

Purchase Cards Transactions Report

All payments made between 29-October-2025 and 28-December-2025

Card Holder	Date	Description	Amount
Manager Airport			\$326.80
	07-Nov-2025	Karratha Airport - Safety Week Quiz Catering	149.58
	02-Dec-2025	Airport Manager, AAA Conference	13.23
	02-Dec-2025	AAA Conference, Dinner 02/12/2025	29.83
	03-Dec-2025	AAA Conference, Breakfast 02/12/2025	13.23
	05-Dec-2025	Airport Manager, AAA Conference	43.86
	05-Dec-2025	Airport Manager, AAA Conference	14.76
	08-Dec-2025	AAA Conference, Uber Charge	62.31
Manager Community Programs			\$4,338.30
	11-Nov-2025	Citizenship ceremony Australian Flag pin	1,200.00
	11-Nov-2025	Senior Christmas Lunch Gifts Karratha and Roebourne	1,020.00
	13-Nov-2025	Lightkey DMX Program - Annual Subscription	188.18
	24-Nov-2025	Fuel as per Managers Contract	82.04
	26-Nov-2025	2025 Seniors Chirstmas Lunch Gifts - Credit for Damaged goods	-48.00
	01-Dec-2025	CAA 2025 - Peoples Choice Ballot Box Replacement	183.75
	01-Dec-2025	Crown Promenade Perth - Tidy Towns Awards Meals	36.00
	01-Dec-2025	Tidy Towns Awards - Uber Fare	10.31
	01-Dec-2025	Tidy Towns Awards - Uber Fare	9.78
	10-Dec-2025	P2110 - Diesel as per Managers Contract	78.74
	18-Dec-2025	REAP Liquor Licence Renewal	697.50
	23-Dec-2025	Annual Arts Hub Subscription	880.00
Manager Community Facilities			\$589.49
	03-Nov-2025	XIMBLE - Paycor rostering costs	3.38
	11-Nov-2025	XIMBLE - Paycor rostering costs	2.02
	13-Nov-2025	XIMBLE - Paycor rostering costs	8.06
	14-Nov-2025	MINDBODY - Monthly Subscription	167.75
	17-Nov-2025	XIMBLE - Paycor rostering costs	1.75
	15-Dec-2025	MINDBODY - Monthly Subscription	167.75
	15-Dec-2025	XIMBLE - Paycor rostering costs	81.06
	15-Dec-2025	XIMBLE - Paycor rostering costs	80.15
	24-Dec-2025	XIMBLE - Paycor rostering costs	77.57
Manager Engagement & Partnerships			\$106.44
	31-Oct-2025	UBER - Airport to Accom, Engagement Conference	52.27
	31-Oct-2025	Thai on Bourke - Meal Allowance - Engagement Conference	30.97
	03-Nov-2025	Delaware North - Meal Allowance - Engagement Conference	23.20
Manager IT Services			\$6,124.89
	14-Nov-2025	Acquia - Website Hosting	287.07
	17-Nov-2025	WH Software - ProMaster Key Manager 8 Renewal	341.96
	20-Nov-2025	Acquia - Website Hosting	1,716.14
	24-Nov-2025	Lightspeed/Kounta - REAP POS Software	696.50
	01-Dec-2025	Webcentral - Domain Renewals - IT Network	187.44
	02-Dec-2025	Bitwarden - IT Software	113.77
	15-Dec-2025	Acquia - Website Hosting - IT Network	1,910.81
	15-Dec-2025	SafetyCulture/iAuditor - Business Software	871.20
Director Corporate Services			\$530.81
	28-Nov-2025	Westpac ProRata Annual Fee	37.91
	08-Dec-2025	BWS - Corporate Services Christmas Party Catering	407.00
	08-Dec-2025	Woolworths - Corporate Services Christmas Party Catering	85.90

Chief Financial Officer		\$22.99
04-Dec-2025	ASIC - Company extract Rates investigation Dec 25	10.00
08-Dec-2025	Coles - Ice for Corporate Directorate Xmas catchup	12.99
Executive Assistant Community		\$2,408.79
03-Nov-2025	Shell Reddy Express - Fuel	66.48
03-Nov-2025	Swan Taxis - Fare from Airport-Home EA Community Experience	75.08
21-Nov-2025	Qantas - Airfares, Governance - Minute Secretary 24-25/11/2025	1,838.07
25-Nov-2025	Flowers in Wonderland - Bereavement Flowers Community Experience	115.00
25-Nov-2025	The Iconic - Online Voucher Farewell Gift - (3-5 years) Facilities Community	75.00
23-Dec-2025	SOAK Dampier - Catering 22/10/2025 Minister Visit to Karratha	239.16
Director Community Experience		\$1,868.29
04-Nov-2025	GM Taxipay Transport - Airport to Accommodation 04/11/25	38.96
05-Nov-2025	Market & Co - Crown Burswood, Director Meal Allowance	89.00
06-Nov-2025	Crown Promenade - Director Meal Allowance	29.33
06-Nov-2025	Crown Promenade - Director Meal Allowance	72.83
10-Nov-2025	GM Taxipay Transport Airport to Hotel - 09/11/25	61.52
10-Nov-2025	Hotel Grand Chancellor - Accommodation Conference Director 09/11/2025	1,014.00
10-Nov-2025	Novotel Vines - Director Meals Allowance 6-8/11/25	51.00
10-Nov-2025	Novotel Vines - Director Meals Allowance 6-8/11/25	81.00
10-Nov-2025	UBER - Director Community Experience 8/11/25	42.78
17-Nov-2025	GM Taxipay - Airport to Accommodation, Director 16/11/25	58.91
18-Nov-2025	UBER - TransportDirector Community Experience17.11.25	28.96
15-Dec-2025	Survey Monkey - Standard Annual Subscription 15/12/2025	300.00
Executive Assistant Corporate Services		\$16,409.13
29-Oct-2025	Qantas - Flights, Director to attend Conference	1,107.52
29-Oct-2025	Karratha Apartments - Meal Expenses Staff Site Visit	36.00
29-Oct-2025	Karratha Motel - Staff Site Visit Accommodation	1,115.29
29-Oct-2025	Karratha Apartments - Staff Site Visit Accommodation	343.92
30-Oct-2025	Zazzle - Council Name Plates	475.52
30-Oct-2025	Rockend - Property management software fee	40.00
31-Oct-2025	Kmart - Degrey Office Supplies	242.25
31-Oct-2025	Qantas - Staff flights for site visit	1,396.06
03-Nov-2025	Rockend - Property management software fee	402.89
04-Nov-2025	Coles - Degrey Office Supplies	59.00
04-Nov-2025	Kmart - Degrey Office Supplies	17.00
04-Nov-2025	Roebourne Cafe - Community Consultation Annual Survey	39.00
04-Nov-2025	Roebourne Cafe - Community Consultation Annual Survey	31.50
04-Nov-2025	Roebourne Cafe - Community Consultation Annual Survey	23.70
04-Nov-2025	Roebourne Cafe - Community Consultation Annual Survey	21.50
04-Nov-2025	Roebourne Cafe - Community Consultation Annual Survey	18.00
04-Nov-2025	Roebourne Cafe - Community Consultation Annual Survey	15.00
04-Nov-2025	Pilbara Bakehouse - Welcome Morning Tea - Governance	129.30
06-Nov-2025	Hotel at Booking - Councillor Accommodation for event	202.40
06-Nov-2025	TryBooking - Hedland Economic Forum - Cr Booking	249.00
11-Nov-2025	Roebourne Cafe - Community Consultation Annual Survey	18.40
11-Nov-2025	Roebourne Cafe - Community Consultation Annual Survey	5.50
11-Nov-2025	Roebourne Cafe - Community Consultation Annual Survey	12.20
11-Nov-2025	Roebourne Cafe - Community Consultation Annual Survey	11.70
11-Nov-2025	Roebourne Cafe - Community Consultation Annual Survey	8.50
11-Nov-2025	Roebourne Cafe - Community Consultation Annual Survey	6.50
12-Nov-2025	Hotel at Booking.com - Councillor accommodation for training	317.40
13-Nov-2025	Qantas - Councillor flights for training	1,723.14
13-Nov-2025	Coles - EMG meeting refreshments	52.13
14-Nov-2025	Coles - Directorate meeting catering	255.00
18-Nov-2025	Pilbara Bakehouse - Strategic risk workshop catering	259.40
19-Nov-2025	Kta Apartments - Staff site visit accommodation	293.19

19-Nov-2025	Why Leave - Gift card	102.04
20-Nov-2025	Pilbara Diamonds - Councillor Farewell Gift	240.00
21-Nov-2025	Why Leave - Gift card	261.63
26-Nov-2025	Kmart - Printing of Councillor Group Photos	52.00
27-Nov-2025	Red Earth Flowers - Councillor Farewell Gift	101.49
28-Nov-2025	Post Shop Kta - Councillor Farewell Gift	305.95
01-Dec-2025	Rockend Technology - Property Management Software Subscription	402.89
04-Dec-2025	Qantas - Staff site visit flights	1,964.14
08-Dec-2025	Woolworths - Corporate End of Year Catering	250.00
08-Dec-2025	Coles - Corporate End of year catering	34.16
11-Dec-2025	Coles - Staff Awards Breakfast Food	1,833.53
11-Dec-2025	Coles - Staff Awards Breakfast Food	174.33
11-Dec-2025	Qantas - Staff flights for site visit	1,409.92
16-Dec-2025	Post Shop Kta - Gift card staff farewell	55.95
17-Dec-2025	Kta Apartments - Staff Accommodation Site Visit	293.19

**Executive Assistant - Projects
& Infrastructure**

\$10,879.70

29-Oct-2025	Crown - Accommodation, Directors & CEO, LG Professional State Conference	2,336.57
30-Oct-2025	Aust Institute of Co Directors - Professional Membership - Mgr City Projects	750.00
30-Oct-2025	Coles - Farewell Morning Gift - Site Attendant Operator - 3 years service	75.00
30-Oct-2025	Coles - Farewell Morning Tea - Site Attendant Operator - 3 years service	42.57
06-Nov-2025	Foundry - Farewell function - Engineering Admin 8 years service	150.00
06-Nov-2025	Illion Australia - RFT0000053 - Comprehensive Credit Check	396.00
07-Nov-2025	Dunnart - Farewell gift - Engineering Admin 8 years service	161.60
07-Nov-2025	Illion Australia - RFT0000053 - Comprehensive Credit Check	396.00
07-Nov-2025	Pilbara Plants & Pets - Farewell gift - Engineering Admin 8 years service	54.00
20-Nov-2025	Coles - Supplies for Wickham Community Information Session 19/11/25	61.68
20-Nov-2025	Rambla Bar & Bistro - Wickham Oval Info Session catering	284.90
21-Nov-2025	Coles - Councillor Strategic Workshop supplies	19.25
21-Nov-2025	Coles - Councillor Strategic Workshop supplies catering	218.78
21-Nov-2025	Kmart - Councillor Strategic Workshop supplies	61.00
27-Nov-2025	Coles - EMG Catering 26 November 2025	44.43
28-Nov-2025	Booking.com - Diploma of Leadership & Mgmnt - Accom, Mgr Asset Maint	956.00
02-Dec-2025	Woolworths - Farewell gift - Sanitation Coordinator 7 years service	139.94
03-Dec-2025	Expotrade Australia - Director P&I, WA Major Projects Conference 2026	1,175.21
04-Dec-2025	Sihoo Australia - Ergonomic Chair - Airport Operations and Asset Coordinator	369.00
05-Dec-2025	Kta Newsagency - Farewell card - Waste Operations Supervisor 7years service	15.14
09-Dec-2025	Red Earth Flowers - New Baby - Project Manager	116.71
10-Dec-2025	Officeworks - Airport Stationery	329.48
11-Dec-2025	Qantas - Ktha-Perth - Acting Project Manager - Baynton Housing Development	1,477.67
11-Dec-2025	Woolworths - Annex coffee & soy milk	37.80
11-Dec-2025	Woolworths - MG Meeting 10 December catering	50.38
11-Dec-2025	Woolworths - Staff breakfast awards - bowls	7.00
11-Dec-2025	Woolworths - Staff breakfast awards - Forks	22.50
12-Dec-2025	Karratha Newsagency - Farewell cards	54.19
16-Dec-2025	Karratha Retravisoin - ALogic USB-C Card Reader - City Projects	49.00
18-Dec-2025	Woolworths - Fleet Support Officer - Farewell gift 15 years service	607.95
18-Dec-2025	Woolworths - Waste Operations Supervisor - Farewell gift 7 years service	147.95
19-Dec-2025	Dept of Water and Environmental Regulation - Licence amendment for WWTP	272.00

**Director Development
Services**

\$172.01

03-Nov-2025	Taxi - LGPro Conference - Airport to Accommodation - DDS	70.35
07-Nov-2025	Taxi - KDCCI Event at Crown - from Event - DDS	29.70
07-Nov-2025	Taxi - KDCCI Event at Crown - to Event - DDS	25.46
10-Nov-2025	Novotel Vines - ELT Strategy Workshop - Meal Allow DDS	46.50

**Executive Assistant -
Development Services**

-\$353.02

30-Oct-2025	Credit - Training Course Waste Water Management - EHO	-1,955.03
20-Nov-2025	Qantas - Return Flights Perth-Karratha, Site Visit - GIS Specialist	1,161.71
20-Nov-2025	Kmart - Stationery Items, mouse pads - Dev Services	10.00

26-Nov-2025	SP Rawlinsons - Construction Cost Guide e version - Building Services	390.00
26-Nov-2025	SP Rawlinsons - Construction Cost Guide e version - Building Services	290.00
26-Nov-2025	Kmart - Plastic storage boxes - EM community event equipment	24.00
28-Nov-2025	Refund for Construction Cost Guide e version - Building Services	-390.00
11-Dec-2025	Kta Newsagency - Stationery for Environmental Health	84.30
12-Dec-2025	Dept Transport - Replacement Number Plate - Kta SES RCR Truck	32.00

Manager Marketing & Communications	\$7,510.83
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29-Oct-2025	Dept of Parliamenta - Meal expenses, Canberra Delegation	11.20
29-Oct-2025	Wilma & the Pearl - Meal allow - Mayor and Mgr Comms - Canberra Delegation	205.03
29-Oct-2025	ACT Cabs - Transit/taxim, Canberra Delegation	31.71
29-Oct-2025	UBER - Fare, Canberra Delegation	31.63
30-Oct-2025	Grease Monkey - AMCA Canberra Delegation Advocacy Trip, Meal with Mayor	28.00
30-Oct-2025	Grease Monkey - AMCA Canberra Delegation Advocacy Trip, Meal with Mayor	38.65
30-Oct-2025	Can Cabs - Taxi - AMCA Canberra Delegation Advocacy trip with Mayor	18.38
30-Oct-2025	ACT Cabs - Taxi - AMCA Canberra Delegation Advocacy trip with Mayor	17.85
31-Oct-2025	Aussie Capital Hill - AMCA Canberra Delegation, incl Mayor Meal expense/coffee	34.10
31-Oct-2025	Live Pmt - Transfer/Taxi - AMCA Canberra Delegation Advocacy trip incl Mayor	63.00
03-Nov-2025	Crowne Plaza - AMCA Canberra Delegation, Advocacy trip with Mayor, Meals	66.24
03-Nov-2025	Crowne Plaza - AMCA Canberra Delegation, Advocacy trip with Mayor, Meals	12.23
03-Nov-2025	Facebook - Ad Campaigns - Elections, Halloween, Annual Survey	1,287.50
11-Nov-2025	Facebook - Ad Campaigns - Annual Survey, Seniors, Cossack	983.11
17-Nov-2025	Facebook - Ad Campaigns - Xmas, Cossack Art Awards, Seniors events	1,351.36
21-Nov-2025	Campaign Monitor - Email Marketing Subscription - monthly	183.70
24-Nov-2025	Jotform - Web Forms for REAP and Cossack websites	970.26
02-Dec-2025	Google CLOUD - fee	3.62
03-Dec-2025	Facebook - Ad Campaigns	1,417.28
03-Dec-2025	Qantas - Flight Fee	171.90
10-Dec-2025	UBER - Fare	27.77
11-Dec-2025	Facebook - Ad Campaigns	255.76
11-Dec-2025	Stadium 26 Kta - Meal Allowance	58.99
15-Dec-2025	Live Payments - Taxi Fare	57.86
22-Dec-2025	Campaign Monitor - Email Marketing Subscription - monthly	183.70

Manager Information Technology	\$984.74
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03-Nov-2025	Bitwarden - IT Software	113.54
14-Nov-2025	SafetyCulture/iAuditor - IT Software	871.20

P&C - Training & Development Officer	\$1,187.50
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11-Nov-2025	CPA Australia - Accounting for Non-Financial Assets - Kristy Moschion	462.00
11-Nov-2025	Pinnacle Height Safety - Course Fee Asbestos Awareness eLearning - C.Coutinho	75.00
18-Nov-2025	Woolworths - Steph Giles farewell and stationery	58.50
19-Nov-2025	Subway Karratha - Mental Health First Aid catering day 2 - 26/11/2025	296.00
19-Nov-2025	Subway Karratha - Mental Health First Aid catering day 1 - 25/11/2025	296.00

Manager People & Culture	\$11,984.24
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30-Oct-2025	IAPP Membership - Employee C.Louw	1,257.98
06-Nov-2025	Subway Kta - Catering OHS Meeting - 11/11/2025	159.00
06-Nov-2025	Learner Link - Training Manual - Trainee - Conduct Business Activities	69.00
12-Nov-2025	Mental Health First Aid - Merchandise - Wristbands & Pins	496.00
26-Nov-2025	Pilbara Therapy Svc - Staff Consultation 25/11/25	190.00
26-Nov-2025	Subway Karratha - to be credited	15.25
27-Nov-2025	Subway Karratha - P&C Manager P&C - Lunch	12.25
27-Nov-2025	Subway Karratha - credit (incorrect charge)	-15.25
01-Dec-2025	People & Culture - EOY Event - 28.11.2025	104.00
01-Dec-2025	People & Culture - EOY Event - 28.11.2025	52.46
02-Dec-2025	Woolworths - Casual Employees - End of Year Gift	1,692.00
03-Dec-2025	WorkInitiatives - Advertising - Visa Requirements	249.00
08-Dec-2025	Officeworks - End of Year Event - 12.12.2025 - Guest Wristbands	232.92
08-Dec-2025	Pilbara Therapy Services - Employee Long Consultation - 4.12.2025	190.00

08-Dec-2025	S McKechnie - Employee Network Lunch - Perth 08.12.2025	70.00
08-Dec-2025	S McKechnie - Perth Parking Fee - Meeting 08.12.2025	14.00
09-Dec-2025	Coles - Gift Cards - Rewards & Recognition 2025	317.85
09-Dec-2025	Coles - OHS Meeting - 09.12.2025	66.25
09-Dec-2025	Pilbara Bakehouse - P&C - End of Year Event - 09.12.2025	40.00
10-Dec-2025	Coles - Gift Card - Rewards and Recognition Awards	55.95
10-Dec-2025	Pilbara Bakehouse - Sandra McKechnie - Employee Lunch Meeting 10.12.2025	27.60
11-Dec-2025	Australia Post - Gift Cards - Rewards & Recognition - December 2025	3,221.40
11-Dec-2025	Australia Post - Gift Cards - Rewards & Recognition Awards - December 2025	1,483.30
11-Dec-2025	Coles - Gift Cards - Rewards & Recognition - December 2025	323.80
11-Dec-2025	Coles - Gift Cards - Rewards and Recognition - December 2025	279.75
11-Dec-2025	Red Dot - Rewards & Recognition - Merchandise - December 2025	44.85
11-Dec-2025	Red Dot - Rewards and Recognition Merchandise - December 2025	98.67
11-Dec-2025	Woolworths - End of Year Event - 12.12.2025 - Water	240.00
11-Dec-2025	Woolworths - End of Year Event - Held 12.12.2025 - Water & Soft Drinks	552.75
12-Dec-2025	Coles - End of Year Event - 12.12.2025 - Merchandise	50.25
12-Dec-2025	The Reject Shop - End of Year Event - 12.12.2025 - Merchandise	18.00
12-Dec-2025	Woolworths - End of Year Event - 12.12.2025 - Merchandise	69.25
12-Dec-2025	Woolworths - End of Year Event - 12.12.2025 - Snacks & Spring Water	115.20
15-Dec-2025	Coles - End of Year Event - 12.12.2025 - Merchandise	56.53
16-Dec-2025	BWS Liquor - People & Culture Employee Thank you Gift - End of Year 2025	63.00
22-Dec-2025	Fiorita - S. McKechnie - Afterhours Staff Networking	71.23

**Director Projects &
Infrastructure**

\$2,022.28

07-Nov-2025	Uber - Director P&I - Airport to Vines for ELT Strategic Workshop	54.34
10-Nov-2025	Uber - Director P&I - Vines to Airport - ELT Strategic Workshop	59.69
28-Nov-2025	Fiorita Wine Bar - Councillor Farewell and End of Year Celebration	1,908.25

CEO

\$3,449.92

03-Nov-2025	Horizon - Electricity, as per employment contract	152.36
05-Nov-2025	UBER - Airport to Accommodation	48.65
06-Nov-2025	Crown Promenade Perth - Credit, incorrect charge	-210.00
07-Nov-2025	Crown Promenade Perth - Accommodation	212.42
07-Nov-2025	UBER - Car for 4 staff to Accommodation	79.79
14-Nov-2025	UBER - Accommodation to LG Pro event	50.57
14-Nov-2025	UBER - Airport to Accommodation	61.50
17-Nov-2025	OPENAI - CHATGPT AI Trial \$USD	1,191.36
17-Nov-2025	UBER - Fare, Employee Meeting to Accom	47.21
17-Nov-2025	UBER - Travel between meetings	20.83
17-Nov-2025	UBER - Travel between meetings	16.84
24-Nov-2025	Rambla Bar - Council Workshop	568.00
28-Nov-2025	UBER - Meeting UWA	49.55
01-Dec-2025	UBER - Travel to meeting in Leederville with Employee	30.52
01-Dec-2025	UBER - to be Cancelled	10.00
01-Dec-2025	UBER - Leederville Meeting to Accommodation	51.12
03-Dec-2025	UBER - Reimbursed cancellation fee	-10.00
11-Dec-2025	Reddy Express - Staff awards Breakfast items	29.37
12-Dec-2025	Water Corp - Water Use, as per employment Contract	133.38
16-Dec-2025	OPENAI - CHATGPT Subscription	885.25
18-Dec-2025	OPENAI - CHATGPT Additional Credit USD\$20	31.20

TOTAL TRANSACTIONS

\$70,564.13