



15 MARCH 2024

Shire of Esperance

NOTICE OF MEETING AND AGENDA

An Agenda Briefing Session of the Shire of Esperance will be held at Council Chambers on 19 March 2024 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 at Council Chambers on 26 March 2024 commencing at 4:00 PM to consider the matters set out in the attached agenda.

S Burge

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.

RECORDINGS

The Meeting will be live streamed. The recording will be made publicly available as soon as practical following the meeting.



DISCLOSURE OF INTERESTS

Agenda Briefing ☐ Ordinary Council Meeting ☐ Special Meeting ☐

Name of Person Declaring an 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 1995 and Local Government (Administration) Regulations 1996 34C.

INTEREST DISCLOSED

Item No Item Title

Nature of Interest

Type of Interest Financial ☐ Proximity ☐ Impartiality ☐

INTEREST DISCLOSED

Item No Item Title

Nature of Interest

Type of Interest Financial ☐ Proximity ☐ Impartiality ☐

INTEREST DISCLOSED

Item No Item Title

Nature of Interest

Type of Interest Financial ☐ Proximity ☐ Impartiality ☐

DECLARATION

I understand that the above information will be recorded in the Minutes of the meeting and recorded by the Chief Executive Officer in an appropriate Register.

Signature Date



DISCLOSURE OF INTERESTS

Notes for Your Guidance

IMPACT OF A FINANCIAL INTEREST (s. 5.65. & s. 67. Local Government Act 1995)

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 Officer 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:

- a. Preside at the part of the Meeting relating to the matter or;
- b. Participate in, or be present during, any discussion or decision making procedure relative to the matter, unless and 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*.

INTERESTS AFFECTING FINANCIAL INTEREST

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, pursuant to s. 5.60A or 5.61 of the *Local Government Act 1995*, 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 needs to be considered.
4. If in doubt declare.
5. As stated 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. Under s. 5.65 of the *Local Government Act 1995* failure to notify carries a penalty of \$10 000 or imprisonment for 2 years.
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 1995*; or
 - 6.2 Where the Minister allows the Councillor to participate under s.5.69(3) of the *Local Government Act 1995*, with or without conditions.



INTERESTS AFFECTING PROXIMITY (s. 5.60b Local Government Act 1995)

1. For the purposes of this subdivision, a person has a proximity interest, pursuant to s.5.60B of the Local Government Act 1995, in a matter if the matter concerns;
 - a. a proposed change to a planning scheme affecting land that adjoins the person's land; or
 - 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; or
 - 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, pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, 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 DISCLOSURE

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 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.

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SHIRE OF ESPERANCE

AGENDA

**ORDINARY COUNCIL MEETING
TO BE HELD IN COUNCIL CHAMBERS ON 26 MARCH 2024
COMMENCING AT 4:00 PM**

1. OFFICIAL OPENING

The Shire of Esperance acknowledges the Kepa Kurl Wudjari people of the Nyungar nation and Ngadju people who are the Traditional Custodians of this land and their continuing connection to land, waters and community. We pay our respects to Elders past, present and emerging and we extend that respect to other Aboriginal Australians today

2. ATTENDANCE

Members

Cr R Chambers	President	Town Ward
Cr J Obourne	Deputy President	Town Ward
Cr G Johnston		Town Ward
Cr S McMullen		Town Ward
Cr L de Haas		Town Ward
Cr W Graham		Rural Ward
Cr S Starceovich		Rural Ward
Cr S Flanagan		Town Ward
Cr C Davies		Town Ward

Shire Officers

Mr S Burge	Chief Executive Officer
Mr M Walker	Director Asset Management
Mr R Grieve	Director External Services
Mrs F Baxter	Director Corporate & Community Services
Mrs C Hoffrichter	Executive Assistant

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 27 February 2024 be confirmed as a true and correct record.

Voting Requirement

Simple Majority

11. DELEGATES' REPORTS WITHOUT DISCUSSION

From October 2023 to September 2025				
	Agenda Briefing Sessions (5)	Ordinary Council Meetings (5)	Special Council Meetings (1)	Annual Electors Meeting (1)
Ron Chambers Shire President	5	5	1	1
Cr Jennifer Obourne Deputy Shire President	5	5	1	1
Cr Shayne Flanagan	5	5	1	1
Cr Connor Davies	3	5	1	1
Cr Steve McMullen	4	3	1	0
Cr Leonie de Haas	4	5	1	1
Cr Wes Graham	5	5	1	1
Cr Sam Starceovich	5	5	1	1
Cr Gemma Johnston	5	5	1	1

12. MATTERS REQUIRING A DETERMINATION OF COUNCIL

12.1 EXTERNAL SERVICES

Item: 12.1.1

Policy Review - Local Planning Scheme No. 24 Advertising Requirements

Author/s	Richard Hindley	Manager Development Services
Authorisor/s	Roy Greive	Director External Services

File Ref: D24/5574

Applicant

Internal

Location/Address

N/A

Executive Summary

For Council to review the Local Planning Scheme No. 24 Advertising Requirements policy.

Recommendation in Brief

That Council adopt the Local Planning Scheme No. 24 Advertising Requirements policy inclusive of amendments, inclusions, rescissions 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 Local Planning Scheme No. 24 Advertising Requirements policy was not presented with the remainder of External Services Policies as Amendment 9 which changed several permissibilities was not Gazetted until 23rd February 2024.

Officer's Comment

This year, the policy template has been modified to conform to a change in Shire branding and to meet requirements outlined within the recent regulation 17 review of Shire's systems and procedures.

The following is a summary of recommended changes to the policy. Please refer to Attachment A for policy details.

Policy Name	New Ref No.	Recommended Amendment
Local Planning Scheme No. 24 Advertising Requirements	POL 0069	Insert definitions Amendment advertising uses in accordance with the outcomes of Amendments 8 and 9 to Local Planning Scheme No. 24

Consultation

External Services

Governance and Corporate Support

Financial Implications

Nil

Asset Management Implications

Nil

Statutory Implications

Local Government Act 1995 s.2.7(2)(b) 'Determine the Local Government's policies'

Policy Implications

This item relates to the amendment of a policy.

Strategic Implications

Council Plan 2022 – 2032

Performance - Outcome 15. Operational excellence and financial sustainability

Objective 15.1. Provide responsible, agile and innovative planning and resource management.

Environmental Considerations

Nil

Attachments

A¹. Local Planning Scheme No. 24 Advertising Requirements

Officer's Recommendation

That Council adopt the Local Planning Scheme No. 24 Advertising Requirements policy inclusive of amendments, inclusions, rescissions and deletions as reviewed.

Voting Requirement

Simple Majority



POL 0069: Local Planning Scheme No. 24 Advertising Requirements

Purpose

To ensure consistency when advertising Development Applications that are an A use under the Shire of Esperance Local Planning Scheme.

Scope

This policy applies to all development that requires advertising as an A use under the provisions of the Shire of Esperance Local Planning Scheme/

Definitions

development means the development or use of any land, including —

- (a) any demolition, erection, construction, alteration of or addition to any building or structure on the land;
- (b) the carrying out on the land of any excavation or other works;
- (c) in the case of a place to which a protection order made under the *Heritage Act 2018* Part 4 Division 1 applies, any act or thing that —
 - (i) is likely to change the character of that place or the external appearance of any building; or
 - (ii) would constitute an irreversible alteration of the fabric of any building;

A use, in relation to a zone, means a use identified in the zoning table for this Scheme (regardless of the symbol used) as a use that is not permitted in the zone unless the local government has exercised its discretion by granting development approval after advertising the application in accordance with clause 64;

Practice



COUNCIL POLICY

USES	Shire of Esperance Together we make it happen!											
	1	2	3	4	5	6	7	8	9	10	11	12
	Residential	Rural	Rural Residential	Rural Smallholdings	Rural Townsite	Light Industry	General Industry	Commercial	Local Centre	Mixed Use	Tourism	Private clubs, Institutions and Places of Worship
Abattoir	X	Webpage & Social Media	X	X	X	X	Webpage	X	X	X	X	X
Aged care facility	Letter	X	X	X	X	X	X	X	X	X	X	X
Agriculture – Intensive	X	D	X	Letter & Webpage	X	X	X	X	X	X	X	
Amusement parlour	X	X	X	X	X	X	X	D	Webpage	Webpage	D	D
Animal establishment	X	D	Letter	D	Letter	X	X	X	X	X	X	X
Animal husbandry – intensive	X	D	X	Letter	X	X	X	X	X	X	X	X
Art gallery	I	D	Webpage & Social Media	X	Webpage	X	X	D	Webpage	Webpage	D	D
Betting agency	X	X	X	X	X	X	X	X	Webpage & Social Media	Webpage & Social Media	X	Letter & Webpage
Brewery	X	D	X	Letter & Webpage	Letter & Webpage	D	D	I	I	I	D	X
Caravan park	X	Letter, Webpage & Social Media	X	Letter & Webpage	Letter & Webpage	X	X	X	X	X	D	X
Child care premises	Letter	X	X	X	Letter	X	X	D	D	D	X	D
Civic use	X	D	X	X	Webpage	D	D	D	D	D	X	D
Club premises	X	Letter & Webpage	X	X	D	D	X	D	D	D	X	D
Commercial vehicle parking	Letter	D	Letter	D	Letter	D	D	X	X	X	X	X
Community purpose	X	X	X	X	Webpage	D	D	D	D	D	X	D

USES	ZONES											
	1	2	3	4	5	6	7	8	9	10	11	12
	Residential	Rural	Rural Residential	Rural Smallholdings	Rural Townsite	Light Industry	General Industry	Commercial	Local Centre	Mixed Use	Tourism	Private clubs, Institutions and Places of Worship
Consulting rooms	Letter & Webpage	X	X	X	D	X	X	D	D	D	X	X
Convenience Store	X	X	X	X	Letter & Webpage	Webpage	X	P	D	D	Webpage	X
Corrective institution	X	Letter & Webpage	X	X	X	X	X	X	X	X	X	X
Educational establishment	Webpage & Sign	Webpage & Social Media	X	Letter & Webpage	Webpage & Sign	X	X	Webpage	Webpage	Webpage	X	Letter & Webpage
Exhibition centre	X	D	Letter & Webpage	Letter & Webpage	D	X	X	D	D	D	Webpage	X
Fuel depot	X	D	X	X	Webpage	D	D	X	X	X	X	X
Funeral parlour	X	X	X	X	Webpage & Sign	Webpage	D	Webpage	X	X	X	X
Garden centre	X	D	X	D	X	D	D	X	Webpage	Webpage	X	X
Holiday accommodation	X	Webpage & Social Media	X	X	Letter & Webpage	X	X	D	X	X	D	X
Holiday house	Letter	D	Letter	D	Letter	X	X	X	X	X	P	X
Home store	X	D	X	Webpage	Letter & Webpage	X	X	X	X	X	X	X
Hostel	Letter	Letter or Webpage	X	X	X	X	X	X	X	X	Webpage	Letter & Webpage
Hotel	X	X	X	X	Letter & Webpage	X	X	D	X	X	D	X
Industry – Cottage	X	D	D	D	Letter & Webpage	X	X	X	X	X	X	X
Industry Extractive	X	D	X	Letter & Webpage	X	X	D	X	X	X	X	X

USES	ZONES											
	1	2	3	4	5	6	7	8	9	10	11	12
	Residential	Rural	Rural Residential	Rural Smallholdings	Rural Townsite	Light Industry	General Industry	Commercial	Local Centre	Mixed Use	Tourism	Private clubs, Institutions and Places of Worship
Liquor store – large	X	X	X	X	X	D	X	D	Webpage	Webpage	Webpage	X
Liquor store – small	X	X	X	X	Letter & Webpage	D	X	P	D	D	D	X
Marina	X	X	X	X	X	X	X	X	X	X	Webpage & Social Media	Letter & Webpage
Market	X	X	X	X	Letter & Webpage	D	X	D	D	D	D	X
Medical centre	X	X	X	X	Letter & Webpage	X	X	D	D	D	X	X
Motel	X	X	X	X	Letter & Webpage & Sign	X	X	D	Webpage	Letter & Webpage	D	X
Nightclub	X	X	X	X	X	Webpage	X	Webpage	X	X	Webpage	X
Place of worship	Webpage, Social Media & Sign	Letter & Webpage	X	X	Letter & Webpage	Webpage	X	Webpage	Webpage	Webpage	X	D
Reception centre	X	Letter & Webpage	X	Letter & Webpage	D	X	D	D	D	D	D	Webpage
Renewable energy facility	X	D	Letter & Webpage	D	Letter & Webpage	D	D	D	Letter & Webpage	Letter & Webpage	X	X
Recreation – private	X	D	Letter & Webpage	Letter & Webpage	X	D	D	D	X	X	X	D
Repurposed dwelling	X	D	D	D	X	X	X	X	X	X	X	X
Resource recovery centre	X	Letter & Webpage	X	X	X	X	Webpage & Social Media	X	X	X	X	X
Restaurant/café	X	Webpage	X	Letter & Webpage	D	X	X	P	D	D	Webpage	D

USES	ZONES											
	1	2	3	4	5	6	7	8	9	10	11	12
	Residential	Rural	Rural Residential	Rural Smallholdings	Rural Townsite	Light Industry	General Industry	Commercial	Local Centre	Mixed Use	Tourism	Private clubs, Institutions and Places of Worship
Restricted premises	X	X	X	X	X	Webpage & Social Media	D	Webpage	X	X	X	X
Road house	X	X	X	X	Webpage	D	D	Webpage	X	X	X	X
Rural home business	X	D	Letter	D	Letter	X	X	X	X	X	X	X
Serviced apartment	Webpage & Sign	X	X	X	X	X	X	Webpage	Webpage	Webpage	Webpage	X
Service station	X	X	X	X	D	D	D	D	D	D	Webpage	X
Small bar	Letter & Webpage	X	X	X	Letter & Webpage	X	X	D	D	D	D	Webpage
Supermarket	X	X	X	X	X	X	X	D	Webpage	Webpage	X	X
Tavern	X	X	X	X	Letter & Webpage	X	X	Webpage	Webpage & Social Media	Webpage & Social Media	Webpage	Letter & Webpage
Telecommunications infrastructure	P	P	P	D	P	P	P	P	P	P	P	P
Tourist development	X	X	X	X	X	X	X	Webpage & Social Media	X	X	Webpage	X
Transport depot	X	D	X	Webpage & Social Media	Letter & Webpage	D	P	X	X	X	X	X
Tree farm	X	D	X	Webpage	X	X	X	X	X	X	X	X
Veterinary centre	X	Webpage	X	X	Webpage & Social Media	D	D	X	X	X	X	X
Workforce accommodation	X	D	X	X	Letter & Webpage	X	X	X	X	X	X	X

Note: The above table only shows land uses that have mandatory advertising as a consequence of the Zoning and Land Use Table.

For reference:

X = the use is not permitted by the Local Planning Scheme.

D = the use is not permitted unless the local government has exercised its discretion by granting development approval;

P = the use is permitted if it complies with all relevant development standards and requirements of this Scheme;

I = the use is permitted if it is consequent on, or naturally attaching, appertaining or relating to the predominant use of the land and it complies with any relevant development standards and requirements of this Scheme.

Note - None of these categories have a mandatory advertising requirement, however variations to other provisions of the Local Planning Scheme may trigger a separate requirement for advertising.



Additional Uses (Schedule 3)

Additional Use Area	Land Use	Advertising
A4	Motor Vehicle Repair	Sign
A6	Amusement Parlour	Webpage & Social Media
	Caravan Park	Letter & Webpage
	Club Premises	Webpage & Social Media
	Fast Food Outlet	Webpage & Sign
	Holiday Accommodation	Webpage
	Hotel	Webpage & Sign
	Lunch Bar	Webpage
	Nightclub	Letter, Webpage, Social Media & Sign
	Reception Centre	Webpage
	Serviced Apartment	Webpage
	Shop	Webpage & Social Media
	Tavern	Letter, Webpage & Sign
	Tourist Development	Webpage
A7	Educational Establishment	Webpage
	Home Store	Webpage
	Place of Worship	Letter & Webpage
	Restaurant/Cafe	Letter, Webpage & Sign
A10	Reception Centre	Letter, Webpage & Sign
A17	Aged Care Facility	Webpage
A19	Holiday accommodation	Webpage
	Tourist development	Webpage & Social Media
A22	Tourist development	Webpage & Social Media
A24	Community Purpose	Letter
A25	Workforce accommodation	Letter

Restricted Use (Schedule 4)

Restricted Use Area	Land Use	Advertising
R3	Agriculture - Intensive	Webpage
	Caretaker's dwelling	Webpage
	Dwelling	Webpage
	Holiday accommodation	Webpage
	Tourist development	Webpage
	Motor Vehicle Repair	Webpage

Special Use (Schedule 5)

Special Use Area	Land Use	Advertising
SU1	Restaurant/cafe	Letter, Webpage & Sign

Letter is to all adjoining landowners except in relation to a complex application in which owners and occupiers of every property that is within 200 m of the proposed development are sent a letter.

Webpage is advertised on the Shire Webpage.

Webpage and social media is advertised on the Shire Webpage and Facebook Page.

Sign is a sign or signs placed in a prominent location on the development site.

Extract from the Deemed Provisions.

64. Advertising applications

- (1) The local government —
 - (a) must advertise a complex application for development approval in accordance with subclause (3); and
 - (b) must advertise an application for development approval in accordance with subclause (4) if the application is not a complex application and —
 - (i) relates to development that is a class A use in relation to the zone in which the development is located; or
 - (ii) relates to the extension of a non-conforming use; or

- (iii) relates to development that does not comply with the requirements of this Scheme; or
 - (iv) relates to development for which the local government requires a heritage assessment to be carried out under clause 11(1); or
 - (v) is of a kind identified elsewhere in this Scheme as an application that is required to be advertised;
 - and
 - (c) may advertise any other application for development approval in accordance with subclause (4).
- (2) Subclause (1)(b)(iii) does not apply if the local government is satisfied that the non-compliance with the requirements of this Scheme is of a minor nature.
- (3) For the purposes of subclause (1)(a), a complex application is advertised by doing all of the following —
- (a) publishing in accordance with clause 87 —
 - (i) a notice of the proposed development in the form set out in clause 86(3); and
 - (ii) the application for development approval; and
 - (iii) any accompanying material in relation to the application that the local government considers should be published;
 - (b) giving notice of the proposed development —
 - (i) to the owners and occupiers of every property that is within 200 m of the proposed development; and
 - (ii) to any other owners and occupiers of properties in the vicinity of the proposed development who, in the opinion of the local government, are likely to be affected by the granting of development approval;
 - (c) erecting, in the manner and form approved by the Commission, a sign or signs in a conspicuous place on the land the subject of the application giving notice of the proposed development in the form set out in clause 86(3).

Note for this subclause:

Under clause 88, the Commission may approve varied requirements that apply if it is not practicable for the local government to comply with subclause (3)(b) or (c).

- (4) For the purposes of subclause (1)(b) or (c), an application that is not a complex application is advertised by doing any or all of the following, as determined by the local government —

- (a) publishing in accordance with clause 87 —
 - (i) a notice of the proposed development in the form set out in clause 86(3); and
 - (ii) the application for development approval; and
 - (iii) any accompanying material in relation to the application that the local government considers should be published;
 - (b) giving notice of the proposed development to owners and occupiers of properties in the vicinity of the development who, in the opinion of the local government, are likely to be affected by the granting of development approval;
 - (c) erecting, in the manner and form approved by the Commission, a sign or signs in a conspicuous place on the land the subject of the application giving notice of the proposed development in the form set out in clause 86(3).
- (5) A notice published or given, or on a sign erected, in accordance with subclause (3) or (4) in relation to an application for development approval must specify —
- (a) the manner and form in which submissions may be made; and
 - (b) the applicable period under subclause (6) or (7) for making submissions and the last day of that period.
- (6) The period to be specified in a notice published or given, or on a sign erected, in accordance with subclause (3) in relation to a complex application is —
- (a) the period of 28 days after the day on which the notice of the application is first published under subclause (3)(a); or
 - (b) a longer period agreed in writing between the applicant and the local government.
- (7) The period to be specified in a notice published or given, or on a sign erected, in accordance with subclause (4) in relation to an application that is not a complex application is —
- (a) the period of 14 days after the day on which the notice of the application is first published or given, or the sign is first erected, as the case requires; or
 - (b) a longer period agreed in writing between the applicant and the local government.

complex application means —

- (a) an application for approval of development that is a use of land if the use is not specifically referred to in the zoning table for this Scheme in respect of the zone in which the development is located; or
- (b) an application of a kind identified elsewhere in this Scheme, or in a local planning policy, as a complex application for development approval;

The Default advertising for a variation the R-Codes or an oversized outbuilding is by Letter except where the applicant has provided non objections from the affected landowners in which case the advertising is waived.

The relaxation of a Scheme Standard will be advertised either by Letter, Webpage or not advertised under Clause 64.(2) depending on the nature and scale of the relaxation.]

.....End.....

Document Information

Responsible Position	Manager Development Services
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*
- [List any related documents here]

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
(MM/YYYY)					(MM/YYYY)

Item: 12.1.2

Proposed Road Dedication - Reserve 35037

Author/s	Peter Wilks	Coordinator Planning Services
Authorisor/s	Richard Hindley	Manager Development Services

File Ref: D24/6049

Applicant
S Hoffrichter

Location/Address

Portion of Reserve 35037 adjoining Pony Road and Lot 8 (171) Myrup Road, Myrup



Executive Summary

For Council to consider surrendering a portion of Reserve 35037 being Lot 2033 on Plan 187527 Myrup Road, Myrup and dedicating the surrendered portion of the reserve as a road.

Recommendation in Brief

That Council:

1. Agree to surrender its management order over a portion of Reserve 35037 being Lot 2033 on Plan 187527;
2. Request the Minister of Lands to dedicate the indicated portion of Reserve 35037 being Lot 2033 on Plan 187527 Myrup Road, Myrup as a road;
3. Advise the Minister of Lands that in accordance with Section 56 (4) of the *Land Administration Act 1997* 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 and

4. Advise the Minister of Lands that Stephen Hoffrichter agree to indemnify the Shire of Esperance against any costs and claims that may arise as a result of the dedication.

Background

The proposed dedication of this reserve is requested by Stephen Hoffrichter to formalize an existing arrangement whereby the Shire of Esperance has been maintaining what is effectively an unsealed (gravel) road into his property at Lot 1045 Coolgardie-Esperance Highway, Myrup and which will enable the subdivision of his property.

Officer's Comment

The expansion will only impact a small portion of Reserve 35037 and will not prevent use of the reserve for its intended purpose. As the portion of Reserve 35057 is a Crown Land reserve managed by the Shire of Esperance, and which the Shire of Esperance has been maintaining as an unsealed gravel road for use by piggery staff including movement of road trains, there is no additional impact on adjoining landowners or on users of Reserve 35037.

Consultation

Internal

Asset Management

Financial Implications

Nil

Asset Management Implications

This item relates to the dedication of an existing unsealed (gravel) road/access through Reserve 35037 into a public road. Shire of Esperance (Asset Management) already handles all maintenance and associated costs for the unsealed access through Reserve 35037.

As the road dedication would formalise the existing arrangements for the access, and as the Shire of Esperance would only bear the additional costs associated with formally dedicating the access as a road, it is considered that the proposal can be supported.

Statutory Implications

Land Administration Act 1997.

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Built Environment

Transport networks that meet the needs of our community and provide safe movement for all users

Environmental Considerations

Nil

Attachments

A¹. Proposed Road Dedication

B¹. Request to Dedicate Road

Officer's Recommendation

That Council:

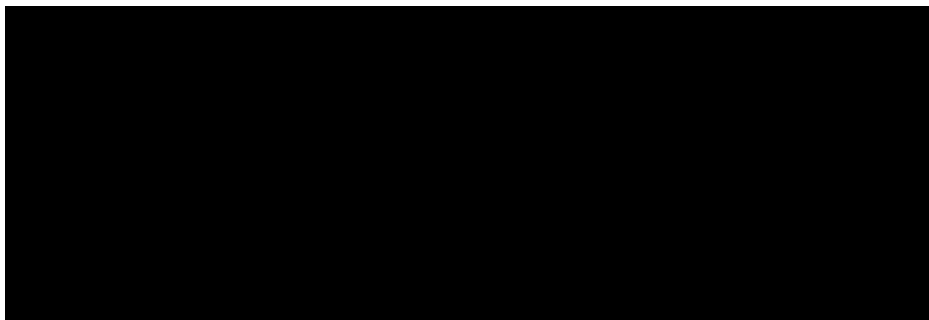
1. **Agree to surrender its management order over a portion of Reserve 35037 being Lot 2033 on Plan 187527;**
2. **Request the Minister of Lands to dedicate the indicated portion of Reserve 35037 being Lot 2033 on Plan 187527 Myrup Road, Myrup as a road;**
3. **Advise the Minister of Lands that in accordance with Section 56 (4) of the *Land Administration Act 1997* 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 and**
4. **Advise the Minister of Lands that Stephen Hoffrichter agree to indemnify the Shire of Esperance against any costs and claims that may arise as a result of the dedication.**

Voting Requirement

Simple Majority



Scale 1:5000 @ A4



From: Stephen Hoffrichter
Sent: Tuesday, October 3, 2023 5:58 AM
To: Rowan Spittle [REDACTED]
Subject: CEO letter

to the CEO of Esperance shire .
Being the owner of location 1045 Myrup road with my wife trading as Shark Lake Piggery .
Foward thinking one day we would like to close the piggery down maybe and subdivide our farm.
I have talked with the surveyor Mark Anderson from 35 Degrees South .
He tells me that we cant do any sub dividing until Pony Road is put on the map .
When we bought loc1045 back in 1983 , it was a half-graveled track from the pony clubs' entrance onwards to my gateway .
The shire have always looked after the track and over the years have made it a proper built up dirt road .
As we get a big usage on the road .
from up to 9 workers cars a day in and out
a Btrain of pigs out every week
over 4500 tons of pig feed in every year , that's 90 road trains
with around 1800 rolls of hay and straw , that's another 25 road trains
and not to mention a half a dozen loads of sheep and cattle a year , plus all other general stuff .
As the surveyor said , with the shires help this could happen within a year ,
or try and do it ourselves could take 2 or 3 years .
So we write to you today asking for your help and thoughts of how this should happen .
we look forward to a positive outcome
thankyou stephen hoffrichter

12.2 ASSET MANAGEMENT

Nil

12.3 CORPORATE & COMMUNITY SERVICES

Item: 12.3.1

Policy Review - Asset Management

Author/s	Sarah Walsh	Coordinator Governance & Corporate Support
Authorisor/s	Felicity Baxter	Director Corporate & Community Services

File Ref: D24/928

Applicant

Internal

Location/Address

N/A

Executive Summary

For Council to review the section of the Policy Manual that relates to Asset Management.

Recommendation in Brief

That Council adopt the Asset Management 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.

Officer's Comment

This year, the policy template has been modified to conform to a change in Shire branding and to meet requirements outlined within the recent regulation 17 review of Shire's systems and procedures.

The following is a summary of recommended changes to the Asset Management policies. Please refer to Attachment A for policy details.

Policy Name	New Ref No.	Recommended Amendment
Private Connections to Shire Drainage	POL 0070	Added scope.
Property Owners Contribution to Underground Power	POL 0071	Added scope and definition.
Permanent Road Closures	POL 0072	Added scope.
Street Verge Development	POL 0073	Change title to Street Verge Development, amend scope, add point 3 under conditions.
Mineral Exploration within Land & Road Reserves Managed by the Shire of Esperance	POL 0074	No change.
Delegated Authority to Approve Off-Site Signage on Main Road	POL 0075	Added scope and definition.
Guidelines for Subdivisional Development	POL 0076	Added scope.
On-Farm Drainage	POL 0077	Added scope.
Street Tree	POL 0078	No change.

Commercial Wildflower Harvesting and Native Seed Collecting	POL 0079	No change.
Asset Management	POL 0080	Added scope and replaced Director Corporate Resources with Director Corporate & Community Services.
Esperance Rural Public Toilet Cleaning	POL 0081	No change.
Crossover Construction	POL 0082	Add scope and definitions.
GPS Fleet Tracking	POL 0083	No change.
Internal Drone (Remotely Piloted Aircraft System) Use	POL 0084	No change.
Public Art	POL 0085	Added scope.
CCTV	POL 0086	No change.
Esperance Tanker Jetty Timber	POL 0087	Remove General Public section and definition. Remove reference to grade 3 timber.
Reserve Funding for Community Halls	POL 0088	Add scope, amend definition of Standard Community Halls and relevant references.
Memorials in Public Places	POL 0089	Include first line into scope.

Consultation

Asset Management

Financial Implications

Nil

Asset Management Implications

Nil

Statutory Implications

Local Government Act 1995 s.2.7(2)(b) 'Determine the Local Government's policies'

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Performance - Outcome 15. Operational excellence and financial sustainability

Objective 15.1. Provide responsible, agile and innovative planning and resource management.

Environmental Considerations

Nil

Attachments

A⇒. Reviewed Asset Management Policies - *Under Separate Cover*

Officer's Recommendation

That Council adopt the Asset Management policies inclusive of amendments, inclusions and deletions as reviewed.

Voting Requirement

Simple Majority

Item: 12.3.2

Prioritisation of Club Night Light Program (CNLP) Grant Applications

Author/s	Shane Tobin	Community Development & Events Coordinator
Authoriser/s	Felicity Baxter	Director Corporate & Community Services

File Ref: D24/5597

Applicant

Internal Report

Location/Address

N/A

Executive Summary

The Club Night Lights Program (CNLP) exemplifies the State Government's commitment to the development of sustainable floodlighting infrastructure for sport across the State.

The purpose of the program is to provide financial assistance to community groups and local governments to develop sports floodlighting infrastructure. The program aims to maintain or increase participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well-designed and well-utilised facilities.

To assist the Department of Local Government, Sport and Cultural Industries (DLGSCI), Council is required to endorse and prioritise applications for both the Small Grants and the Forward Planning Grants Rounds received, to enable submission to DLGSCI.

This round there is only one application to be considered: Esperance Tennis Club (ETC) – Lights Upgrade and LED Conversion Project application (see attached A) to the CNLP February Small Grants round for the Development Bonus amount of \$66,734.49 (ex GST).

Recommendation in Brief

That Council:

1. *Endorses the CNLP Small Grants application*
 - a) *From the Esperance Tennis Club – Lights Upgrade and LED Conversion Project for the Development Bonus amount of \$66,734.49 (ex GST).*
2. *Prioritises the applications as follows*
 - a) *Esperance Tennis Club (1)*

Background

The DLGSCI, through the CNLP, to provide financial assistance to community groups and local governments to develop sports floodlighting infrastructure. The program aims to maintain or increase participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well-designed and well-utilised facilities.

Through the CNLP, the State Government will invest \$10 million over 4 years from 2021-22 through to the 2024-25 financial years, towards floodlighting infrastructure. There are 2 small grant rounds advertised annually (February and July) for projects with a cost up to \$500,000. The maximum grant offered for small grant applications is 50% of the project cost, capped at \$200,000. There is one forward planning round advertised each year for projects with a cost exceeding \$500,000. The maximum grant

offered for forward planning grants is one third of the total estimated project cost (excluding GST) up to a maximum grant of \$1 million.

This application relates to the DLGSCI, CNLP, February Small Grant round: This grant program targets projects with a cost up to \$500,000.

Applications were required to be completed with all supporting documentation and submitted to the Shire by the end of February 2024 for presentation to Council at the March 2024 Council Meeting. Recommended applications ranked by priority are then forwarded to the DLGSCI, Office by the local government by 4pm 28th March 2024. Applicants are notified of the outcome around late May or early June 2024.

Applications must be endorsed by Council, prioritised and submitted to the Department of Local Government, Sport and Cultural Industries by the advertised closure dates.

Officer's Comment

There is only one application for this round of CNLP February Small Grants round. The application process requires the applicable Local Government to prioritise the application from within the local area. Following a review by officer's, this application is believed to be worthy of support as the lighting upgrade is essential to the day to day (night to night) running of the Club.

As this is the only CNLP February Small Grants application received for 2024/25, it is recommended the Esperance Tennis Club – Lights Upgrade and LED Conversion Project is ranked as priority (1).

This application will be included for consideration by Council as part of the 2024/25 annual Community Grants Program allocations.

Consultation

Applicants have liaised with Shire Officers and with the DLGSCI and Goldfields Regional Manager as is required under the grant application process.

The applications have been reviewed by the Community Development & Events Manager.

Financial Implications

Budget implications for the Esperance Tennis club application will be included with the 2024/25 Community Grants Program which closes on the 14th of March 2024.

Asset Management Implications

Management of any replacement or new infrastructure will be the responsibility of Esperance Tennis Club.

Statutory Implications

Nil

Policy Implications

Electoral Caretaker Period Policy Statement

Strategic Implications

Council Plan 2022 – 2032

Community Connection

A variety of accessible sport and recreation opportunities and activities

Develop and promote active and passive sport and recreation opportunities for all ages and abilities

Environmental Considerations

Nil

Attachments

A₁. Esperance Tennis Club DLGSCI Club Night Light Program - application

Officer's Recommendation

That Council:

1. Endorses the CNLP February Small Grants application
 - a) from the Esperance Tennis Club – *Lights Upgrade and LED Conversion Project* for the Development Bonus amount of \$66,734.49 (ex GST).
2. Prioritising the application as follows
 - a) Esperance Tennis Club (Priority 1)

Voting Requirement

Simple Majority



Department of
**Local Government, Sport
and Cultural Industries**

Office Use Only

TRIM: _____

Grant No: _____

Project Coordinator: _____

CNLP Small Grants Application Form

For projects up to \$500,000 to be acquitted by 15 June 2025

You MUST discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.

All applications MUST be submitted to your local government. Contact your local government to determine the cut-off date for the submission of applications.

DLGSC Contact:	Date:	Office:
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Applicant's Details:

Organisation Name:	Esperance Tennis Club				
Postal Address:	PO BOX 552				
Suburb:	Esperance	State:	WA	Postcode:	6450
Street Address:	Cnr Black St & Jane St				
Suburb:	Esperance	State:	WA	Postcode:	6450

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Holly Meiklejohn	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Treasurer		
Business Phone:		Facsimile:	
Mobile Phone:	0458782694	Email:	squeakywindmill@outlook.com.au

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 37 563 815 525	
Is your organisation registered for GST?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's exempt	
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Is your organisation incorporated?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Incorporation #: A0821709C	
Bank details:	Bank: WestPac	BSB: 036150	A/c: 229403

Local Government Authority Details:

LGA:	Shire of Esperance		
Contact:	Jill Reynolds and Shane Tobin	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Community Development and Events Manager		
Business Phone:	90831706	Facsimile:	
Mobile Phone:		Email:	shane.tobin@esperance.wa.gov.au

PROJECT DETAILS

<p>Project Title (brief and specific): Esperance Tennis Club (ETC) Lights Upgrade and LED Conversion Project</p>
<p>Project Description:</p> <p>ETC are seeking funding to complete an essential LED lighting conversion and upgrade on the top six courts at the tennis club. The lights are now 13 years old and the need for these lights to be upgraded has become paramount due to recent breakdowns occurring across multiple courts, resulting in only 2 of 6 courts having adequate lighting for the start of the summer program. Our Monday and Friday night programs could not continue for a period. In December 2023, electricians were able to temporarily fix some lights and now we have 3 courts with below standard lighting (130-270lux) and 3 courts with very poor lighting (<130lux).</p> <p>The halogen lights will be converted to LED. Lighting in the past have been a large cost. The conversion will reduce our expenses when using lights which will help to maintain membership fees at affordable levels and will significantly decrease our carbon footprint. We expect after the upgrade that the lighting cost will not need to be passed onto members on-going to encourage people to play tennis at night.</p> <p>A final exciting part of the project is the installation of the Book-a-Court remote lighting controller which will enable players to access a unique pin to turn on lights and open the gate via a keypad or via their mobile phone giving greater access to the community to our facilities.</p> <p>Please note only one quote has been provided for the Book-a-Court remote lighting controller (from CSS) due to the fact that the club already uses Book-A-Court (which is endorsed by Tennis West) and this is the only controller that will work with our current online booking system.</p> <p>Current lux level: 130-270 lux</p> <p>Proposed lux level: 350 lux</p> <p>Lux level required according to the relevant Australian Standard: 350 lux</p>
<p>How did you establish a need for your project?</p> <p>Night tennis is of ever-increasing importance to the ETC and it's members.</p> <p>The ETC currently has 134 members and since a severe down turn during the covid pandemic in both membership and volunteer numbers we have been working hard towards increasing memberships, sustaining a coaching business and maintaining a vibrant club that recognises the needs of the Esperance tennis community. We have recognised our members needs have shifted towards playing more night tennis. Night tennis programs, events and coaching is crucial to sustaining the ETC membership base and providing tennis to the wider Esperance community. Currently the lighting at the Esperance tennis club is way below community standard lux levels which means the twilight tennis events that have been held in the past are not a viable option.</p> <p>In 2022 we secured a contract with Suncity Tennis Academy to provide a coach to the Esperance community. The coaching is continuously building in numbers (current numbers are 80 children & 30 adults). Currently 6-7 hours per week of coaching occurs after 6pm. This is crucial to Suncity's coaching business in Esperance and the ETC could not maintain a viable coaching business long term without the evening coaching hours it receives. To maintain this momentum it is crucial we replace the lighting as soon as possible. Providing a long-term coach to Esperance and the wider community (including Condingup and Ravensthorpe) is a core focus of the ETC.</p>
<p>What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)?</p> <p>We have tried to maintain the lights in recent years by engaging electricians and replacing some of the lights but as they have continued to decline in lux level and with the on-going cost of their maintenance it is paramount that we replace all the old halogen lights.</p>
<p>How will your project increase physical activity? ETC is very committed to giving the Esperance community and its visitor's greater access to tennis and to our excellent facilities. As discussed, many of the Esperance tennis members and the community are motivated to play more night tennis as it doesn't interrupt other weekend commitments particularly for families. We now have two growing evening programs on a Monday (15-20 people) and Friday (10-15 people) and 6-7 coaching hours under lights. Both are requiring this upgrade to continue to their full capacity.</p> <p>Also, the exciting installation of remote lighting control technology will enable the community to turn on lights as desired via an app thus enabling the community access to our facilities at all times. Two years ago we installed locks to use the online court hire system 'Book-a-Court' which meant the members and non-members of the Esperance community and visitors can book courts easily and cheaply. The lighting app system will be another step in our core focus of greater access to tennis for all and thus increased physical activity.</p>

Have the full lifecycle costs of the project been considered and can you afford the ongoing costs of managing, maintaining and replacing the lighting? Will a specific asset replacement fund be created? Yes we have. The lighting we have selected has greater longevity on the past lighting and lower maintenance requirements. The system also can report on any issues with the lighting without requiring an electrician to attend which will ensure problems are dealt with before they are bigger issues and we hope will further reduce maintenance costs. We also have a maintenance fund reserved for club and court maintenance.		
Project location:	Esperance Tennis Club	
Land ownership:	Who owns the land on which your facility will be located? Shire of Esperance, Greater Sporting Grounds Lease Expiry (if applicable): 1 June 2029	
Planning approvals		If no, provide the date it will be applied for:
Where applicable, has planning permission been granted? (LGA) Approval not required as per email from Peter Wilks (attached)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___
Aboriginal Heritage Act?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___
Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___
Native Vegetation Clearing Permit?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___
Please list any other approvals that are required?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___
Do you share your facility with other groups? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If so, who:		

List the main sport and recreation activities (maximum of 3) which will benefit from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

Sport/community organisation	% use of the facility	Hours per week
Tennis Coaching Adult and Junior	52%	6-7 hrs under lights
Social tennis programs	44%	6 hrs under lights
Tennis events and tournaments 3 per year	5%	0.5 hrs under lights
TOTAL	100%	12.5-13.5 hrs under lights

Activity/sport membership numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; social membership numbers not applicable.

Note: if membership is not applicable, ie recreation facility or aquatic centre, enter the number of users of the facility.

2021/2022	155	2022/2023	184	2023/2024	210
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NB: Numbers include all members and coaching non-members. Book-a-Court user not included.

State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the department's website: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

What is the name of the State Sporting Association for your activity/sport?	
Tennis West	
Have you discussed your project with your State Sporting Association? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Contact Name: Charlotte King	Date of contact: 14/11/2023

PROJECT DELIVERY

Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe. Please consider extended delivery times due to the pandemic.

Task	Date
Attainment of Council approvals	12-02-2024
Preparation of tender/quotes for the major works contract	8/10/2023 Updated 15-2-24
Issuing of tender for major works	1 May 2024
Signing of major works contract	1 May 2024
Site works commence	15 August 2024
Construction of project starts	15 August 2024
Project 50% complete	20 August 2024
Project Completed	30 August 2024
Project hand over and acquittal	30 October 2024

Are there any operational constraints that would impact on the construction phase of your project? (such as your sporting season, major annual event or inclement weather) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral.

We expect to complete the project prior to the busy summer season starting in September. But all events and programs impacted during construction can be either put on hold (such as those under lights) or our older courts (7-13) down the back will be used if lights aren't required.

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling (08) 9492 9870. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

Name: Holly Meiklejohn

Position Held: Treasurer

Signature: _____

Date:

24/2/2024

LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to csrff@dlgsc.wa.gov.au by the cut off time and date. A hard copy can also be provided and should be clipped at the top left-hand corner, please do not bind.
- It is recommended that you **retain your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly named and identified** and submitted with the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

The following documentation **must** be included with your application. Applicants may wish to supply additional RELEVANT information.

<input checked="" type="checkbox"/>	Application form.
<input checked="" type="checkbox"/>	Incorporation Certificate.
<input checked="" type="checkbox"/>	Confirmation of Public Liability Insurance cover to \$10 million
<input checked="" type="checkbox"/>	Two written quotes. Quantity Surveyor costs will be accepted; however the responsibility lies with the applicant to ensure the validity of the information. DLGSC accepts no responsibility for cost variations to projects that were provided a grant based on submitted Quantity Surveyor costs.
<input checked="" type="checkbox"/>	If your project involves the upgrade of an existing facility, include photograph/s of this facility.
<input checked="" type="checkbox"/>	Locality map and/or site map , including where the proposed facility is located in relation to other sport and recreation infrastructure.
<input checked="" type="checkbox"/>	Income and expenditure statements for the current year and budget for the next financial years. (LGAs exempted).
<input checked="" type="checkbox"/>	Written confirmation of financial commitments from other sources including copies of council minutes . (If a club is contributing financially then evidence of their cash at hand must be provided).
<input checked="" type="checkbox"/>	Itemised project cost for components and identified on the relevant quote for each (including cost escalation).
<input checked="" type="checkbox"/>	A lighting plan must be supplied showing lux, configuration and sufficient power supply

Your application will be considered not eligible if:

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. **There is no onus on Department staff to pursue missing documentation.**
- Applicants/projects that have received a CSRFF or CNLP grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made in April and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CNLP support.

DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CNLP grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

You MUST contact your local DLGSC office to determine eligibility before applying.

Category		Details
Geographical location	<input checked="" type="checkbox"/> Regional/remote location <input type="checkbox"/> Growth local government	
Co-location	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
Sustainability initiative	<input type="checkbox"/> Water saving <input checked="" type="checkbox"/> Energy reduction <input type="checkbox"/> Other	
Increased participation	<input checked="" type="checkbox"/> New participants <input checked="" type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	

PROJECT BUDGET

ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component. *PLEASE ITEMISE BY COMPONENT (e.g. floodlighting, power upgrade, additional lights to make it 100 lux) rather than materials (electrician, poles, lights, finishings).*

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
Provision and installation of lights and driver boxes	97,817	107598.70	Vizona
Book a court lights connection facilitator	11261.50	12387.65	CSS
Donated materials (Please provide cost breakdown)	5856.48	6442.13	Poles and fittings donated by ETC member – Quote attached
Volunteer labour (Please provide cost breakdown)	1125	1237.50	Esperance Tennis Club members @ \$25/hr replacing footings
Sub Total	116059.98	127665.98	
Cost escalation	17,408.997	19149.90	<i>15% contingency allowance has been selected to make a reasonable allowance for potential delays, contractor price escalation at time of award and other project uncertainty.</i>
a) Total project expenditure	133,468.977	146815.877	

- At least **two written quotes or a QS estimate** are required for each component.
- Please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.

PROJECT FUNDING

Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	44,489.66	48,938.62	LGA cash and in-kind	N	
Applicant cash			Organisation's cash		
Volunteer labour	1125	1237.50	Cannot exceed applicant cash and LGA contribution – max \$50,000	Y	Verbal confirmation
Donated materials	5856.48	6442.13	Cannot exceed applicant cash and LGA contribution	Y	G&S quote - Poles and fittings donated by club members
Other State Government funding					
Federal Government funding					
Other funding – to be listed Rotary	22,500	25,000	Loans, sponsorship etc	N	RCEB Funding Letter
CNLP request	66,734.49	73407.94	Up to ½ project cost but capped at \$200,000	N	
b) Total project funding	133,468.99	146815.88	<i>This should equal project expenditure as listed on the previous page</i>		

REQUIRED: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?

More funds (up to \$10,000) could be sourced from the club savings if necessary (see the attached recent bank statement).
Other sponsorship and grant options have been applied for and other grant options will be sought.
We are waiting on a response from CBH Grass Roots for \$10,000. If these are unsuccessful or if CNLP request is not fully funded we will apply to the Esperance Ag Fund and to Southern Ports both due in April.
The Book-a-Court remote lighting facility (CSS quote) could also be excluded from this project if not enough funding can be sourced.

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project endorsement/approval.

Name of Local Government Authority:
Name of Applicant:

Note: The applicant's name cannot be changed once the application is lodged at DLGSC.

Section A

The CNLP principles have been considered and the following assessment is provided:
(Please include below your assessment of how the applicant has addressed the following criteria)

All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section B

Priority ranking of applications received	of applications received
Is this project consistent with the	<input type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what approvals are still outstanding?	

Project Rating (Please tick the most appropriate box to describe the project)

- | | | |
|---|--|--------------------------|
| A | Well planned and needed by municipality | <input type="checkbox"/> |
| B | Well planned and needed by applicant | <input type="checkbox"/> |
| C | Needed by municipality, more planning required | <input type="checkbox"/> |
| D | Needed by applicant, more planning required | <input type="checkbox"/> |
| E | Idea has merit, more planning work needed | <input type="checkbox"/> |
| F | Not recommended | <input type="checkbox"/> |

Please complete the following questions. This assessment is an important part of the CNLP process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.

<p>1. Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?</p>
<p>2. A) <i>If a community group application:</i> Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?</p> <p>B) <i>If a council application:</i> Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?</p>
<p>3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.</p>

Signed

Position

Date

Applications for CNLP funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **4pm on 28 March 2024**. Late applications cannot be accepted in any circumstances.

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Item: 12.3.3

Policy Review - Dealing with Difficult People

Author/s	Sarah Walsh	Coordinator Governance & Corporate Support
Authorisor/s	Felicity Baxter	Director Corporate & Community Services

File Ref: D24/6262

Applicant

Internal

Location/Address

N/A

Executive Summary

For Council to review the Dealing with Difficult People policy.

Recommendation in Brief

That Council adopt the review of the Dealing with Difficult People policy 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 Corporate & Community Services policies were reviewed in December 2023 however, Council requested a workshop to further discuss the Dealing with Difficult People policy.

Officer's Comment

Following a workshop with Council the Dealing with Difficult People policy has been amended as follows;

- change the responsible officer
- remove policy number references in threshold section
- include a paragraph within the General Management of Policy section to ensure that Council is made aware of circumstances which may present a risk of reputational damage or other detriment to the Shire.

Consultation

Council

Director Corporate & Community Services

Financial Implications

Nil

Asset Management Implications

Nil

Statutory Implications

Local Government Act 1995 s.2.7(2)(b) 'Determine the Local Government's policies'

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Performance - Outcome 15. Operational excellence and financial sustainability

Objective 15.1. Provide responsible, agile and innovative planning and resource management.

Environmental Considerations

Nil

Attachments

A¹. Reviewed Dealing with Difficult People Policy

Officer's Recommendation

That Council adopt the Dealing with Difficult People policy inclusive of amendments, inclusions and deletions as reviewed.

Voting Requirement

Simple Majority



POL 0023: Dealing with Difficult People

COUNCIL POLICY

Purpose

Customer satisfaction is one of the Shire's values however, at times, a customer's demands or expectations may exceed the Shire's ability to deliver. This policy explains how the Shire will deal with customers who -

1. Cannot be satisfied;
2. Make unreasonable demands;
3. Constantly raise the same issue with different staff; and/or
4. Are rude, abusive, inappropriate or aggressive/intimidating.

The intent is to ensure Shire services are available to all and that resources are being used efficiently and effectively when interacting with ratepayers, residents and community members.

Scope

This policy is a guideline for all Shire employees.

Definitions

N/A

Practice

Service Commitment

Councillors and staff will -

1. Treat each person as a valued customer;
2. Provide a safe, accessible and inclusive environment for all members of the community;
3. Provide customers with as much relevant information as possible, ensuring it is accurate and timely;
4. Acknowledge and apologise for mistakes that have been made or excessive time that has been taken in responding to a customer enquiry;
5. Always express appropriate concern and empathy for a customer's problem or situation;
6. Understand and empathise with the customer's position and try to see the situation from their perspective;
7. Explain the rationale of any Council Policy, Protocol or Procedure that guides the actions the Shire must adhere to; and,
8. Where possible, identify and offer alternative options/solutions.

Policy Threshold Considerations

Prior to enacting this Policy, Councillors and staff must ensure they have complied with the provisions of the Council Policies listed below -

1. *Code of Conduct*;
2. *Customer Service Charter* – Organisation minimum expectations in relation to customer service;
3. *Complaints Handling Policy* outlining the actions to be followed when a complaint is received; and,
4. *Records Management Policy* – all interactions being recorded.

Other items that must be considered prior to provisions of this Policy being implemented are as follows -

1. Has the complaints policy been correctly implemented and no material element of the complaint overlooked or inadequately addressed?
2. Has the behaviour of the person become so habitual, obsessive or intimidating that it constitutes an unreasonable demand on Shire resources?
3. Have staff and/or members of the public been made to feel threatened or uncomfortable by behaviours exhibited requiring an immediate response?

Where a Shire staff member feels threatened or intimidated, the staff member must remove themselves from the situation in the safest way possible and immediately report their experience to their Supervisor.

It is not appropriate to limit access to services purely due to a complaint being made about Council, Shire staff or Shire services. An investigation is required to determine the veracity of the complaint and any subsequent actions.

Internal Review or appeal procedures must be exhausted before service or access restrictions are placed on the person/s (for an ongoing occurrence). The potential cessation or restriction of a service must be recorded and a full report provided to the CEO for approval.

Difficult People Categories

1. A person who cannot be satisfied

Despite the best efforts of Council and/or Shire staff, some members of the public may not be satisfied with the action taken or the service provided by the Shire in the resolution of a complaint or service request.

If, in the opinion of the Chief Executive Officer, a member of the public cannot be satisfied where all appropriate avenues of internal review or appeal have been exhausted and the person continues to write, telephone and/or visit the Shire, the following actions may be taken.

The Chief Executive Officer will notify the person in writing advising that if the person continues to contact the Shire regarding the matter, the Shire may -

- a. Not accept any further calls from the person;
- b. Not grant any further interviews;
- c. Require all further communication to be put in writing; and
- d. Continue to receive, read and file correspondence but only acknowledge or otherwise respond to it, if -

- i. The person provides significant new information relating to their complaint or concern; or
 - ii. The person raises new issues which, in the Chief Executive Officer's opinion, warrant fresh action.
- 2. A person who makes unreasonable demands

Demands or levels of contact are deemed to be unreasonable when the matter begins to impact excessively on the work of Staff and Councillors or the time dealing with the issue impacts on service levels available to other customers. This can be due to -

- a. The quantity of information the customer is requesting;
- b. The nature and scale of service the customer is seeking; or
- c. The number of approaches the customer makes.

If a customer is seen to be making unreasonable demands, the following actions may be taken.

The Chief Executive Officer will notify the person in writing advising them of the Shire's concerns, and ask that they limit and focus their requests. If the customer continues to place unreasonable demands on the organisation, the Shire may -

- a. Not respond to any future correspondence and only take action where, in the opinion of the Chief Executive Officer, the correspondence raises specific, substantial and serious issues; or
 - b. Only respond to a certain number of requests in a given period.
- 3. A person who constantly raises the same issue with different staff

A person who is dissatisfied with the action taken or service provided and continues to raise the same issue with different staff.

If, in the opinion of the Chief Executive Officer, a person is continually raising the same issue with different staff, the following actions may be taken.

The Chief Executive Officer will notify the person in writing that -

- a. Only a nominated person will discuss their concerns in the future;
 - b. An appointment must be made with the nominated person if they wish to discuss their matter; and
 - c. All future contact with the Shire must be in writing.
- 4. A person who is rude, inappropriate, intimidating, angry, threatening or harassing

For a range of reasons, a person may display inappropriate, rude, angry, harassing or intimidating behaviour whilst using Shire facilities, attending a Shire activity, or during other interactions with Councillors, Shire staff, customers and/ or clients.

Shire staff can take the following actions when subjected to a person who displays the above behaviour during the course of their duties -

- a. Ask the person to stop their current behaviour and warn the person that if the behaviour continues the conversation, interview or access to the facility/activity will be terminated;

- b. Cease the conversation or interview if the rude, angry or harassing behaviour continues after a warning has been given;
- c. Where this behaviour continues to occur at a Shire facility/activity, the person will be asked to leave; and
- d. Call the Police, should the situation require.

Where a conversation or interaction is terminated, or a person is asked to leave a facility, in accordance with this Policy, the staff member must notify the relevant Director/Manager as soon as practicable with a report on the matter. It is the responsibility of the relevant Director/Manager to notify the Chief Executive Officer of any reported incident.

Where a person or persons have been asked to leave a Shire facility or activity, the Chief Executive Officer may notify the person in writing, advising them of Council's concerns and that they could be banned from Shire facilities and future functions if the behaviour continues to occur.

If, in the opinion of the Chief Executive Officer, correspondence received by the Shire contains personal abuse, inflammatory comments or material clearly intended to intimidate, this correspondence will be returned to the sender and not otherwise acted upon.

General Management of Policy

If the Chief Executive Officer determines that service or access restrictions are necessary in line with this policy, the customer must be notified accordingly and given an opportunity to make representations about the proposed course of action to the Chief Executive Officer and, if applicable, the Director of the appropriate Directorate.

The Chief Executive Officer must advise the Council as soon as practicable of the relevant circumstances and action taken if a decision is made to withdraw service or limit/refuse access in accordance with this policy.

In circumstances related to 'difficult people' which have not reached a point of service being withdrawn, which may present a risk of reputational damage or other detriment being suffered by the Shire, the Chief Executive Officer will inform Council.

The duration of any service or access restrictions will be at the discretion of the Chief Executive Officer.

.....End.....

Document Information

Responsible Position	Director Corporate & Community Services
Risk Rating	Medium

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Jan 2020	1	D19/9389	New policy	O0120-013	Jan 2022
Feb 2022	2	D19/9389[v2]	Update responsible officer. Minor changes to grammar throughout.	O0222-033	Feb 2024

DRAFT

Item: 12.3.4

Proposed Extractive Industries Local Law 2024

Author/s	Sarah Walsh Richard Hindley	Coordinator Governance & Corporate Support Manager Development Services
Authorisor/s	Roy Greive	Director External Services

File Ref: D24/6290

Applicant

Internal

Location/Address

N/A

Executive Summary

For Council to commence the review process for the Extractive Industries Local Law 2024.

Recommendation in Brief

That Council request the CEO to;

1. Give Local Public Notice of the proposed Shire of Esperance Extractive Industries Local Law 2024 in accordance with s.3.12(3) of the *Local Government Act 1995*;
2. Forward a copy of the proposed local law and public notices to the Minister for Local Government; and
3. Prepare a further report at the conclusion of the public submission period to enable Council to consider submissions.

Background

Local Laws are enforceable rules made by local governments to apply within their district. They help to establish and maintain the quality of life in line with the expectations of the local community and provide a standard under which businesses, residents and ratepayers must conduct their activities.

Local Laws support higher legislation (Acts of Parliament) to control and manage the more basic matters that affect the community. They can be helpful in the resolution of disputes, as well as achieving effective government.

Section 3.12 of the *Local Government Act 1995* determines the process which all local governments must take when creating new local laws.

The Extractive Industries Local Law 2001 was last reviewed in 2014, with no changes being recommended and therefore it is now due to be reviewed in accordance with the statutory review period of 8 years.

Officer's Comment

The purpose of the Extractive Industries Local Law is to:

- Prohibit the carrying on of an extractive industry unless by authority of a licence issued by the local government;
- Regulate the carrying on of the extractive industry in order to minimize damage to the environment, roads and other peoples' health and property; and
- Provide for the restoration and reinstatement of any excavation site.

The effect of the Extractive Industries Local Law is to ensure any person wanting to carry on an extractive industry is licenced and complies with the provisions of the local law.

Officers have undertaken a review of the Extractive Industries Local Law 2001 and determined that some minor changes are required, including the addition of definitions for 'land', 'occupier' and 'owner', updating the format to the current local law template, and significant changes to Schedule 1 to include additional prescribed offences.

As various changes are recommended, it is proposed that a new local law, the Shire of Esperance Extractive Industries Local Law 2024, be adopted which will repeal the current local law.

Consultation

Manager Development Services

Financial Implications

The financial implications arising from this report will be restricted to advertising costs and resource time during the review process.

Asset Management Implications

Nil

Statutory Implications

Local Government Act 1995 (s3.12 and s3.16)

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Performance - Outcome 15. Operational excellence and financial sustainability

Objective 15.1. Provide responsible, agile and innovative planning and resource management.

Environmental Considerations

Nil

Attachments

A¹. Draft Extractive Industries Local Law 2024

Officer's Recommendation

That Council request the CEO to;

1. Give Local Public Notice of the proposed Shire of Esperance Extractive Industries Local Law 2024 in accordance with s.3.12(3) of the *Local Government Act 1995*;
2. Forward a copy of the proposed local law and public notices to the Minister for Local Government; and
3. Prepare a further report at the conclusion of the public submission period to enable Council to consider submissions.

Voting Requirement

Absolute Majority



Shire of Esperance

EXTRACTIVE INDUSTRIES LOCAL LAW 2024

Local Government Act 1995

Shire of Esperance
Extractive Industries Local Law 2024

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Local Government Act 1995

Shire of Esperance

Extractive Industries Local Law 2024

Under the powers conferred on it by the *Local Government Act 1995* and under all other enabling powers, the Council of the Shire of Esperance resolved on [date] to make the following local law.

PART 1 PRELIMINARY

1.1 Short title

This local law may be cited as the Shire of Esperance *Extractive Industries Local Law 2024*.

1.2 Commencement

This local law comes into operation 14 days after the day on which it is published in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

- (1) The provisions of this local law –
 - (a) subject to paragraphs (b), (c), (d) and (e);
 - (i) apply and have force and effect throughout the whole of the district; and
 - (ii) apply to every excavation whether commenced prior to or following the coming into operation of this local law;
 - (b) do not apply to the extraction of minerals under the *Mining Act 1978*;
 - (c) do not apply to the carrying on of an extractive industry on Crown land;
 - (d) do not apply to the carrying on of an extractive industry on land by the owner or occupier of that land for use on that land; and
 - (e) do not affect the validity of any licence issued under the local law repealed by clause 1.3 of this local law if that licence is currently in force at the date of gazettal of this local law.
- (2) In subclause (1)(d) land includes adjoining lots or locations in the same occupation or ownership of the owner or occupier referred to in subclause (1)(d).

1.4 Repeal

The Shire of Esperance *Extractive Industries Local Law 2001* published in the *Government Gazette* on 11 December 2001 is repealed.

1.5 Definitions

In this local law—

Act means the *Local Government Act 1995*;

carry on an extractive industry means quarrying and excavating for stone, gravel, sand and other material;

CEO means the Chief Executive Officer of the local government;

district means the district of the local government;

excavation includes quarry;

land, unless the context otherwise requires, means the land on which the applicant proposes carrying on the extractive industry to which the licence application relates;

licence means a licence issued under this local law;

licensee means the person named in the licence as the licensee;

local government means the Shire of Esperance;

occupier has the meaning given to it in the Act;

owner has the meaning given to it in the Act;

person does not include the local government;

secured sum means the sum required to be paid or the amount of a bond, guarantee or other security under clause 5.1;

site means the land specified by the local government in a licence.

PART 2 LICENSING REQUIREMENTS FOR AN EXTRACTIVE INDUSTRY

2.1 Extractive Industries Prohibited Without Licence

A person must not carry on an extractive industry –

- (a) unless the person is the holder of a valid and current licence; and
- (b) otherwise than in accordance with any terms and conditions set out in, or applying in respect of, the licence.

Penalty \$5 000 and a daily penalty not exceeding a fine of \$500 in respect of each day or part of a day during which an offence has continued.

2.2 Applicant to Advertise Proposal

- (1) Unless the local government first approves otherwise, a person seeking the issue of a licence must, before applying to the local government for a licence –
 - (a) forward by registered mail a notice in the form determined by the local government from time to time to –
 - (i) the owners and occupiers of all land adjoining the land upon which it is proposed to excavate, or within an area determined by the local government as likely to be affected by the granting of a licence, advising of the application and specifying that they may, within twenty-one days from the date of service of the letter, object to or make representations in writing in respect of the issue of a licence by the local government.
 - (ii) every authority or person having control or jurisdiction over any of the things referred to in clause 2.3(1)(a)(vii) and (viii) within 500 metres from the boundaries of the land, or within an area determined by the local government as likely to be affected by the granting of a licence; and
 - (b) as soon as practicable after complying with the requirements of paragraph (a) –
 - (i) forward a copy of the notice to the CEO; and
 - (ii) publish the notice in a newspaper circulating in the area in which the proposed excavation is located.
- (2) The local government may, within 14 days after receiving a copy of a notice referred to in sub-clause (1), cause to be displayed, or require the proposed applicant to display, in a prominent position on the land one or more notices –
 - (a) in the form determined by the local government from time to time;
 - (b) the content, size and construction of which have been approved by the CEO;
 - (c) specifying particulars of the proposed excavation; and
 - (d) inviting objections or comments within 21 days from the placement of the notice.

2.3 Application for Licence

- (1) Subject to subclause (3), a person seeking the issue of a licence in respect of any land must apply in the form determined by the local government from time to time and must forward the application duly completed and signed by both the applicant and the owner of the land to the CEO together with –
 - (a) 3 copies of a plan of the excavation site to a scale of between 1:500 and 1:2000 showing–
 - (i) the existing and proposed land contours based on the Australian Height Datum and plotted at 1 metre contour intervals;
 - (ii) the land on which the excavation site is to be located;
 - (iii) the external surface dimensions of the land;
 - (iv) the location and depth of the existing and proposed excavation of the land;
 - (v) the location of existing and proposed thoroughfares or other means of vehicle access to and egress from the land and to public thoroughfares in the vicinity of the land;
 - (vi) the location of buildings, treatment plant, tanks and other improvements and developments existing on, approved for or proposed in respect of the land;
 - (vii) the location of existing power lines, telephone cables and any associated poles or pylons, sewers, pipelines, reserves, bridges, railway lines and registered grants of easement or other encumbrances over, on, under or adjacent to or in the vicinity of the land;
 - (viii) the location of all existing dams, watercourses, drains or sumps on or adjacent to the land;
 - (ix) the location and description of existing and proposed fences, gates and warning signs around the land; and
 - (x) the location of the areas proposed to be used for stockpiling excavated material, treated material, overburden and soil storage on the land and elsewhere;
 - (b) 3 copies of a works and excavation programme containing –

- (i) the nature and estimated duration of the proposed excavation for which the licence is applied;
 - (ii) the stages and the timing of the stages in which it is proposed to carry out the excavation;
 - (iii) details of the methods to be employed in the proposed excavation and a description of any on-site processing works;
 - (iv) details of the depth and extent of the existing and proposed excavation of the site;
 - (v) an estimate of the depth of and description of the nature and quantity of the overburden to be removed;
 - (vi) a description of the methods by which existing vegetation is to be cleared and topsoil and overburden removed or stockpiled;
 - (vii) a description of the means of access to the excavation site and the types of thoroughfares to be constructed;
 - (viii) details of the proposed number and size of trucks entering and leaving the site each day and the route or routes to be taken by those vehicles;
 - (ix) a description of any proposed buildings, water supply, treatment plant, tanks and other improvements;
 - (x) details of drainage conditions applicable to the land and methods by which the excavation site is to be kept drained;
 - (xi) a description of the measures to be taken to minimise sand drift, dust nuisance, erosion, watercourse siltation and dangers to the general public;
 - (xii) a description of the measures to be taken to comply with the *Environmental Protection (Noise) Regulations 1997*;
 - (xiii) a description of the existing site environment and a report on the anticipated effect that the proposed excavation will have on the environment in the vicinity of the land;
 - (xiv) details of the nature of existing vegetation, shrubs and trees and a description of measures to be taken to minimise the destruction of existing vegetation; and
 - (xv) a description of the measures to be taken in screening the excavation site, or otherwise minimising adverse visual impacts, from nearby thoroughfares or other areas;
- (c) 3 copies of a rehabilitation and decommissioning programme indicating –

- (i) the objectives of the programme, having due regard to the nature of the surrounding area and the proposed end-use of the excavation site;
 - (ii) whether restoration and reinstatement of the excavation site is to be undertaken progressively or upon completion of excavation operations;
 - (iii) how any face is to be made safe and batters sloped;
 - (iv) the method by which topsoil is to be replaced and revegetated;
 - (v) the numbers and types of trees and shrubs to be planted and other landscaping features to be developed;
 - (vi) how rehabilitated areas are to be maintained; and
 - (vii) the programme for the removal of buildings, plant, waste and final site clean up;
 - (d) evidence that a datum peg has been established on the land related to a point approved by the local government on the surface of a constructed public thoroughfare or such other land in the vicinity;
 - (e) a certificate from a licensed surveyor certifying the correctness of –
 - (i) the plan referred to in paragraph (a); and
 - (ii) the datum peg and related point referred to in paragraph (d);
 - (f) evidence that the requirements of clause 2.2(1) and (2) have been carried out;
 - (g) copies of all land use planning approvals required under any planning legislation;
 - (h) copies of any environmental approval required under any environmental legislation;
 - (i) copies of any geotechnical information relating to the excavation site;
 - (j) the consent in writing to the application from the owner of the excavation site;
 - (k) evidence that a notice of clearing has been given to the Commissioner of Soil and Land Conservation if that is required under regulation 4 of the *Soil and Land Conservation Regulations 1992*;
 - (l) any other information that the local government may reasonably require; and
 - (m) the licence application fee specified by the local government from time to time.
- (2) All survey data supplied by an applicant for the purpose of sub clause (1) must comply with Australian Height Datum and Australian Map Grid standards.

- (3) Where in relation to a proposed excavation –
 - (a) The surface area is not to exceed 2000m²; and
 - (b) The extracted material is not to exceed 2000m³;

the local government may exempt a person making application for a licence under subclause (1) from supplying any of the data specified in paragraphs (b), (d), (e) and (i) of subclause (1).

PART 3 DETERMINATION OF APPLICATION

3.1 Determination of Application

- (1) The local government may refuse to consider an application for a licence that does not comply with the requirements of clause 2.3, and in any event must refuse an application for a licence where planning approval for an extractive industry use of the land has not first been obtained.
- (2) The local government may, in respect of an application for a licence –
 - (a) refuse the application; or
 - (b) approve the application –
 - (i) over the whole or part of the land in respect of which the application is made; and
 - (ii) on such terms and conditions, if any, as it sees fit.
- (3) Where the local government approves an application for a licence, it must –
 - (a) determine the licence period, not exceeding 21 years from the date of issue; and
 - (b) approve the issue of a licence in the form determined by the local government from time to time.
- (4) Where the local government approves the issue of a licence, the CEO upon receipt by the local government of –
 - (a) payment of the annual licence fee, or the relevant proportion of the annual licence fee to 31st December next, determined by the local government from time to time;
 - (b) payment of the secured sum if any, imposed under clause 5.1;
 - (c) the documents, if any, executed to the satisfaction of the CEO, under clause 5.1; and
 - (d) a copy of the public liability insurance policy required under clause 7.1(1) must issue the licence to the applicant.
- (5) Without limiting subclause (2), the local government may impose conditions in respect of the following matters –

- (a) the orientation of the excavation to reduce visibility from other land;
- (b) the appropriate siting of access thoroughfares, buildings and plant;
- (c) the stockpiling of material;
- (d) the hours during which any excavation work may be carried out;
- (e) the hours during which any processing plant associated with, or located on, the site may be operated;
- (f) requiring all crushing and treatment plant to be enclosed within suitable buildings to minimise the emission of noise, dust, vapour and general nuisance to the satisfaction of the local government;
- (g) the depths below which a person must not excavate;
- (h) distances from adjoining land or thoroughfares within which a person must not excavate;
- (i) the safety of persons employed at or visiting the excavation site;
- (j) the control of dust and wind-blown material;
- (k) the planting, care and maintenance of trees, shrubs and other landscaping features during the time in which the extractive industry is carried out in order to effectively screen the area to be excavated and to provide for progressive rehabilitation;
- (l) the prevention of the spread of dieback or other disease;
- (m) the drainage of the excavation site and the disposal of water;
- (n) the restoration and reinstatement of the excavation site, the staging of such works, and the minimising of the destruction of vegetation;
- (o) the provision of retaining walls to prevent subsidence of any portion of the excavation or of land abutting the excavation;
- (p) requiring the licensee to furnish to the local government a surveyor's certificate each year, prior to the renewal fee being payable, to certify the quantity of material extracted and that material has not been excavated below the final contour levels outlined within the approved excavation programme;
- (q) requiring the licensee to enter into an agreement with the local government by which it agrees to pay any extraordinary expenses incurred by the local government in repairing damage caused to thoroughfares in the district by heavy or extraordinary traffic conducted by or on behalf of the licensee under the licence;
- (r) requiring the licensee to enter into an agreement with the local government in respect of any condition or conditions imposed under this local law; and
- (s) any other matter for properly regulating the carrying on of an extractive industry.

3.2 Payment of Annual Licence Fee

On or before 31 December in each year, a licensee must pay to the local government the annual licence fee determined by the local government from time to time.

PART 4 TRANSFER, CANCELLATION AND RENEWAL OF LICENCE

4.1 Transfer of Licence

- (1) An application for the transfer of a licence must –
 - (a) be made in writing;
 - (b) be signed by the licensee and the proposed transferee of the licence;
 - (c) be accompanied by the current licence;
 - (d) be accompanied by the consent in writing to the transfer from the owner of the excavation site;
 - (e) include any information that the local government may reasonably require; and
 - (f) be forwarded to the CEO together with the fee determined by the local government from time to time.
- (2) Upon receipt of any application for the transfer of a licence, the local government may–
 - (a) refuse the application; or
 - (b) approve the application on such terms and conditions, if any, as it sees fit.
- (3) Where the local government approves an application for the transfer of a licence, the local government must transfer the licence by an endorsement on the licence in the form determined by the local government from time to time, signed by the CEO.
- (4) Where the local government approves the transfer of a licence it must not be required to refund any part of the fees paid by the former licensee in respect of the transferred licence.

4.2 Cancellation of Licence

- (1) The local government may cancel a licence where the licensee has –
 - (a) been convicted of an offence against –
 - (i) this local law; or
 - (ii) any other law relating to carrying on an extractive industry; or
 - (b) transferred or assigned or attempted to transfer or assign the licence without the consent of the local government;

- (c) permitted another person to carry on an extractive industry otherwise than in accordance with the terms and conditions of the licence and of the provisions of this local law;
 - (d) failed to pay the annual licence fee under clause 3.2; or
 - (e) failed to have a current public liability insurance policy under clause 7.1(1) or failed to provide a copy of the policy or evidence of its renewal as the case may be, under clause 7.1(2).
- (2) Where the local government cancels a licence under this clause –
 - (a) the local government must advise the licensee in writing of the cancellation;
 - (b) the cancellation takes effect on and from the day on which the licensee is served with the cancellation advice; and
 - (c) the local government must not be required to refund any part of the fees paid by the licensee in respect of the cancelled licence.

4.3 Renewal of Licence

- (1) A licensee who wishes to renew a licence must apply in writing to the local government at least 45 days before the date of expiry of the licence and must submit with the application for renewal –
 - (a) the fee determined by the local government from time to time;
 - (b) a copy of the current licence;
 - (c) a plan showing the contours of the excavation carried out to the date of that application;
 - (d) details of the works, excavation and rehabilitation stages reached and of any changes or proposed changes with respect to any of the things referred to in clauses 2.3(1) (b) and (c); and
 - (e) any other things referred to in clauses 2.3 and 3.1.
- (2) The local government may waive any of the requirements specified in clause 4.3 (1) (d) or (e).
- (3) If –
 - (a) an application to renew a licence is in relation to land in respect of which the current licence was issued less than 12 months prior to the date from which the new licence if granted would apply; and
 - (b) the methods to be employed in the proposed land excavation are identical to those being employed at the date of the application,

then the applicant must not be obliged, unless otherwise required by the local government to submit details of any of the things referred to in clauses 2.3 and 3.1.

- (4) Upon receipt of an application for the renewal of a licence, the local government may –
 - (a) refuse the application; or
 - (b) approve the application on such terms and conditions, if any, as it sees fit.

PART 5 SECURED SUM AND APPLICATION THEREOF

5.1 Security for Restoration and Reinstatement

- (1) For the purpose of ensuring that an excavation site is properly restored or reinstated, the local government may require that –
 - (a) as a condition of a licence; or
 - (b) before the issue of a licence,the licensee must give to the local government a bond, bank guarantee or other security, of a kind and in a form acceptable to the local government, in or for a sum determined by the local government from time to time.
- (2) A bond required under subclause (1) is to be paid into a fund established by the local government for the purposes of this clause.

5.2 Use by The Local Government of Secured Sum

- (1) If a licensee fails to carry out or complete the restoration and reinstatement works required by the licence conditions either –
 - (a) within the time specified in those conditions; or
 - (b) where no such time has been specified, within 60 days of the completion of the excavation or portion of the excavation specified in the licence conditions, then; subject to the local government giving the licensee 14 days' notice of its intention to do so –
 - (c) the local government may carry out or cause to be carried out the required restoration and reinstatement work or so much of that work as remains undone; and
 - (d) the licensee must pay to the local government on demand all costs incurred by the local government or which the local government may be required to pay under this clause.
- (2) The local government may apply the proceeds of any bond, bank guarantee or other security provided by the licensee under clause 5.1 towards its costs under this clause.
- (3) The liability of a licensee to pay the local government's costs under this clause is not limited to the amount, if any, secured under clause 5.1.

PART 6 LIMITATIONS, OBLIGATIONS OF THE LICENSEE AND PROHIBITIONS

6.1 Limits on Excavation Near Boundary

Subject to any licence conditions imposed by the local government, a person must not, without the written approval of the local government, excavate within –

- (a) 20 metres of the boundary of any land on which the excavation site is located;
- (b) 20 metres of any land affected by a registered grant of easement;
- (c) 40 metres of any thoroughfare; or
- (d) 40 metres of any watercourse.

Penalty \$2 000

6.2 Obligations of The Licensee

A licensee must –

- (a) where the local government so requires, securely fence the excavation to a standard determined by the local government and keep the gateways locked when not actually in use in order to prevent unauthorised entry;
- (b) erect and maintain warning signs along each of the boundaries of the area excavated under the licence so that each sign –
 - (i) is not more than 200 metres apart;
 - (ii) is not less than 1.8 metres high and not less than 1 metre wide; and
 - (iii) bears the words “DANGER EXCAVATIONS KEEP OUT”;
- (c) except where the local government approves otherwise, drain and keep drained to the local government’s satisfaction any excavation to which the licence applies so as to prevent the accumulation of water;
- (d) restore and reinstate the excavation site in accordance with the terms and conditions of the licence, the site plans and the works and excavation programme approved by the local government;
- (e) take all reasonable steps to prevent the emission of dust, noise, vibration and other forms of nuisance from the excavation site; and
- (f) otherwise comply with the conditions imposed by the local government in accordance with clause 3.1.

Penalty \$5 000 for each offence, and if an offence is of a continuing nature, to a daily penalty not exceeding a fine of \$500 in respect of each day or part of a day during which the offence has continued.

6.3 Prohibitions

A licensee must not –

- (a) remove any trees or shrubs within 40 metres (or such lesser distance as may be allowed, in writing, by the local government) of the boundary of any thoroughfare on land in respect of which a licence has been granted, except for the purpose of constructing access thoroughfares, erecting buildings or installing plant for use in connection with the excavation and then only with the express approval of the local government and subject to any conditions which the local government may impose in accordance with clause 3.1;
- (b) store, or permit to be stored, any explosives or explosive devices on the site to which the licence applies other than with the approval of the local government and the Department of Minerals and Energy; or
- (c) fill or excavate, other than in accordance with the terms and conditions of the licence, the site plans and the works and excavation programme approved by the local government.

Penalty \$5 000 for each offence, and if an offence is of a continuing nature, to a daily penalty not exceeding a fine of \$500 in respect of each day or part of a day during which the offence has continued.

6.4 Blasting

- (1) A person must not carry out or permit to be carried out any blasting in the course of excavating unless –
 - (a) the local government has otherwise given approval in respect of blasting generally or in the case of each blast;
 - (b) subject to sub-clause (2), the blasting takes place only between the hours of 8am and 5pm, or as determined by the local government, on Mondays to Fridays inclusive;
 - (c) the blasting is carried out in strict accordance with the AS2187 SAA Explosives Code, the *Mines Safety and Inspection Act 1994*, the *Environmental Protection Act 1986*, and all relevant local laws of the local government; and
 - (d) in compliance with any other conditions imposed by the local government concerning–

- (i) the time and duration of blasting;
- (ii) the purposes for which the blasting may be used; and
- (iii) such other matters as the local government may reasonably require in the interests of the safety and protection of members of the public and of property within the district.

Penalty \$5 000 for each offence, and if the offence is of a continuing nature, to a daily penalty not exceeding a fine of \$500 in respect of each day or part of a day during which the offence has continued.

- (2) A person must not carry out or permit to be carried out any blasting on a Saturday, Sunday or Public Holiday except with the prior approval of the local government.

Penalty \$2 000.

PART 7 MISCELLANEOUS PROVISIONS

7.1 Public Liability

- (1) A licensee must have at all times a current public liability insurance policy taken out in the joint names of the licensee and the local government indemnifying the licensee and the local government for a sum of not less than \$10 000 000 in respect of any one claim relating to any of the excavation operations.
- (2) The licensee must provide to the local government a copy of the policy taken out under sub-clause (1), within 14 days after the issue of that policy and must provide to the local government evidence of renewal within 14 days of each renewal date.

7.2 Mines Safety and Inspection Act and Environmental Protection Act

- (1) In any case where the *Mines Safety and Inspection Act 1994* or the *Environmental Protection Act 1986* applies to any excavation carried on or proposed to be carried on at a site, the licensee in respect of that site must –
 - (a) comply with all applicable provisions of that Act or those Acts; and
 - (b) provide to the local government within 14 days full particulars of any inspection or report made under that Act or those Acts.
- (2) In this clause, the *Mines Safety and Inspection Act 1994* and the *Environmental Protection Act 1986* include all subsidiary legislation made under those Acts.

7.3 Notice of Cessation of Operations

- (1) Where a licensee intends to cease carrying on an extractive industry –

- (a) temporarily for a period in excess of 12 months; or
- (b) permanently,

the licensee must, as well as complying with clause 7.4, give the local government written notice of the cessation not later than 1 week after those operations have ceased.

- (2) Where a licensee has given written notice to the local government of the intention to permanently cease carrying on an extractive industry on the site to which the licence applies the licence is deemed to have expired on the date such cessation is so notified.
- (3) The temporary or permanent cessation of the carrying on of an extractive industry on a site or the deemed expiration or cancellation of a licence does not entitle the licensee to any refund of any licence fee.

7.4 Works to be Carried Out on Cessation of Operations

Where the carrying on of an extractive industry on the site permanently ceases or on the expiration or cancellation of the licence applicable to the site, whichever first occurs, the licensee must, as well as complying with the provisions of clause 7.3 –

- (a) restore and reinstate the excavated site in accordance with the proposals approved by the local government or in such other manner as the local government may subsequently agree in writing with the licensee;
- (b) ensure that any face permitted to remain upon the excavation site is left safe with all loose materials removed and where the excavation site is –
 - (i) sand, the sides are sloped to a batter of not more than 1:3 (vertical:horizontal); and
 - (ii) limestone or material other than sand, the sides are sloped to a batter which, in the opinion of the local government, would enable the site to be left in a stable condition;
- (c) ensure that the agreed floor level of the excavation is graded to an even surface or is otherwise in accordance with the rehabilitation and decommissioning programme approved by the local government;
- (d) ensure that all stockpiles or dumps of stone, sand or other materials are left so that no portion of that material can escape onto land not owned or occupied by the licensee nor into any stream, watercourse or drain that is not wholly situated within the land owned or occupied by the licensee;

- (e) erect retaining walls where necessary to prevent subsidence of land in the vicinity of any excavation;
- (f) remove from the site all buildings, plant and equipment erected, installed or used for or in relation to the carrying on of an extractive industry on the site and fill all holes remaining after such removal to the level of the surrounding ground and compact such filled holes sufficiently to prevent settling; and
- (g) break up, scarify, cover with topsoil and plant with grass, trees and shrubs all parts of the site where buildings, plant and equipment were erected or installed and all areas which were used for stockpiling unless otherwise specified under this local law.

Penalty \$5 000 for each offence, and if the offence is of a continuing nature, to a daily penalty not exceeding a fine of \$500 in respect of each day or part of a day during which the offence has continued.

PART 8 OBJECTIONS & APPEALS

8.1 When the local government makes a decision as to whether it will –

- (a) grant a person a licence under this local law; or
- (b) renew, vary, or cancel a licence that a person has under this local law,

the provisions of Division 1 of Part 9 of the Act and regulations 33 and 34 of the *Local Government (Functions and General) Regulations 1996* must apply to that decision.

PART 9 MODIFIED PENALTIES

9.1 An offence against a clause specified in the Schedule is a prescribed offence for the purposes of section 9.16(1) of the Act.

9.2 The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in the Schedule.

9.3 For the purposes of this local law –

- (a) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*; and
- (b) the form of the notice sent under section 9.20 of the Act withdrawing an infringement notice is that of Form 3 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.

SCHEDULE 1 PRESCRIBED OFFENCES

[cl 9.1]

CLAUSE	DESCRIPTION	MODIFIED PENALTY \$	CLAUSE
2.1(a)	Carry on extractive Industry without licence	500	2.1(a)
2.1(b)	Carry on an extractive industry not in accordance with conditions	500	2.1(b)
6.1(a)	Excavate without approval, within 20 metres of the boundary of any land on which the excavation is located	400	6.1(a)
6.1(b)	Excavate without approval, within 20 metres of any land affected by a registered grant of easement	400	6.1(b)
6.1(c)	Excavate without approval, within 40 metres of any thoroughfare	400	6.1(c)
6.1(d)	Excavate without approval within 50 metres of any watercourse, wetland, swamp or other water reserve	400	6.1(d)
6.1(e)	Excavate without approval, within 2 metres of the estimated maximum groundwater level	400	6.1(e)
6.2(a)	Gateways not kept locked where required	400	6.2(a)
6.2(b)	Warning signs not erected or maintained as required	400	6.2(b)
6.2(c)	Excavation not drained as required	400	6.2(c)
6.2(d)	Failure to drain and keep drained any excavation to which the licence applies so as to prevent the accumulation of water without local government approval	400	6.2(d)
6.2(e)	Failure to take all reasonable steps to prevent the emission of dust, noise, vibration and other forms of nuisance from the excavation site	400	6.2(e)
6.2(f)	Failure to otherwise comply with the conditions imposed by the local government in accordance with clause 3.1.	400	6.2(f)
6.3(a)	Remove trees or shrubs near boundary without approval	400	6.3(a)

6.3(b)	Store without required approval explosives or explosive devices	400	6.3(b)
6.3(c)	Fill or excavate in breach of licence	400	6.3(c)
6.4(1)(a)	Blasting without approval of the local government	500	6.4(1)(a)
6.4(1)(b)	Blasting outside times authorised	500	6.4(1)(b)
6.4(1)(d)	Blasting in breach of conditions imposed by the local government	300	6.4(1)(d)
6.4(2)	Blasting without approval on Saturday, Sunday or public holiday	500	6.4(2)
7.4(a)	Failure to cease excavating and undertake restoration and reinstatement as required	400	7.4(a)
9.1	Other offences not specified	300	9.1

Dated _____ day of _____.

The Common Seal of the Shire of Esperance was hereunto affixed by the authority of a resolution of the Council in the presence of -

Ronald Chambers
SHIRE PRESIDENT

Shane Burge
CHIEF EXECUTIVE OFFICER

Item: 12.3.5

Lease Request - Portion Lot 202 Fisheries Road

Author/s	Sarah Walsh	Coordinator Governance & Corporate Support
Authorisor/s	Felicity Baxter	Director Corporate & Community Services

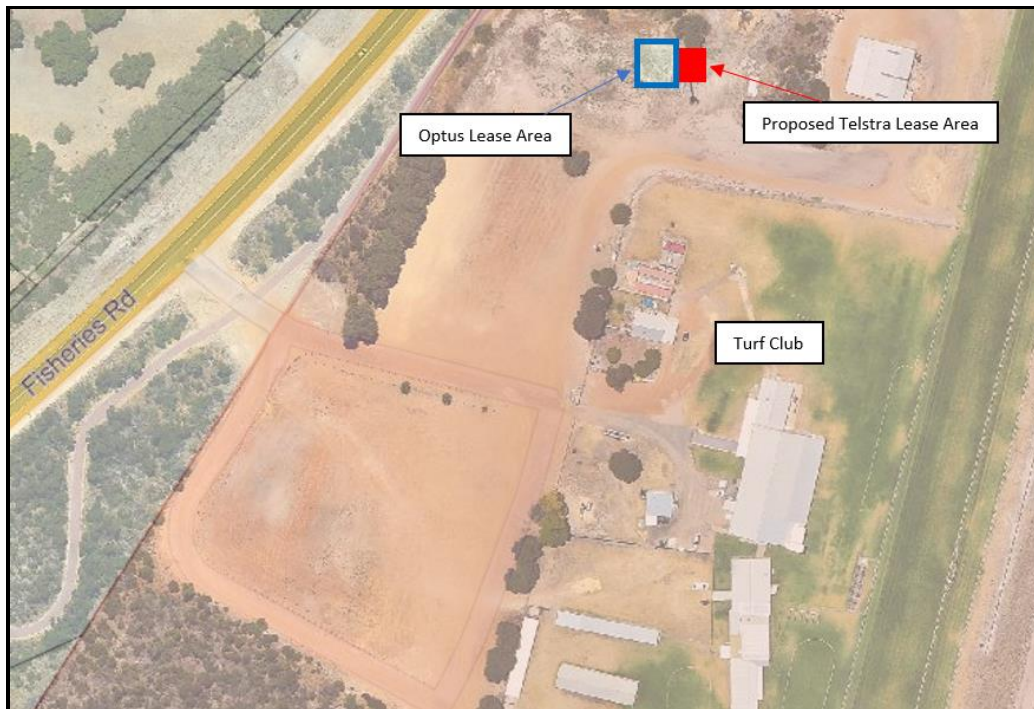
File Ref: D24/6467

Applicant

Telstra Corporation (via Sitelogic)

Location/Address

Portion Lot 202 Fisheries Road, Bandy Creek.



Executive Summary

For Council to consider leasing a portion of Lot 202 Fisheries Road, Bandy Creek, to Telstra Corporation.

Recommendation in Brief

That Council enter into a lease with Telstra Corporation for portion of Lot 202 Fisheries Road, Bandy Creek.

Background

Correspondence has been received from Sitelogic on behalf of Telstra Corporation (Telstra) advising that Telstra are looking to install some antennas on the Optus communication tower located on portion Lot 202 Fisheries Road, Bandy Creek, with a separate ground space to accommodate its equipment shelter, as shown in the diagram provided above. As such, they have requested to enter into a lease for a 30m² area adjacent to the Optus tower for use as their equipment shelter.

Officer's Comment

Discussion with officers has identified no concerns with the base proposal.

The Esperance Bay Turf Club (Turf Club) has been contacted and consent to the lease being approved for this proposal, subject to the rent being \$5,000 per annum with a 3% per annum increase.

Sitelogic has provided a document setting out the proposed lease terms which will be put to Telstra for consideration once Council has agreed to the terms. Most of the terms proposed by Sitelogic are considered to be standard and reasonable, however Council will need to determine whether they are agreeable to the lease including a rent-free period as follows:

Payment of Rent and Rent Fee Commencement Date	<p>Yearly in advance commencing on the Rent Commencement Date, with payments made by EFT deposit directly into your nominated account.</p> <p>Rent Commencement Date means the earlier of:</p> <ol style="list-style-type: none">the date the Lessee substantially commences physical installation of the Lessee's Facility on the Premises;the date the Lessee identifies in a notice to the Lessor of the Lessee's intention to commence physical installation of the Lessee's Facility on the Premises; orthe fifth anniversary of the Commencement Date. <p>If the Rent Commencement Date is not the Commencement Date or an anniversary of the Commencement Date, the first instalment of Rent will be a pro rata of the Rent from the Rent Commencement Date to the next anniversary of the Commencement Date</p>
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Alternative Resolution

That Council;

1. Enter into a lease with Telstra Corporation for portion of Lot 202 Fisheries Road, Bandy Creek, subject to;
 - a) The lease term being 5 years with 3 further term options of 5 years each;
 - b) A lease preparation fee of \$630 inc GST being payable;
 - c) Annual rent of \$5,000 inc GST being payable, subject to annual increases of 3%;
 - d) Rent free period being approved as per Telstra's proposed terms;
 - e) Rent to be paid to the Shire and held in Trust for the Esperance Bay Turf Club; and
 - f) The disposition being advertised in accordance with s.3.58 of the *Local Government Act 1995*.

And

2. Vary the existing lease with Esperance Bay Turf Club to remove the above portion of land from their lease area.

Consultation

Sitelogic (on behalf of Telstra)
Esperance Bay Turf Club (Turf Club)
Chief Executive Officer
Director Corporate & Community Services
Manager Development Services
Manager Parks & Environment
Coordinator Environmental Health
Coordinator Building Services

Financial Implications

Lease preparation fee of \$630 inc GST
Annual Rent \$5,000 inc GST

As per s.3.58(4)(c)(i) of the *Local Government Act 1995*, to determine the market value of the disposition we require a rental valuation to be carried out, not more than 6 months prior to the proposed disposition. In this instance, it is proposed that we utilise s.3.58(4)(c)(ii) of the Act for determining the market value of the disposition. This clause states “as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.”

The Turf Club has requested \$5,000 per annum rent, and following a review of current rent being paid by Optus for the adjacent area this amount is considered to be reasonable for the site.

All rent received for this arrangement will be held in trust on behalf of the Turf Club to access when undertaking capital improvements on site.

Asset Management Implications

Nil – land only lease arrangement, all costs will be Telstra’s responsibility.

Statutory Implications

Local Government Act 1995 – s.3.58 Disposing of property

Policy Implications

Building and Property Agreements

Strategic Implications

Council Plan 2022 – 2032

Prosperity - Outcome 12. A prosperous and diverse economy

Objective 12.1. Attract and retain diverse industries and enterprises to grow the economy and local jobs.

Environmental Considerations

Nil

Attachments

- A¹. Telstra Proposal and Terms
- B¹. Turf Club Confirmation

Officer's Recommendation

That Council;

1. Enter into a lease with Telstra Corporation for portion of Lot 202 Fisheries Road, Bandy Creek, subject to;
 - a) The lease term being 5 years, commencing on 8 May 2024, with 3 further term options of 5 years each;
 - b) A lease preparation fee of \$630 inc GST being payable;
 - c) Annual rent of \$5,000 inc GST being payable upon lease commencement, subject to annual increases of 3%, and Council considers this to be a true indication of the current market rental rate;
 - d) Rent to be paid to the Shire and held in Trust for the Esperance Bay Turf Club; and
 - e) The disposition being advertised in accordance with s.3.58 of the *Local Government Act 1995*.

And

2. Vary the existing lease with Esperance Bay Turf Club to remove the above portion of land from their lease area.

Voting Requirement

Simple Majority



20 February 2024

By email: Sarah.Walsh@esperance.wa.gov.au

Ms Sarah Walsh
Coordinator Governance and Corporate Support
Shire of Esperance
77 Windich Street
Esperance WA 6450

Dear Sarah

Heads of Agreement for proposed Lease from Shire of Esperance to Telstra Limited
Site: WA11888.01 Goldfields Bandy Creek

Further to your of 19 February 2024, we take this opportunity to formally submit the essential commercial terms for your review and approval.

Telstra offers to enter into a lease with the Shire of Esperance under the terms and conditions outlined below:

Lessee	Telstra Limited ACN 086 174 781
Lessor	Full Name: Shire of Esperance ACN/ABN: 60 034 434 085 Address: 77 Windich Street, Esperance WA 6450 Ph: 08 9071 0672 Fax: N/A
Lessor's Solicitors	Name of solicitor: TBC Name of Firm: TBC Address: TBC Ph: TBC Fax: TBC
Land	Volume 2565 Folio 243 described as Lot 202 on Deposited Plan 39677
Type of Facility	Install a new headframe, antennas and associated equipment on the existing Optus pole at 24m with a separate equipment shelter within a fenced compound measuring 6m x 5m on the ground adjoining the Optus compound. (Refer to attached plan)
Premises	An area of approximately 30 square metres being part of the land situated at Lot 202 Bandy Creek Road, Bandy Creek WA 6450
Access to Premises	Telstra will have unrestricted access to the Premises 24 hours a day, 7 days a week during the term of the Lease and any holding over period.
Permitted Use	Installation, inspection, maintenance, construction, excavation, replacement, repair, renewal, alteration, upgrade, cleaning, operation, access to and from and removal of the Facility on the Land in accordance with the Lease including the exercise of any rights as set out in the Telecommunications Act 1997.



Term	20 years.
Option(s)	The options are made up of 5 yearly break periods during the term of the lease.
Commencement Date	8 May 2024
Payment of Rent and Rent Fee Commencement Date	<p>Yearly in advance commencing on the Rent Commencement Date, with payments made by EFT deposit directly into your nominated account.</p> <p>Rent Commencement Date means the earlier of:</p> <ul style="list-style-type: none"> (a) the date the Lessee substantially commences physical installation of the Lessee's Facility on the Premises; (b) the date the Lessee identifies in a notice to the Lessor of the Lessee's intention to commence physical installation of the Lessee's Facility on the Premises; or (c) the fifth anniversary of the Commencement Date. <p>If the Rent Commencement Date is not the Commencement Date or an anniversary of the Commencement Date, the first instalment of Rent will be a pro rata of the Rent from the Rent Commencement Date to the next anniversary of the Commencement Date</p>
Rent	\$5,000 per annum (gross)
Rent	The rent will be increased by 3% per annum on each anniversary of the Commencement Date during the Term.
Legal & Other Costs	<p>Telstra agrees to pay your legal costs for the negotiation and execution of the lease and reasonable disbursements to an amount not exceeding \$1,500.</p> <p>Telstra will also pay stamp duty and, if the land is subject to a mortgage, any reasonable mortgagee consent fee payable in relation to the Lease.</p>
Lease Documentation	<p>Telstra's standard Lease for this type of Facility will apply.</p> <p>Telstra's lawyers will prepare the signing copies of the lease and these will be sent to you for signing.</p>
Mortgage & Mortgagee Details	N/a
GST	Unless otherwise stated, all amounts quoted in this Heads of Agreement are exclusive of GST.
Australian Standards	Telstra will install and operate the Facility in accordance with the relevant Australian Standards and regulations.
Insurance	Telstra self insures for property damage and has a global insurance policy for public liability. The insurance arrangements applicable to this transaction are more fully set out in the Lease.
Easement for Services	If the local power authority requires an easement to be registered on title, the Lessor will do whatever is necessary to procure the registration of an easement on title.
Telstra's Requirements	<p>This offer is subject to:</p> <ul style="list-style-type: none"> • Telstra's final approval;



	<ul style="list-style-type: none">Telstra obtaining approval from any statutory authority or other relevant authority to enter into the Lease and construct its Facility
Planning Authority Approvals	N/a – Low Impact Facility
Consent	The Lessor consents to the rights arising from this Heads of Agreement being secured by caveat and agrees to sign a consent to caveat promptly on Telstra's request.

Please confirm your acceptance of this offer by signing and dating where indicated in this Heads of Agreement and returning it to us by email to victor@sitelogic.net.au

If you have any questions in relation to this Heads of Agreement, please do not hesitate to contact the undersigned.

Yours faithfully
**SITE LOGIC for GENUS
FOR AND ON BEHALF OF TELSTRA**

A handwritten signature in black ink, appearing to read 'Victor Ding', written over the typed name.

VICTOR DING
Property Consultant

The Lessor (or authorised representative) accepts the above terms and conditions.

DATE:

SIGNED by an authorised officer of the Shire of
Esperance:

Signature of party

Signature of witness

Name

			14.03.17	13.06.17	13.05.21														
DATE OF ISSUE																			
DRAWING PACKAGE VERSION			1	2	3														
GENERAL																			
P0684-G1	SITE SPECIFICATIONS		A	B	AB														
P0684-G2	OVERALL SITE PLAN		A	B	AB														
P0684-G3	SITE LAYOUT AND SETOUT PLAN		A	B	AB														
P0684-G4	SITE ELEVATION		A	B	AB														
ANTENNAS & TRANSMISSION																			
P0684-A1	PANEL ANTENNA SYSTEM CONFIGURATION		A	B	AB														
P0684-A2	RF PLUMBING DIAGRAM		A	B	AB														
P0684-T1	SITE TRANSMISSION DETAILS		A	B	AB														
STRUCTURAL																			
P0684-S1	METER BOX H-FRAME DETAILS		A	B	AB														
ELECTRICAL																			
P0684-E1	SITE POWER DETAILS		A	B	AB														
P0684-E2	SINGLE LINE DIAGRAM		A	B	AB														
SHELTER / FITOUT																			
P0684-F1	EQUIPMENT SHELTER LAYOUT PLAN		A	B	AB														
EME EXCLUSION ZONES																			
LEASE / LICENCE																			
16246-01	FEATURE SURVEY		0	0	0														
16246-02	LEASE PLAN		0	0	0														
DISTRIBUTION																			
OPTUS	THINH NGUYEN		1	1	1														
HUAWEI	LEE JOHNSON		1	1	1														

OPTUS

OPTUS SITE - P0684

ESPERANCE NORTH

ESPERANCE BAY TURF CLUB

LOT 202 BANDY CREEK ROAD

BANDY CREEK WA 6450

WA11888.01 Goldfields Bandy Creek

TELSTRA RCP2 Project

RLMs - Rev 1 - 29/11/2023

GENUS

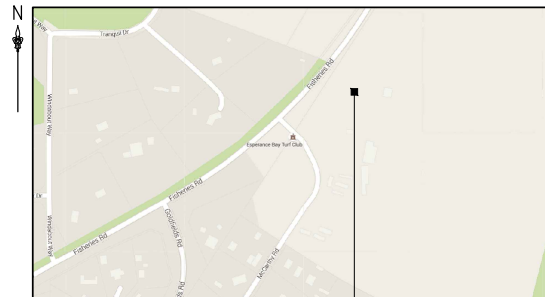
Node Code - GFEP
CANRAD ID - 367191
RFNSA - 6450019

ILT

Drawing No.
P0684 - 00

SITE ADDRESS

ESPERANCE BAY TURF CLUB
LOT 202 BANDY CREEK ROAD
BANDY CREEK WA 6450



COPYRIGHT © GOOGLE MAPS

— OPTUS SITE P0684
(RFNSA No. 6450019)

EXISTING OPTUS MONOPOLE

1. OPTUS 30m HIGH STEEL MONOPOLE
2. MONOPOLE DESIGNED FOR GENERIC LOADING AS PER OSD-110 AND CERTIFIED FOR SPECIFIC LOADING. REFER TO FCC CERTIFICATION J2630-P0684 DATED 16/01/2017.
3. MONOPOLE AND HEADFRAME DETAILS, INCLUDING ANTENNA MOUNTS, FEEDER CABLE SUPPORTS, DESIGNED IN ACCORDANCE WITH THE "OPTUS TOWER SPECIFICATION" (OSD-030).
7. 3-OFF MOUNTS FOR ANTENNAS, 1-OFF MOUNT FOR PARABOLIC ANTENNA AND 3-OFF MOUNTS FOR RRU'S PROVIDED BY THE MONOPOLE SUPPLIER.
8. REFER TO GOLDER ASSOCIATES' GEOTECHNICAL INVESTIGATION REPORT 1521003-026-L-REV0 DATED 21/10/2016 FOR SUBSOIL CONDITIONS.
9. ANTENNA MAINTENANCE ACCESS ARRANGEMENTS VIA LADDER AND 'LAD-SAF' PROVIDED ON MONOPOLE.

OUTDOOR CABINET

1. INTERNATIONAL COMMUNICATIONS SHELTERS (ICS) 2 BAY OUTDOOR THERMO CAB SCT-200-XX SUPPORTED ON CONCRETE SLAB, COLOURED COLORBOND "PAPER BARK".
2. REFER TO OPTUS STD. DRG. STD-HW-251 FOR SLAB DETAILS.
3. REFER TO OPTUS DRG. P0684-F1 FOR LAYOUT DETAILS.

OTC DESIGN CRITERIA			
WIND REGION	DESIGN WIND SPEED	FIRE PROTECTION REQUIREMENT	ELEVATED OTC LEVEL (ABOVE 1:100 FLOOD LEVEL INCL. FREEBOARD)
A1	42m/s	N/A	N/A

TRANSMISSION

THIS SITE LINKED TO THE NETWORK VIA RADIO IN ACCORDANCE WITH DRAWING P0684-T1. FOR RADIO LINKS, WORKS AT THE LINK SITE CARRIED OUT IN ACCORDANCE WITH LINK SITE'S TRANSMISSION DRAWINGS, ISSUED SEPARATELY.

SITE HAZARDS

1. MANUAL HANDLING
2. WORKING AT HEIGHTS
3. SLIP, TRIP AND FALLS
4. ELECTRICAL HAZARDS
5. WEATHER / LIGHTNING
6. SUN EXPOSURE
7. WILDLIFE / INSECTS

WHS SAFETY IN DESIGN RISK ASSESSMENT

ALL HAZARDS ASSOCIATED WITH THE DESIGN OF THE WORKS AS WELL AS ANY EXISTING OR LEGACY DOCUMENTATION "OM38346 - MRD WHS SAFETY IN DESIGN RISK ASSESSMENT MATRIX

CONSTRUCTION SITE ACCESS

FROM ESPERANCE AIRPORT, HEAD SOUTH ALONG NATIONAL ROUTE 1 INTO ESPERANCE PROPER BEFORE TURNING LEFT ONTO FISHERIES ROAD. FOLLOW OUT OF TOWN FOR APPROX 3.3km. SITE LOCATED ON RIGHT HAND SIDE INSIDE EXISTING TURF CLUB

SITE SIGNAGE

SITE SIGNAGE IN ACCORDANCE WITH OSD-170 (GROUND SITE) AND OSD-191

EME EXCLUSION ZONES


REFER TO RADIO COMMUNICATIONS SITE MANAGEMENT BOOK (RCSMB) FOR LATEST EME EXCLUSION ZONES FOR EXISTING ANTENNAS AT THIS SITE.

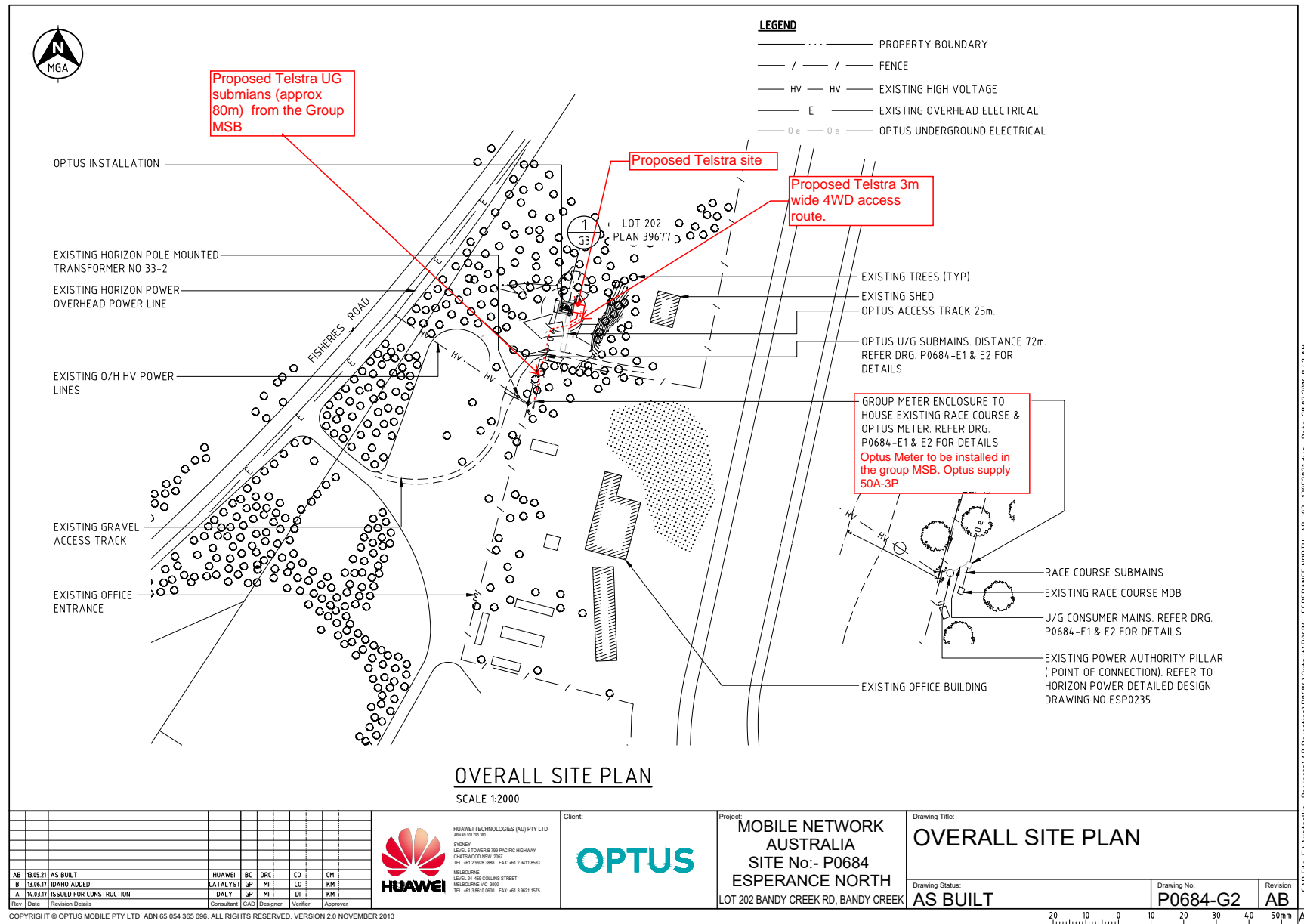
ELECTRICAL INSTALLATION

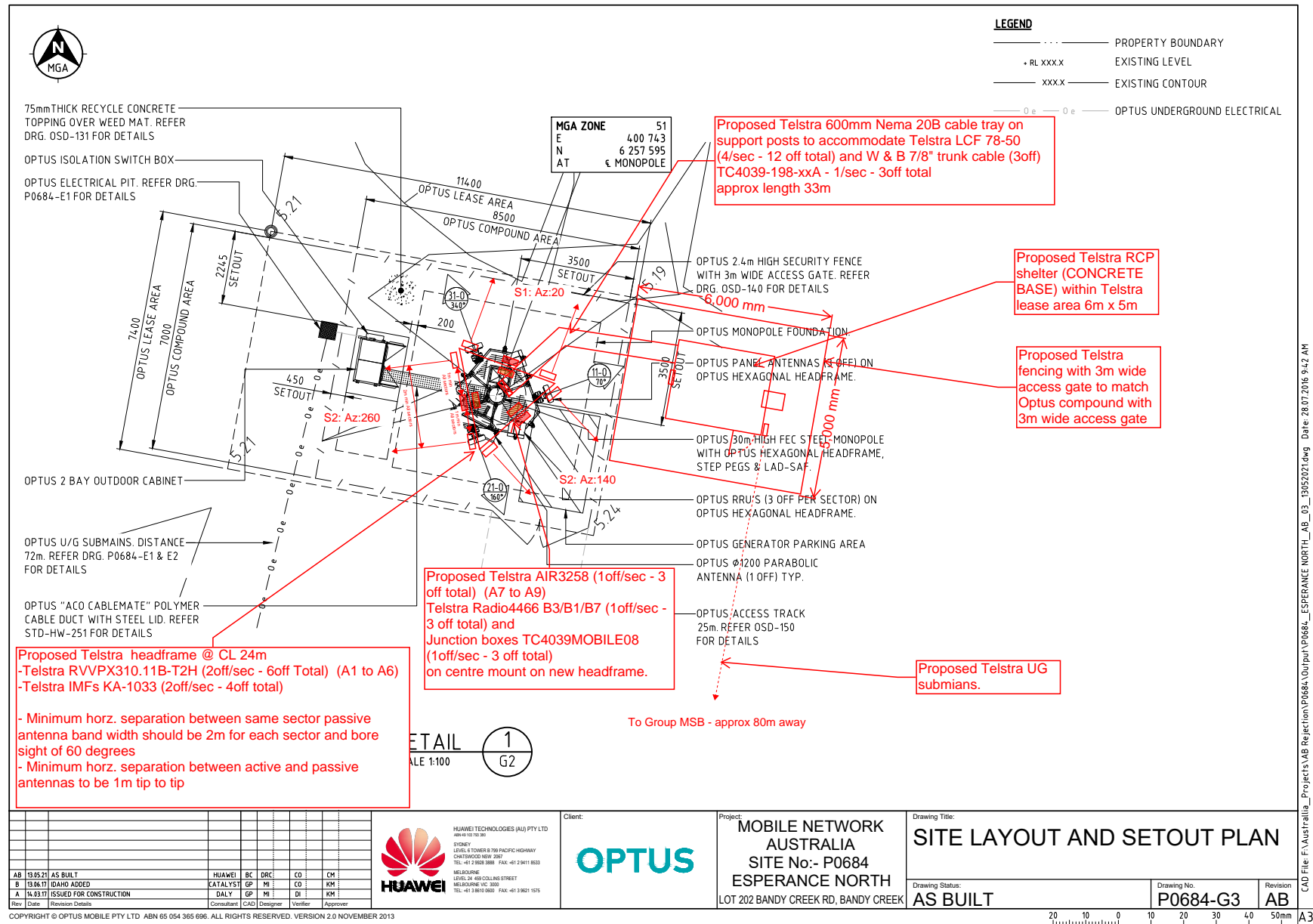
REFER TO SITE POWER DETAILS DRAWING P0684-E1 & E2.

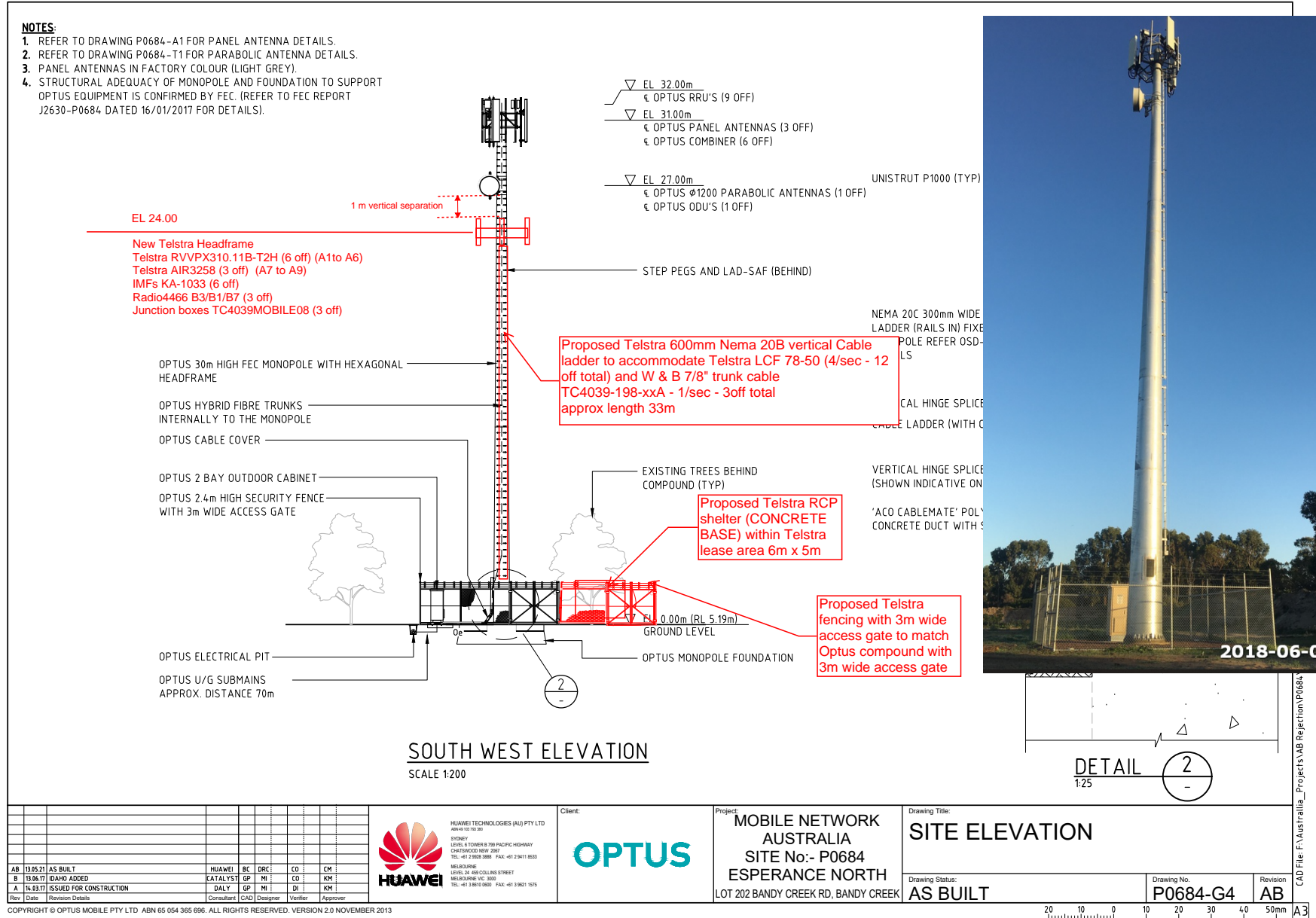
SITE EARTHING

REFER TO EARTHING DRAWING P0684-E1.

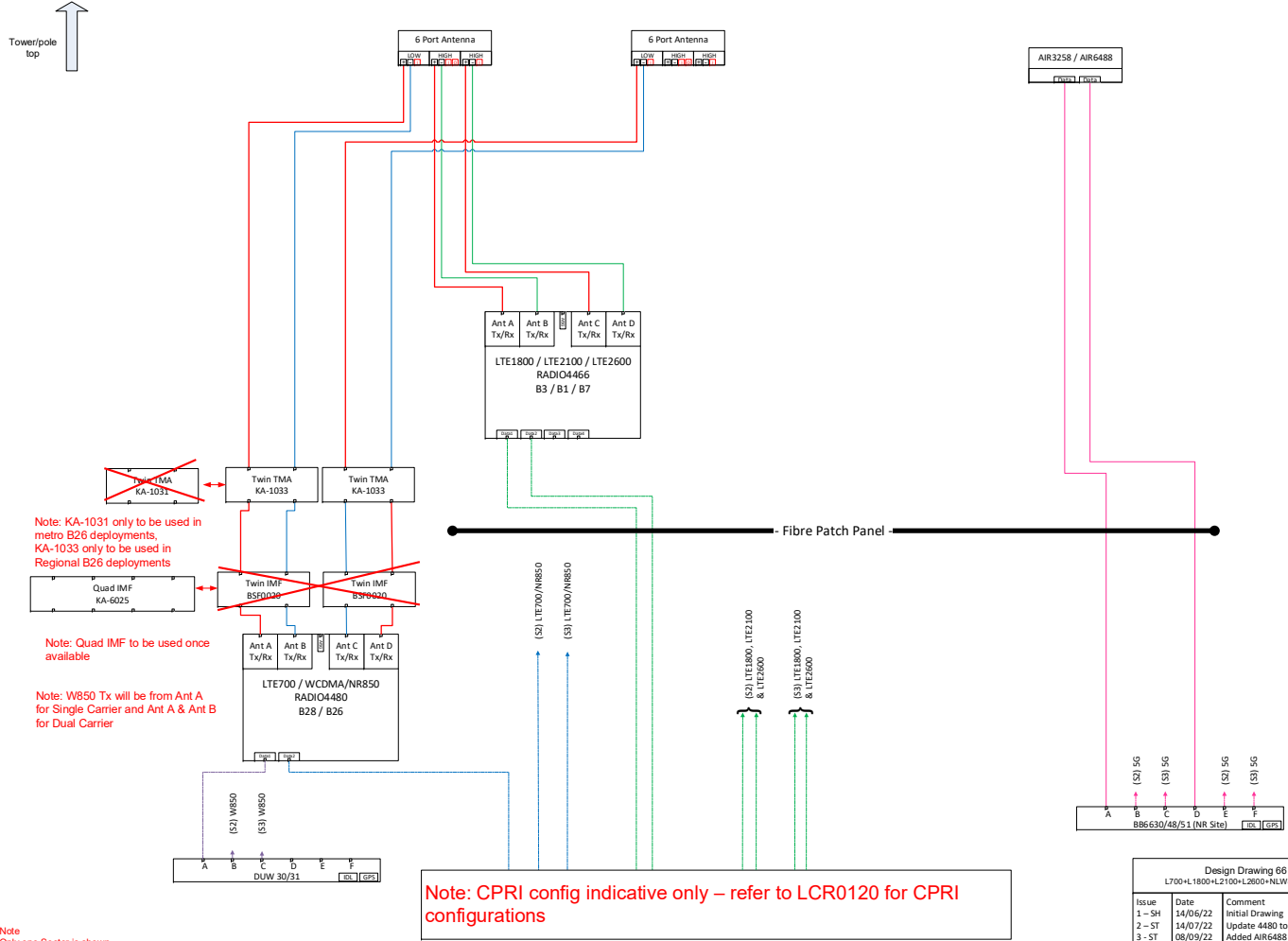
										 <div>HUAWEI TECHNOLOGIES (AU) PTY LTD 400/42 102 102 361</div> <div>SYDNEY LEVEL 4, TOWER B 700 PACIFIC HIGHWAY CHERRYWOOD NSW 2067 TEL: +61 2 9506 3000 FAX: +61 2 9611 6533</div> <div>MELBOURNE LEVEL 24 400 COLLINS STREET MELBOURNE VIC 3005 TEL: +61 3 8610 3000 FAX: +61 3 9621 1575</div>										<div>Client:</div> <div>OPTUS</div>										<div>Project:</div> <div>MOBILE NETWORK AUSTRALIA</div> <div>SITE No:- P0684</div> <div>ESPERANCE NORTH</div> <div>LOT 202 BANDY CREEK RD, BANDY CREEK</div>										<div>Drawing Title:</div> <div>SITE SPECIFICATIONS</div>																			
<div>AB 13.05.21 AS BUILT</div> <div>B 13.06.17 IDAMH ADDED</div> <div>A 14.03.17 ISSUED FOR CONSTRUCTION</div> <div>Rev Date Revision Details</div>										<div>HUAWEI BC DRC CO CM</div> <div>CATALYST GP MI CO KM</div> <div>DALY GP MI DI KM</div> <div>Consultant CAD Designer Verifier Approver</div>										<div>Drawing Status:</div> <div>AS BUILT</div>										<div>Drawing No:</div> <div>P0684-G1</div> <div>Revision</div> <div>AB</div>																													
COPYRIGHT © OPTUS MOBILE PTY LTD ABN 65 054 365 696. ALL RIGHTS RESERVED. VERSION 2.0 NOVEMBER 2013																																								<div>01020304050mm</div>										A3									







Design
Drawing 66
Metro 2x6
Regional Space
Diversity
DTP



Always refer to the manufacturer's Data Sheet for Port Labelling and to achieve Horizontal Space Diversity.

The AIR6488 Requires 10G SFPs

The AIR3258 Requires 25G SFPs

Design Drawing 66		
L700+L1800+L2100+L2600+NLW850+NR36		
Issue	Date	Comment
1 - SH	14/06/22	Initial Drawing
2 - ST	14/07/22	Update 4480 to B28 B26
3 - ST	08/09/22	Added AIR6488

1. GENERAL

ALL ELECTRICAL WORKS IN ACCORDANCE WITH:

- LATEST OPTUS D&C SPECIFICATIONS
- AS3000, AS1768, AS3015 (LATEST EDITIONS AND AMENDMENTS AT THE TIME OF CONSTRUCTION TO APPLY)
- ANY OTHER RELEVANT NATIONAL/STATE RULES AND REGULATIONS
- WESTERN AUSTRALIAN DISTRIBUTION CONNECTIONS MANUAL & WA ELECTRICAL REQUIREMENTS

2. MAINS SUPPLY

THIS SITE IS SUPPLIED BY EXISTING HORIZON POLE MOUNTED TRANSFORMER ON POLE NO. 33-2. POINT OF CONNECTION AT THE POWER PILLAR LOCATED INSIDE THE PROPERTY BOUNDARY. REFER TO HORIZON POWER DETAILED DESIGN DRAWING NO ESP0235.

32A THREE PHASE POWER SUPPLY FOR THE OPTUS MOBILE SITE TAKEN FROM THE POINT OF SUPPLY IN THE GROUP POWER METER ENCLOSURE.

3. CONSUMERS MAINS

1 x 4C 50mm² CU XLPE/PVC CONSUMER MAINS IN U/G P63 UPVC CONDUIT FROM EXISTING POWER PILLAR TO GROUP METER PANEL AS PER E2 DRAWING. APPROXIMATE CABLE LENGTH IS 10m.

4. SITE MAIN SWITCHBOARD/ METER PANEL

GROUP POWER METER ENCLOSURE ON H- FRAME AS PER G3 DRAWING.

GROUP POWER METER ENCLOSURE ON THE FRAME AS PER G3 DRAWING.
1 x 132/160A THREE PHASE MAIN SWITCH (SERVICE PROTECTION DEVICE) IN THE GROUP POWER METER ENCLOSURE AS PER E2 DRAWING.

OPTUS METER, 1x 32A TYPE C THREE PHASE OPTUS MAIN SWITCH, METER FUSES AND NEUTRAL LINK IN THE GROUP POWER METER ENCLOSURE.

1 x 100A TYPE C THREE PHASE RACE COURSE MAIN SWITCH IN THE GROUP POWER METER ENCLOSURE.
GROUP POWER METER ENCLOSURE TO COMPLY WITH THE REQUIREMENTS OF THE RELEVANT SUPPLY AUTHORITY.

5. OPTUS SUBMAINS

1 x 4C 16mm² + E CU XLPE/PVC CABLE VIA U/G IN P63 CONDUIT FROM THE GROUP POWER METER ENCLOSURE TO ISOLATION SWITCH BOX ON OPTUS OTC. APPROX. CABLE LENGTH IS 72m AND VOLTAGE DROP IS 2.5%

6. RACE COURSE SUBMAINS

1 x 4C 25mm² + E CU XLPE/PVC CABLE VIA U/G IN P63 CONDUIT FROM THE GROUP POWER METER ENCLOSURE TO EXISTING RACE COURSE MAIN DISTRIBUTION BOARD (EXISTING METER BOX)

7. APPLICATION FOR ELECTRICITY SUPPLY

POWER APPLICATION APPROVED BY HORIZON POWER

8. LABELLING

LABELS TO ALL FUSE (OTHER PROTECTION DEVICES), METER AND SWITCH POSITIONS. LABELS BLACK LETTERING ON WHITE BACKGROUND "TRAFFOLYTE". LETTERING 10mm HIGH. TEXT "OPTUS" OR "RACE COURSE".

A SKETCH OF UNDERGROUND SERVICE/CONSUMER MAINS ROUTE INSIDE OF THE METER ENCLOSURE OR ON THE METER PANEL, INDICATING THE POINT OF SUPPLY, THE SIZE AND DIRECTION OF THE CONSUMER MAINS AND METER POSITION.

9. GENERATOR SUPPLY

ALL EQUIPMENT AND WIRING COMPLIES WITH AS/NZS 3010 FOR ALTERNATING GENERATOR SUPPLY. CORRECT SWITCHING OF AUXILIARY (PORTABLE GENERATOR) SUPPLY NEUTRAL OTC CHANGE OVER SWITCH VIA THE INLET PLUG CONFIGURED AS PER AS/NZS 3010.

10. EARTHING



OPTUS OTC AND STRUCTURE EARTHING IS IN ACCORDANCE WITH:

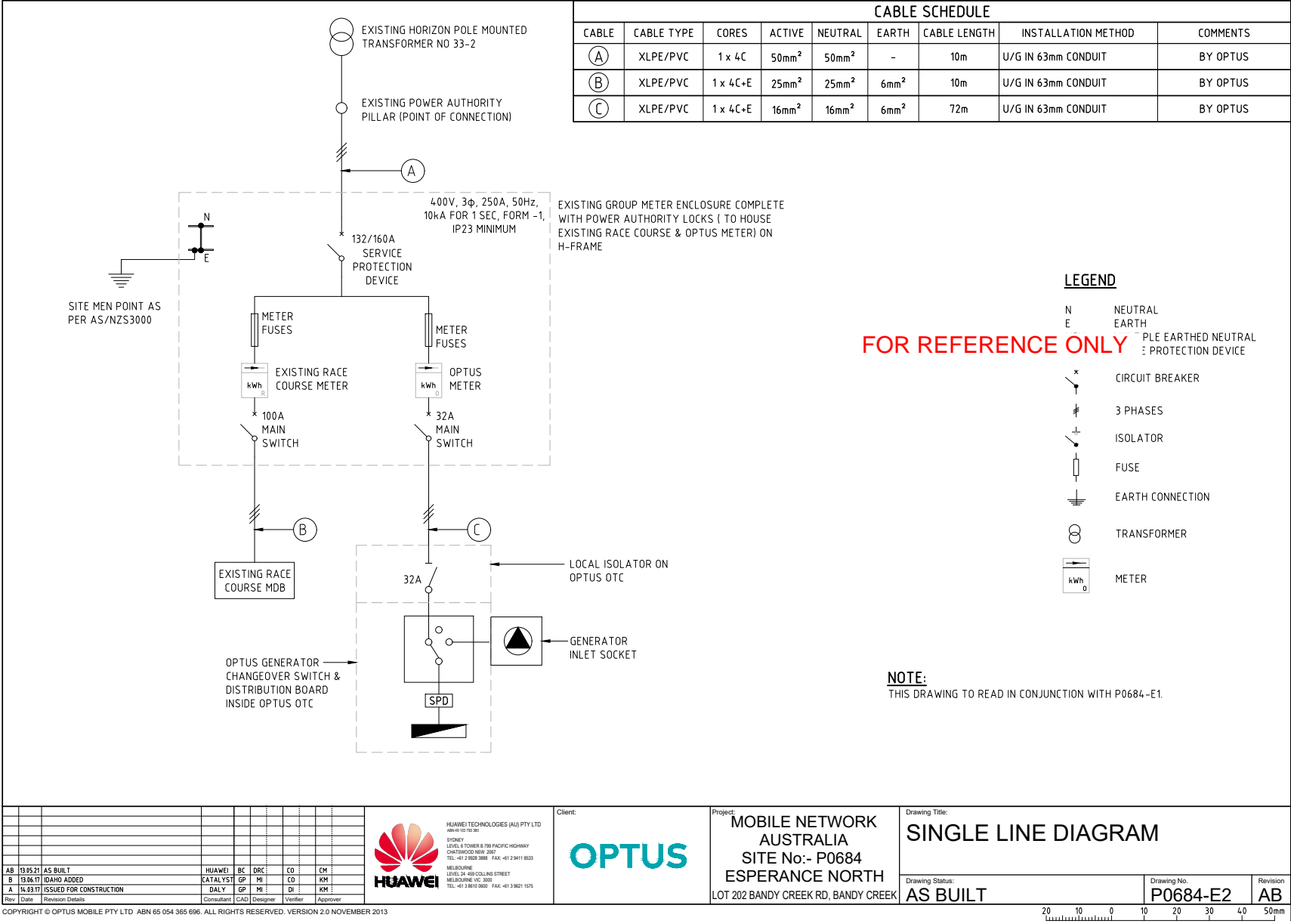
- OSD-020 (OPTUS EARTHING SPECIFICATIONS),
- OSD-712 (SITE EARTHING DETAILS STEEL MONOPOLE)
- OSD-713 (OUTDOOR CABINET EARTHING DETAILS)
- OSD-750 (TYPICAL GROUND SITE EARTHING DETAILS)
- OSD-760 (TYPICAL GROUND SITE EARTHING DETAILS 2)
- OSD-830 (EARTH BAR DETAILS)
- OSD-831 (SINGLE POINT EARTH BAR DETAILS)
- ALL REFERENCED OPTUS STANDARD DOCUMENTATION.

EARTH GRID ELECTRODES: 4-OFF, ELECTRODES LENGTH IS 6m. ONE ELECTRODE IN EACH CORNER OF THE EXTERNAL EARTHING RING.

EARTH ELECTRODES DRILLED IN 75mm MINIMUM DIAMETER HOLES AND BACKFILLED WITH EARTH ENHANCING COMPOUND SUCH AS SAND-CEMENT MIX, BENTONITE GYPSUM MIX OR GRAPHITE MIX.

FOR REFERENCE ONLY

<div><div><div><div>HUAWEI TECHNOLOGIES (AU) PTY LTD 406/410 102 102 361</div><div>SYDNEY LEVEL 4, TOWER B 759 PACIFIC HIGHWAY CHARTERSWOOD NSW 2867 TEL: +61 2 5030 3889 FAX: +61 2 9411 6333</div><div>MELBOURNE LEVEL 24 400 COLLING STREET MELBOURNE VIC 3001 TEL: +61 3 8110 3000 FAX: +61 3 9021 1575</div></div></div><div><div>Client:</div><div></div></div></div> <div><div>Project:</div><div>MOBILE NETWORK AUSTRALIA SITE No:- P0684 ESPERANCE NORTH L20 2012 BANDY CREEK RD, BANDY CREEK</div></div> <div><div>Drawing Title:</div><div>SITE POWER DETAILS</div></div>										<div><div>Drawing Status:</div><div>AS BUILT</div></div> <div><div>Drawing No.</div><div>P0684-E1</div></div> <div><div>Revision</div><div>AB</div></div>									
<div><div>AB13.05.21AS BUILT</div><div>HUAWEIBCDRCDCM</div><div>B13.06.17IDAMO ADDED</div><div>CATALYSTGPMCDKM</div><div>A14.03.17ISSUED FOR CONSTRUCTION</div><div>DALYGPMDCIKM</div><div>RevDateRevision DetailsConsultantCADDesignerVerifierApprover</div></div> <div><div>Copyright © Optus Mobile Pty Ltd ABN 65 054 365 696. All Rights Reserved. Version 2.0 November 2013</div><div><div>010203040506070809101112131415161718192021222324252627282930313233343536373839404142434445464748495051525354555657585960616263646566676869707172737475767778798081828384858687888990919293949596979899100101102103104105106107108109110111112113114115116117118119120121122123124125126127128129130131132133134135136137138139140141142143144145146147148149150151152153154155156157158159160161162163164165166167168169170171172173174175176177178179180181182183184185186187188189190191192193194195196197198199200201202203204205206207208209210211212213214215216217218219220221222223224225226227228229230231232233234235236237238239240241242243244245246247248249250251252253254255256257258259260261262263264265266267268269270271272273274275276277278279280281282283284285286287288289290291292293294295296297298299300301302303304305306307308309310311312313314315316317318319320321322323324325326327328329330331332333334335336337338339340341342343344345346347348349350351352353354355356357358359360361362363364365366367368369370371372373374375376377378379380381382383384385386387388389390391392393394395396397398399400401402403404405406407408409410411412413414415416417418419420421422423424425426427428429430431432433434435436437438439440441442443444445446447448449450451452453454455456457458459460461462463464465466467468469470471472473474475476477478479480481482483484485486487488489490491492493494495496497498499500501502503504505506507508509510511512513514515516517518519520521522523524525526527528529530531532533534535536537538539540541542543544545546547548549550551552553554555556557558559560561562563564565566567568569570571572573574575576577578579580581582583584585586587588589590591592593594595596597598599600601602603604605606607608609610611612613614615616617618619620621622623624625626627628629630631632633634635636637638639640641642643644645646647648649650651652653654655656657658659660661662663664665666667668669670671672673674675676677678679680681682683684685686687688689690691692693694695696697698699700701702703704705706707708709710711712713714715716717718719720721722723724725726727728729730731732733734735736737738739740741742743744745746747748749750751752753754755756757758759760761762763764765766767768769770771772773774775776777778779780781782783784785786787788789790791792793794795796797798799800801802803804805806807808809810811812813814815816817818819820821822823824825826827828829830831832833834835836837838839840841842843844845846847848849850851852853854855856857858859860861862863864865866867868869870871872873874875876877878879880881882883884885886887888889890891892893894895896897898899900901902903904905906907908909910911912913914915916917918919920921922923924925926927928929930931932933934935936937938939940941942943944945946947948949950951952953954955956957958959960961962963964965966967968969970971972973974975976977978979980981982983984985986987988989990991992993994995996997998999100010011002100310041005100610071008100910101011101210131014101510161017101810191020102110221023102410251026102710281029103010311032103310341035103610371038103910401041104210431044104510461047104810491050105110521053105410551056105710581059106010611062106310641065106610671068106910701071107210731074107510761077107810791080108110821083108410851086108710881089109010911092109310941095109610971098109911001100111002110031100411005110061100711008110091101011011110121101311014110151101611017110181101911020110211102211023110241102511026110271102811029110301103111032110331103411035110361103711038110391104011041110421104311044110451104611047110481104911050110511105211053110541105511056110571105811059110601106111062110631106411065110661106711068110691107011071110721107311074110751107611077110781107911080110811108211083110841108511086110871108811089110901109111092110931109411095110961109711098110991110011100111100211100311100411100511100611100711100811100911101011101111101211101311101411101511101611101711101811101911102011102111102211102311102411102511102611102711102811102911103011103111103211103311103411103511103611103711103811103911104011104111104211104311104411104511104611104711104811104911105011105111105211105311105411105511105611105711105811105911106011106111106211106311106411106511106611106711106811106911107011107111107211107311107411107511107611107711107811107911108011108111108211108311108411108511108611108711108811108911109011109111109211109311109411109511109611109711109811109911110011110011111002111100311110041111005111100611110071111008111100911110101111011111101211110131111014111101511110161111017111101811110191111020111102111110221111023111102411110251111026111102711110281111029111103011110311111032111103311110341111035111103611110371111038111103911110401111041111104211110431111044111104511110461111047111104811110491111050111105111110521111053111105411110551111056111105711110581111059111106011110611111062111106311110641111065111106611110671111068111106911110701111071111107211110731111074111107511110761111077111107811110791111080111108111110821111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PO BOX 471
ESPERANCE WA 6450
PHONE: 08 90713506
EMAIL: admin@ebtc.com

6th February 2024

Shire of Esperance
Attn: Sarah Walsh
PO Box 507
ESPERANCE WA 6450

Dear Sarah

RE: TELSTRA TOWER

In response to your email on 16th January 2024 regarding Telstra's request to piggy back on the Optus Tower on our property.

We would love for the Telstra tower to be at our premises, but believe the offer of \$3000 is a bit low and the club would like \$5000 per annum plus 3% cpi over 20 years.

Reasons for this are the power used on our transformer will require us to alter two other circuits.

We look forward to hearing from you soon.

Thanking you

Regards

Ken Norton

Ken Norton
President

Item: 12.3.6

Financial Services Report - March 2024

Author/s	Roselyn Hamilton	Manager Financial Services
Authoriser/s	Felicity Baxter	Director Corporate & Community Services

File Ref: D24/6507

Attachments

A¹. Monthly Financial Services Report - February 2024

Officer's Recommendation

That Council receive the attached report entitled Monthly Financial Services Report for the month of February 2024.

Voting Requirement	Simple Majority
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SHIRE OF ESPERANCE

MONTHLY FINANCIAL MANAGEMENT REPORTS

(Incorporating Statement of Financial Activity)

FEBRUARY 2024

CORPORATE & COMMUNITY SERVICES



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Compilation Report

MANAGER FINANCIAL SERVICES
COMPILATION REPORT

MEETING DATE	: 26 th March 2024
ACCOUNTING PERIOD	: The period ended 29 th January 2024
COMPILATION DATE	: 11 th March 2024
CONTENTS	: Monthly Financial Report

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 29 February of \$20,232,422.

Rates Collected

Rates collected at the end of February were 97.13% this is presented on page 17. Collections at the same time last year was 96.77%.

The final instalment for 2023/24 rates is due 14 March.

2023/2024 Budget Review

The Audit Committee recommended 2023/24 Budget Review for adoption by Council at the March OCM.

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 February is \$20,232,422. 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 \$20,262,216 and this is shown on page 7. Reserve balance is \$31,604,787 as per page 6.

Tamsen Kirby
Assistant Accountant

STATEMENT OF FINANCIAL ACTIVITY

BY REPORTING PROGRAM

For the Period Ended 1 February to 29 February 2024



DESCRIPTION	2022/2023 Budget (A)	YTD Budget (B)	YTD Actuals (C)	Variance	
				Amount \$ (C-B)	% (C/B)
Operating Income					
03 - General Purpose Funding	(34,315,882)	(33,491,603)	(34,284,210)	(792,607)	102%
04 - Governance	(338,424)	(140,411)	(145,283)	(4,872)	103%
05 - Law, Order & Public Safety	(1,276,919)	(784,836)	(621,100)	163,736	79%
07 - Health	(65,850)	(43,896)	(58,758)	(14,862)	134%
08 - Education & Welfare	(6,255,724)	(4,021,709)	(4,465,898)	(444,189)	111%
10 - Community Amenities	(6,187,406)	(4,793,780)	(5,117,922)	(324,142)	107%
11 - Recreation & Culture	(2,768,106)	(1,589,734)	(1,926,811)	(337,077)	121%
12 - Transport	(2,159,644)	(1,084,922)	(883,761)	201,161	81%
13 - Economic Services	(907,493)	(602,895)	(482,561)	120,334	80%
14 - Other Property & Services	(1,081,600)	(352,792)	(530,360)	(177,568)	150%
Income Total	(55,357,048)	(46,906,578)	(48,516,666)	(1,610,088)	
Expense					
03 - General Purpose Funding	608,183	280,622	247,829	(32,793)	88%
04 - Governance	2,660,375	1,676,341	1,767,501	91,160	105%
05 - Law, Order & Public Safety	2,896,773	1,989,051	1,691,076	(297,975)	85%
07 - Health	487,160	321,748	293,081	(28,667)	91%
08 - Education & Welfare	6,673,770	4,291,723	3,579,921	(711,802)	83%
10 - Community Amenities	7,416,752	4,732,858	3,978,756	(754,102)	84%
11 - Recreation & Culture	15,698,906	10,162,873	10,502,614	339,741	103%
12 - Transport	26,722,052	17,838,077	15,268,556	(2,569,521)	86%
13 - Economic Services	2,217,193	1,413,987	1,337,964	(76,023)	95%
14 - Other Property & Services	1,229,093	732,862	1,637,834	904,972	223%
Expense Total	66,610,257	43,440,142	40,305,131	(3,135,011)	
Operating Total	11,253,209	(3,466,436)	(8,211,535)	(4,745,099)	
Capital Income					
04 - Governance	(232,438)	(41,500)	0	41,500	0%
05 - Law, Order & Public Safety	(1,228,252)	(348,252)	(214,252)	134,000	62%
07 - Health	(15,000)	0	0	0	0%
08 - Education & Welfare	(693,488)	(195,146)	(284,146)	(89,000)	146%
10 - Community Amenities	(3,809,815)	(31,000)	(182,585)	(151,585)	589%
11 - Recreation & Culture	(8,266,771)	(2,417,746)	(2,694,673)	(276,927)	111%
12 - Transport	(17,117,995)	(8,496,762)	(7,864,232)	632,530	93%
13 - Economic Services	(125,000)	0	0	0	0%
14 - Other Property & Services	(9,118,079)	(302,500)	(654,091)	(351,591)	216%
Income Total	(40,606,838)	(11,832,906)	(11,893,979)	(61,073)	
Expense					
04 - Governance	381,136	250,424	143,695	(106,729)	57%
05 - Law, Order & Public Safety	1,724,448	173,164	59,200	(113,964)	34%
07 - Health	45,000	0	0	0	0%
08 - Education & Welfare	763,488	522,320	424,971	(97,349)	81%
10 - Community Amenities	3,744,622	2,500,062	665,123	(1,834,939)	27%
11 - Recreation & Culture	9,604,018	3,511,097	1,710,204	(1,800,893)	49%
12 - Transport	30,785,496	20,203,607	14,293,774	(5,909,833)	71%
14 - Other Property & Services	8,142,892	4,764,140	958,255	(3,805,885)	20%
15 - Funds Transfer	3,365,739	81,488	665,892	584,404	817%
Expense Total	58,556,839	32,006,302	18,921,114	(13,085,188)	
Capital Total	17,950,001	20,173,396	7,027,135	(13,146,261)	
Grand Total	29,203,210	16,706,960	(1,184,400)	(17,891,360)	
Loss on Asset Disposals	(130,124)	(68,327)	(6,106)		
Profit on Asset Disposals	672,538	46,000	17,273		
Provisions and Accrual	(212,700)	0	34,727		
Movement of Non-Current Receivable	0	0	(12,681)		
Less; Surplus (Deficit) B/Fwd	4,075,261	4,075,261	4,075,261		
(Surplus)/Deficit	22,000	(4,347,719)	(20,232,422)		

STATEMENT OF FINANCIAL ACTIVITY

BY NATURE or TYPE

For the Period Ended 1 February to 29 February 2024



DESCRIPTION	2022/2023 Budget (A)	YTD Budget (B)	YTD Actuals (C)	Variance	
				Amount \$ (C-B)	% (C/B)
Operating Income					
Fees & Charges	(10,129,753)	(7,703,465)	(8,134,241)	(430,776)	106%
Interest Earnings	(1,355,000)	(636,221)	(1,216,224)	(580,003)	191%
Operating Grants & Subsidies	(6,321,262)	(4,023,069)	(4,790,767)	(767,698)	119%
Profit on Asset Disposals	(672,538)	(46,000)	(17,273)	28,727	38%
Rates	(25,336,630)	(25,236,630)	(25,191,806)	44,824	100%
Reimbursements	(962,994)	(482,383)	(596,506)	(114,123)	124%
Contributions & Donations Operating	(1,508,390)	(834,686)	(675,725)	158,961	81%
Reserve Transfers into Muni	(9,070,481)	(7,944,124)	(7,894,124)	50,000	99%
Income Total	(55,357,048)	(46,906,578)	(48,516,666)	(1,610,088)	
Expense					
Allocations	(890,693)	(860,149)	(712,000)	148,149	83%
Depreciation	25,435,663	16,957,091	15,005,974	(1,951,117)	88%
Insurance	949,260	1,022,160	886,856	(135,304)	87%
Interest Expense	87,674	56,344	47,327	(9,017)	84%
Loss on Asset Disposals	130,124	68,327	6,106	(62,221)	9%
Material & Contracts	17,164,809	10,952,892	9,050,123	(1,902,769)	83%
Other Expenditure	1,028,890	471,807	638,788	166,981	135%
Utility Charges	1,293,221	857,471	804,452	(53,019)	94%
Employment Expenses	21,411,309	13,914,199	14,577,505	663,306	105%
Expense Total	66,610,257	43,440,142	40,305,131	(3,135,011)	
Operating Total	11,253,209	(3,466,436)	(8,211,535)	(4,745,099)	
Capital Income					
Non-Operating Grants & Subsidies	(25,065,202)	(10,809,892)	(10,714,143)	95,749	99%
Proceeds from Disposals	(1,923,262)	(748,762)	(757,514)	(8,752)	101%
Proceeds from New Debentures	(2,500,000)	0	0	0	0%
Reimbursements	0	0	(5,906)	(5,906)	0%
Reserve Transfers into Muni	(10,927,638)	(274,252)	(274,252)	0	100%
Self Supporting Loan Principle Received	(190,736)	0	(142,165)	(142,165)	0%
Income Total	(40,606,838)	(11,832,906)	(11,893,979)	(61,073)	
Expense					
Material & Contracts	44,235,022	24,660,608	12,025,116	(12,635,492)	49%
Purchase of Assets	4,840,876	3,228,836	2,752,812	(476,024)	85%
Repayment of Debentures	245,549	122,298	164,274	41,976	134%
Reserve Transfers from Muni	3,365,739	81,488	665,892	584,404	817%
Employment Expenses	5,869,653	3,913,072	3,313,020	(600,052)	85%
Expense Total	58,556,839	32,006,302	18,921,114	(13,085,188)	
Capital Total	17,950,001	20,173,396	7,027,135	(13,146,261)	
Grand Total	29,203,210	16,706,960	(1,184,400)	(17,891,360)	
Depreciation	(25,435,663)	(16,957,091)	(15,005,974)		
Loss on Asset Disposals	(130,124)	(68,327)	(6,106)		
Profit on Asset Disposals	672,538	46,000	17,273		
Provisions and Accrual	(212,700)	0	34,727		
Movement of Non-Current Receivable	0	0	(12,681)		
Less; Surplus (Deficit) B/Fwd	4,075,261	4,075,261	4,075,261		
(Surplus)/Deficit	22,000	(4,347,719)	(20,232,422)		

SHIRE OF ESPERANCE
MUNICIPAL FUND
Income Statement
Month Ending 29 February 2024



	2023-24 BUDGET \$	2023-24 ACTUALS \$	VARIANCE \$	VARIANCE %
Operating Revenue				
Fees & Charges	(10,129,753)	(8,134,241)	(1,995,512)	80.3%
Interest Earnings	(1,355,000)	(1,216,224)	(138,776)	89.8%
Non-Operating Grants & Subsidies	(25,065,202)	(10,714,143)	(14,351,059)	42.7%
Operating Grants & Subsidies	(6,321,262)	(4,790,767)	(1,530,495)	75.8%
Profit on Asset Disposals	(672,538)	(17,273)	(655,265)	2.6%
Rates	(25,336,630)	(25,191,806)	(144,824)	99.4%
Reimbursements	(962,994)	(602,412)	(360,582)	62.6%
Contributions & Donations Operating	(1,508,390)	(675,725)	(832,665)	44.8%
Operating Revenue Total	(71,351,769)	(51,342,591)	(20,009,178)	
Operating Expense				
Allocations	(890,693)	(712,000)	(178,693)	79.9%
Depreciation	25,435,663	15,005,974	10,429,689	59.0%
Insurance	949,260	886,856	62,404	93.4%
Interest Expense	87,674	47,327	40,347	54.0%
Loss on Asset Disposals	130,124	6,106	124,018	4.7%
Material & Contracts	17,164,809	9,050,123	8,114,686	52.7%
Other Expenditure	1,028,890	638,788	390,102	62.1%
Utility Charges	1,293,221	804,452	488,769	62.2%
Employment Expenses	21,411,309	14,577,505	6,833,804	68.1%
Operating Expense Total	66,610,257	40,305,131	26,305,126	
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS				
(SURPLUS)/DEFICIT	(4,741,512)	(11,037,460)	6,295,948	

**SHIRE OF ESPERANCE
MUNICIPAL FUND**
Statement of Financial Position
Month Ending 29 February 2024
Compared to 30th June 2023



	29/02/2024	30/06/2023
	\$	\$
Current Assets		
Cash and Cash Equivalents	51,866,902	47,438,125
Trade and Other Receivables	3,347,643	3,016,069
Inventories	1,578,857	1,609,486
Current Assets Total	56,793,403	52,063,680
Current Liabilities		
Trade and Other Payables	(1,561,128)	(2,479,097)
Current Portion of Long Term Borrowings	(90,059)	(245,549)
Provisions	(3,865,499)	(3,733,245)
Other	(337,859)	(3,378,442)
Current Liabilities Total	(5,854,545)	(9,836,333)
Non Current Assets		
Other Receivables	1,483,927	1,639,214
Inventories- Non Current	2,830,744	2,830,744
Property, Plant and Equipment	103,353,389	103,709,727
Infrastructure	590,785,892	587,948,318
Non Current Assets Total	698,453,952	696,128,003
Non Current Liabilities		
Long Term Borrowings	(2,016,175)	(2,016,175)
Provisions- Non Current	(6,371,995)	(6,371,995)
Non Current Liabilities Total	(8,388,169)	(8,388,170)
Net Assets	741,004,640	729,967,180
Equity		
Reserves- Cash Backed	(31,604,787)	(39,107,270)
Revaluation Surplus	(376,780,596)	(376,780,596)
Retained Surplus	(332,619,258)	(314,079,314)
Equity Total	(741,004,640)	(729,967,180)

SHIRE OF ESPERANCE

COMPOSITION OF NET CURRENT FUNDING POSITION



Month Ending 29 February 2024

	29/02/2024	30/06/2023
	\$	\$
Current Assets		
Cash and Cash Equivalents	20,262,216	8,140,118
Trade and Other Receivables	3,299,072	2,914,531
Inventories	593,503	624,132
Current Assets Total	24,154,791	11,678,781
Current Liabilities		
Trade and Other Payables	(1,561,128)	(5,747,215)
Current Portion of Long Term Borrowings	(8,784)	(8,784)
Provisions	(2,014,499)	(1,847,521)
Other	(337,859)	0
Trusts	(100)	0
Current Liabilities Total	(3,922,370)	(7,603,520)
Total	20,232,422	4,075,261

VARIANCES
BY REPORTING PROGRAM



For The Period Ended 29 February 2024
Material Variances as per the Statement of Financial Activity:

DESCRIPTION	YTD Budget (B)	YTD Actuals (C)	Variance			Variance explanations (Variances are explained if equal or greater than \$100,000 or 10% of the year to date budget amount - AASB 1031)
			Amount \$ (C-B)	% (C/B)		
Operating Income						
03 - General Purpose Funding	(33,491,603)	(34,284,210)	(792,607)	102%	↑	Variation is due to timing differences with the receipt of quarterly FAGs income and interest earnings tracking higher than budget.
05 - Law, Order & Public Safety	(784,836)	(621,100)	163,736	79%	↓	Variation is due to timing differences concerning 50% balance of Emergency Management grants.
07 - Health	(43,896)	(58,758)	(14,862)	134%	↑	Variation is due to higher than expected event permit requests.
08 - Education & Welfare	(4,021,709)	(4,465,898)	(444,189)	111%	↑	Variation is due due to timing differences concerning receipt of Federal grant, subsidy income & recognising unspent grant income for 2024 relating to homecare.
10 - Community Amenities	(4,793,780)	(5,117,922)	(324,142)	107%	↑	Variation is due to domestic rubbish, recycled rubbish & rubbish tip charges are higher than expected YTD. Receipt of Go FOGO Program grant received earlier than budgeted.
11 - Recreation & Culture	(1,589,734)	(1,926,811)	(337,077)	121%	↑	Variation is due to increase in BOILC admissions and swim school enrolments. LotteryWest grant received earlier than budget.
12 - Transport	(1,084,922)	(883,761)	201,161	81%	↓	Variation is due to 3 month delay in receiving of Airport landing fees which is considered normal.
13 - Economic Services	(602,895)	(482,561)	120,334	80%	↓	Variation is due to timing differences concerning wild dog contributions and Community Water Supplies Partnership Program.
14 - Other Property & Services	(352,792)	(530,360)	(177,568)	150%	↑	Variation is due to an increase in private works invoicing year to date and receipt of regional traineeship program grant.

VARIANCES
BY REPORTING PROGRAM



For The Period Ended 29 February 2024
Material Variances as per the Statement of Financial Activity:

DESCRIPTION	YTD Budget (B)	YTD Actuals (C)	Variance			Variance explanations (Variances are explained if equal or greater than \$100,000 or 10% of the year to date budget amount - AASB 1031)
			Amount \$ (C-B)	% (C/B)		
Expense						
03 - General Purpose Funding	280,622	247,829	(32,793)	88%	↓	Variation is due to timing difference with overhead recovery for Rates.
05 - Law, Order & Public Safety	1,989,051	1,691,076	(297,975)	85%	↓	Variation is due to fire mitigation works tracking below budget.
08 - Education & Welfare	4,291,723	3,579,921	(711,802)	83%	↓	Work has commenced on fire hydrant project. Various EHC program expenses and EVRC projects and are under budget.
10 - Community Amenities	4,732,858	3,978,756	(754,102)	84%	↓	Variation is due to timing differences concerning various waste facility expenditure items. James Street Precinct project expenses are behind budget expectations to date. Building maintenance and operations work on Public Toilets & BBQ's is slower than budget. GVROC Climate Change Coordinator now employed directly by GVROC.
11 - Recreation & Culture	10,162,873	10,502,614	339,741	103%	↑	Parks maintenance; overflow cleaning; community grants program expenditure is higher than expected.
12 - Transport	17,838,077	15,268,556	(2,569,521)	86%	↓	Capitalisation of new plant has yet to commence. Timing difference with Airport landside building maintenance.
14 - Other Property & Services	732,862	1,637,834	904,972	223%	↑	Vehicle costs are over budget YTD as are private works expenses in-line with higher invoiced private works. Timing difference with some of the overhead recovery. Rates have recently been changed so this area of the budget will be monitored.

VARIANCES
BY REPORTING PROGRAM



For The Period Ended 29 February 2024
Material Variances as per the Statement of Financial Activity:

DESCRIPTION	YTD Budget (B)	YTD Actuals (C)	Variance			Variance explanations (Variances are explained if equal or greater than \$100,000 or 10% of the year to date budget amount - AASB 1031)
			Amount \$ (C-B)	% (C/B)		
Capital Income						
05 - Law, Order & Public Safety	(348,252)	(214,252)	134,000	62%	↓	Recognising Condingup fire shed grant income for 2024.
08 - Education & Welfare	(195,146)	(284,146)	(89,000)	146%	↑	Variation is due to timing difference with receipt of grant income for EHC building upgrades.
10 - Community Amenities	(31,000)	(182,585)	(151,585)	589%	↑	Recognising LRCI Rd 3 ECC disabled toilet grant income. Sale of vehicle occurred earlier than budgeted.
11 - Recreation & Culture	(2,417,746)	(2,694,673)	(276,927)	111%	↑	Variance due to balance of capital grants timing difference. Recognising CERMP sand backpass income for 2024.
12 - Transport	(8,496,762)	(7,864,232)	632,530	93%	↓	Variation is due to budget timing issues concerning capital grants and disposal of assets.
14 - Other Property & Services	(302,500)	(654,091)	(351,591)	216%	↑	Variation is due to early sale of SLIP lots and 2 x Hockey Place blocks.

VARIANCES
BY REPORTING PROGRAM



For The Period Ended 29 February 2024
Material Variances as per the Statement of Financial Activity:

DESCRIPTION	YTD Budget (B)	YTD Actuals (C)	Variance			Variance explanations (Variances are explained if equal or greater than \$100,000 or 10% of the year to date budget amount - AASB 1031)
			Amount \$ (C-B)	% (C/B)		
Expense						
04 - Governance	250,424	143,695	(106,729)	57%	↓	IT, HR and Financial Services capital purchases are currently tracking behind budget.
05 - Law, Order & Public Safety	173,164	59,200	(113,964)	34%	↓	Ranger's vehicle purchased earlier than expected. Work has not commenced on Grass Patch and Condingup BFB sheds.
08 - Education & Welfare	522,320	424,971	(97,349)	81%	↓	Variation is due to receiving progress invoices for EHC building & infrastructure projects earlier than budgeted.
10 - Community Amenities	2,500,062	665,123	(1,834,939)	27%	↓	Variation due to new waste management site and transfer station project are yet to commence.
11 - Recreation & Culture	3,511,097	1,710,204	(1,800,893)	49%	↓	Work continues on Sand Backpass Pipeline project although behind budget timing. Work is yet to commence on civic centre accessibility upgrade, LRCI Mountain Bike Piggery XC and Jumps and Gibson and Lalor Park upgrades.
12 - Transport	20,203,607	14,293,774	(5,909,833)	71%	↓	Road & Street projects are tracking behind budget YTD. Airport CCTV and lighting upgrade is continuing.
14 - Other Property & Services	4,764,140	958,255	(3,805,885)	20%	↓	Flinders development work and Ocean Street development is behind budget expectations. Construction of 4 units is yet to commence.
15 - Funds Transfer	81,488	665,892	584,404	817%	↑	Reserve transfers are ahead of budget due to interest received on investments.

**Shire of Esperance
For the Period Ended 29 February 2024**

BUDGET AMENDMENTS

Amendments to original budget since budget adoption. (Surplus)/Deficit

Account #	Description	Council Ref	Net Change	Amended Budget Running Balance
	2023/24 Budget Estimated (Surplus)/Deficit			22,000
W4311	Unit Construction	O0823-158	1,600,000	1,622,000
01-7490-955-902	Land Development Reserve	O0823-158	(1,600,000)	22,000
W3913	Condingup Fire Brigade Shed	O0823-166	310,000	332,000
01-8100-150-763	Fire Prevention - Capital Grants	O0823-166	(310,000)	22,000
W4411	Bus Stop Upgrades	O1023-184	205,100	227,100
01-3930-125-230	Bus Stop Upgrades income	O1023-184	(205,100)	22,000
Amended Budget as per Council Resolution (1)				22,000

(1) Budget (Surplus)/Deficit position as per the Statement of Financial Activity.

**Shire of Esperance
For the Period Ended 29 February 2024**

RECEIVABLES STATUS

	Current	ATO	30 Days	60 Days	90 Days	90+ Days	Total
General Receivables	686,447	0	69,212	56,244	43,964	52,072	907,938

Category

Government Grants

Contributions & Reimbursements

Loan Repayments

Fees and Charges

Private Works

Proceeds Sale of Assets



\$0

\$4,387

\$0

\$11,832

\$35,853

\$0

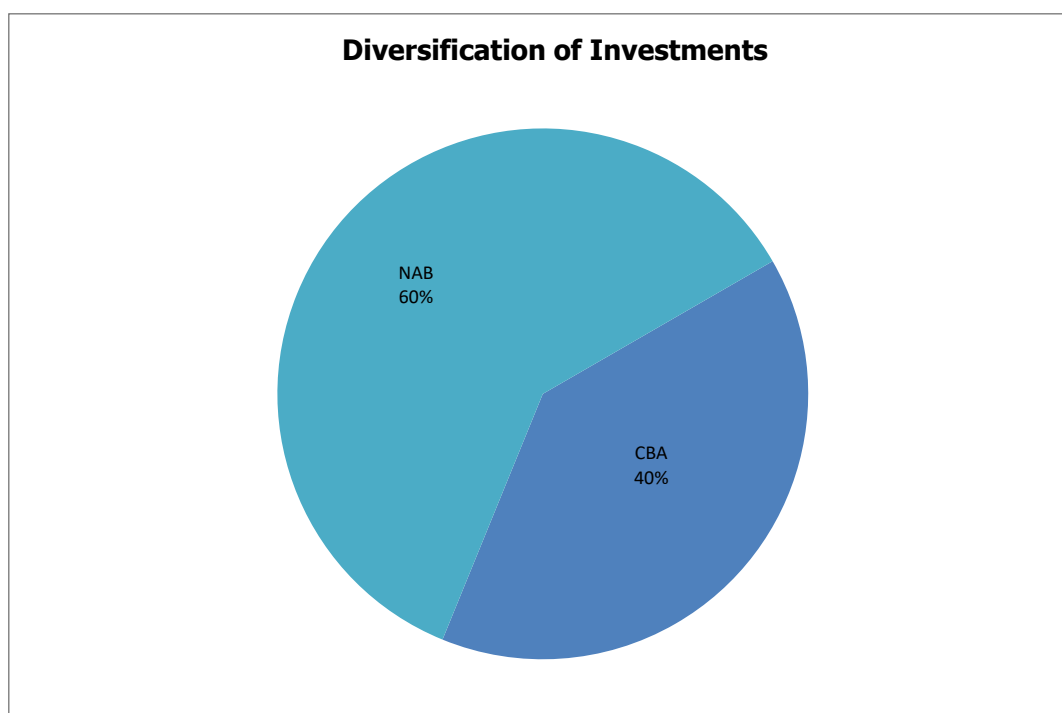
\$52,072

Amounts shown above include GST (where applicable)

90+ Days Represented by:

A	<i>Government Grants:</i>		
		\$0	
	Total (A)	\$0	
B	<i>Contributions & Reimbursements:</i>		
		\$3,540	Insurance reimbursement
		\$674	Workers comp reimbursements
		\$173	Staff payroll reimbursements
	Total (B)	\$4,387	
C	<i>Loan Repayments:</i>		
		\$0	
	Total (C)	\$0	
D	<i>Fees & Charges:</i>		
		\$797	Museum Village charges
		\$881	Civic Centre hire
		\$230	Visitors Centre charges
		\$2,176	BOILC fees
		\$7	Annual lease fee
		\$289	Airport fees
		\$7,452	Wylie Bay Waste charges
	Total (D)	\$11,832	
E	<i>Private Works:</i>		
		\$35,853	
	Total (E)	\$35,853	
F	<i>Proceeds Sale of Assets:</i>		
		\$0	
	Total (F)	\$0	

Cash Investments as at 29 February 2024

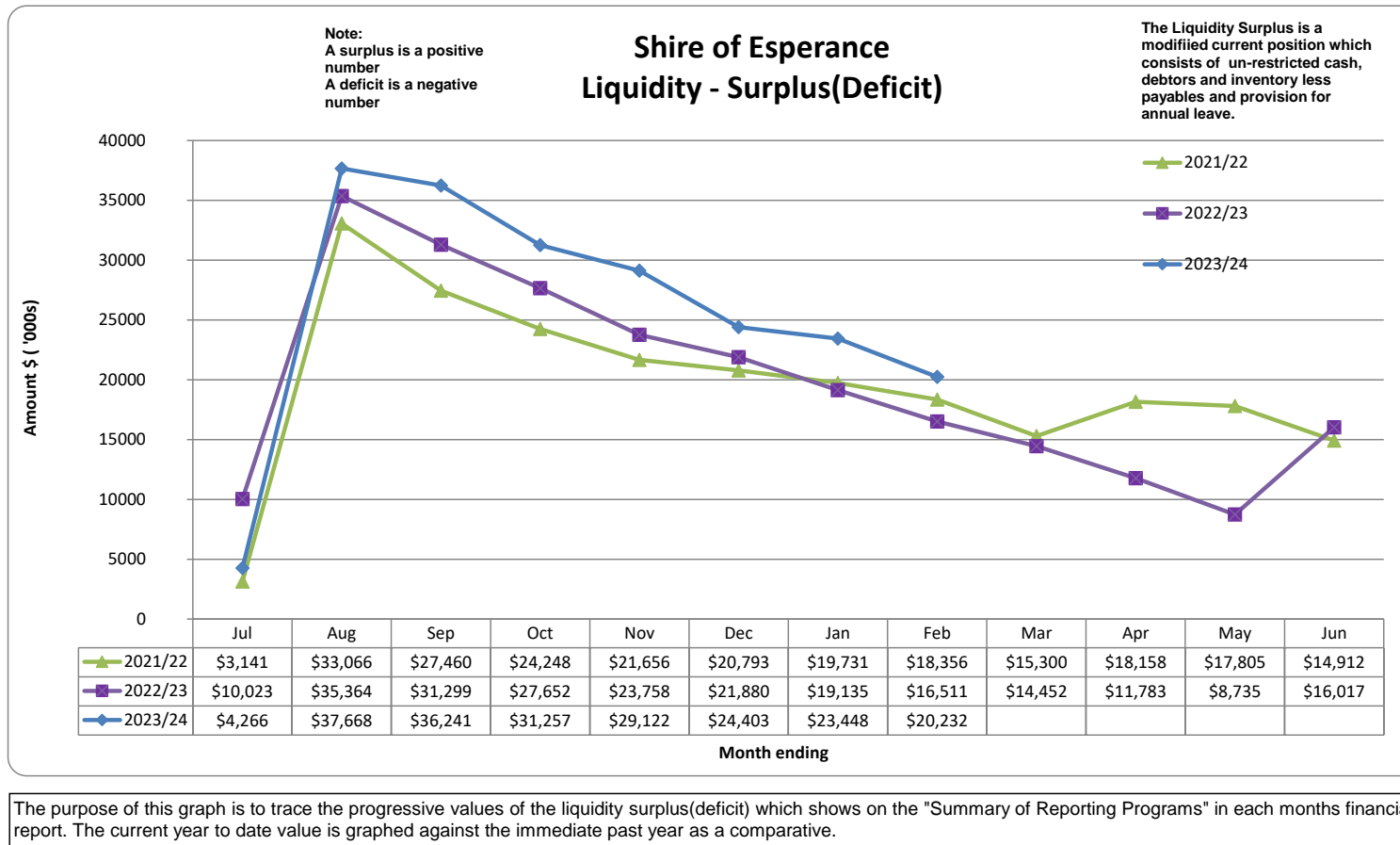


Finance Institution	Amount	Rate	Term	Maturity	Type of Investment
NAB	\$ 4,000,000	5.20%	210	06-Mar-24	Term Deposit - Reserve
NAB	\$ 4,000,000	5.05%	91	22-Apr-24	Term Deposit - Reserve
CBA	\$ 4,000,000	5.32%	240	26-Apr-24	Term Deposit - Reserve
NAB	\$ 4,000,000	5.05%	120	21-May-24	Term Deposit - Reserve
NAB	\$ 4,000,000	5.05%	120	28-May-24	Term Deposit - Reserve
CBA	\$ 4,000,000	5.19%	180	04-Jun-24	Term Deposit - Reserve
NAB	\$ 3,000,000	5.05%	120	19-Jun-24	Term Deposit - Reserve
NAB	\$ 4,000,000	5.05%	120	26-Jun-24	Term Deposit - Reserve
NAB	\$ 4,000,000	5.05%	120	15-Mar-24	Term Deposit - Muni
CBA	\$ 4,000,000	5.16%	150	15-Apr-24	Term Deposit - Muni
NAB	\$ 4,000,000	5.20%	180	14-May-24	Term Deposit - Muni
CBA	\$ 7,638,465	4.35%	N/A	N/A	Business Online Saver - Muni
CBA	\$ -	0.25%	N/A	N/A	Cash Deposit A/C - Muni
CBA	\$ 601,394	4.35%	N/A	N/A	Business Online Saver - Reserves
CBA	\$ 1,810	0.25%	N/A	N/A	Cash Deposit A/C - Reserves
	\$ 51,241,669				

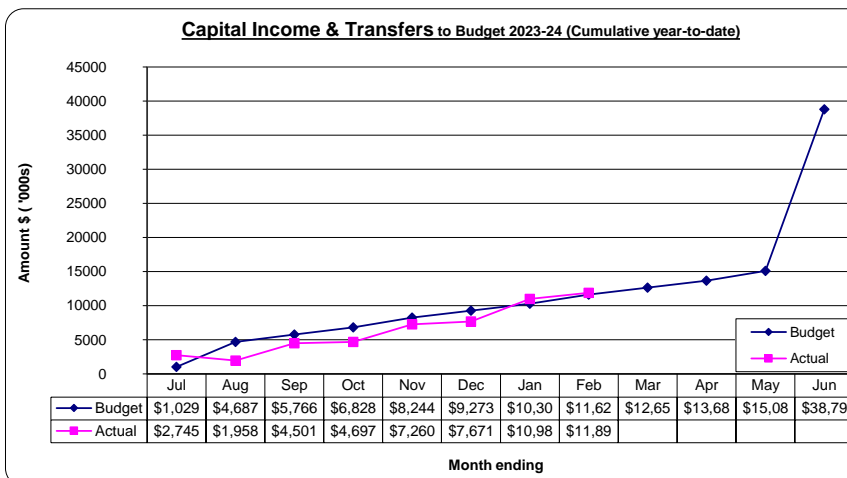
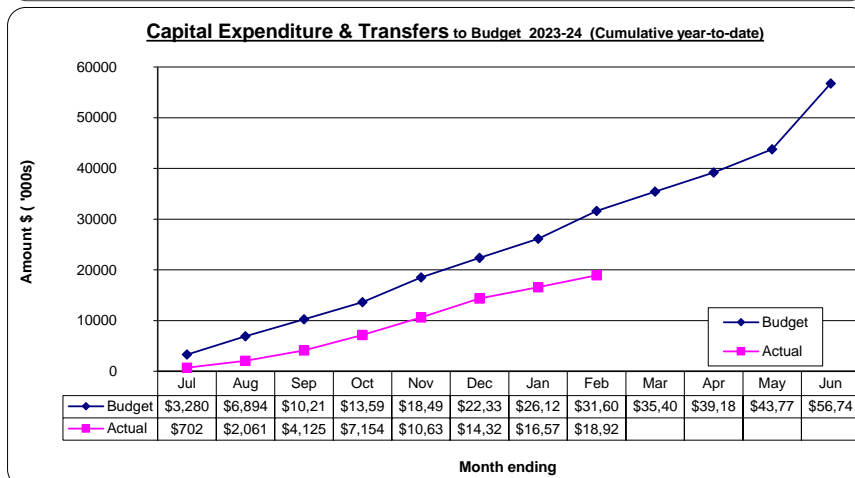
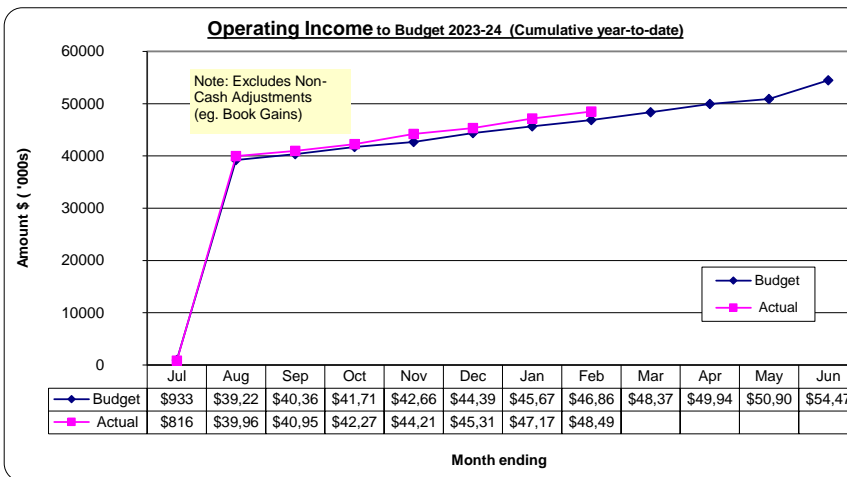
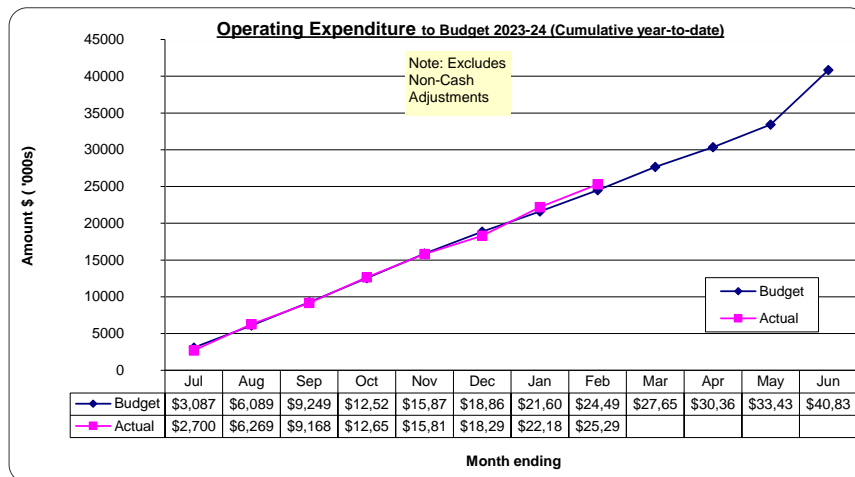
Investment Interest Earnings

	Budgeted Amount	YTD Interest
Municipal	\$ 520,000	541,737
Reserve	\$ 750,000	578,465

Note: Maximum 80% with any one institution



Shire of Esperance - Progressive Budget Snap-Shot





OTHER REPORTS AND GRAPHS

SHIRE OF ESPERANCE

SUMMARY OF RATE, RUBBISH AND ESL CHARGE DEBTORS AS AT 29th February 2024

Outstanding Rates 2023/24

Arrears at 1st July 2023	69,802
Pensioner Deferred Rates at 1st July 2023	101,408
Rates Levied for 2023/24	28,783,507
Penalty Interest charged to Overdue	30,824
Receipts for Current Rates	(26,015,631)
Prepayments	(2,140,713)

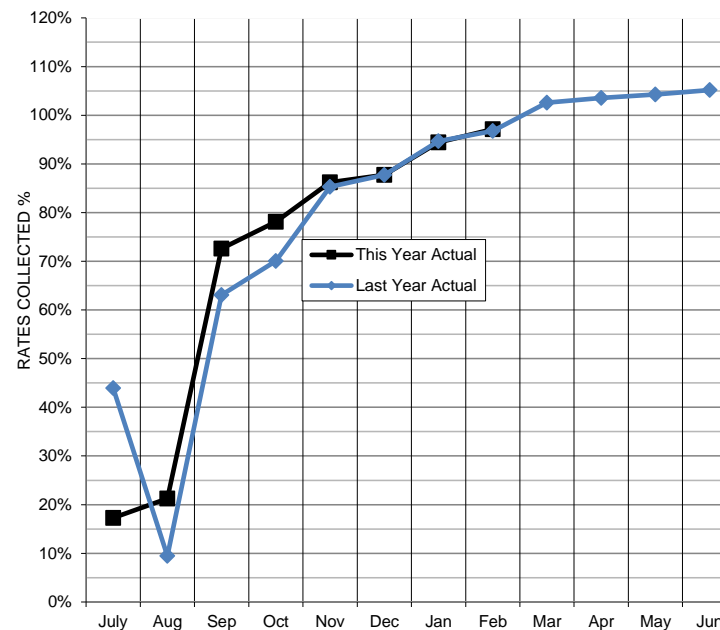
Total Current and Arrears Outstanding 829,199

% Collected 97.13%

Pensioners on Instalments	96,567
Non Pensioners on Instalments	1,314,346
Pensioners with Due Date 30/6/2024	26,724
Outstanding with no Instalment Option	200,150
Prepayments	(829,283)
Interims	20,695
Total Current and Arrears Outstanding	829,199

0

RATES COLLECTION PROGRESS (2023/2024)



**SHIRE OF ESPERANCE
TRUST FUNDS
as at 29 February 2024**

Funds held at balance date over which the Municipality has no control and which are not included in the financial statements are as follows:

Details	Balance 30-Jun-2023	Balance 29-Feb-24
Contributions to Public Open Space	203,130	208,958
Other	1,679	1,679
General Bonds - Interest Bearing	63,487	21,804
Totals	268,296	232,441



**PAYMENT OF ACCOUNTS LISTING
(PAID UNDER DELEGATED
AUTHORITY)**

SHIRE OF ESPERANCE
THE ACCOUNTS REFERRED TO IN THE SCHEDULE AND SUMMARISED BELOW HAVE BEEN PAID
FOR THE PERIOD ENDING 29TH FEBRUARY 2024

MUNICIPAL FUND

CHEQUES

ACTUAL PAYMENTS:	Cheques: 027750-27752	\$2,831.85
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EFT

ACTUAL PAYMENTS:	Transaction No's: E4601 - E4611	\$5,488,183.62
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CREDIT CARDS

ACTUAL PAYMENTS:	Transactions: 25/01/2024 - 26/02/2024	\$31,135.77
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PAID UNDER THE DELEGATED

AUTHORITY TO CEO

MUNICIPAL TOTAL:

\$5,522,151.24

***ESTIMATE % LOCAL PAYMENTS
(INCLUDING CREDIT CARDS)***

\$	<i>4,352,559.61</i>	<i>78.82%</i>
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TRUST FUND

CHEQUES

ACTUAL PAYMENTS:	Cheques : -	\$0.00
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EFT

ACTUAL PAYMENTS:	Transaction No's: 4603	\$43,000.00
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TRUST TOTAL:

\$43,000.00

TOTAL:

\$5,565,151.24

Shire of Esperance

List of accounts due by Council submitted to the Corporate & Community Services Meeting held on 26 March 2024 for confirmation in respect to accounts already paid.

Tran Amount

Municipal Fund - Cheque Payments

<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
C27750	08/02/2024	386	Shire of Esperance - Petty Cash	Petty cash recoup - Library	\$414.95
C27751	08/02/2024	5509	Esperance Equestrian Club (Inc)	CGP – small grant	\$2,000.00
C27752	08/02/2024	8041	Esperance Home Care - Petty Cash	Petty cash recoup - EHC	\$416.90
Total Creditor payments made by Cheque from Municipal Fund					2,831.85

Municipal Fund - EFT Payments

<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
E4601	02/02/2024	260	Horizon Power	Electricity charges	\$78,350.84
E4601	02/02/2024	290	Telstra	Telephone charges	\$52.20
E4601	02/02/2024	392	Water Corporation	Water usage charges	\$2,472.78
E4602	02/02/2024	33	Australian Services Union (ASU)	Payroll deduction	\$624.00
E4602	02/02/2024	140	Esperance Shire Staff Jackpot	Payroll deduction	\$904.00
E4602	02/02/2024	144	Esperance Staff Social Club	Payroll deduction	\$360.00
E4602	02/02/2024	154	LGRCEU	Payroll deduction	\$132.00
E4602	02/02/2024	1963	Child Support Agency	Payroll deduction	\$5,756.07
E4604	08/02/2024	-	Andimaps	***** C A N C E L E D *****	\$0.00
E4604	08/02/2024	-	Dabungool Cultural Experiences	***** C A N C E L E D *****	\$0.00
E4604	08/02/2024	1	Australian Taxation Office	Payroll deduction	\$203,841.57
E4604	08/02/2024	100	Landgate	Title searches	\$61.00
E4604	08/02/2024	126	Esperance Electrical Service	Electrical services	\$7,237.40
E4604	08/02/2024	187	Ixom Operations Pty Ltd	Cylinder & gas charges	\$1,212.20
E4604	08/02/2024	440	Wesfarmers Kleenheat Gas Pty Ltd	Kitchen gas - EHC	\$197.49
E4604	08/02/2024	505	Esperance Plumbing Service	Plumbing services – various sites	\$5,484.60

Shire of Esperance

List of accounts due by Council submitted to the Corporate & Community Services Meeting held on 26 March 2024 for confirmation in respect to accounts already paid.

Tran Amount

Municipal Fund - EFT Payments

<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
E4604	08/02/2024	571	St John Ambulance Association in WA	First Aid training x 3 and first aid supplies	\$865.00
E4604	08/02/2024	796	State Emergency Service Unit Inc	2023/2024 operating grant	\$24,000.00
E4604	08/02/2024	1197	Six Mile Hill Bush Fire Brigade	Reimbursement	\$124.20
E4604	08/02/2024	1323	LGIS WA - WALGA Municipal Liability	Workers compensation adjustment 2019-20 & 2021-22	\$382,112.50
E4604	08/02/2024	1400	Bayview Motel Esperance	Bookeasy sales - Accommodation	\$1,969.40
E4604	08/02/2024	1470	Express Yourself Printing Esperance	Stationery & printing	\$1,340.00
E4604	08/02/2024	1475	Esperance Treated Timbers	Pine mulch	\$176.00
E4604	08/02/2024	1695	Bay of Isles Mini-Excavators	Grease trap service & port a loo hire – GSG	\$14,015.00
E4604	08/02/2024	1709	Forpark Australia	Playground parts	\$1,164.90
E4604	08/02/2024	1791	Longy's General Welding	Repairs to grader	\$261.25
E4604	08/02/2024	1981	Esperance Sportspower	Corporate uniforms	\$888.90
E4604	08/02/2024	2113	Banksia Medical and Health	Pre-employment medical & screening	\$275.00
E4604	08/02/2024	2269	Esperance Island View Apartments	Bookeasy sales - Accommodation	\$2,766.60
E4604	08/02/2024	2317	Southern Cross Austereo Pty Ltd	Radio advertising for various events	\$1,683.00
E4604	08/02/2024	2496	Professionals Esperance Real Estate	Rent	\$2,380.00
E4604	08/02/2024	2763	Esperance Lock & Shoe Service	Key & lock supplies	\$14.00
E4604	08/02/2024	2765	Esperance Autos	Parts for	\$2,853.73
E4604	08/02/2024	3227	Esperance Fire Services	Routine inspection & testing of fire equipment	\$1,569.50
E4604	08/02/2024	3478	Avis Car Hire	Car hire	\$2,795.65
E4604	08/02/2024	3484	Esperance Podiatry	Podiatry services - EHC	\$1,225.00
E4604	08/02/2024	3526	Southern Suspension & 4 X 4 Centre	Repairs to 6 Mile Hill BFB truck	\$88.95
E4604	08/02/2024	3532	Esperance Bay Holiday Park	Bookeasy sales - Accommodation	\$485.04
E4604	08/02/2024	3533	Mike Henley Mechanical & Fabrication	Repairs to Dalyup BFB truck	\$2,677.82

Shire of Esperance

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Municipal Fund - EFT Payments

<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
E4604	08/02/2024	3534	Local Government Professionals	Project management essentials workshop	\$945.00
E4604	08/02/2024	3752	Securepay Pty Ltd	Monthly charge & transaction fee	\$84.37
E4604	08/02/2024	3797	LED Esperance	Electrical supplies	\$742.27
E4604	08/02/2024	3835	WA Local Government Association	Short course – meeting procedures	\$1,072.50
E4604	08/02/2024	3900	Esperance Cabinets	Old Jetty timber street signs	\$1,078.00
E4604	08/02/2024	3938	C K Mader	Rent	\$600.00
E4604	08/02/2024	4308	Esperance Motor Group	1x Toyota Fortuner GXL	\$65,929.72
E4604	08/02/2024	4395	Department of Health	Training course – Aerated Wastewater Treatment System Servicing	\$1,528.46
E4604	08/02/2024	4602	Esperance French Hot Bread Shop	Consumables	\$70.00
E4604	08/02/2024	4947	Toll Ipec Pty Ltd	Freight charges	\$2,545.16
E4604	08/02/2024	4989	Woolworths Group Limited	Consumables	\$1,869.05
E4604	08/02/2024	4998	Western Australian Electoral Commission	2023 Local Government election fees	\$63,519.79
E4604	08/02/2024	5042	Officeworks Business Direct	Stationery	\$644.20
E4604	08/02/2024	5274	Davric Australia	Stock for resale - EVC	\$1,142.90
E4604	08/02/2024	5374	Tranquil Retreat	Bookeasy sales - Accommodation	\$412.80
E4604	08/02/2024	5393	Esperance Eagle View Accommodation	Bookeasy sales - Accommodation	\$5,031.00
E4604	08/02/2024	5412	Mr Carpet	Cleaning services	\$489.50
E4604	08/02/2024	5444	Reece Australia Pty Ltd	Plumbing fixtures & fittings	\$1,885.47
E4604	08/02/2024	5466	Horizon Power (Non-Energy)	Construction – scope of work Dempster & Andrew St	\$10,139.39
E4604	08/02/2024	5604	Esperance Milk Supply	Milk - admin & depot	\$332.52
E4604	08/02/2024	5736	Datastrax Pty Ltd	Touchscreen advertising	\$190.00
E4604	08/02/2024	5767	Seek Limited	Advertising - positions vacant	\$1,529.00
E4604	08/02/2024	5796	Pink Lake IGA	Consumables	\$263.20

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E4604	08/02/2024	5877	Castletown Chemist	Chemist supplies - EHC	\$245.00
E4604	08/02/2024	6009	McLeods Barristers & Solicitors	Governance advice & review of contract	\$3,120.78
E4604	08/02/2024	6024	SeatAdvisor Pty Ltd	Ticket sales – December & January	\$72.06
E4604	08/02/2024	6164	Data 3 Limited	Cloud backup & central managed detection	\$4,351.44
E4604	08/02/2024	6176	Market Creations Pty Ltd	Phase 3 – website project build	\$8,486.50
E4604	08/02/2024	6221	PFD Food Services Pty Ltd	Consumables	\$314.95
E4604	08/02/2024	6552	Esperance Bird and Animal Park	Bookeasy sales - Accommodation	\$2,038.20
E4604	08/02/2024	6609	Environmental Health Australia (WA)	Membership – Environmental Health Australia	\$205.00
E4604	08/02/2024	6894	C.R. Kennedy & Co Pty Ltd.	Survey subscriptions	\$1,983.00
E4604	08/02/2024	7121	Saltwater Catering	Catering – Citizen of the Year event	\$3,000.00
E4604	08/02/2024	7126	Elite Gym Hire	Equipment parts	\$300.56
E4604	08/02/2024	7250	Esperance CWA Holiday Units	Bookeasy sales - Accommodation	\$5,473.90
E4604	08/02/2024	7425	Esperance Cleaning Service	Overflow camp cleaning – January	\$56,089.00
E4604	08/02/2024	7438	Independence Australia	Nursing consumables - EHC	\$722.04
E4604	08/02/2024	7479	La Cabane Retreat	Bookeasy sales - Accommodation	\$326.80
E4604	08/02/2024	7703	Talis Consultants	Consultant services for Myrup WTS	\$7,401.37
E4604	08/02/2024	7704	Vorgee Pty Ltd.	Swimming supplies for lessons - BOILC	\$2,204.40
E4604	08/02/2024	7715	TD Contractors A/L Removal	Earthworks	\$7,436.00
E4604	08/02/2024	7879	Drillers Ridge Pty Ltd	Bookeasy sales - Accommodation	\$3,440.00
E4604	08/02/2024	7892	T R Currie	Jackpot winnings pay 16	\$150.00
E4604	08/02/2024	8187	Impart Media Pty Ltd	Annual hosting fee - EVC	\$1,320.00
E4604	08/02/2024	8201	K L Smithson	Live music – Citizen of the Year Sundowner	\$550.00
E4604	08/02/2024	8389	M J Walker	Reimbursement	\$1,448.00

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E4604	08/02/2024	8497	The Print Shop Bunbury	Stock for resale & posters for events	\$1,376.10
E4604	08/02/2024	8506	Le Grand Chateau Esperance	Bookeasy sales - Accommodation	\$989.00
E4604	08/02/2024	8544	Moore Australia (WA) Pty Ltd	2024 annual budget workshop	\$1,320.00
E4604	08/02/2024	8596	Frontline Fire and Rescue Equipment	Fire supplies, PPE gear & reflective name tags	\$3,549.32
E4604	08/02/2024	8644	AM Wreckers Group Pty Ltd	Removal of caravan to Depot	\$220.00
E4604	08/02/2024	8693	Mailguard Pty Ltd	Annual user fees 2024-25	\$10,630.40
E4604	08/02/2024	8783	The Trustee for Recherche Medical	Pre-employment screening	\$100.00
E4604	08/02/2024	8800	South Regional TAFE	Work safe training - Airport	\$390.90
E4604	08/02/2024	8910	Sirva Pty Ltd TA/- Allied Pickfords	Removalist costs x 2	\$14,501.16
E4604	08/02/2024	8914	Cleanaway Pty Ltd	Rubbish & recycling collections	\$569.25
E4604	08/02/2024	8948	TenderLink.com	Public tender - Land	\$184.80
E4604	08/02/2024	8955	Esperance Laundry and Linen	Table cloths & mats	\$429.50
E4604	08/02/2024	8972	Dunn's Cleaning Service Pty Ltd	Cleaning – Condingup	\$819.00
E4604	08/02/2024	9003	Rural Traffic Services Pty Ltd	Traffic control	\$30,903.74
E4604	08/02/2024	9028	Terry White Chemmart Esperance	Chemist supplies - EHC	\$560.00
E4604	08/02/2024	9044	Neo Elite Swimming	Stock for resale - BOILC	\$113.85
E4604	08/02/2024	9100	On Duty Diesel and Mechanical	Service & repairs - various vehicles	\$3,593.79
E4604	08/02/2024	9108	Bay of Isles Chiropractic Centre	Chiro services - EHC	\$65.00
E4604	08/02/2024	9138	Department of Biodiversity Conservation	Identification of 15 specimens	\$935.00
E4604	08/02/2024	9147	Key Pest and Weed Control	Quarterly pest service	\$165.00
E4604	08/02/2024	9163	Esperance Combined Tyres & Mechanic	Wheel alignment, repairs & replacement tyres	\$2,680.00
E4604	08/02/2024	9207	Datacom Systems (AU) Pty Ltd	Headset, switch & network cards	\$4,465.89
E4604	08/02/2024	9218	Avantgarde Technologies Pty Ltd	Veeam cloud connect backup	\$3,893.56

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E4604	08/02/2024	9236	T Stewarts Engineering	Parts & repairs to tandem trailer	\$1,767.56
E4604	08/02/2024	9237	Esperance Metaland	Colourbond fencing, parts and supplies	\$2,836.47
E4604	08/02/2024	9274	Gibson Soak Hotel	Volunteer staff meals - EHC	\$21.50
E4604	08/02/2024	9330	Coastal Climate Choice Pty Ltd	Supply, install & repair various sites air-conditioning	\$5,345.75
E4604	08/02/2024	9377	Esperance Caravan Repair Centre	Parts & supplies	\$164.00
E4604	08/02/2024	9414	Chadwick Mobile Auto Electrics	Diagnose issues with forklift at Wylie Bay waste facility	\$321.50
E4604	08/02/2024	9451	The Choppin Block Butchers	Meat - kitchen - EHC	\$267.52
E4604	08/02/2024	9456	Esperance Luxe Floral and Home Co.	Condolence flowers & flower arrangements for Citizen of the Year x 15	\$1,250.00
E4604	08/02/2024	9466	Esperance Glass	Replace broken mirror in gym - BOILC	\$555.50
E4604	08/02/2024	9503	EcoValley Honey	Consignment sales	\$70.40
E4604	08/02/2024	9531	Seas It All Pty Ltd	Bookeasy sales - Accommodation	\$4,039.50
E4604	08/02/2024	9540	North Metropolitan Tafe	Cert IV Marketing and Communications	\$1,415.20
E4604	08/02/2024	9542	MCD Contracting Pty Ltd	Supply water for fire trucks	\$6,168.00
E4604	08/02/2024	9564	South East Auto & Heavy Diesel	Parts & supplies	\$140.78
E4604	08/02/2024	9639	Avon Waste	Rubbish & recycling collections	\$59,620.47
E4604	08/02/2024	9641	Aussie Broadband Pty Ltd	Aussie broadband internet	\$507.00
E4604	08/02/2024	9645	TPG Network Pty Ltd	TPG internet charges	\$130.90
E4604	08/02/2024	9671	R P Western	Consignment sales	\$12.80
E4604	08/02/2024	9676	Mega Phones	Monthly pendant monitoring - EHC	\$425.00
E4604	08/02/2024	9802	Yirri Grove Pty Ltd	Client activities - EHC	\$42.00
E4604	08/02/2024	9810	K S Kahatadeniya	Jackpot winnings pay 16	\$150.00
E4604	08/02/2024	9832	RAC Tourism Assets Pty Ltd	Bookeasy sales - Accommodation	\$284.40
E4604	08/02/2024	10046	M Magennis	Reimbursement - Les Mills Body Attack	\$56.57

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E4604	08/02/2024	10055	AVCRM Products Pty Ltd	Airspace data additional users	\$2,915.00
E4604	08/02/2024	10115	MBIT Technologies Pty Ltd	Business SMS service	\$11.00
E4604	08/02/2024	10142	R-Group International Pty Ltd	Teams phone package - November	\$3,217.72
E4604	08/02/2024	10187	Estrin Saul Lawyers and Migration	Advice – visa eligibility options	\$495.00
E4604	08/02/2024	10192	Esperance Gutter Cleaning	Gutter cleaning – various sites	\$5,513.20
E4604	08/02/2024	10218	D B Ambrose	Gardening services - EHC	\$125.00
E4604	08/02/2024	10269	Lite N' Easy Pty Ltd	Meal prep & delivery - EHC	\$1,515.40
E4604	08/02/2024	10358	Esperance Weekender	Public notice & employment adverts	\$648.00
E4604	08/02/2024	10386	M J & M J Wood	Bookeasy sales - Accommodation	\$2,221.38
E4604	08/02/2024	10416	J M Smith	Rent	\$600.00
E4604	08/02/2024	10437	A E Davies	Reimbursement - Les Mills Pump	\$59.59
E4604	08/02/2024	10443	Recherche Medical Partnership	Drug & alcohol testing – December 2023	\$1,039.50
E4604	08/02/2024	10459	Cloud Payment Group	Debt collection - rates	\$10,251.01
E4604	08/02/2024	10518	Townzies Turf and Gardens	Gardening services - EHC	\$222.75
E4604	08/02/2024	10564	WA Girl Macrame	Consignment sales	\$25.56
E4604	08/02/2024	10651	Louise Stewart Brown Creative Artwork	Consignment sales	\$25.44
E4604	08/02/2024	10713	Moore Australia Audit (WA)	EBA - wild dogs acquittal audit	\$1,650.00
E4604	08/02/2024	10727	Dr A R Wiebe	Pre-employment medical assessment	\$374.00
E4604	08/02/2024	10757	In Motion Esperance	Pre-employment functional assessments	\$360.00
E4604	08/02/2024	10760	N L Curtis	Rent	\$1,100.00
E4604	08/02/2024	10771	Showtools International Pty Ltd	Tape & accessories	\$580.10
E4604	08/02/2024	10798	Live Life Alarms / Flight Plan Digital	Pound assistant mobile alarm	\$75.00
E4604	08/02/2024	10835	Premium Publishers - Vanguard	Advertising	\$599.50

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E4604	08/02/2024	10848	Retravision Esperance – JAPMR Pty Ltd	Samsung phone chargers	\$84.00
E4604	08/02/2024	10858	Jasko Airport Services	Electrical technical inspection - airport	\$6,472.00
E4604	08/02/2024	10859	BM Electrical WA Pty Ltd (Griffs Electrical)	Electrical repairs - various sites	\$3,369.85
E4604	08/02/2024	10867	Department of the Premier and Cabinet	Gazettal LPS 24 amendment 8	\$856.80
E4604	08/02/2024	10868	Rolled with love	Contract carer - EHC	\$2,430.00
E4604	08/02/2024	10888	Insculpo Pty Ltd T/A Sheridan's Badges	Name badges	\$335.01
E4604	08/02/2024	10936	Y Haupt	Fee refund - EHC	\$455.89
E4604	08/02/2024	10942	Thorp Realty Pty Ltd	Rent	\$1,040.00
E4604	08/02/2024	10949	Bistro Louis Pty Ltd	Council lunch – January 2024	\$284.90
E4604	08/02/2024	10956	MBL Food & Packaging T/A South Coast Food	Consumables	\$4,748.96
E4604	08/02/2024	10985	Rebecca Staunton Physiotherapy	Physio services - EHC	\$2,915.00
E4604	08/02/2024	11014	M T Brown	Reimbursement	\$975.51
E4604	08/02/2024	11034	Cloud Eleven Esperance Pty Ltd	Volunteer vouchers - Library	\$250.00
E4604	08/02/2024	11053	David Macdermott T/A Mermaid Leather	Consignment sales	\$23.96
E4604	08/02/2024	11058	Howat WA Pty Ltd T/A The Weed Terminator	Slashing fire access – various sites	\$26,455.00
E4604	08/02/2024	11095	F J Yetman	Street banner repairs	\$525.00
E4604	08/02/2024	11096	Trophy Kings	Shire mug order and desk plate	\$453.50
E4604	08/02/2024	11110	Esperance Outdoor Power Equipment	Parts & supplies	\$4,908.15
E4604	08/02/2024	11215	Wavecrest Village Tourist Park	Bookeasy sales - Accommodation	\$310.00
E4604	08/02/2024	11316	BreezeConnect	Monthly subscription for Trunkline Plus	\$48.50
E4604	08/02/2024	11346	Dundas Minerals Limited	Rates refund	\$815.23
E4604	08/02/2024	11356	Good Chat Designs	Consignment sales	\$135.00
E4604	08/02/2024	11366	Anderson Salazar Photography	Photography – Citizen of the Year sundowner & awards	\$2,500.00

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E4604	08/02/2024	11374	A Murphy	Pre-employment medicals x 5	\$935.00
E4604	08/02/2024	11379	M G Dixon	Refund - swimming lessons	\$148.50
E4604	08/02/2024	11380	Emu Resources Pty Ltd	Rates refund	\$5,995.90
E4604	08/02/2024	11381	M Madgen	Rates refund	\$482.94
E4604	08/02/2024	11382	W N Willey	Reimbursement	\$87.00
E4605	15/02/2024	11035	Absolute Hot Water & Gas	Repairs & materials - various sites	\$14,953.48
E4606	16/02/2024	260	Horizon Power	Electricity charges	\$4,233.30
E4606	16/02/2024	290	Telstra	Telephone charges	\$4,203.40
E4606	16/02/2024	392	Water Corporation	Water usage charges	\$1,430.05
E4607	16/02/2024	11386	Association Musicalis	French week performance	\$3,000.00
E4608	22/02/2024	1	Australian Taxation Office	Payroll deduction	\$196,446.66
E4608	22/02/2024	62	Building and Construction Industry	BCITF – levy payment - January	\$3,080.30
E4608	22/02/2024	126	Esperance Electrical Service	Electrical services	\$1,040.00
E4608	22/02/2024	187	Ixom Operations Pty Ltd	Cylinder & gas charges	\$2,190.67
E4608	22/02/2024	395	BOC Gases	Cylinder & gas charges	\$402.02
E4608	22/02/2024	505	Esperance Plumbing Service	Plumbing services - various sites	\$6,433.08
E4608	22/02/2024	571	St John Ambulance Association in WA	First aid training and supply of kits	\$436.75
E4608	22/02/2024	637	Concrete World	Concrete products	\$564.66
E4608	22/02/2024	797	Condungup P&C Association	Community grant	\$2,500.00
E4608	22/02/2024	800	Civica Pty Limited	Annual fee for Authority software	\$113,259.64
E4608	22/02/2024	867	Esperance Mobile Welding	Bulldozer repairs & install tow hitch to grader	\$22,996.60
E4608	22/02/2024	1045	Stewart & Heaton Clothing Co Pty Ltd	Gibson BFB uniform order	\$191.58
E4608	22/02/2024	1271	Department of Transport	Disclosure of information fees	\$30.80

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E4608	22/02/2024	1315	Gibson Soak Water Co	Bottled water – Depot & Wylie Bay	\$172.00
E4608	22/02/2024	1346	Cannon Hygiene Australia Pty Ltd	Cleaning services – various sites	\$4,014.14
E4608	22/02/2024	1400	Bayview Motel Esperance	Bookeasy sales - accommodation	\$464.40
E4608	22/02/2024	1470	Express Yourself Printing Esperance	Stationery, printing & flyers	\$5,050.00
E4608	22/02/2024	1662	Esperance Trim and Canvas	Firearms awareness test - airport	\$75.00
E4608	22/02/2024	1695	Bay of Isles Mini-Excavators	Ablutions for overflow campground	\$4,600.00
E4608	22/02/2024	1981	Esperance Sportspower	Corporate uniforms	\$1,071.00
E4608	22/02/2024	2113	Banksia Medical and Health	Pre-employment medical assessments x 2	\$352.00
E4608	22/02/2024	2199	Curtin University of Technology	Graduate diploma environmental health	\$1,118.00
E4608	22/02/2024	2269	Esperance Island View Apartments	Bookeasy sales - Accommodation	\$777.00
E4608	22/02/2024	2293	Ranlec	Black St reticulation upgrade	\$45,128.69
E4608	22/02/2024	2496	Professionals Esperance Real Estate	Rent	\$2,380.00
E4608	22/02/2024	3227	Esperance Fire Services	Bi-annual equip & monthly panel test	\$1,648.89
E4608	22/02/2024	3478	Avis Car Hire	Car hire	\$225.72
E4608	22/02/2024	3526	Southern Suspension & 4 X 4 Centre	Parts & supplies	\$1,633.53
E4608	22/02/2024	3533	Mike Henley Mechanical & Fabrication	Repairs to Hino genset	\$160.82
E4608	22/02/2024	3534	Local Government Professionals	Workshop & conference attendance	\$1,245.00
E4608	22/02/2024	3604	Kelyn Training Services	Traffic controller training	\$870.00
E4608	22/02/2024	3607	Shire of Ravensthorpe	Fuel for Munglinup BFB	\$282.02
E4608	22/02/2024	3736	Easisalary Pty Ltd	Novated lease employer credits	\$638.00
E4608	22/02/2024	3797	LED Esperance	Electrical supplies	\$237.65
E4608	22/02/2024	3889	S J & H P O'Brien	Pipeline welding – sand back pass pipeline	\$17,248.00
E4608	22/02/2024	3938	C K Mader	Rent	\$600.00

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E4608	22/02/2024	4148	Bay of Isles Community Outreach Inc	Confidential shredding - EHC	\$55.00
E4608	22/02/2024	4321	The Royal Life Saving Society (WA	Pool lifeguard 2-day workshop - BOILC	\$2,735.80
E4608	22/02/2024	4371	D J Dixon	Rates refund	\$1,329.59
E4608	22/02/2024	4466	Leisure Institute of Western Australia	Aquatics annual membership	\$140.00
E4608	22/02/2024	4618	JJ's Holiday Cottage	Bookeasy sales - accommodation	\$963.20
E4608	22/02/2024	4699	Esperance Care Services Inc	Rags – depot	\$150.00
E4608	22/02/2024	4798	Australia's Golden Outback	Contribution - AGO advertising - EVC	\$400.00
E4608	22/02/2024	4947	Toll Ipec Pty Ltd	Freight charges	\$1,742.10
E4608	22/02/2024	4989	Woolworths Group Limited	Consumables	\$1,987.03
E4608	22/02/2024	5042	Officeworks Business Direct	Stationery	\$476.82
E4608	22/02/2024	5127	IRIS Consulting Group Pty Ltd	Digitisation manual & guide	\$480.00
E4608	22/02/2024	5175	Goldies Place	Bookeasy sales - Accommodation	\$344.00
E4608	22/02/2024	5393	Esperance Eagle View Accommodation	Bookeasy sales - Accommodation	\$1,677.00
E4608	22/02/2024	5444	Reece Australia Pty Ltd	Plumbing supplies for Black street project	\$964.71
E4608	22/02/2024	5559	BookEasy Australia Pty Ltd	Bookeasy commission - January 2024	\$1,615.16
E4608	22/02/2024	5604	Esperance Milk Supply	Milk – admin & depot	\$142.67
E4608	22/02/2024	5622	Subway Esperance	Catering - library	\$60.00
E4608	22/02/2024	5767	Seek Limited	Advertising positions vacant	\$2,090.00
E4608	22/02/2024	5793	Tradelink Esperance	Plumbing supplies	\$1,357.53
E4608	22/02/2024	5796	Pink Lake IGA	Consumables	\$715.97
E4608	22/02/2024	5896	Toyota Financial Services	Lease payments	\$443.81
E4608	22/02/2024	6164	Data 3 Limited	Epson portable projector	\$1,609.80
E4608	22/02/2024	6221	PFD Food Services Pty Ltd	Consumables & supplies - EHC	\$109.50

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E4608	22/02/2024	6250	WA Tyre Recovery	Tyres for recycling	\$2,859.45
E4608	22/02/2024	6282	Andimaps	Advertising - EVC	\$882.00
E4608	22/02/2024	6495	MCM Protection Pty Ltd	Quarterly security monitor & locking toilets	\$3,477.51
E4608	22/02/2024	6537	ABCO Products Pty Ltd	E-zyme long drop treatment crystals	\$2,869.02
E4608	22/02/2024	6552	Esperance Bird and Animal Park	Bookeasy sales - Accommodation	\$756.80
E4608	22/02/2024	6894	C.R. Kennedy & Co Pty Ltd.	Service & calibration survey gear & grader GPS transfers x 2	\$9,844.55
E4608	22/02/2024	7043	Connect Call Centre Services	Rangers calls – Dec 23 & Jan 24	\$491.21
E4608	22/02/2024	7250	Esperance CWA Holiday Units	Bookeasy sales - Accommodation	\$2,003.80
E4608	22/02/2024	7438	Independence Australia	Nursing products - EHC	\$177.00
E4608	22/02/2024	7460	Auscoinswest	Stock for resale	\$449.90
E4608	22/02/2024	7703	Talis Consultants	Advice – Myrup organics options review	\$6,751.25
E4608	22/02/2024	7715	TD Contractors A/L Removal	Earthworks	\$7,832.00
E4608	22/02/2024	7803	Dr T W Pearn	Pre-employment screening	\$50.00
E4608	22/02/2024	7879	Drillers Ridge Pty Ltd	Bookeasy sales - Accommodation	\$1,866.20
E4608	22/02/2024	7932	All West Building Approvals Pty Ltd	Shade sail certificate of compliance – Black Street	\$385.00
E4608	22/02/2024	8024	C A Poole	Consignment sales	\$44.00
E4608	22/02/2024	8117	Foxtel Cable Television Pty Limited	Foxtel subscription - Feb 2024 - BOILC	\$105.00
E4608	22/02/2024	8303	Liquor Barons Esperance	Drinks - depot	\$179.97
E4608	22/02/2024	8305	C & K Vermey	Refund – swimming lessons	\$99.00
E4608	22/02/2024	8380	Jade William & Leticia Hurley	Bookeasy sales - Accommodation	\$774.00
E4608	22/02/2024	8497	The Print Shop Bunbury	Branded envelopes window and plain face	\$635.80
E4608	22/02/2024	8505	S G & K L Mallins	Reimbursement	\$235.55
E4608	22/02/2024	8506	Le Grand Chateau Esperance	Bookeasy sales - Accommodation	\$464.40

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E4608	22/02/2024	8544	Moore Australia (WA) Pty Ltd	Management & financial reporting workshops	\$3,520.00
E4608	22/02/2024	8644	AM Wreckers Group Pty Ltd	Transport Toyota Echo from Dunns Rock Rd	\$781.00
E4608	22/02/2024	8670	Jetmen Mbangani Pty Ltd	Pre-employment medical	\$187.00
E4608	22/02/2024	8673	E-Precision Laboratory Pty Ltd	Soil testing	\$1,661.00
E4608	22/02/2024	8717	Western Irrigation Pty Ltd	Foreshore review	\$5,500.00
E4608	22/02/2024	8783	The Trustee for Recherche Medical	Pre-employment medical	\$100.00
E4608	22/02/2024	8800	South Regional TAFE	Enrolment fees – Cert IV in business	\$39.00
E4608	22/02/2024	8882	Esperance Tjaltjraak Services Pty Ltd	Pipeline monitoring – Jan 24	\$15,007.38
E4608	22/02/2024	8922	Herron Todd White (Western Australia)	Valuation - Lot 200 Bandy Creek Rd	\$990.00
E4608	22/02/2024	8972	Dunn's Cleaning Service Pty Ltd	Cleaning of toilets & BBQ's various public spaces	\$37,776.79
E4608	22/02/2024	9028	Terry White Chemmart Esperance	Creche thermometer	\$139.00
E4608	22/02/2024	9038	Burnett Bulldozing	Fire suppression – Beltana & Fields Rd	\$9,878.00
E4608	22/02/2024	9079	Gymcare	Gym bench - BOILC	\$2,035.00
E4608	22/02/2024	9100	On Duty Diesel and Mechanical	Repairs various vehicles	\$1,759.17
E4608	22/02/2024	9108	Bay of Isles Chiropractic Centre	Chiro appointments - EHC	\$130.00
E4608	22/02/2024	9121	Local Community Insurance Services	Busking & stallholders' insurance 2024	\$698.50
E4608	22/02/2024	9127	Unicare Health	Nursing equipment - EHC	\$334.30
E4608	22/02/2024	9141	Apex Rubber Stamp Co	Stationery - EVRC	\$62.26
E4608	22/02/2024	9147	Key Pest and Weed Control	Bee removal – Cannery Arts	\$242.00
E4608	22/02/2024	9163	Esperance Combined Tyres & Mechanic	Repairs, alignment and replacement tyres	\$9,117.00
E4608	22/02/2024	9218	Avantgarde Technologies Pty Ltd	Public CCTV stages 2,3 & 4	\$19,427.65
E4608	22/02/2024	9236	T Stewarts Engineering	Fabricate BBQ doors & supply & install dump point grease trap	\$5,352.21
E4608	22/02/2024	9238	Monjingup Farm Services	Windmill repairs	\$352.88

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E4608	22/02/2024	9330	Coastal Climate Choice Pty Ltd	Repairs - BOILC & degassing – Wylie Bay	\$6,434.75
E4608	22/02/2024	9376	C Davies - Marino	Reimbursement	\$172.76
E4608	22/02/2024	9377	Esperance Caravan Repair Centre	Caravan repairs	\$88.00
E4608	22/02/2024	9414	Chadwick Mobile Auto Electrics	Repairs on various vehicles	\$1,191.50
E4608	22/02/2024	9451	The Choppin Block Butchers	Meat - kitchen - EHC	\$323.53
E4608	22/02/2024	9456	Esperance Luxe Floral and Home Co.	Congratulations flowers	\$80.00
E4608	22/02/2024	9466	Esperance Glass	Supply & install glazed safety glass & screens.	\$2,271.50
E4608	22/02/2024	9480	Blackroll Australia	Replace resistance bands - BOILC	\$600.00
E4608	22/02/2024	9482	Draeger Australia Pty Ltd	Testing kits - WHS	\$3,630.00
E4608	22/02/2024	9503	EcoValley Honey - Winton Hughes Was	Consignment sales	\$54.40
E4608	22/02/2024	9515	Stabilised Pavements of Australia Pavements	Wet mixing stabilisation	\$113,352.80
E4608	22/02/2024	9531	Seas It All Pty Ltd	Bookeasy sales - Accommodation	\$686.20
E4608	22/02/2024	9564	South East Auto & Heavy Diesel	Parts for Isuzu truck	\$556.49
E4608	22/02/2024	9578	Department of Mines, Industry	Building services levies - January	\$3,442.39
E4608	22/02/2024	9639	Avon Waste	Rubbish & recycling collections	\$48,294.74
E4608	22/02/2024	9671	R P Western	Consignment sales	\$24.00
E4608	22/02/2024	9832	RAC Tourism Assets Pty Ltd	Bookeasy sales - Accommodation	\$267.30
E4608	22/02/2024	9838	Blue Haven Shell Studio Accommodation	Bookeasy sales - Accommodation	\$980.40
E4608	22/02/2024	9857	D J Kennedy	Gardening services - EHC	\$264.00
E4608	22/02/2024	9874	Naturaliste Charters - Whale Watching	Bookeasy sales - Accommodation	\$1,077.30
E4608	22/02/2024	9913	Esperance Crane Hire	Crane hire to remove Christmas tree	\$305.25
E4608	22/02/2024	10036	D J Coyne	Maintenance - EHC	\$1,300.00
E4608	22/02/2024	10136	Anything and Everything Esperance	Souvenirs for resale	\$597.50

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E4608	22/02/2024	10142	R-Group International Pty Ltd	Teams phone package - January	\$3,213.65
E4608	22/02/2024	10192	Esperance Gutter Cleaning	Remove and replace gutters – Museum Village	\$10,161.20
E4608	22/02/2024	10195	K Hindley	Reimbursement	\$205.00
E4608	22/02/2024	10218	D B Ambrose	Gardening services - EHC	\$738.22
E4608	22/02/2024	10261	B A Barr	Refund for cancelled show - World of Musicals	\$149.80
E4608	22/02/2024	10269	Lite N' Easy Pty Ltd	Meal prep & delivery - EHC	\$802.66
E4608	22/02/2024	10353	T M Folkes	Jackpot winnings pay 17	\$152.00
E4608	22/02/2024	10416	J M Smith	Rent	\$600.00
E4608	22/02/2024	10466	35 Degrees South	Draft & lodge deposited plan for easement	\$1,356.30
E4608	22/02/2024	10518	Townzies Turf and Gardens	Gardening services - EHC	\$1,014.75
E4608	22/02/2024	10560	S P Russell	Jackpot winnings pay 17	\$152.00
E4608	22/02/2024	10564	WA Girl Macrame	Consignment sales	\$99.12
E4608	22/02/2024	10570	Allied Forklifts Pty Ltd	Supply parts	\$188.58
E4608	22/02/2024	10640	Bitutek Pty Ltd	Pump & motor for bitumen tank	\$3,850.00
E4608	22/02/2024	10644	Munglinup Roadhouse PTY LTD	Catering for Munglinup fires	\$514.78
E4608	22/02/2024	10651	Louise Stewart Brown Creative Artwork	Consignment sales	\$23.16
E4608	22/02/2024	10664	Ecolab Pty Ltd	Cleaning supplies & hire of equipment	\$253.81
E4608	22/02/2024	10675	Archipelago Apartments	Bookeasy sales - Accommodation	\$158.40
E4608	22/02/2024	10688	Urbis Pty Ltd	Workers accommodation study business case	\$2,750.00
E4608	22/02/2024	10692	S C Bowyer	Reimbursement	\$305.00
E4608	22/02/2024	10713	Moore Australia Audit (WA)	Audit of the Deferred Pensioners Certificate 2023/23	\$660.00
E4608	22/02/2024	10727	Dr A R Wiebe	Pre-employment medical	\$187.00
E4608	22/02/2024	10757	In Motion Esperance	Pre-employment functional assessments	\$360.00

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E4608	22/02/2024	10760	N L Curtis	Rent	\$1,100.00
E4608	22/02/2024	10805	I Gregory	Fee refund - EHC	\$23.00
E4608	22/02/2024	10848	Retravision Esperance – JAPMR Pty L	Miele vacuum cleaners x 3 - EHC	\$1,702.00
E4608	22/02/2024	10859	BM Electrical WA Pty Ltd (Griffs Electrical)	Repairs to auto water system – Depot	\$1,906.85
E4608	22/02/2024	10931	Safetek Solutions Pty Ltd	Complete battery box with charger x 2	\$3,963.17
E4608	22/02/2024	10942	Thorp Realty Pty Ltd	Rent	\$3,440.00
E4608	22/02/2024	10949	Bistro Louis Pty Ltd	Catering - 2-day cultural training	\$837.60
E4608	22/02/2024	10956	MBL Food & Packaging T/A South Coast Food	Cleaning supplies and consumables	\$4,910.05
E4608	22/02/2024	10958	Newsxpress Esperance Lottery Centre	A4 & A3 copy paper - admin office	\$1,073.25
E4608	22/02/2024	10976	B K Guest	Reimbursement	\$159.90
E4608	22/02/2024	10985	Rebecca Staunton Physiotherapy	Physio services - EHC	\$2,915.00
E4608	22/02/2024	10996	Dabungool Cultural Experiences	Welcome to Country - Edge of the Bay & Sunshine Club 2023	\$1,000.00
E4608	22/02/2024	11030	JMAC Building	Disability beach access wheelchair shed – Whale Tail	\$11,413.47
E4608	22/02/2024	11058	Howat WA Pty Ltd T/A The Weed Terminator	Slashing fire breaks – Collier Rd	\$1,787.50
E4608	22/02/2024	11095	F J Yetman	Repair of street banners	\$235.50
E4608	22/02/2024	11110	Esperance Outdoor Power Equipment	Repair to various machinery - Depot	\$1,000.70
E4608	22/02/2024	11115	APLOMB Occupational Therapy	OT services - EHC	\$352.00
E4608	22/02/2024	11141	Elross Caravans	Crib caravan - last instalment	\$26,334.62
E4608	22/02/2024	11167	South East Turf Solutions	Spraying - various sites	\$11,012.00
E4608	22/02/2024	11176	Tunstall Healthcare	Pendant & monitoring - EHC	\$79.85
E4608	22/02/2024	11185	Stocksoft Australia Pty Ltd	Skate park repairs	\$55,000.00
E4608	22/02/2024	11191	Bay Diversified Pty Ltd	Pest removal & spraying various sites	\$7,339.76
E4608	22/02/2024	11244	Motel Brothers Pty Ltd T/as The Jet	Bookeasy sales - accommodation	\$153.00

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E4608	22/02/2024	11251	Niche Planning Studio Pty Ltd	Flinders Estate structure plan revision	\$18,645.00
E4608	22/02/2024	11270	Rise N Shine Group Pty Ltd	Upholstery cleaning of office chairs	\$635.25
E4608	22/02/2024	11326	D Doulis	Refund of bond	\$1,600.00
E4608	22/02/2024	11331	Airocle	Vent upgrade at Esperance indoor stadium	\$31,095.37
E4608	22/02/2024	11342	Dhueys Electrical Pty Ltd	Install new power pole at Wildcherry Park	\$8,496.09
E4608	22/02/2024	11354	M.S Purnell & M.J Purnell	Monthly lawn mowing - BOILC	\$400.00
E4608	22/02/2024	11356	Good Chat Designs	Consignment sales	\$75.00
E4608	22/02/2024	11385	S J Sanders Andrews	Rates refund	\$1,040.00
E4608	22/02/2024	11387	Bevelin Holdings Pty Ltd	Farmers Rd gravel removal	\$21,707.40
E4608	22/02/2024	11391	R.L Borromei & J.J Capener	Cirque Nouvelle show - 3rd April 2024	\$8,800.00
E4608	22/02/2024	11392	E Dansey	Refund of cancelled show - World of Musicals	\$149.80
E4608	22/02/2024	11394	R Camp	Refund for Bookeasy booking	\$212.00
E4608	22/02/2024	11395	D Fallon	Pre-employment medical assessment	\$187.00
E4608	22/02/2024	11396	M Dennis	Fee refund - EHC	\$246.95
E4609	26/02/2024	325	Easton WJ & V	Hire of earthmoving plant - contractor	\$7,484.40
E4609	26/02/2024	1469	Beachwind Enterprises Pty Ltd	Hire of earthmoving plant - contractor	\$143,207.90
E4609	26/02/2024	6014	Esperance Tree Lopping	Pruning and removal of trees and stumps - contractor	\$18,942.00
E4609	26/02/2024	6636	Esperance Earthworks Pty Ltd	Hire of earthmoving plant - contractor	\$170,103.45
E4609	26/02/2024	7522	Jacka Trenching and Fencing	Drive roller - contractor	\$13,673.00
E4609	26/02/2024	8230	Ballantyne Earthmoving	Hire of earthmoving plant and labour - contractor	\$572,406.12
E4609	26/02/2024	8317	Titan Contracting	Mowing services - contractor	\$35,112.00
E4609	26/02/2024	10615	Quaintrelle (WA) Pty Ltd	Hire of street sweeper - contractor	\$27,654.61
E4610	27/02/2024	314	WA Treasury Corporation	Loan repayment - SSL	\$15,947.92

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E4610	27/02/2024	7576	Les Mills Asia Pacific	Les Mills classes - BOILC	\$735.89
E4610	27/02/2024	8784	Sheriff's Office, Perth	Lodgement fee for unpaid infringements x 14	\$1,169.00
E4610	27/02/2024	9321	Superchoice Services Pty Limited	Superannuation - Jan 2024	\$373,276.57
E4610	27/02/2024	9997	Sandwai Pty Ltd	Mobile & admin user - EHC	\$2,248.40
E4610	27/02/2024	11364	Ezidebit Pty Ltd	Point of sale system - BOILC	\$1,986.92
E4611	28/02/2024	26	Blackwoods Atkins	Parts & equipment	\$420.35
E4611	28/02/2024	47	B E Stearne & Co Pty Ltd	Reticulation supplies	\$164.80
E4611	28/02/2024	63	Bunnings Ltd	Hardware supplies	\$14,680.65
E4611	28/02/2024	112	Esperance Ag Services	Parts & equipment	\$6,951.15
E4611	28/02/2024	136	Powerplant Motorcycles	Equipment & repairs	\$1,609.05
E4611	28/02/2024	287	Swans Veterinary Services	Veterinary services	\$393.85
E4611	28/02/2024	323	Westrac Equipment Pty Ltd	Plant parts, equipment & repairs	\$1,547.70
E4611	28/02/2024	325	Easton WJ & V	Hire of earthmoving plant - contractor	\$19,067.40
E4611	28/02/2024	431	Assa Abloy Australia Pty Limited	Padlocks & keys	\$796.29
E4611	28/02/2024	707	Haslams	PPE gear - Depot	\$4,173.50
E4611	28/02/2024	1259	South East Petroleum	Fuel supplies	\$139,935.48
E4611	28/02/2024	1307	Feature Paints	Paint supplies	\$1,010.70
E4611	28/02/2024	1461	Kip & Steve's Mechanical Repairs	Parts & supplies	\$6,734.35
E4611	28/02/2024	1485	Freight Lines Group	Freight charges	\$25,737.83
E4611	28/02/2024	1575	GPC Asia Pacific Pty Ltd/Repco	Various auto supplies	\$5,499.47
E4611	28/02/2024	2246	Cutting Edges Pty Ltd	Parts for skid steer	\$4,041.28
E4611	28/02/2024	2333	Winc Australia Pty Limited	Bulk stationery order & whiteboard	\$2,134.28
E4611	28/02/2024	2469	Coates Hire	Crane hire – shade shelter playground	\$1,316.72

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E4611	28/02/2024	3774	Goodchild Enterprises	Parts & supplies	\$2,114.20
E4611	28/02/2024	3834	Dicks Electronics	Transformer and fuses	\$173.00
E4611	28/02/2024	4210	Farm & General EOPP	Tools, parts and supplies	\$24,769.31
E4611	28/02/2024	5215	Public Transport Authority of WA	TransWA – Nov & Dec 2023	\$15,220.55
E4611	28/02/2024	5253	T-Quip	Set of deck belts x 6	\$509.65
E4611	28/02/2024	5503	David Gray & Co Pty Ltd	Waste bin order - Jan 2024	\$2,437.60
E4611	28/02/2024	5623	Esperance Windscreens	Windscreen services – E56078	\$250.00
E4611	28/02/2024	5991	Esperance Smash Repairs Pty Ltd	Clean & detail – E46190	\$330.00
E4611	28/02/2024	6183	Kleen West	Cleaning items, consumables & PPE supplies	\$10,470.49
E4611	28/02/2024	6714	Holcim Pty Ltd	Aggregate & kerb mix supplies	\$43,371.68
E4611	28/02/2024	6873	WT Hydraulics	Materials & labour repairs	\$2,183.89
E4611	28/02/2024	8267	Valvoline (Australia) Pty Ltd	Engine oils for various vehicles	\$18,534.68
E4611	28/02/2024	8959	Topsigns	Stickers & signage for various sites	\$4,342.80
E4611	28/02/2024	9006	Corsign WA Pty Ltd	Road signage	\$8,609.70
E4611	28/02/2024	9022	AFGRI Equipment Australia Pty Ltd	Transmission oil and filters	\$4,720.00
E4611	28/02/2024	9170	ThermoAir	Supply & install new aircon unit, servicing existing units	\$6,679.11
E4611	28/02/2024	9210	McIntosh & Son W.A.	Unlock actuator motor for mower	\$1,190.86
E4611	28/02/2024	9464	Air Filter Dry Clean Systems WA	Cleaning of air filters	\$1,643.40
E4611	28/02/2024	9574	Clarke & Stokes Agriservices Pty Lt	Electrofusion coupling & electrical conduit sand backpass pipeline	\$70,540.79
E4611	28/02/2024	9657	Super Cheap Auto Pty Ltd	Air hose reel	\$163.03
E4611	28/02/2024	10120	Wastetrans WA	Recycle glass bottles	\$1,440.56
E4611	28/02/2024	10431	Skipper Transport Parts	Parts & supplies	\$1,176.19
E4611	28/02/2024	10741	Esperance Rural Supplies - Elders	Parts & supplies	\$1,620.15

Shire of Esperance

List of accounts due by Council submitted to the Corporate & Community Services Meeting held on 26 March 2024 for confirmation in respect to accounts already paid.

Tran Amount

Municipal Fund - EFT Payments

<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
E4611	28/02/2024	10993	Etech WA Pty Ltd T/As Esperance Communications	Printing charges, toners and electronic supplies	\$6,532.09
E4611	28/02/2024	11004	CTECM	Managed service billing Jan – March 2024	\$2,734.80
E4611	28/02/2024	11082	South East Petroleum - BFB Accounts	Bush Fire Brigades – diesel consumption	\$4,415.84
E4611	28/02/2024	11160	Sigma Chemicals	Chemicals - BOILC	\$298.65
E4611	28/02/2024	11285	SRS Australia	Block matting - BOILC	\$378.40
E4611	28/02/2024	11365	Veritas Engineering Pty Ltd	Application & processing of aviation security	\$338.80
E4611	28/02/2024	11405	Emperor's Garden Chinese Restaurant	Saturday night social club - EHC	\$49.50
Total Creditor payments made by EFT from Municipal Fund					4,244,474.88

Municipal Fund - EFT Wage Payments

<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
Bulk EFT	15/02/2024	Payroll (Net)	Wages for 01/02/2024 to 14/02/2024 (Period 17)	\$612,433.80
Bulk EFT	15/02/2024	Payroll (Net)	Wages for 01/02/2024 to 14/02/2024 (Period 17)	\$1,188.17
Bulk EFT	21/02/2024	Payroll (Net)	Wages for 15/02/2024 to 20/02/2024 (Period 18)	\$237.03
Bulk EFT	29/02/2024	Payroll (Net)	Wages for 15/02/2024 to 28/02/2024 (Period 18)	\$629,849.74
Total Employee Wage payments made by EFT from Municipal Fund				\$1,243,708.74

Shire of Esperance

List of accounts due by Council submitted to the Corporate & Community Services Meeting held on 26 March 2024 for confirmation in respect to accounts already paid.

Tran Amount

Trust Fund - EFT Payments

<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
E4603	05/02/2024	5145	Esperance Bay Turf Club	24/11/23 payment to EBTC for new storage	\$43,000.00
Total Creditor payments made by EFT from Trust Fund					43,000.00

SHIRE OF ESPERANCE				
List of accounts direct debited from Council's Municipal Fund submitted to the Ordinary Council Meeting meeting held on 26/03/2024 for confirmation in respect to accounts already paid.				
DATED	CREDITOR	NAME	PARTICULARS	AMOUNT
13/02/2024	Out of the Blue	Ash Peczka	Catering - high school fires	\$371.60
14/02/2024	Coffee Cat	Ash Peczka	Catering - high school fires	\$29.46
14/02/2024	Subway Esperance	Ash Peczka	Catering - high school fires	\$103.95
15/02/2024	Vend Pos	Trevor Ayers	Point of sale - visitor centre	\$139.30
21/02/2024	Australia Institute of Building Surveyors	Roy Greive	Training webinar	\$154.00
25/01/2024	Art Shed online	Mel Ammon	Art supplies - library	\$233.91
29/01/2024	Bunnings	Mel Ammon	Keys - EVRC	\$7.94
2/02/2024	Flickr Candles	Mel Ammon	Leaving gifts - BOILC	\$77.70
6/02/2024	AP Esperance	Mel Ammon	Working with children - EVRC	\$87.00
6/02/2024	AP Esperance	Mel Ammon	Working with children - EVRC	\$87.00
6/02/2024	Twilio Sendgrid	Mel Ammon	Envibe subscription	\$142.57
13/02/2024	The Reject Shop	Mel Ammon	Storage - EVRC	\$87.00
17/02/2024	Australian Library & Information Assoc	Mel Ammon	Library Technicians Symposium - K Hindley	\$120.00
19/02/2024	Woolworths	Mel Ammon	Stationery	\$22.60
22/02/2024	Goldstein Eswood	Mel Ammon	Kiosk equipment - BOILC	\$319.32
25/02/2024	Ecoboy Pty Ltd	Shane Tobin	Stock for resale - ECC	\$79.98
25/02/2024	The Toy Station	Shane Tobin	Train track OMG meeting	\$99.99
25/02/2024	White Sands Gallery	Shane Tobin	Leaving present - H Blampied	\$30.00
25/02/2024	Woolworths	Shane Tobin	Town Tunes vouchers	\$100.00
25/02/2024	Woolworths	Shane Tobin	Town Tunes vouchers	\$100.00
25/02/2024	Woolworths	Shane Tobin	Town Tunes vouchers	\$100.00
25/02/2024	Woolworths	Shane Tobin	Stock for resale - ECC	\$15.00
2/02/2024	Bar Above Pty Ltd	Shane Tobin	Leaving present - T Currie	\$150.00
2/02/2024	Bunnings	Shane Tobin	Leaving present - T Currie	\$100.00
2/02/2024	Woolworths	Shane Tobin	Leaving present - T Currie	\$600.00
12/02/2024	Facebook	Shane Tobin	French weekend advertising	\$60.21
12/02/2024	Facebook	Shane Tobin	French weekend advertising	\$4.24
12/02/2024	Subway Esperance	Shane Tobin	Catering - Mingle with the Grantmakers	\$112.00
13/02/2024	Ecoboy Pty Ltd	Shane Tobin	French weekend consumables	\$293.85
15/02/2024	Heli Spirit	Shane Tobin	Leaving present - T Currie	\$150.00

SHIRE OF ESPERANCE				
List of accounts direct debited from Council's Municipal Fund submitted to the Ordinary Council Meeting meeting held on 26/03/2024 for confirmation in respect to accounts already paid.				
DATED	CREDITOR	NAME	PARTICULARS	AMOUNT
16/02/2024	Woolworths	Shane Tobin	French weekend consumables	\$19.10
20/02/2024	AP Esperance	Shane Tobin	Working with children - J Schmidt	\$87.00
20/02/2024	Ecoboy Pty Ltd	Shane Tobin	Stock for resale - ECC	\$1,558.90
20/02/2024	Woolworths	Shane Tobin	Stock for resale - ECC	\$65.00
20/02/2024	Dempster Street IGA	Shane Tobin	Stock for resale - ECC	\$93.92
25/01/2024	REX Airlines	Shane Burge	Flight - A Grove	\$407.41
25/01/2024	Woolworths	Shane Burge	Consumables - Citizenship sundowner	\$24.00
30/01/2024	REX Airlines	Shane Burge	Flight - L Rowe	\$142.29
31/01/2024	REX Airlines	Shane Burge	Flight - Cr Chambers	\$407.41
13/02/2024	Tribe Perth	Shane Burge	Accommodation - A Grove	\$290.00
17/02/2024	Vibe Subiaco	Shane Burge	Accommodation - Cr Chambers	\$272.33
21/02/2024	Dome Victoria Park	Shane Burge	Meal/Travel - S Burge & Cr Chambers	\$64.80
21/02/2024	Ensteins Coffee	Shane Burge	Meal/Travel - S Burge & Cr Chambers	\$19.50
21/02/2024	Spotto WA	Shane Burge	Meal/Travel - S Burge & Cr Chambers	\$80.85
22/02/2024	Delaware North Retail	Shane Burge	Meal/Travel - S Burge & Cr Chambers	\$56.10
22/02/2024	Swan Taxis Perth	Shane Burge	Meal/Travel - S Burge & Cr Chambers	\$48.66
31/01/2024	CPA Australia	Felicity Baxter	CPA Membership	\$846.26
31/01/2024	EZI GoFax Pty Ltd	Felicity Baxter	Licence - February 2024	\$29.85
4/02/2024	Mailchimp	Felicity Baxter	Subscription - media notifications	\$204.07
5/02/2024	Local Government Professionals Aust WA	Felicity Baxter	Best Practice & Engagement Working Group - F Baxter	\$50.00
5/02/2024	Sonic Health Plus	Felicity Baxter	Pre-employment medical	\$238.40
9/02/2024	Microsoft	Felicity Baxter	Azure cloud platform - monthly subscription	\$1.92
13/02/2024	NTAA	Felicity Baxter	FBT training - T Kirby	\$669.00
16/02/2024	Starlink Australia Pty	Felicity Baxter	Rural houses internet	\$834.00
16/02/2024	Starlink Australia Pty	Felicity Baxter	Airport starlink	\$278.00
16/02/2024	Starlink Australia Pty	Felicity Baxter	Mobile regional subscription	\$174.00
16/02/2024	Starlink Australia Pty	Felicity Baxter	Overflow GSG	\$174.00
20/02/2024	Sonic Health Plus	Felicity Baxter	Pre-employment medical	\$315.70
26/01/2024	Wilson Parking	Erica Austen	Charge in dispute	\$18.00
31/01/2024	Department of Transport	Erica Austen	DoT NDIS screening - P Driver	\$11.00
1/02/2024	Department of Transport	Erica Austen	DoT NDIS screening - G Marshall	\$11.00

SHIRE OF ESPERANCE				
List of accounts direct debited from Council's Municipal Fund submitted to the Ordinary Council Meeting meeting held on 26/03/2024 for confirmation in respect to accounts already paid.				
DATED	CREDITOR	NAME	PARTICULARS	AMOUNT
3/02/2024	Roobrew Pty Ltd	Erica Austen	Staff leaving luncheon - S Napijalo & S Matthews	\$74.00
3/02/2024	Roobrew Pty Ltd	Erica Austen	Staff leaving luncheon - S Napijalo & S Matthews	\$20.00
6/02/2024	Department of Transport	Erica Austen	DoT NDIS screening - E Metcalf	\$145.00
6/02/2024	Department of Transport	Erica Austen	DoT NDIS screening - G Miles	\$11.00
7/02/2024	Communico Media Group	Erica Austen	Yearly subscription - client magazine use	\$99.00
8/02/2024	Netflix	Erica Austen	CBDC client entertainment	\$16.99
13/02/2024	The Growing Space	Erica Austen	Training services	\$1,554.00
15/02/2024	Hippo Blue	Erica Austen	Stationery	\$189.00
16/02/2024	Woolworths	Erica Austen	Consumables	\$40.37
16/02/2024	Unicare Health	Erica Austen	Client mobility purchase - EHC	\$254.40
17/02/2024	Xero Au	Erica Austen	Monthly subscription	\$65.00
21/02/2024	Australian Financial Security Authority	Erica Austen	NPII name search - E Metcalf	\$15.00
22/02/2024	Sensorymatters	Erica Austen	Client physio purchase - EHC	\$48.00
25/01/2024	Woolworths	Karen Voyatzis	Food - MOW kitchen	\$188.30
25/01/2024	Woolworths	Karen Voyatzis	Food - MOW kitchen	\$13.50
29/01/2024	Woolworths	Karen Voyatzis	Food - MOW kitchen	\$256.24
30/01/2024	Woolworths	Karen Voyatzis	Food - MOW kitchen	\$234.59
31/01/2024	Woolworths	Karen Voyatzis	Food - MOW kitchen	\$19.20
31/01/2024	Woolworths	Karen Voyatzis	Food - MOW kitchen	\$138.60
1/02/2024	JAPMR Pty Ltd T/as Retravisson	Karen Voyatzis	Microwave food cover	\$14.95
5/02/2024	Woolworths	Karen Voyatzis	Food - MOW kitchen	\$260.08
6/02/2024	Woolworths	Karen Voyatzis	Food - MOW kitchen	\$198.59
12/02/2024	Woolworths	Karen Voyatzis	Food - MOW kitchen	\$245.83
16/02/2024	Woolworths	Karen Voyatzis	Food - MOW kitchen	\$240.13
19/02/2024	Woolworths	Karen Voyatzis	Food - MOW kitchen	\$295.71
21/02/2024	Woolworths	Karen Voyatzis	Food - MOW kitchen	\$230.90
23/02/2024	Woolworths	Karen Voyatzis	Food - MOW kitchen	\$174.79
5/02/2024	Western Australian Police Force	Neroli Logan	Corporate firearm licence	\$166.00
13/02/2024	Woolworths	Neroli Logan	Catering - monthly health morning	\$104.50
13/02/2024	Woolworths	Neroli Logan	Catering - monthly health morning	\$42.45
25/02/2024	Hospitality PI	Sofie Hawke	Accommodation for photographer - Citizen of the year awards	\$161.87

SHIRE OF ESPERANCE				
List of accounts direct debited from Council's Municipal Fund submitted to the Ordinary Council Meeting meeting held on 26/03/2024 for confirmation in respect to accounts already paid.				
DATED	CREDITOR	NAME	PARTICULARS	AMOUNT
25/02/2024	Hospitality Pl	Sofie Hawke	Accommodation for Ambassador - Australia day event	\$485.62
31/01/2024	Facebook	Sofie Hawke	Advertising	\$126.77
2/02/2024	WA Police Finance	Chantelle Hoffrichter	Record of infringement notice	\$31.60
5/02/2024	REX Airlines	Chantelle Hoffrichter	Flight - A Mirrielees	\$407.41
5/02/2024	REX Airlines	Chantelle Hoffrichter	Flight - C Webster	\$341.65
5/02/2024	Aust Federal Police	Chantelle Hoffrichter	Police check	\$47.28
6/02/2024	REX Airlines	Chantelle Hoffrichter	Flight - Cr Chambers & C Chambers	\$814.83
7/02/2024	REX Airlines	Chantelle Hoffrichter	Flight - K Schofield	\$407.41
7/02/2024	REX Airlines	Chantelle Hoffrichter	Flight - R Lumayag	\$407.41
8/02/2024	Metro Hotel Perth City	Chantelle Hoffrichter	Accommodation - R Lumayag	\$1,100.26
9/02/2024	Novotel Perth Langley	Chantelle Hoffrichter	Accommodation - Cr Johnston	\$579.70
13/02/2024	Grammarly	Chantelle Hoffrichter	Media subscription	\$226.94
19/02/2024	REX Airlines	Chantelle Hoffrichter	Flight - S Burge & Cr Chambers	\$814.83
19/02/2024	SMP Esperance Bakery	Chantelle Hoffrichter	Catering - media team	\$30.50
19/02/2024	NewsXpress Esperance	Chantelle Hoffrichter	Farewell card - T Ayers	\$14.99
19/02/2024	DILMAC (WA) Pty Ltd	Chantelle Hoffrichter	Catering - media team	\$42.50
19/02/2024	REX Airlines	Chantelle Hoffrichter	Flight - T Kirby	\$641.65
19/02/2024	Bentley Motel	Chantelle Hoffrichter	Accommodation - A Mirrelees	\$612.00
21/02/2024	DMIRS East Perth	Chantelle Hoffrichter	Dangerous goods licence for airport job	\$135.00
21/02/2024	Luxe Floral & Home Co	Chantelle Hoffrichter	Delivery fee for flowers - Cr McMullen	\$15.00
21/02/2024	Crown Promenade Perth	Chantelle Hoffrichter	Accommodation - T Kirby	\$211.40
21/02/2024	Woolworths	Chantelle Hoffrichter	Voucher for French week	\$200.00
21/02/2024	H.I. West Perth OPI	Chantelle Hoffrichter	Accommodation - K Schofield	\$731.64
22/02/2024	Bunnings	Chantelle Hoffrichter	New shelving for Community Services	\$158.92
22/02/2024	REX Airlines	Chantelle Hoffrichter	Flight - W Davies	\$797.03
22/02/2024	REX Airlines	Chantelle Hoffrichter	Flight - W Davies	\$797.03
22/02/2024	Woolworths	Chantelle Hoffrichter	Stock for Chambers	\$32.60
22/02/2024	Pagoda Resort	Chantelle Hoffrichter	Accommodation - Cr Chambers	\$187.50
22/02/2024	Pagoda Resort	Chantelle Hoffrichter	Accommodation - S Burge	\$187.50
23/02/2024	REX Airlines	Chantelle Hoffrichter	Flight - W Davies	\$788.47
24/02/2024	H.I. West Perth OPI	Chantelle Hoffrichter	Accommodation - K Schofield	\$25.98

SHIRE OF ESPERANCE				
List of accounts direct debited from Council's Municipal Fund submitted to the Ordinary Council Meeting meeting held on 26/03/2024 for confirmation in respect to accounts already paid.				
DATED	CREDITOR	NAME	PARTICULARS	AMOUNT
25/02/2024	Bistro Lewis	Chantelle Hoffrichter	Breakfast for French week	\$290.90
1/02/2024	AP Esperance	Mathew Walker	Registered post	\$8.10
4/02/2024	Novotel Perth Langley	Mathew Walker	Staff training accommodation - R Meagher	\$1,435.65
11/02/2024	Novotel Perth Langley	Mathew Walker	Staff training accommodation - R Meagher	\$979.52
19/02/2024	Shire of Esperance	Mathew Walker	Lost number plate	\$31.10
		Commonwealth Bank	Total Credit Card Purchases 25/01/2023 - 26/02/2024	31,135.77

Item: 12.3.7

Partnership Agreement with Esperance Tjaltjraak Native Title Aboriginal Corporation

Author/s	Sarah Walsh	Coordinator Governance & Corporate Support
Authoriser/s	Felicity Baxter	Director Corporate & Community Services

File Ref: D24/6526

Applicant

Esperance Tjaltjraak Native Title Aboriginal Corporation

Location/Address

N/A

Executive Summary

For Council to consider the partnership agreement with Esperance Tjaltjraak Native Title Aboriginal Corporation.

Recommendation in Brief

That Council enter into the partnership agreement with Esperance Tjaltjraak Native Title Aboriginal Corporation.

Background

The partnership agreement has been prepared in order to set out principles for how the Shire of Esperance and Esperance Tjaltjraak Native Title Aboriginal Corporation (ETNTAC) will work together to benefit our community by;

- Promoting and advocating on our shared interest and priorities;
- Seeking opportunities to celebrate our shared successes and good news stories;
- Learning from each other for better decision making by sharing appropriate knowledge and information; and
- Having regular and open dialogue with each other about our capacity to support and work together on our partnership.

Officer's Comment

In the spirit of reconciliation, members from ETNTAC and the Shire came together for a two-day workshop to find ways to work together to build a greater understanding of one another and develop long term benefits for the region as a whole. Facilitated by Dixon Partnering Solutions, the outcome has resulted in a Partnership Agreement which has been reviewed by the Board of ETNTAC to ensure the terms are acceptable and accurately reflect each party's intentions. We are now formally presenting the agreement to Council for endorsement.

Consultation

Dixon Partnering Solutions
Esperance Tjaltjraak Native Title Aboriginal Corporation
Executive Management Team

Financial Implications

Any projects or activities undertaken from this partnership agreement will be considered by Council as part of the annual budget process.

Asset Management Implications

Nil

Statutory Implications

Nil

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

People - Outcome 3. A welcoming, inclusive and connected community

Objective 3.1. Grow understanding and respect for cultural diversity, history and heritage.

Environmental Considerations

Nil

Attachments

A₁. ETNTAC Partnership Agreement

Officer's Recommendation

That Council enter into the partnership agreement with Esperance Tjaltjraak Native Title Aboriginal Corporation.

Voting Requirement

Simple Majority

Shire of Esperance and Esperance Tjaltjraak (ETNTAC)

Draft Partnering Agreement

29th September 2023

(Add logos / branding)

The Partners

The parties to this agreement are:

- Esperance Tjaltjraak (ETNTAC), and
- Shire of Esperance

The Purpose

The Shire of Esperance and Esperance Tjaltjraak (ETNTAC) recognise and respect each other's connection and commitment to Esperance Wudjari Country and will work together to benefit our Community. Our partnership recognises that we are the only two corporate entities in the region with an exclusive focus on the interests and protection of Esperance Wudjari Country and the people who live here.

What We Will Do Together and Why

As we work together we will undertake the following actions:

- Promote and advocate on our shared interest and priorities;
- Seek opportunities to celebrate our shared successes and good news stories;
- Learn from each other for better decision making by sharing appropriate knowledge and information.
- Have regular and open dialogue with each other about our capacity to support and work together on our partnership.

Our Aspirations – Our Future

The benefits of partnering with each other will result in:

- Long term success and sustainability for the region as a whole
 - Greater understanding of each other
 - Greater capacity in the Community to deliver great outcomes
 - Economic benefits for both organisations as well as the Community
 - Increasing the Community's understanding and value First Nation People
- Unified commitment to enhancing the local Esperance community for all community members with respectful and informed decision making between us.

	Caring for Country	Cultural and Social Inclusion and Wellbeing	Prosperity and Investment
Why We Are Partnering	Country is healthier when we work together applying our collective skills and knowledge to protect our natural environment and cultural landscape which we recognise is under increasing pressure.	Our Community is better when First Nations People and Culture are respected, embraced, included and celebrated as part of our shared past, present and future.	Esperance will reach its full potential if we close the gap in life outcomes between First Nations People and wider Community. Through Tjaltjiraak and the Shire working together we can secure resources and shape investment to increase and sustain prosperity for the Community.
What We Will Do Together	<p>We will work together to:</p> <p>Acknowledge and respect cultural heritage, Elder knowledge and wisdom.</p> <p>Work towards joint management of key parts of Wudjari country for mutually beneficial outcomes.</p> <p>Conserve our Natural Environment "Our Country" for everyone's benefit.</p> <p>Ensure First Nations People are involved in protecting and caring for Country.</p> <p>Undertake joint decision making, planning and management of Country.</p> <p>Integrate cultural burning practices into fire mitigation activities.</p> <p>Develop joint heritage management plans that meet the aspirations of First Nations People.</p>	<p>We will work together to:</p> <p>Capture and share First Nations People contributions and stories.</p> <p>Advocate for the rejuvenation of Nulsen and the surrounding area.</p> <p>promote a culturally safe Community.</p> <p>Create and implement effective strategies relating to First Nations People and Cultural Heritage to communicate and engage the broad Community.</p> <p>Deliver and support public events that promote and celebrate First Nations culture</p>	<p>We will work together to:</p> <p>Increase and sustain First Nations People participation in training and employment, including for the Shire.</p> <p>Support, engage and understand how to increase capacity for First Nations business opportunities.*</p> <p>Actively attract investment opportunities (e.g. \$, resources and infrastructure) for mutually beneficial outcomes.</p>

*(Note, Shire to review procurement, internal processes for tenders (e.g. workshops, toolkits etc.) to overcome barriers e.g. Tender for Artworks.)

Working Together

We will work together by:

- Acting with integrity trust and respect;
- Being transparent and honest with each other;
- Saying 'no' when we need to;
- Recognising our differences in how we do business and make decisions;
- Develop connections and relationships that make us feel welcome;
- Putting issues on the table, discussing and resolving them;
- Aiming for the best outcomes for each partner;
- Listening to each other, asking questions and allowing time for thinking and learning;
- Modelling a positive and healthy relationship to lead our Community and influence our stakeholders;
- Recognising and celebrating the commitments and efforts we each bring to the partnership;
- Seeking clarification rather than making assumptions;
- Building consensus to decide what we'll jointly lobby and advocate for;
- Understanding each other's interests and priorities; and
- Sharing information and knowledge appropriately.

Partnership Management

The partners may agree at any time to add additional information to this agreement and to maintain it as a living document that underpins their relationship with each other.

Shire Councillors & Senior Management and Tjaltjraak Board & Senior Management will meet annually to have a yarnning circle.

Tjaltjraak CEO & Business Unit Leads and Shire CEO & Senior Management to meet two times per year as a minimum to monitor, evaluate and review the partnership (Partnership Health Check).

Term of the Agreement

This agreement will remain in place until either party sees fit to end the agreement by notifying the other.

Decision Making

Where decisions need to be made throughout the life of this agreement we will do so as equals.

Communication and Branding

We will endeavour to use joint logos and signage wherever possible to reinforce the joint working relationship between the Shire of Esperance and Esperance Tjaltjraak.

The partners also agree to develop relevant communications strategies in support of their working relationship and this agreement.

All media statements relevant to the Partnership will be released under a joint approvals process.

Confidentiality

The partners agree to:

- Keep confidential any information, which by its nature is confidential or which is specified as such at the time of disclosure by either partner; and
- Respect each other's intellectual property.

Managing Difference

The partners understand that at times they may differ in their views or in the specific actions that need to be taken.

Though the partners intend to give effect to this Agreement and to work together to honour the terms of the Agreement, they acknowledge that it does not create, and must not be construed as creating, a legally and enforceable contract.

In the event that significant differences are identified through the course of the relationship the Shire Councillors & Senior Management and Tjaltjraak Board & Senior Management will meet to have a yarning circle.

Signing Page

EXECUTED by the **Shire of Esperance**

Signature of Shire President

Print Full Name of Shire President

Signature of Chief Executive Officer

Print Full Name of Chief Executive Officer

EXECUTED by **Esperance Tjaltjraak (ETNTAC)**

Signature of Chairperson

Print Full Name of Chairperson

Signature of Chief Executive Officer

Print Full Name of Chief Executive Officer

12.4 EXECUTIVE SERVICES

Item: 12.4.1

Event Funding Support- Esperance Hiking Festival

Author/s	Shane Burge	Chief Executive Officer
Authorisor/s	Shane Burge	Chief Executive Officer

File Ref: D24/6099

Applicant

Australia's Golden Outback (AGO)

Location/Address

Within the Shire of Esperance

Executive Summary

For Council to consider supporting the Esperance Hiking Festival Event.

Recommendation in Brief

That Council allocate \$10,000 towards the Esperance Hiking Festival Event.

Background

Action PAE1 from the Esperance Tourism Strategy was to develop an event strategy with the objective of supporting and encouraging events to the Shire during shoulder and off-peak tourism season.

The Esperance Events Discussion Paper was developed in early 2023 with it subsequently being endorsed by Council at the May 2023 OCM with the following resolution-

O0523-001

Council Resolution

That Council:

- 1. Endorse the Esperance Events Discussion Paper 2022-2027; and**
- 2. Consider a budget allocation during the development of the 2023-24 Municipal budget to enable seed funding for new events and the attraction of conferences.**

Following this resolution Council subsequently allocated \$30,000 in the 2023/24 budget to seed fund new events in line with the objectives of the events discussion paper.

Officer's Comment

Since the Council endorsement of the events discussion paper the Tourism Development Manager and AGO have been working on potential events that meet the objectives of the events discussion paper.

The attached letter from AGO identifies a new Esperance Hiking Festival that is being proposed. AGO has been successful in a grant application for a WA Hiking Participation Grant to assist in delivering the event.

The Esperance Hiking Festival will take place from 20-22 September 2024 and consist of five guided walks a day over a three-day period. With a total of 20 PAX per hike which would amount to approx. 300 PAX participation over the three-day period.

The festival has three main objectives-

- To increase hiking participation amongst the local community
- To upskill up to 10 volunteers to participate as guides
- Raise the profile of Esperance's walking trails and attract overnight visitation

AGO has requested that Council consider contributing \$10,000 from its \$30,000 budget to assist in making the event happen. The main use of the Shire's funds will be the creation of the five tours including tour design, script, risk assessment, digital mapping and licenses. \$10,000 has also been committed by AGO for this event.

Consultation

Australia's Golden Outback

Financial Implications

The financial implications arising from this report is a \$10,000 contribution from its Event Seed Funding budget of \$30,000.

Asset Management Implications

Nil

Statutory Implications

Nil

Policy Implications

This request is in line with the strategy contained within the Esperance Tourism Strategy and the Events Discussion Paper that has been endorsed by Council

Strategic Implications

Council Plan 2022 – 2032

Growth And Prosperity

Support our businesses to grow, adapt and assist in building capacity

Develop partnerships to strengthen economic growth

Environmental Considerations

Nil

Attachments

A¹. Esperance Hiking Festival Funding Request

B¹. Esperance Hiking Festival Budget

Officer's Recommendation

That Council allocate \$10,000 towards the Esperance Hiking Festival Event.

Voting Requirement

Simple Majority



29 February 2024

Shane Burge
CEO, Shire of Esperance

Dear Shane

Esperance Hiking Festival funding request

As Australia's Golden Outback continues to implement key targeted initiatives within the Esperance Tourism Strategy, in partnership with the Shire of Esperance, we have recently been successful in an application for a 'WA Hiking Participation Grant' to help fund and deliver a new Esperance Hiking Festival.

The festival will take place from 20–22 September 2024, which at a minimum will consist of five guided walks a day for three days in locations around Esperance, including Cape Le Grand National Park. The hikes will be conducted by National award-winning tour operator, the Hike Collective, ensuring a high quality and professionally organised event.

The festival has four main objectives; to increase hiking participation amongst the local community to foster enhanced social and health benefits; to upskill up to 10 volunteers from the community members through a mentoring program to participate as guides in the festival; and to raise the profile of Esperance's walking trails and attract overnight visitors to the both the event and into the future.

The event concept was born from the Esperance Tourism Strategy, Esperance Events Discussion Paper and Australia's Golden Outback Strategic Plan 2021–2026, all of which highlight the need for event development that attracts overnight visitation outside of the peak season. It also aligns well with many of the 'core performance areas' of the Shire's 'Our Plan for the Future' strategy.

The event has the potential to grow annually, gain additional exposure and attract overnight visitation, whilst further engaging the local community and tourism industry.

In addition to the \$15,181 + GST grant that Australia Golden Outback has secured, we are committed to providing at least an additional \$10,000 + GST cash contribution to help meet the event costs, as well as a substantial in-kind contribution of staff resources and marketing through our owned channels.



As our key partner in delivering outcomes within the Esperance Tourism Strategy and Events Discussion Paper, Australia's Golden Outback would like to request \$10,000 + GST from the Shire of Esperance, to help fund the cost of making the event happen, including the development of the guided hikes and related collateral.

I believe that a new hiking festival is a great fit for Esperance's experience and event development and that with its plan to grow and community engagement, represents a great opportunity and joint investment. We are also looking to work with the local business community and tourism operators to maximise the potential of the festival and foster local pride and support.

I've attached a full budget breakdown for the event. Following the successful grant notification a couple of weeks ago, we are starting to plan the delivery of the festival with tickets expected to be released at the end of March. We will liaise with your team as required, as we do on other projects to maximise a collaborative effort.

I hope that the Shire of Esperance can support this proposal. If you have any questions, please don't hesitate to call me and I look forward to hearing from you soon.

Yours sincerely

A handwritten signature in blue ink that reads "Marcus".

Marcus Falconer
Chief Executive Officer

Operational Budget

Revenue	2023/24 financial	2023/24 in kind	Funding Source	Explanation
Grant (\$5,000 to \$25,000 per annum)	\$15,181		DLGSC grant	
Other grant funding				
Australia's Golden Outback	\$10,000		AGO	
Shire of Esperance	\$10,000			
Organisation contribution (in-kind)		\$16,018	AGO, Hike Collective and Shire of Esperance	Hike Collective: \$3,000 (\$10 discount off ticket price); \$3000 marketing promotion; \$2,200 Digital safety guide, registration, custom booking pages, post trail surveys; \$1,818 Training and development of volunteers and mentoring (3 months); Australia's Golden Outback \$3,000 marketing promotion; Shire of Esperance \$3,000 marketing promotion
Sponsorship				
add additional items as required				
Total Revenue	\$35,181	\$16,018		

Expenditure (separate line items to denote which expense items and amounts the department and other organisations would fund) delete items as required	2023/24	2023/24	Funding Source	Explanation
Project based staffing costs		\$5,200	Australia's Golden Outback	In kind staff cost contribution from AGO's CEO, Marketing Manager and Esperance Destination Development Manager
Creation of 5x new hiking tours in Esperance (Hike Collective)	\$8,000		Shire of Esperance	Creation of 5x new tours in Esperance (including but not limited to tour design, Script tours, complete risk assessments, map (digital), Licence for National Parks, and National Park entries.
Delivery of guided hike experiences across 3 days (Hike Collective)	\$13,363		DLGSC grant	Delivery of guided hike experiences across 3 days. Includes 5 hikes each day for 3 days, with a total of 20 pax per hike.
Training and accreditation costs of volunteers (Hike Collective)	\$1,818	\$1,818	DLGSC grant	50% in kind contribution also provided. Training and development of local guides to volunteer on the days of the events as support crew, including online training and onboarding, coaching and mentoring (3 months). Up to 10 pax.
Venue hire (not owned or occupied by applicant)	n/a	n/a		
Equipment hire (not owned or occupied by applicant)	n/a	n/a		
Presenter fees associated with delivery of training and workshops	n/a	n/a		
Contractor fees association with delivery of Aboriginal cultural engagement activities	n/a	n/a		
Advertising, publicity, promotion, marketing, printing and publishing costs (Hike Collective)	\$2,073	\$9,000	Australia's Golden Outback	For marketing & promotion digital asset creation (photo and video). \$9,000 also in kind contribution for social media and EDM marketing from Hike Collective, Australia's Golden Outback and Shire of Esperance
Travel costs (Hike Collective)	\$5,427		Australia's Golden Outback	Travel and sustenance costs for 5x guides. (2x trips to Esperance, 1x scout and tour creation with 2 nights, Plus 1x for event delivery)
Accommodation (Hike Collective)	\$3,000		Shire of Esperance/ AGO	\$150 per person per night x 5 guides x 4 night
Transport costs (e.g. bus hire) (Hike Collective)	\$1,500		Australia's Golden Outback	
Catering for volunteers directly involved during project delivery	see explanation	see explanation		Included in cost of delivery of guided hike experiences across 3 days
Interpreting and translating services	n/a	n/a		
Total Expenditure	\$35,181	\$16,018		

Item: 12.4.2

Common Seal Usage October 2023 to February 2024

Author/s	Elise Godwin	Administration Assistant - Executive Services
Authorisor/s	Shane Burge	Chief Executive Officer

File Ref: D24/6505

Applicant

Executive Services

Location/Address

Windich Street, Esperance.

Executive Summary

For Council to receive the Common Seal Register.

Recommendation in Brief

That Council receive the register containing information relating to the use of the Shire of Esperance Common Seal.

Background

The Chief Executive Officer and the Shire President are jointly authorised to affix all seals jointly to documents for dealings initiated by a Council resolution. In this regard, the Council resolution need not refer to the sealing action and may only express its wish for certain action which may, ultimately, require the affixing of the seal to a document to achieve the Council's intention.

Exceptions to the above are:

1. Council staff may take independent action in the use of the seal if, in the opinion of the Shire President and Chief Executive Officer jointly such action is necessary to protect Council's interest; e.g. Lodging of caveats and easements and being of the opinion that the protection is no longer necessary, the Shire President and Chief Executive Officer may jointly withdraw the protection.
2. The disposition of Council property for which a Council resolution is required expressly stating that the final document be signed and sealed and the transaction finalised.

A detail of all instances where the seal has been affixed is recorded in both a signed register and an electronic register, which is available for inspection by Councillors during normal office hours. This register is tabled at an Ordinary Council Meeting biannually to be received by Council.

Officer's Comment

Both the signed register and the electronic register are available for inspection by Councillors during normal office hours. A copy of the electronic register will be tabled at an Ordinary Council Meeting to be received by Council.

Consultation

WALGA

Financial Implications

Nil

Asset Management Implications

Nil

Statutory Implications

LGA – 9.49a Execution of Documents

Policy Implications

Nil

Strategic Implications

Council Plan 2022-2032

Performance

Outcome 15. Operational excellence and financial sustainability.

Objective 15.1. Provide responsible, agile and innovative planning and resource management.

Environmental Considerations

Nil

Attachments

A¹. The Shire of Esperance Common Seal Usage - October 2023 to February 2024

Officer's Recommendation

That Council receive the report titled The Shire of Esperance Common Seal Usage for the Period of October 2023 to February 2024.

Voting Requirement

Simple Majority

The Shire of Esperance Common Seal Usage

October 2023	
18 October 2023	Lease – Car Hire Desk 2 – Esperance Airport Terminal – Shire of Esperance – Busby Investments Pty Ltd T/As Budget Rent a Car
20 October 2023	Deed of Assignment of Lease – Hangar1 – Esperance Airport – Shire of Esperance – Andrew Burns – Scott Mackie – Darren Rogers
27 October 2023	Deed of Assignment of Licence – Vending Machine Sites 3 and 4 Esperance Terminal – Shire of Esperance – Lily Joewono – Jasmin Scott
November 2023	
1 November 2023	Deed of Variation of Lease – Dimity Siemer and Brooke Small – Old Sergeant's Quarters Museum Village
3 November 2023	Purchase of Lot 91 Synnot Street, Sinclair
10 November 2023	Notification Under Section 70A – Lot 203 on Deposited Plan 424088
14 November 2023	Council Adoption – Shire of Esperance – Local Planning Scheme No.24 – Amendment No.8
16 November 2023	Council Recommendation – Shire of Esperance – Amendment No.8
22 November 2023	Lease – Car Hire Desk 3 – Esperance Airport Terminal
29 November 2023	Council Recommendation – Shire of Esperance – Amendment No.9
December 2023	
4 December 2023	Contract of Sale – Acquisition of Land for Road Widening Purposes – Lot 15 (23) Brazier Street, Chadwick
January 2024	
February 2024	
1 February 2024	Withdrawal of Caveat – Recently Purchased CBH Land for Access to Fuel Depot
5 February 2024	Application for New Titles – Lot 290 Tribune Parade, Bandy Creek – Stage 4 Finders Estate
16 February 2024	Lease Variation – Equestrian/Pony Club and Munglinup Bushmans Association
23 February 2024	Deed of Surrender of Lease – Shark Lake Agricultural Land

Item: 12.4.3

Information Bulletin - March 2024

Author/s	Elise Godwin	Administration Assistant - Executive Services
Authorisor/s	Shane Burge	Chief Executive Officer

File Ref: D24/6506

Applicant

Internal

Strategic Implications

Council Plan 2022-2032

Performance

Outcome 15. Operational excellence and financial sustainability.

Objective 15.1. Provide responsible, agile and innovative planning and resource management.

Attachments

A¹. Information Bulletin - March 2024

B¹. Council Priorities Summary - Corporate Performance - February 2024

Officer's Recommendation

That Council accepts:

- 1. Information Bulletin – March 2024**
- 2. Council Priorities Summary – Corporate Performance – February 2024**

Voting Requirement

Simple Majority



INFORMATION BULLETIN

ORDINARY COUNCIL MEETING

March 2024

we make it
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Shire of Esperance

Building Applications Approved from 1 February 2024 to 29 February 2024

Building Permits

[illegible]

Shire of Esperance

Building Applications Approved from 1 February 2024 to 29 February 2024

Building Permits

Approval Date	Permit Number	Name & Address of Owner	Builder Name & Address	Reg No	Situation of Building	Type of Work	Materials of External Walls	Roof Covering	Main Material of Floor	No of Buildings	Floor Area Sq.M	Cost \$ Excluding Land
13/02/2024	18513		Gleek Pty Ltd PO Box 2272 ESPERANCE WA 6450	BC103055	Lot: 243 P.O. 69443 20 Asken Turn BANDY CREEK	Dwelling with Garage, Verandah & Alfresco 270m2	Brick, veneer	Steel	Concrete	1	270.0	536,214.00
16/02/2024	18514		Prime Build Pty Ltd Level 7 6 Hassall Street PARRAMATTA NSW 2150		Lot: 508 D: 71396 1 Forrest Street ESPERANCE	Class 6 - Woolworths - Installation of Tandem Security Gate	Other		Concrete	1		38,184.00
23/02/2024	18515		G.C Construction and Management Pty Ltd 27 Alca Road MADDINGTON WA 6109	BC100622	Lot: 131 P.O. 67218 53 Quarry Road MYRUP	Mast / Tower - Telecommunications 42.1m High			Concrete	1	10.0	200,000.00
21/02/2024	18516		W J Davies 151 Pink Lake Road PINK LAKE WA 6450	OB1013226	Lot: 3 D: 57757 151 Pink Lake Road PINK LAKE	Dwelling Int Addition of New Bedroom with Ensuite Plus Other Changes	Brick, veneer	Steel	Concrete	1	35.0	110,000.00
19/02/2024	18517		J Clarke 22 Whitson Avenue CASTLETOWN WA 6450	OB1013516	Lot: 272 P.O. 69443 11 Asken Turn BANDY CREEK	Dwelling Local Housing-Games Room-Theatre-Int Garage-Alfresco 363m2	Brick, veneer	Steel	Concrete	1	363.0	800,000.00
26/02/2024	18519		C&S McMahon Pty Ltd 19 Scanlon Street CHADWICK WA 6450	BC103541	Lot: 832 P.O. 39295 57 Norseman Road CASTLETOWN	Storage Building (Class 7b) - Chemical Storage Shed 900m2	Steel	Steel	Concrete	1	900.0	1,339,387.00
26/02/2024	18523		KJ Norton Building Company 5 Kiwi Close CASTLETOWN WA 6450	BC9566	Lot: 202 P.O. 39677 Fisheries Road BANDY CREEK	Class 10a Horse Shelter Over Existing Pens 528m2		Other	Concrete	1	528.0	72,000.00
21/02/2024	18524		L J Hughes 225 Goldfields Road CASTLETOWN WA 6450	BC102424	Lot: 32 P.O. 222408 94F Dempster Street ESPERANCE	Class 3 Esperance Motor Hotel - Re-Roof Accommodation Units (Western)		Steel		1	187.0	15,000.00
29/02/2024	18527		Apex Building Contractors 5 Woods Street CHADWICK WA 6450	BC103960	Lot: 521 P.O. 54667 65 Mississippi Bend PINK LAKE	Carport Alterations into Enclosed Garage	Timber	Steel	Concrete	1		90,000.00
29/02/2024	18530		Z J Hall 1 Fullerton Street ESPERANCE WA 6450		Lot: 18 D: 27411 1 Fullerton Street ESPERANCE	Shed 97.8m2 with Storerooms (NOT to be used for Habitation)	Brick Cement	Steel	Concrete	1	97.0	20,000.00

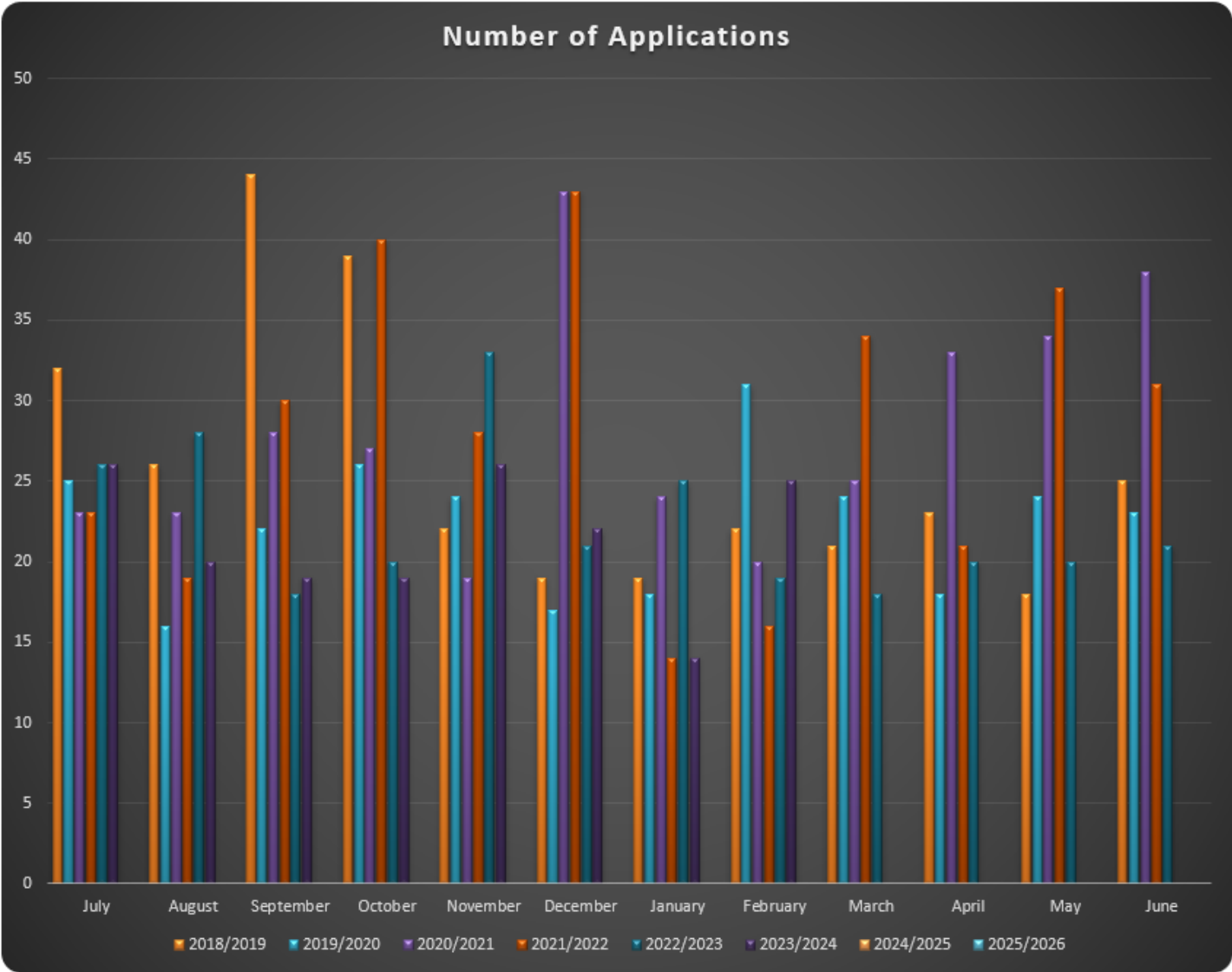
Total number of Building Permits:	25	\$5,477,341.00
Total number of Licences Certificates Reported:	25	\$5,477,341.00

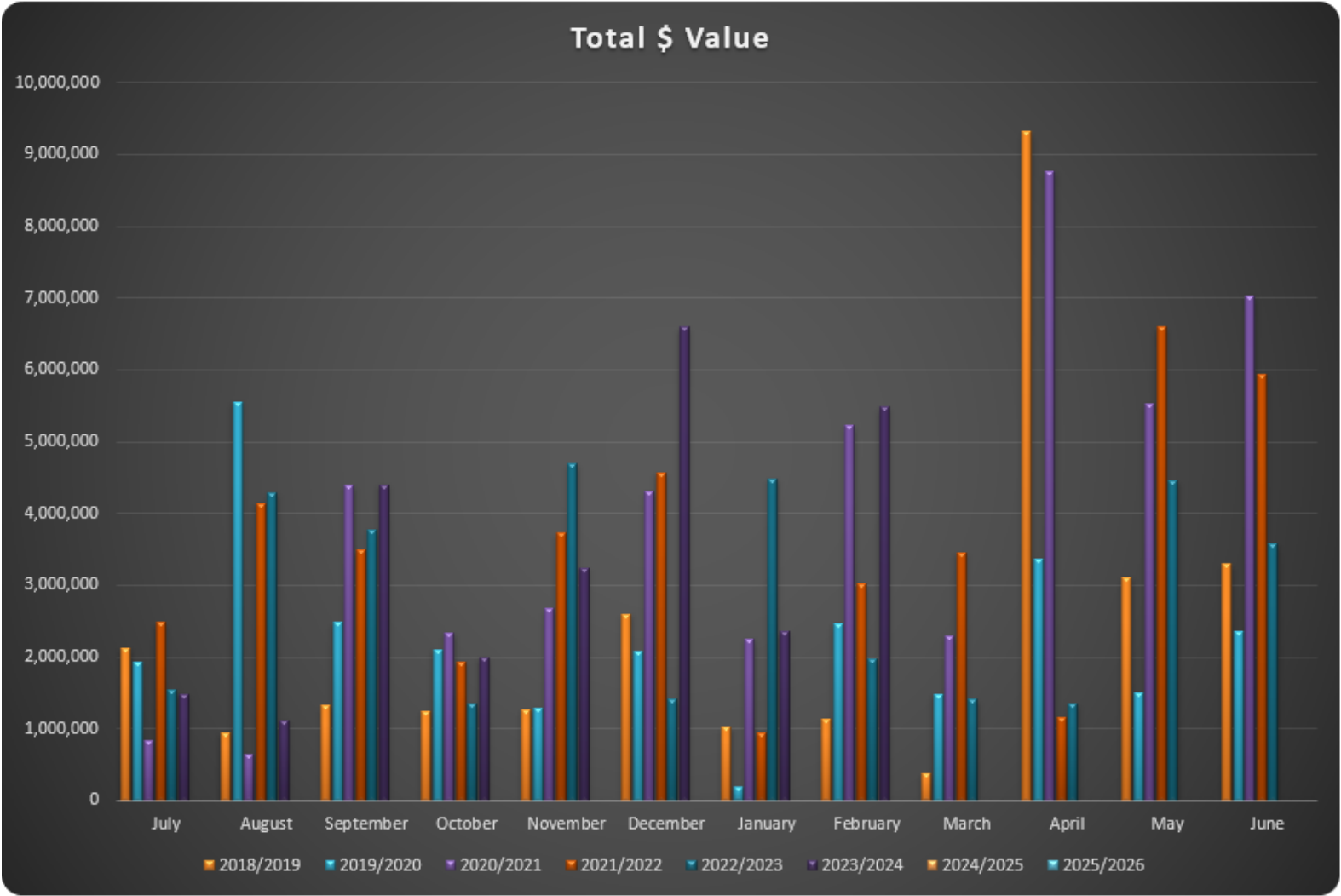
I certify to the best of my knowledge and belief, the particulars given in this return are a true and complete record of proposed building operations known to this local authority.

Angela Belworthy – Coordinator Building Services – 08/03/2024

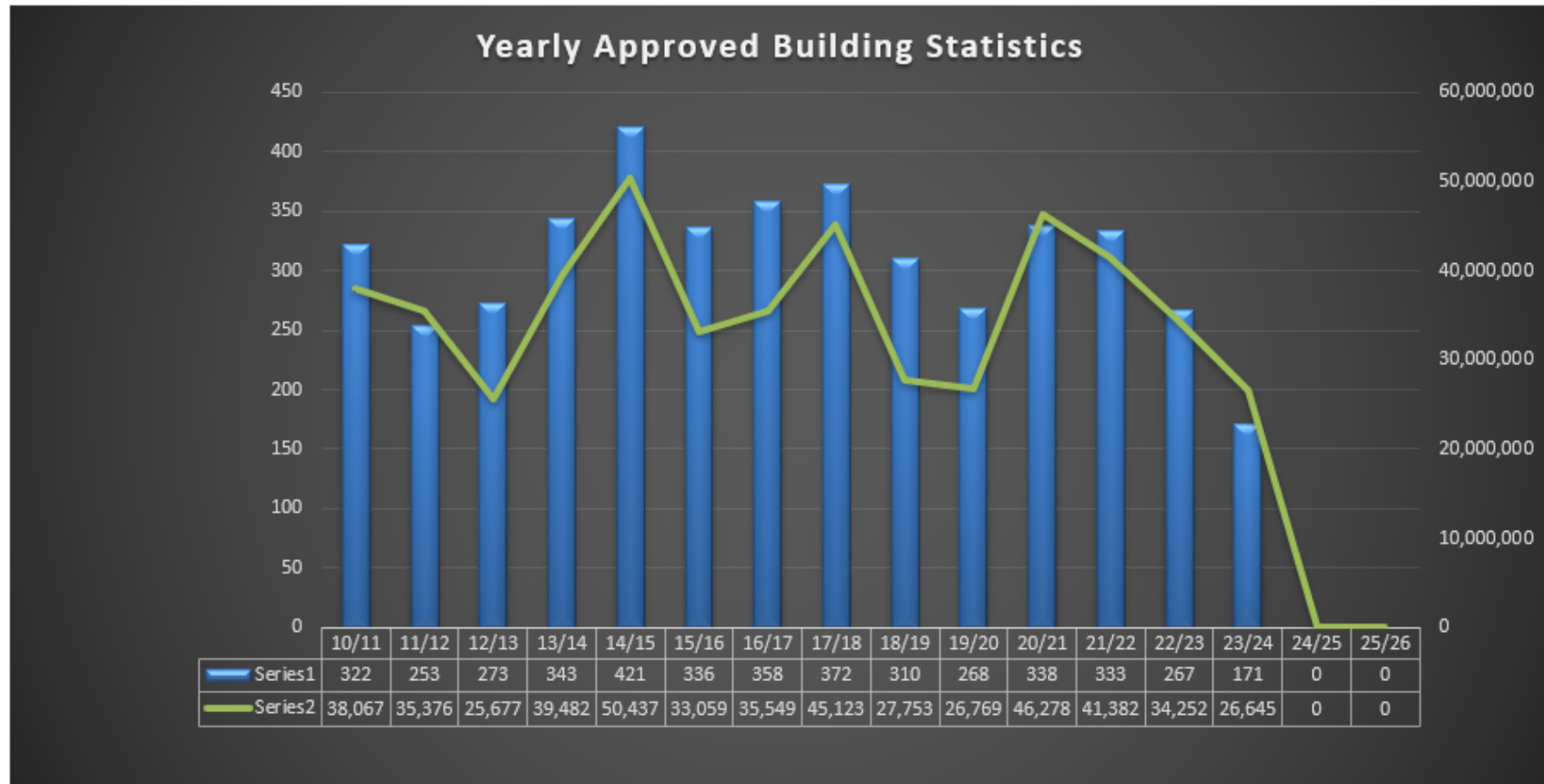
Building Statistics February 2024

Month		July		August		September		October		November		December		January		February	
Classification	Work	Num	Value	Num	Value	Num	Value	Num	Value	Num	Value	Num	Value	Num	Value	Num	Value
1) Dwelling	New	4	\$418,560	8	\$300,000	3	\$1,302,836	1	\$300,000	4	\$1,349,149	4	\$3,468,806	5	\$2,140,138	8	\$3,099,315
	Alter	2	\$150,000			2	\$495,000	2	\$37,500	2	\$147,242	3	\$129,000	1	\$100,000	4	\$330,500
	Demo			3	\$39,000	1	\$15,000	1	\$55,000								
	Unauth	1	\$100,000														
2) Two or more sole occupancy Units	New																
	Alter																
	Demo																
	Unauth																
3) Residential Building	New																
	Alter																
	Demo			1	\$250,000											1	\$15,000
	Unauth																
4) Caretakers Dwelling	New																
	Alter																
	Demo																
	Unauth																
5) Office Building	New							2	\$962,000	2	\$700,000	2	\$260,000				
	Alter																
	Demo																
	Unauth																
6) Retail	New					1	\$171,000					1	\$0				
	Alter	1	\$70,000					1	\$40,000			1	\$1,230,000			1	\$38,184
	Demo																
	Unauth																
7) Carpark or Storage	New	3	\$447,630	1	\$163,020	4	\$1,629,507	2	\$333,026	4	\$272,658					3	\$1,506,615
	Alter																
	Demo							1	\$100,000	1	\$45,000						
	Unauth																
8) Laboratory/ Workshop	New																
	Alter																
	Demo																
	Unauth																
9) Health-care, Assembly or Aged care Building	New							1	\$0								
	Alter			1	\$200,000			1	\$40,114			1	\$1,100,000				
	Demo													2	\$27,350		
	Unauth																
10) Non-habitable	New	13	\$261,405	6	\$162,570	7	\$756,354	6	\$114,531	12	\$712,274	8	\$382,849	4	\$59,457	5	\$379,000
	Alter	1	\$35,000					1	\$12,000			1	\$10,000	2	\$21,444	3	\$108,727
	Demo									1	\$12,350						
	Unauth	1	\$3,200			1	\$26,500					1	\$10,000				
SUB TOTAL		24	\$1,382,595	20	\$1,114,590	18	\$4,369,697	19	\$1,994,171	26	\$3,238,673	21	\$6,580,655	14	\$2,348,389	25	\$5,477,341
Unauthorised TOTAL		2	\$103,200	0	\$0	1	\$26,500	0	\$0	0	\$0	1	\$10,000	0	\$0	0	\$0
Totals		26	\$1,485,795	20	\$1,114,590	19	\$4,396,197	19	\$1,994,171	26	\$3,238,673	22	\$6,590,655	14	\$2,348,389	25	\$5,477,341





		Yearly Comparison											
Classification	Work	2018 - 2019		2019 - 2020		2020 - 2021		2021 - 2022		2022 - 2023		2023 - 2024	
		Num	Value	Num	Value	Num	Value	Num	Value	Num	Value	Num	Value
1) Dwelling	New	33	\$12,193,831	31	\$12,413,292	75	\$30,156,486.00	63	\$21,593,598.00	48	\$17,896,912.00	37	\$12,378,804.00
	Alter	27	\$1,543,310	27	\$1,651,836	29	\$2,452,032.00	31	\$2,876,818.00	16	\$1,135,152.00	16	\$1,389,242.00
	Demo	1	\$8,000	5	\$68,000	7	\$128,500.00	5	\$106,930.00	1	\$49,698.00	5	\$109,000.00
	Unauth	7	\$301,000	3	\$329,800	4	\$58,000.00	7	\$316,269.00	5	\$200,000.00	1	\$100,000.00
2) Two or more sole occupancy Units	New	0	\$0	0	\$0	0	\$0.00	1	\$0.00	0	\$0.00	0	\$0.00
	Alter	0	\$0	0	\$0	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
	Demo	0	\$0	0	\$0	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
	Unauth	0	\$0	0	\$0	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
3) Residential Building	New	0	\$0	0	\$0	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
	Alter	0	\$0	0	\$0	0	\$0.00	0	\$0.00	0	\$0.00	1	\$15,000.00
	Demo	0	\$0	0	\$0	0	\$0.00	0	\$0.00	0	\$0.00	1	\$250,000.00
	Unauth	0	\$0	0	\$0	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
4) Caretakers Dwelling	New	0	\$0	0	\$0	0	\$0.00	1	\$203,163.00	0	\$0.00	0	\$0.00
	Alter	0	\$0	0	\$0	0	\$0.00	0	\$0.00	0	\$0.00	1	\$0.00
	Demo	0	\$0	0	\$0	0	\$0.00	0	\$0.00	0	\$0.00	1	\$0.00
	Unauth	0	\$0	0	\$0	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
5) Office Building	New	2	\$530,000	2	\$0	4	\$0.00	5	\$748,896.00	0	\$0.00	6	\$1,922,000.00
	Alter	4	\$28,000	6	\$1,699,076	6	\$326,000.00	1	\$160,000.00	0	\$0.00	0	\$0.00
	Demo	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0.00	0	\$0.00
	Unauth	0	\$0	1	\$5,000	0	\$0	0	\$0	0	\$0.00	0	\$0.00
6) Retail	New	2	\$22,000	3	\$88,000	4	\$200,000	10	\$854,102	6	\$305,000	2	\$171,000.00
	Alter	6	\$399,898	0	\$0	8	\$1,255,837	3	\$609,095	0	\$0.00	4	\$1,378,184.00
	Demo	0	\$0	0	\$0	1	\$5,000	0	\$0	0	\$0.00	0	\$0.00
	Unauth	0	\$0	0	\$0	1	\$18,500	0	\$0	0	\$0.00	0	\$0.00
7) Carpark or Storage	New	5	\$989,422	6	\$518,584	14	\$2,399,396	36	\$5,010,649	26	\$6,329,283	17	\$4,352,456.00
	Alter	2	\$109,700	6	\$2,434,500	4	\$3,780,093	3	\$28,800	0	\$0.00	0	\$0.00
	Demo	0	\$0	1	\$120,000	1	\$34,760	0	\$0	0	\$0.00	2	\$145,000.00
	Unauth	1	\$25,000	1	\$50,000	1	\$20,001	3	\$27,000	0	\$0.00	0	\$0.00
8) Laboratory/ Workshop	New	3	\$410,500	4	\$1,934,544	7	\$944,742	2	\$313,130	0	\$0.00	0	\$0.00
	Alter	0	\$0	0	\$0	6	\$243,282	1	\$25,000	0	\$0.00	0	\$0.00
	Demo	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0.00	0	\$0.00
	Unauth	1	\$3,000	0	\$0	0	\$0	0	\$0	0	\$0.00	0	\$0.00
9) Health-care, Assembly or Aged care Building	New	1	\$7,954,650	2	\$128,000	7	\$0	0	\$0	3	\$271,609	1	\$0.00
	Alter	8	\$90,900	5	\$1,981,701	1	\$0	1	\$78,827	1	\$1,088,700	3	\$1,340,114.00
	Demo	0	\$0	1	\$19,000	0	\$0	0	\$0	0	\$0.00	2	\$1,340,114.00
	Unauth	0	\$0	0	\$0	1	\$5,000	0	\$0	0	\$0.00	0	\$0.00
10) Non-habitable	New	122	\$2,423,198	98	\$2,603,490	98	\$3,486,463	139	\$7,912,721	120	\$3,050,809	61	\$2,828,440.00
	Alter	53	\$401,925	47	\$544,727	44	\$555,532	15	\$392,941	17	\$182,740	8	\$187,171.00
	Demo	3	\$47,500	4	\$59,300	1	\$89,000	2	\$60,500	0	\$0.00	1	\$12,350.00
	Unauth	29	\$271,190	15	\$120,800	14	\$120,000	4	\$64,000	14	\$405,350	3	\$39,700.00
SUB TOTAL		272	\$27,152,834	248	\$26,264,050	317	\$46,057,123	319	\$40,975,170	248	\$33,647,333	167	\$26,506,111
Unauthorised TOTAL		38	\$600,190	20	\$505,600	21	\$221,501	14	\$407,269	19	\$605,350	4	\$139,700
Totals		310	\$27,753,024	268	\$26,769,650	338	\$46,278,624	333	\$41,382,439	267	\$34,252,683	171	\$26,645,811





we make it
happen

Council Plan Summary

February 2024

Shire of Esperance

Council Plan February 2024

People

A safe community

Action Code	Action Name	Comments	Responsible Officer Position
1.1.1	Advocate for increased police presence	Increase in Police is currently constrained by lack of staff housing through the GROH program.	Chief Executive Officer
1.1.2	Advocate for improved access to safe, affordable accommodation and support services for vulnerable people (such as people affected by domestic violence, homeless people, people with mental health issues and young offenders)	Met with Carers WA during the month who advocate and support carers for vulnerable people within our community. Spoke about actions that could support carers such as respite and recognition of their valuable contribution to our community.	Chief Executive Officer
1.2.1	Advocate for animal welfare organisations, such as RSPCA, to have a greater presence in Esperance to respond to local animal welfare issues.		Director External Services

A healthy and active community

Action Code	Action Name	Comments	Responsible Officer Position
2.1.1	Advocate for improved access to health services with a focus on attracting and retaining local GPs, visiting specialists, telehealth services, and mental health support services	Continual advocacy as the opportunity arises.	Chief Executive Officer

Shire of Esperance

Council Plan February 2024

Action Code	Action Name	Comments	Responsible Officer Position
2.2.1	Lead implementation of the Esperance Greater Sports Ground Redevelopment Masterplan	Graham Mackenzie Stadium Tender in progress.	Director Asset Management
2.2.2	Provide a third soccer pitch at the Greater Sports Ground	Looking at CSRFF small grant opportunity.	Director Asset Management
2.2.3	Review Graham Mackenzie Stadium Redevelopment plans	Tender submissions under review	Manager Asset Planning
2.2.4	Develop a Bay of Isles Leisure Centre Management Plan	Looking to address staffing shortages Investigating consultants to assist with long term plan development	Manager Recreation and Culture
2.3.1	Design and construct an integrated community and cultural complex in the James Street Cultural Precinct to co-locate the library, museum and visitor centre	Ongoing	Director External Services
2.3.2	Facilitate James Street Cultural Precinct Advisory Groups focusing on the requirements for a new library, museum and visitor centre		Director External Services
2.3.3	Implement the Interpretation Plan for Esperance Museum, including an Aboriginal interpretive section	Ongoing	Manager Recreation and Culture
2.3.4	Review library technology upgrade requirements including the Library Electronic Management System	A copy of our Amlib data has been sent to Civica so that they can start setting up the LMS. The Go-live for the new LMS is now set to May 2024.	Manager Information Services

Shire of Esperance

Council Plan February 2024

Action Code	Action Name	Comments	Responsible Officer Position
2.4.1	Explore sustainable funding sources to attract, manage and support local volunteers	We are awaiting a variation in contract agreement from our overarching funders, which will boost the annual funding we have available for the next three years.	Volunteer Resource Centre Coordinator
2.4.2	Explore options to recognise, reward and incentivise volunteers	We are in the process of picking a direction for the annual National Volunteer Week celebrations which take place during May.	Volunteer Resource Centre Coordinator

A welcoming, inclusive and connected community

Action Code	Action Name	Comments	Responsible Officer Position
3.1.1	Provide an Aboriginal Heritage Agreement to guide respectful consultation with Traditional Owners	Consultation is planned in the near future with Esperance Tjaltjraak Native Title Aboriginal Corporation (ETNTAC) to look at progressing the development of a heritage agreement.	Manager Parks & Environment
3.1.2	Provide assistance with events, activities and promotions to encourage greater awareness and participation in NAIDOC Week	We continue to support our community.	Community Development & Events Manager
3.1.3	Facilitate Aboriginal dual naming of significant places	As opportunities arise.	Director Asset Management
3.1.4	Partner with traditional custodians to develop cultural trails with maps and interpretive signs to raise awareness, knowledge and understanding about local Aboriginal history and stories	Not Started. Due to commence 2024 calendar year.	Manager Parks & Environment

Shire of Esperance

Council Plan February 2024

Action Code	Action Name	Comments	Responsible Officer Position
3.1.5	Establish and strengthen relationships with local Aboriginal Stakeholders and organisations	Aboriginal Cultural Awareness training has been embraced by Councillors and Management in late February 2024. A cross organisational internal working group will be meeting on the 21st of March to review the Reflect RAP, and initiate cultural development initiatives within the organisation.	Director Corporate and Community Services
3.2.1	Advocate for increased child care services through promotional campaigns	Ongoing social media campaign to encourage Family Day Care operators.	Chief Executive Officer
3.2.2	Review youth needs to establish any gaps in youth services and facilities (such as access to drop in spaces, mentoring and mental health support services)	We are currently employing a Community Development Youth worker. An appropriate 12 month traineeship is being selected.	Community Development & Events Manager
3.3.1	Advocate for improved aged care facilities and palliative care	Upgrades to the Day Centre at Home Care is nearing completion with proposed hand-over by the end of March.	Chief Executive Officer
3.3.2	Advocate for community and care services to support active aging in home	We had a meeting with representatives from the Aged Care Stewardship - WA, part of the Service delivery Division of the Department of health and Aged Care to feed back any local issues we are noticing. We attended the Dying to Know Expo, gave a talk on entry into the My Aged Care System and were available between sessions to discuss individual needs. No official numbers as yet for the event but expect them to be about 100 plus those there assisting with the organisation of the event and other agencies.	Manager Aged Care & Disability Services

Shire of Esperance

Council Plan February 2024

Action Code	Action Name	Comments	Responsible Officer Position
3.3.3	Upgrade Esperance Home Care Centre	Final fit out near completion, gas connection and cleaning to be completed. Project near completion, transition planning underway to relocate into kitchen.	Manager Asset Planning
3.3.4	Provide flexible working arrangements at Esperance Home Care Centre to attract and retain staff		Manager Aged Care & Disability Services
3.3.5	Review NDIS registration arrangements for Esperance Home Care		Manager Aged Care & Disability Services
3.3.6	Partner with local service providers to develop a campaign to attract community support workers to address current staff shortages	No updates to report.	Manager Aged Care & Disability Services
3.3.7	Advocate for local shops, hospitality and entertainment venues to improve access and employment opportunities for people with disability	Ongoing as an opportunity arises. Current Disability Access and Inclusion Plan outlines the actions the Shire is progressing. Forms part of business as usual when discussions happen with building development applications.	Chief Executive Officer
3.3.8	Provide appropriate level of ACROD parking bays	Parking design projects continue to be assessed to determine ACROD requirements.	Manager Asset Development
3.3.9	Provide improved beach access for people with disability	Storage shed for the beach wheel chair almost complete.	Director Asset Management
3.3.10	Implement actions and initiatives resulting from DAIP discussions and forums	Expressions of interest sought from staff for membership of the DAIP.	Manager Development Services

Shire of Esperance

Council Plan February 2024

Planet

The natural environment is valued, protected and enjoyed

Action Code	Action Name	Comments	Responsible Officer Position
4.1.1	Partner with Traditional Owners to manage culturally sensitive nature reserves	Works have continued with Esperance Tjaltjraak Native Title Aboriginal Corporation (ETNTAC) to manage and rehabilitate areas in the Tjaltjraak Boodja Park and Wharton Beach, and also within the Twilight Beach fire scar.	Manager Parks & Environment
4.1.2	Seek Government funding and support for the recovery of the colour and ecological health of Pink Lake and surrounding wetlands	Not Started. Due to commence 2024 calendar year. A potential funding opportunity has been identified and an application has been submitted to the Australian Government Grants Program.	Manager Parks & Environment
4.1.3	Provide a Coastal Hazard Risk Management Adaption Plan (CHRMAP) for West Beach	Not Started. Due to commence 2024 calendar year.	Manager Parks & Environment
4.1.4	Review the Coastal Management Plan	A draft of the Coastal Management Plan has been received from the consultant. The draft is currently under internal review.	Manager Parks & Environment
4.1.5	Implement the Dempster Head Management Plan	Works are continuing at Dempster Head to implement actions from the Management Plan.	Manager Parks & Environment
4.1.6	Install sand backpassing infrastructure	Progressing well, waiting for additional clearing permit. In the meantime we will construct the shared path from Castletown Quays to Bandy Creek.	Director Asset Management
4.1.7	Implement the Lake Monjigup Reserve Management Plan	Development of the Pet Cemetery is underway and works are ongoing in the Nature Park area.	Manager Parks & Environment

Shire of Esperance

Council Plan February 2024

Action Code	Action Name	Comments	Responsible Officer Position
4.1.8	Provide a new Weed Management Strategy	Not Started. Due to commence 2024 calendar year.	Manager Parks & Environment
4.1.9	Advocate on behalf of the community for the State's plans for a Marine Park	Met with Minister for Environment and DBCA with the release of the Proposed South Coast Marine Park (PSCMP) Management Plans. Advocacy through the media for our community to become informed and make a submission about the PSCMP. Media statement released around the inadequacy of the socio-economic assessment report.	Chief Executive Officer
4.2.1	Provide a new Trails Master Plan	Still being Reviewed by peers	Asset Administration Supervisor
4.2.2	Upgrade Piggery Mountain Bike trails - stage 1	Erosion areas along the track have been inspected. Toilet block has been ordered for the site. A site plan and design will be completed and works completed when site is drier. Trail design consultants are inspected the site in February and have provided a scope of works for the upgrade. The Shire is currently finalising a implementation schedule with the trail builders and the Esperance Mountain Bike Association.	Manager Parks & Environment

Shared responsibility for climate action and sustainability

Action Code	Action Name	Comments	Responsible Officer Position
5.1.1	Undertake annual carbon emissions audit and carbon emission reduction actions	Not due to start	Director Asset Management

Shire of Esperance

Council Plan February 2024

Action Code	Action Name	Comments	Responsible Officer Position
5.1.2	Install renewable energy (solar PV and battery storage) on council buildings where feasible	Awaiting finalised plan from Save Energy	Manager Asset Planning
5.1.3	Facilitate adoption of best practice energy efficiency measures across all council buildings, and support community facilities to adopt these measures	Council adopted carbon emissions reduction targets at the February OCM.	Chief Executive Officer
5.1.4	Trial eco-friendly vehicles as options become viable	Awaiting arrival of electric vehicle for evaluation and fit for purpose use at Home Care, other than that, continuing with Hybrid replacements where possible.	Technical Officer Fleet
5.1.5	Support installation of electric charging stations to encourage and facilitate greater use of electric vehicles and e-rideables		Chief Executive Officer
5.2.1	Introduce a third-bin kerbside collection program for Food Organics and Garden Organics (FOGO)	Not due to commence until July 2025.	Manager Waste & Environmental Health
5.2.2	Provide a Community Drop Off and Transfer Station at Myrup Truck Wash and Liquid Waste Facility to encourage sustainable waste management	Not due to start until 2025/26.	Manager Waste & Environmental Health
5.2.3	Advance Esperance's Waste Revolution education platform to improve waste diversion rates and promote a circular waste economy	The waste team continued to support a sustainable low waste circular economy in the month of February. The focus was on building connections with local primary schools to arrange waste audits as a follow up to the Waste Sorted Schools workshop which was held in October 2023. Reducing Household Waste was also a	Manager Waste & Environmental Health

Shire of Esperance

Council Plan February 2024

Action Code	Action Name	Comments	Responsible Officer Position
		February topic as the waste team go room by room to reduce waste in households, tips on reducing waste in the laundry, bathroom and whilst shopping were communicated on social media and on local radio slots. The Esperance Waste Revolution Page has been posting regularly with an aim of attracting more Esperance followers. This page offers great circular economy messages and shares current up to date waste reduction messaging relevant to Esperance and Western Australia. Posts in February have included responsible battery recycling, reducing food waste, waste free laundries and bathrooms, avoiding fast fashion and responsible waste free gifting.	

Greater community readiness and resilience to cope with natural disasters and emergencies

Action Code	Action Name	Comments	Responsible Officer Position
6.1.1	Implement the Bush Fire Risk Management Plan including accessing funding opportunities within the State Government's Mitigation Activity Fund	Mitigation mechanical treatments in progress. Application for Mitigation Activity Funding for 24/25 is underway.	Manager Ranger & Emergency Services
6.1.2	Facilitate innovative initiatives and networks to help build drought resistance and resilience	Grass Patch Community Water Supply planning in progress, earthworks will commence shortly.	Director Asset Management
6.1.3	Advocate for more emergency services personnel in Esperance	Nothing further to report this month.	Chief Executive Officer

Shire of Esperance

Council Plan February 2024

Action Code	Action Name	Comments	Responsible Officer Position
6.1.4	Facilitate coastal safety measures in partnership with the Coastal Safety Working Group	Ongoing - variable message board installed for safety messages, and other forms of media such as radio and social media.	Manager Ranger & Emergency Services
6.1.5	Advocate for appropriate coastal safety infrastructure and resources	Local Emergency Management Committee meeting held.	Manager Ranger & Emergency Services

Shire of Esperance

Council Plan February 2024

Place

Responsible planning and development

Action Code	Action Name	Comments	Responsible Officer Position
7.1.1	Design and Construct Flinders Subdivision stage 3	On hold to find onsite source of fill material.	Director Asset Management
7.1.2	Advocate for provision of adequate, affordable utilities and communications infrastructure to support population and economic growth	DPIRD advised that they have been allocated funding to install a cell-fi repeater at Salmon Beach. Telstra advised that CBD improvements are planned to cater for increased congestion around peak use times.	Chief Executive Officer
7.1.3	Develop an Esperance Cemetery Master Plan	Draft strategy completed and handed over to asset management for finalisation.	Manager Waste & Environmental Health
7.1.4	Design and construct Shark Lake Industrial Park subdivision stage 2	Project cost estimation complete. Next step is to undertake a statutory Major Land Transaction Business Case.	Director Asset Management

Access to adequate, safe and affordable housing for everyone

Action Code	Action Name	Comments	Responsible Officer Position
8.1.1	Advocate for more social and low-income housing for vulnerable people (including seniors, people with disability and low-income earners)	GVROC has arranged a meeting with Minister for Housing and relevant agencies to progress housing issues within the Goldfields/ Esperance area. Continue to pursue the Victoria St lot as a potential community housing provider.	Chief Executive Officer
8.1.2	Advocate for a new lifestyle village for seniors	Nothing further to report this month.	Chief Executive Officer

Shire of Esperance

Council Plan February 2024

Action Code	Action Name	Comments	Responsible Officer Position
8.1.3	Advocate for greater availability of housing to meet community needs (e.g. land and property owners to build apartments, villas, units, and mixed use developments) including engagement with State Government on housing management practices (e.g. GROH housing)	Nothing further to report this month.	Chief Executive Officer

Attractive and welcoming places

Action Code	Action Name	Comments	Responsible Officer Position
9.1.1	Implement the CBD Concept Landscaping Design	Additional native plants will be planted in the Andrew Street island garden beds. Additional trees will also be planted in the CBD area. A trial bin surround will also be installed in Post Office Square to get community feedback on the design before being rolled out throughout the CBD. Additional seats are currently being manufactured and will be installed in the CBD as soon as possible.	Manager Parks & Environment
9.2.1	Provide attractive and welcoming entrances into Esperance	Will continue to work with Main Roads WA	Director Asset Management
9.2.2	Facilitate more tree planting across the Shire	Tree planting program is continuing. The Street Tree Strategy was presented back to Council and endorsed following the public comment period. Trees will be planted over Winter.	Manager Parks & Environment
9.3.1	Implement Civic Centre improvements	Awaiting drawings to be finished	Manager Asset Planning

Shire of Esperance

Council Plan February 2024

Action Code	Action Name	Comments	Responsible Officer Position
9.3.2	Implement the Playgrounds and Public Open Space Strategic Plan 2015-2025	Planning and consultation has commenced for the playground upgrades budgeted for the 2023/24 financial year. Works are currently underway on the upgrade at the Gibson Community Park. Additional play items have also been installed in Adventureland Park.	Manager Parks & Environment
9.3.3	Prepare a new 10 year plan for Playgrounds and Public Open Space Strategic Plan 2025-2035	Not Started. Due to start early in the 2024 calendar year. The annual playground audit will inform the review.	Manager Parks & Environment

Safe, affordable, accessible and sustainable transport systems

Action Code	Action Name	Comments	Responsible Officer Position
10.1.1	Implement the Esperance 2050 Cycling Strategy	As per budget, with Harbour Road shared path to commence this year.	Manager Parks & Environment
10.1.2	Construct sealed shoulders along the tourist loop and Fisheries Road (Norseman Road to Dempster Road) to improve safety for cyclists and vehicles		Manager Asset Operations
10.1.3	Provide safety measures along The Esplanade and Fisheries Road to improve pedestrian crossings		Manager Asset Operations
10.2.1	Develop a Road Safety Strategy	Workshop with Council has been held. Draft strategy is going through the Shire branding.	Director Asset Management
10.2.2	Advocate for Main Roads to provide road upgrades and more passing lanes	As opportunities arise.	Director Asset Management

Shire of Esperance

Council Plan February 2024

Action Code	Action Name	Comments	Responsible Officer Position
10.2.3	Advocate to Main Roads WA to undertake a Corridor Upgrade Plan for Harbour Road from Mungan Street to Barney Hill, including South Coast Hwy Intersection upgrade, Pink Lake Road Intersection Upgrade and the Barney Hill Realignment	With Main Roads WA.	Director Asset Management
10.2.4	Implement the Shire of Esperance Road Construction and Maintenance Program		Manager Asset Operations
10.3.1	Implement the Esperance Town Centre Parking, Traffic and Pedestrian Strategy	Ongoing as part of budget.	Director Asset Management
10.3.2	Pursue opportunities to secure land to link Dempster Street and RSL public car parks	No progress to report.	Director Asset Management
10.3.3	Provide options to accommodate additional parking within the verge area between The Esplanade and Yacht Club	Concept design complete, will require budget.	Director Asset Management
10.3.4	Provide upgrade to Forrest Street Road and streetscape.	Currently looking at stormwater drainage design for Forrest/Windich carpark area.	Manager Asset Development
10.4.1	Investigate options for local ride share services		Manager Economic Development
10.4.2	Implement the Esperance Airport Masterplan (including an upgrade to the main runway, replacement of the runway lighting system, and additional apron space)	Nothing to report this month.	Manager Economic Development

Shire of Esperance

Council Plan February 2024

Action Code	Action Name	Comments	Responsible Officer Position
10.4.3	Construct new Airport runway	Due to commence 2025/26.	Director Asset Management

Shire of Esperance

Council Plan February 2024

Prosperity

Access to quality education and lifelong learning opportunities

Action Code	Action Name	Comments	Responsible Officer Position
11.1.1	Advocate for South Regional TAFE to develop and promote specialist courses in relevant areas	Regional Coordinating Committee Meeting was held in mid-February at Esperance TAFE Campus.	Chief Executive Officer
11.1.2	Advocate for urgent upgrades and a rebuild of Esperance Senior High School	Nothing further to report for this month.	Chief Executive Officer
11.1.3	Facilitate discussions with universities to explore options for a remote student services campus in Esperance	Nothing further to report this month.	Chief Executive Officer
11.1.4	Facilitate an annual review of the Goldfields Designated Area Migration Agreement to ensure it remains relevant to the community	The 2022 DAMA review was approved by the Federal Minister, with some changes to the requested additional occupations. The detail with regards to which of the requested additional occupations have been approved is yet to be received.	Manager Economic Development

A prosperous and diverse economy

Action Code	Action Name	Comments	Responsible Officer Position
12.1.1	Provide an Economic Development Strategy for the Shire of Esperance	Nothing to report this month.	Manager Economic Development
12.1.2	Support proponents in priority industry sectors to establish businesses and develop projects in Esperance	Continued support for these industries through the Manager Economic Development.	Chief Executive Officer

Shire of Esperance

Council Plan February 2024

Action Code	Action Name	Comments	Responsible Officer Position
12.1.3	Promote Esperance as a suitable centre for research and development, and pilot projects	Consideration should be given by the State Government to locate a Marine Research Facility in Esperance with the introduction of the Proposed South Coast Marine Park.	Chief Executive Officer
12.1.4	Advocate for a shared work space facility in Esperance where start-ups, small businesses and visitors can be co-located to network and support one another	Nothing to report this month.	Manager Economic Development

A vibrant and welcoming tourism destination

Action Code	Action Name	Comments	Responsible Officer Position
13.1.1	Implement the Esperance Tourism Strategy	Esperance Branding Project underway.	Manager Economic Development
13.1.2	Fund a Tourism Development Manager (4 year contract) in partnership with Australia's Golden Outback		Manager Economic Development
13.1.3	Provide more digital marketing and advertising opportunities to promote local experiences at Council facilities (eg. Esperance Airport)	No further action taken.	Manager Marketing & Communications
13.2.1	Advocate for development of a 4 to 5 star accommodation offering	Attended the Tourism WA Roadshow and received a presentation that showed the State was investigating the 10 mile wind farm as an accommodation proposal.	Chief Executive Officer

Shire of Esperance

Council Plan February 2024

Action Code	Action Name	Comments	Responsible Officer Position
13.2.2	Implement the recommendations from the Tourist and Worker Accommodation Study	Nothing to report this month.	Manager Economic Development
13.2.3	Advocate for Traditional Owners to develop and promote cultural heritage tourism activities	Nothing to report this month.	Manager Economic Development
13.2.4	Advocate for the development and promotion of tourism experiences	Input provided to AGO Branding Project, Tourism WA Roadshow and directly to new Esperance Tourism Development Manager.	Manager Economic Development
13.2.5	Develop wayfinding and interpretive tourism signage	Not started.	Director Asset Management

Shire of Esperance

Council Plan February 2024

Performance

Community confidence and trust in Council

Action Code	Action Name	Comments	Responsible Officer Position
14.1.1	Provide Integrated Planning and Reporting (IPR) framework documents and reviews	Review of Council Plan commenced with Actions list sent to Managers and Directors for review.	Governance & Corporate Support Coordinator
14.1.2	Provide public reports on progress towards achievement of priority projects and outcomes	Provided monthly report to Council.	Governance & Corporate Support Coordinator

Operational excellence and financial sustainability

Action Code	Action Name	Comments	Responsible Officer Position
15.1.1	Review the Long Term Financial Plan and informing plans per IPR framework	The Long Term Financial Plan 2024 review workshops are commencing in March 2024 with the next round of Strategic Planning review.	Director Corporate and Community Services
15.1.2	Review and implement initiatives to improve internal business efficiencies and service delivery (such as more online services and digital forms)	The new website has gone live with only some minor issues reported, caused mostly from stale Google search results. The new road report page is a hit with current and future road information available "at a glance", and the new webforms are working well. There is ongoing work being done to link the documents on the webpage to our EDRMS.	Manager Information Services

Shire of Esperance

Council Plan February 2024

A well informed and engaged community

Action Code	Action Name	Comments	Responsible Officer Position
16.1.1	Implement the Communication and Engagement Strategy	Staff Training for Website Manager participated in the Cultural Awareness Training.	Manager Marketing & Communications
16.1.2	Provide a new website with improved functionality	Complete.	Manager Marketing & Communications
16.1.3	Provide regular forums and events to inform and engage the community about local issues and council decisions (such as pop-up booths at local community events)	Annual Electors meeting was held during February.	Chief Executive Officer
16.1.4	Conduct a biennial community survey to assess community priorities and benchmark performance levels	Due to commence 2024/25.	Manager Marketing & Communications

13. REPORTS OF COMMITTEES

Item: 13.1

Compliance Audit Return 2023

Author/s	Sarah Walsh	Coordinator Governance & Corporate Support
Authorisor/s	Felicity Baxter	Director Corporate & Community Services

File Ref: D24/2745

Applicant

Corporate & Community Services

Location/Address

Shire of Esperance

Executive Summary

For Council to adopt the 2023 Shire of Esperance Compliance Audit Return (CAR) as required pursuant to Section 7.13(1)(i) of the *Local Government Act 1995*, and Regulation 14 of the *Local Government (Audit) Regulations 1996* as attached.

Recommendation in Brief

That Council adopt the 2023 Shire of Esperance Compliance Audit Return pursuant to Regulation 14(3) of the *Local Government (Audit) Regulations 1996*.

Background

As in previous years, local governments are required to complete a CAR by the Department of Local Government and Communities for each calendar year.

The 2023 CAR contains 94 questions across 11 categories formulated around the *Local Government Act 1995* and associated regulations. Categories and questions are completed by the relevant Shire Officers and presented to Council through the Audit Committee for adoption.

A copy of the 2023 Shire of Esperance CAR is attached for reference.

A report was put to the Audit Committee for consideration at their meeting held 5 March 2024, with the following being decided:

That the Audit Committee recommend that Council adopt the 2023 Shire of Esperance Compliance Audit Return pursuant to Regulation 14(3) of the *Local Government (Audit) Regulations 1996*.

Officer's Comment

The CAR has identified no area of non-compliance within the Shire of Esperance for 2023.

Consultation

Asset Management
Corporate & Community Services
Executive Services
External Services

Financial Implications

Nil

Asset Management Implications

Nil

Statutory Implications

Local Government Act 1995 – Section 7.13(1)(i)

Local Government (Audit) Regulations 1996 – Regulation 14

Policy Implications

Nil

Strategic Implications

Council Plan 2022 - 2032

Performance - Outcome 14. Community confidence and trust in Council

Objective 14.1. Provide transparent, accountable and effective leadership.

Encourage community participation and insight into activities and decisions

Environmental Considerations

Nil

Attachments

A₁. Compliance Audit Return 2023

Committee Recommendation

That Council adopt the 2023 Shire of Esperance Compliance Audit Return pursuant to Regulation 14(3) of the *Local Government (Audit) Regulations 1996*.

Voting Requirement

Simple Majority

Shire of Esperance Compliance Audit Return 2023

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comment
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2023?	N/A	No major trading undertakings occurred in 2023.
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2023?	N/A	No major land transactions occurred in 2023.
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2023?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2023?	N/A	
5	s3.59(5)	During 2023, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	

Delegation of Power/Duty				
No	Reference	Question	Response	Comment
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	N/A	No delegations to committees in 2023
2	s5.16 (2)	Were all delegations to committees in writing?	N/A	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the <i>Local Government Act 1995</i> ?	N/A	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	
5	s5.18	Has council reviewed delegations to its committees in the 2022/2023 financial year?	N/A	

6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the <i>Local Government Act 1995</i> ?	Yes	Listed in the Delegated Authority Register – Council to Chief Executive Officer and Authorised Persons – D23/17276 [v3] 2023/2024
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	O0423-071 - 26/04/2023 O082-149 - 22/08/2023 O1123-190 - 28/11/2023
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	Listed in the Delegated Authority Register.
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	Listed in the Delegated Authority Manual.
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	Listed in the Delegated Authority Register & Delegated Authority Manual.
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2022/2023 financial year?	Yes	O0623-117 – 27/06/2023
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	Our delegation register (D23/17505) notes the individual TRIM reference for how each person records their delegated authority use.

Disclosure of Interest				
No	Reference	Question	Response	Comment
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the <i>Local Government Act 1995</i> , did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	Disclosures are recorded in the meeting minutes and states when the council member left and returned to the Chamber.
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	Meeting minute are available on the Shire's website. https://www.esperance.wa.gov.au/council/publications-documents/agenda-minutes.aspx

3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the <i>Local Government Act 1995</i> recorded in the minutes of the meeting at which the disclosures were made?	Yes	Meeting minutes are available on the Shire's website. https://www.esperance.wa.gov.au/council/publications-documents/agenda-minutes.aspx
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	Evidence saved in TRIM D21/29308. (Annual return register 2021/2022 to current)
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2023?	Yes	Evidence saved in TRIM D21/29308. (Annual return register 2021/2022 to current)
6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	Evidence saved in TRIM D21/29308. (Annual return register 2021/2022 to current)
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> ?	Yes	The Primary / Annual Returns file is saved in TRIM, file reference F12/3722.
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the <i>Local Government Act 1995</i> , in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> , did the CEO remove from the register all returns relating to that person?	Yes	
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the <i>Local Government Act 1995</i> been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	The document retention period is set for 7 years after a person leaves the Shire.
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the <i>Local Government Act 1995</i> , in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	Register of notifiable gifts is maintained – D16/27067.
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	Available on the Shire website - https://www.esperance.wa.gov.au/council/publications-documents/disclosure-of-gifts.aspx
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the <i>Local Government Act 1995</i> , did the CEO remove from the register all records relating to those people?	Yes	

14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) of the <i>Local Government Act 1995</i> been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	Noted in the meeting minutes.
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) of the <i>Local Government Act 1995</i> relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	Did not need to make an application
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) of the <i>Local Government Act 1995</i> recorded in the minutes of the council meeting at which the decision was considered?	N/A	Did not need to make an application
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?	Yes	
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the <i>Local Government Act 1995</i> ?	Yes	Included additional information in the Preamble / Statutory Environment sections. Also changed the clause numbering.
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	Version is current from February 2021. https://www.esperance.wa.gov.au/Profiles/esperance/Assets/ClientData/Documents/Council/shire_of_esperance_code_of_conduct_for_council_members_
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	Version is current from September 2021. https://www.esperance.wa.gov.au/council/careers-and-employment/working-with-us.aspx

Disposal of Property				
No	Reference	Question	Response	Comment
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the <i>Local Government Act 1995</i> (unless section 3.58(5) applies)?	Yes	
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the <i>Local Government Act 1995</i> , did it provide details, as prescribed by section 3.58(4) in the required local public notice for each disposal of property?	Yes	(D23/31111) Advert – Public Notice – Disposal of Property - Salmon Gums Development Group – Caravan Park Site.

Elections				
No	Reference	Question	Response	Comment
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	Yes	D16/27067
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A	No gifts received.
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	Yes	https://www.esperance.wa.gov.au/council/publications-documents/disclosure-of-gifts.aspx

Finance				
No	Reference	Question	Response	Comment
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	October 2023 – Resolution O1023-187
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the <i>Local Government Act 1995</i> , did it do so by absolute majority?	N/A	
3	s7.9(1)	Was the auditor’s report for the financial year ended 30 June 2023 received by the local government by 31 December 2023?	Yes	19 December 2023 - Resolution O1223-202
4	s7.12A (3)	Where the local government determined that matters raised in the auditor’s report prepared under section 7.9(1) of the <i>Local Government Act 1995</i> required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	No actions required - Resolution numbers; O1223-202 and O1023-187
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor’s report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	
6	s7.12A (5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the <i>Local Government Act 1995</i> , did the CEO publish a copy of the report on the local government’s official website?	N/A	
7	Audit Reg 10(1)	Was the auditor’s report for the financial year ending 30 June 2023 received by the local government within 30 days of completion of the audit?	Yes	Audit completed and received by CEO on 15/11/2023.

Integrated Planning and Reporting				
No	Reference	Question	Response	Comment
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	24/05/2022 Shire of Esperance Council Plan was adopted in May 2022, O0522-111 – D22/11423. The Council Plan Incorporated both the Strategic Community Plan and Corporate Business Plan.
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	24/05/2022 Shire of Esperance Council Plan was adopted in May 2022, O0522-111 – D22/11423. The Council Plan Incorporated both the Strategic Community Plan and Corporate Business Plan.
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	

Local Government Employees				
No	Reference	Question	Response	Comment
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	N/A	No vacancies advertised
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	N/A	
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	

Official Conduct				
No	Reference	Question	Response	Comment
1	s5.120	Has the local government designated an employee to be its complaints officer?	N/A	The Shire has designated the Director, Corporate & Community Services.
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the <i>Local Government Act 1995</i> ?	Yes	The Register is located in TRIM, reference - D22/1445
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the <i>Local Government Act 1995</i> ?	Yes	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government’s official website?	Yes	The Register of Complaints – Minor Breaches was last updated 17 January 2022 and is available on the Shire’s Website. https://www.esperance.wa.gov.au/Profiles/esperance/Assets/ClientData/Documents/Registers/current_-_register_-_minor_bre5_121_-_minor_breach_complaint.pdf

Optional Questions				
No	Reference	Question	Response	Comment
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2023? If yes, please provide the date of council's resolution to accept the report.	Yes	28/03/2023, Resolution O0323-056
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2023?	Yes	28/03/2023, Resolution O0323-056
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the <i>Local Government Act 1995</i> , were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	N/A	No gifts received.
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	Last review Jan 2022, next review due Jan 2024.
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the <i>Local Government Act 1995</i> ?	Yes	
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	Last review Jun 2022, next review due Jan 2024.
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2023?	Yes	Elected member training register available on website. https://www.esperance.wa.gov.au/profiles/elected-members
8	s6.4(3)	By 30 September 2023, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2023?	Yes	Provided when auditor was on site 11-14 September 2023.
9	s.6.2(3)	When adopting the annual budget, did the local government take in to account all its expenditure, revenue and income?	Yes	

Tenders for Providing Goods and Services				
No	Reference	Question	Response	Comment
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	
3	F&G Regs 11(1), 12(2), 13, 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	
	&			
4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes	Addendums issued through Tenderlink, all submissions to include the acknowledged addendum within their submissions D23/26316
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes	All tenders opened in presence of Director, Asset Management and Procurement Officer
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did	Yes	Tender register located on Shire website https://www.esperance.wa.gov.au/business/tenders-and-procurement/tender-registers.aspx
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A	
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	D24/2052

10 F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	D24/2053
11 F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	N/A	
12 F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	
13 F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	
14 F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	N/A	
15 F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions and General) Regulations 1996, Regulations 24AD(4) and 24AE?	Yes	D22/9384
16 F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	Yes	Addendums issued through Tenderlink, all submissions to include the acknowledged addendum within their submissions D24/1732
17 F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	Yes	All tenders opened in presence of Director, Asset Management and Procurement Officer
18 F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	Yes	Pre-qualified panel registers located on Shire website https://www.esperance.wa.gov.au/business/tenders-and-procurement/tender-registers.aspx
19 F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	Yes	D24/2066 – submission did not align with tender specifications

20 F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	Yes	Council Meeting 23/5/23 Item 17.4
21 F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes	D24/2066
22 F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	Yes	COR 020 Regional Price Preference Policy

Item: 13.2

Risk Register and Audit Regulation 17 Review Action Update

Author/s	Sarah Walsh	Coordinator Governance & Corporate Support
Authorisor/s	Felicity Baxter	Director Corporate & Community Services

File Ref: D24/6376

Applicant
Internal

Location/Address
N/A

Executive Summary

For Council to consider the reported progress report on actions generated from the 2023 Risk Register and Audit Regulation 17 reviews.

Recommendation in Brief

That Council receive the second quarterly report on actions from the 2023 Risk Register and Audit Regulation 17 reviews.

Background

The most recent review of systems and procedures as required under regulation 17 of the *Local Government (Audit) Regulations 1996* was conducted and put to the Audit Committee in March 2023 where the following was decided;

That the Audit Committee;

1. Accept the CEO's review of the appropriateness and effectiveness of the Shire of Esperance systems and procedures in relation to risk management, internal control and legislative compliance; and
2. Recommend the review to Council for endorsement.
3. Request the Chief Executive Officer to provide the Audit Committee with a prioritised list of actions based on recommendations of the report provided by Civic Legal.

A report was put to the Audit Committee for consideration at their meeting held 5 March 2024, with the following being decided;

That the Audit Committee;

1. Accept the quarterly report on actions from the 2023 Risk Register and Audit Regulation 17 reviews; and
2. Recommend the reports are provided to Council for acceptance.

Officer's Comment

All actions raised within the Regulation 17 and Risk Register reviews have been entered into the Shire's reporting system, with reports being generated quarterly to track progress of each item.

The most current quarterly reports are attached for reference.

Consultation

Relevant staff across the Shire.

Financial Implications

Nil

Asset Management Implications

Nil

Statutory Implications

Nil

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Performance - Outcome 15. Operational excellence and financial sustainability

Objective 15.1. Provide responsible, agile and innovative planning and resource management.

Environmental Considerations

Nil

Attachments

A¹. Risk Register Report - Q2 2023/2024

B¹. Audit Regulation 17 Report - Q2 2023/2024

Committee Recommendation

That Council accept the quarterly report on actions from the 2023 Risk Register and Audit Regulation 17 reviews.

Voting Requirement

Simple Majority



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Risk Register Summary

Q2 2023/2024

Shire of Esperance

Risk Register Summary Q2 2023/2024

Action Code	Action Name	Comments	Responsible Officer Position
RR1	Develop SOPs	Being Developed	Manager Asset Planning
RR2	Implement risk assessment processes for high risk assets	Not started	Manager Asset Planning
RR3	Building routine maintenance to be incorporated into MEX	Data is being collected to allow up load into MEX. Plans are being put in place for all building maintenance to be put into MEX. Schedule for training and implementation to be developed.	Manager Asset Planning
BAU5.1.6.17	Develop Generator Action Plan	Depot - Discussions held with electrical contractor. Location of generator determined. Admin - Will need to be a part of the solar system upgrade. work a solution with Griffs electrical and Save Energy	Manager Asset Planning
BAU5.1.6.25	Test and Review IT Disaster recovery plan		Manager Information Services
BAU5.1.6.28	Review the Workforce Plan	Completed.	Manager Human Resources
RR4	Review business continuity framework with operational teams		Senior WHS/Risk Officer
RR5	Develop cyber response plan	Work towards covering the essential 8 criteria for cyber security is in progress, with work on cyber response plan due to commence in due course.	Manager Information Services

Shire of Esperance

Risk Register Summary Q2 2023/2024

RR6	Develop SOPs	Teams are actively engaged in the development and review of SOPs. The environmental health team has completed the water sampling process and is currently working on noise complaints.	Manager Waste & Environmental Health
BAU5.1.6.2	Implement workflow process in CM9	Obsolete. Not a requirement with current business process.	Coordinator Information Services
RR7	Review induction process	Discussions held with Big Red Sky. Review of Rapid options being completed.	Manager Human Resources
RR8	Investigate software options for Delegation Register	On hold due to other priorities.	Coordinator Governance & Corporate Support
BAU5.1.6.3	Investigate review function through CM9 to notify users when Legal documents require review	Technically completed. Requires responsible officers to determine legal documents and advise what notification would be appropriate.	Manager Information Services
BAU5.1.6.4	Implement unique numbering for controlled documents and master register	Document Control Group is working through this task.	Manager Information Services
BAU5.1.6.7	Establish HR SOPs (document control, approval and communication processes)	Review of HR Policies completed. Review of Management Practices to be completed in November. SOP's ongoing.	Manager Human Resources
BAU5.1.6.8	Identify strategy to capture corporate knowledge	Standard Operating Procedure templates developed and working group set-up to control documents.	Chief Executive Officer
BAU5.1.6.9	SOP for performance review process	Completed.	Manager Human Resources
BAU5.1.6.11	Identify Critical Roles within the organisation	Meeting held between Director Corporate and Community, HR Manager and Training and Development Officer regarding Learning and	Manager Human Resources

Shire of Esperance

Risk Register Summary Q2 2023/2024

		Development Framework / Critical roles /succession Planning.	
BAU5.1.6.12	SOP Management of staff volunteering hours	Completed.	Manager Human Resources
RR9	Update policies and procedures to align with state system and WHS Act change	HR Policies and Management Practice updated and approved. Final review of procedures nearing completion.	Manager Human Resources
RR10	Finalise draft internal engagement plan		Manager Marketing & Communications
RR11	Social media record keeping SOPs		Manager Marketing & Communications
RR12	Review Reserve Hierarchy	Not commenced, Scheduled in 2023/24	Manager Parks & Environment
BAU5.1.6.13	Resolve waste water issue at Depot- Propose to remove current washdown bay	On hold	Director Asset Management
4.1.8	Prioritise the weed strategy	Not Started. Due to commence 2024 calendar year.	Manager Parks & Environment
BAU5.1.6.14	Review requirement for model waste local laws	The new Waste Local Law has been drafted and will be presented to council for endorsement to advertise with the Health Local Law in December 2023.	Manager Waste & Environmental Health
RR13	Small plant serial number identification/sign in process		Manager Asset Operations

Shire of Esperance

Risk Register Summary Q2 2023/2024

BAU5.1.6.18	Increased inspections and documentation of Maintenance and Cleaning schedules	LH Cleaner undertaking inspections at facilities.	Coordinator Projects & Buildings
BAU5.1.6.19	Develop plan for generator use with IT systems		Manager Information Services
BAU5.1.6.20	SOP annual licences checks	Completed.	Manager Human Resources
BAU5.1.6.21	Develop post project debrief process for major projects	Administration and Coordinator Project Manager working on this together.	Director Asset Management
RR14	Arrange training in major projects/contracts for relevant staff		Director Asset Management
BAU5.1.6.22	Establish emergency drill schedule for all sites	Drill schedule prepared with exception of Home Care due to building works.	Manager Development Services
BAU5.1.6.23	Implement actions from LGIS audit	Action 1 - ensure that the SOE has available for use, and uses, appropriate resources and processes to enable hazards associated with the operations of the business or undertaking of the body to be identified and risks associated with those hazards to be eliminated or minimised. (Completed). Action 2 - ensure that the SOE has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information. (Completed).	Manager Human Resources
RR15	Security Upgrade (fobs)	Operating instruction to be written.	Manager Asset Planning
RR16	Introduce procedures for management of psychological hazards	Procedure for management of psychological hazards has been developed. Will be finalised as part of review of all WHS procedures.	Manager Human Resources

Shire of Esperance

Risk Register Summary Q2 2023/2024

BAU5.1.6.24	Develop management practice for contract review	Completed.	Director Asset Management
RR17	Contractor inductions & training in use of Rapid Global		Director Asset Management
RR18	Develop procedure for minor contract supervision		Director Asset Management
RR19	Develop SOPs	Election - Processing Enrolment Eligibility Claims SOP completed. Uniform Administration Staff, Allowance Management, End of Financial Year, Order Form/Catalogue Management, Ordering Officer and Second Hand Rack SOPs drafted.	Coordinator Governance & Corporate Support



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Audit Regulation 17 Review Summary

Q2 2023/2024

Shire of Esperance

Audit Regulation 17 Review Q2 2023/2024

Action Code	Action Name	Comments	Responsible Officer Position	Priority
r.17.1	Include a review deadline in all council policies, with every endeavour being given to undertaking those reviews in a timely manner.	Policies have been transferred to new templates and will be endorsed by Council between November 2023 and March 2024.	Governance & Corporate Support Coordinator	Low
r.17.2	Draft and endorse a standard operating procedure for reviewing the Risk Register. This should address when identified risks are to be included in the register before the biennial review. Such risks may be identified, for example, through Hazard/Incident Report Forms.	On hold due to other priorities.	Governance & Corporate Support Coordinator	High
r.17.3	Undertake an audit/review of the Risk Management Procedures document, to ensure it is up to date and governance processes are being undertaken (e.g. internal audit on internal control procedures). Include review details for the Risk Management Procedures document at the beginning or end of the document.	Again will be reviewed with LGIS WHS Audit scheduled in 2024	Coordinator Workplace Health and Safety	High
r.17.4	Ensure the approval date and review dates are recorded in the Work Health and Safety Procedure - Workplace Inspections.		Coordinator Workplace Health and Safety	High

Shire of Esperance

Audit Regulation 17 Review Q2 2023/2024

Action Code	Action Name	Comments	Responsible Officer Position	Priority
r.17.5	Draft a management practice or standard operating procedure for reviewing the BCP.		Coordinator Workplace Health and Safety	High
r.17.6	Include a reminder to review the BCP in the compliance calendar.	Item included in Compliance Calendar for April and September.	Governance & Corporate Support Coordinator	High
r.17.7	Include a review deadline in the IT Disaster Recovery Plan.	A review deadline will be included when the DR plan is updated later this financial year.	Manager Information Services	High
r.17.8	Draft a procedure to address incorrect accounting estimates, capturing how to avoid them in the first instance, and how to address them if they occur.	Will be addressed in Financial Management Manual.	Manager Financial Services	High
r.17.9	Draft a management practice for dealing with litigious matters.	On hold due to other priorities.	Governance & Corporate Support Coordinator	Medium
r.17.10	Continue reminding employees about the Employee Code of Conduct and other ethical matters on a regular basis.	Reminding staff of the need to comply with the Code of Conduct is key message in most Toolbox and staff meetings.	Manager Human Resources	Ongoing
r.17.11	Ensure a review deadline is included in all management practices.	Management Practices will be reviewed following the current policy review. As part of this process they will be transferred to new templates which include this information.	Governance & Corporate Support Coordinator	Low

Shire of Esperance

Audit Regulation 17 Review Q2 2023/2024

Action Code	Action Name	Comments	Responsible Officer Position	Priority
r.17.12	Ensure the revision history for all policies/plans/procedures is updated as reviews occur, including the Occupational Safety and Health Management Plan.	This will occur as reviews are undertaken and documents are transferred to new templates.	Governance & Corporate Support Coordinator	Low
r.17.13	Review the Occupational Safety and Health Management Plan.	Will be reviewed in line with the LGIS WHS audit in 2024	Coordinator Workplace Health and Safety	High
r.17.14	Review the Work Health and Safety Procedure - Working in Adverse Weather Conditions (February 2018) including the heading to ensure it reflects its intended purpose. Ensure the functions of the Health and Safety Committee are reflected in the procedural document where appropriate.	Started reviewing, consultation with relevant stakeholders to be continued on possible purchasing of Lightning detection units for high risk areas.	Coordinator Workplace Health and Safety	High
r.17.15	Develop a procedure for managing insurable risks, including the need for officers to actively participate in the insurers annual risk assessment process.	On hold due to other priorities.	Governance & Corporate Support Coordinator	High
r.17.16	Ensure the six month follow up report is scheduled in the Compliance Calendar.	Item included into Compliance Calendar for March.	Governance & Corporate Support Coordinator	High
r.17.17	Draft and endorse a management procedure regarding the management of large projects. This would address		Director Asset Management	High

Shire of Esperance

Audit Regulation 17 Review Q2 2023/2024

Action Code	Action Name	Comments	Responsible Officer Position	Priority
	the question of when a project manager or other external consultants should be hired, as well as additional financial and other risk mitigation strategies.			
r.17.18	Ensure written guidance is provided to officers regarding when the (more extensive) evaluation process ought to occur, rather than allowing price to be the only consideration.		Director Asset Management	Medium
r.17.19	<p>Ensure changes to the Shire's control environment are regularly discussed at Organisational Management Team meetings.</p> <p>Draft a short management practice regarding what control changes must be communicated to staff and how they are to be communicated. This may include responses to auditor comments, changes to legislation, policy reviews, management practice reviews, standard operating procedure reviews, etc.</p>	The audit team from the Office of the Auditor General (OAG) attended the Shire from 11-15 September. A draft report of the audit is being finalised with no significant changes are required. The Audit Exit meeting with the OAG is scheduled for the 13th of November.	Director Corporate and Community Services	High
r.17.20	HR to conduct a review of individual business area inductions to ensure they are appropriate and are conducted consistently.	WHS team have commenced reviewing site inductions to ensure they are appropriate.	Manager Human Resources	High

Shire of Esperance

Audit Regulation 17 Review Q2 2023/2024

Action Code	Action Name	Comments	Responsible Officer Position	Priority
r.17.21	Review the New Employee Acknowledgment of Receipt to ensure all relevant/useful documents are included. This may, for example, include certain policies applicable to most or all employees.	Review of New Acknowledgement Form completed as part of Big Red Sky on-boarding review. Project team agreed all comfortable with the Form. Exiting process to be reviewed	Manager Human Resources	High
r.17.22	Ensure IT practices are supported by written procedural documents. Ensure those documents are regularly reviewed.	Nothing new for this month	Manager Information Services	Medium
r.17.23	Draft a policy to identify the Shire's standards in regard to cyber security. Draft procedural documents to support officers working in this area.	Work towards covering the essential 8 criteria for cyber security is in progress, with work on cyber response plan due to commence in the new year.	Manager Information Services	High
r.17.24	Reinforce the requirement to record the use of delegations in accordance with statutory requirements. This may be a topic of an internal audit and/or could be addressed in the performance reviews of relevant officers.	On hold due to other priorities.	Governance & Corporate Support Coordinator	High
r.17.25	Ensure the Policy Review Checklist is either attached to, or referenced in, the relevant standard operating procedure.	On hold due to other priorities.	Governance & Corporate Support Coordinator	High
r.17.26	Begin a program of conducting periodic internal reviews of systems and procedures. This may address discrete topics such as recording the use of	Planning for internal audits has been delayed to February 2024.	Director Corporate and Community Services	Ongoing

Shire of Esperance

Audit Regulation 17 Review Q2 2023/2024

Action Code	Action Name	Comments	Responsible Officer Position	Priority
	delegations or completion of cash acknowledgement forms.			
r.17.27	Ensure review deadlines are included in council policies, management practices and standard operating procedure.	Will be finalised once current documents are transferred to new templates as part of document control project. Policy reviews will be completed by March 2024.	Governance & Corporate Support Coordinator	Medium
r.17.28	Draft a management procedure or standard operating procedure for engaging legal advisors. This should provide guidance on how to assess when legal advice is required and who is authorised to approve legal advice being sought.	On hold due to other priorities.	Governance & Corporate Support Coordinator	Medium
r.17.29	Consider including employee authority levels regarding the execution of documents in job descriptions.	Being implemented as position descriptions are reviewed by management and HR.	Manager Human Resources	High
r.17.30	Draft a written procedure for logging records in and out, to assist records officers.	Existing procedure reviewed ready for updating as part of current Document Control project.	Information Management Coordinator	High
r.17.31	Draft a standard operating procedure for the internal audits of IT software.	No progress as yet.	Manager Information Services	High
r.17.32	Financial procedures should be reviewed and collated into a comprehensive Financial Procedures Manual. This will help to make procedures and standards clearer for employees to follow.	Discussed Financial Management Manual with Director. Planning on populating a rough template as I learn controls and policies and work with Governance to collate into correct template.	Manager Financial Services	High

Shire of Esperance

Audit Regulation 17 Review Q2 2023/2024

Action Code	Action Name	Comments	Responsible Officer Position	Priority
r.17.33	Draft a standard operating procedure for investigating variances.	Will make up part of Financial Management Manual.	Manager Financial Services	High
r.17.34	Continue to regularly reinforce records management protocols including the transfer of finalised documents into TRIM.	Reviewing existing induction and TRIM user documentation, and intent to develop content for inclusion in Handy Facts newsletter.	Information Management Coordinator	Ongoing
r.17.35	Develop and finalise the User Terms and Conditions.	Developed for inclusion with next review of Management Practice (MAN 030) - Computer System Usage Code of Practice.	Information Management Coordinator	High
r.17.36	Ensure the complete procedure for the approval of financial payments is captured in a written procedure.	Will make up part of Financial Management Manual.	Manager Financial Services	High
r.17.37	Ensure all procedural documents are dated.	Policy review underway including transfer to new templates which include this information. Management Practices will follow and SOPs will be updated as part of the Document Control Project.	Governance & Corporate Support Coordinator	Low
r.17.38	Ensure that the cash management practice for the Shire is captured in a written procedure. Ensure all facilities where cash is collected have written procedures to support staff managing or handling the cash received.	Will make up part of the Financial Management Manual.	Manager Financial Services	High
r.17.39	Conduct periodic audits to ensure that the receipt forms are correctly signed. Ensure all relevant officers are promptly reminded of the correct	New Finance Manager to look into.	Manager Financial Services	high

Shire of Esperance

Audit Regulation 17 Review Q2 2023/2024

Action Code	Action Name	Comments	Responsible Officer Position	Priority
	procedure or receive further training, whenever the form is not correctly signed or completed.			
r.17.40	Review the Records Management Procedures Manual. Ensure the manual is reviewed regularly (every two years).	Adhoc updates as required, and awaiting finalisation of new Shire templates.	Information Management Coordinator	Medium
r.17.41	Include the Assets Register review in the Compliance Calendar.	Item included in Compliance Calendar for June.	Governance & Corporate Support Coordinator	High
r.17.42	Consider expanding the scope of the Compliance Calendar to include legislative compliance matters in other departments. Alternatively, a separate global calendar could be created for this more expansive purpose. Ensure all departments have an adequate system of monitoring legislative compliance.	Awaiting further advice from Director External Services regarding any additional items that should be included for their area.	Governance & Corporate Support Coordinator	Medium
r.17.43	Complete the standard operating procedure for completing CARs before the next CAR deadline. Ensure this addresses the standard of evidence/sampling required to adequately answer the questions.	SOP completed and saved in CM - will be reviewed during next CAR lodgement process.	Governance & Corporate Support Coordinator	Medium

Shire of Esperance

Audit Regulation 17 Review Q2 2023/2024

Action Code	Action Name	Comments	Responsible Officer Position	Priority
r.17.44	Consider including a consistent 'Governance Updates' section within each Handy Facts newsletter. This will ensure changes to policies, legislation and other governance issues are regularly considered and communicated to employees.	Regular updates are provided to Media for inclusion and monthly updates are provided at staff meetings.	Governance & Corporate Support Coordinator	Ongoing
r.17.45	Review Complaint Handling Policy to ensure all types of complaints are captured including Public Interest Disclosures and Corruption & Crime Commissions reporting.	Work on this will commence in August - required for biennial policy review in October 2023	Director Corporate and Community Services	Low
r.17.46	Develop internal procedures to identify adverse trends if this is practicable (e.g. include item on Executive Team agenda for discussion; monitoring external customer and stakeholder feedback).	An item for this is now included on all EMT Agendas. A recent adverse trend identified was the potential impact of the resignation of the Manager Financial Services, who has been at the Shire in this role for over 18 years. It will take a team effort to support and assist the newly appointed candidate to the level of understanding of the Shire's Financial systems and processes as we have enjoyed. We are confident that they will rise to the challenge.	Director Corporate and Community Services	Medium
r.17.47	Review the role of the audit committee with particular consideration towards increasing its involvement in matters relating to risk.	Scope of the audit committee is reviewed as part of the Councillor appointment to the committee post Council elections.	Chief Executive Officer	Medium

Shire of Esperance

Audit Regulation 17 Review Q2 2023/2024

Action Code	Action Name	Comments	Responsible Officer Position	Priority
r.17.48	Ensure adequate training is provided to the independent member of the audit committee in regard to local government practices and the functions of the audit committee.	Post Council elections and when members have been appointed then training considerations will be reviewed.	Chief Executive Officer	Medium
r.17.49	Incorporate into the Evaluation Report, a declaration to confirm relevant processes and legislative requirements have been met.		Director Asset Management	High
r.17.50	Draft and endorse the standard operating procedure to guide the local law review.	SOPs completed and saved in CM.	Governance & Corporate Support Coordinator	Medium
r.17.51	Ensure local law reviews are begun in time to enable deadlines to be met. The Shire should be aware that this process often requires over a year to complete.	Met with External Services Managers/Director to discuss outstanding and upcoming local law reviews. CEO advised that the Standing Orders Local Law will not be reviewed due to upcoming changes as part of the Local Government Act reforms.	Governance & Corporate Support Coordinator	Ongoing

Item: 13.3

2023/24 Budget Review

Author/s	Roselyn Hamilton	Manager Financial Services
Authorisor/s	Felicity Baxter	Director Corporate & Community Services

File Ref: D24/6466

Applicant

Corporate and Community Services

Location/Address

Internal

Executive Summary

Prudent management of the Shire's Annual Budget includes a full review of the Shire's progress mid-way through the financial year. This report presents a review of the 2023/24 Annual Budget based on actuals and commitments for the first six months of the year and forecasts for the remainder of the financial year.

Recommendation in Brief

That Council adopt the 2023/24 Budget Review which includes the attached Budget requests.

Background

Council undertakes a Budget Review to assess the impact of actual events upon the adopted budget. The Budget Review document contains actual transactions up to the end of December 2023 and also a predicted figure for each account till the end of the financial year. The predicted figures attempt to quantify the likely difference that invariably occurs between the budget and the end of the financial year actual result.

A detailed dissection of the income and expenditure variations is supplied as an attachment. The report lists all accounts which have a variance (surplus or deficit) from which was estimated in the annual budget. All of the variances shown require Council approval by Absolute Majority to adjust the original budget. If Council resolves to adjust the budget as per the attachment, it will provide a predicted \$5,210 deficit by 30 June 2024.

A report was put to the Audit Committee for consideration at their meeting held 5 March 2024, with the following being decided:

That the Audit Committee recommends Council to adopt the 2023/24 Budget Review.

Officer's Comment

The Budget Review has been compiled in the statutory reporting program format similar to the monthly financial report. Four columns of information have been presented as follows:

1. The first column being the Council's adopted budget
2. The second column contains the actual result recorded to 31 December 2023
3. The third column contains the actual result recorded to 28 February 2024
4. The fourth column being the predicted result to 30 June 2024.

Expenditure is presented without brackets and revenue is presented in brackets eg **(\$100,000)**.

The Budget Review process is essentially designed to ensure that the adopted budget is being adhered to and there are no material variances that may cause a deficiency in “cash” to occur at financial year’s end.

The original 2023/24 Budget as adopted by Council resulted in a \$22,000 deficit. Since adoption, budget amendments have been presented and adopted by Council however they did not affect the net position. The following adjustments from the mid-year Budget Review results in a reduction of the deficit to \$5,210.

Movements in the budget can be explained as follows:

Operating Income Movement		
Fees & Charges	Increase mainly applicable to: <ul style="list-style-type: none"> - Overall increase of \$188,335 in expected income for Waste Management related to domestic rubbish removal and tip charges (32.9% of increase) - Increase of \$154,000 in Private works income expected (26.9% of increase) - Increase of \$49,448 in Caravan Park income (8.6% of increase) - Increase of \$91,200 in income across all services at the Bay of Isles Leisure centre (15.9% of increase) - Increase in expected income of \$30,000 at the Civic Centre (5.2% of increase) 	(\$572,282)
Interest Earnings	Full increase is a result of favourable interest rates available during the year.	(\$792,000)
Operating Grants & Subsidies	Increase mainly applicable to: <ul style="list-style-type: none"> - An increase in Financial Assistance Grants of \$342,918 (292% of increase) - A decrease in expected grants relating to Home Care operations of \$204,622 (-174% of increase) mainly due to a repayment of unspent grants. - A decrease in expected grants of \$127,035 in relation to GVROC (-108% of increase) - An increase in of \$94,355 in relation to FOGO grants (80% of increase) 	(\$117,315)
Rates	An increase in rates mainly related to continued residential development within the Shire.	(\$65,037)
Reimbursements	This increase is mainly attributable to an expected reimbursement from Department of Transport of \$205,100 (75.4% of increase) in relation to reimbursement of expenditure for the installation of Bus Stops. <i>This movement was previously approved by Council on 31 October 2023.</i>	(271,853)
Contributions & Donations	The increase is mainly attributable to an increase of \$20,000 in Fuel Tax Credits (75.6% of increase).	(\$26,465)
Reserve Transfers to Muni	This increase is directly related to Home Care for the repayment of unspent grants.	(\$154,592)
Operating Expenditure Movement		
Allocations	A decrease reflecting a decrease in net operating deficit.	(\$29,796)

Depreciation	An increase for unbudgeted depreciation for new assets.	\$84,537
Insurance	A decrease to reflect actuals.	(\$35,123)
Materials & Contracts	<p>Increase mainly attributable to:</p> <ul style="list-style-type: none"> - Increase in expenditure of \$205,100 (24.5% of increase) to install Bus Stops (offset by DoT income as above) <i>This movement was previously approved by Council on 31 October 2023.</i> - Increased Waste Management maintenance requirements of \$119,319 (14.2% of increase) across Wylie Bay (62%) and Truck Wash Bay (38%) - Increase in cleaning contractor costs of \$199,000 (13% of increase) across Sporting Grounds and Complexes. - Addition of \$50,000 (6% of increase) of expenditure to implement Workplace Health and Safety software. - A \$37,000 (4.4% of increase) movement from capital expenditure to Operating expenditure to better display the nature of IT projects (consultancy not assets). - An increase of \$30,169 (3.6% of increase) across the Home Care Program. - An increase in Civic Centre expenditure of \$26,000 (3.1% of increase) to provide additional shows during the year. - Addition of \$20,000 of expenditure (2.4% of increase) to review visitor camping opportunities going forward. - Addition of \$20,000 in expenditure (2.4% of increase) for the installation of smoke detection system and switchboard upgrades for the Airport. - An increase in expenditure requirements of \$20,000 (2.4% of increase) for the maintenance of street decorations. - An increase in emergency services building maintenance of \$16,500 (2% of increase) - An increase of \$13,000 (1.6% of increase) for the provision of portable amenities for overflow. - Vehicle maintenance expenditure requirements have increase by \$12,453 (1.5% of increase) - There has been a decrease of \$42,659 in relation to the GVROC Climate change Coordinator which is reflected in the decrease of grants received under operating income. 	\$837,438
Other Expenditure	A small increase to better reflect expected actuals.	\$2,850
Employment Expenses	<p>Increase is mainly attributable to:</p> <ul style="list-style-type: none"> - An increase of \$264,998 in worker's compensation (84.9% of increase) due to a higher than expected Worker's Compensation adjustment. - An increase of \$26,806 (8.6 % of increase) across salaries to consider movements in positions. 	\$312,273
Utility Charges	<p>This increase is mainly attributable to an error with budgeted figures for Bay of Isles Leisure Centre resulting in a movement of \$151,400 to budgeted figures (115% of increase).</p> <p>Small savings have been recognised in several other areas to offset some of this movement.</p>	\$131,386

Non-Operating Income Movements		
Non-Operating Grants & Subsidies	The increase is mainly attributable to a project to Design and construct Condingup Fire Shed \$310,000 (96.3% of increase). <i>This budget movement was previously approved by Council on 22 August 2023.</i>	(\$321,747)
Proceeds from Disposals	Increased to reflect actual proceeds received from sale of vehicles.	(\$16,367)
Reimbursements	Increased to reflect actual reimbursements received in relation to insurance claims.	(\$5,906)
Reserve transfers to Muni	The increase is mainly attributable to a \$1.6 million transfer from the Land Development Reserve for design & construction of units. <i>This movement was previously approved by Council on 22 August 2023.</i>	(\$1,469,047)
Non-Operating Expenditure		
Material & Contracts	The increase is mainly attributable to: <ul style="list-style-type: none"> - Approval of a \$1.6 million project for design & construction of units (78.5% of increase). <i>This movement was previously approved by Council on 22 August 2023.</i> - Approval of a project to Design and construct Condingup Fire Shed for \$310,000 (15.2% of increase). <i>This budget movement was previously approved by Council on 22 August 2023.</i> - Increase in budget of \$200k for reconstruction of Cascade Road (9.8% of increase) 	\$2,036,924
Purchase of Assets	The reduction in budget is mainly attributable to: <ul style="list-style-type: none"> - The movement of \$37,000 (209% of decrease) from capital to operating to better display the nature of an IT project. - An increase in budgeted Light Vehicle purchases of \$16,367 (-92.8% of decrease) 	(\$17,628)
Reserve Transfers from Muni	The increase is attributable to: <ul style="list-style-type: none"> - An increase in Reserve Interest across all reserve accounts of \$350,000 (63.6% f increase) - A \$100,000 increase in reserve transfers in relation to the Governance & Workers Compensation Reserve (18.2% of increase) - Movements across the Aerodrome (\$21,218) and Sanitation (\$79,058) Reserves in line with expected surplus in applicable areas. 	\$550,276
Employment Expenses	Small increase to recognise salaries & wages not previously budgeted.	\$7,181
Total Movement across Budget		\$67,747
Less non-cash movements excluded (Depreciation)		(\$84,537)
Overall Change (surplus)		(\$16,790)

The following section describes the main revisions to budget by program:

General Purpose Funding

- Financial Assistance Grant funding is \$342,918 more than expected.
- Interest income has increase by \$780,000 with favourable interest rates currently being offered. \$350,000 of this increase is associated with reserve account interest and therefore does not affect the predicted net position.
- Rating income is higher than expected by \$65,037 due to the progress of private residential development.

Governance

- Worker's Compensation increased by \$262,538 due to a higher than predicted Worker's Compensation adjustment received during the year.
- Budgeted figures for other insurances dropped by \$33,673 as actuals came in lower than expectation.
- \$50,000 of expenditure has been added to allow for the implementation of Workplace Health and Safety Software.
- \$20,000 of expenditure has been added to assist with a strategic review of visitor camping opportunities going forward.
- A movement in position allocations has resulted in a net budget increase to employee costs of \$138,376.

Law, Order and Public Safety

- Previously approved income and expenditure has been included of \$310,000 for Condungup Fire Shed having a net zero effect on budget. Approved by Council on 22 August 2023.
- A movement in positions allocation has resulted in a budget decrease to Ranger employee costs of \$103,346.

Education and Welfare

- There has been a decrease in expected grants relating to Home Care operations of \$204,622 as a result of a requirement to reimburse unspent grants. This has resulted in the requirement of a movement from the Esperance Home Care Fundraising reserve of \$154,592.
- An increase in capital grants received of \$89,000 has enabled the reduction of transfer from the Esperance Home Care Asset Replacement Reserve.

Community Amenities

- The GVROC Climate Change Coordinator project has been closed out resulting in a reduction of budgeted expenditure of \$150,025 with a matching decrease in income.
- The Shire has been awarded a new Community Stewardship Grant from WALGA to the value of \$33,000.
- Fees and charges across Waste Management have increased by \$188,335 driven by an increase in demand across domestic rubbish removal and access to the tip.
- The Shire has been successful in receiving a Grant from DWER of \$95,000 in relation to Food Organics and Garden Organics (FOGO). Special Projects budgeted expenditure has been increased in line with the grant resulting in a net zero effect.
- Maintenance across Wylie Bay and the Truck Wash has increased by \$119,319.
- A movement in position allocations has resulted in a net budget decrease across Community Amenities to employee costs of \$46,302.

Recreation and Culture

- Budgeted Fees and charges across Bay of Isles Leisure Centre have increased by \$91,200 in line with an expected increase in membership, pro-shop sales and creche admissions.
- \$50,000 has been added to special projects to assist in a strategic review into the future direction of Bay of Isles Leisure Centre.
- The utilities budget for Bay of Isles Leisure centre has increased by \$102,471 due to an error with the original budgeted amount for electricity.
- An additional show has been added to the Civic Centre at a budgeted cost of \$26,000 with a conservatively budgeted income of \$30,000.
- Capital projects for the Esperance Period Village have been closed out resulting in a reduction of expenditure and movement from reserves to the value of \$19,453.
- An additional \$70,000 has been allocated to the maintenance budgets for the Foreshore and CBD improvements.
- \$50,000 of budgeted expenditure has been added for reticulation work relating to the dog park.
- A new project relating to the Skate Park Refurbishment has been opened with a budgeted expenditure of \$55,000
- An increase in cleaning costs caused by a move from salaries to contracted services has occurred across GMS and EIS totalling \$104,000.
- There has been an increase in cleaning costs of \$95,000 for Overflow caused by a move to contracted services.
- Eastern suburbs water pipeline budgeted fee collections have increased by \$10,000.

Transport

- Budget of \$20,000 is required for the installation of a smoke detection system and essential switchboard upgrades at the Airport.
- Roads & Street expenditure and income have increased by \$205,100 for the installation of bus stops which will be reimbursed by Department of Transport. This has a net zero effect on budget.
- Municipal allocation for Roads & Streets investment to the value of \$50,000 has been moved from capital to operating to appropriately fund the Gravel Pit rehabilitation.
- Other Roads & street expenditure has decreased by \$22,000 across crossovers, carparks and Street trees works.
- Investment in Cascade Road renewal has increased by \$200,000.
- Main roads capital investment has increased by \$113,858 in relation to Shelden Road asphalt works.

Economic Services

- A movement in position allocations has resulted in a net budget decrease to employee costs of \$11,443.
- Shire Caravan Park fees and charges have increased by \$49,000 as the commission received from RAC was higher than anticipated.
- Maintenance for street decorations has increased by \$16,000 to address issues with Christmas decorations.

Other Property & Services

- An increase in rent received for Shire owned housing has resulted in an increase to fees & charges of \$30,000.

- An increase of Outside Works has resulted in a recruitment increase of \$28,000 to employee costs.
- Fuel Tax Credits increase have resulted in an increase to Grants, Subsidies and Contributions of \$20,000.
- Vehicle costs for plant & equipment operations have increased by \$134,000 as a result of an increase in vehicle repairs.
- Forecast expenditure for private works has increased by \$110,000 with an in-line adjustment to income of \$154,000 resulting in a net increase of \$44,000 across private works.

Funds Transfers

- The increase in transfer to reserve reflects the increased an increase in interest earnings and movements to the Aerodrome and Sanitation reserve accounts in line with budget changes.

The original budget commenced with a \$22,000 deficit. Subsequent budget amendments have resulted in a smaller deficit of \$5,210. This is an encouraging result considering increasing costs across all goods and services. An offset from higher interest rate earnings has assisted in maintaining a relatively balanced budget.

Consultation

Chief Executive Officer
Director Corporate and Community Services
Director External Services
Director Asset Management

Financial Implications

As detailed in the attached Budget Review documentation.

Asset Management Implications

Nil

Statutory Implications

Local Government (Financial Management) Regulation 1996 – 33(a) Review of Budget

Policy Implications

Nil

Strategic Implications

Council Plan 2022 - 2032

Performance - Outcome 15. Operational excellence and financial sustainability

Objective 15.1. Provide responsible, agile and innovative planning and resource management.

Environmental Considerations

Nil

Attachments

- A⇒. FY23/24 Budget Review - *Under Separate Cover*
- B↓. 2023-24 - MYR Bid - Office Enclosure - Administration Building
- C↓. 2023-24 - MYR Bid - Workplace Health & Safety Software
- D↓. 2023-24 - MYR Bid - Bay of Isles Leisure Centre Strategic Review
- E↓. 2023-24 - MYR Bid - Visitor Camping Review

Committee Recommendation

That Council:

1. **Adopt the 2023/24 Budget Review.**
2. **Approve the budget request for an increase in capital investment of \$12,000 in 2023/24 for an Office Enclosure as included in the bottom line.**
3. **Approve the budget request for an increase in operating expenditure of \$50,000 in 2023/24 for the implementation of Workplace Health and Safety Software as included in the bottom line.**
4. **Approve the budget request for an increase in operating expenditure of \$50,000 in 2023/24 to support a strategic review of Bay of Isles Leisure Centre as included in the bottom line.**
5. **Approve the budget request for an increase in operating expenditure of \$20,000 in 2023/24 to support a review of Visitor Camping as included in the bottom line.**

Voting Requirement

Absolute Majority

2023-24 MID-YEAR REVIEW – BUDGET REQUEST

Title: Office Closure – Administration Offices

Consideration is requested for the financial adjustments listed below. Justification for each adjustment is provided to support consideration.

Impact	2023-24 \$	2024-25 \$	2025-26 \$	2025-26 \$	2026-27 \$
Expenses	240	240	240	240	240
Net Operating Balance	240	240	240	240	240
Cumulative Cost	-	-	-	-	-
Asset Investment	12,000	-	-	-	-
Adjustment to Salaries	-	-	-	-	-
Additional FTE's	-	-	-	-	-
Source of Funding					
Muni	-	-	-	-	-
Grants & Subsidies	-	-	-	-	-
Building maintenance Reserve	12,000	-	-	-	-
Other* please specify	-	-	-	-	-

TYPE OF EXPENDITURE

☒ Capital ☐ General Expenditure

FUNDING NATURE

☐ Existing Project ☒ New Project

FUNDING TIMING

☐ Specified Term ☒ Ongoing

INVESTMENT REQUEST

An initial estimated investment of \$12,000 with an ongoing depreciation expense of \$240 per year.

DETAIL OF REQUEST

Enclosure of the current Digital Media Officer office. The shared office utilised by the Manager Marketing & Communications can result in distractions. The ability to have a single occupant office will allow more efficiencies and provide a safe space for staff members to discuss potentially confidential topics. Either the Manager Marketing & Communications or the Economic Development Manager could utilise this space once complete.

RISK

The nature of the Manager Marketing & Communications role can result in confidential topics being raised and discussed on a regular basis. It is important that these topics remain confidential and staff feel comfortable informing the Manager of any potential conflict or risk to the Shire that could result in negative public reaction.

CONSULTATION

The Coordinator Projects & Building was consulted on the estimated cost for this project.

2023-24 MID-YEAR REVIEW – BUDGET REQUEST

Title: Workplace Health & Safety Software

Consideration is requested for the financial adjustments listed below. Justification for each adjustment is provided to support consideration.

Impact	2023-24 \$	2024-25 \$	2025-26 \$	2025-26 \$	2026-27 \$
Expenses	50,000	31,000	32,000	33,500	34,500
Net Operating Balance	50,000	31,000	32,000	33,500	34,500
Cumulative Cost	50,000	81,000	113,000	146,500	181,000
Asset Investment	-	-	-	-	-
Adjustment to Salaries	-	-	-	-	-
Additional FTE's	-	-	-	-	-
Source of Funding					
Muni	50,000	31,000	32,000	33,500	34,500
Grants & Subsidies	-	-	-	-	-
Reserves* please specify	-	-	-	-	-
Other* please specify	-	-	-	-	-

TYPE OF EXPENDITURE

☐ Capital ☒ General Expenditure

FUNDING NATURE

☐ Existing Project ☒ New Project

FUNDING TIMING

☐ Specified Term ☒ Ongoing – Minimum 3 years

INVESTMENT REQUEST

An initial investment for implementation of \$20,000 is requested with an ongoing request for licensing estimated at \$30,000 adjusted for 3.5% CPI annually. Figures are rounded to the nearest \$500.

DETAIL OF REQUEST

With recent changes to Health and Safety laws and regulations, the EMT group agreed that it would be prudent to investigate the implementation of safety software at the Shire.

Workplace Health & Safety is becoming increasingly important, especially where staff are employed in manual labour positions and working with heavy/potentially hazardous machinery/materials.

Recent legislation changes reflect the importance for safety in the workplace and have bolstered the burden of proof on organisations and individuals. Safety software would significantly assist the Shire to ensure Health & Safety related requirements are fulfilled and logged as necessary. The software should also help the Shire to contain all safety information in one area should it be required as a result of an incident.

The Shire is seeking a tool that will simplify the collection and integration of information in relation to Workplace Health & Safety activities allowing the centralisation of critical HR & Safety data.

A number of Software packages are currently being reviewed across a number of selection criteria with a decision expected to be made in the following months.

RISK

The absence of a sound safety management system could result in longer lead times to information being provided to the necessary authorities when requested and Health & safety requirements potentially not being fulfilled.

Any software selected will comply with minimum requirements set by the Shire in relation to the Essential 8.

CONSULTATION

WH&S Officers, IT Services Manager, HR Manager, Co-ordinator of Information Systems, Director CC&S.

2023-24 MID-YEAR REVIEW – BUDGET REQUEST

Title: Bay of Isles Leisure Centre Strategic Review

Consideration is requested for the financial adjustments listed below. Justification for each adjustment is provided to support consideration.

Impact	2023-24 \$	2024-25 \$	2025-26 \$	2025-26 \$	2026-27 \$
Expenses	50,000	-	-	-	-
Net Operating Balance	50,000	-	-	-	-
Cumulative Cost	50,000	50,000	50,000	50,000	50,000
Asset Investment	-	-	-	-	-
Adjustment to Salaries	-	-	-	-	-
Additional FTE's	-	-	-	-	-
Source of Funding					
Muni	50,000	-	-	-	-
Grants & Subsidies	-	-	-	-	-
Building maintenance Reserve	-	-	-	-	-
Other* please specify	-	-	-	-	-

TYPE OF EXPENDITURE

☒ Capital ☐ General Expenditure

FUNDING NATURE

☐ Existing Project ☒ New Project

FUNDING TIMING

☐ Specified Term ☒ Ongoing

INVESTMENT REQUEST

This project is estimated to require an investment of \$50,000 for professional services to undertake the review and reporting.

DETAIL OF REQUEST

The Bay of Isles Leisure Centre is an important community asset that provides many services including but not limited to:

- Gym
- Fitness classes
- Swimming lessons
- Hydro pool
- General swimming at the heated pool year round

To continue to provide the community the best value for money and ensure that the needs of the community are being met in the most efficient way possible, it is necessary from time to time to evaluate the current and future services that we provide at the centre.

It is proposed to engage a specialist consultant to produce a strategic business plan that will include a programs and services opportunity review report.

The strategic business plan will include the following:

- Business goals & objectives
- Demographic implications
- Benchmarking, trends & innovations
- Current market assessment & competition analysis
- Projects, services & equipment
- Service delivery, programming resourcing & staffing.
- A full review of current Bay of Isles Leisure Centre operations and future service offerings based on anticipated population growth and identified community service requirements. This will form the basis of an options, constraints and opportunities analysis.
- A site audit and assessment of functionality and future use having regard to community needs balanced against revenue targets.
- Stakeholder and community consultation outputs and implications.
- Agreed outcomes and identified benefits (financial and community return) associated with investment in each service and program delivery option. This will incorporate an ongoing budget review and projected financial performance targets.
- The preferred management and governance models and identification of the optimum arrangements/staffing structures to ensure on-going viability of the facility.
- Indicative asset management requirements in accordance with current asset management procedures (including routine and restorative maintenance).
- Marketing and promotional plan.
- Risk Assessment.
- Recommendations individually justified and evidence based.
- Performance management and reporting program.

RISK

The management and future planning for such a significant community hub has impacts both financial and socially to our local community.

Proper management of this asset is essential to its success.

Failing to plan for the future and thoroughly review how we manage and care for this asset could result in the longer-term loss of the centre as it becomes continually less relevant to the needs of our community.

CONSULTATION

BOILC Coordinator of operations, Manager Recreation and culture, Director External Services.

2023-24 MID-YEAR REVIEW – BUDGET REQUEST

Title: Visitor Camping Review

Consideration is requested for the financial adjustments listed below. Justification for each adjustment is provided to support consideration.

Impact	2023-24 \$	2024-25 \$	2025-26 \$	2025-26 \$	2026-27 \$
Expenses	20,000	-	-	-	-
Net Operating Balance	20,000	-	-	-	-
Cumulative Cost	20,000	20,000	20,000	20,000	20,000
Asset Investment	-	-	-	-	-
Adjustment to Salaries	-	-	-	-	-
Additional FTE's	-	-	-	-	-
Source of Funding					
Muni	20,000	-	-	-	-
Grants & Subsidies	-	-	-	-	-
Building maintenance Reserve	-	-	-	-	-
Other* please specify	-	-	-	-	-

TYPE OF EXPENDITURE

☒ Capital ☐ General Expenditure

FUNDING NATURE

☐ Existing Project ☒ New Project

FUNDING TIMING

☐ Specified Term ☒ Ongoing

INVESTMENT REQUEST

This request is for \$20,000 to engage professional services to assist staff to review how we accommodate, manage and plan for visitors to our region who are looking to caravan or camp.

DETAIL OF REQUEST

For many years the Shire has operated an overflow camp ground and the Greater Sport Ground (GSG). This overflow camping area has grown over time from a couple of weeks to nearly 5mths this year.

There are also a growing number of informal campers at various locations around Esperance and in surrounding locations. The way that we regulate these campers and reduce the impact that they have on our local environment and community needs to be reviewed.

It is recommended that a consultant be engaged to assist staff to be able to provide Council with an options paper for dealing with this multifaceted issue.

RISK

If the matter is not properly addressed then it is possible that the impacts of informally camping visitors will continue to grow.

Secondary to this would be the lost opportunity to benefit our communities from the influx of visitors over the summer period.

They have the potential to spend significant funds locally, be a substantial volunteer and workforce resource, provide vibrancy and social exchange for our isolated region.

CONSULTATION

BOILC Coordinator of operations, Manager Recreation and culture, Director External Services.

Item: 13.4

Minutes of the Audit Committee

Author/s	Elise Godwin	Administration Assistant - Executive Services
Authorisor/s	Shane Burge	Chief Executive Officer

File Ref: D24/6980

Attachments

A1. Minutes - Audit Committee Meeting - 5 March 2024

Officer's Recommendation

That Council accept the unconfirmed minutes of the Audit Committee meeting held on the 5th March 2024.

Voting Requirement	Simple Majority
---------------------------	-----------------

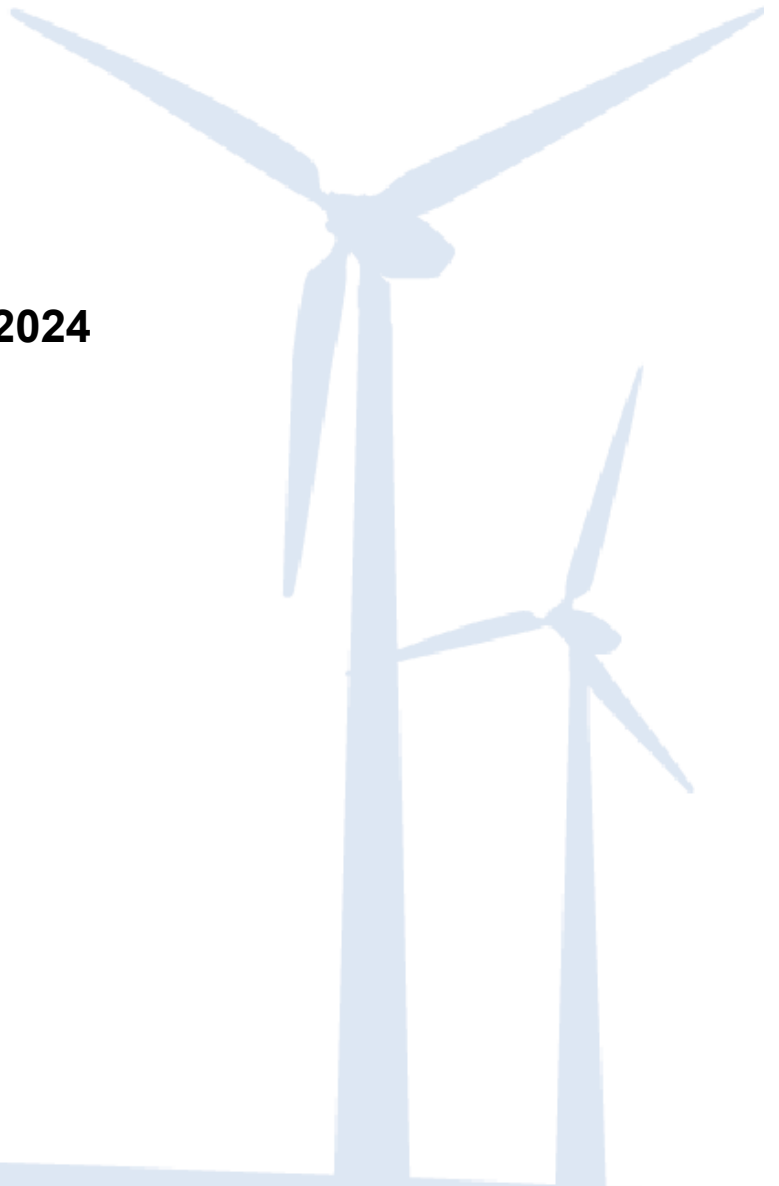


Shire of Esperance

AUDIT COMMITTEE

TUESDAY 5 MARCH 2024

MINUTES



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.

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SHIRE OF ESPERANCE

MINUTES

**AUDIT COMMITTEE MEETING HELD IN COUNCIL MEETING ROOM ON
5 March 2024
COMMENCING AT 2:00 PM**

1. OFFICIAL OPENING

The Presiding Member declared the meeting open at 1:58pm.

2. ATTENDANCE

Members

Cr S McMullen	Shire of Esperance (Presiding Member)
Cr R Chambers	Shire of Esperance
Mr G Johnston	Shire of Esperance

Shire Officers

Mr S Burge	Chief Executive Officer
Ms R Hamilton	Manager Financial Services
Mrs F Baxter	Director Corporate & Community Services
Ms S Walsh	Coordinator Governance and Corporate Support

Members of the Public & Press

Nil

3. APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE

Cr S Flanagan	Shire of Esperance
Mr K Mills	Community Representative

4. PUBLIC QUESTION TIME

Nil Questions

5. DEPUTATIONS, PRESENTATIONS, INSPECTIONS, PETITIONS

Nil

6. DECLARATION OF MEMBERS INTERESTS

6.1 Declarations of Financial Interests – Local Government Act Section 5.60a

Nil

6.2 Declarations of Proximity Interests – Local Government Act Section 5.60b

Nil

6.3 Declarations of Impartiality Interests – Admin Regulations Section 34c

Nil

Audit Committee: Minutes
5 March 2024

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7. CONFIRMATION OF MINUTES

Moved: Cr Johnston
Seconded: Cr Chambers

AU0324-015

That the Minutes of the Audit Committee Meeting of the 21 November 2023 be confirmed as a true and correct record.

CARRIED

8. NEW BUSINESS OF AN URGENT NATURE

Nil

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5 March 2024

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9. MATTERS REQUIRING A DETERMINATION OF COMMITTEE

Item: 9.1

2023/24 Budget Review

Author/s	Roselyn Hamilton	Manager Financial Services
Authorisor/s	Felicity Baxter	Director Corporate & Community Services

File Ref: D23/34821

Applicant

Corporate and Community Services

Location/Address

Internal

Executive Summary

Prudent management of the Shire's Annual Budget includes a full review of the Shire's progress mid-way through the financial year. This report presents a review of the 2023/24 Annual Budget based on actuals and commitments for the first six months of the year and forecasts for the remainder of the financial year.

Recommendation in Brief

That the Audit Committee recommends Council adopt the 2023/24 Budget Review.

Background

Council undertakes a Budget Review to assess the impact of actual events upon the adopted budget. The Budget Review document contains actual transactions up to the end of December 2023 and also a predicted figure for each account till the end of the financial year. The predicted figures attempt to quantify the likely difference that invariably occurs between the budget and the end of the financial year actual result.

A detailed dissection of the income and expenditure variations is supplied as an attachment. The report lists all accounts which have a variance (surplus or deficit) from which was estimated in the annual budget. All of the variances shown require Council approval by Absolute Majority to adjust the original budget. If Council resolves to adjust the budget as per the attachment, it will provide a predicted \$5,210 deficit by 30 June 2024.

Officer's Comment

The Budget Review has been compiled in the statutory reporting program format similar to the monthly financial report. Four columns of information have been presented as follows:

1. The first column being the Council's adopted budget
2. The second column contains the actual result recorded to 31 December 2023
3. The third column contains the actual result recorded to 28 February 2024
4. The fourth column being the predicted result to 30 June 2024.

Expenditure is presented without brackets and revenue is presented in brackets eg (\$100,000).

The Budget Review process is essentially designed to ensure that the adopted budget is being adhered to and there are no material variances that may cause a deficiency in "cash" to occur at financial year's end.

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5 March 2024

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The original 2023/24 Budget as adopted by Council resulted in a \$22,000 deficit. Since adoption, budget amendments have been presented and adopted by Council however they did not affect the net position. The following adjustments from the mid-year Budget Review results in a reduction of the deficit to \$5,210.

Movements in the budget can be explained as follows:

Operating Income Movement		
Fees & Charges	Increase mainly applicable to: <ul style="list-style-type: none"> - Overall increase of \$188,335 in expected income for Waste Management related to domestic rubbish removal and tip charges (32.9% of increase) - Increase of \$154,000 in Private works income expected (26.9% of increase) - Increase of \$49,448 in Caravan Park income (8.6% of increase) - Increase of \$91,200 in income across all services at the Bay of Isles Leisure centre (15.9% of increase) - Increase in expected income of \$30,000 at the Civic Centre (5.2% of increase) 	(\$572,282)
Interest Earnings	Full increase is a result of favourable interest rates available during the year.	(\$792,000)
Operating Grants & Subsidies	Increase mainly applicable to: <ul style="list-style-type: none"> - An increase in Financial Assistance Grants of \$342,918 (292% of increase) - A decrease in expected grants relating to Home Care operations of \$204,622 (-174% of increase) mainly due to a repayment of unspent grants. - A decrease in expected grants of \$127,035 in relation to GVROC (-108% of increase) - An increase in of \$94,355 in relation to FOGO grants (80% of increase) 	(\$117,315)
Rates	An increase in rates mainly related to continued residential development within the Shire.	(\$65,037)
Reimbursements	This increase is mainly attributable to an expected reimbursement from Department of Transport of \$205,100 (75.4% of increase) in relation to reimbursement of expenditure for the installation of Bus Stops. <i>This movement was previously approved by Council on 31 October 2023.</i>	(271,853)
Contributions & Donations	The increase is mainly attributable to an increase of \$20,000 in Fuel Tax Credits (75.6% of increase).	(\$26,465)
Reserve Transfers to Muni	This increase is directly related to Home Care for the repayment of unspent grants.	(\$154,592)
Operating Expenditure Movement		
Allocations	A decrease reflecting a decrease in net operating deficit.	(\$29,796)
Depreciation	An increase for unbudgeted depreciation for new assets.	\$84,537
Insurance	A decrease to reflect actuals.	(\$35,123)
Materials & Contracts	Increase mainly attributable to:	\$837,438

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	<ul style="list-style-type: none"> - Increase in expenditure of \$205,100 (24.5% of increase) to install Bus Stops (offset by DoT income as above) <i>This movement was previously approved by Council on 31 October 2023.</i> - Increased Waste Management maintenance requirements of \$119,319 (14.2% of increase) across Wylie Bay (62%) and Truck Wash Bay (38%) - Increase in cleaning contractor costs of \$199,000 (13% of increase) across Sporting Grounds and Complexes. - Addition of \$50,000 (6% of increase) of expenditure to implement Workplace Health and Safety software. - A \$37,000 (4.4% of increase) movement from capital expenditure to Operating expenditure to better display the nature of IT projects (consultancy not assets). - An increase of \$30,169 (3.6% of increase) across the Home Care Program. - An increase in Civic Centre expenditure of \$26,000 (3.1% of increase) to provide additional shows during the year. - Addition of \$20,000 of expenditure (2.4% of increase) to review visitor camping opportunities going forward. - Addition of \$20,000 in expenditure (2.4% of increase) for the installation of smoke detection system and switchboard upgrades for the Airport. - An increase in expenditure requirements of \$20,000 (2.4% of increase) for the maintenance of street decorations. - An increase in emergency services building maintenance of \$16,500 (2% of increase) - An increase of \$13,000 (1.6% of increase) for the provision of portable amenities for overflow. - Vehicle maintenance expenditure requirements have increase by \$12,453 (1.5% of increase) - There has been a decrease of \$42,659 in relation to the GVROC Climate change Coordinator which is reflected in the decrease of grants received under operating income. 	
Other Expenditure	A small increase to better reflect expected actuals.	\$2,850
Employment Expenses	<p>Increase is mainly attributable to:</p> <ul style="list-style-type: none"> - An increase of \$264,998 in worker's compensation (84.9% of increase) due to a higher than expected Worker's Compensation adjustment. - An increase of \$26,806 (8.6 % of increase) across salaries to consider movements in positions. 	\$312,273
Utility Charges	<p>This increase is mainly attributable to an error with budgeted figures for Bay of Isles Leisure Centre resulting in a movement of \$151,400 to budgeted figures (115% of increase).</p> <p>Small savings have been recognised in several other areas to offset some of this movement.</p>	\$131,386

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Non-Operating Income Movements		
Non-Operating Grants & Subsidies	The increase is mainly attributable to a project to Design and construct Condingup Fire Shed \$310,000 (96.3% of increase). <i>This budget movement was previously approved by Council on 22 August 2023.</i>	(\$321,747)
Proceeds from Disposals	Increased to reflect actual proceeds received from sale of vehicles.	(\$16,367)
Reimbursements	Increased to reflect actual reimbursements received in relation to insurance claims.	(\$5,906)
Reserve transfers to Muni	The increase is mainly attributable to a \$1.6 million transfer from the Land Development Reserve for design & construction of units. <i>This movement was previously approved by Council on 22 August 2023.</i>	(\$1,469,047)
Non-Operating Expenditure		
Material & Contracts	The increase is mainly attributable to: <ul style="list-style-type: none"> - Approval of a \$1.6 million project for design & construction of units (78.5% of increase). <i>This movement was previously approved by Council on 22 August 2023.</i> - Approval of a project to Design and construct Condingup Fire Shed for \$310,000 (15.2% of increase). <i>This budget movement was previously approved by Council on 22 August 2023.</i> - Increase in budget of \$200k for reconstruction of Cascade Road (9.8% of increase) 	\$2,036,924
Purchase of Assets	The reduction in budget is mainly attributable to: <ul style="list-style-type: none"> - The movement of \$37,000 (209% of decrease) from capital to operating to better display the nature of an IT project. - An increase in budgeted Light Vehicle purchases of \$16,367 (-92.8% of decrease) 	(\$17,628)
Reserve Transfers from Muni	The increase is attributable to: <ul style="list-style-type: none"> - An increase in Reserve Interest across all reserve accounts of \$350,000 (63.6% f increase) - A \$100,000 increase in reserve transfers in relation to the Governance & Workers Compensation Reserve (18.2% of increase) - Movements across the Aerodrome (\$21,218) and Sanitation (\$79,058) Reserves in line with expected surplus in applicable areas. 	\$550,276
Employment Expenses	Small increase to recognise salaries & wages not previously budgeted.	\$7,181
Total Movement across Budget		\$67,747
Less non-cash movements excluded (Depreciation)		(\$84,537)
Overall Change (surplus)		(\$16,790)

The following section describes the main revisions to budget by program:

General Purpose Funding

- Financial Assistance Grant funding is \$342,918 more than expected.
- Interest income has increase by \$780,000 with favourable interest rates currently being offered. \$350,000 of this increase is associated with reserve account interest and therefore does not affect the predicted net position.
- Rating income is higher than expected by \$65,037 due to the progress of private residential development.

Governance

- Worker's Compensation increased by \$262,538 due to a higher than predicted Worker's Compensation adjustment received during the year.
- Budgeted figures for other insurances dropped by \$33,673 as actuals came in lower than expectation.
- \$50,000 of expenditure has been added to allow for the implementation of Workplace Health and Safety Software.
- \$20,000 of expenditure has been added to assist with a strategic review of visitor camping opportunities going forward.
- A movement in position allocations has resulted in a net budget increase to employee costs of \$138,376.

Law, Order and Public Safety

- Previously approved income and expenditure has been included of \$310,000 for Condingup Fire Shed having a net zero effect on budget. Approved by Council on 22 August 2023.
- A movement in positions allocation has resulted in a budget decrease to Ranger employee costs of \$103,346.

Education and Welfare

- There has been a decrease in expected grants relating to Home Care operations of \$204,622 as a result of a requirement to reimburse unspent grants. This has resulted in the requirement of a movement from the Esperance Home Care Fundraising reserve of \$154,592.
- An increase in capital grants received of \$89,000 has enabled the reduction of transfer from the Esperance Home Care Asset Replacement Reserve.

Community Amenities

- The GVROC Climate Change Coordinator project has been closed out resulting in a reduction of budgeted expenditure of \$150,025 with a matching decrease in income.
- The Shire has been awarded a new Community Stewardship Grant from WALGA to the value of \$33,000.
- Fees and charges across Waste Management have increased by \$188,335 driven by an increase in demand across domestic rubbish removal and access to the tip.
- The Shire has been successful in receiving a Grant from DWER of \$95,000 in relation to Food Organics and Garden Organics (FOGO). Special Projects budgeted expenditure has been increased in line with the grant resulting in a net zero effect.
- Maintenance across Wylie Bay and the Truck Wash has increased by \$119,319.
- A movement in position allocations has resulted in a net budget decrease across Community Amenities to employee costs of \$46,302.

Recreation and Culture

- Budgeted Fees and charges across Bay of Isles Leisure Centre have increased by \$91,200 in line with an expected increase in membership, pro-shop sales and creche admissions.

- \$50,000 has been added to special projects to assist in a strategic review into the future direction of Bay of Isles Leisure Centre.
- The utilities budget for Bay of Isles Leisure centre has increased by \$102,471 due to an error with the original budgeted amount for electricity.
- An additional show has been added to the Civic Centre at a budgeted cost of \$26,000 with a conservatively budgeted income of \$30,000.
- Capital projects for the Esperance Period Village have been closed out resulting in a reduction of expenditure and movement from reserves to the value of \$19,453.
- An additional \$70,000 has been allocated to the maintenance budgets for the Foreshore and CBD improvements.
- \$50,000 of budgeted expenditure has been added for reticulation work relating to the dog park.
- A new project relating to the Skate Park Refurbishment has been opened with a budgeted expenditure of \$55,000
- An increase in cleaning costs caused by a move from salaries to contracted services has occurred across GMS and EIS totalling \$104,000.
- There has been an increase in cleaning costs of \$95,000 for Overflow caused by a move to contracted services.
- Eastern suburbs water pipeline budgeted fee collections have increased by \$10,000.

Transport

- Budget of \$20,000 is required for the installation of a smoke detection system and essential switchboard upgrades at the Airport.
- Roads & Street expenditure and income have increased by \$205,100 for the installation of bus stops which will be reimbursed by Department of Transport. This has a net zero effect on budget.
- Municipal allocation for Roads & Streets investment to the value of \$50,000 has been moved from capital to operating to appropriately fund the Gravel Pit rehabilitation.
- Other Roads & street expenditure has decreased by \$22,000 across crossovers, carparks and Street trees works.
- Investment in Cascade Road renewal has increased by \$200,000.
- Main roads capital investment has increased by \$113,858 in relation to Shelden Road asphalt works.

Economic Services

- A movement in position allocations has resulted in a net budget decrease to employee costs of \$11,443.
- Shire Caravan Park fees and charges have increased by \$49,000 as the commission received from RAC was higher than anticipated.
- Maintenance for street decorations has increased by \$16,000 to address issues with Christmas decorations.

Other Property & Services

- An increase in rent received for Shire owned housing has resulted in an increase to fees & charges of \$30,000.
- An increase of Outside Works has resulted in a recruitment increase of \$28,000 to employee costs.
- Fuel Tax Credits increase have resulted in an increase to Grants, Subsidies and Contributions of \$20,000.
- Vehicle costs for plant & equipment operations have increased by \$134,000 as a result of an increase in vehicle repairs.

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5 March 2024

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- Forecast expenditure for private works has increased by \$110,000 with an in-line adjustment to income of \$154,000 resulting in a net increase of \$44,000 across private works.

Funds Transfers

- The increase in transfer to reserve reflects the increased an increase in interest earnings and movements to the Aerodrome and Sanitation reserve accounts in line with budget changes.

The original budget commenced with a \$22,000 deficit. Subsequent budget amendments have resulted in a smaller deficit of \$5,210. This is an encouraging result considering increasing costs across all goods and services. An offset from higher interest rate earnings has assisted in maintaining a relatively balanced budget.

Consultation

Chief Executive Officer
Director Corporate and Community Services
Director External Services
Director Asset Management

Financial Implications

As detailed in the attached Budget Review documentation.

Asset Management Implications

Nil

Statutory Implications

Local Government (Financial Management) Regulation 1996 – 33(a) Review of Budget

Policy Implications

Nil

Strategic Implications

Council Plan 2022 - 2032

Performance - Outcome 15. Operational excellence and financial sustainability

Objective 15.1. Provide responsible, agile and innovative planning and resource management.

Environmental Considerations

Nil

Attachments

- [A.](#) FY23/24 Budget Review
- [B.](#) 2023-24 - MYR Bid - Office Enclosure - Administration Building
- [C.](#) 2023-24 - MYR Bid - Workplace Health & Safety Software
- [D.](#) 2023-24 - MYR Bid - Bay of Isles Leisure Centre Strategic Review
- [E.](#) 2023-24 - MYR Bid - Visitor Camping Review

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5 March 2024

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RECOMMENDATION AND DECISION

Item: 9.1 2023/24 Budget Review

Moved: Cr Chambers

Seconded: Cr Johnston

AU0324-016

Committee Decision

That the Audit Committee recommends Council to adopt the 2023/24 Budget Review.

CARRIED

**Shire of Esperance
Budget Review**

For the year ending 30 June 2024

**Management Accounting Report
Nature Overview**

Description	Original Budget 2022/23 (A)	Actuals as at 31 Dec 2023 (B)	Actuals as at 28 Feb 2024 (C)	Predicted Actuals to 30 June 2024 (D)	Variances Amount \$ (D-A)
Operating Section					
Income					
Fees & Charges	(10,129,753)	(6,753,851)	(8,097,150)	(10,702,035)	(572,282)
Interest Earnings	(1,355,000)	(716,105)	(1,216,121)	(2,147,000)	(792,000)
Operating Grants & Subsidies	(6,321,262)	(4,021,615)	(4,786,127)	(6,438,577)	(117,315)
Profit on Asset Disposals	(672,538)	-	(17,273)	(672,538)	-
Rates	(25,336,630)	(25,184,971)	(25,191,806)	(25,401,667)	(65,037)
Reimbursements	(757,894)	(497,263)	(594,385)	(1,029,747)	(271,853)
Contributions & Donations Operating	(1,508,390)	(419,726)	(675,725)	(1,534,855)	(26,465)
Reserve Transfers into Muni	(9,070,481)	(7,894,124)	(7,894,124)	(9,225,073)	(154,592)
Income Total	(55,151,948)	(45,487,655)	(48,472,711)	(57,151,492)	(1,999,544)
Expense					
Allocations	(890,693)	(587,820)	(644,519)	(920,489)	(29,796)
Depreciation	25,435,663	11,255,805	13,131,492	25,520,200	84,537
Insurance	949,260	876,257	876,892	914,137	(35,123)
Interest Expense	87,674	28,238	47,327	87,674	-
Material & Contracts	16,959,709	6,568,699	8,839,351	17,797,187	837,478
Loss on Asset Disposals	130,124	-	6,106	130,124	-
Other Expenditure	1,028,890	601,870	638,783	1,031,740	2,850
Employment Expenses	21,411,309	10,279,746	13,805,349	21,723,582	312,273
Utility Charges	1,293,221	589,143	804,452	1,424,607	131,386
Expense Total	66,405,157	29,611,938	37,505,233	67,708,762	1,303,605
Operating Total	11,253,209	(15,875,717)	(10,967,478)	10,557,270	(695,939)
Capital					
Income					
Non-Operating Grants & Subsidies	(24,857,455)	(6,663,997)	(10,714,143)	(25,179,202)	(321,747)
Proceeds from Disposals	(1,923,262)	(652,273)	(708,637)	(1,939,629)	(16,367)
Proceeds from New Debentures	(2,500,000)	-	-	(2,500,000)	-
Reimbursements	-	(5,906)	(5,906)	(5,906)	(5,906)
Reserve Transfers into Muni	(9,327,638)	(274,252)	(274,252)	(10,796,685)	(1,469,047)
Self Supporting Loan Principle Received	(190,736)	(74,572)	(142,165)	(190,736)	-
Income Total	(38,799,091)	(7,671,000)	(11,845,102)	(40,612,158)	(1,813,067)
Expense					
Material & Contracts	42,427,275	9,769,034	11,997,510	44,464,199	2,036,924
Purchase of Assets	4,840,876	1,896,849	2,710,025	4,823,248	(17,628)
Repayment of Debentures	245,549	101,673	164,274	245,549	-
Reserve Transfers from Muni	3,365,739	294,703	665,892	3,916,015	550,276
Employment Expenses	5,869,653	2,382,549	3,097,007	5,876,834	7,181
Capital Total	56,749,092	14,444,808	18,634,709	59,325,845	2,576,753
Grand Total	17,950,001	6,773,807	6,789,606	18,713,687	763,686
Grand Total	29,203,210	(9,101,909)	(4,177,871)	29,270,957	67,747
Adjustments to Rate Setting					
Non Cash Write Back					
a) Depreciation	(25,435,663)	(11,255,805)	(13,131,492)	(25,520,200)	(84,537)
b) Gain on Asset Disposal	672,538	-	17,273	672,538	-
c) Loss on Asset Disposal	(130,124)	-	(6,106)	(130,124)	-
d) Movement in Accruals	(212,700)	26,817	26,817	(212,700)	-
Period Balance	(4,075,261)	(4,075,261)	(4,075,261)	(4,075,261)	-
(Surplus)/ Deficit B'twd	(4,075,261)	(4,075,261)	(4,075,261)	(4,075,261)	-
(Surplus)/ Deficit	22,000	(24,406,159)	(21,346,641)	5,210	(16,790)

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Shire of Esperance
Budget Review
For the year ending 30 June 2024

Management Accounting Report
Program Overview

Description	Original Budget 2022/23 (A)	Actuals as at 31 Dec 2023 (B)	Actuals as at 28 Feb 2024 (C)	Predicted Actuals to 30 June 2024 (D)	Variances Amount \$ (D-A)
Operating Section					
Income					
General Purpose Funding	(34,315,882)	(33,677,422)	(34,284,109)	(35,513,902)	(1,198,020)
Governance	(338,424)	(130,254)	(145,283)	(343,098)	(4,674)
Law, Order & Public Safety	(1,276,919)	(411,781)	(620,443)	(1,287,748)	(10,829)
Health	(65,850)	(38,125)	(58,758)	(72,500)	(6,650)
Education & Welfare	(6,255,724)	(3,905,679)	(4,459,214)	(6,274,573)	(18,849)
Community Amenities	(6,187,406)	(4,722,419)	(5,112,499)	(6,350,501)	(163,095)
Recreation & Culture	(2,768,106)	(1,226,658)	(1,912,049)	(2,880,406)	(112,300)
Transport	(1,954,544)	(586,352)	(873,887)	(2,162,544)	(208,000)
Economic Services	(907,493)	(416,468)	(478,927)	(973,320)	(65,827)
Other Property & Services	(1,081,600)	(372,498)	(527,541)	(1,292,900)	(211,300)
Income Total	(55,151,948)	(45,487,655)	(48,472,711)	(57,151,492)	(1,995,544)
Expense					
General Purpose Funding	608,193	169,314	219,957	609,518	1,335
Governance	2,660,375	1,322,256	2,280,573	2,790,941	130,566
Law, Order & Public Safety	2,896,773	1,195,314	1,542,544	2,854,386	(42,387)
Health	487,160	192,126	263,321	527,096	39,936
Education & Welfare	6,673,770	2,646,579	3,410,295	6,697,050	23,280
Community Amenities	7,416,752	2,904,445	3,783,222	7,488,162	71,410
Recreation & Culture	15,698,906	7,774,784	9,631,245	16,314,305	615,399
Transport	26,516,952	11,555,136	13,788,095	26,736,155	219,203
Economic Services	2,217,193	947,512	1,234,863	2,291,361	74,168
Other Property & Services	1,229,093	904,472	1,351,119	1,399,788	170,695
Expense Total	66,405,157	29,611,938	37,505,233	67,708,762	1,303,605
Operating Total	11,253,209	(15,875,717)	(10,967,478)	10,557,270	(695,939)
Non Operating Section					
Income					
Governance	(232,438)	-	-	(232,438)	-
Law, Order & Public Safety	(918,252)	(24,252)	(214,252)	(1,228,252)	(310,000)
Health	(15,000)	-	-	(15,000)	-
Education & Welfare	(693,488)	-	(284,146)	(693,488)	-
Community Amenities	(3,809,815)	(32,727)	(182,585)	(3,809,815)	-
Recreation & Culture	(8,266,771)	(372,227)	(2,694,673)	(8,230,724)	36,047
Transport	(17,220,248)	(6,644,067)	(7,815,355)	(17,142,985)	77,263
Economic Services	(125,000)	-	-	(125,000)	-
Other Property & Services	(7,518,079)	(597,728)	(654,091)	(9,134,446)	(1,616,367)
Income Total	(38,799,091)	(7,671,000)	(11,845,102)	(40,612,158)	(1,813,067)
Expense					
Governance	381,136	73,049	143,695	347,141	(33,995)
Law, Order & Public Safety	1,414,448	59,200	59,200	1,724,448	310,000
Health	45,000	-	-	45,000	-
Education & Welfare	763,488	422,211	424,971	763,488	-
Community Amenities	3,744,622	480,461	662,012	3,726,864	(17,758)
Recreation & Culture	9,604,018	1,317,684	1,706,066	9,594,276	(9,742)
Transport	30,887,749	11,012,451	14,014,618	31,049,354	161,605
Economic Services	-	-	-	-	-
Other Property & Services	6,542,892	785,049	958,255	8,159,259	1,616,367
Funds Transfer	3,365,739	294,703	665,892	3,916,015	550,276
Contra Accounts	-	-	110,909	-	-
Expense Total	56,749,092	14,444,808	18,745,618	59,325,845	2,576,753
Non Operating Total	17,950,001	6,773,807	6,900,516	18,713,687	763,686
Total Operating + Non Operating	29,203,210	(9,101,909)	(4,066,962)	29,270,957	67,747
Adjustments to Rate Setting					
Non Cash Write Back					
a) Depreciation	(25,435,663)	(11,255,805)	(13,131,492)	(25,520,200)	(84,537)
b) Gain on Asset Disposal	672,538	-	17,273	672,538	-
c) Loss on Asset Disposal	(130,124)	-	(6,106)	(130,124)	-
d) Movement in Accruals	(212,700)	26,817	26,817	(212,700)	-
Period Balance					
(Surplus)/ Deficit B'fwd	(4,075,261)	(4,075,261)	(4,075,261)	(4,075,261)	-
(Surplus)/ Deficit	22,000	(24,406,159)	(21,235,732)	5,210	(16,790)

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**Shire of Esperance
Budget Review**
For the year ending 30 June 2024

**Management Accounting Report
Program Mid-Level**

DESCRIPTION	2023-24 Original	Actuals as at December	Actuals as at February 2024	Predicted Actuals to June 2024
03 - General Purpose Funding				
Other Revenue				
3115 - Other Revenue - Operating				
115 - Grants, Subsidies & Contributions	-	(171,459)	(257,189)	(342,918)
120 - Interest Earnings	(1,270,000)	(625,413)	(1,120,202)	(2,050,000)
960 - Transfer from Unspent Grant Reserves	(7,607,752)	(7,607,752)	(7,607,752)	(7,607,752)
3115 - Other Revenue - Operating Total	(8,877,752)	(8,404,624)	(8,985,142)	(10,000,670)
Rates				
3110 - Rates - Operating				
100 - Rates & Charges	(25,336,630)	(25,184,971)	(25,191,806)	(25,401,667)
105 - Fees & Charges	-	(573)	(846)	(800)
115 - Grants, Subsidies & Contributions	-	(265)	(265)	(265)
120 - Interest Earnings	(81,500)	(86,709)	(90,535)	(93,500)
125 - Reimbursements	(20,000)	(281)	(15,515)	(17,000)
350 - Administration Expenses	19,000	13,099	15,069	19,000
365 - Legal & Debt Recovery Costs	25,000	6	15,673	20,000
415 - Rates Expenditure	229,570	17,180	19,514	232,420
980 - Overhead Allocation	334,613	139,029	169,702	338,098
3110 - Rates - Operating Total	(24,829,947)	(25,103,485)	(25,079,010)	(24,903,714)
03 - General Purpose Funding Total	(33,707,699)	(33,508,108)	(34,064,152)	(34,904,384)

Shire of Esperance
Budget Review
For the year ending 30 June 2024

Management Accounting Report
Program Mid-Level

DESCRIPTION	2023-24 Original	Actuals as at December	Actuals as at February 2024	Predicted Actuals to June 2024
04 - Governance				
Community Support				
3700 - Community Support - Operating				
300 - Employee Costs	160,214	82,613	105,776	161,214
350 - Administration Expenses	11,001	2,655	3,796	8,700
455 - Programs and Events	-	(411)	-	-
940 - Non Cash Expense	4,922	2,461	2,871	4,922
980 - Overhead Allocation	(158,523)	(76,928)	(94,033)	(157,353)
3700 - Community Support - Operating Total	17,614	10,389	18,410	17,483
Corporate & Community Services				
3100 - Corporate & Community Services - Operating				
115 - Grants, Subsidies & Contributions	(24,960)	(12,463)	(17,263)	(24,960)
125 - Reimbursements	(200,000)	(93,831)	(93,831)	(200,000)
300 - Employee Costs	383,896	140,533	174,986	383,641
350 - Administration Expenses	63,700	27,717	37,165	61,000
360 - Professional Services	22,000	-	-	22,000
460 - Building Operations	131,921	84,383	105,525	147,571
500 - Building Maintenance	216,700	45,488	54,212	216,700
550 - Grounds Maintenance	50,300	37,526	45,171	50,300
940 - Non Cash Expense	250,968	123,865	144,510	250,968
980 - Overhead Allocation	(735,555)	(288,506)	(347,026)	(743,919)
3100 - Corporate & Community Services - Operating Total	158,970	64,713	103,451	163,301
7100 - Corporate & Community Services - Capital				
710 - Building Project	80,000	-	-	80,000
955 - Transfer from Reserves	(80,000)	-	-	(80,000)
7100 - Corporate & Community Services - Capital Total	-	-	-	-
Executive Services				
3000 - Executive Services - Operating				
115 - Grants, Subsidies & Contributions	-	(603)	(603)	-
125 - Reimbursements	(3,000)	-	-	(1,500)
300 - Employee Costs	492,092	247,068	325,995	492,742
350 - Administration Expenses	124,721	94,312	96,788	126,221
360 - Professional Services	25,000	8,980	8,980	25,000
365 - Legal & Debt Recovery Costs	25,000	7,043	8,320	20,000
370 - Special Projects	15,000	19,080	19,080	19,080
940 - Non Cash Expense	7,643	3,821	4,458	7,643
980 - Overhead Allocation	(581,771)	(322,746)	(373,383)	(585,808)
3000 - Executive Services - Operating Total	104,685	56,955	89,636	103,378
7000 - Executive Services - Capital				
705 - Purchases	40,000	43,005	43,005	43,005
7000 - Executive Services - Capital Total	40,000	43,005	43,005	43,005
External Services				
3050 - External Services				
300 - Employee Costs	388,569	259,931	341,024	527,268
350 - Administration Expenses	25,100	11,994	15,478	27,600
370 - Special Projects	-	-	-	20,000
940 - Non Cash Expense	6,690	3,345	3,902	6,690
980 - Overhead Allocation	(411,952)	(270,320)	(328,996)	(550,328)
3050 - External Services Total	8,407	4,950	31,409	31,230

Shire of Esperance
Budget Review
For the year ending 30 June 2024

Management Accounting Report
Program Mid-Level

DESCRIPTION	2023-24 Original	Actuals as at December	Actuals as at February 2024	Predicted Actuals to June 2024
Financial Services				
3120 - Financial Services - Operating				
105 - Fees & Charges	(6,000)	(6,230)	(6,139)	(6,000)
125 - Reimbursements	-	(1,231)	(1,231)	(1,231)
300 - Employee Costs	846,757	416,112	546,135	846,757
350 - Administration Expenses	4,000	1,520	1,687	4,000
360 - Professional Services	86,000	65,673	66,274	86,000
380 - Bank Charges	86,000	53,491	64,053	86,000
940 - Non Cash Expense	1,000	-	-	1,000
980 - Overhead Allocation	(685,197)	(276,502)	(339,623)	(681,073)
3120 - Financial Services - Operating Total	332,560	252,834	331,156	335,453
7120 - Financial Services - Capital				
190 - Proceeds on Sale of Assets	(11,000)	-	-	(11,000)
705 - Purchases	37,000	-	-	37,000
7120 - Financial Services - Capital Total	26,000	-	-	26,000
Governance & Corporate Support				
3170 - Governance & Corporate Support - Operating				
105 - Fees & Charges	(3,000)	(1,429)	(1,865)	(3,000)
300 - Employee Costs	327,864	140,863	516,693	590,402
350 - Administration Expenses	8,000	8,155	8,452	9,910
410 - Insurance	344,580	298,569	299,204	310,907
955 - Transfer from Reserves	(62,364)	-	-	(62,364)
980 - Overhead Allocation	(615,080)	(446,158)	(467,227)	(845,855)
3170 - Governance & Corporate Support - Operating Total	-	0	355,257	-
Human Services				
3160 - Human Services - Operating				
115 - Grants, Subsidies & Contributions	(15,600)	(7,800)	(10,800)	(15,600)
125 - Reimbursements	(2,000)	(4,800)	(7,675)	(6,943)
300 - Employee Costs	659,487	285,761	384,064	659,487
320 - Occupational Health & Safety & Risk	15,000	19,336	24,194	15,000
325 - Recruitment	45,000	17,097	35,450	60,000
350 - Administration Expenses	58,721	40,022	44,714	116,450
360 - Professional Services	15,000	6,690	14,070	35,000
940 - Non Cash Expense	1,000	3,002	3,502	7,000
980 - Overhead Allocation	(613,125)	(281,364)	(352,209)	(648,110)
3160 - Human Services - Operating Total	163,483	77,944	135,311	222,284
7160 - Human Services - Capital				
190 - Proceeds on Sale of Assets	(11,000)	-	-	(11,000)
705 - Purchases	37,000	-	-	37,000
7160 - Human Services - Capital Total	26,000	-	-	26,000
Information Mgmt Services				
3150 - Information Management - Operating				
125 - Reimbursements	-	-	(1,020)	-
300 - Employee Costs	300,050	123,593	160,104	300,050
350 - Administration Expenses	24,500	12,923	15,682	24,500
360 - Professional Services	8,000	-	-	8,000
980 - Overhead Allocation	(294,621)	(121,499)	(147,684)	(295,963)
3150 - Information Management - Operating Total	37,929	15,017	27,083	36,587

**Shire of Esperance
Budget Review**
For the year ending 30 June 2024

**Management Accounting Report
Program Mid-Level**

DESCRIPTION	2023-24 Original	Actuals as at December	Actuals as at February 2024	Predicted Actuals to June 2024
IT Services				
3140 - Information Technology - Operating				
125 - Reimbursements	-	-	(2,989)	-
300 - Employee Costs	423,922	207,106	271,797	423,922
350 - Administration Expenses	2,400	3,354	3,703	4,500
355 - Computer/IT Costs	526,000	180,414	378,788	529,000
360 - Professional Services	85,800	24,539	35,883	122,800
370 - Special Projects	157,500	69,440	82,746	157,500
385 - IT Purchases	145,500	60,058	69,931	145,500
955 - Transfer from Reserves	(19,500)	-	-	(19,500)
980 - Overhead Allocation	(980,189)	(403,233)	(517,990)	(1,009,154)
3140 - Information Technology - Operating Total	341,433	141,676	321,870	354,568
7140 - Information Technology - Capital				
150 - Capital Grants Received	(130,438)	-	-	(130,438)
705 - Purchases	110,000	-	-	73,000
715 - Infrastructure Project	77,136	30,044	100,690	77,136
7140 - Information Technology - Capital Total	56,698	30,044	100,690	19,698
Marketing & Communications				
3010 - Marketing & Communications - Operating				
300 - Employee Costs	304,150	164,325	219,037	304,150
350 - Administration Expenses	6,500	2,180	2,180	5,500
370 - Special Projects	21,890	455	455	21,890
375 - Media & Communications	64,700	37,592	43,053	64,700
980 - Overhead Allocation	(353,941)	(182,345)	(222,909)	(352,658)
3010 - Marketing & Communications - Operating Total	43,299	22,207	41,816	43,582
Members of Council				
3020 - Members of Council - Operating				
125 - Reimbursements	(2,000)	(1,867)	(1,867)	(2,000)
315 - Elected Member Training	30,000	13,145	14,120	30,000
330 - Elected Member Expenditure	292,030	161,291	173,733	296,530
335 - Election Expenses	68,000	4,877	62,623	71,820
340 - Civic Function & Receptions	2,000	2,290	2,290	3,000
410 - Insurance	1,518	1,358	1,358	1,358
940 - Non Cash Expense	6,019	3,009	3,511	6,019
980 - Overhead Allocation	716,004	361,213	424,125	733,250
3020 - Members of Council - Operating Total	1,113,571	545,317	679,892	1,139,977
04 - Governance Total	2,470,649	1,265,051	2,278,985	2,562,546

Shire of Esperance
Budget Review
For the year ending 30 June 2024

Management Accounting Report
Program Mid-Level

DESCRIPTION	2023-24 Original	Actuals as at December	Actuals as at February 2024	Predicted Actuals to June 2024
05 - Law, Order & Public Safety				
Community Emergency Services				
4070 - Community Emergency Services - Operating				
115 - Grants, Subsidies & Contributions	(71,895)	(19,528)	(119,772)	(73,095)
300 - Employee Costs	124,390	80,035	127,036	125,890
350 - Administration Expenses	19,400	7,304	8,217	20,300
4070 - Community Emergency Services - Operating Total	71,895	67,812	15,481	73,095
Emergency Management				
4090 - Emergency Management - Operating				
115 - Grants, Subsidies & Contributions	(740,076)	(176,850)	(176,850)	(740,076)
125 - Reimbursements	-	(3,342)	(7,930)	(7,930)
350 - Administration Expenses	43,000	25,474	26,578	43,000
370 - Special Projects	40,000	386	2,463	40,000
480 - ELEM	1,500	-	-	1,500
481 - Fire Fighting Equipment	5,000	2,091	2,091	5,000
482 - Fire Fighting Expenses	80,000	825	34,484	80,000
530 - Fire Mitigation Works	483,700	14,950	70,079	483,700
980 - Overhead Allocation	91,702	46,897	56,568	98,077
4090 - Emergency Management - Operating Total	4,826	(89,568)	7,482	3,271
8090 - Emergency Management - Capital				
705 - Purchases	321,376	-	-	321,376
8090 - Emergency Management - Capital Total	321,376	-	-	321,376
Fire Prevention - DFES				
4100 - Fire Prevention - DFES - Operating				
125 - Reimbursements	(325,000)	(162,500)	(243,750)	(336,699)
350 - Administration Expenses	190,000	187,596	188,709	190,000
410 - Insurance	55,509	50,708	50,708	50,708
483 - Brigade Operation Expenses	2,200	661	934	2,200
484 - Brigade Fund	60,191	54,043	62,422	60,191
500 - Building Maintenance	17,100	14,312	17,107	33,600
940 - Non Cash Expense	552,817	273,255	318,742	552,817
980 - Overhead Allocation	77,567	33,282	41,358	76,815
4100 - Fire Prevention - DFES - Operating Total	630,384	451,358	436,230	629,632
8100 - Fire Prevention - DFES - Capital				
150 - Capital Grants Received	(880,000)	-	(190,000)	(1,190,000)
710 - Building Project	947,320	-	-	1,257,320
715 - Infrastructure Project	32,752	-	-	32,752
960 - Transfer from Unspent Grant Reserves	(24,252)	(24,252)	(24,252)	(24,252)
8100 - Fire Prevention - DFES - Capital Total	75,820	(24,252)	(214,252)	75,820
Other Law, Order & Public Safety				
4050 - Other Law, Order & Public Safety - Operating				
115 - Grants, Subsidies & Contributions	(20,000)	-	-	(20,000)
370 - Special Projects	20,000	-	-	20,000
420 - Operations	1,798	622	838	1,788
540 - Maintenance	53,968	8,418	18,538	53,968
940 - Non Cash Expense	84,030	7,038	8,016	84,030
980 - Overhead Allocation	49,851	30,083	32,837	61,600
4050 - Other Law, Order & Public Safety - Operating Total	189,647	46,161	60,230	201,386

Shire of Esperance
Budget Review
For the year ending 30 June 2024

Management Accounting Report
Program Mid-Level

DESCRIPTION	2023-24 Original	Actuals as at December	Actuals as at February 2024	Predicted Actuals to June 2024
Ranger Services				
4040 - Ranger Services - Operating				
105 - Fees & Charges	(67,500)	(35,625)	(40,411)	(67,500)
115 - Grants, Subsidies & Contributions	(10,948)	-	(10,948)	(10,948)
125 - Reimbursements	(15,000)	(686)	(906)	(5,000)
300 - Employee Costs	604,575	243,736	313,314	501,229
350 - Administration Expenses	49,300	26,932	32,449	50,500
370 - Special Projects	10,948	7,563	7,840	10,948
459 - Animal Control	9,800	1,991	3,506	9,800
940 - Non Cash Expense	7,618	1,809	2,111	7,618
980 - Overhead Allocation	134,309	72,818	88,915	162,607
4040 - Ranger Services - Operating Total	723,102	318,537	395,868	659,254
8040 - Ranger Services - Capital				
190 - Proceeds on Sale of Assets	(14,000)	-	-	(14,000)
705 - Purchases	113,000	59,200	59,200	113,000
8040 - Ranger Services - Capital Total	99,000	59,200	59,200	99,000
State Emergency Services				
4080 - State Emergency Service - Operating				
115 - Grants, Subsidies & Contributions	(26,500)	(13,250)	(19,875)	(26,500)
350 - Administration Expenses	2,000	2,483	2,503	2,000
405 - Grants/Donations Paid	24,500	-	24,182	24,500
4080 - State Emergency Service - Operating Total	-	(10,767)	6,810	-
05 - Law, Order & Public Safety Total	2,116,050	818,480	767,048	2,062,834

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Management Accounting Report
Program Mid-Level

DESCRIPTION	2023-24 Original	Actuals as at December	Actuals as at February 2024	Predicted Actuals to June 2024
07 - Health				
Environmental Health Services				
4200 - Environmental Health Services - Operating				
105 - Fees & Charges	(62,850)	(36,400)	(57,034)	(69,500)
115 - Grants, Subsidies & Contributions	(3,000)	(1,724)	(1,724)	(3,000)
300 - Employee Costs	347,106	130,635	186,753	378,550
350 - Administration Expenses	31,100	13,272	18,640	29,000
360 - Professional Services	15,000	-	-	15,000
370 - Special Projects	2,000	2,244	2,244	2,000
940 - Non Cash Expense	1,000	-	-	1,000
980 - Overhead Allocation	90,954	45,975	55,684	101,546
4200 - Environmental Health Services - Operating Total	421,310	154,002	204,563	454,596
8200 - Environmental Health Services - Capital				
190 - Proceeds on Sale of Assets	(15,000)	-	-	(15,000)
705 - Purchases	45,000	-	-	45,000
8200 - Environmental Health Services - Capital Total	30,000	-	-	30,000
07 - Health Total	451,310	154,002	204,563	484,596

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Program Mid-Level**

DESCRIPTION	2023-24 Original	Actuals as at December	Actuals as at February 2024	Predicted Actuals to June 2024
08 - Education & Welfare				
Home Care				
3810 - Home Care - Operating				
115 - Grants, Subsidies & Contributions	(73,600)	(30,350)	(30,350)	(73,600)
125 - Reimbursements	(45,400)	(1,061)	(1,307)	(45,400)
130 - Non Cash Income	(2,000)	-	-	(2,000)
140 - Home Care Program Income	(5,859,670)	(3,723,308)	(4,276,426)	(5,721,726)
300 - Employee Costs	3,819,709	1,757,201	2,269,040	3,819,709
350 - Administration Expenses	621,936	168,555	202,999	621,936
380 - Bank Charges	600	370	480	600
400 - Volunteer Support	3,000	626	626	3,000
425 - Home Care Program Expenses	5,505,808	2,332,041	2,403,550	5,295,177
460 - Building Operations	41,396	9,940	11,278	27,244
500 - Building Maintenance	159,857	80,523	84,912	159,857
550 - Grounds Maintenance	1,000	-	-	1,000
940 - Non Cash Expense	146,697	75,526	88,114	146,697
955 - Transfer from Reserves	-	-	-	(154,592)
980 - Overhead Allocation	(4,244,636)	(1,971,074)	(1,971,074)	(4,003,205)
3810 - Home Care - Operating Total	74,697	(1,301,011)	(1,218,159)	74,697
7810 - Home Care - Capital				
150 - Capital Grants Received	(195,146)	-	(284,146)	(284,146)
190 - Proceeds on Sale of Assets	(14,000)	-	-	(14,000)
705 - Purchases	220,000	-	-	220,000
710 - Building Project	348,342	422,211	424,971	543,488
715 - Infrastructure Project	195,146	-	-	-
955 - Transfer from Reserves	(484,342)	-	-	(395,342)
7810 - Home Care - Capital Total	70,000	422,211	140,825	70,000
Senior Citizens Centre				
3840 - Senior Citizens Centre - Operating				
105 - Fees & Charges	(100)	(100)	(100)	(100)
460 - Building Operations	6,052	4,817	4,817	5,517
500 - Building Maintenance	29,840	13,009	15,276	29,840
550 - Grounds Maintenance	6,600	1,502	3,562	6,600
940 - Non Cash Expense	49,400	24,700	28,817	49,400
980 - Overhead Allocation	12,614	6,511	8,305	16,260
3840 - Senior Citizens Centre - Operating Total	104,406	50,439	60,676	107,517
Seniors, Youth & Children				
3860 - Seniors, Youth & Children - Operating				
105 - Fees & Charges	(300)	(100)	(200)	(300)
125 - Reimbursements	(1,500)	(416)	(416)	(1,500)
350 - Administration Expenses	500	-	-	-
370 - Special Projects	118,127	-	79,655	118,127
460 - Building Operations	6,996	2,789	3,320	6,506
500 - Building Maintenance	47,630	7,703	14,179	52,073
550 - Grounds Maintenance	1,200	1,441	1,441	1,200
940 - Non Cash Expense	115,021	57,511	67,096	115,021
955 - Transfer from Reserves	(116,127)	-	-	(116,127)
980 - Overhead Allocation	15,773	6,519	7,964	15,841
3860 - Seniors, Youth & Children - Operating Total	187,320	75,447	173,040	190,841

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DESCRIPTION	2023-24 Original	Actuals as at December	Actuals as at February 2024	Predicted Actuals to June 2024
Volunteer Resource Centre				
3850 - Volunteer Resource Centre - Operating				
105 - Fees & Charges	-	(680)	(750)	(750)
115 - Grants, Subsidies & Contributions	(91,227)	(82,414)	(82,414)	(91,227)
125 - Reimbursements	-	(1,451)	(1,451)	(1,451)
300 - Employee Costs	71,050	49,112	63,009	71,050
350 - Administration Expenses	9,600	4,537	6,543	9,600
370 - Special Projects	115,800	12,259	14,462	115,800
455 - Programs and Events	12,200	461	1,925	12,200
960 - Transfer from Unspent Grant Reserves	(65,800)	(65,800)	(65,800)	(65,800)
3850 - Volunteer Resource Centre - Operating Total	51,623	(83,976)	(64,477)	49,422
08 - Education & Welfare Total	488,046	(836,889)	(908,094)	492,477

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Program Mid-Level

DESCRIPTION	2023-24 Original	Actuals as at December	Actuals as at February 2024	Predicted Actuals to June 2024
10 - Community Amenities				
Building, Planning & Land Projects				
4000 - Building, Planning & Land Projects - Operating				
105 - Fees & Charges	(1,000)	(263)	(355)	(1,000)
115 - Grants, Subsidies & Contributions	(37,440)	(19,931)	(27,746)	(37,440)
300 - Employee Costs	206,604	46,878	58,377	90,585
350 - Administration Expenses	11,950	324	962	5,368
370 - Special Projects	12,000	8,712	8,773	12,000
940 - Non Cash Expense	13,504	6,753	7,878	13,504
980 - Overhead Allocation	194,488	108,380	130,893	227,886
4000 - Building, Planning & Land Projects - Operating Total	400,106	150,853	178,782	310,903
Cemeteries				
3530 - Cemeteries - Operating				
105 - Fees & Charges	(152,800)	(60,373)	(115,944)	(151,800)
125 - Reimbursements	-	(9,796)	(9,983)	(9,983)
350 - Administration Expenses	500	309	1,224	500
370 - Special Projects	20,000	16,977	16,977	20,000
420 - Operations	7,262	2,443	3,273	5,026
460 - Building Operations	312	281	281	281
500 - Building Maintenance	13,531	22,783	25,729	13,531
525 - Burial & Grounds Expenses	104,000	38,103	54,345	95,000
550 - Grounds Maintenance	123,900	60,488	76,635	123,900
940 - Non Cash Expense	39,785	34,479	40,225	39,785
955 - Transfer from Reserves	(20,000)	-	-	(20,000)
980 - Overhead Allocation	37,448	17,988	21,378	40,659
3530 - Cemeteries - Operating Total	173,938	123,684	114,139	156,899
7530 - Cemeteries - Capital				
715 - Infrastructure Project	40,000	61,640	61,640	40,000
7530 - Cemeteries - Capital Total	40,000	61,640	61,640	40,000
Environmental Services				
4060 - Environmental Services - Operating				
115 - Grants, Subsidies & Contributions	(255,600)	(18,800)	(101,765)	(128,565)
125 - Reimbursements	-	(637)	(637)	(637)
300 - Employee Costs	200,722	109,382	140,790	201,722
350 - Administration Expenses	16,000	10,833	11,108	18,000
370 - Special Projects	247,522	103,392	116,570	97,497
940 - Non Cash Expense	4,091	2,046	2,387	4,091
980 - Overhead Allocation	69,833	29,240	36,270	71,213
4060 - Environmental Services - Operating Total	282,568	235,455	204,723	263,321
Planning Services				
4010 - Planning Services - Operating				
105 - Fees & Charges	(276,200)	(124,216)	(158,132)	(274,500)
300 - Employee Costs	293,514	93,248	132,927	356,799
350 - Administration Expenses	3,000	8,066	9,329	13,360
370 - Special Projects	653,366	113,185	113,185	653,366
955 - Transfer from Reserves	(653,366)	-	-	(653,366)
980 - Overhead Allocation	122,418	68,786	83,700	152,957
4010 - Planning Services - Operating Total	142,732	159,071	181,009	248,616

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DESCRIPTION	2023-24 Original	Actuals as at December	Actuals as at February 2024	Predicted Actuals to June 2024
Public Toilets & BBQ's				
3520 - Public Toilets & BBQ's - Operating				
460 - Building Operations	312,199	130,843	209,329	325,618
500 - Building Maintenance	303,579	115,988	152,735	293,604
550 - Grounds Maintenance	-	694	704	-
940 - Non Cash Expense	53,474	26,737	31,193	53,474
980 - Overhead Allocation	21,739	10,337	12,542	24,441
3520 - Public Toilets & BBQ's - Operating Total	690,991	284,599	406,502	697,137
7520 - Public Toilets & BBQ's - Capital				
150 - Capital Grants Received	(299,858)	-	(149,858)	(299,858)
710 - Building Project	241,615	168,444	179,342	223,857
955 - Transfer from Reserves	(46,950)	-	-	(46,950)
7520 - Public Toilets & BBQ's - Capital Total	(105,193)	168,444	29,484	(122,951)
Waste Management				
3420 - Waste Management - Operating				
105 - Fees & Charges	(4,167,300)	(3,765,946)	(3,974,080)	(4,355,635)
110 - Levy	(620,000)	(619,520)	(619,520)	(619,520)
115 - Grants, Subsidies & Contributions	-	(94,335)	(94,335)	(94,355)
120 - Interest Earnings	(3,500)	(3,983)	(5,385)	(3,500)
125 - Reimbursements	(200)	(4,618)	(4,618)	(200)
300 - Employee Costs	968,033	536,571	695,125	974,465
350 - Administration Expenses	245,800	110,470	140,899	239,344
370 - Special Projects	659,000	39,373	40,070	689,355
420 - Operations	121,389	24,659	27,841	122,690
450 - Refuse	609,000	290,012	436,258	635,832
451 - Recycling	485,000	203,687	312,706	494,041
452 - Other Sanitation	82,358	38,042	50,650	82,358
500 - Building Maintenance	68,397	14,610	18,519	67,397
540 - Maintenance	712,250	264,272	328,411	831,569
940 - Non Cash Expense	179,326	98,506	114,924	179,326
980 - Overhead Allocation	199,458	96,567	118,103	217,618
3420 - Waste Management - Operating Total	(460,989)	(2,771,635)	(2,414,433)	(539,215)
7420 - Waste Management - Capital				
190 - Proceeds on Sale of Assets	(31,000)	(32,727)	(32,727)	(31,000)
705 - Purchases	92,000	53,740	53,740	92,000
715 - Infrastructure Project	3,371,007	196,637	367,291	3,371,007
955 - Transfer from Reserves	(3,432,007)	-	-	(3,432,007)
7420 - Waste Management - Capital Total	-	217,650	388,303	-
10 - Community Amenities Total	1,164,153	(1,370,240)	(849,851)	1,054,710

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DESCRIPTION	2023-24 Original	Actuals as at December	Actuals as at February 2024	Predicted Actuals to June 2024
11 - Recreation & Culture				
Bay of Isles Leisure Centre				
3730 - BOILC - Admin - Operating				
105 - Fees & Charges	(223,000)	(110,511)	(159,012)	(239,200)
125 - Reimbursements	(1,500)	-	-	(1,500)
300 - Employee Costs	755,527	373,350	489,452	755,527
350 - Administration Expenses	116,700	55,144	63,339	116,899
360 - Professional Services	10,000	2,500	2,500	10,000
370 - Special Projects	-	-	-	50,000
460 - Building Operations	357,648	235,863	296,122	460,119
470 - Kiosk	67,500	36,286	53,227	67,500
471 - Pro Shop	13,000	7,527	9,881	16,500
477 - Creche	2,500	391	530	2,500
500 - Building Maintenance	254,225	149,291	166,450	257,225
550 - Grounds Maintenance	8,950	2,531	3,451	8,950
940 - Non Cash Expense	279,300	168,199	196,232	336,519
980 - Overhead Allocation	353,067	167,586	206,877	375,307
3730 - BOILC - Admin - Operating Total	1,993,917	1,088,159	1,329,049	2,216,346
3740 - BOILC - Pool - Operating				
105 - Fees & Charges	(600,000)	(336,246)	(476,582)	(640,000)
472 - Pool Operations	550,683	227,267	298,465	550,683
473 - Swim School	174,857	95,534	117,627	175,357
3740 - BOILC - Pool - Operating Total	125,540	(13,446)	(60,489)	86,040
3750 - BOILC - Dry - Operating				
105 - Fees & Charges	(265,000)	(149,573)	(218,327)	(300,000)
474 - Dry Operations	240,897	119,452	152,580	238,397
3750 - BOILC - Dry - Operating Total	(24,103)	(30,121)	(65,747)	(61,603)
7730 - BOILC - Admin - Capital				
150 - Capital Grants Received	(275,000)	-	-	(275,000)
710 - Building Project	129,255	58,047	48,439	129,255
955 - Transfer from Reserves	(129,255)	-	-	(129,255)
7730 - BOILC - Admin - Capital Total	(275,000)	58,047	48,439	(275,000)
Civic Centre				
3910 - Civic Centre - Operating				
105 - Fees & Charges	(101,000)	(81,371)	(84,687)	(101,000)
115 - Grants, Subsidies & Contributions	(101,284)	(105,000)	(108,287)	(101,284)
125 - Reimbursements	(2,500)	-	-	(2,500)
135 - Show Income	(120,000)	(68,992)	(86,603)	(150,000)
300 - Employee Costs	265,140	152,617	179,939	291,140
350 - Administration Expenses	40,350	17,053	21,643	44,050
380 - Bank Charges	600	252	252	600
460 - Building Operations	83,807	64,541	73,341	91,109
465 - Show Expenses	177,574	126,527	139,296	203,574
470 - Kiosk	15,000	6,949	7,605	15,000
500 - Building Maintenance	201,485	31,647	38,892	201,485
550 - Grounds Maintenance	43,200	23,449	37,168	43,200
940 - Non Cash Expense	263,874	132,581	154,678	263,874
960 - Transfer from Unspent Grant Reserves	(22,500)	(22,500)	(22,500)	(22,500)
980 - Overhead Allocation	81,507	36,816	44,956	85,352
3910 - Civic Centre - Operating Total	825,253	314,570	395,691	862,100
7910 - Civic Centre - Capital				
150 - Capital Grants Received	(290,286)	-	(139,420)	(290,286)
705 - Purchases	50,000	6,356	6,356	50,000
710 - Building Project	268,261	18,655	18,655	268,261
7910 - Civic Centre - Capital Total	27,975	25,011	(114,409)	27,975

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DESCRIPTION	2023-24 Original	Actuals as at December	Actuals as at February 2024	Predicted Actuals to June 2024
Coastal Infrastructure				
3220 - Coastal Infrastructure - Operating				
105 - Fees & Charges	(59,000)	(16,062)	(29,698)	(37,500)
115 - Grants, Subsidies & Contributions	(109,171)	-	-	(109,171)
125 - Reimbursements	(14,000)	(3,353)	(3,353)	(14,000)
370 - Special Projects	50,901	9,458	9,678	50,901
420 - Operations	59,958	37,815	41,066	58,635
540 - Maintenance	833,700	380,441	452,550	831,700
565 - Coastal Roads Maintenance	36,000	-	-	26,000
940 - Non Cash Expense	1,000,178	346,316	404,036	1,000,178
980 - Overhead Allocation	70,879	33,674	40,235	77,319
3220 - Coastal Infrastructure - Operating Total	1,869,445	788,290	914,513	1,884,062
7220 - Coastal Infrastructure- Capital				
125 - Reimbursements	-	(5,906)	(5,906)	(5,906)
150 - Capital Grants Received	(2,971,673)	(41,748)	(1,932,182)	(2,971,673)
715 - Infrastructure Project	3,851,980	762,635	997,119	3,834,414
7220 - Coastal Infrastructure- Capital Total	880,307	714,981	(940,969)	856,835
Community Grants Program				
3780 - Community Development				
115 - Grants, Subsidies & Contributions	(58,000)	(18,180)	(43,180)	(58,000)
125 - Reimbursements	(2,500)	(23,817)	(8,684)	(2,500)
300 - Employee Costs	293,636	150,261	190,509	297,136
350 - Administration Expenses	7,800	5,269	6,045	6,994
370 - Special Projects	52,343	2,080	2,080	52,343
405 - Grants/Donations Paid	543,290	468,925	479,323	543,290
455 - Programs and Events	240,071	144,850	174,254	239,757
960 - Transfer from Unspent Grant Reserves	(56,888)	(56,888)	(56,888)	(56,888)
980 - Overhead Allocation	192,915	85,416	102,617	200,109
3780 - Community Development Total	1,212,667	757,916	846,077	1,222,241
Culture				
3720 - Culture - Operating				
350 - Administration Expenses	200	-	-	200
460 - Building Operations	4,402	3,962	3,962	3,962
500 - Building Maintenance	57,490	18,644	21,503	56,490
940 - Non Cash Expense	67,678	41,002	47,835	77,864
980 - Overhead Allocation	16,978	7,056	8,771	17,579
3720 - Culture - Operating Total	146,748	70,663	82,071	156,095
Esperance Museum				
3870 - Esperance Museum - Operating				
105 - Fees & Charges	(48,500)	(14,569)	(28,171)	(48,500)
300 - Employee Costs	2,000	3,546	5,687	2,000
350 - Administration Expenses	21,700	3,786	4,549	20,600
370 - Special Projects	10,000	-	-	10,000
455 - Programs and Events	15,000	2,614	2,697	15,000
460 - Building Operations	63,166	38,101	45,908	74,582
500 - Building Maintenance	128,330	43,320	45,261	123,830
940 - Non Cash Expense	97,286	48,643	56,750	97,286
980 - Overhead Allocation	81,216	35,958	45,073	83,940
3870 - Esperance Museum - Operating Total	370,198	161,399	177,753	378,738

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DESCRIPTION	2023-24 Original	Actuals as at December	Actuals as at February 2024	Predicted Actuals to June 2024
Esperance Period Village				
3790 - Esperance Period Village - Operating				
105 - Fees & Charges	(105,000)	(55,414)	(74,761)	(109,500)
125 - Reimbursements	(11,000)	(3,114)	(6,782)	(11,000)
460 - Building Operations	36,790	25,089	33,122	36,460
500 - Building Maintenance	80,289	26,317	35,993	80,312
940 - Non Cash Expense	49,904	24,952	29,111	49,904
980 - Overhead Allocation	131,062	82,858	88,710	164,490
3790 - Esperance Period Village - Operating Total	182,045	100,688	105,393	210,666
7790 - Esperance Period Village - Capital				
710 - Building Project	37,453	-	-	18,000
955 - Transfer from Reserves	(37,453)	-	-	(18,000)
7790 - Esperance Period Village - Capital Total	-	-	-	-
Library				
3710 - Library - Operating				
105 - Fees & Charges	(11,200)	(6,212)	(9,229)	(12,300)
115 - Grants, Subsidies & Contributions	-	(455)	(455)	-
125 - Reimbursements	(100)	(3,464)	(3,736)	(4,000)
300 - Employee Costs	476,600	244,693	324,172	476,600
350 - Administration Expenses	105,700	15,706	20,850	105,700
370 - Special Projects	7,239	1,217	1,271	7,239
460 - Building Operations	43,172	28,196	32,751	47,130
500 - Building Maintenance	70,145	15,621	17,926	60,145
550 - Grounds Maintenance	13,900	3,998	9,082	13,900
940 - Non Cash Expense	73,576	37,041	43,215	73,576
960 - Transfer from Unspent Grant Reserves	(4,639)	(4,639)	(4,639)	(4,639)
980 - Overhead Allocation	157,606	73,477	90,779	167,061
3710 - Library - Operating Total	931,999	405,180	521,988	930,412
Parks				
3210 - Parks - Operating				
105 - Fees & Charges	(1,000)	(145)	(145)	(1,000)
115 - Grants, Subsidies & Contributions	(38,000)	-	(38,000)	(38,000)
125 - Reimbursements	(2,000)	(6,891)	(20,963)	(2,000)
350 - Administration Expenses	10,000	-	5,276	7,276
420 - Operations	150,141	49,517	69,960	123,581
460 - Building Operations	3,571	1,639	1,639	3,390
500 - Building Maintenance	8,120	562	1,677	8,120
540 - Maintenance	1,496,200	835,965	1,122,274	1,583,179
940 - Non Cash Expense	1,511,850	778,411	908,146	1,511,850
980 - Overhead Allocation	43,810	22,079	25,705	48,948
3210 - Parks - Operating Total	3,182,692	1,681,137	2,075,570	3,245,344
7210 - Parks - Capital				
150 - Capital Grants Received	(845,000)	-	(225,000)	(845,000)
190 - Proceeds on Sale of Assets	(60,500)	-	-	(60,500)
705 - Purchases	202,000	110,055	110,055	202,000
715 - Infrastructure Project	912,836	190,760	281,463	1,018,113
7210 - Parks - Capital Total	209,336	300,815	166,519	314,613

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DESCRIPTION	2023-24 Original	Actuals as at December	Actuals as at February 2024	Predicted Actuals to June 2024
Public Halls				
3290 - Public Halls - Operating				
125 - Reimbursements	(11,000)	(9,106)	(9,106)	(11,000)
460 - Building Operations	37,062	26,027	26,616	33,316
500 - Building Maintenance	306,402	38,741	43,125	307,076
550 - Grounds Maintenance	-	374	374	-
940 - Non Cash Expense	250,512	125,253	146,129	250,512
980 - Overhead Allocation	66,742	38,999	43,476	81,175
3290 - Public Halls - Operating Total	649,718	220,289	250,614	661,079
7290 - Public Halls - Capital				
710 - Building Project	100,000	-	-	100,000
955 - Transfer from Reserves	(100,000)	-	-	(100,000)
7290 - Public Halls - Capital Total	-	-	-	-
Self Supporting Loans				
4900 - Self Supporting Loans - Operating				
125 - Reimbursements	(53,124)	(22,513)	(42,004)	(53,124)
390 - Interest Paid	53,124	13,215	29,935	53,124
4900 - Self Supporting Loans - Operating Total	-	(9,298)	(12,070)	-
8900 - Self Supporting Loans - Capital				
196 - Loan Repayments	(190,736)	(74,572)	(142,165)	(190,736)
790 - Principal Repayments	190,736	74,572	137,174	190,736
8900 - Self Supporting Loans - Capital Total	-	(0)	(4,991)	-
Sport and Recreation Management				
3260 - Sport and Recreation Management - Operating				
105 - Fees & Charges	(1,400)	(1,000)	(1,200)	(1,500)
125 - Reimbursements	(1,000)	714	714	(1,000)
460 - Building Operations	1,700	471	471	650
500 - Building Maintenance	2,301	651	651	2,301
980 - Overhead Allocation	9,210	3,774	4,621	9,234
3260 - Sport and Recreation Management - Operating Total	10,811	4,609	5,257	9,685
Sporting Complexes				
3240 - Sporting Complexes - Operating				
105 - Fees & Charges	(137,000)	(54,109)	(69,730)	(127,000)
115 - Grants, Subsidies & Contributions	(150,000)	-	-	(150,000)
125 - Reimbursements	(4,500)	(765)	(3,458)	(4,500)
300 - Employee Costs	85,400	27,350	(14,237)	83,850
350 - Administration Expenses	6,000	701	827	4,000
370 - Special Projects	249,970	150,000	150,000	249,970
460 - Building Operations	179,707	109,792	179,293	313,212
500 - Building Maintenance	216,057	59,383	105,073	212,057
940 - Non Cash Expense	406,000	204,495	238,578	406,000
980 - Overhead Allocation	58,097	31,621	35,757	67,882
3240 - Sporting Complexes - Operating Total	909,731	528,467	622,102	1,055,471
7240 - Sporting Complexes - Capital				
150 - Capital Grants Received	(2,934,368)	-	-	(2,934,368)
710 - Building Project	3,521,497	17,246	27,446	3,521,497
960 - Transfer from Unspent Grant Reserves	(250,000)	(250,000)	(250,000)	(250,000)
7240 - Sporting Complexes - Capital Total	337,129	(232,754)	(222,554)	337,129

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DESCRIPTION	2023-24 Original	Actuals as at December	Actuals as at February 2024	Predicted Actuals to June 2024
Sporting Grounds				
3230 - Sporting Grounds - Operating				
105 - Fees & Charges	(286,800)	(1,250)	(237,997)	(286,800)
115 - Grants, Subsidies & Contributions	(50,000)	-	-	(50,000)
125 - Reimbursements	(40,500)	(18,390)	(18,390)	(40,500)
370 - Special Projects	156,800	17,532	209,902	187,459
420 - Operations	67,232	35,956	41,651	63,856
460 - Building Operations	11,431	3,840	7,895	10,678
540 - Maintenance	468,400	324,783	374,149	476,400
980 - Overhead Allocation	42,384	22,894	26,436	48,433
3230 - Sporting Grounds - Operating Total	368,947	385,365	403,647	409,526
7230 - Sporting Grounds - Capital				
715 - Infrastructure Project	180,000	79,358	79,358	102,000
955 - Transfer from Reserves	(22,500)	-	-	-
7230 - Sporting Grounds - Capital Total	157,500	79,358	79,358	102,000
Television & Radio				
3270 - Television & Radio - Operating				
420 - Operations	13,030	6,181	8,467	13,027
540 - Maintenance	5,335	5,923	7,166	8,800
980 - Overhead Allocation	2,523	1,012	1,244	2,500
3270 - Television & Radio - Operating Total	20,888	13,115	16,876	24,327
7270 - Television & Radio - Capital				
705 - Purchases	160,000	-	-	160,000
955 - Transfer from Reserves	(160,000)	-	-	(160,000)
7270 - Television & Radio - Capital Total	-	-	-	-
Water Supply				
3250 - Water Supply - Operating				
105 - Fees & Charges	(75,000)	(32,843)	(46,198)	(88,000)
420 - Operations	17,989	4,072	8,362	17,870
540 - Maintenance	194,700	102,313	139,259	194,700
980 - Overhead Allocation	16,615	7,604	9,475	18,800
3250 - Water Supply - Operating Total	154,304	81,146	110,899	143,370
11 - Recreation & Culture Total	14,268,047	7,493,584	6,730,589	14,797,451

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DESCRIPTION	2023-24 Original	Actuals as at December	Actuals as at February 2024	Predicted Actuals to June 2024
12 - Transport				
Esperance Airport				
3510 - Esperance Airport - Operating				
105 - Fees & Charges	(1,398,000)	(454,160)	(684,641)	(1,402,400)
115 - Grants, Subsidies & Contributions	(8,756)	-	-	(8,756)
125 - Reimbursements	(8,000)	(4,534)	(4,534)	(8,000)
130 - Non Cash Income	(33,500)	-	-	(33,500)
300 - Employee Costs	454,336	211,160	279,901	453,086
350 - Administration Expenses	43,800	16,995	21,127	39,462
370 - Special Projects	75,000	-	-	75,000
420 - Operations	191,784	89,499	119,081	190,631
575 - Airside Maintenance	46,256	3,801	18,532	46,256
576 - Landside Building Maintenance	291,069	26,632	33,934	310,069
577 - Landside Grounds Maintenance	34,000	13,958	20,636	34,000
940 - Non Cash Expense	388,184	260,449	303,857	393,007
955 - Transfer from Reserves	(165,000)	-	-	(165,000)
980 - Overhead Allocation	165,659	59,682	71,411	136,582
3510 - Esperance Airport - Operating Total	76,832	223,484	179,304	60,437
7510 - Esperance Airport - Capital				
190 - Proceeds on Sale of Assets	(16,500)	-	-	(16,500)
705 - Purchases	53,500	-	-	53,500
775 - Airside Projects	400,000	1,787	2,820	400,000
776 - Landside Projects	125,000	20,512	20,713	125,000
955 - Transfer from Reserves	(562,000)	-	-	(562,000)
7510 - Esperance Airport - Capital Total	-	22,299	23,533	-
Licensing Department				
3880 - Licensing Department - Operating				
105 - Fees & Charges	(265,000)	(123,531)	(172,163)	(265,000)
125 - Reimbursements	(2,000)	136	136	(500)
300 - Employee Costs	276,500	139,145	176,936	278,500
350 - Administration Expenses	5,780	2,573	3,419	5,380
980 - Overhead Allocation	99,016	41,785	51,499	101,470
3880 - Licensing Department - Operating Total	114,296	60,108	59,827	119,850
Road Making Plant				
3540 - Road Making Plant - Operating				
125 - Reimbursements	(250)	(4,004)	(5,074)	(250)
130 - Non Cash Income	(62,038)	-	-	(62,038)
350 - Administration Expenses	95,000	9,370	10,095	95,000
940 - Non Cash Expense	260,618	89,264	104,141	260,618
3540 - Road Making Plant - Operating Total	293,330	94,631	109,162	293,330
7540 - Road Making Plant - Capital				
190 - Proceeds on Sale of Assets	(560,262)	(21,818)	(21,818)	(560,262)
705 - Purchases	3,025,000	1,297,007	1,943,181	3,025,000
955 - Transfer from Reserves	(170,800)	-	-	(170,800)
7540 - Road Making Plant - Capital Total	2,293,938	1,275,189	1,921,363	2,293,938

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DESCRIPTION	2023-24 Original	Actuals as at December	Actuals as at February 2024	Predicted Actuals to June 2024
Roads & Streets				
3930 - Road & Street - Operating				
115 - Grants, Subsidies & Contributions	(10,000)	-	(6,960)	(10,000)
125 - Reimbursements	-	-	-	(205,100)
370 - Special Projects	-	-	-	205,100
485 - Roadwise	3,000	-	-	3,000
486 - Community Assistance	19,000	4,024	4,024	19,000
555 - Town Roads	655,500	415,408	525,770	655,500
556 - Rural Roads	4,000,000	1,997,812	2,363,900	4,000,000
557 - Crossovers	12,000	1,321	1,321	5,000
558 - Drainage	141,193	77,718	96,374	141,193
559 - Car Parks	26,000	-	2,210	21,000
560 - Street Trees	286,300	158,077	213,768	276,300
561 - Footpaths	126,000	37,960	55,789	126,000
562 - Street Lights	435,000	163,424	229,906	435,000
563 - Gravel Pits	54,000	74,805	74,805	104,000
564 - Landscaping	70,700	11,276	18,304	70,700
567 - Town Road Verges	300,000	111,194	190,845	300,000
940 - Non Cash Expense	17,792,165	7,468,219	8,712,922	17,792,165
3930 - Road & Street - Operating Total	23,910,858	10,521,237	12,482,977	23,938,858
7930 - Road & Street - Capital				
150 - Capital Grants Received	(906,228)	-	-	(906,228)
151 - Roads to Recovery	(3,352,202)	(1,353,668)	(2,181,748)	(3,352,202)
152 - BlackSpot	(6,898,770)	(2,539,495)	(2,645,095)	(6,796,517)
153 - Main Roads	(3,853,486)	(1,628,252)	(1,865,860)	(3,853,486)
154 - Main Roads - Direct	(900,000)	(1,100,834)	(1,100,834)	(925,000)
755 - Town Roads - BlackSpot	1,761,432	676,511	718,778	1,761,432
757 - Town Roads - MainRoads	747,000	861,847	861,847	860,858
758 - Town Roads - Municipal Allocation	1,826,226	437,782	465,484	1,826,226
760 - Rural Roads - BlackSpot	5,928,671	1,931,326	2,526,860	5,826,418
761 - Rural Roads - Roads to Recovery	4,532,119	3,064,671	3,394,527	4,532,119
762 - Rural Roads - MainRoads	4,695,705	1,309,199	2,183,947	4,895,705
763 - Rural Roads - Municipal Allocation	5,571,560	1,313,842	1,796,599	5,521,560
766 - Drainage	300,000	4,465	4,900	300,000
767 - Car Park	530,000	2,180	2,180	530,000
769 - Footpaths	1,391,536	91,322	92,781	1,391,536
7930 - Road & Street - Capital Total	11,373,563	3,070,897	4,254,368	11,612,421
Rural Depots & Housing				
3570 - Rural Depots & Housing - Operating				
125 - Reimbursements	(2,000)	(260)	(651)	(2,000)
350 - Administration Expenses	22,800	5,457	7,355	22,800
460 - Building Operations	25,577	14,053	16,638	25,591
500 - Building Maintenance	61,389	18,944	23,688	55,419
550 - Grounds Maintenance	2,000	2,467	2,467	2,000
940 - Non Cash Expense	57,326	28,663	33,440	57,326
3570 - Rural Depots & Housing - Operating Total	167,092	69,325	82,937	161,136
12 - Transport Total	38,229,909	15,337,169	19,113,471	38,479,970

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DESCRIPTION	2023-24 Original	Actuals as at December	Actuals as at February 2024	Predicted Actuals to June 2024
13 - Economic Services				
Building Services				
4020 - Building Services - Operating				
105 - Fees & Charges	(88,790)	(53,907)	(67,177)	(94,973)
125 - Reimbursements	-	(110)	(110)	-
300 - Employee Costs	266,234	142,690	192,231	254,791
350 - Administration Expenses	26,760	9,801	11,990	26,850
360 - Professional Services	8,000	-	-	7,000
980 - Overhead Allocation	122,535	67,726	82,393	150,242
4020 - Building Services - Operating Total	334,739	166,199	219,326	343,910
Caravan Park				
4210 - Shire Caravan Park - Operating				
105 - Fees & Charges	(230,000)	(114,448)	(114,448)	(279,448)
980 - Overhead Allocation	10,303	4,159	5,112	10,274
4210 - Shire Caravan Park - Operating Total	(219,697)	(110,289)	(109,337)	(269,174)
Economic Development				
4170 - Economic Development - Operating				
300 - Employee Costs	87,296	42,181	53,067	87,296
350 - Administration Expenses	7,150	4,630	5,022	9,550
370 - Special Projects	30,000	-	2,500	30,000
940 - Non Cash Expense	4,332	2,167	2,529	4,332
955 - Transfer from Reserves	(30,000)	-	-	(30,000)
980 - Overhead Allocation	181,134	104,977	126,178	211,530
4170 - Economic Development - Operating Total	279,912	153,956	189,295	312,708
Esperance Visitor Centre				
3920 - Esperance Visitor Centre - Operating				
105 - Fees & Charges	(210,000)	(83,262)	(128,594)	(206,000)
300 - Employee Costs	327,500	145,378	193,765	325,750
350 - Administration Expenses	34,050	10,623	17,236	34,050
460 - Building Operations	12,802	7,686	13,090	14,342
469 - Resale	105,000	36,421	70,208	105,000
500 - Building Maintenance	27,932	17,681	21,902	32,586
940 - Non Cash Expense	4,857	2,429	2,833	4,857
980 - Overhead Allocation	93,843	41,841	51,446	98,072
3920 - Esperance Visitor Centre - Operating Total	395,984	178,798	241,886	408,657
Rural Services				
3350 - Rural Services - Operating				
115 - Grants, Subsidies & Contributions	(198,158)	(17,768)	(17,768)	(198,158)
350 - Administration Expenses	99,554	-	-	99,554
420 - Operations	800	142	197	800
435 - Wild Dog Control	245,149	73,055	108,622	245,149
545 - Water Supply Maintenance	17,000	1,518	1,845	17,000
960 - Transfer from Unspent Grant Reserves	(136,545)	(136,545)	(136,545)	(136,545)
980 - Overhead Allocation	22,627	9,207	11,301	22,653
3350 - Rural Services - Operating Total	50,427	(70,392)	(32,349)	50,453
7350 - Rural Services - Capital				
150 - Capital Grants Received	(125,000)	-	-	(125,000)
7350 - Rural Services - Capital Total	(125,000)	-	-	(125,000)

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DESCRIPTION	2023-24 Original	Actuals as at December	Actuals as at February 2024	Predicted Actuals to June 2024
Shire Building Management				
4030 - Shire Building Management - Operating				
300 - Employee Costs	75,638	50,054	68,901	75,638
350 - Administration Expenses	13,200	8,746	9,595	13,200
985 - Overhead Recovered	(88,838)	(47,168)	(61,760)	(88,838)
4030 - Shire Building Management - Operating Total	-	11,632	16,737	-
Tourism & Area Promotion				
3900 - Tourism & Area Promotion - Operating				
105 - Fees & Charges	-	(3,196)	(3,196)	(3,196)
125 - Reimbursements	(4,000)	(7,231)	(11,089)	(15,000)
370 - Special Projects	165,576	100,584	100,584	166,608
376 - Marketing	80,000	-	-	80,000
420 - Operations	2,500	1,062	1,517	1,900
460 - Building Operations	19,768	28,484	29,337	30,295
500 - Building Maintenance	32,139	1,060	4,648	22,213
540 - Maintenance	81,705	28,678	47,142	97,705
940 - Non Cash Expense	19,118	9,559	11,152	19,118
955 - Transfer from Reserves	(10,000)	-	-	(10,000)
980 - Overhead Allocation	81,529	42,140	50,281	81,844
3900 - Tourism & Area Promotion - Operating Total	468,335	201,139	230,376	471,487
13 - Economic Services Total	1,184,700	531,044	755,936	1,193,041

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DESCRIPTION	2023-24 Original	Actuals as at December	Actuals as at February 2024	Predicted Actuals to June 2024
14 - Other Property & Services				
Asset Management				
3200 - Asset Management - Operating				
115 - Grants, Subsidies & Contributions	-	-	(1,316)	-
125 - Reimbursements	(1,700)	(7,075)	(11,198)	(1,700)
130 - Non Cash Income	-	-	(14,545)	-
300 - Employee Costs	1,369,186	695,412	901,244	1,362,186
350 - Administration Expenses	208,500	115,734	125,938	209,500
940 - Non Cash Expense	57,331	21,324	31,354	63,291
980 - Overhead Allocation	399,291	187,996	227,798	415,893
3200 - Asset Management - Operating Total	2,032,608	1,013,390	1,259,274	2,049,170
7200 - Asset Management - Capital				
190 - Proceeds on Sale of Assets	(40,000)	-	(56,364)	(56,367)
705 - Purchases	160,000	-	167,003	176,367
7200 - Asset Management - Capital Total	120,000	-	110,639	120,000
Asset Management Planning				
3470 - Asset Management Planning - Operating				
130 - Non Cash Income	-	-	(2,727)	-
300 - Employee Costs	450,669	233,569	303,929	450,669
350 - Administration Expenses	19,900	10,951	11,849	21,500
980 - Overhead Allocation	148,957	80,692	92,022	174,169
3470 - Asset Management Planning - Operating Total	619,526	325,213	405,073	646,338
Depot, Store & Office				
3580 - Depot, Store & Office - Operating				
105 - Fees & Charges	(4,400)	(151)	(151)	(4,400)
300 - Employee Costs	279,785	156,554	208,502	279,785
350 - Administration Expenses	47,500	20,154	22,847	47,200
460 - Building Operations	105,466	47,030	59,854	110,904
487 - Stock Purchased	2,000	-	-	2,000
500 - Building Maintenance	339,352	73,601	99,291	347,352
550 - Grounds Maintenance	86,000	58,313	74,643	96,000
940 - Non Cash Expense	97,388	46,840	54,647	97,388
3580 - Depot, Store & Office - Operating Total	953,091	402,341	519,633	976,229
Flinders Development				
4180 - Flinders Development - Operating				
130 - Non Cash Income	(400,000)	-	-	(400,000)
350 - Administration Expenses	7,000	4,827	4,827	7,000
360 - Professional Services	100,000	-	16,950	100,000
955 - Transfer from Reserves	(100,000)	-	-	(100,000)
980 - Overhead Allocation	4,845	1,969	2,420	4,864
4180 - Flinders Development - Operating Total	(388,155)	6,796	24,197	(388,136)
8180 - Flinders Development - Capital				
190 - Proceeds on Sale of Assets	(800,000)	-	-	(800,000)
195 - Borrowings	(2,500,000)	-	-	(2,500,000)
715 - Infrastructure Project	5,175,538	320,350	326,553	5,175,538
955 - Transfer from Reserves	(2,675,538)	-	-	(2,675,538)
8180 - Flinders Development - Capital Total	(800,000)	320,350	326,553	(800,000)

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DESCRIPTION	2023-24 Original	Actuals as at December	Actuals as at February 2024	Predicted Actuals to June 2024
Industrial Park Development				
4190 - Shark Lake Industrial Park Development - Operating				
105 - Fees & Charges	(6,000)	(2,367)	(3,680)	(4,000)
115 - Grants, Subsidies & Contributions	(10,000)	(10,000)	(10,000)	(15,000)
130 - Non Cash Income	(175,000)	-	-	(175,000)
350 - Administration Expenses	2,000	9	9	2,000
370 - Special Projects	-	-	-	5,000
390 - Interest Paid	34,550	15,022	17,392	34,550
980 - Overhead Allocation	10,264	6,130	6,714	12,633
4190 - Shark Lake Industrial Park Development - Operating Total	(144,186)	8,795	10,435	(139,817)
8190 - Shark Lake Industrial Park Development - Capital				
190 - Proceeds on Sale of Assets	(350,000)	(311,918)	(311,918)	(350,000)
715 - Infrastructure Project	230,000	-	-	230,000
790 - Principal Repayments	54,813	27,100	27,100	54,813
955 - Transfer from Reserves	(230,000)	-	-	(230,000)
8190 - Shark Lake Industrial Park Development - Capital Total	(295,187)	(284,818)	(284,818)	(295,187)
Other Properties & Services				
3490 - Other Properties & Services - Operating				
105 - Fees & Charges	(37,500)	(27,450)	(40,634)	(67,600)
125 - Reimbursements	-	(8,787)	(8,606)	(4,200)
350 - Administration Expenses	9,000	3,164	4,064	9,000
460 - Building Operations	16,050	15,353	15,586	14,508
500 - Building Maintenance	15,729	2,451	3,324	12,729
550 - Grounds Maintenance	1,900	460	460	1,900
940 - Non Cash Expense	19,217	9,607	11,208	19,217
980 - Overhead Allocation	55,912	32,929	36,039	66,949
3490 - Other Properties & Services - Operating Total	80,308	27,728	21,440	52,503
7490 - Other Properties & Services - Capital				
190 - Proceeds on Sale of Assets	-	(285,809)	(285,809)	-
705 - Purchases	335,000	327,486	327,486	335,000
715 - Infrastructure Project	587,541	110,113	110,113	2,187,541
955 - Transfer from Reserves	(922,541)	-	-	(2,522,541)
7490 - Other Properties & Services - Capital Total	-	151,790	151,790	-
Outside Works				
3590 - Outside Works - Operating				
125 - Reimbursements	(85,000)	(51,257)	(86,693)	(85,000)
300 - Employee Costs	2,301,853	1,284,245	1,720,076	2,329,853
350 - Administration Expenses	401,000	239,985	281,312	410,000
980 - Overhead Allocation	345,972	154,963	191,063	364,830
985 - Overhead Recovered	(5,949,524)	(3,139,781)	(4,002,582)	(6,045,082)
3590 - Outside Works - Operating Total	(2,985,699)	(1,511,844)	(1,896,825)	(3,025,399)

**Shire of Esperance
Budget Review**
For the year ending 30 June 2024

**Management Accounting Report
Program Mid-Level**

DESCRIPTION	2023-24 Original	Actuals as at December	Actuals as at February 2024	Predicted Actuals to June 2024
Plant & Vehicle Operations				
3550 - Plant & Vehicles - Operating				
115 - Grants, Subsidies & Contributions	(190,000)	(104,739)	(177,645)	(210,000)
125 - Reimbursements	(2,000)	(63,925)	(63,925)	(2,000)
300 - Employee Costs	392,641	237,006	351,630	393,101
350 - Administration Expenses	49,300	17,030	25,019	49,300
395 - Vehicle Costs	3,019,000	1,640,506	2,104,097	3,153,000
410 - Insurance	268,270	242,773	242,773	268,270
940 - Non Cash Expense	24,336	15,334	17,890	24,685
980 - Overhead Allocation	(696,008)	(479,087)	(522,412)	(689,270)
985 - Overhead Recovered	(2,865,539)	(1,320,202)	(1,567,566)	(2,987,086)
3550 - Plant & Vehicles - Operating Total	-	184,697	409,860	-
Plant Depreciation				
3560 - Plant Depreciation - Operating				
940 - Non Cash Expense	1,315,752	647,193	754,659	1,315,752
985 - Overhead Recovered	(1,315,752)	(605,773)	(717,456)	(1,315,752)
3560 - Plant Depreciation - Operating Total	-	41,420	37,203	-
Private Works				
3600 - Private Works - Operating				
146 - Private Works Income Work Orders	(70,000)	(96,747)	(106,420)	(224,000)
490 - Private Works Expenses	50,000	130,187	139,708	160,000
3600 - Private Works - Operating Total	(20,000)	33,440	33,288	(64,000)
14 - Other Property & Services Total	(827,694)	719,296	1,127,741	(868,299)

Shire of Esperance
Budget Review
For the year ending 30 June 2024

Management Accounting Report
Program Mid-Level

DESCRIPTION	2023-24 Original	Actuals as at December	Actuals as at February 2024	Predicted Actuals to June 2024
15 - Funds Transfer				
Funds Transfer				
8700 - Funds Transfer - Capital				
956 - Transfer to Reserves	3,365,739	294,703	665,892	3,916,015
8700 - Funds Transfer - Capital Total	3,365,739	294,703	665,892	3,916,015
15 - Funds Transfer Total	3,365,739	294,703	665,892	3,916,015

Shire of Esperance
Budget Review 2022-23
For the year ending 30th June 2024

Management Budget
Movements in Cash Reserves

Reserve Name		1-Jul-2023	Transfers In			Transfers Out			30-Jun-2024	Budget Year
		Opening Balance	Interest	Sum	Total	Operating	Carryovers	Capital	Total Closing Balance	
Land Purchase & Development Reserve	606	4,753,852	169,018	1,150,000	1,319,018	(630,000)	(763,079)	(4,665,000)	(6,058,079)	14,791
Eastern Suburbs Water Pipeline Reserve	608	39,180	1,393	-	1,393	-	-	-	-	40,573
Jetty Reserve	609	317,976	11,305	140,000	151,305	-	-	-	-	469,281
Aerodrome Reserve	610	6,850,889	243,576	134,070	377,646	(175,000)	(362,000)	(200,000)	(737,000)	6,491,535
Off Street Parking (CBD) Reserve	612	557,726	19,829	-	19,829	-	-	-	-	577,555
Sanitation Reserve	613	11,259,137	400,306	856,731	1,257,037	-	(557,007)	(3,035,000)	(3,592,007)	8,924,167
Esperance Homecare Fundraising Reserve	614	743,736	26,443	-	26,443	(304,592)	-	-	(304,592)	465,587
Plant Replacement Reserve	618	768,104	27,309	-	27,309	-	-	(170,800)	(170,800)	624,613
Building Maintenance & Renewal Reserve	625	2,086,654	74,189	255,214	329,403	-	(410,332)	(80,000)	(490,332)	1,925,725
Employee Entitlements - Long Service Leave Reserve	626	1,308,315	46,516	-	46,516	-	-	-	-	1,354,831
Governance & Workers Compensation Reserve	628	43,752	1,556	180,000	181,556	(62,364)	-	-	(62,364)	162,944
EHC Asset Replacement Reserve	629	994,990	35,376	-	35,376	-	(175,342)	(220,000)	(395,342)	635,024
IT System & Process Development Reserve	631	44,025	1,565	50,000	51,565	(19,500)	-	-	(19,500)	76,090
Esperance Homecare Annual Leave Reserve	633	318,826	11,336	-	11,336	-	-	-	-	330,162
Esperance Homecare Long Service Leave Reserve	634	311,601	11,079	-	11,079	-	-	-	-	322,680
Priority Projects Reserve	635	540,131	19,204	50,000	69,204	(173,366)	-	-	(173,366)	435,969
Unspent Grants Reserve	623	8,168,376	-	-	-	-	(8,168,376)	-	(8,168,376)	-
		39,107,270	1,100,000	2,816,015	3,916,015	(1,364,822)	(10,436,136)	(8,370,800)	(20,171,758)	22,851,527
										(16,255,743)

2023-24 MID-YEAR REVIEW – BUDGET REQUEST

Title: Office Closure – Administration Offices

Consideration is requested for the financial adjustments listed below. Justification for each adjustment is provided to support consideration.

Impact	2023-24 \$	2024-25 \$	2025-26 \$	2025-26 \$	2026-27 \$
Expenses	240	240	240	240	240
Net Operating Balance	240	240	240	240	240
Cumulative Cost	-	-	-	-	-
Asset Investment	12,000	-	-	-	-
Adjustment to Salaries	-	-	-	-	-
Additional FTE's	-	-	-	-	-
Source of Funding					
Muni	-	-	-	-	-
Grants & Subsidies	-	-	-	-	-
Building maintenance Reserve	12,000	-	-	-	-
Other* <i>please specify</i>	-	-	-	-	-

TYPE OF EXPENDITURE

☒ Capital ☐ General Expenditure

FUNDING NATURE

☐ Existing Project ☒ New Project

FUNDING TIMING

☐ Specified Term ☒ Ongoing

INVESTMENT REQUEST

An initial estimated investment of \$12,000 with an ongoing depreciation expense of \$240 per year.

DETAIL OF REQUEST

Enclosure of the current Digital Media Officer office. The shared office utilised by the Manager Marketing & Communications can result in distractions. The ability to have a single occupant office will allow more efficiencies and provide a safe space for staff members to discuss potentially confidential topics. Either the Manager Marketing & Communications or the Economic Development Manager could utilise this space once complete.

RISK

The nature of the Manager Marketing & Communications role can result in confidential topics being raised and discussed on a regular basis. It is important that these topics remain confidential and staff feel comfortable informing the Manager of any potential conflict or risk to the Shire that could result in negative public reaction.

CONSULTATION

The Coordinator Projects & Building was consulted on the estimated cost for this project.

2023-24 MID-YEAR REVIEW – BUDGET REQUEST

Title: Workplace Health & Safety Software

Consideration is requested for the financial adjustments listed below. Justification for each adjustment is provided to support consideration.

Impact	2023-24 \$	2024-25 \$	2025-26 \$	2025-26 \$	2026-27 \$
Expenses	50,000	31,000	32,000	33,500	34,500
Net Operating Balance	50,000	31,000	32,000	33,500	34,500
Cumulative Cost	50,000	81,000	113,000	146,500	181,000
Asset Investment	-	-	-	-	-
Adjustment to Salaries	-	-	-	-	-
Additional FTE's	-	-	-	-	-
Source of Funding					
Muni	50,000	31,000	32,000	33,500	34,500
Grants & Subsidies	-	-	-	-	-
Reserves* <i>please specify</i>	-	-	-	-	-
Other* <i>please specify</i>	-	-	-	-	-

TYPE OF EXPENDITURE

☐ Capital ☒ General Expenditure

FUNDING NATURE

☐ Existing Project ☒ New Project

FUNDING TIMING

☐ Specified Term ☒ Ongoing – Minimum 3 years

INVESTMENT REQUEST

An initial investment for implementation of \$20,000 is requested with an ongoing request for licensing estimated at \$30,000 adjusted for 3.5% CPI annually. Figures are rounded to the nearest \$500.

DETAIL OF REQUEST

With recent changes to Health and Safety laws and regulations, the EMT group agreed that it would be prudent to investigate the implementation of safety software at the Shire.

Workplace Health & Safety is becoming increasingly important, especially where staff are employed in manual labour positions and working with heavy/potentially hazardous machinery/materials.

Recent legislation changes reflect the importance for safety in the workplace and have bolstered the burden of proof on organisations and individuals. Safety software would significantly assist the Shire to ensure Health & Safety related requirements are fulfilled and logged as necessary. The software should also help the Shire to contain all safety information in one area should it be required as a result of an incident.

The Shire is seeking a tool that will simplify the collection and integration of information in relation to Workplace Health & Safety activities allowing the centralisation of critical HR & Safety data.

A number of Software packages are currently being reviewed across a number of selection criteria with a decision expected to be made in the following months.

RISK

The absence of a sound safety management system could result in longer lead times to information being provided to the necessary authorities when requested and Health & safety requirements potentially not being fulfilled.

Any software selected will comply with minimum requirements set by the Shire in relation to the Essential 8.

CONSULTATION

WH&S Officers, IT Services Manager, HR Manager, Co-ordinator of Information Systems, Director CC&S.

2023-24 MID-YEAR REVIEW – BUDGET REQUEST

Title: Bay of Isles Leisure Centre Strategic Review

Consideration is requested for the financial adjustments listed below. Justification for each adjustment is provided to support consideration.

Impact	2023-24 \$	2024-25 \$	2025-26 \$	2025-26 \$	2026-27 \$
Expenses	50,000	-	-	-	-
Net Operating Balance	50,000	-	-	-	-
Cumulative Cost	50,000	50,000	50,000	50,000	50,000
Asset Investment	-	-	-	-	-
Adjustment to Salaries	-	-	-	-	-
Additional FTE's	-	-	-	-	-
Source of Funding					
Muni	50,000	-	-	-	-
Grants & Subsidies	-	-	-	-	-
Building maintenance Reserve	-	-	-	-	-
Other* <i>please specify</i>	-	-	-	-	-

TYPE OF EXPENDITURE

☒ Capital ☐ General Expenditure

FUNDING NATURE

☐ Existing Project ☒ New Project

FUNDING TIMING

☐ Specified Term ☒ Ongoing

INVESTMENT REQUEST

This project is estimated to require an investment of \$50,000 for professional services to undertake the review and reporting.

DETAIL OF REQUEST

The Bay of Isles Leisure Centre is an important community asset that provides many services including but not limited to:

- Gym
- Fitness classes
- Swimming lessons
- Hydro pool
- General swimming at the heated pool year round

To continue to provide the community the best value for money and ensure that the needs of the community are being met in the most efficient way possible, it is necessary from time to time to evaluate the current and future services that we provide at the centre.

It is proposed to engage a specialist consultant to produce a strategic business plan that will include a programs and services opportunity review report.

The strategic business plan will include the following:

- Business goals & objectives
- Demographic implications
- Benchmarking, trends & innovations
- Current market assessment & competition analysis
- Projects, services & equipment
- Service delivery, programming resourcing & staffing.
- A full review of current Bay of Isles Leisure Centre operations and future service offerings based on anticipated population growth and identified community service requirements. This will form the basis of an options, constraints and opportunities analysis.
- A site audit and assessment of functionality and future use having regard to community needs balanced against revenue targets.
- Stakeholder and community consultation outputs and implications.
- Agreed outcomes and identified benefits (financial and community return) associated with investment in each service and program delivery option. This will incorporate an ongoing budget review and projected financial performance targets.
- The preferred management and governance models and identification of the optimum arrangements/staffing structures to ensure on-going viability of the facility.
- Indicative asset management requirements in accordance with current asset management procedures (including routine and restorative maintenance).
- Marketing and promotional plan.
- Risk Assessment.
- Recommendations individually justified and evidence based.
- Performance management and reporting program.

RISK

The management and future planning for such a significant community hub has impacts both financial and socially to our local community.

Proper management of this asset is essential to its success.

Failing to plan for the future and thoroughly review how we manage and care for this asset could result in the longer-term loss of the centre as it becomes continually less relevant to the needs of our community.

CONSULTATION

BOILC Coordinator of operations, Manager Recreation and culture, Director External Services.

2023-24 MID-YEAR REVIEW – BUDGET REQUEST

Title: Visitor Camping Review

Consideration is requested for the financial adjustments listed below. Justification for each adjustment is provided to support consideration.

Impact	2023-24 \$	2024-25 \$	2025-26 \$	2025-26 \$	2026-27 \$
Expenses	20,000	-	-	-	-
Net Operating Balance	20,000	-	-	-	-
Cumulative Cost	20,000	20,000	20,000	20,000	20,000
Asset Investment	-	-	-	-	-
Adjustment to Salaries	-	-	-	-	-
Additional FTE's	-	-	-	-	-
Source of Funding					
Muni	20,000	-	-	-	-
Grants & Subsidies	-	-	-	-	-
Building maintenance Reserve	-	-	-	-	-
Other* <i>please specify</i>	-	-	-	-	-

TYPE OF EXPENDITURE

☒ Capital ☐ General Expenditure

FUNDING NATURE

☐ Existing Project ☒ New Project

FUNDING TIMING

☐ Specified Term ☒ Ongoing

INVESTMENT REQUEST

This request is for \$20,000 to engage professional services to assist staff to review how we accommodate, manage and plan for visitors to our region who are looking to caravan or camp.

DETAIL OF REQUEST

For many years the Shire has operated an overflow camp ground and the Greater Sport Ground (GSG). This overflow camping area has grown over time from a couple of weeks to nearly 5mths this year.

There are also a growing number of informal campers at various locations around Esperance and in surrounding locations. The way that we regulate these campers and reduce the impact that they have on our local environment and community needs to be reviewed.

It is recommended that a consultant be engaged to assist staff to be able to provide Council with an options paper for dealing with this multifaceted issue.

RISK

If the matter is not properly addressed then it is possible that the impacts of informally camping visitors will continue to grow.

Secondary to this would be the lost opportunity to benefit our communities from the influx of visitors over the summer period.

They have the potential to spend significant funds locally, be a substantial volunteer and workforce resource, provide vibrancy and social exchange for our isolated region.

CONSULTATION

BOILC Coordinator of operations, Manager Recreation and culture, Director External Services.

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5 March 2024

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Item: 9.2

Compliance Audit Return 2023

Author/s	Sarah Walsh	Coordinator Governance & Corporate Support
Authoriser/s	Felicity Baxter	Director Corporate & Community Services

File Ref: D24/2744

Applicant

Corporate & Community Services

Location/Address

Shire of Esperance

Executive Summary

For the Audit Committee to recommend to Council, adoption of the 2023 Shire of Esperance Compliance Audit Return (CAR) as required pursuant to Section 7.13(1)(i) of the *Local Government Act 1995*, and Regulation 14 of the *Local Government (Audit) Regulations 1996* as attached.

Recommendation in Brief

That the Audit Committee recommend that Council adopt the 2023 Shire of Esperance CAR pursuant to Regulation 14(3) of the *Local Government (Audit) Regulations 1996*.

Background

As in previous years, local governments are required to complete a CAR by the Department of Local Government and Communities for each calendar year.

The 2023 CAR contains 94 questions across 11 categories formulated around the *Local Government Act 1995* and associated regulations. Categories and questions are completed by the relevant Shire Officers and presented to Council through the Audit Committee for adoption.

A copy of the 2023 Shire of Esperance CAR is attached for reference.

Officer's Comment

The CAR has identified no area of non-compliance within the Shire of Esperance for 2023.

Consultation

Asset Management
Corporate & Community Services
Executive Services
External Services

Financial Implications

Nil

Asset Management Implications

Nil

Statutory Implications

Local Government Act 1995 – Section 7.13(1)(i)
Local Government (Audit) Regulations 1996 – Regulation 14

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Policy Implications

Nil

Strategic Implications

Council Plan 2022 - 2032

Performance - Outcome 14. Community confidence and trust in Council

Objective 14.1. Provide transparent, accountable and effective leadership.

Encourage community participation and insight into activities and decisions

Environmental Considerations

Nil

Attachments

[A1.](#) Compliance Audit Return 2023

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5 March 2024

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RECOMMENDATION AND DECISION

Item: 9.2 Compliance Audit Return 2023

Moved: Cr Johnston
Seconded: Cr Chambers

AU0324-017

Committee Decision

That the Audit Committee recommend that Council adopt the 2023 Shire of Esperance Compliance Audit Return pursuant to Regulation 14(3) of the *Local Government (Audit) Regulations 1996*.

CARRIED

Shire of Esperance Compliance Audit Return 2023

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comment
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2023?	N/A	No major trading undertakings occurred in 2023.
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2023?	N/A	No major land transactions occurred in 2023.
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2023?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2023?	N/A	
5	s3.59(5)	During 2023, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	
Delegation of Power/Duty				
No	Reference	Question	Response	Comment
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	N/A	No delegations to committees in 2023
2	s5.16 (2)	Were all delegations to committees in writing?	N/A	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the <i>Local Government Act 1995</i> ?	N/A	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	
5	s5.18	Has council reviewed delegations to its committees in the 2022/2023 financial year?	N/A	

6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the <i>Local Government Act 1995</i> ?	Yes	Listed in the Delegated Authority Register – Council to Chief Executive Officer and Authorised Persons – D23/17276 [v3] 2023/2024
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	O0423-071 - 26/04/2023 O082-149 - 22/08/2023 O1123-190 - 28/11/2023
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	Listed in the Delegated Authority Register.
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	Listed in the Delegated Authority Manual.
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	Listed in the Delegated Authority Register & Delegated Authority Manual.
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2022/2023 financial year?	Yes	O0623-117 – 27/06/2023
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	Our delegation register (D23/17505) notes the individual TRIM reference for how each person records their delegated authority use.

Disclosure of Interest				
No	Reference	Question	Response	Comment
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the <i>Local Government Act 1995</i> , did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	Disclosures are recorded in the meeting minutes and states when the council member left and returned to the Chamber.
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	Meeting minute are available on the Shire's website. https://www.esperance.wa.gov.au/council/publications-documents/agenda-minutes.aspx

3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the <i>Local Government Act 1995</i> recorded in the minutes of the meeting at which the disclosures were made?	Yes	Meeting minutes are available on the Shire's website. https://www.esperance.wa.gov.au/council/publications-documents/agenda-minutes.aspx
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	Evidence saved in TRIM D21/29308. (Annual return register 2021/2022 to current)
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2023?	Yes	Evidence saved in TRIM D21/29308. (Annual return register 2021/2022 to current)
6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	Evidence saved in TRIM D21/29308. (Annual return register 2021/2022 to current)
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> ?	Yes	The Primary / Annual Returns file is saved in TRIM, file reference F12/3722.
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the <i>Local Government Act 1995</i> , in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> , did the CEO remove from the register all returns relating to that person?	Yes	
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the <i>Local Government Act 1995</i> been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	The document retention period is set for 7 years after a person leaves the Shire.
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the <i>Local Government Act 1995</i> , in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	Register of notifiable gifts is maintained – D16/27067.
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	Available on the Shire website - https://www.esperance.wa.gov.au/council/publications-documents/disclosure-of-gifts.aspx
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the <i>Local Government Act 1995</i> , did the CEO remove from the register all records relating to those people?	Yes	

14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) of the <i>Local Government Act 1995</i> been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	Noted in the meeting minutes.
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) of the <i>Local Government Act 1995</i> relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	Did not need to make an application
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) of the <i>Local Government Act 1995</i> recorded in the minutes of the council meeting at which the decision was considered?	N/A	Did not need to make an application
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?	Yes	
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the <i>Local Government Act 1995</i> ?	Yes	Included additional information in the Preamble / Statutory Environment sections. Also changed the clause numbering.
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	Version is current from February 2021. https://www.esperance.wa.gov.au/Profiles/esperance/Assets/ClientData/Documents/Council/shire_of_esperance_code_of_conduct_for_council_members_
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	Version is current from September 2021. https://www.esperance.wa.gov.au/council/careers-and-employment/working-with-us.aspx

Disposal of Property				
No	Reference	Question	Response	Comment
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the <i>Local Government Act 1995</i> (unless section 3.58(5) applies)?	Yes	
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the <i>Local Government Act 1995</i> , did it provide details, as prescribed by section 3.58(4) in the required local public notice for each disposal of property?	Yes	(D23/31111) Advert – Public Notice – Disposal of Property - Salmon Gums Development Group – Caravan Park Site.

Elections				
No	Reference	Question	Response	Comment
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	Yes	D16/27067
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A	No gifts received.
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	Yes	https://www.esperance.wa.gov.au/council/publications-documents/disclosure-of-gifts.aspx

Finance				
No	Reference	Question	Response	Comment
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	October 2023 – Resolution O1023-187
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the <i>Local Government Act 1995</i> , did it do so by absolute majority?	N/A	
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2023 received by the local government by 31 December 2023?	Yes	19 December 2023 - Resolution O1223-202
4	s7.12A (3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the <i>Local Government Act 1995</i> required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	No actions required - Resolution numbers; O1223-202 and O1023-187
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	
6	s7.12A (5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the <i>Local Government Act 1995</i> , did the CEO publish a copy of the report on the local government's official website?	N/A	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2023 received by the local government within 30 days of completion of the audit?	Yes	Audit completed and received by CEO on 15/11/2023.

Integrated Planning and Reporting				
No	Reference	Question	Response	Comment
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	24/05/2022 Shire of Esperance Council Plan was adopted in May 2022, O0522-111 – D22/11423. The Council Plan Incorporated both the Strategic Community Plan and Corporate Business Plan.
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	24/05/2022 Shire of Esperance Council Plan was adopted in May 2022, O0522-111 – D22/11423. The Council Plan Incorporated both the Strategic Community Plan and Corporate Business Plan.
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	

Local Government Employees				
No	Reference	Question	Response	Comment
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	N/A	No vacancies advertised
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	N/A	
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	

Official Conduct				
No	Reference	Question	Response	Comment
1	s5.120	Has the local government designated an employee to be its complaints officer?	N/A	The Shire has designated the Director, Corporate & Community Services.
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the <i>Local Government Act 1995</i> ?	Yes	The Register is located in TRIM, reference - D22/1445
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the <i>Local Government Act 1995</i> ?	Yes	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	The Register of Complaints – Minor Breaches was last updated 17 January 2022 and is available on the Shire's Website. https://www.esperance.wa.gov.au/Profiles/esperance/Assets/ClientData/Documents/Registers/current_-_register_-_minor_bre5_121_-_minor_breach_complaint.pdf

Optional Questions			
No	Reference	Question	Response
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2023? If yes, please provide the date of council's resolution to accept the report.	Yes
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2023?	Yes
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the <i>Local Government Act 1995</i> , were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	N/A
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the <i>Local Government Act 1995</i> ?	Yes
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2023?	Yes
8	s6.4(3)	By 30 September 2023, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2023?	Yes
9	s.6.2(3)	When adopting the annual budget, did the local government take in to account all its expenditure, revenue and income?	Yes

28/03/2023, Resolution O0323-056

28/03/2023, Resolution O0323-056

No gifts received.

Last review Jan 2022, next review due Jan 2024.

Last review Jun 2022, next review due Jan 2024.

Elected member training register available on website.
<https://www.esperance.wa.gov.au/profiles/elected-members>

Provided when auditor was on site 11-14 September 2023.

Tenders for Providing Goods and Services				
No	Reference	Question	Response	Comment
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	
3	F&G Regs 11(1), 12(2), 13, 14(1), (3), and (4) &	When regulations 11(1), 12(2) or 13 of the Local Government (Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	
4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes	Addendums issued through Tenderlink, all submissions to include the acknowledged addendum within their submissions D23/26316
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes	All tenders opened in presence of Director, Asset Management and Procurement Officer
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did	Yes	Tender register located on Shire website https://www.esperance.wa.gov.au/business/tenders-and-procurement/tender-registers.aspx
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A	
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	D24/2052

10 F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	D24/2053
11 F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	N/A	
12 F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	
13 F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	
14 F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	N/A	
15 F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions and General) Regulations 1996, Regulations 24AD(4) and 24AE?	Yes	D22/9384
16 F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	Yes	Addendums issued through Tenderlink, all submissions to include the acknowledged addendum within their submissions D24/1732
17 F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	Yes	All tenders opened in presence of Director, Asset Management and Procurement Officer
18 F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	Yes	Pre-qualified panel registers located on Shire website https://www.esperance.wa.gov.au/business/tenders-and-procurement/tender-registers.aspx
19 F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	Yes	D24/2066 – submission did not align with tender specifications

20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	Yes	Council Meeting 23/5/23 Item 17.4
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes	D24/2066
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	Yes	COR 020 Regional Price Preference Policy

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5 March 2024

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Item: 9.3

Risk Register and Audit Regulation 17 Action Update

Author/s	Sarah Walsh	Coordinator Governance & Corporate Support
Authoriser/s	Felicity Baxter	Director Corporate & Community Services

File Ref: D24/6012

Applicant

Internal

Location/Address

N/A

Executive Summary

For the Audit Committee to consider the reported progress report on actions generated from the 2023 Risk Register and Audit Regulation 17 reviews.

Recommendation in Brief

That the Audit Committee receive the second quarterly report on actions from the 2023 Risk Register and Audit Regulation 17 reviews.

Background

The most recent review of systems and procedures as required under regulation 17 of the *Local Government (Audit) Regulations 1996* was conducted and put to the Audit Committee in March 2023 where the following was decided;

That the Audit Committee;

1. Accept the CEO's review of the appropriateness and effectiveness of the Shire of Esperance systems and procedures in relation to risk management, internal control and legislative compliance; and
2. Recommend the review to Council for endorsement.
3. **Request the Chief Executive Officer to provide the Audit Committee with a prioritised list of actions based on recommendations of the report provided by Civic Legal.**

Officer's Comment

All actions raised within the Regulation 17 and Risk Register reviews have been entered into the Shire's reporting system, with reports being generated quarterly to track progress of each item.

The most current quarterly reports are attached for reference.

Consultation

Relevant staff across the Shire.

Financial Implications

Nil

Asset Management Implications

Nil

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Statutory Implications

Nil

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Performance - Outcome 15. Operational excellence and financial sustainability

Objective 15.1. Provide responsible, agile and innovative planning and resource management.

Environmental Considerations

Nil

Attachments

A. [Risk Register Report - Q2 2023/2024](#)

B. [Audit Regulation 17 Report - Q2 2023/2024](#)

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RECOMMENDATION AND DECISION

Item: 9.3 Risk Register and Audit Regulation 17 Action Update

Moved: Cr Chambers

Seconded: Cr Johnston

AU0324-018

Committee Decision

That the Audit Committee;

- 1. Accept the quarterly report on actions from the 2023 Risk Register and Audit Regulation 17 reviews; and**
- 2. Recommend the reports are provided to Council for acceptance.**

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Risk Register Summary

Q2 2023/2024

Shire of Esperance

Risk Register Summary Q2 2023/2024

Action Code	Action Name	Comments	Responsible Officer Position
RR1	Develop SOPs	Being Developed	Manager Asset Planning
RR2	Implement risk assessment processes for high risk assets	Not started	Manager Asset Planning
RR3	Building routine maintenance to be incorporated into MEX	Data is being collected to allow up load into MEX. Plans are being put in place for all building maintenance to be put into MEX. Schedule for training and implementation to be developed.	Manager Asset Planning
BAU5.1.6.17	Develop Generator Action Plan	Depot - Discussions held with electrical contractor. Location of generator determined. Admin - Will need to be a part of the solar system upgrade. work a solution with Griffs electrical and Save Energy	Manager Asset Planning
BAU5.1.6.25	Test and Review IT Disaster recovery plan		Manager Information Services
BAU5.1.6.28	Review the Workforce Plan	Completed.	Manager Human Resources
RR4	Review business continuity framework with operational teams		Senior WHS/Risk Officer
RR5	Develop cyber response plan	Work towards covering the essential 8 criteria for cyber security is in progress, with work on cyber response plan due to commence in due course.	Manager Information Services

Shire of Esperance

Risk Register Summary Q2 2023/2024

RR6	Develop SOPs	Teams are actively engaged in the development and review of SOPs. The environmental health team has completed the water sampling process and is currently working on noise complaints.	Manager Waste & Environmental Health
BAU5.1.6.2	Implement workflow process in CM9	Obsolete. Not a requirement with current business process.	Coordinator Information Services
RR7	Review induction process	Discussions held with Big Red Sky. Review of Rapid options being completed.	Manager Human Resources
RR8	Investigate software options for Delegation Register	On hold due to other priorities.	Coordinator Governance & Corporate Support
BAU5.1.6.3	Investigate review function through CM9 to notify users when Legal documents require review	Technically completed. Requires responsible officers to determine legal documents and advise what notification would be appropriate.	Manager Information Services
BAU5.1.6.4	Implement unique numbering for controlled documents and master register	Document Control Group is working through this task.	Manager Information Services
BAU5.1.6.7	Establish HR SOPs (document control, approval and communication processes)	Review of HR Policies completed. Review of Management Practices to be completed in November. SOP's ongoing.	Manager Human Resources
BAU5.1.6.8	Identify strategy to capture corporate knowledge	Standard Operating Procedure templates developed and working group set-up to control documents.	Chief Executive Officer
BAU5.1.6.9	SOP for performance review process	Completed.	Manager Human Resources
BAU5.1.6.11	Identify Critical Roles within the organisation	Meeting held between Director Corporate and Community, HR Manager and Training and Development Officer regarding Learning and	Manager Human Resources

Shire of Esperance

Risk Register Summary Q2 2023/2024

		Development Framework / Critical roles /succession Planning.	
BAU5.1.6.12	SOP Management of staff volunteering hours	Completed.	Manager Human Resources
RR9	Update policies and procedures to align with state system and WHS Act change	HR Policies and Management Practice updated and approved. Final review of procedures nearing completion.	Manager Human Resources
RR10	Finalise draft internal engagement plan		Manager Marketing & Communications
RR11	Social media record keeping SOPs		Manager Marketing & Communications
RR12	Review Reserve Hierarchy	Not commenced, Scheduled in 2023/24	Manager Parks & Environment
BAU5.1.6.13	Resolve waste water issue at Depot- Propose to remove current washdown bay	On hold	Director Asset Management
4.1.8	Prioritise the weed strategy	Not Started. Due to commence 2024 calendar year.	Manager Parks & Environment
BAU5.1.6.14	Review requirement for model waste local laws	The new Waste Local Law has been drafted and will be presented to council for endorsement to advertise with the Health Local Law in December 2023.	Manager Waste & Environmental Health
RR13	Small plant serial number identification/sign in process		Manager Asset Operations

Shire of Esperance

Risk Register Summary Q2 2023/2024

BAU5.1.6.18	Increased inspections and documentation of Maintenance and Cleaning schedules	LH Cleaner undertaking inspections at facilities.	Coordinator Projects & Buildings
BAU5.1.6.19	Develop plan for generator use with IT systems		Manager Information Services
BAU5.1.6.20	SOP annual licences checks	Completed.	Manager Human Resources
BAU5.1.6.21	Develop post project debrief process for major projects	Administration and Coordinator Project Manager working on this together.	Director Asset Management
RR14	Arrange training in major projects/contracts for relevant staff		Director Asset Management
BAU5.1.6.22	Establish emergency drill schedule for all sites	Drill schedule prepared with exception of Home Care due to building works.	Manager Development Services
BAU5.1.6.23	Implement actions from LGIS audit	Action 1 - ensure that the SOE has available for use, and uses, appropriate resources and processes to enable hazards associated with the operations of the business or undertaking of the body to be identified and risks associated with those hazards to be eliminated or minimised. (Completed). Action 2 - ensure that the SOE has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information. (Completed).	Manager Human Resources
RR15	Security Upgrade (fobs)	Operating instruction to be written.	Manager Asset Planning
RR16	Introduce procedures for management of psychological hazards	Procedure for management of psychological hazards has been developed. Will be finalised as part of review of all WHS procedures.	Manager Human Resources

Shire of Esperance

Risk Register Summary Q2 2023/2024

BAU5.1.6.24	Develop management practice for contract review	Completed.	Director Asset Management
RR17	Contractor inductions & training in use of Rapid Global		Director Asset Management
RR18	Develop procedure for minor contract supervision		Director Asset Management
RR19	Develop SOPs	Election - Processing Enrolment Eligibility Claims SOP completed. Uniform Administration Staff, Allowance Management, End of Financial Year, Order Form/Catalogue Management, Ordering Officer and Second Hand Rack SOPs drafted.	Coordinator Governance & Corporate Support



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Audit Regulation 17 Review Summary

Q2 2023/2024

Shire of Esperance

Audit Regulation 17 Review Q2 2023/2024

Action Code	Action Name	Comments	Responsible Officer Position	Priority
r.17.1	Include a review deadline in all council policies, with every endeavour being given to undertaking those reviews in a timely manner.	Policies have been transferred to new templates and will be endorsed by Council between November 2023 and March 2024.	Governance & Corporate Support Coordinator	Low
r.17.2	Draft and endorse a standard operating procedure for reviewing the Risk Register. This should address when identified risks are to be included in the register before the biennial review. Such risks may be identified, for example, through Hazard/Incident Report Forms.	On hold due to other priorities.	Governance & Corporate Support Coordinator	High
r.17.3	Undertake an audit/review of the Risk Management Procedures document, to ensure it is up to date and governance processes are being undertaken (e.g. internal audit on internal control procedures). Include review details for the Risk Management Procedures document at the beginning or end of the document.	Again will be reviewed with LGIS WHS Audit scheduled in 2024	Coordinator Workplace Health and Safety	High
r.17.4	Ensure the approval date and review dates are recorded in the Work Health and Safety Procedure - Workplace Inspections.		Coordinator Workplace Health and Safety	High

Shire of Esperance

Audit Regulation 17 Review Q2 2023/2024

Action Code	Action Name	Comments	Responsible Officer Position	Priority
r.17.5	Draft a management practice or standard operating procedure for reviewing the BCP.		Coordinator Workplace Health and Safety	High
r.17.6	Include a reminder to review the BCP in the compliance calendar.	Item included in Compliance Calendar for April and September.	Governance & Corporate Support Coordinator	High
r.17.7	Include a review deadline in the IT Disaster Recovery Plan.	A review deadline will be included when the DR plan is updated later this financial year.	Manager Information Services	High
r.17.8	Draft a procedure to address incorrect accounting estimates, capturing how to avoid them in the first instance, and how to address them if they occur.	Will be addressed in Financial Management Manual.	Manager Financial Services	High
r.17.9	Draft a management practice for dealing with litigious matters.	On hold due to other priorities.	Governance & Corporate Support Coordinator	Medium
r.17.10	Continue reminding employees about the Employee Code of Conduct and other ethical matters on a regular basis.	Reminding staff of the need to comply with the Code of Conduct is key message in most Toolbox and staff meetings.	Manager Human Resources	Ongoing
r.17.11	Ensure a review deadline is included in all management practices.	Management Practices will be reviewed following the current policy review. As part of this process they will be transferred to new templates which include this information.	Governance & Corporate Support Coordinator	Low

Shire of Esperance

Audit Regulation 17 Review Q2 2023/2024

Action Code	Action Name	Comments	Responsible Officer Position	Priority
r.17.12	Ensure the revision history for all policies/plans/procedures is updated as reviews occur, including the Occupational Safety and Health Management Plan.	This will occur as reviews are undertaken and documents are transferred to new templates.	Governance & Corporate Support Coordinator	Low
r.17.13	Review the Occupational Safety and Health Management Plan.	Will be reviewed in line with the LGIS WHS audit in 2024	Coordinator Workplace Health and Safety	High
r.17.14	Review the Work Health and Safety Procedure - Working in Adverse Weather Conditions (February 2018) including the heading to ensure it reflects its intended purpose. Ensure the functions of the Health and Safety Committee are reflected in the procedural document where appropriate.	Started reviewing, consultation with relevant stakeholders to be continued on possible purchasing of Lightning detection units for high risk areas.	Coordinator Workplace Health and Safety	High
r.17.15	Develop a procedure for managing insurable risks, including the need for officers to actively participate in the insurers annual risk assessment process.	On hold due to other priorities.	Governance & Corporate Support Coordinator	High
r.17.16	Ensure the six month follow up report is scheduled in the Compliance Calendar.	Item included into Compliance Calendar for March.	Governance & Corporate Support Coordinator	High
r.17.17	Draft and endorse a management procedure regarding the management of large projects. This would address		Director Asset Management	High

Shire of Esperance

Audit Regulation 17 Review Q2 2023/2024

Action Code	Action Name	Comments	Responsible Officer Position	Priority
	the question of when a project manager or other external consultants should be hired, as well as additional financial and other risk mitigation strategies.			
r.17.18	Ensure written guidance is provided to officers regarding when the (more extensive) evaluation process ought to occur, rather than allowing price to be the only consideration.		Director Asset Management	Medium
r.17.19	Ensure changes to the Shire's control environment are regularly discussed at Organisational Management Team meetings. Draft a short management practice regarding what control changes must be communicated to staff and how they are to be communicated. This may include responses to auditor comments, changes to legislation, policy reviews, management practice reviews, standard operating procedure reviews, etc.	The audit team from the Office of the Auditor General (OAG) attended the Shire from 11-15 September. A draft report of the audit is being finalised with no significant changes are required. The Audit Exit meeting with the OAG is scheduled for the 13th of November.	Director Corporate and Community Services	High
r.17.20	HR to conduct a review of individual business area inductions to ensure they are appropriate and are conducted consistently.	WHS team have commenced reviewing site inductions to ensure they are appropriate.	Manager Human Resources	High

Shire of Esperance

Audit Regulation 17 Review Q2 2023/2024

Action Code	Action Name	Comments	Responsible Officer Position	Priority
r.17.21	Review the New Employee Acknowledgment of Receipt to ensure all relevant/useful documents are included. This may, for example, include certain policies applicable to most or all employees.	Review of New Acknowledgement Form completed as part of Big Red Sky on-boarding review. Project team agreed all comfortable with the Form. Exiting process to be reviewed	Manager Human Resources	High
r.17.22	Ensure IT practices are supported by written procedural documents. Ensure those documents are regularly reviewed.	Nothing new for this month	Manager Information Services	Medium
r.17.23	Draft a policy to identify the Shire's standards in regard to cyber security. Draft procedural documents to support officers working in this area.	Work towards covering the essential 8 criteria for cyber security is in progress, with work on cyber response plan due to commence in the new year.	Manager Information Services	High
r.17.24	Reinforce the requirement to record the use of delegations in accordance with statutory requirements. This may be a topic of an internal audit and/or could be addressed in the performance reviews of relevant officers.	On hold due to other priorities.	Governance & Corporate Support Coordinator	High
r.17.25	Ensure the Policy Review Checklist is either attached to, or referenced in, the relevant standard operating procedure.	On hold due to other priorities.	Governance & Corporate Support Coordinator	High
r.17.26	Begin a program of conducting periodic internal reviews of systems and procedures. This may address discrete topics such as recording the use of	Planning for internal audits has been delayed to February 2024.	Director Corporate and Community Services	Ongoing

Shire of Esperance

Audit Regulation 17 Review Q2 2023/2024

Action Code	Action Name	Comments	Responsible Officer Position	Priority
	delegations or completion of cash acknowledgement forms.			
r.17.27	Ensure review deadlines are included in council policies, management practices and standard operating procedure.	Will be finalised once current documents are transferred to new templates as part of document control project. Policy reviews will be completed by March 2024.	Governance & Corporate Support Coordinator	Medium
r.17.28	Draft a management procedure or standard operating procedure for engaging legal advisors. This should provide guidance on how to assess when legal advice is required and who is authorised to approve legal advice being sought.	On hold due to other priorities.	Governance & Corporate Support Coordinator	Medium
r.17.29	Consider including employee authority levels regarding the execution of documents in job descriptions.	Being implemented as position descriptions are reviewed by management and HR.	Manager Human Resources	High
r.17.30	Draft a written procedure for logging records in and out, to assist records officers.	Existing procedure reviewed ready for updating as part of current Document Control project.	Information Management Coordinator	High
r.17.31	Draft a standard operating procedure for the internal audits of IT software.	No progress as yet.	Manager Information Services	High
r.17.32	Financial procedures should be reviewed and collated into a comprehensive Financial Procedures Manual. This will help to make procedures and standards clearer for employees to follow.	Discussed Financial Management Manual with Director. Planning on populating a rough template as I learn controls and policies and work with Governance to collate into correct template.	Manager Financial Services	High

Shire of Esperance

Audit Regulation 17 Review Q2 2023/2024

Action Code	Action Name	Comments	Responsible Officer Position	Priority
r.17.33	Draft a standard operating procedure for investigating variances.	Will make up part of Financial Management Manual.	Manager Financial Services	High
r.17.34	Continue to regularly reinforce records management protocols including the transfer of finalised documents into TRIM.	Reviewing existing induction and TRIM user documentation, and intent to develop content for inclusion in Handy Facts newsletter.	Information Management Coordinator	Ongoing
r.17.35	Develop and finalise the User Terms and Conditions.	Developed for inclusion with next review of Management Practice (MAN 030) - Computer System Usage Code of Practice.	Information Management Coordinator	High
r.17.36	Ensure the complete procedure for the approval of financial payments is captured in a written procedure.	Will make up part of Financial Management Manual.	Manager Financial Services	High
r.17.37	Ensure all procedural documents are dated.	Policy review underway including transfer to new templates which include this information. Management Practices will follow and SOPs will be updated as part of the Document Control Project.	Governance & Corporate Support Coordinator	Low
r.17.38	Ensure that the cash management practice for the Shire is captured in a written procedure. Ensure all facilities where cash is collected have written procedures to support staff managing or handling the cash received.	Will make up part of the Financial Management Manual.	Manager Financial Services	High
r.17.39	Conduct periodic audits to ensure that the receipt forms are correctly signed. Ensure all relevant officers are promptly reminded of the correct	New Finance Manager to look into.	Manager Financial Services	high

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Action Code	Action Name	Comments	Responsible Officer Position	Priority
	procedure or receive further training, whenever the form is not correctly signed or completed.			
r.17.40	Review the Records Management Procedures Manual. Ensure the manual is reviewed regularly (every two years).	Adhoc updates as required, and awaiting finalisation of new Shire templates.	Information Management Coordinator	Medium
r.17.41	Include the Assets Register review in the Compliance Calendar.	Item included in Compliance Calendar for June.	Governance & Corporate Support Coordinator	High
r.17.42	Consider expanding the scope of the Compliance Calendar to include legislative compliance matters in other departments. Alternatively, a separate global calendar could be created for this more expansive purpose. Ensure all departments have an adequate system of monitoring legislative compliance.	Awaiting further advice from Director External Services regarding any additional items that should be included for their area.	Governance & Corporate Support Coordinator	Medium
r.17.43	Complete the standard operating procedure for completing CARs before the next CAR deadline. Ensure this addresses the standard of evidence/sampling required to adequately answer the questions.	SOP completed and saved in CM - will be reviewed during next CAR lodgement process.	Governance & Corporate Support Coordinator	Medium

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r.17.44	Consider including a consistent 'Governance Updates' section within each Handy Facts newsletter. This will ensure changes to policies, legislation and other governance issues are regularly considered and communicated to employees.	Regular updates are provided to Media for inclusion and monthly updates are provided at staff meetings.	Governance & Corporate Support Coordinator	Ongoing
r.17.45	Review Complaint Handling Policy to ensure all types of complaints are captured including Public Interest Disclosures and Corruption & Crime Commissions reporting.	Work on this will commence in August - required for biennial policy review in October 2023	Director Corporate and Community Services	Low
r.17.46	Develop internal procedures to identify adverse trends if this is practicable (e.g. include item on Executive Team agenda for discussion; monitoring external customer and stakeholder feedback).	An item for this is now included on all EMT Agendas. A recent adverse trend identified was the potential impact of the resignation of the Manager Financial Services, who has been at the Shire in this role for over 18 years. It will take a team effort to support and assist the newly appointed candidate to the level of understanding of the Shire's Financial systems and processes as we have enjoyed. We are confident that they will rise to the challenge.	Director Corporate and Community Services	Medium
r.17.47	Review the role of the audit committee with particular consideration towards increasing its involvement in matters relating to risk.	Scope of the audit committee is reviewed as part of the Councillor appointment to the committee post Council elections.	Chief Executive Officer	Medium

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Action Code	Action Name	Comments	Responsible Officer Position	Priority
r.17.48	Ensure adequate training is provided to the independent member of the audit committee in regard to local government practices and the functions of the audit committee.	Post Council elections and when members have been appointed then training considerations will be reviewed.	Chief Executive Officer	Medium
r.17.49	Incorporate into the Evaluation Report, a declaration to confirm relevant processes and legislative requirements have been met.		Director Asset Management	High
r.17.50	Draft and endorse the standard operating procedure to guide the local law review.	SOPs completed and saved in CM.	Governance & Corporate Support Coordinator	Medium
r.17.51	Ensure local law reviews are begun in time to enable deadlines to be met. The Shire should be aware that this process often requires over a year to complete.	Met with External Services Managers/Director to discuss outstanding and upcoming local law reviews. CEO advised that the Standing Orders Local Law will not be reviewed due to upcoming changes as part of the Local Government Act reforms.	Governance & Corporate Support Coordinator	Ongoing

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10. ELECTED MEMBERS

Nil

11. SHIRE OFFICERS

Nil

12. MATTERS BEHIND CLOSED DOORS

Nil

13. CLOSURE

The Presiding Member declared the meeting closed at 2:53pm.

These Minutes were confirmed at a meeting held on _____

Signed _____

Presiding Member at the meeting at which the Minutes were confirmed.

Dated _____

14. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

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

0552-24 Graham MacKenzies Stadium Replacement - Design and Construct

CONFIDENTIAL ITEM

This report is considered confidential in accordance with the Local Government Act 1995, as it relates to a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting (Section 5.23(2)(c)).

18. PUBLIC QUESTION TIME

19. CLOSURE