contractor) that the Town would purchase the plant irrespective of whether the head contractor required it for a quoted cost of $160,000. This cost included Biygold treatment ($11,000), commissioning and warranty servicing ($10,650) however as the Town intended to dispose of the chiller then commissioning and warranty servicing would not be required reducing the price to $149,850 (excluding GST). As the head contractor required the chiller the letter of intent never executed therefore no actual tender breach occurred.	Procurement Officer
4	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes		Procurement Officer
5	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	Yes		Procurement Officer

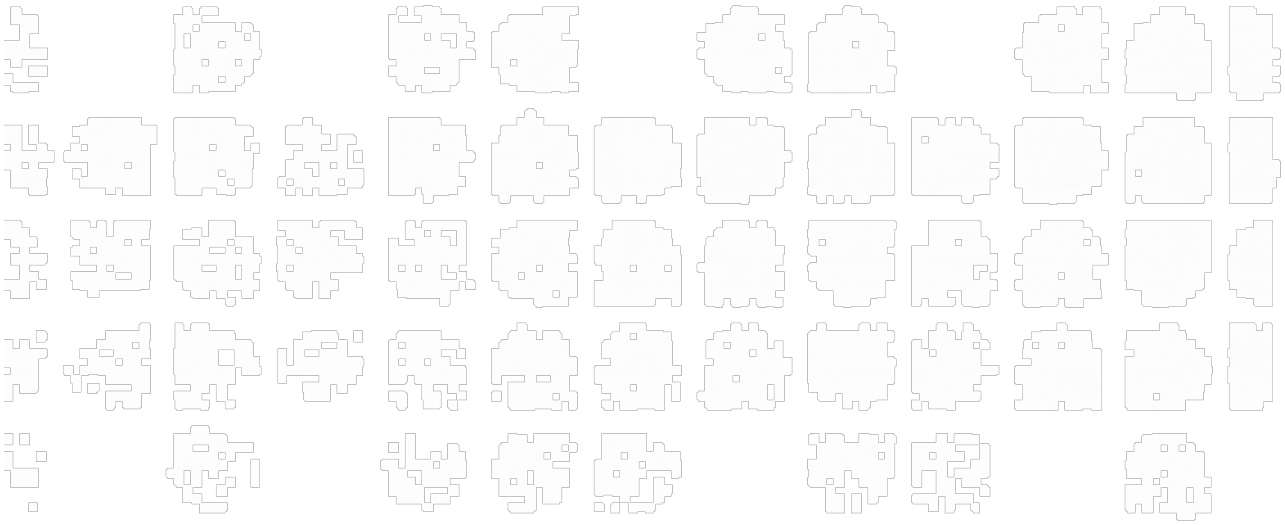
Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

Department of Local Government, Sport and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
6	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes		Procurement Officer
7	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes		Procurement Officer
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes		Procurement Officer
9	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes		Procurement Officer
10	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes		Procurement Officer
11	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Procurement Officer
12	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	N/A	No expression of interests were released during this period	Procurement Officer
13	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	No expression of interests were released during this period	Procurement Officer
14	F&G Reg 23(3)	Were all expressions of interest that were not rejected assessed by the local government?	N/A	No expression of interests were released during this period	Procurement Officer
15	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services as an acceptable tenderer?	N/A	No expression of interests were released during this period	Procurement Officer
16	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	N/A	No expression of interests were released during this period	Procurement Officer
17	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	Yes		Procurement Officer

42

Town of Port Hedland
Strategic 3 Year Internal Audit Plan
March 2021



Contents

Preparation of the Strategic 3 Year Internal Audit Plan	3
Proposed Revised Internal Audit Plan for 2020/21	6
Strategic 3 Year Rolling and Annual Internal Audit Plan	7
Indicative Scopes for each identified Internal Audit Area	9
Other Suggested Areas of Reviews not covered	12

Preparation of the Strategic 3 Year Internal Audit Plan

Introduction

The Institute of Internal Auditors' International Professional Practices Framework requires Internal Audit to produce a risk-based plan, which takes into account the Town of Port Hedland's ("Town") risk management framework, knowledge of operations and internal controls derived from previous audits, its strategic objectives and priorities and the views of the Town's Management, the Audit, Risk and Compliance Committee ("ARC") and Council.

The objective of the Strategic 3 year and annual rolling plan is to direct audit resources in an efficient manner to provide assurance that key risks are being managed effectively.

This document addresses these requirements by setting out a proposed and detailed Annual Internal Audit Plan for the remainder of 2020/21 year and to realign the Strategic 3 Year Internal Audit Rolling Plan (the "Plan") for the period 1 July 2021 to 30 June 2023, where applicable, based on the changes on the Town's Risk Registers and in consultation with Senior Management for the consideration of the ARC.

This Annual Detailed and Rolling 3 year Internal Audit Plan is required to be reviewed and updated on an annual basis or when considered necessary by the ARC to ensure that Internal Audit Reviews are still aligned with any critical strategic, corporate and operational risks identified within the Town.

The nature, timing and extent of resources necessary to perform the engagements should be taken into account.

Role of Internal Audit Services

The aim of the Town's Internal Audit Service ("Internal Audit") is to assist the ARC and the Town's Management to manage risk by providing an innovative, responsive and effective value-added Internal Audit function. The objectives of Internal Audit are to:

- Provide independent consideration of risks, controls and processes across the Town;
- Promote mechanisms that encourage a culture, which is conscious of risk, control and processes; and
- Assist and support the Town in its drive for process improvement.

These objectives are achieved by:

- Assisting Management in evaluating their processes for identifying, assessing and managing the key operational, financial and compliance risks of the Town;
- Assisting Management in evaluating the effectiveness of internal control systems, including compliance with internal policies and their alignment with legislation and regulation;
- Recommending improvements in efficiency and effectiveness to the internal control systems established by Management;
- Keeping abreast of new developments affecting the Town's activities and in matters affecting Internal Audit; and
- Being responsive to the Town's changing needs and striving for continuous improvement.

Our internal audit activities typically include amongst others the following as guided by the Local Government Operational Guidelines Number 09 – Revised September 2013:

- the review of the internal control structure, monitoring the operations of the information system and internal controls and providing recommendations for improvements;
- a risk assessment with the intention of minimising exposure to all forms of risk on the local government;
- examination of financial and operating information that includes detailed testing of transactions, balances and procedures;
- a review of the efficiency and effectiveness of operations and services including non-financial controls of a local government;
- a review of compliance with management policies and directives and any other internal requirements;
- review of the annual Compliance Audit Return, if requested;

Preparation of the Strategic 3 Year Internal Audit Plan

- assist in the Chief Executive Officer's reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance to ensure the CEO's compliance with Regulation 17 of the Local Government (Audit) Regulations 1996 within every 3 years; and
- other specific tasks requested by management and the ARC.

Review of the Current Internal Audit Plan and the future Strategic 3 Year Rolling Internal Audit Plan

The current Internal Audit Plan and Strategic 3 Year Rolling and Annual Internal Audit Plan was revised by William Buck in conjunction with the Town's Management through performance of the following steps:

- The Town's latest updated risk registers were reviewed to determine where the Town's current identified high rated risks are;
- The Town's Strategic Community Plan 2018-2028
- Corporate Business Plan 2018-2028;
- Audit, Risk and Compliance Committee Meetings for the past year as well as changes to it's members;
- Delays in the current Internal Audit Plan resulting from the COVID pandemic as well as the establishment of the new Council in October 2020;
- Changes in the current management structure and available resources, within the Town, to assist with reviews, yet effectively performing daily processes and tasks and implementing actions identified in internal and external audits;
- Alignment of Internal Audit Reviews with the Audit, Risk and Compliance Committee's calendar and reporting at least one internal audit review per quarter;

The 15 strategic risks identified, risk and control level, accordance with the Town's risk registers, as well as the suggested internal audit reviews to be performed were as follow:

Nr	Risks	Risk Level	Controls	Residual Risk	Number of the Suggested Internal Audit Reviews covering the Strategic Risks
1	Inadequate Asset Sustainability Practices	High	Adequate	Moderate	1
2	Inadequate Environmental Management	High	Adequate	Moderate	No planned internal audits in the current 3-year cycle
3	External Theft and Fraud (Inc. Cyber Crime)	Moderate	Adequate	Moderate	2 and 8
4	Fail to Fulfil Statutory, Regulatory or Compliance Requirements	Moderate	Effective	Low	3 and 4
5	Inadequate Record Management Processes	High	Inadequate	High	5
6	Ineffective Management of Facilities / Venues / Events	Moderate	Effective	Low	No planned internal audits in the current 3-year cycle
7	Inadequate Engagement Practices	High	Effective	Low	No planned internal audits in the current 3-year cycle
8	Misconduct	Moderate	Adequate	Moderate	2
9	Business and Community Disruption	High	Adequate	Moderate	6
10	Inadequate Supplier / Contract Management	High	Adequate	Moderate	7
11	Failure of ICT Systems and Infrastructure	High	Adequate	Moderate	No planned internal audits in the current 3-year cycle
12	Inadequate Safety and Security Practices	High	Inadequate	High	8
13	Ineffective Employment Practices	High	Adequate	Moderate	No planned internal audits in the current 3-year cycle

Preparation of the Strategic 3 Year Internal Audit Plan

Nr	Risks	Risk Level	Controls	Residual Risk	Number of the Suggested Internal Audit Reviews covering the Strategic Risks
14	Inadequate Project / Change Management	High	Adequate	Moderate	9
15	Errors, Omissions, Incorrect Advice and Delays	Moderate	Adequate	Moderate	4

	Suggested Internal Audits	Recalculated Residual Risk for each Internal Audit Review
1	Strategic Asset Management and Maintenance Review	Moderate
2	Fraud Risk Management and Misconduct Review	Moderate
3	Regulation 17 Review (Including Governance, Risk Management, Internal Controls and Compliance Management) (At least once every 3 financial years)	Low
4	Finance Management Review (Key financial controls review)	Low
5	Records Management	High
6	Business Continuity and Disaster Recovery	Moderate
7	Procurement and Contract Management Review	Moderate
8	Safety and Security Management Review	High
9	Project Management Review	Moderate

Proposed Revised Internal Audit Plan for 2020/21

Internal Audit Reviews (Revised for the 2020/21 financial year)

With reference to our revision of the annual and 3 year rolling internal audit plan performed and discussions held, Management suggested to reduce the Internal Audit Reviews to three (3) reviews per year. This will ensure that the Town has resources available to respond to questions and information requested during these reviews yet still performing daily processes and tasks effectively. This will also give the Town the opportunity in implementing actions on findings and improvement opportunities identified in internal and external audits. Internal audit reviews originally identified in the 2020/21 Annual and 3 year Internal Audit Plan were reprioritised based on the residual risk and incorporated in the Strategic 3 Year Internal Audit Plan for the period 1 July 2021 to 30 June 2023. The six (6) projects removed from the Strategic 3 Year Internal Audit Plan, will be rolled over, together with additional projects identified during internal reviews, to future financial years and will form part of a proposed five (5) year Internal Audit Plan.

Internal Audits 2020/21

Description	Related Risks	Progress	Residual Risk Rating	20/21 (hours)
Procurement and Contract Management Review	10. Inadequate Supplier / Contract Management	Completed 2nd Quarter 2020/21	Moderate	80
Regulation 17 Review (Including Governance, Risk Management, Internal Controls and Compliance Management) (At least once every 3 financial years)	4. Failure to fulfil Statutory, Regulatory or Compliance Requirements.	Work in Progress 3rd Quarter 2020/21	Low	80
Records Management	5. Inadequate Record Management Processes	To commence 4th Quarter 2020/21	High	80
				240

Annual Internal Audit Administrative Services

Description	Frequency to be performed by William Buck	20/21 (hours)
Audit & Risk Committee Reporting & Attendance	Quarterly	16
Audit log (Biannually)	Biannually	60
Strategic 3 Year Rolling Internal Audit plan	Annually	20
Annual Internal Audit Plan	Annually	10
		106

Total Internal Audit Hours

Description	20/21 (hours)
Internal Audit Reviews	240
Annual Internal Audit Administrative Services	106
	346

Strategic 3 Year Rolling and Annual Internal Audit Plan

Proposed Internal Audit Reviews (2021/22 to 2022/23)

Description	Related Risks	Previous review performed by William Buck	Residual Risk Rating	21/22 (hours)	22/23 (hours)
Finance Management Review (Key financial controls review)	4.Fail to Fulfil Statutory, Regulatory or Compliance Requirements 15.Errors, Omissions, Incorrect Advice and Delays.	Not yet performed by William Buck	Low	100	
Safety and Security Management Review	3. External Theft and Fraud (Inc. Cyber Crime) 12.Inadequate Safety and Security Practices	Not yet performed by William Buck	High	60	
Project Management Review	14. Inadequate Project / Change Management	Not yet performed by William Buck	Moderate	80	
Fraud Risk Management and Misconduct Review	3. External Theft and Fraud (Inc. Cyber Crime) 8. Misconduct	Not yet performed by William Buck	Moderate		80
Strategic Asset Management and Maintenance Review	3.Inadequate Asset Sustainability Practices	Not yet performed by William Buck	Moderate		80
Business Continuity and Disaster Recovery	9. Business and Community Disruption	Not yet performed by William Buck	Moderate		80
				240	**240**

Annual Internal Audit Administrative Services

Description	Frequency to be performed by William Buck	21/22 (hours)	22/23 (hours)
Audit & Risk Committee Reporting & Attendance	Quarterly	16	16
Audit log (Biannually)	Biannually	60	60
Strategic 3 Year Rolling Internal Audit plan	Annually	10	10
Annual Internal Audit Plan	Annually	5	5
		91	**91**

Strategic 3 Year Rolling and Annual Internal Audit Plan

Total Internal Audit Hours

Description	21/22 (hours)	22/23 (hours)
Internal Audit Reviews	240	240
Annual Internal Audit Administrative Services	91	91
	331	331

Other administrative functions which include the review and updating of the Audit, Risk and Compliance Committee and Internal Audit Charters, Terms of References, the Internal Audit Methodology and Internal Audit Procedural Manuals are from time to time performed and were not budgeted for in this plan.

Ad-hoc internal audits can also be performed by William Buck based on requests from the Chief Executive Officer and/or Audit, Risk and Compliance Committee.

Planned and ad-hoc reviews as well as other services will not commence until a purchase order is in place for the specific review/service to be provided. Internal Audit aims to be responsive to the Town's needs, given the environment of change that exists both within and external to the Town.

Consequently, the Strategic 3 Year Rolling and Annual Internal Audit Plan are reviewed each year to meet the changing needs of the Town and any proposed changes will be re-presented.

The impact of newly identified strategic, corporate and operational risks will be considered throughout the financial year and the annual internal audit plan will be amended if required.

Indicative Scopes for each identified Internal Audit Area

Set out within the table below are indicative scopes for the proposed reviews for the current year and the follow 3 years. The scopes will be further refined through discussion with Management during the scoping process.

Area of Review	Timing & Status	Indicative Scope
Procurement and Contract Management Review ***(Completed)***	1st Quarter **2020/21**	✦ Policy and procedure are in place and adequately documented, designed and implemented; ✦ Documents are aligned with Local Government Act and Regulations; ✦ Segregation of duties exist and conflicts of interest are considered, managed and resolved; ✦ Testing of key controls within the following areas to ensure they are operationally effective: ✦ Mechanisms for procurement to identify tender processes which should be followed; ✦ Tendering, Expressions of Interest and Quotations; ✦ Supplier's selection process (including composition of evaluation panels and the use of probity reviews); ✦ Approval processes; ✦ High level controls on Contract Management Processes (Financial/Performance); and ✦ Completeness of the contracts register. ✦ Monitoring/exception reporting processes by procurement on purchase orders and invoices to identify noncompliance with processes; ✦ Systems and processes for administering procurement processes and the team are in place and effectively managed; ✦ Records management; and ✦ Adequate training processes implemented in respect of procurement and contract management processes.
Regulation 17 Review ***(Work in Progress)***	3rd Quarter **2020/21**	✦ Processes implemented in relation to risk management. ✦ Reviewing processes to assess the effectiveness of internal controls. ✦ Appropriateness of processes implemented to ensure compliance with legislative compliance requirements; ✦ Appropriate reporting structures to identify instances of non-compliance with Legislation are escalated to management, the Audit, Risk and Compliance Committee and Council. ✦ Follow up on previous Internal Audit Reports on Regulation 17.
Records Management ***(To Commence)***	4th Quarter **2020/21**	✦ Documentation is aligned with the State Records Act "SRA" and has been reviewed and approved by the State Records Office; ✦ The relevant record keeping documents are in place to ensure compliance at a high level with the SRA including Record Keeping Plan, Metadata Management Policy, Thesaurus and Retention and Disposal Plan and key requirements are complied with, including archiving and disposal; ✦ Staff are aware of record keeping requirements and are adequately trained including the use of network drives and paper based versus online storing of records; ✦ Appropriate quality control processes are implemented in respect of records management; ✦ Access to records is appropriately controlled either through a system or hard copy records; and ✦ Record audits are performed by the records manager e.g. frequency, results and follow-up.

Indicative Scopes for each identified Internal Audit Area

Area of Review	Timing & Status	Indicative Scope
Finance Management Review (Key financial controls review)	1st Quarter 2021/22	Key controls are implemented around the following areas: ✦ Revenue & receivables; ✦ Cash management; ✦ Accounts payables, commitments and accruals; ✦ Supplier database maintenance; ✦ Exception reporting processes within finance; ✦ Administration and maintenance and acquittals of purchase cards; ✦ Period end close processes including all reconciliations, journals, analytical review and review and approval of accounts; ✦ Stock processes for administering, counting, valuing and provisions; ✦ Segregation of duties within each of the identified processes; ✦ The accounting aspect of assets including additions, disposals, valuation and depreciation; and ✦ User access to the accounting systems.
Safety and Security Management Review	2nd Quarter 2021/22	✦ The Town's security measures are adequate; and ✦ Appropriate Occupational Safety and Heath Processes are implemented, including appropriate Insurance. ✦ Policies and procedures are adequate to ensure risks are well managed.
Project Management Review	3rd Quarter 2021/22	✦ Project management framework and methodology; ✦ Preparation and approval of business cases; ✦ Project Plans; ✦ Project risk assessments and management; ✦ Communications plans; ✦ Reporting of progress of projects; ✦ Project handovers; and ✦ End-user acceptance testing and post-project reviews.
Fraud Risk Management and Misconduct Review	1st Quarter 2022/23	The objective of this assessment was to determine whether: ✦management have appropriate detective controls implemented on an operational level to identify fraud and fraud risks; ✦ preventative and responding controls are implemented which will lower or mitigate risks identified; and ✦ reporting mechanisms for identified fraud/misconduct and corruption to the respective delegates is as prescribed to the Town's respective reporting procedures.
Strategic Asset Management and Maintenance Review	2nd Quarter 2022/23	✦ Asset Management and Asset Maintenance Strategies; ✦ Management of infrastructure assets and condition assessments; ✦ Asset renewal modelling and development of an Asset Renewal Program; ✦ Development and approvals of strategic capital works programs and the maintenance of current infrastructure assets; ✦ Asset management accounting processes; ✦ Assets counts; ✦ Environmental approvals and compliance reporting for Town Assets; and ✦ Implementation of annual environmental offset, conservation and foreshore programs.
Business Continuity and Disaster Recovery	3rd Quarter 2022/23	✦ Roles and responsibilities for co-ordinating BCP development, maintenance and testing are clearly defined.

10

52

Indicative Scopes for each identified Internal Audit Area

Area of Review	Timing & Status	Indicative Scope
		✦ A formal risk assessment has been completed to define potential events or incidents that could cause a disruption to the Town's business services. ✦ A formal Plan has been developed to define the Town's response to business continuity risks and is regularly reviewed and approved. ✦ BCP clearly defines contingencies to manage various stages of the BCP life-cycle including emergency, backup and recovery phases. ✦ BCP establishes a "chain of command" in the event of a crisis which defines who is responsible for decision making and how decisions should be made. ✦ BCP's are regularly tested, results of testing are documented and outcomes of testing are used to refresh and improve plans.

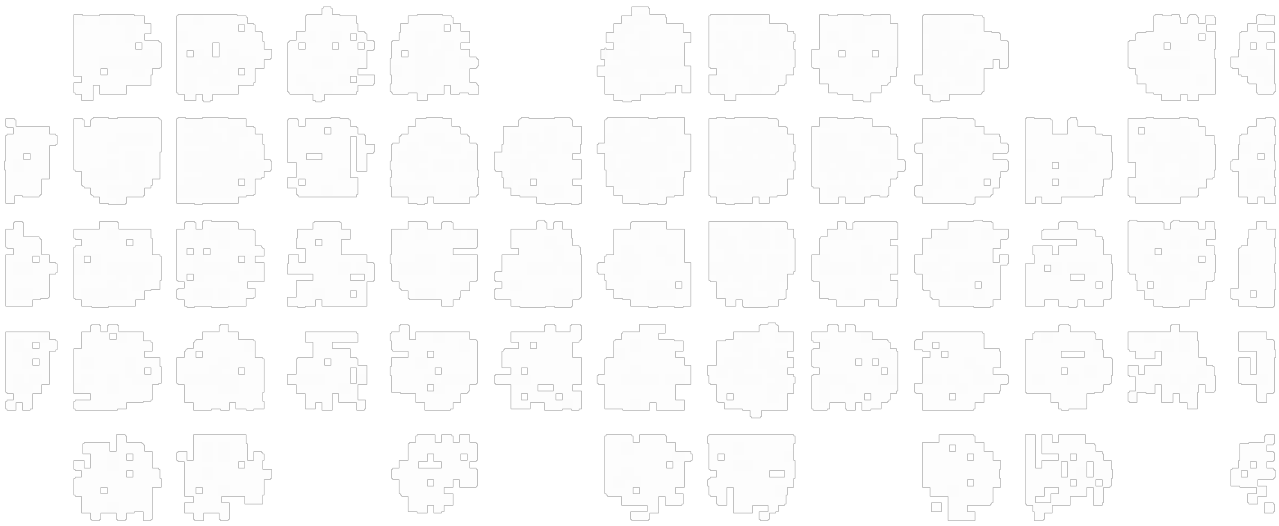
Other Suggested Areas of Reviews not covered in this plan

Other suggested reviews to be considered by Management and the Audit, Risk and Compliance Committee depending on the Town's risk rating for future Internal Audit Plans

Proposed Internal Audit
Environmental Management Review
Facilities and Events Management Review
Community Engagement and Stakeholders Relationship Review
IT General Controls Review (Including Cyber Security)
People, Culture and Payroll Management Review
Land Development and Strategic Land Use Planning and Environment
Budgeting and Long Term Financial Planning
Integrated Reporting
Customer Relationship and Complaints Management
Community and Place Management
Health and Compliance Review
Community Safety and Emergency Management Review
Asset Maintenance (incl. Parks, Buildings, Roads, Pathways and Storm Water Drains, Engineering, Conservation, Plant and Fleet)
Economic Development
Corporate Governance Review
Stakeholder Relationship Management
Media, Public Relations (Including Advocacy) and Communications
Fleet and Inventory Management
Approval Services

12

54



Changing Lives.
williambuck.com
CHARTERED ACCOUNTANTS & ADVISORS
55
Praxity

Town of Port Hedland

MINUTES

Audit, Risk and Compliance Committee Meeting

Tuesday, 11 May 2021

Date: Tuesday, 11 May 2021
Time: 5:30pm
Location: Council Chambers, Civic Centre
McGregor Street
Port Hedland
Distribution Date: 13 May 2021

DISCLAIMER

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

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

Order Of Business

Item 1 Opening of Meeting 4
Item 2 Acknowledgement of Traditional Owners and Dignitaries 4
Item 3 Recording of Attendance 4
3.1 Attendance 4
3.2 Attendance by Telephone / Instantaneous Communications 4
3.3 Apologies 4
3.4 Approved Leave of Absence 4
3.5 Disclosure of Interests 4
Item 4 Applications for Leave of Absence 5
Item 5 Response to Previous Questions 5
Item 6 Public Time 5
6.1 Public Question Time 5
6.2 Public Statement Time 7
6.3 Petitions/Deputations/Presentations/Submissions 7
Item 7 Questions from Members without Notice 7
Item 8 Announcements by Presiding Member without Discussion 7
Item 9 Declarations of All Members to Have Given Due Consideration to All Matters Contained in the Business Paper before the Meeting 8
Item 10 Confirmation of Minutes from Previous Meeting 8
Item 11 Reports of Officers 9
11.1 Corporate Services 9
11.1.1 2021 External Audit Entrance Meeting 9
11.2 Community Services 12
11.3 Regulatory Services 12
11.4 Infrastructure Services 12
11.5 Executive Services 12
Item 12 Motions of which Previous Notice has been given 12
Item 13 New Business of an Urgent Nature (Late items) 12
Item 14 Matters for Which Meeting May Be Closed (Confidential Matters) 12
Item 15 Closure 12
15.1 Date of Next Meeting 12
15.2 Closure 12

Item 1 Opening of Meeting

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

Item 2 Acknowledgement of Traditional Owners and Dignitaries

The Presiding Member acknowledged the Kariyarra people as the Traditional Custodians of the land we met.

Item 3 Recording of Attendance

3.1 Attendance

Scheduled Present:	**Committee Members:**
	Councillor Eva Bartho (Presiding Member)
	Councillor Tim Turner (Deputy Presiding Member)
	Councillor Jan Gillingham
Scheduled for Attendance:	Carl Askew (Chief Executive Officer)
	Karren MacClure (Director Corporate Services)
	Mark Dawson (Governance Manager)
	Angelique Cook (Senior Governance Advisor)
	Rebecca Wilkinson (Governance Officer/Minute Taker)

Public:	6
Media:	0
Staff:	3

3.2 Attendance by Telephone / Instantaneous Communications

Nil

3.3 Apologies

Nil

3.4 Approved Leave of Absence

Nil

3.5 Disclosure of Interests

Nil

Item 4 Applications for Leave of Absence

Nil.

Item 5 Response to Previous Questions

5.1 Response to questions taken on notice from Public at the Audit, Risk and Compliance Committee Meeting held on 10 March 2021

Nil.

5.2 Response to questions taken on notice from Committee Members at the Audit, Risk and Compliance Committee Meeting held on 10 March 2021

Nil.

Item 6 Public Time

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.

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

6.1 Public Question Time

The Presiding Member declared Public Question Time opened at 5:33pm.

6.1.1 MR TK RIVERA

The Presiding Member advised that questions had been received from Mr TK Rivera, via email on 11 May 2021. These questions would be taken on notice and responses will be provided to Mr Rivera and published in the agenda of the next Audit, Risk and Compliance Committee meeting, scheduled for Tuesday 10 August 2021.

Risk Management Policy

1. *What risk register has been developed to identify hazards and implement controls across all functions of Council? What is the review frequency for this document?*
2. *What is the methodology for creating and maintaining such a risk register? Arising out of the register, what are the top ten hazards to the Town of Portland as an organisation?*
3. *If no risk register exists, I encourage the Town to consider running a small number of facilitated risk workshops with the intention to capture input from the field operations staff and their supervisors, middle management and senior management from each of the Town's directorates. Can the Committee commit to actioning this with Town staff?*
4. *For the purpose of managing risk to the Town's staff's health & safety, the Town organisation's reputation, the Town's built & natural environment and the Town organisation's finances, how does the Risk & Audit Committee ensure that staff, consultants and contractors apply the Town's risk management framework outlined in the Risk Management Policy?*
5. *What review processes are done by Town staff to confirm compliance by staff, consultants & contractors with this policy?*

Purchasing Policy

6. *$250,000 is the point at which the Town requires public tenders to be invited for outsourced works & services, subject to certain exemptions. This figure was set many years ago and now results in an unnecessary burden to Town staff in preparing and administering tenders. What representations is the Town making to the Department of Local Government and Western Australian Local Government Association to have this figure raised to $500,000 or higher?*
7. *When did the Risk & Audit Committee last receive a quarterly non-compliance report from Town staff? What actions are being taken by the Committee to ensure this report is routinely submitted quarterly by staff?*

Project Management

8. *No policy for project management appears in the Policy Manual. What reason can the Committee provide for this omission by the Town? I encourage the Town to develop a policy for this area of its functions. This should incorporate the Town's risk management framework as it applies to scoping projects, developing project cost estimates, resourcing project, identification of project management staff and identifying different stages of project development & delivery. Such a policy should address how the Town manages risk to environment, social and local economic arising out of project works.*
9. *Can the Committee commit to actioning this with Town staff?*

Quality Management

10. *No policy for quality management appears in the Policy Manual. What reason can the*
11. *Committee provide for this omission by the Town? I encourage the Town to develop a quality management plan to cover activities associated with operational works (value over $100,000) and capital works, including any pre-construction and construction phase activities. I encourage the Town to develop quality management procedures to cover all written documentation with is issued to external parties including members of the public.*
12. *Can the Committee commit to actioning this with Town staff?*

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

6.2 Public Statement Time

The Presiding Member declared Public Statement Time opened at 5:34pm.

Nil

The Presiding Member declared Public Statement Time closed at 5:34pm.

6.3 Petitions/Deputations/Presentations/Submissions

Nil

Item 7 Questions from Members without Notice

Nil

Item 8 Announcements by Presiding Member without Discussion

Nil

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

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

Councillor Eva Bartho
Councillor Tim Turner
Councillor Jan Gillingham

Item 10 Confirmation of Minutes from Previous Meeting

ARC202021/156 OFFICER'S RECOMMENDATION / COMMITTEE DECISION

MOVED: CR GILLINGHAM SECONDED: CR TURNER

That the Audit, Risk and Compliance Committee confirm that the Minutes of the Audit, Risk and Compliance Committee Meeting held on Tuesday 10 March 2021 are a true and correct record.

CARRIED 3/0

Item 11 Reports of Officers

11.1 Corporate Services

11.1.1 2021 EXTERNAL AUDIT ENTRANCE MEETING

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

ARC202021/157 OFFICER'S RECOMMENDATION / COMMITTEE DECISION

MOVED: CR TURNER SECONDED: CR GILLINGHAM

That the Committee adopt the Audit Planning Memorandum, as per Attachment 1.

CARRIED 3/0

PURPOSE

The purpose of this report is for the Audit, Risk and Compliance (ARC) Committee to adopt the Audit Planning Memorandum for the forthcoming year.

DETAIL

The primary purpose of this Audit Planning Memorandum (APM) is to brief the Town of Port Hedland (Town) on the proposed approach by RSM Australia (RSM), on behalf of the Office of the Auditor General (OAG), to audit the financial report of the Town for the year ending 30 June 2021.

The APM is a key tool for discharging the auditor's responsibilities in relation to communicating with those charged with governance.

The APM is presented and discussed at this entrance meeting to ensure the ARC Committee understands the Towns and the auditor's responsibilities in the audit process.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance. It does not meet any requirements of a 'significant' decision.

CONSULTATION

Internal

- Chief Executive Officer
- Director Corporate Services
- Manager Financial Services

External Agencies

- Office of the Auditor General
- RSM

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995
Local Government (Financial Management) Regulations 1996
Local Government (Audit) Regulations 1996 – Regulation 9
The entrance meeting is not specifically an audit regulation, however it forms the basis of regulation 9 which is the performance of the audit.

FINANCIAL AND RESOURCES IMPLICATIONS

There are no financial implications associated with this item.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

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

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

RISK MANAGEMENT CONSIDERATIONS

There is a compliance risk associated with this item, because if the Committee do not adopt an audit plan for the forthcoming year, the audit will not be able to proceed. The risk rating is considered to be low (2), which is determined by a likelihood of rare (1) and a consequence of minor (2).

This risk will be eliminated by the adoption of the officer's recommendation.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Do not adopt officer's recommendation

CONCLUSION

It is recommended that the ARC Committee adopt the 2021 Audit Planning Memorandum to ensure the audit proceeds without delay. The adoption of the APM will also allow Committee members to have insight on which items are to be addressed in the upcoming audit, and offers structure and guidance to the process.

ATTACHMENTS

1. Audit Planning Memorandum 30 June 2021 (under separate cover)

11.2 Community Services

Nil.

11.3 Regulatory Services

Nil.

11.4 Infrastructure Services

Nil.

11.5 Executive Services

Nil.

Item 12 Motions of which Previous Notice has been given

Nil.

Item 13 New Business of an Urgent Nature (Late items)

Nil.

Item 14 Matters for Which Meeting May Be Closed (Confidential Matters)

Nil.

Item 15 Closure

15.1 Date of Next Meeting

The next Audit, Risk and Compliance Committee Meeting will be held on Tuesday 10 August 2021 commencing at 5:30pm.

15.2 Closure

There being no further business, the Presiding Member declared the meeting closed at 5:38pm.

TERMS OF REFERENCE

1. Purpose of the Terms of Reference

The purpose of the terms of reference is to facilitate the operation of the Audit, Risk and Compliance Committee.

2. Introduction

The Audit, Risk and Compliance Committee has been established in accordance with Part 7 of the *Local Government Act 1995*.

The Audit, Risk and Compliance Committee is an advisory committee formally appointed by the Council and is responsible to the Council. The Audit, Risk and Compliance Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any financial responsibility. The Audit, Risk and Compliance Committee does not have any management functions and is therefore independent of management.

The Audit, Risk and Compliance Committee will primarily focus on relevant matters relating to Audit (internal and external) Risk and Compliance.

The Audit, Risk and Compliance Committee objective is to assist the Town of Port Hedland Council in liaising with the auditor and overseeing the external audit function and promoting the transparency and accountability of the Town's financial management systems and reporting. The role of the Audit, Risk and Compliance Committee is to report to the Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.

3. Objectives

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

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

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

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

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

3.5 The process for recognising risks arising from the Town's operations and strategies, and consider the adequacy of measures taken to manage those risks.

3.6 The process and systems which protect the Council against fraud and irregularities.

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

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

The Audit, Risk and Compliance Committee must also add to the credibility of Council by promoting ethical standards through its work.

4. Authority

The Audit, Risk and Compliance Committee has the authority to:

4.1 Review and suggest improvements to the internal and external auditor's annual audit plans and the outcomes/results of all audits undertaken.

4.2 Monitor and advise the Chief Executive Officer in reviews conducted under regulation 17(1) of the *Local Government (Audit) Regulations 1996* and regulation 5(2)(c) of *the Local Government (Financial Management) Regulations 1996*.

4.3 Formally meet with the Town's appointed external auditor as necessary.

4.4 Seek resolution on any disagreements between management and the external auditors on financial reporting.

4.5 Advise Council on any or all of the above as deemed necessary.

5. Composition of Committee Members

5.1 The Audit, Risk and Compliance Committee will comprise of three Elected Members.

5.2 The Council will appoint Audit, Risk and Compliance Committee members.

5.3 The Presiding Member and Deputy Presiding Member will be appointed by the Audit, Risk and Compliance Committee, Members after an Election.

5.4 The members, taken collectively, will have a broad range of skills and experience in accounting or related financial management, with an understanding of accounting and auditing standards in a public sector environment.

5.5 Members may seek advice from an external independent advisor. The independent advisor will have a Certified Practicing Account (CPA), Chartered Accountancy (CA) qualification or relevant discipline or experience in a similar position. 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)
- Tax Legislation
- *Local Government Act 1995*
- Local Government experience and/or Band 1 Council

5.6 A quorum will be a minimum of 50% of the membership.

5.7 Audit, Risk and Compliance Committee members are required by the Local Government 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.

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

5.9 The Chief Executive Officer and employees are not members of the Committee.

6. Meetings

6.1 Meetings may be called by the Presiding Member of the Audit, Risk and Compliance Committee, or at the request of the Mayor or Chief Executive Officer.

6.2 The Audit, Risk and Compliance 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 Local Government Act 1995.

6.3 All Elected Members are invited to attend each Audit, Risk and Compliance Committee meeting.

6.4 All Audit, Risk and Compliance Committee members are expected to attend each meeting in person.

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

6.6 The Audit, Risk and Compliance Committee will develop a forward meeting schedule that includes the dates, location, and proposed work plan for each meeting for the forthcoming year, that cover all the responsibilities outlined in this terms of reference.

6.7 Meeting agendas will be prepared and provided at least one week in advance to members, along with appropriate briefing materials.

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

6.9 Pursuant to regulation 13 of the Local Government (Administration) Regulations 1996, unconfirmed minutes will be made available for inspection by members of the public, within 5 (five) business days after the meeting.

7. Responsibilities

The Audit, Risk and Compliance Committee will carry out the following responsibilities:

7.1 Risk management

7.1.1 Review and suggest improvements to whether management has in place a current and comprehensive enterprise risk management framework and associated procedures for effective identification and management of the Town's business and financial risks, including fraud.

7.1.2 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.

7.1.3 Assess the impact of the Town's enterprise risk management framework on its control environment and insurance arrangements.

7.1.4 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.

7.2 Internal Control and Internal Audit

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

7.2.2 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.

7.2.3 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.

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

7.3 Financial Report

7.3.1 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.

7.3.2 Review with management and the external auditors the results of the audit, including any difficulties encountered, and suggest improvements if required.

7.3.3 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.

7.3.4 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.

7.3.5 Review and suggest improvements to the draft Annual Financial Statements and recommend the adoption of the Annual Financial Statements to Council.

7.4 Compliance

7.4.1 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.

7.4.2 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.

7.4.3 Obtain regular updates from management about compliance matters.

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

7.5 External Audit

7.5.1 Review and suggest improvements to the external auditor's proposed audit scope and approach for financial performance audits, including any reliance on internal auditor activity.

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

7.5.3 Provide an opportunity for the Audit, Risk and Compliance Committee to meet with the external auditors to discuss any matters that the Audit, Risk and Compliance Committee or the external auditors believe should be discussed privately.

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

7.5.5 Monitor management's implementation of external audit recommendations.

7.6 Reporting Responsibilities

7.6.1 Report regularly to the Council Audit, Risk and Compliance Committee activities, issues, and related recommendations through circulation of minutes.

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

8 Other Responsibilities

8.1 Perform other activities related to this terms of reference as requested by the Council.

8.2 Governance 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.

(Adopted by Council at its Ordinary Meeting held 16 November 2011.
Amended by Council at its Ordinary Meeting held 23 October 2013.
Amended by Council at its Ordinary Meeting held on 11 December 2013.
Amended by Council at its Ordinary Meeting held on 27 May 2015.
Amended by Council at its Ordinary Meeting held on 28 October 2015.
Amended by Council at its Ordinary Meeting held on 22 June 2016.
Amended by Council at its Ordinary Meeting held on 24 May 2017.
Re-Adopted by Council at its Ordinary Meeting held on 1 November 2017.
Re-Adopted by Council at its Ordinary Meeting held on 19 December 2019.
Amended by Council at its Ordinary Meeting held on 23 September 2020.)

2021 EXTERNAL AUDIT ENTRANCE MEETING

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

OFFICER'S RECOMMENDATION

That the Committee receive the Audit Planning Memorandum 30 June 2021 as per attachment 1.

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for the Audit, Risk and Compliance (ARC) Committee to receive the Audit Planning Memorandum for the forthcoming year.

DETAIL

The primary purpose of this Audit Planning Memorandum (APM) is to brief the Town of Port Hedland (Town) on the proposed approach by RSM Australia (RSM), on behalf of the Office of the Auditor General (OAG), to audit the financial report of the Town for the year ending 30 June 2021.

The APM is a key tool for discharging the auditor's responsibilities in relation to communicating with those charged with governance.

The APM is presented and discussed at this entrance meeting to ensure the ARC Committee understands the Towns and the auditor's responsibilities in the audit process.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance. It does not meet any requirements of a 'significant' decision.

CONSULTATION

Internal

- CEO
- Director Corporate Services
- Manager Financial Services

External Agencies

- OAG
- RSM

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995
Local Government (Financial Management) Regulations 1996
Local Government (Audit) Regulations 1996 – Regulation 9
The entrance meeting is not specifically an audit regulation, however it forms the basis of regulation 9 which is the performance of the audit.

FINANCIAL AND RESOURCES IMPLICATIONS

There are no financial implications associated with this item.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

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

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

RISK MANAGEMENT CONSIDERATIONS

There is a compliance risk associated with this item, because if the Committee do not adopt an audit plan for the forthcoming year, the audit will not be able to proceed. The risk rating is considered to be low (2), which is determined by a likelihood of rare (1) and a consequence of minor (2).

This risk will be eliminated by the adoption of the officer's recommendation.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Do not adopt officer's recommendation

CONCLUSION

It is recommended that the ARC Committee receive the 2021 Audit Planning Memorandum to ensure the audit proceeds without delay. The adoption of the APM will also allow Committee members to have insight on which items are to be addressed in the upcoming audit, and offers structure and guidance to the process.

ATTACHMENTS

1. Audit Planning Memorandum 30 June 2021

ASSURANCE & ADVISORY SERVICES



TOWN OF PORT HEDLAND

Audit Planning Memorandum
30 June 2021

THE POWER OF BEING UNDERSTOOD
AUDIT | TAX | CONSULTING

Office of the Auditor General
Serving the Public Interest

RSM

CONTENTS

1 PURPOSE OF THE AUDIT PLANNING MEMORANDUM 1
2 KEY ENGAGEMENT INFORMATION 1
3 BACKGROUND AND GENERAL INFORMATION 1
4 KEY DELIVERABLES 2
5 MILESTONE MEETINGS 3
6 TERMS OF ENGAGEMENT 4
7 AUDITOR GENERAL 5
8 STAKEHOLDER RELATIONSHIP 6
9 CURRENT YEAR DEVELOPMENTS 7
10 AUDIT APPROACH TO THE KEY AUDIT AREAS 8
11 SIGNIFICANT RISK AREAS 10
12 OTHER CRITICAL DISCLOSURES IN THE FINANCIAL REPORT 12
13 CONTROLS 14
14 FRAUD RISK 16
15 OTHER AUDIT MATTERS 16
16 INVOLVEMENT OF INFORMATION SYSTEMS AUDIT SPECIALIST 17
17 TIMETABLE 18
18 APPENDIX A: ADDITIONAL INFORMATION CONTACTS 21

Town of Port Hedland
Audit Planning Memorandum
30 June 2021

1 PURPOSE OF THE AUDIT PLANNING MEMORANDUM

The primary purpose of this Audit Planning Memorandum (**APM**) is to brief the Town of Port Hedland (**Town**) on the proposed approach by RSM Australia (**RSM**), on behalf of the Office of the Auditor General (**OAG**), to audit the financial report of the Town for the year ending 30 June 2021. The APM is a key tool for discharging the auditor's responsibilities in relation to communicating with those charged with governance.

2 KEY ENGAGEMENT INFORMATION

2.1 Key Town stakeholders and personnel

Ratepayers	Town of Port Hedland
Minister for Local Government	The Hon. John Carey MLA
Mayor	Cr Peter Carter
Chief Executive Officer (**CEO**)	Carl Askew
Director Corporate Services	Karren MacClure
Manager Financial Services	Christine Pidgeon

2.2 Key OAG personnel

Auditor General	Caroline Spencer
Director, Financial Audit [1]	Aram Madnack

2.3 Key RSM personnel

Audit Director [1]	David Wall
Audit Manager	Domenic Zappa
National Technical Director	Ralph Martin

[1] Refer to Appendix A for contact details

3 BACKGROUND AND GENERAL INFORMATION

3.1 Background

The Town is a Western Australian local government located in the Pilbara Region and is home to approximately 16,000 people from diverse cultural backgrounds and covers 11,844 square kilometres. The Kariyarra, Ngarla, and Nyamal people are acknowledged as the Traditional Custodians of the Port Hedland lands.

The Town is Australia's largest bulk export port. The Town attracts internationally prominent resource companies and contributes at a nationally recognised level to the broader Australian economy. Port Hedland International Airport provides a gateway to the Pilbara, the North West of Australia and a direct link to the world's largest bulk tonnage export port.

3.2 Council and Executives

Hon. Frederick Riebeling was appointed to the position of Commissioner on 9 July 2019, following the State Government's decision to suspend Elected Members until 17 October 2020, when the Town held an Extraordinary Local Government Election to elect Mayor Peter Carter and eight Councillors.

The Town's Executive team at the date of this APM are:

- Carl Askew, CEO
- Karren MacClure, Director Corporate Services
- Lee Furness, Director Infrastructure
- Craig Watts, Director Regulatory Services
- Josephine Bianchi, Director Community Services

3.3 Governance

The Town is governed by Council, which appoints the CEO to advise and provide information to Council in relation to the Town's functions and ensures the resources of the Town are effectively and efficiently managed.

3.4 Regulation

In terms of financial reporting, the Town is subject to the *Local Government Act 1995* (**Act**) and the *Local Government (Financial Management) Regulations 1996* (**Financial Management Regulations**).

4 KEY DELIVERABLES

4.1 Financial report audit and opinions

The annual financial report will be general purpose financial statements for the financial year ending 30 June 2021. The Auditor General is required by the Act to provide an opinion on the financial report and other legal and regulatory requirements in accordance with the *Local Government (Audit) Regulations 1996* (**Audit Regulations**). The objective of the Auditor General's audit is to obtain reasonable assurance about whether the Town's financial report, as a whole, is free from material misstatement, whether due to fraud or error, and to issue an auditor's report.

The Auditor General's report will be sent to the Mayor, CEO and the Minister for Local Government in accordance with the Act. The Town is required to publish the auditor's report with the annual financial report on its website. If the Auditor General has reported other significant matters, then the Town is required to report the action it has taken about the matters to the Minister and to publish a copy of that report on its website.

The Auditor General will also communicate with the Mayor and the CEO regarding, among other matters, any significant findings regarding deficiencies in internal control that may be identified during the audit.

4.2 Management letters

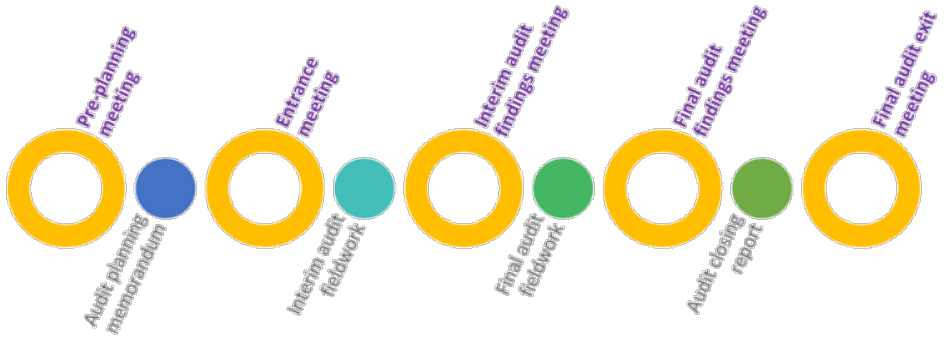
Significant findings, emerging issues and their recommended resolutions that arise during the audit will be progressively discussed and communicated by RSM and the OAG to the Town to factually validate the findings, then the Mayor and the CEO in a management letter. Any weaknesses in controls, which may be identified during the current year audit, will be highlighted in the management letter following the conclusion of the interim and final audits. The draft management letters will be reviewed by the OAG before being provided to the Town for comment.

Prior year management letter points will be followed up as part of the current year audit procedures to determine if any control weaknesses, highlighted during prior year audits, have been properly resolved.

4.3 Matters of significance

In accordance with section 24(1) of the *Auditor General Act 2006*, the Auditor General is required to report on matters arising out of the performance of the Auditor General's functions that are, in the opinion of the Auditor General, of such significance as to require reporting.

5 MILESTONE MEETINGS



5.1 Pre-planning meeting

The pre-planning meeting will be with the Town's Administration, OAG (if required) and RSM. The meeting will discuss current developments at the Town and any changes in governance or systems. The meeting will form the basis for the preparation of the APM.

5.2 Entrance meeting

The entrance meeting will be held with the Audit, Risk and Compliance Committee, the Town's Administration, OAG and RSM. The meeting will mainly cover the presentation and discussion of the APM. If it is not practicable for the Audit, Risk and Compliance Committee to meet for an audit entrance meeting, we suggest at least one Elected Member (the Chairperson of the Audit, Risk and Compliance Committee) attends the entrance meeting.

5.3 Interim audit findings meeting

The interim audit findings meeting with the Town's Administration, OAG (if required) and RSM will mainly cover the presentation and discussion of the significant control matters as reported in the interim audit management letter, if any.

5.4 Final audit findings meeting

Significant accounting issues and audit findings, if any, noted during the final audit will be discussed with the Town's Administration, OAG (if required) and RSM. If there are significant, unresolved matters, then a meeting will also be held with the Audit, Risk and Compliance Committee.

5.5 Final audit exit meeting

The exit meeting with the Audit, Risk and Compliance Committee, the Town's Administration, OAG and RSM will mainly cover the presentation and discussion of the audit closing report, which will outline any significant audit related matters concerning the financial report, management letters and improvement suggestions for future audits.

5.6 Council and Audit, Risk and Compliance Committee meetings

Meetings with Council and the Audit, Risk and Compliance Committee are by invitation and provides insight into matters that may have an impact on our audit approach. Generally, OAG and RSM will attend meetings as required.

6 TERMS OF ENGAGEMENT

6.1 Arrangements

Audits are not an absolute guarantee of the accuracy or reliability of the Town's information and may not identify all matters of significance. This is because the work undertaken to form an opinion is permeated by judgement and most audit evidence is persuasive rather than conclusive. In addition, there are inherent limitations in any audit, including the use of testing, the effectiveness of internal control structures and the possibility of collusion.

Primary responsibility for the detection, investigation and prevention of irregularities rests with the Town's Administration. Consequently, it is the Town's Administration who remain responsible for keeping proper accounts and maintaining adequate systems of internal control, preparing and presenting the financial report, complying with the Act and the Financial Management Regulations.

Under the *Auditor General Act 2006,* audit staff have unrestricted access to information held by the Town, irrespective of any restrictions on disclosures imposed, such as secrecy provisions.

Confidentiality of audit files and working papers is required under the *Auditor General Act 2006*. The OAG is an 'exempt agency' under the *Freedom of Information Act 1992*.

The signed contract between the Auditor General and RSM contains strict confidentiality clauses.

6.2 Management representation letter

The audit plan assumes that the Mayor and the CEO will be able to sign a management representation letter. The OAG and RSM will make available to the Town a draft management representation letter during the course of the audit. The letter would be signed at the same time as the annual financial report is signed.

RSM and the OAG will rely on the Mayor and CEO signing the management representation letter as evidence to confirm they have:

- Fulfilled their responsibilities for the preparation and fair presentation of the financial statements in accordance with the Act and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards;
- Established and maintained an adequate internal control structure and adequate financial records;
- Provided the auditors with access to all information of which they are aware, that is relevant to the preparation of the financial statements and the operation of controls, such as records, documentation and other matters;
- Recorded all transactions in the accounting and other records and are reflected in the financial statements;
- Advised the auditors of all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements; and
- Provided the auditors with the results of their assessment of the risk of fraud, any instances of fraud (not just material fraud) and any known data and security breaches.

7 AUDITOR GENERAL

7.1 Audit of local government

The *Local Government Amendment (Auditing) Act 2017* makes legislative changes to the Act to provide for the auditing of local governments by the Auditor General. The Act allows the Auditor General to contract out some or all of the financial audits, but all audits will be the responsibility of the Auditor General. It also allows for performance audits, which will examine the economy, efficiency and effectiveness of any aspect of local government operations. The Act also places an obligation on local governments to publish their annual report, including their annual financial report and auditor's report, on their website.

The Auditor General has been given the mandate to:

- Audit the annual financial report of WA local governments, related entities and subsidiaries;
- Conduct performance audits of local governments;
- Perform supplementary audits requested by the Minister; and
- Report to Parliament on the results of financial and performance audits.

7.2 Auditor General audits and reports

During the current financial period, the OAG has issued a number of reports, which may be relevant for the Town to consider:

- Waste Management – Service Delivery (issued 20 August 2020). The report noted the waste planning at a sample of six local governments is inadequate and inconsistent and there is a need to do more to manage waste in line with current community and State expectations.
- Annual Report 2019-2020 (issued 24 September 2020). The report acknowledged the challenges faced by local government due to COVID-19. The report also noted that local government financial audits continue to take more time than comparably sized State government audits.
- Grant Administration (issued 28 January 2021). The audit found that a sample of eight State entities need to improve their grant administration practices.
- Application Controls Audits 2021 (issued 9 March 2021). The audit found that a sample of four State entities could improve their controls around user access, vulnerability management and situational awareness to address cyber risks.
- Regulation and Support of the Local Government Sector (issued 30 April 2021). The audit found the Department of Local Government, Sport and Cultural Industries use of its limited resources is not underpinned by a good understanding of risk and clear objectives for the local government sector. Moreover, its performance in regulating and supporting the sector does not currently reflect the expectations of local government entities and their communities.

Further details of the current and forward audit program can be found on the OAG website:

https://audit.wa.gov.au/

Also, the OAG website has a library of better practice guidance that the OAG has developed to help the Western Australian public sector perform efficiently and effectively.

8 STAKEHOLDER RELATIONSHIP

8.1 RSM's relationship with the Auditor General and the Town

RSM has been contracted by the Auditor General to perform the audit of the financial report of the Town and report on whether the annual financial report of the Town:

- Is based on proper accounts and records; and
- Fairly represents, in all material respects, the results of the operations of the Town for the financial year and its financial position at the end of that period in accordance with the Act and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

RSM is also required by the Auditor General to report:

- Any material matters indicating non-compliance with Part 6 of the Act, the Financial Management Regulations or applicable financial controls of any other written law;
- Any significant adverse trends in the financial position of the Town;
- Whether all required information and explanations were obtained;
- Whether all audit procedures were satisfactorily completed; and
- Whether the asset consumption ratio and asset renewal funding ratio included in the annual financial report are supported by verifiable information and reasonable assumptions.

RSM is also required to report any matter which may affect the Auditor General's responsibilities under sections 24 and 28 of the *Auditor General Act 2006,* section 7.12 AD of the Act and the Audit Regulations.

8.2 Term of the audit contract

RSM has been re-appointed by the OAG for a term of three years commencing with the financial year ending 30 June 2021.

RSM's services will be conducted under the overall direction of the Auditor General, who will retain responsibility for forming an audit opinion and issuing an audit report to the Town. The contract requires RSM to use its audit approach and methodology.

8.3 Grant acquittals

Grants received by the Town may need to be acquitted in accordance with the terms and conditions of the relevant Funding Agreement. Acquitting a grant means accurately reporting on the funded activities and the expenditure of the funding. Grant acquittal reports, providing activity and financial information, are generally required at certain stages during the funded project and / or on completion of the funded project. If satisfactory grant acquittal reports are not provided at the times and in the manner detailed in the Funding Agreement, there is a risk that any further payments due to the Town will be withheld and the Town may be ineligible to apply for further grants.

In most circumstances the grant acquittal reports are required to be audited. Generally, the Funding Agreement will require the Town to engage an auditor to form an opinion that the receipts and payments are true and fair and that the Town has complied with the terms and conditions of the Funding Agreement.

If RSM is invited by the Town to complete the audit of grant acquittal reports, then RSM must first obtain approval from the OAG before the audit begins.

8.4 Independence

The Auditor General is an independent officer of the Western Australia Parliament, appointed under legislation to examine, on behalf of Parliament and Western Australian taxpayers, the management of resources within the public sector. The Auditor General is not subject to control or direction by either Parliament or the government. In conducting the audit, the Auditor General, staff and delegates will comply with all applicable independence requirements of the Australian accounting profession.

RSM Orb, our optimal risk-based audit methodology requires that we conduct an annual re-evaluation of our independence prior to the commencement of each assignment. We have fully satisfied ourselves that we do not have any actual or perceived conflict of interest.

We are fully compliant with our Ethics and Independence Policies, which are verified and tested each year by our Partner Responsible for Ethics and Independence. Each year we are required to submit certain information to our Partner Responsible for Ethics and Independence, which is analysed and subjected to a series of stringent tests. This system has been extensively reviewed by the Australian Securities and Investments Commission and found to be in accordance with Australian Auditing Standards, the *Corporations Act 2001* and better practice.

As advised by RSM to the OAG and the Town, Domenic Zappa, the RSM Audit Manager for this engagement, was elected to Council of City of Wanneroo in October 2013 and subsequently re-elected in 2017. Following consultation with the RSM Partner in Charge of Ethics and Independence Policies, the firm has concluded that these circumstances do not threaten compliance with the RSM Ethics and Independence Policies or other regulatory / professional body independence requirements. The OAG and the Town have confirmed they are satisfied with these arrangements.

9 CURRENT YEAR DEVELOPMENTS

We had discussions with the Town Administration and reviewed the 30 June 2020 financial statements and the 30 June 2020 audit file to identify any significant matters that may affect the audit planning and process. As at the date of this audit plan, we have identified the following development, which is expected to impact the financial statements audit for the year ending 30 June 2021.

9.1 COVID-19

We will work with the Town's Administration to minimise the risk for your staff and Councillors, our staff, and to your operations, while completing audits in the best timeframe possible under the circumstances. This will likely involve more audit work being performed remotely rather than at your premises, and / or delaying audit work if unforeseen circumstances arise.

10 AUDIT APPROACH TO THE KEY AUDIT AREAS

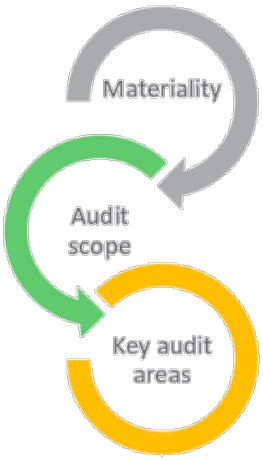
10.1 Risk assessment

Key audit areas are those areas that, in RSM's professional judgment, present the most significant risk in our audit of the financial report.

As part of our audit approach, we have conducted an initial financial report risk assessment to determine whether any of the risks identified are, in our judgment, significant. A significant risk is an identified and assessed risk of material misstatement in the financial report that, in our judgment, is a key audit area and requires special audit consideration.

Our assessment of key audit areas is based upon:

- Discussion with the Town's Administration and the OAG;
- The complexity of transactions within each area;
- The degree of subjectivity in the measurement of financial information related to the risk, especially those measurements involving a wide range of uncertainty;
- The degree of susceptibility to fraud risk; and
- Consideration of any relevant matters that may be discussed during the audit planning stage.



10.2 Materiality

For the purpose of this APM, we referred to the audited 30 June 2020 financial report of the Town and used our professional judgment to determine a planning materiality amount. In line with OAG policy, we have not disclosed the amount of planning materiality.

The scope of our audit is influenced by the application of materiality. Based on our professional judgment, we determined certain quantitative thresholds for materiality, including the overall materiality for the financial statements. These, together with qualitative considerations, helped us to determine the nature, timing and extent of our audit procedures on the individual financial report line items and disclosures and to evaluate the effect of identified misstatements, both individually and in aggregate, on the financial report and on our opinion.

In assessing the risk profile of the Town, and in consideration of the users of the financial report, we have adopted materiality guidelines in accordance with Australian Auditing Standards.

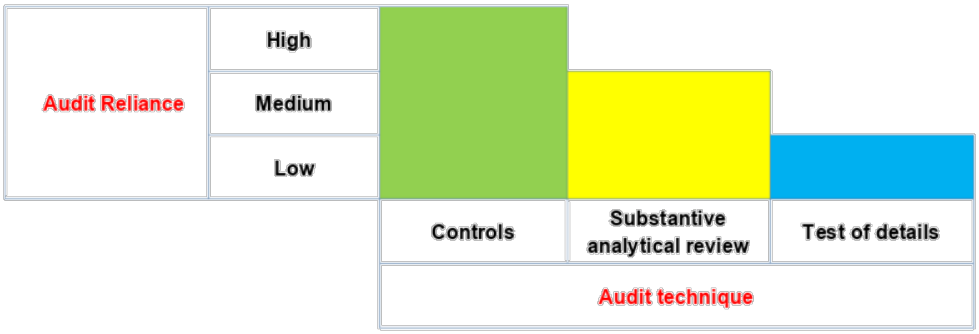
For the purpose of determining materiality, total assets are considered a key metric of interest to the users of the financial statements, Therefore, they will be used as the main benchmark for the calculation of overall materiality.

However, expenses are of significant interest to users of local government financial statements, as they seek to ensure funds are being spent appropriately. Therefore, we will consider a specific lower materiality for those account balances where there are circumstances (including qualitative factors) for which misstatements of lesser amounts than overall materiality could reasonably be expected to influence the economic decisions of users of the financial statements. For example, specific lower materiality will be calculated using total expenses as the benchmark for items such as revenue, other income, expenses, payroll and liability balances.

10.3 RSM's approach to auditing significant risk

RSM's approach to auditing a class of transactions, account balance or disclosure is to initially assess whether there is a reasonable possibility that it could contain a material misstatement. Our risk assessment is based on both quantitative and qualitative criteria to determine whether they are significant.

Our audit strategy follows a hierarchy, which starts with testing of controls, then moves to substantive analytical review procedures and then finally, testing of details. The following diagram shows an example where a high level of reliance on controls, along with a moderate level of reliance on substantive analytics is likely to result in testing of details that can safely rely on smaller sample sizes.



Based on our review of the Town's available financial information, the 30 June 2020 audit file and prior period assessment of the design and implementation of controls, we have concluded that we can rely on internal controls, which effectively means we can apply a moderate level of substantive analytics and limited testing of details. This controls based approach is both efficient and effective.

10.4 Professional scepticism

We approach all our audits with a degree of professional scepticism as required by Australian Auditing Standards. In addition, professional scepticism is a key component of delivering an effective public sector audit. ASA 200 *Overall Objectives of the Independent Auditor and the Conduct of an Audit in Accordance with Australian Auditing Standards* defines professional scepticism as 'an attitude that includes a questioning mind, being alert to conditions which may indicate possible misstatement due to error or fraud, and a critical assessment of audit evidence'.

Professional scepticism is particularly relevant in areas that involve assumptions by the Town's Administration and / or estimates. It is also critical when evaluating audit evidence to reduce the risk of the auditor:

- Overlooking unusual circumstances; and
- Over generalising when drawing conclusions from observations using inappropriate assumptions in determining the nature, timing and extent of evidence gathering procedures and evaluating the results thereof.

11 SIGNIFICANT RISK AREAS

Using the 30 June 2020 financial report as a guide and referring to the RSM calculated materiality amount and risk assessment, RSM has identified the following potential significant risk areas for the current year:

Significant risk area	30 June 2020 $'000	30 June 2019 $'000
Revenue and receivables cycle		
Rates	53,700	45,025
Fees and charges	13,060	11,630
Trade receivables (current and non-current)	9,326	14,546
Purchases and payment cycle		
Material and contracts	15,646	20,659
Property, Plant and Equipment (additions)	11,601	3,096
Infrastructure (additions)	16,922	3,511
Fixed assets cycle		
Property, Plant and Equipment	124,963	117,712
Infrastructure	176,764	168,195
Other provisions		
Provision for Airport Projects	14,810	14,810

11.1 Revenue and receivables cycle

Reasons why RSM considers this area a significant risk

Revenue is measured by considering multiple elements, for example rates transactions are calculated by the application of a rate in the dollar to the Gross Rental Value (**GRV**) or Unimproved Value (**UV**), which is in turn determined by dividing the required rate collection amount by the total valuations on the roll. GRV's and UV's vary between the various property types, such as mining and pastoral. The GRV / UV is supplied by Landgate. Furthermore, rates revenue represents a significant portion of the Town's annual operating income and is an important revenue stream in terms of the Town's cash flows.

Fees and charges is a material amount and is measured by the application of an annual charge to rateable land supplied with specified services. For example, classic domestic bin services and swimming pool inspection fees. There are also further complexities with the application of the eligible pensioners rebate scheme. In addition, further complexity and risk is associated with the requirement for the Town to comply with Part 6, Division 6 'Rates and service charges' of the Act.

Based on the above complexities and the high risk of management override by Administration, revenue recognition for rates is considered significant risk.

RSM audit response

RSM audit procedures will include, among other things, assessment of the Town's effectiveness of key internal controls operating within the revenue cycle, including application controls. RSM will perform a walkthrough of the key management controls over the revenue cycle and test key management controls. RSM will review, on a sample basis, the reconciliations and calculation of rates and compare these against historical results. In order to assess the completeness of recording revenue in the correct accounting period, RSM will perform revenue cut-off testing and review credit notes.

To determine the existence of the receivable balance and the recoverability thereof as at 30 June 2021, RSM will review receivables balances on a sample basis and perform subsequent receipt testing. Furthermore, we will perform analytical procedures on rates through detailed comparison with prior year balances and budget forecasts. RSM will also determine if the disclosures in the notes to the financial report related to the Town's revenue recognition policy are appropriate.

11.2 Purchases and payment cycle

Reasons why RSM considers this area a significant risk

All procurement made by the Town is subject to the requirements of the Act and Part 4 of the *Local Government (Functions and General) Regulations 1996* (**Functions and General Regulations**), which is the basis for the Town's purchasing policy (**Policy**). The Act and the Functions and General Regulations are there to guide the Town in delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance. Errors, uncertainty and unrealistic timelines can undermine market confidence, discredit a purchasing process and devalue the outcome of the procurement. Due to the strict and complex requirements of the Policy, including value for money, regulatory compliance, record management, transparency and professionalism, there is potential for insufficient knowledge of the Policy's requirements or failure to comply with the Policy.

RSM audit response

RSM will review the Town's purchasing policies and assess the effectiveness of internal controls operating within the payment cycle. In addition, we will perform a walkthrough of the key controls over the purchase and payment cycle, including tendering, and perform tests of control on key controls over the purchase and payment cycle. Furthermore, we will perform analytical procedures on procurement through detailed comparison with prior year balances and budget forecasts. Our testing will include an evaluation of whether the Town's purchasing activities have complied with the Act and the Functions and General Regulations.

11.3 Fixed assets cycle

Reasons why RSM considers this area a significant risk

Property, Plant and Equipment and Infrastructure respectively constituted 20% and 29% of the Town's total assets as at 30 June 2020. Under regulation 17A of the Financial Management Regulations, the Town's Plant and Equipment assets are to be measured under the cost model whereas Property and Infrastructure is to be carried at fair value less accumulated depreciation and accumulated impairment losses. Under regulation 17(4) of the Financial Management Regulations, the Town is required to revalue an asset:

- Whenever the local government believes the fair value of the asset is likely to be materially different from its carrying amount; and
- In any event, within a period of at least 3 years but not more than 5 years after the day on which the asset was last valued or revalued. We understand that the Town will be revaluing land and buildings for the year ending 30 June 2021.

Furthermore, in accordance with paragraph 9 of AASB 136 *Impairment of Assets*, the Town is required to assess at reporting date whether there is any indication that an asset may be impaired.

RSM audit response

We will carry out internal control testing over the Town's processes for determining inputs into fair value measurements and perform detailed substantive testing on a sample basis of the related fair value measurements.

We will review the Town's assessment that the fair value of Property and Infrastructure assets is not likely to be materially different from their carrying amounts and the Town's consideration of any potential impairment indicators.

11.4 Provision for Airport Projects

Reasons why RSM considers this area a significant risk

Provision for Airport Projects is a material liability in the 30 June 2020 Statement of Financial Position. The liability is recognised on approval of a grant of aid based on a provisional cost estimate. The provision reflects the Town's obligations under the Novation and Operating Deed – Port Hedland International Airport (**Agreement**) with PHIA Operating Company Pty Ltd (**PHIA**) and PHIA Asset Pty Ltd to operate the Port Hedland International Airport on March 2016.

While the Agreement and associated leasing documentation required upgrade and enhancement works to be undertaken by the Lessee, the document also bound the Town to undertake certain works. The Agreement includes clauses whereby the Town is responsible for removal and remediation of contamination known within the site at the time the Agreement was signed. Some works have been completed with the balance of works being negotiated with PHIA. These factors, in combination with the significant share of current liabilities and the high level of Administration estimation and judgment involved in determining the value of the Provision for Airport Projects is an area of significant risk.

RSM audit response

We will obtain an understanding from the Town's Administration of any changes to the Town's obligations and responsibility under the Agreement for providing certain works, including the review of any recent legal advice provided to Council and the Town's Administration regarding the Agreement.

We will review the Town's Administration accounting treatment in accordance with AASB 137 *Provisions, Contingent Liabilities and Contingent Assets* and AASB 110 *Events after the Reporting Period* and Administration's assumptions in determining the estimated value of provision at year end. RSM will also determine if the disclosures in the notes to the financial report related to the Town's provision are appropriate.

12 OTHER CRITICAL DISCLOSURES IN THE FINANCIAL REPORT

RSM will also audit the following critical disclosures in the financial report:

12.1 Related party disclosures

The Town is subject to the requirements of AASB 124 *Related Party Disclosures*. The Standard requires disclosures for senior officers' compensation and certain transactions with related parties. A review will be conducted to ensure proper accounting and disclosure of related party transactions and executive remuneration.

Further, section 7.12AL of the Act applies section 17 of the *Auditor General Act 2006* to a local government, which requires the Town to advise the Auditor General in writing of details of all related entities that are in existence.

RSM audit response:

We will review the disclosures and supporting material to ensure compliance with AASB 124. We will also assess the Town's internal controls around the identification and proper disclosure of related party transactions and executive remuneration.

12.2 Financial ratios

Under regulation 50 of the Financial Management Regulations, the annual report is to include financial ratios. Financial ratios are designed to enable users of annual financial reports to interpret more clearly the Town's performance and financial results, as well as provide a comparison of trends over several years.

These indicators provide a measure of the financial sustainability of local governments and complement the national criteria endorsed by the Local Government and Planning Ministers' Council. They provide for a comprehensive tool for monitoring the financial sustainability of local governments.

RSM audit response:

We will obtain and audit the ratios to assess compliance with regulation 50 of the Financial Management Regulations.

12.3 Capital and other commitments for expenditure

The Town must disclose in the financial statements its capital and other commitments relating to future asset construction and replacements.

RSM audit response:

We will check the underlying calculations and review the evidence to support the amounts disclosed.

12.4 Reserve accounts

The Town has established several reserve accounts under section 6.11 of the Act for the purpose of setting aside money for a specific purpose to be used in a future period. Cash reserves are required to be held in separate bank accounts. However, reserve accounts are aggregated and segregated in the financial statements as restricted (reserve funds) or unrestricted (municipal funds).

RSM audit response:

RSM will review the reserve account reconciliations and test that the transfers to and from these accounts are in accordance with the specific purpose of the reserve.

12.5 Major land transactions

Regulation 46 of the Financial Management Regulations prescribes the disclosure requirement for major land transactions. The information to be disclosed by the Town is set out in regulation 47 and includes:

- Details of the total income and expenditure for the transaction; and
- Details of the amount or value of any surplus of money or assets.

RSM audit response:

RSM will review the financial records of the Town to assess whether all major land transactions have been identified and disclosed in accordance with regulation 47.

13 CONTROLS

13.1 Internal control

Internal controls are systems, policies and procedures that help an entity reliably and cost effectively meet its objectives. Sound internal controls enable the delivery of reliable, accurate and timely external and internal reporting. The Town is responsible for developing and maintaining its internal control framework to enable:

- Preparation of accurate financial records and other information;
- Timely and reliable external and internal reporting;
- Appropriate safeguarding of assets; and
- Prevention or detection and correction of errors and other irregularities.

The annual financial audit enables RSM to form an opinion on the Town's financial report. An integral part of this, and a requirement of Australian Auditing Standard ASA 315 *Identifying and Assessing the Risks of Material Misstatement through Understanding the Entity and its Environment*, is to assess the adequacy of an organisation's internal control framework and governance processes related to its financial reporting. While this understanding has a significant impact on our audit strategy, our audit of the Town's financial report is not designed to assess, nor do we provide an opinion on, the effectiveness of internal controls.

We focus on the internal controls relating to financial reporting and assess whether the Town has managed the risk that the financial report will not be complete and accurate. Poor controls diminish Administration's ability to achieve the organisation's objectives and comply with relevant legislation. They also increase the risk of fraud.

During our planning procedures we will gain an understanding of the following components of internal control:

- Control environment;
- Risk assessment procedures;
- Information systems;
- Control activities; and
- Monitoring procedures.

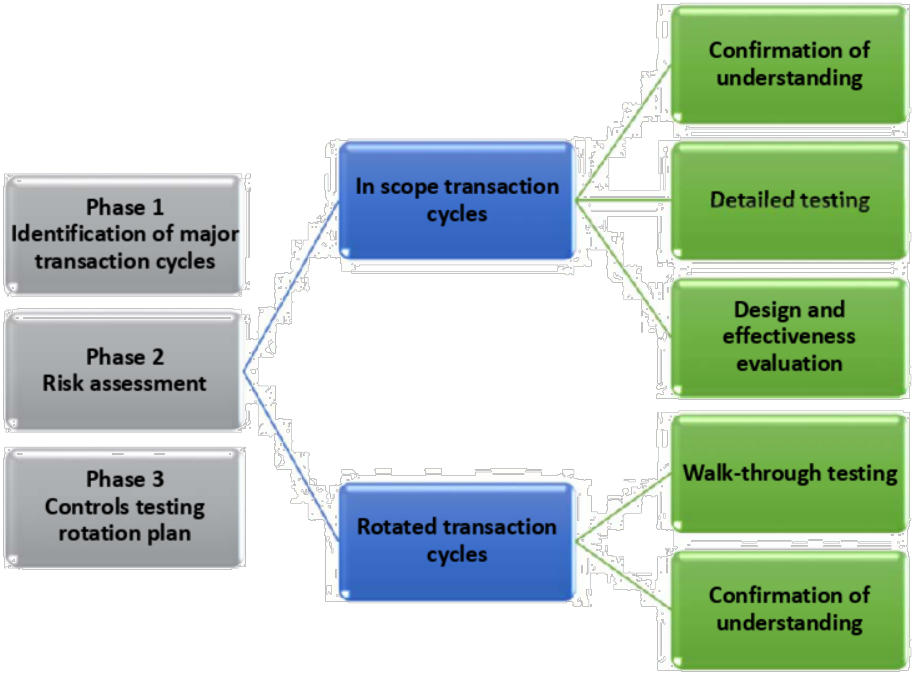
Our preliminary assessment of the internal control framework may indicate that the internal controls are likely to be effective in preventing or detecting and correcting material misstatements in the financial report. In these circumstances, we would plan to place reliance on the key internal controls relating to the material components in the financial report to support our audit opinion.

13.2 Significant changes to internal controls

The Town has represented that there are no significant changes to internal controls for the 2021 financial period to date.

13.3 Rotation approach

In accordance with our rotational controls testing approach, we will conduct a risk assessment for each major transaction cycle during our initial engagement year. The risk assessment is benchmarked against our knowledge of each transaction cycle within the local government sector. Using the risk assessment, we design a control testing rotation plan that will bring certain transaction cycles into audit scope each year. Those cycles not in scope will be subject to our normal walkthrough procedures and confirmation of our understanding of the key controls.



During the current audit, we will use a rotation approach to test the design and effectiveness of key controls used in a sample of major transaction cycles linked to significant risk areas. Some transaction cycles will be rotated out and not subject to design and effectiveness testing. Instead, we will update our understanding of the controls and confirm our understanding using walk-through procedures.

14 FRAUD RISK

Under Australian Auditing Standard ASA 240 *The Auditor's Responsibility Relating to Fraud in an Audit of a Financial Report*, when planning and performing audit procedures and evaluating the results, the auditor must consider the risk of material misstatement in the financial report because of fraud and error.

Although ASA240 sets out the principles and procedures we must follow, the primary responsibility for the prevention and detection of fraud and error rests with the Town. The Town is responsible for maintaining accounting records and controls designed to prevent and detect fraud and error, and for the accounting policies and estimates inherent in the financial report.

Our audit procedures on fraud risk include the following:

- Forward a copy of the fraud control checklist for self-assessment to the Town's Administration prior to our final audit visit. The checklist allows us to make inquiries of Administration, to obtain its understanding of the risk of fraud within the Town and to determine whether Administration have any knowledge of fraud that has been perpetrated on or within the entity. We will review the fraud control self-assessment by the Town;
- Review the Town's fraud control procedures in place to reduce the risk of fraud occurring within the entity, including the Town's code of conduct;
- Understand the Town's fraud control environment;
- Understand the business rationale for significant or unusual transactions;
- Review current accounting estimates for biases;
- Review the appropriateness of year end accounting adjustments;
- Make enquiries of Administration and others within the Town; and
- Incorporate an element of unpredictability in the selection of the nature, timing and extent of audit procedures to be performed as individuals within the entity who are familiar with the audit procedures normally performed on engagements may be more able to conceal fraudulent financial reporting.

15 OTHER AUDIT MATTERS

15.1 Internal audit

An effective internal audit function is important for ongoing maintenance and improvement of risk management, internal control overseen by an effective Audit, Risk and Compliance Committee, and governance processes. The internal audit function acts as the independent eyes and ears for Council on Administration and controls in key areas of risk.

Internal audit is a key component of the defence against fraud, including misrepresentation. Although the Town's financial management governance and risk framework, and Administration oversight and monitoring are the initial lines of defence against fraud or error, internal audit is also a crucial component.

Subject to the requirements of Auditing Standard ASA 610 *Using the Work of Internal Auditors*, if we have satisfied ourselves regarding the competence and objectivity of the Town's internal audit function, we plan to rely on their work where possible. The use of the Town's internal audit function may be used in the following ways:

- To obtain information that is relevant to RSM's assessments of the risks of material misstatement due to error or fraud; and
- As partial substitution for audit evidence to be obtained directly by RSM.

The responsibility for internal audit rests with the Town. The Town has engaged William Buck to perform internal audits. We have discussed the current year internal audit work program with the Town and plan to rely on the internal auditor's work where relevant and appropriate.

15.2 Audit preparation checklists

To assist the Town to gather and collate the necessary audit information and documentation, we will issue in advance of each audit visit an electronic Interim Audit Preparation Checklist and a Final Audit Preparation Checklist utilising CaseWare Xtend.

The benefits of CaseWare Xtend include:

- Securely request, file and store sensitive data within the audit engagement.
- Collaborate and communicate in real time, allowing for a more adaptable and transparent workflow.
- Manage requests in one centralised location that is readily accessible.
- Track the status of audit requests.



CaseWare Xtend will facilitate the delivery of an efficient audit and help to minimise interruptions to the Town's staff.

We have found this facility to be very useful and clients have appreciated the savings in time and reduced disturbance by auditors during the audit fieldwork.

15.3 Important changes in governance, Administration or internal control environments

The Town has advised that, other than those matters mentioned in the APM, there are no other major changes to its governance, Administration or internal control environment that may significantly impact the 30 June 2021 financial report.

15.4 Cumulative knowledge of accounting and computer systems and any expected changes

The Town has represented that they are not aware of any significant changes to the accounting or computer systems, although the Town has commenced a process for the replacement of the Town's ERP systems.

16 INVOLVEMENT OF INFORMATION SYSTEMS AUDIT SPECIALIST

The financial management systems being used by the local government entities is varied, but there is a general reliance on "Synergy Soft". In some circumstances, the information systems are integrated, whereas in others they are separate and rely on manual transfer of data between systems.

Due to the varying degree of financial system integration at each local government, RSM has assessed the information system environment as being sophisticated and we will engage an Information System Auditor (**ISA**) specialist to assess the risk of material misstatement imposed by the Information Technology (**IT**) environment at each local government.

The audit procedures conducted by the ISA will be:

- Testing general IT controls around system access and testing controls over computer operations within specific applications which are required to be operating correctly to mitigate the risk of misstatement in the financial statements; and
- Reviewing the key controls around change management related to significant IT systems.

RSM complies with Auditing Standard ASA 315 *Identifying and Assessing the Risks of Material Misstatement through Understanding the Entity and Its Environment*. Our approach to information systems audit is to obtain an understanding of the information system, including the related business processes, relevant to financial reporting, including (amongst others) how the information system captures events and conditions, other than transactions, that are significant to the financial statements.

17 TIMETABLE

Phase	Task	Indicative timeframe [1]	Action
Planning	Issue draft APM to the Town for commentary	30 April 2021	RSM
	Pre-planning meeting to review and update the overall audit approach and plan	3 May 2021	RSM OAG Town
	Entrance meeting with the Audit, Risk and Compliance Committee, the Town's Administration, OAG and RSM for the presentation and discussion of final APM	11 May 2021	RSM OAG Town
Interim audit fieldwork	Issuing of Interim Audit Preparation Checklist to the Town	17 May 2021	RSM
	Based on risk assessment, performance of cyclical controls testing, walkthrough of major business cycles and review of key reconciliation procedures for the 10 months ended 30 April 2021	31 May to 4 June 2021	RSM
	Performance of substantive tests for revenue and expenditure cycles for the 10 months ended 30 April 2021		
	Assessment of status of Management Letter points raised for the prior year		
	Review of audit file by OAG	Mid June 2021	OAG
Interim audit reporting	**Interim audit findings meeting (if required)** with the Town's Administration, OAG and RSM to discuss any significant control matters surrounding the major transaction cycles and content of the management letter, if any	18 June 2021	RSM OAG Town
	Issue the draft Interim Audit Management Letter (if any) for the year ending 30 June 2021 to the OAG for consideration and comment	21 June 2021	RSM OAG
	Issue of the draft Interim Audit Management Letter (if any) to the Town for consideration and comment.	23 June 2021	RSM Town
	Return of draft Interim Audit Management Letter (if any) to RSM with commentary	28 June 2021	Town
	Issue the Interim Audit Management Letter (if any) to the OAG	30 June 2021	RSM
Draft financial report	The Town submits proforma financial report to RSM for review and comment. This will be in the form of the statutory model with the previous year's actuals displayed.	31 August 2021	Town

Phase	Task	Indicative timeframe [1]	Action
Final audit fieldwork	Issuing of Final Audit Preparation Checklist	31 August 2021	RSM
	Provision of trial balance as at 30 June 2021 to RSM	No later than 30 September 2021	Town
	Town to submit draft financial report as per the Act deadline.	No later than 30 September 2021	Town
	Performance of substantive tests for revenue and expenditure cycles for the 2 months ending 30 June 2021	11 – 15 October 2021	RSM
	Performance of substantive tests for balance sheet accounts as at year end		
	Review of audit file by OAG	Late October 2021	OAG
Final audit reporting	**Final audit findings meeting (if required)** with the Town's Administration, OAG and RSM to discuss any significant control matters surrounding the major transaction cycles and content of the management letter, if any.	2 November 2021	RSM OAG Town
	Issue the draft Final Audit Management Letter (if any) for the year ending 30 June 2021 to the OAG for consideration and comment	3 November 2021	RSM OAG
	Issue the draft Final Audit Management Letter (if any) for the year ending 30 June 2021 to the Town for consideration and comment	5 November 2021	RSM Town
	Return draft Final Audit Management Letter (if any) for the year ending 30 June 2021 to RSM with commentary	10 November 2021	Town
	Issue the Final Audit Management Letter (if any) to the OAG	12 November 2021	RSM
	Issue draft Management Representation Letter and draft Financial Report to the Town for consideration and comment	15 November 2021	RSM
	Issue final Management Representation Letter, Financial Report and Audit Closing Report at least 1 week before exit meeting.	24 November 2021	RSM
	Final audit exit meeting with the Audit, Risk and Compliance Committee, the Town's Administration, OAG and RSM.	1 December 2021	RSM OAG Town
	Independent Contract Auditor's Report issued	2 December 2021	RSM

Phase	Task	Indicative timeframe (1)	Action
	OAG to sign and issue the Audit Report	Within 5 working days (latest 10 December 2021) of receiving the signed financial statements and reporting from RSM.	OAG
	Town's Ordinary Council Meeting for the adoption of the 30 June 2021 Financial Report	15 December 2021	Town

(1) The above dates are tentative at this stage and are subject to amendment as a result of staff availability from the Town due to any COVID-19 restrictions.

18 APPENDIX A: ADDITIONAL INFORMATION CONTACTS

David Wall	Aram Madnack
RSM Australia	Office of the Auditor General
Level 32, Exchange Tower	7th Floor, Albert Facey House
2 The Esplanade	469 Wellington Street
Perth Western Australia 6000	Perth Western Australia 6000
Tel: +61 8 9261 9387	Tel: +61 8 6557 7674

THE POWER OF BEING UNDERSTOOD
AUDIT | TAX | CONSULTING

RSM Australia Pty Ltd is a member of the RSM network and trades as RSM. RSM is the trading name used by the members of the RSM network.

Each member of the RSM network is an independent accounting and consulting firm each of which practises in its own right. The RSM network is not itself a separate legal entity of any description in any jurisdiction.

The RSM network is administered by RSM International Limited, a company registered in England and Wales (company number 4040598) whose registered office is 50 Cannon Street, London EC4N 6JJ.

The brand and trademarks RSM and other intellectual property rights used by members of the network are owned by RSM International Association, an association governed by article 60 et seqq of the Civil Code of Switzerland whose seat is in Zug.

RSM International Association

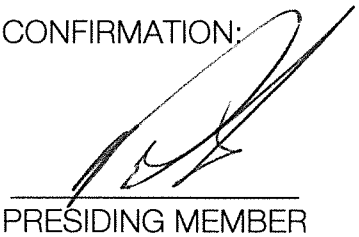
rsm.com.au

Liability limited by a scheme approved under professional standards legislation.

DECLARATION OF CONFIRMATION OF MINUTES

I certify that these Minutes were confirmed by the Council at its Ordinary Council Meeting on 30 June 2021.

CONFIRMATION:



PRESIDING MEMBER

30/6/2021

DATED