

# Purchase Cards Transactions Report

All payments made between 29-Oct-2024 and 28-Dec-2024

<i>Card Holder</i>	<i>Date</i>	<i>Description</i>	<i>Amount</i>
<b>Director Corporate &amp; Commercial</b>			<b>\$2,728.59</b>
	31-Oct-2024	Farewell Catering- CFO	500.00
	06-Nov-2024	Director Corp & Comm, Uber Trip, NOV 2024	46.16
	07-Nov-2024	Director Corp & Comm, Uber Trip, NOV 2024	85.13
	08-Nov-2024	Director Corp & Comm, LG Conference Accommodation	609.92
	11-Nov-2024	Director Corp & Comm, Uber Trip, NOV 2024	43.00
	15-Nov-2024	Director Corp & Comm, Economic Development Training	605.00
	20-Nov-2024	Meeting catering as team recognition	135.00
	28-Nov-2024	Farewell catering - Snr Asset Manager	51.50
	05-Dec-2024	Post staff workshop refreshments	652.88
<b>Airport Manager</b>			<b>\$439.13</b>
	19-Nov-2024	Brisbane AAA National Conf - Breakfast 19/11	22.40
	19-Nov-2024	Brisbane AAA National Conf - Dinner 18/11	13.50
	19-Nov-2024	Brisbane AAA National Conf - UBER Charge	9.30
	19-Nov-2024	Brisbane AAA National Conf - Cab Charge	67.86
	20-Nov-2024	Brisbane AAA National Conf - Newports Cafe Bfast	23.50
	20-Nov-2024	Brisbane AAA National Conf - Dinner 19/11	43.69
	20-Nov-2024	Brisbane AAA National Conf - UBER Charge	22.82
	21-Nov-2024	Brisbane AAA National Conf - Newports Cafe Bfast	23.50
	22-Nov-2024	Brisbane AAA National Conf - UBER Charge	47.99
	25-Nov-2024	Brisbane AAA National Conf - Lunch 22/11	16.00
	18-Dec-2024	Curry Twist Indian - Meal Allowance	48.08
	18-Dec-2024	UBER - Stat Meeting	17.09
	18-Dec-2024	UBER - Stat Meeting	9.30
	18-Dec-2024	UBER - Stat Meeting	17.11
	18-Dec-2024	UBER - Stat Meeting	9.49
	18-Dec-2024	ACT Cabs - Taxi Fare Stat Meeting	30.63
	19-Dec-2024	UBER - Stat Meeting	16.87
<b>Manager Community Programs</b>			<b>\$3,445.43</b>
	30-Oct-2024	6 Water Jugs for REAP - subsequently refunded	84.00
	30-Oct-2024	Refund for 5 x water jug	-70.00
	31-Oct-2024	Christmas on the Green and Seniors Lunch Decorations	143.84
	31-Oct-2024	Christmas on the Green and Seniors Lunch Decorations	238.10
	01-Nov-2024	Christmas on the Green and Seniors Lunch Decorations	178.15
	01-Nov-2024	Christmas on the Green and Seniors Lunch Decorations	235.16
	01-Nov-2024	Christmas on the Green and Seniors Lunch Decorations	66.83
	01-Nov-2024	Christmas on the Green and Seniors Lunch Decorations	63.95

01-Nov-2024	Christmas on the Green and Seniors Lunch Decorations	82.27
06-Nov-2024	Refund for 1 x water jug	-14.00
15-Nov-2024	Programming supplies for The Youth Shed's "Christmas for a Cause" project	372.10
15-Nov-2024	Nails to be used by the Roebourne Work Camp for Air Bee and Bee School Holiday Programs	77.64
18-Nov-2024	Platters for Youth Services meeting on Sunday 17th November	62.50
10-Dec-2024	Red Earth Arts Precinct - Annual Liquor Licencing Fee	680.50
18-Dec-2024	Dick Smith - Melbourne, Cables/Power Board	1,138.00
20-Dec-2024	Nanutarra Roadhouse - Fuel Mgrs Vehicle	106.39

<b>Manager Community Facilities</b>	<b>\$379.50</b>
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13-Nov-2024	KLP - Water for Consultants Meeting	40.00
14-Nov-2024	MindBody - Fitness App Subscription WRP - Nov2024	152.90
16-Dec-2024	MindBody - Fitness App Subscription WRP - Dec2024	152.90
19-Dec-2024	Coles - KLP Stationery	33.70

<b>Manager Engagement and Partnerships</b>	<b>\$478.27</b>
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05-Nov-2024	Stakeholder feedback for Community Engagement Framework - meeting refreshments.	18.29
08-Nov-2024	Stakeholder Engagement for Community Engagement Framework, meeting refreshments from Soak DAMPIER	13.50
11-Nov-2024	Stakeholder Engagement for Community Engagement Framework, meeting refreshments from ALTRA FINE FOODS	20.50
13-Nov-2024	Stakeholder Engagement for Community Engagement Framework, meeting refreshments from LO'S CAFE	25.91
13-Nov-2024	Stakeholder Engagement for Community Engagement Framework, meeting refreshments from Rambla Bar and Bistro-Wickham	7.90
21-Nov-2024	Stakeholder meeting for Engagement Framework development - meeting refreshments	23.88
27-Nov-2024	Stakeholder engagement for Community Engagement Framework development - meeting refreshments.	26.21
28-Nov-2024	Stakeholder engagement for Community Engagement Framework development - meeting refreshments.	18.00
13-Dec-2024	Fiorita - Community Development Partnership Woodside - EOY Event refreshments - Karratha Partnership teams.	324.08

<b>CFO</b>	<b>\$235.60</b>
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17-Dec-2024	Woolworths - Catering morning tea	20.00
18-Dec-2024	CPA Australia - Online Short Course Fees x 2	215.60

<b>Manager People &amp; Culture</b>	<b>\$4,815.25</b>
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29-Oct-2024	Booking.com - Accom - Bronwyn Shaw - Tidy Towns Awards 2024	428.00
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31-Oct-2024	EZI AIHS - Conference – Andres Cajigas – Perth Safety Symposium 2024	539.00
01-Nov-2024	Booking.com - Accommodation Facilitator – Psychosocial Risk Mgmt Training 11–13/11/2024	330.00
08-Nov-2024	PAYPROGLOBA -Subscription – P&C – iSpring Suite Max 2 x year	2,756.69
11-Nov-2024	Booking.com - Accommodation Facilitator – Handling Tough Customers - 21-24/11/2024	538.00
13-Nov-2024	KMART - Stationary – P&C Health & Safety Workshop 13/11/2024	34.00
05-Dec-2024	NSW Government - Payroll Payment (Garnishee Deduction)	189.56

<b>Exec Assistant - Community Experience</b>	<b>\$1,724.76</b>
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30-Oct-2024	Kta International -Community Experience-Leadership Meeting-Meal	296.10
04-Nov-2024	Woolworths - Dir Community Experience-Stationery	30.00
27-Nov-2024	East Perth Suites - Accommodation -Senior Youth Officer-Tidy Towns Sustainable Communities Awards 2024	269.10
28-Nov-2024	East Perth Suites - Accommodation, Community Development & Partnerships Coordinator-MACA Awards	206.10
02-Dec-2024	East Perth Suites - Accommodation Tidy Town Awards	269.10
11-Dec-2024	Fiorita Wine Bar - EOY Team Lunch	314.26
12-Dec-2024	Metal Artwork - Staff Badges	243.10
13-Dec-2024	EB Games - Staff Farewell Gift	75.00
16-Dec-2024	The Reject Shop - Workshop Containers	22.00

<b>Director Community Experience</b>	<b>\$161.78</b>
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05-Nov-2024	Uber-Perth-Director Community Experience-Local Government Conference	35.23
06-Nov-2024	Uber-Perth-Director Community Experience-Local Government Conference	20.49
06-Nov-2024	Uber-Perth-Director Community Experience-Local Government Conference	23.16
07-Nov-2024	Uber-Perth-Director Community Experience-Executive Team Alignment Workshop	21.05
07-Nov-2024	Uber-Perth-Director Community Experience-Executive Team Alignment Workshop	61.85

<b>Exec Assistant - Corporate &amp; Commercial</b>	<b>\$714.71</b>
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31-Oct-2024	Westpac Annual Card Fee - ProRata	37.91
05-Dec-2024	Coles - Staff Farewell Catering	41.59
06-Dec-2024	Booking.com - Interim accommodation (Ibis) - new staff member	466.00
23-Dec-2024	Chicken Treat - Staff Christmas Lunch catering	126.76
27-Dec-2024	Staff Christmas Lunch catering	42.45

<b>Exec Assistant - Mayor &amp; Council</b>	<b>\$5,998.67</b>
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04-Nov-2024	Qantas - Flight - Councillor Professional Development AICD	1,087.85
05-Nov-2024	Coles - Catering - People & Culture Leadership Training	14.70
06-Nov-2024	Qantas - Flights - Councillor PD	1,320.07
06-Nov-2024	AIG Australia - Flight Insurance - Councillor PD	25.00
06-Nov-2024	Discovery Parks - Accommodation - Councillor Strategic Planning Workshop	224.00
07-Nov-2024	Qantas - Staff Training - CEO Office Administrator	1,380.31
08-Nov-2024	Key Spot Karratha - New Councillor Name Plate Engraving	33.00
15-Nov-2024	Flight - Qantas KTA-PER - Perth Advocacy - Mayor	482.06
18-Nov-2024	Ibis Styles East Perth - Accommodation - Councillor PD	705.05
19-Nov-2024	Coles - OCM Catering	87.10
22-Nov-2024	Flight Return - Qantas PER - KTA - Perth Advocacy - Mayor	484.53
22-Nov-2024	Perth Mint - Councillor Leaving Gift	155.00

**Exec Assistant - Strategic  
Projects & Infrastructure**

**\$3,622.55**

29-Oct-2024	Just You Beauty Salon - Farewell gift - Senior Governance Officer	60.99
01-Nov-2024	Woolworths - Farewell morning tea - Waste Operations Supervisor	49.80
08-Nov-2024	Quay Perth Hotel - 2 nights accommodation & dinner for SP&I Director - Annual State Conference	512.34
11-Nov-2024	Illion Australia - Comprehensive Credit Check for Burbury - RFT0000007 Wickham Boat Beach Ramp & Jetty Design	396.00
14-Nov-2024	Bookings.com-Mantra Accommodation 2 nights Conference Work Health & Safety Coordinator	432.25
20-Nov-2024	Red Earth Flowers- Bereavement flowers	100.00
21-Nov-2024	Booking.com - 2 nights' accommodation Econo Lodge - training facilitator - Psychosocial Risk Awareness	439.25
28-Nov-2024	Key Spot Services Karratha - Engraving Staff Service Awards	96.50
29-Nov-2024	Virgin - Flights - Senior Ranger	928.90
29-Nov-2024	Woolworths - Gardener - Farewell afternoon tea	49.91
29-Nov-2024	Illion Australia - RFT0000025 WRP Multipurpose court shade design comprehensive credit check - Plus Architecture WA	396.00
09-Dec-2024	Coles - Farewell morning tea - Maintenance Officer	45.78
13-Dec-2024	Coles - Farewell afternoon tea - Waste Services Administration Officer -2.5 years' service	49.18
18-Dec-2024	Coles - milk for office	19.20
18-Dec-2024	Department of Transport - Community Jetty Renewal Fee - Wickham Jetty	46.45

**Exec Assistant - Development  
Services**

**\$9,300.31**

08-Nov-2024	Accommodation - QUAY Hotel Perth - LG Conference	527.08
13-Nov-2024	Accommodation - CitiClub Hotel Melbourne - NEDC Conference - City Growth Coordinator	440.00

21-Nov-2024	Accommodation - Karratha Velocity Motel - Coordinator Marketing & Communications	990.00
26-Nov-2024	2024 Gift Cards for Employees - recognition of service	1,239.25
26-Nov-2024	2024 Gift Cards for Employees - recognition of service	1,589.25
26-Nov-2024	2024 Gift Cards for Employees - recognition of service	3,139.25
26-Nov-2024	2024 Gift Cards for Employees - recognition of service	1,011.90
03-Dec-2024	Booking.com - Site Visit Regulatory Serices Mgr Accom	288.00
11-Dec-2024	Best Western - Site Visit, Reg Services Mgr - Meals	75.58

<b>Manager Marketing &amp; Communications</b>	<b>\$7,481.85</b>
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31-Oct-2024	Vimeo video subscription annual	248.12
05-Nov-2024	Microsoft monthly charges for additional storage	3.00
11-Nov-2024	Facebook Advertising - Nov 2024	1,287.50
11-Nov-2024	Facebook Advertising - Nov 2024	114.49
18-Nov-2024	Qantas - Manager flights Perth advocacy trip	542.30
21-Nov-2024	Campaign Monitor - email newsletter subscription	183.70
22-Nov-2024	Qantas - manager flights Perth advocacy	484.53
27-Nov-2024	Uber - Perth Advocacy trip	37.34
27-Nov-2024	Uber - Perth advocacy trip	8.80
27-Nov-2024	Uber - Perth advocacy trip	9.78
28-Nov-2024	Uber - Perth advocacy	10.60
28-Nov-2024	UBER	20.47
28-Nov-2024	Uber - Perth advocacy	10.60
28-Nov-2024	UBER	12.37
28-Nov-2024	Uber - Perth advocacy	8.80
02-Dec-2024	Facebook Advertising - Dec 2024	1,289.26
02-Dec-2024	UBER	30.02
02-Dec-2024	UBER	8.80
03-Dec-2024	Quay Perth - Accommodation	774.87
03-Dec-2024	Quay Perth - Accommodation	729.85
11-Dec-2024	Facebook Advertising - Dec 2024	118.71
16-Dec-2024	Facebook Advertising - Dec 2024	1,287.50
16-Dec-2024	Nanutarra Roadhouse - Fuel (Mgr Comms)	76.74
23-Dec-2024	Campaign Monitor - email newsletter subscription	183.70

<b>Manager Information Technology</b>	<b>\$5,529.85</b>
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04-Nov-2024	Bitwarden - IT Software	66.16
04-Nov-2024	Netregistry\Webcentral - Domain renewals - IT Network	149.95
13-Nov-2024	ACQUIA - Website hosting - IT Network	714.44
14-Nov-2024	SafetyCulture\iAuditor - IT Software	911.49
19-Nov-2024	WH Software\Promaster - IT Software	341.96
25-Nov-2024	Lightspeed\Kounta - REAP POS - IT Software	779.00
02-Dec-2024	Bitwarden - IT Software	66.63
03-Dec-2024	Netregistry\Webcentral - Domain renewals - IT Network	149.95
09-Dec-2024	Netregistry\Webcentral - Domain renewals - IT Network	59.90
13-Dec-2024	ACQUIA - Website hosting - IT Network	722.67
16-Dec-2024	SafetyCulture\iAuditor - IT Software	871.20
27-Dec-2024	Lightspeed\Kounta - REAP POS - IT Software	696.50

<b>P&amp;C - Training &amp; Development Officer</b>		<b>\$4,871.14</b>
06-Dec-2024	AIHR - People Analytics Certificate (S. Panchadi)	1,575.90
09-Dec-2024	Good Grocer - Catering for Leadership Training	140.00
09-Dec-2024	Key Spot - 2024 Service Medallion Engraving	35.00
12-Dec-2024	SmartstayWA - Accommodation for HD Mechanic Apprentice, Cert III in Mobile Plant Technology	2,884.24
16-Dec-2024	Careerone Sydney - Job Advert, Systems Analyst	203.50
27-Dec-2024	Westpac - Annual Card Fee Prorata	32.50
<b>Director Strategic Projects &amp; Infrastructure</b>		<b>\$467.17</b>
05-Nov-2024	Cabs WA - taxi from Airport to Hotel - Director SPI	52.08
05-Nov-2024	The Lucky Shag - Dinner - Director SPI & Director Development Services	65.06
06-Nov-2024	La Condesa - Dinner - Director SPI	59.90
18-Nov-2024	Fiorita Wine Bar - Council Planning Session debrief	290.13
<b>Exec Assistant to CEO</b>		<b>\$11,429.51</b>
30-Oct-2024	Novotel Vines Resort, First Deposit - Executive Leadership Team 2-day Workshop 6-8 November 2024	3,000.00
31-Oct-2024	QANTAS, Flights for CEO attending LGIS Pro Conference and Executive Leadership Team 2-day Workshop	1,235.06
31-Oct-2024	COLES, Catering Executive leadership Team Strategic Planning Session	14.34
05-Nov-2024	WANEWSDTI, Monthly Digital Subscription The West	32.00
08-Nov-2024	Novotel Vines Resort, Second Deposit Executive Leadership Team 2-day Workshop 6-8 November 2024	3,000.00
15-Nov-2024	QANTAS, Flights for CEO attending meetings Perth 26-27 November 2024	1,295.30
15-Nov-2024	Novotel Vines Resort, Executive Leadership Team 2-day Workshop 6-8 November 2024	120.50
20-Nov-2024	COLES, Catering Executive Management Team meeting 20 November 2024	44.05
27-Nov-2024	OFFICEWORKS, Stationary for Business Transformation Plan Workshop 4-5 December 2024	39.96
28-Nov-2024	Woolworths, Catering Staff Awards Breakfast 2024	432.00
28-Nov-2024	WOOLWORTHS, Catering Staff Awards Breakfast 28 November 2024	324.15
28-Nov-2024	Coles, Catering Staff Awards Breakfast 28 November 2024	245.00
03-Dec-2024	WOOLWORTHS, Stationary Business Transformation Workshop 4-5 December 2024	80.00
03-Dec-2024	WANEWSDTI, Monthly Digital Subscription, The West	32.00
06-Dec-2024	Karratha Int Hotel, Accommodation & Meal allowance Recruiter Manager People & Culture	322.75
09-Dec-2024	Karratha Int Hotel, Accommodation Consultant Business Transformation Workshop 4-5 December 2024 Karratha	566.35
09-Dec-2024	Karratha Int Hotel, Accommodation & Meal Allowance, Incumbent Manager People & Culture	646.05

<b>CEO</b>	<b>\$10,220.58</b>
31-Oct-2024 UBER Reimbursement of Personal expense	-8.00
01-Nov-2024 HORIZON - V.Miltrup, Allowances as per Employ Contract	320.05
05-Nov-2024 UBER*From Airport. LG Pro conference	37.74
08-Nov-2024 THE VINES - Executive Team Development (Meals)	222.00
08-Nov-2024 QUAY PERTH-Hotel	542.12
21-Nov-2024 40 x staff badges @\$17.95 each	718.00
25-Nov-2024 Fiorita Wine Bar-Meeting & Refreshments	87.77
25-Nov-2024 AMAZON AU - Training Expenses	211.75
26-Nov-2024 Food- Dumas House-West Perth	26.13
27-Nov-2024 Food - Dumas House - West Perth	6.48
27-Nov-2024 UBER - Travel to Dumas House	50.53
27-Nov-2024 4U Gourmet-Wes Perth, CEO Meal Allowance	16.40
27-Nov-2024 AMAZON - Training Expenses	269.50
28-Nov-2024 UBER* Travel to Airport	33.71
28-Nov-2024 SWAN TAXIS PTY LTD-Perth travel	65.42
29-Nov-2024 VIRGIN Business Transformation Workshop S McKenchie	609.65
29-Nov-2024 VIRGIN Recruitment Mgr P&C Andrew Tomich	609.65
29-Nov-2024 QANTAS - Business Transformation Workshop - Louise Zawada	1,681.06
29-Nov-2024 QANTAS Business Transformation W/shop - Sandra McKechnie	840.58
29-Nov-2024 QANTAS Recruitment for Manager P&C Andrew Tomich	840.58
29-Nov-2024 Inflight Food	12.00
29-Nov-2024 UBER* Travel to LGISWA	42.24
02-Dec-2024 UBER* to Airport	37.85
04-Dec-2024 Fiorita Wine Bar-Karratha - dinner with new Manager and recruiter, tour of karratha	223.10
09-Dec-2024 Karratha Int Hotel-Elected Member Xmas Function	62.76
09-Dec-2024 Karratha Int Hotel-Elected Member Xmas function	1,707.75
12-Dec-2024 The Hedland Hotel - Accommodation	393.26
13-Dec-2024 Audible - Personal expense reimbursed 17 Dec 24	16.45
16-Dec-2024 Personal Expense - Kindle Unltd	13.99
16-Dec-2024 The Hedland Hotel - Accommodation Fee	5.08
16-Dec-2024 The Hedland Hotel - Accommodation	293.34
16-Dec-2024 Water Corp - CEO, Water Usage as per Employ Contract	130.13
17-Dec-2024 The Hedland Hotel - Accommodation/Meal Allowance	45.68
17-Dec-2024 The Hedland Hotel - Accommodation/Meal Allowance	55.83
<b>TOTAL TRANSACTIONS</b>	<b>\$74,044.65</b>