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TOWN OF PORT HEDLAND

MONTHLY FINANCIAL REPORT

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

For the period ended 31 August 2026

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

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

	Note	Adopted Budget Estimates (a)	YTD Budget Estimates (b)	YTD Actual (c)	Variance* $ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
		$	$	$	$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates		93,069,212	92,669,212	**92,644,280**	(24,932)	(0.03%)	
Grants, subsidies and contributions		3,281,850	333,500	**319,450**	(14,050)	(4.21%)	
Fees and charges		17,011,661	5,000,885	**5,946,532**	945,647	18.91%	▲
Interest revenue		10,018,903	1,586,850	**1,825,206**	238,356	15.02%	▲
Other revenue		6,273,589	499,762	**106,964**	(392,798)	(78.60%)	▼
Profit on asset disposals		551,375	-	-	-		
		130,206,590	**100,090,209**	**100,842,432**	**752,223**	0.75%	
Expenditure from operating activities							
Employee costs		(43,583,241)	(7,261,912)	**(5,948,723)**	1,313,189	18.08%	▲
Materials and contracts		(39,050,058)	(6,693,484)	**(3,531,771)**	3,161,713	47.24%	▲
Utility charges		(5,112,593)	(1,278,148)	**(723,799)**	554,349	43.37%	▲
Depreciation		(28,425,758)	(4,816,480)	**(3,904,982)**	911,498	18.92%	▲
Finance costs		(901,612)	(158,597)	**(156,754)**	1,843	1.16%	
Insurance		(2,087,462)	(347,910)	**(4,480)**	343,430	98.71%	▲
Other expenditure		(1,965,597)	(548,047)	**(230,639)**	317,408	57.92%	▲
Loss on asset disposals		-	(35,500)	-	35,500	100.00%	
		(121,126,321)	**(21,140,078)**	**(14,501,148)**	**6,638,930**	31.40%	
Amounts excluded from operating activities	2(c)	26,950,223	4,851,980	**3,904,968**	(947,012)	(19.52%)	▼
Amount attributable to operating activities		**36,030,492**	**83,802,111**	**90,246,252**	**6,444,141**	7.69%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		25,168,367	2,511,356	**1,221,833**	(1,289,523)	(51.35%)	▼
Proceeds from disposal of property, plant and equipment		764,375	-	-	-		
		25,932,742	**2,511,356**	**1,221,833**	**(1,289,523)**	(51.35%)	
Outflows from investing activities							
Acquisition of property, plant and equipment		(43,532,260)	(736,445)	**(642,558)**	93,887	12.75%	▲
Acquisition of infrastructure		(63,893,329)	(3,252,428)	**(2,201,978)**	1,050,450	32.30%	▲
		(107,425,589)	**(3,988,873)**	**(2,844,536)**	**1,144,336**	28.69%	
Amount attributable to investing activities		**(81,492,847)**	**(1,477,517)**	**(1,622,703)**	**(145,187)**	(9.83%)	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves		83,244,869	3,988,873	1,622,703	(2,366,169)	(59.32%)	▼
		83,244,869	**3,988,873**	**1,622,703**	**(2,366,169)**	(59.32%)	
Outflows from financing activities							
Repayment of borrowings		(2,193,054)	(358,848)	**(358,848)**	-	0.00%	
Payments for principal portion of lease liabilities		(53,623)	(13,354)	**(13,354)**	-	0.00%	
Transfer to reserves		(38,750,045)	-	-	-		
		(40,996,722)	**(372,202)**	**(372,202)**	**-**	0.00%	
Amount attributable to financing activities		**42,248,147**	**3,616,671**	**1,250,501**	**(2,366,169)**	(65.42%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	2(a)	3,500,000	3,500,000	**10,954,172**	7,454,172	212.98%	▲
Amount attributable to operating activities		36,030,492	83,802,111	**90,246,252**	6,444,141	7.69%	
Amount attributable to investing activities		(81,492,847)	(1,477,517)	**(1,622,703)**	(145,187)	(9.83%)	
Amount attributable to financing activities		42,248,147	3,616,671	**1,250,501**	(2,366,169)	(65.42%)	
Surplus or deficit after imposition of general rates		**285,792**	**89,441,265**	**100,828,222**	**11,386,957**	12.73%	▲

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.
▲ Indicates a variance with a positive impact on the financial position.
▼ Indicates a variance with a negative impact on the financial position.
Refer to Note 5 for an explanation of the reasons for the variance.

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

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

	Unaudited - Actual 30 June 2026	Actual as at 31 August 2026
	$	$
CURRENT ASSETS		
Cash and cash equivalents	34,396,287	22,790,306
Trade and other receivables	7,496,557	101,865,725
Other financial assets	183,500,000	183,500,000
Inventories	1,281,738	1,239,100
Other assets	5,175,860	7,317,379
TOTAL CURRENT ASSETS	231,850,442	316,712,510
NON-CURRENT ASSETS		
Trade and other receivables	21,392	21,392
Other financial assets	310,356	310,356
Other Assets	1,232,830	1,232,830
Property, plant and equipment	183,255,320	181,811,819
Infrastructure	453,331,120	453,714,191
Right-of-use assets	212,263	212,263
Investment property	41,522,184	41,522,184
Intangible assets	9,474,296	9,474,296
TOTAL NON-CURRENT ASSETS	689,359,761	688,299,331
TOTAL ASSETS	921,210,203	1,005,011,841
CURRENT LIABILITIES		
Trade and other payables	6,365,586	3,054,032
Other liabilities	3,199,494	3,082,817
Lease liabilities	53,781	40,427
Borrowings	2,193,053	1,834,205
Employee related provisions	3,395,518	3,434,472
TOTAL CURRENT LIABILITIES	15,457,434	11,695,953
NON-CURRENT LIABILITIES		
Trade and other payables	15,971	15,971
Other liabilities	35,759,030	35,759,030
Lease liabilities	170,988	170,989
Borrowings	15,678,554	15,678,555
Employee related provisions	527,163	527,163
Other provisions	15,158,689	15,158,689
TOTAL NON-CURRENT LIABILITIES	67,310,395	67,310,397
TOTAL LIABILITIES	82,767,829	79,006,350
NET ASSETS	**838,442,374**	**926,005,491**
EQUITY		
Retained surplus	348,478,076	436,041,194
Reserve accounts	211,876,543	211,876,542
Revaluation surplus	278,087,755	278,087,755
TOTAL EQUITY	**838,442,374**	**926,005,491**

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

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

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$3.50 M	$3.50 M	$10.95 M	$7.45 M
Closing	$0.29 M	$89.44 M	$100.83 M	$11.39 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	$206.29 M	% of total
Unrestricted Cash	($3.96 M)	(1.9%)
Restricted Cash	$210.25 M	101.9%

Payables

	$3.05 M	
Other Payables	$2.38 M	
Trade Payables	$0.67 M	% Outstanding
0 to 30 Days	$0.66 M	94.3%
Over 30 Days	$0.04 M	5.7%
Over 90 Days	$0.00 M	0.0%

Receivables

	$101.87 M	% Collected
Rates Receivable	$99.83 M	(4.8%)
Trade Receivable	$2.03 M	% Outstanding
0 to 30 Days	$1.75 M	85.8%
Over 30 Days	$0.25 M	12.3%
Over 90 Days	$0.04 M	1.9%

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$36.03 M	$83.80 M	$90.25 M	$6.44 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	$92.64 M	% Variance
YTD Budget	$92.67 M	(0.0%)

Refer to Statement of Financial Activity

Grants and Contributions

YTD Actual	$0.32 M	% Variance
YTD Budget	$0.33 M	(4.2%)

Refer to Statement of Financial Activity

Fees and Charges

YTD Actual	$5.95 M	% Variance
YTD Budget	$5.00 M	18.9%

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)
($81.49 M)	($1.48 M)	($1.62 M)	($0.15 M)

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$0.00 M	%
Adopted Budget	$0.76 M	(100.0%)

Refer to 4 - Disposal of Assets

Asset Acquisition

YTD Actual	$2.84 M	% Spent
Adopted Budget	$107.43 M	(96.6%)

Refer to 3 - Capital Acquisitions

Capital Grants

YTD Actual	$1.22 M	% Received
Adopted Budget	$25.17 M	(95.1%)

Refer to 3 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$42.25 M	$3.62 M	$1.25 M	($2.37 M)

Refer to Statement of Financial Activity

Borrowings

Principal repayments	($0.36 M)
Interest expense	($0.16 M)
Principal due	$17.51 M

Reserves

Reserves balance	$210.25 M
Net Movement	($1.62 M)

Refer to 4 - Cash Reserves

Lease Liability

Principal repayments	($0.01 M)
Interest expense	$0.00 M
Principal due	$0.21 M

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

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

2 NET CURRENT ASSETS INFORMATION

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

	Note	Adopted Budget Opening 1 July 2026	Actual as at 30 June 2026	Actual as at 31 August 2026
Current assets		$	$	$
Cash and cash equivalents		36,779,431	34,396,287	22,790,306
Trade and other receivables		175,000,000	7,496,557	101,865,725
Other financial assets		11,563,426	183,500,000	183,500,000
Inventories		1,002,712	1,281,738	1,239,100
Other assets		3,413,664	5,175,860	7,317,379
		227,759,233	231,850,442	316,712,510
Less: current liabilities				
Trade and other payables		(7,844,564)	(6,365,586)	(3,054,032)
Other liabilities		(11,197,911)	(3,199,494)	(3,082,817)
Lease liabilities		(58,085)	(53,781)	(40,427)
Borrowings		(2,193,054)	(2,193,053)	(1,834,205)
Employee related provisions		(2,475,371)	(3,395,518)	(3,434,472)
Other provisions		1,769,161	(250,002)	(250,000)
		(21,999,824)	(15,457,434)	(11,695,953)
Net current assets		205,759,409	216,393,008	305,016,557
Less: Total adjustments to net current assets	2(b)	(167,496,708)	(205,438,836)	(204,188,335)
Closing funding surplus / (deficit)		**38,262,701**	**10,954,172**	**100,828,222**

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets				
Less: Reserve accounts		(172,201,826)	(211,876,543)	(210,253,840)
Less: Current assets not expected to be received at end of year		-	-	-
- Prepaid lease legal fee		-	(31,611)	(31,611)
Add: Current liabilities not expected to be cleared at the end of the year		-	-	-
- Current portion of lease liabilities		58,085	53,781	40,427
- Current portion of borrowings		2,193,054	2,193,053	1,834,205
Add: Current liabilities covered by funds held in reserve account		-		-
- Current portion of employee benefit provisions		2,475,371	3,298,324	3,298,324
- Current portion of prepaid lease Income		-	924,160	924,160
Total adjustments to net current assets	2(a)	**(167,475,316)**	**(205,438,836)**	**(204,188,335)**

(c) Amounts excluded from operating activities

	Adopted Budget Estimates 30 June 2027	YTD Budget Estimates 31 August 2026	YTD Actual 31 August 2026
	$	$	$
Less: Profit on asset disposals	(551,375)	-	-
Add: Loss on disposal of assets	-	35,500	-
Add: Depreciation	28,425,758	4,816,480	3,904,982
Non-cash movements in non-current assets and liabilities:	-	-	
- Other provisions	(924,160)	-	-
- Subject to reconciliation	-	-	(14)
Total amounts excluded from operating activities	**26,950,223**	**4,851,980**	**3,904,968**

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

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

3 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	YTD Budget	YTD Actual
	$	$	$
Buildings Non Specialised	35,526,217	172,505	152,387
Buildings Specialised	2,125,577	57,381	50,901
Furniture, Fittings & Equipment	-	-	203,348
Vehicles, Plant & Equipment	5,880,466	506,559	235,922
Acquisition of property, plant and equipment	**43,532,260**	**736,445**	**642,558**
Roads & Bridges	31,175,669	498,222	789,955
Drainage	4,040,015	-	11,552
Paths & Cycleways	3,116,465	-	86,200
Open Spaces	16,040,079	2,617,164	36,899
Other Infrastructure	9,521,101	137,042	1,277,372
Acquisition of infrastructure	**63,893,329**	**3,252,428**	**2,201,978**
Total capital acquisitions	**107,425,589**	**3,988,873**	**2,844,536**
Capital Acquisitions Funded By:			
Capital grants and contributions	25,168,367	2,511,356	1,221,833
Other (disposals & C/Fwd)	764,375	-	-
Reserve accounts			
Equity - Reserves Cash Backed - Plant Reserve	2,793,710	25,000	-
Equity - Reserves Cash Backed - Unfinished Works Reserve	13,748,172	1,357,951	-
Equity - Reserves Cash Backed - Asset Management Reserve	25,039,631	94,566	-
Equity - Reserves Cash Backed - Waste Reserve	160,000	-	-
Equity - Reserves Cash Backed - Strategic Reserve	39,751,334	-	-
Reserve - Unallocated	-	-	1,622,703
Contribution - operations	-	-	-
Capital funding total	**107,425,589**	**3,988,873**	**2,844,536**

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

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

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

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

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

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

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

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

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

4 RESERVE ACCOUNTS

		Budget				Actual		
	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
Reserve account name	$	$	$	$	$	$	$	$
Reserve accounts restricted by Council								
(a) Equity - Reserves Cash Backed - Employee Leave Reserve	3,298,324	-	-	3,298,324	3,298,324	-	-	3,298,324
(b) Equity - Reserves Cash Backed - Plant Reserve	4,575,597	2,799,360	(2,793,710)	4,581,247	4,575,597	-	-	4,575,597
(c) Equity - Reserves Cash Backed - Unfinished Works Reserve	15,500,194	-	(15,500,194)	-	15,500,194	-	-	15,500,194
(d) Equity - Reserves Cash Backed - Housing Reserve	5,962,952	49,541	-	6,012,493	5,962,953	-	-	5,962,953
(e) Equity - Reserves Cash Backed - Airport Reserve	2,006,793	16,673	-	2,023,466	2,006,793	-	-	2,006,793
(f) Equity - Reserves Cash Backed - Spoilbank Reserve	126,360	-	-	126,360	126,360	-	-	126,360
(g) Equity - Reserves Cash Backed - Asset Management Reserve	41,095,622	19,970,640	(25,039,631)	36,026,631	41,095,621	-	-	41,095,621
(h) Equity - Reserves Cash Backed - Waste Reserve	15,123,053	1,500,000	(160,000)	16,463,053	15,123,053	-	-	15,123,053
(i) Equity - Reserves Cash Backed - Strategic Reserve	105,825,209	10,855,260	(39,751,334)	76,929,135	105,825,209	-	-	105,825,209
(j) Equity - Reserves Cash Backed - Cyclone Reserve	2,181,529	18,125	-	2,199,654	2,181,529	-	-	2,181,529
(k) Equity - Reserves Cash Backed - Financial Risk Reserve	4,386,763	36,446	-	4,423,209	4,386,763	-	-	4,386,763
(l) Equity - Reserves Cash Backed - Landfill Reserve	11,318,920	1,000,000	-	12,318,920	11,318,920	-	-	11,318,920
(m) Equity - Reserves Cash Backed - Public Art Reserve	548,125	-	-	548,125	475,227	-	-	475,227
(n) Equity - Reserves Cash Backed - Kingsford Smith Dev Reserve	-	2,504,000	-	2,504,000	-	-	-	-
Reserve - Unallocated	-	-	-	-	-	-	(1,622,703)	(1,622,703)
	211,949,441	**38,750,045**	**(83,244,869)**	**167,454,617**	**211,876,543**	**-**	**(1,622,703)**	**210,253,840**

(b) Reserve Accounts - Purposes

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

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

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

5 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 2026-27 year is $50,000 and 10.00% whichever is the greater.

Description	Var. $	Var. %	
	$	%	
Revenue from operating activities			
Fees and charges	**945,647**	**18.91%**	▲
Timing of recognition of Waste charges on Rates notices $450k, Landfill charges $223k, Town Planning & inspection fees $144k and Stadium Memberships $122k			
Interest revenue	**238,356**	**15.02%**	▲
Budgeted interest determined conservatively from forward cash rates per the RBA at budget development time. Fluctuations in interest rates over time are difficult to predict.			
Other revenue	**(392,798)**	**(78.60%)**	▼
No YTD sales of Kingsford Smith Business Park ($266k), No YTD reimbursement income from crossover works Infrastructure ($83k), No YTD Cyclone Prep & Response reimbursements ($55k)			
Expenditure from operating activities			
Employee costs	**1,313,189**	**18.08%**	▲
Savings in Salaries & Wages for Aquatics $127k, Projects $140k, ICT $117k, Environmental Services $109k Parks & Gardens $132k, Stadium Ops $96k, Community Development $86k. Largely from vacancies. Savings also from Allowances $205k, Worker's Compensation Insurance $176k prepayment, Staff Travel & Accom $67k and Staff Training $59k			
Materials and contracts	**3,161,713**	**47.24%**	▲
Favourable variance from cleaning $600k, Spoilbank maintenance $270k, Public open space maintenance $500k, Events Arts & Culture $151k, ICT $480k, Infrastructure Ops $232k, Waste $254k, Town Planning & Business Dev $390k and Finance $162k			
Utility charges	**554,349**	**43.37%**	▲
Savings due to reversing of accrued charges from June 2026 ($196k) and average annual costs used for budgets because usage is difficult to predict on a monthly basis.			
Depreciation	**911,498**	**18.92%**	▲
Revaluations for FY25/26 still in progress, affecting asset book values and depreciation forecast estimates			
Insurance	**343,430**	**98.71%**	▲
Variance due to prepayment			
Other expenditure	**317,408**	**57.92%**	▲
Savings in Grants paid from Environmental Services, Events, Youth & Community, Regulatory Services $254k. Other savings in Council Operations $59k.			
Amounts excluded from operating activities	**(947,012)**	**(19.52%)**	▼
Savings in Depreciation and disposal of assets			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	**(1,289,523)**	**(51.35%)**	▼
Recognition of Lotterywest -JD Hardie $1.15m and Kennedy St Blackspot $73k capital grants from works in FY25/26 only			
Outflows from investing activities			
Acquisition of property, plant and equipment	**93,887**	**12.75%**	▲
Delays to works 10282 Staff Housing Renewals $42k and 10479 Shade Structures Renewal $60k			
Acquisition of infrastructure	**1,050,450**	**32.30%**	▲
Delays in claims from contractor for 10044 JD Hardie Stage 3 $1.28m, offset by 10130 SHISH Stage 1C ($266k) ahead of schedule			
Inflows from financing activities			
Transfer from reserves	**(2,366,169)**	**(59.32%)**	▼
Due to matching transfers to capex expenditure			
Surplus or deficit at the start of the financial year	**7,454,172**	**212.98%**	▲
Final FY 25/26 surplus to be determined after asset revaluations, which will affect this opening balance			
Surplus or deficit after imposition of general rates	**11,386,957**	**12.73%**	▲
Due to all factors noted above			

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

Payment Date	Reference Number	Invoice Date	Description	Document Type	Invoice Total	Payment Total
Creditor: 10001 - Australian Taxation Office						
13/08/2026	F 11/08/2026	11/08/2026	Withholding Tax	$HRPAYJNL	285,657.00	0.00
13/08/2026	F 11/08/2026	11/08/2026	Extra Tax	$HRPAYJNL	1,430.00	0.00
13/08/2026	F 11/08/2026	11/08/2026	HELP	$HRPAYJNL	6,502.00	0.00
13/08/2026	F 11/08/2026	11/08/2026	TSL	$HRPAYJNL	2,030.00	0.00
13/08/2026	027725	13/08/2026		Funds Transfer Paymer	0.00	295,619.00
20/08/2026	RFP_ATO_19082026	19/08/2026	BAS Payment July 2026	Creditors Invoice	79,813.00	0.00
20/08/2026	027903	20/08/2026		Funds Transfer Paymer	0.00	79,813.00
27/08/2026	F 25/08/2026	25/08/2026	Withholding Tax	$HRPAYJNL	290,337.00	0.00
27/08/2026	F 25/08/2026	25/08/2026	Extra Tax	$HRPAYJNL	1,230.00	0.00
27/08/2026	F 25/08/2026	25/08/2026	HELP	$HRPAYJNL	6,156.00	0.00
27/08/2026	F 25/08/2026	25/08/2026	TSL	$HRPAYJNL	1,318.00	0.00
27/08/2026	F 25/08/2026	25/08/2026	ETP Tax	$HRPAYJNL	95.00	0.00
27/08/2026	028033	27/08/2026		Funds Transfer Paymer	0.00	299,136.00
Total:					**674,568.00**	**674,568.00**
Creditor: 10002 - Aware Super (Clearing House)						
11/08/2026	RFP_AWARE_11082026	11/08/2026	Elected Members Superannuation July 2026	Creditors Invoice	4,626.98	0.00
11/08/2026	027724	11/08/2026		Funds Transfer Paymer	0.00	4,626.98
14/08/2026	F 11/08/2026	11/08/2026	Employee Additional Contrib Pre Tax ($)	$HRPAYJNL	4,394.36	0.00
14/08/2026	F 11/08/2026	11/08/2026	Employee Additional Contrib Pre Tax (%)	$HRPAYJNL	26,073.49	0.00
14/08/2026	F 11/08/2026	11/08/2026	Employee Additional Contrib Post Tax ($)	$HRPAYJNL	500.00	0.00
14/08/2026	F 11/08/2026	11/08/2026	Employee Additional Contrib Post Tax (%)	$HRPAYJNL	185.46	0.00
14/08/2026	F 11/08/2026	11/08/2026	SGC Employer Contribution	$HRPAYJNL	142,641.28	0.00
14/08/2026	F 11/08/2026	11/08/2026	Super - Additional Council Contribution	$HRPAYJNL	13,329.79	0.00
14/08/2026	027902	13/08/2026		Funds Transfer Paymer	0.00	187,124.38
28/08/2026	F 25/08/2026	25/08/2026	Employee Additional Contrib Pre Tax ($)	$HRPAYJNL	4,394.36	0.00
28/08/2026	F 25/08/2026	25/08/2026	Employee Additional Contrib Pre Tax (%)	$HRPAYJNL	25,898.63	0.00
28/08/2026	F 25/08/2026	25/08/2026	Employee Additional Contrib Post Tax ($)	$HRPAYJNL	500.00	0.00
28/08/2026	F 25/08/2026	25/08/2026	Employee Additional Contrib Post Tax (%)	$HRPAYJNL	197.73	0.00
28/08/2026	F 25/08/2026	25/08/2026	SGC Employer Contribution	$HRPAYJNL	145,321.72	0.00
28/08/2026	F 25/08/2026	25/08/2026	Super - Additional Council Contribution	$HRPAYJNL	13,429.99	0.00
28/08/2026	028210	28/08/2026		Funds Transfer Paymer	0.00	189,742.43
Total:					**381,493.79**	**381,493.79**
Creditor: 10006 - Salary Packaging Australia Pty Limited						
13/08/2026	11082026	11/08/2026	GST on SPA Invoice	Creditors Invoice	377.48	0.00
13/08/2026	F 11/08/2026	11/08/2026	SPA - Pre Tax	$HRPAYJNL	11,684.72	0.00
13/08/2026	F 11/08/2026	11/08/2026	SPA - Post Tax	$HRPAYJNL	3,962.52	0.00
13/08/2026	027726	13/08/2026		Funds Transfer Paymer	0.00	16,024.72
27/08/2026	F 25/08/2026	25/08/2026	SPA - Pre Tax	$HRPAYJNL	11,452.83	0.00
27/08/2026	F 25/08/2026	25/08/2026	SPA - Post Tax	$HRPAYJNL	4,087.36	0.00
27/08/2026	25082026	25/08/2026	GST on SPA Invoice	Creditors Invoice	407.34	0.00
27/08/2026	028034	27/08/2026		Funds Transfer Paymer	0.00	15,947.53
Total:					**31,972.25**	**31,972.25**

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Creditor: 10007 - Town of Port Hedland Social Club						
13/08/2026	F 11/08/2026	11/08/2026	Social Club	$HRPAYJNL	440.00	0.00
13/08/2026	027727	13/08/2026		Funds Transfer Paymer	0.00	440.00
27/08/2026	F 25/08/2026	25/08/2026	Social Club	$HRPAYJNL	420.00	0.00
27/08/2026	028035	27/08/2026		Funds Transfer Paymer	0.00	420.00
Total:					**860.00**	**860.00**
Creditor: 10008 - Jupps Floorcoverings Port Hedland						
13/08/2026	PH034918	5/08/2026	Replace Blinds	Creditors Invoice	1,056.00	0.00
13/08/2026	027728	13/08/2026		Funds Transfer Paymer	0.00	1,056.00
Total:					**1,056.00**	**1,056.00**
Creditor: 10017 - Gadget Locksmiths						
20/08/2026	10015	18/08/2026	Replace Lock	Creditors Invoice	313.82	0.00
20/08/2026	10021	18/08/2026	Jim Caffey Cabinet Locks	Creditors Invoice	1,127.78	0.00
20/08/2026	10014	18/08/2026	SHL Back Door Lock	Creditors Invoice	901.78	0.00
20/08/2026	10016	18/08/2026	Jabat Dance Door Repair	Creditors Invoice	1,672.99	0.00
20/08/2026	10018	18/08/2026	Courthouse Gallery - Storeroom Door Lock	Creditors Invoice	259.06	0.00
20/08/2026	10019A	18/08/2026	McGregor St Soccer Club - Lock	Creditors Invoice	382.00	0.00
20/08/2026	027904	20/08/2026		Funds Transfer Paymer	0.00	4,657.43
27/08/2026	10012	18/08/2026	SHAC Notice Board Lock	Creditors Invoice	562.16	0.00
27/08/2026	10020	18/08/2026	Supply & Install Firearm Safe	Creditors Invoice	6,589.82	0.00
27/08/2026	028036	27/08/2026		Funds Transfer Paymer	0.00	7,151.98
Total:					**11,809.41**	**11,809.41**
Creditor: 10018 - Norda Architects Pty Ltd						
6/08/2026	CT000592 - CLAIM 03 JUN 2026	5/08/2026	JD Hardie Stage 3	Creditors Invoice	12,086.80	0.00
6/08/2026	027586	6/08/2026		Funds Transfer Paymer	0.00	12,086.80
20/08/2026	CT000597 - CLAIM 02 -JULY 2026	29/07/2026	South Hedland Bowls Club Design & Superintendency	Creditors Invoice	15,332.88	0.00
20/08/2026	CT000134 CLAIM 40 - AUG 2026	20/08/2026	JD Hardie Stage 3	Creditors Invoice	17,574.92	0.00
20/08/2026	027905	20/08/2026		Funds Transfer Paymer	0.00	32,907.80
27/08/2026	CT000592 - CLAIM 04 - APR 2026	20/08/2026	JD Hardie Stage 3	Creditors Invoice	8,814.96	0.00
27/08/2026	CT000598 - CLAIM 02 - JUL 2026	4/08/2026	Superintendent Services Gilbert Street Flood Pump Station Up	Creditors Invoice	2,996.95	0.00
27/08/2026	2606-19	25/06/2026	PHCC Project Management Services	Creditors Invoice	2,397.56	0.00
27/08/2026	028037	27/08/2026		Funds Transfer Paymer	0.00	14,209.47
Total:					**59,204.07**	**59,204.07**
Creditor: 10021 - MPS Unit Trust						
6/08/2026	MPSINV112740	29/07/2026	JDH After Hours	Creditors Invoice	477.47	0.00
6/08/2026	MPSINV112737	29/07/2026	Stadium HVAC Maintenance	Creditors Invoice	4,551.71	0.00
6/08/2026	MPSINV112742	29/07/2026	JDH HVAC RemediaL	Creditors Invoice	4,103.00	0.00
6/08/2026	MPSINV112750	30/07/2026	AMC HVAC Remedial	Creditors Invoice	2,513.50	0.00
6/08/2026	027587	6/08/2026		Funds Transfer Paymer	0.00	11,645.68
20/08/2026	MPSINV112926	3/08/2026	JDH HVAC Shut Down	Creditors Invoice	924.00	0.00
20/08/2026	027906	20/08/2026		Funds Transfer Paymer	0.00	924.00
Total:					**12,569.68**	**12,569.68**

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Creditor: 10024 - CPC Engineering Pty Ltd						
13/08/2026	P582035-02	31/07/2026	JDH Stair Railing Repair	Creditors Invoice	855.79	0.00
13/08/2026	027729	13/08/2026		Funds Transfer Paymer	0.00	855.79
Total:					**855.79**	**855.79**
Creditor: 10027 - Reddings Electrical Pty Ltd						
6/08/2026	8300A	30/07/2026	K9 Club Electrical Investigation	Creditors Invoice	500.00	0.00
6/08/2026	8277	15/07/2026	Elements Park Repair Solar Lights	Creditors Invoice	3,250.00	0.00
6/08/2026	8290	30/07/2026	SHTC Stage Power	Creditors Invoice	100.00	0.00
6/08/2026	8286AA	30/07/2026	SH Skate Park Repair BBQ	Creditors Invoice	300.00	0.00
6/08/2026	8293	30/07/2026	Cemetery Beach Repair BBQ	Creditors Invoice	500.00	0.00
6/08/2026	027588	6/08/2026		Funds Transfer Paymer	0.00	4,650.00
13/08/2026	8311	10/08/2026	Skate Park - Light Fixing	Creditors Invoice	200.00	0.00
13/08/2026	8308	10/08/2026	Pretty pool - Fixing BBQ Power points	Creditors Invoice	386.85	0.00
13/08/2026	027730	13/08/2026		Funds Transfer Paymer	0.00	586.85
20/08/2026	8036	19/01/2026	RCD Testing	Creditors Invoice	320.30	0.00
20/08/2026	027907	20/08/2026		Funds Transfer Paymer	0.00	320.30
27/08/2026	8313A	18/08/2026	McGregor Flood Light Inspection	Creditors Invoice	300.00	0.00
27/08/2026	8314	18/08/2026	JDH - Meeting Room Lights	Creditors Invoice	400.00	0.00
27/08/2026	028038	27/08/2026		Funds Transfer Paymer	0.00	700.00
Total:					**6,257.15**	**6,257.15**
Creditor: 10028 - Yurra Pty Ltd						
6/08/2026	021155	31/07/2026	SHAC Playground Communication Sign	Creditors Invoice	14,976.02	0.00
6/08/2026	021171	31/07/2026	Rose Nowers Daycare Retic Repairs	Creditors Invoice	469.54	0.00
6/08/2026	021176	31/07/2026	Irrigation Testing	Creditors Invoice	9,185.62	0.00
6/08/2026	21170	31/07/2026	Contractors Yacht Club	Creditors Invoice	1,127.16	0.00
6/08/2026	027589	6/08/2026		Funds Transfer Paymer	0.00	25,758.34
13/08/2026	021215	4/08/2026	Mainline Leak Repair	Creditors Invoice	5,331.82	0.00
13/08/2026	027731	13/08/2026		Funds Transfer Paymer	0.00	5,331.82
27/08/2026	021318	12/08/2026	Yacht Club Pit	Creditors Invoice	434.50	0.00
27/08/2026	028039	27/08/2026		Funds Transfer Paymer	0.00	434.50
Total:					**31,524.66**	**31,524.66**
Creditor: 10029 - Oresome Aircon Cleaning Pty Ltd						
6/08/2026	225646	21/07/2026	AC Clean	Creditors Invoice	528.18	0.00
6/08/2026	225438	24/07/2026	AC Clean	Creditors Invoice	247.50	0.00
6/08/2026	225695	30/07/2026	AC Clean	Creditors Invoice	660.22	0.00
6/08/2026	225688	30/07/2026	AC Clean	Creditors Invoice	792.26	0.00
6/08/2026	225678	30/07/2026	AC Clean	Creditors Invoice	264.09	0.00
6/08/2026	225732	31/07/2026	AC Clean	Creditors Invoice	132.04	0.00
6/08/2026	225662	31/07/2026	AC Clean	Creditors Invoice	924.31	0.00
6/08/2026	225639	31/07/2026	AC Clean	Creditors Invoice	792.26	0.00
6/08/2026	225631	31/07/2026	AC Clean	Creditors Invoice	924.31	0.00
6/08/2026	225670	31/07/2026	AC Clean	Creditors Invoice	528.18	0.00
6/08/2026	225663	4/08/2026	AC Clean	Creditors Invoice	528.18	0.00
6/08/2026	225674	4/08/2026	AC Clean	Creditors Invoice	396.13	0.00

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6/08/2026	225645	31/07/2026	AC Clean	Creditors Invoice	660.22	0.00
6/08/2026	225635	4/08/2026	AC Clean	Creditors Invoice	792.26	0.00
6/08/2026	225638	4/08/2026	AC Clean	Creditors Invoice	924.31	0.00
6/08/2026	225634	4/08/2026	AC Clean	Creditors Invoice	792.26	0.00
6/08/2026	225666	4/08/2026	AC Clean	Creditors Invoice	528.18	0.00
6/08/2026	225686	4/08/2026	AC Clean	Creditors Invoice	660.22	0.00
6/08/2026	225683	5/08/2026	AC Clean	Creditors Invoice	396.13	0.00
6/08/2026	225675	5/08/2026	AC Clean	Creditors Invoice	660.22	0.00
6/08/2026	225653	5/08/2026	AC Clean	Creditors Invoice	528.18	0.00
6/08/2026	225641	5/08/2026	AC Clean	Creditors Invoice	792.26	0.00
6/08/2026	027590	6/08/2026		Funds Transfer Paymer	0.00	13,451.90
13/08/2026	225685	5/08/2026	AC Clean	Creditors Invoice	660.22	0.00
13/08/2026	225640	6/08/2026	AC Clean	Creditors Invoice	660.22	0.00
13/08/2026	225636	6/08/2026	AC Clean	Creditors Invoice	924.31	0.00
13/08/2026	225660	7/07/2026	AC Clean	Creditors Invoice	528.18	0.00
13/08/2026	225687	7/08/2026	AC Clean	Creditors Invoice	660.22	0.00
13/08/2026	225667	10/08/2026	AC Clean	Creditors Invoice	396.13	0.00
13/08/2026	225698	10/08/2026	AC Clean	Creditors Invoice	660.22	0.00
13/08/2026	225754	11/08/2026	Stadium AC Clean	Creditors Invoice	264.09	0.00
13/08/2026	225647	11/08/2026	AC Clean	Creditors Invoice	396.13	0.00
13/08/2026	225699	11/08/2026	AC Clean	Creditors Invoice	660.22	0.00
13/08/2026	225633	10/08/2026	AC Clean	Creditors Invoice	792.26	0.00
13/08/2026	225684	10/08/2026	AC Clean	Creditors Invoice	396.13	0.00
13/08/2026	225673	10/08/2026	AC Clean	Creditors Invoice	396.13	0.00
13/08/2026	225668	10/08/2026	AC Clean	Creditors Invoice	264.09	0.00
13/08/2026	225655	11/08/2026	AC Clean	Creditors Invoice	396.13	0.00
13/08/2026	225680	12/08/2026	AC Clean	Creditors Invoice	264.09	0.00
13/08/2026	225669	12/08/2026	AC Clean	Creditors Invoice	264.09	0.00
13/08/2026	027732	13/08/2026		Funds Transfer Paymer	0.00	8,582.86
20/08/2026	225632	11/08/2026	AC Clean	Creditors Invoice	792.26	0.00
20/08/2026	225737	12/08/2026	Landfill AC Clean	Creditors Invoice	264.09	0.00
20/08/2026	225736	17/08/2026	Landfill AC Clean	Creditors Invoice	528.18	0.00
20/08/2026	225692	18/08/2026	AC Clean	Creditors Invoice	396.13	0.00
20/08/2026	225694	18/08/2026	AC Clean	Creditors Invoice	528.18	0.00
20/08/2026	226185	19/08/2026	AC Clean	Creditors Invoice	660.22	0.00
20/08/2026	027908	20/08/2026		Funds Transfer Paymer	0.00	3,169.06
27/08/2026	225709	19/08/2026	AC Clean	Creditors Invoice	792.26	0.00
27/08/2026	225705	19/08/2026	AC Clean	Creditors Invoice	792.26	0.00
27/08/2026	225664	17/08/2026	AC Clean	Creditors Invoice	660.22	0.00
27/08/2026	225658	17/08/2026	AC Clean	Creditors Invoice	528.18	0.00
27/08/2026	225691A	17/08/2026	AC Clean	Creditors Invoice	396.13	0.00
27/08/2026	225681	14/08/2026	AC Clean	Creditors Invoice	264.09	0.00
27/08/2026	225701	20/08/2026	AC Clean	Creditors Invoice	528.18	0.00
27/08/2026	225648	12/08/2026	AC Clean	Creditors Invoice	660.22	0.00
27/08/2026	225706	19/08/2026	AC Clean	Creditors Invoice	528.18	0.00
27/08/2026	225659	11/08/2026	AC Clean	Creditors Invoice	528.18	0.00
27/08/2026	225702	19/08/2026	AC Clean	Creditors Invoice	528.18	0.00
27/08/2026	225727	17/08/2026	GAC AC Clean	Creditors Invoice	924.31	0.00
27/08/2026	225654	20/08/2026	AC Clean	Creditors Invoice	396.13	0.00
27/08/2026	225644	17/08/2026	AC Clean	Creditors Invoice	792.26	0.00
27/08/2026	225657	17/08/2026	AC Clean	Creditors Invoice	528.18	0.00

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27/08/2026	225642	17/08/2026	AC Clean	Creditors Invoice	792.26	0.00
27/08/2026	225679	17/08/2026	AC Clean	Creditors Invoice	264.09	0.00
27/08/2026	225739	19/08/2026	Depot AC Clean	Creditors Invoice	264.09	0.00
27/08/2026	225710	20/08/2026	AC Clean	Creditors Invoice	792.26	0.00
27/08/2026	225676	19/08/2026	AC Clean	Creditors Invoice	264.09	0.00
27/08/2026	226234	20/08/2026	GAC AC Clean	Creditors Invoice	132.04	0.00
27/08/2026	226056	20/08/2026	AC Clean	Creditors Invoice	3,201.00	0.00
27/08/2026	226206	19/08/2026	AC Clean Well Womens Centre	Creditors Invoice	396.13	0.00
27/08/2026	225725	18/08/2026	AC Clean	Creditors Invoice	792.26	0.00
27/08/2026	225731	20/08/2026	GAC AC Clean	Creditors Invoice	1,056.35	0.00
27/08/2026	225656	13/08/2026	AC Clean	Creditors Invoice	528.18	0.00
27/08/2026	225665	21/08/2026	AC Clean	Creditors Invoice	660.22	0.00
27/08/2026	225637	26/08/2026	AC Clean	Creditors Invoice	924.31	0.00
27/08/2026	225690	26/08/2026	AC Clean	Creditors Invoice	528.18	0.00
27/08/2026	225661	26/08/2026	AC Clean	Creditors Invoice	528.18	0.00
27/08/2026	225643	26/08/2026	AC Clean	Creditors Invoice	792.26	0.00
27/08/2026	225693A	13/08/2026	AC Clean	Creditors Invoice	528.18	0.00
27/08/2026	225672	17/08/2026	AC Clean	Creditors Invoice	396.13	0.00
27/08/2026	028040	27/08/2026		Funds Transfer Paymer	0.00	21,687.17
Total:					**46,890.99**	**46,890.99**
Creditor: 10031 - Pilbara Pressure Force Pty Ltd						
6/08/2026	INV-15597	30/07/2026	Cleaning Town Buildings July 2026	Creditors Invoice	206,560.20	0.00
6/08/2026	INV-15615	31/07/2026	Post Spinifex Event Clean	Creditors Invoice	484.00	0.00
6/08/2026	INV-15598	30/07/2026	Cleaning Public Open Spaces July 2026	Creditors Invoice	223,040.40	0.00
6/08/2026	027591	6/08/2026		Funds Transfer Paymer	0.00	430,084.60
20/08/2026	INV-15676	13/08/2026	KSO Toilet Blocked	Creditors Invoice	330.00	0.00
20/08/2026	INV-15662	12/08/2026	Cooke Point lookout platform - cleaning	Creditors Invoice	2,640.00	0.00
20/08/2026	027909	20/08/2026		Funds Transfer Paymer	0.00	2,970.00
27/08/2026	INV-15688	18/08/2026	Cleaning	Creditors Invoice	3,300.00	0.00
27/08/2026	INV-15693	19/08/2026	CC Couch Steam Clean	Creditors Invoice	484.00	0.00
27/08/2026	028041	27/08/2026		Funds Transfer Paymer	0.00	3,784.00
Total:					**436,838.60**	**436,838.60**
Creditor: 10032 - Talis Consultants						
20/08/2026	40863	14/08/2026	Landfill Pond Liner Upgrade Project	Creditors Invoice	1,589.18	0.00
20/08/2026	027910	20/08/2026		Funds Transfer Paymer	0.00	1,589.18
Total:					**1,589.18**	**1,589.18**
Creditor: 10034 - Helpcon Enterprises Pty Ltd						
20/08/2026	2473	15/08/2026	Replace Footpath Panel	Creditors Invoice	6,446.00	0.00
20/08/2026	2472	15/08/2026	Replace Footpath Panel	Creditors Invoice	11,704.00	0.00
20/08/2026	027911	20/08/2026		Funds Transfer Paymer	0.00	18,150.00
Total:					**18,150.00**	**18,150.00**
Creditor: 10048 - Regroup Australia Pty Ltd (AK Evans Group Australia T/A)						
20/08/2026	35933	31/07/2026	Volvo 35T Excavator July 2026	Creditors Invoice	14,572.80	0.00

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20/08/2026	027912	20/08/2026		Funds Transfer Paymer	0.00	14,572.80
Total:					**14,572.80**	**14,572.80**
Creditor: 10057 - Goodline						
6/08/2026	231068	22/07/2026	Doorstop	Creditors Invoice	140.80	0.00
6/08/2026	231211	24/07/2026	Assorted Playground Repairs	Creditors Invoice	4,028.96	0.00
6/08/2026	231562	31/07/2026	NAIDOC Events Electrician	Creditors Invoice	629.20	0.00
6/08/2026	231564	31/07/2026	Replace Skirting Boards	Creditors Invoice	21,571.00	0.00
6/08/2026	231561	31/07/2026	GAC Car Park Light	Creditors Invoice	769.45	0.00
6/08/2026	231459	29/07/2026	Marquee Park Repair Male Toilet Door	Creditors Invoice	281.60	0.00
6/08/2026	231454	29/07/2026	Old Hawks Shed Loose Roof Sheet	Creditors Invoice	352.00	0.00
6/08/2026	231448	29/07/2026	Gate Repair	Creditors Invoice	556.05	0.00
6/08/2026	231729	5/08/2026	Exhauts, Rangehood & Oven	Creditors Invoice	2,344.10	0.00
6/08/2026	027592	6/08/2026		Funds Transfer Paymer	0.00	30,673.16
13/08/2026	231456	29/07/2026	CMO Removal Of Roller Door	Creditors Invoice	7,958.54	0.00
13/08/2026	231861	10/08/2026	AMF Aircell Installation	Creditors Invoice	38,132.60	0.00
13/08/2026	231853	11/08/2026	House Repairs	Creditors Invoice	6,875.75	0.00
13/08/2026	231863	11/08/2026	Yacht Club Ceiling Tiles	Creditors Invoice	1,080.77	0.00
13/08/2026	231815	11/08/2026	Seal Skirting & Clothline	Creditors Invoice	1,501.89	0.00
13/08/2026	231747	11/08/2026	Mould, Letter Box & Gate Repair	Creditors Invoice	1,289.92	0.00
13/08/2026	231922	11/08/2026	Multiple Electrical Repairs	Creditors Invoice	614.86	0.00
13/08/2026	027733	13/08/2026		Funds Transfer Paymer	0.00	57,454.33
20/08/2026	232030	12/08/2026	HV23-223 Parts	Creditors Invoice	2,066.98	0.00
20/08/2026	231790	11/08/2026	Civic Centre Staircase	Creditors Invoice	43,792.10	0.00
20/08/2026	232117	14/08/2026	JDH Auto Door Repair	Creditors Invoice	382.80	0.00
20/08/2026	232097	14/08/2026	JDH -Basketball Court Pully system	Creditors Invoice	4,375.61	0.00
20/08/2026	232092	14/08/2026	Assorted Playground Repairs	Creditors Invoice	217.80	0.00
20/08/2026	027913	20/08/2026		Funds Transfer Paymer	0.00	50,835.29
27/08/2026	232376	20/08/2026	Mara Pop Ups Access Gate	Creditors Invoice	586.48	0.00
27/08/2026	028042	27/08/2026		Funds Transfer Paymer	0.00	586.48
Total:					**139,549.26**	**139,549.26**
Creditor: 10060 - Nutrien Water (Total Eden Pty Ltd T/A)						
6/08/2026	414082327	13/07/2026	Irrigation Consumables	Creditors Invoice	7,976.26	0.00
6/08/2026	027593	6/08/2026		Funds Transfer Paymer	0.00	7,976.26
Total:					**7,976.26**	**7,976.26**
Creditor: 10062 - Cleanaway Pty Ltd - 73291687						
13/08/2026	27032011	31/07/2026	Stadium Clear Bin	Creditors Invoice	262.06	0.00
13/08/2026	27032634	31/07/2026	JDH Clear Bin	Creditors Invoice	385.88	0.00
13/08/2026	027734	13/08/2026		Funds Transfer Paymer	0.00	647.94
20/08/2026	27034965	31/07/2026	Spinfex Spree-Skip Bin	Creditors Invoice	10,368.20	0.00
20/08/2026	27034966	31/07/2026	Internal Septic Truck Transportation	Creditors Invoice	1,097.25	0.00
20/08/2026	27033560	16/07/2026	Clear Bin June 2026	Creditors Invoice	182,833.90	0.00
20/08/2026	027914	20/08/2026		Funds Transfer Paymer	0.00	194,299.35
Total:					**194,947.29**	**194,947.29**

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Creditor: 10067 - Sigma Telford Group (Cromag Pty Ltd T/A)						
6/08/2026	199343/01	21/07/2026	Calibrate Palintest	Creditors Invoice	654.50	0.00
6/08/2026	027594	6/08/2026		Funds Transfer Paymer	0.00	654.50
20/08/2026	200411/01	10/08/2026	SAC Chlorine	Creditors Invoice	2,625.41	0.00
20/08/2026	027915	20/08/2026		Funds Transfer Paymer	0.00	2,625.41
27/08/2026	200413/01	10/08/2026	GAC Chlorine	Creditors Invoice	5,317.99	0.00
27/08/2026	028043	27/08/2026		Funds Transfer Paymer	0.00	5,317.99
Total:					**8,597.90**	**8,597.90**
Creditor: 10069 - Cleverpatch Pty Ltd						
13/08/2026	629370	17/07/2026	School Holidays and Yarning Tree	Creditors Invoice	1,417.26	0.00
13/08/2026	027735	13/08/2026		Funds Transfer Paymer	0.00	1,417.26
Total:					**1,417.26**	**1,417.26**
Creditor: 10073 - Ashlee Groch						
13/08/2026	RFP_A GROCH_30072026	30/07/2026	Work Related Reimbursement	Creditors Invoice	332.19	0.00
13/08/2026	027736	13/08/2026		Funds Transfer Paymer	0.00	332.19
Total:					**332.19**	**332.19**
Creditor: 10074 - St John Ambulance Western Australia Ltd						
6/08/2026	FAINV01432132	28/07/2026	First Aid Kits	Creditors Invoice	135.00	0.00
6/08/2026	FAINV01432127	28/07/2026	Spinifex Spree Carnival	Creditors Invoice	2,432.36	0.00
6/08/2026	027595	6/08/2026		Funds Transfer Paymer	0.00	2,567.36
Total:					**2,567.36**	**2,567.36**
Creditor: 10076 - Grant Voss						
6/08/2026	RFP_G VOSS_29072026	29/07/2026	Utilities Reimbursement	Creditors Invoice	2,516.00	0.00
6/08/2026	027596	6/08/2026		Funds Transfer Paymer	0.00	2,516.00
Total:					**2,516.00**	**2,516.00**
Creditor: 10085 - LGIS WA						
6/08/2026	100-164472-01A	4/08/2026	Insurance 30/06/2026 - 30/06/2027	Creditors Invoice	1,313,851.64	0.00
6/08/2026	CN100-164472-01	4/08/2026	Refer to 100-164472-01	$APCREDT	-1,313,851.64	0.00
Total:					**-**	**-**
Creditor: 10086 - Survey Group						
6/08/2026	00009222	28/07/2026	Spinifex Spree Carnival Setout 2026	Creditors Invoice	7,664.92	0.00
6/08/2026	027597	6/08/2026		Funds Transfer Paymer	0.00	7,664.92
Total:					**7,664.92**	**7,664.92**
Creditor: 10087 - Elgas Limited						
6/08/2026	1674899692	4/08/2026	Stadium Gas Supplied	Creditors Invoice	6,205.32	0.00

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6/08/2026	027598	6/08/2026		Funds Transfer Paymer	0.00	6,205.32
Total:					**6,205.32**	**6,205.32**
Creditor: 10091 - Les Mills Asia Pacific (Garnama Pty Ltd T/A)						
20/08/2026	LMB1311116	3/08/2026	GAC Licence Fee August 2026	Creditors Invoice	1,024.68	0.00
20/08/2026	027916	20/08/2026		Funds Transfer Paymer	0.00	1,024.68
27/08/2026	LMB1311043	3/08/2026	Stadium Licence Fee August 2026	Creditors Invoice	1,203.50	0.00
27/08/2026	028044	27/08/2026		Funds Transfer Paymer	0.00	1,203.50
Total:					**2,228.18**	**2,228.18**
Creditor: 10092 - North West Liquor Supplies						
6/08/2026	1-25402	28/07/2026	Bar Order for Luke Kidgell	Creditors Invoice	876.79	0.00
6/08/2026	027599	6/08/2026		Funds Transfer Paymer	0.00	876.79
27/08/2026	1-24685	22/07/2026	Spinifex Event Expenses	Creditors Invoice	311.93	0.00
27/08/2026	028045	27/08/2026		Funds Transfer Paymer	0.00	311.93
Total:					**1,188.72**	**1,188.72**
Creditor: 10093 - P&M Automotive Equipment Pty Ltd						
6/08/2026	6215	30/07/2026	Hoist Service & Safety Inspection	Creditors Invoice	786.50	0.00
6/08/2026	027600	6/08/2026		Funds Transfer Paymer	0.00	786.50
Total:					**786.50**	**786.50**
Creditor: 10094 - Hedland Mobile Windscreens						
13/08/2026	54011	4/08/2026	LV24-171 Replace Windscreen	Creditors Invoice	1,650.00	0.00
13/08/2026	54012	4/08/2026	LV24-110 Replace Windscreen	Creditors Invoice	1,320.00	0.00
13/08/2026	54083	7/08/2026	LV25-103 Replace Windscreen	Creditors Invoice	1,320.00	0.00
13/08/2026	027737	13/08/2026		Funds Transfer Paymer	0.00	4,290.00
20/08/2026	54153	11/08/2026	LV24-104 Repair	Creditors Invoice	110.00	0.00
20/08/2026	54220	14/08/2026	LV26-157 Repair	Creditors Invoice	1,320.00	0.00
20/08/2026	027917	20/08/2026		Funds Transfer Paymer	0.00	1,430.00
Total:					**5,720.00**	**5,720.00**
Creditor: 10104 - Avantgarde Technologies Pty Ltd						
27/08/2026	5336	14/08/2026	Digital Services Disaster Recovery Plan	Creditors Invoice	3,415.50	0.00
27/08/2026	ES 2657	26/06/2026	Electrical Equipment	Creditors Invoice	35,750.00	0.00
27/08/2026	028046	27/08/2026		Funds Transfer Paymer	0.00	39,165.50
Total:					**39,165.50**	**39,165.50**
Creditor: 10108 - Insperata Integrated Systems Pty Ltd						
13/08/2026	4104	11/08/2026	Stadium Kitchen Investigate Detector	Creditors Invoice	143.00	0.00
13/08/2026	027738	13/08/2026		Funds Transfer Paymer	0.00	143.00
20/08/2026	4091B	11/08/2026	Stadium Kitchen Investigate Detector	Creditors Invoice	107.25	0.00
20/08/2026	4107	18/08/2026	SHAC Replace Integrity Battery	Creditors Invoice	151.95	0.00
20/08/2026	027918	20/08/2026		Funds Transfer Paymer	0.00	259.20
27/08/2026	4109A	20/08/2026	PHCC Meeting Room Door Repair	Creditors Invoice	190.66	0.00

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27/08/2026	4111	20/08/2026	JDH Door Permission	Creditors Invoice	333.66	0.00
27/08/2026	4112	26/08/2026	PHCC Alarm Repair	Creditors Invoice	166.84	0.00
27/08/2026	028047	27/08/2026		Funds Transfer Paymer	0.00	691.16
Total:					**1,093.36**	**1,093.36**
Creditor: 10110 - Reece Pty Ltd						
6/08/2026	1024724236	13/07/2026	Irrigation Consumables	Creditors Invoice	150.48	0.00
6/08/2026	1024975203	21/07/2026	Irrigation Consumables	Creditors Invoice	173.20	0.00
6/08/2026	1025074606	23/07/2026	Irrigation Consumables	Creditors Invoice	346.39	0.00
6/08/2026	1025153970	27/07/2026	Irrigation Consumables	Creditors Invoice	176.44	0.00
6/08/2026	1025318333	31/07/2026	Irrigation Consumables	Creditors Invoice	150.48	0.00
6/08/2026	027601	6/08/2026		Funds Transfer Paymer	0.00	996.99
20/08/2026	1025706384	13/08/2026	Irrigation Consumables	Creditors Invoice	34.72	0.00
20/08/2026	027919	20/08/2026		Funds Transfer Paymer	0.00	34.72
27/08/2026	1025925090	20/08/2026	Irrigation Consumables	Creditors Invoice	185.20	0.00
27/08/2026	1026073972	25/08/2026	Irrigation Consumables	Creditors Invoice	173.76	0.00
27/08/2026	028048	27/08/2026		Funds Transfer Paymer	0.00	358.96
Total:					**1,390.67**	**1,390.67**
Creditor: 10111 - Port Hedland Visitor Centre (PH Seafarers Centre T/A)						
27/08/2026	00000081	28/07/2026	Visitor Centre Management Fee August 2026	Creditors Invoice	45,340.99	0.00
27/08/2026	028049	27/08/2026		Funds Transfer Paymer	0.00	45,340.99
Total:					**45,340.99**	**45,340.99**
Creditor: 10113 - Element Advisory Pty Ltd						
6/08/2026	69500343	29/05/2026	SH Town Centre Structure Plan	Creditors Invoice	8,816.50	0.00
6/08/2026	69100197	30/04/2026	SH Town Centre Structure Plan	Creditors Invoice	18,298.50	0.00
6/08/2026	695-0548	15/07/2026	SH Town Centre Structure Plan	Creditors Invoice	9,163.00	0.00
6/08/2026	027602	6/08/2026		Funds Transfer Paymer	0.00	36,278.00
13/08/2026	69500501	30/06/2026	Spoilbank Marina Precinct - Land Use, Infr, Serv & Leasing	Creditors Invoice	29,667.00	0.00
13/08/2026	027739	13/08/2026		Funds Transfer Paymer	0.00	29,667.00
20/08/2026	69500646	31/07/2026	Precinct Structure Plans - West End & SH July 2026	Creditors Invoice	25,861.00	0.00
20/08/2026	027920	20/08/2026		Funds Transfer Paymer	0.00	25,861.00
Total:					**91,806.00**	**91,806.00**
Creditor: 10114 - Westbooks (J.D Caffey & Caffey Family Trust T/A)						
13/08/2026	357624	24/07/2026	Library Books	Creditors Invoice	26.62	0.00
13/08/2026	027740	13/08/2026		Funds Transfer Paymer	0.00	26.62
27/08/2026	358023	13/08/2026	Library Books	Creditors Invoice	824.51	0.00
27/08/2026	028050	27/08/2026		Funds Transfer Paymer	0.00	824.51
Total:					**851.13**	**851.13**
Creditor: 10120 - Hedland Auto Electrics						
13/08/2026	26662	30/07/2026	LV21-155 Repair	Creditors Invoice	1,511.04	0.00
13/08/2026	26628	28/07/2026	LV20-131Repair	Creditors Invoice	1,080.89	0.00
13/08/2026	027741	13/08/2026		Funds Transfer Paymer	0.00	2,591.93

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20/08/2026	26704	11/08/2026	LV23-167 Repair	Creditors Invoice	352.73	0.00
20/08/2026	027921	20/08/2026		Funds Transfer Paymer	0.00	352.73
Total:					**2,944.66**	**2,944.66**
Creditor: 10126 - Brookdale Contractors						
6/08/2026	INV-20077	30/06/2026	Redbank Roadbase	Creditors Invoice	25,410.83	0.00
6/08/2026	027603	6/08/2026		Funds Transfer Paymer	0.00	25,410.83
Total:					**25,410.83**	**25,410.83**
Creditor: 10127 - Scope Business Imaging						
6/08/2026	770503	27/07/2026	Major Strategic Review Posters	Creditors Invoice	412.01	0.00
6/08/2026	027604	6/08/2026		Funds Transfer Paymer	0.00	412.01
Total:					**412.01**	**412.01**
Creditor: 10128 - Royal Life Saving Society						
20/08/2026	AX-22593	2/07/2026	Lifeguard Licence Renewal	Creditors Invoice	895.00	0.00
20/08/2026	027922	20/08/2026		Funds Transfer Paymer	0.00	895.00
Total:					**895.00**	**895.00**
Creditor: 10131 - Ampac Debt Recovery (WA) Pty Ltd						
13/08/2026	131946	31/07/2026	Debt Recovery	Creditors Invoice	168.45	0.00
13/08/2026	130785	30/06/2026	Debt Recovery	Creditors Invoice	2,367.10	0.00
13/08/2026	027742	13/08/2026		Funds Transfer Paymer	0.00	2,535.55
27/08/2026	132702	16/08/2026	Debt Recovery	Creditors Invoice	434.30	0.00
27/08/2026	028051	27/08/2026		Funds Transfer Paymer	0.00	434.30
Total:					**2,969.85**	**2,969.85**
Creditor: 10136 - TJ Depiazzi & Sons						
20/08/2026	INV-19393	13/08/2026	Pine Bark Mulch	Creditors Invoice	43,631.28	0.00
20/08/2026	027923	20/08/2026		Funds Transfer Paymer	0.00	43,631.28
27/08/2026	INV-19604	20/08/2026	Lawn Mix & Delivery	Creditors Invoice	19,265.18	0.00
27/08/2026	028052	27/08/2026		Funds Transfer Paymer	0.00	19,265.18
Total:					**62,896.46**	**62,896.46**
Creditor: 10137 - Westrac Pty Ltd						
13/08/2026	SI 1915358	8/08/2026	HV24-247 Repair	Creditors Invoice	2,095.01	0.00
13/08/2026	027743	13/08/2026		Funds Transfer Paymer	0.00	2,095.01
Total:					**2,095.01**	**2,095.01**
Creditor: 10140 - Local Community Insurance Servi (JLT Risk Solutions Pty Ltd)						
13/08/2026	062-220487	27/07/2026	Events Insurance 24/07/2026 - 6/10/2027	Creditors Invoice	51,370.55	0.00

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13/08/2026	027744	13/08/2026		Funds Transfer Paymer	0.00	51,370.55
Total:					**51,370.55**	**51,370.55**
Creditor: 10142 - Los Tres Cleaning Services Pty Ltd						
13/08/2026	00004724	31/07/2026	Spinifex Spree Cleaning	Creditors Invoice	7,700.00	0.00
13/08/2026	027745	13/08/2026		Funds Transfer Paymer	0.00	7,700.00
Total:					**7,700.00**	**7,700.00**
Creditor: 10150 - Algon Pty Ltd (The Lucky Charm SH)						
27/08/2026	89553	19/08/2026	Library - Newspaper July	Creditors Invoice	287.30	0.00
27/08/2026	028053	27/08/2026		Funds Transfer Paymer	0.00	287.30
Total:					**287.30**	**287.30**
Creditor: 10151 - Beacon Equipment						
13/08/2026	87628 #21	22/07/2026	Workshop Minor Equipment and Furniture	Creditors Invoice	2,620.00	0.00
13/08/2026	87627 #21	22/07/2026	Workshop Material Purchase	Creditors Invoice	1,798.00	0.00
13/08/2026	87625 #21	22/07/2026	Workshop Material Purchase	Creditors Invoice	310.00	0.00
13/08/2026	87751 #21	31/07/2026	Stores Minor Equipment Purchase	Creditors Invoice	8,687.00	0.00
13/08/2026	027746	13/08/2026		Funds Transfer Paymer	0.00	13,415.00
27/08/2026	87978 #21	18/08/2026	Stores Material Purchase	Creditors Invoice	712.00	0.00
27/08/2026	028054	27/08/2026		Funds Transfer Paymer	0.00	712.00
Total:					**14,127.00**	**14,127.00**
Creditor: 10153 - JB Hi- Fi Group Pty Ltd						
13/08/2026	00204858	17/07/2026	ICT Equipment	Creditors Invoice	769.00	0.00
13/08/2026	00202287	15/07/2026	ICT Equipment	Creditors Invoice	2,583.00	0.00
13/08/2026	00201633	14/07/2026	Redelivery to Port Hedland	Creditors Invoice	230.65	0.00
13/08/2026	027747	13/08/2026		Funds Transfer Paymer	0.00	3,582.65
Total:					**3,582.65**	**3,582.65**
Creditor: 10155 - Omnicom Media Group Australia Pty Ltd						
6/08/2026	1967744	31/07/2026	Advertising	Creditors Invoice	302.50	0.00
6/08/2026	1967746	31/07/2026	Advertising	Creditors Invoice	200.17	0.00
6/08/2026	027605	6/08/2026		Funds Transfer Paymer	0.00	502.67
13/08/2026	1967748	31/07/2026	Advertising	Creditors Invoice	681.60	0.00
13/08/2026	1967745	31/07/2026	Advertising	Creditors Invoice	236.09	0.00
13/08/2026	1967747	31/07/2026	Advertising	Creditors Invoice	805.30	0.00
13/08/2026	027748	13/08/2026		Funds Transfer Paymer	0.00	1,722.99
Total:					**2,225.66**	**2,225.66**
Creditor: 10160 - Pilbara Copy Service (Jae West Pty Ltd T/A)						
13/08/2026	61077	28/07/2026	Monthly Printing Service	Creditors Invoice	3,183.72	0.00
13/08/2026	027749	13/08/2026		Funds Transfer Paymer	0.00	3,183.72
27/08/2026	61274	21/08/2026	Monthly Printing Service	Creditors Invoice	2,453.06	0.00

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27/08/2026	028055	27/08/2026		Funds Transfer Paymer	0.00	2,453.06
Total:					**5,636.78**	**5,636.78**
Creditor: 10167 - Recharge Petroleum						
13/08/2026	31072026	31/07/2026	Fuel Charges July 2026	Creditors Invoice	7,606.19	0.00
13/08/2026	027750	13/08/2026		Funds Transfer Paymer	0.00	7,606.19
Total:					**7,606.19**	**7,606.19**
Creditor: 10178 - Kennards Hire Pty Ltd						
6/08/2026	28648102	18/04/2026	Lighting Tower Sunset Food Market April	Creditors Invoice	169.50	0.00
6/08/2026	027606	6/08/2026		Funds Transfer Paymer	0.00	169.50
13/08/2026	29016458	31/07/2026	Spinifex Spree Event Hire	Creditors Invoice	46,332.60	0.00
13/08/2026	027751	13/08/2026		Funds Transfer Paymer	0.00	46,332.60
27/08/2026	29054443	12/08/2026	Ship to Shore Event Hire	Creditors Invoice	1,242.95	0.00
27/08/2026	29078979	19/08/2026	Post Hole Digger Hire	Creditors Invoice	119.00	0.00
27/08/2026	028056	27/08/2026		Funds Transfer Paymer	0.00	1,361.95
Total:					**47,864.05**	**47,864.05**
Creditor: 10179 - Acacia Connection						
6/08/2026	105669	31/07/2026	EAP Counselling	Creditors Invoice	1,892.00	0.00
6/08/2026	027607	6/08/2026		Funds Transfer Paymer	0.00	1,892.00
Total:					**1,892.00**	**1,892.00**
Creditor: 10182 - Technology One						
20/08/2026	266394	17/08/2026	AMS Program September 2026	Creditors Invoice	12,210.00	0.00
20/08/2026	266392	17/08/2026	AMS Program September 2026	Creditors Invoice	8,932.00	0.00
20/08/2026	027924	20/08/2026		Funds Transfer Paymer	0.00	21,142.00
Total:					**21,142.00**	**21,142.00**
Creditor: 10183 - CTI Records Management						
6/08/2026	0178392	31/07/2026	Record Management July 2026	Creditors Invoice	701.80	0.00
6/08/2026	027608	6/08/2026		Funds Transfer Paymer	0.00	701.80
Total:					**701.80**	**701.80**
Creditor: 10186 - Tammy Wombwell						
6/08/2026	RFP_T WOMBWELL_21072026	21/07/2026	Work Related Reimbursement	Creditors Invoice	2,000.00	0.00
6/08/2026	027609	6/08/2026		Funds Transfer Paymer	0.00	2,000.00
Total:					**2,000.00**	**2,000.00**
Creditor: 10192 - Aus-Traffic Management Pty Ltd						
20/08/2026	7103A	26/07/2026	Spinifex Spree Traffic Management	Creditors Invoice	14,933.60	0.00

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20/08/2026	027925	20/08/2026		Funds Transfer Paymer	0.00	14,933.60
Total:					**14,933.60**	**14,933.60**
Creditor: 10197 - Pilbara Tools & Fasteners Pty Ltd						
20/08/2026	10192799	14/08/2026	Minor Tools and Consumables	Creditors Invoice	258.65	0.00
20/08/2026	10191689	30/07/2026	Landfill Consumables	Creditors Invoice	51.46	0.00
20/08/2026	10192940	17/08/2026	Minor Tools and Consumables	Creditors Invoice	90.96	0.00
20/08/2026	10191859	4/08/2026	Materials	Creditors Invoice	3.55	0.00
20/08/2026	10191992	5/08/2026	Landfill Materials	Creditors Invoice	43.88	0.00
20/08/2026	10192864	14/08/2026	Minor Tools and Consumables	Creditors Invoice	96.53	0.00
20/08/2026	10192511	11/08/2026	Fleet Consumables	Creditors Invoice	15.44	0.00
20/08/2026	027926	20/08/2026		Funds Transfer Paymer	0.00	560.47
27/08/2026	10193422	20/08/2026	Minor Tools	Creditors Invoice	1,235.52	0.00
27/08/2026	10193359	20/08/2026	Minor Equipment	Creditors Invoice	602.25	0.00
27/08/2026	10192526	11/08/2026	Fleet Consumables	Creditors Invoice	6.35	0.00
27/08/2026	10192220	7/08/2026	Spanner	Creditors Invoice	30.48	0.00
27/08/2026	10193719	25/08/2026	Stores Stock	Creditors Invoice	126.05	0.00
27/08/2026	028057	27/08/2026		Funds Transfer Paymer	0.00	2,000.65
Total:					**2,561.12**	**2,561.12**
Creditor: 10206 - Julyardi Aboriginal Corporation						
6/08/2026	RFP_JULYARDI ABORIGINAL CORP	10/07/2026	Payment Received Incorrectly	Creditors Invoice	220.00	0.00
6/08/2026	027610	6/08/2026		Funds Transfer Paymer	0.00	220.00
13/08/2026	INV-0508	11/08/2026	Hedland Aboriginal Strong Leaders	Creditors Invoice	2,200.00	0.00
13/08/2026	027752	13/08/2026		Funds Transfer Paymer	0.00	2,200.00
Total:					**2,420.00**	**2,420.00**
Creditor: 10208 - Hedland Electrical Pty Ltd						
6/08/2026	INV-4885	21/07/2026	Electrical	Creditors Invoice	2,073.50	0.00
6/08/2026	INV-4898	3/08/2026	Len Taplin Electrical Upgrade	Creditors Invoice	924.00	0.00
6/08/2026	027611	6/08/2026		Funds Transfer Paymer	0.00	2,997.50
13/08/2026	INV-4909	10/08/2026	Replaced TV Antenna and Splitter	Creditors Invoice	564.39	0.00
13/08/2026	INV-4909	10/08/2026	Correcting Data Entry	$APCREDT	-564.39	0.00
13/08/2026	INV-4909A	10/08/2026	Replaced TV Antenna and Splitter	Creditors Invoice	564.39	0.00
13/08/2026	027753	13/08/2026		Funds Transfer Paymer	0.00	564.39
27/08/2026	INV-4917A	18/08/2026	RCD Tripping	Creditors Invoice	544.50	0.00
27/08/2026	INV-4932	19/08/2026	One Tree Kitchen Light	Creditors Invoice	357.50	0.00
27/08/2026	INV-4893	27/07/2026	Replace Distribution Board LT Childcare	Creditors Invoice	13,631.20	0.00
27/08/2026	INV-4908	18/07/2026	Annual RCD Testing	Creditors Invoice	83,078.27	0.00
27/08/2026	028058	27/08/2026		Funds Transfer Paymer	0.00	97,611.47
Total:					**101,173.36**	**101,173.36**
Creditor: 10213 - PPP Events (E Adz Pty Ltd T/A)						
20/08/2026	INV-3357A	12/08/2026	Glassware hire for Luke Kidgell	Creditors Invoice	314.60	0.00
20/08/2026	INV-3358B	12/08/2026	Spinifex Spree Furniture	Creditors Invoice	3,857.50	0.00

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20/08/2026	027927	20/08/2026		Funds Transfer Paymer	0.00	4,172.10
Total:					**4,172.10**	**4,172.10**
Creditor: 10221 - Lee Anne Furness						
6/08/2026	RFP_ L FURNESS_31072026	31/07/2026	Utilities Reimbursement	Creditors Invoice	254.54	0.00
6/08/2026	027612	6/08/2026		Funds Transfer Paymer	0.00	254.54
Total:					**254.54**	**254.54**
Creditor: 10224 - Southern Cross Treasury						
6/08/2026	71966028	31/07/2026	Advertising for Ship to Shore	Creditors Invoice	413.60	0.00
6/08/2026	71966027	31/07/2026	Advertising for Spinifex Spree	Creditors Invoice	2,398.00	0.00
6/08/2026	027613	6/08/2026		Funds Transfer Paymer	0.00	2,811.60
Total:					**2,811.60**	**2,811.60**
Creditor: 10227 - Comtec Data Pty Ltd						
13/08/2026	INV-4597A	1/08/2026	Stadium Duress System August 2026	Creditors Invoice	220.00	0.00
13/08/2026	027754	13/08/2026		Funds Transfer Paymer	0.00	220.00
Total:					**220.00**	**220.00**
Creditor: 10229 - Mobile Welding Services WA Pty Ltd						
13/08/2026	INV-6601	31/07/2026	Ali Plate	Creditors Invoice	251.81	0.00
13/08/2026	INV-6521	10/08/2026	Yikara Park Shade Shelter Poles Repair	Creditors Invoice	2,385.89	0.00
13/08/2026	027755	13/08/2026		Funds Transfer Paymer	0.00	2,637.70
Total:					**2,637.70**	**2,637.70**
Creditor: 10238 - Telstra Limited - Retail						
13/08/2026	3802305000_29072026	29/07/2026	Supply and Usage	Creditors Invoice	3,460.74	0.00
13/08/2026	2206796902_25072026	25/07/2026	Supply and Usage	Creditors Invoice	5,328.86	0.00
13/08/2026	027756	13/08/2026		Funds Transfer Paymer	0.00	8,789.60
20/08/2026	2054805813_12082026	12/08/2026	Supply and Usage	Creditors Invoice	470.84	0.00
20/08/2026	1335539233_07082026	7/08/2026	Supply and Usage	Creditors Invoice	55.00	0.00
20/08/2026	027928	20/08/2026		Funds Transfer Paymer	0.00	525.84
27/08/2026	2206796985_18082026	18/08/2026	Supply and Usage	Creditors Invoice	165.00	0.00
27/08/2026	3296741808_18082026	18/08/2026	Supply and Usage	Creditors Invoice	171.00	0.00
27/08/2026	028059	27/08/2026		Funds Transfer Paymer	0.00	336.00
Total:					**9,651.44**	**9,651.44**
Creditor: 10242 - Landgate						
6/08/2026	1608137	1/08/2026	Transfer of Land Documents	Creditors Invoice	67.80	0.00
6/08/2026	027614	6/08/2026		Funds Transfer Paymer	0.00	67.80
13/08/2026	78474337	10/08/2026	GRV Interim Valuations	Creditors Invoice	800.15	0.00
13/08/2026	027757	13/08/2026		Funds Transfer Paymer	0.00	800.15
20/08/2026	78489955	12/08/2026	GRV Interim Valuation	Creditors Invoice	26.54	0.00
20/08/2026	027929	20/08/2026		Funds Transfer Paymer	0.00	26.54
27/08/2026	78522127	18/08/2026	Interim Valuations	Creditors Invoice	38.20	0.00

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27/08/2026	028060	27/08/2026		Funds Transfer Paymer	0.00	38.20
Total:					**932.69**	**932.69**
Creditor: 10243 - Suzanne Mackay						
6/08/2026	RFP_S MACKAY	1/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
6/08/2026	027615	6/08/2026		Funds Transfer Paymer	0.00	675.00
13/08/2026	RFP_S MACKAY	8/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
13/08/2026	027758	13/08/2026		Funds Transfer Paymer	0.00	675.00
20/08/2026	RFP_S MACKAY	15/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
20/08/2026	027930	20/08/2026		Funds Transfer Paymer	0.00	675.00
27/08/2026	RFP_S MACKAY_20082026	20/08/2026	Utilities Reimbursement	Creditors Invoice	1,539.33	0.00
27/08/2026	RFP_S MACKAY	22/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
27/08/2026	028061	27/08/2026		Funds Transfer Paymer	0.00	2,214.33
Total:					**4,239.33**	**4,239.33**
Creditor: 10247 - West Australian Newspapers Limited						
6/08/2026	1028531620260731	31/07/2026	Advertising for July 2026	Creditors Invoice	6,947.76	0.00
6/08/2026	027616	6/08/2026		Funds Transfer Paymer	0.00	6,947.76
Total:					**6,947.76**	**6,947.76**
Creditor: 10248 - Lil's Retravision						
13/08/2026	60227432	5/08/2026	Polaroid Film for ATSICD	Creditors Invoice	439.95	0.00
13/08/2026	027759	13/08/2026		Funds Transfer Paymer	0.00	439.95
Total:					**439.95**	**439.95**
Creditor: 10250 - South Hedland Veterinary Hospital						
6/08/2026	1028541	4/08/2026	Veterinary Services	Creditors Invoice	240.90	0.00
6/08/2026	1028289	29/07/2026	Veterinary Services	Creditors Invoice	715.35	0.00
6/08/2026	1028411	31/07/2026	Veterinary Services	Creditors Invoice	297.45	0.00
6/08/2026	027617	6/08/2026		Funds Transfer Paymer	0.00	1,253.70
13/08/2026	1026307	1/07/2026	Veterinary Services	Creditors Invoice	226.60	0.00
13/08/2026	027760	13/08/2026		Funds Transfer Paymer	0.00	226.60
Total:					**1,480.30**	**1,480.30**
Creditor: 10252 - Centurion Transport						
27/08/2026	SI000028205	18/08/2026	Matt Dann Freight	Creditors Invoice	128.18	0.00
27/08/2026	028062	27/08/2026		Funds Transfer Paymer	0.00	128.18
Total:					**128.18**	**128.18**
Creditor: 10253 - Water Corporation - Perth						
20/08/2026	9008359166_0182	12/08/2026	Supply and Usage	Creditors Invoice	1,611.42	0.00
20/08/2026	9008342823_0108	12/08/2026	Supply and Usage	Creditors Invoice	79.63	0.00
20/08/2026	9008342815_0179	12/08/2026	Supply and Usage	Creditors Invoice	1,833.96	0.00
20/08/2026	9008342911_0182	12/08/2026	Supply and Usage	Creditors Invoice	10,887.69	0.00
20/08/2026	9025704128_0008	13/08/2026	Supply and Usage	Creditors Invoice	9.03	0.00

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20/08/2026	9017032595_0143	13/08/2026	Supply and Usage	Creditors Invoice	305.95	0.00
20/08/2026	9017032579_0138	13/08/2026	Supply and Usage	Creditors Invoice	352.43	0.00
20/08/2026	9010410880_0172	13/08/2026	Supply and Usage	Creditors Invoice	356.58	0.00
20/08/2026	9008344984_0180	12/08/2026	Supply and Usage	Creditors Invoice	902.58	0.00
20/08/2026	9008344933_0160	12/08/2026	Supply and Usage	Creditors Invoice	12.05	0.00
20/08/2026	9008343076_0200	12/08/2026	Supply and Usage	Creditors Invoice	351.56	0.00
20/08/2026	9008358198_0184	12/08/2026	Supply and Usage	Creditors Invoice	387.86	0.00
20/08/2026	9008350583_0196	13/08/2026	Supply and Usage	Creditors Invoice	526.21	0.00
20/08/2026	9008350495_0208	13/08/2026	Supply and Usage	Creditors Invoice	288.86	0.00
20/08/2026	9008351228_0208	13/08/2026	Supply and Usage	Creditors Invoice	495.49	0.00
20/08/2026	9008351578_0213	13/08/2026	Supply and Usage	Creditors Invoice	368.15	0.00
20/08/2026	9008351930_0203	13/08/2026	Supply and Usage	Creditors Invoice	724.87	0.00
20/08/2026	9008350102_0212	13/08/2026	Supply and Usage	Creditors Invoice	1,413.55	0.00
20/08/2026	9008353522_0198	13/08/2026	Supply and Usage	Creditors Invoice	802.70	0.00
20/08/2026	9008344028_0175	11/08/2026	Supply and Usage	Creditors Invoice	745.15	0.00
20/08/2026	9008344001_0164	11/08/2026	Supply and Usage	Creditors Invoice	15.06	0.00
20/08/2026	9008346808_0207	11/08/2026	Supply and Usage	Creditors Invoice	295.19	0.00
20/08/2026	9017233178_0101	12/08/2026	Supply and Usage	Creditors Invoice	325.80	0.00
20/08/2026	9017233143_0115	12/08/2026	Supply and Usage	Creditors Invoice	317.59	0.00
20/08/2026	9017233098_0122	12/08/2026	Supply and Usage	Creditors Invoice	438.66	0.00
20/08/2026	9017233119_0118	12/08/2026	Supply and Usage	Creditors Invoice	317.59	0.00
20/08/2026	9017233127_0109	12/08/2026	Supply and Usage	Creditors Invoice	356.58	0.00
20/08/2026	9024772911_0017	11/08/2026	Supply and Usage	Creditors Invoice	286.81	0.00
20/08/2026	9016508336_0094	12/08/2026	Supply and Usage	Creditors Invoice	246.98	0.00
20/08/2026	9008346816_0165	11/08/2026	Supply and Usage	Creditors Invoice	272.74	0.00
20/08/2026	9016298332_0096	12/08/2026	Supply and Usage	Creditors Invoice	7,912.52	0.00
20/08/2026	9020775226_0108	11/08/2026	Supply and Usage	Creditors Invoice	358.63	0.00
20/08/2026	9020775218_0110	11/08/2026	Supply and Usage	Creditors Invoice	387.36	0.00
20/08/2026	9020775234_0104	11/08/2026	Supply and Usage	Creditors Invoice	290.91	0.00
20/08/2026	9024772946_0017	11/07/2026	Supply and Usage	Creditors Invoice	286.81	0.00
20/08/2026	9019376746_0084	11/08/2026	Supply and Usage	Creditors Invoice	9,135.46	0.00
20/08/2026	9024772938_0017	11/08/2026	Supply and Usage	Creditors Invoice	286.81	0.00
20/08/2026	9009150786_0143	11/08/2026	Supply and Usage	Creditors Invoice	1,280.10	0.00
20/08/2026	9008353557_0191	11/08/2026	Supply and Usage	Creditors Invoice	299.85	0.00
20/08/2026	9009148336_0142	11/08/2026	Supply and Usage	Creditors Invoice	101.05	0.00
20/08/2026	9008348942_0199	11/08/2026	Supply and Usage	Creditors Invoice	1,929.85	0.00
20/08/2026	9008348950_0130	11/08/2026	Supply and Usage	Creditors Invoice	573.61	0.00
20/08/2026	9010415606_0181	11/08/2026	Supply and Usage	Creditors Invoice	360.68	0.00
20/08/2026	9013515557_0112	11/08/2026	Supply and Usage	Creditors Invoice	1,234.92	0.00
20/08/2026	9008359422_0159	11/08/2026	Supply and Usage	Creditors Invoice	36.14	0.00
20/08/2026	9019376658_0139	11/08/2026	Supply and Usage	Creditors Invoice	286.81	0.00
20/08/2026	9010415614_0171	11/08/2026	Supply and Usage	Creditors Invoice	402.03	0.00
20/08/2026	9019376738_0131	11/08/2026	Supply and Usage	Creditors Invoice	816.82	0.00
20/08/2026	9019376703_0148	11/08/2026	Supply and Usage	Creditors Invoice	437.18	0.00
20/08/2026	9019376623_0168	11/08/2026	Supply and Usage	Creditors Invoice	315.54	0.00
20/08/2026	9019376682_0138	11/08/2026	Supply and Usage	Creditors Invoice	315.54	0.00
20/08/2026	9019376690_0124	11/08/2026	Supply and Usage	Creditors Invoice	401.64	0.00
20/08/2026	9019376711_0135	11/08/2026	Supply and Usage	Creditors Invoice	360.68	0.00
20/08/2026	9008354680_0204	14/08/2026	Supply and Usage	Creditors Invoice	617.68	0.00
20/08/2026	9008355106_0214	14/08/2026	Supply and Usage	Creditors Invoice	741.11	0.00
20/08/2026	9009371212_0135	14/08/2026	Supply and Usage	Creditors Invoice	259.03	0.00

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20/08/2026	9025627257_0011	14/08/2026	Supply and Usage	Creditors Invoice	12.05	0.00
20/08/2026	9017233151_0131	12/08/2026	Supply and Usage	Creditors Invoice	354.53	0.00
20/08/2026	9009148416_0127	12/08/2026	Supply and Usage	Creditors Invoice	9.04	0.00
20/08/2026	9008357574_0190	17/08/2026	Supply and Usage	Creditors Invoice	5,283.05	0.00
20/08/2026	9015824273_0082	17/08/2026	Supply and Usage	Creditors Invoice	7,972.76	0.00
20/08/2026	9010410872_0172	17/08/2026	Supply and Usage	Creditors Invoice	511.00	0.00
20/08/2026	9009150866_0142	17/08/2026	Supply and Usage	Creditors Invoice	1,180.70	0.00
20/08/2026	9008358630_0149	17/08/2026	Supply and Usage	Creditors Invoice	508.27	0.00
20/08/2026	9016983647_0080	17/08/2026	Supply and Usage	Creditors Invoice	61.55	0.00
20/08/2026	9017502630_0098	17/08/2026	Supply and Usage	Creditors Invoice	1,611.97	0.00
20/08/2026	9017233135_0123	17/08/2026	Supply and Usage	Creditors Invoice	288.86	0.00
20/08/2026	9017233100_0116	17/08/2026	Supply and Usage	Creditors Invoice	305.28	0.00
20/08/2026	9016508344_0096	17/08/2026	Supply and Usage	Creditors Invoice	1,024.08	0.00
20/08/2026	9024227390_0017	17/08/2026	Supply and Usage	Creditors Invoice	286.81	0.00
20/08/2026	9024227382_0017	17/08/2026	Supply and Usage	Creditors Invoice	286.81	0.00
20/08/2026	9020301557_0078	17/08/2026	Supply and Usage	Creditors Invoice	3,033.08	0.00
20/08/2026	9024761964_0017	17/08/2026	Supply and Usage	Creditors Invoice	226.80	0.00
20/08/2026	9024227403_0017	17/08/2026	Supply and Usage	Creditors Invoice	286.81	0.00
20/08/2026	9018541893_0089	18/08/2026	Supply and Usage	Creditors Invoice	2,620.44	0.00
20/08/2026	9024227374_0017	17/08/2026	Supply and Usage	Creditors Invoice	286.81	0.00
20/08/2026	9025088310_0019	17/08/2026	Supply and Usage	Creditors Invoice	798.33	0.00
20/08/2026	9016175578_0096	11/08/2026	Supply and Usage	Creditors Invoice	18,614.16	0.00
20/08/2026	027931	20/08/2026		Funds Transfer Paymer	0.00	100,320.67
27/08/2026	9024399643_0029	19/08/2026	Supply and Usage	Creditors Invoice	128.83	0.00
27/08/2026	9008385858_0207	19/08/2026	Supply and Usage	Creditors Invoice	323.75	0.00
27/08/2026	9008363974_0191	19/08/2026	Supply and Usage	Creditors Invoice	2,792.12	0.00
27/08/2026	9020896538_0065	19/08/2026	Supply and Usage	Creditors Invoice	286.81	0.00
27/08/2026	9020896511_0065	19/08/2026	Supply and Usage	Creditors Invoice	286.81	0.00
27/08/2026	9008758159_0201	19/08/2026	Supply and Usage	Creditors Invoice	671.97	0.00
27/08/2026	9009843208_0129	19/08/2026	Supply and Usage	Creditors Invoice	1,237.93	0.00
27/08/2026	9020896503_0066	19/08/2026	Supply and Usage	Creditors Invoice	286.81	0.00
27/08/2026	9020896490_0065	19/08/2026	Supply and Usage	Creditors Invoice	286.81	0.00
27/08/2026	9020896482_0065	19/08/2026	Supply and Usage	Creditors Invoice	286.81	0.00
27/08/2026	9020896474_0065	19/08/2026	Supply and Usage	Creditors Invoice	286.81	0.00
27/08/2026	9020896466_0065	21/08/2026	Supply and Usage	Creditors Invoice	286.81	0.00
27/08/2026	9020896458_0065	19/08/2026	Supply and Usage	Creditors Invoice	286.81	0.00
27/08/2026	9020443133_0049	19/08/2026	Supply and Usage	Creditors Invoice	539.73	0.00
27/08/2026	9020896423_0065	19/08/2026	Supply and Usage	Creditors Invoice	504.79	0.00
27/08/2026	9023629873_0066	17/08/2026	Supply and Usage	Creditors Invoice	24,243.07	0.00
27/08/2026	9016429638_0096	19/08/2026	Supply and Usage	Creditors Invoice	762.04	0.00
27/08/2026	9024122185_0031	21/08/2026	Supply and Usage	Creditors Invoice	502.80	0.00
27/08/2026	9024122177_0032	21/08/2026	Supply and Usage	Creditors Invoice	426.24	0.00
27/08/2026	9008365750_0484	24/08/2026	Supply and Usage	Creditors Invoice	10,782.38	0.00
27/08/2026	9025744330_0019	25/08/2026	Supply and Usage	Creditors Invoice	24,449.59	0.00
27/08/2026	9024122169_0034	21/08/2026	Supply and Usage	Creditors Invoice	325.80	0.00
27/08/2026	9018857978_0112	21/08/2026	Supply and Usage	Creditors Invoice	286.81	0.00
27/08/2026	9018858022_0112	21/08/2026	Supply and Usage	Creditors Invoice	286.81	0.00
27/08/2026	9018140870_0145	21/08/2026	Supply and Usage	Creditors Invoice	231.68	0.00
27/08/2026	9018140889_0143	21/08/2026	Supply and Usage	Creditors Invoice	231.68	0.00
27/08/2026	9018140731_0146	21/08/2026	Supply and Usage	Creditors Invoice	231.68	0.00
27/08/2026	9009163050_0105	21/08/2026	Supply and Usage	Creditors Invoice	662.10	0.00

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27/08/2026	9008365363_0453	21/08/2026	Supply and Usage	Creditors Invoice	12.78	0.00
27/08/2026	9009158710_0148	21/08/2026	Supply and Usage	Creditors Invoice	8,915.52	0.00
27/08/2026	9008377786_0320	21/08/2026	Supply and Usage	Creditors Invoice	466.65	0.00
27/08/2026	9024122193_0035	21/08/2026	Supply and Usage	Creditors Invoice	631.21	0.00
27/08/2026	9008348969_0461	24/08/2026	Supply and Usage	Creditors Invoice	11,712.35	0.00
27/08/2026	9021895211_0142	24/04/2026	Supply and Usage	Creditors Invoice	61,849.35	0.00
27/08/2026	9018256291_0103	24/08/2026	Supply and Usage	Creditors Invoice	11,227.72	0.00
27/08/2026	9019637432_0083	21/08/2026	Supply and Usage	Creditors Invoice	3,722.83	0.00
27/08/2026	9016226777_0255	21/08/2026	Supply and Usage	Creditors Invoice	7,270.16	0.00
27/08/2026	9008357494_0186	12/08/2026	Supply and Usage	Creditors Invoice	24,383.47	0.00
27/08/2026	9024122134_0030	21/08/2026	Supply and Usage	Creditors Invoice	370.94	0.00
27/08/2026	9024122126_0030	21/08/2026	Supply and Usage	Creditors Invoice	434.45	0.00
27/08/2026	9024122118_0030	21/08/2026	Supply and Usage	Creditors Invoice	360.68	0.00
27/08/2026	9024122206_0028	24/08/2026	Supply and Usage	Creditors Invoice	196.99	0.00
27/08/2026	9024122150_0035	21/08/2026	Supply and Usage	Creditors Invoice	423.51	0.00
27/08/2026	9015739001_0101	21/08/2026	Supply and Usage	Creditors Invoice	57.23	0.00
27/08/2026	028063	27/08/2026		Funds Transfer Paymer	0.00	203,952.12
Total:					**304,272.79**	**304,272.79**
Creditor: 10258 - Claire Macintyre						
6/08/2026	RFP_C MACINTYRE	1/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
6/08/2026	027618	6/08/2026		Funds Transfer Paymer	0.00	675.00
13/08/2026	RFP_C MACINTYRE	8/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
13/08/2026	027761	13/08/2026		Funds Transfer Paymer	0.00	675.00
20/08/2026	RFP_C MACINTYRE	15/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
20/08/2026	027932	20/08/2026		Funds Transfer Paymer	0.00	675.00
27/08/2026	RFP_C MACINTYRE	22/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
27/08/2026	028064	27/08/2026		Funds Transfer Paymer	0.00	675.00
Total:					**2,700.00**	**2,700.00**
Creditor: 10260 - Marque Haus						
6/08/2026	14199	24/07/2026	Ship to Shore T-shirts	Creditors Invoice	28,264.50	0.00
6/08/2026	027619	6/08/2026		Funds Transfer Paymer	0.00	28,264.50
13/08/2026	14426	28/07/2026	Employee Uniforms	Creditors Invoice	128.39	0.00
13/08/2026	027762	13/08/2026		Funds Transfer Paymer	0.00	128.39
27/08/2026	14464	11/08/2026	Employee Uniforms	Creditors Invoice	220.58	0.00
27/08/2026	028065	27/08/2026		Funds Transfer Paymer	0.00	220.58
Total:					**28,613.47**	**28,613.47**
Creditor: 10261 - M2M One Pty Ltd						
13/08/2026	161632-26559	3/08/2026	SIM Cards August 2026	Creditors Invoice	24.20	0.00
13/08/2026	027763	13/08/2026		Funds Transfer Paymer	0.00	24.20
Total:					**24.20**	**24.20**
Creditor: 10268 - The Junction Co.						
13/08/2026	INV-2048	30/04/2026	Courthouse Gallery Management Fee 4th Installment	Creditors Invoice	165,000.00	0.00

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13/08/2026	027764	13/08/2026		Funds Transfer Paymer	0.00	165,000.00
Total:					**165,000.00**	**165,000.00**
Creditor: 10269 - PCC Productions Pty Ltd						
20/08/2026	3018A	10/08/2026	2026 Ship to Shore	Creditors Invoice	3,098.70	0.00
20/08/2026	027933	20/08/2026		Funds Transfer Paymer	0.00	3,098.70
Total:					**3,098.70**	**3,098.70**
Creditor: 10270 - North West Entertainment Services						
27/08/2026	605	24/08/2026	Sunset Markets - Contractor Service	Creditors Invoice	3,415.50	0.00
27/08/2026	028066	27/08/2026		Funds Transfer Paymer	0.00	3,415.50
Total:					**3,415.50**	**3,415.50**
Creditor: 10273 - Hedland Pool Care (Pilbara Pool Supplies Pty Ltd T/A)						
6/08/2026	INV-13211	4/08/2026	Pool Maintenance	Creditors Invoice	159.50	0.00
6/08/2026	027620	6/08/2026		Funds Transfer Paymer	0.00	159.50
13/08/2026	INV-13224	4/08/2026	Pool Maintenance	Creditors Invoice	132.00	0.00
13/08/2026	INV-13213	5/08/2026	Pool Maintenance	Creditors Invoice	159.50	0.00
13/08/2026	027765	13/08/2026		Funds Transfer Paymer	0.00	291.50
20/08/2026	INV-13293A	10/08/2026	Pool Maintenance	Creditors Invoice	132.00	0.00
20/08/2026	INV-13414	18/08/2026	Pool Maintenance	Creditors Invoice	132.00	0.00
20/08/2026	INV-13415A	18/08/2026	Pool Maintenance	Creditors Invoice	149.82	0.00
20/08/2026	INV-13417	18/08/2026	Pool Maintenance	Creditors Invoice	132.00	0.00
20/08/2026	INV-13416	18/08/2026	Pool Maintenance	Creditors Invoice	304.70	0.00
20/08/2026	027934	20/08/2026		Funds Transfer Paymer	0.00	850.52
27/08/2026	INV-13501	25/08/2026	Pool Maintenance	Creditors Invoice	159.50	0.00
27/08/2026	028067	27/08/2026		Funds Transfer Paymer	0.00	159.50
Total:					**1,461.02**	**1,461.02**
Creditor: 10274 - Tabba Tabba Pty Ltd						
13/08/2026	INV-0146	6/08/2026	OWLS Salt Industry Tour	Creditors Invoice	800.00	0.00
13/08/2026	027766	13/08/2026		Funds Transfer Paymer	0.00	800.00
Total:					**800.00**	**800.00**
Creditor: 10276 - BOC Gases						
13/08/2026	4042347632	4/08/2026	HV23-230 Repair	Creditors Invoice	72.11	0.00
13/08/2026	4042299754	29/07/2026	Monthly Rental 28 Jun to 28 Jul 2026	Creditors Invoice	257.00	0.00
13/08/2026	4042374015	11/08/2026	Gas Cylinder	Creditors Invoice	460.45	0.00
13/08/2026	027767	13/08/2026		Funds Transfer Paymer	0.00	789.56
Total:					**789.56**	**789.56**
Creditor: 10278 - Nomads Charitable & Educational Foundation						
13/08/2026	IW 2008	3/06/2026	Transport Coverage	Creditors Invoice	660.00	0.00
12/08/2026	027175	16/07/2026		Funds Transfer Paymer	0.00	660.00
12/08/2026	027175	11/08/2026		Cancelled Payment	660.00	0.00

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13/08/2026	027768	13/08/2026		Funds Transfer Paymer	0.00	660.00
Total:					**1,320.00**	**1,320.00**
Creditor: 10279 - Daniels Printing Craftsmen Pty Ltd						
13/08/2026	101297	10/08/2026	Caravan & Camping Brochure	Creditors Invoice	2,228.60	0.00
13/08/2026	027769	13/08/2026		Funds Transfer Paymer	0.00	2,228.60
Total:					**2,228.60**	**2,228.60**
Creditor: 10283 - Hedland Hardware						
6/08/2026	1370410	24/07/2026	Refer to Invoice1370392	$APCREDT	30.06	0.00
6/08/2026	1368549	21/07/2026	Building Maintenance Requirements	Creditors Invoice	48.98	0.00
6/08/2026	1371813	27/07/2026	Material Purchase	Creditors Invoice	7.99	0.00
6/08/2026	027621	6/08/2026		Funds Transfer Paymer	0.00	87.03
13/08/2026	1376124	5/08/2026	Refer to INV5002355	$APCREDT	-50.00	0.00
13/08/2026	1371521	27/07/2026	Refer INV 1362666	$APCREDT	-67.00	0.00
13/08/2026	CN 1370410	24/07/2026	Refer to Invoice1370392	$APCREDT	-30.06	0.00
13/08/2026	1369272	22/07/2026	Building Maintenance Requirement 3rd Qtr	Creditors Invoice	31.57	0.00
13/08/2026	1370624	24/07/2026	Building Maintenance Requirements	Creditors Invoice	172.06	0.00
13/08/2026	1369726	23/07/2026	Building Maintenance Requirements	Creditors Invoice	8.65	0.00
13/08/2026	1375334	6/08/2026	Potting Mix and Plant	Creditors Invoice	1,016.90	0.00
11/08/2026	CN 1377661	7/08/2026	Refer To INV 1375334	$APCREDT	-50.00	0.00
13/08/2026	027770	13/08/2026		Funds Transfer Paymer	0.00	1,032.12
20/08/2026	CN 1370410B	24/07/2026	Reversal of CN	$APCREDT	-30.06	0.00
20/08/2026	1376634	6/08/2026	Minor Tools & Consumables	Creditors Invoice	48.76	0.00
20/08/2026	1377144	7/08/2026	Minor Tools & Consumables	Creditors Invoice	94.80	0.00
20/08/2026	1377317	7/08/2026	Minor Tools & Consumables	Creditors Invoice	16.05	0.00
20/08/2026	1379942	12/08/2026	Minor Tools & Consumables	Creditors Invoice	228.33	0.00
20/08/2026	1379690	12/08/2026	Minor Tools & Consumables	Creditors Invoice	48.58	0.00
20/08/2026	1377225	7/08/2026	Minor Tools & Consumables	Creditors Invoice	189.87	0.00
20/08/2026	1383131	19/08/2026	Potting Mix	Creditors Invoice	98.05	0.00
20/08/2026	027935	20/08/2026		Funds Transfer Paymer	0.00	694.38
Total:					**1,813.53**	**1,813.53**
Creditor: 10288 - Port Hedland Chamber of Commerce & Industry Inc						
27/08/2026	INV-6986	14/08/2026	Room Hire - Recruitment Interviews	Creditors Invoice	302.50	0.00
27/08/2026	028068	27/08/2026		Funds Transfer Paymer	0.00	302.50
Total:					**302.50**	**302.50**
Creditor: 10289 - Rosmech Sales & Service Pty Ltd						
13/08/2026	145473	29/07/2026	HV24-208 Parts & Freight	Creditors Invoice	3,300.00	0.00
13/08/2026	027771	13/08/2026		Funds Transfer Paymer	0.00	3,300.00
Total:					**3,300.00**	**3,300.00**
Creditor: 10293 - Radio Industries Australia Pty Ltd						
13/08/2026	R23127	22/07/2026	Stadium Radio Repairs	Creditors Invoice	817.31	0.00

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13/08/2026	027772	13/08/2026		Funds Transfer Paymer	0.00	817.31
Total:					**817.31**	**817.31**
Creditor: 10297 - WA Distributors Pty Ltd						
27/08/2026	1237700	10/08/2026	MDCC Kiosk Items	Creditors Invoice	1,985.80	0.00
27/08/2026	028069	27/08/2026		Funds Transfer Paymer	0.00	1,985.80
Total:					**1,985.80**	**1,985.80**
Creditor: 10300 - William Buck Consulting (WA) Pty Ltd						
27/08/2026	INV-12380	31/07/2026	ERP System Project Review	Creditors Invoice	29,365.61	0.00
27/08/2026	028070	27/08/2026		Funds Transfer Paymer	0.00	29,365.61
Total:					**29,365.61**	**29,365.61**
Creditor: 10301 - Peritas Consulting Pty Ltd						
27/08/2026	PCI16980	30/11/2025	Design Phase1-Design Review	Creditors Invoice	17,347.00	0.00
27/08/2026	028071	27/08/2026		Funds Transfer Paymer	0.00	17,347.00
Total:					**17,347.00**	**17,347.00**
Creditor: 10303 - HFM Asset Management Pty Ltd						
6/08/2026	RFP_HFM ASSET MANAGEMENT PTY L	20/07/2026	Solar LGC Registration and Trade Service	Creditors Invoice	5,280.00	0.00
6/08/2026	027622	6/08/2026		Funds Transfer Paymer	0.00	5,280.00
Total:					**5,280.00**	**5,280.00**
Creditor: 10305 - Ask Waste Management Ltd Pty						
27/08/2026	INV-0413A	4/08/2026	OMP Update for Waste Management Facility	Creditors Invoice	13,750.00	0.00
27/08/2026	028072	27/08/2026		Funds Transfer Paymer	0.00	13,750.00
Total:					**13,750.00**	**13,750.00**
Creditor: 10306 - Oracle Corporation Australia Pty Ltd						
27/08/2026	820166087	18/08/2026	Project Communication and Document Contr	Creditors Invoice	24,000.80	0.00
27/08/2026	028073	27/08/2026		Funds Transfer Paymer	0.00	24,000.80
Total:					**24,000.80**	**24,000.80**
Creditor: 10309 - Coles Supermarkets Australia Pty Ltd						
6/08/2026	268491436	24/07/2026	WANA Kiosk Order	Creditors Invoice	50.00	0.00
6/08/2026	268230058	24/07/2026	SALT Catering	Creditors Invoice	78.50	0.00
6/08/2026	269369339	29/07/2026	Term 3 Week 2 Catering	Creditors Invoice	91.20	0.00
6/08/2026	268743822	24/07/2026	Staff Amenities	Creditors Invoice	67.00	0.00
6/08/2026	266250670	14/07/2026	Library Staff Amenities	Creditors Invoice	63.30	0.00
6/08/2026	268865695	28/07/2026	Ship to Shore Purchase	Creditors Invoice	108.00	0.00
6/08/2026	266264194	13/07/2026	Depot Fruit Order	Creditors Invoice	83.95	0.00
6/08/2026	268043611	4/08/2026	Night Light Order	Creditors Invoice	61.80	0.00
6/08/2026	267635673	29/07/2026	Book Week Workshop Catering	Creditors Invoice	55.50	0.00
6/08/2026	027623	6/08/2026		Funds Transfer Paymer	0.00	659.25

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13/08/2026	269540302	4/08/2026	Ship to Shore Material Purchase	Creditors Invoice	53.60	0.00
13/08/2026	266452995	30/07/2026	Catering Kids Club Morning Tea	Creditors Invoice	151.74	0.00
13/08/2026	264586305	7/07/2026	Catering for Under the Yarning Tree	Creditors Invoice	70.00	0.00
13/08/2026	242782926	10/07/2026	SHAC Kiosk Order	Creditors Invoice	81.90	0.00
13/08/2026	255129234	14/07/2026	Owls Xmas in July Catering	Creditors Invoice	279.40	0.00
13/08/2026	266449905	20/07/2026	Youth Zone Order	Creditors Invoice	85.79	0.00
13/08/2026	268299603	21/07/2026	Youth Zone Order	Creditors Invoice	58.80	0.00
13/08/2026	267241126	22/07/2026	JDH Kitchen Supply	Creditors Invoice	88.70	0.00
13/08/2026	268650412	23/07/2026	Youth Catering	Creditors Invoice	168.40	0.00
13/08/2026	268446081	27/07/2026	JDH Kitchen Supply	Creditors Invoice	91.95	0.00
13/08/2026	263532016	25/06/2026	Needle Syringe Training Session Catering	Creditors Invoice	42.25	0.00
13/08/2026	260061245	24/06/2026	SHL Kitchen Supply	Creditors Invoice	111.80	0.00
13/08/2026	263885650	22/06/2026	JDH Catering	Creditors Invoice	184.10	0.00
13/08/2026	260875169	2/06/2026	JDH Kitchen Supply	Creditors Invoice	147.85	0.00
13/08/2026	262590715	15/06/2026	Creche Order	Creditors Invoice	55.55	0.00
13/08/2026	263053967	30/06/2026	Creche Order	Creditors Invoice	60.00	0.00
13/08/2026	262102281	10/07/2026	MDCC Kiosk Items	Creditors Invoice	18.65	0.00
13/08/2026	267454045	4/08/2026	MDCC Kiosk Items	Creditors Invoice	142.80	0.00
13/08/2026	261145721	5/06/2026	Catering for live show-Acrobatch	Creditors Invoice	67.90	0.00
13/08/2026	271151328	9/08/2026	Salt Catering Term 3	Creditors Invoice	82.65	0.00
13/08/2026	267215143	17/07/2026		Creditors Invoice	47.46	0.00
13/08/2026	262212102	11/06/2026	JDH Catering	Creditors Invoice	77.67	0.00
13/08/2026	027773	13/08/2026		Funds Transfer Paymer	0.00	2,168.96
20/08/2026	257487771	9/06/2026		Creditors Invoice	70.00	0.00
20/08/2026	271232331	14/08/2026	SALT Catering Term 3	Creditors Invoice	99.67	0.00
20/08/2026	261340140	3/06/2026	JDH Facility Order	Creditors Invoice	53.00	0.00
20/08/2026	264345708	24/06/2026	JDH Youth Catering	Creditors Invoice	61.60	0.00
20/08/2026	262836545	15/06/2026	Creche Order	Creditors Invoice	51.05	0.00
20/08/2026	027936	20/08/2026		Funds Transfer Paymer	0.00	335.32
27/08/2026	270375584	13/08/2026	JDH Fruit Order	Creditors Invoice	114.30	0.00
27/08/2026	261920620	9/06/2026	JDH Order	Creditors Invoice	60.82	0.00
27/08/2026	272703845	21/08/2026	Salt Catering Term 3	Creditors Invoice	75.15	0.00
27/08/2026	268587575	25/08/2026	AMF supplies 26-27 FY	Creditors Invoice	138.40	0.00
27/08/2026	028074	27/08/2026		Funds Transfer Paymer	0.00	388.67
Total:					**3,552.20**	**3,552.20**
Creditor: 10314 - James Watts						
27/08/2026	RFP_J WATTS_25082026	25/08/2026	Utilities Reimbursement	Creditors Invoice	340.89	0.00
27/08/2026	028075	27/08/2026		Funds Transfer Paymer	0.00	340.89
Total:					**340.89**	**340.89**
Creditor: 10320 - MDM Entertainment Pty Ltd						
13/08/2026	SI0035698	27/07/2026	DVD's	Creditors Invoice	447.47	0.00
13/08/2026	027774	13/08/2026		Funds Transfer Paymer	0.00	447.47
Total:					**447.47**	**447.47**
Creditor: 10322 - Charismatic Photography						
27/08/2026	00000697A	21/08/2026	Spinifex Spree Event	Creditors Invoice	2,600.00	0.00

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27/08/2026	028076	27/08/2026		Funds Transfer Paymer	0.00	2,600.00
Total:					**2,600.00**	**2,600.00**
Creditor: 10327 - oOh!media Operations Pty Ltd						
13/08/2026	33305863	31/07/2026	Always on Retail July 2026	Creditors Invoice	1,124.81	0.00
13/08/2026	027775	13/08/2026		Funds Transfer Paymer	0.00	1,124.81
20/08/2026	37293297	31/07/2026	Always on Retail July 2026	Creditors Invoice	241.23	0.00
20/08/2026	027937	20/08/2026		Funds Transfer Paymer	0.00	241.23
Total:					**1,366.04**	**1,366.04**
Creditor: 10328 - Wow Wipes						
27/08/2026	86092	9/07/2026	Consumables	Creditors Invoice	2,178.00	0.00
27/08/2026	028077	27/08/2026		Funds Transfer Paymer	0.00	2,178.00
Total:					**2,178.00**	**2,178.00**
Creditor: 10338 - Florian Goessmann						
27/08/2026	RFP_F GOESSMANN_20082026	20/08/2026	Utilities Reimbursement	Creditors Invoice	559.79	0.00
27/08/2026	028078	27/08/2026		Funds Transfer Paymer	0.00	559.79
Total:					**559.79**	**559.79**
Creditor: 10339 - Category 5 Labour Management (WA) Pty Ltd						
13/08/2026	CAT5WA96993	26/07/2026	Spinifex Event - Staff Hire	Creditors Invoice	1,412.18	0.00
13/08/2026	CAT5WA97007	26/07/2026	Spinifex Event - Staff Hire	Creditors Invoice	3,268.19	0.00
13/08/2026	CAT5WA97004	26/07/2026	Spinifex Event - Staff Hire	Creditors Invoice	3,268.19	0.00
13/08/2026	CAT5WA97320	2/08/2026	Spinifex Event - Staff Hire	Creditors Invoice	403.48	0.00
13/08/2026	CAT5WA97002	26/07/2026	Spinifex Event - Staff Hire	Creditors Invoice	3,469.93	0.00
13/08/2026	CAT5WA97006	26/07/2026	Spinifex Event - Staff Hire	Creditors Invoice	3,268.19	0.00
13/08/2026	CAT5WA97003	26/07/2026	Spinifex Event - Staff Hire	Creditors Invoice	4,465.03	0.00
13/08/2026	CAT5WA97000	26/07/2026	Spinifex Event - Staff Hire	Creditors Invoice	1,371.83	0.00
13/08/2026	CAT5WA96997	26/07/2026	Spinifex Event - Staff Hire	Creditors Invoice	2,057.75	0.00
13/08/2026	CAT5WA96995	26/07/2026	Spinifex Event - Staff Hire	Creditors Invoice	1,371.83	0.00
13/08/2026	CAT5WA97001	26/07/2026	Spinifex Event - Staff Hire	Creditors Invoice	3,268.19	0.00
13/08/2026	CAT5WA97009	26/07/2026	Spinifex Event - Staff Hire	Creditors Invoice	3,268.19	0.00
13/08/2026	CAT5WA97310	26/07/2026	Spinifex Event - Staff Hire	Creditors Invoice	524.52	0.00
13/08/2026	CAT5WA97312	2/08/2026	Spinifex Event - Staff Hire	Creditors Invoice	443.83	0.00
13/08/2026	CAT5WA97314	2/08/2026	Spinifex Event - Staff Hire	Creditors Invoice	443.83	0.00
13/08/2026	CAT5WA97313	2/08/2026	Spinifex Event - Staff Hire	Creditors Invoice	443.83	0.00
13/08/2026	CAT5WA97311	2/08/2026	Spinifex Event - Staff Hire	Creditors Invoice	443.83	0.00
13/08/2026	CAT5WA97222	26/07/2026	Contractor Servicing WE 26.07.2026	Creditors Invoice	2,824.36	0.00
13/08/2026	CAT5WA97008	26/07/2026	Spinifex Event - Staff Hire	Creditors Invoice	3,873.41	0.00
13/08/2026	CAT5WA96994	26/07/2026	Spinifex Event - Staff Hire	Creditors Invoice	685.92	0.00
13/08/2026	CAT5WA97005	26/07/2026	Spinifex Event - Staff Hire	Creditors Invoice	4,787.80	0.00
13/08/2026	CAT5WA97316	2/08/2026	Spinifex Event - Staff Hire	Creditors Invoice	443.83	0.00
13/08/2026	CAT5WA97315	2/08/2026	Spinifex Event - Staff Hire	Creditors Invoice	443.83	0.00
13/08/2026	CAT5WA97317	2/08/2026	Spinifex Event - Staff Hire	Creditors Invoice	282.44	0.00
13/08/2026	CAT5WA97319	2/08/2026	Spinifex Event - Staff Hire	Creditors Invoice	591.76	0.00
13/08/2026	CAT5WA97321	2/08/2026	Spinifex Event - Staff Hire	Creditors Invoice	443.83	0.00

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13/08/2026	CAT5WA97318	2/08/2026	Spinifex Event - Staff Hire	Creditors Invoice	443.83	0.00
13/08/2026	CAT5WA96998	26/07/2026	Spinifex Event - Staff Hire	Creditors Invoice	1,210.44	0.00
13/08/2026	CAT5WA96996	26/07/2026	Spinifex Event - Staff Hire	Creditors Invoice	2,582.27	0.00
13/08/2026	CAT5WA96999	26/07/2026	Spinifex Event - Staff Hire	Creditors Invoice	1,956.88	0.00
13/08/2026	027776	13/08/2026		Funds Transfer Paymer	0.00	53,763.42
Total:					**53,763.42**	**53,763.42**
Creditor: 10340 - Lee-Anne Ober						
6/08/2026	00125A	31/07/2026	Rates & Corporate Service Support July 2026	Creditors Invoice	18,480.00	0.00
6/08/2026	027624	6/08/2026		Funds Transfer Paymer	0.00	18,480.00
Total:					**18,480.00**	**18,480.00**
Creditor: 10342 - Kmart						
6/08/2026	421793	29/07/2026	Refreshments for Yule River Engagement	Creditors Invoice	79.00	0.00
6/08/2026	421206	17/07/2026	Spinifex Spree - EH Stall displays	Creditors Invoice	70.00	0.00
6/08/2026	421834	29/07/2026	Disaster Bins Replenishment	Creditors Invoice	368.00	0.00
6/08/2026	421032	13/07/2026	Toy Story 5 Decoration	Creditors Invoice	45.00	0.00
6/08/2026	027625	6/08/2026		Funds Transfer Paymer	0.00	562.00
13/08/2026	422428	6/08/2026	Material Puchase	Creditors Invoice	51.00	0.00
13/08/2026	421149	17/07/2026	EAC Operations Material Purchases	Creditors Invoice	243.50	0.00
13/08/2026	422022	31/07/2026	Art Supplies for Term Programming	Creditors Invoice	106.00	0.00
13/08/2026	027777	13/08/2026		Funds Transfer Paymer	0.00	400.50
20/08/2026	422353	5/08/2026	Creche Supplies	Creditors Invoice	56.00	0.00
20/08/2026	422460	7/08/2026	Material Purchase	Creditors Invoice	392.00	0.00
20/08/2026	421438	22/07/2026	Materials Purchase	Creditors Invoice	39.00	0.00
20/08/2026	423260	19/08/2026	SHL Material Purchase	Creditors Invoice	60.00	0.00
20/08/2026	422915	13/08/2026	Material Purchase	Creditors Invoice	16.00	0.00
20/08/2026	422890	13/08/2026	Material Purchase	Creditors Invoice	261.25	0.00
20/08/2026	027938	20/08/2026		Funds Transfer Paymer	0.00	824.25
27/08/2026	423228	18/08/2026	Creche Supply	Creditors Invoice	94.00	0.00
27/08/2026	422874	13/08/2026	MTDD Office Equipment	Creditors Invoice	176.00	0.00
27/08/2026	423608	25/08/2026	Literacy Day Material Purchase	Creditors Invoice	110.00	0.00
27/08/2026	028079	27/08/2026		Funds Transfer Paymer	0.00	380.00
Total:					**2,166.75**	**2,166.75**
Creditor: 10348 - CS Legal						
20/08/2026	036185	31/07/2026	Debt Recovery	Creditors Invoice	44.00	0.00
20/08/2026	027939	20/08/2026		Funds Transfer Paymer	0.00	44.00
Total:					**44.00**	**44.00**
Creditor: 10355 - Marster Movers Trust (Marster Movers Pty Ltd as Trust for)						
20/08/2026	INV-2488	5/08/2026	Local Uplift	Creditors Invoice	1,485.00	0.00
20/08/2026	INV-2501	18/08/2026	Local Moving	Creditors Invoice	1,595.00	0.00
20/08/2026	027940	20/08/2026		Funds Transfer Paymer	0.00	3,080.00
Total:					**3,080.00**	**3,080.00**

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Creditor: 10359 - Hersey's Safety Pty Ltd						
6/08/2026	INV-5494	20/07/2026	Timber Stakes	Creditors Invoice	2,750.00	0.00
6/08/2026	027626	6/08/2026		Funds Transfer Paymer	0.00	2,750.00
Total:					**2,750.00**	**2,750.00**
Creditor: 10361 - Essential First Aid Training Pty Ltd						
20/08/2026	INV-8381	12/08/2026	Fire Warden Training	Creditors Invoice	300.00	0.00
20/08/2026	INV-8378	12/08/2026	First Aid Training	Creditors Invoice	250.00	0.00
20/08/2026	027941	20/08/2026		Funds Transfer Paymer	0.00	550.00
Total:					**550.00**	**550.00**
Creditor: 10367 - JSB Constructions (Aust) Pty Ltd						
6/08/2026	845	20/07/2026	Footpath Remediation – Sutherland Street	Creditors Invoice	94,820.00	0.00
6/08/2026	027627	6/08/2026		Funds Transfer Paymer	0.00	94,820.00
Total:					**94,820.00**	**94,820.00**
Creditor: 10373 - Hedland Eye Care Pty Ltd						
6/08/2026	80836	29/07/2026	19221 Prescription Clear Lenses	Creditors Invoice	790.00	0.00
6/08/2026	027628	6/08/2026		Funds Transfer Paymer	0.00	790.00
Total:					**790.00**	**790.00**
Creditor: 10382 - Cabcharge Payments Pty Ltd						
13/08/2026	INV0000401301	3/08/2026	Cab Charges July 2026	Creditors Invoice	401.85	0.00
13/08/2026	027778	13/08/2026		Funds Transfer Paymer	0.00	401.85
Total:					**401.85**	**401.85**
Creditor: 10393 - Programmed Skilled Workforce Limited						
6/08/2026	5270879	30/07/2026	School Based Trainees WE 26/07/2026	Creditors Invoice	226.05	0.00
6/08/2026	5269040	26/07/2026	School Based Trainee WE 26/07/2026	Creditors Invoice	226.05	0.00
6/08/2026	5263333	16/07/2026	School Based Trainees WE 12/07/2026	Creditors Invoice	1,291.68	0.00
6/08/2026	5264775	19/07/2026	School Based Trainees WE 19/07/26	Creditors Invoice	1,624.69	0.00
6/08/2026	027629	6/08/2026		Funds Transfer Paymer	0.00	3,368.47
13/08/2026	5272588	2/08/2026	School Based Trainees WE 02/08/2026	Creditors Invoice	724.35	0.00
13/08/2026	5271231	31/07/2026	School Based Trainees WE 26/07/2026	Creditors Invoice	1,182.91	0.00
13/08/2026	027779	13/08/2026		Funds Transfer Paymer	0.00	1,907.26
Total:					**5,275.73**	**5,275.73**
Creditor: 10415 - West-Sure Security (West Sure Group Pty Ltd T/A)						
13/08/2026	36203	31/07/2026	Armed Security Cash Collection July 2026	Creditors Invoice	1,878.80	0.00
13/08/2026	027780	13/08/2026		Funds Transfer Paymer	0.00	1,878.80
Total:					**1,878.80**	**1,878.80**
Creditor: 10418 - Stephanie Sikaloski						
20/08/2026	RFP_S SIKALOSKI_15082026	15/08/2026	Utilities Reimbursement	Creditors Invoice	456.87	0.00

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20/08/2026	027942	20/08/2026		Funds Transfer Paymer	0.00	456.87
Total:					**456.87**	**456.87**
Creditor: 10423 - Repco						
27/08/2026	4660356466	9/07/2026	Landfill Minor Eqipment Purchase	Creditors Invoice	111.21	0.00
27/08/2026	028080	27/08/2026		Funds Transfer Paymer	0.00	111.21
Total:					**111.21**	**111.21**
Creditor: 10428 - Australia Post						
13/08/2026	1014883924	3/08/2026	Postage July 2026	Creditors Invoice	763.31	0.00
13/08/2026	027781	13/08/2026		Funds Transfer Paymer	0.00	763.31
Total:					**763.31**	**763.31**
Creditor: 10430 - Western Australian Local Government Association						
20/08/2026	SC-01249	30/07/2026	20607 Cert III Local Government	$APCREDT	-1,186.25	0.00
20/08/2026	SI-020066	11/08/2026	20648 LG Climate Risk Assessment training	Creditors Invoice	715.00	0.00
20/08/2026	LGC26-282	17/08/2026	LG Convention Registrations	Creditors Invoice	8,580.00	0.00
20/08/2026	027943	20/08/2026		Funds Transfer Paymer	0.00	8,108.75
Total:					**8,108.75**	**8,108.75**
Creditor: 10433 - Air BP						
13/08/2026	5008662998	1/07/2026	Landfill Fuel July 2026	Creditors Invoice	32,362.36	0.00
13/08/2026	027782	13/08/2026		Funds Transfer Paymer	0.00	32,362.36
Total:					**32,362.36**	**32,362.36**
Creditor: 10438 - Hospitality Inn						
13/08/2026	165722	5/08/2026	SHL Book week Performer Accommodation	Creditors Invoice	325.00	0.00
13/08/2026	027783	13/08/2026		Funds Transfer Paymer	0.00	325.00
Total:					**325.00**	**325.00**
Creditor: 10446 - Local Government Professionals Australia WA						
6/08/2026	35799	1/07/2026	19499 Membership Fees 2026-2027	Creditors Invoice	560.00	0.00
6/08/2026	35812	1/07/2026	19505 Membership Fees 2026-2027	Creditors Invoice	560.00	0.00
6/08/2026	35918	1/07/2026	19870 Membership fees 2026-2027	Creditors Invoice	560.00	0.00
6/08/2026	35867	1/07/2026	19691 Membership fees 2026-2027	Creditors Invoice	560.00	0.00
6/08/2026	36009	1/07/2026	20652 Membership Fees 2026-2027	Creditors Invoice	560.00	0.00
6/08/2026	027630	6/08/2026		Funds Transfer Paymer	0.00	2,800.00
13/08/2026	35958	1/07/2026	20391 Full Membership 2026-2027	Creditors Invoice	560.00	0.00
13/08/2026	49528	7/08/2026	20466 Contract Management Workshop 31/08/2026 to 01/09/2026	Creditors Invoice	1,195.00	0.00
13/08/2026	49536	10/08/2026	20474 Contract Management Workshop 31/08/2026 to 01/09/2026	Creditors Invoice	1,195.00	0.00
13/08/2026	027784	13/08/2026		Funds Transfer Paymer	0.00	2,950.00
20/08/2026	35940	1/07/2026	Membership Fees 2026-2027	Creditors Invoice	560.00	0.00
20/08/2026	027944	20/08/2026		Funds Transfer Paymer	0.00	560.00
Total:					**6,310.00**	**6,310.00**

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Creditor: 10449 - Hedland Emporium & Office Supplies						
6/08/2026	454362	14/07/2026	Ship to Shore Material Purchase	Creditors Invoice	164.85	0.00
6/08/2026	454545	16/07/2026	Ship to Shore Material Purchase	Creditors Invoice	173.89	0.00
6/08/2026	456110	4/08/2026	IT Monitor Arm	Creditors Invoice	349.00	0.00
6/08/2026	456153	5/08/2026	Replacement Furniture	Creditors Invoice	1,207.00	0.00
6/08/2026	027631	6/08/2026		Funds Transfer Paymer	0.00	1,894.74
13/08/2026	456580	10/08/2026	Minor Equipment and Furniture	Creditors Invoice	1,899.00	0.00
13/08/2026	027785	13/08/2026		Funds Transfer Paymer	0.00	1,899.00
20/08/2026	456682	11/08/2026	HR Office Furniture	Creditors Invoice	2,876.40	0.00
20/08/2026	456897	14/08/2026	Replenish of Disaster Bins	Creditors Invoice	329.72	0.00
20/08/2026	027945	20/08/2026		Funds Transfer Paymer	0.00	3,206.12
Total:					**6,999.86**	**6,999.86**
Creditor: 10450 - TNT Express						
6/08/2026	75451504	25/07/2026	Freight	Creditors Invoice	245.72	0.00
6/08/2026	027632	6/08/2026		Funds Transfer Paymer	0.00	245.72
27/08/2026	20779581	15/08/2026	Freight	Creditors Invoice	35.10	0.00
27/08/2026	028081	27/08/2026		Funds Transfer Paymer	0.00	35.10
Total:					**280.82**	**280.82**
Creditor: 10452 - Winc Australia Pty Ltd						
13/08/2026	9050999697	31/07/2026	Stationery	Creditors Invoice	765.52	0.00
13/08/2026	027786	13/08/2026		Funds Transfer Paymer	0.00	765.52
20/08/2026	9051081125	12/08/2026	Stores Materials Purchase	Creditors Invoice	478.15	0.00
20/08/2026	027946	20/08/2026		Funds Transfer Paymer	0.00	478.15
27/08/2026	9051115865	18/08/2026	Stores Materials Purchase	Creditors Invoice	575.15	0.00
27/08/2026	9051147272	21/08/2026	Stores Materials Purchase	Creditors Invoice	194.11	0.00
27/08/2026	028082	27/08/2026		Funds Transfer Paymer	0.00	769.26
Total:					**2,012.93**	**2,012.93**
Creditor: 10453 - Leisure Institute of Western Australia (Aquatics) Inc						
13/08/2026	MR8574	4/08/2026	19747 LIWA Membership Renewal	Creditors Invoice	150.00	0.00
13/08/2026	027787	13/08/2026		Funds Transfer Paymer	0.00	150.00
20/08/2026	ME8597	6/08/2026	WA Aquatic & Recreation Conference	Creditors Invoice	5,082.00	0.00
20/08/2026	027947	20/08/2026		Funds Transfer Paymer	0.00	5,082.00
Total:					**5,232.00**	**5,232.00**
Creditor: 10454 - The Walt Disney Company (Australia) Pty Limited						
13/08/2026	10458640	28/07/2026	Film Rental Toy Story 5	Creditors Invoice	4,805.10	0.00
13/08/2026	027788	13/08/2026		Funds Transfer Paymer	0.00	4,805.10
Total:					**4,805.10**	**4,805.10**
Creditor: 10455 - BJ Young Earthmoving Pty Ltd						
20/08/2026	1327	10/08/2026	Supply of Clean Fill for Landfill	Creditors Invoice	13,068.00	0.00

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20/08/2026	027948	20/08/2026		Funds Transfer Paymer	0.00	13,068.00
Total:					**13,068.00**	**13,068.00**
Creditor: 10456 - Connect Call Centre Services						
13/08/2026	00122204	15/07/2026	Overcalls Fees	Creditors Invoice	676.50	0.00
13/08/2026	027789	13/08/2026		Funds Transfer Paymer	0.00	676.50
20/08/2026	00122538	15/08/2026	Overcalls Fees	Creditors Invoice	705.32	0.00
20/08/2026	027949	20/08/2026		Funds Transfer Paymer	0.00	705.32
Total:					**1,381.82**	**1,381.82**
Creditor: 10457 - Pilbara Motor Group						
6/08/2026	P121121477	15/07/2026	LV26-111 Suspension Lift	Creditors Invoice	3,715.00	0.00
6/08/2026	J133065879	30/07/2026	LV24-124 Service	Creditors Invoice	623.65	0.00
6/08/2026	J133066005	30/07/2026	LV25-175 Service	Creditors Invoice	567.96	0.00
6/08/2026	J133065537	30/07/2026	LV26-106 Service	Creditors Invoice	675.21	0.00
6/08/2026	027633	6/08/2026		Funds Transfer Paymer	0.00	5,581.82
13/08/2026	J133065872	5/08/2026	LV23-168 Inspect Battery	Creditors Invoice	107.25	0.00
13/08/2026	027790	13/08/2026		Funds Transfer Paymer	0.00	107.25
20/08/2026	J133066384	17/08/2026	PH28005 Service	Creditors Invoice	628.43	0.00
20/08/2026	J133066256	10/08/2026	LV24-171 Service	Creditors Invoice	992.40	0.00
20/08/2026	RI10402029	25/06/2026	Purchase of Vehicle - Rego PH31324	Creditors Invoice	52,706.16	0.00
20/08/2026	RI10402055	7/07/2026	Purchase of Vehicle - Rego PH31319	Creditors Invoice	67,955.95	0.00
20/08/2026	RI10402056	7/07/2026	Purchase of Vehicle - Rego PH31317	Creditors Invoice	67,955.95	0.00
20/08/2026	RI10402054	7/07/2026	Purchase of Vehicle - Rego PH31318	Creditors Invoice	67,955.95	0.00
20/08/2026	027950	20/08/2026		Funds Transfer Paymer	0.00	258,194.84
Total:					**263,883.91**	**263,883.91**
Creditor: 10462 - Universal Pictures International Australasia Pty Ltd						
13/08/2026	5410473504-1	3/08/2026	Film Rental Minions & Monsters	Creditors Invoice	742.95	0.00
13/08/2026	5410474368-1	10/08/2026	Film Rental Finding Emily	Creditors Invoice	330.00	0.00
13/08/2026	027791	13/08/2026		Funds Transfer Paymer	0.00	1,072.95
20/08/2026	5410474370-1	10/08/2026	Film Rental The Odyssey	Creditors Invoice	1,753.00	0.00
20/08/2026	027951	20/08/2026		Funds Transfer Paymer	0.00	1,753.00
Total:					**2,825.95**	**2,825.95**
Creditor: 10464 - Bunnings Group Limited						
6/08/2026	2210/99863195	7/07/2026	Steam Cleaner Events Cage	Creditors Invoice	544.25	0.00
6/08/2026	027634	6/08/2026		Funds Transfer Paymer	0.00	544.25
Total:					**544.25**	**544.25**
Creditor: 10466 - Pilbara Towing & Tilt Tray Services						
13/08/2026	20260026	1/07/2026	Towing	Creditors Invoice	850.00	0.00
13/08/2026	027792	13/08/2026		Funds Transfer Paymer	0.00	850.00
20/08/2026	20260115	12/08/2026	Contractor Service	Creditors Invoice	550.00	0.00

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20/08/2026	027952	20/08/2026		Funds Transfer Paymer	0.00	550.00
Total:					**1,400.00**	**1,400.00**
Creditor: 10473 - Wurth Australia Pty Ltd						
27/08/2026	4321954837	6/08/2026	Parts	Creditors Invoice	531.63	0.00
27/08/2026	028083	27/08/2026		Funds Transfer Paymer	0.00	531.63
Total:					**531.63**	**531.63**
Creditor: 10477 - North West Signs						
6/08/2026	INV-41635	28/07/2026	Vinyl Stickers for Stores	Creditors Invoice	77.00	0.00
6/08/2026	INV-41707	29/07/2026	Danger No Trespassing Sign	Creditors Invoice	448.80	0.00
6/08/2026	INV-41642A	28/07/2026	Spinifex Spree 2026 Signs	Creditors Invoice	2,563.00	0.00
6/08/2026	INV-41643	28/07/2026	Generic Signs 2026	Creditors Invoice	1,474.00	0.00
6/08/2026	INV-41662	29/07/2026	LV26-116 and LV26-118 Vinyl Stickers	Creditors Invoice	73.10	0.00
6/08/2026	INV-41639	28/07/2026	LV26-118 Vinyl Sticker	Creditors Invoice	24.37	0.00
6/08/2026	INV-41654	28/07/2026	Honour Board Installation	Creditors Invoice	55.00	0.00
6/08/2026	027635	6/08/2026		Funds Transfer Paymer	0.00	4,715.27
13/08/2026	INV-41825	31/07/2026	Welfare Stickers	Creditors Invoice	302.50	0.00
13/08/2026	027793	13/08/2026		Funds Transfer Paymer	0.00	302.50
27/08/2026	INV-41889	19/08/2026	GAC Gym-Frosting/Decals renewal	Creditors Invoice	1,721.50	0.00
27/08/2026	028084	27/08/2026		Funds Transfer Paymer	0.00	1,721.50
Total:					**6,739.27**	**6,739.27**
Creditor: 10481 - Neverfail Springwater Limited						
6/08/2026	INV-002648769	31/07/2026	Chambers Water	Creditors Invoice	127.20	0.00
6/08/2026	027636	6/08/2026		Funds Transfer Paymer	0.00	127.20
13/08/2026	INV-002648767	31/07/2026	PHL Water	Creditors Invoice	29.80	0.00
13/08/2026	027794	13/08/2026		Funds Transfer Paymer	0.00	29.80
20/08/2026	INV-002654863	6/08/2026	Depot Water	Creditors Invoice	960.40	0.00
20/08/2026	INV-002664619	14/08/2026	Landfill Water	Creditors Invoice	69.40	0.00
20/08/2026	INV-002645755	29/07/2026	Landfill Water	Creditors Invoice	89.20	0.00
20/08/2026	027953	20/08/2026		Funds Transfer Paymer	0.00	1,119.00
27/08/2026	INV-002640047	24/07/2026	Events Water	Creditors Invoice	168.40	0.00
27/08/2026	028085	27/08/2026		Funds Transfer Paymer	0.00	168.40
Total:					**1,444.40**	**1,444.40**
Creditor: 10483 - Visimax						
27/08/2026	INV-2155	13/08/2026	Labelopes for EH Officers	Creditors Invoice	51.35	0.00
27/08/2026	028086	27/08/2026		Funds Transfer Paymer	0.00	51.35
Total:					**51.35**	**51.35**
Creditor: 10488 - Woolworths Group Limited						
6/08/2026	TI-039B9-178E08	12/06/2026	Morning Tea for Corporate Induction	Creditors Invoice	133.16	0.00
6/08/2026	TI-039B9-178E15	28/07/2026	Staff Amenities	Creditors Invoice	50.26	0.00
6/08/2026	TI-039B9-178E16	30/07/2026	CC Fruit	Creditors Invoice	50.22	0.00
6/08/2026	TI-039B9-178E13	20/07/2026	Artist Supplies and Refreshments	Creditors Invoice	563.67	0.00

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6/08/2026	027637	6/08/2026		Funds Transfer Paymer	0.00	797.31
20/08/2026	TI-039B9-178E18	10/08/2026	CC Fruits	Creditors Invoice	50.72	0.00
20/08/2026	027954	20/08/2026		Funds Transfer Paymer	0.00	50.72
27/08/2026	TI-039B9-178E1E	23/08/2026	CC Fruits	Creditors Invoice	51.94	0.00
27/08/2026	TI-039B9-178E19	17/08/2026	CC Fruits	Creditors Invoice	49.50	0.00
27/08/2026	TI-039B9-178E1D	19/08/2026	Catering	Creditors Invoice	80.00	0.00
27/08/2026	TI-039B9-178E1B	17/08/2026	Catering	Creditors Invoice	81.44	0.00
27/08/2026	TI-039B9-178E1C	17/08/2026	Catering	Creditors Invoice	80.00	0.00
27/08/2026	TI-039B9-178E1A	17/08/2026	Catering Toolbox Training	Creditors Invoice	75.48	0.00
27/08/2026	028087	27/08/2026		Funds Transfer Paymer	0.00	418.36
Total:					**1,266.39**	**1,266.39**
Creditor: 10491 - Pirtek Port Hedland (Hodford Tek Pty Ltd T/A)						
6/08/2026	PH-T00092047	15/07/2026	LV26-116 Parts	Creditors Invoice	158.82	0.00
6/08/2026	PH-T00092062	16/07/2026	LV26-116 Parts	Creditors Invoice	89.56	0.00
6/08/2026	027638	6/08/2026		Funds Transfer Paymer	0.00	248.38
13/08/2026	PH-T00092019	14/07/2026	Plug	Creditors Invoice	6.86	0.00
13/08/2026	027795	13/08/2026		Funds Transfer Paymer	0.00	6.86
20/08/2026	PH-T00092511	10/08/2026	Hydraulic Hose	Creditors Invoice	975.38	0.00
20/08/2026	PH-T00092394	10/08/2026	Workshop Consumables	Creditors Invoice	13.20	0.00
20/08/2026	027955	20/08/2026		Funds Transfer Paymer	0.00	988.58
27/08/2026	PH-T00092303	31/07/2026	HV24-249 Parts	Creditors Invoice	67.36	0.00
27/08/2026	PH-T00092316	28/07/2026	Fuel Bowser Parts	Creditors Invoice	503.91	0.00
27/08/2026	PH-T00091900	7/07/2026	Parts	Creditors Invoice	11.12	0.00
27/08/2026	PH-T00091895	7/07/2026	Parts	Creditors Invoice	18.00	0.00
27/08/2026	PH-T00091894	7/07/2026	Parts	Creditors Invoice	35.11	0.00
27/08/2026	028088	27/08/2026		Funds Transfer Paymer	0.00	635.50
Total:					**1,879.32**	**1,879.32**
Creditor: 10493 - T-Quip (TA TOCOJEPA Pty Ltd)						
6/08/2026	151820 #32	29/07/2026	HV22-210 Parts	Creditors Invoice	177.65	0.00
6/08/2026	151857 #6	30/07/2026	HV24-204 Parts	Creditors Invoice	1,480.31	0.00
6/08/2026	151669 #32	24/07/2026	HV22-210 Parts	Creditors Invoice	79.46	0.00
6/08/2026	027639	6/08/2026		Funds Transfer Paymer	0.00	1,737.42
20/08/2026	152063 #6	6/08/2026	Parts	Creditors Invoice	415.02	0.00
20/08/2026	027956	20/08/2026		Funds Transfer Paymer	0.00	415.02
27/08/2026	152320#6	17/08/2026	Fleet - Spare Parts	Creditors Invoice	20.85	0.00
27/08/2026	028089	27/08/2026		Funds Transfer Paymer	0.00	20.85
Total:					**2,173.29**	**2,173.29**
Creditor: 10500 - Michael Cuvalo						
13/08/2026	RFP_M CUVALO_10082026	10/08/2026	Utilities Reimbursement	Creditors Invoice	613.56	0.00
13/08/2026	027796	13/08/2026		Funds Transfer Paymer	0.00	613.56
Total:					**613.56**	**613.56**
Creditor: 10502 - Rialto Distribution						
20/08/2026	1813/102	6/08/2026	Film Rental	Creditors Invoice	247.50	0.00

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20/08/2026	027957	20/08/2026		Funds Transfer Paymer	0.00	247.50
Total:					**247.50**	**247.50**
Creditor: 10507 - Links Modular Solutions Pty Ltd						
13/08/2026	IN2551901	1/08/2026	JDH Monthly Fee August 2026	Creditors Invoice	786.96	0.00
13/08/2026	027797	13/08/2026		Funds Transfer Paymer	0.00	786.96
Total:					**786.96**	**786.96**
Creditor: 10508 - Madman Entertainment Pty Ltd						
20/08/2026	IN1241076	10/08/2026	Film Rental The Death of Robin hood	Creditors Invoice	220.00	0.00
20/08/2026	027958	20/08/2026		Funds Transfer Paymer	0.00	220.00
Total:					**220.00**	**220.00**
Creditor: 10516 - Department of Transport						
20/08/2026	8101354	10/08/2026	Disclosure of information fees	Creditors Invoice	25.50	0.00
20/08/2026	027959	20/08/2026		Funds Transfer Paymer	0.00	25.50
Total:					**25.50**	**25.50**
Creditor: 10527 - Horizon Power						
6/08/2026	510143_03082026	3/08/2026	Supply and Usage	Creditors Invoice	36,934.92	0.00
6/08/2026	510142_03082026	3/08/2026	Supply and Usage	Creditors Invoice	19,190.46	0.00
6/08/2026	027640	6/08/2026		Funds Transfer Paymer	0.00	56,125.38
13/08/2026	367155_05082026	5/08/2026	Supply and Usage	Creditors Invoice	553.00	0.00
13/08/2026	591303_05082026	5/08/2026	Supply and Usage	Creditors Invoice	238.74	0.00
13/08/2026	117495_05082026	5/08/2026	Supply and Usage	Creditors Invoice	1,165.47	0.00
13/08/2026	269581_31072026	1/08/2026	Supply and Usage	Creditors Invoice	291.12	0.00
13/08/2026	300268_05082026	5/08/2026	Supply and Usage	Creditors Invoice	155.98	0.00
13/08/2026	267563_06082026	6/08/2026	Supply and Usage	Creditors Invoice	6,688.08	0.00
13/08/2026	366751_11082026	11/08/2026	Supply and Usage	Creditors Invoice	391.66	0.00
13/08/2026	273354_31072026	1/08/2026	Supply and Usage	Creditors Invoice	95,647.39	0.00
13/08/2026	591679_12082026	12/08/2026	Supply and Usage	Creditors Invoice	337.10	0.00
13/08/2026	027798	13/08/2026		Funds Transfer Paymer	0.00	105,468.54
20/08/2026	593807_14082026	14/08/2026	Supply and Usage	Creditors Invoice	50.65	0.00
20/08/2026	133872_18082026	18/08/2026	Supply and Usage	Creditors Invoice	4,564.56	0.00
20/08/2026	209022_18082026	18/08/2026	Supply and Usage	Creditors Invoice	4,432.32	0.00
20/08/2026	248536_18082026	18/08/2026	Supply and Usage	Creditors Invoice	5,622.95	0.00
20/08/2026	293835_18082026	18/08/2026	Supply and Usage	Creditors Invoice	1,839.15	0.00
20/08/2026	227817_18082026	18/08/2026	Supply and Usage	Creditors Invoice	14,058.70	0.00
20/08/2026	382316_18082026	18/08/2026	Supply and Usage	Creditors Invoice	3,971.46	0.00
20/08/2026	188091_18082026	18/08/2026	Supply and Usage	Creditors Invoice	6,260.56	0.00
20/08/2026	265447_18082026	18/08/2026	Supply and Usage	Creditors Invoice	11,982.54	0.00
20/08/2026	338773_18082026	18/08/2026	Supply and Usage	Creditors Invoice	6,302.40	0.00
20/08/2026	432391_18082026	18/08/2026	Supply and Usage	Creditors Invoice	180.58	0.00
20/08/2026	414417_18082026	18/08/2026	Supply and Usage	Creditors Invoice	141.07	0.00
20/08/2026	430115_18082026	18/08/2026	Supply and Usage	Creditors Invoice	224.71	0.00
20/08/2026	297225_18082026	18/08/2026	Supply and Usage	Creditors Invoice	107.36	0.00
20/08/2026	208114_18082026	18/08/2026	Supply and Usage	Creditors Invoice	3,694.23	0.00

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20/08/2026	447660_18082026	18/08/2026	Supply and Usage	Creditors Invoice	522.05	0.00
20/08/2026	367245_18082026	18/08/2026	Supply and Usage	Creditors Invoice	1,310.79	0.00
20/08/2026	536806_18082026	18/08/2026	Supply and Usage	Creditors Invoice	5,487.19	0.00
20/08/2026	293178_18082026	18/08/2026	Supply and Usage	Creditors Invoice	6,055.62	0.00
20/08/2026	567069_18082026	18/08/2026	Supply and Usage	Creditors Invoice	1,528.24	0.00
20/08/2026	566580_18082026	18/08/2026	Supply and Usage	Creditors Invoice	13,198.25	0.00
20/08/2026	540502_18082026	18/08/2026	Supply and Usage	Creditors Invoice	327.39	0.00
20/08/2026	589599_18082026	18/08/2026	Supply and Usage	Creditors Invoice	4,184.72	0.00
20/08/2026	143919_19082026	19/08/2026	Supply and Usage	Creditors Invoice	424.10	0.00
20/08/2026	027960	20/08/2026		Funds Transfer Paymer	0.00	96,471.59
27/08/2026	RPDDB0057169	18/08/2026	SHISH 1C Light Removal Plan	Creditors Invoice	288,459.57	0.00
27/08/2026	588687_25082026	25/08/2026	Supply and Usage	Creditors Invoice	257.08	0.00
27/08/2026	416837_25082026	25/08/2026	Supply and Usage	Creditors Invoice	176.18	0.00
27/08/2026	143345_25082026	25/08/2026	Supply and Usage	Creditors Invoice	123.54	0.00
27/08/2026	591680_25082026	25/08/2026	Supply and Usage	Creditors Invoice	301.52	0.00
27/08/2026	028090	27/08/2026		Funds Transfer Paymer	0.00	289,317.89
Total:					**547,383.40**	**547,383.40**

Creditor: 10529 - Blackwoods - BBC

6/08/2026	SI15652553	17/07/2026	Stores Material Purchase	Creditors Invoice	376.72	0.00
6/08/2026	SI15775162	31/07/2026	Stores Material Purchase	Creditors Invoice	1,934.11	0.00
6/08/2026	SI15774722	31/07/2026	Stores Material Purchase	Creditors Invoice	993.36	0.00
6/08/2026	SI15694636	22/07/2026	Stores Consumables	Creditors Invoice	528.88	0.00
6/08/2026	SI15807662	4/08/2026	Stores Consumables	Creditors Invoice	176.00	0.00
6/08/2026	027641	6/08/2026		Funds Transfer Paymer	0.00	4,009.07
13/08/2026	SI15755069	29/07/2026	Stores Materials Purchase	Creditors Invoice	116.16	0.00
13/08/2026	SI15764349	30/07/2026	Stores Materials Purchase	Creditors Invoice	199.96	0.00
13/08/2026	SI15847508	7/08/2026	Stores Material Purchase	Creditors Invoice	92.40	0.00
13/08/2026	SI15782664	31/07/2026	Stores Material Purchase	Creditors Invoice	1,469.38	0.00
13/08/2026	SI15836030	6/08/2026	Stores Material Purchase	Creditors Invoice	251.04	0.00
13/08/2026	SI15781993	31/07/2026	Stores Material Purchase	Creditors Invoice	484.00	0.00
13/08/2026	SI15777664	31/07/2026	Stores Material Purchase	Creditors Invoice	147.84	0.00
13/08/2026	SI15811364	4/08/2026	Stores Materials Purchase	Creditors Invoice	88.00	0.00
13/08/2026	027799	13/08/2026		Funds Transfer Paymer	0.00	2,848.78
20/08/2026	SI15757094	29/07/2026	Minor Tools & Consumables	Creditors Invoice	149.07	0.00
20/08/2026	SI15764018	30/07/2026	Minor Tools & Consumables	Creditors Invoice	72.82	0.00
20/08/2026	SI15767687	30/07/2026	Minor Tools & Consumables	Creditors Invoice	292.60	0.00
20/08/2026	027961	20/08/2026		Funds Transfer Paymer	0.00	514.49
27/08/2026	SI15928166	17/08/2026	Stores Material Purchase	Creditors Invoice	98.56	0.00
27/08/2026	SI15935733	17/08/2026	Stores Material Purchase	Creditors Invoice	49.28	0.00
27/08/2026	028091	27/08/2026		Funds Transfer Paymer	0.00	147.84
Total:					**7,520.18**	**7,520.18**

Creditor: 10532 - North Regional Tafe

27/08/2026	A0005286	29/07/2026	Cert III in Heavy Commercial Vehicle	$APCREDT	-657.37	0.00
27/08/2026	I0030329	21/08/2026	20406 WHS Representatives Course	Creditors Invoice	1,517.00	0.00
27/08/2026	028092	27/08/2026		Funds Transfer Paymer	0.00	859.63
Total:					**859.63**	**859.63**

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Creditor: 10547 - Major Motors (The Trustee Major Motors Unit Trust T/A)						
6/08/2026	1950134	31/07/2026	Parts	Creditors Invoice	494.19	0.00
6/08/2026	027642	6/08/2026		Funds Transfer Paymer	0.00	494.19
13/08/2026	1953652	6/08/2026	Parts	Creditors Invoice	289.28	0.00
13/08/2026	027800	13/08/2026		Funds Transfer Paymer	0.00	289.28
Total:					**783.47**	**783.47**
Creditor: 10564 - Level 5 Design Pty Ltd						
20/08/2026	1745B	5/08/2026	DRP Meeting 05/08/2026	Creditors Invoice	450.00	0.00
20/08/2026	027962	20/08/2026		Funds Transfer Paymer	0.00	450.00
Total:					**450.00**	**450.00**
Creditor: 10568 - Orro Pty Ltd						
13/08/2026	1076716	6/08/2026	Supply and Usage August 2026	Creditors Invoice	1,963.28	0.00
13/08/2026	027801	13/08/2026		Funds Transfer Paymer	0.00	1,963.28
Total:					**1,963.28**	**1,963.28**
Creditor: 10574 - Town of Port Hedland						
13/08/2026	RFP_TOPH_11082026	11/08/2026	BSL Commission for BSL Collected July 2026	Creditors Invoice	400.00	0.00
13/08/2026	027802	13/08/2026		Funds Transfer Paymer	0.00	400.00
Total:					**400.00**	**400.00**
Creditor: 10577 - Allied Pickfords - Sirva Pty Ltd - Port Hedland						
27/08/2026	PHE5053460B	24/06/2026	Removal Ref: 5053460	Creditors Invoice	198.00	0.00
27/08/2026	028093	27/08/2026		Funds Transfer Paymer	0.00	198.00
Total:					**198.00**	**198.00**
Creditor: 10583 - Hays Personnel Services (Australia) Pty Ltd						
27/08/2026	53388176	5/08/2026	Contractor Servicing WE 02/08/2026	Creditors Invoice	5,396.17	0.00
27/08/2026	53397387	12/08/2026	Contracter Servicing WE 09/08/2026	Creditors Invoice	9,077.26	0.00
27/08/2026	53407106	19/08/2026	Contractor Servicing WE 16/08/2026	Creditors Invoice	3,093.65	0.00
27/08/2026	028094	27/08/2026		Funds Transfer Paymer	0.00	17,567.08
Total:					**17,567.08**	**17,567.08**
Creditor: 10598 - Team Global Express						
6/08/2026	1394-GUJ527	2/08/2026	Freight	Creditors Invoice	35.04	0.00
6/08/2026	027643	6/08/2026		Funds Transfer Paymer	0.00	35.04
13/08/2026	0290-80828791	2/08/2026	MDCC Freight	Creditors Invoice	79.30	0.00
13/08/2026	1395-GUJ527	8/08/2026	Depot Freight	Creditors Invoice	125.64	0.00
13/08/2026	027803	13/08/2026		Funds Transfer Paymer	0.00	204.94
20/08/2026	1396-GUJ527	16/08/2026	Depot Freight	Creditors Invoice	6,885.95	0.00
20/08/2026	027963	20/08/2026		Funds Transfer Paymer	0.00	6,885.95
27/08/2026	1397-GUJ527	23/08/2026	Freight	Creditors Invoice	90.56	0.00

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27/08/2026	028095	27/08/2026		Funds Transfer Paymer	0.00	90.56
Total:					**7,216.49**	**7,216.49**
Creditor: 10617 - West Coast Fireworks Pty Ltd						
13/08/2026	2517	10/08/2026	Spinifex Fireworks Display	Creditors Invoice	9,289.20	0.00
13/08/2026	027804	13/08/2026		Funds Transfer Paymer	0.00	9,289.20
Total:					**9,289.20**	**9,289.20**
Creditor: 10623 - OTR Tyres (TKPH Pty Ltd T/A)						
13/08/2026	PSI-100424	6/08/2026	LV21-155 Tyres	Creditors Invoice	814.00	0.00
13/08/2026	027805	13/08/2026		Funds Transfer Paymer	0.00	814.00
20/08/2026	PSI-100677	10/08/2026	HV24-249 Tyres	Creditors Invoice	480.70	0.00
20/08/2026	027964	20/08/2026		Funds Transfer Paymer	0.00	480.70
27/08/2026	PSI-100812	12/08/2026	HV23-226 Repair	Creditors Invoice	66.00	0.00
27/08/2026	028096	27/08/2026		Funds Transfer Paymer	0.00	66.00
Total:					**1,360.70**	**1,360.70**
Creditor: 10628 - The Woodary						
27/08/2026	INV-2170	19/08/2026	MDCC Office Shelving & Installation	Creditors Invoice	2,145.00	0.00
27/08/2026	028097	27/08/2026		Funds Transfer Paymer	0.00	2,145.00
Total:					**2,145.00**	**2,145.00**
Creditor: 10636 - Dirty Deeds Property Services						
6/08/2026	11383	29/07/2026	Install SHAC Sign	Creditors Invoice	440.00	0.00
6/08/2026	027644	6/08/2026		Funds Transfer Paymer	0.00	440.00
20/08/2026	11393	7/08/2026	Dispose of Pool pumps	Creditors Invoice	495.00	0.00
20/08/2026	11398	14/08/2026	Garden Servicing	Creditors Invoice	605.00	0.00
20/08/2026	027965	20/08/2026		Funds Transfer Paymer	0.00	1,100.00
Total:					**1,540.00**	**1,540.00**
Creditor: 10651 - Promotional Products						
6/08/2026	INV-67393	4/08/2026	USB 4 GB with Libraries Logo	Creditors Invoice	2,276.89	0.00
6/08/2026	027645	6/08/2026		Funds Transfer Paymer	0.00	2,276.89
27/08/2026	INV-67874	21/08/2026	Leisure Merchandise	Creditors Invoice	1,191.34	0.00
27/08/2026	028098	27/08/2026		Funds Transfer Paymer	0.00	1,191.34
Total:					**3,468.23**	**3,468.23**
Creditor: 10663 - Vocus Pty Ltd - Internet						
13/08/2026	P1489130	1/08/2026	Supply and Usage August 2026	Creditors Invoice	2,255.00	0.00
13/08/2026	027806	13/08/2026		Funds Transfer Paymer	0.00	2,255.00
Total:					**2,255.00**	**2,255.00**
Creditor: 10699 - Grace Training & Operations (Tilelite Pty Ltd T/A)						
13/08/2026	INV-7305	6/07/2026	20678 Skid Steer Loader Training	Creditors Invoice	780.00	0.00

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13/08/2026	INV-7304	7/07/2026	20668 Excvator VOC Training	Creditors Invoice	780.00	0.00
13/08/2026	027807	13/08/2026		Funds Transfer Paymer	0.00	1,560.00
Total:					**1,560.00**	**1,560.00**
Creditor: 10705 - Lo-Go Appointments WA (Helene Pty Ltd T/A)						
6/08/2026	H7235	29/07/2026	Contracting Services WE 25/07/2026	Creditors Invoice	4,660.73	0.00
6/08/2026	027646	6/08/2026		Funds Transfer Paymer	0.00	4,660.73
13/08/2026	H7275	5/08/2026	Contracting Services WE 01/08/2026	Creditors Invoice	3,665.49	0.00
13/08/2026	027808	13/08/2026		Funds Transfer Paymer	0.00	3,665.49
20/08/2026	H7315	12/08/2026	Contracting Services WE 08/08/2026	Creditors Invoice	4,652.67	0.00
20/08/2026	027966	20/08/2026		Funds Transfer Paymer	0.00	4,652.67
Total:					**12,978.89**	**12,978.89**
Creditor: 10720 - Coldpoint Refrigeration (TTF The Plutus Trust)						
6/08/2026	INV-62953	29/06/2026	GAC Kiosk Fridge Service	Creditors Invoice	481.25	0.00
6/08/2026	027647	6/08/2026		Funds Transfer Paymer	0.00	481.25
Total:					**481.25**	**481.25**
Creditor: 10721 - Anna Savill						
20/08/2026	RFP_A SAVILL_17082026	17/08/2026	Utilities Reimbursement	Creditors Invoice	454.55	0.00
20/08/2026	027967	20/08/2026		Funds Transfer Paymer	0.00	454.55
Total:					**454.55**	**454.55**
Creditor: 10734 - Able Concepts (Aust.) Pty Ltd						
13/08/2026	39561	31/07/2026	Stores Materials Purchase	Creditors Invoice	451.00	0.00
13/08/2026	027809	13/08/2026		Funds Transfer Paymer	0.00	451.00
Total:					**451.00**	**451.00**
Creditor: 10757 - Extreme Marquees Pty Ltd						
20/08/2026	SO324625	12/06/2026	Landfill Minor Equipment and Consumable	Creditors Invoice	6,112.64	0.00
20/08/2026	027968	20/08/2026		Funds Transfer Paymer	0.00	6,112.64
Total:					**6,112.64**	**6,112.64**
Creditor: 10800 - Michael Lancelot Rodrigues						
6/08/2026	RFP_M RODRIGUES	1/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
6/08/2026	027648	6/08/2026		Funds Transfer Paymer	0.00	675.00
13/08/2026	RFP_M RODRIGUES	8/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
13/08/2026	027810	13/08/2026		Funds Transfer Paymer	0.00	675.00
20/08/2026	RFP_M RODRIGUES	15/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
20/08/2026	027969	20/08/2026		Funds Transfer Paymer	0.00	675.00
27/08/2026	RFP_M RODRIGUES	22/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
27/08/2026	028099	27/08/2026		Funds Transfer Paymer	0.00	675.00
Total:					**2,700.00**	**2,700.00**

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Creditor: 10816 - PTM Pilbara Traffic Management Pty Ltd						
20/08/2026	09331	11/08/2026	Ship to Shore Traffic Management	Creditors Invoice	16,100.92	0.00
20/08/2026	027970	20/08/2026		Funds Transfer Paymer	0.00	16,100.92
Total:					**16,100.92**	**16,100.92**
Creditor: 10826 - Able Sales Pty Ltd						
27/08/2026	876461	19/06/2026	Purchase of Generator	Creditors Invoice	74,900.00	0.00
27/08/2026	028100	27/08/2026		Funds Transfer Paymer	0.00	74,900.00
Total:					**74,900.00**	**74,900.00**
Creditor: 10847 - Hitachi Construction Machinery (Aus) Pty Ltd						
6/08/2026	INV00151935	5/08/2026	HV23-230 Repair	Creditors Invoice	11,071.56	0.00
6/08/2026	027649	6/08/2026		Funds Transfer Paymer	0.00	11,071.56
Total:					**11,071.56**	**11,071.56**
Creditor: 10848 - Kee Hire Pty Ltd						
13/08/2026	1000232868	31/07/2026	Landfill Water Cart Hire	Creditors Invoice	6,380.00	0.00
13/08/2026	027811	13/08/2026		Funds Transfer Paymer	0.00	6,380.00
27/08/2026	1000233414	24/08/2026	Wheel Loader Hire	Creditors Invoice	6,319.50	0.00
27/08/2026	028101	27/08/2026		Funds Transfer Paymer	0.00	6,319.50
Total:					**12,699.50**	**12,699.50**
Creditor: 10883 - Turrkuwanti						
6/08/2026	0036	6/07/2026	NAIDOC 2026 Opening Performance	Creditors Invoice	2,200.00	0.00
6/08/2026	027650	6/08/2026		Funds Transfer Paymer	0.00	2,200.00
Total:					**2,200.00**	**2,200.00**
Creditor: 10902 - Khristle Barr						
6/08/2026	RFP_K BARR	1/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
6/08/2026	027651	6/08/2026		Funds Transfer Paymer	0.00	675.00
13/08/2026	RFP_K BARR	8/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
13/08/2026	027812	13/08/2026		Funds Transfer Paymer	0.00	675.00
20/08/2026	RFP_K BARR	15/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
20/08/2026	027971	20/08/2026		Funds Transfer Paymer	0.00	675.00
27/08/2026	RFP_K BARR	22/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
27/08/2026	028102	27/08/2026		Funds Transfer Paymer	0.00	675.00
Total:					**2,700.00**	**2,700.00**
Creditor: 10922 - Want Pest Control Pty Ltd						
6/08/2026	7087A	4/08/2026	AMF Pest Control	Creditors Invoice	550.00	0.00
6/08/2026	027652	6/08/2026		Funds Transfer Paymer	0.00	550.00
13/08/2026	6784	22/07/2026	GAC Pest Control	Creditors Invoice	330.00	0.00
13/08/2026	6557	20/07/2026	Stadium Quarterly Pest Control	Creditors Invoice	726.00	0.00
13/08/2026	7041A	31/07/2026	Fertilizers Sprays - KSO & McGregor Oval Broad Leaf	Creditors Invoice	4,210.80	0.00
13/08/2026	027813	13/08/2026		Funds Transfer Paymer	0.00	5,266.80

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27/08/2026	7200A	19/08/2026	Pest Control	Creditors Invoice	250.00	0.00
27/08/2026	028103	27/08/2026		Funds Transfer Paymer	0.00	250.00
Total:					**6,066.80**	**6,066.80**
Creditor: 10933 - Aust-Weigh Pty Ltd						
20/08/2026	00015072	17/08/2026	Landfill Annual Testing	Creditors Invoice	5,720.00	0.00
20/08/2026	027972	20/08/2026		Funds Transfer Paymer	0.00	5,720.00
Total:					**5,720.00**	**5,720.00**
Creditor: 10935 - PJA Holdings (Australia) Pty Ltd						
6/08/2026	028302	24/07/2026	Completion of Throssell Rd RSI Report	Creditors Invoice	4,009.50	0.00
6/08/2026	027653	6/08/2026		Funds Transfer Paymer	0.00	4,009.50
Total:					**4,009.50**	**4,009.50**
Creditor: 10939 - Christine Ruth Fairbrother						
6/08/2026	RFP_C FAIRBROTHER_04082026	4/08/2026	Utilities Reimbursement	Creditors Invoice	66.00	0.00
6/08/2026	027654	6/08/2026		Funds Transfer Paymer	0.00	66.00
Total:					**66.00**	**66.00**
Creditor: 10947 - Brumby's Go Shop (The Trust For Port Hedland Unit Trust T/A)						
13/08/2026	INV-1603	9/07/2026	Catering - Under The Yarning Tree	Creditors Invoice	246.20	0.00
13/08/2026	INV-1613	6/08/2026	Catering - OWLS Salt Tour Lunch	Creditors Invoice	160.20	0.00
13/08/2026	INV-1614A	6/08/2026	Catering - Workshop	Creditors Invoice	210.00	0.00
13/08/2026	INV-1617	11/08/2026	Catering - POP Response Workshop 1	Creditors Invoice	96.20	0.00
13/08/2026	INV-1618AA	11/08/2026	Catering - POP Response Workshop 2	Creditors Invoice	85.70	0.00
13/08/2026	027814	13/08/2026		Funds Transfer Paymer	0.00	798.30
20/08/2026	INV-1616A	11/08/2026	Catering - JDH Youth	Creditors Invoice	99.30	0.00
20/08/2026	INV-1621A	17/08/2026	Catering - Aliwah Bardinar Warralong Lunch	Creditors Invoice	450.00	0.00
20/08/2026	027973	20/08/2026		Funds Transfer Paymer	0.00	549.30
27/08/2026	INV-1623A	19/08/2026	Catering - SHL Lunch for OWLS	Creditors Invoice	170.20	0.00
27/08/2026	INV-1622A	19/08/2026	Catering - Needle Syringe Training 19/08/2026	Creditors Invoice	185.20	0.00
27/08/2026	INV-1606A	16/07/2026	Catering - Library Program	Creditors Invoice	113.60	0.00
27/08/2026	028104	27/08/2026		Funds Transfer Paymer	0.00	469.00
Total:					**1,816.60**	**1,816.60**
Creditor: 10954 - SW19 Pty Ltd						
13/08/2026	INV-0992A	6/08/2026	Travel Reimbursement	Creditors Invoice	1,128.60	0.00
13/08/2026	027815	13/08/2026		Funds Transfer Paymer	0.00	1,128.60
Total:					**1,128.60**	**1,128.60**
Creditor: 10972 - Old Macdonald's Travelling Farms (Calrach Pty Ltd T/A)						
6/08/2026	WAN1459	22/07/2026	Farm Visit Spinifex Spree	Creditors Invoice	9,680.00	0.00
6/08/2026	027655	6/08/2026		Funds Transfer Paymer	0.00	9,680.00
Total:					**9,680.00**	**9,680.00**

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Creditor: 10980 - PH Glazing & Building Maint (RJ Pearce Family Trust T/A)						
6/08/2026	INV-5428	4/08/2026	Reglaze Windows	Creditors Invoice	660.00	0.00
6/08/2026	INV-5431	4/08/2026	MMR Replace Door Frame	Creditors Invoice	1,760.00	0.00
6/08/2026	027656	6/08/2026		Funds Transfer Paymer	0.00	2,420.00
13/08/2026	INV-5439	5/08/2026	Clothesline & Screen	Creditors Invoice	550.00	0.00
13/08/2026	INV-5456	10/08/2026	Repair Kitchen Cupboard	Creditors Invoice	198.00	0.00
13/08/2026	027816	13/08/2026		Funds Transfer Paymer	0.00	748.00
27/08/2026	INV-5472.	17/08/2026	Len Taplin-OSHC Screen Door	Creditors Invoice	2,035.00	0.00
27/08/2026	028105	27/08/2026		Funds Transfer Paymer	0.00	2,035.00
Total:					**5,203.00**	**5,203.00**
Creditor: 10996 - Linkedin Singapore Pty Ltd						
13/08/2026	51110769924	20/07/2026	Learning Enterprise Program	Creditors Invoice	25,610.75	0.00
13/08/2026	51110769923	20/07/2026	Learning Enterprise Program	Creditors Invoice	11,811.05	0.00
13/08/2026	027817	13/08/2026		Funds Transfer Paymer	0.00	37,421.80
Total:					**37,421.80**	**37,421.80**
Creditor: 11009 - Nightlife Music Pty Ltd						
27/08/2026	884710	19/08/2026	MDCC Music Zone September 2026	Creditors Invoice	407.00	0.00
27/08/2026	028106	27/08/2026		Funds Transfer Paymer	0.00	407.00
Total:					**407.00**	**407.00**
Creditor: 11012 - Environmental Health Australia (WA) Inc.						
6/08/2026	126345	1/07/2026	Food Safe Online Subscription	Creditors Invoice	550.00	0.00
6/08/2026	027657	6/08/2026		Funds Transfer Paymer	0.00	550.00
Total:					**550.00**	**550.00**
Creditor: 11014 - Work Health Professionals Pty Ltd						
20/08/2026	420405263	17/08/2026	Hearing Tests	Creditors Invoice	1,804.00	0.00
20/08/2026	027974	20/08/2026		Funds Transfer Paymer	0.00	1,804.00
Total:					**1,804.00**	**1,804.00**
Creditor: 11031 - Advanced Protection Plus Pty Ltd						
13/08/2026	2852	31/07/2026	Security Services	Creditors Invoice	49,595.04	0.00
13/08/2026	027818	13/08/2026		Funds Transfer Paymer	0.00	49,595.04
Total:					**49,595.04**	**49,595.04**
Creditor: 11045 - Cameron Van Der Does						
13/08/2026	21082026	21/08/2026	Deposit Magician for Sunset Market	Creditors Invoice	2,000.00	0.00
13/08/2026	027819	13/08/2026		Funds Transfer Paymer	0.00	2,000.00
27/08/2026	21082026A	21/08/2026	Sunset Market Performance Service	Creditors Invoice	2,300.00	0.00
27/08/2026	028107	27/08/2026		Funds Transfer Paymer	0.00	2,300.00
Total:					**4,300.00**	**4,300.00**

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Creditor: 11056 - Val Morgan Retail Media Pty Ltd						
13/08/2026	VMOAU33533	31/07/2026	Advertising - Always on SHOP July 2026	Creditors Invoice	1,264.70	0.00
13/08/2026	027820	13/08/2026		Funds Transfer Paymer	0.00	1,264.70
Total:					**1,264.70**	**1,264.70**
Creditor: 11088 - Pilbara Plumbing & Gas Services Pty Ltd						
6/08/2026	INV-4521	13/07/2026	Inspect and Repair RPZD	Creditors Invoice	704.00	0.00
6/08/2026	INV-4543	15/07/2026	Backflow Device Testing	Creditors Invoice	1,056.00	0.00
6/08/2026	INV-4456	4/07/2026	Reconnect Water Fountain	Creditors Invoice	2,848.12	0.00
6/08/2026	INV-4620	28/07/2026	Replace Water Mains	Creditors Invoice	7,592.82	0.00
6/08/2026	INV-4520	13/07/2026	Backflow Device Testing	Creditors Invoice	374.00	0.00
6/08/2026	027658	6/08/2026		Funds Transfer Paymer	0.00	12,574.94
13/08/2026	INV-4649	5/08/2026	Laundry Sink Maintenance	Creditors Invoice	179.74	0.00
13/08/2026	INV-4635	4/08/2026	Len Taplin Daycare Sink Maintenance	Creditors Invoice	321.07	0.00
13/08/2026	027821	13/08/2026		Funds Transfer Paymer	0.00	500.81
20/08/2026	INV-4580A	9/08/2026	Plumbing Services - Drainage corner of Cottier and Kennedy St	Creditors Invoice	6,952.00	0.00
20/08/2026	INV-4666	9/08/2026	JDH Drainage Maintenance	Creditors Invoice	6,510.13	0.00
20/08/2026	INV-4710	14/08/2026	Sewage Pond Cleaning	Creditors Invoice	14,817.00	0.00
20/08/2026	027975	20/08/2026		Funds Transfer Paymer	0.00	28,279.13
27/08/2026	INV-4689	11/08/2026	Len Taplin Staff Kitchen Sink	Creditors Invoice	451.00	0.00
27/08/2026	INV-4727	14/08/2026	Courthouse Gallery Hot Water Unit	Creditors Invoice	385.00	0.00
27/08/2026	INV-4695	11/08/2026	Laundry Tap Leak	Creditors Invoice	372.89	0.00
27/08/2026	INV-4720	14/08/2026	Investigate Water Leak	Creditors Invoice	308.00	0.00
27/08/2026	INV-4738	21/08/2026	Hot water system	Creditors Invoice	154.00	0.00
27/08/2026	INV-4740	21/08/2026	Plumbing Services	Creditors Invoice	764.81	0.00
27/08/2026	INV-4766.	25/08/2026	Contractor Service - Fountains	Creditors Invoice	1,199.00	0.00
27/08/2026	INV-4736A	18/08/2026	KSO Plumbing Service	Creditors Invoice	7,859.54	0.00
27/08/2026	INV-4765	25/08/2026	Rovers Football Plumbing Services	Creditors Invoice	616.00	0.00
27/08/2026	INV-4744	23/08/2026	Plumbing Service	Creditors Invoice	394.02	0.00
27/08/2026	028108	27/08/2026		Funds Transfer Paymer	0.00	12,504.26
Total:					**53,859.14**	**53,859.14**
Creditor: 11090 - Andrew John Furlong						
6/08/2026	RFP_A FURLONG	1/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
6/08/2026	027659	6/08/2026		Funds Transfer Paymer	0.00	400.00
13/08/2026	RFP_A FURLONG	8/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
13/08/2026	027822	13/08/2026		Funds Transfer Paymer	0.00	400.00
20/08/2026	RFP_A FURLONG	15/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
20/08/2026	027976	20/08/2026		Funds Transfer Paymer	0.00	400.00
27/08/2026	RFP_A FURLONG	22/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
27/08/2026	028109	27/08/2026		Funds Transfer Paymer	0.00	400.00
Total:					**1,600.00**	**1,600.00**
Creditor: 11102 - Australian Regional Tourism Ltd						
20/08/2026	INV-3160A	11/06/2026	Australian Regional Tourism Membership	Creditors Invoice	717.00	0.00

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20/08/2026	027977	20/08/2026		Funds Transfer Paymer	0.00	717.00
Total:					**717.00**	**717.00**
Creditor: 11107 - Donna Washington						
13/08/2026	RFP_D WASHINGTON_07082026	7/08/2026	Utilities Reimbursement	Creditors Invoice	79.00	0.00
13/08/2026	027823	13/08/2026		Funds Transfer Paymer	0.00	79.00
Total:					**79.00**	**79.00**
Creditor: 11122 - CMO Trading Pty Ltd						
6/08/2026	55493	12/05/2026	Equipment for Social Sports	Creditors Invoice	6,240.88	0.00
6/08/2026	027660	6/08/2026		Funds Transfer Paymer	0.00	6,240.88
Total:					**6,240.88**	**6,240.88**
Creditor: 11126 - Thalia Renee Kay						
6/08/2026	RFP_T KAY	1/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
6/08/2026	027661	6/08/2026		Funds Transfer Paymer	0.00	400.00
13/08/2026	RFP_T KAY	8/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
13/08/2026	027824	13/08/2026		Funds Transfer Paymer	0.00	400.00
20/08/2026	RFP_T KAY	15/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
20/08/2026	027978	20/08/2026		Funds Transfer Paymer	0.00	400.00
27/08/2026	RFP_T KAY	22/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
27/08/2026	028110	27/08/2026		Funds Transfer Paymer	0.00	400.00
Total:					**1,600.00**	**1,600.00**
Creditor: 11127 - Maree Cutler-Naroba						
13/08/2026	RFP_M CUTLER-NAROBA_10082026	10/08/2026	Work Related Reimbursment	Creditors Invoice	70.00	0.00
13/08/2026	RFP_M C NAROBA_10082026	10/08/2026	Work Related Reimbursment	Creditors Invoice	26.25	0.00
13/08/2026	027825	13/08/2026		Funds Transfer Paymer	0.00	96.25
20/08/2026	RFP_M CUTLER-NAROBA_14082026	14/08/2026	Work Related Reimbursment	Creditors Invoice	27.55	0.00
20/08/2026	RFP_M CUTLER-NAROBA_14082026	14/08/2026	Work Related Reimbursment	Creditors Invoice	25.00	0.00
20/08/2026	027979	20/08/2026		Funds Transfer Paymer	0.00	52.55
Total:					**148.80**	**148.80**
Creditor: 11129 - Abbey Rose Ponsford						
13/08/2026	RFP_A PONSFORD_06082026	6/08/2026	Utilities Reimbursement	Creditors Invoice	691.72	0.00
13/08/2026	027826	13/08/2026		Funds Transfer Paymer	0.00	691.72
20/08/2026	RFP_A PONSFORD	15/08/2026	Mortgage Reimbursement	Creditors Invoice	6,742.86	0.00
20/08/2026	027980	20/08/2026		Funds Transfer Paymer	0.00	6,742.86
27/08/2026	RFP_A PONSFORD	22/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
27/08/2026	028111	27/08/2026		Funds Transfer Paymer	0.00	675.00
Total:					**8,109.58**	**8,109.58**
Creditor: 11141 - Nancy Kiliswa						
27/08/2026	RFP_N KILISWA_21082026	21/08/2026	Work Related Reimbursment	Creditors Invoice	102.77	0.00

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27/08/2026	028112	27/08/2026		Funds Transfer Paymer	0.00	102.77
Total:					**102.77**	**102.77**
Creditor: 11152 - Zoe Smith						
6/08/2026	RFP_Z SMITH	1/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
6/08/2026	027662	6/08/2026		Funds Transfer Paymer	0.00	675.00
13/08/2026	RFP_Z SMITH	8/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
13/08/2026	027827	13/08/2026		Funds Transfer Paymer	0.00	675.00
20/08/2026	RFP_Z SMITH	15/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
20/08/2026	027981	20/08/2026		Funds Transfer Paymer	0.00	675.00
27/08/2026	RFP_Z SMITH	22/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
27/08/2026	028113	27/08/2026		Funds Transfer Paymer	0.00	675.00
Total:					**2,700.00**	**2,700.00**
Creditor: 11153 - Department of The Premier & Cabinet						
6/08/2026	1013274	30/06/2026	Fire Break Notice 2025/2026	Creditors Invoice	708.48	0.00
6/08/2026	027663	6/08/2026		Funds Transfer Paymer	0.00	708.48
Total:					**708.48**	**708.48**
Creditor: 11159 - Stantec Australia Pty Ltd						
20/08/2026	CT000531 - CLAIM 10 - JUL 2026	3/08/2026	Airport Link Shared Footpath Project - Design	Creditors Invoice	6,945.91	0.00
20/08/2026	027982	20/08/2026		Funds Transfer Paymer	0.00	6,945.91
Total:					**6,945.91**	**6,945.91**
Creditor: 11181 - Urbis Pty Ltd						
13/08/2026	B00174495	29/07/2026	Kingsford Smith Business Park Subdivision Strategy	Creditors Invoice	47,597.00	0.00
13/08/2026	027828	13/08/2026		Funds Transfer Paymer	0.00	47,597.00
Total:					**47,597.00**	**47,597.00**
Creditor: 11186 - Michael Anthony Barsby						
6/08/2026	RFP_M BARSBY	1/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
6/08/2026	027664	6/08/2026		Funds Transfer Paymer	0.00	400.00
13/08/2026	RFP_M BARSBY	8/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
13/08/2026	027829	13/08/2026		Funds Transfer Paymer	0.00	400.00
20/08/2026	RFP_M BARSBY	15/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
20/08/2026	027983	20/08/2026		Funds Transfer Paymer	0.00	400.00
27/08/2026	RFP_M BARSBY	22/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
27/08/2026	028114	27/08/2026		Funds Transfer Paymer	0.00	400.00
Total:					**1,600.00**	**1,600.00**
Creditor: 11197 - Sparkle by Mia Pty Ltd						
13/08/2026	INV-7663	6/08/2026	Vacate Clean	Creditors Invoice	313.50	0.00
13/08/2026	INV-7666	7/08/2026	Vacate Clean	Creditors Invoice	1,980.00	0.00
13/08/2026	INV-7667	7/08/2026	Vacate Clean	Creditors Invoice	880.00	0.00
13/08/2026	INV-7668A	7/08/2026	Vacate Clean	Creditors Invoice	731.50	0.00

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13/08/2026	027830	13/08/2026		Funds Transfer Paymer	0.00	3,905.00
27/08/2026	INV-7711	13/08/2026	Vacate Clean	Creditors Invoice	4,389.00	0.00
27/08/2026	INV-7712A	13/08/2026	Vacate Clean	Creditors Invoice	2,090.00	0.00
27/08/2026	INV-7732	20/08/2026	Vacate Clean	Creditors Invoice	275.00	0.00
27/08/2026	028115	27/08/2026		Funds Transfer Paymer	0.00	6,754.00
Total:					**10,659.00**	**10,659.00**
Creditor: 11199 - CV Check Pty Ltd (Kinatico Ltd T/A)						
20/08/2026	P00089322	31/07/2026	CV Check July 2026	Creditors Invoice	979.20	0.00
20/08/2026	027984	20/08/2026		Funds Transfer Paymer	0.00	979.20
27/08/2026	P00089321	31/07/2026	CV Check July 2026	Creditors Invoice	93.50	0.00
27/08/2026	028116	27/08/2026		Funds Transfer Paymer	0.00	93.50
Total:					**1,072.70**	**1,072.70**
Creditor: 11214 - Hart Sport Australia Pty Ltd						
20/08/2026	10339775A	24/06/2026	Sport Equipment	Creditors Invoice	955.00	0.00
20/08/2026	027985	20/08/2026		Funds Transfer Paymer	0.00	955.00
Total:					**955.00**	**955.00**
Creditor: 11219 - JH Computer Services WA Pty Ltd						
6/08/2026	008178-D02	15/07/2026	IT Ethernet Cables	Creditors Invoice	585.20	0.00
6/08/2026	027665	6/08/2026		Funds Transfer Paymer	0.00	585.20
Total:					**585.20**	**585.20**
Creditor: 11228 - Pilbara Environmental Pty Ltd						
27/08/2026	INV-335	12/08/2026	Project LEAF Stage 1 and 2 Monitoring	Creditors Invoice	15,444.00	0.00
27/08/2026	028117	27/08/2026		Funds Transfer Paymer	0.00	15,444.00
Total:					**15,444.00**	**15,444.00**
Creditor: 11229 - Perfect Gym Solutions Pty Ltd						
13/08/2026	INV270008426	31/07/2026	Leisure Management SMS July 2026	Creditors Invoice	65.01	0.00
13/08/2026	027831	13/08/2026		Funds Transfer Paymer	0.00	65.01
27/08/2026	INV270008302	15/08/2026	Licencing Cost	Creditors Invoice	4,446.77	0.00
27/08/2026	028118	27/08/2026		Funds Transfer Paymer	0.00	4,446.77
Total:					**4,511.78**	**4,511.78**
Creditor: 11236 - Western Australian Electoral Commission						
27/08/2026	3947	30/06/2026	Local Government Election Services	Creditors Invoice	94,285.92	0.00
27/08/2026	028119	27/08/2026		Funds Transfer Paymer	0.00	94,285.92
Total:					**94,285.92**	**94,285.92**
Creditor: 11243 - Prudential Investment Services Corp Pty Ltd						
13/08/2026	04203	31/07/2026	Investment Services for July 2026	Creditors Invoice	2,750.00	0.00

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13/08/2026	027832	13/08/2026		Funds Transfer Paymer	0.00	2,750.00
Total:					**2,750.00**	**2,750.00**
Creditor: 11253 - Australian Human Resources Institute Limited						
6/08/2026	040268417	31/07/2026	Recruitment Advertisement	Creditors Invoice	1,100.00	0.00
6/08/2026	027666	6/08/2026		Funds Transfer Paymer	0.00	1,100.00
Total:					**1,100.00**	**1,100.00**
Creditor: 11256 - Port Displays & Davie Digital (BG & TR Pty Ltd T/A)						
27/08/2026	INV-161115	14/08/2026	Engraved Door Plaque	Creditors Invoice	104.39	0.00
27/08/2026	028120	27/08/2026		Funds Transfer Paymer	0.00	104.39
Total:					**104.39**	**104.39**
Creditor: 11262 - Planning Institute of Australia						
6/08/2026	75458	16/07/2026	20679 PIA WA Conference	Creditors Invoice	499.00	0.00
6/08/2026	027667	6/08/2026		Funds Transfer Paymer	0.00	499.00
Total:					**499.00**	**499.00**
Creditor: 11282 - Maxiparts Operations Pty Ltd						
6/08/2026	6990535	22/07/2026	Fleet Consumables	Creditors Invoice	132.28	0.00
6/08/2026	027668	6/08/2026		Funds Transfer Paymer	0.00	132.28
13/08/2026	7004981	30/07/2026	HV24-249 Parts	Creditors Invoice	116.14	0.00
13/08/2026	6956953	3/07/2026	VEH -136 Parts	Creditors Invoice	1,210.00	0.00
13/08/2026	027833	13/08/2026		Funds Transfer Paymer	0.00	1,326.14
Total:					**1,458.42**	**1,458.42**
Creditor: 11309 - Carabiner Architects Pty Ltd						
20/08/2026	CT000275 CLAIM 67 - AUGUST 26	18/08/2026	South Hedland Integrated Sport Hub - Design	Creditors Invoice	9,729.50	0.00
20/08/2026	027986	20/08/2026		Funds Transfer Paymer	0.00	9,729.50
Total:					**9,729.50**	**9,729.50**
Creditor: 11314 - Renae Kerry Price						
6/08/2026	RFP_ R PRICE	1/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
6/08/2026	027669	6/08/2026		Funds Transfer Paymer	0.00	675.00
13/08/2026	RFP_ R PRICE	8/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
13/08/2026	027834	13/08/2026		Funds Transfer Paymer	0.00	675.00
20/08/2026	RFP_ R PRICE	15/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
20/08/2026	027987	20/08/2026		Funds Transfer Paymer	0.00	675.00
27/08/2026	RFP_ R PRICE	22/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
27/08/2026	028121	27/08/2026		Funds Transfer Paymer	0.00	675.00
Total:					**2,700.00**	**2,700.00**
Creditor: 11320 - Kaleena Cruickshank						
13/08/2026	RFP_K CRUICKSHANK_02082026	2/08/2026	Vehicle Reimbursement	Creditors Invoice	1,025.00	0.00

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13/08/2026	027835	13/08/2026		Funds Transfer Paymer	0.00	1,025.00
27/08/2026	RFP_K CRUICKSHANK_20082026	20/08/2026	Utilities Reimbursement	Creditors Invoice	446.00	0.00
27/08/2026	028122	27/08/2026		Funds Transfer Paymer	0.00	446.00
Total:					**1,471.00**	**1,471.00**
Creditor: 11334 - Parrys Merchants (Scottjenny Pty Ltd T/A)						
13/08/2026	S28891	8/08/2026	SHAC Kiosk Items	Creditors Invoice	498.10	0.00
13/08/2026	027836	13/08/2026		Funds Transfer Paymer	0.00	498.10
20/08/2026	S29290	17/08/2026	Ship to Shore Bottled Water	Creditors Invoice	366.24	0.00
20/08/2026	S29289	17/08/2026	SHAC Kiosk Items	Creditors Invoice	579.63	0.00
20/08/2026	027988	20/08/2026		Funds Transfer Paymer	0.00	945.87
27/08/2026	S29295	20/08/2026	SHAC Kiosk Items	Creditors Invoice	742.99	0.00
27/08/2026	S29296	20/08/2026	Stadium Kiosk Items	Creditors Invoice	471.57	0.00
27/08/2026	028123	27/08/2026		Funds Transfer Paymer	0.00	1,214.56
Total:					**2,658.53**	**2,658.53**
Creditor: 11335 - Ciara Dillon						
6/08/2026	RFP_C DILLON	1/08/2026	Rental Reimbursement	Creditors Invoice	330.00	0.00
6/08/2026	027670	6/08/2026		Funds Transfer Paymer	0.00	330.00
13/08/2026	RFP_C DILLON _04082026	4/08/2026	Fuel Reimbursement	Creditors Invoice	87.23	0.00
13/08/2026	RFP_C DILLON	8/08/2026	Rental Reimbursement	Creditors Invoice	330.00	0.00
13/08/2026	027837	13/08/2026		Funds Transfer Paymer	0.00	417.23
20/08/2026	RFP_C DILLON	15/08/2026	Rental Reimbursement	Creditors Invoice	330.00	0.00
20/08/2026	027989	20/08/2026		Funds Transfer Paymer	0.00	330.00
27/08/2026	RFP_C DILLON	22/08/2026	Rental Reimbursement	Creditors Invoice	330.00	0.00
27/08/2026	028124	27/08/2026		Funds Transfer Paymer	0.00	330.00
Total:					**1,407.23**	**1,407.23**
Creditor: 11343 - Tracey Jean Sheikh						
6/08/2026	RFP_T SHEIKH	1/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
6/08/2026	027671	6/08/2026		Funds Transfer Paymer	0.00	400.00
13/08/2026	RFP_T SHEIKH	8/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
13/08/2026	027838	13/08/2026		Funds Transfer Paymer	0.00	400.00
20/08/2026	RFP_T SHEIKH	15/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
20/08/2026	027990	20/08/2026		Funds Transfer Paymer	0.00	400.00
27/08/2026	RFP_T SHEIKH_15072026	15/07/2026	Utilities Reimbursement	Creditors Invoice	378.83	0.00
27/08/2026	RFP_T SHEIKH	22/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
27/08/2026	028125	27/08/2026		Funds Transfer Paymer	0.00	778.83
Total:					**1,978.83**	**1,978.83**
Creditor: 11348 - First Asset Management (First Commercial Realty Pty Ltd T/A)						
27/08/2026	014504	20/08/2026	Port Library Extension September 2026	Creditors Invoice	7,343.28	0.00
27/08/2026	028126	27/08/2026		Funds Transfer Paymer	0.00	7,343.28
Total:					**7,343.28**	**7,343.28**

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Creditor: 11359 - Little Loves (Vailala, Losaline Fatafehi T/A)						
27/08/2026	INV-0138B	2/07/2026	Face Painting Aliwah Bardinar Live Show	Creditors Invoice	750.00	0.00
27/08/2026	INV-0152B	22/08/2026	Sunset Food Market August 2026	Creditors Invoice	1,000.00	0.00
27/08/2026	028127	27/08/2026		Funds Transfer Paymer	0.00	1,750.00
Total:					**1,750.00**	**1,750.00**
Creditor: 11369 - Harwell Holdings Pty Ltd						
20/08/2026	INV-0118B	13/08/2026	Unsealed Road Maintenance	Creditors Invoice	2,172.15	0.00
20/08/2026	INV-0119A	13/08/2026	Unsealed Road Maintenance	Creditors Invoice	2,054.74	0.00
20/08/2026	027991	20/08/2026		Funds Transfer Paymer	0.00	4,226.89
27/08/2026	INV-0129A	13/08/2026	Unsealed Road Maintenance	Creditors Invoice	10,465.09	0.00
27/08/2026	INV-0128C	13/08/2026	Unsealed Road Maintenance	Creditors Invoice	2,521.04	0.00
27/08/2026	INV-0122A	13/08/2026	Unsealed Road Maintenance	Creditors Invoice	1,232.84	0.00
27/08/2026	INV-0127A	13/08/2026	Unsealed Road Maintenance	Creditors Invoice	1,702.50	0.00
27/08/2026	INV-0126	13/08/2026	Unsealed Road Maintenance	Creditors Invoice	1,702.50	0.00
27/08/2026	INV-0125.1	13/08/2026	Unsealed Road Maintenance	Creditors Invoice	2,172.15	0.00
27/08/2026	INV-0123	13/08/2026	Unsealed Road Maintenance	Creditors Invoice	11,506.57	0.00
27/08/2026	INV-0124.	13/08/2026	Unsealed Road Maintenance	Creditors Invoice	11,506.57	0.00
27/08/2026	INV-0120.	13/08/2026	Unsealed Road Maintenance	Creditors Invoice	2,641.81	0.00
27/08/2026	INV-0121B	13/08/2026	Unsealed Road Maintenance	Creditors Invoice	2,175.45	0.00
27/08/2026	028128	27/08/2026		Funds Transfer Paymer	0.00	47,626.52
Total:					**51,853.41**	**51,853.41**
Creditor: 11386 - Mcarthur (Talent Architects Pty Ltd T/A)						
6/08/2026	INV-0000100839	4/08/2026	Principal HR Operations WE 02/08/2026	Creditors Invoice	5,359.91	0.00
6/08/2026	INV-0000100277	28/07/2026	Principal HR Operations WE 26/07/2026	Creditors Invoice	5,712.95	0.00
6/08/2026	INV-0000099843	21/07/2026	Principal HR Operations WE 19/07/2026	Creditors Invoice	5,841.34	0.00
6/08/2026	027672	6/08/2026		Funds Transfer Paymer	0.00	16,914.20
27/08/2026	INV-0000101313	11/08/2026	Principal HR Operations WE 09/08/2026	Creditors Invoice	4,621.72	0.00
27/08/2026	INV-0000101778	18/08/2026	Principal HR Operations WE 16/08/2026	Creditors Invoice	5,712.95	0.00
27/08/2026	028129	27/08/2026		Funds Transfer Paymer	0.00	10,334.67
Total:					**27,248.87**	**27,248.87**
Creditor: 11392 - Social Pinpoint Pty Ltd						
20/08/2026	AUINV-10133	3/08/2026	SP Enterprise Plan	Creditors Invoice	26,015.00	0.00
20/08/2026	027992	20/08/2026		Funds Transfer Paymer	0.00	26,015.00
Total:					**26,015.00**	**26,015.00**
Creditor: 11397 - Pilbara Mobile Medical Screening Pty Ltd						
27/08/2026	PMM-0464	19/08/2026	SHAC & Library Drug Screening 17.08.2026	Creditors Invoice	856.35	0.00
27/08/2026	028130	27/08/2026		Funds Transfer Paymer	0.00	856.35
Total:					**856.35**	**856.35**
Creditor: 11399 - McLeods Lawyers Pty Ltd						
6/08/2026	152902	28/07/2026	Matter 57793	Creditors Invoice	925.65	0.00
6/08/2026	152896	28/07/2026	Matter 36134	Creditors Invoice	599.50	0.00

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6/08/2026	152895	28/07/2026	Matter 30213	Creditors Invoice	1,701.50	0.00
6/08/2026	152910	28/07/2026	Matter 56134	Creditors Invoice	534.05	0.00
6/08/2026	152844	28/07/2026	Matter 57684	Creditors Invoice	311.30	0.00
6/08/2026	153232	31/07/2026	Matter 53754	Creditors Invoice	4,082.50	0.00
6/08/2026	153201	31/07/2026	Matter 56528	Creditors Invoice	6,539.94	0.00
6/08/2026	151220	30/04/2026	Matter 57262	Creditors Invoice	3,255.62	0.00
6/08/2026	152670	30/06/2026	Matter 56528	Creditors Invoice	3,938.88	0.00
6/08/2026	152954	28/07/2026	Matter 57232	Creditors Invoice	50.16	0.00
6/08/2026	152724	17/07/2026	Matter 56337	Creditors Invoice	2,125.20	0.00
6/08/2026	027673	6/08/2026		Funds Transfer Paymer	0.00	24,064.30
13/08/2026	153204	31/07/2026	Matter 57262	Creditors Invoice	469.70	0.00
13/08/2026	152680	30/06/2026	Matter 54794	Creditors Invoice	242.88	0.00
13/08/2026	027839	13/08/2026		Funds Transfer Paymer	0.00	712.58
27/08/2026	153208	31/07/2026	Matter 57915	Creditors Invoice	3,390.20	0.00
27/08/2026	152906	28/07/2026	Matter 57636	Creditors Invoice	2,045.20	0.00
27/08/2026	153403	24/08/2026	Matter 58207	Creditors Invoice	1,073.60	0.00
27/08/2026	028131	27/08/2026		Funds Transfer Paymer	0.00	6,509.00
Total:					**31,285.88**	**31,285.88**
Creditor: 11406 - Around About Plumbing & Gas (Kay, Liam T/A)						
27/08/2026	1077	26/08/2026	Drainage Repair	Creditors Invoice	525.28	0.00
27/08/2026	1071	22/08/2026	Replace Shower Heads	Creditors Invoice	763.40	0.00
27/08/2026	028132	27/08/2026		Funds Transfer Paymer	0.00	1,288.68
Total:					**1,288.68**	**1,288.68**
Creditor: 11407 - Jessica Easey						
27/08/2026	RFP_ J EASEY	22/08/2026	Mortgage Reimbursement	Creditors Invoice	1,832.14	0.00
27/08/2026	028133	27/08/2026		Funds Transfer Paymer	0.00	1,832.14
Total:					**1,832.14**	**1,832.14**
Creditor: 11410 - Comiskey's Contracting Pty Ltd						
6/08/2026	RFP_COMISKEY'S CONTRACTING	30/07/2026	CT000347 Portion - Retention	Creditors Invoice	67,024.57	0.00
6/08/2026	027674	6/08/2026		Funds Transfer Paymer	0.00	67,024.57
27/08/2026	CT000347 CLAIM 25 | JULY 2026	3/08/2026	South Hedland Landfill Infrastructure Works	Creditors Invoice	126,509.94	0.00
27/08/2026	028134	27/08/2026		Funds Transfer Paymer	0.00	126,509.94
Total:					**193,534.51**	**193,534.51**
Creditor: 11457 - FlyUAS Pty Ltd						
6/08/2026	INV-1106	28/07/2026	Remote Pilot Licence Training	Creditors Invoice	3,039.29	0.00
6/08/2026	027675	6/08/2026		Funds Transfer Paymer	0.00	3,039.29
Total:					**3,039.29**	**3,039.29**
Creditor: 11470 - AIE Engineering and Construction Management Pty Ltd						
13/08/2026	INV-3621A	6/07/2026	Register Management Variation	Creditors Invoice	8,800.00	0.00
13/08/2026	INV-3664	31/07/2026	CC External Staircase Remediation	Creditors Invoice	3,641.00	0.00
13/08/2026	INV-3706A	31/07/2026	Shay Gap Park Lighting Poles Re-Inspect	Creditors Invoice	3,916.00	0.00

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13/08/2026	INV-3656	31/07/2026	DCP Testing	Creditors Invoice	3,208.34	0.00
13/08/2026	027840	13/08/2026		Funds Transfer Paymer	0.00	19,565.34
27/08/2026	INV-3620	31/07/2026	Gilbert Street Flood Pump Replacement	Creditors Invoice	9,619.50	0.00
27/08/2026	028135	27/08/2026		Funds Transfer Paymer	0.00	9,619.50
Total:					**29,184.84**	**29,184.84**
Creditor: 11478 - Thorny Devil Access Pty Ltd						
6/08/2026	INV-14030	30/07/2026	Stores PPE	Creditors Invoice	149.51	0.00
6/08/2026	INV-14031	30/07/2026	Stores PPE	Creditors Invoice	420.96	0.00
6/08/2026	INV-14026	30/07/2026	Stores PPE	Creditors Invoice	229.61	0.00
6/08/2026	INV-14029	30/07/2026	Stores PPE	Creditors Invoice	94.85	0.00
6/08/2026	INV-14027	30/07/2026	Stores PPE	Creditors Invoice	1,063.26	0.00
6/08/2026	INV-14028	30/07/2026	Stores PPE	Creditors Invoice	3,827.12	0.00
6/08/2026	INV-14025A	30/07/2026	Stores PPE	Creditors Invoice	189.71	0.00
6/08/2026	027676	6/08/2026		Funds Transfer Paymer	0.00	5,975.02
13/08/2026	INV-14195	6/08/2026	Stores PPE	Creditors Invoice	782.81	0.00
13/08/2026	027841	13/08/2026		Funds Transfer Paymer	0.00	782.81
20/08/2026	INV-14525	17/08/2026	Stores PPE	Creditors Invoice	145.75	0.00
20/08/2026	INV-14521	17/08/2026	Name Embroidery	Creditors Invoice	85.34	0.00
20/08/2026	INV-14526	17/08/2026	Stores PPE	Creditors Invoice	1,035.28	0.00
20/08/2026	INV-14523	17/08/2026	Stores PPE	Creditors Invoice	293.70	0.00
20/08/2026	INV-14524	17/08/2026	Stores PPE	Creditors Invoice	712.52	0.00
20/08/2026	INV-14522	17/08/2026	Stores PPE	Creditors Invoice	1,404.01	0.00
20/08/2026	027993	20/08/2026		Funds Transfer Paymer	0.00	3,676.60
27/08/2026	INV-14699A	21/08/2026	Stores PPE	Creditors Invoice	239.25	0.00
27/08/2026	INV-14863	24/08/2026	Stores PPE	Creditors Invoice	225.25	0.00
27/08/2026	028136	27/08/2026		Funds Transfer Paymer	0.00	464.50
Total:					**10,898.93**	**10,898.93**
Creditor: 11480 - TicketSearch Pty Ltd						
13/08/2026	INV-3424	3/08/2026	Ticket Sales SMS July 2026	Creditors Invoice	177.38	0.00
13/08/2026	INV-3436	4/08/2026	Ticket Sales 01/11/2025 to 31/07/2026	Creditors Invoice	201.96	0.00
13/08/2026	027842	13/08/2026		Funds Transfer Paymer	0.00	379.34
Total:					**379.34**	**379.34**
Creditor: 11481 - Carryl-Anne Norton-Price						
6/08/2026	RFP_C PRICE	1/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
6/08/2026	027677	6/08/2026		Funds Transfer Paymer	0.00	400.00
13/08/2026	RFP_C PRICE	8/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
13/08/2026	027843	13/08/2026		Funds Transfer Paymer	0.00	400.00
20/08/2026	RFP_C PRICE	15/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
20/08/2026	027994	20/08/2026		Funds Transfer Paymer	0.00	400.00
27/08/2026	RFP_C PRICE	22/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
27/08/2026	028137	27/08/2026		Funds Transfer Paymer	0.00	400.00
Total:					**1,600.00**	**1,600.00**

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Creditor: 11506 - Ashley OBrien						
6/08/2026	RFP_A OBRIEN	1/08/2026	Rental Reimbursement	Creditors Invoice	68.00	0.00
6/08/2026	027678	6/08/2026		Funds Transfer Paymer	0.00	68.00
13/08/2026	RFP_A OBRIEN	8/08/2026	Rental Reimbursement	Creditors Invoice	68.00	0.00
13/08/2026	027844	13/08/2026		Funds Transfer Paymer	0.00	68.00
20/08/2026	RFP_A OBRIEN	15/08/2026	Rental Reimbursement	Creditors Invoice	68.00	0.00
20/08/2026	027995	20/08/2026		Funds Transfer Paymer	0.00	68.00
27/08/2026	RFP_A OBRIEN	22/08/2026	Rental Reimbursement	Creditors Invoice	68.00	0.00
27/08/2026	028138	27/08/2026		Funds Transfer Paymer	0.00	68.00
Total:					**272.00**	**272.00**
Creditor: 11507 - Environmental Industries Pty Ltd						
13/08/2026	INV42193	12/07/2026	Public Open Space Maintenance July 2026	Creditors Invoice	20,266.06	0.00
13/08/2026	027845	13/08/2026		Funds Transfer Paymer	0.00	20,266.06
27/08/2026	INV42194	12/07/2026	Public Open Space Maintenance July 2026	Creditors Invoice	7,528.62	0.00
27/08/2026	028139	27/08/2026		Funds Transfer Paymer	0.00	7,528.62
Total:					**27,794.68**	**27,794.68**
Creditor: 11512 - LG Solutions Pty Limited						
13/08/2026	11263	23/07/2026	Cloud Fees & Charges Subscription 01/07/2026 to 30/06/2027	Creditors Invoice	9,350.00	0.00
13/08/2026	11062A	23/07/2026	SSO Renewal 01/07/2026 to 30/06/2027	Creditors Invoice	2,310.00	0.00
13/08/2026	027846	13/08/2026		Funds Transfer Paymer	0.00	11,660.00
Total:					**11,660.00**	**11,660.00**
Creditor: 11513 - Genesis Accounting Pty Ltd						
6/08/2026	INV-2149	8/07/2026	Annual Subscription 2026/2027	Creditors Invoice	3,575.00	0.00
6/08/2026	027679	6/08/2026		Funds Transfer Paymer	0.00	3,575.00
Total:					**3,575.00**	**3,575.00**
Creditor: 11519 - Ritambra Sahu						
6/08/2026	RFP_ R SAHU	1/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
6/08/2026	027680	6/08/2026		Funds Transfer Paymer	0.00	400.00
13/08/2026	RFP_ R SAHU	8/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
13/08/2026	027847	13/08/2026		Funds Transfer Paymer	0.00	400.00
20/08/2026	RFP_ R SAHU	15/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
20/08/2026	027996	20/08/2026		Funds Transfer Paymer	0.00	400.00
27/08/2026	RFP_ R SAHU	22/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
27/08/2026	028140	27/08/2026		Funds Transfer Paymer	0.00	400.00
Total:					**1,600.00**	**1,600.00**
Creditor: 11528 - Salman Tabani						
6/08/2026	RFP_S TABANI	1/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
6/08/2026	027681	6/08/2026		Funds Transfer Paymer	0.00	400.00
13/08/2026	RFP_S TABANI	8/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
13/08/2026	027848	13/08/2026		Funds Transfer Paymer	0.00	400.00
20/08/2026	RFP_S TABANI	15/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00

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20/08/2026	027997	20/08/2026		Funds Transfer Paymer	0.00	400.00
27/08/2026	RFP_S TABANI	22/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
27/08/2026	028141	27/08/2026		Funds Transfer Paymer	0.00	400.00
Total:					**1,600.00**	**1,600.00**
Creditor: 11534 - Lite Force Pty Ltd						
6/08/2026	12569	5/08/2026	Replace Exhaust Fan	Creditors Invoice	834.90	0.00
6/08/2026	12568	5/08/2026	Replace Ensuite Light	Creditors Invoice	495.90	0.00
6/08/2026	027682	6/08/2026		Funds Transfer Paymer	0.00	1,330.80
27/08/2026	12571	17/08/2026	Inspection of Ethernet Cables	Creditors Invoice	484.00	0.00
27/08/2026	028142	27/08/2026		Funds Transfer Paymer	0.00	484.00
Total:					**1,814.80**	**1,814.80**
Creditor: 11535 - Kirsty Croft						
13/08/2026	RFP_K CROFT_12082026	12/08/2026	Utilities Reimbursement	Creditors Invoice	80.00	0.00
13/08/2026	027849	13/08/2026		Funds Transfer Paymer	0.00	80.00
Total:					**80.00**	**80.00**
Creditor: 11541 - Lee-Ann Hayes						
6/08/2026	RFP_L HAYES	1/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
6/08/2026	027683	6/08/2026		Funds Transfer Paymer	0.00	400.00
13/08/2026	RFP_L HAYES	8/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
13/08/2026	027850	13/08/2026		Funds Transfer Paymer	0.00	400.00
20/08/2026	RFP_L HAYES	15/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
20/08/2026	027998	20/08/2026		Funds Transfer Paymer	0.00	400.00
27/08/2026	RFP_L HAYES	22/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
27/08/2026	028143	27/08/2026		Funds Transfer Paymer	0.00	400.00
Total:					**1,600.00**	**1,600.00**
Creditor: 11544 - Trophy Shop Australia (TTF Sarjudas Unit Trust)						
13/08/2026	62705	16/06/2026	Ship to Shore Winners Medals	Creditors Invoice	251.37	0.00
13/08/2026	027851	13/08/2026		Funds Transfer Paymer	0.00	251.37
Total:					**251.37**	**251.37**
Creditor: 11551 - Linas Norkus						
13/08/2026	RFP_L NORKUS_11082026	11/08/2026	Utilities Reimbursement	Creditors Invoice	154.50	0.00
13/08/2026	027852	13/08/2026		Funds Transfer Paymer	0.00	154.50
Total:					**154.50**	**154.50**
Creditor: 11553 - Supagas Pty Limited						
6/08/2026	C650586-7-2026	31/07/2026	Supply and Usage	Creditors Invoice	516.52	0.00
6/08/2026	027684	6/08/2026		Funds Transfer Paymer	0.00	516.52
Total:					**516.52**	**516.52**

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Creditor: 11555 - Scott Printers Pty Ltd						
6/08/2026	201997	29/07/2026	Wayfinding Signage	Creditors Invoice	3,399.00	0.00
6/08/2026	201329	29/06/2026	Design Reconciliation Week 2026	Creditors Invoice	528.00	0.00
6/08/2026	027685	6/08/2026		Funds Transfer Paymer	0.00	3,927.00
Total:					**3,927.00**	**3,927.00**
Creditor: 11556 - Leslie Rigot						
6/08/2026	RFP_L RIGOT	1/08/2026	Rental Reimbursement	Creditors Invoice	302.00	0.00
6/08/2026	027686	6/08/2026		Funds Transfer Paymer	0.00	302.00
13/08/2026	RFP_L RIGOT	8/08/2026	Rental Reimbursement	Creditors Invoice	302.00	0.00
13/08/2026	027853	13/08/2026		Funds Transfer Paymer	0.00	302.00
20/08/2026	RFP_L RIGOT	15/08/2026	Rental Reimbursement	Creditors Invoice	302.00	0.00
20/08/2026	027999	20/08/2026		Funds Transfer Paymer	0.00	302.00
27/08/2026	RFP_L RIGOT	22/08/2026	Rental Reimbursement	Creditors Invoice	302.00	0.00
27/08/2026	028144	27/08/2026		Funds Transfer Paymer	0.00	302.00
Total:					**1,208.00**	**1,208.00**
Creditor: 11564 - Vocus Communications - Phone						
13/08/2026	4711-0906936	3/08/2026	Communications July 2026	Creditors Invoice	1,438.40	0.00
13/08/2026	027854	13/08/2026		Funds Transfer Paymer	0.00	1,438.40
Total:					**1,438.40**	**1,438.40**
Creditor: 11565 - Vocus Pty Ltd - Licences						
13/08/2026	82067-02082026	2/08/2026	Licence Fee August 2026	Creditors Invoice	13.10	0.00
13/08/2026	027855	13/08/2026		Funds Transfer Paymer	0.00	13.10
Total:					**13.10**	**13.10**
Creditor: 11566 - Grindels Pty Ltd						
20/08/2026	12456	24/07/2026	Back Flow Testing - Jim Caffey	Creditors Invoice	1,966.80	0.00
20/08/2026	028000	20/08/2026		Funds Transfer Paymer	0.00	1,966.80
27/08/2026	12514	14/08/2026	Depot Training Room Hot Water System Repair	Creditors Invoice	928.13	0.00
27/08/2026	12515	14/08/2026	Back Flow Testing SH Bowls Club	Creditors Invoice	935.00	0.00
27/08/2026	028145	27/08/2026		Funds Transfer Paymer	0.00	1,863.13
Total:					**3,829.93**	**3,829.93**
Creditor: 11571 - Desert Wave Records Ltd.						
6/08/2026	INV-0087AA	7/07/2026	NAIDOC Inflatable Days	Creditors Invoice	2,300.00	0.00
6/08/2026	027687	6/08/2026		Funds Transfer Paymer	0.00	2,300.00
Total:					**2,300.00**	**2,300.00**
Creditor: 11579 - Denise Elizabeth Mackay						
13/08/2026	RFP_D MACKAY_11082026	11/08/2026	Relocation Reimbursement	Creditors Invoice	2,434.00	0.00
13/08/2026	027856	13/08/2026		Funds Transfer Paymer	0.00	2,434.00
20/08/2026	RFP_D ELIZABETH MACKAY_1108202	11/08/2026	Relocation Reimbursement	Creditors Invoice	1,599.14	0.00
20/08/2026	RFP_D ELIZABETH MACKAY_1108	11/08/2026	Relocation Reimbursement	Creditors Invoice	183.82	0.00

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20/08/2026	028001	20/08/2026		Funds Transfer Paymer	0.00	1,782.96
Total:					**4,216.96**	**4,216.96**
Creditor: 11584 - Healthnow (Aus) Pty Ltd						
13/08/2026	INV-0436	31/07/2026	Wellness Cards	Creditors Invoice	1,036.20	0.00
13/08/2026	INV-0452	31/07/2026	Wellness Cards	Creditors Invoice	22,273.32	0.00
13/08/2026	027857	13/08/2026		Funds Transfer Paymer	0.00	23,309.52
Total:					**23,309.52**	**23,309.52**
Creditor: 11586 - Steen Plumbing Services						
6/08/2026	INV-1421A	5/08/2026	Dump Point Service June & July 2026	Creditors Invoice	2,288.00	0.00
6/08/2026	INV-1423A	5/08/2026	PHCC Urgent Plumbing Work	Creditors Invoice	1,519.54	0.00
6/08/2026	027688	6/08/2026		Funds Transfer Paymer	0.00	3,807.54
13/08/2026	INV-1440A	6/08/2026	Plumbing Services	Creditors Invoice	422.62	0.00
13/08/2026	INV-1420	5/08/2026	Depot Mains Water Leak	Creditors Invoice	3,994.33	0.00
13/08/2026	INV-1451	10/08/2026	Plumbing Services	Creditors Invoice	416.25	0.00
13/08/2026	INV-1449A	10/08/2026	Supply and Install New Heat Pump	Creditors Invoice	4,966.94	0.00
13/08/2026	INV-1448	10/08/2026	Depot Kitchen Dishwasher Installation	Creditors Invoice	330.00	0.00
13/08/2026	027858	13/08/2026		Funds Transfer Paymer	0.00	10,130.14
27/08/2026	INV-1502	21/08/2026	Sutherland Water Meter Leak Service	Creditors Invoice	620.84	0.00
27/08/2026	INV-1500	19/08/2026	Len Taplin Plumbing Services	Creditors Invoice	330.00	0.00
27/08/2026	INV-1516B	25/08/2026	PH Stables Meter Water leak Service	Creditors Invoice	1,118.39	0.00
27/08/2026	INV-1466.	13/08/2026	Landfill Plumbing Service	Creditors Invoice	799.43	0.00
27/08/2026	INV-1452.	10/08/2026	Marquee Park Plumbing Service	Creditors Invoice	432.41	0.00
27/08/2026	INV-1515.	25/08/2026	SH Library Plumbing Service	Creditors Invoice	2,200.00	0.00
27/08/2026	INV-1509	24/08/2026	Plumbing Services	Creditors Invoice	654.48	0.00
27/08/2026	INV-1510	24/08/2026	Dump Point Service	Creditors Invoice	660.00	0.00
27/08/2026	028146	27/08/2026		Funds Transfer Paymer	0.00	6,815.55
Total:					**20,753.23**	**20,753.23**
Creditor: 11594 - Impact Digi Pty Ltd						
6/08/2026	3032	31/07/2026	Landfill Digital Banner	Creditors Invoice	2,425.34	0.00
6/08/2026	027689	6/08/2026		Funds Transfer Paymer	0.00	2,425.34
13/08/2026	3022A	17/07/2026	Graphic Design	Creditors Invoice	1,034.00	0.00
13/08/2026	027859	13/08/2026		Funds Transfer Paymer	0.00	1,034.00
Total:					**3,459.34**	**3,459.34**
Creditor: 11596 - Parul Sharma						
6/08/2026	RFP_P SHARMA	1/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
6/08/2026	027690	6/08/2026		Funds Transfer Paymer	0.00	400.00
13/08/2026	RFP_P SHARMA	8/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
13/08/2026	027860	13/08/2026		Funds Transfer Paymer	0.00	400.00
20/08/2026	RFP_P SHARMA	15/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
20/08/2026	028002	20/08/2026		Funds Transfer Paymer	0.00	400.00
27/08/2026	RFP_P SHARMA	22/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00

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27/08/2026	028147	27/08/2026		Funds Transfer Paymer	0.00	400.00
Total:					**1,600.00**	**1,600.00**
Creditor: 11620 - Brandon Nicholas Botes						
6/08/2026	RFP_B BOTES_31072026	31/07/2026	Utilities Reimbursement	Creditors Invoice	456.82	0.00
6/08/2026	027691	6/08/2026		Funds Transfer Paymer	0.00	456.82
Total:					**456.82**	**456.82**
Creditor: 11632 - The Trustee for PM Clinton Trust						
13/08/2026	INV-0637A	11/05/2026	Stadium Crèche New Flooring	Creditors Invoice	40,414.00	0.00
13/08/2026	INV-0684	3/08/2026	Additional Charge for Car Hire	Creditors Invoice	946.51	0.00
13/08/2026	027861	13/08/2026		Funds Transfer Paymer	0.00	41,360.51
Total:					**41,360.51**	**41,360.51**
Creditor: 11643 - Crayon Australia Pty Ltd						
13/08/2026	4403030795	8/08/2026	Microsoft Licence 01/07/2026-28/06/2028	Creditors Invoice	135,876.81	0.00
13/08/2026	027862	13/08/2026		Funds Transfer Paymer	0.00	135,876.81
20/08/2026	4403030702	8/08/2026	ICT Licence July 2026	Creditors Invoice	17,107.02	0.00
20/08/2026	028003	20/08/2026		Funds Transfer Paymer	0.00	17,107.02
27/08/2026	4403031197	21/08/2026	Adobe Pro Licences	Creditors Invoice	180.70	0.00
27/08/2026	028148	27/08/2026		Funds Transfer Paymer	0.00	180.70
Total:					**153,164.53**	**153,164.53**
Creditor: 11648 - Vision Intelligence Pty Ltd						
13/08/2026	2876168	4/08/2026	Timelapse Camera for JDH 05/08/2026 to 01/09/2026	Creditors Invoice	889.81	0.00
13/08/2026	027863	13/08/2026		Funds Transfer Paymer	0.00	889.81
Total:					**889.81**	**889.81**
Creditor: 11652 - Humanforce						
27/08/2026	71726-47187	27/06/2026	Monthly Saas Fee 27/06/2026-27/07/2026	Creditors Invoice	3,733.40	0.00
27/08/2026	71726-47886	27/07/2026	Monthly SaaS Fee 27/07/2026-27/08/2026	Creditors Invoice	3,733.40	0.00
27/08/2026	028149	27/08/2026		Funds Transfer Paymer	0.00	7,466.80
Total:					**7,466.80**	**7,466.80**
Creditor: 11656 - CORSIGN WA Pty Ltd						
13/08/2026	00106501	27/07/2026	Event Sign	Creditors Invoice	371.80	0.00
13/08/2026	00106706	31/07/2026	No Through Signs	Creditors Invoice	99.00	0.00
13/08/2026	00106500	4/08/2026	Orange Cone- Traffic	Creditors Invoice	4,180.00	0.00
13/08/2026	027864	13/08/2026		Funds Transfer Paymer	0.00	4,650.80
20/08/2026	00107081	12/08/2026	Stores Material Purchase	Creditors Invoice	2,073.50	0.00
20/08/2026	00106989	10/08/2026	Stores Material Purchase	Creditors Invoice	990.00	0.00
20/08/2026	028004	20/08/2026		Funds Transfer Paymer	0.00	3,063.50
27/08/2026	00107016	20/08/2026	Signage	Creditors Invoice	2,435.40	0.00
27/08/2026	00106984	17/08/2026	Stores Material Purchase	Creditors Invoice	528.00	0.00

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27/08/2026	028150	27/08/2026		Funds Transfer Paymer	0.00	2,963.40
Total:					**10,677.70**	**10,677.70**
Creditor: 11657 - Kennedy Muinde						
6/08/2026	RFP_K MUINDE	1/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
6/08/2026	027692	6/08/2026		Funds Transfer Paymer	0.00	400.00
13/08/2026	RFP_K MUINDE	8/08/2026	Rental Reimbursement	Creditors Invoice	342.86	0.00
13/08/2026	027865	13/08/2026		Funds Transfer Paymer	0.00	342.86
Total:					**742.86**	**742.86**
Creditor: 11658 - TEC Services Australia Pty Ltd						
6/08/2026	102891	22/07/2026	Replace RPZD	Creditors Invoice	3,256.40	0.00
6/08/2026	102953	22/07/2026	Backflow Device Testing	Creditors Invoice	481.64	0.00
6/08/2026	102951	22/07/2026	Replace RPZD	Creditors Invoice	1,675.15	0.00
6/08/2026	103116	29/07/2026	Spinifex Spree 2026	Creditors Invoice	2,711.57	0.00
6/08/2026	027693	6/08/2026		Funds Transfer Paymer	0.00	8,124.76
20/08/2026	103183	13/08/2026	Backflow Device Testing	Creditors Invoice	316.64	0.00
20/08/2026	103181	13/08/2026	Stadium Urinal Repair	Creditors Invoice	4,457.07	0.00
20/08/2026	103172	11/08/2026	Spinifex - Potable Water Supply 2026	Creditors Invoice	15,035.84	0.00
20/08/2026	028005	20/08/2026		Funds Transfer Paymer	0.00	19,809.55
27/08/2026	103248	20/08/2026	Fence Repairs	Creditors Invoice	16,291.20	0.00
27/08/2026	103170	11/08/2026	SHAC Contractor Service	Creditors Invoice	1,095.11	0.00
27/08/2026	103257	21/08/2026	Spinifex - Potable Water Supply	Creditors Invoice	1,276.02	0.00
27/08/2026	028151	27/08/2026		Funds Transfer Paymer	0.00	18,662.33
Total:					**46,596.64**	**46,596.64**
Creditor: 11665 - Craig Zanotti						
13/08/2026	RFP_C ZANOTTI_12082026A	12/08/2026	Utilities Reimbursement	Creditors Invoice	78.00	0.00
13/08/2026	RFP_C ZANOTTI_12082026	12/08/2026	Utilities Reimbursement	Creditors Invoice	78.00	0.00
13/08/2026	027866	13/08/2026		Funds Transfer Paymer	0.00	156.00
Total:					**156.00**	**156.00**
Creditor: 11671 - Department of Local Government, Industry Reg and Safety						
13/08/2026	RFP_DLGIRS_11082026	11/08/2026	BSL Levies for July 2026	Creditors Invoice	85,403.19	0.00
13/08/2026	027867	13/08/2026		Funds Transfer Paymer	0.00	85,403.19
Total:					**85,403.19**	**85,403.19**
Creditor: 11672 - Bright 'N' Care Cleaning Services Pty Ltd						
20/08/2026	INV-6413	24/07/2026	Marie Marland Reserve Clean WE 06/07/2026	Creditors Invoice	250.00	0.00
20/08/2026	028006	20/08/2026		Funds Transfer Paymer	0.00	250.00
Total:					**250.00**	**250.00**
Creditor: 11673 - Eurofins ARL Pty Ltd						
6/08/2026	AU14-1084719	29/07/2026	Solid Samples	Creditors Invoice	195.25	0.00
6/08/2026	027694	6/08/2026		Funds Transfer Paymer	0.00	195.25

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Total:					**195.25**	**195.25**
Creditor: 11678 - Setonix Digital Pty Ltd						
13/08/2026	INV-0393	31/07/2026	Phase 2 Optimisation Program	Creditors Invoice	9,706.13	0.00
13/08/2026	027868	13/08/2026		Funds Transfer Paymer	0.00	9,706.13
Total:					**9,706.13**	**9,706.13**
Creditor: 11681 - Roadform Services Pty Ltd T/A AAA Asphalt Surfaces						
6/08/2026	INV-0176A	29/07/2026	Reseal Works SH Cemetery & Greenfield St	Creditors Invoice	409,828.27	0.00
6/08/2026	INV-0177AA	29/07/2026	Blackspot Speedhumps Kennedy Street	Creditors Invoice	102,921.72	0.00
6/08/2026	027695	6/08/2026		Funds Transfer Paymer	0.00	512,749.99
Total:					**512,749.99**	**512,749.99**
Creditor: 11712 - Avalon Real Estate						
27/08/2026	INV-0256	23/08/2026	Monthly Inspection June 2026	Creditors Invoice	792.00	0.00
27/08/2026	INV-0259	24/08/2026	Property Condition Report	Creditors Invoice	385.00	0.00
27/08/2026	INV-0257A	23/08/2026	Property Condition Report	Creditors Invoice	275.00	0.00
27/08/2026	INV-0260	24/08/2026	Property Condition Report	Creditors Invoice	495.00	0.00
27/08/2026	INV-0261B	24/08/2026	Routine Inspection	Creditors Invoice	88.00	0.00
27/08/2026	INV-0258	23/08/2026	Property Condition Report	Creditors Invoice	275.00	0.00
27/08/2026	028152	27/08/2026		Funds Transfer Paymer	0.00	2,310.00
Total:					**2,310.00**	**2,310.00**
Creditor: 11715 - Firesafe Resource and Industrial Pty Ltd						
6/08/2026	FR04998	29/07/2026	Yacht Club Exit Sign Removal	Creditors Invoice	1,072.50	0.00
6/08/2026	027696	6/08/2026		Funds Transfer Paymer	0.00	1,072.50
13/08/2026	FR05162	10/08/2026	Yacht Club Work	Creditors Invoice	2,413.52	0.00
13/08/2026	FR05184	12/08/2026	Stadium Defect Testing	Creditors Invoice	662.75	0.00
13/08/2026	027869	13/08/2026		Funds Transfer Paymer	0.00	3,076.27
20/08/2026	FR05209	13/08/2026	CMP Evac Plan Creation	Creditors Invoice	2,365.00	0.00
20/08/2026	FR05265	14/08/2026	Stadium Fire Pump	Creditors Invoice	4,982.18	0.00
20/08/2026	028007	20/08/2026		Funds Transfer Paymer	0.00	7,347.18
Total:					**11,495.95**	**11,495.95**
Creditor: 11718 - Megan Elizabeth Budge						
27/08/2026	RFP_M BUDGE_21082026	21/08/2026	Utilities Reimbursement	Creditors Invoice	79.99	0.00
27/08/2026	028153	27/08/2026		Funds Transfer Paymer	0.00	79.99
Total:					**79.99**	**79.99**
Creditor: 11726 - Holdfast Contracting Pty Ltd						
6/08/2026	5679	31/07/2026	SH Cemetry Plumbing Service	Creditors Invoice	2,680.70	0.00
6/08/2026	027697	6/08/2026		Funds Transfer Paymer	0.00	2,680.70
27/08/2026	5682	20/08/2026	Stadium Plumbing Service	Creditors Invoice	561.00	0.00

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27/08/2026	028154		27/08/2026		Funds Transfer Paymer	0.00	561.00
Total:						**3,241.70**	**3,241.70**
Creditor: 11727 - Swan Towing							
13/08/2026	00346466		24/07/2026	VEH136 Towing to Depot	Creditors Invoice	618.75	0.00
13/08/2026	027870		13/08/2026		Funds Transfer Paymer	0.00	618.75
Total:						**618.75**	**618.75**
Creditor: 11728 - Emma Swarbrick							
20/08/2026	RFP_E SWARBRICK_13082026		13/08/2026	Utilities Reimbursement	Creditors Invoice	184.33	0.00
20/08/2026	028008		20/08/2026		Funds Transfer Paymer	0.00	184.33
Total:						**184.33**	**184.33**
Creditor: 11738 - Laura Newling-Goode							
6/08/2026	RFP_L NEWLING-GOODE		1/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
6/08/2026	027698		6/08/2026		Funds Transfer Paymer	0.00	400.00
13/08/2026	RFP_L NEWLING-GOODE		8/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
13/08/2026	027871		13/08/2026		Funds Transfer Paymer	0.00	400.00
20/08/2026	RFP_L NEWLING-GOODE_03082026		3/08/2026	Travel Reimbursment	Creditors Invoice	502.53	0.00
20/08/2026	RFP_L NEWLING-GOODE		15/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
20/08/2026	028009		20/08/2026		Funds Transfer Paymer	0.00	902.53
27/08/2026	RFP_L NEWLING-GOODE		22/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
27/08/2026	028155		27/08/2026		Funds Transfer Paymer	0.00	400.00
Total:						**2,102.53**	**2,102.53**
Creditor: 11739 - Head Oceania Pty Ltd							
13/08/2026		3790290764	4/06/2026	SHAC Operational Requirements	Creditors Invoice	1,851.30	0.00
13/08/2026	027872		13/08/2026		Funds Transfer Paymer	0.00	1,851.30
Total:						**1,851.30**	**1,851.30**
Creditor: 11740 - Liberty Wallace							
6/08/2026	RFP_ L WALLACE_05082026		5/08/2026	Utilities Reimbursement	Creditors Invoice	384.63	0.00
6/08/2026	027699		6/08/2026		Funds Transfer Paymer	0.00	384.63
27/08/2026	RFP_L WALLACE_25082026		25/08/2026	Utilities Reimbursement	Creditors Invoice	255.09	0.00
27/08/2026	028156		27/08/2026		Funds Transfer Paymer	0.00	255.09
Total:						**639.72**	**639.72**
Creditor: 11741 - Aiden Syddall							
13/08/2026	RFP_A SYDDALL_11082026		11/08/2026	Relocation Reimbursement	Creditors Invoice	2,770.42	0.00
13/08/2026	027873		13/08/2026		Funds Transfer Paymer	0.00	2,770.42
Total:						**2,770.42**	**2,770.42**
Creditor: 11743 - Cameron Grant Cornish							
6/08/2026	RFP_C CORNISH		1/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00

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6/08/2026	027700	6/08/2026		Funds Transfer Paymer	0.00	400.00
13/08/2026	RFP_C CORNISH	8/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
13/08/2026	027874	13/08/2026		Funds Transfer Paymer	0.00	400.00
20/08/2026	RFP_C CORNISH	15/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
20/08/2026	028010	20/08/2026		Funds Transfer Paymer	0.00	400.00
27/08/2026	RFP_C CORNISH	22/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
27/08/2026	028157	27/08/2026		Funds Transfer Paymer	0.00	400.00
Total:					**1,600.00**	**1,600.00**
Creditor: 11744 - Melissa Anderson						
6/08/2026	RFP_M ANDERSON	1/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
6/08/2026	027701	6/08/2026		Funds Transfer Paymer	0.00	400.00
13/08/2026	RFP_M ANDERSON	8/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
13/08/2026	027875	13/08/2026		Funds Transfer Paymer	0.00	400.00
20/08/2026	RFP_M ANDERSON	15/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
20/08/2026	028011	20/08/2026		Funds Transfer Paymer	0.00	400.00
27/08/2026	RFP_M ANDERSON	22/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
27/08/2026	028158	27/08/2026		Funds Transfer Paymer	0.00	400.00
Total:					**1,600.00**	**1,600.00**
Creditor: 11745 - Manjinder Kaur						
6/08/2026	RFP_M KAUR	1/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
6/08/2026	027702	6/08/2026		Funds Transfer Paymer	0.00	675.00
13/08/2026	RFP_M KAUR	8/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
13/08/2026	027876	13/08/2026		Funds Transfer Paymer	0.00	675.00
20/08/2026	RFP_M KAUR	15/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
20/08/2026	028012	20/08/2026		Funds Transfer Paymer	0.00	675.00
27/08/2026	RFP_M KAUR	22/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
27/08/2026	028159	27/08/2026		Funds Transfer Paymer	0.00	675.00
Total:					**2,700.00**	**2,700.00**
Creditor: 11754 - The Trustee for PH Supacenta No 2 Trust (TA Harvey Norman)						
13/08/2026	1914609	5/08/2026	Dishwasher	Creditors Invoice	498.00	0.00
13/08/2026	027877	13/08/2026		Funds Transfer Paymer	0.00	498.00
20/08/2026	1915458	12/08/2026	Wireless Mouse	Creditors Invoice	348.00	0.00
20/08/2026	028013	20/08/2026		Funds Transfer Paymer	0.00	348.00
Total:					**846.00**	**846.00**
Creditor: 11756 - Muscat Tanzer Lawyers						
6/08/2026	2890	30/06/2026	Procurement Policy & IOP Review	Creditors Invoice	5,500.00	0.00
6/08/2026	027703	6/08/2026		Funds Transfer Paymer	0.00	5,500.00
Total:					**5,500.00**	**5,500.00**
Creditor: 11772 - Darko Nastevski						
13/08/2026	RFP_D NASTEVSKI_11082026	11/08/2026	Utilities Reimbursement	Creditors Invoice	592.69	0.00

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13/08/2026	027878	13/08/2026		Funds Transfer Paymer	0.00	592.69
Total:					**592.69**	**592.69**
Creditor: 11773 - Rakshya Khadka						
6/08/2026	RFP_R KHADKA_29072026	29/07/2026	Utilities Reimbursement	Creditors Invoice	53.99	0.00
6/08/2026	027704	6/08/2026		Funds Transfer Paymer	0.00	53.99
20/08/2026	RFP_R KHADKA_17082026	17/08/2026	Utilities Reimbursement	Creditors Invoice	53.99	0.00
20/08/2026	028014	20/08/2026		Funds Transfer Paymer	0.00	53.99
27/08/2026	RFP_R KHADKA_26082026	26/08/2026	Utilities Reimbursement	Creditors Invoice	166.62	0.00
27/08/2026	028160	27/08/2026		Funds Transfer Paymer	0.00	166.62
Total:					**274.60**	**274.60**
Creditor: 11779 - Land Insights						
27/08/2026	INV-3265A	31/07/2026	Rezoning Amendments	Creditors Invoice	12,540.00	0.00
27/08/2026	028161	27/08/2026		Funds Transfer Paymer	0.00	12,540.00
Total:					**12,540.00**	**12,540.00**
Creditor: 11785 - Byblos Constructions Pty Ltd						
27/08/2026	CT000565 - CLAIM 05 - JUL 2026	1/08/2026	JD Hardie Youth & Community Hub Stage 3	Creditors Invoice	1,172,816.10	0.00
27/08/2026	028162	27/08/2026		Funds Transfer Paymer	0.00	1,172,816.10
Total:					**1,172,816.10**	**1,172,816.10**
Creditor: 11786 - AEYCorp Pty Ltd						
20/08/2026	770	4/08/2026	Landfill Contractor Services	Creditors Invoice	1,217.76	0.00
20/08/2026	028015	20/08/2026		Funds Transfer Paymer	0.00	1,217.76
27/08/2026	824	21/08/2026	Landfill Plumbing Work	Creditors Invoice	1,788.92	0.00
27/08/2026	844	24/08/2026	Retic Repair	Creditors Invoice	768.35	0.00
27/08/2026	028163	27/08/2026		Funds Transfer Paymer	0.00	2,557.27
Total:					**3,775.03**	**3,775.03**
Creditor: 11787 - Emma Chamberlain						
27/08/2026	RFP_E CHAMBERLAIN	22/08/2026	Rental Reimbursement	Creditors Invoice	628.57	0.00
27/08/2026	028164	27/08/2026		Funds Transfer Paymer	0.00	628.57
Total:					**628.57**	**628.57**
Creditor: 11800 - Chaos Theory Events Perth						
6/08/2026	INV00000012	4/08/2026	Stalls Management - Spinifex Spree	Creditors Invoice	15,610.92	0.00
6/08/2026	027705	6/08/2026		Funds Transfer Paymer	0.00	15,610.92
Total:					**15,610.92**	**15,610.92**
Creditor: 11804 - Birdbooks Pty Ltd						
6/08/2026	4267451	3/08/2026	Book Club	Creditors Invoice	40.48	0.00
6/08/2026	027706	6/08/2026		Funds Transfer Paymer	0.00	40.48
13/08/2026	4262010	18/05/2026	Book Club	Creditors Invoice	40.48	0.00

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13/08/2026	INV-1228A	10/08/2026	Professional Service	Creditors Invoice	4,565.00	0.00
13/08/2026	027879	13/08/2026		Funds Transfer Paymer	0.00	4,605.48
27/08/2026	4268414	18/08/2026	Book Club	Creditors Invoice	34.18	0.00
27/08/2026	028165	27/08/2026		Funds Transfer Paymer	0.00	34.18
Total:					**4,680.14**	**4,680.14**
Creditor: 11812 - Mills Oakley						
20/08/2026	844437	31/07/2026	Professional Service	Creditors Invoice	20,284.00	0.00
20/08/2026	028016	20/08/2026		Funds Transfer Paymer	0.00	20,284.00
Total:					**20,284.00**	**20,284.00**
Creditor: 11816 - Sasha Gubbins						
13/08/2026	RFP_S GUBBINS_11082026	11/08/2026	Utilities Reimbursement	Creditors Invoice	80.00	0.00
13/08/2026	027880	13/08/2026		Funds Transfer Paymer	0.00	80.00
Total:					**80.00**	**80.00**
Creditor: 11817 - Ralf Eggebrett						
6/08/2026	2026147	3/08/2026	Rose Nowers Safety Maintenance	Creditors Invoice	4,702.50	0.00
6/08/2026	027707	6/08/2026		Funds Transfer Paymer	0.00	4,702.50
Total:					**4,702.50**	**4,702.50**
Creditor: 11827 - Leading Roles						
6/08/2026	INV-9332	4/08/2026	Recruitment of Manager Strategy & Communications	Creditors Invoice	10,348.80	0.00
6/08/2026	027708	6/08/2026		Funds Transfer Paymer	0.00	10,348.80
Total:					**10,348.80**	**10,348.80**
Creditor: 11829 - Hannah Davidson						
6/08/2026	RFP_H DAVIDSON_04082026	4/08/2026	Travel Reimbursement	Creditors Invoice	532.14	0.00
6/08/2026	RFP_H DAVIDSON	1/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
6/08/2026	027709	6/08/2026		Funds Transfer Paymer	0.00	932.14
13/08/2026	RFP_H DAVIDSON	8/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
13/08/2026	027881	13/08/2026		Funds Transfer Paymer	0.00	400.00
20/08/2026	RFP_H DAVIDSON	15/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
20/08/2026	028017	20/08/2026		Funds Transfer Paymer	0.00	400.00
27/08/2026	RFP_H DAVIDSON	22/08/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
27/08/2026	028166	27/08/2026		Funds Transfer Paymer	0.00	400.00
Total:					**2,132.14**	**2,132.14**
Creditor: 11830 - Renee Catherine Carter						
6/08/2026	RFP_R CARTER	1/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
6/08/2026	027710	6/08/2026		Funds Transfer Paymer	0.00	675.00
13/08/2026	RFP_R CARTER	8/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
13/08/2026	027882	13/08/2026		Funds Transfer Paymer	0.00	675.00
20/08/2026	RFP_R CARTER	15/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
20/08/2026	028018	20/08/2026		Funds Transfer Paymer	0.00	675.00

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27/08/2026	RFP_R CARTER	22/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
27/08/2026	028167	27/08/2026		Funds Transfer Paymer	0.00	675.00
Total:					**2,700.00**	**2,700.00**
Creditor: 11834 - Marietjie Janse Van Vuuren						
6/08/2026	RFP_MJ VAN VUUREN	1/08/2026	Mortgage Reimbursement	Creditors Invoice	500.00	0.00
6/08/2026	027711	6/08/2026		Funds Transfer Paymer	0.00	500.00
13/08/2026	RFP_MJ VAN VUUREN	8/08/2026	Mortgage Reimbursement	Creditors Invoice	500.00	0.00
13/08/2026	027883	13/08/2026		Funds Transfer Paymer	0.00	500.00
20/08/2026	RFP_MJ VAN VUUREN	15/08/2026	Mortgage Reimbursement	Creditors Invoice	500.00	0.00
20/08/2026	028019	20/08/2026		Funds Transfer Paymer	0.00	500.00
27/08/2026	RFP_MJ VAN VUUREN	22/08/2026	Mortgage Reimbursement	Creditors Invoice	500.00	0.00
27/08/2026	028168	27/08/2026		Funds Transfer Paymer	0.00	500.00
Total:					**2,000.00**	**2,000.00**
Creditor: 11841 - Hedland Harbour Cafe						
6/08/2026	INV-0134A	30/07/2026	MSR Workshop Catering	Creditors Invoice	210.00	0.00
6/08/2026	INV-0133A	30/07/2026	MSR Workshop Catering	Creditors Invoice	360.00	0.00
6/08/2026	INV-0138AA	22/07/2026	AFS Catering	Creditors Invoice	360.00	0.00
6/08/2026	027712	6/08/2026		Funds Transfer Paymer	0.00	930.00
13/08/2026	INV-0142AA	5/08/2026	EM Briefing Catering	Creditors Invoice	345.00	0.00
13/08/2026	INV-0143	5/08/2026	EM Briefing Catering	Creditors Invoice	425.00	0.00
13/08/2026	INV-0152A	12/08/2026	AFS Catering	Creditors Invoice	435.00	0.00
13/08/2026	INV-0151A	12/08/2026	Elected Member Briefing Catering	Creditors Invoice	360.00	0.00
13/08/2026	027884	13/08/2026		Funds Transfer Paymer	0.00	1,565.00
20/08/2026	INV-0154	12/08/2026	Drone Training Catering	Creditors Invoice	120.00	0.00
20/08/2026	INV-0155A	12/08/2026	Drone Training Catering	Creditors Invoice	120.00	0.00
20/08/2026	INV-0156A	12/08/2026	Drone Training Catering	Creditors Invoice	112.00	0.00
20/08/2026	028020	20/08/2026		Funds Transfer Paymer	0.00	352.00
27/08/2026	INV-0163A	20/08/2026	EM's Media Training Catering	Creditors Invoice	345.00	0.00
27/08/2026	028169	27/08/2026		Funds Transfer Paymer	0.00	345.00
Total:					**3,192.00**	**3,192.00**
Creditor: 11849 - Kellie Marie Acres						
27/08/2026	RFP_KELLIE MARIE ACRES_2508202	25/08/2026	Melbourne Cup Lunch decorations	Creditors Invoice	451.02	0.00
27/08/2026	028170	27/08/2026		Funds Transfer Paymer	0.00	451.02
Total:					**451.02**	**451.02**
Creditor: 11852 - Zale Pty Ltd						
6/08/2026	INV-0436A	31/07/2026	Industrial Agreement Negotiations	Creditors Invoice	15,886.76	0.00
6/08/2026	INV-0446	31/07/2026	Industrial Agreement Negotiations	Creditors Invoice	3,125.95	0.00
6/08/2026	027713	6/08/2026		Funds Transfer Paymer	0.00	19,012.71
Total:					**19,012.71**	**19,012.71**
Creditor: 11859 - Austcorp Consulting PTY LTD						
6/08/2026	165963	31/07/2026	Contracting Services WE 26/07/2026	Creditors Invoice	623.62	0.00

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6/08/2026	165962		31/07/2026	Contracting Services WE 26/07/2026	Creditors Invoice	1,697.85	0.00
6/08/2026	027714		6/08/2026		Funds Transfer Paymer	0.00	2,321.47
27/08/2026	166260		14/08/2026	Contracting Services WE 09/08/2026	Creditors Invoice	2,452.90	0.00
27/08/2026	166108		7/08/2026	Contracting Services WE 08/02/2026	Creditors Invoice	3,118.09	0.00
27/08/2026	166415		21/08/2026	Contracting Services WE 16/08/2026	Creditors Invoice	1,046.29	0.00
27/08/2026	P1472506		17/08/2026	Recruitment Fees	Creditors Invoice	9,433.96	0.00
27/08/2026	028171		27/08/2026		Funds Transfer Paymer	0.00	16,051.24
Total:						**18,372.71**	**18,372.71**
Creditor: 11865 - Avalon Real Estate Commercial Trust							
13/08/2026	3366053		22/05/2026	Storage Rental 12/06/2026-09/07/2026	Creditors Invoice	488.00	0.00
13/08/2026	3332703		17/04/2026	Storage Rental 17/04/2026-14/05/2026	Creditors Invoice	568.00	0.00
13/08/2026	3336934		24/04/2026	Storage Rental 15/05/2026-11/06/2026	Creditors Invoice	488.00	0.00
13/08/2026	3333554		17/04/2026	Storage Rental 17/04/2026-14/05/2026	Creditors Invoice	250.00	0.00
13/08/2026	3336935		24/04/2026	Storage Rental 15/05/206-11/06/2026	Creditors Invoice	220.00	0.00
13/08/2026	3366054		22/05/2026	Storage Rental 12/06/2026-09/07/2026	Creditors Invoice	220.00	0.00
13/08/2026		3333550	21/04/2026	Storage Rental Bond	Creditors Invoice	220.00	0.00
13/08/2026	027885		13/08/2026		Funds Transfer Paymer	0.00	2,454.00
Total:						**2,454.00**	**2,454.00**
Creditor: 11878 - Alan lamb							
27/08/2026	RFP_ALAN LAMB_19082026		19/08/2026	ARIC Meeting Reimbursement	Creditors Invoice	1,215.00	0.00
27/08/2026	028172		27/08/2026		Funds Transfer Paymer	0.00	1,215.00
Total:						**1,215.00**	**1,215.00**
Creditor: 11879 - Sonia McKeiver							
20/08/2026	RFP_S MCKEIVER_17082026		17/08/2026	ARIC Meeting Reimbursement	Creditors Invoice	81.89	0.00
20/08/2026	028021		20/08/2026		Funds Transfer Paymer	0.00	81.89
27/08/2026	RFP_SONIA MCKEIVER_20082026		20/08/2026	ARIC Meeting Reimbursement	Creditors Invoice	1,215.00	0.00
27/08/2026	028173		27/08/2026		Funds Transfer Paymer	0.00	1,215.00
Total:						**1,296.89**	**1,296.89**
Creditor: 11882 - Renae Anne Doyle							
6/08/2026	RFP_R DOYLE_20072026		20/07/2026	Fuel Reimbursement	Creditors Invoice	34.70	0.00
6/08/2026	027715		6/08/2026		Funds Transfer Paymer	0.00	34.70
13/08/2026	RFP_R DOYLE_09082026		9/08/2026	Utilities Reimbursement	Creditors Invoice	140.00	0.00
13/08/2026	027886		13/08/2026		Funds Transfer Paymer	0.00	140.00
27/08/2026	RFP_R DOYLE_18082026		18/08/2026	Relocation Reimbursement	Creditors Invoice	645.13	0.00
27/08/2026	028174		27/08/2026		Funds Transfer Paymer	0.00	645.13
Total:						**819.83**	**819.83**
Creditor: 11891 - Open Systems Support Pty Ltd							
13/08/2026	33231		30/06/2026	Network Refresh Program - Procurement	Creditors Invoice	20,964.58	0.00
13/08/2026	027887		13/08/2026		Funds Transfer Paymer	0.00	20,964.58
Total:						**20,964.58**	**20,964.58**

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Creditor: 11896 - Rice 2 meet you						
27/08/2026	000008	19/08/2026	Team Talk Catering August 2026	Creditors Invoice	250.00	0.00
27/08/2026	028175	27/08/2026		Funds Transfer Paymer	0.00	250.00
Total:					**250.00**	**250.00**
Creditor: 11900 - Benchmark Consulting WA						
27/08/2026	3502	31/07/2026	Seawall Condition Assessment	Creditors Invoice	26,235.00	0.00
27/08/2026	028176	27/08/2026		Funds Transfer Paymer	0.00	26,235.00
Total:					**26,235.00**	**26,235.00**
Creditor: 11903 - Wedgefield Tyre Solutions Pty Ltd						
27/08/2026	57146	19/08/2026	Mower Tyre Repair	Creditors Invoice	132.00	0.00
27/08/2026	028177	27/08/2026		Funds Transfer Paymer	0.00	132.00
Total:					**132.00**	**132.00**
Creditor: 11906 - Azyll Grace Gujadhur						
13/08/2026	RFP_A GRACE GUJADHUR_10082026	10/08/2026	Work Related Reimbursement	Creditors Invoice	424.93	0.00
13/08/2026	027888	13/08/2026		Funds Transfer Paymer	0.00	424.93
27/08/2026	RFP_A GRACE GUJADHUR_11082026	11/08/2026	Work Related Reimbursement	Creditors Invoice	289.38	0.00
27/08/2026	028178	27/08/2026		Funds Transfer Paymer	0.00	289.38
Total:					**714.31**	**714.31**
Creditor: 11907 - Radian Architecture Pty Ltd						
13/08/2026	INV-RADIAN3079	31/07/2026	PHCC Architectural Consulting	Creditors Invoice	18,150.00	0.00
13/08/2026	027889	13/08/2026		Funds Transfer Paymer	0.00	18,150.00
Total:					**18,150.00**	**18,150.00**
Creditor: 11920 - Zane Amphlett						
27/08/2026	1005	25/08/2026	Professional Services	Creditors Invoice	3,100.00	0.00
27/08/2026	028179	27/08/2026		Funds Transfer Paymer	0.00	3,100.00
Total:					**3,100.00**	**3,100.00**
Creditor: 11925 - Deane Dobson						
6/08/2026	RFP_D DOBSON	1/08/2026	Mortgage Reimbursement	Creditors Invoice	600.00	0.00
6/08/2026	027716	6/08/2026		Funds Transfer Paymer	0.00	600.00
13/08/2026	RFP_D DOBSON	8/08/2026	Mortgage Reimbursement	Creditors Invoice	600.00	0.00
13/08/2026	027890	13/08/2026		Funds Transfer Paymer	0.00	600.00
20/08/2026	RFP_D DOBSON	15/08/2026	Mortgage Reimbursement	Creditors Invoice	600.00	0.00
20/08/2026	028022	20/08/2026		Funds Transfer Paymer	0.00	600.00
27/08/2026	RFP_D DOBSON	22/08/2026	Mortgage Reimbursement	Creditors Invoice	600.00	0.00
27/08/2026	028180	27/08/2026		Funds Transfer Paymer	0.00	600.00
Total:					**2,400.00**	**2,400.00**

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Creditor: 11926 - Dutch Fritz						
6/08/2026	RFP_D FRITZ	1/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
6/08/2026	027717	6/08/2026		Funds Transfer Paymer	0.00	675.00
13/08/2026	RFP_D FRITZ	8/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
13/08/2026	027891	13/08/2026		Funds Transfer Paymer	0.00	675.00
20/08/2026	RFP_D FRITZ	15/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
20/08/2026	028023	20/08/2026		Funds Transfer Paymer	0.00	675.00
27/08/2026	RFP_D FRITZ	22/08/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
27/08/2026	028181	27/08/2026		Funds Transfer Paymer	0.00	675.00
Total:					**2,700.00**	**2,700.00**
Creditor: 11928 - VVS Film A/NZ Pty Ltd						
13/08/2026	18120	10/08/2026	Film Rental Tuner	Creditors Invoice	165.00	0.00
13/08/2026	18119	10/08/2026	Film Rental Mother Mary	Creditors Invoice	165.00	0.00
13/08/2026	027892	13/08/2026		Funds Transfer Paymer	0.00	330.00
Total:					**330.00**	**330.00**
Creditor: 11935 - Dodgy Bros Dodgeball co						
13/08/2026	DB INV-2964	26/06/2026	Naidoc Week Event	Creditors Invoice	4,950.00	0.00
13/08/2026	DB INV-2940	4/06/2026	Spinifex Spree Event	Creditors Invoice	7,088.50	0.00
13/08/2026	DB INV-2960	23/06/2026	Spinifex Spree Event	Creditors Invoice	7,088.50	0.00
13/08/2026	027893	13/08/2026		Funds Transfer Paymer	0.00	19,127.00
Total:					**19,127.00**	**19,127.00**
Creditor: 11936 - Civic Legal Pty Ltd						
20/08/2026	516150	30/06/2026	Councilor Training Workshop	Creditors Invoice	13,882.13	0.00
20/08/2026	028024	20/08/2026		Funds Transfer Paymer	0.00	13,882.13
Total:					**13,882.13**	**13,882.13**
Creditor: 11940 - Angela Liu						
6/08/2026	RFP_A LIU	1/08/2026	Rental Reimbursement	Creditors Invoice	699.62	0.00
6/08/2026	RFP_ANGELA LIU	6/08/2026	Rental Reimbursement Backpay	Creditors Invoice	10,126.03	0.00
6/08/2026	027718	6/08/2026		Funds Transfer Paymer	0.00	10,825.65
13/08/2026	RFP_A LIU	8/08/2026	Rental Reimbursement	Creditors Invoice	257.75	0.00
13/08/2026	027894	13/08/2026		Funds Transfer Paymer	0.00	257.75
20/08/2026	RFP_A LIU	15/08/2026	Rental Reimbursement	Creditors Invoice	257.75	0.00
20/08/2026	028025	20/08/2026		Funds Transfer Paymer	0.00	257.75
27/08/2026	RFP_A LIU_26082026	26/08/2026	Travel Reimbursement	Creditors Invoice	575.75	0.00
27/08/2026	RFP_A LIU	22/08/2026	Rental Reimbursement	Creditors Invoice	257.75	0.00
27/08/2026	028182	27/08/2026		Funds Transfer Paymer	0.00	833.50
Total:					**12,174.65**	**12,174.65**
Creditor: 11941 - Adele Heraty						
20/08/2026	RFP_A HERATY_19082026	19/08/2026	Utilities Reimbursement	Creditors Invoice	465.30	0.00

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20/08/2026	028026	20/08/2026		Funds Transfer Paymer	0.00	465.30
Total:					**465.30**	**465.30**
Creditor: 11942 - My Brand Digital						
20/08/2026	INV-1934	31/07/2026	Pyschosocial eLearning Module	Creditors Invoice	9,864.80	0.00
20/08/2026	028027	20/08/2026		Funds Transfer Paymer	0.00	9,864.80
Total:					**9,864.80**	**9,864.80**
Creditor: 11943 - Traffic Force						
13/08/2026	SO00001140	15/07/2026	Traffic Management Plan	Creditors Invoice	1,531.20	0.00
13/08/2026	027895	13/08/2026		Funds Transfer Paymer	0.00	1,531.20
Total:					**1,531.20**	**1,531.20**
Creditor: 11944 - Northfleet						
27/08/2026	INV-26-06968	18/08/2026	Professional Service	Creditors Invoice	2,578.22	0.00
27/08/2026	028183	27/08/2026		Funds Transfer Paymer	0.00	2,578.22
Total:					**2,578.22**	**2,578.22**
Creditor: 11945 - Madan Hang Chemjong						
6/08/2026	RFP_MADAN HANG CHEMJONG_310726	31/07/2026	Relocation Reimbursement	Creditors Invoice	994.81	0.00
6/08/2026	027719	6/08/2026		Funds Transfer Paymer	0.00	994.81
Total:					**994.81**	**994.81**
Creditor: 11947 - Transmission Too Pty Ltd						
27/08/2026	00071526	11/05/2026	Movie Hire I Swear	Creditors Invoice	327.50	0.00
27/08/2026	028184	27/08/2026		Funds Transfer Paymer	0.00	327.50
Total:					**327.50**	**327.50**
Creditor: 11948 - Spare Parts Puppet Theatre Inc						
20/08/2026	INV-0773A	12/08/2026	Performance Service	Creditors Invoice	1,925.00	0.00
20/08/2026	028028	20/08/2026		Funds Transfer Paymer	0.00	1,925.00
Total:					**1,925.00**	**1,925.00**
Creditor: 11949 - Ingrid Lisa Bishop						
27/08/2026	RFP_INGRID LISA BISHOP_1808202	18/08/2026	Relocation Reimbursement	Creditors Invoice	2,100.00	0.00
27/08/2026	028185	27/08/2026		Funds Transfer Paymer	0.00	2,100.00
Total:					**2,100.00**	**2,100.00**
Creditor: 11951 - Steven Gatt						
27/08/2026	RFP_S GATT_19082026	19/08/2026	Fuel Reimbursement	Creditors Invoice	387.75	0.00
27/08/2026	RFP_STEVEN GATT_19082026	19/08/2026	Relocation Reimbursement	Creditors Invoice	2,499.11	0.00

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27/08/2026	028186	27/08/2026		Funds Transfer Paymer	0.00	2,886.86
Total:					**2,886.86**	**2,886.86**
Creditor: 99999 - Sundry Eft						
6/08/2026	D000019396	29/07/2026	Sundry EFT	Creditors Invoice	110.00	0.00
6/08/2026	RFP_SELECT MUSIC_30072026	30/07/2026	Sundry EFT	Creditors Invoice	3,850.00	0.00
6/08/2026	RFP_CLINT BOSTER_04082026	4/08/2026	Sundry EFT	Creditors Invoice	17,500.00	0.00
6/08/2026	RFP_ALLY_ANNE GORDON_30062026	30/06/2026	Sundry EFT	Creditors Invoice	1,000.00	0.00
6/08/2026	027720	6/08/2026		Funds Transfer Paymer	0.00	110.00
6/08/2026	027721	6/08/2026		Funds Transfer Paymer	0.00	3,850.00
6/08/2026	027722	6/08/2026		Funds Transfer Paymer	0.00	17,500.00
6/08/2026	027723	6/08/2026		Funds Transfer Paymer	0.00	1,000.00
13/08/2026	RFP_ L BROWN_04082026	4/08/2026	Sundry EFT	Creditors Invoice	1,000.00	0.00
13/08/2026	RFP_WA BIRDS OF PREY_06082026	6/08/2026	Sundry EFT	Creditors Invoice	6,000.00	0.00
13/08/2026	RFP _DECLAN POCOCK_04082026	4/08/2026	Sundry EFT	Creditors Invoice	250.00	0.00
13/08/2026	RFP_JESSICA TEMPLEMAN_04082026	4/08/2026	Sundry EFT	Creditors Invoice	1,800.00	0.00
13/08/2026	RFP_COURTNEY ROSE_05082026	5/08/2026	Sundry EFT	Creditors Invoice	500.00	0.00
13/08/2026	RFP_ ANH & CO_04082026	4/08/2026	Sundry EFT	Creditors Invoice	7,168.04	0.00
13/08/2026	027896	13/08/2026		Funds Transfer Paymer	0.00	1,000.00
13/08/2026	027897	13/08/2026		Funds Transfer Paymer	0.00	6,000.00
13/08/2026	027898	13/08/2026		Funds Transfer Paymer	0.00	250.00
13/08/2026	027899	13/08/2026		Funds Transfer Paymer	0.00	1,800.00
13/08/2026	027900	13/08/2026		Funds Transfer Paymer	0.00	500.00
13/08/2026	027901	13/08/2026		Funds Transfer Paymer	0.00	7,168.04
20/08/2026	41680	14/08/2026	Sundry EFT	Creditors Invoice	74.09	0.00
25/08/2026	D000020231	14/08/2026	Sundry EFT	Creditors Invoice	1.50	0.00
25/08/2026	D000020232	14/08/2026	Sundry EFT	Creditors Invoice	1.00	0.00
20/08/2026	RFP_CRITTERS UP CLOSE_06082026	6/08/2026	Sundry EFT	Creditors Invoice	6,000.00	0.00
20/08/2026	RFP_NOMADS CHARITABLE AND EDUC	7/08/2026	Sundry EFT	Creditors Invoice	550.00	0.00
20/08/2026	RFP_REALSTORM PTY LTD_13082026	13/08/2026	Sundry EFT	Creditors Invoice	4,270.00	0.00
20/08/2026	028029	20/08/2026		Funds Transfer Paymer	0.00	74.09
20/08/2026	028030	20/08/2026		Funds Transfer Paymer	0.00	6,000.00
20/08/2026	028031	20/08/2026		Funds Transfer Paymer	0.00	550.00
20/08/2026	028032	20/08/2026		Funds Transfer Paymer	0.00	4,270.00
27/08/2026	RFP_LILY KIRKBRIDE_24082026	24/08/2026	Sundry EFT	Creditors Invoice	200.00	0.00
27/08/2026	RFP_TIMOTHY MCLNTYRE_21082026	21/08/2026	Sundry EFT	Creditors Invoice	500.00	0.00
27/08/2026	RFP_GEORGIA KANZ_21082026	21/08/2026	Sundry EFT	Creditors Invoice	700.00	0.00
27/08/2026	RFP_REBECCAGALLOWAY_24082026	24/08/2026	Sundry EFT	Creditors Invoice	500.00	0.00
27/08/2026	RFP_DEAN BROWN_21082026	21/08/2026	Sundry EFT	Creditors Invoice	500.00	0.00
27/08/2026	RFP_ROBERT PURCELL_21082026	21/08/2026	Sundry EFT	Creditors Invoice	300.00	0.00
27/08/2026	RFP_JAIMI KANZ_21082026	21/08/2026	Sundry EFT	Creditors Invoice	300.00	0.00
27/08/2026	RFP_JACOB WOOLLEY_24082026	24/08/2026	Sundry EFT	Creditors Invoice	500.00	0.00
27/08/2026	RFP_RILEY GOULD_21082026	21/08/2026	Sundry EFT	Creditors Invoice	200.00	0.00
27/08/2026	RFP_LYNDALL FERRY_24082026	24/08/2026	Sundry EFT	Creditors Invoice	300.00	0.00
27/08/2026	RFP_EMILY PECK_24082026	24/08/2026	Sundry EFT	Creditors Invoice	250.00	0.00
27/08/2026	RFP_JULIUS IVAN CANA_24082026	24/08/2026	Sundry EFT	Creditors Invoice	250.00	0.00
27/08/2026	RFP_TINOTENDA STEVEN MANDIOPER	24/08/2026	Sundry EFT	Creditors Invoice	150.00	0.00
27/08/2026	D000016763	25/08/2026	Sundry EFT	Creditors Invoice	48.60	0.00
25/08/2026	CN D000020231	20/08/2026	Sundry EFT	$APCREDT	-1.50	0.00
25/08/2026	CN D000020232	20/08/2026	Sundry EFT	$APCREDT	-1.00	0.00

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

27/08/2026	RFP_LEILA EDWARDS_25082026	25/08/2026	Sundry EFT	Creditors Invoice	150.00	0.00
27/08/2026	RFP_JARRA MORTON_25082026	25/08/2026	Sundry EFT	Creditors Invoice	150.00	0.00
27/08/2026	RFP_JASMIN WEINBRECHT_25082026	25/08/2026	Sundry EFT	Creditors Invoice	250.00	0.00
27/08/2026	D000012130	25/08/2026	Sundry EFT	Creditors Invoice	208.00	0.00
27/08/2026	D000015082	26/08/2026	Sundry EFT	Creditors Invoice	29.25	0.00
27/08/2026	RFP_LUCY PEMBER_26082026	26/08/2026	Sundry EFT	Creditors Invoice	500.00	0.00
27/08/2026	RFP_PH PRIMARY SCHOOL_26082026	27/08/2026	Sundry EFT	Creditors Invoice	74.09	0.00
27/08/2026	RFP_SAM BAKER_21082026	21/08/2026	Sundry EFT	Creditors Invoice	500.00	0.00
27/08/2026	RFP_JOANNA LOUISE HONEY_270820	27/08/2026	Sundry EFT	Creditors Invoice	400.00	0.00
27/08/2026	028187	27/08/2026		Funds Transfer Paymer	0.00	200.00
27/08/2026	028188	27/08/2026		Funds Transfer Paymer	0.00	500.00
27/08/2026	028189	27/08/2026		Funds Transfer Paymer	0.00	700.00
27/08/2026	028190	27/08/2026		Funds Transfer Paymer	0.00	500.00
27/08/2026	028191	27/08/2026		Funds Transfer Paymer	0.00	500.00
27/08/2026	028192	27/08/2026		Funds Transfer Paymer	0.00	300.00
27/08/2026	028193	27/08/2026		Funds Transfer Paymer	0.00	300.00
27/08/2026	028194	27/08/2026		Funds Transfer Paymer	0.00	500.00
27/08/2026	028195	27/08/2026		Funds Transfer Paymer	0.00	200.00
27/08/2026	028196	27/08/2026		Funds Transfer Paymer	0.00	300.00
27/08/2026	028197	27/08/2026		Funds Transfer Paymer	0.00	250.00
27/08/2026	028198	27/08/2026		Funds Transfer Paymer	0.00	250.00
27/08/2026	028199	27/08/2026		Funds Transfer Paymer	0.00	150.00
27/08/2026	028200	27/08/2026		Funds Transfer Paymer	0.00	48.60
27/08/2026	028201	27/08/2026		Funds Transfer Paymer	0.00	150.00
27/08/2026	028202	27/08/2026		Funds Transfer Paymer	0.00	150.00
27/08/2026	028203	27/08/2026		Funds Transfer Paymer	0.00	250.00
27/08/2026	028204	27/08/2026		Funds Transfer Paymer	0.00	208.00
27/08/2026	028205	27/08/2026		Funds Transfer Paymer	0.00	29.25
27/08/2026	028206	27/08/2026		Funds Transfer Paymer	0.00	500.00
27/08/2026	028207	27/08/2026		Funds Transfer Paymer	0.00	74.09
27/08/2026	028208	27/08/2026		Funds Transfer Paymer	0.00	500.00
27/08/2026	028209	27/08/2026		Funds Transfer Paymer	0.00	400.00
					57,032.07	**57,032.07**
Total:					**7,959,412.23**	**7,959,412.23**

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

Municipal Fund Account		
EFT Payments		
	Creditors	**7,958,752.23**
	Payroll	**1,879,641.61**
Direct Debits		
	WA Treasury loans	**247,973.64**
	Credit cards	**98,604.64**
	Refunds	**58.50**
	Merchant fees	**2,607.47**
	Investment	**10,000,000.00**
	Smartrider fees	**77.65**
	Total	**20,187,715.74**

TOWN OF PORT HEDLAND

Corporate Purchasing Card Payments 29 Jul to 28 Aug 2026

Card Type		Cardholder limit $		Amount $
Physical	$	20,000.00	$	470.76
Physical	$	15,000.00	$	11,734.63
Physical	$	10,000.00	$	0.00
Physical	$	10,000.00	$	9,668.52
Physical	$	10,000.00	$	7,511.17
Physical	$	5,000.00	$	8,450.08
Physical	$	15,000.00	$	563.41
Physical	$	5,000.00	$	6,056.46
Virtual	$	5,300.00	$	311.86
Physical	$	15,000.00	$	0.00
Physical	$	10,000.00	$	0.00
Physical	$	2,000.00	$	93.23
Physical	$	5,000.00	$	1,000.00
Physical	$	15,000.00	$	3,011.70
Physical	$	5,000.00	$	8,405.31
Physical	$	10,000.00	$	80.97
Physical	$	2,000.00	$	19.00
Physical	$	10,000.00	$	425.23
Physical	$	5,000.00	$	1,634.65
Physical	$	5,000.00	$	0.00
Physical	$	5,000.00	$	8,600.68
Physical	$	5,000.00	$	3,597.50
Physical	$	10,000.00	$	109.92
Physical	$	5,000.00	$	1,778.02
Physical	$	2,000.00	$	4,739.14
Physical	$	15,000.00	$	10,743.52
Virtual	$	10,000.00	$	9,598.88
		TOTAL	**$**	**98,604.64**

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.

Corporate Purchasing Card Payments 29 July to 28 Aug 2026

Transaction Date	Amount	Supplier	Expense Description
17 Aug 2026	21.40	Woolworths/Port Hedland S	Water for Drone training as no water for drinking available at Community Centre
19 Aug 2026	286.06	R U Ok Limited	R U OK Day merchandise available only by internet purchase.
20 Aug 2026	163.30	Subway South Hedland	Subway Catering for Report writing training 27.08.26
	470.76		
30 Jul 2026	7,717.50	100% Good Thank You	Final (50%) Payment - Performer - Spinifex Spree - Creditors can't process direct payment to NZ bank acc
31 Jul 2026	966.13	Virgin Au	Return flights to Perth - 2026 LIWA (Leisure Institute of WA) Conference - Swim School Team Leader
24 Aug 2026	1,006.83	Dt Perth Northbridge	4 nights accommodation Perth - Aquatics & Recreation Conference - Duty Manager Stadium
24 Aug 2026	1,006.83	Dt Perth Northbridge	4 nights accommodation Perth - Aquatics & Recreation Conference - Manager Recreation & Leisure
24 Aug 2026	1,037.34	Dt Perth Northbridge	4 nights accommodation Perth - Aquatics & Recreation Conference - Swim School Team Leader
	11,734.63		
28 Jul 2026	998.47	Virgin Au	EM Travel Expenses. Pilbara Country Zone - Aug 2026
30 Jul 2026	1,191.94	Qantas Airw	CEO Travel Expenses. CEO Connections Forum in Perth - Aug 2026
06 Aug 2026	264.94	Holiday Inn West Perth Op	CEO Travel Expenses. CEO Connections Forum in Perth. Aug 2026
10 Aug 2026	1,044.63	Crown Promenade Perth	EM/CEO Travel Expenses. Pilbara Country Zone - Aug 2026
10 Aug 2026	1,342.80	Qantas Airw	Council Travel Expenses. Pilbara Country Zone - Aug 2026
14 Aug 2026	1,368.35	Virgin Au	Travel Expenses. Employee ID #20652. Position ID #1009. Pilbara Country Zone - Aug 2026.
17 Aug 2026	1,190.46	Tickets*hedland Ec	EM Tickets - Hedland Economic Forum - Oct 2026
20 Aug 2026	595.97	Qantas Airw	Elected Member Travel - Pilbara Country Zone - Aug 2026 - Cr Russell McDowall. Second flight.
20 Aug 2026	674.99	Qantas Airw	Elected Member Travel - Pilbara Country Zone Aug 2026. Cr Russell McDowall - replacement flight.
22 Aug 2026	400.00	Tickets*pink Pilba	Pink Pilbara Breakfast Tickets. EM & Employee.
24 Aug 2026	595.97	Qantas Airw	EM Travel Expenses. WALGA LG Convention - Sept 2026
	9,668.52		
28 Jul 2026	282.00	Department Of Local Go	DGS014383 - Annual Licence Fee - Gratwick Aquatic Centre
31 Jul 2026	245.30	Post South Hedland Pos	Postage For Palintest Servicing
31 Jul 2026	282.00	Department Of Local Go	Gratwick Annual License Fee - Chlorine Gas
31 Jul 2026	229.85	Sp Little Australian	Arts & Craft Items For Salt Social - The Company Is Not A Creditor With Toph
04 Aug 2026	180.00	Kmart	Salt Gym Equipment - Justification Online Orders For Kmart Need A Credit Card - In Store Not An Option
05 Aug 2026	399.80	Anaconda Pty Ltd	Adult And Child Lifejackets Minor Equipment For South Hedland Aquatic Centre
06 Aug 2026	690.00	Karribi Developments P/L	3 X Aus Traffic Management Accommodation At Club Hamilton. Required For Ship To Shore Event
07 Aug 2026	90.00	Health Department Of W	Change Of Permit Holder - Aquatics
10 Aug 2026	413.34	Wheniwork.Com	Rosters for R&L, EA&C, Y&CD
10 Aug 2026	230.41	Wheniwork.Com	Rosters for R&L, EA&C, Y&CD
10 Aug 2026	134.67	Wheniwork.Com	Rosters for R&L, EA&C, Y&CD
17 Aug 2026	1,139.20	Stealthmodethree	Ship to Shore additional medals
24 Aug 2026	9.70	Guzman Y Gomez	LIWA Approved travel - GOV 008 Town of Port Hedland Representative Travel And Accommodation
24 Aug 2026	10.50	Pt Hland Aport Cafe	LIWA Approved travel - GOV 008 Town of Port Hedland Representative Travel And Accommodation
25 Aug 2026	128.99	Sq *picabar	Approved LIWA travel Meal x4 employees - as per GOV 008
25 Aug 2026	81.84	Uber *trip Help.Uber.Com	Approved trave- as per GOV 008 Town of Port Hedland Representative Travel And Accommodation
25 Aug 2026	16.71	Spud Shed	LIWA Approved travel - GOV 008 Town of Port Hedland Representative Travel And Accommodation
25 Aug 2026	67.90	Uber *trip Help.Uber.Com	LIWA Approved travel - GOV 008 Town of Port Hedland Representative Travel And Accommodation
25 Aug 2026	4.80	Brewed	Approved LIWA travel - as per GOV 008 Town of Port Hedland Representative Travel And Accommodation
25 Aug 2026	14.72	Super Ezy.	LIWA Approved travel - GOV 008 Town of Port Hedland Representative Travel And Accommodation
25 Aug 2026	7.62	Dt Perth Northbridge	Approved LIWA travel - as per GOV 008 Town of Port Hedland Representative Travel And Accommodation
25 Aug 2026	1,265.00	Karribi Developments P/L	ASWA Monthly Service Visits
25 Aug 2026	1,265.00	Karribi Developments P/L	ASWA Monthly Service Visits
25 Aug 2026	12.80	Brewed	LIWA Approved travel - GOV 008 Town of Port Hedland Representative Travel And Accommodation
26 Aug 2026	17.00	Sfs Pcec 6189	LIWA Approved travel - GOV 008 Town of Port Hedland Representative Travel And Accommodation
26 Aug 2026	36.44	The Generous Squire	LIWA Approved travel - GOV 008 Town of Port Hedland Representative Travel And Accommodation
26 Aug 2026	25.30	The Generous Squire	Approved LIWA travel Meal - as per GOV 008 Town of Port Hedland Representative Travel And Accommodation
26 Aug 2026	30.36	The Generous Squire	Approved LIWA travel Meal - as per GOV 008 Town of Port Hedland Representative Travel And Accommodation
26 Aug 2026	30.36	The Generous Squire	Approved LIWA travel Meal - as per GOV 008 Town of Port Hedland Representative Travel And Accommodation
26 Aug 2026	9.00	Sfs Pcec 6189	LIWA Approved travel - GOV 008 Town of Port Hedland Representative Travel And Accommodation
27 Aug 2026	9.00	Sfs Pcec 6189	LIWA Approved travel - GOV 008 Town of Port Hedland Representative Travel And Accommodation
27 Aug 2026	139.06	Stories	LIWA Approved travel - GOV 008 Town of Port Hedland Representative Travel And Accommodation
27 Aug 2026	12.50	Sq *sip N Roll	LIWA Approved travel - GOV 008 Town of Port Hedland Representative Travel And Accommodation
	7,511.17		
07 Aug 2026	966.13	Virgin Au	Flights - Waste & Resource Recovery Conference 2026
17 Aug 2026	1,148.04	Virgin Au	Flights - Mosquito Management Course 2026
17 Aug 2026	1,610.00	Karribi Developments P/L	Accommodation - Swimming Pool Inspector
18 Aug 2026	655.78	Onslow Beach Resort	Accommodation - Pilbara Disaster & Emergency Management Conference 2026
18 Aug 2026	230.00	Karribi Developments P/L	Accommodation - Swimming Pool Inspector
20 Aug 2026	2,692.09	Guestrs*thesebelma	Accommodation - Mosquito Management Course 2026
20 Aug 2026	1,148.04	Virgin Au	Flights - Disaster Recovery Workshop
	8,450.08		

Corporate Purchasing Card Payments 29 July to 28 Aug 2026

Transaction Date	Amount	Supplier	Expense Description
07 Aug 2026	6.11	Holiday Inn West Perth Ic	CEO Connections forum leaning & development
18 Aug 2026	69.80	Crown Junction Grill	CEO Dinner - PRC WALAG Zone and Meetings with Water Minister and LEgacie and Northern Star
18 Aug 2026	217.28	Rays	Luncheon Mtg with Mayor, Chair PHIA, CEO PHIA and DoRS re PHIA (Airport) (water, investment and Intern T
19 Aug 2026	24.25	Crown Perth Merrywell	Dinner CEO for PRC WALGA Zone Meeting
19 Aug 2026	15.21	Sq *molo Coffee Pty Ltd	Meeting with Minister Water with Mayor Travel expense - lunch
20 Aug 2026	54.05	Sq *ruby Collective	Lunch for Mayor, Cr McDowell and CEO post PRC WALGA Zone.
21 Aug 2026	151.42	Crown Promenade Perth	Breakfasts for CEO attending meeting perth - Minister Water, Legacie Water, WALGA Zone and Nthn Star
21 Aug 2026	25.29	Crown Promenade Perth	Dinner CEO attending PRC WALGA zone, Minister for Water, Legacie Water and Nthn Star
	563.41		
28 Jul 2026	311.86	Pilbara Tools And Fast	FM 1005027 - Materials Purchase - HV23-229
30 Jul 2026	152.05	Transport Wa Perth	FM 1000921 - Registration Costs - VEH076 - FM 1000923 - Registration Costs - VEH078
30 Jul 2026	141.85	Transport Wa Perth	FM 1000921 - Registration Costs - VEH076 - FM 1000923 - Registration Costs - VEH078
31 Jul 2026	34.57	Hedland Hardware	Watering cans for fuel bowser spills
05 Aug 2026	44.00	Department Of Local Go	high risk license renewal for employee 19861
10 Aug 2026	400.00	Sq *rc Upholstery	Fleet vehicle upholstery repair.
11 Aug 2026	5,269.00	Kerfab Group	Purchase of machine parts from supplier. One off purchase, supplier is not a creditor.
12 Aug 2026	14.99	Tlc South Hedland	Farewell card for departing employee
	6,368.32		
04 Aug 2026	9.63	Galvins Plumbing Suppl	Dave Leading hand requested items for Effluent Ponds
06 Aug 2026	83.60	C-Twelve Pty Ltd	Material requested by Lee Furness as per Christine Picks for Works department
	93.23		
29 Jul 2026	1,000.00	Sq *port Hedland Golf Clu	HR Recognition award 2025 winner - Team Parks & Gardens
	1,000.00		
30 Jul 2026	878.90	Ubiquiti Aus	Project - Network Redesign & Refresh - CP - 10292-60
14 Aug 2026	878.90	Ubiquiti Aus	Project - Network Redesign & Refresh
26 Aug 2026	375.00	Starlink Internet	Starlink Mini Activation for Spinifex + JD Hardie Starlink
27 Aug 2026	878.90	Ubiquiti Aus	Project - Network Redesign & Refresh
	3,011.70		
07 Aug 2026	470.12	Raptor Supplies Au	Materials to carry out maintenance works on Ablutions & Commercial property doors
07 Aug 2026	129.00	Lululemon Athletica Onlin	Emp 19505 - Material Purchase for Company House
10 Aug 2026	548.10	Event And Conference Co P	18618, 19770, 20406 & 19633 - Tickets to attend 2026 WasteSorted Awards
10 Aug 2026	2,886.27	Virgin Au	19770, 20406 & 19633 Flights to Perth for a Waste & Recovery Conference & Awards
12 Aug 2026	1,383.12	Greatsouthernhotel Per	Emp 20466 & EMP20474 - Accommodation while attending WALGA Contract Management Workshop
13 Aug 2026	9.90	Coles 0385	P&G Employee Farewell Breakfast
13 Aug 2026	1,378.65	Qantas Airw	Emp 20466 - Flights to Perth for WALGA for Contract Management Workshop
13 Aug 2026	1,378.65	Qantas Airw	Emp20474 - Flights to Perth to attend WALGA Contract Management Workshop
13 Aug 2026	67.95	Coles 0385	P&G Employee Farewell Breakfast
26 Aug 2026	58.94	Sp Fencing Components	Materials for Commercial Property Maintenance
27 Aug 2026	94.61	Coles 0385	Kitchen supplies for Depot - Team Talk in particular
	8,405.31		
19 Aug 2026	80.97	Woolworths/Port Hedland S	Catering for Drone Training 17-21 August 2026 at the Community Centre
	80.97		
11 Aug 2026	19.00	Defectwise Premium	Defect application used for reporting on Properties
	19.00		
04 Aug 2026	6.64	Coffee Club 226 Adelaide	Per diems breakfast conference
04 Aug 2026	8.06	Coffee Club 226 Adelaide	Per diems breakfast conference
04 Aug 2026	15.88	Sq *crumbs Patisserie	Per dIems breakfast conference
05 Aug 2026	56.06	Little Rokeby Cafe	Per Diems Conference Breakfast Staff x2
05 Aug 2026	6.72	Sq *crumbs Patisserie	Per Diems Breakfast Staff x1
06 Aug 2026	21.38	Sq *crumbs Patisserie	Per diems conference breakfast staff x2
06 Aug 2026	34.56	Viet Bites & Brews	Per Diems Showcase Conference Lunch Staffx2
07 Aug 2026	14.25	Sq *crumbs Patisserie	Per diems conference breakfast staff x2
09 Aug 2026	115.93	Meeka Accom Cntr	FM1002537 PH29549 - Fuel Expense - fuel card unavailable
14 Aug 2026	145.75	Ampol Cue Roadhouse	FM1002537 PH29549 - Fuel Expense - fuel card unavailable
	425.23		
30 Jul 2026	495.00	Main Roads Wa Don Aitk	Road Safety Audit course subscription fees for Emp 20694
31 Jul 2026	968.00	Tickets*women Of T	Infra Services Director - 'Women of the Pilbara Forum 2026
10 Aug 2026	171.65	Town Of Port Hedland	Building application for North Circular Road, South Hedland
	1,634.65		

Corporate Purchasing Card Payments 29 July to 28 Aug 2026

Transaction Date	Amount	Supplier	Expense Description
30 Jul 2026	915.60	Virgin Au	Return flights to Perth - 2026 LIWA (Leisure Institute of WA) Conference - Aquatic Supervisor
04 Aug 2026	714.71	Dt Perth Northbridge	3 Nights Accommodation - LIWA Aquatic & Recreation Conference - Director Community Services
04 Aug 2026	968.89	Dt Perth Northbridge	4 Nights Accommodation - LIWA Aquatic & Recreation Conference - Aquatic Supervisor
05 Aug 2026	1,041.93	Virgin Au	Return flights to Perth - 2026 LIWA Aquatic & Recreation Conference - Duty Manager Stadium
06 Aug 2026	1,041.93	Virgin Au	Return flights to Perth - LIWA Aquatic & Recreation Conference - Manager Recreation & Leisure
16 Aug 2026	141.87	Oneplan	Monthly Subscription - Event Mapping Software
21 Aug 2026	199.66	R U Ok Limited	RU OK Day Merchandise - JD Hardie Youth & Community Hub
21 Aug 2026	1,148.04	Virgin Au	Return Flights to Port Hedland - Principal Business Systems - Regular site visit per contract
21 Aug 2026	94.95	Golden Carers Pty Ltd	Yearly Subscription - OWLS & Karlarra House Activities and Ideas
24 Aug 2026	1,062.14	Virgin Au	Return flights to Perth - WALGA LG Convention - Deputy Mayor
27 Aug 2026	1,270.96	Qantas Airw	Return flights to Perth - WALGA LG Convention - Councillor Scott
	8,600.68		
30 Jul 2026	2,990.00	Karribi Developments P/L	Contract Ranger accommodation expenses - employee ID 20699
05 Aug 2026	607.50	937pin* Vet Supply* Al	Supplies for Animal Management Facility
	3,597.50		
21 Aug 2026	18.00	Repco	Extendable Squeegee for vehicle windscreens-Rangers due to cost could not raise a PO.
24 Aug 2026	91.92	Bunnings Group Ltd	x4 Bulka Bags for IBC for Cash for Cans
	109.92		
03 Aug 2026	405.00	Promocolour	Communities - Leisure - Generic Pull-Up Banners
05 Aug 2026	21.00	Dreamstime.Com	Communities - Ship to Shore - Digital Asset Purchase
10 Aug 2026	919.48	Oztj Sports Pty Ltd	Communities - Leisure - Pink Promo Merch
12 Aug 2026	205.70	Paypal *armthysptyl	Communities - Leisure - A3 Snap Frames (Pools)
13 Aug 2026	41.50	Hedland Emporium Pty	Communities - Matte Paper Stock - Internal Printing
13 Aug 2026	29.90	Sp Superoffice	Communities - Matte Card Stock - Internal Printing
19 Aug 2026	64.88	Www.Bannerbuzz.Com.Au	Communities - Leisure - Corflute Signage
20 Aug 2026	49.80	Intuit	Marketing & Coms - Legacy Bulk Mail Service
27 Aug 2026	40.76	Sq *mjp Driver Hire	Staff Travel - Conference - Local Taxi
	1,778.02		
30 Jul 2026	3,848.90	The Hatchery (Hub)	Women Unlimited Leadership Summit Perth
12 Aug 2026	142.80	Hedland Emporium Pty	Stationary
21 Aug 2026	747.44	Holiday Inn Perth Cbd	Accommodation For Attendance At Conference
	4,739.14		
30 Jul 2026	710.60	Ipaa	Training course for Communications Officer, Strategy & Communications to attend in Perth on 7AUG
30 Jul 2026	145.10	Twilio Inc	TechOne support service for txt msg communication
30 Jul 2026	1,255.16	Virgin Au	Flights (return) for Communications Officer, Strategy & Communications to attend training in Perth
30 Jul 2026	43.89	Zapier.Com/Charge	Monthly subscription of tool to integrate web applications to automate workflows
30 Jul 2026	359.04	Pics.Io	Monthly subscription of digital assets storage
31 Jul 2026	903.49	Facebk *4xlnkxh5y2	FB advertising of Story time,Spini,Public Notice,Recruitment,Library,Ship to Shore,Swim School Term 3
01 Aug 2026	167.81	Linkedin P3062753716	Advertising of recruitment
03 Aug 2026	112.74	Facebk *3kjvkyr5y2	FB advertising of Spini survey,Public Notice,Storytime,Recruitment, Swim lessons
04 Aug 2026	0.40	Facebk *bp6ypyr5y2	FB advertising of Public Notice and Spini survey
04 Aug 2026	213.22	Facebk *gq7us2exk4	Matt Dann FB advertising of movie and live shows ticket sales
04 Aug 2026	8.21	Facebk *3nwd4y55y2	FB advertising of Spini Survey, Recruitment, Public Notice
05 Aug 2026	62.25	Facebk *gh2pd22xk4	FB advertising of Matt Dann movies and live shows
05 Aug 2026	109.00	Virgin Austr	Difference on rescheduling flight for training course for Communications Officer
05 Aug 2026	30.82	Facebk *z7tvayv5y2	FB advertising of Spini survey, public notice
06 Aug 2026	215.44	Embed Social	Monthly subscription of content display in real-time social media posts, etc on website
06 Aug 2026	44.27	Facebk *4ubc9x57b2	FB advertising of Recruitment
13 Aug 2026	631.82	Qantas Air_abn16009661901	Media training for EMs,ELT and SLT by Bishop Media Aug 2026- PH to Perth flight
13 Aug 2026	1,559.36	Virgin Au	Media training for EMs,ELT and SLT by Bishop Media Aug 2026- Perth to PH flight
13 Aug 2026	631.82	Qantas Air_abn16009661901	Media training for EMs,ELT and SLT by Bishop Media Aug 2026- PH to Perth flight
13 Aug 2026	80.50	Qantas Air_abn16009661901	Media training for EM, ELT and SLT by Bishop Media AUG 2026-Extra baggage 1 way
15 Aug 2026	115.71	Twilio Inc	TechOne support service for txt msg communication
15 Aug 2026	35.82	Manychat.Com	Monthly subscription for social media automation flows for Leisure
16 Aug 2026	21.49	Manychat.Com	Monthly subscription for social media automation flows for Libraries
21 Aug 2026	176.44	Linkedin P3074289286	Monthly boost of LinkedIn posts and account for awareness
21 Aug 2026	77.00	Virgin Au	Extra baggage (one way) for contractors on Media Training for recording equipment 25-26 AUG
21 Aug 2026	920.00	The Hedland Hotel	Accommodation for Bishop Media while in PH for EMs,ELT and SLT media training 24-25 AUG 26
21 Aug 2026	80.50	Qantas Air_abn16009661901	Extra baggage (one way) for contractor in Media training for recording equipment 25-26 AUG
21 Aug 2026	69.98	Facebk *aaghcyh7b2	FB advertising of Sunset Food Markets event
23 Aug 2026	531.50	Activecampaign	Monthly subscription for email marketing platform
25 Aug 2026	285.50	Brumby S Go South He	Catering for ELT and SLT while media training by BISHOP
	9,598.88		

Corporate Purchasing Card Payments 29 July to 28 Aug 2026

Transaction Date	Amount	Supplier	Expense Description
28 Jul 2026	860.00	Dmirs East Perth	Tenement Objection - G45/361 and E45/7335
28 Jul 2026	749.60	Accor* Novotel Perth M	Accommodation - Destination Development Training
28 Jul 2026	1,168.24	Virgin Au	Flights - Destination Development Training
04 Aug 2026	1,255.16	Virgin Au	Flights - PIA WA State Conference 2026
05 Aug 2026	1,041.93	Virgin Au	Flights - Mosquito Control Advisory Committee Annual Meeting 2026
07 Aug 2026	649.60	Event And Conference Co P	Tickets - Waste & Resource Recovery Conference 2026
07 Aug 2026	1,041.93	Virgin Au	Flights - PIA WA State Conference 2026
17 Aug 2026	376.20	East Perth Suites Hote	Accommodation - Mosquito Control Advisory Committee Annual Meeting 2026
20 Aug 2026	63.00	Swan Taxis Pty Ltd	Incidentals - PIA WA State Conference 2026
20 Aug 2026	2,209.64	Virgin Au	Flights - IT Site Visit
21 Aug 2026	35.60	Swan Taxis Pty Ltd	Incidentals - PIA WA State Conference 2026
23 Aug 2026	1,167.77	Intercontinental Perth	Accomodation - PIA WA State Conference 2026
23 Aug 2026	79.18	Live Payments	Incidentals - PIA WA State Conference 2026
23 Aug 2026	45.67	Cabfare Payments	Incidentals - PIA WA State Conference 2026
	10,743.52		
	98,604.64		

TOWN OF PORT HEDLAND

Fuel cards report for the month of Aug 2026

Card Number	Work Order	Asset	Plant Description	Fleet Numbers	Type	Amount
70501634363xxxxxx	1001021		Sundry Plant		Fuel	59.94
70501634363xxxxxx	1001021		Sundry Plant		Fuel	963.38
70501634363xxxxxx	1001021		Sundry Plant		Fuel	87.61
70501634363xxxxxx	1001021		Sundry Plant		Fuel	81.29
70501634363xxxxxx	1000854	4000261	Toyota Corolla Hatch - Hybrid	LV20-132	Fuel	222.37
70501634363xxxxxx	1000844	4000090	Toyota Corolla Hatch - Hybrid	LV20-140	Fuel	171.39
70501634363xxxxxx	1000866	4000282	Toyota Corolla Hatch - Hybrid	LV20-156	Fuel	93.22
70501634363xxxxxx	1000805	4000006	Toyota Corolla Hatch - Hybrid	LV20-142	Fuel	166.53
70501634363xxxxxx	1000809	4000010	Toyota Corolla Hatch - Hybrid	LV20-162	Fuel	85.91
70501634363xxxxxx	1000810	4000011	Toyota Corolla Hatch - Hybrid	LV20-163	Fuel	92.07
70501634363xxxxxx	1000806	4000007	Toyota Corolla Hatch - Hybrid	LV20-145	Fuel	78.72
70501634363xxxxxx	1000845	4000091	Toyota Corolla Hatch - Hybrid	LV20-141	Fuel	151.34
70501634363xxxxxx	1000843	4000089	Toyota Corolla Hatch - Hybrid	LV20-139	Fuel	88.01
70501634363xxxxxx	1000860	4000267	Toyota Corolla Hatch - Hybrid	LV20-138	Fuel	90.67
70501634363xxxxxx	1000848	4000094	Toyota Corolla Hatch - Hybrid	LV20-158	Fuel	88.69
70501634363xxxxxx	1001489	4000333	LV23-129 Nissan Patrol	LV23-129	Fuel	681.55
70501668573xxxxxx	1002003	4000387	LV23-166 - Toyota Corolla Ascent CVT Hybrid sport	LV23-166	Fuel	74.55
70501668573xxxxxx	1002145	4000393	Isuzu MUX Wagon	LV23-128	Fuel	115.46
70501668573xxxxxx	1002533	4000408	LV24-107 Isuzu Mux LS-U	LV24-107	Fuel	966.42
70501668573xxxxxx	1002537	4000410	Isuzu MUX LS-U	LV24-110	Fuel	657.63
70501668573xxxxxx	1002542	4000412	Isuzu MUX LS-U	LV24-104	Fuel	267.41
70501668573xxxxxx	1002535	4000409	Isuzu MUX LS-U	LV24-102	Fuel	177.98
70501668573xxxxxx	1003007	4000465	Isuzu MUX LS-U	LV24-170	Fuel	112.06
70501668573xxxxxx	1003009	4000466	Isuzu LS-U MUX	LV24-120	Fuel	255.16
70501668573xxxxxx	1003011	4000467	ISUZU LS-U MUX	LV24-124	Fuel	362.91
70501696356xxxxxx	1004158	4000490	LV25-179 - Toyota Corolla Cross	LV25-179	Fuel	143.93
70501696356xxxxxx	1003602	4000491	LV26-159 Toyota Carolla	LV26-159	Fuel	148.00
70501696356xxxxxx	1003604	4000492	LV26-157 - Toyota Corolla Cross	LV26-157	Fuel	152.07
70501696356xxxxxx	1003606	4000493	LV26-146 Toyota Corolla Cross	LV26-146	Fuel	108.24
70501696356xxxxxx	1003608	4000494	LV26-147 - Toyota Corolla Cross	LV26-147	Fuel	137.62
70501696356xxxxxx	1003610	4000495	LV26-161 - Toyota Corolla Cross	LV26-161	Fuel	121.72
70501696356xxxxxx	1003263	4000480	Isuzu Dmax 4x4 Dual Cab Tray Top	LV25-175	Fuel	277.08
Total Recharge Purchase Card Payments						**7,280.93**

Recharge Petroleum ABN : 54 128 300 309, TOWNO01 - TOWN OF PORT HEDLAND Tax Invoice/Statement Details 1/08/2026 - 31/08/2026 Page : 2

CARD TRANSACTIONS

Card : 70501634363xxxxxx Details : 2 STROKE DRUM
Rego :

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
24/07/2026	Last Odometer										96616	
18/08/2026	BP SOUTH HEDLAND	01690107	ULP91	25.41	$2.1445	$2.3590	$54.49	$5.45	$59.94		97053	5.8
			Total	**25.41**				**$5.45**	**$59.94**			

Card : 70501634363xxxxxx Details : SPARE 1
Rego :

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
16/07/2026	Last Odometer										18500	
17/08/2026	BP PORT HEDLAND	01688987	ULP91	404.95	$2.1627	$2.3790	$875.80	$87.58	$963.38		12	
			Total	**404.95**				**$87.58**	**$963.38**			

Card : 70501634363xxxxxx Details : SPARE 5
Rego :

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
29/05/2026	Last Odometer										1	
9/08/2026	BP KARRATHA	01681295	DIESEL U	33.20	$2.3991	$2.6390	$79.65	$7.96	$87.61		2822	1.2
			Total	**33.20**				**$7.96**	**$87.61**			

Card : 70501634363xxxxxx Details : SPARE 3
Rego :

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
13/08/2026	BP SOUTH HEDLAND	01685971	ULP91	34.46	$2.1445	$2.3590	$73.90	$7.39	$81.29		11	
			Total	**34.46**				**$7.39**	**$81.29**			

Card : 70501634363xxxxxx Details : TOYOTA COROLLA
Rego : PH27217

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
29/07/2026	Last Odometer										82857	
1/08/2026	BP SOUTH HEDLAND	01671605	PREM95	6.11	$2.1900	$2.4090	$13.38	$1.34	$14.72		82797	
1/08/2026	BP ROEBUCK ROADHOUSE	01671670	ULTIM98	32.10	$2.2718	$2.4990	$72.93	$7.29	$80.22		83555	4.2
3/08/2026	BP ROEBUCK ROADHOUSE	01673801	ULTIM98	9.28	$2.2718	$2.4990	$21.08	$2.11	$23.19		83713	5.9
9/08/2026	BP SOUTH HEDLAND	01680959	PREM95	40.42	$2.3445	$2.5790	$94.76	$9.48	$104.24		84434	5.6
			PREM95	**46.53**				**$10.82**	**$118.96**			
			ULTIM98	**41.38**				**$9.40**	**$103.41**			
			Total	**87.91**				**$20.22**	**$222.37**			

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

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
28/07/2026	Last Odometer										65757	
8/08/2026	BP PORT HEDLAND	01680138	PREM95	33.78	$2.2718	$2.4990	$76.75	$7.67	$84.42		625432	0.0
24/08/2026	BP SOUTH HEDLAND	01696322	PREM95	34.39	$2.2991	$2.5290	$79.06	$7.91	$86.97		67146	

Recharge Petroleum ABN : 54 128 300 309, TOWNO01 - TOWN OF PORT HEDLAND Tax Invoice/Statement Details 1/08/2026 - 31/08/2026 Page : 3

			Total	**68.17**				**$15.58**	**$171.39**			

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

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
30/07/2026	Last Odometer										33335	
31/08/2026	BP SOUTH HEDLAND	01703761	PREM95	36.86	$2.2991	$2.5290	$84.75	$8.47	$93.22		34026	5.3
			Total	**36.86**				**$8.47**	**$93.22**			

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

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
21/07/2026	Last Odometer										52981	
4/08/2026	BP SOUTH HEDLAND	01674817	ULP91	34.06	$2.1355	$2.3490	$72.74	$7.27	$80.01		53238	13.3
14/08/2026	BP PORT HEDLAND	01686773	PREM95	34.90	$2.2536	$2.4790	$78.65	$7.87	$86.52		54150	3.8
			PREM95	**34.90**				**$7.87**	**$86.52**			
			ULP91	**34.06**				**$7.27**	**$80.01**			
			Total	**68.96**				**$15.14**	**$166.53**			

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

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
15/07/2026	Last Odometer										58400	
14/08/2026	BP SOUTH HEDLAND	01686818	ULP91	36.42	$2.1445	$2.3590	$78.10	$7.81	$85.91		59797	2.6
			Total	**36.42**				**$7.81**	**$85.91**			

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

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
24/07/2026	Last Odometer										38143	
20/08/2026	BP SOUTH HEDLAND	01693258	ULP91	39.03	$2.1445	$2.3590	$83.70	$8.37	$92.07		38789	6.0
			Total	**39.03**				**$8.37**	**$92.07**			

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

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
31/07/2026	Last Odometer										63947	
23/08/2026	BP SOUTH HEDLAND	01695507	ULP91	33.37	$2.1445	$2.3590	$71.56	$7.16	$78.72		64522	5.8
			Total	**33.37**				**$7.16**	**$78.72**			

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

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
27/07/2026	Last Odometer										55422	
10/08/2026	BP SOUTH HEDLAND	01681800	PREM95	37.48	$2.3445	$2.5790	$87.87	$8.79	$96.66		56052	5.9
20/08/2026	BP SOUTH HEDLAND	01693257	ULP91	23.18	$2.1445	$2.3590	$49.71	$4.97	$54.68		56678	3.7
			PREM95	**37.48**				**$8.79**	**$96.66**			
			ULP91	**23.18**				**$4.97**	**$54.68**			
			Total	**60.66**				**$13.76**	**$151.34**			

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

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
17/07/2026	Last Odometer										48042	
14/08/2026	BP SOUTH HEDLAND	01686814	ULP91	37.31	$2.1445	$2.3590	$80.01	$8.00	$88.01		48720	5.5
			Total	**37.31**				**$8.00**	**$88.01**			

Card : 70501634363274872 Details : LV20-138 Rego : PH27712

Recharge Petroleum ABN : 54 128 300 309, TOWNO01 - TOWN OF PORT HEDLAND Tax Invoice/Statement Details 1/08/2026 - 31/08/2026 Page : 4

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
23/07/2026	Last Odometer										10003	
7/08/2026	BP SOUTH HEDLAND	01679727	ULP91	37.33	$2.2082	$2.4290	$82.43	$8.24	$90.67		777	
			Total	**37.33**				**$8.24**	**$90.67**			

Card : 70501634363xxxxxx Details : LV20-158 Rego : PH27627

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
29/07/2026	Last Odometer										57149	
18/08/2026	BP PORT HEDLAND	01690054	PREM95	35.49	$2.2718	$2.4990	$80.63	$8.06	$88.69		57784	5.6
			Total	**35.49**				**$8.06**	**$88.69**			

Card : 70501634363xxxxxx Details : NISSAN PATROL Rego : PH28968

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
28/07/2026	Last Odometer										79400	
8/08/2026	BP PORT HEDLAND	01680148	ULP91	57.53	$2.1809	$2.3990	$125.46	$12.55	$138.01		8300	
9/08/2026	BP BROOME CENTRAL SC	01680190	ULTIM98	107.24	$2.3536	$2.5890	$252.40	$25.24	$277.64		80900	0.1
24/08/2026	BP PORT HEDLAND	01696330	ULP91	109.02	$2.2173	$2.4390	$241.73	$24.17	$265.90		82400	7.3
			ULP91	**166.55**				**$36.72**	**$403.91**			
			ULTIM98	**107.24**				**$25.24**	**$277.64**			
			Total	**273.79**				**$61.96**	**$681.55**			

Card : 70501668573xxxxxx Details : LV23-166 Rego : PH29250

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
17/07/2026	Last Odometer										30577	
8/08/2026	BP PORT HEDLAND	01680127	PREM95	29.83	$2.2718	$2.4990	$67.77	$6.78	$74.55		31148	5.2
			Total	**29.83**				**$6.78**	**$74.55**			

Card : 70501668573xxxxxx Details : LV23-112 Rego : PH29331

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
2/07/2026	Last Odometer										180000	
2/08/2026	BP ROEBOURNE ROADHO	01672369	DIESEL	44.41	$2.3635	$2.5999	$104.96	$10.50	$115.46		777	
			Total	**44.41**				**$10.50**	**$115.46**			

Card : 70501668573xxxxxx Details : LV24-107 Rego : PH29542

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
28/06/2026	Last Odometer										68092	
2/08/2026	BP NEWMAN SOUTH	01672371	DIESEL	52.37	$2.2445	$2.4690	$117.55	$11.75	$129.30		123	
2/08/2026	BP OPT MEEKATHARRA	01672410	DIESEL	40.64	$2.4536	$2.6990	$99.72	$9.97	$109.69		70784	0.1
3/08/2026	BP WUBIN ROADHOUSE	01673846	DIESEL	44.20	$2.4527	$2.6980	$108.41	$10.84	$119.25		71282	8.9
5/08/2026	BP WUBIN ROADHOUSE	01677860	DIESEL	25.30	$2.5436	$2.7980	$64.35	$6.44	$70.79		72042	3.3
5/08/2026	BP HENLEY BROOK	01678041	DIESEL U	49.07	$2.3627	$2.5990	$115.94	$11.59	$127.53		71794	
6/08/2026	BP NEWMAN SOUTH	01678995	DIESEL	39.96	$2.3264	$2.5590	$92.96	$9.30	$102.26		72942	3.5
6/08/2026	BP OPT MEEKATHARRA	01679065	DIESEL	50.80	$2.5355	$2.7890	$128.80	$12.88	$141.68		72541	
20/08/2026	OPT KARRATHA	01693832	DIESEL	37.37	$2.3173	$2.5490	$86.60	$8.66	$95.26		75021	1.5
23/08/2026	BP KARRATHA WEST	01695655	DIESEL	27.40	$2.3445	$2.5790	$64.24	$6.42	$70.66		76397	2.0
			DIESEL	**318.04**				**$76.26**	**$838.89**			
			DIESEL U	**49.07**				**$11.59**	**$127.53**			
			Total	**367.11**				**$87.85**	**$966.42**			

Card : 70501668573xxxxxx Details : LV24-110 Rego : PH29549

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km

Recharge Petroleum ABN : 54 128 300 309, TOWNO01 - TOWN OF PORT HEDLAND Tax Invoice/Statement Details 1/08/2026 - 31/08/2026 Page : 5

12/04/2026	Last Odometer									22730	
8/08/2026	BP NEWMAN SOUTH	01680264	DIESEL	42.27	$2.4173	$2.6590	$102.18	$10.22	$112.40	26335	1.2
8/08/2026	BP SOUTH HEDLAND	01680370	DIESEL U	41.39	$2.3900	$2.6290	$98.92	$9.89	$108.81	1	
9/08/2026	BP WUBIN ROADHOUSE	01681170	DIESEL	44.48	$2.5436	$2.7980	$113.15	$11.31	$124.46	1234	3.6
13/08/2026	BP PORT KENNEDY	01686285	DIESEL U	57.49	$2.1809	$2.3990	$125.38	$12.54	$137.92	27865	0.2
14/08/2026	BP MUCHEA TRUCKSTOP	01685893	DIESEL U	19.82	$2.2082	$2.4290	$43.76	$4.38	$48.14	28057	10.3
15/08/2026	BP NEWMAN SOUTH	01688283	DIESEL	48.44	$2.3627	$2.5990	$114.45	$11.45	$125.90	29203	4.2
			DIESEL	**135.19**				**$32.98**	**$362.76**		
			DIESEL U	**118.70**				**$26.81**	**$294.87**		
			Total	**253.89**				**$59.79**	**$657.63**		

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

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
11/07/2026	Last Odometer										44752	
9/08/2026	BP SOUTH HEDLAND	01681252	DIESEL U	45.99	$2.3900	$2.6290	$109.92	$10.99	$120.91		49500	1.0
17/08/2026	BP SOUTH HEDLAND	01689401	DIESEL U	22.33	$2.2718	$2.4990	$50.73	$5.07	$55.80		49600	22.3
29/08/2026	BP PORT HEDLAND	01700921	DIESEL	33.73	$2.4445	$2.6890	$82.45	$8.25	$90.70		49500	
			DIESEL	**33.73**				**$8.25**	**$90.70**			
			DIESEL U	**68.32**				**$16.06**	**$176.71**			
			Total	**102.05**				**$24.31**	**$267.41**			

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

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
6/07/2026	Last Odometer										61712	
17/08/2026	BP PORT HEDLAND	01689121	DIESEL	69.55	$2.3264	$2.5590	$161.80	$16.18	$177.98		62999	5.4
			Total	**69.55**				**$16.18**	**$177.98**			

Card : 70501668573xxxxxx Details : LV24-170 Rego :

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
21/07/2026	Last Odometer										35400	
2/08/2026	BP PORT HEDLAND	01672365	DIESEL	45.57	$2.2355	$2.4590	$101.87	$10.19	$112.06		35950	8.3
			Total	**45.57**				**$10.19**	**$112.06**			

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

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
27/06/2026	Last Odometer										21954	
15/08/2026	BP KARRATHA	01688446	DIESEL U	56.09	$2.2627	$2.4890	$126.92	$12.69	$139.61		777	
29/08/2026	BP KARRATHA	01701170	DIESEL U	44.46	$2.3627	$2.5990	$105.05	$10.50	$115.55		37400	0.1
			Total	**100.55**				**$23.19**	**$255.16**			

Card : 70501668573xxxxxx Details : LV24124 Rego : PH30103

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
13/07/2026	Last Odometer										30183	
15/08/2026	BP PORT HEDLAND	01688255	DIESEL	71.56	$2.3264	$2.5590	$166.47	$16.65	$183.12		32744	2.8
26/08/2026	BP SOUTH HEDLAND	01698660	DIESEL U	68.65	$2.3809	$2.6190	$163.45	$16.34	$179.79		33469	9.5
			DIESEL	**71.56**				**$16.65**	**$183.12**			
			DIESEL U	**68.65**				**$16.34**	**$179.79**			
			Total	**140.21**				**$32.99**	**$362.91**			

Card :70501668573xxxxxx Details : LV25 179 Rego : PH30676

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km

Recharge Petroleum ABN : 54 128 300 309, TOWNO01 - TOWN OF PORT HEDLAND Tax Invoice/Statement Details 1/08/2026 - 31/08/2026 Page : 6

24/07/2026	Last Odometer									12	
11/08/2026	BP PORT HEDLAND	01683812	PREM95	27.90	$2.2718	$2.4990	$63.38	$6.34	$69.72	12	
27/08/2026	BP PORT HEDLAND	01700292	PREM95	29.00	$2.3264	$2.5590	$67.46	$6.75	$74.21	256565	0.0
			Total	**56.90**				**$13.09**	**$143.93**		

Card : 70501696356xxxxxx Details : LV26 159 Rego : PH30931

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST Cust Ref	Odometer	L/100km
16/07/2026	Last Odometer									78523	
1/08/2026	BP SOUTH HEDLAND	01671600	PREM95	26.90	$2.1900	$2.4090	$58.91	$5.89	$64.80	777	
18/08/2026	BP SOUTH HEDLAND	01690050	PREM95	33.16	$2.2809	$2.5090	$75.64	$7.56	$83.20	8862	0.4
			Total	**60.06**				**$13.45**	**$148.00**		

Card : 70501696356xxxxxx Details : LV26 157 Rego : PH31108

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST Cust Ref	Odometer	L/100km
23/07/2026	Last Odometer									4218	
7/08/2026	BP SOUTH HEDLAND	01679723	ULP91	31.93	$2.2082	$2.4290	$70.51	$7.05	$77.56	4740	6.1
24/08/2026	BP PORT HEDLAND	01696369	ULP91	30.55	$2.2173	$2.4390	$67.74	$6.77	$74.51	5285	5.6
			Total	**62.48**				**$13.82**	**$152.07**		

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

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST Cust Ref	Odometer	L/100km
27/07/2026	Last Odometer									3932	
11/08/2026	BP PORT HEDLAND	01683873	ULP91	22.14	$2.1809	$2.3990	$48.28	$4.83	$53.11	4348	5.3
26/08/2026	BP PORT HEDLAND	01698289	ULP91	22.42	$2.2355	$2.4590	$50.12	$5.01	$55.13	4771	5.3
			Total	**44.56**				**$9.84**	**$108.24**		

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

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST Cust Ref	Odometer	L/100km
27/07/2026	Last Odometer									6234	
10/08/2026	BP SOUTH HEDLAND	01681861	ULP91	28.35	$2.2082	$2.4290	$62.60	$6.26	$68.86	777	
20/08/2026	BP SOUTH HEDLAND	01693246	ULP91	29.15	$2.1445	$2.3590	$62.51	$6.25	$68.76	7875	0.4
			Total	**57.50**				**$12.51**	**$137.62**		

Card : 70501696356xxxxxx Details : Rego : PH31158

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST Cust Ref	Odometer	L/100km
25/07/2026	Last Odometer									18000	
11/08/2026	BP PORT HEDLAND	01683876	ULP91	25.91	$2.1809	$2.3990	$56.51	$5.65	$62.16	266563	0.0
20/08/2026	BP PORT HEDLAND	01693241	ULP91	24.62	$2.1991	$2.4190	$54.15	$5.41	$59.56	223336	
			Total	**50.53**				**$11.06**	**$121.72**		

Card : 770501696356xxxxxx Details : Rego : PH30246

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST Cust Ref	Odometer	L/100km
18/08/2026	BP KARRATHA WEST	01690395	DIESEL	45.49	$2.3082	$2.5390	$105.00	$10.50	$115.50	0	
20/08/2026	BP KARRATHA WEST	01693470	DIESEL	63.64	$2.3082	$2.5390	$146.89	$14.69	$161.58	0	
			Total	**109.13**				**$25.19**	**$277.08**		

Cards	**Totals -**	**DIESEL**	**827.18**	**$196.20**	**$2,158.05**
		DIESEL U	**438.49**	**$101.95**	**$1,121.67**
		PREM95	**406.22**	**$92.91**	**$1,021.92**
		ULP91	**1,087.14**	**$236.19**	**$2,598.24**
		ULTIM98	**148.62**	**$34.64**	**$381.05**

Recharge Petroleum ABN : 54 128 300 309, TOWNO01 - TOWN OF PORT HEDLAND Tax Invoice/Statement Details 1/08/2026 - 31/08/2026 Page : 7

Product Summary -

Product	Quantity	GST	Ext
DIESEL	827.18	$196.20	$2,158.05
DIESEL ULT	438.49	$101.95	$1,121.67
PREM95	406.22	$92.91	$1,021.92
ULP91	1,087.14	$236.19	$2,598.24
ULTIM98	148.62	$34.64	$381.05
Total	2,907.65	$661.89	$7,280.93

Town of
Port Hedland

Investment Summary Report
August 2026

PRUDENTIAL
INVESTMENT SERVICES CORP

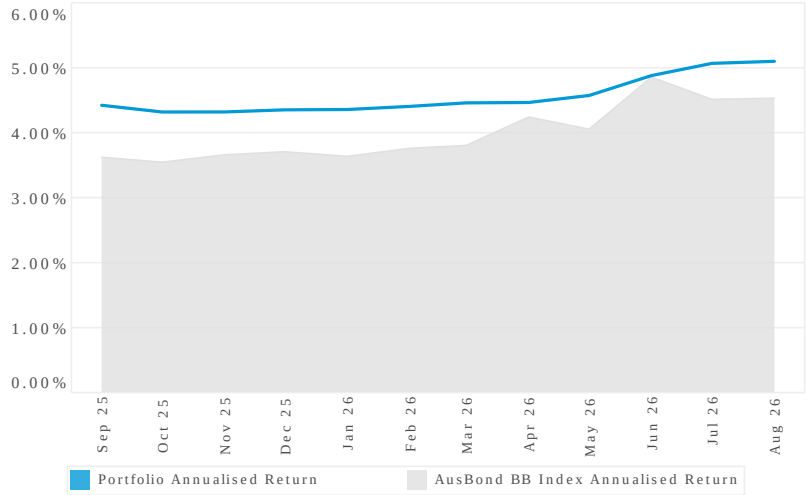
Town of Port Hedland

Executive Summary - August 2026

Investment Holdings

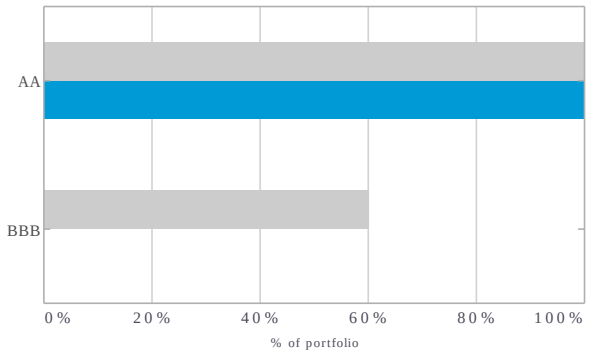
	Face Value ($)	Current Value ($)	Current Yield (%)
Cash	23,216,637	23,216,637	4.2012
Term Deposit	183,500,000	187,432,635	5.0999
	206,716,637	210,649,272	4.9990

Investment Performance

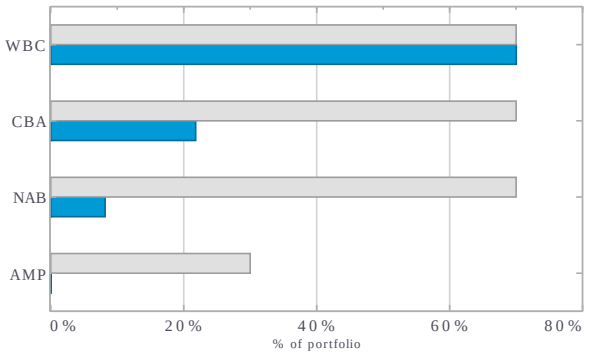


Investment Policy Compliance

Total Credit Exposure



Individual Institutional Exposures



Portfolio Exposure | Investment Policy Limit

Term to Maturities

	Face Value ($)		Policy Max	
Between 0 and 1 years	183,500,001	100%	100%	a
	183,500,001			

Town of Port Hedland

Investment Holdings Report - August 2026

Cash Accounts

Face Value ($)	Current Rate (%)	Institution	Credit Rating	Current Value ($)	Deal No.	Reference
1.40	5.0000%	AMP Bank	BBB+	1.40	545309	31d Notice
1,000.00	0.2500%	National Australia Bank	Cash	1,000.00	544815	Reserve
383,017.60	0.0000%	National Australia Bank	Cash	383,017.60	544816	Trust
7,136,442.15	4.1000%	National Australia Bank	Cash	7,136,442.15	544818	Muni
15,696,176.00	4.3500%	National Australia Bank	Cash	15,696,176.00	544817	Call
23,216,637.15	4.2012%			23,216,637.15		

Term Deposits

Maturity Date	Face Value ($)	Current Rate (%)	Institution	Credit Rating	Purchase Price ($)	Purchase Date	Current Value ($)	Deal No.	Accrued Interest ($)	Next Interest Date	Reference
18-Sep-26	10,000,000.00	5.1900%	Westpac Group	AA-	10,000,000.00	18-Jun-26	10,106,643.84	547600	106,643.84	At Maturity	
4-Nov-26	30,000,000.00	4.3000%	Commonwealth Bank of Australia	AA-	30,000,000.00	7-Nov-25	31,053,205.48	546797	1,053,205.48	At Maturity	
27-Nov-26	20,000,000.00	4.5800%	Westpac Group	AA-	20,000,000.00	28-Nov-25	20,695,156.16	546887	695,156.16	At Maturity	
30-Nov-26	10,000,000.00	4.3900%	Commonwealth Bank of Australia	AA-	10,000,000.00	1-Dec-25	10,329,550.68	546902	329,550.68	At Maturity	
2-Feb-27	10,000,000.00	5.3000%	National Australia Bank	AA-	10,000,000.00	4-Aug-26	10,040,657.53	547735	40,657.53	At Maturity	
17-Feb-27	20,000,000.00	5.0400%	Westpac Group	AA-	20,000,000.00	17-Feb-26	20,541,282.19	547135	541,282.19	At Maturity	
28-Apr-27	5,000,000.00	5.4500%	National Australia Bank	AA-	5,000,000.00	29-Apr-26	5,093,321.92	547355	93,321.92	At Maturity	
29-Apr-27	10,000,000.00	5.6100%	Westpac Group	AA-	10,000,000.00	29-Apr-26	10,192,123.29	547354	192,123.29	At Maturity	
26-May-27	28,500,000.00	5.5400%	Westpac Group	AA-	28,500,000.00	27-May-26	28,919,598.08	547523	419,598.08	At Maturity	
18-Jun-27	20,000,000.00	5.6100%	Westpac Group	AA-	20,000,000.00	18-Jun-26	20,230,547.95	547601	230,547.95	At Maturity	
18-Jun-27	20,000,000.00	5.6100%	Westpac Group	AA-	20,000,000.00	18-Jun-26	20,230,547.95	547602	230,547.95	At Maturity	
	183,500,000.00	5.0999%			183,500,000.00		187,432,635.07		3,932,635.07		

PRUDENTIAL INVESTMENT SERVICES CORP

Town of Port Hedland

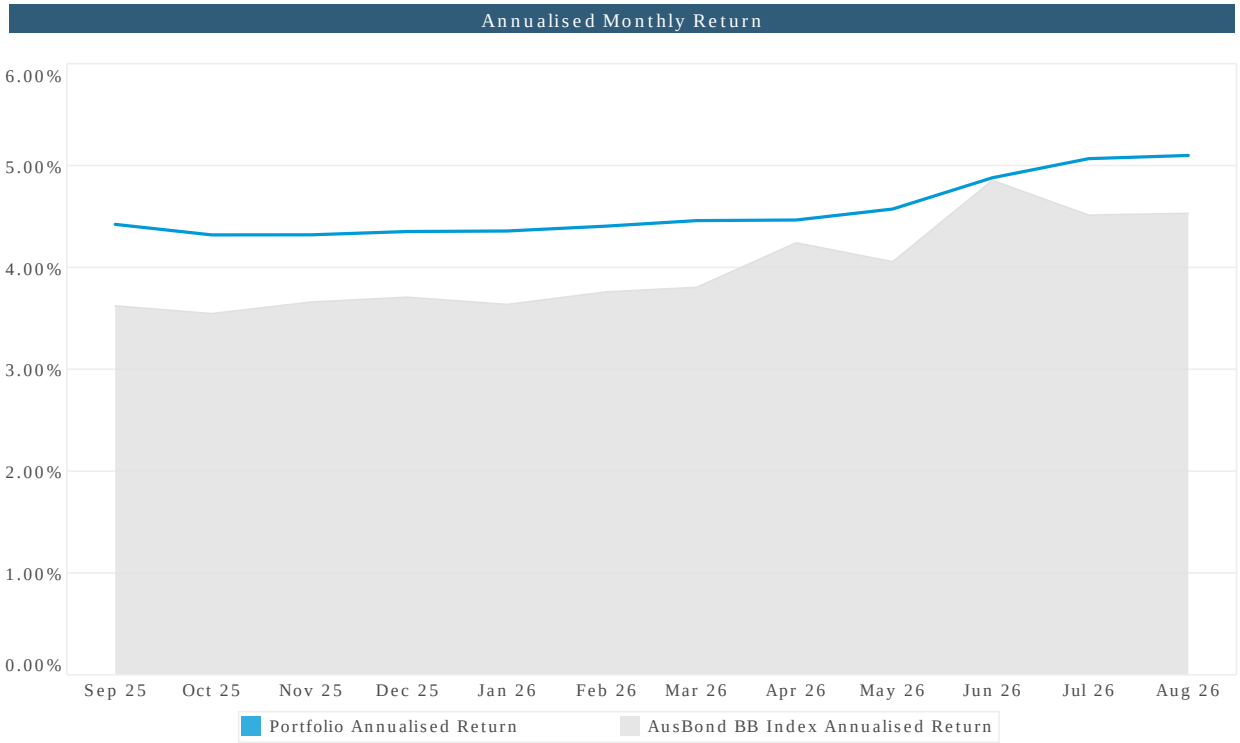
Accrued Interest Report - August 2026

Investment	Deal No.	Comments	Face Value ($)	Settlement Date	Maturity Date	Interest Received ($)	Days	Interest Accrued ($)	Yield (% pa)
Cash									
National Australia Bank	544815					0.00	0	0.21	0.25%
National Australia Bank	544816					0.00	0	0.00	0.00%
National Australia Bank	544817					0.00	0	57,989.84	4.35%
National Australia Bank	544818					0.00	0	24,850.46	4.10%
AMP Bank	545309					0.01	0	0.01	5.00%
						0.01		82,840.53	4.20%
Term Deposits									
Westpac Group	547600		10,000,000.00	18-Jun-26	18-Sep-26	0.00	31	44,079.46	5.19%
Commonwealth Bank of Australia	546797		30,000,000.00	7-Nov-25	4-Nov-26	0.00	31	109,561.64	4.30%
Westpac Group	546887		20,000,000.00	28-Nov-25	27-Nov-26	0.00	31	77,797.26	4.58%
Commonwealth Bank of Australia	546902		10,000,000.00	1-Dec-25	30-Nov-26	0.00	31	37,284.93	4.39%
National Australia Bank	547735		10,000,000.00	4-Aug-26	2-Feb-27	0.00	28	40,657.53	5.30%
Westpac Group	547135		20,000,000.00	17-Feb-26	17-Feb-27	0.00	31	85,610.96	5.04%
National Australia Bank	547355		5,000,000.00	29-Apr-26	28-Apr-27	0.00	31	23,143.84	5.45%
Westpac Group	547354		10,000,000.00	29-Apr-26	29-Apr-27	0.00	31	47,646.58	5.61%
Westpac Group	547523		28,500,000.00	27-May-26	26-May-27	0.00	31	134,098.35	5.54%
Westpac Group	547601		20,000,000.00	18-Jun-26	18-Jun-27	0.00	31	95,293.16	5.61%
Westpac Group	547602		20,000,000.00	18-Jun-26	18-Jun-27	0.00	31	95,293.16	5.61%
						0.00		790,466.87	5.10%
Grand Totals						0.01		873,307.40	5.00%

PRUDENTIAL INVESTMENT SERVICES CORP

Town of Port Hedland

Investment Performance Report - August 2026

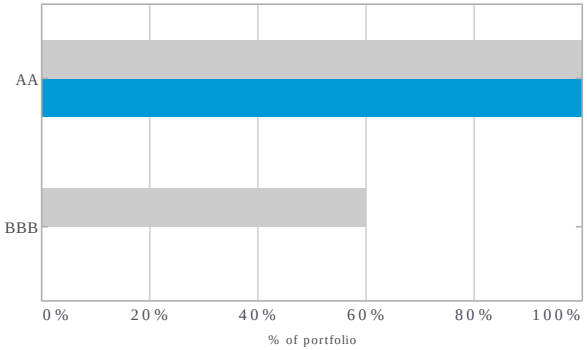


Historical Performance Summary (%pa)			
	Portfolio	Annualised BB Index	Outperformance
Aug 2026	5.10%	4.53%	0.57%
Last 3 months	5.02%	4.63%	0.39%
Last 6 months	4.76%	4.33%	0.43%
Financial Year to Date	5.08%	4.52%	0.56%
Last 12 months	4.56%	3.99%	0.57%

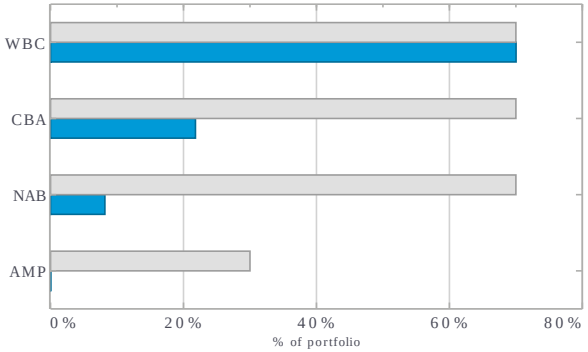
Town of Port Hedland

Investment Policy Compliance Report - August 2026

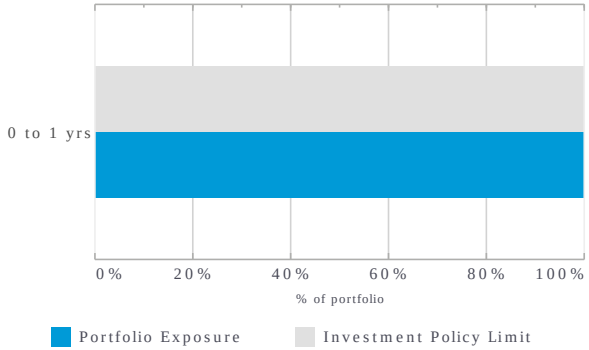
Total Credit Exposure



Individual Institutional Exposures



Term to Maturities



Credit Rating Group	Face Value ($)		Policy Max	
AA	183,500,000	100%	100%	a
BBB	1	0%	60%	a
	183,500,001			

Institution	% of portfolio	Investment Policy Limit	
Westpac Group (AA-)	70%	70%	r
Commonwealth Bank of Australia (AA-)	22%	70%	a
National Australia Bank (AA-)	8%	70%	a

	Face Value ($)		Policy Max	
Between 0 and 1 years	183,500,001	100%	100%	a
	183,500,001			

a = compliant
r = non-compliant

PRUDENTIAL INVESTMENT SERVICES CORP

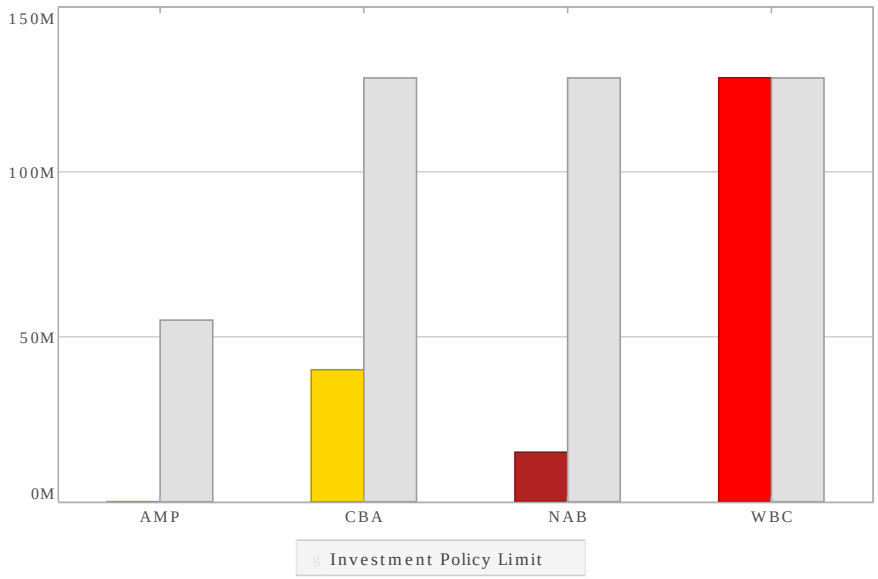
Town of Port Hedland

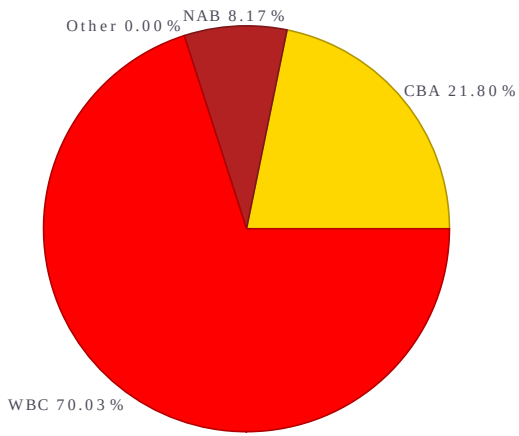
Individual Institutional Exposures Report - August 2026

Individual Institutional Exposures

	Current Exposures		Policy Limit		Capacity
AMP Bank (BBB+)	1	0%	55,050,000	30%	55,049,999
Commonwealth Bank of Australia (AA-)	40,000,000	22%	128,450,001	70%	88,450,001
National Australia Bank (AA-)	15,000,000	8%	128,450,001	70%	113,450,001
Westpac Group (AA-)	128,500,000	70%	128,450,001	70%	-49,999
	183,500,001				

Individual Institutional Exposure Charts





PRUDENTIAL INVESTMENT SERVICES CORP

Town of Port Hedland

Cashflows Report - August 2026

Actual Cashflows for August 2026

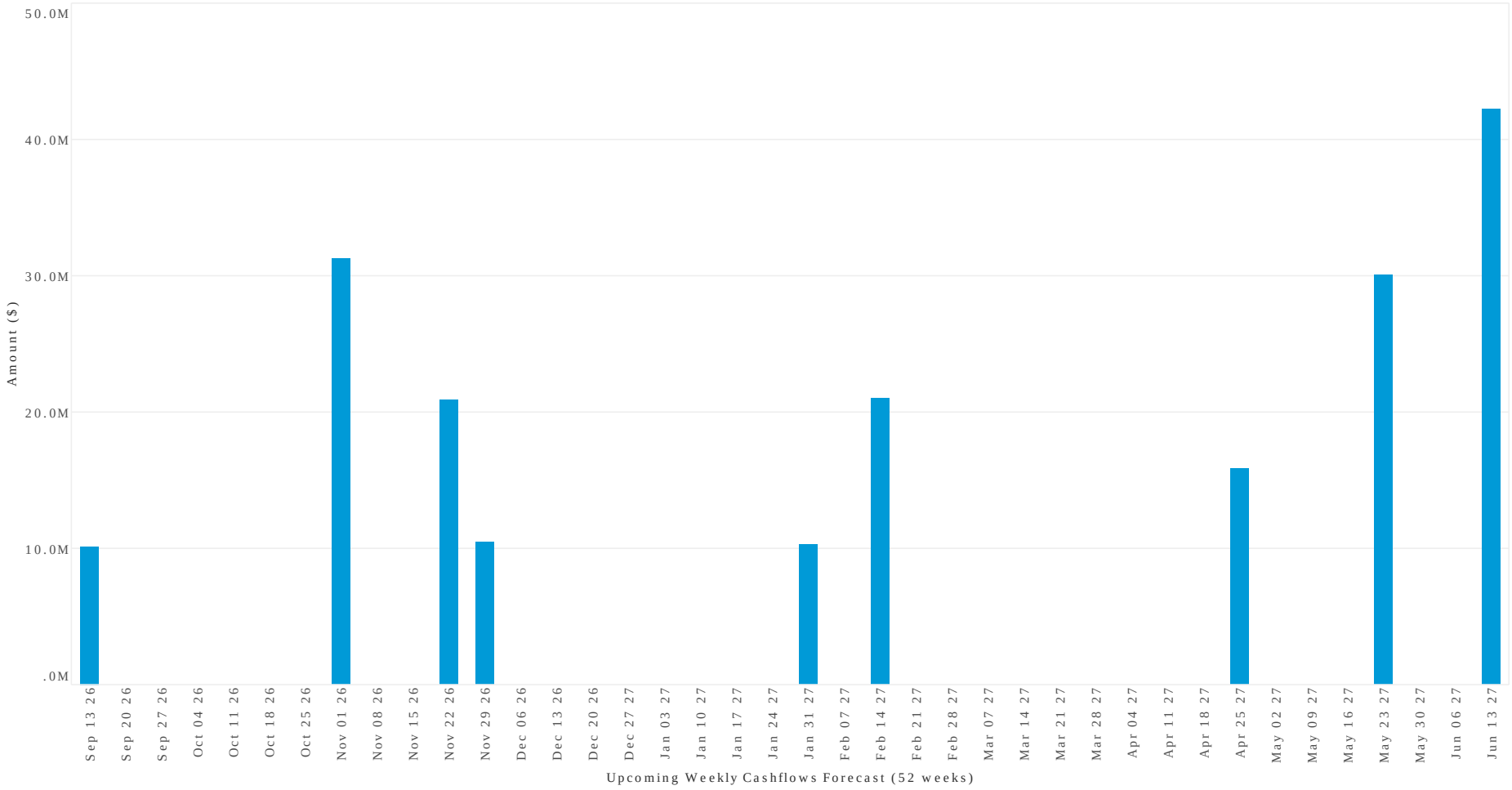
Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount
4-Aug-26	547735	National Australia Bank	Term Deposit	Settlement: Face Value	-10,000,000.00
				Deal Total	-10,000,000.00
				Day Total	-10,000,000.00
				Total for Month	-10,000,000.00

Forecast Cashflows for September 2026

Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount
18-Sep-26	547600	Westpac Group	Term Deposit	Maturity: Face Value	10,000,000.00
		Westpac Group	Term Deposit	Maturity: Interest Received/Paid	130,816.44
				Deal Total	10,130,816.44
				Day Total	10,130,816.44
				Total for Month	10,130,816.44

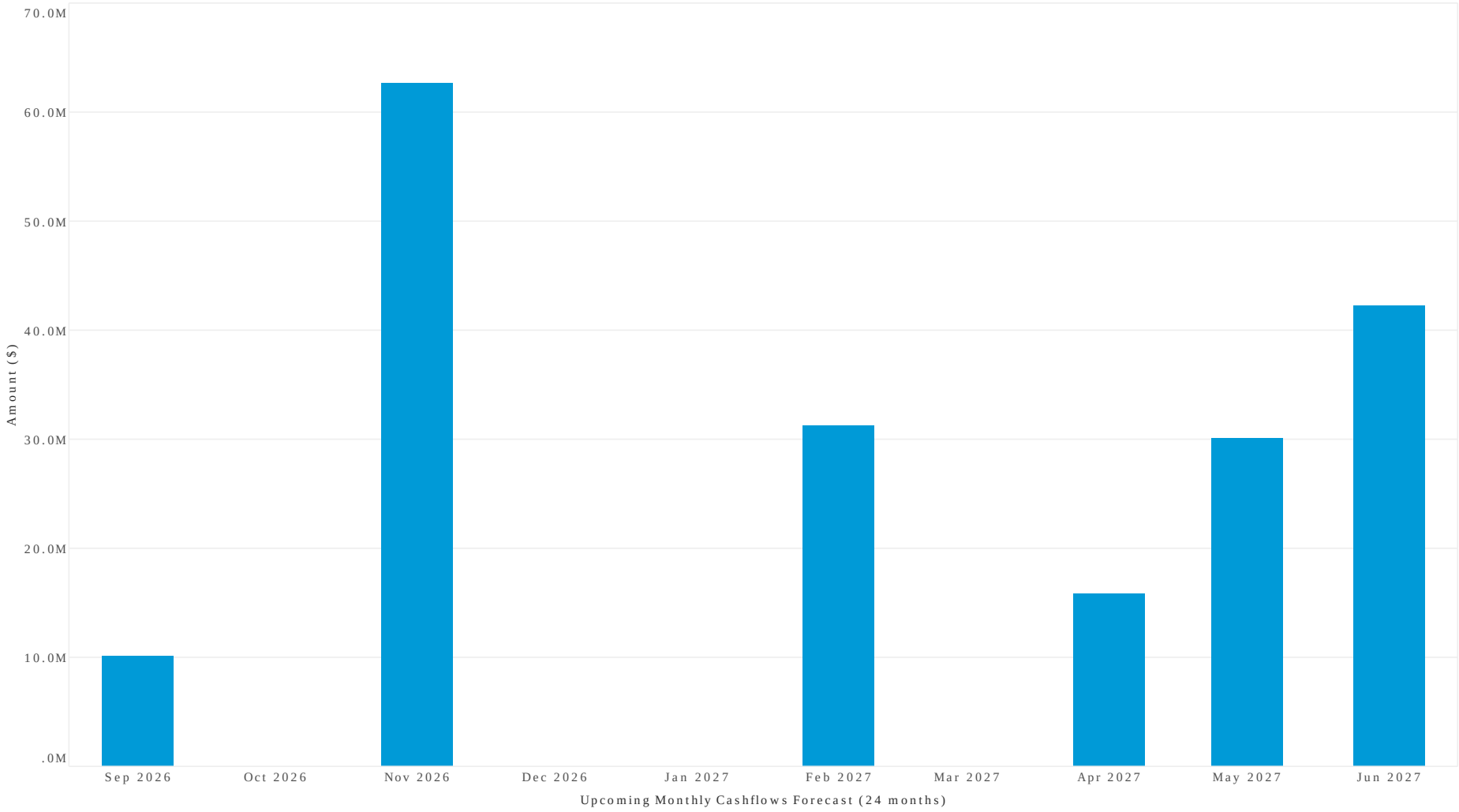
Town of Port Hedland

Cashflows Report - August 2026



Town of Port Hedland

Cashflows Report - August 2026



Town of Port Hedland

Directorate YTD and Annual Budget Comparison

for YTD ending August 26/27

EXEC - Office of CEO

Description	Current YTD Performance 26/27					Current Annual Performance 26/27			
	YTD Actual 27PJA	YTD Budget 27PJOB	Var $	Var %		Order Commit (PJ)	Annual Amended Budget 27PJOB	Var $	% of Budget
Total Income	(4,064)	(2,424)	1,639	(67.62%)		0	(19,091)	(15,027)	21.29%
Total Expense	940,069	1,325,281	385,212	29.07%		253,159	8,356,232	7,163,004	14.28%
Total Capital Expenditure	0	0	0	100.00%		0	0	0	0.00%

Traffic Light Key		
Variance Review		
	>10% and >$50k	Favourable
	<+/-10% or <+/-$50k	Neutral
	<-10% and <-$50k	Unfavourable

CSD - Corporate Services Directorate

Description	Current YTD Performance 26/27					Current Annual Performance 26/27			
	YTD Actual 27PJA	YTD Budget 27PJOB	Var $	Var %		Order Commit (PJ)	Annual Budget 27PJOB	Var $	% of Budget
Total Income	(94,652,038)	(94,815,368)	(163,330)	(0.17%)		0	(105,360,323)	(10,708,285)	89.84%
Total Expense	5,624,523	7,635,706	2,011,183	26.34%		999,368	45,941,748	39,317,858	14.42%
Total Capital Expenditure	203,348	177,221	(26,127)	(14.74%)		0	1,601,674	1,398,326	12.70%

ISD - Infrastructure Services Directorate

Description	Current YTD Performance 26/27					Current Annual Performance 26/27			
	YTD Actual 27PJA	YTD Budget 27PJOB	Var $	Var %		Order Commit (PJ)	Annual Budget 27PJOB	Var $	% of Budget
Total Income	(6,453,516)	(2,261,721)	4,191,795	185.34%		0	(41,482,165)	(35,028,649)	15.56%
Total Expense	4,372,384	7,015,507	2,643,124	37.68%		867,606	39,652,027	34,412,037	13.21%
Total Capital Expenditure	2,641,189	3,811,652	1,170,463	30.71%		0	105,823,915	103,182,726	2.50%

RSD - Regulatory Services Directorate

Description	Current YTD Performance 26/27					Current Annual Performance 26/27			
	YTD Actual 27PJA	YTD Budget 27PJOB	Var $	Var %		Order Commit (PJ)	Annual Budget 27PJOB	Var $	% of Budget
Total Income	(156,128)	(401,030)	(244,901)	(61.07%)		0	(4,985,878)	(4,829,750)	3.13%
Total Expense	997,561	1,941,018	943,457	48.61%		114,121	10,352,355	9,240,673	10.74%
Total Capital Expenditure	0	0	0	100.00%		0	0	0	0.00%

CMSD - Community Services Directorate

Description	Current YTD Performance 26/27					Current Annual Performance 26/27			
	YTD Actual 27PJA	YTD Budget 27PJOB	Var $	Var %		Order Commit (PJ)	Annual Budget 27PJOB	Var $	% of Budget
Total Income	(798,520)	(567,167)	231,353	40.79%		200	(3,527,500)	(2,729,180)	22.63%
Total Expense	2,566,607	3,187,067	620,459	19.47%		210,294	16,823,960	14,047,059	16.51%
Total Capital Expenditure	0	0	0	100.00%		0	0	0	0.00%

DRAFT 2026-27 Capital Works Program
YTD to August 2026-27

Row Number	Works Project	Project Description	Project status	Traffic lights	Project Details	Estimated Start Date	Estimated End Date	Actual YTD August	YTD Works Budget	Var $	% of Budget	Works Commits	Annual Budget	Var $	Var %
	700001	**Capital Projects: Buildings Non Specialised - New**						**3,460**	**2,798**	**- 2,214**	**-79%**	**128,719**	**20,000,000**	**20,002,779**	**0%**
1	10223	Key Worker Housing	Contract awarded at May 2026 Ordinary Council Meeting. Due-diligence and contract terms currently being confirmed.		Design and delivery of key worker housing on Lot 5996 Cotter Drive, South Hedland 6722	1/01/2027	30/10/2028	5,000	2,798	- 2,214	-79%	11,437	23,000,000	22,979,563	0%
2	10231	Rose Nowers - Childcare Developments	Detailed design has been completed and the construction tender is currently open. Tender submissions are scheduled to close on 20 September 2026, with a report to Council in October 2026. Funding negotiations continue to progress. Superintendent procurement progressing.		Childcare developments - Rose Nowers Childcare Centre						100%	117,282	6,000,000	5,882,718	2%
	700002	**Capital Projects: Buildings Non Specialised - Renew**						**116,475**	**169,717**	**53,242**	**31%**	**223,306**	**1,738,217**	**1,398,476**	**0%**
3	10423	Airconditioning Renewals Program 26/27 - Staff Housing	Quotes currently being sourced for identified properties in line with asset life cycle.		Airconditioning Renewals Program 26/27 - Staff Housing	1/07/2026	30/06/2027	-	-	-	100%	4,281	80,000	75,719	5%
4	10424	Cyclone & Security Screen Renewals (Staff) 26/27	Quotes currently being sourced for identified residential properties. Expected acceptance of quotes September. Install dependent on fabrication.		Annual renewal Cyclone & Security Screens Renewals 26/27 - Staff Housing	1/07/2026	30/06/2027	-	-	-	100%	-	120,000	120,000	0%
5	10425	External Structural Building Works Program (Staff) 26/27	Program of works to be confirmed and quotes to be sourced.		External Structural Building Works Program 26/27 - Staff Housing. Structural Rust Remediation - Further identified	1/07/2026	30/06/2027		-	-	100%	-	30,000	30,000	0%
6	10426	Hot Water System Renewals (Staff) 26/27	Schedule of properties that require renewal will be released via RFQ. Scheduled for October.		Hot Water System Renewals 26/27 - Staff Housing	1/07/2026	30/06/2027		-	-	100%	-	30,000	30,000	0%
7	10434	Internal Structural Building Works (Staff) 26/27	Quotes will be sourced for properties in line with asset life cycle.		Internal Structural Building Works 26/27 - Staff Housing	1/07/2026	30/06/2027	-	-	-	100%	-	30,000	30,000	0%
8	10448	Landscaping Renewal Program (Staff) 26/27	Quotes currently being sourced for site drainage remediation works at town property		Landscaping renewal works for staff housing	1/07/2026	30/06/2027	-	-	-	100%	-	50,000	50,000	0%
9	10449	Painting Renewal Program (Staff) 26/27	Painting of town properties to commence in line with property vacancies		Painting renewal program for staff housing	1/07/2026	30/06/2027	-	-	-	100%	-	20,000	20,000	0%
10	10450	RCD & Smoke Detector Replacement Program (Staff) 26/27	RCD program completed. Smoke detector replacement scheduling in progress		RCD & Smoke Detector Replacement program for staff housing	1/07/2026	30/06/2027	-	-	-	100%	-	5,000	5,000	0%
11	10451	Rust Remediation Program (Staff) 26/27	Program of works to be confirmed and quotes to be sourced.		Rust remediation program for staff housing	1/07/2026	30/06/2027	-	-	-	100%	-	877,500	877,500	0%
12	10454	South Hedland Aquatic Centre Renewal Program 26/27	Program of works to be confirmed and quotes to be sourced.		South Hedland Aquatic Centre 26/27 Renewal Program	1/07/2026	30/06/2027	-	-	-	100%	-	10,000	10,000	0%
13	10493	Airconditioning Renewals Program 26/27	Yacht Club - replacement of 4 x units in progress. Quotes being sourced		Airconditioning Renewals Commercial Program 26/27	1/07/2026	30/06/2027	-	-	-	100%	74,712	150,000	75,288	50%
14	10467	Renewal Program 26/27	Priority funds to be used to support reactive building maintenance renewals identified throughout the financial year		Priority Renewal Program 26/27	1/07/2026	30/06/2027	-	-	-	100%	-	80,000	80,000	0%
15	10468	Ablution Facilities Renewal 26/27	Preparation underway for procurement of design consultant for the renewal of Sir Town Square and Library ablution renewal works.		General ablution facilities upgrade and renewal for FY26/27	1/04/2027	30/06/2027	-	2,000	2,000	100%	-	500,000	500,000	0%
16	10469	Cyclone & Security Screen Renewals Program 26/27	Program of works to be confirmed and quotes to be sourced		Cyclone & Security Screen Renewals Commercial Program 26/27	1/07/2026	30/06/2027	-	-	-	100%	-	100,000	100,000	0%
17	10470	Hot Water System Renewals (Commercial & Community) 26/27	Quotes being sourced for Dome.		Hot Water System Renewals 26/27 for Commercial & Community Properties	1/07/2026	30/06/2027	-	-	-	100%	-	11,780	11,780	0%
18	10471	External Structural Building Works Program (Commercial & Community) 26/27	Quote Request currently out to market for structural investigations of the Courthouse gallery to determine remediation works required. Given the facility is Heritage Listed and will be subject to strict Regulatory requirements and approvals, it is currently unknown when the remediation works will commence. Quote Request also out to market for design and specification for roof sheeting remediation at the Wanangkura Stadium. Works likely to commence in Q3/ Q4 of FY to avoid being undertaken over cyclone season.		External Structural Building Works Program 26/27 - Commercial & Community Buildings	1/09/2026	30/09/2027	-	4,500	4,500	100%	-	1,625,000	1,625,000	0%
19	10472	Internal Structural Building Works (Commercial & Community) 26/27	Program of works to be confirmed and quotes to be sourced.		Internal Structural Building Works 26/27 - Commercial & Community	1/07/2026	30/06/2027	-	-	-	100%	104,869	220,000	115,131	48%
20	10473	Landscaping Renewal Program (Commercial & Community) 26/27	Pit Tennis and Hockey Club Fencing - Technical investigations for the site are currently underway prior to procuring a design consultant to develop detailed requirements for renewal works		Landscaping renewal works for Commercial & Community buildings 26/27	1/04/2027	30/06/2027	-	-	-	100%	-	224,940	224,940	0%
21	10474	Painting Renewal Program (Commercial & Community) 26/27	RFQ for JD Hardie scheduled for release in December.		Painting renewal program for Commercial & Community buildings 26/27	1/07/2026	30/06/2027	-	-	-	100%	-	120,000	120,000	0%
22	10475	Plumbing Renewal Program (Commercial & Community) 26/27	Program of works to be confirmed and quotes to be sourced.		Plumbing renewal program for Commercial & Community buildings 26/27	1/07/2026	30/06/2027	-	-	-	100%	-	138,210	138,210	0%
23	10476	Rust Remediation Program (Commercial & Communitiee) 26/27	Kickoff works scheduled to start 17/09/2026		Rust remediation program for Commercial & Communities buildings	1/07/2026	30/06/2027	-	-	-	100%	-	502,500	502,500	0%
24	10477	Electrical Renewal Program (Commercial & Community) 26/27	Program of works to be confirmed and quotes to be sourced.		Electrical renewal program for Commercial & Community buildings 26/27	1/07/2026	30/06/2027	-	-	-	100%	-	100,000	100,000	0%
25	10478	Fire Services Renewal Program (Commercial & Community) 26/27	Program of works to be confirmed and quotes to be sourced.		Fire Services renewal program for Commercial & Community buildings 26/27	1/07/2026	30/06/2027	-	-	-	100%	-	50,000	50,000	0%
26	10479	Shade Structures Renewal Program (Commercial & Community) 26/27	Removal of structurally unsafe shelter at Marie Marland underway, planned for completion in September. Replacement of shade to follow procurement process		Shade Structures renewal program for Commercial & Community buildings 26/27	1/07/2026	30/06/2027	-	60,000	60,000	100%	19,210	300,000	280,790	0%
27	10480	Sports Surface Renewal Program (Indoor) 26/27	Quote Request currently being prepared for release. Works will be scheduled for execution over the April 2027 school holidays to resurface the indoor basketball court at the Wanangkura Stadium.		Sports Surface renewal program for Commercial & Community buildings 26/27	1/04/2027	30/04/2027	-	-	-	100%		150,000	150,000	0%
28	10283	Building Renewal Program 25/26	Program of works to be confirmed and quotes to be sourced.		Works delivered under this program includes Ablutions, Cyclone & Security Screens, Electrical, Landscaping, HVAC, Hot Water Systems, Hydraulic & Plumbing, Internal Fixtures & Fittings, Structural Renewals, Rust Remediation.	1/07/2025	31/08/2026	116,475	103,217	- 13,258	-13%	20,234	213,217	76,508	64%
	700003	**Capital Projects: Buildings Non Specialised - Upgrade**						**31,731**	**72,804**	**40,573**	**56%**	**50,733**	**860,304**	**777,840**	**10%**
29	10371	Remodel of Commercial Kitchen – JD 26/27	Procurement planning underway to engage design consultant.		Remodel of Commercial Kitchen – JD 26/27	1/07/2026	30/06/2027				100%		338,000	338,000	0%
30	10389	Port Hedland Visitors Centre Refurbishment	Detailed design works are progressing following appointment of Architect. Existing condition verification, site investigations and consultant coordination are underway to support preparation of construction-ready documentation.		Refurbishment and interior fit out of the Port Hedland Visitors Centre as per Council Decision OM2025/6/152 on 29 October 2025 to include within the 26/27 FY Capital Works program	29/10/2025	21/09/2026	1,066	-	- 1,066	100%		450,000	448,934	0%
31	10283	Staff Housing Renewal Program 25/26	Program of works to be confirmed and quotes to be sourced.		Works delivered under this program includes Ablutions, Cyclone & Security Screens, Electrical, Landscaping, HVAC, Hot Water Systems, Hydraulic & Plumbing, Internal Fixtures & Fittings, Structural Renewals, Rust Remediation.	1/07/2025	30/06/2026	30,665	72,204	41,539	58%	50,733	72,304	9,094	113%
	700004	**Capital Projects: Buildings Specialised - New**						**24,486**	**24,358**	**- 128**	**-1%**	**2,605,314**	**1,452,861**	**1,176,033**	**181%**
32	10066	Depot Nursery	Development application has been approved with works to commence in the following months.		Design and construction of new nursery at the Depot	1/01/2023	30/09/2026	533	-	- 533	100%	5,820	151,661	145,308	4%
33	10127	Performing Arts Centre	The project remains in planning and option development. Alternative redesign/expansion of Matt Dare will be undertaken		Design and Construction of a new Performing Arts Centre within the Hedland Sports and Arts Precinct		31/12/2031	164	164	-	0%	1,380,393	70,348	1,310,209	1962%
34	10224	Port Hedland Yacht Club Refurb	Project is in Defect Liability Period		Refurbishment of the Port Hedland Yacht Club	1/07/2026	30/06/2026			-	100%	624	-	624	0%
35	10242	South Hedland Bowls Club	Design and superintendent services have been awarded to Architects. Design development and operational planning are progressing		Refurbishment of the South Hedland Bowls Club	21/01/2026	31/12/2026	18,749	19,153	405	2%	40,299	1,070,319	1,011,272	0%
36	10002	Civic and Community Hub - Design	Business case currently being developed based on latest concept design, planned for presentation to Council in coming months.		Design and development of the South Hedland TAFE Site, including civic admin buildings, performing arts Centre, library, commercial and community facilities	23/09/2022	30/06/2037	5,041	5,041	-	0%	1,178,179	160,533	1,022,687	737%
	700005	**Capital Projects: Buildings Specialised - Renew**						**164**	**5,164**	**5,000**	**97%**	-	**550,000**	**549,836**	**0%**
37	10386	Cemetery Beach Ablution Replacement 25/26	Contract execution underway with preferred Tenderer. Pre-fabricated ablutions have a 20 week lead time, and works planned to commence on site in March 2027 through to June 2027.		Replacement of ablution facilities at Cemetery Beach which have reached the end of their useful asset life.	1/03/2026	30/06/2027	164	5,164	5,000	97%		550,000	549,836	0%
38	10014	SHSH Masterplan	A revised masterplan is being explored for adoption by Council that aligns with the Aquatics facility project.		South Hedland Integrated Sport Hub (SHSH) Masterplan	28/03/2018	20/12/2026	13,806	13,273	- 533	-4%	529,732	293,675	249,867	183%
39	10331	Stadium Staff Kitchen	Program of works to be confirmed and quotes to be sourced.		Overhaul of Staff Kitchen	23/10/2025	9/04/2026	574	-	- 574	100%	17,391	358,291	341,330	5%
41	10385	Shay Gap Park Light Improvement 25/26	Program of works to be confirmed and quotes to be sourced.		Removal and replacement for deteriorated park lighting at Shay Gap park	1/04/2027	30/05/2027	6,760	19,750	12,990	66%	12,990	19,750		100%
42	10306	Access Inclusion Improvement Program	Program of works to be confirmed and quotes to be sourced.		Access Inclusion Improvement Program	1/07/2025	30/06/2026	4,701	-	- 4,701	100%			4,701	0%
	700011	**Capital Projects: Drainage - Renew**						**82**	-	**- 82**	**100%**	**265,915**	**400,000**	**134,002**	**66%**
43	10284	Asset Management Plan - Drainage 25/26	Program of works to be confirmed and quotes to be sourced.		Asset Management Plan - Drainage 25/26	1/07/2025	30/06/2026	82	-	- 82	100%	265,915		- 265,997	0%

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44	10403	Asset Management Plan - Drainage 26/27	Program of works to be confirmed and quotes to be sourced.		Asset Management Plan - Drainage Program 26/27	1/07/2026	30/06/2027	-	-	-	100%	-	800,000	800,000	0%
	700012	Capital Projects: Drainage - Upgrade						11,470	-	11,470	100%	455,331	3,240,011	2,773,214	14%
45	10230	Gilbert Street Flood Pumps	The contract is now executed. The construction work is yet to be commenced. The Concrete contractor to mobilize and start the remediation works following Part B contractors preliminary works.		Replacement of Gilbert Street flood pumps	1/07/2024	30/06/2026	11,470	-	11,470	100%	455,331	3,240,011	2,773,214	14%
	700013	Capital Projects: Open Spaces - New						-	-	-	100%	23,634	2,783,634	2,760,000	1%
46	10125	Spoilbank Marina Playground	Project is in Defect Liability Period		Construction of a new destination playground at the Spoilbank Marina	1/07/2025		-	-	-	100%	23,634	48,634	25,000	49%
47	10305	Wise Terrace Revitalisation	Design only to go to market in November, for Council adoption April		Wise Terrace & South Hedland Square Closure & Development	25/05/2026	23/04/2027	-	-	-	100%		2,735,000	2,735,000	0%
	700014	Capital Projects: Open Spaces - Renew						17,169	212,000	194,831	92%	371,691	5,285,196	4,896,330	7%
48	10271	Playground Renewal Program 25/26	25/26 works all complete and Defect Liability Period for Limestone Park ending in early September.		Works delivered under this program includes the ongoing scheduled renewal of end-of-life playgrounds and softfall.	2/12/2025	31/08/2026	17,169	-	17,169	100%	2,790	-	19,959	0%
49	10412	Signage and Wayfinding Renewal 26/27	Program of works to be confirmed and quotes to be sourced.		Road signage and wayfinding program FY26/27	1/07/2026	30/06/2027	-	-	-	100%		250,000	250,000	0%
50	10337	Public Open Space Renewal Program 25/26	Marapikurrinya Park gazebo replacement ongoing, due for completion by mid-October		Works delivered under this program includes the ongoing scheduled renewal of end-of-life assets within the Town's Public Open Spaces as identified in the Parks, Open Space and Public Art Asset Management Plan.	1/07/2025	31/10/2026	-	200,000	200,000	100%	271,734	226,890	44,844	120%
51	10433	Dune Remediation Works Program 26/27	Planning underway including beach access points in Port Hedland		Dune remediation works program 26/27, Beach access trails, Reactive maintenance, Sand fencing and bollards	1/07/2026	30/06/2027	-	-	-	100%		100,000	100,000	0%
52	10452	Restricted Access Program 26/27	Program of works to be confirmed and quotes to be sourced.		Restricted Access Program - rocks and bollards	1/07/2026	30/06/2027	-	-	-	100%		260,000	260,000	0%
53	10453	Public Bin Replacements 26/27	Program to be confirmed		Purchase and installation of replacement public waste receptacles	1/07/2026	30/06/2027	-	-	-	100%		10,000	10,000	0%
54	10401	Landscaping Renewal Program (POS) 26/27	Quotes currently being sourced for condition assessment of the Forrest Circle Footbridge, which will determine the extent of remediation works.		Landscaping renewal program	1/04/2027	30/06/2027	-	-	-	100%		100,000	100,000	0%
55	10456	BBQ Renewal Program 26/27	Procurement planning underway, replacement of assets based upon age and condition		BBQ Renewal program	1/07/2026	30/06/2027	-	-	-	100%		33,300	33,300	0%
56	10457	Drinking Fountains Renewal Program 26/27	Procurement planning underway, replacement of assets based upon age and condition		Drinking Fountains Renewal Program	1/07/2026	30/06/2027	-	-	-	100%		25,000	25,000	0%
57	10459	Irrigation Infrastructure Works 26/27	Procurement planning underway, replacement of assets based upon age and condition		Irrigation Infrastructure Works Program	1/07/2026	30/06/2027	-	-	-	100%		50,000	50,000	0%
58	10460	Park Furniture Renewals 26/27	Procurement planning underway, replacement of assets based upon age and condition		Park Furniture Renewals Program	1/09/2026	30/06/2027	-	-	-	100%		20,000	20,000	0%
59	10461	Playground & Softfall Renewal Program 26/27	Inspection Audit of all playgrounds will be undertaken in late September, which will be used to determine risk ratings/ replacement priority for playground renewals. Marapikurrinya Park playground was scheduled for renewal this FY, and procurement will commence following receipt of Audit Report. Contractor engaged to replace rope play equipment at Kevin Scott Oval, awaiting confirmation from contractor for installation timing. GAC pool car to be removed in September.		Playground & Softfall Renewal Program 26/27 Detailed design and renewal of playground	1/02/2027	30/05/2027	-	-	-	100%	80,145	1,200,000	1,119,855	7%
60	10462	Shade Structure Renewal Program 26/27	Program of works to be confirmed and quotes to be sourced.		Shade Structure renewal program 26/27	1/09/2027	30/06/2027	-	-	-	100%	17,022	100,000	82,978	17%
61	10463	Public Art Renewal Program 26/27	Planning underway to transport the "Black Rock Stakes" to the artist in Perth for remediation works		Public Art renewal program 26/27	1/09/2027	30/06/2027	-	5,000	5,000	100%		10,000	10,000	0%
62	10464	Sports Lighting Renewal Program 26/27	Port Hedland Tennis & Hockey Club - Technical investigations for the site are currently underway prior to procuring a design consultant to develop detailed requirements for renewal works		Sports Lighting Renewal program 26/27	1/04/2027	30/06/2027	-	1,000	1,000	100%		1,500,000	1,500,000	0%
63	10465	Sports Surface Renewals (Outdoor) 26/27	Technical investigations for the site are currently underway prior to procuring a design consultant to develop detailed requirements for renewal works		Sports Surface Renewal program 26/27, Hockey astroturf, Tennis astroturf, Netball Courts	1/04/2027	30/06/2027	-	6,000	6,000	100%		1,400,000	1,400,000	0%
	700015	Capital Projects: Open Spaces - Upgrade						10,738	9,990	- 748	-97%	70,729	2,193,231	2,102,772	4%
64	10057	South Hedland Cemetery Masterplan	Consultation with Friends of Cemetery to be completed. RFT for construction to go to market in November.		Stage 2 of the South Hedland Cemetery Masterplan - Design works to formalise and upgrade internal roads and footpaths. A columbarium wall is to be constructed (not part of the original Masterplan.)	1/01/2023	30/06/2027	10,154	9,990	- 164	-2%	13	1,693,231	1,683,064	1%
65	10058	South Hedland Townsite Activation	Project combined with 10305 Wise Terrace revitalisation.		South Hedland Townsite Activation - Originally included the closure of Wise Terrace and the beautification of Wise Terrace. Scope to be finalised	1/01/2024	31/07/2027	4,100	-	- 4,100	100%	70,716	-	- 74,816	0%
66	300022	Open Spaces Upgrades	Program of works to be confirmed and quotes to be sourced.		Open Spaces renewals			5,476	-	- 5,476	100%			- 5,476	0%
67	10376	South Hedland Cemetery Beautification 26/27	Waiting for Stage 2 implementation of Cemetery Master Plan to be completed		South Hedland Cemetery Beautification 26/27	1/07/2026	30/06/2027	-	-	-	100%		500,000	500,000	0%
	700016	Capital Projects: Other Infrastructure - New						1,131,282	2,416,046	1,284,764	54%	4,715,312	17,679,567	11,823,971	27%
68	10001	Seawalls	Project is coming to end of Defect Liability Period. Final inspection in September.		Design and Construction of Seawalls at Marapikurrinya Park, Gap & Richardson Street (SP1), Goode Street (SP2) and Sutherland Street (SP3)	2/08/2021	31/08/2024	-	-	-	100%	6,484	50,838	44,353	13%
69	10332	Community Facility Solar Strategy	RFT for the design and construction of solar systems is current will close at the end of September.		Community Facility Solar Strategy - Grant and Town funded project to install solar panels on community sporting facilities to alleviate electricity bills and provide sustainable energy.	5/01/2026	31/03/2027	10,298	-	10,298	100%	2,500	478,466	465,668	3%
70	10044	JD Hardie Stage 3 - Outdoor Elements	Works progressing on site and project is on track. Planning to commence for opening event closer to completion date.		Stage 3 of the JD Hardie Masterplan. Design and construction of public open space on the remainder of the JD Hardie lot boundary to the west of the Courts & Centre	1/02/2023	30/11/2026	1,118,240	2,400,000	1,281,660	53%	4,574,172	6,969,889	1,277,377	82%
71	10196	Kingsford Smith Park - Land subdivision	Contract executed for construction of 7 lots in KSRP.		Subdivide vacant land & connect Services - Kingsford Smith Business Park	3/07/2023	30/06/2024	2,296	16,066	13,770	86%	52,543	3,536,374	3,481,536	2%
72	10269	Hedland Aquatic Centre - Site Analysis	Project now coded to project 10302		Commence aquatics site analysis and site selection process - stand alone from DAGH project	20/10/2026	30/06/2026	0	-	0	100%	9,309	-	9,309	0%
73	10319	Shade Structure New 25/26	Program of works to be confirmed and quotes to be sourced.		Shade Structure New for FY 2025/26	1/07/2025	30/06/2026	349	-	349	100%	70,304	-	70,653	0%
74	10302	Hedland Aquatic Centre	Design services are out to tender closing 14th September		Design & Construction of new aquatics center in South Hedland	30/10/2026	30/12/2029	-	-	-	100%		6,635,000	6,635,000	0%
	700017	Capital Projects: Other Infrastructure - Renew						131,131	127,052	- 4,059	-3%	784,798	1,229,918	314,068	74%
75	10061	Landfill - Pond Liner Replacement	Earthworks phase nearing completion and entering the lining phase.		Replacement and upgrade of the Pond liner at the landfill	1/07/2023	30/06/2026	128,031	123,962	- 4,059	-3%	470,486	546,000	52,556	110%
76	10383	SHAC: Pool Filter Sand Replacement 25/26	RFT to be awarded in September.		South Hedland Aquatic Centre - Pool Filter Sand Replacement 25/26.	30/03/2026	30/06/2026	-	-	-	100%		291,819	291,819	0%
77	10250	Signage and Wayfinding Renewal 24/25	Project due for completion in August 2026		Road signage and wayfinding program	1/07/2024	31/08/2026	3,090	3,090	-	0%	65,841	68,931	0	100%
78	10276	Carpark Renewal Program 25/26	Project to be completed by June 2027		Annual Carpark renewal program for FY 2025/26	1/07/2025	30/06/2026	-	-	-	100%	248,472	-	248,472	0%
79	10415	Carpark Renewal Program 26/27	Project to be completed by June 2027		Annual Carpark renewal program for FY 2026/27	1/07/2026	30/06/2027	-	-	-	100%		323,162	323,162	0%
	700018	Capital Projects: Other Infrastructure - Upgrade						14,979	- -	14,979	100%	-	- -	14,979	0%

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YTD to August 2026-27

Row Number	Works Project	Project Description	Project status	Traffic lights	Project Details	Estimated Start Date	Estimated End Date	Actual YTD August	YTD Works Budget	Var $	% of Budget	Works Commits	Annual Budget	Var $	Var %
80	10232	Rose Nowen Childcare Carpark Upgrades	Project Completed.		The upgrade of the existing carpark, including pavement and the carpark layout. The scope also includes the upgrade of the stormwater drainage, layout and capacity.	15/12/2025	1/05/2026	574		- 574	100%			- 574	0%
81	10280	Restricted Access Renewal Program 25/26	Program of works to be confirmed and quotes to be sourced.		Restricted Access Program - Formerly rocks and bollards	1/07/2025	30/06/2026	14,405		14,405	100%			14,405	0%
	700020	Capital Projects: Paths & Cycleways - Renew						86,200	-	86,200	100%	7,102	3,116,466	3,023,162	2%
82	10281	Asset Management Plan - Paths 25/26	Project Completed.		Asset Management Plan - Paths 25/26	1/07/2025	30/06/2026	86,200		86,200	100%	7,102		93,302	0%
83	10402	Footpath Renewals 26/27	Project to be completed by June 2027		Asset Management Plan - Paths 26/27	1/07/2026	30/06/2027	-		-	100%		138,948	138,948	0%
84	10408	Active Transport Strategy 26/27	Project to be completed by June 2027		Active Transport Strategy - Footpaths 26/27	1/07/2026	30/06/2027			-	100%		2,977,521	2,977,521	0%
	700021	Capital Projects: Paths & Cycleways - Upgrade						9	-	9	100%	-	-	9	0%
85	10127	Cooke Point Shared Path	Project is completed and is now in the Defects Liability Period.		Design and construction of a 3m dual use coastal path between: the corner of Sutherland/Keesing and Dempster Street the Corner of Goode/Conley Street & Goode & McPherson Street			9		9	100%			9	0%
	700024	Capital Projects: Roads & Bridges - Renew						411,948	373,588	38,360	-10%	953,590	5,675,062	4,310,562	24%
86	10427	Bridges & Culvert Renewal Program 26/27	Project to be completed by June 2027		Bridges & Culvert Renewal Program 26/27	1/07/2026	30/06/2027			-	100%		362,570	362,570	0%
87	10273	Remote Community Roads Renewal 25/26	Project to be completed by June 2027		Annual renewal and upgrade works to Yandeyarra Road	1/07/2025	30/06/2026	-		-	100%	3,539		3,539	0%
88	10281	Kerb Renewal Program 25/26	Project Completed.		Annual renewal & upgrades to aged kerbing infrastructure	1/07/2025	30/06/2026	8,846		8,846	100%	1,532		10,378	0%
89	10334	Road Reseal - Unsealed Roads 25/26	Project to be completed by June 2027		Road Reseal - Unsealed Roads 25/26	1/07/2025	30/06/2026	0		0	100%	23,892		23,892	0%
90	10325	Road Reseal - Sealed Roads 25/26	Project completed.		Road Reseal - Sealed Roads 25/26	1/07/2025	30/06/2026	403,102	373,588	29,514	-8%	924,627	373,588	954,140	251%
91	10405	Road Reseal - Unsealed Roads 26/27	Project to be completed by June 2027		Road Reseal - Unsealed Roads 26/27	1/07/2026	30/06/2027			-	100%		1,022,420	1,022,420	0%
92	10406	Road Reseal - Sealed Roads 26/27	Scope of works to be finalised with the contractor.		Road Reseal - Sealed Roads Program 26/27	1/07/2026	30/06/2027	-		-	100%		1,500,000	1,500,000	0%
93	10409	Aboriginal Community Access Roads 26/27	Project to be completed by June 2027		Annual renewal and upgrade works to Yandeyarra Road and Marta Marta Community Road	1/07/2026	30/06/2027	-		-	100%		140,000	140,000	0%
94	10411	State Initiatives Program 26/27	Concept design being undertaken by Consulting Engineers		Improvements to traffic & carparks to Hedland Senior High School and Mirrutharrma Maya access roads	1/07/2026	30/06/2027			-	100%		2,000,000	2,000,000	0%
95	10467	Kerb Renewals 26/27	Project to be completed by June 2027		Kerbing Renewals 26/27	1/07/2026	30/06/2027			-	100%		377,320	377,320	0%
	700024	Capital Projects: Roads & Bridges - Upgrade						378,216	108,548	269,668	-248%	173,319	21,640,230	21,090,658	2%
96	10098	Prelim. Road Safety Audit & Compliance	Project to be completed by June 2027		Preliminary works for Road Safety Audit & Compliance improvements	1/07/2026	30/06/2027	4,990		4,990	100%			4,990	0%
97	10130	SHSH Stage 1C - Hamilton Rd & Entrance	Tender is now executed. Construction will start end of September 2026. Construction period will be approximately 10 months.		Hamilton Road upgrade: This includes the construction of new round-abouts at the Wanangkura Stadium and the Hedditch Street intersection.	24/03/2026	30/08/2026	271,256	5,166	266,090	-5151%	8,000	14,000,000	13,720,744	2%
98	10226	Blackspot - Demarchi Rd and Murdoch Rd	Project to be completed by June 2027		Blackspot - Demarchi Road and Murdoch Road Intersection	1/07/2026	30/06/2026	-		-	100%	415		415	0%
99	10228	Blackspot - Buttweld Rd, Nth Circular Rd	Project to be completed by June 2027		Blackspot - Buttweld Road & North Circular Road East	1/07/2026	30/06/2026	-		-	100%	9,788		9,788	0%
100	10407	Access & Inclusion Improvements 26/27	Project to be completed by June 2027		Access & Inclusion Improvements 26/27 - Improve accessibility for paths and crossings	1/07/2026	30/06/2027			-	100%		50,000	50,000	0%
101	10357	Blackspot - Quartz Quarry Road	RFQ to be released to market to finalise a design consultant		Blackspot Improvement Program 25/26 - Quartz Quarry Road	1/07/2025	30/06/2026			-	100%		465,000	465,000	0%
102	10360	Blackspot - Kennedy Street	Construction of flat top plateaus and installation of signs completed. Line Marking works to be scheduled		Blackspot Improvement Program 25/26 - Kennedy Street	1/07/2025	30/06/2026	100,941	100,656	285	0%	17,964	257,291	138,386	46%
103	10400	Blackspot Improvement Program 26/27	RFQ to be released to market to finalise a design consultant		Australian Government Blackspot Improvement Program 26/27	1/07/2026	30/06/2027	-		-	100%		175,000	175,000	0%
104	10026	Wedgefield Route 1	Construction works completed on Macrantine/Peewah & Schillaman/Peewah intersection. Cyclone rectification works to be scheduled for completion. Future Works to be scheduled on Yarana Street pending grant funding application outcome.		Design and delivery of existing road network upgrades within the Wedgefield industrial precinct.	1/07/2022	30/06/2027	1,066	2,746	1,680	61%	135,152	6,692,939	6,556,721	2%
	700025	Capital Purchases: Furniture, Fittings & Equipment - New						179,214	178,988	- 346	0%	191,912	1,857,608	1,496,357	20%
105	10213	ANPR - CCTV Cameras & Infrastructure	Project has commenced with a works program to be finalised		Automatic Number Plate Recognition CCTV Cameras & Infrastructure	1/07/2025	30/06/2026			-	100%	144,182	144,182	0	100%
106	10391	Furniture & Equipment Renewal (ad hoc)	Priority Furniture and Equipment replacements		Priority replacement of capital furniture and equipment assets in financial year 2025/26	1/07/2025	30/06/2026	32,500	-	32,500	100%	40,296		72,796	0%
107	10416	CCTV Renewal Program 26/27	Renewal of assets based upon a CCTV asset plan		CCTV Cameras & Infrastructure Renewal	1/07/2026	30/06/2027			-	100%	-	363,233	363,233	0%
108	10372	Depot Seating Adjustments 26/27	Project is due for completion in January 2027		Depot Seating Adjustments 26/27	1/12/2026	1/02/2027		25,000	25,000	100%	280	636,100	635,820	0%
109	10321	IT Renewal Program 25/26	In Progress		IT Renewal Program 25/26	1/07/2025	30/06/2026	146,836	153,988	7,154	5%	7,154	153,988	0	100%
110	10404	IT Equipment Renewal Program 26/27	In Progress - subject to equipment availability		IT Equipment Renewal Program 26/27	1/07/2026	30/06/2027			-	100%		560,000	560,000	0%
	700026	Capital Purchases: Vehicles, Plant & Equipment - New						235,922	232,034	- 3,888	-2%	730,147	2,208,182	1,242,113	44%
111	700007	Vehicle Replacement Program	In Progress - Subject to vehicle delivery		Vehicle Replacement Program			235,922	232,034	- 3,888	-2%	730,147	2,208,182	1,242,113	44%
	700028	Capital Purchases: Furniture, Fittings & Equipment - Renew						-	-	-	100%	-	391,777	391,777	0%
112	10379	Furniture & Equipment Replacements 26/27	Project has commenced with a works program to be finalised		Furniture & Equipment Replacements 26/27:Library Shelving, Library Storage, Lighting Rig Replacement Matt Dann	1/07/2026	30/06/2027			-	100%		391,777	391,777	0%
	700029	Capital Purchases: Furniture, Fittings & Equipment - Upgrade						24,014	23,233	- 781	-3%	53,115	898,786	823,653	6%
113	10292	Network Redesign & Refresh Program	The network refresh program is progressing, with NBN installations completed at most sites and Starlink operational at the Landfill Office. Procurement activities for the network and wireless access point infrastructure are underway, with detailed implementation works scheduled to continue through 2026 and into early 2027.		This project will deliver a comprehensive network upgrade across multiple Town buildings to improve connectivity, reliability, and resilience. The scope includes the design, supply, and implementation of a hybrid connectivity solution utilising National Broadband Network (NBN) services, Starlink satellite connections, and dedicated Point-to-Point (P2P) links	1/07/2025	31/05/2027	24,014	23,233	- 781	-3%	40,020	887,686	823,653	7%
114	10387	Christmas Decorations South Hedland 25/26	Due for delivery in October.		Christmas Decorations South Hedland 25/26	1/07/2025	30/10/2026	-		-	100%	11,095	11,095		100%
	700030	Capital Purchases: Vehicles, Plant & Equipment - Renew						-	-	-	100%		160,000	160,000	0%
115	10414	Landfill Plant & Equipment 26/27	Project has commenced with a works program to be finalised		Landfill Plant & Equipment purchases	1/07/2026	30/06/2027			-	100%		160,000	160,000	0%
					TOTAL			2,845,201	3,988,873	1,143,671	29%	12,360,782	107,425,589	92,219,606	14%

Town of Port Hedland

1.035 Integrity Framework

Objective / Purpose

The objective of this Policy is to establish Council's commitment to integrity, ethical conduct, transparency and accountability across the Town of Port Hedland (the Town), and to set Council's expectation that integrity risks are managed through an organisational Integrity Framework approved and maintained by the Chief Executive Officer (CEO).

This Policy recognises that integrity is fundamental to good local government, public trust and lawful decision-making. It provides the Council-level direction for a coordinated approach to preventing, detecting, reporting and responding to integrity risks, including misconduct, fraud, corruption, unmanaged conflicts of interest, misuse of information or resources, improper influence and reprisal.

Policy Statement

1. Policy Statement

The Town is entrusted with public resources, statutory powers and decisions that affect the community. Council expects those powers, resources and decisions to be exercised honestly, lawfully, transparently, fairly and in the public interest.

Council is committed to a culture where integrity is embedded in governance, risk management, decision-making, service delivery, financial stewardship, procurement, recordkeeping, complaints management and workforce conduct.

The Town does not tolerate fraud, corruption, serious misconduct, improper influence, misuse of position, misuse of information or resources, and reprisal against a person who raises an integrity concern in good faith.

2. Council Direction to the CEO

Council directs the CEO to establish, implement, maintain and periodically review an organisational Integrity Framework applicable to all employees of the Town.

The Integrity Framework is an administrative framework under the responsibility of the CEO. It is to give practical effect to this Policy by setting out the Town's systems, controls, roles, responsibilities, reporting pathways, education, monitoring and assurance arrangements for managing integrity risks.

The Integrity Framework must align with and support the Town's existing governance documents, including the:

- Risk Management Policy;
- Fraud and Corruption Policy;
- Public Interest Disclosure Policy;
- Codes of Conduct; and
- relevant internal operating procedures.

The CEO may amend the Integrity Framework administratively to maintain legislative compliance, improve effectiveness, address emerging integrity risks and ensure alignment with Council policies and better practice governance principles.

3. Integrity Principles

The Town's approach to integrity is based on the following principles:

1. Clear expectations – all employees are expected to act honestly, ethically, lawfully and in the public interest.

2. Risk-based management – integrity risks are to be identified, assessed, treated, monitored and reported through the Town's risk management and assurance processes.

3. Prevention, detection and response – controls are to be maintained to prevent, detect and respond to fraud, corruption, misconduct, non-compliance and other integrity breaches.

4. Safe reporting – people must be able to raise integrity concerns through appropriate pathways, including Public Interest Disclosure processes where applicable, without fear of reprisal.

5. Accountability and transparency – decisions and actions must be properly authorised, documented and capable of withstanding scrutiny.

6. Continuous improvement – integrity arrangements are to be reviewed and strengthened using lessons from complaints, disclosures, audits, risk reviews, investigations, control failures and external integrity guidance.

4. Roles and Responsibilities

Council is responsible for setting the strategic integrity expectation through this Policy.

The **CEO** is responsible for implementing this Policy, approving and maintaining the Integrity Framework, ensuring appropriate systems and controls are in place, and meeting statutory notification or reporting obligations.

The Audit, Risk and Improvement Committee provides independent oversight and advice to Council on relevant audit, risk, internal control, compliance and improvement matters within its terms of reference.

Employees are responsible for acting in accordance with the Town's values, Codes of Conduct, policies, procedures, lawful directions and integrity requirements relevant to their role.

Elected Members and committee members are responsible for meeting their statutory conduct obligations and acting in accordance with the relevant Code of Conduct.

Legislative Framework

This policy should be read in conjunction with:

- *Local Government Act 1995 and associated regulations;*
- *Corruption, Crime and Misconduct Act 2003;*
- *Criminal Code Act Compilation Act 1913;*
- *Freedom of Information Act 1992;*
- *Parliamentary Commissioner Act 1971;*
- *Public Interest Disclosure Act 2003;*
- *Privacy and Responsible Information Sharing Act 2024;*

- *State Records Act 2000;*
- *Working with Children (Screening) Act 2004; and*
- *Work Health and Safety Act 2020*

Where there is any inconsistency between this Policy and applicable legislation, the legislation prevails.

Related Policies and Governance Instruments

Council policies developed under this framework must be consistent with the Town's Delegations Register and other adopted governance instruments to support lawful and consistent decision-making.

This Policy must also be reviewed following any significant legislative amendment, governance reform, or organisational restructure affecting policy responsibilities.

This Policy is to be read and applied in conjunction with:

- Policy 1/022 Risk Management;
- Policy 1/023 Public Interest Disclosure;
- Policy 1/024 Fraud and Corruption;
- Relevant Codes of Conduct; and
- Town of Port Hedland Statement of Business Ethics

Definitions

Integrity means using public powers, resources, information and position honestly, lawfully and for their intended purpose. Integrity requires decisions and conduct to be ethical, transparent, accountable and in the public interest.

Integrity Framework means the operational framework that sets out the Town's practical arrangements for preventing, detecting, reporting, responding to and learning from integrity risks and breaches.

Policy Administration

Administration	Detail
Business Unit	Audit, Risk and Insurance
Directorate	Corporate Services
Delegated Authority	4.1.1 Public Interest Disclosure Officer 1.3.10 Complaints Officer (For Council Members, Committee Members and Candidates)
Review Frequency	3 yearly

Document Control

Version	Resolution No.	Adoption Date
01		
02		
03		
04		

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**

Employees Leaving Council Service

Policy Objective

This policy represents the formal policy and expected standards of the Council. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the to give full effect to the lawful policies, decisions and practices of the Council.

This policy:

- Establishes guidelines to recognise Employees who are ceasing employment with the Town of Port Hedland;
- Establishes guidelines for the consideration of ex-gratia payments to Employees in accordance with s. 5.50 of the *Local Government Act 1995* ("the Act"); and
- Ensures that ex-gratia payments are in accordance with Regulation 19A of the *Local Government (Administration) Regulations 1996.*

Purpose

This policy relates to all Town employees and should be read in conjunction with section 5.50 of the *Local Government Act 1995* and regulation 19A of the *Local Government (Administration) Regulations 1996* as to the maximum value of payment that can be approved for an employee whose employment is finishing with the Town.

Principles

3.1 Eligibility

The recognition of a departing Employee does not apply to an Employee who has been dismissed by the Town for any reason other than redundancy.

The recognition does not apply to casual staff or casual service. Cash gifts will not be provided. Gift vouchers are permitted.

3.2 Recognition for employees leaving

Number of Years' Service	Recognition
Continuous Service 1 year up to 3 years	Morning or afternoon tea to the value of $50 and gift value of $50.
Continuous Service 3 years up to 5 years	Morning or afternoon tea to the value of $50. Gift to the value of $100.
Continuous Service 5 years up to 10 years	Function to be determined by the CEO with up to $250 for catering. Gift to the value of $30 per year of service.
Continuous Service 10 years up to 15 years	Function to be determined by the CEO with up to $500 for catering. Gift to the value of $40 per year of service.
Continuous Service 15 years up to 20 years	Function to be determined by the CEO with up to $500 for catering. Gift to the value of $50 per year of service.
Continuous Service 20 years and over	Function to be determined by the CEO with up to $500 for catering. Gift to the value of $60 per year of service.
Parental Leave (primary caregiver)	Team or Office morning or afternoon tea to the value of $50.

3.3 Ex-gratia payments

The CEO is authorised to negotiate an ex-gratia payment where the separation is, or would otherwise be, at the initiative of the Employer (but is taken to be a voluntary severance by resigning as an employee). The ex-gratia payment shall not exceed an amount equivalent to six months' salary. The Mayor will be advised of the amount and reason for the payment.

Ex gratia payments in recognition of extensive or exemplary service, shall not be made to Employees upon termination of their employment with the Town of Port Hedland, whether as a result of retirement, resignation or otherwise.

3.4 Service

For the purpose of this policy, continuous service shall be deemed to include:

- Any period of absence from duty of annual leave, long service leave, accrued paid bereavement leave, accrued paid personal leave, defence reservist leave and public holidays;
- Any period of authorised paid absence from duty necessitated by sickness of or injury to the Employee but only to the extent of three months in each calendar year but not including leave without pay or parental leave; and

- Any period of absence that has been supported by an approved workers compensation claim up to a maximum absence of 1 year.

For the purpose of this policy, continuous service shall not include:

- Any period of unauthorised absence from duty unless the Council determines otherwise; Any period of unpaid leave unless the Council determines otherwise; and
- Any period of absence from duty on Parental leave unless the Council determines otherwise.

Consequences

This policy represents the formal policy and expected standards of the Council. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the to give full effect to the lawful policies, decisions and practices of the Council.

Town of Port Hedland

Policy

Relevant legislation	Local Government Act 1995 Section 5.50 Local Government (Administration) Regulations 1996 Regulation 19A Council Policy 3/007 Senior Employees and Appointing Chief Executive Officer Town of Port Hedland Enterprise Agreement 2023 and any successor agreement.		
Directorate	Office of the Chief Executive Officer		
Business unit	Human Resources		
Delegated authority	Nil		
Version Control	Version Number	Resolution Number	Adoption Date
	V01		30 Sep 2026
Review frequency	4 Yearly		

Town of
Port Hedland

COUNCIL POLICY MANUAL

Current as at 30 September 2026

Historical Summary

Item	Date	Action	Description
1	30 September 2026		

Preface

The Policy Manual is the compiled decisions of Council to the Chief Executive Officer (CEO), employees and other officers, detailing how specific matters are to be administered, the standards to apply etc.

Council Policy is over-ridden by –

- Commonwealth and State legislation and regulations
- the Local Planning Schemes
- Local Laws
- Council resolutions
- Delegations.

Council Policy overrides –

- Internal Operating Procedures.
- Local Government Guidelines –
    - although are not decisions of Council, close observance is strongly recommended.
- Standard Operating Procedures.
- Administrative directions/instructions.

The decisions can be made at any time and may be varied at Council's discretion. Council Policy is not binding on the Council, but is binding on employees and officers, unless discretion is stated. Council Policy is to be considered as Council's standing or permanent instructions.

The Local Government Act requires the development of only a few policies, otherwise all policies are at Council's sole discretion.

Policies, Codes or Standards of a local government required by the Local Government Act 1995 include:

- Adoption of an Attendance at Events Policy (S5.90A).
- Adoption of a Council Members, committee members and candidates Code of Conduct (S5.104).
- Adoption of an Employees Code of Conduct (S5.51A), to be made by the CEO.
- Adoption of Continuing Professional Development Policy for Elected Members (S5.128).
- Adoption of a Policy relating to employing a CEO or Acting CEO (S5.39A and B and C).
- Adoption of Regional Price Preference Policy .

- (R24C Local Government (Functions and General) Regulations 1996).
- Adoption of a Policy that pays employees more than required by their contract or award (recognition of service / gratuity) (S5.50).
- Adoption of a Standard for CEO recruitment, performance and termination.

  (based on model) (S5.39B).

Other than the above, policies are generally not required to be based on or in legislation but can be a stand-alone instruction of Council. However, it cannot be inconsistent with legislation.

Within the Policy Manual is a detailed outline of –

- how actions and administrative decisions are to be made;
- when they are to be implemented or made; or
- limitations and restrictions etc.

The Policy Manual is resolved by Council. All procedural or reference information, formatting and spelling errors may be amended or updated by the CEO.

Town of Port Hedland

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Town of Port Hedland

Council Policy

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Introduction

Statutory and Corporate Context

The Council is responsible for functions and activities under numerous Acts and other legislation, many of which permit Council to delegate responsibilities and authority to various employees and officers, and to stipulate conditions, standards or methods of control and management.

This Council Policy Manual has been prepared to complement a range of obligations imposed by legislation including local laws, and various document adopted by Council.

The order of priority for compliance is –

1. Federal and State legislation and regulations.
2. the Local Planning Scheme.
3. a specific resolution of Council.
4. Delegations Register – being specific authorisations resolved by Council, and having a statutory context under the Local Government Act.
5. Local Planning Policy – as it is made under the authority of the Local Planning Scheme, by resolution of Council.
6. Council Policy – being instructions resolved by Council on how particular matters are to be dealt with.
7. Internal Operating Procedures – standing instructions or procedures issued by the CEO.
8. Standard Operating Procedures.
9. Administrative directions or instructions.

Although not decisions of Council, and therefore not a requirement of employees, consideration should be given to the following as being best practice –

- DLGSC Guidelines
- WALGA Councillors Manual, Practice Notes etc.

Unless specifically resolved that the instruction is to be included in the Policy Manual, it is considered that it is for a specific matter and is not a general or on-going instruction.

There are some policies that have specific legislative provision, and these are noted in the individual policy.

IMPORTANT – Consequences of Breaching Council Policy

Where there is a breach of Council Policy –

a) it may result in disciplinary action up to and including termination of employment,
b) the Shire may also be obligated to refer a breach to an external agency where an employee may be held personally liable for their actions,
c) the employee in breach may also be personally liable for their actions, such costs charged to the Shire or to repair as a result of the private/personal or unauthorised use.

Application – is to employees, not to community

Policy generally cannot be used to control or manage the general community – it is essentially an instruction to an employee that in particular circumstances, a specific action or process is to be followed, for instance –

- Hire of facilities – if there is damage, then employees are to invoice the hirer or cancel their booking etc.
- Caravan Park Rules – if a patron does not comply with these, employees are to take action.
- Human Resources policies – outlines the circumstances in which actions are to be taken.
- Crossovers – employees may approve if an application complies with requirements or take action if a crossover does not comply.

A Policy generally cannot be applied directly to the community as they may not be aware of its adoption. The community has to have had the opportunity to be aware of the requirements imposed on them. If a policy is to be applied to the community or to a specific applicant, there are legislative requirements that must be observed.

However, policy may require employees to apply specific conditions to a licence, permit etc, and to provide a written copy of the conditions being applied. These conditions applied are then enforceable.

Advertising of a local law constitutes community wide notification, whether the person is aware of it or not. Accordingly, many policies expand on how a Local Law is to be interpreted or acted upon by employees.

Definitions

The Local Government Act has not defined the term "delegation" or "delegated power". However:

- s.5.16 refers to "… the exercise of any of its powers and duties …"
- s.5.42 refers to "… the exercise of any of its powers or the discharge of any of its duties …"

The term "policy" is not defined anywhere in the Act; however, Departmental guidelines refer to Council "acting through" the administration to fulfil requirements and obligations.

The following terms used in this document apply insofar as they are consistent with enabling legislation –

authority means the permission or requirement for Council, a Committee, or a person to act in accordance with –

- the Local Government Act, Regulation, or other legislation.
- a delegation made by Council;
- a Council Policy;
- a specific decision of Council;
- an Internal Operating Procedure; or
- a Standard Operating Procedure.

delegation means the authority for a Committee, the CEO or other person to exercise a power, or discharge a duty, as conferred by absolute majority decision of Council under the provisions of the relevant legislation.

employee means a person employed by the Shire and is on the payroll, and does not include contractors or consultants

Council Policy is a standing instruction resolved by Council as to how a particular matter is to be implemented:

Executive Instruction is a standing instruction issued by the CEO as to how a particular matter is to be implemented.

instruction means the requirement for an employee to act in accordance with a direction given by the Council, the CEO, Director, or Manager.

officer generally only to be used in the context of a formal authorisation and may include an authorised employee.

Guidelines No.17 – Delegations (Department of Local Government)

The Department of Local Government, Sport and Cultural Industries has published Guidelines for the formation of Delegations.

The Guidelines outline the concept of "delegation" and "acting through" in parts 3 and 4, particularly in paragraph 13 where it is stated –

> *… the key difference between a delegation and "acting through" is that a delegate exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the "acting through" concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.*

In effect, "acting through" is an action that could reasonably be expected to be carried out as the result of a decision by Council (e.g. advertising of a tender), or as a function reasonably expected of the position that a person holds.

Not all matters which will be recorded in Policy are "acting through" matters. Similarly, not all "acting through" matters will be listed. Council Policy supported by Executive Instructions describe how that action or some other action is to be carried out.

Making, amending, and revoking Council Policy

Administrative Policy generally requires approval by a simple majority of Council, and may be made, amended or revoked at any time by Council.

A number of policies are required by legislation to be adopted or amended by absolute majority, and these are referenced in the Notes section of the relevant policy.

Council may impose limitations on Policy, or the functions delegated as they see fit.

Review of Council Policy

There is no required timetable for the review of policy, however, it is suggested that it should be done regularly to ensure that policies are relevant, current, and understood.

To maintain the Policy Manual up to date, an administrative review should be reviewed at least once a year, and a report made to Council on matters needing amendment or inclusion.

It is suggested that detailed consideration of all policies be undertaken by Council at least once every four years.

Town of Port Hedland

Council Policy

Elected Members

1/035 Town of Port Hedland Communications Agreement between the Council and the Chief Executive Officer

Objective

This Communications Agreement establishes clear, respectful, and effective communication protocols between the Town of Port Hedland's Council and the Town of Port Hedland's Chief Executive Officer (CEO). It aligns with the *Local Government Act 1995* (the Act), the *Local Government Amendment Act 2024*, specifically the role and functions of the council, mayor and councillors; and it reflects the intent of the draft *Local Government Amendment Regulations (2025)* which, once codified, propose each local government to have a communications agreement in place that is agreed by both the Council and the CEO.

Purpose

The purpose of this agreement is to:

1. Provide guidelines for elected members when requesting information relevant to performing their role and functions, from the Town of Port Hedland's (the Town) CEO.
2. Provide guidelines for the Town's CEO in providing information to elected members to assist them perform their role and functions.
3. Ensure all elected members are equally informed regarding queries, issues and any concerns raised, particularly on matters requiring a Council decision.

Guiding Principles

The Council and the CEO agree to the following guiding principles:

1. The CEO will support elected members to perform their role and functions under the Act and any other written law.
2. Elected members will ensure their dealings and communications with the CEO and Town employees are in accordance with this agreement.
3. Any formal communication or information exchange not already outlined in this agreement, is not to occur between elected members and Town employees unless it is authorised by the CEO.
4. Elected members can only request assistance or information that is relevant to their role and functions under the Act or any other written law.
5. Communications must be respectful, timely, and professional.
6. Communications should support transparency, efficiency, and good governance.
7. All parties must comply with the Act, relevant Codes of Conduct, and Town policies.

Communication Channels

The Town's administration uses several channels to provide information to elected members to enable them to perform their role and functions under the Act, or any other relevant legislation. These channels currently include:

- Docs on Tap
- A regular Elected Member Information Bulletin
- Online Council Portal

Requests for Assistance Regarding Administrative Matters

Elected members may seek assistance on administrative matters from the CEO. These requests are intended to assist elected members in fulfilling their role and functions and must not involve the direction of Town employees or operational decision-making.

These requests include, but are not limited to:

- General governance advice including declarations of interest.
- Declaration of gifts received.
- Reimbursement claims.
- Travel arrangements.
- Management of event invitations (including Citizenship Ceremonies).
- Training and conference requests.
- Support in relation to Council meetings.
- IT support.
- Support in the attendance of external meetings relevant to their role.

The mayor can work directly with the Executive Assistant to the CEO and Mayor for assistance regarding administrative matters of a minor nature.

Elected Member requests must be submitted via email to the Elected Member Enquiries address emenquiries@porthedland.wa.gov.au. Verbal requests to Town employees or requests made to individual inboxes may not be actioned.

All elected member requests will be received and acknowledged. A response will be provided within two business days. If this timeframe cannot be met, an interim response must be provided.

Requests for Information

Section 5.92 of the Act states that an elected member can access information held by the Town that is relevant to performing their role and functions under the Act, or any other relevant legislation.

To ensure transparency, consistency and integrity in the way requests from elected members are managed, requests for information are limited to information that is

relevant to the performance of elected members' functions under Sections 2.7, 2.8, 2.9 and 2.10 of the Act.

Requests are defined as something requiring a response or action, and include asking for further information, asking a question or seeking clarity on an issue.

Requests for information will be managed as follows:

a. The mayor can work directly with the Executive Assistant to the CEO and Mayor to make any requests for information of a minor nature.

b. Elected Member requests must be submitted via email to emenquiries@porthedland.wa.gov.au. Verbal requests to Town employees or requests made to individual inboxes may not be actioned.

c. All elected member requests for information will be logged, a reference number assigned, and the CEO will authorise a Town employee to provide a response.

d. A response will be provided within five working days or an interim response outlining actions and timeframes must be provided.

e. Final responses will be sent collectively to all elected members, from emenquiries@porthedland.wa.gov.au.

f. The requesting member may discuss their request for information, once lodged, with the CEO either verbally, or in writing. During the discussion, the requesting member may be provided with additional information for the purpose of clarifying or addressing queries in relation to the final response. Any additional information will also be provided to all elected members.

g. The CEO may arrange for a briefing, meeting or discussion in relation to a final response, should it be determined as necessary.

Confidentiality

Elected members must send requests that are considered confidential directly to the CEO, via ceo@porthedland.wa.gov.au, and clearly indicate that the request is being made in confidence, and why. Confidential matters could include complaints or issues of a personal nature. Responses to confidential requests, if agreed by the CEO, will not be shared with all elected members.

Limitations on Requests

1. Elected members shall not request information that is not relevant to performing their role and functions as outlined in the Act.
2. Information requested that is not in accordance with this agreement may not be provided.
3. Only Town employees authorised by the CEO will respond to requests made by elected members in accordance with this agreement.
4. Information not held by the Town, or that cannot reasonably be obtained by the Town may not be provided.

5. The CEO may determine that preparing or providing requested information may divert a substantial and unreasonable portion of the Town's resources away from its other functions and decline the request. Elected members are not permitted to give direct instructions to Town employees. 6. Neither the CEO nor any other Town employee is required to respond to a request for administrative support or information outside of regular office hours.

Exclusions

This agreement does not apply to:

1. Deliberations at Council or Committee meetings.
2. Questions Taken on Notice during formal meetings.
3. Matters relating to media generated enquiries or the provision of Town related information to media. Council Policy 1/025 outlines the role of Mayor, as the Town's principal spokesperson, and that of the CEO, responsible for the administration and coordination of the Town's communications.

Compliance

Elected members, the CEO and Town employees must comply with this agreement.

Any breaches of this agreement may be addressed through dispute resolution and/or under respective Codes of Conduct.

Dispute Resolution

This agreement includes provisions for resolving disagreements related to:

a. Requests for assistance regarding administrative matters, and
b. Requests for information.

The process to resolve disagreements is as follows:

1. In the event of a communication breakdown or disagreement regarding a request or response, the matter should first be discussed between the Mayor and CEO for resolution.
2. Elected Members are encouraged to discuss any communication breakdown or disagreement under this agreement with the mayor in the first instance.
3. Town employees are encouraged to discuss any communication breakdown or disagreement under this agreement with the CEO in the first instance.
4. If the final response to a request includes a refusal to provide some or all the information requested, the requesting member may notify the CEO in writing that there is a disagreement regarding the final response.
5. Collectively, and in agreement, the Mayor and CEO may seek external assistance to facilitate resolution, particularly in cases involving persistent or complex disputes. The Town's procurement processes will be followed if external assistance is required.

Town of Port Hedland

Council Policy

Definitions

Nil

Relevant legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996 Local Government Amendment Act 2024 Local Government Amendment Regulations 2025		
Supporting Documents	Town of Port Hedland Code of Conduct for Council Members, Committee Members, Appointees and Candidates 1/025 Media and Communications policy		
Directorate	Corporate Services		
Business unit	Governance		
Delegated authority	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01 V02	CM202627/105	18 March 2026 30 Sep 2026
Review frequency	4 Yearly		

Town of Port Hedland

Council Policy

4/008 Elected Member Allowances, Facilities and Expenses

Objective

This policy sets out the fees and allowances payable, and expenses that may be reimbursed to Elected Members to support them in performing their duties of office subject to, and in accordance with the *Local Government Act 1995* ("the Act") and the *Local Government (Administration) Regulations 1996* (the 'Regulations').

Policy Statement

1. Fees and Allowances

Fees and allowances are set in accordance with determinations made by the WA Salaries and Allowances Tribunal (SAT) made pursuant to s7B of the *Salaries and Allowances Act 1975* ("the SAT determination"). Determinations made by the SAT apply to Elected Members and Chief Executive Officers of local governments in Western Australia.

1.1 Meeting Attendance Fees

[*Local Government Act 1995* s5.98-5.99]
Pursuant to s5.99 of the Act, the annual fee for Elected Members for attending meetings will be paid monthly in arrears.
The annual attendance fee payable to the Mayor is 100% of the maximum SAT determination.
The annual attendance fee payable to councillors is 100% of the maximum SAT determination.

1.2 Mayoral Allowance

[*Local Government Act 1995* s5.98(5)]
The Annual Local Government Allowance payable to the Mayor is 100% of the yearly maximum SAT determination, subject to provision in the budget.

1.3 Deputy Mayoral Allowance

An allowance of 25% of the Annual Local Government Allowance to which the Mayor is entitled under Clause 2.1.2 of this policy will be paid to the Deputy Mayor.
[*Local Government Act 1995* s5.98A]

1.4 Information and Communication Technology (ICT)

[*Local Government Act 1995* s5.99A(1)(a); *Local Government (Administration) Regulations* 1996 Regs 31(1)(a) and 32(1)]
An annual allowance for ICT expenses instead of reimbursement of any ICT expenses will be paid to Elected Members for the following items, and as defined in item 9.2(1) of the SAT determination:

a. Telecommunications line rental charges
[*Local Government (Administration) Regulations 1996* Reg 31(1)(a)]

Elected Members may be reimbursed for rental charges incurred for one telephone and one facsimile machine.
any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations;

The annual allowance for ICT expenses is set to a maximum of 100% of the yearly maximum SAT determination and as approved in the budget.

Elected members are to be provided with electronic copies of meeting papers and a Town owned device to access those meeting papers.

1.5 Conditions Relating to Payment of Fees and Allowances

All allowances and fees shall be paid to an elected member unless he/she has advised the CEO in writing that they do not wish to claim any or part of those.

Any taxation liability arising from these payments is the responsibility of the elected member concerned.

All fees and allowances will be paid monthly and in arrears.

All fees and allowances payable to elected members are to be recorded in the Town's Annual Report.

2. Reimbursements

Expenses incurred by elected members will be reimbursed in accordance with regulations 32(1)(c) and 32 of the Regulations to the extent approved by the current SAT determination.

Elected members may be reimbursed for expenses incurred for attending meetings and activities which relate to their function as elected members, including, but not limited to:

- Council and committee meetings;
- Weekly Mayor and CEO catch ups;
- Confidential briefings;
- Agenda feedback sessions;
- Community engagement activities;
- Community advocacy activities;
- Intergovernmental meetings;
- Regional local government meetings;
- Professional development and training; and
- Seminars, forums and conferences.

2.1 Childcare

[*Local Government (Administration) Regulations 1996 Reg* 31(1)(b)]

Elected Members may be reimbursed for childcare costs incurred as a result of attendance at a council meeting or committee meeting of which they are a member.

2.2 Council and Committee Meeting Travel Costs

[*Local Government (Administration) Regulations 1996* Regs 31(1)(b) and 32]
Elected Members may be reimbursed for travel costs incurred for attendance at a meeting of council or a committee of council where the elected member does not live or work in the Town's district.

3. Travel

Where elected members are required to travel on official business or perform a function under the express authority of the council, including professional development and training approved under *Policy 4/010 Professional Development*, the Town will, where practicable, make all necessary arrangements, including the payment for accommodation and travel prior to their departure. Costs incurred by elected member(s) for reasonable (as per the *Public Service Award 1992*) meal and incidental expenses excluding alcohol when travelling may be reimbursed.

All travel related expenses are subject to the approved budget allocation.

Air travel is to be by economy class only. Costs for any upgrade to a higher class of travel must be met by the elected member. Frequent flyer points and rewards must not be accumulated for travel undertaken by an elected member on behalf of the Town.

Elected members must not accept offers by carriers of complimentary upgrades in the class of travel class but the use of frequent flyer points personally accrued by an elected member for upgrades by a carrier is permitted.

Where an elected member is a member or a guest of a member of an airline lounge, the elected member may access the airline lounge whilst undertaking travel on behalf of the Town.

3.1 Vehicle use on Official Business

Elected members representing the Town at meetings outside the district are required to utilise a Town vehicle and fuel card where available.

Where a Town vehicle is not available and the elected member has to utilise their personal vehicle, they will be entitled to be reimbursed on a rate per km basis in accordance with the *Public Service Award 1992*.

Where a Town vehicle is available and an elected member chooses to use their own vehicle fuel costs will be reimbursed to the extent supported by tax invoices and receipts.
Where elected members require the use of a taxi whilst attending a conference, seminar, forum, delegation or similar event as a representative of the Town, the fare will be reimbursed upon the presentation of a receipt in accordance with section 2.7 of this policy.

3.2 Travel outside of Western Australia

Elected Members may be authorised to attend interstate events and meetings on behalf of the Town subject to:

- A report outlining the benefit to the Town and its estimated cost is to be provided to the CEO for presentation to council; and
- The travel is to be authorised in advance by a council resolution.

Where it is necessary for an elected member to undertake interstate travel at short notice on behalf of the Town, and before authorisation can be provided by a meeting of the Council, the CEO may approve such travel and must provide a report to Council following completion of the travel, with details of its cost and need for the travel to have been undertaken.

Council may approve overseas travel for elected members in exceptional circumstances, subject to a report outlining the benefit to the Town of the travel, its estimated cost and the need for the travel to be undertaken. Details of those who travelled, and the cost and purpose is to be recorded in the Annual Report.

3.3 General conditions of travel

All bookings associated with Elected Members' travel will be arranged by an officer of the Town nominated by the CEO, and where practicable will include:

- Registration fees;
- Travel to and from meeting and event venues;
- Accommodation; and
- Meals and incidentals.

The Town will endeavour to seek any discount possible to reduce the costs of travel. The maximum amount for accommodation and meal costs will be up to the rate published in the SAT determination and *Public Service Award 1992*. On presentation of sufficient evidence, the CEO may approve costs over this amount in the unusual circumstances such as limited accommodation availability. All travel will be booked at economy rates, and any upgrade costs are to be met by the elected member.

In the event that meals are not provided at the accommodation, training session or conference if elected members are travelling with the CEO, the CEO may use a Town credit card for meals associated with Town business.

On presentation of receipts or sufficient evidence, elected members may be reimbursed for reasonable meal expenses up to a maximum amount determined by the SAT determination and *Public Service Award 1992*.

The cost of alcoholic beverages will not be met by the Town, except for reasonable alcoholic beverages consumed as part of an official Town function, event or meeting attended by the Mayor (or Acting Mayor) and CEO (or Acting CEO), where approved beforehand by the Mayor and CEO (or their acting delegates) and incidental to a meal or official hospitality with visiting local governments, government representatives, industry stakeholders and the principle of reciprocity.

3.4 Bookings changes and cancellations

Any amendments or cancellations to bookings resulting from a change in the personal circumstances of the elected member are to be met by the elected member at their

own cost. Where practicable, elected members should inform the CEO prior to the change(s) taking place.

Any other change or cancellation resulting from the Town's operations will be paid for by the Town.

3.5 *Rewards* and Loyalty Programs

Elected members are not to benefit from corporate bookings for travel undertaken in their role as elected members, and which is paid for by the Town, including frequent flyer programs and accommodation loyalty schemes. In accordance with the *Local Government (Model Code of Conduct) Regulations 2021* and the *Corruption, Crime and Misconduct Act 2003*, elected members must not receive any personal gain from undertaking their role as a representative of the Town.

3.6 Partners accompanying Elected Members on civic duties

Any costs associated with partners, spouses or nominees accompanying elected members whilst travelling on official Town business will not be covered by the Town. Costs for such persons are to be met by the elected member or accompanying person.

3.7 Reporting of Elected Member Travelling Expenses

Travel expenses of elected members incurred in a financial year are to be reported in the Town's Annual Report.

4. Cash Advance

The Town will not advance cash for fees, allowances, or reimbursements.
[*Local Government Act 1995* 5.102]

5. Provision of facilities and other items for Elected Members

5.1 Corporate Items

The following items will be made available to Elected Members upon request:

- Business cards;
- Name badges;
- Corporate uniform (Elected Members have the option to receive up to $700 worth of corporate wear upon their commencement to be purchased through the Town's endorsed catalogue and to be worn when carrying out their role as an elected member);
- Professional membership fees that are relevant to their role as an elected member up to a value of $500 per financial year to be approved by the CEO and the Mayor; and
- Reasonable administrative support upon request and subject to approval by the CEO.

5.2 Recognition of Elected Members' Service

[*Local Government Act 1995* s5.100A; *Local Government (Administration) Regulations 1996* Reg 34AC]

Retiring or discontinuing Elected Members who have served at least one full four (4) year term of office will receive a gift in recognition of their service, comprising a:

- Name plaque;
- Certificate of service; and
- Gift up to the value of $100 per year of service to a maximum value of $1,000.

Retiring or discontinuing elected members will be recognised at the last Ordinary Council meeting before the election or at an official function recognising past elected members.

5.3 Office of the Mayor

[*Local Government Act 1995* s5.100A; *Local Government (Administration) Regulations 1996* Reg 34AC]

The Town will provide to the Mayor, at the Town's expense, the following facilities and support within the Town's Civic Centre:

- The use of suitable office accommodation; and
- Access to administrative support to be approved by the CEO.

6. 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 are unable to reach an agreement, the matter will be reported to council for resolution.

7. Administrative Arrangements

The CEO may implement Internal Operating Procedures from time to time to assist in the administration of this policy.

Applications for reimbursements must be accompanied by documentary evidence, in the form of original invoices and receipts, within four (4) weeks of the elected member's return to Port Hedland.

All equipment, facility use, and other non-financial support authorised by this policy and provided to elected members must not be used for any election related purposes.

Definitions	
"CEO"	Means the Chief Executive Officer of the Town of Port Hedland
"Committee Meeting"	As defined by s5.98(7) of the *Local Government Act 1995*
"***Elected member"***	Means the Mayor and councillors of the Town of Port Hedland

Town of Port Hedland

Council Policy

Relevant legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996 Local Government (Model Code of Conduct) Regulations 2021 Corruption, Crime and Misconduct Act 2003Salaries and Allowances Act 1975 Public Service Award 1992		
Supporting Documents	Town of Port Hedland Code of Conduct for Council Members, Committee Members and Candidates Council Policy 4/010 Elected Member Professional Development Internal Operating Procedure GOV004 Internal Operating Procedure GOV008		
Directorate	Corporate Services		
Business Unit	Governance		
Delegated authority	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01	201314/360	25 June 2014
	V02	201415/206	25 March 2015
	V03	201516/241	25 May 2016
	V04	CM201617/204	24 May 2017
	V05	CM201718/110	13 December 2017
	V06	CM201819/034	26 September 2018
	V07	CM201819/208	22 May 2019
	V08	CM202021/118	24 February 2021
	V09	CM202223/004	27 July 2022
	V10	CM202425/338	28 May 2025
	V11		30 Sep 2026
Review Frequency	4 Yearly		

Town of Port Hedland

Council Policy

4/010 Elected Member Professional Development

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 Member. This policy is in accordance with 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

Policy Statement

1. Professional Development

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.

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.

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. The period within which the mandatory training must be passed is the period of 12 months beginning on the day on which the council member is elected.

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.

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.

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.

1.6 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.

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.

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

Town of Port Hedland

Council Policy

Relevant legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996		
Supporting Documents	Town of Port Hedland Code of Conduct for Council Members, Committee Members, Appointees and Candidates Guide to Caretake Requirements under the Local Government 1995 ToPH Elected Member Training & Professional Development Register		
Directorate	Corporate Services		
Business unit	Governance		
Delegated authority	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01	CM201718/110	13 December 2017
	V02	CM201819/007	25 July 2018
	V03	CM201819/034	26 September 2018
	V04	CM202021/170	3 June 2021
	V05	CM202223/018	7 September 2022
	V07		30 Sep 2026
Review Frequency	4 Yearly		

Town of Port Hedland

Council Policy

1/019 Honorary Freeman

Objective

To provide guidelines for conferral of the honour of Honorary Freeman of the Town of Port Hedland and the administration of Honorary Freeman Entitlements.

Policy Statement

Civic Honour Framework

The Town may confer the title of Honorary Freeman upon a person who has rendered distinguished and meritorious service to the Town and the community. The title is ceremonial in nature and does not confer legal rights or decision-making authority.

Eligibility Criteria

To be eligible for nomination, a person must:

- have provided distinguished service to the Town or community;
- demonstrate integrity and conduct consistent with the Town's governance standards; and
- not be subject to disqualification under any applicable legislation; and

Nomination Process

Nominations must be submitted in writing and managed administratively by the Chief Executive Officer. Nominations are confidential and will be reported to the Town for consideration.

Decision-Making Authority

The title of Honorary Freeman may only be conferred by resolution of the Town supported by an absolute majority. Withdrawal of honour must also be determined by absolute majority resolution of the Town.

Behavioural Expectations

The recipient may be presented with a certificate and may be invited to appropriate civic or community events at the discretion of the Mayor.

The recipient must:

- conduct themselves in a manner befitting the honour;
- demonstrate integrity and behaviour consistent with the Town's governance standards
- refrain from conduct that may bring the Town into disrepute; and
- not be subject to disqualification under any applicable legislation.

Withdrawal of Honour

The Town may withdraw the honour where:

- the recipient is convicted of a criminal offence or is the subject of a substantiated finding of misconduct by a properly constituted authority;
- the recipient becomes disqualified under any applicable legislation referred to in the eligibility requirements of this Policy (including circumstances such as bankruptcy); or
- the recipient engages in conduct that is inconsistent with the integrity of the honour or that may bring the Town into disrepute.

Decision-Making Principle – Discretion

In exercising discretion under this Policy, the Town will apply the following principles:

- decisions will be proportionate to the circumstances;
- procedural fairness will be afforded to affected individuals;
- decisions will be based on relevant evidence and information;
- similar matters will be treated consistently; and
- reasons for decisions will be appropriately documented.

Definitions

"Absolute Majority" A vote in favour by more than 50% of the total positions on Council even if there is a reduced quorum.

"Honorary Freeman" A person upon whom the Town has conferred the ceremonial honour in accordance with this policy.

Relevant Legislation	Local Government Act 1995		
Supporting Documents	Town of Port Hedland Honour Roll		
Directorate	Corporate Services		
Business Unit	Governance		
Delegated authority	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01	CM202425/140	25 September 2026
	V02	CM202526/158	26 November 2026
	V03		30 September 2026
Review frequency	4 yearly		

Town of Port Hedland

Council Policy

1/001 Council Policy Framework

Objective

This framework aims to establish clear guidelines for policy governance, operational procedures, and compliance, ensuring transparency, accountability, and efficiency in service delivery and resource management.

Purpose

To provide the principles and standards for the development and management of policies and ensure the Council are effectively engaged in in all aspects of the process.

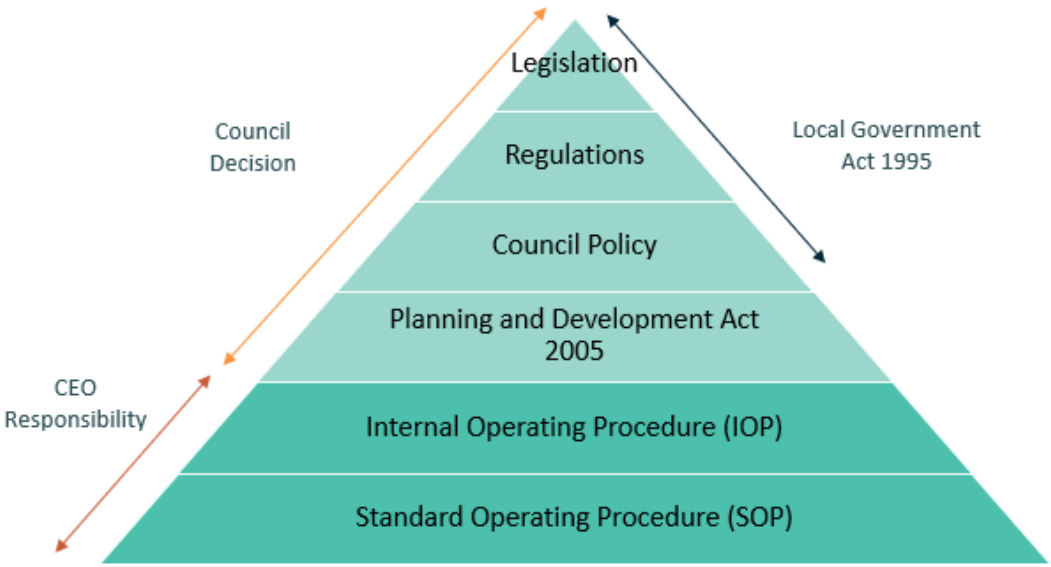
The framework:

1. Identifies the hierarchy of governing documents
2. Sets out the requirements for developing policies and procedures
3. Provides the roles and responsibilities for development, approval, publication, and review.

The framework will assist Town of Port Hedland to govern effectively, provide quality services, and engage with its community when required, in alignment with the Local Government Act 1995 and subsequent regulations.

Policy Statement

The diagram below shows the hierarchy of policy documents within the policy framework:



The Town has a range of policies, referred to as Council Policies. These policies may be supported by Internal Operating Procedures and/or Standard Operating Procedures.

Council Policy

Section 2.7(2)(b) of Local Government Act 1995 prescribes that the primary function of the Council is determining the local government's policies. Council policies focus on the strategic and statutory decision-making obligations of the Council.

The policy may relate to an Express Power or Duty or a matter that is non-statutory and entirely discretionary.

A Council policy decision will impact the Local Government's strategic, financial or operational resources and may also impact service levels provided to the community.

Care must be taken to ensure that Council Policy does not cross over into the statutory functions and responsibilities of the Chief Executive Officer (CEO) for the day-to-day operations of the Local Government

Council policies apply to Council, Elected Members and employees when fulfilling their decision-making responsibilities.

A guideline may be developed to support the interpretation and implementation of a Council policy.

Policy Format

Council Policies will be drafted in the following format:

1. Policy Title
2. Objective
3. Purpose
4. Policy Statement
5. Application
6. Document Control

Planning Policy

Planning policies are a subset of Council policies that assist with the administration of the Town of Port Hedland Planning Scheme No. 7 (LPS7). Planning policies adopted under LPS7 are approved by Council.

The Planning and Development Act 2005 and the Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 - Deemed provisions for local planning schemes, Part 2 – Local planning framework Clauses 3 & 4 outline the process to adopt a Local planning policy. Clauses 5 & 6 detail the procedure to amend or revoke a local planning policy.

Internal Operating Procedures (IOPs)

The IOP consists of standards and guidelines related to operational matters which govern the day-to-day operations of the Town and does not require Council approval. IOPs are approved by the CEO or Executive Leadership Team (ELT). Prior to approval IOPs are reviewed at a Senior Leadership Team (SLT) meeting, so that Managers have oversight of proposed updates and changes. IOPs do not require Council approval and are not for public comment or publication as they are internally focused and in accordance with Section 5.41 of the Local Government Act 1995.Standard Operating Procedures (SOPs)

SOPs are the steps undertaken to implement a policy or IOP to undertake specific tasks in a business unit. SOPS should be prescriptive but able to be amended by the relevant Director or Manger as outlined in the SOP. SOPs are approved by relevant business unit director or manager.

Application

Policy Development and Review Timelines

The process to develop a new Council policy may be initiated by a decision of the Council through an Elected Member notice of motion, or through a formal decision of the CEO or ELT where the Administration has identified the need for a Council policy.

The initiation of a new Policy will require the development of a discussion paper or a Council Report that outlines:

- The situation(background), showing the need for the policy, and a draft objective for the policy.
- How the policy objectives will align with the Town's Strategic Community Plan to which this policy relates.
- Available approaches, precedents, risks and issues.
- The level of consultation/community engagement that has been undertaken or that may be required.
- An assessment of where the policy may sit in the policy framework and any need for a guideline.
- Review timeframe.
- Any financial impacts, including impact on the adopted Budget, proposed Budget or Long-Term Financial Plan.
- The discussion paper should be presented to the Council at a workshop if required or as agreed between the and CEO or Mayor and CEO.

Council Policy Schedule

- Policy paper provided to SLT and ELT per meeting timeframes and requirements.
- Draft policy documents and report to Council Meeting for support per the Governance Ordinary Council Meeting timeframe.

- Draft policy documents published on Town website for 21-day community consultation period if required.
- Development of final draft policy documents.
- Final draft policy documents, summary of community submissions and report presented to Council Meeting for adoption, per Governance Ordinary Council Meeting timeframe.

Review Timeline

Policies shall be periodically reviewed and updated as necessary to reflect changes in legislation, community needs, or organisational priorities.

Council policies and IOPs will be allocated a risk rating which determines the review period based on the following

Risk Rating	Review Timeframe
Extreme or high	Annually
Medium	Biannually
Low	Four yearly

A Policy review schedule will be maintained and made available to the Council.

An out-of-schedule Policy review may be initiated by a decision of the Council through an Elected Member notice of motion.

Minor Amendments

Administrative amendments that do not change the intent, application or substantive content of a policy may be approved by the CEO and Manager Governance without referral to Council. Such amendments include:

- Legislative reference updates;
- Position title updates;
- State or Federal Government administrative changes;
- Document title updates; and
- Minor grammatical, typographical or formatting corrections.

Relevant Legislation	Local Government Act 1995		
Supporting Documents	Town of Port Hedland Policy Manual		
Directorate	Corporate Services		
Business Unit	Governance		
Delegated Authority	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01 V02 V03	CM202425/140 CM202526/158	25 September 2024 26 November 2025 30 September 2026
Review Frequency	4 Yearly		

Town of Port Hedland

Council Policy

4/011 Electronic Meetings and Electronic Attendance Policy

Objective

The objective of this policy is to provide the framework for electronic meeting requests, electronic attendance at meetings, and the requirements expected from Council and Committee members participating in meetings remotely, including appropriate equipment and location.

Content

This policy applies to electronic participation of Elected Members in Ordinary Council Meetings, Special Council Meetings, Committee Meetings, Agenda Feedback Sessions, Confidential Briefings, and Council Workshops.

Electronic Attendance by Elected Members

In accordance with Regulation *14C(2) of the Local Government (Administration) Regulations 1996* an Elected Member may attend a meeting electronically in circumstances where a public health emergency, state of emergency, or natural disaster has arisen. A member of a council or committee may participate in a meeting through electronic means if they are unable or deem it unsuitable to attend the meeting in person due to the above-mentioned conditions. In all circumstances, electronic attendance must be authorised by the Presiding Member.

Alternatively, An Elected member may attend a meeting electronically if they have been authorised by the Presiding Member. An Elected member must not attend more than 50% of the meetings electronically in the year prior (50% rule) or for recently elected members no more than 50% of the meetings electronically since their election.

The 50% cap only applies to Ordinary Council Meetings, Special Council Meetings and Committee Meetings. There is no limit to the number of meetings that can be attended electronically due to a public health emergency, state of emergency or a natural disaster.

Requesting to Attend a Meeting Electronically

Requests to attend a meeting, briefing, or workshop, must be sent via email to:

- the Presiding Member;
- the Chief Executive Office(CEO); and
- governance@porthedland.wa.gov.au

The request must include the preferred location for attending and the equipment to be used. It is recommended to submit the request at least two business days in advance.

The Town's Governance team will record electronic attendance in the Attendance Register and advise the Presiding Member or Council on the eligibility of the request. This will be determined on the percentage of meetings the person has attended electronically as per the 50% rule.

Upon receiving a request, the Presiding Member will approve or deny in writing via email. If the requirements for electronic attendance, as outlined in this policy, are met but the Presiding Member declines approval, the Elected Member has the option to seek approval from the Council at the relevant meeting.

Presiding Member Attendance

The Presiding Member should, wherever practicable, attend Ordinary Council Meetings and Special Council Meetings in person. Physical attendance by the Presiding Member is the Town's preferred practice, recognising the leadership and meeting management responsibilities of the role.
Notwithstanding the above, the CEO may approve a request for the Presiding Member to attend an Ordinary Council Meeting or Special Council Meeting by electronic means in exceptional circumstances where attendance in person is not reasonably practicable. In determining any request, consideration will be given to the efficient conduct of the meeting, the public interest, and the Presiding Member's ability to effectively perform the duties of the chair.

Legislative Consideration

Members should note that section 5.6 of the *Local Government Act 1995 (WA)* provides that the Mayor *is to preside* at meetings of the Council when present. Accordingly, where the Mayor attends a meeting, including by approved electronic attendance where permitted, they are required to preside unless otherwise provided for under the Act. This policy does not override any requirement of the *Local Government Act 1995* or associated regulations.

For workshops/briefings:

The Presiding Member may request electronic attendance at Agenda Feedback Sessions, Confidential Briefings and Council Workshops by advising the CEO and governance@porthedland.wa.gov.au.

Requirements for Approval of Electronic Attendance

Suitable Location

The member attending the meeting electronically must be in a quiet and private indoor location. They must have the option to ‘go behind closed doors’ to reduce noise and maintain privacy.

Suitable Networks and Equipment

Elected Members must use a reliable network and suitable equipment.

Acceptable networks include private home internet or WiFi, or a trusted personal mobile device's hotspot. Public WiFi networks in places like cafes, airports, restaurants are not acceptable due to cyber security risks and potential for an unstable connection.

Suitable equipment includes Town of Port Hedland provided devices, personal computers or laptops with a video camera. Mobile phones are not suitable for electronic attendance. Fully charged headphones are to be used where possible.

If an Elected Member has an unstable connection during a meeting, resulting in disruptions or difficulties, particularly in casting clear votes, the Presiding Member will request the Elected Member to leave the meeting or the connection will be terminated.

Software for Electronic Attendance

Governance will be responsible for establishing and maintaining electronic attendance.

Declarations for Maintaining Confidentiality During the Meeting

If a member attending a meeting electronically is required to participate in a closed or confidential session, they must declare their ability to maintain confidentiality during that part of the meeting.

This declaration must be made before the meeting transitions behind closed doors and will be recorded in the meeting minutes and stated as follows:

"I, [Member Name], declare that I am able to maintain confidentiality during the closed part of this meeting. If I am no longer able to maintain confidentiality, I will excuse myself from the meeting."

If the member makes this declaration but later finds themselves unable to maintain confidentiality, they must leave the meeting or the closed session.

Electronic Meetings

Under Regulation 14D(2)(c) The Council can permit electronic meetings to take place outside of emergency situations. The Council must consider and agree on the appropriate circumstances that warrant an electronic meeting, while involving the CEO in the decision-making process. The Council must consider appropriate equipment and location for remote attendance of all members, following the guidelines outlined in this policy.

Council is not allowed to approve a meeting under subregulation (2)(c) if doing so would exceed the 50% rule.

Definitions

"Agenda Feedback Session" is a non-statutory meeting held by Council to ask questions, receive presentations and seek clarification on officer reports presented within the draft Ordinary Council Meeting agenda.

"CEO" means Town of Port Hedland Chief Executive Officer.

"Committee Meetings" is any meeting in which a delegation has been officially documented.

"Confidential Briefing" is a non-statutory briefing providing updates to elected members on strategically significant issues and projects

"Elected Member" is an individual who has been elected and currently holds a valid position, as defined by the Local Government Act 1995, as a council member of the Town of Port Hedland.

"Workshop" is a non-statutory meeting of Council, which may be called upon from time to time, for the purpose of raising and discussing matters that are issue-specific with a strategic and/or community-wide significance.

"50% Rule" is that an elected member must not exceed attending more than 50% of the meetings electronically in the preceding year. Additionally, no more than half of the statutory meetings in the preceding year may be conducted electronically.

Relevant Legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996		
Supporting Documents	1/015 Live Streaming and Recording g Council Meetings 1/017 Order of Business for Council and Committee Meetings 1/019 Council Meetings and Forums		
Directorate	Corporate Services		
Business Unit	Governance		
Delegated Authority	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01 V02 V03	CM202223/076 CM202526/158	28 June 2023 26 November 2025 30 Sep 2026
Review Frequency	4 Yearly		

Town of Port Hedland

Council Policy

1/019 Council Meetings and Forums

Objective

The objective of this policy is to guide a functional, transparent, and legally compliant framework of meetings and forums that:

- Engages the elected members in policy, strategy, and other important complex issues from concept through to adoption.
- Provides an opportunity for elected members to participate in the Council's policy and strategy development agenda in collaboration with the Town's executive and other staff.
- Results in proper and appropriate decision making.
- Establishes timeframes within meeting cycles that provide elected members with the proper opportunity to absorb and comprehend advice and information.

Purpose

The scope of this Policy covers ordinary and special council meetings, agenda council forums comprising of agenda briefings, council briefings and council workshops.

Statement

Ordinary Council Meetings

Ordinary council meetings are the principal assembly in which decisions are made by the Council, the peak decision-making body of the Town of Port Hedland.

Meetings are to be convened on the last Wednesday of the month commencing at 5:30pm and conducted in the Town of Port Hedland Council Chambers.

The agenda papers for the council meeting are to be distributed to elected members by 4:00pm on the Friday immediately preceding the ordinary council meeting.

An ordinary council meeting is to be conducted in accordance with the Local Government Act 1995 ('the Act'), the Local Government (Administration) Regulations 1996 and the Town of Port Hedland Standing Orders Local Law 2014.

Council Forums

The principal objective of a council forum is to facilitate the exchange of information and knowledge between the elected members and the administration. The subject matter of a council forum will generally lead to decision making at an ordinary council meeting.

A council forum is not convened under the provision of Act and, therefore, the guidelines relating to procedural and behavioural control is recommended in the "Local Government Operational Guidelines - Council Forums" are to be applied to this policy.

- The Mayor is to control and chair the council forum and all questions and discussions are to be directed through the chair.
- In the absence of the Mayor, the Deputy Mayor is to preside and in the absence of both the Mayor and the Deputy Mayor, a councillor elected by the majority of councillors present is to preside.
- There is to be no decision making, whether implied or otherwise, at a council forum.
- The declaration of interest provisions applying to council meetings are to apply to a council forum.
- A record is to be kept of opening and closing times, attendance, declaration of interest and request for information.

The Town of Port Hedland has three categories of council forum as follows:

1. agenda feedback session;
2. elected member briefing; and
3. council workshop.

Agenda Feedback Session

An agenda feedback session is the forum at which the elected members can ask questions, seek clarification, and request further information on all matters due for deliberation and consideration at the forthcoming ordinary council meetings.

The agenda feedback session is closed to the public.

Debating "Debate style" discussion or any statements or expression that might influence or indicated the way in which a council member might vote is not permitted.

An item to be addressed is to be limited to a matter on the agenda which is to be subject to deliberation at the next ordinary council meeting.

An agenda briefing is to be convened on the third Wednesday (or 7 days prior to the Ordinary Council Meeting) of the month commencing at 5:30pm and conducted in the Town of Port Hedland Council Chambers.

Agenda briefing papers are to be distributed to the elected members by 4:00pm on the Thursday immediately preceding the agenda briefing. A request from an elected member for more information or advice is to be recorded and a response is to be circulated to all elected members in a timely manner.

An elected member who intends to submit an alternate motion (i.e. a motion which is materially different to an officer's recommendation) should preferably give notice to do so at the agenda briefing but, in any case, by 4:00pm on the Friday immediately preceding the ordinary council meeting.

Elected Member Briefing

An Elected Member Briefing is a forum at which a staff member or consultant will deliver a presentation, informed by previously distributed supporting materials with the opportunity for questions and feedback from the elected members.

A Elected Member Briefing is not to be open to public.

There is limited time available and a relatively high demand for an Elected Member Briefings.

Consequently, the CEO is to ensure that any item put on the agenda is absolutely essential and that the complexity of the subject matter is such that it cannot be suitably explained by other means such as a comprehensive officer's report via the agenda briefing, a video presentation or a report on the Town intranet or similar means.

All briefings must provide sufficient time at the conclusion of presentations for questions, comments, and requests for clarification from elected members.

As an Elected Member Briefing is not open to the public and does not involve any decision making or formal consideration of matters requiring a decision, there are to be matters which, by their nature, are not to be considered.

Those matters include:

- An application for development approval;
- A recommendation in relation to applications for subdivision approval;
- An initiation of local planning scheme amendment or a rezoning;
- Consideration of a proponent's structure plan; and
- An application for a licence, permit, approval, or authorisation under a local law.

An Elected Member Briefings are convened on selected Mondays and Wednesday of the month commencing at 5:30pm and conducted in the Town of Port Hedland Council Chambers.

Briefing papers and supporting information are to be distributed to the elected members so as to provide five clear working days' notice.

Council Workshop

A Council Workshop is a forum at which the elected members and the staff engage in a facilitated discussion on new or major revision of policy and strategy, the allocation and oversight of financial resources or other important complex issues.

A council workshop is not open to the public.

The CEO and Mayor are to ensure that workshop participants can effectively express themselves and uniform concepts, themes and collective desires can be distilled and summarised. Where practicable, relevant staff should undertake appropriate training in workshop facilitation.

The summarised outcomes of a council workshop are to be used by the CEO to inform the development of all Town of Port Hedland policy and strategy and advocacy positions on complex matters.

Council workshops are convened on selected Mondays and Wednesdays commencing at 5:30pm and conducted in the Town of Port Hedland Council Chambers. Discussion papers and other informing documents are to be distributed to the elected members as to provide five clear working days' notice.

Town of Port Hedland

Council Policy

Definitions

"Agenda Feedback Session" is a non-statutory meeting held by Council to ask questions, receive presentations and seek clarification on officer reports presented within the draft Ordinary Council Meeting agenda.

"CEO" means Town of Port Hedland Chief Executive Officer.

"Confidential Briefing" is a non-statutory briefing providing updates to elected members on strategically significant issues and projects.

"Elected Member" is an individual who has been elected and currently holds a valid position, as defined by the Local Government Act 1995, as a council member of the Town of Port Hedland.

"Recording" is an audio only recording that will capture speech, sound, or audio signals in a digital format for playback and future use.

"Workshop" is a non-statutory meeting of Council, which may be called upon from time to time, for the purpose of raising and discussing matters that are issue-specific with a strategic and/or community-wide significance.

Relevant legislation	Local Government Act 1995 Town of Port Hedland Standing Orders Local Law 2014 Local Government Operational Guidelines Number 05 State Records Act (WA) 2000		
Supporting Documents	Town of Port Hedland Code of Conduct for Council Members, Committee Members, Appointees and Candidates Town of Port Hedland Communication Agreement between the Council and the Chief Executive Officer		
Business unit	Governance		
Delegated authority	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01	CM201415/177	25 February 2015
	V02	CM201516/068	28 October 2015
	V03	CM201617/142	22 February 2017
	V04	CM201718/061	1 November 2017
	V05	CM202122/026	25 August 2021
	V06	CM202324/164	29 November 2023
	V07	CM202425/348	28 May 2025
	V08	CM202526/207	29 July 2026
	V09		30 Sep 2026
Review frequency	4 Yearly		

Town of Port Hedland

Council Policy

1/014 Execution of Documents and Affixing of the Common Seal

Objective

To ensure a consistent and transparent approach to the execution of documents by the Town of Port Hedland (the Town), including the affixing of the Common Seal, in compliance with the *Local Government Act 1995*.

To authorise the:

(a) execution of documents by the Mayor, Chief Executive Officer, Directors and/or their delegates; and

(b) affixing of the Common Seal of the Town of Port Hedland (the Town)

Content

1. Application

A document is deemed duly executed by the Town when authorised by Council resolution or delegated authority and signed in accordance with section 9.49A of the *Local Government Act 1995.*

This policy applies to all documents requiring execution (including but not limited to the affixing of the Town's Common Seal) and other documents including but not limited to agreements, contracts, deeds, Memoranda of Understanding, and other similar matters.

2. Documents Requiring Affixation of the Common Seal

The following documents may be executed by way of the Common Seal:

(a) the document involves significant financial risk, legal complexity, or political sensitivity;
(b) the document requires the seal by statutory obligation or request by the other party; or
(c) documents as identified in **Table 1** of this Policy.

3. Procedure for affixing the Common Seal

3.1 Authorisation to Affix the Common Seal

The Mayor and Chief Executive Officer (CEO) are authorised to affix the Common Seal in each other's presence, in accordance with section 9.49A (2) and (3) of the Act.

In the Mayor's absence, or if the Mayor is unwilling to perform the functions of Mayor, the Deputy Mayor is authorised to affix the Seal, in accordance with section 5.34 of the Act.

The CEO may delegate authority to a designated senior employee, in writing, for affixing the Seal, in accordance with sections 5.44 and 9.49A of the Act. The

delegation must be in writing, and the delegated employee must affix the Common Seal in line with this Policy.

This Policy shall prevail in relation to any inconsistency between Policy 3/007 'Senior Employees and Appointing Acting Chief Executive Officer' and this Policy.

3.2 Witnessing of Signature

The Common Seal may only be affixed in the presence of both the Mayor and the Chief Executive Officer (or in accordance with clause 3(a) of this Policy), who must also sign the document to attest that the Common Seal was so affixed.

3.3 Register of Common Seal

A register of all documents to which the Common Seal is affixed shall be maintained, recording:

- The date of use;
- Nature and parties of the document;
- Council authorisation details;
- Name of signatories.
- The register is available for public inspection.

3.4 Documentation Requirements

Documents requiring the Common Seal must:

- Include an approved sealing clause;
- Be accompanied by a completed "Request to Affix the Town of Port Hedland Common Seal" form, detailing:
- Subject matter and file reference;
- Council resolution number (if applicable);
- Signatures of requesting officers and relevant managers.
- Include affixed "sign here" or "initial here" stickers for required signatures or initials.

3.5 Finalisation, custody and retention

Once executed, documents will be recorded in the Common Seal Register, scanned into the Town's electronic records system, and returned to the initiating officer. Fully executed documents must be returned to Records for retention as official records of the Town.

4. Authority to Sign documents on Behalf of the Town

The Common Seal need not be affixed to a document to effect the execution of that document, where there is no requirement nor request to affix the Common Seal. The

Council may resolve to authorise the CEO, another employee or an agent of the Town to sign a document on behalf of the Town.

Documents not requiring the Common Seal may be signed by authorised persons as outlined in Table 2.

Table 1 – Authorisation of the affixing of the Common Seal

Document Type	Common Seal authorised for Affixing (where required)
Local laws	Yes
Planning Schemes	Yes
Mortgages, Loans and Debentures	Yes
State or Commonwealth Government Funding Agreements	Yes
Any document requiring the Common Seal pursuant to a statutory obligation	Yes
Council has resolved that the document be executed by way of common seal	Yes

The execution requirements in Table 1 apply to the making, varying or discharge of documents pursuant to section 9.49B of the Local Government Act 1995.

Table 2 – Authorisation to execute certain documents in accordance with the Town of Port Hedland Delegation Register

Document Type	Person authorised to sign
Power of Attorney to act for the Town	CEO
Grants and Funding Agreements with private agencies	CEO
Land Transaction documents including sale, purchase, vesting, leases, licences, transfers, contributed assets, easements, restrictive covenants, caveats, memorials, notifications, deeds and withdrawal of instruments.	CEO
Memorandum of Understanding	CEO
Ceremonial Certificates, including Australian Citizenship	Mayor unless s5.34 of the Act prevails)
All other documents that were the subject of a Council decision including, but not limited to, procurement contracts, service agreements, non-disclosure agreements, enterprise bargaining agreement and employment contracts.	CEO
All other documents that are not the subject of a Council decision but are part of the ordinary operations of the local government including, but not limited to, casual hire agreements, procurement contracts (no Council decision), short term lease and sponsorship agreements.	CEO Directors where the document concerns subject matter wholly within their Directorate

Definitions

"Document" means agreements, contracts, deeds, Memoranda of Understand, and other similar matters.

Town of Port Hedland

Council Policy

"Common Seal" means the official seal of the Town of Port Hedland.

Relevant Legislation	Local Government Act 1995 Sections 2.5(2), 9.49, 9.49A and 9.49B		
Supporting Documents	Town of Port Hedland Register of Delegated Authority		
Directorate	Corporate Services		
Business Unit	Governance		
Delegated Authority	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01 V02 V03 V04 V05 V06	201213/038 CM201617/042 CM201718/202 OCM202122/025 CM202425/270	25 July 2012 31 August 2016 23 May 2018 25 August 2021 5 March 2025 30 Sep 2026
Review Frequency	4 Yearly		

Town of Port Hedland

Council Policy

1/015 Livestreaming and Recording of Council Meetings

Objective

To enhance accessibility, transparency, and community engagement in Council proceedings through live streaming and audio/video recording of Council meetings. This ensures public access to Council decisions, assists in accurate minute-taking, and eliminates barriers to physical attendance. This policy complies with relevant legislation of the *Local Government Act 1995* s. 5.23A(2) and its associated regulations.

Content

1. Purpose of Livestreaming and Recording of Meetings

Live streaming and recording of every meeting of Council serves to:

- Increase public accessibility and engagement.
- Support accurate minute preparation and verification.
- Maintain a transparent record of Council decisions and discussions.
- Meet obligations under the *Freedom of Information Act 1992*.

2. Implementation and Management

1) Notification and Accessibility
   a. Signage will be prominently displayed at meeting venues and on the Town's website, agendas, and relevant forms, informing attendees of live streaming and recording.
   b. The Presiding Officer will announce the live streaming and/or recording at the commencement of meetings.
   c. Livestreams will be accessible on the Town's website during the meeting and recordings made available within 14 working days, barring technical difficulties.
2) Scope of Live Streaming
   a. All Council meetings held in the Council Chamber will be live-streamed unless closed to the public under section 5.23 of the *Local Government Act 1995*.
   b. Live streaming ceases when the meeting is adjourned, closed, or concluded.
   c. Broadcast must be both visual and audio. The recording may be audio only if the meeting is not held at the Council's usual meeting place and is not an electronic meeting.
3) Record Storage and Access
   a. Recordings will be stored in accordance with the *State Records Act 2000* and General Disposal Authority (GDA) 2010.

b. Archived recordings and minutes will be available on the Town's website for a period of 5 years after the meeting day. Access to other recordings will follow the *Freedom of Information Act 1992*.

4) Technical Issues and Contingency
   a. In case of technical failures, alternate audio recording devices will be used to ensure compliance with regulations.
   b. In the event that recordings are inaudible, a notice will be published on the Town's website to that effect.
   c. If video should fail during electronic attendance, regulations will be satisfied as long as Elected Member's audio feed remains intact, thereby allowing other participants to hear.
5) Confidential Matters
   a. Meetings or items closed to the public will not be live-streamed. Recordings of confidential discussions will be retained for internal use but will not be publicly released, except to authorised agencies.
6) Liability and Conduct
   a. Individuals attending Council meetings acknowledge they may be recorded.
   b. The Town is not liable for defamation arising from live-streamed or recorded content, as per section 9.57A of the *Local Government Act 1995*.
   c. Attendees are responsible for ensuring their conduct and language are appropriate.
7) Equipment Use
   a. Audio-visual equipment is for live streaming and meeting purposes only and will not function as security monitoring.

3. Guidance and Compliance

This policy aligns with the and complies relevant legislation, including the *Local Government Act 1995* and associated regulations. Amendments to legislation will supersede conflicting policy provisions.

Definitions

"Meetings" includes Council and Elector meetings.

"Livestreaming" means video and audio transmission of meetings over the internet.

"Recording" means digital or electronic capture of video and/or audio.

"Usual Meeting Place" in relation to a council, means the place at which its meetings (other than electronic meetings) are, or are to be, usually held.

Town of Port Hedland

Council Policy

Relevant Legislation	Local Government Act 1995 Section 5.23A State Records Act 2000 General Disposal Authority (GDA) 2010 Freedom of Information Act 1992 Town of Port Hedland Local Law on Standing Orders		
Directorate	Corporate Services		
Business Unit	Governance		
Delegated Authority	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01 V02 V03 V04 V05 V06	201213/189 201516/236 CM201718/093 CM202021/168 CM202425/270	28 November 2012 25 May 2016 22 November 2017 3 June 2021 5 March 2025 30 Sep 2026
Review Frequency	4 Yearly		

Town of Port Hedland

Council Policy

1/017 Order of Business for Council and Committee Meetings

Objective

The Town of Port Hedland Standing Orders Local Law 2014 clause 5.2 allows for the order of business of all Council and Committee meetings to be determined by Council from time to time. The order of business outlines how the agenda for the meeting will be structured and in what order all meetings will be run.

All Council and Committee meetings shall follow the same order of business.

Content

The order of business at all Council and Committee meetings of the Town of Port Hedland shall be as follows and may be altered by a Council decision.

Item 1. Opening of meeting

Item 2. Acknowledgment of Traditional Owners and Dignitaries

Item 3. Recording of Attendance

- Item 3.1 Attendance
- Item 3.2 Attendance by Telephone / Instantaneous Communications
- Item 3.3 Apologies
- Item 3.4 Approved Leave of Absence
- Item 3.5 Disclosures of interest

Item 4. Applications for leave of absence

Item 5. Announcements by Presiding Member without discussion

Item 6. Response to previous questions

Item 7. Public time

- Item 6.1 Public question time
- Item 6.2 Public statement time
- Item 6.3 Petitions/ deputations/ presentations/ submissions

Item 8. Questions from Members without notice

Item 9. Declarations of all Members to have given due consideration to all matters contained in the business paper before the meeting

Item 10. Confirmation of Minutes of Previous Meeting

Item 11. Reports of Committees

Item 11.1 Audit Risk and Improvement Committee

Item 11.2 Chief Executive Officer Performance Review Committee

Item 12. Reports of officers

Item 12.1Corporate Services

Item 12.2Community Services

Item 12.3 Regulatory Services

Item 12.4 Infrastructure Services

Item 13. Motions of which previous notice has been given

Item 14. New business of an urgent nature (Late items)

Item 15. Matters for which meeting may be closed

Item 16. Closure

Definitions

"Council meeting" means an Ordinary or Special meeting of the Town of Port Hedland Council.

"Presiding Member" means the Mayor or the relevant Chief of the Council meeting or Committee Meeting of the Town of Port Hedland.

"Teleconference" means a suitable place and meeting must be specified. A suitable place is defined as a Townsite or other residential area within the State of Western Australia only. Approval to attend via teleconference cannot be granted for more than half of the meetings in a financial year.

Relevant Legislation	Local Government Act 1995 Subdivision 2 Local Government (Administration) Regulations 1996 Town of Port Hedland Standing Orders Local Law 2014 Local Government Model By-Law (Standing Orders) No 4		
Delegated Authority	Nil		
Directorate	Corporate Services		
Business Unit	Governance		
Version Control	Version	Council Decision	Adoption Date

	V01 V02 V03 V04 V05 V06 V07	201415/116 201516/246 CM201718/121 CM202021/088 CM202122/156 CM202425/270	26 November 2014 25 May 2016 24 January 2018 25 November 2020 23 March 2022 5 March 2025 30 Sep 2026
Review Frequency	4 Yearly		

Town of Port Hedland

Council Policy

1/013 Mayoral Chain

Objective

To establish the protocol for the adornment, management and preservation of the Mayoral Chain.

Purpose

To define the appropriate use, secure storage and handling of the Mayoral Chain during and after the Mayor's term of office.

Scope

This policy applies to:

- The use of the Mayoral Chain by the serving Mayor
- The secure storage of the Mayoral Chain
- Procedures following the conclusion of the Mayor's term

Policy Statement

The Mayor of the Town of Port Hedland may choose whether or not to wear the Mayoral Chain during their term of office. The chain must be stored securely when not in use, and appropriate arrangements must be made for its return and safekeeping once the Mayor's term concludes.

Secure Storage

- The Chief Executive Officer (CEO) is responsible for ensuring the Mayoral Chain is properly maintained, securely stored, and appropriately packaged for delivery to the Mayor prior to formal events.
- The Mayoral Chain must be stored in a secure location within the Council offices, as determined by the CEO or their delegate.
- The designated location must be a locked cabinet situated in the CEO's office to ensure the chain's safekeeping when not in use.

Usage of the Mayoral Chain

The Mayor may wear the Mayoral Chain under the following circumstances:

- During Council meetings
- At citizenship ceremonies
- When attending formal functions as a representative of the Town
- For official portraits

Restrictions:

- The Mayoral Chain is strictly reserved for use by the serving Mayor.
- It must not be worn by other Elected Members, employees or members of the public under any circumstances.

Engraving of Mayoral Term

Upon completion of a Mayor's term of office:

- The Executive Assistant to the CEO and Mayor, in collaboration with the Governance team, is responsible for arranging the engraving of the Mayoral Chain.
- One of the plates on the chain must be engraved with the Mayor's given name, surname and the dates of their term in office.
- This process ensures a continuous and historical record of service for each Mayor who has represented the Town of Port Hedland.

Definitions

Nil

Relevant legislation	Local Government Act 1995 Section 2.7(2)(b)		
Directorate	Corporate Services		
Business unit	Governance		
Delegated authority	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01 V02	CM202526/159	26 November 2025 30 Sep 2026
Review frequency	4 Yearly		

Town of Port Hedland

Council Policy

4/009 Significant Decision Making

Objective

The Town of Port Hedland ('the Town') has duties and commitments to the community of Port Hedland when making decisions that substantially affect the lives or future of residents. This policy articulates the Town's intent to support public consultation in significant decision-making, to ensure decisions are transparent, relevant, lawful and timely.

This policy should be read in conjunction with the principles outlined in the Town of Port Hedland – Community Engagement Strategy (CES).

Purpose

This Policy and the Town's adopted CES identifies how and when the community can expect to be engaged and consulted prior to a decision of a significant nature being made at a council meeting.

Significant Decision Making

The Town will consider the significance of every issue requiring a decision and the level of engagement on a case by case basis.

Significance means the importance of an issue, proposal, decision, or matter, as assessed by the Town, in terms of its likely impact on, and likely consequences for:

a) The district of Port Hedland as a whole.

b) The parties and communities who are likely to be particularly affected or interested in the issue, proposal, decision, or matter.

c) The financial and non-financial costs and implications, or the capacity of the Town to perform its role/functions.

Significance and engagement will be considered in the early stages of a proposal before decision making occurs and, if necessary, reconsidered as the proposal develops.

The more significant a matter or decision the more likely the Town will need to consider:

1. The long-term implications of the decisions;
2. The impact on the Town's Strategic Community Plan and the Corporate Business Plan;
3. The consistency of the decision with existing strategies and plans; and.
4. Engagement and consultation with the community on their view.

Factors to be considered include the:

a) Number of individuals, organisations, groups, and sectors within the community that are affected;

b) Extent of the impact on affected individuals, organisations, groups, and sectors within the community;

c) Level of public interest, or the potential for the issue to generate interest or controversy;

d) Extent to which community opinion is divided on the matter; and.

e) Impact of the decision on the Town's ability to deliver on actions that contribute to the Strategic Community Plan and Corporate Business Plan.

In determining the significance of a matter is an exercise of judgment, the Town must assess how a proposal, decision, issue, or matter may affect people, services, facilities and infrastructure within the district.

Engagement

It is essential that the Town has a consistent approach to community engagement and that it uses effective engagement practices. Any engagement undertaken by the Town needs to be conducted in a meaningful way so that it encourages community members to increase their trust in the Town and maintain their involvement in future engagement activities.

Engagement provides an opportunity for the public to debate and discuss their views on a decision or proposal being considered by the Town that is deemed a significant issue. The community views expressed through an engagement process will be considered along with other information when decisions are being made.

Engagement may not necessarily result in consensus. However, engagement should allow for an exchange and examination of information and points of view between affected and interested people and decision-makers before a decision is made. Engagement ensures that decisions are informed and improved by the community's involvement.

Before council makes a significant decision, the Town's administration will consult the public. In doing so, the Town will:

- Identify people who will be affected by, or have an interest in the decision;
- Provide them with reasonable access to relevant information in an appropriate format on the process and scope of the decision;
- Encourage people to give their views;
- Give people a reasonable opportunity to give their views in an appropriate way;
- Listen to, and consider those views, with an open mind; and
- After the decision, provide access to the decision and any other relevant material.

Thresholds

Subject to the Act and Regulations, when undertaking a process to determine which issue, proposal, decision, or other matter is significant, the following thresholds will apply, and the matter will be significant.

1. If the cost of a proposal or decision is estimated at 5% or more of the operating income by the Town as shown in the annual financial statements for the most recently completed financial year.
2. If the proposal or decision will incur unbudgeted capital expenditure exceeding 5% of the total value of the Town's assets, or where spent on a strategic asset, exceed 5% of that assets value.
3. Entry into partnership with the private sector to carry out a significant activity.

When any issue, proposal, decision, or other matter that doesn't meet any of the specific thresholds listed above, its significance should be evaluated using the general criteria outlined elsewhere in this policy.

Criteria

The more tangible the impact or consequence of the issue, proposal, decision, or other matter is, the higher the likelihood of significance. If an issue, proposal, decision, or other matter satisfies one or more of the following criteria, the matter is likely to be significant.

1. Any transfer of ownership or control or the constructions, replacement, or abandonment of a strategic asset;
2. A decision that will significantly affect the capacity of the Town to carry out any activity identified in the strategic plan;
3. A decision that will significantly affect the cost to the Town to carry out any activity identified in the strategic plan;
4. Any issue, proposal, decision, or other matter that will substantially affect a wide range of people who reside in the district;
5. The extent to which the decision flows logically and consequently from a significant decision already made or from a decision in the strategic or annual corporate plans;
6. The degree to which a decision or issues are difficult to reverse; and
7. The matter will have significant implications for the present and future social, economic, environmental, and cultural well-being of Port Hedland.

Exceptions

There are times when it is not necessary, appropriate, or possible to engage the community on a proposal or decision. The Town may also choose not to engage on a proposal or decision, but will only decide this in accordance with at least one of the criteria below:

a) The proposal or decision is not of a nature or significance that requires engagement;

b) The Town 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;

c) There is a need for confidentiality or commercial sensitivity;

d) The costs of engagement outweigh the benefits of it;

e) The proposal or decision has already been addressed by strategies, policies, or plans, which have recently been consulted on;

f) Failure to make a decision urgently would result in unreasonable or significant damage to property or an unacceptable risk to community health and safety; or.

g) Any physical alterations to strategic assets that are required to:

- Prevent an immediate hazardous situation arising; and/or
- Repair an asset to ensure public health and safety due to damage from an emergency or unforeseen situation.

Whenever the Town does not formally engage, community views will still be considered before a decision is made and as much information will be provided to the public as possible.

Procedures

In achieving this policy, the following procedures will be as follows:

1. Every report to council on any issue, proposal, decision or other matter will include a statement indicating that any relevant issue of significance has been considered.
2. Where the issue, proposal, decision, or other matter triggers the thresholds or criteria of this policy and is therefore likely to be significant, the report to council will also include a statement relating to recommended level of consultation.
3. In receiving the report, council may accept the report writer's assessment of significance made in the report and the recommended level of consultation. Where council does not accept the report writer's assessment and recommendation, a separate resolution will be made to that effect.

Definitions

Note that section 3.73 of the *Local Government Act 1995* (The Act) applies during a 'caretaker' period. The Act overrides the provisions of this policy.

During a caretaker period, a local government must not do a 'significant act'.

'Caretaker' periods are defined in s1.4A and are mainly the period that:

(a) begins at the close of nominations (as defined in section 4.49(a) of the Act) for council elections (and which include ordinary or special elections); and

(b) ends on the day after the day on which the returning officer declares the result of an election under section 4.77.

'Significant act' is defined in s3.73 and means any of the following —

(b) making a local law (including making a local law to amend or repeal a local law);

(c) entering into, or renewing or terminating, the contract of employment of the CEO or of a senior employee;

(d) entering into a major land transaction;

(e) entering into a land transaction that is preparatory to entry into a major land transaction;

(f) commencing a major trading undertaking;

(g) entering into a contract, or other agreement or arrangement, in prescribed circumstances;

(h) inviting tenders in prescribed circumstances;

(i) deciding to do anything referred to in paragraphs (a) to (g);

(j) an act done under a written law or otherwise that is a prescribed act.

'Prescribed acts' are listed in regulations 3A – 3C of the *Local Government (Functions and general) Regulations 1996* and include:

a. Establishing a regional local government;

b. Amending the establishment agreement for a regional local government;

c. Winding up a regional local government, otherwise than at the direction of the minister;

d. Withdrawing from a regional local government;

e. Forming a regional subsidiary;

f. Amending the charter for a regional subsidiary;

g. Winding up, or withdrawing from, a regional subsidiary;

h. Commencing the preparation of any of the following under the Planning and Development (Local Planning Schemes) Regulations 2015 Part 3—

i. a local planning strategy;

ii. an amendment to a local planning strategy;

iii. a notice of revocation in respect of a local planning strategy;

iv. passing a resolution of the kind referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 regulation 19(1);

v. passing a resolution of the kind referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 regulation 35(1) in relation to a complex amendment (as defined in regulation 34 of those regulations);

vi. commencing a review of a local planning scheme under the Planning and Development (Local Planning Schemes) Regulations 2015 regulation 65;

vii. commencing the preparation of an instrument of repeal in respect of a local planning scheme under the Planning and Development Act 2005 section 74(b);

viii. doing either of the following under the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Part 2 Division 2 as that Division has effect as part of a local planning scheme of the local government —

1. Resolving to prepare or amend a local planning policy;
2. Commencing the preparation of a notice of revocation in respect of a local planning policy;

a. Publicly inviting persons to apply to join a panel of pre-qualified suppliers under Part 4 Division 3;

b. Deciding to do anything referred to in paragraphs (a) to (h) of the sub regulation.

Relevant Legislation	Local Government Act 1995 Local Government (Functions and General) Regulations 1996		
Supporting Documents	Guide to Caretaker Requirements under the Local Government Act 1995 ToPH		
Directorate	Corporate Services		
Business Unit	Governance		
Delegated Authority	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01 V02 V03	CM201718/024 CM202425/320	23 August 2017 7 May 2025 30 Sep 2026
Review Frequency	4 Yearly		

Town of Port Hedland

Council Policy

3/004 Chief Executive Officer Recruitment & Selection, Performance Review and Termination

Objective

To set out the principles and criteria under which Council manages the Recruitment & Selection, Performance Review and Termination processes for the position of Chief Executive Officer (CEO) at the Town of Port Hedland (the Town), in accordance with the Local Government Act 1995 (Act) and the *Local Government (Administration) Regulations 1996*, as amended (Regulations).

The minimum standards are set by the Regulations, and the Department of Local Government, Sport and Cultural Industries (the Department) provide recommended guidelines which can be customised to suit the Town's policies, practices, processes and capabilities, which are available in the Town's Model Standards for CEO Recruitment, Performance and Termination (Model Standards). Where the Department has documented 'must' in the guidelines, Council is required to undertake the relevant action. These have been incorporated in this Policy.

When Council is undertaking a Recruitment & Selection, Performance Review and/or Termination process for the CEO position, the following documents should be referred to:

- the Department's minimum standards and guidelines (Operational Guidelines);
- the Town's Recruitment & Selection Management Practice;
- the CEO's contract; and
- this Policy.

Policy Statement

1. CEO Recruitment and Selection

The minimum standard for recruitment and selection will be met if:

- The Council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within the Town of Port Hedland.
- The Council has approved, by absolute majority, the Position Description (PD) which clearly outlines the qualifications, selection criteria and responsibilities of the position. The PD is made available to all applicants.
- The Town has established a selection committee to conduct the recruitment and selection process.
- The Town attracts applicants through a transparent, open and competitive process (this is not necessary for vacancies of less than one year). The Town must advertise a vacancy for the position of CEO in the manner prescribed in the Town's Model Standards.

- The Town has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.
- The Town has verified the recommended applicant's work history, qualifications, referees and claims made in their job application;
- The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria;
- The appointment is made impartially and free from nepotism, bias or unlawful discrimination;
- The Council has endorsed by absolute majority the final appointment;
- The Council has approved the employment contract by absolute majority;
- The Town re-advertises the CEO position and undertakes a recruitment and selection process after each instance where a person has occupied the position for ten (10) consecutive years.

Advertising

The Town must advertise in accordance with section 5.36(4) of the Act. It is recommended the Town also advertises on other platforms as used by the Town at that point in time to attract applicants to the vacant position.

Recruitment & Selection Committee

The Recruitment & Selection Committee is made up of current Town Elected Members and must include at least one independent Committee member. The independent Committee member cannot be a current Federal, State or Local Government Elected Member, a previous Town of Port Hedland Elected Member, a recruitment/human resources consultant, or a current or previous employee of the Town. The independent Committee member shall be selected from a Town generated candidate list.

The Committee is responsible for assessing applicants and making recommendations to Council regarding the most suitable applicant or applicants. The role of an independent Committee member is to bring an impartial perspective to the process and reduce any perception of bias or nepotism.

Where possible, the Council should ensure diversity on the Committee.

Chief Executive Officer Recruitment & Selection Committee Terms of Reference

The Recruitment and Selection Committee should have a terms of reference to facilitate the CEO recruitment and selection and should include the following information:

- Primary function of the Committee;
- Roles and responsibilities of all Committee members;
- Composition of the Committee;
- Duration of the term;

- Desirable criteria for appointment to the Committee;
- A requirement that Committee members sign a confidentiality agreement and agree to the duties;
- Declaration of any conflicts of interest; and
- Any other information the Town deems necessary for the Committee to effectively carry out their role.

Independent Recruitment/Human resources person

Where a Council lacks the capacity or expertise to facilitate the recruitment and selection process (or any aspect of it), the Town may seek to engage an independent external recruitment/human resources person or agency in accordance with the Town's procurement policies and practices.

The independent external recruitment/human resources person is not to be directly involved in determining which applicant should be recommended for the position, their role is not one of decision maker.

If engaging an independent recruitment person or agency, they will require to demonstrate experience as well as an employment agent license under the Employment Agents Act 1976 (WA).

The independent recruitment/human resources person may be engaged to support one or more of the following aspects of the recruitment process:

- Development or review of the position description;
- Development of selection criteria;
- Development of assessment methods in relation to the selection criteria;
- Drafting of the advertisement;
- Executive search;
- Preliminary assessment of the applications;
- Shortlisting;
- Drafting questions for interview;
- Coordinating interviews with the Town;
- Preparing the selection summary assessment and recommendations with the Town;
- Arranging for an integrity check and/or police clearance; and
- Assisting the Town/Council in preparing the employment contract.

Employment Contract

The Council must ensure the CEO's employment contract includes the necessary provisions required under section 5.39 of the Act and associated Regulations.

Section 5.39 of the Act provides that a CEO's contract must not be for a term exceeding five years.

The term of a contract for an acting or temporary position cannot exceed one year.

Independent legal advice may be sought to ensure the contact is lawful, with Council approving budget for this to occur.

CEO remuneration is determined by the Salaries and Allowances Tribunal and the remuneration package may not fall outside the band applicable to the Town (Band 1).

Council must approve by absolute majority the CEO's employment contract and the person they appoint as CEO.

2. CEO Performance Review

The minimum standard for performance review will be met if:

- Performance criteria is specific, relevant, measurable, achievable and time-based;
- The performance criteria and the performance process are recorded in a written document, negotiated with and agreed upon by the CEO and Council;
- The CEO is informed about how their performance will be assessed and managed and the results of their performance assessment;
- The collection of evidence regarding performance outcomes is thorough and comprehensive;
- Assessment is made free from bias and based on the CEO's achievements against documented performance criteria, and decisions and actions are impartial and transparent; and
- The Council has endorsed the performance review assessment by absolute majority.

Section 5.38 of the Act provides that for a CEO who is employed for a term of more than one year, the performance of the CEO is to be reviewed formally at least every year of their employment.

Performance Criteria/Key Performance Indicators (KPI's)

One of the CEO's key responsibilities is to oversee the implementation of Council's strategic direction, so it is important to align the CEO's KPI's to the goals contained in the Strategic Community Plan and Corporate Business Plan. As these plans are updated, the CEO's KPI's should be updated to reflect the changes.

In leading the administrative arm of a local government, the CEO is responsible for undertaking core tasks, the achievement of which will contribute to the effectiveness of the Council. It is important that the outcomes associated with these tasks are measurable and clearly defined.

These could be in relation to:

- Service delivery targets from the Council's Strategic Community Plan;

- Budget compliance;
- Organisational capability;
- Operational and project management;
- Financial performance and asset management;
- Timeliness and accuracy of information and advice to Elected Members;
- Implementation of Council resolutions;
- Management of organisational risks;
- Leadership and human resource management; and
- Stakeholder management and satisfaction.

Council needs to be realistic in terms of their expectation of a CEO's performance and provide appropriate resources and support to facilitate the achievement of KPI's.

Performance Review Committee

The Performance Review Committee is made up of Elected Members and may include an independent observer if appropriate. The Committee 's role is to develop the performance agreement, conduct the performance review and report on the findings and recommendations of the review to Council.

Refer to the Town's Performance Review Committee Terms of Reference for information about the function and structure of the Performance Review Committee.

Independent Consultant

Where a Council lacks the resources or expertise to meet the expected standard of performance review (or any aspect of it), the Town may seek to engage an independent consultant in accordance with the Town's procurement policies and practices. The independent consultant may be engaged to support one or more of the following aspects of the performance review process:

- Setting performance criteria (KPI's);
- Preparing the performance agreement;
- Collecting performance evidence;
- Writing the performance appraisal report;
- Facilitating meetings between the Committee;
- Assisting with the provision of feedback to the CEO;
- Formulating plans to support improvement (if necessary); and
- Providing an objective view regarding performance management related matters between the parties.

<u>Termination</u>

The standards for the termination of the CEO's employment (other than for reasons such as voluntary resignation or retirement) are based on the principles of fairness and transparency. Procedural fairness is a principle of common law regarding the proper and fair procedure that should apply when a decision is made that may adversely impact upon a person's rights or interests.

The minimum standards for the termination of the CEO's contract will be met if:

- Decisions are based on assessment of the CEO's performance as measured against the documented performance criteria in the CEO's contract;
- Performance issues have been identified as part of a performance review (conducted within the preceding 12 months), and the CEO has been informed of the issues. The Council has given the CEO a reasonable opportunity to improve and implement a plan to remedy the performance issues, but the CEO has not subsequently remedied these issues to the satisfaction of the Town.
- The principle of procedural fairness is applied. The CEO is informed of their rights, entitlements and responsibilities in the termination process. This includes the CEO being provided with notice of any allegations against them, given a reasonable opportunity to respond to those allegations or decisions affecting them, and their response is genuinely considered.
- Decisions are impartial and transparent;
- The Council has endorsed the termination by absolute majority; and
- The required notice of termination (which outlines the reasons for termination.

The early termination of a CEO's employment may end due to:

- Poor performance;
- Misconduct; or
- Non-performance or repudiation of contract terms.

The Town may seek independent legal, employment or industrial relations advice prior to a CEO termination.

A Council may also seek independent advice during the termination process including advice on the relevant employment legislation affecting CEO employment and the application of that legislation to their specific circumstances.

The Council is required to endorse the decision to terminate the CEO's employment by way of absolute majority decision. The Town must certify that the termination was in accordance with the adopted standards in regulations.

Acting Chief Executive Officer

Should a CEO become incapacitated or exit the Town due to one of the reasons outlined above during the course of their tenure, Council have the option to temporarily appoint or temporarily employ a person to the position of CEO for no greater than one year.

The Town's Senior Employees and Acting CEO Policy outlines the process by which the Town's Directors can be appointed to perform the role of Acting CEO for a period of up to three (3) months.

For periods of between 3 months and one year, Council in the first instance should consider the skills, capabilities, experience and qualifications of the Directors employed by the Town to act in the CEO position. Underpinned by the Town's recruitment and selection processes, Council should consider:

- Expressions of interest in writing by the Directors;
- Confirmation that there are no active performance management plans of any Directors who express interest;
- Conducting interviews and/or presentations by the Directors to the Recruitment & Selection Committee; and
- The Committee discussing suitability following interviews/presentations, utilising the CEO position description, details from the Directors expression of interest, feedback from the interview/presentation and consideration of operational requirements. The Committee to make a recommendation to Council for appointment to a term no greater than one year.

Where the Committee deem that none of the Directors are suitable to temporarily fill the position of CEO following the above process, Council may engage an external acting CEO or procure an independent recruitment consultant or agency to undertake a recruitment process as outlined in part A of this Policy, however for an appointment of no greater than one year.

The Council may amend the Acting CEO arrangements as required by absolute majority.

Other Relevant Policies/Key Documents

- Town of Port Hedland Strategic Community Plan 2022-2032
- Town of Port Hedland Corporate Business Plan 2023-2027
- Town of Port Hedland Model Standards CEO Recruitment, Performance & Termination
- Town of Port Hedland Recruitment & Selection Internal Operating Procedure

Definitions

'Act' means the Local Government Act 1995.

'Applicant' means a person who submits an application to the local government for the position of CEO.

'Contract of employment' means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

'Committee' means the Town of Port Hedland CEO Recruitment & Selection Committee or CEO Performance Review Committee as stipulated in this document.
'Council' means the Council of the Town of Port Hedland.

'Chief Executive Officer' (CEO) means the Chief Executive Officer of the Town of Port Hedland.

'Elected Member' means the Mayor or a Councillor of the Town of Port Hedland Council.

'KPIs' means Key Performance Indicators and Performance Criteria as agreed between the CEO and Council to deliver the key priorities of the Town of Port Hedland Corporate Business Plan.

'Model Standards' are the Town of Port Hedland Model Standards for CEO Recruitment, Performance and Termination.

'Position description' means the position description form for the position of CEO approved by the local government under clause 5(2).

'Selection criteria' means the selection criteria for the position of CEO determined by the Town of Port Hedland and set out in the position description.

Town of Port Hedland

Council Policy

Relevant Legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996		
Supporting Documents	Local Government Operational Guideline CEO recruitment and selection, performance review and termination Chief Executive Officer Recruitment and Selection Committee Terms of Reference Council Policy 1/027 Employee Leaving Council Service (Severance Payments) Chief Executive Officer Performance Review Committee Terms of Reference		
Directorate	Office of the CEO		
Business Unit	Human Resources		
Delegated Authority	Manager Human Resources		
Version Control	Version	Council Decision	Adoption Date
	V01 V02	CM202425/220	12 December 2024 30 Sep 2026
Review Frequency	4 Yearly		

Town of Port Hedland

Council Policy

3/007 Senior Employees and Appointing Acting Chief Executive Officer

Objective

To establish a clear and legislatively compliant governance framework for:

the designation of Senior Employees under section 5.37 of the Local Government Act 1995 (WA); and

the appointment of an Acting Chief Executive Officer during temporary absences of the Chief Executive Officer.

This Policy ensures that business continuity arrangements are lawful, transparent and consistent with the Town's governance framework and Register of Delegated Authority.

Policy Statement

Designation of Senior Employees

Pursuant to section 5.37 of the Local Government Act 1995 (WA), Council may designate one or more positions within the organisation as Senior Employees by resolution from time to time.

Senior Employees are those executive positions within the organisation formally designated by Council under section 5.37 of the Act.

The Chief Executive Officer is not designated as a Senior Employee, as the position of Chief Executive Officer is appointed separately by Council in accordance with section 5.36 of the Local Government Act 1995 (WA).

Council may review or amend the designation of Senior Employee positions from time to time to reflect organisational structure and governance requirements.

Acting Chief Executive Officer Appointment

The Chief Executive Officer must make any appointment of an Acting Chief Executive Officer in writing and specify:

- the period of appointment *maximum of 6 weeks
- the employee appointed to perform the role.

During the period of appointment, the Acting Chief Executive Officer exercises all powers, duties and functions of the Chief Executive Officer under the Local Government Act 1995 (WA), the Town's Delegations Register, and any applicable legislation, unless otherwise specified in the instrument of appointment.

Default Acting Arrangements

In the case of the temporary absence of the CEO and no Acting Chief Executive Officer has been appointed, the Director Corporate Services acts as Chief Executive Officer until Council resolves an appointment as soon as practicable.

Definitions

"Senior Employee" A position designated by Council under section 5.37 of the Local Government Act 1995 (WA).

"Acting Chief Executive Officer" A Senior Employee appointed to temporarily perform the duties and functions of the Chief Executive Officer in accordance with section 5.36 of the Local Government Act 1995 (WA).

"Temporary Absence" A period during which the Chief Executive Officer is unavailable to perform their duties due to leave, illness or other authorised absence.

Relevant Legislation	Local Government Act 1995 Section 5.36 Section 5.37		
Directorate	Corporate Services		
Business Unit	Governance		
Delegated Authority	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01 V02 V03 V04 V05 V06 V07 V08 V09	- 201415/143 201516/012 CM201617/176 CM201920/158 CM201920/105 CM202021/042 CM202627/130	24 Nov 2004 17 Dec 2014 29 July 2015 30 March 2017 25 Sep 2019 27 Nov 2019 23 Sep 2020 25 March 2026 30 Sep 2026
Review Frequency	4 Yearly		

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Town of Port Hedland

Council Policy

6/005 Community Engagement Policy

Objective

This policy outlines the Town's commitment to and approach to community and stakeholder engagement.

The policy guides the delivery of community and stakeholder engagement across the organisation to inform decision-making, build relationships and strengthen community outcomes.

The objectives of the policy are to:

- Build a shared understanding of Council's commitment to community and stakeholder engagement;
- Support quality governance and decision making through the use of quality and timely engagement with stakeholders and the community;
- Raise awareness of Council decisions and community aspirations surrounding programs, projects and initiatives.

Policy Statement

Community engagement speaks to the methods and processes used to involve the community in decision making that affect their lives. Good governance is based on a belief that those impacted by or interested in a decision may have important contributions to make in a decision-making process.

The Town's decision-making processes are influenced by several factors such as financial, technical, legal, environmental and social. As such, different methods and levels of influence will be assigned to different engagement processes. The International Association of Public Participation (IAP2) spectrum of participation will be used to outline to the public what that level of influence is.

When there is a difference between the outputs of an engagement process and endorsed Elected Member's decisions, the reasons for this difference will be clearly communicated.

The following guides the design, delivery, reporting and evaluation of the Town's engagement initiatives.

Scope

This policy applies to all employees, volunteers, and Elected Members of the Town of Port Hedland. It establishes a strategic framework to guide decision-making processes, support the delivery of community facilities, programs and services, and fulfill the commitments outlined in the Strategic Community Plan. The policy reflects

the Town's core values of quality, unity, and integrity

Background

Under the Local Government Act 1995, local governments must engage with the community on various matters. This includes the planning and review of the Strategic Community Plan, the development and review of local laws, the advertisement of differential rates, and other planning-related issues.

Planning Matters

Consultation on planning matters, such as development applications and scheme amendments, is governed by the Planning and Development (Local Planning Schemes) Regulations 2015 and the Town's local planning policy for public consultation on planning proposals.

Best Practice

Engagement will be conducted in alignment with the Town's Community Engagement Policy, ensuring inclusivity, transparency, and accountability. The Town is committed to tailoring its engagement approach to the scope and scale of the project, enabling the community's voice to be heard and reflected in the decision-making process.

Engagement Principles

For the Town of Port Hedland, quality engagement is best characterised by process that adhere to the following principles:

Purposeful	We deliver timely, well-structured engagement that support the community and Town to achieve a shared outcome.
Respectful	We deliver engagement that fosters quality relationships and builds shared understanding.
Effective	We consider the time, budget and representation required to deliver robust engagement outcomes.
Transparent	We support participants with timely, easy to understand information at all stages of the process.

Why we engage

This Framework recognises the Council's commitment to engaging in a manner that;

- Ensures transparency and follows a clear, logical process.
- Adapts to individual cases, considering contextual factors that impact projects or decisions.

- Aligns with community and the Town's expectations for honest and respectful interaction.
- Informs decision-making to secure financially, socially, and environmentally sound outcomes.
- Embraces diverse perspectives to enrich understanding.
- Cultivates and sustains constructive relationships with the community and stakeholders.

Additionally, this framework aligns to the Local Government Act 1995, Section 1.3 (2) also points to engagement leading to;

- Better decision making by local governments
- Greater community participation in the decisions and affairs of local governments
- Greater accountability of local governments to their communities
- More efficient and effective local government.

When to engage

The Town of Port Hedland is committed to ensuring that our community has meaningful opportunities to participate in decisions that affect them.

Examples of when engagement should occur are:

- Projects or matters which have the potential to significantly impact the community's quality of life, environment, or future development.
- Developing or revising policies, strategies, or plans that guide decision making or set the direction for the Town's activities.
- Introducing new services or making substantial changes to existing services that affect how the community interacts with the Town.
- Decisions on planning, land use, or infrastructure projects that may alter the physical environment, property values, or community spaces.
- Legislative or Regulatory Changes: Proposals involving changes to local laws, by-laws, or regulations that impact residents or stakeholders.
- Determining priorities for funding, capital works, or resource allocation that directly affect the community.
- Responding to concerns raised by the community or addressing emerging issues that require collective input to shape outcomes.

- Situations where collaboration with the community or stakeholders can improve decision-making or create shared ownership of outcomes.

Who we engage

The Town is made up of a diverse population that each contribute to the social, economic and environmental fabric of the community. This includes rate payers, residents, students, workforce and business owners, as well as stakeholders such as community groups, businesses, organisations and other government entities.

Our goal is to engage in a way that is inclusive of all members of the community, regardless of age, gender, sexual identity, ethnicity, education, ability and other diverse aspects of identity.

Engagement is not a one-size fits all process, and we will engage with different people in different way, based on their need and the context and impact of the project we are engaging on. We acknowledge that engagement is also not just externally focused. We will also work across different parts of our organisation with the same principles of engagement that we would apply to the wider community.

We recognise that the needs of specific population groups are diverse. When planning engagement activities, we will consider how the engagement process can accommodate the needs of specific population groups including:

- Traditional Owners and First Nation communities
- Older Adults
- Young People
- People with Disabilities
- People from Culturally and Linguistically Diverse Backgrounds.

Unpaid participation includes general community input through surveys, forums and open consultations.

Paid contributions may apply when individuals are engaged for their cultural knowledge, lived experience, or advisory roles such as participating in co-design workshops, providing cultural guidance and other specific information sought by the Town.

Process

The Town acknowledges that a uniform approach to engagement methodologies does not align with best practice. Guided by the principles of substantive equality, the Town is committed to proactively capturing diverse voices and lived experiences by using a range of methodologies.

The Community Engagement Strategy provides a comprehensive framework to outline the process and guide the organisation in the application of engagement activities. This strategy is adaptable, enabling the Town to adopt tailored approaches where necessary, considering the nature of the engagement, the required level and depth of engagement, and the resources available.

Definitions

CommunityThe term 'community' is used broadly and can be defined as a group of people united by at least one common characteristic such as geography, shared interests, values, beliefs, experiences, or traditions. This may include residents, ratepayers, business owners/operators, workforce, visitors, government agencies, and users of Towns services, local community groups, associations and special interest groups.

ConsultationA type of engagement activity that seeks input on a specific matter at a point in time, usually where additional information or representation is required to that already achieved through ongoing engagement.

Elected MembersSometimes referred to as Councillors, members of the community who have been selected by the wider community to oversee the strategic direction of the Local Government Authority.

EngagementThe process of using diverse methods to actively involve community and stakeholder voices in shaping decisions that impact or interest them. This approach ensures meaningful participation, fosters collaboration, and strengthens connections between decision-makers and the community.

PartnershipA type of engagement activity that produces formal agreements between stakeholders to work together

Town Officers Refers to the employees of the Town.

Traditional OwnersAboriginal and Torres Strait Islander people have unique relationships to the land, sea and waterways. Their ownership and stewardship of Country needs to be acknowledged. Australian law recognises that Aboriginal and Torres Strait Islander people have rights and interests in the land and sea under their traditional laws and customs. Please note, the Town operates on Kariyarra land however the local government area also extends to Ngarla and Nyamal country.

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Stakeholders These groups may have a vested interest due to the project's potential to bring about changes or affect lifestyle, social, environmental, or economic conditions.

Relevant legislation	Local Government Act 1995		
Directorate	Community Services		
Business unit	Youth and Community Development		
Delegated authority	Nil		
Version Control	Version	Council Decision	Resolution Number
	V01 V02	CM202526/162	26 November 2025 30 Sep 2026
Review frequency	4 Yearly		

Town of Port Hedland

Council Policy

1/026 Customer Feedback, Complaints, and Suggestions

Objective

This Policy provides guidance for the management and handling of customer feedback, complaints, and suggestions. The Town of Port Hedland (the Town) is committed to delivering an accessible, responsive, and accountable framework that promotes continuous improvement. Feedback, whether positive or negative, enables the Town to enhance its services and maintain strong customer focus.

Purpose

The Policy:

- Promotes the Town's values of quality, unity and integrity.
- Aligns with best practices outlined in the Australian Standards (AS/NZS 10002-2014 Guidelines for Complaint Management) and WA Ombudsman Guidelines on Complaint Handling.
- Reflects the Town's commitment to provide quality customer service at all Town facilities, as per the Town of Port Hedland Customer Service Charter. customer-service-charter

This policy ensures that all customer concerns are handled with professionalism, fairness, and efficiency, fostering trust and continuous improvement within the Town of Port Hedland.

Statement

This Policy applies to all Elected Members, employees, and consultants or contractors engaged by the Town.

A complaint is an expression of dissatisfaction about the Town's products, services, employees, or handling of a matter, where a response or resolution is expected or required.

A complaint is not:

- An initial request for service.
- A request for information or explanation of policies.
- Compliance enforcement actions.
- Lodging an appeal or objection under statutory processes.
- A submission related to regulatory functions.
- Petitions or civil disputes between private individuals.

When customers contact the Town, they should expect:

- To be heard and listened to;
- To be informed;
- To be understood and taken seriously;
- To be treated with respect;
- To be given an explanation or reason for a decision;
- To get action or resolution as soon as possible; and
- To be given an apology, where appropriate.

Complaints can be submitted via:

- The Customer Feedback, Suggestion or Complaint Form on the Town's website.
- Email, letter, in-person, or by completing a Feedback Form available at Town facilities. customer_feedback-suggestion_or_complaint_docx.pdf

Complainants must provide:
- Name and contact details.
- Details and date of the issue.

Principles of Complaint Management

- **Customer Focus**:
  Open, transparent, and easily accessible complaint processes.

- **Responsiveness:**
  Fair, objective, and timely resolution with progress updates.

- **Remedy**:
  Assignment of complaints to an officer with authority to resolve them promptly.

Timeliness
- Complaints acknowledged within five business days.
- Complaints resolved or interim responses provided within ten business days.

Customer Feedback, Complaints and Suggestion Handling Procedure

The Town of Port Hedland recognises the right of customers to discuss matters when feeling dissatisfied with services of the local government and, wherever possible, to resolve these issues and to prevent similar occurrences.

Levels of Escalation

There are three different levels of escalation that the Town uses to process customers feedback, complaints and suggestions.

Level 1 – Initial Assessment

Customer feedback or suggestions are promptly assessed by a Town employee, who records the details and directs the customer to a responsible officer for resolution. The responsible officer aims to address concerns and follows up with the customer via call or email within 48 business hours.

Level 2 – Customer Complaints

Official complaints are lodged in writing with contact details. A review is conducted within 10 business days, or longer if additional investigation is required, with the timeline communicated to the complainant. Complaints are addressed objectively, and a responsible manager provides a formal response.

Level 3 – CEO Internal Review

If dissatisfied with the complaint outcome, the customer may request an internal review by the Chief Executive Officer (CEO). The CEO reviews prior actions and determines a resolution, informing the customer of the final outcome within 15 business days via letter, phone, or meeting.

The complaint will be closed detailing all action taken to resolve the complaint.

Confidentiality

Customer privacy will be respected. Personal information is managed in accordance with the *Freedom of Information WA Act 1992.*

Unreasonable or Unacceptable Complainants

Unreasonable complainants include those who are:

a) Unreasonably persistent complainants: Those who make excessive phone calls, demand excessive personal contact, or engage in lengthy correspondence.

b) Unsatisfiable complainants: Those who refuse to accept the Town's inability to assist further, reject decisions made, or demand services beyond what has been provided.

c) Complainants with unreasonable demands: Those who seek excessive information, disproportionate services, or make frequent and unwarranted approaches.

d) Rude or abusive complainants: Those who engage in personal abuse, make inflammatory or intimidating statements, or attempt to harass Town employees.

In such cases, the Town may limit communication methods, designate a single contact point, or cease communication after informing the complainant. Verbal or physical aggression may result in referral to the WA Police.

Managing Unacceptable or Unreasonable Complaints

The Town rarely deems complaints unacceptable or unreasonable. However, if a complaint disrupts employees' ability to work or serve others, the Town may restrict the complainant's contact.

Guidelines for Limiting Access

Access may be limited when:

a) It compromises the Town's obligations as an employer.

b) It conflicts with statutory obligations.

c) It wastes Town resources through excessive contact or service use.

d) It enables or encourages rude or abusive behaviour.

Actions for Managing Persistent or Excessive Behaviour

If someone repeatedly contacts the Town unnecessarily or raises previously resolved issues, the Town may:

- Restrict calls to specific times or designate one employee to handle all contact.
- Require written communication or pre-scheduled appointments for visits.
- Limit the number of issues addressed within a set period.
- Cease all communication, with prior notification to the complainant.

Persistent Complaints

Actions may be deemed unreasonably persistent if all internal reviews are complete, yet the complainant continues to dispute the outcome or process.

Aggressive Behaviour

The Town will report verbally or physically aggressive, threatening, or harassing behaviour to the WA Police.

Elected Member Complaints

Complaints against Elected Members should be initially referred to the Chief Executive Officer.

The Town is committed to addressing complaints in line with statutory requirements, including the *Local Government Act 1995*, *Local Government (Model Code of Conduct) Regulations 2021*, and other relevant laws.

Complaints, whether minor or serious, will be referred to appropriate agencies. For instance, allegations of corruption will go to the Corruption and Crime Commission, while illegal behaviour may be referred to the Western Australia Police or the relevant State Government Department.

External Agencies

If dissatisfied, customers may escalate complaints to external agencies, including:

- Ombudsman Western Australia.
- Department of Local Government.
- Western Australia Police.
- Crime and Corruption Commission.

Definitions

"Complaint" A complaint is an expression of dissatisfaction, however made, about the standard of service, actions or lack of action by the Town of Port Hedland, its employees or contractors, affecting an individual customer or group of customers.

"Complainant" A complainant is a person, organisation or its representative making a complaint.

"Business Day" means a day when the Town is normally open for business i.e. Monday to Friday, excluding public holidays and other Council approved closures.

Relevant Documents

- Customer Service Charter
- Town of Port Hedland Code of Conduct for Council Members, Committee Members, Appointees and Candidates
- Town of Port Hedland Code of Conduct for Employees and Volunteers
- WA Ombudsman Complaint Handling Guidelines
- Local Government Act 1995.

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Relevant legislation	Local Government Act 1995 Local Government (Model Code of Conduct) Regulations 2021 Freedom of Information WA Act 1992		
Directorate	Corporate Services		
Business unit	Customer Service		
Delegated authority	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01 V02 V03 V04	- CM201819/063 CM202425/270	- 26 Sep 2018 5 March 2025 30 Sep 2026
Review frequency	4 Yearly		

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Council Policy

1/025 Media and Communications

Objective

This Policy establishes clear protocols for the Town of Port Hedland's official communications.

It aims to ensure consistent, transparent and accurate information sharing that reflects the values, objectives and strategic priorities of the Town of Port Hedland.

Purpose

This Policy applies to all employees, elected officials and contractors of the Town of Port Hedland involved in any form of public communication, including but not limited to media interactions, press releases, social media posts and public statements.

It encompasses all channels and platforms used to communicate on behalf of the local government and covers both proactive communications and responses to inquiries or issues.

Policy Statement

The objectives of this Policy are to:

1. Ensure consistency and professionalism.
   Establish protocols for the Town of Port Hedland's official communications to ensure the organisation is professionally and accurately represented in all public interactions.

2. Promote positive public perception.
   Enhance and maintain a positive public image of the Town of Port Hedland by delivering clear, consistent, and engaging messages that foster trust and confidence within the community.

3. Clarify roles and responsibilities.
   Clearly outline the roles and responsibilities of the Mayor, Deputy Mayor, Elected Members, and the Chief Executive Officer in speaking publicly or issuing statements on behalf of the Town. This clarity aims to ensure that all statements are aligned with the Town's values and strategic objectives.

4. Foster transparent communication.
   Promote open and transparent communication channels that encourage active engagement and participation from community members while respecting confidentiality and legal obligations.

Roles and Responsibilities

Speaking on behalf of the Town of Port Hedland:

Mayor
The Mayor is the primary spokesperson for the Town of Port Hedland, representing the Town in official communications including speeches, public statements, and commentary across print, electronic, and social media platforms (Local Government Act 1995, s.2.8(1)(d)). The Mayor provides statements on policy, strategic issues, and community-wide matters.

Deputy Mayor
In the Mayor's absence, the Deputy Mayor is authorised to act as the spokesperson for the Town, fulfilling responsibilities for public commentary and representation as needed (Local Government Act 1995, s.2.9 and s.5.34).

Chief Executive Officer
The CEO may act as a spokesperson for operational matters if expressly authorised by the Mayor (Local Government Act 1995, s.5.41 (f)). This includes providing information on service delivery, administrative decisions, and internal Town operations. The CEO may delegate to subject matter experts at their discretion.

To respect the Office of Mayor, other members should refrain from public commentary on recent decisions or ongoing issues until the Mayor has provided an official statement.

Media enquiries

All media enquiries must be directed to the Strategy and Communications function as the first point of contact. The Manager Strategy and Communications is responsible for coordinating information to support the release of an official response, ensuring it aligns with the Town's communication standards and strategic priorities. This responsibility may be delegated to other members of the Strategy and Communications Team.

The Manager, or their delegate, will also determine the appropriate spokesperson (typically the Mayor, Deputy Mayor or CEO) based on the enquiry's content and relevance to their role.

Media relations

The Town of Port Hedland is committed to maintaining open and transparent communication with the media. The following guidelines will govern all interactions:

1. Open dialogue

The Town will engage in discussions with the media on matters of public interest, provided that such disclosures do not violet the Town's duty of care, contractual obligations, legal issues, or privacy laws that govern its operations or any individual's privacy rights.

2. Timely responses

Media enquiries will be dealt with promptly, honestly and within the organisation's deadline whenever feasible. The Town recognises the importance of timely communication in fostering a positive relationship with the media and the community.

3. Coordination through Strategy and Communications

All media enquiries must be directed to a member of the Strategy and Communications Team as the first point of contact. The Manager Strategy and Communications will coordinate responses and gather necessary information to facilitate the release of an official statement on behalf of the Town, ensuring alignment with the Town's communication standards and strategic priorities.

4. Designated spokespeople

Only designated individuals, such as the Mayor, Deputy Mayor, or CEO are authorised to comment on behalf of the Town on sensitive or high-impact issues, maintaining the integrity of the Town's message.

5. Confidentiality and sensitivity

All communications must consider confidentiality and the sensitivity of certain topics. Staff and elected officials should exercise discretion when discussing matters that may impact individual privacy or ongoing legal issues.

6. Training and support

The Town will provide training and resources to relevant employees and elected officials on best practices for engaging with the media, ensuring effective and appropriate communication.

Public Communications and Social Media

The Town of Port Hedland recognises the importance of public communications and social media as vital tools for engaging with the community. To ensure effective and responsible use of these platforms, the following guidelines apply:

1. Official communications

All communications through social media and public online platforms must adhere to the Town's standards for professionalism, accuracy, and transparency. Only designated representatives are authorised to post official communications on behalf of the Town.

2. Use of personal accounts

Elected Members and staff are encouraged to use their personal social media accounts responsibly. When doing so, they should clarify that opinions expressed are their own and do not represent the views of the Town. Official communication should always be conducted through authorised Town channels.

3. Content moderation

The Town reserves the right to moderate its official social media accounts and may address or remove content that is deemed:

- racist, sexist or discriminatory content, links or images.

- violent, obscene, profane, insulting, hateful, derogatory or illegal content, links or images.
- threatening or defaming content directed at any person or organisation.
- solicitations, advertisements, or endorsements of any financial, commercial, private businesses or organisations.
- multiple successive off-topic posts by a single user.
- repetitive posts copied and pasted or duplicated by single or multiple users.
- offensive, inaccurate, false, misleading or deceptive comments or content.
- material which infringes third party intellectual property rights.
- any other inappropriate content or comments as determined at the Town of Port Hedland's absolute discretion.
- abusive comments about elected members or Town of Port Hedland employees.

4. Prohibited activities

Social media and unsecured online forums must not be used to conduct official Town business, hold meetings or make decision. Communications must avoid any content that could damage the reputation of the Town or contravene legal obligations.

5. Compliance with Codes and Regulations

All public communications, including social media interactions, must comply with the Town of Port Hedland's Code of Conduct and the Local Government (Model Code of Conduct) Regulations 2021.

6. Monitoring and evaluation

The Town will monitor its social media channels to assess engagement and public sentiment. This evaluation will help inform future communications strategies and improve interactions with the community.

Crisis Communication

The Town of Port Hedland is committed to effective communication during crises or emergency situations. This section outlines the procedures and guidelines to ensure timely, accurate, and coordinated communication in such instances.

1. Crisis Communication Plan

A comprehensive Crisis Communication Plan will be developed and maintained by the Manager Strategy and Communications. This plan will outline roles, responsibilities, and procedures for communicating during emergencies, ensuring a structured and efficient response.

2. Designated crisis communication team

A designated crisis communication team will be formed in the event of an emergency or crisis. This may be an extension of the Town's Emergency Response Team, or separate depending on the nature of the event. This team, led by the Manager Strategy and Communications, will be responsible for implementing the Crisis Communication Plan and may include the Mayor, Deputy Mayor, CEO and relevant Directorate heads.

3. Timely and accurate information
In a crisis, timely and accurate information dissemination is crucial. The Crisis Communication Team will ensure that information is verified and communicated swiftly to minimise misinformation and public concern.

4. Official statements
Official statements during a crisis will be issued by designated spokespersons, primarily the Mayor or CEO, to maintain consistency and authority in messaging.

Publishing third-party information

The Town of Port Hedland is committed to ensuring accurate and reliable communication with the community.

From time to time, it may be necessary for the Town to publish, or refer to, information from a third-party source. This section outlines the procedures to ensure third-party information is verified or, where this is not possible, audiences are made aware that it may be from unverified sources.

1. Commitment to accuracy
The Town will make every effort to verify information before publication and will promptly correct any misinformation identified in its communications.

2. Publishing unverified information
Where information comes from a source which cannot be typically verified as credible, the below disclaimer will be published:

Disclaimer: The information provided herein is intended for general informational purposed only and may not reflect the latest developments, verified facts, or complete accuracy. While we strive to share reliable information, some details may be based on unverified sources of subject to interpretation. We encourage readers to verify information with credible sources and exercise caution when using or sharing this information.

3. Definition of credible sources[1]
Sources that can typically defined as credible are information providers that meet the following criteria:
- Authority: The source is recognised as an expert in its field, typically possessing relevant qualifications, experience or credentials.
- Accuracy: The information provided is supported by evidence, fact-checked, and aligns with established knowledge or data.
- Objectivity: The source presents information in an unbiased manner, free from conflicts of interest or personal agendas.
- Reputation: The source has a history of reliability and is respected by peers and the wider community for its integrity and commitment to truth.

[1] The definition has been developed from a range of academic advice.

- Transparency: The source provides clear citations, references, or links to the original data, enabling verification by the reader.

Conduct of Elected Members

When communicating – whether in an official capacity or personally – Elected Members must ensure that their communications:
- Do not bring the Town of Port Hedland into disrepute;
- Do not compromise their effectiveness in their roles;
- Avoid any implication that personal views are endorsed by the Town; and
- Protect confidential information, ensuring no unauthorised disclosures.

Elected Members' public statements and social media activities must adhere to the Town of Port Hedland's Code of Conduct and the Local Government (Model Code of Conduct) Regulations 2021.

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.

Relevant legislation	Local Government Act 1995 Division 9 Code of Conduct for Employees and Volunteers		
Directorate	Office of the CEO		
Business unit	Strategy and Communications		
Delegated authority	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01 V02	CM202021/185	3 June 2021 30 Sep 2026
Review frequency	4 Yearly		

Town of Port Hedland

Council Policy

2/018 Borrowings

Objective

The policy has been drafted to provide a framework for Town of Port Hedland Council borrowings, so that there is a controlled and disciplined approach to the borrowing of funds for the purpose of:

- Funding new infrastructure
- Renewal or upgrading of existing infrastructure

The policy will ensure that all transactions are in accordance with legislative requirements, whilst minimising the cost of debt. The policy will also safeguard the Town's ability to meet its liabilities and budgetary obligations, and also increase awareness of issues concerning debt management.

Prudent person standard

All loan borrowings will be managed with care, diligence and skill that a prudent person would exercise. As trustees of borrowed monies, officers are to safeguard the loan portfolio in accordance with legislative requirements.

Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with proper execution and management of the Council's loan portfolio. The Department of Local Government and Communities Guideline No 1 "Disclosure of Interest Affecting Impartiality" provide guidance for recognising and disclosing any conflict of interest.

Principle

The following principles will reinforce the measure of control for the Town with reference to borrowings:

- Under no circumstance will operating expenditure be funded by borrowings.

- Replacement or renewal of existing assets that are expected to occur on an annual (or similar) basis (i.e. recurrent capital works such as road resealing, plant replacement etc) will generally not be funded by loan borrowings.

- The economic life of the asset being funded should be greater than the agreed term of the loan. Generally, loans will be paid over a term no longer than 10 years to maintain inter-generational equity so as not to over burden future ratepayers with the majority of the debt. Any loans less than $2 million will have a term of no longer than 5 years.

- The nature of any borrowings and the interest rate if applicable, will take into account the purpose of the borrowings and seek to minimise interest rate exposure.

- All borrowings will be considered in line with Council's Long Term Financial Plan and forward program of capital works; and should be in the current adopted Budget. Any variations will be presented to Council for consideration.

- Any unspent loans will be declared in the Annual Financial Statements of that particular Financial Year as part of statutory obligations. If the project being financed has reached completion stage, the unspent portion will be used to pay back the lender, leading to refinancing of the loan or allocated to other projects at the discretion of Council.

- In the event that capital expenditure is deferred from one Financial Year to the next, the timing of the drawdown of the approved loan will be reviewed in order to minimise interest expense.

Lenders and Interest Rates

The Town will undertake a Request for Quotation process to get the best rate and terms possible when intending to borrow funds. The RFQ process will be limited to the major banks and the WATC.

Refinancing of Loans

It is generally known that market interest rates are volatile and the cost of borrowing periodically fluctuates. Therefore, if these changes bring a distinct economic advantage to the Town of Port Hedland; whereby the cost of borrowing significantly declines, the Town will reserve the right to refinance the loan portfolio. Council will make the final decision on any change to the loan portfolio or refinancing options.

According to Section 6.20(2)(a) of the Local Government Act 1995:

"A local government is not required to give local public notice of a proposal to exercise a power to borrow when the power is to be exercised to re-finance a loan or to continue other financial accommodation (whether with the same or another bank or financial institution) except where the re-financing or continuation is a major variation.

major variation means a variation in the terms of a loan or other financial accommodation which is — (a) a capitalisation of interest accruals; or (b) an increase in the term of the loan or other financial accommodation; re-finance in relation to a loan or other financial accommodation (the existing loan), means to borrow an amount (the new loan) which is, at the date of the new loan —

a) equal to the principal amount owing on the existing loan; or

b) *not more than $5 000 more or less than the principal amount owing on the existing loan, for the principal purpose of paying out the existing loan or preserving the credit originally provided by the existing loan."*

Paying off debt

Any loan can be paid off in full where it can be demonstrated that there is a significant benefit to the Town. Any retirement of debt will not occur without approval from Council. The final payment will include the principal outstanding, interest accrual to date and the premium cost for breaking the loan contract. The decision to pay off a loan will be based on economic viability and will be analysed on a case to case basis.

Financial Controls and Sustainability Indicators

The Town will manage its debt within the minimum and maximum targets set for the two ratios listed below.

1. Debt Service Cover Ratio

This ratio is the measurement of a local government's ability to repay its debt including lease payments. The higher the ratio is, the easier it is for a local government to obtain a loan.
The DSCR is calculated as follows:-

$$\text{DSCR} = \frac{\text{Annual Operating Surplus BEFORE Interest \& Depreciation}}{\text{Principal \& Interest}}$$

The Town will maintain a Debt Service Cover Ratio (DSCR) of 200% as a basic standard, as stated in the Department of Local Government Operational Guidelines 18. An advanced standard is achieved if the ratio is greater than 500%.

2. Net Debt to Revenue Ratio

The Net Debt to Revenue ratio measures a Local Government's overall debt situation by netting the value of a Council's liabilities and debts with its cash and other similar liquid assets.

The Net Debt Ratio is calculated as follows:-

$$\text{Net Debt Ratio} = \frac{\text{Net Debt}}{\text{Operating Revenue}}$$

The Department of Local Government recommends a maximum of 50%. The Town's maximum target (debt ceiling) for this ratio will be 50%.

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Relevant legislation	Local Government Act 1995 Part 6 Division 5 Subdivision 3 – Borrowings s. 6.20 – 6.24. Local Government Financial Management Regulations 1996 Australian Accounting Standards Register of Delegated Authority		
Directorate	Corporate Services		
Business unit	Financial Services		
Delegated authority	Nil		
Version Control	Version	Resolution Number	Adoption Date
	V01 V02 V03 V04 V05	201516/194 CM202021/10 CM202324/291 CM202526/138	23 March 2016 16 December 2020 25 June 2024 29 October 2025 30 Sep 2026
Review frequency	4 Yearly		

Town of Port Hedland

Council Policy

1/034 Council Investments Policy

Objective

To provide a framework for the investment of Council funds that seeks to maximise the return to Council whilst having due consideration for the risk and security of each investment; level of ethical investment and ensures that Council's liquidity requirements are being satisfied.

Purpose

To ensure sustainable long-term financial planning is maintained.

Policy Statement

- The principal objective is to guide the investment of surplus funds in the preservation of capital and investment decisions must align to this;
- The maximisation of returns within the confines of this policy is encouraged in order to capitalise return on investment;
- The surplus funds available for investment include reserves, other restricted funds and general revenue funds surplus to liquidity requirements;
- Adequate cash reserves will be maintained to allow the Town to conduct its business.
- Factors that guide investment decisions:
    - The use of Rating Agency's "Investment Grade" credit ratings (Security);
    - The maintenance of adequate levels of diversification (Security);
    - The ability to have ready access to funds for day-to-day requirements (Liquidity); and
    - Compliance with appropriate legislative requirements (Compliance).

Investment Management

<u>Approved Investments</u>

Investments are limited (in accordance with Regulation 19C of the *Local Government (Financial Management) Regulations 1996),* to Australian currency denominated*:*

- Deposits with Authorised Deposit-Taking Institutions (ADIs) as defined in in the Banking Act 1959 (Commonwealth) section 5 for a term not exceeding 3 years.
- Interest Bearing deposits with the Western Australian Treasury Corporation (WATC) for a term not exceeding 3 years.
- Bonds guaranteed by the Commonwealth Government or State or Territory for a term not exceeding 3 years.

Prohibited Investments

This policy, in accordance with legislation, prohibits any investment not included in the Approved Investments section. For the avoidance of doubt, prohibited investments include:

- Derivative based instruments; and
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind

The leveraging of investments (borrowing to invest) is prohibited.

Risk Management Guidelines

Investments obtained are to comply with three key criteria relating to:

a) Portfolio Credit Framework: limit overall credit exposure of the portfolio
b) Counterparty Credit Framework: limit exposure to individual counterparties/institutions
c) Term to Maturity Framework: limits based upon maturity of securities

a) *Portfolio Credit Framework*

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

Long Term Credit Rating *	Investment Maximum %
AAA to AA-	100%
A+ to A-	80%
BBB+ & BBB	60%

b) *Individual Counterparty Credit Framework*

Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below:

Long Term Credit Rating *	Investment Maximum %
AAA to AA-	70%
A+ to A-	40%
BBB+ & BBB	30%

** Ratings are based on Standard & Poor's (S&P) criteria. Moody's or Fitch equivalent will be used where an S&P rating is not available.*

Investments are to comply with the credit limit frameworks as at the time of placement. Any subsequent unintended breaches due to investment maturities, redemptions, or other causes of changes to portfolio size will be monitored and addressed when practicable but not necessitate divestments in and of itself.

If any of the Council's investments are downgraded such that they no longer fall within the investment policy limits, they will be divested as soon as practicable having regard to potential losses resulting from early redemption and subject to minimising any loss of capital that may arise from compliance with this provision.

c) *Term to Maturity Framework*

The investment portfolio is to be invested within the following maturity constraints:

Term to Maturity Limits	Minimum %	Maximum %
Less than or equal to 1 year	40%	100%
Greater than 1 year & less than or equal to 3 years	0%	60%

Performance Benchmark

The performance of the investment portfolio shall be measured against the industry standard Bloomberg Ausbond Bank Bill Index.

Operational Issues

Reporting and Performance Monitoring

Council will receive a monthly report on the investment portfolio detailing the performance of the investment portfolio and Counterparty percentage exposure of total portfolio. A summary of the composition of the investment portfolio by credit rating and institution will also be included.

Professional Advice

The Town may from time to time retain the services of suitably qualified investment professionals to provide assistance in investment strategy formulation, portfolio implementation and monitoring.

Any such advisor must be approved by Council and licensed by the Australian Securities and Investments Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products

being recommended and is free to choose the most appropriate product within the terms and conditions of this Investment Policy.

Any independent advisor engaged by the Town is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investments they are recommending or reviewing. This includes that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed, which are not being fully rebated to their clients, for either the Town or any of its other clients as this can create a conflict of interest.

Definitions

Authorised Deposit -Taking Institutions (ADIs)

Means an authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986.

Investment Grade

Means that either Standard & Poor Global Ratings (S&P) or Moody's Corporation (Moody's) has rated an investment as having "Investment Grade" credit rating as below:

S&P Investment Grade	Moody's Investment Grade	Risk Profile	Grade Quality
AAA	Aaa	Extremely strong capacity to meet financial commitments. Highest rating	High
AA+	Aa1	Strong capacity to meet financial commitments	High
AA	Aa2		
AA-	Aa3		
A+	A1	Strong capacity to meet financial commitments, but somewhat susceptible to adverse economic conditions and changes in circumstances	Medium
A	A2		
A-	A3		

BBB+	Baa1	Adequate capacity to meet financial commitments, but more subject to adverse economic conditions	Low
BBB	Baa2		
BBB-	Baa3		

Relevant Legislation	Local Government Act 1995 (WA) Local Government (Financial Management) Regulations 1996 (WA) The Trustees Act 1962 (WA) Banking Act 1959 (Cth) *Local Government (Financial Management) Regulations 1996* (WA)		
Directorate	Corporate Services		
Business unit	Financial Services		
Delegated Authority	Chief Executive Officer		
Version Control	Version	Council Decision	Adoption Date
	V01	-	23 April 2008
	V02	200708/160	24 June 2009
	V03	200809/396	13 July 2011
	V04	201112/008	28 May 2014
	V05	201314/338	29 July 2015
	V06	201516/012	23 Sep 2020
	V07	CM202021/040	7 Sep 2022
	V08	CM202223/017	27 March 2024
	V09	CM202324/233 CM202526/119	24 Sep 2025
	V10		30 Sep2026
Review frequency	4 Yearly		

Town of Port Hedland

Council Policy

2/021 Credit and Purchase Card Policy

Objective

Corporate credit and purchase cards (Corporate Cards) deliver benefits to the Town of Port Hedland through improved administrative practices. Efficiency of operational activities is increased by reducing the cost, paperwork and time associated with purchasing goods and services. Corporate Cards also provide a useful resource in remote and emergency situations, reduce the need for cash on premises and provide an effective audit trail of expenditures.

This policy sets out the principles that need to be followed by all Corporate Card holders at the Town of Port Hedland. The objective of this policy is to:

- Provide a framework to enable the use of Corporate Cards;
- Provide Corporate Card holders guidelines towards the appropriate issue and usage of the cards; and
- Minimise or eliminate the risk of fraud and misuse of the Corporate Card.

Application of Policy

This policy applies to all employees of the Town of Port Hedland who are assigned a Corporate Card.

Legislation

The following provisions of the *Local Government Act 1995* (the Act) and associated regulations impact on the use and control of corporate credit cards:

- Section 2.7(2) (a) and (b) of the Act requires the Council to oversee the allocation of the local government's finances and resources and to determine the policies of the local government.
- Section 6.5(a) of the Act requires the Chief Executive Officer (CEO) to ensure that proper accounts and records of the transactions and affairs of the local government are kept in accordance with regulations.
- Local Government (Financial Management) Regulation 11(1)(a) requires local governments to develop procedures for the authorisation and payment of accounts to ensure that there is effective security and appropriate authorisations in place for the use of credit cards.
- Local Government (Financial Management) Regulation 13A requires local governments to disclose information about each transaction made on a credit card, debit card or other purchasing cards.

Issue of Corporate Cards

- All requests for Corporate Cards are approved by the CEO. The CEO's processes established under Regulation 11(1)(a) of the *Local Government (Financial Management) Regulations.*
- While the maximum credit limit is determined in the delegation register, the cardholders limit should be set to the lowest amount required by the cardholder to conveniently execute their role.
- A person in a role that is allocated a credit card is not obliged to hold one.
- Each cardholder must sign an acknowledgement that they have received, understood and agreed to their responsibilities and legal obligations before a card will be issued.
- A credit card can not be issued to an elected member.

Use of Corporate Cards

- Corporate cards are only to be used for Town related expenditure, within the limit assigned for the use of that card and within the approved budget;
- Personal use and personal transactions are prohibited;
- All purchases are to be made in accordance with 2/007 Procurement Policy.
- Travel expenditure is to be made in accordance to GOV 008 "Town of Port Hedland Representative Travel and Accommodation" IOP as well as 2/007 Procurement Policy.
- Cash withdrawals through any facility, whether it is a Bank, ATM or EFTPOS facility are prohibited;
- Purchases related to buying foreign currency, lottery tickets, gambling, travellers cheques and money transfers are prohibited.
- The card must not be used by officers other than the cardholder.
- Under no circumstances is the PIN to be disclosed to another person.
- The card must only be used for fuel purchases in instances where a fuel card facility is unavailable;
- Cardholders must not obtain personal benefit through any rewards program.
- Cardholders must not split transactions to circumvent delegation limits.
- The card shall not be used for payment of fines.
- No "tips" or gratuities are to be added to purchase transactions.
- The cardholder must maintain the security of their card, ensuring that it is kept in their possession at all times and not left in any place from which it may be taken.
- The cardholder must retain all tax invoices and/or receipts and maintain any other records of their transactions to facilitate monthly reconciliation and costing of transactions for that card;
- The card must be returned prior to periods of extended leave (any periods in excess of four weeks).

- In all cases of misuse, the Town of Port Hedland reserves the right to recover any monies from the cardholder and all repayments by the cardholder are to be due within five days of notice.

Cancellation of Corporate Cards

- Cards must be returned and cancelled if the cardholder is reassigned to a new position where the use is not required or where their employment is terminated with the Town of Port Hedland;
- The Town of Port Hedland reserves the right to cancel a card at any time.
- Cancelled cards must be destroyed in a secure manner.

Definitions

"Cardholder" - Is any officer of the Town of Port Hedland receiving authorisation to have a Corporate Credit Card issued in their name.

"Corporate Card" – Includes business or corporate credit cards, debit cards, store cards, fuel cards and taxi cards. *Excludes* non-reloadable gift cards, pre-loaded purchase or credit card advances, SmartRider cards that are centrally controlled for general use.

"Credit limit" – Is the maximum amount of money authorised for purchases made on the corporate card.

"Personal Use / Personal transaction" - Any purchase intended for individual benefit of the cardholder. Purchase of any items not normally provided to a staff member in the course of their employment with the Town of Port Hedland.

"Town" – Refers to the Town of Port Hedland

"Town Related Expenditure" - Bona fide business transactions that are required by a cardholder undertaking normal duties in the course of their employment with the Town of Port Hedland and would otherwise be undertaken by purchase order or petty cash.

"Transaction limit" – Means the maximum value for any single transaction.

Town of Port Hedland

Council Policy

Relevant legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996		
Directorate	Corporate Services		
Business Unit	Financial Services		
Delegated Authority	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01	CM201617/046	31 August 2016
	V02	CM202021/102	16 December 2020
	V03	CM202223/003	27 July 2022
	V04	CM202425/193	27 November 2024
	V05	CM202526/182	10 December 2025
	V06		30 Sep 2026
Review frequency	4 Yearly		

Town of Port Hedland

Council Policy

Fees and Charges Waiver

Objective

This Policy aims to define the Council's position on requests to waive various fees and charges, partially or fully. Its purpose is to ensure these requests are managed consistently, transparently and equitably.

Content

This Policy applies to Council-set discretionary fees and charges as defined in the Fees and Charges Schedule of the Annual Budget and should be read in conjunction with that document.

Types of fees considered for a waiver/concession

The types of fees considered in this Policy for a waiver/reduction are:

- Surrender Fees and Charges.
- Waste Disposal Charges.
- Trading in Public Places Fees.
- Community Facility Hire Fees.

Note: Facility/Building Lease and Seasonal Licence Charges are in a separate policy.

Exclusions to the Policy

Exclusions to the scope of this Policy include:

- Statutory fees, which should only be waived, fully or partially, pursuant to relevant legislation.
- Circumstances in which another Council policy that includes a fee waiver component is more applicable, for example, an event covered by Council's Events Program.
- Fines and penalties, which should be referred to existing appeal mechanisms.
- Insurance fees.
- Venue hire bonds.
- Damages and additional cleaning fees.
- Bad debts write off.
- Council rates and property charges.

Town of Port Hedland Council Policy

Policy Statement

Eligibility Framework

General

The overarching principles for the waiver of fees and charges are:

- Waivers will be capped at a cumulative threshold of $30,000 per applicant per financial year.
- Must be requested before the fee or charge is incurred or paid.
- Applications should be received at least 10 working days prior to the service/event delivery for waivers of less than $10,000.
- Applications should be received at least 30 working days prior to the service/event delivery, with waivers above $10,000 to be considered by the Council.

Eligibility Principles

A fees or charges waiver will not be considered where:

- The activity is a program, service, function or event that:
  - Is contrary to, or inconsistent with, another Council Policy.
  - Is already supported by Council via a financial or in-kind contribution.
  - Is subject to an existing agreement, including but not limited to Memorandums of Understanding.
  - Duplicates existing Council programs or activities.
- It is reasonably likely to result in a disproportionate increase in the number of requests from the benefiting organisation(s) or from similar organisations.
- It is a not for profit group that is auspiced by a private or commercial event, or one being run by a group/organisation based outside the Town of Port Hedland or immediate surrounds.

Application, Decision Making and Authorisation Framework

General

Each application will be assessed by the relevant Delegated Officer in accordance with the financial delegations stated in *Delegation 1.2.23 Fees Waivers and Community Concessions* of the Delegation Register.

Delegated Officers should ensure that fees and charges waiver requests are considered fairly, equitably and transparently, in accordance with the Fees and Charges Waivers Assessment Matrix (attached with this Policy).

The Council and Town of Port Hedland will determine what is of benefit to the

community for the purpose of this Policy.

When considering a request to waive fees or charges, the decision must have regard to the merits of the application as well as the following:

- The activity to which the fee or charge applies demonstrates specific benefits to the Town of Port Hedland community.
- The activity supports Council's vision and priorities as defined in the strategic Council Plan documents.
- The nature of the applicant, e.g., is the applicant a not-for-profit organisation registered with the Australian Charities and Not for Profit Commission?
- The applicant performing the activity is based in the Town of Port Hedland.
- The applicant performing the activity provides services/benefits to residents or the wider Town of Port Hedland community.
- The scope for waiving the fee or charge within the context of business unit budgets, policies, and the broader business activity/market.

To encourage fairness and equity, user groups should be made aware that an application may be unsuccessful where they:

- Increase demand from certain groups relative to others.
- Result in inequitable access to Council facilities or services because of subsiding certain users/groups.

Other circumstances

At the discretion of the Delegated Officer, the following may be granted a full or partial fees or charges waiver at Council operated facilities:

- Bereavement/compassionate events to recognise a community member who has contributed "over and above" to the life of the community.
- Activities, exhibitions or events that are run by local community not for profit groups substantially for community benefit or jointly delivered with Council to contribute to Council Plan objectives or actions.

In deciding such application, the Delegated Officer will consider:

- Whether the event is generally open to all and widely advertised.
- The cost to attend (very low or no cost events).
- The benefits to the community.
- The extent of volunteer involvement.
- What Town facility is being used.

Waivers and Concessions

When considering fees and charges waiver requests, the Policy Assessment Matrix determines the % reduction.

Note: For an organisation with a charitable status, it must be registered and recognised by the Australian Charities and Not for Profits Commission.

Statutory fees may only be waived or reduced in exceptional circumstances, and in accordance with the relevant legislation.

Definitions

Definitions as they relate to this Policy.

Charity	An entity determined by the Australian Charities and Not-for-profits Commission (ACNC) to be a charity. A charity is a type of not-for-profit organisation however the main difference between the two is that a nonprofit doesn't need to be 'charitable status,' whereas as a charity needs to meet very specific guidelines.
Not for profit	Not-for-profit organisations provide services to the community and do not operate to make a profit for its members (or shareholders, if applicable).
Community benefit	A demonstrated community need within the Town of Port Hedland which aligns with the Council's strategic priorities.
Concession	Dispensation to reduce part or all fees that the Town would ordinarily charge.
Fee	Any fee that is recorded on the Fees and Charges schedule for the current year.
Fee Waiver	An agreement that you do not have to pay the required fee recorded on the fees and charges schedule.
Commercial purposes	The conduct of an activity by an entity/organisation whose primary objective is directed at making a profit.

Town of Port Hedland

Council Policy

MOU

A Memorandum of Understanding (MOU) is an agreement between two or more parties outlined in a formal document. It is not legally binding but contains certain information that the parties agree to, such as the project or reason for the MOU, the time period and the duties and responsibilities of each party.

Relevant Legislation	*Local Government 1995*		
Directorate	Corporate Servoces		
Business unit	Finance		
Delegated Authority	Chief Executive Officer		
Version Control	Version	Council Decision	Adoption Date
	V01 V02	CM202425/169	27 October 2024 30 Sep 2026
Review Frequency	4 Yearly		

Town of Port Hedland

Council Policy

2/005 Financial Hardship

Objective

The objective of this policy is to recognise there are unforeseen cases of genuine financial hardship where payment of outstanding rates would cause the ratepayer further distress. The policy outlines the scope and criteria for determining applications for rating relief.

This policy applies to Owner/Occupier residential and small business owner ratepayers. However, the Town encourages any ratepayer experiencing payment difficulty to make contact with the Town.

Purpose

Qualifying Criteria
Subject to qualifying criteria, eligible residential and small business ratepayers experiencing Financial Hardship will be provided assistance where:

a) Upon recommendation by the Approving Officer, the ratepayer is experiencing genuine financial hardship;
b) The ratepayer's circumstances can be substantiated if requested;
c) The ratepayer is not bankrupt or subject to a bankruptcy petition;
d) No revenue is being derived from the residential property;
e) The non-residential property is the principal place of business of the ratepayer;
f) The applicant must be the owner or co-owner of the property and liable for payment of rates and charges.

Assistance
When ratepayers are determined to be in Financial Hardship the Town will:

a) Cease any penalty interest; **excluding the late payment interest applicable to the Emergency Services Levy*
b) Temporarily pause payment of your rates, fees and charges;
c) Establish an alternative payment arrangement plan.

The maximum time for a concession on future interest charges is two years. The maximum time for a pause on payment is 6 months.

Supporting Documentation

Third party documentation may be requested to assist in determining applications for Financial Hardship.

Ratepayer Obligations
Ratepayers are obliged to inform the Town of any changes in their circumstances that would no longer warrant consideration of Financial Hardship.

Residential ratepayers are encouraged to make application for State concessions which may provide them with further financial benefit.

Small business ratepayers are encouraged to make application for Federal and State Government funding which may provide them with further financial benefits.

Ratepayers are required to use available Payment Options.

Duration
A temporary suspension from the payment of rates and subsequent establishment of alternative payment arrangements shall aim to clear overdue rates, fees and charges, and restore regularity of payments within 2 years.

It is acknowledged that experiencing unfortunate events may not be a one-off lifetime event and that some ratepayers may need to make application for Financial Hardship more than once.

Debt recovery
The Town will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises the Town and makes an alternative plan before defaulting, the Town will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, one further opportunity of adhering to a payment plan that will clear the total debt within the allowed timeframe is possible.

Review position and date
The Town will establish a mechanism for review of decisions made under this policy and advise the applicant of their right to seek review and the procedure to be followed.

Communication and Confidentiality
The Town will maintain confidential communications at all times and their undertake

to communicate with a nominated support person or other third party at your request. The Town will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

The Town recognise that applicants requesting financial hardship consideration are experiencing additional stressors and may have complex needs. The Town will provide additional time to respond to communication and will communicate in alternative formats where appropriate. The Town will ensure all communication with applicants is clear and respectful.

Definitions

Financial Hardship	When a Ratepayer is willing but unable to pay their rates because of unforeseen and unexpected events that impacts substantially upon short term cash flow, for example: • Changes in employment status (such as losing a job or having hours significantly reduced). • Significant life events such as serious illness, a relationship breakdown or death in the family. • Significant loss of revenue. • Emergency event or natural disaster.
State Concessions	Meeting eligibility criteria for approved Pensioner or State Concession Card, Commonwealth Seniors Health Card with a WA Seniors Card.
Payment Arrangement	A payment plan (Also known as a Direct debit agreement) is an agreement between the Town and the rate payer, to receive a certain amount of money in regular instalments over an agreed timeframe.

Town of Port Hedland

Council Policy

Relevant Legislation	Local Government Act 1995 Part 6, Division 4, Clause 6.13 – Interest on money owing to governments Part 6, Division 6, Subdivision 4, Clause 6.45 – Options for payment of rates and service charges Part 6, Division 6, Subdivision 4, Clause 6.51 – Accrual of interest on overdue rates or service charges Part 6, Division 6, Subdivision 5, Clause 6.56 – Rates or service charges recoverable in court Part 6, Division 6, Subdivision 5, Clause 6.60 – Local government may require lessee to pay rent Part 6, Division 6, Subdivision 6, Clause 6.64 – Action to be taken *Rates and Charges (Rebates and Deferments) Act 1992* *Debt Collectors Licencing Act 1964*		
Directorate	Corporate Services		
Business Unit	Financial Services		
Delegation	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01	CM202324/234	27 March 2024
	V02	CM202526/119	24 Sep 2025
	V03		30 Sep 2026
Review Frequency	4 Yearly		

Town of Port Hedland

Council 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

Authorised Reserves

Employee Leave	
Purpose	To ensure that adequate funds are available to finance employee leave entitlements such as annual leave, long service leave.
Calculation Funding/Basis	Transfers to and from the Reserve will be based upon projected end of year non-current liabilities relating to employee leave entitlements.
Target Balance	100% of non-current employee leave liabilities as reported in Town of Port Hedland's Annual Financial Statements (Provisions Note).

Spoilbank	
Purpose	To fund the Port Hedland Spoilbank development.
Calculation Funding/Basis	Transfer to and from the Reserve are based on the contributions to and the expenditure associated with the Spoilbank development.
Target Balance	The Reserve will be depleted as the Spoilbank development is completed.

Asset Management Infrastructure	
Purpose	To fund the ongoing maintenance, refurbishment, renewal, replacement and development of Council owned infrastructure assets within the Town of Port Hedland.
Calculation Funding/Basis	Transfers to the Reserve are dependent upon the level of rate revenue generated, contributions received, savings identified, and additional income achieved. Council can also make decisions to direct specific income to the Asset Management Infrastructure reserve. The current council decisions that have this direction are specific lease proceeds. (CM201415/032) Transfers from the Reserve are based upon meeting the annual renewal requirements for the year in line with Council's Asset Management Plans (excluding Plant).
Target Balance	Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans.

	Target: To facilitate, on average, the attainment of a 110% Asset Sustainability Ratio every yea

Waste Management	
Purpose	To fund the development, operation, maintenance and capital expenditure for the Council's waste management facilities including the landfill and waste collection operations.
Calculation Funding/Basis	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.
Target Balance	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	
Purpose	To fund the plant replacement program.
Calculation Funding/Basis	Where there are sufficient funds available, transfer an amount up to the annual plant depreciation to the Reserve. This should be adequate to meet future plant replacement funding requirements. Transfers from the Reserve will replenish the municipal fund for purchases as per the approved Plant Replacement Program. Funds from the sale of plant and equipment are to be transferred to the reserve for use on replacement plant.
Target Balance	No more than the annual depreciation of the Town's major and minor plant.

Unfinished Works and Committed Works	
Purpose	To transfer unspent municipal funded expenditure on specific projects to enable identification of carryover expenditure into the next financial year.
Calculation Funding/Basis	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.
Target Balance	N/A

Strategic	
Purpose	To fund strategic projects as included in the Town's Strategic Community Plan and Corporate Business Plan.
Calculation Funding/Basis	Transfers to the reserve are dependent upon the level of rate revenue generated, contributions received, savings identified, additional income achieved. Transfers from the reserve will occur to fund strategic projects as included in the Town's Strategic Community Plan and Corporate Business Plan and identified in the Long Term Financial Plan and the annual budget.
Target Balance	The reserve balance will diminish as projects are completed.

Airport	
Purpose	To fund the future Port Hedland International Airport Capital Works commitments.
Calculation Funding/Basis	Transfer to or from the reserve will represent any surplus or deficit generated from the Port Hedland International Airport Capital Works Program being completed.
Target Balance	The reserve balance will diminish as capital works are completed, with any remaining balance to be transferred to the Asset Management Reserve.

Housing Reserve	
Purpose	To fund the maintenance, refurbishment, redevelopment and construction of Local Government provided housing.
Calculation Funding/Basis	Transfers to the reserve will be the sale proceeds from residential town properties.
Target Balance	A minimum, if not more than the annual depreciation of the Town's buildings – non-specialised.

Cyclone Response	
Purpose	To fund cyclone and emergency related projects.
Calculation Funding/Basis	Transfer to and from the Reserve are based on the contributions to and expenditure relating to Cyclone emergency response and projects that will improve the Town's ability to respond to cyclone emergencies.

Target Balance	The Reserve will be depleted and not replenished.

Financial Risk Reserve	
Purpose	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.
Calculation Funding/Basis	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.
Target Balance	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.

Landfill Establishment Reserve	
Purpose	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.
Calculation Funding/Basis	The required surplus generated from the Council's waste management facilities in line with the long term financial model.
Target Balance	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.

Town of Port Hedland

Council Policy

Public Art Reserve	
Purpose	To fund public art.
Calculation Funding/Basis	Funded from developer contributions received where amounts are set aside for public art.
Target Balance	The reserve balance will diminish as projects are completed.

Kingsford Smith Business Park Development Reserve	
Purpose	To fund ongoing development of the Kingsford Smith Business Park Development
Calculation Funding/Basis	Transfers to include surplus generated by sales of developed land from the Kingsford Smith Business Park.
Target Balance	The reserve will be depleted as the development project is completed.

Relevant Legislation	Local Government Act 1995 Part 6 Division 4 s. 6.11 Reserve Accounts Local Government (Financial Management) Act 1996		
Directorate	Corporate Services		
Business Unit	Financial Services		
Delegated Authority	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01	CM201516/194	23 March 2016
	V02	CM201920/199	22 April 2020
	V03	CM202021/102	16 December 2020
	V04	CM202021/166	3 June 2021
	V05	CM202324/291	25 June 2024
	V06	CM202526/119	24 September 2025
	V07		30 Sep 2026
Review Frequency	4 Yearly		

Town of Port Hedland

Council Policy

2/004 Rating

Objective

This policy will provide an administrative framework to outline the principles and methodology used in respect to rates raised and waived under the Local Government Act 1995.

In setting rates, Council considers the long term vision for the Town, financial sustainability and the likely impacts on the community.

Purpose

As part of its budgetary process, the Town will establish its forecast budget deficit with Council determining the amount of rates to cover this shortfall, to meet the Town's financial, operational and statutory responsibilities for the coming financial year

Rating revenue requirements are imposed as a rate in the dollar charge, applied to rateable property valuations as independently determined by the Valuer-General.

Rates and associated charges (including instalment arrangements and interest charges) are disclosed in the Annual Budget as resolved by Council and prescribed by the *Local Government Act 1995* (as amended).

Differential General Rating

Differential rating allows a local government to rate on the basis of land use, zoning or a combination of both. The rate is expressed as a rate per dollar of valuation.

Minimum General Rating

The minimum amount payable of a general rate or differential general rate is determined by Council, irrespective of valuation. This classification is to ensure all ratepayers make a minimum contribution for all non-exclusive services.

Specified Area Rate

A specified area rate can be set to meet the cost of undertaking specific work in an area or for providing a service or facility for ratepayers in a specific area that have benefited or will benefit from these works. Options to set this class of rates are considered when developing the rates strategy.

Interim Rates

Interim valuations shall only be applied where additional levies of at least $100.00 result in the year in which the new valuation takes effect. Where additional levies of less than $100.00 would otherwise result, the interim valuation is to be applied from 1 July in the next financial year.

When a subdivision or strata title has occurred resulting in the creation of new assessments, receipt credits resulting from a valuation adjustment will be transferred to the new assessments.

Rating of Council Facility Leases

All Council lease agreements shall be subject to the application of municipal rates as per the conditions included within the lease agreement.

Rates Concession (Rateable Land)

All rate concessions will be considered by Council during the budget process.

A concession under this policy will be assessed in accordance with section 6.47 of the *Local Government Act 1995*.

All applications for concession under s6.47 of the *Local Government Act 1995* must be in writing on the prescribed form and contain a declaration as to the accuracy of the information contained therein.

An application will be required to be lodged every year prior to 31 March and is to be assessed in accordance with this policy.

Council may request additional information from an organisation making an application if it considers it necessary to do so. Information requested is not limited to, but typically include:

- Copies of the Constitution of the organisation
- Recent financial statements of the organisation
- Information demonstrating precisely how land subject to the application is used.

Council is only able to grant a concession from rates under section 6.47.

It is the policy of the Town of Port Hedland that any concession of rates in respect of any rateable land in the Council area will be available only when the applicant satisfies the requirements of this Policy.

Rates concessions will only be provided to community groups or associations that operate as a body corporate or an Incorporated Association or at the discretion of Council in extraordinary circumstances. Concessions will not be provided to an individual. The Town of Port Hedland will determine what is of benefit to the community for the purpose of this policy.

Rates concessions for residential properties not used in the primary service delivery of the community group or association's activities or services will not be eligible for a concession.

The concession amounts range from 50% to 100% of the rates that are payable. Whether a concession is granted in response to an application or, if a concession is granted, the percentage of the rates that may be waived, is entirely at the discretion of Council and the granting of a concession in any year, will not guarantee that any future concessions will be granted.

Rates Exemption (Non Rateable Land)

An exemption under this policy will be assessed in accordance with section 6.26 of the *Local Government Act 1995*.

As per the *Local Government Act 1995*, charitable status of any organisation, must be applied for by an organisation prior to the status being evaluated and recognised by the Australian Charities and Not for Profits Commission.

All applications for exemption under s6.26 of the *Local Government Act 1995* must be in writing on the prescribed form and contain a declaration as to the accuracy of the information contained therein.

An application will be required to be lodged every year prior to March 31 and is to be assessed in accordance with this policy.

Council may request additional information from an organisation making an application if it considers it necessary to do so. Information requested is not limited to, but typically include copies of the Constitution of the organisation, recent financial statements of the organisation and information demonstrating precisely how land subject to the application is used. Council is only able to grant an exemption from rates under section 6.26.

Late applications submitted after the due date may be reviewed and adopted by Council under exceptional circumstances.

Non Rated Land

Non Rated land will be determined based on law, by way of Act or Agreement, during the budget process, or by the Chief Executive Officer (by way of application). Council is to be advised of any change in the status of Non Rated Land, with two (2) months of the change occurring.

Back Rating of Properties

Where a property settlement has occurred and the vendor and purchaser are not aware that a valuation adjustment is pending (advice has not been given to the Agent or the owner that a revaluation/interim rate is pending), back rates raised shall only be backdated to the date of settlement, thus not affecting the previous owners.

Those ratepayers subjected to back rates of more than two financial years can request the option to pay by instalments over an extended period, other than the standard instalment option.

The fee for instalments would not apply in this instance however penalty interest would be calculated on any alternative instalment payment that remains unpaid after the due date as per the agreement made with Council, and continue to accrue until such time as the instalment is paid.

State Agreements

State Agreements have a rate exemption clause.

State Agreements are considered a high risk to rely on from a long term financial perspective.

A nominated amount of funds is held within the Financial Risk Reserve to Mitigate this risk. A percentage of the rate revenue raised in any one year that is directly dependent on State Government Policy, excluding mining tenements, should be held in the Financial Risk Reserve until the following financial year to mitigate risks.

Payment of Rates

The Town levies rates once a year and issues an annual rates notice to all ratepayers. Rates are levied as early as possible in each financial year and are typically due for payment in the following months each year if instalment options are chosen:

- September
- November
- February
- May

In the event that rates are levied earlier or later, due dates for payment shall be set in accordance with section 6.50 of the *Local Government Act 1995.*

Objection Rights

Pursuant to section 6.76 of the Local Government Act, a person may object to a rates notice on the following grounds:

- There is an error in the rate notice in relation to the identity of the land owner or the part of the land to be rated; or
- If the Town imposes a differential general rate, that the characteristics of the land recorded in the rate record as the basis for imposing that rate should be deleted and other characteristics substituted.

An objection is to be made to the Town in writing within 42 days of the service of a rate notice under section 6.41.

Pursuant to section 32 of the *Valuation of Land Act 1978*, a person may object to the valuation on which their rates assessment was based. An objection to the valuation of land is to be directed to the Valuer-General at Landgate and is to be made in writing within 60 days of service of the rates notice under section 6.41.

Town of Port Hedland

Council Policy

Relevant legislation	Local Government Act 1995		
Directorate	Corporate Services		
Business Unit	Financial Services		
Delegated authority	Chief Executive Officer		
Version Control	Version	Council Decision	Adoption Date
	V01 V02 V03 V04 V05 V06 V07	- CM201819/120 CM202021/112 CM202324/291 CM202526/119 CM202627/207	26 April 2006 13 February 2019 3 February 2021 25 June 2024 24 September 2025 29 July 2026 30 Sep 2026
Review frequency	4 Yearly		

Town of Port Hedland

Council Policy

1/029 Attendance at Events

Objective

Section 5.90A of the Local Government Act 1995 provides that a local government must prepare and adopt an Attendance at Events policy. This policy is made in accordance with those provisions.

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of Council members and the Chief Executive Officer (CEO) and establish guidelines for the management of acceptance invitations to events or functions.

Purpose

This policy applies to all Elected Members of the Town of Port Hedland and covers all events, including but not limited to conferences, functions, sporting events, and ceremonies where attendance is sought in an official capacity.

Policy Statement

Legislation
The Local Government Act 1995 section 5.90A requires a local government to prepare and adopt a policy relating to the attendance of Council members and the CEO at events.

Invitations to Events
All invitations or offers of tickets for Elected Members or the CEO must be addressed to the Town and received at least five (5) working days prior to the event.

Any invitation or offer of tickets not directly addressed to the Town are subject to the gifts and interests provisions of the Act and Code of Conduct.

Approved Attendance at Events
Pre-Approved Events:
In order to meet the policy requirements, tickets and invitations to pre-approved events must be received by the Town.

The Mayor, all Elected members and the CEO are entitled to attend pre-approved events. If there is a fee associated with a pre-approved event, the fee will be paid for by the Town from the Town's budget.

When events and attendees are pre-authorised, the attendees are authorised in order of priority, subject to the number of available invitations/tickets. Where there are

insufficient invitations/tickets available for all pre-authorised attendees, the Mayor (in liaison with the CEO) will determine final attendance.
Events organised by the following entities are pre-approved for attendance by Elected Members and the CEO:

- Western Australian Local Government Association (WALGA).
- Australian Institute of Management (AIMWA).
- Australian Institute of Company Directors.
- Pilbara Kimberley Joint Forum.
- State Government agencies and oversight bodies.
- Town of Port Hedland.
- Neighbouring local governments.
- Pilbara Regional Council.
- Educational institutions.
- Chambers of Commerce.
- Registered not-for-profit organizations.
- Major professional or industry associations.
- Civic, arts, cultural, business, or community organisations within the Town's district.

Official Representation
Attendance is deemed approved for the purposes of s5.62(1B)(a)(i) and (ii) of the Act and does not need to be disclosed as a gift in accordance with s5.87A and 5.87B of the Act when the Elected Member or CEO is:

a) Performing a speaking or welcoming role.
b) Participating in a panel or as a judge.
c) Representing the Town at sponsorship acknowledgments or award ceremonies, where the primary purpose of attendance is not for the entertainment of the Elected Member, Chief Executive Officer or employee, but to enable the Town to fulfil its role, and exercise its rights as a sponsor;
d) Attending exhibitions where the Town's programs or services are showcased.

Approval Process for Non-Pre-Approved Events:

- The CEO must approve invitations for Elected Members.
- The Mayor must approve invitations for the CEO.

In such instances, acceptance of the invitations and/or use of ticket does not need to be disclosed as a gift (s5.90A of the Act).

Approval considerations include:

a) Alignment with Town priorities and strategic objectives.
b) The benefit to the Town and community by their attendance.

c) Associated cost implications and available budget allocation.
d) The donor providing the invitation.
e) The event's location relative to the Town's district.
f) Relevance to the elected member's role (participant, observer, presenter, etc) and the value of their contribution.
g) Whether the event is sponsored by the Town.

Where the value of attendance exceeds $1,000, Council approval is required through an ordinary council meeting.

The Mayor may delegate any approved attendance to an event (by the Mayor) to the Deputy Mayor or another council member.

Costs associated with attendance at events
The Town will cover reasonable costs associated with approved event attendance, including:

- Registration or ticket fees.
- Travel expenses.
- Accommodation where necessary.
- Meals not included in the event registration.

All expenses must comply with the Town's existing Elected Member Allowances Facilities and Expenses Policy (4/008).

Disclosure Requirements
Gifts must be disclosed per the Act and the Town's *Code of Conduct*, recorded in the Gift Register.

Pursuant to section 5.62(1B)(a)(i) and (ii) of the Act, there is no requirement for an Elected Member or CEO to disclose attendance at an event undertaken in accordance with this Policy, in the circumstances where the donor of the ticket has a matter before the Council or a committee of the Council.

A register of elected member event attendance will be maintained and published on the Town's website, including:

a) Name of elected member.
b) Event description.
c) Event date.
d) Cost to the Town.
e) Benefit to the community.

The register will be updated quarterly and presented to Elected Members annually via a Council Report or Elected Members Information Bulleting.

Exemptions
This policy does not apply to:

- Training, seminars, conferences, or professional development activities.
- Events attended under the Elected Member Professional Development Policy (4/010) or Town-sponsored training or professional activities.

Professional Development

Events attended for professional development purposes must align with the Town's Elected Member Professional Development Policy.

Attendance at professional development events counts towards the annual training requirements under Section 5.126 of the Local Government Act 1995.

Administration

Allocation of Tickets
Tickets received by the Town may be allocated by the CEO to Elected Members based on the event's relevance and the representative role required.

Complimentary tickets under sponsorship agreements are managed by the CEO and disclosed in accordance with this policy.

Approval Process for Non-Pre-Approved Events

Requests for approval should consider:

- The value and source of the invitation.
- The event's relevance to the Town.
- Budget availability and fair distribution of attendance opportunities.

Time Limit on Claims and Reimbursements

Requests for reimbursement must be submitted within three (3) calendar months of incurring expenses.

Dispute Resolution

Disputes regarding this policy are referred to the CEO and, if unresolved, to the Council for consideration.

Roles and Responsibilities

Elected Members:

- Submit timely requests for event attendance.
- Provide post-event reports when required.
- Represent the Town professionally at all events.
- Declare any gifts received in accordance with the Act.

Chief Executive Officer:

- Assess and approve event attendance requests.
- Ensure maintenance of the attendance register.
- Monitor policy compliance and budget allocation.

Administration:

- Process approved requests.
- Maintain accurate records.
- Update the public register.
- Process expense claims.

Definitions

"Town" means the Town of Port Hedland.
"Act" means *Local Government Act 1995*.
"Event" means a concert, conference, function, sporting event, or an occasion of a kind prescribed in the regulation (s5.90A(1) of *the Act*).
"Function" means an official ceremony or a formal social event where a large number of people are usually present.
"Gift" means as defined in section 5.57 of *the Act*, including financial benefits, property, or travel contributions.
"Ticket" includes admission to an event, an invitation to attend an event, or a complimentary registration.
"Elected Member" A person elected under the Local Government Act 1995 as a member of the council of the Town of Port Hedland.

Town of Port Hedland

Council Policy

Relevant legislation	Local Government Act 1995 Sections 5.57, 5.87A, 5.87B, 5.90A, 5.90A, 5.62(1B)(a) Local Government (Administration) Regulations 1996 Council Policy Elected Member Allowances, Facilities and Expenses (4/008) Department of Local Government, Sport and Cultural Industries, Operational Guidelines: • Attendance at Events Policy. • Disclosure of gifts and interests relating to gifts.		
Directorate	Corporate Services		
Business unit	Governance		
Delegated authority	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01 V02 V03	CM202021/103 CM202425/270	16 December 2020 5 March 2025 30 Sep 2026
Review frequency	4 Yearly		

Town of Port Hedland

Council Policy

1/024 Fraud and Corruption

Objective

The Town of Port Hedland (the "Town") Fraud and Corruption Policy has been developed to support the Town to effectively discharge their responsibilities under Regulation 5 of the *Local Government (Financial Management) Regulations 1996.*

The objectives of this Policy are to:

- Demonstrate the Town's commitment to zero tolerance for acts of fraud or corruption in the performance of all its functions and interactions.
- Provide clear direction on strategies for implementing and monitoring fraud and corruption prevention, detection and response mechanisms.
- Promote a culture of integrity and ethical behaviour among all Town employees, elected members, volunteers, consultants, and contractors.
- Enhance transparency and accountability in all Town operations and decision-making processes.
- Strengthen internal controls to minimise the risk of fraud and corruption.

Purpose

This Policy applies to the Town's Employees, Elected Members, Committee Members, Volunteers, Consultants and Contractors, who share in the collective responsibility to assess the risk of fraud and corruption in the activities undertaken by the Town, behave ethically and conduct their business in line with the Town's values of unity, integrity and quality.

Policy Statement

3.1 Fraud

Fraud is dishonest activity causing actual or potential gain or loss to any person or organisation (including theft of money or other property) by employees or persons external to the organisation, and/or where deception is used at the time, immediately before or immediately following the activity.

Fraud can be committed by employees (internal fraud) or by external parties (external fraud), and sometimes involves collaboration between an employee and an outside party.

3.2 Corruption

Corruption involves dishonest activities where an individual associated with an organisation (e.g., director, executive, manager, employee, or contractor) abuses their position of trust and acts against the organisation's interests to gain a personal advantage or benefit another person or organisation.

3.3 Examples of recognised fraudulent and corrupt behaviour

- Theft or obtaining any type of benefit by deception;
- Providing false or misleading information, or withholding information where there is a requirement for it to be provided;
- Unlawful or unauthorised use of technology, vehicles, property or services;
- Release of information (including unauthorised access to systems and data); and
- Undeclared conflicts of interest

3.4 Policy principles

1. Fraud and corruption is taken seriously at the Town with zero tolerance of fraudulent activity or corrupt conduct;
2. Employees, Consultants and Volunteers must abide by the Town of Port Hedland Code of Conduct for Employees and Volunteers.
3. Council Members, Committee Members and Candidates must abide by the Town of Port Hedland Code of Conduct for Council Members, Committee Members and Candidates.
4. Employees will act with honesty and integrity by reporting suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour to their line leader, manager or the CEO in accordance with relevant plans and procedures.
5. In accordance with the *Corruption, Crime and Misconduct Act 2003*, if the CEO suspects on reasonable grounds that the alleged behaviour may constitute misconduct as defined in that Act, the CEO will notify:
   i. the Corruption and Crime Commission, in the case of serious misconduct; or
   ii. the Public Sector Commissioner, in the case of minor misconduct; and
6. Disclosures of fraud or corruption may attract protections under the *Public Interest Disclosures Act 2003.*

3.5 Controls

Controls can be categorised as:

- Preventative (P) – aim to prevent issues before they occur
- Detective (D) – identify issues that have already occurred
- Responsive (R) – address and respond to issues that have been identified

The Town has a zero tolerance policy for fraud and corruption and has several key controls in place to safeguard against fraud and corruption. These include:

Key Control	Category		
	P	D	R
Fraud and corruption policy	✓		
Code of conduct	✓		
Employee awareness and training	✓	✓	
Workforce screening	✓		
Risk assessment	✓		
Internal controls	✓	✓	
Internal audit	✓	✓	
External audit	✓	✓	
Internal reporting		✓	✓
Public interest disclosures		✓	
Investigations			✓
External reporting			✓

The Town of Port Hedland Fraud Control Plan details each control.

3.6 Reporting mechanisms

Public Interest Disclosure

The *Public Interest Disclosure Act 2003* (PID Act) enables people to make disclosures about wrongdoing within the State Public Sector, Local Government Entities and Public Universities without fear of reprisal. The Act aims to ensure openness and accountability in government by encouraging people to make disclosures by maintaining confidentiality and providing immunity from detrimental action.

The Town will take all reasonable steps to provide protection to those who make such disclosures from any detrimental action in reprisal for the making of a public

interest disclosure.

Disclosures can be made to the following PID Officer's:

- Director Corporate Services
- Manager Human Resources
- Manager Governance
- Senior Governance Advisor

The PID Officers can be contacted via email: pid@porthedland.wa.gov.au.

Internal reporting

Employees should report concerns to their immediate line leader, who is responsible for escalating the issue to senior management when needed.

Where employees are hesitant to report concerns to their immediate supervisor or if they believe that appropriate action has not been taken, they may also report to:

- A more senior manager
- The Manager Governance
- The CEO
- The online form (intranet)
- The Public Sector Commission (PSC)
- The Corruption and Crime Commission (CCC)

External reporting

The Town is obligated to report minor misconduct to the PSC and serious misconduct to the CCC in accordance with the Corruption, Crime and Misconduct Act 2003.

Public Sector Commission: minormisconduct@psc.wa.gov.au
Crime & Corruption Commission: reportcorruption@ccc.wa.gov.au

3.7 Roles and Responsibilities

1. With guidance from the Mayor and Council, the CEO shares the role of accountable authority for taking, or causing to be taken, all the measures to identify and respond to any fraud or attempted fraud.
2. The Audit and Risk and Compliance Committee (ARIC Committee) oversees the processes and systems which protect the Council against fraud and irregularities.
3. The Executive Leadership Team, responsible collectively and individually for the application of fraud and corruption prevention measures in their

respective divisions

4. The Audit, Risk & Insurance Business Unit are responsible for the development and maintenance of the following policies and plans which form part of the Town's Integrity Framework:
   - Policy 1/024 Fraud and Corruption
   - Policy 1/022 Risk Management
   - Fraud and Corruption Plan
   - Risk Management Framework
   - Relevant internal operating procedures and templates

5. The Governance Business Unit are responsible for the development and maintenance of the following policies and plans which form part of the Town's Integrity Framework:
   - Policy 1/023 Public Interest Disclosure
   - Relevant internal operating procedures (incl. conflicts of interest and gift disclosures)
6. The Human Resources business unit is the owner of disciplinary processes and of organisational development functions. The business unit is also responsible for the development and maintenance of the Code of Conduct.

3.8 Legislated responsibilities

Below is a summary of Legislated Responsibilities that help control fraud risks. This list is not exhaustive.

Legislation	Reference	Responsibility
Local Government Act 1995	s2.21; s2.22; s2.24	Disqualifies individuals from becoming elected members due to insolvency, criminal convictions, or misapplication of funds.
	s5.36(2); s5.36(3)	Councils must believe that a person is suitably qualified for the position of CEO, and CEOs must believe that staff are suitably qualified for their positions.
	s5.51A(1)	Mandates that the CEO must prepare and implement a code of conduct to be observed by all employees.
	Div 6	Council members, the CEO and designated staff members must disclose financial interests.
	s7.1A(1)	An Audit, Risk and Insurance Committee must be formed.
Local	s5.93	Sets out penalties for improper use of information.
	Reg 5(2)	

Government (Financial Management) Regulations 1996		

Legislation	Reference	Responsibility
Local Government (Audit) Regulations 1996	Reg 17	The CEO is to review the appropriateness and effectiveness of systems and procedures.
Local Government (Administration) Regulations 1996	Part 6	Sets out information on disclosure of financial interests.
	Reg 19AB; Reg 19AF	Provides detailed information on what value of gifts must be reported and which are prohibited
	Reg 28A	Requires a register of gifts to be publicly accessible.
	Div 2	Requires Codes of Conduct to contain information on gifts, travel contributions and disclosing interests.
Local Government (Functions and General) Regulations 1996	Reg 11A	Entities must develop a policy for purchases less than, or equal to, $250,000.
	Reg 11(1)	Purchases worth more than $250,000 must be conducted through tender.
Public Interest Disclosure Act 2003	s23	Entities must: • Designate at least 1 PID officer to receive reports. They must comply with the Public Sector Commissioner's minimum standards of conduct and integrity.

The Town will report acts of Fraud and Corruption to the appropriate authority and will seek to recover losses suffered through these acts.

Definitions

Code of Conduct: Document broadly communicated within the organisation setting out expected standards of behaviour.

Conflict of Interest: Situation where business, financial, family, political or personal interests could interfere with the judgement of

	persons in carrying out their duties for the organisation.
Control:	*Measure that is modifying risk.*
Corruption:	*Corruption involves dishonest activities where an individual associated with an organisation (e.g., director, executive, manager, employee, or contractor) abuses their position of trust and acts against the organisation's interests to gain a personal advantage or benefit another person or organisation.*
Fraud:	Fraud is dishonest activity causing actual or potential gain or loss to any person or organisation (including theft of money or other property) by employees or persons external to the organisation, and/or where deception is used at the time, immediately before or immediately following the activity.

Town of Port Hedland

Council Policy

Relevant legislation	Corruption and Crime Act 2003 Local Government Act 1995 Local Government (Audit) Regulations 1996 r17 AS 8001:2021 – Fraud and Corruption Control Town of Port Hedland Risk Appetite Statement Town of Port Hedland Risk Management Framework 1/022 Risk Management Policy 1/023 Public Interest Disclosure		
Directorate	Corporate Services		
Business unit	Governance		
Delegated authority	Nil		
Version control	Version	Council Decision	Adoption Date
	V01	CM201617/046	31 August 2016
	V02	CM202223/020	07 September 2022
	V03	CM202425/145	25 September 2024
	V04		30 Sep 2026
Review frequency	4 yearly		

Town of Port Hedland

Council Policy

1/08 Legal Representation for Council Members and Employees

Objective

This policy is designed to protect the interests of Council members and Employees (including past members and former employees) of the Town of Port Hedland if they become involved in legal proceedings because of their official functions. In these situations, the Town may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

This policy is necessary to ensure security, equity and consistency for Members and Employees to work for the good government of the district. This policy applies in that respect.

This policy establishes the framework under which Council may approve payment of legal representation costs for Council Members and employees arising from the performance of their official functions. Decisions under this policy are made by Council unless authority has been delegated in accordance with the Town's Delegations Register.

Content

1. Payment criteria

1.1 There are four major criteria for determining whether the Town may pay the legal representation costs of a Council member or employee. These include:

a) the legal representation costs are to relate to a matter that arises from the performance, by the Council member or employee, of his or her functions.

b) the legal representation cost is to be in respect of legal proceedings that have been, or may be, commenced.

c) in performing his or her functions, to which the legal representation relates, the Council member or employee is to have acted in good faith, and is not have acted unlawfully or in a way that constitutes improper conduct; and

d) the legal representation costs do not relate to a matter that is of a personal or private nature.

2. Examples of legal representation costs that may be approved

2.1 If the criteria in clause 1 of this policy are satisfied, the Town may approve the payment of legal representation costs:

a) where proceedings are brought against a Council member or employee in connection with his or her functions - for example, an action for defamation or negligence arising out of a decision made or action taken by the Council member or employee; or

b) to enable proceedings to be commenced and/or maintained by a Council member or employee to permit him or her to carry out his or her functions - for example, where a Council member or employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the Council member or employee; or

c) where exceptional circumstances are involved - for example, where a person or organisation is lessening the confidence of the community in the local

government by publicly making adverse personal comments about Council members or employees.

2.2 The Town will not approve, unless under exceptional circumstances, the payment of legal representation costs for a defamation action, or a negligence action, instituted by a Council member or employee.

3. Application for payment

3.1 A Council member or employee who seeks assistance under this policy is to make an application(s), in writing:
a) in urgent cases under clause 6.1, to the CEO to be determined by CEO; and
b) otherwise to the CEO to be determined by the Council.

3.2 The written application for payment of legal representation costs is to give details of-
a) the matter for which legal representation is sought;
b) how that matter relates to the functions of the Council member or employee making the application;
c) the lawyer (or law firm) who is to be asked to provide the legal representation;
d) the nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc);
e) an estimated cost of the legal representation; and
f) why it is in the interests of the Town for payment to be made.

3.3 The application is to contain a declaration by the applicant that he or she has acted in good faith and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.

3.4 Applications should be made and approved prior to the commencement of legal representation wherever practicable.

3.5 The application is to be accompanied by a signed written statement by the applicant that he or she -
a) has read, and understands, the terms of this policy;
b) acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 7 and any other conditions to which the approval is subject; and
c) undertakes to repay to the Town any legal representation costs in accordance with the provisions of clause 7.

In relation to clause 3.5(c), when a person is to be in receipt of such monies the person is to sign a document which requires repayment of those monies to the Town as may be required by the Town and the terms of the policy.

3.6 An application is also to be accompanied by a report prepared by the CEO or, where the CEO is the applicant, by an appropriate employee.

3.7 Applications for payment of legal representation costs will be determined by Council, except where emergency approval is required and delegated authority applies under the Town's Delegations Register.

3.8 Any approval granted under delegated authority must be reported to Council at the next ordinary meeting.

4. Legal representation costs - limit

4.1 The Council in approving an application in accordance with this policy is to set a limit on the costs to be paid based on the estimated costs in the application.

4.2 Council member or employee may make a further application to the Council in respect of the same matter.

5. Council's powers

5.1 The Council may -

a) refuse;
b) grant; or
c) grant subject to conditions,

an application for payment of legal representation costs.

5.2 Conditions under clause 5.1 may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.

5.3 In assessing an application, the Council may have regard to any insurance benefits that may be available to the applicant under the Town's Council members 'or employees' insurance policy or its equivalent. The Town will pay the excess on any insurance claim.

5.4 Council may vary or revoke an approval only where material new information has arisen and such variation or revocation is consistent with the findings of a court, tribunal or statutory inquiry.

5.5 Council may determine that repayment is required only where a court, tribunal or statutory inquiry has made a finding that the Council Member or employee did not act in good faith, acted unlawfully, or engaged in improper conduct (including serious misconduct where applicable). A determination under this Policy must be based solely on formal findings and must not be made solely due to a change in Council composition or policy position.

5.6 A determination under clause 5.5 may be made by the Council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.

5.7 Where the Council makes a determination under clause 5.5, the legal representation costs paid by the Town are to be repaid by the Council member or employee in accordance with clause 7.

5.8 Where Council has approved payment of legal representation costs under this policy, that approval remains valid for the matter for which it was granted and

5.9 cannot be revoked solely as a result of a change in Council composition or a subsequent change in Council view. Repayment or withdrawal of assistance may only occur where the circumstances set out in clauses 5.5–5.7 apply.

6. Approval of payment for legal representation costs in exceptional circumstances

6.1 In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant, the CEO may exercise, on behalf of the Council, any of the powers of the Council under clause 5.1 and 5.2, to a maximum of $10,000 (Delegation Register 1.2.21) in respect of each application.

6.2 An application approved by the CEO under clause 6.1, is to be submitted to the next ordinary meeting of Council. Council may exercise any of its powers under this policy, including its powers under clause 5.4.

7. Repayment of legal representation costs

7.1 A Council member or employee whose legal representation costs have been paid by the Town is to repay the Town -

a) all or part of those costs - in accordance with a determination by the Council under clause 5.7;
b) as much of those costs as are available to be paid by way of set-off - where the Council member or employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the Town paid the legal representation costs.

7.2 The Town may take action in a court of competent jurisdiction to recover any monies due to it under this policy.

8. Legal Register

The Chief Executive Officer is to cause to be maintained a register of all legal advice, not related to Human Resources in accordance with Delegation Register

Where there is any inconsistency between this policy and applicable legislation, the legislation prevails.

Definitions

Approved lawyer is to be –

a) a 'legal practitioner' under the Legal Profession Act 2008;
b) from a law firm on the Town's panel of legal service providers, if relevant, unless the Council considers that this is not appropriate -for example where there is or may be a conflict of interest or insufficient expertise; and
c) approved in writing by the Council or the CEO under delegated authority.

1.2

Council member or employee means a current or former - commissioner, Council member, non-elected member of a Council committee or employee of the Town.

Legal proceedings may be civil, criminal or investigative.

Legal representation is the provision of legal services, to or on behalf of a Council member or employee, by an approved lawyer that are in respect of-

a) a matter or matters arising from the performance of the functions of the Council member or employee; and
b) legal proceedings involving the Council member or employee that have been, or may be, commenced.

Legal representation costs are the costs, including fees and disbursements, properly incurred in providing legal representation.

Legal services includes advice, representation or documentation that is provided by an approved lawyer.

Payment by the Town of legal representation costs may be either by-

a) a direct payment to the approved lawyer (or the relevant firm); or
b) a reimbursement to the Council member or employee.

Official Functions means functions performed in the capacity of a Council Member or employee under the Local Government Act 1995 (WA) or other written law.

Good Faith means acting honestly, without improper purpose and in the reasonable belief that the conduct was lawful and within authority.

Town of Port Hedland

Council Policy

Relevant Legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996 Local Government (Financial Management) Regulations 1996		
Supporting Documents	Register of Delegated Authority – 1.2.21 Payments from the Municipal or Trust Funds		
Directorate	Corporate Services		
Business Unit	Governance		
Delegated Authority	Chief Executive Officer		
Version Control	Version	Council Decision	Adoption Date
	V01 V02 V03 V04 V05	CM200506/297 CM201415/143 CM202223/005 CM202627/130	22 Jan 2006 24 July 2019 27 July 2022 25 March 2026 30 Sep 2026
Review Frequency	4 yearly		

Town of Port Hedland

Council Policy

1/023 Public Interest Disclosure

Objective

To facilitate the disclosure of public interest information and provide protection for those who make disclosures under the Public Interest Disclosure Act 2003 (PID Act).

Purpose

The Town of Port Hedland (Town) is committed to the aims and objectives of the Public Interest Disclosure Act 2003. The Town does not tolerate corrupt or other improper conduct and is committed to the effective reporting of such matters.

1. Principles

1.1 The Town does not tolerate corrupt or improper conduct and is committed to the aims and objectives of the PID Act.

1.2 The Town strongly supports disclosures being made by employees, contractors, and community members about corrupt or other improper conduct.

1.3 The Town does not tolerate taking reprisal action against anyone who makes or proposes to make a public interest disclosure.

1.4 The Town will take all reasonable steps to protect employees from any detrimental action in reprisal for making a public interest disclosure.

1.5 The Town is committed to responding to public interest disclosures thoroughly and impartially. All people involved in the process will be treated fairly, including those who may be the subject of a disclosure.

1.6 The Town is committed to providing as much information as possible to people considering making a public interest disclosure.

2. Confidentiality

The Town will maintain confidentiality in accordance with the PID Act regarding:

- The identity of the discloser.
- The identity of any person named in the disclosure.
- Any information that may identify either of the above.

3. Roles and Responsibilities

3.1 Chief Executive Officer

- Designates the Public Interest Disclosure Officer(s).
- Ensures the Town complies with the PID Act.

- Provides protection from detrimental action for any employee making a public interest disclosure.

3.2 Public Interest Disclosure Officer (PID Officer)

- Receives disclosures related to the Town.
- Provides information to potential disclosers about their rights and responsibilities.
- Manages the disclosure process in accordance with the PID Act.
- Maintains confidentiality of all parties involved.

3.3 All Employees, Contractors and Council Members

- Report suspected wrongdoing through appropriate channels.
- Maintain confidentiality regarding any public interest disclosure.
- Support the objectives of the PID Act.
- Act in accordance with the Town's Code of Conduct.

4. How to Make a Public Interest Disclosure

Individuals wishing to make a public interest disclosure should contact one of the Town's designated PID Officers. Detailed procedures on making and managing disclosures are contained in the Town's Public Interest Disclosure Internal Operating Procedure.

5. Protection Available

The PID Act provides protection to individuals who make appropriate public interest disclosures including:

- Immunity from civil or criminal liability, or disciplinary action.
- Protection from reprisal or victimisation.
- Remedies if victimisation occurs.

6. Additional Information

General information about public interest disclosures and how the Town will manage a disclosure is available on the Town's website.

Definitions

For the purposes of this Procedure, the definitions listed below apply.

"Investigation" A search of evidence connecting or tending to connect a person (either a natural person or a body corporate) with conduct that

	infringes the criminal law, or the policies and standards set by the Town.
"Misconduct"	A breach of the Town of Port Hedland's Code of Conduct, policies, or the law. Matters which should be reported under this Policy, whether actual or suspected may include: • Dishonest, fraudulent, corrupt or unlawful conduct or practices. • Misleading or deceptive conduct, including conduct or representations which amount to improper or misleading accounting or financial reporting practices. • Conduct or any proposed conduct, bid, proposal, offer, contract, product or other aspect of the Town's business that breaches the provisions of the *Trades Practices Act 1974*, all associated legislation in all States and Territories in Australia. • Coercion, harassment or discrimination by, or affecting, any member of the Town or its affiliates. • A breach of Town policies or Code of Conduct. • Conduct within the Town's control which is a significant danger to the environment. • Conduct endangering the health and safety of any person or persons which has been reported to management but not acted upon. • Any action taken against, or harm suffered by a person as a result of making a report under this Policy.
"Public Interest Disclosure Officer ("PIDO")	A designated representative tasked with the responsibility of: • Protecting and safeguarding the interests of person(s) who submit Public Interest Disclosures within the meaning of this Policy. • Conducting preliminary investigations into reports received from a whistle blower.

The PID Officer is to investigate the substance of the complaint to determine whether there is evidence in support of the matters raised or, alternatively, to refute the report made. The PIDO will have access to independent financial, legal and operational advisers as required.

"Public Interest Disclosure" Any person who, whether anonymously or not, makes, attempts to make or wishes to make a report in connection with misconduct and where the Public Interest Disclosure wishes to avail themselves of protection against reprisal for having made the report.

Relevant legislation	Public Interest Disclosure Act 2003 Public Interest Disclosure Regulations 2003 Town of Port Hedland Code of Conduct for Council Members, Committee Members and Candidates Town of Port Hedland Code of Conduct for Employees and Volunteers Public Interest Disclosure Internal Operating Procedure GOV026 Internal Operating Procedure		
Directorate	Corporate Services		
Business unit	Governance		
Delegated authority	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01 V02 V03 V04	CM201617/046 CM202122/172 CM202425/338	31 August 2016 27 April 2022 28 May 2025 30 Sep 2026
Review frequency	4 Yearly		

Town of Port Hedland

Council Policy

1/028 Related Party Disclosures

Objective

To establish mechanisms to meet the disclosure requirements of Australian Accounting Standard Board 124 ('AASB 124') Related Party Disclosures, ensuring that the Town's Annual Financial reports contain necessary disclosures of related party relationships, transactions, and outstanding balances.

Purpose

Background

Pursuant to AASB 124, related party disclosures apply to not-for-profit entities, including local governments. The objective is to ensure that financial statements contain disclosures necessary to draw attention to the possibility that the Town's financial position and profit or loss may have been affected by related parties and transactions.

Important distinction: A related party disclosure differs from a conflict of interest in that a conflict need not exist for a related party relationship to be present. The relationship alone warrants disclosure, regardless of whether a transaction has occurred.

Identification of Key Management Personnel

The Town of Port Hedland has identified the following persons as KMP:

- An elected member of Council or a Committee.
- Persons employed under section 5.36 of the Local Government Act 1995 in the capacity of:
    - Chief Executive Officer.
    - Director of the Town of Port Hedland.

Note: All local government entities must capture related party disclosures of all identifiable KMPs for the previous financial year reporting period, including those no longer employed or serving as elected members.

Identification of Related Parties

The KMP must identify related parties with whom their relationship may have an element of significant influence that may impact the reporting entity (Council), a KMP, or a close friend or family member of the KMP. The impact may be real, perceived or potential. The extent of the influence must be significant and not minor.

The Town identifies the following as related parties:
Close members of family including:

- Person's child.

- Spouse or domestic partner.
- Children or dependents of spouse or domestic partner.

Entities that are controlled or jointly controlled by:

- Elected members of Committee or Council.
- KMP or their close family members.
- Including:
    - Companies
    - Trusts
    - Joint ventures
    - Partnerships
    - Non-profit associations (such as sporting clubs).

Identification of Transactions

Related Party Transactions

A related party transaction is a transfer of resources, services or obligations between the Town of Port Hedland (reporting entity) and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting these criteria:

- Paying rates.
- Fines.
- Use of Town owned facilities such as [Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not).
- Attending council functions that are open to the public.
- Employee compensation (whether it is for KMP or close family members of KMP).
- Application fees paid to the Town for licences, approvals or permits.
- Lease agreements for housing rental (whether for a Town owned property or property sub-leased by the Town through a Real Estate Agent)
- Lease agreements for commercial properties.
- Monetary and non-monetary transactions between the Town and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Town (trading arrangement).
- Sale or purchase of any property owned by the Town, to a person identified above.
- Sale or purchase of any property owned by a person identified above, to the Town.
- Loan Arrangements.
- Contracts and agreements for construction, consultancy or services.

Some of the transactions listed above, occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with council and are referred to as an Ordinary Citizen Transaction (OCT). Where the Town can determine that an OCT was provided at arm's length, and in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

Ordinary Citizen Transactions (OCTs)

Transactions with related parties of Council which are of a nature that any ordinary citizen would undertake will not be captured and reported. These transactions are not material transactions because of their nature. However, if the OCT occurs on terms and conditions that are different to those offered to the general public the transaction may become material and subsequently disclosed.

Ordinary Citizen Transactions shall include:

- Paying rates.
- Fines.
- Use of Town owned facilities such as Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not).
- Attending Council functions that are open to the public.

Where these services were not provided at arm's length and under the same terms and conditions applying to the general public, Elected Members and KMP will be required to make a declaration in the Related Party Disclosures - Declaration form about the nature of any discount or special terms received.

<u>Disclosure Requirements</u>

Timing

1. KMPs must complete the 'AASB Related Party Disclosures Declaration form' annually.
2. Additional declarations may be required during elections or upon employment cessation.

Process

1. Forms collated by the governance business unit.
2. Assessment conducted by financial services business unit.

Confidentiality

1. All disclosure information treated confidentially.
2. Annual financial reports present data in aggregate, non-identifiable manner.

Management has discretion to request additional information from a KMP in regard to the disclosure of a transaction to determine materiality.

Materiality

The financial services business unit determines materiality considering:

- Transaction size.
- Transaction nature.
- Individual and collective impact.
- Consultation with Audit, Risk and Governance Committee for OCT materiality.

Definitions

"Arm's Length Transaction" A transaction conducted on terms and conditions no different from those which would be adopted if the parties were dealing at arm's length in the same circumstances.

"Key Management Personnel (KMP)" means persons having authority and responsibility for planning, directing, and controlling the activities of the Town, directly or indirectly, including:

Elected members of Council or Committee
Chief Executive Officer
Directors of the Town of Port Hedland

"Ordinary Citizen Transaction (OCT)" means a transaction that an ordinary citizen would undertake with Council, which is undertaken on arm's length terms and in the ordinary course of carrying out Council's functions and activities.

"Related Party" means a person or entity related to the Town, including:

KMP
Close family members of KMP
Entities controlled or jointly controlled by KMP or their close family members

"Related Party Transaction" means a transfer of resources, services, or obligations between the Town and a related party, regardless of whether a price is charged.

"Significant Influence" The power to participate in the financial and operating policy decisions of an entity but not control those policies.

Town of Port Hedland

Council Policy

Directorate	Corporate Services		
Relevant legislation	Local Government Act 1995 AASB Related Party Disclosures Declaration form Australian Accounting Standard Board 124 (AASB 124)		
Directorate	Corporate Services		
Business unit	Financial Services		
Delegated authority	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01 V02 V03 V04	CM201718/090 CM202021/102 CM202425/270	22 November 2017 16 December 2020 5 March 2025 30 Sep 2026
Review frequency	4 Yearly		

Town of Port Hedland

Council Policy

1/022 Risk Management

Objective

The Town of Port Hedland (the "Town") is committed to implementing organisation wide risk management principles, systems and processes to ensure consistent, efficient and effective assessment of risk in all planning, decision making and operational processes.

Purpose

Policy Statement

The Town supports an organisation-wide approach to risk management to identify and manage risks associated with the performance of the Town's functions and the delivery of services to its community.

It is the policy of the Town that all departments implement the Risk Management Framework and associated procedures that provide a consistent process for the assessment and management of risk. A proactive and consistent approach to Risk Management will strengthen the Town's sustainability and safeguard its assets, infrastructure, people, finances and reputation.

The Town has an expectation for all its Employees, Consultants, Contractors, and Volunteers to appropriately identify, manage and report risks in their business activities and areas of business.

Council is committed to the principles, framework and process of managing risk as outlined in AS ISO 31000:2018.

Risk Management Objectives

- The achievement of organisational goals and objectives
- The ongoing health and safety of all employees at the workplace
- Ensuring public safety within the Council's jurisdiction is not compromised
- Limited loss or damage to property and other assets
- Limited interruption to business continuity
- Positive public perception of Council and the Town of Port Hedland
- Application of equal opportunity principles in the workforce and the community.
- Identify and address fraud risks before they materialise.

Risk Management Process

The Town will manage risks continuously, in accordance with AS ISO 31000:2018, using a process as follows:

- Identification of risk
- Analysis of risk
- Evaluation of risk
- Treatment of risk
- Monitoring and review of risk, and
- Reporting of risk.

The Town will ensure recorded risks are robustly reported in accordance with its Risk Management Framework and will regularly monitor the management of recorded risks to ensure timely closeout and identification of ongoing issues and trends.

It will be applied to decision making through all levels of the organisation in relation to planning or executing any function, service or activity.

In particular it will be applied to:

- Strategic planning
- Expenditure
- New strategies and procedures
- Management of projects, tenders and proposals
- Introducing significant change, and
- The management of sensitive

areas Risk Management Framework

The Town's Risk Management Framework is a set of components that provide the foundations and organisational arrangements for integrating, designing, implementing, monitoring, reviewing and continually improving risk management processes across the Town's activities and functions.

The Town is committed to maintaining an effective, efficient and tailored risk management framework that consists of and interconnects with:

- The Risk Appetite Statement
- Policy 1/022 Risk Management
- Risk Management Implementation Plan
- Risk Registers
- Risk Management Procedures, and
- A Project Management Framework

The Town's Risk Management Framework enables:

- A formal, structured approach to risk management that is appropriate to the Town's activities and operating environment, and
- A risk management approach consistent with the principles of AS ISO 31000:2018.

Fraud Risk Management

Fraud risk management is integral to the Town's overall risk management strategy and is managed in accordance with both the Risk Management Framework and AS 8001:2021 Fraud and Corruption Control. The Town recognises fraud risk as a significant category of risk and is committed to a comprehensive approach to mitigate fraud risks across all operations and activities.

Roles and Responsibilities

A summary of roles and responsibilities is found below. Roles and responsibilities are clearly articulated in the Town's Risk Management Framework. All employees, consultants, contractors and volunteers should familiarise themselves with their roles and responsibilities.

- ARIC Committee – Will ensure the Town has in place a current and comprehensive risk management framework and associated procedures.
- Audit, Risk and Insurance Business Unit – Is responsible for developing and reviewing the Town's risk management framework and associated policies and procedures.
- CEO – Ensures risk management is embedded and applied throughout the Town.
- Council – Adopts and reviews the Risk Management Policy as required and provides adequate budgetary provision for risk management.
- Employees, consultants, contractors and volunteers – Are responsible for understanding the Town's risk appetite as it relates to their role.
- ELT – Are risk champions and promote a culture of risk awareness through open and effective communication.
- Project Managers – Are risk owners and are accountable for the implementation of project risk management within their department.
- SLT – Are risk owners and are accountable for the implementation of operational risk management within their department.

Definitions

Town of Port Hedland

Council Policy

Risk	The effect of uncertainty on objectives.
Risk Management	Coordinated activities to direct and control an organisation with regard to risk.
Risk Management Framework	Set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management processes throughout the organisation.

Relevant legislation	Local Government (Audit) Regulations 1996		
Directorate	Corporate Services		
Business unit	Governance		
Delegated authority	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01	201516/226	27 April 2016
	V02	202223/015	7 September 2022
	V03	202425/140	25 September 2024
	V04		30 Sep 2026
Review frequency	4 Yearly		

Town of Port Hedland

Council Policy

2/022 Panels of Pre-Qualified Suppliers

Objective

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of Pre-qualified Suppliers ("Panel") may be created where the following factors apply:

- A range of similar goods and services are required to be purchased on a continuing and regular basis;
- There are numerous potential suppliers in the local area, that would satisfy the test of 'value for money';
- The purchasing activity under the intended panel is assessed as being of a low to medium risk;
- The panel will streamline and improve procurement processes; and
- The Town of Port Hedland (the Town) has the capability to establish, manage the risks and achieve the benefits expected of the proposed panel.

Content

2.1. Establishing a Panel

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the panel. They are to be established for a maximum term of three (3) years, inclusive of any options to extend or renew the contract.

Where a panel is to be established, the Town will endeavour to appoint suppliers to the panel or each category within the panel, on the basis that best value for money is demonstrated. A minimum of three (3) suppliers are required to establish a panel, or for appointment to a category within the panel.

In the event that a panel member leaves a panel and this results in the panel being reduced to just two (2) panel members and the Town is unable to replace the panel member, then that panel may be disbanded. This should be documented in the request document and any subsequent agreements/contracts.

2.2. Distributing Work Amongst Panel Members

To satisfy Regulation 24AC(2), the distribution of work between the suppliers will be dependent on the unique nature of the goods or services. The detailed information associated with each invitation to apply to join the panel (the request document) will prescribe one of the following options:

a) *The Town will obtain quotations from each pre-qualified supplier on the panel with respect to all purchases.*

This will ensure each panel member will have the opportunity to bid for each item of work under the panel, with pre-determined criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work.

OR

b) *The Town will purchase goods and services exclusively from any pre- qualified supplier appointed to that panel.*

The Town will endeavour to distribute the goods or services required between each panel member evenly, subject to the operational requirements of the Town at the time those goods and/or services are required. Care will be taken to ensure that no one contactor is overloaded at any particular time by keeping accurate records of the timelines of each job;

OR

c) *The Town will develop a ranking system for selection to the panel.*

The Town will invite the highest ranked panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked panel member is to be made and so forth until a panel member accepts a Contract. Should the list of panel members invited be exhausted with no panel member accepting the offer to provide goods/services under the panel, the Town may then invite suppliers that are not pre-qualified under the panel, in accordance with the Purchasing Thresholds stated Purchasing Policy As per Regulation 24AD(5)(f) the request document must clearly stipulate that the Town does not intend to purchase exclusively from the panel.

When a ranking system is established, the panel is not to operate for a period exceeding 12 months.

2.3. Purchasing from a Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state the functionality of the panel, and the distribution method to be used.

As per Regulation 24AJ, in every instance, a contract for an item of work with a pre-qualified supplier is not to exceed 12 months, or include any options to renew or extend.

Quotes obtained through a panel of pre-qualified suppliers can be authorised in accordance with the Town's Authorisation Register.

Compliance & Reporting

The Town shall:

- Implement processes to facilitate this Policy and associated management procedures, and will implement processes to report departures, non-compliance and/or exceptions;
- On a quarterly basis report to the Town's Audit and Risk Committee any identified non-compliance with this Policy and associated improvement management procedures, and any occurrence of the CEO exercising their discretion to undertake any policy exempt procurement; and
- Review, and if appropriate, seek to revise this Policy and associated management procedures to ensure ongoing relevance.

A failure to comply with the requirements of this policy will be subject to investigation. Findings will be considered in context of the Code of Conduct, and reasonable expectations for the officer's performance of their role.

Where a breach is substantiated it may be treated as:

- An opportunity for additional training to be provided;
- A disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994;*
- Misconduct in accordance with the *Corruption, Crime and Misconduct Act 2003.*

All records and documents associated with the panel process must be recorded and retained as defined within the *State Records Act 2000* and the Town's Records Keeping Policy.

Relevant legislation	Local Government Act 1995 Local Government (Functions and General) Regulations 1996 Public Sector Management Act 1994 State Records Act 2000		
Directorate	Corporate Services		
Business unit	Governance		
Delegated authority	Delegations/Subdelegations/Authorisation Registers		
Version Control	Version	Resolution Decision	Adoption Date
	V01 V02 V03	CM201718/140 CM201920/055	28 February 2018 25 September 2019 30 Sep 2026
Review frequency	4 Yearly		

Town of Port Hedland

Council Policy

2/007 Procurement Policy

Objective

The Town of Port Hedland (the Town) is committed to procurement practices that achieve value for money outcomes in an equitable, transparent, and legal way.

Content

1. Scope

The policy applies to all Town employees including temporary and agency employees, appointed representatives, and where applicable, contractors procuring on behalf of the Town.

2. Ethics and Integrity

All individuals are expected to observe the highest standards of ethics and integrity in all procurement activities and are to act in an honest, fair and professional manner consistent with the Town's values, Code of Conduct and the law.

a) All procurement decisions must be fully accountable with expenditure of public money undertaken through a transparent, unbiased, efficient and effective process resulting in best value for money outcomes.

b) Procurement is to be undertaken on a competitive basis (unless otherwise authorised by way of exemption) in which all potential suppliers are treated impartially, honestly and consistently.

c) All procurement activities are to be carried out in strict compliance with all applicable legislation including the Local Government Act 1995 and the Local Government (Function and General) Regulations 1996.

d) Any actual or perceived conflict of interest are to be identified, disclosed to the Procurement Business Unit for review and appropriately managed.

3. Procurement Principles

The following principles must be observed at all stages of the procurement process:

a) Procurement practices must strictly adhere to this Policy, the Statement of Business Ethics and all procurement operating procedures administered by the Procurement Business Unit

b) Purchasing decisions are to deliver efficient, effective, economical and sustainable outcomes that are in the best interests of the Community and the Town's Strategic and Operational objectives.

c) Purchasing activities must be free from bias with all suppliers treated fairly and equitably

d) Suppliers and contractors are financially, technically and operationally capable to comply with specifications in the supply of goods, services and works safely

e) All activities are fully documented, stored in compliance with approved record keeping practices and able to withstand probity

f) Supplier information clearly marked as confidential or reasonably expected to be confidential will be treated as commercial-in-confidence and not released to any third party unless authorised by the supplier or as required by law

Panel of Pre- Qualified Suppliers.4**.** Purchasing Requirements

4.1 Contracts Register

The Town's Contracts Register must be considered prior to the procurement of goods or services to ensure existing contracts are effectively and efficiently used and to prevent contract duplication.

4.2 Value for Money

Value for money underlies all procurement activities, which measures the benefits attainable by the Town from the whole-of-life costs.

Value for money does not mean accepting the lowest quote and must include written consideration of all associated costs, the financial viability of suppliers, past contractor performance, safety and quality standards, timely supply, risk exposure and other relevant service considerations.

A strong element of competition must be applied through all procurement processes. Where a higher priced offer is recommended there must be clear written demonstrable benefits of the preferred supplier over and above lower priced offers.

4.3 Determining Tender Values (Over $250,000)

When determining whether a tender is required, the following factors are to be considered:

- Estimated contract values are exclusive of the Goods and Services Tax (GST)

- The estimated contract value is to include the full contract period, including all options to extend even if all future options are not accepted
- The actual or estimated total expenditure for a minimum three (3) year period
- The estimated purchasing value will be used to determine the applicable Purchasing threshold (section 4.4) to be applied

4.4 Purchasing Thresholds

The following table details the mandatory procurement process that is to be followed prior to entering into a contract.

Values represent the actual or expected total cost of the contract over its entire life cycle and for the purpose of decided which method to use, GST is to exclude.

Value (Ex. GST)	Procurement Method (Minimum requirement)	Evaluation (Minimum requirement)	Approval
Less than $5,000	One verbal quote	One internal evaluator	**Refer to Financial Limits**
$5,000 but less than $15,000	One written quote		
$15,000 but less than $100,000	Two written quotes	Two evaluators	
Unless exemptions apply use of Vendor Panel is required for all procurement activities valued over $100,000 (Excluding GST)			
$100,000 but less than $250,000	Three written quotes (Formal RFQ process viaVendor Panel)	Two evaluators (Process administeredby Procurement)	
Value (Ex. GST)	**Procurement Method (Minimum requirement)**	**Evaluation (Minimum requirement)**	**Approval**
$250,000 but less than $500,000	a) Public Tender **OR** b) If exemptions[1] apply three written quotes (Formal RFQ process via Vendor Panel)	Three evaluators (Process administered by Procurement)	**CEO**
$500,000 or higher		Three evaluators - two from the Executive team (Process administered	**Council**

		by Procurement)	
Panel of Pre-Qualified Suppliers	Invitation to Apply -Public Tender	Three evaluators - two from the Executive team (Process administered by Procurement)	**Council**

5. Calling tenders when not required

When considered beneficial, tenders may be called in lieu of undertaking an RFQ process for procurement activities up to $250,000 (excluding GST). If this occurs standard statutory tender processes apply.

Any such determination must be made after considering all associated costs, risks, timeliness, regulatory compliance requirements and whether the purchase requirement could be obtained through:

- A WALGA, State Government or Commonwealth CUA; or
- The Town's existing preferred supplier panel arrangements.

6. Procurement Exemptions

6.1 Quotation Exemptions

If it is not possible to obtain the requisite number of quotes detailed within the Town's Purchasing Thresholds (refer section 4.4) a Procurement Exemption form is to be completed to ensure appropriate justification.

6.2 Tender Exemptions

Regulation 11.2 of the *Local Government (Functions and General) Regulations 1996* prescribes tender exemptions, examples include:

- Use of WALGA Preferred Supplier Program, State Government Common User Arrangement or Commonwealth Contracts.
- Purchases from other Local Governments.
- Purchases from an Australian Disability Enterprise.

- Use of a pre-qualified supplier under a Panel already established by the Town.
- The contract is a renewal or extension of a term contained within the original contract.
- The supply of goods, services or works is associated to a state of emergency (Regulation 11(3)).

6.3 Procurement from Aboriginal Businesses

Tenders are not required if the goods, services or works are to be supplied from:

a) a person or organisation registered on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia Limited, or

b) the Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation) and the value of the contract is $250,000 (excluding GST) or less and the contract represents value for money.

6.4 General Exemptions ($250,000 or less – excluding GST)

Competitive procurement processes are not required for the following categories;

Note: where possible the WALGA Panel or Common Use Agreement CUA should be utilised for these procurements:

- Advanced payments for accommodation, travel, seminars, training, and conferences directly relating to the Town's activities.
- Annual service / software maintenance / support or licensing fees (where a competitive contract is not already in place).
- Goods or services from an original equipment manufacturer (OEM) and where warranty provisions may be void (where a competitive contract is not already in place).
- Legal services.
- Engagement of artists or performers.
- Professional memberships, subscriptions and/or renewals.

Note: The Town's standard Financial approval processes still apply which includes the raising of purchase orders (or use of credit cards) and Manager or Director approval in line with their financial authorised approval limits.

6.5 Special Exemptions

Competitive procurement processes are not required for the following organisations of any value:

- All Town insurances sourced through Local Government Insurance Services (LGIS).
- All advertising services through WALGA Group Advertising Services contract.
- All payments made to the Office of the Auditor General e.g. Audit fees.
- Utility services where the relevant utility is the only provider of such services.
- Australian Taxation Office (ATO) payments.
- All payments required by legislation.

7. Panels of Pre-Qualified Suppliers

Panels of Pre-Qualified Suppliers may be established where there is, or will be, a continuing need for particular goods, services or works. These panels must be in established in strict accordance with Regulation 24AC and Council Policy 2/022 Panels of Pre-Qualified Suppliers.

8. Records Management

All records and documents associated with all procurement processes must be recorded and retained as defined within the *State Records Act 2000* and the Town's Records Keeping Policy and Plan.

9. Sustainable Procurement

Sustainable procurement is defined as the purchasing of goods and services that have less environmental and social impacts than competing products and services.

Where practical and appropriate the Town will consider environmental and social impacts along with value for money outcomes when making procurement decisions and shall endeavour (within budgetary constraints) to source suppliers that:

- Demonstrate innovative sustainable policies and practices.

- Generate less waste material, encourage waste prevention, recycling and use of recycled/recyclable materials.
- Reduce greenhouse gas emissions and integrate climate change resilience.
- Enable and promote social and cultural diversity.
- Generate local employment.

10. Buying Local

This Policy encourages the investment in and development of local businesses that operate permanently from staffed local business premises within the Town's boundaries first, and secondly within the Pilbara region.

A key objective is to ensure open and fair competition and provide opportunities for local businesses to bid for work.

It is recognised that not every procurement activity will lend itself to supply by local businesses however, as much as practicable, procurement activities will:

- Where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses.
- Explore the capability of local businesses to meet requirements and ensure that Requests are designed to accommodate the capabilities of local businesses.
- Consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support, local employment).
- Ensure that procurement plans address local business capability and local content.
- Support, train and empower local business to be able to effectively respond to the Town's Requests for goods, services and works.

The Town's Council Policy 2/016 Regional Price Preference further enables this opportunity and should be read conjunctively with this Policy. Where there is inconsistency or doubt that Policy will prevail.

11. Contract Variations (Regulation 20)

11.1 Pre-Contract Variations

If after a Tender has been publicly advertised and a preferred tenderer has been chosen, but before the Town and tenderer have entered into a contract, a minor variation may be approved. A minor variation must not alter the nature of the goods or services, or materially alter the specification provided for by the initial Tender and must be approved in accordance with the Town's delegation register.

11.2 Post Contract Variations

In accordance with Regulations, a contract entered into must not be varied unless;

a) The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or

b) The variation is a renewal or extension of the term of the contract as described in Regulations

Variations can be approved by Town officers in accordance with delegated authority and where the total project cost is within the approved budget.

Should the total project cost exceed the approved budget Council approval is required.

12. Procurement Compliance

Procurement activities are subject to financial, performance and integrity audits and also compliance with the Town's policies and procedures. Failure to adhere to the requirements of this policy is considered serious with all reports or findings of non-compliance appropriately reviewed, audited and/or for more serious matters formally investigated.

Where a breach is substantiated it may be:

- An opportunity for additional training.
- Required to review and update the Town's Procurement processes.
- A disciplinary matter in line with the Town's Human Resource processes.
- A matter subject to mandatory reporting requirements under the Corruption, Crime and Misconduct Act 2003 and other relevant legislation.
- All reviews are to be recorded in a register and reported to the CEO.

Definitions

"CEO" means the Chief Executive Officer of the Town of Port Hedland.

"CUA" means Common Use Agreement.

"Regional Price Preference" means during the evaluation process applying a local price weighting in accordance with the Town's Regional Price Preference Policy 2/016.

"Regulation OR Regulations" means the Local Government (Functions and General) Regulations 1996.

"Request" means a Request for Information (RFI), Request for Tender (RFT), Request for Proposal (RFP), Expression of Interest (EOI) and / or Request for Quote (RFQ).

"WALGA" means the Western Australian Local Government Association.

Town of Port Hedland

Council Policy

Relevant legislation	Local Government Act 1995 Local Government (Financial Management) Regulations1996 Local Government (Functions and General Regulations)1996 State Records Act 2000 Corruption, Crime and Misconduct Act 2003 Council Policy 2/016 Regional Price Preference Policy 2/020 Corporate Credit Card 2/022 Panels of Pre-Qualified Suppliers Record Keeping Plan		
Directorate	Corporate Services		
Business unit	Governance		
Delegated authority	Yes		
Version Control	Version	Council Decision	Adoption Date
	V01	200809/357	27 May 2009
	V02	201011/413	8 June 2011
	V03	201314/222	29 January 2014
	V04	CM201617/012	27 July 2016
	V05	CM201718/020	23 August 2017
	V06	CM201718/140	28 February 2018
	V07	CM201920/143	5 February 2020
	V08	CM201920/229	27 May 2020
	V09	CM202122/005	28 July 2021
	V10	CM202425/197	27 November 2024
	V11		30 Sep 2026
Review frequency	4 Yearly		

Town of Port Hedland

Council Policy

2/016 Regional Price Preference

Objective

To promote local business partnerships within the Town of Port Hedland (Town) by giving preferential consideration to regional suppliers in the procurement of goods or services via tender or quotation.

Purpose

Regional is defined as all businesses located within the Town's municipal boundary (level 1 suppliers), or in a neighbouring municipality (level 2 suppliers) including:

- Shire of Ashburton.
- City of Karratha.
- Shire of East Pilbara.
- Shire of Broome.

To claim level 1 regional price preference, a supplier must demonstrate that:

a) it has continually operated a business within the Town for at least 6 months; or
b) some or all of the goods or services are to be supplied from Town sources; or

To claim level 1 regional price preference, a supplier must demonstrate that:

b) it has continually operated a business for at least 6 months within a neighbouring municipality; or
c) some or all of the goods or services are to be supplied from a neighbouring municipality.

Regional Price Preference will be applied to all quotes and tenders over $50,000 which have been administered by the Town's Procurement Team, however only to the goods or services that are being supplied by a relevant regional supplier.

Regional suppliers that intend to claim a regional price preference under this Policy may be required to submit suitable proof of eligibility with their tender/quotation.

If, in the opinion of the Town, a supplier has deliberately provided false or misleading information so as to benefit from this policy, their tender/quotation may be considered non-conforming and as such may be excluded from evaluation.

Price Preference

When a regional price preference is applied to tenders and requests for proposals, in accordance with the *Local Government (Functions and General) Regulations 1996.* The following levels of preference will be applied:

<u>Level 1 – Suppliers located within the Town's municipal boundary</u>

a) *Goods and Services*

A 10% price preference to a supplier of Goods and Services to a maximum price reduction of $50,000.

b) *Construction (building)*

A 5% price preference to a supplier of Construction (building) services up to a maximum price reduction of $50,000.

c) *Competitive Tendering*

A 10% price preference to a supplier of any goods and services (including construction (building) services) that have been, previously undertaken by the Town. This preference applies up to a maximum price reduction of $500,000.

Level 2 – Suppliers located within neighbouring municipalities

a) *Goods and Services*

A 5% price preference to a supplier of Goods and Services to a maximum price reduction of $25,000.

b) *Construction (building)*

A 2.5% price preference to a supplier of Construction (building) services up to a maximum price reduction of $25,000.

c) *Competitive Tendering*

A 5% price preference to a supplier of any goods and services (including construction (building) services) that have been, previously undertaken by the Town. This preference applies up to a maximum price reduction of $250,000.

Reporting

The Town will demonstrate the benefits obtained through the application of the Regional Price Preference in the annual report each year.

Definitions

"Competitive Tendering" seeking submissions to outsource goods or services which were previously completed / provided by the Town.

"Construction (building)" is the carrying out of any works that are construction, reconstruction, renovation or alteration to any structure where there is a design element that has been initiated by the Town. This includes but is not limited to residential buildings, commercial buildings, shelters and civil construction including roadworks and kerbing.

Town of Port Hedland

Council Policy

Relevant legislation	Local Government Act 1995 Local Government (Functions and General) Regulations 1996 Council Policy 2/007 Purchasing Policy		
Directorate	Corporate Services		
Business unit	Governance		
Delegated authority	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01 V02 V03 V04 V05	201314/067 CM201617/013 CM201718/140 CM201920/143	28 August 2013 27 July 2016 February 2018 5 February 2020 30 Sep 2026
Review frequency	4 Yearly		

Town of Port Hedland

Council Policy

9/010 Asset Management Policy

Objective

The objective of asset management in the Town of Port Hedland is to ensure the sustainable management of assets for current and future generations by adopting industry standard and complying asset management practices. This includes the planning, financing, operation, maintenance, renewal, upgrade, and disposal of capital assets by:

- Ensuring that assets and their associated services meet the strategic goals for culture, prosperity, environmental sustainability and being united in actions.
- Managing assets to provide the required levels of service that require the assets to be cost effective, safe, capable, usable, high in amenity and value supporting.
- Developing a workforce that supports the organisation's asset management by defining responsibilities towards asset management and providing awareness, training and development in asset management practices.
- Meeting relevant legislative and regulatory requirements.
- Improving practices and processes to meet industry standards in asset management.
- Developing and implementing a strategic asset management plan and asset management plans for all infrastructure asset classes and reviewing them periodically.
- Ensuring asset management financial projections inform the Long Term Financial Plan and vice versa.
- Valuing assets in accordance with appropriate accounting and asset management standards.
- Understanding the life cycle of assets including assessing the life cycle needs of assets.
- Planning for asset renewals on the basis of condition and agreed service levels.
- Inspecting assets on a regular basis to meet operational, maintenance, asset management, renewal forecasting needs and specifically asset valuation requirements.
- Understanding and assessing risks associated with the management of assets.
- Understanding future asset growth and demand including effects on services and financial management.
- Consulting with the community to understand the required levels of service provided by the assets.

Purpose

Town of Port Hedland

Council Policy

The purpose of this policy is to set the objectives for asset management in the Town of Port Hedland.

Mature asset management practices enable the organisation to deliver sustainable services to the community by integrating and balancing customer values, resources, risks and service levels over the long term.

Scope

This policy covers practices associated with infrastructure asset management and applies to the organisation's employees and contractors.

Related Documents

The key documents that inform this policy and are in turn guided by the policy are:

- Council Plan incorporating Strategic Community Plan and Corporate Business Plan
- Long Term Financial Plan
- Strategic Asset Management Plan
- Asset Management Plans.

Responsibility

The Council is responsible for adopting the policy and providing oversight of the resourcing for the appropriate level of service to deliver the policy.

The Chief Executive Officer has responsibility for developing a strategic asset management plan, asset management plans and associated procedures and for reporting on the status of asset management.

Acknowledgement

This policy was based on a template provided by the Institute of Public Works Engineering Australasia's NAMS+ system.

Town of Port Hedland

Council Policy

Relevant Legislation	Nil		
Directorate	Corporate Services		
Business Unit	Financial Services		
Delegated Authority	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01 V02	CM202425/194	27 November 2024 30 Sep 2026
Review frequency	4 Yearly		

10/003 Landscaping

Town of Port Hedland

Council Policy

Objective

The objective of this policy is to provide requirements and identify benchmarks for the planning, design and installation of landscaping on Town owned or managed properties, including public open spaces (POS), urban landscape areas, and facilities. This policy will deliver the following outcomes:

- Encourage and support the development of aesthetically pleasing landscapes that enhance the unique elements of the Town whilst maintaining a level of consistency and sustainability;
- Encourage the use of plant species that will endure the Pilbara environment whilst providing an element of shade and sustenance;
- Ensure the development of landscaping treatments that provide (or don't inhibit) access to service corridor for the public utilities located within the verge area;
- Encourage a landscaping form which is economical in its water and maintenance requirements;
- Provide a means for minimising soil erosion;
- Establish a safe landscaping environment by applying Crime Prevention Through Environmental (CPTED) principles;
- Ensure equitable access and inclusion for people with disabilities by applying principles included in the Town's Disability Access and Inclusion Plan (DAIP).

This policy will also provide guidance for the landscaping development of private properties.

Content

Landscaping on urban landscape areas, in public open spaces and facilities provides an opportunity to enhance the aesthetics of the Town and improve the outdoor lifestyle of the community. It is the Town's responsibility to ensure that these areas are developed to a safe, sustainable and maintainable standard.

1. Application Process

Developers and property owners must submit an application to the Town for approval of landscaping treatments prior to commencing any work. Applications can be submitted to the Town via submission of a Verge Treatment Application form or Application for Vehicle Crossover Form, located on the Town of Port Hedland website, or by request from (08) 9158 9700.

All applications must include a plan showing the layout and location of landscaping, irrigation and information on plant species.

Applications will be assessed in accordance with this Policy, relevant Local Laws and supporting documentation. Applicants will be advised of any known work

scheduled by the Town that may affect their application.

Applicants must not commence any landscaping works until the Town grants approval in writing.

2. General Conditions

a) In terms of verge treatments, the property owner agrees to maintain the area free from hazards. Failure to comply may result in removal of the hazard and/or treatment by the Town at the owner's expense.
b) In terms of verge treatments, the property owner agrees to indemnify the Town against all claims which may arise as a result of the treatment.
c) The Town reserves the right to remove any verge treatment for the purpose of carrying out works. Reinstatement of approved verge treatments shall be carried out by the Town in consultation with the property owner.
d) The owner accepts responsibility for removal and reinstatement of landscaping if required by public utility providers.
e) No assistance shall be provided by the Town for development, ongoing operation, or maintenance costs, unless specified otherwise during the approval process.
f) The property owner shall be responsible for repairs to any damaged infrastructure occurring during the installation of landscaping.

3. Maintenance

The property owner shall be responsible for maintenance of all landscaping on the verge, unless agreed otherwise during the approval process.

Developers of landscaping treatments on Town owned or managed properties, including urban landscape areas, public open space and facilities, shall be responsible for the maintenance of the landscaping for a period of 18 months, unless negotiated otherwise. A maintenance schedule shall be submitted to the Town for approval. Handover of maintenance to the Town after this period shall be conditional upon coordinated inspections, approvals, training and supply of all as constructed and warranty information.

4. Guiding documents

The *Public Open Space Strategy* is used as a basis for strategic planning of the management, provision and investment in current and future POS.

The *Landscape Guidelines* document has been developed to provide a clear framework for the design, construction and maintenance of POS and Verge Treatments.

The *Irrigation Specifications* have been developed to ensure appropriate equipment

and materials are used to design, install and maintain the Town's irrigation systems.

The *Weed Management Strategy* has been developed to provide a strategy for integrated weed management within the Town's POS and urban landscape areas.

The Landscape Guidelines, Irrigation Specifications and Weed Management Strategy will be reviewed internally by Town Officers under the direction of the Manager Infrastructure Operations.

5. Verge Treatments

The following treatments are permitted to be installed on verges:

- Lawn
- Irrigation
- Gardens
- Street trees
- Hardstands
- Compacted material
- Crossovers

Refer to the Landscape Guidelines and Irrigation Specifications for conditions and advice on the installation of verge treatments.

For information on the construction of crossovers refer to Council Policy Vehicle Crossovers.

6. Irrigation

All applicable verge treatments must be irrigated through a connection to the property owner's water supply. The following points should be considered when irrigating within the verge:

- Contact Dial Before You Dig (1100) and other service and utility providers prior to commencing installation to ensure that underground services and infrastructure are not damaged and correct clearances are maintained.
- Design and operation must comply with Water Corporation guidelines and water restrictions current at the time of development.
- Irrigation design shall apply principles to ensure sustainable use of water and adhere to the Town's Irrigation Specifications.
- Irrigation design and operation must not impact upon road pavements, footpaths or other infrastructure on the verge.

Refer to the relevant Local Laws Landscaping Guidelines and Irrigation Specification for further information.

7. Public Open Space, Urban Landscape Areas and Facilities Landscaping

All public open space, urban landscape areas and landscaping at facilities owned or managed by the Town must be developed in accordance with the objectives of this Policy.

The relevant Local Laws, Public Open Space Strategy, Landscaping Guidelines, Irrigation Specifications and the Weed Management Strategy will provide information to developers to ensure that the Town's requirements are met. The landscaping design must not impact on the functionality of the relevant space, specifically for the open stormwater drainage network.

Each application will be assessed in consultation with these guidelines, relevant stakeholders, the developer and the Town's officers.

Definitions

Road Reserve	The portion of land between the front property boundaries that contains both verges and the road
Verge	The section of the road reserve between the property boundary and the road kerb line.
Verge Treatment	Any soft or hard landscaping installed within the area of the verge excluding street trees.
Street Tree	A tree installed within the road reserve.
Crossover	The portion of a driveway within the verge providing access from the road to the property boundary.
Hazard	The source of potential damage, harm or adverse effects on something or someone.
Public Open Space (POS)	Recreational spaces which include local, neighborhood, district and regional parks as per *The Town of Port Hedland Public Open Space Strategy.*
Urban Landscape Areas	Landscape areas which include roads or along road reserves and thoroughfares including carparks.

Relevant legislation	Town of Port Hedland Local Laws Council Policy Vehicle Crossovers
Directorate	Infrastructure
Business unit	Parks, Gardens and Engineering Services

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Council Policy

Delegated Authority	Operations		
Version Control	Version	Council Decision	Adoption Date
	V01 V02 V03 V04 V05	201415/210 CM201920/077 CM202021/027 CM202526/182	25 March 2015 23 October 2019 26 August 2020 10 Dec 2025 30 Sep 2026
Review frequency	4 Yearly		

Town of Port Hedland

Council Policy

9/009 Vehicles

Objective

The objective of this policy is to ensure Council's vehicles, plant and equipment is replaced at a time that optimises its use and minimises the whole of life cost.

Purpose

In order to enable this policy to be implemented effectively and to eliminate the requirement to amend this policy each time vehicles, plant or equipment is replaced, Council's current list of plant has been separated into various categories and a replacement strategy for each category.

This Policy is intended to be the basis for the ongoing review of Council's annual and five-year replacement programme.

Plant Category	Type & Description	Replacement Strategy
Category A1	4WD Executive Vehicle Allocated to Chief Executive Officer	80,000 kms/ 3 yrs
Category A2	4WD Wagon Vehicle Allocated to Directors	80,000 kms/ 3 yrs
Category A3	4WD Vehicle Allocated to Managers who require a 4WD to undertake duties OR 4 Cylinder Sedan / Hatch back	100,000 kms/ 3 yrs
Category A4	Utilities According to Organisational requirements for staff OR 4 Cylinder Sedan / Hatch back According to Council's requirements for staff	100,000 kms/ 3 yrs
Category A5	Utilities According to Council's requirements for staff	100,000 kms/ 3 yrs
Category A6	Utilities According to Organisational requirements for staff OR 4 Cylinder Sedan / Hatchback According to Organisational requirements for staff	100,000 kms/ 3 yrs

Category A7	Utilities According to Organisational requirements for staff OR 4 Cylinder Sedan / Hatch back According to Organisational requirements for staff	100,000 kms/ 3 yrs
Category B	Heavy Plant including Loaders, Tractors, Water Trucks, Rollers	8,000 hrs/ 8 yrs
Category C	Heavy Trucks Trucks with greater than 6 tonne carrying capacity	200,000 kms/ 8 yrs
Category D	Medium Trucks Trucks with greater than 4 tonne carrying capacity but less than 6 tonne carrying capacity	150,000 kms/ 8 yrs
Category E	Light Trucks & Street Sweeper Trucks with less than 4 tonne carrying capacity	100,000 kms/ 5 yrs
Category F	Refuse Vehicles Side loaders, rear loaders and front-loading compactor trucks	Side loaders replaced every 4 years (Body & Cab Chassis) Rear & Front Loader cab chassis every 4 yrs, body every 8 yrs
Category G	Medium Equipment Trailers, Slasher, spay rig, firefighting unit etc	10 yrs
Category H	Minor Equipment Including Generators, high pressure cleaners, ride on mowers, plate compactors, brush cutters, edgers, chainsaws, small mowers, etc.	1,000 hrs / 3 yrs

The above replacement strategy identifies the maximum expected life of the various vehicles, plant and equipment within each category.

There may be, on occasion, opportunities to change items earlier or later, which would result in a saving to Council. Any such opportunities will be assessed on an individual basis by condition, usage and fitness for purpose.

Town of Port Hedland

Council Policy

Vehicle Category "A" Usage Policy

Council recognises the need for a vehicle policy which reflects current industry practice, is flexible, and provides benefits to employees which are competitive with both the private and public sector.

Acquisition Methods:
The following acquisition methods for fleet items may be used in line with the procurement process overview and 2/007 Purchasing Policy:

Request for Quote (RFQ)
Request for Tender (RFT)

Environmental:
The Australian Government provides a Green Vehicle Guide which provides information on fuel consumption and the air pollution standard to which vehicles have been certified. As part of the acquisition process the Town will consider green vehicle ratings when procuring new vehicles in line with IOP HR15 – Motor Vehicle use.

Safety:
The Australian Government operates the Australian New Car Assessment Program (ANCAP) and allocates each tested vehicle a rating from zero (0) to five (5) stars. As part of the acquisition process the Town will consider vehicle safety ratings when procuring new vehicles in line with IOP HR15 – Motor Vehicle Use.

Disposal Methods:
Disposal of replaced fleet items can be completed by a trade-in as part of the acquisition process of a new fleet item, or via public auction once the new fleet item has been received. This will be determined by the Responsible Officer on a case by case basis but will comply with the relevant section of the *Local Government Act 1995,* Register of Delegations and *Local Government (Uniform Local Provisions) Regulations 1996.*

Definitions

For definitions and applicable category of vehicle refer to Internal Operating Procedure HR IOP – Motor Vehicle Usage.

Town of Port Hedland

Council Policy

Relevant legislation	Local Government Act 1995 Section 3.58 Local Government (Uniform Local Provisions) Regulations 1996		
Directorate	Infrastructure		
Business unit	Waste and Services		
Delegated authority	Yes		
Version Control	Version	Resolution Number	Adoption Date
	V01 V02 V03	- CM201920/036	22 February 2006 28 August 2019 30 Sep 2026
Review frequency	4 Yearly		

Town of Port Hedland

Council Policy

9/005 Vehicle Crossovers

Objective

The objective of this policy is to ensure that both new and existing vehicle crossovers are constructed/renewed in accordance with the Town of Port Hedland Vehicle Crossover Specifications/designs to:

1. Minimise the number of vehicle crossovers per Lot.
2. Ensure safe vehicle access from properties and promote safety for cyclists and pedestrians.
3. Minimise any impact on existing verge infrastructure and streetscapes.
4. Provide a consistent framework to assist contractors and owners to meet the Town of Port Hedland standard crossover requirements.
5. Provide information required to be complied with by the property owners to be eligible for the Town of Port Hedland crossover subsidy.

Content

1.0 General

1.1 All crossovers which have access from Town of Port Hedland gazetted roads shall be constructed as per the Town's vehicle crossover specifications. The owner/agent shall submit a crossover application to the Town prior to the occupation of the residence or prior to clearance of condition of the development.

The owner/agent shall obtain approval in writing from Main Roads Western Australia with regard to the construction and location of the crossover *(Role of Commissioner of Main Roads in some cases)* for all crossovers from roads controlled by Main Roads Western Australia.

1.2 The crossover shall be constructed in concrete, brick paving or in asphalt as per Town specifications.

1.3 All crossovers are to be approved by the Town prior to construction commencement, and shall be constructed to the satisfaction of the Town. The owner/contractor is responsible for notifying Town staff prior to the preliminary stage of the construction commencement.

1.4 The Town may request a property owner to construct a crossover within a specific timeframe.

1.5 If the footpath has been constructed at the crossover with plain grey concrete, the footpath shall be replaced with reinforced concrete through the crossover, with appropriate construction joints, to ensure uniformity of the pathway.

1.6 If a new shared path is proposed at an existing crossover, a section of the crossover will be removed to ensure uniformity of the pathway construction. The cost of removal and reinstatement will be borne by the Town in this instance.

1.7 Requirement to construct or repair crossing - *Local Government (Uniform Local Provisions) Regulations 1996 - Regulation 13*

A local government may give a person, who is the owner or occupier of private land, a notice in writing requiring the person to construct or repair a crossing from a public thoroughfare to the land or a private thoroughfare serving the land. If the person fails to comply with the notice, the local government may construct or repair the crossing as the notice required and recover 50% of the cost of doing so as a debt due from the person. Penalty: a fine of $5,000

1.8 An owner requiring a crossover over an open drain shall contact the Town Technical Officer to determine the size of drainage pipe, culvert/headwall, stone pitching and other requirements for the crossover. This crossover shall be constructed to the Town of Port Hedland specifications and at the owner's expense.

1.9 The owner/contractor shall protect underground services. The owner is responsible for contacting utility providers and *Dial Before You Dig (1100)* prior to commencement of construction works.

1.10 The owner/contractor is responsible for repairs to any infrastructure damaged during construction.

1.11 Redundant crossovers, due to development of the property, are to be removed and kerb/verge/seal shoulders are to be reinstated at the owner's/developer's expense.

1.12 The owner/contractor is responsible for reinstatement of the verge, removal of all surplus material from the verge and clean-up of the verge immediately after completion of the crossover construction.

1.13 Contractor shall maintain Public Liability Insurance of twenty million dollars ($20,000,000) during the crossover construction.

1.14 Owner/contractor is responsible for all traffic management and redirection of pedestrians during crossover construction in accordance with Australian Standard current practice.

2.0 Maintenance

The property owner shall be responsible for maintenance of the crossover to ensure that it remains safe, free of dust and in trafficable condition. The Town of Port Hedland may request the owner to undertake repairs to the crossover at the owner's cost.

3.0 Claim Crossover Subsidy

3.1 Contribution to cost of crossing - *Local Government (Uniform Local Provisions) Regulations 1996 - Sch. 9.1 cl. 7(4) 15*

If stormwater drainage is not applicable;

A crossover subsidy of 50% of the cost of a standard crossover per Lot, up to a maximum of $1,000, will apply only to the first crossover installed at a residential property according to the Town specifications.

A crossover subsidy of 50% of the cost of a standard crossover per Lot, up to a maximum of $5,000, will apply only to the first crossover installed at a commercial property according to the Town specifications.

If stormwater drainage is applicable;

A maximum of an additional $5,000 subsidy payment will apply for the first crossover requiring stormwater drainage components installed to the Town specifications. Owner shall attach supporting invoices to prove that the stormwater drainage components have been installed in accordance with the Town of Port Hedland specifications.

3.2 Requirements for claiming subsidy

a) Submit crossover application prior to commencement of construction.
b) Follow Vehicle Crossover Specifications and carry out inspections with Town officers.
c) Submit subsidy application and supporting invoices within six months from the date of completion of the crossover.

4.0 Roles and Responsibilities

Vehicle Crossover Policy 9/005 is designed to be applied to land developers and property owners/contractors.

Definitions

"Act" *Local Government (Uniform Local Provisions) Regulations 1996*

"Town of Port Hedland (Town)" is the Local Government Authority.

"Road Reserve (Verge)" is the section of land between the edge of the road carriageway and the front property boundary.

"Crossover (Vehicle Crossing)" is the portion of the driveway within the road reserve providing vehicle access to the property. A standard residential crossover shall be defined as 3.0 metres wide; a standard commercial crossover shall be defined as 6.0 metres wide. Residential and commercial crossovers shall be constructed in concrete, brick paving or asphalt.

"Infrastructure and Town Services (ITS)" is the Engineering Services unit appointed by the Town of Port Hedland for crossover inspection and authorisation of subsidy contribution.

Relevant legislation	Local Government (Uniform Local Provisions) Regulations 1996 Sch. 9.1 cl.7(3) 13 - Sch. 9.1 cl.7(4) 15 - Sch. 9.1 cl.7(2) 12 & Sch. 9.1 cl.7(2) 14		
Directorate	Infrastructure		
Business unit	Engineering Services		
Delegated authority	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01 V02 V03 V04	Nil 201415/210 CM201819/207	24 November 2004 25 March 2015 22 May 2019 30 Sep 2026
Review frequency	4 Yearly		

Town of Port Hedland

Council Policy

15/003 Video Surveillance

Objective

The Town of Port Hedland is committed to community safety and recognises the role video surveillance has within the community. This Policy aims to assist in deterring and detecting instances of crime and anti-social behaviour and defines how Closed Circuit Television (CCTV) and video surveillance systems will be managed in line with legislative and industry best practice.

Purpose

1. Definitions

CCTV *means Closed Circuit television and includes live or recorded footage*
CEO *means the Chief Executive Officer of the Town*
IOP *means Internal Operational Procedures*
SOP *means Standard Operational Procedures*
Town *means the local government district of the Town of Port Hedland*
Video Surveillance *means CCTV and all other types of video surveillance systems*

2. Introduction

The Town is committed to efficient and effective protocols for use of video surveillance systems. This includes systems that are leased, owned, controlled or managed either in part or in their entirety by the Town and includes all systems that are;

•Within, on or around any of the Town's buildings and facilities.

•In public places and open spaces within the Town.

•On roads, access-ways and carparks within the Town.

3. Purpose

The Town conducts video surveillance operations in order to:

- Assist in detecting, deterring and responding to criminal and/or anti-social behaviour (actual, alleged or perceived) that has occurred, is occurring or may occur against people and/or property within the Town.
- Provide evidence to support investigations and/or prosecutions by the WA Police, Town Officers duly authorised by the Chief Executive Officer or any other law enforcement agency in relation to incidents committed or alleged to have been committed within the Town.
- Support other safety initiatives in respect to community concerns about safety and crime prevention within the Town.

Access

4. Permitted uses

   a) The use of video surveillance systems and/or access to footage is restricted to law enforcement agencies, law Courts, the CEO or anyone duly authorised by the CEO.
   b) Members of the public are not permitted to view or access footage unless required by law e.g. *Freedom of Information Act 1992* (FOI).
   c) Employees are not permitted to view or access footage unless duly authorised by the CEO or as required by law.

5. Requests for Footage

   a) **External:** Any member of the public or employee seeking access to footage shall be directed to the Police to make a formal report or to lodge a Freedom of Information application.
   b) **Internal:** Any employee seeking access to footage shall be directed to the Police to make a formal report; to the CEO or his nominated delegate; or to lodge a Freedom of Information application.

6. Community Safety Partnership – WA Police

The Town has entered into a community safety initiative with the WA Police by way of Memorandum of Understanding. This partnership is in accordance with AS/NZS62676:2020 – Video Surveillance Systems for use in Security Applications.

Specifically, members of the WA Police South Hedland branch have 24 hour seven (7) day live monitoring access to the Town's video surveillance network with the ability to record, download and use footage.

Installations

Alternate crime and/or anti-social preventative measures will be appropriately considered both prior to and after the installation of video surveillance systems systems/cameras in recognition footage to inform broader security and crime prevention strategies.

7. Privacy

A person's right to privacy is considered essential therefore all video surveillance systems installations shall adhere to the *Surveillance Devices Act 1998* (The Act) to ensure private conversations or private activities are not recorded, unless either express or implied consent is obtained prior to the recording, or it is in the public interest (Part 5 of the Act).

8. Location identification

Areas proposed for the installation of new video surveillance systems and cameras shall include a detailed project plan.

All proposals are to be approved by the CEO or his nominated officer.

9. Maintenance and Upgrades

Video surveillance cameras, all associated hardware and software will be replaced or upgraded as required within annual budgetary limits.

10. System security

Details about video surveillance or camera locations, their maintenance schedule and other details relating to their make/model and any other operational requirement will not be made publically available unless required by law.

11. Signage

Prominent signage will be displayed in the general vicinity where cameras may be installed and where people may be recorded however these may not identify specific camera locations.

Operation

12. Control and Operation of Cameras

Duly CEO authorised Town Officers shall manage and operate video surveillance systems in strict accordance with this Policy, Internal Operating Procedures (IOP's) and detailed Standard Operating Procedures.

13. Duration and Storage of Footage

Video surveillance footage is recorded 24 hours seven (7) days a week and retained for a period of not less than 31 calendar days.

14. Roles and Responsibilities

The CEO is responsible for the Town's video surveillance systems network and duly authorising Town officers or other agencies to have access to systems or footage with access granted to consider the nature of their role and whether access is appropriate under the circumstances.

Director Infrastructure is responsible for ensuring all associated infrastructure of the Town's video surveillance systems system including system design, installation, equipment maintenance, hardware and software upgrades (where contractor managed), signage, contractor management and training for staff on appropriate use of the system. In carrying out these requirements, the Manager will also work collaboratively with the WA Police to maintain an effective strategic partnership to support the common goal of improving community safety.

General

15. Complaints

All complaints regarding the Town's video surveillance systems operations are to be directed in writing to the CEO or their nominated officer.

16. Audit

All video surveillance operations shall be included in the Town's Strategic three year audit program to ensure ongoing alignment and adherence to regulation 17 as contained within *Local Government (Audit) Regulations 1996*.

17. Guidelines and Standards

Best practice video surveillance operation guidelines refers to the following:

AS/NZS62676:2020 – Video Surveillance Systems for use in Security Applications	Principles and management of the video surveillance system, procedures, personnel, control room, effective response, privacy and disclosure issues, recorded material management, documentation, licences and signage. Provides advice on installation, commissioning and handover, preventative maintenance, licences and signage. Provides technical planning guidelines and video signal level variables for video surveillance systems. Details the requirements and recommendations for the design, installation, commissioning, operation, remote monitoring, interactive video management and remotely monitored video surveillance systems.

AS/NZS 1158:2005 - Lighting for Roads and Public Spaces.	Defines Category P lighting which is applicable to roads on which the visual requirements of pedestrians are dominant, e.g. local roads and to local area traffic management devices (LATMS) installed on such roads.
AS/NZS 1768:2007	Lightning protection
ISO 31000:2009	Risk Management (Supersedes AS/NZ 4360:2004)
HB 167:2004	Security Risk Management Handbook
AS 2342:1992	Development, testing and implementation of information and safety symbols and symbolic signs
AS2416:2002	Provides examples and the display of multiple hazard signage.
AS/NZS62676:2020 – Video Surveillance Systems for use in Security Applications ANZPAA's	Police Recommendations for video surveillance Systems ('the ANZPAA Recommendations').

Relevant legislation	Local Government Act 1995 Surveillance Devices Act 2004 Freedom of Information Act 1992 Equal Opportunity Act 1984 Human Rights and Equal Opportunity Commission Act 1986 Criminal Investigation Act 2006 Occupational Health and Safety Act 1984 Surveillance Devices Act 1998 Security and Related Activities (Control) Act 1996 Security and Related Activities (Control) Regulations 1997 Australian Closed Circuit Television Guidelines Town of Port Hedland Code of Conduct For Employees and Volunteers		
Directorate	Infrastructure Services		
Delegated authority	Nil		
Business unit	Infrastructure Operations		
Version Control	Version	Council Decision	Adoption Date
	V01	201112/166	19 October 2011
	V02	201213/108	26 September 2012
	V03	CM201718/172	28 March 2018
	V04	CM202122/003	28 July 2021
	V05	CM202526/158	26 November 2025
	V06		30 Sep 2026
Review frequency	4 Yearly		

Town of Port Hedland

Council Policy

7/002 Art Collection

1.Objective

The objective of this policy is to outline the management of the Town of Port Hedland's Art Collection.

2. Statement

This policy applies to Town officers involved with the management of the Art Collection including the procurement, curation and management of visual artworks that include paintings, drawings, photographs and sculptures.

3. Role of the Hedland Arts & Culture Advisory Committee

The Hedland Arts & Culture Advisory Group plays an important role in encouraging and promoting arts and culture within the Town of Port Hedland particularly through the provision of expertise and opinion. In relation to the Art Collection this includes:

- Advice on the development, review and management of the art collection
- Advice on the acquisition of artworks
- Advice on deaccessioning, disposal and repurposing of artworks
- Operate within the context of this Policy and any adopted Terms of Reference.

4. Content

Acquisition Procurement
Acquired artworks are to align with the Town's Council Policies Procurement and Art Collection. can be acquired through the following methods:

- Purchase
- Donation
- Commission
- Community Arts Projects
- Partnerships

All donated artworks are to be the sole property of the Town and be accompanied by a completed catalogue information. No conditions may be placed on donations from Donor without the written support of the Director Community Services.

It is expected that the Town will continue to support and prioritise the ongoing purchasing of artworks from local art galleries, as well as the Jury Art Prize to enhance the Town's art collection, promote local creatives and businesses, and contribute to a sense of place to display new and interesting artworks at Town facilities.

Display
Artworks are to be displayed in the most appropriate location within Town facilities only, considering preservation factors, visibility, cultural & historical significance, value, environmental conditions and security. At all times, at least parts of the collection are required to be viewed in publicly visible Town facility locations and suitable administration office locations.

When artworks are not being displayed, they are to be catalogued and housed in appropriate storage environments which include:

- A clean and organised space.
- Security from un-authorised staff handling/relocating artworks.
- Protected from pollutants and pests.
- Protected from damp, mold or water ingress, direct sunlight and excessive dust.
- Lighting conditions that limit deterioration of susceptible artworks.
- A satisfactory compromise between long-term preservation and accessibility of artworks.

It is acknowledged that the Courthouse Gallery venue is used for touring and temporary exhibition displays. Where appropriate, works from the Collection are considered for local and travelling exhibitions, subject to appropriate Loan Agreements.

Management
The Town aims to resource the collection appropriately, including annual budget allocation for development of the collection. The Town's officers are responsible for;

- New acquisitions of artwork & budget allocation
- Donations
- Art Collection Registry
- Art Collection Catalogue
- Insurance and Asset Management
- Valuation and condition reporting
- Display and installation
- Loan & Loan Agreements
- Deaccessions

Loan & Loan Agreements
The Town does not accept permanent or indefinite loans of artwork into the collection. The Town will only make outward loans of artworks specifically required for exhibitions for a specified period of time. The third party must offer an adequate display listed in the Art Collection Policy. All requests for outward loans must be requested in writing to the Director of Community Services. The request is to include a Certificate of

Currencies, be listed on the third-party's insurance register and follow the Standard Operation Procedure for Loan Agreements.

Deaccessions
Through the valuation and condition reporting process, artworks may be identified for deaccession from the Art Collection. Artworks will be assessed against the Acquisition Criteria to determine their significance to the collection. The Town retains the right to deaccession artworks that are deemed unsuitable at any stage (including damaged works), in accordance with the Asset Management Policy.

Relevant legislation	Local Government Act 1995 Public Records Act 2002 Council Policies: Procurement Art Collection		
Directorate	Community Services		
Business unit	Events, Art and Culture		
Delegated authority	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01 V02	CM202425/306	26 Mar 2025 30 Sep 2026
Review frequency	4 Yearly		

Town of Port Hedland

Council Policy

6/003 Town of Port Hedland Grants Program

Objective

This policy aims to ensure Council has established an effective and responsive grants program to support the needs of its diverse community, and that it allocates appropriate financial support each year through its annual budget process. This allows Council to be transparent about the types and levels of funding provided to the community.

The objectives of this policy are to ensure:

- **Inclusion:** providing opportunities for individuals and groups to meaningfully take part in community life
- **Equity:** consciously addressing the barriers faced by disadvantaged groups and individuals
- **Impact:** taking a purposeful and strategic approach to funding projects that deliver meaningful social, economic and environmental impact
- **Capacity building:** supporting individuals, groups and businesses to develop and grow new initiatives, skills and resilience to shape the Town of Port Hedland's future
- **Collaboration:** encouraging networks and partnerships to deliver exceptional strategic outcomes together
- **Transparency:** delivering a funding program that is transparent and accountable in all processes and decisions
- **Economic:** attracting additional grants, increased revenue for business and community showcasing events for the Town (when applicable).

Policy Statement

The Town of Port Hedland Grants Program is divided into four streams:

1. **Community**

   The Community stream comprises of the following grants:

   i) Community Partnership Grant

   Supports community groups and organisations to deliver events, activities and programs that enhance local communities, celebrate diversity, and provide opportunities to develop social cohesion and connection within the Hedland community

   ii) Community Champions Grant

   Supports sport, arts, cultural and community ambassadors of the Town who are requiring assistance to travel on a regional, national, or international basis to represent Hedland

   iii) Placemaking Grant

Encourages visitation, increase beautification and activation of the streetscape and builds stronger connections between community and place. The grant supports business-led and community-led initiatives to

encourage local communities, organisations and businesses to lead the revitalisation of public spaces.

iv) Sustainability Grant
Supports individuals and community groups to deliver positive community-based sustainability initiatives and education programs supporting environmental, sustainability and conservation outcomes

2. Economic and Business Development

The Economic Development and Diversification Fund, comprises of two streams:

i) Business Development
Supports local businesses and organisations to generate new revenue opportunities through the development of feasibility studies and businesses cases.

ii) Economic Diversification
Supports new or expanded business operations with demonstrable benefits to local employment, economic output and/or liveability.

3. Fundraising for Community

The Fundraising for Community Stream comprises of the following grant:
Cash for Trash
Supports local communities and organisations to do litter clean-ups throughout the Town and raise funds to help go towards fundraising initiatives.

4. Community Safety

The Community Safety Stream comprises of the following grant: Home Safety and Security
Supports the provision of a rebate to Hedland tenants and owners of residential properties for the installation of approved home safety and security products

Grants are to be assessed in accordance with the Town's Internal Operating Procedures, and the guidelines including eligibility criteria published on the Town of Port Hedland website.

Town of Port Hedland

Council Policy

Definitions

"Grant funding" Provision of a set amount of funds for a period to achieve a specific identified outcome, agreed to in a formal contract with the Town of Port Hedland.

Relevant legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996		
Directorate	Infrastructure Services Regulatory Services Community Services		
Business unit	Youth and Community Development Business and Economic Development Environmental Health Waste Services		
Delegated authority	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01	-	27 January 2011
	V02	-	08 May 2013
	V03	201415/050	24 September 2014
	V04	201516/265	22 June 2016
	V05	CM201819/068	24 October 2018
	V06	CM202021/20	26 August 2020
	V07	CM202324/124	30 August 2023
	V08	CM202526/182	10 December 2025
	V09		30 Sep 2026
Review frequency	4 Yearly		

Town of Port Hedland

Council Policy

5/02 Community Leasing Policy

Objective

The Town of Port Hedland is committed to meeting the current and emerging needs of the Community seeking the long-term use of Council owned or controlled properties and land.

The objective of this policy is to:

- ensure fair and consistent leasing and licensing conditions are provided.
- ensure clear expectations are outlined in Town leases and license to enable the protection and preservation of community assets for the ongoing use and benefit of the community.

This policy does not apply to the occasional use or hiring of the Town of Port Hedland's facilities or sporting grounds.

Policy Statement

Legislative Authority

The Town of Port Hedland may enter lease and licence arrangements over Council owned or controlled land; in accordance with the Local Government Act 1995 (WA) and the Land Administration Act 1997 (WA), and subject to any applicable management orders, reserve purpose requirements, and Ministerial consent provisions.

Town Assessment Criteria

In addition to legislative requirements, the Town will apply assessment criteria to ensure that community leasing and licensing arrangements are equitable, consistent and aligned with community need and Council priorities. This includes consideration of strategic alignment, community benefit, facility utilisation, asset sustainability, and the capacity of the applicant organisation to maintain and manage the leased premises.

Types of Tenure

The Town may grant occupation of Town owned or controlled land under one of the following tenure categories:

1. Lease – Exclusive Use

A lease grants the lessee exclusive possession and use of a defined area for a specified purpose and term.

Leases may be appropriate where:

- exclusive occupation supports the Town's adopted plans, master plans or strategic objectives;
- long-term security of tenure is required to support capital investment or asset

development; or
- the nature of the activity requires exclusive control of the premises.

Lease areas will generally be defined by building footprints and may include associated access areas, surrounds, or dedicated activity spaces where exclusive use is required.

2. Licence – Non-Exclusive or Shared Use

A licence grants non-exclusive use of a defined area for a specified purpose and term. Licences may be appropriate where:

- facilities are shared between multiple users;
- exclusive occupation is not required; or
- flexibility of tenure is preferred to maximise community access and utilisation.

Licence areas will generally be defined by building footprints or designated spaces within shared facilities.

The determination of whether a lease or licence is appropriate will be made by the Town having regard to community need, public accessibility, asset sustainability and the nature of the proposed use.

Terms of Lease

Lease terms will be in accordance with the Management Order held over the Reserve (if applicable) and no more than 21 years.

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 or by the Council.

Commercial leases will be negotiated on a case by case basis in line with the nature of the activity being undertaken.

Approval Pathway and Decision-Making Responsibilities

All community lease and licence applications will be assessed by the Town in accordance with this policy and the Town's current Delegations Register, as amended from time to time.

Applications will be reviewed by the relevant responsible officer to confirm eligibility, compliance with any applicable management order or reserve requirements. This includes alignment with the Town's strategic objectives and community benefit considerations.

Where approval authority has been delegated, an authorised officer may approve lease and licence arrangements in accordance with the Delegations Register.

Where a lease or licence proposal falls outside delegated authority, involves a non-standard tenure arrangement, or requires Council consideration under legislation or

Town governance requirements, the matter must be referred to Council for determination.

Where Ministerial consent is required under applicable legislation or reserve conditions, the lease or licence must not be executed until the required consent has been obtained.

Net Community Benefit Assessment

The Town may assess the net community benefit provided by an organisation when determining rental fees, subsidies or financial concessions associated with a lease or licence arrangement for Town-owned or managed property.

Net community benefit will be assessed having regard to factors including:

- alignment with the Town's strategic objectives and adopted plans
- demonstrated social, cultural, recreational or economic benefit to the local community
- accessibility and inclusiveness of the organisation's activities
- the extent to which the organisation services identified priority groups
- the organisation's financial capacity and long-term sustainability
- the degree to which the proposed use supports effective utilisation of Council assets

Assessment outcomes may be applied using the Town's adopted Net Community Benefit Assessment Matrix, which allocates a category rating and corresponding subsidy range based on the cumulative score achieved.

Where a rental subsidy, discounted lease fee or other concession is granted by the Council, the basis for the decision must be documented to ensure transparency, consistency and accountability.

Requests for the waiver of application fees, licence fees or other discretionary charges are assessed separately in accordance with the Town's adopted Schedule of Fees and Charges, 2/020 Fees and Charges Waiver Policy (where applicable), and the Town's Register of Delegated Authority.

Nothing in this policy guarantees entitlement to a subsidy or financial concession. All decisions remain subject to the Town's financial governance framework, budgetary considerations and delegated authority limits.

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.

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.

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

Insurances

Lessees will be responsible for procuring the relevant insurances for the leased premises at their own cost.

The Town will be responsible for insuring the fabric of the premises. This cost will be invoiced to the lease holder.

Termination

The Town may terminate a lease or licence in accordance with the terms of the agreement and applicable legislation.

In exercising any termination rights, the Town will have regard to the following principles:

- compliance with the specific termination provisions contained within the lease or licence agreement;

- whether the land or facility is required to meet Town's strategic infrastructure, redevelopment or service delivery priorities;
- the extent of any breach of agreement and whether the breach is capable of remedy;
- procedural fairness, including provision of written notice and reasonable opportunity to respond or rectify non-compliance where appropriate;

- the impact of termination on community service delivery; and
- the availability of reasonable alternative arrangements, where feasible.

Where termination is proposed due to infrastructure planning or redevelopment requirements, the Town will provide appropriate notice and, where practicable, will make reasonable attempts to identify alternative accommodation options.

All termination decisions will be documented in writing.

Relevant legislation	Local Government Act 1995 Section 3.58 Disposing of property Local Government Financial Management Regulations 1996 Town of Port Hedland Public Places and Local Government Property Local Law 2016 Council Policies: 1/022 Risk Management 2/004 Rating 2/020 Fees and Charges Waiver		
Supporting Documents	Schedule of Fees and Charges Town of Port Hedland Register of Delegated Authority 1.2.20 Disposing of Property		
Directorate	Infrastructure Services		
Business Unit	Infrastructure Operations - Property		
Delegated Authority	Chief Executive Officer		
Version Control	Version	Council Decision	Adoption Date
	V01 V02 V03 V04 V05	CM201415/208 CM201617/142 CM202021/180 CM202627/130	25 July 2014 22 February 2017 3 June 2021 25 March 2026 30 Sep 2026
Review frequency	4 Yearly		

Town of Port Hedland

Council Policy

6/011 Recreation Reserves, Facilities and Parks - Casual and Event Hire

Objective

The Town of Port Hedland (Town) will ensure its recreation reserves, facilities and parks are available to the community for casual and event hire.

The intent of this policy is to:

- Provide individuals, businesses, schools, sporting and community groups with the opportunity to hire the Town's recreation reserves, facilities and parks for approved purposes on a casual basis;
- Ensure appropriate management of the Town's recreation reserves, facilities and parks; and
- Ensure bookings comply with all relevant statutory requirements.

This policy will work towards achieving the following outcomes:
Clear guidelines for the use and hire of the Town's recreation reserves, facilities and parks; and
Appropriate management of the Town's recreation reserves, facilities and parks.

Application

Types of bookings covered in this policy include:

- Casual bookings;
- Events; and
- Personal training.

This policy covers recreation reserves, facilities and parks within the municipality of the Town of Port Hedland.

Content

1. Booking guidelines

(a) Casual Hire and Events

Individuals, businesses and community groups are required to have confirmed bookings for the Town's recreation reserves, facilities and parks for the following uses:

i. Sporting fixtures and training;
ii. Events with over 50 attendees;
iii. When events are either open to or advertised to the public;
iv. When any entertainment is included or structures erected (ie. Bouncy Castles etc);
v. All vehicle access is required;
vi. When food or goods will be sold;

vii. When alcohol will be consumed or sold;
viii. When personal training sessions or fitness classes will be conducted; and
ix. When access to facilities e.g. change rooms, kiosks or overhead lighting.

(b) Personal Training and Fitness Classes

All personal training and fitness class hire bookings must adhere to the following guidelines:
i. Provide a copy of current public liability insurance certificate of currency;
ii. Provide evidence of current membership/affiliation with a peak body (ie. Fitness Australia);
iii. Bookings limited to 20 participants; and
iv. Activities cannot include formal/structured sporting games.

Please note – Personal training and fitness classes will not be granted exclusive or priority usage of the Town's recreation reserves, facilities and parks.

2. Application Process

An application form must be submitted for all new bookings.

The following documentation may also be required for some bookings:
- Site map;
- Provision of Public Liability Insurance Certificate of Currency;
- Trading in Public Places form, ie. food application;
- Application to Consume Alcohol on Council Facility or Reserve;
- Public Health Event Classification Assessment;
- Risk Management Plan;
- Traffic Management Plan;
- Noise Management Plan;
- Emergency Plan;
- Fireworks Permit;
- Certification for all rides;
- Certification for all seating;
- Certification for all temporary structures;
- Form 1 Application to Construct, Extend or Alter a Public Building; and
- Form 5 Electrical Certification.

All events with 1,000 people and over must adhere to the guidelines outlined in the Western Australian Department of Health, Guidelines for Concerts, Events and Organised Gatherings.

3. Booking Assessment Process

The Town will assess all applications against the following criteria:
The availability of the facility, taking into account all other hire applications;
The condition of the reserve, maintenance requirements and alternative venues;
The impact on seasonal users when the application is for a recreation reserve or associated facility;
Adherence to all relevant statutory requirements;
The suitability of the event to the venue including:

- Impact of the activity / event on the recreation reserve or park;
- Neighbouring properties and tenants;
- Parking facilities;
- Facility able to meet the needs of the proposed numbers;
- Buffer zones between noise sources and noise-sensitive neighbouring properties;
- Absence of toxic industries in close proximity to the event; and
- Adequate toilet facilities.

All approved booking applications will receive written confirmation from the Town. The Town reserves the right cancel or change all bookings of recreation reserves, facilities and parks. Where a booking is cancelled, the Town will endeavour to offer an alternate equivalent venue for the booking.

4. Creating an Accessible Event

Event organisers must consider and comply with the Department of Disability Services 'Creating Accessible Events' guidelines. A copy of these guidelines can be found on the Town of Port Hedland's website www.porthedland.wa.gov.au.

5. Booking Timeframes

The following time frames apply when submitting an application for use of a recreation reserve or park:
•Two (2) weeks' requests with less than 50 people;
•Four (4) weeks' requests with 51 to 500 people;
•Six (6) weeks' requests with 500 and 1,000; and
•Twelve (12) weeks' requests with over 1,000 people.

Applications that fail to demonstrate compliance with the above timeframes may attract late bookings fees or be refused.

6.Provision of Toilets

Event organisers are responsible for the provision of adequate ablution facilities for participants.

The table below outlines the number of toilets required at events.

Please note the figures below are for events where alcohol is available. If alcohol is not available, then reduce the requirements in the table below by 50%.

Total Attendance	Male Facilities			Female Facilities	Hand Basins	
	WC's	Urinal Meters	Urinals	WCs	Male	Female
1,000	2	1.5	3	5	1	1
1,000 – 2,000	3	3	6	10	2	2
2,000 – 3,000	4	4.5	9	15	3	3
3,000 – 4,000	5	6	12	20	4	4
4,000 – 5,000	6	7.5	15	25	5	5
5,000 – 6,000	7	9	18	30	5	6
6,000 – 7,000	8	10.5	21	35	6	7
7,000 – 8,000	9	12	24	40	7	8
8,000 – 9,000	10	13.5	27	45	8	9
9,000 – 10,000	11	15	30	50	9	10

Adjusting the required number of toilets at an event.

Duration of Event	Percentage of the table values (using Table Above)
More than 8 hours	100%
6 – 8 hours	80%
4 – 6 hours	75%
Less than 4 hours	70%

The requirements outlines above are extracted from the Department of Health Guidelines for Concerts, Events and Organised Gatherings. Event organisers must comply with all amendments to these guidelines, the link can be found: Events Guidelines 2022

7. Fees and Charges

All fees and charges for the Town's recreation reserves, facilities and parks are adopted by Council as part of the annual budget process.

Fees and charges for hire of the Town's recreation reserves, facilities and parks include the following services:
Use of the hired area;
Booking administration;
Approval for the provision of Consumption or Sale of Alcohol at Town of Port Hedland Owned or Managed Property;
Rescheduling of irrigation systems; and
Written confirmation for approved usage from the Town of Port Hedland.

8. Maintenance, Security and Cleaning

Town of Port Hedland Responsibility:
Pre hire inspections will be conducted to ensure reserves and facilities are in reasonable and clean condition.

Hiring Group Responsibility:
Ensuring that the reserve, facility or park is left in a clean and reasonable condition at the conclusion of their hire;
Any damage caused during the booking is reported to the Town's Bookings Officer As soon as practical following the event;
The hirers will be invoiced for the cost of repairs or additional cleaning required if the Town deems the damage to be direct result of the hirer's activity;
Are responsible for ensuring the facilities are locked and secured at the completion of their hire; and
Hiring groups do not have permission to access any furniture or equipment stored in facilities by sporting group unless permission is given from the sporting group that owns the equipment.

9. Bonds

The Town of Port Hedland will charge a bond for the use of the Town's recreation reserves, facilities, parks and keys. Bonds will be determined by the Bond Matrix, set by Council Policy and must be paid prior to the booking.

10. Public Liability Insurance

Public Liability Insurance Certificate of Currency for an amount no less than $10,000,000 is required for the following hirers:

Incorporated bodies;
Companies;
Associations;
Corporate entities; and
Casual hirers which use a Town of Port Hedland facility more than twelve (12) times per annum in total.
Some activities are not covered under the Casual Hirers Policy. Each hire will be assessed on an individual basis and the applicant advised of the insurance requirements for their booking.

11. Provision of Alcohol at Recreation Reserves, Facilities and Parks

All hirers must comply with the Council Policy Consumption of Alochol at Town of Port Hedland Owned or Managed Property policy and Department of Racing Gaming and Liquor requirements.
A Trading in Public Places application must also be submitted for the consumption and sale of alcohol at all of the Town of Port Hedland's parks and sporting reserves.

12. Provision of Bins

Provision of bins is not included in the hiring fees for any casual hire of the Town's recreation reserves, facilities and parks. For events with over 100 people bins must be provided at the following ratios:
•Alcohol (1 x 240 litre bin per 20 users); and
•No Alcohol (1 x 240 litre bin per 40 users).

13. Conduct

The group hiring a recreation reserve, facility or park is responsible at all times for the conduct of its members, spectators and guests. Hirers must comply and seek necessary approvals with all federal, state and local laws whilst on Town property. Inappropriate conduct of individuals associated with any booking may result in restricted access to the Town's facilities or legal action.

14. Outstanding Accounts

All outstanding accounts must be settled by the hiring group prior to confirmation being granted for use of the Town's recreation reserves, facilities and facilities.

Definitions

"Event" Means a gathering of people brought together for a common purpose by some prearrangement.

Town of Port Hedland

Council Policy

Relevant legislation	Health Act 1911 Food Act 2008 Liquor Control Act 1988 Health (Public Building) Regulations 1997 Environmental Protection (Noise) Regulations 1997 Food Regulations 2009 Liquor Control Regulations 1989 Council Policy Consumption of Alcohol Food Safety Standards Guidelines for Concerts Events and Organised Gatherings – WA Department of Health 2022 (and other relevant health related guidelines) Recreation Reserves and Parks – Casual Hire and Events. Marquee Park Management Plan South Hedland Town Square Management Plan		
Directorate	Community Services		
Business unit	Sports and Facilities		
Delegated authority	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01 V02 V03 V04	Nil 201314/306 CM202021/21	9 May 2012 30 April 2014 26 August 2020 30 Sep 2026
Review frequency	4 Yearly		

Town of Port Hedland

Council Policy

6/010 Recreation Reserves and Facilities – Seasonal Hire

Objective

The purpose of this policy is to provide the Town of Port Hedland (Town) with guidelines for the seasonal usage of the Town's recreation reserves and facilities by sporting groups.

The intent of this policy is to:

- Ensure appropriate management of the Town's recreation reserves and facilities by local sporting groups;
- Provide local sporting groups with the opportunity to hire the Town's recreation reserves and facilities; and
- Ensure shared and equitable usage of the Town's recreation reserves and facilities by all local sporting groups.

This policy will work towards achieving the following outcomes:

- Clear guidelines for the use and seasonal hire of the Town's recreation reserves and associated facilities;
- Appropriate management of the Town's recreation reserves and associated facilities; and
- Provide equitable seasonal usage for sporting clubs and associations of the Town's recreation reserves and associated facilities.

Application

This policy covers the following recreation reserves within the municipality of the Town of Port Hedland:

Port Hedland

a) Colin Matheson Oval and associated facilities;
b) McGregor Street Reserve and associated facilities (Including Tennis and Hockey Club);
c) Town Oval; and
d) Race Track and associated facilities.

South Hedland

a) Kevin Scott Oval and associated facilities;
b) Marie Marland Reserve and associated facilities;
c) Faye Gladstone Netball Courts;
d) Hedland Senior High School Oval (out of school hours usage only); and
e) Cassia, Baler and South Hedland Primary School Ovals (out of school hours usage only).

Town of Port Hedland

Council Policy

Purpose

1. Shared Usage of Recreation Reserves and Facilities

The Town supports the shared usage of all the Town's recreation reserves and facilities. Where appropriate, the Town will favour the usage of recreation reserves and facilities by multiple user groups.

2. Application Process

All sporting groups must submit all necessary booking application forms and supporting documentation to the Town within the required booking timeframes.

The following documentation may also be required:
•Site map;
•Provision of Public Liability Insurance Certificate of Currency;
•Trading in Public Places form, ie. food application;
•Application to Consume Alcohol on Council Facility or Reserve;
•Public Health Event Classification Assessment;
•Risk Management Plan;
•Traffic Management Plan;
•Relevant financial information;
•Certification for all temporary structures;
•Form 1 Application to Construct, Extend or Alter a Public Building; and
•Form 5 Electrical Certification.

3. Booking Timeframes

The summer season operates from 1 October to 31 March and the winter season operates 1 April to 30 September. All summer seasonal applications must be received by the end of August, each calendar year and winter seasonal application received by the end of February, each calendar year.

The Town will host season bookings information sessions prior to the commencement of each summer and winter season, to outline the season hire process and assist clubs with applications.

4. Assessment of Ground Allocation

The Town will assess applications for seasonal use of recreation reserves and facilities, in accordance with the following criteria:

- The nature and sustainability of the proposed activity in relation to the facility;
- The availability of the facility, giving consideration to all applications from other seasonal users;

- The impact of the activity on the recreation reserves and surrounding residents;
- The condition of the reserve, maintenance requirements and the availability of alternative venues; and
- Submission of the seasonal booking form, within the required timeframes.

Where possible, preference will be given to the following:
- Historical user groups;
- In season sports, over pre-season training;
- Competition match play over training;
- Incorporated sporting clubs and associations; and
- Applications submitted by the seasonal allocation closing date (over late submissions).

5. Seasonal Hire Fees and Charges

All fees and charges are adopted by Council as part of the annual budget process.

Season hire fees and charges represent a discount on casual hire fees and charges. To be eligible for seasoned hire fees and charges, applications must meet the following criteria:
a) Using the recreation reserves and facilities for sporting competitions (match play and / or training);
b) Hold current Public Liability Insurance for the primary purpose of the hire;
c) Be an Incorporated body or working towards incorporation in the next 12 months; and
d) Affiliated with a State or National sporting association, relevant to the sport or activity.

If groups do not meet the criteria outlined above, special permission can be sought from the Town to qualify for seasonal hire fees and charges.

Seasonal hire fees and charges provide sporting groups with the following services:

a) Access to the Town's recreation reserves facilities (ie. toilets, change rooms);
b)
c) Provision of bins equivalent to 1 bin per 40 users, for non-alcohol related bookings; and
d) Pre-season cleaning of the sporting reserve toilet and change room facilities.

Hirers that do not meet the criteria outlined above will be charged casual hire fees and charges.

6. Bonds

The Town will charge a bond for the use of the Town's recreation reserves, facilities and keys. Bonds will be determined by the Bond Matrix set by the community and must be paid prior to the commencement of the season.

7. Public Liability Insurance

All seasonal hiring groups are required to hold current Public Liability Insurance in the name of the club / association, for an amount of no less than $10,000,000.

The Town does not provide contents insurance for any equipment or furniture stored at the Town's recreation reserves or facilities. Contents insurance is the responsibility of the sporting club and / or association.

8. Recreation Reserve Maintenance, Cleaning and Security

Town of Port Hedland Responsibility

a)Maintenance:

i. Pre-season facility inspections will be carried out at all sporting reserves and facilities. Users will be invited to attend these inspections with the Town's Officer/s; and
ii. All sporting reserves and facilities may be subject to scheduled maintenance.

b)Cleaning:

i. The Town will clean each facility prior to the commencement of each season.

c)Use by Casual Hirers and Events:

i. The Town will advise seasonal users of other casual hirers and events that have hired facilities at their reserve during their season. Casual hirers and events do not have permission to access any furniture or equipment owned by sporting groups that is stored in the venue. Permission may be sought from the sporting group that owns the furniture or equipment.

Sporting Club and Association Responsibility

a)Maintenance:

i. Clubs and associations must notify the Booking Officer in writing of any maintenance issues;
ii. All seasonal users are required to report any theft or break-ins to the Booking Officer at the earliest convenience, including the Police incident report number; and
iii. Clubs and associations will be invoiced the cost of repairs, if the Town deems the damage as a direct result of the clubs' and / or associations' activity.

b)Cleaning:

i. Cleaning of the facility during the season is the responsibility of the user groups. If required, the Town will arrange any cleaning deemed necessary and will on charge associated costs to the hirer;
ii. Clubs and associations are responsible for the removal of all litter associated with each booking, including the reserves, car park and within the facilities; and
iii. Reserves and facilities need to be cleaned by the hiring group by 10.00am on the day following each booking.

c)Security:
i. Clubs and associations are responsible for ensuring all facilities are fully secured and locked after each use; and
ii. Clubs and associations must inform the Town's Bookings Officer at the earliest opportunity, of all broken or missing locks and any damage which may present a risk to faulty security.

9. Consumption of Alcohol

All sporting clubs and associations must comply with the Consumption or Sale of Alcohol at Town of Port Hedland Owned or Managed Property policy and Department of Racing Gaming and Liquor requirements.

10.Vehicles on Recreation Reserves

a) A maximum of two (2) vehicles are permitted on the recreation reserves for equipment set up and pack down. All other vehicles must be parked in the designated car parking areas. Players and spectators cars must not park on the recreation reserves during training or competitions; and

b) Subject to approval, equipment trailers may be driven on to recreation reserves to set up for training and competitions. Where possible, these must be parked outside the boundary lines of the recreation reserve.

11. Provision on Bins

a) The number of rubbish bins provided for seasonal hirers at recreation reserves or facilities is to be calculated in accordance with the application form submitted and will be worked out on a ratio of 1 bin per 20 users, for alcohol related bookings and 1 bin per 40 users, for non-alcohol related bookings; and

b) Requests for additional rubbish bins can be made to the Town and will be assessed on a case by case basis. Fees apply for additional bins, as per current fees and charges.

12. Line Marking

a) Clubs and Associations are responsible for all line mark ups associated with training and competitions;

b) Grounds must be marked in accordance with the standards set out by the Department of Sport and Recreation in its nationally adopted publicationSports Dimensions Guide For Playing Areas;

c) Water base paint is the approved paint to be used for all line marking. For safety reasons, the following products are not permitted for marking reserves:
   i. Lime;
   ii. Round Up and other herbicides and chemicals;
   iii. Oil; and / or
   iv. Any growth retardants.

d) Line marking must not be carried out while the reserve is being used by another club and / or group; and

f) If inappropriate marking materials are used, additional charges may be incurred to rectify any damage. Repairs will be carried out by the Town's Parks and Reserves business unit and all associated costs will be on-charged.

13. Conduct

The club and / or association is responsible at all times, for the conduct of its members, spectators and guests; and must comply with all Federal, State and Local Laws, whilst on Town property. Inappropriate conduct of a clubs' and / or associations' members, may result in restricted access to the Town's facilities or legal action.

14. Outstanding Accounts

All outstanding accounts must be settled by the hiring group prior to approvals being granted, for use of the Town's recreation reserves and facilities.

Definitions

"Seasonal Users"

a)Incorporated sporting clubs and / or associations; and

b) New sporting groups that are working towards incorporation within a 12 month period.

Town of Port Hedland

Council Policy

Relevant legislation	Health Act 1911 Food Act 2008 Liquor Control Act 1988 Liquor Control Regulations 1989 Food Regulations 2009 Health (Public Building) Regulations 1997 Environmental Protection (Noise) Regulations 1997 Council Policy 6/006 Consumption of Alcohol Recreation Reserves and Parks – Casual Hire and Events. Guidelines for Concerts Events and Organised Gatherings – WA Department of Health 2009 and other health related guidelines. Food Safety Standards Recreation Reserves and Parks – Casual Hire and Events.		
Directorate Business unit	Sports and Facilities		
Delegated authority	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01 V02 V03 V04	- 201314/306 CM202021/21	9 May 2012 30 April 2014 26 August 2020 30 Sep 2026
Review frequency	4 yearly		

Town of Port Hedland

Council Policy

1/032 Information Breach

Objective

The objective of this policy is to state the Town of Port Hedland's (the Town) commitment to having in place procedures in relation to detecting, responding to, managing, notifying, and reporting eligible data breaches in accordance with the Privacy and Information Sharing Act 2024.

Purpose

Scope

This policy applies to and must be adhered to by:

- all Town of Port Hedland permanent full time, part time, volunteer, trainee and temporary employees and employees authorised to access Town information systems and assets.
- any consultants and persons or organisations authorised to administer, develop, manage, and support Town information systems and assets; and
- third party supplier, vendors, contractors and hosted managed service providers.

Responsibilities

All Employees have a responsibility to notify the CEO and Manager Digital Services of any information breach immediately on becoming aware that an information breach has occurred and provide details about the breach in accordance with procedures in the Town's Data Breach Response Plan.

What is an Eligible Information Breach?

An information breach occurs when there has been unauthorised access to, unauthorised disclosure of, or loss of personal information held by (or on behalf of) the Town or any accidental or unlawful destruction or alteration of personal information held by (or on behalf of) the Town.
An information breach may occur as the result of a malicious action, systems failure, or human error. An information breach may also occur because of misconception as to whether a particular act or practice is permitted under legislation.

Examples of information breaches include:

- Malicious or criminal attack
    - Cyber incidents such as ransomware, malware, hacking, phishing, or brute force access attempts resulting in access to or theft of personal information.
    - Social engineering or impersonation leading into inappropriate disclosure of personal information. Insider threats from Town staff

using their valid credentials to access or disclose personal information outside the scope of their duties or permissions.

- Theft of a physical asset such as a paper record, laptop, USB stick or mobile phone containing personal information.System fault
  - Where a coding error allows access to a system without authentication, or results in automatically generated notices including the wrong information or being sent to incorrect recipients.
  - Where systems are not maintained through the application of known and supported patches.

- Human error
  - When a letter or email is sent to the wrong recipient.
  - When system access is incorrectly granted to someone without appropriate authorisation. When a physical asset such as a paper record, laptop, USB stick or mobile phone containing personal information is lost or misplaced.
  - When employees fail to implement appropriate password security, for example not securing passwords or sharing password and log in information.

If there are reasonable grounds to believe that the information breach has resulted in, or is likely to result in, serious harm to one or more of the individuals to whom the information relates, the breach is an **eligible information breach**.

Serious harm occurs where harm arising for the eligible information breach has or could result in a real and substantial detrimental effect on an individual and includes serious physical, psychological, emotional, financial, or reputational harm.

Examples of harm include:
- financial fraud including unauthorised credit card transactions or credit fraud,
- identity theft causing financial loss or emotional and psychological harm, blackmail, humiliation, stigma, embarrassment, damage to reputation or relationships,
- loss of business or employment opportunities,
- family violence,
- physical harm or intimidation,
- discrimination, bullying, marginalisation, or other forms of disadvantage or exclusion.

Assessment of the likelihood of serious harm from an information breach is an objective test. That is 'likely to result' (as defined above) means the risk of serious harm to an individual is more probable than not.

Definitions

"Information Breach" occurs when information held by an agency (whether held in digital or hard copy) is subject to unauthorised access, unauthorised disclosure of,

or is lost in circumstances where the loss is likely to result in unauthorised access or unauthorised disclosure, or any accidental or unlawful destruction or alteration of personal information held by (or on behalf of) the Town.

"Information Breach Response Plan" means a detailed internal plan outlining the steps required for Town employees to contain, assess, investigate, and respond to an information breach.

"Eligible Information Breach" means an information breach which has satisfied the following two tests:

- There is an unauthorised access to, or unauthorised disclosure of, personal information held by a public sector agency or there is a loss of personal information held by a public sector agency in circumstances that are likely to result in unauthorised access to, or unauthorised disclosure of, the information; and
- A reasonable person would conclude that the access or disclosure of the information would be likely to result in serious harm to an individual to whom the information relates.

"Personal Information" is information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual, whether living or dead:
(a) whose identity is apparent or can reasonably be ascertained from the information or opinion; or
(b) who can be identified by reference to an identification number or other identifying particular such as a fingerprint, retina print or body sample

"Employees" means all Town permanent full time, part time, volunteer, trainee and temporary employees and persons authorised to access Town information systems and assets. Any consultants and persons or organisations authorised to administer, develop, manage, and support Town information systems and assets. Any third-party supplier, vendors, contractors and hosted managed service providers.

Relevant legislation	Privacy and Information Sharing Act 2024 State Records Act 2000. Local Government Act 1995 Freedom of Information Act 1992 Evidence Act 1906 Council Policies: 1/030 Records Management 1/031 Privacy 1/033 Information Classification Policy 1/034 Information Management Policy

Town of Port Hedland

Council Policy

Supporting Documents	AS/ISO 15489 Records Management Standards State Records Office of Western Australia State Records Commission Standards Council Policies: 1/030 Records Management Information Classification Information Management Policy Privacy Policy Data Breach Response Plan Request to Access and Correct Information Procedure Data Breach Reporting and Notification Procedure		
Directorate	Corporate Services		
Business Unit	Digital Services		
Delegated Authority	Chief Executive Officer		
Version Control	Version	Council Decision	Adoption Date
	V01 V02	CM202425/192	27 November 2024 30 Sep 2026
Review frequency	4 Yearly		

Town of Port Hedland

Council Policy

1/033 Information Classification Policy

Objective

The objective of this policy is to provide the Town of Port Hedland (the Town) with an information classification framework that enables the Town to label information according to its sensitivity. Information will be identified for its sensitivity and protective security measures applied and communicated within the Town, with other Local Government agencies, and third-party organisations (where relevant). This will build trust for information sharing by using widely understood labels and increase the literacy and awareness of the Town workforce.

Purpose

Scope

This policy applies to all information received, created, managed, or shared by the Town of Port Hedland.

Information and data will be defined as one of three essential classifications for security compliance and to establish a basic, common language across the Town and government.

These are:

UNOFFICIAL – information which is unrelated to the official work of the Town.

OFFICIAL – is the appropriate classification for most of the information created, used, or managed/received by the Town, and include content related to routine business operations and services and may include emails, briefing notes, draft policies, and guidelines on issues deemed to be non-sensitive.

OFFICIAL: Sensitive – Is the highest level of classification for information that is not covered under arrangements with other authorities. Release of this information could result in damage to individuals, organisations, or government. Includes Human Resources documents and tender documents.

Classification of information above *OFFICIAL: Sensitive* is outside the scope of this policy. Refer to the provisions of the relevant inter-jurisdictional agreement(s) regarding information at higher classification levels e.g., COMMONWEALTH SECURITY CLASSIFIED information.

The Policy does not provide direction on digital security measures to protect information. This is provided through the Information Management Policy.

Responsibilities

The Town will provide direction to all employees, including full-time, part-time, or casual, sessional, fixed term and other contractors on their responsibilities for

maintaining proper standards for creation, management, maintenance and retention of Information Classification.

This policy is applied:

- to prevent the unauthorised disclosure of official papers or documents supplied to or seen by employees in their official duties.
- when information is created, altered, or received. The originator or owner is responsible for conducting an information classification assessment and applying labels as appropriate. Labels must be applied to information such that the label is clear, and wherever possible, prior to subsequent users accessing the information (e.g. a label in the header of an email; a clear marking at the top of a page).
- when Town information is shared within or between the Town and other agencies. The owner of the information is responsible for determining the classification. Town employees and contractors may not change the classification of information without the permission of the party they receive it from.
- to ensure any party having access to the information is aware of and adheres to the Policy requirements.
- prior to any planned release of information, re-assess the information to account for the context of the release (e.g. information being shared in combination with other information which may combine to alter its significance); and
- prior to transition to innovative technology infrastructure based on sensitivity of information.

The information classification process is part of core business and planning, not the delegated responsibility of ICT teams.

The Town is not required to conduct a classification process on existing information or groups of information, until they are used (and then, in line with the Towns staged transition approach).

Risk Management

Information classification is primarily a risk management activity. Risks to information are those that impact the authenticity, reliability, integrity, and useability of the information. The Town will identify and mitigate risks to its information systems and assets.

The Town will take a risk-based decision-making approach to information security and sharing of information. To enable this approach the Town will regularly review and document it is information assets. It will implement the appropriate level of classification to all information, its processes, and systems.

Definitions

"Data" raw, unorganised, and organised material such as characters, text, words, numbers, pictures, sound, or video. It may be stored by both digital and non-digital means. Technically, data is a broader term than information, but "information classification" is preferred, as "information" is more commonly used in non-ICT contexts.

"Information" organised, processed, or structured data. The term "information" can be taken to refer to both data and information for the purposes of the Policy.

"Information Assets" an identifiable collection of data stored in any manner and recognised as having value for the purpose of enabling an agency to perform its business functions, thereby satisfying a recognised agency requirement.

"Information Classification" a business-level process whereby the sensitivity of a piece of information (or collection of information) is evaluated, and a classification label applied to it if appropriate, such that the sensitivity will be clear to those who access it subsequently.

"Security Classification" Information that has been security assessed as having a business impact level (BIL) of high, or above for potential compromise of its confidentiality. This results in a security classification as a protective marking.

Security classifications include PROTECTED, CONFIDENTIAL, SECRET and TOP SECRET.

"Sensitivity" the severity of negative consequences that are likely to result from the release of information. Sensitivity increases in line with the severity of the potential consequences.

"Release" the making of information accessible to other individuals or organisations within and external to the agency responsible for the information, whether intentionally or unintentionally.

"Label" a text addition to any given information, which represents its classification or sensitivity, such that it is clear to those who access the information.

Town of Port Hedland

Council Policy

Relevant legislation	State Records Act 2000 Local Government Act 1995 Freedom of Information Act 1992		
Relevant Standards	SA/SNZ TR 18128:2015 AS/NZS ISO 31000:2018 Office of Digital Government State Records Office of Western Australia State Records Commission Standards Council Policies: Risk Management Policy Records Management Policy Information Management Policy Privacy Policy Data Breach Policy		
Supporting Documents	Information Classification Procedures Information Asset Register		
Directorate	Corporate Services		
Business unit	Digital Services		
Delegated authority	Chief Executive Officer		
Version Control	Version	Council Decision	Adoption Date
	V01 V02	CM202425/192	27 November 2024 30 Sep 2026
Review Frequency	4 Yearly		

Town of Port Hedland

Council Policy

Town of Port Hedland

Council Policy

1/034 Information Management Policy

Objective

The objective of this policy is to state the Town of Port Hedland's (the Town) commitment to manage the Town's information. Information, its integrity and security, is critical to how the Town makes decisions, acts transparently, demonstrates accountability, collaborates, develops policy and delivers services to the Town and broader community. This commitment will achieve compliance with all applicable State Legislation, Regulations and Standards.

Purpose

Scope
This policy applies to the employees and contractors of the Town of Port Hedland and all information assets (records, information and data) in any format, created or received to support the Town's business activities.

It covers all business applications used to create, manage and store information assets, including dedicated information management systems, business systems, databases, email, voice and instant messaging, websites and social media applications.

This policy covers information created and managed in-house and off-site including in cloud-based systems.

Principles
Information is critical to the Town, government and the Port Hedland community.

The Town will operate under these information principles:
Principle 1: Information is valued and governed as an asset.
Information is essential to Town operations and will be reliably maintained as authentic evidence of business activity to ensure value in decision making and delivery of services.

Principle 2: Information is created and managed digitally.
Digital information and end to end digital processes will be the default position, with hardcopy records managed by exception. Systems support good information management as part of business processes. Integration of systems must support easy creation and capture of records of business activity.

Principle 3: Information is fit for its intended purposes and is easy to find, access and use.
Information must be accurate, authentic and trusted, to allow ongoing use and reuse by the Town and the community. Information will be created and managed based on its operational and strategic importance, its risk profile, and the needs of all its users. It must be kept and remain accessible to authorised users for as long as required.

Principle 4: Information management is embedded into Town business activities.
The Town will build information management into all business systems and all aspects of training including sharing, release, discovery, data quality, de-identification and security of information.

Principle 5: Information is protected from unauthorised use and loss.
Information will be managed from receipt or creation to protect personal and sensitive information and prevent deletion until official authorisation. It must be disposed of in a systematic and auditable way.

Definitions

"Business Activities" major tasks performed by the Town as part of its responsibilities for achieving the strategic goals of the Town on behalf of the Community.

"Business System" an automated system that creates or manages data about an organisation's activities, including applications whose primary purpose is to facilitate transactions between an organisational unit and its customers.

"Confidentiality" property that information is not made available or disclosed to unauthorised individuals, entities or processes.

"Database" is an electronically stored, systematic collection of data. It includes words, numbers, images, videos, and documents in various ways.

"Information" is knowledge communicated or received. It is the result of processing, gathering, manipulating and organising data in a way that adds to the knowledge of the receiver.

"Information Assets" an identifiable collection of data stored in any manner and recognised as having value for the purpose of enabling an agency to perform its business functions, thereby satisfying a recognised agency requirement.

"Information Security" is preservation of confidentiality, integrity and availability of information.

"Integrity" property of accuracy and completeness.

Town of Port Hedland

Council Policy

Relevant legislation	State Records Act 2000. Local Government Act 1995 Freedom of Information Act 1992 Evidence Act 1906		
Relevant Standards	AS/ISO 15489 Records management ISO 27000 Information Security Management Systems SA/SNZ TR 18128 Risk Assessment for records processes and systems State Records Office of Western Australia State Records Commission Standards Council Policies: Information Classification Policy Risk Management Policy Privacy Policy Data Breach Policy		
Supporting Documents	Information Management Procedures ICT Strategic Plan		
Directorate	Corporate Services		
Business unit	Digital Services		
Delegated authority	Chief Executive Officer		
Version Control	Version	Council Decision	Adoption date
	V01 V02	CM202425/192	27 November 2024 30 Sep 2026
Review Frequency	4 yearly		

Town of Port Hedland

Council Policy

1/030 Records Management

Objective

The objective of this policy is to state the Town of Port Hedland's (the Town) commitment to create, capture and manage records, in all formats, of all business activities carried out by Elected Members, Employees, and Contractors. This commitment will achieve compliance with all applicable legislation, regulations, and standards, including the Australian and International standard for records management AS/ISO 15489.

Purpose

This policy is relevant to the whole of the Town of Port Hedland, its Employees, Elected Members, and Contractors who are fulfilling a specific business function on behalf of the Town community and wherever they may be located.

1. Principles

Records will be managed according to the principles of transparency, accountability, compliance, access, and security, for the whole of their life cycle.

The records will be a true and correct record of the business activities, will be trusted to be complete and unaltered and able to be used and re-used when required. They will be kept for as long as they are needed by the Town and the Community and according to legislation, regulations, and standards.

When the records are no longer needed by the Town they will be archived or destroyed according to the General Disposal Authority for Local Government Records.

Elected Members, Employees, and contractors will be trained on records management principles, procedures, and compliance.

2. Responsibilities

It is the responsibility of all Elected Members, Employees, and Contractors to be familiar with all legislation and regulations regarding the activities that they carry out and to create the records required by that legislation, it's regulations and standards.

All records created during Town business activities remain the property of the Town of Port Hedland and not the property of the individual.

Chief Executive Officer:
It is the function of the Chief Executive Officer (CEO), under the Local Government Act, to "ensure that records and documents of the local Government are properly kept for the purposes of this Act and any other written law".

Executive Leadership Team and Senior Managers:
The Executive Leadership Team and Senior Managers are to provide direction and support for records and information management and reflect the Chief Executive's responsibility to ensure compliance with the Local Government and State Records Acts.

Senior Records & Information Officer:
The Senior Records Officer is responsible to the CEO for the provision of advice and support in relation to all Town records management requirements. The Officer is responsible for the management of the Town records and the training of employees and contractors in their recordkeeping obligations.

Manager Digital Services:
The manager of all business systems which hold and manage records is responsible for ensuring continuous and reliable operation of those systems and for ensuring that all systems documentation is complete and up to date.

All Employees and Contractors:
All employees, including contractors to the Town, must create, capture, and retain records relating to the business activities they perform. They must identify records and ensure they are captured into the relevant record keeping system and are handled according to statutory and Town of Port Hedland requirements for record keeping.

Elected Members:
Elected Members must create and document communications and transactions related to their duties, which are essential records for ensuring the Council's accountability and the proper conduct of its business. Elected Members must identify these records, ensure they are captured, and manage them in accordance with statutory and Council requirements.

Definitions

Business Activities means major tasks performed by the Town as part of its responsibilities for achieving the strategic goals of the Town on behalf of the Community.

Function means a group of activities that fulfills the major responsibilities for achieving the strategic goals of the Town.

Record/s means information created, received, and maintained as evidence and as an asset by the Town and its Elected Members, Employees and Contractors for legal reasons or during business operations.

Transaction means smallest unit of a work process consisting of an exchange

between two or more people or systems.

Relevant Legislation	State Records Act 2000 Local Government Act 1995 Freedom of Information Act 1992 Evidence Act 1906		
Relevant Standards	AS/ISO 15489 Records management State Records Office of Western Australia State Records Commission Standards Supporting Documents: Records Management Procedures Recordkeeping Plan Related Documents: Information Classification Policy Information Management Policy Privacy Policy Data Breach Policy		
Directorate	Corporate Services		
Business Unit	Digital Services		
Delegated authority	Chief Executive Officer		
Version Control	Version	Council Decision	Adoption Date
	V01	CM202425/140	25 September 2024
	V02	CM202526/158	26 November 2025
	V03		30 Sept 2026
Review frequency	4 Yearly		

Town of Port Hedland

Council Policy

1/031 Privacy

Objective

The objective of this policy is to state the Town of Port Hedland's (the Town) commitment to protect the privacy of all persons associated with the Town when collecting, using, disclosing, and managing personal information.

This commitment will achieve compliance with the State Privacy and Responsible Sharing (PRIS) Act 2024 and its Information Privacy Principles (IPPs).

Purpose

Scope

The Town of Port Hedland, its Elected Members, Employees and Contractors collect handle, store and share personal information from internal and external stakeholders as part of their regular business activities. The Town will take reasonable steps to protect the information from misuse, interference, and loss, as well as unauthorised access, modification or disclosure.

Principles

The Town is required to collect and manage personal information for business purposes only and therefore must consider the risks involved in details of, or copies of, personal information and must take steps to manage that information appropriately and in accordance with the following information privacy principles.

Principle 1 – Personal information and why it is collected.

Personal information is information or an opinion that identifies an individual. Examples of personal information the Town collects include names, addresses, email addresses and phone numbers.

The Town collects personal information for the primary purpose of providing services to the Port Hedland community. Personal information may also be used for secondary purposes closely related to the primary purpose, in circumstances where it is reasonable to do so.

The Town will not collect personal information, including sensitive personal information, unless it is necessary for Town business functions and activities and legal purposes.

The Town will only collect personal information with a person's consent for that collection unless it is not practical to seek that consent.

The Town will ensure personal information is up-to-date, clear and concise.

Principle 2 – Use and disclosure

When the Town collects personal information the owner of that information will be informed of the reason for collecting their information and how it will be used.

When personal information is collected it will be used only:

- for the primary purpose for which it was collected; or
- for a secondary purpose that is directly related to the primary purpose; or
- with the owner's consent; or
- where required or authorised by law; or
- where there is a serious threat to the life, health, safety or welfare of an individual; or
- where illegal activity may have occurred

The Town will not use or disclose personal information unless it has considered the kind and amount of information, if it is necessary for business functions and activities, the risk of loss or harm, if it is in the public interest, if it is in the best interests of a child and if it meets the objectives of the Privacy and Information Sharing Act 2024.

A written record will be kept where personal information was collected for a primary purpose and has been used for a secondary purpose or disclosure.

Principle 3 – Information Quality

It is important that personal information is correct. The Town will take reasonable steps to ensure that personal information is accurate, complete and up to date. When contacted by the owner of the information, the Town will update its records of personal information held, that is not correct, to ensure quality services.

Principle 4 – Information security

Personal information will be stored in a manner that protects it from misuse and

loss and from unauthorized access, modification, or disclosure.

When personal information is no longer needed for the purpose for which it was obtained, the Town will dispose of that information in accordance with the General Disposal Authority for Local Government.

The Town will retain and dispose of all records, including personal information, in accordance with the approved General Disposal Authority for Local Government. When destroying any records, especially those containing personal and sensitive information, the Town will ensure it is done completely so that no information is retrievable.

Principle 5 – Openness and transparency

This policy will be publicly available to ensure the community is aware of how personal information is collected and managed by the Town of Port Hedland.

These documents will be maintained and kept current as regulations and the types of personal information collected may change.

Principle 6 – Access and correction

The Town's privacy management plan will outline key roles and responsibilities for privacy management. Internal access to personal information will be limited to only those roles / individuals who need access for business purposes. This applies to hardcopy files and having access permissions embedded in systems which manage records.A person may access the personal information the Town holds about them to update and/or correct it, subject to IPP 6.1 of the PRIS Act. To access personal information, a request must be made to the Town in writing. The Town will not charge any fee for access requests but may charge an administrative fee for providing a copy of personal information. In order to protect personal information, the town may require identification from an individual before releasing the requested information.

Principle 7 – Unique identifiers

Individuals engaging with the Town will not be assigned unique identifiers unless they are required to perform business activities efficiently.

Any identifiers assigned will not be those from another organisation or be used by or disclosed to any other organisation.

Some circumstances may require the town to use or obtain unique identifiers such as when it was obtained for a directly related purpose, when the individual gives consent, when required by law, for suspected unlawful activity, for research or legal proceedings.

Principle 8 – Anonymity

When doing business, engaging, or communicating with the Town people will not be required to identify themselves unless required to under the law or it is not practical for the Town to provide service without the person's identity.

Principle 9 – Disclosures outside Australia

The Town will not disclose anyone's personal information, including de-identified information, outside Australia unless it is lawful, the recipient of the information operates under law which makes them compliant with these principles, with the individual's consent, forms part of a contract, or for the benefit of the individual.

Principle 10 – De-identified information

The Town will protect any de-identified information received and held from re-identification, access, modification, or disclosure.

The Town is committed to recording, using, storing, and destroying all personal and sensitive information with respect and in accordance with written laws and these principles.

Definitions

"Agency" means a Minister or a public body or office and the agency to which an access application for amendment of personal information has been made or to which such an application has been transferred or partly transferred.

"Business Activities" major tasks performed by the Town as part of its responsibilities for achieving the strategic goals of the Town on behalf of the Community.

"Collect" in relation to information:

a)means to obtain the information from any source or by any means; and
b)includes information from, or generated by, the use or interpretation of other information.

"Consent" means express consent or implied consent.

"*De-identify"* personal information means to modify, or apply a process to, the information, with the result that the identity of an individual is not apparent, and cannot reasonably be ascertained, from the information.

"Disclose" information:

(a)includes a reference to the Town making the information publicly available; and
(b)does not include a reference to the Town disclosing the information to itself or to an officer of the Town.

"Information Privacy" includes the right of a person to be able to control who can see or use information about them.

"Personal Information" information or an opinion, whether true or not, and whether recorded in a material form or not, that relates to an individual, whether living or dead whose identity is apparent or can reasonably be ascertained from the information or opinion and includes:

a) a name, date of birth or address;
b) a unique identifier, online identifier or pseudonym;
c) contact information;
d) information that relates to an individual's location;
e) technical or behavioural information in relation to an individual's activities, preferences or identity;
f) inferred information that relates to an individual, including predictions in relation to an individual's behaviour or preferences and profiles generated from aggregated information;
g) information that relates to one or more features specific to the physical, physiological, genetic, mental, behavioural, economic, cultural or social identity of an individual.

"Re-identify" de-identified information means to modify, or 1 apply a process to, the information, with the result that the 2 information again becomes personal information.

"Sensitive Information" a subset of personal information meaning information or an opinion about an individual's race or ethnic origin, political opinions, membership of a political association, religious beliefs, philosophical beliefs, membership of a professional or trade association, membership of a trade union, gender identity, sexual practices, criminal record and health information.

Relevant legislation	Privacy and Responsible Information Sharing Act 2024 Freedom of Information Act 1992 State Records Act 2000 Council Policies: 1/030 Records Management 1/032 Information Breach Management 1/033 Information Classification 1/034 Information Management		
Supporting Documents	Privacy Management Plan Privacy Complaints Procedure Data Sharing Request Procedure Privacy Impact Assessment Procedure		
Directorate	Corporate Services		
Business Unit	Digital Services		
Delegated Authority	Chief Executive Officer		
Version Control	Version	Council Decision	Adoption Date
	V01 V02	CM202425/192	27 November 2024 30 Sep 2026
Review frequency	4 Yearly		

Town of Port Hedland

Council Policy

6/01 Camping other than at a Caravan Park or Camping Ground

Objective

The objective of this policy is to provide guidance for the assessment and approval of applications for temporary camping on land within the Town of Port Hedland that is not a licensed caravan park or camping ground.
This policy applies to applications made by landowners or occupiers seeking approval for temporary camping accommodation on private land and outlines the statutory requirements and Town assessment considerations that must be satisfied prior to approval being granted.

Policy Statement

Application to camp at a location that is not a licensed caravan park or camping ground

An application to camp on land that is not a licensed caravan park or camping ground must be made in writing to the Town's Environmental Health department.

Statutory Requirements (State Legislation)

All applications must comply with the Caravan Parks and Camping Grounds Act 1995 and the Caravan Parks and Camping Grounds Regulations 1997.

Camping on land other than a licensed caravan park or camping ground must be conducted in accordance with Regulation 11 of the Caravan Parks and Camping Grounds Regulations 1997.

Town Assessment Criteria

In addition to the statutory requirements, the Town will assess each application having regard to local circumstances and suitability considerations.

The proposed location will be assessed for its suitability for camping in relation to:

- access to services.
- safety considerations.
- public health requirements.

Applications will only be considered on land that is zoned:

- Rural.
- Rural Residential.

- Residential.

Applications for camping on land zoned Residential will only be considered where:

- there is an existing dwelling on the lot; or
- a building licence has been issued for the construction of a dwelling or associated structure and construction has commenced.

1. Requirements for temporary camping accommodation applications

Temporary camping accommodation must:

- contain laundry, kitchen, shower and toilet facilities within a caravan or other accommodation approved by the Manager Environmental Health and Community Safety
- be connected to a potable water source, reticulated mains power supply and an approved method of sewage, effluent and liquid waste disposal approved by the Manager Environmental Health and Community Safety
- ensure that any pet animals are restrained within the property and do not cause a public nuisance

All applications will be processed and assessed by the Town's Environmental Health department to ensure that minimum structural and hygiene requirements can be achieved and maintained.

The land used for camping must be suitable and maintained so as not to create a risk to public health or safety.

2. Licence requirements

A licence to camp on land that is not a licensed caravan park or camping ground is temporary only.

Temporary licences may be granted for temporary camping accommodation for a period of no longer than three (3) months in any period of twelve (12) consecutive months.

No more than one caravan is permitted to be used for camping at an undesignated location at any one time, unless otherwise approved by the Chief Executive Officer.

Where a building licence has been issued for a dwelling on a lot and construction has commenced, approval for temporary accommodation on the same lot may be granted for an initial period of six (6) months.

The approval period may be extended to a maximum period of twelve (12) consecutive months.

3. Decision-Making Principles

In assessing applications under this policy, the Town will apply a consistent and risk-based approach to ensure decisions are fair, transparent and defensible.

Applications will be assessed having regard to:

compliance with the Caravan Parks and Camping Grounds Act 1995 and the Caravan Parks and Camping Grounds Regulations 1997

public health and safety considerations associated with the proposed camping arrangement

adequacy of potable water supply, power supply and approved waste disposal arrangements

access and emergency vehicle accessibility

potential impacts on surrounding land uses and amenity

the suitability of the location and site conditions

the applicant's ability to maintain the site in a safe and sanitary condition for the duration of the approval period.

Approval may be refused, or conditions imposed, where the Town is not satisfied that statutory compliance and minimum health and safety requirements can be achieved or maintained.

Definitions

Camping means the occupation of land for temporary accommodation purposes, including the use of a caravan, camper trailer, motorhome or similar temporary structure.

Temporary camping accommodation means accommodation provided in a caravan or other structure approved by the Town for temporary residential use.

Licensed caravan park or camping ground means a caravan park or camping ground licensed under the Caravan Parks and Camping Grounds Act 1995 and associated Regulations.

Undesignated location means land that is not licensed or approved as a caravan park or camping ground under the applicable legislation.

Town of Port Hedland

Council Policy

Relevant legislation	Caravan Parks and Camping Grounds Act 1995 Caravan Parks and Camping Grounds Regulations 1997		
Directorate	Regulatory Services		
Business unit	Environmental Health		
Delegated authority	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01 V02 V03 V04	Nil CM201920/105 CM202627/130	22 July 2009 27 July 2019 25 March 2026 30 Sep 2026
Review frequency	4 Yearly		

Town of Port Hedland

Council Policy

6/006 Consumption of Alcohol on Town of Port Hedland Owned and Managed Property

Objective

This policy works towards achieving the following outcomes for the consumption and sale of alcohol at Town of Port Hedland owned and managed property:

- Safe consumption of alcohol;
- Responsible service of alcohol; and
- Minimise harm and alcohol related damaged and violence.

Policy Statement

Under the *Liquor Control Act 1988* it is an offence to consume liquor on a Council reserve, facility or public open space without approval by the Local Government Authority.

Written permission must be granted from the Town of Port Hedland for the consumption or sale of alcohol at any of the following property:

- Recreation reserves and associated facilities;
- Parks;
- Leased facilities;
- Contract managed facilities; and
- Town of Port Hedland managed facilities.

All applications must be made to the Town by submission of an 'Application to Consume Alcohol on Council Facility or Reserve'. The application will specify:

- Contact details of the applicant;
- Proposed type of alcohol being sold or supplied;
- Type of event;
- Areas where alcohol will be served and consumed;
- How alcohol will be served; and
- Dates and times for alcohol consumption.

The Town will assess all applications against the following criteria:

- Nature of the function or activity;
- Venue suitability;
- Public safety;
- Documented history of the applying individual or group; and•Number of applications per year of the applying individual or group.

If approval is granted, the following terms and conditions will apply for the consumption and sale of alcohol at Town of Port Hedland owned and managed property:

- No alcohol consumption is permitted before 11.00am or after 11.00pm unless approved by the Chief Executive Officer or their delegated authority;
- Glass containers are not permitted on any Town of Port Hedland owned recreation reserve or park, without approval from the Chief Executive Officer or their delegated authority. Products in glass containers may be served into plastic containers by staff at the bar service area;
- The permit holder must comply strictly with any relevant provisions of the *Liquor Control Act 1988* (as amended) and *Liquor Control Regulations 1989* (as amended);
- In the event of a cyclone, approval to consume liquor may be revoked for safety reasons;
- The permit holder listed on the 'Application to Consume Alcohol on Council Facility or Reserve' is responsible for the safety and wellbeing of all people involved in the event and managing the activity, to ensure other users and residents are not impacted;
- The permit holder must develop a risk management policy or plan to ensure that alcohol is served in a responsible manner; and
- If alcohol is being sold, the Town of Port Hedland must be provided with a copy of the liquor license as approved by the Department of Racing, Gaming and Liquor, prior to the license period commencing.

Depending on the nature and location of the event or function, the Town of Port Hedland may also place additional terms and conditions on the 'Application to Consume Alcohol on Council Facility or Reserve'.

The Town will only grant permission to consume and sell alcohol at the Town's recreation reserves, facilities and parks when they have been booked in accordance with the following policies and procedures:

- Recreation Reserves and Facilities – Seasonal Hire; and
- Recreation Reserves and Parks – Casual Hire and Events.

Leased Facilities

The Town must grant permission to consume alcohol at the Town of Port Hedland's leased facilities. Permission must be sought by the completion of an 'Application to Consume Alcohol on Council Facility or Reserve' at the beginning of each calendar year.

If and when there are special events at the Premises held outside the permit hours, the Lessee will be required to apply for a singular 'Application to Consume Alcohol on Council Facility or Reserve' for the occasion. The Lessee can apply for these permits by contacting the Town of Port Hedland's Recreation Services.

Town of Port Hedland

Council Policy

Definitions

"Recreation reserves and associated facilities" Provide a setting for formal structured sporting activities ie. Kevin Scott Oval, Colin Matheson Oval.

"Parks" Public space which can be used for informal play, relaxation, physical activity and social interaction ie. Cemetery Beach Park, Civic Centre Gardens.

"Leased facilities" The Town of Port Hedland has a number of leased facilities within the municipality. A lease is a right granted by the Town of Port Hedland for an occupant to have exclusive use of a facility or area for a specified period of time in exchange for an agreed rental payment.

"Contract managed facilities" Town of Port Hedland owned facilities which are managed by an external contractor eg. Courthouse Gallery.

Relevant legislation	Liquor Control Act 1988 Liquor Control Regulations 1989 Health Act 1911 Health (Public Building) Regulations 1997 Food Act 2008 Food Regulations 2009 Town of Port Hedland Council Policies: Recreation Reserves and Facilities – Seasonal Hire Recreation Reserves and Parks – Casual Hire and Events Marquee Park Management Plan South Hedland Town Square Management Plan Local Law – Aquatic and Recreation Centre Guidelines for Concerts Events and Organised Gatherings – WA Department of Health 2009 Food Safety Standards		
Directorate	Community Services		
Business Unit	Sport and Facilities		
Delegated authority	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01	-	24 November 2004
	V02	-	27 February 2008
	V03	201314/306	30 April 2014
	V04	CM202021/21	26 April 2020
	V05	CM202526/158	26 November 2025
	V06		30 Sep 2026
Review Frequency	4 Yearly		

Town of Port Hedland Council Policy

12/010 Naming of Roads and Places

Objectives

The objectives of this policy are to:

1. Outline the factors to be considered and the procedure to be undertaken when naming geographic features within the Port Hedland local government area, through either Town initiation or community application; and

2. Provide additional guidelines for commemorative and Aboriginal language naming, and the procedure to be undertaken for the submission of a naming application and community consultation.

Application/Process

All naming shall be undertaken in accordance with Landgate's *Policies and Standards for Geographical Naming in Western Australia.*

Scope
This policy applies to the following geographic features:
- Roads;
- Reserves;
- Topographic features, located on both private and/or public land; and
- Buildings, including bridges

A geographic feature may be named based on the following:
- Commemorative naming, after a person, organisation or group;
- An appropriate Aboriginal name
- Logical description of location;
- Logical description of purpose or function;

Preference is given to proposed names based on logical descriptions of location, or purpose or function. Variation from this will require additional justification and/or broader community support.

Process
An application may be made at any point by a community member or organisation, or initiated by the Town of Port Hedland. The application must be submitted in writing, and include an application form, reason for the proposed name, evidence of significance of proposed name, and evidence of community support.

Evidence of significance may include, but not be limited to:
- Description of relevance to the Port Hedland region and/or community;
- Record of service with community groups or clubs;
- Record of contribution to community as a whole;
- Record of association with the location or feature proposed to be named;
- Record of national or international reputation.

Evidence of community support may include, but not be limited to:
- Written support from members of the family, if relevant;
- Written support from members of the club or association;
- Written support from residents or businesses surrounding the feature proposed to be named.

Upon receipt and initiation of an application to apply a proposed name, the Town shall initiate community consultation. Following the completion of the required consultation, the application shall be assessed by the Town against the requirements of Landgate's *Policies and Standards for Geographical Naming in Western Australia* and any submission received to determine the suitability of the name. The application shall be presented to Council for support prior to addition to the Register or any submission being made to Landgate to apply the name formally.

Should Council resolve not to support the application, the assessment shall cease and the proposed name will not be progressed. Naming of features that do not require Landgate's approval (i.e. naming of community buildings) will occur immediately following Council's decision.

Community Consultation
Following initiation of a naming application, the Town shall:
- Publish notification of the proposed naming in the relevant local newspaper for a period not less than 30 days;
- Publish notification of the proposed naming on the Town's website for a period not less than 30 days; and
- Notify surrounding and/or affected residents, ratepayers, businesses and community groups generally in accordance with the example contained at Appendix 1, for a period not less than 30 days.
- Refer commemorative naming applications to the Hedland Historical Society and RSL.

The Town will endeavour to notify each person who made a submission in relation to the proposed name of the decision, once made.

Aboriginal names
Aboriginal names may be selected to recognise the importance and contribution of

local Aboriginal language groups. Aboriginal names:

- Shall be selected in the language that the place is located in, in accordance with Appendix 2;
- Shall be important to Port Hedland or the relevant language group, including but not limited to local flora and/or fauna or geographic locations;
- Shall be considered only following consultation with and approval by the relevant local Aboriginal community and Council.
- Require a description of the historical origins of the name in the form ofwritten or oral tradition. The description must demonstrate verified research and authenticity, including sources.
- Shall include an example of the correct pronunciation to be provided to Landgate and included on signage and other relevant infrastructure to encourage and support the adaption and usage of Aboriginal names.

Dual Naming

Dual naming is the application of both an Aboriginal and European name to a place. Both will be official place names, and both names will be used together. Dual names can be applied to topographical features (e.g. islands, mountains, ranges, rivers, lakes) and cannot be adopted for constructed features such as roads, highways or bridges etc.

Commemorative names

Commemorative naming can be used to recognise a person, group, or organisation of significant importance to Port Hedland and its community.
Commemorative naming:

- May be a person, group or association;
- Must have an ongoing or significant association with the feature proposed to be named;
- If a person, shall only be considered if the person being honoured made significant community contribution in more than one field;
- If a person, must be posthumous and with the consent of the family;
- The following will generally not be considered as appropriate grounds for a commemorative name:
    - Commemoration of victims of, or the location of accidents or tragedies;
    - Current or past ownership of the land;
    - Past or ongoing service within all levels of government;
    - Commercial grounds, including sponsorship or marketing;

Theming

When considering the naming of multiple roads or places in a general area, such as with a new subdivision, all proposed names shall follow a determined theme for the area. The proposed theme shall be relevant to Port Hedland, and may or may not be taken from:

- Local flora and/or fauna;
- Commemorative names, in accordance with the relevant provisions of this policy;
- Entities, places or events of historical significance related to the Port Hedland or Pilbara area, excluding those related to a tragedy.

Renaming of existing geographic features
Renaming of existing geographic features is generally not supported, except as required for the application of a dual name.

Variations
The Town will consider variations to this policy in extenuating circumstances where the proposed naming demonstrates significant community support and is able to be supported by Council and/or Landgate (where relevant).

Definitions

"Port Hedland" means the Town of Port Hedland local government area.

Relevant legislation	Geographic Names Committee Policies and Standards for Geographical Naming in Western Australia Land Administration Act 1997		
Directorate	Regulatory Services		
Business unit	Planning and Economic Development		
Delegated authority	Nil		
Version Control	Version	Council Decision	Adoption Date
	V01 V02 V03	CM201920/126 CM202526/102	19 December 2019 30 July 2025 30 Sep 2026
Review frequency	4 Yearly		

Town of Port Hedland

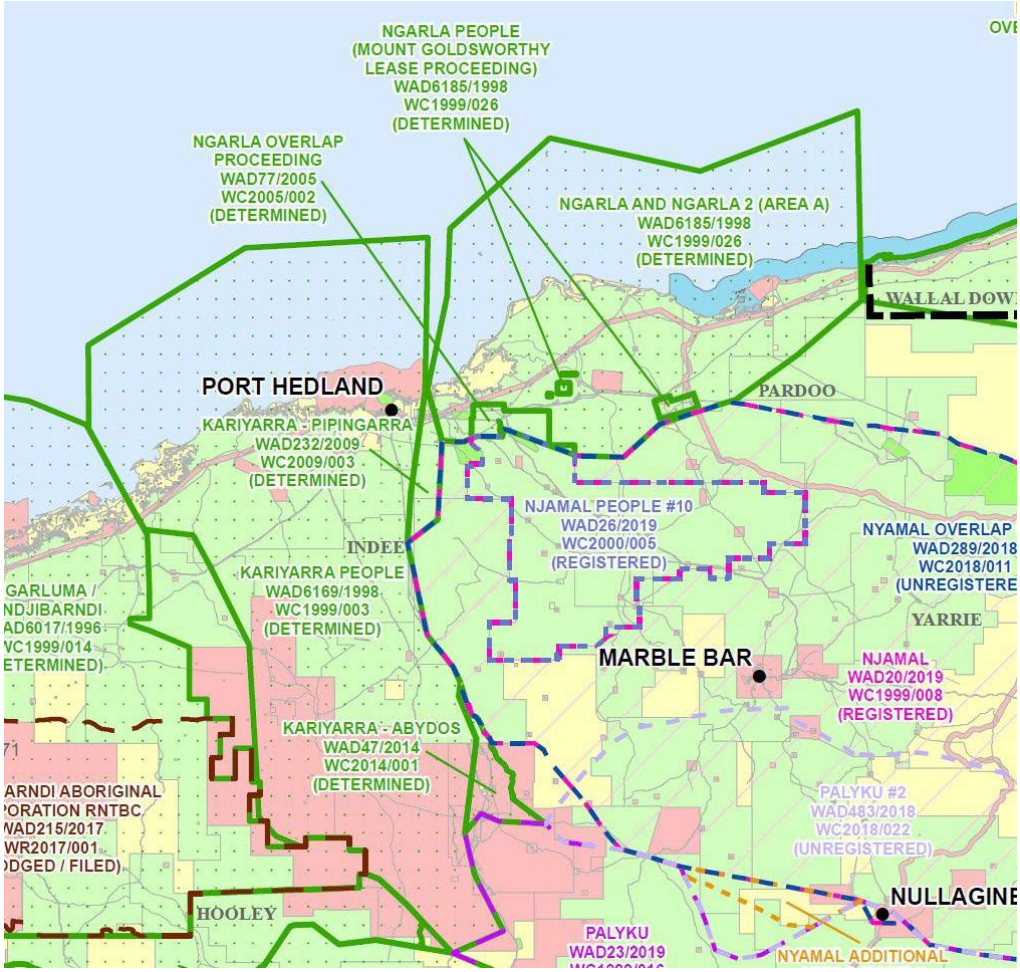
Council Policy

Appendix 1 – Example extent of community consultation

Town of Port Hedland

Council Policy

Appendix 2 To be notified in writing of proposed naming



Town of Port Hedland

Council Policy

4/07 Trading in Public Places

Objective

The objective of this policy is to establish the Town's framework for assessing and licensing applications to trade in streets and public places within the Town of Port Hedland.

This includes mobile food vendors, temporary food stalls and event-based trading activities.

The policy outlines application processes, licensing requirements, permitted trading locations, renewal arrangements, fee waivers and compliance obligations for Trading in Public Places licences.

Content

1. Legislative Compliance Requirements

All trading in public places within the Town must comply with applicable legislation and local laws, including:

- Food Act 2008 (WA) and Food Regulations 2009 (WA) where food is prepared, handled or sold;
- Town of Port Hedland Public Places and Local Government Property Local Law 2016; and
- any other relevant written law governing food safety, public liability and trading activities.

Where required, traders must provide evidence of compliance with statutory requirements prior to approval being granted, including:

- registration under the Food Act 2008 with the relevant local government authority;
- evidence of public liability insurance (minimum value of $20 million); and
- evidence of electrical safety compliance where applicable.

Temporary food premises must comply with the Town's Guidelines for Temporary Food Stalls, in addition to the requirements of this Policy.

Town Assessment Considerations

In addition to legislative compliance, the Town will assess Trading in Public Places applications having regard to:

- suitability of the proposed trading location
- public safety and pedestrian access
- environmental and amenity considerations
- operational suitability of the proposed activity

Licences may be issued subject to conditions necessary to ensure safe and orderly trading within the Town's district.

2. Approval of Trading in Public Places Applications

Applications for Trading in Public Places (TPPs) licences may be assessed at any time during the financial year.

Applications for annual and temporary licences will be processed by authorised officers in accordance with the Town's Delegations Register.

In assessing applications under this policy, the Town may have regard to:

- suitability of the proposed trading location;
- public safety and pedestrian access considerations;
- environmental and amenity impacts;
- operational suitability of the proposed activity; and
- compliance with relevant legislation, local laws and Town policies.

Licences may be issued subject to conditions necessary to ensure safe, orderly and lawful trading within the Town's district.

3. Registration under the Food Act 2008

In order to trade within the Town under this Policy, all food vendors, including mobile and temporary food premises, must be registered with the Town under the Food Act 2008 unless eligible for an exemption under the Food Regulations 2009.

Where food is provided or sold to the public, including at local events, a Trading in Public Places application must be submitted and approved in addition to the registration certificate where required.

4. Temporary Food Premises

Due to the potential for environmental contamination of food within temporary food premises, roadside trading under an annual Trading in Public Places licence may not be suitable at certain locations.

Temporary applications may be considered separately having regard to the proposed location of trading and the physical set-up of the temporary premises.

Temporary food premises must comply with the Town's Guidelines for Temporary Food Stalls in addition to this Policy.

5. Events

Special considerations may apply for registered charities, not-for-profit organisations, community groups and free community events.

Where permitted under the Delegations Register, applicants representing registered charities, community groups or not-for-profit organisations may seek a waiver of Trading in Public Places licence fees.

For free community events, a blanket food licence may be issued to the event organiser subject to the Town receiving:

- details of stallholders and food vendors participating in the event; and
- evidence of public liability insurance with a minimum value of $20 million.

Private events held on private or local government property that are not open to the public are exempt from requiring a Trading in Public Places licence.

6. Fee Waiver Principles

Where permitted under the Delegations Register, consideration of fee waivers for Trading in Public Places applications may have regard to the following principles:

- whether the activity provides a community or charitable benefit
- whether the applicant is a registered charity, community organisation or not-for-profit entity.
- alignment with the Town's community objectives
- consistency with the Town's adopted Schedule of Fees and Charges

7. Location-Based Trading Controls

7.1 Approved Roadside Trading Locations

Mobile vendors may trade between 5.00am and 10.00pm at the following approved locations:

- Don Rhodes Museum – Wilson Street, Port Hedland
- Dreamers Corner – Hamilton Road, South Hedland
- Marapikurrinya Park – Port Hedland
- Port Hedland Boat Ramp – Richardson Street, Port Hedland
- Yikara Park – Port Hedland
- Wheelbarrow entrance – Wedgefield

Trading at these locations is subject to compliance with all licence conditions and applicable legislative requirements.

7.2 Applications for Alternative Locations

Where a vendor proposes to trade at a location not listed above, an application may be submitted to the Town for assessment.

- Applications for alternative locations will be assessed having regard to:
- public safety and pedestrian access
- traffic management and road safety considerations
- environmental and amenity impacts

- proximity to existing approved vendors
- operational suitability of the site

Approval of alternative locations will be determined in accordance with the Town's Register of Delegated Authority.

7.3 Vendor Capacity

The maximum number of vendors permitted at any approved trading location at any one time will be determined by the Town having regard to:

- site capacity
- public safety considerations
- operational requirements

8. Licence Renewal and Compliance

Trading in Public Places licences are issued subject to compliance with licence conditions and applicable legislation.

Licence holders must maintain any required registrations, licences and insurance for the duration of their trading activity.

Failure to comply with licence conditions or applicable legislation may result in enforcement action under the Town's Public Places and Local Government Property Local Law 2016.

at the end of each financial year (30 June) and the trader charged the annual rate.

Relevant legislation	Food Act 2008 Food Regulations 2009 Town of Port Hedland Public Places & Local Government Property Local Law 2016 Town of Port Hedland Health Local Law 2016 Council Policies: 2/020 Fees and Charges Waiver
Supporting Documents	Town of Port Hedland Schedule of Fees and Charges Town of Port Hedland Register of Delegated Authority Applications: Application to Consume Alcohol on a Council Facility or Reserve Notification of a Food Business Trading in Public Places Requests: Alcohol Licensing and Approvals Community BBQ Trailer Hire

Town of Port Hedland

Council Policy

	Food Safety or Unhygienic Premises Food and Event Licensing and Permits Guidelines: Guidelines for Temporary Food Stalls		
Directorate	Regulatory Services		
Business Unit	Environmental Services		
Delegated Authority	Chief Executive Officer		
Version Control	Version	Council Decision	Adoption Date
	V01	CM201213/107	26 September 2012
	V02	CM201314/354	25 June 2014
	V03	CM201415/227	22 April 2015
	V04	CM201718/208	23 May 2018
	V05	CM202019/151	5 February 2020
	V06	CM202019/151	25 March 2026
	V07		30 Sep 2026
Review frequency	4 Yearly		

COUNCIL POLICY CHANGES

Policy	Key Change
All Policies	Standardised: • Correction of Minor Drafting Issues. • Formatting. Update of Naming and Legislations References.
Elected Member Allowances, Facilities and Expenses Policy	Updated wording from "may" to "must". Clarity for costs relating to functions.
Electronic Meetings and Electronic Attendance	Attendance by the Mayor electronically.
Funeral Director Licence Permit Policy	Proposed for rescission, with requirements to be incorporated into an Internal Operating Procedure under Chief Executor Officer Authority.
Order of Business for Council and Committee Meetings	Order of Business change to Item 8.
Panels of Pre-Qualified Suppliers Policy	Replaced purchasing thresholds with expenditure limits and clarified delegation provisions.
Procurement Policy	Amended expenditure limits to whole numbers, incorporated the Regional Price Preference Policy reference and updated legislative references.
Public Interest Disclosure Policy	Renamed to Public Interest Disclosure and Whistleblower Policy.
Significant Decision Making Policy	Included abbreviations and updated legislative references.

Town of Port Hedland **Policy**

1/035 Town of Port Hedland Communications Agreement between the Council and the Chief Executive Officer

Objective

This Communications Agreement establishes clear, respectful, and effective communication protocols between the Town of Port Hedland's Council and the Town of Port Hedland's Chief Executive Officer (CEO). It aligns with the *Local Government Act 1995* (the Act), the *Local Government Amendment Act 2024*, specifically the role and functions of the council, mayor and councillors; and it reflects the intent of the draft *Local Government Amendment Regulations (2025)* which, once codified, propose each local government to have a communications agreement in place that is agreed by both the Council and the CEO.

Content

The purpose of this agreement is to:

1. Provide guidelines for elected members when requesting information relevant to performing their role and functions, from the Town of Port Hedland's (the Town) CEO.
2. Provide guidelines for the Town's CEO in providing information to elected members to assist them perform their role and functions.
3. Ensure all elected members are equally informed regarding queries, issues and any concerns raised, particularly on matters requiring a Council decision.

Guiding Principles

The Council and the CEO agree to the following guiding principles:

1. The CEO will support elected members to perform their role and functions under the Act and any other written law.
2. Elected members will ensure their dealings and communications with the CEO and Town employees are in accordance with this agreement.
3. Any formal communication or information exchange not already outlined in this agreement, is not to occur between elected members and Town employees unless it is authorised by the CEO.
4. Elected members can only request assistance or information that is relevant to their role and functions under the Act or any other written law.
5. Communications must be respectful, timely, and professional.
6. Communications should support transparency, efficiency, and good governance.
7. All parties must comply with the Act, relevant Codes of Conduct, and Town policies.

Communication Channels

The Town's administration uses several channels to provide information to elected members to enable them to perform their role and functions under the Act, or any other relevant legislation. These channels currently include:

- Docs on Tap
- A regular Elected Member Information Bulletin
- Online Council Portal

Requests for Assistance Regarding Administrative Matters

Elected members may seek assistance on administrative matters from the CEO. These requests are intended to assist elected members in fulfilling their role and functions and must not involve the direction of Town employees or operational decision-making.

These requests include, but are not limited to:

- General governance advice including declarations of interest.
- Declaration of gifts received.
- Reimbursement claims.
- Travel arrangements.
- Management of event invitations (including Citizenship Ceremonies).
- Training and conference requests.
- Support in relation to Council meetings.
- IT support.
- Support in the attendance of external meetings relevant to their role.

The mayor can work directly with the Executive Assistant to the CEO and Mayor for assistance regarding administrative matters of a minor nature.

Elected Member requests must be submitted via email to the Elected Member Enquiries address emenquiries@porthedland.wa.gov.au. Verbal requests to Town employees or requests made to individual inboxes may not be actioned.

All elected member requests will be received and acknowledged. A response will be provided within two business days. If this timeframe cannot be met, an interim response must be provided.

Requests for Information

Section 5.92 of the Act states that an elected member can access information held by the Town that is relevant to performing their role and functions under the Act, or any other relevant legislation.

To ensure transparency, consistency and integrity in the way requests from elected members are managed, requests for information are limited to information that is relevant to the performance of elected members' functions under Sections 2.7, 2.8, 2.9 and 2.10 of the Act.

Requests are defined as something requiring a response or action, and include asking for further information, asking a question or seeking clarity on an issue.

Requests for information will be managed as follows:

a. The mayor can work directly with the Executive Assistant to the CEO and Mayor to make any requests for information of a minor nature.
b. Elected Member requests must be submitted via email to emenquiries@porthedland.wa.gov.au. Verbal requests to Town employees or requests made to individual inboxes may not be actioned.
c. All elected member requests for information will be logged, a reference number assigned, and the CEO will authorise a Town employee to provide a response.
d. A response will be provided within five working days or an interim response outlining actions and timeframes must be provided.
e. Final responses will be sent collectively to all elected members, from emenquiries@porthedland.wa.gov.au.
f. The requesting member may discuss their request for information, once lodged, with the CEO either verbally, or in writing. During the discussion, the requesting member may be provided with additional information for the purpose of clarifying or addressing queries in relation to the final response. Any additional information will also be provided to all elected members.
g. The CEO may arrange for a briefing, meeting or discussion in relation to a final response, should it be determined as necessary.

Confidentiality

Elected members must send requests that are considered confidential directly to the CEO, via ceo@porthedland.wa.gov.au, and clearly indicate that the request is being made in confidence, and why. Confidential matters could include complaints or issues of a personal nature. Responses to confidential requests, if agreed by the CEO, will not be shared with all elected members.

Limitations on Requests

1. Elected members shall not request information that is not relevant to performing their role and functions as outlined in the Act.
2. Information requested that is not in accordance with this agreement may not be provided.
3. Only Town employees authorised by the CEO will respond to requests made by elected members in accordance with this agreement.
4. Information not held by the Town, or that cannot reasonably be obtained by the Town may not be provided.
5. The CEO may determine that preparing or providing requested information may divert a substantial and unreasonable portion of the Town's resources away from its other functions and decline the request. Elected members are not permitted to give direct instructions to Town employees. 6. Neither the CEO nor any other Town employee is required to respond to a request for administrative support or information outside of regular office hours.

Town of Port Hedland **Policy**

Exclusions

This agreement does not apply to:

1. Deliberations at Council or Committee meetings.
2. Questions Taken on Notice during formal meetings.
3. Matters relating to media generated enquiries or the provision of Town related information to media. Council Policy 1/025 outlines the role of Mayor, as the Town's principal spokesperson, and that of the CEO, responsible for the administration and coordination of the Town's communications.

Compliance

Elected members, the CEO and Town employees must comply with this agreement.

Any breaches of this agreement may be addressed through dispute resolution and/or under respective Codes of Conduct.

Dispute Resolution

This agreement includes provisions for resolving disagreements related to:

a. Requests for assistance regarding administrative matters, and
b. Requests for information.

The process to resolve disagreements is as follows:

~~8.~~1. In the event of a communication breakdown or disagreement regarding a request or response, the matter should first be discussed between the Mayor and CEO for resolution.

~~9.~~2. Elected Members are encouraged to discuss any communication breakdown or disagreement under this agreement with the mayor in the first instance.

~~10.~~3. Town employees are encouraged to discuss any communication breakdown or disagreement under this agreement with the CEO in the first instance.

~~11.~~4. If the final response to a request includes a refusal to provide some or all the information requested, the requesting member may notify the CEO in writing that there is a disagreement regarding the final response.

~~12.~~5. Collectively, and in agreement, the Mayor and CEO may seek external assistance to facilitate resolution, particularly in cases involving persistent or complex disputes. The Town's procurement processes will be followed if external assistance is required.

Definitions

Nil

Town of Port Hedland **Policy**

Directorate	Corporate Services		
Relevant legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996 Local Government Amendment Act 2024 Local Government Amendment Regulations 2025		
~~Delegated authority~~	~~Nil~~		
Directorate	Corporate Services		
Business unit	Governance		
Delegated authority	Nil		
Version Control	Version Number~~o.~~	Resolution Number~~o.~~	Adoption D~~d~~ate
	V01 V02	CM202627/105	18 March 2026 Sep 2026
Review frequency	~~2 Yearly, following each ordinary election.~~4 Yearly.		

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Town of Port Hedland **Policy**

4/008 Elected Member Allowances, Facilities and Expenses

1. Objective

This policy sets out the fees and allowances payable, and expenses that may be reimbursed to Elected Members to support them in performing their duties of office subject to, and in accordance with the *Local Government Act 1995* ("the Act") and the *Local Government (Administration) Regulations 1996* (the 'Regulations').

2. Policy Statement

2.1. Fees and Allowances

Fees and allowances are set in accordance with determinations made by the WA Salaries and Allowances Tribunal (SAT) made pursuant to s7B of the *Salaries and Allowances Act 1975* ("the SAT determination"). Determinations made by the SAT apply to Elected Members and Chief Executive Officers of local governments in Western Australia.

2.1.1 Meeting Attendance Fees

[*Local Government Act 1995* s5.98-5.99]
Pursuant to s5.99 of the Act, the annual fee for Elected Members for attending meetings will be paid monthly in arrears.
The annual attendance fee payable to the Mayor is 100% of the maximum SAT determination.
The annual attendance fee payable to councillors is 100% of the maximum SAT determination.

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2.1.2 Mayoral Allowance

[*Local Government Act 1995* s5.98(5)]
The Annual Local Government Allowance payable to the Mayor is 100% of the yearly maximum SAT determination, subject to provision in the budget.

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2.1.3 Deputy Mayoral Allowance

[*Local Government Act 1995* s5.98A]
An allowance of 25% of the Annual Local Government Allowance to which the Mayor is entitled under Clause 2.1.2 of this policy will be paid to the Deputy Mayor.

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2.1.4 Information and Communication Technology (ICT)

[*Local Government Act 1995* s5.99A(1)(a); *Local Government (Administration) Regulations* 1996 Regs 31(1)(a) and 32(1)]
An annual allowance for ICT expenses instead of reimbursement of any ICT expenses will be paid to Elected Members for the following items, and as defined in item 9.2(1) of the SAT determination:

a. Telecommunications line rental charges
[*Local Government (Administration) Regulations 1996* Reg 31(1)(a)]

Elected Members may be reimbursed for rental charges incurred for one telephone and one facsimile machine.

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b. any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations;

The annual allowance for ICT expenses is set to a maximum of 100% of the yearly maximum SAT determination and as approved in the budget.

Elected members are to be provided with electronic copies of meeting papers and a Town owned device to access those meeting papers.

2.1.5 Conditions Relating to Payment of Fees and Allowances

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All allowances and fees shall be paid to an elected member unless he/she has advised the CEO in writing that they do not wish to claim any or part of those.

Any taxation liability arising from these payments is the responsibility of the elected member concerned.

All fees and allowances will be paid monthly and in arrears.

All fees and allowances payable to elected members are to be recorded in the Town's Annual Report.

2.2. Reimbursements

Expenses incurred by elected members will be reimbursed in accordance with regulations 32(1)(c) and 32 of the Regulations to the extent approved by the current SAT determination.

Elected members may be reimbursed for expenses incurred for attending meetings and activities which relate to their function as elected members, including, but not limited to:

- Council and committee meetings;
- Weekly Mayor and CEO catch ups;
- Confidential briefings;
- Agenda feedback sessions;
- Community engagement activities;
- Community advocacy activities;
- Intergovernmental meetings;
- Regional local government meetings;
- Professional development and training; and
- Seminars, forums and conferences.

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2.2.1 Childcare

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[*Local Government (Administration) Regulations 1996 Reg* 31(1)(b)]

Elected Members may be reimbursed for childcare costs incurred as a result of attendance at a council meeting or committee meeting of which they are a member.

Town of Port Hedland **Policy**

2.2.2 Council and Committee Meeting Travel Costs

[*Local Government (Administration) Regulations 1996* Regs 31(1)(b) and 32]
Elected Members may be reimbursed for travel costs incurred for attendance at a meeting of council or a committee of council where the elected member does not live or work in the Town's district.

2.3 Travel

Where elected members are required to travel on official business or perform a function under the express authority of the council, including professional development and training approved under *Policy 4/010 Professional Development*, the Town will, where practicable, make all necessary arrangements, including the payment for accommodation and travel prior to their departure. Costs incurred by elected member(s) for reasonable (as per the *Public Service Award 1992*) meal and incidental expenses excluding alcohol when travelling may be reimbursed.

All travel related expenses are subject to the approved budget allocation.

Air travel is to be by economy class only. Costs for any upgrade to a higher class of travel must be met by the elected member. Frequent flyer points and rewards must not be accumulated for travel undertaken by an elected member on behalf of the Town.

Elected members must not accept offers by carriers of complimentary upgrades in the class of travel class but the use of frequent flyer points personally accrued by an elected member for upgrades by a carrier is permitted.

Where an elected member is a member or a guest of a member of an airline lounge, the elected member may access the airline lounge whilst undertaking travel on behalf of the Town.

2.3.1 Vehicle use on Official Business

Elected members representing the Town at meetings outside the district are required to utilise a Town vehicle and fuel card where available.

Where a Town vehicle is not available and the elected member has to utilise their personal vehicle, they will be entitled to be reimbursed on a rate per km basis in accordance with the *Public Service Award 1992*.

Where a Town vehicle is available and an elected member chooses to use their own vehicle fuel costs will be reimbursed to the extent supported by tax invoices and receipts.
Where elected members require the use of a taxi whilst attending a conference, seminar, forum, delegation or similar event as a representative of the Town, the fare will be reimbursed upon the presentation of a receipt in accordance with section 2.7 of this policy.

2.3.2 Travel outside of Western Australia

Elected Members may be authorised to attend interstate events and meetings on behalf of the Town subject to:

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- A~~a~~ report outlining the benefit to the Town and its estimated cost is to be provided to the CEO for presentation to council; and
- The travel is to be authorised in advance by a council resolution.

Where it is necessary for an elected member to undertake interstate travel at short notice on behalf of the Town, and before authorisation can be provided by a meeting of the Council, the CEO may approve such travel and must provide a report to Council following completion of the travel, with details of its cost and need for the travel to have been undertaken.

Council may approve overseas travel for elected members in exceptional circumstances, subject to a report outlining the benefit to the Town of the travel, its estimated cost and the need for the travel to be undertaken. Details of those who travelled, and the cost and purpose is to be recorded in the A~~a~~nnual R~~r~~eport.

2.3.3 General conditions of travel

2.3.3.1 Bookings

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All bookings associated with Elected Members' travel will be arranged by an officer of the Town nominated by the CEO, and where practicable will include:

- Registration fees;
- Travel to and from meeting and event venues;
- Accommodation; and
- Meals and incidentals.

The Town will endeavour to seek any discount possible to reduce the costs of travel. The maximum amount for accommodation and meal costs will be up to the rate published in the SAT determination and *Public Service Award 1992*. On presentation of sufficient evidence, the CEO may approve costs over this amount in the unusual circumstances such as limited accommodation availability. All travel will be booked at economy rates, and any upgrade costs are to be met by the elected member.

In the event that meals are not provided at the accommodation, training session or conference if elected members are travelling with the CEO, the CEO may use a Town credit card for meals associated with Town business.

On presentation of receipts or sufficient evidence, elected members may be reimbursed for reasonable meal expenses up to a maximum amount determined by the SAT determination and *Public Service Award 1992*.

The cost of alcoholic beverages will not be met by the Town, except for reasonable alcoholic beverages consumed as part of an official Town function, event or meeting attended by the Mayor (or Acting Mayor) and CEO (or Acting CEO), where approved beforehand by the Mayor and CEO (or their acting delegates) and incidental to a meal or official hospitality with visiting local governments, government representatives, industry stakeholders and the principle of reciprocity.
~~The cost of alcoholic beverages will not be met by the Town.~~

Town of Port Hedland **Policy**

2.3.4 Bookings changes and cancellations

Any amendments or cancellations to bookings resulting from a change in the personal circumstances of the elected member are to be met by the elected member at their own cost. Where practicable, elected members should inform the CEO prior to the change(s) taking place.

Any other change or cancellation resulting from the Town's operations will be paid for by the Town.

2.3.5 Rewards and Loyalty Programs

Elected members are not to benefit from corporate bookings for travel undertaken in their role as elected members, and which is paid for by the Town, including frequent flyer programs and accommodation loyalty schemes. In accordance with the *Local Government (Model Code of Conduct) Regulations 2021* and the *Corruption, Crime and Misconduct Act 2003*, elected members must not receive any personal gain from undertaking their role as a representative of the Town.

2.3.6 Partners accompanying Elected Members on civic duties

Any costs associated with partners, spouses or nominees accompanying elected members whilst travelling on official Town business will not be covered by the Town. Costs for such persons are to be met by the elected member or accompanying person.

2.3.7 Reporting of Elected Member Travelling Expenses

Travel expenses of elected members incurred in a financial year are to be reported in the Town's Aannual Rreport.

2.4 Cash Advance

[*Local Government Act 1995* s5.102]

The Town will not advance cash for fees, allowances, or reimbursements.

2.5. Provision of facilities and other items for Elected Members

2.5.1 Corporate Items

The following items will be made available to Elected Members upon request:

- Business cards;
- Name badges;
- Corporate uniform (Elected Members have the option to receive up to $700 worth of corporate wear upon their commencement to be purchased through the Town's endorsed catalogue and to be worn when carrying out their role as an elected member); ~~and~~
- Professional membership fees that are relevant to their role as an elected member up to a value of $500 per financial year to be approved by the CEO and the Mayor; and
- Reasonable administrative support upon request and subject to approval by the CEO.

2.5.2 Recognition of Elected Members' Service

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Town of Port Hedland **Policy**

[*Local Government Act 1995* s5.100A; *Local Government (Administration) Regulations 1996* Reg 34AC]
Retiring or discontinuing Elected Members who have served at least one full four (4) year term of office will receive a gift in recognition of their service, comprising a:

- Name plaque;
- Certificate of service; and
- Gift up to the value of $100 per year of service to a maximum value of $1,000.

Retiring or discontinuing elected members will be recognised at the last Ordinary Council meeting before the election or at an official function recognising past elected members.

2.5.3 Office of the Mayor

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[*Local Government Act 1995* s5.100A; *Local Government (Administration) Regulations 1996* Reg 34AC]
The Town will provide to the Mayor, at the Town's expense, the following facilities and support within the Town's Civic Centre:

- The use of suitable office accommodation; and
- Access to administrative support to be approved by the CEO.

2.6 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 are unable to reach an agreement, the matter will be reported to council for resolution.

2.7 Administrative Arrangements
The CEO may implement Internal Operating Procedures from time to time to assist in the administration of this policy.

Applications for reimbursements must be accompanied by documentary evidence, in the form of original invoices and receipts, within four (4) weeks of the elected member's return to Port Hedland.

All equipment, facility use, and other non-financial support authorised by this policy and provided to elected members mustay not be used for any election related purposes.

Town of Port Hedland **Policy**

Definitions

"CEO"	Means the Chief Executive Officer of the Town of Port Hedland
"Committee Meeting"	As defined by s5.98(7) of the *Local Government Act 1995*
"***Elected member"***	Means the Mayor and councillors of the Town of Port Hedland

Relevant legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996 Salaries and Allowances Act 1975 Public Service Award 1992 Local Government (Model Code of Conduct) Regulations 2021 Corruption, Crime and Misconduct Act 2003
Relevant Policies ~~Relevant IOPs~~	Town of Port Hedland Code of Conduct for Council Members, Committee Members and Candidates Council Policy 4/010 Elected Member Professional Development Internal Operating Procedure GOV008 ToPH Representative Travel and Accommodation Internal Operating Procedure Gift Disclosures - Elected Members and CEO
Directorate	Corporate Services
~~Delegated authority~~	~~N/A~~
Business Unit	Governance
Delegated authority	Nil
~~Directorate~~	~~Corporate Services~~

~~*Governance to complete this section*~~			
Version Control	Version Number~~No~~.	Resolution Number~~o.~~	Adoption Date
	V01	201314/360	25 June 2014
	V02	201415/206	25 March 2015
	V03	201516/241	25 May 2016
	V04	CM201617/204	24 May 2017
	V05	CM201718/110	13 December 2017
	V06	CM201819/034	26 September 2018
	V07	CM201819/208	22 May 2019
	V08	CM202021/118	24 February 2021
	V09	CM202223/004	27 July 2022
	V10	CM202425/338	28 May 2025
	V11		30 Sep 2026
Review frequency	42 Yearly		

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Town of Port Hedland **Policy**

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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 Member. This policy is in accordance with 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

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2.1.1 Commitment to continuing professional development and training

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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

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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

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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. The period within which the mandatory training must be passed is the period of 12 months beginning on the day on which the council member is elected.

2.1.4 Conferences, seminars and forums

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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.

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

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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

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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*.

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
Directorate	Corporate Services
Business unit	Governance
Delegated authority	Nil~~/A~~
~~Business unit~~	~~Governance~~
~~Directorate~~	~~Corporate Services~~

~~Governance to complete this section~~			
Version Control	Version Number~~o.~~	Resolution Number~~o.~~	Adoption Ddate
	V01 V02 V03 V04 V05~~04~~ V07	CM201718/110 CM201819/007 CM201819/034 CM202021/170 CM202223/018	13 December 2017 25 July 2018 26 September 2018 3 June 2021 ~~27 July 2022~~7 September 2022 30 Sep 2026
Review frequency	~~Following each ordinary election~~4 Yearly		

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Town of Port Hedland **Policy**

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Town of Port Hedland **Policy**

1/019 Honorary Freeman

Objective

To provide guidelines for conferral of the honour of Honorary Freeman of the Town of Port Hedland and the administration of Honorary Freeman Entitlements.

Policy Statement

Civic Honour Framework

The Town may confer the title of Honorary Freeman upon a person who has rendered distinguished and meritorious service to the Town and the community. The title is ceremonial in nature and does not confer legal rights or decision-making authority.

Eligibility Criteria

To be eligible for nomination, a person must:

- have provided distinguished service to the Town or community;
- demonstrate integrity and conduct consistent with the Town's governance standards; and
- not be subject to disqualification under any applicable legislation; and

Nomination Process

Nominations must be submitted in writing and managed administratively by the Chief Executive Officer. Nominations are confidential and will be reported to the Town for consideration.

Decision-Making Authority

The title of Honorary Freeman may only be conferred by resolution of the Town supported by an absolute majority. Withdrawal of honour must also be determined by absolute majority resolution of the Town.

Behavioural Expectations

The recipient may be presented with a certificate and may be invited to appropriate civic or community events at the discretion of the Mayor.

The recipient must:

- conduct themselves in a manner befitting the honour;
- demonstrate integrity and behaviour consistent with the Town's governance standards
- refrain from conduct that may bring the Town into disrepute; and
- not be subject to disqualification under any applicable legislation.

Town of Port Hedland **Policy**

Withdrawal of Honour

The Town may withdraw the honour where:

- the recipient is convicted of a criminal offence or is the subject of a substantiated finding of misconduct by a properly constituted authority;
- the recipient becomes disqualified under any applicable legislation referred to in the eligibility requirements of this Policy (including circumstances such as bankruptcy); or
- the recipient engages in conduct that is inconsistent with the integrity of the honour or that may bring the Town into disrepute.

Decision-Making Principle – Discretion

In exercising discretion under this Policy, the Town will apply the following principles:

- decisions will be proportionate to the circumstances;
- procedural fairness will be afforded to affected individuals;
- decisions will be based on relevant evidence and information;
- similar matters will be treated consistently; and
- reasons for decisions will be appropriately documented.

Definitions

"Absolute Majority" A vote in favour by more than 50% of the total positions on Council even if there is a reduced quorum.

"Honorary Freeman" A person upon whom the Town has conferred the ceremonial honour in accordance with this policy.

Town of Port Hedland **Policy**

Relevant Legislation	Local Government Act 1995 Town of Port Hedland Honour Roll Displayed in the Council Chambers Conferees can be found on the Town website		
Directorate	Corporate Services		
Business Unit	Governance		
Delegated authority	Nil		
Version Control	Version No.	Resolution No.	Adoption date
	V01	CM202425/140	25 September 2026
	V02	CM202526/158	26 November 2026
	V03		30 Sep 2026
Review frequency	4 yearly		

Town of Port Hedland Policy

1/001 Policy Framework

Objective

This framework aims to establish clear guidelines for policy governance, operational procedures, and compliance, ensuring transparency, accountability, and efficiency in service delivery and resource management.

Purpose

To provide the principles and standards for the development and management of policies and ensure the Council are effectively engaged in in all aspects of the process.

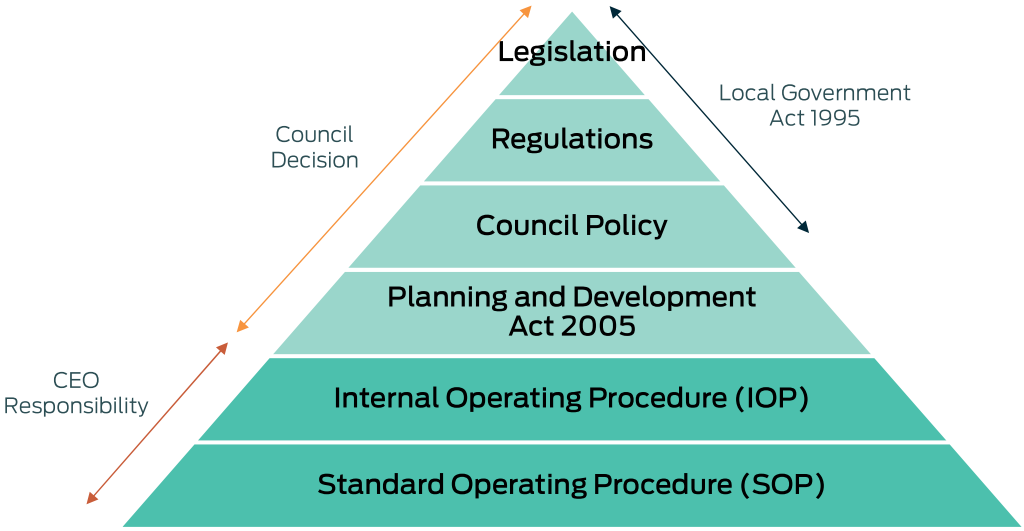
The framework:

1. Identifies the hierarchy of governing documents
2. Sets out the requirements for developing policies and procedures
3. Provides the roles and responsibilities for development, approval, publication, and review.

The framework will assist Town of Port Hedland to govern effectively, provide quality services, and engage with its community when required, in alignment with the Local Government Act 1995 and subsequent regulations.

Policy Statement

The diagram below shows the hierarchy of policy documents within the policy framework:



Town of Port Hedland Policy

The Town has a range of policies, referred to as Council Policies. These policies may be supported by Internal Operating Procedures and/or Standard Operating Procedures.

Council Policy

Section 2.7(2)(b) of *Local Government Act 1995* prescribes that the primary function of the Council is determining the local government's policies.

Council policies focus on the strategic and statutory decision-making obligations of the Council.

The policy may relate to an Express Power or Duty or a matter that is non-statutory and entirely discretionary.

A Council policy decision will impact the Local Government's strategic, financial or operational resources and may also impact service levels provided to the community.

Care must be taken to ensure that Council Policy does not cross over into the statutory functions and responsibilities of the Chief Executive Officer (CEO) for the day-to-day operations of the Local Government

Council policies apply to Council, Elected Members and employees when fulfilling their decision-making responsibilities.

A guideline may be developed to support the interpretation and implementation of a Council policy.

Planning Policy

Planning policies are a subset of Council policies that assist with the administration of the Town of Port Hedland Planning Scheme No. 7 (LPS7). Planning policies adopted under LPS7 are approved by Council.

The Planning and Development Act 2005 and the Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 - Deemed provisions for local planning schemes, Part 2 – Local planning framework Clauses 3 & 4 outline the process to adopt a Local planning policy. Clauses 5 & 6 detail the procedure to amend or revoke a local planning policy

Internal Operating Procedures (IOPs)

The IOP consists of standards and guidelines related to operational matters which govern the day-to-day operations of the Town and does not require Council approval. IOPs are approved by the CEO or Executive Leadership Team (ELT). Prior to approval IOPs are reviewed at a Senior Leadership Team (SLT) meeting, so that Managers have oversight of proposed updates and changes. IOPs do not require Council approval and are not for public comment or publication as they are internally focused and in accordance with Section 5.41 of the Local Government Act 1995.

Town of Port Hedland Policy

Standard Operating Procedures (SOPs)

SOPs are the steps undertaken to implement a policy or IOP to undertake specific tasks in a business unit. SOPS should be prescriptive but able to be amended by the relevant Director or Manger as outlined in the SOP. SOPs are approved by relevant business unit director or manager.

Policy Format

Council Policies will be drafted in the following format:

1. Policy name
2. Objective
3. Purpose
4. Policy Statement
5. Application
6. Document control box

Application

Policy Development and Review Timelines

The process to develop a new Council policy may be initiated by a decision of the Council through an Elected Member notice of motion, or through a formal decision of the CEO or ELT where the Administration has identified the need for a Council policy.

The initiation of a new Policy will require the development of a discussion paper or a Council Report that outlines:

- The situation(background), showing the need for the policy, and a draft objective for the policy.
- How the policy objectives will align with the Town's Strategic Community Plan to which this policy relates.
- Available approaches, precedents, risks and issues.
- The level of consultation/community engagement that has been undertaken or that may be required.
- An assessment of where the policy may sit in the policy framework and any need for a guideline.
- Review timeframe.
- Any financial impacts, including impact on the adopted Budget, proposed Budget or Long-Term Financial Plan.

The discussion paper should be presented to the Council at a workshop if required or as agreed between the and CEO or Mayor and CEO.

Council Policy schedule

- Policy paper provided to SLT and ELT per meeting timeframes and requirements.

- Draft policy documents and report to Council Meeting for support per the Governance Ordinary Council Meeting timeframe.
- Draft policy documents published on Town website for 21-day community consultation period if required.
- Development of final draft policy documents.
- Final draft policy documents, summary of community submissions and report presented to Council Meeting for adoption, per Governance Ordinary Council Meeting timeframe.

Review Timeline

Policies shall be periodically reviewed and updated as necessary to reflect changes in legislation, community needs, or organisational priorities.

Council policies and IOPs will be allocated a risk rating which determines the review period based on the following

Risk Rating	Review Timeframe
Extreme or high	Annually
Medium	Biannually
Low	Four yearly

A Policy review schedule will be maintained and made available to the Council.

An out-of-schedule Policy review may be initiated by a decision of the Council through an Elected Member notice of motion.

Minor Amendments

Administrative amendments that do not change the intent, application or substantive content of a policy may be approved by the CEO and Manager Governance without referral to Council. Such amendments include:

- Legislative reference updates;
- Position title updates;
- State or Federal Government administrative changes;
- Document title updates; and
- Minor grammatical, typographical or formatting corrections.

Town of Port Hedland

Policy

Relevant legislation	Local Government Act 1995 Section 2.7(2)(b)		
Directorate	Corporate Services		
Business unit	Governance		
Delegated authority	Nil		
Version Control	Version Number	Resolution Number	Adoption Date
	V01 V02 V03	CM202425/140 CM202526/158	25 Sep 2024 26 Nov 2025 30 Sep 2026
Review frequency	4 Yearly		

Town of Port Hedland **Policy**

4/011 Electronic Meetings and Electronic Attendance ~~Policy~~

Objective

The objective of this policy is to provide the framework for electronic meeting requests, electronic attendance at meetings, and the requirements expected from Council and Committee members participating in meetings remotely, including appropriate equipment and location.

Content

This policy applies to electronic participation of Elected Members in Ordinary Council Meetings, Special Council Meetings, Committee Meetings, Agenda Feedback Sessions, Confidential Briefings, and Council Workshops.

Electronic Attendance by Elected Members

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In accordance with Regulation *14C(2) of the Local Government (Administration) Regulations 1996* an Elected Member may attend a meeting electronically in circumstances where a public health emergency, state of emergency, or natural disaster has arisen. A member of a council or committee may participate in a meeting through electronic means if they are unable or deem it unsuitable to attend the meeting in person due to the above-mentioned conditions. In all circumstances, electronic attendance must be authorised by the Presiding Member.

Alternatively, An Elected member may attend a meeting electronically if they have been authorised by the Presiding Member. An Elected member must not attend more than 50% of the meetings electronically in the year prior (50% rule) or for recently elected members no more than 50% of the meetings electronically since their election.

The 50% cap only applies to Ordinary Council Meetings, Special Council Meetings and Committee Meetings. There is no limit to the number of meetings that can be attended electronically due to a public health emergency, state of emergency or a natural disaster.

Requesting to Attend a Meeting Electronically

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Requests to attend a meeting, briefing, or workshop, must be sent via email to:

- the Presiding Member;
- the Chief Executive Office(CEO); and
- governance@porthedland.wa.gov.au

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The request must include the preferred location for attending and the equipment to be used. It is recommended to submit the request at least two business days in advance.

The Town's Governance team will record electronic attendance in the Attendance Register and advise the Presiding Member or Council on the eligibility of the

request. This will be determined on the percentage of meetings the person has attended electronically as per the 50% rule.

Presiding Member Attendance

The Presiding Member should, wherever practicable, attend Ordinary Council Meetings and Special Council Meetings in person. Physical attendance by the Presiding Member is the Town's preferred practice, recognising the leadership and meeting management responsibilities of the role.
Notwithstanding the above, the CEO may approve a request for the Presiding Member to attend an Ordinary Council Meeting or Special Council Meeting by electronic means in exceptional circumstances where attendance in person is not reasonably practicable. In determining any request, consideration will be given to the efficient conduct of the meeting, the public interest, and the Presiding Member's ability to effectively perform the duties of the chair.

Legislative Consideration

Members should note that section 5.6 of the *Local Government Act 1995 (WA)* provides that the Mayor *is to preside* at meetings of the Council when present. Accordingly, where the Mayor attends a meeting, including by approved electronic attendance where permitted, they are required to preside unless otherwise provided for under the Act. This policy does not override any requirement of the *Local Government Act 1995* or associated regulations.

For workshops/briefings:

The Presiding Member may request electronic attendance at Agenda Feedback Sessions, Confidential Briefings and Council Workshops by advising the CEO and governance@porthedland.wa.gov.au.
~~Upon receiving a request, the Presiding Member will approve or deny in writing via email. If the requirements for electronic attendance, as outlined in this policy, are met but the Presiding Member declines approval, the Elected Member has the option to seek approval from the Council at the relevant meeting.~~

~~The Presiding Member is not permitted to request electronic attendance for an Ordinary Council Meeting or Special Council Meeting, unless the meeting is being conducted electronically under Regulation 14D(2). The Presiding Member must request electronic attendance at Agenda Feedback Sessions, Confidential Briefings or Council Workshops. The request must be made to the CEO and governance@porthedland.wa.gov.au.~~

Requirements for Approval of Electronic Attendance

Suitable Location
The member attending the meeting electronically must be in a quiet and private indoor location. They must have the option to 'go behind closed doors' to reduce noise and maintain privacy.

Suitable Networks and Equipment
Elected Members must use a reliable network and suitable equipment.

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Town of Port Hedland **Policy**

Acceptable networks include private home internet or WiFi, or a trusted personal mobile device's hotspot. Public WiFi networks in places like cafes, airports, restaurants are not acceptable due to cyber security risks and potential for an unstable connection.

Suitable equipment includes Town of Port Hedland provided devices, personal computers or laptops with a video camera. Mobile phones are not suitable for electronic attendance. Fully charged headphones are to be used where possible.

If an Elected Member has an unstable connection during a meeting, resulting in disruptions or difficulties, particularly in casting clear votes, the Presiding Member will request the Elected Member to leave the meeting or the connection will be terminated.

Software for Electronic Attendance

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Governance will be responsible for establishing and maintaining electronic attendance.

Declarations for Maintaining Confidentiality During the Meeting

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If a member attending a meeting electronically is required to participate in a closed or confidential session, they must declare their ability to maintain confidentiality during that part of the meeting.

This declaration must be made before the meeting transitions behind closed doors and will be recorded in the meeting minutes and stated as follows:

"I, [Member Name], declare that I am able to maintain confidentiality during the closed part of this meeting. If I am no longer able to maintain confidentiality, I will excuse myself from the meeting."

If the member makes this declaration but later finds themselves unable to maintain confidentiality, they must leave the meeting or the closed session.

Electronic Meetings

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Under Regulation 14D(2)(c) The Council can permit electronic meetings to take place outside of emergency situations. The Council must consider and agree on the appropriate circumstances that warrant an electronic meeting, while involving the CEO in the decision-making process. The Council must consider appropriate equipment and location for remote attendance of all members, following the guidelines outlined in this policy.

Council is not allowed to approve a meeting under subregulation (2)(c) if doing so would exceed the 50% rule.

Town of Port Hedland **Policy**

Definitions

"Agenda Feedback Session" is a non-statutory meeting held by Council to ask questions, receive presentations and seek clarification on officer reports presented within the draft Ordinary Council Meeting agenda.

"CEO" means Town of Port Hedland Chief Executive Officer.

"Committee Meetings" is any meeting in which a delegation has been officially documented.

"Confidential Briefing" is a non-statutory briefing providing updates to elected members on strategically significant issues and projects

"Elected Member" is an individual who has been elected and currently holds a valid position, as defined by the Local Government Act 1995, as a council member of the Town of Port Hedland.

"Workshop" is a non-statutory meeting of Council, which may be called upon from time to time, for the purpose of raising and discussing matters that are issue-specific with a strategic and/or community-wide significance.

"50% Rule" is that an elected member must not exceed attending more than 50% of the meetings electronically in the preceding year. Additionally, no more than half of the statutory meetings in the preceding year may be conducted electronically.

Relevant legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996
Directorate	Corporate Services
~~Delegated authority~~	
Business unit	Governance
Delegated authority	Nil
~~Directorate~~	~~Corporate & Performance~~

~~*Governance to complete this section*~~			
Version Control	Version Number~~o.~~	Resolution N~~o~~umber~~.~~	Adoption D~~d~~ate
	V01 V02 V03	CM202223/076 CM202526/158	28 June 2023 26 November 2025 30 Sep 2026
Review frequency	~~2 Yearly~~4 Yearly		

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Town of Port Hedland **Policy**

~~**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**

1/019 COUNCIL MEETINGS AND FORUMS

Objective

The objective of this policy is to guide a functional, transparent, and legally compliant framework of meetings and forums that:

- Engages the elected members in policy, strategy, and other important complex issues from concept through to adoption.
- Provides an opportunity for elected members to participate in the Council's policy and strategy development agenda in collaboration with the Town's executive and other staff.
- Results in proper and appropriate decision making.
- Establishes timeframes within meeting cycles that provide elected members with the proper opportunity to absorb and comprehend advice and information.

~~Scope~~Purpose

The scope of this Policy covers ordinary and special council meetings, agenda council forums comprising of agenda briefings, council briefings and council workshops.

Statement

Ordinary Council Meetings

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Ordinary council meetings are the principal assembly in which decisions are made by the Council, the peak decision-making body of the Town of Port Hedland.

Meetings are to be convened on the last Wednesday of the month commencing at 5:30pm and conducted in the Town of Port Hedland Council Chambers.

The agenda papers for the council meeting are to be distributed to elected members by 4:00pm on the Friday immediately preceding the ordinary council meeting.

An ordinary council meeting is to be conducted in accordance with the Local Government Act 1995 ('the Act'), the Local Government (Administration) Regulations 1996 and the Town of Port Hedland Standing Orders Local Law 2014.

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Council Forums

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The principal objective of a council forum is to facilitate the exchange of information and knowledge between the elected members and the administration. The subject matter of a council forum will generally lead to decision making at an ordinary council meeting.

A council forum is not convened under the provision of Act and, therefore, the guidelines relating to procedural and behavioural control is recommended in the "Local Government Operational Guidelines - Council Forums" are to be applied to this policy.

- The Mayor is to control and chair the council forum and all questions and discussions are to be directed through the chair.

Town of Port Hedland **Policy**

- In the absence of the Mayor, the Deputy Mayor is to preside and in the absence of both the Mayor and the Deputy Mayor, a councillor elected by the majority of councillors present is to preside.
- There is to be no decision making, whether implied or otherwise, at a council forum.
- The declaration of interest provisions applying to council meetings are to apply to a council forum.
- A record is to be kept of opening and closing times, attendance, declaration of interest and request for information.

The Town of Port Hedland has three categories of council forum as follows:

1. agenda feedback session;
2. elected member briefing; and
3. council workshop.

Agenda Feedback Session

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An agenda feedback session is the forum at which the elected members can ask questions, seek clarification, and request further information on all matters due for deliberation and consideration at the forthcoming ordinary council meetings.

The agenda feedback session is closed to the public.

Debating "Debate style" discussion or any statements or expression that might influence or indicated the way in which a council member might vote is not permitted.

An item to be addressed is to be limited to a matter on the agenda which is to be subject to deliberation at the next ordinary council meeting.

An agenda briefing is to be convened on the third Wednesday (or 7 days prior to the Ordinary Council Meeting) of the month commencing at 5:30pm and conducted in the Town of Port Hedland Council Chambers.

Agenda briefing papers are to be distributed to the elected members by 4:00pm on the Thursday immediately preceding the agenda briefing. A request from an elected member for more information or advice is to be recorded and a response is to be circulated to all elected members in a timely manner.

An elected member who intends to submit an alternate motion (i.e. a motion which is materially different to an officer's recommendation) should preferably give notice to do so at the agenda briefing but, in any case, by 4:00pm on the Friday immediately preceding the ordinary council meeting.

Elected Member Briefing

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An Elected Member Briefing is a forum at which a staff member or consultant will deliver a presentation, informed by previously distributed supporting materials with the opportunity for questions and feedback from the elected members.

A Elected Member Briefing is not to be open to public.

There is limited time available and a relatively high demand for an Elected Member Briefings.

Consequently, the CEO is to ensure that any item put on the agenda is absolutely essential and that the complexity of the subject matter is such that it cannot be suitably explained by other means such as a comprehensive officer's report via the agenda briefing, a video presentation or a report on the Town intranet or similar means.

All briefings must provide sufficient time at the conclusion of presentations for questions, comments, and requests for clarification from elected members.

As an Elected Member Briefing is not open to the public and does not involve any decision making or formal consideration of matters requiring a decision, there are to be matters which, by their nature, are not to be considered.

Those matters include:

- An application for development approval;
- A recommendation in relation to applications for subdivision approval;
- An initiation of local planning scheme amendment or a rezoning;
- Consideration of a proponent's structure plan; and
- An application for a licence, permit, approval, or authorisation under a local law.

An Elected Member Briefings are convened on selected Mondays and Wednesday of the month commencing at 5:30pm and conducted in the Town of Port Hedland Council Chambers.

Briefing papers and supporting information are to be distributed to the elected members so as to provide five clear working days' notice.

Council Workshop

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A Council Workshop is a forum at which the elected members and the staff engage in a facilitated discussion on new or major revision of policy and strategy, the allocation and oversight of financial resources or other important complex issues.

A council workshop is not open to the public.

The CEO and Mayor are to ensure that workshop participants can effectively express themselves and uniform concepts, themes and collective desires can be distilled and summarised. Where practicable, relevant staff should undertake appropriate training in workshop facilitation.

The summarised outcomes of a council workshop are to be used by the CEO to inform the development of all Town of Port Hedland policy and strategy and advocacy positions on complex matters.

Council workshops are convened on selected Mondays and Wednesdays commencing at 5:30pm and conducted in the Town of Port Hedland Council Chambers. Discussion papers and other informing documents are to be distributed to the elected members as to provide five clear working days' notice.

Town of Port Hedland **Policy**

Definitions

"Agenda Feedback Session" is a non-statutory meeting held by Council to ask questions, receive presentations and seek clarification on officer reports presented within the draft Ordinary Council Meeting agenda.

"CEO" means Town of Port Hedland Chief Executive Officer.

"Confidential Briefing" is a non-statutory briefing providing updates to elected members on strategically significant issues and projects.

"Elected Member" is an individual who has been elected and currently holds a valid position, as defined by the Local Government Act 1995, as a council member of the Town of Port Hedland.

"Recording" is an audio only recording that will capture speech, sound, or audio signals in a digital format for playback and future use.

"Workshop" is a non-statutory meeting of Council, which may be called upon from time to time, for the purpose of raising and discussing matters that are issue-specific with a strategic and/or community-wide significance.

~~Directorate~~	~~Corporate Services~~		
Relevant legislation	Local Government Act 1995 Town of Port Hedland Standing Orders Local Law 2014 Local Government Operational Guidelines Number 05 Town of Port Hedland Code of Conduct State Records Act (WA) 2000		
Directorate ~~Delegated authority~~	Corporate Services~~Nil~~		
Business unit	Governance		
Delegated authority	Nil		
Version Control	Version Number	Resolution Number	Adoption Date
	V01	CM201415/177	25 February 2015
	V02	CM201516/068	28 October 2015
	V03	CM201617/142	22 February 2017
	V04	CM201718/061	1 November 2017
	V05	CM202122/026	25 August 2021
	V06	CM202324/164	29 November 2023
	V07	CM202425/348	28 May 2025
	V08	CM202526/207	29 July 2026
	V9		30 Sep 2026
Review frequency	~~3 Yearly~~4 Yearly		

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Town of Port Hedland **Policy**

1/014 Execution of Documents and Affixing of the Common Seal

Objective

To ensure a consistent and transparent approach to the execution of documents by the Town of Port Hedland (the Town), including the affixing of the Common Seal, in compliance with the *Local Government Act 1995*.

To authorise the:
(a) execution of documents by the Mayor, Chief Executive Officer, Directors and/or their delegates; and
(b) affixing of the Common Seal of the Town of Port Hedland (the Town)

Content

1. Application

A document is deemed duly executed by the Town when authorised by Council resolution or delegated authority and signed in accordance with section 9.49A of the *Local Government Act 1995.*

This policy applies to all documents requiring execution (including but not limited to the affixing of the Town's Common Seal) and other documents including but not limited to agreements, contracts, deeds, Memoranda of Understanding, and other similar matters.

2. Documents Requiring Affixation of the Common Seal

The following documents may be executed by way of the Common Seal:

(a) the document involves significant financial risk, legal complexity, or political sensitivity;
(b) the document requires the seal by statutory obligation or request by the other party; or
(c) documents as identified in **Table 1** of this Policy.

3. Procedure for affixing the Common Seal

3.1 Authorisation to Affix the Common Seal

The Mayor and Chief Executive Officer (CEO) are authorised to affix the Common Seal in each other's presence, in accordance with section 9.49A (2) and (3) of the Act.

In the Mayor's absence, or if the Mayor is unwilling to perform the functions of Mayor, the Deputy Mayor is authorised to affix the Seal, in accordance with section 5.34 of the Act.

The CEO may delegate authority to a designated senior employee, in writing, for affixing the Seal, in accordance with sections 5.44 and 9.49A of the Act. The delegation must be in writing, and the delegated employee must affix the Common Seal in line with this Policy.

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Town of Port Hedland **Policy**

This Policy shall prevail in relation to any inconsistency between Policy 3/007 'Senior Employees and Appointing Acting Chief Executive Officer' and this Policy.

3.2 Witnessing of Signature

The Common Seal may only be affixed in the presence of both the Mayor and the Chief Executive Officer (or in accordance with clause 3(a) of this Policy), who must also sign the document to attest that the Common Seal was so affixed.

3.3 Register of Common Seal

A register of all documents to which the Common Seal is affixed shall be maintained, recording:

1) The date of use;
2) Nature and parties of the document;
3) Council authorisation details;
4) Name of signatories.

The register is available for public inspection.

3.4 Documentation Requirements

Documents requiring the Common Seal must:

1) Include an approved sealing clause;
2) Be accompanied by a completed "Request to Affix the Town of Port Hedland Common Seal" form, detailing:
   a. Subject matter and file reference;
   b. Council resolution number (if applicable);
   c. Signatures of requesting officers and relevant managers.
   d. Include affixed "sign here" or "initial here" stickers for required signatures or initials.

3.5 Finalisation, custody and retention

Once executed, documents will be recorded in the Common Seal Register, scanned into the Town's electronic records system, and returned to the initiating officer. Fully executed documents must be returned to Records for retention as official records of the Town.

4. *Authority* to Sign documents on Behalf of the Town

The Common Seal need not be affixed to a document to effect the execution of that document, where there is no requirement nor request to affix the Common Seal. The Council may resolve to authorise the CEO, another employee or an agent of the Town to sign a document on behalf of the Town.

Documents not requiring the Common Seal may be signed by authorised persons as outlined in **Table 2**.

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Town of Port Hedland **Policy**

Table 1 – Authorisation of the affixing of the Common Seal

Document Type	Common Seal authorised for Affixing (where required)
Local laws	Yes
Planning Schemes	Yes
Mortgages, Loans and Debentures	Yes
State or Commonwealth Government Funding Agreements	Yes
Any document requiring the Common Seal pursuant to a statutory obligation	Yes
Council has resolved that the document be executed by way of common seal	Yes

The execution requirements in Table 1 apply to the making, varying or discharge of documents pursuant to section 9.49B of the *Local Government Act 1995.*

Table 2 – Authorisation to execute certain documents in accordance with the Town of Port Hedland Delegation Register

Document Type	Person authorised to sign
Power of Attorney to act for the Town	CEO
Grants and Funding Agreements with private agencies	CEO
Land Transaction documents including sale, purchase, vesting, leases, licences, transfers, contributed assets, easements, restrictive covenants, caveats, memorials, notifications, deeds and withdrawal of instruments.	CEO
Memorandum of Understanding	CEO
Ceremonial Certificates, including Australian Citizenship	Mayor unless s5.34 of the Act prevails)
All other documents that were the subject of a Council decision including, but not limited to, procurement contracts, service agreements, non-disclosure agreements, enterprise bargaining agreement and employment contracts.	CEO
All other documents that are not the subject of a Council decision but are part of the ordinary operations of the local government including, but not limited to, casual hire agreements, procurement contracts (no Council decision), short term lease and sponsorship agreements.	CEO Directors where the document concerns subject matter wholly within their Directorate

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Town of Port Hedland **Policy**

Definitions

"Document" means agreements, contracts, deeds, Memoranda of Understand, and other similar matters.
"Common Seal" means the official seal of the Town of Port Hedland.

Relevant legislation	Local Government Act 1995 Sections 2.5(2), 9.49, 9.49A and 9.49B		
~~Delegated authority~~	~~Nil~~		
Directorate	Corporate Services		
Business unit	Governance		
Delegated authority	Nil		
Version Control	Version Number	Resolution Number	Adoption Date
	V01 V02 V03 V04 V05 V06	201213/038 CM201617/042 CM201718/202 OCM202122/025 CM202425/270	25 July 2012 31 August 2016 23 May 2018 25 August 2021 5 March 2025 30 Sep 2026
Review frequency	4 Yearly		
~~Directorate~~	~~Corporate Services~~		

~~Governance to complete this section~~			
~~Version Control~~	~~Version No.~~	~~Resolution No.~~	~~Adoption date~~
	~~V01~~ ~~V02~~ ~~V03~~ ~~V04~~ ~~V05~~	~~201213/038~~ ~~CM201617/042~~ ~~CM201718/202~~ ~~OCM202122/025~~ ~~CM202425/270~~	~~25 July 2012~~ ~~31 August 2016~~ ~~23 May 2018~~ ~~25 August 2021~~ ~~5 March 2025~~
~~Review frequency~~	~~3 Yearly~~		

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Town of Port Hedland **Policy**

1/015 Livestreaming and Recording of Council Meetings

Objective

To enhance accessibility, transparency, and community engagement in Council proceedings through live streaming and audio/video recording of Council meetings. This ensures public access to Council decisions, assists in accurate minute-taking, and eliminates barriers to physical attendance. This policy complies with relevant legislation of the *Local Government Act 1995* s. 5.23A(2) and its associated regulations.

Content

1. Purpose of Livestreaming and Recording of Meetings

Live streaming and recording of every meeting of Council serves to:

- Increase public accessibility and engagement.
- Support accurate minute preparation and verification.
- Maintain a transparent record of Council decisions and discussions.
- Meet obligations under the *Freedom of Information Act 1992*.

2. Implementation and Management

1) Notification and Accessibility
   a. Signage will be prominently displayed at meeting venues and on the Town's website, agendas, and relevant forms, informing attendees of live streaming and recording.
   b. The Presiding Officer will announce the live streaming and/or recording at the commencement of meetings.
   c. Livestreams will be accessible on the Town's website during the meeting and recordings made available within 14 working days, barring technical difficulties.

2) Scope of Live Streaming
   a. All Council meetings held in the Council Chamber will be live-streamed unless closed to the public under section 5.23 of the *Local Government Act 1995*.
   b. Live streaming ceases when the meeting is adjourned, closed, or concluded.
   c. Broadcast must be both visual and audio. The recording may be audio only if the meeting is not held at the Council's usual meeting place and is not an electronic meeting.

3) Record Storage and Access
   a. Recordings will be stored in accordance with the *State Records Act 2000* and General Disposal Authority (GDA) 2010.
   b. Archived recordings and minutes will be available on the Town's website for a period of 5 years after the meeting day. Access to other recordings will follow the *Freedom of Information Act 1992*.

4) Technical Issues and Contingency
   a. In case of technical failures, alternate audio recording devices will be used to ensure compliance with regulations.
   b. In the event that recordings are inaudible, a notice will be published on the Town's website to that effect.
   c. If video should fail during electronic attendance, regulations will be satisfied as long as Elected Member's audio feed remains intact, thereby allowing other participants to hear.
5) Confidential Matters
   a. Meetings or items closed to the public will not be live-streamed. Recordings of confidential discussions will be retained for internal use but will not be publicly released, except to authorised agencies.
6) Liability and Conduct
   a. Individuals attending Council meetings acknowledge they may be recorded.
   b. The Town is not liable for defamation arising from live-streamed or recorded content, as per section 9.57A of the *Local Government Act 1995*.
   c. Attendees are responsible for ensuring their conduct and language are appropriate.
7) Equipment Use
   a. Audio-visual equipment is for live streaming and meeting purposes only and will not function as security monitoring.

3. Guidance and Compliance

This policy aligns with the and complies relevant legislation, including the *Local Government Act 1995* and associated regulations. Amendments to legislation will supersede conflicting policy provisions.

Definitions

"Meetings" includes Council and Elector meetings.

"Livestreaming" means video and audio transmission of meetings over the internet.

"Recording" means digital or electronic capture of video and/or audio.

"Usual Meeting Place" in relation to a council, means the place at which its meetings (other than electronic meetings) are, or are to be, usually held.

Town of Port Hedland **Policy**

Relevant legislation	Local Government Act 1995 Section 5.23A State Records Act 2000 General Disposal Authority (GDA) 2010 Freedom of Information Act 1992 Town of Port Hedland Local Law on Standing Orders		
Directorate	Corporate Services		
Business unit	Governance		
Delegated authority	Nil		
Version Control	Version No.	Resolution No.	Adoption date
	V01	201213/189	28 November 2012
	V02	201516/236	25 May 2016
	V03	CM201718/093	22 November 2017
	V04	CM202021/168	3 June 2021
	V05	CM202425/270	5 March 2025
	V06		Sep 2026
Review frequency	4 Yearly		

Town of Port Hedland **Policy**

1/017 Order of Business for Council and Committee Meetings

Objective

The Town of Port Hedland Standing Orders Local Law 2014 clause 5.2 allows for the order of business of all Council and Committee meetings to be determined by Council from time to time. The order of business outlines how the agenda for the meeting will be structured and in what order all meetings will be run.

All Council and Committee meetings shall follow the same order of business.

Content

The order of business at all Council and Committee meetings of the Town of Port Hedland shall be as follows and may be altered by a Council decision.

Item 1 Opening of meeting

Item 2 Acknowledgment of Traditional Owners and Dignitaries

Item 3 Recording of Attendance
- Item 3.1 Attendance
- Item 3.2 Attendance by telephone / instantaneous communications
- Item 3.3 Apologies
- Item 3.4 Approved leave of absence
- Item 3.5 Disclosures of interest

Item 4 Applications for leave of absence

Item 5 Announcements by Presiding Member without discussion

Item ~~5~~6 Response to previous questions

Item ~~7~~6 Public time
- Item 6.1 Public question time
- Item 6.2 Public statement time
- Item 6.3 Petitions/ deputations/ presentations/ submissions

Item ~~7~~8 Questions from Members without notice

~~Item 8 Announcements by Presiding Member without discussion~~

Item 9 Declarations of all Members to have given due consideration to all matters contained in the business paper before the meeting

Item 10 Confirmation of minutes of previous meeting

~~Page 1 of 3~~

Town of Port Hedland **Policy**

Item 11 Reports of committees

Item 12 Reports of officers

Item 13 Motions of which previous notice has been given

Item 14 New business of an urgent nature (Late items)

Item 15 Matters for which meeting may be closed ~~(Confidential matters)~~

Item 16 Closure

Definitions

"Council meeting" means an Ordinary or Special meeting of the Town of Port Hedland Council.

"Presiding Member" means the Mayor or the relevant Chief of the Council meeting or Committee Meeting of the Town of Port Hedland.

"Teleconference" means a suitable place and meeting must be specified. A suitable place is defined as a Townsite or other residential area within the State of Western Australia only. Approval to attend via teleconference cannot be granted for more than half of the meetings in a financial year.

Directorate	Corporate Services
Relevant legislation	Local Government Act 1995 Subdivision 2 Local Government (Administration) Regulations 1996 Town of Port Hedland ~~oPH~~ Standing Orders Local Law 2014 Local Government Model By-Law (Standing Orders) No 4
Delegated authority	Nil
Business unit	Governance
~~Directorate~~	~~Corporate Services~~

~~*Governance to complete this section*~~			
Version Control	Version No.	Resolution No.	Adoption date
	V01	201415/116	26 November 2014
	V02	201516/246	25 May 2016
	V03	CM201718/121	24 January 2018
	V04	CM202021/088	25 November 2020

~~Page 2 of 3~~

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Town of Port Hedland **Policy**

	V05 V06 V07	CM202122/156 CM202425/270	23 March 2022 5 March 2025 Sep 2026
Review frequency	~~2 Yearly~~4 Yearly		

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~~Page 3 of 3~~

Town of Port Hedland **Policy**

4/009 Significant Decision Making

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Objective

The Town of Port Hedland ('the Town') has duties and commitments to the community of Port Hedland when making decisions that substantially affect the lives or future of residents. Thi~~s e purpose of this~~ policy ~~is to~~ articulates the Town's intent to support public consultation in significant decision-making, to ensure decisions are transparent, relevant, lawful and timely. ~~for transparency and a holistic approach.~~

~~Note that section 3.73 of the *Local Government Act 1995* (The Act) applies during a 'caretaker' period. The Act overrides the provisions of this policy.~~

~~During a caretaker period, a local government must not do a 'significant act'.~~

~~'Caretaker' periods are defined in s1.4A and are mainly the period that:~~

~~(a) begins at the close of nominations (as defined in section 4.49(a) of the Act) for council elections (and which include ordinary or special elections); and~~

~~(b) ends on the day after the day on which the returning officer declares the result of an election under section 4.77.~~

~~'Significant act' is defined in s3.73 and means any of the following—~~

~~(a) making a local law (including making a local law to amend or repeal a local law);~~

~~(b) entering into, or renewing or terminating, the contract of employment of the CEO or of a senior employee;~~

~~(c) entering into a major land transaction;~~

~~(d) entering into a land transaction that is preparatory to entry into a major land transaction;~~

~~(e) commencing a major trading undertaking;~~

~~(f) entering into a contract, or other agreement or arrangement, in prescribed circumstances;~~

~~(g) inviting tenders in prescribed circumstances;~~

~~(h) deciding to do anything referred to in paragraphs (a) to (g);~~

~~(i) an act done under a written law or otherwise that is a prescribed act.~~

~~'Prescribed acts' are listed in regulations 3A – 3C of the *Local Government (Functions and general) Regulations 1996* and include:~~

~~a. Establishing a regional local government;~~

~~b. Amending the establishment agreement for a regional local government;~~

~~c. Winding up a regional local government, otherwise than at the direction of the minister;~~

~~d. Withdrawing from a regional local government;~~

~~e. Forming a regional subsidiary;~~

~~f. Amending the charter for a regional subsidiary;~~

~~Page 1 of 8~~

g. Winding up, or withdrawing from, a regional subsidiary;

h. Commencing the preparation of any of the following under the Planning and Development (Local Planning Schemes) Regulations 2015 Part 3 —

i. a local planning strategy;

ii. an amendment to a local planning strategy;

iii. a notice of revocation in respect of a local planning strategy;

iv. passing a resolution of the kind referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 regulation 19(1);

v. passing a resolution of the kind referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 regulation 35(1) in relation to a complex amendment (as defined in regulation 34 of those regulations);

vi. commencing a review of a local planning scheme under the Planning and Development (Local Planning Schemes) Regulations 2015 regulation 65;

vii. commencing the preparation of an instrument of repeal in respect of a local planning scheme under the Planning and Development Act 2005 section 74(b);

viii. doing either of the following under the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Part 2 Division 2 as that Division has effect as part of a local planning scheme of the local government —

1. Resolving to prepare or amend a local planning policy;

2. Commencing the preparation of a notice of revocation in respect of a local planning policy;

i. Publicly inviting persons to apply to join a panel of pre-qualified suppliers under Part 4 Division 3;

j. Deciding to do anything referred to in paragraphs (a) to (h) of the subregulation.

This policy should be read in conjunction with the principles outlined in the Town of Port Hedland – Community Engagement Strategy(CES).

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Town of Port Hedland **Policy**

PurposeContent

This Policy and the Town's adopted CES identifies how and when the community can expect to be engaged and consulted prior to a decision of a significant nature being made at a council meeting.

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Commented [MC2R1]: Yes, thank you, agree, 'how and when' .....

Significant Decision Making

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The Town will consider the significance of every issue requiring a decision and the level of engagement on a case by case basis.

Significance means the importance of an issue, proposal, decision, or matter, as assessed by the Town, in terms of its likely impact on, and likely consequences for:

a) The district of Port Hedland as a whole.
b) The parties and communities who are likely to be particularly affected or interested in the issue, proposal, decision, or matter.
c) The financial and non-financial costs and implications, or the capacity of the Town to perform its role/functions.

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Significance and engagement will be considered in the early stages of a proposal before decision making occurs and, if necessary, reconsidered as the proposal develops.

The more significant a matter or decision the more likely the Town will need to consider:

1. The long-term implications of the decisions;
2. The impact on the Town's Strategic Community Plan and the Corporate Business Plan;
3. The consistency of the decision with existing strategies and plans; and.
4. Engagement and consultation with the community on their view.

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Factors to be considered include the:

a) Number of individuals, organisations, groups, and sectors within the community that are affected;
b) Extent of the impact on affected individuals, organisations, groups, and sectors within the community;
c) Level of public interest, or the potential for the issue to generate interest or controversy;
d) Extent to which community opinion is divided on the matter; and.
e) Impact of the decision on the Town's ability to deliver on actions that contribute to the Strategic Community Plan and Corporate Business Plan.

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Town of Port Hedland **Policy**

In determining the significance of a matter is an exercise of judgment, the Town must assess how a proposal, decision, issue, or matter may affect people, services, facilities and infrastructure within the district.

Engagement

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It is essential that the Town has a consistent approach to community engagement and that it uses effective engagement practices. Any engagement undertaken by the Town needs to be conducted in a meaningful way so that it encourages community members to increase their trust in the Town and maintain their involvement in future engagement activities.

Engagement provides an opportunity for the public to debate and discuss their views on a decision or proposal being considered by the Town that is deemed a significant issue. The community views expressed through an engagement process will be considered along with other information when decisions are being made.

Engagement may not necessarily result in consensus. However, engagement should allow for an exchange and examination of information and points of view between affected and interested people and decision-makers before a decision is made. Engagement ensures that decisions are informed and improved by the community's involvement.

Before council makes a significant decision, the Town's administration will consult the public. In doing so, the Town will:

- Identify people who will be affected by, or have an interest in the decision;
- Provide them with reasonable access to relevant information in an appropriate format on the process and scope of the decision;
- Encourage people to give their views;
- Give people a reasonable opportunity to give their views in an appropriate way;
- Listen to, and consider those views, with an open mind; and
- After the decision, provide access to the decision and any other relevant material.

Thresholds

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Subject to the Act and Regulations, when undertaking a process to determine which issue, proposal, decision, or other matter is significant, the following thresholds will apply, and the matter will be significant.

Commented [KK3]: not sure what this is? Should it say Act?

Commented [MC4R3]: Yes it should say Act

1. If the cost of a proposal or decision is estimated at 5% or more of the operating income by the Town as shown in the annual financial statements for the most recently completed financial year.
2. If the proposal or decision will incur unbudgeted capital expenditure exceeding 5% of the total value of the Town's assets, or where spent on a strategic asset, exceed 5% of that assets value.
3. Entry into partnership with the private sector to carry out a significant activity.

When any issue, proposal, decision, or other matter that doesn't meet any of the specific thresholds listed above, its significance should be evaluated using the general criteria outlined elsewhere in this policy.

Criteria

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The more tangible the impact or consequence of the issue, proposal, decision, or other matter is, the higher the likelihood of significance. If an issue, proposal, decision, or other matter satisfies one or more of the following criteria, the matter is likely to be significant.

1. Any transfer of ownership or control or the constructions, replacement, or abandonment of a strategic asset;
2. A decision that will significantly affect the capacity of the Town to carry out any activity identified in the strategic plan;
3. A decision that will significantly affect the cost to the Town to carry out any activity identified in the strategic plan;
4. Any issue, proposal, decision, or other matter that will substantially affect a wide range of people who reside in the district;
5. The extent to which the decision flows logically and consequently from a significant decision already made or from a decision in the strategic or annual corporate plans;
6. The degree to which a decision or issues are difficult to reverse; and
7. The matter will have significant implications for the present and future social, economic, environmental, and cultural well-being of Port Hedland.

~~7.~~ Exceptions

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There are times when it is not necessary, appropriate, or possible to engage the community on a proposal or decision. The Town may also choose not to engage on a proposal or decision, but will only decide this in accordance with at least one of the criteria below:

a) The proposal or decision is not of a nature or significance that requires engagement;
b) The Town 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;
c) There is a need for confidentiality or commercial sensitivity;

d) The costs of engagement outweigh the benefits of it;
e) The proposal or decision has already been addressed by strategies, policies, or plans, which have recently been consulted on;
f) Failure to make a decision urgently would result in unreasonable or significant damage to property or an unacceptable risk to community health and safety; or.
g) Any physical alterations to strategic assets that are required to:
   - Prevent an immediate hazardous situation arising; and/or
   - Repair an asset to ensure public health and safety due to damage from an emergency or unforeseen situation.

Whenever the Town does not formally engage, community views will still be considered before a decision is made and as much information will be provided to the public as possible.

Procedures

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In achieving this policy, the following procedures will be as follows:

1. Every report to council on any issue, proposal, decision or other matter will include a statement indicating that any relevant issue of significance has been considered.

2. Where the issue, proposal, decision, or other matter triggers the thresholds or criteria of this policy and is therefore likely to be significant, the report to council will also include a statement relating to recommended level of consultation.

3. In receiving the report, council may accept the report writer's assessment of significance made in the report and the recommended level of consultation. Where council does not accept the report writer's assessment and recommendation, a separate resolution will be made to that effect.

DEFINITIONS

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Note that section 3.73 of the *Local Government Act 1995* (The Act) applies during a 'caretaker' period. The Act overrides the provisions of this policy.

During a caretaker period, a local government must not do a 'significant act'.

'Caretaker' periods are defined in s1.4A and are mainly the period that:
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(b) ends on the day after the day on which the returning officer declares the result of an election under section 4.77.

'Significant act' is defined in s3.73 and means any of the following —

(b) making a local law (including making a local law to amend or repeal a local law);
(c) entering into, or renewing or terminating, the contract of employment of the CEO or of a senior employee;
(d) entering into a major land transaction;
(e) entering into a land transaction that is preparatory to entry into a major land transaction;
(f) commencing a major trading undertaking;
(g) entering into a contract, or other agreement or arrangement, in prescribed circumstances;
(h) inviting tenders in prescribed circumstances;
(i) deciding to do anything referred to in paragraphs (a) to (g);
(j) an act done under a written law or otherwise that is a prescribed act.

'Prescribed acts' are listed in regulations 3A – 3C of the *Local Government (Functions and general) Regulations 1996* and include:

a. Establishing a regional local government;
b. Amending the establishment agreement for a regional local government;
c. Winding up a regional local government, otherwise than at the direction of the minister;
d. Withdrawing from a regional local government;
e. Forming a regional subsidiary;
f. Amending the charter for a regional subsidiary;
g. Winding up, or withdrawing from, a regional subsidiary;
h. Commencing the preparation of any of the following under the Planning and Development (Local Planning Schemes) Regulations 2015 Part 3 —
    i. a local planning strategy;
    ii. an amendment to a local planning strategy;
    iii. a notice of revocation in respect of a local planning strategy;
    iv. passing a resolution of the kind referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 regulation 19(1);
    v. passing a resolution of the kind referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 regulation 35(1) in relation to a complex amendment (as defined in regulation 34 of those regulations);
    vi. commencing a review of a local planning scheme under the Planning and Development (Local Planning Schemes) Regulations 2015 regulation 65;
    vii. commencing the preparation of an instrument of repeal in respect of a local planning scheme under the Planning and Development Act 2005 section 74(b);
    viii. doing either of the following under the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Part 2 Division 2 as that Division has effect as part of a local planning scheme of the local government —
        1. Resolving to prepare or amend a local planning policy;

Town of Port Hedland **Policy**

2. Commencing the preparation of a notice of revocation in respect of a local planning policy;

i. Publicly inviting persons to apply to join a panel of pre-qualified suppliers under Part 4 Division 3;

j. Deciding to do anything referred to in paragraphs (a) to (h) of the subregulation.

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Relevant legislation	Local Government Act 1995 Local Government (Functions and Ggeneral) Regulations 1996
DirectorateDelegated authority	Corporate ServicesN/A
Business unit	Governance
Directorate	Corporate Services
Delegated authority	Nil

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Version Control	Version Number.	Resolution Number.	Adoption Ddate
	V01 V02 V03	CM201718/024 CM202425/320	23 August 2017 7 May 2025 30 Sep 2026
Review frequency	3 Yearly4 Yearly		

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Town of Port Hedland **Policy**

3/004 CEO Recruitment & Selection, Performance Review and Termination

Objective

To set out the principles and criteria under which Council manages the Recruitment & Selection, Performance Review and Termination processes for the position of Chief Executive Officer (CEO) at the Town of Port Hedland (the Town), in accordance with the Local Government Act 1995 (Act) and the *Local Government (Administration) Regulations 1996*, as amended (Regulations).

The minimum standards are set by the Regulations, and the Department of Local Government, Sport and Cultural Industries (the Department) provide recommended guidelines which can be customised to suit the Town's policies, practices, processes and capabilities, which are available in the Town's Model Standards for CEO Recruitment, Performance and Termination (Model Standards). Where the Department has documented 'must' in the guidelines, Council ~~are~~ is required to undertake the relevant action. These have been incorporated in this Policy.

When Council ~~are~~is undertaking a Recruitment & Selection, Performance Review and/or Termination process for the CEO position, the following documents should be referred to:

- the Department's minimum standards and guidelines (Operational Guidelines);
- the Town's Recruitment & Selection Management Practice;
- the CEO's contract; and
- this Policy.

Content

A. Recruitment and Selection

The minimum standard for recruitment and selection will be met if:

- The Council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within the Town of Port Hedland.
- The Council has approved, by absolute majority, the Position Description (PD) which clearly outlines the qualifications, selection criteria and responsibilities of the position. The PD is made available to all applicants.
- The Town has established a selection committee to conduct the recruitment and selection process.
- The Town attracts applicants through a transparent, open and competitive process (this is not necessary for vacancies of less than one year). The Town must advertise a vacancy for the position of CEO in the manner prescribed in the Town's Model Standards.
- The Town has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.

- The Town has verified the recommended applicant's work history, qualifications, referees and claims made in their job application;
- The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria;
- The appointment is made impartially and free from nepotism, bias or unlawful discrimination;
- The Council has endorsed by absolute majority the final appointment;
- The Council has approved the employment contract by absolute majority;
- The Town re-advertises the CEO position and undertakes a recruitment and selection process after each instance where a person has occupied the position for ten (10) consecutive years.

Advertising

The Town must advertise in accordance with section 5.36(4) of the Act. It is recommended the Town also advertises on other platforms as used by the Town at that point in time to attract applicants to the vacant position.

Recruitment & Selection Committee

The Recruitment & Selection Committee is made up of current Town Elected Members and must include at least one independent Committee member. The independent Committee member cannot be a current Federal, State or Local Government Elected Member, a previous Town of Port Hedland Elected Member, a recruitment/human resources consultant, or a current or previous employee of the Town. The independent Committee member shall be selected from a Town generated candidate list.

The Committee is responsible for assessing applicants and making recommendations to Council regarding the most suitable applicant or applicants. The role of an independent Committee member is to bring an impartial perspective to the process and reduce any perception of bias or nepotism.

Where possible, the Council should ensure diversity on the Committee.

Recruitment & Selection Committee (or Committee) Terms of Reference (see separate document)

The Recruitment and Selection Committee should have a terms of reference to facilitate the CEO recruitment and selection and should include the following information:

- Primary function of the Committee;
- Roles and responsibilities of all Committee members;
- Composition of the Committee;
- Duration of the term;
- Desirable criteria for appointment to the Committee;

- A requirement that Committee members sign a confidentiality agreement and agree to the duties;
- Declaration of any conflicts of interest; and
- Any other information the Town deems necessary for the Committee to effectively carry out their role.

Independent Recruitment/Human resources person
Where a Council lacks the capacity or expertise to facilitate the recruitment and selection process (or any aspect of it), the Town may seek to engage an independent external recruitment/human resources person or agency in accordance with the Town's procurement policies and practices.

The independent external recruitment/human resources person is not to be directly involved in determining which applicant should be recommended for the position, their role is not one of decision maker.

If engaging an independent recruitment person or agency, they will require to demonstrate experience as well as an employment agent license under the Employment Agents Act 1976 (WA).

The independent recruitment/human resources person may be engaged to support one or more of the following aspects of the recruitment process:

- Development or review of the position description;
- Development of selection criteria;
- Development of assessment methods in relation to the selection criteria;
- Drafting of the advertisement;
- Executive search;
- Preliminary assessment of the applications;
- Shortlisting;
- Drafting questions for interview;
- Coordinating interviews with the Town;
- Preparing the selection summary assessment and recommendations with the Town;
- Arranging for an integrity check and/or police clearance; and ~~and~~
- Assisting the Town/Council in preparing the employment contract.

Employment Contract

The Council must ensure the CEO's employment contract includes the necessary provisions required under section 5.39 of the Act and associated Regulations.
Section 5.39 of the Act provides that a CEO's contract must not be for a term exceeding five years.

The term of a contract for an acting or temporary position cannot exceed one year. Independent legal advice may be sought to ensure the contact is lawful, with Council approving budget for this to occur.

CEO remuneration is determined by the Salaries and Allowances Tribunal and the remuneration package may not fall outside the band applicable to the Town (Band 1).

Council must approve by absolute majority the CEO's employment contract and the person they appoint as CEO.

B. Performance Reviews

The minimum standard for performance review will be met if:

- Performance criteria is specific, relevant, measurable, achievable and time-based;
- The performance criteria and the performance process are recorded in a written document, negotiated with and agreed upon by the CEO and Council;
- The CEO is informed about how their performance will be assessed and managed and the results of their performance assessment;
- The collection of evidence regarding performance outcomes is thorough and comprehensive;
- Assessment is made free from bias and based on the CEO's achievements against documented performance criteria, and decisions and actions are impartial and transparent; and
- The Council has endorsed the performance review assessment by absolute majority.

Section 5.38 of the Act provides that for a CEO who is employed for a term of more than one year, the performance of the CEO is to be reviewed formally at least every year of their employment.

Performance Criteria/Key Performance Indicators (KPI's)

One of the CEO's key responsibilities is to oversee the implementation of Council's strategic direction, so it is important to align the CEO's KPI's to the goals contained in the Strategic Community Plan and Corporate Business Plan. As these plans are updated, the CEO's KPI's should be updated to reflect the changes.

In leading the administrative arm of a local government, the CEO is responsible for undertaking core tasks, the achievement of which will contribute to the effectiveness of the Council. It is important that the outcomes associated with these tasks are measurable and clearly defined.

These could be in relation to:

- Service delivery targets from the Council's Strategic Community Plan;
- Budget compliance;
- Organisational capability;
- Operational and project management;
- Financial performance and asset management;

- Timeliness and accuracy of information and advice to ~~Councillors~~Elected Members;
- Implementation of Council resolutions;
- Management of organisational risks;
- Leadership and human resource management; and
- Stakeholder management and satisfaction.

Council needs to be realistic in terms of their expectation of a CEO's performance and provide appropriate resources and support to facilitate the achievement of KPI's.

Performance Review Committee

The Performance Review Committee is made up of Elected Members and may include an independent observer if appropriate. The Committee 's role is to develop the performance agreement, conduct the performance review and report on the findings and recommendations of the review to Council.

Refer to the Town's Performance Review Committee Terms of Reference for information about the function and structure of the Performance Review Committee.

Independent Consultant

Where a Council lacks the resources or expertise to meet the expected standard of performance review (or any aspect of it), the Town may seek to engage an independent consultant in accordance with the Town's procurement policies and practices. The independent consultant may be engaged to support one or more of the following aspects of the performance review process:

- Setting performance criteria (KPI's);
- Preparing the performance agreement;
- Collecting performance evidence;
- Writing the performance appraisal report;
- Facilitating meetings between the Committee;
- Assisting with the provision of feedback to the CEO;
- Formulating plans to support improvement (if necessary); and
- Providing an objective view regarding performance management related matters between the parties.

C. Termination

The standards for the termination of the CEO's employment (other than for reasons such as voluntary resignation or retirement) are based on the principles of fairness and transparency. Procedural fairness is a principle of common law regarding the proper and fair procedure that should apply when a decision is made that may adversely impact upon a person's rights or interests.

The minimum standards for the termination of the CEO's contract will be met if:

- Decisions are based on assessment of the CEO's performance as measured against the documented performance criteria in the CEO's contract;
- Performance issues have been identified as part of a performance review (conducted within the preceding 12 months), and the CEO has been informed of the issues. The Council has given the CEO a reasonable opportunity to improve and implement a plan to remedy the performance issues, but the CEO has not subsequently remedied these issues to the satisfaction of the Town.
- The principle of procedural fairness is applied. The CEO is informed of their rights, entitlements and responsibilities in the termination process. This includes the CEO being provided with notice of any allegations against them, given a reasonable opportunity to respond to those allegations or decisions affecting them, and their response is genuinely considered.
- Decisions are impartial and transparent;
- The Council has endorsed the termination by absolute majority; and
- The required notice of termination (which outlines the reasons for termination.

The early termination of a CEO's employment may end due to:

- Poor performance;
- Misconduct; or
- Non-performance or repudiation of contract terms.

The Town may seek independent legal, employment or industrial relations advice prior to a CEO termination.

A Council may also seek independent advice during the termination process including advice on the relevant employment legislation affecting CEO employment and the application of that legislation to their specific circumstances.

The Council is required to endorse the decision to terminate the CEO's employment by way of absolute majority decision. The Town must certify that the termination was in accordance with the adopted standards in regulations.

D. Acting CEO

Should a CEO become incapacitated or exit the Town due to one of the reasons outlined above during the course of their tenure, Council have the option to temporarily appoint or temporarily employ a person to the position of CEO for no greater than one year.

The Town's Senior Employees and Acting CEO Policy outlines the process by which the Town's Directors can be appointed to perform the role of Acting CEO for a period of up to three (3) months.

For periods of between 3 months and one year, Council in the first instance should consider the skills, capabilities, experience and qualifications of the Directors

employed by the Town to act in the CEO position. Underpinned by the Town's recruitment and selection processes, Council should consider:

- Expressions of interest in writing by the Directors;
- Confirmation that there are no active performance management plans of any Directors who express interest;
- Conducting interviews and/or presentations by the Directors to the Recruitment & Selection Committee; and
- The Committee discussing suitability following interviews/presentations, utilising the CEO position description, details from the Directors expression of interest, feedback from the interview/presentation and consideration of operational requirements. The Committee to make a recommendation to Council for appointment to a term no greater than one year.

Where the Committee deem that none of the Directors are suitable to temporarily fill the position of CEO following the above process, Council may engage an external acting CEO or procure an independent recruitment consultant or agency to undertake a recruitment process as outlined in part A of this Policy, however for an appointment of no greater than one year.

The Council may amend the Acting CEO arrangements as required by absolute majority.

Other Relevant Policies/Key Documents

- Guidelines for Local Government CEO Recruitment & Selection, Performance Reviews and terminations by the Department of Local Government, Sport, and Cultural Industries
- Town of Port Hedland Strategic Community Plan 2022-2032
- Town of Port Hedland Corporate Business Plan 2023-2027
- Town of Port Hedland Model Standards CEO Recruitment, Performance & Termination
- Town of Port Hedland CEO Recruitment & Selection Review Committee Terms of Reference
- Town of Port Hedland CEO Performance Review Committee Terms of Reference
- Town of Port Hedland Recruitment & Selection Internal Operating Procedure
- Town of Port Hedland 1/027 Severance Payment Policy

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Town of Port Hedland **Policy**

Definitions

'Act' means the Local Government Act 1995.

'Applicant' means a person who submits an application to the local government for the position of CEO.

'Contract of employment' means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

'Committee' means the Town of Port Hedland CEO Recruitment & Selection Committee or CEO Performance Review Committee as stipulated in this document.
'Council' means the Council of the Town of Port Hedland.

'Chief Executive Officer' (CEO) means the Chief Executive Officer of the Town of Port Hedland.

'Elected Member' means the Mayor or a Councillor of the Town of Port Hedland Council.

'KPIs' means Key Performance Indicators and Performance Criteria as agreed between the CEO and Council to deliver the key priorities of the Town of Port Hedland Corporate Business Plan.

'Model Standards' are the Town of Port Hedland Model Standards for CEO Recruitment, Performance and Termination.

'Position description' means the position description form for the position of CEO approved by the local government under clause 5(2).

'Selection criteria' means the selection criteria for the position of CEO determined by the Town of Port Hedland and set out in the position description.

~~Relevant legislation~~	~~Local Government Act 1995~~ ~~Local Government (Administration) Regulations 1996~~
~~Delegated authority~~	~~Executive Manager Human Resources~~
~~Business unit~~	~~Human Resources~~
~~Directorate~~	~~Corporate Services~~

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~~Version Control~~	~~Version No.~~	~~Resolution No.~~	~~Adoption date~~
	~~01~~	~~CM202425/220~~	~~12 December 2024~~
~~Review frequency~~	~~3 Yearly~~		

~~Page 8 of 9~~

Town of Port Hedland **Policy**

Document Control Statement *– The electronic reference copy of this Policy is maintained by the*

Relevant legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996		
Directorate	Office of Chief Executive Officer		
Business unit	Human Resources		
Delegated authority	Manager Human Resources		
Version Control	Version Number	Resolution Number	Adoption Date
	V01 V02	CM202425/220	12 December 2024 30 Sep 2026
Review frequency	4 Yearly		

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Town of Port Hedland

3/007 Senior Employees and Appointing Acting Chief Executive Officer

Objective / Purpose

To establish a clear and legislatively compliant governance framework for:

- the designation of Senior Employees under section 5.37 of the Local Government Act 1995 (WA); and
- the appointment of an Acting Chief Executive Officer during temporary absences of the Chief Executive Officer.

This Policy ensures that business continuity arrangements are lawful, transparent and consistent with the Town's governance framework and Register of Delegated Authority.

Policy Statement

Designation of Senior Employees

Pursuant to section 5.37 of the Local Government Act 1995 (WA), Council may designate one or more positions within the organisation as Senior Employees by resolution from time to time.

Senior Employees are those executive positions within the organisation formally designated by Council under section 5.37 of the Act.

The Chief Executive Officer is not designated as a Senior Employee, as the position of Chief Executive Officer is appointed separately by Council in accordance with section 5.36 of the Local Government Act 1995 (WA).

Council may review or amend the designation of Senior Employee positions from time to time to reflect organisational structure and governance requirements.

Acting Chief Executive Officer Appointment

The Chief Executive Officer must make any appointment of an Acting Chief Executive Officer in writing and specify:

- the period of appointment *maximum of 6 weeks
- the employee appointed to perform the role

During the period of appointment, the Acting Chief Executive Officer exercises all powers, duties and functions of the Chief Executive Officer under the Local Government Act 1995 (WA), the Town's Delegations Register, and any applicable legislation, unless otherwise specified in the instrument of appointment.

Default Acting Arrangements

In the case of the temporary absence of the CEO and no Acting Chief Executive Officer has been appointed, the Director Corporate Services acts as Chief Executive Officer until Council resolves an appointment as soon as practicable.

Legislative Framework

This Policy is to be read and applied in accordance with:

- Local Government Act 1995 (WA):
  - section 5.36 – Acting Chief Executive Officer
  - section 5.37 – Designation of Senior Employees
- Any relevant subsidiary legislation.

Where there is any inconsistency between this Policy and legislation, legislation prevails.

Related Policies and Governance Instruments

This Policy is to be read and applied in conjunction with:

- The Town's Delegations Register (as amended from time to time).
- The Council Framework Policy;
- The Chief Executive Officer Employment Contract (where applicable); and
- Any relevant governance or continuity frameworks adopted by Council.

All powers exercised under this Policy must be consistent with the Town's current Delegations Register.

Definitions

Senior Employee
A position designated by Council under section 5.37 of the Local Government Act 1995 (WA).

Acting Chief Executive Officer
A Senior Employee appointed to temporarily perform the duties and functions of the Chief Executive Officer in accordance with section 5.36 of the Local Government Act 1995 (WA).

Temporary Absence
A period during which the Chief Executive Officer is unavailable to perform their duties due to leave, illness or other authorised absence.

Policy Administration

Administration	Detail
Business Unit	Governance
Directorate	Corporate Services
Delegated Authority	Nil
Review Frequency	2 yearly

Document Control

Version	Resolution No.	Adoption Date
01	-	24.11.2004
02	201415/143	17.12.2014
03	201516/012	29.07.2015
04	CM201617/176	30.03.2017
05	CM201920/058	25.09.2019
06	CM201920/105	27.11.2019
07	CM202021/042	23.09.2020
08	CM202627/130	25.03.2026

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Town of Port Hedland **Policy**

6/005 Community Engagement Policy

Objective

This policy outlines the Town's commitment to and approach to community and stakeholder engagement.

The policy guides the delivery of community and stakeholder engagement across the organisation to inform decision-making, build relationships and strengthen community outcomes.

The objectives of the policy are to:

- Build a shared understanding of Council's commitment to community and stakeholder engagement;
- Support quality governance and decision making through the use of quality and timely engagement with stakeholders and the community;
- Raise awareness of Council decisions and community aspirations surrounding programs, projects and initiatives.

Policy Statement

Community engagement speaks to the methods and processes used to involve the community in decision making that affect their lives. Good governance is based on a belief that those impacted by or interested in a decision may have important contributions to make in a decision-making process.

The Town's decision-making processes are influenced by several factors such as financial, technical, legal, environmental and social. As such, different methods and levels of influence will be assigned to different engagement processes. The International Association of Public Participation (IAP2) spectrum of participation will be used to outline to the public what that level of influence is.

When there is a difference between the outputs of an engagement process and endorsed Elected

Member's decisions, the reasons for this difference will be clearly communicated.

The following guides the design, delivery, reporting and evaluation of the Town's engagement initiatives.

Scope

This policy applies to all employees, volunteers, and Elected Members of the Town of Port Hedland. It establishes a strategic framework to guide decision-making processes, support the delivery of community facilities, programs and services, and fulfill the commitments outlined in the Strategic Community Plan. The policy reflects the Town's core values of quality, unity, ~~quality~~ and integrity.

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Town of Port Hedland **Policy**

Background

Under the Local Government Act 1995, local governments must engage with the community on various matters. This includes the planning and review of the Strategic Community Plan, the development and review of local laws, the advertisement of differential rates, and other planning-related issues.

Planning Matters

Consultation on planning matters, such as development applications and scheme amendments, is governed by the Planning and Development (Local Planning Schemes) Regulations 2015 and the Town's local planning policy for public consultation on planning proposals.

Best Practice

Engagement will be conducted in alignment with the Town's Community Engagement Policy, ensuring inclusivity, transparency, and accountability. The Town is committed to tailoring its engagement approach to the scope and scale of the project, enabling the community's voice to be heard and reflected in the decision-making process.

Engagement Principles

For the Town of Port Hedland, quality engagement is best characterised by process that adhere to the following principles:

Purposeful	We deliver timely, well-structured engagement that support the community and Town to achieve a shared outcome.
Respectful	We deliver engagement that fosters quality relationships and builds shared understanding.
Effective	We consider the time, budget and representation required to deliver robust engagement outcomes.
Transparent	We support participants with timely, easy to understand information at all stages of the process.

Why we engage

This Framework recognises the Council's commitment to engaging in a manner that;

- Ensures transparency and follows a clear, logical process.
- Adapts to individual cases, considering contextual factors that impact projects or decisions.
- Aligns with community and the Town's expectations for honest and respectful interaction.

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Town of Port Hedland **Policy**

- Informs decision-making to secure financially, socially, and environmentally sound outcomes.
- Embraces diverse perspectives to enrich understanding.
- Cultivates and sustains constructive relationships with the community and stakeholders.

Additionally, this framework aligns to the Local Government Act 1995, Section 1.3 (2) also points to engagement leading to;

- Better decision making by local governments
- Greater community participation in the decisions and affairs of local governments
- Greater accountability of local governments to their communities
- More efficient and effective local government.

When to engage

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The Town of Port Hedland is committed to ensuring that our community has meaningful opportunities to participate in decisions that affect them.

Examples of when engagement should occur are:

- Projects or matters which have the potential to significantly impact the community's quality of life, environment, or future development.
- Developing or revising policies, strategies, or plans that guide decision making or set the direction for the Town's activities.
- Introducing new services or making substantial changes to existing services that affect how the community interacts with the Town.
- Decisions on planning, land use, or infrastructure projects that may alter the physical environment, property values, or community spaces.
- Legislative or Regulatory Changes: Proposals involving changes to local laws, by-laws, or regulations that impact residents or stakeholders.
- Determining priorities for funding, capital works, or resource allocation that directly affect the community.
- Responding to concerns raised by the community or addressing emerging issues that require collective input to shape outcomes.
- Situations where collaboration with the community or stakeholders can improve decision-making or create shared ownership of outcomes.

Town of Port Hedland **Policy**

Who we engage

The Town is made up of a diverse population that each contribute to the social, economic and environmental fabric of the community. This includes rate payers, residents, students, workforce and business owners, as well as stakeholders such as community groups, businesses, organisations and other government entities.

Our goal is to engage in a way that is inclusive of all members of the community, regardless of age, gender, sexual identity, ethnicity, education, ability and other diverse aspects of identity.

Engagement is not a one-size fits all process, and we will engage with different people in different way, based on their need and the context and impact of the project we are engaging on. We acknowledge that engagement is also not just externally focused. We will also work across different parts of our organisation with the same principles of engagement that we would apply to the wider community.

We recognise that the needs of specific population groups are diverse. When planning engagement activities, we will consider how the engagement process can accommodate the needs of specific population groups including:

- Traditional Owners and First Nation communities
- Older Adults
- Young People
- People with Disabilities
- People from Culturally and Linguistically Diverse Backgrounds.

Unpaid participation includes general community input through surveys, forums and open consultations.

Paid contributions may apply when individuals are engaged for their cultural knowledge, lived experience, or advisory roles such as participating in co-design workshops, providing cultural guidance and other specific information sought by the Town.

Process

The Town acknowledges that a uniform approach to engagement methodologies does not align with best practice. Guided by the principles of substantive equality, the Town is committed to proactively capturing diverse voices and lived experiences by using a range of methodologies.

The Community Engagement Strategy provides a comprehensive framework to outline the process and guide the organisation in the application of engagement activities. This strategy is adaptable, enabling the Town to adopt tailored approaches where necessary, considering the nature of the engagement, the required level and depth of engagement, and the resources available.

Town of Port Hedland **Policy**

Definitions

Community	The term 'community' is used broadly and can be defined as a group of people united by at least one common characteristic such as geography, shared interests, values, beliefs, experiences, or traditions. This may include residents, ratepayers, business owners/operators, workforce, visitors, government agencies, and users of Towns services, local community groups, associations and special interest groups.
Consultation	A type of engagement activity that seeks input on a specific matter at a point in time, usually where additional information or representation is required to that already achieved through ongoing engagement.
Elected Members	Sometimes referred to as Councillors, members of the community who have been selected by the wider community to oversee the strategic direction of the Local Government Authority.
Engagement	The process of using diverse methods to actively involve community and stakeholder voices in shaping decisions that impact or interest them. This approach ensures meaningful participation, fosters collaboration, and strengthens connections between decision-makers and the community.
Partnership	A type of engagement activity that produces formal agreements between stakeholders to work together
Town Officers	Refers to the employees of the Town.
Traditional Owners	Aboriginal and Torres Strait Islander people have unique relationships to the land, sea and waterways. Their ownership and stewardship of Country needs to be acknowledged. Australian law recognises that Aboriginal and Torres Strait Islander people have rights and interests in the land and sea under their traditional laws and customs. Please note, the Town operates on Kariyarra land however the local government area also extends to Ngarla and Nyamal country.
Stakeholders	These groups may have a vested interest due to the project's potential to bring about changes or affect lifestyle, social, environmental, or economic conditions.

Town of Port Hedland **Policy**

~~Directorate~~	~~Community Services~~		
Relevant legislation	Local Government Act 1995		
~~Delegated authority~~	~~Nil~~		
~~Directorate~~	~~Community Services~~		
~~Version Control~~	~~Version Number~~	~~Resolution Number~~	Adoption Date
Business unit	~~Community Services~~ Youth & Community Development	~~CM202526/162~~	~~26 November 2025~~ 30 Sep 2026
~~Delegated authority~~	~~Nil~~		
~~Review frequency~~	~~Yearly.~~		

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~~Version Control~~	~~Version No.~~	~~Resolution No.~~	~~Adoption date~~
	~~1.0~~	~~CM202526/162~~	~~26 November 2025~~
~~Review frequency~~	~~Every three years.~~		

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Town of Port Hedland **Policy**

1/026 Customer Feedback, Complaints, and Suggestions

Objective

This Policy provides guidance for the management and handling of customer feedback, complaints, and suggestions. The Town of Port Hedland (the Town) is committed to delivering an accessible, responsive, and accountable framework that promotes continuous improvement. Feedback, whether positive or negative, enables the Town to enhance its services and maintain strong customer focus.

Purpose

The Policy:

- Promotes the Town's values of quality, unity~~, quality~~ and integrity.
- Aligns with best practices outlined in the Australian Standards (AS/NZS 10002-2014 Guidelines for Complaint Management) and WA Ombudsman Guidelines on Complaint Handling.
- Reflects the Town's commitment to provide quality customer service at all Town facilities, as per the Town of Port Hedland Customer Service Charter. customer-service-charter

This policy ensures that all customer concerns are handled with professionalism, fairness, and efficiency, fostering trust and continuous improvement within the Town of Port Hedland.

Statement

This Policy applies to all Elected Members, employees, and consultants or contractors engaged by the Town.

A complaint is an expression of dissatisfaction about the Town's products, services, employees, or handling of a matter, where a response or resolution is expected or required.

A complaint is not:

- An initial request for service.
- A request for information or explanation of policies.
- Compliance enforcement actions.
- Lodging an appeal or objection under statutory processes.
- A submission related to regulatory functions.
- Petitions or civil disputes between private individuals.

When customers contact the Town, they should expect:

- To be heard and listened to;
- To be informed;
- To be understood and taken seriously;

Town of Port Hedland **Policy**

- To be treated with respect;
- To be given an explanation or reason for a decision;
- To get action or resolution as soon as possible; and
- To be given an apology, where appropriate.

Complaints can be submitted via:

- The Customer Feedback, Suggestion or Complaint Form on the Town's website.
- Email, letter, in-person, or by completing a Feedback Form available at Town facilities. customer_feedback-suggestion_or_complaint_docx.pdf

Complainants must provide:

- Name and contact details.
- Details and date of the issue.

Principles of Complaint Management

- **Customer Focus**:
  Open, transparent, and easily accessible complaint processes.
- **Responsiveness:**
  Fair, objective, and timely resolution with progress updates.
- **Remedy**:
  Assignment of complaints to an officer with authority to resolve them promptly.

Timeliness

- Complaints acknowledged within five business days.
- Complaints resolved or interim responses provided within ten business days.

Customer Feedback, Complaints and Suggestion Handling Procedure

The Town of Port Hedland recognises the right of customers to discuss matters when feeling dissatisfied with services of the local government and, wherever possible, to resolve these issues and to prevent similar occurrences.

Levels of Escalation
There are three different levels of escalation that the Town uses to process customers feedback, complaints and suggestions.

Level 1 – Initial Assessment

Customer feedback or suggestions are promptly assessed by a Town employee, who records the details and directs the customer to a responsible officer for resolution. The responsible officer aims to address concerns and follows up with the customer via call or email within 48 business hours.

Town of Port Hedland **Policy**

Level 2 – Customer Complaints

Official complaints are lodged in writing with contact details. A review is conducted within 10 business days, or longer if additional investigation is required, with the timeline communicated to the complainant. Complaints are addressed objectively, and a responsible manager provides a formal response.

Level 3 – CEO Internal Review

If dissatisfied with the complaint outcome, the customer may request an internal review by the Chief Executive Officer (CEO). The CEO reviews prior actions and determines a resolution, informing the customer of the final outcome within 15 business days via letter, phone, or meeting.

The complaint will be closed detailing all action taken to resolve the complaint.

Confidentiality
Customer privacy will be respected. Personal information is managed in accordance with the *Freedom of Information WA Act 1992*.

Unreasonable or Unacceptable Complainants

Unreasonable complainants include those who are:

a) Unreasonably persistent complainants: Those who make excessive phone calls, demand excessive personal contact, or engage in lengthy correspondence.

b) Unsatisfiable complainants: Those who refuse to accept the Town's inability to assist further, reject decisions made, or demand services beyond what has been provided.

c) Complainants with unreasonable demands: Those who seek excessive information, disproportionate services, or make frequent and unwarranted approaches.

d) Rude or abusive complainants: Those who engage in personal abuse, make inflammatory or intimidating statements, or attempt to harass Town employees.

In such cases, the Town may limit communication methods, designate a single contact point, or cease communication after informing the complainant. Verbal or physical aggression may result in referral to the WA Police.

Managing Unacceptable or Unreasonable Complaints

The Town rarely deems complaints unacceptable or unreasonable. However, if a complaint disrupts employees' ability to work or serve others, the Town may restrict the complainant's contact.

Town of Port Hedland **Policy**

Guidelines for Limiting Access

Access may be limited when:

a) It compromises the Town's obligations as an employer.

b) It conflicts with statutory obligations.

c) It wastes Town resources through excessive contact or service use.

d) It enables or encourages rude or abusive behaviour.

Actions for Managing Persistent or Excessive Behaviour

If someone repeatedly contacts the Town unnecessarily or raises previously resolved issues, the Town may:

- Restrict calls to specific times or designate one employee to handle all contact.
- Require written communication or pre-scheduled appointments for visits.
- Limit the number of issues addressed within a set period.
- Cease all communication, with prior notification to the complainant.

Persistent Complaints

Actions may be deemed unreasonably persistent if all internal reviews are complete, yet the complainant continues to dispute the outcome or process.

Aggressive Behaviour

The Town will report verbally or physically aggressive, threatening, or harassing behaviour to the WA Police.

Elected Member Complaints

Complaints against Elected Members should be initially referred to the Chief Executive Officer.

The Town is committed to addressing complaints in line with statutory requirements, including the *Local Government Act 1995*, *Local Government (Model Code of Conduct) Regulations 2021*, and other relevant laws.

Complaints, whether minor or serious, will be referred to appropriate agencies. For instance, allegations of corruption will go to the Corruption and Crime Commission, while illegal behaviour may be referred to the Western Australia Police or the relevant State Government Department.

Town of Port Hedland **Policy**

External Agencies

If dissatisfied, customers may escalate complaints to external agencies, including:

- Ombudsman Western Australia.
- Department of Local Government.
- Western Australia Police.
- Crime and Corruption Commission.

Definitions

"Complaint" A complaint is an expression of dissatisfaction, however made, about the standard of service, actions or lack of action by the Town of Port Hedland, its employees or contractors, affecting an individual customer or group of customers.

"Complainant" A complainant is a person, organisation or its representative making a complaint.

"Business Day" means a day when the Town is normally open for business i.e. Monday to Friday, excluding public holidays and other Council approved closures.

Relevant Documents

- Customer Service Charter
- Town of Port Hedland Code of Conduct for Council Members, Committee Members, Appointees and Candidates
- Town of Port Hedland Code of Conduct for Employees and Volunteers
- WA Ombudsman Complaint Handling Guidelines
- Local Government Act 1995.

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Town of Port Hedland **Policy**

Relevant legislation	Local Government Act 1995~~,~~ Local Government (Model Code of Conduct) Regulations 2021 ~~,~~Freedom of Information WA Act 1992
Directorate	Corporate Services
Business unit	Customer Service
Delegated authority	Nil

~~Governance to complete this section~~			
Version Control	Version Number~~o.~~	Resolution No~~.~~umber	Adoption Ddate
	V01 V02 V03 V04	- CM201819/063 CM202425/270	- 26 Sep~~tember~~ 2018 5 March 2025 30 Sep 2026
Review frequency	~~3 Yearly~~4 Yearly		

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Town of Port Hedland **Policy**

1/025 Media and Communications

Objective

This Policy establishes clear protocols for the Town of Port Hedland's official communications.

It aims to ensure consistent, transparent and accurate information sharing that reflects the values, objectives and strategic priorities of the Town of Port Hedland.

Purpose~~Scope~~

This Policy applies to all employees, elected officials and contractors of the Town of Port Hedland involved in any form of public communication, including but not limited to media interactions, press releases, social media posts and public statements.

It encompasses all channels and platforms used to communicate on behalf of the local government and covers both proactive communications and responses to inquiries or issues.

~~Objectives~~Policy Statement

The objectives of this Policy are to:

1. Ensure consistency and professionalism.
   Establish protocols for the Town of Port Hedland's official communications to ensure the organisation is professionally and accurately represented in all public interactions.

2. Promote positive public perception.
   Enhance and maintain a positive public image of the Town of Port Hedland by delivering clear, consistent, and engaging messages that foster trust and confidence within the community.

3. Clarify roles and responsibilities.
   Clearly outline the roles and responsibilities of the Mayor, Deputy Mayor, Elected Members, and the Chief Executive Officer in speaking publicly or issuing statements on behalf of the Town. This clarity aims to ensure that all statements are aligned with the Town's values and strategic objectives.

4. Foster transparent communication.
   Promote open and transparent communication channels that encourage active engagement and participation from community members while respecting confidentiality and legal obligations.

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Town of Port Hedland **Policy**

Roles and Responsibilities

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Speaking on behalf of the Town of Port Hedland:

Mayor

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The Mayor is the primary spokesperson for the Town of Port Hedland, representing the Town in official communications including speeches, public statements, and commentary across print, electronic, and social media platforms (Local Government Act 1995, s.2.8(1)(d)). The Mayor provides statements on policy, strategic issues, and community-wide matters.

Deputy Mayor

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In the Mayor's absence, the Deputy Mayor is authorised to act as the spokesperson for the Town, fulfilling responsibilities for public commentary and representation as needed (Local Government Act 1995, s.2.9 and s.5.34).

Chief Executive Officer

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The CEO may act as a spokesperson for operational matters if expressly authorised by the Mayor (Local Government Act 1995, s.5.41 (f)). This includes providing information on service delivery, administrative decisions, and internal Town operations. The CEO may delegate to subject matter experts at their discretion.

To respect the Office of Mayor, other members should refrain from public commentary on recent decisions or ongoing issues until the Mayor has provided an official statement.

Media enquiries

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All media enquiries must be directed to the ~~Public Affairs~~ Strategy and Communications function as the first point of contact. The Manager ~~Public Affairs~~Strategy and Communications is responsible for coordinating information to support the release of an official response, ensuring it aligns with the Town's communication standards and strategic priorities. This responsibility may be delegated to other members of the ~~Public Affairs~~Strategy and Communications Team.

The Manager, or their delegate, will also determine the appropriate spokesperson (typically the Mayor, Deputy Mayor or CEO) based on the enquiry's content and relevance to their role.

Media relations

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The Town of Port Hedland is committed to maintaining open and transparent communication with the media. The following guidelines will govern all interactions:

1. Open dialogue

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The Town will engage in discussions with the media on matters of public interest, provided that such disclosures do not violet the Town's duty of care, contractual obligations, legal issues, or privacy laws that govern its operations or any individual's privacy rights.

Town of Port Hedland **Policy**

2. Timely responses
Media enquiries will be dealt with promptly, honestly and within the organisation's deadline whenever feasible. The Town recognises the importance of timely communication in fostering a positive relationship with the media and the community.

3. Coordination through ~~Public Affairs~~Strategy and Communications
All media enquiries must be directed to a member of the ~~Public Affairs~~ Strategy and Communications Team as the first point of contact. The Manager ~~Public Affairs~~Strategy and Communications will coordinate responses and gather necessary information to facilitate the release of an official statement on behalf of the Town, ensuring alignment with the Town's communication standards and strategic priorities.

4. Designated spokespeople
Only designated individuals, such as the Mayor, Deputy Mayor, or CEO are authorised to comment on behalf of the Town on sensitive or high-impact issues, maintaining the integrity of the Town's message.

5. Confidentiality and sensitivity
All communications must consider confidentiality and the sensitivity of certain topics. Staff and elected officials should exercise discretion when discussing matters that may impact individual privacy or ongoing legal issues.

6. Training and support
The Town will provide training and resources to ~~staff~~ relevant employees and elected officials on best practices for engaging with the media, ensuring effective and appropriate communication.

Public Communications and Social Media

The Town of Port Hedland recognises the importance of public communications and social media as vital tools for engaging with the community. To ensure effective and responsible use of these platforms, the following guidelines apply:

1. Official communications
All communications through social media and public online platforms must adhere to the Town's standards for professionalism, accuracy, and transparency. Only designated representatives are authorised to post official communications on behalf of the Town.

2. Use of personal accounts
Elected Members and staff are encouraged to use their personal social media accounts responsibly. When doing so, they should clarify that opinions expressed are their own and do not represent the views of the Town. Official communication should always be conducted through authorised Town channels.

3. Content moderation

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Town of Port Hedland **Policy**

The Town reserves the right to moderate its official social media accounts and may address or remove content that is deemed:

- racist, sexist or discriminatory content, links or images.
- violent, obscene, profane, insulting, hateful, derogatory or illegal content, links or images.
- threatening or defaming content directed at any person or organisation.
- solicitations, advertisements, or endorsements of any financial, commercial, private businesses or organisations.
- multiple successive off-topic posts by a single user.
- repetitive posts copied and pasted or duplicated by single or multiple users.
- offensive, inaccurate, false, misleading or deceptive comments or content.
- material which infringes third party intellectual property rights.
- any other inappropriate content or comments as determined at the Town of Port Hedland's absolute discretion.
- abusive comments about elected members or Town of Port Hedland employees.

4. Prohibited activities

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Social media and unsecured online forums must not be used to conduct official Town business, hold meetings or make decision. Communications must avoid any content that could damage the reputation of the Town or contravene legal obligations.

5. Compliance with Codes and Regulations

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All public communications, including social media interactions, must comply with the Town of Port Hedland's Code of Conduct and the Local Government (~~Rules of~~Model Code of Conduct) Regulations 2021~~07~~.

6. Monitoring and evaluation

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The Town will monitor its social media channels to assess engagement and public sentiment. This evaluation will help inform future communications strategies and improve interactions with the community.

Crisis Communication

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The Town of Port Hedland is committed to effective communication during crises or emergency situations. This section outlines the procedures and guidelines to ensure timely, accurate, and coordinated communication in such instances.

1. Crisis Communication Plan

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A comprehensive Crisis Communication Plan will be developed and maintained by the Manager ~~Public Affairs~~Stategy and Communications. This plan will outline roles, responsibilities, and procedures for communicating during emergencies, ensuring a structured and efficient response.

2. Designated crisis communication team

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A designated crisis communication team will be formed in the event of an emergency or crisis. This may be an extension of the Town's Emergency Response Team, or separate depending on the nature of the event. This team, led by the Manager ~~Public Affairs~~Strategy and Communications, will be responsible for

Town of Port Hedland **Policy**

implementing the Crisis Communication Plan and may include the Mayor, Deputy Mayor, CEO and relevant Directorate ~~department~~ heads.

3. Timely and accurate information

In a crisis, timely and accurate information dissemination is crucial. The Crisis Communication Team will ensure that information is verified and communicated swiftly to minimise misinformation and public concern.

4. Official statements

Official statements during a crisis will be issued by designated spokespersons, primarily the Mayor or CEO, to maintain consistency and authority in messaging.

Publishing third-party information

The Town of Port Hedland is committed to ensuring accurate and reliable communication with the community.

From time to time, it may be necessary for the Town to publish, or refer to, information from a third-party source. This section outlines the procedures to ensure third-party information is verified or, where this is not possible, audiences are made aware that it may be from unverified sources.

1. Commitment to accuracy

The Town will make every effort to verify information before publication and will promptly correct any misinformation identified in its communications.

2. Publishing unverified information

Where information comes from a source which cannot be typically verified as credible, the below disclaimer will be published:

Disclaimer: The information provided herein is intended for general informational purposed only and may not reflect the latest developments, verified facts, or complete accuracy. While we strive to share reliable information, some details may be based on unverified sources of subject to interpretation. We encourage readers to verify information with credible sources and exercise caution when using or sharing this information.

3. Definition of credible sources[1]

Sources that can typically defined as credible are information providers that meet the following criteria:

- Authority: The source is recognised as an expert in its field, typically possessing relevant qualifications, experience or credentials.
- Accuracy: The information provided is supported by evidence, fact-checked, and aligns with established knowledge or data.
- Objectivity: The source presents information in an unbiased manner, free from conflicts of interest or personal agendas.

[1] The definition has been developed from a range of academic advice.

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Town of Port Hedland **Policy**

- Reputation: The source has a history of reliability and is respected by peers and the wider community for its integrity and commitment to truth.
- Transparency: The source provides clear citations, references, or links to the original data, enabling verification by the reader.

Conduct of Elected Members

When communicating – whether in an official capacity or personally – Elected Members must ensure that their communications:

- Do not bring the Town of Port Hedland into disrepute;
- Do not compromise their effectiveness in their roles;
- Avoid any implication that personal views are endorsed by the Town; and
- Protect confidential information, ensuring no unauthorised disclosures.

Elected Members' public statements and social media activities must adhere to the Town of Port Hedland's Code of Conduct and the Local Government (~~Rules~~ Model Code of Conduct) Regulations 2021~~07~~.

~~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.

Relevant legislation	Local Government Act 1995 Division 9 Code of Conduct for Employees and Volunteers
Directorate	Office of the CEO
~~Delegated authority~~	~~N/A~~
Business unit	~~Corporate Affairs~~Strategy and Communications
Delegated authority	Nil

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Town of Port Hedland **Policy**

Directorate (choose one)	Office of the CEO

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Version Control	Version Number.	Resolution Number.	Adoption Ddate
	V01 V02	CM202021/185	3 June 2021 30 Sep 2026
Review frequency	3 Yearly4 Yearly		

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Town of Port Hedland **Policy**

2/018 Borrowings

Objective

The policy has been drafted to provide a framework for Town of Port Hedland Council borrowings, so that there is a controlled and disciplined approach to the borrowing of funds for the purpose of:

- Funding new infrastructure
- Renewal or upgrading of existing infrastructure

The policy will ensure that all transactions are in accordance with legislative requirements, whilst minimising the cost of debt. The policy will also safeguard the Town's ability to meet its liabilities and budgetary obligations, and also increase awareness of issues concerning debt management.

~~Legislative requirements~~

- ~~Australian Accounting Standards~~
- ~~*Local Government Act 1995*~~
- ~~*Local Government Financial Management Regulations 1996*~~

~~Delegation of Authority~~

~~Authority for implementation of the Borrowings Policy is delegated by Council to the Chief Executive Officer in accordance with the *Local Government Act 1995*. The Chief Executive Officer may sub-delegate the implementation of the Borrowings Policy to other Town Officers.~~

Prudent person standard

All loan borrowings will be managed with care, diligence and skill that a prudent person would exercise. As trustees of borrowed monies, officers are to safeguard the loan portfolio in accordance with legislative requirements.

Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with proper execution and management of the Council's loan portfolio. The Department of Local Government and Communities Guideline No 1 "Disclosure of Interest Affecting Impartiality" provide guidance for recognising and disclosing any conflict of interest.

Principle

The following principles will reinforce the measure of control for the Town with reference to borrowings:

- Under no circumstance will operating expenditure be funded by borrowings.

- Replacement or renewal of existing assets that are expected to occur on an annual (or similar) basis (i.e. recurrent capital works such as road resealing, plant replacement etc) will generally not be funded by loan borrowings.

- The economic life of the asset being funded should be greater than the agreed term of the loan. Generally, loans will be paid over a term no longer than 10 years to maintain inter-generational equity so as not to over burden future ratepayers with the majority of the debt. Any loans less than $2 million will have a term of no longer than 5 years.

- The nature of any borrowings and the interest rate if applicable, will take into account the purpose of the borrowings and seek to minimise interest rate exposure.

- All borrowings will be considered in line with Council's Long Term Financial Plan and forward program of capital works; and should be in the current adopted Budget. Any variations will be presented to Council for consideration.

- Any unspent loans will be declared in the Annual Financial Statements of that particular Financial Year as part of statutory obligations. If the project being financed has reached completion stage, the unspent portion will be used to pay back the lender, leading to refinancing of the loan or allocated to other projects at the discretion of Council.

- In the event that capital expenditure is deferred from one Financial Year to the next, the timing of the drawdown of the approved loan will be reviewed in order to minimise interest expense.

Lenders and Interest Rates

The Town will undertake a Request for Quotation process to get the best rate and terms possible when intending to borrow funds. The RFQ process will be limited to the major banks and the WATC.

Refinancing of Loans

It is generally known that market interest rates are volatile and the cost of borrowing periodically fluctuates. Therefore, if these changes bring a distinct economic advantage to the Town of Port Hedland; whereby the cost of borrowing significantly declines, the Town will reserve the right to refinance the loan portfolio. Council will make the final decision on any change to the loan portfolio or refinancing options.

According to Section 6.20(2)(a) of the Local Government Act 1995:

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Town of Port Hedland **Policy**

"A local government is not required to give local public notice of a proposal to exercise a power to borrow when the power is to be exercised to re-finance a loan or to continue other financial accommodation (whether with the same or another bank or financial institution) except where the re-financing or continuation is a major variation.

major variation means a variation in the terms of a loan or other financial accommodation which is — (a) a capitalisation of interest accruals; or (b) an increase in the term of the loan or other financial accommodation; re-finance in relation to a loan or other financial accommodation (the existing loan), means to borrow an amount (the new loan) which is, at the date of the new loan —

a) equal to the principal amount owing on the existing loan; or
b) not more than $5 000 more or less than the principal amount owing on the existing loan, for the principal purpose of paying out the existing loan or preserving the credit originally provided by the existing loan."

Paying off debt

Any loan can be paid off in full where it can be demonstrated that there is a significant benefit to the Town. Any retirement of debt will not occur without approval from Council. The final payment will include the principal outstanding, interest accrual to date and the premium cost for breaking the loan contract. The decision to pay off a loan will be based on economic viability and will be analysed on a case to case basis.

Financial Controls and Sustainability Indicators

The Town will manage its debt within the minimum and maximum targets set for the two ratios listed below.

1. Debt Service Cover Ratio

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This ratio is the measurement of a local government's ability to repay its debt including lease payments. The higher the ratio is, the easier it is for a local government to obtain a loan.
The DSCR is calculated as follows:-

$$\text{DSCR} = \frac{\text{Annual Operating Surplus BEFORE Interest \& Depreciation}}{\text{Principal \& Interest}}$$

The Town will maintain a Debt Service Cover Ratio (DSCR) of 200% as a basic standard, as stated in the Department of Local Government Operational Guidelines 18. An advanced standard is achieved if the ratio is greater than 500%.

2. Net Debt to Revenue Ratio

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Town of Port Hedland **Policy**

The Net Debt to Revenue ratio measures a Local Government's overall debt situation by netting the value of a Council's liabilities and debts with its cash and other similar liquid assets.

The Net Debt Ratio is calculated as follows:-

$$\text{Net Debt Ratio} = \frac{\text{Net Debt}}{\text{Operating Revenue}}$$

The Department of Local Government recommends a maximum of 50%. The Town's maximum target (debt ceiling) for this ratio will be 50%.

~~Definitions~~

~~Nil.~~

Town of Port Hedland **Policy**

Relevant legislation	Local Government Act 1995 Part 6 Division 5 Subdivision 3 – Borrowings s. 6.20 – 6.24. Local Government Financial Management Regulations 1996 Australian Accounting Standards Register of Delegated Authority
Directorate	Corporate Services
~~Delegated authority~~	
Business unit	Financial Services
Delegated authority	Nil
~~Directorate~~	~~Corporate Services~~

~~Governance to complete this section~~			
Version Control	Version Number~~o.~~	Resolution Number~~o.~~	Adoption D~~d~~ate
	V01	201516/194	23 March 2016
	V02	CM202021/10	16 December 2020
	V03	CM202324/291	25 June 2024
	V04	CM202526/138	29 October 2025
	V05		30 Sep 2026
Review frequency	~~3 Yearly~~4 Yearly		

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Town of Port Hedland

Policy

2/021 Credit and Purchase Card Policy

Objective

Corporate credit and purchase cards (Corporate Cards) deliver benefits to the Town of Port Hedland through improved administrative practices. Efficiency of operational activities is increased by reducing the cost, paperwork and time associated with purchasing goods and services. Corporate Cards also provide a useful resource in remote and emergency situations, reduce the need for cash on premises and provide an effective audit trail of expenditures.

This policy sets out the principles that need to be followed by all Corporate Card holders at the Town of Port Hedland. The objective of this policy is to:

- Provide a framework to enable the use of Corporate Cards;
- Provide Corporate Card holders guidelines towards the appropriate issue and usage of the cards; and
- Minimisze or eliminate the risk of fraud and misuse of the Corporate Card.

Application of Policy

This policy applies to all employees of the Town of Port Hedland who are assigned a Corporate Card.

Legislation

The following provisions of the *Local Government Act 1995* (the Act) and associated regulations impact on the use and control of corporate credit cards:

- Section 2.7(2) (a) and (b) of the Act requires the Ccouncil to oversee the allocation of the local government's finances and resources and to determine the policies of the local government.
- Section 6.5(a) of the Act requires the Chief Executive Officer (CEO) to ensure that proper accounts and records of the transactions and affairs of the local government are kept in accordance with regulations.
- Local Government (Financial Management) Regulation 11(1)(a) requires local governments to develop procedures for the authorisation and payment of accounts to ensure that there is effective security and appropriate authorisations in place for the use of credit cards.
- Local Government (Financial Management) Regulation 13A requires local governments to disclose information about each transaction made on a credit card, debit card or other purchasing cards.

Issue of Corporate Cards

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- All requests for Corporate Cards are approved by the CEO. The CEO's processes established under Regulation 11(1)(a) of the *Local Government (Financial Management) Regulations.* ~~in line with "The Town of Port Hedland Delegation Register".~~

- While the maximum credit limit is determined in the delegation register, the cardholders limit should be set to the lowest amount required by the cardholder to conveniently execute their role.
- A person in a role that is allocated a credit card is not obliged to hold one.
- Each cardholder must sign an acknowledgement that they have received, understood and agreed to their responsibilities and legal obligations before a card will be issued.
- A credit card can ~~will~~ not be issued to an elected member.

Use of Corporate Cards

- Corporate cards are only to be used for Town related expenditure, within the limit assigned for the use of that card and within the approved budget;
- Personal use and personal transactions are prohibited;
- All purchases are to be made in accordance with 2/007 Procurement Policy.
- Travel expenditure is to be made in accordance to GOV 008 "Town of Port Hedland Representative Travel and Accommodation" IOP as well as 2/007 Procurement Policy.
- Cash withdrawals through any facility, whether it is a Bank, ATM or EFTPOS facility are prohibited;
- Purchases related to buying foreign currency, lottery tickets, gambling, travellers cheques and money transfers are prohibited.
- The card must not be used by officers other than the cardholder.
- Under no circumstances is the PIN to be disclosed to another person.
- The card must only be used for fuel purchases in instances where a fuel card facility is unavailable;
- Cardholders must not obtain personal benefit through any rewards program.
- Cardholders must not split transactions to circumvent delegation limits.
- The card shall not be used for payment of fines.
- No "tips" or gratuities are to be added to purchase transactions.
- The cardholder must maintain the security of their card, ensuring that it is kept in their possession at all times and not left in any place from which it may be taken.
- The cardholder must retain all tax invoices and/or receipts and maintain any other records of their transactions to facilitate monthly reconciliation and costing of transactions for that card;
- The card must be returned prior to periods of extended leave (any periods in excess of four weeks).
- In all cases of misuse, the Town of Port Hedland reserves the right to recover any monies from the cardholder and all repayments by the cardholder are to be due within five days of notice.

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Town of Port Hedland

Policy

Cancellation of Corporate Cards

- Cards must be returned and cancelled if the cardholder is reassigned to a new position where the use is not required or where their employment is terminated with the Town of Port Hedland;
- The Town of Port Hedland reserves the right to cancel a card at any time.
- Cancelled cards must be destroyed in a secure manner.

Definitions

"Cardholder" - Is any officer of the Town of Port Hedland receiving authorisation to have a Corporate Credit Card issued in their name.

"Corporate Card" – Includes business or corporate credit cards, debit cards, store cards, fuel cards and taxi cards. *Excludes* non-reloadable gift cards, pre-loaded purchase or credit card advances, SmartRider cards that are centrally controlled for general use.

"Credit limit" – Is the maximum amount of money authorised for purchases made on the corporate card.

"Personal Use / Personal transaction" **-** Any purchase intended for individual benefit of the cardholder. Purchase of any items not normally provided to a staff member in the course of their employment with the Town of Port Hedland.

"Town" – Refers to the Town of Port Hedland

"Town Related Expenditure" - Bona fide business transactions that are required by a cardholder undertaking normal duties in the course of their employment with the Town of Port Hedland and would otherwise be undertaken by purchase order or petty cash.

"Transaction limit" – Means the maximum value for any single transaction.

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Town of Port Hedland

Policy

Relevant legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996
Directorate~~Delegated Authority~~	Corporate Services
~~Business Unit~~Directorate	~~Financial Services~~Corporate Services
Business Unit~~Directorate~~	Financial Services~~Corporate Services~~
Delegated Authority	Nil

~~Governance to complete this section~~			
Version Control	Version Number~~.~~	Resolution Number~~.~~	Adoption Date
	V01	CM201617/046	31 August 2016
	V02	CM202021/102	16 December 2020
	V03	CM202223/003	27 July 2022
	V04	CM202425/193	27 November 2024
	V05	CM202526/182	10 December 2025
	V06		30 Sep 2026
Review frequency	~~Every two years~~4 Yearly		

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Town of Port Hedland **Policy**

2/020 FEES AND CHARGES WAIVER POLICY

Objective

~~1.0 **Objective**~~

This Policy aims to define the Council's position on requests to waive various fees and charges, partially or fully. Its purpose is to ensure these requests are managed consistently, transparently and equitably.

Content ~~Scope~~

This Policy applies to Council-set discretionary fees and charges as defined in the Fees and Charges Schedule of the Annual Budget and should be read in conjunction with that document.

~~2.1.1~~ Types of fees considered for a waiver/reduction

The types of fees considered in this Policy for a waiver/reduction are:

- Surrender Fees and Charges.
- Waste Disposal Charges.
- Trading in Public Places Fees.
- Community Facility Hire Fees.

Note: Facility/Building Lease and Seasonal Licence Charges are in a separate policy.

~~2.1.2~~ **Exclusions to the Policy**

Exclusions to the scope of this Policy include:

- Statutory fees, which should only be waived, fully or partially, pursuant to relevant legislation.
- Circumstances in which another Council policy that includes a fee waiver component is more applicable, for example, an event covered by Council's Events Program.
- Fines and penalties, which should be referred to existing appeal mechanisms.
- Insurance fees.
- Venue hire bonds.
- Damages and additional cleaning fees.
- Bad debts write off.
- Council rates and property charges.

~~2.0~~ Policy

Eligibility Framework
~~2.1~~

General

The overarching principles for the waiver of fees and charges are:

- Waivers will be capped at a cumulative threshold of $30,000 per applicant per financial year.
- Must be requested before the fee or charge is incurred or paid.
- Applications should be received at least 10 working days prior to the service/event delivery for waivers of less than $10,000.
- Applications should be received at least 30 working days prior to the service/event delivery, ~~f~~with ~~or~~ waivers above $10,000 to be ~~approved~~ considered by the Council.

Eligibility Principles

A fees or charges waiver will not be considered where:

- The activity is a program, service, function or event that:
  - Is contrary to, or inconsistent with, another Council Policy.
  - Is already supported by Council via a financial or in-kind contribution.
  - Is subject to an existing agreement, including but not limited to Memorandums of Understanding.
  - Duplicates existing Council programs or activities.

- It is reasonably likely to result in a disproportionate increase in the number of requests from the benefiting organisation(s) or from similar organisations.

- It is a not for profit group that is auspiced by a private or commercial event, or one being run by a group/organisation based outside the Town of Port Hedland or immediate surrounds.

Application, Decision Making and Authorisation Framework

General

Each application will be assessed by the relevant Delegated Officer in accordance with the financial delegations stated in *Delegation 1.2.23 Fees Waivers and Community Concessions* of the Delegation Register.

Delegated Officers should ensure that fees and charges waiver requests are considered fairly, equitably and transparently, in accordance with the Fees and Charges Waivers Assessment Matrix (attached with this Policy).

The Council and Town of Port Hedland will determine what is of benefit to the community for the purpose of this Policy.

When considering a request to waive fees or charges, the decision must have regard to the merits of the application as well as the following:

- The activity to which the fee or charge applies demonstrates specific benefits to the Town of Port Hedland community.
- The activity supports Council's vision and priorities as defined in the strategic Council Plan documents.
- The nature of the applicant, e.g., is the applicant a not-for-profit organisation registered with the Australian Charities and Not for Profit Commission?
- The applicant performing the activity is based in the Town of Port Hedland.
- The applicant performing the activity provides services/benefits to residents or the wider Town of Port Hedland community.
- The scope for waiving the fee or charge within the context of business unit budgets, policies, and the broader business activity/market.

To encourage fairness and equity, user groups should be made aware that an application may be unsuccessful where they:

- Increase demand from certain groups relative to others.
- Result in inequitable access to Council facilities or services because of subsiding certain users/groups.

Other circumstances

At the discretion of the Delegated Officer, the following may be granted a full or partial fees or charges waiver at Council operated facilities:

- Bereavement/compassionate events to recognise a community member who has contributed "over and above" to the life of the community.
- Activities, exhibitions or events that are run by local community not for profit groups substantially for community benefit or jointly delivered with Council to contribute to Council Plan objectives or actions.

In deciding such application, the Delegated Officer will consider:

- Whether the event is generally open to all and widely advertised.
- The cost to attend (very low or no cost events).
- The benefits to the community.
- The extent of volunteer involvement.
- What Town facility is being used.

Amount of reduction

When considering fees and charges waiver requests, the Policy Assessment Matrix determines the % reduction.

Note: For an organisation with a charitable status, it must be registered and recognised by the Australian Charities and Not for Profits Ccommission.

Statutory fees may only be waived or reduced in exceptional circumstances, and in accordance with the relevant legislation.

3.0 Definitions

A table of definitions as they relate to the Policy.

Term	Definition
Charity	An entity determined by the Australian Charities and Not-for-profits Commission (ACNC) to be a charity. A charity is a type of not-for-profit organisation however the main difference between the two is that a nonprofit doesn't need to be 'charitable status,' whereas as a charity needs to meet very specific guidelines.
Not for profit	Not for profit organisations provide services to the community and do not operate to make a profit for its members (or shareholders, if applicable).
Community benefit	A demonstrated community need within the Town of Port Hedland which aligns with the Council's strategic priorities.
Concession	Dispensation to reduce part or all fees that the Town would ordinarily charge.
Fee	Any fee that is recorded on the Fees and Charges schedule for the current year.
Fee Waiver	An agreement that you do not have to pay the required fee recorded on the fees and charges schedule.
Commercial purposes	The conduct of an activity by an entity/organisation whose primary objective is directed at making a profit.
MOU	A Memorandum of Understanding (MOU) is an agreement between two or more parties outlined in a formal document. It is not legally binding but contains certain information that the parties agree to, such as the project or reason for the MOU, the time period and the duties and responsibilities of each party.

Town of Port Hedland **Policy**

Relevant legislation	Local Government Act 1995 AASB Related Party Disclosures Declaration form Australian Accounting Standard Board 124 (AASB 124)		
Directorate	Corporate Services		
Business unit	Financial Services		
Delegated authority	Nil		
Governance to complete this section			
Version Control	Version Number.	Resolution Number.	Adoption Ddate
	V01 1.0 V02	CM202425/169	27 October 2024 30 Sep 2026
Review frequency	Every two years.4 Yearly		

Town of Port Hedland

Policy

2/005 Financial Hardship Policy

Objective

The objective of this policy is to recognise there are unforeseen cases of genuine financial hardship where payment of outstanding rates would cause the ratepayer further distress. The policy outlines the scope and criteria for determining applications for rating relief.

This policy applies to Owner/Occupier residential and small business owner ratepayers. However, the Town encourages any ratepayer experiencing payment difficulty to make contact with the Town.

~~Content~~Purpose

Qualifying Criteria

Subject to qualifying criteria, eligible residential and small business ratepayers experiencing Financial Hardship will be provided assistance where:

a) ~~In the opinion of the Chief Executive Officer, U~~upon recommendation by the Approving Officer, the ratepayer is experiencing genuine financial hardship;
b) The ratepayer's circumstances can be substantiated if requested;
c) The ratepayer is not bankrupt or subject to a bankruptcy petition;
d) No revenue is being derived from the residential property;
e) The non-residential property is the principal place of business of the ratepayer;
f) The applicant must be the owner or co-owner of the property and liable for payment of rates and charges.

Assistance

When ratepayers are determined to be in Financial Hardship the Town will:

a) Cease any penalty interest; **excluding the late payment interest applicable to the Emergency Services Levy*
b) Temporarily pause payment of your rates, fees and charges;
c) Establish an alternative payment arrangement plan.

The maximum time for a concession on future interest charges is two years. The maximum time for a pause on payment is 6 months.

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Town of Port Hedland

Policy

Supporting Documentation

Third party documentation may be requested to assist in determining applications for Financial Hardship.

Ratepayer Obligations

Ratepayers are obliged to inform the Town of any changes in their circumstances that would no longer warrant consideration of Financial Hardship.

Residential ratepayers are encouraged to make application for State concessions which may provide them with further financial benefit.

Small business ratepayers are encouraged to make application for Federal and State Government funding which may provide them with further financial benefits.

Ratepayers are required to use available Payment Options.

Duration

A temporary suspension from the payment of rates and subsequent establishment of alternative payment arrangements shall aim to clear overdue rates, fees and charges, and restore regularity of payments within 2 years.

It is acknowledged that experiencing unfortunate events may not be a one-off lifetime event and that some ratepayers may need to make application for Financial Hardship more than once.

Debt recovery

The Town~~We~~ will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises ~~us~~the Town and makes an alternative plan before defaulting, the Town will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, one further opportunity of adhering to a payment plan that will clear the total debt within the allowed timeframe is possible.

Review position and date

~~We~~The Town will establish a mechanism for review of decisions made under this policy and advise the applicant of their right to seek review and the procedure to be followed.

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Town of Port Hedland

Policy

Communication and Confidentiality

~~We~~The Town will maintain confidential communications at all times and ~~we~~their undertake to communicate with a nominated support person or other third party at your request. ~~We~~The Town will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

~~We~~The Town recognise that applicants requesting financial hardship consideration are experiencing additional stressors and may have complex needs. ~~We~~The Town will provide additional time to respond to communication and will communicate in alternative formats where appropriate. ~~We~~The Town will ensure all communication with applicants is clear and respectful.

Definition

Definitions

Financial Hardship When a Ratepayer is willing but unable to pay their rates because of unforeseen and unexpected events that impacts substantially upon short term cash flow, for example:

- Changes in employment status (such as losing a job or having hours significantly reduced).
- Significant life events such as serious illness, a relationship breakdown or death in the family.
- Significant loss of revenue.
- Emergency event or natural disaster.

State Concessions Meeting eligibility criteria for approved Pensioner or State Concession Card, Commonwealth Seniors Health Card with a WA Seniors Card.

Payment Arrangement A payment plan (Also known as a Direct debit agreement) is an agreement between the Town and the rate payer, to receive a certain amount of money in regular instalments over an agreed timeframe.

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Town of Port Hedland

Policy

~~**Payment Options**~~	~~Centropay, BPAY, BPoint, direct debit, telephone, mail or POST Bill pay.~~
~~*Relevant Legislation*~~	~~*Local Government Act 1995*~~ ~~Part 6, Division 4, Clause 6.13 – Interest on money owing to governments~~ ~~Part 6, Division 6, Subdivision 4, Clause 6.45 – Options for payment of rates and service charges~~ ~~Part 6, Division 6, Subdivision 4, Clause 6.51 – Accrual of interest on overdue rates or service charges~~ ~~Part 6, Division 6, Subdivision 5, Clause 6.56 – Rates or service charges recoverable in court~~

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Town of Port Hedland

Policy

~~Part 6, Division 6, Subdivision 5, Clause 6.60 – Local government may require lessee to pay rent~~

~~Part 6, Division 6, Subdivision 6, Clause 6.64 – Action to be taken~~

~~*Rates and Charges (Rebates and Deferments) Act 1992*~~

~~*Debt Collectors Licencing Act 1964*~~

Relevant Legislation	Local Government Act 1995 Part 6, Division 4, Clause 6.13 – Interest on money owing to governments Part 6, Division 6, Subdivision 4, Clause 6.45 – Options for payment of rates and service charges Part 6, Division 6, Subdivision 4, Clause 6.51 – Accrual of interest on overdue rates or service charges Part 6, Division 6, Subdivision 5, Clause 6.56 – Rates or service charges recoverable in court Part 6, Division 6, Subdivision 5, Clause 6.60 – Local government may require lessee to pay rent Part 6, Division 6, Subdivision 6, Clause 6.64 – Action to be taken *Rates and Charges (Rebates and Deferments) Act 1992* *Debt Collectors Licencing Act 1964*
Directorate ~~Delegated Authority~~	Corporate Services ~~Chief Executive Officer~~
Business Unit	Financial Services
Delegation	Nil
~~Directorate~~	~~Corporate Services~~

~~Governance to complete this section~~			
Version Control	Version ~~-~~ Number~~o.~~	Resolution Number~~o.~~	Adoption Date
	V01	CM202324/234	27 March 2024
	V02	CM202526/119	24 Sep~~tember~~ 2025
	V03		30 Sep 2026
Review Frequency	~~Annually~~4 Yearly		

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Town of
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Town of Port Hedland **Policy**

2/019 FINANCIAL RESERVES POLICY

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

Authorised Reserves of the Town of Port Hedland

	Purpose	Calculation Funding/Basis	Target Balance
Employee Leave	To ensure that adequate funds are available to finance employee leave entitlements such as annual leave, long service leave.	Transfers to and from the Reserve will be based upon projected end of year non-current liabilities relating to employee leave entitlements.	100% of non-current e leave liabilities as rep Town of Port Hedland's Financial Statements (P 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 dep the Spoilbank develop completed.
Asset Management – Infrastructure	To fund the ongoing maintenance, refurbishment, renewal, replacement and development of Council owned infrastructure assets within the Town of Port Hedland.	Transfers to the Reserve are dependent upon the level of rate revenue generated, contributions received, savings identified, and additional income achieved. Council can also make decisions to direct specific income to the Asset Management Infrastructure reserve. The current council decisions that have this direction are specific lease proceeds. (CM201415/032) Transfers from the Reserve are based upon meeting the annual renewal requirements for the year in line with	Sufficient to ensure a funding of annual requirements set out in Asset Management Plans Target: To facilitate, on the attainment of a 110 Sustainability Ratio every

Pag

Town of Port Hedland

		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 s modelled to ensure funds are available in Re meet future capital exp requirements as per the masterplan.
Plant	To fund the plant replacement program.	Where there are sufficient funds available, transfer an amount up to the annual plant depreciation to the Reserve. This should be adequate to meet future plant replacement funding requirements. Transfers from the Reserve will replenish the municipal fund for purchases as per the approved Plant Replacement Program. Funds from the sale of plant and equipment are to be transferred to the reserve for use on replacement plant.	No more than the depreciation of the Town and minor plant.

Town of Port Hedland

Unfinished Works and Committed Works	To transfer unspent municipal funded expenditure on specific projects to enable identification of carryover expenditure into the next financial year.	Transfers to and from the Reserve will be based upon the unspent Municipal funded expenditure on specific projects identified at year end to enable the identification of carryover expenditure into the next financial year.	N/A
Strategic	To fund strategic projects as included in the Town's Strategic Community Plan and Corporate Business Plan.	Transfers to the reserve are dependent upon the level of rate revenue generated, contributions received, savings identified, additional income achieved. Transfers from the reserve will occur to fund strategic projects as included in the Town's Strategic Community Plan and Corporate Business Plan and identified in the Long Term Financial Plan and the annual budget.	The reserve balance will as projects are complete
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 as capital works are co with any remaining balar transferred to the Management Reserve.

Town of Port Hedland

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 annual depreciation of th buildings – non-specialis
Cyclone Response	To fund cyclone and emergency related projects.	Transfer to and from the Reserve are based on the contributions to and expenditure relating to Cyclone emergency response and projects that will improve the Town's ability to respond to cyclone emergencies.	The Reserve will be depl not replenished.
Financial risk reserve	To provide funds to mitigate against financial risks including legal cases with penalties awarded against the Town, SAT rulings upholding valuation objections on high value properties likely to cause significantly large refunds and other unknown events potentially resulting in financial loss to the Town.	Transfers to the reserve are as budgeted each financial year. Transfers to the reserve will be rateable assessments that the Town deem as "at risk "of falling with in the reserves purpose (subject to legal cases, SAT rulings, valuation objections and may potentially result in a refund). Transfers to the reserve will not include the additional fees and charges included on the rates notice (eg. ESL levy). Transfers from the reserve will be on all assessments the Town deem as no longer at risk and will be return to the municipal funds.	No more than enough to c potential rate refun materially impact the budget. The ideal bal change on a yearly bas subject to an annual revi

Town of Port Hedland

Landfill Establishment Reserve	To fund the closure and repatriation of the existing landfill facility situated at North Circular Road, South Hedland while also planning for the design, development and construction of a new landfill facility on a suitable designated site.	The required surplus generated from the Council's waste management facilities in line with the long term financial model.	The target balance will c long term financial r inclusive of all cos requirements to meet th capital expenditure requ of the Landfill masterplar
Public Art Reserve	To fund public art.	Funded from developer contributions received where amounts are set aside for public art.	The reserve balance will as projects are complete
Kingsford Smith Development Reserve	To fund ongoing development of the Kingsford Smith Business Park Development	Transfers to include surplus generated by sales of developed land from the Kingsford Smith Business Park.	The reserve will be dep the development pro completed.

Town of Port Hedland **Policy**

~~Definitions~~

~~Nil.~~

Relevant legislation	Local Government Act 1995 Part 6 Division 4 s. 6.11 Reserve Accounts Local Government (Financial Management) Act 1996
~~Delegated authority~~	
Directorate	Corporate Services
Business unit	Financial Services
Delegated authority	Nil
~~Directorate~~	~~Corporate Services~~

~~Governance to complete this section~~			
Version Control	Version N~~o.~~umber	Resolution N~~o.~~umber	Adoption D~~d~~ate
	V01	CM201516/194	23 March 2016
	V02	CM201920/199	22 April 2020
	V03	CM202021/102	16 December 2020
	V04	CM202021/166	3 June 2021
	V05	CM202324/291	25 June 2024
	V06	CM202526/119	24 September 2025
	V07		30 Sep 2026
Review frequency	~~2 Yearly~~4 Yearly		

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Town of Port Hedland **Policy**

2/004 RATING POLICY

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Objective

This policy will provide an administrative framework to outline the principles and methodology used in respect to rates raised and waived under the Local Government Act 1995.

In setting rates, Council considers the long term vision for the Town, financial sustainability and the likely impacts on the community.

PurposeContent

As part of its budgetary process, the Town will establish its forecast budget deficit with Council determining the amount of rates to cover this shortfall, to meet the Town's financial, operational and statutory responsibilities for the coming financial year

Rating revenue requirements are imposed as a rate in the dollar charge, applied to rateable property valuations as independently determined by the Valuer-General.

Rates and associated charges (including instalment arrangements and interest charges) are disclosed in the Annual Budget as resolved by Council and prescribed by the *Local Government Act 1995* (as amended).

Differential General Rating

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Differential rating allows a local government to rate on the basis of land use, zoning or a combination of both. The rate is expressed as a rate per dollar of valuation.

Minimum General Rating

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The minimum amount payable of a general rate or differential general rate is determined by Council, irrespective of valuation. This classification is to ensure all ratepayers make a minimum contribution for all non-exclusive services.

Specified Area Rate

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A specified area rate can be set to meet the cost of undertaking specific work in an area or for providing a service or facility for ratepayers in a specific area that have benefited or will benefit from these works. Options to set this class of rates are considered when developing the rates strategy.

Interim Rates

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Interim valuations shall only be applied where additional levies of at least $100.00 result in the year in which the new valuation takes effect. Where additional levies of less than $100.00 would otherwise result, the interim valuation is to be applied from 1 July in the next financial year.
When a subdivision or strata title has occurred resulting in the creation of new assessments, receipt credits resulting from a valuation adjustment will be transferred to the new assessments.

Town of Port Hedland **Policy**

Rating of Council Facility Leases

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All Council lease agreements shall be subject to the application of municipal rates as per the conditions included within the lease agreement.

Rates Concession (Rateable Land)

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All rate concessions will be considered by Council during the budget process.

A concession under this policy will be assessed in accordance with section 6.47 of the *Local Government Act 1995*.

All applications for concession under s6.47 of the *Local Government Act 1995* must be in writing on the prescribed form and contain a declaration as to the accuracy of the information contained therein.

An application will be required to be lodged every year prior to 31 March and is to be assessed in accordance with this policy.

Council may request additional information from an organisation making an application if it considers it necessary to do so. Information requested is not limited to, but typically include:

- Copies of the Constitution of the organisation
- Recent financial statements of the organisation
- Information demonstrating precisely how land subject to the application is used.

Council is only able to grant a concession from rates under section 6.47.

It is the policy of the Town of Port Hedland that any concession of rates in respect of any rateable land in the Council area will be available only when the applicant satisfies the requirements of this Policy.

Rates concessions will only be provided to community groups or associations that operate as a body corporate or an Incorporated Association or at the discretion of Council in extraordinary circumstances. Concessions will not be provided to an individual. The Town of Port Hedland will determine what is of benefit to the community for the purpose of this policy.

Rates concessions for residential properties not used in the primary service delivery of the community group or association's activities or services will not be eligible for a concession.

The concession amounts range from 50% to 100% of the rates that are payable. Whether a concession is granted in response to an application or, if a concession is granted, the percentage of the rates that may be waived, is entirely at the discretion of Council and the granting of a concession in any year, will not guarantee that any future concessions will be granted.

Rates Exemption (Non Rateable Land)

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An exemption under this policy will be assessed in accordance with section 6.26 of the *Local Government Act 1995*.

Town of Port Hedland **Policy**

As per the *Local Government Act 1995*, charitable status of any organisation, must be applied for by an organisation prior to the status being evaluated and recognised by the Australian Charities and Not for Profits Commission.

All applications for exemption under s6.26 of the *Local Government Act 1995* must be in writing on the prescribed form and contain a declaration as to the accuracy of the information contained therein.

An application will be required to be lodged every year prior to March 31 and is to be assessed in accordance with this policy.

Council may request additional information from an organisation making an application if it considers it necessary to do so. Information requested is not limited to, but typically include copies of the Constitution of the organisation, recent financial statements of the organisation and information demonstrating precisely how land subject to the application is used. Council is only able to grant an exemption from rates under section 6.26.

Late applications submitted after the due date may be reviewed and adopted by Council under exceptional circumstances.

Non Rated Land

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Non Rated land will be determined based on law, by way of Act or Agreement, during the budget process, or by the Chief Executive Officer (by way of application). Council is to be advised of any change in the status of Non Rated Land, with two (2) months of the change occurring.

Back Rating of Properties

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Where a property settlement has occurred and the vendor and purchaser are not aware that a valuation adjustment is pending (advice has not been given to the Agent or the owner that a revaluation/interim rate is pending), back rates raised shall only be backdated to the date of settlement, thus not affecting the previous owners.

Those ratepayers subjected to back rates of more than two financial years can request the option to pay by instalments over an extended period, other than the standard instalment option.

The fee for instalments would not apply in this instance however penalty interest would be calculated on any alternative instalment payment that remains unpaid after the due date as per the agreement made with Council, and continue to accrue until such time as the instalment is paid.

State Agreements

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State Agreements have a rate exemption clause.

State Agreements are considered a high risk to rely on from a long term financial perspective.

A nominated amount of funds is held within the Financial Risk Reserve to Mitigate this risk. A percentage of the rate revenue raised in any one year that is directly dependent on State Government Policy, excluding mining tenements, should be held in the Financial Risk Reserve until the following financial year to mitigate risks.

Town of Port Hedland **Policy**

Payment of Rates

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The Town levies rates once a year and issues an annual rates notice to all ratepayers. Rates are levied as early as possible in each financial year and are typically due for payment in the following months each year if instalment options are chosen:

- September
- November
- February
- May

In the event that rates are levied earlier or later, due dates for payment shall be set in accordance with section 6.50 of the *Local Government Act 1995.*

Objection Rights

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Pursuant to section 6.76 of the Local Government Act, a person may object to a rates notice on the following grounds:

- There is an error in the rate notice in relation to the identity of the land owner or the part of the land to be rated; or
- If the Town imposes a differential general rate, that the characteristics of the land recorded in the rate record as the basis for imposing that rate should be deleted and other characteristics substituted.

An objection is to be made to the Town in writing within 42 days of the service of a rate notice under section 6.41.

Pursuant to section 32 of the *Valuation of Land Act 1978*, a person may object to the valuation on which their rates assessment was based. An objection to the valuation of land is to be directed to the Valuer-General at Landgate and is to be made in writing within 60 days of service of the rates notice under section 6.41.

~~Governance to complete this section~~

Town of Port Hedland **Policy**

Relevant legislation	Local Government Act 1995		
Directorate	Corporate Services		
Business Unit	Financial Services		
Delegated authority	Chief Executive Officer		
Version Control	Version Number~~o.~~	Resolution Number~~o.~~	Adoption ~~d~~Date
	V01	-	26 April 2006
	V02	CM201819/120	13 February 2019
	V03	CM202021/112	3 February 2021
	V04	CM202324/291	25 June 2024
	V05	CM202526/119	24 September 2025
	V06	CM202627/207	29 July 2026
	V07		30 Sep 2026
Review frequency	~~3 Yearly~~4 Yearly		

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Town of Port Hedland **Policy**

1/029 Attendance at Events

~~1.~~ Objective

Section 5.90A of the Local Government Act 1995 provides that a local government must prepare and adopt an Attendance at Events policy. This policy is made in accordance with those provisions.

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of Council members and the Chief Executive Officer (CEO) and establish guidelines for the management of acceptance invitations to events or functions.

~~2.~~ ~~Scope~~Purpose

This policy applies to all Elected Members of the Town of Port Hedland and covers all events, including but not limited to conferences, functions, sporting events, and ceremonies where attendance is sought in an official capacity.

~~3.~~ ~~Policy Detail~~Policy Statement

~~3.1~~ Legislation

The Local Government Act 1995 section 5.90A requires a local government to prepare and adopt a policy relating to the attendance of Council members and the CEO at events.

~~3.2~~ Invitations to Events

All invitations or offers of tickets for Elected Members or the CEO must be addressed to the Town and received at least five (5) working days prior to the event.

Any invitation or offer of tickets not directly addressed to the Town are subject to the gifts and interests provisions of the Act and Code of Conduct.

~~3.3~~ Approved Attendance at Events

Pre-Approved Events:

In order to meet the policy requirements, tickets and invitations to pre-approved events must be received by the Town.

The Mayor, all Elected members and the CEO are entitled to attend pre-approved events. If there is a fee associated with a pre-approved event, the fee will be paid for by the Town from the Town's budget.

When events and attendees are pre-authorised, the attendees are authorised in order of priority, subject to the number of available invitations/tickets. Where there

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are insufficient invitations/tickets available for all pre-authorised attendees, the Mayor (in liaison with the CEO) will determine final attendance.

Events organised by the following entities are pre-approved for attendance by Elected Members and the CEO:

- Western Australian Local Government Association (WALGA).
- Australian Institute of Management (AIMWA).
- Australian Institute of Company Directors.
- Pilbara Kimberley Joint Forum.
- State Government agencies and oversight bodies.
- Town of Port Hedland.
- Neighbouring local governments.
- Pilbara Regional Council.
- Educational institutions.
- Chambers of Commerce.
- Registered not-for-profit organizations.
- Major professional or industry associations.
- Civic, arts, cultural, business, or community organisations within the Town's district.

Official Representation~~:~~

Attendance is deemed approved for the purposes of s5.62(1B)(a)(i) and (ii) of the Act and does not need to be disclosed as a gift in accordance with s~~s~~5.87A and 5.87B of the Act when the Elected Member or CEO is:

a) Performing a speaking or welcoming role.
b) Participating in a panel or as a judge.
c) Representing the Town at sponsorship acknowledgments or award ceremonies, where the primary purpose of attendance is not for the entertainment of the Elected Member, Chief Executive Officer or employee, but to enable the Town to fulfil its role, and exercise its rights as a sponsor;
d) Attending exhibitions where the Town's programs or services are showcased.

Approval Process for Non-Pre-Approved Events:

- The CEO must approve invitations for Elected Members.
- The Mayor must approve invitations for the CEO.

In such instances, acceptance of the invitations and/or use of ticket does not need to be disclosed as a gift (s5.90A of the Act).

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Approval considerations include:

a) Alignment with Town priorities and strategic objectives.
b) The benefit to the Town and community by their attendance.
c) Associated cost implications and available budget allocation.
d) The donor providing the invitation.
e) The event's location relative to the Town's district.
f) Relevance to the elected member's role (participant, observer, presenter, etc) and the value of their contribution.
g) Whether the event is sponsored by the Town.

Where the value of attendance exceeds $1,000, Council approval is required through an ordinary council meeting.

The Mayor may delegate any approved attendance to an event (by the Mayor) to the Deputy Mayor or another council member.

~~3.5~~ Costs associated with attendance at events

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The Town will cover reasonable costs associated with approved event attendance, including:

- Registration or ticket fees.
- Travel expenses.
- Accommodation where necessary.
- Meals not included in the event registration.

All expenses must comply with the Town's existing Elected Member Allowances Facilities and Expenses Policy (4/008).

~~3.6~~ Disclosure Requirements

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Gifts must be disclosed per the Act and the Town's *Code of Conduct*, recorded in the Gift Register.

Pursuant to section 5.62(1B)(a)(i) and (ii) of the Act, there is no requirement for an Elected Member or CEO to disclose attendance at an event undertaken in accordance with this Policy, in the circumstances where the donor of the ticket has a matter before the Council or a committee of the Council.

A register of elected member event attendance will be maintained and published on the Town's website, including:

a) Name of elected member.

Town of Port Hedland **Policy**

b) Event description.
c) Event date.
d) Cost to the Town.
e) Benefit to the community.

The register will be updated quarterly and presented to ~~Council~~Elected Members annually via a Council Report or Elected Members Information Bulleting.~~.~~

~~3.7~~ Exemptions
This policy does not apply to:

- Training, seminars, conferences, or professional development activities.
- Events attended under the Elected Member Professional Development Policy (4/010) or Town-sponsored training or professional activities.

~~3.8~~ Professional Development

Events attended for professional development purposes must align with the Town's Elected Member Professional Development Policy.

Attendance at professional development events counts towards the annual training requirements under Section 5.126 of the Local Government Act 1995.

~~4.~~ Administration

~~4.1~~ Allocation of Tickets
Tickets received by the Town may be allocated by the CEO to Elected Members based on the event's relevance and the representative role required.

Complimentary tickets under sponsorship agreements are managed by the CEO and disclosed in accordance with this policy.

~~4.2~~ Approval Process for Non-Pre-Approved Events

Requests for approval should consider:

- The value and source of the invitation.
- The event's relevance to the Town.
- Budget availability and fair distribution of attendance opportunities.

~~4.3~~ Time Limit on Claims and Reimbursements

Requests for reimbursement must be submitted within three (3) calendar months of incurring expenses.

~~4.4~~ Dispute Resolution

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Disputes regarding this policy are referred to the CEO and, if unresolved, to the Council for consideration.

~~5.~~ Roles and Responsibilities

Elected Members:

- Submit timely requests for event attendance.
- Provide post-event reports when required.
- Represent the Town professionally at all events.
- Declare any gifts received in accordance with the Act.

Chief Executive Officer:

- Assess and approve event attendance requests.
- Ensure maintenance of the attendance register.
- Monitor policy compliance and budget allocation.

Administration:

- Process approved requests.
- Maintain accurate records.
- Update the public register.
- Process expense claims.

~~6. Related Policies and Legislation~~

~~Local Government Act 1995 (sections 5.57, 5.87A, 5.87B, 5.90A)~~
~~Local Government (Administration) Regulations 1996~~
~~Elected Member Allowances, Facilities and Expenses (4/008)~~
~~Department of Local Government, Sport and Cultural Industries, Operational Guidelines:~~

- ~~Attendance at Events Policy~~
- ~~Disclosure of gifts and interests relating to gifts~~

Definitions

"Town" means the Town of Port Hedland.
"Act" means *Local Government Act 1995*.
"Event" means a concert, conference, function, sporting event, or an occasion of a kind prescribed in the regulation (s5.90A(1) of *the Act*).

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Town of Port Hedland **Policy**

"Function" means an official ceremony or a formal social event where a large number of people are usually present.
"Gift" means as defined in section 5.57 of *the Act*, including financial benefits, property, or travel contributions.
"Ticket" includes admission to an event, an invitation to attend an event, or a complimentary registration.
"Elected Member" A person elected under the Local Government Act 1995 as a member of the council of the Town of Port Hedland

Relevant legislation	Local Government Act 1995 Sections 5.57, 5.87A, 5.87B, 5.90A, 5.90A, 5.62(1B)(a) Local Government (Administration) Regulations 1996 Council Policy Elected Member Allowances, Facilities and Expenses (4/008) Department of Local Government, Sport and Cultural Industries, Operational Guidelines: • Attendance at Events Policy. • Disclosure of gifts and interests relating to gifts.
~~Delegated authority~~	~~Yes~~
Directorate	Corporate Services
Business unit	Governance
Delegated authority	Nil
~~Directorate~~	~~Corporate Services~~

~~Governance to complete this section~~			
Version Control	Version Number~~s.~~	Resolution Number~~s.~~	Adoption Ddate
	V01 V02	CM202021/103 CM202425/270	16 December 2020 5 March 2025

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Town of Port Hedland

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	V03		30 Sep 2026
Review frequency	2 Yearly4 Yearly		

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Town of Port Hedland

Policy

1/024 Fraud and Corruption

1. Objective

The Town of Port Hedland (the "Town") Fraud and Corruption Policy has been developed to support the Town to effectively discharge their responsibilities under Regulation 5 of the *Local Government (Financial Management) Regulations 1996*.

The objectives of this Policy are to:

- Demonstrate the Town's commitment to zero tolerance for acts of fraud or corruption in the performance of all its functions and interactions.
- Provide clear direction on strategies for implementing and monitoring fraud and corruption prevention, detection and response mechanisms.
- Promote a culture of integrity and ethical behaviour among all Town employees, elected members, volunteers, consultants, and contractors.
- Enhance transparency and accountability in all Town operations and decision-making processes.
- Strengthen internal controls to minimise the risk of fraud and corruption.

2. Scope

This Policy applies to the Town's Employees, Elected Members, Committee Members, Volunteers, Consultants and Contractors, who share in the collective responsibility to assess the risk of fraud and corruption in the activities undertaken by the Town, behave ethically and conduct their business in line with the Town's values of unity, integrity and quality.

3. Content

3.1 Fraud

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Fraud is dishonest activity causing actual or potential gain or loss to any person or organisation (including theft of money or other property) by employees or persons external to the organisation, and/or where deception is used at the time, immediately before or immediately following the activity.

Fraud can be committed by employees (internal fraud) or by external parties (external fraud), and sometimes involves collaboration between an employee and an outside party.

3.2 Corruption

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Corruption involves dishonest activities where an individual associated with an organisation (e.g., director, executive, manager, employee, or contractor) abuses

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their position of trust and acts against the organisation's interests to gain a personal advantage or benefit another person or organisation.

3.3 Examples of recognised fraudulent and corrupt behaviour

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- Theft or obtaining any type of benefit by deception;
- Providing false or misleading information, or withholding information where there is a requirement for it to be provided;
- Unlawful or unauthorised use of technology, vehicles, property or services;
- Release of information (including unauthorised access to systems and data); and
- Undeclared conflicts of interest

3.4 Policy principles

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1. Fraud and corruption is taken seriously at the Town with zero tolerance of fraudulent activity or corrupt conduct;
2. Employees, Consultants~~, Contractors~~ and Volunteers must abide by the Town of Port Hedland Code of Conduct for Employees~~, Consultants, Contractors~~ and Volunteers.
3. Council Members, Committee Members and Candidates must abide by the Town of Port Hedland Code of Conduct for Council Members, Committee Members and Candidates.
4. Employees will act with honesty and integrity by reporting suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour to their line leader, manager or the CEO in accordance with relevant plans and procedures.
5. In accordance with the *Corruption, Crime and Misconduct Act 2003*, if the CEO suspects on reasonable grounds that the alleged behaviour may constitute misconduct as defined in that Act, the CEO will notify:
   i. the Corruption and Crime Commission, in the case of serious misconduct; or
   ii. the Public Sector Commissioner, in the case of minor misconduct; and
6. Disclosures of fraud or corruption may attract protections under the *Public Interest Disclosures Act 2003.*

3.5 Controls

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Controls can be categorised as:

- Preventative (P) – aim to prevent issues before they occur
- Detective (D) – identify issues that have already occurred
- Responsive (R) – address and respond to issues that have been identified

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The Town has a zero tolerance policy for fraud and corruption and has several key controls in place to safeguard against fraud and corruption. These include:

Key Control	Category		
	P	D	R
Fraud and corruption policy	✓		
Code of conduct	✓		
Employee awareness and training	✓	✓	
Workforce screening	✓		
Risk assessment	✓		
Internal controls	✓	✓	
Internal audit	✓	✓	
External audit	✓	✓	
Internal reporting		✓	✓
Public interest disclosures		✓	
Investigations			✓
External reporting			✓

The Town of Port Hedland Fraud Control Plan details each control.

3.6 *Reporting mechanisms*

Public Interest Disclosure

The *Public Interest Disclosure Act 2003* (PID Act) enables people to make disclosures about wrongdoing within the State Public Sector, Local Government Entities and Public Universities without fear of reprisal. The Act aims to ensure openness and accountability in government by encouraging people to make disclosures by maintaining confidentiality and providing immunity from detrimental action.

The Town will take all reasonable steps to provide protection to those who make such disclosures from any detrimental action in reprisal for the making of a public interest disclosure.

Disclosures can be made to the following PID Officer's:

- Director Corporate Services
- ~~Executive~~ Manager Human Resources
- Manager Governance
- Senior Governance Advisor

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The PID Officers can be contacted via email: pid@porthedland.wa.gov.au

Internal reporting

Employees should report concerns to their immediate line leader, who is responsible for escalating the issue to senior management when needed.

Where employees are hesitant to report concerns to their immediate supervisor or if they believe that appropriate action has not been taken, they may also report to:

- A more senior manager
- The Manager Governance
- The CEO
- The online form (intranet)
- The Public Sector Commission (PSC)
- The Corruption and Crime Commission (CCC)

External reporting

The Town is obligated to report minor misconduct to the PSC and serious misconduct to the CCC in accordance with the Corruption, Crime and Misconduct Act 2003.

Public Sector Commission: minormisconduct@psc.wa.gov.au
Crime & Corruption Commission: reportcorruption@ccc.wa.gov.au

3.7 Roles and Responsibilities

1. With guidance from the Mayor and Council, the CEO shares the role of accountable authority for taking, or causing to be taken, all the measures to identify and respond to any fraud or attempted fraud.
2. The Audit and Risk and Compliance Committee (ARIC Committee) oversees the processes and systems which protect the Council against fraud and irregularities.
3. The Executive Leadership Team, responsible collectively and individually for the application of fraud and corruption prevention measures in their respective divisions
4. The Audit, Risk & Insurance Business Unit are responsible for the development and maintenance of the following policies and plans which form part of the Town's Integrity Framework:
    - Policy 1/024 Fraud and Corruption
    - Policy 1/022 Risk Management
    - Fraud and Corruption Plan
    - Risk Management Framework
    - Relevant internal operating procedures and templates

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5. The Governance Business Unit are responsible for the development and maintenance of the following policies and plans which form part of the Town's Integrity Framework:
   - Policy 1/023 Public Interest Disclosure
   - Relevant internal operating procedures (incl. conflicts of interest and gift disclosures)
6. The Human Resources business unit is the owner of disciplinary processes and of organisational development functions. The business unit is~~are~~ also responsible for the development and maintenance of the Code of Conduct.

3.8 Legislated responsibilities

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Below is a summary of Legislated Responsibilities that help control fraud risks. This list is not exhaustive.

Legislation	Reference	Responsibility
Local Government Act 1995	s2.21; s2.22; s2.24	Disqualifies individuals from becoming elected members due to insolvency, criminal convictions, or misapplication of funds.
	s5.36(2); s5.36(3)	Councils must believe that a person is suitably qualified for the position of CEO, and CEOs must believe that staff are suitably qualified for their positions.
	s5.51A(1)	Mandates that the CEO must prepare and implement a code of conduct to be observed by all employees.
	Div 6	Council members, the CEO and designated staff members must disclose financial interests.
	s7.1A(1)	An Audit, Risk and Insurance Committee must be formed.
	s5.93	Sets out penalties for improper use of information.
Local Government (Financial Management) Regulations 1996	Reg 5(2)	The CEO is to ensure that the resources of the local government are effectively and efficiently managed and assist the Council to undertake reviews of fees and charges regularly and not less than once every financial year.~~o:~~ ~~a) ensure that the resources of the local government are effectively and efficiently managed; and~~ ~~b) assist the Council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and~~ ~~c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local~~

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		~~government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.~~

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Town of Port Hedland

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Legislation	Reference	Responsibility
Local Government (Audit) Regulations 1996	Reg 17	The CEO is to review the appropriateness and effectiveness of systems and procedures. ~~relating to risk management, internal control and legislative compliance. This is then reported to the Audit Committee~~
Local Government (Administration) Regulations 1996	Part 6	Sets out information on disclosure of financial interests.
	Reg 19AB; Reg 19AF	Provides detailed information on what value of gifts must be reported and which are prohibited
	Reg 28A	Requires a register of gifts to be publicly accessible.
	Div 2	Requires Codes of Conduct to contain information on gifts, travel contributions and disclosing interests.
Local Government (Functions and General) Regulations 1996	Reg 11A	Entities must develop a policy for purchases less than, or equal to, $250,000.
	Reg 11(1)	Purchases worth more than $250,000 must be conducted through tender.
Public Interest Disclosure Act 2003	s23	Entities must: • Designate at least 1 PID officer to receive reports. They must comply with the Public Sector Commissioner's minimum standards of conduct and integrity.

The Town will report acts of Fraud and Corruption to the appropriate authority and will seek to recover losses suffered through these acts.

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Town of Port Hedland Policy

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Town of Port Hedland Policy

Definitions

Code of Conduct: *Document broadly communicated within the organisation setting out expected standards of behaviour.*

Conflict of Interest: *Situation where business, financial, family, political or personal interests could interfere with the judgement of persons in carrying out their duties for the organisation.*

Control: *Measure that is modifying risk.*

Corruption: *Corruption involves dishonest activities where an individual associated with an organisation (e.g., director, executive, manager, employee, or contractor) abuses their position of trust and acts against the organisation's interests to gain a personal advantage or benefit another person or organisation.*

Fraud: Fraud is dishonest activity causing actual or potential gain or loss to any person or organisation (including theft of money or other property) by employees or persons external to the organisation, and/or where deception is used at the time, immediately before or immediately following the activity.

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Town of Port Hedland

Policy

Relevant legislation	Corruption and Crime Act 2003 Local Government Act 1995 Local Government (Audit) Regulations 1996 r17 AS 8001:2021 – Fraud and Corruption Control Town of Port Hedland Risk Appetite Statement Town of Port Hedland Risk Management Framework 1/022 Risk Management Policy 1/023 Public Interest Disclosure		
~~Delegated authority~~	~~Nil~~		
Directorate	Corporate Services		
Business unit	~~Audit, Risk & Insurance~~Governance		
Delegated authority~~Directorate~~	Nil~~Corporate Services~~		
Version control	Version Number~~o.~~	Resolution Number~~o.~~	Adoption Date
	V01	CM201617/046	31 August 2016
	V02	CM202223/020	07 September 2022
	V03	CM202425/145	25 September 2024
	V04		30 Sep 2026
Review frequency	4 y~~2 y~~early		

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Town of Port Hedland **Policy**

1/088 Legal Representation for Council Members and Employees

Objective

This policy is designed to protect the interests of Council members and Employees (including past members and former employees) of the Town of Port Hedland if they become involved in legal proceedings because of their official functions. In these situations, the Town may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

This policy is necessary to ensure security, equity and consistency for Members and Employees to work for the good government of the district. This policy applies in that respect.

This policy establishes the framework under which Council may approve payment of legal representation costs for Council Members and employees arising from the performance of their official functions. Decisions under this policy are made by Council unless authority has been delegated in accordance with the Town's Delegations Register.

Content

1. Payment criteria

1.1 There are four major criteria for determining whether the Town may pay the legal representation costs of a Council member or employee. These include:

a) the legal representation costs are to relate to a matter that arises from the performance, by the Council member or employee, of his or her functions.
b) the legal representation cost is to be in respect of legal proceedings that have been, or may be, commenced.
c) in performing his or her functions, to which the legal representation relates, the Council member or employee is to have acted in good faith, and is not have acted unlawfully or in a way that constitutes improper conduct; and
d) the legal representation costs do not relate to a matter that is of a personal or private nature.

2. Examples of legal representation costs that may be approved

2.1 If the criteria in clause 1 of this policy are satisfied, the Town may approve the payment of legal representation costs:

a) where proceedings are brought against a Council member or employee in connection with his or her functions - for example, an action for defamation or negligence arising out of a decision made or action taken by the Council member or employee; or
b) to enable proceedings to be commenced and/or maintained by a Council member or employee to permit him or her to carry out his or her functions - for example, where a Council member or employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the Council member or employee; or
c) where exceptional circumstances are involved - for example, where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about Council members or employees.

2.2 The Town will not approve, unless under exceptional circumstances, the payment of legal representation costs for a defamation action, or a negligence action, instituted by a Council member or employee.

3. Application for payment

3.1 A Council member or employee who seeks assistance under this policy is to make an application(s), in writing:
a) in urgent cases under clause 6.1, to the CEO to be determined by CEO; and
b) otherwise to the CEO to be determined by the Council.

3.2 The written application for payment of legal representation costs is to give details of-
a) the matter for which legal representation is sought;
b) how that matter relates to the functions of the Council member or employee making the application;
c) the lawyer (or law firm) who is to be asked to provide the legal representation;
d) the nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc);
e) an estimated cost of the legal representation; and
f) why it is in the interests of the Town for payment to be made.

3.3 The application is to contain a declaration by the applicant that he or she has acted in good faith and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.

3.4 Applications should be made and approved prior to the commencement of legal representation wherever practicable.

3.5 The application is to be accompanied by a signed written statement by the applicant that he or she -
a) has read, and understands, the terms of this policy;
b) acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 7 and any other conditions to which the approval is subject; and
c) undertakes to repay to the Town any legal representation costs in accordance with the provisions of clause 7.

In relation to clause 3.5(c), when a person is to be in receipt of such monies the person is to sign a document which requires repayment of those monies to the Town as may be required by the Town and the terms of the policy.

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3.6 An application is also to be accompanied by a report prepared by the CEO or, where the CEO is the applicant, by an appropriate employee.
3.7 Applications for payment of legal representation costs will be determined by Council, except where emergency approval is required and delegated authority applies under the Town's Delegations Register.

3.8 Any approval granted under delegated authority must be reported to Council at the next ordinary meeting.

4. Legal representation costs - limit

4.1 The Council in approving an application in accordance with this policy is to set a limit on the costs to be paid based on the estimated costs in the application.

4.2 Council member or employee may make a further application to the Council in respect of the same matter.

5. Council's powers

5.1 The Council may -
a) refuse;
b) grant; or
c) grant subject to conditions,
an application for payment of legal representation costs.

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5.2 Conditions under clause 5.1 may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.

5.3 In assessing an application, the Council may have regard to any insurance benefits that may be available to the applicant under the Town's Council members 'or employees' insurance policy or its equivalent. The Town will pay the excess on any insurance claim.

5.4 Council may vary or revoke an approval only where material new information has arisen and such variation or revocation is consistent with the findings of a court, tribunal or statutory inquiry.

5.5 Council may determine that repayment is required only where a court, tribunal or statutory inquiry has made a finding that the Council Member or employee did not act in good faith, acted unlawfully, or engaged in improper conduct (including serious misconduct where applicable). A determination under this Policy must be based solely on formal findings and must not be made solely due to a change in Council composition or policy position.

5.6 A determination under clause 5.5 may be made by the Council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.

5.7 Where the Council makes a determination under clause 5.5, the legal representation costs paid by the Town are to be repaid by the Council member or employee in accordance with clause 7.

5.8 Where Council has approved payment of legal representation costs under this policy, that approval remains valid for the matter for which it was granted and cannot be revoked solely as a result of a change in Council composition or a

subsequent change in Council view. Repayment or withdrawal of assistance may only occur where the circumstances set out in clauses 5.5–5.7 apply.

6. Approval of payment for legal representation costs in exceptional circumstances

6.1 In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant, the CEO may exercise, on behalf of the Council, any of the powers of the Council under clause 5.1 and 5.2, to a maximum of $10,000 (Delegation Register 1.2.21) in respect of each application.

6.2 An application approved by the CEO under clause 6.1, is to be submitted to the next ordinary meeting of Council. Council may exercise any of its powers under this policy, including its powers under clause 5.4.

7. Repayment of legal representation costs

7.1 A Council member or employee whose legal representation costs have been paid by the Town is to repay the Town -

a) all or part of those costs - in accordance with a determination by the Council under clause 5.7;

b) as much of those costs as are available to be paid by way of set-off - where the Council member or employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the Town paid the legal representation costs.

7.2 The Town may take action in a court of competent jurisdiction to recover any monies due to it under this policy.

8. Legal Register

~~8.~~

The Chief Executive Officer is to cause to ~~n~~be ~~maintained a~~maintained a register of all legal advice, not related to Human Resources in accordance with Delegation Register ~~22.4. Legislative Framework~~

~~This policy is made and applied in accordance with the following legislation:~~

~~• Local Government Act 1995 (WA)~~
~~• Local Government (Administration) Regulations 1996 (WA)~~

Where there is any inconsistency between this policy and applicable legislation, the legislation prevails.

Definitions

Approved lawyer is to be –

a) a 'legal practitioner' under the Legal Profession Act 2008;

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Town of Port Hedland **Policy**

b) from a law firm on the Town's panel of legal service providers, if relevant, unless the Council considers that this is not appropriate -for example where there is or may be a conflict of interest or insufficient expertise; and
c) approved in writing by the Council or the CEO under delegated authority.

Council member or employee means a current or former - commissioner, Council member, non-elected member of a Council committee or employee of the Town.

Legal proceedings may be civil, criminal or investigative.

Legal representation is the provision of legal services, to or on behalf of a Council member or employee, by an approved lawyer that are in respect of-
a) a matter or matters arising from the performance of the functions of the Council member or employee; and
b) legal proceedings involving the Council member or employee that have been, or may be, commenced.

Legal representation costs are the costs, including fees and disbursements, properly incurred in providing legal representation.

Legal services includes advice, representation or documentation that is provided by an approved lawyer.
Payment by the Town of legal representation costs may be either by-
a) a direct payment to the approved lawyer (or the relevant firm); or
b) a reimbursement to the Council member or employee.
Official Functions means functions performed in the capacity of a Council Member or employee under the Local Government Act 1995 (WA) or other written law.

Good Faith means acting honestly, without improper purpose and in the reasonable belief that the conduct was lawful and within authority.
~~Do not delete the heading above. If there are no definitions used, the default should be 'Nil.'~~

~~If you do use definitions in your IOP, an example of the format is noted below:~~

~~***"Word"*** Add the definition of the word here.~~

Relevant Legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996 Local Government (Financial Management) Regulations 1996		
Supporting Documents	Register of Delegated Authority – 1.2.21 Payments from the Municipal or Trust Funds		
~~Delegated Authority~~	~~Chief Executive Officer~~		
Directorate	Corporate Services		
Business Unit	Governance		
Delegated Authority	Chief Executive Officer		
Version Control	Version Number~~s.~~	Resolution Number~~s.~~	Adoption Date

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Town of Port Hedland **Policy**

~~Directorate~~	~~Corporate Services~~		
~~Relevant legislation~~	~~Insert any Legislation, Policy or Guideline and ensure that a hyperlink is used.~~		
~~Delegated authority~~	~~Chief Executive Officer~~ ~~Delegation 1.08 – Legal Representation for Council Members and Employees~~		
~~Business unit~~	~~Governance~~		
	V01 V02 V03 V04 V05	CM200506/297 CM201415/143 CM202223/005 CM202627/130	22 Jan 2006 24 July 2019 27 July 2022 25 March 2026 30 Sep 2026
Review Frequency	4 yearly		

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~~Version Control~~	~~Version Number~~	~~Resolution Number~~	~~Adoption Date~~
	~~V01~~ ~~V02~~ ~~V03~~ ~~V04~~ ~~V05~~	~~CM200506/297~~ ~~CM201415/143~~ ~~CM202223/005~~ ~~CM202627/130~~	~~22 Jan 2006~~ ~~24 July 2019~~ ~~27 July 2022~~ ~~25 March 2026~~
~~Review frequency~~	~~4 Yearly~~		

Town of Port Hedland **Policy**

~~Directorate~~	~~Corporate Services~~
~~Relevant legislation~~	~~Local Government Act 1995 (WA)~~ ~~Local Government (Administration) Regulations 1996 (WA)Insert any Legislation, Policy or Guideline and ensure that a hyperlink is used.~~
~~Delegated authority~~	~~Chief Executive Officer~~ ~~Delegation 1.08 – Legal Representation for Council Members and Employees~~
~~Business unit~~	~~Governance~~

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Town of Port Hedland **Policy**

1/023 Public Interest ~~Disclosure~~ Disclosure and Whistleblower Policy

Objective

To facilitate the disclosure of public interest information and provide protection for those who make disclosures under the Public Interest Disclosure Act 2003 (PID Act).

PurposeContent

~~1. Purpose~~

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The Town of Port Hedland (Town) is committed to the aims and objectives of the Public Interest Disclosure Act 2003. The Town does not tolerate corrupt or other improper conduct and is committed to the effective reporting of such matters.

1. Principles

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~~2~~1.1 The Town does not tolerate corrupt or improper conduct and is committed to the aims and objectives of the PID Act.

~~2~~1.2 The Town strongly supports disclosures being made by employees, contractors, and community members about corrupt or other improper conduct.

~~2~~1.3 The Town does not tolerate taking reprisal action against anyone who makes or proposes to make a public interest disclosure.

~~2~~1.4 The Town will take all reasonable steps to protect employees from any detrimental action in reprisal for making a public interest disclosure.

~~2~~1.5 The Town is committed to responding to public interest disclosures thoroughly and impartially. All people involved in the process will be treated fairly, including those who may be the subject of a disclosure.

~~2~~1.6 The Town is committed to providing as much information as possible to people considering making a public interest disclosure.

2. Confidentiality

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The Town will maintain confidentiality in accordance with the PID Act regarding:

- The identity of the discloser.
- The identity of any person named in the disclosure.
- Any information that may identify either of the above.

~~4~~3. Roles and Responsibilities

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~~4~~3.1 Chief Executive Officer

- Designates the Public Interest Disclosure Officer(s).
- Ensures the Town complies with the PID Act.

- Provides protection from detrimental action for any employee making a public interest disclosure.

~~4~~3.2 Public Interest Disclosure Officer (PID Officer)

- Receives disclosures related to the Town.
- Provides information to potential disclosers about their rights and responsibilities.
- Manages the disclosure process in accordance with the PID Act.
- Maintains confidentiality of all parties involved.

~~4~~3.3 All ~~Staff~~Employees, Contractors and Council Members

- Report suspected wrongdoing through appropriate channels.
- Maintain confidentiality regarding any public interest disclosure.
- Support the objectives of the PID Act.
- Act in accordance with the Town's Code of Conduct.

~~5~~4. How to Make a Public Interest Disclosure

Individuals wishing to make a public interest disclosure should contact one of the Town's designated PID Officers. Detailed procedures on making and managing disclosures are contained in the Town's Public Interest Disclosure Internal Operating Procedure.

~~6~~5. Protection Available

The PID Act provides protection to individuals who make appropriate public interest disclosures including:

- Immunity from civil or criminal liability, or disciplinary action.
- Protection from reprisal or victimi~~s~~zation.
- Remedies if victimisation occurs.

~~7~~6. Additional Information

General information about public interest disclosures and how the Town will manage a disclosure is available on the Town's website.

Definitions

For the purposes of this Procedure, the definitions listed below apply.

"Investigation" A search of evidence connecting or tending to connect a person (either a natural person or a body corporate) with conduct that infringes the criminal law, or the policies and standards set by the Town.

"Misconduct" A breach of the Town of Port Hedland's Code of Conduct, policies, or the law. Matters which should be reported under this Policy, whether actual or suspected may include:
• Dishonest, fraudulent, corrupt or unlawful conduct or practices.
• Misleading or deceptive conduct, including conduct or representations which amount to improper or misleading accounting or financial reporting practices.
• Conduct or any proposed conduct, bid, proposal, offer, contract, product or other aspect of the Town's business that breaches the provisions of the *Trades Practices Act 1974*, all associated legislation in all States and Territories in Australia.
• Coercion, harassment or discrimination by, or affecting, any member of the Town or its affiliates.
• A breach of Town policies or Code of Conduct.
• Conduct within the Town's control which is a significant danger to the environment.
• Conduct endangering the health and safety of any person or persons which has been reported to management but not acted upon.
• Any action taken against, or harm suffered by a person as a result of making a report under this Policy.

"Public Interest Disclosure Officer ("PIDO") A designated representative tasked with the responsibility of:

- Protecting and safeguarding the interests of person(s) who submit Public Interest Disclosures within the meaning of this Policy.
- Conducting preliminary investigations into reports received from a whistle blower.

The PID Officer is to investigate the substance of the complaint to determine whether there is evidence in support of the matters raised or, alternatively, to refute the report made. The PIDO will have access to independent financial, legal and operational advisers as required.

"Public Interest Disclosure" Any person who, whether anonymously or not, makes, attempts to make or wishes to make a report in connection with misconduct and where the Public Interest Disclosure wishes to

Town of Port Hedland **Policy**

avail themselves of protection against reprisal for having made the report.

Relevant legislation	Public Interest Disclosure Act 2003 Public Interest Disclosure Regulations 2003 Town of Port Hedland Code of Conduct for Council Members, Committee Members and Candidates Town of Port Hedland ~~Employee~~ Code of Conduct for Employees and Volunteers Public Interest Disclosure Internal Operating Procedure GOV026 Internal Operating Procedure
Directorate	Corporate Services
~~Delegated authority~~	~~Nil~~
Business unit	Governance
Delegated authority	Nil
~~Directorate~~	~~Corporate Services~~

~~Governance to complete this section~~			
Version Control	Version Neumber~~.~~	Resolution Numbere~~.~~	Adoption Ddate
	V01	CM201617/046	31 August 2016
	V02	CM202122/172	27 April 2022
	V03	CM202425/338	28 May 2025
	V04		30 Sep 2026
Review frequency	~~3 Yearly~~4 Yearly		

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Town of Port Hedland **Policy**

1/028 Related Party Disclosures

Objective

To establish mechanisms to meet the disclosure requirements of Australian Accounting Standard Board 124 ('AASB 124') Related Party Disclosures, ensuring that the Town's Annual Financial reports contain necessary disclosures of related party relationships, transactions, and outstanding balances.

~~Content~~Purpose

1. Background

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Pursuant to AASB 124, related party disclosures apply to not-for-profit entities, including local governments. The objective is to ensure that financial statements contain disclosures necessary to draw attention to the possibility that the Town's financial position and profit or loss may have been affected by related parties and transactions.

Important distinction: A related party disclosure differs from a conflict of interest in that a conflict need not exist for a related party relationship to be present. The relationship alone warrants disclosure, regardless of whether a transaction has occurred.

2. Identification of Key Management Personnel

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The Town of Port Hedland has identified the following persons as KMP:

- An elected member of Council or a Committee.
- Persons employed under section 5.36 of the Local Government Act 1995 in the capacity of:
  - Chief Executive Officer.
  - Director of the Town of Port Hedland.

Note: All local government entities must capture related party disclosures of all identifiable KMPs for the previous financial year reporting period, including those no longer employed or serving as elected members.

3. Identification of Related Parties

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The KMP must identify related parties with whom their relationship may have an element of significant influence that may impact the reporting entity (Council), a KMP, or a close friend or family member of the KMP. The impact may be real, perceived or potential. The extent of the influence must be significant and not minor.

The Town identifies the following as related parties:

Close members of family including:

- Person's child.
- Spouse or domestic partner.
- Children or dependents of spouse or domestic partner.

Entities that are controlled or jointly controlled by:

- Elected members of Committee or Council.
- KMP or their close family members.
- Including:
  - Companies
  - Trusts
  - Joint ventures
  - Partnerships
  - Non-profit associations (such as sporting clubs).

4. Identification of Transactions

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Related Party Transactions

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A related party transaction is a transfer of resources, services or obligations between the Town of Port Hedland (reporting entity) and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting these criteria:

- Paying rates.
- Fines.
- Use of Town owned facilities such as [Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not).]
- Attending council functions that are open to the public.
- Employee compensation (whether it is for KMP or close family members of KMP).
- Application fees paid to the Town for licences, approvals or permits.
- Lease agreements for housing rental (whether for a Town owned property or property sub-leased by the Town through a Real Estate Agent)
- Lease agreements for commercial properties.
- Monetary and non-monetary transactions between the Town and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Town (trading arrangement).
- Sale or purchase of any property owned by the Town, to a person identified above.
- Sale or purchase of any property owned by a person identified above, to the Town.
- Loan Arrangements.

- Contracts and agreements for construction, consultancy or services.

Some of the transactions listed above, occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with council and are referred to as an Ordinary Citizen Transaction (OCT). Where the Town can determine that an OCT was provided at arm's length, and in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

Ordinary Citizen Transactions (OCTs)

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Transactions with related parties of Council which are of a nature that any ordinary citizen would undertake will not be captured and reported. These transactions are not material transactions because of their nature. However, if the OCT occurs on terms and conditions that are different to those offered to the general public the transaction may become material and subsequently disclosed.

Ordinary Citizen Transactions shall include:

- Paying rates.
- Fines.
- Use of Town owned facilities such as Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not).
- Attending Council functions that are open to the public.

Where these services were not provided at arm's length and under the same terms and conditions applying to the general public, Elected Members and KMP will be required to make a declaration in the Related Party Disclosures - Declaration form about the nature of any discount or special terms received.

Town of Port Hedland **Policy**

5. Disclosure Requirements

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Timing:

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1. KMPs must complete the 'AASB Related Party Disclosures Declaration form' annually.
2. Additional declarations may be required during elections or upon employment cessation.

Process:

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1. Forms collated by the governance business unit.
2. Assessment conducted by financial services business unit.

Confidentiality:

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1. All disclosure information treated confidentially.
2. Annual financial reports present data in aggregate, non-identifiable manner.

Management has discretion to request additional information from a KMP in regard to the disclosure of a transaction to determine materiality.

6. Materiality.

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The financial services business unit determines materiality considering:

- Transaction size.
- Transaction nature.
- Individual and collective impact.
- Consultation with Audit, Risk and Governance Committee for OCT materiality.

~~Related Documentation and Legislation~~

~~Australian Accounting Standard Board 124 (AASB 124)~~

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~~Local Government Act 1995~~

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~~AASB Related Party Disclosures Declaration form~~

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Definitions

"Arm's Length Transaction" A transaction conducted on terms and conditions no different from those which would be adopted if the parties were dealing at arm's length in the same circumstances.

"Key Management Personnel (KMP)" means persons having authority and responsibility for planning, directing, and controlling the activities of the Town, directly or indirectly, including:

- Elected members of Council or Committee

~~Page 4 of 6~~

- Chief Executive Officer
- Directors of the Town of Port Hedland

"Ordinary Citizen Transaction (OCT)" means a transaction that an ordinary citizen would undertake with Council, which is undertaken on arm's length terms and in the ordinary course of carrying out Council's functions and activities.

"Related Party" means a person or entity related to the Town, including:

- KMP
- Close family members of KMP
- Entities controlled or jointly controlled by KMP or their close family members

"Related Party Transaction" means a transfer of resources, services, or obligations between the Town and a related party, regardless of whether a price is charged.

"Significant Influence" The power to participate in the financial and operating policy decisions of an entity but not control those policies.

Town of Port Hedland **Policy**

Directorate	Corporate Services
Relevant legislation	Local Government Act 1995 AASB Related Party Disclosures Declaration form Australian Accounting Standard Board 124 (AASB 124)
Directorate	Corporate Services
Business unit	Financial Services
Delegated authority	Nil
Business unitBusiness unit	Financial ServicesFinancial Services
Directorate	Corporate Services

Governance to complete this section			
Version Control	Version Numbero.	Resolution Numbero.	Adoption Ddate
	V01	CM201718/090	22 November 2017
	V02	CM202021/102	16 December 2020
	V03	CM202425/270	5 March 2025
	V04		30 Sep 2026
Review frequency	Annually4 Yearly		

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Town of Port Hedland

Policy

1/022 Risk Management

Objective

The Town of Port Hedland (the "Town") is committed to implementing organisation wide risk management principles, systems and processes to ensure consistent, efficient and effective assessment of risk in all planning, decision making and operational processes.

Content

Policy Statement

The Town supports an organisation-wide approach to risk management to identify and manage risks associated with the performance of the Town's functions and the delivery of services to its community.

It is the policy of the Town that all departments implement the Risk Management Framework and associated procedures that provide a consistent process for the assessment and management of risk. A proactive and consistent approach to Risk Management will strengthen the Town's sustainability and safeguard its assets, infrastructure, people, finances and reputation.

The Town has an expectation for all its Employees, Consultants, Contractors, and Volunteers to appropriately identify, manage and report risks in their business activities and areas of business.

Council is committed to the principles, framework and process of managing risk as outlined in AS ISO 31000:2018.

Risk Management Objectives

- The achievement of organisational goals and objectives
- The ongoing health and safety of all employees at the workplace
- Ensuring public safety within the Council's jurisdiction is not compromised
- Limited loss or damage to property and other assets
- Limited interruption to business continuity
- Positive public perception of Council and the Town of Port Hedland
- Application of equal opportunity principles in the workforce and the community.
- Identify and address fraud risks before they materialise.

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Risk Management Process

The Town will manage risks continuously, in accordance with AS ISO 31000:2018, using a process as follows:

- Identification of risk
- Analysis of risk
- Evaluation of risk
- Treatment of risk
- Monitoring and review of risk, and
- Reporting of risk.

The Town will ensure recorded risks are robustly reported in accordance with its Risk Management Framework and will regularly monitor the management of recorded risks to ensure timely closeout and identification of ongoing issues and trends.

It will be applied to decision making through all levels of the organisation in relation to planning or executing any function, service or activity.

In particular it will be applied to:

- Strategic planning
- Expenditure
- New strategies and procedures
- Management of projects, tenders and proposals
- Introducing significant change, and
- The management of sensitive areas

Risk Management Framework

The Town's Risk Management Framework is a set of components that provide the foundations and organisational arrangements for integrating, designing, implementing, monitoring, reviewing and continually improving risk management processes across the Town's activities and functions.

The Town is committed to maintaining an effective, efficient and tailored risk management framework that consists of and interconnects with:

- The Risk Appetite Statement
- Policy 1/022 Risk Management
- Risk Management Implementation Plan
- Risk Registers
- Risk Management Procedures, and
- A Project Management Framework

The Town's Risk Management Framework enables:

- A formal, structured approach to risk management that is appropriate to the Town's activities and operating environment, and
- A risk management approach consistent with the principles of AS ISO 31000:2018.

Fraud Risk Management

Fraud risk management is integral to the Town's overall risk management strategy and is managed in accordance with both the Risk Management Framework and AS 8001:2021 Fraud and Corruption Control. The Town recognises fraud risk as a significant category of risk and is committed to a comprehensive approach to mitigate fraud risks across all operations and activities.

Roles and Responsibilities

A summary of roles and responsibilities is found below. Roles and responsibilities are clearly articulated in the Town's Risk Management Framework. All employees, consultants, contractors and volunteers should familiarise themselves with their roles and responsibilities.

- ARIC Committee – Will ensure the Town has in place a current and comprehensive risk management framework and associated procedures.
- Audit, Risk and Insurance Business Unit – Is responsible for developing and reviewing the Town's risk management framework and associated policies and procedures.
- CEO – Ensures risk management is embedded and applied throughout the Town.
- Council – Adopts and reviews the Risk Management Policy as required and provides adequate budgetary provision for risk management.
- Employees, consultants, contractors and volunteers – Are responsible for understanding the Town's risk appetite as it relates to their role.
- ELT – Are risk champions and promote a culture of risk awareness through open and effective communication.
- Project Managers – Are risk owners and are accountable for the implementation of project risk management within their department.
- SLT – Are risk owners and are accountable for the implementation of operational risk management within their department.

Town of Port Hedland

Policy

Definitions

~~Key Definitions~~	
Risk	The effect of uncertainty on objectives.
Risk Management	Coordinated activities to direct and control an organisation with regard to risk.
Risk Management Framework	Set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management processes throughout the organisation.

Relevant legislation	Local Government (Audit) Regulations 1996
Directorate	Corporate Services
~~Delegated authority~~	~~Nil~~
Business unit	~~Audit, Risk & Insuranc~~Governance~~e~~
Delegated authority	Nil
~~Directorate~~	~~Corporate Services~~

~~Governance to complete this section~~			
Version Control	Version Number~~s.~~	Resolution Number~~s.~~	Adoption Ddate
	V01	201516/226	27 April 2016
	V02	202223/015	7 September 2022
	V03	202425/140	25 September 2024
	V04		30 Sep 2026
Review frequency	~~2~~ 4 ~~-~~yYearly		

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Town of Port Hedland

Policy

2/022 Panels of Pre-Qualified Suppliers

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1. Objective

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of Pre-qualified Suppliers ("Panel") may be created where the following factors apply:

- A range of similar goods and services are required to be purchased on a continuing and regular basis;
- There are numerous potential suppliers in the local area, that would satisfy the test of 'value for money';
- The purchasing activity under the intended panel is assessed as being of a low to medium risk;
- The panel will streamline and improve procurement processes; and
- The Town of Port Hedland (the Town) has the capability to establish, manage the risks and achieve the benefits expected of the proposed panel.

2. Content

2.1. Establishing a Panel

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Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the panel. They are to be established for a maximum term of three (3) years, inclusive of any options to extend or renew the contract.

Where a panel is to be established, the Town will endeavour to appoint suppliers to the panel or each category within the panel, on the basis that best value for money is demonstrated. A minimum of three (3) suppliers are required to establish a panel, or for appointment to a category within the panel.

In the event that a panel member leaves a panel and this results in the panel being reduced to just two (2) panel members and the Town is unable to replace the panel member, then that panel may be disbanded. This should be documented in the request document and any subsequent agreements/contracts.

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2.2. Distributing Work Amongst Panel Members

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To satisfy Regulation 24AC(2), the distribution of work between the suppliers will be dependent on the unique nature of the goods or services. The detailed information associated with each invitation to apply to join the panel (the request document) will prescribe one of the following options:

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

This will ensure each panel member will have the opportunity to bid for each item of work under the panel, with pre-determined criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work.

OR

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

The Town will endeavour to distribute the goods or services required between each panel member evenly, subject to the operational requirements of the Town at the time those goods and/or services are required. Care will be taken to ensure that no one contactor is overloaded at any particular time by keeping accurate records of the timelines of each job;

OR

c) The Town will develop a ranking system for selection to the panel.

The Town will invite the highest ranked panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked panel member is to be made and so forth until a panel member accepts a Contract. Should the list of panel members invited be exhausted with no panel member accepting the offer to provide goods/services under the panel, the Town may then invite suppliers that are not pre-qualified under the panel, in accordance with the Purchasing Thresholds stated Purchasing Policy As per Regulation 24AD(5)(f) the request document must clearly stipulate that the Town does not intend to purchase exclusively from the panel.

When a ranking system is established, the panel is not to operate for a period exceeding 12 months.

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2.3. Purchasing from a Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state the functionality of the panel, and the distribution method to be used.

As per Regulation 24AJ, in every instance, a contract for an item of work with a pre-qualified supplier is not to exceed 12 months, or include any options to renew or extend.

Quotes obtained through a panel of pre-qualified suppliers can be authorised in accordance with the Town's ~~Delegation Register~~Authorisation Register.

~~3.~~ Compliance & Reporting

The Town shall:

- Implement processes to facilitate this Policy and associated management procedures, and will implement processes to report departures, non-compliance and/or exceptions;
- On a quarterly basis report to the Town's Audit and Risk Committee any identified non-compliance with this Policy and associated improvement management procedures, and any occurrence of the CEO exercising ~~his/her~~their discretion to undertake any policy exempt procurement; and
- Review, and if appropriate, seek to revise this Policy and associated management procedures to ensure ongoing relevance.

A failure to comply with the requirements of this policy will be subject to investigation. Findings will be considered in context of the Code of Conduct, and reasonable expectations for the officer's performance of their role.

Where a breach is substantiated it may be treated as:

- An opportunity for additional training to be provided;
- A disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994;*
- Misconduct in accordance with the *Corruption, Crime and Misconduct Act 2003.*

~~4.~~ Record Keeping

All records and documents associated with the panel process must be recorded and retained as defined within the *State Records Act 2000* and the Town's Records Keeping Policy.

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Town of Port Hedland Policy

~~Definitions~~

~~Nil.~~

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Town of Port Hedland

Policy

Relevant legislation	Local Government Act 1995 Local Government (Functions and General) Regulations 1996 Public Sector Management Act 1994 State Records Act 2000
DirectorateDelegated	Corporate ServicesDelegations/Subdelegations/Authorisation
Business unit	Governance (Procurement)
Delegated authority	Delegations/Subdelegations/Authorisation Registers
Directorate	Corporate Services

Governance to complete this section			
Version Control	Version	Resolution	Adoption Ddate
	V01	CM201718/140	28 February 2018
	V02	CM201920/055	25 September 2019
	V03		30 Sep 2026
Review frequency	Bi-Annually4 Yearly		

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Town of Port Hedland **Policy**

2/007 Procurement Policy

Objective

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The Town of Port Hedland (the Town) is committed to procurement practices that achieve value for money outcomes in an equitable, transparent, and legal way.

Content

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1. Scope

The policy applies to all Town employees including temporary and agency employees, appointed representatives, and where applicable, contractors procuring on behalf of the Town.

2. Ethics and Integrity

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All individuals are expected to observe the highest standards of ethics and integrity in all procurement activities and are to act in an honest, fair and professional manner consistent with the Town's values, Code of Conduct and the law.

a) All procurement decisions must be fully accountable with expenditure of public money undertaken through a transparent, unbiased, efficient and effective process resulting in best value for money outcomes.

b) Procurement is to be undertaken on a competitive basis (unless otherwise authorised by way of exemption) in which all potential suppliers are treated impartially, honestly and consistently.

c)All procurement activities are to be carried out in strict compliance with all applicable legislation including the Local Government Act 1995 and the Local Government (Function and General) Regulations 1996.

d) Any actual or perceived conflict of interest are to be identified, disclosed to the Procurement Business Unit for review and appropriately managed.

3. Procurement Principles

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The following principles must be observed at all stages of the procurement process:

a) Procurement practices must strictly adhere to this Policy, the Statement of Business Ethics and all procurement operating procedures administered by the Procurement Business Unit

b) Purchasing decisions are to deliver efficient, effective, economical and sustainable outcomes that are in the best interests of the Community and the Town's Strategic and Operational objectives

c)Purchasing activities must be free from bias with all suppliers treated fairly and equitably

d) Suppliers and contractors are financially, technically and operationally capable to comply with specifications in the supply of goods, services and works safely

e) All activities are fully documented, stored in compliance with approved record keeping practices and able to withstand probity

f) Supplier information clearly marked as confidential or reasonably expected to be confidential will be treated as commercial-in-confidence and not released to any third party unless authorised by the supplier or as required by law

~~f)~~ Panel of Pre- Qualified Suppliers.

4. Purchasing Requirements

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4.1 Contracts Register

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The Town's ~~central~~ Contracts Register must be considered prior to the procurement of goods or services to ensure existing contracts are effectively and efficiently used and to prevent contract duplication.

4.2 Value for Money

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Value for money underlies all procurement activities, which measures the benefits attainable by the Town from the whole-of-life costs.

Value for money does not mean accepting the lowest quote and must include written consideration of all associated costs, the financial viability of suppliers, past contractor performance, safety and quality standards, timely supply, risk exposure and other relevant service considerations.

A strong element of competition must be applied through all procurement processes. Where a higher priced offer is recommended there must be clear written demonstrable benefits of the preferred supplier over and above lower priced offers.

4.3 Determining Tender Values (Over $250,000)

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When determining whether a tender is required, the following factors are to be considered:

- Estimated contract values are exclusive of the Goods and Services Tax (GST)
- The estimated contract value is to include the full contract period, including all options to extend even if all future options are not accepted
- The actual or estimated total expenditure for a minimum three (3) year period
- The estimated purchasing value will be used to determine the applicable Purchasing threshold (section 4.4) to be applied

4.4 Purchasing Thresholds

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The following table details the mandatory procurement process that is to be followed prior to entering into a contract.

Values represent the actual or expected total cost of the contract over its entire life cycle and for the purpose of decided which method to use, GST is to exclude.

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Value (Ex. GST)	Procurement Method (Minimum requirement)	Evaluation (Minimum requirement)	Approval
Less than $5,000	One verbal quote	One internal evaluator	**Refer to Financial ~~Delegation~~ Limits**
$5,000 but less than $15,000	One written quote		
$15,000 but less than $100,000	Two written quotes	Two evaluators	
Unless exemptions apply use of Vendor Panel is required for all procurement activities valued over $100,000 (Excluding GST)			
$100,000 but less than $250,000	Three written quotes (Formal RFQ process viaVendor Panel)	Two evaluators (Process administeredby Procurement)	
Value (Ex. GST)	**Procurement Method (Minimum requirement)**	**Evaluation (Minimum requirement)**	**Approval**
$250,000 but less than $500,000~~.00~~	a) Public Tender **OR** b) If exemptions[1]	Three evaluators (Process administered by Procurement)	**CEO**

$500,000~~.00~~ or higher	apply three written quotes (Formal RFQ process via Vendor Panel)	Three evaluators - two from the Executive team (Process administered by Procurement)	**Council**
Panel of Pre-Qualified Suppliers	Invitation to Apply -Public Tender	Three evaluators - two from the Executive team (Process administered by Procurement)	**Council**

5. Calling tenders when not required

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When considered beneficial, tenders may be called in lieu of undertaking an RFQ process for procurement activities up to $250,000 (excluding GST). If this occurs standard statutory tender processes apply.

Any such determination must be made after considering all associated costs, risks, timeliness, regulatory compliance requirements and whether the purchase requirement could be obtained through:

- A WALGA, State Government or Commonwealth CUA; or
- The Town's existing preferred supplier panel arrangements.

6. Procurement Exemptions

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6.1 Quotation Exemptions

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If it is not possible to obtain the requisite number of quotes detailed within the Town's Purchasing Thresholds (refer section 4.4) a Procurement Exemption form is to be completed to ensure appropriate justification.

6.2 Tender Exemptions

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Regulation 11.2 of the *Local Government (Functions and General) Regulations 1996* prescribes tender exemptions, examples include:

- Use of WALGA Preferred Supplier Program, State Government Common User Arrangement or Commonwealth Contracts.
- Purchases from other Local Governments.

- Purchases from an Australian Disability Enterprise.
- Use of a pre-qualified supplier under a Panel already established by the Town.
- The contract is a renewal or extension of a term contained within the original contract.
- The supply of goods, services or works is associated to a state of emergency (Regulation 11(3)).

6.3 Procurement from Aboriginal Businesses

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Tenders are not required if the goods, services or works are to be supplied from:

a) a person or organisation registered on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia Limited, or

b) the Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation) and the value of the contract is $250,000 (excluding GST) or less and the contract represents value for money.

6.4 General Exemptions ($250,000 or less – excluding GST)

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Competitive procurement processes are not required for the following categories;

Note: where possible the WALGA Panel or Common Use Agreement CUA should be utilised for these procurements:

- Advanced payments for accommodation, travel, seminars, training, and conferences directly relating to the Town's activities.
- Annual service / software maintenance / support or licensing fees (where a competitive contract is not already in place).
- Goods or services from an original equipment manufacturer (OEM) and where warranty provisions may be void (where a competitive contract is not already in place).
- Legal services.
- Engagement of artists or performers.
- Professional memberships, subscriptions and/or renewals.

Town of Port Hedland **Policy**

Note: The Town's standard Financial approval processes still apply which includes the raising of purchase orders (or use of credit cards) and Manager or Director approval in line with their financial ~~delegation~~ authorised approval limits.

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6.5 Special Exemptions

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Competitive procurement processes are not required for the following organisations of any value:

- All Town insurances sourced through Local Government Insurance Services (LGIS).
- All advertising services through WALGA Group Advertising Services contract.
- All payments made to the Office of the Auditor General e.g. Audit fees.
- Utility services where the relevant utility is the only provider of such services.
- Australian Taxation Office (ATO) payments.
- All payments required by legislation.

7. Panels of Pre-Qualified Suppliers

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Panels of Pre-Qualified Suppliers may be established where there is, or will be, a continuing need for particular goods, services or works. These panels must be in established in strict accordance with Regulation 24AC and Council Policy 2/022 Panels of Pre-Qualified Suppliers.

8. Records Management

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All records and documents associated with all procurement processes must be recorded and retained as defined within the *State Records Act 2000* and the Town's Records Keeping Policy and Plan.

9. Sustainable Procurement

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Sustainable procurement is defined as the purchasing of goods and services that have less environmental and social impacts than competing products and services.

Where practical and appropriate the Town will consider environmental and social impacts along with value for money outcomes when making procurement decisions and shall endeavour (within budgetary constraints) to source suppliers that:

- Demonstrate innovative sustainable policies and practices.

- Generate less waste material, encourage waste prevention, recycling and use of recycled/recyclable materials.
- Reduce greenhouse gas emissions and integrate climate change resilience.
- Enable and promote social and cultural diversity.
- Generate local employment.

10. Buying Local

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This Policy encourages the investment in and development of local businesses that operate permanently from staffed local business premises within the Town's boundaries first, and secondly within the Pilbara region.

A key objective is to ensure open and fair competition and provide opportunities for local businesses to bid for work.

It is recognised that not every procurement activity will lend itself to supply by local businesses however, as much as practicable, procurement activities will:

- Where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses.
- Explore the capability of local businesses to meet requirements and ensure that Requests are designed to accommodate the capabilities of local businesses.
- Consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support, local employment).
- Ensure that procurement plans address local business capability and local content.
- Support, train and empower local business to be able to effectively respond to the Town's Requests for goods, services and works.

The Town's Council Policy 2/016 Regional Price Preference Policy 2/016 further enables this opportunity and should be read conjunctively with this Policy. Where there is inconsistency or doubt that Policy will prevail.

11. Contract Variations (Regulation 20)

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11.1 Pre-Contract Variations

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If after a Tender has been publicly advertised and a preferred tenderer has been chosen, but before the Town and tenderer have entered into a contract, a minor variation may be approved. A minor variation must not alter the nature of the goods or services, or materially alter the specification provided for by the initial Tender and must be approved in accordance with the Town's delegation register.

11.2 Post Contract Variations

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In accordance with Regulations, a contract entered into must not be varied unless;

a) The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or

b) The variation is a renewal or extension of the term of the contract as described in Regulations

Variations can be approved by Town officers in accordance with delegated authority and where the total project cost is within the approved budget.

Should the total project cost exceed the approved budget Council approval is required.

12. Procurement Compliance

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Procurement activities are subject to financial, performance and integrity audits and also compliance with the Town's policies and procedures. Failure to adhere to the requirements of this policy is considered serious with all reports or findings of non-compliance appropriately reviewed, audited and/or for more serious matters formally investigated.

Where a breach is substantiated it may be:

- An opportunity for additional training.
- Required to review and update the Town's Procurement processes.
- A disciplinary matter in line with the Town's Human Resource processes.
- A matter subject to mandatory reporting requirements under the Corruption, Crime and Misconduct Act 2003 and other relevant legislation.
- All reviews are to be recorded in a register and reported to the CEO.

Definitions

"CEO" means the Chief Executive Officer of the Town of Port Hedland.

Town of Port Hedland **Policy**

"CUA" means Common Use Agreement.

"Regional Price Preference" means during the evaluation process applying a local price weighting in accordance with the Town's Regional Price Preference Policy 2/016.

"Regulation OR Regulations" means the Local Government (Functions and General) Regulations 1996.

"Request" means a Request for Information (RFI), Request for Tender (RFT), Request for Proposal (RFP), Expression of Interest (EOI) and / or Request for Quote (RFQ).

"WALGA" means the Western Australian Local Government Association.

Relevant legislation	Local Government Act 1995 Local Government (Financial Management) Regulations1996 Local Government (Functions and General Regulations)1996 State Records Act 2000 Corruption, Crime and Misconduct Act 2003 Council Policy 2/016 Regional Price Preference Policy 2/020 Corporate Credit Card Policy 2/022 Panels of Pre-Qualified Suppliers Record Keeping Plan
Directorate	Corporate Services
Business unit	Governance
Delegated authority	In accordance with the Delegation RegisterYes
Business unit	Governance
Directorate	Corporate Services

Governance to complete this section			
Version Control	Version no.Number	Resolution Numberno.	Adoption Ddate
	V01	200809/357	27 May 2009
	V02	201011/413	8 June 2011
	V03	201314/222	29 January 2014
	V04	CM201617/012	27 July 2016
	V05	CM201718/020	23 August 2017
	V06	CM201718/140	28 February 2018
	V07	CM201920/143	5 February 2020
	V08	CM201920/229	27 May 2020
	V09	CM202122/005	28 July 2021
	V10	CM202425/197	27 November 2024

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Town of Port Hedland **Policy**

	V11	30 Sep 2026
Review frequency	34 Yearly	

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Town of Port Hedland **Policy**

2/016 Regional Price Preference

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~~1.~~ Objective

To promote local business partnerships within the Town of Port Hedland (Town) by giving preferential consideration to regional suppliers in the procurement of goods or services via tender or quotation.

~~2. Content~~Purpose

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Regional is defined as all businesses located within the Town's municipal boundary (level 1 suppliers), or in a neighbouring municipality (level 2 suppliers) including:

- Shire of Ashburton.
- City of Karratha.
- Shire of East Pilbara.
- Shire of Broome.

To claim level 1 regional price preference, a supplier must demonstrate that:

a) it has continually operated a business within the Town for at least 6 months; or
b) some or all of the goods or services are to be supplied from Town sources; or

To claim level 1 regional price preference, a supplier must demonstrate that:

b) it has continually operated a business for at least 6 months within a neighbouring municipality; or
c) some or all of the goods or services are to be supplied from a neighbouring municipality.

Regional Price Preference will be applied to all quotes and tenders over $50,000 which have been administered by the Town's Procurement Team, however only to the goods or services that are being supplied by a relevant regional supplier.

Regional suppliers that intend to claim a regional price preference under this Policy may be required to submit suitable proof of eligibility with their tender/quotation.

If, in the opinion of the Town, a supplier has deliberately provided false or misleading information so as to benefit from this policy, their tender/quotation may be considered non-conforming and as such may be excluded from evaluation.

Town of Port Hedland **Policy**

3. Price Preference

When a regional price preference is applied to tenders and requests for proposals, in accordance with the *Local Government (Functions and General) Regulations 1996.* The following levels of preference will be applied:

Level 1 – Suppliers located within the Town's municipal boundary

a) Goods and Services

A 10% price preference to a supplier of Goods and Services to a maximum price reduction of $50,000.

b) Construction (building)

A 5% price preference to a supplier of Construction (building) services up to a maximum price reduction of $50,000.

c) Competitive Tendering

A 10% price preference to a supplier of any goods and services (including construction (building) services) that have been, previously undertaken by the Town. This preference applies up to a maximum price reduction of $500,000.

Level 2 – Suppliers located within neighbouring municipalities

a) Goods and Services

A 5% price preference to a supplier of Goods and Services to a maximum price reduction of $25,000.

b) Construction (building)

A 2.5% price preference to a supplier of Construction (building) services up to a maximum price reduction of $25,000.

c) Competitive Tendering

A 5% price preference to a supplier of any goods and services (including construction (building) services) that have been, previously undertaken by the Town. This preference applies up to a maximum price reduction of $250,000.

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Town of Port Hedland **Policy**

4. Reporting

The Town will demonstrate the benefits obtained through the application of the Regional Price Preference in the annual report each year.

5. Definitions

"Competitive Tendering" seeking submissions to outsource goods or services which were previously completed / provided by the Town.

"Construction (building)" is the carrying out of any works that are construction, reconstruction, renovation or alteration to any structure where there is a design element that has been initiated by the Town. This includes but is not limited to residential buildings, commercial buildings, shelters and civil construction including roadworks and kerbing.

Relevant legislation and policies	Local Government Act 1995 Local Government (Functions and General) Regulations 1996 Council Policy 2/007 Purchasing Policy
Delegated authority	Nil
Directorate	Corporate Services
Business unit	Governance
Delegated authority	Nil
Directorate	Corporate Services

Governance to complete this section			
Version Control	Version Number	Resolution Number	Adoption Date
	V01 V02 V03 V04 V05	201314/067 CM201617/013 CM201718/140 CM201920/143	28 August 2013 27 July 2016 February 2018 5 February 2020 30 Sep 2026
Review frequency	As Required4 Yearly		

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Town of Port Hedland **Policy**

9/010 Asset Management Policy

Objective

The objective of asset management in the Town of Port Hedland is to ensure the sustainable management of assets for current and future generations by adopting industry standard and complying asset management practices. This includes the planning, financing, operation, maintenance, renewal, upgrade, and disposal of capital assets by:

- Ensuring that assets and their associated services meet the strategic goals for culture, prosperity, environmental sustainability and being united in actions.
- Managing assets to provide the required levels of service that require the assets to be cost effective, safe, capable, usable, high in amenity and value supporting.
- Developing a workforce that supports the organisation's asset management by defining responsibilities towards asset management and providing awareness, training and development in asset management practices.
- Meeting relevant legislative and regulatory requirements.
- Improving practices and processes to meet industry standards in asset management.
- Developing and implementing a strategic asset management plan and asset management plans for all infrastructure asset classes and reviewing them periodically.
- Ensuring asset management financial projections inform the Long Term Financial Plan and vice versa.
- Valuing assets in accordance with appropriate accounting and asset management standards.
- Understanding the life cycle of assets including assessing the life cycle needs of assets.
- Planning for asset renewals on the basis of condition and agreed service levels.
- Inspecting assets on a regular basis to meet operational, maintenance, asset management, renewal forecasting needs and specifically asset valuation requirements.
- Understanding and assessing risks associated with the management of assets.
- Understanding future asset growth and demand including effects on services and financial management.
- Consulting with the community to understand the required levels of service provided by the assets.

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Purpose

The purpose of this policy is to set the objectives for asset management in the Town of Port Hedland.

Town of Port Hedland **Policy**

Mature asset management practices enable the organisation to deliver sustainable services to the community by integrating and balancing customer values, resources, risks and service levels over the long term.

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Scope

This policy covers practices associated with infrastructure asset management and applies to the organisation's employees and contractors.

Related Documents

The key documents that inform this policy and are in turn guided by the policy are:

- Council Plan incorporating Strategic Community Plan and Corporate Business Plan
- Long Term Financial Plan
- ~~Corporate Business Plan~~
- Strategic Asset Management Plan
- Asset Mmanagement Pplans.

Responsibility

The Council is responsible for adopting the policy and providing oversight of the resourcing for the appropriate level of service to deliver the policy.

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The Chief Executive Officer has responsibility for developing a strategic asset management plan, asset management plans and associated procedures and for reporting on the status of asset management.

~~Review~~

~~This policy is due to be reviewed by September 2026.~~

Authorisation

	~~Authorisation~~	~~Date~~
~~Chief Executive Officer~~	~~Carl Askew~~	~~27 November 2024~~
~~Council~~	~~Ordinary Council meeting~~	~~27 November 2024~~

Acknowledgement

This policy was based on a template provided by the Institute of Public Works Engineering Australasia's NAMS+ system.

	Financial Services
	Corporate Services

Town of Port Hedland **Policy**

Governance to complete this section			
Relevant Legislation	Nil		
Directorate	Corporate Services		
Business Unit	Financial Services		
Delegated Authority	Nil		
Version Control	Version Number.	Resolution Number.	Adoption Ddate
	V012 V02	CM202425/194	27 November 2024 30 Sep 2026
Review frequency	Every two years4 Yearly		

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Town of Port Hedland

Policy

10/003 Landscaping

Objective

The objective of this policy is to provide requirements and identify benchmarks for the planning, design and installation of landscaping on Town owned or managed properties, including public open spaces (POS), urban landscape areas, and facilities. This policy will deliver the following outcomes:

- Encourage and support the development of aesthetically pleasing landscapes that enhance the unique elements of the Town whilst maintaining a level of consistency and sustainability;
- Encourage the use of plant species that will endure the Pilbara environment whilst providing an element of shade and sustenance;
- Ensure the development of landscaping treatments that provide (or don't inhibit) access to service corridor for the public utilities located within the verge area;
- Encourage a landscaping form which is economical in its water and maintenance requirements;
- Provide a means for minimising soil erosion;
- Establish a safe landscaping environment by applying Crime Prevention Through Environmental (CPTED) principles;
- Ensure equitable access and inclusion for people with disabilities by applying principles included in the Town's Disability Access and Inclusion Plan (DAIP).

This policy will also provide guidance for the landscaping development of private properties.

Content

Landscaping on urban landscape areas, in public open spaces and facilities provides an opportunity to enhance the aesthetics of the Town and improve the outdoor lifestyle of the community. It is the Town's responsibility to ensure that these areas are developed to a safe, sustainable and maintainable standard.

1. Application Process

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Developers and property owners must submit an application to the Town for approval of landscaping treatments prior to commencing any work. Applications can be submitted to the Town via submission of a Verge Treatment Application form or Application for Vehicle Crossover Form, located on the Town of Port Hedland website, or by request from (08) 9158 9700.

All applications must include a plan showing the layout and location of landscaping, irrigation and information on plant species.

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Applications will be assessed in accordance with this Policy, relevant Local Laws and supporting documentation. Applicants will be advised of any known work scheduled by the Town that may affect their application.

Applicants must not commence any landscaping works until the Town grants approval in writing.

2. General Conditions

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a) In terms of verge treatments, the property owner agrees to maintain the area free from hazards. Failure to comply may result in removal of the hazard and/or treatment by the Town at the owner's expense.
b) In terms of verge treatments, the property owner agrees to indemnify the Town against all claims which may arise as a result of the treatment.
c) The Town reserves the right to remove any verge treatment for the purpose of carrying out works. Reinstatement of approved verge treatments shall be carried out by the Town in consultation with the property owner.
d) The owner accepts responsibility for removal and reinstatement of landscaping if required by public utility providers.
e) No assistance shall be provided by the Town for development, ongoing operation, or maintenance costs, unless specified otherwise during the approval process.
f) The property owner shall be responsible for repairs to any damaged infrastructure occurring during the installation of landscaping.

3. Maintenance

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The property owner shall be responsible for maintenance of all landscaping on the verge, unless agreed otherwise during the approval process.

Developers of landscaping treatments on Town owned or managed properties, including urban landscape areas, public open space and facilities, shall be responsible for the maintenance of the landscaping for a period of 18 months, unless negotiated otherwise. A maintenance schedule shall be submitted to the Town for approval. Handover of maintenance to the Town after this period shall be conditional upon coordinated inspections, approvals, training and supply of all as constructed and warranty information.

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4. Guiding documents

The *Public Open Space Strategy* is used as a basis for strategic planning of the management, provision and investment in current and future POS.

The *Landscape Guidelines* document has been developed to provide a clear framework for the design, construction and maintenance of POS and Verge Treatments.

The *Irrigation Specifications* have been developed to ensure appropriate equipment and materials are used to design, install and maintain the Town's irrigation systems.

The *Weed Management Strategy* has been developed to provide a strategy for integrated weed management within the Town's POS and urban landscape areas.

The Landscape Guidelines, Irrigation Specifications and Weed Management Strategy will be reviewed internally by Town Officers ~~yearly~~ under the direction of the Manager Infrastructure Operations.

5. Verge Treatments

The following treatments are permitted to be installed on verges:

- Lawn
- Irrigation
- Gardens
- Street trees
- Hardstands
- Compacted material
- Crossovers

Refer to the Landscape Guidelines and Irrigation Specifications for conditions and advice on the installation of verge treatments.

For information on the construction of crossovers refer to Council Policy ~~9/005~~ Vehicle Crossovers.

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6. Irrigation

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All applicable verge treatments must be irrigated through a connection to the property owner's water supply. The following points should be considered when irrigating within the verge:

- Contact Dial Before You Dig (1100) and other service and utility providers prior to commencing installation to ensure that underground services and infrastructure are not damaged and correct clearances are maintained.
- Design and operation must comply with Water Corporation guidelines and water restrictions current at the time of development.
- Irrigation design shall apply principles to ensure sustainable use of water and adhere to the Town's Irrigation Specifications.
- Irrigation design and operation must not impact upon road pavements, footpaths or other infrastructure on the verge.

Refer to the relevant Local Laws Landscaping Guidelines and Irrigation Specification for further information.

7. Public Open Space, Urban Landscape Areas and Facilities Landscaping

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All public open space, urban landscape areas and landscaping at facilities owned or managed by the Town must be developed in accordance with the objectives of this Policy.

The relevant Local Laws, Public Open Space Strategy, Landscaping Guidelines, Irrigation Specifications and the Weed Management Strategy will provide information to developers to ensure that the Town's requirements are met. The landscaping design must not impact on the functionality of the relevant space, specifically for the open stormwater drainage network.

Each application will be assessed in consultation with these guidelines, relevant stakeholders, the developer and the Town's officers.

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Town of Port Hedland Policy

Definitions

Road Reserve	The portion of land between the front property boundaries that contains both verges and the road
Verge	The section of the road reserve between the property boundary and the road kerb line.
Verge Treatment	Any soft or hard landscaping installed within the area of the verge excluding street trees.
Street Tree	A tree installed within the road reserve.
Crossover	The portion of a driveway within the verge providing access from the road to the property boundary.
Hazard	The source of potential damage, harm or adverse effects on something or someone.
Public Open Space (POS)	Recreational spaces which include local, neighborhood, district and regional parks as per *The Town of Port Hedland Public Open Space Strategy.*
Urban Landscape Areas	Landscape areas which include roads or along road reserves and thoroughfares including carparks.

Relevant legislation	Town of Port Hedland Local Laws Council Policy Vehicle Crossovers
Directorate	Infrastructure
Business unit	Parks, Gardens and Engineering Services
~~Delegated authority~~	Nil~~.~~
~~Business unit~~Delegated	~~Parks, Gardens and~~Operations ~~Engineering Services~~
~~Directorate~~	~~Infrastructure and Town Services~~

~~*Governance to complete this section*~~			
Version Control	Version Number~~o.~~	Resolution Number~~o.~~	Adoption Ddate
	V01 V02 V03 V04 V05	201415/210 CM201920/077 CM202021/027 CM202526/182	25 March 2015 23 October 2019 26 August 2020 10 Dec 2025 30 Sep 2026
Review frequency	~~3~~4 Yearly		

~~Page 5 of 5~~

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Town of Port Hedland

Policy

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Town of Port Hedland

Policy

9/009 VEHICLES

Objective

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The objective of this policy is to ensure Council's vehicles, plant and equipment is replaced at a time that optimises its use and minimises the whole of life cost.

Content

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In order to enable this policy to be implemented effectively and to eliminate the requirement to amend this policy each time vehicles, plant or equipment is replaced, Council's current list of plant has been separated into various categories and a replacement strategy for each category.

This Policy is intended to be the basis for the ongoing review of Council's annual and five-year replacement programme.

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Plant Category	Type & Description	Replacement Strategy
Category A1	4WD Executive Vehicle Allocated to Chief Executive Officer	80,000 kms/ 3 yrs
Category A2	4WD Wagon Vehicle Allocated to Directors	80,000 kms/ 3 yrs
Category A3	4WD Vehicle Allocated to Managers who require a 4WD to undertake duties OR 4 Cylinder Sedan / Hatch back	100,000 kms/ 3 yrs
Category A4	Utilities According to Organisational requirements for staff OR 4 Cylinder Sedan / Hatch back According to Council's requirements for staff	100,000 kms/ 3 yrs
Category A5	Utilities According to Council's requirements for staff	100,000 kms/ 3 yrs
Category A6	Utilities According to Organisational requirements for staff OR 4 Cylinder Sedan / Hatchback According to Organisational requirements for staff	100,000 kms/ 3 yrs
Category A7	Utilities According to Organisational requirements for staff OR 4 Cylinder Sedan / Hatch back	100,000 kms/ 3 yrs

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Town of Port Hedland

Policy

	According to Organisational requirements for staff	
Category B	Heavy Plant including Loaders, Tractors, Water Trucks, Rollers	8,000 hrs/ 8 yrs
Category C	Heavy Trucks Trucks with greater than 6 tonne carrying capacity	200,000 kms/ 8 yrs
Category D	Medium Trucks Trucks with greater than 4 tonne carrying capacity but less than 6 tonne carrying capacity	150,000 kms/ 8 yrs
Category E	Light Trucks & Street Sweeper Trucks with less than 4 tonne carrying capacity	100,000 kms/ 5 yrs
Category F	Refuse Vehicles Side loaders, rear loaders and front-loading compactor trucks	Side loaders replaced every 4 years (Body & Cab Chassis) Rear & Front Loader cab chassis every 4 yrs, body every 8 yrs
Category G	Medium Equipment Trailers, Slasher, spay rig, firefighting unit etc	10 yrs
Category H	Minor Equipment Including Generators, high pressure cleaners, ride on mowers, plate compactors, brush cutters, edgers, chainsaws, small mowers, etc.	1,000 hrs / 3 yrs

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The above replacement strategy identifies the maximum expected life of the various vehicles, plant and equipment within each category.

There may be, on occasion, opportunities to change items earlier or later, which would result in a saving to Council. Any such opportunities will be assessed on an individual basis by condition, usage and fitness for purpose.

Town of Port Hedland

Policy

Vehicle Category "A" Usage Policy

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Council recognises the need for a vehicle policy which reflects current industry practice, is flexible, and provides benefits to employees which are competitive with both the private and public sector.

Acquisition Methods:
The following acquisition methods for fleet items may be used in line with the procurement process overview and 2/007 Purchasing Policy:

Request for Quote (RFQ)
Request for Tender (RFT)

Environmental:
The Australian Government provides a Green Vehicle Guide which provides information on fuel consumption and the air pollution standard to which vehicles have been certified. As part of the acquisition process the Town will consider green vehicle ratings when procuring new vehicles in line with IOP HR15 – Motor Vehicle use.

Safety:
The Australian Government operates the Australian New Car Assessment Program (ANCAP) and allocates each tested vehicle a rating from zero (0) to five (5) stars. As part of the acquisition process the Town will consider vehicle safety ratings when procuring new vehicles in line with IOP HR15 – Motor Vehicle Use.

Disposal Methods:
Disposal of replaced fleet items can be completed by a trade-in as part of the acquisition process of a new fleet item, or via public auction once the new fleet item has been received. This will be determined by the Responsible Officer on a case by case basis but will comply with the relevant section of the *Local Government Act 1995*, Register of Delegations and *Local Government (Uniform Local Provisions) Regulations 1996*.:

Definitions

For definitions and applicable category of vehicle refer to Internal Operating Procedure HR IOP – Motor Vehicle Usage.

Town of Port Hedland

Policy

Relevant legislation	Local Government Act 1995 Section 3.58 Local Government (Uniform Local Provisions) Regulations 1996
Directorate	Infrastructure
~~Delegated authority~~	
Business unit	~~Depot Operations~~Waste and Services
Delegated authority	Yes
~~Directorate~~	~~Infrastructure & Town Services~~

~~*Governance to complete this section*~~			
Version Control	Version Number~~.~~	Resolution Number~~.~~	Adoption ~~d~~Date
	V01 V02 V03	- CM201920/036	22 February 2006 28 August 2019 30 Sep 2026
Review frequency	4 Yearly		

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Town of Port Hedland **Policy**

9/005 Vehicle Crossovers

Objective

The objective of this policy is to ensure that both new and existing vehicle crossovers are constructed/renewed in accordance with the Town of Port Hedland Vehicle Crossover Specifications/designs to:

1. Minimise the number of vehicle crossovers per Lot.
2. Ensure safe vehicle access from properties and promote safety for cyclists and pedestrians.
3. Minimise any impact on existing verge infrastructure and streetscapes.
4. Provide a consistent framework to assist contractors and owners to meet the Town of Port Hedland standard crossover requirements.
5. Provide information required to be complied with by the property owners to be eligible for the Town of Port Hedland crossover subsidy.

Content

1.0 General

1.1 All crossovers which have access from Town of Port Hedland gazetted roads shall be constructed as per the Town's vehicle crossover specifications. The owner/agent shall submit a crossover application to the Town prior to the occupation of the residence or prior to clearance of condition of the development.

The owner/agent shall obtain approval in writing from Main Roads Western Australia with regard to the construction and location of the crossover *(Role of Commissioner of Main Roads in some cases)* for all crossovers from roads controlled by Main Roads Western Australia.

1.2 The crossover shall be constructed in concrete, brick paving or in asphalt as per Town specifications.

1.3 All crossovers are to be approved by the Town prior to construction commencement, and shall be constructed to the satisfaction of the Town. The owner/contractor is responsible for notifying Town staff prior to the preliminary stage of the construction commencement.

1.4 The Town may request a property owner to construct a crossover within a specific timeframe.

1.5 If the footpath has been constructed at the crossover with plain grey concrete, the footpath shall be replaced with reinforced concrete through the crossover, with appropriate construction joints, to ensure uniformity of the pathway.

1.6 If a new shared path is proposed at an existing crossover, a section of the crossover will be removed to ensure uniformity of the pathway construction. The cost of removal and reinstatement will be borne by the Town in this instance.

1.7 Requirement to construct or repair crossing - *Local Government (Uniform Local Provisions) Regulations 1996 - Regulation 13*

A local government may give a person, who is the owner or occupier of private land, a notice in writing requiring the person to construct or repair a crossing from a public thoroughfare to the land or a private thoroughfare serving the land. If the person fails to comply with the notice, the local government may construct or repair the crossing as the notice required and recover 50% of the cost of doing so as a debt due from the person. Penalty: a fine of $5,000

1.8 An owner requiring a crossover over an open drain shall contact the Town Technical Officer to determine the size of drainage pipe, culvert/headwall, stone pitching and other requirements for the crossover. This crossover shall be constructed to the Town of Port Hedland specifications and at the owner's expense.

1.9 The owner/contractor shall protect underground services. The owner is responsible for contacting utility providers and *Dial Before You Dig (1100)* prior to commencement of construction works.

1.10 The owner/contractor is responsible for repairs to any infrastructure damaged during construction.

1.11 Redundant crossovers, due to development of the property, are to be removed and kerb/verge/seal shoulders are to be reinstated at the owner's/developer's expense.

1.12 The owner/contractor is responsible for reinstatement of the verge, removal of all surplus material from the verge and clean-up of the verge immediately after completion of the crossover construction.

1.13 Contractor shall maintain Public Liability Insurance of twenty million dollars ($20,000,000) during the crossover construction.

1.14 Owner/contractor is responsible for all traffic management and redirection of pedestrians during crossover construction in accordance with Australian Standard current practice.

2.0 Maintenance

The property owner shall be responsible for maintenance of the crossover to ensure that it remains safe, free of dust and in trafficable condition. The Town of Port Hedland may request the owner to undertake repairs to the crossover at the owner's cost.

Town of Port Hedland **Policy**

3.0 Claim Crossover Subsidy

3.1 Contribution to cost of crossing - *Local Government (Uniform Local Provisions) Regulations 1996 - Sch. 9.1 cl. 7(4) 15*

If stormwater drainage is not applicable;

A crossover subsidy of 50% of the cost of a standard crossover per Lot, up to a maximum of $1,000, will apply only to the first crossover installed at a residential property according to the Town specifications.

A crossover subsidy of 50% of the cost of a standard crossover per Lot, up to a maximum of $5,000, will apply only to the first crossover installed at a commercial property according to the Town specifications.

If stormwater drainage is applicable;

A maximum of an additional $5,000 subsidy payment will apply for the first crossover requiring stormwater drainage components installed to the Town specifications. Owner shall attach supporting invoices to prove that the stormwater drainage components have been installed in accordance with the Town of Port Hedland specifications.

3.2 Requirements for claiming subsidy

a) Submit crossover application prior to commencement of construction.
b) Follow Vehicle Crossover Specifications and carry out inspections with Town officers.
c) Submit subsidy application and supporting invoices within six months from the date of completion of the crossover.

4.0 Roles and Responsibilities

Vehicle Crossover Policy 9/005 is designed to be applied to land developers and property owners/contractors.

Town of Port Hedland **Policy**

Definitions

"Act" *Local Government (Uniform Local Provisions) Regulations 1996*

"Town of Port Hedland (Town)" is the Local Government Authority.

"Road Reserve (Verge)" is the section of land between the edge of the road carriageway and the front property boundary.

"Crossover (Vehicle Crossing)" is the portion of the driveway within the road reserve providing vehicle access to the property. A standard residential crossover shall be defined as 3.0 metres wide; a standard commercial crossover shall be defined as 6.0 metres wide. Residential and commercial crossovers shall be constructed in concrete, brick paving or asphalt.

"Infrastructure and Town Services (ITS)" is the Engineering Services unit appointed by the Town of Port Hedland for crossover inspection and authorisation of subsidy contribution.

Relevant legislation	Local Government (Uniform Local Provisions) Regulations 1996 ~~-~~Sch. 9.1 cl.7(3) 13 - Sch. 9.1 cl.7(4) 15 - Sch. 9.1 cl.7(2) 12 & Sch. 9.1 cl.7(2) 14
~~Delegated authority~~	~~Nil~~
Directorate	Infrastructure
Business unit	Engineering Services
Delegated authority	Nil
~~Directorate~~	~~Infrastructure & Town Services~~

~~Governance to complete this section~~			
Version Control	Version Number~~s.~~	Resolution Number~~s.~~	Adoption D~~d~~ate
	V01 V02 V03 V04	Nil~~-~~ 201415/210 CM201819/207	24 November 2004 25 March 2015 22 May 2019 30 Sep 2026
Review frequency	~~3 Yearly~~4 Yearly		

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Town of Port Hedland

Policy

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Town of Port Hedland **Policy**

15/003 Video Surveillance

Objective

The Town of Port Hedland is committed to community safety and recognises the role video surveillance has within the community. This Policy aims to assist in deterring and detecting instances of crime and anti-social behaviour and defines how Closed Circuit Television (CCTV) and video surveillance systems will be managed in line with legislative and industry best practice.

Intent

1. Definitions

CCTV *means Closed Circuit television and includes live or recorded footage*
CEO *means the Chief Executive Officer of the Town*
IOP *means Internal Operational Procedures*
SOP *means Standard Operational Procedures*
Town *means the local government district of the Town of Port Hedland*
Video Surveillance *means CCTV and all other types of video surveillance systems*

2. Introduction

The Town is committed to efficient and effective protocols for use of video surveillance systems. This includes systems that are leased, owned, controlled or managed either in part or in their entirety by the Town and includes all systems that are;

- Within, on or around any of the Town's buildings and facilities.
- In public places and open spaces within the Town.
- On roads, access-ways and carparks within the Town.

3. Purpose

The Town conducts video surveillance operations in order to:

- Assist in detecting, deterring and responding to criminal and/or anti-social behaviour (actual, alleged or perceived) that has occurred, is occurring or may occur against people and/or property within the Town.
- Provide evidence to support investigations and/or prosecutions by the WA Police, Town Officers duly authorised by the Chief Executive Officer or any other law enforcement agency in relation to incidents committed or alleged to have been committed within the Town.
- Support other safety initiatives in respect to community concerns about safety and crime prevention within the Town.

Town of Port Hedland **Policy**

Access

4. Permitted uses

a) The use of video surveillance systems and/or access to footage is restricted to law enforcement agencies, law Courts, the CEO or anyone duly authorised by the CEO.

b) Members of the public are not permitted to view or access footage unless required by law e.g. *Freedom of Information Act 1992* (FOI).

c) Employees are not permitted to view or access footage unless duly authorised by the CEO or as required by law.

5. Requests for Footage

a) **External:** Any member of the public or employee seeking access to footage shall be directed to the Police to make a formal report or to lodge a Freedom of Information application.

b) **Internal:** Any employee seeking access to footage shall be directed to the Police to make a formal report; to the CEO or his nominated delegate; or to lodge a Freedom of Information application.

6. Community Safety Partnership – WA Police

The Town has entered into a community safety initiative with the WA Police by way of Memorandum of Understanding. This partnership is in accordance with AS/NZS62676:2020 – Video Surveillance Systems for use in Security Applications.

Specifically, members of the WA Police South Hedland branch have 24 hour seven (7) day live monitoring access to the Town's video surveillance network with the ability to record, download and use footage.

Installations

Alternate crime and/or anti-social preventative measures will be appropriately considered both prior to and after the installation of video surveillance systems systems/cameras in recognition footage to inform broader security and crime prevention strategies.

7. Privacy

A person's right to privacy is considered essential therefore all video surveillance systems installations shall adhere to the *Surveillance Devices Act 1998* (The Act) to ensure private conversations or private activities are not recorded, unless either express or implied consent is obtained prior to the recording, or it is in the public interest (Part 5 of the Act).

8. Location identification

Areas proposed for the installation of new video surveillance systems and cameras shall include a detailed project plan.

All proposals are to be approved by the CEO or his nominated officer.

9. Maintenance and Upgrades

Video surveillance cameras, all associated hardware and software will be replaced or upgraded as required within annual budgetary limits.

10. System security

Details about video surveillance or camera locations, their maintenance schedule and other details relating to their make/model and any other operational requirement will not be made publically available unless required by law.

11. Signage

Prominent signage will be displayed in the general vicinity where cameras may be installed and where people may be recorded however these may not identify specific camera locations.

Operation

12. Control and Operation of Cameras

Duly CEO authorised Town Officers shall manage and operate video surveillance systems in strict accordance with this Policy, Internal Operating Procedures (IOP's) and detailed Standard Operating Procedures.

13. Duration and Storage of Footage

Video surveillance footage is recorded 24 hours seven (7) days a week and retained for a period of not less than 31 calendar days.

14. Roles and Responsibilities

The CEO is responsible for the Town's video surveillance systems network and duly authorising Town officers or other agencies to have access to systems or footage with access granted to consider the nature of their role and whether access is appropriate under the circumstances.

~~**The Manager Infrastructure**~~**Director** ~~**Operations**~~ **Infrastructure** is responsible for ensuring all associated infrastructure of the Town's video surveillance systems system including system design, installation, equipment maintenance, hardware and software upgrades (where contractor managed), signage, contractor management and training for staff on appropriate use of the system. In carrying out these requirements, the Manager will also work collaboratively with the WA Police

to maintain an effective strategic partnership to support the common goal of improving community safety.

General

15. Complaints

All complaints regarding the Town's video surveillance systems operations are to be directed in writing to the CEO or their nominated officer.

16. Audit

All video surveillance operations shall be included in the Town's Strategic three year audit program to ensure ongoing alignment and adherence to regulation 17 as contained within *Local Government (Audit) Regulations 1996*.

17. Guidelines and Standards

Best practice video surveillance operation guidelines refers to the following:

AS/NZS62676:2020 – Video Surveillance Systems for use in Security Applications	Principles and management of the video surveillance system, procedures, personnel, control room, effective response, privacy and disclosure issues, recorded material management, documentation, licences and signage. Provides advice on installation, commissioning and handover, preventative maintenance, licences and signage. Provides technical planning guidelines and video signal level variables for video surveillance systems. Details the requirements and recommendations for the design, installation, commissioning, operation, remote monitoring, interactive video management and remotely monitored video surveillance systems.
AS/NZS 1158:2005 - Lighting for Roads and Public Spaces.	Defines Category P lighting which is applicable to roads on which the visual requirements of pedestrians are dominant, e.g. local roads and to local area traffic management devices (LATMS) installed on such roads.
AS/NZS 1768:2007	Lightning protection
ISO 31000:2009	Risk Management (Supersedes AS/NZ 4360:2004)
HB 167:2004	Security Risk Management Handbook

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Town of Port Hedland **Policy**

AS 2342:1992	Development, testing and implementation of information and safety symbols and symbolic signs
AS2416:2002	Provides examples and the display of multiple hazard signage.
AS/NZS62676:2020 – Video Surveillance Systems for use in Security Applications ANZPAA's	Police Recommendations for video surveillance Systems ('the ANZPAA Recommendations').

Relevant legislation	Local Government Act 1995 Surveillance Devices Act 2004 Freedom of Information Act 1992 Equal Opportunity Act 1984 Human Rights and Equal Opportunity Commission Act 1986 Criminal Investigation Act 2006 Occupational Health and Safety Act 1984 Surveillance Devices Act 1998 Security and Related Activities (Control) Act 1996 Security and Related Activities (Control) Regulations 1997 Australian Closed Circuit Television Guidelines Town of Port Hedland Code of Conduct For Employees and Volunteers
Directorate	Infrastructure Services
Delegated authority	~~To be determined following Council approval of this policy.~~Nil
Business unit	Infrastructure Operations
~~Directorate~~	~~Infrastructure Services~~

Version Control	Version Number~~s.~~	Resolution Number~~s.~~	Adoption Ddate
	V01	201112/166	19 October 2011
	V02	201213/108	26 September 2012
	V03	CM201718/172	28 March 2018
	V04	CM202122/003	28 July 2021
	V05	CM202526/158	26 November 2025
	V06		30 Sep 2026
Review frequency	~~3 Yearly~~4 Yearly		

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Town of Port Hedland

Policy

Town of Port Hedland **Policy**

7/002 Art Collection Policy

1.Objective

The objective of this policy is to outline the management of the Town of Port Hedland's Art Collection.

2. Statement~~Scope~~

This policy applies to Town officers involved with the management of the Art Collection including the procurement, curation and management of ~~(indoor)~~ visual artworks that include paintings, drawings, photographs and sculptures.

3. Role of the Hedland Arts & Culture Advisory Committee

The Hedland Arts & Culture Advisory Group plays an important role in encouraging and promoting arts and culture within the Town of Port Hedland particularly through the provision of expertise and opinion. In relation to the Art Collection this includes:

- Advice on the development, review and management of the art collection
- Advice on the acquisition of artworks
- Advice on deaccessioning, disposal and repurposing of artworks
- Operate within the context of this Policy and any adopted Terms of Reference.

4. Content

Acquisition Procurement
Acquired artworks are to align with the Town's Council Policies ~~Purchasing~~ Procurement ~~Policy~~ and ~~the Art Collection Management Internal Operation Procedure~~Art Collection. ~~Artworks~~ can be acquired through the following methods:

- Purchase
- Donation
- Commission
- Community Arts Projects
- Partnerships

All donated artworks are to be the sole property of the Town and be accompanied by a completed catalogue information. No conditions may be placed on donations from Donor without the written support of the Director Community Services.

It is expected that the Town will continue to support and prioritise the ongoing purchasing of artworks from local art galleries, as well as the Jury Art Prize to enhance the Town's art collection, promote local creatives and businesses, and contribute to a sense of place to display new and interesting artworks at Town facilities.
Display

Commented [DS1]: Do you think we need to specify that this is limited to Town facilities only?

Commented [EL2R1]: I think we might need to due to our insurance policy, but let me check with Rebecca and Harry

Commented [EL3R1]: @Rebecca Faloon

Commented [DS4]: Should this also include local history collection?

Commented [DS5]: Include definitions - donation, commission, community art projects, acqusition, deaccessions

Commented [DS6]: I don't think art collection pieces can included through Percent for Art Policy. There is no specific mention if it can or cannot be included, but my interpretation of Public Art is that it is on display for the public at all times.

https://www.porthedland.wa.gov.au/Profiles/porthedland/Assets/ClientData/FINAL_LPP04_Percent_for_Public_Art.pdf

Commented [DS7]: Can you explain this is a bit more clearly? I'm a bit confused, are you saying that donated works are not the property of the Town or the donor just needs to be documented and acknowledged?

Commented [EL8R7]: Fixed! I had 'Donar' instead of 'Town'

Commented [DS9]: Might need to clean this up, but let's try to sneak this in, just in case a future councillor queries the purchasing of artworks

Artworks are to be displayed in the most appropriate location within Town facilities only, considering preservation factors, visibility, cultural & historical significance, value, environmental conditions and security. At all times, at least parts of the collection are required to be viewed in publicly visible Town facility locations and suitable administration office locations.

When artworks are not being displayed, they are to be catalogued and housed in appropriate storage environments which include:

- A clean and organised space.
- Security from un-authorised staff handling/relocating artworks.
- Protected from pollutants and pests.
- Protected from damp, mold or water ingress, direct sunlight and excessive dust.
- Lighting conditions that limit deterioration of susceptible artworks.
- A satisfactory compromise between long-term preservation and accessibility of artworks.

Commented [en10]: suggestion to add this as often work on display can catch some sunlight at times of the day

It is acknowledged that the Courthouse Gallery venue is used for touring and temporary exhibition displays. Where appropriate, works from the Collection are considered for local and travelling exhibitions, subject to appropriate Loan Agreements.

Management

Commented [en11]: This list looks great. Does the Town need to insure the collection? How to calculate value (unlikely for everything to be destroyed in one event...)?

The Town aims to resource the collection appropriately, including annual budget allocation for development of the collection. The Town's officers are responsible for;

- New acquisitions of artwork & budget allocation
- Donations
- Art Collection Registry
- Art Collection Catalogue
- Insurance and Asset Management
- Valuation and condition reporting
- Display and installation
- Loan & Loan Agreements
- Deaccessions

Loan & Loan Agreements

The Town does not accept permanent or indefinite loans of artwork into the collection. The Town will only make outward loans of artworks specifically required for exhibitions for a specified period of time. The third party must offer an adequate display listed in the Art Collection Policy. All requests for outward loans must be requested in writing to the Director of Community Services. The request is to include a Certificate of Currencies, be listed on the third-party's insurance register and follow the Standard Operation Procedure for Loan Agreements.

Deaccessions

Through the valuation and condition reporting process, artworks may be identified for deaccession from the Art Collection. Artworks will be assessed against the

Town of Port Hedland **Policy**

Acquisition Criteria to determine their significance to the collection. The Town retains the right to deaccession artworks that are deemed unsuitable at any stage (including damaged works), in accordance with the Asset Management Policy.

~~Definitions~~

~~Nil~~

Relevant legislation	Local Government Act 1995 Public Records Act 2002 Council Policies: Procurement Art Collection
Directorate	Community Services
Delegated authority	Nil
Business unit	~~Town of Port Hedland~~ Events, Art and Culture
Delegated authority	Nil
~~Directorate (choose one)~~	~~Community~~

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Town of Port Hedland **Policy**

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Version Control	Version Number~~o.~~	Resolution Number~~o.~~	Adoption Ddate
	V01 V02	CM202425/306	26 Mar 2025 30 Sep 2026
Review frequency	~~2 Yearly~~4 Yearly		

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Town of
Port Hedland

Policy

6/003 Town of Port Hedland Grants Program

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Objective

This policy aims to ensure Council has established an effective and responsive grants program to support the needs of its diverse community, and that it allocates appropriate financial support each year through its annual budget process. This allows Council to be transparent about the types and levels of funding provided to the community.

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The objectives of this policy are to ensure:

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- **Inclusion:** providing opportunities for individuals and groups to meaningfully take part in community life
- **Equity:** consciously addressing the barriers faced by disadvantaged groups and individuals
- **Impact:** taking a purposeful and strategic approach to funding projects that deliver meaningful social, economic and environmental impact
- **Capacity building:** supporting individuals, groups and businesses to develop and grow new initiatives, skills and resilience to shape the Town of Port Hedland's future
- **Collaboration:** encouraging networks and partnerships to deliver exceptional strategic outcomes together
- **Transparency:** delivering a funding program that is transparent and accountable in all processes and decisions
- **Economic:** attracting additional grants, increased revenue for business and community showcasing events for the Town (when applicable).
-

Content

The Town of Port Hedland Grants Program is divided into four streams:

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1. Community

The Community stream comprises of the following grants:

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i) Community Partnership Grant

Supports community groups and organisations to deliver events, activities and programs that enhance local communities, celebrate diversity, and provide opportunities to develop social cohesion and connection within the Headland community

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ii) Community Champions Grant

Supports sport, arts, cultural and community ambassadors of the Town who are requiring assistance to travel on a regional, national, or international basis to represent Hedland

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iii) Placemaking Grant

Encourages visitation, increase beautification and activation of the

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Town of
Port Hedland

Policy

streetscape and builds stronger connections between community and place. The grant supports business-led and community-led initiatives to encourage local communities, organisations and businesses to lead the revitalisation of public spaces.

iv) Sustainability Grant
Supports individuals and community groups to deliver positive community-based sustainability initiatives and education programs supporting environmental, sustainability and conservation outcomes

2. Economic and Business Development

The Economic Development and Diversification Fund, comprises of two streams:

i) Business Development
Supports local businesses and organisations to generate new revenue opportunities through the development of feasibility studies and businesses cases.

ii) Economic Diversification
Supports new or expanded business operations with demonstrable benefits to local employment, economic output and/or liveability.

3. Fundraising for Community

The Fundraising for Community Stream comprises of the following grant: Cash for Trash
Supports local communities and organisations to do litter clean-ups throughout the Town and raise funds to help go towards fundraising initiatives.

4. Community Safety

The Community Safety Stream comprises of the following grant: Home Safety and Security
Supports the provision of a rebate to Hedland tenants and owners of residential properties for the installation of approved home safety and security products

Grants are to be assessed in accordance with the Town's Internal Operating Procedures, and the guidelines including eligibility criteria published on the Town of Port Hedland website.

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Town of Port Hedland **Policy**

Definitions

"Grant funding" Provision of a set amount of funds for a period to achieve a specific identified outcome, agreed to in a formal contract with the Town of Port Hedland.

Relevant legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_1752_homepage.html https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_1752_homepage.html
Delegated authority	Yes
Directorate	Infrastructure Services Regulatory Services Community Services
Business unit	Youth and Community Development Business and Economic Development Environmental Health Waste Services
Delegated authority	Nil
Directorate	Infrastructure Services

Page 3 of 5

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Town of
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Town of Port Hedland

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Version Control	Version Number~~.~~	Resolution Number~~.~~	Adoption Date
	V01	-	27 January 2011
	V02	-	08 May 2013
	V03	201415/050	24 September 2014
	V04	201516/265	22 June 2016
	V05	CM201819/068	24 October 2018
	V06	CM202021/20	26 August 2020
	V07	CM202324/124	30 August 2023
	V08	CM202526/182	10 December 2025
	V09		30 Sep 2026
Review frequency	~~3 Yearly~~4 Yearly		

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Town of Port Hedland **Policy**

5/02 Community Leasing Policy

Objective

The Town of Port Hedland is committed to meeting the current and emerging needs of the Community seeking the long-term use of Council owned or controlled properties and land.

The objective of this policy is to:

- ensure fair and consistent leasing and licensing conditions are provided.
- ensure clear expectations are outlined in Town leases and license to enable the protection and preservation of community assets for the ongoing use and benefit of the community.

This policy does not apply to the occasional use or hiring of the Town of Port Hedland's facilities or sporting grounds.

Content

~~1.~~ Legislative Authority

The Town of Port Hedland may enter lease and licence arrangements over Council owned or controlled land; in accordance with the Local Government Act 1995 (WA) and the Land Administration Act 1997 (WA), and subject to any applicable management orders, reserve purpose requirements, and Ministerial consent provisions.

~~2.~~ Town Assessment Criteria

In addition to legislative requirements, the Town will apply assessment criteria to ensure that community leasing and licensing arrangements are equitable, consistent and aligned with community need and Council priorities. This includes consideration of strategic alignment, community benefit, facility utilisation, asset sustainability, and the capacity of the applicant organisation to maintain and manage the leased premises.

~~3.~~ Types of Tenure

The Town may grant occupation of Town owned or controlled land under one of the following tenure categories:

1. ~~3.1~~ Lease – Exclusive Use

A lease grants the lessee exclusive possession and use of a defined area for a specified purpose and term.

Leases may be appropriate where:

- exclusive occupation supports the Town's adopted plans, master plans or strategic objectives;
- long-term security of tenure is required to support capital investment or asset development; or

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- the nature of the activity requires exclusive control of the premises.

Lease areas will generally be defined by building footprints and may include associated access areas, surrounds, or dedicated activity spaces where exclusive use is required.

3.22. Licence – Non-Exclusive or Shared Use

A licence grants non-exclusive use of a defined area for a specified purpose and term.

Licences may be appropriate where:

- facilities are shared between multiple users;
- exclusive occupation is not required; or
- flexibility of tenure is preferred to maximise community access and utilisation.

Licence areas will generally be defined by building footprints or designated spaces within shared facilities.

The determination of whether a lease or licence is appropriate will be made by the Town having regard to community need, public accessibility, asset sustainability and the nature of the proposed use.

4. Terms of Lease

Lease terms will be in accordance with the Management Order held over the Reserve (if applicable) and no more than 21 years.

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 or by the Council.

Commercial leases will be negotiated on a case by case basis in line with the nature of the activity being undertaken.

5. Approval Pathway and Decision-Making Responsibilities

All community lease and licence applications will be assessed by the Town in accordance with this policy and the Town's current Delegations Register, as amended from time to time.

Applications will be reviewed by the relevant responsible officer to confirm eligibility, compliance with any applicable management order or reserve requirements. This includes alignment with the Town's strategic objectives and community benefit considerations.

Where approval authority has been delegated, an authorised officer may approve lease and licence arrangements in accordance with the Delegations Register.

Where a lease or licence proposal falls outside delegated authority, involves a non-standard tenure arrangement, or requires Council consideration under legislation or Town governance requirements, the matter must be referred to Council for determination.

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Town of Port Hedland **Policy**

Where Ministerial consent is required under applicable legislation or reserve conditions, the lease or licence must not be executed until the required consent has been obtained.

~~6.~~ Net Community Benefit Assessment

The Town may assess the net community benefit provided by an organisation when determining rental fees, subsidies or financial concessions associated with a lease or licence arrangement for Town-owned or managed property.

Net community benefit will be assessed having regard to factors including:

- alignment with the Town's strategic objectives and adopted plans
- demonstrated social, cultural, recreational or economic benefit to the local community
- accessibility and inclusiveness of the organisation's activities
- the extent to which the organisation services identified priority groups
- the organisation's financial capacity and long-term sustainability
- the degree to which the proposed use supports effective utilisation of Council assets

Assessment outcomes may be applied using the Town's adopted Net Community Benefit Assessment Matrix, which allocates a category rating and corresponding subsidy range based on the cumulative score achieved.

Where a rental subsidy, discounted lease fee or other concession is granted by the Council, the basis for the decision must be documented to ensure transparency, consistency and accountability.

~~The Net Community Benefit Assessment Matrix applies only to the determination of rental concessions associated with lease or licence arrangements.~~

Requests for the waiver of application fees, licence fees or other discretionary charges are assessed separately in accordance with the Town's adopted Schedule of Fees and Charges, ~~the~~ 2/020 Fees and Charges Waiver Policy (where applicable), and the Town's ~~Delegations Register~~Register of Delegated Authority.

Nothing in this policy guarantees entitlement to a subsidy or financial concession. All decisions remain subject to the Town's financial governance framework, budgetary considerations and delegated authority limits.

~~7.~~ 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.

~~8.~~ Area of Lease

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Town of Port Hedland **Policy**

Lease boundaries will be based on the area granted exclusively to a Lessee, not limited to the footprint of the building on the parcel.

~~9.~~ 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.

~~10.~~ 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.

~~11.~~ 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.

~~12.~~ Annual Inspections

The Town will complete an annual inspection of the facility that will include:

- internal check
- plumbing
- electrical
- landscape
- external check

~~13.~~ Insurances

Lessees will be responsible for procuring the relevant insurances for the leased premises at their own cost.

The Town will be responsible for insuring the fabric of the premises. This cost will be invoiced to the lease holder.

~~14.~~ Termination

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Town of Port Hedland **Policy**

The Town may terminate a lease or licence in accordance with the terms of the agreement and applicable legislation.

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In exercising any termination rights, the Town will have regard to the following principles:

- compliance with the specific termination provisions contained within the lease or licence agreement;
- whether the land or facility is required to meet Town's strategic infrastructure, redevelopment or service delivery priorities;
- the extent of any breach of agreement and whether the breach is capable of remedy;
- procedural fairness, including provision of written notice and reasonable opportunity to respond or rectify non-compliance where appropriate;
- the impact of termination on community service delivery; and
- the availability of reasonable alternative arrangements, where feasible.

Where termination is proposed due to infrastructure planning or redevelopment requirements, the Town will provide appropriate notice and, where practicable, will make reasonable attempts to identify alternative accommodation options.

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All termination decisions will be documented in writing.

Relevant legislation	Local Government Act 1995 Section 3.58 Disposing of property Local Government Financial Management Regulations 1996 Town of Port Hedland Public Places and Local Government Property Local Law 2016 Council Policies: 1/022 Risk Management 2/004 Rating 2/020 Fees and Charges Waiver
Supporting Documents	Schedule of Fees and Charges Town of Port Hedland Register of Delegated Authority 1.2.20 Disposing of Property
~~Delegated Authority~~	~~Chief Executive Officer~~
Directorate	Infrastructure Services
Business Unit	Infrastructure Operations - Property

Town of Port Hedland **Policy**

Delegated Authority	Chief Executive Officer		
Version Control	Version Number#	Resolution Number	Adoption Date
	V01	CM201415/208	25 July 2014
	V02	CM201617/142	22 February 2017
	V03	CM202021/180	3 June 2021
	V04	CM202627/130	25 March 2026
	V05		30 Sep 2026
Review frequency	4 Yearly		

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Version Control	Version Number	Resolution Number	Adoption Date
	V01	CM201415/2008	23 July 2014
	V02	CM201617/412	22 February 2017
Directorate	V03	CM202021/180	3 June 2021
Relevant legislation	V04	CM202627/130	25 March 2026
	V05		30 Sep 2026
Review frequency	4 Yearly		
	Council Policy: Risk Management Policy		
Delegated authority			
Directorate	Infrastructure Services		
Business unit	Property Management		
Delegated authority	21.3.6 – Grant Licence for Commercial Activity		

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Town of Port Hedland

Policy

6/011 Recreation Reserves, Facilities and Parks - Casual and Event Hire

Objective

The Town of Port Hedland (Town) will ensure its recreation reserves, facilities and parks are available to the community for casual and event hire.

The intent of this policy is to:

- Provide individuals, businesses, schools, sporting and community groups with the opportunity to hire the Town's recreation reserves, facilities and parks for approved purposes on a casual basis;
- Ensure appropriate management of the Town's recreation reserves, facilities and parks; and
- Ensure bookings comply with all relevant statutory requirements.

This policy will work towards achieving the following outcomes:

- Clear guidelines for the use and hire of the Town's recreation reserves, facilities and parks; and
- Appropriate management of the Town's recreation reserves, facilities and parks.

Application

Types of bookings covered in this policy include:

- Casual bookings;
- Events; and
- Personal training.

This policy covers recreation reserves, facilities and parks within the municipality of the Town of Port Hedland.

Content

1. Booking guidelines

(a) Casual Hire and Events

Individuals, businesses and community groups are required to have confirmed bookings for the Town's recreation reserves, facilities and parks for the following uses:

i. Sporting fixtures and training;
ii. Events with over 50 attendees;
iii. When events are either open to or advertised to the public;
iv. When any entertainment is included or structures erected (ie. Bouncy Castles etc);
v. All vehicle access is required;
vi. When food or goods will be sold;
vii. When alcohol will be consumed or sold;

viii. When personal training sessions or fitness classes will be conducted; and
ix. When access to facilities e.g. change rooms, kiosks or overhead lighting.

(b) Personal Training and Fitness Classes

All personal training and fitness class hire bookings must adhere to the following guidelines:
i. Provide a copy of current public liability insurance certificate of currency;
ii. Provide evidence of current membership/affiliation with a peak body (ie. Fitness Australia);
iii. Bookings limited to 20 participants; and
iv. Activities cannot include formal/structured sporting games.

Please note – Personal training and fitness classes will not be granted exclusive or priority usage of the Town's recreation reserves, facilities and parks.

2. Application Process

An application form must be submitted for all new bookings.

The following documentation may also be required for some bookings:
- Site map;
- Provision of Public Liability Insurance Certificate of Currency;
- Trading in Public Places form, ie. food application;
- Application to Consume Alcohol on Council Facility or Reserve;
- Public Health Event Classification Assessment;
- Risk Management Plan;
- Traffic Management Plan;
- Noise Management Plan;
- Emergency Plan;
- Fireworks Permit;
- Certification for all rides;
- Certification for all seating;
- Certification for all temporary structures;
- Form 1 Application to Construct, Extend or Alter a Public Building; and
- Form 5 Electrical Certification.

All events with 1,000 people and over must adhere to the guidelines outlined in the Western Australian Department of Health, Guidelines for Concerts, Events and Organised Gatherings.

3. Booking Assessment Process

The Town will assess all applications against the following criteria:

- The availability of the facility, taking into account all other hire applications;
- The condition of the reserve, maintenance requirements and alternative venues;
- The impact on seasonal users when the application is for a recreation reserve or associated facility;
- Adherence to all relevant statutory requirements;
- The suitability of the event to the venue including:
  - Impact of the activity / event on the recreation reserve or park;
  - Neighbouring properties and tenants;
  - Parking facilities;
  - Facility able to meet the needs of the proposed numbers;
  - Buffer zones between noise sources and noise-sensitive neighbouring properties;
  - Absence of toxic industries in close proximity to the event; and
  - Adequate toilet facilities.

All approved booking applications will receive written confirmation from the Town. The Town reserves the right cancel or change all bookings of recreation reserves, facilities and parks. Where a booking is cancelled, the Town will endeavour to offer an alternate equivalent venue for the booking.

4. Creating an Accessible Event

Event organisers must consider and comply with the Department of Disability Services 'Creating Accessible Events' guidelines. A copy of these guidelines can be found on the Town of Port Hedland's website www.porthedland.wa.gov.au.

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5. Booking Timeframes

The following time frames apply when submitting an application for use of a recreation reserve or park:

- Two (2) weeks' requests with less than 50 people;
- Four (4) weeks' requests with 51 to 500 people;
- Six (6) weeks' requests with 500 and 1,000; and
- Twelve (12) weeks' requests with over 1,000 people.

Applications that fail to demonstrate compliance with the above timeframes may attract late bookings fees or be refused.

6. Provision of Toilets

Event organisers are responsible for the provision of adequate ablution facilities for participants.

The table below outlines the number of toilets required at events.

Please note the figures below are for events where alcohol is available. If alcohol is not available, then reduce the requirements in the table below by 50%.

Total Attendance	Male Facilities			Female Facilities	Hand Basins	
	WC's	Urinal Meters	Urinals	WCs	Male	Female
1,000	2	1.5	3	5	1	1
1,000 – 2,000	3	3	6	10	2	2
2,000 – 3,000	4	4.5	9	15	3	3
3,000 – 4,000	5	6	12	20	4	4
4,000 – 5,000	6	7.5	15	25	5	5
5,000 – 6,000	7	9	18	30	5	6
6,000 – 7,000	8	10.5	21	35	6	7
7,000 – 8,000	9	12	24	40	7	8
8,000 – 9,000	10	13.5	27	45	8	9
9,000 – 10,000	11	15	30	50	9	10

Adjusting the required number of toilets at an event.

Duration of Event	Percentage of the table values (using Table Above)
More than 8 hours	100%
6 – 8 hours	80%
4 – 6 hours	75%
Less than 4 hours	70%

The requirements outlines above are extracted from the Department of Health Guidelines for Concerts, Events and Organised Gatherings. Event organisers must comply with all amendments to these guidelines, the link can be found: Events Guidelines 2022.

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7. Fees and Charges

All fees and charges for the Town's recreation reserves, facilities and parks are adopted by Council as part of the annual budget process.

Fees and charges for hire of the Town's recreation reserves, facilities and parks include the following services:

- Use of the hired area;
- Booking administration;
- Approval for the provision of Consumption or Sale of Alcohol at Town of Port Hedland Owned or Managed Property;
- Rescheduling of irrigation systems; and
- Written confirmation for approved usage from the Town of Port Hedland.

8. Maintenance, Security and Cleaning

Town of Port Hedland Responsibility:

- Pre hire inspections will be conducted to ensure reserves and facilities are in reasonable and clean condition.

Hiring Group Responsibility:

- Ensuring that the reserve, facility or park is left in a clean and reasonable condition at the conclusion of their hire;
- Any damage caused during the booking is reported to the Town's Bookings Officer As soon as practical following the event;
- The hirers will be invoiced for the cost of repairs or additional cleaning required if the Town deems the damage to be direct result of the hirer's activity;
- Are responsible for ensuring the facilities are locked and secured at the completion of their hire; and
- Hiring groups do not have permission to access any furniture or equipment stored in facilities by sporting group unless permission is given from the sporting group that owns the equipment.

9. Bonds

The Town of Port Hedland will charge a bond for the use of the Town's recreation reserves, facilities, parks and keys. Bonds will be determined by the Bond Matrix, set by Council Policy and must be paid prior to the booking.

10. Public Liability Insurance

Public Liability Insurance Certificate of Currency for an amount no less than $10,000,000 is required for the following hirers:

- Incorporated bodies;
- Companies;
- Associations;
- Corporate entities; and
- Casual hirers which use a Town of Port Hedland facility more than twelve (12) times per annum in total.

~~The Town has an insurance policy arranged through the Local Government Insurance Services (LGIS), which provides public liability insurance protection for casual hirers of Town owned and operated facilities. This policy covers hirers of venues for events such as weddings, parties and meetings.~~

Some activities are not covered under the Casual Hirers Policy. Each hire will be assessed on an individual basis and the applicant advised of the insurance requirements for their booking.

11. Provision of Alcohol at Recreation Reserves, Facilities and Parks

All hirers must comply with the Council Policy Consumption of Alochol ~~onsumption or Sale of Alcohol~~ at Town of Port Hedland Owned or Managed Property policy and Department of Racing Gaming and Liquor requirements.

A Trading in Public Places application must also be submitted for the consumption and sale of alcohol at all of the Town of Port Hedland's parks and sporting reserves.

12. Provision of Bins

Provision of bins is not included in the hiring fees for any casual hire of the Town's recreation reserves, facilities and parks. For events with over 100 people bins must be provided at the following ratios:

- Alcohol (1 x 240 litre bin per 20 users); and
- No Alcohol (1 x 240 litre bin per 40 users).

13. Conduct

The group hiring a recreation reserve, facility or park is responsible at all times for the conduct of its members, spectators and guests. Hirers must comply and seek necessary approvals with all federal, state and local laws whilst on Town property. Inappropriate conduct of individuals associated with any booking may result in restricted access to the Town's facilities or legal action.

14. Outstanding Accounts

Town of Port Hedland **Policy**

All outstanding accounts must be settled by the hiring group prior to confirmation being granted for use of the Town's recreation reserves, facilities and facilities.

Definitions

"Event" Means a gathering of people brought together for a common purpose by some prearrangement.

Relevant legislation	Health Act 1911 Food Act 2008 Liquor Control Act 1988 Health (Public Building) Regulations 1997 Environmental Protection (Noise) Regulations 1997 Food Regulations 2009 Liquor Control Regulations 1989 Council Policy Consumption of Alcohol Food Safety Standards Guidelines for Concerts Events and Organised Gatherings – WA Department of Health 2009~~09~~22 (and other relevant health related guidelines) ~~Consumption and Sale of Alcohol at Town of Port Hedland Owned and Managed Property.~~ Recreation Reserves and Parks – Casual Hire and Events. Marquee Park Management Plan South Hedland Town Square Management Plan
Directorate ~~Delegated authority~~	Community Services~~-~~
Business unit	~~-~~Sport and Facilities
~~Directorate~~	~~Community Services~~
Delegated authority	Nil~~-~~

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Version Control	Version Number~~.~~	Resolution Number~~.~~	Adoption D~~d~~ate
	V01 V02 V03 V04	Nil~~-~~ 201314/306 CM202021/21	9 May 2012 30 April 2014 26 August 2020 30 Sep 2026
Review frequency	~~As required~~4 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.*~~

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Town of Port Hedland **Policy**

6/010 Recreation Reserves and Facilities – Seasonal Hire

Objective

The purpose of this policy is to provide the Town of Port Hedland (Town) with guidelines for the seasonal usage of the Town's recreation reserves and facilities by sporting groups.

The intent of this policy is to:
- Ensure appropriate management of the Town's recreation reserves and facilities by local sporting groups;
- Provide local sporting groups with the opportunity to hire the Town's recreation reserves and facilities; and
- Ensure shared and equitable usage of the Town's recreation reserves and facilities by all local sporting groups.

This policy will work towards achieving the following outcomes:
- Clear guidelines for the use and seasonal hire of the Town's recreation reserves and associated facilities;
- Appropriate management of the Town's recreation reserves and associated facilities; and
- Provide equitable seasonal usage for sporting clubs and associations of the Town's recreation reserves and associated facilities.

Application

This policy covers the following recreation reserves within the municipality of the Town of Port Hedland:

Port Hedland

a) Colin Matheson Oval and associated facilities;
b) McGregor Street Reserve and associated facilities (Including Tennis and Hockey Club);
c) Town Oval; and
d) Race Track and associated facilities.

South Hedland

a) Kevin Scott Oval and associated facilities;
b) Marie Marland Reserve and associated facilities;
c) Faye Gladstone Netball Courts;
d) Hedland Senior High School Oval (out of school hours usage only); and
e) Cassia, Baler and South Hedland Primary School Ovals (out of school hours usage only).

Content

1. Shared Usage of Recreation Reserves and Facilities

The Town supports the shared usage of all the Town's recreation reserves and facilities. Where appropriate, the Town will favour the usage of recreation reserves and facilities by multiple user groups.

2. Application Process

All sporting groups must submit all necessary booking application forms and supporting documentation to the Town within the required booking timeframes.

The following documentation may also be required:

- Site map;
- Provision of Public Liability Insurance Certificate of Currency;
- Trading in Public Places form, ie. food application;
- Application to Consume Alcohol on Council Facility or Reserve;
- Public Health Event Classification Assessment;
- Risk Management Plan;
- Traffic Management Plan;
- Relevant financial information;
- Certification for all temporary structures;
- Form 1 Application to Construct, Extend or Alter a Public Building; and
- Form 5 Electrical Certification.

3. Booking Timeframes

The summer season operates from 1 October to 31 March and the winter season operates 1 April to 30 September. All summer seasonal applications must be received by the end of August, each calendar year and winter seasonal application received by the end of February, each calendar year.

The Town will host season bookings information sessions prior to the commencement of each summer and winter season, to outline the season hire process and assist clubs with applications.

4. Assessment of Ground Allocation

The Town will assess applications for seasonal use of recreation reserves and facilities, in accordance with the following criteria:

- The nature and sustainability of the proposed activity in relation to the facility;
- The availability of the facility, giving consideration to all applications from other seasonal users;
- The impact of the activity on the recreation reserves and surrounding residents;
- The condition of the reserve, maintenance requirements and the availability of alternative venues; and
- Submission of the seasonal booking form, within the required timeframes.

Where possible, preference will be given to the following:
- Historical user groups;
- In season sports, over pre-season training;
- Competition match play over training;
- Incorporated sporting clubs and associations; and
- Applications submitted by the seasonal allocation closing date (over late submissions).

5. Seasonal Hire Fees and Charges

All fees and charges are adopted by Council as part of the annual budget process.

Season hire fees and charges represent a discount on casual hire fees and charges. To be eligible for seasoned hire fees and charges, applications must meet the following criteria:
a) Using the recreation reserves and facilities for sporting competitions (match play and / or training);
b) Hold current Public Liability Insurance for the primary purpose of the hire;
c) Be an Incorporated body or working towards incorporation in the next 12 months; and
d) Affiliated with a State or National sporting association, relevant to the sport or activity.

If groups do not meet the criteria outlined above, special permission can be sought from the Town to qualify for seasonal hire fees and charges.

Seasonal hire fees and charges provide sporting groups with the following services:

a) Access to the Town's recreation reserves facilities (ie. toilets, change rooms);
b) ~~Provision of bins equivalent to 1 bin per 20 users, for alcohol related bookings;~~
c) Provision of bins equivalent to 1 bin per 40 users, for non-alcohol related bookings; and
d) Pre-season cleaning of the sporting reserve toilet and change room facilities.

Hirers that do not meet the criteria outlined above will be charged casual hire fees and charges.

6. Bonds

The Town will charge a bond for the use of the Town's recreation reserves, facilities and keys. Bonds will be determined by the Bond Matrix set by the community and must be paid prior to the commencement of the season.

7. Public Liability Insurance

All seasonal hiring groups are required to hold current Public Liability Insurance in the name of the club / association, for an amount of no less than $10,000,000.

The Town does not provide contents insurance for any equipment or furniture stored at the Town's recreation reserves or facilities. Contents insurance is the responsibility of the sporting club and / or association.

8. Recreation Reserve Maintenance, Cleaning and Security

Town of Port Hedland Responsibility

a) Maintenance:
   i. Pre-season facility inspections will be carried out at all sporting reserves and facilities. Users will be invited to attend these inspections with the Town's Officer/s; and
   ii. All sporting reserves and facilities may be subject to scheduled maintenance.

b) Cleaning:
   i. The Town will clean each facility prior to the commencement of each season.

c) Use by Casual Hirers and Events:
   i. The Town will advise seasonal users of other casual hirers and events that have hired facilities at their reserve during their season. Casual hirers and events do not have permission to access any furniture or equipment owned by sporting groups that is stored in the venue. Permission may be sought from the sporting group that owns the furniture or equipment.

Sporting Club and Association Responsibility

a) Maintenance:
   i. Clubs and associations must notify the Booking Officer in writing of any maintenance issues;
   ii. All seasonal users are required to report any theft or break-ins to the Booking Officer at the earliest convenience, including the Police incident report number; and
   iii. Clubs and associations will be invoiced the cost of repairs, if the Town deems the damage as a direct result of the clubs' and / or associations' activity.

b) Cleaning:
   i. Cleaning of the facility during the season is the responsibility of the user groups. If required, the Town will arrange any cleaning deemed necessary and will on charge associated costs to the hirer;
   ii. Clubs and associations are responsible for the removal of all litter associated with each booking, including the reserves, car park and within the facilities; and
   iii. Reserves and facilities need to be cleaned by the hiring group by 10.00am on the day following each booking.

c) Security:
   i. Clubs and associations are responsible for ensuring all facilities are fully secured and locked after each use; and
   ii. Clubs and associations must inform the Town's Bookings Officer at the earliest opportunity, of all broken or missing locks and any damage which may present a risk to faulty security.

9. Consumption of Alcohol

All sporting clubs and associations must comply with the Consumption or Sale of Alcohol at Town of Port Hedland Owned or Managed Property policy and Department of Racing Gaming and Liquor requirements.

10. Vehicles on Recreation Reserves

a) A maximum of two (2) vehicles are permitted on the recreation reserves for equipment set up and pack down. All other vehicles must be parked in the designated car parking areas. Players and spectators cars must not park on the recreation reserves during training or competitions; and

b) Subject to approval, equipment trailers may be driven on to recreation reserves to set up for training and competitions. Where possible, these must be parked outside the boundary lines of the recreation reserve.

11. Provision on Bins

a) The number of rubbish bins provided for seasonal hirers at recreation reserves or facilities is to be calculated in accordance with the application form submitted and will be worked out on a ratio of 1 bin per 20 users, for alcohol related bookings and 1 bin per 40 users, for non-alcohol related bookings; and

b) Requests for additional rubbish bins can be made to the Town and will be assessed on a case by case basis. Fees apply for additional bins, as per current fees and charges.

12. Line Marking

a) Clubs and Associations are responsible for all line mark ups associated with training and competitions;

b) Grounds must be marked in accordance with the standards set out by the Department of Sport and Recreation in its nationally adopted publication ~~(http://www.dsr.wa.gov.au/sportsdimenions)~~Sports Dimensions Guide For Playing Areas;

c) Water base paint is the approved paint to be used for all line marking. For safety reasons, the following products are not permitted for marking reserves:
   i. Lime;
   ii. Round Up and other herbicides and chemicals;
   iii. Oil; and / or
   iv. Any growth retardants.

d) Line marking must not be carried out while the reserve is being used by another club and / or group; and

f) If inappropriate marking materials are used, additional charges may be incurred to rectify any damage. Repairs will be carried out by the Town's Parks and Reserves business unit and all associated costs will be on-charged.

13. Conduct

The club and / or association is responsible at all times, for the conduct of its members, spectators and guests; and must comply with all Federal, State and Local Laws, whilst on Town property. Inappropriate conduct of a clubs' and / or associations' members, may result in restricted access to the Town's facilities or legal action.

14. Outstanding Accounts

All outstanding accounts must be settled by the hiring group prior to approvals being granted, for use of the Town's recreation reserves and facilities.

Definitions

"Seasonal Users"
a) Incorporated sporting clubs and / or associations; and
b) New sporting groups that are working towards incorporation within a 12 month period.

~~***"Sporting Seasons"***~~
~~a) Summer = October to March (inclusive); and~~
~~b) Winter = April to September (inclusive).~~

Town of Port Hedland **Policy**

Relevant legislation	Health Act 1911 Food Act 2008 Liquor Control Act 1988 Liquor Control Regulations 1989 Food Regulations 2009 Health (Public Building) Regulations 1997 Environmental Protection (Noise) Regulations 1997 Council Policy 6/006 Consumption of Alcohol Recreation Reserves and Parks – Casual Hire and Events. Guidelines for Concerts Events and Organised Gatherings – WA Department of Health 2009 and other health related guidelines. Food Safety Standards ~~Consumption and Sale of Alcohol at Town of Port Hedland Owned and Managed Property.~~ Recreation Reserves and Parks – Casual Hire and Events.
Directorate ~~Delegated authority~~	Community Services
Business unit	Sports and Facilities
Delegated authority	Nil
~~Directorate~~	~~Community Services~~

~~*Governance to complete this section*~~			
Version Control	Version Number~~.~~	Resolution Number~~.~~	Adoption Ddate
	V01 V02 V03 V04	- 201314/306 CM202021/21	9 May 2012 30 April 2014 26 August 2020 30 Sep 2026
Review frequency	4~~2~~ yearly~~s~~		

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Town of Port Hedland **Policy**

1/032 Information Breach Policy

Objective

The objective of this policy is to state the Town of Port Hedland's (the Town) commitment to having in place procedures in relation to detecting, responding to, managing, notifying, and reporting eligible data breaches in accordance with the Privacy and Information Sharing Act 2024.

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Content

Scope
This policy applies to and must be adhered to by:

- all Town of Port Hedland permanent full time, part time, volunteer, trainee and temporary employees and ~~staff~~ employees authorised to access Town information systems and assets.
- any consultants and persons or organisations authorised to administer, develop, manage, and support Town information systems and assets; and
- third party supplier, vendors, contractors and hosted managed service providers.

Responsibilities
All ~~Staff~~ Empployees have a responsibility to notify the CEO and Manager Digital Services of any information breach immediately on becoming aware that an information breach has occurred and provide details about the breach in accordance with procedures in the Town's Data Breach Response Plan.

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What is an Eligible Information Breach?
An information breach occurs when there has been unauthorised access to, unauthorised disclosure of, or loss of personal information held by (or on behalf of) the Town or any accidental or unlawful destruction or alteration of personal information held by (or on behalf of) the Town.
An information breach may occur as the result of a malicious action, systems failure, or human error. An information breach may also occur because of misconception as to whether a particular act or practice is permitted under legislation.

Examples of information breaches include:

- Malicious or criminal attack
  - Cyber incidents such as ransomware, malware, hacking, phishing, or brute force access attempts resulting in access to or theft of personal information.
  - Social engineering or impersonation leading into inappropriate disclosure of personal information. Insider threats from Town staff using their valid credentials to access or disclose personal information outside the scope of their duties or permissions.
  - Theft of a physical asset such as a paper record, laptop, USB stick or mobile phone containing personal information.

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- System fault
  - Where a coding error allows access to a system without authentication, or results in automatically generated notices including the wrong information or being sent to incorrect recipients.
  - Where systems are not maintained through the application of known and supported patches.

- Human error
  - When a letter or email is sent to the wrong recipient.
  - When system access is incorrectly granted to someone without appropriate authorisation. When a physical asset such as a paper record, laptop, USB stick or mobile phone containing personal information is lost or misplaced.
  - When ~~staff~~ employees fail to implement appropriate password security, for example not securing passwords or sharing password and log in information.

If there are reasonable grounds to believe that the information breach has resulted in, or is likely to result in, serious harm to one or more of the individuals to whom the information relates, the breach is an **eligible information breach**.

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Serious harm occurs where harm arising for the eligible information breach has or could result in a real and substantial detrimental effect on an individual and includes serious physical, psychological, emotional, financial, or reputational harm.

Examples of harm include:

- financial fraud including unauthorised credit card transactions or credit fraud,
- identity theft causing financial loss or emotional and psychological harm, blackmail, humiliation, stigma, embarrassment, damage to reputation or relationships,
- loss of business or employment opportunities,
- family violence,
- physical harm or intimidation,
- discrimination, bullying, marginalisation, or other forms of disadvantage or exclusion.

Assessment of the likelihood of serious harm from an information breach is an objective test. That is 'likely to result' (as defined above) means the risk of serious harm to an individual is more probable than not.

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Definitions

"Information Breach" occurs when information held by an agency (whether held in digital or hard copy) is subject to unauthorised access, unauthorised disclosure of, or is lost in circumstances where the loss is likely to result in unauthorised access or unauthorised disclosure, or any accidental or unlawful destruction or alteration of personal information held by (or on behalf of) the Town.

Town of Port Hedland **Policy**

"Information Breach Response Plan" means a detailed internal plan outlining the steps required for Town ~~staff~~ employees to contain, assess, investigate, and respond to an information breach.

"Eligible Information Breach" means an information breach which has satisfied the following two tests:

- There is an unauthorised access to, or unauthorised disclosure of, personal information held by a public sector agency or there is a loss of personal information held by a public sector agency in circumstances that are likely to result in unauthorised access to, or unauthorised disclosure of, the information; and
- A reasonable person would conclude that the access or disclosure of the information would be likely to result in serious harm to an individual to whom the information relates.

"Personal Information" is information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual, whether living or dead:

(a) whose identity is apparent or can reasonably be ascertained from the information or opinion; or
(b) who can be identified by reference to an identification number or other identifying particular such as a fingerprint, retina print or body sample

"~~Staff~~Employees" means all Town permanent full time, part time, volunteer, trainee and temporary employees and persons authorised to access Town information systems and assets. Any consultants and persons or organisations authorised to administer, develop, manage, and support Town information systems and assets. Any third-party supplier, vendors, contractors and hosted managed service providers.

~~Directorate~~	~~Corporate Services~~
~~Relevant legislation~~	~~• Privacy and Information Sharing Act 2024~~ ~~• State Records Act 2000.~~ ~~• Local Government Act 1995~~ ~~• Freedom of Information Act 1992~~ ~~Evidence Act 1906~~
~~Relevant Standards~~	~~• AS/ISO 15489 Records management~~

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~~Supporting Documents~~	~~Records Management Policy~~ ~~Information Classification Policy~~ ~~Information Management Policy~~
~~Directorate~~	~~Corporate Services~~
~~Delegated Authority~~	~~Senior Records Officer, Chief Executive Officer~~
~~Business unit~~	~~IT & Records Policies~~
~~Directorate~~	~~Corporate Services~~

~~Supporting Documents~~

~~Data Breach Response Plan~~

~~Request to Access and Correct Information Procedure~~

~~Data Breach Reporting and Notification Procedure~~

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Town of Port Hedland

Policy

~~**Related Documents**~~

~~Records Management Policy Information Classification Policy Information Management Policy Privacy Policy~~

~~Page 4 of 5~~

Town of Port Hedland **Policy**

~~Governance to complete this section~~			
~~Version Control~~	~~Version Numbers~~	~~Resolution~~	~~Adoption Date~~
	~~V01ersion 1.0~~	~~CM202425/192~~	~~27 November 2024~~
~~Review Frequency~~	~~Annually4 Yearly~~		

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Relevant legislation	Privacy and Information Sharing Act 2024 State Records Act 2000. Local Government Act 1995 Freedom of Information Act 1992 Evidence Act 1906 Council Policies: 1/030 Records Management 1/031 Privacy 1/033 Information Classification Policy 1/034 Information Management Policy
Supporting Documents	AS/ISO 15489 Records Management Standards State Records Office of Western Australia State Records Commission Standards Council Policies: 1/030 Records Management Information Classification Information Management Policy Privacy Policy Data Breach Response Plan Request to Access and Correct Information Procedure Data Breach Reporting and Notification Procedure
~~Delegated Authority~~	~~Chief Executive Officer~~
Directorate	Corporate Services

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Business Unit	Digital Services		
Delegated Authority	Chief Executive Officer		
Version Control	Version NUmber#	Resolution Number	Adoption Date
	V01	CM202425/192	27 November 2024
	V02		30 Sep 2026
Review frequency	4 Yearly		

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Town of Port Hedland

Policy

1/033 Information Classification Policy

Objective

The objective of this policy is to provide the Town of Port Hedland (the Town) with an information classification framework that enables the Town to label information according to its sensitivity. Information will be identified for its sensitivity and protective security measures applied and communicated within the Town, with other Local Government agencies, and third-party organisations (where relevant). This will build trust for information sharing by using widely understood labels and increase the literacy and awareness of the Town workforce.

Content

Scope
This policy applies to all information received, created, managed, or shared by the Town of Port Hedland.

Information and data will be defined as one of three essential classifications for security compliance and to establish a basic, common language across the Town and government.

These are:

UNOFFICIAL – information which is unrelated to the official work of the Town.

OFFICIAL – is the appropriate classification for most of the information created, used, or managed/received by the Town, and include content related to routine business operations and services and may include emails, briefing notes, draft policies, and guidelines on issues deemed to be non-sensitive.

OFFICIAL: Sensitive – Is the highest level of classification for information that is not covered under arrangements with other authorities. Release of this information could result in damage to individuals, organisations, or government. Includes Human Resources documents and tender documents.

Classification of information above *OFFICIAL: Sensitive* is outside the scope of this policy. Refer to the provisions of the relevant inter-jurisdictional agreement(s) regarding information at higher classification levels e.g., COMMONWEALTH SECURITY CLASSIFIED information.

The Policy does not provide direction on digital security measures to protect information. This is provided through the Information Management Policy.

Responsibilities
The Town will provide direction to all employees, including full-time, part-time, or casual, sessional, fixed term and other contractors on their responsibilities for maintaining proper standards for creation, management, maintenance and retention of Information Classification.

Town of Port Hedland

Policy

This policy is applied:

- to prevent the unauthorised disclosure of official papers or documents supplied to or seen by ~~staff~~ employees in their official duties.
- when information is created, altered, or received. The originator or owner is responsible for conducting an information classification assessment and applying labels as appropriate. Labels must be applied to information such that the label is clear, and wherever possible, prior to subsequent users accessing the information (e.g. a label in the header of an email; a clear marking at the top of a page).
- when Town information is shared within or between the Town and other agencies. The owner of the information is responsible for determining the classification. Town employees and contractors may not change the classification of information without the permission of the party they receive it from.
- to ensure any party having access to the information is aware of and adheres to the Policy requirements.
- prior to any planned release of information, re-assess the information to account for the context of the release (e.g. information being shared in combination with other information which may combine to alter its significance); and
- prior to transition to innovative technology infrastructure based on sensitivity of information.

The information classification process is part of core business and planning, not the delegated responsibility of ICT teams.

The Town is not required to conduct a classification process on existing information or groups of information, until they are used (and then, in line with the Towns staged transition approach).

Risk Management

Information classification is primarily a risk management activity. Risks to information are those that impact the authenticity, reliability, integrity, and useability of the information. The Town will identify and mitigate risks to its information systems and assets.

The Town will take a risk-based decision-making approach to information security and sharing of information. To enable this approach the Town will regularly review and document it is information assets. It will implement the appropriate level of classification to all information, its processes, and systems.

Definitions

"Data" raw, unorganised, and organised material such as characters, text, words, numbers, pictures, sound, or video. It may be stored by both digital and non-digital means. Technically, data is a broader term than information, but "information classification" is preferred, as "information" is more commonly used in non-ICT contexts.

Town of Port Hedland

Policy

"Information" organised, processed, or structured data. The term "information" can be taken to refer to both data and information for the purposes of the Policy.

"Information Assets" an identifiable collection of data stored in any manner and recognised as having value for the purpose of enabling an agency to perform its business functions, thereby satisfying a recognised agency requirement.

"Information Classification" a business-level process whereby the sensitivity of a piece of information (or collection of information) is evaluated, and a classification label applied to it if appropriate, such that the sensitivity will be clear to those who access it subsequently.

"Security Classification" Information that has been security assessed as having a business impact level (BIL) of high, or above for potential compromise of its confidentiality. This results in a security classification as a protective marking.

Security classifications include PROTECTED, CONFIDENTIAL, SECRET and TOP SECRET.

"Sensitivity" the severity of negative consequences that are likely to result from the release of information. Sensitivity increases in line with the severity of the potential consequences.

"Release" the making of information accessible to other individuals or organisations within and external to the agency responsible for the information, whether intentionally or unintentionally.

"Label" a text addition to any given information, which represents its classification or sensitivity, such that it is clear to those who access the information.

Directorate	Corporate Services
Relevant legislation	• State Records Act 2000. • Local Government Act 1995 • Freedom of Information Act 1992
Relevant Standards	• SA/SNZ TR 18128:2015 • AS/NZS ISO 31000:2018 • Office of Digital Government State Records Office of Western Australia State Records Commission Standards Council Policies Risk Management Policy Records Management Policy Information Management Policy Privacy Policy Data Breach Policy
Supporting Documents	Information Classification Procedures Information Asset Register
Delegated authority	Senior Records Officer
Business unit	IT & Program DeliveryDigital Services
Delegated authority	Chief Executive Officer
Directorate	Corporate Services

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Version Control	Version Number	Resolution Number	Adoption Date
	V01 V02	CM242425/192	27 November 2024 Sep 2026
Review frequency	4 Yearly		

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Town of Port Hedland

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Review frequency	Annually		

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Supporting Documents
Information Classification Procedures
Information Asset Register

~~**Related Documents**~~
~~Risk Management Policy.~~
~~Records Management Policy~~
~~Information Management Policy.~~
~~Privacy Policy.~~
~~Data Breach Policy.~~

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Town of Port Hedland

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~~Directorate~~	~~Corporate Services~~		
Relevant legislation	State Records Act 2000 Local Government Act 1995 Freedom of Information Act 1992		
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~~Delegated authority~~	~~Chief Executive Officer~~		
Directorate	Corporate Services		
Business unit	Digital Services		
Delegated authority	Chief Executive Officer		

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	V01	CM202425/192	27 November 2024
	V02		30 Sep 2026
Review Frequency	4 Yearly		

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Town of Port Hedland **Policy**

1/032 Information Breach Policy

Objective

The objective of this policy is to state the Town of Port Hedland's (the Town) commitment to having in place procedures in relation to detecting, responding to, managing, notifying, and reporting eligible data breaches in accordance with the Privacy and Information Sharing Act 2024.

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Scope
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- any consultants and persons or organisations authorised to administer, develop, manage, and support Town information systems and assets; and
- third party supplier, vendors, contractors and hosted managed service providers.

Responsibilities
All ~~Staff~~ Empployees have a responsibility to notify the CEO and Manager Digital Services of any information breach immediately on becoming aware that an information breach has occurred and provide details about the breach in accordance with procedures in the Town's Data Breach Response Plan.

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What is an Eligible Information Breach?
An information breach occurs when there has been unauthorised access to, unauthorised disclosure of, or loss of personal information held by (or on behalf of) the Town or any accidental or unlawful destruction or alteration of personal information held by (or on behalf of) the Town.
An information breach may occur as the result of a malicious action, systems failure, or human error. An information breach may also occur because of misconception as to whether a particular act or practice is permitted under legislation.

Examples of information breaches include:

- Malicious or criminal attack
  - Cyber incidents such as ransomware, malware, hacking, phishing, or brute force access attempts resulting in access to or theft of personal information.
  - Social engineering or impersonation leading into inappropriate disclosure of personal information. Insider threats from Town staff using their valid credentials to access or disclose personal information outside the scope of their duties or permissions.
  - Theft of a physical asset such as a paper record, laptop, USB stick or mobile phone containing personal information.

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- System fault
  - Where a coding error allows access to a system without authentication, or results in automatically generated notices including the wrong information or being sent to incorrect recipients.
  - Where systems are not maintained through the application of known and supported patches.

- Human error
  - When a letter or email is sent to the wrong recipient.
  - When system access is incorrectly granted to someone without appropriate authorisation. When a physical asset such as a paper record, laptop, USB stick or mobile phone containing personal information is lost or misplaced.
  - When ~~staff~~ employees fail to implement appropriate password security, for example not securing passwords or sharing password and log in information.

If there are reasonable grounds to believe that the information breach has resulted in, or is likely to result in, serious harm to one or more of the individuals to whom the information relates, the breach is an **eligible information breach**.

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Serious harm occurs where harm arising for the eligible information breach has or could result in a real and substantial detrimental effect on an individual and includes serious physical, psychological, emotional, financial, or reputational harm.

Examples of harm include:

- financial fraud including unauthorised credit card transactions or credit fraud,
- identity theft causing financial loss or emotional and psychological harm, blackmail, humiliation, stigma, embarrassment, damage to reputation or relationships,
- loss of business or employment opportunities,
- family violence,
- physical harm or intimidation,
- discrimination, bullying, marginalisation, or other forms of disadvantage or exclusion.

Assessment of the likelihood of serious harm from an information breach is an objective test. That is 'likely to result' (as defined above) means the risk of serious harm to an individual is more probable than not.

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Definitions

"Information Breach" occurs when information held by an agency (whether held in digital or hard copy) is subject to unauthorised access, unauthorised disclosure of, or is lost in circumstances where the loss is likely to result in unauthorised access or unauthorised disclosure, or any accidental or unlawful destruction or alteration of personal information held by (or on behalf of) the Town.

Town of Port Hedland **Policy**

"Information Breach Response Plan" means a detailed internal plan outlining the steps required for Town ~~staff~~ employees to contain, assess, investigate, and respond to an information breach.

"Eligible Information Breach" means an information breach which has satisfied the following two tests:

- There is an unauthorised access to, or unauthorised disclosure of, personal information held by a public sector agency or there is a loss of personal information held by a public sector agency in circumstances that are likely to result in unauthorised access to, or unauthorised disclosure of, the information; and
- A reasonable person would conclude that the access or disclosure of the information would be likely to result in serious harm to an individual to whom the information relates.

"Personal Information" is information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual, whether living or dead:

(a) whose identity is apparent or can reasonably be ascertained from the information or opinion; or
(b) who can be identified by reference to an identification number or other identifying particular such as a fingerprint, retina print or body sample

"~~Staff~~Employees" means all Town permanent full time, part time, volunteer, trainee and temporary employees and persons authorised to access Town information systems and assets. Any consultants and persons or organisations authorised to administer, develop, manage, and support Town information systems and assets. Any third-party supplier, vendors, contractors and hosted managed service providers.

~~Directorate~~	~~Corporate Services~~
~~Relevant legislation~~	~~• Privacy and Information Sharing Act 2024~~ ~~• State Records Act 2000.~~ ~~• Local Government Act 1995~~ ~~• Freedom of Information Act 1992~~ ~~Evidence Act 1906~~
~~Relevant Standards~~	~~• AS/ISO 15489 Records management~~

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~~Supporting Documents~~	~~Records Management Policy~~ ~~Information Classification Policy~~ ~~Information Management Policy~~
~~Directorate~~	~~Corporate Services~~
~~Delegated Authority~~	~~Senior Records Officer, Chief Executive Officer~~
~~Business unit~~	~~IT & and Records Policies~~
~~Directorate~~	~~Corporate Services~~

~~Supporting Documents~~

~~Data Breach Response Plan~~

~~Request to Access and Correct Information Procedure~~

~~Data Breach Reporting and Notification Procedure~~

~~Page 3 of 5~~

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Town of Port Hedland

Policy

~~**Related Documents**~~

~~Records Management Policy Information Classification Policy Information Management Policy Privacy Policy~~

~~Page 4 of 5~~

Town of Port Hedland **Policy**

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~~Version Control~~	~~Version Numbers~~	~~Resolution~~	~~Adoption Date~~
	~~V01ersion 1.0~~	~~CM202425/192~~	~~27 November 2024~~
~~Review Frequency~~	~~Annually4 Yearly~~		

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~~***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 https://www.porthedland.wa.gov.au/documents/public-documents/policies to ensure that you have the current version. Alternatively, you may contact the Governance Team.*~~

Relevant legislation	Privacy and Information Sharing Act 2024 State Records Act 2000. Local Government Act 1995 Freedom of Information Act 1992 Evidence Act 1906 Council Policies: 1/030 Records Management 1/031 Privacy 1/033 Information Classification Policy 1/034 Information Management Policy
Supporting Documents	AS/ISO 15489 Records Management Standards State Records Office of Western Australia State Records Commission Standards Council Policies: 1/030 Records Management Information Classification Information Management Policy Privacy Policy Data Breach Response Plan Request to Access and Correct Information Procedure Data Breach Reporting and Notification Procedure
~~Delegated Authority~~	~~Chief Executive Officer~~
Directorate	Corporate Services

Business Unit	Digital Services		
Delegated Authority	Chief Executive Officer		
Version Control	Version NUmber#	Resolution Number	Adoption Date
	V01	CM202425/192	27 November 2024
	V02		30 Sep 2026
Review frequency	4 Yearly		

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Page 5 of 5

Town of Port Hedland **Policy**

1/030 Records Management

Objective

The objective of this policy is to state the Town of Port Hedland's (the Town) commitment to create, capture and manage records, in all formats, of all business activities carried out by ~~Councillors~~Elected Members, Employees, and Contractors. This commitment will achieve compliance with all applicable legislation, regulations, and standards, including the Australian and International standard for records management AS/ISO 15489.

Purpose

This policy is relevant to the whole of the Town of Port Hedland, its Employees, ~~Councillors~~Elected Members, and Contractors who are fulfilling a specific business function on behalf of the Town community and wherever they may be located.

1. Principles

Records will be managed according to the principles of transparency, accountability, compliance, access, and security, for the whole of their life cycle.

The records will be a true and correct record of the business activities, will be trusted to be complete and unaltered and able to be used and re-used when required. They will be kept for as long as they are needed by the Town and the Community and according to legislation, regulations, and standards.

When the records are no longer needed by the Town they will be archived or destroyed according to the General Disposal Authority for Local Government Records.

~~Councillors~~Elected Members, Employees, and contractors will be trained on records management principles, procedures, and compliance.

2. Responsibilities

It is the responsibility of all ~~Councillor~~Elected Members, Employees, and Contractors to be familiar with all legislation and regulations regarding the activities that they carry out and to create the records required by that legislation, it's regulations and standards.

All records created during Town business activities remain the property of the Town of Port Hedland and not the property of the individual.

Chief Executive Officer:
It is the function of the Chief Executive Officer (CEO), under the Local Government Act, to "ensure that records and documents of the local Government are properly kept for the purposes of this Act and any other written law".

Town of Port Hedland **Policy**

Executive Leadership Team and Senior Managers:
The Executive Leadership Team and Senior Managers are to provide direction and support for records and information management and reflect the Chief Executive's responsibility to ensure compliance with the Local Government and State Records Acts.

Senior Records & Information Officer:
The Senior Records Officer is responsible to the CEO for the provision of advice and support in relation to all Town records management requirements. The Officer is responsible for the management of the Town records and the training of employees and contractors in their recordkeeping obligations.

Manager Digital Services:
The manager of all business systems which hold and manage records is responsible for ensuring continuous and reliable operation of those systems and for ensuring that all systems documentation is complete and up to date.

All Employees and Contractors:
All employees, including contractors to the Town, must create, capture, and retain records relating to the business activities they perform. They must identify records and ensure they are captured into the relevant record keeping system and are handled according to statutory and Town of Port Hedland requirements for record keeping.

~~Councillors~~Elected Members:
~~Councillors~~ Elected Members must create and document communications and transactions related to their duties, which are essential records for ensuring the Council's accountability and the proper conduct of its business. ~~Councillors~~ Elected Members must identify these records, ensure they are captured, and manage them in accordance with statutory and Council requirements.

Definitions

Business Activities means major tasks performed by the Town as part of its responsibilities for achieving the strategic goals of the Town on behalf of the Community.

Function means a group of activities that fulfills the major responsibilities for achieving the strategic goals of the Town.

Record/s means information created, received, and maintained as evidence and as an asset by the Town and its ~~Councillors~~Elected Members, Employees and Contractors for legal reasons or during business operations.

Transaction means smallest unit of a work process consisting of an exchange between two or more people or systems.

Town of Port Hedland **Policy**

Relevant Legislation	State Records Act 2000 Local Government Act 1995 Freedom of Information Act 1992 Evidence Act 1906		
Relevant Standards	AS/ISO 15489 Records management State Records Office of Western Australia State Records Commission Standards Supporting Documents: Records Management Procedures Recordkeeping Plan Related Documents: Information Classification Policy Information Management Policy Privacy Policy Data Breach Policy		
Directorate	Corporate Services		
Business Unit	~~IT & Program Delivery~~Digital Services		
Delegated authority	Chief Executive Officer		
~~Directorate~~	~~Corporate Services~~		
Version Control	Version Number	Resolution Number	Adoption Date
	V01	CM202425/140	25 September 2024
	V02	CM202526/158	26 November 2025
	V03		30 Sept 2026
Review frequency	4 Yearly		

Town of Port Hedland **Policy**

1/031 Privacy Policy

Objective

The objective of this policy is to state the Town of Port Hedland's (the Town) commitment to protect the privacy of all persons associated with the Town when collecting, using, disclosing, and managing personal information.

This commitment will achieve compliance with the State Privacy and Responsible Sharing (PRIS) Act 2024 and its Information Privacy Principles (IPPs).

Content

Scope
The Town of Port Hedland, its ~~Councillors~~Elected Members, Employees and Contractors collect handle, store and share personal information from internal and external stakeholders as part of their regular business activities. The Town will take reasonable steps to protect the information from misuse, interference, and loss, as well as unauthorised access, modification or disclosure.

Principles
The Town is required to collect and manage personal information for business purposes only and therefore must consider the risks involved in details of, or copies of, personal information and must take steps to manage that information appropriately and in accordance with the following information privacy principles.

Principle 1 – Personal information and why it is collected.
Personal information is information or an opinion that identifies an individual. Examples of personal information the Town collects include names, addresses, email addresses and phone numbers.

The Town collects personal information for the primary purpose of providing services to the Port Hedland community. Personal information may also be used for secondary purposes closely related to the primary purpose, in circumstances where it is reasonable to do so.

The Town will not collect personal information, including sensitive personal information, unless it is necessary for Town business functions and activities and legal purposes.

The Town will only collect personal information with a person's consent for that collection unless it is not practical to seek that consent.

The Town will ensure personal information is up-to-date, clear and concise.

Principle 2 – Use and disclosure

When the Town collects personal information the owner of that information will be informed of the reason for collecting their information and how it will be used.

When personal information is collected it will be used only:

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- for the primary purpose for which it was collected; or
- for a secondary purpose that is directly related to the primary purpose; or
- with the owner's consent; or
- where required or authorised by law; or
- where there is a serious threat to the life, health, safety or welfare of an individual; or
- where illegal activity may have occurred

The Town will not use or disclose personal information unless it has considered the kind and amount of information, if it is necessary for business functions and activities, the risk of loss or harm, if it is in the public interest, if it is in the best interests of a child and if it meets the objectives of the Privacy and Information Sharing Act 2024.

A written record will be kept where personal information was collected for a primary purpose and has been used for a secondary purpose or disclosure.

Principle 3 – Information Quality

It is important that personal information is correct. The Town will take reasonable steps to ensure that personal information is accurate, complete and up to date. When contacted by the owner of the information, the Town will update its records of personal information held, that is not correct, to ensure quality services.

Principle 4 – Information security

Personal information will be stored in a manner that protects it from misuse and loss and from unauthorized access, modification, or disclosure.

When personal information is no longer needed for the purpose for which it was obtained, the Town will dispose of that information in accordance with the General Disposal Authority for Local Government.

The Town will retain and dispose of all records, including personal information, in accordance with the approved General Disposal Authority for Local Government. When destroying any records, especially those containing personal and sensitive information, the Town will ensure it is done completely so that no information is retrievable.

Principle 5 – Openness and transparency

This policy will be publicly available to ensure the community is aware of how personal information is collected and managed by the Town of Port Hedland.

These documents will be maintained and kept current as regulations and the types of personal information collected may change.

Principle 6 – Access and correction

The Town's privacy management plan will outline key roles and responsibilities for privacy management. Internal access to personal information will be limited to only those roles / individuals who need access for business purposes. This applies to hardcopy files and having access permissions embedded in systems which manage records.

Town of Port Hedland **Policy**

A person may access the personal information the Town holds about them to update and/or correct it, subject to IPP 6.1 of the PRIS Act. To access personal information, a request must be made to the Town in writing. The Town will not charge any fee for access requests but may charge an administrative fee for providing a copy of personal information. In order to protect personal information, the town may require identification from an individual before releasing the requested information.

Principle 7 – Unique identifiers
Individuals engaging with the Town will not be assigned unique identifiers unless they are required to perform business activities efficiently.

Any identifiers assigned will not be those from another organisation or be used by or disclosed to any other organisation.

Some circumstances may require the town to use or obtain unique identifiers such as when it was obtained for a directly related purpose, when the individual gives consent, when required by law, for suspected unlawful activity, for research or legal proceedings.

Principle 8: Anonymity
When doing business, engaging, or communicating with the Town people will not be required to identify themselves unless required to under the law or it is not practical for the Town to provide service without the person's identity.

Principle 9: Disclosures outside Australia
The Town will not disclose anyone's personal information, including de-identified information, outside Australia unless it is lawful, the recipient of the information operates under law which makes them compliant with these principles, with the individual's consent, forms part of a contract, or for the benefit of the individual.

Principle 10: De-identified information
The Town will protect any de-identified information received and held from re-identification, access, modification, or disclosure.

The Town is committed to recording, using, storing, and destroying all personal and sensitive information with respect and in accordance with written laws and these principles.

Town of Port Hedland **Policy**

Definitions

"Agency" means a Minister or a public body or office and the agency to which an access application for amendment of personal information has been made or to which such an application has been transferred or partly transferred.

"Business Activities" major tasks performed by the Town as part of its responsibilities for achieving the strategic goals of the Town on behalf of the Community.

"Collect" in relation to information:

a) means to obtain the information from any source or by any means; and
b) includes information from, or generated by, the use or interpretation of other information.

"Consent" means express consent or implied consent.

"***De-identify"*** personal information means to modify, or apply a process to, the information, with the result that the identity of an individual is not apparent, and cannot reasonably be ascertained, from the information.

"Disclose" information:

(a) includes a reference to the Town making the information publicly available; and
(b) does not include a reference to the Town disclosing the information to itself or to an officer of the Town.

"Information Privacy" includes the right of a person to be able to control who can see or use information about them.

"Personal Information" information or an opinion, whether true or not, and whether recorded in a material form or not, that relates to an individual, whether living or dead whose identity is apparent or can reasonably be ascertained from the information or opinion and includes:

a) a name, date of birth or address;
b) a unique identifier, online identifier or pseudonym;
c) contact information;
d) information that relates to an individual's location;
e) technical or behavioural information in relation to an individual's activities, preferences or identity;
f) inferred information that relates to an individual, including predictions in relation to an individual's behaviour or preferences and profiles generated from aggregated information;
g) information that relates to one or more features specific to the physical, physiological, genetic, mental, behavioural, economic, cultural or social identity of an individual.

"Re-identify" de-identified information means to modify, or 1 apply a process to, the information, with the result that the 2 information again becomes personal information.

"Sensitive Information" a subset of personal information meaning information or an opinion about an individual's race or ethnic origin, political opinions, membership

of a political association, religious beliefs, philosophical beliefs, membership of a professional or trade association, membership of a trade union, gender identity, sexual practices, criminal record and health information.

Relevant legislation	Privacy and Responsible Information Sharing Act 2024 Freedom of Information Act 1992 State Records Act 2000 Council Policies: 1/030 Records Management 1/032 Information Breach Management 1/033 Information Classification 1/034 Information Management		
Supporting Documents	Privacy Management Plan Privacy Complaints Procedure Data Sharing Request Procedure Privacy Impact Assessment Procedure		
Delegated Authority	Chief Executive Officer		
Directorate	Corporate Services		
Business Unit	Digital Services		
Version Control	Version Number	Resolution Number	Adoption date
	V01 V02	CM202425/192	27 November 2024 30 Sep 2026
Review frequency	4 Yearly		

Town of Port Hedland

Policy

6.~~1~~01 Camping other than at a Caravan Park or Camping Ground Policy

Objective

The objective of this policy is to provide guidance for the assessment and approval of applications for temporary camping on land within the Town of Port Hedland that is not a licensed caravan park or camping ground.

This policy applies to applications made by landowners or occupiers seeking approval for temporary camping accommodation on private land and outlines the statutory requirements and Town assessment considerations that must be satisfied prior to approval being granted.

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Policy Statement

~~1.~~ Application to camp at a location that is not a licensed caravan park or camping ground

An application to camp on land that is not a licensed caravan park or camping ground must be made in writing to the Town's Environmental Health department.

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Statutory Requirements (State Legislation)

All applications must comply with the Caravan Parks and Camping Grounds Act 1995 and the Caravan Parks and Camping Grounds Regulations 1997.

Camping on land other than a licensed caravan park or camping ground must be conducted in accordance with Regulation 11 of the Caravan Parks and Camping Grounds Regulations 1997.

Town Assessment Criteria

In addition to the statutory requirements, the Town will assess each application having regard to local circumstances and suitability considerations.

The proposed location will be assessed for its suitability for camping in relation to:

- access to services.
- safety considerations.
- public health requirements.

Applications will only be considered on land that is zoned:

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- Rural.
- Rural Residential.
- Residential.

Town of Port Hedland **Policy**

Applications for camping on land zoned Residential will only be considered where:

- there is an existing dwelling on the lot; or
- a building licence has been issued for the construction of a dwelling or associated structure and construction has commenced.

~~2.~~1. Requirements for temporary camping accommodation applications

Temporary camping accommodation must:

- contain laundry, kitchen, shower and toilet facilities within a caravan or other accommodation approved by the Manager Environmental Health and Community Safety
- be connected to a potable water source, reticulated mains power supply and an approved method of sewage, effluent and liquid waste disposal approved by the Manager Environmental Health and Community Safety
- ensure that any pet animals are restrained within the property and do not cause a public nuisance

All applications will be processed and assessed by the Town's Environmental Health department to ensure that minimum structural and hygiene requirements can be achieved and maintained.

The land used for camping must be suitable and maintained so as not to create a risk to public health or safety.

~~3.~~2. Licence requirements

A licence to camp on land that is not a licensed caravan park or camping ground is temporary only.

Temporary licences may be granted for temporary camping accommodation for a period of no longer than three (3) months in any period of twelve (12) consecutive months.

No more than one caravan is permitted to be used for camping at an undesignated location at any one time, unless otherwise approved by the Chief Executive Officer.

Where a building licence has been issued for a dwelling on a lot and construction has commenced, approval for temporary accommodation on the same lot may be granted for an initial period of six (6) months.

The approval period may be extended to a maximum period of twelve (12) consecutive months.

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Town of Port Hedland **Policy**

~~4.~~3. Decision-Making Principles

In assessing applications under this policy, the Town will apply a consistent and risk-based approach to ensure decisions are fair, transparent and defensible.

Applications will be assessed having regard to:

- compliance with the Caravan Parks and Camping Grounds Act 1995 and the Caravan Parks and Camping Grounds Regulations 1997
- public health and safety considerations associated with the proposed camping arrangement
- adequacy of potable water supply, power supply and approved waste disposal arrangements
- access and emergency vehicle accessibility
- potential impacts on surrounding land uses and amenity
- the suitability of the location and site conditions
- the applicant's ability to maintain the site in a safe and sanitary condition for the duration of the approval period.

Approval may be refused, or conditions imposed, where the Town is not satisfied that statutory compliance and minimum health and safety requirements can be achieved or maintained.

~~Legislative Framework~~

~~This policy is made having regard to, and must be applied in accordance with, the following legislation:~~

- ~~Caravan Parks and Camping Grounds Act 1995~~
- ~~Caravan Parks and Camping Grounds Regulations 1997~~
- ~~any other applicable written law relevant to land use, public health and local government administration.~~

~~Where there is any inconsistency between this policy and the applicable legislation, the legislation prevails.~~

Camping means the occupation of land for temporary accommodation purposes, including the use of a caravan, camper trailer, motorhome or similar temporary structure.

Temporary camping accommodation means accommodation provided in a caravan or other structure approved by the Town for temporary residential use.

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Licensed Caravan park or camping ground means a caravan park or camping ground licensed under the Caravan Parks and Camping Grounds Act 1995 and associated Regulations.

Undesignated location means land that is not licensed or approved as a caravan park or camping ground under the applicable legislation.~~**Policy Administration**~~

~~Administration~~	~~Detail~~
~~Business Unit~~	~~Environmental Health~~
~~Directorate~~	~~Regulatory Services~~
~~Delegated Authority~~	~~18.1.4 – Camping other than at Caravan Park or Camping Ground,~~
~~Review Frequency~~	~~3 yearly~~

~~Document Control~~

Policy

~~Version~~	~~Resolution No.~~	~~Adoption Date~~
~~01~~		~~22.07.2009~~
~~02~~	~~CM201920/105~~	~~27.11.2019~~
~~03~~	~~CM202627/130~~	~~25.03.2026~~

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Relevant legislation	Caravan Parks and Camping Grounds Act 1995, Caravan Parks and Camping Grounds Regulations 1997,		
Directorate	Regulatory Services		
Business unit	Environmental Health		
Delegated authority	Nil		
Version Control	Version Number	Resolution Number	Adoption Date
	V01 V02 V03 V04	Nil CM201920/105 CM202627/130	22 July 2009 27 July 2019 25 March 2026 30 Sep 2026
Review frequency	4 Yearly		

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Town of Port Hedland **Policy**

6/006 Consumption of Alcohol on Town of Port Hedland Owned and Managed Property

Objective

This policy works towards achieving the following outcomes for the consumption and sale of alcohol at Town of Port Hedland owned and managed property:

- Safe consumption of alcohol;
- Responsible service of alcohol; and
- Minimise harm and alcohol related damaged and violence.

Content

Under the *Liquor Control Act 1988* it is an offence to consume liquor on a Council reserve, facility or public open space without approval by the Local Government Authority.

Written permission must be granted from the Town of Port Hedland for the consumption or sale of alcohol at any of the following property:

- Recreation reserves and associated facilities;
- Parks;
- Leased facilities;
- Contract managed facilities; and
- Town of Port Hedland managed facilities.

All applications must be made to the Town by submission of an 'Application to Consume Alcohol on Council Facility or Reserve'. The application will specify:

- Contact details of the applicant;
- Proposed type of alcohol being sold or supplied;
- Type of event;
- Areas where alcohol will be served and consumed;
- How alcohol will be served; and
- Dates and times for alcohol consumption.

The Town will assess all applications against the following criteria:

- Nature of the function or activity;
- Venue suitability;
- Public safety;
- Documented history of the applying individual or group; and
- Number of applications per year of the applying individual or group.

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If approval is granted, the following terms and conditions will apply for the consumption and sale of alcohol at Town of Port Hedland owned and managed property:

- No alcohol consumption is permitted before 11.00am or after 11.00pm unless approved by the Chief Executive Officer or their delegated authority;
- Glass containers are not permitted on any Town of Port Hedland owned recreation reserve or park, without approval from the Chief Executive Officer or their delegated authority. Products in glass containers may be served into plastic containers by staff at the bar service area;
- The permit holder must comply strictly with any relevant provisions of the *Liquor Control Act 1988* (as amended) and *Liquor Control Regulations 1989* (as amended);
- In the event of a cyclone, approval to consume liquor may be revoked for safety reasons;
- The permit holder listed on the 'Application to Consume Alcohol on Council Facility or Reserve' is responsible for the safety and wellbeing of all people involved in the event and managing the activity, to ensure other users and residents are not impacted;
- The permit holder must develop a risk management policy or plan to ensure that alcohol is served in a responsible manner; and
- If alcohol is being sold, the Town of Port Hedland must be provided with a copy of the liquor license as approved by the Department of Racing, Gaming and Liquor, prior to the license period commencing.

Depending on the nature and location of the event or function, the Town of Port Hedland may also place additional terms and conditions on the 'Application to Consume Alcohol on Council Facility or Reserve'.

The Town will only grant permission to consume and sell alcohol at the Town's recreation reserves, facilities and parks when they have been booked in accordance with the following policies and procedures:

- Recreation Reserves and Facilities – Seasonal Hire; and
- Recreation Reserves and Parks – Casual Hire and Events.

Leased Facilities

The Town must grant permission to consume alcohol at the Town of Port Hedland's leased facilities. Permission must be sought by the completion of an 'Application to Consume Alcohol on Council Facility or Reserve' at the beginning of each calendar year.

If and when there are special events at the Premises held outside the permit hours, the Lessee will be required to apply for a singular 'Application to Consume Alcohol on Council Facility or Reserve' for the occasion. The Lessee can apply for these permits by contacting the Town of Port Hedland's Recreation Services.

Town of Port Hedland **Policy**

Definitions

"Recreation reserves and associated facilities" Provide a setting for formal structured sporting activities ie. Kevin Scott Oval, Colin Matheson Oval.

"Parks" Public space which can be used for informal play, relaxation, physical activity and social interaction ie. Cemetery Beach Park, Civic Centre Gardens.

"Leased facilities" The Town of Port Hedland has a number of leased facilities within the municipality. A lease is a right granted by the Town of Port Hedland for an occupant to have exclusive use of a facility or area for a specified period of time in exchange for an agreed rental payment.

"Contract managed facilities" Town of Port Hedland owned facilities which are managed by an external contractor ieeg.. Courthouse Gallery.

Town of Port Hedland **Policy**

Document Control Statement – The electronic reference copy of this Policy is

Relevant legislation	Liquor Control Act 1988 Liquor Control Regulations 1989 Health Act 1911 Health (Public Building) Regulations 1997 Food Act 2008 Food Regulations 2009 Town of Port Hedland Council Policies: • Recreation Reserves and Facilities – Seasonal Hire • Recreation Reserves and Parks – Casual Hire and Events Marquee Park Management Plan South Hedland Town Square Management Plan Local Law – Aquatic and Recreation Centre Guidelines for Concerts Events and Organised Gatherings – WA Department of Health 2009 Food Safety Standards
Directorate	Community Services
Business unit	Sport and Facilities
Delegated authority	YesNil

Director Control	Version Number	Resolution Number	Adoption Date
Governance to complete this section			
Version Control	Version No.	Resolution No.	Adoption Date
	01	-	24 November 2004
	02	-	27 February 2008
	03	201314/306	30 April 2014
	04	CM202021/21	26 August 2020
	05	CM202526/158	26 November 2025
		CM202526/158	30 Sep 2026
Review frequency	3 Yearly		

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Town of Port Hedland

Policy

12/010 Naming of Roads and Places

Objectives

The objectives of this policy are to:

1. Outline the factors to be considered and the procedure to be undertaken when naming geographic features within the Port Hedland local government area, through either Town initiation or community application; and

2. Provide additional guidelines for commemorative and Aboriginal language naming, and the procedure to be undertaken for the submission of a naming application and community consultation.

Application/Process

All naming shall be undertaken in accordance with Landgate's *Policies and Standards for Geographical Naming in Western Australia.*

Scope
This policy applies to the following geographic features:
- Roads;
- Reserves;
- Topographic features, located on both private and/or public land; and
- Buildings, including bridges

A geographic feature may be named based on the following:
- Commemorative naming, after a person, organisation or group;
- An appropriate Aboriginal name
- Logical description of location;
- Logical description of purpose or function;

Preference is given to proposed names based on logical descriptions of location, or purpose or function. Variation from this will require additional justification and/or broader community support.

Process
An application may be made at any point by a community member or organisation, or initiated by the Town of Port Hedland. The application must be submitted in writing, and include an application form, reason for the proposed name, evidence of significance of proposed name, and evidence of community support.

Evidence of significance may include, but not be limited to:
- Description of relevance to the Port Hedland region and/or community;
- Record of service with community groups or clubs;
- Record of contribution to community as a whole;

- Record of association with the location or feature proposed to be named;
- Record of national or international reputation.

Evidence of community support may include, but not be limited to:
- Written support from members of the family, if relevant;
- Written support from members of the club or association;
- Written support from residents or businesses surrounding the feature proposed to be named.

Upon receipt and initiation of an application to apply a proposed name, the Town shall initiate community consultation. Following the completion of the required consultation, the application shall be assessed by the Town against the requirements of Landgate's *Policies and Standards for Geographical Naming in Western Australia* and any submission received to determine the suitability of the name. The application shall be presented to Council for support prior to addition to the Register or any submission being made to Landgate to apply the name formally.

Should Council resolve not to support the application, the assessment shall cease and the proposed name will not be progressed. Naming of features that do not require Landgate's approval (i.e. naming of community buildings) will occur immediately following Council's decision.

Community Consultation
Following initiation of a naming application, the Town shall:
- Publish notification of the proposed naming in the relevant local newspaper for a period not less than 30 days;
- Publish notification of the proposed naming on the Town's website for a period not less than 30 days; and
- Notify surrounding and/or affected residents, ratepayers, businesses and community groups generally in accordance with the example contained at Appendix 1, for a period not less than 30 days.
- Refer commemorative naming applications to the Hedland Historical Society and RSL.

The Town will endeavour to notify each person who made a submission in relation to the proposed name of the decision, once made.

Aboriginal names
Aboriginal names may be selected to recognise the importance and contribution of local Aboriginal language groups. Aboriginal names:
- Shall be selected in the language that the place is located in, in accordance with Appendix 2;
- Shall be important to Port Hedland or the relevant language group, including but not limited to local flora and/or fauna or geographic locations;
- Shall be considered only following consultation with and approval by the relevant local Aboriginal community and Council.
- Require a description of the historical origins of the name in the form of

written or oral tradition. The description must demonstrate verified research and authenticity, including sources.

- Shall include an example of the correct pronunciation to be provided to Landgate and included on signage and other relevant infrastructure to encourage and support the adaption and usage of Aboriginal names.

Dual Naming

Dual naming is the application of both an Aboriginal and European name to a place. Both will be official place names, and both names will be used together. Dual names can be applied to topographical features (e.g. islands, mountains, ranges, rivers, lakes) and cannot be adopted for constructed features such as roads, highways or bridges etc.

Commemorative names

Commemorative naming can be used to recognise a person, group, or organisation of significant importance to Port Hedland and its community. Commemorative naming:

- May be a person, group or association;
- Must have an ongoing or significant association with the feature proposed to be named;
- If a person, shall only be considered if the person being honoured made significant community contribution in more than one field;
- If a person, must be posthumous and with the consent of the family;
- The following will generally not be considered as appropriate grounds for a commemorative name:
  - Commemoration of victims of, or the location of accidents or tragedies;
  - Current or past ownership of the land;
  - Past or ongoing service within all levels of government;
  - Commercial grounds, including sponsorship or marketing;

Theming

When considering the naming of multiple roads or places in a general area, such as with a new subdivision, all proposed names shall follow a determined theme for the area. The proposed theme shall be relevant to Port Hedland, and may or may not be taken from:

- Local flora and/or fauna;
- Commemorative names, in accordance with the relevant provisions of this policy;
- Entities, places or events of historical significance related to the Port Hedland or Pilbara area, excluding those related to a tragedy.

Renaming of existing geographic features

Renaming of existing geographic features is generally not supported, except as required for the application of a dual name.

Town of Port Hedland Policy

Variations
The Town will consider variations to this policy in extenuating circumstances where the proposed naming demonstrates significant community support and is able to be supported by Council and/or Landgate (where relevant).

Definitions

"Port Hedland" means the Town of Port Hedland local government area.

Relevant legislation	Geographic Names Committee Policies and Standards for Geographical Naming in Western Australia *Land Administration Act 1997*		
~~Delegated authority~~			
Directorate	Regulatory Services		
Business unit	Town Planning and Development		
~~Directorate~~	~~Regulatory Services~~		
Delegated authority	Nil		
Version Control	Version Number	Resolution Number	Adoption Date
	V01 V02 V03	CM201920/126 CM202526/102	19 December 2019 30 July 2025 30 Sep 2026
Review frequency	4 Yearly		

~~*Governance to complete this section*~~			
~~Version Control~~	~~Version No.~~	~~Resolution No.~~	~~Adoption date~~
	~~V01~~ ~~V02~~	~~CM201920/126~~ ~~CM202526/102~~	~~19 December 2019~~ ~~30 July 2025~~
~~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.*~~

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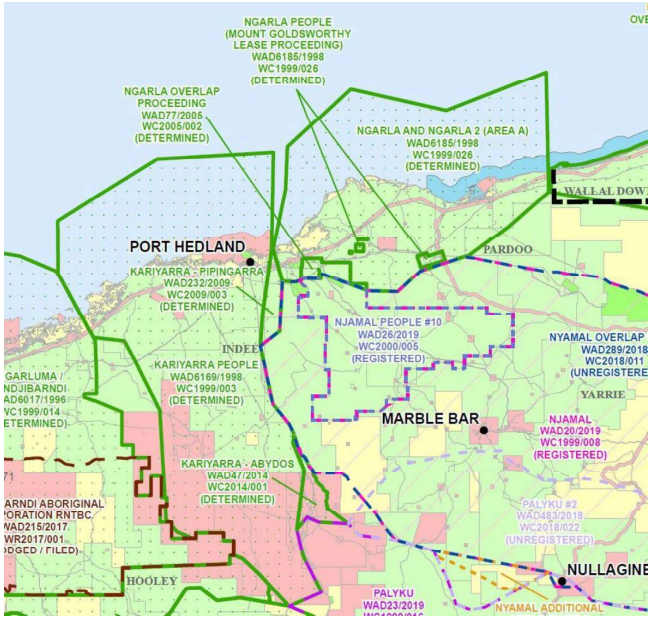
Town of Port Hedland Policy

Appendix 1 – Example extent of community consultation

Town of Port Hedland Policy

Appendix 2 To be notified in writing of proposed naming



Town of Port Hedland **Policy**

4/07 Trading in Public Places

Objective

The objective of this policy is to establish the Town's framework for assessing and licensing applications to trade in streets and public places within the Town of Port Hedland.

This includes mobile food vendors, temporary food stalls and event-based trading activities.

The policy outlines application processes, licensing requirements, permitted trading locations, renewal arrangements, fee waivers and compliance obligations for Trading in Public Places licences.

Content

1. Legislative Compliance Requirements

All trading in public places within the Town must comply with applicable legislation and local laws, including:

- Food Act 2008 (WA) and Food Regulations 2009 (WA) where food is prepared, handled or sold;
- Town of Port Hedland Public Places and Local Government Property Local Law 2016; and
- any other relevant written law governing food safety, public liability and trading activities.

Where required, traders must provide evidence of compliance with statutory requirements prior to approval being granted, including:

- registration under the Food Act 2008 with the relevant local government authority;
- evidence of public liability insurance (minimum value of $20 million); and
- evidence of electrical safety compliance where applicable.

Temporary food premises must comply with the Town's Guidelines for Temporary Food Stalls, in addition to the requirements of this Policy.

Town Assessment Considerations

In addition to legislative compliance, the Town will assess Trading in Public Places applications having regard to:

- suitability of the proposed trading location
- public safety and pedestrian access
- environmental and amenity considerations
- operational suitability of the proposed activity

Licences may be issued subject to conditions necessary to ensure safe and orderly trading within the Town's district.

2. Approval of Trading in Public Places Applications

Applications for Trading in Public Places (TPPs) licences may be assessed at any time during the financial year.

Applications for annual and temporary licences will be processed by authorised officers in accordance with the Town's Delegations Register.

In assessing applications under this policy, the Town may have regard to:

- suitability of the proposed trading location;
- public safety and pedestrian access considerations;
- environmental and amenity impacts;
- operational suitability of the proposed activity; and
- compliance with relevant legislation, local laws and Town policies.

Licences may be issued subject to conditions necessary to ensure safe, orderly and lawful trading within the Town's district.

3. Registration under the Food Act 2008

In order to trade within the Town under this Policy, all food vendors, including mobile and temporary food premises, must be registered with the Town under the Food Act 2008 unless eligible for an exemption under the Food Regulations 2009.

Where food is provided or sold to the public, including at local events, a Trading in Public Places application must be submitted and approved in addition to the registration certificate where required.

4. Temporary Food Premises

Due to the potential for environmental contamination of food within temporary food premises, roadside trading under an annual Trading in Public Places licence may not be suitable at certain locations.

Temporary applications may be considered separately having regard to the proposed location of trading and the physical set-up of the temporary premises.

Temporary food premises must comply with the Town's Guidelines for Temporary Food Stalls in addition to this Policy.

5. Events

Special considerations may apply for registered charities, not-for-profit organisations, community groups and free community events.

Where permitted under the Delegations Register, applicants representing registered charities, community groups or not-for-profit organisations may seek a waiver of Trading in Public Places licence fees.

For free community events, a blanket food licence may be issued to the event organiser subject to the Town receiving:

- details of stallholders and food vendors participating in the event; and
- evidence of public liability insurance with a minimum value of $20 million.

Private events held on private or local government property that are not open to the public are exempt from requiring a Trading in Public Places licence.

6. Fee Waiver Principles

Where permitted under the Delegations Register, consideration of fee waivers for Trading in Public Places applications may have regard to the following principles:

- whether the activity provides a community or charitable benefit
- whether the applicant is a registered charity, community organisation or not-for-profit entity.
- alignment with the Town's community objectives
- consistency with the Town's adopted Schedule of Fees and Charges

7. Location-Based Trading Controls

7.1 Approved Roadside Trading Locations

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Mobile vendors may trade between 5.00am and 10.00pm at the following approved locations:

- Don Rhodes Museum – Wilson Street, Port Hedland
- Dreamers Corner – Hamilton Road, South Hedland
- Marapikurrinya Park – Port Hedland
- Port Hedland Boat Ramp – Richardson Street, Port Hedland
- Yikara Park – Port Hedland
- Wheelbarrow entrance – Wedgefield

Trading at these locations is subject to compliance with all licence conditions and applicable legislative requirements.

7.2 Applications for Alternative Locations

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Where a vendor proposes to trade at a location not listed above, an application may be submitted to the Town for assessment.

- Applications for alternative locations will be assessed having regard to:
- public safety and pedestrian access
- traffic management and road safety considerations
- environmental and amenity impacts
- proximity to existing approved vendors
- operational suitability of the site

Approval of alternative locations will be determined in accordance with the Town's Register of Delegated Authority.

7.3 Vendor Capacity

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The maximum number of vendors permitted at any approved trading location at any one time will be determined by the Town having regard to:

- site capacity
- public safety considerations
- operational requirements

8. Licence Renewal and Compliance

Trading in Public Places licences are issued subject to compliance with licence conditions and applicable legislation.

Licence holders must maintain any required registrations, licences and insurance for the duration of their trading activity.

Failure to comply with licence conditions or applicable legislation may result in enforcement action under the Town's Public Places and Local Government Property Local Law 2016.

at the end of each financial year (30 June) and the trader charged the annual rate.

Town of Port Hedland **Policy**

~~Definitions~~

~~Nil~~

Relevant legislation	Food Act 2008 Food Regulations 2009 Town of Port Hedland Public Places & Local Government Property Local Law 2016 Town of Port Hedland Health Local Law 2016 Council Policies: 2/020 Fees and Charges Waiver		
Supporting Documents	Town of Port Hedland Schedule of Fees and Charges Town of Port Hedland Register of Delegated Authority Applications: Application to Consume Alcohol on a Council Facility or Reserve Notification of a Food Business Trading in Public Places Requests: Alcohol Licensing and Approvals Community BBQ Trailer Hire Food Safety or Unhygienic Premises Food and Event Licensing and Permits Guidelines: Guidelines for Temporary Food Stalls		
~~Delegated Authority~~	~~Chief Executive Officer~~		
Directorate	Regulatory Services		
Business Unit	Environmental Services		
Delegated Authority	Chief Executive Officer		
Version Control	Version Number~~o.~~	Resolution N~~o~~umber~~.~~	Adoption Ddate
	V01	CM201213/107	26 September 2012
	V02	CM201314/354	25 June 2014
	V03	CM201415/227	22 April 2015
	V04	CM201718/208	23 May 2018
	V05	CM202019/151	5 February 2020
	V06	CM202019/151	25 March 2026
	V07		30 Sep 2026
Review frequency	~~Annually~~4 Yearly		

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Town of Port Hedland

Policy

Town of Port Hedland **Policy**

6/02 Funeral Directors – Issuing of an Annual Funeral Director's Licence and Single Funeral Permits

Objective

The purpose of this policy is to establish the governance framework for the assessment, issue, renewal, suspension and cancellation of Annual Funeral Director's Licences and Single Funeral Permits within the Town of Port Hedland district.

This policy clarifies the statutory requirements, assessment criteria and delegated authority pathways applicable to funeral director licensing in accordance with relevant legislation and local laws.

Content

1. Legislative Compliance Requirements

In exercising its responsibilities under the Cemeteries Act 1986 (WA), the Cremations Act 1929 (WA) and the Town of Port Hedland Cemeteries Local Law 2015, the Town must ensure that any person issued with an Annual Funeral Director's Licence or Single Funeral Permit satisfies the statutory requirements prescribed under those instruments.

Revoke

In accordance with sections 17 and 18 of the Cemeteries Act 1986 (WA), the Town must be satisfied that the applicant:

is of good repute and is fit to hold a funeral director's licence; and

has suitable facilities and equipment for handling and storing human remains and conducting funerals.

Where there is any inconsistency between this policy and applicable legislation or local law, the legislation or local law prevails.

2. Town Assessment Criteria

In addition to statutory compliance requirements, the Town will assess applications having regard to the Standard Requirements set out in this policy, including but not limited to:

- character and professional references;
- financial sustainability (including audited accounts where required);
- compliance with applicable professional codes of conduct;
- adequacy, dignity and suitability of facilities, vehicles and equipment; and
- satisfactory inspection outcomes.

These assessment criteria support the Town in determining whether an applicant meets the statutory fitness and facility requirements.

Town of Port Hedland **Policy**

3. Decision-Making and Delegated Authority

Applications for an Annual Funeral Director's Licence and Single Funeral Permits will be assessed and determined in accordance with the Town's current Delegations Register, as amended from time to time.

Where delegated, authorised officers may:

- assess and determine applications for Annual Funeral Director's Licences;
- issue Single Funeral Permits;
- impose reasonable conditions on licences and permits;
- require further information or inspection of facilities; and
- suspend or cancel licences in accordance with applicable legislation and local laws.

Where a matter falls outside delegated authority, involves significant compliance concerns, or requires determination under statutory provisions, it must be referred to the Chief Executive Officer or the Town in accordance with the Delegations Register.

All decisions under this policy must be documented in writing and retained in accordance with the Town's recordkeeping requirements.

4. Exercise of Discretion

Revoke

In exercising discretion under this policy, the Town will apply the following principles to ensure decisions are fair, consistent and defensible:

- decisions will be made in accordance with applicable legislation and local laws;
- procedural fairness will be afforded to applicants;
- assessment will be based on relevant evidence and objective criteria;
- similar applications will be treated consistently unless material differences justify an alternative outcome;
- public health, safety and dignity considerations will be prioritised; and
- decisions will be proportionate to the nature and severity of any identified compliance concerns.

All discretionary decisions, including refusal, suspension or cancellation of a licence, will be documented with clear reasons.

6. Professional Association Membership

Membership of a recognised professional funeral industry association is not mandatory for the issue of an Annual Funeral Director's Licence or Single Funeral Permit unless required under applicable legislation.

Evidence of membership in a recognised professional association may be considered by the Town as part of the overall assessment of the applicant's professional standards, ethical conduct and commitment to industry best practice.

Professional association membership does not, of itself, guarantee approval.

Town of Port Hedland **Policy**

7. Standard Requirements

Prior to a new licence or permit being issued, or an existing licence renewed, the applicant must satisfy the Standard Requirements adopted by the Town and set out in Appendix C to this policy.

These requirements support the Town in assessing compliance with statutory fitness and facility obligations under the Cemeteries Act 1986 (WA).

8. Cancellation or Suspension of an Annual Funeral Director's Licence

1. The Town may cancel or suspend an annual funeral director's licence in accordance with section 18(1) of the Act.
2. Under section 18(1)(d) of the Act the Town may by notice in writing delivered to the holder of a licence, cancel or suspend the licence if it is no longer satisfied in relation to the holder of the licence of the matters referred to in section 17(2) being that the licence holder:
   a. is of good repute and is fit to hold a funeral director's licence; and
   b. has suitable facilities and equipment for handling and storing dead bodies and conducting funerals.
3. Without limiting the Town's discretion under section 18(1), the Town will have regard to the following criteria for the purposes of sections 18(1)(d) and 17(2)(a) in determining whether the licence holder remains of good repute and is fit to hold a funeral director's licence:
   a. whether the licence holder has breached any condition of the licence and whether any such breach has been rectified;
   b. whether any written complaints have been received by the Town in relation to the licence holder and whether the response of the licence holder to such complaint(s) was satisfactory;
   c. whether the licence holder has committed any breach of the licence holder's Code of Conduct and whether any such breach has been rectified;
   d. whether the licence holder has ceased to be a member of either the Australian Funeral Directors Association or the National Funeral Directors Association;
   e. whether the licence holder has failed to comply with any professional or ethical standard of the Australian Funeral Directors Association or the National Funeral Directors Association;
   f. whether the licence holder has failed to comply with any provision of the Act, the Cremation Act 1929 or the Town of Port Hedland's Cemeteries Local Law 2015;
   g. whether the licence holder has become bankrupt or financially insolvent;
   h. whether the conduct of the licence holder or any employee of the holder in directing or attempting to direct a funeral within a cemetery or in undertaking any other activity ancillary or incidental to a funeral was in the opinion of the Town inappropriate or unbecoming; or

Revoke

i. any other consideration relevant in the Town's opinion to determining whether the licence holder remains of good repute and fit to hold a funeral director's licence.

4. Without limiting the Town's discretion under section 18(1), the Town will have regard to the following criteria for the purposes of sections 18(1)(d) and 17(2)(b) in determining whether the annual licence holder continues to have suitable facilities and equipment for handling and storing dead bodies and conducting funerals:

   a. the results of any inspections made of the licence holder's premises;

   b. whether the licence holder continues to comply with paragraphs 9, 10, 11, 12, 13, and 14 of the Standard Requirements set out in this Policy;

   c. whether the licence holder has at any time failed to utilise suitable facilities or equipment in the handling, transport and storage of dead bodies and conducting funerals;

   d. whether any facilities, premises or equipment has failed at any time to conform with any public health or local government authority requirements;

   e. whether any complaints have been made to the Town or the licence holder in relation to the facilities, premises or equipment of the licence holder and whether the response of the licence holder to such complaint(s) was satisfactory; or

   f. any other consideration relevant in the Town's opinion to determining whether the licence holder continues to have suitable facilities and equipment for handling and storing dead bodies and conducting funerals.

Revoke

Definitions

"Council" refers to the Town of Port Hedland.

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

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

Town of Port Hedland **Policy**

Relevant Legislation	Cemetries Act 1986 Cremations Act 1929 Local Government Act 1995 Town of Port Hedland Cemetries Local Law 2015		
Supporting Documents	Appendices: A. Application Form: Annual Funeral Director's Licence B. Application Form: Single Funeral Permit C. Inspection Checklist and Standard Requirements D. Supporting Documentation Requirements Applications: Application for Improvement/Memorial/Monument Application for Internment - Placement of Ashes Application for Removal/Exhumation Purchase Rights & Grant Right of Burial to a Cemetery Plot Application to Transfer Grant of Right of Burial Application to hold a funeral Application for Funeral Director's Licence (Annual) Monumental Licence (Annual or Single)		
Delegated Authority	Chief Executive Officer		
Directorate	Infrastructure Services		
Business Unit	Infrastructure Operations		
Version Control	Version Number~~o.~~	Resolution Number~~.~~	Adoption Date
	V01	-	25 September 2005
	V02	-	25 January 2006
	V03	CM202021/018	26 August 2020
	V04	CM202021/152	28 April 2021
	V05	CM202122/095	15 December 2021
	V06	CM202627/130	25 March 2026
	V07		
Review frequency	~~2 Yearly~~4 Yearly		

Revoke

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Town of
Port Hedland

APPLICATION FOR RATES EXEMPTION

Section 6.26 of the *Local Government Act 1995*

Privacy
The personal information collected on this form will only be used by the Town of Port Hedland for the sole purpose of providing requested and related services. Information will be stored securely by the Town and will not be disclosed to any third parties without your express written consent.

Instructions: Please print clearly in the spaces provided and fill out the attached checklist.

This application form is to be used by organisations seeking a rates exemption, pursuant to Section 6.26 of the *Local Government Act 1995*. The provision of this exemption will be dependent on a decision prepared by Council, and you will be advised of the outcome in due course. Please attach any additional documents requested, as failure to do so may result in the application being refused.

1. PROPERTY OWNER DETAILS

Organisation:	Wangka Maya Pilbara Aboriginal Language Centre		
Property Owner:	Wangka Maya Pilbara Aboriginal Language Centre		
Property Address:	67 Throssell Road, South Hedland WA		
Telephone:	08 91722344	Postcode:	6722
Mobile:		Facsimile:	
Email:	admin@wangkamaya.org.au		

2. APPLICANT DETAILS

Contact Person:	Chiyoko Kitaura		
Position Title:	Acting Manager		
Postal Address:	PO Box 2736, South Hedland WA		
Telephone:	08 91722344	Postcode:	6722
Mobile:	0448792168	Facsimile:	
Email:	admin@wangkamaya.org.au		

3. PLEASE ANSWER THE FOLLOWING QUESTIONS BY TICKING THE APPROPRIATE BOX

YES	NO	
X		Are you the owner or lessee and occupier of the land with the rate notice being issued in the organisation's name?
X		Is your organisation an Incorporated body? If so, please provide the certificate of incorporation.
X		Is your organisation considered not for profit?
	X	Is the organisation considered a Public Benevolent Institution for taxation purposes? If so, please provide the relevant Taxation information.

TOWN OF PORT HEDLAND Civic Centre, McGregor Street, Port Hedland
PO Box 41, PORT HEDLAND WA 6721
Telephone: (08) 9158 9300 Fax: (08) 9158 9399 Email: council@porthedland.wa.gov.au

Town of Port Hedland

APPLICATION FOR RATES EXEMPTION

Section 6.26 of the *Local Government Act 1995*

☐ ☒ Does the organisation own or lease the rateable land? (If leased, is the lessee responsible for rates under the lease agreement)?
If so, please provide a certificate of the lease.

☐ ☐ Please specify the appropriate organisation purpose from below:

☐ RELIGIOUS BODIES ☐ PUBLIC BENEVOLENT INSTITUTION

☐ UNIVERSITY ☐ SCHOOL/KINDERGARTEN

☐ POVERTY RELIEF ☐ OTHER_____

☐ ☐ Is the organisation exempt from the payment of rates under Legislation other than the Local Government Act?
If so, please provide details of the specific Legislation

4. DOCUMENT REQUIREMENTS

Please provide a copy of (in addition to those specified in Section 3):

☒ Organisation's Constitution

☒ Written statement, outlining the nature of the organisation's operations. It should include the following details:

- Use and occupancy of the property
- Type of service provided (e.g. food, accommodation etc)
- Frequency of service provision (e.g. full-time, daily, weekly etc)
- Whether payment is received for the service

☐ Floor plan of the leased property area, if only part of the property is to be exempt

☒ Copies of the current years audited financial or other statements for the organisation to the satisfaction of Council.

5. AUTHORISATION

- By signing this application, I hereby certify that the information provided is true and correct to the best of my knowledge.
- I understand that Applications must be submitted by 30 June to be considered for the subsequent financial year.
- I have read and understand the Town's policy *02/004 Rating.*

Name:	CHIYOKO KITAURA		
Position:	ACTING MANAGER		
Organisation:	WANGKA MAYA PALC		
Signed:	Ckitaura	Date:	26.06.2026

TOWN OF PORT HEDLAND Civic Centre, McGregor Street, Port Hedland
PO Box 41, PORT HEDLAND WA 6721
Telephone: (08) 9158 9300 Fax: (08) 9158 9399 Email: council@porthedland.wa.gov.au

OFFICE USE ONLY

1. CONSIDERATIONS

Approval with Town Planning Scheme?	YES		NO	X
Has the property been inspected?	YES		NO	X
Recommend for non-rateable status?	YES	X	NO	

Applicant/Owner Name: Wangka Maya Pilbara Aboriginal Language Centre

Section of the Local Government Act 1995 6.26(2) g

Exemption Description: Land used Exclusively for Charitable Purposes (Advancing Education and preserving culture)

Reason for non-rateable status:

New Application X Review of Exemption

Amount of rates to be exempted and dates to be applicable from (application date). The approval will be for a period of 3 years, unless circumstances change. Based on 2025/2026 rates fees and charges

Amount: $4,075.95 Date (from): 01.07.2026

Rubbish bin changes to be levied and dates to be applicable from: Bin charges to continue as normal

Amount: $338.00 - standard
$182.50 - Additional Date (from): 01.07.2026

2. DECISION UNDER DELEGATED AUTHORITY

This application has been:

DECLINED for non-rateable status ☐ APPROVED for partial non-rateable status ☐ APPROVED for non-rateable status ☐

Name:		
Signature:	**Date:**	

OR

Council Resolution Reference: _____

Date of Council Meeting: _____

TOWN OF PORT HEDLAND Civic Centre, McGregor Street, Port Hedland
PO Box 41, PORT HEDLAND WA 6721
Telephone: (08) 9158 9300 Fax: (08) 9158 9399 Email: council@porthedland.wa.gov.au

Town of
Port Hedland

LOCAL PLANNING SCHEME No. 7

Amendment No. 8

An Omnibus Amendment to correct and/or update various matters in the Scheme Text and Maps

FORM 2A

Planning and Development Act 2005

RESOLUTION TO PREPARE AMENDMENT TO LOCAL PLANNING SCHEME

TOWN OF PORT HEDLAND

LOCAL PLANNING SCHEME NO. 7 - AMENDMENT NO. 8

RESOLVED that the local government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above local planning scheme by:

1. Delete the following properties from Additional Use Zone A1 in clause 19, Table 5 - Specified additional uses for zoned land in Scheme area and amending the Scheme Maps accordingly:
    a. Lot 3794 (16) Munda Way, Wedgefield;
    b. Lot 2051 (4) Miller Street, Wedgefield;
    c. Lot 5896 (22) Manganese Street, Wedgefield;
    d. Lot 5843 (30) Harwell Way, Wedgefield; and
    e. Lot 11 (5) Pinga Street, Wedgefield;

2. Under column Additional Use for A1 in clause 19, Table 5 - Specified additional uses for zoned land in Scheme area, delete "Caretaker's dwelling" and replace with "Caretaker's dwelling – 'A'";

3. Under column Additional Use for A2 in clause 19, Table 5 - Specified additional uses for zoned land in Scheme area, delete:
    a. "Motor vehicle, boat or caravan sales" and replace with "Motor vehicle, boat or caravan sales – 'D'"; and
    b. "Motor Vehicle Repair" and replace with "Motor vehicle repair – 'D'";

4. In clause 17, Table 4 - Zoning Table:
    a. For "Residential building" in the Rural Zone, delete 'D' and replace with 'X';
    b. For "Residential building" in the Rural Residential Zone, delete 'A' and replace with 'X';
    c. For "Residential aged care facility" in the Private Clubs, Institutions and Places of Worship Zone, delete 'X' and replace with 'A';
    d. For "Ancillary dwelling" in the Private Clubs, Institutions and Places of Worship Zone, delete 'X' and replace with 'D';
    e. For "Dwelling (grouped)" in the Private Clubs, Institutions and Places of Worship Zone, delete 'X' and replace with 'D';
    f. For "Dwelling (multiple)" in the Private Clubs, Institutions and Places of Worship Zone, delete 'X' and replace with 'D';
    g. For "Dwelling (single house)" in the Private Clubs, Institutions and Places of Worship Zone, delete 'X' and replace with 'D';
    h. Insert use and development class "Home occupation" below "Home business" and apply the following permissibility:

USE AND DEVELOPMENT CLASS	ZONES

	Residential	Urban Development	Centre	Commercial	Mixed Use	Tourism	Service Commercial	Private Clubs, Institutions and Places of Worship	Strategic Industry	General Industry	Industrial Development	Rural	Rural Residential	Light Industry	Settlement
Home occupation	P	Refer to clause 18(7)	P	P	P	P	*DELETED BY AMD 3 GG 24/07/2025*	X	X	X	Refer to clause 18(7)	P	P	X	Land use permissibility to be determined with reference to the endorsed Layout Plan

5. Insert after "Home business" the following definition for "Home occupation" into clause 38:

"**Home occupation**	means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out an occupation if the carrying out of the occupation that — (a) does not involve employing a person who is not a member of the occupier's household; and (b) will not cause injury to or adversely affect the amenity of the neighbourhood; and (c) does not occupy an area greater than 20 m²; and (d) does not involve the display on the premises of a sign with an area exceeding 0.2 m²; and (e) does not involve the retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the Internet; and (f) does not — (i) require a greater number of parking spaces than normally required for a single dwelling; or (ii) result in an increase in traffic volume in the neighbourhood; and (g) does not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight; and (h) does not include provision for the fuelling, repair or maintenance of motor vehicles; and (i) does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located;"

6. Delete the entries for Numbers 14 – 30 inclusive on clause 32 Table 7 – Additional requirements that apply to land in Scheme area for inclusion into clause 33;

7. Delete clause 33 and replace with the following:

"**33. Additional site and development requirements for areas covered by structure plan or local development plan**

Table 8 sets out requirements relating to development that are included in precinct structure plans, structure plans approved before 19 October 2015 and local development plans that apply in the Scheme area.

Table 8 - Additional requirements that apply to land covered by structure plan or local development plan

No.	Description of land	Requirement
1	Former Recreation Club and Detention Centre Structure Plan Area as identified by Schedule 2 *Lot 1227 Keesing Street and Lot 2 Dempster Street, Port Hedland*	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission which shall address the following requirements: (a) Land identified in the Structure Plan(s) will be restricted to a built height limit that prevents light spill onto Cemetery Beach and Pretty Pool Beach and adjacent area; (b) The Structure Plan(s) shall address the relevant provisions of State Planning Policy No. 2.6 - State Coastal Planning Policy and demonstrate that future development of the site will incorporate adequate coastal erosion and inundation protection and management measures approved by the local government consistent with the Port Hedland Townsite Coastal Hazard Risk Management and Adaptation Plan (CHRMAP); (c) Land uses shall be compatible with surrounding development; (d) Lot sizes shall be capable of supporting a diverse range of housing types and appropriate mix of land uses; (e) Movement networks shall be integrated between Lot 2 and Lot 1227; (f) Provision of public open space or environmental conservation reserve seaward of the 100 year coastal erosion risk line; and (g) The following documentation and management plans are to be prepared, as applicable, to the satisfaction to the relevant authority outlined below: i. Construction Management Plan prior to commencement of subdivision or development site works to the satisfaction of the local government; ii. Urban Water Management Plan (as a condition of subdivision approval) to the satisfaction of the Department of Water and Environmental Regulation; iii. Marine Turtle Management (as a condition of subdivision approval) to the satisfaction of the Department of Biodiversity, Conservation and Attractions; iv. Acid Sulfate Soil Management (as a condition of subdivision approval) to the satisfaction of the local government; and v. Other management plans as considered necessary on the advice from the relevant State Government agency. (2) Applications for subdivision and/or development approval shall be accompanied by: (a) Line of sight modelling for the proposed development, to determine from what locations direct and indirect light (including skyglow) would be visible from Cemetery Beach and Pretty Pool Beach. Any portion of a building with line of sight from/to Pretty Pool Beach and/or Cemetery Beach shall be designed to restrict artificial light emission as visible from the beach front to the satisfaction of the Department of Biodiversity, Conservation and Attractions; and (b) Lighting Management Plan to be prepared to the satisfaction of the local government in consultation with the Department of Biodiversity, Conservation and Attractions in accordance with the Environmental Assessment Guideline for Protecting Marine Turtles from Light Impacts (EPA 2010) (or as updated) and the Commonwealth Light Pollution Guidelines for Wildlife – Including Marine Turtles, Seabirds and Migratory Shore birds (Department of the Environment and Energy and Department of Biodiversity, Conservation and Attractions, 2020) (or as updated) to ensure protection of marine turtle habitats.
2	Telstra Site Structure Plan Area as identified by Schedule 2 *Lots 101 and 102 Clark Street and Lot 5474 Thompson Street, Port Hedland*	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission which shall address the following requirements: (a) A Local Water Management Strategy to the satisfaction of the Department of Water and Environmental Regulation; (b) Land uses shall be compatible with surrounding development; (c) Lot sizes shall be capable of supporting a diverse range of housing typologies and appropriate mix of land uses; and (d) Provision and protection of services (including underground services) and access for ongoing maintenance of infrastructure relating to Telstra's exchange of Lot 101 Clark Street.

3	Former Wastewater Treatment Plant Structure Plan Area as identified by Schedule 2 *Lot 952 and Lot 2046 Tindale Street, Port Hedland*	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission which shall address the following requirements: (a) A Local Water Management Strategy to the satisfaction of the Department of Water and Environmental Regulation; (b) A Bushfire Management Plan to the satisfaction of the Department of Fire and Emergency Services; (c) Coastal Hazard Risk Management and Adaptation Plan which addresses the relevant policy measures of State Planning Policy 2.6 – State Coastal Planning Policy and associated guidelines to the satisfaction of the Western Australian Planning Commission; (d) Land uses shall be compatible with surrounding development; (e) Lot sizes shall be capable of supporting a diverse range of housing typologies; and (f) Lot configuration, public realm and movement networks to integrate with adjacent McGregor Street Sporting Precinct.
4	Athol Street and Stables Structure Plan Area as identified by Schedule 2. *Land bound by Cooke Point Road Athol Street, Pretty Pool Creek and Styles Road.*	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission which shall address the following requirements: (a) Land identified in the Structure Plan(s) will be restricted to a built height limit that prevents light spill onto Cemetery Beach and Pretty Pool Beach and adjacent area; (b) The finished floor level of all habitable development shall be a minimum of 6.7 metres Australian Height Datum, or any other level following approval of further modelling; (c) The Structure Plan(s) shall address the relevant provisions of State Planning Policy No. 2.6 - State Coastal Planning Policy and demonstrate that future development of the site will incorporate adequate coastal erosion and inundation protection and management measures approved by the local government consistent with the Port Hedland Townsite Coastal Hazard Risk Management and Adaptation Plan (CHRMAP); (d) Land uses shall be compatible with surrounding development; (e) Lot sizes shall be capable of supporting a diverse range of housing types and appropriate mix of land uses; (f) Provision of public open space or environmental conservation reserve seaward of the 100 year coastal erosion risk line; and (g) The following documentation and management plans are to be prepared, as applicable, to the satisfaction to the relevant authority outlined below: i. Construction Management Plan prior to commencement of subdivision or development site works to the satisfaction of the local government; ii. Mangrove Management (as a condition of subdivision approval) to the satisfaction of the Department of Biodiversity, Conservation and Attractions; iii. Urban Water Management Plan (as a condition of subdivision approval) to the satisfaction of the Department of Water and Environmental Regulation; iv. Marine Turtle Management (as a condition of subdivision approval) to the satisfaction of the Department of Biodiversity, Conservation and Attractions; and v. Acid Sulfate Soil Management (as a condition of subdivision approval) to the satisfaction of the local government. vi. Other management plans as considered necessary on the advice from the relevant State Government agency. (2) Subdivision and development of the land shall be consistent with a Foreshore Management Plan prepared in accordance with the provisions of State Planning Policy No. 2.6 - State Coastal Planning Policy to the satisfaction of the Western Australian Planning Commission. (3) Applications for subdivision and/or development approval shall be accompanied by: (a) Line of sight modelling for the proposed development, to determine from what locations direct and indirect light (including skyglow) would be visible from Cemetery Beach and Pretty Pool Beach. Any portion of a building with line of sight from/to Pretty Pool Beach and/or Cemetery Beach shall be designed to restrict artificial light emission as visible from the beach front to the satisfaction of the Department of Biodiversity, Conservation and Attractions; and

		(b) Lighting Management Plan to be prepared to the satisfaction of the local government in consultation with the Department of Biodiversity, Conservation and Attractions in accordance with the Environmental Assessment Guideline for Protecting Marine Turtles from Light Impacts (EPA 2010) (or as updated) and the Commonwealth Light Pollution Guidelines for Wildlife – Including Marine Turtles, Seabirds and Migratory Shore birds (Department of the Environment and Energy and Department of Biodiversity, Conservation and Attractions, 2020) (or as updated) to ensure protection of marine turtle habitats.
5	Trumpet Way Structure Plan Area as identified by Schedule 2.	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission. (2) Structure Plan(s) prepared over the structure plan area shall be consistent with and incorporate the findings and recommendations of the following technical reports: (a) Local Water Management Strategy to the satisfaction of the Department of Water and Environmental Regulation. (3) Structure Plan(s) prepared over the structure plan area shall be consistent with the following requirements: (a) Land uses shall be compatible with surrounding development; (b) Lot sizes shall be capable of supporting a diverse range of housing typologies; (c) Movement networks shall address connectivity and avoid the creation of cul-de-sac streets.
6	Koombana Structure Plan Area as identified by Schedule 2. *Lot 3509 Kabbarli Loop, Lots 3505, 3506 and 3508 Koojarra Crescent, Lots 195, 196, 197 and 198 Skippers Loop, South Hedland*	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission. (2) Structure Plan(s) prepared over the structure plan area shall be consistent with and incorporate the findings and recommendations of the following technical reports: (a) Local Water Management Strategy to the satisfaction of the Department of Water and Environmental Regulation; (3) Structure Plan(s) prepared over the structure plan area shall be consistent with the following requirements: (a) Land uses shall be compatible with surrounding development; (b) Lot sizes shall be capable of supporting a diverse range of housing typologies; and (c) Movement networks shall address connectivity and avoid the creation of cul-de-sac streets.
7	Pundulmurra Structure Plan Area as identified by Schedule 2. *Lot 5954 Kennedy Street and Lot 2940 Coppin Place, South Hedland*	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission. (2) Structure Plan(s) prepared over the structure plan area shall be consistent with and incorporate the findings and recommendations of the following technical reports: (a) Local Water Management Strategy to the satisfaction of the Department of Water and Environmental Regulation. (3) Structure Plan(s) prepared over the structure plan area shall be consistent with the following requirements: (a) Land uses shall be compatible with surrounding development; (b) Lot sizes shall be capable of supporting a diverse range of housing typologies; and (c) Movement networks shall address connectivity and avoid the creation of cul-de-sac streets.
8	Osprey Structure Plan Area as identified by Schedule 2. *Lot 9003 Masters Way, South Hedland*	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission. (2) Structure Plan(s) prepared over the structure plan area shall be consistent with and incorporate the findings and recommendations of the following technical reports: (a) Local Water Management Strategy to the satisfaction of the Department of Water and Environmental Regulation. (3) Structure Plan(s) prepared over the structure plan area shall be consistent with the following requirements: (a) Land uses shall be compatible with surrounding development; (b) Lot sizes shall be capable of supporting a diverse range of housing typologies; and (c) Movement networks shall address connectivity and avoid the creation of cul-de-sac streets.
9	Osprey Rural Structure Plan Area as identified by Schedule 2	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission.

	Lots 9001, 570-572 and 574 Murdoch Drive, South Hedland	(2) Structure Plan(s) prepared over the structure plan area shall be consistent with and incorporate the findings and recommendations of the following technical reports: (a) Local Water Management Strategy to the satisfaction of the Department of Water and Environmental Regulation; (b) Acoustic assessment in accordance with State Planning Policy 5.4 – Road and Rail Noise; and (c) Detailed site investigation and sampling and analysis quality plan. (3) Structure Plan(s) prepared over the structure plan area shall be consistent with the following requirements: (a) Lot sizes shall be capable of accommodating a diverse range of housing typologies, inclusive of larger special residential lifestyle lots; and (b) Incompatible odour and dust sensitive land uses shall not be established within relevant Special Control Area buffers.
10	Western Edge Structure Plan Area as identified by Schedule 2 *Structure Plan Area as shown in Schedule 2*	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission. (2) Structure Plan(s) prepared over the structure plan area shall be consistent with and incorporate the findings and recommendations of the following technical reports: (a) Local Water Management Strategy to the satisfaction of the Department of Water and Environmental Regulation; (b) Traffic Impact Assessment to the satisfaction of the Western Australian Planning Commission. (3) Structure Plan(s) prepared over the structure plan area shall be consistent with the following requirements: (a) Land uses shall be compatible with surrounding development; (b) Lot sizes shall be capable of supporting a diverse range of housing typologies, with higher density housing located in walkable catchment of the adjacent Centre zone; (c) Movement networks shall address connectivity and avoid the creation of cul-de-sac streets.
11	Forrest Circle Structure Plan Area as identified by Schedule 2 *Lots 901 – 903 Forrest Circle, South Hedland*	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission. (2) Structure Plan(s) prepared over the structure plan area shall be consistent with and incorporate the findings and recommendations of the following technical reports: (a) Local Water Management Strategy to the satisfaction of the Department of Water and Environmental Regulation. (3) Structure Plan(s) prepared over the structure plan area shall be consistent with the following requirements: (a) Land uses shall be compatible with surrounding development; (b) Lot sizes shall be capable of supporting a diverse range of housing typologies, with higher density housing located in walkable catchment of the adjacent Centre zone; and (c) Lot configuration, public realm and movement networks to integrate with adjacent South Hedland Integrated Sporting Precinct and former North West TAFE Site.
12	Club Hamilton Structure Plan Area as identified by Schedule 2 *Lot 2053 Hamilton Road, South Hedland*	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission. (2) Structure Plan(s) prepared over the structure plan area shall be consistent with and incorporate the findings and recommendations of the following technical reports: (a) Local Water Management Strategy to the satisfaction of the Department of Water and Environmental Regulation. (3) Structure Plan(s) prepared over the structure plan area shall be consistent with the following requirements: (a) Land uses shall be compatible with surrounding development; (b) Lot sizes shall be capable of supporting a diverse range of housing typologies; and (c) Lot configuration, public realm and movement networks to integrate with adjacent South Hedland Integrated Sporting Precinct.
13	Hamilton Road Structure Plan Area as identified by Schedule 2 *Lots 331 and 506 Hamilton Road, South Hedland*	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission. (2) Structure Plan(s) prepared over the structure plan area shall be consistent with and incorporate the findings and recommendations of the following technical reports: (a) Local Water Management Strategy to the satisfaction of the Department of Water and Environmental Regulation; and

		(b) Acoustic assessment in accordance with State Planning Policy 5.4 – Road and Rail Noise. (3) Structure Plan(s) prepared over the structure plan area shall be consistent with the following requirements: (a) Land uses shall be compatible with surrounding development; (b) Lot sizes shall be capable of supporting a diverse range of housing typologies; and (c) Movement networks shall address connectivity and avoid the creation of cul-de-sac streets.
14	Boodarie Strategic Industrial Area as identified by Schedule 2	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission. (2) Structure Plan(s) prepared over the structure plan area shall be consistent with and incorporate the findings and recommendations of the following technical reports: (a) Local Water Management Strategy to the satisfaction of the Department of Water and Environmental Regulation. (3) Structure Plan(s) prepared over the structure plan area shall be consistent with the following requirements: (a) Onsite and offsite buffers required to separate uses within the industrial precincts and the Special Control Area from adjacent incompatible industrial or sensitive uses; (b) Coordination of proponent provided infrastructure including road access, wastewater management, water supply, power supply and other key infrastructure services; and (c) Identification of shared infrastructure corridors.
15	Hedland Junction Structure Plan Area as identified by Schedule 2	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission. (2) Structure Plan(s) prepared over the structure plan area shall be consistent with and incorporate the findings and recommendations of the following technical reports: (a) Local Water Management Strategy to the satisfaction of the Department of Water and Environmental Regulation; and (b) Traffic Impact Assessment to the satisfaction of the Western Australian Planning Commission. (3) Structure Plan(s) prepared over the structure plan area shall be consistent with the following requirements: (a) Land uses shall be compatible with surrounding development, inclusive of a mix of General Industry and Light Industry zones; (b) Additional screening and landscaping requirements for lots adjacent to Wallwork Road / Powell Road and main entry roads; and (c) Movement networks to integrate with adjacent Wedgefield North Structure Plan Area.
16	Wedgefield North Structure Plan Area as identified by Schedule 2	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission. (2) Structure Plan(s) prepared over the structure plan area shall be consistent with and incorporate the findings and recommendations of the following technical reports: (a) Local Water Management Strategy to the satisfaction of the Department of Water and Environmental Regulation; and (b) Traffic Impact Assessment to the satisfaction of the Western Australian Planning Commission. (3) Structure Plan(s) prepared over the structure plan area shall be consistent with the following requirements: (a) Land uses shall be compatible with surrounding development, inclusive of a mix of General Industry and Light Industry zones; (b) Light Industry zone shall be located adjacent to Great Northern Highway. General Industry Zone shall be located to the southern end of the Structure Plan area; (c) Additional screening and landscaping requirements for lots adjacent to Great Northern Highway, Wallwork Road and main entry roads; and (d) Movement networks to connect Great Northern Highway with adjacent Hedland Junction Structure Plan Area.
17	Former Lock Hospital site *Lot 841 Sutherland Street, Port Hedland*	(1) Development applications shall be accompanied by details to the satisfaction of the local government to ensure the following matters are addressed: (a) Environmental Management Plan to be prepared to the satisfaction of the local government in consultation with the Department of Biodiversity, Conservation and Attractions, which addresses the following matters: i. construction management; ii. marine turtle management;

		iii. nutrient and irrigation management; iv. mangrove management; v. acid sulphate soil management (if required); and vi. other management plans as considered necessary on the advice from relevant State Government agency. (b) Line of sight modelling from proposed development sites within the structure plan area to determine from what locations direct and indirect light (including skyglow) would be visible from Cemetery Beach and Pretty Pool Beach. Any portion of a building with line of sight from/to Pretty Pool Beach and/or Cemetery Beach shall be designed to restrict artificial light emission as visible from the beach front to the satisfaction of the Department of Biodiversity, Conservation and Attractions; and (c) Lighting Management Plan to be prepared to the satisfaction of the local government in consultation with the Department of Biodiversity, Conservation and Attractions in accordance with the Environmental Assessment Guideline for Protecting Marine Turtles from Light Impacts (EPA 2010) (or as updated) and the Commonwealth Light Pollution Guidelines for Wildlife – Including Marine Turtles, Seabirds and Migratory Shore birds (Department of the Environment and Energy and Department of Biodiversity, Conservation and Attractions, 2020) (or as updated) to ensure protection of marine turtle habitats.

8. Renumber clause 36, Table 8 – Special control areas in Scheme area to Table 9 – Special control areas in Scheme area;
9. Modify clause 36(2) to read as follows:
   "The purpose, objectives and additional provisions that apply to each special control area is set out in Table 9."
10. Delete the definition for "Bulky goods showroom" in clause 38 and replace with the following:

Bulky goods showroom	means premises - (a) used to sell by retail any of the goods and accessories of the following types that are principally used for domestic purposes - (i) automotive parts and accessories; (ii) camping, outdoor and recreation goods; (iii) electric light fittings; (iv) animal supplies including equestrian and pet goods; (v) floor and window coverings; (vi) furniture, bedding, furnishings, fabrics, manchester and homewares; (vii) household appliances, electrical goods and home entertainment goods; (viii) party supplies; (ix) office equipment and supplies; (x) babies' and children's goods, including play equipment and accessories; (xi) sporting, cycling, leisure, fitness goods and accessories; (xii) swimming pools; or (b) used to sell goods and accessories by retail if - (i) a large area is required for the handling, display or storage of the goods; or (ii) vehicular access is required to the premises for the purpose of collection of purchased goods;

11. Delete the "R30/60" density code for Lot 2594 on Plan 213341 (4) Clam Court, South Hedland and replace with "R60".

12. Delete the "R30" density code for Lots 510 and 511 on Plan 71580, Godrick Place, South Hedland and replace with "R50".

13. Reclassify the following from Residential Zone to Drainage / Waterway Reserve and delete the associated density code:

a. Lots 2933 and 2980 on Plan 213346, Orchid Close, South Hedland
b. Lot 502 on Plan 75025, North Circular Road, South Hedland
c. Lot 3730 on Plan 213740, Hollings Place, South Hedland

14. Reclassify from Special Use Zone SU2 to Drainage / Waterway Local Reserve:
    a. Lot 4 on Plan 411244 (Reserve 53074) Altitude Avenue, Port Hedland; and
    b. Lot 8103 on Plan 404823 (19) Altitude Avenue, Port Hedland;

15. Reclassify Lot 2983 on Plan 213346, South Hedland from Residential Zone to Education Local Reserve and delete the associated R20 density code.

16. Reclassify Lot 500 on Plan 53329 (1A) Mitchie Crescent, South Hedland (Reserve 51955) from Residential Zone to Public Open Space Local Reserve and delete the associated R20 density code.

17. Reclassify the Kangaroo Crescent, Bridge Street and Leeward Street road reserve, South Hedland from Residential Zone to Local Road Local Reserve and delete the associated R20 density code.

18. Modify clause 21, Table 6 as follows:

    a. In No. SU1, remove special use "Office - 'I'" from "Motor vehicle, boat or caravan sales – 'D'" and insert on the following stand-alone line in the Special Use column;
    b. In No. SU2, insert "Telecommunications Infrastructure – 'D'" in the 'Special Use column;
    c. In No. SU2, insert Condition (1) as follows:

    "(1) Development shall be consistent with a Local Planning Policy for the area."

19. Insert the following requirements into Line 11 Rural Residential in clause 32, Table 7 as follows:

    "(2) Development shall be consistent with a Local Planning Policy for the relevant area.
    (3) Development shall be setback 20m from the primary street boundary and 10m from all other boundaries, unless otherwise approved by the local government.
    (4) No more than two (2) ancillary dwellings with a maximum aggregate floor area of 100m² will be permitted."

20. Insert new SCA 8 – Visual Protection Corridor into current clause 36, Table 8 – Special control areas in Scheme area as follows:

Name of Area	Purpose	Objectives	Additional Provisions
SCA 8 – Visual Protection Corridor	To ensure any new development does not detrimentally impact on the visual amenity of the corridors for Great Northern Highway, North West Coastal Highway and Wallwork Road (Greate Northern Highway – North Circular Road).	• To ensure visual impact is given due regard by developers and the local government where located in close proximity to major roads.	(1) The corridor shall comprise 200m either side of the subject road boundaries. (2) All development within or partly within the corridor is to outline measures for

		• To improve over time the presentation of the Town's major roads. • To introduce a higher standard of design along major roads.	reducing and/or managing visual impact when viewed from the adjacent roadway. (3) Notwithstanding (2), the local government may require the preparation and submission of a Visual Impact Assessment, prepared in accordance with the relevant state or local guidelines. (4) Development shall be consistent with a Local Planning Policy for the relevant area.

21. Depict SCA 8 – Visual Protection Corridor on the Scheme Maps as a 200m wide corridor either side of the road and taken from the road reserve boundaries for:

    a. Great Northern Highway from the southern Town boundary to the eastern Town Boundary;
    b. North West Coastal Highway from the western Town boundary to the intersection to Great Northern Highway; and
    c. Wallwork Road from the intersection with Great Northern Highway to the intersection with North Circular Road.

22. Rezone the following Lots from Industrial Development Zone to General Industry Zone (Hedland Junction Structure Plan Area):

    a. Portion of Lot 400 on Plan 403902, 47 Phosphorus Street, Wedgefield;
    b. Lot 315 on Plan 422533, 44 Tailings Elbow, Wedgefield;
    c. Lot 316 on Plan 422533, 48 Tailings Elbow, Wedgefield;
    d. Lot 318 on Plan 422533, 52 Tailings Elbow, Wedgefield;
    e. Lot 319 on Plan 422533, 1 Quarry Road, Wedgefield;
    f. Lot 320 on Plan 422533, 56 Tailings Road, Wedgefield;
    g. Lot 321 on Plan 422533, 60 Tailings Road, Wedgefield;
    h. Lot 322 on Plan 422533, 40 Hematite Drive, Wedgefield;
    i. Lot 323 on Plan 422533, 48 Hematite Drive, Wedgefield;
    j. Lot 324 on Plan 422533, 35 Tailings Drive, Wedgefield;
    k. Lot 325 on Plan 422533, 27 Tailings Drive, Wedgefield;
    l. Lot 5553 on Plan 186580, 2 Quarry Road, Wedgefield;
    m. Lot 350 on Plan 425069, 10 Quarry Road, Wedgefield;
    n. Lot 351 on Plan 425069, 14 Quarry Road, Wedgefield;
    o. Lot 352 on Plan 425069, 18 Quarry Road, Wedgefield;
    p. Lot 361 on Plan 427651, 64 Hematite Drive, Wedgefield;
    q. Lot 360 on Plan 427651, 70 Hematite Drive, Wedgefield;
    r. Lot 359 on Plan 427651, 76 Hematite Drive, Wedgefield;
    s. Lot 358 on Plan 427651, 82 Hematite Drive, Wedgefield;
    t. Lot 357 on Plan 427651, 88 Hematite Drive, Wedgefield;
    u. Lot 349 on Plan 425063, 33 Hematite Drive, Wedgefield;
    v. Lot 348 on Plan 425063, 41 Hematite Drive, Wedgefield;
    w. Lot 347 on Plan 425063, 47 Hematite Drive, Wedgefield;

x. Lot 346 on Plan 425063, 53 Hematite Drive, Wedgefield;
y. Lot 353 on Plan 427651, 59 Hematite Drive, Wedgefield;
z. Lot 354 on Plan 427651, 65 Hematite Drive, Wedgefield; and
aa. Lot 355 on Plan 427651, 71 Hematite Drive, Wedgefield.

23. Reclassify the following road reserves from Industrial Development Zone to Local Road Local Reserve:
    a. Hematite Drive road reserve between Quarry Road and Great Northern Highway, Wedgefield;
    b. Quarry Road road reserve from Wallwork Road to Hematite Drive, Wedgefield;
    c. Tailings Elbow road reserve from Furnace Road to Quarry Road, Wedgefield;
    d. Phosphorus Street from Alloy Way to Tailings Elbow, Wedgefield; and
    e. Silicon Road road reserve abutting Lot 361 on Plan 427651, Wedgefield.

The Amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):

- The amendment is generally consistent with the State and local planning framework, including the Planning and Development Act 2005, the Planning and Development (Local Planning Schemes) Regulations 2015, and the endorsed local planning strategy, and does not introduce any fundamental change to strategic planning intent.

- The amendment consolidates multiple minor, unrelated changes into a single omnibus process for administrative efficiency, including corrections, clarifications, updates to scheme text, definitions, permissibility tables and mapping inconsistencies, consistent with established WA practice for omnibus amendments.

- The amendment improves scheme clarity, usability and statutory certainty, correcting anomalies, removing duplication, and aligning provisions with contemporary drafting standards and State policy, which is a recognised and accepted purpose of omnibus standard amendments.

- No single component of the amendment is of strategic or regional significance, and none would, if considered independently, warrant classification as a complex amendment. Collectively, the changes remain procedural and operational in nature.

Date of Council Resolution…….

.....
(Chief Executive Officer)

Dated this ……. day of ……. 20……

INSERT EXISTING AND PROPOSED ZONING MAPS FOR:

1. RES. 1 – Deletion of additional uses
2. RES. 11 – Density Code Clam Crt
3. RES. 12 – Density Code Godrick Pl
4. RES. 13 – Drainage Reserves, South Hedland
5. RES. 14 – Drainage Reserves Kingsford Smith Business Park
6. RES. 15 – Eduction Reserve Cassia Primary
7. RES. 16 – POS 1A Mitchie Cres
8. RES. 17 – Local Road Reserve Kangaroo Cr, Bridge St, Leeward St
9. RES. 21 – SCA 8 Visual Protection Corridor
10. RES. 22 – Industry Zone of Lots in Hedland Junction Estate
11. RES. 23 – Local Road Reserve in Hedland Junction Estate

Combine proposals on the same map where appropriate.

TOWN OF PORT HEDLAND

LOCAL PLANNING SCHEME NO. 7 - AMENDMENT NO. 8

SCHEME AMENDMENT REPORT

1. INTRODUCTION

Town of Port Hedland Local Planning Scheme No.7 (the Scheme) was gazetted on 20 January 2021.

This Amendment acts as an Omnibus Amendment to the Scheme. The various amendments proposed are outlined below. Amendments to the Scheme Text and Scheme Maps are proposed.

The topics covered by the Amendment are outlined in the order presented in the Amendment resolution.

2. AMENDMENT PROPOSAL

2.1 Deletion of Additional Use Properties

It is proposed to delete a number of properties from Additional Use A1 as no caretaker's dwelling exists on the respective properties:

f. Lot 3794 (16) Munda Way, Wedgefield;
g. Lot 2051 (4) Miller Street, Wedgefield;
h. Lot 5896 (22) Manganese Street, Wedgefield;
i. Lot 5843 (30) Harwell Way, Wedgefield; and
j. Lot 11 (5) Pinga Street, Wedgefield;

The amendment does not affect any property where a caretaker's dwelling is approved or where one is in use to the knowledge of the Town.

2.2 Modification to Table 5 (A1)

To provide consistency with the remainder of the table, it is proposed to add the 'A' permissibility to the use "caretaker's dwelling" in Additional Use A1. As currently worded, the use does not include a permissibility to guide decision making.

2.3 Modification to Table 5 (A2)

Introducing a 'D' permissibility is proposed for the uses "Motor vehicle, boat or caravan sales" and "Motor vehicle repair" in Additional Use A2 in Table 5. These uses currently do not include a permissibility to guide decision making.

2.4 Table 4 Zoning Table Land Use Modifications

A number of changes to the permissibility of certain use classes is proposed for clause 17, Table 4 – Zoning Table.

In the Private Clubs, Institutions and Places of Worship Zone, it is proposed to make 'D' a range of residential uses, including a number of dwelling types and Residential aged care facility. These uses are currently 'X' in this zone. The intention of the modification is

to provide flexibility and equity with similar zones and allow for the consideration of a wider range of development outcomes.

The final modification proposed for Table 4 is the insertion of the use class “Home occupation” below “Home business”. The Home occupation use is proposed to be ‘P’ in the Residential and Rural Residential Zones, and ‘D’ in Private Clubs, Institutions and Places of Worship and Rural Zones. It will be ‘X’ in all other zones. It appears to have been inadvertently omitted from the drafting of the Scheme. Its inclusion will normalise the Scheme to be consistent with the accepted approach to home-based business of there being a number of intensities of use (Home office, Home occupation, Home business and Home store).

2.5 Insertion of Home occupation definition

To complement the inclusion of Home occupation in Table 4, it is proposed to insert the Model Scheme Text definition for the use into clause 38.

2.6 Deletion of listings 14-30 in Table 7

Clause 32 Table 7 – Additional requirements that apply to land in Scheme area currently contains a total of 30 listings. The first 13 relate to zones and provide a range of provisions that apply to the relevant zone. The remaining 17 listings relate to specific structure plan areas.

It is proposed to remove the 17 listings relating to structure plans and insert these unmodified into a new Table made under clause 33 – Additional site and development requirements for areas covered by structure plan, activity centre plan or local development plan.

In reading Table 7, it is apparent that listings 14-30 relate to structure plans areas and are more appropriately located in clause 33.

2.7 Modification of clause 33

Related to removal of listings 14-30 from Table 7 is modification of clause 33. It is proposed to delete the existing clause 33 and replace it with a new clause 33 and Table 8 that incorporates the 17 listings removed from Table 7 in an unaltered form.

<u>No new provisions are being inserted into the Scheme by modification of clauses 32 and 33.</u>

It is proposed to create Table 8 to incorporate the listings removed from Table 7. Listings 14-30 in old Table 7 have been numbered 1-17 in new Table 8 and are in the same order.

The wording and structure of clause 33 in the Model Scheme Text has been employed.

2.8 Renumbering of Table 8 to Table 9

With the insertion of new Table 8 under clause 33, it is necessary to renumber current Table 8 in clause 36 to Table 9.

2.9 Modification of clause 36(2)

A minor modification to clause 36(2) is required to refer to the changed numbering of old Table 8 to new Table 9.

2.10 Modification to Bulky goods showroom definition

An inadvertent typographic error was included in the gazetted version of the Scheme. An addition paragraph space was inserted that created 13 numbered points instead of the 12 contained in the Model Scheme Text. It is proposed to delete the current definition in clause 38 for Bulky goods showroom and replace it with a corrected version that reflects the Model Scheme Text.

2.11 Density code modification for Lot 2594 (4) Clam Court, South Hedland

The existing multiple dwelling development at 4 Clam Court, South Hedland is developed to the R60 density. As the site is well-established, there is no need for the R30/60 split coding to apply. Further, the application of a dual density to this site is inconsistent with all other residential densities in the Scheme. There is also no enabling provision in the Scheme that provides guidance on the application of the split coding.

It is proposed to normalise the site with the R60 density being applied. As the complex is well-established, no material change to the site is anticipated.

2.12 Density code modification for Lots 510 and 511 Godrick Place, South Hedland

These two lots are located at the southern end of Godrick Place, abutting a drainage reserve. The lots are currently zoned Residential with a density code of R30. The remainder of the Godrick Place locality is coded R50. It is proposed to increase the density code on Lots 510 and 511 to R50, consistent with the majority of the street. This density is consistent with the site being located in close proximity to the South Hedland Town Centre.

2.13 Reclassification from Residential Zone to Drainage / Waterway Local Reserve – South Hedland various sites

A number of lots currently used for drainage purposes are incorrectly zoned Residential. It is proposed to reclassify to the Drainage / Waterway Local Reserve. These lots are located on Orchid Close, North Circular Road and Hollings Place, South Hedland.

The modification will not affect the development potential of the lots given they are currently utilised for drainage and access. The modification will also not affect any surrounding land as no physical changes to the use of the land are proposed.

The modification includes removal of the associated density code.

2.14 Reclassification to Special Use Zone to Drainage / Waterway Local Reserve – Kingsford Smith Business Park

It is proposed to reclassify two lots within the Kingsford Smith Business Park (Special Use SU2) to the Drainage / Waterway Local Reserve, consistent with their current use and importance to the urban water management of the locality.

The subject parcels are located on Altitude Avenue and integrate with the adjoining drainage system.

2.15 Reclassification to Education Local Reserve – Cassia Primary School South Hedland

It is proposed to reclassify Lot 2983 from Residential Zone to Education Local Reserve. This parcel is located on the northern extremity of the Cassia Primary School site in South Hedland. The parcel is developed for a walkway used to access the School.

The modification includes removal of the associated density code.

2.16 Reclassification to Public Open Space of Lot 500 (1A) Mitchie Crescent, South Hedland (Reserve 51955)

This lot is currently zoned Residential with a density of R20. It is used as public open space and links Cottier Drive with Mitchie Crescent. There are no plans to develop a residential use on the lot.

Reclassification to Public Open Space will reflect the ongoing community use of the site and the purpose of the reserve management order.

The modification includes removal of the R20 density code.

2.17 Normalisation of Road Reserves, South Hedland

It is proposed to remove the Kangaroo Crescent, Bridge Street and Leeward Street road reserves from the Residential Zone. These road reserves will be normalised under the Local Road Local Reserve. The R20 density will also be removed from the roads.

Development of this portion of South Hedland was completed by 2014 with all lots and road reserves created. There is no longer a need to have a blanket zoning over the area.

2.18 Modifications to Table 6, SU1 and SU2

There is a minor typographical error in the Special Use list for SU1 Port Hedland International Airport contained in clause 21, Table 6 relating to the “Office” special use. The use has been inadvertently included as ‘Motor vehicle, boat or caravan sales – ‘D’Office – ‘I’.

It is proposed to list “Office – ‘I’” below “Motor vehicle, boat and caravan sales – ‘D’”.

It is proposed to modify Special Use SU2 Kingsford Smith Business Park to:

- Include the special use “Telecommunications infrastructure – ‘D’”; and
- Insert a condition “Development shall be consistent with a Local Planning Policy for the area.

Inclusion of Telecommunications infrastructure and a discretionary use will allow for consideration of developing this infrastructure on a strategic location within the Town. The Kingsford Smith Business Park is located between the townsites of Port Hedland and South Hedland and in close proximity to the Port Hedland Airport. Inclusion in SU2 will ensure consistency with adjacent SU1, where Telecommunications Infrastructure is currently a ‘D’ use.

There are currently no conditions relating to SU2. It is proposed to bring in a condition requiring development to be consistent with a Local Planning Policy for the area. This will enable the Town to prepare and implement a Local Planning Policy for the Kingsford Smith Business Park. Such a policy would supplement the development controls of the Scheme to ensure development is consistent with the intent of the Business Park.

2.19 Modifications to Line 11 Rural Residential in Table 7

Erosion of amenity in rural residential areas has been a long-standing concern of the Town’s. To address this issue, it is proposed to introduce setbacks and compliance with a Local Planning Policy for the area. The additional requirements will ensure the

development provisions are consistent with the purpose and objectives for the Rural Residential zone.

These modifications will provide greater control on the location of development on rural residential sites. The ability to assess against a Local Planning Policy will allow design and amenity to be more fully considered.

It is further proposed to include a limitation on the development of ancillary dwellings in the Rural Residential zone. The limitations will be a maximum of two ancillary dwellings with an aggregate floor area of 100m². This is intended to ensure against unplanned workforce accommodation in the zone.

2.20 New SCA 8 – Visual Protection Corridor in current Table 8

2.21 Depiction of SCA 8 on Scheme Maps

A Visual Protection Corridor was identified in the Town of Port Hedland Local Planning Strategy endorsed by the Commission on 13 May 2021. It is proposed to implement this corridor in the Scheme as a Special Control Area.

The Strategy recognised that the Great Northern Highway, North West Coastal Highway and the section of Wallwork Road between the Great Northern Highway and North Circular Road as the principal routes into Port and South Hedland. It recommended the visual amenity of these corridors should be improved where possible and standards established to ensure any new development does not detrimentally impact on the visual amenity of these corridors. This will ensure the key vehicular access corridors enhance visitor experience and perception of the Town.

Currently, substantial sections of these key vehicular access routes are framed by industry and other development which presents an unsightly interface. Other sections remain vacant but are zoned to permit future development. The Town seeks to establish a policy framework that supports opportunities to improve the amenity of existing development fronting these key access corridors while also requiring future development to incorporate measures such as landscape buffers to soften the interface with these roads.

This framework will include Special Control Area 8 and a Local Planning Policy. SCA 8 will create the corridor with a 200m width from each road reserve boundary. It is proposed that all of Great Northern Highway and North West Coastal Highway located within the Scheme area will be subject to SCA 8. In addition, the portion of Wallwork Road between Great Northern Highway and North Circular Road will also be included.

All development within or partly within the corridor is to outline measure for reducing and/or managing visual impact when viewed from the adjacent roadway. The additional provisions will also include the ability for the Town to require the preparation of a Visual Impact Assessment. This would be prepared in accordance with the relevant state or local guidelines which is currently the Visual Landscape Planning in Western Australia Guidance. This specific document has not been cited to allow for its eventual replacement without the need to amendment the Scheme.

It is envisaged that a Local Planning Policy will be formulated to supplement the Scheme provisions. This will include consideration such as colours, glint and glare, landscaping, and similar measures.

SCA 8 will be inserted into current clause 36, Table 8, which is proposed to be renumbered Table 9 by this Amendment.

2.22 and 2.23 Normalise Hedland Junction Structure Plan Area (First Stage)

The Hedland Junction Structure Plan was endorsed by the Commission on 8 November 2023. The structure plan area is currently zoned “Industrial Development” with subdivision and development guided by the structure plan. Since endorsement, a total of 26 lots have been created, with some subsequently developed. The road network required to service these lots has also been constructed, including a link to Great Northern Highway via Hematite Drive.

It is prepared to normalise the created lots by rezoning to General Industry Zone and reclassifying to Local Road Local Reserve as appropriate. The area shown as “Control Area 1” on the Structure Plan is included in proposed Special Control Area 8 Visual Protection Corridor (Resolutions 20 and 21 of the Amendment). This will incorporate the landscaping and screening requirements of Control Area 1. As the lots have been created, the requirements of the Control Area relating to access to internal roads has been addressed.

The provisions of the General Industry Zone will apply to the created lots and will ensure orderly and proper planning of future development. The remainder of the Industrial Development Zone will remain in place to guide future stages of subdivision.

3. LOCAL PLANNING STRATEGY

The Amendment is consistent with the Local Planning Strategy endorsed by the Commission on 13 May 2021.

TEXT MODIFICATION PAGE

PLANNING AND DEVELOPMENT ACT 2005

TOWN OF PORT HEDLAND

LOCAL PLANNING SCHEME NO. 7 - AMENDMENT NO. 8

The Town of Port Hedland under and by virtue of the powers conferred upon it in that behalf by the Planning and Development Act 2005 hereby amends the above local planning scheme by:

1. Delete the following properties from Additional Use Zone A1 in clause 19, Table 5 - Specified additional uses for zoned land in Scheme area and amending the Scheme Maps accordingly:
    a. Lot 3794 (16) Munda Way, Wedgefield;
    b. Lot 2051 (4) Miller Street, Wedgefield;
    c. Lot 5896 (22) Manganese Street, Wedgefield;
    d. Lot 5843 (30) Harwell Way, Wedgefield; and
    e. Lot 11 (5) Pinga Street, Wedgefield;

2. Under column Additional Use for A1 in clause 19, Table 5 - Specified additional uses for zoned land in Scheme area, delete "Caretaker's dwelling" and replace with "Caretaker's dwelling – 'A'";

3. Under column Additional Use for A2 in clause 19, Table 5 - Specified additional uses for zoned land in Scheme area, delete:
    a. "Motor vehicle, boat or caravan sales" and replace with "Motor vehicle, boat or caravan sales – 'D'"; and
    b. "Motor Vehicle Repair" and replace with "Motor vehicle repair – 'D'";

4. In clause 17, Table 4 - Zoning Table:
    a. For "Residential building" in the Rural Zone, delete 'D' and replace with 'X';
    b. For "Residential building" in the Rural Residential Zone, delete 'A' and replace with 'X';
    c. For "Residential aged care facility" in the Private Clubs, Institutions and Places of Worship Zone, delete 'X' and replace with 'A';
    d. For "Ancillary dwelling" in the Private Clubs, Institutions and Places of Worship Zone, delete 'X' and replace with 'D';
    e. For "Dwelling (grouped)" in the Private Clubs, Institutions and Places of Worship Zone, delete 'X' and replace with 'D';
    f. For "Dwelling (multiple)" in the Private Clubs, Institutions and Places of Worship Zone, delete 'X' and replace with 'D';
    g. For "Dwelling (single house)" in the Private Clubs, Institutions and Places of Worship Zone, delete 'X' and replace with 'D';
    h. Insert use and development class "Home occupation" below "Home business" and apply the following permissibility:

USE AND DEVELOPMENT CLASS	ZONES

	Residential	Urban Development	Centre	Commercial	Mixed Use	Tourism	Service Commercial	Private Clubs, Institutions and Places of Worship	Strategic Industry	General Industry	Industrial Development	Rural	Rural Residential	Light Industry	Settlement
Home occupation	P	Refer to clause 18(7)	P	P	P	P	*DELETED BY AMD 3 GG 24/07/2025*	X	X	X	Refer to clause 18(7)	P	P	X	Land use permissibility to be determined with reference to the endorsed Layout Plan

5. Insert after "Home business" the following definition for "Home occupation" into clause 38:

"**Home occupation**	means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out an occupation if the carrying out of the occupation that — (j) does not involve employing a person who is not a member of the occupier's household; and (k) will not cause injury to or adversely affect the amenity of the neighbourhood; and (l) does not occupy an area greater than 20 m²; and (m) does not involve the display on the premises of a sign with an area exceeding 0.2 m²; and (n) does not involve the retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the Internet; and (o) does not — (iii) require a greater number of parking spaces than normally required for a single dwelling; or (iv) result in an increase in traffic volume in the neighbourhood; and (p) does not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight; and (q) does not include provision for the fuelling, repair or maintenance of motor vehicles; and (r) does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located;"

6. Delete the entries for Numbers 14 – 30 inclusive on clause 32 Table 7 – Additional requirements that apply to land in Scheme area for inclusion into clause 33;

7. Delete clause 33 and replace with the following:

"**33. Additional site and development requirements for areas covered by structure plan or local development plan**

Table 8 sets out requirements relating to development that are included in precinct structure plans, structure plans approved before 19 October 2015 and local development plans that apply in the Scheme area.

Table 8 - Additional requirements that apply to land covered by structure plan or local development plan

No.	Description of land	Requirement
1	Former Recreation Club and Detention Centre Structure Plan Area as identified by Schedule 2 *Lot 1227 Keesing Street and Lot 2 Dempster Street, Port Hedland*	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission which shall address the following requirements: (h) Land identified in the Structure Plan(s) will be restricted to a built height limit that prevents light spill onto Cemetery Beach and Pretty Pool Beach and adjacent area; (i) The Structure Plan(s) shall address the relevant provisions of State Planning Policy No. 2.6 - State Coastal Planning Policy and demonstrate that future development of the site will incorporate adequate coastal erosion and inundation protection and management measures approved by the local government consistent with the Port Hedland Townsite Coastal Hazard Risk Management and Adaptation Plan (CHRMAP); (j) Land uses shall be compatible with surrounding development; (k) Lot sizes shall be capable of supporting a diverse range of housing types and appropriate mix of land uses; (l) Movement networks shall be integrated between Lot 2 and Lot 1227; (m) Provision of public open space or environmental conservation reserve seaward of the 100 year coastal erosion risk line; and (n) The following documentation and management plans are to be prepared, as applicable, to the satisfaction to the relevant authority outlined below: i. Construction Management Plan prior to commencement of subdivision or development site works to the satisfaction of the local government; ii. Urban Water Management Plan (as a condition of subdivision approval) to the satisfaction of the Department of Water and Environmental Regulation; iii. Marine Turtle Management (as a condition of subdivision approval) to the satisfaction of the Department of Biodiversity, Conservation and Attractions; iv. Acid Sulfate Soil Management (as a condition of subdivision approval) to the satisfaction of the local government; and v. Other management plans as considered necessary on the advice from the relevant State Government agency. (2) Applications for subdivision and/or development approval shall be accompanied by: (c) Line of sight modelling for the proposed development, to determine from what locations direct and indirect light (including skyglow) would be visible from Cemetery Beach and Pretty Pool Beach. Any portion of a building with line of sight from/to Pretty Pool Beach and/or Cemetery Beach shall be designed to restrict artificial light emission as visible from the beach front to the satisfaction of the Department of Biodiversity, Conservation and Attractions; and (d) Lighting Management Plan to be prepared to the satisfaction of the local government in consultation with the Department of Biodiversity, Conservation and Attractions in accordance with the Environmental Assessment Guideline for Protecting Marine Turtles from Light Impacts (EPA 2010) (or as updated) and the Commonwealth Light Pollution Guidelines for Wildlife – Including Marine Turtles, Seabirds and Migratory Shore birds (Department of the Environment and Energy and Department of Biodiversity, Conservation and Attractions, 2020) (or as updated) to ensure protection of marine turtle habitats.
2	Telstra Site Structure Plan Area as identified by Schedule 2 *Lots 101 and 102 Clark Street and Lot 5474 Thompson Street, Port Hedland*	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission which shall address the following requirements: (e) A Local Water Management Strategy to the satisfaction of the Department of Water and Environmental Regulation; (f) Land uses shall be compatible with surrounding development; (g) Lot sizes shall be capable of supporting a diverse range of housing typologies and appropriate mix of land uses; and (h) Provision and protection of services (including underground services) and access for ongoing maintenance of infrastructure relating to Telstra's exchange of Lot 101 Clark Street.

3	Former Wastewater Treatment Plant Structure Plan Area as identified by Schedule 2 *Lot 952 and Lot 2046 Tindale Street, Port Hedland*	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission which shall address the following requirements: (g) A Local Water Management Strategy to the satisfaction of the Department of Water and Environmental Regulation; (h) A Bushfire Management Plan to the satisfaction of the Department of Fire and Emergency Services; (i) Coastal Hazard Risk Management and Adaptation Plan which addresses the relevant policy measures of State Planning Policy 2.6 – State Coastal Planning Policy and associated guidelines to the satisfaction of the Western Australian Planning Commission; (j) Land uses shall be compatible with surrounding development; (k) Lot sizes shall be capable of supporting a diverse range of housing typologies; and (l) Lot configuration, public realm and movement networks to integrate with adjacent McGregor Street Sporting Precinct.
4	Athol Street and Stables Structure Plan Area as identified by Schedule 2. *Land bound by Cooke Point Road Athol Street, Pretty Pool Creek and Styles Road.*	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission which shall address the following requirements: (h) Land identified in the Structure Plan(s) will be restricted to a built height limit that prevents light spill onto Cemetery Beach and Pretty Pool Beach and adjacent area; (i) The finished floor level of all habitable development shall be a minimum of 6.7 metres Australian Height Datum, or any other level following approval of further modelling; (j) The Structure Plan(s) shall address the relevant provisions of State Planning Policy No. 2.6 - State Coastal Planning Policy and demonstrate that future development of the site will incorporate adequate coastal erosion and inundation protection and management measures approved by the local government consistent with the Port Hedland Townsite Coastal Hazard Risk Management and Adaptation Plan (CHRMAP); (k) Land uses shall be compatible with surrounding development; (l) Lot sizes shall be capable of supporting a diverse range of housing types and appropriate mix of land uses; (m) Provision of public open space or environmental conservation reserve seaward of the 100 year coastal erosion risk line; and (n) The following documentation and management plans are to be prepared, as applicable, to the satisfaction to the relevant authority outlined below: vii. Construction Management Plan prior to commencement of subdivision or development site works to the satisfaction of the local government; viii. Mangrove Management (as a condition of subdivision approval) to the satisfaction of the Department of Biodiversity, Conservation and Attractions; ix. Urban Water Management Plan (as a condition of subdivision approval) to the satisfaction of the Department of Water and Environmental Regulation; x. Marine Turtle Management (as a condition of subdivision approval) to the satisfaction of the Department of Biodiversity, Conservation and Attractions; and xi. Acid Sulfate Soil Management (as a condition of subdivision approval) to the satisfaction of the local government. xii. Other management plans as considered necessary on the advice from the relevant State Government agency. (2) Subdivision and development of the land shall be consistent with a Foreshore Management Plan prepared in accordance with the provisions of State Planning Policy No. 2.6 - State Coastal Planning Policy to the satisfaction of the Western Australian Planning Commission. (3) Applications for subdivision and/or development approval shall be accompanied by: (c) Line of sight modelling for the proposed development, to determine from what locations direct and indirect light (including skyglow) would be visible from Cemetery Beach and Pretty Pool Beach. Any portion of a building with line of sight from/to Pretty Pool Beach and/or Cemetery Beach shall be designed to restrict artificial light emission as visible from the beach front to the satisfaction of the Department of Biodiversity, Conservation and Attractions; and

		(d) Lighting Management Plan to be prepared to the satisfaction of the local government in consultation with the Department of Biodiversity, Conservation and Attractions in accordance with the Environmental Assessment Guideline for Protecting Marine Turtles from Light Impacts (EPA 2010) (or as updated) and the Commonwealth Light Pollution Guidelines for Wildlife – Including Marine Turtles, Seabirds and Migratory Shore birds (Department of the Environment and Energy and Department of Biodiversity, Conservation and Attractions, 2020) (or as updated) to ensure protection of marine turtle habitats.
5	Trumpet Way Structure Plan Area as identified by Schedule 2.	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission. (2) Structure Plan(s) prepared over the structure plan area shall be consistent with and incorporate the findings and recommendations of the following technical reports: (b) Local Water Management Strategy to the satisfaction of the Department of Water and Environmental Regulation. (3) Structure Plan(s) prepared over the structure plan area shall be consistent with the following requirements: (d) Land uses shall be compatible with surrounding development; (e) Lot sizes shall be capable of supporting a diverse range of housing typologies; (f) Movement networks shall address connectivity and avoid the creation of cul-de-sac streets.
6	Koombana Structure Plan Area as identified by Schedule 2. *Lot 3509 Kabbarli Loop, Lots 3505, 3506 and 3508 Koojarra Crescent, Lots 195, 196, 197 and 198 Skippers Loop, South Hedland*	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission. (2) Structure Plan(s) prepared over the structure plan area shall be consistent with and incorporate the findings and recommendations of the following technical reports: (b) Local Water Management Strategy to the satisfaction of the Department of Water and Environmental Regulation; (3) Structure Plan(s) prepared over the structure plan area shall be consistent with the following requirements: (d) Land uses shall be compatible with surrounding development; (e) Lot sizes shall be capable of supporting a diverse range of housing typologies; and (f) Movement networks shall address connectivity and avoid the creation of cul-de-sac streets.
7	Pundulmurra Structure Plan Area as identified by Schedule 2. *Lot 5954 Kennedy Street and Lot 2940 Coppin Place, South Hedland*	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission. (2) Structure Plan(s) prepared over the structure plan area shall be consistent with and incorporate the findings and recommendations of the following technical reports: (b) Local Water Management Strategy to the satisfaction of the Department of Water and Environmental Regulation. (3) Structure Plan(s) prepared over the structure plan area shall be consistent with the following requirements: (d) Land uses shall be compatible with surrounding development; (e) Lot sizes shall be capable of supporting a diverse range of housing typologies; and (f) Movement networks shall address connectivity and avoid the creation of cul-de-sac streets.
8	Osprey Structure Plan Area as identified by Schedule 2. *Lot 9003 Masters Way, South Hedland*	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission. (2) Structure Plan(s) prepared over the structure plan area shall be consistent with and incorporate the findings and recommendations of the following technical reports: (b) Local Water Management Strategy to the satisfaction of the Department of Water and Environmental Regulation. (3) Structure Plan(s) prepared over the structure plan area shall be consistent with the following requirements: (d) Land uses shall be compatible with surrounding development; (e) Lot sizes shall be capable of supporting a diverse range of housing typologies; and (f) Movement networks shall address connectivity and avoid the creation of cul-de-sac streets.
9	Osprey Rural Structure Plan Area as identified by Schedule 2	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission.

	Lots 9001, 570-572 and 574 Murdoch Drive, South Hedland	(2) Structure Plan(s) prepared over the structure plan area shall be consistent with and incorporate the findings and recommendations of the following technical reports: (d) Local Water Management Strategy to the satisfaction of the Department of Water and Environmental Regulation; (e) Acoustic assessment in accordance with State Planning Policy 5.4 – Road and Rail Noise; and (f) Detailed site investigation and sampling and analysis quality plan. (3) Structure Plan(s) prepared over the structure plan area shall be consistent with the following requirements: (c) Lot sizes shall be capable of accommodating a diverse range of housing typologies, inclusive of larger special residential lifestyle lots; and (d) Incompatible odour and dust sensitive land uses shall not be established within relevant Special Control Area buffers.
10	Western Edge Structure Plan Area as identified by Schedule 2 *Structure Plan Area as shown in Schedule 2*	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission. (2) Structure Plan(s) prepared over the structure plan area shall be consistent with and incorporate the findings and recommendations of the following technical reports: (c) Local Water Management Strategy to the satisfaction of the Department of Water and Environmental Regulation; (d) Traffic Impact Assessment to the satisfaction of the Western Australian Planning Commission. (3) Structure Plan(s) prepared over the structure plan area shall be consistent with the following requirements: (d) Land uses shall be compatible with surrounding development; (e) Lot sizes shall be capable of supporting a diverse range of housing typologies, with higher density housing located in walkable catchment of the adjacent Centre zone; (f) Movement networks shall address connectivity and avoid the creation of cul-de-sac streets.
11	Forrest Circle Structure Plan Area as identified by Schedule 2 *Lots 901 – 903 Forrest Circle, South Hedland*	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission. (2) Structure Plan(s) prepared over the structure plan area shall be consistent with and incorporate the findings and recommendations of the following technical reports: (b) Local Water Management Strategy to the satisfaction of the Department of Water and Environmental Regulation. (3) Structure Plan(s) prepared over the structure plan area shall be consistent with the following requirements: (d) Land uses shall be compatible with surrounding development; (e) Lot sizes shall be capable of supporting a diverse range of housing typologies, with higher density housing located in walkable catchment of the adjacent Centre zone; and (f) Lot configuration, public realm and movement networks to integrate with adjacent South Hedland Integrated Sporting Precinct and former North West TAFE Site.
12	Club Hamilton Structure Plan Area as identified by Schedule 2 *Lot 2053 Hamilton Road, South Hedland*	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission. (2) Structure Plan(s) prepared over the structure plan area shall be consistent with and incorporate the findings and recommendations of the following technical reports: (b) Local Water Management Strategy to the satisfaction of the Department of Water and Environmental Regulation. (3) Structure Plan(s) prepared over the structure plan area shall be consistent with the following requirements: (d) Land uses shall be compatible with surrounding development; (e) Lot sizes shall be capable of supporting a diverse range of housing typologies; and (f) Lot configuration, public realm and movement networks to integrate with adjacent South Hedland Integrated Sporting Precinct.
13	Hamilton Road Structure Plan Area as identified by Schedule 2 *Lots 331 and 506 Hamilton Road, South Hedland*	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission. (2) Structure Plan(s) prepared over the structure plan area shall be consistent with and incorporate the findings and recommendations of the following technical reports: (c) Local Water Management Strategy to the satisfaction of the Department of Water and Environmental Regulation; and

		(d) Acoustic assessment in accordance with State Planning Policy 5.4 – Road and Rail Noise. (3) Structure Plan(s) prepared over the structure plan area shall be consistent with the following requirements: (d) Land uses shall be compatible with surrounding development; (e) Lot sizes shall be capable of supporting a diverse range of housing typologies; and (f) Movement networks shall address connectivity and avoid the creation of cul-de-sac streets.
14	Boodarie Strategic Industrial Area as identified by Schedule 2	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission. (2) Structure Plan(s) prepared over the structure plan area shall be consistent with and incorporate the findings and recommendations of the following technical reports: (b) Local Water Management Strategy to the satisfaction of the Department of Water and Environmental Regulation. (3) Structure Plan(s) prepared over the structure plan area shall be consistent with the following requirements: (d) Onsite and offsite buffers required to separate uses within the industrial precincts and the Special Control Area from adjacent incompatible industrial or sensitive uses; (e) Coordination of proponent provided infrastructure including road access, wastewater management, water supply, power supply and other key infrastructure services; and (f) Identification of shared infrastructure corridors.
15	Hedland Junction Structure Plan Area as identified by Schedule 2	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission. (2) Structure Plan(s) prepared over the structure plan area shall be consistent with and incorporate the findings and recommendations of the following technical reports: (c) Local Water Management Strategy to the satisfaction of the Department of Water and Environmental Regulation; and (d) Traffic Impact Assessment to the satisfaction of the Western Australian Planning Commission. (3) Structure Plan(s) prepared over the structure plan area shall be consistent with the following requirements: (d) Land uses shall be compatible with surrounding development, inclusive of a mix of General Industry and Light Industry zones; (e) Additional screening and landscaping requirements for lots adjacent to Wallwork Road / Powell Road and main entry roads; and (f) Movement networks to integrate with adjacent Wedgefield North Structure Plan Area.
16	Wedgefield North Structure Plan Area as identified by Schedule 2	(1) Subdivision and development shall have due regard to the requirements of a Structure Plan(s) approved by the Western Australian Planning Commission. (2) Structure Plan(s) prepared over the structure plan area shall be consistent with and incorporate the findings and recommendations of the following technical reports: (c) Local Water Management Strategy to the satisfaction of the Department of Water and Environmental Regulation; and (d) Traffic Impact Assessment to the satisfaction of the Western Australian Planning Commission. (3) Structure Plan(s) prepared over the structure plan area shall be consistent with the following requirements: (e) Land uses shall be compatible with surrounding development, inclusive of a mix of General Industry and Light Industry zones; (f) Light Industry zone shall be located adjacent to Great Northern Highway. General Industry Zone shall be located to the southern end of the Structure Plan area; (g) Additional screening and landscaping requirements for lots adjacent to Great Northern Highway, Wallwork Road and main entry roads; and (h) Movement networks to connect Great Northern Highway with adjacent Hedland Junction Structure Plan Area.
17	Former Lock Hospital site *Lot 841 Sutherland Street, Port Hedland*	(1) Development applications shall be accompanied by details to the satisfaction of the local government to ensure the following matters are addressed: (d) Environmental Management Plan to be prepared to the satisfaction of the local government in consultation with the Department of Biodiversity, Conservation and Attractions, which addresses the following matters: vii. construction management; viii. marine turtle management;

		ix. nutrient and irrigation management; x. mangrove management; xi. acid sulphate soil management (if required); and xii. other management plans as considered necessary on the advice from relevant State Government agency. (e) Line of sight modelling from proposed development sites within the structure plan area to determine from what locations direct and indirect light (including skyglow) would be visible from Cemetery Beach and Pretty Pool Beach. Any portion of a building with line of sight from/to Pretty Pool Beach and/or Cemetery Beach shall be designed to restrict artificial light emission as visible from the beach front to the satisfaction of the Department of Biodiversity, Conservation and Attractions; and (f) Lighting Management Plan to be prepared to the satisfaction of the local government in consultation with the Department of Biodiversity, Conservation and Attractions in accordance with the Environmental Assessment Guideline for Protecting Marine Turtles from Light Impacts (EPA 2010) (or as updated) and the Commonwealth Light Pollution Guidelines for Wildlife – Including Marine Turtles, Seabirds and Migratory Shore birds (Department of the Environment and Energy and Department of Biodiversity, Conservation and Attractions, 2020) (or as updated) to ensure protection of marine turtle habitats.

8. Renumber clause 36, Table 8 – Special control areas in Scheme area to Table 9 – Special control areas in Scheme area;
9. Modify clause 36(2) to read as follows:
   "The purpose, objectives and additional provisions that apply to each special control area is set out in Table 9."
10. Delete the definition for "Bulky goods showroom" in clause 38 and replace with the following:

Bulky goods showroom	means premises - (c) used to sell by retail any of the goods and accessories of the following types that are principally used for domestic purposes - (i) automotive parts and accessories; (ii) camping, outdoor and recreation goods; (iii) electric light fittings; (iv) animal supplies including equestrian and pet goods; (v) floor and window coverings; (vi) furniture, bedding, furnishings, fabrics, manchester and homewares; (vii) household appliances, electrical goods and home entertainment goods; (viii) party supplies; (ix) office equipment and supplies; (x) babies' and children's goods, including play equipment and accessories; (xi) sporting, cycling, leisure, fitness goods and accessories; (xii) swimming pools; or (d) used to sell goods and accessories by retail if - (i) a large area is required for the handling, display or storage of the goods; or (ii) vehicular access is required to the premises for the purpose of collection of purchased goods;

11. Delete the "R30/60" density code for Lot 2594 on Plan 213341 (4) Clam Court, South Hedland and replace with "R60".

12. Delete the "R30" density code for Lots 510 and 511 on Plan 71580, Godrick Place, South Hedland and replace with "R50".

13. Reclassify the following from Residential Zone to Drainage / Waterway Reserve and delete the associated density code:

a. Lots 2933 and 2980 on Plan 213346, Orchid Close, South Hedland
b. Lot 502 on Plan 75025, North Circular Road, South Hedland
c. Lot 3730 on Plan 213740, Hollings Place, South Hedland

14. Reclassify from Special Use Zone SU2 to Drainage / Waterway Local Reserve:
    a. Lot 4 on Plan 411244 (Reserve 53074) Altitude Avenue, Port Hedland; and
    b. Lot 8103 on Plan 404823 (19) Altitude Avenue, Port Hedland;

15. Reclassify Lot 2983 on Plan 213346, South Hedland from Residential Zone to Education Local Reserve and delete the associated R20 density code.

16. Reclassify Lot 500 on Plan 53329 (1A) Mitchie Crescent, South Hedland (Reserve 51955) from Residential Zone to Public Open Space Local Reserve and delete the associated R20 density code.

17. Reclassify the Kangaroo Crescent, Bridge Street and Leeward Street road reserve, South Hedland from Residential Zone to Local Road Local Reserve and delete the associated R20 density code.

18. Modify clause 21, Table 6 as follows:

    a. In No. SU1, remove special use "Office - 'I'" from "Motor vehicle, boat or caravan sales – 'D'" and insert on the following stand-alone line in the Special Use column;
    b. In No. SU2, insert "Telecommunications Infrastructure – 'D'" in the 'Special Use column;
    c. In No. SU2, insert Condition (1) as follows:

    "(1) Development shall be consistent with a Local Planning Policy for the area."

19. Insert the following requirements into Line 11 Rural Residential in clause 32, Table 7 as follows:

    "(2) Development shall be consistent with a Local Planning Policy for the relevant area.
    (3) Development shall be setback 20m from the primary street boundary and 10m from all other boundaries, unless otherwise approved by the local government.
    (4) No more than two (2) ancillary dwellings with a maximum aggregate floor area of 100m² will be permitted."

20. Insert new SCA 8 – Visual Protection Corridor into current clause 36, Table 8 – Special control areas in Scheme area as follows:

Name of Area	Purpose	Objectives	Additional Provisions
SCA 8 – Visual Protection Corridor	To ensure any new development does not detrimentally impact on the visual amenity of the corridors for Great Northern Highway, North West Coastal Highway and Wallwork Road (Greate Northern Highway – North Circular Road).	• To ensure visual impact is given due regard by developers and the local government where located in close proximity to major roads.	(5) The corridor shall comprise 200m either side of the subject road boundaries. (6) All development within or partly within the corridor is to outline measures for

		• To improve over time the presentation of the Town's major roads. • To introduce a higher standard of design along major roads.	reducing and/or managing visual impact when viewed from the adjacent roadway. (7) Notwithstanding (2), the local government may require the preparation and submission of a Visual Impact Assessment, prepared in accordance with the relevant state or local guidelines. (8) Development shall be consistent with a Local Planning Policy for the relevant area.

21. Depict SCA 8 – Visual Protection Corridor on the Scheme Maps as a 200m wide corridor either side of the road and taken from the road reserve boundaries for:

    a. Great Northern Highway from the southern Town boundary to the eastern Town Boundary;
    b. North West Coastal Highway from the western Town boundary to the intersection to Great Northern Highway; and
    c. Wallwork Road from the intersection with Great Northern Highway to the intersection with North Circular Road.

22. Rezone the following Lots from Industrial Development Zone to General Industry Zone (Hedland Junction Structure Plan Area):

    a. Portion of Lot 400 on Plan 403902, 47 Phosphorus Street, Wedgefield;
    b. Lot 315 on Plan 422533, 44 Tailings Elbow, Wedgefield;
    c. Lot 316 on Plan 422533, 48 Tailings Elbow, Wedgefield;
    d. Lot 318 on Plan 422533, 52 Tailings Elbow, Wedgefield;
    e. Lot 319 on Plan 422533, 1 Quarry Road, Wedgefield;
    f. Lot 320 on Plan 422533, 56 Tailings Road, Wedgefield;
    g. Lot 321 on Plan 422533, 60 Tailings Road, Wedgefield;
    h. Lot 322 on Plan 422533, 40 Hematite Drive, Wedgefield;
    i. Lot 323 on Plan 422533, 48 Hematite Drive, Wedgefield;
    j. Lot 324 on Plan 422533, 35 Tailings Drive, Wedgefield;
    k. Lot 325 on Plan 422533, 27 Tailings Drive, Wedgefield;
    l. Lot 5553 on Plan 186580, 2 Quarry Road, Wedgefield;
    m. Lot 350 on Plan 425069, 10 Quarry Road, Wedgefield;
    n. Lot 351 on Plan 425069, 14 Quarry Road, Wedgefield;
    o. Lot 352 on Plan 425069, 18 Quarry Road, Wedgefield;
    p. Lot 361 on Plan 427651, 64 Hematite Drive, Wedgefield;
    q. Lot 360 on Plan 427651, 70 Hematite Drive, Wedgefield;
    r. Lot 359 on Plan 427651, 76 Hematite Drive, Wedgefield;
    s. Lot 358 on Plan 427651, 82 Hematite Drive, Wedgefield;
    t. Lot 357 on Plan 427651, 88 Hematite Drive, Wedgefield;
    u. Lot 349 on Plan 425063, 33 Hematite Drive, Wedgefield;
    v. Lot 348 on Plan 425063, 41 Hematite Drive, Wedgefield;
    w. Lot 347 on Plan 425063, 47 Hematite Drive, Wedgefield;

x. Lot 346 on Plan 425063, 53 Hematite Drive, Wedgefield;
y. Lot 353 on Plan 427651, 59 Hematite Drive, Wedgefield;
z. Lot 354 on Plan 427651, 65 Hematite Drive, Wedgefield; and
aa. Lot 355 on Plan 427651, 71 Hematite Drive, Wedgefield.

23. Reclassify the following road reserves from Industrial Development Zone to Local Road Local Reserve:
    a. Hematite Drive road reserve between Quarry Road and Great Northern Highway, Wedgefield;
    b. Quarry Road road reserve from Wallwork Road to Hematite Drive, Wedgefield;
    c. Tailings Elbow road reserve from Furnace Road to Quarry Road, Wedgefield;
    d. Phosphorus Street from Alloy Way to Tailings Elbow, Wedgefield; and
    e. Silicon Road road reserve abutting Lot 361 on Plan 427651, Wedgefield.

COUNCIL ADOPTION

This Standard Amendment was adopted by resolution of the Council of the Town of Port Hedland at the Ordinary Meeting of the Council held on the [number] day of [month], 20[year]

.....
MAYOR

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RESOLUTION TO ADVERTISE

By resolution of the Council of the Town of Port Hedland at the Ordinary Meeting of the Council held on the [number] day of [month], 20[year], proceed to advertise this amendment.

.....
MAYOR

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDATION

This Amendment is recommended for [support with/without modification or not support] by resolution of the Town of Port Hedland at the Ordinary Meeting of the Council held on the [number] day of [month], 20[year], and the Common Seal of the Town of Port Hedland was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
MAYOR

.....
CHIEF EXECUTIVE OFFICER

WAPC RECOMMENDATION FOR APPROVAL

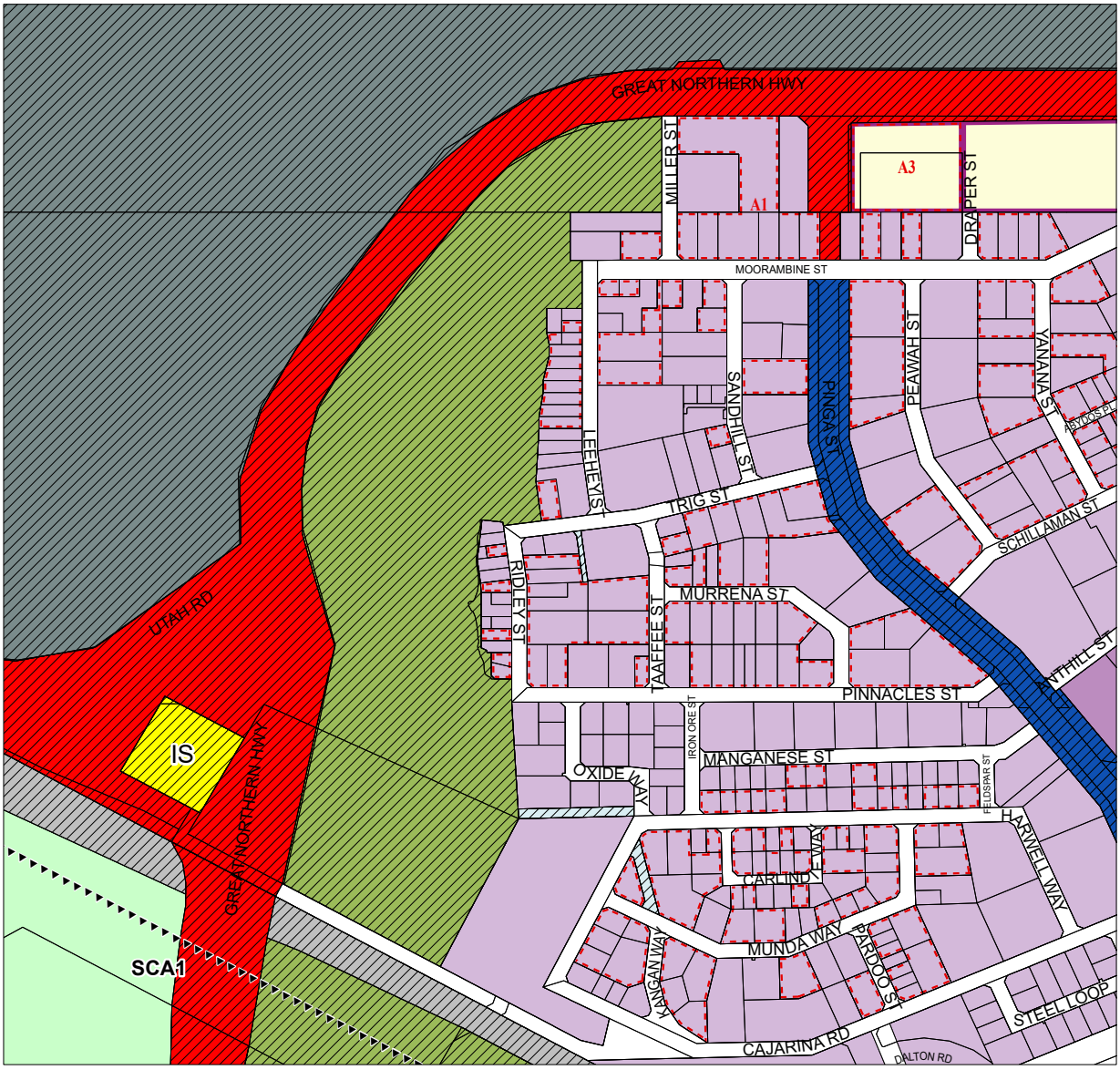
.....
DELEGATED UNDER S.16 OF
PD ACT 2005

DATE .....

Approval Granted

.....
MINISTER FOR PLANNING

DATE .....



EXISTING SCHEME MAP 1

Legend

- Cadastre

LPS Reserves

- IS — Infrastructure Services
- Drainage/waterway
- Environmental conservation reserve

- Local road
- District distributor road
- Primary distributor road
- Railways
- Strategic infrastructure

LPS Zones

- General industry
- Industrial development
- Light industry
- Rural

LPS Special Areas

- SCA1 - Boodarie Industrial Buffer

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Town of Port Hedland

Local Planning Scheme No. 7

Amendment No. 8

N

0 125 250 375 500
Meters

PROPOSED SCHEME AMENDMENT MAP 1

Legend

Cadastre

LPS Zones and Reserves Amendments

Light industry

Special Area Amendments

SCA8 - Visual Protection Area

Town of Port Hedland

Local Planning Scheme No. 7

Amendment No. 8

N

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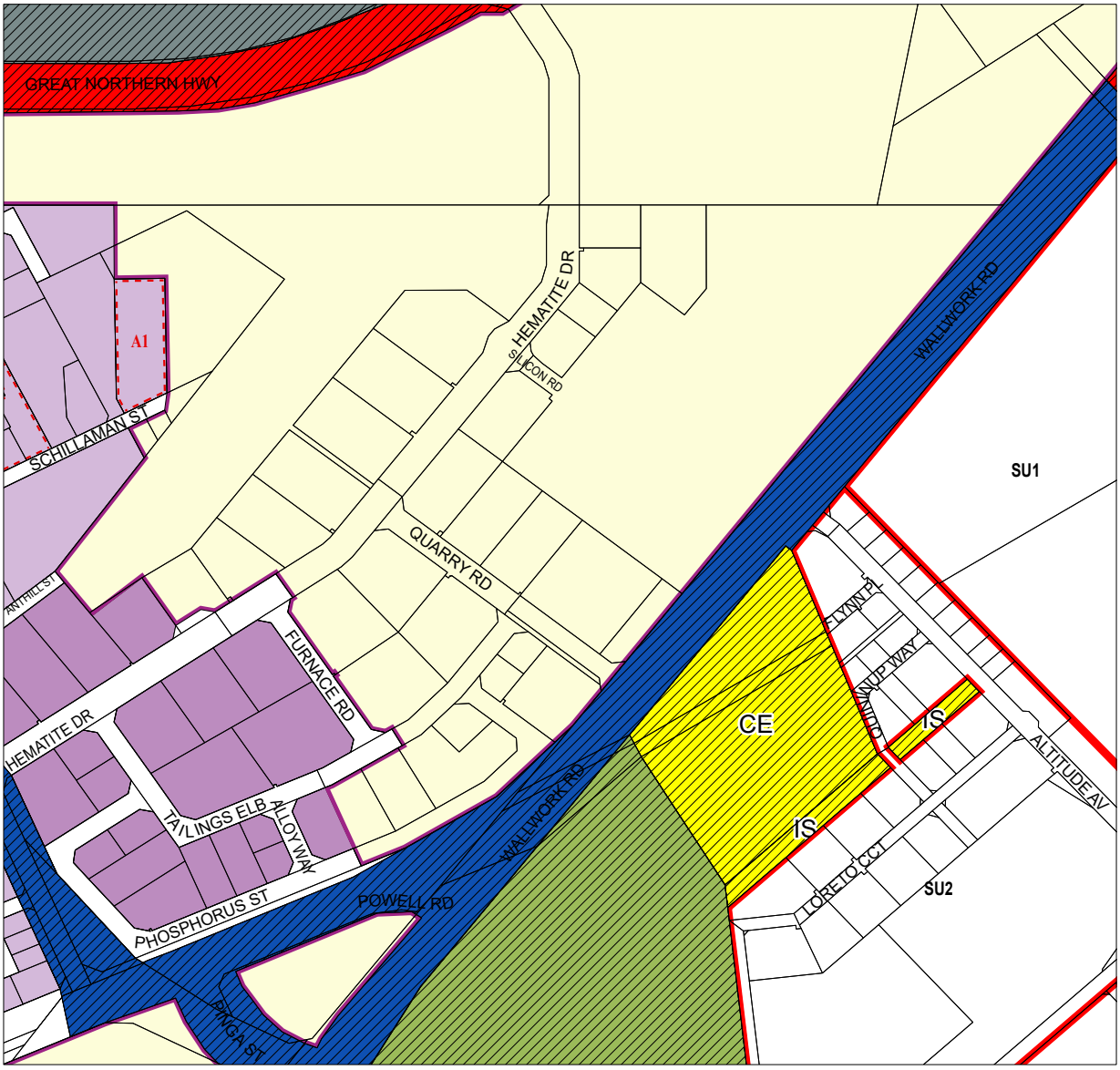

EXISTING SCHEME MAP 2

Legend

Cadastre

LPS Reserves

CE Cemetery

IS Infrastructure Services

Environmental conservation reserve

Local road

District distributor road

Primary distributor road

Strategic infrastructure

LPS Zones

General industry

Industrial development

Light industry

Special use

Town of Port Hedland

Local Planning Scheme No. 7

Amendment No. 8

N

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Meters

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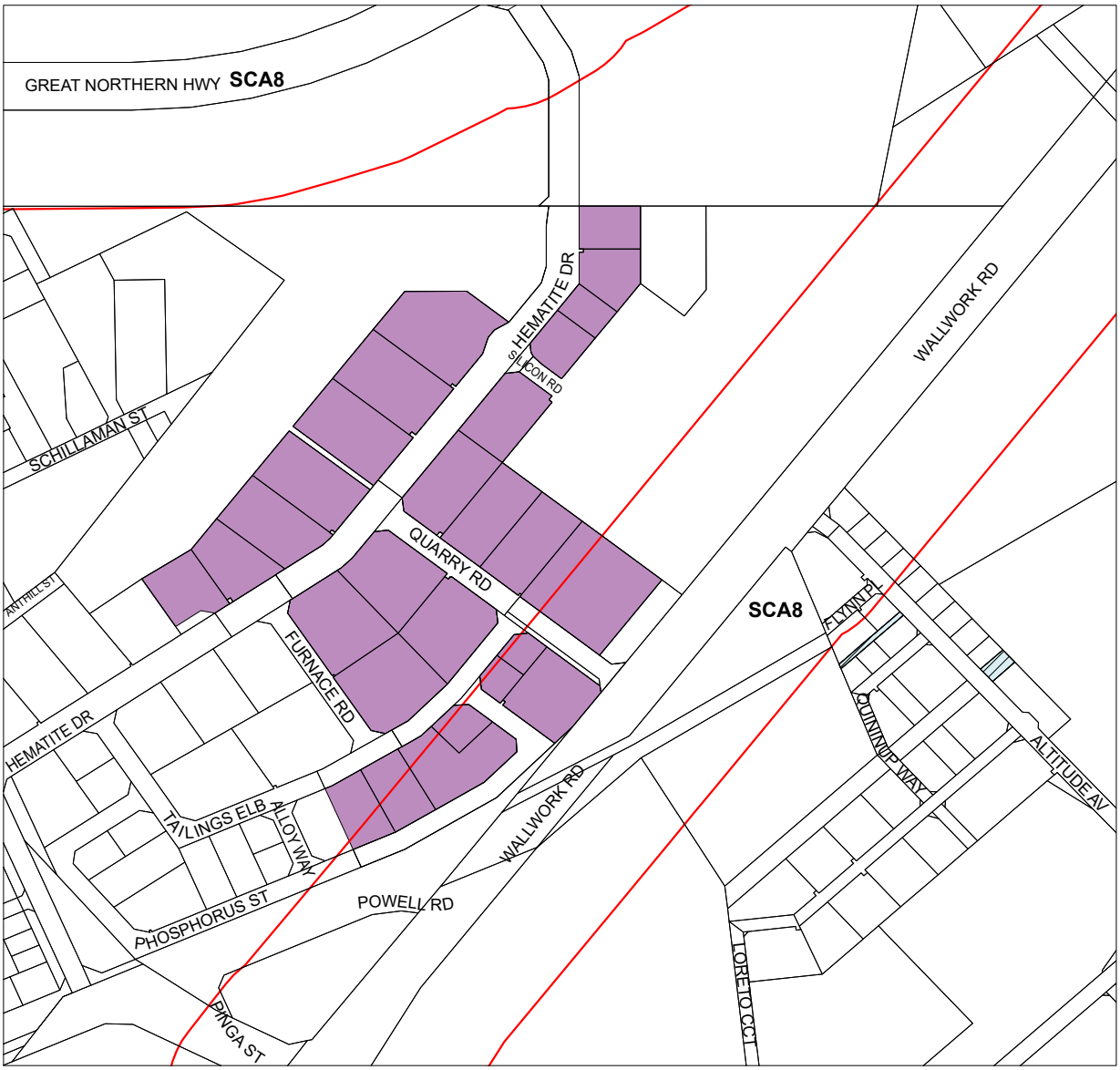

PROPOSED SCHEME AMENDMENT MAP 2

Legend

Cadastre

LPS Zones and Reserves Amendments

Drainage/waterway

General industry

Local road

Special Area Amendments

SCA8 - Visual Protection Area

Town of Port Hedland

Local Planning Scheme No. 7

Amendment No. 8

N

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Meters

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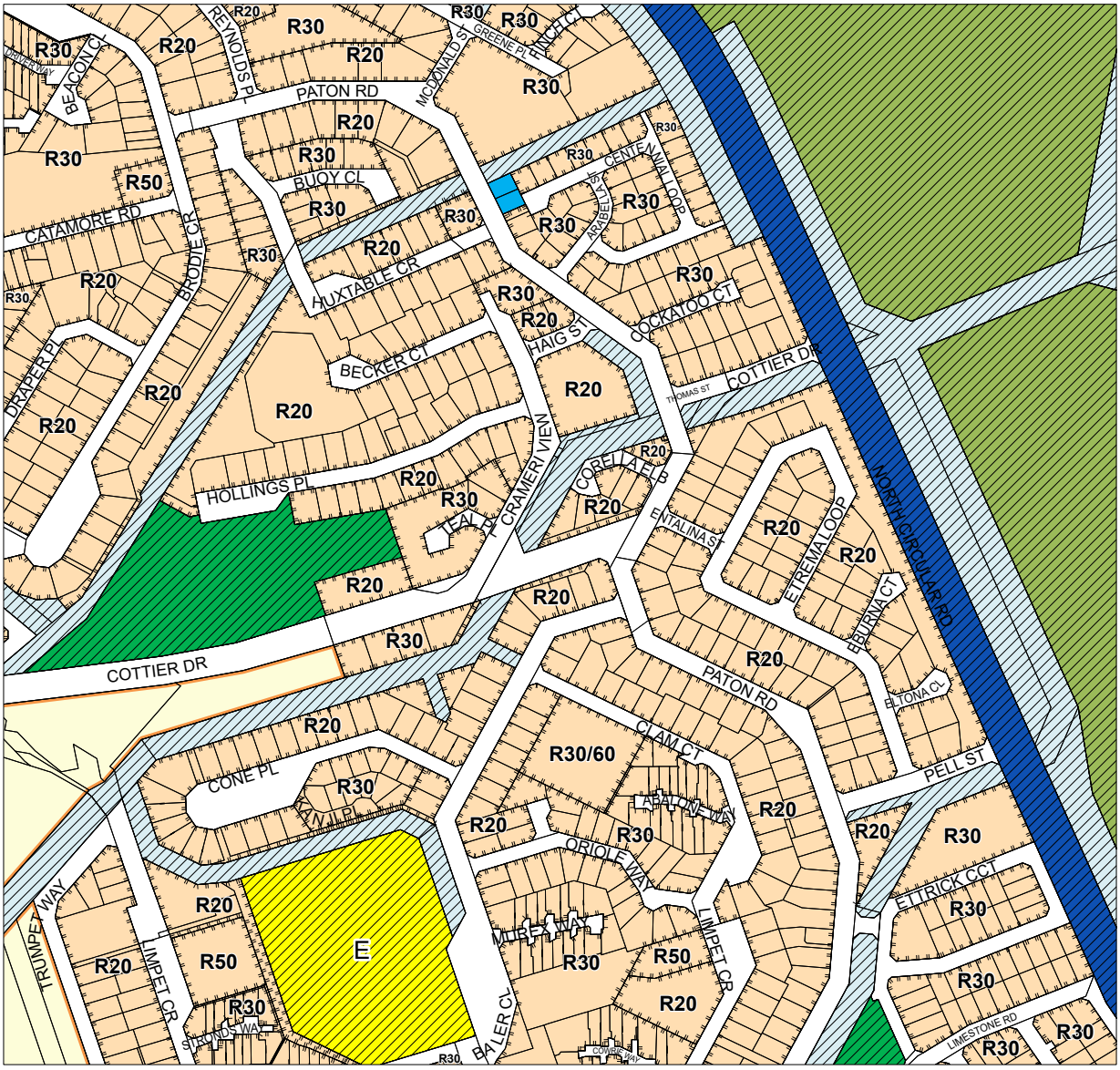

EXISTING SCHEME MAP 3

Legend

- Cadastre
- LPS R Codes

LPS Reserves

- E — Education
- Drainage/waterway
- Environmental conservation reserve
- Local road
- District distributor road
- Public open space

LPS Zones

- Commercial
- Residential
- Urban development

Town of Port Hedland

Local Planning Scheme No. 7

Amendment No. 8

N

0 65 130 195 260

Meters

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PROPOSED SCHEME AMENDMENT MAP 3

Legend

Cadastre

R Codes Amendments

LPS Zones and Reserves Amendments

Drainage/waterway

Town of Port Hedland

Local Planning Scheme No. 7

Amendment No. 8

N

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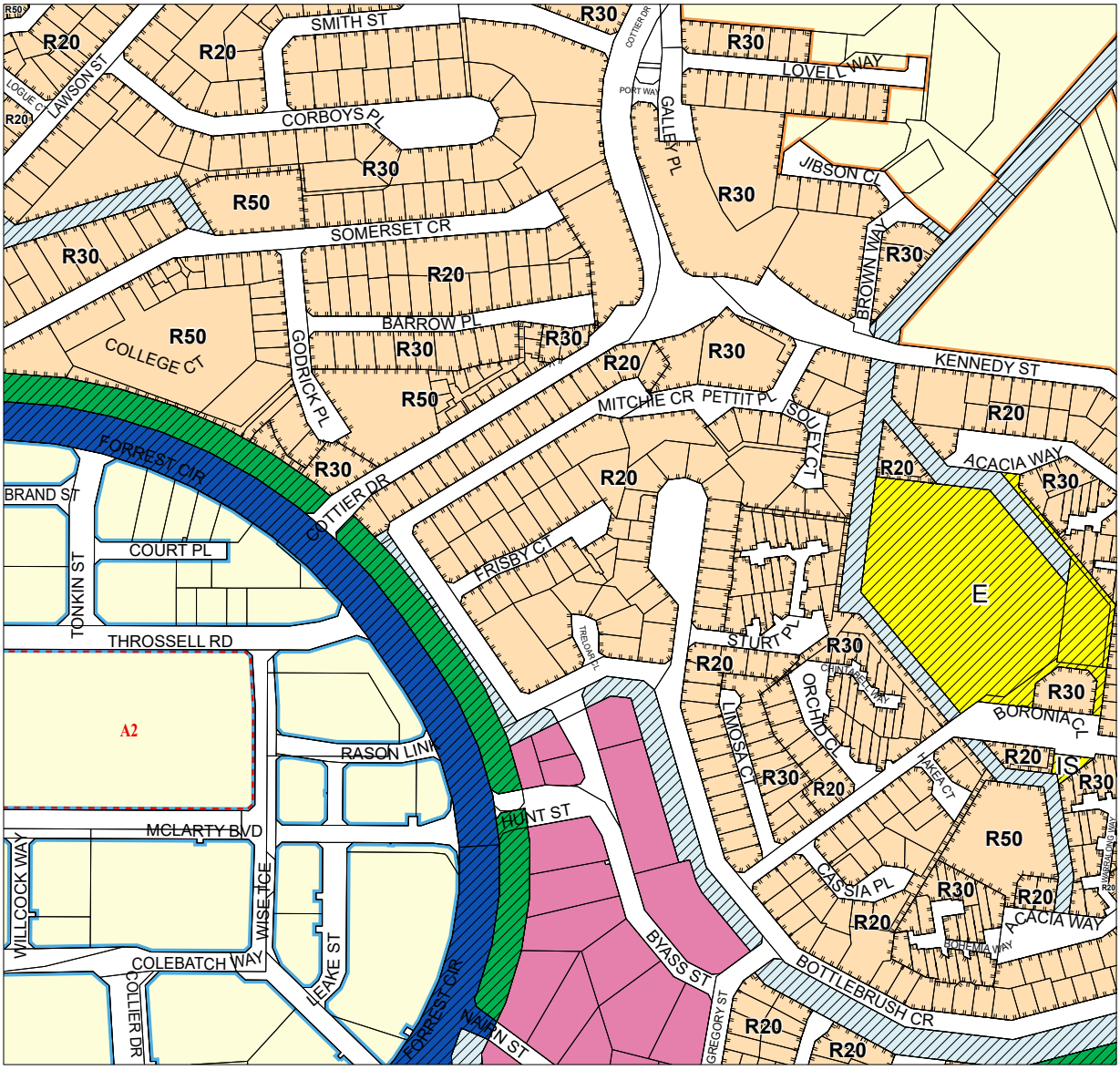

EXISTING SCHEME MAP 4

Legend

- Cadastre
- LPS R Codes

LPS Reserves

- E — Education
- IS — Infrastructure Services

- Drainage/waterway
- Local road
- District distributor road
- Public open space

LPS Zones

- Centre
- Mixed use
- Residential
- Urban development

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Town of Port Hedland

Local Planning Scheme No. 7

Amendment No. 8

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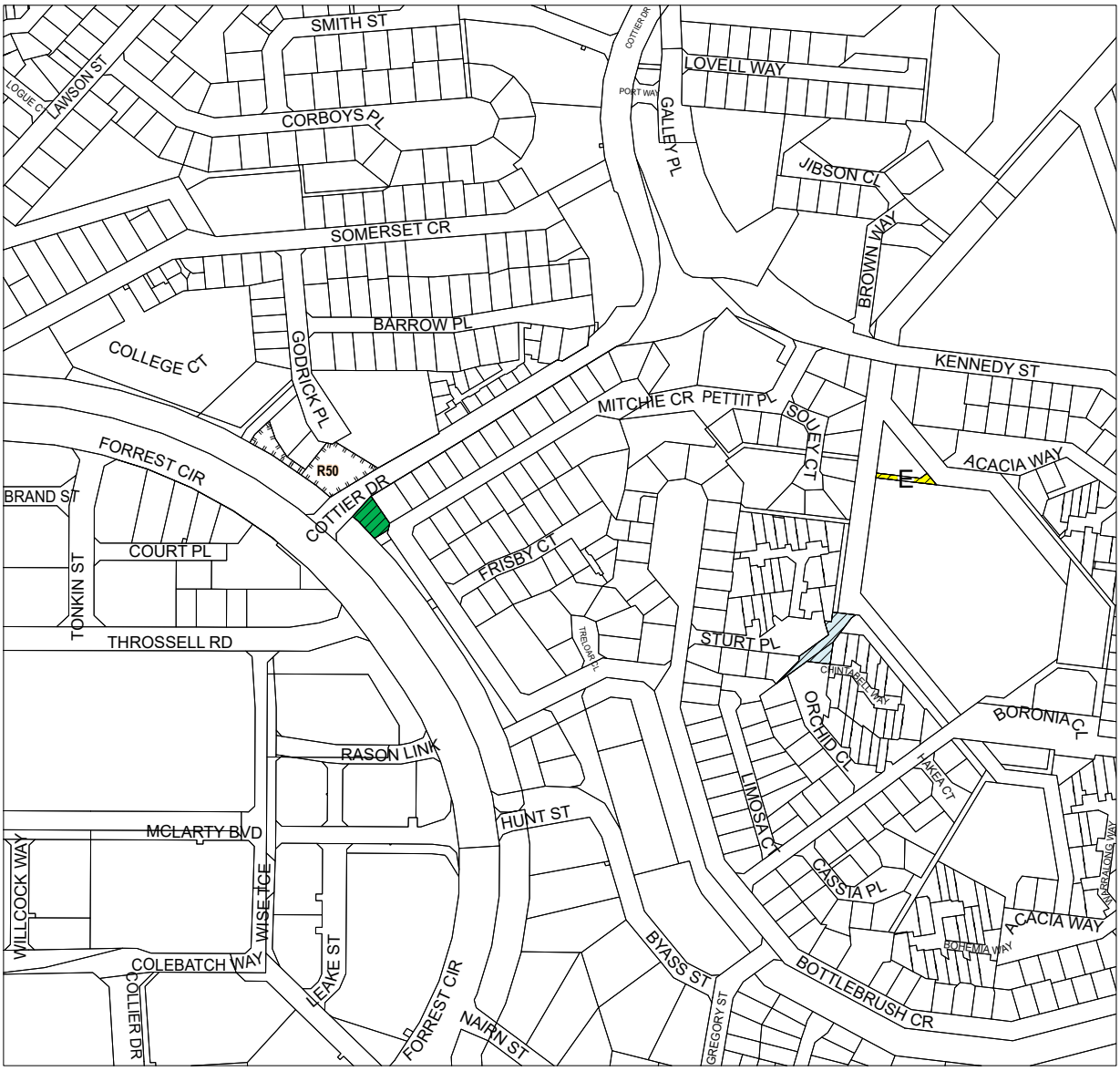

PROPOSED SCHEME AMENDMENT MAP 4

Legend

Cadastre

R Codes Amendments

LPS Zones and Reserves Amendments

Drainage/waterway

E Education

Public open space

Town of Port Hedland

Local Planning Scheme No. 7

Amendment No. 8

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Meters

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EXISTING SCHEME MAP 5

Legend

- Cadastre
- LPS R Codes
- Local road
- District distributor road

LPS Reserves

- Drainage/waterway

LPS Zones

- Residential

Town of Port Hedland

Local Planning Scheme No. 7

Amendment No. 8

N

0 15 30 45 60

Meters

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PROPOSED SCHEME AMENDMENT MAP 5

Legend

Cadastre

LPS Zones and Reserves Amendments

Local road

Town of Port Hedland

Local Planning Scheme No. 7

Amendment No. 8

N

0 15 30 45 60

Meters

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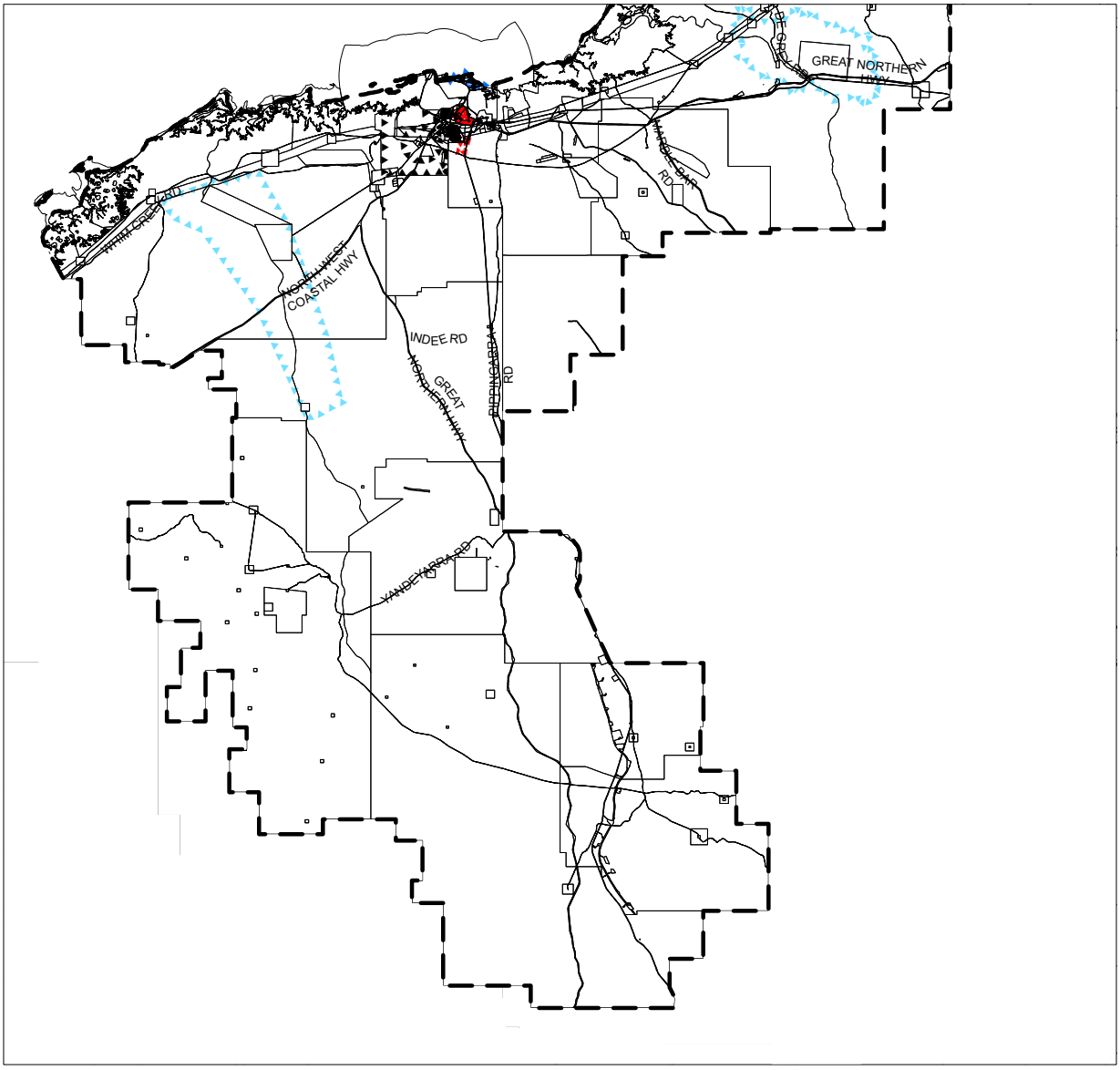

EXISTING SCHEME MAP 6

Legend

- Cadastre
- LPS Scheme Boundary

LPS Special Areas

- SCA1 - Boodarie Industrial Buffer
- SCA2 - Gas Power Station
- SCA3 - Waste Water Treatment Plant Odour Buffer
- SCA4 - South Hedland Landfill Odour Buffer
- SCA5 - Mining Dust Buffer Special Control Area
- SCA6 - Public Drinking Water Source Area
- SCA7 - Coastal Hazard and Risk Management Adaptation Area

Town of Port Hedland

Local Planning Scheme No. 7

Amendment No. 8

N

0 10 20 30 40

Kilometers

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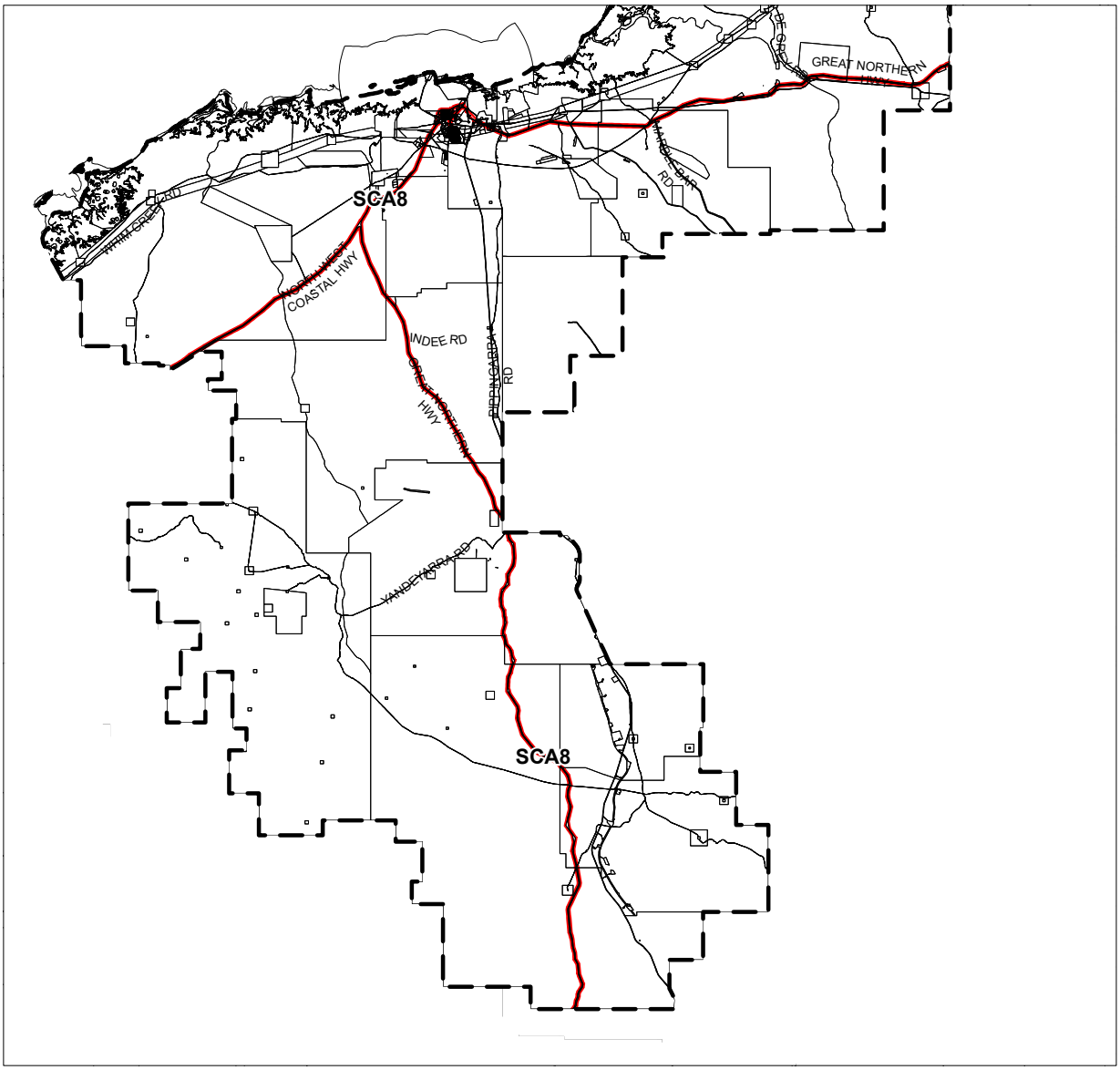

PROPOSED SCHEME AMENDMENT MAP 6

Legend

Cadastre

Special Area Amendments

SCA8 - Visual Protection Area

Town of Port Hedland

Local Planning Scheme No. 7

Amendment No. 8

N

0 10 20 30 40

Kilometers

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Town of
Port Hedland

LOCAL PLANNING SCHEME No. 7

Amendment No. 10

An Amendment to reclassify land on Great Northern Highway, Port Hedland from Environmental Conservation Local Scheme Reserve to General Industry Zone (Restricted Use R1) and Primary Distributor Road Local Scheme Reserve

FORM 2A

Planning and Development Act 2005
RESOLUTION TO ADOPT AMENDMENT TO LOCAL PLANNING SCHEME

Town of Port Hedland Local Planning Scheme No. 7
Amendment No. 10

RESOLVED that the local government pursuant to section 75 of the Planning and Development Act 2005, amend the above local planning scheme by:

1. Reclassifying Lot 842 on Deposited Plan 171185, Lot 2524 on Deposited Plan 190101, Lot 5875 on Deposited Plan 192088 and Lot 5909 on Deposited Plan 218996 Great Northern Highway, Port Hedland from Environmental Conservation Local Scheme Reserve to General Industry Zone, with Restricted use R1 applied to the reclassified land;

2. Deleting clause 20 Restricted uses and inserting the following:

20. Restricted uses

(1) The Table sets out —

(a) restricted classes of use for specified land that apply instead of the classes of use that are permissible in the zone in which the land is located; and

(b) the conditions that apply to that restricted use.

Table 6 - Restricted uses for land in Scheme area

No.	Description of land	Restricted use	Conditions
R1	Lot 842 on Deposited Plan 171185, Lot 2524 on Deposited Plan 190101, Lot 5875 on Deposited Plan 192088 and Lot 5909 on Deposited Plan 218996 Great Northern Highway, Port Hedland	• Abattoir - 'A' • Brewery – 'D' • Fuel depot - 'D' • Garden centre - 'A' • Industry – 'D' • Industry – light – 'D' • Motor vehicle repair – 'D' • Office – 'I' • Renewable energy facility – 'A' • Telecommunications infrastructure – 'D' • Trade display – 'D' • Trade supplies – 'D' • Transport Depot - 'A' • Veterinary centre – 'D' • Warehouse / storage – 'D'	(1) Buildings and structures shall be clad in non-reflective materials. (2) Landscaping shall be installed and maintained at all times along the Great Northern Highway boundary in a manner that reduces the visual impact of the development when viewed from Great Northern Highway. (3) Access / egress shall be to the satisfaction of the local government taking into account the access requirements of the development

			and the need to consolidate access onto Great Northern Highway. (4) The maximum height of development to be in accordance with Civil Aviation Safety Authority (CASA) restrictions. Any development proposing a greater height will be referred to CASA for comment with any advice given due regard by the local government.

(2) Despite anything contained in the zoning table, land that is specified in the Table to subclause (1) may be used only for the restricted class of use set out in respect of that land subject to the conditions that apply to that use.

3. Renumbering Tables 6 – 8 accordingly.

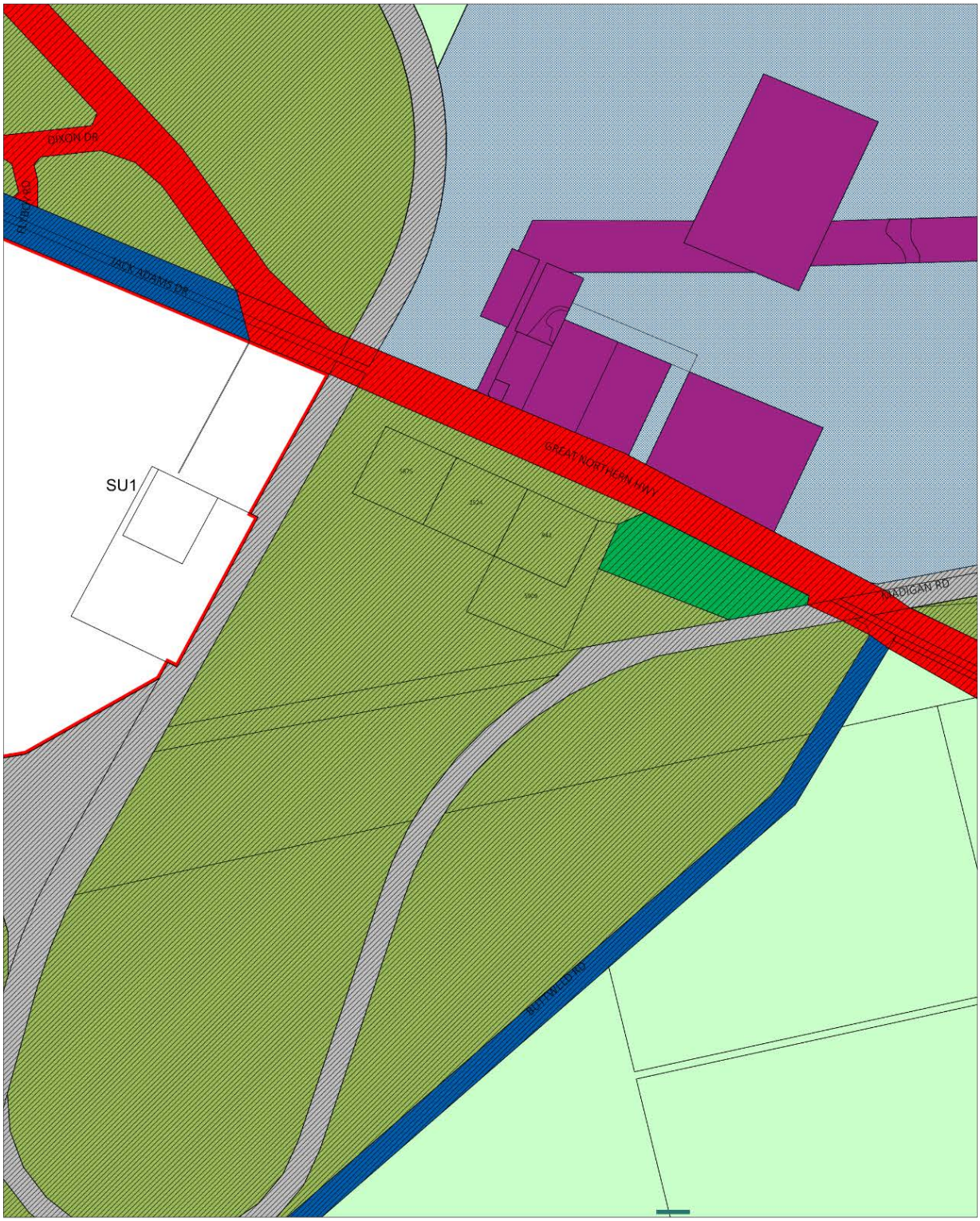
4. Reclassifying the portion of Great Northern Highway abutting Lot 842 on Deposited Plan 171185, Lot 2524 on Deposited Plan 190101, Lot 5875 on Deposited Plan 192088 and Lot 5909 on Deposited Plan 218996 from Environmental Conservation to Primary Distributor Road Local Scheme Reserve.

The amendment is considered complex in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason:

The amendment proposes a departure from the local planning strategy endorsed by the Commission.

Dated this _____ day of _____ 2026

_____
(Chief Executive Officer)



EXISTING ZONING MAP

Lot5875,Lot2524,Lot842,Lot 5909 and Road Reserve 3467455

0 375 750
Meters

Legend

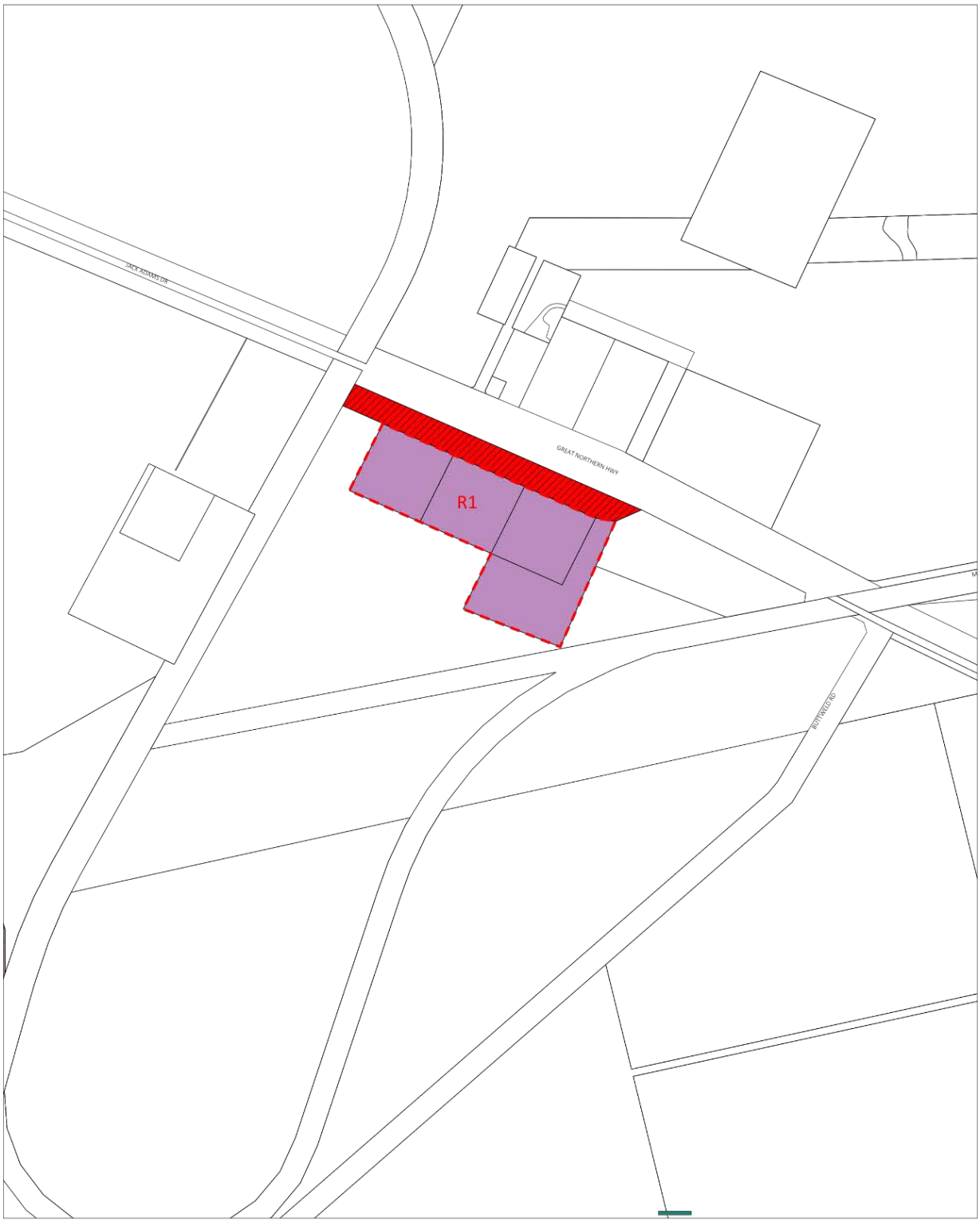
LocalSchemeReservesLocal Scheme Zones

- District distributor road
- Environmental conservation reserve
- Primary distributor road
- Public open space
- Railways
- Special purpose reserve
- Rural
- Special use
- Strategic industry

Other Categories

- SU1 SpecialUse Area

landinsights
PLANNING DESIGN ENVIRONMENT
PO Box 289 Mt Lawley WA 6929
Ph: 9271 8506: admin@landinsights.com.au
landinsights.com.au



PROPOSED ZONING MAP

Lot 5875, Lot 2524, Lot 842, Lot 5909 and Road Reserve 3467455

0 375 750
Meters

Legend

Local Scheme Reserves

- General Industry
- Primary distributor road

Other Categories

- R1 Restricted Uses

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Town of Port Hedland

Local Planning Scheme No. 7
Amendment No. 10

PREPARED FOR
Town of Port Hedland

July 2026

landinsights
PLANNING DESIGN ENVIRONMENT

Town of
Port Hedland

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PLANNING DESIGN ENVIRONMENT

Prepared by:

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Document Name: ToPH Amendment 10

Document History:

Date	Document Revision	Document Manager	Summary of Document Revision	Client Delivered
Jul-26	Rev 0	RW	Draft for Client review	Jul-26
Aug-26	Rev 1	RW	Final	Aug-26

Important Note:

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1 Introduction

1.1 Background

This Scheme Amendment proposes to amend Town of Port Hedland Local Planning Scheme No.7 by reclassifying land current reserved for Environmental Conservation to General Industry Zone. Additionally, it is proposed to apply Restricted Use R1 to the reclassified land to ensure use and development of the land is limited to higher-order industrial uses, such as specialised manufacturing. The Amendment will also reclassify the portion of the Great Northern Highway road reserve abutting the proposed General Industry zone from Environmental Conservation to Primary Distributor Road.

The Amendment area comprises Lot 842 on Deposited Plan 171185, Lot 2524 on Deposited Plan 190101, Lot 5875 on Deposited Plan 192088, Lot 5909 on Deposited Plan 218996 and portion of road reserve Land ID 3467455, Great Northern Highway, Port Hedland

The Amendment area abuts Great Northern Highway to the east of Port Hedland International Airport. Lots 842, 2524 and 5875 have been periodically used for a range of industrial uses since at least 1995. Vegetation (low scrub) has been removed from all lots except for the western half of Lot 5875.

1.2 Purpose of This Report

This report has been prepared in accordance with the requirements of the Planning and Development Act 2005 and the Planning and Development (Local Planning Schemes) Regulations 2015 to support the initiation of an amendment to the Town of Port Hedland Local Planning Scheme No. 7.

The report sets out the context and justification for the proposed reclassification, having regard to the applicable State and Local Planning Framework, the physical characteristics and known constraints of the subject land, and the relationship of the land to the surrounding airport precinct.

1.3 Amendment Effect

The Amendment proposes modifications to both the Scheme Text and Maps. The effect of the Amendment is to reclassify the subject land from Environmental Conservation Local Scheme Reserve to General Industry Zone and Primary Distributor Road. The Amendment will further introduce Restricted Use R1 to clause 20 of the Scheme.

1.4 Reason for The Amendment being Considered 'Complex'

The amendment is not consistent with the Town of Port Hedland Local Planning Strategy, which identifies the Amendment area as Conservation. However, the Amendment site has been historically used for industrial purposes and is cleared of remnant vegetation. Its historical use and current environmental state lends itself to an industrial zoning with certain restrictions on the types of uses given its visual prominence and strategic location.

2 Subject Land

2.1 Location and Description

The subject land comprises the following parcels:

Table 1. Amendment area

Lot Number	Extent Included	Tenure
Lot 842 on Deposited Plan 171185	Whole lot with an area of approximately 4.05 ha	Unallocated Crown Land
Lot 2524 on Deposited Plan 190101	Whole lot with an area of approximately 4.05 ha	Lease
Lot 5875 on Deposited Plan 192088	Whole lot with an area of approximately 4.02 ha	Unallocated Crown Land
Lot 5909 on Deposited Plan 218996	Whole lot with an area of approximately 5.41 ha	Unallocated Crown Land
Portion of road reserve (Land ID 3467455)	Rural-zoned portion approximately 5.43 ha	Public Road

The Amendment area has a combined area of approximately 23 ha and is located to the east of Port Hedland International Airport and the BHP Port Hedland - Mt Newman Railway. The subject lots can be seen below in Figure 1.

Figure 1. Subject Area - 2024

2.2 Existing Land Use and Development

The subject lots are currently reserved for Environmental Conservation. However, each has been developed over time through the removal of vegetation and construction of hardstands and access roads. Available aerial photography shows use of the site by 1995 and ongoing since that time. The usage appears to be both storage and transport-related activities. Access to the 4 lots to be zoned General Industry is via access roads constructed in the Great Northern Highway reserve. The strip of road reserve abutting the 4 lots is to be reclassified from Environmental Conservation to Primary Distributor Road Local Scheme Reserve.

The land is currently used primarily for transport and mining-related activities. A number of buildings and structures are located on Lot 2524 and support parking of heavy vehicles (transport depot). Lot 5875 has been recently reactivated as a storage and parking yard after being used for solar power generation from before 1995 until around 2010. Lots 842 and 5909 were used for vehicle parking and bulk ore and container storage from 2004 until 2021.

2.3 Existing Zoning and Planning Controls

Table 2 Existing Zoning and Planning Controls

Item	Details
Current Scheme Reservation	Environmental Conservation

Item	Details
Proposed Scheme Zoning / Reservation	General Industry / Primary Distributor Road
Local Planning Strategy Land Use	Conservation
Local Structure Plan	Not applicable.
Special Control Area	The Amendment area is not affected by current Special Control Areas (SCA). However, Amendment No. 8 proposes a Visual Protection Corridor SCA that will affect the site.

2.4 Site Analysis

2.4.1 Access

Access is via sealed side roads from Great Northern Highway. The suitability of access and any need for modification or improvement will be a key consideration of any future development application over each lot.

2.4.2 Topography, Flooding, and Drainage

Available topographic mapping indicates that the subject land is generally located at elevations broadly comparable with the airport and South Hedland. The site is flat with cross land drainage likely flowing eastwards to a creek 800m to the east of the Amendment area. Natural drainage flows in the vicinity may have been modified by railway and roadway earthworks. There is evidence of localised drainage immediately west and south of the Amendment area.

The Amendment area is partly located in the FPM 1:100 (1%) AEP Floodplain Development Control Area (DWER-003). Lot 5875 is located predominantly within the development control area. The southwestern corner of Lot 2524 is similarly located within the development control area.

2.4.3 Bushfire

The Amendment site is effectively completely included within a bushfire prone area (OBRM-001). Future planning proposals, subdivision, and development within the Amendment area will be required to have due regard to SPP 3.7 Bushfire and its associated guidelines.

It is noted that the bushfire prone designation affects a range of developments in the vicinity and is triggered by the large areas of vegetated land surrounding the urban areas. Given the lots already exist and have been used for industrial purposes since at least 1995, the Amendment does not intensify development within the locality. However, any future proposal to establish new activities will be subject to appropriate consideration of bushfire risk.

2.4.4 Environmental Values

The Amendment site has been predominantly cleared of native vegetation due to the construction of hardstands. The natural surface of the land remains in the western half of Lot 5875. This is vegetated with low scrub and grasses vegetation as seen in the locality surrounding South Hedland and the airport.

Notwithstanding the Environmental Conservation reservation over the Amendment area, only 2 ha (approx.) contains vegetation, with the remainder of the site used for hardstands or road access.

Future planning and development proposals will need to be informed by appropriate environmental investigations. Any future clearing will remain subject to the applicable environmental approval requirements.

2.4.5 Heritage

The Amendment area is not included on the Town of Port Hedland Local Heritage Survey and is not entered on the State Register of Heritage Places. The closest heritage place is the Port Hedland – Mt Newman Railway, which is included in the Town of Port Hedland Local Heritage Survey.

A desktop review of available Aboriginal heritage mapping did not identify a registered Aboriginal heritage place within the Amendment area. The land is located within the extent of a broader Aboriginal heritage survey relating to anthropological and archaeological research in the Pilbara region. The presence of the survey area does not, of itself, indicate that an Aboriginal heritage place or cultural heritage value has been identified within the subject area.

2.4.6 Contaminated Sites

The Amendment area does not include any listings on the Contaminated Sites Register.

2.4.7 Unexploded Ordnance

The Amendment area is within a broadly mapped unexploded ordnance (UXO) area associated with historical defence activity (DFES-034). The mapped area covers the airport, Wedgefield and a substantial part of South Hedland and is identified as having a slight UXO risk.

2.4.8 Servicing

Reticulated water, electricity and telecommunications are available to the Amendment area. Any development of the lots will require consideration of servicing needs and any capacity limitations.

3 Planning Framework

3.1 State Planning Framework

State, Regional and Sub-Regional Planning Strategies and Frameworks

State Planning Strategy

The State Planning Strategy 2050 provides the overarching strategic context for all state, regional, and local planning strategies, policies and decisions in Western Australia. It recognises the Pilbara as part of the State's Northern sector, where continued economic and population growth must be balanced with environmental protection and the timely provision of land and infrastructure.

The Strategy promotes the containment of urban growth within pre-defined zones and a central theme of the Strategy is that land should be planned and brought forward through an integrated process, with structure planning used to align future development with servicing, tenure, environmental conditions and infrastructure delivery. It also identifies Port Hedland as a regional centre where future growth will place continued pressure on land availability.

The proposed Amendment is consistent with these broad principles because it normalises industrial use and development on lots historically used for such. The land is well located on Great Northern Highway and is in close proximity to the airport. Its environmental value is low with the long-standing use of the land inconsistent with the Environmental Conservation Local Scheme Reservation.

Pilbara Planning and Infrastructure Framework

The Pilbara Planning and Infrastructure Framework provides historical regional planning context for the growth of Port Hedland and South Hedland. It identifies the two settlements collectively as a regional city and recognises their role as the principal service and population centre for the eastern Pilbara.

State Planning Policies

State Planning Policy 2.0 Environment and Natural Resources Policy

State Planning Policy 2.0 provides guidance for integrating environmental considerations into land-use planning. It seeks to avoid or minimise environmental harm and ensure that matters such as biodiversity, land capability and contamination are appropriately considered.

A small portion of the Amendment area contains low scrub vegetation. A creek is also located 800m east of the Amendment area. The remaining vegetated area is surrounded by rail and road construction, thereby isolating the area from the wider environment. The majority of the Amendment area has been previously cleared and earthworks undertaken.

The proposed amendment would not authorise any clearing or development. Future planning and approvals would be required before any further development could proceed.

State Planning Policy 2.9 Water

SPP 2.9 seeks to protect water resources while ensuring that future development can be supported by suitable wastewater and stormwater infrastructure. The associated guidelines establish a presumption against intensifying development within a defined floodway and

require proposals on flood-prone land to demonstrate that flood risk can be acceptably managed.

The Amendment area is partly affected by the mapped 1% annual exceedance probability flood extent. However, this mapping also extends across substantial parts of the established Port Hedland and South Hedland urban areas and is therefore not a constraint unique to the Amendment area.

The matter relating to the flood depth, velocity, or hazard applying to the subject land will require further investigation. The proposed General Industry zone will set out a basis for the required flood and drainage investigations to inform the future structure and development potential of the land in accordance with SPP 2.9.

State Planning Policy 3.0 Urban Growth and Settlement

SPP 3.0 sets out the principles applying to the planning of urban growth and settlements in Western Australia. It supports the efficient use of land and infrastructure and requires urban expansion to occur in planned manner that responds to the characteristics of the locality.

The subject area adjoins or is near land already planned for development and has access to infrastructure within the surrounding area. The proposed General Industry zoning will reflect the current and long-standing use of the Amendment area. The amendment is therefore consistent with SPP 3.0.

State Planning Policy 3.7 Bushfire

State Planning Policy 3.7 Bushfire seeks to avoid bushfire risk where possible and, where risk cannot be avoided, requires it to be managed to an acceptable level. The protection of life remains the primary consideration.

The subject land is designated as bushfire prone. Further bushfire assessment will be required in accordance with SPP 3.7 and its Guidelines at the development approval stage.

3.2 Local Planning Framework

Town of Port Hedland Local Planning Strategy

The Town of Port Hedland Local Planning Strategy provides the strategic direction for the future growth of Port and South Hedland and seeks to prioritise orderly development. The Strategy mapping identifies the Amendment area for Conservation. However, the Strategy does not provide an explanation for that designation, given its historical use.

The Amendment area is located in close proximity to the Industry Investigation Area surrounding the Port Hedland International Airport. The Port Hedland – Mt Newman Railway corridor acts as the eastern edge of the investigation area. However, the Strategy appears to ignore the industrial uses located immediately to the east, with the Conservation designation inconsistent with the use or low environmental value of the land.

As this Amendment constitutes a departure from the endorsed Strategy, it will be prepared and considered as a complex amendment.

Town of Port Hedland Local Planning Scheme No. 7

Local Planning Scheme No. 7 was gazetted in January 2021 and is the Town's principal statutory planning instrument. The Scheme aims include encouraging local economic

development, employment and diversification opportunities and facilitate efficient supply and use of essential infrastructure.

The current Environmental Conservation Local Scheme Reserve objectives are to identify areas with biodiversity and conservation value and to protect these areas from development and subdivision. The historical use of the Amendment area is inconsistent with these objectives, with the current reservation not reflecting the historic and current use of the land.

The General Industry zone objectives include providing a broad range of industrial, service and storage activities and to seek to manage impacts such as noise, dust and odour. The Amendment area is well located and services to meet these objectives.

The proposed Amendment represents a more appropriate application of the Scheme to the subject area, reflecting the area's surrounding location and context.

4 Assessment and Justification

The current Environmental Conservation Local Scheme Reserve over the Amendment area does not reflect the long-standing use of site for industrial purposes. By 1995, a transport depot and solar farm had been established on Lot 2524 and Lot 5875 respectively. All four lots within the Amendment area have been found through historical aerial imagery to have had significant periods of time utilised for various storage and transport depot uses.

All native vegetation has been removed from Lots 842, 2524 and 5909, except for small strips along the frontage to Great Northern Highway. Only Lot 5875 remains with significant native vegetation in the western half of the site. There are no significant environmental constraints that affect the ongoing use of the land for industrial purposes.

There is a substantial amount of infrastructure that effectively separates the undeveloped areas surrounding the Amendment site from the larger conservation reserve to the south and east. This includes Great Northern Highway, Port Hedland – Mt Newman Railway and Goldsworthy Railway alignment.

This Amendment proposes to reclassify the Amendment Area from Environmental Conservation Local Scheme Reserve to General Industry Zone and Primary Distributor Road Local Scheme Reserve. The objective of the Town of Port Hedland is to promote use of the Amendment area for specialised manufacturing and similar industries rather than necessarily continue indefinitely the historic use of the sites. The four lots are of an appropriate size and location and capable of ready connection to services to allow for higher-order industrial use.

To promote specific uses for the Amendment area, it is proposed to incorporate a Restricted Use under clause 20 of the Scheme. The purpose of the restricted use is to limit permissibility of uses for the Amendment area to those consistent with the objective of promoting specialised manufacturing. Whilst the number of uses permissible remains similar to that for the General Industry Zone, the level of permissibility (i.e. P, D and A) has been modified as appropriate. The uses proposed for the Amendment area are:

- Abattoir - 'A'
- Brewery – 'D'
- Fuel depot - 'D'
- Garden centre - 'A'
- Industry – 'D'
- Industry – light – 'D'
- Motor vehicle repair – 'D'
- Office – 'I'
- Renewable energy facility – 'A'
- Telecommunications infrastructure – 'D'
- Trade display – 'D'
- Trade supplies – 'D'
- Transport Depot - 'A'
- Veterinary centre – 'D'
- Warehouse / storage – 'D'

In addition to the above uses, it is proposed to include conditions addressing:

- Use of non-reflective materials on buildings given proximity to the airport and location on a major transport route.
- Landscaping of the frontage to Great Northern Highway.
- Ensuring access onto Great Northern Highway is appropriately considered.
- Development height and referral arrangements to the Civil Aviation Safety Authority (CASA).

These conditions reflect the location of the Amendment area close to the Port Hedland International Airport and adjacent to Great Northern Highway. The proposed Scheme controls will work together with the proposed Special Control Area (SCA) No. 8 Visual Protection Corridor, which is included in Amendment No. 8. This SCA will enable the objectives of the Town of Port Hedland Local Planning Strategy to incorporate the consideration of visual impact along the major roads in the Town into developments and subdivision.

The Amendment seeks to reflect the current and historic use of the land with the desire to encourage higher order uses in the future. The land in its current condition and use is inconsistent with the Environmental Conservation reservation. A General Industry Zone with restricted use is considered appropriate.

5 Conclusion

This report demonstrates that the current Environmental Conservation Local Scheme Reserve applying to the Amendment area does not reflect the established physical condition, historical use, or strategic context of the land. The subject lots have been used for transport, storage and other industrial-related activities over an extended period, with substantial areas previously cleared and developed as hardstand or access areas. In this context, the proposed reclassification to General Industry Zone and Primary Distributor Road Local Scheme Reserve provides a more accurate and practical planning framework for the land.

The Amendment is considered appropriate having regard to the applicable State and local planning framework. While the proposal represents a departure from the Town of Port Hedland Local Planning Strategy, the Conservation designation is not consistent with the long-standing use of the land, its limited remaining environmental values, or its location adjoining Great Northern Highway and in proximity to the Port Hedland International Airport and established industrial infrastructure.

The proposed Restricted Use R1 provisions will ensure that future land use is directed toward appropriate industrial, service, storage and related activities, while excluding broader uses that would not align with the intended function of the area. The proposed conditions relating to non-reflective materials, landscaping, access arrangements and building height will provide additional controls to manage visual, transport and aviation-related considerations.

The Amendment does not, of itself, approve subdivision, development, vegetation clearing or any specific land use. Future proposals will remain subject to the relevant planning and environmental assessment requirements, including consideration of access, drainage and flooding, bushfire risk, servicing, environmental impacts and any applicable agency referral requirements.

On balance, Amendment No. 10 is considered to represent a logical and orderly planning response to the established character and strategic location of the Amendment area. It will provide a clearer statutory basis for the ongoing and future use of the land, while retaining appropriate controls to guide development and manage site-specific constraints. The Amendment is therefore recommended for initiation as a complex amendment to Town of Port Hedland Local Planning Scheme No. 7.

Planning and Development Act 2005
RESOLUTION TO AMEND LOCAL PLANNING SCHEME

Town of Port Hedland Local Planning Scheme No. 7

Amendment No. 10

Resolved that the Local Government pursuant to section 75 of the Planning and Development Act 2005, amend the above Local Planning Scheme by:

1. Reclassifying Lot 842 on Deposited Plan 171185, Lot 2524 on Deposited Plan 190101, Lot 5875 on Deposited Plan 192088 and Lot 5909 on Deposited Plan 218996 Great Northern Highway, Port Hedland from Environmental Conservation Local Scheme Reserve to General Industry Zone, with Restricted use R1 applied to the reclassified land;

2. Deleting clause 20 Restricted uses and inserting the following:

20. Restricted uses

(1) The Table sets out —

(a) restricted classes of use for specified land that apply instead of the classes of use that are permissible in the zone in which the land is located; and

(b) the conditions that apply to that restricted use.

Table 6 - Restricted uses for land in Scheme area

No.	Description of land	Restricted use	Conditions
R1	Lot 842 on Deposited Plan 171185, Lot 2524 on Deposited Plan 190101, Lot 5875 on Deposited Plan 192088 and Lot 5909 on Deposited Plan 218996 Great Northern Highway, Port Hedland	• Abattoir - 'A' • Brewery – 'D' • Fuel depot - 'D' • Garden centre - 'A' • Industry – 'D' • Industry – light – 'D' • Motor vehicle repair – 'D' • Office – 'I' • Renewable energy facility – 'A' • Telecommunications infrastructure – 'D' • Trade display – 'D' • Trade supplies – 'D'	(1) Buildings and structures shall be clad in non-reflective materials. (2) Landscaping shall be installed and maintained at all times along the Great Northern Highway boundary in a manner that reduces the visual impact of the development when viewed from Great Northern Highway.

		• Transport Depot - 'A' • Veterinary centre – 'D' • Warehouse / storage – 'D'	(3) Access / egress shall be to the satisfaction of the local government taking into account the access requirements of the development and the need to consolidate access onto Great Northern Highway. (4) The maximum height of development to be in accordance with Civil Aviation Safety Authority (CASA) restrictions. Any development proposing a greater height will be referred to CASA for comment with any advice given due regard by the local government.

(2) Despite anything contained in the zoning table, land that is specified in the Table to subclause (1) may be used only for the restricted class of use set out in respect of that land subject to the conditions that apply to that use.

3. Renumbering Tables 6 – 8 accordingly.

4. Reclassifying the portion of Great Northern Highway abutting Lot 842 on Deposited Plan 171185, Lot 2524 on Deposited Plan 190101, Lot 5875 on Deposited Plan 192088 and Lot 5909 on Deposited Plan 218996 from Environmental Conservation to Primary Distributor Road Local Scheme Reserve.

FORM 6A

COUNCIL ADOPTION
This Complex Amendment was adopted by resolution of the Council of the Town of Port Hedland at the Ordinary Meeting of the Council held on the XXth day of XXX, 2026.

.....
MAYOR

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RESOLUTION TO ADVERTISE

by resolution of the Council of the Town of Port Hedland at the Ordinary Meeting of the Council held on the [day] day of [month], 20[year], proceed to advertise this Amendment.

.....
MAYOR

.....
CHIEF EXECUTIVE OFFICER

FORM 6A (CONTINUED)

COUNCIL RECOMMENDATION

This Amendment is recommended for support by resolution of the Town of Port Hedland at the Ordinary Meeting of the Council held on the XXth day of XXX, 202_ and the Common Seal of the Town of Port Hedland was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
MAYOR

.....
CHIEF EXECUTIVE OFFICER

WAPC ENDORSEMENT (r.63)

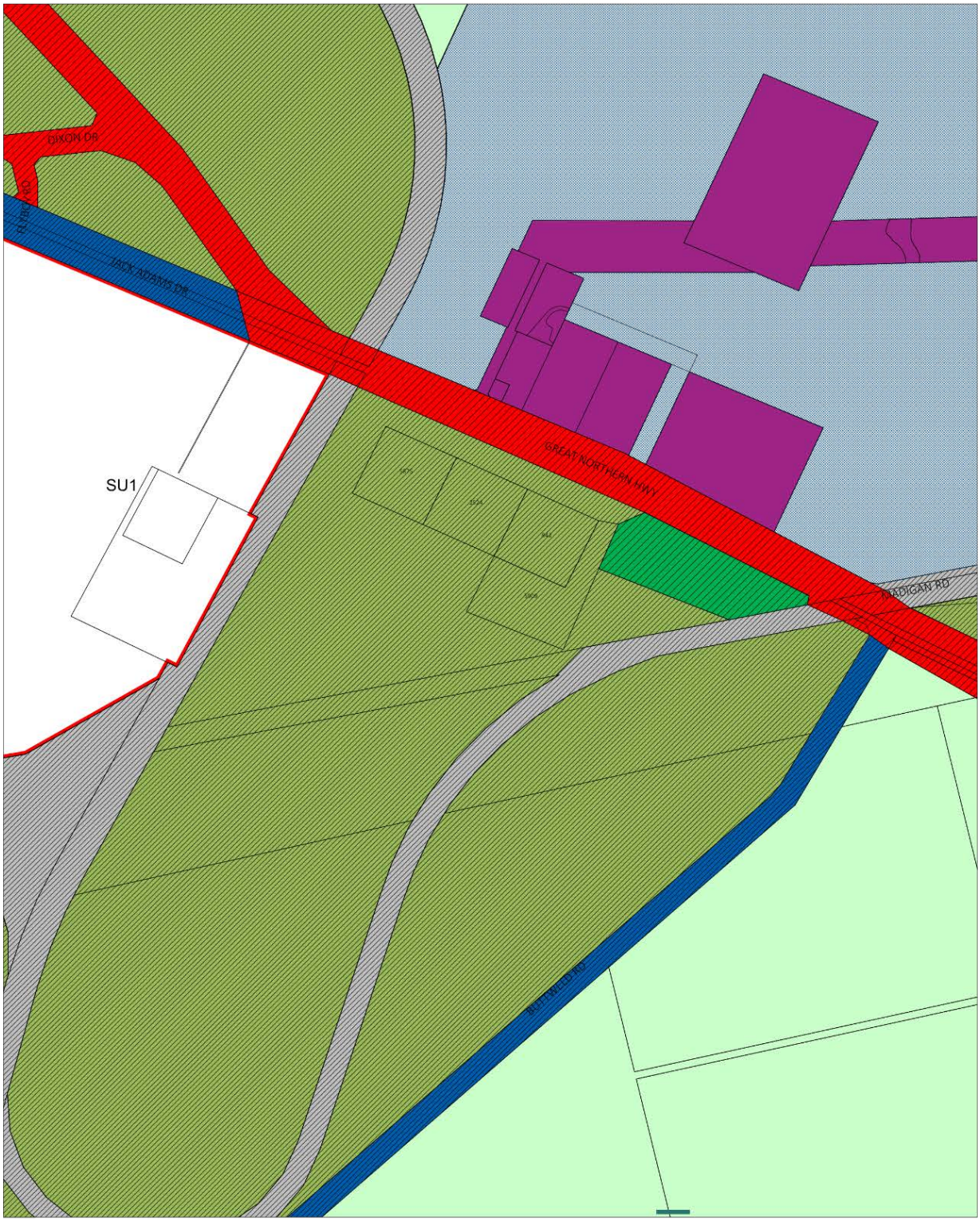
.....
DELEGATED UNDER S.16 OF THE P&D ACT 2005

.....
DATE

APPROVAL GRANTED

.....
MINISTER FOR PLANNING

.....



EXISTING ZONING MAP

Lot5875,Lot2524,Lot842,Lot 5909 and Road Reserve 3467455

0 375 750
Meters

Legend

LocalSchemeReservesLocal Scheme Zones

- District distributor road
- Environmental conservation reserve
- Primary distributor road
- Public open space
- Railways
- Special purpose reserve
- Rural
- Special use
- Strategic industry

Other Categories

- **SU1** SpecialUse Area

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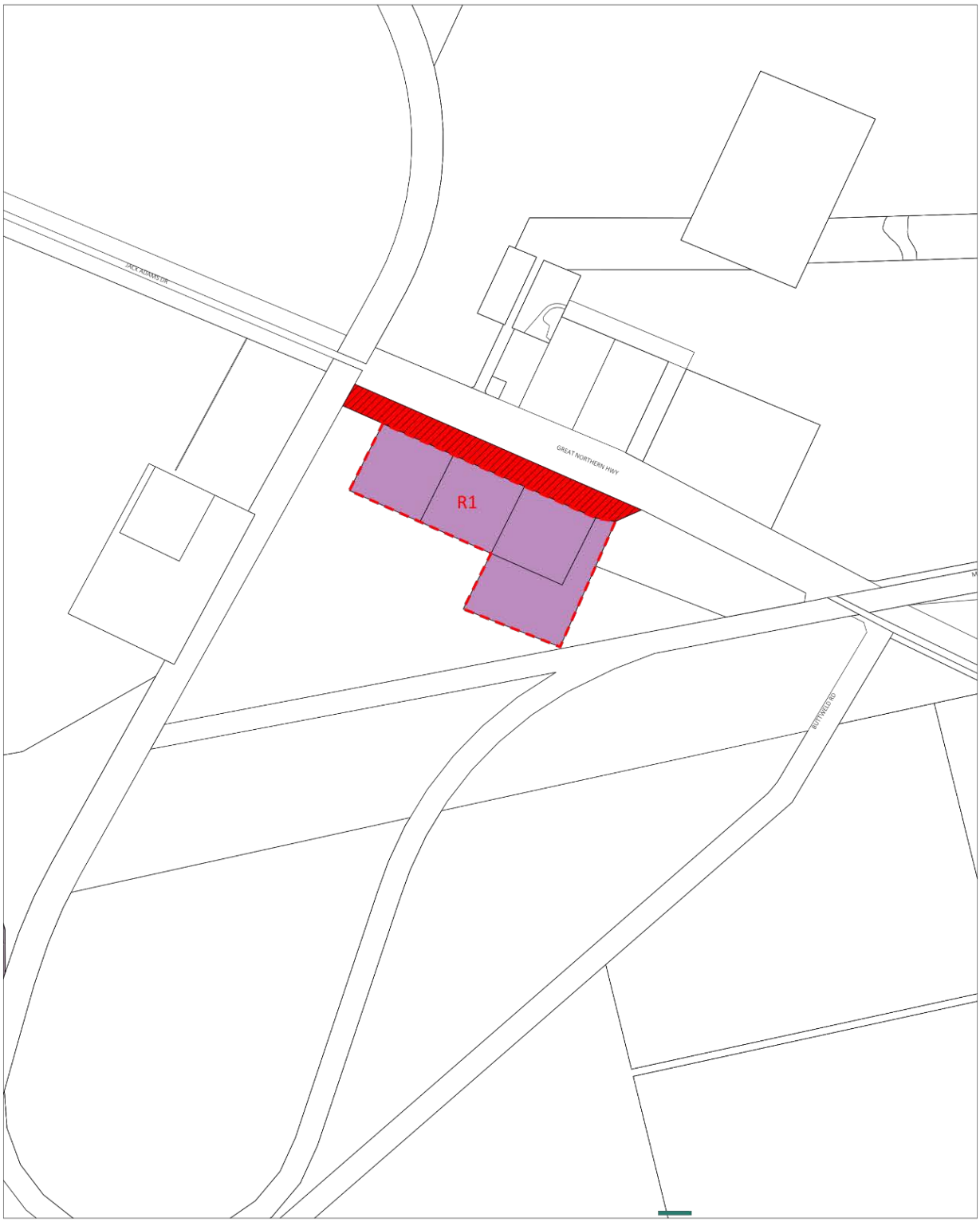

PROPOSED ZONING MAP

Lot 5875, Lot 2524, Lot 842, Lot 5909 and Road Reserve 3467455

0 375 750
Meters

Legend

Local Scheme Reserves

- General Industry
- Primary distributor road

Other Categories

- R1 Restricted Uses

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Town of
Port Hedland

LOCAL PLANNING SCHEME No. 7

Amendment No. 11

An Amendment to rezone Rural-zoned land on the western edge of South Hedland to Urban Development

FORM 2A

Planning and Development Act 2005
RESOLUTION TO ADOPT AMENDMENT TO LOCAL PLANNING SCHEME

Town of Port Hedland Local Planning Scheme No. 7
Amendment No. 11

Resolved that the Local Government pursuant to section 75 of the Planning and Development Act 2005, amend the above Local Planning Scheme by rezoning the following land from 'Rural' Zone and 'Local Road' Local Scheme Reserve to 'Urban Development' Zone and amending the Scheme Maps accordingly:

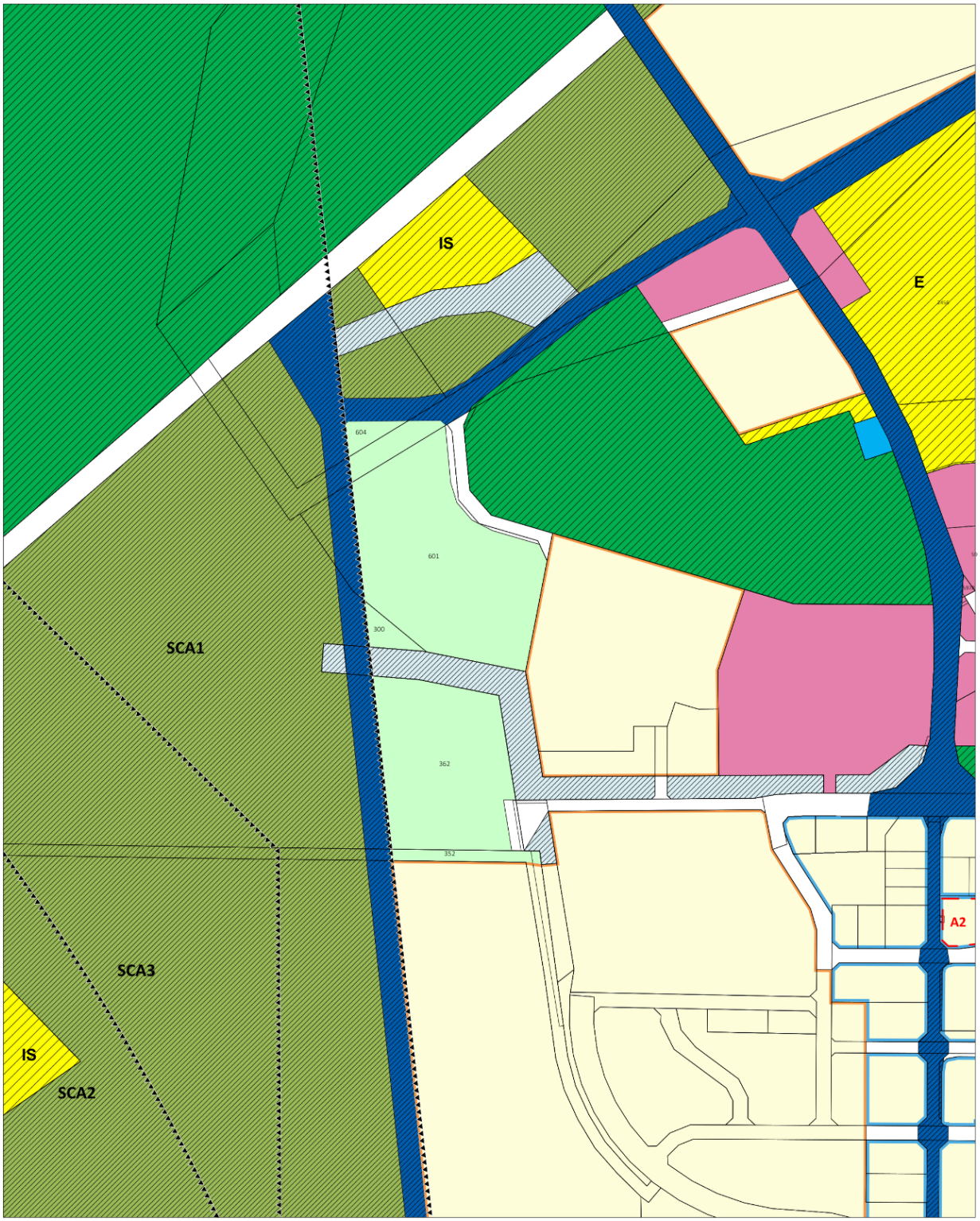
(a) Lot 300 on Deposited Plan 71522;
(b) Portion of Lot 362 on Deposited Plan 74712;
(c) Portion of Lot 601 on Deposited Plan 71984 (Reserve 31895);
(d) Portion of Lot 604 on Deposited Plan 75090; and
(e) Portion of the road reserve parcel identified as Land ID 3468025, South Hedland.

The amendment is considered a complex amendment under regulation 35(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reason:

1. The amendment proposes variations to the Town of Port Hedland Local Planning Strategy that has been endorsed by the Commission.

Dated this _____ day of _____ 2026

_____
(Chief Executive Officer)



EXISTING ZONING MAP

Lot300,352,362,601,604and Road Reserve 3468025 - TOWN OF PORT HEDLAND

N 0 250 500 Meters

Legend

LocalSchemeReserves

- District distributor road
- Drainage/waterway
- Education
- Emergency Services
- Environmental conservation reserve
- Infrastructure Services
- Local road
- Public open space

Local Scheme Zones

- Centre
- Commercial
- Mixed use
- Rural
- Urban development

Other Categories

- **SCA1** BoodarieIndustrial Buffer
- **SCA2**GasPower Station
- **SCA3**Waste Water Treatment Plant Odour Buffer
- A1 Additional Uses

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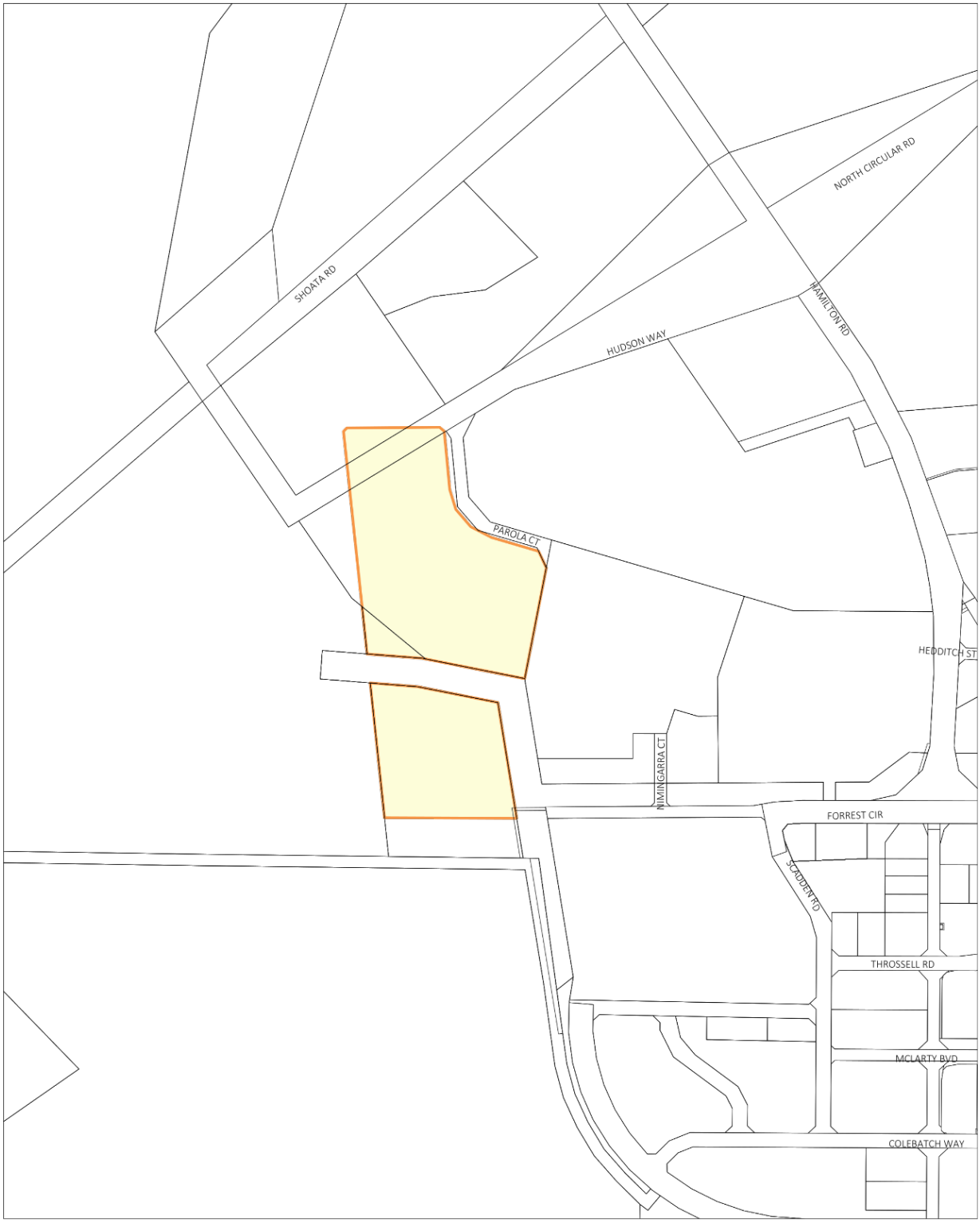

PROPOSED ZONING MAP

Lot 300, 352, 362, 601, 604 and Road Reserve 3468025 - TOWN OF PORT HEDLAND

N 0 250 500 Meters

Legend

Local Scheme Zones

Urban Development

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Town of Port Hedland

Local Planning Scheme No. 7
Amendment No. 11

PREPARED FOR
Town of Port Hedland

July 2026

landinsights
PLANNING DESIGN ENVIRONMENT

Town of
Port Hedland

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1 Introduction

1.1 Background

This Scheme Amendment proposes to amend Town of Port Hedland Local Planning Scheme No.7 by rezoning Rural-zoned parcels located along the western edge of the established South Hedland urban area to the Urban Development zone.

The Amendment area comprises of Lot 300, part of Lot 362, the rural-zoned portion of Lot 601, the rural-zoned portion of Lot 604, and part of an adjoining road parcel identified as Land ID 3468025 that is currently zoned Rural. The part of Lot 362 included in this amendment also contains a small area currently reserved for local road. The balance of Lot 362 is subject to a separate scheme amendment to rezone to Urban Development. The subject sites are predominantly Crown land and Crown reserves.

The Amendment area adjoins or is located near established residential neighbourhoods, the South Hedland Town Centre, sporting and community facilities, workforce accommodation, existing Urban Development-zoned land and approved structure plan areas. Amendment No. 11 has therefore been prepared to establish a more appropriate planning framework for the land.

1.2 Purpose of This Report

This report has been prepared in accordance with the requirements of the Planning and Development Act 2005 and the Planning and Development (Local Planning Schemes) Regulations 2015 to support the initiation of an amendment to the Town of Port Hedland Local Planning Scheme No. 7.

The report sets out the context and justification for the proposed rezoning, having regard to the applicable State and Local Planning Framework, the physical characteristics and known constraints of the subject land, and the relationship of the land to the surrounding South Hedland urban area.

1.3 Amendment Effect

The proposed amendment is a Scheme Map amendment only. No amendment to the Scheme Text is proposed. The effect of the amendment is to rezone the subject land from the Rural zone to the Urban Development zone, consistent with the surrounding Land zoning.

The amendment applies only to land currently zoned Rural. Existing Environmental Conservation and other reserves will remain unchanged, and any applicable Special Control Areas will continue to apply.

1.4 Reason for The Amendment being Considered 'Complex'

The amendment is not consistent with the Town of Port Hedland Local Planning Strategy, which identifies the Amendment area as Conservation and includes an action not to support the further rezoning of Rural land for urban purposes. However, the amendment site presents an opportunity to resolve zoning and future planning direction within the perimeter of the future South Hedland urban area.

This is reinforced by the surrounding and emerging development context. Land to the south is being progressed for Urban Development, while a mixed-use tourist and workforce accommodation development has been approved over part of the amendment area. These circumstances indicate an increasingly urban-scale planning context and support reconsideration of the remaining existing Rural zoning as part of a broader rationalisation of the western edge of South Hedland.

2 Subject Land

2.1 Location and Description

The subject land comprises a number of selected Rural zoned lots located along the western edge of the established South Hedland urban area.

The Amendment area comprises:

Table 1. Amendment area

Lot Number	Extent Included	Tenure
Lot 300 on Deposited Plan 71522	Whole lot with an area of approximately 3,908 m².	Unallocated Crown Land
Lot 362	Part of the lot, including a small portion currently reserved for road purposes with an area of approximately 4.7ha. The balance of the lot is subject to a separate scheme amendment.	Unallocated Crown Land
Lot 601	Rural-zoned portion approximately 8.4913 of the total 9.4 hectares.	Crown Reserve 31895
Lot 604	Rural-zoned portion approximately 2,574 m^2 of the total 7.3 hectares.	Unallocated Crown Land
Road Parcel, Land ID 3468025	Rural-zoned portion with an area of approximately 5,932 m^2	Road Parcel

The Amendment area has a combined area of approximately 16.4 hectares and is situated near existing residential development, community and sporting facilities, workforce accommodation, planned urban development, and environmental conservation land. The subject lots can be seen below in Figure 1.

Figure 1. Subject Area

2.2 Existing Land Use and Development

The subject lots are currently zoned Rural and is predominantly vacant and undeveloped. Lot 300, 362, 601, and 604 generally contains shrubland vegetation and informal access tracks. The adjoining road parcel accommodates an unsealed access route. The Amendment area is not presently used for any rural enterprise.

2.3 Existing Zoning and Planning Controls

Table 2 Existing Zoning and Planning Controls

Item	Details
Current Scheme Zoning	Rural
Proposed Scheme Zoning	Urban Development
Local Planning Strategy Land Use	Conservation
Local Structure Plan	Not applicable. However, Lot 362 is referenced in the Western Edge Structure Plan.
Environmental Conservation Reserves	Part of the Land that is identified by the Local Planning Scheme as Environmental

Item	Details
	Conservation is excluded from the Amendment.
Special Control Area	Part of the land that is identified by the Local Planning Scheme as part of SCA 1 Boodarie Industrial Buffer are excluded from the amendment.

2.4 Site Analysis

2.4.1 Access

The Amendment area comprises of several separate parcels with differing access arrangements. The northern part is located near Parola Court and Nimingarra Court which serves the adjoining accommodation development. The southern parcels are located near Forrest Circle and the Western Edge Structure Plan area.

Land immediately west of the Amendment area is reserved for road purposes by Local Planning Scheme No. 7. This reservation may provide future access and a movement corridor.

2.4.2 Topography, Flooding, and Drainage

Available topographic mapping indicates that the subject land is generally located at elevations broadly comparable with surrounding parts of South Hedland. Local variations in ground level are present, and a drainage feature is visible west of the Amendment area that appears to extend generally north south and is associated with a broader area of native vegetation.

The subject lots also overlap the mapped 1% annual exceedance probability floodplain. The mapped extent also covers substantial parts of the established South Hedland and Port Hedland urban areas and is therefore not unique to the Amendment area.

2.4.3 Bushfire

The subject land is identified as bushfire prone area, as identified on the Department of Fire and Emergency Services Map of Bushfire Prone Areas. Future planning proposals, subdivision, and development within the Amendment area will be required to have due regard to SPP 3.7 Bushfire and its guidelines. However, suitability of the Amendment area to support rezoning to Urban Development (and consequently allow for further structure planning and investigation) is illustrated by the presence of the South Hedland urban area immediately to the east and south.

2.4.4 Environmental Values

Desktop research indicates that a substantial portion of the Amendment area contains native vegetation. The vegetation forms part of a broader vegetated system associated with the drainage corridor along the western edge of South Hedland urban area.

Future planning and development proposals will need to be informed by appropriate environmental investigations. Any future clearing will remain subject to the applicable environmental approval requirements.

2.4.5 Heritage

The Amendment area is not included on the Town of Port Hedland Local Heritage Survey and is not entered on the State Register of Heritage Places. A desktop review of available Aboriginal heritage mapping did not identify a registered Aboriginal heritage place within the subject lots. The land is located within the extent of a broader Aboriginal heritage survey relating to anthropological and archaeological research in the Pilbara region. The presence of the survey area does not, of itself, indicate that an Aboriginal heritage place or cultural heritage value has been identified within the subject area.

2.4.6 Contaminated Sites

Previous advice from Department of Water and Environmental Regulation in relation to a previous development proposal identified a localised area of suspected asbestos-containing material affecting part of Lot 604, Lot 351 and adjoining road reserve. Lot 351 does not form part of the Amendment area. Therefore, the contamination matter is limited primarily to part of Lot 604 and does not affect the entirety of the Amendment area.

Lot 604 was classified under the Contaminated Sites Act 2003 as "possibly contaminated – investigation required" in November 2004, and a memorial was subsequently placed on the Certificate of Title. The classification is related to damaged fencing materials that had been exposed following the unauthorised dumping in the nearby creek bed. The available advice indicates that the issue was associated with discrete surface material rather than a broader identified contamination source.

At the time of DWER's advice, the Town was in the process of arranging remedial works and the preparation of the required reporting under the Contaminated Sites Act 2003. DWER did not recommend a contamination condition for the previous proposal but advised that an occupational health and safety plan for unexpected finds should be prepared for future ground-disturbing works.

2.4.7 Unexploded Ordnance

The Amendment area is within a broadly mapped unexploded ordnance (UXO) area associated with historical defence activity. The mapped area covers a substantial part of South Hedland and is identified as having a slight UXO risk.

2.4.8 Servicing

Available infrastructure mapping shows that existing Water Corporation wastewater infrastructure is located within and adjoining the subject area. Power and telecommunication services are also established within the surrounding South Hedland urban area. The presence of existing infrastructure provides a basis for the future servicing of the area and support its consideration within Urban Development framework. Detailed infrastructure and servicing requirements will be required at subsequent stages of planning and development.

3 Planning Framework

3.1 State Planning Framework

State, Regional and Sub-Regional Planning Strategies and Frameworks

State Planning Strategy

The State Planning Strategy 2050 provides the overarching strategic context for all state, regional, and local planning strategies, policies and decisions in Western Australia. It recognises the Pilbara as part of the State's Northern sector, where continued economic and population growth must be balanced with environmental protection and the timely provision of land and infrastructure.

The Strategy promotes the containment of urban growth within pre-defined zones and a central theme of the Strategy is that land should be planned and brought forward through an integrated process, with structure planning used to align future development with servicing, tenure, environmental conditions and infrastructure delivery. It also identifies Port Hedland as a regional centre where future growth will place continued pressure on land availability.

The proposed Amendment is consistent with these broad principles because it establishes a coordinated planning process for fragmented and constrained land adjoining an established regional centre, rather than allowing individual development proposals to proceed without integrated framework. Rezoning the subject area to Urban Development will provide the basis for structure planning to consider all aspects in a coordinated manner.

The Amendment does not assume that all subject land is suitable for development or seek its immediate release. Rather, it establishes a planning pathway through which the appropriate form and extent of development can be determined in relation to the characteristics of the land and its relationship to the surrounding South Hedland area.

Pilbara Planning and Infrastructure Framework

The Pilbara Planning and Infrastructure Framework provides historical regional planning context for the growth of Port Hedland and South Hedland. It identifies the two settlements collectively as a regional city and recognises their role as the principal service and population centre for the eastern Pilbara.

The framework notes that the Pilbara's Port City Growth Plan was intended to reconsider future expansion areas, residential densities and the broader urban structure of Port Hedland and South Hedland. Although prepared in 2012 and based on the growth assumptions applying at that time, this demonstrates that the long-term form and expansion of South Hedland were not intended to remain fixed and were recognised as matters requiring further detailed planning.

The subject land is located on the edge of the established South Hedland urban area and has previously been considered within broader regional growth and land-supply planning. Its continued Rural zoning does not reflect that wider planning context or provide a clear basis for considering its future relationship with adjoining urban land.

Port Hedland Regional HotSpots – Land Supply Assessment

The Port Hedland Regional HotSpots - Land Supply Assessment identified the Amendment area as having potential for residential development, specifically key-worker housing. The

assessment was prepared in 2011 and predates the current Local Planning Strategy and Local Planning Scheme No. 7. However, it demonstrates that the subject land itself has previously been identified for a potential urban accommodation function.

This earlier strategic identification supports reconsideration of the current Rural zoning. The proposed Urban Development zone would allow the land's future role to be assessed through structure planning.

State Planning Policies

State Planning Policy 2.0 Environment and Natural Resources Policy

State Planning Policy 2.0 provides guidance for integrating environmental considerations into land-use planning. It seeks to avoid or minimise environmental harm and ensure that matters such as biodiversity, land capability and contamination are appropriately considered.

Part of the subject area contains shrubland vegetation. A creek is also located immediately west of the Amendment area. However, the available information does not establish the environmental significance of the land or determine which areas may require protection.

The proposed amendment would not authorise any clearing or development. Future planning and approvals would be required before any development could proceed and the proposed Urban Development zoning would provide a basis for subsequent structure planning and technical investigations ensuring that the future planning of the land is consistent with the objectives of SPP 2.0.

State Planning Policy 2.9 Water

SPP 2.9 seeks to protect water resources while ensuring that future development can be supported by suitable wastewater and stormwater infrastructure. The associated guidelines establish a presumption against intensifying development within a defined floodway and require proposals on flood-prone land to demonstrate that flood risk can be acceptably managed.

The Amendment area is affected by the mapped 1% annual exceedance probability flood extent. However, this mapping also extends across substantial parts of the established Port Hedland and South Hedland urban areas and is therefore not a constraint unique to the Amendment area.

The matter relating to the flood depth, velocity, or hazard applying to the subject land will require further investigation. The proposed Urban Development zone will set out a basis for the required flood and drainage investigations to inform the future structure and development potential of the land in accordance with SPP 2.9.

State Planning Policy 3.0 Urban Growth and Settlement

SPP 3.0 sets out the principles applying to the planning of urban growth and settlements in Western Australia. It supports the efficient use of land and infrastructure and requires urban expansion to occur in planned manner that responds to the characteristics of the locality.

The subject area adjoins or is near land already planned for urban development and has access to infrastructure within the surrounding area. Its current Rural zoning does not provide an appropriate framework for determining how the land should relate to the existing settlement.

The proposed Urban Development zoning would allow the future role of the land to be considered as part of the broader urban structure of South Hedland. It would also ensure that any future development occurs in a planned and coordinated manner rather than through separate proposals under the Rural zone. The amendment is therefore consistent with SPP 3.0.

State Planning Policy 3.7 Bushfire

State Planning Policy 3.7 Bushfire seeks to avoid bushfire risk where possible and, where risk cannot be avoided, requires it to be managed to an acceptable level. The protection of life remains the primary consideration.

The subject land is designated as bushfire prone. Further bushfire assessment will be required in accordance with SPP 3.7 and its Guidelines. Where the policy is triggered, a Bushfire Management Plan will be required at the relevant stage of the planning process.

3.2 Local Planning Framework

Town of Port Hedland Local Planning Strategy

The Town of Port Hedland Local Planning Strategy provides the strategic direction for the future growth of South Hedland and seeks to prioritise the orderly development. The Strategy mapping identifies the Amendment area for Conservation. However, the Strategy does not provide an explanation for that designation, and the land was subsequently retained as Rural zone by Local Planning Scheme No. 7. This suggests that the longer-term planning outcome for the area was not fully resolved when the current statutory framework was prepared.

The Local Planning Strategy, under the South Hedland precinct section, includes an action where rezoning rural land to urban purposed may not be supported. Therefore, the proposed amendment does not fully align with the Strategy's mapped designation or its action. However, the Amendment area has several characteristics that distinguish it from a conventional outward expansion into rural land. It comprises of the remaining rural zoned land along the western edge of the established South Hedland urban area and is located near existing and planned urban development. The lots have also previously been identified through regional land-supply planning for potential residential and key-worker housing.

The Urban Development zone would not determine that the whole area is suitable for development or override the need to consider the Strategy's Conservation designation. The Strategy itself states that structure planning is required as the basis for coordination of subdivision and development of greenfield sites, including areas zoned Urban Development. This would provide a framework for the future role of the area to be examined in greater detail.

Town of Port Hedland Local Planning Scheme No. 7

Local Planning Scheme No. 7 was gazetted in January 2021 and is the Town's principal statutory planning instrument. The Scheme aims include supporting resilient subdivision and development, providing a diverse range of housing choice, managing accommodation supply in response to resource-sector economic cycles and providing areas for urban development free from potential land use conflicts.

The Rural zone objectives are directed toward maintaining or enhancing local rural character, protecting broadacre agricultural and intensive rural activities, maintaining environmental qualities, and limiting sensitive uses that may constrain rural land uses. These objectives are

not well aligned with the current context of the Amendment area. The parcels do not form a coherent rural production area and are fragmented by cadastral boundaries, roads, reserves, drainage, infrastructure and adjoining urban development.

The Urban Development zone is intended to provide an indication of future land use and a basis for more detailed structure planning; provide for a range of residential densities; and enable the progressive and planned development of future urban areas for residential, commercial and associated uses. These objectives provide the appropriate statutory framework for determining whether, where, and in what form development may occur.

The proposed Amendment represents a more appropriate application of the Scheme to the subject area, reflecting the area's surrounding location and context.

Structure Plans and Master Plans

The Amendment area is located adjoining or near several existing structure plan area, including:

- The Western Edge Structure Plan;
- The Lot 503 Forrest Circle South Hedland Structure Plan;
- The South Hedland Town Centre Activity Centre Plan; and
- South Hedland Integrated Sports Hub

To the east of the subject area, the Forest Circle Structure Plan applies to the Gateway Village workforce accommodation site. Development approval for the facility was granted in April 2020 and remains valid until September 2032. The site is developed and accommodates approximately 1,200 rooms.

To the south, the Western Edge Structure Plan provides a planning framework for future urban development west of the South Hedland Town Centre. Lot 352 and 362 are located outside of the approved structure plan boundary. However, the plan shows these lots for information purposes to assist with the coordination of future development. While it does not establish land uses for those lots, it recognises their relationship with the broader western edge of South Hedland.

The Amendment area is also adjacent to the South Hedland Integrated Sports Hub, which forms a major recreation and community precinct on the north of the subject area. The Hub includes a concentration of sporting facilities, open space and community uses. Its location immediately beside the Amendment area reinforces the urban context of the land and will be relevant to future access, movement and land use relationships.

The South Hedland Town Centre Activity Centre Plan applies further east and provides the planning framework for the Town Centre. Its relevance to the Amendment is broader rather than site-specific, as the future planning of the Amendment area should maintain appropriate connections with the Town Centre.

Development Application History

A proposal for workforce and tourist accommodation affecting the northern part of the amendment area was initially refused by the Regional Joint Development Assessment Panel. The refusal reflected a number of planning concerns, including the relationship of the proposal with the Rural zone, together with insufficient supporting information.

Following further technical work and revisions to the proposal, the application was subsequently reconsidered and approved under section 31 of the *State Administrative Tribunal Act 2004*. The approval of the development recognised the site's proximity to similar accommodation developments, the South Hedland Town Centre and surrounding sporting and community facilities.

This approval is relevant to Amendment No. 11 as it establishes an urban-scale accommodation use within the Rural zone. While the proposal was ultimately capable of approval under the existing framework, its scale and function are more closely aligned with the Urban Development zone, which is intended to accommodate the progressive development of future urban areas and associated uses.

In this context, the approval supports reconsideration of the existing zoning. This amendment would provide a statutory framework that better reflects the approved and emerging land-use character of the area.

4 Assessment and Justification

The Amendment represents a rationalisation of the western urban edge of South Hedland. It applies to the remaining pockets of Rural zoned land located directly beside the established and planned urban area. These parcels are different in character and context from the more extensive Rural zoned land further west, which remains part of a broader undeveloped landscape, see Figure 2.

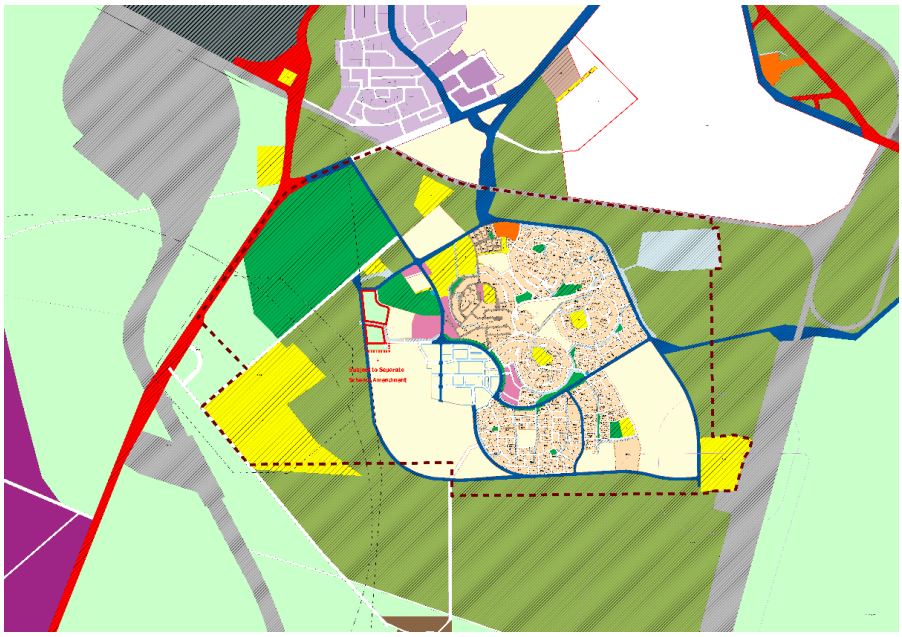


Figure 2. Amendment area and surrounding Rural lands

The Amendment area sits beside existing accommodation, major community facilities and planned urban areas. The northern parcels adjoin the Gateway Village development and the South Hedland Integrated Sports Hub. The southern parcels are located beside the Western Edge Structure Plan area and within the broader western approach to the South Hedland Town Centre.

In this context, retaining isolated Rural zoned parcels along the urban edge creates an irregular and unresolved zoning pattern. The Amendment would rationalise that pattern by bringing the land most closely associated with the urban area into the Urban Development zone.

The existing Rural zone does not provide an effective framework for determining the longer-term role of the subject area. The parcels do not support an established rural enterprise and are fragmented from the larger rural area. Given the surrounding context, any substantive future proposal is also likely to be urban in scale and character.

Retaining the Rural zone could also create the potential for future rural activities that may not sit comfortably with the surrounding context. Depending on their nature and intensity, those activities could affect nearby accommodation, community facilities and urban developments.

The lots have previously been considered within the broader planning of South Hedland and was also identified as having potential for residential and key-worker housing. Although the Local Planning Strategy identifies the land for Conservation and discourages further Rural to Urban rezoning, that direction was not translated into a corresponding conservation reserve under Local Planning Scheme No. 7. Therefore, the current planning framework leaves the long-term strategic direction of the land unresolved.

Rezoning the subject area to Urban Development would provide a more suitable statutory framework. It would allow the land to be considered through structure planning before any subdivision or significant development occurs. That process would determine the appropriate built footprint and how the land should connect with the surrounding context.

On balance, the Amendment is a targeted rationalisation of the western portion of South Hedland and brings the remaining Rural-zoned parcels directly adjoining the urban area into a framework that better reflects their location.

5 Conclusion

Amendment No. 11 proposes to rezone Lot 300, the Rural-zoned portion of Lot 352, Lot 362, the Rural-zoned portion of Lot 601, the Rural-zoned portion of Lot 604 and part of the adjoining road parcel from Rural to Urban Development.

The Amendment responds to a fragmented and increasingly anomalous Rural zoning pattern along the western portion of South Hedland. The Amendment area is not used for an established rural purpose and is located directly beside an existing and planned urban context. The proposed zoning would rationalise this area and provide a more appropriate framework for determining future use through structure planning and technical investigation on flooding, drainage, bushfire, environmental aspects, contamination, UXO, access and servicing matters.

While the Amendment varies from aspects of the Local Planning Strategy and is classified as complex, the departure is considered justified. Existing environmental conservation parts of the subject lots together with the applicable Special Control Area would remain unchanged.

For these reasons, Amendment No. 11 is considered to provide an appropriate and defensible framework for the orderly and proper planning of the subject area and its surrounding context.

Planning and Development Act 2005
RESOLUTION TO AMEND LOCAL PLANNING SCHEME

Town of Port Hedland Local Planning Scheme No. 7

Amendment No. 11

Resolved that the Local Government pursuant to section 75 of the Planning and Development Act 2005, amend the above Local Planning Scheme by rezoning the following land from 'Rural' Zone and 'Local Road' Local Scheme Reserve to 'Urban Development' Zone and amending the Scheme Maps accordingly:

(a) Lot 300 on Deposited Plan 71522;
(b) Portion of Lot 362 on Deposited Plan 74712;
(c) Portion of Lot 601 on Deposited Plan 71984 (Reserve 31895);
(d) Portion of Lot 604 on Deposited Plan 75090; and
(e) Portion of the road reserve parcel identified as Land ID 3468025, South Hedland.

FORM 6A

COUNCIL ADOPTION

This Complex Amendment was adopted by resolution of the Council of the Town of Port Hedland at the Ordinary Meeting of the Council held on the XXth day of XXX, 2026.

.....
MAYOR

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RESOLUTION TO ADVERTISE

by resolution of the Council of the Town of Port Hedland at the Ordinary Meeting of the Council held on the [day] day of [month], 20[year], proceed to advertise this Amendment.

.....
MAYOR

.....
CHIEF EXECUTIVE OFFICER

FORM 6A (CONTINUED)

COUNCIL RECOMMENDATION

This Amendment is recommended for support by resolution of the Town of Port Hedland at the Ordinary Meeting of the Council held on the XXth day of XXX, 202_ and the Common Seal of the Town of Port Hedland was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
MAYOR

.....
CHIEF EXECUTIVE OFFICER

WAPC ENDORSEMENT (r.63)

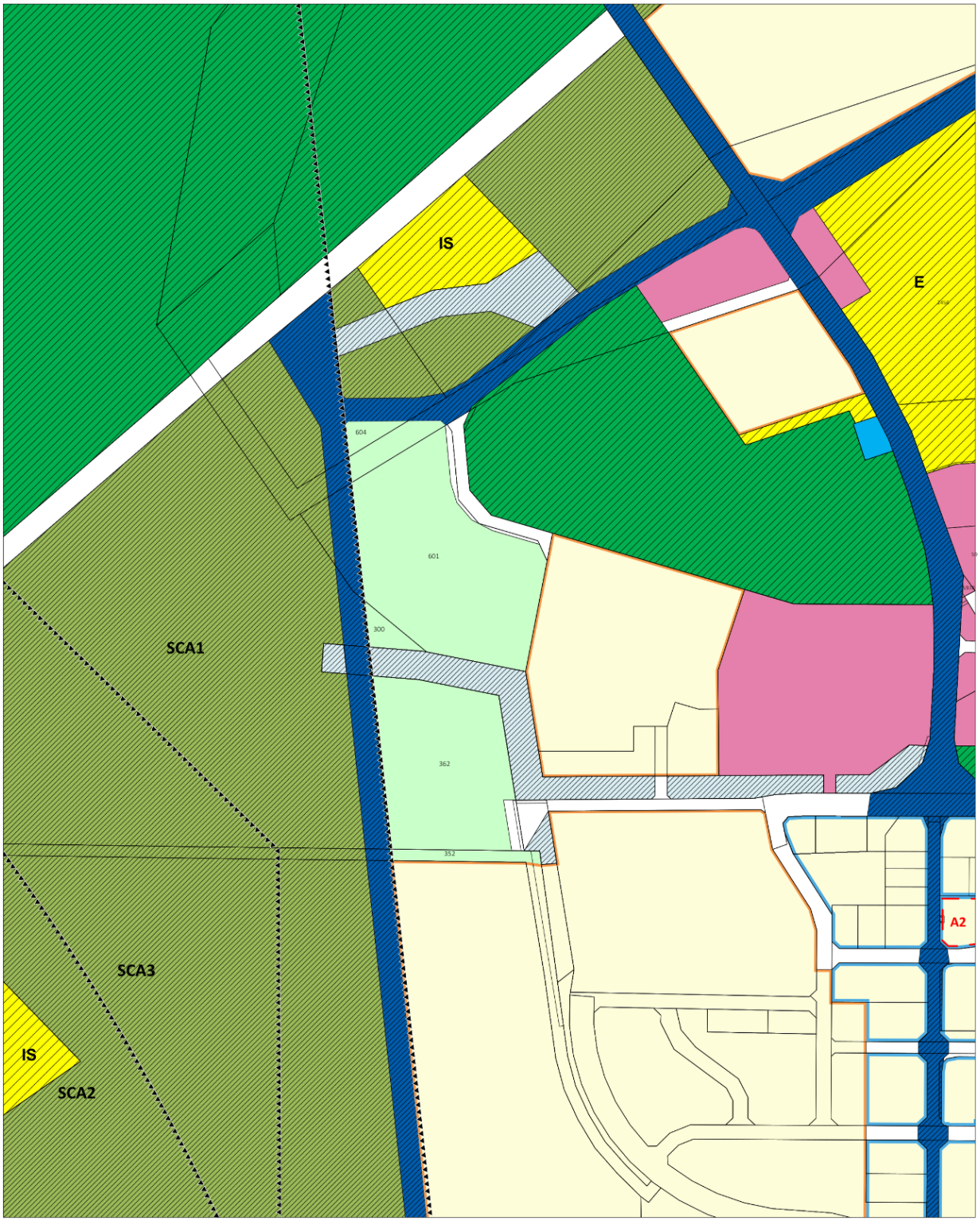
.....
DELEGATED UNDER S.16 OF
THE P&D ACT 2005

.....
DATE

APPROVAL GRANTED

.....
MINISTER FOR PLANNING

.....



EXISTING ZONING MAP

Lot300,352,362,601,604and Road Reserve 3468025 - TOWN OF PORT HEDLAND

N 0 250 500 Meters

Legend

LocalSchemeReserves

- District distributor road
- Drainage/waterway
- Education
- Emergency Services
- Environmental conservation reserve
- Infrastructure Services
- Local road
- Public open space

Local Scheme Zones

- Centre
- Commercial
- Mixed use
- Rural
- Urban development

Other Categories

- **SCA1** BoodarieIndustrial Buffer
- **SCA2**GasPower Station
- **SCA3**Waste Water Treatment Plant Odour Buffer
- A1 Additional Uses

landinsights
PLANNING DESIGN ENVIRONMENT
PO Box 289 Mt Lawley WA 6929
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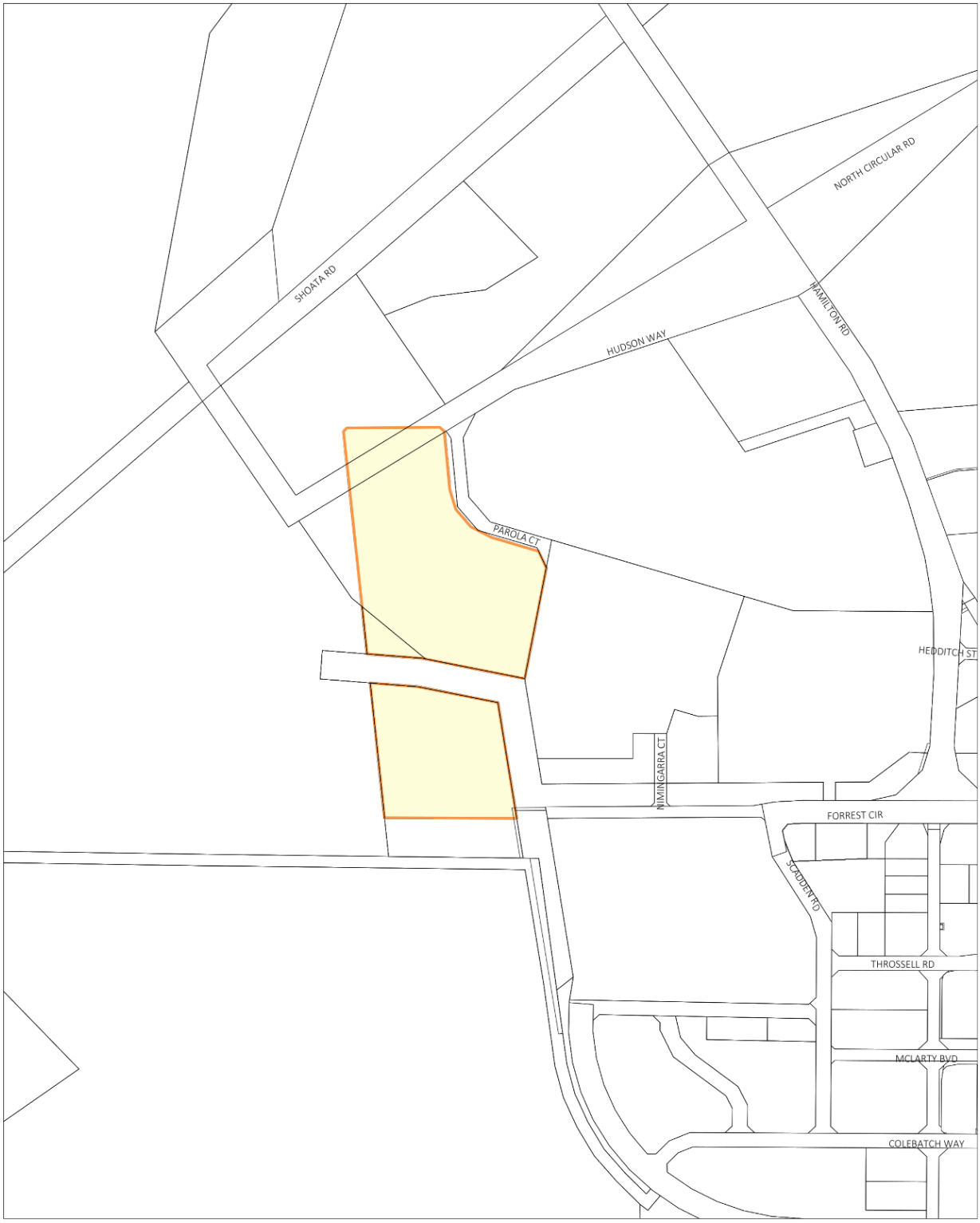
landinsights.com.au



PROPOSED ZONING MAP

Lot 300, 352, 362, 601, 604 and Road Reserve 3468025 - TOWN OF PORT HEDLAND

N 0 250 500 Meters

Legend

Local Scheme Zones

Urban Development

landinsights
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Town of
Port Hedland

Local Planning Scheme No. 7
(District Scheme)

Amendment No. xx

Reclassifying a portion of Lot 362 Forrest Circle and Crown Reserve 36025 (Lot 359) from 'Local Road' and 'Drainage/Waterway' reservation to 'Urban Development' and rezoning a portion of Lot 362 and portion of Crown Reserve 35380 (Lot 352) from 'Rural' to 'Urban Development'

FORM 2A

Planning and Development Act 2005

RESOLUTION TO ADOPT AMENDMENT TO LOCAL PLANNING SCHEME

Town of Port Hedland

Local Planning Scheme No. 7

Amendment No. xx

Resolved that the Local Government pursuant to section 75 of the Planning and Development Act 2005, amend the above Local Planning Scheme by:

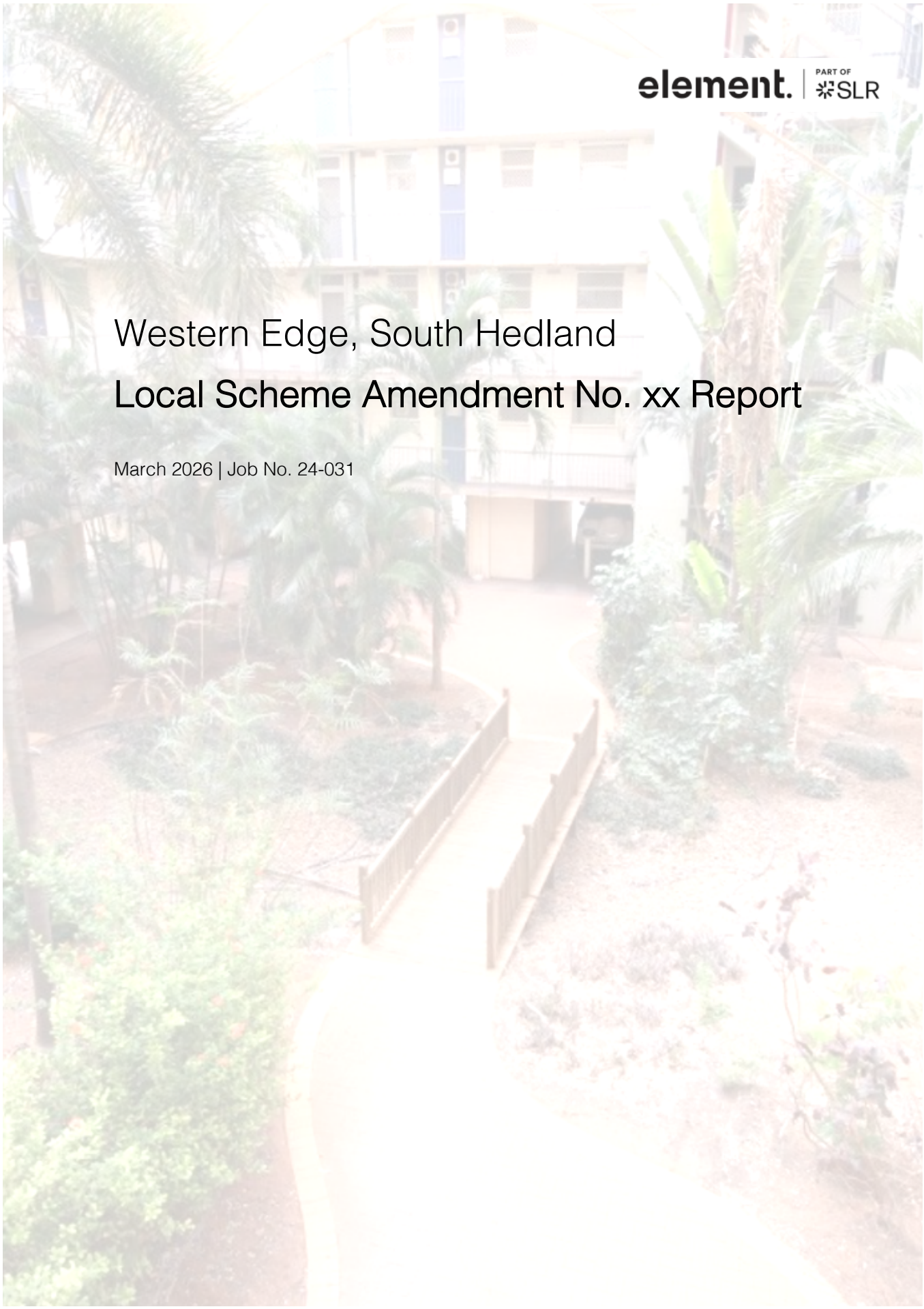
1. Reclassifying a portion of Lot 362 Forrest Circle and Crown Reserve 36025 (Lot 359) from 'Local Road' and 'Drainage/Waterway' reservation to 'Urban Development' and rezoning a portion of Lot 362 and portion of Crown Reserve 35380 (Lot 352) from 'Rural' to 'Urban Development'.

The amendment is Standard under the provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reason(s):

- Amendment is generally consistent with the intent and objectives of the Town of Port Hedland Local Planning Strategy and Western Edge Structure Plan; and
- Amendment will have minimal impact on land in the scheme area and it will not result in any significant environmental, social, economic or governance impacts on land in the scheme area.

Dated this _____ day of _____ 2021

_____
Chief Executive Officer



element. | PART OF SLR

Western Edge, South Hedland

Local Scheme Amendment No. xx Report

March 2026 | Job No. 24-031

We 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 respect to their Elders past and present.

Document ID:					
Issue	Date	Status	Prepared by	Approved by	
			Name	Name	
1	27.03.26	Draft	Hannah Lee	Justin Page	

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Appendix 1 - Western Edge Structure Plan Environmental Assessment and Management Strategy
Appendix 2 - Revised Flood Modelling and Comment for Proposed Subdivision Plan

1. Introduction

This report has been prepared by Element Advisory (part of SLR), on behalf of DevelopmentWA (DWA), to request a scheme amendment to the Town of Port Hedland Local Planning Scheme No. 7 (LPS 7). The amendment area covers land incorporating various Crown Land parcels, specifically a portion of Lot 362 Forrest Circle, a portion of Crown Reserve 36025 (Lot 359) and a portion of Crown Reserve 35380 (Lot 352) being the ('subject site').

Specifically, the proposed scheme amendment seeks to reclassify and rezone the subject site by reclassifying a portion of Lot 362 and Crown Reserve 36025 (Lot 359) from 'Local Road' and 'Drainage/Waterway' reservation to 'Urban Development' and rezoning a portion of Lot 362 and portion of Crown Reserve 35380 (Lot 352) from 'Rural' to 'Urban Development'.

The scheme amendment will consolidate the Western Edge development area to enable future subdivision and development in accordance with an endorsed structure plan. The proposed scheme amendment seeks to facilitate the redevelopment of the subject site for primarily residential purposes. This report provides the planning context and rationale for the proposed scheme amendment. This report is accompanied by a number of technical reports as appendices, providing technical supporting information for the scheme amendment.

1.1 Project Background

The Western Edge Structure Plan was endorsed by WAPC in December 2017 and is the overarching planning instrument to guide subdivision and/or development approvals for land within the Western Edge structure plan area. The structure plan area covers the existing 'Urban Development' zone in LPS 7.

The structure plan (refer to **Figure 1**) identifies the location for residential use, key roads, drainage corridors, a local centre, a site for an educational establishment (private) and public open space. The drainage corridors identified correlate with existing key drainage overland flow paths that maintain the pre-development hydrological regime to mitigate local flooding during major storm events. The structure plan estimated lot yield is 1,050 dwellings over an area approximately 155 hectares of mostly Crown Land managed by DWA.

No development has occurred since the inception of the 2017 structure plan. However, in September 2024 DWA obtain a WAPC 200366 conditional subdivision approval for Western Edge Stage 1 subdivision of Lot 606 Scadden Road. DWA is assembling the necessary Crown Land parcels in readiness to develop the wider Western Edge project area for urban use.

In order to progress additional subdivision stages and rationalise WAPC 200366 Stage 1, DWA is undertaking a structure plan amendment to the Western Edge Structure Plan. The key modifications to the structure plan mainly relate to the northern half of the 2017 structure plan (shown in **Figure 2**) and include:

- Realignment of major drainage corridors/reserves as part of a consolidated local water management strategy to create a more efficient and connected urban development.
- Changes to the neighbourhood layout to create a more compact, legible and integrated urban community that includes local parks and a potential private educational establishment.

The southern half of the structure plan generally retains the original 2017 approved structure plan design, as this area is not a priority development area in the short-medium term. The southern area, beyond Stage 6, Stage 7 and the Hedland Health Campus, is considered long term and subject to further structure plan review.

The scheme amendment is necessary to consolidate and 'round-off' the 'Urban Development' zone in the north-west area of Western Edge project area. Moreover, the subject site forms part of DWA's Western Edge Stage 2 subdivision and is included in DWA's land assembly.

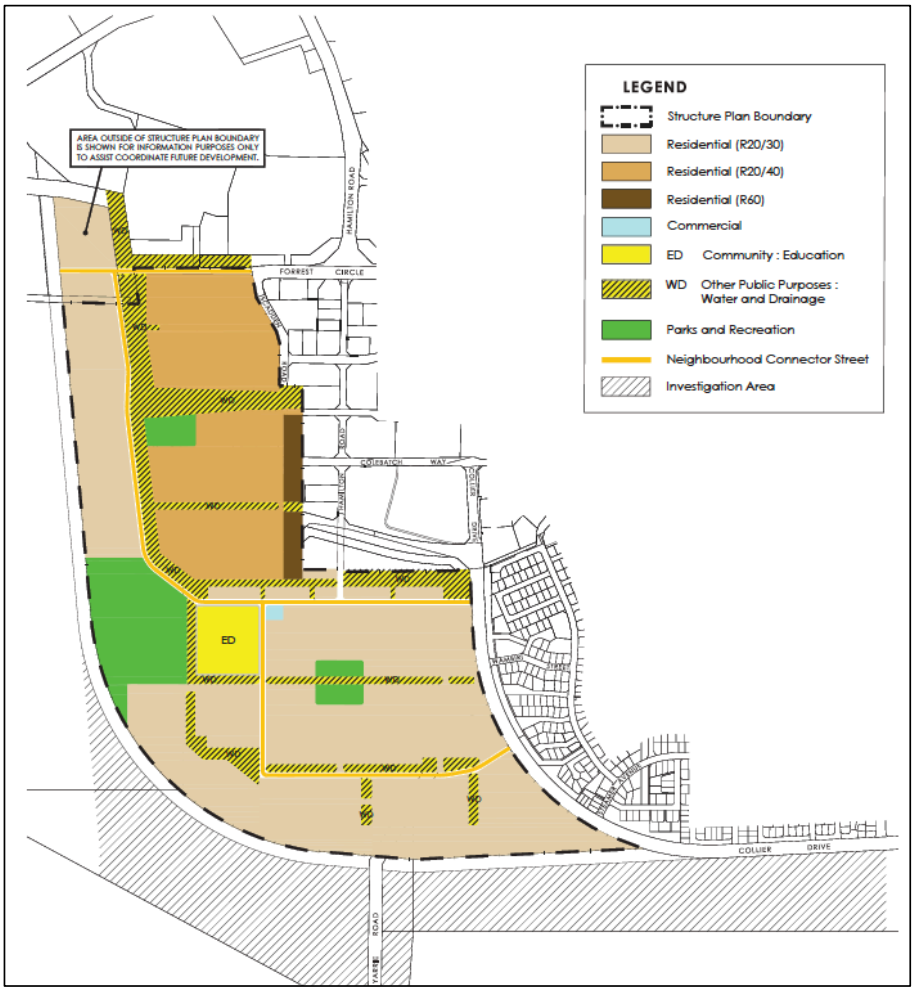


Figure 1. Approved Western Edge Structure Plan 2017

Current Western Edge Structure Plan 2017 design

Proposed Western Edge Structure Plan Amendment No. 1

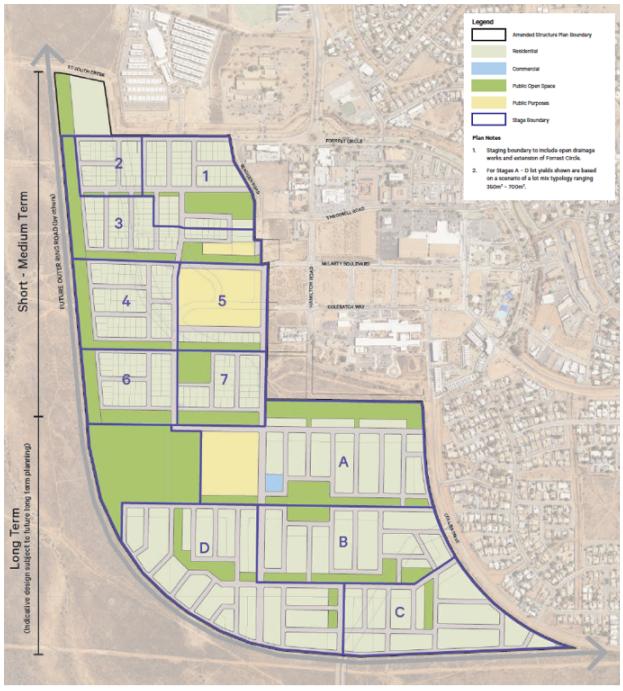


Figure 2. Proposed modifications to the Western Edge Structure Plan 2017

1.2 Site Description

1.2.1 Location

The subject site is located in the undeveloped western peripheral of South Hedland to the south of the Ess Gateway Village workforce accommodation development and at the western end of Forrest Circle – refer to **Figure 3**.

1.2.2 Tenure

The subject site comprises three Crown Land parcels with a combined area of approximately 2.92 hectares. A description of the land in the subject site is provided in Table 1.

Table 1 – Land Description

Lot No.	Reserve No.	Survey Plan and Certificate of Title	LandOwner, Management Order Authority and Purpose
359	36025	Deposited Plan 74712 CT Volume LR3163 Folio 705	Owner - State of Western Australia Management Authority – Town of Port Hedland Purpose - Drainage
352	35380	Deposited Plan 74712 CT Volume LR3163 Folio 703	Owner - State of Western Australia Management Authority – Minister for Water Resources Purpose – Protection of Rising Main
362	N/A	Deposited Plan 74712 CT Volume LR3163 Folio 708	Owner - State of Western Australia Unallocated Crown Land

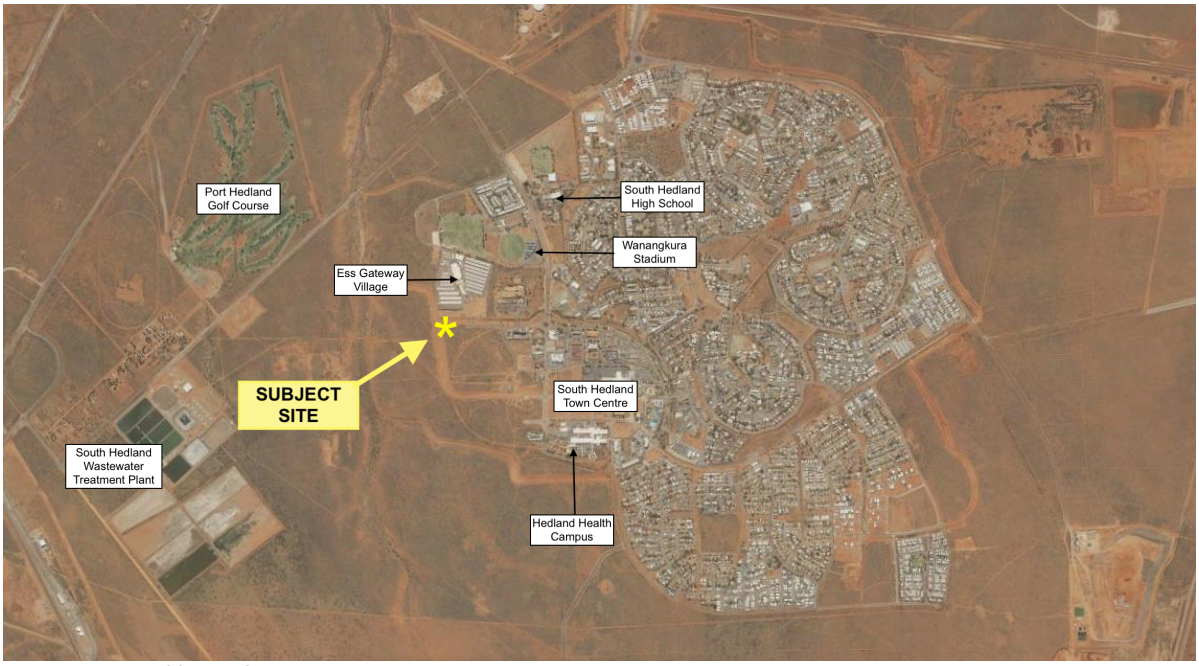


Figure 3. Location of Subject Site

1.2.3 Existing Use and Surrounding Context

The subject site is mostly vacant land covered by native grassland vegetation but also contains some informal access tracks and a portion of the Town of Port Hedland main open drainage swale which conveys stormwater from South Hedland to South Creek – refer to **Figure 4**.

The subject site is adjacent to the Western Edge Stage 1 (Lot 606) approved subdivision and approximately 85 metres south of the Ess Gateway Village workforce accommodation.

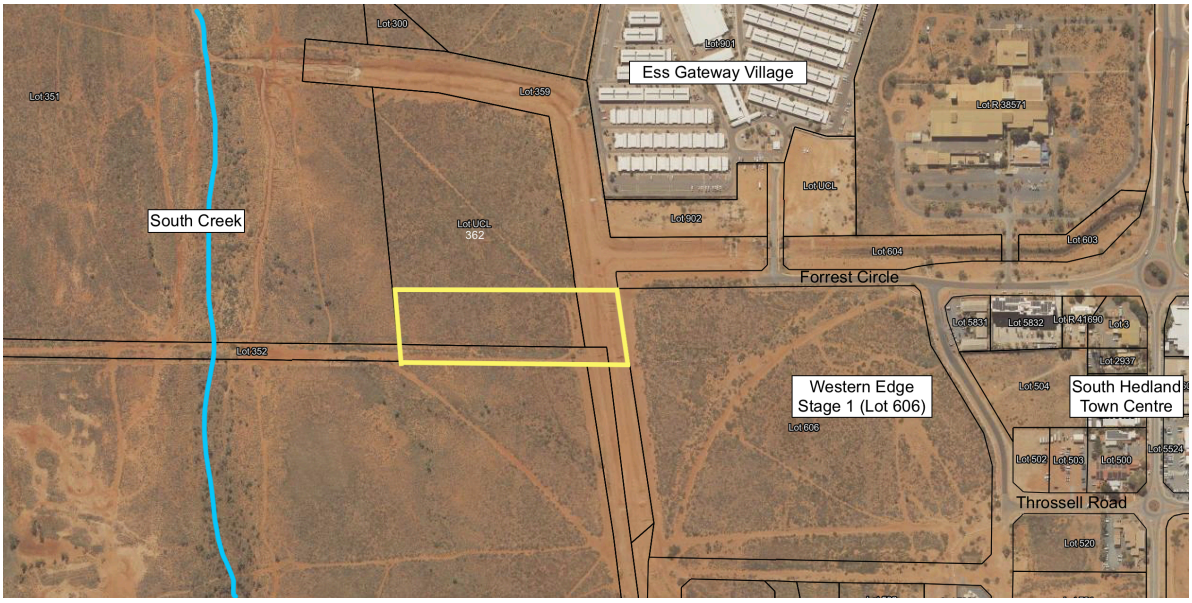


Figure 4. Subject Site Context Plan

1.2.4 Topography and Soils

The subject site is generally flat, with elevation ranging from approximately 10m AHD – 11m AHD. The Geological Survey of Western Australia's Port Hedland 1:50,000 Geological Map indicates the predominant soil type in the Western Edge project area, including the subject site and neighbouring land, is generally characterised by Silty Sand, red-brown to yellowish-brown (Qps). The silty sand is described with a composition of unsorted to poorly sorted, fine to course, frosted, subangular to subrounded quartz grains. Present in some areas is clayey sand, abundant claypans (Qc), which contains higher clay and silt content than silty sand ('Pindan' soil).

Preliminary engineering investigations indicate that some localised earthworks and importation of fill would be required for servicing and to address South Hedland flood constraint requirements. Due to poor soil infiltration and large infrequent rainfall events, the use of soakwells and detention basins is not preferred and instead, stormwater is typically conveyed via overland flow using drainage swales and channels and managed by evaporation and/or ultimate discharge to South Creek.

Preliminary investigations using the WA Acid Sulphate Soils (ASS) database mapping show the subject site as having 'no known risk' of encountering ASS within 3m of the natural surface. Overall, the subject site soil type and topography contain no significant constraints for urban development.

1.2.5 Groundwater and Hydrology

Groundwater bores within the Western Edge project area indicate groundwater at depths of approximately 3.4m below natural ground level. Data on the quality of groundwater within the Western Edge area is limited, however regional data indicates evidence of high salinity levels. The subject site is not within a proclaimed drinking water source area.

There are no wetlands, creeks, streams or any other natural water courses within the subject site or Western Edge project area. The subject site is approximately 200 metres east of South Creek. Currently surface water runoff occurs across the subject site via overland flow and within the Town's drainage channel infrastructure. The drain conveys surface water in a north-westerly direction in significant storm events to South Creek. The existing drain within the eastern portion of the subject site is proposed to be realigned as part of the Western Edge Structure Plan Amendment No. 1 development. The subject site has no significant groundwater or hydrological constraints for urban development.

1.2.6 Flora and Vegetation

The *Western Edge Structure Plan Environmental Assessment and Management Strategy* (Pentium Water, June 2024) (EAMS) has been prepared for the Western Edge Structure Plan Amendment No. 1.

Native vegetation which typically may be found in the north-west area of the Western Edge Structure Plan is generally 'vegetation association 589' described as a "mosaic : short bunch grassland – savannah / grass plain (Pilbara) Hummock grasslands, grass steppe; soft spinifex". The EAMS vegetation recorded within the Western Edge Structure Plan area is widespread within the Uaroo Land System both to the east and west of Port Hedland. The EAMS refers to the statewide vegetation statistics 2017 that confirms the remaining extent of the vegetation association 589 exceeds 99% (as noted by DBCA in 2018) and is therefore considered of 'least concern'.

No Threatened Ecological Communities or Priority Ecological Communities were identified within the Western Edge Structure Plan area. It is noted that exotic species including weeds (e.g. Buffel grass *Cenchrus ciliaris*) has been surveyed across the Western Edge project area and likely to be found within the subject site.

In relation to flora, the EAMS provides an overview based on previous flora and vegetation surveys conducted over the Western Edge project area. Significant flora species known to occur within 30 km of the Western Edge project area (including the Priority 3 *Euploca mutica*) have large recorded populations in the sub-region or broader Pilbara region (outside of the Western Edge project area). It is considered that any impact to conservation significant species, if they were to occur within the Western Edge structure plan area, would not significantly reduce the total population for these Priority Flora species.

The Priority Flora species (listed in Table 6 of the EAMS) were not identified in the historical targeted surveys as occurring within Western Edge. However, vegetation and flora surveys across the Pilbara region and subregions between 2012 - 2023 confirm these species have substantial populations beyond the boundaries of Western Edge and the subject site. Thus, in the event individual or isolated population of the Priority Flora species occur within the subject site, they would only represent a minor portion of their total Pilbara population. At this stage there are no significant flora/vegetation environmental constraints for urban development of the subject site. Further flora and vegetation technical investigations for the subject site would occur at later stages of planning, as part of the overall Western Edge Structure Plan Amendment No. 1.

Refer to **Appendix 1** - *Western Edge Structure Plan Environmental Assessment and Management Strategy* (Pentium Water, June 2024)

1.2.7 Fauna

The subject site forms part of the wider native habitat within the Western Edge Structure Plan area. The EAMS identifies this habitat to be characterised by "broad sandy plains, pebbly plains and drainage tracts supporting hard and soft spinifex hummock grasslands with scattered Acacia shrubs". This habitat can potentially support a range of native fauna including reptiles, birds and small mammals, possibly the Brush Tailed Mulgara and Bilby.

The fauna habitat covering the subject site is widespread throughout the Pilbara and is not regionally restricted or locally restricted. It is not considered to be core habitat for any of the conservation significant species found in the area. Subsequently clearing of the subject site is not likely to have any significant adverse impact on loss of fauna habitat. Notwithstanding, clearing of fauna native habitat will be further considered at later stages of planning, including the Western Edge Structure Plan Amendment No. 1.

1.2.8 Wastewater Treatment Plant Odour Buffer

The Water Corporation South Hedland Wastewater Treatment Plant (WWTP) is situated approximately one kilometre to the west of the subject site. The subject site is located outside of the LPS 7 Special Control Area No. 3 'South Hedland Wastewater Treatment Plant Odour Buffer'. The potential for odour impact from the WWTP on the subject site is not considered to be a significant constraint to the subject site or Western Edge.

1.2.9 Bushfire Management

The subject site is affected by the existing vegetation bushfire hazard on adjacent and surrounding land – refer to **Figure 5**. The Bushfire Management Plan Western Edge Precinct, South Hedland (RUIC, 2016) (BMP) was prepared to support the Western Edge Structure Plan 2017, which included the subject site. The BMP demonstrates that bushfire planning is not a significant constraint to the urban development of the subject site – refer to **Figure 6**. The subject site can be provided with appropriate bushfire management (i.e. asset protection zone) and multiple access/egress options for secondary (emergency) access can be provided at subdivision stage. Bushfire management will be further considered at later stages of planning, including the Western Edge Structure Plan Amendment No. 1.

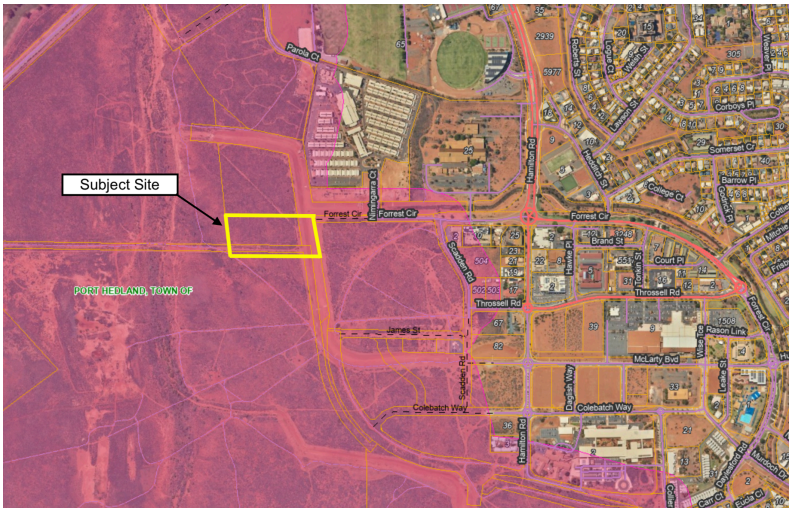


Figure 5. Bushfire Prone Mapping, DFES 2026

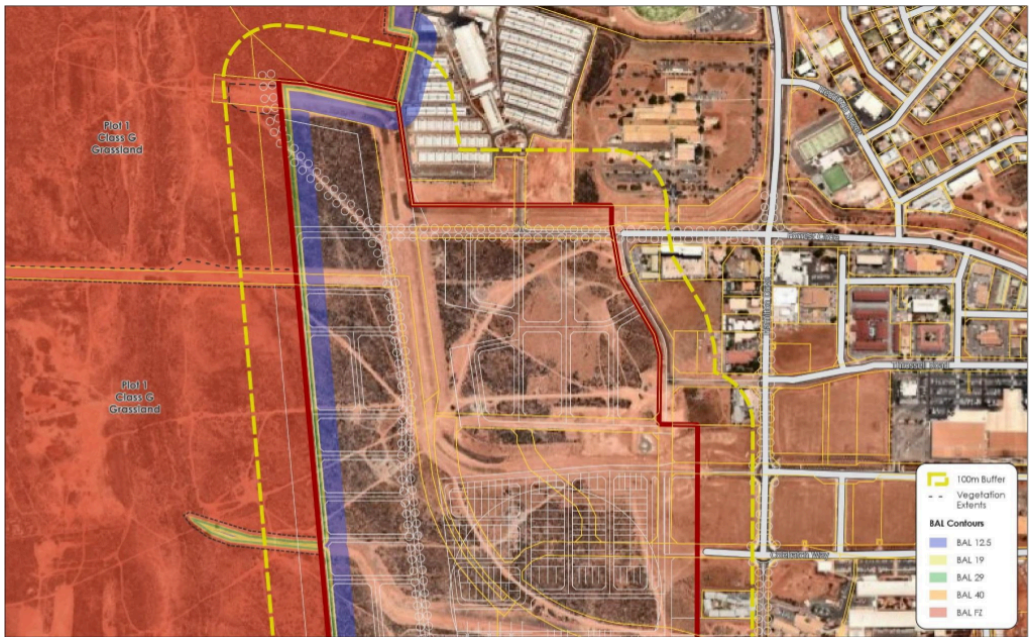


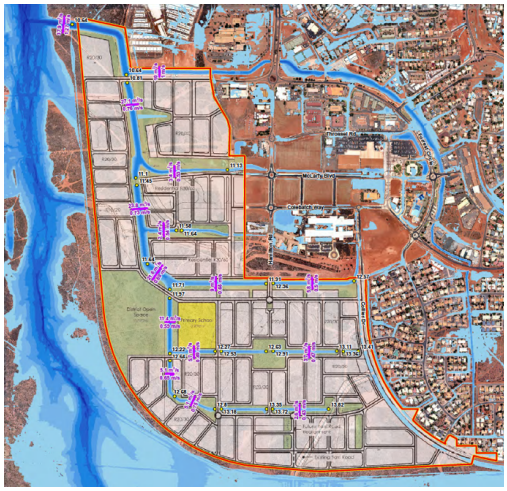
Figure 6. BAL Contour plan extract from Bushfire Management Plan Western Edge Precinct, South Hedland (RUIC, 2016)

1.2.10 Flood and Stormwater Management

The subject site is proposed to form part of the overall modified drainage strategy which comprises of a new north-south main drain, which is a realignment of the existing north-south drainage channel. As part of pre-lodgement consultations for Western Edge Structure Plan Amendment No. 1 and determination of WAPC 200366, the technical note '*Revised Flood Modelling and Comment for Proposed Subdivision Plan'* (JDA, May 2024) was provided as supporting information. Extracts from the technical note are shown in **Figure 7**, highlighting the proposed changes to drainage infrastructure as part of the Western Edge development. The proposed modified drainage network will be subject to further investigation and assessment as part of the Western Edge Structure Plan Amendment No. 1.

For future urban development in Western Edge, flood levels from adjacent drains surrounding the site is a key consideration in determining the majority of the lots finished surface levels. Some import of fill will be required to construct residential lots above drainage flood levels. This will be further considered at later stages of planning, particularly subdivision approval stage. It is considered that flooding and stormwater management can be adequately addressed to facilitate urban development of the subject site.

Current Western Edge Structure Plan 2017 drainage LWMS



Proposed Western Edge Structure Plan Amendment No. 1

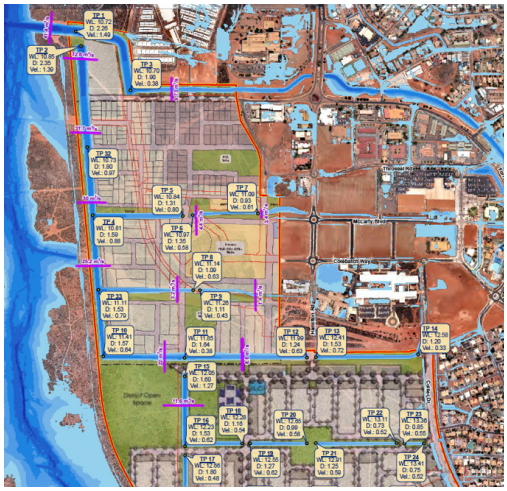


Figure 7. Proposed local water management modifications to the Western Edge Structure Plan 2017 (JDA, 2024)

Refer to **Appendix 2** - *Revised Flood Modelling and Comment for Proposed Subdivision Plan* (JDA, May 2024)

1.2.11 Contamination

The Department of Water Environment Regulation Contaminated Sites Database does not identify or record any registered contaminated sites within or directly adjacent to the subject site. Preliminary investigations indicate no records of any historical use of the subject site which had potential for contamination activities. Further geological investigations will be undertaken as part of urban development works.

1.2.12 Heritage and Native Title

The subject site contains no European heritage value. With regards to Aboriginal heritage and native title, Western Edge and the subject site are within the Kariyarra Native Title Non-exclusive area. Specifically, an Indigenous Land Use Agreement (ILUA) has been entered into between the State Government and Kariyarra Aboriginal Corporation, being the traditional owners. This agreement includes the land covered in DWA's Western Edge project.

The provisions of the Kariyarra ILUA will apply to any proposed urban development of land in Western Edge and the subject site. Early consultations between Kariyarra and DWA indicate that the Western Edge project can proceed under the ILUA. The relevant provisions of the *Aboriginal Heritage Act 1972* will also apply to future development of land in Western Edge.

2. Planning Framework

2.1 State Planning Context

2.1.1 State Planning Strategy 2050

The strategy seeks to encourage the population growth of regional towns. In particular, the strategy also recognises the Pilbara Cities initiative in developing Hedland (comprising both Port Hedland and South Hedland) into a stronger regional centre with growing appeal as a place to live. A key initiative to draw a permanent population to choose Hedland as a place to live is the creation of new residential areas with high amenity.

Western Edge can deliver approximately 400 residential lots over the short-medium term in the northern half of the project area and a further estimated 1,000 residential lots in the southern half over the longer term up to 2050. The subject site forms part of the north-western portion of the Western Edge urban expansion area.

2.1.2 Pilbara Planning and Infrastructure Framework 2012

A key part of the Pilbara Planning and Infrastructure Framework is its role in supporting the implementation of the Pilbara Cities vision, which encourages Port Hedland's growth to continue to support a residential population heading towards 2035. This includes delivery of new housing supply in Port Hedland, with a focus on:

- Achieving an efficient supply of land for future urban growth;
- Providing areas of high amenity for residential living;
- Facilitating private sector involvement in urban land development;
- Accelerating land released for the development of new housing; and
- Providing residential land in identified growth areas to meet the needs of the labour market.

The Western Edge project (including the subject site) can deliver on the above key areas through provision of new housing supply adjacent the South Hedland town centre.

2.1.3 Pilbara Port City Growth Plan 2012

The plan provides a high-level strategic blueprint to facilitate the sustained growth of Port Hedland into a Port City with a growing population. The Growth Plan identifies South Hedland as the major growth area for Hedland, with Western Edge being the primary area to accommodate urban growth for the growing population. The subject site forms part of the Western Edge project area.

2.1.4 Pilbara's Port City Implementation Plan 2012

The Implementation Plan provides a framework for delivering the objectives and findings of the Growth Plan. The Implementation Plan identifies Western Edge as a DWA project for the purpose of providing housing supply over the short-medium term and longer term. The Plan identifies significant funding required by the State Government to overcome development in regional areas.

Specific to Western Edge, the key implementation actions include:

- Rezoning of Western Edge for urban development and preparation/approval of a structure plan, which was completed in 2017.
- Ongoing State Government agencies and service providers to assist in the planning and delivery of Western Edge.
- Planning for the delivery of housing in Western Edge, which includes the completed Western Edge Structure Plan 2017 and proposed Western Edge Structure Plan Amendment No. 1, the later of which provides more contemporary planning in response to market and community expectations.

This scheme amendment aligns with the above actions in terms of consolidating and 'rounding-off' the Western Edge Structure Plan urban footprint, to provide for a coordinated and consolidated urban planning outcome.

2.1.5 State Planning Policy 2.0 'Environmental and Natural Resource Policy'

State Planning Policy 2 – Environmental and Natural Resources Policy (SPP2.0) defines the key principles and considerations that inform good and responsible planning outcomes regarding issues relating to the environment and natural resources.

An assessment of the Western Edge development area against the relevant provisions of SPP 2.0 was provided as part of the approval of the Western Edge Structure Plan 2017. Preliminary technical investigations for the subject site indicate that there are no significant environmental constraints impacting the development of the subject site for urban use, as part of the overall Western Edge project.

2.1.6 State Planning Policy 2.9 'Water Resources'

State Planning Policy 2.9 – Water Resources (SPP2.9) provides guidance for planning decision-makers regarding managing the impact on water resources at various stages of the planning process, including local structure planning. This includes a focus on mitigating potential adverse impacts to water resources and promoting total water cycle management, to ensure best practice for the sustainable use of urban water resources.

Local water management investigations propose a realignment of the drainage corridors to achieve a more consolidated urban form, as shown in Figure 7. These investigations indicate that there are no major urban water management constraints. Urban water management and best practice can be adequately dealt with at subdivision and/or development stage, to ensure consistency with the outcomes and objectives of SPP 2.9 and the South Hedland Flood Study 2010, which provides the overall drainage strategy for major rainfall events.

2.1.7 State Planning Policy 3.4 'Natural Hazards and Disasters'

State Planning Policy 3.4 – Natural Hazards and Disasters (SPP3.4) seeks to implement a systematic approach to the consideration of natural hazards and disasters in the planning process, including in the assessment of structure plans.

The Western Edge project is within a cyclone prone area. There are no significant development constraints under SPP 3.4 which would impact the urban development of the subject site.

2.1.8 State Planning Policy 3.7 'Bushfire'

State Planning Policy 3.7 – Planning in Bushfire Prone Areas (SPP3.7) sets out policy measures that apply to development in identified bushfire prone areas under the Department of Fire and Emergency Services State Map of Bush Fire Prone Areas.

The subject site forms part of the Western Edge project area, which is located within an identified bushfire prone area and therefore requires appropriate bushfire measures to be applied. Preliminary bushfire technical investigations, undertaken for the approved Western Edge Structure Plan 2017 and subsequent more detailed work undertaken for DWA's Stage 1 WAPC 200366 subdivision approval, indicates that there are no significant bushfire constraints to urban development. It is considered that the threat of bushfire hazard from vegetation on adjoining lands can be adequately managed, as previously discussed under Section 1.2.9 above.

2.1.9 Liveable Neighbourhoods

The Western Edge project is designed based on the urban principles contained in WAPC's Liveable Neighbourhoods. Roads have been planned on a modified grid layout. Wherever possible no lot backs or sides onto public open space, thus maximising passive surveillance of the streetscape. Public open space is designed so that all lots are within 400m walking distance to recreational areas connected by pathways.

The subject site forms part of Western Edge and the inclusion of the subject site in the overall Western Edge design will provide for a well-connected and consolidated urban development. The principles and requirements of Liveable Neighbourhoods will be further considered at later stages of planning.

2.1.10 Pilbara Port Hedland Regional Land Supply Assessment 2022

The WAPC Pilbara (Port Hedland) Regional Land Supply Assessment provides an analysis of land supply (including residential) across the Port Hedland and South Hedland townsites. Of relevance, the data provides a snapshot of residential land supply. Western Edge is identified to deliver residential land supply in the Short Term (>5yrs) for the northern half as shown in **Figure 8**.

Being adjacent to the town centre, Western Edge is earmarked as a priority development area for new housing to support and take advantage of its proximity adjacent to the South Hedland Town Centre. The subject site forms part of Western Edge Stage 2 area under the Western Edge Structure Plan Amendment No. 1 and subdivision of the subject site is necessary as part of the overall delivery of servicing, drainage and transport infrastructure.

2.2 Local Planning Framework

2.2.1 Town of Port Hedland Local Planning Strategy 2021

The Local Planning Strategy sets the guiding strategic planning directions for implementing the vision for Port Hedland to become a major regional economic and administrative hub in the Pilbara. The Strategy outlines the directions for growth and development up to 2036, identifies the need for further studies/investigation and establishes strategies and actions to be implemented. The report strategic spatial plan summaries the approach to addressing community, economic, built and natural environment issues.

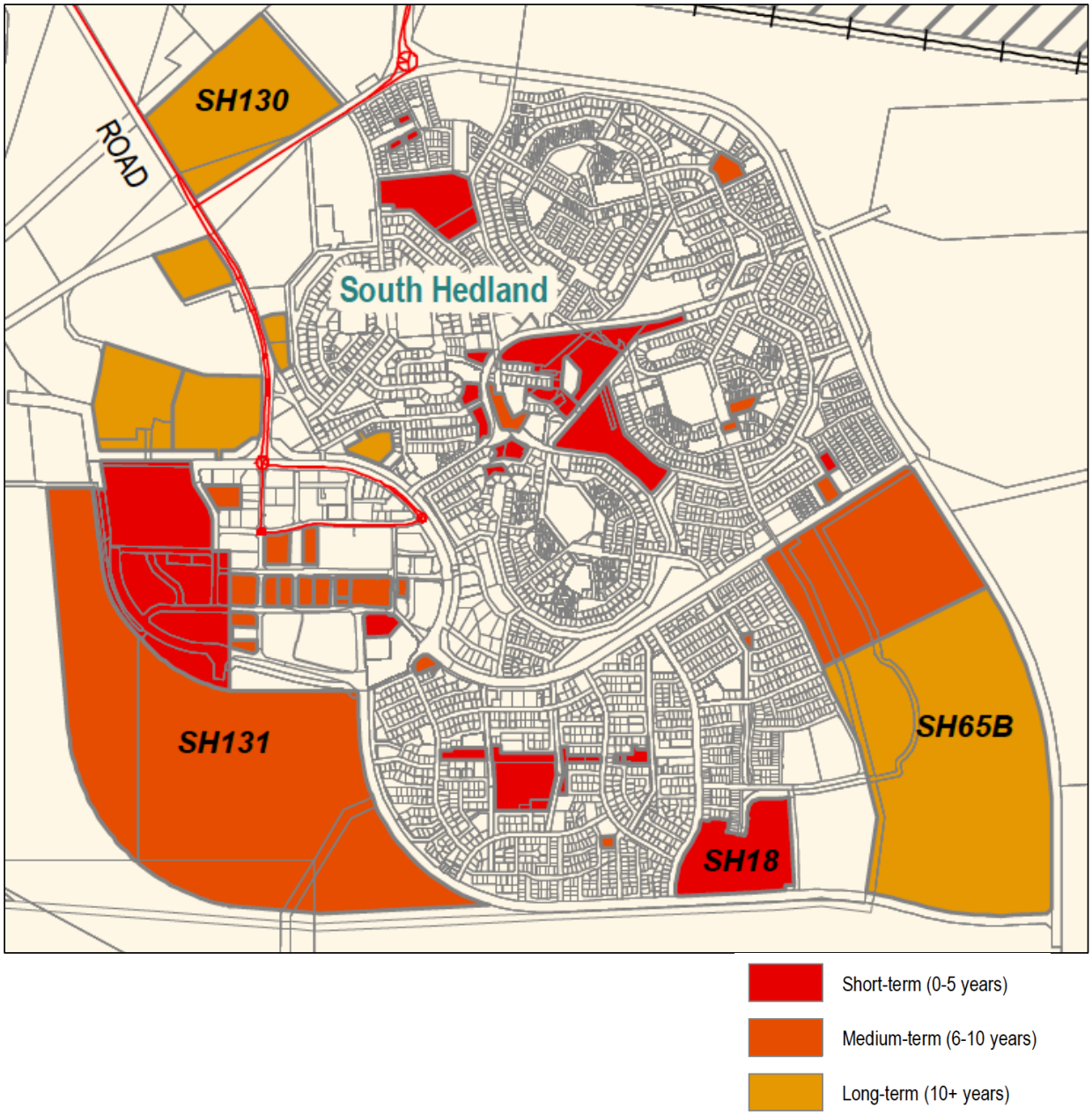


FIGURE 8

RLSA (Port Hedland) 2022 forecast residential land supply for South Hedland

Although the subject site is not shown as part of the Western Edge urban expansion area in the Strategy spatial plan for South Hedland, the key roads are identified in the plan, of which form the outer boundary for 'South Hedland West' future urban area and in which the subject site is located – refer to **Figure 9**. The scheme amendment will therefore consolidate the Western Edge 'Urban Development' zone to facilitate the future development of Western Edge.

2.2.1 Town of Port Hedland Local Planning Scheme No. 7

LPS 7 is the primary statutory control on land use and development within the Town of Port Hedland. The purpose of the proposed 'Urban Development' zone is to identify and include the necessary land, which forms part of the Western Edge project, requiring further detailed structure planning. As such, the proposed scheme amendment is necessary to provide the appropriate local zoning to enable further detailed planning for the subject site, as part of the delivery of the Western Edge project.

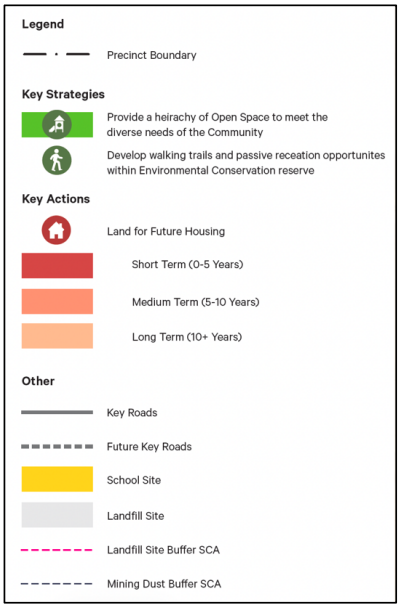


FIGURE 9

Town of Port Hedland Local Planning Strategy
(modified)

3. Planning Rationale

The scheme amendment seeks to reclassify and rezone the subject site by reclassifying a portion of Lot 362 and Crown Reserve 36025 (Lot 359) from 'Local Road' and 'Drainage/Waterway' reservation to 'Urban Development' and rezoning a portion of Lot 362 and portion of Crown Reserve 35380 (Lot 352) from 'Rural' to 'Urban Development'. This will consolidate the Western Edge development area and facilitate future subdivision and development in accordance with an endorsed structure plan. The proposed scheme amendment will facilitate the redevelopment of the subject site for primarily residential purposes.

The current LPS 7 'Local Road' and 'Drainage/Waterway' reservations and 'Rural' zone cannot remain if the subject site is to form part of the Western Edge development. The subject site should be included as part of the Western Edge 'Urban Development' zone. The land is required for the road (movement) network and essentially 'rounds-off' the neighbourhood design in the north-west portion of the Western Edge project area. This is shown in the existing approved Western Edge Structure Plan 2017 (refer to **Figure 10**) and proposed Western Edge Structure Plan Amendment No. 1 (refer to **Figure 11**).

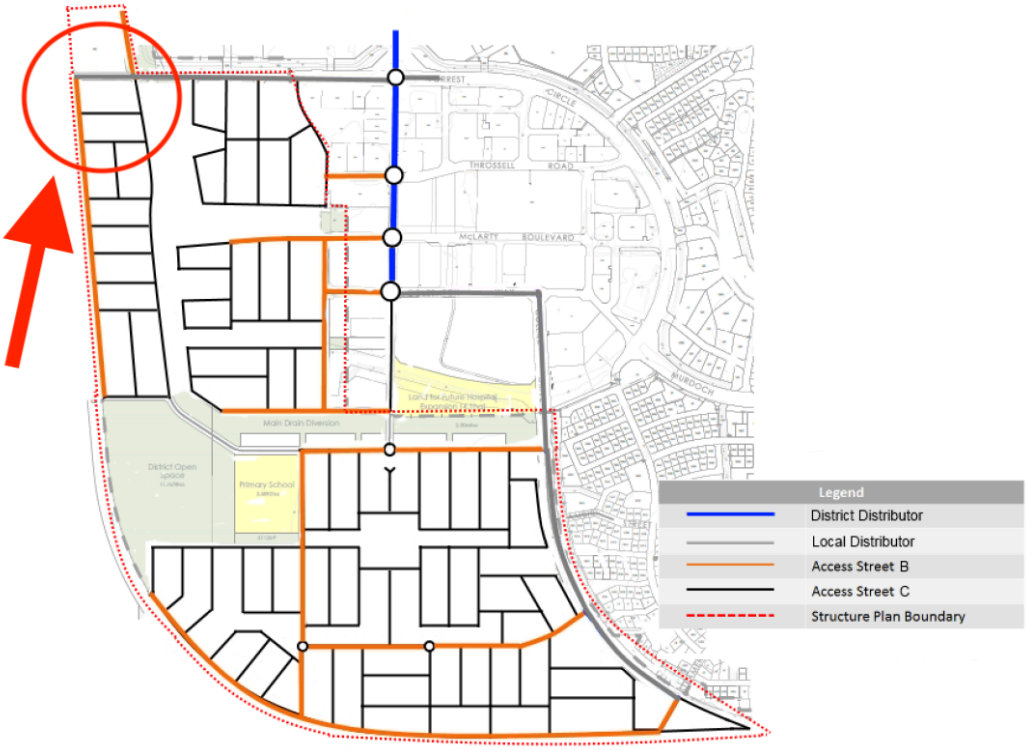


Figure 10. Western Edge Structure Plan 2017 – Road Hierarchy

Moreover, the proposed Western Edge Structure Plan Amendment No. 1, as shown in Figure 11, identifies the delivery of new residential lots and major drainage infrastructure in Stage 2, which includes all of the land in the subject site.

No land uses are proposed under this scheme amendment. Land uses will be determined in accordance with the preparation and approval of a structure plan once the subject site is included in the Western Edge Structure Plan boundary. The structure plan will determine future land uses, road and lot design layout. Approval of the structure plan will thereafter inform the planning decision making for future subdivision and development approvals for the subject site.

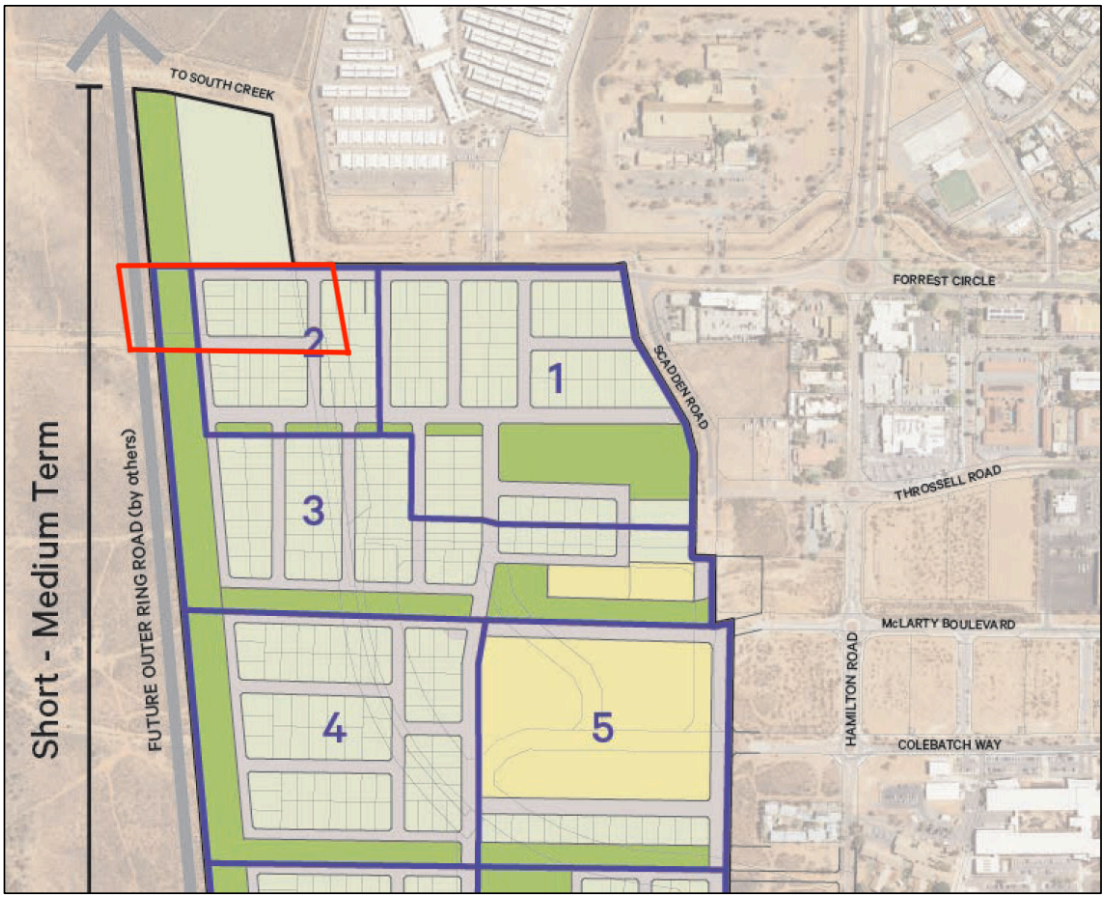


Figure 11. Extract from proposed Western Edge Structure Plan Amendment No. 1 – Stage 2 area showing subject site in [red].

Appendices

Appendix 1

Western Edge Structure Plan
Environmental Assessment and
Management Strategy

Appendix 2

Revised Flood Modelling and
Comment for Proposed Subdivision Plan

Planning and Development Act 2005

RESOLUTION TO AMEND LOCAL PLANNING SCHEME

Town of Port Hedland

Local Planning Scheme No. 7

Amendment No. xx

Resolved that the Local Government pursuant to section 75 of the Planning and Development Act 2005, amend the above Local Planning Scheme by:

1. Reclassifying a portion of Lot 362 Forrest Circle and Crown Reserve 36025 (Lot 359) from 'Local Road' and 'Drainage/Waterway' reservation to 'Urban Development' and rezoning a portion of Lot 362 and portion of Crown Reserve 35380 (Lot 352) from 'Rural' to 'Urban Development'.

FORM 6A

COUNCIL ADOPTION

This Standard Amendment was adopted by resolution of the Council of the Town of Port Hedland at the _____ Meeting of the Council held on the _____ day of _____, 20_____.

……..
SHIRE PRESIDENT

…….
CHIEF EXECUTIVE OFFICER

COUNCIL RESOLUTION TO ADVERTISE

This Standard Amendment was adopted by resolution of the Council of the Town of Port Hedland at the _____ Meeting of the Council held on the _____ day of _____, 20_____, proceed to advertise this Amendment.

……..
SHIRE PRESIDENT

…….
CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDATION

This Amendment is recommended [for support/not to be supported] by resolution of the Council of the Town of Port Hedland at the _____ Meeting of the Council held on the _____ day of _____, 20_____, and the Common Seal of the Town of Port Hedland was hereunto affixed by the authority of a resolution of the Council in the presence of:

……..
SHIRE PRESIDENT

…….
CHIEF EXECUTIVE OFFICER

FORM 6A - CONTINUED

WAPC ENDORSEMENT (r.63)

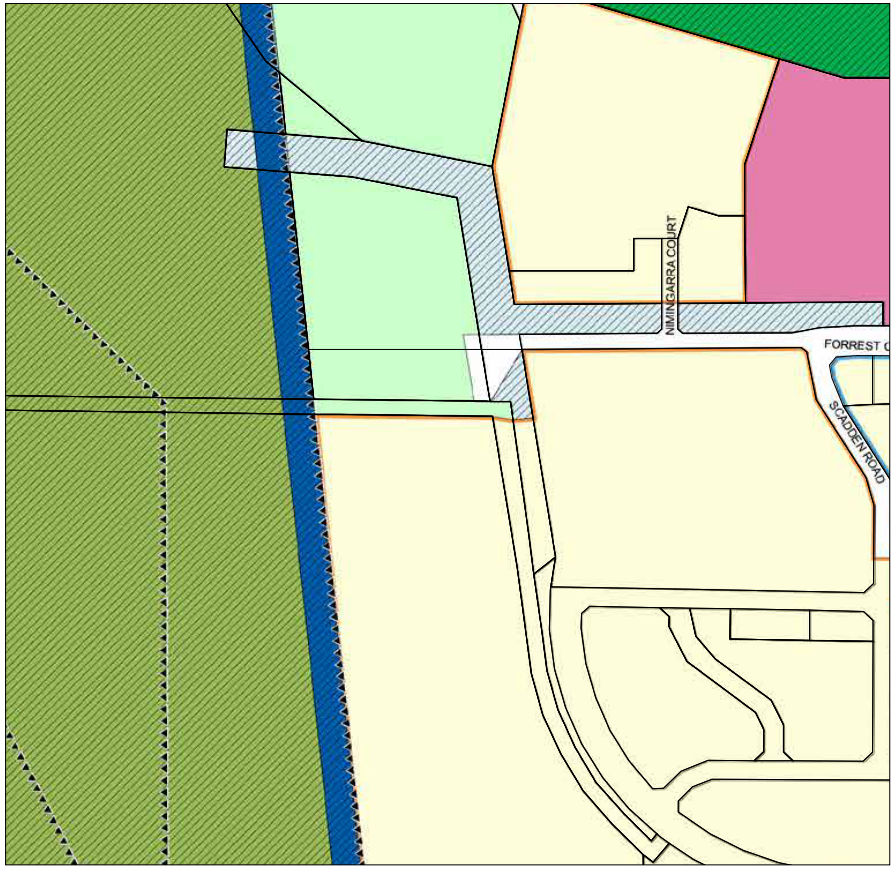
……..
DELEGATED UNDER S.16 OF
THE P & D ACT 2005

DATE …….

APROVAL GRANTED

……..
MINISTER FOR PLANNING

DATE …….



Existing Zoning

Proposed Zoning

LEGEND

LOCAL SCHEME RESERVES

- Drainage/Waterway
- Environmental Conservation Reserve
- District Distributor Road
- Local Road
- Public Open Space

LOCAL SCHEME ZONES

- Centre
- Mixed Use
- Residential
- Rural
- Urban Development

OTHER CATEGORIES
(see scheme text for additional information)

- Scheme Area Boundary
- Local Government Boundary
- R20 R Codes
- A1 Additional Uses
- **SU1** Special Use Area
- **SCA1** Boodarie Industrial Buffer

Town of Port Hedland

Local Planning Scheme No. 7
Scheme Amendment No. _____

N

File: **24-031 Scheme Amendment**
Source: **WAPC**

WESTERN EDGE STRUCTURE PLAN

Environmental Assessment and Management Strategy

Rev 0

21/06/2024

Document Status

Version	Purpose of document	Authorised by	Reviewed by	Review Date
Draft A	Internal review	J.Halleen		
Rev 0	Final	J.Halleen	J.Halleen	21/06/2024

Approval for Issue

Name	Signature	Date
John Halleen		21/06/2024

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Executive Summary

Western Edge Local Structure Plan (LSP) Context

The Western Edge Local Structure Plan (LSP) is located within in Kariyarra country on the edge of the South Hedland City Centre approximately 650 metres (m) from the shopping centre. South Hedland is in the Pilbara region of Western Australia, approximately 1,800 kilometres (km) north of Perth with a population of approximately 15,684 people (ToPH, 2022).

The Western Edge LSP totals approximately 155 hectares (ha) in area. The Western Edge landholdings and LSP area is illustrated in Figure A.

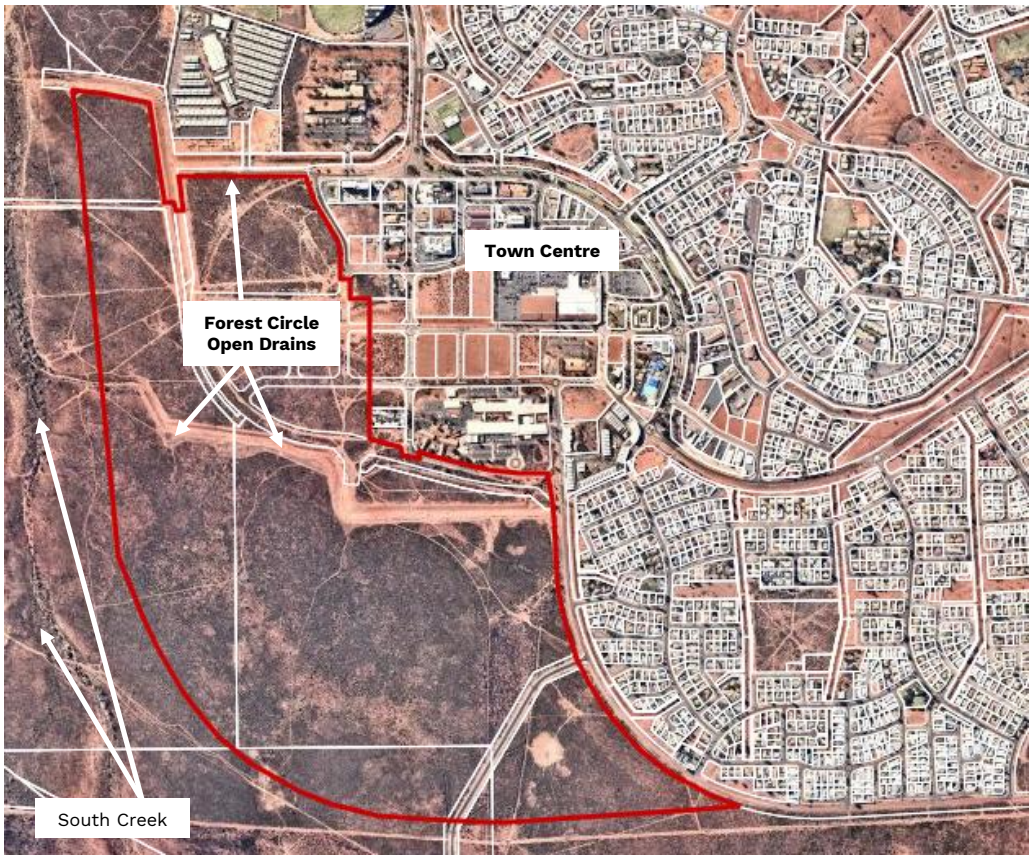

Figure A: Western Edge LSP

Western Edge LSP Planning and Environmental Approval Status

DevelopmentWA between 2011 to 2017 in collaboration with the Town of Port Hedland (ToPH) focused on securing planning and environmental approvals for the 155 ha "Western Edge" landholdings in South Hedland to address the long term land supply and the demand for affordable housing. This demand has been accelerated in response to the significant mining and infrastructure investment across the Pilbara region.

The integrated planning and environmental assessment cumulated in the following statutory approval outcomes:

- In 2012 the ToPH initiated Scheme Amendment No. 53 to Town Planning Scheme (TPS) No. 5. This amendment formally re-zoned the 155 ha area on the western boundary of the South Hedland town centre from 'Rural' land use to 'Urban Development', 'Drainage/Waterway' and 'District Distributor Road' land uses.
- In June 2012 Amendment No. 53 was assessed by the Environmental Protection Authority (EPA) under section 48(a) of the *Environmental Protection Act 1986* (EP Act). The EPA assessed the scheme at the level of 'not assessed'.
- In 2017 the Western Edge LSP (CLE 2017) was submitted to the ToPH and the Department of Planning, Lands and Heritage (DPLH).
- The WAPC, in December 2017, approved the Western Edge structure plan.

2024 Amended Western Edge LSP

Post the approval of the Western Edge LSP in 2017, DevelopmentWA undertook additional research and planning studies to guide residential lot and housing product size and mix for the current and projected population, and community facilities:

- South Hedland Western Edge Structure Plan Review (Element 2022).
- Western Edge, South Hedland Literature Review (Element 2022).
- Western Edge Community Research Report (Element 2022).

The key conclusions from the concurrent 2017 LSP review, and planning/community research resulted in recommended specific changes to the 2017 Western Edge LSP design. The design changes are focused on the following elements:

1. The advancement of future residential development is focused within the northern portion of the LSP adjacent to the South Hedland town centre.
2. The southern portion of the LSP is identified as the 'long term' residential land area. Timing for development within the southern portion of the LSP is subject to residential land supply/housing and community facilities demand. The southern portion of the LSP will be subject to a review in the future triggered by the market demand for residential lots in the northern portion of the LSP.
3. Increased lot size complementing the community feedback and research on the housing product size and mix.
4. Alignment of the POS areas to an east-west direction linking the future community to the town centre.
5. Integrating the regional open drains (Forest Circle Drains) into the east-west POS areas to provide multi-use function spaces.
6. The inclusion of a private high school site.

Figure B illustrates the 2024 amended Western Edge LSP design.

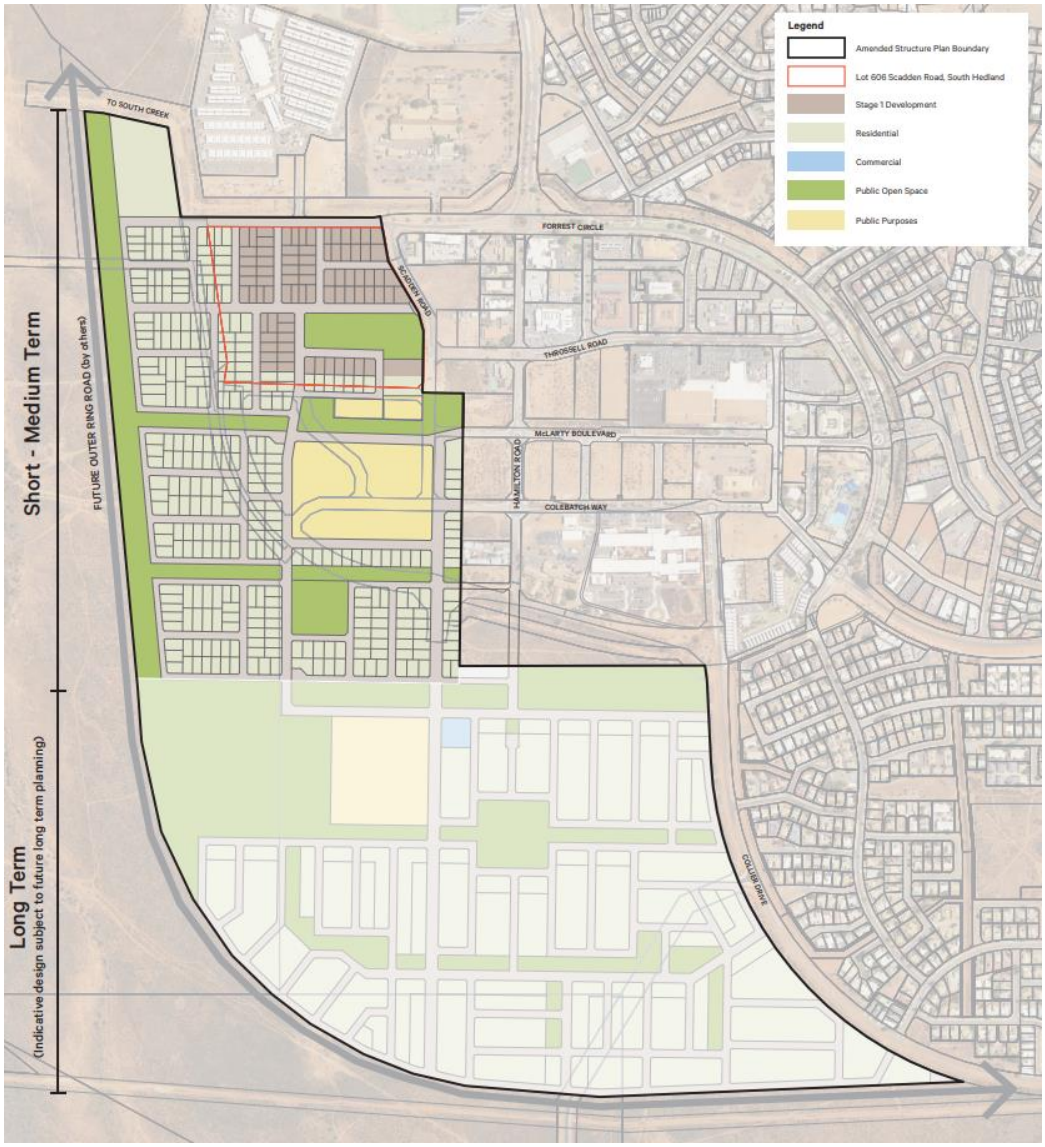

Figure B: 2024 Western Edge LSP Design

Purpose

This Environmental Assessment and Management Strategy (EAMS) document has been prepared for the following purpose:

- Identify and evaluate the key environmental factors relevant to the implementation of the Western Edge LSP.
- Assess the potential impacts, and implementation of established avoidance, mitigation and management strategies
- Address the WAPC Structure Plan Framework requirements (WAPC 2015).

Environmental Context

The assessment of the environmental impacts incorporates baseline environmental assessments from the following documents and database:

1. South Hedland Flood Study (GHD 2010).
2. Port Hedland Regional Flora and Vegetation Assessment (ENV 2011).
3. Port Hedland Regional Fauna Assessment (ENV 2011)
4. Western Edge South Hedland Local Water Management Strategy (JDA 2016).
5. Environmental Assessment Report South Hedland Western Edge Precinct – Amendment to Town Planning Scheme No. 5 (RPS 2012).
6. South Hedland – Western Edge Precinct Fauna Assessment (Metcalf & Bamford, 2012).
7. Level 1 Flora and Vegetation Survey (RPS 2012).
8. Department of Biodiversity, Conservation and Attractions (DBCA) Threatened Ecological Community and Priority Flora database assessment.
9. Department of Climate Change, Energy, the Environment and Water (DCCEEW) Protected Matters Search Tool.

The relevant environmental attributes and values are summarised in Table 1.

Table 1: Western Edge LSP Area - Environmental Elements

Element	Location	Area
Overview		

Existing land use	• Vacant crown land.
	• The large portions of the northern Western Edge LSP area (particularly within 300 m of the existing South Hedland town centre) have been subject to clearing activities from:
	  o four wheel drive and walking tracks
	  o construction of regional drainage lines (Forest Circle drains)
	  o informal offroad racks.
	• The southern portion of the LSP area has large areas of intact native vegetation with minimal clearing or access tracks.
	• A powerline easement traverses the south portion of the LSP in an east-west alignment.
	• The LSP is bordered along the western boundary by South Creek.
		155 ha

Topographical	• The LSP is generally flat, with elevation ranging from approximately 15 m - 13 m Australian Height Datum (m AHD) along the eastern boundary (or adjacent to the South Hedland town centre) to 11 m - 10 m AHD along the western boundary.	
Soils + Acid Sulfate Soils (ASS)	• The soil within the LSP is described as a red sandy loam generally referred to as Pindan Sand (GSWA 1983). • The Western Edge LSP intersects Uaroo land system. The Uaroo System consists of road sandy plains, pebbly plains and drainage tracts supporting hard and soft spinifex hummock grasslands with scattered acacia shrubs. • The LSP area is mapped as having "no known risk" of encountering ASS within 3 m of the natural surface. ASS is not considered a significant factor for the Western Edge LSP and future subdivisions.	
Hydrology	• There are no creeks or wetlands are present within the LSP area. • During storm events water flows occurs across the LSP area generally in a north westerly direction towards South Creek. • The ToPH to manage stormwater and flood risks has extended the open drain system (Forest Circle Drain) from the South Hedland town centre and adjacent residential development westward to South Creek. • The groundwater table is at least 3 m below the existing natural surface.	
Vegetation	• The LSP is within the Beard mapped vegetation association 589 'Mosiac: Short bunch grassland – savannah/grass plain (Pilbara)/Hummock grasslands, grass steppe; soft spinifex'.	

	• The Statewide Vegetation Statistics 2017 confirm the remaining extent of the vegetation association 589 exceeds 99% (DBCA 2018). • One priority flora (Priority 3) species was recorded in the LSP area *Heliotropium muticum* (now *Euploca mutica*). A targeted survey recorded a total of 206 E. mutica individuals, with the majority occurring in the north-western portion. • To determine the significance of the population identified within the survey area, a second targeted search for *E. mutica* was undertaken within the Port Hedland Hinterlands. A total of 1,299 individuals were recorded during this search suggesting that *E. mutica* is widespread and not restricted to the survey area. • No threatened or other priority flora species have been recorded in the LSP area.	
Fauna	• The "grassland mosaic" habitat type is typical of the Roebourne subregion and Uaroo land system which is characterised by "broad sandy plains, pebbly plains and drainage tracts supporting hard and soft spinifex hummock grasslands with scattered Acacia shrubs (Payne & Leighton 2004). Less than 1% of the fauna habitat linked with vegetation association 589 is currently cleared for 'intensive use'. In summary, the fauna habitat within the Western Edge LSP is widespread throughout the Pilbara and is not a regionally restricted or locally restricted. • The LSP area is not considered to be core habitat for any of the conservation significant species. West and north west of the LSP (within the Boodarie Industrial buffer and the WWTP buffer) there are extensive areas of intact fauna habitat areas. • The "grassland mosaic" habitat type is typical of the Roebourne subregion and Uaroo land system which is characterised by "broad sandy plains, pebbly plains and drainage tracts supporting hard and soft spinifex hummock grasslands with scattered Acacia shrubs (Payne & Leighton 2004). Less than 1% of the fauna habitat linked with vegetation association 589 is currently cleared for 'intensive use'. • In summary, the fauna habitat within the Western Edge LSP is widespread throughout the Pilbara and is not a regionally restricted or locally restricted.	
Heritage	• There are no registered Aboriginal heritage sites mapped within the LSP area.	

Management Framework

This document provides an environmental management strategy to be implemented across the site for future subdivision and development stages.

The key components of the Western Edge LSP management strategy are summarised as follows:

Hydrology

Local Water Management Strategy (LWMS) defines the following management measures:

- Flood Management
  - The residential development finished levels are at least 0.5 m above the 100 Year ARI flood levels. This approach is consistent with floodplain management strategies for the region.
- Stormwater Management
  - The stormwater drainage system addresses major/minor storm events.

  - Minor drainage includes swales and road drainage system which are designed to contain runoff generated by low frequency storms i.e., less than 5 year ARI. The drainage swales will provide attenuation of peak surface water flows, and water quality treatment.
  - Major drainage system includes the regional drainage reserves (i.e., Forest Circle drain) which conveys stormwater runoff from extreme events which exceed the capacity of the minor drainage system.
- Groundwater
  - The groundwater table is at least 3 m below the existing natural surface.

Future Hydrological Actions

The LWMS defines the following mitigation actions which would be implemented as standard condition of subdivision:

- Urban Water Management Plan (UWMP).
- Erosion, Sediment and Drainage Plan (ESDP). Subdivision stages within 200 m of South Creek or adjacent to outlets to the regional drains (i.e., Forest Circle drain).

Construction Management

A Construction Environmental Management Plan (CEMP) will be prepared and implemented for each subdivision stage. The CEMP will include the mitigation measures addressing:

- Vegetation and flora mitigation measures during bulk earthworks/civil infrastructure works.
- Fauna mitigations measures during bulk earthworks/civil infrastructure works.

Air Quality - Dust

Activities expected to generate dust emissions include earthworks and land clearing activities, as well as wind erosion of exposed surfaces.

The CEMP will include specific dust mitigation measures including:

The implementation of dust source control measures detailed including but not limited to:

- Earthworks
- Material Handling and Movement
- Vehicle movements
- Site access and egress

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List of abbreviations

Abbreviation	Definition
ACH Act	*Aboriginal Cultural Heritage Act 2021*
AHIS	Aboriginal Heritage Inquiry System
ASS	acid sulfate soils
BC Act	*Biodiversity Conservation Act 2016* (WA)
bgl	below ground level
BoM	Bureau of Meteorology
DBCA	Department of Biodiversity Conservation and Attractions
DCCEEW	Department of Climate Change, Energy, the Environment and Water (Commonwealth)
DPLH	Department of Planning, Lands and Heritage
DWER	Department of Water and Environmental Regulation
EP Act	*Environmental Protection Act 1986* (WA)
EPA	Environmental Protection Authority
EPBC Act	*Environment Protection and Biodiversity Conservation Act 1999* (Commonwealth)
ha	Hectare(s)
kL	kilolitre
km	kilometre
LPS	Local Planning Scheme (Town of Port Hedland)
LSP	Local Structure Plan
LWMS	Local Water Management Strategy
MNES	Matters of National Environmental Significance
TEC	Threatened Ecological Community
ToPH	Town of Port Hedland
UWMP	Urban Water Management Plan
WAPC	Western Australian Planning Commission
WSUD	Water Sensitive Urban Design

1. Introduction

1.1. Western Edge Structure Plan

DevelopmentWA in consultation with the ToPH and the South Hedland community, is proposing to implement a contemporary structure plan to renew the dormant Western Edge residential development.

The contemporary Western Edge LSP is premised on the following guiding principles:

1. Engagement with the ToPH, the local community.
2. Addressing South Hedland's residential land demand and affordable housing supply.
3. Deliver contemporary lot mix and housing product diversity.
4. Provide community facilities, including private school and integrated POS areas.

The location and a description of the physical elements of the 2024 Western Edge LSP is outlined in Table 2.

Table 2: Western Edge Local Structure Plan – Planning Elements

Element	Details
Lot details	**Northern portion LSP:** Lots 606 / 501 / 3259 / 500 / 450 / 502 / 307 + Portion of Lots 353 / 352 / 521 / 6102 + Portion Reserve 35380 **Southern portion LSP:** Lots 361 + Portion of Lots 400 / 358 / 6052 (Yarrie Rd) / 450 / 400 + Portion of Reserve 35654.
Local Government Area	ToPH
Zoning	"Urban Development"
Existing land use	Vacant crown land
Western Edge LSP	
Physical Elements	

• Residential Development
• Commercial
• Reserves
  ○ POS reserves
  ○ Public purpose – high school/primary school
  ○ Public purpose - drains
	• 1,600 - 1,650 dwellings.
	• Approximately 0.2 ha
	• Approximately 40.96 ha with integrated POS and drainage reserve areas.

The 2024 amended Western Edge LSP will replace the approved 2017 LSP. The 2017 and 2024 LSPs are illustrated in Figure C.

The amendments to the Western Edge LSP are minor and specific to the following elements:

1. The advancement of future residential development is focused within the northern portion of the LSP adjacent to the South Hedland town centre.
2. The southern portion of the LSP is identified as the 'long term' residential land area. Timing for development within the southern portion of the LSP is subject to residential land supply/housing and community facilities demand. The southern portion of the LSP will be subject to a review in the future triggered by the market demand for residential lots in the northern portion of the LSP.
3. Increased lot size complementing the community feedback and research on the housing product size and mix.
4. Alignment of the POS areas to an east-west direction linking the future community to the town centre.
5. Integrating the regional open drains (Forest Circle Drains) into the east-west POS areas to provide multi-use function spaces.
6. The inclusion of a private high school site.

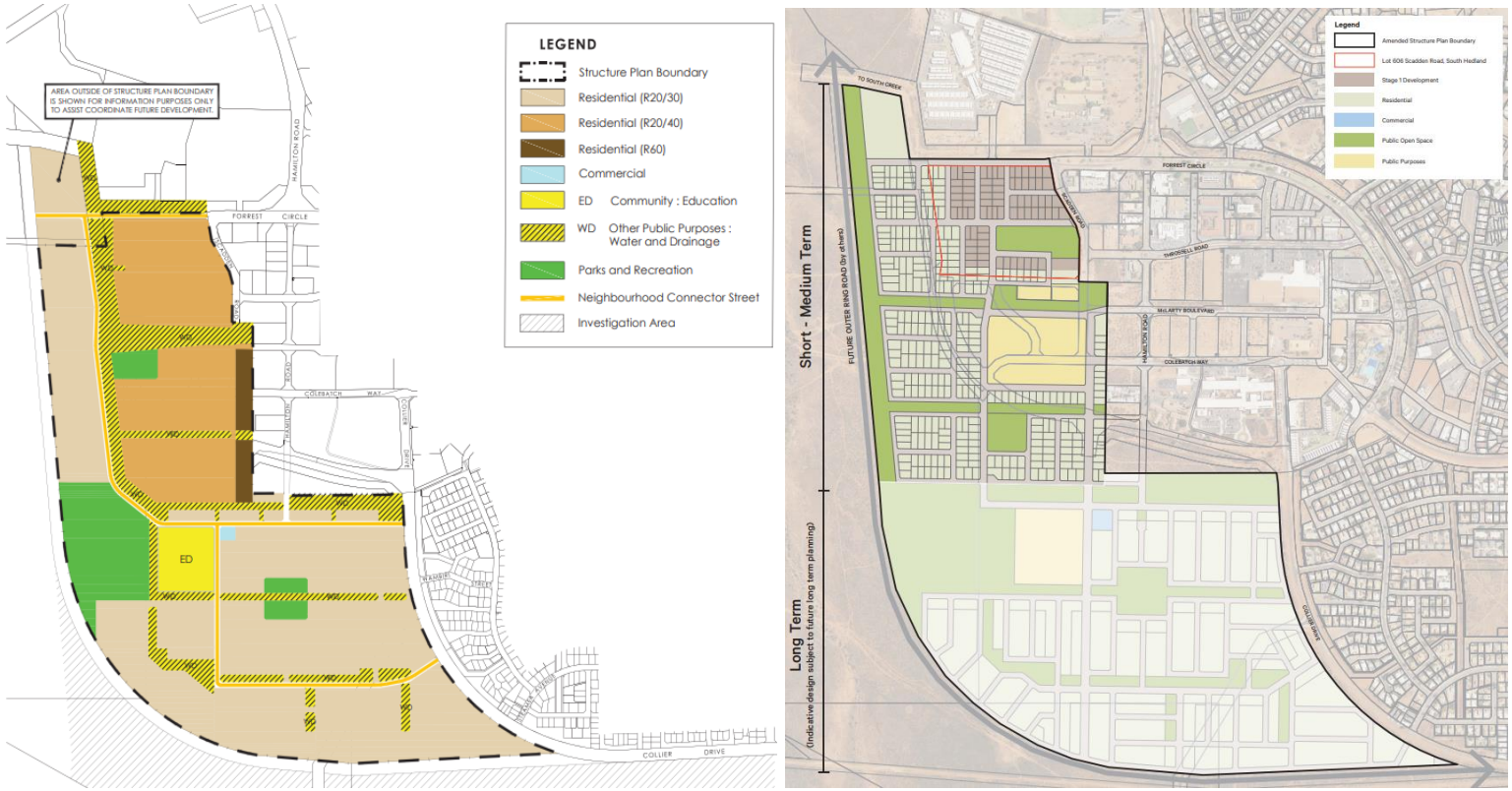

Figure C: 2017 Approved Western Edge LSP & 2024 LSP design

1.2. Planning and Environmental Approvals Background

Table 3 provides a summary of the Western Edge LSP historical planning and environmental assessments and approvals.

Table 3: Western Edge Planning and Environmental Approval

Date	Planning and Environmental Assessment & Approval Summary
Scheme Amendment	
2012	• ToPH initiated amendment no. 53 to (then) Town Planning Scheme No. 5. The purpose of this scheme amendment was to re-zone the Western Edge landholdings from 'Rural' land use to 'Urban Development', 'Drainage/Waterway' and 'District Distributor Road' land uses. • TPS No. 5 amendment no. 53 was subject to an environmental assessment of the scheme amendment under section 48(a) of the EP Act. The amendment was underpinned by the following technical surveys and report: ○ Vegetation and flora survey (RPS, 2012). ○ Fauna (BCE, 2012). ○ Environmental Assessment Report (RPS, 2012). • The EPA assessed amendment no. 53 at the level of 'not assessed' and provided their assessment advice on 4 June 2012.
ToPH TPS No. 5 Amendment No. 53 was promulgated in 2012.	
↓	↓ ↓
Local Structure Plan	
2017	• The Western Edge LSP was prepared between 2015-2017. • The LSP defined the following: ○ Residential land use. ○ Commercial land use. ○ Regional roads ○ Public Open Space. ○ Drainage reserves. ○ Public reserves i.e., schools. • The LSP contained the following environmental assessments: ○ Environmental Assessment Report (RPS 2012). ○ Local Water Management Strategy (LWMS) (JDSA 2016). • The ToPH and the WAPC approved the Western Edge LSP in 2017.

1.2.1. Existing zoning

The Western Edge landholdings is zoned "Urban Development", 'Drainage/Waterway' and "District Distributor Road" under the ToPH's Local Planning Scheme (LPS) No. 7 and is immediately surrounded by:

- South Hedland City Centre
- Mixed Use – workforce accommodation
- Residential – South Hedland suburbs
- District Distributor Road
- Environmental Conservation Reserve (South Creek)
- Rural

The Western Edge LSP is located outside of the following environmental assets and land uses (Figure D):

- **South Creek:** The western boundary of the LSP is located between 600 m (south) to 125 m (north) from South Creek.
- **South Hedland waste water treatment plant (WWTP):** The western boundary of the LSP is located between 1,000 m – 1,100 m from the WWTP perimeter boundary. This buffer is greater in distance than the prescribed WWTP special control area odour buffer established under ToPH LPS No. 7.

- **Boodarie Industrial Estate:** The district distributor road located along the western boundary of the LSP aligns with the Boodarie industrial buffer defined under ToPH LPS No. 7.

The land use within the Western Edge LSP area and surrounds as defined under the ToPH LPS No. 7 are presented in Figure D.

1.3. Relevant Legislation

1.3.1. Western Australian

1.3.1.1. *Biodiversity Conservation Act 2016* (BC Act)

The Department of Biodiversity, Conservation and Attractions (DBCA) lists flora and fauna taxa under the provisions of the BC Act as protected according to their need for protection. Flora is given Declared Rare status when their populations are geographically restricted or are threatened by local processes.

1.3.1.2. Aboriginal Heritage Act 1972

The purpose of this legislation, regulated and enforced by the Department of Planning, Land and Heritage (DPLH), is to protect relics and significant areas of land from undue interference, while at the same time leaving traditional Aboriginal cultural rights in relation to such objects or areas unaffected, consistent with the provisions of the Act. The Act establishes the Aboriginal Cultural Material Committee (ACMC). ACMC provides advice for the assessment of Section 18 Notices which developers are obliged to submit so the ACMC can determine whether or not an Aboriginal site should be disturbed by the development.

1.3.1.3. *Rights in Water and Irrigation Act 1914* (RiWI Act)

The *Rights in Water and Irrigation Act 1914* is administered by the DWER and governs the management of surface and groundwater in Western Australia.

1.3.2. Commonwealth

1.3.2.1. *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act)

The EPBC Act aims to protect Matters of National Environmental Significance. Under the EPBC Act, the Commonwealth Department of Climate Change, Energy, the Environment and Water (DCCEEW) lists Threatened species, Migratory species and Threatened Ecological Communities in certain categories determined by criteria provided within the EPBC Act. Actions likely to cause a significant impact on Matters of National Environmental Significance (MNES) should be referred to the DCCEEW for assessment pursuant to the EPBC Act.

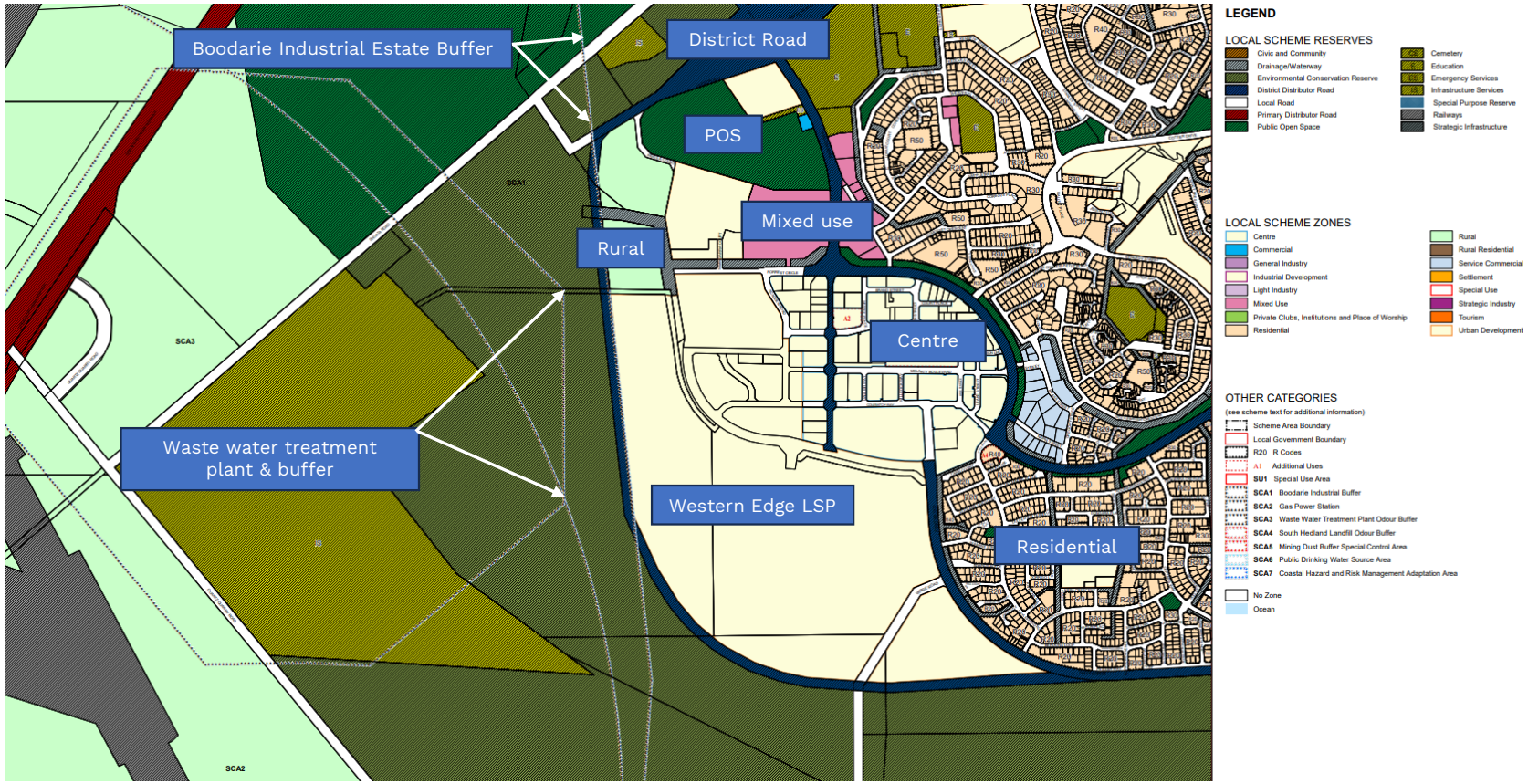

Figure D: ToPH LPS No. 7 - Land Uses

2. Existing Environment

2.1. Overview

The Western Edge LSP landholdings consist of:

- Undeveloped Vacant Crown Land comprised of native grassland vegetation.
- Constructed drainage lines (Forest Circle drain) which conveys stormwater from the existing South Hedland town centre & residential development towards South Creek.
- Bisected by regional power line in the south.
- The north-west of the LSP in proximity to the town centre contain numerous four wheel drive tracks and walking tracks.

Figure E illustrates the landholdings (lots and reserves), the existing land uses (i.e., Forest Circle drains) and cleared areas created from four wheel drive tracks.

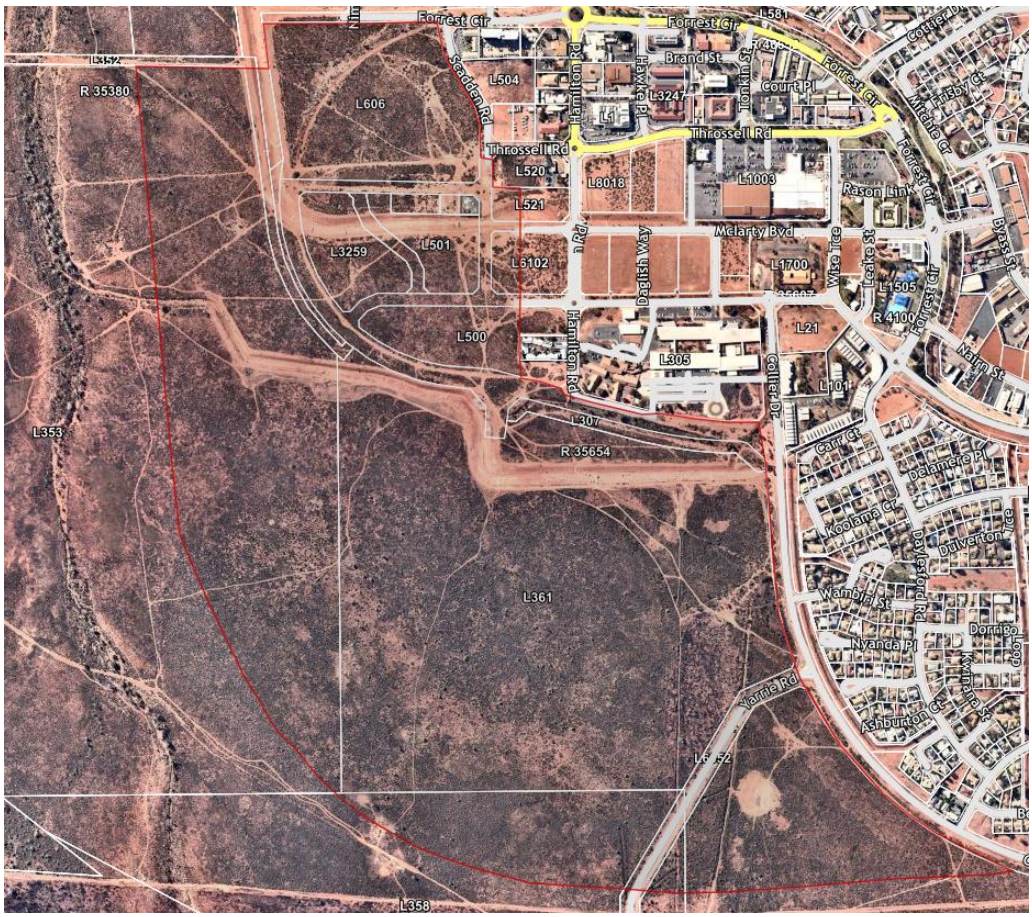

Figure E: Western Edge LSP Existing Land Uses

2.2. Climate

The Western Edge LSP is in the Pilbara region of Western Australia. The Pilbara has an arid-tropical climate with two distinct seasons, a hot summer from October to April and a mild winter from May to September. Climate data from the Bureau of Meteorology (BoM) Port Hedland Airport weather station shows that the Port Hedland area experiences a wide

temperature range, with an average annual maximum temperature of 33.3° C and an average annual minimum temperature of 19.5°C (BoM 2024).

Rainfall in the Pilbara is sporadic and can occur in summer and winter. The Port Hedland area has an average annual rainfall of 319.2 mm with most of the rainfall occurring from January to March (BoM 2024). Summer rainfall is typically associated with tropical storms in the north or tropical cyclones that cross the coast and move inland. Winter rainfall is commonly the result of cold fronts moving north-easterly across the State (Beard 1975).

2.3. Topography

The LSP area is generally flat, with elevation ranging from approximately 15 m - 13 m Australian Height Datum (m AHD) along the eastern boundary (or adjacent to the South Hedland town centre) to 11 m - 10 m AHD along the western boundary.

2.4. Landform and Geology

2.4.1. Regional landforms and soils

The Western Edge LSP intersects Uaroo land system. The Uaroo System consists of road sandy plains, pebbly plains and drainage tracts supporting hard and soft spinifex hummock grasslands with scattered acacia shrubs.

The Geology of Australia database (Stewart et al. 2008), identifies the Western Edge LSP landholdings within the Alluvium 38485 (Qa) geological formation. This geological formation is defined as channel and flood plain alluvium; gravel, sand, silt, clay, locally calcreted.

2.4.2. Interim Biogeographic Regionalisation of Australia

The Interim Biogeographic Regionalisation of Australia (IBRA) classifies Australia's landscapes into large 'bioregions' and 'subregions' based on climate, geology, landform, native vegetation and species information (Department of the Environment and Energy 2016).

The Western Edge LSP landholdings are in the Roebourne (PIL4) subregion of the Pilbara bioregion which is characterised as:

- Quaternary alluvial and older colluvial coastal and sub-coastal plains with a grass savannah of mixed bunch and hummock grasses, and dwarf shrub steppe of *Acacia stellaticeps* or *A. pyrifolia* and *A. inaequilatera*. Uplands are dominated by *Triodia* hummock grasslands. Ephemeral drainage lines support *Eucalyptus victrix* or *Corymbia hamersleyana* woodlands. Samphire, Sporobolus and mangal occur on marine alluvial flats and river deltas.
- Resistant linear ranges of basalts occur across the coastal plains, with minor exposures of granite. Islands are either Quaternary sand accumulations, or composed of basalt or limestone, or combinations of any of these three.
- Climate is arid (semi-desert) tropical with highly variable rainfall, falling mainly in summer. Cyclonic activity is significant, with several systems affecting the coast and hinterland annually (May & McKenzie 2003).

2.5. Flora and Vegetation

2.5.1. Vegetation

Broad scale vegetation mapping of the Pilbara region identified the Western Edge LSP area as being within the Roebourne Plains (Beard 1975).

In 2001 the regional Beard vegetation mapping was re-assessed and digitised (Shepherd et al. 2001), and based on this updated dataset, the LSP was identified within vegetation association 589.

Vegetation association 589 is described as a 'Mosiac: Short bunch grassland – savannah/grass plain (Pilbara)/Hummock grasslands, grass steppe; soft spinifex'. The

Statewide Vegetation Statistics confirm the remaining extent of the vegetation association 589 exceeds 99% (DBCA 2018).

Table 4 outlines the extent of vegetation association 589 (Government of Western Australia 2018).

Table 4: Statewide extent of Pre-European vegetation associations 589.

Vegetation associations	Pre-European extent (ha)	Current extent (ha)	Remaining (%)	Current extent in DBCA lands (%)
589 - Short bunch grassland - savanna / grass plain (Pilbara) / Hummock grasslands, grass steppe; soft spinifex	728, 768.20	724, 695.82	99.44 %	2.11 %

2.5.1.1. Historical Assessment

RPS undertook a level 1 (reconnaissance) flora and vegetation survey across the Western Edge LSP area in February 2012 in accordance with then current EPA vegetation and flora survey guidance (EPA 2002, 2004; RPS 2012). A desktop assessment was undertaken using database searches of the survey area and a 5 km buffer.

The database searches showed no records of threatened or priority flora or communities within the survey area.

2.5.1.2. Vegetation Communities

The RPS vegetation and flora survey identified five distinct vegetation types (Figure F):

1. **V1:** Low to Low Open Shrubland of *Acacia stellaticeps*, *Bonamia spp.*, *Ptilotus astrolasius* and *Hybanthus aurantiacus* over Closed to Open Tussock Grassland of *Triodia epactia*, *Eriachne obtusa*, *Aristida holathera* var. *holathera*, *Chrysopogon fallax* and *Paraneurachne muelleri*.
2. **V2:** Shrubland of *Acacia stellaticeps* over Low Open Shrubland of *Acacia stellaticeps*, *Bonamia* spp. with Tussock Grassland to Open Tussock Grassland of *Triodia lanigera*, *Aristida* spp. and Scattered Herbs of *Cassytha capillaris*.
3. **V3:** High Open Shrubland to Scattered Tall Shrubs of *Dolichandrone heterophylla* and or Low Shrubland to Low Scattered Shrubs of *Acacia stellaticeps*, *Ptilotus astrolasius* and *Bonamia* spp. with Tussock to Open Tussock Grassland of *Triodia schinzii* over Scattered Herbs of *Mollugo molluginis*.
4. **V4:** Low to Low Open Shrubland of *Acacia stellaticeps*, *Sida cardiophylla*, *Ptilotus astrolasius*, *Corchorus incanus* subsp. *incanus*, *Bonamia rosea* and *Hybanthus aurantiacus* over a mosaic Tussock to Open Tussock Grassland dominated by either *Triodia epactia*, *Triodia schinzii* or *Eriachne obtusa* with *Triodia lanigera*, *Chrysopogonallax*, *Aristida holathera* var. *holathera* over Scattered Herbs/Sedges of *Bonamia alatisemina*.
5. **V5:** Low Open Shrubland of *Neptunia* ? *dimorphantha* with Tussock to Open Tussock Grassland of *Triodia epactia* and or *Eriachne flaccida* over Very Open Sedges of *Cyperus iria* and Very Open Herbs of *Marsilea* sp., *Goodenia lamprosperma* and *Peplidium aithocheilum*.

None of the vegetation was considered representative of a Threatened Ecological Communities (TEC) or Priority Ecological Communities (PEC).

2.5.2. Flora

The RPS survey(s) consisted of 44 relevé sites and targeted searches across the 155 ha LSP area. The 2012 vegetation and flora survey drew the following conclusions:

- A total of 121 plant taxa (including subspecies and varieties) representing 74 genera and 34 plant families were recorded.
- One priority flora species was recorded in the Western Edge LSP during the field survey:

- *Heliotropium muticum* (now *Euploca mutica*).

Euploca mutica flora species was listed as Priority 1 (P1) in Western Australia at the time of the RPS (2012) survey but is now listed as Priority 3 (P3) under the *Biodiversity Conservation Act 2016* (BC Act). The targeted survey recorded a total of 206 *E. mutica* individuals in the Western Edge LSP, with the majority occurring in the north-western portion. Approximately 25% of the LSP area was surveyed for *E. mutica* and the likelihood of occurrence of *E. mutica* across the remainder of the site was classified into 'likely', 'possible' and 'unlikely'. RPS (2012) concluded that approximately 400-600 *E. mutica* individuals potentially occur within the Western Edge LSP.

A second targeted search for *E. mutica* was undertaken within the Port Hedland Hinterlands to determine the significance of the population identified within the Western Edge LSP. A total of 1,299 individuals were recorded during this search suggesting that *E. mutica* is widespread and not restricted to the Western Edge LSP.

No threatened or other priority flora species were recorded in the Western Edge LSP.

Figure F illustrates the 2012 surveyed vegetation community areas and the surveyed areas of P3 *Euploca mutica* (*Heliotropium muticum*).

2.5.3. Weeds

Buffel grass (**Cenchrus ciliaris*) is the dominant weed species across the Western Edge LSP area.

Figure F: Vegetation Communities within the Western Edge LSP

2.5.4. Contemporary Vegetation and Flora Review

A contemporary desktop assessment of the LSP's vegetation and flora was conducted for threatened and priority flora and ecological communities that have been recorded within a 50 km radius of the LSP using the Protected Matters Search Tool (DCCEEW 2024), DBCA's conservation significant flora databases (reference no. 32-0424FL), DBCA's TEC and PEC database (reference no. 27-0424EC) and literature references.

2.5.4.1. Significant Vegetation Communities

No TEC or PEC were identified within the Western Edge LSP area.

The DBCA Threatened and Priority Ecological Communities database search identified the presence of one PEC located approximately 35 km north-east of the LSP area. This PEC is known as the Eighty Mile System consists of beach foredunes, longitudinal coastal dunes and sandy plains with tussock grasslands and spinifex grasslands.

This PEC does not intersect the LSP area.

2.5.4.2. Significant Flora Species

Seven priority flora species were identified as occurring within 30 km of the Western Edge LSP (not including P3 *Euploca mutica*) are defined in Table 6.

Table 5: Priority Flora Species within 30 km of the Western Edge LSP

Flora Species	Priority Level	Habitat
Atriplex eremitis	P1	Coastal sandplains. One occurrence on edge of a claypan.
Tephrosia rosea var. Port Hedland (A.S. George 1114)	P1	Sand and coastal dunes.
Abutilon sp. Pritzelianum (S. van Leeuwen 5095)	P3	Orange/brown sand. Sandy clay.
Eragrostis crateriformis	P3	Clayey loam or clay. Creek banks, depressions.
Gomphrena leptophylla	P3	Sand, sandy to clayey loam, granite, quartzite. Open flats, sandy creek beds, edges salt pans & marshes, stony hillsides.
Gymnanthera cunninghamii	P3	Sandy soils.
Rothia indica subsp. australis	P3	Sandy soils. Sandhills and sandy flats.

The 2012 targeted flora surveys across the Western Edge LSP did not record any additional priority flora species other than P3 *Euploca mutica*. However, there is the potential for individual or isolated populations of *Abutilon sp. Pritzelianum* (S. van Leeuwen 5095), *Eragrostis crateriformis*, *Gymnanthera cunninghamii*, *Heliotropium muticum*, *Rothia indica* subsp. *australis* and *Tephrosia rosea* var. Port Hedland (A.S. George 1114) and *Gomphrena leptophyll* to occur within or adjacent to the Western Edge LSP area.

Additionally, Priority Flora species *Abutilon* sp. *Pritzelianum* (S. van Leeuwen 5095), *Eragrostis crateriformis*, *Gymnanthera cunninghamii*, *Euploca mutica*, *Rothia indica* subsp. *australis* have 21 or more records (WA Herbarium 1998-) on these priority species. Further, these species have been recorded across the Pilbara region and subregions and/or have large populations records. The sandy creek bed habitat associated with *Gomphrena leptophylla* (P3) is aligned with South Creek which is located outside of the LSP area.

Atriplex eremitis is unlikely to occur as the species preferred geology and semi-saline habitat does not occur within the LSP area.

2.5.5. Summary

The vegetation recorded within the LSP area is widespread within the Uaroo Land System, both to the east and west of Port Hedland. The statewide vegetation statistics 2017 confirm the remaining extent of the vegetation association 589 exceeds 99% (DBCA 2018) and is therefore considered of "least concern" (Government of Western Australia 2018).

No TEC or PEC were identified within the Western Edge LSP area.

Significant flora species known to occur within 30 km of the LSP area (including the P3 *Euploca mutica*) have large recorded populations in the sub-region or broader Pilbara region (outside of the LSP area). Any impact to conservation significant species if they were to occur within the LSP area, would not significantly reduce the total population for these Priority Flora species.

The Priority Flora species (listed in Table 6) were not identified in the historical targeted surveys as occurring within the LSP area. However, vegetation and flora surveys across the Pilbara region and subregions between 2012 - 2023 confirm these species have substantial populations outside of the LSP area. Therefore, in the unlikely event individual or isolated population of the Priority Flora species occur within the LSP area, they would only represent a minor portion of their total Pilbara population.

2.6. Fauna

2.6.1. Historical Assessment

Bamford Consulting Ecologists (BCE) undertook a Level 1 (basic) fauna survey within the survey area in 2012 in accordance with then current EPA guidance (EPA 2002, 2004; BCE 2012). A desktop was undertaken using database searches of the survey area including a 5 km buffer.

The field survey consisted of habitat mapping and opportunistic fauna observations. Four motion-sensor cameras and two bat detectors were deployed to record mammals and bats.

BCE (2012) identifies that the habitat type within the LSP area as “grassland mosaic”.

During the field survey, several *Heteromunia pectoralis* (pictorella *mannikin*/finch) (P4) (currently not listed as a conservation significant species) were observed drinking from a small ephemeral pool and a large flock (>200 birds) of oriental pratincole (MI) were seen flying over the LSP.

The 2012 fauna assessment concluded the LSP area historically was potentially used by conservation significant fauna species including greater bilby (*Macrotis lagotis*), crest-tailed mulgara (*Dasycercus cristicauda*) and brush-tailed mulgara (*Dasycercus blythi*) were considered unlikely present due to disturbance and feral predators. Ghost bat (*Macroderma gigas*) and Pilbara leaf-nosed bat (*Rhinonicteris aurantia*) could possibly forage within the LSP area but not roost.

No conservation significant fauna was surveyed by the ecologist in 2012.

Three species of feral predators (cat, dog and fox) were recorded from secondary evidence (scats and tracks).

2.6.2. Contemporary Fauna Review

A search was conducted for threatened, specially protected and priority fauna species that have been recorded within a 10 km radius of the LSP area using the Protected Matters Search Tool (DCCEEW 2024), DBCA’s conservation significant fauna database (reference no. 16-0424FA), and literature references.

The desktop review identified the following species listed in BCE (2012) fauna assessment report are no longer listed as conservation significant:

- *Ardeotis australis* (Australian bustard) was previously listed as P4.
- *Aspidites ramdayi* (woma) south-western population only is listed as P1.
- Burhinus grallarius (bush stone-curlew) was previously listed as P4.
- *Heteromunia pectoralis* (*pictorella mannikin*/finch) was previously listed as P4
- *Merops ornatus* (rainbow bee-eater) was previously listed as migratory.
- *Neochima ruficauda* (star finch) was previously listed as P4.

The distribution and habitat preferences of the threatened, specially protected and priority fauna species was reviewed against habitat described in Table 6.

Table 6: Significant Fauna Species identified in the Desktop Review

Species Name	Common Name	Status	Habitat	Likelihood of Occurrence
Reptile				
Liasis olivaceus barroni	Pilbara Olive Python	VU (EPBC & BC Acts)	Commonly found in rocky areas in association with watercourses and permanent pools near rocky habitats, such as gullies, gorges and rocky ranges or boulder sites (DSEWPaC 2008).	Unlikely
Birds				
Falco hypoleucos	Grey falcon	VU	Species occurs in arid and semi-arid Australia, where it inhabits timbered lowland plains. Acacia shrublands and that are crossed by tree-lined water courses. Species has also been observed hunting in treeless areas and frequenting tussock grassland and open woodlands (Astron 2023).	Possible
Falco peregrinus	Peregrine falcon	OS	Mainly found around cliffs along coasts, rivers, ranges and around wooded watercourses and lakes (Johnstone and Storr 1998).	Unlikely
Apus pacificus	Pacific swift	MI	Aerial, migratory species that is most often seen over inland plains and sometimes above open areas, foothills or in coastal areas. Sometimes occurs over settled areas, including towns, urban areas and cities (Pizzey & Knight 2012).	Possible
Hirundo rustica	Barn swallow	MI	Range of habitat, including open country, agricultural land, railyards, towns and overhead wires, especially near water (Pizzey & Knight 2012).	Possible
Mammals				
Dasycercus blythi	Brush-tailed Mulgara	P4 (DBCA list)	Mulgara predominantly occur in spinifex hummock grasslands and shrublands on sandy soils (Menkhorst & Knight 2011). In the Pilbara region of WA, burrows have been observed with between two and nine entrances, tunnels mostly on a single level and to a depth of about 300 mm, shaped typically as an arch over a flat bottom with a height of 70-80 mm and width of 80-100 mm at the base. Internal tunnels are mostly 50-70 mm wide leading to grass lined nests. South Creek habitat represents potential suitable habitat for this species.	Possible.
Dasyurus hallucatus	Northern Quoll	EN (EPBC & BC Acts)	Potential denning / shelter habitat (considered critical for quoll survival) includes rocky gorges, gullies and escarpments associated with *Corymbia* woodland, boulder fields, termite mounds, and small caves. Foraging or dispersal habitat is considered to include any areas of predominantly native vegetation up to 2 km from denning habitat and drainage habitat (DSEWPaC 2011).	Unlikely. There is a total lack of the pre-requisite refuge habitat in the LSP area.
Rhinonicteris aurantia (Pilbara)	Pilbara leaf-nosed bat	VU (EPBC	The roosting site is often at depth in mines; in small crevices within caves, usually those ascending between	Unlikely

		& BC Acts)	sedimentary rock layers; and with associated groundwater seeps (Armstrong et al., 2000). Foraging in the Pilbara has been observed in the following habitats: • *Triodia* hummock grasslands covering low rolling hills and shallow gullies, with scattered *Eucalyptus camaldulensis* along the; over small watercourses amongst granite boulders and low shrubs in ironstone gorges.	
Macroderma gigas	Ghost Bat	VU (EPBC & BC Acts)	Survival is critically dependent on natural roosts in caves, crevices, deep overhangs, and artificial roosts such as abandoned mine (Hall et al. 1997). The most suitable roosting locations in the Pilbara occur in the Marra Mamba Iron Formation (Armstrong et al., 2000).	Unlikely
Pseudomys chapmani	Western Pebble-mound Mouse	P4 (DBCA list)	Restricted to non-coastal, central and eastern parts of the Pilbara where preferred habitat comprises gentle, sparsely vegetated slopes of rocky ranges (Morris & Burbidge 2008).	Unlikely
Macrotis lagotis	Bilby	VU (EPBC & BC Acts)	Bilby prefers hummock grassland in plains and alluvial areas, open tussock grassland on uplands and hills, and mulga woodland/shrubland on ridges and rises (DSEWPaC 2011) but areas where it is now regionally extinct include many other (mostly open/exposed) habitat types.	Possible. Known to occur within 10 km of the LSP area.

2.6.2.1. Significant Fauna

There are five significant fauna species that potentially occur within or near the LSP area based on the contemporary fauna database assessment.

Grey Falcon

Listed as a potential species based on available information.

This species potentially utilises some sections of the LSP area (and surrounds) for foraging as part of a larger home range though it is only likely to occur infrequently and then only for brief periods. There are no identified potential nest sites within the LSP area. Major drainage line(s) and creek habitats represent the most suitable breeding and foraging habitat for Grey Falcons since they provide large trees for nesting and waterbodies which act as attractants for prey. No/negligible impact on this species anticipated.

Pacific Swift

Listed as a potential species based on available information.

The species is however only likely to occur on rare occasions and then only for brief periods. The species is largely aerial and the LSP area lacks roost sites. No/negligible impact on this species anticipated.

Barn Swallow

Listed as a potential species based on available information.

The species is however only likely to occur on rare occasions and then only for brief periods. The species is largely aerial. The LSP area lacks roost sites. No/negligible impact on this species anticipated.

Bilby

Listed as a potential species based on available information. There are no known Bilby records within the LSP area.

Bilby inhabits spinifex on plains and alluvial areas, Mulga on ridges and rises and tussock grasslands on uplands and hills (Pavey 2006). Key threats to the Bilby include:

- Introduced predators (foxes and cats)
- Frequent fires event.
- Lesser threats including predation by dingo/dogs and habitat degradation due to rabbits and livestock (Woinarski et al. 2014).

There is evidence of localised five events (Lot 606) and the presence of feral predators (in proximity to the South Hedland town site) within the LSP area. In alignment with BCE's 2012 fauna assessment conclusion, it is possible the local Bilby population within proximity to the South Hedland town site is no longer present. Alternatively, as a result of the negative influence from introduced predators and fire events any Bilby use within the LSP area would be irregular and opportunistic.

In the local area, i.e., 2 km from the Western Edge LSP area) there are large intact areas of suitable habitat for the Bilby species which are distant from the South Hedland town site.

Brush-tailed Mulgara

Listed as a potential species based on available information. This species is widely distributed across arid Australia. Within the LSP area, the mosaic grassland habitat and available information indicate at least some probability of the species occurring in the local region. However, the impacts are anticipated to be low due to the staged development within the LSP and the large expanses of adjoining and similar quality habitat within 2 km of the LSP. Further, there is likely an existing impact to this species from the cats/dogs preying on native species within proximity of the South Hedland town site.

2.6.3. Summary

The "grassland mosaic" habitat type is typical of the Roebourne subregion and Uaroo land system which is characterised by "broad sandy plains, pebbly plains and drainage tracts supporting hard and soft spinifex hummock grasslands with scattered Acacia shrubs (Payne & Leighton 2004). Less than 1% of the fauna habitat linked with vegetation association 589 is currently cleared for 'intensive use'. In summary, the fauna habitat within the Western Edge LSP is widespread throughout the Pilbara and is not a regionally restricted or locally restricted.

The LSP area is not considered to be core habitat for any of the conservation significant species listed in Table 7. West and north west of the LSP (within the Boodarie Industrial buffer and the WWTP buffer) there are extensive areas of intact fauna habitat areas.

In addition, most of the fauna species of conservation significance (listed in Table 7), while possibly present in the region are not listed as potentially occurring within the LSP area primarily due to a complete lack of suitable habitat (quality and extent).

No overall change in the conservation status of any fauna species currently or potentially utilising the LSP area is anticipated. While localised residual loss of fauna habitat will occur for some species, regional impacts on the status of any one species are anticipated to be low or not significant.

2.7. Hydrology

2.7.1. Surface Water

There are no wetlands, streams, creeks, or any other natural watercourses within the Western Edge LSP area. Currently, surface water runoff across the LSP occurs via shallow overland flow in a north westerly direction towards South Creek. The LSP western boundary is setback between 600 m (south) to 125 m (north) from South Creek.

The significant hydrological feature within the LSP area is the constructed Forest Circle South drain. The Forest Circle South drain is located at the northern section and mid-section of the LSP area (Figures A & F). The Forest Circle South drain is the significant stormwater / flood management infrastructure. The drain receives stormwater from three catchments incorporating residential and road areas in the south-west portion of South Hedland. The drainage reserve is approximately 40 m to 50 m in width.

The Forest Circle South drain conveys surface water in significant storm events to South Creek.

Figure G illustrates the pre-development catchment boundary, the existing stormwater flow direction and the Forest Circle South drain (north and south) discharging into South Creek during a 100 year peak flow event (JDA 2016).

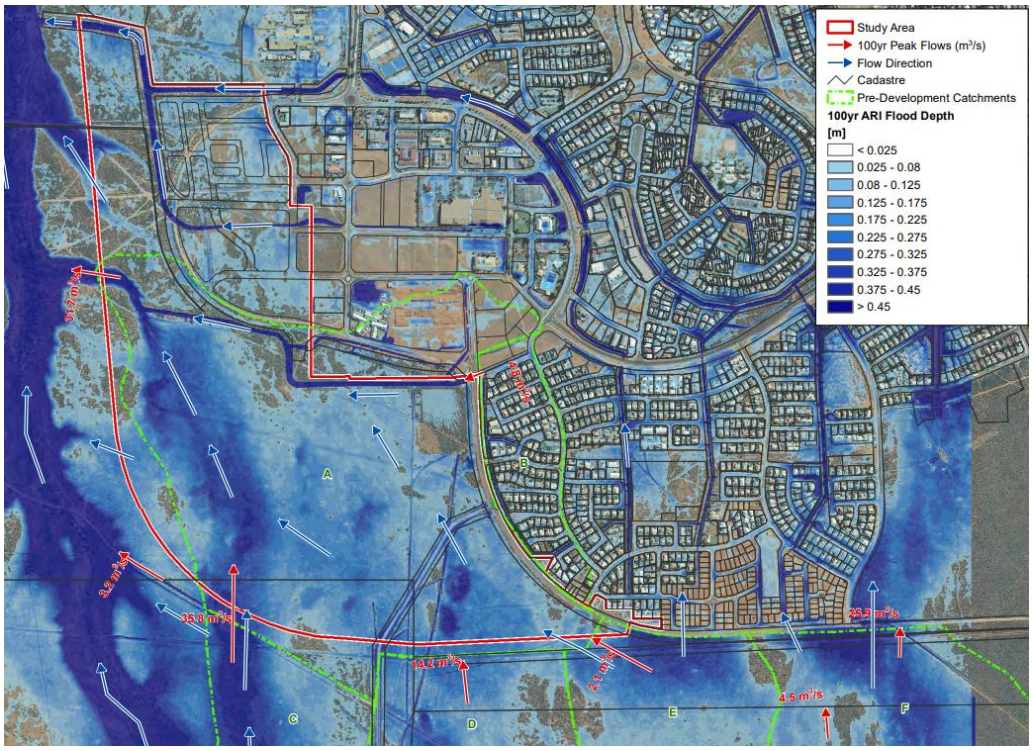

Figure G: Existing Catchment 100 year ARI Peak Flows and Depths (JDA 2016)

2.7.2. Groundwater

The LSP area is not located in a proclaimed drinking water source area.

Groundwater bores within the Western Edge LSP area encounter groundwater at depths of 3.4 m below ground level.

Groundwater quality data in the superficial aquifer is limited, but from the available regional data, there is evidence of elevated salinity levels (JDA 2016).

2.8. Terrestrial Environmental Quality

2.8.1. Acid Sulfate Soils

Acid sulphate soils (ASS) is a general term to include potential acid sulphate soils (PASS) and or actual acid sulphate soils (AASS). PASS are soils or sediments that have not undergone oxidation while AASS are soils or sediments that have undergone some oxidation to produce sulphuric acid (Department of Environment and Conservation 2009). ASS can be soils, sediments and/or substrates that contain iron sulphides. In Western Australia, ASS is commonly associated with freshwater wetlands, tidal flats, flood plains, shallow estuarine

marine deposits and saline sulphate rich groundwater (Department of Environment and Conservation 2009).

The LSP area is mapped as having "no known risk" of encountering ASS within 3 m of the natural surface.

ASS is not considered a significant factor for the Western Edge LSP and future subdivisions.

2.8.2. Contamination

A search of DWER's Contaminated Sites Database (11 June 2024) did not identify or record any registered contaminated sites within or directly adjacent to the LSP area.

The LSP landholdings are located within vacant crown land. The landholdings have not been subject to historical development or potential contaminating activities.

The risk of contamination is likely to be limited to illegal rubbish dumping which can be readily removed as part of the civil earthworks program.

Contamination is not considered a significant factor for the Western Edge LSP and future subdivisions.

2.9. Social Surroundings

2.9.1. Surrounding Sensitive Land Uses

2.9.1.1. Waste Water Pump Station

In 2014 Water Corporation constructed a waste water pump station within Lot 500. The separation distance from the pump station to Lot 606 is approximately 45 m. The typical buffer from a pump station to residential dwellings is between 20 m to 50 m.

Figure H illustrates the location of the waste water pump station within Lot 500 and a 50 buffer area.

The waste water pump station buffer (20 m – 50 m) can be addressed in future subdivision design.

Figure H: Water Corporation pump station and 50 m buffer

2.9.1.2. Waste water treatment plant

The Water Corporation South Hedland WWTP is located approximately 1 km from the LSP area.

Recognising the need to protect Water Corporation's infrastructure and to prevent land use conflicts incorporates Special Control Areas (SCA) 3 – South Hedland Waste Water Treatment Plant Odour Buffer in LPS 7. The LSP area is outside of SCA 3 boundary and the odour buffer.

The South Hedland WWTP SCA 3 is illustrated in Figure D.

Potential impacts from the waste water pump station and/or the South Hedland WWTP is not considered a significant factor for the Western Edge LSP and future subdivisions.

2.9.2. Heritage

A search of using the Aboriginal Heritage Inquiry System (AHIS) confirmed there are no recorded Aboriginal heritage sites within the Western Edge LSP or within immediate adjacent landholdings.

DevelopmentWA will continue to engage with the traditional owners, Kariyarra People throughout the staged implementation of the Western Edge LSP.

3. Environmental Assessment

3.1. Key Environmental Factors

The Statement of Environmental Principles, Factors, Objectives and Aims of EIA (EPA 2021) provides a list of potential key environmental factors to consider for Environmental Impact Assessment.

The key environmental factors considered relevant to the Western Edge LSP are:

- Flora and Vegetation
- Terrestrial Fauna

Other relevant environmental factors applicable to the Western Edge LSP include:

- Inland Waters
- Air Quality
- Greenhouse Gases
- Social Surroundings.

Table 7 and Table 8 presents a summary of potential impacts, proposed mitigation strategies and proposed environmental outcomes for key environmental factors flora and vegetation and terrestrial fauna.

Table 7: Flora and Vegetation

EPA Requirements	Consideration for the structure plan
EPA Policy and guidance	**EPA Objective** • To protect flora and vegetation so that biological diversity and ecological integrity are maintained. **Key EPA Documents** • Statement of Environmental Principles, Factors and Objectives (EPA 2021). **Relevant EPA Factor Guidelines** • Environmental Factor Guideline - Flora and Vegetation (EPA 2016).

Receiving environment	**Vegetation Communities**
	• At a regional scale the LSP area is identified as being located within vegetation association 589. Vegetation association 589 is described as a 'Mosiac: Short bunch grassland – savannah/grass plain (Pilbara)/Hummock grasslands, grass steppe; soft spinifex'.
	• Statewide Vegetation Statistics confirm the remaining extent of the vegetation association 589 exceeds 99% (DBCA 2018).
	• Five vegetation types were defined in the LSP. The common vegetation feature across the five vegetation types include:
	  ○ Shrubland of *Acacia stellaticeps*.
	  ○ Tussock Grassland of *Triodia lanigera* / *Triodia schinzii* / *Triodia epactia*.
	• None of the vegetation types represent a TEC or PEC.
	Flora
	• The assemblage includes seven significant flora species;
	• The only listed Priority Flora species recorded in the field surveys was *Euploca mutica* (P3). There are large populations of *Euploca mutica* recorded in the sub-region (outside of the LSP area). Any impact to conservation significant species if they were to occur within the LSP area, would not significantly reduce the total population for this Priority Flora species.
	• Seven Priority Flora species possibly occur in the local area including:
	  ○ *Atriplex eremitis*
	  ○ *Tephrosia rosea* var. Port Hedland (A.S. George 1114) (P1 BC Act).
	  ○ *Abutilon sp. Pritzelianum* (S. van Leeuwen 5095) (P3 BC Act)

	○ Eragrostis crateriformis (P3 BC Act) ○ *Gymnanthera cunninghamii* (P3 BC Act) ○ *Heliotropium muticum* (P3 BC Act) ○ *Rothia indica* subsp. australis (P3 BC Act) • Six of the Priority Flora species that may possibly occur have 21 or more records and/or occur across several bioregions and subregions and/or have large population records. • There is no suitable habitat (sandy creek beds) for *Gomphrena leptophylla* or Atriplex eremitis within the LSP area, however suitable habitat can be found within South Creek, west of the LSP.
Proposal activities	**Subdivision/Development Application Stage** Clearing, earthworks and civil infrastructure works resulting in the direct disturbance of vegetation within the approved subdivision or development application boundary.
Mitigation – implemented at subdivision stage	• The flora and vegetation management measures would be implemented as conditions of subdivision, where relevant. • The following measures are proposed to ensure impacts to native vegetation are minimised: ○ Construction Environmental Management Plan (CEMP): ▪ The CEMP will include the following vegetation mitigation measures: • Limiting clearing activities to the approved subdivision / development application boundary. • Demarking the approved subdivision / development application area. • Ensure no new informal tracks are created within the LSP area from civil construction activities. • Ensure traffic is restricted to established tracks and roads, and speed limits observed. ○ Bushfire Management Plan.

Table 8: Terrestrial Fauna

EPA Requirements	Consideration for the structure plan
EPA Policy and guidance	**EPA Objective** • To protect terrestrial fauna so that biological diversity and ecological integrity are maintained. **Key EPA Documents** • Statement of Environmental Principles, Factors and Objectives (EPA 2021). **Relevant EPA Factor Guidelines** • Environmental Factor Guideline - Terrestrial Fauna (EPA 2016).
Receiving environment	**Fauna Habitat and Historical Assessment** • BCE (2012) identifies that the habitat type within the LSP area as "grassland mosaic". • The 2012 fauna assessment concluded the LSP area historically was potentially used by conservation significant fauna species including Bilby, Crest-tailed mulgara and Brush-tailed mulgara were considered unlikely present due to disturbance and feral predators. Ghost bat and Pilbara leaf-nosed bat could possibly forage within the LSP area but not roost. • No conservation significant fauna was surveyed by the ecologist in 2012. **Significant Fauna Species** • The 2013 fauna survey did not identify/record significant fauna species within the LSP area. • Significant fauna species which from the contemporary desktop assessment which may occur within the LSP area include: ○ Grey Falcon (VU; BC Act) ○ Pacific Swift (MI; BC Act)

	○ Barn swallow (MI; BC Act) ○ Bilby (VU; EPBC Act & BC Act) ○ Brush-tailed Mulgara (P4; BC Act) • The likelihood of occurrence assessment for the remaining significant species identified in the desktop review determined that the conservation species were unlikely to exclusively occur in the LSP. Specifically: ○ Peregrine Falcon and Grey Falcon were identified as potential visitors as part of their wide foraging ranges but are unlikely resident species due to absence of suitable nesting or roosting habitat. ○ Northern Quolls may possibly occur within the South Creek habitat during dispersal events but is unlikely to be a resident due to absence of suitable denning habitat. ○ There are no known Bilby records within the LSP area. Bilby. The presence of feral predators it is possible that the local Bilby population is no longer present. In the local area, i.e., 2 km from the Western Edge LSP area) there are large intact areas of suitable habitat for the Bilby species which are distant from the South Hedland town site. ○ Brush-tailed Mulgara based on this species preferred habitat (spinifex hummock grasslands and shrublands on sandy soils) may possibly utilise areas of the LSP area. Impacts are anticipated to be low due to the staged development within the LSP and the large expanses of adjoining and similar quality habitat within 2 km of the LSP. Further, there is likely an existing impact to this species from the cats/dogs preying on native species within proximity of the South Hedland town site.
Proposal activities	**Subdivision/Development Application Stage** Clearing, earthworks and civil infrastructure works resulting in the direct disturbance of vegetation within the approved subdivision or development application boundary.
Mitigation – implemented at subdivision stage	• The fauna management measures would be implemented as conditions of subdivision, where relevant. • The following measures are proposed to ensure impacts to fauna are minimised: ○ CEMP. ▪ The CEMP will include the following mitigation measures: • Provide site specific information on significant fauna species potentially found in the local area. • Contact wildlife carer groups/vet for injured fauna. • Limiting clearing activities to the approved subdivision / development application boundary. • Avoidance of South Creek habitat which provides a dispersal corridor for fauna species. ○ Bushfire Management Plan.

3.2. Other Environmental Factors

Implementation of the Western Edge LSP is unlikely to significantly impact the following key environmental factors:

- Inland Waters
- Air Quality
- Greenhouse Gases
- Social Surroundings.

3.2.1. Inland Waters

No watercourses, creeks or wetlands are present within the LSP area. South Creek runs adjacent to the LSP on the western boundary. The LSP western boundary is setback between 600 m (south) to 125 m (north) from South Creek.

The 2024 Western Edge LSP is supported by a LWMS (JDA 2024) and South Hedland Western Edge Flood Model (JDA 2012). The LWMS and the associated hydrological management framework responds to:

- Better Urban Water Guidelines (WAPC 2008).
- South Hedland Flood Study (GHD 2011).
- Port Hedland Coastal Vulnerability Study (Cardno 2011).
- South Hedland Town Centre – East Precinct: Local Water Management Strategy (JDA 2011).
- South Hedland Western Edge LSP flood model (JDA 2012).

The flood model identified the LSP area would be inundated during a 100 year Average Recurrence Interval (ARI) event (Figure F).

The LWMS defines the following management measures:

- **Flood Management**
  - The residential development finished levels are at least 0.5 m above the 100 Year ARI flood levels. This approach is consistent with floodplain management strategies for the region.
- **Stormwater Management**
  - The stormwater drainage system addresses major/minor storm events.
  - Minor drainage includes swales and road drainage system which are designed to contain runoff generated by low frequency storms i.e., less than 5 year ARI. The drainage swales will provide attenuation of peak surface water flows, and water quality treatment.
  - Major drainage system includes the regional drainage reserves (i.e., Forest Circle drain) which conveys stormwater runoff from extreme events which exceed the capacity of the minor drainage system.
- **Groundwater**
  - The groundwater table is at least 3 m below the existing natural surface.

3.2.1.1. Future Management

The LWMS defines the following mitigation actions which would be implemented as standard condition of subdivision:

- Urban Water Management Plan (UWMP). The UWMP addresses:
  - Detailed stormwater management design including the size, location and design of swales, integrating major and minor flood management capability, landscape plants for the swales as related to stormwater function, details of local geotechnical investigations and impact on stormwater design.
  - Detail measures to reduce velocity of stormwater to prevent erosion and sediment transportation.
  - Management of groundwater levels, and if any proposed dewatering is necessary.
  - Agreed/approved measures to achieve water conservation and efficiencies of use including sources of water for non-potable uses and detailed designs, controls, management and operation of any proposed system.

Subdivision stages within 200 m of South Creek or adjacent to outlets to the regional drains (i.e., Forest Circle drain) the following management measure will be implemented:

- Erosion, Sediment and Drainage Plan (ESDP). The ESDP addresses:
    - The effects of erosion and sedimentation on the environment and biological communities are minimised through:
        - Erosion control measures – for example controlling soil stockpiles.
        - Sediment control measures – for example sediment basins, sediment fences and silt socks.
        - Drainage control measures – for example temporary drainage basins.

3.2.2. Air Quality - Dust

Activities expected to generate dust emissions include earthworks and land clearing activities, as well as wind erosion of exposed surfaces.

The CEMP will include specific dust mitigation measures including:

The implementation of dust source control measures detailed including but not limited to:

- Earthworks
- Material Handling and Movement
- Vehicle movements
- Site access and egress

3.2.3. Greenhouse Gases

Greenhouse Gas (GHG) is not a significant factor. GHG emissions from the staged subdivision and civil engineering development activities are not predicted to exceed the 100,000 t CO2-e per annum threshold for Scope 1 emissions stated in the Environmental Factor Guideline – GHG Emissions (EPA 2020).

3.2.4. Social Surroundings

The development envelopes do not contain any registered Aboriginal sites according to the Department of Planning, Lands and Heritage's Aboriginal Heritage Inquiry System.

DevelopmentWA will continue to liaise with the Kariyarra Aboriginal Corporation on the amended Western Edge LSP and the staged subdivision.

4. Western Edge LSP – Future Actions

The 2024 Western Edge LSP (updates the 2017 approved LSP) defines a short/medium term development area and the long term development area (Figures B & C). The WA Planning Manual Guidance for Structure Plans defines the duration period for an approved structure plan is up to 10 years. In this context, it is proposed post the 10 year Western Edge LSP approval period the following actions would be undertaken to support the advancement of a future LSP approval:

1. Contemporary targeted flora survey
2. Contemporary fauna / targeted fauna survey
3. Local Water Management Strategy (LWMS)

4.1. Conclusion

Overall, the residual impacts to the LSP's environmental attributes from the staged implementation of future subdivisions are low due to the avoidance and mitigation that is proposed through future environmental conditions for future subdivision and development applications in line with relevant state and local government legislation, policies and guidelines and best management practices.

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Western Edge, South Hedland

Local Water Management Strategy

Revised Flood Modelling & Comment for Proposed Subdivision Plan

Prepared for DevelopmentWA

TECHNICAL NOTE

(13 May 2024)

This Technical Note was prepared to detail the revised flood modelling for proposed Option 2B planning layout and provide comment on any impact for the proposed Subdivision Plan area.

1 Introduction and Background

An LWMS was prepared by JDA in 2016 for Cedar Woods Properties Ltd for the proposed Western Edge development area. The proposed stormwater management for the JDA (2016) LWMS is reproduced in Figure 1.

It was proposed that all runoff from the development area would be discharged from the site via drainage swales with flowed to the west and north, with a connection point into the existing Forrest Circle Drain, prior to the proposed outer ring road and discharge into South Creek.

Discussions with DoW (now DWER) in 2010 for the Town Centre area (which also apply for Western Edge) documented that flood protection was the main issue for the Hedland area, with management of erosion and sedimentation. Matching peak flows to pre development rates was not considered important given the discharge point was South Creek (which has a significantly larger catchment). The Pindan Sands were not conducive to infiltration, so lot scale rainfall retention (soakwells, etc) was not considered appropriate. Water quality issues such as nutrient concentration management was a lower priority in the Pilbara. Due to the runoff volumes, open drains rather than piped drainage were considered the best method of managing flow discharge.

A 2D flood model with “rain on grid” for flow generation was used to model the proposed development layout and stormwater system. Results of the 100 year, 5 year and 1 year ARI events are reproduced in Figures 2 to 4.

A revision to the Structure Plan layout is proposed, and the impact to this revision is documented below.

2 Proposed Structure Plan Amendment

The preferred structure plan layout (Option 2B) is shown in Attachment 1. From a drainage perspective the main change is the relocation of the main North-South drain further west, against the future outer ring road alignment. This is not a substantial change to the stormwater management system, while it prevents the isolation of residential cells from the rest of the development. The proposed Subdivision Plan area is shown on Figure 5.

3 Modelling of Revised Drainage Layout

The 2D hydraulic model was modified by JDA to include the revised alignment of drains in the western areas of the Structure Plan, to match the Option 2B alignment. Drain base widths were modelled similar to the 2016 LWMS base widths for the North-South drain. The East-West drains were extended directly west to meet the new alignment for the North-South drain.

The same 100 year, 5 year and 1 Year ARI rainfall events were applied to the new alignment and the models rerun to simulate local and regional hydrology and hydraulics. Results are shown Figures 6 to 9. Changes to the flows and flood levels are similar as described below.

3.1 100 Year ARI Results

The modelled results for the revised drainage alignment for the 100 year ARI event are shown in Figure 6. Comparing the results to those in the 2016 LWMS in Figure 2, flows and flood levels are similar for the two sets of modelling.

In the southern upstream areas, at TP14 (on Figure 6, south east corner of hospital site) the flood level is 12.58 mAHD, compared to 12.57 mAHD in Figure 2. South of this at TP24 the flood level is 13.41 mAHD, the same as in Figure 2. Peak flow rates in areas adjacent to the proposed District Open Space are similar on both figures.

To the south of the Subdivision Plan (see Figure 5), adjacent to Scadden Rd, TP7 has a flood level of 11.09 mAHD – slightly lower than the level of 11.13 mAHD from Figure 2. Flow rates in the East-West drain in this section are similar for both figures.

Peak flow rates in the North-South drain are slightly higher in the realigned drain in Figure 6 compared to those in Figure 2, because the contributing area has increased slightly.

In conclusion the 100 year ARI results are comparable with those from the 2016 LWMS.

3.2 5 Year ARI Results

The modelled results for the revised drainage alignment for the 5 year ARI event are shown in Figure 7. Comparing the results to those in the 2016 LWMS in Figure 3, flows and flood levels are similar for the two sets of modelling.

For the southern upstream areas, flood levels on Figure 7 at TP12 to TP14, TP16 and TP18 to TP24 are all same or within 0.01 m of the flood levels shown on Figure 3.

To the south of the Subdivision Plan area, at TP7 the flood level is 10.68 mAHD, slightly higher than the 10.66 mAHD on Figure 3.

Flow rates in the realigned North-South drain are slightly higher than those in Figure 3, due to the slightly increase contributing area.

In conclusion the 5 year ARI results are comparable with those from the 2016 LWMS.

3.3 1 Year ARI Results

The modelled results for the revised drainage alignment are shown in Figure 8. Comparing the results to those in the 2016 LWMS in Figure 4, flows and flood levels are similar for the two sets of modelling.

For the southern upstream areas, flood levels on Figure 8 at TP12 to TP14, TP16 and TP18 to TP24 are all same or within 0.01 m of the flood levels shown on Figure 4.

To the south of the Subdivision Plan area, at TP7 the flood level is 10.48 mAHD on Figure 8, slightly higher than the 10.47 mAHD on Figure 4.

Flow rates in the realigned North-South drain are slightly higher than those in Figure 4, due to the slightly increase contributing area.

In conclusion the 1 year ARI results are comparable with those from the 2016 LWMS.

4 Discussion of Local Stormwater for Subdivision Plan Area

For the Subdivision Plan Area shown on Figure 5 and Attachment 1, the road layout has been modified compared to that shown on Figure 1. However the catchments for this area are essentially unchanged. The East-West road running through the centre of the Subdivision Plan Area forms a catchment divide, with areas to the south draining south to the proposed swale drain, while those areas north, draining north to the existing Forrest Circle drain. This flow regime remains in place for the proposed Subdivision Plan.

The 2016 LWMS presents a general strategy for overland flow either through swales or via flow on roads (depending upon flow length).

Due to the low permeability of Pindan Sands in the area, a high runoff coefficient was used (80%) in the 2016 LWMS and retained in the current modelling. With such a high runoff coefficient, lot density makes little difference to runoff characteristics from pre to post development.

The proposed East-West drain to the immediate south of the Subdivision Plan area has a base width of 4-5 m, with 1 in 6 side slopes. It is intended that these drain dimensions would be constructed as part of the Stage 1 works, so that capacity for the ultimate, full development runoff would be provided without further works.

As a temporary measure for the Stage 1 catchment, temporary swales connecting to South Creek would be constructed for the East-West drains, until the North-South drain is constructed at a later date.

As the proposed subdivision is residential, and consistent with the approved LWMS, retention of runoff on lots is not proposed given the low permeability of Pindan Sands (and low infiltration). It is proposed that the swale drains are planted to provide treatment for the first 15 mm rainfall, as all runoff will be discharged through these drainage paths.

5 References

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Reviewed & Approved by:

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Senior Principal Engineering Hydrologist

JDA Consultant Hydrologists

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ATTACHMENTS

Figure 1: Approved 2016 LWMS Stormwater Management System (JDA, 2016)

Figure 2: Approved 2016 LWMS 100 Year ARI Flood Event Plan

Figure 3: Approved 2016 LWMS 5 Year ARI Flood Event Plan

Figure 4: Approved 2016 LWMS 1 Year ARI Flood Event Plan

Figure 5: Proposed Stormwater Management System

Figure 6: Revised 100 Year ARI Flood Event Plan

Figure 7: Revised 5 Year ARI Flood Event Plan

Figure 8: Revised 1 Year ARI Flood Event Plan

Figure 9: Revised 100 Year and 5 Year ARI Longsections

Attachment 1: Western Edge Future Structure Plan Amendment Option 2B

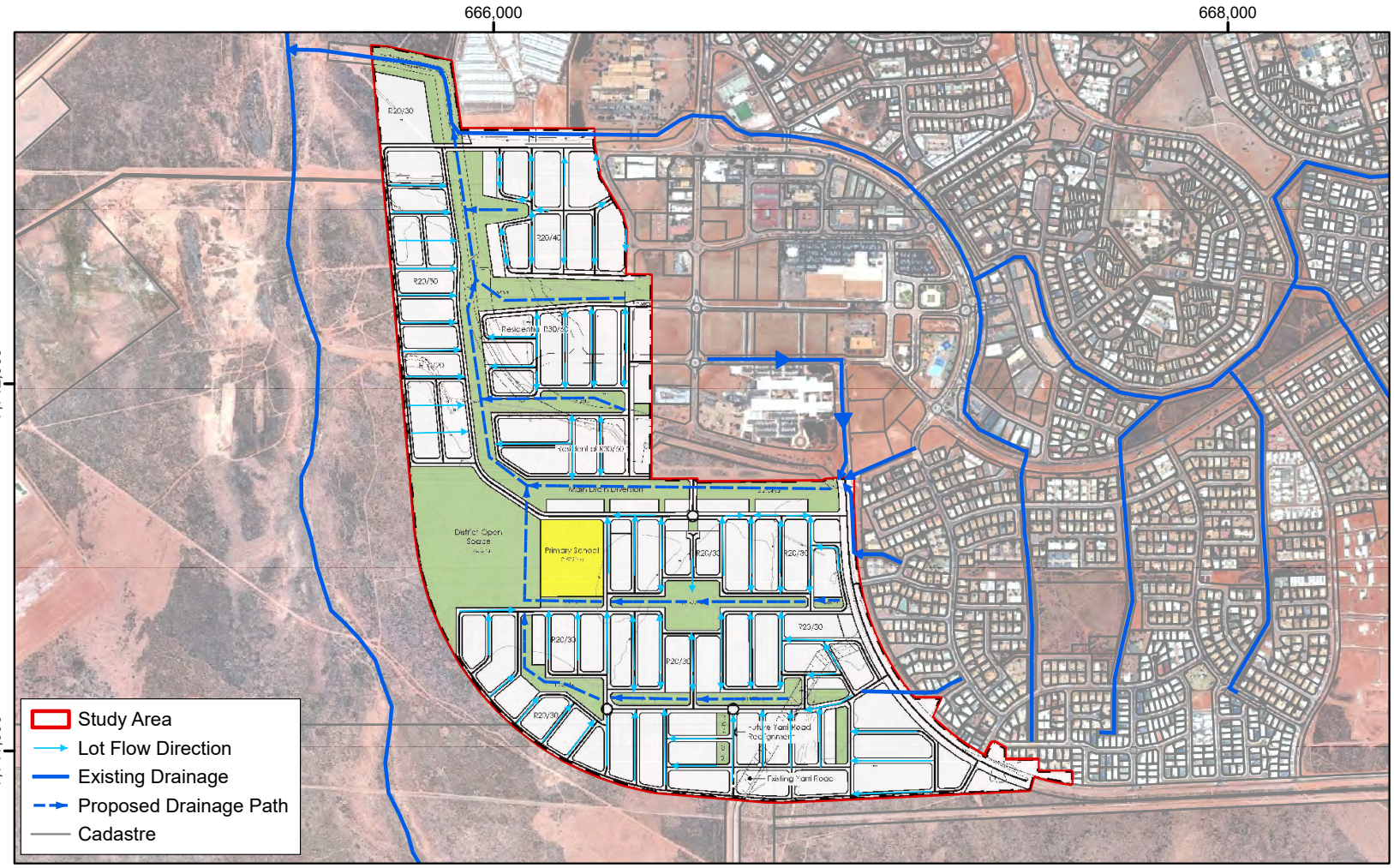

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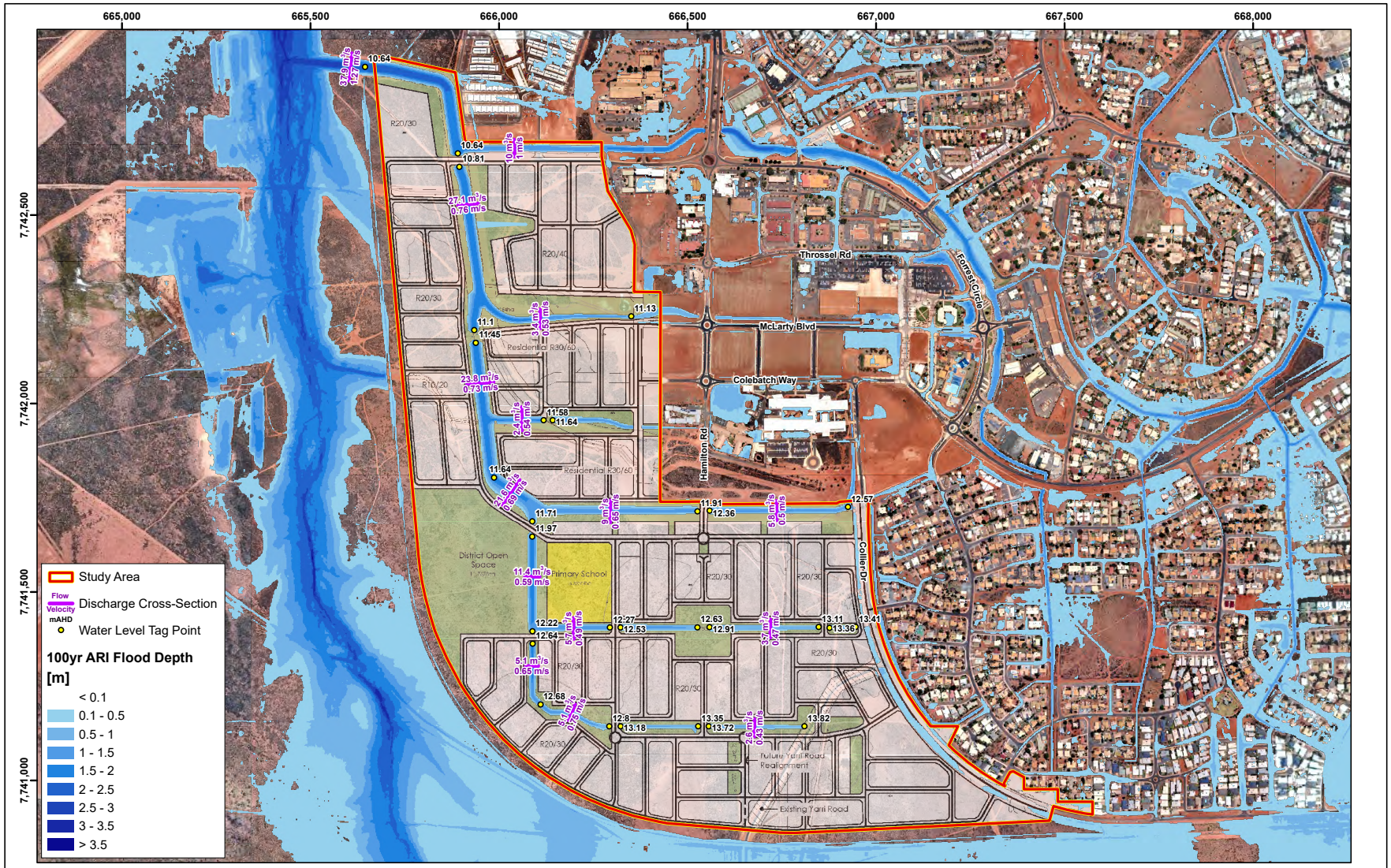
Figure 1: Approved 2016 LWMS Stormwater Management System (JDA, 2016)



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Coordinate System: GDA 94, Zone 50

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Scale: 1:9,500 @A3
0 250 500 750 1,000 Metres

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Figure 2: Approved 2016 LWMS 100 Year ARI Flood Event Plan

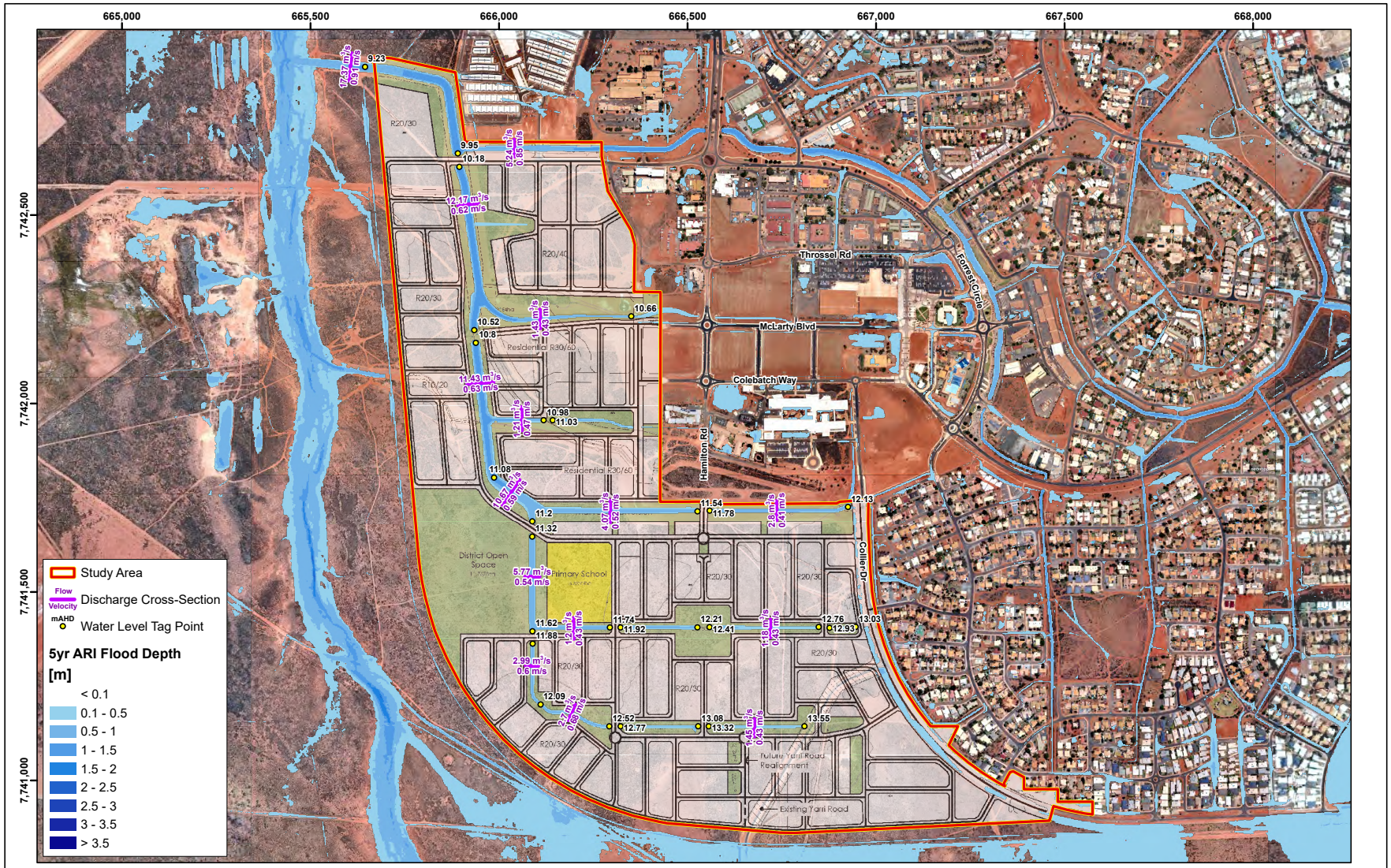

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Figure 3. Approved 2016 LWMS 5 Year ARI Flood Event Plan

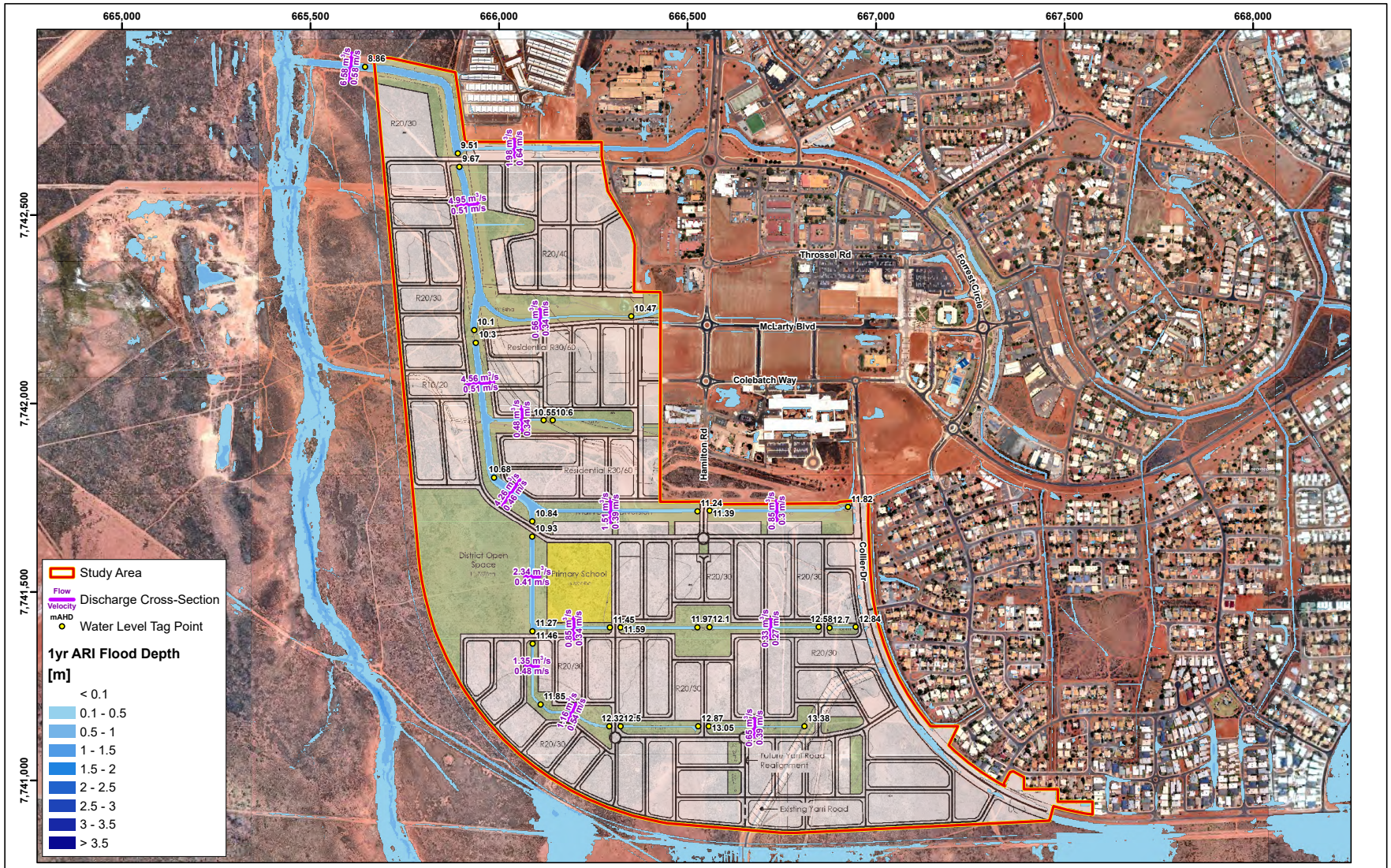

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Figure 4: Approved 2016 LWMS 1 Year ARI Flood Event Plan

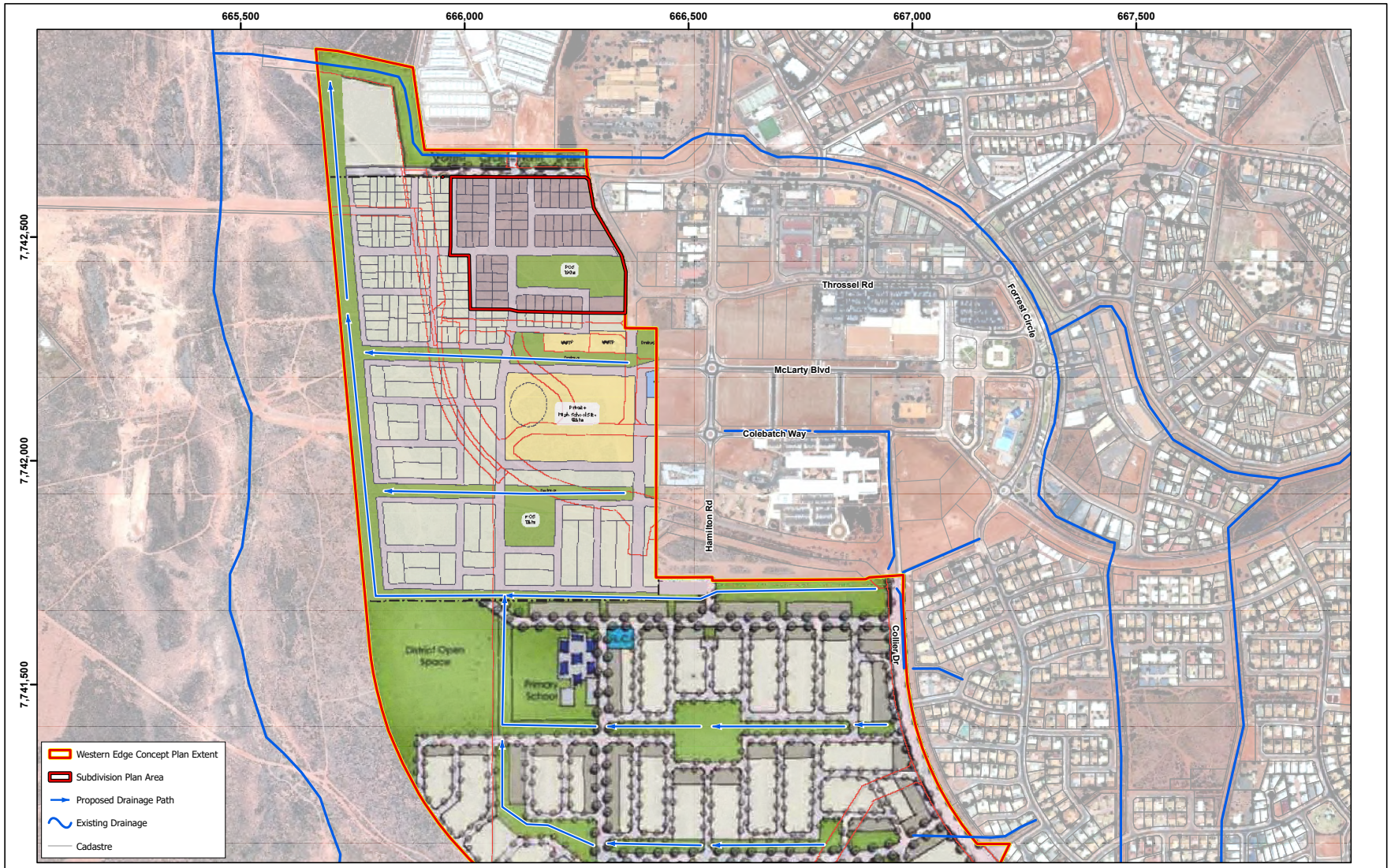

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Figure 5: Proposed Stormwater Management System

Data Source: Western Edge Development Concept Plan (2B)

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Figure 6: Revised 100 Year ARI Flood Event Plan

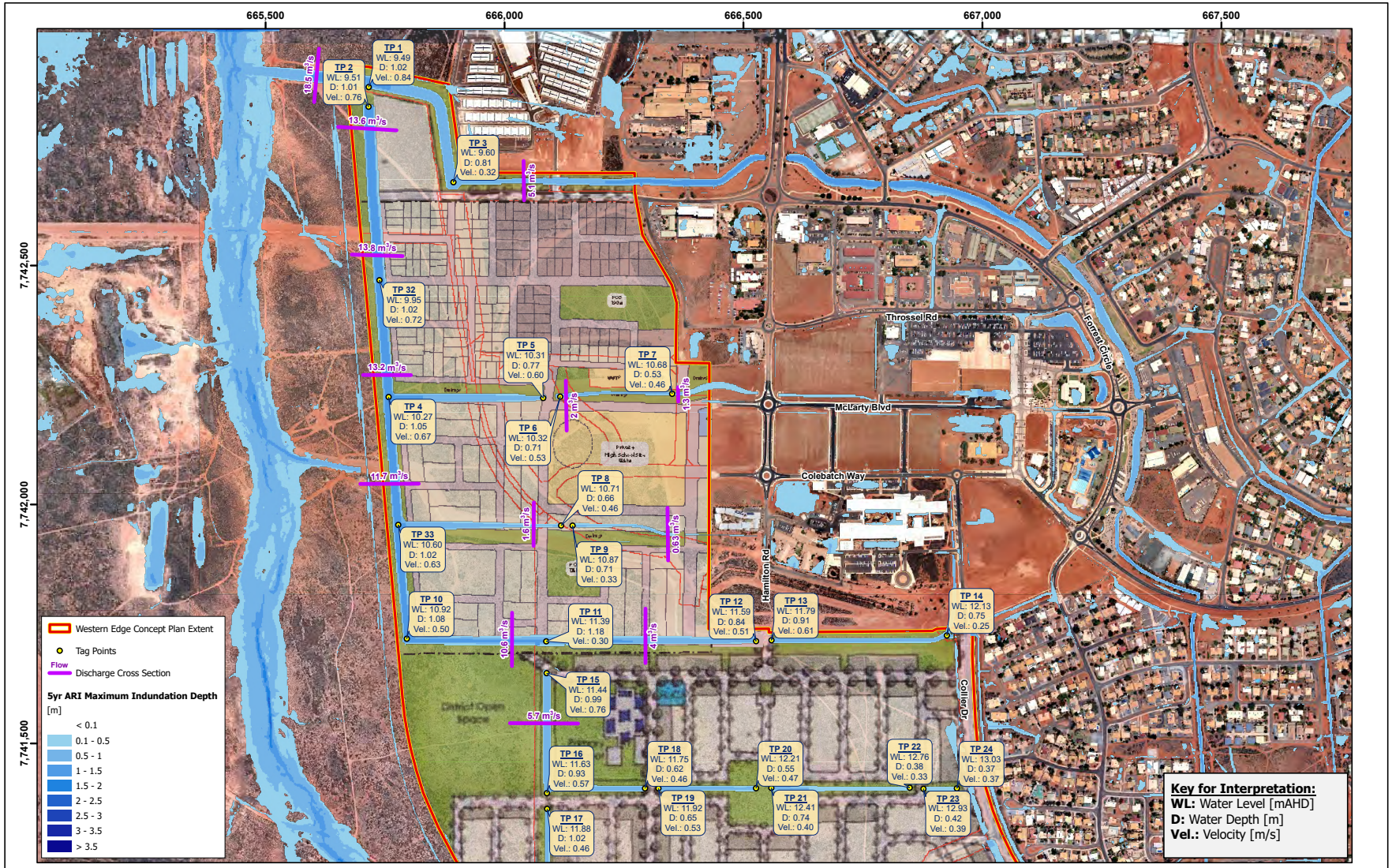

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Figure 7: Revised 5 Year ARI Flood Event Plan

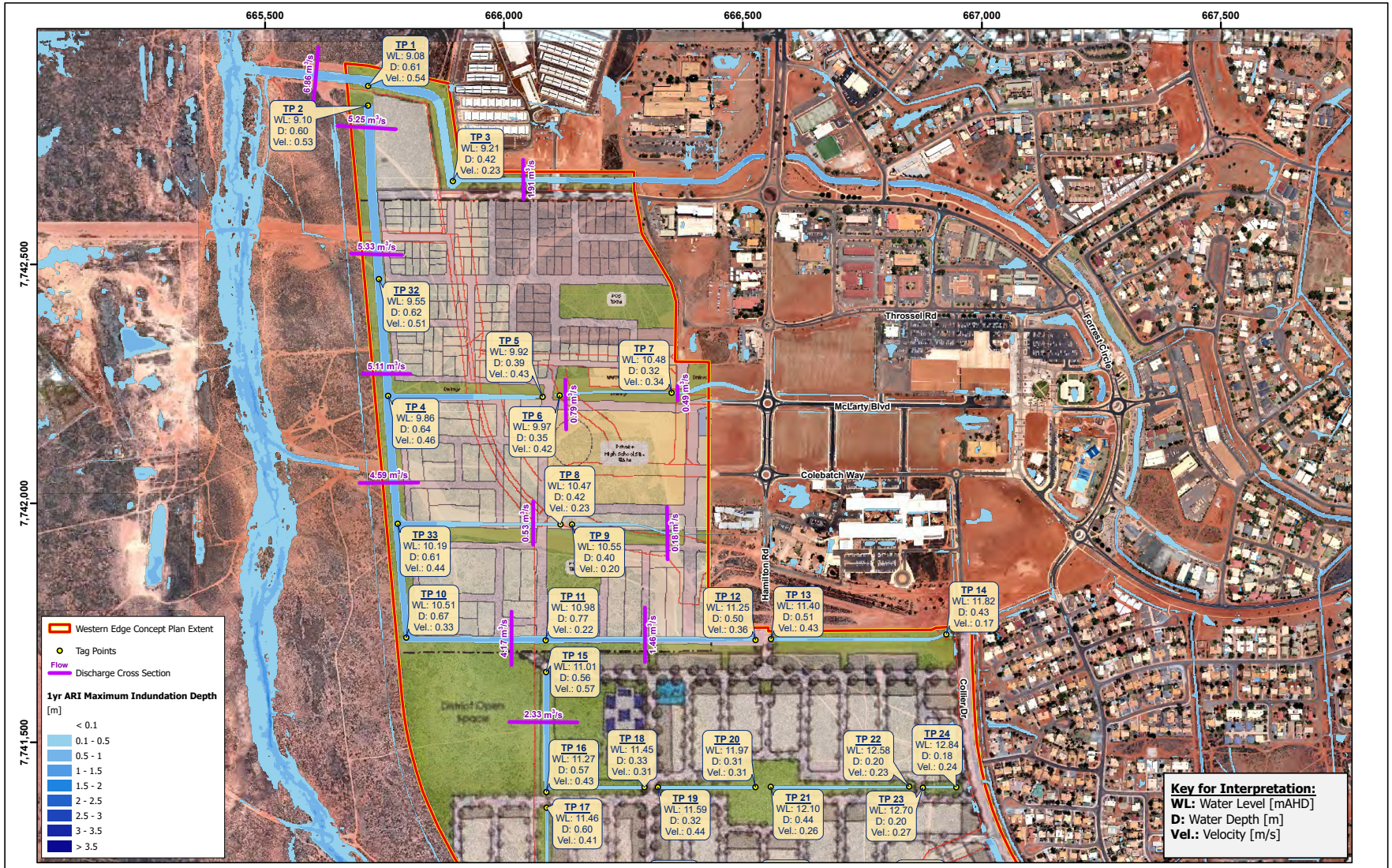

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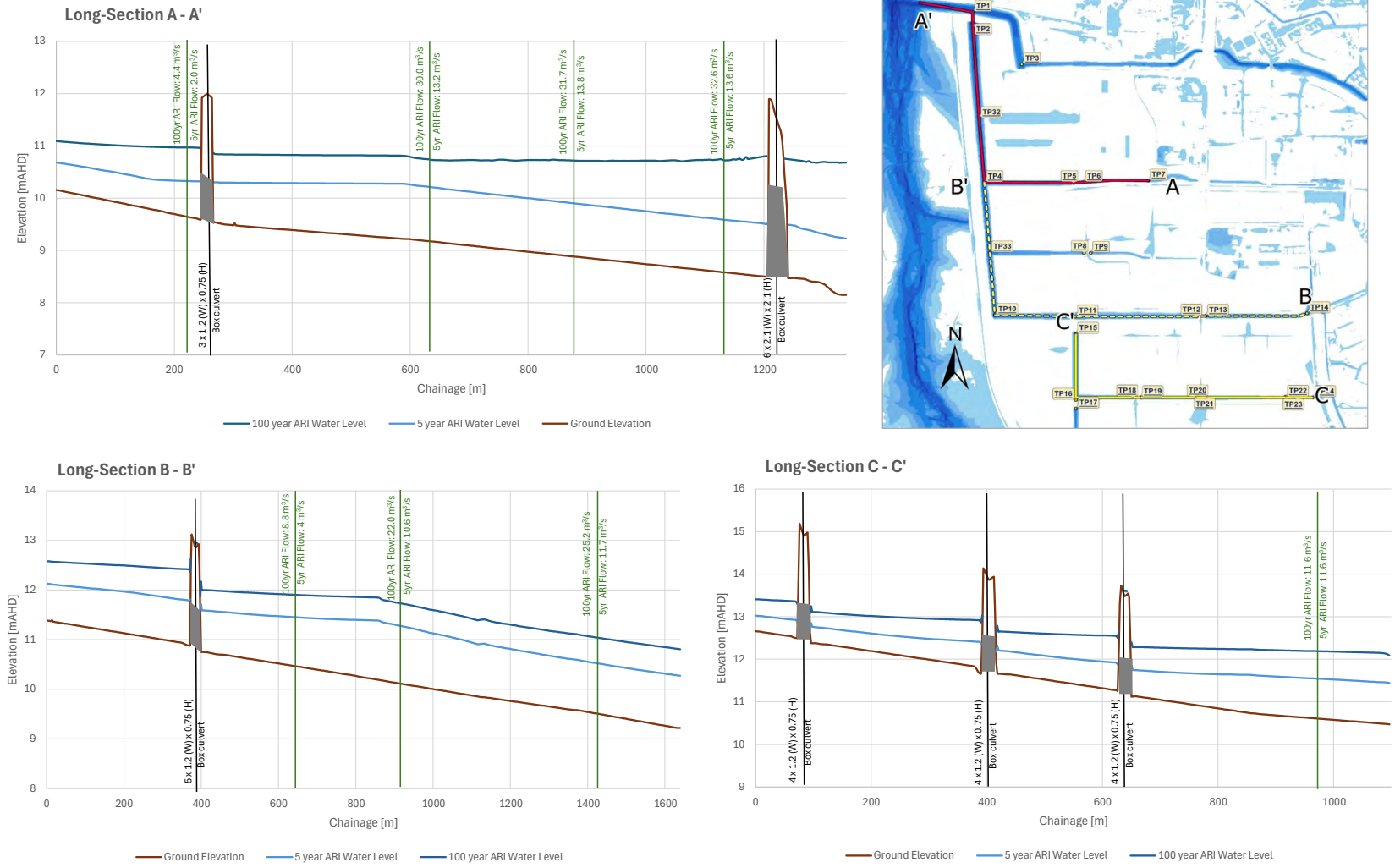
Figure 8: Revised 1 Year ARI Flood Event Plan



Data Source:

Job No. J7532

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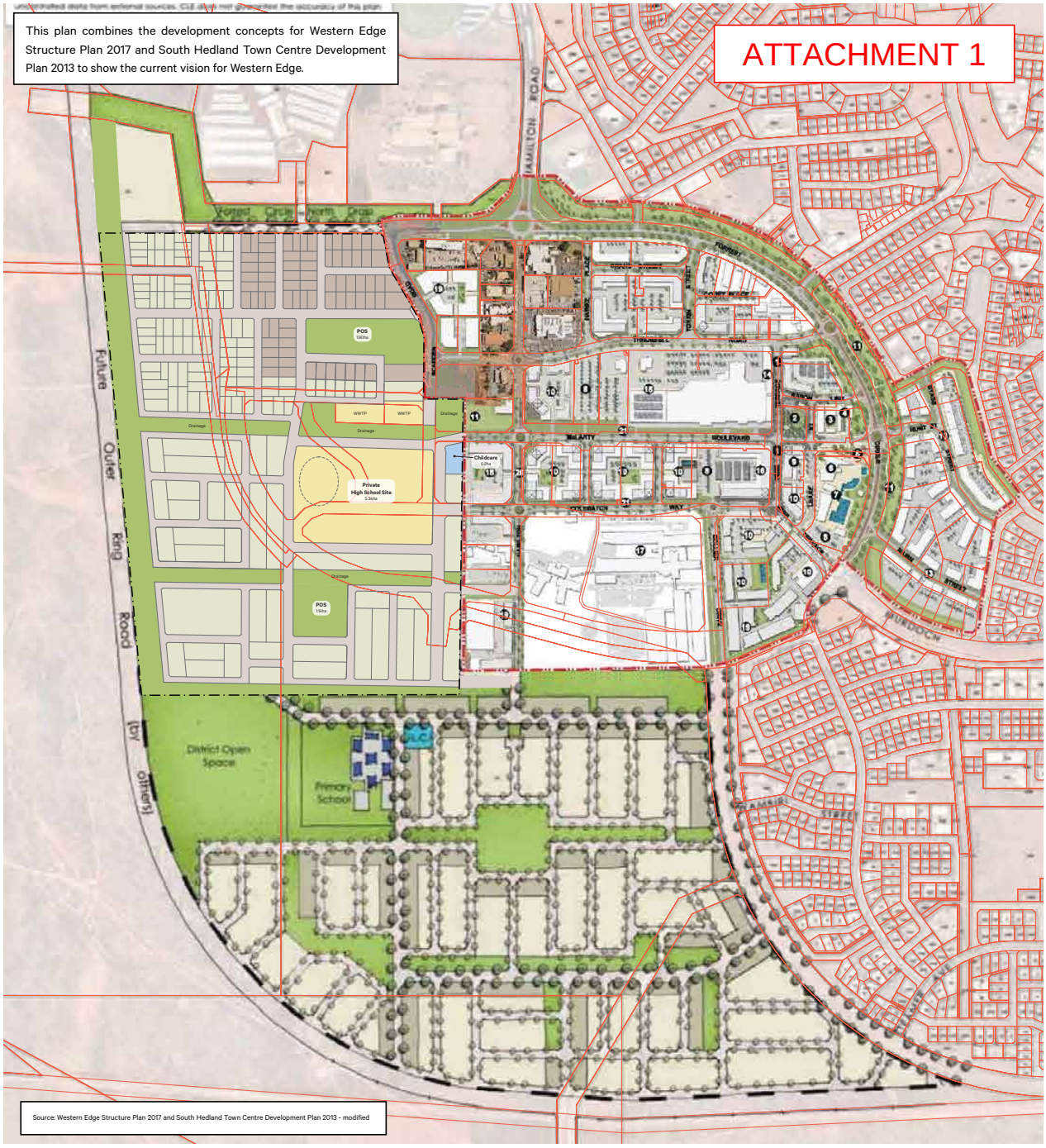
Figure 9: 100yr & 5yr ARI Long-Sections



1. Wise Terrace Main Street
2. Town Park and Event Space
3. Lotteries House
4. Hedland Well Women's Centre
5. Youth Space/Skate Park
6. Library and facilities
7. South Hedland Aquatic Centre (SHAC)
8. Public Parking
9. Hotel Site
10. Mixed Use Development (apartment with ground floor retail)
11. Landscaped pedestrian connection, drainage corridor and recreation space
12. Road connection to Daylesford Close and surrounding residential area
13. Eastern Gateway to Town Centre supporting Mixed Use development
14. Shopping Centre expansion with external tenancies to front Wise Terrace
15. Possible western shopping centre expansion as Town Centre demand warrants
16. Mixed Use development in landmark location
17. Regional Hospital Campus and southern expansion
18. Possible Tertiary Education facility
19. Fringing Town Centre residential as transition to surrounding residential
20. Upgraded Hamilton Road (inc. on-street parking)
21. Landscape drainage park

Concept Plan - Option 2B
Western Edge and South Hedland

Date: 24 Apr 2024 Scale: NTS @ A3 File: **24-031 CP-4 A** Staff: JP GW Checked: JP

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Town of
Port Hedland

BUSINESS PLAN FOR MAJOR LAND TRANSACTION -

ROSE NOWERS EARLY LEARNING CENTRE EXPANSION

PROPOSED MAJOR LAND TRANSACTION TO SUPPORT THE ROSE NOWERS EARLY LEARNING CENTRE EXPANSION AT LOT 2791 (26) BORONIA CLOSE, SOUTH HEDLAND WA 6722

June 2026

Submissions close 12 August 2026

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INTRODUCTION

This business plan has been prepared to satisfy the requirements of section 3.59 of the *Local Government Act 1995* in relation to a proposed major land transaction associated with the Rose Nowers Early Learning Centre (RNELC) expansion project at 26 Boronia Close, South Hedland WA 6722. The proposal relates to the Town of Port Hedland's intention to support the delivery of essential community infrastructure through land tenure and development arrangements that enable expansion of the existing childcare facility.

The purpose of this business plan is to provide an overall assessment of the proposed transaction, including its strategic justification, expected impacts, financial implications and the Town's capacity to manage the undertaking. The plan is intended to inform public consultation and support future Council consideration of whether the transaction should proceed, subject to statutory approvals, tenure requirements, funding confirmation and any other relevant governance processes.

BACKGROUND

PROJECT CONTEXT

The RNELC expansion project is being advanced in response to the persistent shortage of childcare places in Hedland and the demonstrated need to strengthen essential community infrastructure that supports families, workforce participation and regional liveability. The project responds to a clear service gap and is intended to increase the availability of early childhood education and care through expansion of an established local provider.

While the primary purpose of the proposal is to facilitate the RNELC expansion, the broader strategic context includes the need to support stable and sustainable service delivery in a high-cost regional environment. The Town acknowledges that built infrastructure alone does not guarantee service activation and that workforce attraction, retention, licensing and operational readiness all form part of the wider delivery environment for essential childcare services.

LOCATION

The RNELC is located at 26 Boronia Close, South Hedland WA 6722, within an established community precinct and in close proximity to Cassia Primary School and surrounding residential areas. The location is well placed to continue serving families across the Hedland community and supports the expansion of an existing, locally embedded childcare service rather than development of a new standalone facility elsewhere.

PROPERTY INFORMATION

The project relates to 26 Boronia Close, South Hedland, being Lot 2791 on Deposited Plan 213343, which is approximately 2,500 square metres and is already developed for childcare purposes. The land is available for expansion and has been identified as capable of accommodating additional built form required to increase service capacity. The site is already associated with an established childcare use, which reduces delivery complexity relative to establishing a new facility on an undeveloped site.

SERVICES AND ROADS

The site is serviced within an established urban area and is accessed via the local road network. All available Town services, including electricity, sewerage, garbage collection, mail delivery, internet, telephone and water, are available and connected to the site. Existing service connections and surrounding infrastructure support the continued operation of the current centre and provide a suitable basis for expansion. A recent project has also been completed to upgrade the carpark at the

front of the Centre, improving its usability and increasing the number of available bays. The project has been designed to enable staged construction while maintaining service continuity as far as practicable.

ZONING

The existing use of the land as a childcare facility provides a strong planning basis for the proposed expansion. Development approval has been granted for the project under DA 2023/171. The project will continue to be subject to the applicable planning framework and any related statutory requirements. The Town has progressed design and approval pathways appropriate to the project and will continue to ensure compliance with relevant planning and regulatory obligations.

NATIVE TITLE

The Kariyarra Native Title Determination determined that Native Title does not exist over the subject lots. The Town, as the site developer, will be responsible for undertaking the appropriate Aboriginal heritage studies over the site as required by the Aboriginal Heritage Act 1972 (as amended) and any other relevant legislation.

CONTAMINATION

According to mapping provided by the Department of Water and Environmental Regulation, the subject site is not listed as a known contaminated site under the *Contaminated Sites Act 2004*. The Town is not presently aware of any contamination matter that would preclude development of the proposed expansion; however, the project remains subject to normal site due diligence, regulatory requirements and any conditions arising through approvals, construction or environmental assessment processes. If any contamination issue is identified, it will need to be managed in accordance with the applicable legislation and project risk controls.

INTERACTION WITH NEIGHBOURING DEVELOPMENTS

The proposed expansion is expected to integrate positively with the surrounding community context. Its location near existing community uses, including education facilities, supports service accessibility and opportunities for collaboration. As the project involves expansion of an established service on its current site, it is not expected to create adverse land use competition; however, construction staging, access, traffic and neighbourhood amenity will require careful management during delivery.

Figure 1 - 26 Boronia Close in context to the South Hedland Urban Area

Figure 2 - 26 Boronia Close in relation to Boronia Close and Cassia Primary School

DESCRIPTION OF THE PROPOSED TRANSACTION

APPROACH TO ACQUIRING TENURE

The proposed major land transaction is intended to provide an appropriate land tenure basis to support the continued occupation, expansion and operation of the RNELC site at 26 Boronia Close, South Hedland. The appropriate tenure mechanism to support the project will be determined and documented in accordance with the Town's governance requirements, legal advice and statutory obligations. The transaction is not being advanced as a speculative land disposal, but as an enabling land and infrastructure arrangement tied to delivery of essential community infrastructure.

APPROACH TO DEVELOPMENT

The Town proposes to deliver a staged expansion of the existing RNELC on its approximately 2,500 square metre site through construction of two extensions to the existing centre to the east and west that will provide additional childcare rooms and support broader service offerings, including outside school hours care and school readiness functions. Development approval has been granted for the project under DA 2023/171.

Detailed design has been completed and the project is intended to be delivered in a manner that maintains service continuity as far as reasonably practicable during construction. The Town has undertaken market engagement and procurement planning to support delivery of the project and will continue to progress the development through the Town's governance, procurement and approval processes.

The current project scope broadly comprises, but is not limited to, the following:

- geotechnical and related site investigations as required to support delivery of the approved works;
- construction of two extensions to the existing centre to the east and west that will provide additional childcare rooms and associated support spaces;
- provision of associated amenities, including toilets, preparation areas, dining areas and cot areas;
- relocation of selected functional spaces, including the kitchen and laundry;
- preparation and implementation of required safety, quality assurance and construction management documentation;
- coordination of any remaining statutory approvals, permits, certifications and service authority requirements associated with the works;
- staged construction of the development in a manner approved by the Town;
- facilitation of inspections, testing and commissioning activities at the relevant hold points and completion stages;
- provision of as-constructed documentation and asset information required by the Town; and
- supporting handover activities, including documentation relevant to ongoing maintenance and operational readiness.

The Town's intention is to deliver the development as an expansion of the existing operational childcare facility, with staging and interface management arrangements designed to minimise disruption to children, families, staff and day-to-day service operations.

APPROACH TO ONGOING MANAGEMENT

The Town of Port Hedland will remain responsible for project governance, procurement, contract management, capital delivery and any land transaction arrangements required to support the undertaking. RNELC, as the primary tenant and service operator, will remain responsible for

operational delivery, workforce planning, licensing, enrolment and transition into expanded operations. Ongoing management arrangements, including any occupancy, maintenance or asset responsibility matters, will be clearly documented through formal agreements prior to project award.

ASSET LIFECYCLE MANAGEMENT

The proposed expansion will create or improve community infrastructure assets that will require ongoing maintenance, compliance management and lifecycle planning. Asset ownership and lifecycle responsibilities between the Town and the operator will be confirmed as part of the final tenure and operating documentation. The Town's intention is that the project be delivered in a manner that supports long-term functionality, durability and sustainable operation, including consideration of maintenance obligations, replacement planning and whole-of-life value.

LOCAL GOVERNMENT ACT COMPLIANCE

Before undertaking a major land transaction, the Town of Port Hedland is required under section 3.59 of the *Local Government Act 1995* to prepare a business plan that provides an overall assessment of the proposal. This business plan addresses the required matters, including the effect of the proposal on local government services, other service providers, finances, strategic planning and the Town's ability to manage the undertaking.

The proposal has been framed to support delivery of essential community infrastructure while maintaining compliance with the Town's statutory, governance and public consultation obligations. Progression of the transaction remains subject to completion of all required legal, tenure, funding and Council processes.

The business plan is required to include an overall assessment of the major land transaction and is to include details of:

a) its expected effect on the provision of facilities and services by the local government; and
b) its expected effect on other persons providing facilities and services in the district; and
c) its expected financial effect on the local government; and
d) its expected effect on matters referred to in the local government's current plan prepared under section 5.56; and
e) the ability of the local government to manage the undertaking or the performance of the transaction; and
f) any other matter prescribed for the purposes of this subsection.

This business plan complies with these requirements.

EXPECTED EFFECT ON THE PROVISION OF FACILITIES AND SERVICES PROVIDED BY THE LOCAL GOVERNMENT

The proposal is expected to have a positive effect on the provision of facilities and services by the Town and a complementary effect on other persons and organisations providing facilities and services in Port Hedland. The project will strengthen an existing childcare facility, improve access to early childhood education and care for local families, and support workforce participation across a range of sectors, including mining, health, education and community services. While the Town will need to manage project delivery, procurement, governance, approvals and stakeholder coordination, this is considered consistent with the Town's established project delivery role and experience in managing community infrastructure projects. The proposal is not intended to displace other providers, but rather to respond to an identified service gap in a context where demand continues to exceed available childcare places.

STRATEGIC PLANNING AND INVESTMENT

The Town and other levels of government have invested significantly in strategic planning, community infrastructure and place-based development to realise community, economic, built form and liveability outcomes across Port Hedland and South Hedland. The proposal is consistent with these strategic directions and supports broader objectives relating to growth, service accessibility, workforce participation and community wellbeing.

- The Town's Local Planning Strategy, Local Planning Scheme and place-based planning for South Hedland reinforce South Hedland's role as a key activity centre within the Town of Port Hedland.
- The planning framework supports quality-built form, improved amenity and investment that contributes to a more vibrant, liveable and functional urban environment.
- The broader strategic direction recognises the importance of investment that supports population growth, service accessibility and local economic diversification.
- The planning and investment context also highlights the need for coordinated development of social infrastructure and essential services within established community areas.
- Within this context, childcare infrastructure plays an important role in supporting families, employers and broader community functionality.

Relevant local and regional planning and investment frameworks collectively support population and economic growth, with a focus on improving liveability, strengthening essential services, enabling workforce participation, and supporting coordinated cross-sector investment in social infrastructure. This includes recognition that childcare is critical social and economic infrastructure in a remote regional town and that increasing childcare availability is important to supporting families, employers and the broader functionality of the district.

- Upgrades and new development that expand the quality, capacity and capability of community infrastructure and services needed to support population growth and liveability.
- Investment that improves the attractiveness, usability and functionality of South Hedland as a place to live, work and access essential services.
- Cross-sector planning and investment in childcare infrastructure and workforce development to respond to the critical shortfall in childcare placements and to support increased workforce participation.

The proposal is aligned with the Town's and the broader community's priorities related to addressing the shortfall in childcare places, supporting workforce participation, and improving access to essential services that contribute to a vibrant and liveable town. By expanding an established childcare facility, the project also complements existing and planned investment in community infrastructure, local services and place activation in South Hedland.

PLANNING PROCESSES

The development is required to comply with the Town's local planning framework and all relevant statutory approval processes. Development approval has already been granted under DA 2023/171, and the project will continue to be progressed in accordance with the relevant planning, building and regulatory requirements.

The Town, as the responsible authority, will continue to manage the proposal in accordance with the applicable planning scheme, statutory processes and internal governance requirements. Where further permits, certifications or authority approvals are required to support delivery of the development, these will be progressed as part of the Town's project delivery processes.

Where relevant, the Town will also coordinate referrals to internal departments, external agencies and service authorities to ensure the development responds appropriately to all technical, operational and regulatory requirements. Any consultation or notification requirements that apply to subsequent approvals or project stages will be undertaken in accordance with the applicable legislative and policy framework.

MUNICIPAL SERVICES AND BROADER SERVICE IMPACT

The proposal is not expected to negatively impact other persons providing facilities and services in Port Hedland. Rather, the project is expected to support broader service delivery outcomes by increasing childcare capacity and reducing one of the key barriers to workforce participation for families in the region. Childcare demand in Hedland remains acute, with known waitlists across the local market and families often experiencing extended delays in securing placements. These shortages affect not only households, but also employers and service providers who rely on staff being able to access reliable childcare in order to participate in the workforce. Improved access to childcare can positively influence the ability of employers and service providers to attract and retain staff, particularly in sectors such as mining, health, education and community services where workforce availability is critical to service delivery and regional liveability.

The current shortfall in childcare placements and the time taken for families to secure care reinforces the importance of expanding established, operational services that are capable of delivering additional places as funding, infrastructure and workforce become available. In this context, the RNELC expansion is expected to complement, rather than compete with, other service providers by helping address unmet demand within the district. The project is also not expected to create a significant adverse impact on municipal services, roads or surrounding infrastructure beyond what can be managed through normal design, approvals and construction controls. The Town will continue to apply appropriate project management, planning and delivery processes to minimise disruption during construction and to ensure the completed development integrates positively with the surrounding service environment.

EXPECTED FINANCIAL EFFECT ON THE LOCAL GOVERNMENT

The financial effect on the Town will depend on the final tenure structure, project scope, funding contributions, procurement outcomes and any associated operating or lifecycle obligations. The current project cost estimate for construction is approximately $9,000,000 plus GST. The Town has a commitment of $3,000,000 across FY26/27 and FY27/28, contingent on the remaining project funding being secured prior to award of construction. The proposal therefore carries both capital delivery implications and funding dependency risk, which will need to be managed through formal approvals, funding agreements and disciplined project controls.

PROJECT COST AND FUNDING CONTEXT

The financial effect of the proposal on the Town of Port Hedland is primarily associated with capital delivery, funding coordination, procurement outcomes, and any ongoing asset or lifecycle obligations arising from the RNELC expansion. Unlike a land subdivision or disposal project, the proposal is not intended to generate a direct commercial return to the Town. Rather, it is a strategic investment in essential community infrastructure intended to address a demonstrated childcare shortfall and support broader social and economic outcomes in Port Hedland.

The Town’s financial exposure and obligations under the proposal include:

- capital expenditure associated with the delivery of the expanded childcare facility;

- project management, procurement, contract administration and governance costs;
- any future maintenance, renewal or lifecycle responsibilities associated with the completed asset, subject to operating arrangements;
- administrative and reporting obligations associated with any external funding agreements.

The overall financial effect on the Town will vary depending on the following factors:

- External funding availability - If external funding is not secured in full, the Town may need to delay the project, revise the scope, stage delivery, or determine not to proceed to construction.
- Lifecycle and operating interface - The final financial effect will also depend on how asset ownership, maintenance responsibilities and any future renewal obligations are allocated between the Town and the operating entity.
- Funding agreement obligations - Grant or industry funding may carry milestone, reporting, acquittal or timing requirements that require active financial administration and governance oversight.

FINANCIAL MANAGEMENT APPROACH

The Town will be required to apply disciplined financial management to the project through cost planning, budget monitoring, funding administration, procurement controls, change management and regular governance reporting. The proposal should continue to be managed on the basis that construction will not proceed, and no contract should be awarded, unless sufficient project funding has been confirmed. This approach supports prudent financial stewardship while enabling the Town to pursue a strategically important investment in community infrastructure.

EXPECTED EFFECT ON THE MATTERS REFERRED TO IN THE LOCAL GOVERNMENT'S CURRENT PLAN PREPARED UNDER SECTION 5.56

STRATEGIC ALIGNMENT

Section 5.56 of the *Local Government Act 1995* requires a local government to plan for the future of its district.

COUNCIL PLAN 2025-2035

The Council Plan 2025-2035 outlines the future direction of the Town of Port Hedland. It focuses on building generational prosperity, economic and environmental sustainability and community through partnership, civic leadership and collective action over a ten-year period. It reflects trends occurring within our community, the local context, outlines our community aspirations and the activities required to achieve our goals by 2035.

The Plan covers four themes:

- Our Community - We honour our people and our cultural heritage - ensuring wellbeing, diversity, creativity and strong civic engagement and dialogue.
- Our Economy - We build prosperity for all - enabling sustained and diversified economic and employment growth.
- Our Built and Natural Environment - We treasure and protect our natural environment and provide sustainable and resilient infrastructure and built form.
- Our Leadership – We are united in our actions to connect, listen, support and advocate, thereby leveraging the potential of our people, places and resources.

The Rose Nowers Early Learning Centre (RNELC) Expansion Business Plan demonstrates strong strategic alignment with the Town of Port Hedland Council Plan 2025–2035 by directly supporting its core themes of community wellbeing, economic prosperity, sustainable infrastructure, and effective leadership. The project responds to a critical shortage of childcare places in Hedland, thereby strengthening essential social infrastructure and improving access to early childhood education, which aligns with the Council Plan's focus on enhancing wellbeing, inclusion, and community functionality. At the same time, the expansion enables greater workforce participation by reducing a key barrier for families, supporting local employment and economic diversification consistent with the Plan's objective of building prosperity for all.

The development of additional, high-quality childcare facilities within an established urban precinct contributes to the delivery of sustainable and resilient built infrastructure, reinforcing place-based planning and liveability outcomes for South Hedland. Furthermore, the Town's leadership role in project delivery, governance, and partnership with a local operator reflects the Council Plan's emphasis on collaboration, advocacy, and coordinated action to achieve long-term community goals. Collectively, the RNELC Expansion represents a targeted, investment-ready initiative that operationalises the Council Plan's strategic priorities through tangible improvements in service capacity, economic participation, and community wellbeing.

ECONOMIC DEVELOPMENT AND TOURISM STRATEGY 2021

The Economic Development and Tourism Strategy 2021 provides the framework for the Town to lead an integrated and collaborative approach to economic development and diversification.

The Town of Port Hedland has a number of key roles including:

- Leadership
- Facilitation
- Statutory approvals
- Advocacy
- Project development and execution
- Partnerships.

This proposal is in alignment with the objectives outlined in the Economic Development and Tourism Strategy 2021. The Rose Nowers Early Learning Centre (RNELC) Expansion Business Plan aligns closely with the Town of Port Hedland Economic Development and Tourism Strategy 2021 by supporting the Strategy's focus on economic diversification, workforce participation, and collaborative leadership. The project directly addresses a critical constraint in the local economy—limited access to childcare—which is widely recognised as a barrier to workforce attraction and retention in regional areas.

By increasing childcare capacity, the expansion enables greater participation in employment across key sectors such as mining, health, education, and community services, thereby strengthening the local labour market and supporting sustained economic activity. In addition, the proposal reflects the Strategy's emphasis on the Town's roles in facilitation, project development, partnership, and advocacy by delivering essential enabling infrastructure through coordinated investment and collaboration with a local service provider. The project also contributes to improving liveability and service accessibility in South Hedland, making the region a more attractive place to live and work, which is a foundational objective of both economic development and population sustainability. Overall, the RNELC expansion represents a practical, place-based initiative that advances the Strategy's goals by linking social infrastructure investment with broader economic growth and resilience outcomes.

ABILITY OF THE LOCAL GOVERNMENT TO MANAGE THE UNDERTAKING OR THE PERFORMANCE OF THE TRANSACTION

PROJECT DELIVERY CAPABILITY

The Town of Port Hedland has demonstrated capability in delivering capital works and community infrastructure projects and is well placed to manage the governance, procurement, approvals and contract administration associated with the RNELC expansion. The Town has internal project management capability supported by specialist internal staff and external consultants as required, and the project has progressed to detailed design with key requirements already documented.

The Town is acting as project proponent and delivery lead for the expansion and will manage the project through its established governance, procurement and contract administration processes. This includes oversight of statutory approvals, funding coordination, tendering, construction delivery, risk management and stakeholder communication.

Where required, the Town will continue to obtain specialist technical, legal and project support to assist with delivery of the project and to ensure that land tenure, construction, compliance and handover requirements are appropriately managed.

ADDITIONAL CONSIDERATIONS

This proposal should be read in the context of broader project interdependencies, including workforce availability, housing constraints, licensing, operating readiness and external funding. The business plan does not assume that infrastructure delivery alone is sufficient to resolve childcare access challenges; rather, it recognises that successful outcomes will depend on coordinated delivery across built form, workforce, governance and operations. Notwithstanding those interdependencies, the proposal represents a practical and investment-ready step toward increasing childcare capacity in Hedland.

At the time of preparing this business plan, the Town is not aware of any additional matter that would prevent the proposal from being considered, noting that the project remains subject to confirmation of final tenure arrangements, full funding, approvals and any other statutory or governance requirements.

PUBLIC CONSULTATION

The Business Plan is open for public submissions for a period of at least six (6) weeks under Section 3.59 of the *Local Government Act 1995*.

A copy of the Business Plan can be accessed through the Town of Port Hedland website at www.porthedland.wa.gov.au with hard copies available at the Town of Port Hedland Administration Office and Town operated libraries.

Submissions must be in writing and addressed to:

Chief Executive Officer

Town of Port Hedland

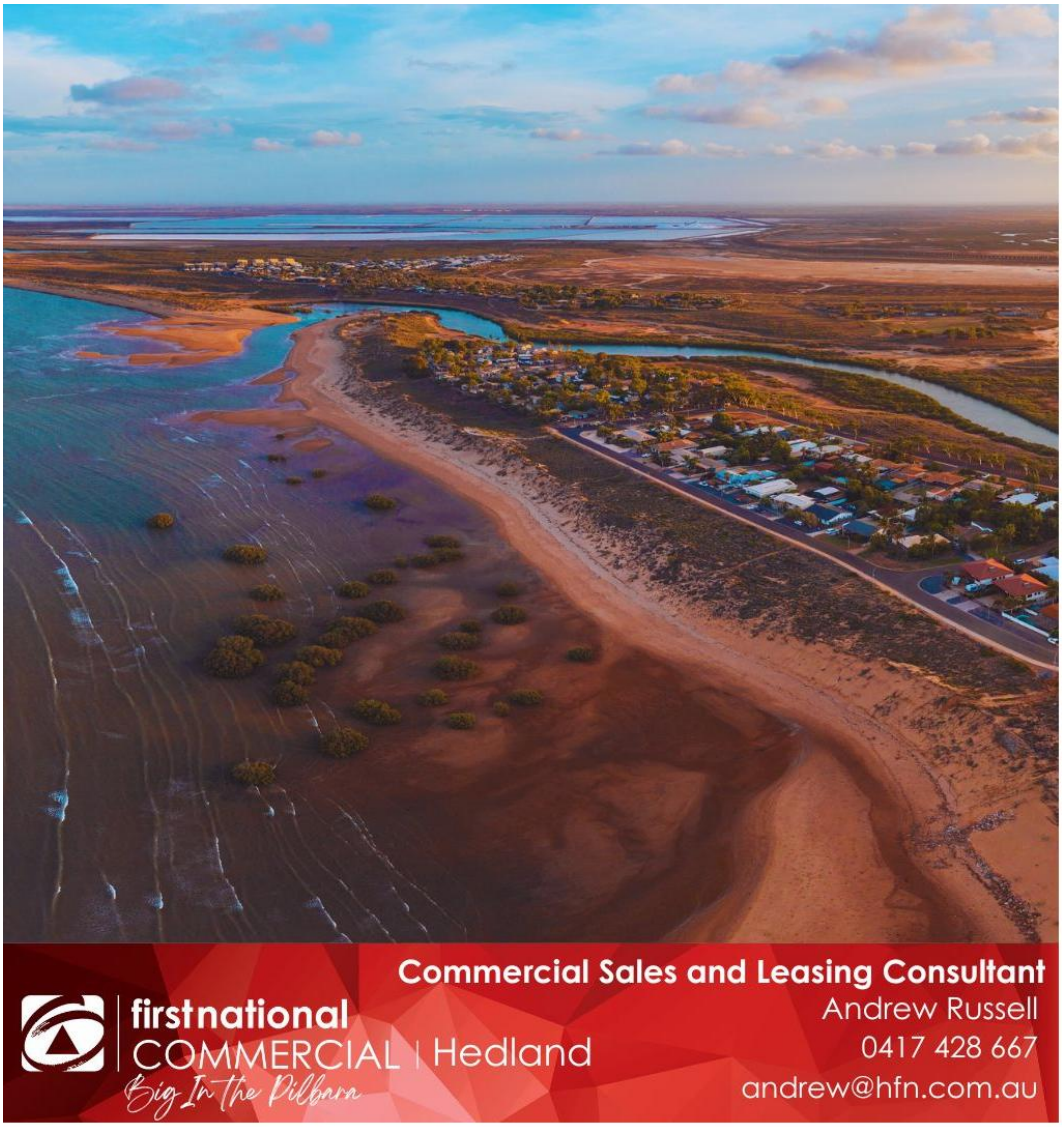
PO Box 41

PORT HEDLAND WA 6721

Alternatively, submissions may be emailed to council@porthedland.wa.gov.au

Submissions may be made to the Town before 12 August 2026

Comparative Market Analysis



2 LEAKE STREET SOUTH HEDLAND WA 6722

Prepared on **3rd August 2026**

Andrew Russell
HEDLAND FIRST NATIONAL REAL ESTATE

Suite 2 20 Wedge Street
PORT HEDLAND WA 6721

m: 0417428667

andrew@hfn.com.au

Town of Port Hedland
Via Email

3rd August 2026

Dear Melissa,
Thank you for the opportunity to appraise your property at PART of 2 LEAKE STREET SOUTH HEDLAND WA 6722 (Hedland Well Women's Centre)

Careful consideration has been taken to provide you with an appraisal for your property in today's market conditions.

To establish a market value, I have carefully considered the premises, size, location, along with current market conditions and similar properties recently sold or currently on the market.

Property Features:
Approx 200sqm Build Area
Multiple Private offices with boardroom area
Spacious kitchennette with open plan staff area
Toilets with Laundry Facilties
Undercover External Patio Area

If you have any questions about the information outlined in this appraisal, please don't hesitate to contact me using the details below. I am happy to assist further and look forward to working with you to achieve your real estate goals.

Yours Sincerely,

Andrew Russell
HEDLAND FIRST NATIONAL REAL ESTATE
Suite 2 20 Wedge Street
PORT HEDLAND WA 6721
m: 0417428667

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Your Property

2 LEAKE STREET SOUTH HEDLAND WA 6722

- - - 3,193m² 200m²

Your Property History

Introducing Andrew Russell

With over 10 years' experience Andrew boasts a wide range of knowledge and experience working in all facets of real estate, most recently specialising in commercial sales and leasing Pilbara region.
Andrew is a driven individual with a problem-solving mindset, he has a strong focus on delivering a high level of service, offering strategic advice and delivering results that align with his client's goals.

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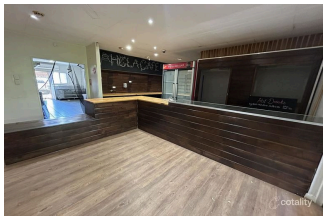
Comparable Rentals

1 12/22-26 THROSSELL ROAD SOUTH HEDLAND WA 6722



-	-	1	356m²	98m²
Year Built	1983	DOM	134 days
Listing Date	22-Sep-25	Distance	0.46km
Listing Price	$50400/ANNUALLY		

Notes from your agent

Known as Units 8&9/22 Throssell Rd
Retail space fitted out as restaurant
180sqm floor space
Leased - $43,20++ per annum
$240 per net

2 4/7 TONKIN STREET SOUTH HEDLAND WA 6722

-	-	1	105m²	105m²
Year Built	1997	DOM	75 days
Listing Date	20-Dec-25	Distance	0.5km
Listing Price	$3000/WEEKLY		

Notes from your agent

4/7 Tonkin St
Offices/ medical/ consulting
Approx 90sqm office space
Leased - $36,000 ++ per annum
$400 per sqm net

3 1/22-26 THROSSELL ROAD SOUTH HEDLAND WA 6722

-	-	1	154m²	98m²
Year Built	1983	DOM	-
Listing Date	-	Distance	0.46km
Listing Price	-		

Notes from your agent

Unit 1/22-26 Throssell Road
Offices/ medical/ consulting
Approx 89sqm office space
Leased - $35,400 ++ per annum
$397 per sqm net

DOM = Days on market * This data point was edited by the author of this CMA and has not been verified by Cotality

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Comparable Rentals

4 1/7 TONKIN STREET SOUTH HEDLAND WA 6722

- - 4 861m² 413m²

Year Built	1997	DOM	-
Listing Date	-	Distance	0.5km
Listing Price	-		

Notes from your agent

Commercial Office Space
861sqm total land area
262sqm lettable office space
Split into two leased out tenancies
Combined rent - $103,440 ++ per annum
$394 per sqm net

DOM = Days on market * This data point was edited by the author of this CMA and has not been verified by Cotality

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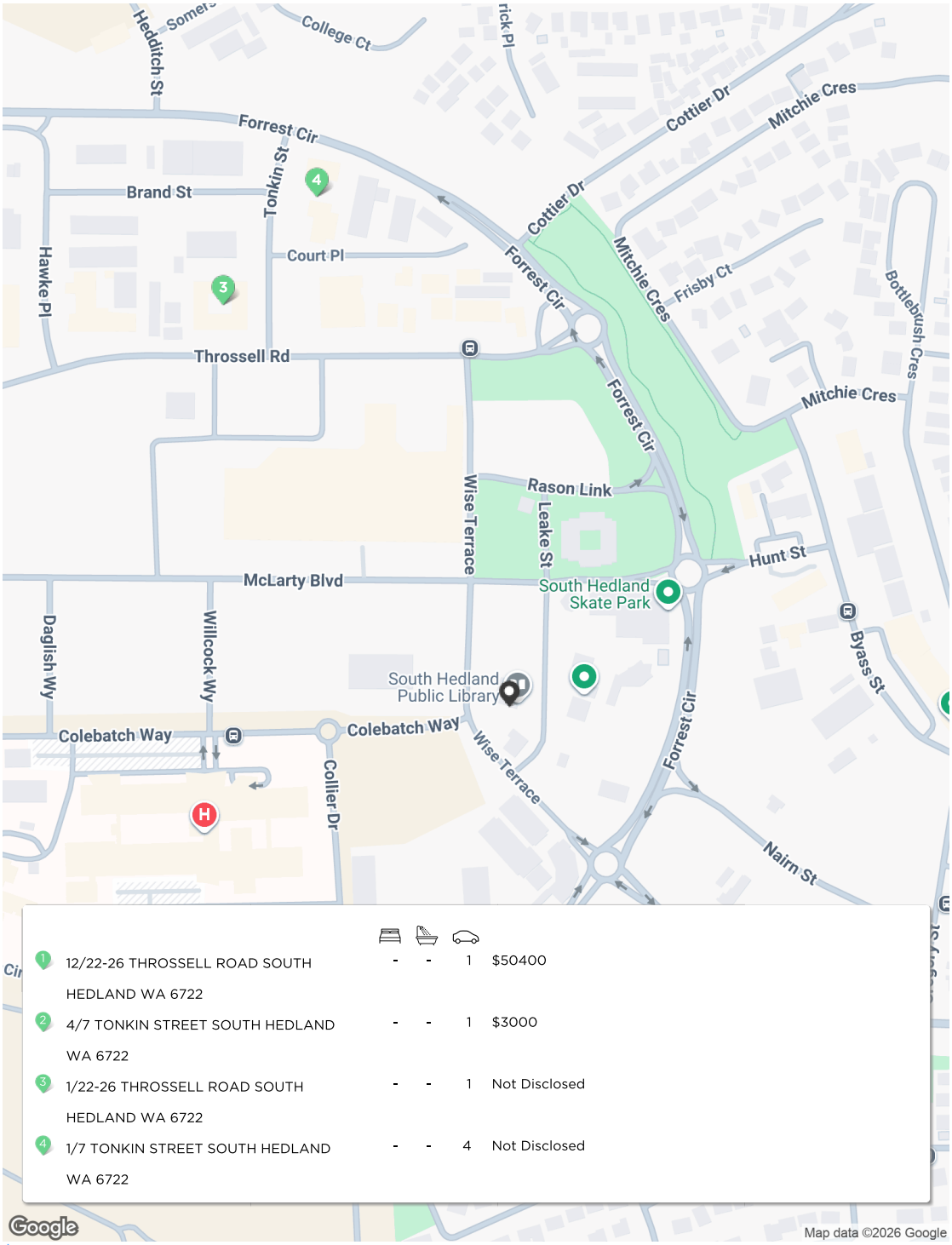
Comps Map: Rentals



1 12/22-26 THROSSELL ROAD SOUTH HEDLAND WA 6722	-	-	1	$50400
2 4/7 TONKIN STREET SOUTH HEDLAND WA 6722	-	-	1	$3000
3 1/22-26 THROSSELL ROAD SOUTH HEDLAND WA 6722	-	-	1	Not Disclosed
4 1/7 TONKIN STREET SOUTH HEDLAND WA 6722	-	-	4	Not Disclosed

* This data point was edited by the author of this CMA and has not been verified by Cotality

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Summary

2 LEAKE STREET SOUTH HEDLAND WA 6722

Appraisal price range

$70,000 - $80,000 + GST + Outs per annum

Notes from your agent

This appraisal equated to a square meter rating within the vicinity of $350 - $400 per sqm, based off the net lettable area of approx 200sqm.

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