



11 APRIL 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 16 April 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 23 April 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 23 APRIL 2024
COMMENCING AT 4:00 PM**

1. OFFICIAL OPENING

The Shire of Esperance acknowledges the Kapa 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

Pres R Chambers		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 Starcevich		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 26 March 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 (6)	Ordinary Council Meetings (6)	Special Council Meetings (1)	Annual Electors Meeting (1)
Ron Chambers Shire President	6	6	1	1
Cr Jennifer Obourne Deputy Shire President	6	6	1	1
Cr Shayne Flanagan	6	6	1	1
Cr Connor Davies	4	6	1	1
Cr Steve McMullen	4	3	1	0
Cr Leonie de Haas	5	6	1	1
Cr Wes Graham	6	6	1	1
Cr Sam Starcevich	6	5	1	1
Cr Gemma Johnston	6	6	1	1

12. MATTERS REQUIRING A DETERMINATION OF COUNCIL

12.1 EXTERNAL SERVICES

Item: 12.1.1

Request for Reserve Management - Reserves 16407 and 20647

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

File Ref: D24/6679

Applicant
Internal

Location/Address
Various locations

Executive Summary

For Council to consider requesting the Minister for Lands under Section 41 of the *Land Administration Act 1997* to grant management of Reserves 16407 and 20647.

Recommendation in Brief

That Council request the Minister for Lands under Section 41 of the *Land Administration Act 1997* to grant management of Reserves 16407 and 20647 to the Shire of Esperance retaining the current purpose of the Reserves.

Background

The Shire has a number of cemeteries within the Shire that are on reserves that are currently unmanaged.

Reserve 16407, comprising 20 acres (approximately 8.0837 Hectares), was gazetted as a cemetery on the 9 June 1916.



Reserve 20647, comprising 10 acres (approximately 4.0463 Hectares), was gazetted as a cemetery on the 3 March 1931.



The Dundas Roads Board was subsequently appointed as the board to control and manage the cemetery within Reserve 20647.

Officer's Comment

As the Cemeteries Board the Shire is responsible for cemeteries within its municipal area. It is appropriate that the reserves that have the purpose of cemetery are vested in the Shire. The acquiring of management of these reserves will not add any management costs but it will enable burials and other works to be undertaken correctly in the future.

Currently it is technically improper of the Shire to facilitate burials or do any other works on these reserves. These vestings will enable the Shire to operate correctly as the Cemetery Board in these locations.

It should be noted that whilst Native Title is extinguished on Reserves 16407 and 20247.

Consultation

Cemetery Working Group

Financial Implications

Nil

Asset Management Implications

Nil

Statutory Implications

Land Administration Act 1997

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Place - Outcome 7. Responsible planning and development

Objective 7.1. Enable access to land and development opportunities to meet local needs.

Environmental Considerations

Nil

Attachments

A₁. Cemetery Gazette Notices

Officer's Recommendation

That Council request the Minister for Lands under Section 41 of the *Land Administration Act 1997* to grant management of Reserves 16407 and 20647 to the Shire of Esperance retaining the current purpose of the Reserves.

Voting Requirement

Simple Majority

Reserve 16407

RESERVES.
Department of Lands and Surveys,
Perth, 9th June, 1916.

HIS Excellency the Governor in Executive Council has been pleased to set apart as Public Reserves the lands described in the Schedules below, for the purposes therein set forth.

11202/00.
KALGOORLIE.—No. 16406 (Salvation Army).—Lot R. 744. (0a. 1r. 0p.) (Plan Kalgoorlie Sheet 2.) Reserve 7533 is hereby cancelled.
5585/14.
FITZGERALD.—No. 16407 (Cemetery).—Location 235. (20 acres.) (Plan 402/80, C1.)
622/16.
KYARRA (near Abbots).—No. 16408 (Abattoirs).—Location 14. (5 acres.) (Plan 59/300.)

R. CECIL CLIFTON,
Under Secretary for Lands.

Reserve 20647

The Cemeteries Act, 1897.
PROCLAMATION

WESTERN AUSTRALIA, TO WIT. W. R. CAMPION, Governor. [L.S.]	} By His Excellency Colonel Sir William } Robert Campion, Knight Commander of the Most Distinguished Order of St. Michael and St. George, D.S.O., Gov- ernor in and over the State of West- ern Australia and its Dependencies in the Commonwealth of Australia.
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Corres. No. 217/31.

WHEREAS under the provisions of "The Cemeteries Act, 1897," and amending Acts, it is made lawful for the Governor in Executive Council from time to time by Proclamation to appoint such place or places in each district as shall be expedient to be reserved for the burial of the dead: Now, therefore I, Colonel Sir William Robert Campion, Governor as aforesaid, with the advice and consent of the Executive Council, in exercise of the powers in me vested as aforesaid, do by this Proclamation appoint Reserve 20647 (at Salmon Gums) a Public Cemetery, but subject to such regulations as may be published from time to time for the proper management thereof.

Given under my hand and the Public Seal of the said State, at Perth, this 3rd day of March, 1931.

By His Excellency's Command,

C. G. LATHAM,
Minister for Lands.

GOD SAVE THE KING !!!

Cemetery Reserve 20647, at Salmon Gums—
Appointment of Board.

Corres. No. 217/31.

HIS Excellency the Governor in Executive Council has been pleased to appoint, under the provisions of the above Act, the Dundas Road Board as a Board to control and manage Cemetery Reserve 20647, at Salmon Gums.

C. G. MORRIS,
Under Secretary for Lands.

12.2 ASSET MANAGEMENT

Item: 12.2.1

Road Safety Management Plan

Author/s	Mathew Walker	Director Asset Management
Authorisor/s	Shane Burge	Chief Executive Officer

File Ref: D24/9795

Applicant

Internal

Location/Address

N/A

Executive Summary

For Council to consider endorsing the Road Safety Management Plan.

Recommendation in Brief

That Council endorse the Shire of Esperance – Road Safety Management Plan 2024-2030.

Background

On the Shire of Esperance's local road network there have been 27 fatal and serious injury (FSI) over a five year period from 2018 to 2022. Each of these represents a life altering impact to a person and their loved ones. Reducing road trauma is a National and State priority that flows on to Local Governments as local road managers.

As part of the Esperance Council Plan 2022-2032, Council has identified Priority Project 10.2.1 Develop a Road Safety Strategy to help deliver its Objective 10.2. Deliver an efficient and safe road network. Officers in collaboration with Main Roads WA and RoadWise have developed the Shire of Esperance Road Safety Management Plan 2024-2030 (RSMP), included in attachment A.

The RSMP complements the Road Safety Strategy 2020-2030 for Western Australia '*Driving Change*' and the journey over the next 10 years towards a shared vision and the steps to take to improve road safety infrastructure, vehicles and the cultural change needed to achieve it.

Officer's Comment

The RSMP is based on the Safe Systems principles:

Safe System philosophy is founded on:

- Ethics – no one should be killed on our road network;
- Crash Force – understanding the survivable forces of the human body in relation to crash types; and
- Human Error – accepting that humans are fallible and will continue to make mistakes.

The Safe System approach is underpinned by three guiding principles:

- People will always make mistakes on our roads but should not be killed or seriously injured as a consequence;
- There are known limits to the forces the human body can tolerate without being seriously injured; and
- The road transport system should be designed and maintained so that people are not exposed to crash forces beyond the limits of their physical tolerance.

The four Safe Systems pillars and how the RSMP actions are grouped are:

Safe Roads and Roadsides - roads and roadsides are designed and maintained to reduce the risk of crashes occurring, and to lessen the severity of injury if a crash does occur.

Safe Speeds – speeds are managed to complement the road environment and ensure crash impact forces are within human tolerances.

Safe Vehicles – vehicles that lessen the likelihood of a crash and protect occupants and other road users.

Safe People (road use) – road users that are skilled, competent, alert and unimpaired.

The aim of Shire's RSMP is to understand the road safety risk on the local road network and set out both reactive and proactive actions to address the risks that are within our sphere of influence and track our progress throughout the journey.

Consultation

RoadWise

Regional Road Group

Main Roads WA

Council workshop on the 20 February 2024

Financial Implications

The financial implications arising from this report will be considered in future budgets.

Asset Management Implications

Asset management implications arising from the Road Safety Management Plan will be considered as part of future budgets and plans.

Statutory Implications

Nil

Policy Implications

There are a number of policies that will come out of the Road Safety Management Plan, that will need to be considered at a later date by Council.

Strategic Implications

Council Plan 2022 – 2032

Place - Outcome 10. Safe, affordable, accessible and sustainable transport systems

Objective 10.2. Deliver an efficient and safe road network

Priority Project 10.2.1 Develop a Road Safety Strategy

Environmental Considerations

Nil

Attachments

A₁. Shire of Esperance - Road Safety Management Plan 2024-2030

Officer's Recommendation

That Council endorse the Shire of Esperance – Road Safety Management Plan 2024-2030.

Voting Requirement

Simple Majority



Road Safety Management Plan 2024-2030



Foreword

The Shire of Esperance in developing this Road Safety Management Plan are committed to reducing road trauma on the local road network throughout the Shire. This is to be achieved by adopting Safe System principles and by accepting that people will always make mistakes on our roads but should not be killed or seriously injured as a consequence and acknowledging that there are known limits to the forces the human body can tolerate without being seriously injured. The Shire of Esperance agrees that our local road transport system should be designed and maintained so that people are not exposed to crash forces beyond the limits of their physical tolerance.

The aim of our Road Safety Management Plan is to understand the road safety risk on the local road network throughout the Shire of Esperance and set out both reactive and proactive actions to address the risks. The Shire with support from our partners aim to implement the actions outlined in this plan and monitor the road safety outcomes of these actions over the term of the plan.

Our Road Safety Management Plan was endorsed by the Shire of Esperance on xxxxxxxxxxxxxx.

The delivery of the actions set out in the plan are to be achieved as the result of the Shire of Esperance and our partners working collaboratively to achieve good road safety outcomes for the people who live, work and travel on the local road network in the shire.

Our Partners



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State Road Safety Strategy 2020 - 2030

The Road Safety Strategy for Western Australia ‘*Driving Change*’ sets out the journey over the next 10 years towards a shared vision and the steps to take to improve road safety infrastructure, vehicles and the cultural change needed to achieve it.

Road safety is an important public health issue and saving more lives depends on an important cultural shift towards greater acceptance of road safety as everybody’s responsibility and less acceptance of road trauma as part of the journey.

People are at the heart of our transport system and the vision is for all Western Australians to connect with the places where they live, work, learn and play safely. WA’s population is growing and ageing and more people are choosing other transport options alongside private car use, including walking, cycling, public transport and on-demand transport.

Since 2008, the greatest improvements have been in:

		Killed or Seriously Injured		% change
		Baseline*	2019	
Young road users	17-19	350	108	▼ 69%
Seatbelt not worn		216	68	▼ 69%
Speed related		640	301	▼ 53%
Motor vehicle occupants		2,385	1,258	▼ 47%

But, areas where we still need more focus include:

		Killed or Seriously Injured		% change
		Baseline*	2019	
Metro intersections		1,054	607	▼ 42%
Regional and Remote		1,062	676	▼ 36%
Pedestrians		210	137	▼ 35%
Crashes involving errors, tiredness and inattention		2,104	1,414	▼ 33%
Cyclists		100	87	▼ 13%
Motorcyclists		364	320	▼ 12%

WA’s population has doubled since the 1970s and road deaths have halved. Since WA published the previous Road Safety Strategy in 2008, there has been a 19% reduction in road deaths and a 43% reduction in serious injuries.

Despite the downward trend in road trauma over time, there are still too many preventable deaths and serious injuries on WA roads.

In addition to the huge personal, social and health impacts of road trauma, the economic cost of each death on WA roads has been estimated at over \$7 million. The average cost of each hospitalised injury is over \$300,000. Road trauma costs Western Australia approximately \$2.4 billion every year.

The numbers of lives and livelihoods affected by road trauma are unacceptably high and these people and their loved ones are the hidden victims of road trauma.

Our Target

The *Driving Change* strategy aims to reduce the numbers of people killed, severely or seriously injured by **50 – 70 % by 2030**. (evaluated on the baseline average crash data from 2015 to 2019)

Achieving a 50 % reduction will see WA keep pace with the rest of Australia, whereas achieving a 70 % reduction will see WA catch up with the best performing Australian jurisdictions. WA could save up to 723 lives and prevent approximately 8,000 fewer people suffering from serious and life-changing injuries over the next decade.

This is achievable by doing more of what works, embracing new technology and engaging with the community and stakeholders to develop a cultural shift in road safety attitudes and behaviours.

Safe System Principles

The Safe System approach underpins our 'Driving Change' state strategy. It was pioneered in Sweden and acknowledges the physiological and psychological limitations of humans and puts ultimate responsibility on the designers and operators of the road system to accommodate these human limitations.

Safe System philosophy is founded on:

- **Ethics** – no one should be killed on our road network;
- **Crash Force** – understanding the survivable forces of the human body in relation to crash types; and
- **Human Error** – accepting that humans are fallible and will continue to make mistakes.

Safe System is a road safety approach adopted by Federal and State Government that is promoted to Local Governments to generate improvements in road safety. The Safe System approach is underpinned by three guiding principles:

- people will always make mistakes on our roads but should not be killed or seriously injured as a consequence;
- there are known limits to the forces the human body can tolerate without being seriously injured; and
- the road transport system should be designed and maintained so that people are not exposed to crash forces beyond the limits of their physical tolerance.

Safe System principles require a holistic view of the road transport system and the interactions among roads and roadsides, travel speeds, vehicles and road users. This is an inclusive approach that caters for all groups using the road system, including drivers, motorcyclists, passengers, pedestrians, bicyclists, and commercial and heavy vehicle drivers. Consistent with a long-term road safety vision, it recognises that people will always make mistakes and may have road crashes, but the road system should be forgiving and those crashes should not result in death or serious injury.

Central to the Safe System approach is human tolerance to crash impacts and the management of kinetic energy transfer so these are within survivable limits. The Safe System approach is based on the following four Safe System pillars:

- **Safe Roads and Roadsides** - roads and roadsides are designed and maintained to reduce the risk of crashes occurring, and to lessen the severity of injury if a crash does occur.
- **Safe Speeds** – speeds are managed to complement the road environment and ensure crash impact forces are within human tolerances.
- **Safe Vehicles** – vehicles that lessen the likelihood of a crash and protect occupants and other road users.
- **Safe People (road use)** – road users that are skilled, competent, alert and unimpaired.



Survivability of Crashes – the chances of surviving a crash decreases rapidly above certain impact speeds, dependant on the nature of the collision:

- Car/pedestrian (vulnerable road users): **30 km/h**
- Car/motorcyclist (vulnerable road users): **30 km/h**
- Car/tree or pole (run off road impact object): **40 km/h**
- Car/car (side impact – right angle): **50 km/h**
- Car/car (head-on): **70 km/h**

The Shire of Esperance acknowledges in the assessment of crash risk throughout the local road network in the Shire, that any recorded crash of the types listed above that occur in a location that is likely to exceed the associated speed threshold has the potential to result in a higher severity outcome. Therefore, in accordance with Safe System principles all locations identified that demonstrate the risk of a high severity crash outcome will be evaluated and treated on that basis.

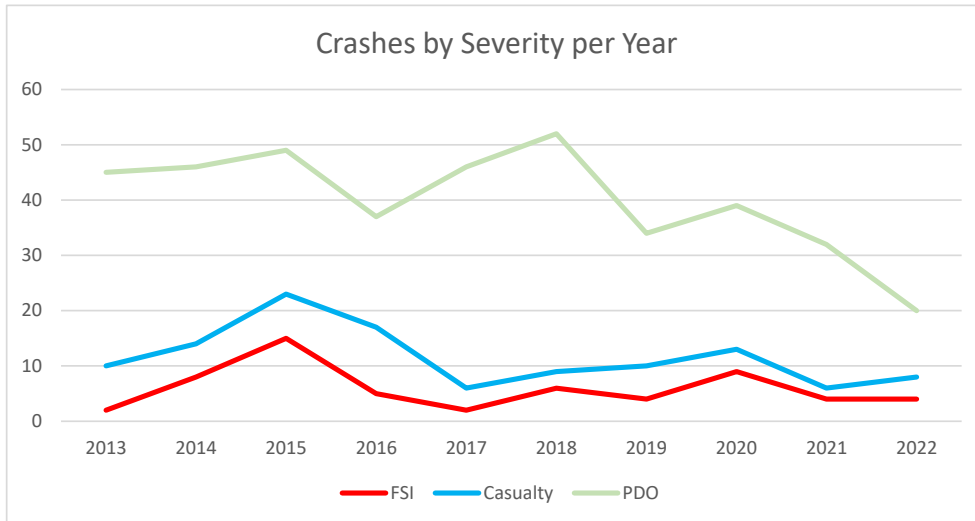
Understanding Our Road Safety Risk

The purpose of the following charts and tables is to provide an understanding of the existing crash risk in the Shire of Esperance based on the recorded crash history that has occurred on the local road network. This information outlines the key crash severity and crash nature statistics as well as an individual summary of crashes involving vulnerable road users.

The Shire of Esperance acknowledge that this plan is based on a reactive road safety approach, as unfortunately the results of proactive models such as AusRAP and ANRAM are currently unavailable for the local road network. However, other proactive road safety approaches will be considered by the Shire in the interim period such as: utilising the [Austroads Infrastructure Risk Rating Tool \(IRR\)](#) in combination with the Route and Intersection Risk Assessment Tools in [Crash Map](#); working towards developing a '[Network Safety Plan](#)' to identify suitable road stereotypes (cross-section and intersection designs) to provide consistent and improved safety outcomes on road networks and corridors; conducting [Road Safety Audits](#) on proposed changes to local roads; undertaking Road Safety Inspections at locations of concern; and taking a risk based approach to crash analysis. The long-term aim of the Shire is to work with our partners to develop personal and collective risk crash maps for the Shire to work towards taking a more proactive approach to addressing crash risk.



Crash Severity per Year

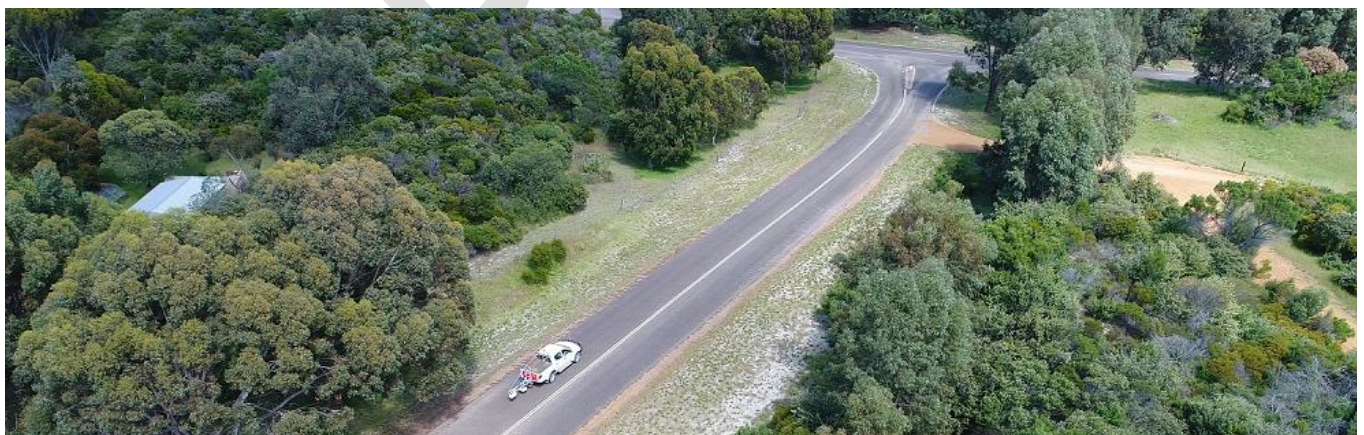


(FSI – Fatal and Serious Injury crashes / Casualty – fatal, hospital and medical severity crashes / PDO – Property Damage Only crashes)

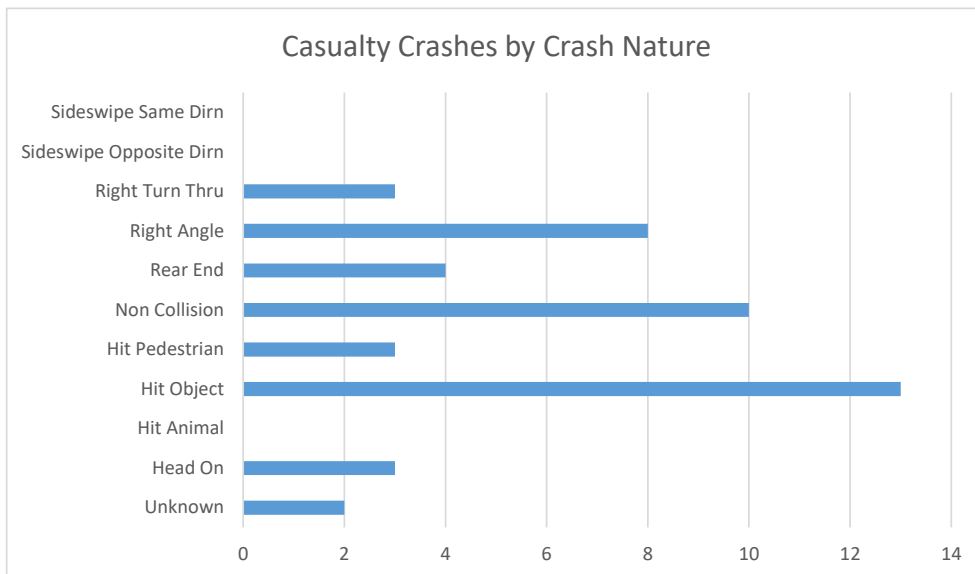
All Crash Severities by Year

Year	PDO Crashes	Casualty Crashes	FSI Crashes
2018	52	9	6
2019	34	10	4
2020	39	13	9
2021	32	6	4
2022	20	8	4
Total	177	46	27

The above crash statistics show that there has been a steady decline in the number of crashes that resulted in property damage, however casualty severity and fatal and serious injury (FSI) are tracking level on the local road network in the Shire of Esperance.



Casualty Crashes by Crash Nature



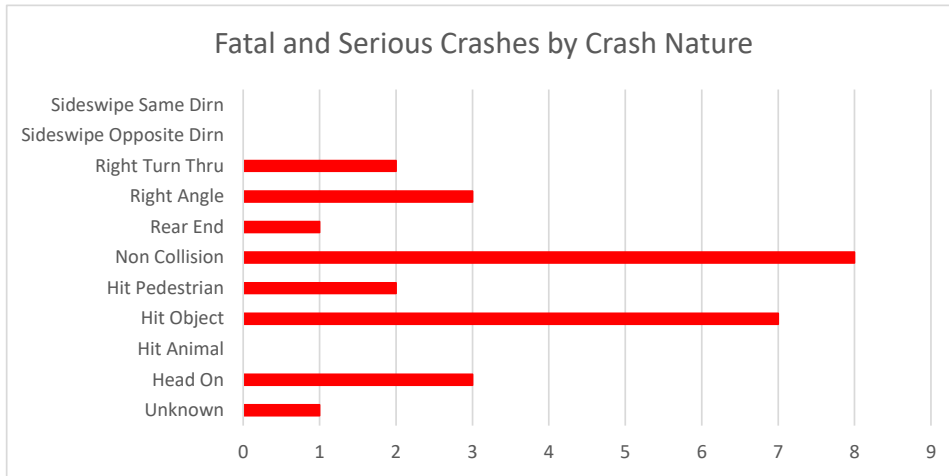
(Casualty – fatal, hospital and medical severity crashes)

Casualty Crashes by Crash Nature

Casualty Crash Nature	No. of Crashes	%
Unknown	2	4.35
Head On	3	6.52
Hit Animal	0	0
Hit Object	13	28.26
Hit Pedestrian	3	6.52
Non Collision	10	21.74
Rear End	4	8.7
Right Angle	8	17.39
Right Turn Thru	3	6.52
Sideswipe Opposite Dirn	0	0
Sideswipe Same Dirn	0	0
Total	46	100

The information above shows that the predominant casualty crash nature in the period from 2018 to 2022 on the local road network in the Shire of Esperance are **hit object crashes and non collision**, followed by right angle, rear end, head on, hit pedestrian, right turn through and unknown crash types.

Fatal and Serious Injury Crashes by Nature



(FSI – Fatal and Serious Injury crashes)

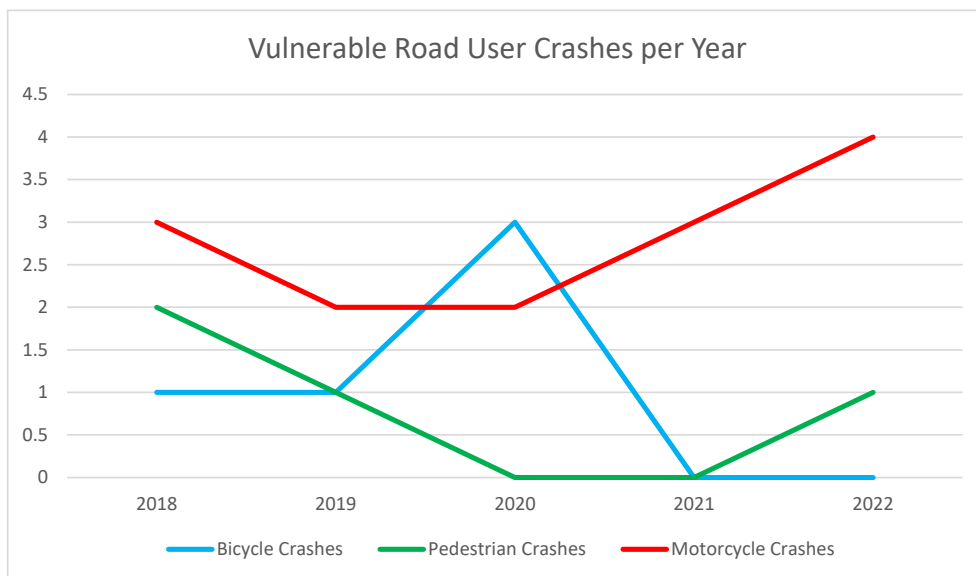
Fatal and Serious Injury Crashes by Crash Nature

Fatal or Serious Injury Crash Nature	No. of Crashes	%
Unknown	1	3.7
Head On	3	11.11
Hit Animal	0	0
Hit Object	7	25.93
Hit Pedestrian	2	7.41
Non Collision	8	29.63
Rear End	1	3.7
Right Angle	3	11.11
Right Turn Thru	2	7.41
Sideswipe Opposite Dirn	0	0
Sideswipe Same Dirn	0	0
Total	27	100



It is important to understand the differences in the predominant crash natures when comparing fatal and serious injury (FSI) crash outcomes with casualty crashes (Non Collision and Hit Object are significant in both crash severity categories). The information above shows that the predominant fatal and serious injury (FSI) crash nature in the period from 2018 to 2022 on the local road network in the Shire of Esperance are **non collision crashes and hit object**, followed right angle, head on crashes, hit pedestrian, right turn through, rear end and unknown crash types.

Vulnerable Road Users per Year



Bicycle Crashes by Severity

Bicycle Crashes By Severity	No. of Crashes
Fatal	0
Hospital	1
Medical	1
PDO Major	0
PDO Minor	3
Total	5

Motorcycle Crashes by Severity

Motorcycle Crashes By Severity	No. of Crashes
Fatal	2
Hospital	5
Medical	0
PDO Major	3
PDO Minor	4
Total	14

Pedestrian Crashes by Severity

Pedestrian Crashes By Severity	No. of Crashes
Fatal	1
Hospital	1
Medical	1
PDO Major	1
PDO Minor	0
Total	4

The crash statistics involving vulnerable road users shows that the predominant vulnerable road user involved in the majority of fatal and serious injury crashes on the local road network in the Shire of Esperance are **motorcycle crashes** followed by pedestrian and bicycle type crashes.

Key Areas of Focus

Predominant Crash Types

The review of the recorded crash history on the local road network in the Shire of Esperance has found that non collision and hit object crashes are over-represented when compared to all casualty crash types and are also over represented for fatal and serious injury followed by right angle and head on crash types.

The Shire of Esperance plans to focus its efforts on the above predominant crash types when prioritising improvements and conducting maintenance activities on the local road network.

The Shire of Esperance aims to develop a better understanding of the road safety risks on the local road network using available training, tools and resources.

Proactive Initiatives and Activities

The Shire and its partners aim to promote and be actively involved in road safety educational initiatives and support road safety enforcement activities throughout the Shire as outlined in our action plan. The Shire intends to utilise the [Austroads Infrastructure Risk Rating Tool \(IRR\)](#) in combination with the Route and Intersection Risk Assessment Tools in [Crash Map](#); work towards developing a '[Network Safety Plan](#)' to identify suitable road stereotypes (cross-section and intersection designs) to provide consistent and improved safety outcomes on road networks and corridors; proactively conduct [Road Safety Audits](#) on proposed changes to local roads; and undertake Road Safety Inspections on individual locations and routes of concern throughout the local road network.

The Shire aims to work with our partners to create personal and collective risk maps for the routes in the Shire to work towards taking a more proactive risk assessment approach. The Shire also intends to conduct local area assessments in our suburbs to work towards improving road safety within our communities.

Knowledge and Skills Development

The Shire of Esperance will take all opportunities to further develop and build a road safety knowledge base in the Shire to build capacity and to assist improvement of road safety outcomes.

Action Plan Delivery

The Shire with the support from our partners intends to deliver the Safe System cornerstone actions detailed in our action plan.

Progress Tracking and Monitoring

The Shire of Esperance will monitor our Road Safety Management Plan objectives and progress in relation to the targets set out in State Road Safety Strategy and re-evaluate proposed actions as required.

Action Plan

Safe Roads and Roadsides – Safety Performance Indicators				
Item	Action	Supporting Tools and Resources	Shire / Partner Commitment	Target
1.1	Conduct road safety assessments to identify potential locations for Black Spot funding submissions (reactive and proactive site selection)	Crash Map Road View – route assessment video tool Road Safety Engineering – Treatment of Crash Locations training Austroads Guide to Road Safety Part 2: Safe Roads Austroads Safe System Roads for Local Government	Shire of Esperance	State Road Safety Strategy Target Ongoing
1.2	Conduct road safety assessments on known high risk routes and intersections	Crash Map Road View - route assessment video tool Regional Road Safety Program – LG Roads Austroads Infrastructure Risk Rating Tool	Shire of Esperance Main Roads	State Road Safety Strategy Target Ongoing
1.3	Develop and identify suitable road stereotypes (cross-section and intersection designs) to provide consistent and improved safety outcomes on road networks and corridors	Austroads Road Cross-section Design for Road Stereotypes (including Network Safety Plans) and a Safe System Austroads Network Design for Road Safety: User Guide http://www.roadwise.asn.au/lgstars	Shire of Esperance	October 2024
1.4	Apply the Austroads Safe System Assessment Framework to assess infrastructure changes alignment with Safe System principles	Austroads Safe System Assessment Framework Road Safety Engineering – Treatment of Crash Locations training	Shire of Esperance	October 2024
1.5	Adopt a Road Safety Audit Policy for the Shire of Esperance	Austroads Model Road Safety Audit Policy template for Local Government	Shire of Esperance	October 2024

Safe Roads and Roadsides – Safety Performance Indicators				
Item	Action	Supporting Tools and Resources	Shire / Partner Commitment	Target
1.6	Conduct Road Safety Audits on significant permanent changes to the road network and conduct Road Safety Inspections at locations of concern	Road Safety Audit training to build auditor resources in the city	Shire of Esperance	Ongoing
1.7	Ensure all development projects that involve a permanent change to the road environment are Road Safety Audited at design stages	Austroads Model Road Safety Audit Policy template for Local Government https://www.wa.gov.au/system/files/2021-07/GD-SDV-Local-government-subdivisional-guidelines.pdf	Shire of Esperance	Ongoing
1.8	Continue current roadside vegetation management to existing clearing lines ensure essential maintenance is conducted to safeguard sightlines and minimise hazards to the occupants of errant vehicles	Austroads Guide to Road Design Part 6: Roadside Design and Safety Barriers https://www.arrb.com.au/bestpracticeguides	Shire of Esperance	Ongoing
1.9	Assess roadside safety and develop a roadside safety priority plan	Austroads Guide to Road Design Part 6: Roadside Design and Safety Barriers Road View - route assessment video tool Austroads Infrastructure Risk Rating Tool	Shire of Esperance	June 2025
1.10	Seal shoulders cost effectively when conducting routine resurfacing maintenance operations where feasible	Austroads Guide to Road Design Part 3: Road Geometry Regional Road Safety Program – LG Roads	Shire of Esperance Main Roads	Ongoing
1.11	Develop a Local Area Traffic Management (LATM) priority list for the treatment of town centres and local activity areas to create safe and	Austroads Guide to Traffic Management Part 8: Local Street Management	Shire of Esperance	June 2025

Safe Roads and Roadsides – Safety Performance Indicators				
Item	Action	Supporting Tools and Resources	Shire / Partner Commitment	Target
	liveable road environments particularly for vulnerable road users	Road Safety Engineering – Treatment of Crash Locations training Crash Map		
1.12	Conduct monitoring to evaluate the road safety performance of all permanent changes to the local road network	Crash Map Monitoring Tool	Shire of Esperance	Ongoing
1.13	Ensure sealed road maintenance is scheduled and completed throughout the road network as necessary	ARRB Sealed Road Best Practice Guide 3 https://www.arrb.com.au/bestpracticeguides Austroads Guide to Pavement Technology Parts 5 to 7	Shire of Esperance	Ongoing
1.14	Ensure unsealed / gravel road maintenance is scheduled and completed throughout the road network as necessary	ARRB Unsealed Roads Best Practice Guide 2 https://www.arrb.com.au/bestpracticeguides Austroads Guide to Pavement Technology Parts 5 to 7	Shire of Esperance	Ongoing
1.15	Ensure Footpath / Shared Path maintenance is scheduled and completed throughout the path network as necessary	Shire of Esperance “Parking, Traffic & Pedestrian Strategy” Shire of Esperance Asset Management Plan	Shire of Esperance	Ongoing
1.16	Implement the Esperance 2050 Cycling Strategy	Department of Transport “Esperance 2050 Cycling Strategy”	Shire of Esperance Department of Transport	Ongoing

Safe Roads and Roadsides – Safety Performance Indicators				
Item	Action	Supporting Tools and Resources	Shire / Partner Commitment	Target
1.17	Ensure temporary traffic management for roadworks	MRWA Code of Practice “Traffic Management for Works on Roads” Austroads Guide to Temporary Traffic Management (AGTTM) and AS 1742.3–2019	Shire of Esperance MRWA	Ongoing
1.18	Review Heavy Vehicle / RAV Network and applications	MRWA “Standard Restricted Access Vehicle Route Assessment Guidelines”	Shire of Esperance MRWA	Ongoing
1.19	Review and maintain school bus routes and stops	WALGA “Guidelines for Road Safety Around Schools” School Bus Services “Bus Route Guidelines”	Shire of Esperance School Bus Services	Ongoing
1.20	Identify funding opportunities associated with road safety and initiate funding submissions.	Individual guidelines for each submission	Shire of Esperance MRWA Regional Road Group	Ongoing
1.21	Inspect and maintain bridge elements under shire responsibility, as required by MRWA	Level 1 Bridge Inspection Shire of Esperance Level 2 & 3 MRWA ARRB Bridge Management Best Practice Guide 4 https://www.arb.com.au/bestpracticeguides	Shire of Esperance MRWA	Ongoing
1.22	Inspect and maintain Rail Crossing elements under shire responsibility, as per interface agreement	Public Road and Rail Crossing at Grade interface Agreement	Shire of Esperance Rail Corridor Manager	Ongoing
1.23	Assess street lighting, speed zoning, regulatory signage and line marking as needed.	Austroads Guidelines MRWA Guidelines Street lighting Australian Standard	Shire of Esperance MRWA Horizon Power	Ongoing

Safe Roads and Roadsides – Safety Performance Indicators				
Item	Action	Supporting Tools and Resources	Shire / Partner Commitment	Target
	Instigate and implement in conjunction with the appropriate authority.			
1.24	Assess the shire's priority roads in accordance with the WALGA LG Star rating system or equivalent.	http://www.roadwise.asn.au/lgstars Austroads Infrastructure Risk Rating Tool ANRAM – Australian National Risk Assessment Model AusRAP – Australian Risk Assessment Program (Star Rating)	Shire of Esperance WALGA MRWA	December 2025

Safe Speeds – Safety Performance Indicators				
Item	Action	Supporting Tools and Resources	Shire / Partner Commitment	Target
2.1	Conduct speed monitoring to identify locations or in response to public concern to request potential speed enforcement by WA Police	WA Police Force – Cameras Traffic Map Austroads Guide to Road Safety Part 3: Safe Speed Metrocount Traffic Counters	Shire of Esperance WA Police	Ongoing
2.2	Conduct speed monitoring to identify locations or in response to public concern to request potential speed limit reductions where feasible	Main Roads – Speed Zoning TrafficMap Austroads Infrastructure Risk Rating Tool Crash Map Metrocount Traffic Counters	Shire of Esperance Main Roads	Ongoing
2.3	Assist to promote, support and cascade speed awareness campaigns from the Road Safety Commission	Road Safety Commission – Speeding Road Safety Commission – Event Grants Road Safety Commission – Project Grants	Shire of Esperance Road Safety Commission	Ongoing

Safe Speeds – Safety Performance Indicators				
Item	Action	Supporting Tools and Resources	Shire / Partner Commitment	Target
		Road Safety Commission – Information sheets	WALGA RoadWise	
2.4	Identify potential high risk urban locations for speed management by Local Area Traffic Management	Austroads Guide to Traffic Management Part 8: Local Street Management Crash Map	Shire of Esperance	December 2025
2.5	Identify potential locations for speed activated warning signs	Austroads Speed Reduction Treatments for High-speed Environments Crash Map	Shire of Esperance	December 2025
2.6	Shire of Esperance courtesy speed display signs to be deployed at high risk locations or sites of concern	WALGA RoadWise – Courtesy Speed Display Signs	Shire of Esperance WALGA RoadWise	Ongoing

Safe Vehicles – Safety Performance Indicators				
Item	Action	Supporting Tools and Resources	Shire / Partner Commitment	Target
3.1	Commitment to purchase five-star ANCAP rated vehicles for the Shire's light vehicle fleet	ANCAP	Shire of Esperance	June 2024
3.2	Introduce contractual arrangements to the works tender process to ensure contactors employed by the Shire have vehicles with a minimum ANCAP Star rating	ANCAP	Shire of Esperance	December 2025
3.3	Introduce daytime running headlights to the Shire vehicle fleet	Australian Transport Safety Bureau – Daytime Running Lights (DRL)	Shire of Esperance	December 2025

Safe Vehicles – Safety Performance Indicators				
Item	Action	Supporting Tools and Resources	Shire / Partner Commitment	Target
3.4	Assist to promote, support and cascade safe vehicle information from the Road Safety Commission	Road Safety Commission – Safe Vehicles Road Safety Commission – Information sheets	Shire of Esperance Road Safety Commission	Ongoing
3.5	Assist to promote, support and cascade vehicle child car restraint information from WALGA RoadWise	WALGA RoadWise – Child car restraints	Shire of Esperance WALGA RoadWise	Ongoing
3.6	Adopt RoadWise Fleet Safety Policies	WALGA RoadWise – Fleet Safety Resource Kit	Shire of Esperance WALGA RoadWise	December 2024
3.7	Assist to promote, support and cascade safe vehicle information to the public when purchasing a vehicle	How Safe is Your Car Online Resource Road Safety Commission – Buying a Safe Vehicle guidance	Shire of Esperance Road Safety Commission	Ongoing

Safe People (Road Use) – Safety Performance Indicators				
Item	Action	Supporting Tools and Resources	Shire / Partner Commitment	Target
4.1	Assist to promote, support and cascade safe road use initiatives and campaigns from the Road Safety Commission and WALGA RoadWise	Road Safety Commission – Campaigns WALGA – RoadWise Road Safety Commission – Event Grants Road Safety Commission – Project Grants	Shire of Esperance WALGA RoadWise Road Safety Commission	Ongoing
4.2	Promote and support road safety initiatives at schools	WALGA RoadWise – Safety Around Schools	Shire of Esperance WALGA RoadWise	Ongoing

Safe People (Road Use) – Safety Performance Indicators				
Item	Action	Supporting Tools and Resources	Shire / Partner Commitment	Target
4.3	Identify suitable urban locations that could be converted to Safe Active Streets	Safe Active Streets – Department of Transport Crash Map	Shire of Esperance Department of Transport	December 2025
4.4	Deploy WALGA RoadWise Targeted Enforcement Signs where applicable	WALGA RoadWise – Targeted Enforcement Signs WA Police Force	Shire of Esperance WALGA RoadWise WA Police	December 2025
4.5	Assist the promotion of enforcement, no mobile phone use and driving initiatives.	WALGA RoadWise – Mobile Phone Use WA Police Force Road Safety Commission – mobile phones Road Safety Commission – Event Grants Road Safety Commission – Project Grants	Shire of Esperance WALGA RoadWise WA Police Road Safety Commission	Ongoing
4.6	Support schools in applying for traffic warden controlled children's crossings and provide any necessary infrastructure changes at approved children's crossing locations	WA Police Force – Children's Crossings	Shire of Esperance WA Police	Ongoing
4.7	Staff Driver Training <ul style="list-style-type: none"> • 4wd / Gravel Roads • Defensive Driving • Staff Inductions 		Shire of Esperance	As required

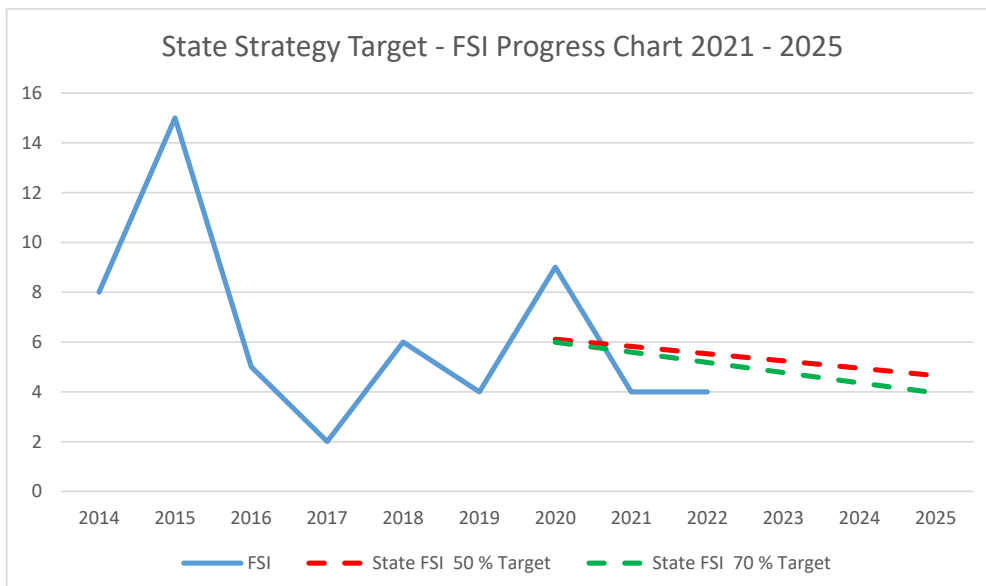
State Strategy Target Tracking

Progress Report 2021 – 2025

The following tables and chart outline the progress of the Shire of Esperance towards the State's Road Safety Strategy target of **50 - 70 %** reduction in fatal and serious crashes by 2030 over the period from 2021 to 2025.

Crashes per Year by Severity

Year	PDO	Casualty	FSI	State FSI 50 % Target	State FSI 70 % Target
2014	46	14	8	-	-
2015	49	23	15	-	-
2016	37	17	5	-	-
2017	46	8	2	-	-
2018	52	9	6	-	-
2019	34	10	4	-	-
2020	39	13	9	6.11	5.99
2021	32	6	4	5.82	5.59
2022	20	8	4	5.53	5.18
2023				5.24	4.77
2024				4.95	4.36
2025				4.65	3.69



Casualty Crashes by Nature

Casualty Crash Nature	2017 - 2021	2021 - 2025	Percentage Change (%)
Unknown	3	0	+/- 0 %
Head On	3	0	+/- 0 %
Hit Animal	0	0	+/- 0 %
Hit Object	15	0	+/- 0 %
Hit Pedestrian	4	0	+/- 0 %
Non Collision	11	0	+/- 0 %
Rear End	5	0	+/- 0 %
Right Angle	0	0	+/- 0 %
Right Turn Thru	12	0	+/- 0 %
Sideswipe Opposite Dirn	0	0	+/- 0 %
Sideswipe Same Dirn	0	0	+/- 0 %
Total	53	0	+/- 0 %

Action Plan Update 2026

The following items in the action plan have been updated based on results from the monitoring of the progress report from 2021 to 2025.

Item	Action Update	Available Tools and Resources	Shire / Partner Commitment	Updated Target
1.1	Details of action to be updated	Updated tools and resources	Who is responsible	New Target
2.1	Details of action to be updated	Updated tools and resources	Who is responsible	New Target
3.1	Details of action to be updated	Updated tools and resources	Who is responsible	New Target
4.1	Details of action to be updated	Updated tools and resources	Who is responsible	New Target

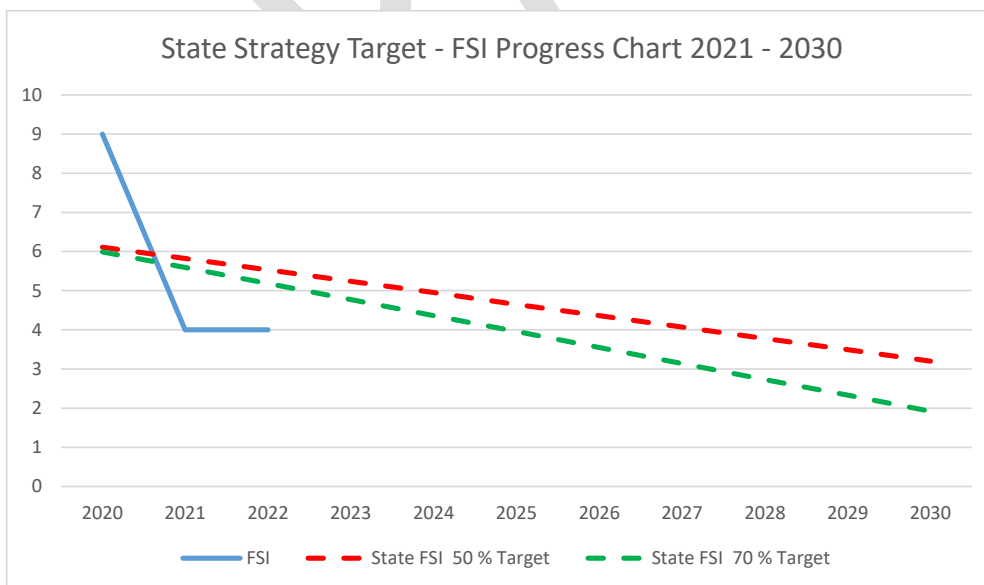
Provide further background to any action plan updates

Progress Report 2021 – 2030

The following tables and chart outline the progress of the Shire of Esperance towards the State's Road Safety Strategy target of **50 - 70 %** reduction in fatal and serious crashes by 2030 over the period from 2021 to 2030.

Crashes per Year by Severity

Year	PDO	Casualty	FSI	State FSI 50 % Target	State FSI 70 % Target
2020	39	13	9	6.11	5.99
2021	32	6	4	5.82	5.59
2022	20	8	4	5.53	5.18
2023	0	0	0	5.24	4.77
2024	0	0	0	4.95	4.36
2025	0	0	0	4.65	3.96
2026	0	0	0	4.36	3.55
2027	0	0	0	4.07	3.14
2028	0	0	0	3.78	2.73
2029	0	0	0	3.49	2.33
2030	0	0	0	3.20	1.92



Casualty Crashes by Nature

Casualty Crash Nature	2021 - 2025	2026 - 2030	Percentage Change (%)
Unknown	0	0	+/- 0 %
Head On	0	0	+/- 0 %
Hit Animal	0	0	+/- 0 %
Hit Object	0	0	+/- 0 %
Hit Pedestrian	0	0	+/- 0 %
Non Collision	0	0	+/- 0 %
Rear End	0	0	+/- 0 %
Right Angle	0	0	+/- 0 %
Right Turn Thru	0	0	+/- 0 %
Sideswipe Opposite Dirn	0	0	+/- 0 %
Sideswipe Same Dirn	0	0	+/- 0 %
Total	0	0	+/- 0 %

Results and Concluding Statement

At the end of the term of the plan present an outline of the overall results of the plan and provide a concluding statement, also provide details of any learnings from the plan to be carried forward to the next road safety management plan.

Notes

*Road Safety Inspection – an independent, formal and systematic inspection of the **elements of the existing road** from the aspect of traffic safety.*

*Road Safety Audit –an independent, formal and systematic check of the **road project** from the aspect of road safety.*



12.3 CORPORATE & COMMUNITY SERVICES

Item: 12.3.1

Financial Services Report - April 2024

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

File Ref: D24/9046

Attachments

A₁. Monthly Financial Services Report - March 2024

Officer's Recommendation

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

Voting Requirement Simple Majority



SHIRE OF ESPERANCE

MONTHLY FINANCIAL MANAGEMENT REPORTS

(Incorporating Statement of Financial Activity)

MARCH 2024

CORPORATE & COMMUNITY SERVICES



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Compilation Report

MANAGER FINANCIAL SERVICES
COMPILATION REPORT

MEETING DATE	: 23rd April 2024
ACCOUNTING PERIOD	: The period ended 31 st March 2024
COMPILATION DATE	: 9 th April 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 31 March of \$19,061,245.

Rates Collected

Rates collected at the end of March were 102.27% this is presented on page 17. Collections at the same time last year was 102.59%.

The collection percentage is greater than 100% as it reflects the amount of arrears (earlier years rates) that has been collected during the month, largely due to payment arrangements that are in place.

Fees and Charges

The draft Schedule of Fees and Charges for 2024/2025 have been sent out to Managers and Directors.

The schedules are due back to Finance by 5 April in preparation for Council's review before the end of the financial year.

Fringe Benefits Tax (FBT)

The FBT financial year ended at 31 March 2024. Assistant Accountant attended the annual FBT seminar during March.

This seminar provides the software to prepare the annual FBT return and up to date legislation regarding fringe benefits tax.

Compilation Report

Working Capital (Note 1- page 7)

The Council is solvent and I do not consider there any other matters of liquidity that I would bring to Council's attention.

Current surplus at the end of March is \$19,061,245. 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 \$17,810,887 and this is shown on page 7. Reserve balance is \$31,732,991 as per page 6.

Tamsen Kirby
Assistant Accountant

STATEMENT OF FINANCIAL ACTIVITY

BY REPORTING PROGRAM

For the Period Ended 1 March to 31 March 2024



DESCRIPTION	2022/2023 Budget (A)	YTD Budget (B)	YTD Actuals (C)	Variance	
				Amount \$ (C-B)	% (C/B)
Operating Income					
03 - General Purpose Funding	(35,513,902)	(34,007,292)	(34,508,635)	(501,343)	101%
04 - Governance	(343,098)	(191,348)	(201,450)	(10,102)	105%
05 - Law, Order & Public Safety	(1,287,748)	(1,033,517)	(624,488)	409,029	60%
07 - Health	(72,500)	(54,369)	(60,845)	(6,476)	112%
08 - Education & Welfare	(6,274,573)	(4,631,306)	(4,766,782)	(135,476)	103%
10 - Community Amenities	(6,350,501)	(5,255,758)	(5,281,241)	(25,483)	100%
11 - Recreation & Culture	(2,880,406)	(1,908,182)	(2,136,870)	(228,688)	112%
12 - Transport	(2,162,544)	(1,419,903)	(951,207)	468,696	67%
13 - Economic Services	(973,320)	(692,645)	(532,941)	159,704	77%
14 - Other Property & Services	(1,292,900)	(531,697)	(511,367)	20,330	96%
Income Total	(57,151,492)	(49,726,017)	(49,575,825)	150,192	
Expense					
03 - General Purpose Funding	609,518	318,214	267,882	(50,332)	84%
04 - Governance	2,790,941	1,976,001	1,922,692	(53,309)	97%
05 - Law, Order & Public Safety	2,854,386	2,144,220	1,887,214	(257,006)	88%
07 - Health	527,096	392,550	334,340	(58,210)	85%
08 - Education & Welfare	6,697,050	4,985,629	4,011,574	(974,055)	80%
10 - Community Amenities	7,488,162	5,334,484	4,380,341	(954,143)	82%
11 - Recreation & Culture	16,314,305	12,274,390	11,581,408	(692,982)	94%
12 - Transport	26,736,155	20,119,501	17,171,303	(2,948,198)	85%
13 - Economic Services	2,291,361	1,627,717	1,479,552	(148,165)	91%
14 - Other Property & Services	1,399,788	1,757,302	1,342,422	(414,880)	76%
Expense Total	67,708,762	50,930,008	44,378,727	(6,551,281)	
Operating Total	10,557,270	1,203,991	(5,197,098)	(6,401,089)	
Capital Income					
04 - Governance	(232,438)	(41,500)	(14,545)	26,955	35%
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)	(679,488)	(284,146)	395,342	42%
10 - Community Amenities	(3,809,815)	(31,000)	(182,585)	(151,585)	589%
11 - Recreation & Culture	(8,230,724)	(2,437,152)	(2,710,655)	(273,503)	111%
12 - Transport	(17,142,995)	(10,450,752)	(11,030,384)	(579,632)	106%
13 - Economic Services	(125,000)	0	0	0	0%
14 - Other Property & Services	(9,134,446)	(304,773)	(681,364)	(376,591)	224%
Income Total	(40,612,158)	(14,292,917)	(15,117,932)	(825,015)	
Expense					
04 - Governance	347,141	204,840	231,968	27,128	113%
05 - Law, Order & Public Safety	1,724,448	227,559	59,325	(168,234)	26%
07 - Health	45,000	0	0	0	0%
08 - Education & Welfare	763,488	567,610	584,329	16,719	103%
10 - Community Amenities	3,726,864	3,059,961	1,131,841	(1,928,120)	37%
11 - Recreation & Culture	9,594,276	4,061,740	1,877,154	(2,184,586)	46%
12 - Transport	31,049,354	22,675,058	16,525,238	(6,149,820)	73%
14 - Other Property & Services	8,159,259	5,416,668	964,068	(4,452,600)	18%
15 - Funds Transfer	3,916,015	0	794,097	794,097	
Expense Total	59,325,845	36,213,436	22,168,019	(14,045,417)	
Capital Total	18,713,687	21,920,519	7,050,087	(14,870,432)	
Grand Total	29,270,957	23,124,510	1,852,989	(21,271,521)	
Loss on Asset Disposals	(130,124)	(99,533)	(6,106)		
Profit on Asset Disposals	672,538	46,000	17,273		
Provisions and Accrual	(212,700)	0	42,866		
Movement of Non-Current Receivable	0	0	(12,680)		
Less; Surplus (Deficit) B/Fwd	4,075,261	4,075,261	4,075,261		
(Surplus)/Deficit	5,210	(140,754)	(19,061,245)		

STATEMENT OF FINANCIAL ACTIVITY

BY NATURE or TYPE



For the Period Ended 1 March to 31 March 2024

DESCRIPTION	2022/2023 Budget (A)	YTD Budget (B)	YTD Actuals (C)	Variance	
				Amount \$ (C-B)	% (C/B)
Operating Income					
Fees & Charges	(10,702,035)	(8,782,495)	(8,601,251)	181,244	98%
Interest Earnings	(2,147,000)	(1,042,287)	(1,444,097)	(401,810)	139%
Operating Grants & Subsidies	(6,438,577)	(4,572,920)	(5,066,495)	(493,575)	111%
Profit on Asset Disposals	(672,538)	(46,000)	(17,273)	28,727	38%
Rates	(25,401,667)	(25,301,667)	(25,188,900)	112,767	100%
Reimbursements	(1,029,747)	(767,770)	(653,095)	114,675	85%
Contributions & Donations Operating	(1,534,855)	(1,114,162)	(710,590)	403,572	64%
Reserve Transfers into Muni	(9,225,073)	(8,098,716)	(7,894,124)	204,592	97%
Income Total	(57,151,492)	(49,726,017)	(49,575,825)	150,192	
Expense					
Allocations	(920,489)	(554,810)	(766,768)	(211,958)	138%
Depreciation	25,520,200	19,136,470	16,880,325	(2,256,145)	88%
Insurance	914,137	922,901	887,856	(35,045)	96%
Interest Expense	87,674	59,116	50,098	(9,018)	85%
Loss on Asset Disposals	130,124	99,533	6,106	(93,427)	6%
Material & Contracts	17,797,187	13,683,661	9,778,931	(3,904,730)	71%
Other Expenditure	1,031,740	559,197	644,260	85,063	115%
Utility Charges	1,424,607	1,063,372	1,004,664	(58,708)	94%
Employment Expenses	21,723,582	15,960,568	15,893,255	(67,313)	100%
Expense Total	67,708,762	50,930,008	44,378,727	(6,551,281)	
Operating Total	10,557,270	1,203,991	(5,197,098)	(6,401,089)	
Capital Income					
Non-Operating Grants & Subsidies	(25,179,202)	(12,852,882)	(13,880,295)	(1,027,413)	108%
Proceeds from Disposals	(1,939,629)	(751,035)	(799,332)	(48,297)	106%
Proceeds from New Debentures	(2,500,000)	0	0	0	0%
Reimbursements	(5,906)	(5,906)	(5,906)	(0)	100%
Reserve Transfers into Muni	(10,796,685)	(683,094)	(274,252)	408,842	40%
Self Supporting Loan Principle Received	(190,736)	0	(158,147)	(158,147)	0%
Income Total	(40,612,158)	(14,292,917)	(15,117,932)	(825,015)	
Expense					
Material & Contracts	44,464,199	28,524,295	14,634,154	(13,890,141)	51%
Purchase of Assets	4,823,248	3,154,264	2,837,527	(316,737)	90%
Repayment of Debentures	245,549	127,289	169,265	41,976	133%
Reserve Transfers from Muni	3,916,015	0	794,097	794,097	
Employment Expenses	5,876,834	4,407,588	3,732,976	(674,612)	85%
Expense Total	59,325,845	36,213,436	22,168,019	(14,045,417)	
Capital Total	18,713,687	21,920,519	7,050,087	(14,870,432)	
Grand Total	29,270,957	23,124,510	1,852,989	(21,271,521)	
Depreciation	(25,520,200)	(19,136,470)	(16,880,325)		
Loss on Asset Disposals	(130,124)	(99,533)	(6,106)		
Profit on Asset Disposals	672,538	46,000	17,273		
Provisions and Accrual	(212,700)	0	42,866		
Movement of Non-Current Receivable	0	0	(12,680)		
Less: Surplus (Deficit) B/Fwd	4,075,261	4,075,261	4,075,261		
(Surplus)/Deficit	5,210	(140,754)	(19,061,245)		

**SHIRE OF ESPERANCE
MUNICIPAL FUND
Income Statement
Month Ending 31 March 2024**



	2023-24 BUDGET \$	2023-24 ACTUALS \$	VARIANCE \$	VARIANCE %
Operating Revenue				
Fees & Charges	(10,702,035)	(8,601,251)	(2,100,784)	80.4%
Interest Earnings	(2,147,000)	(1,444,097)	(702,903)	67.3%
Non-Operating Grants & Subsidies	(25,179,202)	(13,880,295)	(11,298,907)	55.1%
Operating Grants & Subsidies	(6,438,577)	(5,066,495)	(1,372,082)	78.7%
Profit on Asset Disposals	(672,538)	(17,273)	(655,265)	2.6%
Rates	(25,401,667)	(25,188,900)	(212,767)	99.2%
Reimbursements	(1,035,653)	(659,002)	(376,651)	63.6%
Contributions & Donations Operating	(1,534,855)	(710,590)	(824,265)	46.3%
Operating Revenue Total	(73,111,527)	(55,567,902)	(17,543,625)	
Operating Expense				
Allocations	(920,489)	(766,768)	(153,721)	83.3%
Depreciation	25,520,200	16,880,325	8,639,875	66.1%
Insurance	914,137	887,856	26,281	97.1%
Interest Expense	87,674	50,098	37,576	57.1%
Loss on Asset Disposals	130,124	6,106	124,018	4.7%
Material & Contracts	17,797,187	9,778,931	8,018,256	54.9%
Other Expenditure	1,031,740	644,260	387,480	62.4%
Utility Charges	1,424,607	1,004,664	419,943	70.5%
Employment Expenses	21,723,582	15,893,255	5,830,327	73.2%
Operating Expense Total	67,708,762	44,378,727	23,330,035	
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS				
(SURPLUS)/DEFICIT	(5,402,765)	(11,189,175)	5,786,410	

**SHIRE OF ESPERANCE
MUNICIPAL FUND**
Statement of Financial Position
Month Ending 31 March 2024
Compared to 30th June 2023



	31/03/2024	30/06/2023
	\$	\$
Current Assets		
Cash and Cash Equivalents	49,543,778	47,438,125
Trade and Other Receivables	4,243,342	3,016,069
Inventories	1,585,478	1,609,486
Current Assets Total	55,372,598	52,063,680
Current Liabilities		
Trade and Other Payables	(1,351,905)	(2,479,097)
Current Portion of Long Term Borrowings	(85,068)	(245,549)
Provisions	(3,660,902)	(3,733,245)
Other	(381,690)	(3,378,442)
Current Liabilities Total	(5,479,564)	(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	103,202,155	103,709,727
Infrastructure	592,134,666	587,948,318
Non Current Assets Total	699,651,491	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	741,156,355	729,967,180
Equity		
Reserves- Cash Backed	(31,732,991)	(39,107,270)
Revaluation Surplus	(376,780,596)	(376,780,596)
Retained Surplus	(332,642,768)	(314,079,314)
Equity Total	(741,156,355)	(729,967,180)

SHIRE OF ESPERANCE

COMPOSITION OF NET CURRENT FUNDING POSITION



Month Ending 31 March 2024

	31/03/2024	30/06/2023
	\$	\$
Current Assets		
Cash and Cash Equivalents	17,810,887	8,140,118
Trade and Other Receivables	4,210,753	2,914,531
Inventories	600,133	624,132
Current Assets Total	22,621,773	11,678,781
Current Liabilities		
Trade and Other Payables	(1,351,905)	(5,747,215)
Current Portion of Long Term Borrowings	(8,784)	(8,784)
Provisions	(1,818,041)	(1,847,521)
Other	(381,690)	0
Trusts	(100)	0
Current Liabilities Total	(3,560,519)	(7,603,520)
Total	19,061,254	4,075,261

VARIANCES
BY REPORTING PROGRAM



For The Period Ended 31 March 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	(34,007,292)	(34,508,635)	(501,343)	101%	↑	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	(1,033,517)	(624,488)	409,029	60%	↓	Variation is due to timing differences concerning 50% balance of Emergency Management grants.
07 - Health	(54,369)	(60,845)	(6,476)	112%	↑	Variation is due to higher than expected event permit requests & health inspections.
08 - Education & Welfare	(4,631,306)	(4,766,782)	(135,476)	103%	↑	Variation is due to timing differences concerning receipt of grant & subsidy income and recognising unspent grant income for 2024 relating to homecare.
11 - Recreation & Culture	(1,908,182)	(2,136,870)	(228,688)	112%	↑	Variation is due to increase in BOILC admissions and swim school enrolments. LotteryWest grant received earlier than budget.
12 - Transport	(1,419,903)	(951,207)	468,696	67%	↓	Variation is due to 3 month delay in receiving of Airport landing fees which is considered normal. Budgeted general reimbursements timing difference.
13 - Economic Services	(692,645)	(532,941)	159,704	77%	↓	Variation is due to timing differences concerning wild dog contributions and Community Water Supplies Partnership Program.

VARIANCES
BY REPORTING PROGRAM



For The Period Ended 31 March 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	318,214	267,882	(50,332)	84%	↓	Variation is due to timing difference with overhead recovery for Rates.
05 - Law, Order & Public Safety	2,144,220	1,887,214	(257,006)	88%	↓	Variation is due to fire mitigation works tracking below budget.
07 - Health	392,550	334,340	(58,210)	85%	↓	A temporary position vacancy has resulted in employee costs tracking below budget. Position has now been filled.
08 - Education & Welfare	4,985,629	4,011,574	(974,055)	80%	↓	Work is continuing on fire hydrant project. Various EHC program expenses and EVRC projects and are under budget.
10 - Community Amenities	5,334,484	4,380,341	(954,143)	82%	↓	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	12,274,390	11,581,408	(692,982)	94%	↓	Building maintenance for BOILC; civic centre & sports complexes is slower than budgeted. Parks maintenance; overflow cleaning; community grants program expenditure is higher than expected YTD.
12 - Transport	20,119,501	17,171,303	(2,948,198)	85%	↓	Capitalisation of new plant has yet to commence. Timing difference with Airport landside building maintenance.
13 - Economic Services	1,627,717	1,479,552	(148,165)	91%	↓	Variation is due to wild dog control contractor and various general administrative expenses are tracking under budget to date.
14 - Other Property & Services	1,757,302	1,342,422	(414,880)	76%	↓	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 31 March 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						
04 - Governance	(41,500)	(14,545)	26,955	35%	↓	Variation due to capital grants timing difference
05 - Law, Order & Public Safety	(348,252)	(214,252)	134,000	62%	↓	Recognising Condigup fire shed grant income for 2024.
08 - Education & Welfare	(679,488)	(284,146)	395,342	42%	↓	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	(2,437,152)	(2,710,655)	(273,503)	111%	↑	Variance due to balance of capital grants timing difference. Recognising CERMP sand backpass income for 2024.
12 - Transport	(10,450,752)	(11,030,384)	(579,632)	106%	↑	Variation is due to budget timing issues concerning capital grants and disposal of assets.
14 - Other Property & Services	(304,773)	(681,364)	(376,591)	224%	↑	Variation is due to early sale of SLIP lots and 2 x Hockey Place blocks.

VARIANCES
BY REPORTING PROGRAM



For The Period Ended 31 March 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	204,840	231,968	27,128	113%	↑	IT, capital purchases are currently tracking behind budget.
05 - Law, Order & Public Safety	227,559	59,325	(168,234)	26%	↓	Ranger's vehicle purchased earlier than expected. Work has not commenced on Grass Patch and Condingup BFB sheds.
10 - Community Amenities	3,059,961	1,131,841	(1,928,120)	37%	↓	Variation due to new waste management site and transfer station project are yet to commence.
11 - Recreation & Culture	4,061,740	1,877,154	(2,184,586)	46%	↓	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	22,675,058	16,525,238	(6,149,820)	73%	↓	Road & Street projects are tracking behind budget YTD. Airport CCTV and lighting upgrade is continuing.
14 - Other Property & Services	5,416,668	964,068	(4,452,600)	18%	↓	Flinders development work and Ocean Street development is behind budget expectations. Construction of 4 units is yet to commence.
15 - Funds Transfer	0	794,097	794,097		↑	Reserve transfers are ahead of budget due to interest received on investments.

**Shire of Esperance
For the Period Ended 31 March 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
	Budget Review Amendments (Net)	O0324-034	(16,790)	5,210
Amended Budget as per Council Resolution (1)				5,210

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

**Shire of Esperance
For the Period Ended 31 March 2024**

RECEIVABLES STATUS

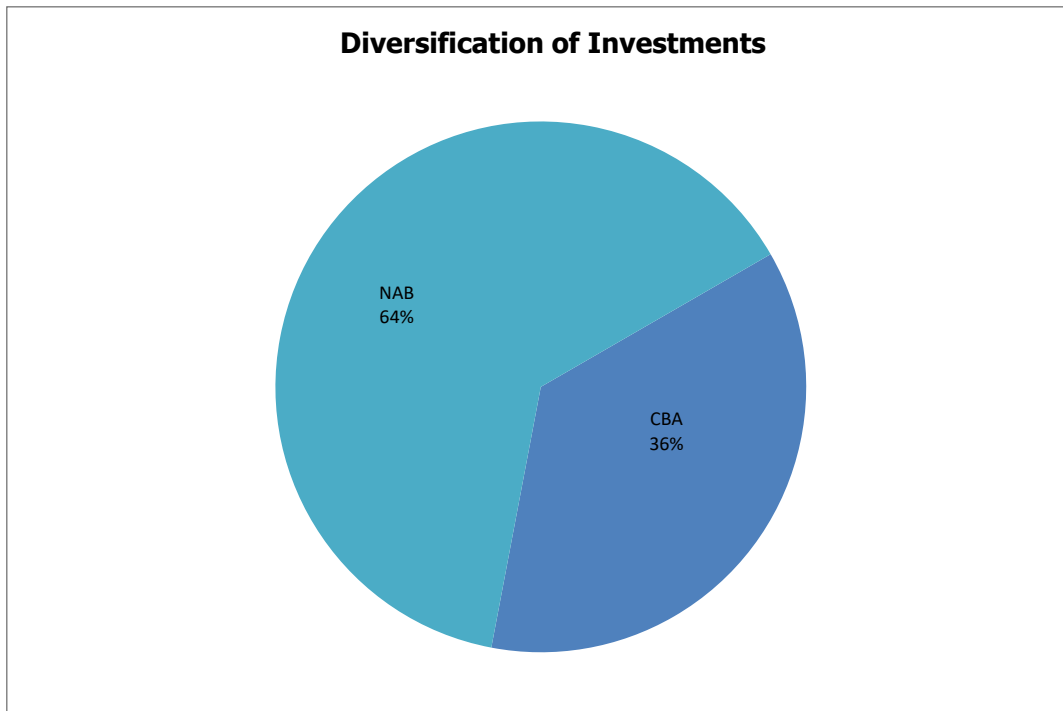
	Current	ATO	30 Days	60 Days	90 Days	90+Days	Total
General Receivables	3,033,340	0	184,383	51,581	54,858	41,934	3,366,097
Category							
Government Grants						\$0	A
Contributions & Reimbursements						\$4,487	B
Loan Repayments						\$0	C
Fees and Charges						\$12,499	D
Private Works						\$24,948	E
Proceeds Sale of Assets						\$0	F
						\$41,934	

Amounts shown above include GST (where applicable)

90+ Days Represented by:

A	<i>Government Grants:</i>		
		\$0	
	<i>Total (A)</i>	\$0	
B	<i>Contributions & Reimbursements:</i>		
		\$74	Electricity reimbursement
		\$3,540	Insurance reimbursement
		\$674	Workers comp reimbursements
		\$199	Staff payroll reimbursements
	<i>Total (B)</i>	\$4,487	
C	<i>Loan Repayments:</i>		
		\$0	
	<i>Total (C)</i>	\$0	
D	<i>Fees & Charges:</i>		
		\$1,492	Museum Village charges
		\$85	Sports Complex charges
		\$601	Civic Centre hire
		\$230	Visitors Centre charges
		\$1,769	BOILC fees
		\$57	Local government property permit
		\$600	Annual lease fee
		\$132	Airport fees
		\$7,533	Wylie Bay Waste charges
	<i>Total (D)</i>	\$12,499	
E	<i>Private Works:</i>		
		\$24,948	
	<i>Total (E)</i>	\$24,948	
F	<i>Proceeds Sale of Assets:</i>		
		\$0	
	<i>Total (F)</i>	\$0	

Cash Investments as at 31 March 2024



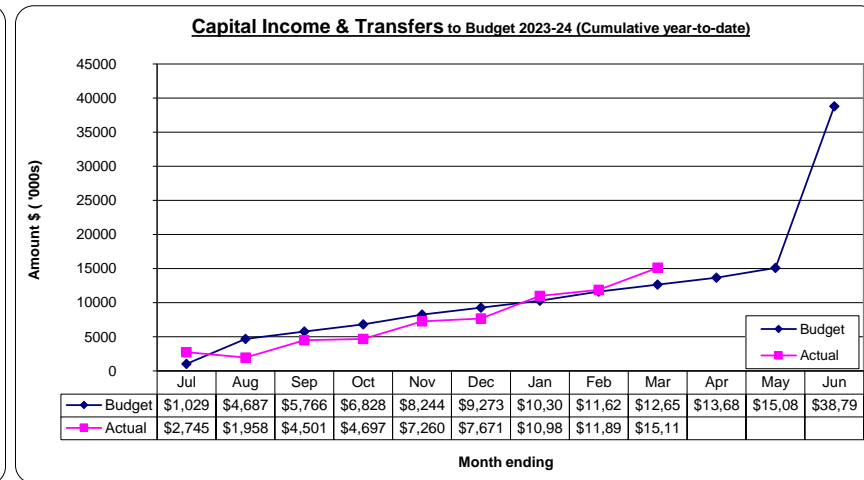
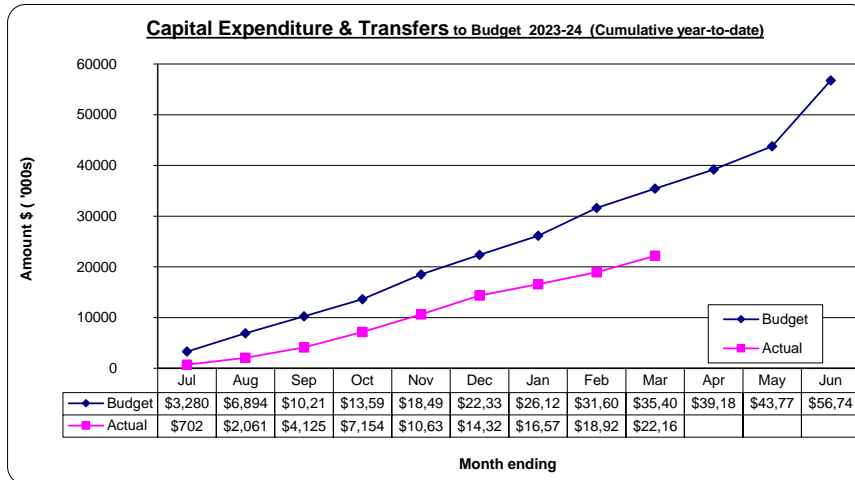
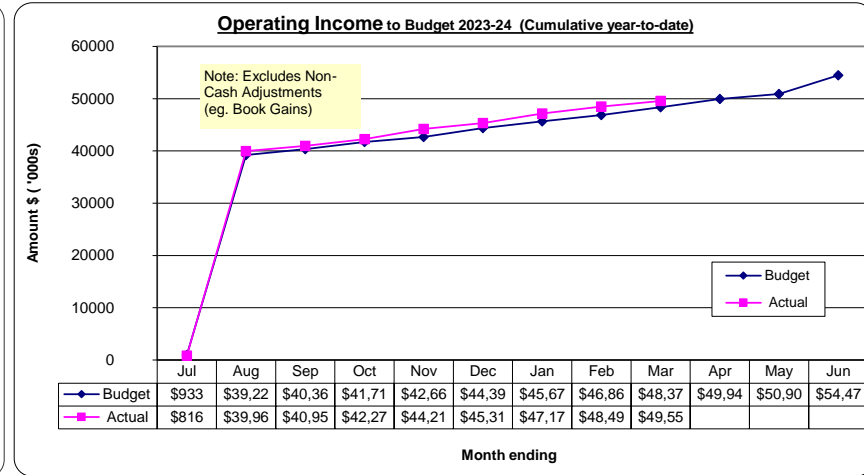
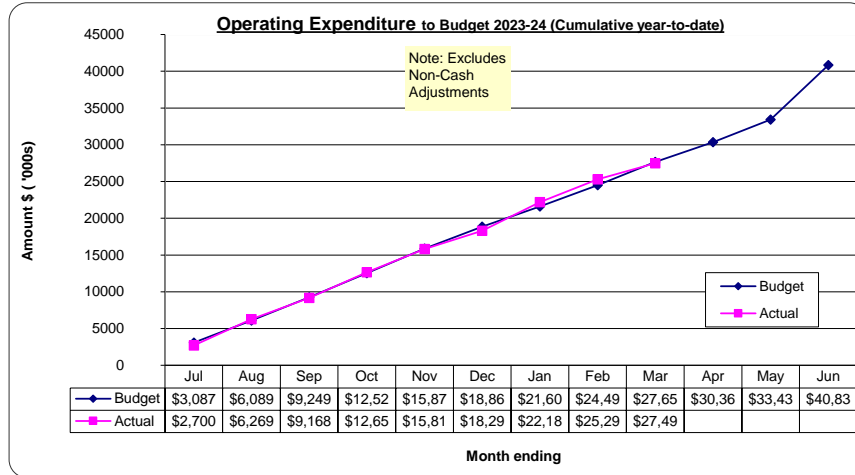
Finance Institution	Amount	Rate	Term	Maturity	Type of Investment
NAB	\$ 4,000,000	5.05%	91	22-Apr-24	Term Deposit - Reserve
CBA	\$ 4,000,000	5.32%	240	26-Apr-24	Term Deposit - Reserve
NAB	\$ 4,000,000	5.05%	120	21-May-24	Term Deposit - Reserve
NAB	\$ 4,000,000	5.05%	120	28-May-24	Term Deposit - Reserve
CBA	\$ 4,000,000	5.19%	180	04-Jun-24	Term Deposit - Reserve
NAB	\$ 4,000,000	5.05%	90	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
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
NAB	\$ 4,000,000	5.05%	90	13-Jun-24	Term Deposit - Muni
CBA	\$ 4,949,489	4.35%	N/A	N/A	Business Online Saver - Muni
CBA	\$ -	0.25%	N/A	N/A	Cash Deposit A/C - Muni
CBA	\$ 729,598	4.35%	N/A	N/A	Business Online Saver - Reserves
CBA	\$ 1,811	0.25%	N/A	N/A	Cash Deposit A/C - Reserves
	\$ 48,680,898				

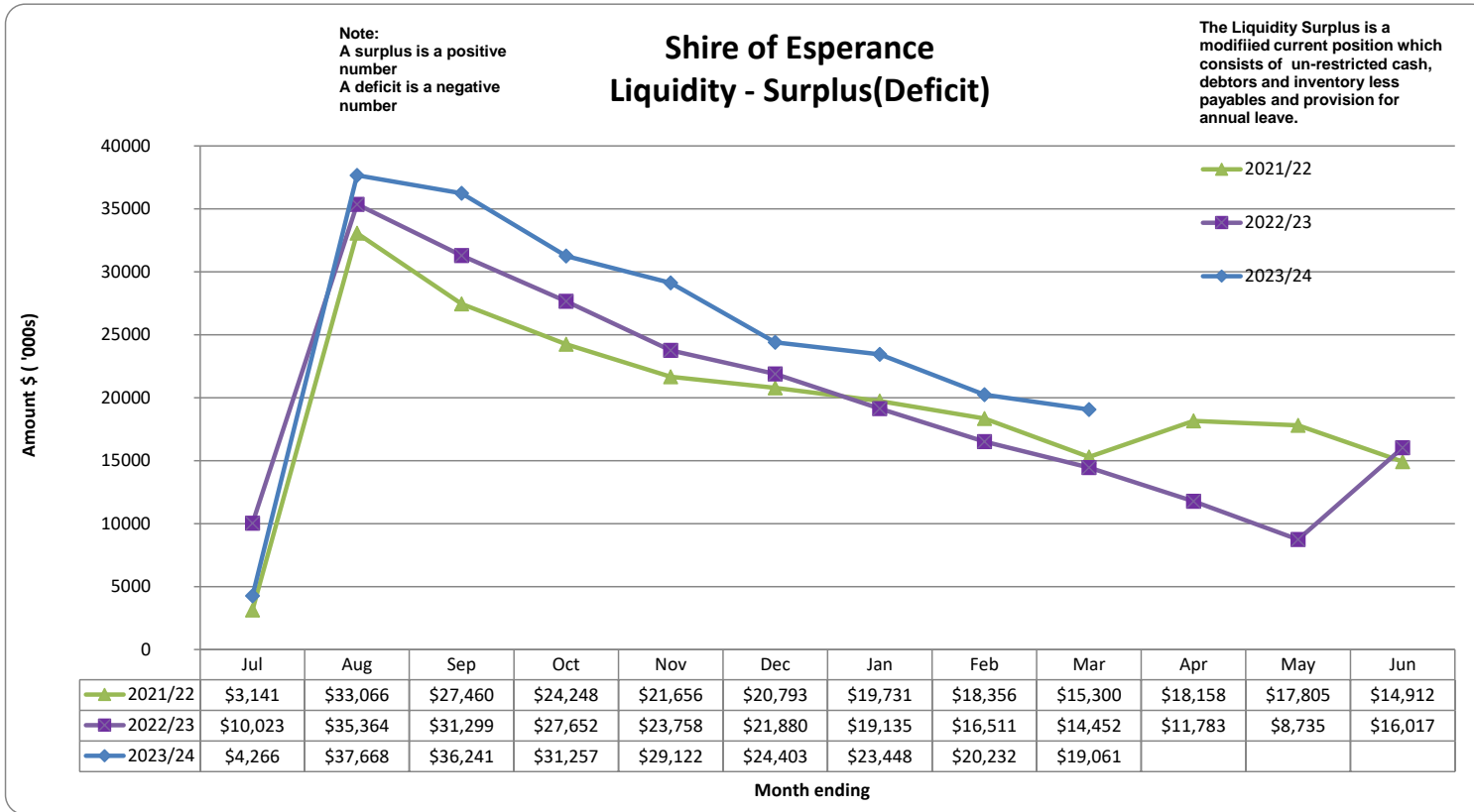
Investment Interest Earnings

	Budgeted Amount	YTD Interest
Municipal	\$ 950,000	636,586
Reserve	\$ 1,100,000	706,670

Note: Maximum 80% with any one institution

Shire of Esperance - Progressive Budget Snap-Shot





The purpose of this graph is to trace the progressive values of the liquidity surplus(deficit) which shows on the "Summary of Reporting Programs" in each months financial report. The current year to date value is graphed against the immediate past year as a comparative.



OTHER REPORTS AND GRAPHS

SHIRE OF ESPERANCE

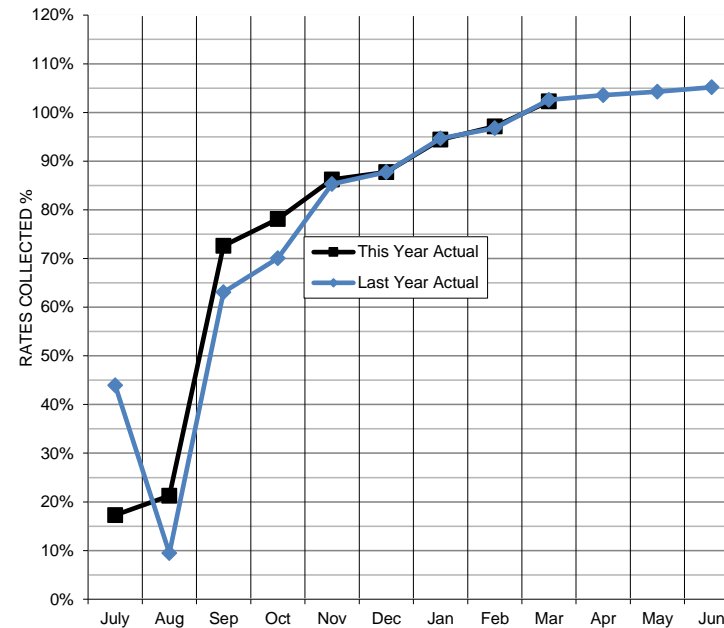
**SUMMARY OF RATE, RUBBISH AND ESL CHARGE DEBTORS
AS AT 31st March 2024**

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	28,780,806
Penalty Interest charged to Overdue	32,972
Receipts for Current Rates	(27,647,650)
Prepayments	(1,992,149)
Total Current and Arrears Outstanding	(654,810)
% Collected	102.27%

Pensioners on Instalments	5,982
Non Pensioners on Instalments	128,410
Pensioners with Due Date 30/6/2024	1,518
Outstanding with no Instalment Option	168,536
Prepayments	(962,728)
Rates Raised for 2024	3,472
Total Current and Arrears Outstanding	(654,810)

RATES COLLECTION PROGRESS (2023/2024)





**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 31ST MARCH 2024

MUNICIPAL FUND

CHEQUES

ACTUAL PAYMENTS:	Cheques: 027753-27754	\$1,105.55
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EFT

ACTUAL PAYMENTS:	Transaction No's: E4612 - E4621	\$6,132,185.50
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CREDIT CARDS

ACTUAL PAYMENTS:	Transactions: 27/02/2024 - 26/03/2024	\$19,328.82
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PAID UNDER THE DELEGATED

AUTHORITY TO CEO

<i>MUNICIPAL TOTAL:</i>	<i>\$6,152,619.87</i>
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***ESTIMATE % LOCAL PAYMENTS
(INCLUDING CREDIT CARDS)***

<i>\$</i>	<i>4,420,657.38</i>	<i>71.85%</i>
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TRUST FUND

CHEQUES

ACTUAL PAYMENTS:	Cheques : -	\$0.00
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EFT

ACTUAL PAYMENTS:	Transaction No's:	\$0.00
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<i>TRUST TOTAL:</i>	<i>\$0.00</i>
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<i>TOTAL:</i>	<i>\$6,152,619.87</i>
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Shire of Esperance

List of accounts due by Council submitted to the Corporate & Community Services Meeting held on 23 April 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>
C27753	21/03/2024	386	Shire of Esperance - Petty Cash	Petty cash recoup - Library	\$669.50
C27754	21/03/2024	8041	Esperance Home Care - Petty Cash	Petty cash - recoup	\$436.05
Total Creditor payments made by Cheque from Municipal Fund					1,105.55

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>
E4612	05/03/2024	33	Australian Services Union (ASU)	Payroll deduction	\$416.00
E4612	05/03/2024	140	Esperance Shire Staff Jackpot	Payroll deduction	\$600.00
E4612	05/03/2024	144	Esperance Staff Social Club	Payroll deduction	\$240.00
E4612	05/03/2024	154	LGRCEU	Payroll deduction	\$88.00
E4612	05/03/2024	1963	Child Support Agency	Payroll deduction	\$3,658.28
E4613	07/03/2024	-	JLM Surveys Pty Ltd	***** C A N C E L L E D *****	\$0.00
E4613	07/03/2024	1	Australian Taxation Office	Payroll deduction	\$207,816.60
E4613	07/03/2024	100	Landgate	Title searches	\$274.50
E4613	07/03/2024	395	BOC Gases	Cylinder & gas charges	\$263.01
E4613	07/03/2024	440	Wesfarmers Kleenheat Gas Pty Ltd	Bottled gas – EHC kitchen & overflow camping gas	\$5,409.76
E4613	07/03/2024	505	Esperance Plumbing Service	Plumbing services	\$3,466.00
E4613	07/03/2024	536	Landgate	Title searches, mining tenements revals	\$317.39
E4613	07/03/2024	571	St John Ambulance Association in WA	CPR Refresher	\$65.00
E4613	07/03/2024	977	Lewis Lewis Properties Pty Ltd	Meals - EHC	\$57.00
E4613	07/03/2024	1148	Woodlands Distributors and Agencies	Compostable dog waste bags – 80 rolls	\$1,834.80
E4613	07/03/2024	1201	Pink Lake Bush Fire Brigade	Reimbursement	\$366.00
E4613	07/03/2024	1470	Express Yourself Printing Esperance	Stationery & business cards	\$395.00

Shire of Esperance

List of accounts due by Council submitted to the Corporate & Community Services Meeting held on 23 April 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>
E4613	07/03/2024	1550	Comfort Inn Bay of Isles	Bookeasy sales - Accommodation	\$564.30
E4613	07/03/2024	1791	Longy's General Welding	Repairs to water tank	\$221.60
E4613	07/03/2024	1863	Zipform Electronic Print & Mail	Rates notice print – 4 th instalment	\$2,182.20
E4613	07/03/2024	2161	Omnibus Services	Automatic steps motor – EHC bus	\$1,317.80
E4613	07/03/2024	2166	D G & M D Clarke	Reimbursement	\$195.40
E4613	07/03/2024	2397	Circuitwest Inc.	Presenter fee – ECC show	\$3,300.00
E4613	07/03/2024	2496	Professionals Esperance Real Estate	Rent	\$2,380.00
E4613	07/03/2024	2763	Esperance Lock & Shoe Service	Key & lock supplies	\$69.25
E4613	07/03/2024	2828	Department of Fire and Emergency	ESL Quarter 3 -2023/24	\$261,934.77
E4613	07/03/2024	2850	Quality Inn Railway Hotel	Bookeasy sales - Accommodation	\$358.20
E4613	07/03/2024	3227	Esperance Fire Services	Monthly fire panel inspection/test	\$293.50
E4613	07/03/2024	3484	Esperance Podiatry	Podiatry services - EHC	\$315.00
E4613	07/03/2024	3835	WA Local Government Association	Councillor training	\$1,089.00
E4613	07/03/2024	3938	C K Mader	Rent	\$600.00
E4613	07/03/2024	4308	Esperance Motor Group	2023 Toyota Corolla Cross GX Hybrid	\$38,860.35
E4613	07/03/2024	4321	The Royal Life Saving Society (WA	CPR training x 8	\$552.00
E4613	07/03/2024	4398	Moby Marine	Winch	\$108.95
E4613	07/03/2024	4404	Wren Oil	Waste oil disposal & disposal pods	\$4,378.00
E4613	07/03/2024	4439	The Scout Association of Australia	CGF – Rover Scouts Sandmoot 2024 project	\$2,200.00
E4613	07/03/2024	4553	CFC Holdings Pty Ltd	Set radiator hoses	\$741.00
E4613	07/03/2024	4699	Esperance Care Services Inc	Mixed rags	\$225.00
E4613	07/03/2024	4798	Australia's Golden Outback	Q4 - Financial assistance agreement	\$37,567.20
E4613	07/03/2024	4859	Demolition WA Pty Ltd T/as Kalgoorlie	Salmon Gums Hall demolition	\$85,360.00

Shire of Esperance

List of accounts due by Council submitted to the Corporate & Community Services Meeting held on 23 April 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>
E4613	07/03/2024	4947	Toll Ipec Pty Ltd	Freight charges	\$1,249.71
E4613	07/03/2024	4989	Woolworths Group Limited	Consumables	\$1,842.21
E4613	07/03/2024	5165	Driftwood Apartments	Bookeasy sales - Accommodation	\$666.00
E4613	07/03/2024	5175	Goldies Place	Bookeasy sales - Accommodation	\$1,290.00
E4613	07/03/2024	5231	Mobile Windmill Service and Maintenance	Dogging 41 days - EBA	\$31,570.00
E4613	07/03/2024	5274	Davric Australia	Stock for resale - EVC	\$2,196.45
E4613	07/03/2024	5295	Komatsu Australia Pty Ltd	Parts	\$1,758.88
E4613	07/03/2024	5412	Mr Carpet	Cleaning services	\$181.50
E4613	07/03/2024	5444	Reece Australia Pty Ltd	Denso tape	\$56.94
E4613	07/03/2024	5599	Create And See	Ribbon	\$8.40
E4613	07/03/2024	5604	Esperance Milk Supply	Milk order – admin & depot	\$131.38
E4613	07/03/2024	5767	Seek Limited	Advertising positions vacant	\$1,127.50
E4613	07/03/2024	5796	Pink Lake IGA	Consumables	\$70.35
E4613	07/03/2024	5877	Castletown Chemist	Chemist medications - EHC	\$277.00
E4613	07/03/2024	6009	McLeods Barristers & Solicitors	Legal review & advice	\$4,830.00
E4613	07/03/2024	6048	Department of Primary Industries an	Restricted chemical permit poison risk assessment fee - EBA	\$427.90
E4613	07/03/2024	6098	R M Hindley	Jackpot winnings pay 18	\$150.00
E4613	07/03/2024	6164	Data 3 Limited	Annual subscriptions Microsoft & Exchange Online	\$3,843.17
E4613	07/03/2024	6221	PFD Food Services Pty Ltd	Consumables	\$138.75
E4613	07/03/2024	6495	MCM Protection Pty Ltd	Security maintenance - Civic Centre	\$264.00
E4613	07/03/2024	6552	Esperance Bird and Animal Park	Bookeasy sales - Accommodation	\$748.20
E4613	07/03/2024	6897	Aptella Pty Ltd	Survey equipment & transmitter kit	\$57,687.76
E4613	07/03/2024	7130	Truck Centre WA Pty Ltd	Hood latch	\$756.89

Shire of Esperance

List of accounts due by Council submitted to the Corporate & Community Services Meeting held on 23 April 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>
E4613	07/03/2024	7250	Esperance CWA Holiday Units	Bookeasy sales - Accommodation	\$6,554.49
E4613	07/03/2024	7425	Esperance Cleaning Service	Overflow toilets, Maca & indoor sports stadium cleaning - Feb 24	\$31,042.00
E4613	07/03/2024	7438	Independence Australia	Nursing consumables - EHC	\$4,170.96
E4613	07/03/2024	7479	La Cabane Retreat	Bookeasy sales - Accommodation	\$1,057.80
E4613	07/03/2024	7715	TD Contractors A/L Removal	Earthworks - Gibson	\$4,001.25
E4613	07/03/2024	7845	Nespresso Professional	Council & BOILC coffee pods	\$848.00
E4613	07/03/2024	7879	Drillers Ridge Pty Ltd	Bookeasy sales - Accommodation	\$1,900.60
E4613	07/03/2024	7910	GMN Mechanical	Repairs to grader	\$1,199.72
E4613	07/03/2024	8151	Newtown Netball Club	CGF - 20th Anniversary Newtown Netball Club	\$1,500.00
E4613	07/03/2024	8380	Jade William & Leticia Hurley	Bookeasy sales - Accommodation	\$567.60
E4613	07/03/2024	8506	Le Grand Chateau Esperance	Bookeasy sales - Accommodation	\$1,118.00
E4613	07/03/2024	8650	Rotary Club of Esperance Bay Inc.	CGF - Park Run Esperance	\$2,000.00
E4613	07/03/2024	8783	The Trustee for Recherche Medical	Pre-employment screening	\$50.00
E4613	07/03/2024	8914	Cleanaway Pty Ltd	Rubbish & recycling collections	\$455.40
E4613	07/03/2024	8948	TenderLink.com	Public tender	\$184.80
E4613	07/03/2024	8955	Esperance Laundry and Linen (The	Laundry services	\$560.25
E4613	07/03/2024	9028	Terry White Chemmart Esperance	Chemist supplies - EHC	\$540.45
E4613	07/03/2024	9051	Matthews Haulage	Equipment hire – swimming pool	\$1,588.00
E4613	07/03/2024	9100	On Duty Diesel and Mechanical	Replace parts, service & repair – various vehicles	\$4,989.66
E4613	07/03/2024	9108	Bay of Isles Chiropractic Centre	Chiro appointments - EHC	\$65.00
E4613	07/03/2024	9127	Unicare Health	1 x tilt & recline with drum brake wheelchair & 1 x manual wheelchair	\$3,787.50
E4613	07/03/2024	9138	Department of Biodiversity Conservation	Identifications specimens	\$192.50
E4613	07/03/2024	9147	Key Pest and Weed Control	General pest maintenance – various sites	\$935.00

Shire of Esperance

List of accounts due by Council submitted to the Corporate & Community Services Meeting held on 23 April 2024 for confirmation in respect to accounts already paid.

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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>
E4613	07/03/2024	9163	Esperance Combined Tyres & Mechanic	Repair, relace & rotate tyres, wheel alignments	\$988.00
E4613	07/03/2024	9207	Datacom Systems (AU) Pty Ltd	Annual maintenance renewal	\$1,805.10
E4613	07/03/2024	9218	Avantgarde Technologies Pty Ltd	Veeam cloud connect backup	\$3,893.56
E4613	07/03/2024	9237	Esperance Metaland	Reinforcing mesh	\$1,249.88
E4613	07/03/2024	9270	W C Govans	Door services – various sites	\$935.00
E4613	07/03/2024	9308	Florissons Home Furnishers	New blinds for Condingup house	\$1,668.00
E4613	07/03/2024	9312	C J & A G Davies	Jackpot winnings pay 18	\$150.00
E4613	07/03/2024	9330	Coastal Climate Choice Pty Ltd	Supply & install air conditioner – Museum Village	\$6,729.00
E4613	07/03/2024	9376	C Davies - Marino	Reimbursement	\$32.26
E4613	07/03/2024	9439	Maia Financial Pty Limited	Lease payment cardio equipment	\$6,184.64
E4613	07/03/2024	9466	Esperance Glass	Install glass panels James Street	\$6,927.03
E4613	07/03/2024	9503	EcoValley Honey - Winton Hughes Was	Consignment sales	\$88.00
E4613	07/03/2024	9531	Seas It All Pty Ltd	Bookeasy sales - Accommodation	\$1,809.00
E4613	07/03/2024	9558	Mackenzies Electrical Service Pty L	Electrical services	\$132.00
E4613	07/03/2024	9639	Avon Waste	Rubbish & recycling collections	\$46,877.85
E4613	07/03/2024	9641	Aussie Broadband Pty Ltd	Aussie broadband internet	\$507.00
E4613	07/03/2024	9645	TPG Network Pty Ltd	TPG internet charges	\$130.90
E4613	07/03/2024	9671	R P Western	Consignment sales	\$36.80
E4613	07/03/2024	9676	Mega Phones	Monthly pendant monitoring - EHC	\$425.00
E4613	07/03/2024	9755	K J & S Davis	Refund	\$82.50
E4613	07/03/2024	9838	Blue Haven Shell Studio Accommodation	Bookeasy sales - Accommodation	\$1,135.20
E4613	07/03/2024	9857	D J Kennedy	Gardening - EHC	\$214.50
E4613	07/03/2024	10115	MBIT Technologies Pty Ltd	Business SMS service	\$11.00

Shire of Esperance

List of accounts due by Council submitted to the Corporate & Community Services Meeting held on 23 April 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>
E4613	07/03/2024	10136	Anything and Everything Esperance	Stock for resale	\$1,210.93
E4613	07/03/2024	10218	D B Ambrose	Gardening services - EHC	\$275.00
E4613	07/03/2024	10249	A T Morton	Reimbursement	\$87.00
E4613	07/03/2024	10269	Lite N' Easy Pty Ltd	Meal prep & delivery - EHC	\$1,365.21
E4613	07/03/2024	10272	Esprintz/ Onward & Up Pty Ltd / Baxter & Maree	Education pictures – Wylie Bay recycle centre	\$10.00
E4613	07/03/2024	10299	Esperance Community Singers	Morning melodies Feb 2024	\$200.00
E4613	07/03/2024	10325	V Reck	EBA administration officer	\$2,160.00
E4613	07/03/2024	10334	David Scheel Associates	Performance fee – ECC concert	\$2,300.00
E4613	07/03/2024	10358	Esperance Weekender	Advertising	\$125.00
E4613	07/03/2024	10386	M J & M J Wood	Bookeasy sales - Accommodation	\$1,370.84
E4613	07/03/2024	10416	J M Smith	Rent	\$600.00
E4613	07/03/2024	10437	A E Davies	Reimbursement	\$19.95
E4613	07/03/2024	10439	Techstreet Pty Ltd	Annual online subscription	\$6,075.00
E4613	07/03/2024	10494	Totally Workwear Joondalup (TWW)	Uniforms	\$148.50
E4613	07/03/2024	10518	Townzies Turf and Gardens	Gardening services - EHC	\$495.00
E4613	07/03/2024	10564	WA Girl Macrame	Consignment sales	\$63.92
E4613	07/03/2024	10577	Roo Brew Pty Ltd T/A Lucky Bay Brew	Consumables	\$239.97
E4613	07/03/2024	10608	Guardian Safety Pendants Pty Ltd	Monthly pendant monitoring - EHC	\$49.00
E4613	07/03/2024	10640	Bitutek Pty Ltd	Supply & spray emulsion products – various locations	\$324,162.30
E4613	07/03/2024	10649	Bitumen Distribution Pty Ltd	Supply & deliver CRS emulsion	\$26,895.00
E4613	07/03/2024	10651	Louise Stewart Brown Creative Artwork	Consignment sales	\$122.28
E4613	07/03/2024	10675	Archipelago Apartments	Bookeasy sales - Accommodation	\$297.00
E4613	07/03/2024	10735	Cabcharge Pty Ltd	Taxi vouchers	\$537.55

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>
E4613	07/03/2024	10760	N L Curtis	Rent	\$1,100.00
E4613	07/03/2024	10848	Retravisio Esperance – JAPMR Pty L	Vacuum bag pack	\$450.00
E4613	07/03/2024	10859	BM Electrical WA Pty Ltd (Griffs Electrical	Reconnect septic pump – Skate park	\$726.00
E4613	07/03/2024	10867	Department of the Premier and Cabinet	Local planning scheme amended	\$519.60
E4613	07/03/2024	10868	Rolled with love	Contract carer - EHC	\$3,532.50
E4613	07/03/2024	10942	Thorp Realty Pty Ltd	Shire Rent	\$2,240.00
E4613	07/03/2024	10949	Bistro Louis Pty Ltd	Meals for volunteers - EHC	\$293.35
E4613	07/03/2024	10956	MBL Food & Packaging T/A South Coast	Cleaning supplies & consumables	\$3,145.09
E4613	07/03/2024	10958	Newsxpress Esperance Lottery Centre	Newspapers & stationery	\$79.00
E4613	07/03/2024	10976	B K Guest	Reimbursement	\$473.50
E4613	07/03/2024	10985	Rebecca Staunton Physiotherapy	Physio services - EHC	\$3,162.50
E4613	07/03/2024	11030	JMAC Building	Whale Tail storage shed construction & SG CWA Hall restoration	\$21,151.46
E4613	07/03/2024	11035	Absolute Hot Water & Gas	Plumbing works – EHC upgrade	\$11,587.56
E4613	07/03/2024	11053	David Macdermott T/A Mermaid Leather	Consignment sales	\$12.00
E4613	07/03/2024	11058	Howat WA Pty Ltd T/A The Weed Terminator	Slashing – various sites	\$7,150.00
E4613	07/03/2024	11110	Esperance Outdoor Power Equipment	Service chainsaw	\$171.65
E4613	07/03/2024	11150	Esperance Pet Shop	Flea and worm control for cats	\$228.90
E4613	07/03/2024	11197	Baykyard	E bike repairs	\$133.00
E4613	07/03/2024	11271	Coldtrek Distribution Group	Kiosk ice-cream order	\$688.50
E4613	07/03/2024	11316	BreezeConnect	Monthly subscription for trunkline plus	\$48.50
E4613	07/03/2024	11356	Good Chat Designs	Consignment sales	\$100.00
E4613	07/03/2024	11357	Three Chillies Design Pty Ltd	Maintenance plan for The Piggery mountain bike area	\$6,930.00
E4613	07/03/2024	11369	Dieback Working Group	DIG conference	\$95.00

Shire of Esperance

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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>
E4613	07/03/2024	11384	CNE Ag Innovations Pty Ltd	Front windscreen – front end loader	\$2,332.65
E4613	07/03/2024	11389	R J Edkins	Reimbursement	\$480.00
E4613	07/03/2024	11395	D Fallon	Pre-employment medical assessment	\$187.00
E4613	07/03/2024	11399	K J Treleven	Refund - EHC	\$826.86
E4613	07/03/2024	11400	S Ashbill	Refund tickets – ECC show	\$374.50
E4613	07/03/2024	11402	L M Wright	Refund swim school term 2	\$139.50
E4613	07/03/2024	11403	F Brown	Reimbursement	\$12.00
E4613	07/03/2024	11404	E Marsland	Refund gym membership BOILC	\$455.00
E4613	07/03/2024	11407	A O Grove	Reimbursement	\$154.30
E4614	08/03/2024	32	Australia Post	Postage	\$1,781.44
E4614	08/03/2024	7580	BP Australia Pty Ltd (6791)	Air BP refuelling – Feb 24	\$565.82
E4614	08/03/2024	9321	Superchoice Services Pty Limited	Superannuation – Feb 2024	\$248,944.79
E4614	08/03/2024	11364	Ezidebit Pty Ltd	BOILC Ezidebit	\$1,152.61
E4615	08/03/2024	11386	Association Musicalis	Payment for French week artist - ECC	\$2,600.00
E4616	18/03/2024	260	Horizon Power	Electricity charges	\$132,421.37
E4616	18/03/2024	290	Telstra	Telephone charges	\$13,821.44
E4616	18/03/2024	392	Water Corporation	Water usage charges	\$14,259.66
E4617	21/03/2024	-	Elite Pool Covers Pty Ltd	***** CANCELLED *****	\$0.00
E4617	21/03/2024	-	S R Pickering	***** CANCELLED *****	\$0.00
E4617	21/03/2024	-	33 Degrees Esperance	***** CANCELLED *****	\$0.00
E4617	21/03/2024	1	Australian Taxation Office	Payroll deduction	\$196,492.06
E4617	21/03/2024	62	Building And Construction Industry	BCITF - February	\$8,334.16
E4617	21/03/2024	126	Esperance Electrical Service	Electrical services – BOILC, Airport, Museum & Cannery	\$6,939.00

Shire of Esperance

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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>
E4617	21/03/2024	184	Best Western Hospitality Inn Esperance	Bookeasy sales - Accommodation	\$594.99
E4617	21/03/2024	187	Ixom Operations Pty Ltd	Cylinder & gas charges	\$285.08
E4617	21/03/2024	395	BOC Gases	Cylinder & gas charges	\$607.24
E4617	21/03/2024	440	Wesfarmers Kleenheat Gas Pty Ltd	Bottled gas – EHC Kitchen	\$197.49
E4617	21/03/2024	505	Esperance Plumbing Service	Plumbing services – replace pumps skate park toilets, GSG, Bistro Louis	\$10,639.89
E4617	21/03/2024	571	St John Ambulance Association in WA	First aid courses & vehicle first aid kit	\$549.85
E4617	21/03/2024	637	Concrete World	Parts	\$456.61
E4617	21/03/2024	867	Esperance Mobile Welding	Repair, supply and install various parts & equipment	\$8,979.30
E4617	21/03/2024	1201	Pink Lake Bush Fire Brigade	Reimbursement	\$49.00
E4617	21/03/2024	1271	Department of Transport	Disclosure of information fees	\$30.15
E4617	21/03/2024	1323	LGIS WA - WALGA Municipal Liability	Insurance excess - E45411	\$1,000.00
E4617	21/03/2024	1362	Esperance Farm Trees	Seedlings	\$257.40
E4617	21/03/2024	1400	Bayview Motel Esperance	Bookeasy sales - Accommodation	\$287.24
E4617	21/03/2024	1470	Express Yourself Printing Esperance	Paper & stationery	\$1,652.70
E4617	21/03/2024	1695	Bay of Isles Mini-Excavators	Pump out septic systems – various sites, port-a-loo hire	\$3,476.40
E4617	21/03/2024	1709	Forpark Australia	Replacement parts – various parks	\$6,426.20
E4617	21/03/2024	1981	Esperance Sportspower	Corporate uniform	\$379.00
E4617	21/03/2024	2077	E Saltmarsh	Fee refund - EHC	\$65.45
E4617	21/03/2024	2112	Seton Australia Pty Ltd	Wipe dispensers x 3 & Wipes	\$1,630.35
E4617	21/03/2024	2113	Banksia Medical and Health	Pre-employment medical & screening	\$627.00
E4617	21/03/2024	2317	Southern Cross Austereo Pty Ltd	Radio advertising – various campaigns	\$1,474.00
E4617	21/03/2024	2352	John Stewart Battery Service	Parts	\$140.80
E4617	21/03/2024	2496	Professionals Esperance Real Estate	Rent	\$2,605.00

Shire of Esperance

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E4617	21/03/2024	2763	Esperance Lock & Shoe Service	Key & lock supplies	\$293.00
E4617	21/03/2024	3227	Esperance Fire Services	Fire panel & equipment monthly testing – various sites	\$1,345.69
E4617	21/03/2024	3526	Southern Suspension & 4 X 4 Centre	Tow hitch	\$157.50
E4617	21/03/2024	3534	Local Government Professionals	Conference & eLearning governance fundamentals	\$2,460.00
E4617	21/03/2024	3545	ASB Marketing Pty Ltd	Logo pens x 1,000	\$1,375.00
E4617	21/03/2024	3604	Kelyn Training Services	Registration - worksite traffic management & traffic control	\$1,815.00
E4617	21/03/2024	3752	Securepay Pty Ltd	Monthly charge	\$43.84
E4617	21/03/2024	3797	LED Esperance	Electrical supplies	\$332.32
E4617	21/03/2024	3858	P R & S L Barber	Gravel	\$29,680.20
E4617	21/03/2024	3938	C K Mader	Rent	\$600.00
E4617	21/03/2024	4308	Esperance Motor Group	2 x Toyota Rav4's AWD	\$92,819.16
E4617	21/03/2024	4311	R M & W G Herbert	Painting – Condingup house# 1	\$3,678.40
E4617	21/03/2024	4404	Wren Oil	Disposal filters in pod	\$572.00
E4617	21/03/2024	4534	Condingup P&C Community Fair	Exhibitor fee	\$20.00
E4617	21/03/2024	4721	J L Schneider	Reimbursement	\$99.00
E4617	21/03/2024	4947	Toll Ipec Pty Ltd	Freight Charges	\$639.71
E4617	21/03/2024	4989	Woolworths Group Limited	Consumables	\$1,445.66
E4617	21/03/2024	5042	Officeworks Business Direct	Stationery & office chair	\$719.76
E4617	21/03/2024	5047	Gevers Goddard Jones Pty Ltd	Policies & procedures renewal/licence/subscription - EHC	\$3,712.50
E4617	21/03/2024	5051	Stratagreen	Parts	\$453.62
E4617	21/03/2024	5092	Quality Publishing Australia	Maps and books for sale	\$825.18
E4617	21/03/2024	5127	IRIS Consulting Group Pty Ltd	On-line training	\$418.00
E4617	21/03/2024	5164	Esperance Beachfront Resort	Bookeasy sales - Accommodation	\$1,336.50

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E4617	21/03/2024	5165	Driftwood Apartments	Bookeasy sales - Accommodation	\$351.00
E4617	21/03/2024	5175	Goldies Place	Bookeasy sales - Accommodation	\$344.00
E4617	21/03/2024	5194	Jatek Engineering	Steel supplies & fabrication	\$7,972.80
E4617	21/03/2024	5371	WA Naturally Publications	Stock for resale	\$193.11
E4617	21/03/2024	5444	Reece Australia Pty Ltd	Denso profiling mastic & PVC tape	\$139.92
E4617	21/03/2024	5449	Australian Grown	Stock for resale	\$876.04
E4617	21/03/2024	5559	BookEasy Australia Pty Ltd	Bookeasy bookings - February 2024	\$813.79
E4617	21/03/2024	5604	Esperance Milk Supply	Milk order – admin	\$35.60
E4617	21/03/2024	5622	Subway Esperance	Catering	\$120.00
E4617	21/03/2024	5767	Seek Limited	Advertising vacant positions	\$401.50
E4617	21/03/2024	5793	Tradelink Esperance	Plumbing supplies	\$835.71
E4617	21/03/2024	5796	Pink Lake IGA	Consumables	\$484.46
E4617	21/03/2024	5896	Toyota Financial Services	Lease payment	\$443.81
E4617	21/03/2024	6009	McLeods Barristers & Solicitors	Legal advice – various issues	\$1,843.04
E4617	21/03/2024	6024	SeatAdvisor Pty Ltd	Ticket sales - Feb 2024	\$213.41
E4617	21/03/2024	6098	R M Hindley	Jackpot winnings pay 19	\$150.00
E4617	21/03/2024	6164	Data 3 Limited	Adobe license	\$1,371.76
E4617	21/03/2024	6221	PFD Food Services Pty Ltd	Consumables	\$567.85
E4617	21/03/2024	6552	Esperance Bird and Animal Park	Bookeasy sales - Accommodation	\$1,057.80
E4617	21/03/2024	6894	C.R. Kennedy & Co Pty Ltd.	Parts & SmartNet subscription	\$2,554.20
E4617	21/03/2024	7043	Connect Call Centre Services	After hours calls – Feb 2024	\$127.27
E4617	21/03/2024	7250	Esperance CWA Holiday Units	Bookeasy - Accommodation	\$4,239.80
E4617	21/03/2024	7285	C M Hoffrichter	Reimbursement	\$59.90

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E4617	21/03/2024	7438	Independence Australia	Nursing consumables - EHC	\$1,336.60
E4617	21/03/2024	7703	Talis Consultants	Consultancy services Myrup Organics & Myrup WTS	\$33,962.82
E4617	21/03/2024	7715	TD Contractors A/L Removal	Earthworks - Gibson	\$10,458.68
E4617	21/03/2024	7797	Wicked Welding & Fabrication Pty Lt	Parts	\$34.20
E4617	21/03/2024	7840	T S Kirby	Reimbursement	\$82.90
E4617	21/03/2024	7879	Drillers Ridge Pty Ltd - 8 Taylor S	Bookeasy sales - Accommodation	\$696.60
E4617	21/03/2024	7910	GMN Mechanical	Repairs & services	\$2,359.50
E4617	21/03/2024	7945	Choices Flooring Esperance	Supply & install flooring	\$3,019.61
E4617	21/03/2024	8117	Foxtel Cable Television Pty Limited	Foxtel subscription - March	\$105.00
E4617	21/03/2024	8380	Jade William & Leticia Hurley t/as	Bookeasy sales - Accommodation	\$1,032.00
E4617	21/03/2024	8497	The Print Shop Bunbury	Brochures	\$438.90
E4617	21/03/2024	8506	Le Grand Chateau Esperance	Bookeasy sales - Accommodation	\$713.80
E4617	21/03/2024	8510	4 Cabling Pty Ltd	Display port cables	\$280.50
E4617	21/03/2024	8626	Gower Industries	Drill bits & parts	\$812.52
E4617	21/03/2024	8717	Western Irrigation Pty Ltd	Tank upgrades & parts - Parks	\$89,064.47
E4617	21/03/2024	8757	JB Hi-Fi Group Pty Ltd	Google pixel 8 pro handset, Otterbox & delivery	\$1,397.02
E4617	21/03/2024	8783	The Trustee for Recherche Medical	Pre-employment screening	\$100.00
E4617	21/03/2024	8800	South Regional TAFE	Individual support worker text books	\$173.82
E4617	21/03/2024	8916	Promotional Exposure	Deposit - Comedy Gold	\$1,760.00
E4617	21/03/2024	8922	Herron Todd White (Western Australia)	Valuation - portion of shark SLIP stage	\$3,960.00
E4617	21/03/2024	8968	KAL Engineering Consultants Pty Ltd	Boundary Wall inspection report	\$4,863.10
E4617	21/03/2024	8972	Dunn's Cleaning Service Pty Ltd	Quarterly BOIL cleaning, scheduled cleans & windows - EHC	\$30,403.69
E4617	21/03/2024	9003	Rural Traffic Services Pty Ltd	Traffic control	\$22,852.86

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E4617	21/03/2024	9100	On Duty Diesel and Mechanical	Attend site & inspect A/C system	\$3,932.14
E4617	21/03/2024	9108	Bay of Isles Chiropractic Centre	Chiro appointments - EHC	\$130.00
E4617	21/03/2024	9127	Unicare Health	Shower stool - EHC	\$48.40
E4617	21/03/2024	9147	Key Pest and Weed Control	Treatment to internal and external areas	\$1,100.00
E4617	21/03/2024	9156	Bluemar Pty Ltd	Detailed design for Bandy Creek pedestrian bridge	\$77,520.30
E4617	21/03/2024	9163	Esperance Combined Tyres & Mechanic	Repair, replace, rotate tyres, wheel alignment	\$14,836.50
E4617	21/03/2024	9207	Datacom Systems (AU) Pty Ltd	Printer toner	\$247.65
E4617	21/03/2024	9237	Esperance Metaland	Parts & supplies	\$96.76
E4617	21/03/2024	9284	Maintenance Experts Pty Ltd	Renewal maintenance agreement 3/4/24 to 3/4/25	\$5,280.00
E4617	21/03/2024	9330	Coastal Climate Choice Pty Ltd	Bi-annual air con servicing & quarterly servicing heat pump - BOILC	\$2,328.00
E4617	21/03/2024	9362	Lorraine Poulos & Associates Pty Li	Planning for compliance - EHC	\$436.70
E4617	21/03/2024	9439	Maia Financial Pty Limited	Payout of lease	\$1.10
E4617	21/03/2024	9451	The Choppin Block Butchers	Meat - kitchen - EHC	\$967.57
E4617	21/03/2024	9466	Esperance Glass	Airport - reglaze broken door	\$1,065.68
E4617	21/03/2024	9492	Hospequip Pty Ltd	Cordless fall mat & transmitter - EHC	\$947.00
E4617	21/03/2024	9503	EcoValley Honey - Winton Hughes Was	Consignment sales	\$95.20
E4617	21/03/2024	9531	Seas It All Pty Ltd	Bookeasy sales - Accommodation	\$1,125.00
E4617	21/03/2024	9578	Department of Mines, Industry	Building services levies - February	\$7,666.98
E4617	21/03/2024	9639	Avon Waste	Rubbish & recycling collections	\$46,421.75
E4617	21/03/2024	9659	The Deli King	Catering	\$536.50
E4617	21/03/2024	9667	R and R Heavy Diesel Services	Replacement fire hose branch gun	\$990.99
E4617	21/03/2024	9671	R P Western	Consignment sales	\$12.80
E4617	21/03/2024	9676	Mega Phones	New Blue Assist 4G alarm with fall detector & monthly monitoring - EHC	\$844.00

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E4617	21/03/2024	9832	RAC Tourism Assets Pty Ltd	Bookeasy sales - Accommodation	\$471.60
E4617	21/03/2024	9848	APPARATUS: Public Art and Cultural	Lost at Sea Memorial Art Consultancy	\$1,650.00
E4617	21/03/2024	9894	Calibre Care	Service various assistive equipment - EHC	\$1,330.00
E4617	21/03/2024	10045	Stadium Sports Surfaces (SA/NT) Pty	BOILC floor resurfacing – 2 nd year	\$10,136.17
E4617	21/03/2024	10192	Esperance Gutter Cleaning	Gutter cleaning – various sites, remove & replace tin – Wylie Bay	\$5,445.00
E4617	21/03/2024	10229	DJI Authorised Retail Store	Terra Pro license and repair service fee	\$1,989.00
E4617	21/03/2024	10255	The Human Connection	Goodwill globetrotter's consultancy	\$11,319.00
E4617	21/03/2024	10269	Lite N' Easy Pty Ltd	Meal prep & delivery - EHC	\$1,567.95
E4617	21/03/2024	10320	Fly Esperance Pty Ltd	Bookeasy sales - Accommodation	\$483.30
E4617	21/03/2024	10329	Madimack Pty Limited	2x Elite Max 60KW commercial pool heat pumps x 2	\$33,385.55
E4617	21/03/2024	10358	Esperance Weekender	Classifieds, public notices, employment vacancy's	\$486.00
E4617	21/03/2024	10386	Melanie Wood t/as High Tide & M J W	Bookeasy sales - Accommodation	\$856.56
E4617	21/03/2024	10389	Total Green Recycling Pty Ltd	E-Waste recycling	\$3,881.88
E4617	21/03/2024	10400	Eco Shark Barrier Pty Ltd	Quarterly maintenance on shark net, cleaning costs	\$23,540.00
E4617	21/03/2024	10416	J M Smith	Rent	\$600.00
E4617	21/03/2024	10518	Townzies Turf and Gardens	Lawns and gardens - EHC	\$1,089.00
E4617	21/03/2024	10564	WA Girl Macrame	Consignment sales	\$28.00
E4617	21/03/2024	10570	Allied Forklifts Pty Ltd	Repairs	\$227.33
E4617	21/03/2024	10651	Louise Stewart Brown Creative Artwork	Consignment sales	\$124.68
E4617	21/03/2024	10702	JLM Surveys Pty Ltd	Runway and control survey, consultancy	\$8,239.59
E4617	21/03/2024	10727	Dr A R Wiebe	Pre-Employment medical	\$187.00
E4617	21/03/2024	10749	Safety Barriers WA Pty Ltd	Supply, install & repair guard rails – various sites	\$319,189.33
E4617	21/03/2024	10757	In Motion Esperance	Pre-employment functional assessments	\$360.00

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E4617	21/03/2024	10760	N L Curtis	Rent	\$1,100.00
E4617	21/03/2024	10848	Retravisio Esperance – JAPMR Pty L	Microwave, kettle, smart TV – accommodation caravan	\$511.00
E4617	21/03/2024	10874	R Van Zetten (Recherche Medical)	Pre-Employment medical	\$187.00
E4617	21/03/2024	10888	Insculpo Pty Ltd T/A Sheridan's Bad	Name badges	\$237.16
E4617	21/03/2024	10940	BMT Commercial Australia Pty Ltd	Phase 2 - Sand backpassing review	\$2,421.21
E4617	21/03/2024	10942	Thorp Realty Pty Ltd	Rent	\$2,240.00
E4617	21/03/2024	10956	MBL Food & Packaging T/A South Coast	Cleaning supplies & consumables	\$4,304.42
E4617	21/03/2024	10958	Newsxpress Esperance Lottery Centre	West Australian newspapers	\$54.00
E4617	21/03/2024	10985	Rebecca Staunton Physiotherapy	Physio services - EHC	\$3,162.50
E4617	21/03/2024	11030	JMAC Building	Salmon Gums CWA restoration, Whale Tail shed construction	\$12,232.29
E4617	21/03/2024	11053	David Macdermott T/A Mermaid Leather	Consignment sales	\$72.00
E4617	21/03/2024	11058	Howat WA Pty Ltd T/A The Weed Terminator	Slashing fire access tracks – various locations	\$20,365.00
E4617	21/03/2024	11080	R V Lumayag	Reimbursement	\$383.93
E4617	21/03/2024	11103	Mak Industrial Water Solutions Pty	SSBmK-610 filtration system	\$98,179.40
E4617	21/03/2024	11107	K E Schofield	Reimbursement	\$254.60
E4617	21/03/2024	11115	APLOMB Occupational Therapy	Assessment - EHC	\$484.00
E4617	21/03/2024	11167	South East Turf Solutions	Spraying weeds & chemicals	\$2,270.00
E4617	21/03/2024	11176	Tunstall Healthcare	Pendant & monitoring - EHC	\$79.85
E4617	21/03/2024	11244	Motel Brothers Pty Ltd T/as The Jet	Bookeasy sales - Accommodation	\$261.00
E4617	21/03/2024	11252	North Oz Electrical Contracting	Electrical repairs – various sites	\$5,823.84
E4617	21/03/2024	11329	Kinetic Communications and Mechanic	Replace 29 x BFB/SES vehicle AVL units from 3G to 4G	\$5,957.00
E4617	21/03/2024	11346	Dundas Minerals Limited	Rates refund	\$1,104.50
E4617	21/03/2024	11354	M.S Purnell & M.J Purnell	Monthly lawn maintenance BOILC	\$560.00

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E4617	21/03/2024	11356	Good Chat Designs	Consignment sales	\$55.00
E4617	21/03/2024	11357	Three Chillies Design Pty Ltd	Consultation	\$346.50
E4617	21/03/2024	11358	The Lagoon Trust	Gravel	\$12,100.00
E4617	21/03/2024	11370	G A Noble	Jackpot winnings pay 19	\$150.00
E4617	21/03/2024	11390	M Kaur	Refund bond	\$700.00
E4617	21/03/2024	11401	Levi's Woodworking	Consignment sales	\$9.60
E4617	21/03/2024	11408	F J Johnstone	Delivery of A5 flyers	\$400.00
E4617	21/03/2024	11409	J A Whiting	Rates refund	\$1,282.33
E4617	21/03/2024	11411	Indiji-Corp Pty Ltd	Cultural competency training x 22 participants	\$19,360.00
E4617	21/03/2024	11412	T E Watson	Rates refund	\$1,453.00
E4617	21/03/2024	11413	Apex Building Contractors	Reroof Depot vehicle shed	\$17,177.60
E4617	21/03/2024	11414	Paul Roberts Painting Service Pty L	Painting	\$3,525.00
E4617	21/03/2024	11417	Taylor St Quarters	Refund of business licence renewal paid	\$145.00
E4617	21/03/2024	11420	TV Financial Services	Jayne Arnold retirement gift	\$1,100.00
E4617	21/03/2024	11421	Superstructure Advisors Pty Ltd	Rates refund	\$473.36
E4617	21/03/2024	11422	D W O'Connor	Rates refund	\$406.57
E4617	21/03/2024	11423	D Adams	Rates refund	\$507.16
E4617	21/03/2024	11424	L E Smith	Rates refund	\$1,049.04
E4618	22/03/2024	314	WA Treasury Corporation	Loan repayment	\$7,762.47
E4618	22/03/2024	2562	Commonwealth Bank of Australia	CommBiz, BPay & Acc Ser Fees	\$7,594.38
E4618	22/03/2024	7576	Les Mills Asia Pacific	BodyPump, Bodybalance & Bodyattack	\$735.89
E4618	22/03/2024	7580	BP Australia Pty Ltd (6791)	Air BP refuelling 26/2/24	\$768.00
E4618	22/03/2024	8784	Sheriff's Office, Perth	Lodgement fees – Fines Enforcement Registry	\$835.00

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E4618	22/03/2024	9997	Sandwai Pty Ltd	Sandwai monthly admin & mobile users	\$2,248.40
E4619	25/03/2024	325	Easton WJ & V	Hire of earthmoving plant	\$15,592.50
E4619	25/03/2024	1469	Beachwind Enterprises Pty Ltd	Hire of earthmoving plant	\$118,924.30
E4619	25/03/2024	2693	Worth Kerbing	Kerbing services	\$6,237.00
E4619	25/03/2024	6014	Esperance Tree Lopping	Pruning and removal of trees and stumps	\$16,940.00
E4619	25/03/2024	6636	Esperance Earthworks Pty Ltd	Hire of earthmoving plant	\$207,273.00
E4619	25/03/2024	7522	Jacka Trenching and Fencing	Traffic control	\$12,523.50
E4619	25/03/2024	8230	Ballantyne Earthmoving	Hire of earthmoving plant and labour	\$450,277.58
E4619	25/03/2024	8317	Titan Contracting	Mowing services	\$35,156.00
E4619	25/03/2024	10615	Quaintrelle (WA) Pty Ltd T/A	Hire of street sweeper	\$30,077.37
E4620	27/03/2024	-	Bronson Safety Pty Ltd	***** C A N C E L L E D *****	\$0.00
E4620	27/03/2024	26	Blackwoods Atkins	Various parts & equipment	\$1,277.97
E4620	27/03/2024	47	B E Stearne & Co Pty Ltd	Reticulation supplies, 2 x mining pumps	\$12,887.61
E4620	27/03/2024	63	Bunnings Ltd	Hardware supplies	\$13,596.18
E4620	27/03/2024	112	Esperance Ag Services	Parts & equipment	\$2,861.57
E4620	27/03/2024	136	Powerplant Motorcycles	Equipment & repairs	\$822.15
E4620	27/03/2024	287	Swans Veterinary Services	Veterinary services	\$880.60
E4620	27/03/2024	323	Westrac Equipment Pty Ltd	Plant parts, equipment & repairs	\$6,010.04
E4620	27/03/2024	431	Assa Abloy Australia Pty Limited	Padlocks & keys	\$842.59
E4620	27/03/2024	707	Haslams	Protective clothing	\$7,603.14
E4620	27/03/2024	1259	South East Petroleum	Fuel supplies	\$126,247.38
E4620	27/03/2024	1291	Sharpe Brothers Pty Ltd	Drovers dust	\$1,555.63
E4620	27/03/2024	1307	Feature Paints	Paint supplies	\$67.35

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E4620	27/03/2024	1318	Chadson Engineering	Pool chemicals & equipment	\$2,190.10
E4620	27/03/2024	1461	Kip & Steve's Mechanical Repairs	Various filters & parts	\$9,089.92
E4620	27/03/2024	1469	Beachwind Enterprises Pty Ltd	Hire of earthmoving plant - contractor	\$13,396.90
E4620	27/03/2024	1485	Freight Lines Group	Freight charges	\$18,396.39
E4620	27/03/2024	1575	GPC Asia Pacific Pty Ltd/Repco	Auto supplies & parts	\$2,634.54
E4620	27/03/2024	2122	Iplex Pipelines Australia P/L	Various pipes & parts	\$15,745.46
E4620	27/03/2024	2333	Winc Australia Pty Limited	Stationery supplies	\$1,022.90
E4620	27/03/2024	3406	Colquhoun's Fremantle Bag Co	Mislabelled bags	\$770.00
E4620	27/03/2024	3774	Goodchild Enterprises	Battery	\$269.50
E4620	27/03/2024	3834	Dicks Electronics	2x Samsung Galaxy A15 5G unlocked	\$751.93
E4620	27/03/2024	4210	Farm & General EOPP	Tools, equipment, parts & supplies	\$8,336.07
E4620	27/03/2024	4647	Marketforce - Omnicom	Local government notices	\$1,395.65
E4620	27/03/2024	4804	Elite Pool Covers Pty Ltd	Parts	\$471.68
E4620	27/03/2024	5215	Public Transport Authority of Western Australia	TransWA - January 2024	\$6,900.12
E4620	27/03/2024	5253	T-Quip	Parts	\$1,464.60
E4620	27/03/2024	5623	Esperance Windscreens	Windscreen services	\$2,623.81
E4620	27/03/2024	6183	Kleen West	Cleaning items & consumables	\$8,322.52
E4620	27/03/2024	6407	Dell Australia Pty Limited	Dell laptops, docks and bags	\$12,455.54
E4620	27/03/2024	6658	S R Pickering	EBA Coordinator expenses	\$5,472.89
E4620	27/03/2024	6714	Holcim Pty Ltd	Aggregate & kerbmix supplies	\$319,590.17
E4620	27/03/2024	6873	WT Hydraulics	Materials & labour	\$2,988.32
E4620	27/03/2024	6941	MJB Industries	Concrete products	\$3,941.85
E4620	27/03/2024	7522	Jacka Trenching and Fencing	Traffic control	\$14,247.75

Shire of Esperance

List of accounts due by Council submitted to the Corporate & Community Services Meeting held on 23 April 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>
E4620	27/03/2024	8959	Topsigns	Supply signage	\$22.00
E4620	27/03/2024	9006	Corsign WA Pty Ltd	Supply signage	\$5,302.00
E4620	27/03/2024	9022	AFGRI Equipment Australia Pty Ltd	Parts & supplies, calibration of blades	\$6,073.77
E4620	27/03/2024	9170	ThermoAir	Air conditioning services	\$3,124.00
E4620	27/03/2024	9210	McIntosh & Son W.A.	Repairs & parts	\$2,247.23
E4620	27/03/2024	9464	Air Filter Dry Clean Systems WA	Dry clean air filters	\$1,146.20
E4620	27/03/2024	9574	Clarke & Stokes Agriservices Pty Lt	Parts	\$3,808.63
E4620	27/03/2024	9657	Super Cheap Auto Pty Ltd	Parts	\$221.96
E4620	27/03/2024	10431	Skipper Transport Parts	Parts & supplies	\$652.58
E4620	27/03/2024	10613	33 Degrees Esperance	Staff meals - EHA	\$65.50
E4620	27/03/2024	10668	Esri Australia Pty Ltd	Enterprise licence agreement – annual subscription	\$30,250.00
E4620	27/03/2024	10993	Etech WA Pty Ltd T/As Esperance	Printing charges, ICV replacement lights, card reader – Maca stadium	\$15,287.72
E4620	27/03/2024	11082	South East Petroleum - BFB Accounts	BFB Diesel Charges	\$614.66
E4620	27/03/2024	11160	Sigma Chemicals	Replacement rollers & bag clips for dolphin's pool	\$327.12
E4620	27/03/2024	11232	Vision Safe Pty Ltd	Safety vests x 72	\$1,478.40
E4620	27/03/2024	11298	Alcolizer Technology Pty Ltd	Centurion Quantum system, 200 x cartridges	\$11,137.50
E4620	27/03/2024	11398	Luke Goodwin Pty Ltd	2x GripSox - EHC	\$30.00
E4620	27/03/2024	11433	Esperance Cricket Club Inc	CGF - hiring Multisport Pavilion	\$1,000.00
E4621	28/03/2024	260	Horizon Power	Electricity charges	\$38,425.46
E4621	28/03/2024	290	Telstra	Telephone charges	\$8,104.98
E4621	28/03/2024	392	Water Corporation	Water usage charges	\$9,680.38
Total Creditor payments made by EFT from Municipal Fund					4,914,914.43

Shire of Esperance

List of accounts due by Council submitted to the Corporate & Community Services Meeting held on 23 April 2024 for confirmation in respect to accounts already paid.

Tran Amount

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	14/03/2024	Payroll (Net)	Wages for 29/02/2024 to 13/03/2024 (Period 19)	\$612,280.70
Bulk EFT	28/03/2024	Payroll (Net)	Wages for 14/03/2024 to 27/03/2024 (Period 20)	\$604,990.37
Total Employee Wage payments made by EFT from Municipal Fund				\$1,217,271.07

SHIRE OF ESPERANCE				
List of accounts direct debited from Council's Municipal Fund submitted to the Ordinary Council Meeting meeting held on 23/04/2024 for confirmation in respect to accounts already paid.				
DATED	CREDITOR	NAME	PARTICULARS	AMOUNT
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
7/02/2024	Dominos Esperance	Mel Ammon	Catering - J Arnold farewell	\$141.99
6/03/2024	Kmart	Mel Ammon	Hotplates overflow kitchen	\$32.00
6/03/2024	Twilio Sendgrid	Mel Ammon	Envibe subscription	\$142.07
7/03/2024	Australian Red Cross	Mel Ammon	International Women's Day	\$16.00
7/03/2024	Create and See	Mel Ammon	International Women's Day	\$146.95
15/03/2024	Vend Pos	Mel Ammon	Point of sale - Visitor Centre	\$139.30
15/03/2024	Canva Sydney	Mel Ammon	Refund	-\$400.00
15/03/2024	Keevils Furniture	Mel Ammon	Farewell gift - L Sharpe	\$300.00
20/03/2024	Gnowangerup Road House	Mel Ammon	Fuel - LV680	\$99.52
21/03/2024	Kingsley Tavern	Mel Ammon	Meal - M Ammon	\$28.33
22/03/2024	Freo Social Hall	Mel Ammon	Meal - M Ammon	\$28.80
25/03/2024	Miso Hangry	Mel Ammon	Meal - M Ammon	\$18.90
25/03/2024	Officeworks	Mel Ammon	Stationery	\$24.45
27/02/2024	Downtown Espresso	Shane Tobin	Workshop	\$5.50
28/02/2024	Esperance Visitors Centre	Shane Tobin	Mad Maestrose - Civic Centre	\$333.30
28/02/2024	JAPMR Pty Ltd T/as Retravision	Shane Tobin	Town Tunes	\$100.00
29/02/2024	Dominos Esperance	Shane Tobin	Volunteer sundowner	\$155.08
1/03/2024	Bunnings	Shane Tobin	Window dressing - black plastic	\$39.97
4/03/2024	Coles Express	Shane Tobin	Fuel	\$44.06
10/03/2024	Dominos Esperance	Shane Tobin	Volunteers	\$119.97
11/03/2024	Woolworths	Shane Tobin	Youth workshop	\$37.28
12/03/2024	Bunnings	Shane Tobin	Shelving Noel White pavilion	\$327.19
12/03/2024	Facebook	Shane Tobin	French weekend	\$35.55
19/03/2024	Bunnings	Shane Tobin	Hooks & dowell	\$23.89
11/03/2024	Local Government Management	Shane Burge	Training / conference	\$155.00
15/03/2024	Queen Bees Coffee	Shane Burge	Travel expenses - S Burge & R Chambers	\$28.48
22/03/2024	Zoom US	Shane Burge	Annual subscription	\$492.58
29/02/2024	Go Fax	Felicity Baxter	Subscription - March 24	\$29.85
4/03/2024	Mailchimp	Felicity Baxter	Subscription - March 24	\$204.47

SHIRE OF ESPERANCE				
List of accounts direct debited from Council's Municipal Fund submitted to the Ordinary Council Meeting meeting held on 23/04/2024 for confirmation in respect to accounts already paid.				
DATED	CREDITOR	NAME	PARTICULARS	AMOUNT
5/03/2024	Jobfit Health Group	Felicity Baxter	Pre-employment medical	\$268.58
5/03/2024	Sonic Health Plus	Felicity Baxter	Pre-employment medical	\$238.70
6/03/2024	Safety Culture	Felicity Baxter	Annual subscription	\$633.60
9/03/2024	Microsoft	Felicity Baxter	Azure subscription - March 24	\$1.92
15/03/2024	Starlink Australia Pty	Felicity Baxter	Rural houses internet	\$834.00
15/03/2024	Starlink Australia Pty	Felicity Baxter	Airport starlink	\$278.00
15/03/2024	Starlink Australia Pty	Felicity Baxter	Mobile regional subscription	\$348.00
8/03/2024	Netflix	Erica Austen	CBDC client entertainment	\$16.99
12/03/2024	Bunnings	Erica Austen	CBDC food trolley	\$491.01
13/03/2024	Food Safety	Erica Austen	Food safety staff training	\$199.95
17/03/2024	Xero Au	Erica Austen	Monthly subscription	\$65.00
19/03/2024	Department of Transport	Erica Austen	NDIS screening	\$145.00
5/03/2024	Woolworths	Karen Voyatzis	Food - MOW kitchen	\$371.53
7/03/2024	Woolworths	Karen Voyatzis	Food - MOW kitchen	\$340.52
8/03/2024	Bunnings	Karen Voyatzis	Microwave food cover	\$25.98
11/03/2024	Woolworths	Karen Voyatzis	Food - MOW kitchen	\$165.84
13/03/2024	Bunnings	Karen Voyatzis	CBDC supplies	\$19.06
13/03/2024	Woolworths	Karen Voyatzis	Food - MOW kitchen	\$322.61
14/03/2024	Woolworths	Karen Voyatzis	Food - MOW kitchen	\$306.10
18/03/2024	Woolworths	Karen Voyatzis	Food - MOW kitchen	\$374.31
19/03/2024	Woolworths	Karen Voyatzis	Food - MOW kitchen	\$116.00
20/03/2024	Woolworths	Karen Voyatzis	Food - MOW kitchen	\$235.34
5/02/2024	Western Australian Police Force	Neroli Logan	Corporate firearm licence	\$166.00
14/02/2024	Woolworths	Neroli Logan	Catering - monthly health morning	\$104.50
14/02/2024	Woolworths	Neroli Logan	Catering - monthly health morning	\$42.45
6/03/2024	REX Airlines	Chantelle Hoffrichter	Training cancelled - flight refunded	-\$332.00
27/02/2024	REX Airlines	Chantelle Hoffrichter	Refund requested - discrepancy	\$683.30
27/02/2024	BWS Liquor	Chantelle Hoffrichter	Chambers stock	\$66.00
27/02/2024	Woolworths	Chantelle Hoffrichter	Chambers stock	\$17.50
27/02/2024	REX Airlines	Chantelle Hoffrichter	No receipt issued - authority no. 047061	-\$797.03
27/02/2024	REX Airlines	Chantelle Hoffrichter	No receipt issued - authority no. 066385	-\$797.03

SHIRE OF ESPERANCE				
List of accounts direct debited from Council's Municipal Fund submitted to the Ordinary Council Meeting meeting held on 23/04/2024 for confirmation in respect to accounts already paid.				
DATED	CREDITOR	NAME	PARTICULARS	AMOUNT
28/02/2024	Barbeques Galore	Chantelle Hoffrichter	Farewell gift - T Ayers	\$1,100.00
28/02/2024	REX Airlines	Chantelle Hoffrichter	Refund requested - discrepancy	\$683.30
28/02/2024	Woolworths	Chantelle Hoffrichter	Cultural Awareness - catering	\$54.06
29/02/2024	Woolworths	Chantelle Hoffrichter	Farewell morning tea - T Ayers	\$64.85
29/02/2024	Facebook	Chantelle Hoffrichter	Job vacancy - rural maintenance positions x2	\$38.52
29/02/2024	Facebook	Chantelle Hoffrichter	Positions Vacant - Workshop	\$20.00
29/02/2024	Facebook	Chantelle Hoffrichter	"An excellent opportunity exists to kick-start..."	\$25.00
29/02/2024	Facebook	Chantelle Hoffrichter	"An excellent opportunity exists to kick-start..."	\$25.00
29/02/2024	Facebook	Chantelle Hoffrichter	Positions Vacant - Workshop	\$20.00
7/03/2024	Great Eastern Motel	Chantelle Hoffrichter	Accommodation - W Davies	\$419.00
11/03/2024	Crown Promenade	Chantelle Hoffrichter	Travel expenses - R Chambers	\$346.08
11/03/2024	REX Airlines	Chantelle Hoffrichter	Refund requested - discrepancy	\$683.30
14/03/2024	Regional Express	Chantelle Hoffrichter	Travel - workers comp - S Southern	\$857.53
14/03/2024	Regional Express	Chantelle Hoffrichter	Travel - G Johnston	\$675.96
15/03/2024	Farm & General	Chantelle Hoffrichter	Engagement stall equipment	\$392.00
15/03/2024	Farm & General	Chantelle Hoffrichter	Engagement stall equipment	\$18.00
19/03/2024	Woolworths	Chantelle Hoffrichter	Catering - Council morning tea	\$48.79
21/03/2024	MBL Food & Packaging	Chantelle Hoffrichter	Milk - Chambers	\$48.24
21/03/2024	REX Airlines	Chantelle Hoffrichter	Travel - S Bower	\$407.41
21/03/2024	Woolworths	Chantelle Hoffrichter	GVROC catering	\$80.28
24/03/2024	Wattle Grove Motel	Chantelle Hoffrichter	Accommodation - S Southern	\$326.00
25/03/2024	Woolworths	Chantelle Hoffrichter	Milk - Chambers & staffroom	\$10.70
7/03/2024	DWER - Water	Mathew Walker	Clearing permit	\$2,600.00
11/03/2024	Rawlinsons	Mathew Walker	Subscription - digital cost guide	\$370.00
13/03/2024	Department of BioDiversity	Mathew Walker	Wildlife licensing	\$45.00
8/03/2024	Australia Institute of Building Surveyors	Richard Hindley	AIBS webinar - A Belworthy	\$77.00
18/03/2024	The Peninsula	Richard Hindley	Accommodation - M Ammon	\$1,453.14
19/03/2024	ASColour	Richard Hindley	Volunteer Centre uniforms	\$344.15
		Commonwealth Bank	Total Credit Card Purchases 27/02/2024- 26/03/2024	19,328.82

12.4 **EXECUTIVE SERVICES**

Item: 12.4.1

Standardised Meeting Procedures Response

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

File Ref: D24/9010

Applicant

DLGSCI and WALGA

Location/Address

N/A

Executive Summary

For Council to consider answers to the consultation paper and discussion paper on the proposed Standardised Meeting Procedures that is proposed by the Department of Local Government, Sport and Cultural Industries (DLGSCI).

Recommendation in Brief

That Council endorse the attached response to the proposed Standardised Meeting Procedures to both the Department of Local Government, Sport and Cultural Industries and WALGA.

Background

The State Government is implementing a number of reforms to the [Local Government Act 1995](#) (the Act) to help improve transparency and accountability in local government in Western Australia and deliver benefits to ratepayers and residents.

Standardising council and committee procedures is part of these reforms. Establishing a consistent approach to all local government council and committee meetings will make it easier and simpler for people to participate in and observe council meetings, wherever they are held.

Establishing one standard is expected to simplify and improve training for council members and local government staff. It can also strengthen the enforcement of breaches of meeting procedures (for instance, if a person repeatedly and unreasonably disrupts a meeting).

Currently, it is usual practice for local governments to have local laws and policies in place to govern the conduct of council meetings. However, this approach means that there can be variation in how members of the public can engage with council meetings.

The State Government intends under section 5.33A to make Regulations that apply to all local governments and an order of the Governor under section 3.17 of the Act to repeal all existing local government meetings procedures, standing orders or council meeting local laws.

It is intended that the new standard meeting procedures (also known as 'standing orders') apply to all council and committee meetings held by local governments. It is also intended that Regulations will contain consistent rules for how meetings are held.

The DLGSCI has developed a consultation paper and has invited all local governments to consider the proposals and provide feedback. WALGA is equally asking local governments for their views on the proposed regulations to enable a whole of industry response to the DLGSCI.

Officer's Comment

WALGA has developed a discussion paper (Attachment 1) that melds the consultation paper that was developed by DLGSCI along with the 34 questions that have been asked.

As the Shire of Esperance Standing Orders Local Law is based upon the model local law the proposed Standardised Meeting Procedures are in the most part consistent with the current practice of the Shire of Esperance.

Following on from a collaborative workshop held between Councillors and staff draft responses to the 34 questions posed by the DLGSCI is attached at Attachment 2 for Council's consideration.

Consultation

The consultation paper was workshopped with Councillors to seek views and concerns with the proposal and assist with responses to the questions.

Financial Implications

Nil

Asset Management Implications

Nil

Statutory Implications

The statutory implications associated with this item are nil at this stage although the proposed Regulations will repeal the existing Shire of Esperance Standing Orders Local Law 2015.

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Leadership

Community confidence and trust in Council

Encourage community participation and insight into activities and decisions

Environmental Considerations

Nil

Attachments

A¹. Standardised Meeting Procedures Discussion Paper

B¹. Standardised Meeting Procedures Answers

Officer's Recommendation

That Council endorse the attached response to the proposed Standardised Meeting Procedures to both the Department of Local Government, Sport and Cultural Industries and WALGA.

Voting Requirement Simple Majority



Standardised Meeting Procedures

WALGA DISCUSSION PAPER



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PURPOSE OF WALGA DISCUSSION PAPER

WALGA is conscious that Local Government consultation leading to the development of the *Local Government Amendment Act 2023* evidenced broad sector support for standardisation of meeting procedures.

WALGA is equally aware that while many current Meeting Procedures / Standing Orders Local Laws include a solid core of common provisions, there is also some diversity across a range of Local Laws content.

We therefore recognise the challenge inherent in developing standardised meeting procedures and the potential they may differ significantly from, or even exclude, well-entrenched Local Law practices and procedures applied at Council and Committee meetings. Participating in the consultation process is therefore crucial to developing workable standardised meeting procedures.

The WALGA Discussion Paper is developed with a view to being read in conjunction with the Department of Local Government, Sport and Cultural Industries Standardised Meeting Procedures Consultation Paper, released in February 2024.

Our Discussion Paper melds the Consultation Paper content with WALGA Comment that is intended to provoke thought and lead to a considered response to the 34 questions posed by the Department. It is WALGA's recommendation that Local Government administrators and Council Members work collaboratively in determining a response to the Consultation Paper. This can be facilitated through informal workshops or a more formal approach at a Council meeting.

WALGA would greatly appreciate receiving your formal response by close of business Monday 29 April 2024. This is a different timeframe to the Department's Consultation Paper closing date of 29 May 2024, however it is necessary to facilitate development of a consolidated advocacy position that reflects the aggregated views of the sector on standardised meeting procedures.

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PART 1 – GENERAL MEETING PROCESS

DLGSCI Consultation Paper

1. Calling meetings

The calling of council meetings is outlined in sections 5.5 to 5.7 of the Act, and in existing regulations 12 to 14. Amendments are proposed to add new requirements for the oversight of special council meetings that are held at short notice and prevent any meeting from being held at an unreasonable time of day. It is important that special meetings are only convened in appropriate circumstances. Regulations are proposed to require:

- a minimum of 24 hours' notice to convene a special council meeting
- that notice to convene a special council meeting may be done with less than 24 hours' notice if an absolute majority of council members call the meeting
- that a meeting cannot commence any earlier than 8 am or later than 8 pm.

WALGA Comment

Currently there is no time-based provision relating to calling a Special Council Meeting, with start times based on availability of attendees, identified urgency of a matter and adopting a common-sense approach. In recognition of exceptional circumstances, consider:

- **Will an absolute majority of Council Members always be available/contactable if an emergency situation necessitates a special meeting?**
- **Should the Mayor or President be empowered to call a Special Council Meeting during an emergency, public health emergency or state of emergency, similar to emergency powers under section 6.8(1)(c) of the Act?**

1. Is it suitable to allow for a special council meeting to be convened with less than 24 hours' notice if an absolute majority of council members call the meeting? Yes / No

(a) If no, please provide a suggested alternative.

2. Are there any circumstances where meetings must start earlier than 8 am or later than 8 pm? Yes / No

(a) If yes, please provide examples and the suggested alternative.



DLGSCI Consultation Paper

2. Agendas and order of business

It is proposed to broadly retain existing requirements for local governments to publish meeting agendas.

It is proposed that the general order of meetings be outlined in the Regulations for consistency across the local government sector. However, a council or committee may decide to consider business in a different order, provided that the other requirements of the Regulations (such as public question time being held before any decisions are made) are still met.

Regulations are proposed to outline the following order of business:

- opening (local governments will still be able to continue their own practices for opening meetings, such as making acknowledgements, prayers, opening statements, etc.)
- recording attendance
- public question time (see section 6)
- public presentations and petitions (see sections 7 and 8)
- members' question time (see section 12)
- confirmation of previous minutes (see section 15)
- reports from committees and the CEO
- motions from members
- urgent business
- matters for which the meeting may be closed
- closure.

WALGA Comment

Some Meeting Procedures / Standing Orders Local Laws have dispensed with the Order of Business; is it necessary to regulate an Order of Business?

If the Order of Business is to be regulated, should the Regulations provide some flexibility for Local Governments to change their Order of Business; for example, bringing forward a matter of public interest is current common practice.

3. Is the proposed order of business suitable? Yes / No

(a) If no, please provide a suggested alternative



DLGSCI Consultation Paper

3. Urgent business

Currently, individual local governments' meeting local laws and policies may vary in how urgent business is raised at a meeting. Existing local laws and policies provide various procedures for urgent business to be considered at a council meeting. Broadly, these procedures seek to limit the use of urgent business to only the most exceptional circumstances.

Regulations are proposed to allow the CEO to introduce an item without notice in cases of urgency if:

- an absolute majority of the council resolve to hear the matter at the meeting, and
- the item is clearly marked as urgent business.

It is proposed that DLGSC must be notified each time this occurs, within 7 calendar days, to ensure this process is only used in exceptional circumstances.

Urgent business may only be heard after public question time (see section 6).

WALGA Comment

If the CEO determines items of urgent business, is it appropriate to involve the Department in monitoring the CEO's performance given this is the role of Council?

Should a Council Member be permitted to introduce an urgent matter for consideration under a Notice of Motion?

Should a definition of 'urgent business' be included in standardised regulations, or should this be a matter of Policy?

4. Are the proposed requirements for urgent business suitable? Yes / No

(a) If no, please provide a suggested alternative.



DLGSCI Consultation Paper

4. Quorum

Existing regulation 8 addresses the process for when there isn't a quorum at a meeting.

Amendments are proposed to provide for the following where a quorum is lost or not present:

- if no quorum is present within 30 minutes of the time set for the meeting, the meeting lapses
- where quorum is lost during a meeting:
 - the meeting proceeds to the next item of business if it is due to members leaving because of a financial or proximity interest
 - the meeting is adjourned for 15 minutes for any other reason and if quorum cannot be reformed, the meeting is closed
- where quorum is lost, the names of the members then present are to be recorded in the minutes.

WALGA Comment

Is there potential for proposed standardised regulations to replicate existing regulation 8?

Should the presiding member be empowered to set the date and time to reconvene a meeting adjourned due to lack of quorum?

5. Are the proposed requirements for when a quorum is not present or lost suitable? Yes / No

(a) If no, please explain why and the suggested alternative, if any.

DLGSCI Consultation Paper

5. Adjourning a meeting

Currently, individual local governments' meeting local laws or policies may contain processes for adjourning a meeting. It is intended to adopt similar rules, while also addressing concerns regarding meetings of council that run late. Regulations are proposed to provide that:

- council may decide to adjourn a meeting to another day, time and place to resume from the point it adjourned
- a presiding member may adjourn a meeting for 15 minutes to regain order of a meeting that has been disrupted



- if a meeting is adjourned for a second time due to disruption, a presiding member must adjourn the meeting to another day, time or place (not on the same day), with notice being published on the local government's website.

It is also proposed that if a meeting is continuing and it reaches 10:45 pm:

- the council or committee may decide to either extend the meeting for a further 15 minutes to allow for any remaining business to be concluded or determine to adjourn the meeting
- if any business remains at 11 pm, the meeting must adjourn to a day and time which is at least 10 hours later to deal with any outstanding agenda items and a notice must be published on the local government's website listing when the meeting will resume.

WALGA Comment

There are a variety of meeting starting times, therefore is the proposal to regulate that meetings must always adjourn at 11pm appropriate? Could the meeting closure time be based on a standard number of hours commencing from the opening of a meeting?

Is a procedural motion to extend time, by absolute majority, a valid option?

Is employee work, health and safety an equal consideration when determining the earliest a meeting can reconvene? If so, should the CEO have an active role in determining the time the meeting reconvenes?

- | |
|--|
| <p>6. Is 11 pm an appropriate time for when a meeting must be adjourned? Yes / No</p> <p>(a) If no, what is the suggested alternative?</p> |
|--|



PART 2 – PUBLIC PARTICIPATION

DLGSCI Consultation Paper

6. Public question time

Currently, the Act and Regulations require that public question time is to be made available at every council meeting and certain committee meetings.

Regulation 6 requires that at least 15 minutes is to be made available for public questions at those meetings. However, question time may be extended if there are further questions; the time may also be used for other business if there are no further questions.

Regulation 7 also provides that question time must be held before substantive decisions are made at that meeting.

Currently, the practice at many local governments is that a person who wishes to ask a question attends the meeting (either physically in-person or by electronic means) to ask their question. However, it is proposed that regulations allow for a personal representative of a person to ask a question. This provides an alternative avenue for someone who may be unable to attend a meeting to have their question raised.

Currently, individual local governments meeting local laws and policies may contain processes for members of the public to raise questions. Some requirements, such as rules requiring a person to lodge a question in writing before a meeting, may prevent a person who is not familiar with those requirements from being able to ask a question.

New standardised requirements are proposed to expand the existing Regulations to require that:

- a member of the public only needs to provide their name and suburb/locality (and not any other information) before asking a question
- a person is not required to lodge a question in writing in advance of a meeting (although a person may choose to do so, for instance if they have a very specific or technical question)
- a local government may still require a person, or their personal representative, to attend a meeting to ask a question lodged in writing in advance of the meeting for it to be addressed at that meeting
- questions must not take more than 2 minutes to ask, including a relevant preamble, unless the presiding member grants an extension of time
- if other people are waiting to ask questions, the presiding member will seek to provide equal opportunity for people to ask questions (for instance, by moving to the next person waiting after someone has asked 3 questions, and returning to the first person if time allows)
- any questions are to be answered by the presiding member, or a relevant member (nominated by the presiding member), the CEO, or an employee nominated by the CEO



- if a question, or a question of a similar nature, was asked and answered in the previous 6 months, the presiding member may direct the member of the public to the minutes of the meeting that contains the question and answer
- no debate of a question or answer is to take place
- questions may be taken on notice by the person who is answering the question
- when a question is taken on notice, a response is to be given to the member of the public in writing and a copy of the answer is to be included in the agenda of the next ordinary meeting
- the presiding member may reject questions that contain offensive language or reflect adversely on others but must provide opportunities for the question to be rephrased

WALGA Comment

Do the proposals provide appropriate balance between the right of the public to ask questions and the community expectation that Councils efficiently transact meeting business and make decisions?

The public question time provisions under section 5.24 of the Act and the Local Government (Administration) Regulations do not specify that a member of the public must identify themselves. Is it appropriate that a person will be required to identify themselves, or should this be discretionary to permit a right to privacy?

Should a Council Member be permitted to act as a personal representative and ask a question on behalf of an absent member of the public? Should members of the public always be present to ask their question?

- | |
|---|
| <p>7. Is the existing minimum allocation of 15 minutes for public question time sufficient? Yes / No</p> <p>(a) If no, what minimum time limit do you suggest?</p> <p>8. Is 2 minutes enough time for a member of the public to ask a question? Yes / No</p> <p>(a) If no, what time limit or other method of allocating questions do you suggest?</p> <p>9. Should any other standard requirements for public question time be established? Yes / No</p> <p>(a) If yes, please provide details.</p> <p>10. Should a personal representative be able to ask a question on behalf of another person? Yes / No</p> <p>(a) If no, please provide your reasons.</p> |
|---|



DLGSCI Consultation Paper

7. Presentations at council

Local governments commonly allow for presentations (also known as deputations) to be made to inform council decisions. Councils may set a policy for whether they hear presentations at council meetings and/or committee meetings, or at other meetings, and the circumstances in which a presentation may be heard.

It is proposed that local governments will continue to have discretion to choose whether and when to hear presentations.

To allow for a decision to be made in advance of the meeting, it is proposed that either the presiding member or CEO will make the decision on whether a presentation is heard at a meeting, based on any policy established by the council.

Accordingly, it is proposed that a council may establish a policy that determines:

- the types of meetings at which presentations may be heard
- whether the responsibility for making decisions on presentation requests sits with either the presiding member or CEO
- any other matters to guide the presiding member or CEO's decision making towards requests.

New Regulations are also proposed to:

- allow a person, or group of people, to lodge a request in accordance with the council's policy to provide a presentation at least 48 hours before the meeting
- require the presiding member or CEO to decide and provide a response to the person requesting the presentation by 12 noon the day of the meeting
- provide that if the presiding member or CEO refuses an application, they are to provide their reasons to the applicant and advise of the refusal at the meeting
- limit presentations to 5 minutes (not including questions) unless there is a resolution to extend the time limit
- allow council and committee members to ask questions of presenters.

WALGA Comment

Should an applicant provide details of their proposed topic and context when making a request to provide a presentation, to permit the CEO to advise Council on relevant legal, financial or other implications?

Should the decision to allow a presentation be made by the presiding member in consultation with the CEO, rather than being made by one or the other?



- 11. Should the Regulations specify that a request to make a presentation must relate to an item on the agenda for the relevant meeting? Yes / No**
 - (a) If no, please provide reasons.
- 12. Is 48 hours of notice sufficient to administer an application from a member of the public to present to a meeting? Yes / No**
 - (a) If no, please provide reasons and suggest an alternative.
- 13. Should a standard time limit be set for public presentations? Yes / No**
 - (a) If no, please provide reasons.
- 14. Would 5 minutes be a suitable time limit for public presentations? Yes / No**
 - (a) If no, please provide reasons and suggest an alternative.

DLGSCI Consultation Paper

8. Petitions

Many local governments have a tradition of accepting petitions, mirroring the practice of Parliament.

Regulations are proposed to:

- enable any person to petition a local government by lodging a petition to the council on any matter, including petitions which may be critical of actions or decisions of the local government
- require the lead petitioner to provide their contact details
- require any person signing a petition to state their suburb/town, and declare whether they are residents and/or electors of the district
- require the petitioner to tally the number of signatories
- limit rejection of a petition to only when it is not in the prescribed form
- require that the council is to consider each petition and must determine how it is to respond, such as by seeking a report from the CEO
- allow local governments to establish an electronic petitioning system if they wish
- require all petitions received and outcomes from petitions to be summarised in a report to the annual meeting of electors.



WALGA Comment

Should rejection of a petition extend to cases where the petitioned action will breach a written law and related imperatives, such as a public health emergency declaration?

15. Do the proposed regulations provide an effective system for managing petitions? Yes / No

(a) If no, please provide reasons and suggested alternatives.

PART 3 – CONDUCT OF DEBATE

DLGSCI Consultation Paper

9. Orderly conduct of meetings

New Regulations are proposed to create a duty for all people present at a meeting to:

- ensure that the business of the meeting is attended to efficiently and without delay
- conduct themselves courteously at all times
- allow opinions to be heard within the requirements of the meetings procedures.

It is also proposed that the Regulations:

- allow members to raise points of order to bring the presiding member's attention to a departure from procedure
- provide that it is a minor breach for a presiding member to preside in a manner which is unreasonable or contravenes the requirements of the Act or Regulations
- empower the presiding member to call a person to order and:
 - should a member not comply with a third call to order, the presiding member may direct them to speak no further (but they may continue to cast their vote) for the remainder of the meeting, with failure to adhere to the direction being a minor breach
 - if any other person does not comply with one call to order, the presiding member may direct them to leave the meeting, with failure to do so being an offence
- provide that a council may vote to rescind a direction made by a presiding member for a member to not speak further during a meeting
- provide that a member who has had a direction made against them to not speak further cannot move or second a motion that attempts to rescind the decision.



WALGA Comment

**Are the proposed presiding member powers sufficient to maintain order at meetings?
Are additional powers required?**

Clause 10 of the Model Code of Conduct includes matters that must be observed by Council and Committee Members attending Council meetings, enforceable through the behavioural complaints process. Are the proposed new duties of persons present at meetings similar to the expected behaviours expressed in the Model Code?

The proposed minor breach of the presiding member includes 'unreasonable' conduct; should the regulations be limited to actual contraventions of the Act, Regulations or Code of Conduct?

**16. Do these measures provide a suitable framework to maintain order in meetings?
Yes / No**

(a) If no, what are the suggested changes?

DLGSCI Consultation Paper

10. Motions and amendments

Existing meeting procedures address many matters relating to the processes of decision making. This includes motions and amendments (including foreshadowed and alternate motions), notices of motion by members, reasons for changes to the CEO's recommended motion, passing motions "en bloc", and how voting occurs. The existing system of motions (including foreshadowed, amendment, alternate and revocation motions) are proposed to be broadly maintained.

Council members may raise motions that are not part of the agenda of a meeting to recommend a proposal for consideration. For instance, a motion might propose a new policy or decision.

Local governments commonly require notice of a motion to be provided in advance of a council meeting. This is to allow council members time to review the motion and for the CEO and administration to provide advice needed to assist council members with making a decision on a motion.

Providing notice to other council members, the CEO and administration can support a more fulsome consideration of the motion.

Regulations are proposed to require council members to provide written notice of motions at least 1 calendar week before the council meeting commences. This would generally allow those motions to be included in the meeting agenda, which must be published 72 hours before the commencement of the meeting.

It is proposed that council members will still be able to move amendments and alternative motions during debate on agenda items without providing written notice in advance of the



meeting. This provides for members to be able to consider all options and suggestions for an item included in the agenda of a meeting.

It is proposed that reasons for notices of motion, amendments and other decisions that are changed at a meeting would still be required.

WALGA Comment

It is relatively common for Agendas to be prepared well in advance of the Council meeting so that Agenda Briefing sessions can be held. Should a notice of motion be provided within the established Agenda preparation timeframe of each Local Government?

Should a notice of motion be received by Council resolution to indicate support prior to the Administration preparing a detailed report?

Should a CEO be empowered to reject any notice of censure motion from a Council member, given this equates to adverse reflection?

17. Is a period of 1 calendar week an appropriate notice period for motions? Yes / No

(a) If no, what is your suggested alternative?

18. Are these proposals for motions suitable? Yes / No

(a) If no, please provide reasons

DLGSCI Consultation Paper

11. Debate on a motion

The practice of motions being moved and seconded and debate alternating between speakers for and against the motion is used in meeting procedures statewide.

Some local governments have a further requirement where if a motion is not opposed, no debate occurs, and the motion is recorded as passing unanimously.

Regulations are proposed to provide for the following rules for formal debate on a motion or amendment:

- any motion must be seconded before it may be debated (or carried without debate)
- a motion is carried without debate if no member is opposed to the motion
- if a member is opposed, the mover and seconder may speak and are followed by alternating speakers against and for the motion, with a final right of reply for the mover
- speeches must be relevant to the motion under debate and no member must speak twice –



except for the mover's right of reply, or if the council decides to allow further debate

- no member can speak for longer than 5 minutes without the approval of the meeting.

WALGA Comment

Should regulations provide for Council to suspend formal debate rules to enable members to speak more than once on a specific item?

- 19. Do you support these rules for formal debate on a motion or amendment? Yes / No**
(a) If no, what is your suggested alternative?
- 20. Is 5 minutes a suitable maximum speaking time during debate? Yes / No**
(a) If no, what should be the default maximum speaking time?
- 21. Is a general principle against speaking twice on the same motion suitable? Yes / No**
(a) If no, please provide reasons.

DLGSCI Consultation Paper

12. Questions by members

The current practices for members asking formal questions at meetings varies throughout the sector. Some local governments have a "questions from council members" period; other local governments allow members to place questions on notice for future meetings.

Regulations are proposed to provide that:

- council members can ask the CEO questions related to any item on an agenda by providing the question in writing by 12 noon the day before the meeting
- council member questions are to be answered during the "questions from council members" agenda item
- council members must seek permission from the presiding member to ask the CEO 0.0.0. clarifying questions during debate.

WALGA Comment

Questions from Council Members are an important part of the meeting, especially if a Local Government does not conduct Agenda Briefings in advance of ordinary Council meetings.

Should questions from Council Members only be asked at one particular part of the meeting or be asked prior to debate on the agenda item to which the question relates?



Could limiting questions to those provided the day before the meeting be counter productive to good decision making if the question relates to a matter on the Agenda?

With proposed new rules for public question time in mind, should questions by members also be limited by time and number in the interests of conducting efficient and effective meetings? Should the presiding member be empowered to rule on the relevance of a question?

22. Should the new standardised provisions include a maximum time limit for the “questions from council members” agenda item? Yes / No

(a) If no, please provide details.

23. Is 1 day of notice for a question from a council member sufficient? Yes / No

(a) If no, what is your suggested alternative and why?

24. Is it appropriate for the presiding member to consider whether to allow a member to ask clarifying questions during debate? Yes / No

(a) If no, what is your suggested alternative and why?

DLGSCI Consultation Paper

13. Procedural motions

Various procedural motions are provided for in each local governments' meeting procedures. They help with managing a meeting effectively and democratically.

Regulations are proposed to provide for the following procedural motions to be put without debate:

- a motion to vary the order of business (e.g. to move a report in the order of business so it is considered earlier)
- a motion to adjourn debate to another time
- a motion to adjourn the meeting
- a motion to put the question (close debate)
- a motion to extend a member's speaking time
- a motion to extend public question time
- a motion to extend the time for a public presentation
- a motion to refer a motion to a committee or for the CEO to provide a new or updated report to a future meeting



- a motion of dissent in the presiding member's ruling (for example, to overturn the presiding member's direction that a member does not speak further)
- a motion to close a meeting to the public in accordance with the Act.

WALGA Comment

Procedural motions in current Local Laws are accompanied by qualifying provisions explaining their effect; for example, a person who has spoken on a motion cannot move to close a debate on the motion; and the mover of some procedural motions can speak to the motion but cannot speak to some others.

Are some qualifying provisions still necessary to ensure fair and equal participation in the meeting? Or should all procedural motions be put without debate?

25. Should any of these procedural motions not be included? Yes / No

(a) If yes, please identify which motions and why they should not be included.

26. Are any additional procedural motions needed? Yes / No

(a) If yes, please provide suggestions and explain why.

DLGSCI Consultation Paper

14. Adverse reflection

In addition to aspects of the model code of conduct, existing meeting procedures seek to prevent inappropriate language and adverse reflections from occurring at meetings.

Regulations are proposed to provide that:

- a person, including a member, cannot reflect adversely on the character of members, employees or other persons – if they do so they must withdraw their remark
- members cannot adversely reflect on the decisions of the council, except in making a motion to revoke or change a decision
- failure to withdraw adverse reflection is to be dealt with as disorderly conduct (including as a potential minor breach)
- a member who is concerned about a remark that may be an adverse reflection may raise a point of order with the presiding member.



WALGA Comment

With compulsory public broadcasting and audio recording of ordinary Council meetings imminent, should adverse reflection be elevated from a behavioural or minor breach to a serious breach of the Act?

27. Are there any circumstances where a person should be able to adversely reflect on another council member, an employee or a decision of the local government? Yes / No

(a) If yes, please provide more information to explain the circumstances.

PART 4 – OTHER MATTERS

DLGSCI Consultation Paper

15. Meeting minutes and confirmation

Existing meeting procedures provide for the method of confirmation of the minutes. It is proposed to amend the Regulations to provide a clear process for correcting minutes by:

- allowing a member who identifies errors with unconfirmed minutes to provide a CEO with any proposed corrections by 12 noon the day before a meeting at which the minutes are to be confirmed
- requiring any proposed corrections to the minutes to be presented to council for a decision with a recommendation from the CEO
- Requiring DLGSC to be notified if a local government fails to adopt or defers confirmation of the minutes of a meeting

WALGA Comment

The confirmation of minutes ensures that a true and correct record of a meeting is kept. Currently, a simple majority of Council Members must agree to any proposed amendments. Are additional rules required?

28. Is 1 day sufficient notice for a proposed correction to the minutes? Yes / No

(a) If no, how much notice should be required and why?



DLGSCI Consultation Paper

16. Electronic meetings and attendance

In 2020, Regulations were introduced in response to the COVID-19 pandemic to enable councils to hold meetings electronically and for council members to attend using electronic means. This allowed councils to continue making critical decisions during the pandemic. The use of videoconferencing and the adoption of livestreaming has also encouraged public access and participation in local government.

On 9 November 2022, the [Local Government \(Administration\) Amendment Regulations 2022](#) took effect, meaning local governments could conduct council and committee meetings electronically outside of emergency situations and that council and committee members could attend in-person meetings using electronic means, such as videoconferencing.

The State Government committed to a public consultation process to gain feedback on the effect of these changes following 12 months of operation.

WALGA Comment

Is the '50% rule' (refer: regulations 14C(3) and 14D(2A) of the *Local Government (Administration) Regulations*) for electronic attendance at in-person meetings and holding electronic meetings clearly understood? Is it proving to be easily applied?

Should the definition of 'meeting' (refer: regulation 14C(1) of the *Local Government (Administration) Regulations*) be amended to permit electronic attendance at electors' meetings?

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| <p>29. Has the change to enable electronic meetings to occur outside of emergency situations been helpful? Yes / No / Unsure or unable to comment</p> <p>(a) If no, please explain why.</p> <p>30. Has the ability for individual members to attend meetings electronically been beneficial? Yes / No / Unsure or unable to comment</p> <p>(a) If no, please explain why.</p> <p>31. Do you think any changes to electronic meetings or electronic attendance are required? Yes / No / Unsure or unable to comment</p> <p>(a) If yes, please provide details of the changes and explain why they are needed.</p> |
|---|



DLGSCI Consultation Paper

17. Council committees

Sections 5.8 to 5.18 of the Act provide for the establishment of committees that may assist with decision making. Section 7.1A provides for the establishment of an audit committee. The standardised meeting procedures will only apply to those committees established under sections 5.8 and 7.1A.

It is proposed that provisions for committees be similar to requirements for council meetings. Committees may need to provide a more flexible meeting environment, in terms of time limitations and procedure, to facilitate the consideration of issues in detail. This is reflected in meeting procedures across the State.

Regulations are proposed to provide that:

- a committee meeting is to be called when requested by the presiding member of the committee, the mayor or president, or a third of the committee's members
- certain meeting procedures such as the order of debate, speaking twice and time limits do not apply to a committee
- a committee is answerable to the council and must provide at least 1 report to council on its activities each year.

WALGA Comment

Many current Local Laws include requirements additional to sections 5.8 to 5.18 of the Act for establishing committees, that include assigning terms of reference and requirements for reporting to Council. Are similar establishment provisions required in standardised regulations?

If a committee has delegated authority to make decisions, should it follow that the standardised regulations must apply as they do at the ordinary council meeting?

32. Are any other modifications needed for committee meetings? Yes / No

(a) If yes, please provide details of the modifications and explain why



DLGSCI Consultation Paper

18. Meetings of electors

The Act establishes that the mayor or president is to preside at electors' meetings, and any resolutions passed by an electors' meeting are considered at a following council meeting.

As electors' meetings are quite different to council meetings, comment is sought about whether parts of the proposed standard should apply for electors' meetings.

WALGA Comment

Should the presiding member powers for effective control of meetings always apply to electors' meetings?

33. Should parts of the proposed standard apply at electors' meetings? Yes / No

(a) If yes, please explain what may be required.

DLGSCI Consultation Paper

19. Any other matters

Feedback is welcome on any other element of local government meetings for consideration in the further development of the new Regulations.

WALGA Comment

There are additional matters common to current Standing Orders / Meeting Procedures Local Law that may feature in standardised regulations but not discussed in detail to date, including:

- **Revoking or changing decisions / implementing decisions:** Many current Local Laws feature rules that clarify how revoking or changing decisions under Administration Regulation 10 is applied; does this content remain relevant for inclusion in standardised regulations?
- **Suspension of standardised regulations:** Many current Local Laws include a provision permitting Council by resolution, to suspend one or more Local Law provision; does this content remain relevant for inclusion in standardised regulations?
- **Matters not included in standardised regulations:** Many current Local Laws include a provision empowering the presiding member to decide matters not set out in the Local Law; does this power remain relevant for inclusion in standardised regulations?



- **Enforcement:** Many current Local Laws include a specific enforcement provision; does this content remain relevant for inclusion in standardised regulations?
- **Powers of presiding member:** Some powers have been referred to in the Consultation Paper under orderly conduct of meetings – Part 3, Item 9. Would additional details of the presiding member powers be helpful?
- **Review of Standardised Regulations:** The Model Local Law (Standing Orders) 1998 (No 73, 3/4/98) were developed by the Department of Local Government to assist Local Governments transition from Bylaws created under the *Local Government Act 1960* to appropriate meeting provisions compliant with the current Act. This Model formed the basis of early Local Laws but due to lack of review, arguably fell out of favour as a suitable template. Should standardised regulations be reviewed every 5 years, to ensure they remain current with contemporary meeting practices?

34. Do you have any other comments or suggestions for the proposed new Regulations?

(a) If yes, please explain what may be required

SUBMITTING FEEDBACK TO WALGA

Please submit feedback on this Discussion Paper by close of business **Monday 29 April 2024** to:

James McGovern
Manager Governance and Procurement
jmcgovern@walga.asn.au
(08) 9213 2093

Standardised Meeting Procedures- Draft Answers

1. **Is it suitable to allow for a special council meeting to be convened with less than 24 hours' notice if an absolute majority of council members call the meeting? Yes / No Yes**
 - (a) If no, please provide a suggested alternative.
2. **Are there any circumstances where meetings must start earlier than 8 am or later than 8 pm? Yes / No Yes**
 - (a) If yes, please provide examples and the suggested alternative.

In an emergency situation there may be times where 24 hours' notice or a start time for a meeting outside of proposed times might be required.
3. **Is the proposed order of business suitable? Yes / No Yes**
 - (a) If no, please provide a suggested alternative.
4. **Are the proposed requirements for urgent business suitable? Yes / No No**
 - (a) If no, please provide a suggested alternative.

As the CEO is managed by the Council then why does the Department need to be informed each time urgent business is raised. If this is happening too frequently then the Council will need to manage this with the CEO rather than the Department in any regard.
5. **Are the proposed requirements for when a quorum is not present or lost suitable? Yes / No Yes**
 - (a) If no, please explain why and the suggested alternative, if any.
6. **Is 11 pm an appropriate time for when a meeting must be adjourned? Yes / No Yes**
 - (a) If no, what is the suggested alternative?
7. **Is the existing minimum allocation of 15 minutes for public question time sufficient? Yes / No Yes**
 - (a) If no, what minimum time limit do you suggest?
8. **Is 2 minutes enough time for a member of the public to ask a question? Yes / No Yes**
 - (a) If no, what time limit or other method of allocating questions do you suggest?
9. **Should any other standard requirements for public question time be established? Yes / No No**
 - (a) If yes, please provide details.
10. **Should a personal representative be able to ask a question on behalf of another person? Yes / No Yes**
 - (a) If no, please provide your reasons.
11. **Should the Regulations specify that a request to make a presentation must relate to an item on the agenda for the relevant meeting? Yes / No No**
 - (a) If no, please provide reasons.

Not all emerging community issues will be on the Council agenda. The presentations will already be vetted by the presiding member or CEO. If this requirement remains it may well increase agenda items being placed on the agenda before a decision is required of Council to merely meet the

requirements of this clause.

- 12. Is 48 hours of notice sufficient to administer an application from a member of the public to present to a meeting? Yes / No Yes**
(a) If no, please provide reasons and suggest an alternative.
- 13. Should a standard time limit be set for public presentations? Yes / No Yes**
(a) If no, please provide reasons.
- 14. Would 5 minutes be a suitable time limit for public presentations? Yes / No No**
(a) If no, please provide reasons and suggest an alternative.
10 minutes for a presentation would be a more suitable timeframe. Presiding member should also have the ability to extend the time if required.
- 15. Do the proposed regulations provide an effective system for managing petitions? Yes / No Yes**
(a) If no, please provide reasons and suggested alternatives.
- 16. Do these measures provide a suitable framework to maintain order in meetings? Yes / No Yes**
(a) If no, what are the suggested changes?
- 17. Is a period of 1 calendar week an appropriate notice period for motions? Yes / No Yes**
(a) If no, what is your suggested alternative?
- 18. Are these proposals for motions suitable? Yes / No Yes**
(a) If no, please provide reasons.
- 19. Do you support these rules for formal debate on a motion or amendment? Yes / No No**
(a) If no, what is your suggested alternative?
Believe that each motion should be voted upon in a separate vote. A member may wish to vote against a motion but does not want to speak against the motion. If the motion is carried without debate if no member is opposed this will not allow this to occur.
- 20. Is 5 minutes a suitable maximum speaking time during debate? Yes / No Yes**
(a) If no, what should be the default maximum speaking time?
- 21. Is a general principle against speaking twice on the same motion suitable? Yes / No Yes**
(a) If no, please provide reasons.
- 22. Should the new standardised provisions include a maximum time limit for the “questions from council members” agenda item? Yes / No Yes**
(a) If no, please provide details.
- 23. Is 1 day of notice for a question from a council member sufficient? Yes / No Yes**
(a) If no, what is your suggested alternative and why?
- 24. Is it appropriate for the presiding member to consider whether to allow a member to ask clarifying questions during debate? Yes / No Yes**
(a) If no, what is your suggested alternative and why?

- 25. Should any of these procedural motions not be included? Yes / No No**
(a) If yes, please identify which motions and why they should not be included.
- 26. Are any additional procedural motions needed? Yes / No No**
(a) If yes, please provide suggestions and explain why.
- 27. Are there any circumstances where a person should be able to adversely reflect on another council member, an employee or a decision of the local government? Yes / No No**
(a) If yes, please provide more information to explain the circumstances.
- 28. Is 1 day sufficient notice for a proposed correction to the minutes? Yes / No Yes**
(a) If no, how much notice should be required and why?
- 29. Has the change to enable electronic meetings to occur outside of emergency situations been helpful? Yes / No / Unsure or unable to comment Yes**
(a) If no, please explain why.
- 30. Has the ability for individual members to attend meetings electronically been beneficial? Yes / No / Unsure or unable to comment Yes**
(a) If no, please explain why.
- 31. Do you think any changes to electronic meetings or electronic attendance are required? Yes / No / Unsure or unable to comment No**
(a) If yes, please provide details of the changes and explain why they are needed.
- 32. Are any other modifications needed for committee meetings? Yes / No No**
(a) If yes, please provide details of the modifications and explain why.
- 33. Should parts of the proposed standard apply at electors' meetings? Yes / No Yes**
(a) If yes, please explain what may be required.
- Limit questions to 2 minutes.
 - Limit the number of questions an elector may ask.
 - If the question has been answered in the last 6 months refer the elector to relevant meeting minutes for the answer.
 - Empower the presiding member to effectively control the meeting.
- 34. Do you have any other comments or suggestions for the proposed new Regulations? Yes**
(a) If yes, please explain what may be required.
- The process for revoking or changing decisions needs to be outlined in the standardised regulations.
 - The suspension of the standardised regulations to allow clarification be sought or open discussion on an item between Councillors that the meeting process will not allow.
 - Presiding member should be empowered to decide on matters not set out in the Standardised Meeting regulations.

Item: 12.4.2

Information Bulletin - April 2024

Author/s	Chantelle Hoffrichter	Executive Assistant
Authorisor/s	Shane Burge	Chief Executive Officer

File Ref: D24/9045

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

- A↓. Information Bulletin - April 2024
- B↓. Council Priorities Summary - Corporate Performance - March 2024
- C↓. Status Report - Open Council Resolutions - April 2024

Officer's Recommendation

That Council accepts:

- 1. Information Bulletin – April 2024**
- 2. Council Priorities Summary – Corporate Performance – March 2024**
- 3. Status Report – Open Council Resolutions – April 2024**

Voting Requirement

Simple Majority

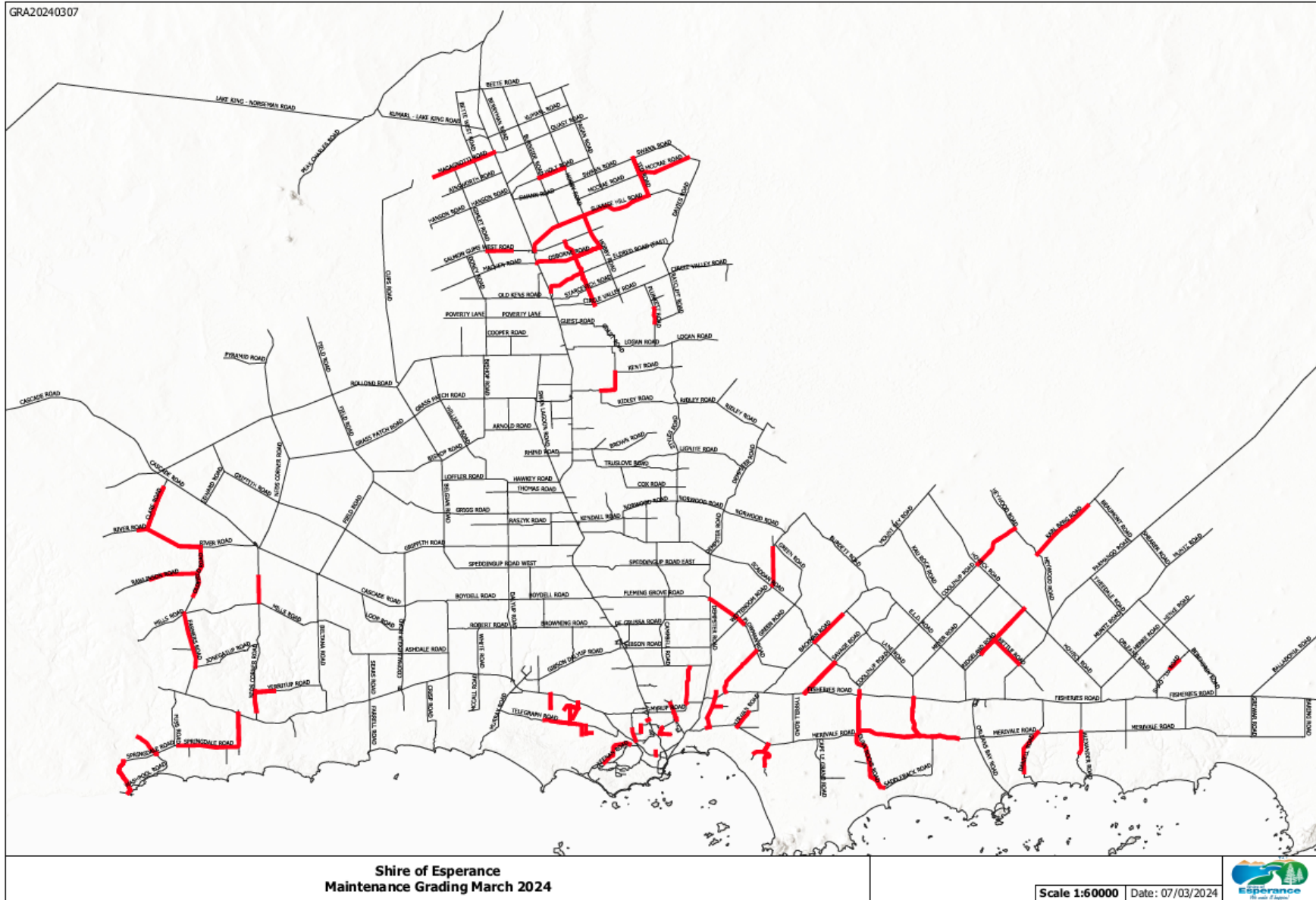


INFORMATION BULLETIN

ORDINARY COUNCIL MEETING

April 2024

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Shire of Esperance

Building Applications Approved from 1 March 2024 to 31 March 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
20/03/2024	18394		Drake-Brockman Building and Construction Pty Ltd 201 Beech Street CASTLETOWN WA 6450	BC101783	Lot: 49 P.O. 8495 10 Sinclair Street CASTLETOWN	Occupancy Permit - Class 7b/8 Storage Shed/Workshop 1846m2	Steel	Steel	Concrete	1	1846.0	
21/03/2024	18463		Drake-Brockman Building and Construction Pty Ltd 201 Beech Street CASTLETOWN WA 6450	BC101783	Lot: 82 D: 36867 50 Norseman Road CHADWICK	Warehouse Building (Class 7b)	Steel	Steel	Concrete	1	504.0	323,070.00
21/03/2024	18484		Quezon Pty Ltd Unit 8 170 Seachurn Road BAYSWATER WA 6053	BC12183	Lot: 314 P.O. 1376 39 Goldfields Road CASTLETOWN	Dwelling - Alterations / Addition	Brick, veneer	Steel	Concrete	1		32,000.00
27/03/2024	18485		Drake-Brockman Building and Construction Pty Ltd 201 Beech Street CASTLETOWN WA 6450	BC101783	Lot: 41 P.O. 64784 Shark Lake Road MONJINGUP	Class 5/7b/8 - Office, Storage Shed, Workshop 781m2 & Water Tanks Class 5/7b/8 - Office, Storage Shed, Workshop 781m2 & Water Tanks Class 5/7b/8 - Office, Storage Shed, Workshop 781m2 & Water Tanks	Steel Steel	Steel Steel	Concrete Concrete	1 2	300.0 481.0	400,000.00 250,000.00 16,000.00
04/03/2024	18497		Great Southern Pool Service PO Box 574 NARROGIN WA 6312		Lot: 207 P.O. 69443 23 Thistle Avenue BANDY CREEK	Swimming Pool & Associated Barriers			Other	1		61,923.00
19/03/2024	18499		McMullen's Blinds Sails Canvas 14 Gilpin Street CHADWICK WA 6450		Lot: 388 P.O. ESPERT 1 Black Street ESPERANCE	Shade Sail Structure 70m2		Other		1	70.0	15,000.00
01/03/2024	18500		C L Ward 227 Quarry Road MYRUP WA 6450		Lot: 79 D: 86680 227 Quarry Road MYRUP	Dwelling - Re-Roof		Steel		1		18,000.00
08/03/2024	18501		Wrinkly Tin & Cladding Company Pty Ltd 3 Corry Street ESPERANCE WA 6450		Lot: 199 P.O. 21242 27 Amelia Circuit WEST BEACH	Garage 52.5m2	Steel	Steel	Concrete	1	53.0	18,900.00
21/03/2024	18505		G R MacDonald 9 Frederick Street SINCLAIR WA 6450		Lot: 594 P.O. 210407 8 Queen Street NULSEN	Dwelling - Re-Roof		Steel		1		19,000.00
01/03/2024	18511		M G Beasley 4 Willowtree Avenue WEST BEACH WA 6450	BC100828	Lot: 124 P.O. 53876 42 Quinton Circle CASTLETOWN	Fence (Masonry)			Concrete	1	80.0	30,000.00
21/03/2024	18513		Glenodie Pty Ltd PO Box 2272 ESPERANCE WA 6450	BC103055	Lot: 243 P.O. 69443 20 Asken Turn BANDY CREEK	Amendment - Siting - Dwelling Now 1200mm From Boundary	Brick, veneer	Steel	Concrete	1	270.0	
19/03/2024	18518		P K Ham 20 Peppermint Grove WEST BEACH WA 6450	BP8322	Lot: 298 P.O. 13886 37 Hockey Place WEST BEACH	Dwelling - Renovations & Remedial Works, New Slider & Deck Area		Steel		1		49,500.00
11/03/2024	18520		J M Coca Tullaroop Close MYRUP WA 6450		Lot: 1056 P.O. 58988 3 Waterlily Way CASTLETOWN	Water Tank 23000L	Other	Other	Other	1		4,000.00
20/03/2024	18526		Coswick Enterprises Pty Ltd 10 Simpson Street CHADWICK WA 6450	WAD400	Lot: 144 P.O. 215786 Carey Street CONDINGUP	Demolition - Condingup Fire Shed 90m2				1	90.0	3,720.00

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
06/03/2024	18533		KGT Nominees T/As Timmins and Timmins Building Contractors 4 Hill Street CHADWICK WA 6450	BC101749	Lot: 459 Pln: 1376 5 Mitchell Street CASTLETOWN	Dwelling - Re-Roof		Steel		1		8,000.00
13/03/2024	18535		N J Metz 6 Castletown Quays CASTLETOWN WA 6450		Lot: 66 Pln: 415322 Bandy Creek Road BANDY CREEK	Storage Building (Class 7b) Lean-to Addition 48.5m2	Steel	Steel	Concrete	1	49.0	16,000.00
15/03/2024	18538		R J Donaldson Building Contractor 10 Common Road PINK LAKE WA 6450	9687	Lot: 494 Pln: 172712 73 Twilight Beach Road WEST BEACH	Dwelling - Second Storey Balcony Additions-Extend Roof-Double Glazing		Steel	Timber	1	60.0	250,000.00
29/03/2024	18539		T J Smith 19 Hockey Place WEST BEACH WA 6450	BC103882	Lot: 122 Pln: 40414 76 Walmsley Street BANDY CREEK	Carport 33.75m2	Steel	Steel	Other	1	34.0	28,897.00
11/03/2024	18540		West Australian Alternative Energy Office 3 Building 1 6 Merino Entrance		Lot: 11 Pln: 64789 143 Sims Street CHADWICK	Solar PV Installation Flush to Roof Sheeting - Horizon Power Depot				1		173,727.00
18/03/2024	18541		A L Fitzgerald 18 Hastings Crescent CASTLETOWN WA 6450	OB1013575	Lot: 57 Pln: 57159 18 Hastings Crescent CASTLETOWN	Dwelling Additions-New Bedrooms-Activity Rm 64m2-Upgrade Shed BAL 12.5 Dwelling Additions-New Bedrooms-Activity Rm 64m2-Upgrade Shed BAL 12.5	Brick, veneer Steel	Steel Steel	Concrete Concrete	1 1	64.0 57.0	105,000.00 3,000.00
28/03/2024	18547		90 Degree Residential Pty Ltd 29 Beaufortia Gardens HAY WA 6333	BC104744	Lot: 262 Pln: 13543 81 Phillips Street WEST BEACH	Dwelling - Single With Patio 74m2	Steel	Steel	Concrete	1	74.0	225,000.00

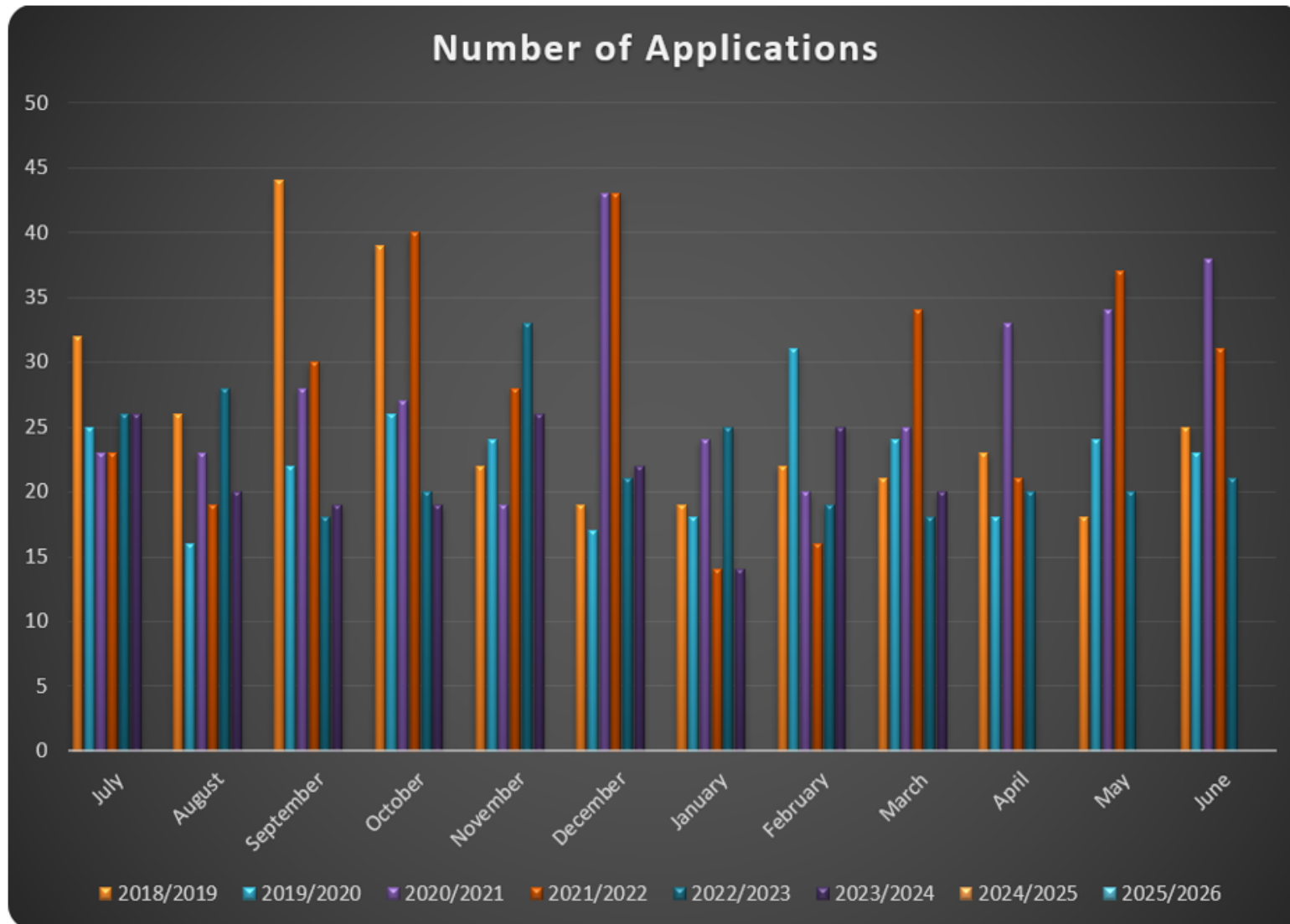
Total number of Building Permits:	21	\$2,050,737.00
Total number of Licences/Certificates Reported:	21	\$2,050,737.00

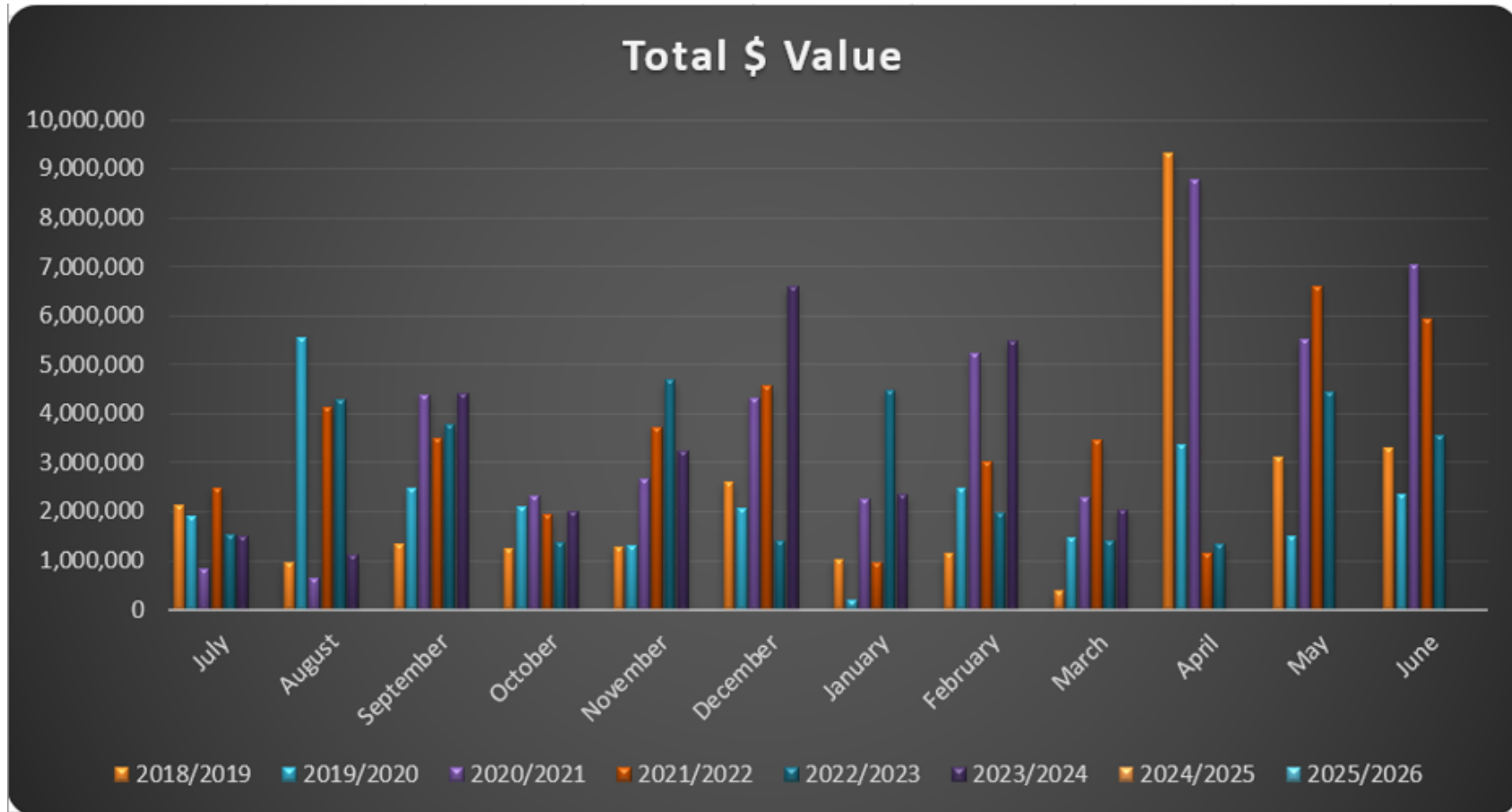
I certify to the best of my knowledge and belief, the particulars given in this return are a true and complete record of proposed building operations known to this local authority.

Angela Belworthy – Coordinator Building Services – 03/04/2024

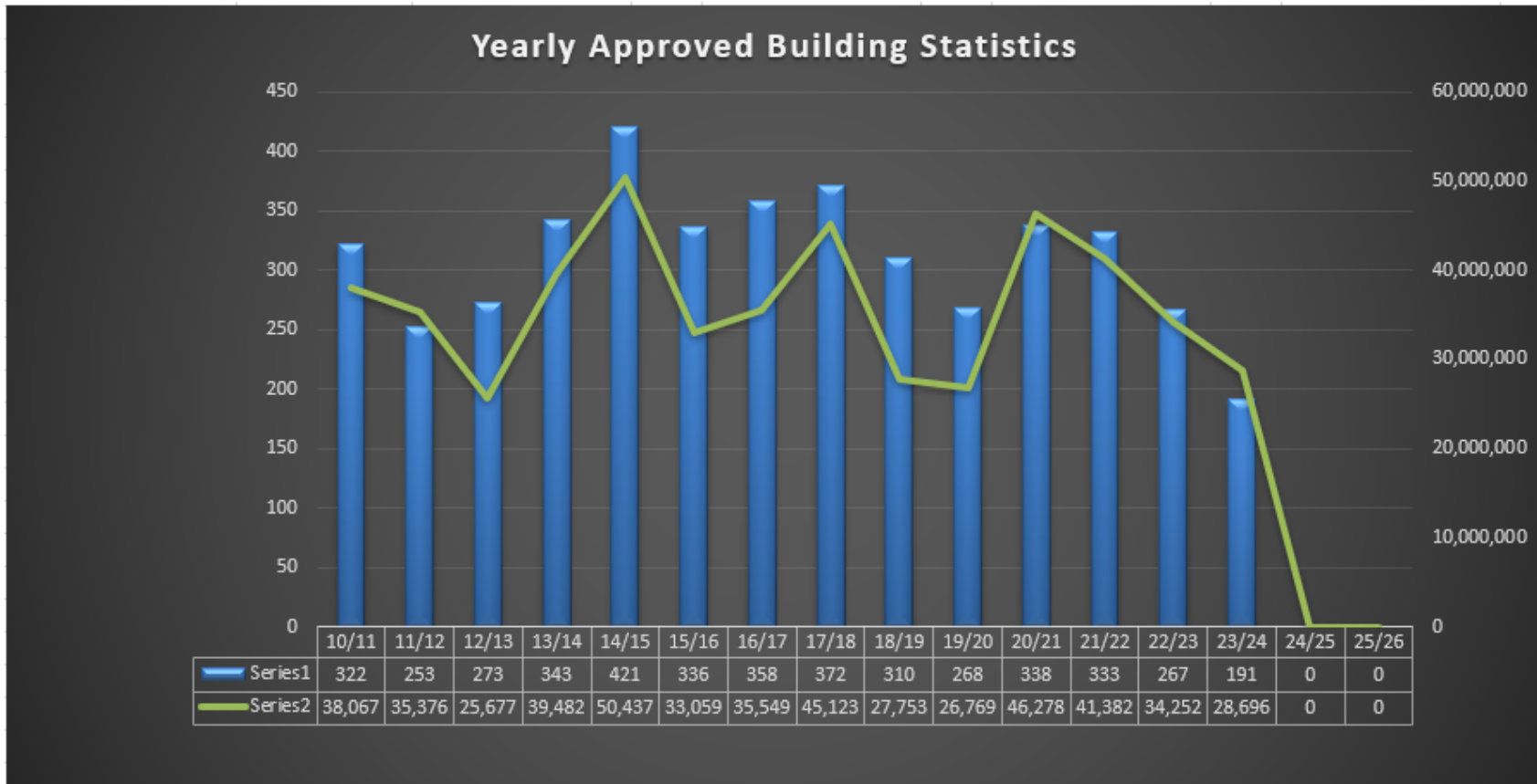
Building Statistics March 2024

Monthly Building Statistics 2023-24																		
Work	July		August		September		October		November		December		January		February		March	
	Num	Value	Num	Value	Num	Value	Num	Value	Num	Value	Num	Value	Num	Value	Num	Value	Num	Value
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	1	\$225,000
Alter	2	\$150,000			2	\$495,000	2	\$37,500	2	\$147,242	3	\$129,000	1	\$100,000	4	\$330,500	8	\$484,500
Demo			3	\$39,000	1	\$15,000	1	\$55,000										
Unauth	1	\$100,000																
New																		
Alter																		
Demo																		
Unauth																		
New																		
Alter															1	\$15,000		
Demo			1	\$250,000														
Unauth																		
New																		
Alter																		
Demo																		
Unauth																		
New							2	\$962,000	2	\$700,000	2	\$260,000						
Alter																		
Demo																		
Unauth																		
New					1	\$171,000					1	\$0						
Alter	1	\$70,000					1	\$40,000			1	\$1,230,000			1	\$38,184		
Demo																		
Unauth																		
New	3	\$447,630	1	\$163,020	4	\$1,629,507	2	\$333,026	4	\$272,658					3	\$1,506,615	2	\$339,070
Alter																		
Demo																		
Unauth																		
New																		
Alter																		
Demo																		
Unauth																		
New							1	\$0										
Alter			1	\$200,000			1	\$40,114			1	\$1,100,000						
Demo													2	\$27,350				
Unauth																		
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	6	\$158,720
Alter	1	\$35,000					1	\$12,000			1	\$10,000	2	\$21,444	3	\$108,727	1	\$173,727
Demo																		
Unauth	1	\$3,200			1	\$26,500			1	\$12,350			1	\$10,000				
	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	20	\$2,050,737
AL	2	\$103,200	0	\$0	1	\$26,500	0	\$0	0	\$0	1	\$10,000	0	\$0	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	20	\$2,050,737





		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	38	\$12,603,804.00
	Alter	27	\$1,543,310	27	\$1,651,836	29	\$2,452,032.00	31	\$2,876,818.00	16	\$1,135,152.00	24	\$1,873,742.00
	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	7	\$2,588,000.00
	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	\$0.00	0	\$0.00	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	19	\$4,691,526.00
	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	3	\$148,720.00
	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	67	\$2,987,160.00
	Alter	53	\$401,925	47	\$544,727	44	\$555,532	15	\$392,941	17	\$182,740	9	\$360,898.00
	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	187	\$28,556,848
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	191	\$28,696,548





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Council Plan Summary

March 2024

Shire of Esperance

Council Plan March 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 state governments 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)	Continual advocacy as the opportunity arise with State Government.	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.	Continually looking for opportunities to advocate for animal welfare	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 March 2024

Action Code	Action Name	Comments	Responsible Officer Position
2.2.1	Lead implementation of the Esperance Greater Sports Ground Redevelopment Masterplan	GMS Tender in progress	Director Asset Management
2.2.2	Provide a third soccer pitch at the Greater Sports Ground	Grant funding being investigated	Director Asset Management
2.2.3	Review Graham Mackenzie Stadium Redevelopment plans	Negotiation with preferred contractor to be held in April.	Manager Asset Planning
2.2.4	Develop a Bay of Isles Leisure Centre Management Plan	Submitting a budget bid to appoint a consultant to review Centre operations and identify opportunities across the Centre operations for improvement with a view to establishing a long term plan.	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	The library staff have commenced a stocktake to ensure the data that is migrated into the new LMS is accurate.	Manager Information Services

Shire of Esperance

Council Plan March 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	Planning continues for National Volunteer Week. We are looking into the option of launching our new website to coincide with the event.	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	Community groups supported in March include: French Weekend working group, Esperance Tennis Club, Esperance Cricket Association, ESHS work placement students, Australian Golden Outback, South East Scaffolding, Esperance Taekwondo Academy, Esperance Gymnastics, Basketball, Soccer, Darts, Netball, RSL, Esperance Mechanical Restoration Group, Esperance Mountain Bike Club, Hockey. Also then following through our Community Grants program - Rotary club of Esperance, Cascade P&C, Recherche Aged Care Committee, Tjaltjraak (Wild Flower Festival), Esperance Tennis club and Esperance Care Services.	Community Development & Events Manager

Shire of Esperance

Council Plan March 2024

Action Code	Action Name	Comments	Responsible Officer Position
3.1.3	Facilitate Aboriginal dual naming of significant places	This is undertaken 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
3.1.5	Establish and strengthen relationships with local Aboriginal Stakeholders and organisations	A partnership agreement has been prepared 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. A Councillor Briefing was held to consider the draft partnership resulting from a two day workshop in September 2023 with a number of key officers, management, ETNTAC Elders and Councillors.	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 met with 4 work place students and youthful Shire staff (12 in total) to identify then gaps/needs for Youth within our community. They created a great list of random ideas and eventually came up with a future Youth Day annual event. Neon Showdown is the name of the event. It is a combination of Laser Tag, Mechanical Bull Rides, Monster Bumper Ball, Obstacle Course all with Neon Paint in the Indoor Stadium for 2 to 3 day in July 2025. Staff will make a budget bid to get this new event happening.	Community Development & Events Manager

Shire of Esperance

Council Plan March 2024

Action Code	Action Name	Comments	Responsible Officer Position
3.3.1	Advocate for improved aged care facilities and palliative care	The upgraded day centre is expected to be handed back to Home Care during April, allowing all Home Care services to once again be located at the one facility.	Chief Executive Officer
3.3.2	Advocate for community and care services to support active aging in home	No update for March	Manager Aged Care & Disability Services
3.3.3	Upgrade Esperance Home Care Centre	Nearing completion. Occupancy will be in April.	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 completed - awaiting wheelchair	Director Asset Management

Shire of Esperance

Council Plan March 2024

Action Code	Action Name	Comments	Responsible Officer Position
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

Business as Usual

Action Code	Action Name	Comments	Responsible Officer Position
BAU1.1.1	Community Development	January is a chance for the Community Development team to take leave etc. During February and March the following happened - Meet the Grant Makers Workshop, French Weekend Celebrations, Civic Centre Volunteer Gathering, Community Grants Coordination, Social Media Workshops, Winter Wonderland Community Information session. Interviews and Employment of Civic Centre Coordinator, Civic Centre Technician and Community Development Officer.	Community Development & Events Manager
BAU1.1.2	Esperance Home Care	The last quarter has seen settling in some areas: we undertake weekly meetings with the hospital, RAS and ACAT for the hospital Discharge Meeting; We are meeting regularly now on a monthly basis with the EACF, hospital, RAS and ACAT in order to assess community need to feed into the intake systems at the Aged Care Facility. We have a new Support Coordinator who is settling into the work and meeting all of his participants. We were scheduled for an Audit from the Aged Care Commission in February - this was cancelled by them due to illness and we heard last week that it is scheduled for the second week in April.	Manager Aged Care & Disability Services

Shire of Esperance

Council Plan March 2024

Action Code	Action Name	Comments	Responsible Officer Position
		We are starting to hear more about the impending changes in the Standards to go alongside the new Aged Care Act due in July. It is frustrating that the information keeps changing in that we are unsure when to share this information as required to our clients and staff.	
BAU1.1.3	Bay of Isles Leisure Centre	Business as usual	Manager Recreation and Culture
BAU1.1.4	Esperance Civic Centre	<p>Big changes at the Civic Centre over the last 3 months. Our previous coordinator resigned. We have appointed a new coordinator and a new Civic centre Technician who have both started work by the middle of March. With our previous coordinator helping us out with training the new staff we should be functioning full steam ahead within a month or so.</p> <p>The toilet upgrade has been cancelled for the second year running which is unfortunate as we haven't booked anything in for this period (August to September 2024). However the lighting upgrade in the auditorium is booked in for the same period. This means that only the reception room and foyer can be booked at this time. Home Care will be vacating the kitchen in mid April at this stage.</p>	Civic Centre Coordinator
BAU1.1.5	Esperance Public Library	This quarter has seen the retirements of two long-term staff members. Staff have been heavily focused upon improving our stock records to allow for the migration to the new library management system. Staff attended dementia awareness training and have since connected with the Dementia-friendly library group. We hosted a Holiday Fun Day in January. We also hosted Carers WA	Library & Culture Coordinator

Shire of Esperance

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Action Code	Action Name	Comments	Responsible Officer Position
		in the Library. The return of tech help assistance, story-time and rhyme-time after a summer hiatus has been much welcomed. Tech Help Tuesday sessions have covered e-resources and digital legacy. LOTE4kids digital resources have been added to our offerings and promoted and the Summer Reading challenge has been finalized. Additional funds received from the State Library allocation have been used to fill gaps in collection and replace missing/damaged items.	
BAU1.1.6	Esperance Museum	<p>January - The Museum was open to the public 7 days a week with the assistance of paid staff Monday to Friday and volunteers over the weekends. Visitation reception over this period was positive. Due to volunteer unavailability there were 2 shift changes and closed one Saturday. One volunteer advised they are busy with paid work for the next few months and unavailable for FOH roster until further notice.</p> <p>February - The Museum returned to 4 day opening from February relying on volunteer capacity. A visiting cruise ship saw extended hours on one day. Due to volunteer unavailability there were 4 shift changes. One volunteer removed from FOH roster until further notice due to family circumstances. One school group visit this month. Behind the Scenes volunteers returned, with work continuing to focus in the Archives area.</p> <p>March - Due to volunteer unavailability there were 9 shift changes and the Museum was closed for 2 Saturdays. One volunteer removed from FOH roster until further notice due to medical reasons.</p>	Cultural Officer

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Action Code	Action Name	Comments	Responsible Officer Position
BAU1.1.7	Volunteer Resource Centre	We currently have two specialised programs on the go - one servicing Volunteer Involving Organisations (VIOs) and one working with potential volunteers themselves, both programs are seeking to address barriers that exist for various demographics with an aim to result in a more diverse and accessible volunteer landscape in Esperance and surrounds. We are hosting workshops for both of these programs this month and next month for local VIOs to attend.	Volunteer Resource Centre Coordinator
BAU1.1.8	Esperance Skate Park	Major maintenance has been undertaken at the skate park to repair and seal the concrete.	Director Asset Management
BAU1.1.9	Ranger Services	Ranger summer patrols are ongoing due to ongoing high visitation. The department continues to work with the community to achieve pet registration and compliance with local and state laws.	Manager Ranger & Emergency Services

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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	Next stage to commence is construction works	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
4.1.8	Provide a new Weed Management Strategy	Not Started. Due to commence 2024 calendar year.	Manager Parks & Environment

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Action Code	Action Name	Comments	Responsible Officer Position
4.1.9	Advocate on behalf of the community for the State's plans for a Marine Park	Two media releases over the PSCMP were issued during March highlighting concerns with the socio-economic assessment report and the lack of on-ground community consultation and support. Shire is currently reviewing the proposed park and listening to the community to draft its own submission.	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
5.1.2	Install renewable energy (solar PV and battery storage) on council buildings where feasible	Awaiting strategic plan from Save Energy	Manager Asset Planning

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Action Code	Action Name	Comments	Responsible Officer Position
5.1.3	Facilitate adoption of best practice energy efficiency measures across all council buildings, and support community facilities to adopt these measures	Nothing further to report this month.	Chief Executive Officer
5.1.4	Trial eco-friendly vehicles as options become viable	Currently evaluating the Electric vehicle for Home Care - Toyota BZX4 - all gong to plan should have delivery by 5th April. Taken in another two Hybrid vehicles to Fleet for Managers in the Admin building.	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	In March the Waste Team focused on the GREAT sorts campaign, in particular "Never Bin a Battery". The Shire of Esperance has a partnership with B-cycle, the B-cycle recycling program encourages the responsible life cycle for every battery. Other initiatives in March included avoiding Plastic Packaging whilst grocery shopping and reducing Organic waste in your general waste bin.	Manager Waste & Environmental Health

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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 ongoing, and mitigation burn planning underway with completion forecast within schedule. Application for Mitigation Activity Funding at final review prior to submission in April.	Manager Ranger & Emergency Services
6.1.2	Facilitate innovative initiatives and networks to help build drought resistance and resilience	Earth works complete. Currently working on Grass Patch community project	Director Asset Management
6.1.3	Advocate for more emergency services personnel in Esperance	Recent media articles highlighting the need for additional GROH housing to cater for additional police in Esperance.	Chief Executive Officer
6.1.4	Facilitate coastal safety measures in partnership with the Coastal Safety Working Group	Ongoing - variable message board installed for safety messages, with deployment to key visible areas for Easter period; and other forms of ongoing media messaging such as radio and social media.	Manager Ranger & Emergency Services
6.1.5	Advocate for appropriate coastal safety infrastructure and resources		Manager Ranger & Emergency Services

Business as Usual

Action Code	Action Name	Comments	Responsible Officer Position
BAU2.1.1	Waste Management	The Waste Management Team developed a new Waste Local Law 2024 and is creating and reviewing procedures to support this legislation. A vacancy in	Manager Waste & Environmental Health

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Action Code	Action Name	Comments	Responsible Officer Position
		Waste Education Officer role has limited the capacity of the team to provide services in this area. Planning for a hard waste collection in May 2024, upgrades to the Myrup liquid waste facility and review of the community Waste Strategy and Community Waste Engagement Plan are currently occurring.	
BAU2.1.2	Environmental Health	The Environmental Health Team has been focusing on caravan park and camp ground licencing, inspections and assessments as part of the licencing renewal process. Team members are busy completing regular water sampling and inspections of public buildings, food premises and lodging houses. A new event guideline, risk matrix and application process has been developed and officers will be conducting education to community group members and clubs in the coming months.	Manager Waste & Environmental Health
BAU2.1.3	Emergency Services	Condongup Fire shed build underway. At close of quarter, rural zones under a Restricted burning period and the urban-rural zone is under a Prohibited burning period; however, burning restrictions to be reviewed in April with change of season and conditions.	Manager Ranger & Emergency Services

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Place

Responsible planning and development

Action Code	Action Name	Comments	Responsible Officer Position
7.1.1	Design and Construct Flinders Subdivision stage 3	Currently On Hold - looking for onsite fill sand to level areas.	Director Asset Management
7.1.2	Advocate for provision of adequate, affordable utilities and communications infrastructure to support population and economic growth	Council agreed to support a lease area at the Esperance Bay Turf Club to allow Telstra to install mobile phone equipment on the mobile phone tower to improve coverage in the Bandy Creek area.	Chief Executive Officer
7.1.3	Develop an Esperance Cemetery Master Plan	To be completed by Asset Management.	Manager Waste & Environmental Health
7.1.4	Design and construct Shark Lake Industrial Park subdivision stage 2	Business case is being developed	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)	Attended a meeting with Minister Carey during March in Kalgoorlie as part of GVROC to outline housing concerns within Esperance.	Chief Executive Officer
8.1.2	Advocate for a new lifestyle village for seniors	Nothing further to report this month.	Chief Executive Officer

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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)	Met with Minister Carey and raised concerns around GROH housing and the need for the government to construct their own housing in Esperance. Advocated with Minister Carey for funding support for the Esperance Workers Accommodation project.	Chief Executive Officer
8.1.3A	Investigate strategic acquisitions for future land development for residential use		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	Ongoing - continued working 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	Manager Parks & Environment

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Action Code	Action Name	Comments	Responsible Officer Position
		following the public comment period. Trees will be planted over Winter.	
9.3.1	Implement Civic Centre improvements	Waiting on re-design to be completed.	Manager Asset Planning
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	In Progress	Director Asset Management

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Action Code	Action Name	Comments	Responsible Officer Position
10.2.2	Advocate for Main Roads to provide road upgrades and more passing lanes	As opportunities arise	Director Asset Management
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	Still progressing 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	As per 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 finalising design for Forrest/Windich carpark area	Manager Asset Development
CEOKPI1	Construct car park at end of Forrest and Windich Streets	Working with Charter Hall owner of Woolworths on the design.	Director Asset Management
10.4.1	Investigate options for local ride share services	Nothing to report for this month	Manager Economic Development

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Action Code	Action Name	Comments	Responsible Officer Position
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)	Design work underway for proposed new airstrip.	Manager Economic Development
10.4.3	Construct new Airport runway	Due to commence 2025/26.	Director Asset Management

Business as Usual

Action Code	Action Name	Comments	Responsible Officer Position
BAU3.1.1	Esperance Cemetery	Two new niche walls have been constructed and are available for interments.	Director Asset Management
BAU3.1.2	Fleet Management and Fixed Plant	Mex computerised maintenance management system further implementation to cover prestarts for plant completed. Recruitment underway for Workshop Supervisor, Workshop Administration Officer and Apprentice.	Manager Asset Planning
BAU3.1.3	Development	All Staff working well, Cadets have started training. Casual Building Surveyor is currently working remotely.	Manager Development Services
BAU3.1.4	Building Maintenance	Current budgeted items are schedule and works have commenced.	Manager Asset Planning
BAU3.1.5	Asset Management	Footpath asset management plan currently being reviewed.	Manager Asset Planning

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Action Code	Action Name	Comments	Responsible Officer Position
BAU3.1.6	Parks and Reserves	Parks and Reserves were managed and maintained as per maintenance schedules and priorities. Priority maintenance programs were completed before Christmas and a crew worked over the busy summer period to respond to issues and service priority sites around town and coastal areas. Capital projects and public open space developments and upgrades are progressing as scheduled.	Manager Parks & Environment
BAU3.1.7	Roads, Drains and Footpaths		Manager Asset Operations
BAU3.1.8	Airport	Department of Home Affairs carried out a safety inspection at the Esperance Airport on the 21st February with no major issues identified. Budget items being prepared for 24/25 budget	Manager Economic Development
BAU3.1.9	Drafting and Surveying	Awaiting MRWA comments on Harbour rd design. Working on CBD node design for cinema area, Fisheries rd design and Speddingup west road design.	Manager Asset Development
BAU3.1.10	Land and Property	Planning services provided to the Shire of Ravensthorpe.	Manager Development Services
BAU3.1.11	Depot and Stores		Manager Asset Operations
BAU3.1.12	Transport Licensing	Roster appears to be working and Licensing area seems to be working well.	Manager Financial Services
CEOKPI2	Review efficacy of Town's CBD Christmas Lights, including liaising with Horizon Power	New lights required for motifs	Director Asset Management

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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	No further updates during March.	Chief Executive Officer
11.1.2	Advocate for urgent upgrades and a rebuild of Esperance Senior High School	Peter Rundle's office has advised that the community petition on required upgrades to the Esperance Senior High School is about to be tabled in State Parliament.	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	No update	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	New Manager Economic Development commenced in March and has touched base with those proponents	Chief Executive Officer

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Action Code	Action Name	Comments	Responsible Officer Position
		who are looking to establish business and projects in Esperance.	
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	Review being undertaken by AGO and Shire of the 2021 strategy to ensure the strategies, actions and outcomes are still relevant and priorities for the Shire/AGO. Review to be presented at next Tourism Development Working Group meeting planned for 30th April.	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)	Investigations are ongoing into the best digital infrastructure to possibly replace paper noticeboards. This will be a budget bid if it is a viable option.	Manager Marketing & Communications

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Action Code	Action Name	Comments	Responsible Officer Position
13.2.1	Advocate for development of a 4 to 5 star accommodation offering	RAC is expected to commence their caravan park expansion project in late April.	Chief Executive Officer
13.2.2	Implement the recommendations from the Tourist and Worker Accommodation Study	Continuing to explore all funding avenues for key worker accommodation project.	Manager Economic Development
13.2.3	Advocate for Traditional Owners to develop and promote cultural heritage tourism activities	The Shire is working with Tjaltjraak and TWA to assist with the development of the 9/10 mile wind farm site for potential high end tourism accommodation. The site is currently zoned P1 water classification and will need an exemption from the Shire and DWER to be reclassified to P2 which allows for this type of development.	Manager Economic Development
13.2.4	Advocate for the development and promotion of tourism experiences	AGO branding project progressing and expected to be presented to Council at June OCM.	Manager Economic Development
13.2.5	Develop wayfinding and interpretive tourism signage	Not Started	Director Asset Management

Business as Usual

Action Code	Action Name	Comments	Responsible Officer Position
BAU4.1.1	Tourism	An officer represented Esperance at the WA Caravan and Camping Show in Perth.	Manager Economic Development
BAU4.1.2	Economic Development	New ED Manager establishing priorities for the Shire and getting up to speed with all existing economic development projects, programs and existing opportunities.	Manager Economic Development
BAU4.1.3	Town Centre Development	Ongoing as part of budget.	Director Asset Management

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Action Code	Action Name	Comments	Responsible Officer Position
BAU4.1.4	Esperance Visitor Centre		Manager Recreation and Culture

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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 progressing. EMT review to occur during April.	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 2024 desktop review of the Long Term Financial Plan commenced on the 19th of March with an introductory workshop. Consideration of the Integrated Reporting Framework and the WALGA Local Government Cost Index indicators was discussed. The next workshop is scheduled for Tuesday 16th of April.	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 IT and Media teams collaborated to implement a new Verge Side Bulk Waste booking system on the website. We had a Civica consultant onsite for two weeks to kick off a "Business Process Alignment" to map our business processes with the automated tools in Civica Authority so that we can utilise the software effectively. This leads into workshops to outline where our processes can be	Manager Information Services

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Action Code	Action Name	Comments	Responsible Officer Position
		improved to make them more efficient and less prone to errors.	

A well informed and engaged community

Action Code	Action Name	Comments	Responsible Officer Position
16.1.1	Implement the Communication and Engagement Strategy	<p>Councillors attended the 40th Condingup Community Fair. This was a fantastic day at our eastern townsite, and there was great feedback to have Councillors out more. The Shire President also got involved in the Dunk Tank, raising funds for the Condingup P&C. We also handed out the No One is an Island merchandise, funded by the Suicide Prevention fund of WAPHA. A discussion was had with each person about the importance of reaching out to friends or family.</p> <p>Being at these events, and in the community creates connection. We can build on this by being consistent in our communication and by continuing to build on the relationships created.</p> <p>Another way we are aiming to engage with a younger demographic is by creating an internal social media strategy and utilising Instagram Stories. This is currently in the initial stages and will be developed over the coming months.</p> <p>We continue to openly communicate about the role of the Council and the Shire, with nine latest news articles being curated and released.</p>	Manager Marketing & Communications

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Action Code	Action Name	Comments	Responsible Officer Position
		<p>The Manager of Marketing and Communications completed the IAP2 Training.</p> <p>Access to graphic and media production software is being made more affordable and accessible to staff by slowly moving to Canva. We will be able to cancel some of our InDesign subscriptions, saving money.</p>	
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)	Councillor booth was held at the Condingup Community Fair during March.	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

Business as Usual

Action Code	Action Name	Comments	Responsible Officer Position
BAU5.1.1	Governance	<p>Awaiting Minister feedback from Health, Bush Fire Brigade and Health Local Laws. Arranging gazettal of endorsed Dog, Cat and Cemeteries Local Laws.</p> <p>Advertising proposed Extractive Industries Local Law until 25 May. Biennial policy review completed in March.</p>	Governance & Corporate Support Coordinator

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Action Code	Action Name	Comments	Responsible Officer Position
		Annual review of delegations to commence in April. RAP Working Group terms of reference to be amended following first meeting of new structure. Internal committee review will be completed once the WHS terms of reference is finalised.	
BAU5.1.2	Corporate Support	New Governance & Corporate Support Officer is settling into the role nicely and beginning to take on more tasks. SOPs continue to be developed, with uniforms and Pulse being focussed on this quarter. 27 property inspections undertaken. Work continuing on Document Control Project with 2 meetings held, finalising the procedures. Templates continue to be updated by the Media Team and training will begin rolling out in April 2024. 6x CRM/Pulse/NAR training sessions held. Insurance renewal for 2024 in progress and will be finalised in April 2024.	Governance & Corporate Support Coordinator
BAU5.1.3	Finance Management	Finance Manager becoming more familiar with team and processes. Some processes have been altered for efficiency and, where appropriate, discussed with Audit. One officer has resigned. Revised Budget has been adopted and uploaded and 2024-25 budget process has begun. Internal audit has just completed and Financial Management Systems Review begins in May.	Manager Financial Services
BAU5.1.4	Project Management	Condongup Fire Brigade shed contract signed, revised DA submitted. Works to commence in March/April 2024. EIS - Ridge vent louvres - RFQ for install of louvres to be re-issued. Salmon Gums Old Hall - demolition works completed. Restoration works on Roads building underway	Manager Asset Planning

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Action Code	Action Name	Comments	Responsible Officer Position
BAU5.1.5	Human Resources	Very busy first 3 months of 2024 heavily impacted by 2 fatalities and 4 Work Cover investigations. HR team working on a number of recruitment assignments after spike in resignations.	Manager Human Resources
BAU5.1.6	Risk Management	WHS Strategy Plan, Management Plan and related procedures being finalised with a heavy focus on risk management.	Manager Human Resources
BAU5.1.7	Information Services	Besides the day-to-day support tickets, the IT staff have been working on improving our alignment with the Essential Eight Cyber Security controls as well as preparing for the rollout of Windows 11. There is also the normal processes of Patching operating Systems and applications, as well as longer term improvements and upgrades in other areas. The IM (Records) team is back at full strength with all staff on full time hours. This has allowed the IM Coordinator to liaise with other business units to improve their record keeping processes.	Manager Information Services
BAU5.1.8	Tenders and Contracts	As required	Director Asset Management
BAU5.1.9	Media Relations	The Shire of Esperance continues to strengthen relations with the media by responding quickly and proactively to enquiries that arise. The team continues to navigate the changing world of journalism while telling the stories of the Shire and sharing decisions of Council. Over the past quarter, the Shire Media team published 21 Latest News articles. Released on the Shire website, social media and sometimes included in the Shire Flyer,	Manager Marketing & Communications

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Action Code	Action Name	Comments	Responsible Officer Position
		<p>topics covered:</p> <p>Jan - Wylie Bay Waste Facility Closed; Harvest & Vehicle Movement Ban - Lifted; Harvest & Vehicle Movement Ban; Skate Park - Youth Precinct, Foreshore; Your 2024 Citizens of the Year; Bushfire Update - 27th January 2024</p> <p>Feb - Esperance Senior High School Fire; Community Annual Grants; Media Release - Community Future Decided on Pitiful Report; Advocacy - Telecommunications; Public Notice - Extension of Prohibited Burning Urban Rural; Where Can your Pups Play?</p> <p>Mar - Myrup Road Closure; Esperance's Tiny House Champion; Water Deficiency and Our Community; Easter Period Burning requirement Public Notice; Six Mile Hill Fire and Road Closure; Shire Easter Operating Hours; April Asphalt Works; Response to Housing Shortage Article and a copy of the In-person Engagement Lacking media release.</p> <p>The Shire received 41 Media Enquiries, with 75 questions asked. Topics vary and include Esperance Tourism Branding; Telecommunications advocacy; Esperance Airport Runway project; Workers Accommodation Project; Proposed South Coast Marine Park Engagement; Ranger Patrols; and Shire Cultural Awareness Training.</p>	

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Council Plan March 2024

Action Code	Action Name	Comments	Responsible Officer Position
		<p>The Media Officer works closely with both the media and staff to get relevant information to the outlets as soon as practicable. In the first quarter of 2024, 200 stories appeared across print, radio and online. This had a cumulative audience reach of over 2.2 million and an editorial media value of over \$667,859.</p> <p>Distribution of Shire Flyer continues with the eNewsletter getting formatted to a flyer and delivered to participating local shops. 1,175 subscribers receive the fortnightly newsletter directly to their inbox. Over the past 3 months we have printed 1,308 copies of the Shire Flyer and these are delivered to participating local businesses.</p> <p>The media team works with every area of the organisation on promotional and public notice adverts. These are published in state newspapers and on the Shire's social media platforms. Adverts, both printed and online, totalled 181 for the first quarter of 2024.</p>	



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Annual Road Program Quarterly Report

Q3 2023/2024

Shire of Esperance

Road Program Quarterly Report Q3 2023/2024

Place

Business as Usual

Action Code	Action Name
BAU3.1.7	Roads, Drains and Footpaths

Task

Task Name	Progress	Status
Bandy Creek Road - Shoulder Sealing	90%	In Progress
Bandy Creek Road Repair Bridge Column	0%	Not Started
Bore Construction	0%	Not Started
Castletown Quays Footpath realignment	0%	Not Started
CONSTRUCTION - Lease Road Fuels Depot Access at Brazier Street and BP Entrance	0%	Not Started
Construction Widening Farmers Road from South Coast Hwy to Jonegatup Road	90%	Ongoing
Construction Widening Neds Corner Road from Cascade Road to Griffith Road	100%	Completed
Construction Widening Salmon Gums West Road from Coolgardie-Esperance Hwy to Gimlet Road	0%	Not Started
Develop a strategic road building materials plan for the Shire.	0%	Not Started
Fisheries Road - Daniels Road to Alexander Bay Road - Reconstruction	100%	Completed

Shire of Esperance

Road Program Quarterly Report Q3 2023/2024

Task Name	Progress	Status
Fisheries Road / Bandy Creek Road - Turning Lanes	95%	In Progress
Fisheries Road Turning Lanes	5%	Ongoing
Fisheries Road/Goldfields Road Int	0%	Not Started
FOOTPATH CONSTRUCTION - Bandy Creek Road between Fisheries Road and Cycle Path	85%	Ongoing
Footpath Lighting Improvements Museum Village	0%	Not Started
Forrest St Carpark	0%	Not Started
Gravel Resheet Backman Road from Burdett Road to Lane Road	0%	Not Started
Gravel Resheet E.L.D. Road Backmans Road to Savages Road	0%	Not Started
Gravel Resheet Fleming Grove Road from Coolgardie-Esperance Hwy to Campbell Road	100%	Completed
Gravel Resheet Green Road from Scaddan Road to Wittenoom Road	0%	Not Started
Gravel Resheet Kirwan Road from Merivale Road to End of Road	100%	Completed
Gravel Resheet Lane Road from Savages Road to Backmans Road	0%	Not Started
Gravel Resheet Mccall Road South Coast Hwy to End of Road	100%	Completed
Gravel Resheet Muntz Road from Kettles Road to Howick Road	0%	Not Started
Gravel Resheet Oldfield Road Floodway	85%	Ongoing
Gravel Resheet Scaddan Road from Wittenoom Road to Green Road	0%	Not Started

Shire of Esperance

Road Program Quarterly Report Q3 2023/2024

Task Name	Progress	Status
Gravel Resheet Scaddan Road from Yates Road to Styles Road	0%	Not Started
Gravel Resheet Speddingup Road West from Griffith Road to Dalyup Road	80%	Ongoing
Gravel Resheet Stokes Inlet Road from South Coast Hwy to NP Entry	100%	Completed
Gravel Resheet Wittenoom Road from Norwood Road to Burdett Road	0%	Not Started
Great Ocean Trail - Reseal	0%	Not Started
Grigg Road - Lake Catchment to Belgian Road - Construction Widening	90%	In Progress
Grigg Road - Lake Catchment to Belgian Road - Construction Widening	90%	In Progress
Harbour Road Footpath from Shelden Road to Norseman Road	0%	Not Started
IMPROVEMENT - CBD Streetscape at Dempster Street and The Esplanade	0%	Not Started
KERBING WORKS - Various Areas	15%	Ongoing
Limestone Resheet Circle Valley Road from Coolgardie-Esperance Hwy to Hobby Road	0%	Not Started
Limestone Resheet Cooper Road from Rollond Road to Townsend Road	100%	Completed
Limestone Resheet Norwood Road from Kendall Road to Cridge Road	0%	Not Started
Limestone Resheet Ridley Road from Tom Starcevich VC Road to Styles Road	100%	Completed

Shire of Esperance

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Task Name	Progress	Status
Limestone Resheet Townsend Road from Dundas Road to End of Road	100%	Completed
Merivale Road - Jim Ovens Road to Rancho X Road - Construction New	0%	Not Started
Native Veg Clearing Offsets	10%	Ongoing
New Construction Bukenerup Road from Stearns Road to Patterson Road	5%	Ongoing
Norseman Road Drainage	0%	Not Started
Pedestrian Refuge Island Black Street	0%	Not Started
Reconstruction Bishop Road from Grass Patch Road to Rollond Road	100%	Completed
Reconstruction Cascade Road Bridge Approaches	5%	Ongoing
Reconstruction Chartwell Lane Various Sections	100%	Completed
Reconstruction Grigg Road Coolgardie Hwy to Past Bends	0%	Not Started
Reconstruction Merivale Road West of Stockyards Road to Tyrrell Road	90%	Ongoing
Reconstruction Myrup Road West of Cook Road to Past Bends	0%	Not Started
Reseal Bimbadeen Close	0%	Not Started
Reseal Elysium Road	0%	Not Started
Reseal Grass Patch Road from Hwy to Bishops Road	0%	Not Started
Reseal Heavy Vehicle Entrances Flinders Court / McDonald Rd	100%	Completed
Reseal Murray Road from Chartwell Lane to end of seal	0%	Not Started

Shire of Esperance

Road Program Quarterly Report Q3 2023/2024

Task Name	Progress	Status
Reseal Orana Drive	0%	Not Started
Reseal Petarli Place	0%	Not Started
Reseal Program	0%	Not Started
Reseal Quarry Road	0%	Not Started
Reseal Shelden Road from Harbour Road to Norseman Road	100%	Completed
Reseal Tom Starceovich V.C. Road from Hwy to Ridley Road	0%	Not Started
Reseal Tullaroon Close	0%	Not Started
Reseal Wabba Cove	0%	Not Started
Reseal Warden Road	0%	Not Started
RESEALS - BITUMEN - Various Urban Roads - Crack Sealing	10%	Ongoing
Review Road Maintenance Program Effectiveness	15%	Ongoing
Road Reserve Land Acquisition	15%	Ongoing
Rollond Road - Coolgardie Esp Hwy to Bishops Rd - Limestone Resheet	100%	Completed
Rollond Road - Edwards Rd to Cascades Rd - Limestone Resheet	100%	Completed
Salmon Gums Carpark	0%	Not Started
Salmon Gums Footpaths	0%	Not Started
Shoulder Sealing Fisheries Road Coolgardie-Esperance Hwy to Ridgeland Road	30%	Ongoing
St Germain Ave - Traffic Calming	0%	Not Started

Shire of Esperance

Road Program Quarterly Report Q3 2023/2024

Task Name	Progress	Status
Sump Pump Control	5%	Ongoing
The Esplanade Carpark Whale Tail	0%	Not Started
Town Improvements General Salmon Gums	0%	Not Started
Town Improvements Various Bin Surrounds CBD	0%	Not Started
Various Culverts	25%	Ongoing
Various Patching of Gravel Roads	40%	Ongoing
Various Road Grids	50%	Ongoing
Various Road Signage	15%	Ongoing
Various Survey Design & GIS	15%	Ongoing

Date	Item Number	Item	Responsible Officer	Notes
28/11/2017	12.1.2	Proposed Road Closure - Portion of Exchange Road and Unnamed Road, Howick	Hindley, Richard	
	O1117-257	<p>That Council</p> <ol style="list-style-type: none"> 1. Request the Minister for Transport; Planning; Lands to close a portion of the road reserve known as Exchange Road under Section 58 (1) of the Land Administration Act 1997. 2. Advise the Minister for Transport; Planning; Lands that in accordance with Section 56 (4) of the Land Administration Act 1997 the Shire recognises it is liable to indemnify the Minister against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request. 3. Request that the closed road be converted into a reserve managed by the Shire of Esperance for the purpose of conservation. 	External Services	<p>31 Jan 2018 10:43am Hindley, Richard Request sent to Department of Planning, Lands and Heritage</p> <p>06 Jun 2018 1:49pm Hindley, Richard With Case Management.</p> <p>02 Jul 2018 8:49am Hindley, Richard Reduced area for closure to preserve access to Reserve 27086 required - comments sought from Parks and Wildlife Service.</p> <p>10 Sep 2018 2:53pm Hindley, Richard Awaiting comments</p> <p>04 Dec 2018 8:14am Hindley, Richard Amended proposal being assessed by Department of Planning, Lands and Heritage.</p> <p>08 Apr 2019 2:27pm Hindley, Richard Amendment Proposal with Case Management at Department of Planning, Lands and Heritage - Lands</p> <p>10 Feb 2020 10:16am Hindley, Richard Followed up with Department of Planning, Land and Heritage - Lands</p> <p>11 Aug 2020 3:49pm Hindley, Richard Followed up progress with Manager at Department of Planning, Lands and Heritage</p> <p>03 Dec 2020 10:00am Hindley, Richard Followed up with DPLH - Lands</p> <p>12 May 2021 1:10pm Hindley, Richard Followed up with DPLH assigned to new officer.</p> <p>13 Sep 2021 4:17pm Hindley, Richard Still with Case Management.</p> <p>07 Dec 2021 9:30am Hindley, Richard Still with Case Management.</p> <p>09 Feb 2022 1:59pm Phillips, Holly Portion of Exchange Road is complete. The unnamed road is still on hold due to issues with DBCA and offsets once it is merged with their reserve. This is a low priority task for both the Shire and DPLH.</p> <p>11 Aug 2022 2:18pm Phillips, Holly Lands contacted the Shire on 5/8/22. They will be moving towards issuing surveying instructions in order to finalise the matter.</p> <p>05 Sep 2022 1:04pm Hindley, Richard</p>

Date	Item Number	Item	Responsible Officer	Notes
				<p>Lands preparing the survey documents. 10 Jan 2023 10:23am Phillips, Holly No further progress has been made on this matter. The Shire continues to await notification from DPLH. 05 May 2023 10:08am Hindley, Richard Followed up with DPLH-Lands. 02 Jun 2023 1:09pm Hindley, Richard Survey documents being prepared by DPLH - survey instruction will be issued once approved. 12 Feb 2024 8:26am Hindley, Richard Amended survey instructions to maintain legal road frontage to crown reserve.</p>
23/06/2020	17.6	Compliance - 47 The Esplanade, Esperance	Hindley, Richard	
	O0620-207	That Council instruct the CEO to request that the proponent obtain an Occupancy Permit under the <i>Building Act 2011</i> for the unauthorised work that has occurred on Lot 22 (47) The Esplanade, Esperance.	External Services	<p>11 Aug 2020 4:20pm Hindley, Richard Request for Occupancy Permit sent to Lewis Lewis Properties Pty Ltd - Due 7/10/2020 03 Dec 2020 10:26am McArthur, Alli - Reallocation Action reassigned to Clifton, Paul by: McArthur, Alli for the reason: 25 Jan 2021 1:43pm Clifton, Paul Shire has not received Occupancy Permit application. , Correspondence received by the Shire from Lewis Lewis Properties Pty Ltd providing detail of progress toward lodgement of Occupancy Permit documentation. 13 Sep 2021 4:18pm Hindley, Richard Awaiting valuations from Landgate before it can be finalised. 12 Oct 2021 8:27am Phillips, Holly Richard Hindley 11/10/21 - Valuation has been prepared; is now under consideration by the occupier. 09 Feb 2022 2:06pm Phillips, Holly Officers are still waiting for DPLH to process this matter. It is understood a valuation offer has been accepted. Awaiting further advice from DPLH before a Building Order to achieve occupancy can be pursued which will require a Development Approval to be issued. 05 Apr 2022 5:02pm Phillips, Holly Item to be reallocated to Manager Development and Statutory Services. 15 Jun 2022 8:55am Hegney, Emily - Reallocation Action reassigned to Hindley, Richard by Hegney, Emily - Paul Clifton no longer works at the Shire.</p>

Date	Item Number	Item	Responsible Officer	Notes
<p>11 Aug 2022 2:20pm Phillips, Holly The Shire has contacted WA Property Lawyers who are working on behalf of the owner to progress property access matters. As of 14/7/22, the required paperwork had not been lodged.</p> <p>05 Sep 2022 1:19pm Hindley, Richard WA Property Lawyers have advised the all required paperwork has been lodged with the Department of Planning, Lands and Heritage.</p> <p>30 Sep 2022 2:42pm Hindley, Richard Being processed by DPLH.</p> <p>10 Jan 2023 10:17am Phillips, Holly The Shire understands that land tenure matters relating to this compliance matter have now been resolved. The relevant party has engaged a consultant to assist in applying for a Building Approval for the unauthorised works.</p> <p>05 Apr 2023 1:58pm Hindley, Richard Compliance matters progressing.</p> <p>05 May 2023 10:10am Hindley, Richard Compliance matters progressing.</p> <p>02 Jun 2023 1:10pm Hindley, Richard Compliance matters progressing.</p> <p>12 Sep 2023 12:46pm Hindley, Richard Request of Occupancy Permit - Response Due Late November</p> <p>04 Dec 2023 3:35pm Greive, Roy Remediation works being undertaken, approvals should be able to be issued in the new year.</p> <p>12 Feb 2024 8:21am Hindley, Richard Remediation works being undertaken, approvals may be issued once completed.</p>				
25/05/2021	12.2.2	Andrew & Dempster Street Roundabout Review	Walker, Mathew	
	O0521-141	<p>That Council:</p> <ol style="list-style-type: none"> Note the information provided on the Andrew Street and Dempster Street Roundabout which includes the traffic movement study and formal assessment on traffic flow. Request the CEO to provide a report on the number of recorded accidents since commissioning, the severity and if anyone needed transferring to hospital, when the information becomes available. 	Asset Management	<p>15 Sep 2021 3:07pm Walker, Mathew Council have been informed of the crash statistics for 2020, being 0 reported crashes., We will work with the Streetscape Advisory Committee on the landscaping when we can get a meeting.</p> <p>11 Jan 2022 8:46am Walker, Mathew Waiting to talk to the Streetscape Advisory Working Group</p> <p>13 Jul 2022 3:12pm Hegney, Emily - Completion Completed by Hegney, Emily on behalf of Walker, Mathew (action officer) on 13 July 2022 at 3:12:58 PM - COMPLETED</p> <p>22 Jul 2022 3:15pm Hegney, Emily - Completion Uncompleted by Hegney, Emily</p>

Date	Item Number	Item	Responsible Officer	Notes
		3. Request the Streetscape Advisory Committee to conduct community consultation on the Andrew Street & Dempster Street Roundabout functionality and landscaping and provide recommendations to Council at the August Ordinary Council Meeting.		04 Aug 2022 4:35pm Walker, Mathew Waiting to talk to the Streetscape Advisory Working Group 06 Apr 2023 3:05pm Walker, Mathew Have had discussion with Council, we will trial planter boxes around the Roundabout. 07 Jun 2023 9:09pm Walker, Mathew Working with fabricator to create the planter boxes 10 Jan 2024 8:30am Walker, Mathew Planter boxes had to get redesigned as the proposed steel wouldn't have worked. We are considering the post and rope options that we did done Andrew St as an option, will discuss this with Council in the near future.
25/05/2021		Motion - Verge Development - Witches Brew Drive Thru Coffee	Gleave, Dylan	
	O0521-140	That Council 1. Approve the standard stabilised gravel verge treatment as offered by the Shire to Witches Brew Drive Thru Coffee, Forrest Street, Esperance; and 2. Request the Chief Executive Officer to consult with key stakeholders and surrounding businesses to investigate future verge development options in the broader Forest Street area and present the report to Council at the December Ordinary Council Meeting.	Asset Management	10 Aug 2021 8:25am Gleave, Dylan Verge stabilisation works have been completed in front of Witches Brew Drive Thru Coffee. This site will continue to be monitored. Further verge development for the surround area will be investigated as part of future verge development in the area. 15 Sep 2021 3:10pm Walker, Mathew A draft concept of a long-term development is underway, stakeholder consultation will be undertaken after this. 09 Jun 2022 10:32am Walker, Mathew Stakeholder consultation still to be undertaken. Will put up for budget consideration. 04 Aug 2022 4:34pm Walker, Mathew Looking to review Forrest Street more strategically. 04 Oct 2022 4:46pm Walker, Mathew Currently doing concept designs of Forrest St. 06 Apr 2023 3:06pm Walker, Mathew Forrest St concept is being updated to include feedback from Council and Consultants. 07 Jun 2023 9:10pm Walker, Mathew Forrest Street concept plan finalised for stakeholder consultation., At this stage the Long Vehicle parking will be stage 1 10 Jan 2024 8:34am Walker, Mathew Will be having a discussion with the new Council around the Forrest St concept design. Have had a discussion with Woolworths, they are favourable regarding the design. 10 Apr 2024 1:32pm Walker, Mathew

Date	Item Number	Item	Responsible Officer	Notes
				Positive discussions have been had with Charter Hall and Woolworths, they have proposed some modification to the plans that will be discussed with Council shortly.
23/08/2022	12.2.1	Petition to stop the use of 1080 baits in the Monjingup Special Rural Zone	Walker, Mathew	
	O0822-184	That Council: <ol style="list-style-type: none"> 1. Note the petition against the use of 1080 baits in Monjingup Special Rural Zone and acknowledge that there is community interest in the safe and appropriate use of 1080 baits as part of an integrated pest management program; 2. Request the CEO to make a submission to the Department of Primary Industries and Regional Development to request consideration of appropriate changes in the Code of Practice for 1080 that finds a balance between agricultural use and neighbouring intense land use; and 3. Lay the matter on the table for 6 months until the outcomes of the incident report being conducted by the Department of Health are released and the current review of the Code of Practice for 1080 has been completed by Department of Primary Industries and Regional Development. 	Asset Management	13 Apr 2023 9:19am Hegney, Emily - Reallocation Action reassigned to Walker, Mathew by Hegney, Emily 13 Apr 2023 1:29pm Walker, Mathew Waiting to hear back from the DPIRD on the current review of the Code of Practice for 1080 Bait. 10 Jan 2024 8:37am Walker, Mathew Still waiting for DPIRD to release their review until we can progress this item. 10 Apr 2024 1:33pm Walker, Mathew Still waiting to hear back from DPIRD, on their review, before we can progress this item.
25/10/2022	12.1.6	IGO Recovery Funding Request - Esperance Aged Care Facility	Ammon, Mel	
	O1022-220	That Council; <ol style="list-style-type: none"> 1. Approve a payment of \$30,009 (GST excl) to Esperance Aged Care Facility from the IGO COVID Recovery Fund (the Fund) to support contract service provision for volunteer coordination, subject to the successful completion of their previous grant-funded projects; 2. Note the allocations from the Fund have now been fully expended; and 3. Request the CEO write to all past recipients of the Fund requesting information on the benefit of their initiatives to the Esperance community. 	External Services	10 Jan 2023 10:30am Phillips, Holly Officers are in the process of writing to all past recipients of the IGO funding. 02 Nov 2023 12:26pm Ammon, Mel Completed. Letter to IGO written, awaiting signatures and to be sent., Letter sent. , Contacted Toni Hawkins for update of funds expenditure, prior to Christmas. Follow up required. 04 Apr 2024 1:38pm Ammon, Mel Esperance Aged Care Facility have appointed an officer to work with volunteers and encourage volunteer programs at the facility. The Volunteer Resource Centre staff have been working with and providing guidance to the new officer.

Date	Item Number	Item	Responsible Officer	Notes
		4. Request that the CEO follow up with the Esperance Aged Care Facility after a period of 12 months in order to report on the success of the funding.		
25/10/2022	12.4.2	Request Short Term Adjustment to Retail Trading Hours	Liddelow, Shane	
	O1022-226	That Council	Executive Services	<p>02 Nov 2022 6:08pm Ayers, Trevor Request has been lodged with the Department of Commerce</p> <p>04 Jan 2023 3:22pm Ayers, Trevor Application was approved. Additional dates were added to Christmas Trading Hours list, communicated to the ECCI and advertised within the community.</p> <p>14 Mar 2023 12:35pm Hawke, Sofie Public investigation commencing mid-year</p> <p>05 Jul 2023 8:21am Ayers, Trevor Timing of public investigation is being organised around being able to include the Ag Show as part of the process.</p> <p>14 Sep 2023 3:11pm Ayers, Trevor Public engagement is planned to commence on the show weekend.</p> <p>06 Nov 2023 8:28am Ayers, Trevor Consultation commenced at the Esperance Show and will run until the end of November.</p> <p>04 Jan 2024 8:09am Ayers, Trevor The public consultation period closed with just under 500 people responding.</p> <p>24 Jan 2024 4:51pm Ayers, Trevor Initial Council Briefing on the outcomes of the survey conducted on 23/1/2024</p> <p>18 Mar 2024 12:17pm Godwin, Elise - Reallocation Action reassigned to Liddelow, Shane by Godwin, Elise - Trevor resigned</p> <p>09 Apr 2024 11:35am Liddelow, Shane ECCI has commenced consultation with members regarding the potential option for more permanent retail trading hours over the peak tourist season, as discussed with at the February Council meeting. This information will be incorporated into previous survey information with a view to bring the item back to Council for further discussion.</p>

Date	Item Number	Item	Responsible Officer	Notes
26/09/2023	12.3.3	Lease - Airport Check-in Desk and Office	Walsh, Sarah	
	O0923-174	That Council; <ol style="list-style-type: none"> 1. Enter into a new lease with Regional Express Pty Ltd for a portion of the Esperance Airport Terminal Building, Lot 15 Coolgardie-Esperance Highway Gibson 2. Lease expiry date to be 2 July 2028; 3. Charge an annual lease fee of \$5,596.32 inc GST, subject to annual CPI increases, and consider this to be a true indication of the current market rental rate; 4. Charge a lease preparation fee of \$630 inc GST; and 5. Advertise the disposition in accordance with s3.58 of the <i>Local Government Act 1995</i> for Disposing of Property. 	Corporate & Community Services	<p>04 Oct 2023 12:35pm Witheridge, Rachel Notified applicant of Council Resolution. Advertising arranged.</p> <p>30 Oct 2023 12:01pm Witheridge, Rachel Advertising period concluded. Draft lease prepared and sent for review.</p> <p>06 Dec 2023 10:50am Walsh, Sarah Awaiting REX review of documents.</p> <p>06 Dec 2023 10:56am Walsh, Sarah - Reallocation Action reassigned to Walsh, Sarah by Walsh, Sarah - Rachel has left the Shire.</p> <p>03 Jan 2024 10:50am Walsh, Sarah Follow up email sent to REX requesting update on lease review.</p> <p>30 Jan 2024 3:56pm Walsh, Sarah Received feedback from REX. To be reviewed shortly.</p> <p>06 Mar 2024 8:13am Walsh, Sarah Reviewed REX feedback with Director Corporate & Community Services and Manager Economic Development. Some items require legal advice, awaiting response from McLeods.</p> <p>02 Apr 2024 3:15pm Walsh, Sarah Received response from McLeods, to be reviewed shortly.</p>
31/10/2023	12.3.1	Lease - Salmon Gums Caravan Park	Walsh, Sarah	
	O1023-185	That Council enter into a lease with the Salmon Gums Development Group Incorporated for Lot 131 Nulsen Street and Portion of Lot 121 Salmon Gums East Road, Salmon Gums, subject to; <ol style="list-style-type: none"> 1. Lease term being 21 years; 2. Annual lease fee of \$110 Inc GST being payable; 3. Lease preparation fee of \$150 Inc GST being payable; 4. Camping to occur in current sites only until development of the area is approved and the current management order amended; and 5. Any development on site to be discussed with relevant officers to ensure relevant approvals are received. 	Corporate & Community Services	<p>02 Nov 2023 2:21pm Walsh, Sarah Advertising arranged until 24/11/2023. Documentation to be drafted. Requested lease area plan to be created.</p> <p>06 Dec 2023 10:52am Walsh, Sarah Documentation drafted, property ownership confirmed with Manager Asset Planning. Draft to be amended to reflect this advice.</p> <p>19 Dec 2023 12:23pm Walsh, Sarah Draft documentation sent to Lessee for review.</p> <p>03 Jan 2024 10:52am Walsh, Sarah Awaiting response from SGD following review of draft lease.</p> <p>30 Jan 2024 4:02pm Walsh, Sarah Awaiting response from Lessee.</p> <p>19 Feb 2024 9:56am Walsh, Sarah</p>

Date	Item Number	Item	Responsible Officer	Notes
				<p>Lessee has confirmed they are happy with terms. Awaiting response from Manager Development Services regarding land use change for Lot 121 Salmon Gums East Road to allow for caravan park activities prior to sending to Minister for s.18 approval.</p> <p>06 Mar 2024 3:41pm Walsh, Sarah</p> <p>Awaiting response from Manager Development Services regarding land use change for Lot 121 Salmon Gums East Road to allow for caravan park activities prior to sending to Minister for s.18 approval.</p> <p>02 Apr 2024 3:15pm Walsh, Sarah</p> <p>Awaiting response from Manager Development Services regarding land use change for Lot 121 Salmon Gums East Road to allow for caravan park activities prior to sending to Minister for s.18 approval.</p>
28/11/2023	12.2.1	Proposed Land Tenure Amendments for Reserve 36994 & 36993	Appleby, Jeanette	
	O1123-185	<p>That Council, as outlined in the attached proposal from the Water Corporation dated 3 October 2023:</p> <ol style="list-style-type: none"> Relinquish a portion of Reserve 36993, to the Water Corporation, being the existing Wastewater Pump Station on an "as-is" basis; Accept the transfer of Reserve 36994, from the Water Corporation, on an "as-is" basis; Revest the identified portions of land within Reserve 36993 containing a section of a sewer pressure main and overflow storage tanks as Road Reserve; and The Water Corporation and the Shire share surveying costs. 	Asset Management	<p>10 Jan 2024 8:39am Walker, Mathew</p> <p>Have formally advised the Water Corporation on the resolution. They have submitted the proposal to DPLH to begin the process.</p> <p>10 Apr 2024 1:34pm Walker, Mathew</p> <p>Waiting on DPLH to undertake their process, this may take 12+ months.</p>
28/11/2023	12.3.1	Lease - Lot 502 Grigg Street Scaddan, Reserve 34514.	Walsh, Sarah	COMPLETED
	O1123-186	<p>That Council enter into a lease with Scaddan Country Club for Lot 502 Grigg Street Scaddan, Reserve 34514, subject to;</p> <ol style="list-style-type: none"> Lease term being 21 years; Annual Lease Fee of \$110 inc GST being payable; 	Corporate & Community Services	<p>06 Dec 2023 10:48am Walsh, Sarah - Reallocation Action reassigned to Walsh, Sarah by Walsh, Sarah - Rachel has left the Shire.</p> <p>06 Dec 2023 10:54am Walsh, Sarah Document to be drafted.</p> <p>19 Dec 2023 12:01pm Walsh, Sarah Draft lease sent to Lessee for review.</p> <p>03 Jan 2024 10:53am Walsh, Sarah</p>

Date	Item Number	Item	Responsible Officer	Notes
		<ol style="list-style-type: none"> 3. Lease preparation fee of \$150 inc GST being payable; and 4. Any development on site to be discussed with relevant officers to ensure relevant approvals are received. 		<p>Awaiting response from Scaddan Country Club following review of lease.</p> <p>30 Jan 2024 4:20pm Walsh, Sarah Liquor licence query addressed, awaiting response from Lessee regarding lease terms.</p> <p>06 Mar 2024 8:15am Walsh, Sarah Lessee has agreed to terms. Awaiting s.18 approval from Department of Lands.</p> <p>02 Apr 2024 3:16pm Walsh, Sarah Received s.18 approval, documentation fully executed. Landgate surrender for previous leases to be lodged shortly. Completed.</p>
28/11/2023	13.1	Bush Fire Advisory Committee Meeting	Walsh, Sarah	
	O1123-193	That Council	Corporate & Community Services	<p>08 Jan 2024 9:43am Ammon, Mel Bush Fire Brigade Local Law has been advertised. Submissions close 3rd February 2024</p> <p>09 Jan 2024 4:39pm Hawke, Sofie - Reallocation Action reassigned to Walsh, Sarah by Hawke, Sofie</p> <p>09 Jan 2024 4:42pm Walsh, Sarah Bushfire Management policy updated on website, in CM and in policy manual.</p> <p>30 Jan 2024 4:03pm Walsh, Sarah Public submissions close 3 Feb, awaiting response from relevant Ministers prior to putting to Council again.</p> <p>06 Mar 2024 8:15am Walsh, Sarah Awaiting response from relevant Minister's, will follow up shortly for update.</p> <p>02 Apr 2024 3:15pm Walsh, Sarah Awaiting Minister response.</p>
19/12/2023	12.3.1	Proposed Health Local Law 2024	Walsh, Sarah	
	O1223-199	That Council request the CEO to;	Corporate & Community Services	<p>03 Jan 2024 11:07am Walsh, Sarah Health Local Law has been advertised and sent to relevant Ministers for review. Submission period closes 10 Feb 2024.</p> <p>30 Jan 2024 4:22pm Walsh, Sarah Submission period closes 10 Feb, awaiting responses from relevant Ministers.</p> <p>06 Mar 2024 8:16am Walsh, Sarah Awaiting response from relevant Ministers, will follow up shortly.</p>

Date	Item Number	Item	Responsible Officer	Notes
		<ol style="list-style-type: none"> 2. Forward a copy of the proposed local law and public notices to the Minister for Local Government and the Minister for Health; and 3. Prepare a further report at the conclusion of the public submission period to enable Council to consider submissions. 		<p>02 Apr 2024 3:17pm Walsh, Sarah Awaiting Minister response.</p>
19/12/2023	12.3.2	Proposed Waste Local Law 2024	Walsh, Sarah	
	O1223-200	<p>That Council request the CEO to;</p> <ol style="list-style-type: none"> 1. Give Local Public Notice of the proposed Shire of Esperance Waste Local Law 2024 in accordance with s.3.12(3) of the <i>Local Government Act 1995</i>; 2. Forward a copy of the proposed local law and public notices to the Minister for Local Government and the Minister for Environment; and 3. Prepare a further report at the conclusion of the public submission period to enable Council to consider submissions. 	Corporate & Community Services	<p>03 Jan 2024 11:08am Walsh, Sarah Waste Local Law has been advertised and sent to relevant Ministers for review. Submission period closes 10 Feb 2024. 30 Jan 2024 4:22pm Walsh, Sarah Submission period closes 10 Feb, awaiting responses from relevant Ministers. 06 Mar 2024 8:16am Walsh, Sarah Awaiting response from relevant Ministers, will follow up shortly. 02 Apr 2024 3:17pm Walsh, Sarah Awaiting Minister response.</p>
23/01/2024	12.3.2	Lease Request - Esperance Airport Car Wash Down Facility	Walsh, Sarah	
	O0124-005	<p>That Council;</p> <ol style="list-style-type: none"> 1. Enter into a new lease for the portion of Esperance Airport, Lot 15 Coolgardie-Esperance Highway Gibson, known as Esperance Airport Car Wash Down Facility to Busby Investments Pty Ltd T/As Budget Car Rentals, subject to; <ol style="list-style-type: none"> a. The term of the lease being 2 years; b. Lease rental being \$2,227.50 including GST and that Council consider this value to be a true indication of the current market rental rate, subject to annual CPI increases; 	Corporate & Community Services	<p>30 Jan 2024 4:22pm Walsh, Sarah Notified Lessee of Council resolution. Advertising arranged for Friday 2 Feb until 16 Feb. Lease being drafted. 19 Feb 2024 9:58am Walsh, Sarah Lease sent to Lessee for review. 06 Mar 2024 8:16am Walsh, Sarah Awaiting response from Lessee regarding terms. 02 Apr 2024 3:18pm Walsh, Sarah Documents sent to Lessee for signing.</p>

Date	Item Number	Item	Responsible Officer	Notes
		<ul style="list-style-type: none"> c. Lease preparation fee of \$630 including GST being payable; and d. The disposition being advertised in accordance with Section 3.58 of the <i>Local Government Act 1995</i> for Disposal of Property. 		
23/01/2024	17.1	Workers Accommodation Project	Liddelow, Shane	COMPLETED
	O0124-010	<p>That Council endorse the business case that has been developed by the Shire of Esperance with support from the Goldfields Esperance Development Commission (Attachment B), noting a further risk assessment will be undertaken if State Government funding, and any associated conditions, is confirmed.</p> <p>This risk assessment will include, but not limited to the following:</p> <ol style="list-style-type: none"> 1. The impact of any cost escalations since the November 2023 business case cost estimate was prepared; 2. The impact of any conditions imposed in return for the State Government funding contribution; 3. The capacity to secure a suitable builder to undertake the project; and 4. An assessment of the ongoing management options available for the facility. 	Executive Services	18 Mar 2024 12:18pm Godwin, Elise - Reallocation Action reassigned to Liddelow, Shane by Godwin, Elise - Trevor resigned. Completed
23/01/2024	17.2	Lot 50 Wylie Bay Road	Liddelow, Shane	
	O0124-011	<p>That Council:</p> <ol style="list-style-type: none"> 1. Support the request for an Option to Purchase a portion of Lot 50 Wylie Bay Road as per the request from Esperance Tjaltjraak Native Title Aboriginal Corporation (ETNTAC). The option is to include the following: <ul style="list-style-type: none"> a. The Option to Purchase is to be for a period of 2 years from execution; b. Purchase price is to be \$500,000; 	Executive Services	18 Mar 2024 12:18pm Godwin, Elise - Reallocation Action reassigned to Liddelow, Shane by Godwin, Elise - Trevor resigned

Date	Item Number	Item	Responsible Officer	Notes
		<ul style="list-style-type: none"> c. That there will be no payment on execution of the Option to Purchase; d. That any sale is subject to ETNTAC advising that they have achieved a Positive Investment Decision with regards to the development of an aquaculture precinct on the subject site (and adjoining Lot 4 Wylie Bay Road) and the Shire of Esperance being satisfied that development of the proposed aquaculture precinct will proceed. It is the responsibility of ETNTAC to provide the evidence required to satisfy the Shire of Esperance of this; e. That any proposed alternate purchasing entity would be subject to Shire of Esperance consent; f. That the Shire of Esperance has the right to purchase the land back at the price of \$500,000 should ETNTAC (or an approved nominee) sell the land at any time following their purchase if the aquaculture precinct has not been developed at that time; and g. That ETNTAC will have no rights to access or utilise the subject land prior to a purchase occurring without the prior approval of the Shire. <p>2. Instruct the Chief Executive Officer to:</p> <ul style="list-style-type: none"> a. Commence the disposal of property process, via a Public Notice as per Section 5.58(3)(a), Local Government Act 1995, for the southern portion of Lot 50 Wylie Bay Road as per the offer provided by Esperance Tjaltjraak Native Title Aboriginal Corporation for the purpose of an aquaculture precinct; and 		

Date	Item Number	Item	Responsible Officer	Notes
<p>b. Prepare relevant agreement documents for the proposed land transaction, with all costs associated with preparing and executing this agreement to be at the cost of the proponent.</p> <p>3. Confirms it believes that the valuation previously received from Herron Todd White in December 2018 for Lot 50 Wylie Bay Road continues to be a fair indication of the value of this lot.</p>				
27/02/2024	12.3.1	Adoption of Cat Local Law 2024	Walsh, Sarah	
<p>That Council:</p> <ol style="list-style-type: none"> 1. Makes the Cat Local Law 2024, as per Attachment A, in accordance with section 3.12(4) of the <i>Local Government Act 1995</i>, subject to the Chief Executive Officer; <ol style="list-style-type: none"> a. Publishing the Cat Local Law 2024 in the Government Gazette in accordance with section 3.12(5) of the <i>Local Government Act 1995</i>; b. Following gazettal, providing local public notice of the Cat Local Law 2024 in accordance with section 3.12(6) of the <i>Local Government Act 1995</i>; and c. Following local public notice, providing an Explanatory Memorandum, signed by the Shire President and Chief Executive Officer, and a copy of the Cat Local Law 2024 to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation in accordance with section 3.12(7) of the <i>Local Government Act 1995</i>. 2. Direct the CEO to write to the Minister for Local Government requesting changes be made to 				
			Corporate & Community Services	<p>06 Mar 2024 8:19am Walsh, Sarah Gazettal of local law to be arranged shortly. 02 Apr 2024 3:20pm Walsh, Sarah Gazettal arranged for 08/04/2024. Local public notice arranged for 12/04/2024. Notification to Joint Standing Committee to be sent after LPN is out.</p>

Date	Item Number	Item	Responsible Officer	Notes
		<p>the Cat Act 2011 to allow local laws be made to contain cats to the owner's property.</p> <p>3. Direct the CEO to place a motion onto the WALGA Annual General Meeting requesting the State Government make changes to the Cat Act 2011 to allow Local Governments to make local laws to contain cats to the owner's property.</p>		
27/02/2024	12.3.2	Adoption of Dog Local Law 2024	Walsh, Sarah	
	O0224-017	<p>That Council:</p> <p>Makes the Dog Local Law 2024, as per Attachment A, in accordance with section 3.12(4) of the <i>Local Government Act 1995</i>, subject to the Chief Executive Officer;</p> <p>a. Publishing the Dog Local Law 2024 in the Government Gazette in accordance with section 3.12(5) of the <i>Local Government Act 1995</i>;</p> <p>b. Following gazettal, providing local public notice of the Dog Local Law 2024 in accordance with section 3.12(6) of the <i>Local Government Act 1995</i>; and</p> <p>c. Following local public notice, providing an Explanatory Memorandum, signed by the Shire President and Chief Executive Officer, and a copy of the Dog Local Law 2024 to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation in accordance with section 3.12(7) of the <i>Local Government Act 1995</i>.</p>	<p>Corporate & Community Services</p>	<p>06 Mar 2024 8:19am Walsh, Sarah Gazettal of local law to be arranged shortly. 02 Apr 2024 3:21pm Walsh, Sarah Gazettal arranged for 08/04/2024. Local public notice arranged for 12/04/2024. Notification to Joint Standing Committee to be sent after LPN is out.</p>

Date	Item Number	Item	Responsible Officer	Notes
27/02/2024	12.3.4	Adoption of Cemeteries Local Law 2024	Walsh, Sarah	
	O0224-019	<p>That Council</p> <p>Makes the Cemeteries Local Law 2024, as per Attachment A, in accordance with section 3.12(4) of the <i>Local Government Act 1995</i>, subject to the Chief Executive Officer;</p> <ol style="list-style-type: none"> a. Publishing the Cemeteries Local Law 2024 in the Government Gazette in accordance with section 3.12(5) of the <i>Local Government Act 1995</i>; b. Following gazettal, providing local public notice of the Cemeteries Local Law 2024 in accordance with section 3.12(6) of the <i>Local Government Act 1995</i>; and c. Following local public notice, providing an Explanatory Memorandum, signed by the Shire President and Chief Executive Officer, and a copy of the Cemeteries Local Law 2024 to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation in accordance with section 3.12(7) of the <i>Local Government Act 1995</i>. 	Corporate & Community Services	<p>06 Mar 2024 8:19am Walsh, Sarah Gazettal of local law to be arranged shortly.</p> <p>02 Apr 2024 3:19pm Walsh, Sarah Gazettal arranged for 08/04/2024. Local public notice arranged for 12/04/2024. Notification to Joint Standing Committee to be sent after LPN is out.</p>
27/02/2024	12.3.5	Lease Renewal - Old Chemist Shop - Museum Village	Vincent, Cherie	
	O0224-020	<p>That Council enter into a lease for the Old Chemist Shop, Museum Village, portion of Lot 100, 48 Dempster Street Esperance to Sara Hall, subject to;</p> <ol style="list-style-type: none"> 1. The term of Lease being 5 years; 2. Annual rent being \$8,454.38 inc GST, subject to annual rent reviews based on CPI; 3. All lease terms and conditions being as per Council's standard Commercial Lease (Retail Shop) template; and 4. The disposition being advertised in accordance with s3.58 of the <i>Local Government Act 1995</i>. 	Corporate & Community Services	<p>06 Mar 2024 8:17am Walsh, Sarah Advertising arranged for 08/03/2024-22/03/2024. Document being drafted.</p> <p>07 Mar 2024 10:38am Vincent, Cherie Advert has been requested and submitted.</p> <p>02 Apr 2024 3:18pm Walsh, Sarah Documentation drafted, awaiting confirmation of terms from Lessee.</p> <p>10 Apr 2024 12:35pm Vincent, Cherie Lessee responded with enquiry on a clause - have sent response and now waiting for confirmation from Lessee to finalise document and send to be signed.</p>

Date	Item Number	Item	Responsible Officer	Notes
27/02/2024	12.3.7	Lease Surrender Request - Old Matron's Quarters Museum Village	Walsh, Sarah	COMPLETED
	O0224-022	That Council surrender the lease with Stevie Lawrence for the Old Matron's Quarters in the Museum Village, portion Lot 100 Dempster Street, subject to; <ul style="list-style-type: none"> 1. Lease surrender fee of \$240 being payable; and 2. Any outstanding invoices being paid prior to the surrender being finalised. 	Corporate & Community Services	06 Mar 2024 8:18am Walsh, Sarah Lessee advised of Council Resolution. Requested surrender date. EOI being advertised from 08/03/2024 to 22/03/2024. 02 Apr 2024 3:19pm Walsh, Sarah Received signed documentation from Lessee, awaiting CEO/President signature. Keys have been returned, vacate property inspection to be undertaken shortly. 09 Apr 2024 12:00pm Walsh, Sarah Completed.
27/02/2024	17.1	0548-23 Esperance Airport - Runway Upgrade Design	Appleby, Jeanette	COMPLETED
	O0224-028	That Council award Request for Tender 0548-23 Esperance Airport - Runway Upgrade Design to Airport Consulting Group, as per the lump sum price.	Asset Management	05 Mar 2024 9:31am Appleby, Jeanette All tenderers advised of Tender outcome, contracts being prepared for successful company. 10 Apr 2024 1:34pm Walker, Mathew Complete
26/03/2024	12.1.1	Policy Review - Local Planning Scheme No. 24 Advertising Requirements	Hindley, Richard	COMPLETED
	O0324-021	That Council adopt the Local Planning Scheme No. 24 Advertising Requirements policy inclusive of amendments, inclusions, rescissions and deletions as reviewed.	External Services	
26/03/2024	12.1.2	Proposed Road Dedication - Reserve 35037	Wilks, Peter	
		That Council: <ul style="list-style-type: none"> 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 <i>Land Administration Act 1997</i> 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 	External Services	03 Apr 2024 11:55am Wilks, Peter Referred to DPLH on 3 April 2024

Date	Item Number	Item	Responsible Officer	Notes
		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.		
26/03/2024	12.3.1	Policy Review - Asset Management	Walsh, Sarah	COMPLETED
	O0324-023	That Council adopt the Asset Management policies inclusive of amendments, inclusions and deletions as reviewed.	Corporate & Community Services	02 Apr 2024 3:22pm Walsh, Sarah Policies updated in CM, Policy Manual and on website., Completed.
26/03/2024	12.3.2	Prioritisation of Club Night Light Program (CNLP) Grant Applications	Tobin, Shane	COMPLETED
	O0324-024	That Council: 1. Endorses the CNLP February Small Grants application a) from the Esperance Tennis Club – <i>Lights Upgrade and LED Conversion Project</i> for the Development Bonus amount of \$66,734.49 (ex GST). 2. Prioritising the application as follows a) Esperance Tennis Club (Priority 1)	Corporate & Community Services	02 Apr 2024 9:05am Tobin, Shane Council findings and CNLP application from the Esperance Tennis Club sent to the DLGSCI on Thursday the 28th of March. DLGSCI confirm they had received on that day. Also informed the Esperance Tennis Club that their application had been sent to DLGSCI.
26/03/2024	12.3.3	Policy Review - Dealing with Difficult People	Walsh, Sarah	COMPLETED
	O0324-025	That Council adopt the Dealing with Difficult People policy inclusive of amendments, inclusions and deletions as reviewed.	Corporate & Community Services	02 Apr 2024 3:23pm Walsh, Sarah Policy updated in CM, Policy Manual and on website. Completed.
26/03/2024	12.3.4	Proposed Extractive Industries Local Law 2024	Walsh, Sarah	
	O0324-026	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 <i>Local Government Act 1995</i> ; 2. Forward a copy of the proposed local law and public notices to the Minister for Local Government; and	Corporate & Community Services	02 Apr 2024 3:23pm Walsh, Sarah Advertising arranged for Friday 05/04/2024 until 25/05/2024.

Date	Item Number	Item	Responsible Officer	Notes
		3. Prepare a further report at the conclusion of the public submission period to enable Council to consider submissions.		
26/03/2024	12.3.5	Lease Request - Portion Lot 202 Fisheries Road	Walsh, Sarah	
	O0324-027	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 <i>Local Government Act 1995</i> . And 2. Vary the existing lease with Esperance Bay Turf Club to remove the above portion of land from their lease area.	Corporate & Community Services	
26/03/2024	12.4.1	Event Funding Support- Esperance Hiking Festival	Burge, Shane	COMPLETED
	O0324-029	That Council allocate \$10,000 towards the Esperance Hiking Festival Event.	Executive Services	28 Mar 2024 4:54pm Burge, Shane AGO notified of Council decision. Complete

Date	Item Number	Item	Responsible Officer	Notes
26/03/2024	13.1	Compliance Audit Return 2023	Walsh, Sarah	COMPLETED
	O0324-032	That Council adopt the 2023 Shire of Esperance Compliance Audit Return pursuant to Regulation 14(3) of the <i>Local Government (Audit) Regulations 1996</i> .	Corporate & Community Services	02 Apr 2024 3:21pm Walsh, Sarah Hard copy signed by CEO/President and lodged through DLGSC portal. Completed.
26/03/2024	13.2	Risk Register and Audit Regulation 17 Review Action Update	Walsh, Sarah	COMPLETED
	O0324-033	That Council accept the quarterly report on actions from the 2023 Risk Register and Audit Regulation 17 reviews.	Corporate & Community Services	02 Apr 2024 3:22pm Walsh, Sarah No further action required as information only reports. Completed.
26/03/2024	13.3	2023/24 Budget Review	Hamilton, Roselyn	COMPLETED
	O0324-034	That Council: <ol style="list-style-type: none"> 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. 	Corporate & Community Services	

Item: 12.4.3

Event Funding Support- 2024 Esperance Winter Solstice Festival

Author/s	Shane Liddelow	Manager Economic Development
Authoriser/s	Shane Burge	Chief Executive Officer

File Ref: D24/9746

Applicant

Come you Spirits

Location/Address

Within the Shire of Esperance

Executive Summary

For Council to consider supporting the 2024 Esperance Winter Solstice Festival.

Recommendation in Brief

That Council allocate \$10,000 towards the 2024 Esperance Winter Solstice Festival.

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.

Council recently allocated \$10,000 from the events budget to Australia's Golden Outback to assist AGO to host the Esperance Hiking Festival in September 2024.

Officer's Comment

Come you Spirits has joined forces with local businesses and the Esperance arts and theatre groups to deliver an expanded Esperance Winter Solstice Festival planned for June 21-23, 2024.

The objectives of the festival are to create;

- a memorable destination event activating the unique Stonehenge Esperance with performances and healing modalities including yoga, meditation and soundbath.
- an opportunity for visiting artists to work with local artists to build their skills and knowledge;

- an annual event which will be a drawcard to attract visitors to Esperance in the off-peak tourism season.

The full programme is still being finalised however events planned for the weekend so far include;

- Teens theatre workshop by Come you Spirits and Bijou Theatre
- Voice and movement workshop at The Cannery by Come you Spirits
- Yoga and meditation by local practitioner @ Stonehenge
- Sound healing @ Stonehenge with local Lisa Alexander
- Tempest @ Stonehenge
- Macbeth @ Stonehenge
- A Midsummer Night's Dream @ Stonehenge
- Smoking Ceremony at Stonehenge by Doc Reynolds, Kepa Kurl
- Cannery Arts Centre: Contemporary Art, large pieces by local artist Brit Norton in the Main Gallery.
- Evening live music at Lucky Bay Brewing
- Stilt walking and characters
- Face painting

To further support the festival, Australia's Golden Outback would like to engage a professional events management group to analyse the event and its market potential and feasibility and develop event concepts around the theme of the Winter Solstice, working with the community and stakeholders. As part of the work data on visitors to Esperance, estimated nights and spend in the town will be gathered to help analyse the feasibility of the event continuing, the return on investment, and to seek alternative funding if future events are deemed suitable.

Come you spirits has requested that Council consider contributing \$12,000 from its \$30,000 budget to assist in making the event happen. The main use of the Shire's funds will be to support the travel logistic costs (flights and vehicle) accommodation costs for the 5 artists travelling from Sydney, plus marketing costs and a portion of the producer fees.

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

A. AGO Support Letter

B. Come you Spirits - Request for Funding

Officer's Recommendation

That Council allocate \$10,000 towards the 2024 Esperance Winter Solstice Festival.

Voting Requirement

Simple Majority



10 April 2024

Shane Burge
CEO
Shire of Esperance
PO Box 507
Esperance WA 6450

Dear Shane

LETTER OF SUPPORT – ESPERANCE WINTER SOLSTICE FESTIVAL

As the Shire of Esperance's major destination marketing and destination development partner, Australia's Golden Outback's (AGO) recommends that the Council fully supports the proposal from 'Come you Spirits' to deliver a series of Esperance Winter Solstice events in June 2024.

The Esperance Events Discussion Paper, developed by AGO and the Shire and endorsed by the Council in 2023, identified that events play an important role in the fabric of the community and also have the ability to attract overnight visitation and the economic benefits associated with it, particularly outside of key peak holiday periods. With it also comes increased promotion of Esperance.

This has been evidenced very recently by the creation and development of the inaugural GROUNDED | Esperance Hiking Festival 2024 (supported by the Shire of Esperance), which has attracted a lot of PR exposure already and commitments of support from Tourism WA and Tourism Australia to fund a hiking content producer to produce content to promote the festival, which will be shared across those partners' channels.

The GROUNDED | Esperance Hiking Festival 2024 is a great example of how events can spread visitation more evenly over the year and I believe that an Esperance Winter Solstice Festival has the potential to do the same if supported and nurtured in the coming years. The Shire of Esperance and AGO supported 'Come you Spirits' initial event in 2023. Since then, following the endorsement of the Esperance Events Discussion Paper, the Council endorsed a budget of \$30k for 2023-2024 to provide support to development events.

'Come you Spirits' appear to have taken on board feedback provided to them by the Shire and AGO that they needed to look at developing more aspects to their event schedule to make it more attractive to prospective visitors and attract support. I think that their proposal to the Shire demonstrates this.

I believe that the Council's endorsement of the proposal and funding request would leverage the investments made by the Shire and AGO in developing the Esperance Events



Discussion Paper and last year's support of 'Come You Spirits' (\$5k each). However, our support for the proposal does come with a caveat.

I believe that the future of an Esperance Winter Solstice Festival needs professional event management specialists and expertise to analyse its market potential and feasibility and develop event concepts around the theme of the Winter Solstice, working with the community and stakeholders. Come you Spirits may well have an integral role to play in but I think that specialists are required to ensure the best possible outcomes and ROI.

AGO would therefore be prepared to engage and fund an events management company to do this piece of work, which I expect would cost in the region of \$5-6k, working closely with the Shire of Esperance.

Congratulations to the Shire on the way that are implementing the Esperance Events Discussion Paper. Annabelle Hender, the new Esperance Tourism Development Manager, has informed me of some great discussions and progress on its implementation with Shire officers and new events, such as the GROUNDED | Esperance Hiking Festival 2024 and the Esperance Winter Solstice Festival, are showcasing the potential that events have for Esperance into the future.

I look forward to hearing the result of your discussions.

Yours sincerely

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

Marcus Falconer
Chief Executive Officer

Shane Burge CEO
Shire of Esperance
PO Box 507, 77 Windich Street, Esperance WA 6450

7th April 2024

Dear Shane,

Thank you for your consideration to support the 2024 Esperance Winter Solstice Festival. The full budget is on the page following, but in summary this event is projected to cost \$25,710 based on income, sponsorship, ticket sales and costs from 2023. This request is for Shire of Esperance to provide support of \$12,000 to cover logistics of flights, driving and accommodation costs for our troupe of 5 to travel from Sydney, marketing costs and a portion of the Producers fee. These sections are highlighted in yellow for ease of reference on the final pages.

Stonehenge Esperance did not receive grant funding for events this year despite positive feedback from the panel stating they thought it was a good tourism diversification project, providing an additional activity for visitors; the panel appreciated the project aiming to foster creative industries, arts and culture and regional liveability. However, they would like to have seen more data and information on visitor numbers and events to demonstrate usage of the venue (ie. how many events and visitors were previously accommodated and projected to accommodate in the future); more clarity around business sustainability in the long term; and more information on demand and need for this in the region.

The eligibility of Come you Spirits for National festival funding was not a match given they only sponsor specific infrastructure and materials needed and our request is to support travel costs and marketing. We are now requesting these funds expressly from Shire of Esperance. We see there is direct alignment of this Winter Festival and the objectives outlined in the Esperance Events Discussion Paper- identifying that what is "missing from the line-up are large-scale destination events". The objective of this Festival is to create a memorable destination event activating the unique Stonehenge Esperance with performance and healing modalities (yoga, mediation, soundbath) with visiting artists working with local artists to create a long-term and ongoing annual program. Without this funding, the event cannot go ahead as we are not in a position to underwrite it personally.

The Festival is planned to be a combination of free events for the community and visitors, and some ticketed events. The full festival line-up of activities is still being finalised as further contributors get involved, but in summary:

Free events:

- Smoking Ceremony at Stonehenge by Doc Reynolds, Kepa Kurl
- Cannery Arts Centre: Contemporary Art, large pieces by local artist Brit Norton in the Main Gallery.
- Evening live music at Lucky Bay Brewing
- Stilt walking and characters
- Face painting

Ticketed events (nb tickets to be managed by individual Producers/venues):

- Teens theatre workshop by Come you Spirits and Bijou Theatre
- Voice and movement workshop at The Cannery by Come you Spirits
- Yoga and meditation by local practitioner @ Stonehenge
- Sound healing @ Stonehenge with local Lisa Alexander
- The Tempest @ Stonehenge
- Macbeth @ Stonehenge
- A Midsummer Night's Dream @ Stonehenge

The marketing approach will be an extension on last year's campaign which proved successful in attracting visitors flying or driving from Albany, Perth, Ravensthorpe, Sydney and QLD and the UK. We anticipate visitors travelling for this event again this year, especially given the larger scale Festival experience. In addition to the marketing strategy, we will also be collecting extended data of attendees to capture information on the demographic and where they are travelled from.

The Festival will be Produced and Managed by Come you Spirits so we can further integrate with the community and involve as many businesses, partners and locals as possible and ensure smooth running of events and maximise marketing exposure.

The marketing strategy this year will include social media using video footage and stills, a local publicist, a radio campaign with sponsorship already confirmed from Triple M, multiple radio interviews, posters in shop windows, large format 2m x 1m banners at Stonehenge Esperance and up at a second site in town. As per last year, the Shire will receive recognition on all platforms with logo placement on all printed materials and vocal attribution on all broadcast media. Other businesses involved in the event will be included in the whole marketing campaign with direct links to their websites, and individual booking channels to maximise their exposure and drive traffic. The marketing campaign will be begin in April to give a long lead time and plenty of publicity opportunities. The investment made by Come you Spirits in site-specific photography, videography and drone footage that was taken in 2023 will be a brilliant bonus for the 2024 marketing campaign.

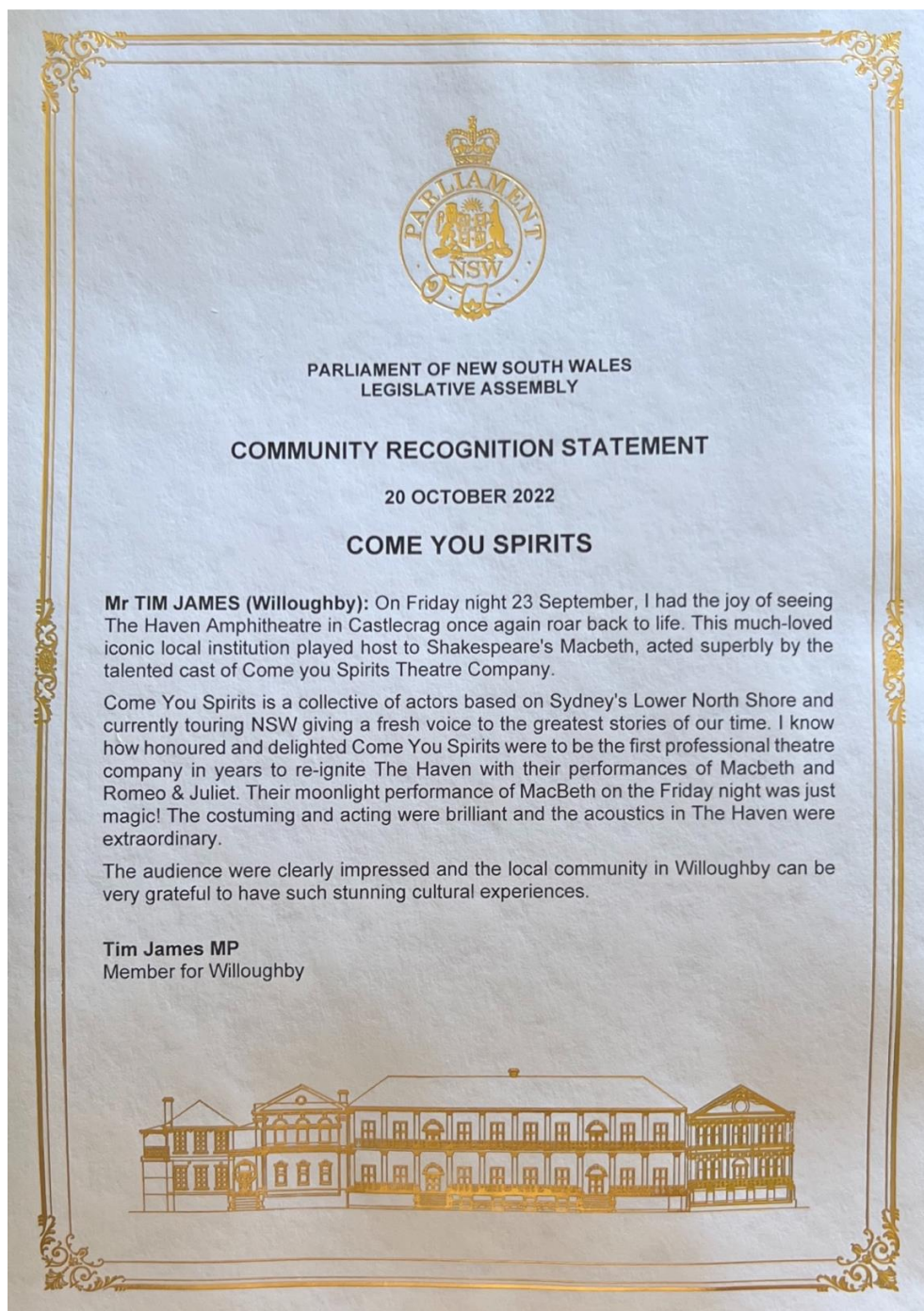
We look forward to hearing from you at your earliest.

Yours truly,

Jo Bloom
Producer and Performer
Come you Spirits Theatre troupe
jo@comeyouspirits.com
0416 635 880

Please see supporting documents on the following pages, including:

- A Commendation in NSW Parliament for the work we do at Come you Spirits
- Reviews and testimonials from theatre critics, academia and many more
- Reference artwork from 2023 with the Shire of Esperance and Australia's Golden Outback logos
- Site specific photography to be used for the 2024 campaign



REVIEWS FOR PAST PRODUCTIONS *THE TEMPEST*, *ROMEO & JULIET*, *MACBETH* & *A MIDSUMMER NIGHT'S DREAM*, *ANTONY & CLEOPATRA*:

"Come you Spirits will take you to a place just between the human and the ethereal, to demonstrate just how close we are through language and our connection to the natural world. Utterly indistinguishable from magic." - **Theatre Travels**

"This is next-level experiential theatre. One of the best theatrical and outdoor adventure experiences you can possibly have in this or any other city." - **City Hub**

“☆☆☆☆ _Shakespeare but not as you know it...The troupe had done the work for us, so all we needed to do was show up. Nourishment for the eyes, ears, nose and tongue and offered a weight off the heart and kinship with your fellow human beings.” - **Arts Hub**

“Minimalized cast, delivers maximized SHAKESPEARE. Highly Recommended. Magnificently performed by 4 outstanding actors.” - **Sydney Arts Guide**

“An experience that spiritually rejuvenates while also entertaining.”- **Sydney Scoop**

“The performers are wonderful storytellers, utilising the energy of the audience and environment to provide a connection to language and the powerful soundscape is designed to be a whole-body experience. I found the performances to be spiritual and engaging. I was impressed with the passion and energy of the performances and completely mesmerised by the experience.”- **Stage Whispers**

“Come You Spirits put the rhythms of Shakespeare's language in tune with the frequencies of nature and the elements, breathing new life into words and characters with which we have become too familiar. Enthralled by these performers in a production pared back to bare essentials, I found myself finding Shakespeare made new again as if by alchemy.” **Professor Laurie Johnson, QLD university, President, Australian and New Zealand Shakespeare Association**

“Come You Spirits are a theatre company with a difference. Not only do they offer strong, sharp performances of Shakespeare's works (in well-paced productions), but they also engage uniquely with the space around them, and offer audiences an experience designed to enhance their connection to nature and wellbeing. They are making innovative steps in ecological or environmental theatre, and their site-specific work is spectacular. They are also generous practitioners who were much valued participants at our recent 'Ecological Shakespeare in Performance' conference at James Cook University.” from Dr Claire Hansen, Lecturer in English at the Australian National University

“Superb performances and authentic costumes. An energy of revelry and belonging that is not merely performative (on a theatrical level) but almost documentary in its allure; inviting audiences into the psychological rapture of these lovers, who seemed to celebrate their precious time on earth with such an ardency we catch ourselves wishing we'd “been there”. It is this energy I love most about Come You Spirits, delivered with tremendous “oomph” and a delicate sensitivity to Shakespeare's language.”
– **Dr Kirk Dodd, Faculty of Arts and Social Sciences, The University of Sydney**

“That's the definitive playing of her. Power personified with every bit of magnificent vulnerability that only the truly great actors can come close to touching on.” **Sam Haft. Director, Producer, Actor Sydney Actors Association**

“They have elegantly delivered their clever and very captivating adaptation of Shakespeare's great love tragedy. Magnificently performed, outstanding actors. Best of the best, and stylised very theatrical Shakespeare experience. Highly Recommended.” **Sydney Arts Guide**

“Come you Spirits and The Haven in Castlecrag are a match made in heaven. The production of Shakespeare's The Tempest last night was exquisitely enchanting, beautifully executed by the players, in the most perfect natural setting. This is the third play I've seen this year by this talented yet unusual company, who use the force of qi energy and sound, as well as their acting talents to bring the works of Shakespeare to life. Totally ethereal and enchanting. Can't wait for the Summer season.”
- **Mayor Tanya Taylor**

“I have many years experience in many forms of theatre and the staging was creative and magical. With the restrictions that come from mounting a production on the open sands of a river, the lighting and sound worked brilliantly. The use of the space by the actors was inspired. Around 200 people attended the performance and were mesmerised for the entire time. Dealing with Jo and the rest of the troupe was a pleasure and effortless. I can not recommend "Come You Spirits" more highly.”
- **Anthony Woolcott, St Albans Festival Director**

REFERENCE of banner artwork from 2023 with Shire of Esperance & Australia's Golden Outback logos:



Selection of site-specific images to use for the 2024 campaign on the following pages









BUDGET Come you Spirits: June 2024 - Winter Solstice Esperance Festival

INCOME Forecast based on 2023 sales	Av Tix price	No. of ppl	No of shows	
	\$60	50	1	\$3,000
Ticket sales The Tempest Thursday 20th June evening	\$60	60	1	\$3,600
Ticket sales A Midsummer Night's Dream Sat 22nd June 2pm	\$60	60	1	\$3,600
Ticket sales Macbeth Saturday 22nd June evening	\$33	20	1	\$660
Workshop participants	\$30	15	1	\$450
F&B sales				\$400
FUNDRAISING				
Shire and AGO inc GST				\$12,000
Fundraiser event Sydney				\$1,000
Local sponsorship				\$1,000
TOTAL INCOME				\$25,710

COSTS Forecast

Shire to support

Fee to venue

Fees for 3 shows inside Stonehenge \$1,950

Marketing

Social media paid push Facebook and Insta 5 week campaign \$1,200

No new photography required \$0

Design posters and banner \$350

Printing posters and banner \$800

Poster distribution \$200

Advertising Triple M Radio Sponsorship agreed 30 spots and on air announcements \$300

TOTAL MARKETING \$2,850

Come you Spirits staff

Rehearsal fees for 3 days 5 actors \$3,000

Rehearsal fees for 3 days 1 sound and lighting tech \$600

Performance fees 5 actors \$260 per show x 2 shows (\$610 pp x 5) \$3,050

Sound and lighting technician 3 performances (\$350 dbl show + \$260 sng show) \$610

Workshop fee 2 actors \$400

Storytelling workshop fee \$200

Producers fee for shows and festival co-ordination \$2,950 \$1,742

Local Esperance Business / Communities

Smoking ceremony fee \$1,100

Local publicist \$1,000

Local Bunnings for extra lights and cables \$170

BWS for spiced wine \$130

Logistics

Flights x 3 Sydney - Esperance return \$3,474

Accom 5 nights at Air bnb \$1,386

Interstate drive with freight (driven by Charlie and Jo) 3441km each way total 6882km \$1,700

Car hire - no fee borrowed Tracey & Oliver's car	\$0	
Offset flights fee	\$80	
Petrol in Esperance for 2 cars	\$250	
Airport parking x 1	\$68	
Per Diam travel expense	\$450	
TOTAL LOGISTICS		\$7,408
Production Expenses		
qlab	\$67	
extra costumes	\$50	
Printing programs	\$175	
TOTAL	\$25,710	\$12,000

13. REPORTS OF COMMITTEES

Nil

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

Expressions of Interest - Old Matrons Quarters Lease

CONFIDENTIAL ITEM

This report is considered confidential in accordance with the Local Government Act 1995, as it relates to a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government (Section 5.23(2)(e)(iii)).

18. PUBLIC QUESTION TIME

19. CLOSURE