

# Purchase Cards Transactions Report

All payments made between 30-September-2025 and 28-October-2025

Card Holder	Date	Description	Amount
Manager Airport			\$550.90
	15-Oct-2025	Karratha Airport - Safety Week FOD Walk Catering	218.40
	17-Oct-2025	Karratha Airport - Safety Week FOD Walk Catering	70.00
	17-Oct-2025	Karratha Airport - Safety Week FOD Walk Catering	22.50
	28-Oct-2025	Karratha Airport - Radiological Council 3 Year License Fee	240.00
Manager Community Programs			\$1,107.00
	29-Sep-2025	Sustainable hand held flags for Citizenship Ceremonies	607.00
	29-Sep-2025	Sustainable hand held flags for Citizenship Ceremonies	300.00
	15-Oct-2025	Arts Law Centre of Australia - Contract for REAF performers	200.00
Manager Community Facilities			\$164.31
	14-Oct-2025	Mindbody - Monthly Subscription	163.90
	17-Oct-2025	XIMBLE - Staff Roster Fee	0.41
Manager Engagement & Partnerships			\$325.66
	10-Oct-2025	BP Karratha - Fuel	109.09
	16-Oct-2025	Kmart - Program Items	6.50
	27-Oct-2025	Roll'd - Perth Airport, Meal Allowance	27.64
	27-Oct-2025	Salon Champagne Bar - Meal Allowance, Melbourne	15.37
	27-Oct-2025	Morris House - Melbourne, Meal Allowance	41.50
	27-Oct-2025	Maverick Café - Melbourne, Meal Allowance	6.71
	27-Oct-2025	B&W Cabs Tullamarine - Cab Fare	89.61
	28-Oct-2025	Maverick Café - Melbourne, Meal Allowance	6.30
	28-Oct-2025	Bright Wish - Melbourne, Meal Allowance	22.94
Manager IT Services			\$43.33
	28-Oct-2025	Westpac ProRata Annual Card Fee	43.33
CFO			\$96.90
	03-Oct-2025	Coles Team Building Food Oct 25	96.90
Executive Assistant Community			\$8,817.63
	06-Oct-2025	Splashtop - Remote Support Software	8,503.38
	20-Oct-2025	Why Leave - Local Shopping Promotion	142.73
	27-Oct-2025	Shell Denmark - Fuel	59.02
	28-Oct-2025	Roebourne Café - Meal Allowance	11.50
	28-Oct-2025	Roebourne Café - Meal Allowance	11.50
	28-Oct-2025	Roebourne Café - Meal Allowance	8.00
	28-Oct-2025	Roebourne Café - Meal Allowance	81.50
Executive Assistant Corporate Services			\$6,833.93
	01-Oct-2025	UBER - Fare 01/10	11.05
	02-Oct-2025	Monthly property management subscription	400.14
	15-Oct-2025	Magistrates Court Application - residential tenancy	84.00
	15-Oct-2025	Magistrates Court application (residential tenancy)	84.00
	20-Oct-2025	Corporate stationary - Nov	63.89
	22-Oct-2025	Qantas - staff site visit flights	2,027.37
	24-Oct-2025	Qantas - staff flights site visit	1,821.24
	24-Oct-2025	Qantas - staff flights site visit	1,821.24

28-Oct-2025 Woolworths - Council kitchen restock	52.00
28-Oct-2025 Woolworths BWS - Council kitchen restock	469.00

**\$8,940.26**

**Manager People & Culture**

29-Sep-2025 IBIS Styles Accommodation - Consultant WHS Workshop 6 & 7/10	569.05
29-Sep-2025 TEMU Purchase - Employee EOY Function 2025 - Outdoor Games	100.07
30-Sep-2025 WH&S Team Workshop - Return Flights S.Morrison - ESSEMY Consultant	2,406.18
30-Sep-2025 LGIS - Great Aussie Adventure - Prize 1 - Fitbit	195.00
30-Sep-2025 LGIS - Great Aussie Adventure - Yeti - Prize 2	85.00
01-Oct-2025 Virgin Lounge Membership - Simon Kot - Director P&I	549.00
02-Oct-2025 Indeed - Advertising - WHS Officer - 25 Sept 25	420.64
06-Oct-2025 WHS Workshop - Catering - 6 & 7 Oct 2025	26.07
06-Oct-2025 Subway - Catering - WHS Workshop - 6 & 7 Oct 25	77.00
07-Oct-2025 Coles - Catering - WHS Workshop - 6 & 7 Oct 25	32.25
08-Oct-2025 WHS Foundation - Awards Night - 3 x P&C Staff - 25 Oct 25	960.00
10-Oct-2025 Virgin Flight - Perth to Karratha - Contractor - P&C Project	1,288.16
10-Oct-2025 Virgin Flight - Karratha to Perth - P&C Contractor - Project	482.06
10-Oct-2025 IBIS Accommodation - Contractor - P&C Project	929.10
10-Oct-2025 Catering - Corporate Services Director Welcome - 10 Oct 25	58.10
10-Oct-2025 Catering - Corporate Services Director Welcome - 10 Oct 25	43.38
13-Oct-2025 Corporate Services Director Welcome - Facility Booking	50.75
16-Oct-2025 Catering - WHS Workshop 6 & 7 Oct 25	24.00
16-Oct-2025 Aust Post - Giftcard - LGIS - Great Aussie Adventure - Prize 3	55.95
21-Oct-2025 Employee End of Year Function - Games - 12 Dec 25	499.50
21-Oct-2025 Facility Booking & Refund - Corporate Services Director Welcome 10 Oct 25	-50.75
22-Oct-2025 Catering - WHS Workshop - 22 Oct 25	34.20
27-Oct-2025 S McKechnie - Cab Charge - WHS Awards - 25 Oct 25	39.90
27-Oct-2025 Crown Promenade Perth-Burswood	65.65

**Director Development  
Services**

**\$513.71**

27-Oct-2025 TaxiPay - Fare, 27/10	83.71
27-Oct-2025 Mining Lease Objection Submission	430.00

**\$6,894.77**

**Executive Assistant -  
Projects & Infrastructure**

01-Oct-2025 Qantas - Kta/Perth Return - Acting Dir LG Professional Annual State Conference	1,247.34
01-Oct-2025 Illion Australia - Comprehensive Credit Check - RFQ0000161 Housing Development Baynton Apartments	396.00
02-Oct-2025 Woolworths - Transit house refurbishment 18A Richardson Way	47.85
02-Oct-2025 Kmart - Transit house refurbishment 18A Richardson Way	276.00
02-Oct-2025 Kmart - 18A Richardson Way Transit house refurb	358.00
02-Oct-2025 Kmart - 18A Richardson Way Transit house refurb	157.75
06-Oct-2025 Illion Australia - Comprehensive Credit Check - RFQ0000161 Housing Development Baynton Apartments refund	-396.00
06-Oct-2025 Red Dot - 18A Richardson Way Transit house refurb	28.94
07-Oct-2025 Qantas - Perth-Karratha flight Director P&I - ELT Workshop	546.85
08-Oct-2025 Coles Online-Intranet go live afternoon tea	80.00
08-Oct-2025 Questamon - Understanding Construction Contracts Part One online training - Airport Projects & Assets Lead	995.00
08-Oct-2025 Questamon - Understanding Construction Contracts Part One online training - Project Administration Officer	995.00
09-Oct-2025 Woolworth - Councillor fridge stock	141.85
09-Oct-2025 BWS - Councillor fridge stock	184.00
13-Oct-2025 Red Earth Flowers - new baby flowers - Operations Admin Officer	116.71
13-Oct-2025 Coles - Corporate & Commercial get together	210.00
14-Oct-2025 Sarah's Flowers - new baby flowers - Leading Hand Maintenance	122.90
16-Oct-2025 Woolworths - Annex coffee & milk	54.30
21-Oct-2025 Qantas - Kta/Perth Return - Project Manager - Baynton Housing Development	1,256.24
23-Oct-2025 Woolworths - EMG 22 October meeting	76.04

<b>Exec Assistant - Development Services</b>		<b>\$8,950.35</b>
01-Oct-2025	Accommodation - Senior Strategic Planner - one night relocation	405.00
02-Oct-2025	Accommodation - GIS Specialist - October Site Visit - 3-17/10/25	4,200.00
02-Oct-2025	Annual Corporate Firearms License Renewal - 2025/26	60.00
06-Oct-2025	Refund - Accommodation - Senior Strategic Planner	-202.50
10-Oct-2025	One Way Flight -Sydney to Perth - EDA Conference - DDS	555.35
10-Oct-2025	One Way Flight -Karratha to Newcastle - EDA Conference - DDS	1,146.16
15-Oct-2025	One Way Flight - Perth to Karratha - ELT Strategy Session - DDS	546.85
15-Oct-2025	Training Course - Waste Water Management - EHO	2,042.14
17-Oct-2025	BOM GIS Data - Planning	197.35
<b>Manager Marketing &amp; Communications</b>		<b>\$1,312.21</b>
02-Oct-2025	Google cloud subscription service	8.14
03-Oct-2025	The Good Grocer - Catering	120.00
07-Oct-2025	Squarespace yearly web domain fee - Cossack website	420.24
13-Oct-2025	Facebook campaigns/ads - Various	580.13
21-Oct-2025	Campaign Monitor monthly subscription	183.70
<b>Manager Information Technology</b>		<b>\$4,086.39</b>
30-Sep-2025	MOVAVI - Libraries team video conversion software	76.11
02-Oct-2025	Bitwarden - IT Software	112.89
06-Oct-2025	Kmart - Household items for transit house - 18a Richardson Way	48.75
06-Oct-2025	Home Hardware - Keys cut x 2 - 16 Mirfin Way	15.00
13-Oct-2025	Acquia - Website Hosting - IT Network	1,898.80
14-Oct-2025	SafetyCulutre/iAuditor - Business Software	871.20
27-Oct-2025	Lightspeed/Kounta - REAP POS - Business Software	696.50
28-Oct-2025	Netregistry/Webcentral - Domain Renewals - IT Network	367.14
<b>P&amp;C - Training &amp; Development Officer</b>		<b>\$4,424.04</b>
06-Oct-2025	Campus Perth, Certificate III in Mobile Plant Technology, Stage 1C - Accommodation - Jazmine Elphick	812.00
06-Oct-2025	Campus Perth, Certificate III in Mobile Plant Technology, Stage 1C - Accommodation - Thomas Black	812.00
09-Oct-2025	Subway Karratha - Mental Health First Aid 16/10/2025	301.00
09-Oct-2025	Subway Karratha - Mental Health First Aid 17/10/2025	301.00
15-Oct-2025	Subway Karratha - Mental Health First Aid 16/10/2025 Course Cancellation and order cancellation	-301.00
16-Oct-2025	Subway Karratha - Mental Health First Aid 17/10/2025 Course Cancellation and order cancellation	-301.00
20-Oct-2025	Governance Institute - Legislation & Policy (Nov 2025) I Brandis (Donaldson)	1,210.00
20-Oct-2025	Local Government - Membership Renewal - Emma Landers	560.00
24-Oct-2025	The Council for Six - Six Sigma Yellow Belt: Standard Exam (Single Certification) N Breen - Cost not inclusive of credit card surcharge	157.45
24-Oct-2025	The Council for Six - Six Sigma Yellow Belt: Standard Exam (Single Certification) S Khanal - Cost not inclusive of credit card surcharge	157.45
24-Oct-2025	The Council for Six - Six Sigma Yellow Belt: Standard Exam (Single Certification) B Bays - Cost not inclusive of credit card surcharge	157.45
24-Oct-2025	The Council for Six - Six Sigma Yellow Belt: Standard Exam (Single Certification) Di Liang - Cost not inclusive of credit card surcharge	156.38
27-Oct-2025	Testing Exam - Implementing Data Engineering Solutions Using Microsoft Fabric - B Ben (USD/not inclusive of credit card surcharge)	244.93
27-Oct-2025	The Council for Six - Six Sigma Yellow Belt: Standard Exam (Single Certification) P Bhatta - Cost not inclusive of credit card surcharge	156.38
<b>CEO</b>		<b>\$3,373.96</b>
14-Oct-2025	Water Corporation - Water Use, CEO	116.96
16-Oct-2025	OpenAI - ChatGPT Subscription	863.93
17-Oct-2025	Ceda - MELBOURNE	410.00

20-Oct-2025	Business News -	1,419.00
23-Oct-2025	Kindle Svcs - Melbourne	187.16
23-Oct-2025	Kindle Svcs - Melbourne	158.94
24-Oct-2025	BP Karratha - Fuel	148.06
28-Oct-2025	Kinatico Ltd - Police Clearance - CEO	69.91

<b>TOTAL TRANSACTIONS</b>
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<b>\$56,435.35</b>
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