An Agenda Briefing Session of the Shire of Esperance will be held via Zoom on 21 April 2020 commencing at 1pm to brief Council on the matters set out in the attached agenda.

An Ordinary Council meeting of the Shire of Esperance will be held via Zoom on 28 April 2020 commencing at 4pm to consider the matters set out in the attached agenda.

W M (Matthew) Scott
Chief Executive Officer
DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Esperance for any act, omission or statement or intimation occurring during Council or Committee meetings. The Shire of Esperance disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person’s or legal entity’s own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by a member or officer of the Shire of Esperance during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Esperance. The Shire of Esperance warns that anyone who has any application lodged with the Shire of Esperance must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Esperance in respect of the application.

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

Council is committed to a code of conduct and all decisions are based on an honest assessment of the issue, ethical decision-making and personal integrity. Councillors and staff adhere to the statutory requirements to declare financial, proximity and impartiality interests and once declared follow the legislation as required.

ATTACHMENTS

Please be advised that in order to save printing and paper costs, all attachments referenced in this paper are available in the original Agenda document for this meeting.
## Disclosure of Financial, Proximity or Impartiality Interests

**Local Government Act 1995 – Section 5.65, 5.70 and 5.71 and Local Government (Administration) Regulation 34C**

**Agenda Briefing** ☐ **Ordinary Council Meeting** ☐ **Both Meetings** ☐

Name of Person Declaring the Interest: ________________________________

Position: ___________________________ Date of Meeting: ___________________________

This form is provided to enable members and officers to disclose an Interest in the matter in accordance with the regulations of Section 5.65, 5.70 and 5.71 of the Local Government Act and Local Government (Administration) Regulation 34C.

<table>
<thead>
<tr>
<th>Interest Disclosed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item No: ___________________________</td>
</tr>
<tr>
<td>Subject: ___________________________</td>
</tr>
<tr>
<td>Nature of Interest: ___________________________</td>
</tr>
<tr>
<td>Type of Interest: Financial Proximity Impartiality</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interest Disclosed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item No: ___________________________</td>
</tr>
<tr>
<td>Subject: ___________________________</td>
</tr>
<tr>
<td>Nature of Interest: ___________________________</td>
</tr>
<tr>
<td>Type of Interest: Financial Proximity Impartiality</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interest Disclosed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item No: ___________________________</td>
</tr>
<tr>
<td>Subject: ___________________________</td>
</tr>
<tr>
<td>Nature of Interest: ___________________________</td>
</tr>
<tr>
<td>Type of Interest: Financial Proximity Impartiality</td>
</tr>
</tbody>
</table>

Signature: ___________________________ Date: ___________________________

Office Use Only:
Entered into interest Register: ___________________________ Officer ___________________________ Date ___________________________
Declaration of Interest (Notes for Your Guidance)

A member who has a Financial Interest in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest:

a) In a written notice given to the Chief Executive Officers before the Meeting or;

b) At the Meeting, immediately before the matter is discussed.

A member, who makes a disclosure in respect to an interest, must not:

c) Preside at the part of the Meeting, relation to the matter or;

d) Participate in, or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the Local Government Act 1995.

Notes on Financial Interest (For your Guidance)

The following notes are a basic guide for Councillors when they are considering whether they have a Financial Interest in a matter.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measured in money terms. There are expectations in the Local Government Act 1995 but they should not be relied on without advice, unless the situation is very clear.

2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc., and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.

3. If an interest is shared in common with a significant number of electors and ratepayers, then the obligation to disclose that interest does not arise. Each case need to be considered.

4. If in doubt declare.

5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it must be given when the matter arises in the Agenda, and immediately before the matter is discussed.

6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The only exceptions are:

   6.1 Where the Councillor discloses the extent of the interest, and Council carries a motion under s.5.68(1)(b)(ii) of the Local Government Act; or

   6.2 Where the Minister allows the Councillor to participate under s.5.69(3) of the Local Government Act, with or without conditions.
Interests Affecting Proximity

1) For the purposes of this subdivision, a person has a proximity interest in a matter if the matter concerns;
   a) a proposed change to a planning scheme affecting land that adjoins the person’s land;
   b) a proposed change to the zoning or use of land that adjoins the person’s land; or
   c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person’s land.

2) In this section, land (the proposal land) adjoins a person’s land if;
   a) The proposal land, not being a thoroughfare, has a common boundary with the person’s land;
   b) The proposal land, or any part of it, is directly across a thoroughfare from, the person’s land; or
   c) The proposal land is that part of a thoroughfare that has a common boundary with the person’s land.

3) In this section a reference to a person’s land is a reference to any land owned by the person or in which the person has any estate or interest.

Interests Affecting Impartiality

Definition: An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the ‘Act’.

A member who has an Interest Affecting Impartiality in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest;
   a) In a written notice given to the Chief Executive Officers before the Meeting or;
   b) At the Meeting, immediately before the matter is discussed.

Impact of an Impartiality Closure

There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of a financial interest, an elected member leaves the room and does not vote.

With the declaration of this new type of interest, the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest affecting impartiality, the member’s involvement in the Meeting continues as if no interest existed.
# TABLE OF CONTENTS

1. **OFFICIAL OPENING**  
2. **ATTENDANCE**  
3. **APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE**  
4. **APPLICATIONS FOR LEAVE OF ABSENCE**  
5. **ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION**  
6. **DECLARATION OF MEMBERS INTERESTS**  
   6.1 Declarations of Financial Interests – Local Government Act Section 5.60a  
   6.2 Declarations of Proximity Interests – Local Government Act Section 5.60b  
   6.3 Declarations of Impartiality Interests – Admin Regulations Section 34c  
7. **PUBLIC QUESTION TIME**  
8. **PUBLIC ADDRESSES / DEPUTATIONS**  
9. **PETITIONS**  
10. **CONFIRMATION OF MINUTES**  
11. **DELEGATES’ REPORTS WITHOUT DISCUSSION**  
12. **MATTERS REQUIRING A DETERMINATION OF COUNCIL**  
   12.1 **EXTERNAL SERVICES**  
      12.1.1 Holiday Homes - Development Requirements Local Planning Policy  
      12.1.2 Minor Amendment - Outbuildings Local Planning Policy  
      12.1.3 Development Application - Oversized Outbuilding (Shed) - Lot 159 (12) Treasure Road, Sinclair  
      12.1.4 Request to Waive Planning and Building Fees - Condingup District Recreation Association - Proposed Community & Sporting Facilities Redevelopment  
   12.2 **ASSET MANAGEMENT**  
      12.2.1 Pink Lake Road Corridor - Shared Path Concept Design  
      12.2.2 Disposal of Esperance Tanker Jetty Grade 3 Timbers  
   12.3 **CORPORATE RESOURCES**  
      12.3.1 Review of Wards and Representation  
      12.3.2 Policy Review - Human Resources  
      12.3.3 New Policy - Regional Price Preference  
      12.3.4 Financial Services Report - March 2020  
      12.3.5 Committee Appointments - External Representation
<table>
<thead>
<tr>
<th>Section</th>
<th>Item</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.3.6</td>
<td>Committee Appointments - Community Representatives</td>
<td>201</td>
</tr>
<tr>
<td>12.3.7</td>
<td>COVID-19 Business and Community Relief Initiatives</td>
<td>208</td>
</tr>
<tr>
<td>12.3.8</td>
<td>Self Supporting Loan - Condingup District Recreation Association</td>
<td>219</td>
</tr>
<tr>
<td>12.3.9</td>
<td>Local Government House Trust - Deed of Variation</td>
<td>226</td>
</tr>
<tr>
<td>12.4</td>
<td>EXECUTIVE SERVICES</td>
<td>240</td>
</tr>
<tr>
<td>12.4.1</td>
<td>Information Bulletin - March 2020</td>
<td>240</td>
</tr>
<tr>
<td>13.</td>
<td>REPORTS OF COMMITTEES</td>
<td>306</td>
</tr>
<tr>
<td>14.</td>
<td>MOTIONS OF WHICH NOTICE HAS BEEN GIVEN</td>
<td>306</td>
</tr>
<tr>
<td>15.</td>
<td>MEMBERS QUESTIONS WITH OR WITHOUT NOTICE</td>
<td>307</td>
</tr>
<tr>
<td>16.</td>
<td>URGENT BUSINESS APPROVED BY DECISION</td>
<td>307</td>
</tr>
<tr>
<td>17.</td>
<td>MATTERS BEHIND CLOSED DOORS</td>
<td>307</td>
</tr>
<tr>
<td>17.1</td>
<td>Outstanding Rates - Relinquishment of Land</td>
<td>307</td>
</tr>
<tr>
<td>18.</td>
<td>PUBLIC QUESTION TIME</td>
<td>307</td>
</tr>
<tr>
<td>19.</td>
<td>CLOSURE</td>
<td>307</td>
</tr>
</tbody>
</table>
SHIRE OF ESPERANCE

AGENDA

ORDINARY COUNCIL MEETING
TO BE HELD IN COUNCIL CHAMBERS ON 28 APRIL 2020
COMMENCING AT 4PM

1. OFFICIAL OPENING

2. ATTENDANCE

Members
Cr I Mickel  President  Rural Ward
Cr B Parker  Deputy President  Rural Ward
Cr J O'Donnell  Town Ward
Cr S McMullen  Town Ward
Cr S Payne  Town Ward
Cr J Obourne  Town Ward
Cr R Chambers  Town Ward
Cr D Piercey, JP  Town Ward
Cr W Graham  Rural Ward

Shire Officers
Mr W M (Matthew) Scott  Chief Executive Officer
Mr S Burge  Director Corporate Resources
Mr M Walker  Director Asset Management
Mr T Sargent  Director External Services
Mr R Hindley  Manager Strategic Planning & Land Projects
Miss A McArthur  Administration Officer – Executive Services

Members of the Public & Press

3. APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE

4. APPLICATIONS FOR LEAVE OF ABSENCE

5. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION
6. **DECLARATION OF MEMBERS INTERESTS**
   6.1 Declarations of Financial Interests – Local Government Act Section 5.60a
   6.2 Declarations of Proximity Interests – Local Government Act Section 5.60b
   6.3 Declarations of Impartiality Interests – Admin Regulations Section 34c

7. **PUBLIC QUESTION TIME**

8. **PUBLIC ADDRESSES / DEPUTATIONS**

9. **PETITIONS**
   Nil

10. **CONFIRMATION OF MINUTES**
    That the Minutes of the Ordinary Council Meeting of the 24 March 2020 be confirmed as a true and correct record.
    Voting Requirement Simple Majority

11. **DELEGATES’ REPORTS WITHOUT DISCUSSION**
    Councillor Attendance

    | Councillor            | Agenda Briefing Sessions (6) | Ordinary Council Meetings (6) | Special Council Meetings (1) | Annual Electors Meeting (1) |
    |-----------------------|------------------------------|------------------------------|------------------------------|-----------------------------|
    | Shire President       | 6                            | 6                            | 1                            | 1                           |
    | Cr Ian Mickel         |                              |                              |                              |                             |
    | Deputy President      | 6                            | 6                            | 1                            | 1                           |
    | Cr Basil Parker       |                              |                              |                              |                             |
    | Cr Jo O'Donnell       | 6                            | 6                            | 1                            | 1                           |
    | Cr Steve McMullen     | 6                            | 6                            | 1                            | 1                           |
    | Cr Shelley Payne      | 6                            | 6                            | 1                            | 1                           |
    | Cr Jennifer Osbourne  | 5                            | 6                            | 1                            | 1                           |
    | Cr Ron Chambers       | 6                            | 6                            | 1                            | 1                           |
    | Cr Dale Piercey       | 5                            | 6                            | 1                            | 1                           |
    | Cr Wes Graham         | 6                            | 6                            | 1                            | 1                           |
12. MATTERS REQUIRING A DETERMINATION OF COUNCIL

12.1 EXTERNAL SERVICES

Item: 12.1.1

Holiday Homes - Development Requirements Local Planning Policy

Author/s: Richard Hindley, Acting Director External Services
Author/s: Matthew Scott, Chief Executive Officer

File Ref: D20/7443

Applicant: Internal (Strategic Planning & Land Projects)

Location/Address: Shire of Esperance

Executive Summary
For Council to consider proceeding with an amendment to a Local Planning Policy namely the Holiday Homes – Development Requirements Local Planning Policy without modification.

Recommendation in Brief
That Council in accordance with Clause 4(3) of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2) proceed with the Holiday Homes – Development Requirements Policy without modification as contained in Attachment A.

Background
The Holiday Homes – Development Requirements Local Planning Policy was considered by Council at its February 2020 Ordinary Council Meeting where it was resolved (O0220-043):

That Council in accordance with Clause 4.(1) of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2) amend the Holiday Homes – Development Requirements Local Planning Policy as contained in Attachment A.

As a consequence of this resolution the amended Local Planning Policy was advertised for public comment closing on 3 April 2020.

Officer’s Comment
A number of changes are proposed to the Policy which are outlined below with an associated comment:

<table>
<thead>
<tr>
<th>Change</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modification to title to reference as a Local Planning Policy.</td>
<td>Minor variation reflecting the status of the Policy as a Local Planning Policy.</td>
</tr>
<tr>
<td>Requiring a Bushfire Attack Level Assessment be prepared and lodged with a development application where the development is located in a fire prone area.</td>
<td>Where development is proposed within the Bushfire Prone Area a Bushfire Attack Level Assessment be prepared and lodged with the application.</td>
</tr>
<tr>
<td>A new provision stating that where a Bushfire Attack Level Assessment of BAL-40 and BAL-Flame Zone applies it is considered inappropriate for a Holiday Home land use and an application for development approval will be</td>
<td>Where a proposal is within the BAL-40 and BAL-Flame Zone a prohibition will be placed on the development of Holiday Homes due to the risk of Bush Fire Attack.</td>
</tr>
<tr>
<td><strong>Requiring an Electrical Safety Certificate must be prepared and lodged with a development application or alternatively may be conditioned</strong></td>
<td><strong>This is required to ensure that electrical safety including the installation of smoke alarms and any emergency lighting is compliant.</strong></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>New Heading of Smoke Alarms and Fire Safety</strong></td>
<td><strong>Minor variation relating to heading only.</strong></td>
</tr>
<tr>
<td><strong>Where there are four (4) or more bedrooms being let the building is subject to compliance with Disability (Access to Premises – buildings) Standards 2010 and AS 1428 – Design for access and mobility.</strong></td>
<td><strong>Where there are four (4) or more bedrooms being let within a building there is a requirement to comply with the Disability (Access to Premises – buildings) Standards 2010 and AS 1428 – Design for access and mobility.</strong></td>
</tr>
<tr>
<td><strong>Requiring a Certificate of Building Compliance is to be provided demonstrating compliance with Sections 3.3 and where relevant 3.4 of this Local Planning Policy.</strong></td>
<td><strong>This condition established the method by which compliance with aspects of the policy relating to Smoke Alarms and Fire Safety as well as the Premise Standards where four (4) or more bedrooms are let in a building.</strong></td>
</tr>
</tbody>
</table>

A copy of the the Holiday Homes – Development Requirements Local Planning Policy showing tracked changes is attached (Attachment B) to show how the above modifications have been incorporated into the policy.

**Consultation**

As the Holiday Homes – Development Requirements Local Planning Policy was amended under Clause 4 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 it was advertised for 21 days. During this period no submissions were received.

**Financial Implications**

Nil

**Asset Management Implications**

Nil

**Statutory Implications**

Division 2 of Part 2 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2)

**78D. Proposed development in a bushfire prone area**

(1) Unless subclause (2) applies, before commencing any development on a development site a person (the **developer**) must cause to be prepared a bushfire attack level assessment for the development site if the development site —

(a) is in a bushfire prone area; and

(b) has been in a bushfire prone area for a period of at least 4 months.

(2) A developer is not required under subclause (1) to cause to be prepared a bushfire attack level assessment for a development site if —

(a) a BAL contour map has been prepared in relation to the development site; or

(b) because of the terrain of the development site it is not possible to calculate the bushfire attack level of the development site.

*Planning and Development Act 2005*
**Policy Implications**
This item relates to policy development.

Local Planning Policies are guidelines used to assist the local government in making decisions under the Local Planning Scheme and may address land use as well as development requirements. Although Local Planning Policies are not part of the Local Planning Scheme they must be consistent with, and cannot vary, the intent of the Local Planning Scheme provisions. In considering an application for Planning Approval, the local government must have regard to a Local Planning Policy as required under Clauses 3(5) and 67 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2).

**Strategic Implications**
**Strategic Community Plan 2017 - 2027**
**Built Environment**
New developments enhance the existing built environment
Facilitate and guide high quality, compliant and efficient building and development across the Shire

**Environmental Considerations**
Nil

**Attachments**
A⇩ Holiday Home - Development Requirements Local Planning Policy
B⇩ Holiday Home - Development Requirements Local Planning Policy - Tracked Changes

**Officer’s Recommendation**
That Council in accordance with Clause 4(3) of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2) proceed with the Holiday Homes – Development Requirements Policy without modification as contained in Attachment A.

**Voting Requirement**
Simple Majority
Council Policy No.:  

Policy Name: **Holiday Homes – Development Requirements Local Planning Policy**  

Objective: **To provide a framework for the assessment and approval of Holiday Homes**  

Key Words: **Holiday Homes**  

Statutory Compliance: **Local Planning Scheme**  

1 Objectives and definitions

1.1 Objectives

The objectives of this policy are:

1.1.1 To establish clear guidelines for the short stay use of holiday homes for tourism accommodation. The policy excludes short term accommodation where there is an onsite manager or owner such as bed and breakfast accommodation and guesthouses.

1.1.2 To ensure that short stay use of residential homes occurs within appropriate locations to enhance the tourism experience and reduce existing or future land use conflicts such as impacts on residential amenity.

1.1.3 To ensure that all new holiday home rental accommodation is in accordance with relevant legislation, local planning schemes and policies, and management plans.

2 Planning application and approval considerations

2.1 Requirements for Bushfire Attack Level Assessment

Where development is proposed to be located within a bushfire prone area a Bushfire Attack Level Assessment must be prepared and lodged with a development application.

2.2 Development in BAL-40 and BAL-Flame Zone

Where a Bushfire Attack Level Assessment of BAL-40 and BAL-Flame Zone applies it is considered inappropriate for a Holiday Home land use and an application for development approval will not be accepted or supported.

2.3 Electrical Safety Certificate

An Electrical Safety Certificate must be prepared and lodged with a development application or alternatively may be conditioned where smoke alarms have not yet been installed. Where conditioned this condition must be satisfied prior to the commencement of the use.

2.4 Grouped or multiple dwellings

The use of grouped or multiple dwellings will generally not be supported for holiday home accommodation given the potential impacts on adjoining residents, unless all owners/strata owners are in agreement.
Any Application for Development Approval form will need to be signed by all strata owners or the body corporate regardless.

3 Approval conditions

Conditions in relation to the approval of applications for holiday homes will include the following.

3.1 Management

A holiday home management plan should be submitted as part of the planning application and prior to the commencement of business.

The management plan will include:

- Nomination of a local manager/caretaker within the vicinity of the property. Where properties are remote from a town site or CBD, alternative arrangements for a manager/caretaker may be considered.

- Details of how nuisance issues such as noise will be addressed by the manager.

- A fire and emergency response plan

Other matters such as car parking provision, signage, the number of people occupying the premises, maximum period of stay can be imposed as part of the planning approval and subsequently enforced pursuant to the Planning and Development Act 2005.

A condition will be placed on all development approvals requiring that the applicant provide adjoining landowners with a copy of the Property Management Plan.

3.2 Fire and emergency response plans

In all cases, an emergency response plan (i.e. fire escape route maps) is required to be clearly displayed in a conspicuous location within the dwelling, plus:

3.3 Smoke Alarms and Fire Safety

- A hard wired smoke alarm must be installed on or near the ceiling;
  (a) in every bedroom; and
  (b) in every corridor or hallway associated with a bedroom, or if there is no corridor or hallway, in an area between the bedrooms and the remainder of the building; and
  (c) on each other storey.

- A fire extinguisher, in a clearly visible location, is to be maintained in proper working order as prescribed in AS 1851; and

- Outside barbeques are to be gas or electric.

3.4 Where four (4) bedrooms are in dwelling the following will apply:

Where a Holiday Home is permitted and there are four (4) or more bedrooms being let the building is subject to compliance with Disability (Access to Premises – buildings) Standards 2010 and AS 1428 – Design for access and mobility.

3.5 Evidence of Conditions Compliance

A Certificate of Building Compliance is to be provided demonstrating compliance with Sections 3.3 and where relevant 3.4 of this Local Planning Policy.
3.6 Non-compliance and cancellation

Any breach of approval conditions or the management plan can be dealt with in accordance with the enforcement provisions of local planning schemes and/or cancellation of a registration. A new application may be considered after a 12 month period. A breach of a planning approval may be brought to the attention of local government as a result of an inspection or report by local government staff, a police report or by a member of the public.

4 Other matters

It is recommended that landowners/ managers seek independent legal advice on legislative requirements regarding the use and management of holiday homes. This would include, but is not limited to, checking the requirements of the *Equal Opportunity Act 1984* and the *Fair Trading Act 1987*.

As many residential public liability insurance policies exclude the use of premises for short term rentals, it is recommended that landowners/managers check this matter with their insurance providers.
1 Objectives and definitions

1.1 Objectives

The objectives of this policy are:

1.1.1 To establish clear guidelines for the short stay use of holiday homes for tourism accommodation. The policy excludes short term accommodation where there is an onsite manager or owner such as bed and breakfast accommodation and guesthouses.

1.1.2 To ensure that short stay use of residential homes occurs within appropriate locations to enhance the tourism experience and reduce existing or future land use conflicts such as impacts on residential amenity.

1.1.3 To ensure that all new holiday home rental accommodation is in accordance with relevant legislation, local planning schemes and policies, and management plans.

2 Planning application and approval considerations

2.1 Requirements for Bushfire Attack Level Assessment

Where development is proposed to be located within a bushfire prone area a Bushfire Attack Level Assessment must be prepared and lodged with a development application.

2.2 Development in BAL-40 and BAL-Flame Zone

Where a Bushfire Attack Level Assessment of BAL-40 and BAL-Flame Zone applies it is considered inappropriate for a Holiday Home land use and an application for development approval will not be accepted or supported.

2.3 Electrical Safety Certificate

An Electrical Safety Certificate must be prepared and lodged with a development application or alternatively may be conditioned where smoke alarms have not yet been installed. Where conditioned this condition must be satisfied prior to the commencement of the use.

2.4 Grouped or multiple dwellings

The use of grouped or multiple dwellings will generally not be supported for holiday home accommodation given the potential impacts on adjoining residents, unless all owners/strata owners are in agreement.
Any Application for Development Approval form will need to be signed by all strata owners or the body corporate regardless.

3 Approval conditions

Conditions in relation to the approval of applications for holiday homes will include the following.

3.1 Management

A holiday home management plan should be submitted as part of the planning application and prior to the commencement of business.

The management plan will include:

- Nomination of a local manager/caretaker within the vicinity of the property. Where properties are remote from a town site or CBD, alternative arrangements for a manager/caretaker may be considered.

- Details of how nuisance issues such as noise will be addressed by the manager.

- A fire and emergency response plan

Other matters such as car parking provision, signage, the number of people occupying the premises, maximum period of stay can be imposed as part of the planning approval and subsequently enforced pursuant to the Planning and Development Act 2005.

A condition will be placed on all development approvals requiring that the applicant provide adjoining landowners with a copy of the Property Management Plan.

3.2 Fire and emergency response plans

In all cases, an emergency response plan (i.e. fire escape route maps) is required to be clearly displayed in a conspicuous location within the dwelling, plus:

3.3 Smoke Alarms and Fire Safety

- A hard wired smoke alarm must be installed on or near the ceiling;
  (a) in every bedroom; and
  (b) in every corridor or hallway associated with a bedroom, or if there is no corridor or hallway, in an area between the bedrooms and the remainder of the building; and
  (c) on each other storey.

- A fire extinguisher, in a clearly visible location, is to be maintained in proper working order as prescribed in AS 1851; and

- Outside barbeques are to be gas or electric.

3.4 Where four (4) bedrooms are in dwelling the following will apply:

Where a Holiday Home is permitted and there are four (4) or more bedrooms being let the building is subject to compliance with Disability (Access to Premises – buildings) Standards 2010 and AS 1428 – Design for access and mobility.

3.5 Evidence of Conditions Compliance

A Certificate of Building Compliance is to be provided demonstrating compliance with Sections 3.3 and where relevant 3.4 of this Local Planning Policy.
3.6 Non-compliance and cancellation

Any breach of approval conditions or the management plan can be dealt with in accordance with the enforcement provisions of local planning schemes and/or cancellation of a registration. A new application may be considered after a 12 month period. A breach of a planning approval may be brought to the attention of local government as a result of an inspection or report by local government staff, a police report or by a member of the public.

4 Other matters

It is recommended that landowners/managers seek independent legal advice on legislative requirements regarding the use and management of holiday homes. This would include, but is not limited to, checking the requirements of the Equal Opportunity Act 1984 and the Fair Trading Act 1987.

As many residential public liability insurance policies exclude the use of premises for short term rentals, it is recommended that landowners/managers check this matter with their insurance providers.
Item: 12.1.2

Minor Amendment - Outbuildings Local Planning Policy

Author/s             Richard Hindley Acting Director External Services
Authorisor/s          Matthew Scott Chief Executive Officer

File Ref: D20/7489

Applicant
Internal (Strategic Planning & Land Projects)

Location/Address
Shire of Esperance

Executive Summary
For Council to consider a minor amendment to the Outbuildings Local Planning Policy.

Recommendation in Brief
That Council, in accordance with Clauses 4 and 5(2) of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2), proceed to amend the Outbuildings Local Planning Policy as shown in Attachment A.

Background
The Outbuildings Local Planning Policy was last amended at the April 2019 Ordinary Council Meeting where it resolved (O0419-059):

That Council, in accordance with Clauses 4 and 5(2) of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2), proceed to amend the Outbuildings Local Planning Policy as shown in Attachment A.

This revised Local Planning Policy was considered by Council at the March 2020 Ordinary Council Meeting where it resolved (O0320-070):

That Council lay this matter on the table until the April Ordinary Council Meeting.

The item is brought back to Council for consideration with the same resolution which is in a legally appropriate format.

Officer’s Comment
Since the adoption of the Outbuildings Local Planning Policy at the January 2016 Ordinary Council Meeting there has been a requirement for an outbuilding exceeding the Maximum Area for an outbuilding by more than 25% or Maximum Height (wall or ridge) for an outbuilding by more than 10% in the Residential and Future Residential Zones to be referred to Council for determination with a recommendation for refusal.

Since the adoption of the mandatory requirement for officers to recommend refusal for oversized outbuildings eight reports have been prepared (seven for oversized outbuildings and one for an over height outbuilding) with officer recommendations to refuse.

<table>
<thead>
<tr>
<th>Lot Area (if Applicable)</th>
<th>Council Decision</th>
<th>Size</th>
<th>Maximum before Current</th>
<th>Percentage over</th>
</tr>
</thead>
</table>

As all oversized outbuildings have been approved by Council it is proposed to modify the Policy by removing the mandatory refusal components of the policy as shown it Attachment A.

Consultation
Where a policy is only subject to a minor amendment it need not be advertised in accordance with Clause 5(2) of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2).

Financial Implications
Nil

Asset Management Implications
Nil

Statutory Implications
Sections 4 and 5 of Part 2 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2)
Planning and Development Act 2005

Policy Implications
This item relates to policy development.

Local Planning Policies are guidelines used to assist the local government in making decisions under the Local Planning Scheme and may address land use as well as development requirements. Although Local Planning Policies are not part of the Local Planning Scheme they must be consistent with, and cannot vary, the intent of the Local Planning Scheme provisions. In considering an application for Planning Approval, the local government must have due regard to a Local Planning Policy as required under Clauses 3(5) and 67 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2).

It should be noted that Clause 5(2) of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2) allow the local government to make minor amendments to a Local Planning Policy without advertising.

Strategic Implications
Strategic Community Plan 2017 - 2027
Built Environment
New developments enhance the existing built environment
Facilitate and guide high quality, compliant and efficient building and development across the Shire
Environmental Considerations
N/A

Attachments
A. Local Planning Policy: Outbuildings

Officer’s Recommendation
That Council, in accordance with Clauses 4 and 5(2) of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2), proceed to amend the Outbuildings Local Planning Policy as shown in Attachment A.

Voting Requirement Simple Majority
**Policy Name:** LOCAL PLANNING POLICY: OUTBUILDINGS

**Objective:** To provide a framework for the approval of outbuildings in the Shire of Esperance.

**Key Words:** Outbuilding, Outbuildings

**Statutory Compliance:**
- Local Planning Scheme No. 24
- Residential Design Codes

**Policy Aims:**
To achieve a balance between providing for the various legitimate needs of residents for outbuildings and minimising any adverse impacts that such outbuildings may have on neighbours, a street, a neighbourhood, locality or the Shire as a whole.

**Policy Provisions:**

**Definitions**

**Outbuilding:** An enclosed non-bailable structure that is detached from any dwelling.

For the purposes of this policy an Outbuilding is also taken to include any carport attached to an enclosed non-bailable structure that is detached from any dwelling.

**Enclosed:** An area bound on three or more sides by a permanent wall and covered in a water impermeable material.

**Reflective Materials:** any of the following
- Zinculume® or similar product
- Any shiny metallic finishes; and
- White coloured metallic materials.

**Farm Building:** a building of a permanent nature, other than a building used or intended to be used for residential purposes, that is on land used for agricultural purposes:

(a) for storage of agricultural products and produce; and/or
(b) for the maintenance of farm machinery used by the occupier of the site;

**Cumulative Total Floor Area:** the relevant ‘size’ development requirements as provided for in this Local Planning Policy.
Policy Application Area

Shire of Esperance

Application Information

Where a Development Application is required to be obtained (refer exempt provisions below), the following information is required to be submitted to enable an assessment of the outbuilding to be undertaken:

- Completed ‘Application for Development Approval’ form;
- Payment of application fee in accordance with Council’s Fees & Charges Schedule;
- Three (3) copies of the following:
  - Site plan (to scale) showing the proposed location of the outbuilding on the land in relation to the lot boundaries and any existing or proposed development on-site (including car parking areas, landscaping areas, effluent disposal areas etc).
  - Floor plan(s) (to scale) of the proposed outbuilding.
  - Elevations (to scale) of the proposed outbuilding.
  - Details on vehicular access arrangements to the outbuilding (if applicable).
  - Details on the wall and roof materials to be used, including a colour schedule.
- Accompanying letter detailing the need for the outbuilding, particularly if proposing to exceed the ‘size’ development requirement provisions of this policy.

Exempt Provisions

As per Schedule A Cl 61 (t) of Local Planning Scheme No. 24 and Clause 61 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2), development approval is not required to be obtained for:

- farm buildings in the Rural Smallholdings and Rural Zones setback no less than 20 metres from any side boundary and 100 metres from any highway;
- residential outbuildings not exceeding 10% of site area or 100m² whichever is less with a maximum wall height of 3.0 metres and a ridge height of no more than 4.2 metres, provided that setbacks and cumulative total floor area are in accordance with Scheme requirements.

The above exemption only applies if the subject site is not located within a Special Control Area (excluding Special Control Area 1 and Special Control Area SB where the structure is less than 15 metres in height) as shown on the Local Planning Scheme Maps.
Development Requirements

- Outbuildings in Residential and Urban Development Zones

| Objective | The objective of these development requirements is to achieve a balance between:
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Providing for the legitimate garaging, storage and other domestic needs of people living in residential areas; and</td>
</tr>
<tr>
<td></td>
<td>• Minimising the adverse impacts outbuildings may have on the amenity (e.g. peace and quiet), appearance and character of residential neighbourhoods, and on neighbours.</td>
</tr>
</tbody>
</table>

| Permitted Uses of Outbuildings | • Must be for legitimate residential purposes. |
|                               | • Use of outbuildings for commercial or industrial purposes is not permitted except where development approval has been granted for a home based business. |
|                               | • Use of outbuildings for human habitation is not permitted. |
|                               | • An Outbuilding will not be approved until such time as a Dwelling is approved on or developed on the lot. |

| Setbacks | As per provisions of Local Planning Scheme No. 24, an applicable Structure Plan and the Residential Design Codes; |

| Size | Maximum area of outbuilding(s) per lot:
|      | o 10% of site area where lot 1000m² or less;
|      | o 100m² where lot is greater than 1000m². |
|      | Maximum wall height – 3.6 metres |
|      | Maximum ridge height – 4.2 metres |

| Maximum Variation | 25% for Site Area |
|                   | 10% for Wall or Ridge Height |

| Consultation | Where an application for an outbuilding does not comply with the site and setback provisions referenced above, the application is to be referred to the affected adjoining landowners for comment in accordance with the consultation provisions of the Residential Design Codes. |

Applications for outbuildings that do not comply with the above development requirements will be assessed on a case by case basis and may be permitted subject to the following matters being taken into account in the assessment process:

- Demonstration that the larger size is required to satisfy specific domestic needs;
- The outbuilding will not reduce the amount of open space required by Table 1 of the Residential Design Codes;
- The outbuilding being sited behind the front setback line for the dwelling;
- Use of non-reflective materials on the outbuilding and/or adequate screening from the road and neighbouring properties being provided; and
- Comments from the affected adjoining landowner's.
If the Maximum Variation is exceeded the matter will be referred to Council with an officers recommendation to refuse the application.

- **Outbuildings in Rural-Residential Zone**

| **Objective** | The objective of these development requirements is to achieve a balance between:  
|               | • Providing for the legitimate garaging, storage and other domestic needs of people living in rural-residential areas; and  
|               | • Minimising the adverse impacts outbuildings may have on the amenity (e.g. peace and quiet), appearance and character of the rural residential area. |
| **Permitted Uses of Outbuildings** | • Must be for legitimate residential purposes.  
|               | • Use of outbuildings for human habitation is not permitted.  
|               | • Use of outbuildings for commercial or industrial purposes is not permitted except where development approval has been granted for a home based business. |
| **Setbacks** | As per provisions of Local Planning Scheme No. 24 |
| **Size** | • Maximum area of outbuilding(s) per lot - 200m².  
|               | • Maximum wall height – 4.5 metres  
|               | • Maximum ridge height – 6.0 metres |
| **Maximum Variation** | • 25% for Site Area  
|               | • 10% for Wall or Ridge Height  
|               | • Where buildings of a greater area or height are normally required for a purpose permitted under the Scheme (as may be required for a greenhouse or other sheltered crops in a market garden), the maximum area of outbuildings is not to exceed 25% of the site area or wall height of 6.0 metres. |
| **Consultation** | Where an application for an outbuilding does not comply with the site and setback provisions referenced above, the application is to be referred to the affected adjoining landowners for comment in accordance with the consultation provisions of Clause 64 of the Deemed Provisions. |

Applications for outbuildings that do not comply with the above development requirements will be assessed on a case by case basis and may be permitted subject to the following matters being taken into account in the assessment process:

- Demonstration that the larger size is required to satisfy specific domestic needs;
- The outbuilding being sited behind the front setback line for the dwelling;
- Use of non-reflective materials on the outbuilding and/or adequate screening from the road and neighbouring properties being provided; and
- Comments from the affected adjoining landowner's.
Outbuildings in Rural Smallholdings and Rural Zones

- For those 'Rural Smallholdings' and 'Rural' zoned lots with a lot area less than 20 hectares, the development requirements for "Rural-Residential" zoned lots apply.
- For those 'Rural Smallholdings' and 'Rural' zoned lots with a lot area 20 hectares or greater, the following development requirements apply.

| Objective | The objective of these development requirements is to achieve a balance between:
|           | • Providing for the legitimate garaging, storage and other domestic needs of people living in rural areas; and
|           | • Minimising the adverse impacts outbuildings may have on the amenity, appearance, character and purpose of the rural area.
| Permitted Uses of Outbuildings | • Must be for legitimate residential purposes.
|                                | • Use of outbuildings for human habitation is not permitted.
|                                | • Use of outbuildings for commercial or industrial purposes is not permitted except where development approval has been granted for a home based business.
| Setbacks | As per provisions of Local Planning Scheme No. 24
| Consultation | Where an application for an outbuilding does not comply with the setback provisions referenced above, the application is to be referred to the affected adjoining landowners for comment in accordance with the consultation provisions of Clause 64 of the Deemed Provisions.

Approval Process

After due assessment of the development application having regard to the provisions of:
- this Local Planning Policy;
- any other relevant Local Planning Policy or Council policy;
- Local Planning Scheme No. 24;
- Residential Design Codes; and
- any other relevant considerations;

Where a proposed outbuilding exceeds the Maximum Area for an outbuilding by more than 25% in the Residential and Urban Development Zones the application will be referred to Council for determination with a recommendation for refusal.

Where a proposed outbuilding exceeds the Maximum Height (wall or ridge) for an outbuilding by more than 10% in the Residential and Urban Development Zones the application will be referred to Council for determination with a recommendation for refusal.

Should the application be considered appropriate by Planning Services, be within the Maximum Variation (where specified) AND unfavourable comments are not received from the affected
adjoining landowners, the application will be considered under Delegated Authority (i.e. does not need to be referred to Council for determination).

Should unfavourable comment be received from the affected adjoining landowners (that is not considered frivolous or vexatious by the Chief Executive Officer, or cannot be resolved by negotiation), the development application is to be referred to Council for determination.

After due assessment of the development application, should the recommendation be for refusal (regardless of the comments from the affected adjoining landowner’s), the development application would be referred to Council for determination.
Item: 12.1.3
Development Application - Oversized Outbuilding (Shed) - Lot 159 (12) Treasure Road, Sinclair

Author/s: Peter Wilks, Senior Planning Officer
Author/s: Richard Hindley, Acting Director External Services

File Ref: D20/7309

Applicant
J L Hall

Location/Address
Lot 159 (12) Treasure Road, Pink Lake

Executive Summary
For Council to consider Development Application 10.2020.4299.1 for an Oversized Outbuilding (Shed) at Lot 159 (12) Treasure Road, Sinclair.

Recommendation in Brief
Because the application exceeds the limits of the authority delegated to officers, the officer’s recommendation is that Council refuse Development Application 10.2020.4299.1 for an Oversized Outbuilding (Shed) at Lot 159 (12) Treasure Road, Sinclair.

An alternative recommendation is included as Option 2 should Council choose approve the application after having regards for the Local Planning Policy: Outbuildings.
Background
An application for planning approval for an Oversized Outbuilding (Shed) at Lot 159 (12) Treasure Road, Sinclair was received by Planning Services on 26 February 2020. Advertising was subsequently undertaken by Shire of Esperance (Planning Services) to adjoining landowners. One objection was received.

In accordance with the provisions of Council’s Local Planning Policy: Outbuildings, the proposed outbuilding requires referral to Council for determination, with the policy stating:

**Outbuildings in Residential and Future Residential Zones**

<table>
<thead>
<tr>
<th><strong>Objective</strong></th>
<th>The objective of these development requirements is to achieve a balance between:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Providing for the legitimate garaging, storage and other domestic needs of people living in residential areas; and</td>
</tr>
<tr>
<td></td>
<td>• Minimising the adverse impacts outbuildings may have on the amenity (e.g. peace and quiet), appearance and character of residential neighbourhoods, and on neighbours.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Permitted Uses of Outbuildings</strong></th>
<th>• Must be for legitimate residential purposes.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Use of outbuildings for commercial/business uses is not permitted except where planning approval has been granted for a home based business.</td>
</tr>
<tr>
<td></td>
<td>• Use of outbuildings for human habitation is not permitted.</td>
</tr>
<tr>
<td></td>
<td>• An Outbuilding will not be approved until such time as a Dwelling is substantially commenced on the lot.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Setbacks</strong></th>
<th>As per provisions of Local Planning Scheme No. 24 and the Residential Design Codes;</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Size</strong></td>
<td>• Maximum area of outbuilding(s) per lot:</td>
</tr>
<tr>
<td></td>
<td>o 10% of site area where lot 1000m2 or less;</td>
</tr>
<tr>
<td></td>
<td>o 100m2 where lot is greater than 1000m2.</td>
</tr>
<tr>
<td></td>
<td>• Maximum wall height – 3.6 metres</td>
</tr>
<tr>
<td></td>
<td>• Maximum ridge height – 4.2 metres</td>
</tr>
</tbody>
</table>

| **Maximum Variation** | • 25% for Site Area |
|                       | • 10% for Wall or Ridge Height |

| **Consultation** | Where an application for an outbuilding does not comply with the site and setback provisions referenced above, the application is to be referred to the affected adjoining landowners for comment in accordance with the consultation provisions of the Residential Design Codes. |

Shire staff are only authorised to approve applications that meet the requirements of legislation and Council Policy. Applications for outbuildings that do not comply with the above development requirements will be assessed on a case by case basis and may be permitted by Council subject to the following matters being taken into account in the assessment process:

- Demonstration that the larger size is required to satisfy specific domestic needs;
- The outbuilding will not reduce the amount of open space required by Table 1 of the Residential Design Codes;
- The outbuilding being sited behind the front setback line for the dwelling;
- Use of non-reflective materials on the outbuilding and/or adequate screening from the road and neighbouring properties being provided; and
- Comments from the affected adjoining landowner’s.

*If the Maximum Variation is exceeded the matter will be referred to Council with an officers recommendation to refuse the application.*
This proposal calls for 162 square metres of Outbuildings on the property, where Council has permitted a maximum of 100 square metres under its Local Planning Policy: Outbuildings.

The wall height proposed is 4.2 metres and ridge height is 5.0 metres which is in excess of the permitted sizes under the Local Planning Policy: Outbuildings.

Thus the matter is referred to Council for determination.

It should be noted that the subject lot has an area of 1,116m² which results in approximately 14.5% of the site being covered by outbuildings.

The proposal complies with all other provisions of the Residential Design Codes and Local Planning Scheme No. 24 that are not overwritten by Local Planning Policy: Outbuildings.

**Officer’s Comment**

The proposal calls for 162 square metres of Outbuildings on the property. It is noted that the building does not comply with the acceptable development provisions of the Local Planning Policy – Outbuildings as it exceeds both the maximum 100 square metres of Outbuildings permitted in the Residential zone as the 25% maximum variation criteria which would permit up to 125 square metres of Outbuildings on the property subject to neighbor referral.

The wall height proposed is 4.2m which exceed both the maximum wall height of 3.6m of Outbuildings permitted in the Residential zone as the 10% maximum variation criteria which would permit up to 3.96m in wall height.

The ridge height proposed is 5.0m which exceed both the maximum wall height of 4.2m of Outbuildings permitted in the Residential zone as the 10% maximum variation criteria which would permit up to 4.62m in ridge height.

The applicant has informed Planning Services that the proposed Outbuilding is for the purposes of storing a boat and potential additional vehicles.

The structure does not comply with Local Planning Policy: Outbuildings, and as such the Officers Recommendation is for the refusal of the application as per the policy.

During neighbour referral, one objections was received to the application on the following grounds:

<table>
<thead>
<tr>
<th>Objection:</th>
<th>Planning Comment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setback to the boundary poses a risk of injury to children playing in the</td>
<td>Noted.</td>
</tr>
<tr>
<td>park should the children attempt to retrieve balls/toys that have fallen</td>
<td>While not a normal consideration of Planning</td>
</tr>
<tr>
<td>into any gap between the fence and Outbuilding as well as a risk to</td>
<td>Officers, it is acknowledged that children’s toys</td>
</tr>
<tr>
<td>property if the fence has to be removed to rescue said children.</td>
<td>do find their way into small gaps between</td>
</tr>
<tr>
<td></td>
<td>outbuildings and fences on occasion and that on</td>
</tr>
<tr>
<td></td>
<td>occasion some children do end up stuck in small</td>
</tr>
<tr>
<td></td>
<td>gaps.</td>
</tr>
</tbody>
</table>
Height of the proposed Outbuilding impacting on visual and physical amenity

| Noted. Planning Services acknowledges that the proposed Outbuilding will impact on visual amenity due to its size. The position and size of the Outbuilding will have some impact on access to breezes, though with the location of the Outbuilding to the north of the adjoining property the breezes and winds being blocked will be those from the north. |

Potential Use of the Outbuilding

| Noted. Planning Services acknowledges that there are valid concerns for large Outbuildings being used for purposes other than storage. If approved it would be restricted to be used only for purposes incidental and ancillary to the enjoyment of the dwelling. |

Options:

**Option 1 (Officers Recommendation):**

Council officers are bound to make recommendations that are consistent with legislation and the provisions of Local Planning Policy: Outbuildings so the officer’s recommendation is:

That Council refuse development application Development Application 10.2020.4299.1 for an Oversized Outbuilding (Shed) at Lot 159 (12) Treasure Road, Sinclair on the following grounds:

1. The proposal is inconsistent with the provisions of Local Planning Policy: Outbuildings.

In accordance with with Clause 3(3) of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2) in making a determination under this Scheme the local government must have regard to each local planning policy to the extent that the policy is consistent with this Scheme,

**Option 2:**

Whilst officers are required to make a recommendation consistent with the Local Planning Policy: Outbuildings Council still has some discretion by giving regard to the Local Planning Policy to determine in favour of the application hence this second option is also presented for Council consideration.

That Council approve Development Application 10.2020.4299.1 for an Oversized Outbuilding (Shed) at Lot 159 (12) Treasure Road, Sinclair subject to the following conditions:

1. Development shall be carried out and fully implemented in accordance with the details indicated on the stamped approved plans unless otherwise required or agreed in writing by the Shire of Esperance (Planning Services).
2. The approved outbuilding(s) shall be used for purposes incidental and ancillary to the enjoyment of the dwelling on the land only, and shall not be used for human habitation, commercial or industrial uses.
3. All stormwater and drainage run off from all roofed and impervious areas is to be retained on-site to the satisfaction of the Shire of Esperance (Building Services).
4. The provision of all services, including augmentation of existing services, necessary as a consequence of any proposed development shall be at the cost of the developer and at no cost to the Shire of Esperance.

5. The works involved in the implementation of the development must not cause sand drift and/or dust nuisance. In the event that the Shire of Esperance is aware of, or is made aware of, the existence of a dust problem, measures such as installation of sprinklers, use of water tanks, mulching, or other land management systems as appropriate may be required to be installed or implemented to prevent or control dust nuisance, and such measures shall be installed or implemented within the time and manner directed by the Shire of Esperance (Environmental Health Services).

6. During construction stage, adjoining lots are not to be disturbed without the prior written consent of the affected owner(s).

7. The development hereby approved must not create community safety concerns, or otherwise adversely affect the amenity of the subject locality by reason of (or the appearance or emission of) smoke, fumes, noise, vibration, odour, vapour, dust, waste water, waste products or other pollutants.

8. Any space between the proposed Outbuilding (Shed) and the fence is to be filled or covered in such a way as to prevent people from entering.

And the following advice notes:

1. THIS IS NOT A BUILDING PERMIT. An application for a building permit or building approval certificate is required to be submitted and approved by the Shire of Esperance (Building Services) prior to any works commencing on-site.

2. The development is to comply with the Building Code of Australia, Building Regulations and the Local Government Act.

3. It is the responsibility of the applicant to ensure that building setbacks correspond with the legal description of the land. This may necessitate re-surveying and re-pegging the site. The Shire of Esperance will take no responsibility for incorrectly located buildings.

4. It is the responsibility of the developer to search the title of the property to ascertain the presence of any easements and/or restrictive covenants that may apply.

5. Horizon Power has requested the Shire to advise Applicants that Horizon Power has certain restrictions regarding the installation of conductive materials near its network assets. Applicants are advised to contact Horizon Power’s Esperance office to ascertain whether any of Horizon Power’s restrictions affect their proposed development.

6. The applicant is to liaise with Shire of Esperance (Planning Services) in regards to any deviation to the approved plans to establish if an amendment to the development approval is required.

Consultation
Neighbour referral was undertaken by Planning Services to five adjoining landowners between 27 February 2020 and 13 March 2020.

One objection was received to the application.

Financial Implications
Application fees totalling $147.00 were received as part of this application.

Asset Management Implications
Nil

**Statutory Implications**
The statutory implications arising from this report are:
- Planning and Development Act 2005
- Local Planning Scheme No. 24
- Planning and Development (Local Planning Schemes) Regulations 2015

**Policy Implications**
Local Planning Policies are guidelines used to assist the local government in making decisions under the Local Planning Scheme and may address land use as well as development requirements. Although Local Planning Policies are not part of the Local Planning Scheme they must be consistent with, and cannot vary, the intent of the Local Planning Scheme provisions. In considering an application for Planning Approval, the local government must have regard to a Local Planning Policy as required under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

**Strategic Implications**
*Strategic Community Plan 2017 - 2027*
*Built Environment*
New developments enhance the existing built environment
Facilitate and guide high quality, compliant and efficient building and development across the Shire

**Environmental Considerations**
Nil

**Attachments**
A. Development Plans
B. Objection
C. Applicants Justification

**Officer's Recommendation**
That Council refuse development application Development Application 10.2020.4299.1 for an Oversized Outbuilding (Shed) at Lot 159 (12) Treasure Road, Sinclair on the following grounds:

1. The proposal is inconsistent with the provisions of Local Planning Policy: Outbuildings.

**Voting Requirement**
Simple Majority
Peter.

Proposed outbuilding lot 159 (12) Treasure Road.

my wife, Terri PARKER and I are the property owner of the adjoining residence situated at Unit 2 and Unit 3 Treasure Road.

This e mail is a letter of objection to setback, width and height of the proposed building. My wife is in agreement with this objection. The reasons are as follows....

Setback....

I object to there being no setback from my fence line for the following reason.....

I.....my fence to the north of the property is constructed on a brick retaining wall which is 400 mm wide. The fence, colour bond in construction is set in the centre of the wall leaving a gap of approx 180 mm each side. If this shed has no setback, there will be a gap of approx 185 mm between my 1800 fence and 4200 shed wall. This in its self does not concern me but what does is that there is a small children's park on the boundary that is used by many small children who throw tennis balls, kick footballs etc. If one of these balls are kicked and hits the 4200 x 18000 shed wall, it will invariably fall between the fence and the wall. Young children, as they have in my back yard, climb the fence to retrieve their ball. The 190 mm gap is the right size for a child to get trapped and suffocate. Attempts to pull a child out of this gap would be almost impossible considering my 1800 fence and the 4200 shed wall. My property adjoins is at present being rented by a couple with a young child. I do not want to have a catastrophe on my conscious let alone the legal liability. Even with a flashing or similar covering, maintenance of it will be an issue considering it's 18000 length. Children from the park may attempt to walk along it and fall through. Having a look at the plan, I can see no reason why there can't be the mandatory 1.5 metre setback. This will alleviate what could be a serious incident.

Width and height......

The width of this shed is the same length as my entire back fence, with that in consideration, a height of 5000 mm will tower above my fence line by over 3000 mm. The shed wall and roof will be an ugly spectacle from my patio area, not to mention it blocking a breeze. I am in the process of growing shrubs to cover my 1800 back fence, having planted them over a year ago. I have no idea how to cover the extra 3 metres in height. I am led to believe that the shed will be for boat storage. With the position of the roller door being but 2000 mm from the fence, a large boat over 9 metres (depth of shed) will not kink around to use the 18000 length. This leaving 11000 metres unused. If being used for numerous small craft, why so high?

I have complied with shire codes on all my properties as to not conflict with neighbours.

Considering the danger, sight and position of this shed, I have no option to object.

I have no objection to its depth.

Steve PARKER
Thank you for the information of the objection Peter, I am still happy to continue to build the shed in the same place and to the same size if the council would like some clarification on how I am going to address some of these concerns that have been raised I can address them now.

Height: As for the height of the eaves to fit the boat that I currently have access to stands 3.4M tall while on the trailer. Giving that bellow the eaves I still need to accommodate the size of the roller door this will only give a small amount of room in the range of about .2 of a metre.

Setback: If the Council is not happy with me putting a Metal cover, built out of steel Mesh and reinforced by steel box tube (will be structurally designed to hold 200+Kg), over the gap between the fence and the shed I am happy to put a 500mm off set allowing for room of anyone or anything unfortunate enough to fall into the gap. I was trying to reduce the offset by as much as possible as I would like to save as much space as possible as the offset of most sheds are unusable space.

Width and door placement: I have currently been speaking with a qualified engineer as to the design elements and to acquire the engineered plans for later use for building approval and have been working on a revised version of the roller doors with 2 smaller doors instead on either side of a structural pillar this will allow me to store the boat and still have access to the rest of the shed to store other goods and still have room to store another vehicle or caravan in the future.

If you would like updated plans to show a more similar design to what will more then likely be designed and engineered I can get you an updated version.

If you require any more information please feel free to contact me on this email or ring me on 0488667644

Sincerely Jesse Hall

Sent from Mail for Windows 10

---

From: Peter Wilks
Sent: Tuesday, March 24, 2020 9:45 AM
To: Jesse.Hill@Outlook.com
Subject: Development Application - Outbuilding - Lot 159 (12) Treasure Road

Hello Jesse

In regards to your development application for the proposed Outbuilding at Lot 159 (12) Treasure Road, Sinclair, Shire of Esperance has received one objection regarding your proposal.

The text of the objection is as follows:

*This email is a letter of objection to setback, width and height of the proposed building. My wife is in agreement with this objection.*
The reasons are as follows:

Setback - I object to there being no setback from my fence line for the following reason:

My fence to the north of the property is constructed on a brick retaining wall which is 400 mm wide. The fence, color bond in construction, is set in the center of the wall leaving a gap of approx. 180mm each side. If this shed has no setback, there will be a gap of approx. 185mm between my 1800 fence and 4200 shed wall.

This in itself does not concern me but what does is that there is a children's park on the boundary that is used by many small children who throw tennis balls, kick footballs etc. If one of these balls are kicked and hits the 4200 x 1800 shed wall, it will invariably fall between the fence and the wall. Young children, as they have in my back yard, climb the fence to retrieve their ball. The 190mm gap is the right size for a child to get trapped and suffocate. Attempts to pull a child out of this gap would be almost impossible considering my 1800 fence and the 4200 shed wall. My property adjoining is at present being rented by a couple with a young child. I do not want to have a catastrophe on my consciences let alone the legal liability.

Even with a flashing or similar covering, maintenance or it will be an issue considering it’s 18000 length. Children from the park may attempt to walk along it and fall through. Having a look at the plan, I see no reason why there can’t be the mandatory 1.5 meter setback. This will alleviate what could be a serious incident.

Width and height - The width of this shed is the same length as my entire back fence, with that in consideration, a height of 5000mm will tower above my fence line by over 3000mm. The shed wall and roof wall an ugly spectacle from my patio area, not to mention blocking a breeze.

I am in the process of growing shrubs to cover my 1800 back fence, having planted them over a year ago. I have no idea how to cover the extra 3 meters in height.

I am led to believe that the shed will be for boat storage. With the position of the roller door being but 2000mm from the fence, a large boat over 9 meters (depth of shed) will not kink around to use the 18000 length. This leaving 11000 meters unused if being used for numerous small craft, why so high.

I have complied with shire codes on all my properties as to not conflict with neighbors.

Considering the danger, sight and position of this shed, I have no option but to object.

I have no objection to its depth.

As such you now have three options with how to proceed with the application:

1. Amend the application to comply with the provisions of the Residential Design Codes and Local Planning Policy: Outbuildings; or
2. Mediate with the objector to determine if a satisfactory resolution can be achieved between both parties; or
3. Request that the application be sent to Council for determination.

Please be aware that due to the size of the Outbuilding, the application will need to be determined by Council regardless.

In addition I wish to confirm with you the purpose of the proposed Outbuilding. I believe from previous discussions that you were looking at storing a boat or caravan in the Outbuilding.

If you have any further queries, I am currently only available via email at peter.wilks@esperance.wa.gov.au due to phone issues.
Item: 12.1.4
Request to Waive Planning and Building Fees - Condingup District Recreation Association - Proposed Community & Sporting Facilities Redevelopment

Author/s: Richard Hindley Acting Director External Services
Authoriser/s: Matthew Scott Chief Executive Officer

File Ref: D20/8772

Applicant: Wells Building Designers & Consultants (on behalf of Condingup District Recreation Association)

Location/Address: Reserve 27225

Executive Summary:
For Council to consider and determine a request received from the Condingup District Recreation Association to waive the Development Application Fee and any associated Certified Building Permit Application Fee for the Proposed Community & Sporting Facilities Redevelopment undertaken on Reserve 27225.

Recommendation in Brief:
That Council waive the Development Application Fee for Application 10.2020.4318.1 and any associated Certified Building Permit Application Fee (Note the BCITF and Building Services Levies cannot be waived) for the Proposed Community & Sporting Facilities Redevelopment undertaken by the Condingup District Recreation Association on Reserve 27225.
Background
A request has been received to waive the planning and building fees for the Proposed Community & Sporting Facilities Redevelopment undertaken by the Condingup District Recreation Association on Reserve 27225.

Officer’s Comment
Council has no discretion to waive the Building Services Levy under the Building Services Levy Act 2011 or the BCITF levy under the Building and Construction Industry Training Levy and Collection Act 1990.

Fees of $9,307.00 would be required if the fees are not waived by Council. The fee breakdown is as follows:

- Planning Fee: $3,756.00
- Certified Building Permit Application Fees: $1,170.00
- BCITF Levy (non refundable): $2,600.00
- BRB Levy (non refundable): $1,781.00

It is considered appropriate to support the request to waive the fees as it will assist in the development of the Condingup Community & Sporting Facilities Redevelopment.

Consultation
N/A

Financial Implications
It should be noted that the Building and Construction Industry Training Fund (BCITF) and Building Services Levies cannot be waived by Council and are sent directly to the responsible organisations.

The fees that will be waived if the request is supported by Council will be a Planning Fee of $3,756.00 and a Building Fee of $1,170.00.

Asset Management Implications
Nil

Statutory Implications
Building Services Levy Act 2011

Policy Implications
Nil

Strategic Implications
Strategic Community Plan 2017 - 2027
Built Environment
New developments enhance the existing built environment
Facilitate and guide high quality, compliant and efficient building and development across the Shire

Environmental Considerations
Nil
Attachments
A⇩. Request to Waive Planning and Building Fees

Officer’s Recommendation

That Council waive the Development Application Fee for Application 10.2020.4318.1 and any associated Certified Building Permit Application Fee (Note the BCITF and Building Services Levies cannot be waived) for the Proposed Community & Sporting Facilities Redevelopment undertaken by the Condingup District Recreation Association on Reserve 27225.

Voting Requirement Absolute Majority
8th April 2020 
Shire of Esperance 
PO Box 507, Windich Street, 
Esperance WA 6450

Dear Richard & Peter

The Condingup District Recreation Association are embarking on a project for the proposed redevelopment of the community and sporting facilities at Lot 168 Sutcliffe Road, Condingup.

The project will benefit the community for many years into the future. Therefore, the CDRA would like to request that the Shire of Esperance consider waiving the development application fees & the building permit application fees for the project.

Please don’t hesitate to contact the undersigned if you have any queries or wish to discuss the above request further.

CDRA look forward to the response and moving forward to deliver the project.

Regards

Ted Young
Chairperson CDRA redevelopment committee
Condingup District Recreation Association
P.O. Box 1008
Esperance WA 6450
12.2 ASSET MANAGEMENT

Item: 12.2.1

Pink Lake Road Corridor - Shared Path Concept Design

Author/s Mathew Walker Director Asset Management
Author/s Matthew Scott Chief Executive Officer

File Ref: D20/8701

Applicant Internal

Location/Address Pink Lake Road

Executive Summary
For Council to consider Pink Lake Road Shared Path Concept Design for public consultation.

Recommendation in Brief
That Council endorse the Pink Lake Road Shared Path Concept Design for public consultation.

Background
As part of the Esperance 2050 Cycling Strategy that was developed in partnership with the Department of Transport, a priority project was identified for the Pink Lake Road corridor upgrade as it is as a primary route servicing schools, shopping centers and residential suburbs. The Shire received a Western Australia Bike Network (WABN) grant for 2019/20 of $20,000 to undertake a $40,000 project to develop a concept design for the of Pink Lake Road corridor Shared Path upgrade. Once we have this overall concept design finalised, we will have a better chance of receiving WABN funding in the future for staged shared path upgrades along Pink Lake Road.

Officer's Comment
The Shire engaged Stantec, who have an Albany office, to undertake the concept design development. The Pink Lake Road Shared Path Concept Design (Concept Design) has been developed to guide future upgrades and investment to the shared path. The Concept Design and Design Report are included in the attachments.

The Concept Design provided, offers the Shire direction and guidance for implementing a high quality primary cycling route along Pink Lake Road. To implement some of the staged upgrades as per the Concept Design will require land acquisition, which from the desktop review will be possible, but may require a sometime to achieve. It should also be noted that this is a long term plan and some of the actions and ideas will require community attitudes to change to cycling i.e. the path priority crossings, this doesn’t mean they have to be implemented now, but should be allowed for in planning future works.

Consultation
Consultation is the next phase for this project, if Council resolve the officer's recommendation, public consultation along with target consultation with adjoining land owners will take place before the final Concept Design is presented to Council.

Financial Implications
Staged shared path upgrades along Pink Lake Road will inform future budget considerations.
Asset Management Implications
Asset management implications will be considered as part of the staged upgrades.

Statutory Implications
Nil

Policy Implications
Nil

Strategic Implications
Strategic Community Plan 2017 - 2027
Built Environment
Services, infrastructure and public places that meet and adapt to community needs and changing priorities
Ensure services, infrastructure and public places are aligned to community needs now and in the future

Corporate Business Plan 2019/20 – 2022/23
B3.3 Renew, upgrade & build new urban infrastructure

Environmental Considerations
Nil

Attachments
A⇩. Pink Lake Road Shared Path Concept Design - Stantec
B⇩. Pink Lake Road Shared Path Preliminary Design Report - Stantec

Officer’s Recommendation
That Council endorse the Pink Lake Road Shared Path Concept Design for public consultation.

Voting Requirement Simple Majority
Pink Lake Road Share Path Corridor

Preliminary Design Report

Prepared for: Shire of Esperance
Attention: Neil Williams
Date: 09 Apr 2020
Prepared by: Fred Wallefeld
Ref: 45238
## Revision

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Comment</th>
<th>Prepared By</th>
<th>Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>9/4/2020</td>
<td>For Client Review</td>
<td>FW</td>
<td>Fred Wallefeld</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Contents

1. Background .................................................. 1
2. Relevant Guiding Documents .................................. 1
3. Advice Provided by the Shire of Esperance ................. 2
4. Key Design Criteria ........................................... 3
5. Discussion ................................................... 5
1. **Background**

The Shire of Esperance engaged Stantec to develop a concept design for the Pink Lake Path corridor. The concept design is to provide guidance to the Shire and future designers, for the development of a high quality shared path from Dempster Street to Eleven Mile Beach Road.

2. **Relevant Guiding Documents**

The concept design has been prepared with reference to the following key documents:

- Esperance 2050 Cycling Strategy (DoT)
- Shared Path Design – Technical Guidelines (DoT/WALGA, 2019)
- Cycling Aspects of Austroads Guides (Austroads)

---

**4.3.2 Opportunity – Pink Lake Road cycle corridor**

The Pink Lake Road Corridor is a key vehicular and active transport route into the town centre connecting a large residential area and key trip attractors such as Esperance SHS, TAFE, Pink Lake Tourist Park and various sporting facilities. Pink Lake Road also forms part of the Great Ocean Drive cycling loops (refer to Section 4.4).

West of Harbour Road, there is an existing shared path which ends within the vicinity of Downes Street, with separation from traffic and reasonable alignment. East of Harbour Road the existing shared paths are narrow and poorly aligned, with inconvenient ‘goose neck’ crossings at intersections. The road pavement is generally not wide enough for protected on-road cycle lanes yet is wider than necessary for the needs of motor vehicles.

There is an opportunity to holistically reimage Pink Lake Road as an integrated transport corridor, providing an improved environment for all road users. This could include:

- Reducing the width of the traffic lanes;
- Realocating road and verge space to provide either a continuous, bidirectional cycle path along one side of the road (with priority crossings of side-streets) or protected, unidirectional bicycle lanes on both sides;
- Upgraded footpaths; and
- Additional street trees and water-sensitive landscaping.

In addition to the above, an improved crossing of Harbour Road will ensure that anyone, whether they are 8 or 80 years old, can cross the major haulage route safely.

This corridor may also tie into any future long distance trail towards Albany as the primary entrance to the Esperance town centre.

![Image: Well-designed cycling facilities increase actual and perceived levels of cycling and pedestrian safety.](image)

**Figure 1 – excerpt from Esperance 2050 Cycling Strategy**
3. **Advice Provided by the Shire of Esperance**

- Pink Lake Road west of Fill Road to be considered 'rural' for the purposes of the concept design, with medium to high expected vehicle speed (70km/hour +)
- Support for the narrowing of the Pink Lake Road carriageway east of Harbour Road
- Support to develop the concept as an ‘ultimate’ design, and for any required compromises or ‘staged’ path options to be described separately
- Advice that the Pink Lake Road corridor does not form part of a regular or key ‘on road’ cycling route, therefore allowing the narrowing of road carriageways (removing informal ‘cycle lanes’) to achieve shared path improvements, on the understanding that majority of cyclists will be happy use the upgraded path provided as a result.
4. Key Design Criteria

1. Development of the Pink Lake Shared path as a Primary Path Route.

   **Figure 2 – excerpt from Esperance 2060 Cycling Strategy**

   2. Implementation of the “8 to 80” design philosophy which caters for a wide range of user abilities. This includes provisions for appropriate offset to road carriageways, suitable crossings and path geometry.

   3. Adoption of the ‘High Quality Shared Path’ design criteria from the DoT/WALGA Shared Path Guidelines (except for Activity Centre sections).
Figure 3 – excerpt from Shared Path Design – Technical Guidelines (DoTiWALGA, 2019)

4. Allowance for the majority of suitable road crossings to be constructed as ‘path priority crossings’. This is strongly recommended to maximise the efficiency of the cycling journey and encourage cycling as an alternative to driving. It is noted that some public consultation and education, to facilitate a ‘cultural shift’, may need to occur prior to the rollout of these crossings.

Figure 4 – Path Priority Crossing, from Shared Path Design – Technical Guidelines (DoTiWALGA, 2019)

5. Construction of a grade separated path crossing for Harbour Road and the Rail line. A bridge is recommended, due to the safety and antisocial behaviour concerns related to underpasses, and reduced disruption to the rail and road freight operations.

6. Provision of a minimum 1.0m offset from kerb face or edge of road carriageway (low speed roads). This is to ensure space for bins, road furniture and sufficient safe ‘run-off room’ for recovery manoeuvres. For high speed roads (over 50km/hour) this offset should be increased to 1.5m.

7. Provision of a desired 1.0m clearance between the edge of the path and any potential obstacle. Absolute minimum 0.3m.
5. Discussion

1. West of Fill Road the constrained nature of the existing road reserve precluded the provision of an appropriately offset path, that satisfied the design requirements. The proposed solution for these sections is to deviate the proposed path from the road alignment significantly, avoiding expensive earthworks or reconstructing of the existing road. This proposed alignment will require either road reserve widening or the provision of appropriate easements for the path alignment.

2. In numerous areas the upgrades to the path are facilitated by modifications to the existing road (width/alignment). Some aspects of these modifications will be subject to further review during detailed design.

3. In some areas the installation of path lighting will be considered desirable, particularly where the path deviates from the road and existing lighting.

4. To achieve a high-quality path, as well as desirable streetscape amenity, a comprehensive streetscape and public realm upgrade of the Pink Lake Shopping precinct is recommended. This should consider the reduction in on-street parking, perhaps via the construction of an 'off street' carpark.

5. The concept design must be considered as a guiding document, and all aspects of the proposed path are subject to refinement during future detailed design and investigation processes.
Item: 12.2.2
Disposal of Esperance Tanker Jetty Grade 3 Timbers

Author/s: Mathew Walker, Director Asset Management
Authorisor/s: Matthew Scott, Chief Executive Officer

File Ref: D20/9114

Applicant: Internal

Location/Address: N/A

Executive Summary
For Council to consider the Expressions of Interest for the Esperance Tanker Jetty grade 3 timbers that demonstrate a community benefit.

Recommendation in Brief
That Council donates Historic Esperance Tanker Jetty Grade 3 Timber to the selected respondents.

Background
As part of the deconstruction of the Esperance Tanker Jetty, the historic timber from the Jetty is being salvaged. H+H Architects, who are Heritage Architects, have been engaged to undertake a Watching Brief for the deconstruction of the Jetty, as per the Heritage Council requirements. As part of the Watching Brief H+H Architects has developed a timber sorting matrix for the classification of timber recovered from the Jetty, through the sorting of the Jetty timbers stored at the depot. From this H+H Architects have come up with four grades to classify the Jetty timbers into.

At the December 2019 Ordinary Council Meeting, Council resolved the following:

*That Council endorse the following table of actions, for each grade of historic timber that comes out of the Esperance Tanker Jetty:*

<table>
<thead>
<tr>
<th>Timber Grade</th>
<th>Action</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Expression of Interests to donate historic timber for projects that demonstrate community benefit</td>
<td></td>
</tr>
</tbody>
</table>

An expression of interest was opened to the public with no fixed closing date with submissions being presented to Council when they came in.

Council at the March 2020 Ordinary Council Meeting laid the matter on the table to assess further application, these have been represented to Council this meeting for consideration.

Officer’s Comment
The Shire has received the following submissions that are included in attachment A:
- Tatey’s Fishing World;
- Lucky Bay Brewing;
- Sonia Siemer;
- Esperance Senior High School (Second request)
The Esperance Senior High School second request for jetty timbers for “pallets” seems to be on the high side, if Council wish to donate more timber to the Esperance Senior High School I would recommend reducing their quantities.

Previously declined submissions are listed below:
- Fish on Fish Skins;
- YCO Creations;
- Matthew Foster;
- Paul Water; and
- Sharryn Robertson

The Council can select from the submissions received, noting that its criteria for donating the grade 3 timber was for projects that demonstrated community benefit.

Consultation
Nil

Financial Implications
Nil

Asset Management Implications
Nil

Statutory Implications
Nil

Policy Implications
Nil

Strategic Implications
Strategic Community Plan 2017 - 2027
Community Leadership
- Community confidence and trust in Council
- Provide transparent and accountable leadership

Corporate Business Plan 2019/20 – 2022/23
B5.6 Manage Tanker Jetty

Environmental Considerations
Nil
Attachments
A0. Grade 3 Timber Applications

Officer’s Recommendation

That Council donates Historic Esperance Tanker Jetty Grade 3 Timber to the following as per the requested amounts:

1. ___________; 
2. ___________; 
3. ___________: and 
4. ___________

Voting Requirement Simple Majority
**Expression of Interest**

0251- 19 Disposal of Tanker Jetty Timber - Grade 3

**CONTACT DETAILS**

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Organisation</th>
</tr>
</thead>
</table>
| Jessisa Tate | Tatey’s Fishing Ward.

<table>
<thead>
<tr>
<th>Postal Address</th>
<th>Suburb</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Box 273, Esperance WA</td>
<td></td>
<td>6450</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>90715003</td>
<td><a href="mailto:tatey32@yahoo.com.au">tatey32@yahoo.com.au</a></td>
</tr>
</tbody>
</table>

**QUALITATIVE CRITERIA (PLEASE PRINT IN BLOCK LETTERS)**

**QUANTITY**

How much and what type of timber do you require?

<table>
<thead>
<tr>
<th>Type</th>
<th>Timber species</th>
<th>Size, feet and inches</th>
<th>Equivalent sizes, mm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single stringer</td>
<td>Keri</td>
<td>14&quot;x6&quot;x30'0&quot;</td>
<td>350x150x9100</td>
</tr>
<tr>
<td>Double stringer</td>
<td>Keri</td>
<td>15&quot;x4&quot;x30'0&quot;</td>
<td>380x360x9100</td>
</tr>
<tr>
<td>Halflap</td>
<td>Jamsh</td>
<td>15&quot;x7&quot;x15'0&quot;</td>
<td>380x175x4500</td>
</tr>
<tr>
<td>Single corbel</td>
<td>Jamsh</td>
<td>11&quot;x9&quot;x5'0&quot;</td>
<td>260x150x1500</td>
</tr>
<tr>
<td>Double corbel</td>
<td>Jamsh</td>
<td>10&quot;x14&quot;x5'0&quot;</td>
<td>250x350x1500</td>
</tr>
<tr>
<td>Deck plank</td>
<td>Jamsh</td>
<td>9&quot;x4&quot;x15'0&quot;</td>
<td>225x100x4500</td>
</tr>
</tbody>
</table>

Any other comments

I am passionate about this, and I would be honored to display a piece of mine and many others memories on the jetty. I am only asking for a small piece please. Would mean a lot to me and my clientele.

**PURPOSE**

What do you propose to do with the timber? Attach additional information and drawings as required.

I would like to restore a piece of our history and display it in my shop.

**BENEFIT**

How will your proposal benefit the Esperance community?

This will benefit our community in regards to keeping a piece of all our pasts alive and a great opportunity to ignite conversations and memories that we have experienced.

Return completed forms to shire@esperance.wa.gov.au, attention Mathew Walker, Director Asset Management, or via post to Shire of Esperance, PO Box 597, Esperance WA 6450.

For more information contact Director Asset Management, Mathew Walker on 08 9071 0675 or via email mathew.walker@esperance.wa.gov.au.
Expression of Interest

0251- 19 Disposal of Tanker Jetty Timber - Grade 3

CONTACT DETAILS

<table>
<thead>
<tr>
<th>Name</th>
<th>Lucky Bay Brewing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal Address</td>
<td>P.O. Box 1325</td>
</tr>
<tr>
<td>Suburb</td>
<td>Esperance</td>
</tr>
<tr>
<td>Contact Number</td>
<td>0497 63 1115</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:ale-acres@westnet.com.au">ale-acres@westnet.com.au</a></td>
</tr>
</tbody>
</table>

QUALITATIVE CRITERIA

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Timber species</th>
<th>Size, feet and inches</th>
<th>Equivalent size, mm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single stringer</td>
<td>Karri</td>
<td>14'x6'x30&quot;'</td>
<td>360x150x9100</td>
</tr>
<tr>
<td>Double stringer</td>
<td>Karri</td>
<td>15'x7'x30&quot;'</td>
<td>380x350x9100</td>
</tr>
<tr>
<td>Halfcap</td>
<td>Jarrah</td>
<td>15'x7'x15&quot;'</td>
<td>360x175x4500</td>
</tr>
<tr>
<td>Single corbel</td>
<td>Jarrah</td>
<td>11'x9'x5'</td>
<td>260x150x1500</td>
</tr>
<tr>
<td>Double corbel</td>
<td>Jarrah</td>
<td>10'x4'x5'</td>
<td>250x350x1500</td>
</tr>
<tr>
<td>Deck plank</td>
<td>Jarrah</td>
<td>9'x4'x15&quot;'</td>
<td>225x100x4500</td>
</tr>
</tbody>
</table>

PURPOSE

What do you propose to do with the timber? Attach additional information and drawings as required.

We would like to put additional seating and tables on the front verandah of Lucky Bay Brewing. We would like to engage local tradesmen in sheds to construct.

Beech Hall Style

Benches and Seats

How will your proposal benefit the Esperance community?

Lucky Bay Brewing is about displaying aspects that are distinctly local to the Esperance region. The use of Jetty timber in the venue would be a great addition in promoting pride amongst locals and further interest to tourists.

Return completed forms to: shire@esperance.wa.gov.au, attention Mathew Walker, Director Asset Management, or via post to Shire of Esperance, PO Box 507, Esperance WA 6450.

For more information contact Director Asset Management, Mathew Walker on (08) 9071 0675 or via email mathew.walker@esperance.wa.gov.au.
Expression of Interest

0251- 19 Disposal of Tanker Jetty Timber - Grade 3

The deconstruction of the Esperance Tanker Jetty will result in some excess recovered and salvageable timber, classified as Grade 3 timber. In recognising the heritage value of the timber, the Shire of Esperance aim to distribute these pieces to members of the Esperance community, for projects that demonstrate a community benefit. The material includes:

- Deck Planks
- Stringers
- Half Caps
- Corbels

Grade 3 timbers have considerable weathering, enlarged recesses and deterioration to exposed surfaces and around fixings and cut ends. The timber is generally in fair to poor condition. These lengths are cut-down or damaged lengths of 1933 fabric and are intended for small scale domestic and community use.

Pictured below are some samples of the grade 3 timbers.

Interested parties are required to complete the attached form and state how much timber they would like, what they intend to create from it and how it will benefit the community. As this is an Expression of Interest only there is no guarantee that material will be distributed following the deconstruction.

Expressions of Interest will be forwarded to Council for consideration at the monthly Ordinary Council Meeting. Expressions of Interest that are received monthly prior to the second Tuesday of the month will be considered at that month’s Ordinary Council Meeting. Expressions of Interest received after this date will be considered at the following Ordinary Council Meeting.

Inspection of the timber can be arranged by appointment only. Please contact Director Asset Management, Mathew Walker on 08 9071 0675 or via email mathew.walker@esperance.wa.gov.au.
## Expression of Interest

### 0251-19 Disposal of Tanker Jetty Timber - Grade 3

### CONTACT DETAILS

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joseph Bezuidenhout</td>
<td>Esperance Senior High School</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Postal Address</th>
<th>Suburb</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pink Lake road</td>
<td>Esperance</td>
<td>6450</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>0408 120 720</td>
<td><a href="mailto:joseph.bezuidenhout@edgewater.wa.edu.au">joseph.bezuidenhout@edgewater.wa.edu.au</a></td>
</tr>
</tbody>
</table>

### QUALITATIVE CRITERIA (PLEASE PRINT IN BLOCK LETTERS)

#### QUANTITY

<table>
<thead>
<tr>
<th>Type</th>
<th>Timber species</th>
<th>Size, feet and inches</th>
<th>Equivalent size, mm</th>
<th>Pallets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single strager</td>
<td>Karri</td>
<td>14’x6”x30’”</td>
<td>360x190x9100</td>
<td></td>
</tr>
<tr>
<td>Double strager</td>
<td>Karri</td>
<td>15’x4”x30’”</td>
<td>380x190x9100</td>
<td></td>
</tr>
<tr>
<td>Halfcap</td>
<td>Jarram</td>
<td>15’x7”x15’”</td>
<td>360x175x650</td>
<td>2</td>
</tr>
<tr>
<td>Single corbel</td>
<td>Jarram</td>
<td>11’x6”x15’”</td>
<td>280x160x150</td>
<td>2</td>
</tr>
<tr>
<td>Double corbel</td>
<td>Jarram</td>
<td>10’x14”x6’”</td>
<td>260x360x150</td>
<td>4</td>
</tr>
<tr>
<td>Deck plank</td>
<td>Jarram</td>
<td>9’x4”x15’”</td>
<td>220x100x450</td>
<td>4</td>
</tr>
</tbody>
</table>

### PURPOSE

What do you propose to do with the timber? Attach additional information and drawings as required.

Other areas of our Design and technology department seem the potential of the timber and started to use the materials. We can get at least two parts of a single material after we process and cut away the cut in the materials. Each students use on average 3 lengths per project. I will be glad to send some pictures though of the finish articles once the students completed the work.

The materials will form part of the acalectic atlal project that students need to do. From well finished to rustic look with color resins students can use the materials in a variety of ways in wood work i.e. coffee tables, wall units, coffee tables, etc.

### BENEFIT

How will your proposal benefit the Esperance community?

The timber will be use local and young people will have the facility to use these materials and display in the local community. We will also display the project at our annual presentations in the arts community, so the general public can see the uses of the timber and it is all local. Students will have a piece of Esperance were ever they go one day and will make them proud to be associated with Esperance and the heritage of the Tanker Jetty.

Return completed forms to shine@esperance.wa.gov.au, attention Mathew Walker, Director Asset Management, or via post to Shine of Esperance, PO Box 607, Esperance WA 6450.

For more information contact Director Asset Management, Mathew Walker on 08 9071 0575 or via email mathew.walker@esperance.wa.gov.au.
Expression of Interest
0251-19 Disposal of Tanker Jetty Timber - Grade 3

**CONTACT DETAILS**

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>SONYA SIEMER</td>
<td>AIR 6NB.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Postal Address</th>
<th>Suburb</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 TAILOR ST</td>
<td>ESPERANCE</td>
<td>6450</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>0400 361195</td>
<td><a href="mailto:soniassiemer@gmail.com">soniassiemer@gmail.com</a></td>
</tr>
</tbody>
</table>

**QUALITATIVE CRITERIA (PLEASE PRINT IN BLOCK LETTERS)**

**QUANTITY**

<table>
<thead>
<tr>
<th>Type</th>
<th>Timber species</th>
<th>Size, feet and inches</th>
<th>Equivalent size, mm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single stringer</td>
<td>Karri</td>
<td>14&quot; x 6&quot; x 30'</td>
<td>350 x 150 x 9100</td>
</tr>
<tr>
<td>Double stringer</td>
<td>Karri</td>
<td>15&quot; x 4&quot; x 30'</td>
<td>380 x 950 x 9100</td>
</tr>
<tr>
<td>Hallcap</td>
<td>Jannh</td>
<td>15&quot; x 7&quot; x 15'</td>
<td>380 x 650 x 500</td>
</tr>
<tr>
<td>Single corbel</td>
<td>Jannh</td>
<td>11&quot; x 6&quot; x 50'</td>
<td>250 x 150 x 1500</td>
</tr>
<tr>
<td>Double corbel</td>
<td>Jannh</td>
<td>10&quot; x 4&quot; x 50'</td>
<td>250 x 350 x 1500</td>
</tr>
<tr>
<td>Deck plank</td>
<td>Jannh</td>
<td>9&quot; x 4&quot; x 160'</td>
<td>225 x 100 x 5300</td>
</tr>
</tbody>
</table>

**PURPOSE:**

What do you propose to do with the timber? Attach additional information and drawings as required.

I *WANTED TO BUILD A TIMBER POOLSHA ON THE HOUSE AT 6 TAILOR ST, A COTTAGE BUILT BY THE DEAN FAMILY WHO WORKED FOR THE DEMIREL FAMILY AT THE WOOD SHEL AND THE WOOD SHEL AT THE OCEANSIDE JETTY.

I *WANTED TO ACKNOWLEDGE AND INCORPORATE OUR TOWN'S HISTORY FIGHTING WITH THE RETAIN VENATION AT TAYLOR ST.*

**BENEFIT:**

How will your proposal benefit the Esperance community?

Once I have completed renovating 6 TAILOR ST, the property will be available as an AirBNB celebrating and sharing the story that is part of the town's history. It will bring a new client to town to promote our town, supporting businesses and creating income to stay local. It will be a unique and sought-after property.

Return completed forms to shire@esperance.wa.gov.au, attention Mathew Walker, Director Asset Management, or via post to Shire of Esperance, PO Box 607, Esperance WA 6450.

For more information contact Director Asset Management, Mathew Walker on 08 9071 0679 or via email mathew.walker@esperance.wa.gov.au.
12.3 CORPORATE RESOURCES

Item: 12.3.1

Review of Wards and Representation

Author/s: Sarah Walsh, Coordinator Governance & Corporate Support
Author/s: Shane Burge, Director Corporate Resources

File Ref: D20/6764

Applicant: Internal

Location/Address: Shire of Esperance

Executive Summary
For Council to consider commencing the review of its ward boundaries and representation in accordance with Schedule 2.2 of the Local Government Act 1995.

Recommendation in Brief
That Council agrees to commence the review of its ward boundaries and representation in accordance with Schedule 2.2 of the Local Government Act 1995.

Background
Schedule 2.2 of the Local Government Act 1995 requires a local government that has a ward system to carry out a review of the ward boundaries and representation (number of Councillors) for each ward so that no more than eight years elapse between successive reviews.

The last review of wards and representation in the Shire of Esperance was undertaken in 2012 and therefore it is now appropriate to carry out the next review.

Officer’s Comment
Under the Local Government Act 1995, there is a process that must be undertaken for the review of the ward boundaries and representation. Firstly, Council must resolve to undertake the review. Council must then give local public notice of its intention to carry out the review advising:
- that the review is to be carried out; and
- that submissions may be made to the local government before a day fixed by the notice, being a day that is not less than 6 weeks after the notice is first given.

As per the attached discussion paper a range of alternatives have been prepared so that the community has a number of options to consider. The discussion paper is there to generate discussion and ideas rather than being fixed as the only options for consideration. The public notice should not limit the possible responses and suggestions from the community.

Once the submission period is closed, the local government must consider all the submissions that it receives.

All options identified must be assessed against the following factors:
- Community of interests;
- Physical and topographical features;
- Demographic trends;
- Economic factors; and
- The ratio of Councillors and electors in the various wards.

The Department of Local Government in its publication “Review of Wards and Representation” has indicated that the ratio of Councillors to electors is a significant factor. There is an expectation that each local government will have similar ratios of electors to Councillors across the wards of its district.

Under schedule 2.2 (9) once a review has been completed, the local government is to make a report in writing to the Local Government Advisory Board and by absolute majority, may propose to the Board the making of any order under section 2.2 (1), 2.3 (3) or 2.18 (3) that it thinks fit.

Section 2.2 (1) refers to:
- Dividing a district into wards;
- Creating new wards in a district that is already divided into wards;
- Changing the boundaries of a ward;
- Abolishing any or all of the wards into which a district is divided; or
- As to a combination of any of those matters.

Section 2.3 (3) refers to the proposal of the local government to change the name of the district or ward. The Minister may recommend to the Governor that the order be made, and the Governor may make the order accordingly.

Section 2.18 (3) states that the Governor, on the recommendation of the Minister, may make an order:
- Changing the number of officers of Councillor on a Council;
- Specifying or changing the number of officers of Councillor for a ward; or
- As to a combination of those matters.

The local government having voted on the review must provide a written report about the review to the Local Government Advisory Board. The report must outline the process and outcome of the review and include any recommendations for change. The Board will consider the recommendations contained in the report and will make recommendations to the Minister for Local Government who has the final decision and may accept or reject the Boards recommendations.

If the Minister accepts the Board’s recommendations, then under schedule 2.2 (12)(2) the Minister can make a recommendation to the Governor for the making of the appropriate order. The order is then published in the Government Gazette.

**Consultation**

Public consultation will be required for a period of not less than six weeks to ensure compliance with the Local Government Act 1995.

**Financial Implications**

Minor costs with relation to advertising requirements.

**Asset Management Implications**

Nil

**Statutory Implications**

Local Government Act 1995 – Schedule 2.2
Policy Implications
Nil

Strategic Implications
Strategic Community Plan 2017 - 2027
Community Leadership
Community confidence and trust in Council
Provide transparent and accountable leadership

Corporate Business Plan 2019/20 – 2022/23
Facilitate Councillors requirements to represent the community

Environmental Considerations
Nil

Attachments
A⇩. Review of Wards and Representation Discussion Paper

Officer’s Recommendation
That Council agrees to;

1. Commence the review of its ward boundaries and representation in accordance with Schedule 2.2 of the Local Government Act 1995; and

2. Authorise the Chief Executive Officer to undertake the steps required to facilitate the review.

Voting Requirement Simple Majority
Review of Wards and Representation
Discussion Paper

Background

The Shire of Esperance has resolved to undertake a review of its ward system to comply with the requirements of the Local Government Act 1995 (Act).

Schedule 2.2 of the Act requires local governments with wards to carry out reviews of the ward boundaries and the number of Councillors for each ward from time to time so that no more than eight years elapse between successive reviews.

The last review of wards in the Shire of Esperance was submitted to the Department of Local Government in December 2012 and it is now appropriate to carry out another review.

Current Situation

Currently the Shire of Esperance has nine (9) Councillors elected from two (2) wards.

The table below shows the Shires Councillor to elector ratios at the time of the October 2019 elections.

<table>
<thead>
<tr>
<th>Ward</th>
<th>Number of Councillors</th>
<th>Number of Electors</th>
<th>Councillor to Elector Ratio</th>
<th>% Ratio Deviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rural</td>
<td>3</td>
<td>2,720</td>
<td>1:907</td>
<td>+13.53%</td>
</tr>
<tr>
<td>Town</td>
<td>6</td>
<td>6,717</td>
<td>1:1,120</td>
<td>-6.77%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>9</td>
<td><strong>9,437</strong></td>
<td><strong>1:1,049</strong></td>
<td>N/A</td>
</tr>
</tbody>
</table>

(Source: Statistics provided by the WA Electoral Commission October 2019 Ordinary Local Government Elections)

The percentage ratio deviation gives a clear indication of the percentage difference between the average councillor/elector ratio for the whole local government and the councillor/elector ratio for each ward.

The Local Government Advisory Board has expressed the view that it will tolerate a +/-10% deviation in the Councillor to elector ratio. The above table clearly shows that there is an unacceptable (greater than 10%) deviation for the Rural Ward; therefore a change of boundaries for the sake of Councillor to elector ratio needs to occur.

Maps showing the existing ward boundaries and local government area are attached at Annexure 1.
Review of Wards and Representation
Discussion Paper

Review Process
The review process is set out in the Local Government Act 1995 schedule 2.2.

1. In order to begin a review, a local government must pass a resolution at Council to this effect. Council made this on the [Insert Date].

2. Prior to carrying out a review, a local government has to give local public notice advising that the review is to be carried out and that submissions may be made to the local government. The public submissions period is to be not less than 6 weeks after the notice is first given.

3. A local government is encouraged to provide a number of options as a basis to generate public discussion.

4. Public submission closes and the submissions received are collated and reviewed.

5. Council considers all submissions received.

6. Council reaches a decision based on an assessment of the options against a number of established criteria as contained in schedule 2.2 clause 8 of the Local Government Act 1995.

7. A report is then submitted to the Local Government Advisory Board.

8. If a change is proposed and the Board is satisfied with the recommendation then the Board submits the recommendation to the Minister for Local Government.

Factors to be considered
Under schedule 2.2 clause 8 of the Local Government Act 1995, a number of criteria have been established upon which a local government is to assess any changes proposed to be made to the ward system. These criteria include;

1. Community of interest;

2. Physical and topographical features;

3. Demographic trends;

4. Economic factors; and

5. Ratio of Councillors to Electors in the various wards.

The Board offers the following interpretation of these factors.

- Community of interest

  The term community of interest has a number of elements. These include a sense of community identity and belonging, similarities in the characteristics of the residents of a community and similarities in the economic activities. It can also include dependence on the shared facilities in an area as reflected in catchment areas of local schools and sporting teams, or the circulation areas of local newspapers.

  Neighbourhoods, suburbs and towns are important units in the physical, historical and social infrastructure and often generate a feeling of community and belonging.
Review of Wards and Representation
Discussion Paper

- Physical and topographic features
  Ward boundaries should follow cadastral boundaries. As a consequence, it is appropriate to use them as ward boundaries. These may be natural or man-made features that will vary from area to area. Water features such as rivers and catchment boundaries may be relevant considerations. Coastal plain and foothill regions, parks and reserves may be relevant as may other man made features such as railway lines and highways.

- Demographic trends
  This information can give a profile of a community. Population trends are important to note, such as increasing or decreasing populations within an area. Population distributions are also important whether there are young families or retirees in certain areas, thereby creating community of interest in specific areas. It may be appropriate for ward boundaries to be drawn to reflect the different community profiles within the local government.

- Economic factors
  Economic factors can be broadly interpreted to include any factor that reflects the character of economic activities and resources in the area. This may include the industries that occur in a local government area (or the release of land for these) and the distribution of community assets and infrastructure such as road networks.

- Ratio of Councillors to Electors
  This relates to the level of representation of Councillors to Electors. It is expected that a local government will have similar ratios of electors to Councillors across the wards of its district.

When considering the above factors, it is important to also consider possible changes in the profiles in the foreseeable future. It could well be an argument for a recommendation that while there is a variation in ward populations currently, perhaps the population in one ward is showing a trend of decline while another is increasing.

Options to consider
The Council will consider the following options and members of the community may suggest others.

Please note, that Council does not have a preference for any of the options listed below, and the order in which the options are listed is purely coincidental.

The Shire recognises that each of the options have advantages and disadvantages. These factors will be noted when Council considers any submissions received and the report and assessment of each option against the established criteria.

The options listed below are merely a means to generate discussion within the community on this issue.

Option 1  Maintain the current ward system and ward boundaries, and current number of Councillors.

Option 2  Maintain the current ward system and ward boundaries, but reduce the number of Councillors to 2 for the Rural Ward and 5 for the Town Ward. Note that the Board recommends the number of Councillors be between 6 and 9.
Review of Wards and Representation
Discussion Paper

Option 3  Divide the local government area into three wards. A Special Rural Ward could be created to include those areas on the fringe area of the Town Ward represented by 1 Councillor for those ratepayers with small lot holdings and reducing the Rural Ward to 2 Councillors, ensuring acceptable Councillor to Elector % Ratio Deviation.

Option 4  Expand the Rural Ward boundary to include some town residential electors with the Councillor number remaining the same, ensuring acceptable Councillor to Elector Percentage Ratio Deviation.

Option 5  Remove the ward system. The electorate would vote for all Councillors chosen from across the entire local government area.

The name of the wards will also be considered depending on whether or not the structure of the existing ward system is changed. For example, rather than Rural and Town, it may be preferred to use the names of localities or the names of pioneering families in the district.

Also under consideration will be the number of Councillors for each ward and the total for the Shire. Section 2.17 of the Local Government Act 1995 establishes a minimum of six (6) Councillors with a maximum of fifteen (15). It may be that fewer Councillors will provide good representation and may result in financial savings and more effective and efficient decision making.

Ward Boundary and Representation Options

Option 1:

This option would retain the current wards and Councillor numbers.

<table>
<thead>
<tr>
<th>Ward</th>
<th>Number of Councillors</th>
<th>Number of Electors</th>
<th>Councillor to Elector Ratio</th>
<th>% Ratio Deviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rural</td>
<td>3</td>
<td>2,720</td>
<td>1.097</td>
<td>+13.53%</td>
</tr>
<tr>
<td>Town</td>
<td>6</td>
<td>6,717</td>
<td>1.120</td>
<td>-5.77%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>9</td>
<td>9,437</td>
<td>1.104</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Some possible advantages and disadvantages of this option are:

<table>
<thead>
<tr>
<th>Advantages</th>
<th>Disadvantages</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Electors familiar with arrangement</td>
<td>- Councillor to Elector Ratio falls outside of recommended deviation</td>
</tr>
<tr>
<td>- Retain current representation level</td>
<td>- Elector’s perception of location may be incorrect (i.e. May reside in Esperance town site but be located in Rural Ward)</td>
</tr>
</tbody>
</table>
Review of Wards and Representation
Discussion Paper

Option 2:
This option is to retain the current wards and reduce Councillor numbers in each ward by one.

<table>
<thead>
<tr>
<th>Ward</th>
<th>Number of Councillors</th>
<th>Number of Electors</th>
<th>Councillor to Elector Ratio</th>
<th>% Ratio Deviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rural</td>
<td>2</td>
<td>2,720</td>
<td>1:1,360</td>
<td>-0.88%</td>
</tr>
<tr>
<td>Town</td>
<td>5</td>
<td>6,717</td>
<td>1:1,343</td>
<td>+0.35%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>7</td>
<td>9,437</td>
<td>1:1,348</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Some possible advantages and disadvantages of this option are:

<table>
<thead>
<tr>
<th>Advantages</th>
<th>Disadvantages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reduced cost for Councillor expenses</td>
<td>Less Councillors representing Electors</td>
</tr>
<tr>
<td>Councillor to Elector Ratio to fall within recommended deviation</td>
<td>Increased workload for Councillors</td>
</tr>
<tr>
<td>Decision making process may be more effective and efficient with reduced Councillor numbers</td>
<td>Elector’s perception of location may be incorrect (i.e. may reside in Esperance town site but be located in Rural Ward)</td>
</tr>
<tr>
<td></td>
<td>Reduction of Councillor numbers may limit diversity in Council</td>
</tr>
</tbody>
</table>

Option 3:
This option is to introduce a third ward into the Shire and move one Councillor from the Rural Ward to represent the new ward.

<table>
<thead>
<tr>
<th>Ward</th>
<th>Number of Councillors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rural</td>
<td>2</td>
</tr>
<tr>
<td>Town</td>
<td>6</td>
</tr>
<tr>
<td>Special Rural</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>9</td>
</tr>
</tbody>
</table>

Some possible advantages and disadvantages of this option are:

<table>
<thead>
<tr>
<th>Advantages</th>
<th>Disadvantages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Targeted representation for Special Rural properties</td>
<td>Increased workload and expense during elections</td>
</tr>
<tr>
<td>Improved Councillor to Elector Ratio</td>
<td>Greater confusion with having more ward boundaries within the Shire</td>
</tr>
</tbody>
</table>
Option 4:
This option is to move the existing Rural Ward boundary to include some town residential electors, with Councillor numbers remaining the same.

<table>
<thead>
<tr>
<th>Ward</th>
<th>Number of Councillors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rural</td>
<td>3</td>
</tr>
<tr>
<td>Town</td>
<td>6</td>
</tr>
<tr>
<td>TOTAL</td>
<td>9</td>
</tr>
</tbody>
</table>

Some possible advantages and disadvantages of this option are:

<table>
<thead>
<tr>
<th>Advantages</th>
<th>Disadvantages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councillor to Elector Ratio to fall within recommended deviation</td>
<td>Wards may not align with elector’s perceived location (i.e. greater number of electors residing in the Esperance town site would be included within the Rural Ward)</td>
</tr>
<tr>
<td>number of councillor representation for each ward remains the same</td>
<td></td>
</tr>
</tbody>
</table>

Option 5:
This option is to remove the Ward System and have the entire district as one area.

<table>
<thead>
<tr>
<th>Ward</th>
<th>Number of Councillors</th>
<th>Number of Electors</th>
<th>Councillor to Elector Ratio</th>
<th>% Ratio Deviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Esperance</td>
<td>9</td>
<td>9,437</td>
<td>1:1.049</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Some possible advantages and disadvantages of this option are:

<table>
<thead>
<tr>
<th>Advantages</th>
<th>Disadvantages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elected Members are elected by the whole of the electorate, not just a portion of it.</td>
<td>Removal of specific Rural/Town focus for Councillors and Electors may feel that they are not adequately represented</td>
</tr>
<tr>
<td>Less complicated election process</td>
<td>Greater costs involved for Canvassing the entire district for Candidates</td>
</tr>
<tr>
<td>Balanced representation with Councillors representing the whole community</td>
<td>Potential for an interest group to dominate Council</td>
</tr>
</tbody>
</table>

Public Submissions
Members of the community are invited to make written submissions on any aspect of ward boundaries and representation. Submissions should be addressed to-

The Chief Executive Officer
Review of Wards and Representation
Discussion Paper

Shire of Esperance
PO Box 507
Esperance WA 6450

Facsimile: (08) 9071 0600
Email: shire@esperance.wa.gov.au

All submissions must be received no later than 4.30pm 12th October 2020.

Ian Mickel
Shire President

William Matthew Scott
Chief Executive Officer
Annexure 1: Existing Ward Boundaries

[Map of Shire of Esperance Town Ward]
Item: 12.3.2

Policy Review - Human Resources

Author/s: Sarah Walsh Coordinator Governance & Corporate Support
Authorisor/s: Shane Burge Director Corporate Resources

File Ref: D20/7011

Applicant: Internal

Location/Address: N/A

Executive Summary
For Council to review the section of the Policy Manual that relates to Human Resources.

Recommendation in Brief
That Council endorses the Human Resources policies inclusive of amendments, inclusions and deletions as reviewed.

Background
A review of Council Policies is recommended to take place every two years, in line with Council elections to ensure that the Policies are in keeping with community expectations, relevance and current requirements.

The Shire’s HR Policies were initially put to Council for review in February 2020, however Council resolved to lay the item on the table to allow for further discussion.

Following this discussion, further changes were recommended to the Motor Vehicles policy.

Officer’s Comment
This year, the policy template has been modified to conform to a change in Shire branding which will ensure that all corporate documents remain consistent.

Further to the format change, it was discovered that some adoption dates listed within our current policies are incorrect and these have been rectified during this year’s review.

The following is a summary of recommended changes to the existing Human Resources Policies, other than those listed above. Please refer to Attachment A for full details.

<table>
<thead>
<tr>
<th>Policy Name</th>
<th>New Ref No.</th>
<th>Recommended Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor Vehicles</td>
<td>HR 001</td>
<td>Remove ‘the’ from the level one use section.</td>
</tr>
<tr>
<td>Staff Entitlements</td>
<td>HR 002</td>
<td>Change from Human Services to Human Resources.</td>
</tr>
<tr>
<td>Staff Retention &amp; Recruitment</td>
<td>HR 003</td>
<td>Add ‘reclassified’ into basis of calculation paragraph.</td>
</tr>
<tr>
<td>Staff Annual and Long Service Leave</td>
<td>HR 004</td>
<td>No change to wording.</td>
</tr>
<tr>
<td>Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recognition of Long-Term Service</td>
<td>HR 005</td>
<td>Removal of additional full stop in Policy section.</td>
</tr>
<tr>
<td>Topic</td>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>Equal Opportunity, Harassment &amp; Bullying</td>
<td>HR 007</td>
<td>Amend title to include Discrimination. Amend listed legislation in Policy section. Add sentence to procedure section regarding threat or assault. Add ‘consequences’ paragraph. Minor spelling amendments.</td>
</tr>
<tr>
<td>Emergency Volunteer and Reserve Services Leave</td>
<td>HR 008</td>
<td>No change to wording.</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>HR 009</td>
<td>No change to wording.</td>
</tr>
<tr>
<td>Occupational Safety &amp; Health</td>
<td>HR 010</td>
<td>No change to wording.</td>
</tr>
<tr>
<td>Termination of Employment</td>
<td>HR 011</td>
<td>Add full stop into point 3 of objective.</td>
</tr>
<tr>
<td>Gratuity Payment and Farewell Gifts to Employees</td>
<td>HR 012</td>
<td>Amend objective, add eligibility section, include ‘continuous service’ after listed timeframes, add determination of continuous service.</td>
</tr>
<tr>
<td>UV &amp; Clothing Policy</td>
<td>HR 013</td>
<td>Inclusion of ‘damaged’ in point 2 in ‘fair wear and tear replacements’ section.</td>
</tr>
<tr>
<td>Workplace Drug and Alcohol Use</td>
<td>HR 014</td>
<td>Minor wording changes throughout.</td>
</tr>
<tr>
<td>CEO Performance Review</td>
<td>HR 015</td>
<td>Minor wording changes.</td>
</tr>
<tr>
<td>Volunteer Management</td>
<td>HR 016</td>
<td>No changes to wording.</td>
</tr>
</tbody>
</table>

**Consultation**
Manager Human Resources

**Financial Implications**
Nil

**Asset Management Implications**
Nil

**Statutory Implications**
*Local Government Act 1995 – s2.7(2)(b) Determine Local Government’s Policies*

**Policy Implications**
Nil

**Strategic Implications**
*Strategic Community Plan 2017 - 2027*  
**Community Leadership**  
Community confidence and trust in Council  
Provide transparent and accountable leadership

*Corporate Business Plan 2019/20 – 2022/23*  
Manage Corporate Support

**Environmental Considerations**
Nil
Attachments
A0. Reviewed HR Policies

Officer’s Recommendation
That Council endorse the Human Resources Policies inclusive of amendments, inclusions and deletions as reviewed.

Voting Requirement Simple Majority
HR 001: MOTOR VEHICLES

Objective
To provide a framework for the allocation of vehicle benefits to employees structured as a hierarchy relevant to organisational position.

To outline conditions to be applied for the private use of Council vehicles by those employees who are issued with a Council vehicle.

Policy:
Level One Use
Full private use within the Western Australia and full private use outside Western Australia. Whilst the vehicle is on private use outside the Shire boundary, the employee is to meet the cost of fuel. Private use includes periods of annual and long service leave.

Level Two Use
Full private use within Western Australia, provided that, whilst the vehicle is on private use outside the Shire boundary the employee is to meet the cost of fuel. Private use is permitted during period of annual and long service leave.

In relation to private use outside the Shire boundary such use is granted subject to the CEO maintaining satisfaction that the employee’s use outside the district is not frequent or regular in nature.

Level Three Use
Full private use within Western Australia south of the 26th parallel, provided that whilst the vehicle is on private use outside the Shire boundary, the employee is to meet the cost of fuel. Private use is permitted during period of annual but not long service leave.

In relation to private use outside the Shire boundary such use is granted subject to the CEO maintaining satisfaction that the employee’s use outside the district is not frequent or regular in nature and that during period of annual leave the operational needs of the relevant service area have been considered and satisfied.

Level Four Use
Restricted private use only within the Shire boundaries.

Level Five Use
Restricted private use only within a 70km radius of the Esperance Townsite.
Council Policy
HR 801: Motor Vehicle

Level Six Use

Restricted private use only within the Esperance Townsite confines.

Level Seven Use

Community use only, no private use.

Requirements applicable to all Levels

1. Vehicles are to be maintained in a clean condition relevant to recent usage and subject to a regular basic check of the level of engine lubricants and the engine cooling system.

2. Where possible, vehicles in the after-hours custody of employees are to be parked off the street, under cover, or garaged.

3. Employees provided with private use are to source and maintain tax invoices for all fuel contributions made and deliver these documents to Financial Services as soon as possible.

4. In extenuating circumstances the CEO may extend the private use of any vehicle to outside Western Australia during period of leave.

The following conditions apply to private use at all levels but may include conditions for specific levels:

1. Senior Staff who have negotiated their private use of a Council Vehicle may utilise the vehicle in line with their negotiated Employment Contract. If no reference is implied within their Employment Contract to the conditions of use of the vehicle then the following guidelines will apply i.e Level 2 use of vehicle on annual leave, payment for private vehicle fuel, etc.

2. Employees to whom vehicles are allotted and in accordance with their current terms of employment, may use them for their own private purposes, including weekends provided that the employee meets the cost of fuel. The vehicle is not available for periods of long service leave.

3. The vehicle may be driven by the following persons:
   - An authorised officer of the Council.
   - Outside of normal working hours by the spouse or partner of the employee allocated the use of the vehicle.
   - The holder of an appropriate current driver's licence when accompanied by an authorised officer but limited to emergency or extenuating circumstances (i.e. long distance driving or sickness).
   - Other such persons as authorised by the Chief Executive Officer.

4. Such vehicles are to be brought onto the job every working day (except those days an officer concerned is on paid leave), and used for all normal organisational duties. The vehicle is to be available for use by other Council drivers during normal working hours and on occasions, may be required outside working hours.

5. All employees to whom vehicles are allotted are responsible for their care, including interior and exterior cleaning.

6. No modifications are to be made to the vehicle without the approval of the Chief Executive Officer.
Council Policy
HR 001: Motor Vehicle

7. The vehicle will not be used to compete in any car rally or competition.

8. At the discretion of Council, an authorised person or officer convicted of drink, drugs, careless, dangerous or reckless driving following an accident in a Council vehicle may be required to pay the cost of associated repairs.

9. The vehicle is to be parked after hours within the employee's property in a secure manner and, when appropriate, in a garage.

10. Discretion is to be used when any Council vehicle is used for private purposes so as not to cause any poor public relations in the community.

11. In the event of an accident, the employee using the vehicle must report the accident immediately to their supervisor and complete the necessary insurance claim.

12. The Chief Executive Officer may impose any additional condition on the private use of Council motor vehicles as the Chief Executive Officer considers appropriate.

13. In the event that an employee fails to comply with any condition/s imposed on private use by this policy or by the Chief Executive Officer, the Chief Executive Officer may remove any benefit or privilege enjoyed by the employee. This includes reducing the level of private use to commuting use only or removing all private use benefits.

Smoking in Council Vehicles

Smoking is not permitted in any Council Vehicle.

........................................................................................................... Policy Ends ...........................................................................................................
HR 002: STAFF ENTITLEMENTS

Objective
This policy details benefits and entitlements for Shire of Esperance Employees.

Policy:
Employees Relocation Expenses

This policy has been designed to:

- assist with attracting of suitably qualified and experienced employees to vacant positions;
- outline guidelines and procedures for relocation expenses; and
- allow for co-contributions of relocation expenses.

Only employees who are permanent full time or on fixed term contracts of at least three years may be considered for entitlement to the Shire’s relocation allowance.

The Chief Executive Officer may approve a housing benefit for employees relocating to Esperance by either –

- Providing a 50% rental subsidy to a maximum of $125 per week or
- A contribution towards Mortgage payment, paid as an allowance, to a maximum of $125 per week (gross).

These options to be available for a maximum of six months from the commencement of employment.

Subject to ATO rulings, rental payments may be salary sacrificed.

The Shire of Esperance may reimburse, up to the maximum amounts specified in the Policy, all or part, of the removal expenses that an employee incurs when relocating from other areas of Western Australia or other states of Australia as a result of accepting a position with the Shire of Esperance.

- Any relocation expenses are at the discretion of the Chief Executive Officer. It is not an automatic right for employees to receive any allowance or reimbursement prescribed by this policy, however the Chief Executive Officer agrees to apply this policy fairly and equitably within the workforce.

Associated Procedure – Relocation Expenses
1. The amount payable by the Shire of Esperance for relocation expenses shall be at the discretion of the Chief Executive Officer and may be negotiated during the offer of employment.

2. The employee is responsible for obtaining and providing to the Chief Executive Officer or other authorised officer at least three separate quotes for the relocation expenses for determination. One quote must be from an Esperance based removal business.

3. Employees will be responsible to provide and pay for their own insurance cover for the consignment of their furniture and personal effects.

4. The cost of removal of cars, boats, caravans and similar items will be the responsibility of the employee and will not be met by the Shire.

Reimbursement Criteria

The Shire may meet the costs of relocation based on the following –

1. Cost of removal of personal effects within Western Australia will be limited to $5,500.

2. Cost of removal of personal effects from outside Western Australia will be limited to $9,000.

Leaving employment

The employee will reimburse relocation expenses to the Shire of Esperance, if the employee does not provide two (2) years continuous satisfactory service to the Shire.

All staff receiving assistance under this Guideline will be required to sign an undertaking to repay 100% of the removal costs should the staff member leave within twelve (12) months and 50% of the removal costs should the staff member leave within two (2) years. This undertaking will also give the Shire the right to deduct any such monies from the final payment.

Staff Access to Bay of Isles Leisure Centre

In order to promote physical activities which will contribute to productivity in the workplace, full-time and permanent part-time Council employees may use the Bay of Isles Leisure Centre facilities free of charge (other employees at the Chief Executive Officer’s discretion).

The free use of the facilities includes:

- One free personal fitness assessment each financial year; and
- Free creche during creche opening hours while the employee is using the facilities,

but does not include programmed activities where a fee is normally charged.

Staff Salary Packaging

Salary packaging is a process whereby existing salary is renegotiated by an employee, with the approval of the Shire of Esperance, into a combination of “cash” and benefits, to provide a higher nett salary for the employee.

Council’s salary packaging program is designed to assist staff to tax effectively structure their remuneration package.

Costs

The salary packaging program must be at nil cash cost to the Council. The components of salary packaging are:
Ordinary Council: Agenda  
28 April 2020

Council Policy  
HR 002: Staff Entitlements

a) The Benefits payable;
b) The FBT and GST payable, where applicable;
c) All other government taxes, levies and/or duties; and
d) Any abnormal costs associated with the implementation or operation of the salary packaging program.

What can be packaged?

Any earnings that are not subject to superannuation such as leave loading, overtime, casual payments and higher duties allowances may not be packaged.

The following items are available for packaging:

Superannuation – is already available for salary sacrificing.

Laptop/Notebook/PDA/Portable Printers – employees may salary sacrifice the cost of one laptop/PDA and/or portable printer per FBT year (1 April to 31 March) and be exempt from FBT.

Only hardware and basic software required to make the unit operational can be packaged in line with Australian Taxation Office regulations. Only portable printers designed specifically for use with a notebook computer, a laptop computer or a similar portable computer are exempt and may be salary packaged. They must be marketed as a portable printer.

The total cost of the laptop/PDA/portable printer to the employee is the cost of the laptop/PDA/portable printer minus the Goods and Services Tax (GST). Repayments will be over a maximum term of one year.

If the employee’s employment is terminated for any reason prior to the end of the repayment schedule, the total outstanding must be recouped to the Shire during the last full payroll period.

Relocation expenses not provided by the Shire of Esperance – an employee may salary package the actual costs associated with relocation, or the difference between the amount provided by the Shire’s relocation policy and the total relocation expenses.

Expenses associated with relocation must be directly related to an employee accepting an appointment with the Shire of Esperance. Under certain conditions these expenses may be exempt from Fringe Benefits Tax (FBT).

Expenses associated with relocation should be discussed with the HR/Payroll Officer in the first instance, who will determine if they are exempt from FBT and, therefore, able to be salary packaged. Typical expenses associated with the relocation that may be packaged include:

- Removal and storage of household effects as a result of relocation that are not covered by the Shire –
  - applies to the employee and their immediate family;
  - the removal or storage commences no later than twelve (12) months after the employee commenced employment with the Shire.

The employee must provide the HR/Payroll Officer with documentary evidence of this expenditure on relocation costs associated with taking up employment at the Shire.

The employee is responsible for insuring any items involved in the relocation that are not covered by the Shire’s relocation policy.
The total cost of the relocation to the employee, will include the cost of the relocation expense minus the Goods and Services Tax (GST).

An employee who leaves the Shire prior to repaying the costs associated with the relocation, will be required to repay the outstanding costs immediately.

Novated car leases – a Novated Lease is a tripartite agreement between the employee, the employer and a financier. Firstly, an employee enters into a finance lease and then by way of a Novation Agreement, transfers the lease to his/her employer. The employer undertakes to meet the lease rentals whilst the employee remains employed by the employer.

Motor vehicles are concessionally treated for tax purposes which may result in some major savings when you salary package a vehicle. Essentially you pay Fringe Benefits Tax as opposed to income tax. If your FBT liability is less than your income tax liability you have the opportunity to save money. Employees are able to access Fleet Discount Rates/State Govt pricing for vehicles under a novated lease scheme.

Novated car leases for new or used cars may be packaged by employees. A car classified as ‘luxury’ by the Australian Taxation Office cannot be salary packaged.

The lease may be finance only, partly maintained or fully maintained. At the end of the period of the lease the employee can elect to purchase the vehicle for the residual price or have the finance company sell the vehicle. If the vehicle is sold for less than the residual price the employee must pay the difference.

Fringe benefits tax (FBT) applies to novated car leases but can be offset if an employee makes a personal contribution towards the car out of after tax salary.

Goods & Services Tax (GST) is applicable to car leases. An employee will be eligible to have the GST credited back to them provided the Shire receives a tax invoice provided by the Novated Lease provider. The GST on the residual due at the end of the lease period or on employee contributions made after tax will not be able to be claimed back.

It is not intended to provide employees with Council vehicles access to allow a higher standard than Council’s Fleet Management Plan, other than the supply of additional private use vehicle/s for themselves or their immediate families.

Council is prepared to accept a prior novated lease that a new employee has with another employer.

General Conditions

1. Any information provided by the Shire of Esperance, its officers or employees is intended to provide only a summary of the subject matter covered. No person should act on the basis of any information provided. Each person should obtain his or her own professional advice.

2. An employee will have to terminate the salary packaging arrangement in order to take leave without pay.

3. Paid leave taken during the term of the salary packaging agreement will not affect the salary packaging arrangement.

4. During any period of sick leave without pay the employee would be responsible for paying items packaged if required – in particular, novated car lease and rent payment.

5. An employee may only package a total maximum of 50% of an employee’s substantive, annual, base salary unless the employee can demonstrate that he/she can afford to sacrifice more of their income.
Council Policy
HR 002: Staff Entitlements

6. The Shire of Esperance retains the right to refuse to process an employee’s application for salary sacrificing if this could increase the Shire’s administration or other costs and liabilities in any way.

Staff Uniforms
That unless otherwise negotiated in salary considerations, the following be Council policy to assist with the provision of recognised uniforms to staff members:

1. That permanent officers be offered an annual uniform contribution for an approved staff uniform as per the Corporate Uniform Management Practice.

2. Those officers claiming Council’s staff uniform contribution will be obliged to wear them for working purposes whilst in the employ of the Shire of Esperance.

3. Pro rata allowance for a staff uniform is extended to permanent part-time staff.

Staff Travel Allowance
Staff attending conferences, training courses and workshops/seminars will be paid appropriate allowances to cover reasonable costs and expenses. CEO approval is required for interstate conferences, workshops and training with reasonable costs and expenses approved on a case-by-case basis with the staff member providing a written report on the course/conference that they attended. Allowances and reimbursements for meals will be paid as per the Staff Training and Travel Management Practice.

The CEO is to ensure that all interstate attendances are reported in the monthly Human Services Resources report.

It is recommended all travel, accommodation and conference/training registration fees be arranged by Shire staff with additional incidental costs inclusive of taxi fares and general expenses reimbursed on production of receipts. Petrol costs when using Shire vehicles are to be booked against corporate fuel card.

Alternative private arrangements will be based on the following:

- Private Accommodation – A general allowance of $120 per overnight stay without production of evidence of expenditure to cover all expenses.

- Private Use of Motor Vehicle – Director’s approval is required for employees proposing to travel to Perth by private motor vehicle and travel time is to be negotiated with the Director. The employee will be reimbursed the equivalent of a single return flight to Perth (equivalent to the cost of a Rex Community Fare) for travel by private motor vehicle.

Employee Assistance Program
It is recognised that employees may suffer a range of personal problems, which can have effect on work or performance. Where such personal problems are identified by a Manager or Supervisor, appropriate counselling is the preferred form of intervention to help an employee restore their performance to a satisfactory level.

Employee assistance programs are aimed at providing assistance for a wide range of personal problems including alcohol and drug use, marital and family problems, financial and legal issues, Interpersonal or social problems, physical or health problems and stress.

Responsibility
**Council Policy**

**HR 002: Staff Entitlements**

It is the Supervisor’s responsibility to ensure that the Employee Assistance Program is made available within the context of this policy. Employees or Supervisors wishing to utilise the Employee Assistance Program will first consult the Manager Human Resources who will make the necessary arrangements. The Shire will pay for up to three counselling sessions.

**Administration Staff Rostered Day Off (RDO)**

The Shire of Esperance supports the implementation of a 19-day month to allow its administration staff the flexibility of working hours subject to the mandatory 152 hours per 4-week cycle (for full-time employees) is maintained. A rostered day off may be taken in each 4-week cycle. This equates to 13 rostered days off per calendar year.

**Associated Procedure – RDOs**

**Purpose**

- To give staff a better balance between private and work life.
- A contributing factor towards staff recruitment and retention.
- The potential for increasing staff morale, job satisfaction and working effectiveness.
- To improve Customer Service to the community.

**Availability**

Adjusted working hours are available to staff at any level where it can be applied without detriment to the Shire’s operations. Adjusted working hours are generally not available to:

- Employees who already have set rosters and their hours cannot be adjusted.
- Employees engaged in part-time and job-share positions.
- Casual employees.

**How to make it work**

The success of this Policy depends on cooperation of all staff to ensure that:

- The BEST possible levels of working efficiency and service to internal and external customers are maintained.
- Hours worked are correctly recorded.
- Adequate staffing requirements are maintained at all times [team leaders’ responsibility].
- Communication and plenty of notice is given to ensure the needs of the Shire and the employee can be met.

**Standard hours**

A standard day for full-time employees is 7 hours 36 minutes (7.6 hours). The week’s standard is 38 hours. Four (4) weeks total is 152 hours.

**Rostered Day Off (RDO)**

To have a Rostered Day Off (RDO) an employee is required to work 152 hours in a 4-week period. That means 8 hours a day for 19 days in a 4-week period.
A full RDO for a 4-week period may also be reduced in part or forfeited if the equivalent of 152 hours worked or paid has not been completed.

Administration opening and working hours

The front door opening hours of the Administration Building are:

<table>
<thead>
<tr>
<th>Day</th>
<th>Opening Hours **</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8:30 – 4:45</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8:30 – 4:45</td>
</tr>
<tr>
<td>Wednesday</td>
<td>*9:30-4:45</td>
</tr>
<tr>
<td>Thursday</td>
<td>8:30 – 4:45</td>
</tr>
<tr>
<td>Friday</td>
<td>8:30 – 4:45</td>
</tr>
</tbody>
</table>

* The late opening on Wednesdays will enable staff to have team meetings, general staff meetings or training.

** To ensure face-to-face and telephone coverage, each team member will need to share the customer service for opening and office hours (8:30am to 5pm) so that you work 8 hours a day with shorter lunch break, if necessary.

Other Shire services outside of the Administration Building may achieve the same objectives so long as customer service requirement are still met.

When to take RDOs

Generally, RDOs should be taken once, at an agreed time, per 4-week period. One RDO may be taken in two half-days by consultation with your Managers.

No more than 5 RDOs may be accrued at any given time without the express approval of the Chief Executive Officer. 13 RDOs may be taken during a calendar year.

Annual Leave and Public Holidays

Annual leave or public holidays do not stop eligible employees from accruing their RDO within each 4-week period.

Sick Leave and Long Service Leave

There is no accrued RDO during periods of Sick Leave or Long Service Leave. That means the standard 7.6 hours per day applies to full days of Sick Leave or Long Service Leave.

Therefore, the equivalent of 152 hours must be worked or paid in a 4-week period in order to claim an RDO.

Overtime

For those staff where overtime payments are applicable, hours worked daily or weekly outside the working hours (8 hours a day or 40 hours a week) and approved by your Supervisor are still considered as overtime.

Payment associated with RDOs
Council Policy
HR 002: Staff Entitlements

The nature of a Rostered Day Off (RDO) is that it is a non-working day which means it is not paid as additional hours. Therefore, RDOs must be taken as unpaid. Any accrued RDOs at the time of termination of employment will be paid as ordinary hours of employment.

Employee Study Assistance

The Shire of Esperance encourages employees to pursue professional/personal development by enhancing skills, qualifications and knowledge required to:

- Meet the key responsibilities of their position.
- Achieve the Shire’s strategic and operational objectives.
- Maximise personal and professional potential.
- Reduce personnel turnover and maintain high morale levels through providing satisfying and challenging professional growth opportunities.
- Enable the Shire of Esperance to continually improve the level of advice and standard of service provided to the Esperance community.

Guidelines

The Shire of Esperance is supportive of reimbursing Study Expenses, within budgetary constraints, for employees who are undertaking studies relevant to their Shire of Esperance role and responsibilities. All permanent employees are eligible for consideration for study assistance. Permanent part time employees are eligible for consideration on a pro-rata basis.

A Training Plan will be formulated each year during the Annual Performance Review process, or in the case of new appointments, proposed training will be agreed upon at the time of appointment. Training assistance required must be identified during the performance appraisal process so that budgetary allowance can be made for the following financial year.

Education (being the acquisition of general, tertiary and professional skills and qualifications) is the responsibility of the individual employee. This does not preclude the Shire from assisting an employee (eg assistance with tertiary fees) but such assistance is extended at the discretion of the Shire and is not an employee right.

Training (being the extension and/or enhancement of skills and knowledge to enable employees to be more effective in their jobs and/or to provide for future progression) is the joint responsibility of the Shire and the employee.

A maximum of $3,000 per annum may be paid by the Shire for approved training or education.

Professional Qualifications

The Shire of Esperance supports career path progression. Directors have an ongoing responsibility to consider the training and development needs of their employees and to identify deficiencies and emerging skills gaps.

In all instances, staff must seek approval prior to commencing studies. Subject to prior approval, the fees for relevant professional education may be met or subsidised by the Shire on the following basis:

- The course must be relevant to the employee’s position and assist in achieving the objectives of the key responsibility areas of the position description.
- The course must be of benefit to the Shire either in the employee’s current role or future area of work.
- The Shire is committed to providing options for permanent employees to improve their skills. In instances where the proposed training is deemed to have a greater benefit to the employee than the Shire, the employee will be expected to make a contribution towards the cost of the training. This contribution will be at the discretion of the CEO. For example, if it is considered that the employee and the Shire will both benefit by 50%, the employee will be expected to contribute 50% of the cost of the training.

- Employees must pay for the approved unit(s) up front and pass the unit(s) prior to requesting reimbursement of fees.

- The Shire of Esperance may consider reimbursement of non tuition fees such as books up to a maximum of $200 per semester.

- Student fees, parking and incidental expenses are the responsibility of the student and do not qualify for assistance under this Guideline.

- When an Employee is required to attend an examination held during normal working hours for a subject receiving assistance under this Guideline, paid leave will be granted for the time of the examination as well as one half day prior to the examination for study.

- Staff must be mindful of the fact that achieving a higher level of qualification does not automatically entitle the staff member to a higher classification.

- Termination Clause - if the Shire agrees to cover the cost of elective education, it is on the condition that the staff member undertakes to remain in the employment of the Shire of Esperance for a period of twelve (12) months from the successful completion of the course. All staff receiving assistance under this Guideline will be required to sign an undertaking to repay fees should the staff member leave within twelve (12) months. This undertaking will also give the Shire the right to deduct any such monies from the final payment. The reimbursement sum will be based on a sliding scale of eight percent (8%) per month.

Training

Training expenditure will be allocated according to the needs of the Shire and reviewed on an annual basis. The CEO will have final arbitration over training priorities according to the Shire's strategic requirements.

Directors have an on-going responsibility to consider and identify the training and development needs of their employees through the performance and development review process. Any training approval must be considered in conjunction with the training plan established at the employee's performance review.

The Shire of Esperance will actively encourage employees to attend training courses or further education to enhance skill levels, as required by the staff review process.

Associated Procedure - Employee Study Assistance

1. Applications for study assistance must be submitted to the relevant Director prior to commencement of study.

2. The Director will review the application and make a recommendation to the Chief Executive Officer.

3. Approval of study assistance shall be at the discretion of the Chief Executive Officer. Approval to be provided to the staff member in writing.
Council Policy
HR 002: Staff Entitlements

................................................. Policy Ends ...........................................................
HR 003: STAFF RETENTION & RECRUITMENT

**Document Status:** Current  
**TRIM Ref:** D16/29073

**Document Controller/Responsible Officer:** Manager Human Resources  
**Version No:** 3

**Date Adopted:** September 2007  
**Resolution #:** O1204-1003

**Date Reviewed:** June 2018  
**Resolution #:** O0618-022

**Objective**

1. To ensure the attraction and retention of the most suitably qualified and experienced staff.

2. To determine the basis of entitlements to the Shire of Esperance’s recruitment and retention allowance in relation to its employees.

**Policy:**

To ensure the attraction and retention of the most suitably qualified and experienced staff, the Chief Executive Officer be authorised to negotiate the appropriate market-based remuneration packages within the Council budget. Council is to be advised of the outcome of such negotiations via an information report to the next available round of monthly meetings.

That during the staff recruitment process the Chief Executive Officer be authorised to utilise discretion in the following areas:

**Provision of a vehicle**

In instances where it is customary for the level of the officer within the industry to be provided with a vehicle, that the officer at the discretion of the CEO, be offered the option of salary sacrificing vehicle contributions under lease arrangements.

**Provision of housing benefits**

The CEO has discretion to offer new employees housing benefits via salary packaging.

**Recruitment & Retention Allowance**

The staff recruitment and retention allowance was initiated by the Council to provide a level of remuneration that would enable it to secure and retain experienced and valued staff in today’s competitive workplace environment. In this respect, Council passed the following resolution in January 2005:

> **Resolution Number: O1204-1003**

"That the Council implement a recruitment and retention allowance to be paid to all full-time and permanent part-time employees (Pro-rata) excluding wholly funded grant employees in Homecare Services and Volunteer Management Program which are to be the subject of a separate review to the levels specified in the Human Resources Remuneration (December 2004) Report with the allowance to be paid in two (2) equal instalments commencing on the first pay period on or after the 1st January 2005 and 1st January 2006.*"

Details of the salary rates are specified in the Shire of Esperance Enterprise Agreement.
 Allowance status under the Awards

The allowance is an above award payment that is paid to employees as a weekly allowance. This allowance does not constitute part of the employee's hourly rate and as such is not subject to overtime calculations. The allowance is applicable to annual leave, personal leave and long service leave entitlements. The allowance will not apply to termination payments.

Eligibility to receive the allowance

The allowance is payable to the following classes of employees:

- Permanent full-time employees;
- Permanent part-time employees (Pro-rata); and
- Fixed term employees at the discretion of the CEO.

The allowance is not payable to the following classes of employees:

- Casual employees;
- Volunteer Resource Centre Staff (subject of review);
- Home-Care employees (subject of review);
- Contracted Employees; and
- CEO or Directors.

The allowance may be withdrawn at any time from an employee in part or fully in the event that their status as an employee changes to an employee classification that is ineligible for the allowance.

Timing

The allowance is payable upon commencement of employment including the probationary period or as determined at the time of the offer of employment to an employee.

Basis of Calculation

The allowance is provided in levels that are similar to those applicable under the Local Government Industry Award. The allowance increases in line with Enterprise Agreement. If an employee is classified into another level under the Award their allowance level will be reclassified accordingly.

The allowance is made voluntarily by the Council over and above the applicable Awards. It is paid upon the employee maintaining satisfactory performance as determined by the Senior Management Group.

Process for withdrawal of the allowance

The allowance may be withdrawn, in total or in part, at the complete discretion of the Senior Management Group, in accordance with this policy, for the following reasons:

- sustained and/or unsatisfactory work performance;
- sustained and/or breaches of the Occupational Health & Safety requirements;
- sustained and/or breaches of the Shire's Code of Conduct;
Council Policy
HR 003: Staff Retention & Recruitment

- sustained and/or breaches of Council, Local Laws, and Management Policies (including the Customer Service Ground rules);
- an inability to undertake duties as set out in the employee’s position description. (eg. loss of driver’s licence); or
- misconduct (see definition below).

In the case of unsatisfactory work performance the allowance will not be withdrawn without the employee being provided with a written warning that continuation of the unsatisfactory performance would result in a loss of the allowance.

The Senior Management Group shall, in relation to unsatisfactory performance, have regard to Occupational Health & Safety requirements as set out in the Council’s Induction manual.

Misconduct Definition

Misconduct essentially occurs if an employee:

- corruptly acts or corruptly fails to act — in the performance of the functions of the employee’s employment;
- corruptly takes advantage for own benefit or detriment to another — an employee corruptly takes advantage of the employee’s office or employment as a public officer to obtain a benefit for himself or herself or for another person or to cause a detriment to any person or;
- commits an offence in official capacity — an employee whilst acting or purporting to act in his or her official capacity, commits an offence.

OR

An employee engages in conduct that:

- adversely affects, or could adversely affect, the honest or impartial performance of the functions of an employee whether or not acting in their official capacity at the time;
- involves the employee performing his or her functions without honesty or impartiality;
- constitutes or involves a breach of the trust placed in the employee by reason of his or her office or employment;
- suggests that the employee misused information for personal benefit or the detriment of another person and constitutes or could constitute an offence against any other written law; or
- brings the organisation’s credibility into disrepute.

Process for reinstatement of the allowance

The Senior Management Group shall set a timeframe for the withdrawal and subsequent reinstatement of the allowance and any conditions and review process that are considered appropriate.
HR 004: STAFF ANNUAL AND LONG SERVICE LEAVE MANAGEMENT

Objectives

1. To facilitate consistency throughout the organisation in administering the leave provisions for employees.

2. Reinforce the positive benefits of taking leave when it becomes due.

3. Manage all leave to ensure that employees endeavour to utilise their entitlement when they become due to minimise the accrual of leave and to reduce the financial liabilities of Council.

Policy:

Employees are entitled to Annual Leave and Long Service Leave consistent with the provisions of their relevant employment contract and Local Government (Long Service Leave) Regulations (WA) (LGLSLR).

The primary reason for both annual and long service leave is to allow employees to rest and recuperate in order to remain fully productive. In order to ensure this, all employees should be encouraged to take leave as soon as practicable after it has accrued.

The Chief Executive Officer and/or Directors will endeavour to approve leave applications consistent with the employee’s requirements, however, the requirement must be considered in the context of the organisation’s commitments and its liability to meet its obligations.

Staff employed on a permanent basis, either full time or part time are entitled to accrue both Annual and Long Service Leave. Staff employed on a casual basis are not entitled to accrue Annual Leave but are entitled to accrue Long Service Leave.

Annual Leave

1. An employee should endeavour to take annual leave within one year from the date in which the leave is accrued.

2. In accordance with the Shire’s Enterprise Agreement, employees can accrue up to eight weeks of leave. Should more than eight weeks of leave be accrued, the Shire can give notice to the employee that they are required to take leave.

Long Service Leave

1. Notwithstanding the provisions of the LGLSLR, the Shire of Esperance will allow an employee a period of up to one year after their Long Service Leave has come due to clear that leave.
2. Should an employee wish to carry over any portion of their entitlement after that one-year period a request must be submitted in writing to the Chief Executive Officer for approval.

3. Where commencement of the Long Service Leave has been postponed to meet the convenience of the employee beyond a period of six months after becoming entitled to take leave, the rate of payment for that leave shall be at the rate applicable to the employee for ordinary time (excluding allowances) at the 10 year and 6 month mark, unless agreed in writing between the Local Government and the employee.
HR 005: RECOGNITION OF LONG TERM SERVICE

Objective
To acknowledge the appreciation of employees who have provided long-term continuous service to the organisation.

Policy:
For all employees exceeding 15 years continuous service with the Shire of Esperance, the Shire of Esperance will pay, in addition to the statutory Superannuation Guarantee Contribution amount, an additional 2.5% contribution to the Employee's nominated Superannuation Fund.

The additional contribution will be paid independent of any additional contributions already being made into the Employees nominated Superannuation Fund by the Shire.

In addition, any Shire of Esperance employee who has given twenty (20) years satisfactory service will be presented with their choice of either a gold watch or a framed/unframed picture depicting Esperance, or other suitable gift in recognition of such service.

Associated Procedure
The Manager Human Resources is to advise the CEO annually (at the time of preparation of the draft financial budget to ensure that sufficient funds are included within the Members Section of the Draft Budget) the number of employees who will attain their 20-years of continuous service during the relevant financial year.

The Manager of Human Resources will then advise the CEO of employees as they reach this milestone to enable a gold watch/picture or other suitable gift to be purchased and a date/time of presentation to be organized.

The gold watch, picture or other suitable gift is to be purchased locally and will be up to a value of $500. The watch or picture is presented by the Shire President either:

1. At the next scheduled monthly Ordinary Meeting of Council (if this is agreed to by the employee) to which the recipient and his partner are invited to join Councillors at dinner with the presentation being made prior to the commencement of the meeting; or

2. At a staff function either at the Depot for the outside workers or in the staff room for inside workers; or

3. If the milestone is reached late October through to end December then it would be more appropriate to have the presentation undertaken at the Staff/Councillor Christmas function.
Council Policy

HR 005: Recognition of Long Term Service

-------------------------------------------------------------------
Policy Ends
-------------------------------------------------------------------
**HR 007: EQUAL OPPORTUNITY, DISCRIMINATION, HARASSMENT & BULLYING**

<table>
<thead>
<tr>
<th>Document Status:</th>
<th>Current</th>
<th>TRIM Ref:</th>
<th>D1629076</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Control/Responsibility Officer:</td>
<td>Manager Human Resources</td>
<td>Version No:</td>
<td>3</td>
</tr>
<tr>
<td>Date Adopted:</td>
<td>September 2002/December 2003</td>
<td>Resolution #:</td>
<td>Q/203-0761</td>
</tr>
<tr>
<td>Date Reviewed:</td>
<td>June 2018</td>
<td>Resolution #:</td>
<td>00618-022</td>
</tr>
</tbody>
</table>

**Objective:**

The Shire of Esperance is committed to providing an environment of equal opportunity in its workplace. The Shire and its employees are committed to providing a workplace where every employee is treated equally, fairly and without prejudice. Council believes that equal opportunity creates a more harmonious and productive workplace, which not only benefits Council, but also, the wider community. For the purpose of this policy the term employee will extend to cover contractors, volunteers and any person performing work for or with the Shire of Esperance.

**Policy:**

The Shire of Esperance aims to provide an environment of equal opportunity in its workplace. Council believes that equal opportunity creates a more harmonious and productive workplace, which not only benefits Council, but also, the wider community.

Council considers it the right of every individual to carry out his or her job in an environment which promotes job satisfaction, maximizes performance and provides economic security. Such an environment is dependent on it being free from all forms of harassment and victimisation. Council operates under the following State and Federal legislation (as amended):

- The WA Equal Opportunity Act 1984;
- The Racial Discrimination Act (Cth) 1976;
- The Sex Discrimination Act (Cth) 1984;
- The Human Rights Commission Act (Cth) 1986 and Equal Opportunity Commission Act (Cth) 1987; and

In accordance with the WA Equal Opportunity Act 1984, the Shire of Esperance shall develop and maintain an Equal Opportunity Management Plan.

**Definitions**

Discrimination is treating someone unfairly or less favorably than another person due to their race, sex, marital status, pregnancy, impairment, religious or political conviction, age, family responsibility or family status, physical or mental disability, criminal record, breastfeeding, gender history, impairment, national extraction or social origin or trade union activity. These grounds may change as legislation is amended.
Bullying is defined as repeated and unreasonable behaviour directed towards an employee or a group of employees that creates a risk to health and safety. Unreasonable behaviour amounts to bullying if it is such that a reasonable person in the circumstances would see it as unreasonable, including behaviour that is intimidating, humiliating and intimidating or threatening.

Bullying is also unlawful under the Occupational Safety and Health Act 1984 (WA) and the Occupational Safety and Health Regulations 1996 (WA).

Harassment is defined as any unwelcome, offensive comment or action relating to the grounds of discrimination. It is behaviour towards another employee that is intimidating, humiliating or intimidating. It shall not be condoned and if necessary, disciplinary action shall be taken. Any individual who experiences harassment should immediately make it clear to the person(s) concerned that such behaviour is unwelcome. However, if the individual has difficulty in doing this, then assistance should be sought from others to confront the person(s) concerned.

The Equal Opportunity Act 1984 (WA) and the Sex Discrimination Act 1984 (Cth) provide that it is unlawful to engage in sexual harassment. Sexual harassment can be defined as any unwelcome conduct of a sexual nature, such as an unwelcome sexual advance or an unwelcome request for sexual favours, in circumstances in which a reasonable person would anticipate that the person harassed would be offended, humiliated or intimidated.

Procedure

It is the responsibility of all staff to ensure that proper standards of conduct are upheld in the workplace. Management and staff in supervisory positions shall ensure that the work environment is free from all forms of harassment.

Employees subject to discrimination or harassment may obtain advice and assistance from the Manager Human Resources or the Chief Executive Officer.

Complaints of harassment shall be considered seriously and sympathetically and authorised and trained mediators shall attend to them promptly and confidentially. In all cases, the utmost care shall be taken to investigate complaints impartially by recognising the rights of all parties. However, if an employee is dissatisfied with the outcome of any conciliation attempt, they may take the matter up with the Equal Opportunity Commission or their Union.

Where an employee makes a threat of violence or assaults another employee, the Police should be called.

Equal Employment Opportunity

In accordance with the Local Government Act 1995 (as amended) the Council shall recruit in accordance with the principles of merit and equity and shall ensure that discrimination does not occur. All employment training with the Council shall be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.

All promotional policies and opportunities with the Council shall be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.

The equal employment opportunity goals of the Council shall be designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

Consequences of Breaching this Policy

Any breach of this Policy may result in disciplinary action up to and including termination of employment.
HR 008: EMERGENCY VOLUNTEER AND RESERVE SERVICES LEAVE

Objective
To recognise that some staff members are members of Emergency Services and Defence Reserves.

Policy
In recognition of the important voluntary community role performed by staff who are members of Emergency Services and Defence Reserves Council will allow staff who are registered volunteer members of the Defence Reserve or an emergency service to respond to official emergency situations during normal working hours and where approval has been given in accordance with the current Management Practices, Council will protect staff by ensuring that their normal salary or wages are maintained.

................................................................. Policy Ends .................................................................
# HR 009: JURY DUTY

**Objective**

To acknowledge that from time-to-time staff members may be summoned to attend for jury duty or be subpoenaed as witnesses.

**Policy**

Those employees summoned to attend for jury duty or subpoenaed by the Crown as witnesses at Court Hearings be paid normal wages during such absences from work, on production of satisfactory proof of attendance.

Employees attending Court either voluntarily, or subpoenaed by parties other than the Crown, shall not be paid wages, except where such attendance is on behalf of Council, at Council’s request or on account of employees position with the Council.

---

**Document Status:** Current  
**Document Controller/Responsible Officer:** Manager Human Resources  
**Version No.:** 3  
**Date Adopted:** September 2007/December 2003  
**Resolution #:** O1203-0751  
**Date Reviewed:** June 2018  
**Resolution #:** O0618-022  
**TRIM Ref:** D16/29078
HR 010: OCCUPATIONAL SAFETY & HEALTH

Objective

Aim: To provide and maintain a safe and healthy workplace for, and in consultation with, all Esperance Shire Council employees, contractors, volunteers and visitors.

VISION

The Shire of Esperance is committed to achieving the highest standard of Occupational Safety and Health performance by developing a culture which emphasises active involvement in Safety and Health initiatives as part of daily work and business practice.

OBJECTIVES

The Shire of Esperance strives to ensure an ongoing commitment to continual improvement aimed at the elimination of work related injury and illness is maintained. Work shall be conducted in accordance with the Occupational Safety and Health Act 1984, respective Regulations, Codes of Practice, Statutory Requirements, Shire of Esperance Safety Procedures and Local Laws relevant to the nature of work being undertaken.

To achieve this aim Council will:

1. Ensure there are systems, resources and clear responsibilities to implement and review the Safety and Health Policy and continuously improve its application;

2. Ensure measurable Health and Safety objectives and targets are established and planning is undertaken to achieve objectives and monitor results

3. Implement risk management systems that identify existing and potential hazards, assess the associated risk and implement effective control strategies to lower the risk to as low as reasonably practicable.

4. Ensure that all employees and contractors are fully informed, instructed, trained, supervised and verified as competent in the tasks they are required to perform so as to ensure they are able to execute their duties in a safe and efficient manner.

5. Communicate and consult with Safety Representatives, employees and contractors in regard to safety and health related matters, to ensure feedback and involvement is sought from all personnel.

6. Ensure there are systems in place for the identification of legal and other requirements relevant to the Shire’s operations and processes established to monitor compliance.
Council Policy
HR 019 Occupational Safety & Health

7. Ensure all employees and contractors are fully aware of their responsibility to take reasonable care to safeguard their own health and safety at work and avoid adversely affecting the health and safety of others through any act or omission at work.

8. Achieve the best level of recovery and return to the workplace for injured employees by implementing rehabilitation and injury management initiatives.

The Council will provide the time and resources necessary to implement this policy.

This policy will be kept under review by the Shire's Senior Management and its employees. It will be formally reviewed annually.

Signed copies of this policy shall be displayed in the workplace.

_________________________________________  ________________________________________
Chief Executive Officer                      Employee Representative

Dated this ______ day of ______________________ 20__

........................................................................................................... Policy Ends ..........................................................
HR 011: TERMINATION OF EMPLOYMENT

Document Status: Current
TRIM Ref: D16/29080

Document Controller/Responsibility Officer: Manager Human Resources
Version No: 3

Date Adopted: September 2007
Date Reviewed: June 2018
Resolution #: O1203-0751
Resolution #: O0618-022

Objective

1. To ensure that where applicable correct procedure is followed in relation to severance payments.
2. To ensure that appropriate procedures are applied in instances of redundancy to employees.
3. To ensure that an employee is given substantive and procedural fairness when the need arises to discipline or terminate.

Policy

For the purpose of Section 5.50(1) of the Local Government Act 1995 (the ‘Act’) this policy will set down circumstances and manner of assessment upon which the Shire of Esperance will pay an employee an amount (severance payment) in addition to any amount to which the employee is entitled under a contract of employment, award, industrial agreement or order by a Court or Tribunal.

A terminating employee is entitled to severance pay and benefits in accordance with:

1. Any federal or state award or industrial agreement applicable to that employee;
2. Any applicable provisions within the employee’s contract of employment;
3. Any applicable award or order made by a federal or state industrial tribunal arising from the circumstances of that employee being specifically brought before that tribunal, subject to any right of appeal;
4. Where Council so agrees, any recommendation made by a federal or state Industrial Commissioner arising from the circumstances of that employee being specifically brought before that Commissioner.

Where a dismissed employee has taken or is proposing to take legal action, Council may decide to settle to avoid expensive litigation. Matters to be taken into consideration by Council as to whether it will seek a settlement and if so, the extent of any financial offers may include:

- possible exposure to litigation;
- the cost of legal advocacy and support;
- the cost of witnesses;
- the cost of travel and accommodation in running the case;
Council Policy
HR 011: Termination of Employment

- the cost of having staff tied up in the preparation and hearing of the case; and
- the disruption to operations.

Council may decide to settle in a situation where an employee, due to illness or impairment is unable to perform his/her job and there has been mutual agreement that employment must end.

Matters to be taken into consideration by Council in determining the extent of any financial offers may include:

- the length of service;
- the conscientiousness of the employee over the past employment;
- the value of the employee's service having regard to position(s) held and the regard given by Council to the employee's contribution;
- the personal circumstances of the employee including family responsibility, future employment prospects and alternative sources of income; and
- possible exposure to litigation if the employee was dismissed having regard to obligations of Council under the State Equal Opportunity Act, the Commonwealth Disability Discrimination Act and the Commonwealth Workplace Relations Act.

- circumstances of the severance

The term "weeks' pay" means the normal weekly salary or wage payable to the employee including any penalty rates normally paid but excluding overtime or intermittent payments. The term also includes salary or wages specifically sacrificed for additional non-award benefits but does not include the value of any non-award benefit normally provided for the employee's position (such as a vehicle in the case of a senior position, the normal superannuation provided to all employees etc.).

Nothing in this Policy prevents Council from determining that in special circumstances, terminating employees may be paid additional moneys or provided with additional benefits were justified. If Council so determines, details of the severance pay and benefits shall be published in accordance with Section 5.50 (2) of the Act.

Staff Redundancy

The appropriate award provisions and adopted Procedures will apply to this Policy, which is to be read in conjunction with the Shire of Esperance Enterprise Agreement.

1. Consultation

a) The Local Government will consult employees likely to be affected by any proposed change as to the need for and/or reason for the change and no definite decision will be made until this process has been followed.

b) Where an employer has made a definite decision that the employer no longer wishes the job the employee has been doing to be done by anyone, and this is not due to the ordinary and customary turnover of labour and that decision may lead to the termination of employment, the employer shall hold discussions with the employees directly affected and with their representative.

c) The discussions shall take place as soon as is practicable after the employer has made a definite decision which will invoke the provisions of paragraph (b) hereof, and shall cover, inter alia, any reasons for the proposed terminations, measures to
avoid or minimise the terminations and measures to mitigate any adverse effects of any terminations on the employees concerned.

d) For the purposes of the discussion the employer shall as soon as practicable provide in writing to the employees concerned and their representative, all relevant information about the proposed terminations including the reasons for the proposed terminations, the number and categories of employees likely to be affected and the number of workers normally employed and the period over which the terminations are likely to be carried out.

e) Provided that any employer shall not be required to disclose confidential information, the disclosure of which would be iminical to the employer’s interests.

2. Transfers Within the Organisation

a) Wherever possible and practical, appropriate employees should be offered a transfer to other positions within the enterprise and also offered the necessary and reasonable training to effect a successful transition.

b) Where an employee is transferred to other duties for the purpose of avoiding retrenchment and those duties attract a lesser rate of pay than the incumbents previous position, the Local Government will make up the difference between the two rates of pay for a period of twelve months or 2 years in the case of employees covered by Clause 4 below. After this time, the lesser rate will apply.

3. Redundancy Benefits

Where a position has been made redundant and a suitable transfer has not been possible, an employee may be retrenched on the following basis:

a) A maximum period of notice possible but in any event no less than 4 weeks or payment in lieu of notice to a maximum of 4 weeks.

b) Payment of 2 weeks pay.

c) Redundancy provisions in accordance with the Shire of Esperance Enterprise Agreement

d) All other prorata entitlements payable under the appropriate award or agreement to a terminating employee will be paid.

e) During the notice period the employee shall be allowed reasonable time off from the job without loss of pay to attend employment interviews or other similar activities to assist the employee find employment.

f) Where the employee was originally engaged from a distant location, reasonable relocation assistance may be provided to the place of engagement or another place (at a cost no more than relocation to original point of hire). Relocation assistance will be at Council’s discretion and considered according to circumstances.

g) Where the circumstances of a retrenched employee are such that it will be extremely difficult for that employee to find another job, Council may exercise its discretion to provide additional benefits to such employees. In this event, details of the total redundancy package for such an employee shall be published in accordance with Section 5.50(2) of the Local Government Act.

h) The term “weeks pay” means the normal weekly salary or wage payable to the employee including any penalty rates normally paid but excluding overtime or intermittent payments. The term also includes salary or wages specifically sacrificed
for additional non-award benefits but does not include the value of any non-award benefit normally provided for the employee's position (such as a vehicle in the case of a senior position, the normal superannuation contribution provided to all employees etc.).

4. Local Government Boundary Changes, Amalgamations and Break-ups

a) Where a restructuring of Local Government boundaries (such as a break up of a Local Government or an amalgamation of Local Governments) results in a surplus of employees, Schedule 2.1 clause 11(4) of the Local Government Act provides for two years guaranteed employment except where employer and employee are able to agree to a mutually acceptable severance package.

b) Where a transfer is not possible, retrenchment will be offered on the basis of Clause 3 above. Additional benefits may be offered in accordance with Clause 3 in an endeavour to reach a mutually acceptable severance package.

c) If agreement on a severance package is not possible, the employee will be offered work for two years on conditions no less favourable than the existing contract of employment.

d) At any time during the two years additional employment the Local Government and employee may re-open negotiations in an endeavour to reach agreement on a mutually acceptable severance package.

e) Where an employee remains in employment for two years pursuant to Schedule 2.1 of the Local Government Act and is then made redundant, there will be no entitlement to the redundancy benefits provided in Clause 3. Redundancy benefits in accordance with the appropriate award will still apply.

5. Counselling

a) Counselling by a professional counselling service shall be available for any employee who has been or is to be retrenched.

b) In appropriate circumstances an outplacement service may also be offered. In this event no payment in lieu of such service will be made.

6. Termination During Notice

An employee who has been given notice of retrenchment in accordance with Clause 3 may terminate during the period of notice and shall be entitled to the same benefits and payments as if he/she had remained until the expiry of the notice. Provided that in such circumstances, the employee shall not be entitled to payments in lieu of notice.

7. Alternative Work

a) Should the Local Government have made suitable arrangements for alternative employment and the employee is not consequently unduly prejudiced, the additional benefits over and above the appropriate award arising from this Policy shall not apply.

b) In addition the Local Government may make application to the Commission to have the award severance pay prescription varied in the case of such an employee according to the particular circumstances.

8. Exclusions
a) Benefits provided under this Policy, which go beyond the appropriate award, shall not apply where employment is terminated as a consequence of conduct that justifies instant dismissal, including malinger, inefficiency or neglect of duty.

b) This Policy does not apply in the case of casual or temporary employees who were engaged for a specific time period or for a specific reason or specific task, project or program.

c) This Policy also does not apply to an employee engaged on a fixed term contract where the term of the contract expires.

Discipline/Dismissal

To ensure that an employee is given substantive and procedural fairness (when the need arises to discipline or terminate) the following process will be used:

1. The Manager or mediator of the conflict situation will document and record all meetings and subsequent findings.

2. Final outcomes of action taken will be at the discretion and with the full authorisation of the Chief Executive Officer.

3. All documentation relating to the investigation and meetings held should be placed on the personnel file of the employee.

Unsatisfactory Performance

In the case of unsatisfactory performance five (5) procedural steps will be followed firstly, the employee should be given a verbal warning in a counselling session between the Manager and the employee. During the session the Manager should:

1. clearly outline the performance problems and ensure work standards have been set and confirm conduct expected.

2. explain that the discussion may constitute a formal warning.

3. provide the employee an opportunity to respond.

4. Identify, assess and analyse the problem and take appropriate action to improve work performance/conduct

5. fix an agreed review date to re-assess the performance.

If performance has not improved at the agreed date then the Manager may give a written warning outlining the nature of the problem. If it is the intent of the Manager to forward a written warning at this stage an offer to the employee of having a representative present will be made.

Again the Manager should make the employee aware that if unsatisfactory performance continues his/her job could be in jeopardy. Once again at this stage counselling or training will be offered.

Where there is a need for performance improvement, the manager, HR and the employee may develop a Performance Improvement Plan (PIP). Should performance remain unsatisfactory after the review date then the employee should again be counselled in accordance with the above procedures. A final written warning will be issued and a date set for review.

Finally, performance should again be reviewed at the date set and if it is still unacceptable the Manager should consider whether alternatives to termination are available and if alternatives are not practicable the decision to terminate with notice may be taken.
Council Policy
HR 011: Termination of Employment

Termination

Prior to any discussion of termination with the employee the Manager will consult and present written findings to the Chief Executive Officer. Should termination of the employee be decided then the following process will take place:

1. A meeting will be held with the employee, his/her supervisor and representative if requested.

2. Review the steps taken to counsel the employee inclusive of the documented verbal warning and/or written warnings.

3. The employee will be given an opportunity to respond to the termination proposal.

4. The CEO will determine an appropriate outcome or course of action.

5. Issue the employee with a written notice of termination explaining the reasons for dismissal and all entitlements owing.

All discussion relating to discipline or dismissal procedures will remain confidential.

............................................................................................................................................................Policy Ends..............................................................................................................................................

............................................................................................................................................................
HR 012: GRATUITY PAYMENTS AND FAREWELL GIFTS TO EMPLOYEES

Document Status: Current
Document Controller/Responsible Officer: Manager Human Resources
Version No.: 3
Date Adopted: May 2009
Resolution No.: O1107-1101
Date Reviewed: June 2018
Resolution No.: O0618-022

Objective
To adopt a policy in relation to employees whose employment with the Shire of Esperance is terminated as a result of long service employees within the parameters of the Act and Regulations. This Policy sets out the circumstances in which the Shire of Esperance will provide a farewell gift to an employee or award relating to the employee.

Policy
Purpose
The policy sets out the guidelines with regard to gratuity payments or farewell gifts that the Shire can offer to an employee who retires or resigns from full time or permanent part-time (pro-rata payment) employment.

This policy shall be published in accordance with Section 5.50(1) of the Local Government Act 1995 and notes the limitations set by Regulation 19A of the Local Government (Administration) Regulations 1995.

Definitions
A ‘gratuity payment’ means any payment of money in excess of any contract or award entitlement including the dispossession of Shire property to any employee.

Eligibility for Gratuity Payment
A gratuity payment entitlement is subject to completed years of continuous service as per prescribed amounts detailed below and is only payable at the time an employee terminates effective employment with the Shire for one of the following reasons:

- Resignation not as a result of any performance management or investigation of disciplinary process being undertaken by the Shire
- Retirement, or
- Resignation

The CFO is authorised to approve expenditure for the purpose of gratuity payments in accordance with this Policy.

Employee/Prescribed Amounts for Gratuity Payments
Ordinary Council: Agenda
28 April 2020

Council Policy
PA 012: Farewell Payments and Farewell Gifts to Employees

The Shire may confer a farewell gift or a gratuity payment to an employee who after continuous employment with the Shire ceases employment, retires or resigns. The maximum value allowed for the gift or gratuity will accord with the length of continuous employment by the employee with the Shire as follows:

1. Between 0 and 2 years continuous service
   No gratuity payment or gift would be made unless exceptional circumstances apply and are reported to the Council by the Chief Executive Officer for consideration.

2. Between 2 and 10 years continuous service
   The Chief Executive Officer may elect to confer a farewell gift up to the value of $500 to an employee with more than 2 years and less than 10 years continuous service who has displayed exceptional performance, initiative or commitment to the Shire.
   The value of the gift will not be greater than the threshold of the minor fringe benefits tax limit as set by the Australian Taxation Office and reviewed from time to time.

3. Greater than 10 years continuous service
   The Chief Executive Officer may elect to confer a farewell gift or gratuity payment up to the value of $1,000 to an employee with greater than 10 years continuous service who has displayed exceptional performance, initiative or commitment to the Shire.
   Should exceptional circumstances apply, for example by the number of years of continuous service, then the Council, upon consideration of a report from the Chief Executive Officer, may authorise an amount greater than outlined in clause (c).

NOTE: For the avoidance of doubt, any FBT payable in applying clause (c) will be at the Shire’s expense.

Determining Continuous Service
Continuous service includes:
- Any period of absence from duty on approved annual leave, one service leave, paid compassionate leave, paid personal/carer’s leave and public holidays paid.
- Any period of absence that has been supported by an approved worker’s compensation claim up to a maximum absence of 12 months.

For the purpose of this policy, unless otherwise determined by Council resolution, continuous service does not include:
- Any period of unauthorised absence from duty.
- Any period of unpaid leave or
- Any period of absence from duty on unpaid parental leave.

Page 3 of 3
**HR 013: UV, PPE & CLOTHING**

### Objective
To protect the health, safety and welfare of all Shire employees. To reduce the incidence of skin cancer amongst workers who are exposed to UV rays by providing adequate protection.

### Policy

#### Introduction
Australia has the highest rate of skin cancer in the world with at least 1 in every 2 Australians diagnosed with skin cancer in their lifetime. Western Australia has the second highest rate of skin cancer in Australia. Although skin cancer is a serious public health issue it is one which can largely be prevented (Cancer Council WA).

Exposure to Ultraviolet Radiation (UVR) from the sun has been identified as the major cause of skin cancer. Outdoor workers are at risk of getting skin cancer because of their high exposure to UV rays over extended periods of time. Most skin cancers can be prevented and when detected early can be successfully treated in 95-99% of cases.

#### Responsibilities
All Shire employees are responsible for their own personal health, safety and welfare. In addition they must avoid adversely affecting the safety or health of any other person through any act or omission. They are required to co-operate with their employer in the interest of health, safety and welfare in accordance with *Occupational Safety and Health Act of WA (1984).*

#### Scope
This policy applies to all Shire of Esperance employees, contractors, volunteers and work experience students who work in an environment where they are exposed to UV rays. Shire employees shall be provided with personal protective equipment and clothing to reduce the risk of exposure to UV rays. Employees of contractors, volunteers, and work experience students are to comply with this policy and are to wear suitable protective clothing, either supplied by their employer or personally.

#### Employer Responsibilities

The *Occupational Safety & Health Act 1984 - WA* states that employers must as far as practicable provide and maintain a working environment in which employees are not exposed to hazards:

- Provide and maintain equipment needed to protect outdoor workers from the sun.
- Set up systems of work to reduce the amount of time employees spend in the sun.
Ordinary Council: Agenda
28 April 2020

Council Policy
HR 013: UV, PPE & Clothing

- Provide information, instruction, training and supervision.

The employer must also ensure that employees comply with Occupational Safety and Health (OSH) requirements through supervision.

**Supervisor/Manager Responsibilities**

Responsible for ensuring the health, safety and welfare of field employees under their control and to ensure compliance with the Shire’s UV Policy.

**Employee Responsibilities**

An employee must, while at work, co-operate with his or her employer or other person so far as is necessary to enable compliance with the Occupational Safety & Health Act 1984 – WA, the OSH Regulations WA 2005 and the Shire’s OSH policies and procedures.

For example, an employee must wear protective equipment/clothing issued for their health and safety.

Under Section 20(2)(c) of the Occupational Safety & Health Act 1984 - WA an employee who damages or misuses PPE provided in the interests of safety or health, commits an offence. Shire of Esperance employees who misuse or damage PPE will face disciplinary action that may include placing their employment in jeopardy. For example employees must not modify any PPE issued to them.

**Clothing Protection**

Shire outside employees working in an environment exposed to UV rays will wear the following protective clothing and personal protective equipment at all times, when working during daylight hours:

- Long sleeved Shirts (50+UPF).
- Long trousers or long shorts.
- Sun protective hats.
- Wrap sunglasses (dark safety glasses AS1337).
- Broad spectrum Sunscreen SPF 30+ or above.

**Long Sleeve Shirts/Long Trousers**

Shirts worn by employees deemed to be conducting tasks predominantly outdoors, shall be high visibility, close weave and loose fitting to allow for air circulation and comfort. Shirts must have long sleeves and collars, and shall include Shire identification.

Long trousers worn by employees shall be loose fitting, made from at least 50% cotton or natural fibre and of close weave.

**NOTE:** Staff who are predominately based indoors that are required to work outdoors whilst conducting specific tasks such as supervising, inspection and other activities determined from time to time as outdoor work, may be permitted to wear short sleeved shirts at the discretion of their Director. Outside staff permitted to wear short sleeve shirts or long shorts are required to apply SPF30+ or above sunscreen to areas exposed to the sun i.e. arms and legs.

**Sun Protective Hats**
A sun protective hat is one that shades the face, head, ears and neck. Broad brimmed hats, bucket hats or legionnaire style hats provide the best protection and must be worn. A hat with a wide brim reduces the amount of UV radiation reaching the face by 50%.

Bucket hats should have a deep crown, sit low on the head and have an angled brim of at least 6 cm,

Broad brimmed hats are required to have a broad brim measuring no less than 7.5 cm in width as recommended by the WA Cancer Council.

Legionnaire hats should have a flap that covers the ears and back of the neck to the collarbone/shoulder. The side flap and front peak should overlap to protect the side of the face.

Sunglasses (dark safety glasses)

Dark safety glasses shall conform to Australian Standard AS/NZS 1337 and offer 99% protection from ultraviolet rays.

Employees that wear prescription glasses can be provided with a pair of over-glasses which will protect their prescription glasses. The Shire will only provide prescription safety glasses in special circumstances.

The Shire will provide up to one replacement pair of dark safety glasses in a calendar year. Replacement of safety glasses will only be provided when the broken pair is returned to the Purchasing Officer. If additional replacement glasses are required, it will be at the discretion of the Director Asset Management who will take into account whether the previous glasses had been fairly treated.

Sunscreen

No sunscreen can provide 100% protection. Always use sunscreen in conjunction with clothing, hats, sunglasses and shade.

Sunscreen will be provided to all staff that are required to work outdoors. To provide the best protection a sunscreen that is at least 30+ SPF, broad spectrum and water resistant will be provided.

To be effective, sunscreen should be applied 20 minutes before going out in the sun, and be applied generously so that it goes on easily and evenly and be reapplied every two hours to replace sunscreen which has been wiped, perspired, washed off or otherwise removed.

Sunscreen should be kept in a cool place. Do not keep in glove box of vehicles. If sunscreen is to be kept in a vehicle, place in a most suitable place such as an esky or lunch box.

Do not use expired sunscreen. Discard and replace any sunscreen that has passed its expiry date. Provision of low allergy sunscreen will be made available to individuals who are allergic to certain sunscreens.

Supply of Personal Protective Equipment (PPE)

The following items will be supplied on an individual needs basis:

- Safety Glasses/Over glasses/Goggles;
- Sun protective hats;
- Hard Hats;
- Hearing Protective Muffs;
Council Policy
HR 013: UV, PPE & Clothing

- Hearing Protective Plugs;
- Dust Masks;
- Gloves;
- Safety Footwear;

and any other safety equipment recommended by WorkSafe WA.

Clothing - Replacements on a ‘Fair Wear & Tear’ Basis

The Shire of Esperance will provide clothing and equipment to all permanent employees of the Shire in the form of the following:

- One sun protective hat for employees working outside. To be replaced when deemed unserviceable.
- Four fluorescent shirts with a minimum of 50+ UPF rating (when new). Top half high visibility fluorescent yellow with bottom half dark blue in colour. To be replaced when deemed unserviceable. Shire identification will be included.
- Four pairs of trousers dark blue in colour. To be replaced when deemed unserviceable. Staff may elect to be provided with long shorts instead of trousers, but the total number of trousers/long shorts per staff member per year will not exceed four pairs.
- One water and wind resistant jacket with top half high visibility fluorescent yellow and the bottom dark blue.
- Jumper – top half fluorescent yellow, bottom half dark blue in colour. To be replaced when deemed unserviceable. Shire identification will be included.
- Casual employees will receive a Shire of Esperance Hi-Viz vest, dark safety glasses, hat and sun screen.

1. Replacement Items

   Items will be replaced only if the unserviceable items are returned to the Purchasing Officer.

2. Responsibility

   The employee will be responsible to notify the Purchasing Officer of any lost, damaged or stolen items.

3. Maintenance

   The employee will be responsible for the maintenance and safe keeping of all personal protective equipment at all times.

4. Property Ownership

   At all times personal protective equipment remains the property of the Shire of Esperance.

5. Termination of Employment

   Employees upon termination will be required, to return all items of personal protective equipment to the Purchasing Officer.
6. Exemption

As a Shire employee there will be no exemptions to the wearing of personal protective clothing and equipment as well as other safety equipment.

7. Grievance Procedure

Any employee, for which this policy applies, who fails to wear any of the personal protective equipment shall be stood down without pay until such time that they are prepared to wear the personal protective equipment. The incident will be reported and the disciplinary procedures as stated in the WA Local Government Award or any other relevant Award will be applied.

8. Contractors

Contractors and their employees are required to meet the minimum PPE requirements as set out in the clause on clothing protection at their own cost. There will be no exemptions to this requirement. Contractors working for the Shire of Esperance will be given a copy of the Shire’s UV Policy and be expected to comply with it.

................................................................................................................Policy Ends................................................................................................................
HR 014: WORKPLACE DRUG & ALCOHOL USE

Objective
To ensure a safe workplace free from the effects of drugs and alcohol and that people are fit for work whilst performing duties at the Shire of Esperance.

Policy
Purpose
This Policy applies to all Shire employees, Councillors, contractors, employees of contractors and volunteers at all Shire of Esperance workplaces. The aim of this policy is to ensure a safe workplace free from the effects of drugs and alcohol.

The policy is directed towards the welfare of the individual and the safety and health of other people. Although disciplinary action may be necessary, the focus is on preventative measures. The use of drugs or alcohol in the workplace is forbidden. An employee being under the influence of alcohol, drugs or illegal substances is not acceptable.

The Chief Executive Officer may waive this requirement for minor consumption of alcohol where circumstances warrant e.g. during a social event.

Employees are personally responsible for any civil or criminal penalty which results from being under the influence of drugs or alcohol in the workplace.

Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impaired Work</td>
<td>Sudden or gradual deterioration in a person’s ability to function</td>
</tr>
<tr>
<td>Performance</td>
<td>appropriately at work.</td>
</tr>
<tr>
<td>Untaxi for Work</td>
<td>Being impaired for work and therefore unable to perform duties</td>
</tr>
<tr>
<td></td>
<td>in a safe manner.</td>
</tr>
<tr>
<td>Use</td>
<td>Exit, drinking, inhaling, injecting or dermal absorption of any substance</td>
</tr>
<tr>
<td></td>
<td>or drug.</td>
</tr>
<tr>
<td>Misuse</td>
<td>Inappropriate use of a substance on the Shire of Esperance premise or</td>
</tr>
<tr>
<td></td>
<td>property, including overdose of a drug or the failure to take a drug in</td>
</tr>
<tr>
<td></td>
<td>accordance with medical advice.</td>
</tr>
<tr>
<td>Alcohol</td>
<td>Any beverage containing alcohol.</td>
</tr>
</tbody>
</table>
Council Policy
HR 016: Workplace Drug & Alcohol Use

<table>
<thead>
<tr>
<th>Drugs</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amphetamines, Cannabis, THC, Opiates,</td>
<td>Not being under the influence of or affected by the adverse effects of</td>
</tr>
<tr>
<td>Barbiturates, Cocaine, methadone,</td>
<td>drugs, alcohol or any other substance, or not being fatigued.</td>
</tr>
<tr>
<td>Benzodiazepines, Alcohol and other</td>
<td></td>
</tr>
<tr>
<td>narcotics, prescription drugs and non-</td>
<td></td>
</tr>
<tr>
<td>prescription drugs.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Substance</td>
<td>Any drug that may have adverse effects causing impaired work performance.</td>
</tr>
<tr>
<td>Fill for Work</td>
<td>Not being under the influence of or affected by the adverse effects of drugs, alcohol or any other substance, or not being fatigued.</td>
</tr>
<tr>
<td>Contractor</td>
<td>A contractor includes any employee or subcontractor of any company who has been engaged by the Shire to perform services.</td>
</tr>
<tr>
<td>Volunteer</td>
<td>A Volunteer is a person who performs a service willingly and without pay.</td>
</tr>
<tr>
<td>Visitor</td>
<td>For the purpose of this policy any reference to a visitor will include any individual who attends the workplace and is not included in any other category.</td>
</tr>
<tr>
<td>Managers</td>
<td>Includes Managers as well as the Executive Management Team.</td>
</tr>
<tr>
<td>Employee</td>
<td>For the purpose of this policy, the term employee shall include Councillors, contractors, employees of contractors and volunteers.</td>
</tr>
</tbody>
</table>

Confidentiality

All results and information in relation to drug and alcohol testing will be dealt with in the strictest confidence. The privacy and dignity of employees tested as part of this process will be protected.

Responsibilities

The Shire of Esperance believes that the health and wellbeing of an employee is of great importance to the organisation. An employee assistance program will be offered in order to support the health and wellbeing of employees. All matters pertaining to usage of alcohol and drugs will be treated with the utmost confidentiality and any employee of the Shire of Esperance who is interested in receiving counselling services should seek approval from their Manager or Human Resources.

Managers

Managers are responsible for ensuring adoption, implementation and application of the alcohol and drug policy:

- Managers are expected to lead by example as this is essential to the Policy’s success and credibility;
- Managers will provide adequate resources, education, training, counselling and other requirements for employees to comply with this Policy.
- Managers are responsible for fair and consistent application of this policy, importantly for individuals who seek assistance will not be disadvantaged and their employment rights will be safeguarded.
- Managers are responsible for the procedures and facilities so that sensitive medical and other personal information is safeguarded.
- Managers will review this Policy from time to time to determine its fairness and appropriateness for the Shire’s requirements.
- Managers are responsible for the assessment of the effects of drug and alcohol on an employee with the cooperation of the supervisor/director.
- Managers are responsible to act promptly and confidentiality whenever they believe that any individual is not capable of working in a safe and effective manner.
- Managers will liaise with HR for advice on the application of the policy.
- Managers will maintain strict confidentiality in relation to the application of this policy to any employee.
- Managers and/or HR to provide training to supervisors in the application of this policy.

Supervisors
Supervisors are responsible for leading the effectiveness of this Policy:
- Supervisors are expected to lead by example as this is essential to the Policy’s success and credibility.
- Supervisors are responsible for fostering active cooperation with Managers, employees, contractors and other individuals under this policy.
- Supervisors should manage this Policy in a way which encourages employees and individuals to raise concerns about their own or other individuals’ fitness for work.
- Supervisors are responsible for the assessment of drug and alcohol with the cooperation of the manager/director.
- Supervisors are responsible to act promptly and confidentiality whenever they believe that any individual is not capable of working in a safe and effective manner.

Employee, Individuals and Contractors
Each individual is responsible for their own health and safety at work and must avoid affecting the safety and health of any other individual:
- Employees and individuals must be fit for work when they present for work and must be able to carry out their duties without risk to themselves or others.
- Employees and individuals must be able to satisfactorily demonstrate fitness for work if requested by a Supervisor or Manager.
- Employees and individuals must immediately notify their Supervisor of any actual or potential impairment of fitness for work, or if they have a medical condition that could affect their fitness for work.
- Employees and individuals must provide a medical certificate when appropriate, or as requested.
- Employees and individuals must immediately notify their Supervisor of any situation in which they believe this Policy, including:
  - Any situation in which another individual may be unfit for work;
  - The unauthorised possession or consumption of drugs or alcohol on site or during working hours by another individual;
  - Any loss or suspension of drivers licenses, or legal licenses/certificates required to carry out their duties;
  - Any other apparent breach of this Policy.

Application

Alcohol

Being under the influence of alcohol will not be permitted whilst working on the premises or property of the Shire of Esperance. Employees who commence work whilst under the influence of alcohol including, working under the adverse effects of alcohol, will be stood down from their duties. If a blood alcohol level is deemed to be over 0.02 or over the legal limit for operating the particular plant (ie where the legal blood alcohol level for operation of the plant is lower than 0.02), employees will be sent home without pay for the remainder of the day. As the employee will be over the legal limit to drive, alternative transport will be required.

There may be occasions when alcohol may be included as part of a work function or other recognised work event. Where the CEO has properly approved the consumption of alcohol, employees must continue to behave in a sensible and responsible manner with due care for their own and other people's safety and wellbeing. Failure to behave in a sensible and responsible manner with due care, or any failure to follow any directions given by management with regard to the consumption of alcohol may result in disciplinary action. It is a condition of the Shire of Esperance that employees make alternative arrangements to get home. The Shire of Esperance accepts no responsibility for employees during travel to and from the function.

Drugs and Prescription Medication - Illicit Drugs and Other Substances

Being under the influence of, suffering adverse effects of, in possession of, or found to be cultivating, selling or supplying drugs or other substances whilst on the Shire of Esperance premises or property or whilst in the employment of the Shire of Esperance is strictly prohibited and will result in disciplinary action and instant dismissal.

Synthetic drugs such as Cannabinoids are not intended for human consumption as they can produce elevated heart rate, elevated blood pressure, anxiety and hallucinations. It is highly likely that these products will impair an individual's capacity to present themselves fit for work, and therefore put themselves and others at risk.

Synthetic Cannabinoids, which have been reported to be five (5) to ten (10) times more potent than THC (the active component of Marijuana) can, and will, directly compromise your fitness for duty and dramatically impair your ability to operate machinery. As these products adversely affect an individual's fitness for work, a sample of urine may be taken and sent for analysis. If the returned results are confirmed as being positive they will be treated in the same way as illicit drugs tested for under the Shire of Esperance Fitness for Work Policy. If suspected of the above, an employee must undergo a drug screen (paid for by the Shire of Esperance.) Refusal to a drug screen may result in instant dismissal.

If the drug screen provides a positive result on the first offence, the employee will receive a written warning as per the disciplinary action section of this policy. If an employee is found to give a positive result on the second offence, they will receive a second written warning. On the second offence, the employee must agree to submit for consequent drug testing for a period as
Council Policy
HSE 014: Workplace Drug & Alcohol Use

determined by the Shire. The employee will be instantly dismissed if a subsequent test is undertaken with a positive result.

Any third offence will also result in instant dismissal as per the disciplinary action section of this policy.

Threshold Levels
A cut-off Level is the value at or above which the drug or alcohol is deemed to be ‘detected’ and below which the drug is deemed to be ‘not detected’. All testing for drugs and alcohol will be according to the levels indicated below adapted from the Australian Standards

<table>
<thead>
<tr>
<th>Class of Substance</th>
<th>Cut-off-level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td>0.02 mg/ml</td>
</tr>
<tr>
<td>Opiates</td>
<td>500 ug/L</td>
</tr>
<tr>
<td>Cannabis</td>
<td>50 ug/L</td>
</tr>
<tr>
<td>Cocaine</td>
<td>300 ug/L</td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>200 ug/L</td>
</tr>
<tr>
<td>Sympathomimetic Amines by Screening test</td>
<td></td>
</tr>
<tr>
<td>Amphetamine</td>
<td>300 ug/L</td>
</tr>
<tr>
<td>Methamphetamine</td>
<td>300 ug/L</td>
</tr>
</tbody>
</table>

Prescription and Other Medication
It is an employee’s responsibility to inform their supervisor of any medication they are taking. It is also a requirement of employers to advise their supervisor of any adverse effects that may occur whilst taking such medication, including the amount of times that the medication is taken per day. This information is to be recorded on their personnel file for reference in the event of an emergency.

Any prescription and other medication must be used in accordance with medical advice. Any non-prescription or other medication must be used in accordance with the manufacturer’s recommendations.

Failure to follow these requirements will result in disciplinary action, or instant dismissal.

Drug & Alcohol Testing
In the interests of workplace safety, the Shire believes that the following measures are appropriate for the Esperance Shire Council workplace.

The Shire of Esperance may undertake regular random testing, without notice, of all employees for alcohol and other drugs that could affect workplace safety. The Shire, will administer at its cost (through such a provider nominated by the Shire from time to time) on site random testing of personnel for drugs and alcohol.

Testing may be carried out due to:

1. Random drug and alcohol testing. An employee or group of employees may at any time and without notice be requested to undergo a random drug and alcohol test.
2. Cause Testing.
3. Employees involved in a significant accident/incident or a near miss whilst at work shall be, where practical, tested.
4. Where persons behaviour raises concern that he or she may be influenced by alcohol and/or other drugs, such as alcohol and/or other drugs, upon the request of any other person in the workplace, with support from the supervisor/manager.
5. If evidence is found of possible drug or alcohol use (e.g. drug paraphernalia or alcohol containers).
6. Pre-Employment Testing – all persons appointed to the Shire will be required to undergo drug and alcohol testing prior to commencing duties with the Shire. Individuals who refuse to undertake the test or who do not satisfy the requirements of the test will not be offered employment.

Testing may be undertaken by an external party or Shire employee trained and certified in the use of a breathalyser or a Drug Detection System. Testing is to identify work-related issues, particularly safety.

Refusal to test – Refusal to undertake and fairly co-operate with the administration of a drug/alcohol test will be deemed as a positive result. Continued refusal may result in further disciplinary action and instant dismissal.

The testing will be carried out in compliance with the Australian Standard AS/NZS 4308: 'Procedures for Specimen Collection and the Detection and Quantification of Drugs of Abuse in Urine', or Australian Standard AS 4750-2006 ‘Procedures for Specimen Collection and Detection and Quantification of Drugs in Oral Fluid including Full GC-MS (Gas Chromatography – Mass Spectrometry) confirmation testing facilities available in a secure, dedicated laboratory. This service will be used to confirm all positive screen results to ensure maximum legal protection for both employee and employer.

DISCIPLINARY ACTION
If this procedure is in anyway contravened by an employee the following will result.

General Guidelines:
Any employee who tests positive to an alcohol screening or positive confirmation results are received following a drug screening, will be stood down from their work without pay for a minimum of one day and will not be permitted to resume work until such time as they have proven they are fit for work. It should be noted that the Shire will pay for the original drug and alcohol test as well as one test for clearance to return to work. If the test for clearance returns a positive result greater than the permitted levels, the employee will be required to pay for any subsequent tests required to obtain clearance to return to work.

First Offence:
(i) The employee will be immediately suspended from duty without pay, for a minimum of one day, if found unfit to work.

(ii) The employee will not be permitted to return to work until they have been tested again and returns a result below the limits for all prescribed substances.

(iii) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.

(iv) The employee will be counselled by their supervisor/manager that will focus on;
a) the unacceptability of the employee’s behaviour
b) the risk that such behaviour creates for the safety of the individual and other employees or members of the public
c) the employee’s responsibility to demonstrate that the problem is being effectively addressed;
d) that any future breach of the policy will result in second offence or instant dismissal.

e) A final written warning will be given.

(v) The employee will be formally offered counselling through the Shire’s Employee Assistance Program. The decision to undertake counselling or other treatment for alcohol or other drug or substance problem is the responsibility of the employee and cannot be made mandatory. However, if the employee refuses the offer of counselling for a second offence, instant dismissal will result. The Shire of Esperance will insist that the employee provide satisfactory evidence that the effect of work performance and/or safety has been addressed before they are permitted to return to work.

Second Offence:

(i) The employee will be immediately suspended from duty without pay if found unfit for work.
(ii) The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.
(iii) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
(iv) The employee will be counselled by their supervisor/Manager that will focus on:

a) the unacceptability of the employee’s behaviour
b) the risk that such behaviour creates for the safety of the individual and other employees or members of the public
c) the employee’s responsibility to demonstrate that the problem is being effectively addressed;
d) that any future breach of the policy will result in instant dismissal.

(v) Counselling will be offered, refer to First Offence (v), if counselling was not used in the first offence.

(vi) The employee will be instantly dismissed without notice if offer of counselling is refused on second offence.

(vii) The employee will be submitted (fortnightly or randomly) for alcohol and/or drug screening for a period as determined by the Shire and paid for by the Shire of Esperance. If tests confirm positive, instant dismissal will follow. If the employee refuses to comply, instant dismissal will follow.

Third Offence:

(i) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.

(ii) The employee will be immediately dismissed from duty without notice.
Council Policy
HR 014: Workplace Drug & Alcohol Use

Instant Dismissal:
The following are guidelines to circumstances that will result in dismissal without notice:
(i) Any attempt to falsify the drug and alcohol screen
(ii) Unauthorized consumption of illicit drugs or alcohol whilst on the work site or during the working period.
(iii) Unlawful behaviour.

Contractions
(i) Contractors found with levels exceeding permissible levels for drugs and/or alcohol will be removed from the worksite immediately. The Shire of Esperance will insist that the contractor provide satisfactory evidence that the effect of work performance and/or safety has been addressed before they are permitted to return to the worksite.
(ii) Three offences for levels exceeding permissible levels for drugs and/or alcohol will result in the termination of the Contract in accordance with Contract conditions.

Other
If an employee is found to be heavily intoxicated, above the legal limit to drive, or extremely fatigued and they are to be sent home without pay, it is a requirement of the supervisors to contact the employee's next of kin to arrange pick up. If no contact is made then arrangements are to be made for the employee to be transported home.

Employee Assistance Program (EAP)
The Shire of Esperance understands employees may be experiencing difficulties external to work that may influence their behaviour and health whilst at work. To assist with the recovery of the employee, the Shire of Esperance has in place a confidential employee assistance program. For the purpose of this procedure, this program may be offered to first offence employees. Otherwise this program will be offered on the second confirmed screening. The Shire of Esperance will offer a total of 3 counselling sessions.

If an EAP is offered as a result of a first offence and the employee declines the offer, they risk the consequence of instant dismissal on second offence.

Pre-Employment Testing
A job applicant for a position will be required to undergo drug and alcohol testing prior to being offered employment with the Shire of Esperance. The test may involve analysis of a urine sample by a medical practitioner.

Individuals who refuse to undertake the test or who do not satisfy the requirements of the test will not be offered employment.

Reference
- Occupational Safety and Health Act 1984;
## HR 015: CEO Performance Review

<table>
<thead>
<tr>
<th>Document Status</th>
<th>Current</th>
<th>TRIM Ref:</th>
<th>D18/2143</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Officer</td>
<td>Manager Human Resources</td>
<td>Version No:</td>
<td>2</td>
</tr>
<tr>
<td>Date Adopted:</td>
<td>July 2017</td>
<td>Resolution #:</td>
<td>00717-167</td>
</tr>
<tr>
<td>Date Reviewed:</td>
<td>June 2018</td>
<td>Resolution #:</td>
<td>00618-022</td>
</tr>
</tbody>
</table>

### Objective

This policy is to provide a consistent, transparent and accountable performance review process for the Chief Executive Officer (CEO) of the Shire of Esperance.

### Policy

#### Rationale

This process is documented and adopted by Council to ensure a consistent approach to the Shire of Esperance CEO review.

The review process must be a collaborative, constructive process that is designed to enhance performance and provide guidance for the ensuing twelve months, considering:

1. The CEO's Statutory Role and Responsibilities under the Local Government Act 1995 and other relevant legislation;

2. General Probity and Integrity requirements and expectations associated with the position of CEO;

3. Implementation of the Shire's Strategic and Corporate Business Plans, subject to resource capacity and allocations; and

4. Any specific focus areas or key performance indicators previously agreed between the Council and CEO.

Councillors must be prepared to take a corporate view of this process. The performance review process should be regarded as an opportunity to build relationships and to increase the effectiveness of individuals, systems and processes which will improve the performance and the profile of the Shire of Esperance. Councillors and the CEO participating in the review process must:

- Be fair and objective;
- Use good communication skills;
- Act in good faith;
- Be prepared and actively participate in the process;
- Avoid bias;
- Base conclusions on relevant and substantiated information and/or facts;
Council Policy
HR 015: CEO Performance Review

- Be able to concentrate on outcomes;
- Ensure procedural fairness for all parties involved;

Independent Facilitator

Unless resolved differently by absolute majority, the CEO review process will be coordinated and overseen by an independent facilitator, endorsed by Council. The Shire will utilise its normal procurement process, in sourcing an appropriately experienced and qualified facilitator, in consultation with the Shire President. The Council will endorse the appointment prior to the Review process commencing. If the CEO has any concerns regarding the appointed Independent Facilitator, the CEO will provide the Shire President a written explanation of said concerns, which will be presented to Council when it considers endorsing said appointment.

Review Period

At the very minimum, the CEO performance is to be reviewed annually, in accordance with the requirements of Local Government Act 1995.

- The Review period will correspond with the Shire’s financial year.
- For planning purposes the review should be undertaken within a month of the anniversary of the CEO’s contract, with Key Result Areas to be set at this time.
- An informal interim review may be undertaken during the year at the request of the CEO or Council, to ascertain progress during the relevant review period.
- In the event that Council has concerns about the performance of the CEO, the Shire President will, at the request of Council, undertake an additional interim performance review.
- The Shire President must write to the CEO if Council has requested an interim performance review, outlining the areas of concern to allow the CEO the opportunity to prepare.
- The Shire President must allow the CEO a minimum of one week’s notice prior to the commencement of an interim performance review.
- Any changes to the CEO’s employment remuneration package determined from the review will take effect at the CEO’s employment anniversary date.

Review Process

The following process is utilised as the basis of the CEO Performance Review

1. Independent Facilitator appointed;
2. CEO performance assessment survey issued to all Councillors and CEO to complete, which includes questions on:
   a) Performance related to CEO’s Statutory Role
   b) Performance related to General probity and integrity requirements
   c) Performance related to achieving Shire’s Strategic and Corporate Business Plans
   d) Performance related to achieving any specific focus areas or key performance indicators (KPIs) identified in the previous performance review
3. Independent Facilitator to develop an assessment report on completed surveys for consideration of Council;

4. Independent Facilitator to investigate or research any significant negative survey result(s) to determine substance and/or reasonableness;

5. Assessment report presented to CEO for response;

6. Assessment report (including CEO response) considered by Council to determine satisfactory or unsatisfactory performance;

7. Council and CEO meet to determine:
   a) agreed specific focus areas or KRA’s for next 12 month Review Period; and
   b) subject to outcome of the CEO performance review, any amendments of the CEO’s employment remuneration package.

Policy Ends
HR 016: VOLUNTEER MANAGEMENT

Objective
This policy outlines the Shire of Esperance’s commitment to and management of Shire volunteers.

The purpose of this policy is to ensure that Shire volunteers are valued, that their contribution is acknowledged and they are managed and supported in accordance with best practice principles and the National Standards for Volunteer Management.

Scope
The Shire is committed to the vision of volunteering within our region, recognising that volunteers are essential to many of the Shire’s programs.

Volunteering provides a benefit to both the community and the volunteer by offering a legitimate and meaningful way in which volunteers can participate in the activities of the Shire and within the community.

Policy
1. Shire Volunteers play an integral role supporting the delivery of services to those who live in or visit the Shire. It is important that volunteer roles are clearly defined, volunteers are well managed and volunteer management practices are continually reviewed and improved.

2. Volunteer involvement should be a considered and planned part of the Shire’s strategic development, aligning with the Shire’s strategic aims and incorporated into its evaluation framework.

3. Volunteering is defined for the purpose of this policy as work which is –
   - Of benefit to the community
   - Of the volunteer’s own free will and
   - Done without monetary reward

4. Volunteering should provide benefits to both the volunteer and the Shire, through enhanced services offered to the community.

5. The Shire and its officers are committed to the principles of volunteering -
   - Benefits the community and the volunteer
   - Work is unpaid
Council Policy
HR 015: Volunteer Management

- Is always a matter of choice
- Is a legitimate way in which citizens can participate in community activities
- Is a vehicle for individuals to address human, environmental and social needs
- Is an activity performed in the not for profit sector only
- Is not a substitute for paid work
- Respects the rights, dignity and culture of others and
- Promotes human rights and equality.

6. Designated volunteer roles cannot replace paid Shire staff positions or pose a threat to the job security of paid Shire staff.

7. All Volunteers for the Shire of Esperance must be formally registered as a Shire of Esperance Volunteer, and accepted as a volunteer by the Chief Executive Officer and/or his authorised delegates. Age limitations, in relation to insurance coverage, may apply as determined by the Shire’s Voluntary Workers Insurance Policy.

........................................................................................................ Policy Ends ........................................................................................................
Item: 12.3.3

New Policy - Regional Price Preference

Author/s: Sarah Walsh, Coordinator Governance & Corporate Support
Author/s: Shane Burge, Director Corporate Resources

File Ref: D20/7020

Applicant: Internal

Location/Address: N/A

Executive Summary
For Council to consider endorsing the draft Regional Price Preference Policy.

Recommendation in Brief
That Council agrees to endorse the draft Regional Price Preference Policy.

Background
In January 2020, a report was put to Council for review of the Shire’s Corporate Resources policies.

During the review of these policies, it was determined that there had been interest raised in the community with regard to the purchase of goods and services from local businesses as opposed to non-local businesses.

As a result of this interest, Council resolved to request that the CEO develop a Regional Price Preference Policy.

Officer’s Comment
Part 4A of the Local Government (Functions and General) Regulations 1996 states that if a local government intends to give a regional price preference it must:

a) prepare a proposed regional price preference policy (if no policy has yet been adopted for that kind of contract); and
b) give Statewide public notice of the intention to have a regional price preference policy and include in that notice —
   i. the region to which the policy is to relate;
   ii. details of where a complete copy of the proposed policy may be obtained; and
   iii. a statement inviting submissions commenting on the proposed policy, together with a closing date of not less than 4 weeks for those submissions; and

c) make a copy of the proposed regional price preference policy available for public inspection in accordance with the notice.

The policy cannot be adopted until the local government has considered all submissions received in relation to the proposed policy and, if that consideration results in significant changes to the proposed policy, then the local government must again give statewide public notice of the altered proposed regional price preference policy.
Once adopted, the policy cannot be applied until the local government gives statewide public notice that it has adopted the policy.

**Consultation**
Executive Management Team

**Financial Implications**
Nil

**Asset Management Implications**
Nil

**Statutory Implications**
*Local Government (Functions and General) Regulations 1996 – Part 4A Regional Price Preference*

**Policy Implications**
Nil

**Strategic Implications**
*Strategic Community Plan 2017 - 2027*
*Community Leadership*
Community confidence and trust in Council
Provide transparent and accountable leadership

*Corporate Business Plan 2019/20 – 2022/23*
Manage Corporate Support

**Environmental Considerations**
Nil

**Attachments**
A/1. Draft Policy - Regional Price Preference

**Officer’s Recommendation**
That Council agrees to:

1. Endorse the draft Regional Price Preference Policy;
2. Request the CEO to arrange for required advertising.

**Voting Requirement**
Simple Majority
**POLICY #: REGIONAL PRICE PREFERENCE**

**Document Status:** Draft  
**CM Ref:** D20/6972  
**Document Controller:** Coordinator Governance and Corporate Support  
**Version No:** 1  
**Date Adopted:**  
**Date Reviewed:**  
**Resolution #:**

**Objective**
To encourage the use of local businesses in goods and services purchased or contracted on behalf of the Shire of Esperance.

**Policy**
This policy will apply to quotations of $75,000 value or greater unless Council resolves otherwise.

**Definitions:**
**Prescribed Area:** means within the boundaries of the Shire of Esperance.

**Regional Price Preference:** involves assessing a tender as if the proposed tender price were discounted in accordance with this policy.

**Regional Tenderer:** means a supplier of goods or services who meets the Applicable Criteria set out in this policy.

**Levels of Price Preferences to be applied:**
A price preference may be given to a Regional Tenderer by assessing their tender as if the price bids were reduced by:

1. **Goods and Services**
   
   Up to 10% where the contract is for goods or services, up to a maximum price reduction of $50,000;

2. **Construction**
   
   Up to 5% where the contract is for construction (building) services, up to a maximum price reduction of $50,000; or

3. **Outsourcing**
   
   Up to 10% where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of $500,000, if the Shire is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been until then undertaken by the Shire.
Council Policy
Policy #: Regional Price Preference

Applicable Criteria:
In order to be eligible for consideration under this policy for the whole bid, regardless of the origin of the labour or materials, a supplier within the Shire of Esperance (Prescribed Area) must meet the following criteria:

1. The supplier must have been operating a business continuously out of premises located within the Prescribed Area for at least 6 months before the time after which further offers cannot be submitted;

2. The supplier must have permanent staff based in the Prescribed Area; and

3. That bidding and management/delivery of the majority of the quotation/contract outcomes will be carried out from their business location in the Prescribed Area.

As an incentive for suppliers outside the Shire of Esperance (Prescribed Area) to purchase goods, services and construction from within Shire of Esperance (Prescribed Area) as part of their tender or quote. A preference will be applied to the value of goods, materials or services purchased and used from within the Shire of Esperance. For a supplier to be considered for this, they must provide the following information.

1. Must complete a preference questionnaire/response form that is distributed with each tender or quote.

2. Eligible businesses within the Prescribed Area must be clearly stated including their full business location and postal address.

Businesses outside the Prescribed Area, who claim the above in the delivery of the contract outcomes, may be required, as part of the contract conditions, to demonstrate that they have actually used them.

Conditions

Suppliers who claim the regional price preference should indicate their intention to claim in their tender and identify on which criteria they wish to claim.

Price is only one factor the Shire considers when evaluating a tender. There is nothing contained within this policy that compels acceptance of the lowest price.

The tender or quote that is determined to offer the best value for money to the Shire will be the most likely to be accepted.

If, in the opinion of the Shire, a supplier has deliberately provided false or misleading information in order to benefit from this policy, their tender or quote may be disqualified.

Roles and Responsibilities

Shire Employees will use a competitive market for their local requirements and encourage the development of suppliers and local industry. Local suppliers with the capacity to compete should be provided with the opportunity to bid for work with the Shire.

Employees are to ensure the application of a Regional Price Preference is clearly identified within tender documents to which the preference is to be applied and that this policy be available to businesses as part of the tender process.
Examples of Application

1. The following three tenders, to supply goods or services, are received by a local government that has chosen a 10% rate of price preference.
   - Tender 1 is from a regional tenderer (as defined by the Council in its policy).
   - Tender 2 is from a metropolitan based firm and uses goods and services sourced from the metropolitan area.
   - Tender 3 is from a metropolitan based firm but uses $60,000 worth of goods and services sourced from the region defined in the local government’s regional price preference policy.

<table>
<thead>
<tr>
<th>Tender Received</th>
<th>Tendered Price</th>
<th>Price Reduction</th>
<th>Adjusted price for evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender 1</td>
<td>$150,000</td>
<td>$15,000 (10% of $150,000)</td>
<td>$135,000 ($150,000 less $15,000)</td>
</tr>
<tr>
<td>Tender 2</td>
<td>$145,000</td>
<td>No preference available</td>
<td>$145,000</td>
</tr>
<tr>
<td>Tender 3</td>
<td>$148,000</td>
<td>$6,000 (10% of $60,000)</td>
<td>$142,000 ($148,000 less $6,000)</td>
</tr>
</tbody>
</table>

As shown in the table above, Tender 1 (Regional Tenderer) is the most cost effective once the price preference has been applied.

1. This example determines how the maximum price reduction is applied in accordance with this policy.

   The following two tenders, to supply construction (building) services, are received by a local government that has chosen a 5% rate of price preference.
   - Tender 1 is from a regional tenderer
   - Tender 2 is from a metropolitan based firm that sources materials from the metropolitan area

<table>
<thead>
<tr>
<th>Tender Received</th>
<th>Tendered Price</th>
<th>Price Reduction</th>
<th>Adjusted price for evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender 1</td>
<td>$1,500,000</td>
<td>5% of $1,500,000 = $75,000. Maximum price reduction limited to $50,000.</td>
<td>$1,450,000 ($1,500,000 less $50,000)</td>
</tr>
<tr>
<td>Tender 2</td>
<td>$1,445,000</td>
<td>No preference available</td>
<td>$1,445,000</td>
</tr>
</tbody>
</table>

As shown in the table above, Tender 2 is the most cost effective once the price preference has been applied.

Note: price is only one criteria used to determine a successful tenderer, however the adjusted price, following the application of any preference, shall be used when evaluating tender criteria.
Item: 12.3.4

Financial Services Report - March 2020

Author/s           Beth O'Callaghan  Manager Financial Services
Authorisor/s       Shane Burge      Director Corporate Resources

File Ref: D20/7733

Attachments

Officer's Recommendation
That the report entitled Monthly Financial Management Report (incorporating the Statement of Financial Activity) for the month of March 2020 as attached be received.

Voting Requirement  Simple Majority
SHIRE OF ESPERANCE

MONTHLY FINANCIAL MANAGEMENT REPORTS

(Incorporating Statement of Financial Activity)

MARCH 2020

CORPORATE RESOURCES
CONTENTS – Monthly Financial Report

1. Compilation Report .......................................................... 1-2
2. Statement of Financial Activity (Reporting Program) ................. 3
3. Statement of Financial Activity (Nature of Type) ....................... 4
5. Statement of Financial Position (Balance Sheet) ..................... 6
6. Net Current Assets .............................................................. 7
7. Variances to Statement of Financial Activity ......................... 8-11
8. Budget Amendments ......................................................... 12
9. Receivables Status ............................................................ 13
10. Investments ................................................................. 14
11. Graphical Budget Snapshots & Liquidity .............................. 15-16
12. Rates Collection Progress Report & Graph .......................... 17
13. Trust Fund Report ........................................................... 18
14. Payment of Accounts Listing (Paid under delegated authority) .... 19
Compilation Report

MANAGER FINANCIAL SERVICES
COMPILATION REPORT

<table>
<thead>
<tr>
<th>MEETING DATE</th>
<th>: 28th April 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNTING PERIOD</td>
<td>: The period ended 31st March 2020</td>
</tr>
<tr>
<td>COMPILATION DATE</td>
<td>: 14th April 2020</td>
</tr>
<tr>
<td>CONTENTS</td>
<td>: Monthly Financial Report</td>
</tr>
</tbody>
</table>

OVERVIEW
(Source: Summary of Reporting Programs page 2:1 and graphical progressive snapshot/Liquidity graph.)

The Statement of Financial Activity by reporting program is presented on page 3 and shows a surplus as at 31 March of $13,414,706.

Rates Collected

Rates collected at the end of March were 94.13%; this is presented on page 17. At the same time last year, rates collected were 91.71%.

Budget Review

The budget review was adopted at the OCM in March. This has been forwarded to the Department of Local Government, Sport and Cultural Industries, it has also been uploaded to Authority and BIS.

Fringe Benefits Tax (FBT)

The FBT financial year ended at 31 March 2020. Manager Financial Services and the Assistant Accountant attended the annual FBT seminar in Perth during March.

This seminar provides the software to prepare the annual FBT return and up to date legislation regarding fringe benefits tax.
Compilation Report

**Working Capital (Note 1- page 7)**

The Council is solvent and I do not consider there any other matters of liquidity that I would bring to Council’s attention.

Current surplus at the end of March is $13,414,706. The surplus is shown on the bottom of the Statement of Financial Activity on page 3 and also on the bottom of Composition of Net Current Funding Position on page 7. It represents our ability to meet the short-term demands of our suppliers.

Unrestricted cash at bank is $11,886,089 and this is shown on page 7. Reserve balance is $28,800,058.

Tamsen Kirby
Assistant Accountant
### STATEMENT OF FINANCIAL ACTIVITY

**BY REPORTING PROGRAM**

For the Period Ended 1 July 2019 to 31 March 2020

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>2019/2020 Budget (A)</th>
<th>YTD Budget (B)</th>
<th>YTD Actuals (C)</th>
<th>Amount $(C-B)</th>
<th>% (C/B)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03 - General Purpose Funding</td>
<td>(27,096,216)</td>
<td>(25,783,821)</td>
<td>(26,528,055)</td>
<td>(744,224)</td>
<td>103</td>
</tr>
<tr>
<td>04 - Governance</td>
<td>(382,056)</td>
<td>(384,743)</td>
<td>(357,047)</td>
<td>27,696</td>
<td>93</td>
</tr>
<tr>
<td>05 - Law, Order &amp; Public Safety</td>
<td>(1,368,342)</td>
<td>(860,225)</td>
<td>(570,776)</td>
<td>299,763</td>
<td>66</td>
</tr>
<tr>
<td>07 - Health</td>
<td>(61,224)</td>
<td>(45,041)</td>
<td>(50,593)</td>
<td>(4,447)</td>
<td>110</td>
</tr>
<tr>
<td>08 - Education &amp; Welfare</td>
<td>(5,022,435)</td>
<td>(5,790,901)</td>
<td>(3,627,817)</td>
<td>1,653,304</td>
<td>95</td>
</tr>
<tr>
<td>09 - Community Amenities</td>
<td>(4,727,266)</td>
<td>(4,187,175)</td>
<td>(4,267,404)</td>
<td>(110,229)</td>
<td>103</td>
</tr>
<tr>
<td>11 - Recreation &amp; Culture</td>
<td>(4,566,677)</td>
<td>(4,504,922)</td>
<td>(4,189,527)</td>
<td>16,385</td>
<td>99</td>
</tr>
<tr>
<td>12 - Transport</td>
<td>(1,777,065)</td>
<td>(1,032,583)</td>
<td>(919,047)</td>
<td>101,166</td>
<td>90</td>
</tr>
<tr>
<td>13 - Economic Services</td>
<td>(2,333,869)</td>
<td>(2,146,609)</td>
<td>(2,117,016)</td>
<td>28,784</td>
<td>90</td>
</tr>
<tr>
<td>14 - Other Property &amp; Services</td>
<td>(778,310)</td>
<td>(335,369)</td>
<td>(328,333)</td>
<td>7,036</td>
<td>98</td>
</tr>
<tr>
<td><strong>Income Total</strong></td>
<td>(48,703,455)</td>
<td>(40,051,176)</td>
<td>(40,256,012)</td>
<td>(225,856)</td>
<td></td>
</tr>
<tr>
<td><strong>Expenditure</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03 - General Purpose Funding</td>
<td>400,119</td>
<td>312,548</td>
<td>276,622</td>
<td>(96,606)</td>
<td>30</td>
</tr>
<tr>
<td>04 - Governance</td>
<td>2,371,585</td>
<td>1,858,251</td>
<td>1,726,344</td>
<td>(131,907)</td>
<td>9</td>
</tr>
<tr>
<td>05 - Law, Order &amp; Public Safety</td>
<td>2,029,180</td>
<td>1,554,463</td>
<td>1,618,662</td>
<td>164,198</td>
<td>104</td>
</tr>
<tr>
<td>07 - Health</td>
<td>426,454</td>
<td>322,307</td>
<td>295,150</td>
<td>(36,117)</td>
<td>10</td>
</tr>
<tr>
<td>08 - Education &amp; Welfare</td>
<td>5,485,608</td>
<td>4,032,635</td>
<td>3,173,024</td>
<td>(859,611)</td>
<td>79</td>
</tr>
<tr>
<td>10 - Community Amenities</td>
<td>4,944,233</td>
<td>3,604,513</td>
<td>3,384,564</td>
<td>(219,949)</td>
<td>94</td>
</tr>
<tr>
<td>11 - Recreation &amp; Culture</td>
<td>13,186,138</td>
<td>9,970,541</td>
<td>8,632,652</td>
<td>(1,337,889)</td>
<td>87</td>
</tr>
<tr>
<td>12 - Transport</td>
<td>17,325,970</td>
<td>12,954,659</td>
<td>12,060,203</td>
<td>(894,456)</td>
<td>93</td>
</tr>
<tr>
<td>13 - Economic Services</td>
<td>4,322,760</td>
<td>3,322,997</td>
<td>2,384,263</td>
<td>(1,138,734)</td>
<td>68</td>
</tr>
<tr>
<td>14 - Other Property &amp; Services</td>
<td>990,395</td>
<td>855,964</td>
<td>662,902</td>
<td>(202,063)</td>
<td>76</td>
</tr>
<tr>
<td><strong>Expenditure Total</strong></td>
<td>51,495,554</td>
<td>39,026,609</td>
<td>34,104,766</td>
<td>(4,921,843)</td>
<td></td>
</tr>
<tr>
<td><strong>Capital</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04 - Governance</td>
<td>(166,100)</td>
<td>(67,500)</td>
<td>(13,636)</td>
<td>53,864</td>
<td>20</td>
</tr>
<tr>
<td>05 - Law, Order &amp; Public Safety</td>
<td>(1,341,620)</td>
<td>(15,450)</td>
<td>(15,450)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>09 - Education &amp; Welfare</td>
<td>(900,480)</td>
<td>(47,012)</td>
<td>(47,012)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>10 - Community Amenities</td>
<td>(764,400)</td>
<td>(7,002)</td>
<td>0</td>
<td>7,000</td>
<td>0</td>
</tr>
<tr>
<td>11 - Recreation &amp; Culture</td>
<td>(17,517,458)</td>
<td>(4,400,691)</td>
<td>(3,913,893)</td>
<td>1,117,763</td>
<td>75</td>
</tr>
<tr>
<td>12 - Transport</td>
<td>(5,984,558)</td>
<td>(6,314,864)</td>
<td>(5,773,320)</td>
<td>(541,544)</td>
<td>87</td>
</tr>
<tr>
<td>13 - Economic Services</td>
<td>(500,000)</td>
<td>(500,000)</td>
<td>(500,000)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>14 - Other Property &amp; Services</td>
<td>(1,461,672)</td>
<td>(365,078)</td>
<td>(610,403)</td>
<td>(254,215)</td>
<td>133</td>
</tr>
<tr>
<td><strong>Income Total</strong></td>
<td>(22,165,854)</td>
<td>(9,766,107)</td>
<td>(6,177,089)</td>
<td>1,951,869</td>
<td></td>
</tr>
<tr>
<td><strong>Expenditure</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04 - Governance</td>
<td>423,310</td>
<td>423,310</td>
<td>131,710</td>
<td>(291,600)</td>
<td>31</td>
</tr>
<tr>
<td>05 - Law, Order &amp; Public Safety</td>
<td>2,133,841</td>
<td>1,332,836</td>
<td>691,784</td>
<td>(641,652)</td>
<td>91</td>
</tr>
<tr>
<td>09 - Education &amp; Welfare</td>
<td>660,480</td>
<td>49,719</td>
<td>72,308</td>
<td>28,494</td>
<td>190</td>
</tr>
<tr>
<td>10 - Community Amenities</td>
<td>760,500</td>
<td>160,500</td>
<td>72,958</td>
<td>(87,542)</td>
<td>45</td>
</tr>
<tr>
<td>11 - Recreation &amp; Culture</td>
<td>19,012,825</td>
<td>6,626,705</td>
<td>6,270,383</td>
<td>(3,356,322)</td>
<td>73</td>
</tr>
<tr>
<td>12 - Transport</td>
<td>18,088,802</td>
<td>14,940,917</td>
<td>9,740,816</td>
<td>(4,000,101)</td>
<td>67</td>
</tr>
<tr>
<td>13 - Economic Services</td>
<td>25,154</td>
<td>16,154</td>
<td>16,154</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>14 - Other Property &amp; Services</td>
<td>959,477</td>
<td>94,059</td>
<td>85,943</td>
<td>(7,116)</td>
<td>91</td>
</tr>
<tr>
<td>15 - Funds Transfer</td>
<td>3,739,046</td>
<td>0</td>
<td>259,218</td>
<td>259,218</td>
<td></td>
</tr>
<tr>
<td><strong>Expenditure Total</strong></td>
<td>45,789,829</td>
<td>26,243,296</td>
<td>17,325,220</td>
<td>(7,984,536)</td>
<td></td>
</tr>
<tr>
<td><strong>Capital Total</strong></td>
<td>17,619,971</td>
<td>15,475,149</td>
<td>9,148,131</td>
<td>(6,327,018)</td>
<td></td>
</tr>
<tr>
<td><strong>Total- Operating &amp; Capital</strong></td>
<td>20,412,172</td>
<td>14,472,482</td>
<td>3,066,865</td>
<td>(11,385,837)</td>
<td></td>
</tr>
<tr>
<td>a) Asset Depreciation Charges</td>
<td>(16,342,600)</td>
<td>(12,278,694)</td>
<td>(12,283,338)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>b) Loss on Sale of Assets</td>
<td>(771,083)</td>
<td>(771,083)</td>
<td>(670,876)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>c) Profit on Sale of Assets</td>
<td>344,711</td>
<td>16,683</td>
<td>1,649</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>d) Provision and Accruals</td>
<td>(184,000)</td>
<td>(132,647)</td>
<td>(7,813)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>e) Movement of Non-Current Receivable</td>
<td>0</td>
<td>0</td>
<td>(18,615)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Less Surplus / (Deficit) BPwD</td>
<td>3,514,599</td>
<td>3,514,599</td>
<td>3,514,599</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Surplus/(Deficit)</strong></td>
<td>55,398</td>
<td>2,197,805</td>
<td>13,414,706</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
## STATEMENT OF FINANCIAL ACTIVITY

**BY NATURE or TYPE**

For the Period Ended 1 July 2019 to 31 March 2020

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>2019/2020 Budget (A)</th>
<th>YTD Budget (B)</th>
<th>YTD Actuals (C)</th>
<th>Variance Amount $ (C-B)</th>
<th>% (C/B)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fees &amp; Charges</td>
<td>(9,34,266)</td>
<td>(7,340,206)</td>
<td>(7,298,006)</td>
<td>41,299</td>
<td>0.62</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>(820,850)</td>
<td>(563,072)</td>
<td>(541,670)</td>
<td>40,393</td>
<td>0.78</td>
</tr>
<tr>
<td>Operating Grants &amp; Subsidies</td>
<td>(5,708,969)</td>
<td>(4,862,730)</td>
<td>(5,006,573)</td>
<td>(52,843)</td>
<td>0.84</td>
</tr>
<tr>
<td>Profit on Asset Disposals</td>
<td>(344,711)</td>
<td>(26,683)</td>
<td>(1,645)</td>
<td>25,034</td>
<td>9.59</td>
</tr>
<tr>
<td>Rates</td>
<td>(21,278,859)</td>
<td>(20,477,808)</td>
<td>(21,273,953)</td>
<td>(795,147)</td>
<td>0.57</td>
</tr>
<tr>
<td>Reimbursements</td>
<td>(1,366,769)</td>
<td>(910,770)</td>
<td>(932,688)</td>
<td>77,788</td>
<td>8.41</td>
</tr>
<tr>
<td>Contributions &amp; Donations, Operating</td>
<td>(1,882,428)</td>
<td>(1,090,507)</td>
<td>(958,937)</td>
<td>433,640</td>
<td>40.40</td>
</tr>
<tr>
<td>Reserve Transfers into Mun</td>
<td>(7,025,714)</td>
<td>(4,069,597)</td>
<td>(4,069,597)</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Income Total</strong></td>
<td>(48,763,483)</td>
<td>(40,031,176)</td>
<td>(40,256,012)</td>
<td>(224,836)</td>
<td>0.56</td>
</tr>
<tr>
<td>Expenditure</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allocations</td>
<td>(912,200)</td>
<td>(480,951)</td>
<td>(530,000)</td>
<td>(43,040)</td>
<td>8.62</td>
</tr>
<tr>
<td>Depreciation</td>
<td>16,342,580</td>
<td>12,270,694</td>
<td>12,283,338</td>
<td>4,644</td>
<td>0.04</td>
</tr>
<tr>
<td>Insurance</td>
<td>608,800</td>
<td>608,800</td>
<td>605,214</td>
<td>(3,586)</td>
<td>0.62</td>
</tr>
<tr>
<td>Interest Expense</td>
<td>96,857</td>
<td>86,792</td>
<td>54,855</td>
<td>(4,097)</td>
<td>0.61</td>
</tr>
<tr>
<td>Loss on Asset Disposals</td>
<td>771,030</td>
<td>771,030</td>
<td>678,870</td>
<td>(92,154)</td>
<td>12.68</td>
</tr>
<tr>
<td>Material &amp; Contracts</td>
<td>15,855,477</td>
<td>11,097,239</td>
<td>8,373,711</td>
<td>(3,523,526)</td>
<td>29.81</td>
</tr>
<tr>
<td>Other Expenditure</td>
<td>561,339</td>
<td>350,090</td>
<td>371,456</td>
<td>21,360</td>
<td>6.06</td>
</tr>
<tr>
<td>Utility Charges</td>
<td>1,115,044</td>
<td>832,698</td>
<td>819,580</td>
<td>(13,110)</td>
<td>1.61</td>
</tr>
<tr>
<td>Employment Expenses</td>
<td>16,697,257</td>
<td>12,051,053</td>
<td>11,476,738</td>
<td>(1,174,312)</td>
<td>9.65</td>
</tr>
<tr>
<td><strong>Expenditure Total</strong></td>
<td>51,495,854</td>
<td>39,028,509</td>
<td>34,194,766</td>
<td>(4,833,743)</td>
<td>0.74</td>
</tr>
<tr>
<td><strong>Total - Operating</strong></td>
<td>2,792,201</td>
<td>(1,062,867)</td>
<td>(6,081,248)</td>
<td>(5,058,797)</td>
<td>0.86</td>
</tr>
<tr>
<td>Capital</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Operating Grants &amp; Subsidies</td>
<td>(13,268,046)</td>
<td>(5,084,458)</td>
<td>(3,742,333)</td>
<td>1,322,125</td>
<td>47.37</td>
</tr>
<tr>
<td>Reimbursements</td>
<td>(60,000)</td>
<td>(60,000)</td>
<td>(42,750)</td>
<td>17,250</td>
<td>0.29</td>
</tr>
<tr>
<td>Reserve Transfers into Mun</td>
<td>(13,180,176)</td>
<td>(3,101,451)</td>
<td>(3,191,451)</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Proceeds from Disposals</td>
<td>(1,361,733)</td>
<td>(1,260,100)</td>
<td>(1,078,127)</td>
<td>181,973</td>
<td>14.51</td>
</tr>
<tr>
<td>Self Supporting Loan Principle Received</td>
<td>(150,459)</td>
<td>(133,649)</td>
<td>(138,979)</td>
<td>(5,331)</td>
<td>3.89</td>
</tr>
<tr>
<td>Non Operating Contributions &amp; Donations</td>
<td>(150,459)</td>
<td>(133,649)</td>
<td>(138,979)</td>
<td>(5,331)</td>
<td>3.89</td>
</tr>
<tr>
<td><strong>Income Total</strong></td>
<td>(28,168,884)</td>
<td>(9,768,107)</td>
<td>(8,777,090)</td>
<td>1,591,017</td>
<td>16.64</td>
</tr>
<tr>
<td>Expenditure</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material &amp; Contracts</td>
<td>34,479,910</td>
<td>19,020,016</td>
<td>12,534,330</td>
<td>(6,485,686)</td>
<td>33.98</td>
</tr>
<tr>
<td>Employment Expenses</td>
<td>3,479,757</td>
<td>2,584,857</td>
<td>2,328,464</td>
<td>(256,393)</td>
<td>9.94</td>
</tr>
<tr>
<td>Purchase of Assets</td>
<td>3,891,613</td>
<td>3,381,893</td>
<td>2,048,710</td>
<td>(1,333,183)</td>
<td>39.28</td>
</tr>
<tr>
<td>Repayment of Debentures</td>
<td>196,299</td>
<td>156,568</td>
<td>156,313</td>
<td>(255)</td>
<td>0.31</td>
</tr>
<tr>
<td>Reserve Transfers from Mun</td>
<td>3,739,040</td>
<td>0</td>
<td>259,218</td>
<td>259,218</td>
<td>14.39</td>
</tr>
<tr>
<td><strong>Expenditure Total</strong></td>
<td>45,785,929</td>
<td>25,543,256</td>
<td>17,328,220</td>
<td>(7,187,986)</td>
<td>0.32</td>
</tr>
<tr>
<td><strong>Total - Capital</strong></td>
<td>17,619,791</td>
<td>15,475,149</td>
<td>9,146,131</td>
<td>(6,372,018)</td>
<td>0.40</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>20,412,172</td>
<td>14,472,422</td>
<td>23,672,131</td>
<td>(9,180,997)</td>
<td>0.64</td>
</tr>
<tr>
<td>a) Asset Depreciation Charges</td>
<td>(18,342,560)</td>
<td>(12,271,684)</td>
<td>(12,283,336)</td>
<td>(6,051,650)</td>
<td>50.00</td>
</tr>
<tr>
<td>b) Loss on Sale of Assets</td>
<td>(771,030)</td>
<td>(771,030)</td>
<td>(878,870)</td>
<td>(107,840)</td>
<td>14.04</td>
</tr>
<tr>
<td>c) Profit on Sale of Assets</td>
<td>344,711</td>
<td>20,683</td>
<td>1,649</td>
<td>19,032</td>
<td>93.18</td>
</tr>
<tr>
<td>d) Provision and Accruals</td>
<td>(184,000)</td>
<td>(132,647)</td>
<td>(7,813)</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>e) Movement of Non-Current Receivable</td>
<td>0</td>
<td>0</td>
<td>(18,015)</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Less: Surplus / (Deficit) B/Fwd</td>
<td>3,514,599</td>
<td>3,514,599</td>
<td>3,514,599</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Surplus/(Deficit)</strong></td>
<td>55,306</td>
<td>2,187,805</td>
<td>13,414,706</td>
<td>0</td>
<td>0.00</td>
</tr>
</tbody>
</table>
### SHIRE OF ESPERANCE

**INCOME STATEMENT**

**Actuals for Month Ended 31 March 2020**

<table>
<thead>
<tr>
<th></th>
<th>2019-20 BUDGET $</th>
<th>2019-20 ACTUALS $</th>
<th>VARIANCE $</th>
<th>VARIANCE %</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fees &amp; Charges</td>
<td>(6,334,265)</td>
<td>(7,296,808)</td>
<td>(1,635,560)</td>
<td>82</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>(820,880)</td>
<td>(515,679)</td>
<td>(304,211)</td>
<td>63</td>
</tr>
<tr>
<td>Non-Operating Grants &amp; Subsidies</td>
<td>(13,289,046)</td>
<td>(3,742,333)</td>
<td>(9,546,713)</td>
<td>28</td>
</tr>
<tr>
<td>Operating Grants &amp; Subsidies</td>
<td>(6,708,986)</td>
<td>(5,005,273)</td>
<td>(1,703,423)</td>
<td>25</td>
</tr>
<tr>
<td>Profit on Asset Disposals</td>
<td>(344,711)</td>
<td>(1,646)</td>
<td>(333,065)</td>
<td>0</td>
</tr>
<tr>
<td>Rates</td>
<td>(21,279,569)</td>
<td>(21,273,952)</td>
<td>(5,617)</td>
<td>100</td>
</tr>
<tr>
<td>Reimbursements</td>
<td>(1,446,788)</td>
<td>(572,738)</td>
<td>(574,050)</td>
<td>61</td>
</tr>
<tr>
<td>Contributions &amp; Donations Operating</td>
<td>(1,502,428)</td>
<td>(586,667)</td>
<td>(916,761)</td>
<td>41</td>
</tr>
<tr>
<td>Non Operating Contributions &amp; Donations</td>
<td>(88,440)</td>
<td>(13,440)</td>
<td>(75,000)</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total Operating Revenue</strong></td>
<td><strong>(84,615,224)</strong></td>
<td><strong>(39,384,838)</strong></td>
<td><strong>(45,230,386)</strong></td>
<td><strong>72</strong></td>
</tr>
<tr>
<td>Allocations</td>
<td>(612,800)</td>
<td>(630,000)</td>
<td>(17,200)</td>
<td>66</td>
</tr>
<tr>
<td>Depreciation</td>
<td>16,342,560</td>
<td>12,283,338</td>
<td>4,059,222</td>
<td>76</td>
</tr>
<tr>
<td>Insurance</td>
<td>688,960</td>
<td>660,214</td>
<td>26,746</td>
<td>100</td>
</tr>
<tr>
<td>Interest Expense</td>
<td>96,987</td>
<td>94,655</td>
<td>2,332</td>
<td>57</td>
</tr>
<tr>
<td>Loss on Asset Disposals</td>
<td>771,030</td>
<td>678,876</td>
<td>92,154</td>
<td>88</td>
</tr>
<tr>
<td>Material &amp; Contracts</td>
<td>15,959,477</td>
<td>8,373,711</td>
<td>7,581,766</td>
<td>53</td>
</tr>
<tr>
<td>Other Expenditure</td>
<td>581,359</td>
<td>371,458</td>
<td>209,891</td>
<td>36</td>
</tr>
<tr>
<td>Utility Charges</td>
<td>1,115,044</td>
<td>819,080</td>
<td>295,964</td>
<td>74</td>
</tr>
<tr>
<td>Employment Expenses</td>
<td>16,657,267</td>
<td>11,476,736</td>
<td>5,180,531</td>
<td>66</td>
</tr>
<tr>
<td><strong>Total Operating Expense</strong></td>
<td><strong>51,485,654</strong></td>
<td><strong>34,194,768</strong></td>
<td><strong>17,290,886</strong></td>
<td><strong>66</strong></td>
</tr>
</tbody>
</table>

**CHANGE IN NET ASSETS RESULTING FROM OPERATIONS (SURPLUS)/DEFICIT**

<table>
<thead>
<tr>
<th></th>
<th>2019-20 BUDGET $</th>
<th>2019-20 ACTUALS $</th>
<th>VARIANCE $</th>
<th>VARIANCE %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(2,019,870)  (5,190,172)
# SHIRE OF ESPERANCE MUNICIPAL FUND

## Statement of Financial Position

**Month Ending 31 March 2020**

Compared to 30th June 2019

<table>
<thead>
<tr>
<th></th>
<th>31/03/2020</th>
<th>30/06/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and Cash Equivalents</td>
<td>40,686,147</td>
<td>40,923,369</td>
</tr>
<tr>
<td>Trade and Other Receivables</td>
<td>2,938,481</td>
<td>2,878,576</td>
</tr>
<tr>
<td>Inventories</td>
<td>386,527</td>
<td>384,525</td>
</tr>
<tr>
<td><strong>Current Assets Total</strong></td>
<td>44,011,155</td>
<td>44,186,470</td>
</tr>
</tbody>
</table>

| **Current Liabilities** |            |            |
| Trade and Other Payables | (372,938)  | (2,920,664) |
| Current Portion of Long Term Borrowings | (39,986)  | (196,298)  |
| Provisions              | (3,056,356) | (2,420,151) |
| Other                   | (172,094)  | (617,385)  |
| Trust                   | 0          | 0          |
| **Current Liabilities Total** | (3,641,374) | (8,154,478) |

| **Non Current Assets** |            |            |
| Other Receivables      | 1,074,362  | 1,062,976  |
| Inventories- Non Current | 5,523,228  | 5,523,228  |
| Property, Plant and Equipment | 95,044,028 | 91,627,889 |
| Infrastructure         | 401,906,231 | 402,511,372 |
| **Non Current Assets Total** | 503,607,848 | 500,755,465 |

| **Non Current Liabilities** |            |            |
| Long Term Borrowings     | (1,883,227) | (1,883,227) |
| Provisions- Non Current   | (5,677,156) | (5,677,157) |
| **Non Current Liabilities Total** | (7,360,384) | (7,360,384) |

| **Net Assets**           |            |            |
|                         | 536,617,246 | 531,427,073 |

| **Equity**               |            |            |
| Reserves- Cash Backed    | (28,800,058) | (36,371,897) |
| Revaluation Surplus      | (202,196,725) | (202,196,725) |
| Retained Surplus         | (305,620,463) | (292,858,451) |
| **Equity Total**         | (536,617,248) | (531,427,073) |
## SHIRE OF ESPERANCE

### COMPOSITION OF NET CURRENT FUNDING POSITION

**Month Ending 31 March 2020**

<table>
<thead>
<tr>
<th></th>
<th>31/03/2020</th>
<th>29/02/03</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash &amp; Cash Equivalents</td>
<td>11,886,089</td>
<td>12,805,526</td>
</tr>
<tr>
<td>Inventories</td>
<td>210,470</td>
<td>208,720</td>
</tr>
<tr>
<td>Trade &amp; Other Receivables</td>
<td>2,927,000</td>
<td>5,401,216</td>
</tr>
<tr>
<td><strong>Current Assets Total</strong></td>
<td><strong>15,023,560</strong></td>
<td><strong>18,415,463</strong></td>
</tr>
</tbody>
</table>

|                |            |          |
| **Current Liabilities** |            |          |
| Other            | (172,094)  | (157,477) |
| Provisions       | (1,063,821) | (1,060,429) |
| Trade & Other Payables | (372,038) | (591,809) |
| Trusts           | 0          | 0        |
| **Current Liabilities Total** | **(1,608,853)** | **(1,809,805)** |

|                |            |          |
| **Total**      | **13,414,706** | **16,605,658** |
Shire of Esperance  
For the Period Ended 31 March 2020

VARIANCES

Material Variances as per the Statement of Financial Activity:
Varriances are explained if equal or greater than $100,000 or 10% of the year to date budget amount - AASB 1031

<table>
<thead>
<tr>
<th>General Purpose Funding</th>
<th>Operating Income</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YTD Budget</td>
</tr>
<tr>
<td></td>
<td>25,783,831</td>
</tr>
</tbody>
</table>

Rates income is higher than budget year-to-date. Timing difference with the receipt of interest earnings and reimbursements.

<table>
<thead>
<tr>
<th>Law Order &amp; Public Safety</th>
<th>YTD Budget</th>
<th>YTD Actuals</th>
<th>Variance $</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>880,539</td>
<td>570,778</td>
<td>-288,763</td>
<td>66</td>
</tr>
</tbody>
</table>

Timing difference with Emergency Services Coordinator reimbursement. Estimated replacement of DFES fire truck has not occurred.

<table>
<thead>
<tr>
<th>Education &amp; Welfare</th>
<th>YTD Budget</th>
<th>YTD Actuals</th>
<th>Variance $</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3,790,921</td>
<td>3,527,617</td>
<td>-163,304</td>
<td>96</td>
</tr>
</tbody>
</table>

Timing difference with the receipt of Homecare's program income. Budgeted grant for Disability Access and Inclusion Plan (DAIP) not yet received.

<table>
<thead>
<tr>
<th>Community Amenities</th>
<th>YTD Budget</th>
<th>YTD Actuals</th>
<th>Variance $</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4,157,175</td>
<td>4,267,404</td>
<td>110,229</td>
<td>103</td>
</tr>
</tbody>
</table>

Commercial and recycling rubbish removal fees higher than budget YTD. This is partially offset by Planning Services development application fees less than budget YTD.

<table>
<thead>
<tr>
<th>Transport</th>
<th>YTD Budget</th>
<th>YTD Actuals</th>
<th>Variance $</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1,020,835</td>
<td>919,647</td>
<td>-101,188</td>
<td>90</td>
</tr>
</tbody>
</table>

Timing difference with aerodrome landing income and sale of Road Making Plant.
## Operating Expenditure

### General Purpose Funding

<table>
<thead>
<tr>
<th>YTD Budget</th>
<th>YTD Actuals</th>
<th>Variance $</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>312,548</td>
<td>275,622</td>
<td>-36,926</td>
<td>88</td>
</tr>
</tbody>
</table>

Timing difference for budgeted legal & debt collection expenses and overhead allocation.

### Governance

<table>
<thead>
<tr>
<th>YTD Budget</th>
<th>YTD Actuals</th>
<th>Variance $</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,858,251</td>
<td>1,726,344</td>
<td>-131,907</td>
<td>93</td>
</tr>
</tbody>
</table>

Timing difference with overhead allocations. Computer/IT costs remain under budget YTD.

### Health

<table>
<thead>
<tr>
<th>YTD Budget</th>
<th>YTD Actuals</th>
<th>Variance $</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>322,307</td>
<td>286,190</td>
<td>-36,117</td>
<td>89</td>
</tr>
</tbody>
</table>

Employee costs are less than budget YTD due to previous vacancy.

### Education & Welfare

<table>
<thead>
<tr>
<th>YTD Budget</th>
<th>YTD Actuals</th>
<th>Variance $</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>4,032,635</td>
<td>3,173,024</td>
<td>-859,611</td>
<td>79</td>
</tr>
</tbody>
</table>

Various Homecare expenses under budget.

### Community Amenities

<table>
<thead>
<tr>
<th>YTD Budget</th>
<th>YTD Actuals</th>
<th>Variance $</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>3,604,513</td>
<td>3,384,564</td>
<td>-219,949</td>
<td>94</td>
</tr>
</tbody>
</table>

Timing difference with Organics Project and collation of weed data. The construction waste crushing is yet to commence. Burial expenses continue to be lower than expected.

### Recreation & Culture

<table>
<thead>
<tr>
<th>YTD Budget</th>
<th>YTD Actuals</th>
<th>Variance $</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>9,970,541</td>
<td>8,632,652</td>
<td>-1,337,889</td>
<td>87</td>
</tr>
</tbody>
</table>

Timing differences with building maintenance for Civic Centre, BOILC, Museum Village and Parks maintenance. The Jetty deconstruction continues. Interpretation plan project for the Museum has not commenced yet.

### Transport

<table>
<thead>
<tr>
<th>YTD Budget</th>
<th>YTD Actuals</th>
<th>Variance $</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>12,994,699</td>
<td>12,060,263</td>
<td>-934,436</td>
<td>93</td>
</tr>
</tbody>
</table>

Roads maintenance program and Airport Landside building maintenance is under budget YTD.

### Economic Services

<table>
<thead>
<tr>
<th>YTD Budget</th>
<th>YTD Actuals</th>
<th>Variance $</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>3,522,997</td>
<td>2,384,263</td>
<td>-1,138,734</td>
<td>68</td>
</tr>
</tbody>
</table>

Wild Dog Control contractor expenses remain below budget YTD. Tourism strategy timing difference.

### Other Property & Services

<table>
<thead>
<tr>
<th>YTD Budget</th>
<th>YTD Actuals</th>
<th>Variance $</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>855,554</td>
<td>652,952</td>
<td>-202,602</td>
<td>76</td>
</tr>
</tbody>
</table>

Vehicle costs are under budget YTD. Timing differences with recovering overheads and public GIS project.
### Capital Income

<table>
<thead>
<tr>
<th>Governance</th>
<th>YTD Budget</th>
<th>YTD Actuals</th>
<th>Variance $</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proceeds on sale of motor vehicles</td>
<td>67,500</td>
<td>13,636</td>
<td>-53,864</td>
<td>20</td>
</tr>
</tbody>
</table>

Proceeds on sale of motor vehicles timing difference.

<table>
<thead>
<tr>
<th>Community Amenities</th>
<th>YTD Budget</th>
<th>YTD Actuals</th>
<th>Variance $</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sale of Waste Management plant has not occurred yet.</td>
<td>7,000</td>
<td>-</td>
<td>-7,000</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recreation &amp; Culture</th>
<th>YTD Budget</th>
<th>YTD Actuals</th>
<th>Variance $</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Grant for Indoor Sports Stadium not received as yet. Capital contributions for Adventureland Park playground and Condignup Niche wall timing difference.</td>
<td>4,430,991</td>
<td>3,313,569</td>
<td>-1,117,422</td>
<td>75</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transport</th>
<th>YTD Budget</th>
<th>YTD Actuals</th>
<th>Variance $</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timing difference with Roads and Streets capital income and proceeds on sale of road making plant.</td>
<td>4,314,564</td>
<td>3,773,322</td>
<td>-541,242</td>
<td>87</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Property &amp; Services</th>
<th>YTD Budget</th>
<th>YTD Actuals</th>
<th>Variance $</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sale of Flinders land occurred earlier than expected.</td>
<td>385,524</td>
<td>514,035</td>
<td>128,511</td>
<td>133</td>
</tr>
</tbody>
</table>
## Capital Expenditure

### Governance

<table>
<thead>
<tr>
<th>YTD Budget</th>
<th>YTD Actuals</th>
<th>Variance $</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>423,310</td>
<td>131,710</td>
<td>-291,600</td>
<td>31</td>
</tr>
</tbody>
</table>

Timing difference with purchase of IT equipment; IP phone system and motor vehicles for Executive and External Services.

### Law Order & Public Safety

<table>
<thead>
<tr>
<th>YTD Budget</th>
<th>YTD Actuals</th>
<th>Variance $</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,332,536</td>
<td>684,782</td>
<td>-647,754</td>
<td>51</td>
</tr>
</tbody>
</table>

Replacement of DFES fire trucks is unknown. New dog pound construction hasn’t commenced.

### Education & Welfare

<table>
<thead>
<tr>
<th>YTD Budget</th>
<th>YTD Actuals</th>
<th>Variance $</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>49,715</td>
<td>79,209</td>
<td>29,494</td>
<td>159</td>
</tr>
</tbody>
</table>

Timing difference with Homecare capital expenditure.

### Community Amenities

<table>
<thead>
<tr>
<th>YTD Budget</th>
<th>YTD Actuals</th>
<th>Variance $</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>160,900</td>
<td>72,958</td>
<td>-87,942</td>
<td>45</td>
</tr>
</tbody>
</table>

Timing difference with pump shed & equipment at Truck wash Facility and tablet for special waste data recording.

### Recreation & Culture

<table>
<thead>
<tr>
<th>YTD Budget</th>
<th>YTD Actuals</th>
<th>Variance $</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>8,626,705</td>
<td>6,270,583</td>
<td>-2,356,122</td>
<td>73</td>
</tr>
</tbody>
</table>

Expenditure is behind year to date budget for Public Open Space implementation; Condingle Niche Wall; Adventureland Playground; Public Open Space Irrigation; various Coastal projects; Sports Stadium; Scaddan Country Club extension and Noel White Pavilion upgrade. Works have not commenced on Velodrome upgrade, oval fencing and Cannery Sewer upgrade.

### Transport

<table>
<thead>
<tr>
<th>YTD Budget</th>
<th>YTD Actuals</th>
<th>Variance $</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>14,540,917</td>
<td>9,740,816</td>
<td>-4,800,101</td>
<td>67</td>
</tr>
</tbody>
</table>

Timing differences with the expenditure on Airport apron extension, road capital program and road making plant purchases.

### Economic Services

<table>
<thead>
<tr>
<th>YTD Budget</th>
<th>YTD Actuals</th>
<th>Variance $</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>15,164</td>
<td></td>
<td>-15,164</td>
<td>0</td>
</tr>
</tbody>
</table>

Purchase of Scaddan water tanks has not occurred.
### BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

<table>
<thead>
<tr>
<th>Account #</th>
<th>Description</th>
<th>Council Ref</th>
<th>Net Change</th>
<th>Amended Budget Running Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-4090-115-155</td>
<td>Fire Prevention Grants Subsidies and Contractors</td>
<td>C0819-158</td>
<td>30,000</td>
<td>0</td>
</tr>
<tr>
<td>W3377-500-511</td>
<td>Unallocated Crown Land Mitigation Works</td>
<td>C0819-158</td>
<td>(30,000)</td>
<td>0</td>
</tr>
<tr>
<td>01-4210-108-030</td>
<td>Shire Caravan Park - Income</td>
<td>C0819-178</td>
<td>249,300</td>
<td>249,300</td>
</tr>
<tr>
<td>01-4210-350</td>
<td>Shire Caravan Park - Additional Admin Expenses</td>
<td>C0819-176</td>
<td>(103,627)</td>
<td>145,673</td>
</tr>
<tr>
<td>01-4210-460</td>
<td>Shire Caravan Park - Additional Operations Expenses</td>
<td>C0819-176</td>
<td>(42,072)</td>
<td>103,641</td>
</tr>
<tr>
<td>01-4210-580</td>
<td>Shire Caravan Park - Additional Grounds Maintenance</td>
<td>C0819-176</td>
<td>(4,396)</td>
<td>99,305</td>
</tr>
<tr>
<td>W1810</td>
<td>Building Maintenance - Cannery Arts Centre</td>
<td></td>
<td>Reallocation</td>
<td>131,700</td>
</tr>
<tr>
<td>W3359</td>
<td>Building Maintenance - Cannery Arts Centre Gallery</td>
<td></td>
<td>Reallocation</td>
<td>22,700</td>
</tr>
<tr>
<td>W3350</td>
<td>Building Maintenance - Cannery Arts Centre Pottery Room</td>
<td></td>
<td>Reallocation</td>
<td>44,200</td>
</tr>
<tr>
<td>W3341</td>
<td>Building Maintenance - Cannery Arts Centre Music Room</td>
<td></td>
<td>Reallocation</td>
<td>33,800</td>
</tr>
<tr>
<td>W3342</td>
<td>Building Maintenance - Cannery Arts Centre Interpeace</td>
<td></td>
<td>Reallocation</td>
<td>18,500</td>
</tr>
<tr>
<td>W3343</td>
<td>Building Maintenance - Cannery Arts Centre Lookout</td>
<td></td>
<td>Reallocation</td>
<td>12,500</td>
</tr>
<tr>
<td>W3358-219-811</td>
<td>Gibson Road - Drainage</td>
<td>S1019-210</td>
<td>(278,400)</td>
<td>(729,193)</td>
</tr>
<tr>
<td>W2679-802-760</td>
<td>Roads to Recovery Income Holding Account</td>
<td>S1019-210</td>
<td>278,400</td>
<td>99,205</td>
</tr>
<tr>
<td>W3140-219-401</td>
<td>Tanker Jetty Replacement</td>
<td>S1019-203</td>
<td>(800,000)</td>
<td>(700,295)</td>
</tr>
<tr>
<td>01-7220-955-956</td>
<td>Priority Projects Reserve</td>
<td>S1019-203</td>
<td>800,000</td>
<td>99,205</td>
</tr>
<tr>
<td>W3603-219-511</td>
<td>Gibson Dallyg Road Reconstruction</td>
<td>O1119-237</td>
<td>98,424</td>
<td>12,781</td>
</tr>
<tr>
<td>W3603-802-760</td>
<td>Gibson Dallyg Road Reconstruction</td>
<td>O1119-237</td>
<td>86,424</td>
<td>99,205</td>
</tr>
<tr>
<td>W3249-500-511</td>
<td>Mountain Bike Site Selection</td>
<td>O1219-278</td>
<td>20,000</td>
<td>79,205</td>
</tr>
<tr>
<td>W3256-219-511</td>
<td>Priority Projects Reserve</td>
<td>O1219-278</td>
<td>20,000</td>
<td>99,205</td>
</tr>
<tr>
<td>W3256-219-511</td>
<td>Dempster Head Reserve - Mountain bike study</td>
<td>O1120-008</td>
<td>20,000</td>
<td>113,205</td>
</tr>
<tr>
<td>01-3220-115-140</td>
<td>Communities Environment Program</td>
<td>O1200-008</td>
<td>20,000</td>
<td>99,205</td>
</tr>
<tr>
<td>01-3212-115-175</td>
<td>Regional Traineehip Grant - Horticulture traineehip</td>
<td>O1200-009</td>
<td>(30,000)</td>
<td>69,205</td>
</tr>
<tr>
<td>W1525-337-330</td>
<td>Parks Maintenance</td>
<td>O1200-009</td>
<td>30,000</td>
<td>99,205</td>
</tr>
<tr>
<td>W3346</td>
<td>Noel White Pavilion Development</td>
<td>O2200-061</td>
<td>(900,000)</td>
<td>(800,295)</td>
</tr>
<tr>
<td>01-7240-955-900</td>
<td>Building Maintenance Reserve</td>
<td>O2200-061</td>
<td>900,000</td>
<td>99,205</td>
</tr>
<tr>
<td>01-3240-105-030</td>
<td>Budget Review Amendments</td>
<td>(93,899)</td>
<td>5,306</td>
<td></td>
</tr>
<tr>
<td>01-3240-105-030</td>
<td>Indoor Sports Stadium Fees and Charges</td>
<td>O0320-078</td>
<td>50,000</td>
<td>65,306</td>
</tr>
</tbody>
</table>

**Amended Budget as per Council Resolution (1)**

(1) Budget Surplus/(Deficit) position as per the Statement of Financial Activity.
Shire of Esperance  
For the Period Ended 31 March 2020  

**RECEIVABLES STATUS**

<table>
<thead>
<tr>
<th>Category</th>
<th>Current</th>
<th>ATO</th>
<th>30 Days</th>
<th>60 Days</th>
<th>90 Days</th>
<th>90+ Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Receivables</td>
<td>218,369</td>
<td></td>
<td>84,229</td>
<td>22,173</td>
<td>7,879</td>
<td>83,312</td>
<td>415,963</td>
</tr>
<tr>
<td><strong>Category</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government Grants</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0 A</td>
<td></td>
</tr>
<tr>
<td>Contributions &amp; Reimbursements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$819 B</td>
<td></td>
</tr>
<tr>
<td>Loan Repayments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0 C</td>
<td></td>
</tr>
<tr>
<td>Fees and Charges</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$82,493 D</td>
<td></td>
</tr>
<tr>
<td>Private Works</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0 E</td>
<td></td>
</tr>
<tr>
<td>Proceeds Sale of Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0 F</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$83,312</strong></td>
<td></td>
</tr>
</tbody>
</table>

Amounts shown above include GST (where applicable)

**90+ Days Represented by:**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total (A)</strong></td>
<td><strong>$0</strong></td>
</tr>
<tr>
<td>B</td>
<td>$819</td>
</tr>
<tr>
<td><strong>Total (B)</strong></td>
<td><strong>$819</strong></td>
</tr>
<tr>
<td>C</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total (C)</strong></td>
<td><strong>$0</strong></td>
</tr>
<tr>
<td>D</td>
<td>$81,125</td>
</tr>
<tr>
<td></td>
<td>Liquidated damages BOILC PV Project</td>
</tr>
<tr>
<td></td>
<td>$371 Rent at Foreshore</td>
</tr>
<tr>
<td></td>
<td>$997 Rent at Museum Village</td>
</tr>
<tr>
<td><strong>Total (D)</strong></td>
<td><strong>$82,493</strong></td>
</tr>
<tr>
<td>E</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total (E)</strong></td>
<td><strong>$0</strong></td>
</tr>
<tr>
<td>F</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total (F)</strong></td>
<td><strong>$0</strong></td>
</tr>
</tbody>
</table>
Cash Investments as at 31 March 2020

Diversification of Investments

<table>
<thead>
<tr>
<th>Finance Institution</th>
<th>Amount</th>
<th>Rate</th>
<th>Term</th>
<th>Maturity</th>
<th>Type of Investment</th>
</tr>
</thead>
<tbody>
<tr>
<td>WBC</td>
<td>$8,700,000</td>
<td>1.59%</td>
<td>90</td>
<td>06-Apr-20</td>
<td>Term Deposit - Reserve</td>
</tr>
<tr>
<td>NAB</td>
<td>$8,500,000</td>
<td>1.60%</td>
<td>90</td>
<td>29-Apr-20</td>
<td>Term Deposit - Reserve</td>
</tr>
<tr>
<td>NAB</td>
<td>$8,000,000</td>
<td>1.60%</td>
<td>90</td>
<td>20-Apr-20</td>
<td>Term Deposit - Reserve</td>
</tr>
<tr>
<td>NAB</td>
<td>$5,000,000</td>
<td>1.60%</td>
<td>90</td>
<td>20-Apr-20</td>
<td>Term Deposit - Muni</td>
</tr>
<tr>
<td>CBA</td>
<td>$6,422,764</td>
<td>0.55%</td>
<td>N/A</td>
<td>N/A</td>
<td>Business Online Saver - Muni</td>
</tr>
<tr>
<td>CBA</td>
<td>$3,598,510</td>
<td>0.25%</td>
<td>N/A</td>
<td>N/A</td>
<td>Cash Management - Reserve</td>
</tr>
<tr>
<td>WA Treasury Corporation</td>
<td>$22,239</td>
<td>0.20%</td>
<td>N/A</td>
<td>N/A</td>
<td>OCDF - Supertowns</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$40,243,513</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Interest Earnings

<table>
<thead>
<tr>
<th></th>
<th>Budgeted Amount</th>
<th>YTD Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal</td>
<td>$206,000</td>
<td>131,243</td>
</tr>
<tr>
<td>Reserve</td>
<td>$622,473</td>
<td>240,734</td>
</tr>
</tbody>
</table>
Shire of Esperance
Liquidity - Surplus(Deficit)

The purpose of this graph is to trace the progressive values of the liquidity surplus(deficit) which shows on the "Summary of Reporting Programs" in each months financial report. The current year to date value is graphed against the immediate past year as a comparative.
OTHER REPORTS AND GRAPHS
SHIRE OF ESPERANCE

SUMMARY OF RATE, RUBBISH AND ESL CHARGE DEBTORS
AS AT 31ST MARCH 2020

Current Year (2019-20) Only
Rates Levied $25,171,223
Less Pensioner Rebates Granted -720,006
Less Discount Granted and Adjustments -325
Total Current Year $24,450,892

Previous Years
Arrears at 1st July 2018 $285,139
Prepayments as at 1st July 2018 -939,952
Pensioner Deferred Rates at 1st July 2018 114,000
Total Arrears as at 1st July 2018 -540,813
Penalty Interest charged to Overdue 40,577
Receipts for Current Rates -23,298,851
Prepayments -179,184
Total Collections -23,478,035

Total Current and Arrears Outstanding 472,621

Add Prepayment of Rates 1,119,136
Less Pensioner Deferred Rates -94,782
Net Rates Collectable 1,496,975

% Collected 94.13%
SHIRE OF ESPERANCE
TRUST FUNDS
as at 31 March 2020

Funds held at balance date over which the Municipality has no control and which are not included in the financial statements are as follows:

<table>
<thead>
<tr>
<th>Details</th>
<th>Balance 30-Jun-2019</th>
<th>Balance 31-Mar-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town Planning Development Bonds</td>
<td>170</td>
<td>0</td>
</tr>
<tr>
<td>Contributions to Public Open Space</td>
<td>195,028</td>
<td>196,216</td>
</tr>
<tr>
<td>Other</td>
<td>99,593</td>
<td>593</td>
</tr>
<tr>
<td>General Bonds</td>
<td>0</td>
<td>246</td>
</tr>
<tr>
<td>Council Nomination Deposits</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>294,791</strong></td>
<td><strong>197,055</strong></td>
</tr>
</tbody>
</table>
PAYMENT OF ACCOUNTS LISTING
(PAIRED UNDER DELEGATED AUTHORITY)
ORDINARY COUNCIL: AGENDA  
28 APRIL 2020  

SHIRE OF ESPERANCE  
THE ACCOUNTS REFERRED TO IN THE SCHEDULE AND SUMMARISED BELOW HAVE BEEN PAID  
FOR THE PERIOD ENDING 31ST MARCH 2020

MUNICIPAL FUND

CHEQUES
ACTUAL PAYMENTS: Cheques: 27336 - 27351 $100,265.09

EFT
ACTUAL PAYMENTS: Transaction No’s: E4165 - E4171 $5,344,558.80

CREDIT CARDS
ACTUAL PAYMENTS: Transactions: $12,275.52

PAID UNDER THE DELEGATED AUTHORITY TO CEO  
MUNICIPAL TOTAL: $5,457,099.41

ESTIMATE % LOCAL PAYMENTS (INCLUDING CREDIT CARDS) $ 4,413,776.73 80.88%

TRUST FUND

CHEQUES
ACTUAL PAYMENTS: Cheques : - $0.00

EFT
ACTUAL PAYMENTS: Transaction No’s: - $0.00

TRUST TOTAL: $0.00

TOTAL: $5,457,099.41
Shire of Esperance
List of accounts due by Council submitted to the Ordinary Council Meeting held on 28 April 2020 for confirmation in respect to accounts already paid.

Municipal Fund - Cheque Payments

<table>
<thead>
<tr>
<th>EFT Ref / Cheque No</th>
<th>Date</th>
<th>Creditor</th>
<th>Payee</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>C27336</td>
<td>11/03/20</td>
<td>140</td>
<td>Esperance Shire Staff Jackpot</td>
<td>Payroll deduction</td>
<td>$600.00</td>
</tr>
<tr>
<td>C27337</td>
<td>11/05/20</td>
<td></td>
<td>-</td>
<td>************ CANCELLED **********</td>
<td>$0.00</td>
</tr>
<tr>
<td>C27338</td>
<td>11/05/20</td>
<td></td>
<td>-</td>
<td>************ CANCELLED **********</td>
<td>$0.00</td>
</tr>
<tr>
<td>C27339</td>
<td>11/05/20</td>
<td></td>
<td>-</td>
<td>************ CANCELLED **********</td>
<td>$0.00</td>
</tr>
<tr>
<td>C27340</td>
<td>12/03/20</td>
<td>260</td>
<td>Horizon Power</td>
<td>Electricity charges</td>
<td>$68,460.97</td>
</tr>
<tr>
<td>C27341</td>
<td>12/03/20</td>
<td>290</td>
<td>Telstra</td>
<td>Telephone charges</td>
<td>$596.20</td>
</tr>
<tr>
<td>C27342</td>
<td>12/03/20</td>
<td>386</td>
<td>Shire of Esperance - Petty Cash</td>
<td>Petty cash recoup – Admin, Library, Civic Centre &amp; BOILC</td>
<td>$671.70</td>
</tr>
<tr>
<td>C27343</td>
<td>12/03/20</td>
<td>8041</td>
<td>Esperance Home Care - Petty Cash</td>
<td>Petty cash recoup – EHC</td>
<td>$171.40</td>
</tr>
<tr>
<td>C27344</td>
<td>11/05/20</td>
<td></td>
<td>-</td>
<td>************ CANCELLED **********</td>
<td>$0.00</td>
</tr>
<tr>
<td>C27345</td>
<td>26/03/20</td>
<td>260</td>
<td>Horizon Power</td>
<td>Electricity charges</td>
<td>$6,128.09</td>
</tr>
<tr>
<td>C27346</td>
<td>26/03/20</td>
<td>290</td>
<td>Telstra</td>
<td>Telephone charges</td>
<td>$13,200.72</td>
</tr>
<tr>
<td>C27347</td>
<td>26/03/20</td>
<td>386</td>
<td>Shire of Esperance - Petty Cash</td>
<td>Petty cash recoup – Museum, Library &amp; Admin</td>
<td>$252.05</td>
</tr>
<tr>
<td>C27348</td>
<td>11/05/20</td>
<td></td>
<td>-</td>
<td>************ CANCELLED **********</td>
<td>$0.00</td>
</tr>
<tr>
<td>C27349</td>
<td>11/05/20</td>
<td></td>
<td>-</td>
<td>************ CANCELLED **********</td>
<td>$0.00</td>
</tr>
<tr>
<td>C27350</td>
<td>26/03/20</td>
<td>392</td>
<td>Water Corporation</td>
<td>Water usage charges</td>
<td>$8,645.96</td>
</tr>
<tr>
<td>C27351</td>
<td>26/03/20</td>
<td>7198</td>
<td>R &amp; J E Verney</td>
<td>Crossover refund</td>
<td>$1,536.00</td>
</tr>
</tbody>
</table>

Total Creditor payments made by Cheque from Municipal Fund 100,265.09
Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 28 April 2020 for confirmation in respect to accounts already paid.

**Municipal Fund - EFT Payments**

<table>
<thead>
<tr>
<th>EFT Ref /Cheque No</th>
<th>Date</th>
<th>Creditor</th>
<th>Payee</th>
<th>Description</th>
<th>Tran Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>E4165</td>
<td>11/03/2020</td>
<td>33 Australian Services Union</td>
<td>Payroll deduction</td>
<td></td>
<td>$51.80</td>
</tr>
<tr>
<td>E4165</td>
<td>11/03/2020</td>
<td>144 Esperance Staff Social Club</td>
<td>Payroll deduction</td>
<td></td>
<td>$416.00</td>
</tr>
<tr>
<td>E4165</td>
<td>11/03/2020</td>
<td>154 LGRCEU</td>
<td>Payroll deduction</td>
<td></td>
<td>$123.00</td>
</tr>
<tr>
<td>E4165</td>
<td>11/03/2020</td>
<td>1963 Child Support Agency</td>
<td>Payroll deduction</td>
<td></td>
<td>$3,250.46</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>1 Australian Taxation Office</td>
<td>Payroll deduction</td>
<td></td>
<td>$131,605.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>62 Building And Construction Industry</td>
<td>BCITF 01/02/2020 - 29/02/2020</td>
<td></td>
<td>$3,931.68</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>126 Esperance Electrical Service</td>
<td>Electrical services</td>
<td></td>
<td>$467.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>536 Landgate</td>
<td>Mining tenements, Rural UVS and GRVs</td>
<td></td>
<td>$398.96</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>571 St John Ambulance Association in WA</td>
<td>First Aid &amp; CPR refresher training – First Aid Officers</td>
<td></td>
<td>$320.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>637 Concrete World</td>
<td>Manhole lids &amp; grate</td>
<td></td>
<td>$880.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>693 Condingley District Recreation</td>
<td>Mowing services October – December 2019</td>
<td></td>
<td>$2,976.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>797 Condingley P&amp;C Association</td>
<td>Community grant funding - Community Fair</td>
<td></td>
<td>$2,000.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>984 Thorp Realty Pty Ltd</td>
<td>Rent</td>
<td></td>
<td>$2,320.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>1045 Stewart &amp; Heaton Clothing Co Pty Ltd</td>
<td>Personal protective equipment - Scaddan BFB</td>
<td></td>
<td>$266.94</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>1125 Grass Patch Community Development</td>
<td>Community grants program</td>
<td></td>
<td>$2,000.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>1259 South East Petroleum</td>
<td>Fuel supplies</td>
<td></td>
<td>$1,308.18</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>1271 Department of Transport</td>
<td>Disclosure information - Electronic searches</td>
<td></td>
<td>$3.40</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>1301 Activ Foundation Inc</td>
<td>Shredding - Museum bin</td>
<td></td>
<td>$66.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>1315 Gibson Soak Water Co</td>
<td>Bottled water</td>
<td></td>
<td>$108.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>1330 The Cannery Arts Centre</td>
<td>Pottery classes for clients - EHC</td>
<td></td>
<td>$682.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>1381 Norm's Cabinets</td>
<td>Bench extension for wheelchair - EHC</td>
<td></td>
<td>$858.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>1400 Bayview Motel Esperance</td>
<td>Bookeye sales - Accommodation</td>
<td></td>
<td>$818.40</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>1550 Comfort Inn Bay of Isles</td>
<td>Bookeye sales - Accommodation</td>
<td></td>
<td>$131.12</td>
</tr>
</tbody>
</table>
### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 28 April 2020 for confirmation in respect to accounts already paid.

<table>
<thead>
<tr>
<th>EFT Ref / Cheque No</th>
<th>Date</th>
<th>Creditor</th>
<th>Payee</th>
<th>Description</th>
<th>Tran Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>1554 Esperance Lottery Centre &amp; Newsagency</td>
<td>Newspapers</td>
<td></td>
<td>$100.50</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>1695 Bay of Isles Mini-Excavators</td>
<td>Plant hire</td>
<td></td>
<td>$1,428.50</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>1903 Goldfields Air Services</td>
<td>Book easy sales - Tours</td>
<td></td>
<td>$338.80</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>2091 Sime Building Company Pty Ltd</td>
<td>Indoor Sports Stadium progress claim 11</td>
<td></td>
<td>$747,626.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>2113 Bankia Medical Centre</td>
<td>Pre-employment medicals &amp; drug &amp; alcohol screenings</td>
<td></td>
<td>$242.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>2269 Esperance Island View Apartments</td>
<td>Book easy sales - Accommodation</td>
<td></td>
<td>$656.48</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>2382 Griffis Electrical</td>
<td>Repairs to spa at BOILC</td>
<td></td>
<td>$112.20</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>2496 Professionals Esperance Real Estate</td>
<td>Rent</td>
<td></td>
<td>$3,760.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>2693 Worth Kerbing</td>
<td>Kerbing services</td>
<td></td>
<td>$6,587.90</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>3152 WA Rangers Association</td>
<td>Membership renewal - J Verbeant</td>
<td></td>
<td>$120.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>3227 Esperance Fire Services</td>
<td>Bi-annual fire equipment testing - Depot</td>
<td></td>
<td>$1,066.80</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>3280 Zurich Insurance</td>
<td>Insurance excess</td>
<td></td>
<td>$500.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>3478 Avis Car Hire</td>
<td>Car hire</td>
<td></td>
<td>$4,011.80</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>3484 Esperance Podiatry</td>
<td>Podiatry services - EHC</td>
<td></td>
<td>$1,275.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>3526 Southern Suspension &amp; 4 X 4 Centre</td>
<td>Parts &amp; equipment</td>
<td></td>
<td>$206.35</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>3533 Mike Henley Mechanical &amp; Fabrication</td>
<td>Service seasonal light tankers - Bushfire brigades</td>
<td></td>
<td>$2,433.08</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>3537 Esperance Turf &amp; Landscape</td>
<td>Tree planting - CBD</td>
<td></td>
<td>$1,092.96</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>3797 LED Esperance</td>
<td>Electrical supplies</td>
<td></td>
<td>$3,187.03</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>3832 D P Dohnt</td>
<td>Volunteer call out fee for EHC clients</td>
<td></td>
<td>$152.88</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>3952 M W Thompson</td>
<td>Carpentry work</td>
<td></td>
<td>$1,947.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>4311 R M &amp; W G Herbert</td>
<td>Preparation and painting - Museum Village</td>
<td></td>
<td>$6,549.40</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>4315 Australasian Performing Right</td>
<td>Background music license - Admin Building</td>
<td></td>
<td>$257.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>4618 JJ's Holiday Cottage</td>
<td>Book easy sales - Accommodation</td>
<td></td>
<td>$316.80</td>
</tr>
</tbody>
</table>
### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 28 April 2020 for confirmation in respect to accounts already paid.

<table>
<thead>
<tr>
<th>EFT Ref / Cheque No</th>
<th>Date</th>
<th>Creditor Description</th>
<th>Description</th>
<th>Tran Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>4891 South Coast Food Service</td>
<td>Consumables</td>
<td>$4,791.95</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>4909 H M &amp; T Jeaola</td>
<td>Neville Mulpaw team award donated to employee</td>
<td>$300.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>4989 Woolworths Group Limited</td>
<td>Consumables</td>
<td>$791.08</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>5042 Officeworks Business Direct</td>
<td>Sl/Stand desk &amp; freight - EHC</td>
<td>$338.95</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>5061 N. Tion Constructions</td>
<td>Carpentry works</td>
<td>$1,361.25</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>5157 Esperance Eco-Discovery Tours</td>
<td>Bookeasy sales - Tours</td>
<td>$352.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>5161 Pink Lake Tourist Park</td>
<td>Bookeasy sales - Accommodation</td>
<td>$1,234.64</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>5164 Esperance Beachfront Resort</td>
<td>Bookeasy sales - Accommodation</td>
<td>$343.20</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>5330 Allight Pty Ltd</td>
<td>2 x GF-P110-3-0996 Gerset - Esperance Airport &amp; Wylie Bay</td>
<td>$58,513.40</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>5419 D Crawford</td>
<td>Mowing services</td>
<td>$360.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>5444 Resce Australia Pty Ltd</td>
<td>Cylinder Rental charges</td>
<td>$19.99</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>5466 Horizon Power (Non Energy)</td>
<td>Return of bond for use of cat traps x3</td>
<td>$150.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>5604 Esperance Milk Supply</td>
<td>Milk - Admin &amp; Depot</td>
<td>$61.80</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>5622 Subway Esperance</td>
<td>Catering</td>
<td>$65.90</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>5731 Esperance Clearwater Motel Apartment</td>
<td>Accommodation - Consultant</td>
<td>$636.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>5796 Pink Lake IGA</td>
<td>Consumables - EHC &amp; Brigades</td>
<td>$1,779.22</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>5826 Conplant Pty Ltd</td>
<td>Air pro cleaner</td>
<td>$273.19</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>5841 B A O'Callaghan</td>
<td>Meals reimbursement - FBT Seminar</td>
<td>$74.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>5842 Tile &amp; Cupboard Shop</td>
<td>Tile supplies for Chaplin Street toilet</td>
<td>$2,713.10</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>5877 Castletown Chemist</td>
<td>Webster packs &amp; chemist materials - EHC</td>
<td>$114.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>5896 Toyota Financial Services</td>
<td>Lease payments</td>
<td>$996.15</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>6009 Mcleod Barristers &amp; Solicitors</td>
<td>Legal services</td>
<td>$9,026.92</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>6024 SeatAdvisor Pty Ltd</td>
<td>February ticket sales</td>
<td>$117.26</td>
</tr>
</tbody>
</table>
### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 28 April 2020 for confirmation in respect to accounts already paid.

#### Municipal Fund - EFT Payments

<table>
<thead>
<tr>
<th>EFT Ref / Cheque No</th>
<th>Date</th>
<th>Creditor</th>
<th>Payee</th>
<th>Description</th>
<th>Tran Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>6082 The Jetty Resort</td>
<td>Bookeasy sales - Accommodation</td>
<td>$210.32</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>6176 Market Creations Pty Ltd</td>
<td>Yeem Cloud Connect Backup monthly fee</td>
<td>$1,201.94</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>6221 PFD Food Services Pty Ltd</td>
<td>Consumables</td>
<td>$1,016.50</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>6317 W J &amp; I G Liddle</td>
<td>Bookeasy sales - Accommodation</td>
<td>$1,403.60</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>6423 Toll Transport Pty Ltd</td>
<td>Freight charges</td>
<td>$711.90</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>6495 MCM Protection Pty Ltd</td>
<td>Replace faulty sensor motor and cabling</td>
<td>$869.00</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>6552 Esperance Bld and Animal Park</td>
<td>Bookeasy sales - Accommodation</td>
<td>$255.20</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>6927 M Molloy</td>
<td>Travel allowance</td>
<td>$454.02</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>7046 GumTree Christian Fellowship</td>
<td>Bond for room for Clean Up Day in Nulsen</td>
<td>$222.00</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>7051 St John Ambulance Australia (WA)</td>
<td>First aid refresher training - J Hainsworth</td>
<td>$160.00</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>7438 Independence Australia</td>
<td>Personal care &amp; nursing items - EHC</td>
<td>$147.75</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>7460 Auscoinwest</td>
<td>Souvenir coin albums</td>
<td>$171.60</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>7471 G &amp; J Wilson Plumbing and Gas Service</td>
<td>Plumbing &amp; gas services</td>
<td>$11,595.07</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>7530 Terra Firma Tyres</td>
<td>Major tyre repair</td>
<td>$264.00</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>7652 A N Belworthy</td>
<td>Reimbursement - Advanced Diploma Building Surveying</td>
<td>$665.04</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>7684 Airyhemming Farmstay</td>
<td>Bookeasy sales - Accommodation</td>
<td>$440.00</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>7703 Tails Consultants</td>
<td>Professional services - Kirwan Road</td>
<td>$28,894.39</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>7715 TD Contractors Apl Removal</td>
<td>Ongoing groundwork at Adventureland Park</td>
<td>$9,200.87</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>7730 ACT Industrial Pty Ltd</td>
<td>Front lift recycling bins</td>
<td>$20,636.00</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>7797 Wicked Welding &amp; Fabrication Pty Ltd</td>
<td>Weld lug onto Christmas ball</td>
<td>$72.36</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>7848 Dempster Charm Cottge</td>
<td>Bookeasy sales - Accommodation</td>
<td>$422.40</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>8035 L A Alderman</td>
<td>Bookeasy sales - Accommodation</td>
<td>$607.20</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>8057 SB Hazelden &amp; SM Henning</td>
<td>Bookeasy sales - Accommodation</td>
<td>$343.20</td>
<td></td>
</tr>
</tbody>
</table>
## Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 28 April 2020 for confirmation in respect to accounts already paid.

### Municipal Fund - EFT Payments

<table>
<thead>
<tr>
<th>EFT Ref / Cheque No</th>
<th>Date</th>
<th>Creditor</th>
<th>Payee</th>
<th>Description</th>
<th>Tran Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>8117 FoxTel Cable Television Pty Limited</td>
<td>FoxTel contract - BOILC</td>
<td>$105.00</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>8185 Smartsensor Technologies Pty Ltd</td>
<td>Big Belly Bin parts</td>
<td>$271.20</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>8412 Esperance Cycle Club</td>
<td>Community grants program</td>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>8426 L K McEve</td>
<td>Trend Micro Maximum Security 2020 for computer - EBA</td>
<td>$669.95</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>8497 The Print Shop Bunbury</td>
<td>A3 posters - New Owner &amp; One Punch Wonder</td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>8520 Busy Blue Bus</td>
<td>Hire of mini bus December 2019 – February 2020</td>
<td>$3,220.00</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>8567 Precision Argonomics Australia Pty</td>
<td>Repair gopher - Tyre &amp; new battery - EHC</td>
<td>$695.00</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>8568 Browns Foods Operations Pty Limited</td>
<td>Dairy products - EHC</td>
<td>$235.73</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>8576 Transport Spares Australia Pty Ltd</td>
<td>Fuel filters &amp; 24v call</td>
<td>$210.66</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>8578 Pine and Safety WA Pty Ltd</td>
<td>Pelican torches – Quarry Road BFB</td>
<td>$367.36</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>8593 Pine Grove Holiday Park</td>
<td>Bookeasy sales - Accommodation</td>
<td>$100.32</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>8650 Rotary Club of Esperance Bay Inc.</td>
<td>Community grants program</td>
<td>$5,500.00</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>8887 Wayward Nation - Katherine Hayes</td>
<td>Tanker Jetty Stories</td>
<td>$1,604.63</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>8914 Cleanaway Pty Ltd</td>
<td>Rubbish &amp; recycling collections</td>
<td>$303.16</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>8930 A L &amp; K Zappelli</td>
<td>Rent</td>
<td>$740.00</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>8946 TenderLink.com</td>
<td>Tender services</td>
<td>$172.70</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>8959 Topsigns</td>
<td>Quarry Rd - Truck signage</td>
<td>$33.00</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>8972 Dunsch Cleaning Service Pty Ltd</td>
<td>Cleaning services</td>
<td>$17,997.23</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>8999 Kerr, Roslyn May</td>
<td>Rent</td>
<td>$550.00</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>9100 On Duty Diesel and Mechanical</td>
<td>Repairs</td>
<td>$1,972.30</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>9112 Esperance Outdoor Power Equipment</td>
<td>Sharpening hedger</td>
<td>$70.00</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>9117 Esperance Gas Distribution Company</td>
<td>Gas</td>
<td>$55.46</td>
<td></td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>9120 CS Legal</td>
<td>Debt collection</td>
<td>$593.00</td>
<td></td>
</tr>
</tbody>
</table>
**Shire of Esperance**

List of accounts due by Council submitted to the Ordinary Council Meeting held on 28 April 2020 for confirmation in respect to accounts already paid.

**Municipal Fund - EFT Payments**

<table>
<thead>
<tr>
<th>EFT Ref / Cheque No</th>
<th>Date</th>
<th>Creditor</th>
<th>Payee</th>
<th>Description</th>
<th>Tran Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>9126 Sara Hall T/fas Pink Lily Beauty Roo</td>
<td>Nail treatment - EHC</td>
<td></td>
<td>$65.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>9127 Unicare Health</td>
<td>Walkers, day chair &amp; bedside commode - EHC</td>
<td></td>
<td>$1,183.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>9138 Department of Biodiversity Conservation</td>
<td>Identification of 20 specimens &amp; dieback testing</td>
<td></td>
<td>$955.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>9147 Key Pest and Weed Control</td>
<td>Pest management</td>
<td></td>
<td>$275.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>9213 Greg Horan Construction Pty Ltd</td>
<td>Coomalbidgup Bushfire Shed payment 6 &amp; retention</td>
<td></td>
<td>$54,081.87</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>9232 Munglinup Roadhouse</td>
<td>Fuel</td>
<td></td>
<td>$200.62</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>9236 T Stewarts Engineering</td>
<td>Steel fabrication and repairs</td>
<td></td>
<td>$746.69</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>9300 Retail Display Direct</td>
<td>Rope barriers – Civic Centre</td>
<td></td>
<td>$544.60</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>9308 Florissons Home Furnishers</td>
<td>Fabricate &amp; install fire rated curtain - Civic Centre</td>
<td></td>
<td>$1,692.95</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>9330 Coastal Climate Choice Pty Ltd</td>
<td>Air conditioner servicing</td>
<td></td>
<td>$150.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>9414 Chadwick Mobile Auto Electrics</td>
<td>Repairs</td>
<td></td>
<td>$850.00</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>9439 Malia Financial Pty Limited</td>
<td>Lease - Gym equipment</td>
<td></td>
<td>$4,769.44</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>9451 The Choplin Black Butchers</td>
<td>Meat - EHC</td>
<td></td>
<td>$680.06</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>9477 Air Voice Supermarkets Pty Ltd</td>
<td>Consumables - EHC</td>
<td></td>
<td>$41.44</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>9486 Local Government Professionals</td>
<td>Performance Excellence Program exit fee</td>
<td></td>
<td>$6,706.90</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>9503 EcoValley Honey - Winton Hughes Wines</td>
<td>Consignment sales</td>
<td></td>
<td>$22.40</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>9531 Seas IT All Pty Ltd</td>
<td>Breathing apparatus fill &amp; Bookoasy sales - Tours</td>
<td></td>
<td>$2,005.80</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>9558 Mackenzie Electrical Services Pty Ltd</td>
<td>Electrical services</td>
<td></td>
<td>$2,284.30</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>9578 Department of Mines, Industry</td>
<td>Building services levies 01/02/2020 – 29/02/2020</td>
<td></td>
<td>$4,203.26</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>9639 Avon Waste</td>
<td>Rubbish &amp; recycling collections</td>
<td></td>
<td>$50,175.53</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>9641 Aussie Broadband Pty Ltd</td>
<td>Admin building broadband</td>
<td></td>
<td>$911.24</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>9645 TPG Network Pty Ltd</td>
<td>EVC Internet charges</td>
<td></td>
<td>$130.90</td>
</tr>
<tr>
<td>E4166</td>
<td>12/03/2020</td>
<td>9658 Kevin Paynton Consultancy</td>
<td>Coaching session</td>
<td></td>
<td>$150.00</td>
</tr>
</tbody>
</table>
Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 28 April 2020 for confirmation in respect to accounts already paid.

<table>
<thead>
<tr>
<th>EFT Ref / Cheque No</th>
<th>Date</th>
<th>Creditor</th>
<th>Payee</th>
<th>Description</th>
<th>Tran Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>E4166 12/03/2020</td>
<td>9674</td>
<td>Adventure Playgrounds Pty Ltd</td>
<td>Adventureland Park playground equipment</td>
<td>$120,923.00</td>
<td></td>
</tr>
<tr>
<td>E4166 12/03/2020</td>
<td>9676</td>
<td>Mega Phones</td>
<td>Care alarm, install &amp; monthly monitoring - EHC</td>
<td>$172.00</td>
<td></td>
</tr>
<tr>
<td>E4166 12/03/2020</td>
<td>9769</td>
<td>The Organic Mechanic Garden Service</td>
<td>Plants</td>
<td>$513.50</td>
<td></td>
</tr>
<tr>
<td>E4166 12/03/2020</td>
<td>9804</td>
<td>Wood &amp; Grieve Engineers Limited</td>
<td>Pink Lake Road Corridor Design</td>
<td>$7,700.00</td>
<td></td>
</tr>
<tr>
<td>E4166 12/03/2020</td>
<td>9838</td>
<td>Blue Haven Shell Studio Accommodation</td>
<td>Bookeasy sales - Accommodation</td>
<td>$510.40</td>
<td></td>
</tr>
<tr>
<td>E4166 12/03/2020</td>
<td>9895</td>
<td>J Appleby</td>
<td>Reimburse cost of pre-employment medical</td>
<td>$132.00</td>
<td></td>
</tr>
<tr>
<td>E4167 23/03/2020</td>
<td>241</td>
<td>Schmitt RB &amp; DP Bobcat &amp; Truck Hire</td>
<td>Hire of bobcat, truck &amp; grader</td>
<td>$6,785.35</td>
<td></td>
</tr>
<tr>
<td>E4167 23/03/2020</td>
<td>325</td>
<td>Eaton WJ &amp; V</td>
<td>Hire of earthmoving plant</td>
<td>$21,426.90</td>
<td></td>
</tr>
<tr>
<td>E4167 23/03/2020</td>
<td>1469</td>
<td>Beachwind Enterprises Pty Ltd</td>
<td>Hire of earthmoving plant</td>
<td>$159,675.45</td>
<td></td>
</tr>
<tr>
<td>E4167 23/03/2020</td>
<td>2679</td>
<td>Environmental Services (WA) Pty Ltd</td>
<td>Hire of street sweeper</td>
<td>$11,916.30</td>
<td></td>
</tr>
<tr>
<td>E4167 23/03/2020</td>
<td>2693</td>
<td>Worth Kerbing</td>
<td>Kerbing services</td>
<td>$4,257.00</td>
<td></td>
</tr>
<tr>
<td>E4167 23/03/2020</td>
<td>6014</td>
<td>Esperance Tree Lopping</td>
<td>Pruning and removal of trees and stumps</td>
<td>$11,275.00</td>
<td></td>
</tr>
<tr>
<td>E4167 23/03/2020</td>
<td>6636</td>
<td>Esperance Earthworks Pty Ltd</td>
<td>Hire of earthmoving plant</td>
<td>$187,019.25</td>
<td></td>
</tr>
<tr>
<td>E4167 23/03/2020</td>
<td>7522</td>
<td>Jacka Trenching and Fencing</td>
<td>Traffic control</td>
<td>$11,695.20</td>
<td></td>
</tr>
<tr>
<td>E4167 23/03/2020</td>
<td>8230</td>
<td>Ballanbyne Earthmoving</td>
<td>Contract labour</td>
<td>$67,299.67</td>
<td></td>
</tr>
<tr>
<td>E4167 23/03/2020</td>
<td>8317</td>
<td>Titan Contracting</td>
<td>Mowing services</td>
<td>$16,189.80</td>
<td></td>
</tr>
<tr>
<td>E4168 25/03/2020</td>
<td>26</td>
<td>Blackwoods Atkins</td>
<td>Parts &amp; equipment</td>
<td>$341.26</td>
<td></td>
</tr>
<tr>
<td>E4168 25/03/2020</td>
<td>47</td>
<td>BE Steam &amp; Co Pty Ltd</td>
<td>Reticulation supplies</td>
<td>$3,109.37</td>
<td></td>
</tr>
<tr>
<td>E4168 25/03/2020</td>
<td>63</td>
<td>Bunnings Ltd</td>
<td>Hardware</td>
<td>$20,561.61</td>
<td></td>
</tr>
<tr>
<td>E4168 25/03/2020</td>
<td>77</td>
<td>Cockburn Cement Limited</td>
<td>Cement &amp; pallet charges</td>
<td>$4,648.88</td>
<td></td>
</tr>
<tr>
<td>E4168 25/03/2020</td>
<td>112</td>
<td>Esperance Ag Services</td>
<td>Parts &amp; equipment</td>
<td>$2,577.48</td>
<td></td>
</tr>
<tr>
<td>E4168 25/03/2020</td>
<td>121</td>
<td>Esperance Communications</td>
<td>Communication equipment &amp; photocopier mainten ance</td>
<td>$8,627.38</td>
<td></td>
</tr>
<tr>
<td>E4168 25/03/2020</td>
<td>136</td>
<td>Powerplant Motorcycles</td>
<td>Equipment &amp; repairs</td>
<td>$115.40</td>
<td></td>
</tr>
</tbody>
</table>
# Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 28 April 2020 for confirmation in respect to accounts already paid.

## Municipal Fund - EFT Payments

<table>
<thead>
<tr>
<th>Trn Ref</th>
<th>Date</th>
<th>Creditor</th>
<th>Payee</th>
<th>Description</th>
<th>Tran Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>E4168</td>
<td>25/03/2020</td>
<td>281 Bluestone Distribution P/L</td>
<td>Steel supplies &amp; fabrication</td>
<td>$4,369.61</td>
<td></td>
</tr>
<tr>
<td>E4168</td>
<td>25/03/2020</td>
<td>287 Swan’s Veterinary Service</td>
<td>Veterinary services</td>
<td>$73.00</td>
<td></td>
</tr>
<tr>
<td>E4168</td>
<td>25/03/2020</td>
<td>323 Westrac Equipment Pty Ltd</td>
<td>Plant parts &amp; repairs</td>
<td>$3,221.10</td>
<td></td>
</tr>
<tr>
<td>E4168</td>
<td>25/03/2020</td>
<td>429 Esperance Camping World &amp; Workwear</td>
<td>Protective clothing</td>
<td>$500.25</td>
<td></td>
</tr>
<tr>
<td>E4168</td>
<td>25/03/2020</td>
<td>431 Asea Abloy Australia Pty Limited</td>
<td>Padlocks &amp; keys</td>
<td>$2,600.33</td>
<td></td>
</tr>
<tr>
<td>E4168</td>
<td>25/03/2020</td>
<td>440 Wesfarmers Kleenheat Gas Pty Ltd</td>
<td>Gas</td>
<td>$494.12</td>
<td></td>
</tr>
<tr>
<td>E4168</td>
<td>25/03/2020</td>
<td>662 Jason Signmakers</td>
<td>Signs</td>
<td>$274.56</td>
<td></td>
</tr>
<tr>
<td>E4168</td>
<td>25/03/2020</td>
<td>707 Haslams</td>
<td>Protective clothing &amp; uniforms</td>
<td>$5,984.69</td>
<td></td>
</tr>
<tr>
<td>E4168</td>
<td>25/03/2020</td>
<td>742 Esperance Rural Supplies</td>
<td>Hardware &amp; fence droppers</td>
<td>$2,663.03</td>
<td></td>
</tr>
<tr>
<td>E4168</td>
<td>25/03/2020</td>
<td>1259 South East Petroleum</td>
<td>Fuel supplies</td>
<td>$98,808.82</td>
<td></td>
</tr>
<tr>
<td>E4168</td>
<td>25/03/2020</td>
<td>1282 Sigma Chemicals</td>
<td>Pool chemicals &amp; equipment</td>
<td>$4,107.39</td>
<td></td>
</tr>
<tr>
<td>E4168</td>
<td>25/03/2020</td>
<td>1291 Sharpe Brothers Pty Ltd</td>
<td>Washed sand, mulch &amp; weighbridge usage</td>
<td>$2,229.40</td>
<td></td>
</tr>
<tr>
<td>E4168</td>
<td>25/03/2020</td>
<td>1307 Feature Paints</td>
<td>Paint supplies</td>
<td>$209.65</td>
<td></td>
</tr>
<tr>
<td>E4168</td>
<td>25/03/2020</td>
<td>1461 Kip &amp; Steve’s Mechanical Repairs</td>
<td>Repairs</td>
<td>$1,345.64</td>
<td></td>
</tr>
<tr>
<td>E4168</td>
<td>25/03/2020</td>
<td>1485 Freight Lines Group</td>
<td>Freight charges</td>
<td>$18,923.62</td>
<td></td>
</tr>
<tr>
<td>E4168</td>
<td>25/03/2020</td>
<td>1575 GPC Asia Pacific Pty Ltd/Repsco</td>
<td>Auto supplies</td>
<td>$355.38</td>
<td></td>
</tr>
<tr>
<td>E4168</td>
<td>25/03/2020</td>
<td>1905 Vinidex Pty Ltd</td>
<td>Pipe</td>
<td>$7,836.60</td>
<td></td>
</tr>
<tr>
<td>E4168</td>
<td>25/03/2020</td>
<td>1994 Beaurepairs</td>
<td>Tyres, tyres services &amp; repairs</td>
<td>$10,728.62</td>
<td></td>
</tr>
<tr>
<td>E4168</td>
<td>25/03/2020</td>
<td>2333 Winc Australia Pty Limited</td>
<td>Stationery, copy paper &amp; envelopes</td>
<td>$6,070.66</td>
<td></td>
</tr>
<tr>
<td>E4168</td>
<td>25/03/2020</td>
<td>2440 Staines Esperance</td>
<td>Parts</td>
<td>$4,244.66</td>
<td></td>
</tr>
<tr>
<td>E4168</td>
<td>25/03/2020</td>
<td>2469 Convex Hire</td>
<td>Hire of plant &amp; equipment</td>
<td>$6,081.20</td>
<td></td>
</tr>
<tr>
<td>E4168</td>
<td>25/03/2020</td>
<td>2765 Esperance Autos</td>
<td>Air cleaner</td>
<td>$107.72</td>
<td></td>
</tr>
<tr>
<td>E4168</td>
<td>25/03/2020</td>
<td>3834 Dicks Electronics</td>
<td>Batteries and solar equipment</td>
<td>$200.20</td>
<td></td>
</tr>
</tbody>
</table>
Shire of Esperance
List of accounts due by Council submitted to the Ordinary Council Meeting held on 28 April 2020 for confirmation in respect to accounts already paid.

### Municipal Fund - EFT Payments

<table>
<thead>
<tr>
<th>EFT Ref / Cheque No</th>
<th>Date</th>
<th>Creditor</th>
<th>Payee</th>
<th>Description</th>
<th>Tran Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>E4168 25/03/2020</td>
<td>3898</td>
<td>Tutt Bryant Equipment</td>
<td>Scraper bar, bolts and other parts</td>
<td>$4,793.73</td>
<td></td>
</tr>
<tr>
<td>E4168 25/03/2020</td>
<td>4210</td>
<td>Farm &amp; General EOPP</td>
<td>Parts &amp; equipment</td>
<td>$5,041.61</td>
<td></td>
</tr>
<tr>
<td>E4168 25/03/2020</td>
<td>4308</td>
<td>Esperance Motor Group</td>
<td>One 2019-20 Toyota Fortuner GX SUV 4x4 Auto</td>
<td>$45,320.60</td>
<td></td>
</tr>
<tr>
<td>E4168 25/03/2020</td>
<td>4556</td>
<td>Skipper Transport Parts</td>
<td>Parts</td>
<td>$693.04</td>
<td></td>
</tr>
<tr>
<td>E4168 25/03/2020</td>
<td>4647</td>
<td>Marketforce</td>
<td>Advertising</td>
<td>$4,355.20</td>
<td></td>
</tr>
<tr>
<td>E4168 25/03/2020</td>
<td>4975</td>
<td>A1 Roadlines Pty Ltd</td>
<td>Conversion kits &amp; controllers</td>
<td>$25,366.00</td>
<td></td>
</tr>
<tr>
<td>E4168 25/03/2020</td>
<td>5274</td>
<td>Davic Australia</td>
<td>Souvenirs - EVC</td>
<td>$1,244.98</td>
<td></td>
</tr>
<tr>
<td>E4168 25/03/2020</td>
<td>5449</td>
<td>Australian Grown</td>
<td>Stock for resale</td>
<td>$1,469.66</td>
<td></td>
</tr>
<tr>
<td>E4168 25/03/2020</td>
<td>5623</td>
<td>Esperance Windscreens</td>
<td>Windscreen services</td>
<td>$660.00</td>
<td></td>
</tr>
<tr>
<td>E4168 25/03/2020</td>
<td>6183</td>
<td>Kleen West</td>
<td>Hygiene &amp; cleaning products &amp; kitchen items</td>
<td>$2,422.37</td>
<td></td>
</tr>
<tr>
<td>E4168 25/03/2020</td>
<td>6478</td>
<td>South Coast Test And Tag</td>
<td>Test and tag electrical equipment</td>
<td>$1,155.00</td>
<td></td>
</tr>
<tr>
<td>E4168 25/03/2020</td>
<td>6711</td>
<td>David-Moss Corporation Pty Ltd</td>
<td>Hire of butt welder</td>
<td>$3,740.00</td>
<td></td>
</tr>
<tr>
<td>E4168 25/03/2020</td>
<td>6714</td>
<td>Holcom Pty Ltd</td>
<td>Aggregate &amp; kerb mix supplies</td>
<td>$7,356.57</td>
<td></td>
</tr>
<tr>
<td>E4168 25/03/2020</td>
<td>6873</td>
<td>WT Hydraulics</td>
<td>Parts &amp; repairs</td>
<td>$2,466.57</td>
<td></td>
</tr>
<tr>
<td>E4168 25/03/2020</td>
<td>7731</td>
<td>Daimler Trucks Perth</td>
<td>Exhaust</td>
<td>$1,432.62</td>
<td></td>
</tr>
<tr>
<td>E4168 25/03/2020</td>
<td>7738</td>
<td>Total Edyn Pty Ltd</td>
<td>Sandvik series 2000 tungsten grader tips</td>
<td>$3,399.00</td>
<td></td>
</tr>
<tr>
<td>E4168 25/03/2020</td>
<td>8267</td>
<td>Valvoline (Australia) Pty Ltd</td>
<td>Oil</td>
<td>$8,016.84</td>
<td></td>
</tr>
<tr>
<td>E4168 25/03/2020</td>
<td>8644</td>
<td>AM Wreckers Group Pty Ltd</td>
<td>Vehicle towing</td>
<td>$1,237.50</td>
<td></td>
</tr>
<tr>
<td>E4168 25/03/2020</td>
<td>8935</td>
<td>Esperance Laundry and Linen (The</td>
<td>Laundry services</td>
<td>$290.60</td>
<td></td>
</tr>
<tr>
<td>E4168 25/03/2020</td>
<td>8959</td>
<td>Topsigns</td>
<td>Signs</td>
<td>$1,047.20</td>
<td></td>
</tr>
<tr>
<td>E4168 25/03/2020</td>
<td>9006</td>
<td>Consign WA Pty Ltd</td>
<td>Signage requirements</td>
<td>$9,339.00</td>
<td></td>
</tr>
<tr>
<td>E4168 25/03/2020</td>
<td>9022</td>
<td>AFGRI Equipment Australia Pty Ltd</td>
<td>Repairs &amp; parts</td>
<td>$1,012.03</td>
<td></td>
</tr>
<tr>
<td>E4168 25/03/2020</td>
<td>9028</td>
<td>Terry White Chemmart Esperance</td>
<td>Chemist consumables - EHC</td>
<td>$585.50</td>
<td></td>
</tr>
</tbody>
</table>
# Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 28 April 2020 for confirmation in respect to accounts already paid.

## Municipal Fund - EFT Payments

<table>
<thead>
<tr>
<th>EFT Ref / Cheque No</th>
<th>Date</th>
<th>Creditor</th>
<th>Payee</th>
<th>Description</th>
<th>Tran Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>E4168</td>
<td>25/03/2020</td>
<td>9056 Bradshaws Pharmacy</td>
<td></td>
<td>Twinrix vaccine - B Jennings</td>
<td>$118.50</td>
</tr>
<tr>
<td>E4168</td>
<td>25/03/2020</td>
<td>9170 ThermoAir</td>
<td></td>
<td>Air conditioning services</td>
<td>$2,062.32</td>
</tr>
<tr>
<td>E4168</td>
<td>25/03/2020</td>
<td>9464 Air Filter Dry Clean Systems WA</td>
<td></td>
<td>Dry clean filters</td>
<td>$1,150.33</td>
</tr>
<tr>
<td>E4168</td>
<td>25/03/2020</td>
<td>9642 Delnorth Pty Ltd</td>
<td></td>
<td>Steel Flex guide posts</td>
<td>$23,270.50</td>
</tr>
<tr>
<td>E4168</td>
<td>25/03/2020</td>
<td>9646 Rural Press Ltd - Australian Community</td>
<td></td>
<td>Advertising &amp; stationery</td>
<td>$3,519.20</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>1 Australian Taxation Office</td>
<td></td>
<td>Payroll deduction</td>
<td>$134,125.00</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>73 CJD Equipment Pty Ltd</td>
<td></td>
<td>Parts &amp; equipment</td>
<td>$1,306.50</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>100 Landgate</td>
<td></td>
<td>Shire of Ravensthorpe - New licence</td>
<td>$2,599.60</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>126 Esperance Electrical Service</td>
<td></td>
<td>Electrical services &amp; install of new lights &amp; signs</td>
<td>$15,389.60</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>187 Exxon Operations Pty Ltd</td>
<td></td>
<td>Cylinder &amp; gas changes</td>
<td>$1,471.80</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>395 BOC Gases</td>
<td></td>
<td>Cylinder &amp; gas changes</td>
<td>$267.56</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>571 St John Ambulance Association in WA</td>
<td></td>
<td>Senior First Aid - S Napitjalo - EHC</td>
<td>$160.00</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>637 Concrete World</td>
<td></td>
<td>Trafficable 1200 septic lid</td>
<td>$289.00</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>857 Esperance Mobile Welding</td>
<td></td>
<td>Weld hydraulic mounts</td>
<td>$464.80</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>922 Boral Construction Materials Group</td>
<td></td>
<td>Bitumen supplies</td>
<td>$440,356.75</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>984 Thorp Realty Pty Ltd</td>
<td></td>
<td>Rent</td>
<td>$1,460.00</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>1045 Stewart &amp; Heaton Clothing Co Pty Ltd</td>
<td></td>
<td>Personal protective equipment - Scaddan &amp; Salmon Guins BFB</td>
<td>$427.13</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>1323 LGIS WA - WALGA Municipal Liability</td>
<td></td>
<td>Gibson Road - Claim L10026094</td>
<td>$65,545.10</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>1352 Esperance Farm Trees</td>
<td></td>
<td>Plants</td>
<td>$679.80</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>1478 Heavy Diesel Solutions</td>
<td></td>
<td>Major truck repairs</td>
<td>$23,844.62</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>1550 Comfort Inn Bay of Isles</td>
<td></td>
<td>Bookkeeping sales - Accommodation</td>
<td>$529.76</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>1554 Esperance Lottery Centre &amp; Newsagency</td>
<td></td>
<td>Newspapers &amp; stationery</td>
<td>$155.90</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>1863 Zipform Electronic Print &amp; Mail</td>
<td></td>
<td>4th Instalment Notice - print and mail out</td>
<td>$1,486.04</td>
</tr>
</tbody>
</table>
# Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 28 April 2020 for confirmation in respect to accounts already paid.

## Municipal Fund - EFT Payments

<table>
<thead>
<tr>
<th>EFT Ref / Cheque No</th>
<th>Date</th>
<th>Creditor</th>
<th>Payee</th>
<th>Description</th>
<th>Tran Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>2113 Banksia Medical Centre</td>
<td>Pre-employment medicals &amp; drug &amp; alcohol screenings</td>
<td>$2,035.00</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>2188 Star Transport</td>
<td>Freight charges</td>
<td>$837.29</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>2496 Professionals Esperance Real Estate</td>
<td>Rent</td>
<td>$2,720.00</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>2636 Esperance Beeline Florist</td>
<td>Flowers</td>
<td>$90.00</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>2753 Esperance Lock &amp; Shoe Service</td>
<td>Key &amp; lock supplies</td>
<td>$54.00</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>2785 Golden Orient Chinese Restaurant</td>
<td>Meals for staff and volunteers with clients - EHC</td>
<td>$78.00</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>3227 Esperance Fire Services</td>
<td>Fire equipment servicing &amp; testing</td>
<td>$467.00</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>3373 Crossview Enterprises Pty Ltd</td>
<td>Deconstruction Esperance Tanker Jetty progress payment</td>
<td>$682,000.00</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>3532 Esperance Bay Holiday Park</td>
<td>Bookeasy sales - Accommodation</td>
<td>$888.80</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>3545 ASB Marketing Pty Ltd</td>
<td>Promotional pens</td>
<td>$544.50</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>3736 Eastcoast Pty Ltd</td>
<td>ITT credits December 2019 - February 2020</td>
<td>$1,949.00</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>3791 Xylem Water Solutions</td>
<td>Supply pump</td>
<td>$4,381.05</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>3797 LED Esperance</td>
<td>Electrical supplies</td>
<td>$507.90</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>3858 P R &amp; S L Barber</td>
<td>Gravel extract</td>
<td>$13,870.20</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>4273 Howard Porter</td>
<td>Parts</td>
<td>$3,190.00</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>4311 R M &amp; W G Herbert</td>
<td>Painting services</td>
<td>$6,923.60</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>4315 Australasian Performing Right</td>
<td>One Music license fees - BOILC</td>
<td>$326.89</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>4321 The Royal Life Saving Society (WA)</td>
<td>Watch Around Water bands</td>
<td>$308.00</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>4557 WA Police Service</td>
<td>Volunteer Police Checks - EHC</td>
<td>$49.20</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>4618 JJ's Holiday Cottage</td>
<td>Bookeasy sales - Accommodation</td>
<td>$880.00</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>4755 LGIS Insurance Broking - Jardine Lloyd</td>
<td>Contract works insurance - Noel White Pavilion</td>
<td>$1,386.48</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>4826 Austswim</td>
<td>Austswim renewal - B Vilbert</td>
<td>$255.00</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>4891 South Coast Foodservice</td>
<td>Consumables</td>
<td>$5,025.78</td>
<td></td>
</tr>
</tbody>
</table>
Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 28 April 2020 for confirmation in respect to accounts already paid.

## Municipal Fund - EFT Payments

<table>
<thead>
<tr>
<th>Ref / Cheque No</th>
<th>Date</th>
<th>Creditor</th>
<th>Payee</th>
<th>Description</th>
<th>Tran Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>4989 Woolworths Group Limited</td>
<td></td>
<td>Consumables</td>
<td>$481.65</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>5157 Esperance Eco-Discovery Tours</td>
<td></td>
<td>Bookeasy sales - Tours</td>
<td>$404.80</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>5161 Pink Lake Tourist Park</td>
<td></td>
<td>Bookeasy sales - Accommodation</td>
<td>$345.40</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>5164 Esperance Beachfront Resort</td>
<td></td>
<td>Bookeasy sales - Accommodation</td>
<td>$114.40</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>5165 Driftwood Apartments</td>
<td></td>
<td>Bookeasy sales - Accommodation</td>
<td>$1,152.80</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>5215 Public Transport Authority of WA</td>
<td></td>
<td>TransWA February 2020</td>
<td>$10,512.72</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>5226 The Doo Drop Inn</td>
<td></td>
<td>Bookeasy sales - Accommodation</td>
<td>$457.60</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>5242 J Ford</td>
<td></td>
<td>Museum archivist honorarium 1/01/2020 – 31/03/2020</td>
<td>$750.00</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>5295 Komatsu Australia Pty Ltd</td>
<td></td>
<td>Parts</td>
<td>$54.24</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>5419 D Crawford</td>
<td></td>
<td>Lawn mowing</td>
<td>$210.00</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>5530 M Lankester</td>
<td></td>
<td>Museum data entry honorarium 1/1/2020 – 31/03/2020</td>
<td>$750.00</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>5604 Esperance Milk Supply</td>
<td></td>
<td>Milk – Admin &amp; Depot</td>
<td>$185.40</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>5622 Subway Esperance</td>
<td></td>
<td>Catering</td>
<td>$146.00</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>5807 Kenny Contracting</td>
<td></td>
<td>Cart away waste and spread metal dust</td>
<td>$689.00</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>6178 SB Hazelden &amp; SM Henning</td>
<td></td>
<td>Bookeasy sales - Accommodation</td>
<td>$906.40</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>6186 Department of Water and Environment</td>
<td></td>
<td>Annual licence - Myrup Liquid Waste Facility</td>
<td>$1,825.93</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>6221 PFD Food Services Pty Ltd</td>
<td></td>
<td>Consumables</td>
<td>$995.95</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>6317 W J &amp; I G Liddle</td>
<td></td>
<td>Bookeasy sales - Accommodation</td>
<td>$1,293.60</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>6351 Nakuru Farmstay</td>
<td></td>
<td>Bookeasy sales - Accommodation</td>
<td>$211.20</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>6423 Toll Transport Pty Ltd</td>
<td></td>
<td>Freight charges</td>
<td>$49.68</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>6502 Esperance Plasterboard Specialists</td>
<td></td>
<td>Replace ceiling</td>
<td>$1,386.00</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>6552 Esperance Bld and Animal Park</td>
<td></td>
<td>Bookeasy sales - Accommodation</td>
<td>$545.60</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>6712 Trinity Painting &amp; Decorating</td>
<td></td>
<td>Preparation and painting services</td>
<td>$1,221.00</td>
</tr>
</tbody>
</table>
## Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 28 April 2020 for confirmation in respect to accounts already paid.

<table>
<thead>
<tr>
<th>EFT Ref / Cheque No</th>
<th>Date</th>
<th>Creditor</th>
<th>Payee</th>
<th>Description</th>
<th>Tran Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>7121</td>
<td>Saltwater Catering</td>
<td>Catering</td>
<td>$943.80</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>7126</td>
<td>Elite Gym Hire</td>
<td>Service matrix gym equipment</td>
<td>$473.00</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>7130</td>
<td>Truck Centre WA Pty Ltd</td>
<td>Hire of plant &amp; equipment</td>
<td>$675.40</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>7351</td>
<td>St John Ambulance Australia (WA) -</td>
<td>Provide CPR refresher training - C Shearer</td>
<td>$89.00</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>7373</td>
<td>Analytical Reference Laboratory (WA)</td>
<td>Water sample metal suite</td>
<td>$139.70</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>7487</td>
<td>M J &amp; M Liebeck</td>
<td>Bookeasy sales - Accommodation</td>
<td>$3,374.80</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>7541</td>
<td>A &amp; M Medical Services Pty Ltd</td>
<td>Extinguisher service</td>
<td>$219.80</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>7793</td>
<td>Tails Consultants</td>
<td>Presentation to Council by Rockwater - February 2020</td>
<td>$5,362.50</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>7715</td>
<td>TD Contractors A/L Removal</td>
<td>Ongoing Adventueland Park earthworks</td>
<td>$29,623.71</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>7848</td>
<td>Dempster Charm Cottage</td>
<td>Bookeasy sales - Accommodation</td>
<td>$765.60</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>7889</td>
<td>AAA Triple A Asphalt</td>
<td>Premix supply</td>
<td>$8,588.25</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>7892</td>
<td>T R Currie</td>
<td>Meals &amp; travel reimbursement</td>
<td>$205.42</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>7910</td>
<td>GMN Mechanical</td>
<td>Repairs</td>
<td>$404.25</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>7932</td>
<td>All West Building Approvals Pty Ltd</td>
<td>Professional services - Certificate of Design Compliance</td>
<td>$165.00</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>7980</td>
<td>Centrecare Incorporated</td>
<td>Employee Assistance Program - Counselling</td>
<td>$770.00</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>8007</td>
<td>Cabcharge</td>
<td>Taxi vouchers used February - March 2020</td>
<td>$1,411.59</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>8019</td>
<td>WA Temporary Fencing Supplies</td>
<td>Fencing</td>
<td>$5,412.00</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>8024</td>
<td>C A Poole</td>
<td>Consignment sales</td>
<td>$61.20</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>8099</td>
<td>Silver Chain Group Limited</td>
<td>Monthly alarm rent and monitoring - EHC</td>
<td>$61.50</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>8187</td>
<td>Impact Media Pty Ltd</td>
<td>Annual hosting - Visit Esperance website</td>
<td>$988.90</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>8303</td>
<td>Liquor Barons Esperance</td>
<td>Refreshments</td>
<td>$372.54</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>8334</td>
<td>WBD Pty Ltd</td>
<td>Detailed design development - Home Care</td>
<td>$2,557.50</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>8380</td>
<td>Jade William &amp; Lelicia Hurley</td>
<td>Bookeasy sales - Accommodation</td>
<td>$396.00</td>
</tr>
</tbody>
</table>
Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 28 April 2020 for confirmation in respect to accounts already paid.

### Municipal Fund - EFT Payments

<table>
<thead>
<tr>
<th>EFT Ref / Cheque No</th>
<th>Date</th>
<th>Creditor</th>
<th>Description</th>
<th>Tran Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>8497 The Print Shop Bunbury</td>
<td>Business Cards - Supervisor Asset Administration</td>
<td>$75.00</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>8520 Busy Blue Bus</td>
<td>Hire of mini bus</td>
<td>$920.00</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>8576 Transport Spares Australia Pty Ltd</td>
<td>Filters</td>
<td>$419.27</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>8588 J M Sage</td>
<td>Reimbursement - WWC - Training qualification</td>
<td>$87.00</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>8593 Pine Grove Holiday Park</td>
<td>Bookeasy sales - Accommodation</td>
<td>$184.80</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>8663 Commercial Aquatics Australia Ltd</td>
<td>Backwash sight glass</td>
<td>$170.50</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>8800 South Regional TAFE</td>
<td>Fire Warden training</td>
<td>$685.00</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>8853 West Australian Newspapers Limited</td>
<td>Advertising</td>
<td>$550.00</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>8930 A L &amp; K Zappelli</td>
<td>Rent</td>
<td>$740.00</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>8933 Aurelia's Ice Creamery and Cafe</td>
<td>Catering</td>
<td>$542.60</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>8959 Topigs</td>
<td>Sports Star honour board update</td>
<td>$77.00</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>8972 Dunn's Cleaning Service Pty Ltd</td>
<td>Cleaning services</td>
<td>$4,432.50</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9029 HK Calibration Technologies Pty Ltd</td>
<td>Calibration of thermometer</td>
<td>$132.00</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9094 Network Innovations AsiaPac Pty Ltd</td>
<td>Satellite phones</td>
<td>$79.99</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9100 On Duty Diesel and Mechanical</td>
<td>Repairs</td>
<td>$2,750.97</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9112 Esperance Outdoor Power Equipment</td>
<td>Parts</td>
<td>$226.70</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9117 Esperance Gas Distribution Company</td>
<td>Gas</td>
<td>$74.80</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9120 CS Legal</td>
<td>Debt recovery</td>
<td>$2,110.90</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9121 Local Community Insurance Services</td>
<td>Stallholders and Buskers insurance</td>
<td>$687.50</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9125 Vici Pty Ltd</td>
<td>Goggles x 40</td>
<td>$344.30</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9138 Department of Biodiversity Conservation</td>
<td>UCL Mitigation Grant – Helicopter hire</td>
<td>$19,219.16</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9147 Key Pest and Weed Control</td>
<td>Rodent belts</td>
<td>$231.00</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9156 Blummar Pty Ltd</td>
<td>Budget estimates for modifications to Home Care shed</td>
<td>$2,860.00</td>
</tr>
</tbody>
</table>
## Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 28 April 2020 for confirmation in respect to accounts already paid.

### Municipal Fund - EFT Payments

<table>
<thead>
<tr>
<th>EFT Ref / Cheque No</th>
<th>Date</th>
<th>Creditor</th>
<th>Payee</th>
<th>Description</th>
<th>Tran Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9157 B H Vincent</td>
<td>Website re-design &amp; development - EBA</td>
<td>$990.00</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9207 Datacom Systems (AU) Pty Ltd</td>
<td>Mallstore annual license maintenance renewal</td>
<td>$1,251.14</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9210 McIntosh &amp; Son W.A.</td>
<td>One New Case 605 ST Backhoe</td>
<td>$194,662.20</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9236 T Stewarts Engineering</td>
<td>Steel fabrication, parts &amp; repairs</td>
<td>$7,186.22</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9270 W C Gows</td>
<td>Automatic door servicing - March 2020</td>
<td>$1,633.50</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9302 H &amp; H Architects</td>
<td>Tanker Jetty contract admin &amp; architectural services &amp; watchdog brief</td>
<td>$17,923.55</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9308 Florissons Home Furnishers</td>
<td>Supply and installation of floating floor - Museum</td>
<td>$7,399.35</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9394 BIT Investments Pty Ltd</td>
<td>Bookeasy sales - Accommodation</td>
<td>$1,276.00</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9412 S G Ashill</td>
<td>Morning Melodies entertainment - March 2020</td>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9419 PTE Group Pty Ltd</td>
<td>Hydraulic arts</td>
<td>$2,041.60</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9435 C D &amp; K A Hine</td>
<td>Bookeasy sales - Accommodation</td>
<td>$868.40</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9503 Eco Valley Honey - Winton Hughes Was</td>
<td>Consignment sales</td>
<td>$6.40</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9531 Seas It All Pty Ltd</td>
<td>Bookeasy sales - Tours</td>
<td>$2,481.60</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9558 Mackenzie's Electrical Service Pty Ltd</td>
<td>Electrical services</td>
<td>$796.60</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9559 Experience Esperance Tours</td>
<td>Bookeasy sales - Tours</td>
<td>$167.20</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9639 Avon Waste</td>
<td>Rubbish &amp; recycling collections</td>
<td>$34,946.03</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9673 Museum Village Cafe - Denise Hocking</td>
<td>HMAS Farncomb catering</td>
<td>$495.00</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9675 Environmental Lighting Australia Pty Ltd</td>
<td>4 Umlux sharp cut off LED lights - Beaumont Tennis Court</td>
<td>$14,784.00</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9845 Common Ground Trails Pty Ltd</td>
<td>Mountain Bike Site Feasibility Project</td>
<td>$5,390.00</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9848 APPARATUS: Public Art and Cultural</td>
<td>Esperance Indoor Sports Stadium &amp; Civic Centre public art projects</td>
<td>$2,492.36</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9874 Naturaliste Charters - Whale Watching</td>
<td>Bookeasy sales - Tours</td>
<td>$1,355.20</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9893 Metafit ANZ</td>
<td>Metafit certifications &amp; subscriptions</td>
<td>$4,474.70</td>
<td></td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9894 Callibre Care</td>
<td>Tourer wheelchair - EHC</td>
<td>$788.00</td>
<td></td>
</tr>
</tbody>
</table>
**Shire of Esperance**

List of accounts due by Council submitted to the Ordinary Council Meeting held on 28 April 2020 for confirmation in respect to accounts already paid.

### Municipal Fund - EFT Payments

<table>
<thead>
<tr>
<th>EFT Ref / Cheque No</th>
<th>Date</th>
<th>Creditor</th>
<th>Payee</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9897</td>
<td>Dynamic Machining</td>
<td>Repair cylinder head</td>
<td>$37.13</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9899</td>
<td>A Bezuidenhout</td>
<td>Reimbursement of one night camping at Quagi Beach</td>
<td>$15.00</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9900</td>
<td>B P Defrenne</td>
<td>EHC refund</td>
<td>$2,551.80</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9901</td>
<td>F K Tomlin</td>
<td>Refund 5 weeks swimming lessons</td>
<td>$36.00</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9902</td>
<td>R B McNab</td>
<td>Rates refund</td>
<td>$4,517.96</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9904</td>
<td>H M Blamplied</td>
<td>Meals reimbursement</td>
<td>$89.83</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9905</td>
<td>J A Sudmeyer</td>
<td>Reimbursement of salary sacrificed laptop</td>
<td>$2,039.00</td>
</tr>
<tr>
<td>E4169</td>
<td>27/03/2020</td>
<td>9906</td>
<td>R Woods</td>
<td>Swimming lessons refund</td>
<td>$142.00</td>
</tr>
<tr>
<td>E4170</td>
<td>27/03/2020</td>
<td>9510</td>
<td>Think! X Innovations Inc.</td>
<td>Destination Think - Esperance tourism sentiment index report</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>E4171</td>
<td>30/03/2020</td>
<td>32</td>
<td>Australia Post</td>
<td>Postage</td>
<td>$1,823.62</td>
</tr>
<tr>
<td>E4171</td>
<td>30/03/2020</td>
<td>314</td>
<td>WA Treasury Corporation</td>
<td>Loan repayment</td>
<td>$28,932.01</td>
</tr>
<tr>
<td>E4171</td>
<td>30/03/2020</td>
<td>7576</td>
<td>Los Mills Asia Pacific</td>
<td>Contract fee - Bodypump &amp; Body Balance March 2020</td>
<td>$485.79</td>
</tr>
<tr>
<td>E4171</td>
<td>30/03/2020</td>
<td>9321</td>
<td>Superchoice Services Pty Limited</td>
<td>Superannuation February 2020</td>
<td>$169,624.22</td>
</tr>
</tbody>
</table>

**Total Creditor payments made by EFT from Municipal Fund**  
$4,439,132.46

### Municipal Fund - EFT Wage Payments

<table>
<thead>
<tr>
<th>EFT Ref / Cheque No</th>
<th>Date</th>
<th>Payee</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bulk EFT</td>
<td>05/03/2020</td>
<td>Payroll (Net)</td>
<td>Wages for 20/02/2020 to 04/03/2020 (Period 18)</td>
<td>$448,966.12</td>
</tr>
<tr>
<td>Bulk EFT</td>
<td>19/03/2020</td>
<td>Payroll (Net)</td>
<td>Wages for 05/03/2020 to 18/03/2020 (Period 19)</td>
<td>$456,460.22</td>
</tr>
</tbody>
</table>

**Total Employee Wage payments made by EFT from Municipal Fund**  
$905,426.34
### List of accounts direct debited from Council’s Municipal Fund submitted to the Ordinary Council Meeting

**Meeting held on 28 April 2020 for confirmation in respect to accounts already paid.**

<table>
<thead>
<tr>
<th>DATED</th>
<th>CREDITOR</th>
<th>NAME</th>
<th>PARTICULARS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>28/02/2020</td>
<td>ASIC Sydney NSW</td>
<td>Shane Burge</td>
<td>Company search information</td>
<td>36.00</td>
</tr>
<tr>
<td>3/03/2020</td>
<td>GoFax Pty Ltd</td>
<td>Shane Burge</td>
<td>Go Fax monthly fee - March 2020</td>
<td>9.95</td>
</tr>
<tr>
<td>11/03/2020</td>
<td>DNH*GoDaddy.com</td>
<td>Shane Burge</td>
<td>Domain website licence</td>
<td>87.78</td>
</tr>
<tr>
<td>24/03/2020</td>
<td>Zoom.AUD</td>
<td>Shane Burge</td>
<td>Zoom account - 1 year</td>
<td>230.89</td>
</tr>
<tr>
<td>6/03/2020</td>
<td>Crown Promenade Perth</td>
<td>Matthew Scott</td>
<td>Accommodation &amp; meal - T Kirby</td>
<td>196.48</td>
</tr>
<tr>
<td>19/03/2020</td>
<td>Regional Express</td>
<td>Matthew Scott</td>
<td>Flight change - C Edwards</td>
<td>45.45</td>
</tr>
<tr>
<td>28/02/2020</td>
<td>Lovell Andrews Group Albany</td>
<td>Helen Hall</td>
<td>Accommodation &amp; meals - R Islam</td>
<td>134.00</td>
</tr>
<tr>
<td>3/03/2020</td>
<td>Facebook</td>
<td>Helen Hall</td>
<td>Advertising</td>
<td>85.39</td>
</tr>
<tr>
<td>4/03/2020</td>
<td>Regional Express</td>
<td>Helen Hall</td>
<td>Flight cancellation - E Austen</td>
<td>45.45</td>
</tr>
<tr>
<td>6/03/2020</td>
<td>Crown Promenade Perth</td>
<td>Helen Hall</td>
<td>Accommodation &amp; meal - B O’Callaghan</td>
<td>196.48</td>
</tr>
<tr>
<td>6/03/2020</td>
<td>Matchimp</td>
<td>Helen Hall</td>
<td>Shire flyer</td>
<td>92.89</td>
</tr>
<tr>
<td>10/03/2020</td>
<td>Woolworths Online</td>
<td>Helen Hall</td>
<td>Chambers refreshments</td>
<td>339.10</td>
</tr>
<tr>
<td>11/03/2020</td>
<td>Nespresso Australia</td>
<td>Helen Hall</td>
<td>Chambers coffee pods</td>
<td>566.00</td>
</tr>
<tr>
<td>12/03/2020</td>
<td>The Clarence on Melvil</td>
<td>Helen Hall</td>
<td>Accommodation - R Islam</td>
<td>62.00</td>
</tr>
<tr>
<td>16/03/2020</td>
<td>Regional Express</td>
<td>Helen Hall</td>
<td>Flights - G Ryan &amp; Z Sheffield</td>
<td>1,353.38</td>
</tr>
<tr>
<td>16/03/2020</td>
<td>The Clarence on Melvil</td>
<td>Helen Hall</td>
<td>Accommodation - R Islam</td>
<td>3.50</td>
</tr>
<tr>
<td>18/03/2020</td>
<td>Regional Express</td>
<td>Helen Hall</td>
<td>Flights - M Quijada</td>
<td>612.70</td>
</tr>
<tr>
<td>18/03/2020</td>
<td>Regional Express</td>
<td>Helen Hall</td>
<td>Flight cancellation - E Austen</td>
<td>33.72</td>
</tr>
<tr>
<td>20/03/2020</td>
<td>Regional Express</td>
<td>Helen Hall</td>
<td>Flight change - G Ryan &amp; Z Sheffield</td>
<td>67.46</td>
</tr>
<tr>
<td>20/03/2020</td>
<td>Regional Express</td>
<td>Helen Hall</td>
<td>Flight change - M Quijada</td>
<td>67.46</td>
</tr>
<tr>
<td>23/03/2020</td>
<td>Bunnings</td>
<td>Helen Hall</td>
<td>Cutlery tray</td>
<td>7.96</td>
</tr>
<tr>
<td>2/03/2020</td>
<td>Better Care 4U</td>
<td>Monica Greatrex</td>
<td>Lift lifter for client</td>
<td>47.05</td>
</tr>
<tr>
<td>6/03/2020</td>
<td>Pay*CareCFO</td>
<td>Monica Greatrex</td>
<td>Training - C Creed</td>
<td>273.90</td>
</tr>
<tr>
<td>11/03/2020</td>
<td>St John Ambulance</td>
<td>Monica Greatrex</td>
<td>Transport to hospital</td>
<td>70.00</td>
</tr>
<tr>
<td>16/03/2020</td>
<td>Red Dot Stores Esperance</td>
<td>Monica Greatrex</td>
<td>Wipes and sanitiser</td>
<td>60.00</td>
</tr>
<tr>
<td>19/03/2020</td>
<td>Dempster St IGA</td>
<td>Monica Greatrex</td>
<td>Wipes and sanitiser</td>
<td>90.84</td>
</tr>
</tbody>
</table>
### SHIRE OF ESPERANCE

List of accounts direct debited from Council’s Municipal Fund submitted to the Ordinary Council Meeting meeting held on 28 April 2020 for confirmation in respect to accounts already paid.

<table>
<thead>
<tr>
<th>DATED</th>
<th>CREDITOR</th>
<th>NAME</th>
<th>PARTICULARS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>28/02/2020</td>
<td>Dilmac (WA) Pty Ltd</td>
<td>Trevor Ayers</td>
<td>Kidsport workshop expenses</td>
<td>27.25</td>
</tr>
<tr>
<td>4/03/2020</td>
<td>Westnet</td>
<td>Trevor Ayers</td>
<td>Visitor Centre web hosting</td>
<td>2.95</td>
</tr>
<tr>
<td>10/03/2020</td>
<td>Local Government Managers Aus</td>
<td>Trevor Ayers</td>
<td>Training - T Ayers</td>
<td>55.00</td>
</tr>
<tr>
<td>11/03/2020</td>
<td>WW Liquor</td>
<td>Trevor Ayers</td>
<td>Civic Centre kiosk supplies</td>
<td>202.00</td>
</tr>
<tr>
<td>13/03/2020</td>
<td>Ricardo’s Investment</td>
<td>Trevor Ayers</td>
<td>Volunteer supplies - Up, Up &amp; Away</td>
<td>136.00</td>
</tr>
<tr>
<td>14/03/2020</td>
<td>WW Liquor</td>
<td>Trevor Ayers</td>
<td>Civic Centre kiosk supplies</td>
<td>192.00</td>
</tr>
<tr>
<td>20/03/2020</td>
<td>Local Government Managers Aus</td>
<td>Trevor Ayers</td>
<td>Training refund due to cancellation</td>
<td>- 55.00</td>
</tr>
<tr>
<td>9/03/2020</td>
<td>Open Colleges Pty Ltd</td>
<td>Terry Sargent</td>
<td>Diploma Leadership &amp; Management - M Ammon</td>
<td>4,500.82</td>
</tr>
<tr>
<td>9/03/2020</td>
<td>Facebook</td>
<td>Terry Sargent</td>
<td>Advertising - Lasmills Bodyattack - BOILC</td>
<td>5.50</td>
</tr>
<tr>
<td>23/03/2020</td>
<td>Red Dot Stores Esperance</td>
<td>Terry Sargent</td>
<td>Containers for first aid</td>
<td>50.00</td>
</tr>
<tr>
<td>4/03/2020</td>
<td>Ospreys Trading Co Jerramungup WA</td>
<td>Mel Ammon</td>
<td>Fuel</td>
<td>97.62</td>
</tr>
<tr>
<td>9/03/2020</td>
<td>Calrex Woolworths Esperance</td>
<td>Mel Ammon</td>
<td>Fuel</td>
<td>60.04</td>
</tr>
<tr>
<td>12/03/2020</td>
<td>Downtown Espresso Esperance</td>
<td>Mel Ammon</td>
<td>Catering</td>
<td>11.00</td>
</tr>
<tr>
<td>9/03/2020</td>
<td>Holdmyphone</td>
<td>Mathew Walker</td>
<td>Tablet holder for Shire bike</td>
<td>195.74</td>
</tr>
<tr>
<td>10/03/2020</td>
<td>South East Auto &amp; Heavy</td>
<td>Mathew Walker</td>
<td>Vehicle inspection</td>
<td>188.50</td>
</tr>
<tr>
<td>11/03/2020</td>
<td>SEC*EOT Training Sydney</td>
<td>Mathew Walker</td>
<td>White card - M Green</td>
<td>39.54</td>
</tr>
<tr>
<td>11/03/2020</td>
<td>SEC*EOT Training Sydney</td>
<td>Mathew Walker</td>
<td>White card - D Parker</td>
<td>57.48</td>
</tr>
<tr>
<td>12/03/2020</td>
<td>SEC*EOT Training Sydney</td>
<td>Mathew Walker</td>
<td>White card - S Clifford</td>
<td>59.51</td>
</tr>
<tr>
<td>13/03/2020</td>
<td>SP Rawlinsons Pub Rivervale</td>
<td>Mathew Walker</td>
<td>Construction guide 2020</td>
<td>310.00</td>
</tr>
<tr>
<td>16/03/2020</td>
<td>SAI Global Limited</td>
<td>Mathew Walker</td>
<td>AS 4902-2000</td>
<td>726.79</td>
</tr>
<tr>
<td>18/03/2020</td>
<td>Local Government Managers East Perth</td>
<td>Mathew Walker</td>
<td>Refund - B Fisherston training</td>
<td>- 765.00</td>
</tr>
<tr>
<td>24/03/2020</td>
<td>Esperance Communication</td>
<td>Mathew Walker</td>
<td>Hard drives - Project works</td>
<td>1,331.95</td>
</tr>
<tr>
<td>25/03/2020</td>
<td>Red Dot Stores Esperance</td>
<td>Mathew Walker</td>
<td>Storage tubs for cleaning supplies</td>
<td>30.00</td>
</tr>
<tr>
<td></td>
<td>Commonwealth Bank</td>
<td></td>
<td><strong>Total Credit Card Purchases 28/02/2020 - 26/03/2020</strong></td>
<td><strong>12,275.52</strong></td>
</tr>
</tbody>
</table>
Item: 12.3.5

Committee Appointments - External Representation

Author/s: Sarah Walsh, Coordinator Governance & Corporate Support
Author/s: Shane Burge, Director Corporate Resources

File Ref: D20/7969

Applicant: N/A

Location/Address: N/A

Executive Summary
To appoint External Organisational Representatives to Council Committees to fill vacancies.

Recommendation in Brief
That Council appoint External Organisational Representatives to Council Committees to fill vacancies.

Background
Under the Local Government Act s.5.11 Committee Membership expires on the Ordinary Election Day of Council which occurs biennially. Following the Ordinary Elections in October 2019 all positions on Council Committees were vacant. At the Ordinary Council Meeting held on 16 November 2019, Council appointed Elected Members to Committees and resolved to contact identified organisations for representatives.

In January and March 2020, Council appointed a number of Organisational representatives to Council Committees, however a number of positions remained vacant.

Officer's Comment
Following the November Ordinary Council Meeting, a request was sent to all organisations asking for representatives to be nominated. These new representatives will ensure adequate representations from relevant organisations on the Council Committees.

Since the appointments made in March, five organisations have responded to the request for a representative and deputy. It is being recommended that these representatives be appointed by Council to allow them the ability to represent their organisation on the respective committees.

It was recently discovered that Anaelle Talelo Donjio, appointed by Council in the meeting held March 2020 as a Community Representative for the Twin Towns Committee, had applied as an Organisational Representative and so it is recommended that Council amend Ms Talelo Donjio’s committee appointment accordingly.

The below table outlines all the organisations that will have vacant positions on Council Committees following the recommended appointments.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bush Fire Advisory Committee</td>
<td>Department of Biodiversity, Conservation &amp; Attractions (Ex-Officio)</td>
</tr>
<tr>
<td></td>
<td>Bush Fire Brigades</td>
</tr>
<tr>
<td>Museum Management Reference</td>
<td>Museum Volunteer (Deputy)</td>
</tr>
<tr>
<td>Committee</td>
<td>Committee</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Esperance Twin Towns Committee</td>
<td>Esperance Senior High School (Deputy)</td>
</tr>
<tr>
<td></td>
<td>Esperance Lions Club (Deputy)</td>
</tr>
<tr>
<td>Greater Sports Ground Redevelopment Committee</td>
<td>Esperance Districts Agricultural Society x2</td>
</tr>
<tr>
<td>Scaddan Restoration Reference Group</td>
<td>Scaddan Bush Fire Brigade x2</td>
</tr>
<tr>
<td></td>
<td>Scaddan Golf Club x2</td>
</tr>
<tr>
<td></td>
<td>Scaddan Country Club x2</td>
</tr>
<tr>
<td></td>
<td>Scaddan Bowling Club x2</td>
</tr>
<tr>
<td></td>
<td>Scaddan Primary School Parents &amp; Citizens x2</td>
</tr>
<tr>
<td>Esperance Visitor Centre Management Committee</td>
<td>Tourism Esperance x2</td>
</tr>
<tr>
<td>New Landfill Community Reference Group</td>
<td>South Coast NRM x2</td>
</tr>
<tr>
<td></td>
<td>Local Environmental Action Forum (LEAF) x2</td>
</tr>
<tr>
<td></td>
<td>Department of Biodiversity, Conservation &amp; Attractions (Ex-Officio)</td>
</tr>
<tr>
<td>Reconciliation Action Plan Working Group</td>
<td>Ngadju Native Title Aboriginal Corporation x2</td>
</tr>
</tbody>
</table>

**Consultation**

Nil

**Financial Implications**

N/A

**Asset Management Implications**

N/A

**Statutory Implications**

*Local Government Act 1995 – s5.10*

**Policy Implications**

Terms of Reference – Council Committees

**Strategic Implications**

*Strategic Community Plan 2017 - 2027*

*Community Leadership*

Support for all leadership roles in our community

Encourage shared responsibility through an informed and inspired community

**Corporate Business Plan 2019/20 – 2022/23**

L3.1 Facilitate Councillors requirements to represent the community

**Environmental Considerations**

N/A
Attahments
A⇩. Museum Management Reference Committee Nominations
B⇩. Esperance Roadwise Committee Nominations
C⇩. Greater Sports Ground Redevelopment Committee Nominations

Officer’s Recommendation
That Council agrees to;
1. Remove Anaelle Talelo Donjio as a Community Representative on the Twin Towns Committee;
2. Appoint Organisational Representatives as members of Council Committees as per the following table;

<table>
<thead>
<tr>
<th>Committee</th>
<th>Organisation</th>
<th>Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Museum Management Reference Group</td>
<td>Esperance Family History Society</td>
<td>David Smallwood</td>
</tr>
<tr>
<td>Esperance Twin Towns Committee</td>
<td>Esperance Senior High School</td>
<td>Anaelle Talelo Donjio</td>
</tr>
<tr>
<td>Esperance Roadwise Committee</td>
<td>Esperance Police Department of Transport</td>
<td>Sgt Blake Ashurst</td>
</tr>
<tr>
<td></td>
<td></td>
<td>John Jose</td>
</tr>
<tr>
<td>Greater Sports Ground Redevelopment Committee</td>
<td>Esperance District Recreation Association</td>
<td>Erica Austen</td>
</tr>
</tbody>
</table>

3. Appoint Deputy Organisational Representatives as members of Council Committees as per the following table;

<table>
<thead>
<tr>
<th>Committee</th>
<th>Organisation</th>
<th>Deputy Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Museum Management Reference Group</td>
<td>Esperance Family History Society</td>
<td>Penny Smallwood</td>
</tr>
<tr>
<td>Esperance Roadwise Committee</td>
<td>Esperance Police Department of Transport Main Roads</td>
<td>S/C Matt Gulland</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shelley Shortland</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sardar Khan</td>
</tr>
<tr>
<td>Greater Sports Ground Redevelopment Committee</td>
<td>Esperance District Recreation Association</td>
<td>Fiona McDonald</td>
</tr>
</tbody>
</table>

Voting Requirement Absolute Majority
Good morning Sarah,

Re: Request for representation for Museum Management Group.

I would like to inform you that two (2) of our members have stepped forward to be our representatives, they are Penny and David Smallwood.

Their contact details are as follows:

Email smallwood@wn.com.au
Phone 9071 7881

Could you please send them information re. meeting times etc.

Thank You,

Fay Armstrong (Secretary)

Message protected by MailGuard: e-mail anti-virus, anti-spam and content filtering.

Report this message as spam
Hi Mary

I have had a couple of volunteers which is pleasing.

Sgt Blake Ashurst will be your main contact and he will be supported by S/C Matt Gulland.

I have cc'd them both into this email, so feel free to add them both to your contact lists and forward to others on the Esperance Roadwise Committee.

If I can please be cc'd into meeting agendas etc, I will ensure they are rostered to attend meetings wherever possible.

Kind Regards

From: Mary Bidstrup <Mary.Bidstrup@esperance.wa.gov.au>
Sent: Tuesday, 7 April 2020 2:34 PM
To: TARASINSKI Justin [PD11255] <Justin.TARASINSKI@police.wa.gov.au>
Subject: RE: Esperance Roadwise Committee

Hello Justin,

I hope all is well with you and your family.

I was just wondering if you've had any luck finding volunteers for Representative and Deputy Representative on the Esperance Roadwise Committee?

Kind regards,

Mary Bidstrup
Governance and Corporate Support Officer
Shire of Esperance
Ph: 9071 0823
Fax: 9071 0830
E: mary.bidstrup@esperance.wa.gov.au
PO Box 507, Windich Street, Esperance WA 6450

www.esperance.wa.gov.au
Hi Mary,

Johns contact mobile details: 0409 689 963

I’ll self-nominate as the deputy for anytime in John’s absence.

My details in the below signature

Thanks

Shelley Shortland
AI Operations Manager | Regional Services | Department of Transport
Unit 4/35 Brookman Street, Kalgan WA 6330
Tel: (08) 9216 7003 | Fax: 9216 8003 | Mob: 0481 096 609
Email: Shelley.Shortland@transport.wa.gov.au | Web: www.transport.wa.gov.au

From: Mary Bidstrup <Mary.Bidstrup@esperance.wa.gov.au>
Sent: Tuesday, 14 April 2020 10:01 AM
To: Shortland, Shelley <Shelley.Shortland@transport.wa.gov.au>
Cc: Jose, John <John.Jose@transport.wa.gov.au>
Subject: RE: Roadwise Nomination

Hello Shelley,

Thank you for your email; what you have sent is sufficient to nominate John Jose as the Department of Transport Representative for the Esperance Roadwise Committee and no further documentation is required.

I will also be contacting John to request a phone contact for him. We expect the majority of communication to be via email, and that the phone contact would only be used in the event of a sudden cancellation.

Would the Department of Transport also like to nominate a Deputy Representative to the Esperance Roadwise Committee? This would allow the Department of Transport to have a voting Representative on the Committee should John not be able to attend any meetings.

Please don’t hesitate to contact me with any queries.
Kind regards,

Mary Bidstrup  
Governance and Corporate Support Officer  
Shire of Esperance  
Ph: 08 71 06 23  
Fax: 08 71 09 20  
E: mary.bidstrup@esperance.wa.gov.au  
PO Box 507, Windoich Street, Esperance WA 6450  

www.esperance.wa.gov.au

From: Shortland, Shelley <Shelley.Shortland@transport.wa.gov.au>  
Sent: Tuesday, 14 April 2020 8:52 AM  
To: Mary Bidstrup <Mary.Bidstrup@esperance.wa.gov.au>  
Subject: Roadwise Nomination

Good Morning Mary

John Jose has spoken with me about his nomination for the Roadwise committee in Esperance. I’m supportive of him being our representative and understand that a formal nomination is required.

Can you please forward me any documentation for completion.

Regards

Shelley Shortland  
AV Operations Manager | Regional Services | Department of Transport  
Unit 4/35 Brookman Street, Kaigoorlie WA 6430  
Tel: (08) 92168152 | Fax: 9216 8003 | Mob: 0481098509  
Email: Shelley.Shortland@transport.wa.gov.au | Web: www.transport.wa.gov.au

DISCLAIMER

This email and any attachments are confidential and may contain legally privileged and/or copyright material. You should not read, copy, use or disclose any of the information contained in this email without authorisation. If you have received it in error please contact us at once by return email and then delete both emails. There is no warranty that this email is error or virus free.

Message protected by MailGuard: e-mail anti-virus, anti-spam and content filtering.  

2
Sarah Walsh

From: MCALINDEN Ainslee (CSO) <ainslee.mcalinden@mainroads.wa.gov.au>
Sent: Tuesday, 14 April 2020 2:24 PM
To: Mary Bidstrup
Cc: WALLACE Cherle (NOA)
Subject: RE: Esperance RoadWise Committee

Hi Mary

Could you please add Mr Sardar Khan as the deputy for Main Roads WA. His contact is 9172 8889.

Kind regards

Ainslee McAlinden
Customer Service Officer
Goldfields Esperance Region
p: +61 8 9080 1474
m: 0419 960 955
w: www.mainroads.wa.gov.au

From: Mary Bidstrup <Mary.Bidstrup@esperance.wa.gov.au>
Sent: Tuesday, 14 April 2020 11:14 AM
To: MCALINDEN Ainslee (CSO) <ainslee.mcalinden@mainroads.wa.gov.au>
Cc: WALLACE Cherle (NOA) <Cherie.Wallace@mainroads.wa.gov.au>
Subject: RE: Esperance RoadWise Committee

Hello Ainslee,

I hope all is well with you and your family.

I just wanted to check if there was any word on whether MainRoads will nominate a Deputy Representative to the Esperance RoadWise Committee?

Kind regards,

Mary Bidstrup
Governance and Corporate Support Officer
Shire of Esperance
Ph: 9071 0623
Fx: 9071 0800
E: mary.bidstrup@esperance.wa.gov.au
PO Box 507, Wandill Street, Esperance WA 6450

www.esperance.wa.gov.au
Hi Mary
Wow what a shame you have not had all the contact details passed on to you, EDRA has been on this committee since its inception. At our Feb Meeting we voted that I would continue to be the Rep for The Esperance District Recreation Association with Fiona McDonald as my second should I not be available, my apologies if the letter has not been written due to the current madness.

The contact details can be found on the Shire’s Community Database (on the website under play for future reference for other associations) PO Box 436, Esperance, WA 6450 or via Rigney and Associates on 90711411 or erica66@westnet.com.au my personal email address.

Kind regards

Erica Austen

---

From: Mary Bidstrup <Mary.Bidstrup@esperance.wa.gov.au>
Sent: Tuesday, 14 April 2020 1:31 PM
To: Erica Austen <erica.austen@esperance.wa.gov.au>
Subject: Esperance Greater Sportsground Redevelopment Committee nominations

Hello Erica,

I hope you and your family are well.

We are working to get nominations for the Esperance Greater Sportsground Redevelopment Committee finalised. I saw that you were the previous Representative for the Esperance District Recreation Association and thought I’d email you about nominations, as I was not able to find a contact email address for the Association.

Can you please help me contact the right people to ask about the Esperance District Recreation Association nominations for their Representative and Deputy Representative to this Committee?

It would be good to have a Representative and a Deputy Representative, so that Esperance District Recreation Association would still have voting representation on the Committee should the Representative not be able to attend a meeting (no meetings are currently planned).

The Terms of Reference for the Esperance Greater Sportsground Redevelopment Committee can be viewed on the Shire website on this page, and tenure for all positions expires on the next Ordinary Election Day of Council in 2021.

Please don’t hesitate to contact me with any queries.

Kind Regards,
Item: 12.3.6

Committee Appointments - Community Representatives

Author/s  Sarah Walsh  Coordinator Governance & Corporate Support

Authorisor/s  Shane Burge  Director Corporate Resources

File Ref: D20/8297

Applicant
Various

Location/Address
N/A

Executive Summary
For Council to consider appointing Community representatives to fill vacancies on Council Committees.

Recommendation in Brief
That Council appoints Community Representatives to Council Committees.

Background
Under the Local Government Act s.5.11 Committee Membership expires on the Ordinary Election Day of Council which occurs biennially. Following the Ordinary Elections in October 2019 all positions on Council Committees were vacant. At the Ordinary Council Meeting held on 16 November 2019, Council appointed Elected Members to Committees and resolved to advertise for expressions of interest to fill the Community positions on all Council Committees.

Community members that served on Council Committees during 2019 were contacted and thanked for their contribution to the Committees. A nomination form was included with information about re-nominating. Initially a nomination period was open for the Community positions between Thursday, 5 December 2019 and Wednesday, 8 January 2020, with ten (10) nominations received and 35 Community positions available. Following the appointment of these Community representatives it was decided to undertake a second nomination period. This nomination period opened on Friday, 7 February 2020 and closed on Wednesday, 4 March 2020.

Advertising included a notice in the Esperance Express, on noticeboards, a news story on the Shire website and posts on the Shire’s Social Media accounts.

Officer’s Comment
At the March 2020 Council meeting, 4 community representatives were appointed to the Greater Sports Ground Redevelopment Committee.

The Terms of reference for this committee allow for up to 4 community representatives to be appointed, however as there was already one community representative appointed at the January Council meeting, it is recommended that the four appointees from March be removed and only three community representatives being appointed.

Alternatively, the terms of reference for the Greater Sports Ground Committee could be amended to allow for five community representatives to be appointed.
Alternate Recommendation:

That Council amend the Terms of Reference for the Greater Sports Ground Committee to allow for five community representatives to be appointed.

The table below outlines the available community positions following the recommended appointments.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Esperance Twin Towns Committee</td>
<td>1 Community Representative</td>
</tr>
<tr>
<td>Scaddan Restoration Reference Group</td>
<td>3 Community Representatives</td>
</tr>
<tr>
<td>Esperance Visitor Centre Management Committee</td>
<td>1 Community Representative and 1 Deputy Community Representative</td>
</tr>
<tr>
<td>New Landfill Community Reference Group</td>
<td>4 Community Representative</td>
</tr>
<tr>
<td>Reconciliation Action Plan Working Group</td>
<td>To be determined - 2 places filled</td>
</tr>
<tr>
<td>Youth Advisory Council</td>
<td>12 Community Representatives</td>
</tr>
</tbody>
</table>

There are a number of Community Representative positions still available, however it is not recommended to undertake further advertising. Instead we can receive applications from interested Community members and present them to Council on an adhoc basis.

Consultation
Nil

Financial Implications
N/A

Asset Management Implications
N/A

Statutory Implications
*Local Government Act 1995* s5.10

Policy Implications
Shire of Esperance Terms of Reference

Strategic Implications
*Strategic Community Plan 2017 - 2027*

- **Community Leadership**
  An organisational and community culture that encourages innovation and embraces change
  Proactively lead the community through innovation and change

Corporate Business Plan 2019/20 – 2022/23
Facilitate Councillors requirements to represent the community

Environmental Considerations
Nil
Attachments
A. Greater Sports Ground Redevelopment Committee Nominations

Officer’s Recommendation

That Council agrees to;

1. Remove Daniel Ball, Corinne Waight, Corey Bennier and Rachel Hoey as Community Representatives for the Greater Sports Ground Redevelopment Committee; and

2. Appoint the following persons as Community Representatives to the following Council Committees:

<table>
<thead>
<tr>
<th>Name</th>
<th>Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Greater Sports Ground Redevelopment Committee</td>
</tr>
</tbody>
</table>

Voting Requirement Absolute Majority
**Nomination Council Committee**

**COUNCIL COMMITTEE**

| Sports ground Redevelopment Committee |

**PERSONAL DETAILS**

<table>
<thead>
<tr>
<th>Title</th>
<th>Given Name</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Postal Address</th>
<th>Suburb</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EXPERIENCE & SUITABILITY**

Why would you like to be apart of this Committee?

To help make sure this growth grows and develops.

In the best possible way.

Please outline your experience or qualifications that are relevant to this Committee.

... (Handwritten text)

**APPLICANT DECLARATION**

If appointed as a Community Representative to a Council Committee I agree to adhere to the Shire of Esperance's Code of Conduct at all times.

Signature: __________________________ Date: __________

**FURTHER INFORMATION**

Send completed nomination via email to: shire@esperance.wa.gov.au, deliver to the Shire of Esperance Administration Building Windich Street, or post to Shire of Esperance PO Box 507, Esperance WA 6450.

The Shire of Esperance Code of Conduct and the Council Committees Terms of Reference can be downloaded from the Shire of Esperance Website, www.esperance.wa.gov.au or a hard copy can be requested from the Administration Building on Windich Street.
**Nomination Council Committee**

**COUNCIL COMMITTEE**
Greater Sports Ground

**PERSONAL DETAILS**
Title: Mrs
Given Name: Comrie
Surname: Wright
Postcode: 6450
Contact Number: 0422 309 123
Email Address: m.r.comrie@telstra.com

**EXPERIENCE & SUITABILITY**
Why would you like to be apart of this Committee?

I have a sound knowledge of Asset Management and Preventative Maintenance due to my employment at Southern Ports for the past 16 years.

I have been a committee member of various sporting and community groups in Esperance over the last 20 years and believe I would bring a balanced contribution into the GSG committee.

Please outline your experience or qualifications that are relevant to this Committee.

Having lived in Esperance all my life, I understand the importance of the facilities inside the GSG.

I wish to be a part of this committee to help future proof the GSG for all user groups so that the residents of Esperance can continue to enjoy recreational activities for years to come.

**APPLICANT DECLARATION**
If appointed as a Community Representative to a Council Committee I agree to adhere to the Shire of Esperance’s Code of Conduct at all times.

Signature:
Date: 20/07/2020

**FURTHER INFORMATION**
Send completed nomination via email to shire@esperance.wa.gov.au, deliver to the Shire of Esperance Administration Building Windich Street or post to Shire of Esperance PO Box 597, Esperance WA 6450.

The Shire of Esperance Code of Conduct and the Council Committees Terms of Reference can be downloaded from the Shire of Esperance Website, www.esperance.wa.gov.au or a hard copy can be requested from the Administration Building on Windich Street.
Nomination
Council Committee

COUNCIL COMMITTEE

GREATER SPORTS GROUND REDEVELOPMENT COMMITTEE

PERSONAL DETAILS

Title | Given Name | Surname
---|---|---
Mr. | Corey | Be-inder

Postal Address
Suburb
Postcode

Contact Number
Email Address

EXPERIENCE & SUITABILITY

Why would you like to be apart of this Committee?

TO BE MORE INVOLVED IN OUR LOCAL COMMUNITY.
I FEEL I HAVE GOOD LIFE SKILLS AND KNOWLEDGE TO ADD VALUE TO THIS COMMITTEE. I HAVE EXPERIENCE IN REC CENTRE MANAGEMENT AND A GOOD NETWORK OF CONTACTS THROUGHOUT THE WA WHEATBELT WHO HAVE REDEVELOPED THEIR SPORTS GROUND FACILITIES.

Please outline your experience or qualifications that are relevant to this Committee

- [ ] KULIN SAINS - FREMANTLE REC CENTRE MANAGER APPROX 12 MONTHS - 2005
- [ ] CERT IV FRONTLINE MANAGEMENT < LEADERSHIP - 2018
- [ ] HOMESTON POWER WORKS DELIVERY LEAD - 2013 - 2020
- [ ] UTILISED MULTIPLE GREATER SPORTS GROUNDS THROUGHOUT WA

APPLICANT DECLARATION

If appointed as a Community Representative to a Council Committee I agree to adhere to the Shire of Esperance’s Code of Conduct at all times.

Signature | Date
---|---
| 27-2-2020

FURTHER INFORMATION

Send completed nomination via email to shire@esperance.wa.gov.au, deliver to the Shire of Esperance Administration Building Windich Street or post to Shire of Esperance PO Box 507, Esperance WA 6450.

The Shire of Esperance Code of Conduct and the Council Committees Terms of Reference can be downloaded from the Shire of Esperance Website, www.esperance.wa.gov.au or a hard copy can be requested from the Administration Building on Windich Street.
Nomination Council Committee

COUNCIL COMMITTEE
Greater Sports Ground Redevelopment Committee

PERSONAL DETAILS
Title:
Miss

Given Name:
Rachel

Surname:
Hoey

Postal Address

Suburb

Postcode

Contact Number

Email Address

EXPERIENCE & SUITABILITY
Why would you like to be apart of this Committee?
I am a passionate member of many Esperance sporting groups. I have a background in playing at an elite level. I believe my passion and drive will hold me in good stead and I'll prove to be a beneficial member of the greater sports ground redevelopment committee.

Please outline your experience or qualifications that are relevant to this Committee
Esperance Hockey Club member.
Hockey Australian representative for 3 years in the country women's national team/ state representative for 7 years.
Sports star nominee for 4 years, sport star recipient.
Women's Hockey captain 2010.
Volunteer of the year nominee for Esperance Hockey association 2019.

APPLICANT DECLARATION
If appointed as a Community Representative to a Council Committee I agree to adhere to the Shire of Esperance's Code of Conduct at all times.

Signature: ____________________________ Date: 21.02.2020

FURTHER INFORMATION
Send completed nomination via email to shire@esperance.wa.gov.au, deliver to the Shire of Esperance Administration Building Windich Street or post to Shire of Esperance PO Box 507, Esperance WA 6450.

The Shire of Esperance Code of Conduct and the Council Committees Terms of Reference can be downloaded from the Shire of Esperance Website, www.esperance.wa.gov.au or a hard copy can be requested from the Administration Building on Windich Street.
Item: 12.3.7

COVID-19 Business and Community Relief Initiatives

Author/s Shane Burge Director Corporate Resources
Author/sor/sh Matthew Scott Chief Executive Officer

File Ref: D20/8195

Applicant Internal

Location/Address Shire of Esperance

Executive Summary

For Council to consider a range of initiatives to assist business, community groups and ratepayers due to the impact of the COVID-19 pandemic.

Recommendation in Brief

That Council approve a number of initiatives and relief measures to support the community in getting through the COVID-19 crisis.

Background

The COVID-19 was declared as global pandemic by the World Health Organisation on March 11\textsuperscript{th} 2020 and as such has had a dramatic impact upon the Shire of Esperance and Local Governments throughout WA. As well as posing a significant health risks, COVID-19 has and will continue to have a major impact on businesses and the economy.

The Shire of Esperance understands the deep concern businesses have regarding employee retention, revenue, health and safety matters as well as the ability to plan for further disruptions to trade. Ratepayers have concern about their employment opportunities, their ability to pay existing debts and the uncertainty about the future.

There are extensive assistance packages being made available through State and Federal Governments, Financial Institutions, Business Support Agencies and Utility Providers. At the time of writing below is a summary of the assistance offered by State and Federal Governments.

Federal Government

The Federal Government has announced three ‘stimulus packages’ to boost the economy and provide financial aid to businesses and non-profit bodies impacted by the COVID-19 virus outbreak. Two of the three Federal stimulus packages have been passed by parliament and are now law. Broadly, the first two stimulus packages include:

- cash payments to individuals and households
- early release of superannuation
- cash flow boosts (via a Refund of PAYG withholding)
- increase and extension of instant asset write-off allowances
- accelerated depreciation, and administrative temporary relief for financial distressed individuals and businesses.

The third and latest stimulus package announced by the Federal government includes the \textit{JobKeeper} payments. Broadly, eligible employers will receive a $1,500 payment, per eligible employee, per
fortnight for six months.

**State Government**
The State Government has announced a number of stimulus measures including-
- Freeze will be placed on household fees and charges, including electricity, water, motor vehicle charges, the emergency services levy and public transport fares for the 2020/2021 year.
- Double the Energy Assistance Package (EAP) in 2020-21 to provide additional support to vulnerable Western Australians. The payment will increase from $300 to $600 for eligible concession card-holders
- Rent relief for businesses operating on government-owned premises
- Funding package to assist community services impacted by COVID-19
- $114 million in measures to support Western Australian small and medium businesses
- payroll tax paying businesses with a payroll between $1 million and $4 million will receive a one-off grant of $17,500
- small and medium sized businesses affected by COVID-19 can now apply to defer payment of their 2019-20 payroll tax until July 21, 2020.
- Lotterywest funding package to assist community services impacted by COVID-19

**Utilities**
Horizon Power have announced a range of options to support households and business that include payment extensions, payment plans of up to 12 months and account suppressions of up to 6 months. Customers on the L2 business tariff will receive a once-off credit of $2,500 on their electricity accounts.

**Officer’s Comment**
A number of Council operations have been impacted by COVID-19 with a number of requests by ratepayers, lessees and community groups at to what stimulus or relief arrangements the Shire of Esperance is considering or offering.

While the Shire of Esperance is in a strong financial position with low amounts of borrowings and debts outstanding, COVID-19 will have a significant impact on the Shire’s short/medium term financial position. Revenues from many areas are projected to fall significantly including-
- Airport- due to reduced flight numbers/passengers and request by Rex to renegotiate the head tax.
- Waste revenue will decrease as commercial and community activity declines.
- BOILC has closed effectively ceasing any further income.
- Civic Centre has closed effectively ceasing any further income.
- Visitor Centre has reduced dramatically due to travel restrictions and no customer contact.
- Expected that building license fees and planning fees will reduce due to slow down of activity.
- Rate collection is expected to slow affected longer term cash flow.

While it is universally acknowledged that Local Governments should and would provide support for households, community groups and small business, there is considerable differences in the strategies that are being suggested or proposed by Local Governments. Some LG’s are offering immediate support packages in an attempt to stimulate the economy whilst others are looking at a longer term recovery related activities post pandemic to support the community. It would seem prudent to look at short, medium and long term options. Timing of the support will be critical in our communities on-going response and recovery from the pandemic.

The resources of the Shire of Esperance are finite and dwarfed by that of the Federal and State Governments, however there are a number of options that should be considered that can make a
significant local impact upon our local government area whilst also being cognisant of the support that is offered by other levels of government and industry.

As the COVID-19 crisis is still unfolding the scale and magnitude of the local economic impact is far from known. Whilst there is an eagerness to help, there are many unknowns with the term of the crisis and the impact that it will have on the wider community. The best intervention period for any economic stimulus is also unclear considering the most impacted businesses are now closed, with a large number of remaining small businesses impacted to varying degrees. It is clear that there is currently a large amount of financial support from various governments due to the initial response to the crisis, but what is unclear is if any support will be available once the crisis is over. It is the Shire staff recommendation that any economic stimulus/recovery measures should be started when the peak of the pandemic has passed so we are preparing the community and local economy to bounce back as soon as possible.

**Immediate Initiatives Options**

- Implement a COVID-19 Financial Hardship Policy that is intended to ensure we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship due to the COVID-19 crisis (Attachment A)
- Remove penalty interest for outstanding rates for the period 1 April until 30 June to allow ratepayers some breathing space to organise their finances whilst interest is not being calculated and added onto outstanding rates. Estimated cost is approx. $16,000.
- Commercial lease fee waiver- Upon request waive lease payments on commercial leases for 6 months. Limit to those business who meet the *JobKeeper* criteria as outlined by Federal Government. Excluding Caravan Park as this will be dealt with separately. Income from all commercial leases for 6 months amount to $88,718 excluding the caravan park.
- Community lease fee waiver- Upon request waive lease payments for community leases for 6 months as a large number of sport and community groups have been affected by the social distancing measures.
- Community/Sporting Group Fees waiver- Upon request waive fees and charges for community groups that can demonstrate significant effects due to COVID-19 for up to 6 months. Example being the Esperance Golf Club (Attachment B) Estimated cost for recycled water charges for Esperance Golf Club over this period is approx. $10,000.
- Amend the Procurement Policy to align with State Government regulation changes to allow an increase in the tender threshold from $150,000 to $250,000.
- Purchase from local suppliers wherever possible to support Esperance small business.
- Consider a bulk verge waste collection to assist households during isolation and working from home. Could be undertaken by a combination of staff and contractors. One option is similar to collection in 2011 (Attachment 3) Estimated cost is $43,000 to be conducted in Esperance and remote town sites. Another option that is more manageable and controlled is a free/cheap bulk bin that people could register for the service and arrangements made for drop/off and pick up of the bulk bin to the household.
- Re-organise capital works such as bringing forward the Esperance CBD Landscaping Upgrade-Stage 2 works $400,000 ($100,000 for landscaping, $100,000 for Street Furniture and $200,000 for footpath upgrades) to liven up the CBD so that it attracts people back once the pandemic is over and make the most of the decreased business in the CBD due to the social distancing measures. Offset by reducing rural Construction program by $400,000 and undertake these projects during the following financial year.
- Relax Shire Procurement Policy to only require one written quotes if purchasing from local supplier and there is only one local supplier for purchases under $75,000.
Short Term Initiatives Options

- Rates/Fees Freeze: State Government has requested that all local governments consider not increasing rates and fees for the 2020/21 financial year. Council have been working on indexing rates in line with CPI plus additional 1.75% to deal with asset management issues. Estimated cost to freeze rates would be approx. $800,000. While the cost to freeze fees would be approx. $260,000.

- Defer the rates due date for the 2020/21 year to November rather than the normal September date.

- Reducing the rates instalment and outstanding penalty interest for the 2020/21 financial year to be more in-line with the current economic conditions.

- Increase capital expenditure—bring forward Shire expenditure to provide work to local business utilising reserve funds or new borrowings.

The above short term initiatives would normally be considered as part of the budget deliberations, although it may provide some benefit to staff and the community if Council was to provide some direction as to how they would like the draft budget prepared for the 2020/21 year, albeit the budget would need to be adopted by Council early in the new financial year to become effective.

Recovery Initiatives

It is recommended that once the full impact of the COVID-19 crisis is known and the timeframes are clearer that Council commit to some recovery initiatives at that time. It may be more appropriate to commence work and brainstorm ideas for recovery in the near future rather than commit to any one course of action at this time. The amount of stimulus for our community is also dependent upon other levels of government support during recovery as well as the need and the timing. Funding of which could be funded through one of the Shire Cash backed reserves such as the Priority Projects or Airport Reserve.

Some recovery initiatives that could be considered are—

- Increase tourism advertising and promotion of Esperance to encourage visitors.
- Business cash distribution to small business to assist in recovery.
- Voucher system provided through to the community that can only be spent with Esperance small business.
- Incentives provided with the sale of Shire owned residential and commercial land to encourage building and supplies.

To ensure all community issues are taken into consideration in an informed and timely manner, it is recommended that a recovery plan is commenced that can be implemented once the timeframes and impact of the COVID-19 crisis is clearer.

The Shire of Esperance is currently working with the Esperance Incident Support Group which consists of member from LEMC, GEDC, ECCI and additional agencies that can provide input into developing a recovery plan specific to COVID-19.

Consultation

Executive Management Group
Requests from Minister for Local Government
Requests from lease holders and community groups
Financial Implications
The financial implications arising from this report are:

- Rates Penalty Interest- ~$16,000
- Commercial Lease Waiver- ~$88,000
- Community Lease Waiver- ~$2,000
- Community Groups Fees- ~$20,000
- Bulk Verge Collection- ~$43,000
- Rates Freeze- ~$800,000
- Fees & Charges Freeze- ~$260,000

Total- ~$1,236,000

Asset Management Implications
Rates and fees freeze will have an impact upon the asset management implications for the Shire. The plan to address the asset management gap will need to be reassessed with any reduced income through rates and fees.

Statutory Implications
Nil

Policy Implications
Implementation of a temporary COVID-19 Financial Hardship Policy

Strategic Implications
Strategic Community Plan 2017 - 2027
Community Leadership
A financially sustainable and supportive organisation achieving operational excellence
Provide responsible resource and planning management for now and the future

Corporate Business Plan 2019/20 – 2022/23
Manage Corporate Resources Directorate

Environmental Considerations
Nil

Attachments
A⇩. COVID-19- Financial Hardship Policy
B⇩. Esperance Golf Club- Water Fees
C⇩. Bulk Rubbish Collection

Officer’s Recommendation
That Council:

1. Adopt the COVID-19 Financial Hardship Policy
2. Remove outstanding rates penalty interest from 1 April till 30 June 2020.
3. Waive commercial lease fees and traders permits for 6 months from 1 April 2020 for lessees who apply to the Shire and who meet the JobKeeper criteria as outlined by the Federal Government.
4. Waive community lease fees for 6 months for lessees who apply to the Shire and can demonstrate that they have been significantly impacted by the effects of COVID-19.
5. Waive community fees and charges for 6 months from 1 April 2020 to those groups who apply to the Shire and can demonstrate that they have been significantly impacted by the effects of COVID-19.

6. Relax the requirement on Policy COR 007: Procurement for 6 months to require one written quote when there is only one local supplier for purchases under $75,000.

7. Amend the Policy COR 007: Procurement to increase the tender threshold to $250,000 in line with recently amended Local Government (Functions and General) Regulations.

8. Conduct a one off residential bulk verge waste collection.

9. Request the CEO prepare the draft 2020/2021 budget with a 0% rates and fees increase.


Voting Requirement: Absolute Majority
**COR xxx: COVID-19 Financial Hardship**

**Objective**

To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID-19 pandemic, the Shire of Esperance recognises that these challenges will result in financial hardship for our ratepayers.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

**Policy Scope**

This policy applies to:

- Outstanding rates and service charges as at the date of adoption of this policy; and
- Rates and service charges levied for the 2020/21 financial year.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason, the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

**Policy Statement**

1. Payment difficulties, hardship and vulnerability

Payment difficulties, or short term financial hardship, occur where a change in a person’s circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of Esperance recognises the likelihood that COVID-19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.
2. Anticipated Financial Hardship due to COVID-19

We recognise that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

3. Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

4. Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the Shire of Esperance of any change in circumstance that jeopardises the agreed payment schedule.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

5. Interest Charges

A ratepayer that meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.

6. Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:
• Remains as a debt on the property until paid;
• Becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
• May be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
• Does not incur penalty interest charges.

7. Debt recovery

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 and makes an alternative plan before defaulting on the third due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the Local Government Act 1995.

Review

We 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

We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at your request.

We 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 recognise that applicants for hardship consideration are experiencing additional stressors and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

.......................................................................................................................Policy Ends........................................................................................................................
Esperance Golf Club,

PO BOX 399

Esperance WA, 6450.

TO:

The President, Esperance Shire Council,

Esperance WA, 6450.

2nd April 2020.

Re: Closure of Esperance Golf Club due to COVID19 pandemic.

As you are aware, our club has been closed to the public and members due to the Covid19 crisis. This will have a devastating effect on our club financial future, with no income from bar turnover, members playing fees, or receipts from green fee players, cart hire and sale of golf equipment.

In the meantime, the ongoing costs relating to maintenance of the course, the club house and surrounds will continue. In these uncertain times our club will not survive a prolonged shutdown.

Our audited figures for the financial year 2019, show the following:

Total expenses for course maintenance, including wages, electricity, water, fuel, fertilizer and chemicals, and repairs and maintenance was $89,459.

This does not include insurance, lease costs, superannuation etc.

Of these costs, the charge for water pumping was $29,700. Obviously, a significant proportion of our total course expenditure.

The longer a curfew on club activities continues, the greater the risk that we will not recover.

In particular, we ask that the Council grant our club a holiday from any pumping charges incurred until we are fully operational again, but any assistance Council can give to assist in keeping our club afloat would be appreciated. We believe we play a part of the attraction to visitors to our district and have provided our town with a valuable sporting facility for the last 60 years.

Our club would be happy to talk to you anytime regarding this matter.

Yours Sincerely,

Rod Jones

President.
BULK RUBBISH COLLECTION
Esperance Shire Town Areas 2011
Including: town boundaries of Gibson, Scaddan, Grass Patch, Salmon Gums and Condingup

Esperance: Town Central / Nilson / Sinclair / West Beach / Blue Haven / Dempster Heights
Le Grand / Castletown / Dixon Park / Stable Rd / Parkland Rd / Fairfield St

KERBSIDE COLLECTION
GENERAL HOUSEHOLD JUNK ONLY

commencing 7am, Monday 16th May
Items can be placed on the verge from Sunday 8th May until Sunday 15th May. Please note that two trucks will pass by for;
1. white goods/steel collection, e-waste and
2. general household junk collection.

✓ WE WILL REMOVE
✓ General junk – bicycles, clothes, toys, baskets, plastic products
✓ Timber, steel pipes, metal (cut to 1.5m lengths. Stack neatly.)
✓ Empty Stoves, fridges, freezers (doors MUST be removed for safety).
✓ Old furniture – lounges, cupboards, chairs, beds
✓ Electrical appliances (cords out)
✓ Computer equipment

✗ WE WILL NOT REMOVE
✗ Garden rubbish ie; lawn clippings, tree prunings etc.
✗ General household rubbish (food waste)
✗ Gas bottles or any flammable liquids
✗ Paint tins, oils, chemicals or any hazardous materials
✗ Motor vehicles (cars or motor bikes), vehicles parts or engines
✗ Bricks, tiles, builders rubble, sand, cement, concrete products
✗ Super 6 Fencing
✗ Batteries
✗ Tyres
✗ Asbestos

NOTE: Keep clear of footpath, fences, signs, bus stops, poles & bins

Collection Time
Please note that each truck will do a 'once only' pass by your house after the collection starting time of 7am, Monday, 16th May. To ensure collection, please place acceptable items on your verge no later than the evening of Sunday, 15th May. The verge collection program will continue throughout the week and weekend if necessary, until all areas indicated have been serviced.

Prevent Littering
Any items not collected must be removed from the verge by Sunday 29th May, otherwise they may be deemed as litter and fines issued. Your assistance in this matter would be greatly appreciated.

❓ Questions?
Any questions – please phone the Shire Office during office hours or email enquiry via website www.esperance.wa.gov.au or phone Engineering Services, 9071 0666.
Item: 12.3.8

Self Supporting Loan - Condingup District Recreation Association

Author/s  Beth O'Callaghan Manager Financial Services
Authorisor/s  Shane Burge Director Corporate Resources

File Ref: D20/8522

Applicant
Condingup District Recreation Association

Location/Address
Sutcliffe Street, Condingup

Executive Summary
This report recommends approval of a new self-supporting loan of $500,000 for the purpose of completing the construction of the following for the Condingup District Recreation Association:

- Lawn bowls facility
- Tennis courts
- Playground relocation
- Memorial Wall and
- Associated infrastructure

Recommendation in Brief
That Council provide a self-supporting loan of $500,000 to Condingup District Recreation Association for a term of 5 years for the purpose of completing construction on lawn bowls facility, tennis courts, playground relocation, memorial wall and associated infrastructure. Council is also to provide one month’s public notice of the proposed borrowings and will approve the loan subject to Condingup District Recreation Association providing personal guarantors.

Background
Condingup District Recreation Association (CDRA) have requested from Council a self-supporting loan to complete the construction of lawn bowls facility, tennis courts, playground relocation, memorial wall and associated infrastructure. The loan amount is $500,000 for a term of 5 years, with repayments based over 10 years and a lump sum payment on the final instalment. The repayments will be semi-annual and will be approximately $27,000 each, approximately $54,000 annually. See application from CDRA which includes their budget for the complete project. (Attachment A).

The overall project has a budget of $1.7 million.

CDRA have guaranteed income from CSRFF, Shire of Esperance (Council Resolution O0919-185), farmer donations, rural/agricultural business sponsorships, CBH and Tennis Australia over the next 4 financial years. CDRA may also be successful in funding from Regional Development Australia Goldfields/Esperance and Foundation for Rural and Regional Renewal. The association also have funds on hand for the Memorial Wall. Unfortunately, the Lotterywest funding of $280,000 has been withdrawn due to COVID-19. This funding was for the skate park and kitchen upgrade. Those projects will be put on hold until successful in future funding.
The intention is it to pay out the self-supporting loan after five years with a lump sum payment on the final instalment. However, if the association was unable to meet this final lump sum payment they will have the option to refinance the remaining balance over another 5 years.

Council has previously resolved to offer in-principle support for a self-supporting loan to the association in September 2019. See below resolution:

**Council Resolution**

That Council:

1. Endorse the CSRFF application from the Condingup District Recreation Association (CDRA) towards the Condingup Community Centre Expansion Project Stage 1: Sport and Recreation Upgrade and prioritises the application as the first priority in the Shire of Esperance.

2. Confirm a contribution from Council of one third of the Stage 1a (as identified in the attached business case) costs up to a maximum of $260,410 subject to:
   a. the CSRFF application for $260,410 being successful; and
   b. an agreement that any savings achieved in delivery of the project would result in Council's contribution being reduced to ensure that contribution was maintained at the level of one third of the project cost.

3. Offer in-principle support for a self-supporting loan in favour of the Condingup District Recreation Association to assist with delivery of this project.

**O0919-187**

CARRIED
F8 - A0

**Officer’s Comment**

In making determination with regards to this self-supporting loan application the repayment ability and security need to be addressed.

**Repayment Ability:** Audited financial statements for the last 3 years have been provided in support of the application. If CDRA’s ability to repay the loan was based on their yearly net income over the past three years then they are not in a position to meet the repayments.

However, CDRA have provided a budget (Attachment A) that outlines the income and expenses for the capital project separate to the association’s operating budget. The association has guaranteed grant income and are well placed for other funding that may be available to them from Regional Development Australia Goldfields Esperance and Foundation for Rural and Regional Renewal.

CDRA have guaranteed income from the Shire of Esperance and have funds in term deposit to contribute towards the project.

The association has approached local rural/agricultural businesses who service the Condingup area for sponsorship over a 5 year period.

Likewise the association has a commitment from farmers within the community for an annual donation over a period of 5-7 years.

**Security:** Standard practice for a self-supporting loan is that personal guarantors are sought from within the membership group who will benefit from the loan provision. CDRA are working towards obtaining 8-
10 guarantors. Loan documents between the Shire and the club must be signed along with all guarantors before any funds are released.

Advertising for this loan will be required prior to applying for the funds from West Australia Treasury Corporation in accordance to Section 6.3 (2) of the *Local Government Act (1995)*.

**Consultation**  
Western Australian Treasury Corporation

**Financial Implications**  
All self-supporting loans are included as a total liability of the Shire regardless of any loan agreements and guarantors that it has with community group or club. This means that any increases in self-supporting loans will decrease the borrowing capacity of the Shire.

**Asset Management Implications**  
Nil

**Statutory Implications**  
Section 6.20 (1) of the *Local Government Act (1995)* provides the power to borrow. Section 6.20 (2) requires that where the establishment of a loan occurs outside the budget adoption process, that one month’s public notice of the proposal be given and must be resolved by an absolute majority.

**Policy Implications**  
The policy implications arising from this report are CORP 002: Financial Management. Council will consider loan funding that is prudent and within guidelines and ratios as identified by the Department of Local Government. Loan funding will be guided by those loans that are proposed in the Long Term Financial Plan. An exception to this is self-supporting loans.

**Strategic Implications**  
*Strategic Community Plan 2017 - 2027*  
**Community Leadership**  
A financially sustainable and supportive organisation achieving operational excellence  
Provide responsible resource and planning management for now and the future

*Corporate Business Plan 2019/20 – 2022/23*  
Manage Financial Services

**Environmental Considerations**  
Nil
Attachments
A0. CDRA Self Supporting Loan Application and Budget

Officer’s Recommendation

That Council

1. Provide a self-supporting loan of $500,000 to Condingup District Recreation Association for a term of 5 years for the purpose of completing construction on lawn bowls facility, tennis courts, playground relocation, memorial wall and associated infrastructure;

2. Provide one month’s public notice of the proposed borrowings; And

3. Approves the loan subject to Condingup District Recreation Association providing personal guarantors.

Voting Requirement Absolute Majority
Application for a **Self-Supporting Loan** for the Condingup District Recreation Association (CDRA)

1.0 Scope

The CDRA is a not for profit voluntary community organisation dedicated to the promotion and facilitation of sport and recreational activities and infrastructure within the Condingup district.

The CDRA is proposing, and well on the way to delivering, an exciting project that will bring the sports of lawn bowls and tennis to already existing CDRA facility in the heart of Condingup. When completed the CDRA facility will host lawn bowls, tennis, AFL football, basketball, a new Memorial Wall, the CWA, the local playgroup, the annual Condingup Wooll Fair, sports and venue facilities for the Condingup Primary School as well as many other community activities.

The overall project has multiple parts and some are dependent on grant applications and as such fall outside the scope of this loan application. Specifically, the planned kitchen upgrades and skatepark will require future grant approvals to be completed.

This loan application is required to complete the construction of;
- Lawn bowls facility,
- Tennis courts,
- Playground relocation,
- Memorial Wall and
- Associated infrastructure.

A complete budget is included below.

2.0 The Loan

The CDRA wishes to apply for a Self-Supporting Loan from the State Treasury via the Shire of Esperance with the following attributes.

- **Principal** $500,000
- **Term** 10 years
- **Interest Rate** Variable
- **Repayments** 2 semi-annual compounding

3.0 Guarantors

The CDRA understands that it will have to provide suitable guarantors for this loan and are committed to doing so. We wish to provide details of these guarantors closer to the time of approval.

4.0 Supporting Documentation

Included as an addendum to this application are the following;
- The Constitution of the CDRA,
- The last 3 years audited statements and
- Minutes of the most recent CDRA Committee meeting resolving to apply for this loan.
### 5.0 Budget

<table>
<thead>
<tr>
<th>Financial Years</th>
<th>Totals</th>
<th>2019/20</th>
<th>2020/21</th>
<th>2021/22</th>
<th>2022/23</th>
<th>2023/24</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.0 Financial Summary</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1.1 Opening Balance</strong></td>
<td>$330,995</td>
<td>$309,095</td>
<td>$208,895</td>
<td>$335,461</td>
<td>$489,039</td>
<td></td>
</tr>
<tr>
<td><strong>1.2 Income</strong></td>
<td>$2,347,900</td>
<td>$656,000</td>
<td>$889,900</td>
<td>$465,000</td>
<td>$207,000</td>
<td>$130,000</td>
</tr>
<tr>
<td><strong>1.3 Expenditure</strong></td>
<td>$1,925,278</td>
<td>$485,930</td>
<td>$868,822</td>
<td>$399,422</td>
<td>$39,422</td>
<td>$59,422</td>
</tr>
<tr>
<td><strong>1.4 Closing Balance</strong></td>
<td>$805,623</td>
<td>$209,883</td>
<td>$355,461</td>
<td>$489,039</td>
<td>$489,039</td>
<td>$553,617</td>
</tr>
<tr>
<td><strong>2.0 Income Details</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2.1 Donations</strong></td>
<td>$520,000</td>
<td>$0</td>
<td>$120,000</td>
<td>$120,000</td>
<td>$120,000</td>
<td>$120,000</td>
</tr>
<tr>
<td><strong>2.2 Sponsorships</strong></td>
<td>$200,000</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$50,000</td>
</tr>
<tr>
<td><strong>2.3 Share Contributions</strong></td>
<td>$260,000</td>
<td>$0</td>
<td>$260,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>2.4 DLGSC</strong></td>
<td>$260,000</td>
<td>$0</td>
<td>$260,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>2.5 Lottery</strong></td>
<td>$260,000</td>
<td>$0</td>
<td>$260,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>2.6 GH</strong></td>
<td>$480,000</td>
<td>$200,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>2.7 Tennis Australia</strong></td>
<td>$550,000</td>
<td>$0</td>
<td>$550,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>2.8 Regional Developed Goldfields/Esperance</strong></td>
<td>$550,000</td>
<td>$0</td>
<td>$550,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>2.9 RRR</strong></td>
<td>$550,000</td>
<td>$0</td>
<td>$550,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>2.10 Memorial Wall Funds</strong></td>
<td>$500,000</td>
<td>$350,000</td>
<td>$220,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>2.11 Self Supporting Loan</strong></td>
<td>$500,000</td>
<td>$350,000</td>
<td>$220,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>3.0 Expenditure</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3.1 Overheads</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3.1.1 Project Manager</strong></td>
<td>$80,000</td>
<td>$30,000</td>
<td>$50,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>3.1.2 Insurance</strong></td>
<td>$27,500</td>
<td>$5,500</td>
<td>$5,500</td>
<td>$5,500</td>
<td>$5,500</td>
<td>$5,500</td>
</tr>
<tr>
<td><strong>3.1.3 Contractors</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>3.1.4 Approvals/Engineering</strong></td>
<td>$60,000</td>
<td>$0</td>
<td>$60,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>3.1.5 Grounds (paths/gardens/access etc)</strong></td>
<td>$40,000</td>
<td>$0</td>
<td>$40,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>3.1.6 Loan Repayments</strong></td>
<td>$215,688</td>
<td>$0</td>
<td>$53,922</td>
<td>$53,922</td>
<td>$53,922</td>
<td>$53,922</td>
</tr>
<tr>
<td><strong>3.2 Bowling Green</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3.2.1 Greens-Contractor</strong></td>
<td>$385,260</td>
<td>$83,820</td>
<td>$251,460</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>3.2.2 Site Preparation</strong></td>
<td>$50,000</td>
<td>$50,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>3.2.3 Lighting</strong></td>
<td>$50,000</td>
<td>$50,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>3.2.4 Electrical</strong></td>
<td>$7,700</td>
<td>$7,700</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>3.2.5 Viewing area</strong></td>
<td>$68,000</td>
<td>$68,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>3.2.6 Shades</strong></td>
<td>$10,000</td>
<td>$10,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>3.2.7 Fencing</strong></td>
<td>$15,000</td>
<td>$15,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>3.2.8 Paving</strong></td>
<td>$22,000</td>
<td>$22,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>3.3 Tennis Courts</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3.3.1 Courts-contractor</strong></td>
<td>$355,610</td>
<td>$105,610</td>
<td>$150,800</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>3.3.2 Site Preparation</strong></td>
<td>$50,000</td>
<td>$50,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>3.3.3 Lighting</strong></td>
<td>$89,000</td>
<td>$89,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>3.3.4 Electrical</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>3.3.5 Viewing area</strong></td>
<td>$56,000</td>
<td>$56,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>3.3.6 Fencing</strong></td>
<td>$33,000</td>
<td>$33,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>3.3.7 Retaining Wall</strong></td>
<td>$80,000</td>
<td>$80,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>3.3.8 Tennis Posts</strong></td>
<td>$5,500</td>
<td>$5,500</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>3.4 Memorial Wall</strong></td>
<td>$73,000</td>
<td>$73,000</td>
<td>$73,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>3.5 Kitchen</strong></td>
<td>$80,000</td>
<td>$80,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>3.6 Playground</strong></td>
<td>$15,000</td>
<td>$15,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>3.7 Skatepark</strong></td>
<td>$200,000</td>
<td>$200,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>
6.0 Addendum items
Addendum items are included over the page and include

- Cover letter from the Shire of Esperance giving in principal support to the application by the CDRA for a self-supporting loan.
- Minutes from the last CDRA Committee meeting resolving to apply for the loan.
- Audit reports for the CDRA for the last 3 years and
- The constitution of the CDRA.
Item: 12.3.9

Local Government House Trust - Deed of Variation

Author/s: Shane Burge Director Corporate Resources
Author/s: Matthew Scott Chief Executive Officer

File Ref: D20/8756

Applicant: WALGA

Location/Address: Shire of Esperance

Executive Summary
For Council to consider consenting to a variation to the Trust Deed for the Local Government House Trust.

Recommendation in Brief
That Council consent to the Local Government House Trust - Deed of Variation

Background
The Local Government House Trust ("The Trust") exists primarily to provide building accommodation for the Western Australian Local Government Association. Since January 2014, the Trust has provided WALGA with accommodation at 170 Railway Parade West Leederville.

The current trust deed commenced in 1993 and was amended in 2002 to reflect the merger of the metropolitan and country associations into WALGA. The current Trust Deed pronounces WALGA as Trustee and unit holders as Beneficiaries, with the Trustee holding property and associated monies "upon Trust" and in proportion to the units provided.

Commencement date of the current deed is 17 February 1993, with a vesting date 79 years from commencement - which means that the Trust ends in 2072.

The Trust is exempt from income tax on the basis of being a State / Territory Body (STB) pursuant to Division 1AB of the Income Tax Assessment Act 1936.

The Shire of Esperance is a unit holder and beneficiary to the Local Government House Trust, holding 7 unit/s as advised in WALGA’s recent Quarterly Report Q4 2019.

Officer’s Comment
The Trust's Board of Management is seeking to vary the Trust Deed in order to assist the Trust’s income tax exempt status. As stipulated by the Deed, the Trust requires consent of at least 75 per cent of all beneficiaries in order to execute this variation.

As a beneficiary, the Shire of Esperance is requested to consent to the enclosed Deed of Variation supported by a resolution of Council; and to communicate this consent to WALGA in writing. Please note, WALGA are requesting consent for the Trustee to formally execute the attached Deed of Variation, the Shire of Esperance is not required to sign the attached document.
Trust Deed amendments set out in the Deed of Variation are based on legal advice and are intended to assist the Trust's income tax exempt status by strengthening the position that the Trust is a State / Territory Body (STB).

Legal advice identified that the Trustee’s ability to retire and appoint a new Trustee might affect the Trust's classification as a State or Territory Body (STB). This view, while based upon highly technical grounds, is a risk nonetheless.

Subsequently the Deed of Variation aims to strengthen the position that the Trust is a STB through the following amendments:

1. removing the existing Trustee’s power to retire and appoint a new Trustee (Clause 2.1 and 2.2 (22.3) of the Deed of Variation)

2. enabling the beneficiaries to appoint and remove a Trustee (Clause 2.2 (22.4) of the Deed of Variation), and

3. ensuring that the Board of Management is the ‘governing body’ of the Trust (Clause 2.3 of the Deed of Variation)

The first two amendments outlined above remove powers granted to the Trustee in the 2002 Deed Variation resulting from the merger to a single Association representing WA Local Governments. These amendments which previously facilitated the transfer of trusteeship to the then new Western Australian Local Government Association are removed, but with the clarification that any appointment must be with the consent of the beneficiaries.

The final amendment intends to confirm that power rests with the Board of Management. As the Board of Management comprises Local Governments, this satisfies the requirements of a STB for tax purposes. This amendment reflects the actual operation of the Trustee in implementing the decisions of the Board of Management whilst retaining sufficient operational discretion to place and renew investments and pay suppliers.

These amendments provide greater power to beneficiaries through the Board of Management, and as such it is anticipated they will be considered acceptable.

Consultation
Nil

Financial Implications
Nil

Asset Management Implications
Nil

Statutory Implications
Nil

Policy Implications
Nil

Strategic Implications
Strategic Community Plan 2017 - 2027
Community Leadership
A financially sustainable and supportive organisation achieving operational excellence
Provide responsible resource and planning management for now and the future
Corporate Business Plan 2019/20 – 2022/23
Manage Corporate Resources

Environmental Considerations
Nil

Attachments
A⇩. Deed of Variation
B⇩. Clause 12 of Trust Deed 1994

Officer’s Recommendation
That Council

1. Provide consent to the Deed of Variation to the Local Government House Trust as attached.
2. Request the CEO advise WALGA of this consent in writing.

Voting Requirement Simple Majority
DEED OF VARIATION

LOCAL GOVERNMENT HOUSE TRUST

LAW
PERTH
11 Mounts Bay Road, Perth WA 6000
Telephone (08) 9429 2222 Facsimile: (08) 9429 2434
eylawperth@au.ey.com www.ey.com
Our Ref: 4WAL / 2004 7043
THIS DEED dated the day of 2019

BY

WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION of Level 1, 170 Railway Parade, West Leederville in the State of Western Australia (the ‘Trustee’)

RECITALS

A. By Deed of Trust undated but stamped 12 February 1980 (‘Original Trust Deed’) made between CHARLES WILSON TUCKEY, LYAL GORDON RICHARDSON, GORDON LAWRENCE KILPATRICK, HARRY STICKLAND and MAXWELL RAY FINLAYSON (the ‘Original Trustees’) and THE LOCAL GOVERNMENT ASSOCIATION OF WESTERN AUSTRALIA and the COUNTRY SHIRE COUNCILS ASSOCIATION (the ‘Retired Trustees’) the Original Trustees declared that they would hold the property therein referred to as the Headquarters and the monies therein referred to as the Trust Fund upon trust for the beneficiaries specified in the second schedule to the Original Deed upon the terms and conditions therein contained (the ‘Original Trust’).

B. By Deed dated 2 October 1981 made between the Original Trustees and the Retired Trustees the Original Trustees retired and appointed the Retired Trustees as the Trustees of the Original Trust in their place.

C. By Deed dated 4 May 1994 (the ‘New Deed’) the Retired Trustees (in the New Deed referred to as THE LOCAL GOVERNMENT ASSOCIATION OF WESTERN AUSTRALIA (INC) and THE COUNTRY SHIRE COUNCILS ASSOCIATION OF WESTERN AUSTRALIA (INC)) agreed that the proceeds from the sale of the Headquarters and the Trust Fund and the income thereof should be from 17 February 1993 held upon the terms and conditions set out in the New Deed (the ‘Trust’).

D. By Deed of Variation dated 5 June 2002 the Retired Trustees varied the New Deed (collectively, the ‘Trust Deed’) to provide for a new Clause 22 which provides that any trustee of the Trust may retire as trustee of the Trust and appoint a new trustee to act as trustee of the Trust and that notwithstanding that the original number of trustees of the Trust was five where a corporation or incorporated association is appointed as trustee of the Trust then it shall not be obligatory to appoint more than one new trustee.

E. By Deed dated 6 June 2002 made between the Retired Trustees and the Trustee, the Retired Trustees retired and appointed the Trustee as the trustee of the Trust.

F. Clause 21.1 of the Trust Deed provides that the Trustees may at any time and from time to time (with the consent of not less than 75% of the Beneficiaries) by deed revoke add to or vary the trusts of the Trust Deed or declare (inter alia) any new or other powers, authorities or discretions concerning the management, control or investment of the Trust Fund upon the terms contained therein.

G. The Trustee wishes to add to and vary the Trust Deed and declare (inter alia) new or other powers, authorities and discretions concerning the management, control or investment of the Trust Fund in accordance with the terms of this Deed.

H. More than 75% of the Beneficiaries have consented in writing to the variations to the New Deed and the records relating to this consent will be placed with the original of this Deed.
NOW THIS DEED WITNESSES

1. DEFINITIONS AND INTERPRETATION

   In this Deed, unless the context otherwise requires:

   1.1 a word importing the singular includes the plural and vice versa, and a word of any
gender includes other genders;

   1.2 another grammatical form of a defined word or expression has a corresponding
meaning;

   1.3 a reference to a clause, paragraph, recital, schedule or annexure is to a clause,
paragraph or recital of, or schedule or annexure to, this Deed, and a reference to this
Deed includes any schedule or annexure;

   1.4 a reference to a document or instrument includes the document or instrument as varied,
novated, altered, supplemented or replaced from time to time;

   1.5 a reference to a person includes a natural person, the estate of an individual, a
partnership, body corporate, the trustee of a trust (in the trustee's capacity as trustee
of the trust), association, governmental or local authority or agency or other entity;

   1.6 a reference to a statute, ordinance, code or other law includes regulations and other
instruments under it and consolidations, amendments, re-enactments or replacements
of any of them;

   1.7 the meaning of general words is not limited by specific examples introduced by
'including, for example' or similar expressions;

   1.8 Recitals A to H inclusive form part of and are included in this Deed;

   1.9 headings are for ease of reference and do not affect interpretation;

   1.10 'Deed' means this deed;

   1.11 unless specified otherwise, terms which are defined in the Trust Deed and used in this
Deed bear the same meanings in this Deed which are ascribed to them in the Trust
Deed; and

   1.12 in the event of any inconsistency between the provisions of the Trust Deed and the
provisions of this Deed, the provisions of this Deed will prevail.

2. OPERATIVE PART

   The Trustee in exercise of the power given to the Trustee by clause 21.1 of the Trust Deed and
with the consent of more than 75% of the Beneficiaries hereby adds to and varies the Trust
Deed and declares (inter alia) the following new or other powers, authorities and discretion
concerning the management, control or investment of the Trust Fund as follows:

   2.1 delete the word "The" appearing after the words "Any trustee of the Trust may retire as trustee
of the Trust" in the existing clause 22.1 and replace it with the words "Subject to clause
22.3, the",
2.2 insert after clause 22.2 the following:

"22.3 The retiring or continuing trustee shall only be entitled to appoint any new or additional trustee of the Trust with the consent of not less than 75% of the Beneficiaries.

22.4 The Beneficiaries may at any time by Special Resolution:

(a) remove a Trustee from the office as trustee of the Trust; and

(b) appoint such new or additional Trustee.

For the purposes of this clause 22.4, "Special Resolution" means a resolution passed or decision made by not less than 75% of the Beneficiaries."

2.3 insert a new clause 13A as follows:

"13A DELEGATION TO THE BOARD OF MANAGEMENT

Unless the Beneficiaries otherwise direct (such direction to be given by not less than 75% of the Beneficiaries), the Trustees shall delegate all of the powers authorities and discretions contained in subclauses (a) to (c) of clause 12 to the Board of Management. The Trustees shall, at the direction of the Board of Management, do such things as may be necessary to give effect to the exercise of a power, authority or discretion by the Board of Management."

3. SEVERABILITY

3.1 If any provision of this Deed is found by a competent authority (including without limitation a Court) to be void or unenforceable, then such finding shall not affect the other provisions of this Deed.

3.2 If making a subsequent amendment to this Deed avoids any invalidity or unenforceability of any provision of this Deed, the parties may elect to make that amendment, which shall be deemed for all purposes to be effective immediately prior to the occurrence of that invalidity or unenforceability.

4. FURTHER ASSURANCES

All parties shall make, execute and do all acts, deeds, documents and things and sign all documents which may reasonably be required to give full effect to this Deed, and the Trustee shall bear the costs of observing, performing and complying with this clause.

5. COSTS

The Trustee shall bear and pay the costs of and incidental to the preparation, execution and stamping of this Deed.

6. RATIFICATION AND CONFIRMATION

In all other respects the terms of the Trust Deed are hereby ratified and confirmed.
7. PROPER LAW

This Deed shall be governed by the laws of the State of Western Australia and the parties submit to the jurisdiction of the Courts of the State of Western Australia.

EXECUTED as a Deed

THE COMMON SEAL of WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION is hereunto affixed in the presence of:

Signature of President  Signature of Chief Executive Officer

Name of President  Name of Chief Executive Officer
Attachment 2 Clause 12 of Trust Deed (Excerpt)

10.2 The Trustees may, subject to any law in force at the time in relation to this Deed so permitting, accumulate all or any part of the income arisen or arising during an accounting period and such accumulation shall be dealt with as an accretion to the Trust Fund but so that the Trustees may at any time or times resort to all such accumulations and pay or apply the whole or any part or parts thereof as if they were income of the Trust Fund for the then current accounting period.

10.3 Subject to Clause 10.2 the Trustees may at any time at their discretion pay the whole or part of the income of the Trust Fund for any accounting period to the beneficiaries in proportion to the number of units of which they are respectively registered as holders at the last day of such accounting period.

11.0 ADVANCEMENT OF CAPITAL

The Trustees may at any time and from time to time set aside from the capital of the Trust Fund or raise therefrom any sum or sums of money and pay the same to the beneficiaries in proportion to the number of units in respect of which they are respectively registered at the date of each such payment for their own use and benefit. The payment of any such sum or sums of capital may be made in the same manner and subject to the same provisions as contained in Clause 10.3 in relation to the payment application or setting aside of any income of the Trust Fund.

12.0 POWERS OF INVESTMENT AND MANAGEMENT

The Trustees shall apply and invest the Trust Fund in any of the investments from time to time authorised by law for the investment of trust funds by trustees and in addition to and without limiting the powers authorities and discretions vested in the Trustees by law and notwithstanding the trusts hereinbefore declared shall have the following powers authorities and discretions which may be exercised by the Trustees at any time and from time to time in the
Attachment 2 Clause 12 of Trust Deed (Excerpt)

absolute and uncontrolled discretion of the Trustees in carrying out the trusts hereof:

(a) to invest the Trust Fund and deal with manage transpose and realise the Trust Fund or any part thereof whether real or personal property with such powers in all respects as if the Trustees were the absolute owner thereof;

(b) to purchase or otherwise acquire any investments for cash or otherwise and upon any terms and conditions and to make any such purchase or acquisition for a sum greater than the amount of the Trust Fund for the time being and to agree to pay for any such investments wholly or in part from any future moneys which may come into the Trustees' hands, including dividends profits interest or other income payable in respect of any such investments;

(c) to sell or otherwise dispose of any real or personal property or interest therein for the time being forming the whole or part of the Trust Fund by public auction tender or private treaty at such price or prices and whether for cash or on terms and generally upon any terms and conditions and to grant options for such sale or disposition as aforesaid;

(d) (i) to borrow and raise moneys from; or

(ii) to secure by mortgage or otherwise howsoever the payment of or obligation to pay money to,

any person (including a beneficiary) upon any terms with or without security or interest;

(e) to vary or transpose any investments and to vary the terms of or property comprised in any security;

(f) to hold use purchase construct demolish maintain repair renovate reconstruct develop improve sell transfer convey surrender let lease exchange take and grant options or rights in alienate mortgage charge pledge reconvey release or discharge or otherwise deal with any real or personal
property PROVIDED THAT in the improvement or development of any part of the Trust Fund the Trustees shall not be bound by the limitation contained in Section 30(1)(c) of the Trustees Act and the Trustees shall not be bound to apply to any Court to exceed such limitation;

(g) to pay out of the Trust Fund or the income thereof all costs, charges and expenses of and incidental to the management of the Trust Fund or to the exercise of any power, authority or discretion hereby or by law conferred on the Trustees or in carrying out or performing the trusts hereof which the Trustees may at any time incur including all taxes of whatever kind payable in respect of the Trust Fund and costs in any way connected with the preparation and execution of these presents;

(h) to act as manager or to employ any persons (including a Trustee hereof or a unit holder) contractors, managers, solicitors, accountants, clerks, workmen, employees, servants or agents to transact all or any business of whatever nature including the receipt and payment of money and to decide the remuneration to be allowed and paid and to pay all charges and expenses so incurred and to create or arrange any scheme or superannuation retirement benefit or pension for the benefit of any person so employed;

(i) to partition or agree to the partition of or to subdivide or agree to the subdivision or strata title or agree to the strata-titling of any land or other property which or any interest in which may for the time being be subject to the trusts hereof and to pay any moneys by way of equality of partition;

(j) to determine whether any real or personal property or any increase or decrease in amount number or value of any property or holdings of property or any profit, loss, receipt or payments from for or in connection with any real or personal property shall be treated as and credited or debited to capital or to income and generally to determine all matters as to which any doubt, difficulty or question
Attachment 2 Clause 12 of Trust Deed (Excerpt)

- 13 -

may arise under or in relation to the execution of the trusts and powers of this Deed and every determination of the Trustees in relation to any of the matters aforesaid whether made upon a question formally or actually raised or implied in any of the acts or proceedings of the Trustees in relation to the Trust Fund shall bind all parties interested therein and shall not be objected to or questioned on any ground whatsoever;

(k) to open accounts with any bank or building society and to operate by and in all usual ways any such accounts;

(l) to give effectual receipts and discharges for any moneys received by or on behalf of the Trustees or otherwise relating to any of the acts matters and things provided for in these presents;

(m) to provide and set aside out of the Trust Fund or the income thereof such sum of money as the Trustees shall consider is available or necessary for and to pay or apply the same in or towards the discharge or reduction of any encumbrance debt or other liability for the time being affecting the Trust Fund or any part thereof;

(n) to let sub-let lease or sub-lease for any period (and including to any beneficiary) and at any rental any real or personal property comprised in the Trust Fund upon any terms conditions or covenants;

(o) to purchase take on lease sub-lease assignment hire or otherwise acquire any estate or interest in any real or personal property for any price premium rental charge payment fee or other consideration and subject to any terms conditions and covenants;

(p) to take such action as the Trustees shall think fit for the adequate protection of any part of the Trust Fund and to do all such other things as may be incidental to the exercise of any of the powers authorities and discretions hereby or by law conferred on the Trustees;
Attachment 2 Clause 12 of Trust Deed (Excerpt)

(q) to take and act upon the opinion (given in writing) of a solicitor or an attorney at law or counsel practising in any country where the Trust Fund or any part thereof may for the time being be or be proposed to be invested in relation to the interpretation or effect of these presents or any other document or statute or as to the administration of the trusts hereof without being liable to any of the beneficiaries in respect of any act done by the Trustees in accordance with such opinion PROVIDED THAT nothing in this provision shall prohibit or impede the Trustees from applying to any Court if it shall think fit or prohibit any unit holder from so doing;

(r) to allow any beneficiary to occupy have custody of or use any part of the Trust Fund on any terms or conditions as to inventories repair replacement insurance outgoings or otherwise but the Trustees shall not be liable for any loss or damage which may occur to any such part of the Trust Fund during or by reason of any such occupation custody or use except insofar as such loss or damage shall be occasioned by the conscious and wilful default or neglect of the Trustees;

(s) to permit any part of the Trust Fund to be held or registered in the name of any nominee of the Trustees and to deposit securities deeds and other documents belonging or related to the Trust Fund with any bank or solicitor;

(t) in the event of any gift stamp or other duties fees or taxes becoming payable in any part of the world in respect of these presents or the Trust Fund or any part thereof in any circumstances to pay all or any part of such duties fees and taxes out of the Trust Fund notwithstanding that such duties fees or taxes or some part thereof are not or may not be recoverable from the Trust Fund by legal process;

(u) to receive and accept any real or personal property by gift inter vivos or by Will or under the provisions of any other trust or otherwise from any other person as additions to the Trust Fund and to hold the same upon the trusts herein.
Attachment 2 Clause 12 of Trust Deed (Excerpt)

set forth and to administer such additions under the provisions hereof;

(v) at any time and from time to time to ascertain and fix the value of the Trust Fund in accordance with the provisions herein contained and for that purpose to engage such competent valuers or experts as the Trustees may select and the Trustees may cause the value so ascertained and fixed to be entered from time to time in a book kept for that purpose;

(w) to appoint any date earlier than the Vesting Date to be the Vesting Date;

(x) during an accounting period to nominate any date not more than 18 months after the date of commencement of the then current accounting period as the last day of that accounting period and thereafter the accounting period shall mean each succeeding 12 month period commencing on the day following such nominated date until the anniversary of such nominated date immediately preceding the Vesting Date and the period thereafter until the Vesting Date.

13.0 DELEGATION OF TRUSTEE POWERS

The Trustees if at any time they are more than one shall act jointly and may delegate the exercise of all or any of the powers authorities or discretions hereby or by law conferred on the Trustees:-

(a) to the Board of Management constituted by clause 14.0 of this Deed, or

(b) to any other person or persons,

and execute any power of attorney or other instrument necessary to effectuate such purpose.
12.4 EXECUTIVE SERVICES

Item: 12.4.1

Information Bulletin - March 2020

Author/s: Alli McArthur, Administration Officer - Executive Services
Author/s: Matthew Scott, Chief Executive Officer

File Ref: D20/5801

Applicant: Internal

Strategic Implications

Strategic Community Plan 2017 - 2027

Community Leadership
Work together to enhance trust participation and community pride
Actively engage and communicate with the community to ensure informed decision-making

Attachments

A⇩ Information Bulletin - March 2020
C⇩ Register - Delegations Discharge - Corporate Resources
D⇩ Outstanding Council Resolutions - Quarterly Report

Officer’s Recommendation

That Council accepts the Information Bulletin for March 2020 (inclusive of):

2. Register - Delegations Discharge - Corporate Resources
3. Outstanding Council Resolutions - Quarterly Report

Voting Requirement: Simple Majority
SHIRE OF ESPERANCE
MAINTENANCE GRADING REPORT
MARCH 2020

Hello All, The month of March has been a trying month for all, the world with what’s been happening with Covid-19 and the changes.
The Shire has proceeded to keep up with their Road Maintenance program.
- The West Ward has graded Loop Road, Coooolidge Road, Griffiths Road, Grass Patch Road and River Road.
- Central Ward has done Scaddan Road, Liebeck Road, Speddingup Road, Styles Road and Denster Road grading back slippas.
- The North Ward has done Sunrise Hill Road, Swan Road, Plunkett Road, Logan Road and Guest Road.
- East Ward has graded along Meyer Road, Ridgland Road, Merivale Road, EDM Road and Rainbow-X Road.
The community has also been cleaning up their backlanes along the way.
<table>
<thead>
<tr>
<th>Approval Date</th>
<th>Permit Number</th>
<th>Name &amp; Address of Owner</th>
<th>Street Name &amp; Address</th>
<th>Reg No</th>
<th>Situation of Building</th>
<th>Type of Work</th>
<th>Materials of External Walls</th>
<th>Roof Covering</th>
<th>Mts Material of Floor</th>
<th>No of Buildings</th>
<th>Floor Area</th>
<th>Cost &amp; Excluding Land</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/09/2020</td>
<td>1808</td>
<td>M.L. Dodge-Brockett</td>
<td>Unit 2</td>
<td>80175</td>
<td>113-130 Mckeown</td>
<td>Cottage-Permit Glo Fiber Bag Full Size She Shed 7/32</td>
<td>Steel</td>
<td>Steel</td>
<td>Concrete</td>
<td>1</td>
<td>183.00</td>
<td></td>
</tr>
<tr>
<td>31/03/2020</td>
<td>1807</td>
<td>S.A. Wetsmarz</td>
<td>Lot 10 Section Road</td>
<td>80157</td>
<td>27-29 Mckeown</td>
<td>Demolition &amp; Replace Garage</td>
<td>Other</td>
<td>Steel</td>
<td>Concrete</td>
<td>1</td>
<td>150.00</td>
<td></td>
</tr>
<tr>
<td>09/03/2020</td>
<td>1806</td>
<td>W. Broude</td>
<td>17-21 Mckeown Rd</td>
<td>80147</td>
<td>27-29 Mckeown</td>
<td>Dwelling, Remove Cooling, Inside, Roof, Insulation</td>
<td>Steel</td>
<td>Concrete</td>
<td>Concrete</td>
<td>1</td>
<td>110.00</td>
<td></td>
</tr>
<tr>
<td>09/03/2020</td>
<td>1805</td>
<td>D.M. Gormant</td>
<td>8-10 The Avenue</td>
<td>80145</td>
<td>1-30 Mckeown</td>
<td>Add Carport to Dwelling</td>
<td>Metal</td>
<td>Concrete</td>
<td>Concrete</td>
<td>1</td>
<td>36.50</td>
<td></td>
</tr>
<tr>
<td>16/03/2020</td>
<td>1804</td>
<td>A.A. Cain</td>
<td>9-11 The Avenue</td>
<td>80140</td>
<td>1-30 Mckeown</td>
<td>Demolition of Dwelling</td>
<td>Other</td>
<td>Steel</td>
<td>Concrete</td>
<td>1</td>
<td>15.00</td>
<td></td>
</tr>
<tr>
<td>09/03/2020</td>
<td>1803</td>
<td>E.H. &amp; F. Mckeown</td>
<td>80140</td>
<td>80145</td>
<td>1-30 Mckeown</td>
<td>Dwelling - No Roof - Access to Roof</td>
<td>Steel</td>
<td>Concrete</td>
<td>Concrete</td>
<td>1</td>
<td>125.00</td>
<td></td>
</tr>
<tr>
<td>16/03/2020</td>
<td>1802</td>
<td>F.J. Mckeown</td>
<td>1-30 Mckeown</td>
<td>80145</td>
<td>1-30 Mckeown</td>
<td>Add Carport to Dwelling</td>
<td>Metal</td>
<td>Concrete</td>
<td>Concrete</td>
<td>1</td>
<td>36.50</td>
<td></td>
</tr>
<tr>
<td>16/03/2020</td>
<td>1801</td>
<td>A.M. Mckeown</td>
<td>80140</td>
<td>80145</td>
<td>1-30 Mckeown</td>
<td>Demolition of Dwelling</td>
<td>Other</td>
<td>Concrete</td>
<td>Concrete</td>
<td>1</td>
<td>60.00</td>
<td></td>
</tr>
<tr>
<td>16/03/2020</td>
<td>1800</td>
<td>C.A. Mckeown</td>
<td>80140</td>
<td>80145</td>
<td>1-30 Mckeown</td>
<td>Dwelling - No Roof - Access to Roof</td>
<td>Steel</td>
<td>Concrete</td>
<td>Concrete</td>
<td>1</td>
<td>125.00</td>
<td></td>
</tr>
<tr>
<td>16/03/2020</td>
<td>1799</td>
<td>S.M. Mckeown</td>
<td>80140</td>
<td>80145</td>
<td>1-30 Mckeown</td>
<td>Dwelling - No Roof - Access to Roof</td>
<td>Steel</td>
<td>Concrete</td>
<td>Concrete</td>
<td>1</td>
<td>125.00</td>
<td></td>
</tr>
<tr>
<td>16/03/2020</td>
<td>1798</td>
<td>M.G. Mckeown</td>
<td>80140</td>
<td>80145</td>
<td>1-30 Mckeown</td>
<td>Dwelling - No Roof - Access to Roof</td>
<td>Steel</td>
<td>Concrete</td>
<td>Concrete</td>
<td>1</td>
<td>125.00</td>
<td></td>
</tr>
<tr>
<td>16/03/2020</td>
<td>1797</td>
<td>W. Mckeown</td>
<td>80140</td>
<td>80145</td>
<td>1-30 Mckeown</td>
<td>Dwelling - No Roof - Access to Roof</td>
<td>Steel</td>
<td>Concrete</td>
<td>Concrete</td>
<td>1</td>
<td>125.00</td>
<td></td>
</tr>
<tr>
<td>16/03/2020</td>
<td>1796</td>
<td>L.J. Mckeown</td>
<td>80140</td>
<td>80145</td>
<td>1-30 Mckeown</td>
<td>Dwelling - No Roof - Access to Roof</td>
<td>Steel</td>
<td>Concrete</td>
<td>Concrete</td>
<td>1</td>
<td>125.00</td>
<td></td>
</tr>
<tr>
<td>16/03/2020</td>
<td>1795</td>
<td>R.J. Mckeown</td>
<td>80140</td>
<td>80145</td>
<td>1-30 Mckeown</td>
<td>Dwelling - No Roof - Access to Roof</td>
<td>Steel</td>
<td>Concrete</td>
<td>Concrete</td>
<td>1</td>
<td>125.00</td>
<td></td>
</tr>
<tr>
<td>Approval Date</td>
<td>Permit Number</td>
<td>Name &amp; Address of Owner</td>
<td>Builder Name &amp; Address</td>
<td>Reg No</td>
<td>Situation of Building</td>
<td>Type of Work</td>
<td>Materials of External Wall</td>
<td>Roof Covering</td>
<td>Main Material of Floor</td>
<td>No of Buildings</td>
<td>Floor Area Sq M</td>
<td>Cost $ Excluding Land</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------</td>
<td>-------------------------</td>
<td>------------------------</td>
<td>--------</td>
<td>-----------------------</td>
<td>--------------</td>
<td>--------------------------</td>
<td>--------------</td>
<td>----------------------</td>
<td>----------------</td>
<td>----------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>28/03/2020</td>
<td>17454</td>
<td>Debra Shawcroft Building &amp; Construction Pty Ltd</td>
<td>233 Beach Street CASTLETON WA 6950</td>
<td>BC16176</td>
<td>Lot 52 Blue Slip Road CASTLETON WA 6950</td>
<td>Detached House - Public Hall Class 9b</td>
<td>Steel</td>
<td>Concrete</td>
<td>1</td>
<td>200.0</td>
<td>30,000.00</td>
<td></td>
</tr>
<tr>
<td>20/03/2020</td>
<td>17420</td>
<td>J Smerdon</td>
<td>Lots 53 &amp; 54 40/207 BEACH ROAD WEST BEACH WA 6950</td>
<td>SQ07970</td>
<td>Lot 759 Plan 380/97 38 Twilight Beach Road WEST BEACH</td>
<td>Single Storey Dwelling, Auxiliary Accommodation &amp; Retaining Walls</td>
<td>Bath</td>
<td>Steel</td>
<td>1</td>
<td>125.0</td>
<td>30,000.00</td>
<td></td>
</tr>
<tr>
<td>28/03/2020</td>
<td>17420</td>
<td>C E Coleman</td>
<td>75 Sunset Place GORDON GAP WA 6950</td>
<td>BC20076</td>
<td>Lot 70 Reg 308/19 Lot 441/19 GORDON GAP</td>
<td>Change of Use to Class 1b - Restaurant</td>
<td>Piles</td>
<td>Concrete</td>
<td>1</td>
<td>85.0</td>
<td>3,000.00</td>
<td></td>
</tr>
<tr>
<td>28/03/2020</td>
<td>17420</td>
<td>M F Wilkins</td>
<td>68 Waverley Street BARNBY CREEK WA 6650</td>
<td>BC20076</td>
<td>Lot 116 Reg 40/299 T int I of L of I Waverley Street BARNBY CREEK</td>
<td>Class 2 - Mixed Use for Personal Use</td>
<td>Steel</td>
<td>Concrete</td>
<td>1</td>
<td>120.0</td>
<td>48,000.00</td>
<td></td>
</tr>
<tr>
<td>28/03/2020</td>
<td>17480</td>
<td>R Varney</td>
<td>23 Bolcher Place CASTLETON WA 6950</td>
<td>BC10167</td>
<td>Lot 265 Plan 317/6 25 Quintin Road CASTLETON</td>
<td>Fuel Station Addition (Change, Brown &amp; Associates)</td>
<td>Steel</td>
<td>Concrete</td>
<td>1</td>
<td>17.5</td>
<td>75,000.00</td>
<td></td>
</tr>
</tbody>
</table>

**Building Approval Certificates (Unauthorised Structures)**

<table>
<thead>
<tr>
<th>Approval Date</th>
<th>Permit Number</th>
<th>Name &amp; Address of Owner</th>
<th>Builder Name &amp; Address</th>
<th>Reg No</th>
<th>Situation of Building</th>
<th>Type of Work</th>
<th>Materials of External Wall</th>
<th>Roof Covering</th>
<th>Main Material of Floor</th>
<th>No of Buildings</th>
<th>Floor Area Sq M</th>
<th>Cost $ Excluding Land</th>
</tr>
</thead>
<tbody>
<tr>
<td>15/08/2020</td>
<td>17435</td>
<td>O A McEwen</td>
<td>39 Gowan Street BARNBY CREEK WA 6450</td>
<td>11554</td>
<td>Lot 115 Plan 40/14 39 Gowan Street BARNBY CREEK</td>
<td>UNAUTHORISED Mixed Use</td>
<td>Steel</td>
<td>Concrete</td>
<td>1</td>
<td>54.0</td>
<td>10,000.00</td>
<td></td>
</tr>
</tbody>
</table>

Total number of Building Approvals Certificates: 19
Total number of Licences/Certificates Reported: 20
Total Cost: $1,472,352.00

I certify to the best of my knowledge and belief, the particulars given in this return are a true and complete record of proposed building operations known to this local authority. Signature: ___________________________ Date: ___________________________

(Manager Building Services)
<table>
<thead>
<tr>
<th>Month</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Work</td>
<td>Work</td>
<td>Work</td>
<td>Work</td>
<td>Work</td>
</tr>
<tr>
<td></td>
<td>Num</td>
<td>Value</td>
<td>Num</td>
<td>Value</td>
<td>Num</td>
</tr>
<tr>
<td>1) Dwelling</td>
<td>New</td>
<td>$872,000</td>
<td>9</td>
<td>$1,762,507</td>
<td>3 $15,000</td>
</tr>
<tr>
<td></td>
<td>Alter</td>
<td>$50,000</td>
<td>1</td>
<td>$106,000</td>
<td>8 $767,666</td>
</tr>
<tr>
<td></td>
<td>Demo</td>
<td></td>
<td>1</td>
<td>$20,000</td>
<td>1 $13,000</td>
</tr>
<tr>
<td></td>
<td>Unauth</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Two or more sole occupancy Units</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Alter</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Demo</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unauth</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5) Office Building</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Alter</td>
<td></td>
<td></td>
<td>1 $120,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Demo</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unauth</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6) Shop</td>
<td>New</td>
<td></td>
<td>1</td>
<td>$70,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Alter</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Demo</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unauth</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7) Carpark or Storage</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Alter</td>
<td>1 $48,000</td>
<td>1 $36,000</td>
<td>3 $359,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Demo</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unauth</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8) Laboratory</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Alter</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Demo</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unauth</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9) Healthcare, Assembly or AgeCare</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Alter</td>
<td>1 $18,500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Demo</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unauth</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10) Non-Residential</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Alter</td>
<td>1 $10,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Demo</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unauth</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUB TOTAL</td>
<td>24 $1,292,600</td>
<td>17 $2,070,101</td>
<td>18 $191,373</td>
<td>24 $2,466,259</td>
<td>24 $1,482,352</td>
</tr>
<tr>
<td>Unauthorised</td>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 $9,500</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 $5,500</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 $0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5 $5,500</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5 $48,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 $10,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>24 $1,292,600</td>
<td>17 $2,070,101</td>
<td>18 $191,373</td>
<td>24 $2,466,259</td>
<td>24 $1,482,352</td>
</tr>
</tbody>
</table>
Corporate Performance Quarterly Report

January - March 2020
Community Connection

1.1.1.1 Manage Community Support

Several projects underway.
- Gearing up for changes implemented by Public Libraries WA to funding and collection management, effective 1/7/2020.
- Working on Museum Interpretation Plan with Lotterywest grant funding.
- Through the Local Emergency Management Committee (LEMC) a sub committee has been formed to look at coastal safety initiatives. Short term strategies in place to address Easter tourist season, with longer term strategies in planning for next summer.
- Work continuing on the Bushfire Risk Management Plan.
- Staffing - currently Community Emergency Services Coordinator has been seconded to DFES until 20 March to upskill in a Bushfire Risk Mitigation Officer role. The position is being backfilled by Coordinator, Volunteer Resource Centre, with the Volunteer Resource Centre Admin Officer working additional hours to cover.

Last Updated  Wednesday, 11 March, 2020

1.1.1.2 Review and implement the Disability, Access and Inclusion Plan across the Shire

Three Expressions of Interest received for Workgroup. Given the current situation with Covid-19 restrictions we have advised we will contact them when we can progress.

Last Updated  Thursday, 9 April, 2020

1.1.1.3 Provide support and advice to community groups

The focus recently has changed due to the restrictions being imposed on our community. This has included providing an increased level of information throughout the community regarding access to goods and services as well as working with other Shire departments to be able to deliver community services and support in different manners to that traditionally undertaken.

Significant work continues to also be provided to those organisations that are part way through delivery of projects or events funded via the Shire’s Community Grants Program, as well as those looking to apply for funds in the coming years grants program - with applications due in early April.

A re-working of some current Council projects has also been necessary.

Last Updated  Tuesday, 7 April, 2020

2.1.1 Coordinate review of Environmental Health procedures

Significant changes have been implemented in the manner in which information is provided to the community.
The Environmental Health team is no longer where possible having face to face meetings or inspections. The team has provided targeted relevant COVID-19 information to food businesses, accommodation. Further work is occurring to ensure that Airbnb businesses will get similar information to other local accommodation businesses.

Last Updated  Thursday, 9 April, 2020

2.1.1.2 Manage Environmental Health Services

Environmental Health Services had 142 service requests across a broad range of areas, from food, effluent disposal accommodation, asbestos, dust,
Shire of Esperance

Community Connection

Actions

- Needles, waste management & noise
- Community Education-Red Algae signs reinstalled during outbreak at Port Beach
- Healthy & affordable eating program delivered to vulnerable groups online with Foodbank Australia
- Numerous fact sheets & posters delivered to the community & businesses and additional inspections conducted to support businesses in relation to COVID-19

Inspections-Inspections on target for 10 20

Inspections conducted:
- 8x Aquatic facilities
- 3x Efficient Disposal Systems
- 20x Food Premises
- 15x Public Buildings
- 1x Hair & Skin penetration
- 15x Caravan parks
- 1x Lodging house
- 1x Offensive trade

Projects: Public Health plan (PHP):
Public survey analysed and report produced (PABCAR)

Service Requests:
- 8x Pre sale reports
- 32x Advice sale
- 1x Food
- 1x Asbestos
- 7x Sewage
- 3x Public Building
- 1x Offensive trade
- 2x personal appearance
- 2x water
- 20x Covid-19
- 1x Mosquito
- 1x Animals
- 2 Public health plan

CRM 7
- 1x Food
- 1x Odour
- 3x Camping
2.1.1.3 Manage Esperance Home Care

We have spent the majority of our time in March reorganising our services to take into account our response to the COVID-19 pandemic. We care for the most vulnerable members of our society and therefore we need to make sure that they are safe. Changes we have made to date include cancelling all group activities; ensuring that services do not exceed 2 hours; promoting a service of shopping for the client (this has proved to be very popular); and promoted meals on wheels as an option. We have sent out two letters to clients reassuring them that services are continuing and other options are available should they need them. We have had many clients ring to cancel services and this may impact on the work hours of our staff.

At the moment we have two members of staff working from home; 5 members of staff working from the Leisure Centre; two staff members isolated in the Centre; and six staff members working from their normal desks. All field staff are continuing to work in the community (with additional PPE) however they no longer enter the building. This has been very difficult for our front line staff who are really starting to feel the isolation.

CHSP – Community and Home Support-Results for February 2020:
Total hours excluding transport and meals: 2,300 (108%)
Total transport trips: 623 (63%); Total meals delivered: 279 (143%) plus 159 meals served in the Centre.

CHSP – Care Relationships and Carer Support-Results for February 2020:
Flexible Respite: 75.5 hours (68%)  Community Based Respite: 188 hours (131%)

Results for HACC (clients under the age of 65 who are not yet on the NDIS) February 2020:
Total Hours for all service types (excluding transport and meals): 48.5
Transport - number of one way trips: 7. Number of Centre meals: 1
Note: the number of clients receiving HACC services reduces each month as clients convert to the NDIS.
We have been informed that the amount of funds that we will receive for HACC will be reduced next financial year by $70,000.

Number of Home Care Packages - As at 31 March 2020:
6 Level 1 packages (1 new package)
15 Level 2 packages (3 new packages)
15 Level 3 packages (no change)
16 Level 4 packages (no change)

Staffing: the position of Training Officer has been filled by an internal applicant. This position will commence next week.
We have employed an additional three Community Support Workers; they will start next week.
Shire of Esperance

Community Connection

Actions

Training: the Dept of Health sent out on-line training for Infection Control, Dealing with Families and Visitors; COVID-19 and Aged Care; and Outbreak Management Procedures. All staff have completed these training modules.

Remodel existing Day Centre. The pre-tender estimate has been received from Total Cost Management. The estimated cost is $850,000 (including $33,000 for contingencies). To date we have $400,000 of this cost allocated: $250,000 from our Asset Replacement Reserve and $150,000 promised from the Rotary Clubs. We therefore only need to source $299,000 in order to commence this project.

Men’s Shed: the cost estimate for making the shed compliant has been received from Bluemar. It is $321,629.

Automatic gates for Esperance Homemac Vehicle compound (operating by the Building Department is working on this).

Last Updated: Wednesday, 8 April, 2020

2.1.1.4 Develop Public Health Plan

With the commencement of the two new Environmental Health Assistants, no further work has been conducted on the public health plan. Resources are being applied in the area of staff mentoring with the commencement of two new staff members.

Last Updated: Wednesday, 12 February, 2020

2.2.1.1 Manage the Bay of Isles Leisure Centre

The month of March had a busy start in all areas with a prediction of increasing attendance and income. Unfortunately the facility was closed Monday 23rd March 2020 as instructed by the Prime Minister due to the COVID-19 pandemic.

Majority of members have suspended memberships with 0 requesting refunds.

Assessment of H&F Instructors in BodyAttack has not occurred due to the master trainer being unable to assess classes. The prestige of the Les Mills name requires all instructors pass a minimum standard in the final assessment with accreditation not guaranteed.

Swim school participants reached 453. A significant number as swim school since January 2017 had not achieved above 400. Junior Life Guard club participation rose with RLSSWA and the BOILC organising a carnival in the last week of March in Esperance. Swim school ceased Friday 20th March 4pm due to difficulties maintaining the 1.5 meter distance. Staff recognised the swim school would be affected and completed skill assessments earlier, as a result participants will receive a skills achieved report for the term. Credits are allocated to participants for classes affected.

Aquatic staff participated in a yearly lifeguard qualification Friday 20th March with course modifications meeting the social distancing guidelines. Majority of staff employed at the BOILC are casuals and the closure has resulted in a loss of income for many staff. All staff were paid two weeks as per the roster and permanent staff reduced to minimum contracted hours. permanent staff have been allocated tasks within the SOE and a skeleton staff remains in the centre. Hopefully at the end of the government restrictions qualified staff will still be available to work at the BOILC.

BOILC members are being encouraged to continue to exercise during this time. Les Mills has provided 60 days free access to BOILC members, videos of classes produced to allow patrons to still do their favourite class and promotions on Facebook still occurring to maintain the relationship that the BOILC has with members.

Staff are undertaking maintenance in the plant room, assisting in grout replacement in aquatic tiling, spa maintenance and other tasks. Painting has been scheduled that is difficult to complete with patrons in the arena, the lagoon and hydrotherapy pools will have water levels reduced to allow for scaffolding to be erected. To reduce costs heating has been switched off to pools, chlorine additions reduced, non-essential equipment switched off and the spa emptied. The spin room has become a modified office to allow Home Care staff an office area.
Shire of Esperance

Community Connection

Actions

Last Updated: Monday, 6 April, 2020

2.2.1.2 Deliver workshops and forums that assist and improve local community and sporting groups operations

A TOAST workshop was held in March, providing an overview of relevant information for community and sporting groups, across a range of areas. This was well attended with well over 30 people there.

Last Updated: Tuesday, 7 April, 2020

2.3.1.1 Manage the Esperance Civic Centre

The focus of the Civic Centre has been on cancellations and postponements for the most part through March. Just before restrictions were imposed the show ‘Up, Up and Away’ was put on. This was the first cabaret style event the Civic Centre has hosted in many years and resulted in 100 attendees, which was effectively a full house.

Last Updated: Thursday, 9 April, 2020

2.3.1.2 Facilitate & Support Community Events

The focus has been on assisting community groups with events planned that now need to either be postponed or cancelled. In addition, efforts are being undertaken to identify ways to reimagine events (such as the one-and-all program) that are delivered into the community, but can’t be continued in their current form given the community restrictions in place.

Last Updated: Tuesday, 7 April, 2020

2.3.1.3 Develop a Library Strategic Community Plan

There is a strong desire to determine a Strategic Plan for the Library, however many changes will be occurring in the next 12 - 24 months, that makes a longer term plan difficult to finalise with so many moving components. It is an exciting time for the Library with so much change pending and a shorter term strategic plan may be required in order to ensure service delivery and community expectation remains a priority through such a dynamic time.

Current considerations include;
- Planning underway to include Public Libraries WA funding arrangement changes, effective 1/7/20
- Pending staffing changes with extended long service leave, retirement and ongoing succession planning
- Planning for a replacement building and potential inclusion in new cultural precinct needs to be established and understood to incorporate in strategic planning

Last Updated: Thursday, 9 April, 2020

2.3.1.4 Manage the Frank Collett Public Library

The Star-gazing Night at the Museum on January 16 was enjoyed by over 60 people; many of the families were tourists.

Dr Jodie Fleming, oncology psychologist and cancer survivor, gave a stimulating Afternoon Tea talk at the Library on 11 January, well received by over 15 people.

From July 2020, funding for public libraries will be provided to SLWA as recurrent funding and will be allocated to local governments for library materials as
### Community Connection

**Actions**

Well as other library priorities via a grants-based allocation system for public libraries in Tier 1 local governments. Esperance is a Tier 1 library. Currently, funding is allocated to local governments based on two factors – demand for library services and disadvantage in delivering equivalent library services – with population being the fundamental driver. This system of allocating available funds to individual local governments will continue although the methodology has been reviewed and is likely to change. Libraries in Tier 1 may apply to take up to 20 percent of their grant allocation in cash for library priorities other than library materials via a Library Priority Grant.

There are a number of issues around this change in the funding process and the information session on February 24 will be attended both in person (at WALGA in Perth) and via webinar in Esperance. The main issue from July will be the transfer of ownership of all existing library materials held by public libraries in Tier 1 local governments to the respective local government and all new public library materials purchased with State Government funds from 1 July 2020 will be owned by the respective local government. SLGA will work with all Tier One Local Governments in the lead up to 1 July 2020 to reconcile the items on the respective databases, ensuring that the records are a true indication of items held by each Local Government. This will be done by a Stocktake process and Esperance will be required to have this completed by May 2020.

Other issues such as discarding stock, consortia purchasing, the statewide catalogue, exchanges, purchasing of stock and the continuation of inter-library loans will all be addressed in the next twelve months.

New agreements between the State Government and local governments will be developed through the State Local Government Partnership Group and this will result in a new high-level agreement for future public library services linked to the State Local Government Partnership Agreement.

The January Esperance Library Friends Discard Book Sale raised over $500. All money raised goes towards supporting various resources, equipment and services in the library.

Requests for technology help are rapidly increasing as more and more government services are being made available online. The ‘Be Connected’ Project Officer has been successful in training over 30 people, from the general community and also work/HIP organizations, to become ‘Digital Mentors’ who can then help others in their work/personal circles to more confidently adapt to the new technology. An increasingly large part of our daily work at the library is helping the community cope with technological change; many who come to us for help have no other options available and are becoming increasingly anxious and depressed about the rapidity of change and their ability to cope.

The library is currently closed for normal public access but library staff are working from behind closed doors to offer a range of services, including loans of library items, to the public. This is operating under strict hygiene regulations and has been well received by existing and new library customers. The library e-resources, available 24/7, are also being well used.

A range of children’s literacy support services, including takeaway packs for the Easter and holiday period, will be available for parents early in April.

Tech Support and access to printing & scanning services are other services being utilised.

The regular Housebound service is continuing with the addition of a service offered to elderly customers who are self-isolating. Where possible family members are assisting to deliver items to these customers but an ‘alternate week Housebound Delivery’ will operate from early April.

All library volunteers and Esperance Library Friends have ceased working at the library for the duration of the current crisis.

**Last Updated** Thursday, 9 April, 2020

---

**2.3.1.5 Manage the Museum**

Volunteer numbers, particularly for the Front Counters Roster, have declined in the past six months with some long-serving volunteers retiring due to health problems and others choosing to reduce their volunteering commitment. Volunteer recruitment programs are ongoing; it is hoped that more people will be forthcoming in the next few months or discussions about the viability of current opening times will have to be addressed.

Annual volunteer interviews are finished; 34 volunteers were interviewed in the time available, with another 3 to be interviewed when possible. These
Community Connection

Actions

Interviews provide an opportunity to check current details for volunteer insurance purposes, update current volunteer management paperwork as well as talk about general matters relating to their work environment, future volunteering plans and any ideas/comments/concerns they may like us to know about. The interviews indicate that volunteers enjoy their work at the museum and many interesting ideas and suggestions have come forth. A report on the interview findings will be written.

Work on the Object Room renovations is almost finished with the ‘new’ metal shelving (from the Shire’s Records area) to be installed shortly. While this work has been undertaken, the volunteers working in this area have been enjoying the taking on of much-needed “sorting” tasks that will greatly assist the Archives team. A ‘Project in a Box’ setup has also been introduced for front counter volunteers to undertake, should they wish, during the quieter times at the counter.

By sorting through various material that has been boxed up for years, they are greatly contributing to quicker processing of relevant archival material.

The Museum is currently closed and all volunteers hopefully self-isolating.

The Draft Memorandum of Understanding between the Shire and the Esperance Bay Historical Society, was discussed at the Society’s March meeting. They have advised that they are not happy with Draft and wish to have a meeting to discuss this further. This matter will be postponed until after the current crisis situation.

Last Updated: Thursday, 9 April, 2020

2.3.1.6 Support a Sustainable Arts Community

Council provided financial support to both Esperance Community Arts (ECA) and Cannery Arts Centre (CAC) in the last budget. It needs to be established if Council will continue in this direction or if alternatives need to be considered for Arts funding into the future.

Last Updated: Monday, 10 February, 2020

3.1.1.1 Manage the Volunteer Resource Centre

A considerable amount of time this month was spent advocating for emergency service volunteer roles, the work of the recovery agencies and in trying to dispel some of the myths and misinformation around the bushfire relief funds being raised throughout the country. Through social media we shared correct information, commented on posts spouting misinformation to explain how community volunteer groups will spend money raised.

We are planning our next Volunteer Managers network meeting - trying to be mindful not to overload groups and fit in around other meetings. As requested the topic will be on what we as a service provide.

The centre was involved in the recent Bushfire Fundraiser, supporting the team by ensuring collections were banked and volunteers and sponsors thanked. We continue to be in discussion with the VRC Network, and look forward to face-to-face meetings at the Volunteering Conference in March.

With every referral made we try to find out if there is a need for more volunteers to fill this position, or if other positions have since been filled or become available.

All of our current vacancies are advertised online via the GoVolunteer website. We currently have 99 active positions listed.

Provide assistance in helping individuals to Volunteer. During January we interviewed 15 new potential volunteers face to face, and 6 via the phone. We had many more enquiries online than usual with many people applying for emergency support roles. We were able to email these people putting them in touch with organisations in their area or advising them appropriately regarding volunteering on a visa.

It has been interesting seeing the number of people wanting to help with emergency work who do not appear to realise that they need to have training to do...
Shire of Esperance

Community Connection

Actions

Relevant training provided for volunteers and not for profit organisations. Training for the coming year is being discussed and sourced. We are unable to source the VM training from Volunteering WA currently due to their training officer leaving the role so are looking to offer alternatives. We may concentrate on more generic training for volunteers.

Review current operations and develop a plan to improve service sustainability. With the State funding extended we need to assess where we want the VRC to go in the future. It is very difficult to see a time where local Volunteer Involving Organisations pay for our services for us to be self-sufficient, when they themselves are working on shoe-string budgets and reduced funds from elsewhere.

The sector in the State will be seeing changes coming from the way that the Govt funds volunteer support and development services. We need to keep up to date with their thinking and keep reiterating that the move away from face to face and person centred services is not helping this and other sectors. It is not possible or practicable for all volunteers to make their applications online - people volunteer for the personal contact - the move away from this is eroding the whole sense of community.

Build robust relationships to support volunteering - partnerships and advocacy roles. The last month has seen us share information pertinent to COVID and the running of NFP organisations to our members and other local NFPs.
We have been working with Esperance Care Services to plan the introduction of Community Supports Community Program which aims to support those in our community who do not have a support network but should not be out and about - the over 70 and over 50 with health issues.

Grant funding applications - Currently funded to June 2021 for both our State Funding (30%) and Federal funding (70%). We have made contact with our funding agencies to ensure that they are happy with our adjusted methods of working - still available but via email and phone access as far as possible and Zoom meetings if needed.
They are happy with this arrangement and have not required any change in our contracts.

Maintenance of register of vacant volunteer positions. We listed 1 new vacancy this month.
We have started to remove all the current vacancies where organisations have closed for the time being that we are aware of, or can deduce from what is now allowable.

Promote volunteering to the community. We continue to feature a volunteer vacancy on our Facebook page once a fortnight.
We will continue to do this as long as we have vacancies to fill.
National Volunteer Week in May is usually a great opportunity to promote volunteering. We will not be able to have the planned events and have cancelled these. We hope that we may have flags for the main street - production timelines may not allow but watch this space.

Provide assistance in helping individuals to Volunteer. During March we have interviewed 5 volunteers face to face. Once we moved to a closed office we have promoted the need for volunteers to support isolated community members and have received 15 online enquiries to date.

Relevant training provided for volunteers and not for profit organisations. Training for the coming year is being discussed and sourced.
Community Connection

Actions

All training has been suspended for the foreseeable future.

Review current operations and develop a plan to improve service sustainability. With the reviews of the funding streams we currently access in progress, we need to ensure that we are able to be included in the discussions. The need for place-based opportunities for both volunteers and VCOs is important. It will be a great loss to the area if all volunteer searches end up on line and all advice for those managing volunteers comes from the city and those inexperienced in working with regional communities.

Last Updated: Thursday, 9 April, 2020

3.1.1.2 Manage the Community Grants Program

The Community Grants program is at one of its busiest times. Currently assistance is being provided to organisations whose projects have been impacted by the restrictions accompanying the current pandemic. Additionally, the 2020-2021 Community Grant applications are due by early April resulting in significant assistance being required by community organisations looking to access these grants. This assistance has been exacerbated by the current pandemic as it has made it difficult for community groups operating with limited certainty. Limited ability for staff to provide face-to-face assistance has resulted in the organisations themselves having to learn how to prepare applications while operating remotely from each other.

Last Updated: Thursday, 9 April, 2020

3.1.1.3 Develop and Implement Management Procedures for Shire volunteers

Work on a Volunteer Induction Manual is progressing.

Last Updated: Thursday, 6 February, 2020

3.2.1.1 Administer Youth Advisory Council

Three nominations to YAC were approved at the March OGM. This is obviously below the 8 members required for a quorum, but work will now commence with these three members to progress advertising for further interest. The current COVID-19 issues are obviously having an impact on this.

Last Updated: Tuesday, 7 April, 2020

4.1.1.1 Increase community awareness and implement mitigation strategies for the prevention of emergency incidents

Given the Covid-19 environment, reduction in unessential activities has been in place. It has now been identified that mitigation works will continue prior to winter rains, and planning is being prepared for mitigation burns at Gibson and Skory Park.

Last Updated: Thursday, 9 April, 2020

4.1.1.2 Manage emergency recovery services

Currently undergoing planning for a continuity and recovery process to organisational and community impacts from the Covid-19 restrictions. It is important we maintain a level of service and preparedness to recommence operations. To date an initial response plan has been written in a reactive manner to act as a guide through the rapidly changing situation. Now that government requirements have been implemented, a new plan is being developed as we continue to work through the situation with a more strategic direction.
Community Connection

Actions

Last Updated Wednesday, 8 April, 2020

4.1.1.3 Manage emergency responses
March saw 3 reported fires; 1 due to lightning; 1 out of control burn and 1 unknown in scrub.

Last Updated Monday, 6 April, 2020

4.1.1.4 Provide emergency prevention services
Plans are underway for the official opening of the Coomalibup and Howick Sheds - now on hold.

Unfortunately due to operational requirements a delay occurred with completion of Fire Breaks in Rural Townsites, contractor has since re-commenced installation.
2020 Training Calendar has been set and BFBR’s will be advised accordingly, minimal courses set but flexibility to add more courses as required.
Bush Fire Risk Management Plan - Treatment Options (operating bid) - Mel Ammon has been seconded to DFES/GRFM to develop Shire of Esperance Bush Fire Risk Management.

ICV Shed - Quarry Road Fire Shed (operating bid) - ICV/Quarry Road Shed - works continue to progress.

Last Updated Thursday, 9 April, 2020

4.1.1.5 Manage animal control
Approximately 69% of the 126 Customer Service related tasks recorded during March 2020 were animal related.

Five dogs were impounded during March 2020, two dogs being returned to their owners, two dogs transferred through to the rescue organisation.

Ranger Services are providing comment to the Asset team on the design of a new animal management facility. Final comments will be provided in early April.

Last Updated Tuesday, 7 April, 2020

4.1.1.6 Manager Rangers Services
During March 2020, incoming calls to Ranger Services Landlines continue to be triaged by the Depot Administration Officer. This change is having a significant impact on the manner in which Customer Service Requests are being recorded and forwarded through to the Ranger Services Team, improving efficiencies.

The casual ranger contract has been appointed until mid April 2020, and is continuing to provide great assistance to the Ranger team in the delivery of their service requirements.

The 2019/2020 Firebreak inspection program came to an end, seven inspections being conducted in March 2020. A debrief of this years inspection program will be conducted during April 2020 further information will be provided as an outcome of this debrief.
Shire of Esperance

Community Connection

Actions

Two infringements were issued during March 2020, and eight request for review of decision have been submitted to the Shire of consideration.

Approximately 28% of Customer Service Request Actions were in the areas of local laws, 4% fire related 2% illegal dumping.

During March 2020, especially in the later half of the month, Ranger Services undertook numerous patrols along the coast within the Esperance townsite and coastal campgrounds. These inspections were related to identifying the number of tourists “stranded” in Esperance. This information has been used to assist in opening of the Emergency Evacuation Campsite and moving toward a more permanent solution.

With the commencement of the new financial year Ranger Services will be working through the following specific projects:
Design of new Animal Management Facility to allow for construction
Review of the Shire’s Dogs Local Law

A service level review of Ranger Services has occurred, a report as to the findings is being prepared. However no further work occurred on the report due to operational demands within the Statutory Services Area.

Last Updated Thursday, 9 April, 2020
Built Environment

Actions

5.1.1.1 Implement Parking, Traffic and Pedestrian Strategy
Actions currently being implemented.
Last Updated: Friday, 13 September, 2019

5.1.1.2 Coordinate Opportunities for Shire Managed Properties
- Flinders - 20 properties available for sale
  3 sales have occurred this financial year
  0 properties are currently contracted and waiting on settlement.
- Hockey Place - 2 properties currently available for sale
- Shark Lake - 27 properties available for sale or lease.
- The tender for Residential properties was approved to issue by Council a the March OCM and is currently being finalised.
Last Updated: Tuesday, 7 April, 2020

5.1.1.3 Manage the Wydie Bay Landfill Closure Plan
- The surveying staff have been requested to undertake a quarterly survey of the landfill and drafting staff will prepare an isopachyto drawing to ensure that we are landfilling to the correct profile and have sufficient space for special wastes going forward.
- Staff are also working towards constructing a portion of the perimeter track for Phase 2 to allow safe access to the landfilling area.
Last Updated: Monday, 6 April, 2020

5.1.1.4 Plan for & Construct New Landfill Site
- Council decided to abandon Lot 12 Kirwan Road as a future landfill site. No work has been undertaken on a new search due to response work being undertaken for COVID-19.
Last Updated: Monday, 6 April, 2020

5.1.1.5 Develop Esperance Cemetery Master Plan and implementation schedule
- On hold
Last Updated: Wednesday, 15 January, 2020

5.1.1.6 Construction of New Indoor Sports Stadium Redevelopment
- Construct New Indoor Sports Stadium.
## Built Environment

### Actions

- **Feb 20** - Works have progressed well with the project overall on schedule. Timber sports floor installed, Natural gas and meter installed, tiling installed, eastern side stormwater completed.
- **Mar 20** - Works are almost completed with small jobs still being finished. Possible delays due to COVID 19 are being monitored.
- **Redevelopment of the Noel White Pavilion**
  - **Feb 20** - Tender released December, closed Jan. Awarded to Sime Building Co. Contracts have been signed and kick off meeting complete 9/3/2020.
  - **March 20** - Sime have taken site possession. Stripping works have taken place inside the pavilion.

### 5.1.1.7 Manage Shire projects as required

**BOILC Solar Power Upgrade**

- Solar Balance has a problem with software and has made the relevant changes required. They now need to repeat the Data Collection process for Horizon Power prior to the granting of an approval for the Siemens Inverter. Solar Balance require this approval before this project can be completed. Siemens have conceded there is a problem and are endeavouring to correct it. New data is to be collected for Horizon Power and then assessed.

- Solar Balance have received Provisional Approval from Horizon Power to use the Siemens’ Inverter. We are now waiting for them to return to site to restart the system.

**Last Updated** Thursday, 9 April, 2020

### 5.1.1.8 Design & Construction of the Animal Management Facility

- A detailed concept design has been commenced for the animal welfare building. Once complete a design and construct tender will be issued.
- **March 2020** - Presently at design development stage, awaiting feedback from Enviro Health and Rangers.

**Last Updated** Thursday, 9 April, 2020

### 5.2.1.1 Construct Esperance Waterfront Stage 3 – Tanker Jetty Replacement

- Deconstruction of the Tanker Jetty is nearing completion. Replacement Jetty preliminary works complete. Currently mobilising to site to start works in April.

**Last Updated** Wednesday, 8 April, 2020

### 5.2.1.2 Manage Building Services

- Building Services is processing most applications electronically now and this has become even more important with the COVID-19 Pandemic. As the Shire does not have a portal lodgement system this is being achieved by various methods of Emails, File Share, Drop Box, Google Drive etc. Whilst this system is not the best in terms of efficiency it has to date demonstrated the value of an ability to lodge documents electronically.

- During the month of March and with the COVID-19 Pandemic, Building Services have been encouraging the public and other staff to do more Online and through Authority Workflow, rather than dealing with hard copies of documentation and improving social distancing.
Built Environment

Actions

Identify critical point in staff numbers. In discussions with Building Coordinator, it is considered that 2.5 FTE is required to fulfill the obligations of this service area.

20 Building Approvals were issued in March – all within Statutory Timeframes.

10 Inspections were undertaken in March for various reasons - mostly including Processing Investigations and Confirming Completions when BA7 Forms have not been provided.

Last Updated: Tuesday, 7 April, 2020

5.2.1.3 Implementation of Town Centre Streetscoping

The Concept Design for the CBD has been completed and Parks and Reserves and Town Construction Teams have been working on implementing CBD upgrades. A focus has been on the Andrew / Dempster St Roundabout area and Andrew St. Reticulation has been established along with island garden beds down Andrew St. Garden beds have been planted with native species. The Andrew St / Dempster St roundabout has been planted with a Grass Tree feature surrounded by native plants. Concreting has been completed around the roundabout and street trees have now been planted. A drinking fountain has been installed in Post Office Square. Based on recommendations in the CBD Concept Plan and Norfolk Island Pine Management Plan, the permeable roof zone has been extended around the iconic and heritage listed Norfolk Island Pine in Post Office Square. Additional street furniture will be installed in the CBD in the next few months.

Four Urban Nodes have been constructed based on expressions of interest by businesses and based on recommendations in the CBD Concept Design. The Urban Nodes are aimed to liven up the CBD area and promote businesses and the community to make use of additional areas outside shops and provide other areas of public open space in the CBD. Urban Nodes have had native plants planted in planter boxes.

Last Updated: Wednesday, 1 April, 2020

6.1.1 Manage Asset Operations

Refer to grading map published in the monthly Information Bulletin.

Last Updated: Tuesday, 10 July, 2018

6.1.2 Renew, upgrade and build new rural infrastructure

Refer to tasks published in monthly Corporate Performance Report.

Last Updated: Tuesday, 10 July, 2018

6.1.1.3 Renew, upgrade and build new urban infrastructure

Refer to tasks published in monthly Corporate Performance Report.

Last Updated: Tuesday, 10 July, 2018
Built Environment

6.1.1.4 Review and update Trails Master Plan and implementation schedule
Not yet started. Looking at consultation options.
Last Updated: Wednesday, 8 April, 2020

6.2.1.1 Manage the Esperance Airport
A contract was awarded to Aviation Projects (Keith Tonkin) to update the Airport Masterplan. Mr Tonkin was organised to brief Council on 21st April 2020 to consult with Council regarding any future direction you are seeking with the Airport, however due to the travel restrictions, including the ‘hard’ border installed for Western Australia, this will be put on hold. Whilst in Esperance Mr Tonkin and airport staff will also liaise with other stakeholders.
Work is continuing on understanding the implications of the new ‘Manual of Standards’ that is live in August 2020.
Last Updated: Monday, 6 April, 2020

6.2.1.2 Review the Airport Masterplan
A contract was awarded to Aviation Projects (Keith Tonkin) to update the Airport Masterplan. Mr Tonkin was organised to brief Council on 21st April 2020 to consult with Council regarding any future direction you are seeking with the Airport, however due to the travel restrictions, including the ‘hard’ border installed for Western Australia, this will be put on hold. Whilst in Esperance Mr Tonkin and airport staff will also liaise with other stakeholders.
Last Updated: Monday, 6 April, 2020

7.1.1.1 Maintain Shire buildings
All cleaners and facilities progressed as normal throughout the month of March 2020.
Compactus has been delivered and installed in Records room at Admin.
New Generator has been successfully installed at Wylie Bay Recycling Facility
14 reactive maintenance requests were lodged in March. 10 of these have been completed
There were no repairs resulting from vandalism for March 2020
Last Updated: Thursday, 9 April, 2020

7.1.1.2 Implement Asset Management Strategy
Spatial database being updated.
Intramap upgrade to Version 9.7.
Public Intramaps has been developed and is awaiting testing.
Last Updated: Thursday, 9 April, 2020

April 08, 2020
Built Environment

7.1.1.3 Manage Asset Planning
Draft transport asset management plan being revised so that costs match current procedures.

Open space asset management plan initial draft produced.

Road construction cost matrix being developed to include road useful life data.

Last Updated: Thursday, 9 April, 2020

7.1.1.4 Manage Parks & Environment

Eastern Suburbs Water Supply Upgrade (operating bid). The Eastern Suburbs Water Supply mainline upgrade is progressing, with approximately 6.3 km of the 9.0 km mainline installed and 3.6 km pressurised. To avoid disruption to businesses along Norseman Road the new mainline will be installed in the Norseman Road median. Mainline installation along Norseman Road is continuing.

Irrigation - Irrigation systems are operating at 100%. Staff are completing programmed inspections of all irrigated sites, and maintenance as required.

The new bore pump for supplying water to irrigate Gibson oval had to be removed due to an electrical issue. Staff have installed a new pump and electrical and operating upgrades have now been completed. The Gibson Football Club has been advised of the ongoing issues with the irrigation. All efforts will be made to promote the recovery of the oval for the forthcoming football season. This will include additional watering programs, fertilising, and mowing services as soon as irrigation upgrades have been completed. The turf on the oval is recovering well after the period of the irrigation system being offline.

Mowing- Ovals were serviced as per the mowing schedule.

The new tractor has now been delivered and is being used by the Parks and Reserves Team.

Reserve Management

Signage is currently being developed for Duke of Orleans Bay and Wharton Beach to promote safe and environmentally responsible 4wding in coastal areas and to promote the Cape Off Road. This is a joint initiative with south coast coastal local governments and DBCA.

Collection of tree guards has shown 2019 planting showing >90% survival so far at Fourth Beach, Twilight, Castletown, Dempster Head (excluding vandalised areas).

Rabbit control - Cet trails have started and calci virus has been released at Dempster Head, as per recommendations in the management plan. Environmental Services staff are monitoring the site following the release. A community engagement program is also being rolled out.

Review Lake Manjungap Management Plan (operating bid): Draft Management Plan is currently underway with support from the Environment and Reserves Staff. The management plan is being completed in house by the Environmental Services Team.

The Lake Manjungap Community Development Group has been consulted and will continue to be consulted during the management plan development process. A background document and information review has been completed. A First Draft Management Plan has been developed and is currently undergoing review by the Environmental Services Team. Once the internal review is completed the draft management plan will be reviewed by key stakeholders and feedback incorporated into the management plan.
Built Environment

Actions

Playgrounds: Playground inspections were completed as per the inspection schedule, and minor maintenance undertaken as required.

The Shire of Esperance has received an increasing number of reports from the public of the presence of needles in public open space. Parks and Reserves have scheduled additional inspections to address this current issue.

Street Trees: The Shire tree pruning contractor is working through the Shire’s street tree pruning list to maintain compliance with required power line clearances.
A number of branch failures have occurred recently in the Norfolk Island pine trees. The trees are fruiting and the additional weight has caused these failures. The Shire has issued an announcement on social media to advise the public of the current situation.

Environmental Services
Compliance - Biodiversity Conservation Act: A referral to the Commonwealth Department of Environment and Energy was submitted as the self-referral undertaken by Environmental Officers for the taking of Emmaphila ladeae to maintain spoon drains is considered a significant impact. This is still being assessed.
Compliance DER - Contaminated Sites: Quarterly water sampling completed at Myrup, truckwash, Wyliabaye and half of the Kewin Rd site.
Compliance DWER - Clearing Permits: Continued processing of tree and clearing works and getting POA from Spring flora survey field work completed and preparing strategic permit for future road maintenance and construction programs.
Compliance DER - Waste: Closed landfill inspections conducted for 3/4 of sites. Landfill sites meeting due for March postponed until April.
Annual Environmental Report Inspections completed for 16 clearing permits. Reports are currently being compiled.

Staff Management (Parks and Reserves): Staff have one staff member on Workers Compensation, one staff member on modified duties following a Workers Compensation claim, and one staff member who is off work and has lodged a Workers Compensation claim. This gap is currently being managed with casual and short term contract workers.

Last Updated: Thursday, 9 April, 2020

7.1.1.5 Coordinate implementation schedule of Public Open Space Strategy
Public Open Space (POS) Upgrades - Adventuriland Park: The tender for Design and Construct Adventuriland Tower Play space is being delivered by Seoka Play and Hawkins Construction. Contractors have commenced earthworks and site preparation for the play space with site preparation works. Adventuraplus have now installed the double cableway and giant swing for the play space. Parks and Reserves staff are currently reviewing the implementation schedule.

The new playground upgrade at Salmon Gums will be held over until the water tank issue within the community park is resolved.

Playground upgrades are also scheduled for Treasure Road and Grass Patch Playground in 2019-20 budget.

Last Updated: Wednesday, 1 April, 2020

7.1.1.6 Manage Tanker Jetty
Shire of Esperance

Built Environment

Actions

All conditions of the Section 64 Permit have been met.
Esperance Tanker Jetty is currently being monitored via drone and boat inspections periodically. Continue with agreed watch and act with relevant agencies.
Working through the ten step process with all relevant stakeholders.

Dec 19 - Deconstruction has commenced with all handrails, timber kick rails and light poles removed. A Controlled Collapse was undertaken at pile 02-05.
This went to plan with only that section collapsing.

Feb 20 - Deconstruction underway with concrete decking being removed.

March 20 - Deconstruction well underway - all concrete slabs have been removed. Piles remaining.
Maritime Constructions have moved onto site.

Last Updated  Thursday, 9 April, 2020

8.1.1.1 Manage Asset Development

Various designs and plans have been completed or in progress including, Updating Cemetery plans and setout, Shared Path design on Harbour Road between Slims and Bannister, Grass Patch Road design and setout for clearing lines on Eleven Mile Beach Road, Springdale Road design, Simpson St drainage design and River Road design. Various surveys were completed or in progress including, Line marking spotting, Simpson Street drainage pickup, Cemetery grave setout, Camelot St drainage survey, Grass Patch Rd pickup and setout, Parmango Rd setout, Socceroo ground setout, River Rd pickup, Sinclair St pickup, Howick Rd construction setout, Fisherlies Rd / Bandy Creek road pickup Clearing setout Twilight Beach Rd and Eleven Mile Beach Rd and Civic Centre carpark line-marking setout. Traffic Counts. Gravel pit volumes. Trainee Surveyor has started and the Trainee CAD operator will start on April 6, 2020. Traffic Management plan production and approvals. Bus Stop approvals. Heavy vehicle route determination approvals. Woodchip agreements.

Last Updated  Thursday, 9 April, 2020

8.1.1.2 Manager Planning & Land Projects

During March 2020 14 Development Applications were received which was the same the number of applications received in February 2020.

Numerous Road and Reserve applications are being processed through the Department of Planning, Lands and Heritage - Lands.

Last Updated  Thursday, 9 April, 2020

8.1.1.3 Review, update and implement Local Planning Scheme and Policies

All Development Application processed under Local Planning Scheme No. 24 and applicable Local Planning Policies.

Amendment No. 5 was referred to the EPA. Further information requested, initiated.

Last Updated  Tuesday, 3 March, 2020

April 09, 2020
Natural Environment

Actions

9.1.1.1 Develop partnerships with environmental stakeholders to deliver programs
Shire of Esperance staff and representatives continued to support community and stakeholder environmental initiatives in the shire.
- Monthly External Stakeholder meetings and key outcomes
- Wildflower Society meeting attended
- Attended EWAG meeting

Meeting are now being conducted electronically where appropriate or postponed.
Last Updated  Wednesday, 1 April, 2020

9.2.1.1 Coordinate implementation schedule for Street Tree Policy
The ongoing street tree maintenance programs are now underway in the Esperance town site. Parks and Reserves staff and inspected street trees to review maintenance programs. Tree have been assessed and maintenance programs developed for maintaining clearance distances with powerlines around town with a focus on assessing WA Peppermint street trees.

Shire staff have also undertaken routine maintenance of shire street tree and verge tree as required following assessments.

Norfolk Island pine trees around town have dropped a number of branches due to weather events and the trees fruiting. The community have been advised of potential issues via social media and staff continue to monitor trees and respond to issues of branch failure.

Norfolk Island pine tree maintenance as per the management plan will be implemented in the next few months.

Street trees for Winter 2020 planting have been ordered. Planting programs will commence in the next few months.
Last Updated  Wednesday, 8 April, 2020

9.2.1.2 Seek funding for environmental projects
Funding and Grants for Environmental Projects:
- Shire has been requested to be involved in new DBCA/ ETNTAC CoastWest project at Victoria Harbour
- Successful grant through Federal Government's Communities Environment Program (CEP) for works at Dempster Head, $20,000.
- Expression of Interest submitted to South Coast NRW to undertake coastal rehabilitation activities and look at managing the impacts of off road vehicles and 4wds in the Wharton Beach/Duke of Orleans Bay area.
Last Updated  Wednesday, 8 April, 2020

9.2.1.3 Coordinate implementation schedule for the Coastal Management Plan
Prepare Implementation Plan - Coastal management projects currently in progress, Implementation Plans for 2019/20 include.

April 9th, 2020
Natural Environment

Actions

- Wharton Beach toilet and coastal upgrade.
- Coastal protection works Wharton Beach to Victoria Harbour in a partnership shire, DBCA and ETNTAC.
- Work for the Dole Program coastal reserve upgrades and coastal protection works.
- Castletown Beach upgrades.
- Implementation of the Dempster Head and Western Beaches Management Plan.

Last Updated: Wednesday, 1 April, 2020

9.2.1.4 Implement Dempster Head Management Plan

Community consultation activity undertaken relating to interpretive signage. Participation in community activities with Esperance Tjalak Native Title Aboriginal Corporation. The work for the Dole Team have also been ongoing and undertaking maintenance works on reserve infrastructure.

Dempster Head Management Plan priority activities will be reviewed to determine priority works for 2019/20. Work for the Dole Program currently undertaking erosion management and environmental protection works at the reserve along with Wongatha CAPS Bushrangers.

Rabbit control - Cat trials have started and calci virus has been released at Dempster Head, as per recommendations in the management plan. Environmental Officers are monitoring the area following the release.

Successful grant through Federal Government's Communities Environment Program (CEP) for works at Dempster Head, $20,000. Works associated with this grant will commence in the next few months.

Last Updated: Wednesday, 1 April, 2020

9.2.1.5 Coordinate Pink Lake Feasibility Study

Project Team have commenced works on the Pink Lake Feasibility Study with field work and investigations completed. The project is now in the analysis and detailed investigation stage. Water balance and environmental modelling is currently underway.

Draft background reports have been received from the consultant. They are currently under internal review.

The shire is expecting to be briefed on the draft outcomes of the feasibility report in the next few months.

Last Updated: Wednesday, 1 April, 2020

10.1.1.1 Manage Waste & Recycling Programs

The lease for the baler utilised within the MRF has ended which also provides more options for disposal of the baled material. The waste team continues to research additional potential markets for the baled product.

Last Updated: Monday, 6 April, 2020

10.1.1.2 Investigate Food Organics & Garden Organics Processing
Shire of Esperance

Natural Environment

Actions

Staff have been working on preparing a Briefing for Council which was planned for early April 2020, this has been temporarily put on hold due to the response for COVID-19.

Last Updated: Monday, 6 April, 2020

10.3.1.1 Implement the Community Waste Strategy
Action items within the Community Waste Strategy are behind schedule due to limited resources and other priorities within the waste area. COVID-19 has also created an alternate priority.

Last Updated: Wednesday, 8 April, 2020

11.1.1.1 Coordinate implementation schedule for Eastern Suburbs Water Re-use Scheme Master Plan
The Eastern Suburbs Water Supply Scheme mainline upgrade is progressing steadily, currently working down Norseman Road with around 60% complete.

Last Updated: Wednesday, 8 April, 2020

11.3.1.1 Investigate opportunities to improve the energy efficiency of Shire Buildings
Nothing to report.

Last Updated: Monday, 6 April, 2020

11.4.1.1 Investigate Opportunities to Improve Resource Efficiencies at the Bay of Isles Leisure Centre

Last Updated: Monday, 6 April, 2020
Growth & Prosperity

12.1.1.1 Manage Shire leases and insurances

- Pleasure Riders Lease Surrender request - awaiting signed documentation and removal of remaining items.
- Port Football club, Cannery, BOICO, Shark Lake, DBCA, Old Court House, BP and Condobolin Bushfire Brigade Leases: In progress.
- Old Sergeant's Quarters Surrender - awaiting confirmation of surrender date from Lessee.
- Grass Patch Store Lease completed.
- Toowakka Lease - discussion with Council for future plans for the site.
- Lions Club: requested power to lease from DoF for reserve.
- Awaiting documentation for outstanding insurance claims. Following up with relevant officers/claimants to retrieve this information.
- 2020/20 Insurance renewal documentation submitted to LGIS.

Last Updated: Friday, 3 April, 2020

12.1.1.2 Develop Master Plan for the James Street Cultural Precinct

- Request for Quote has issued, closing early April.

Last Updated: Tuesday, 7 April, 2020

12.2.1.1 Develop Tourism Strategy

- Engagement process has begun. Project has been slightly re-focused to ensure 'recovery' within the tourism industry is included. Engagement is all progressing on a one-on-one basis utilising tele and video conferencing.

Last Updated: Tuesday, 7 April, 2020

12.3.1.1 Manage the Esperance Visitor Centre

- With the changes circumstances brought around by COVID-19 the visitor centre has been focused on assisting impacted travelers and working with local operators. A lot of the efforts have focussed on processing cancellations.

Last Updated: Tuesday, 7 April, 2020

12.3.1.2 Promote Esperance as a Tourism Destination

- Continuous improvement of the Visit Esperance website. With the COVID-19 pandemic we are not encouraging tourists to visit Esperance at this time. We have launched a Holiday at Home campaign in partnership with the City of Kalgoorlie Boulder. We have updated all sections of the Visit Esperance to discourage beach camping and bush camping within the district during this unprecedented time - in order to keep all safe and help slow the spread of the virus. Also, the Visit Esperance What's On Calendar has been redeployed to help out local businesses communicate to potential customers their services and opening hours/delivery times. It's a wonderful initiative with the Community and Economic Development team. We've also promoted a Shop Local campaign with ECCI. "Local for the long haul". For displaced travellers stuck in Esperance we have worked closely with the Shire IMT Committee to ensure these travelers have a safe and secure place to stay to ride out the pandemic. This has been well received by the community and the respective countries of where the travelers are from. Our team helped to film a segment on the Esperance Museum, Great Ocean Drive and the various sustainability initiatives which the Shire are undertaking for the Caravan and Camping WA tv show which will be on TV next month. It will also be shown right round Australia.

April 09, 2020
Shire of Esperance

Growth & Prosperity

Actions

Last Updated: Thursday, 9 April, 2020

13.1.1.1 Manage Community & Economic Development
Organisations looking to apply for the Community Grants Programs continue to be assisted. Support is also being given to those organisation whose funded projects have been impacted by the current restrictions.
Significant work has gone into looking for solutions for those international travellers that are currently stranded in Esperance.
The Events (known as ‘What’s On’) section of the Visitor Centre website has been repurposed to contain a range of community information to help people navigate the current impacts of COVID-19.
The Civic Centre has also been busy processing a range of cancellations and postponements, as well as refunding tickets already purchased for upcoming shows.
A joint team made up of Community Development, Library, Volunteer Centre and BOILC staff have been working together to re-imagine delivery of support services to the community.

Last Updated: Tuesday, 7 April, 2020

14.1.1.1 Provide support and advice to business and industry sectors and groups
With changes circumstances a focus has been on assisting local businesses given the trading limitations that have been progressively imposed. This has included working with the ECCI and providing updated information to the community on how they can access goods and services from local businesses. A concerted effort has been made to promote the message of supporting local at this time.

Last Updated: Tuesday, 7 April, 2020

14.3.1.1 Design and Construct Flinders Subdivision
Design currently in progress.

Last Updated: Monday, 2 December, 2019

14.3.1.2 Participate in the implementation of the Regional Economic Development Strategy
Both the Tourism Strategy and the James Street planning are part of the ED Strategy, however are dealt with separately.

Last Updated: Tuesday, 7 April, 2020
Community Leadership

15.1.1.1 Represent and communicate community priorities at Federal, State, Regional and Local level
Since mid March main priority has been preparing organisation for COVID-19 response. Attended several meetings with WALGA, Local Emergency Management Committee (LEMC), District Emergency Management Committee (DEMC), GVRSC and VARI to fast track local and regional preparedness. Liaised with local members of State Parliament on progress.

Last Updated: Tuesday, 7 April, 2020

15.1.1.2 Facilitate regular public Council meetings
Held various briefings with Council, including:
Audit Committee meeting - Budget Review and Compliance Return
IULA discussion with Ravensthorpe
Civic Centre Art Works
Live Streaming Council Meetings
Long Term Financial Plan Pre/post covid-19
HR Policy Review
COVID-19 response and actions

Last Updated: Tuesday, 7 April, 2020

15.1.1.3 Review the Local Laws
The review and amendment of several Local Laws are on hold until resource time is available in the relevant departments.

Last Updated: Friday, 3 April, 2020

15.1.1.4 Manage Corporate Reporting
Strategic Plan Review: Council has endorsed the draft reviewed document, advertising for public comment to begin early April until May.
Governance and Corporate Support Officer commenced employment at the end of March.

Last Updated: Friday, 3 April, 2020

15.1.1.5 Provide Leadership and Direction to Implement the Corporate Business Plan
Attended all organised local, regional and state meeting regarding LG response to Covid-19. Created and chaired Incident management team (IMT), meeting daily and weekends to activate response plan. Provided daily updates to Staff and Council. Meet with EBA Committee regarding possible wage freeze.
Attended various outstations to meet and reassure staff.

Last Updated: Tuesday, 7 April, 2020

15.1.1.6 Annual review and update Delegated Authority Register
Delegation to vary prohibited burning times has been included in the Register and made available on the website. Certificates of Appointment have been signed by the CEO and await signature of acceptance by Shire President and Chief Bushfire Control Officer.
Shire of Esperance

Community Leadership

**Actions**

**Last Updated**  Friday, 3 April, 2020

16.1.1.1 Manage Asset Management Directorate

Busy month for all team getting our heads around the COVID-19 pandemic and the rules that have been put in place. Those that can work from home, are working from home and we have put in place numerous measures to protect our outside workers. At this stage there hasn’t been any major impacts to delivering our program of works.

**Last Updated**  Wednesday, 8 April, 2020

16.1.1.2 Manage Shire Fleet

- **Plant Arrived During March**
  - Backhoe – Case 866ST
  - 2.5 T Skid Steer
  - 2.5 T Footpath Roller
  - Generators - 110 KVA Wylie Bay and Airport
  - HD Radar Display Trailer
  - 18 T Yibo Roller (2nd one)

- **Plant on order**
  - Single Cab Tri Tip Truck
  - Toyota Prado’s x 2
  - Hyundai i30 Hatch x 1
  - Dual Cab Medium Tri Tip Truck
  - Skid steer roller attachment
  - Fuel trailers

  **Maintain Fleet-March Job completed**  Preventative maintenance: 46 jobs, Reactive: 41 jobs.

  - T115 Replace damaged hoist
  - LB1 Replace injector tubes and seals
  - TR68 Repair trailer brakes
  - TR55.96,97,98 Replace light controllers
  - WC2 Replace rear axle and brakes

**Last Updated**  Thursday, 9 April, 2020

16.1.1.3 Advocate for improved access to non-local government services

Focus has mainly been regarding COVID-19, little opportunity to pursue this activity as not a priority.
Shire of Esperance

Community Leadership

**Actions by Theme** (19/20)

**Actions**

### Last Updated: Tuesday, 7 April, 2020

#### 16.1.1.5 Annual review of Long Term Financial Plan
Revised LTFP was adopted by Council at the June OCM. Advert to advise the reviewed plan is available was placed in Esperance Express and copy placed on website.

**Last Updated:** Wednesday, 8 April, 2020

#### 16.1.1.6 Manage Corporate Resources
- Budget Review document adopted by Council at March OCM. Uploaded information into system and document sent through to DLG.
- Draft Strategic Plan adopted by Council with minor changes. Changes made and document now being advertised.
- Reviewed Human Resources policies.
- Compliance Audit Return documentation adopted by Council.
- LGIS Work place safety assessment received a score of 76%, slightly better than last assessment. Number of issues identified that can be improved.
- New records compactus installed.
- Number of HR issues that had to be resolved with COVID-19- redeployment of staff, working from home etc.

**Last Updated:** Monday, 6 April, 2020

#### 16.1.1.7 Manage Development & Statutory Services
The evaluation of current staffing has concluded that where any circumstance varies from the business norm, the External Services area may not achieve either statutory timeframes or Shire standards, and impact on team effectiveness during the period.

A compliance discussion occurred with Council during March 2020 with a revised matrix of assessment for compliance matters and a number of specific issues. Based on this discussion the revised matrix is in use and other matters given the circumstances of the COVID-19 pandemic will be considered in due course.

Due to other operational demands no further work has occurred in the development of a practicable management practice.

In late 2019 the Shire received a number of letters of concern regarding the quality of service being provided from the Development and Statutory Services area. In March 2020, a number of these respondents were interviewed to further elicit their concerns.

Regulatory team commenced the process of determining agreed team values during February 2020, this was not progressed further in March 2020.

**Last Updated:** Thursday, 9 April, 2020

#### 16.1.1.8 Annual review of Corporate Business Plan
Review to commence April 2020.

**Last Updated:** Friday, 3 April, 2020

---

April 09, 2020
Community Leadership

16.1.1.9 Manage External Services Directorate

Scheduled and some unplanned leave for managers saw an increased focus on supporting the management group and wider team during February and a concerted programme of attending all the remote worksite more often to ensure communication within the team was maintained.

Key focus of attention has been on establishing an internal working group to ensure the Shire is well prepared for the smoothest possible transition when the current stadium committee transfers responsibility for management of the stadium to the Shire.

A working group has also been established with members of the Esperance Chamber of Commerce and Industry to strengthen the Shire’s commitment to its “Small Business Friendly” initiative and to reduce the level of misunderstanding and resulting tension over compliance related matters.

The focus of attention has shifted almost exclusively to preparing the organisation to operate within the rapidly changing environment that faces the community following the WHO’s declaration of the Covid19 Pandemic.

It very quickly became evident that the Business Continuity Planning in place was focussed on service recovery after an acute event (fire, flood etc) and that the sustained disruption of a pandemic required an alternative approach.

The CEO, Directors and key personnel have worked as an Incident Management Team in accordance with established emergency management process to identify and address resources and service delivery priorities, both within the organisation and the community. In particular, this event has required the coordination and dissemination of detailed information from the Health Dept of WA and other State Govt Agencies.

Following Directions from the State, the BORLC, Museum and Library were closed to the public. Where possible, alternative service delivery models were established to allow limited non-contact services to continue.

Home Care Services are more important than ever at this time and additional measures, including remote location of some staff were put in place to reduce the risk of any spread of infection through the workforce or from carers to clients.

Unfortunately, because many volunteers are older people and at higher risk, the reliance on volunteers has been scaled back. Where possible service has been continued using re-deployed shire staff. Some (mainly younger) volunteers did come forward and the Shire has established a “partnership” with Esperance Care Services, using a redeployed staff member to coordinate volunteer services to people in need, who don’t qualify for Home Care Services etc.

Regulatory and approvals Services have focussed on a couple of major priorities 1) minimising delay for those people or businesses proceeding with development at present and examining options to implement the pre-development initiatives announced by the state, and 2) working with businesses and stranded travellers to ensure they are up to date with the rapidly changing information required to comply with the state Government’s requirements and to minimise risk of disease spreading in the community.

When put to the test the organisation is showing itself to be as resilient as the community it serves.

Last Updated Tuesday, 7 April, 2020

16.1.1.10 Manage Finance

Budget Review has been completed and was presented to the Audit Committee and full council during March. The fringe benefits tax return and schedule of fees and charges for 2020/21 has commenced. 50% of finance staff are now working from home due to COVID-19. Another member of the team is working in a different business centre location.

Front counter/reception area is now only open from Monday - Wednesday, 9am - 4pm. However telephones will still be manned as per normal business hours Monday - Friday, 8.30am – 5pm.

Last Updated Friday, 3 April, 2020
Shire of Esperance

Community Leadership

**Actions by Theme (19/20)**

16.1.1.11 Manage Transport Licensing

The Shire recently cancelled recruiting for a part time officer in Licensing due to COVID-19. Department of Transport has informed the Shire recently that no practical driving tests will be available for the foreseeable future. Theory tests are still available. Office hours to the public have been reduced to Monday - Wednesday, 9am - 4pm. However telephones will still be manned as per normal business hours Monday - Friday, 8.30am - 5pm.

**Last Updated** Friday, 3 April, 2020

16.1.1.12 Manage Human Resources

At the present time, due to COVID-19, no positions are being recruited.

Due to the closure of Shire facilities due to COVID-19, a number of permanent staff have been redeployed, in particular Leisure Centre staff, to other work units.

Work with staff to identify, implement and record efficiency and productivity gains. All staff are continually encouraged to record efficiencies and productivity gains. There were no efficiencies recorded during March 2020.

**Last Updated** Thursday, 9 April, 2020

16.1.1.13 Manage Risk Management System

Workplace inspections carried out according to schedule
Hazard reports to the OSH Committee
Tracking of injury trends ongoing
All ongoing as previously

**Last Updated** Wednesday, 8 April, 2020

16.1.1.14 Manage Information Technology

March 2020 - Authority software was successfully upgraded to version 7.1 with only minimal issues. Feedback has been positive with most finding the improvements beneficial. The new Compactus was installed into the Records office and 1 M. staff have been rollling it according to the layout plan.

IT staff have successfully migrated over 50 staff to work from home during the COVID-19 shutdown. Although most staff report no issues, work is continuing to facilitate a better WFH experience. A temporary working environment was created at the Leisure Centre to separate EHC staff to ensure Business Continuity in case of infection.

**Last Updated** Tuesday, 7 April, 2020

16.1.1.15 Manage Shire records

Area focus this month was focused on assisting staff working from home due to COVID-19. The new compactus storage units were installed and Staff have commenced transferring the records temporarily stored in the Camnock Chase meeting room.

**Last Updated** Wednesday, 1 April, 2020
Shire of Esperance

Community Leadership

**Actions**

16.1.1.16 Manage Planning Services Contract with Shire of Ravenstorpe

Contract Planning Services undertaken for the Shire of Ravenstorpe.

Amendment No. 1 to Local Planning Strategy initiated and referred to WAPC. Comment provided and working through requirements with Department of Primary Industries and Regional Development - ongoing discussions with Department of Planning, Lands and Heritage - Planning.

Amendment No. 3 to Local Planning Scheme No. 6 received consent to advertise from the WAPC subject to modification - modifications are being undertaken.

Reserve applications and Road Closures are being processed through the Department of Planning, Lands and Heritage - Lands.

**Last Updated** Monday, 3 February, 2020

16.2.1.1 Facilitate Councillors requirements to represent the community

Provided media resources to provide information regarding COVID-19 and Shire's response. Shire President presented as face of Shire's local presence with regards to COVID-19. Organised and hosted HMAS Farncomb function with Council and RSL.

**Last Updated** Tuesday, 7 April, 2020

16.2.1.2 Develop and Implement Communications Plan

This Project is currently on hold as other projects have been given priority at this time.

**Last Updated** Wednesday, 12 February, 2020

16.2.1.3 Develop and Implement an organisation Marketing and Branding Strategy

All images which have been posted on social media this month have been marked with the Shire of Esperance logo.

**Last Updated** Tuesday, 7 April, 2020

17.1.1.1 Review the Strategic Community Plan

Council has endorsed the draft reviewed document, with a request to make minor changes - include Councillor page and remove table from Challenges and Opportunities section on Page 12.

Advertising for public comment to begin early April until May.

**Last Updated** Friday, 3 April, 2020

17.1.1.2 Develop a Reconciliation Action Plan

Committee positions filled, however committee meetings on hold while preparing for COVID-19 response and implementation.
Community Leadership

17.2.1.1 Manage Media Relations

We've had to greatly increase our communications and marketing output with the COVID-19 pandemic situation. All media which we have released have been picked up, unedited by the Kalgoorlie Miner and Express Express. In this way - the idea of the DIY newsroom is definitely working. We have also been releasing our own Shire President messages using an online video, as well as taking out 1/2 page adverts for both CEO and Shire President messages - all in an effort to reassure the community during this time.

As a team we have increased our filming and video editing output. The whole team have been brilliantly adaptive to learning new skills. We have researched equipment which we plan on purchasing with the aim of getting Shire messages out to the public in a more creative way. Our current gear is being used by other areas of the Shire too. Boilc aerobics classes have been adapted to be delivered online - which have proven very popular and innovative examples of video work. We have also been experimenting with gifs. With the aid of some of the Manager of Marketing and Communication's personal film equipment - the quality of our output has been great. Looking forward to getting and using the new equipment!

Maintain photographic library- Updated photos from events and presentations as they happened. Took photos of New Stadium, Parks, Councillors, jetty progress, skatepark closure, playground closures, videos of beaches, mobile network booster, pier hotel DFES donation, audience development program, and Famcomb submarine visit.

Manage Social/digital/print media- Ongoing use of Hootsuite and Mailchimp. Main media topics were COVID-19, tourism strategy, community grants.


Share one post weekly that is aimed at creating positive discussions in our community - Many shared - including fire relief funding, COVID-19 information, community grant information etc.
Annual Road Program
Monthly Report

March 2020
### Asset Management

**Outcome:** 6.1 Road networks that meet the needs of our community and provide safe movement for all users

**Strategy:** 6.1.1 Deliver a diverse, efficient and safe transport system

<table>
<thead>
<tr>
<th>ACTION</th>
<th>Status</th>
<th>Progress</th>
<th>Last Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dunn Rocks Road - Merivale Road to Lime Road</td>
<td>In Progress</td>
<td>90</td>
<td>9/04/2020</td>
</tr>
<tr>
<td>Quest Road - Burnside Road 3km west</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Holt Road - Hwy to Burnside Rd</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Merivale Road - Stone Henge</td>
<td>In Progress</td>
<td>5</td>
<td>9/04/2020</td>
</tr>
<tr>
<td>Fisheries Road - Shao - Lu Road and Tagon Road</td>
<td>Completed</td>
<td>100</td>
<td>10/03/2020</td>
</tr>
<tr>
<td>Eleven Mile Beach Road - East of Helms Drive</td>
<td>In Progress</td>
<td>7</td>
<td>9/04/2020</td>
</tr>
<tr>
<td>Various road grids</td>
<td>In Progress</td>
<td>3</td>
<td>9/04/2020</td>
</tr>
<tr>
<td>River Road - Gravel resheet west of Clare</td>
<td>In Progress</td>
<td>5</td>
<td>9/04/2020</td>
</tr>
<tr>
<td>River Road - Between Cascades and Oldfield Road</td>
<td>In Progress</td>
<td>5</td>
<td>9/04/2020</td>
</tr>
<tr>
<td>Styles Road - Logans Road to Kents Road</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Alexander Road - End of farm land to Camping area</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Richardson Street - From Townsend St 280m south</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Grass Patch Road - Williams to Belgian Rd</td>
<td>In Progress</td>
<td>7</td>
<td>10/03/2020</td>
</tr>
<tr>
<td>Mantz Road from the end of formation approx 5km south</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Dunn Street (Salmon Gums) - From Salmon Gums West to Moore St</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Plunkett Road - 3km north of Logans Rd</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Logan Road - Guest Road to Styles Road</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Eldred Road (East) - Between Davies Road and Hobby Road</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Purrumbone Road - end of reconstruction to Beaumont Rd</td>
<td>In Progress</td>
<td>60</td>
<td>9/04/2020</td>
</tr>
</tbody>
</table>
## Asset Management

**Outcome:** 6.1 Road networks that meet the needs of our community and provide safe movement for all users

**Strategy:** 6.1.1 Deliver a diverse, efficient and safe transport system

<table>
<thead>
<tr>
<th>ACTION</th>
<th>Status</th>
<th>Progress</th>
<th>Last Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Howick Road - Henke to Muntz Road</td>
<td>In Progress</td>
<td>75</td>
<td>9/04/2020</td>
</tr>
<tr>
<td>Meyer Road Between Kettles and Howick Road</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Belgian Road - Rolland and Grass Patch Rd</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Belgian Road - Bishop Rd to Loffler</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Circle Valley Road - Resheet 3km west of Davis Rd</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Karl Berg Road - 3.5km north Hayward Rd</td>
<td>In Progress</td>
<td>15</td>
<td>9/04/2020</td>
</tr>
<tr>
<td>Fisheries Road - Goldfields to Merivale Road</td>
<td>In Progress</td>
<td>7</td>
<td>9/04/2020</td>
</tr>
<tr>
<td>Dempster Road - Approx 2.8 km south of Ridley Rd (form &amp; sheet)</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Trusloe Road - Cox rd to turner rd</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Various Tourist Signage</td>
<td>In Progress</td>
<td>60</td>
<td>9/04/2020</td>
</tr>
<tr>
<td>Gibson Dalyup Road - East of Hockeys Rd</td>
<td>In Progress</td>
<td>95</td>
<td>9/04/2020</td>
</tr>
<tr>
<td>Keenan Road - North of Eleven Mile Beach Rd</td>
<td>In Progress</td>
<td>7</td>
<td>10/03/2020</td>
</tr>
<tr>
<td>Fleming Grove Road - Yates to Dempster Road</td>
<td>Completed</td>
<td>100</td>
<td>10/03/2020</td>
</tr>
<tr>
<td>Springdale Road - South Coast Hwy Intersection</td>
<td>In Progress</td>
<td>5</td>
<td>9/04/2020</td>
</tr>
<tr>
<td>Styles Road - Kents Road to Ridley Road</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Ridley Road - Between Tom Eucalypt Rd and Dempster Rd</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Dempster Road - Section south of Norwood Road</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Lewis Street - Between Hwy and Rodgers st</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Various Culverts</td>
<td>In Progress</td>
<td>80</td>
<td>9/04/2020</td>
</tr>
<tr>
<td>Mervale Road - Dunn Rock Road to Daniels Road</td>
<td>In Progress</td>
<td>95</td>
<td>9/04/2020</td>
</tr>
</tbody>
</table>
### Asset Management

**Outcome:** 6.1 Road networks that meet the needs of our community and provide safe movement for all users

**Strategy:** 6.1.1 Deliver a diverse, efficient and safe transport system

<table>
<thead>
<tr>
<th>ACTION</th>
<th>Status</th>
<th>Progress</th>
<th>Last Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Craig Street - Seal Entry Road and carpark</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Hobby Road - Between Swan Rd and Holts Rd</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td></td>
<td>Completed</td>
<td>100</td>
<td>10/03/2020</td>
</tr>
<tr>
<td>6.1.1.3 Renew, upgrade and build new urban infrastructure</td>
<td>Completed</td>
<td>100</td>
<td>10/03/2020</td>
</tr>
<tr>
<td>Heenan st ROW - Sim st to Pink Lake rd</td>
<td>Completed</td>
<td>100</td>
<td>10/03/2020</td>
</tr>
<tr>
<td>Kipping RD - South Coast Hwy to Cul de sac</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Goldfields Road - McLarty St to 44 Goldfields Rd</td>
<td>In Progress</td>
<td>90</td>
<td>9/04/2020</td>
</tr>
<tr>
<td>Goldfields rd - Dow drive to Frank Freeman drive</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Various Urban Roads - Crack Sealing</td>
<td>In Progress</td>
<td>40</td>
<td>10/03/2020</td>
</tr>
<tr>
<td>Corny st - Emily st to Cul de sac Head</td>
<td>In Progress</td>
<td>30</td>
<td>10/03/2020</td>
</tr>
<tr>
<td>Pink Lake rd - Shared Path Corridor Concept</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Jetty Rd - Norsemen Rd to E.S.W.S pump shed</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Freeman st - Ocean st to Frederick st</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Pink Lake Rd - Sims st to Pain Rd</td>
<td>In Progress</td>
<td>90</td>
<td>9/04/2020</td>
</tr>
<tr>
<td>Irvine - outfall extension - end of existing pipe to high water mark</td>
<td>In Progress</td>
<td>5</td>
<td>9/04/2020</td>
</tr>
<tr>
<td>Dempster St - Brazier St to Gladston St</td>
<td>In Progress</td>
<td>85</td>
<td>9/04/2020</td>
</tr>
<tr>
<td>Maple st - North rd to Beach st</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Adventure Land Paths - Adventure Land</td>
<td>In Progress</td>
<td>70</td>
<td>9/04/2020</td>
</tr>
<tr>
<td>Camelia cres - Wildcherry Sump to Munji close</td>
<td>Completed</td>
<td>100</td>
<td>10/03/2020</td>
</tr>
<tr>
<td>John St &amp; Laurel Ct</td>
<td>Completed</td>
<td>100</td>
<td>10/03/2020</td>
</tr>
<tr>
<td>Simpson st Retention Basin - Coppin st to Scanlon st</td>
<td>In Progress</td>
<td>60</td>
<td>9/04/2020</td>
</tr>
</tbody>
</table>

*Manager Asset Operations*
## Asset Management

**Outcome:** Road networks that meet the needs of our community and provide safe movement for all users

**Strategy:** Deliver a diverse, efficient and safe transport system

<table>
<thead>
<tr>
<th>ACTION</th>
<th>Status</th>
<th>Progress</th>
<th>Last Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sinclair st - Fisheries Rd to 360m North</td>
<td>In Progress</td>
<td>5</td>
<td>9/04/2020</td>
</tr>
<tr>
<td>Senior Citizens - Forrest st</td>
<td>Completed</td>
<td>100</td>
<td>10/03/2020</td>
</tr>
<tr>
<td>Civic Centre - Council Place to Jane st</td>
<td>In Progress</td>
<td>85</td>
<td>9/04/2020</td>
</tr>
<tr>
<td>Black st - Padbury st to G.S.G Stadium</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Kerbing works - Industrial Area</td>
<td>In Progress</td>
<td>60</td>
<td>9/04/2020</td>
</tr>
<tr>
<td>Retention Basin Cleaning</td>
<td>In Progress</td>
<td>50</td>
<td>10/03/2020</td>
</tr>
<tr>
<td>Jane st - Tupper st to Leake st</td>
<td>Completed</td>
<td>100</td>
<td>10/03/2020</td>
</tr>
<tr>
<td>Garden Rd - Pink Lake Rd to 160m South</td>
<td>Completed</td>
<td>100</td>
<td>10/03/2020</td>
</tr>
<tr>
<td>Twilight Beach Carpark - Opposite Gazebo - West of Twilight rd</td>
<td>Completed</td>
<td>100</td>
<td>10/03/2020</td>
</tr>
<tr>
<td>bandy Creek Weir Crossing - Daw drive to Fishing boat access rd</td>
<td>Completed</td>
<td>100</td>
<td>10/03/2020</td>
</tr>
<tr>
<td>Sheldon rd - Harbour rd to Norseman rd</td>
<td>In Progress</td>
<td>90</td>
<td>9/04/2020</td>
</tr>
<tr>
<td>Longbottom Court - longbottom Lane to Cul de sac (Lot 20)</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Esplanade - Boat Ramp Carpark</td>
<td>In Progress</td>
<td>50</td>
<td>10/03/2020</td>
</tr>
<tr>
<td>Pink Lake Slip Rd - Backland st to Freeman st</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Trails Master Plan</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Norseman Rd East side - Daphne St to Nugent Street</td>
<td>In Progress</td>
<td>90</td>
<td>9/04/2020</td>
</tr>
<tr>
<td>Observatory Beach Carpark - Twilight Beach Rd</td>
<td>In Progress</td>
<td>75</td>
<td>9/04/2020</td>
</tr>
<tr>
<td>Civic Centre - Pink Lake to Andrew st</td>
<td>In Progress</td>
<td>50</td>
<td>9/04/2020</td>
</tr>
<tr>
<td>Pink Lake rd - Backland st to Milner st</td>
<td>In Progress</td>
<td>90</td>
<td>9/04/2020</td>
</tr>
<tr>
<td>Kerbing works - Urban Area</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
</tbody>
</table>
Asset Management

Outcome: 6.1 Road networks that meet the needs of our community and provide safe movement for all users

Strategy: 6.1.1 Deliver a diverse, efficient and safe transport system

<table>
<thead>
<tr>
<th>ACTION</th>
<th>Status</th>
<th>Progress</th>
<th>Last Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pink Lake Rd - Foy St to Birch st</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Heritage Interp Trail</td>
<td>Completed</td>
<td>100</td>
<td>10/03/2020</td>
</tr>
<tr>
<td>Chaplin st - outfall extension - end of existing pipe to high water mark</td>
<td>In Progress</td>
<td>50</td>
<td>9/04/2020</td>
</tr>
<tr>
<td>Alana St - Cherrywell Rd to 140m South</td>
<td>Not Started</td>
<td>0</td>
<td>11/10/2019</td>
</tr>
<tr>
<td>Harbour rd - Brazier rd to Sim st</td>
<td>In Progress</td>
<td>5</td>
<td>9/04/2020</td>
</tr>
<tr>
<td>Phyllis st - outfall extension - end of existing pipe to high water mark</td>
<td>In Progress</td>
<td>5</td>
<td>9/04/2020</td>
</tr>
</tbody>
</table>
### Register - Delegations Discharge - Corporate Resources

<table>
<thead>
<tr>
<th>Delegated Authority</th>
<th>Date Exercised</th>
<th>Details</th>
<th>How Authority was exercised or duty discharged</th>
<th>Amount</th>
<th>Person/groups, not part of Council and Committees, directly affected</th>
<th>Authorised Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.4 - Agreement to payment of debtor account</td>
<td>18/03/2020</td>
<td>Payment plan to pay rates by 26/06/20</td>
<td>Payment arrangement</td>
<td>A52753</td>
<td>Beth O’Callaghan</td>
<td></td>
</tr>
<tr>
<td>1.4 - Agreement to payment of debtor account</td>
<td>31/03/2020</td>
<td>Payment plan to pay dog infringements</td>
<td>Payment arrangement</td>
<td>A42031499</td>
<td>Shane Byrne</td>
<td></td>
</tr>
<tr>
<td>1.4 - Agreement to payment of debtor account</td>
<td>29/03/2020</td>
<td>Payment plan to pay rates by 26/05/20</td>
<td>Payment arrangement</td>
<td>A488076</td>
<td>Beth O’Callaghan</td>
<td></td>
</tr>
<tr>
<td>1.4 - Agreement to payment of debtor account</td>
<td>31/03/2020</td>
<td>Payment plan to pay rates by 26/05/20</td>
<td>Payment arrangement</td>
<td>A109763</td>
<td>Beth O’Callaghan</td>
<td></td>
</tr>
<tr>
<td>1.4 - Agreement to payment of debtor account</td>
<td>18/03/2020</td>
<td>Payment plan to pay rates by 26/05/20</td>
<td>Payment arrangement</td>
<td>A419240</td>
<td>Beth O’Callaghan</td>
<td></td>
</tr>
<tr>
<td>1.4 - Agreement to payment of debtor account</td>
<td>31/03/2020</td>
<td>Payment plan to pay rates by 26/05/20</td>
<td>Payment arrangement</td>
<td>A421234</td>
<td>Beth O’Callaghan</td>
<td></td>
</tr>
<tr>
<td>1.4 - Agreement to payment of debtor account</td>
<td>31/03/2020</td>
<td>Payment plan to pay rates by 26/05/20</td>
<td>Payment arrangement</td>
<td>A421234</td>
<td>Beth O’Callaghan</td>
<td></td>
</tr>
<tr>
<td>1.4 - Agreement to payment of debtor account</td>
<td>31/03/2020</td>
<td>Payment plan to pay rates by 26/05/20</td>
<td>Payment arrangement</td>
<td>A421234</td>
<td>Beth O’Callaghan</td>
<td></td>
</tr>
<tr>
<td>1.4 - Agreement to payment of debtor account</td>
<td>31/03/2020</td>
<td>Payment plan to pay rates by 26/05/20</td>
<td>Payment arrangement</td>
<td>A421234</td>
<td>Beth O’Callaghan</td>
<td></td>
</tr>
</tbody>
</table>

**Register - Delegations Discharge - Corporate Resources**

**Instrument of Delegation Number - D13/13348**

<table>
<thead>
<tr>
<th>How Authority was exercised or duty discharged</th>
<th>Amount</th>
<th>Person/groups, not part of Council and Committees, directly affected</th>
<th>Authorised Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment arrangement</td>
<td>A52753</td>
<td>Beth O’Callaghan</td>
<td></td>
</tr>
<tr>
<td>Payment arrangement</td>
<td>A42031499</td>
<td>Shane Byrne</td>
<td></td>
</tr>
<tr>
<td>Payment arrangement</td>
<td>A488076</td>
<td>Beth O’Callaghan</td>
<td></td>
</tr>
<tr>
<td>Payment arrangement</td>
<td>A109763</td>
<td>Beth O’Callaghan</td>
<td></td>
</tr>
<tr>
<td>Payment arrangement</td>
<td>A419240</td>
<td>Beth O’Callaghan</td>
<td></td>
</tr>
<tr>
<td>Payment arrangement</td>
<td>A421234</td>
<td>Beth O’Callaghan</td>
<td></td>
</tr>
<tr>
<td>Payment arrangement</td>
<td>A421234</td>
<td>Beth O’Callaghan</td>
<td></td>
</tr>
<tr>
<td>Payment arrangement</td>
<td>A421234</td>
<td>Beth O’Callaghan</td>
<td></td>
</tr>
<tr>
<td>Payment arrangement</td>
<td>A421234</td>
<td>Beth O’Callaghan</td>
<td></td>
</tr>
<tr>
<td>Payment arrangement</td>
<td>A421234</td>
<td>Beth O’Callaghan</td>
<td></td>
</tr>
</tbody>
</table>
## Outstanding Council Resolutions

<table>
<thead>
<tr>
<th>Date</th>
<th>Item Number</th>
<th>Item</th>
<th>Responsible Officer</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>27/06/2017</td>
<td>17.2</td>
<td>Outstanding Rates - Legal Action on Assessment 19448.</td>
<td>Houn, Tania</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cork 17-140</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>That Council;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td>Note the Legal action that has been undertaken by the Shire of Esperance under Section 6.56 of the <em>Local Government Act (1995)</em> on Assessment 19448 to recover outstanding rates, interest and legal expenses.</td>
<td>Corporate Resources</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>Request the CEO write to the owner of Assessment 19448 advising that unless payment is received within 14 days the Shire of Esperance may exercise its power of sale under <em>Civil Judgment Enforcement Act (2004)</em> Property Seizure and Sale Order.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>Grant delegation to the CEO to authorise to proceed with Property Seizure and Sale Order on the land if there is no response from the owner within 14 days.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 Jul 2017 - 12:13 PM - Tania Houn CEO Letter posted to [Redacted]</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>31 Jul 2017 - 2:26 PM - Tania Houn No response from [Redacted] have authorised CS Legal to proceed to PSSO over the land</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4 Sep 2017 - 1:44 PM - Tania Houn This case is now in &quot;Preparation for Sale&quot; and is in the hands of the Bailiff and could take 6-12mths.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>8 Feb 2018 - 10:18 AM - Ali McArthur Still proceeding in the hands of the bailiff</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>10 May 2018 - 10:05 AM - Tania Houn This sale is being delayed as there is a caveat on the property. Landgate have notified and the caveat needs to be lifted for the sale process to continue.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7 Jun 2018 - 8:42 AM - Tania Houn Caveat has been lifted and we can now proceed with PSSO over the Land.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>5 Jul 2018 - 1:39 PM - Tania Houn Still waiting to hear where the Bailiff is at in regards to the PSSO over land.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>11 Jul 2018 - 7:56 AM - Tania Houn Please see message from CS Legal</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>We apologise for the delay on this matter. Given the time it took for Landgate to clear the title, the order has expired and has been returned to court. To get this matter moving again we can lodge a re-issue to get the PSSO returned to the Bailiff and have them pick up the matter and push it as quick as possible. Please confirm your instructions to apply for a re-issue of the PSSO</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Have instructed CS Legal to apply for the re-issue of the PSSO</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 Oct 2018 - 11:03 AM - Tania Houn We requested and update on PSSO over the Land 20/9/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Please see response message from CS Legal -</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Baycorp was unable to request the Order from Court as the matter was closed. We have re-lodged the application and worn all the fees. Baycorp will be pushing to Land ASAP once they have received the application for PSSO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Outstanding Council Resolutions

<table>
<thead>
<tr>
<th>Date</th>
<th>Item Number</th>
<th>Item</th>
<th>Responsible Officer</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 Nov 2018</td>
<td></td>
<td>8:53 AM – Tania Houn</td>
<td></td>
<td>Baycorp attempted service of the PSSO on goods on 2/10/2018 with no</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>success.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Generally the Bailiff makes 3 attempts, however given how drawn out this</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>has been CS Legal advised that we could go to Land now.</td>
</tr>
<tr>
<td>22/10/2018</td>
<td></td>
<td></td>
<td></td>
<td>22/10/2018 We have authorised CS Legal to proceed to Land.</td>
</tr>
<tr>
<td>7 Jan 2019</td>
<td></td>
<td>2:37 PM – Tania Houn</td>
<td></td>
<td>7 Jan 2019 – 2:37 PM – Tania Houn</td>
</tr>
<tr>
<td>5/12/18</td>
<td></td>
<td></td>
<td></td>
<td>5/12/18 CS Legal advised there is a Memorial on the title under the</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Legal Aid commission Act. This is similar to a Caveat. They requested</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>permission to obtain a copy.</td>
</tr>
<tr>
<td>12/12/18</td>
<td></td>
<td></td>
<td></td>
<td>12/12/18 Memorial on the title has been removed. CS Legal informed us</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>that the previous PSSO is still registered and needs to be removed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>before they can register the new PSSO.</td>
</tr>
<tr>
<td>17/12/18</td>
<td></td>
<td></td>
<td></td>
<td>17/12/18 Requested and explanation as the previous PSSO had expired.</td>
</tr>
<tr>
<td>18/12/18</td>
<td></td>
<td></td>
<td></td>
<td>18/12/18 CS Legal response below. It has expired but it is not removed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>from the Title until a discharge is lodged. We need to discharge the</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Title until a discharge is lodged. We need to discharge the old PSSO</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>to register the new PSSO. Apologies for the delay, but I did not want</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>to proceed with lodging the PSSO until we were sure it could be</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>registered while the Memorial was on the Title, otherwise we would</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>have been requisitioned which incurs a fee. I also wanted to be sure</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>your know the process and the other fees involved so they were not</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>queried later.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>We have requested an update from CS Legal.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CS Legal have advised that the PSSO will expire at the end of July and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>requested we apply for an extension. This will incur a cost of $400.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>As we have no other option we have requested to proceed.</td>
</tr>
</tbody>
</table>
## Outstanding Council Resolutions

<table>
<thead>
<tr>
<th>Date</th>
<th>Item Number</th>
<th>Item</th>
<th>Responsible Officer</th>
<th>Notes</th>
</tr>
</thead>
</table>

- **Request from CS Legal see below**:-

  Please note, we have received a quote for valuation of the Property located at [redacted].

  Baycorp has advised, their valuation team can cover this area, however it requires almost 1,000km in travel and an overnight stay. In order to complete a valuation/assessment in this area it would therefore cost approx $2,200 inc GST.

  Please advise whether this is acceptable.

- We have requested to proceed as we have no other option.

  13 Aug 2019 - 10:26 AM - Tania Hourn

  Update from CS Legal

  I refer to the above matter and I confirm we are still in the process of lodging over title of [redacted] Property. I confirm we are likely two months away from auction at most.

  I am now in the process of applying to Landgate with the attached Orders to show that we have extended the sale period. The time period for this application to Landgate will take anywhere from 1 week to 30 days (hopefully sooner) to be examined and processed.

  8 Oct 2019 - 11:32 AM - Tania Hourn

  Requested an update from CS Legal.

  25 Nov 2019 - 10:32 AM - Tania Hourn
### Outstanding Council Resolutions

<table>
<thead>
<tr>
<th>Date</th>
<th>Item Number</th>
<th>Item Description</th>
<th>Responsible Officer</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>28/11/2017</td>
<td>12.1.2</td>
<td>Proposed Road Closure - Portion of Exchange Road and Unnamed Road, Howick</td>
<td>Hindley, Richard</td>
<td></td>
</tr>
</tbody>
</table>

**Response from CSL**

Hi Tania,

I have reviewed the PSSO and it appears the Sale Period has expired. We can get this fixed and the PSSO back on track by:

1. Discharging the PSSO currently on Title because it has expired, and
2. Register the PSSO back on the Title again.

I am happy to arrange the Discharge and the Registration mentioned above at no cost to the Shire.

We will also need to extend the PSSO Court Order as this is due to expire on 30 January 2020. This would have been required regardless of the fact that the Sale Period has expired so our costs will still be payable in relation to this. We will need to get onto this Application as soon as possible due to preparation, processing times and Christmas.

Are you happy for us to proceed with the above?

We have requested to proceed.

29 Jan 2020 - 8:16 AM - Tania Houn

Update from CS Legal

We are treating this one as a matter of urgency but still expect that we will have to wait ~2-4 months for the Bailiff to complete all the relevant investigations into the property and prepare it for sale/sell the property. We apologise for the delays that have been experienced on this one.

6 Apr 2020 - 9:38 AM - Tania Houn

We are still waiting for the Bailiff to set an auction date, recent response was approximately 6 weeks.

<table>
<thead>
<tr>
<th>Date</th>
<th>Item Number</th>
<th>Item Description</th>
<th>Responsible Officer</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>01117-257</td>
<td></td>
<td>That Council</td>
<td>External Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Request the Minister for Transport; Planning; Lands to close a portion of the road reserve known as Exchange Road under Section 58 (1) of the Land Administration Act 1997.</td>
<td>31 Jan 2018 - 10:43 AM - Richard Hindley</td>
<td>Request sent to Department of Planning, Lands and Heritage</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Advise the Minister for Transport; Planning; Lands that in accordance with Section 58 (4) of the Land</td>
<td>6 Jun 2018 - 1:49 PM - Richard Hindley</td>
<td>With Case Management:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2 Jul 2018 - 8:49 AM - Richard Hindley</td>
<td>Reduced area for closure to preserve access to Reserve 27086 required - comments sought from Parks and Wildlife Service.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10 Sep 2018 - 2:53 PM - Richard Hindley</td>
<td></td>
</tr>
</tbody>
</table>
### Outstanding Council Resolutions

<table>
<thead>
<tr>
<th>Date</th>
<th>Item Number</th>
<th>Item</th>
<th>Responsible Officer</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>23/01/2018</td>
<td>12.1.2</td>
<td>Transfer of Reserves for Conservation Offsets to Department of Biodiversity, Conservation and Attractions</td>
<td>Hindley, Richard</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C0118-012</td>
<td>That Council relinquishes its Management Orders over Reserves 21360, 24933, 20912 and 27365 in favour of the Department of Biodiversity, Conservation and Attractions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>External Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>9 Feb 2018 - 4:29 PM - Richard Hindley</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Request sent to Department of Planning, Lands and Heritage - With Assessment Team for Investigation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>6 Jun 2018 - 1:52 PM - Richard Hindley</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No Contamination Statutory Declarations completed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>10 Sep 2018 - 2:55 PM - Richard Hindley</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Department of Planning Lands and Heritage are waiting on a response from DBCA.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4 Dec 2018 - 8:15 AM - Richard Hindley</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>With the DSCA Land Unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>6 Apr 2019 - 2:29 PM - Richard Hindley</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>With DSCA Land Unit - Discussion being held with DWER to resolve bottleneck.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 Jul 2019 - 11:25 AM - Richard Hindley</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DPLH - Lands advised that works to remediate reserves to satisfy DBCA requirements complete</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>10 Feb 2020 - 10:40 AM - Richard Hindley</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Request for update sent to DPLH - Lands - awaiting response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24/07/2018</td>
<td>12.3.1</td>
<td>New Lease - Cannery Arts Centre</td>
<td>Walsh, Sarah</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C0718-065</td>
<td>That Council, subject to approval from Department of Lands, agrees;</td>
<td>Corporate Resources</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. To grant a lease to the Cannery Arts Centre Inc over Lot 1018 on Plan 28537 Norsman Road Chadwick, Reservo 34219;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. The term to be 10 years with a further term option of 10 years;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Annual lease fee to be $110 Inc GST;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Aug 2018 - 7:59 AM - Sarah Walsh</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Amended maintenance clause in the lease to state structural maintenance for buildings, retaining walls, stairs and lookout will be the responsibility of the Shire.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Draft lease forwarded to Committee for review.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 Sep 2018 - 12:45 PM - Sarah Walsh</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paul advises that he's waiting to hear back from the Committee regarding their review of the draft lease. He will be in touch once he's heard back.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>12 Sep 2018 - 2:14 PM - Sarah Walsh</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Item Number</td>
<td>Item</td>
<td>Responsible Officer</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>----------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Lease preparation fee of $120 incl GST being payable; and</td>
<td>Received list of points the committee wished to clarify prior to signing lease.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. The lease being prepared as per the standard lease template</td>
<td>Cannery committee meeting with Planning/Compliance officers this week to further</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>for Sporting and Community groups.</td>
<td>discuss land use issues prior to proceeding with signing the lease.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. That the lease specifies Share responsibility for the structural</td>
<td>Cannery Committee met with Planning/Compliance officers to discuss the site and</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>maintenance of all retaining walls and buildings, including the</td>
<td>various issues. Officers advised to hold off on finalising the lease until</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>lookout and stairs, on Lot 1018 on Plan 28537 Norseman</td>
<td>further notice.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Road Chudwick, Reserve 34219. Associated structures such as fences</td>
<td>2 Nov 2018 - 10:07 AM - Sarah Walsh</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>and gardens remain the responsibility of the Cannery Arts Centre Inc.</td>
<td>Works are being undertaken on site today in regard to the sewerage/water</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>separation investigation.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>17 Dec 2018 - 1:48 PM - Sarah Walsh</td>
<td>Discussed with Planning Officer and the sewerage system is being investigated.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This should be resolved early 2019 so the Lease should be able to be finalised</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>approx March 2019.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7 Jan 2019 - 9:31 AM - Sarah Walsh</td>
<td>Discussed with Planning Officer and the sewerage system is being investigated.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This should be resolved early 2019 so the Lease should be able to be finalised</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>approx March 2019.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4 Feb 2019 - 11:56 AM - Sarah Walsh</td>
<td>Liasing with Watercorp to determine if it’s possible to connect to mains</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>sewerage to alleviate the effluent issues on site.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>8 Mar 2019 - 8:46 AM - Sarah Walsh</td>
<td>Awaiting confirmation from Watercorp as to whether we’re able to connect to the</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>mains sewerage.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>13 Mar 2019 - 1:23 PM - Sarah Walsh</td>
<td>Watercorp provided information regarding possibility to connect to mains</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>sewerage.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Internal review of practicalities to be completed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>5 Apr 2019 - 2:27 PM - Sarah Walsh</td>
<td>Awaiting further information regarding effluent system from External Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Officers.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>29 Apr 2019 - 10:32 AM - Sarah Walsh</td>
<td>Requested update from External Services officers.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>16 May 2019 - 12:21 PM - Sarah Walsh</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Update from External Services - we are currently awaiting costing from</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Plumber for the sewerage works. Further information will be advised</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>once this is to hand.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>26 Jun 2019 - 1:17 PM - Sarah Walsh</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Outstanding Council Resolutions

<table>
<thead>
<tr>
<th>Date</th>
<th>Item Number</th>
<th>Item</th>
<th>Responsible Officer</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>28/08/2018</td>
<td>12.1.1</td>
<td>Transfer of Reserve 35069 to the Shire of Esperance</td>
<td>Hindley, Richard</td>
<td>That Council accept the management of Reserve 35069 and agree to continued usage by the Cascade Primary School at agreed dates and times.</td>
</tr>
<tr>
<td></td>
<td>C0918-084</td>
<td>External Services</td>
<td></td>
<td>10 Sep 2018 - 3:01 PM - Richard Hindley Advice of resolution sent to Education Department 11 Jan 2019 - 1:57 PM - Sarah Moroney Pending Transfer of Management Order to the SoE per advice sent by DoE, Dept of Lands will notify SoE when finalised. 16 Oct 2019 - 1:39 PM - Richard Hindley</td>
</tr>
</tbody>
</table>

Neil Husbands advised that the Shire have received plumber’s quote for connection costs and that this has been included as a proposed within 2019/20 budget. Advised committee that we are now awaiting budget approval.
31 Jul 2019 - 2:21 PM - Sarah Walsh

Sewerage works have been approved in the 19/20 Budget. External Services Officers have advised that the development approval is progressing and the lease should be able to progress in the next few weeks.
7 Aug 2019 - 10:46 AM - Sarah Walsh

Development application has been approved. Amended the use in line with that listed within the development approval and forwarded draft lease document to the Cannery Committee for approval.
5 Sep 2019 - 8:34 AM - Sarah Walsh

Awaiting a response from the Committee following review of the lease. Committee advised this should be to us shortly.
28 Sep 2019 - 2:22 PM - Sarah Walsh

Following up with Committee regarding lease review.
23 Oct 2019 - 8:24 AM - Sarah Walsh

Awaiting response from Committee regarding lease review.
7 Jan 2020 - 11:47 AM - Sarah Walsh

Met with Jay Whitman in December 2019 regarding lease terms. Amended lease terms following this meeting and now awaiting acceptance by the Committee.
26 Feb 2020 - 2:42 PM - Sarah Walsh

Awaiting response from Jay Whitman regarding lease review.
1 Apr 2020 - 9:30 AM - Sarah Walsh

Awaiting confirmation that the Committee are agreeable to the lease terms and conditions. Jay Whitman has advised that this should be received shortly.
9 Apr 2020 - 1:38 PM - Sarah Walsh

Committee has confirmed that they agree to the terms and conditions. Lease sent to Dept Lands for section 18 approval.
### Outstanding Council Resolutions

<table>
<thead>
<tr>
<th>Date</th>
<th>Item Number</th>
<th>Item</th>
<th>Responsible Officer</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>19/12/2018</td>
<td>17.3</td>
<td>Outstanding Rates - Legal action on assessments 72991 and 26674.</td>
<td>Hourn, Tania</td>
<td>Case #1902728 has been created investigations commenced.</td>
</tr>
</tbody>
</table>
|          | O1218-118   | That Council                                                        | Corporate Resources | 7 Jan 2019 - 2:54 PM - Alii McArthur  
CEO letter has been posted 21/12/18 as per Council resolution.  
21 Jan 2019 - 3:49 PM - Tania Hourn  
Requested CS Legal to proceed to PSSO over the land.  
8 Mar 2019 - 10:36 AM - Tania Hourn  
See Below response from CSL.  
We have requested and paid for a Certified Copy of the Order (being the first step for proceeding to Land) on file 149764, for [XXXXXX].  
From what I can see on the files, the PSSO for [XXXXXX] will be lodged over the land for this property as well as for [XXXXXX], so if [XXXXXX] sells at auction the debt for both properties will be paid.  
We have not yet received the actual Certified Copy of the Order from the Bailiff yet to start this process, I have followed up with them today.  
Once the Certified Copy of the Order is received the process will continue.  
4 Apr 2019 - 2:05 PM - Tania Hourn  
PSSO over the land has been placed on hold as [XXXXXX] has provided a Power of Attorney and has advised that the bank has taken possession of [XXXXXX] (We are still awaiting confirmation) He has also agreed to enter into a payment arrangement for the [XXXXXX] property. We are pending the signed arrangement.  

1. Notes the legal action that has been undertaken by SOE under section 6.56 and section 6.64 of the Local Government Act (1999) on assessments 72991 and 26674 to recover outstanding rates, penalty interest and legal expenses.  
2. Choose assessment #26674 to proceed with Property Seizure and Sale Order (PSSO) to cover all outstanding debt.  
3. Request the CEO write to the owner advising that unless payment is received within 14 days, for the debt on assessments 72991 and 26674 the SOE will exercise its power of sale under Civil Judgment Enforcement Act (2004) Property Seizure and Sale Order.  
4. Grants delegation to the CEO to authorise to proceed to Property Seizure and Sale Order on the land if there is no response from the owner.
## Outstanding Council Resolutions

<table>
<thead>
<tr>
<th>Date</th>
<th>Item Number</th>
<th>Item</th>
<th>Responsible Officer</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Dear Tania,

I have reviewed this matter in Samantha’s absence and can provide the following update:

1. We have obtained default judgment in relation to [redacted].
   We are currently seeking instructions to file a warrant of possession;
2. We have not yet commenced proceedings in relation to [redacted].
   We will be in a better position to provide you with a timeframe in relation to Westpac’s enforcement action against both properties once we receive further instructions from our client.

31 Jul 2019 - 3:02 PM - Tania Hour
Update from Minter Ellison

Dear Tania

Thank you for your email.

We have now received instructions from Westpac with regard to these properties.

Westpac has instructed us that it will not be continuing its enforcement proceedings with respect to this property nor will it be paying the outstanding rates.

The Council can proceed with its PSSO for this property.

Westpac has instructed us that it is currently arranging for the outstanding rates for this property to be paid.
Let me know if you have any further queries.
### Outstanding Council Resolutions

<table>
<thead>
<tr>
<th>Date</th>
<th>Item Number</th>
<th>Item</th>
<th>Responsible Officer</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>23/04/2019</td>
<td>12.1.1</td>
<td>Proposed Road Closure - Portion of Unnamed Road off Phyllis Street, Castletown</td>
<td>Hindley, Richard</td>
<td></td>
</tr>
</tbody>
</table>

**C0419-058**

1. Request the Minister of Lands to close the road reserve of the unnamed road off Phyllis Street, Castletown under Section 58 (1) of the Land Administration Act 1997.

2. Advise the Minister of Lands that in accordance with Section 59 (4) of the Land Administration Act 1997 that the Shire recognises that it is liable to indemnify the Minister against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.

3. Requires all costs associated with the road closure process in regard to title adjustments and new titles to be met by the applicant.

**8 Oct 2019 - 11:38 AM - Tania Hourn**

We are still pending payment for [redacted] from WBC. CSLegal have just carried out PSSO on goods again (with a result of nothing to seize) as PSSO had expired whilst on hold. I have authorised CSL to proceed with PSSO over land as the bank is not going to pay the outstanding and have no interest in this property.

25 Nov 2019 - 10:38 AM - Tania Hourn

Payment for [redacted] has been made by the Westpac Bank. Have requested an update from CSL on [redacted].

29 Jan 2020 - 8:49 AM - Tania Hourn

Update from CS Legal.

TC to Shane, spoke to Terry (Tania is off today) and just updated that we have done everything our end to go land, we are waiting hearing from the bailiff as to equity in the property and I usually will wait say 3 weeks before I chase them, I explained I wasn’t awaiting instructions just wanted to let them know the process and if they have any queries to give me a call.

6 Apr 2020 - 9:46 AM - Tania Hourn

New update from CS Legal.

The Bailiff was requesting a contact number for [redacted] and it was noted that the debtor is in jail and uncontactable. The bailiff is now communicating with the Westpac Bank.
### Outstanding Council Resolutions

<table>
<thead>
<tr>
<th>Date</th>
<th>Item Number</th>
<th>Item</th>
<th>Responsible Officer</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>27/08/2019</td>
<td>12.3.4</td>
<td>Condongup Bush Fire Brigade Shed Lease</td>
<td>Walsh, Sarah</td>
<td>Corporate Resources Drafted documentation and forwarded to Community Emergency Services Coordinator and Manager Community Support for review. Draft documentation sent to Lessor for review. Left message for Denise Baxter regarding lease review. Available response from Denise Baxter regarding lease review. Manager Community Support and Community Emergency Services Coordinator to further discuss lease arrangement with brigade prior to this item progressing. Available further information from Manager Community Support and Community Emergency Services Coordinator. Available further information from Internal Officers.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5 Sep 2019 - 8:36 AM - Sarah Walsh Drafted documentation and forwarded to Community Emergency Services Coordinator and Manager Community Support for review. Draft documentation sent to Lessor for review. Left message for Denise Baxter regarding lease review. Available response from Denise Baxter regarding lease review. Manager Community Support and Community Emergency Services Coordinator to further discuss lease arrangement with brigade prior to this item progressing. Available further information from Manager Community Support and Community Emergency Services Coordinator. Available further information from Internal Officers.</td>
</tr>
<tr>
<td>24/09/2019</td>
<td>12.1.1</td>
<td>Amalgamation of Lot 679 on Plan 175569 with Reserve 27526</td>
<td>Hindley, Richard</td>
<td>Expanded Services Advice of resolution sent to Horizon Power - all actions are now between Horizon Power and the Department of Planning, Lands and Heritage. Horizon Power dealing with DPLH - Lands</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>18 Oct 2019 - 11:52 AM - Richard Hindley Advice of resolution sent to Horizon Power - all actions are now between Horizon Power and the Department of Planning, Lands and Heritage. Horizon Power dealing with DPLH - Lands</td>
</tr>
</tbody>
</table>
### Outstanding Council Resolutions

<table>
<thead>
<tr>
<th>Date</th>
<th>Item Number</th>
<th>Item</th>
<th>Responsible Officer</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>29/10/2019</td>
<td>12.1.1</td>
<td>Bush Fire Advisory Committee</td>
<td>Ammon, Mel</td>
<td>Working with DFES and have established a working group in a bid to</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>identity and address ongoing concerns. First meeting held mid-December,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>next meeting scheduled for 17th February</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Receive the unconfirmed minutes of the Bush Fire Advisory Committee (BFAC) Meeting held 24 September 2019;</td>
<td></td>
<td>Working with DFES and have established a working group in a bid to</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Request the CEO to write to the DFES Commissioner and the Minister For Emergency Services:</td>
<td></td>
<td>identity and address ongoing concerns. First meeting held mid-December,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a. Requesting that specific purpose built all terrain 4x4, 4×6 and 6x8 cab chassis based vehicles be</td>
<td></td>
<td>next meeting scheduled for 17th February</td>
</tr>
<tr>
<td></td>
<td></td>
<td>included in the existing fleet for rural brigades; and</td>
<td></td>
<td>15 Apr 2020 - 10:47 AM - Mel Ammon</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b. Advising of the inadequacies of the current fleet, which may increase the risks to Volunteer Firefighter safety, due to: i. limited 4x4 capability; ii. the vehicle sensor systems; and iii. pollution controls</td>
<td></td>
<td>Meeting held in February Super Singles - have agreed to a three month trial using the Neridup truck. Delayed due to Covid-19.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Request that the CEO have this correspondence tabled at the next WALGA Zone meeting and request them to lobby on behalf of the Shire of Esperance to implement changes to the current fleet;</td>
<td></td>
<td>Central Tyre Inflation - have agreed to concept evaluation and trial in Esperance. Delayed due to Covid-19.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Acknowledges and supports the ongoing lobbying of the Association of Volunteer Bushfire Brigades for the Improvement of Firefighting Appliances</td>
<td></td>
<td>DFD and Engine Control Unit - Agreed to trial on Pink Lake truck to occur after Neridup super single trial. Discussions with engineer and turning specialist to establish feasibility and workability. Info gathering continuing, trial date delayed due to Covid-19.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. Following a presentation from DFES regarding its pending “Operational Fleet Project” program, seeks clarification from representatives of BFAC and DFES to establish what constitutes “fit for purpose vehicles” for firefighting purposes.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29/10/2019</td>
<td>12.3.3</td>
<td>Lease Surrender - Esperance Pleasure Riders Club</td>
<td>Walsh, Sarah</td>
<td>7 Nov 2019 - 2:21 PM - Sarah Walsh</td>
</tr>
<tr>
<td></td>
<td>O1019-222</td>
<td>That Council, subject to Department of Lands approval, agrees to,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Surrender the Lease with Esperance Pleasure Riders Club for portion of Lot 141 Starr Street Gibson subject to all existing improvements being removed from the land; and</td>
<td>Corporate Resources</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Outstanding Council Resolutions

<table>
<thead>
<tr>
<th>Date</th>
<th>Item Number</th>
<th>Item</th>
<th>Responsible Officer</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>28/11/2019</td>
<td>12.3.1</td>
<td>Lease Renewal - Ports Football Club</td>
<td>Walsh, Sarah</td>
<td>Council Resolution forwarded to Lessee for reference. Drafted surrender document and obtained Department of Lands' approval. Forwarded to Lessee for signing. Yvette Bailey advised that she was away for 2 weeks and would arrange for the document to be signed and the yards/shed to be removed from the premises once she returns. 7 Jan 2020 - 11:51 AM - Sarah Walsh. Awaiting return of signed document and confirmation that yards and shed have been removed from premises. 14 Feb 2020 - 10:37 AM - Sarah Walsh. Awaiting contact from Club regarding lease surrender and removal of shed and yards. 1 Apr 2020 - 9:36 AM - Sarah Walsh. Awaiting contact from Yvette Bailey regarding the surrender document.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Item Number</th>
<th>Item</th>
<th>Responsible Officer</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>28/11/2019</td>
<td>O1119. 243</td>
<td>That Council, subject to Department of Lands' approval, agrees to;</td>
<td>Corporate Resources</td>
<td>29 Nov 2019 - 11:49 AM - Sarah Walsh. Lease document drafted and requested updated lease area plan. 7 Jan 2020 - 11:50 AM - Sarah Walsh. Awaiting updated lease area plan prior to sending to Ports FC for review. 28 Feb 2020 - 2:44 PM - Sarah Walsh. Awaiting response from Ports Football Club regarding lease review. 1 Apr 2020 - 9:36 AM - Sarah Walsh. Awaiting confirmation from Ports FC Committee that they are agreeable to the terms and conditions of the lease document. 9 Apr 2020 - 8:20 AM - Sarah Walsh. Received confirmation that Ports FC are happy with terms and conditions. Section 18 approval received from Dept of Lands and Lease sent for signing.</td>
</tr>
</tbody>
</table>

1. Enter into a new lease with Ports Football Club for portion of Lot 988 Black Street Esperance, Reserve 3287;
2. Term of the lease being 20 years;
3. Lease preparation fee of $130 incl. GST being payable;
4. Annual lease fee of $110 incl. GST being payable;
5. Lighting towers being included within the lease area;
6. The lease terms being as per the standard lease template for sporting and community groups; and
7. Development approvals being sought prior to any works occurring on the site.
### Outstanding Council Resolutions

<table>
<thead>
<tr>
<th>Date</th>
<th>Item Number</th>
<th>Item</th>
<th>Responsible Officer</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>17/12/2019</td>
<td>12.1.4</td>
<td>Proposed Management Order Reserve 3473 and Road Closure of Unnamed Road</td>
<td>Hindley, Richard</td>
<td>10 Feb 2020 - 10:58 AM - Richard Hindley With Case Management at DPLH - Lands</td>
</tr>
<tr>
<td></td>
<td>O1219-264</td>
<td>That Council:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Request the Minister for Lands under Section 41 of the</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Land Administration Act 1997 to grant management of Reserve 3473</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>to the Shire of Esperance retaining the current purpose of the</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reserve.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Commence the road closure process for an unnamed road surrounded</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>by Reserve 3473 in accordance with Section 58 of the Land Administration Act 2007.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17/12/2019</td>
<td>12.3.2</td>
<td>Lease - Fuel Facility - Airport - BP</td>
<td>Walsh, Sarah</td>
<td>15 Jan 2020 - 10:46 AM - Sarah Walsh</td>
</tr>
<tr>
<td></td>
<td>O1219-267</td>
<td>That Council agrees to:</td>
<td></td>
<td>Advertising arranged, closed on 10/01/2020 with no submissions received. Forwarded lease document to BP for signing.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Lease a portion of Lot 15 Coolgardie-Esperance Highway Gibson to</td>
<td></td>
<td>23 Jan 2020 - 11:21 AM - Sarah Walsh</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BP Australia Pty Ltd;</td>
<td></td>
<td>Manager Council Enterprises advised that point 6 of the Council</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. The term of the lease being 10 years with a further terms of</td>
<td></td>
<td>Resolution will be negotiated separately to the Lease and that he and the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5 years;</td>
<td></td>
<td>Airport Operations Coordinator will contact BP in this regard shortly.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Annual rent being $4,227.30 Inc GST, including annual increases</td>
<td></td>
<td>14 Feb 2020 - 10:36 AM - Sarah Walsh</td>
</tr>
<tr>
<td></td>
<td></td>
<td>based on CPI;</td>
<td></td>
<td>BP Confirmed that they have received the documentation for execution.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Lease preparation fee payable of $565 Inc GST; and</td>
<td></td>
<td>Pending return of signed documents which should be available in March</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. The disposition being advertised in accordance with s3.38 of the</td>
<td></td>
<td>2020.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Local Government Act 1995.</td>
<td></td>
<td>1 Apr 2020 - 9:37 AM - Sarah Walsh</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. Engage in discussions with BP to provide a facility for mobile</td>
<td></td>
<td>Waiting receipt of signed documentation from BP.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>fuel tanks refuelling of AVGAS.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>O0120-003</td>
<td>Twilight Beach Road, West Beach</td>
<td></td>
<td>Further information requested from proponent in accordance with</td>
</tr>
<tr>
<td></td>
<td></td>
<td>That Council lay this matter of the table until staff have heard</td>
<td></td>
<td>Council’s resolution.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>from the applicant.</td>
<td></td>
<td>5 Apr 2020 - 9:55 AM - Richard Hindley</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No response received from proponent - unable to be processed until a</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>response is received.</td>
</tr>
</tbody>
</table>
## Outstanding Council Resolutions

<table>
<thead>
<tr>
<th>Date</th>
<th>Item Number</th>
<th>Item</th>
<th>Responsible Officer</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>28/01/2020</td>
<td>16.1</td>
<td>Local Planning Scheme No. 24 - Amendment No. 5</td>
<td>Hindley, Richard</td>
<td></td>
</tr>
<tr>
<td>C00120-031</td>
<td></td>
<td>That Council:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. That Council In pursuance of Section 75 of the Planning and</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Development Act 2005 amend Local Planning Scheme No. 24 by:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>i) Amending Clause 26.(4) by inserting after 'Twilight</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Beach Road' the following 'to the west of the</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>intersection with Walker Street.'</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) Amending Schedule 5 by inserting SU8 with the</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>following:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No.</th>
<th>Description of land</th>
<th>Special use</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>SU8</td>
<td>Ocean Grown Abalone</td>
<td>As a 'D' use:</td>
<td>a) The portion of Lot 50 on DP 411486 subject to SU8 and the adjacent area reserved Public Open Space may be subdivided from the parent lot.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Agriculture Intensive</td>
<td>b) Development is to be in accordance with Schedules 6 and 7 of the Scheme.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Educational Establishment</td>
<td>c) Development of pipework and incidental pumps and other service is permitted within the portion of the lot reserved as public open space.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Restaurant/cafe</td>
<td>d) All signage is to be in accordance with</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Renewable energy facility</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>As an 'I' use:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Office</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Industry – Light</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other complimentary or non-defined uses considered appropriate by</td>
<td></td>
</tr>
</tbody>
</table>
### Outstanding Council Resolutions

<table>
<thead>
<tr>
<th>Date</th>
<th>Item Number</th>
<th>Item</th>
<th>Responsible Officer</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>the local government.</td>
<td>an adopted signs Local Planning Policy or otherwise be exempted by Schedule 10.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>e) Unless exempted by subclause c) all development within SU8 shall require development approval.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

iii) Amending the Scheme Map by rezoning a Portion of Lot 50 on DP 411486 from 'Rural' to 'SU8' and 'Public Open Space' as depicted on the Scheme Amendment Map.

2. Determine that the amendment is standard under the provisions of regulation 35(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reason(s):

- an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;

- any other amendment that is not a complex or basic amendment.

3. Refer Amendment 5 to the EPA under Section 81 of the Planning and Development Act 2005 and resolve to proceed to advertising of the amendment for public inspection after referral to the EPA.

<table>
<thead>
<tr>
<th>28/02/2020</th>
<th>12.3.5</th>
<th>Lease Surrender - Old Sergeant's Quarters - Sally Nevin</th>
<th>Walsh, Sarah</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>C00220-056</td>
<td>That Council agrees to;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Surrender the lease with Sally Nevin for the Old Sergeant's Quarters Museum Village, portion of Lots 58 and 59 Dempster Street, Esperance;</td>
<td>4 Mar 2020 - 9:07 AM - Sarah Walsh</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Awaiting proposed surrender date - to be supplied by Lessee.</td>
<td>Awaiting proposed surrender date - to be supplied by Lessee.</td>
</tr>
</tbody>
</table>
### Outstanding Council Resolutions

<table>
<thead>
<tr>
<th>Date</th>
<th>Item Number</th>
<th>Item</th>
<th>Responsible Officer</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2. Lease Surrender fee of $215 incl GST being payable;</td>
<td></td>
<td>1 Apr 2020 - 9:39 AM - Sarah Walsh</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. The walls of the two front rooms being painted to a neutral</td>
<td></td>
<td>Awaiting confirmation of surrender date from Sally Novin.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>colour; and</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. All outstanding invoices being paid prior to the surrender</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>being finalised.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17/12/2019</td>
<td>Motion</td>
<td>Shark Signage</td>
<td>Scott, Matthew</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C1219-272</td>
<td>That Council</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. As soon as possible the Shire shall erect a permanent sign at</td>
<td>Executive Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>the 4WD beach entrance at Wylie Bay advising beach users to check</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>online for recent shark sightings and providing details of how to</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>do this.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. All temporary shark warning signage erected by the Shire of</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Esperance is to include information on how to access the Sharksmart</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>website to check for recent shark sightings.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Develop a written shark response policy.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24/03/2020</td>
<td>12.3.8</td>
<td>Minor Review of the Strategic Community Plan 2017-2027</td>
<td>Walsh, Sarah</td>
<td>1 Apr 2020 - 1:30 PM - Alli McArthur</td>
</tr>
<tr>
<td></td>
<td></td>
<td>That Council</td>
<td>Corporate Resources</td>
<td>Action reassigned to Walsh, Sarah by: McArthur, Alli for the reason:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Endorse the reviewed Draft Strategic Community Plan 2017 - 2027</td>
<td></td>
<td>9 Apr 2020 - 8:22 AM - Sarah Walsh</td>
</tr>
<tr>
<td></td>
<td></td>
<td>with the inclusion of Councillor profiles and removal of the table</td>
<td></td>
<td>Strategic Plan Review being advertised from 3 April until 8 May 2020.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>on page 12.</td>
<td></td>
<td>To be put to Council once submission period has closed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Requests the Chief Executive Officer advertise the Draft</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Strategic Community Plan 2017-2027 for public comment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24/03/2020</td>
<td>12.4.3</td>
<td>Fees and Charges - Indoor Sports Stadium</td>
<td>Ayers, Trevor</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>That Council</td>
<td>Executive Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Adopts the new Council Policy: Seasonal Indoor Sports Stadium</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fees (as attached)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Amends the 2019/20 Municipal Budget (as follows) to account for</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Indoor Sports Stadium income over this period</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Outstanding Council Resolutions

<table>
<thead>
<tr>
<th>Date</th>
<th>Item Number</th>
<th>Item</th>
<th>Responsible Officer</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>24/03/2020 12.1.2</strong></td>
<td></td>
<td><strong>Local Planning Policy: Container Deposit Scheme Development Provisions</strong></td>
<td>Hindley, Richard</td>
<td>15 Apr 2020 - 8:22 AM — Richard Hindley Advertising being prepared</td>
</tr>
<tr>
<td>C00320-081</td>
<td></td>
<td>That Council in accordance with Clause 4(1) of the Deemed Provisions set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 proceed with the Local Planning Policy: Container Deposit Scheme Development Provisions, as contained in Attachment B.</td>
<td>External Services</td>
<td></td>
</tr>
<tr>
<td><strong>24/03/2020 12.1.3</strong></td>
<td></td>
<td><strong>Pet Cemetery</strong></td>
<td>Sargent, Terry</td>
<td></td>
</tr>
<tr>
<td>C00320-082</td>
<td></td>
<td>That Council request the Management Orders for Reserve 23043 be amended by adding the land use of ‘Pet Cemetery’ as a permitted use.</td>
<td>External Services</td>
<td></td>
</tr>
<tr>
<td><strong>24/03/2020 12.2.1</strong></td>
<td></td>
<td><strong>Esperance Youth Precinct - Draft Concept Design Report</strong></td>
<td>Walker, Mathew</td>
<td></td>
</tr>
</tbody>
</table>

3. Create an additional class of fees for the Indoor Sports Stadium as follows:
   - **Seasonal User ‘Unit Rate’** - $15 per hour
   - **Casual ‘Peak’ Hourly Rate** - $40 per hour
   - **Casual ‘Off-Peak’ Rate** - $20 per hour

4. Give public notice of the imposition of the new fees identifying that they will commence from May 1 2020.

- **Indoor Sports Stadium Fees and Charges**
  - Description: Indoor Sports Stadium Fees and Charges
  - Budget Figure: 0
  - Amended Figure: -50,000
  - Variation: -50,000
### Outstanding Council Resolutions

<table>
<thead>
<tr>
<th>Date</th>
<th>Item Number</th>
<th>Item</th>
<th>Responsible Officer</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 24/03/20 | 12.3.1      | **Lease - Airport Ambulance Transfer Shed - Department of Biodiversity, Conservation and Attractions** | Walsh, Sarah             | Corporate Resources 1 Apr 2020 - 9:40 AM - Sarah Walsh  
Lease document to be sent to DBCA for signing. Attempting best postal address to send to now that Gary Edwards is working from home. This should be received shortly.  
14 Apr 2020 - 1:58 PM - Sarah Walsh  
Updated address received. Documents to be posted to DBCA for signing 14.04.2020. |
|          | C0020-084   | That Council agrees to:  
1. Enter into a lease with the Conservation and Land Management Executive Body for a portion of Lot 15 Coolgardie-Esperance Highway Gibson;  
2. The term being 3 years with a further term of 5 years;  
3. Annual lease fee being $880.00 Inc GST;  
4. Lease preparation fee of $570.00 Inc GST being payable;  
5. The Lessee modifying the existing roller door to meet their requirements, subject to relevant approvals being received; and  
6. The Lessee installing an electricity sub-meter on site, at their own cost, to calculate electricity usage costs. |                           |                                                                                  |
| 24/03/20 | 12.3.7      | **Lease - Old Court House Museum Village - Tammy Maloney**                                  | Walsh, Sarah             | Corporate Resources 1 Apr 2020 - 9:41 AM - Sarah Walsh  
|          | C0020-085   | That Council agrees to:  
1. Accept the surrender of lease from Tammy Maloney for the Old Station Master's Ticket Box in the Museum Village, portion of Lot 103 Dempster Street Esperance;  
2. Enter into a lease with Tammy Maloney for the Old Court House in Museum Village, portion of Lots 60 and 81 Dempster Street, Esperance;  
3. Lease term to be 5 years;  
4. Lease rental to be $10,783.87 Inc GST per annum, subject to annual increases based on CPI;  
5. Lease surrender fee of $215 Inc GST being payable; and  
### Outstanding Council Resolutions

<table>
<thead>
<tr>
<th>Date</th>
<th>Item Number</th>
<th>Item</th>
<th>Responsible Officer</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>24/03/2020</td>
<td></td>
<td><strong>Motion on Notice 2 - Waste Management Facility</strong></td>
<td>McKenzie, Scott</td>
<td>6 Apr 2020 - 10:45 AM - Scott McKenzie No action undertaken at this stage due to COVID-19</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C0020-061</td>
<td>That Council instruct the CEO to seek and investigate in a consultative manner possible sites for a Waste Management Facility north of Speddingup East Road, inclusive of Lot 39 Logan Road on Plan 138084, based on a selection criteria to be determined by Council.</td>
<td>External Services</td>
</tr>
<tr>
<td>24/03/2020</td>
<td></td>
<td><strong>Motion on Notice 2 - Waste Management Facility</strong></td>
<td>McKenzie, Scott</td>
<td>6 Apr 2020 - 10:43 AM - Scott McKenzie No action undertaken at this stage due to COVID-19</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C0020-060</td>
<td>That Council: 1. Abandon the proposed Waste Facility Site at Lot 12 Kirwan Road, Merivale; 2. Instruct the CEO to investigate options for the disposal of Lot 12 Kirwan Road, Merivale, and present the results to Council by the September 2020 Ordinary Council Meeting (OCM).</td>
<td>External Services</td>
</tr>
</tbody>
</table>
13. REPORTS OF COMMITTEES
Nil

14. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Motion 1
Moved: Cr O'Donnell
Seconded:
That Council provide to all persons who purchased a jetty plank in 1989, upon receipt of documented evidence of purchase, a grade 1 piece of timber from the stockpile of timber recovered from the Esperance Tanker Jetty.
Rationale:
In 1989 many members of the Esperance community and wider community purchased jetty planks in an effort to help save this historic asset. These people deserve to have the timber they purchased and returned to them now that the structure is being demolished.
If the numbered plank cannot be located, then they should be provided a good quality piece of timber in substitution.

Motion 2
Moved: Cr Payne
Seconded:
When Ordinary Council Meetings are held via video link and are not open to the public, that a copy of the audio recording be placed on the Shire of Esperance website alongside the associated agenda and minutes.
Rationale:
The April Ordinary Council meeting will be held via video link due to the current COVID-19 pandemic and will not be open to the public. It is therefore proposed that the audio recording be placed on the Shire of Esperance website so it can be access by any interested members of the public.

Motion 3
Moved: Cr Payne
Seconded:
That Council create a ‘Welcome back the Goldfields committee’ with an aim to plan for a special weekend inviting Goldfields residents to visit Esperance after the current lockdown ceases.
1. That Council appoint Cr __________, Cr __________ and Cr __________ to the committee and seek to invite expressions of interest for community members to join the committee.
2. That the CEO prepare the draft terms of reference for the committee and table it at the May 2020 Ordinary Council meeting.
Rationale:
Since the closure of the Shire of Esperance borders due to the COVID-19 pandemic, residents of the Goldfields have not been able to visit Esperance. They have missed out on their Easter holiday, April school holidays and likely the upcoming Anzac day holiday.
Esperance provides the closest beach facilities for Goldfields residents and no doubt for some it has been frustrating not being able to visit Esperance during this time of lockdown. In order to acknowledge the contribution the Goldfields makes to Esperance it is proposed to organise a “Welcome back the Goldfields weekend” at a future time when it is safe to do so.

Motion 3
Moved: Cr Payne
Seconded:

That Council direct the CEO to:
1. Provide Council with an investigation report into the transport of jetty timbers north of town on 26 March.
2. Provide Council with a report detailing the timber quantities on the jetty prior to demolition; timber recovered to date from the demolition including types and grades; timber donated including types and grades; timber reported lost including reasons for this loss; timber remaining on the jetty not yet removed; and accounting for any discrepancies.

Rationale:
The timber from the Esperance Tanker Jetty including the jetty hedland has a value in excess of $1 million. In order for Council to meet its obligations of ensuring good financial management, it needs to have confidence that this highly valuable material is being catalogued and accounted for appropriately and that any reports of inappropriate activity are investigated properly.

15. MEMBERS QUESTIONS WITH OR WITHOUT NOTICE

16. URGENT BUSINESS APPROVED BY DECISION

17. MATTERS BEHIND CLOSED DOORS
Officer’s Comment:
It is recommended that the meeting is behind closed doors for the following item, in accordance with section 5.23(2) of the Local Government Act 1995.

Item: 17.1
Outstanding Rates - Relinquishment of Land

CONFIDENTIAL ITEM
This report is considered confidential in accordance with the Local Government Act 1995, as it relates to a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government (Section 5.23(2)(e)(iii)).

18. PUBLIC QUESTION TIME

19. CLOSURE