

**Shire of Esperance**

**ORDINARY COUNCIL**

**TUESDAY 27 AUGUST 2024**

**MINUTES**



### **DISCLAIMER**

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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.

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**SHIRE OF ESPERANCE**

**MINUTES**

**ORDINARY COUNCIL MEETING HELD IN COUNCIL CHAMBERS ON  
27 August 2024.  
COMMENCING AT 4:00 PM**

**1. OFFICIAL OPENING**

The Shire President declared the meeting open at 4:00pm and did an acknowledgement to country.

*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.*

The President welcomed Councillors, staff, guests and members of the public to the meeting.

**2. ATTENDANCE**

**Members**

Pres. R Chambers	President	
Cr G Johnston		Town Ward
Cr L de Haas		Town Ward
Cr W Graham		Rural Ward
Cr S Starcevich		Rural Ward
Cr S Flanagan		Town Ward

**Shire Officers**

Mr R Greive	Acting Chief Executive Officer
Mr M Walker	Director Asset Management
Mrs F Baxter	Director Corporate & Community Services
Mrs C Hoffrichter	Executive Assistant

**Members of the Public & Press**

Stuart Sinclair	Public Question Time
Jayden Congreve-Lawrence	Public Question Time
Geoff Vivian	Weekender
Hayden Smith	ABC

**3. APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE**

Cr S McMullen		Town Ward
Cr J Obourne	Deputy President	Town Ward
Cr C Davies		Town Ward
Mr S Burge	Chief Executive Officer	

#### 4. APPLICATIONS FOR LEAVE OF ABSENCE

##### MOTION

**Moved:** Cr Starcevich

**Seconded:** Cr de Haas

**O0824-019**

**Council Resolution**

**That Council accepts the below leave of absence:**

**Cr de Haas 04 September – 12 September 2024**

**Cr Graham 14 September – 22 September 2024**

**Pres Chambers 7 September - 16 September 2024**

**CARRIED  
F6 - A0**

*For: Cr de Haas, Cr Flanagan, Cr Graham, Cr Starcevich, Cr Johnston, Pres Chambers*

#### 5. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

#### 6. DECLARATION OF MEMBERS INTERESTS

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

Cr Graham declared a financial interest in item 12.1.1 Development Application - Agricultural Building - Lot 192 (1411) Dalyup Road, Dalyup as he is the owner of the property requesting development approval and he is also a Councillor.

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

Nil

##### **6.3 Declarations of Impartiality Interests – Admin Regulations Section 34c**

Cr de Haas has declared a Impartiality Interest in item 12.4.2 Event Funding Request - Converge Esperance 2024 as she is the President of the Esperance Chambers of Commerce and Industry

Mr Walker declared an impartiality Interest in Item 12.3.2 Prioritisation of CSRFF Small Grant Applications as he is a member of the Esperance Bay Yacht Club

#### 7. PUBLIC QUESTION TIME

Stuart Sinclair asked the following question in relation to the youth precinct and its future growth and development.

For those who I have not met before, my name is Stuart Sinclair and I'm here today as a community member, dedicated skateboarder for over 20 years and regular user of the towns Skate Facility.

I'm here today to request an update on the Esperance Youth Precinct and the report that was released over 4 years ago. In the report it states "the youth community has overgrown the current facility" and "an extension to the existing park is required as the community has already outgrown the current facility".

These are two statements I can confirm are very much still accurate. There has been a boom in skatepark popularity, especially in the younger age brackets meaning the skatepark is not only congested with users, but also parents. Even during the winter months of this year, the park has been overcrowded and potentially dangerous at times. No parts of the skatepark are sheltered, meaning rain stops play which adds to the congestion issues on the dry days of winter.

It's been 8 years since the park was built, 4 years since the report and 18 months since the pump track was finished. Hopefully the shire has a plan to prioritize this project and move forward with the skatepark extension to ease the congestion on the current facility and offer better recreation opportunities for all ages, abilities and program levels.

My question for Council is, where the Shire is at with the Youth Precinct and what plans there are to move forward?

*The Shire President thanked Mr Sinclair for his question and advised, as always these plans sit there in the background and a lot of them are requiring funding for the roles, but I think it is good that you are taking an interest in that activity but also in that precinct and making sure we stick to the plans that are out there.*

*I am not sure where the plan is at exactly, I will now hand over to Acting CEO Mr Greive.*

*Mr Greive, thank you chair and thank you Mr Sinclair for the question. We will take this question on notice unless Mr Walker Director of Asset Management can provide more of an update?*

*Mr Walker advised yes I can give an update. Since that report was released, we done the pump track which is a \$400,000 project in the Youth precinct we have also done the toilet block there which was a \$300,000 investment into the Youth Precinct.*

*Our next priority project for us is to put lights on the pump track so people can use it after dark, and we will look at further projects, as the Shire President said we have these plans in the background and if there is opportunities that arise in the future we can out hand up. But to do an extension of the skate park you are looking at a \$500,000 project so it's a not small figures we are talking about we will probably need to apply for grant funding and the like to do the next part of the extension. We will have a look and see if there is other stuff we can add like shelter etc, but as for the extension it won't be cheap and we will need support from someone other than the Shire.*

*The Shire President said thank you, to Mr Walker, and asked if Mr Sinclair if that answered his question and if he required anymore information.*

Mr Sinclair advised that this did answer his question and thanked them. Mr Sinclair advised if the Shire needs any help of assistance from the users of the skate park, they are always here to advise and help. One thing he would suggest is making it a priority for a sheltered facility as the skate park is unusable during the wet winter months and even during the dry winter months there is a lot of dew. Some sort of sheltered section would be great.

*Cr Johnston advised she has something to say. Cr Johnston said good on you for bringing this to the attention of all of us, a few things just on the grant funding, cause yep clearly I know it's in the Council Plan and yes so it's there so that's s good start. But are we actively looking for funding for that at this stage, do we know what is coming forth that might be?*

*Mr Walker advised no I don't know what we are actively looking at, previous funding for the skate park came out of Federal Funding for Local Roads and Community Infrastructure, so Council at that stage prioritised those 2 projects in their various stages, which is how those got up otherwise potentially they wouldn't have got up without that funding and they were fully funded through those programs.*

*I guess we need to take a step back, look and see where we can mix it in with the other programs and other public open space works we've got. But happy it's in the Council Plan, happy to look at*

*it and work out what other priorities moving forward and do we need to pursue them and potentially for future budgets.*

*Cr Johnston asked about shelters and the Shire President advised to leave it approach him later and we will arrange a briefing with Shire staff and Councillors and that will be the forum to cover those sorts of things, not here in a public meeting.*

Mr Sinclair thanked Councillors.

**8. PUBLIC ADDRESSES / DEPUTATIONS**

Nil

**9. PETITIONS**

Nil

**10. CONFIRMATION OF MINUTES**

**Moved: Cr Starcevich**

**Seconded: Cr Flanagan**

**O0824-020**

**Council Resolution**

**That the Minutes of the Ordinary Council Meeting of the 23 July 2024, and the Special Council Meeting of the 7 August 2024 be confirmed as true and correct records.**

**CARRIED**

**F6 – A0**

*For: Cr de Haas, Cr Flanagan, Cr Graham, Cr Starcevich, Cr Johnston, Pres Chambers*

**11. DELEGATES' REPORTS WITHOUT DISCUSSION**

**Cr Starceвич**

Nil

**Cr Johnston**

26 Aug      Attended Senior Citizen Meeting

**Cr Davies**

Nil

**Cr Flanagan**

07 Aug      Participated in Audit Committee Meeting

13 Aug      Attended Signing of Partnership Agreement with Tjaltjraak

**Cr de Haas**

23 Jul      Attended InterEarth presentation by Peter Metcalf

30 Jul      Participated in Museum Working Group meeting

06 Aug      Attended Citizenship Ceremony

08 Aug      Participated in 'Acknowledge This' workshop

09 Aug      Attended Interagencies meeting

12 Aug      Attended Official Opening and Opening Celebration NAIDOC week

13 Aug      Attended Signing of Partnership Agreement with Tjaltjraak

**Cr Graham**

25 Jul      Kalgoorlie- Understanding Native Title and Aboriginal Heritage workshop with other agencies.

26 Jul      Kambalda for GVROC meeting

17 Aug      Represented Shire on the Melbourne Cup Tour events around Esperance.

23 Aug      GVROC meeting via zoom

**Cr Obourne**

Nil

**Pres Chambers**

25 Jul      Kalgoorlie- Understanding Native Title and Aboriginal Heritage workshop with other agencies.

26 Jul      Kambalda for GVROC meeting

06 Aug      Attended Citizenship Ceremony

07 Aug      Participated in Audit Committee Meeting

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13 Aug      Attended Signing of Partnership Agreement with Tjaltjraak

17 Aug      Represented Shire on the Melbourne Cup Tour events around Esperance.

23 Aug      GVROC meeting via zoom

Mr Sinclair and Mr Congreve left the Chambers at 4:11pm and did not return.

Cr Graham left the chambers at 4:15pm

## **12. MATTERS REQUIRING A DETERMINATION OF COUNCIL**

### **12.1 EXTERNAL SERVICES**

#### **Item: 12.1.1**

#### **Development Application - Agricultural Building - Lot 192 (1411) Dalyup Road, Dalyup**

<b>Author/s</b>	Peter Wilks	Coordinator Planning Services
<b>Authorisor/s</b>	Richard Hindley Roy Greive	Manager Development Services Director External Services

**File Ref: D24/22833**

#### **Applicant**

Auspan Building Systems Pty Ltd on Behalf of W J Graham

#### **Location/Address**

Lot 192 (1411) Dalyup Road, Dalyup



#### **Executive Summary**

That Council consider Development Application 10.2024.5549.1 for an Agricultural Building at Lot 192 (1411) Dalyup Road, Dalyup.

#### **Recommendation in Brief**

That Council approve Development Application 10.2024.5549.1 for an Agricultural Building at Lot 192 (1411) Dalyup Road, Dalyup subject to conditions.

#### **Background**

Planning Services received an application for development approval of an Agricultural Building with dimensions of 36 metres by 32 metres with a wall height of 9.75 metres and a ridge height of approximately 11.5 metres at Lot 192 (1411) Dalyup Road, Dalyup on 10 July 2024.

During assessment of the proposal it was noted that the property was owned by Councillor Graham and the property is not the Councillors primary place of residence. While the application could be considered the expansion or upgrading of a place of business for the purpose of the policy which states that the consent of Council is required where a senior officer or elected member lodged an application for development approval for: "that person's own place of residence or expansion/upgrading of a place of business that was previously approved and satisfies the objectives and development standards"

As such it is considered appropriate that the application be determined by Council in accordance with Council Policy POL-0053-Applications Lodged by Senior Employees or Elected Members. It should be noted that if Council Policy POL-0053 did not apply to this application it would have been determined under delegated authority at an officer level.

### **Officer's Comment**

The proposed development is generally in accordance with the provisions of Local planning Scheme No. 24, with the application only requiring development approval on three points:

- 1) The property is affected by Special Control Area 5 – Wetlands of Significance and Lake Warden Recovery Catchment, which requires issuance of development approval for all works;
- 2) The proposed height of the building with a 9.75 metre wall height which is 0.75 metres over the Scheme requirement and a ridge height of approximately 11.5 metres which is 2.5 metres over the Scheme requirement; and
- 3) The property is owned by a Councillor of the Shire of Esperance. (Council Policy POL-0053)

The location of the property in Special Control Area 5 – Wetlands of Significance and Lake Warden Recovery Catchment does not apply any specific requirements to the proposal aside from a requirement to obtain development approval. As the proposal is for an Agricultural Building on an existing agricultural site with no clearing required, it is considered that referral to the Department of Biodiversity, Conservation and Attraction was not required as the Agricultural Building would not have any impact on the nearby Lake Gore catchment.

The proposed height of the building exceeds the 9 metre building height limit for non-industrial development, however with the building being 93 metres from the closest boundary line the increased building height will not have a significant impact on the surrounding amenity, it is considered that this is a minor variation that can be supported by planning officers.

It is acknowledged that the intent of Council Policy POL-0053 is in regards to the primary place of business, and that upgrade and development works to isolated farm sites (where multiple are owned by the individual in question) arguably falls within a grey area within the wording of the policy. Officers prefer to be conservative with their application of Council Policy POL-0053 and so this application has been presented to Council for consideration instead of being considered at officer level as would normally be the case for an application of this nature.

With only a minor variation proposed to the provisions of the Local Planning Scheme, it is the recommendation of the planning officers that the application be approved by Council subject to conditions.

### **Consultation**

Nil

### **Financial Implications**

Application fees totalling \$896.03 were received as part of this application.

**Asset Management Implications**

Nil

**Statutory Implications**

Local Planning Scheme No. 24

Pursuant to s.211(1) of the *Planning and Development Act 2005*, a person aggrieved by the failure of a local government to enforce or implement effectively the observance of a local planning scheme may make representation to the Minister. If the Minister considers it appropriate to do so, representation may be referred to the State Administrative Tribunal for its report and recommendation. Following subsequent actions and recommendation by the SAT the Minister may order the local government to do all things considered necessary for enforcing the observance of the Scheme or any provisions of the Scheme. In this instance it is considered that the Scheme has been enforced effectively.

**Policy Implications**

Council Policy POL-0053-Applications Lodged by Senior Employees or Elected Members.

**Strategic Implications**

Council Plan 2022 – 2032

*Built Environment*

New developments that enhance the existing built environment

**Environmental Considerations**

Nil

**Attachments**

A. Development Plans - Agricultural Building



## **RECOMMENDATION AND DECISION**

**Item: 12.1.1 Development Application - Agricultural Building - Lot 192 (1411) Dalyup Road, Dalyup**

**Moved: Cr Flanagan**

**Seconded: Cr de Haas**

**O0824-021**

### **Council Resolution**

**That Council approve Development Application 10.2024.5549.1 for an Agricultural Building at Lot 192 (1411) Dalyup Road, Dalyup subject to the following conditions:**

- 1. Development shall be carried out and fully implemented in accordance with the details indicated on the stamped approved plan(s) unless otherwise required or agreed in writing by the Shire of Esperance.**
- 2. The Agricultural Building hereby approved shall not be used for human habitation, commercial or industrial uses without the written consent of the Shire of Esperance.**
- 3. All stormwater and drainage run off from all roofed and impervious areas is to be retained on-site to the satisfaction of the Shire of Esperance.**
- 4. The provision of all services, including augmentation of existing services, necessary as a consequence of any proposed development shall be at the cost of the developer and at no cost to the Shire of Esperance.**
- 5. The emission of noise, vibration, odour, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit, oil, chemicals and/or any other type if emission that may potentially impact on environmental and/or public health are to be mitigated within the boundaries of the premise and must not impact on public health and/or cause nuisance to users or occupants of adjoining premises.**
- 6. The works involved in the implementation of the development must not cause sand drift and/or dust nuisance. In the event that the Shire of Esperance is aware of, or is made aware of, the existence of a dust problem, measures such as installation of sprinklers, use of water tanks, mulching, or other land management systems as appropriate may be required to be installed or implemented.**
- 7. The proposed operations, during and after construction, are required to comply with the *Environmental Protection (Noise) Regulations 1997*.**

**AND the following advice notes:**

- 1. THIS IS NOT A BUILDING PERMIT. An application for a building permit is required to be submitted and approved by the Shire of Esperance (Building Services) prior to any works commencing on-site.**
- 2. The development is to comply with the *Building Code of Australia, Building Act 2011, Building Regulations 2012* and the *Local Government Act 1995*.**
- 3. It is the responsibility of the applicant to ensure that building setbacks correspond with the legal description of the land. This may necessitate re-surveying and re-pegging the site. The Shire of Esperance will take no responsibility for incorrectly located buildings.**
- 4. It is the responsibility of the developer to search the title of the property to ascertain the presence of any easements and/or restrictive covenants that may apply.**
- 5. Horizon Power has requested the Shire to advise Applicants that Horizon Power has certain restrictions regarding the installation of conductive materials near its**

**network assets. Applicants are advised to contact Horizon Power's Esperance office to ascertain whether any of Horizon Power's restrictions affect their proposed development.**

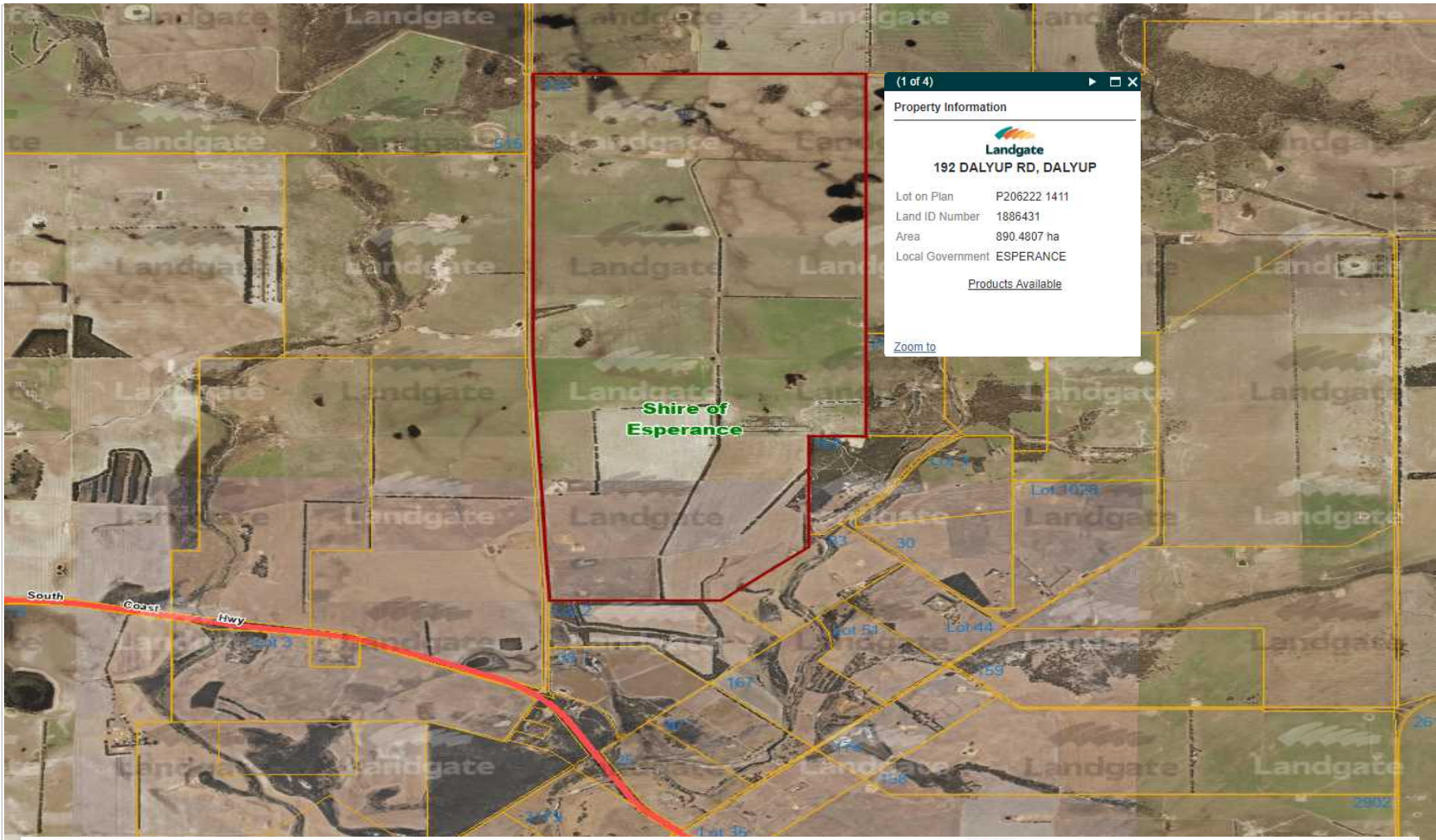
- 6. During construction stage, adjoining lots are not to be disturbed without the prior written consent of the affected owner(s).**

**CARRIED**

**F5 - A0**

For: Cr de Haas, Cr Flanagan, Cr Starcevich, Cr Johnston, Pres Chambers

Cr Graham returned to the Chambers at 4:17pm



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CLIENT  
WES GRAHAM  
  
PROJECT ADDRESS  
192 Dalyup Road, Dalyup, WA 6450

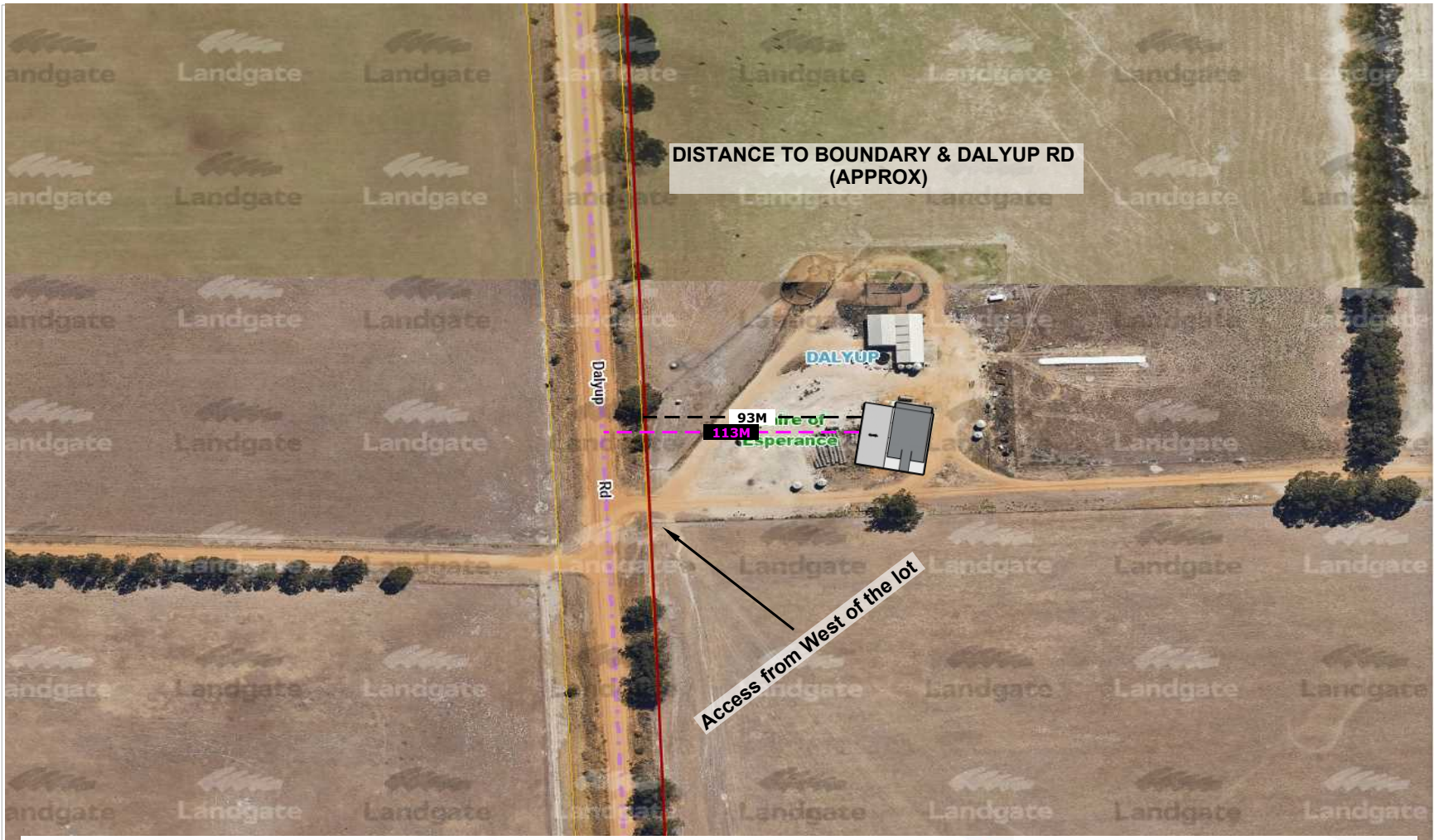
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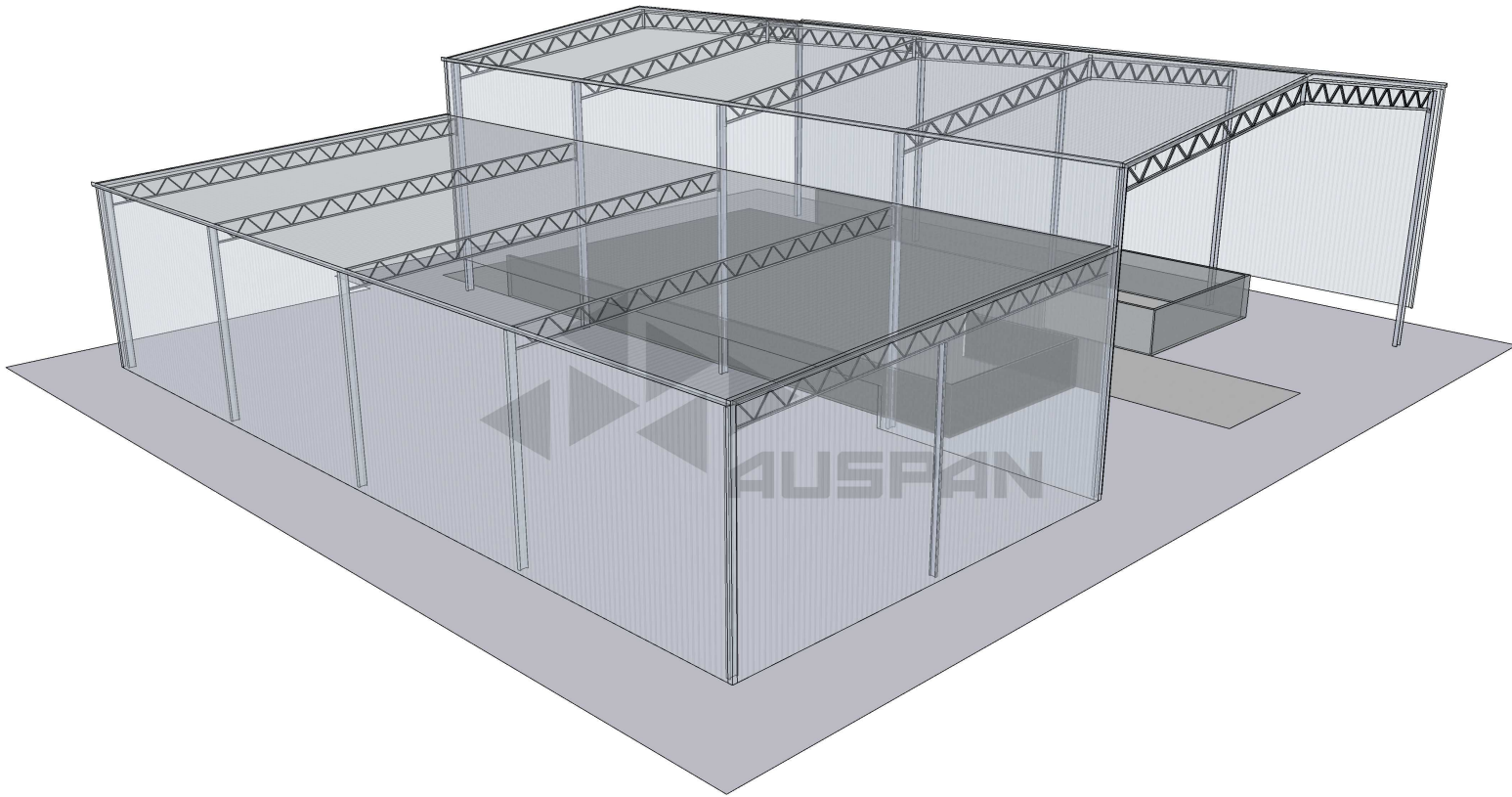
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CLIENT  
WES GRAHAM  
  
PROJECT ADDRESS  
192 Dalyup Rd, Dalyup, WA, 6450

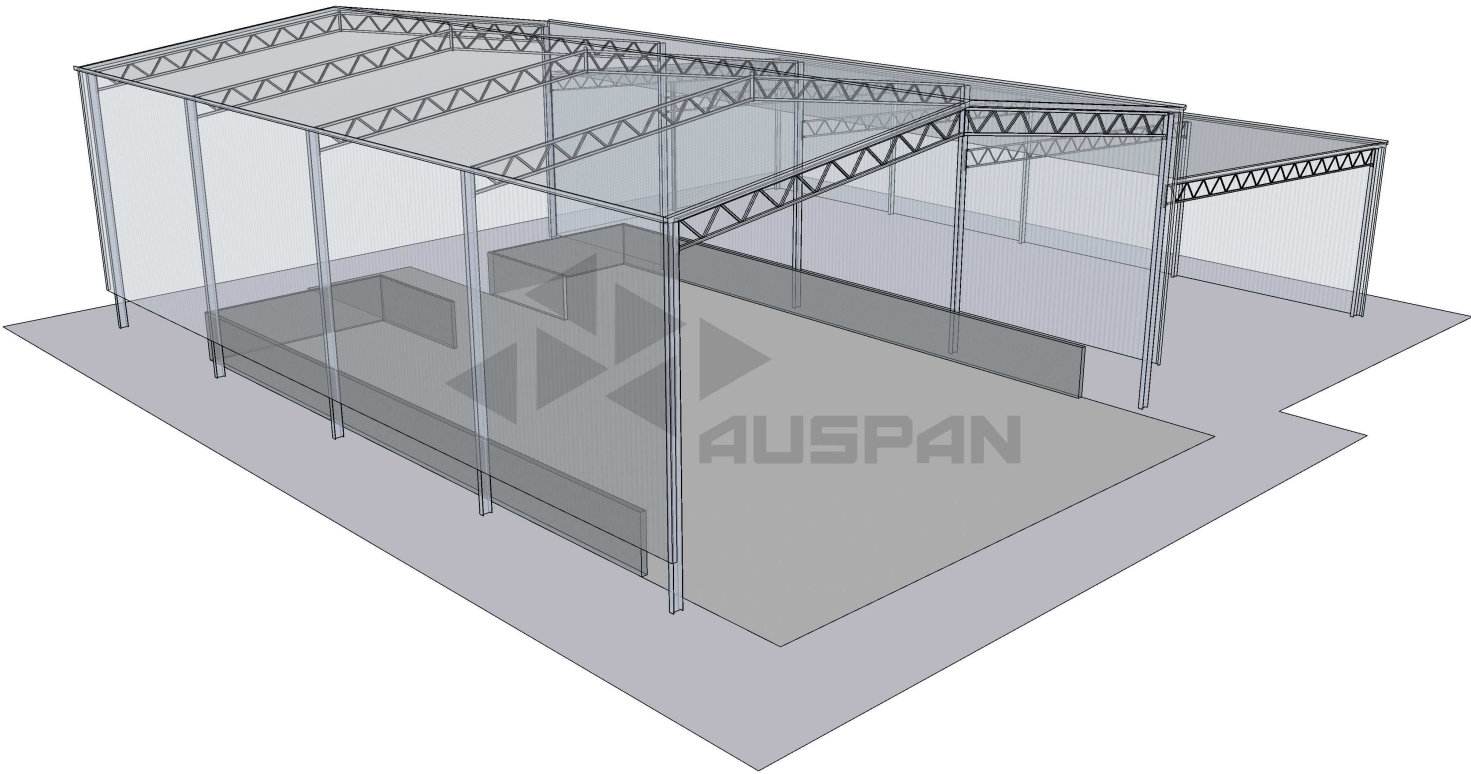
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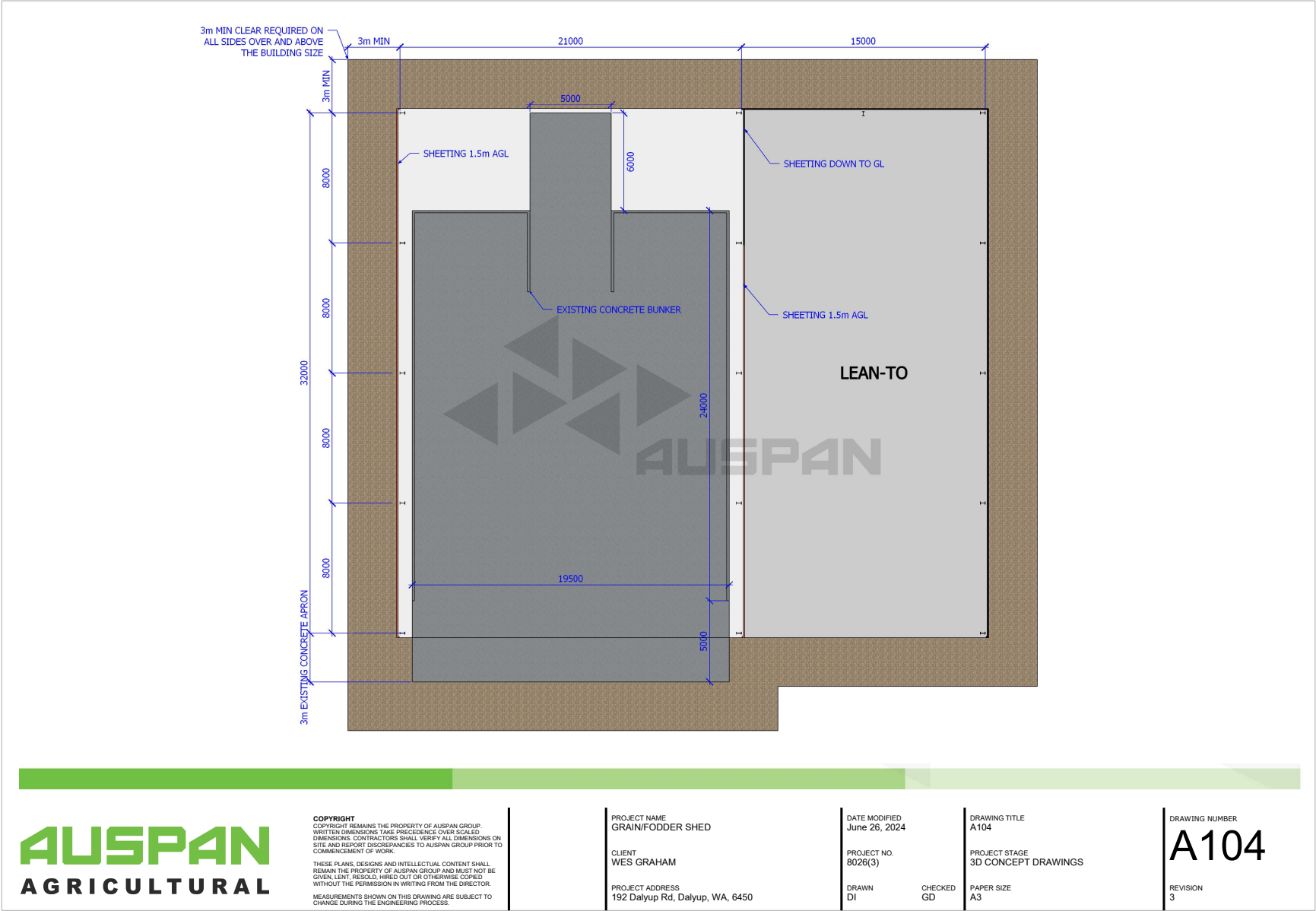
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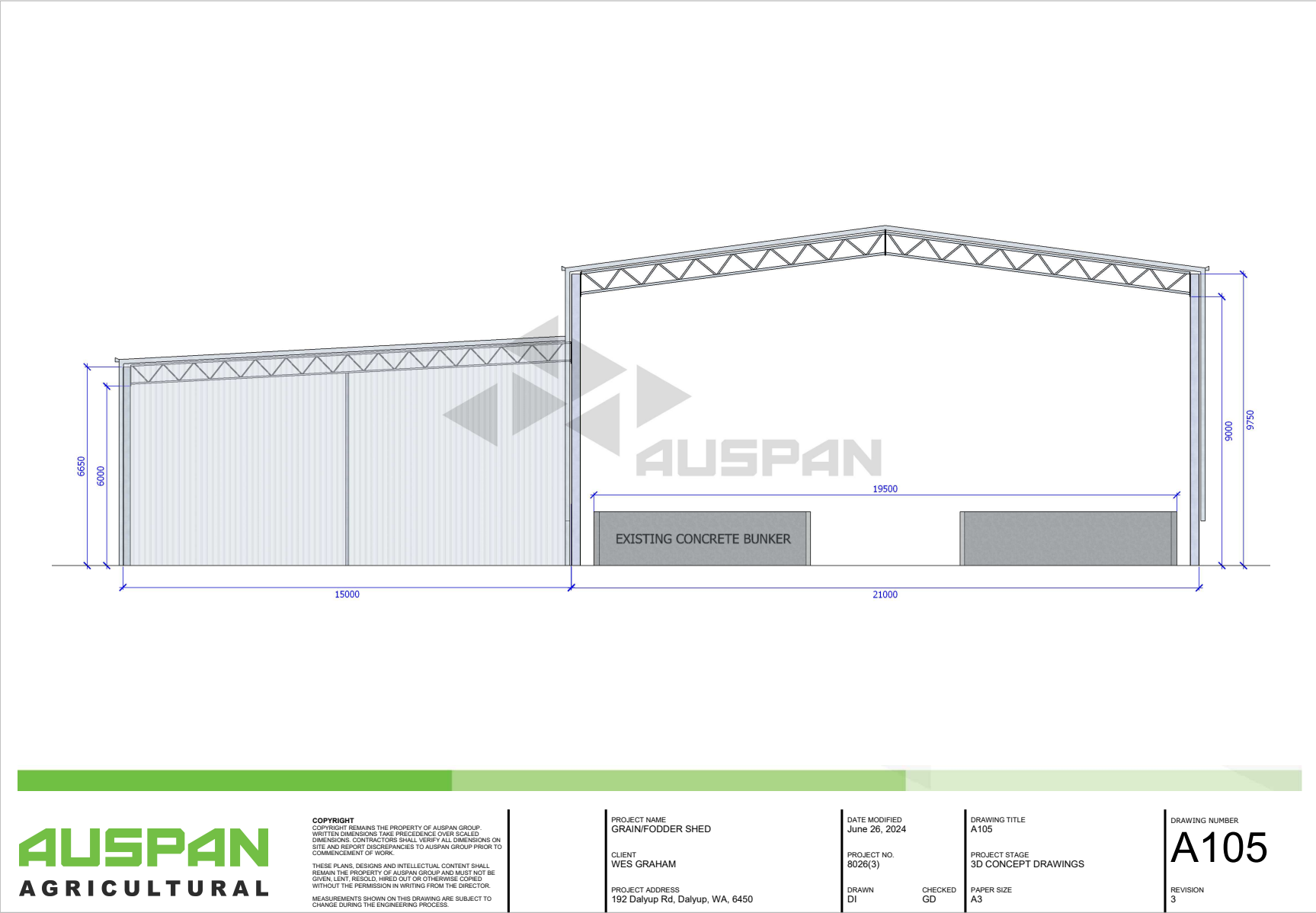
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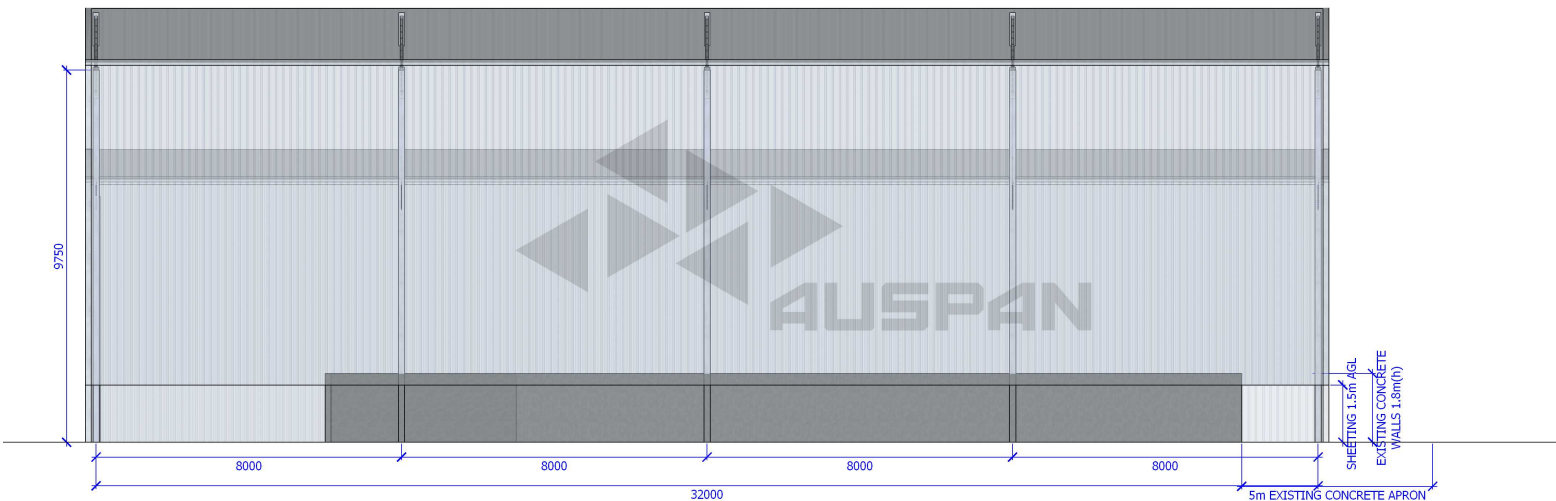
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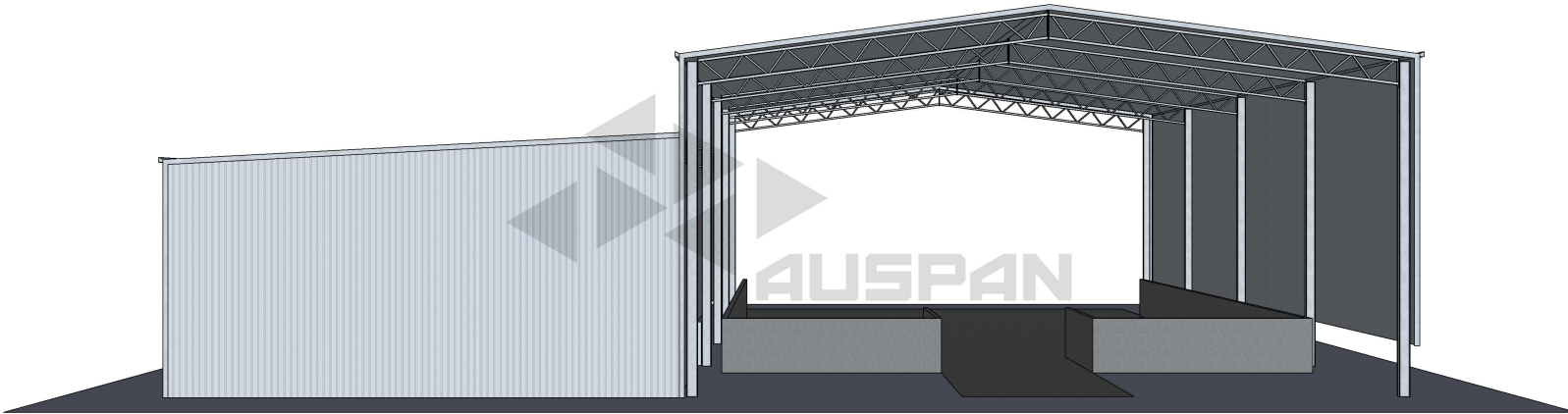
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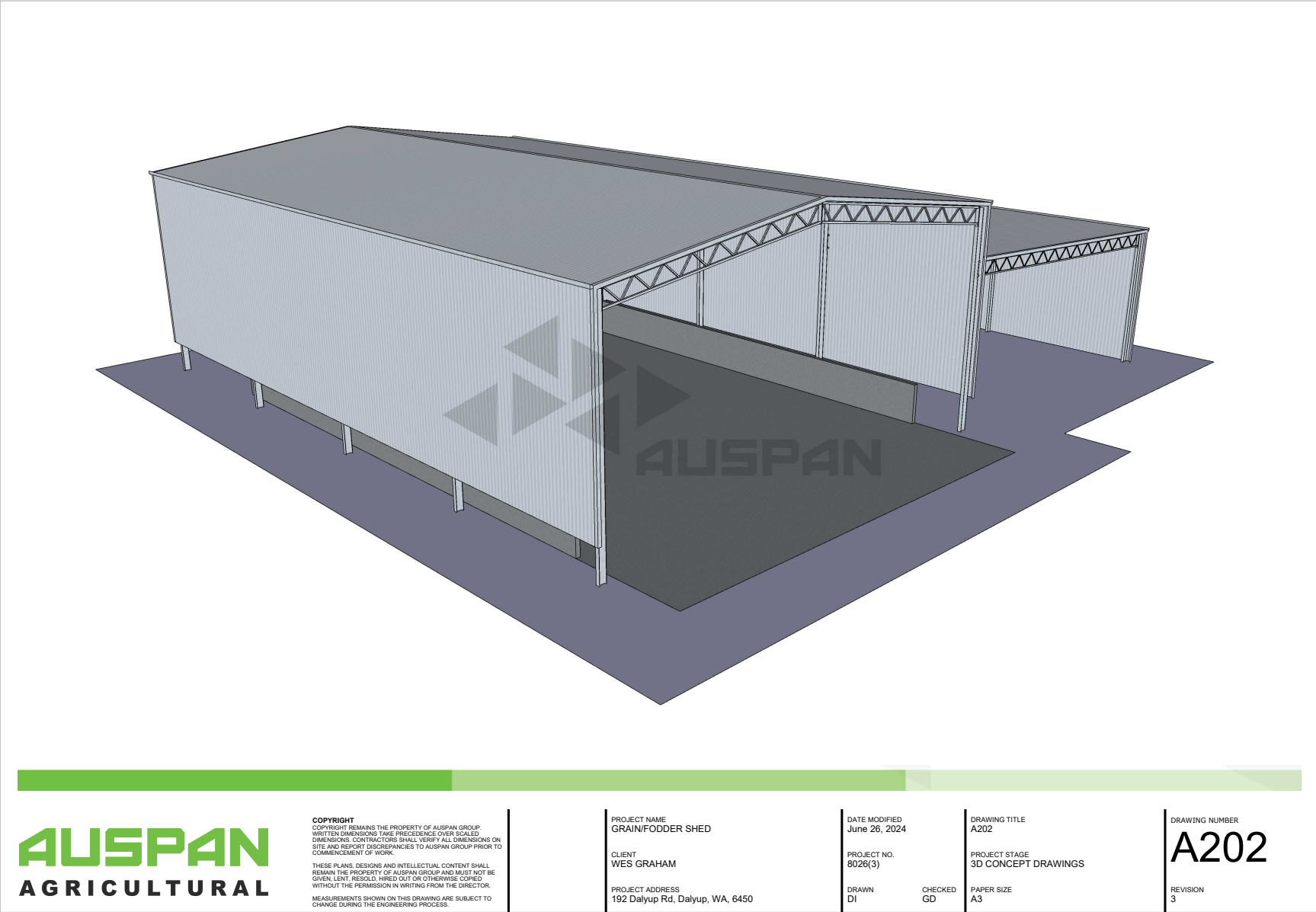
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**12.2 ASSET MANAGEMENT**

Nil

**12.3 CORPORATE & COMMUNITY SERVICES**

**Item: 12.3.1**

**Financial Services Report - August 2024**

<b>Author/s</b>	Roselyn Hamilton Sarah Bridge	Manager Financial Services Corporate Accountant
<b>Authorisor/s</b>	Felicity Baxter	Director Corporate and Community Services

**File Ref: D24/19362**

**Attachments**

A1. [Financial Management Report July 2024](#)



**RECOMMENDATION AND DECISION**

**Item: 12.3.1 Financial Services Report - August 2024**

**Moved:** Cr de Haas  
**Seconded:** Cr Starcevich

**O0824-022**

**Council Resolution**

**That Council receive the attached report entitled Financial Management Report for the month of July 2024**

**CARRIED  
F6 - A0**

*For: Cr de Haas, Cr Flanagan, Cr Graham, Cr Starcevich, Cr Johnston, Pres Chambers*



## **SHIRE OF ESPERANCE**

### **MONTHLY FINANCIAL MANAGEMENT REPORTS**

(Incorporating Statement of Financial Activity)

## **JULY 2024**

### **CORPORATE & COMMUNITY SERVICES**

## MANAGER FINANCIAL SERVICES COMPILATION REPORT

MEETING DATE:	27 AUGUST 2024
ACCOUNTING PERIOD:	PERIOD ENDED 31 JULY 2024
MATERIALITY THRESHOLD:	\$100,000 OR 10%

### OVERVIEW

The Statement of Financial Activity is presented on page 3 and shows a surplus at 31 July of \$8,579,217.

### RATES COLLECTED

Rates collected at the end of July were 17.64%. This percentage reflects the amount of arrears (earlier year rates) that has been collected in July. Collections at the same time last year were 17.28%.

Rates data for the new year will be sent to Zipform by 20th August and notice will be issued on Friday 16th August. The due date for payment in full or the first instalment is 25th September.

### 2024-2025 FINANCIAL YEAR

The 2024-2025 Budget was adopted on 7th August. This data has been loaded into Authority and the Staff Budget has been distributed. With adoption of the Budget, the new Fees and Charges have come into effect except for Bay of Isles Leisure Centre fees which will come into effect on 1st September.

### BUDGET PHASING

Phasing for operational budgets has been completed and work will be carried out in August to further phase capital spending for 2024-25 in line with expectations.

### REGIONAL EXPRESS PTY LTD

The Shire is in communication with the administrators of Regional Express Pty Ltd. A proof of debt has been lodged to the value of \$440,587.41 up to the 30th July 2024, when administration commenced.

### WORKING CAPITAL

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 July is \$8,579,217. 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 Assets on page 6. It represents our ability to meet the short-term demands of our suppliers.

Unrestricted cash at bank is \$52,079,545 and this is shown on page 6. Reserve balance is \$40,364,159 as per page 5.

Sarah Bridge  
Corporate Accountant

**SHIRE OF ESPERANCE  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2024**

	2024-25 Budget (a)	2024-25 Budget YTD (b)	2024-25 Actual YTD (c)	2024-25 Variance (c)-(b) ((c)-(b))/(b)
	\$	\$	\$	%
<b>OPERATING ACTIVITIES</b>				
<b>Revenue from operating activities</b>				
Rates	26,851,952	-	-	-
Grants, subsidies and contributions	9,536,704	785,011	723,507	(61,504) -8%
Fees and charges	11,015,415	409,447	433,596	24,149 6%
Interest revenue	1,719,500	28,600	30,122	1,522 5%
Other revenue	984,091	46,563	48,562	1,999 4%
Profit on asset disposals	120,940	-	-	-
	50,228,602	1,269,621	1,235,787	(33,834) -3%
<b>Expenditure from operating activities</b>				
Employee costs	(23,271,943)	(2,187,664)	(2,126,921)	60,743 -3%
Materials and contracts	(17,246,639)	(767,126)	(781,285)	(14,159) 2%
Utility charges	(1,434,221)	(100,830)	(99,370)	1,460 -1%
Depreciation	(23,403,044)	-	-	-
Finance costs	(67,478)	(455)	(472)	(17) 4%
Insurance	(988,511)	(501,143)	(416,739)	84,404 -17%
Other expenditure	(786,355)	(3,054)	(3,454)	(400) 13%
Loss on asset disposals	(51,039)	-	-	-
	(67,249,230)	(3,560,272)	(3,428,242)	132,030 -4%
<b>TOTAL OPERATING ACTIVITIES</b>	<b>(17,020,628)</b>	<b>(2,290,651)</b>	<b>(2,192,455)</b>	<b>98,196 -4%</b>
<b>NON-OPERATING ACTIVITIES</b>				
<b>Inflows from non-operating activities</b>				
Capital grants, subsidies and contributions	20,074,997	2,081,300	2,023,529	(57,771) -3%
Proceeds from disposal of assets	1,290,500	40,989	36,519	(4,470) -11%
Proceeds - self supporting loans	404,456	22,851	20,998	(1,853) -8%
Proceeds on other loans and receivables	2,434,907	-	-	-
	24,204,860	2,145,140	2,081,046	(64,094) -3%
<b>Outflows from non-operating activities</b>				
Payments for land held for resale	(1,230,000)	-	-	-
Payments for property, plant and equipment	(23,705,822)	(544,187)	(515,109)	29,078 -5%
Payments for construction of infrastructure	(23,145,666)	(1,142,947)	(1,191,810)	(48,863) 4%
Repayment of Borrowings	(461,775)	(11,031)	(11,031)	(0) 0%
	(48,543,263)	(1,698,165)	(1,717,950)	(19,785) 1%
<b>TOTAL NON-OPERATING ACTIVITIES</b>	<b>(24,338,403)</b>	<b>446,975</b>	<b>363,096</b>	<b>(83,879) -19%</b>
<b>NON CASH AMOUNTS EXCLUDED</b>				
Depreciation	23,403,044	-	-	-
Loss on asset disposals	51,039	-	-	-
Profit on asset disposals	(120,940)	-	-	-
Provisions & accruals	279,652	-	-	-
Movement of Non-Current Receivables	-	-	107,771	107,771
<b>TOTAL NON-CASH AMOUNTS EXCLUDED</b>	<b>23,612,795</b>	<b>-</b>	<b>107,771</b>	<b>- 107,771</b>
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>				
<b>Surplus at the start of the financial year</b>	3,221,226	3,221,226	3,221,226	- 0%
Amount attributable to operating Activities	(17,020,628)	(2,290,651)	(2,192,455)	98,196 -4%
Amount attributable to non-operating Activities	(24,338,403)	446,975	363,096	(83,879) -19%
Non-cash amounts excluded	23,612,795	-	107,771	107,771
Reserve Movements	14,480,552	7,177,717	7,079,579	(98,138) -1%
<b>Surplus/(deficit) remaining after the imposition of general rates</b>	<b>(44,458)</b>	<b>8,555,267</b>	<b>8,579,217</b>	<b>23,950 0%</b>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF ESPERANCE  
STATEMENT OF COMPREHENSIVE INCOME  
FOR THE PERIOD ENDED 31 JULY 2024**

	<b>2024-25 Budget</b>	<b>2024-25 Budget YTD</b>	<b>2024-25 Actual YTD</b>
	\$	\$	\$
<b>Revenue</b>			
Rates	26,851,952	-	-
Grants, subsidies and contributions	9,536,704	785,011	723,507
Fees and charges	11,015,415	409,447	433,596
Interest revenue	1,719,500	28,600	30,122
Other revenue	984,091	46,563	48,562
	50,107,662	1,269,621	1,235,787
<b>Expenses</b>			
Employee costs	(23,271,943)	(2,187,664)	(2,126,921)
Materials and contracts	(17,246,639)	(767,126)	(781,285)
Utility charges	(1,434,221)	(100,830)	(99,370)
Depreciation	(23,403,044)	-	-
Finance costs	(67,478)	(455)	(472)
Insurance	(988,511)	(501,143)	(416,739)
Other expenditure	(786,355)	(3,054)	(3,454)
	(67,198,191)	(3,560,272)	(3,428,242)
	(17,090,529)	(2,290,651)	(2,192,455)
Capital grants, subsidies and contributions	20,074,997	2,081,300	2,023,529
Profit on asset disposals	120,940	-	-
Loss on asset disposals	(51,039)	-	-
	20,144,898	2,081,300	2,023,529
<b>Net result for the period</b>	<b>3,054,369</b>	<b>(209,351)</b>	<b>(168,926)</b>
<b>Other comprehensive income for the period</b>			
<i>Items that will not be reclassified subsequently to profit or loss</i>			
Changes in asset revaluation surplus	-	-	-
<b>Total other comprehensive income for the period</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total comprehensive income for the period</b>	<b>3,054,369</b>	<b>(209,351)</b>	<b>(168,926)</b>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF ESPERANCE  
STATEMENT OF FINANCIAL POSITION  
FOR THE PERIOD ENDED 31 JULY 2024**

	<b>2024-25 YTD</b>	<b>2023-24 Actuals</b>
	\$	\$
<b>CURRENT ASSETS</b>		
Cash & cash equivalents	52,079,545	48,988,393
Trade & other receivables	2,569,981	1,938,077
Inventories	1,354,826	1,346,118
<b>TOTAL CURRENT ASSETS</b>	<b>56,004,352</b>	<b>52,272,588</b>
<b>NON-CURRENT ASSETS</b>		
Other receivables	1,098,514	1,100,816
Inventories	3,305,969	3,305,969
Property, plant & equipment	103,807,279	103,807,279
Infrastructure	594,960,046	594,960,046
<b>TOTAL NON-CURRENT ASSETS</b>	<b>703,171,808</b>	<b>703,174,110</b>
<b>TOTAL ASSETS</b>	<b>759,176,160</b>	<b>755,446,698</b>
<b>CURRENT LIABILITIES</b>		
Trade & other payables	3,305,195	5,416,737
Borrowings	471,960	471,960
Provisions	3,784,031	3,784,031
Other current liabilities	492,346	-
<b>TOTAL CURRENT LIABILITIES</b>	<b>8,053,532</b>	<b>9,672,728</b>
<b>NON-CURRENT LIABILITIES</b>		
Borrowings	1,633,335	1,633,335
Provisions	6,634,435	6,634,435
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>8,267,770</b>	<b>8,267,770</b>
<b>TOTAL LIABILITIES</b>	<b>16,321,302</b>	<b>17,940,498</b>
<b>NET ASSETS</b>	<b>742,854,858</b>	<b>737,506,200</b>
<b>EQUITY</b>		
Revaluation surplus	376,780,596	376,780,596
Reserve accounts	40,364,159	40,265,721
Retained surplus	325,710,103	320,459,883
<b>TOTAL EQUITY</b>	<b>742,854,858</b>	<b>737,506,200</b>

**SHIRE OF ESPERANCE  
COMPOSITION OF NET CURRENT ASSETS  
FOR THE PERIOD ENDED 31 JULY 2024**

	<b>2024-25 YTD</b>	<b>2023-24 Actuals</b>
	\$	\$
<b>CURRENT ASSETS</b>		
Cash & cash equivalents	52,079,545	48,988,393
Trade & other receivables	2,569,981	1,938,077
Inventories	1,354,826	1,346,118
<b>TOTAL CURRENT ASSETS</b>	<b>56,004,352</b>	<b>52,272,588</b>
<b>CURRENT LIABILITIES</b>		
Trade & other payables	3,199,727	5,416,737
Borrowings	471,960	471,960
Provisions	3,784,031	3,784,031
Other current liabilities	492,346	-
<b>TOTAL CURRENT LIABILITIES</b>	<b>7,948,064</b>	<b>9,672,728</b>
<b>NET ASSETS</b>	<b>48,056,288</b>	<b>42,599,860</b>
Less: Total adjustments to net current assets	(39,477,071)	(39,378,633)
<b>Closing funding surplus/(deficit)</b>	<b>8,579,217</b>	<b>3,221,227</b>
<b>Current assets and liabilities excluded from budgeted deficiency</b>		
<b>Adjustments to net current assets</b>		
Less: Reserve account	(40,364,159)	(40,265,721)
Less: Financial assets at amortised costs - Self Supporting Loans	(404,455)	(404,455)
Less: Land held for resale	(800,000)	(800,000)
Add: Current liabilities not expected to be cleared at end of year		
- Current portion of lease liabilities	10,186	10,186
-Current portion of borrowings	461,774	461,774
-Current portion of employee benefit expense held in reserve	1,619,583	1,619,583
Toal adjustments to net current assets	(39,477,071)	(39,378,633)

**SHIRE OF ESPERANCE  
EXPLANATION OF MATERIAL VARIANCES  
FOR THE PERIOD ENDED 31 JULY 2024**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2024-25 year is \$100,000 or 10.00%.

Description	Var. \$	Var. %
	\$	%
<b>Expenditure from operating activities</b>		
<b>Insurance</b>	<b>84,404</b>	<b>(16.84%)</b>
Difference attributed to asset insurance which came in lower than budgeted. Second instalment is due in October 2024. Adjustments to asset insurance may also come in during the year.		Timing
<b>Other expenditure</b>	<b>(400)</b>	<b>13.09%</b>
Variance due to write off of debts.		Permanent
<b>Inflows from non-operating activities</b>		
<b>Proceeds from disposal of assets</b>	<b>(4,470)</b>	<b>(10.90%)</b>
Variations in asset disposal schedule is resulting in slight differences on expected proceeds at this time.		Timing





## OTHER REPORTS AND GRAPHS

SHIRE OF ESPERANCE  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 JULY 2024

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.22 M	\$3.22 M	\$3.22 M	\$0.00 M
Closing	(\$0.04 M)	\$8.56 M	\$8.58 M	\$0.02 M
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$52.08 M	% of total
Unrestricted Cash	\$0.49 M	0.9%
Restricted Cash	\$51.59 M	99.1%

Payables		
	\$2.11 M	% Outstanding
Trade Payables	\$1.53 M	
0 to 30 Days	\$1.51 M	99.0%
Over 30 Days	\$0.02 M	1.0%
Over 90 Days	\$0.00 M	0.0%

Receivables		
	\$0.63 M	% Collected
Rates Receivable	(\$0.01 M)	17.6%
Trade Receivable	\$0.96 M	% Outstanding
Over 30 Days	\$0.96 M	99.1%
Over 90 Days	\$0.01 M	0.9%

Key Operating Activities

Amount attributable to operating			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$17.02 M)	(\$2.29 M)	(\$2.19 M)	\$0.10 M
Refer to Statement of Financial Activity			

Rates Revenue		
YTD Actual	\$0.00 M	% Variance
YTD Budget	\$0.00 M	

Grants and Contributions		
YTD Actual	\$0.72 M	% Variance
YTD Budget	\$0.79 M	(7.8%)

Fees and Charges		
YTD Actual	\$0.43 M	% Variance
YTD Budget	\$0.41 M	5.9%

Refer to Statement of Financial Activity

Key Non-Operating Activities

Amount attributable to non-operating			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$24.34 M)	\$0.45 M	\$0.36 M	(\$0.08 M)
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$0.04 M	%
Adopted Budget	\$0.04 M	(10.9%)

Asset Acquisition		
YTD Actual	(\$1.71 M)	% Spent
Adopted Budget	(\$1.69 M)	1.2%

Capital Grants		
YTD Actual	\$2.02 M	% Received
Adopted Budget	\$2.08 M	(2.8%)

Borrowings	
Principal repayments	\$0.01 M
Interest expense	\$0.00 M

Reserves	
Reserves balance	\$40.36 M
Net Movement	\$0.10 M

This information is to be read in conjunction with the accompanying Financial Statements and notes.

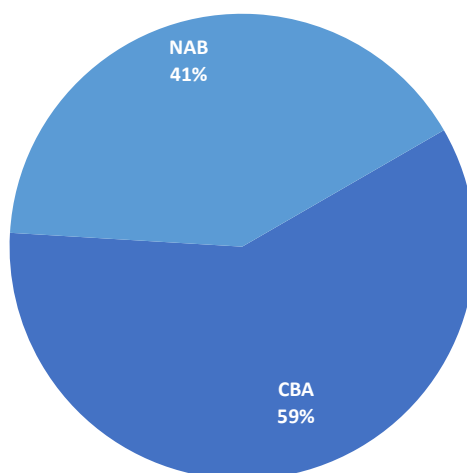
**SHIRE OF ESPERANCE  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 JULY 2024**

**2 KEY INFORMATION - INVESTMENTS**

Shire policy directs that a maximum of 80% can be held with any one institution at a time.

**(a) Cash investments**

**Diversification of Investments**



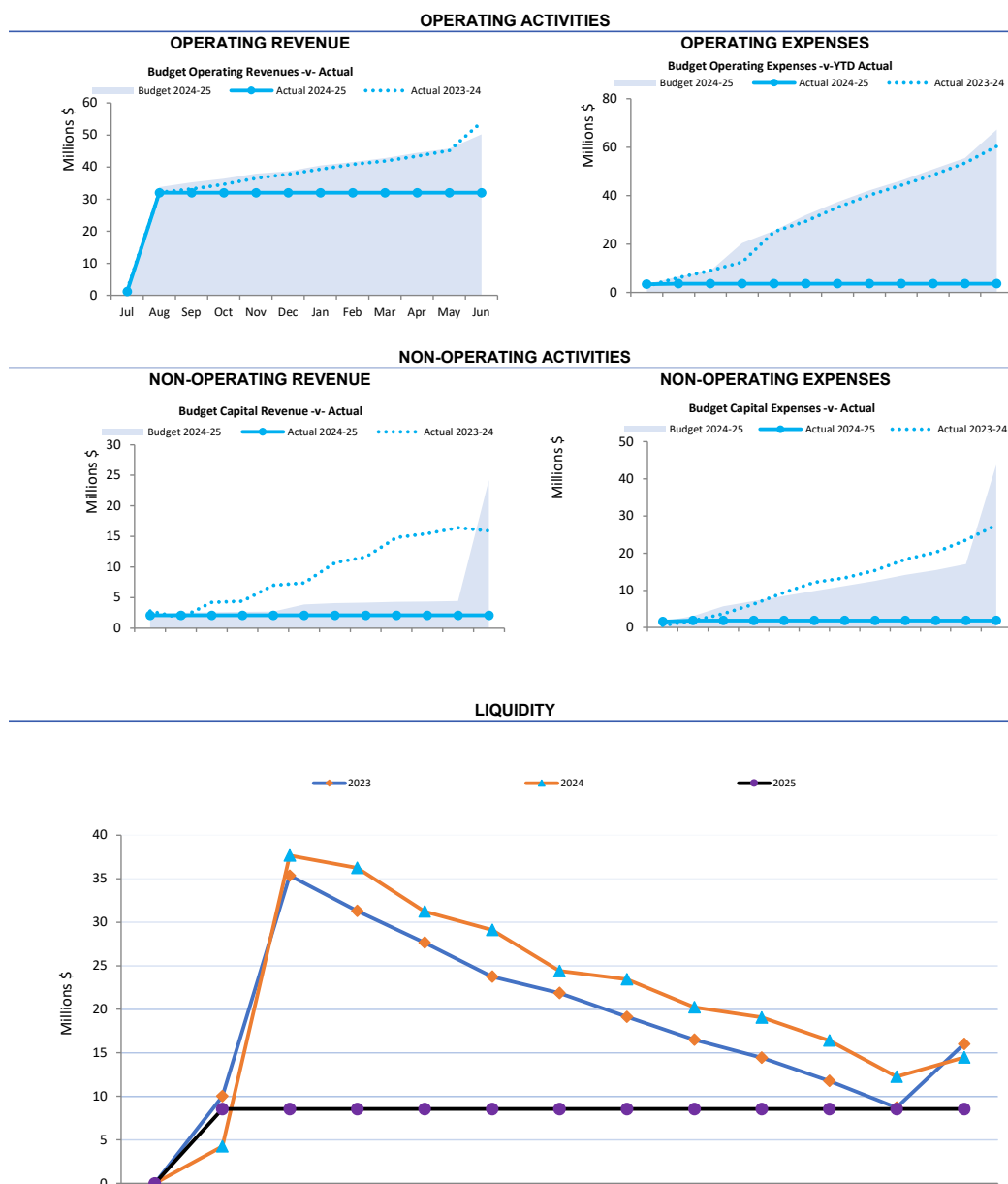
Finance Institution	Amount	Rate	Term	Maturity	Type of Investment
NAB	\$ 4,000,000	5.30%	182	20-Jan-25	Term Deposit - Reserve
NAB	\$ 3,000,000	5.30%	210	14-Feb-25	Term Deposit - Reserve
NAB	\$ 4,000,000	5.30%	242	24-Mar-25	Term Deposit - Reserve
NAB	\$ 6,800,000	5.20%	120	30-Oct-24	Term Deposit - Muni
CBA	\$ 4,430,856	4.35%	N/A	N/A	Business Online Saver - Muni
CBA	\$ -	0.25%	N/A	N/A	Cash Deposit A/C - Muni
CBA	\$ 21,481,337	4.35%	N/A	N/A	Business Online Saver - Reserves
CBA	\$ 647	0.25%	N/A	N/A	Cash Deposit A/C - Reserves
	<b>\$ 43,712,840</b>				

**(b) Investment Interest Earnings**

	Budget	YTD Interest
Municipal	27,905	0
Reserve	0	28,463

**SHIRE OF ESPERANCE  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 JULY 2024**

**3 KEY INFORMATION - GRAPHICAL**



Liquidity is a modified current position which consists of un-restricted cash, debtors and inventories less payables and provisions for annual leave.

A surplus is indicated by a positive figure and a deficit is indicated as a negative number.

The purpose of the graph is to trace the progressive values of the liquidity surplus(deficit) which shows on the "Statement of Financial Activity" in each month's financial report.

The current year to date value is graphed against the immediate past year as a comparative.

**SHIRE OF ESPERANCE  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 JULY 2024**

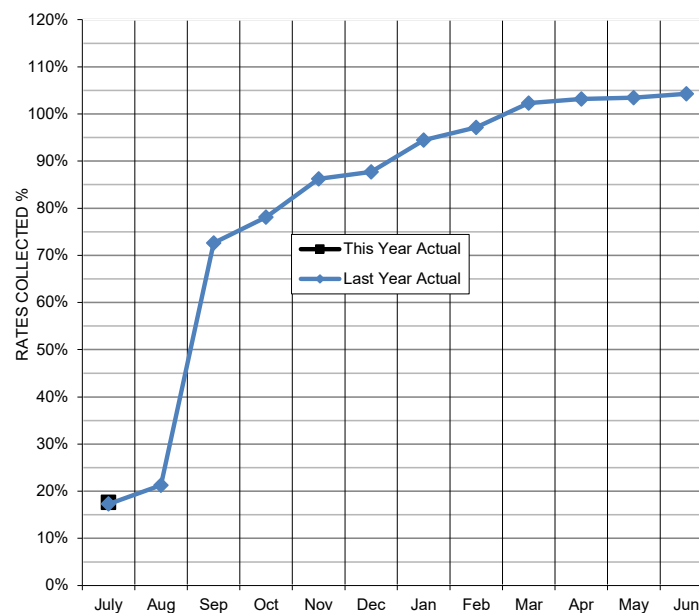
**4 SUMMARY OF RATE, RUBBISH AND ESL CHARGE DEBTORS**

**Outstanding Rates 2024/25**

Arrears at 1st July 2024	226,846
Pensioner Deferred Rates at 1st July 2024	110,799
Rates Levied for 2024/25	-51
Penalty Interest charged to Overdue	1,794
Receipts for Current Rates	(16,156)
Prepayments	(1,753,759)
<b>Total Current and Arrears Outstanding</b>	<b>(1,430,528)</b>
<b>% Collected</b>	<b>17.64%</b>

Pensioners on Instalments	0
Non Pensioners on Instalments	0
Pensioners with Due Date 30/6/2025	(146,701)
Outstanding with no Instalment Option	227,205
Prepayments	(1,511,032)
Interims	0
<b>Total Current and Arrears Outstanding</b>	<b>(1,430,528)</b>

RATES COLLECTION PROGRESS (2024/2025)



SHIRE OF ESPERANCE  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 JULY 2024

5 BUDGET AMENDMENTS

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

Account #	Description	Council Ref	Net Change	Amended Budget Running Balance
				\$
	Opening 2024/25 Budget Estimated Surplus/(Deficit)			(44,458)
Amended Budget as per Council Resolution				(44,458)

SHIRE OF ESPERANCE  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 JULY 2024

6 GENERAL RECEIVABLES

	Current	30 Days	60 Days	90 Days	90+Days	Total
	\$	\$	\$	\$	\$	\$
General Receivables	193,196	1,338,682	589,878	115,233	7,133	2,244,124
Percentage	8.61%	59.65%	26.29%	5.13%	0.32%	
90+Days Represented by:						
Government Grants						0
Contributions & Reimbursements						62
Loan Repayments						0
Fees and Charges						7,071
Private Works						0
Proceeds Sale of Assets						0
						<u>7,133</u>

Amounts shown above include GST (where applicable)

**SHIRE OF ESPERANCE  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 JULY 2024**

**7 TRUST FUNDS**

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

<b>Details</b>	<b>Balance 2023-2024</b>	<b>Balance 31-July-2024</b>
Contributions to Public Open Space	212,010	212,793
Other	1,679	1,679
General Bonds - Interest Bearing	484,970	486,762
Totals	698,659	701,234





## 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 JULY 2024**

**MUNICIPAL FUND**

***Cheques***

ACTUAL PAYMENTS:	Cheques: 27762	\$1,162.90
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***EFT***

ACTUAL PAYMENTS:	Transaction No's: E4657 - E4669	\$5,217,908.65
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***Credit Cards***

ACTUAL PAYMENTS:	Transactions: 27/06/2024 - 26/07/2024	\$29,097.89
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**Paid under the delegated authority to the CEO**

**MUNICIPAL TOTAL:** \$5,248,169.44

***Estimated % local payments (including credit cards)***

**\$2,756,338.59**  
**52.52%**

**TRUST FUND**

***Cheques***

ACTUAL PAYMENTS:	Cheques : -	\$0.00
------------------	-------------	--------

***EFT***

ACTUAL PAYMENTS:	Transaction No's:	\$0.00
------------------	-------------------	--------

**TRUST TOTAL:** \$0.00

**TOTAL:** \$5,248,169.44

## Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 27 August 2024 for confirmation in respect to accounts already paid, excluding salaries and wages. 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>
C27762	10/07/2024	386	Shire of Esperance - Petty Cash	Petty cash recoup – Admin, Civic Centre, EHC, Library & BOILC	\$1,162.90
<b>Total Creditor payments made by Cheque from Municipal Fund</b>					<b>1,162.90</b>

### 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>
E4657	30/06/2024	314	WA Treasury Corporation	Loan repayment	\$42,373.27
E4658	05/07/2024	-	Pink Lake Bush Fire Brigade	***** C A N C E L L E D *****	\$0.00
E4658	05/07/2024	-	Ellenby Tree Farm Pty Ltd	***** C A N C E L L E D *****	\$0.00
E4658	05/07/2024	62	Building And Construction Industry	BCITF - June 2024	\$2,760.26
E4658	05/07/2024	100	Landgate	Title searches	\$810.70
E4658	05/07/2024	187	Ixom Operations Pty Ltd	Cylinder & gas charges	\$331.45
E4658	05/07/2024	325	Easton WJ & V	Hire of earthmoving plant	\$1,603.80
E4658	05/07/2024	395	BOC Gases	Cylinder & gas charges	\$903.63
E4658	05/07/2024	440	Wesfarmers Kleenheat Gas Pty Ltd	Cylinder & gas charges	\$1,459.59
E4658	05/07/2024	571	St John Ambulance Association in WA	First Aid training	\$262.76
E4658	05/07/2024	693	Condingup and Districts Recreation	Annual mowing services	\$5,624.31
E4658	05/07/2024	800	Civica Pty Limited	Upgrade to online timesheets software	\$6,600.00
E4658	05/07/2024	867	Esperance Mobile Welding	Parts & repairs	\$2,048.20
E4658	05/07/2024	977	Lewis Lewis Properties Pty Ltd	Refreshments	\$73.90
E4658	05/07/2024	1197	Six Mile Hill Bush Fire Brigade	MAF treatment	\$5,187.00
E4658	05/07/2024	1200	Quarry Road Bush Fire Brigade	MAF treatment	\$4,725.00
E4658	05/07/2024	1250	Hoeys Exhaust Centre	Parts & repairs	\$406.00
E4658	05/07/2024	1262	Main Roads Western Australia	Refund	\$107.34

## Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 27 August 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>
E4658	05/07/2024	1315	Gibson Soak Water Co	Bottled water supplies	\$134.00
E4658	05/07/2024	1435	Carroll & Richardson - Flag world	Street banners	\$2,167.00
E4658	05/07/2024	1469	Beachwind Enterprises Pty Ltd	Hire of earthmoving plant	\$139,901.85
E4658	05/07/2024	1470	Express Yourself Printing Esperance	Printing and stationery	\$100.00
E4658	05/07/2024	1490	Salmon Gums Development Group	Small community grant	\$3,000.00
E4658	05/07/2024	1789	Gibson Progress Association	Annual cleaning	\$3,600.00
E4658	05/07/2024	1981	Esperance Sportspower	Corporate uniforms	\$569.00
E4658	05/07/2024	2317	Southern Cross Austereo Pty Ltd	Radio advertising	\$2,189.00
E4658	05/07/2024	3364	Esperance Volunteer Fire and Rescue	MAF treatment	\$3,625.00
E4658	05/07/2024	3478	Avis Car Hire	Car hire – May & June	\$14,403.16
E4658	05/07/2024	3484	Esperance Podiatry	Podiatry services - EHC	\$910.00
E4658	05/07/2024	3736	Easisalary Pty Ltd	Novated lease payment – June 2024	\$326.00
E4658	05/07/2024	3752	Securepay Pty Ltd	Monthly charges	\$39.00
E4658	05/07/2024	3797	LED Esperance	Electrical supplies	\$139.26
E4658	05/07/2024	3835	WA Local Government Association	Training & education	\$638.00
E4658	05/07/2024	4148	Bay of Isles Community Outreach Inc	Confidential shredding - EHC	\$75.00
E4658	05/07/2024	4223	Esperance Emergency Support Unit	MAF treatment	\$2,000.00
E4658	05/07/2024	4321	The Royal Life Saving Society (WA)	Bronze medallion membership - BOILC	\$85.80
E4658	05/07/2024	4466	Leisure Institute of Western Australia	Training & education	\$670.00
E4658	05/07/2024	4567	WA Police Service	Volunteer police checks - EHC	\$51.00
E4658	05/07/2024	4723	Shire of Coolgardie	Long service leave payout	\$1,708.93
E4658	05/07/2024	4833	GHD Pty Ltd	Design & consultation – Flinders Estate	\$4,950.00
E4658	05/07/2024	4947	Toll Ipec Pty Ltd	Freight charges	\$2,755.93

## Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 27 August 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>
E4658	05/07/2024	4989	Woolworths Group Limited	Consumables & supplies	\$1,686.39
E4658	05/07/2024	5042	Officeworks Business Direct	Stationery & office supplies	\$450.03
E4658	05/07/2024	5444	Reece Australia Pty Ltd	Plumbing supplies - BOILC	\$149.82
E4658	05/07/2024	5492	Wajon Publishing Company	Stock for Visitors Centre	\$367.50
E4658	05/07/2024	5604	Esperance Milk Supply	Milk supplies	\$85.86
E4658	05/07/2024	5622	Subway Esperance	Catering	\$60.00
E4658	05/07/2024	5793	Tradelink Esperance	Plumbing supplies	\$767.14
E4658	05/07/2024	5796	Pink Lake IGA	Consumables & supplies	\$224.10
E4658	05/07/2024	5877	Castletown Chemist	Chemist supplies - EHC	\$229.00
E4658	05/07/2024	6009	McLeods Barristers & Solicitors	Legal advice	\$435.05
E4658	05/07/2024	6176	Market Creations Pty Ltd	Website build – Lost at Sea Design	\$6,248.00
E4658	05/07/2024	6221	PFD Food Services Pty Ltd	Consumables & supplies	\$231.10
E4658	05/07/2024	6636	Esperance Earthworks Pty Ltd	Hire of earthmoving plant	\$173,624.00
E4658	05/07/2024	7093	Department of Health and Ageing	Recovery of unspent CHSP funds 2022/23	\$156,681.52
E4658	05/07/2024	7126	Elite Gym Hire	Fitness equipment - BOILC	\$169.00
E4658	05/07/2024	7250	Esperance CWA Holiday Units	Bookeasy sales - Accommodation	\$619.20
E4658	05/07/2024	7425	Esperance Cleaning Service	Cleaning services	\$8,800.00
E4658	05/07/2024	7438	Independence Australia	Nursing products & supplies - EHC	\$4,554.29
E4658	05/07/2024	7522	Jacka Trenching and Fencing	Traffic control	\$6,382.75
E4658	05/07/2024	7703	Talis Consultants	Consultancy services – Myrup Waste Transfer Station	\$18,066.86
E4658	05/07/2024	7797	Wicked Welding & Fabrication Pty Lt	Parts & repairs	\$789.05
E4658	05/07/2024	7879	Drillers Ridge Pty Ltd - 8 Taylor S	Bookeasy sales - Accommodation	\$387.00
E4658	05/07/2024	8024	C A Poole	Bookeasy sales - Accommodation	\$136.00

## Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 27 August 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>
E4658	05/07/2024	8030	Cleanaway Co Pty Ltd (Kwinana)	Gas cage rental	\$3,157.66
E4658	05/07/2024	8181	Archival Survival Pty Ltd	Archives supplies – Library	\$1,086.21
E4658	05/07/2024	8213	Mandalay Technologies Pty Ltd	Software update	\$924.00
E4658	05/07/2024	8230	Ballantyne Earthmoving	Hire of earthmoving plant and labour	\$119,867.50
E4658	05/07/2024	8274	Truis Pty Ltd	Replacement of network equipment	\$76,404.90
E4658	05/07/2024	8303	Liquor Barons Esperance	Refreshments	\$241.97
E4658	05/07/2024	8341	Esperance Edge	Knife sharpening services - EHC	\$104.00
E4658	05/07/2024	8567	Esperance Mobility Sales & Service	Mobility equipment - EHC	\$426.00
E4658	05/07/2024	8596	Frontline Fire and Rescue Equipment	Firefighting foam supplies	\$2,147.20
E4658	05/07/2024	8644	AM Wreckers Group Pty Ltd	Towing services	\$220.00
E4658	05/07/2024	8717	Western Irrigation Pty Ltd	Irrigation pumps	\$9,990.95
E4658	05/07/2024	8757	JB Hi-Fi Group Pty Ltd	Wireless microphone system	\$1,346.26
E4658	05/07/2024	8783	The Trustee for Recherche Medical	Pre-employment medical assessment	\$100.00
E4658	05/07/2024	8785	Social Pinpoint Pty Ltd	Marketing subscription – Community engagement	\$15,427.50
E4658	05/07/2024	8914	Cleanaway Pty Ltd	Rubbish & recycling collections	\$1,834.96
E4658	05/07/2024	8922	Herron Todd White (WA)	Commercial property valuation	\$5,500.00
E4658	05/07/2024	8948	TenderLink.com	Promotion of public tenders	\$184.80
E4658	05/07/2024	8955	Esperance Laundry and Linen	Laundry services	\$395.25
E4658	05/07/2024	8972	Dunn's Cleaning Service Pty Ltd	Cleaning services	\$5,009.50
E4658	05/07/2024	9003	Rural Traffic Services Pty Ltd	Traffic control	\$13,677.80
E4658	05/07/2024	9028	Terry White Chemmart Esperance	Chemist supplies - EHC	\$2,098.34
E4658	05/07/2024	9056	Bradshaws Pharmacy	Chemist supplies - EHC	\$15.40
E4658	05/07/2024	9108	Bay of Isles Chiropractic Centre	Chiropractic services - EHC	\$65.00

## Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 27 August 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>
E4658	05/07/2024	9147	Key Pest and Weed Control	Pest control inspections & services	\$2,132.15
E4658	05/07/2024	9163	Esperance Combined Tyres & Mechanical	Tyres, repairs and parts	\$4,264.00
E4658	05/07/2024	9213	Greg Horan Construction Pty Ltd	Return of retention - Quarry Rd bushfire shed	\$9,214.62
E4658	05/07/2024	9218	Avantgarde Technologies Pty Ltd	Veeam cloud subscription – May 2024	\$3,893.56
E4658	05/07/2024	9237	Esperance Metaland	Parts & supplies	\$707.54
E4658	05/07/2024	9503	EcoValley Honey	Consignment sales	\$80.80
E4658	05/07/2024	9558	Mackenzies Electrical Service Pty Ltd	Electrical services	\$1,372.97
E4658	05/07/2024	9578	Department of Mines, Industry	Building services levies - June 2024	\$9,441.65
E4658	05/07/2024	9639	Avon Waste	Rubbish & recycling collections	\$89,190.46
E4658	05/07/2024	9641	Aussie Broadband Pty Ltd	Aussie broadband internet	\$507.00
E4658	05/07/2024	9659	The Deli King	Catering – March to June 2024	\$950.20
E4658	05/07/2024	9671	R P Western	Consignment sales	\$36.00
E4658	05/07/2024	9838	Blue Haven Shell Studio Accommodation	Bookeasy sales - Accommodation	\$425.70
E4658	05/07/2024	9875	Voxson Sales Pty Ltd	Traffic control - Fixed radar speed signs x 4	\$30,140.00
E4658	05/07/2024	9894	Calibre Care	Mobility equipment - EHC	\$5,805.00
E4658	05/07/2024	10218	D B Ambrose	Gardening services - EHC	\$488.22
E4658	05/07/2024	10269	Lite N' Easy Pty Ltd	Meal preparation and delivery	\$1,989.14
E4658	05/07/2024	10358	Esperance Weekender	Advert – Public notice	\$162.00
E4658	05/07/2024	10389	Total Green Recycling Pty Ltd	E-waste recycling	\$6,015.88
E4658	05/07/2024	10419	Australia Wide Investigations Pty Ltd	Complaints investigation services	\$5,811.85
E4658	05/07/2024	10459	Cloud Payment Group	Debt collection services - Rates	\$66.00
E4658	05/07/2024	10518	Townzies Turf and Gardens	Gardening services - EHC	\$420.75
E4658	05/07/2024	10608	Guardian Safety Pendants Pty Ltd	Monthly pendant monitoring - EHC	\$49.00

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 27 August 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>
E4658	05/07/2024	10615	Quaintrelle (WA) Pty Ltd	Hire of street sweeper	\$16,810.25
E4658	05/07/2024	10640	Bitutek Pty Ltd	Supply & spray bitumen	\$123,362.21
E4658	05/07/2024	10649	Bitumen Distribution Pty Ltd	Supply & spray bitumen	\$51,304.00
E4658	05/07/2024	10651	Louise Stewart Brown Creative Artwork	Consignment sales	\$6.36
E4658	05/07/2024	10702	JLM Surveys Pty Ltd	Survey services for road construction	\$5,538.94
E4658	05/07/2024	10848	Retravision Esperance – JAPMR Pty Ltd	White goods	\$5,030.96
E4658	05/07/2024	10870	C L Zurro	Reimbursement	\$159.90
E4658	05/07/2024	10874	R Van Zetten (Recherche Medical)	Pre-employment medical assessments	\$187.00
E4658	05/07/2024	10949	Bistro Louis Pty Ltd	Volunteer meals - EHC	\$362.95
E4658	05/07/2024	10956	MBL Food & Packaging T/A South Coast	Consumables & supplies	\$993.04
E4658	05/07/2024	11030	JMAC Building	Renovation of Salmon Gums Rd building	\$36,970.49
E4658	05/07/2024	11053	David Macdermott T/A Mermaid Leather	Consignment sales	\$12.00
E4658	05/07/2024	11115	APLOMB Occupational Therapy	Occupational therapy services - EHC	\$704.00
E4658	05/07/2024	11131	Metropolitan Volunteer fire and rescue	MAF treatment	\$2,350.00
E4658	05/07/2024	11191	Bay Diversified Pty Ltd	Weed spraying services	\$1,382.39
E4658	05/07/2024	11262	Meeka Metals Limited	Rates refund	\$176.57
E4658	05/07/2024	11356	Good Chat Designs	Consignment sales	\$82.00
E4658	05/07/2024	11357	Three Chillies Design Pty Ltd	Mountain bike track construction upgrades	\$105,959.70
E4658	05/07/2024	11384	CNE Ag Innovations Pty Ltd	Parts & supplies	\$194.71
E4658	05/07/2024	11395	D Fallon	Pre-employment medical & assessment	\$187.00
E4658	05/07/2024	11401	Levi's Woodworking	Consignment sales	\$32.00
E4658	05/07/2024	11413	Apex Building Contractors	Supply & install whirley birds – Depot workshop	\$5,335.00
E4658	05/07/2024	11415	Demolition WA	Demolition of sheds at the Shire depot	\$32,780.00



### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 27 August 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>
E4658	05/07/2024	11431	Anchor Electro-Air Pty Ltd TA South	Parts & supplies	\$1,674.10
E4658	05/07/2024	11437	R E Hamilton	Reimbursement	\$74.47
E4658	05/07/2024	11508	Coastmac Pty Ltd T/A Coastmac Trailers	New trailer	\$8,935.95
E4658	05/07/2024	11509	G A Neville	Refund	\$370.00
E4658	05/07/2024	11510	SWORD Volunteer Fire & Emergency	MAF treatment	\$2,350.00
E4659	11/07/2024	1	Australian Taxation Office	Payroll deduction	\$186,080.00
E4659	11/07/2024	126	Esperance Electrical Service	Electrical services – Replacement of lights at multiple buildings	\$4,849.00
E4659	11/07/2024	505	Esperance Plumbing Service	Plumbing services	\$767.42
E4659	11/07/2024	536	Landgate	Mining tenements	\$44.00
E4659	11/07/2024	1470	Express Yourself Printing Esperance	Printing and stationery	\$973.00
E4659	11/07/2024	2496	Professionals Esperance Real Estate	Rent	\$3,300.00
E4659	11/07/2024	2763	Esperance Lock & Shoe Service	Key & lock supplies	\$584.00
E4659	11/07/2024	2828	Department of Fire and Emergency	2023/24 ESL Quarter 4	\$87,311.60
E4659	11/07/2024	3227	Esperance Fire Services	Fire equipment inspections	\$297.00
E4659	11/07/2024	3534	Local Government Professionals	Annual membership 2024/25	\$3,300.00
E4659	11/07/2024	3752	Securepay Pty Ltd	Monthly charges	\$495.00
E4659	11/07/2024	3938	C K Mader	Rent	\$600.00
E4659	11/07/2024	4315	Australasian Performing Right	Music licence subscription	\$550.81
E4659	11/07/2024	4321	The Royal Life Saving Society (WA)	Labour hire – Pool operators - BOILC	\$217.80
E4659	11/07/2024	4591	M Cheykinah	Reimbursement	\$36.80
E4659	11/07/2024	4602	Esperance French Hot Bread Shop	Catering	\$237.60
E4659	11/07/2024	4989	Woolworths Group Limited	Consumables & supplies	\$556.47
E4659	11/07/2024	5042	Officeworks Business Direct	Stationery & office supplies	\$147.44

## Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 27 August 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>
E4659	11/07/2024	5559	BookEasy Australia Pty Ltd	Bookeasy commission fee - June 2024	\$220.00
E4659	11/07/2024	5796	Pink Lake IGA	Consumables & supplies	\$92.80
E4659	11/07/2024	5883	WA Country Health Service	Medical services	\$381.00
E4659	11/07/2024	6024	SeatAdvisor Pty Ltd	Ticket sales – June 2024	\$446.44
E4659	11/07/2024	6152	Irrigation Australia Limited	Membership fee 2024/25	\$858.00
E4659	11/07/2024	6221	PFD Food Services Pty Ltd	Consumables & supplies	\$246.90
E4659	11/07/2024	6418	McMullen's Blinds Sails Canvas	Manufacture & install fixed shade sails – Black St Playgroup & BOILC	\$16,225.00
E4659	11/07/2024	6603	Charter Hall Real Estate Management	Boulevard noticeboard annual rent	\$4,857.86
E4659	11/07/2024	6654	Department of Planning, Lands and Heritage	Oil pipeline annual lease	\$1,500.00
E4659	11/07/2024	7438	Independence Australia	Nursing products & supplies - EHC	\$1,499.15
E4659	11/07/2024	7581	T & L Ayers	Rent	\$900.00
E4659	11/07/2024	7715	TD Contractors A/L Removal	Earthworks – Gibson & Cascades	\$10,891.76
E4659	11/07/2024	8555	P R & S G Thomason	Rates refund	\$224.00
E4659	11/07/2024	8644	AM Wreckers Group Pty Ltd	Towing services	\$220.00
E4659	11/07/2024	8786	Thinkproject T/A RAMM Software Pty Ltd	Asset management annual software licence	\$23,052.07
E4659	11/07/2024	8800	South Regional TAFE	Training and education	\$397.20
E4659	11/07/2024	8914	Cleanaway Pty Ltd	Rubbish & recycling collections	\$674.10
E4659	11/07/2024	8972	Dunn's Cleaning Service Pty Ltd	Cleaning services	\$1,830.40
E4659	11/07/2024	9093	S C Walsh	Jackpot winnings pay 1	\$150.00
E4659	11/07/2024	9147	Key Pest and Weed Control	Pest control inspections & services	\$295.00
E4659	11/07/2024	9218	Avantgarde Technologies Pty Ltd	CCTV maintenance agreement & Veeam Cloud Connect backup	\$8,579.56
E4659	11/07/2024	9451	The Choppin Block Butchers	Kitchen consumables	\$489.35
E4659	11/07/2024	9501	Nicholas Clark Management Pty Ltd	Performance fee – You are a Doughnut	\$3,025.00

## Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 27 August 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>
E4659	11/07/2024	9645	TPG Network Pty Ltd	Internet charges	\$130.90
E4659	11/07/2024	9894	Calibre Care	Mobility equipment - EHC	\$8,002.50
E4659	11/07/2024	10218	D B Ambrose	Gardening services	\$275.00
E4659	11/07/2024	10269	Lite N' Easy Pty Ltd	Meal preparation and delivery	\$333.32
E4659	11/07/2024	10272	Esprintz/ Onward & Up Pty Ltd / Bax	Printing & framing services	\$385.00
E4659	11/07/2024	10358	Esperance Weekender	Advert - Public notice	\$180.00
E4659	11/07/2024	10365	Breakaway Esperance	Catering	\$287.65
E4659	11/07/2024	10416	J M Smith	Rent	\$600.00
E4659	11/07/2024	10518	Townzies Turf and Gardens	Gardening services - EHC	\$420.75
E4659	11/07/2024	10577	Roo Brew Pty Ltd T/A Lucky Bay Brew	Re-stock bar – Civic Centre	\$633.34
E4659	11/07/2024	10630	Le Grande Distillery Pty Ltd T/as	Re-stock bar – Civic Centre	\$492.00
E4659	11/07/2024	10735	Cabcharge Pty Ltd	Cabcharge fees & charges	\$266.91
E4659	11/07/2024	10760	N L Curtis	Rent	\$1,100.00
E4659	11/07/2024	10800	Airport Consultancy Group - Engineering	Consult & design – Airport upgrade	\$158,914.25
E4659	11/07/2024	10848	Retravision Esperance – JAPMR Pty Ltd	White goods	\$78.00
E4659	11/07/2024	10888	Insculpo Pty Ltd T/A Sheridan's Bad	Staff name badges	\$268.68
E4659	11/07/2024	10942	Thorp Realty Pty Ltd	Rent	\$2,340.00
E4659	11/07/2024	10956	MBL Food & Packaging T/A South Coast	Consumables & supplies	\$439.09
E4659	11/07/2024	10985	Rebecca Staunton Physiotherapy	Physiotherapy services	\$1,628.00
E4659	11/07/2024	11035	Absolute Hot Water & Gas	Plumbing services	\$319.00
E4659	11/07/2024	11115	APLOMB Occupational Therapy	Occupational therapy services	\$704.00
E4659	11/07/2024	11176	Tunstall Healthcare	Pendant upgrades & monitoring – EHC	\$81.10
E4659	11/07/2024	11371	G M Mais	Jackpot winnings pay 1	\$150.00

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 27 August 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>
E4659	11/07/2024	11469	CJ & DM Fairhead T/A Joryn Haulage	Water supply – Airport & Wylie Bay Waste Facility	\$1,800.00
E4659	11/07/2024	11490	M J Cooke	Reimbursement	\$31.13
E4659	11/07/2024	11493	A Kelton	Reimbursement	\$410.00
E4659	11/07/2024	11505	J L Freind	Reimbursement	\$924.87
E4659	11/07/2024	11511	C M Turner	Rates refund	\$124.92
E4659	11/07/2024	11514	C L Butler	Rates refund	\$2,004.00
E4659	11/07/2024	11515	B J Dunbar	Refund	\$366.66
E4659	11/07/2024	11517	R Pappalardo & RJ Terry	Royalty fee - All Fired Up	\$414.21
E4659	11/07/2024	11521	Seaside Cafe & Restaurant	Refund	\$815.50
E4659	11/07/2024	11522	D L Hardwick	Reimbursement	\$108.49
E4659	11/07/2024	11523	R Pink	Reimbursement	\$5.00
E4659	11/07/2024	11524	Ellenby Pty Ltd t/A Ellenby Tree Farm	Supply & delivery of plants	\$1,764.40
E4660	12/07/2024	260	Horizon Power	Electricity charges	\$127,619.64
E4660	12/07/2024	290	Telstra	Telephone charges	\$5,084.63
E4660	12/07/2024	392	Water Corporation	Water usage charges	\$12,255.69
E4660	12/07/2024	1019	Australian Communications and Media Authority	Licence renewal 2024/25	\$184.00
E4661	16/07/2024	11530	Renhurst Ceiling Systems	Repairs to aquatic centre ceiling (1 <sup>st</sup> instalment)	\$59,363.06
E4662	16/07/2024	314	WA Treasury Corporation	Loan repayment	\$14,864.25
E4662	16/07/2024	2562	Commonwealth Bank of Australia	Multiple merchant fees – June 2024	\$3,714.45
E4662	16/07/2024	7576	Les Mills Asia Pacific	Body attack/Body balance/Body pump - July 2024	\$567.11
E4662	16/07/2024	8784	Sheriff's Office, Perth	Legal fees	\$86.00
E4662	16/07/2024	9997	Sandwai Pty Ltd	Software monthly admin & mobile user	\$2,304.23
E4662	16/07/2024	11364	Ezidebit Pty Ltd	BOILC – Ezidebit services	\$547.13

## 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>
E4663	18/07/2024	260	Horizon Power	Electricity charges	\$9,693.77
E4663	18/07/2024	290	Telstra	Telephone charges	\$1,966.46
E4663	18/07/2024	392	Water Corporation	Water usage charges	\$1,495.87
E4663	18/07/2024	1271	Department of Transport	Fleet annual registration	\$56,552.60
E4664	19/07/2024	26	Blackwoods Atkins	Parts & equipment	\$7,794.27
E4664	19/07/2024	47	B E Stearne & Co Pty Ltd	Reticulation supplies	\$544.95
E4664	19/07/2024	63	Bunnings Ltd	Hardware supplies	\$13,053.15
E4664	19/07/2024	112	Esperance Ag Services	Parts & equipment	\$1,721.26
E4664	19/07/2024	136	Powerplant Motorcycles	Equipment & repairs	\$12,204.65
E4664	19/07/2024	281	Bluescope Distribution P/L	Steel supplies & fabrication	\$656.35
E4664	19/07/2024	287	Swans Veterinary Services	Veterinary services	\$578.30
E4664	19/07/2024	323	Westrac Equipment Pty Ltd	Plant parts, equipment & repairs	\$1,825.42
E4664	19/07/2024	544	Paint Industries Pty Ltd	Paint supplies	\$615.45
E4664	19/07/2024	707	Haslams	Protective clothing	\$6,343.72
E4664	19/07/2024	1175	Benara Nurseries	Plants supplies	\$635.36
E4664	19/07/2024	1259	South East Petroleum	Fuel supplies	\$106,665.84
E4664	19/07/2024	1461	Kip & Steve's Mechanical Repairs	Filters, parts & supplies	\$3,972.97
E4664	19/07/2024	1485	Freight Lines Group	Freight charges	\$15,780.39
E4664	19/07/2024	1575	GPC Asia Pacific Pty Ltd/Repco	Automotive parts & supplies	\$1,907.92
E4664	19/07/2024	2005	Trility Solutions Pty Ltd - Hydrame	Service on chlorine gas equipment	\$10,500.25
E4664	19/07/2024	2122	Iplex Pipelines Australia P/L	Pipes & lubricant supplies	\$13,932.00
E4664	19/07/2024	2333	Winc Australia Pty Limited	Stationery & office supplies	\$788.56
E4664	19/07/2024	2469	Coates Hire	Equipment & plant hire	\$14,714.85

### 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>
E4664	19/07/2024	3774	Goodchild Enterprises	Battery parts or supplies	\$508.20
E4664	19/07/2024	3834	Dicks Electronics	Electronic supplies	\$388.80
E4664	19/07/2024	4210	Farm & General EOPP	Parts & supplies	\$9,364.09
E4664	19/07/2024	5215	Public Transport Authority of WA	TransWA - June 2024	\$6,942.52
E4664	19/07/2024	5253	T-Quip	Parts & supplies	\$860.78
E4664	19/07/2024	6183	Kleen West	Cleaning & kitchen supplies	\$4,357.02
E4664	19/07/2024	6714	Holcim Pty Ltd	Aggregate & gravel supplies	\$19,481.31
E4664	19/07/2024	6873	WT Hydraulics	Parts & supplies	\$358.34
E4664	19/07/2024	6941	MJB Industries	Concrete products & supplies	\$23,559.25
E4664	19/07/2024	7788	Humes Wembley Cement	Parts & supplies	\$4,269.41
E4664	19/07/2024	8165	Sunny Industrial Brushware Pty Ltd	Replacement parts & supplies	\$1,619.20
E4664	19/07/2024	8267	Valvoline (Australia) Pty Ltd	Oil & lubricant supplies	\$10,718.85
E4664	19/07/2024	8959	Topsigns	Various signage – Street & traffic signs	\$4,487.56
E4664	19/07/2024	9006	Corsign WA Pty Ltd	Various signage – Quad stands	\$18,139.55
E4664	19/07/2024	9022	AFGRI Equipment Australia Pty Ltd	Parts & repairs	\$6,327.54
E4664	19/07/2024	9210	McIntosh & Son W.A.	Parts & repairs	\$5,310.22
E4664	19/07/2024	9464	Air Filter Dry Clean Systems WA	Cleaning air filters	\$1,251.80
E4664	19/07/2024	9574	Clarke & Stokes Agri services Pty Ltd	Parts & supplies	\$2,227.68
E4664	19/07/2024	10120	Wastetrans WA	Glass recycling	\$2,346.17
E4664	19/07/2024	10431	Skipper Transport Parts	Parts & supplies	\$554.71
E4664	19/07/2024	10668	Esri Australia Pty Ltd	Project implementation & consultation	\$4,180.00
E4664	19/07/2024	10741	Esperance Rural Supplies - Elders	Parts & services	\$1,281.11
E4664	19/07/2024	10993	Etech WA Pty Ltd T/As Esperance Communications	Install Cell-Fi repeater & smoke detectors at Airport	\$21,729.93

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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>
E4664	19/07/2024	10994	Extreme Marquees Pty Ltd	New marquee	\$1,490.33
E4664	19/07/2024	11082	Southeast Petroleum - BFB Accounts	Fuel supplies	\$442.16
E4664	19/07/2024	11267	CPC Engineering Pty Ltd	Fabricate and install supports	\$4,394.50
E4664	19/07/2024	11461	Welrick Transport Pty Ltd	Deposit for 3 x tip truck auto spreaders	\$15,000.00
E4664	19/07/2024	11495	Merchandising Libraries Pty Ltd	Library furniture & signage	\$1,777.49
E4664	19/07/2024	11512	Spectur Limited	Shark warning tower operating system subscription Feb 2023 – Jan 2025	\$7,444.80
E4665	25/07/2024	1	Australian Taxation Office	Payroll deduction	\$190,941.77
E4665	25/07/2024	73	CJD Equipment Pty Ltd	Parts & equipment	\$1,722.19
E4665	25/07/2024	126	Esperance Electrical Service	Electrical services	\$3,462.00
E4665	25/07/2024	187	Ixom Operations Pty Ltd	Cylinder & gas charges	\$1,818.30
E4665	25/07/2024	440	Wesfarmers Kleenheat Gas Pty Ltd	Cylinder & gas charges	\$592.48
E4665	25/07/2024	505	Esperance Plumbing Service	Plumbing services	\$1,022.50
E4665	25/07/2024	650	Sheldon Paint and Panel	Insurance excess – Vehicle repairs	\$1,000.00
E4665	25/07/2024	1045	Stewart & Heaton Clothing Co Pty Lt	PPE for bushfire brigades	\$383.15
E4665	25/07/2024	1201	Pink Lake Bush Fire Brigade	MAF treatment	\$6,187.50
E4665	25/07/2024	1271	Department of Transport	Disclosure of information fees - June 24	\$8.80
E4665	25/07/2024	1323	LGIS WA - WALGA Municipal Liability	Insurance premiums 24/25 - 1 <sup>st</sup> Instalment	\$762,664.10
E4665	25/07/2024	1400	Bayview Motel Esperance	Bookeasy sales - Accommodation	\$430.86
E4665	25/07/2024	1470	Express Yourself Printing Esperance	Printing and stationery supplies	\$18.00
E4665	25/07/2024	1485	Freight Lines Group	Freight charges	\$1,701.86
E4665	25/07/2024	1695	Bay of Isles Mini-Excavators	Plant & equipment hire	\$1,620.00
E4665	25/07/2024	2113	Banksia Medical and Health	Pre-employment medical assessment	\$352.00
E4665	25/07/2024	2269	Esperance Island View Apartments	Bookeasy sales - Accommodation	\$518.00

### 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>
E4665	25/07/2024	2496	Professionals Esperance Real Estate	Rent	\$3,300.00
E4665	25/07/2024	2765	Esperance Autos	Parts & supplies	\$92.47
E4665	25/07/2024	2823	Institute of Public Works Engineering	Annual subscription – Fleet registration	\$1,705.00
E4665	25/07/2024	3227	Esperance Fire Services	Hire and testing of fire equipment	\$407.55
E4665	25/07/2024	3379	J M Bower	Refund - EHC	\$37.50
E4665	25/07/2024	3534	Local Government Professionals	Annual membership	\$1,120.00
E4665	25/07/2024	3835	WA Local Government Association	WA Local Government Week 2024 - Councillors	\$13,988.40
E4665	25/07/2024	3938	C K Mader	Rent	\$600.00
E4665	25/07/2024	4308	Esperance Motor Group	New Toyota Rav4	\$48,947.05
E4665	25/07/2024	4321	The Royal Life Saving Society (WA)	Wristbands - BOILC	\$154.00
E4665	25/07/2024	4466	Leisure Institute of Western Australia	Annual individual membership	\$140.00
E4665	25/07/2024	4496	M C Siemer	Reimbursement	\$54.60
E4665	25/07/2024	4501	Parks And Leisure Australia	Training & education	\$1,496.00
E4665	25/07/2024	4553	CFC Holdings Pty Ltd	Parts & supplies	\$756.10
E4665	25/07/2024	4567	WA Police Service	Volunteer Police checks - EHC	\$136.00
E4665	25/07/2024	4755	LGIS Insurance Broking - JLT	Marine cargo insurance renewal 2024/25	\$1,314.97
E4665	25/07/2024	4798	Australia's Golden Outback	Annual membership fee & contribution to Tourism WA	\$2,065.34
E4665	25/07/2024	4947	Toll Ipec Pty Ltd	Freight charges	\$2,823.88
E4665	25/07/2024	4989	Woolworths Group Limited	Consumables & supplies	\$2,407.37
E4665	25/07/2024	5039	Department of Agriculture, Fisheries & Forestry	Biosecurity management annual licence – Wylie Bay Facility	\$2,790.00
E4665	25/07/2024	5042	Officeworks Business Direct	Stationery & office supplies	\$147.19
E4665	25/07/2024	5092	Quality Publishing Australia	Stock for resale – Visitors Centre	\$927.30
E4665	25/07/2024	5123	Top End Takeaways	Client meals & activities - EHC	\$121.50



## Shire of Esperance

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<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
E4665	25/07/2024	5165	Driftwood Apartments	Bookeasy sales - Accommodation	\$1,219.50
E4665	25/07/2024	5267	Hema Maps Pty Ltd	Maps for resale – Visitors Centre	\$601.44
E4665	25/07/2024	5412	Mr Carpet	Cleaning services	\$300.00
E4665	25/07/2024	5444	Reece Australia Pty Ltd	Fittings for heat pump - BOILC	\$6,059.88
E4665	25/07/2024	5449	Australian Grown	Stock for resale	\$676.78
E4665	25/07/2024	5622	Subway Esperance	Catering	\$60.00
E4665	25/07/2024	5767	Seek Limited	Advertising positions vacant	\$1,083.50
E4665	25/07/2024	5796	Pink Lake IGA	Consumables & supplies	\$65.31
E4665	25/07/2024	5896	Toyota Financial Services	Lease payments	\$443.81
E4665	25/07/2024	6164	Data 3 Limited	Monitor desk mounts	\$1,862.85
E4665	25/07/2024	6179	Bay Of Isles Furniture	Office furniture	\$3,063.00
E4665	25/07/2024	6186	Department of Water and Environment	Wylie Bay sanitary landfill site licence	\$6,952.00
E4665	25/07/2024	6187	Pivotel Satellite Pty Limited	Annual GPS vehicle and plant subscription	\$50,549.40
E4665	25/07/2024	6221	PFD Food Services Pty Ltd	Consumables & supplies	\$378.55
E4665	25/07/2024	6418	McMullen's Blinds Sails Canvas	Repairs to coastal safety flags	\$275.00
E4665	25/07/2024	6488	Second Skin Pty Ltd	Consultation & assessment - EHC	\$190.00
E4665	25/07/2024	6495	MCM Protection Pty Ltd	Security services & monitoring	\$1,841.40
E4665	25/07/2024	6609	Environmental Health Australia (WA)	Annual membership – M Cooke	\$425.00
E4665	25/07/2024	7043	Connect Call Centre Services	Call charges – Ranger services	\$129.42
E4665	25/07/2024	7126	Elite Gym Hire	Gym equipment supplies	\$486.00
E4665	25/07/2024	7250	Esperance CWA Holiday Units	Bookeasy sales - Accommodation	\$1,711.40
E4665	25/07/2024	7438	Independence Australia	Nursing products & supplies - EHC	\$3,182.33
E4665	25/07/2024	7581	T & L Ayers	Rent	\$900.00

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<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
E4665	25/07/2024	7845	Nespresso Professional	Kiosk stock - BOILC	\$234.00
E4665	25/07/2024	7887	Goldfields Voluntary Regional Organisation	Subscriptions fee for 2024/25	\$38,500.00
E4665	25/07/2024	8024	C A Poole	Consignment sales	\$40.00
E4665	25/07/2024	8117	Foxtel Cable Television Pty Limited	Monthly subscription - July 2024	\$105.00
E4665	25/07/2024	8213	Mandalay Technologies Pty Ltd	Annual software subscription renewal	\$23,993.46
E4665	25/07/2024	8334	WBD Pty Ltd	Building design & consultation upgrade at Civic Centre	\$9,251.00
E4665	25/07/2024	8510	4 Cabling Pty Ltd	Electronic supplies	\$263.12
E4665	25/07/2024	8561	Harbour Software Pty Ltd	Annual subscription for software	\$4,435.20
E4665	25/07/2024	8663	Commercial Aquatics Australia Pty Ltd	Supplies for pool - BOILC	\$500.50
E4665	25/07/2024	8851	Auspan Building Systems Pty Ltd	Refund	\$356.60
E4665	25/07/2024	8914	Cleanaway Pty Ltd	Rubbish & recycling collections	\$1,348.20
E4665	25/07/2024	8972	Dunn's Cleaning Service Pty Ltd	Cleaning services	\$20,560.46
E4665	25/07/2024	9033	J L Waters	Reimbursement	\$87.00
E4665	25/07/2024	9108	Bay of Isles Chiropractic Centre	Chiropractic services - EHC	\$65.00
E4665	25/07/2024	9138	Dept of Biodiversity Conservation & Attractions	National Park passes for resale – Visitors Centre	\$3,600.00
E4665	25/07/2024	9147	Key Pest and Weed Control	Pest control inspections & services	\$660.00
E4665	25/07/2024	9156	Bluemar Pty Ltd	Project management & consultation, portable appliance testing	\$13,544.74
E4665	25/07/2024	9163	Esperance Combined Tyres & Mechanic	Tyre services & supplies	\$4,670.00
E4665	25/07/2024	9237	Esperance Metaland	Parts & supplies	\$23.93
E4665	25/07/2024	9270	William Govans TA Bills Doors and Servicing	Door servicing and repairs	\$3,971.00
E4665	25/07/2024	9308	Florissons Home Furnishers	Office furniture	\$1,750.00
E4665	25/07/2024	9351	J E Kingi	Refund - EHC	\$334.70
E4665	25/07/2024	9451	The Choppin Block Butchers	Kitchen consumables	\$257.21

### Shire of Esperance

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<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
E4665	25/07/2024	9483	Digrite Nominees	Parts & supplies	\$395.00
E4665	25/07/2024	9503	EcoValley Honey - Winton Hughes	Consignment sales	\$89.60
E4665	25/07/2024	9531	Esperance Island Cruises	Bookeasy sales - Accommodation	\$508.50
E4665	25/07/2024	9561	O'Neill Motors	Rebuild fuel system for loader	\$26,758.60
E4665	25/07/2024	9614	L J Rowe	Reimbursement	\$277.50
E4665	25/07/2024	9639	Avon Waste	Rubbish & recycling collections	\$6,355.64
E4665	25/07/2024	9642	Delnorth Pty Ltd	Steelflex guideposts	\$20,713.00
E4665	25/07/2024	9838	Blue Haven Shell Studio Accommodation	Bookeasy sales - Accommodation	\$361.20
E4665	25/07/2024	9857	D J Kennedy	Gardening services - EHC	\$264.00
E4665	25/07/2024	9946	Global Drone Solutions	Drone training	\$700.00
E4665	25/07/2024	10115	MBIT Technologies Pty Ltd	Business SMS service	\$11.00
E4665	25/07/2024	10136	Anything and Everything Esperance	Souvenirs for resale – Visitors Centre	\$485.54
E4665	25/07/2024	10142	R-Group International Pty Ltd	Teams phone package – June 2024	\$3,217.23
E4665	25/07/2024	10192	Esperance Gutter Cleaning	Gutter cleaning & services	\$3,603.60
E4665	25/07/2024	10218	D B Ambrose	Gardening services - EHC	\$400.00
E4665	25/07/2024	10246	Fun Zone Party Hire	Bouncy castle hire – Winter Wonderland	\$3,150.00
E4665	25/07/2024	10261	B A Barr	Morning Melodies - June 2024	\$200.00
E4665	25/07/2024	10269	Lite N' Easy Pty Ltd	Meal preparation and delivery	\$1,859.43
E4665	25/07/2024	10325	V Reck	EBA Administration fee	\$3,300.00
E4665	25/07/2024	10358	Esperance Weekender	Advertising for Winter Wonderland	\$3,159.00
E4665	25/07/2024	10416	J M Smith	Rent	\$600.00
E4665	25/07/2024	10439	Techstreet Pty Ltd	Australian Standards quarterly subscription	\$83.00
E4665	25/07/2024	10518	Townzies Turf and Gardens	Gardening services - EHC	\$451.00

## Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 27 August 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>
E4665	25/07/2024	10564	WA Girl Macrame	Consignment sales	\$13.56
E4665	25/07/2024	10577	Roo Brew Pty Ltd T/A Lucky Bay Brew	Re-stock council chambers	\$175.74
E4665	25/07/2024	10608	Guardian Safety Pendants Pty Ltd	Monthly pendant monitoring	\$49.00
E4665	25/07/2024	10651	Louise Stewart Brown Creative Artwork	Consignment sales	\$35.88
E4665	25/07/2024	10669	Clayton Utz	General employment advice	\$910.80
E4665	25/07/2024	10760	N L Curtis	Rent	\$1,100.00
E4665	25/07/2024	10848	Retravision Esperance – JAPMR Pty L	White goods	\$1,090.00
E4665	25/07/2024	10856	Wallbrook Farms Pty Ltd	Delivery & supply of gravel	\$34,057.70
E4665	25/07/2024	10859	BM Electrical WA Pty Ltd (Griffs Electrical)	Supply & install of cooling system - BOILC	\$35,846.25
E4665	25/07/2024	10867	Department of the Premier and Cabinet	Local Law gazette updates	\$2,421.87
E4665	25/07/2024	10874	R Van Zetten (Recherche Medical)	Pre-employment medical & assessment	\$474.00
E4665	25/07/2024	10942	Thorp Realty Pty Ltd	Rent	\$3,154.50
E4665	25/07/2024	10956	MBL Food & Packaging T/A South Coast	Consumables & supplies	\$5,242.02
E4665	25/07/2024	10958	Newsxpress Esperance Lottery Centre	Annual magazine subscriptions - Library	\$1,677.93
E4665	25/07/2024	10968	ETNTAC Limited	Cultural monitoring – Bandy Creek bridge & Myrup Waste Transfer	\$18,305.29
E4665	25/07/2024	10985	Rebecca Staunton Physiotherapy	Physiotherapy services - EHC	\$4,499.00
E4665	25/07/2024	11030	JMAC Building	Demolition and refit of store and kitchen – Civic Centre	\$13,442.89
E4665	25/07/2024	11035	Absolute Hot Water & Gas	Plumbing services	\$641.65
E4665	25/07/2024	11053	David Macdermott T/A Mermaid Leather	Consignment sales	\$24.00
E4665	25/07/2024	11058	Howat WA Pty Ltd T/A The Weed Terminator	Mulching of green waste – Wylie Bay Waste Facility	\$50,820.00
E4665	25/07/2024	11088	Pro-Tramp Australia Pty Ltd	Snow creator – Final payment for Winter Wonderland	\$23,221.00
E4665	25/07/2024	11110	Esperance Outdoor Power Equipment	Service & repairs	\$231.75
E4665	25/07/2024	11111	Down to Earth Training & Assessing	On-site training - Depot	\$10,474.50

## Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 27 August 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>
E4665	25/07/2024	11115	APLOMB Occupational Therapy	Occupational therapy services - EHC	\$220.00
E4665	25/07/2024	11138	R D Greive	Jackpot winnings pay 2	\$150.00
E4665	25/07/2024	11182	T M McMahon	Reimbursement	\$37.10
E4665	25/07/2024	11183	Telus Health	EAP annual service agreement	\$10,251.45
E4665	25/07/2024	11271	ColdTrek Distributors WA	Kiosk stock - BOILC	\$687.85
E4665	25/07/2024	11300	C M Burton	Jackpot winnings pay 2	\$150.00
E4665	25/07/2024	11307	Jonas Leisure Pty Ltd	SMS service - BOILC	\$1,540.00
E4665	25/07/2024	11316	BreezeConnect	Monthly subscription	\$48.50
E4665	25/07/2024	11334	Laurens Larder	Catering	\$539.00
E4665	25/07/2024	11356	Good Chat Designs	Consignment sales	\$97.00
E4665	25/07/2024	11389	R J Edkins	Reimbursement	\$2,232.00
E4665	25/07/2024	11405	Emperor's Garden Chinese Restaurant	Meals for staff & clients - EHC	\$135.50
E4665	25/07/2024	11416	M J Cawley	Reimbursement	\$227.50
E4665	25/07/2024	11431	Southern Suspension & 4x4 Centre	Parts & repairs	\$1,484.10
E4665	25/07/2024	11439	Kath Guest t/as Heart of the Mallee	Consignment sales	\$20.00
E4665	25/07/2024	11440	B J Taylor	Rates refund	\$600.00
E4665	25/07/2024	11482	Duntec Pty Ltd	New bunded fuel system	\$7,741.80
E4665	25/07/2024	11490	M J Cooke	Reimbursement	\$75.00
E4665	25/07/2024	11517	R Pappalardo & RJ Terry T/A R and R	Performance fee - All Fired Up	\$6,600.00
E4665	25/07/2024	11518	Mega Phones	Pendant alarm monitoring - EHC	\$1,445.00
E4665	25/07/2024	11525	G E Wilkie	Refund	\$366.66
E4665	25/07/2024	11526	C L Hill	Reimbursement	\$259.70
E4665	25/07/2024	11527	JA Miller & KL Miller T/A Pharkarwee Trading	Pest management – Wild dogs	\$6,886.00

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 27 August 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>
E4665	25/07/2024	11528	Creative Networks Australia PTY LTD	Training & education	\$265.00
E4665	25/07/2024	11529	D E Gordon	Rates refund	\$3,280.07
E4665	25/07/2024	11530	Renhurst Ceilings PTY LTD	Repairs to aquatic centre ceiling (2 <sup>nd</sup> instalment)	\$59,363.05
E4665	25/07/2024	11532	T Yorkshire	Refund - EHC	\$100.00
E4665	25/07/2024	11533	Australian Institute of Management Education	Training package for 50 enrolments	\$38,500.00
E4665	25/07/2024	11535	D W Tailor	Rates refund	\$822.05
E4665	25/07/2024	11536	C J & P A Clements	Rates refund	\$435.25
E4666	26/07/2024	32	Australia Post	Postage & handling	\$948.35
E4666	26/07/2024	314	WA Treasury Corporation	Loan repayment	\$7,322.67
E4666	26/07/2024	7580	BP Australia Pty Ltd (6791)	Air BP refuelling	\$276.28
E4666	26/07/2024	8784	Sheriff's Office, Perth	Legal fees	\$172.00
E4666	26/07/2024	11364	Ezidebit Pty Ltd	BOILC Ezidebit services	\$75.24
E4667	29/07/2024	325	Easton WJ & V	Hire of earthmoving plant	\$15,859.80
E4667	29/07/2024	1469	Beachwind Enterprises Pty Ltd	Hire of earthmoving plant	\$101,595.45
E4667	29/07/2024	6014	Esperance Tree Lopping	Pruning and removal of trees and stumps	\$11,687.50
E4667	29/07/2024	6636	Esperance Earthworks Pty Ltd	Hire of earthmoving plant	\$169,349.95
E4667	29/07/2024	7522	Jacka Trenching and Fencing	Traffic control	\$10,133.75
E4667	29/07/2024	8230	Ballantyne Earthmoving	Hire of earthmoving plant and labour	\$340,085.65
E4667	29/07/2024	8317	Titan Contracting	Mowing services	\$54,823.71
E4667	29/07/2024	10615	Quaintrelle (WA) Pty Ltd T/A	Hire of street sweeper	\$29,944.21
E4668	30/07/2024	11516	Association Amaya Jazz T/A Amaya Ja	Performance fee - African Sunrise	\$1,650.00
E4669	31/07/2024	260	Horizon Power	Electricity charges	\$44,742.35
E4669	31/07/2024	290	Telstra	Telephone charges	\$2,620.19

**Shire of Esperance**

List of accounts due by Council submitted to the Ordinary Council Meeting held on 27 August 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>
E4669	31/07/2024	392	Water Corporation	Water usage charges	\$3,501.83
<b>Total Creditor payments made by EFT from Municipal Fund</b>					<b>5,217,908.65</b>

## SHIRE OF ESPERANCE

List of accounts direct debited from Council's Municipal Fund submitted to the Ordinary Council Meeting  
meeting held on 27/08/2024 for confirmation in respect to accounts already paid.

DATED	CREDITOR	NAME	PARTICULARS	AMOUNT
13/07/2024	Woolworths	Ashley Peczka	Catering for volunteers	\$69.45
23/07/2024	Secure Parking Perth	Ashley Peczka	Parking	\$12.00
27/06/2024	Rex Airlines	Chantelle Hoffrichter	Flights - L Horn	\$644.06
27/06/2024	Talk Audio Visual	Chantelle Hoffrichter	Audio equipment - Marketing	\$1,140.00
27/06/2024	Virgin Airlines	Chantelle Hoffrichter	Flights - L Horn	\$803.06
27/06/2024	Rex Airlines	Chantelle Hoffrichter	Flights - W Willey	\$408.95
2/07/2024	The Deli King	Chantelle Hoffrichter	Catering	\$46.50
5/07/2024	Woolworths	Chantelle Hoffrichter	Stock for chambers	\$132.80
9/07/2024	Rex Airlines	Chantelle Hoffrichter	Flights - J Ramsell	\$408.95
9/07/2024	Rex Airlines	Chantelle Hoffrichter	Flights - S Halls	\$408.95
11/07/2024	Accor Hotel Sydney	Chantelle Hoffrichter	Accommodation - M Bidstrup	\$238.45
11/07/2024	Rex Airlines	Chantelle Hoffrichter	Flights - E Godwin	\$408.95
11/07/2024	Rex Airlines	Chantelle Hoffrichter	Flights - C Hoffrichter	\$408.95
11/07/2024	Rex Airlines	Chantelle Hoffrichter	Flights - M Bidstrup	\$408.95
12/07/2024	WALGA Events	Chantelle Hoffrichter	Conference registration - R Chambers	\$165.00
12/07/2024	Rex Airlines	Chantelle Hoffrichter	Flights - R Chambers	\$408.95
16/07/2024	Woolworths	Chantelle Hoffrichter	Milk	\$18.35
17/07/2024	Rex Airlines	Chantelle Hoffrichter	Flights - M Brown	\$467.74
17/07/2024	IAP2 Australasia	Chantelle Hoffrichter	IPA membership	\$275.00
18/07/2024	Rex Airlines	Chantelle Hoffrichter	Flights - R & C Chambers	\$817.89
18/07/2024	Rex Airlines	Chantelle Hoffrichter	Flights - W Graham	\$408.95
18/07/2024	Rex Airlines	Chantelle Hoffrichter	Flights - J Oboune	\$408.95
19/07/2024	Oaks Hotel Perth	Chantelle Hoffrichter	Accommodation - M Lucas	\$403.97
19/07/2024	Broadwater Resort	Chantelle Hoffrichter	Accommodation - A Peczka	\$380.80
22/07/2024	Woolworths	Chantelle Hoffrichter	Stock for chambers	\$26.00
22/07/2024	Woolworths	Chantelle Hoffrichter	Staff supplies	\$43.40
22/07/2024	BWS Liquor	Chantelle Hoffrichter	Refreshments	\$44.00
22/07/2024	Rex Airlines	Chantelle Hoffrichter	Flights - C Davies	\$408.95
22/07/2024	Rex Airlines	Chantelle Hoffrichter	Flights - L De Haas	\$408.95
22/07/2024	Rex Airlines	Chantelle Hoffrichter	Flights - S Starceвич	\$408.95



## SHIRE OF ESPERANCE

List of accounts direct debited from Council's Municipal Fund submitted to the Ordinary Council Meeting  
meeting held on 27/08/2024 for confirmation in respect to accounts already paid.

DATED	CREDITOR	NAME	PARTICULARS	AMOUNT
22/07/2024	Albany Motel	Chantelle Hoffrichter	Accommodation - J Waters	\$169.00
23/07/2024	Woolworths	Chantelle Hoffrichter	Catering	\$38.75
24/07/2024	Rex Airlines	Chantelle Hoffrichter	Flights - J Ferguson	\$408.95
1/07/2024	Department of Transport	Erica Austen	NDIS screening	\$145.00
8/07/2024	Netflix	Erica Austen	Monthly subscription	\$18.99
12/07/2024	Department of Transport	Erica Austen	Driver application fee	\$98.00
12/07/2024	Ozbath	Erica Austen	Client purchase - EHC	\$139.98
15/07/2024	Interact Learning Pty Ltd	Erica Austen	Training	\$38.50
16/07/2024	Department of Transport	Erica Austen	Driver application fee	\$99.00
17/07/2024	Xero	Erica Austen	Monthly subscription	\$70.00
24/07/2024	Officeworks	Erica Austen	Stationery	\$166.17
27/06/2024	Vibe	Felicity Baxter	Accommodation - D Hardwick	\$665.39
28/06/2024	Department of Transport	Felicity Baxter	Shire fines payment	\$226.10
28/06/2024	Pluralsight	Felicity Baxter	IT Training and development	\$2,682.57
1/07/2024	Ezi Go Fax	Felicity Baxter	Fax license June 2024	\$29.85
4/07/2024	MailChimp	Felicity Baxter	Media notifications	\$288.14
4/07/2024	Jedam	Felicity Baxter	Pre-employment medical assessment	\$446.60
9/07/2024	Microsoft	Felicity Baxter	Azure cloud storage	\$3.62
17/07/2024	Starlink	Felicity Baxter	Remote internet services	\$1,286.00
23/07/2024	BJS on Dempster	Felicity Baxter	Event supplies - Winter Wonderland	\$202.30
23/07/2024	Dome Esperance	Felicity Baxter	Event supplies - Winter Wonderland	\$200.00
27/06/2024	Boulevard News	Karen Voyatzis	Stationery	\$30.00
28/06/2024	Woolworths	Karen Voyatzis	Food - MOW kitchen	\$390.09
28/06/2024	Woolworths	Karen Voyatzis	Food - MOW kitchen	\$78.00
2/07/2024	Woolworths	Karen Voyatzis	Food - MOW kitchen	\$162.60
2/07/2024	Woolworths	Karen Voyatzis	Food - MOW kitchen	\$21.00
5/07/2024	Woolworths	Karen Voyatzis	Food - MOW kitchen	\$301.63
8/07/2024	Woolworths	Karen Voyatzis	Food - MOW kitchen	\$249.87
9/07/2024	Bunnings	Karen Voyatzis	CBDC supplies	\$25.98
16/07/2024	Woolworths	Karen Voyatzis	Food - MOW kitchen	\$232.85

## SHIRE OF ESPERANCE

List of accounts direct debited from Council's Municipal Fund submitted to the Ordinary Council Meeting  
meeting held on 27/08/2024 for confirmation in respect to accounts already paid.

DATED	CREDITOR	NAME	PARTICULARS	AMOUNT
22/07/2024	Woolworths	Karen Voyatzis	Food - MOW kitchen	\$270.55
24/07/2024	Woolworths	Karen Voyatzis	Food - MOW kitchen	\$331.59
27/06/2024	Australia Society of Archivists	Mel Ammon	Training	\$65.00
3/07/2024	Australia Society of Archivists	Mel Ammon	Training	\$65.00
3/07/2024	Twilio sendgrid	Mel Ammon	BOILC POS monthly subscription	\$138.58
3/07/2024	Ezi Go Fax	Mel Ammon	Library monthly subscription	\$200.00
9/07/2024	iSubscribe Pty Ltd	Mel Ammon	Library magazine subscription	\$727.75
15/07/2024	Vend Pos	Mel Ammon	Visitor Centre POS monthly subscription	\$139.30
12/07/2024	ASI JD Macdonald	Mathew Walker	Building supplies - BOILC	\$1,352.67
24/07/2024	Shire of Esperance Licencing	Mathew Walker	Vehicle registration	\$455.00
24/07/2024	Live Payments	Roy Greive	Taxi	\$43.89
9/07/2024	Woolworths	Richard Hindley	Catering	\$35.95
1/07/2024	Local Government	Shane Burge	Annual membership	\$560.00
25/07/2024	De Bernales	Shane Burge	Meals	\$105.05
25/07/2024	Exchange Hotel	Shane Burge	Meals	\$105.04
28/06/2024	Bunnings	Shane Tobin	Event supplies - Winter Wonderland	\$129.77
28/06/2024	Dominos	Shane Tobin	Catering for volunteers	\$179.96
4/07/2024	South Coast Foods	Shane Tobin	Event supplies - Winter Wonderland	\$41.21
4/07/2024	Bunnings	Shane Tobin	Event supplies - Winter Wonderland	\$5.73
5/07/2024	Ecoboy Pty Ltd	Shane Tobin	Stock for Civic Centre bar	\$56.12
5/07/2024	Ecoboy Pty Ltd	Shane Tobin	Stock for Civic Centre bar	\$1,678.86
5/07/2024	Subway Esperance	Shane Tobin	Catering for volunteers	\$112.00
8/07/2024	Woolworths	Shane Tobin	Event supplies - Winter Wonderland	\$30.00
8/07/2024	The Reject Shop	Shane Tobin	Event supplies - Winter Wonderland	\$10.50
9/07/2024	Bunnings	Shane Tobin	Event supplies - Winter Wonderland	\$72.45
10/07/2024	Bunnings	Shane Tobin	Event supplies - Winter Wonderland	\$18.53
11/07/2024	Seton	Shane Tobin	Kitchen supplies - Civic Centre	\$309.00
12/07/2024	South Coast Foods	Shane Tobin	Event supplies - Winter Wonderland	\$18.46
12/07/2024	Bunnings	Shane Tobin	Event supplies - Winter Wonderland	\$230.70
12/07/2024	Boulevard News	Shane Tobin	Event supplies - Winter Wonderland	\$7.50

## SHIRE OF ESPERANCE

List of accounts direct debited from Council's Municipal Fund submitted to the Ordinary Council Meeting  
meeting held on 27/08/2024 for confirmation in respect to accounts already paid.

DATED	CREDITOR	NAME	PARTICULARS	AMOUNT
12/07/2024	Woolworths	Shane Tobin	Event supplies - Winter Wonderland	\$232.17
12/07/2024	Woolworths	Shane Tobin	Event supplies - Winter Wonderland	\$729.75
15/07/2024	Coles Express	Shane Tobin	Event supplies - Winter Wonderland	\$67.86
17/07/2024	Esperance Toyworld	Shane Tobin	Event supplies - Winter Wonderland	\$100.00
17/07/2024	Bar Above	Shane Tobin	Event supplies - Winter Wonderland	\$223.00
17/07/2024	Witches Brew	Shane Tobin	Event supplies - Winter Wonderland	\$50.00
17/07/2024	Down to Earth Esperance	Shane Tobin	Event supplies - Winter Wonderland	\$350.00
19/07/2024	Woolworths	Shane Tobin	Event supplies - Winter Wonderland	\$111.90
19/07/2024	Tide & Co	Shane Tobin	Event supplies - Winter Wonderland	\$150.00
24/07/2024	Woolworths	Shane Tobin	Event supplies - T.O.A.S.T	\$32.25
24/07/2024	The Reject Shop	Shane Tobin	Event supplies - T.O.A.S.T	\$4.00
		<b>Commonwealth Bank</b>	<b>Total Credit Card Purchases 27/06/24 - 26/07/24</b>	<b>29,097.89</b>

**Item: 12.3.2**

**Prioritisation of CSRFF Small Grant Applications**

<b>Author/s</b>	Shane Tobin	Community Development and Events Manager
<b>Authoriser/s</b>	Felicity Baxter	Director Corporate and Community Services

**File Ref: D24/21948**

**Applicant**

Internal Report

**Location/Address**

N/A

**Executive Summary**

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

The purpose of the program is to provide Western Australian Government financial assistance to community groups and local government authorities to develop basic infrastructure for sport and recreation.

This round there is only one application to be considered: Esperance Bay Yacht Club Inc. – Upgrade of Female Changerooms and Ablutions plus Refit Male Toilets Project application (see attached A) to the CSRFF, July Small Grants round for the 50% Project Cost amount of \$73,675 (ex GST).

**Recommendation in Brief**

That Council:

1. Endorses the CSRFF July Small Grants application from the Esperance Bay Yacht Club Inc. – Upgrade of Female Changerooms and Ablutions plus Refit Male Toilets Project for the 50% Project Cost amount of \$73, 675 (ex GST).
2. Prioritises the applications from the Esperance Bay Yacht Club Inc.

**Background**

The DLGSCI, through the CSRFF, provide financial assistance to community groups and local governments for the development of sustainable infrastructure for sport and recreation across the State.

Through CSRFF, the State Government will invest \$12.5 million in the 2025–2026 financial year towards the development of quality physical environments in which people can enjoy sport and recreation. There are 2 Small grant rounds advertised annually (February and July) for projects with a project cost up to \$500,000. The maximum grant offered for small grant applications is 50% of the project cost, capped at \$200,000. There is one Forward Planning round advertised each year for projects with a cost exceeding \$500,000. The maximum grant offered for Forward Planning grants is one third of the total estimated project cost (excluding GST) up to a maximum grant of \$2.5 million.

The program aims to increase participation in sport and recreation, with an emphasis on physical activity, through rational development of sustainable, good quality, well-designed and well-utilised facilities.

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

Applications were required to be completed with all supporting documentation and submitted to the Shire by the end of July 2024 for presentation to Council at the August 2024 Council Meeting. Recommended applications ranked by priority are then forwarded to the DLGSCI, Office by the local government by 4pm 30<sup>th</sup> August 2024. Applicants are notified of the outcome around late October or early November 2024.

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

#### **Officer's Comment**

There is only one application for this round of CSRFF, July Small Grants round. The application process requires the applicable Local Government to prioritise the application from within the local area. Following a review by officers, this application is believed to be worthy of support as the upgrade of female changerooms and ablutions plus refit male toilets is essential to the day to day running of the Club. Projects like this are also considered a priority by the DLGSCI.

As this is the only CSRFF, July Small Grants application received for 2025/26, it is recommended the Esperance Bay Yacht Club Inc. – Upgrade of Female Changerooms and Ablutions plus Refit Male Toilets Project is ranked as priority (1).

This application is not applying for funding from the Shire of Esperance, Community Grants Program for this project.

#### **Consultation**

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

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

#### **Financial Implications**

Nil - This application is not applying for funding from the Shire of Esperance, Community Grants Program for this project.

#### **Asset Management Implications**

Management of any replacement or new infrastructure will be the responsibility of Esperance Bay Yacht Club Inc.

A Shire building permit is required once contractor is confirmed. All works will be completed within the current footprint of the building.

#### **Statutory Implications**

Nil

#### **Policy Implications**

Nil

#### **Strategic Implications**

Council Plan 2022 – 2032

*Community Connection*

A variety of accessible sport and recreation opportunities and activities

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

**Environmental Considerations**

Nil

**Attachments**

- A. CSRFF July Small Grants Round - Esperance Bay Yacht Club inc. - Toilet and Changeroom Upgrade - *Confidential*

**RECOMMENDATION AND DECISION**

**Item: 12.3.2 Prioritisation of CSRFF Small Grant Applications**

**Moved: Cr Flanagan**

**Seconded: Cr Graham**

**O0824-023**

**Council Resolution**

**That Council:**

- 1. Endorses the CSRFF July Small Grants application from the Esperance Bay Yacht Club Inc. – Upgrade of Female Changerooms and Ablutions plus Refit Male Toilets Project for the 50% Project Cost amount of \$73, 675 (ex GST).**
- 2. Prioritises the application from the Esperance Bay Yacht Club Inc.**

**CARRIED**

**F6 - A0**

*For: Cr de Haas, Cr Flanagan, Cr Graham, Cr Starcevich, Cr Johnston, Pres Chambers*

**Item: 12.3.3**

**Lease Variation - Airport Hangar 8**

<b>Author/s</b>	Cherrie Vincent Sarah Walsh	Governance and Corporate Support Officer Coordinator Governance & Corporate Support
<b>Authoriser/s</b>	Felicity Baxter	Director Corporate and Community Services

**File Ref: D24/22067**

**Applicant**

Scott Mackie & Darren Rogers

**Location/Address**

Hangar Lease - Esperance Airport (Hangars 4,6,7 & 8), Part Lot 15 on Deposited Plan 44886.



**Executive Summary**

For Council to consider amending the lease agreement with Scott Mackie and Darren Rogers for Hangars 4, 6, 7 and 8 at the Airport, Part Lot 15 on Deposited Plan 44886, Esperance WA 6450 due to the increase in size of the lease area for Hangar 8.

**Recommendation in Brief**

For Council to consider amending the lease agreement with Scott Mackie and Darren Rogers for Hangars 4, 6, 7 and 8 at the Airport, Part Lot 15 on Deposited Plan 44886, Esperance WA 6450 due to the increase in size of the lease area for Hangar 8.

**Background**

Hangars 4, 6, 7 and 8, have been leased by Scott Mackie and Darren Rogers since July 2010. In March 2024, Scott Mackie, and Darren Rogers commenced the process to build a larger steel frame aircraft hangar to replace the existing structure. This was approved and has since been constructed.

A Lease Variation Application has now been received to amend the lease agreement to increase the lease area for hangar 8.



### **Officer's Comment**

Planning approval for the shed construction was received in March 2024, with building approval being received in April 2024. The shed construction was finalised in May 2024. Therefore, it is recommended that the lease area variation be approved.

The lease area for Hangar 8 has increased from 145.60m<sup>2</sup> to 315m<sup>2</sup>. The current rental rate for airport hangers is \$7.139/m<sup>2</sup> inc GST, and the increase in lease area of 169.40m<sup>2</sup> will result in an additional \$1209.35 inc GST being payable for 2024/25.

Current rent charged for 2024/25 for this lease is \$6,866.28 inc GST.

The rental rate for airport hangars is reviewed annually, with the Perth All Groups CPI being applied. The additional area for Hangar 8 will be included into the total lease area when the 2025/26 rent is calculated at the next review rate in July 2025.

### **Consultation**

Airport Staff  
Planning Services  
Building Services  
Scott Mackie and Darren Rogers  
Governance and Corporate Support

### **Financial Implications**

Lease preparation fee \$155 inc GST  
Rent for additional 169.40m<sup>2</sup> \$1,209.35 inc GST

### **Asset Management Implications**

Nil – land only lease

### **Statutory Implications**

*Local Government Act 1995*

### **Policy Implications**

Building and Property Agreements

### **Strategic Implications**

Council Plan 2022 – 2032

*Performance - Outcome 15. Operational excellence and financial sustainability*

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

### **Environmental Considerations**

N/A

### **Attachments**

- A. Lease Variation Application - Hangar 8
- B. Amended area plan - Hangar 8

**RECOMMENDATION AND DECISION**

**Item: 12.3.3 Lease Variation - Airport Hangar 8**

**Moved: Cr Starcevich**

**Seconded: Cr Johnston**

**O0824-024**

**Council Resolution**

**That Council amend the lease agreement with Scott Mackie and Darren Rogers for Esperance Airport Hangars 4, 6, 7 and 8 located on portion of Lot 15 Coolgardie-Esperance Highway Gibson, to increase the lease area for Hangar 8 to 315m<sup>2</sup>, subject to;**

- 1. Lease preparation fee of \$155 inc GST being payable;**
- 2. Additional rent of \$1,209.35 inc GST payable for 2024/25, subject to annual rent reviews based on CPI;**
- 3. All lease terms and conditions being as per Council's standard lease variation template; and**
- 4. The disposition being advertised in accordance with s3.58 of the *Local Government Act 1995*.**

**CARRIED**

**F6 - A0**

*For: Cr de Haas, Cr Flanagan, Cr Graham, Cr Starcevich, Cr Johnston, Pres Chambers*

## Lease Variation Application



### Applicant Details

Applicant Name	Scott Mackie and Darren Rogers
Business Name	South East Air Ag
Residential Address	
Postal Address	P.O. Box 2406, Esperance, Western Australia 6450
Phone Number	0890 715096
Email Address	seaaptyltd@bigpond.com

I wish to apply to the Shire of Esperance to amend the lease for the following property:

### Property Details

Hangar Lot 8, Esperance Airport at location Portion Lot 15 Coolgardie-Esperance Highway, Gibson

### Variation Details

Lease area extended to 315 sq meters

### Please provide the reason for the lease variation

A new hangar was required to house a larger aircraft and to make allowance for future airport works

Reviewed: July 2024

Lease Variation Application

FORM 0016

Any other relevant information

Please note applications may take up to 2 months to finalise due to reporting requirements.

*S. M. D. A. Progen*

23/7/2024

Signature Applicant

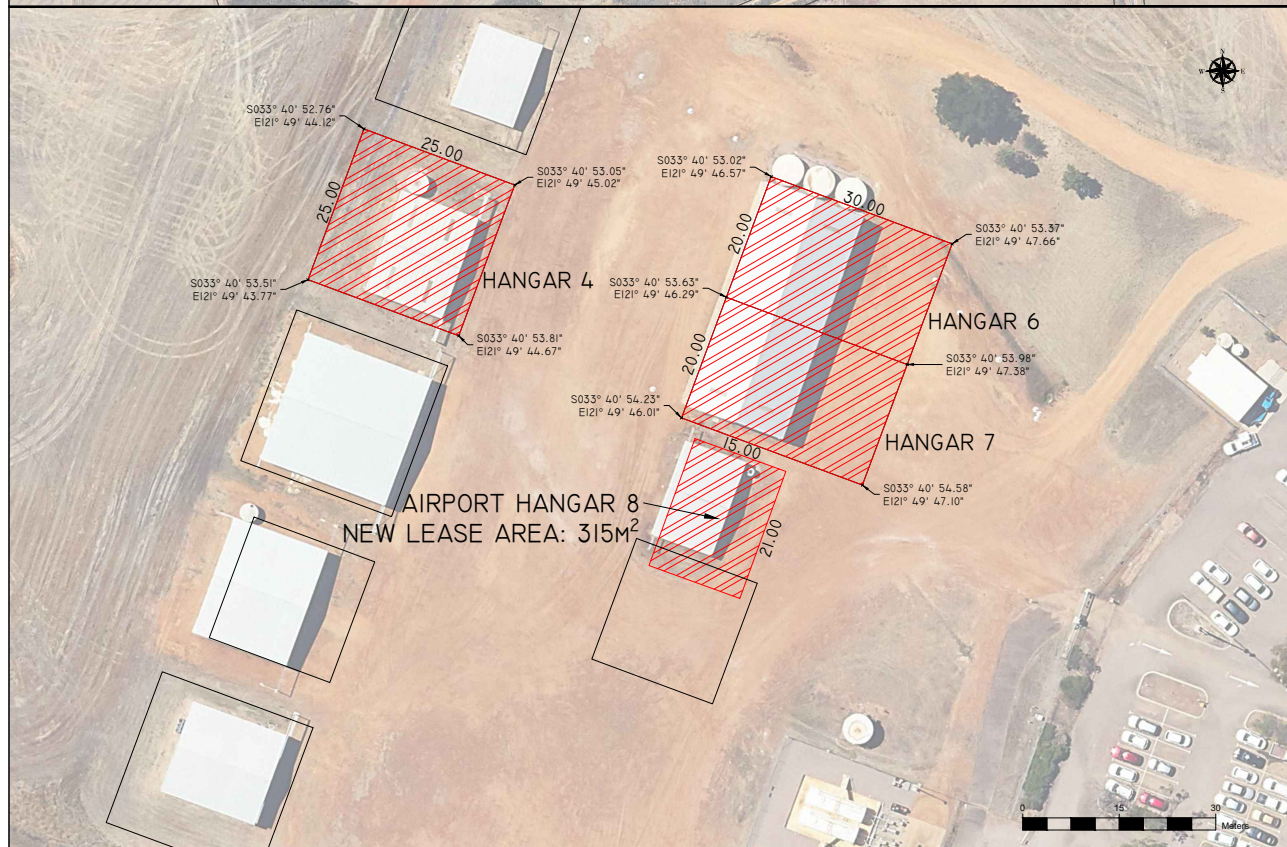
Date

Reviewed: July 2024

Lease Variation Application

FORM 0016





	Design : Applicant	<b>SHIRE OF ESPERANCE</b> Airport Hangar 8 Lease Area, Esperance Airport, Lot 15 Coolgardie–Esperance Hwy Lease Area Gibson	Date : 31/07/2024
	Drawn : Susi Sweeney		Revision 00
	Reviewed : Cherrie Vincent		Scale : As Shown
	Issued for Review 08/08/2024		AIR00208

**Item: 12.3.4**

**New Lease - Lots 388 and Lot 389 Black Street, Deposited Plan 209753, Reserves 31633 and 34556**

<b>Author/s</b>	Cherrie Vincent Sarah Walsh	Governance and Corporate Support Officer Coordinator Governance & Corporate Support
<b>Authoriser/s</b>	Felicity Baxter	Director Corporate and Community Services

**File Ref: D24/20764**

**Applicant**

Esperance Playgroup Association Inc

**Location/Address**

Lot 388 and Lot 389 Black Street, Deposited Plan 209753, Reserves 31633 and 34556



**Executive Summary**

For Council to consider entering into a new lease with the Esperance Playgroup Association Inc for Lot 388 and Lot 389 Black Street, Deposited Plan 209753, Reserves 31633 and 34556.

**Recommendation in Brief**

That Council enter into a new lease with the Esperance Playgroup Association Inc for Lot 388 and Lot 389 Black Street, Deposited Plan 209753, Reserves 31633 and 34556.

**Background**

The Playgroup Association has had a Lease Agreement with the Shire for this premise since 2015. The current lease is due to expire on 31 December 2024, and a request has been received by the Playgroup Association to enter into a new lease agreement for another 5-year term.

**Officer's Comment**

Discussion with officers has determined that there are no concerns with the proposed renewal being approved.



### **Consultation**

Esperance Playgroup Association Inc.  
Coordinator Planning Services  
Coordinator Building Services  
Coordinator Environmental Health

### **Financial Implications**

Annual rent \$110 inc GST  
Lease preparation fee \$155 inc GST

### **Asset Management Implications**

As per asset management schedule.

### **Statutory Implications**

*Local Government Act 1995* – s.3.58 Disposing of property.

*Local Government (Functions and General) Regulations 1996* – Section 30(2) Dispositions of property excluded from Act s.3.58

*Land Administration Act 1997* – Section 18 Crown Land Transactions that need Minister's Approval

### **Policy Implications**

Building and Property Agreements.

### **Strategic Implications**

Council Plan 2022 – 2032

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

Objective 3.2. Address the needs of children and youth.

### **Environmental Considerations**

Nil

### **Attachments**

A. Email request to renew lease agreement - Playgroup

**RECOMMENDATION AND DECISION**

**Item: 12.3.4 New Lease - Lots 388 and Lot 389 Black Street, Deposited Plan 209753, Reserves 31633 and 34556**

**Moved: Cr de Haas**

**Seconded: Cr Starcevich**

**O0824-025**

**Council Resolution**

**That Council enter into a new lease with the Esperance Playgroup Association Inc. for Lot 388 and Lot 389 Black Street, Deposited Plan 209753, Reserves 31633 and 34556, Esperance WA 6450, subject to;**

- 1. Department of Lands' approval;**
- 2. The term of Lease being 5 years;**
- 3. Annual lease fee of \$110 inc GST being payable;**
- 4. Lease preparation fee of \$155 inc GST being payable; and**
- 5. All lease terms and conditions being as per Council's standard community lease template.**

**CARRIED**

**F6 - A0**

*For: Cr de Haas, Cr Flanagan, Cr Graham, Cr Starcevich, Cr Johnston, Pres Chambers*



## Cherrie Vincent

---

**From:** Esperance Playgroup <esperanceplaygroup@gmail.com>  
**Sent:** Monday, 1 July 2024 12:50 PM  
**To:** Cherrie Vincent  
**Subject:** Re: FW: Lease Expiry Notification


**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

[Caution: External Email] This email was sent from outside the organisation - be cautious, particularly with links and attachments.

Hi Cherrie,

Yes we'd like to renew our lease for another 5yrs. Will you email a draft and the associated costs for us to review?

Regards,

  
President | Esperance Playgroup Association  
Follow us on Facebook

On Mon, 1 July 2024, 8:46 am Cherrie Vincent, <[Cherrie.Vincent@esperance.wa.gov.au](mailto:Cherrie.Vincent@esperance.wa.gov.au)> wrote:

Hi Claire,

How did you guys go at the committee meeting and deciding on your lease renewal with us?

Kind regards,



**Cherrie Vincent**  
Governance and Corporate Support Officer  
Shire of Esperance | Administration Building  
T (08) 9071 0656  
E [Cherrie.Vincent@esperance.wa.gov.au](mailto:Cherrie.Vincent@esperance.wa.gov.au)  
A PO Box 507, 77 Windich Street, Esperance WA 6450  
W [www.esperance.wa.gov.au](http://www.esperance.wa.gov.au)



## **12.4 EXECUTIVE SERVICES**

### **Item: 12.4.1**

#### **Information Bulletin - August 2024**

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

**File Ref: D24/19366**

#### **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 - August 2024
- B. Council Priorities Summary - Corporate Performance - August 2024

**RECOMMENDATION AND DECISION**

**Item: 12.4.1 Information Bulletin - August 2024**

**Moved: Cr Johnston**

**Seconded: Cr Flanagan**

**O0824-026**

**Council Resolution**

**That Council accepts:**

- 1. Information Bulletin – August 2024**
- 2. Council Priorities Summary – Corporate Performance – July 2024**

**CARRIED**

**F6 - A0**

*For: Cr de Haas, Cr Flanagan, Cr Graham, Cr Starcevich, Cr Johnston, Pres Chambers*



## **INFORMATION BULLETIN**

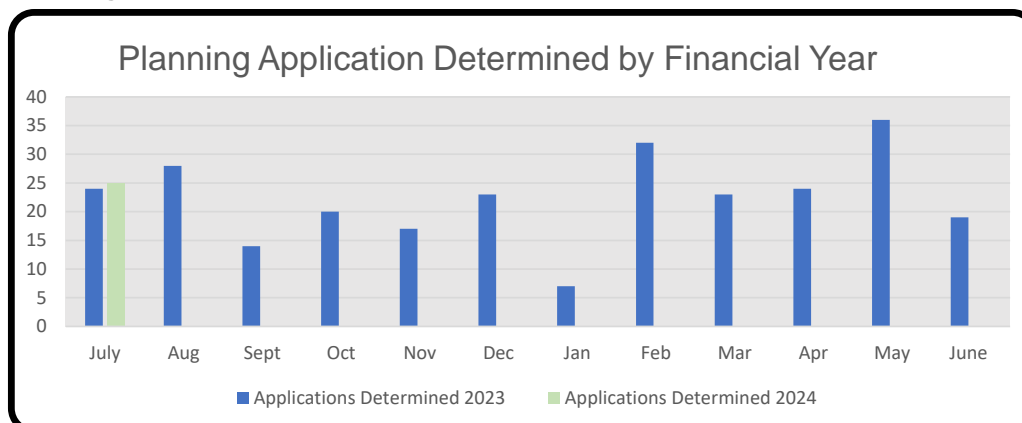
### **ORDINARY COUNCIL MEETING**

**August 2024**

we make it  
happy



### Planning Services Applications

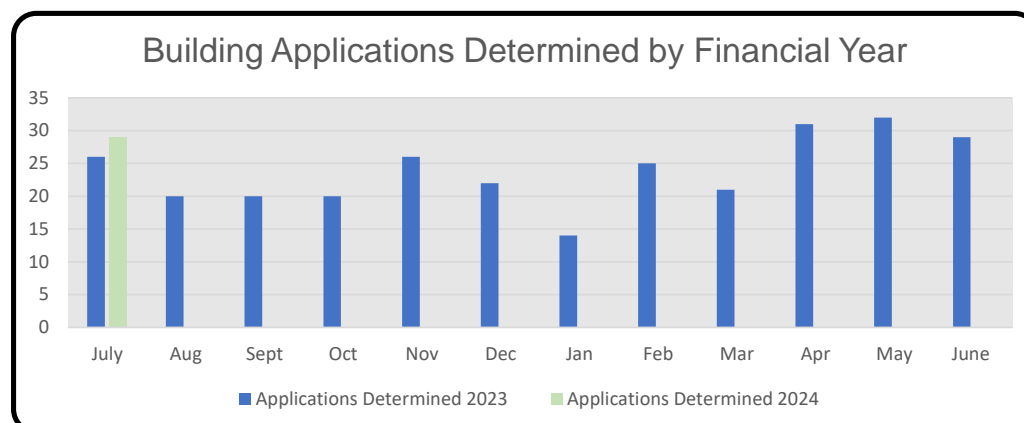


Property	Proposal
31 Olympian WAY NULSEN	Carport / Verandah / Patio
Shark Lake RD MONJINGUP	Service Station
Lot 1 Lake RD MYRUP	Nature Based Caravan Park
19 Daphne ST CASTLETOWN	Retaining Walls
112 Kingsmill RTT PINK LAKE	Outbuilding (Shed)
52 Ormonde ST CASTLETOWN	Dwelling - Single House
Lot 24 Sims ST NULSEN	Industrial Building
10 Hill ST CHADWICK	Outbuilding (Shed)
20B Birch PL ESPERANCE	Home Business
167 Pink Lake RD PINK LAKE	Restaurant / Cafe
17 Collie ST WEST BEACH	Unspecified Use
14 Gilpin ST CHADWICK	Industrial Building
61 Dunkley CCT PINK LAKE	Outbuilding (Shed)
37 McLean RD CHADWICK	Outbuilding (Shed)
Lot 802 Amaroo GLD PINK LAKE	Dwelling - Single House
147 Sims ST CHADWICK	Industrial Building
15 Coramup RD MYRUP	Dwelling - Single House
188 Melijinup RD MYRUP	Outbuilding (Shed)
30 Maple ST CASTLETOWN	Earthworks
20 Asken TURN BANDY CREEK	Outbuilding (Shed)
13 Cabble CL CASTLETOWN	Home Business
Norseman RD CHADWICK	Earthworks
16 Phyllis ST CASTLETOWN	Signage

#### Specific Comments relating to Monthly Statistics

- Dominant form of development was outbuildings.
- 3 dwellings were approved.
- Service Station is a containerised bowser setup
- Unspecified use is an ancillary dwelling going to Holiday Home

### Building Services Applications



Property	Proposal
<b>Occupancy Permit</b>	
2,418 Beltana Road COOMALBIDGUP	Class 7b Agricultural Storage Shed 1176m <sup>2</sup>
30 Beckwith Road CHADWICK	Class 7b & 8 Workshop Storage Building 864m <sup>2</sup>
Lot: 1829 Grigg Road LORT RIVER	Class 7b - Stock Yard Cover 1116m <sup>2</sup>
<b>Building Permits</b>	
27 Ormonde Street BANDY CREEK	Amendment to Dwelling, Alfresco, Porch & Garage
4 Cornell Street WEST BEACH	Retaining Walls
71 Stearne Road MONJINGUP	Shed - Shed Extension 179.9m <sup>2</sup>
5 Griffin Street WEST BEACH	School Additions (9b) Stage Two- 825m <sup>2</sup>
12 Tupper Street ESPERANCE	Dwelling - Alterations – Patio, Re-Roof, New Ramp & Window to Wet Area
42/65 Merivale Road MYRUP	Class 10a Private Aircraft Hanger 492m <sup>2</sup>
167 Pink Lake Road PINK LAKE	Shed to Bakery & Retail with Canopy Addition 140m <sup>2</sup>
82 Walmsley Street BANDY CREEK	Shed 63m <sup>2</sup>
13 Eyre Street ESPERANCE	Steel Framed Garage 57m <sup>2</sup>
3 Butler Street CASTLETOWN	Garden Shed 28m <sup>2</sup>
143 Pink Lake Road PINK LAKE	Storage Shed 64m <sup>2</sup>
Mississippi Bend PINK LAKE	Gable Roof Patio Addition 78m <sup>2</sup>
24 Castletown Quays CASTLETOWN	Storage Shed 24m <sup>2</sup>
19 Scanlon Street CHADWICK	Demolition - Shed 345m <sup>2</sup>
6 Scanlon Street CHADWICK	Demolition - Shed 297m <sup>2</sup>
209 Harbour Road CHADWICK	Free-Standing Pylon Sign 10m High
19 Common Road PINK LAKE	Steel Frame Storage Shed 41m <sup>2</sup>
169 Harbour Road CHADWICK	Demolition - Office Building 135m <sup>2</sup>
1A Goldfields Road CASTLETOWN	RAC Unit 32 - Short Term Accommodation Class 1b
1A Goldfields Road CASTLETOWN	RAC Unit 17 - Short Term Accommodation Class 1b
1A Goldfields Road CASTLETOWN	RAC Unit 12 - Short Term Accommodation Class 1b
1A Goldfields Road CASTLETOWN	RAC Unit 33 - Accessible - STA Class 1b

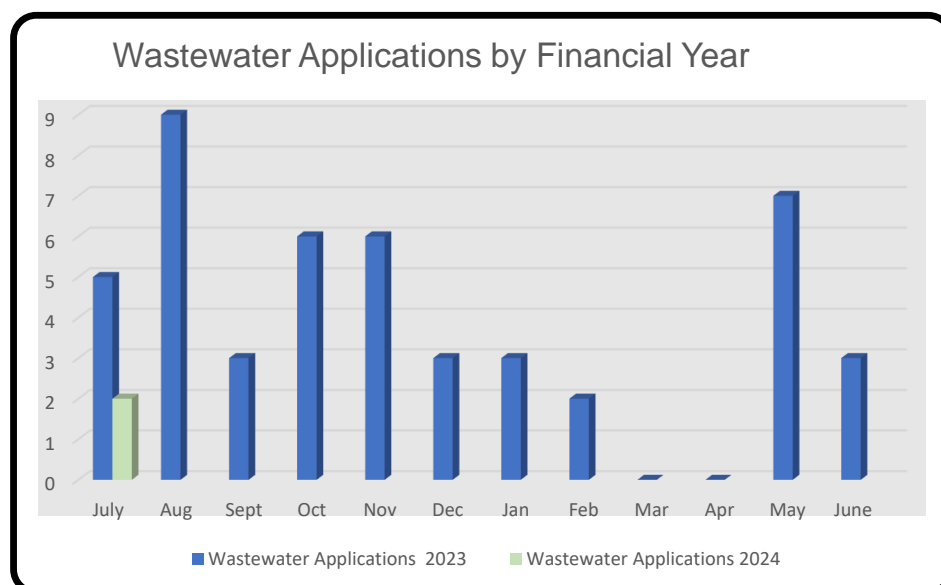
Lot: 144 Carey Street CONDINGUP	Class 7b/5 Fire Station with Water Tank 336m <sup>2</sup> (No Public Access)
<b>Unauthorised</b>	
Lot: 66 Bandy Creek Road BANDY CREEK	Lucky Bay Brewery - Patio with Solar Panel Roof Covering 52m <sup>2</sup>
126 Barook Road PINK LAKE	Lean-To-Carport & Laundry-Washroom Shed Additions

**Specific Comments relating to Monthly Statistics**

- Major School additions at Esperance Anglican School
- RAC Esperance Holiday Park continued with major development consisting of 4 more Short Term Accommodation Dwellings.



### Environmental Health Development Applications



#### 2024 Waste Water Applications

Stearne Road MONJINGUP  
 Bandy Creek Road BANDY CREEK  
 Sims Street NULSEN  
 79 Downes Street PINK LAKE  
 19 Scanlon Street CHADWICK  
 Unit 42 65 Merivale Road MYRUP  
 Carey Street CONDINGUP  
 215 Twilight Beach Road WEST BEACH  
 109 Keenan Road PINK LAKE  
 109 Keenan Road PINK LAKE  
 209 Harbour Road CHADWICK  
 11 Ivy Larmour Drive GIBSON  
 27 Bostock Street WEST BEACH  
 Lane Road CONDINGUP  
 624 Fuss Road EAST MUNGLINUP  
 20 Wabba Cove MYRUP  
 212 Helms Drive PINK LAKE

#### Specific Comments relating to Environmental Health Activities

- Two applications received to commence food businesses in the current financial year.
- Nine food premises were inspected in July, an increase on the seven inspections completed last July.
- Eight temporary food permits were issued in July.
- Two enforcement actions were initiated against non-compliant food premises.
- There were 27 water samples collected from recreational waters, aquatic facilities and drinking water.



## Council Plan Summary

### July 2024



Shire of Esperance

Council Plan July 2024

## People

### A safe community

Action Code	Action Name	Comments	Responsible Officer Position
1.1.1	Advocate for increased police presence	Met with Regional Inspector of Police and also local Officer in Charge to discuss local police issues.	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.	Rangers are working with RSPCA at every opportunity to advocate for some level of service to our community.	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 July 2024**

Action Code	Action Name	Comments	Responsible Officer Position
2.2.1	Lead implementation of the Esperance Greater Sports Ground Redevelopment Masterplan	With budget adopted, we have upgrades to the GSG bores planned.	Director Asset Management
2.2.2	Provide a third soccer pitch at the Greater Sports Ground	Currently working on a proposal for grant funding.	Director Asset Management
2.2.3	Graham Mackenzie Stadium Project	Contract awarded. The detail design of the stadium has commenced.	Manager Asset Planning
2.2.4	Develop a Bay of Isles Leisure Centre Management Plan	Working with Otium Consulting on this project. Community and staff survey open for feedback.	Manager Recreation and Culture
2.3.1	Finalise design and pursue funding for James Street Cultural Precinct	Looking for opportunities for funding as they arise.	Director External Services
2.3.2	Implement the Interpretation Plan for Esperance Museum, including an Aboriginal interpretive section	No action.	Manager Recreation and Culture
2.4.1	Explore sustainable funding sources to attract, manage and support local volunteers	We have been successful in obtaining a bump in our overarching funding, as well as an additional grant to see us through to the end of this financial year. We will not be seeking additional funds for a while to ensure that our focus stays on achieving the desired outcomes of these current grants.	Volunteer Resource Centre Coordinator
2.4.2	Explore options to recognise, reward and incentivise volunteers	We have begun brainstorming ideas for what to do for Thank a Volunteer Day in December. This year EVRC turns 25 and we are hoping to tie this in to celebrations.	Volunteer Resource Centre Coordinator

Shire of Esperance

Council Plan July 2024

**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	A draft agreement has been developed this is to be discussed further with ETNTAC.	Manager Parks & Environment
3.1.2	Provide assistance with events, activities and promotions to encourage greater awareness and participation in NAIDOC Week	Still supporting the Esperance NAIDOC week activities - In particular helping with power (generators) for food vendors at the opening ceremony at the Civic Centre. Also hosting the Youth disco. Also hosting the Film Screening and generally promoting the week of activities.	Community Development & Events Manager
3.1.3	Facilitate Aboriginal dual naming of significant places	As opportunities arise.	Director Asset Management
3.1.4	Partner with traditional custodians to develop cultural trails with maps and interpretive signs to raise awareness, knowledge and understanding about local Aboriginal history and stories	Not started.	Manager Parks & Environment
3.1.5	Establish and strengthen relationships with local Aboriginal Stakeholders and organisations	Tjaltjraak celebrate their local Kepa Kurl NAIDOC week from the 12th to 16th of August. Councillors and key staff will join them to celebrate the Partnership Agreement with a formal signing of the agreement.	Director Corporate and Community Services
3.2.1	Advocate for increased child care services through promotional campaigns	Nothing further to report at this time.	Chief Executive Officer
3.2.2	Provide regular events and activities to inform and engage the youth within our community	Current youth activities planned include - Youth Disco during the Esperance NAIDOC week. Another Rockin Rollin weekend is booked in for the September School	Community Development & Events Manager

Shire of Esperance

Council Plan July 2024

Action Code	Action Name	Comments	Responsible Officer Position
		Holidays. Also Youth Day which is due to be held on Sunday the 10th of November, Also waiting the result of our budget bid for the new youth event planned for 2025.	
3.2.3	Implement youth precinct concept plan	No update.	Director Asset Management
3.3.1	Advocate for improved aged care facilities and palliative care	Met with CEO of Esperance Aged Care Facility and received and update as to how the facility is operating. Currently operating with 94 beds with a proposal to open the remaining 10 beds under their license in October. Generally operating well with compliance issues resolved that had previously challenged the facility.	Chief Executive Officer
3.3.2	Advocate for community and care services to support active aging in home	We have undertaken the usual meetings this month with the hospital (weekly) and EACF (monthly) to assist in finding the most appropriate care options for community members. We had a visit from the Aged Care Stewardship - Country WA where we discussed the ongoing work we undertake, local links, assistance options and gaps in service as well as any ongoing issues we have.	Manager Aged Care & Disability Services
3.3.3	Provide flexible working arrangements at Esperance Home Care Centre to attract and retain staff	This continues to be ongoing and treated on a case by case basis for staff already in position. We do find that it does make scheduling more complex due to the demands and will need to look at future needs and how we balance this.	Manager Aged Care & Disability Services
3.3.4	Advocate for local shops, hospitality and entertainment venues to improve access	Ongoing as an opportunity arises. Current Disability Access and Inclusion Plan outlines the actions the Shire is progressing.	Chief Executive Officer

**Shire of Esperance**

**Council Plan July 2024**

Action Code	Action Name	Comments	Responsible Officer Position
	and employment opportunities for people with disability	Forms part of business as usual when discussions happen with building development applications.	
3.3.5	Provide appropriate level of ACROD parking bays	Parking design projects continue to be assessed to determine ACROD requirements.	Manager Asset Development
3.3.6	Provide improved beach access for people with disability	Working on ongoing maintenance plan for the Town Beach.	Director Asset Management
3.3.7	Implement actions and initiatives resulting from DAIP discussions and forums	DAIP Committee appointed and agenda being developed for meeting.	Manager Development Services

Shire of Esperance

Council Plan July 2024

**Planet**

**The natural environment is valued, protected and enjoyed**

Action Code	Action Name	Comments	Responsible Officer Position
4.1.1	Partner with Traditional Owners to manage culturally sensitive nature reserves	Stage 3 works have commenced at Tjaltjraak Boodja Park in a partnership with ETNTAC.	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	A funding application for the project has been submitted to the Australian Government.	Manager Parks & Environment
4.1.3	Provide a Coastal Hazard Risk Management Adaption Plan (CHRMAP) for West Beach	Geotechnical assessment of the coastal environment is required before a Coastal Hazard Risk Management Adaption Plan (CHRMAP) for West Beach is developed.	Manager Development Services
4.1.4	Review the Coastal Management Plan	The review of the coastal management plan is continuing. Environmental Services Staff are currently reviewing the proposed management actions.	Manager Parks & Environment
4.1.5	Implement the Dempster Head Management Plan	Works at Dempster Head are ongoing.	Manager Parks & Environment
4.1.6	Install booster pumps for the sand back-passing pipeline from Bandy Creek Boat Harbour to manage beach erosion in Esperance Bay	Preliminary design work done.	Director Asset Management
4.1.7	Implement the Lake Monjingup Reserve Management Plan	Works at Lake Monjingup Reserve are continuing. The reserve was used for a planting day as part of National Tree Day.	Manager Parks & Environment



**Shire of Esperance**

**Council Plan July 2024**

Action Code	Action Name	Comments	Responsible Officer Position
4.1.8	Provide a new Weed Management Strategy	Not started.	Manager Parks & Environment
4.1.9	Advocate on behalf of the community for the State's plans for a Marine Park	Continue to participate in fortnightly catch-up meetings with DBCA/ DPIRD/ GEDC and ETNTAC about progress and updates on the Proposed South Coast Marine Park. Advocate for relevant information to be shared publicly around the process.	Chief Executive Officer
4.2.1	Provide a new Trails Master Plan	This is with other staff for peer review.	Asset Administration Supervisor
4.2.2	Upgrade Piggery Mountain Bike trails - stage 1	Upgrade works at the Piggery Mountain Bike Track are continuing with a focus on erosion management and feature and track upgrades. Works have been planned with the Esperance Mountain Bike Association and professional trail designers and builders.	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	Currently working on the annual carbon emission audit for 2023/24.	Director Asset Management
5.1.2	Install renewable energy (solar PV and battery storage) on council buildings where feasible	Waiting on report from Save energy.	Manager Asset Planning
5.1.3	Facilitate adoption of best practice energy efficiency measures across all council	Changes to buildings will be assessed on a case by case basis and as budget and opportunities arise. Building energy efficiency is considered as part of the	Chief Executive Officer

**Shire of Esperance**

**Council Plan July 2024**

Action Code	Action Name	Comments	Responsible Officer Position
	buildings, and support community facilities to adopt these measures	building approvals process in line with State Government guidelines.	
5.1.4	Trial eco-friendly vehicles as options become viable	Currently running a full electric vehicle with Home Care - very successful. A replacement program of hybrid vehicles being most common, RAV4 hybrid all wheel drives and two wheel drives with Camrys and Corolla Cross and hatch vehicles with good results.	Technical Officer Fleet
5.2.1	Design and prepare a proposal for DWER for Food Organics and Garden Organics (FOGO)	FOGO technology implementation report has been completed. Will work now to deliver the design of the project.	Director Asset Management
5.2.2	Commence construction of the Community Drop Off and Transfer Station at Myrup	Design and specifications 90% complete. Bulk earth works have commenced.	Director Asset Management
5.2.3	Advance Esperance's Waste Revolution education platform to improve waste diversion rates and promote a circular waste economy	Due to a change in staffing, the waste education role has been vacant since January 2024. Officers have been recruiting for a new Sustainability and Resource Recovery Educator to promote and enhance Esperance's Waste Revolution and circular economy with the role to be filled in September.	Waste Management Coordinator

**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	Acquittal process completed, awaiting finalisation. 2024/2025 Round 1 MAF Application successful for \$329,000 of approved mitigation treatments. Planned approved treatments to commence once 23/24 acquittal	Manager Ranger & Emergency Services

Shire of Esperance

Council Plan July 2024

Action Code	Action Name	Comments	Responsible Officer Position
		finalised.  Fire Hazard Reduction Notice endorsed at BFAC and by Council. Preparations for August release. Firebreak Inspection Program planning underway.	
6.1.2	Facilitate innovative initiatives and networks to help build drought resistance and resilience	Working on the Grass Patch and Condingup Water Supply projects.	Director Asset Management
6.1.3	Advocate for more emergency services personnel in Esperance	Met with local OIC and Regional Inspector of Police during the month. They advised that staff housing continued to be a challenge for them to bring additional police to Esperance. If more GROH housing was available then police numbers could potentially increase.	Chief Executive Officer
6.1.4	Facilitate coastal safety measures in partnership with the Coastal Safety Working Group	Coastal Safety Working Group meeting scheduled for August. Season planning to be completed by the Coastal Safety Working Group.	Manager Ranger & Emergency Services
6.1.5	Advocate for appropriate coastal safety infrastructure and resources	Local Emergency Management Committee and Coastal Safety Working Group meetings scheduled for August. Season planning to be completed by the Coastal Safety Working Group.	Manager Ranger & Emergency Services

Shire of Esperance

Council Plan July 2024

Place

Responsible planning and development

Action Code	Action Name	Comments	Responsible Officer Position
7.1.1	Flinders subdivision - develop structure plan and report to Council	Investigations being undertaken regarding Aboriginal Heritage.	Manager Development Services
7.1.2	Advocate for provision of adequate, affordable utilities and communications infrastructure to support population and economic growth	Submitted a submission to the Federal Government's Regional Telecommunications Review. Received confirmation that DPIRD have funded a cell repeater system to be installed at Salmon Beach to improve mobile phone coverage.	Chief Executive Officer
7.1.3	Develop an Esperance Cemetery Master Plan	The development of an Esperance Cemetery Master Plan is continuing with the Cemetery Working Group.	Manager Parks & Environment
7.1.4	Shark Lake Industrial Park subdivision stage 2	Preliminary design undertaken, next step is a Major Land Transaction Business Case.	Director Asset Management

Access to adequate, safe and affordable housing for everyone

Action Code	Action Name	Comments	Responsible Officer Position
8.1.1	Advocate for more social and low-income housing for vulnerable people (including seniors, people with disability and low-income earners)	Continue to advocate through GVROC with Dept of Housing around upgrades to existing social housing and construction of new social housing in the Goldfields/Esperance region.	Chief Executive Officer
8.1.2	Advocate for a new lifestyle village for seniors	Nothing further to report this month.	Chief Executive Officer

**Shire of Esperance**

**Council Plan July 2024**

Action Code	Action Name	Comments	Responsible Officer Position
8.1.3	Facilitate 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)	Getting an application together for the Federal Government's Community Enabling Infrastructure Stream 2 which closes in mid February for Flinders Stage 3 subdivision.	Chief Executive Officer

**Attractive and welcoming places**

Action Code	Action Name	Comments	Responsible Officer Position
9.1.1	Implement the CBD Concept Landscaping Design	Implementation of the CBD Concept Landscaping Design is continuing with Winter planting programs to be completed. Street furniture is also planned to be installed across the CBD.	Manager Parks & Environment
9.2.1	Provide attractive and welcoming entrances into Esperance	The budget adopted, funding has been allocated for Esperance Town Entry signage. Looking to work with Main Roads WA on a longer term agreement for verge maintenance in the Esperance Townsite.	Director Asset Management
9.2.2	Facilitate more tree planting across the Shire	Winter tree planting programs are underway.	Manager Parks & Environment
9.3.1	Implement Civic Centre improvements	Detail Design being finalised.	Manager Asset Planning
9.3.2	Implement the Playgrounds and Public Open Space Strategic Plan 2015-2025	The implementation of the Playgrounds and Public Open Space Strategic Plan 2015-2025 is continuing with upgrades underway at Gibson Community Park. The	Manager Parks & Environment

**Shire of Esperance**

**Council Plan July 2024**

Action Code	Action Name	Comments	Responsible Officer Position
		bike jump track is scheduled for asphalt works in the near future and will then be opened to the public. Work will then be completed on the playground and basketball court.	
9.3.3	Prepare a new 10 year plan for Playgrounds and Public Open Space Strategic Plan 2025-2035	Not started.	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	Ongoing as per budget and schedule for footpath and trail upgrades.	Manager Parks & Environment
10.1.2	Construct sealed shoulders on roads to improve safety for cyclists and vehicles	Not started.	Manager Asset Operations
10.1.3	Provide safety measures along The Esplanade and Fisheries Road to improve pedestrian crossings	Not started.	Manager Asset Operations
10.2.1	Implement Road Safety Management Plan 2024-2030	Working through priority actions.	Director Asset Management
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 with Main Roads WA to undertake a transport corridor. Upgrade Plan for Harbour Road, including South	Stakeholder meeting was held in August by Main Roads WA to discuss potential intersection treatments.	Director Asset Management

**Shire of Esperance**

**Council Plan July 2024**

Action Code	Action Name	Comments	Responsible Officer Position
	Coast Hwy Intersection upgrade and Pink Lake Road Intersection Upgrade.		
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	CBD landscaping and open space improvements included in 2024/25 budget.	Director Asset Management
10.3.2	Pursue opportunities to secure land to link Dempster Street and RSL public car parks	No update.	Director Asset Management
10.3.3	Provide options to accommodate additional parking within the verge area between The Esplanade and Yacht Club	Not included in the 2024/25 budget.	Director Asset Management
10.3.4	Provide upgrade to Forrest Street Road and streetscape.	Finalising adjustments to carparks and interfaces with Forrest St with feedback from affected stakeholders	Manager Asset Development
10.4.2	Design, Fund and Construct new Airport runway	Designs in progress, approx. 50% complete.	Director Asset Management

Shire of Esperance

Council Plan July 2024

**Prosperity**

**Access to quality education and lifelong learning opportunities**

Action Code	Action Name	Comments	Responsible Officer Position
11.1.1	Advocate for South Regional TAFE to develop and promote specialist courses in relevant areas	A Regional Coordinating Committee Meeting was held in July at Esperance TAFE with a focus on training and development needs in Esperance.	Chief Executive Officer
11.1.2	Advocate for urgent upgrades and a rebuild of Esperance Senior High School	No further actions proposed at this stage. Awaiting the project definition plan to commence.	Chief Executive Officer
11.1.3	Facilitate discussions with universities to explore options for a remote student services campus in Esperance	Have a meeting planned with Regional University Study Hubs during August to progress.	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	With the development of the WA DAMA by the State, the future of the Goldfields DAMA is being considered. The Goldfields Esperance Shire's involved have advocated to the State to retain the Goldfields DAMA to consider the effective of having a WA DAMA.	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	A draft plan has been developed.	Manager Economic Development
12.1.2	Support proponents in priority industry sectors to establish businesses and develop projects in Esperance	Continued discussions with Renewable Bio regarding a site at the Shark Lake Industrial Park and the development of a potential biochar facility. Feasibility	Manager Economic Development



**Shire of Esperance**

**Council Plan July 2024**

Action Code	Action Name	Comments	Responsible Officer Position
		work has commenced on the Esperance Aquaculture Precinct and the Shire has been invited to be part of the steering group. Council briefing with Inter Earth and their carbon sequestration project commencing in Esperance in the near future.	
12.1.3	Promote Esperance as a suitable centre for research and development, and pilot projects	Continue advocacy with DBCA around a Marine Research facility. Participating in a steering group for the proposed aquaculture precinct at Bandy Creek.	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	This project has not started, and the Shire is seeking a feasibility study to be conducted for this concept.	Manager Economic Development

**A vibrant and welcoming tourism destination**

Action Code	Action Name	Comments	Responsible Officer Position
13.1.1	Partner with Australia's Golden Outback to Implement the Esperance Tourism Strategy	The new Esperance Tourism Brand will be launched in September followed by a series of brand place making workshops for local businesses and the community.	Manager Economic Development
13.1.2	Provide more digital marketing and advertising opportunities to promote local experiences at Council facilities (eg. Esperance Airport)	Current Digital Platforms at the Airport and Visitor Centre are being used. A Digital Marketing Project Plan will need to be developed with Building Maintenance to implement new equipment and the management of these.	Manager Marketing & Communications
13.2.1	Advocate for development of a 4 to 5 star accommodation offering	Propose to include as part of tourism accommodation study to identify suitable sites for a 4 or 5 star offering.	Chief Executive Officer

**Shire of Esperance**

**Council Plan July 2024**

Action Code	Action Name	Comments	Responsible Officer Position
13.2.2	Implement the recommendations from the Tourist and Worker Accommodation Study	There has been no further development on the key worker accommodation project and the short stay backpacker accommodation project.	Manager Economic Development
13.2.3	Advocate for Traditional Owners to develop and promote cultural heritage tourism activities	Preliminary discussions at officer level on the development of a shared heritage trail. Potential opportunities for cultural heritage tourism activities from this project.	Manager Economic Development
13.2.4	Advocate for the development and promotion of tourism experiences	The Shire is continuing to fund a joint marketing campaign and destination development program with Australia's Golden Outback. The Shire is undertaking a Tourism Signage Strategy to improve way finding in Esperance.	Manager Economic Development
13.2.5	Develop wayfinding and interpretive tourism signage	Working with Tourism Manager to deliver the project.	Director Asset Management

Shire of Esperance

Council Plan July 2024

**Performance**

**Community confidence and trust in Council**

Action Code	Action Name	Comments	Responsible Officer Position
14.1.1	Provide Integrated Planning and Reporting (IPR) framework documents and reviews	Council Plan review completed, subject to inclusion of financial information in September. Annual report collation to commence in August.	Governance & Corporate Support Coordinator
14.1.2	Provide public reports on progress towards achievement of priority projects and outcomes	Provided quarterly report to Council. Annual review of Pulse reporting items uploaded in July, ready for first reporting period of 2024/25.	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	Workshops to review the Long Term Financial Plan will commence with Councillors in the second quarter this financial year.	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 team are working through a large backlog of prerequisites to continue the improvement in business efficiencies.	Manager Information Services

Shire of Esperance

Council Plan July 2024

**A well informed and engaged community**

Action Code	Action Name	Comments	Responsible Officer Position
16.1.1	Review the Communication and Engagement Strategy	<p>Let's Chat - Community Engagement - Currently Reviewing the Shire's Social Media Strategy and relating documents.</p> <p>Let's Promote: Marketing &amp; Public Relations - Development of the Shire's corporate branding continues as we update public facing documents and social media collateral. Councillors regularly attend their community groups and organisations. These can be seen in the OCM minutes.</p> <p>Let's Connect: Digital &amp; Online Communities - We have been working with the Library in reviewing their branding. The Volunteer Resource Centre website is now up and running, creating the go-to place for all things volunteering in Esperance. General maintenance happens on the Shire website to keep it AA rated according to Web Content Accessibility Guidelines (ECAG 2.0 Guidelines).</p>	Manager Marketing & Communications
16.1.2	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)	Booth provided for engagement activities as part of Winter Wonderland.	Chief Executive Officer
16.1.4	Conduct a biennial community survey to assess community priorities and benchmark performance levels	To be conducted first half of 2025.	Manager Marketing & Communications

**Item: 12.4.2**

**Event Funding Request - Converge Esperance 2024**

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

**File Ref: D24/22804**

**Applicant**

Esperance Chamber of Commerce and Industry

**Location/Address**

Within the Shire of Esperance

**Executive Summary**

For Council to consider supporting the Converge Esperance 2024 Business and Industry Forum.

**Recommendation in Brief**

That Council allocate 5,000 towards the Converge Esperance 2024 Business and Industry Forum.

**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-

00523-001

*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. Funding towards the Winter Solstice Festival (\$10,000) and Grounded Hiking Festival (\$10,000) was allocated.

Council recently allocated \$20,000 of Events Seed Funding for the 2024/25 Budget.

**Officer's Comment**

The Esperance Chamber of Commerce and Industry is seeking funding support (see request attached) of \$10,000 to assist in delivering the Esperance Converge 2024 Business and Industry Forum on Friday 1<sup>st</sup> November 2024.

The aim of the event is to deliver a new, annual business and industry forum for Esperance, and to build capacity of the event (in size as well as local and non-local engagement) between the inaugural conference in 2024 and the second conference in 2025. The 2025 event will be held in August/September to build on Esperance calendar of events in the off peak and shoulder season.

The event will leverage a distinct brand, prepared by the Brand Agency, to grow and maximise local expenditure, local business participation and visitation to the region, while increasing positive promotion of the Esperance business and industry sector, major projects, and investments in the region to a wide range of stakeholders.

The conference will be part of a wider engagement campaign to promote Esperance across the State and Australia with a new destination brand (led by the SOE and AGO) and to regularly engage with key stakeholders about the region and its offerings, and to attract and secure increased business and industry investment.

The event objectives include:

- Grow and maximise local expenditure and business participation;
- Celebrate and promote the Esperance business and industry sector;
- Profile major projects and investment opportunities in the region;
- Promote visitation to the region;
- Enable access to knowledge, skills and capacity building from industry leaders and experts from across Australia; and
- Celebration and promotion of the local business community.

The event supports the opportunities identified in the 2022-2027 Shire Events Discussion Paper, including the need to;

- Build on existing relationships with industry organisations and not for profit organisations and not for profit organisations to demonstrate the town is pro event and open for business.
- To attract conventions and symposiums to the region.

The event also supports the meetings, incentives, conferences, and events (MICE) sector which has the potential to generate significant opportunities for Esperance by showcasing the regions diverse offerings fostering industry connections and increasing direct and indirect local spend. The ECCI believe the forum in Esperance will be an opportunity to road test the local capabilities and demonstrate the suitability of Esperance as a MICE destination to external audiences.

The Shire is already providing in kind support with venue hire, IT equipment, technician and assisting with setting up and packing down of the event. The Shire is also a member of the event working group.

As an economic development, sector-wide event, it would be beneficial if the event became Esperance's major annual business event and its influence grew every year. Further support and assistance in future years from the Shire would seem reasonable and recommended, albeit the request may be more aligned to the objectives of the Shire's annual Community Grants Program.

### **Consultation**

Australia's Golden Outback

### **Financial Implications**

The financial implications arising from this report is a \$5,000 contribution from its Event Seed Funding budget of \$20,000.

### **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. [ECCI Converge Esperance 2024 Sponsorship Request](#)

B. [ECCI Converge Esperance 2024 Economic Impact Assessment](#)

**RECOMMENDATION**

**Item: 12.4.2 Event Funding Request - Converge Esperance 2024**

Officer's Recommendation

That Council

1. Allocate \$5,000 towards the Converge Esperance 2024 Business and Industry Forum from the Event Seed Funding budget and;
2. Encourage the ECCI to apply for funding support for future years through the Shire's Community Grants Program.

**MOTION AND DECISION**

**Moved: Cr de Haas**

**Seconded: Cr Starcevich**

**O0824-027**

**Council Resolution**

**That Council**

1. **Allocate \$10,000 towards the Converge Esperance 2024 Business and Industry Forum from the Event Seed Funding budget and;**
2. **Encourage the ECCI to apply for funding support for future years through the Shire's Community Grants Program.**

**CARRIED**

**F4 – A2**

*For: Cr de Haas, Cr Graham, Cr Starcevich, Pres Chambers*

*Against: Cr Flanagan Cr Johnston*

Reason: Council would like to increase the funding for Converge Esperance 2024





10 August 2024

Mr Shane Burge  
Chief Executive Officer  
Shire of Esperance  
PO Box 507  
ESPERANCE WA 6450

Email: [Shane.Burge@esperance.wa.gov.au](mailto:Shane.Burge@esperance.wa.gov.au)

Dear Shane,

**Request for Support - Converge Esperance - Business and Industry Forum**

The Esperance Chamber of Commerce & Industry (ECCI), in partnership with the Goldfields Esperance Development Commission (GEDC), will host the inaugural 'Converge Esperance' Forum at the Esperance Civic Centre on Friday 1 November 2024.

Centred on the themes of *celebration*, *confidence* and *connection*, the forum is a new business and industry event designed to celebrate local businesses, build confidence and foster connections while maximising local expenditure, business participation, visitation, and investment into the Goldfields-Esperance region.

Held annually, Converge Esperance will feature high-quality presentations, entertaining discussions and debate, networking events, workshops, tours, and sessions to inspire confidence, build business capability and resilience, and support economic diversification. The forum will also integrate with broader marketing campaigns which promote Esperance as a tourism destination.

Steven Bradbury OAM, motivational speaker and Australia's First Winter Olympic Gold Medallist, has been confirmed as the keynote presenter for this year's event. Aaron Morey, Chief Economist at the Chamber of Commerce & Industry WA, will share his insights on the West Australian economy, the emerging macro-economic trends influencing business and industry and the unique opportunities and challenges facing the business sector. They will be joined by a strong line up of local, intrastate, and interstate speakers covering themes including tourism, connectivity, infrastructure, regional liveability, small business, retail and major projects.

Converge Esperance will initially target 150 delegates with a projected budget of \$124,000. This conservative target aligns with refurbishment works the Esperance Civic Centre. In 2025, the forum will target 300+ conference delegates with a projected budget of \$163,000. Additionally, the 2025 event will be held in June to increase the number of events held in the Esperance tourism off-season.

Proud Sponsors:



Suite 4/98 Dempster Street  
PO Box 817 Esperance WA 6450



08 9071 5142



[admin@esperancececi.com.au](mailto:admin@esperancececi.com.au)



**Table 1 – 2024 Converge Esperance Event Budget**

Item	Cost
<b>Income</b>	
Ticket sales	\$11,375
Sponsorships	\$40,000
Partnerships	\$77,000
<b>Total (ex GST)</b>	<b>\$128,375</b>
<b>Expenses</b>	
Staffing and event management	\$15,490
Marketing and promotion	\$25,500
Technical and audio visual	\$4,080
Speaker related fees	\$38,000
Catering	\$13,600
Other	\$16,050
Event Contingency (10%)	\$11,272
<b>Total (ex GST)</b>	<b>\$123,992</b>
<b>Event Profit/loss</b> (all proceeds reinvested into event for the following year)	<b>\$4,383</b>
<b>Value of in-kind support</b> (staff time, administration and venue items)	<b>\$37,560</b>

*\*2025 Budget expected to be a 27% increase on 2024, totalling \$163,000.*

Forum expenses will be covered by a range of sources including partnerships, sponsorships, and ticket sales, with any proceeds reinvested into future events. The ECCI has secured support from the Goldfields-Esperance Development Commission (GEDC). The GEDC will provide a total of \$72,000 over the next two (2) years to develop an event brand, and subsidise the cost of speaker fees, accommodation and ticket sales.

Evidently, the Shire of Esperance (the Shire) has allocated funding in its 2024/25 municipal budget to seed-fund new events and attract conferences to the region. The ECCI seeks the Shire's consideration of a financial contribution towards the forum to enable increased economic prosperity of the region. The ECCI proposes this contribution would be in the order of \$10,000 as per previous requests granted by the Shire in the 2023/24 budget. This would go a long way to ensuring the success of our inaugural event, setting us up to deliver the event annually.

The Shire's 2021 Tourism Strategy recognised ECCI's role in providing influential representation and advocacy on behalf of the local business community including the tourism industry. The forum aligns to several of the Strategy's strategic priorities, including the need for:

- A regular schedule of events, supported by hero events, in the shoulder or off season;
- Experience development workshops with tourism operators and investors; and
- Increased familiarisations, network evenings and other industry development initiatives.

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Current Winter Events include the Winter Solstice Festival, Winter Wonderland & Well Seasoned music festival. Aiming to host Converge Esperance 2025 in August, our event diversifies the offerings, aligning with all three of the above points. As stated earlier, the timing of the 2024 event was due to refurbishment works at the Civic Centre.

Further, Converge Esperance supports the opportunities identified in the 2022-2027 Shire of Esperance Events Discussion Paper, including the need to:

- Build on existing relationships with industry organisations and not for profit organisations to demonstrate the town is 'pro-event' and open for business;
- Advocate for training and education opportunities for locals; and
- To attract conventions and symposiums to the region.

Notably, the meetings, incentives, conferences, and events (MICE) sector is a resurging market segment of Australian tourism. The MICE sector has the potential to generate significant opportunities for Esperance by showcasing the region's diverse offerings, fostering industry connections, and increasing direct and indirect local spending.

The ECCI considers the staging of the forum in Esperance will provide an opportunity to road-test local capabilities and demonstrate the suitability of Esperance as a MICE destination to external audiences.

Please find attached the Economic Impact Model, prepared by the GEDC, to estimate the economic benefits to the Esperance economy from delivering the Converge Esperance Business & Industry Forum across a three-year period from 2024 – 2026. It outlines visitation and expenditure assumptions with the Tourism and Expenditure Impact Summaries clearly showing a Direct Effect, Supply-Chain Flow On and Consumption Flow On culminating in a total impact of nearly \$635,000 over the three years. With the impact growing each year, the ECCI hopes the Shire will see the value of supporting this event in its inaugural year to ensure the success of the event in 2024 and into the future.

Shane, I welcome your consideration of this request. For further information, please contact me on 9071 5142 or [eo@esperancecci.asn.au](mailto:eo@esperancecci.asn.au).

Yours sincerely,

Jennifer Obourne  
**Executive Officer**  
**Esperance Chamber of Commerce & Industry**

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Suite 4/98 Dempster Street  
PO Box 817 Esperance WA 6450



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## Converge Esperance 2024 – 2026 Economic Impact Model

Prepared by the Goldfields Esperance Development Commission

1<sup>st</sup> July 2024

### Aims

This model aims to estimate the economic benefits to the Esperance economy from delivering the Converge Esperance Business & Industry Forum across a three-year period from 2024 – 2026.

Economic benefits are derived from benefits of visitation from travelling delegates and presenters attending the Converge events from outside the Esperance region as well as direct expenditure in the local economy from the delivery of the events.

### Methodology & Assumptions

Data informing this model is sourced from REMPLAN (2024) and the Converge Esperance 2024 budget estimates (ECCL, 2024).

#### General Assumptions

- The event will run for three consecutive years from 2024 – 2026, with each event being held in Esperance, WA.
- The event would grow in scale over the course of three years expanding from a 1-day event in the first year, to a 2-day event in the second and third years.
- In each year, there are opportunities for activities (such as workshops and tours) to be held either side of the main event. This adds an additional 1x day to each year's event.
  - Year 1: 2-days (1x day forum and 1x day worth of add-on events)
  - Years 2 & 3: 3-days (2x day forum and 1x days' worth of add-on events OR a 1x day forum with 2x days of add on events)

#### Visitation Impact Assumptions

- The proportion of attendees from outside the region would grow over the three years as the profile of the event is raised.
  - Year 1: 6x visiting speakers & 16x visiting delegates = 15% of the total attendees.
  - Year 2: 10x visiting speakers & 50x visiting delegates = 30% of the total attendees.
  - Year 3: 10x visiting speakers & 65x visiting delegates = 30% of the total attendees.
- Visitors will stay 1x additional night to the main event in each year to accommodate travel, with the average cost of accommodation @ \$300/night.
  - Year 1: 2x night stay = \$600 pp
  - Years 2 & 3: 3x night stay = \$900 pp (each year)
- Travel to and from Esperance is not included in this model as the beneficiaries of this expenditure (i.e. airlines, car rental companies and fuel stations) are outside the region.
  - The model will consider the costs of 1x return taxi trip from the airport to town centre @ \$150 per person.
- The event will cover the costs of some meals but it is estimated that visitors will purchase some meals outside of the event (i.e. breakfasts and dinners).
  - Year 1: \$125 per person (2x Breakfast @ \$25, 1x Lunch @ \$30 & 1x dinner @ \$45).
  - Years 2 & 3: \$240 per person (3x Breakfasts @ \$25, 1x lunch @ \$30 & 3x dinners @ \$45, in each year).

**Table 1. Visitation Assumptions for the Converge Esperance Economic Impact Model**

Visitation Assumptions	Year 1: 2024	Year 2: 2025	Year 3: 2026
Total attendees	150	200	250
Visitors (outside the region)	22 (15%)	60 (30%)	75 (30%)
• Speakers	6	10	10
• Delegates	16	50	65
Duration of stay for visitors	2 nights	3 nights	3 nights
Accommodation expenses	\$600pp	\$900pp	\$900pp
Travel expenses (excl. flights)	\$150pp	\$150pp	\$150pp
Meals (excl. event catering)	\$175pp	\$240pp	\$240pp
Total Per Person (pp) expense	\$925	\$1,265	\$1,265
<b>Total Direct Expenditure</b>	<b>\$20,350</b>	<b>\$77,400</b>	<b>\$115,500</b>



#### Event Expenditure Assumptions

- The impact to the Esperance economy from the event is estimated based on total economic output. Economic output is all the expenses on local trade to deliver elements of the event, including catering, photography, venue hire, tech support and more.
- Expenditure assumptions including supply-chain flow on effects and consumption flow on effects are determined based on the output categories assigned to each line item within REMPLAN. These are listed in table 2 below.
- A 10% contingency has been included into the total event expenditure to account for changes to estimated line items, fluctuations in the costs of goods & services over time and unforeseen expenses.

**Table 2. Expenditure Assumptions for the Converge Esperance Economic Impact Model**

<b>Expenditure Assumptions</b>	<b>REMPAN category</b>	<b>Year 1: 2024</b>	<b>Year 2: 2025</b>	<b>Year 3: 2026</b>
Staffing Expenses	Employment	\$15,490	\$15,490	\$15,490
Printing & Advertisements	Publishing	\$8,000	\$8,000	\$8,000
Ticketing & Website	Internet Publishing	\$1,500	\$1,500	\$1,500
Photography & Welcome to Country	Professional & Technical Services	\$5,500	\$5,500	\$5,500
Tech & Audio-visual support	Computer systems & related services	\$2,500	\$2,500	\$2,500
Tours & bus hire	Transport support services	\$500	\$500	\$500
Catering	Food & Beverage Services	\$13,600	\$18,950	\$24,000
Merchandise & venue costs	Retail trade	\$5,550	\$6050	\$6050
Contingency	Other	\$5,264	\$5,849	\$6,354
<b>Total Direct Expenditure</b>	-	<b>\$57,904</b>	<b>\$64,339</b>	<b>\$69,894</b>

## Economic Impact Model

### Tourism Impact Summary

TOURISM IMPACT SUMMARY REPORT: CONVERGE ESPERANCE 2024 - 2026				
IMPACT	Direct Effect	Supply-Chain Flow On	Consumption Flow on	Total
YEAR 1	\$20,350.00	\$5,936.00	\$5,496.00	\$31,782.00
YEAR 2	\$77,400.00	\$22,137.00	\$21,090.00	\$120,627.00
YEAR 3	\$115,500.00	\$35,091.00	30,604.00	\$181,195.00
<b>TOTAL</b>	<b>\$213,250.00</b>	<b>\$63,164.00</b>	<b>\$57,190.00</b>	<b>\$333,604.00</b>

### Expenditure Impact Summary

ECONOMIC OUTPUT SUMMARY REPORT: CONVERGE ESPERANCE 2024 - 2026				
IMPACT	Direct Effect	Supply-Chain Flow On	Consumption Flow On	Total
YEAR 1	\$57,904.00	\$12,316.00	\$20,491.00	\$90,711.00
YEAR 2	\$64,339.00	\$13,826.00	\$22,585.00	\$100,749.00
YEAR 3	\$69,894.00	\$15,116.00	\$24,382.00	\$109,393.00
<b>TOTAL</b>	<b>\$192,137.00</b>	<b>\$41,258.00</b>	<b>\$67,458.00</b>	<b>\$300,853.00</b>

### Total Impact (Visitation + Expenditure)

Impact	Visitation Impact	Expenditure	Total
YEAR 1	\$31,782.00	\$90,711.00	\$122,493.00
YEAR 2	\$120,627.00	\$100,749.00	\$221,376.00
YEAR 3	\$181,195.00	\$109,393.00	\$290,588.00
<b>TOTAL</b>	<b>\$333,604.00</b>	<b>\$300,853.00</b>	<b>\$634,457.00</b>

### Outcome

***The total estimated economic output of the Converge Esperance Business & Industry Forum to the local Esperance economy is ~\$635,000 between 2024 – 2026.***

### **13. REPORTS OF COMMITTEES**

#### **Item: 13.1**

#### **Amendment to Risk Management Policy**

<b>Author/s</b>	Sarah Walsh Steve Stock	Coordinator Governance & Corporate Support Manager Human Resources
<b>Authoriser/s</b>	Felicity Baxter	Director Corporate and Community Services

**File Ref: D24/18189**

#### **Applicant**

Internal

#### **Location/Address**

N/A

#### **Executive Summary**

For Council to consider adopting the Risk Management Policy inclusive of amendments, inclusions and deletions as reviewed.

#### **Recommendation in Brief**

That Council adopt the Risk Management Policy inclusive of amendments, inclusions and deletions as reviewed.

#### **Background**

Based on changes to the Work Health and Safety Act, Work Health and Safety (General) Regulations and the Workers Compensation and Injury Management Act in Western Australia a review of the WHS Plan and WHS Safe Work Procedures was undertaken. It was viewed as prudent to include a review of the Risk Management Policy as part of this review. The most significant changes to the Policy are changes to the Financial Impact Ratings in the Risk Assessment Criteria (see attached).

The proposed amendments to the Risk Management Policy were put to the Audit Committee at their meeting held 7 August 2024, with the following being recommended;

AU0824-001

That the Audit Committee; recommend that Council adopt the Risk Management Policy inclusive of amendments, inclusions and deletions as reviewed.

#### **Officer's Comment**

The Risk Management Policy has been reviewed with the following changes being proposed;

- Updated purpose
- Include more specific scope
- Amend definition for Risk
- Remove definition for Risk Management
- Add definitions for CEO, Councillor, Risk Appetite, SOE and WHS
- Minor wording changes to practice section
- Replace risk tables with updated information
- Update referencing documents

For more details on the changes, please refer to the amended document attached to this report.



### **Consultation**

Coordinator Workplace Health and Safety  
Manager Human Resources  
Executive Management Team  
Audit Committee

### **Financial Implications**

Nil

### **Asset Management Implications**

Nil

### **Statutory Implications**

*Local Government Act 1995*  
*Work Health and Safety Act 2020*  
*Work Health and Safety (General) Regulations 2022*  
*Workers Compensation and Injury Management Act 2023*

### **Policy Implications**

Risk Management Policy

### **Strategic Implications**

Council Plan 2022 – 2032  
*Performance - Outcome 15. Operational excellence and financial sustainability*  
Objective 15.1. Provide responsible, agile and innovative planning and resource management.

### **Environmental Considerations**

Nil

### **Attachments**

- A. Amended Risk Management Policy (tracked changes)
- B. Amended Risk Management Policy (Clean)

## **RECOMMENDATION AND DECISION**

### **Item: 13.1 Amendment to Risk Management Policy**

**Moved:** Cr Flanagan  
**Seconded:** Cr Starcevich

**O0824-028**

#### **Council Resolution**

**That Council adopt the Risk Management Policy inclusive of amendments, inclusions and deletions as reviewed.**

**CARRIED  
F6 - A0**

*For: Cr de Haas, Cr Flanagan, Cr Graham, Cr Starcevich, Cr Johnston, Pres Chambers*



## POL 0015: Risk Management

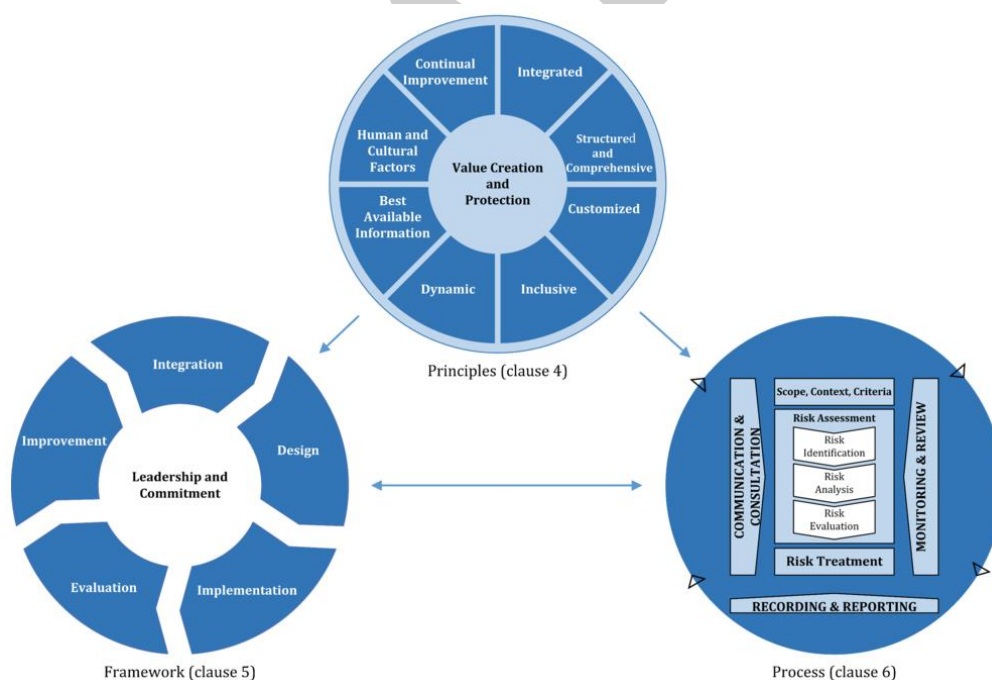
### Purpose

The Shire of Esperance's Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives. The purpose of risk management is to reduce the potential effects of risk by reducing liability, preventing litigation and improving loss control.

This Policy and the Shire's Risk Management Procedures manual form the Risk Management Framework for the Shire of Esperance ("the Shire"). They set out the Shire's approach to the identification, assessment, management, reporting and monitoring of risks. All components of these documents are based on Australia/New Zealand Standard ISO 31000:2018 Risk Management.

It is essential that all areas of the Shire adopt these procedures to ensure-

1. Strong corporate governance.
2. Compliance with relevant legislation, regulations and internal policies.
3. Integrated Planning and Reporting requirements are met.
4. Uncertainty and its effects on objectives is understood.



### Risk Management Process (Source: AS/NZS 31000:2018)

The Shire of Esperance's ("the Shire") Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives.

## Scope

This policy covers all operations of the organisation including but not limited to all workers, contractors, visitors and volunteers. The key drivers for risk management are Managements responsibility This Policy applies to all Shire of Esperance employees.

## Definitions

**CEO:** Chief Executive Officer

**Councillor:** a member of an elected group of local government representatives

**Risk:** a situation involving exposure to danger Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected — positive, negative, or both and can address, create or result in opportunities and threats.

Note 2: Objectives can have different aspects and categories and can be applied at different levels.

Note 3: Risk is usually expressed in terms of risk sources, potential events, their consequences, and their likelihood.

**Risk Appetite:** the amount and type of risk that an organisation is willing to accept whilst pursuing its objectives.

**Risk Management:** Coordinated activities to direct and control an organisation with regard to risk. **SOE:** Shire of Esperance

**WHS:** Work Health and Safety

## Practice

It is the Shire's Policy to achieve best practice ~~(aligned with AS/NZS ISO 31000:2018 Risk management)~~, in the management of all risks that may affect the ~~Shire~~ **SOE**, its customers, people, assets, functions, objectives, operations or members of the public.

Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.

Council shall determine the ~~R~~ **risk** ~~M~~ **management** policy for the ~~Shire~~ **SOE**. The Shire's Executive Management Team will communicate the *Risk Management Policy* and Objectives and determine Procedures for the implementation of Risk Management, as well as direct and monitor practice and performance.

Every Councillor, ~~employee~~ **worker**, volunteer and contractor within the ~~Shire~~ **SOE** is recognised as having a role in risk management, from the identification of risks, to implementing risk treatments and shall be invited and encouraged to participate in the process.

Consultants may be retained at times to advise and assist in the risk management process or management of specific risks or categories of risk.

#### Risk Management Objectives

1. Optimise the achievement of our vision, mission, strategies, goals and objectives.
2. Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
3. Enhance risk versus return within our risk appetite.
4. Embed appropriate and effective controls to mitigate risk.
5. Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
6. Enhance organisational resilience.
7. Identify and provide for the continuity of critical operations.

#### Risk Appetite

The Shire has defined its risk appetite through the development and endorsement of the Shire's *Risk Assessment ~~and Acceptance~~ Criteria*. The criteria ~~are subject~~is subjected to ongoing review in conjunction with this policy.

All organisational risks to be reported at a corporate level are to be assessed according to the Shire's *Risk Assessment ~~and Acceptance~~ Criteria* to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

#### Roles, Responsibilities & Accountabilities

The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures Operational Document.

#### Monitor and Review

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by Council and will be reviewed biennially.



Appendix A – Risk Assessment and Acceptance Criteria

Applied Risk Matrix			Consequence				
			Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	Almost Certain	5	(5) Moderate	(10) High	(15) High	(20) Extreme	(25) Extreme
	Likely	4	(4) Low	(8) Moderate	(12) High	(16) High	(20) Extreme
	Possible	3	(3) Low	(6) Moderate	(9) Moderate	(12) High	(15) High
	Unlikely	2	(2) Low	(4) Low	(6) Moderate	(8) Moderate	(10) High
	Rare	1	(1) Low	(2) Low	(3) Low	(4) Low	(5) Moderate

Measures of Likelihood			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances (>90% chance)	More than once per year
4	Likely	The event will probably occur in most circumstances (>50% chance)	At least once per year
3	Possible	The event should occur at some time (20% chance)	At least once in 3 years
2	Unlikely	The event could occur at some time (<10% chance)	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances (<5% chance)	Less than once in 15 years

<u>Rating (Level)</u>	<u>Health</u>	<u>Financial Impact</u>	<u>Service Interruption</u>	<u>Compliance</u>	<u>Reputational</u>	<u>Property</u>	<u>Environmental</u>
<b><u>Insignificant (1)</u></b>	<u>Near miss. Minor first aid injuries</u>	<u>Less than \$20,000</u>	<u>No material service interruption</u>	<u>No noticeable regulatory or statutory impact</u>	<u>Unsubstantiated, low impact, low profile or 'no news' item</u>	<u>Inconsequential damage.</u>	<u>Contained, reversible impact managed by on site response</u>
<b><u>Minor (2)</u></b>	<u>Medical type injuries</u>	<u>\$20,001 - \$500,000</u>	<u>Short term temporary interruption – backlog cleared &lt; 1 day</u>	<u>Some temporary non-compliances</u>	<u>Substantiated, low impact, low news item</u>	<u>Localised damage rectified by routine internal procedures</u>	<u>Contained, reversible impact managed by internal response</u>
<b><u>Moderate (3)</u></b>	<u>Lost time injury &lt;30 days</u>	<u>\$500,001 - \$1.5 Million</u>	<u>Medium term temporary interruption – backlog cleared by additional resources</u>	<u>Short term non-compliance but with significant regulatory requirements imposed</u>	<u>Substantiated, public embarrassment, moderate impact, moderate news profile</u>	<u>Localised damage requiring external resources to rectify</u>	<u>Contained, reversible impact managed by external agencies</u>
<b><u>Major (4)</u></b>	<u>Lost time injury &gt;30 days</u>	<u>\$1.5 Mil - \$3 Million</u>	<u>&lt; 1 week</u>	<u>Non-compliance results in termination of services or imposed penalties</u>	<u>Substantiated, public embarrassment, high impact, high news profile, third party actions</u>	<u>Significant damage requiring internal and external resources to rectify</u>	<u>Uncontained, reversible impact managed by a coordinated response from external agencies</u>
<b><u>Catastrophic (5)</u></b>	<u>Fatality, permanent disability</u>	<u>More than \$3 Million</u>	<u>Prolonged interruption of services – additional resources; performance affected</u>	<u>Non-compliance results in litigation, criminal charges or significant damages or penalties</u>	<u>Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions</u>	<u>Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment and building</u>	<u>Uncontained, irreversible impact</u>

<u>Existing Controls Rating</u>		
<u>Rating</u>	<u>Foreseeable</u>	<u>Description</u>
<u>Effective</u>	<u>There is little scope for improvement</u>	<ol style="list-style-type: none"> <li>1. <u>Process (controls) operating as intended and aligned to policies / procedures</u></li> <li>2. <u>Subject to ongoing monitoring</u></li> <li>3. <u>Reviewed and tested regularly</u></li> </ol>
<u>Adequate</u>	<u>There is some scope for improvement</u>	<ol style="list-style-type: none"> <li>1. <u>Processes (controls) generally operating as intended, however inadequacies exist</u></li> <li>2. <u>Nil or limited monitoring</u></li> <li>3. <u>Reviewed and tested, but not regularly</u></li> </ol>
<u>Inadequate</u>	<u>There is a need for improvement or action</u>	<ol style="list-style-type: none"> <li>1. <u>Processes (controls) not operating as intended</u></li> <li>2. <u>Processes (controls) do not exist, or are not being complied with</u></li> <li>3. <u>Have not been reviewed or tested for some time</u></li> </ol>

<u>Risk Acceptance Criteria</u>			
<u>Risk Rating</u>	<u>Description</u>	<u>Criteria</u>	<u>Responsibility</u>
<u>Low</u>	<u>Acceptable</u>	<u>Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring</u>	<u>Supervisor / Team Leader</u>
<u>Moderate</u>	<u>Monitor</u>	<u>Risk acceptance with adequate controls, managed by specific procedures and subject to semi-annual monitoring</u>	<u>Service Manager</u>
<u>High</u>	<u>Urgent Attention Required</u>	<u>Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring</u>	<u>Executive Management Group</u>
<u>Extreme</u>	<u>Unacceptable</u>	<u>Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring</u>	<u>CEO and Council</u>



Risk Treatment & Review Timeframes				
<u>Risk Rating</u>	<u>Description</u>	<u>Risk Treatment</u>	<u>Responsibility</u>	<u>Risk Review</u>
<u>Low</u> <u>(1-4)</u>	<u>Acceptable</u>	<u>Treated within 6 months</u>	<u>Supervisor / Team Leader</u>	<u>Review every 6 months</u>
<u>Moderate</u> <u>(5-9)</u>	<u>Monitor</u>	<u>Treated within 3 months</u>	<u>Service Manager</u>	<u>Review every 3 months</u>
<u>High</u> <u>(10-16)</u>	<u>Urgent Attention Required</u>	<u>Treated within 2 weeks</u>	<u>Executive Management Group</u>	<u>Review within 2 weeks then monthly</u>
<u>Extreme</u> <u>(20-25)</u>	<u>Unacceptable</u>	<u>Treated within 1 week</u>	<u>CEO and Council</u>	<u>Review every 2 weeks</u>



## Appendix A – Risk Assessment and Acceptance Criteria

Shire of Esperance Measures of Consequence							
Rating (Level)	Safety / Health (Physical)	Safety / Health (Psychological)	Financial Impact	Service Interruption	Compliance	Reputational	Environment
Insignificant (1)	Negligible injuries/ First aid injuries	Temporary, no leave taken, short term with full recovery	Less than \$5,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Contained, reversible impact managed by on site response
Minor (2)	Medical type injuries (<= 9 days lost time)	Sick leave, short term impact, recovery 1-3 weeks	\$5,001 – \$50,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non-compliances	Substantiated, low impact, low news item	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries (10 days – 3 months lost time)	Significant non-permanent, longer term illness, recovery 1-6 months	Up to \$500,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Contained, reversible impact managed by external agencies
Major (4)	Medical type injuries (> 3 months lost time)	Longer term illness, severe trauma, extended incapacity	Up to \$1.5M	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	Death, permanent severely disabling illness, e.g. Post-Traumatic Stress Disorder	More than \$1.5M	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Uncontained, irreversible impact

Shire-of-Esperance-Risk-Matrix						
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate-(5)	High-(10)	High-(15)	Extreme-(20)	Extreme-(25)
Likely	4	Low-(4)	Moderate-(8)	High-(12)	High-(16)	Extreme-(20)
Possible	3	Low-(3)	Moderate-(6)	Moderate-(9)	High-(12)	High-(15)
Unlikely	2	Low-(2)	Low-(4)	Moderate-(6)	Moderate-(8)	High-(10)
Rare	1	Low-(1)	Low-(2)	Low-(3)	Low-(4)	Moderate-(5)

Shire-of-Esperance-Risk-Acceptance-Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW (1-4)	Acceptable	Risk-acceptable-with-adequate-controls-managed-by-routine-procedures-and-subject-to-annual-monitoring	Operational-Manager
MODERATE (5-9)	Monitor	Risk-acceptable-with-adequate-controls-managed-by-specific-procedures-and-subject-to-semi-annual-monitoring	Operational-Manager
HIGH (10-16)	Urgent-Attention-Required	Risk-acceptable-with-effective-controls-managed-by-senior-management/-executive-and-subject-to-monthly-monitoring	Director-/CEO
EXTREME (17-25)	Unacceptable	Risk-only-acceptable-with-excellent-controls-and-all-treatment-plans-to-be-explored-and-implemented-where-possible-managed-by-highest-level-of-authority-and-subject-to-continuous-monitoring	CEO-/Council

Shire of Esperance Existing Controls Ratings		
Rating	Foreseeable	Description
Effective	There is little scope for improvement.	Controls are fully in place, are being well-addressed / complied with, are subject to ongoing maintenance and monitoring and are being continuously reviewed and tested
Adequate	There is some scope for improvement.	Controls are in place, are being addressed / complied with and are subject to periodic review and testing
Inadequate	A need for corrective and / or improvement actions exist.	Controls do not exist, or are not being addressed / complied with, or have not been reviewed or tested for some time

.....End.....



#### Document Information

Responsible Position	Manager Human Resources
Risk Rating	Medium

#### Referencing Documents

- *Local Government Act 1995*
- ~~*Work health and Safety Act 2020 (WA)*~~
- ~~*Australia/New Zealand Standard ISO 31000:2018 Risk Management:*~~
- *Risk Management Framework*
- *Risk Assessment Criteria*

#### Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Feb 2013		D13/4305[v1]	Draft policy		
Apr 2013	1		New policy	O0413-017	Apr 2015
Jun 2013		D13/4305[v2]	Draft policy		
Nov 2014	2	D14/23268		O1114-022	Nov 2016
Mar 2018	3	D16/29010	Biennial review, update document controller	O0318-073	Mar 2020
Nov 2019	4	D16/29010[v2]	Biennial review, no change	O1119-248	Nov 2021
Oct 2020	5	D16/29010[v3]	Update ISO standard reference	O1020-317	Oct 2022
Jan 2022	6	D16/29010[v4]	Biennial review, no change	O0122-012	Jan 2024
Nov 2023	7	D16/29010[v5]	Biennial review, no change.	O1123-189	Nov 2025



## POL 0015: Risk Management

### COUNCIL POLICY

#### Purpose

The Shire of Esperance's Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives. The purpose of risk management is to reduce the potential effects of risk by reducing liability, preventing litigation and improving loss control.

#### Scope

This policy covers all operations of the organisation including but not limited to all workers, contractors, visitors and volunteers. The key drivers for risk management are Managements responsibility.

#### Definitions

**CEO:** Chief Executive Officer

**Councillor:** a member of an elected group of local government representatives

**Risk:** a situation involving exposure to danger

**Risk Appetite:** the amount and type of risk that an organisation is willing to accept whilst pursuing its objectives.

**SOE:** Shire of Esperance

**WHS:** Work Health and Safety

#### Practice

It is the Shire's Policy to achieve best practice in the management of all risks that may affect the SOE, its customers, people, assets, functions, objectives, operations or members of the public.

Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.

Council shall determine the Risk Management policy for the SOE. The Shire's Executive Management Team will communicate the *Risk Management Policy* and Objectives and determine Procedures for the implementation of Risk Management, as well as direct and monitor practice and performance.

Every Councillor, worker, volunteer and contractor within the SOE is recognised as having a role in risk management, from the identification of risks, to implementing risk treatments and shall be invited and encouraged to participate in the process.

Consultants may be retained at times to advise and assist in the risk management process or management of specific risks or categories of risk.

### Risk Management Objectives

1. Optimise the achievement of our vision, mission, strategies, goals and objectives.
2. Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
3. Enhance risk versus return within our risk appetite.
4. Embed appropriate and effective controls to mitigate risk.
5. Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
6. Enhance organisational resilience.
7. Identify and provide for the continuity of critical operations.

### Risk Appetite

The Shire has defined its risk appetite through the development and endorsement of the Shire's *Risk Assessment Criteria*. The criteria is subjected to ongoing review in conjunction with this policy.

All organisational risks to be reported at a corporate level are to be assessed according to the Shire's *Risk Assessment Criteria* to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

### Roles, Responsibilities & Accountabilities

The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures Operational Document.

### Monitor and Review

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by Council and will be reviewed biennially.

Appendix A – Risk Assessment and Acceptance Criteria

Applied Risk Matrix			Consequence				
			Insignificant	Minor	Moderate	Major	Catastrophic
			1	2	3	4	5
Likelihood	Almost Certain	5	(5) Moderate	(10) High	(15) High	(20) Extreme	(25) Extreme
	Likely	4	(4) Low	(8) Moderate	(12) High	(16) High	(20) Extreme
	Possible	3	(3) Low	(6) Moderate	(9) Moderate	(12) High	(15) High
	Unlikely	2	(2) Low	(4) Low	(6) Moderate	(8) Moderate	(10) High
	Rare	1	(1) Low	(2) Low	(3) Low	(4) Low	(5) Moderate

Measures of Likelihood			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances (>90% chance)	More than once per year
4	Likely	The event will probably occur in most circumstances (>50% chance)	At least once per year
3	Possible	The event should occur at some time (20% chance)	At least once in 3 years
2	Unlikely	The event could occur at some time (<10% chance)	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances (<5% chance)	Less than once in 15 years



Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environmental
<b>Insignificant (1)</b>	Near miss. Minor first aid injuries	Less than \$20,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential damage.	Contained, reversible impact managed by on site response
<b>Minor (2)</b>	Medical type injuries	\$20,001 - \$500,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non-compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
<b>Moderate (3)</b>	Lost time injury <30 days	\$500,001 - \$1.5 Million	Medium term temporary interruption – backlog cleared by additional resources	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
<b>Major (4)</b>	Lost time injury >30 days	\$1.5 Mil - \$3 Million	< 1 week	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal and external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
<b>Catastrophic (5)</b>	Fatality, permanent disability	More than \$3 Million	Prolonged interruption of services – additional resources; performance affected	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment and building	Uncontained, irreversible impact

Existing Controls Rating		
Rating	Foreseeable	Description
<b>Effective</b>	There is little scope for improvement	<ol style="list-style-type: none"> <li>1. Process (controls) operating as intended and aligned to policies / procedures</li> <li>2. Subject to ongoing monitoring</li> <li>3. Reviewed and tested regularly</li> </ol>
<b>Adequate</b>	There is <u>some</u> scope for improvement	<ol style="list-style-type: none"> <li>1. Processes (controls) generally operating as intended, however inadequacies exist</li> <li>2. Nil or limited monitoring</li> <li>3. Reviewed and tested, but not regularly</li> </ol>
<b>Inadequate</b>	There is a <u>need</u> for improvement or action	<ol style="list-style-type: none"> <li>1. Processes (controls) not operating as intended</li> <li>2. Processes (controls) do not exist, or are not being complied with</li> <li>3. Have not been reviewed or tested for some time</li> </ol>

Risk Acceptance Criteria			
Risk Rating	Description	Criteria	Responsibility
<b>Low</b>	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Supervisor / Team Leader
<b>Moderate</b>	Monitor	Risk acceptance with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Service Manager
<b>High</b>	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Executive Management Group
<b>Extreme</b>	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO and Council

Risk Treatment & Review Timeframes				
Risk Rating	Description	Risk Treatment	Responsibility	Risk Review
Low (1-4)	Acceptable	Treated within 6 months	Supervisor / Team Leader	Review every 6 months
Moderate (5-9)	Monitor	Treated within 3 months	Service Manager	Review every 3 months
High (10-16)	Urgent Attention Required	Treated within 2 weeks	Executive Management Group	Review within 2 weeks then monthly
Extreme (20-25)	Unacceptable	Treated within 1 week	CEO and Council	Review every 2 weeks

.....End.....

#### Document Information

Responsible Position	Manager Human Resources
Risk Rating	Medium

#### Referencing Documents

- *Local Government Act 1995*
- 
- *Risk Management Framework*
- *Risk Assessment Criteria*

#### Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Feb 2013		D13/4305[v1]	Draft policy		
Apr 2013	1		New policy	O0413-017	Apr 2015
Jun 2013		D13/4305[v2]	Draft policy		
Nov 2014	2	D14/23268		O1114-022	Nov 2016
Mar 2018	3	D16/29010	Biennial review, update document controller	O0318-073	Mar 2020
Nov 2019	4	D16/29010[v2]	Biennial review, no change	O1119-248	Nov 2021
Oct 2020	5	D16/29010[v3]	Update ISO standard reference	O1020-317	Oct 2022
Jan 2022	6	D16/29010[v4]	Biennial review, no change	O0122-012	Jan 2024
Nov 2023	7	D16/29010[v5]	Biennial review, no change.	O1123-189	Nov 2025

**Item: 13.2**

**Minutes of the Audit Committee**

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

**File Ref: D24/22652**

**Attachments**

- [A1.](#) Minutes - Audit Committee Meeting - 7 August 2024

**RECOMMENDATION AND DECISION**

**Item: 13.2 Minutes of the Audit Committee**

**Moved:** Cr Flanagan

**Seconded:** Cr Johnston

**O0824-029**

**Council Resolution**

**That Council accept the unconfirmed minutes of the Audit Committee Meeting held on the 7<sup>th</sup> August 2024.**

**CARRIED**

**F6 - A0**

*For: Cr de Haas, Cr Flanagan, Cr Graham, Cr Starcevich, Cr Johnston, Pres Chambers*



**Shire of Esperance**

**AUDIT COMMITTEE**

**WEDNESDAY 7 AUGUST 2024**

**MINUTES**



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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.



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**SHIRE OF ESPERANCE**

**MINUTES**

**AUDIT COMMITTEE MEETING HELD IN COUNCIL MEETING ROOM ON  
7 August 2024  
COMMENCING AT 11:00AM**

**1. OFFICIAL OPENING**

The Chief Executive Officer declared the meeting open at 11:00am and then called for a chair. Cr Flanagan was nominated and voted in. Cr Flanagan took the chair.

**2. ATTENDANCE**

**Members**

Cr S Flanagan	Shire of Esperance (Presiding Member)
Pres R Chambers	Shire of Esperance
Cr G Johnston	Shire of Esperance

**Shire Officers**

Mr S Burge	Chief Executive Officer
Ms R Hamilton	Manager Financial Services
Mrs F Baxter	Director Corporate & Community Services

**Members of the Public & Press**

**3. APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE**

Cr S McMullen	Shire of Esperance	Granted Leave
Mr K Mills	Community Representative	

**4. PUBLIC QUESTION TIME**

Nil Questions

**5. DEPUTATIONS, PRESENTATIONS, INSPECTIONS, PETITIONS**

Nil

**6. DECLARATION OF MEMBERS INTERESTS**

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

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

**6.3 Declarations of Impartiality Interests – Admin Regulations Section 34c**  
Nil

Audit Committee: Minutes  
7 August 2024

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7. **CONFIRMATION OF MINUTES**

Moved: Cr Johnston  
Seconded: Pres Chambers

AU0824-130

That the Minutes of the Audit Committee Meeting of the 5 March 2024 be confirmed as a true and correct record.

**CARRIED**  
**F3 – A0**

*For: Cr Johnston, Cr Flanagan, Pres Chambers*

8. **NEW BUSINESS OF AN URGENT NATURE**

Nil

Audit Committee: Minutes  
7 August 2024

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## **9. MATTERS REQUIRING A DETERMINATION OF COMMITTEE**

### **Item: 9.1**

#### **Risk Register and Audit Regulation 17 Action Update**

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

**File Ref: D24/6012**

#### **Applicant**

Internal

#### **Location/Address**

N/A

#### **Executive Summary**

For the Audit Committee to consider the reported progress report on actions generated from the 2023 Risk Register and Audit Regulation 17 reviews and review recent updates to the Risk Management Policy required for recent Work Health and Safety (WHS).

#### **Recommendation in Brief**

That the Audit Committee receive the report on actions from the 2023 Risk Register and Audit Regulation 17 reviews, and review the Risk Management Policy inclusive of amendments, inclusions and deletions as reviewed.

#### **Background**

The most recent review of systems and procedures as required under Regulation 17 of the *Local Government (Audit) Regulations 1996* was conducted and put to the Audit Committee in March 2023. Regular updates of the actions recommended from the report by Civic Legal are provided to the Audit Committee for review.

Based on changes to the Work Health and Safety Act, Work Health and Safety (General) Regulations and the Workers Compensation and Injury Management Act in Western Australia a review of the WHS Plan and WHS Safe Work Procedures was undertaken. It was viewed as prudent to include a review of the Risk Management Policy as part of this review. The most significant changes to the Policy are changes to the Financial Impact Ratings in the Risk Assessment Criteria (see attached).

#### **Officer's Comment**

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

The Risk Management Policy has been reviewed with the following changes being proposed:

- Updated purpose
- Include more specific scope
- Amend definition for Risk
- Remove definition for Risk Management
- Add definitions for CEO, Councillor, Risk Appetite, SOE and WHS
- Minor wording changes to practice section
- Replace risk tables with updated information

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- Update referencing documents

For more details on the changes, please refer to the amended document attached to this report.

#### **Consultation**

Executive Management Team  
Relevant staff across the Shire.

#### **Financial Implications**

Nil

#### **Asset Management Implications**

Nil

#### **Statutory Implications**

Nil

#### **Policy Implications**

Nil

#### **Strategic Implications**

Council Plan 2022 – 2032

*Performance - Outcome 15. Operational excellence and financial sustainability*

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

#### **Environmental Considerations**

Nil

#### **Attachments**

- A. Risk Register Report - Q4 2023/2024
- B. Audit Regulation 17 Report - Q4 2023/2024
- C. Risk Management Policy

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7 August 2024

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**RECOMMENDATION AND DECISION**

**Item 9.1 Risk Register and Audit Regulation 17 Action Update**

Officers Recommendation

That the Audit Committee;

1. Recommend to Council that the status report on actions from the 2023 Risk Register and Audit Regulation 17 review be accepted and
2. Recommend that Council adopt the Risk Management Policy inclusive of amendments, inclusions and deletions as reviewed.

**MOTION**

**Moved: Pres Chambers**

**Seconded: Cr Johnston**

**AU0824-131**

**Committee Decision**

**That the Audit Committee; recommend that Council adopt the Risk Management Policy inclusive of amendments, inclusions and deletions as reviewed.**

**CARRIED**

**F3 – A0**

*For: Cr Johnston, Cr Flanagan, Pres Chambers*

Reason: The Risk Register and Audit Regulation 17 were withdrawn to allow for further work to be conducted.



# Risk Register Summary

Q4 2023/2024





Shire of Esperance

Risk Register Summary Q4 2023/2024

Action Code	Action Name	Comments	Responsible Officer Position
RR1	Develop SOPs	Being developed. Workshop supervisor to review current draft SOP.	Manager Asset Planning
RR2	Implement risk assessment processes for high risk assets		Manager Asset Planning
RR3	Building routine maintenance to be incorporated into MEX	No Action.	Manager Asset Planning
BAU5.1.6.17	Develop Generator Action Plan	Depot - Discussions held with electrical contractor. Location of generator determined. Admin - Will need to be a part of the solar system upgrade. work a solution with Griff's electrical and Save Energy.	Manager Asset Planning
BAU5.1.6.25	Test and Review IT Disaster recovery plan	Post OAG review of plan found that more information was required in a couple of areas to make sure that the plan is easier to follow in a disaster. This is currently being collated and work is continuing to integrate it into the DR plan.	Manager Information Services
BAU5.1.6.28	Review the Workforce Plan	Completed.	Manager Human Resources
RR4	Review business continuity framework with operational teams	Last time I spoke with the Manager of Human Resources, business continuity was not a WHS item. Happy to be a part of the process.	Senior WHS/Risk Officer
RR5	Develop cyber response plan	A draft Cyber Incident Response plan has been created although more work is needed before going to peer review.	Manager Information Services
RR6	Develop SOPs	The waste team has completed a review of all existing SOPs and will now focus on new SOPs that are required to document and improve work practices. The environmental health team is reviewing and improving SOPs, adding checklists and standard templates, emails and letters to support these processes.	Manager Waste & Environmental Health
BAU5.1.6.2	Implement workflow process in CM9	Obsolete. Not a requirement with current business process.	Coordinator Information Services
RR7	Review induction process	After decision not to go with Big Red Sky looking at Work Metrics as option. Proposal being finalised.	Manager Human Resources

Shire of Esperance

Risk Register Summary Q4 2023/2024

RR8	Investigate software options for Delegation Register	IT have assisted to automate document generation process for this year's review using existing software available, which will save time in future. Alternative software options to be investigated as time allows.	Coordinator Governance & Corporate Support
BAU5.1.6.3	Investigate review function through CM9 to notify users when Legal documents require review	Technically completed. Requires responsible officers to determine legal documents and advise what notification would be appropriate.	Manager Information Services
BAU5.1.6.4	Implement unique numbering for controlled documents and master register	Document Control Group is working through this task.	Manager Information Services
BAU5.1.6.7	Establish HR SOPs (document control, approval and communication processes)	Work almost completed on WHS procedures following discussions with Marsh and CCIWA. Will be uploaded onto the intranet in May.	Manager Human Resources
BAU5.1.6.8	Identify strategy to capture corporate knowledge	Standard Operating Procedure templates developed and working group set-up to control documents. KPI's to develop Standard Operating Procedures distributed through the performance review process with relevant staff.	Chief Executive Officer
BAU5.1.6.9	SOP for performance review process	Completed.	Manager Human Resources
BAU5.1.6.11	Identify Critical Roles within the organisation	Review completed of Corporate and Community Services and changes implemented. These changes are based on identification of critical roles and employee skill sets.	Manager Human Resources
BAU5.1.6.12	SOP Management of staff volunteering hours	Completed.	Manager Human Resources
RR9	Update policies and procedures to align with state system and WHS Act change	Completed.	Manager Human Resources
RR10	Finalise draft internal engagement plan		Manager Marketing & Communications
RR11	Social media record keeping SOPs		Manager Marketing & Communications
RR12	Review Reserve Hierarchy	Not commenced, scheduled in 2024.	Manager Parks & Environment
BAU5.1.6.13	Resolve waste water issue at Depot- Propose to remove current washdown bay	On Hold.	Director Asset Management

Shire of Esperance

Risk Register Summary Q4 2023/2024

4.1.8	Prioritise the weed strategy	Not Started. Due to commence 2024 calendar year.	Manager Parks & Environment
BAU5.1.6.14	Review requirement for model waste local laws		Manager Waste & Environmental Health
RR13	Small plant serial number identification/sign in process	Planning has started.	Manager Asset Operations
BAU5.1.6.18	Increased inspections and documentation of Maintenance and Cleaning schedules	Monthly checklists have been rolled out at facilities and will be monitored. Procedures being developed for each site. LH cleaner undertaking inspections.	Coordinator Projects & Buildings
BAU5.1.6.19	Develop plan for generator use with IT systems		Manager Information Services
BAU5.1.6.20	SOP annual licences checks	Completed.	Manager Human Resources
BAU5.1.6.21	Develop post project debrief process for major projects	To be developed.	Director Asset Management
RR14	Arrange training in major projects/contracts for relevant staff	Not started.	Director Asset Management
BAU5.1.6.22	Establish emergency drill schedule for all sites	Drill schedule being amended to include Home Care.	Manager Development Services
BAU5.1.6.23	Implement actions from LGIS audit	Considerable work done during April on WHS Strategy, WHS Management Plan and associated Procedures. To be implemented in May following EMT endorsement.	Manager Human Resources
RR15	Security Upgrade (fobs)	Operating instruction to be written.	Manager Asset Planning
RR16	Introduce procedures for management of psychological hazards	SWP on Psychological hazards part of review being finalised in July 2024.	Manager Human Resources
BAU5.1.6.24	Develop management practice for contract review	Completed.	Director Asset Management
RR17	Contractor inductions & training in use of Rapid Global	With the new panels starting, this is being reiterated.	Director Asset Management
RR18	Develop procedure for minor contract supervision	Not Started.	Director Asset Management
RR19	Develop SOPs	Current draft SOPs to be finalised in due course. Began working on Delegated Authority documentation.	Coordinator Governance & Corporate Support



## Audit Regulation 17 Review Summary Q4 2023/2024



Shire of Esperance

Audit Regulation 17 Review Q4 2023/2024

Action Code	Action Name	Comments	Responsible Officer Position
r.17.1	Include a review deadline in all council policies, with every endeavour being given to undertaking those reviews in a timely manner.	All council policies have been updated to new templates which includes review panel.	Governance & Corporate Support Coordinator
r.17.2	Draft and endorse a standard operating procedure for reviewing the Risk Register. This should address when identified risks are to be included in the register before the biennial review. Such risks may be identified, for example, through Hazard/Incident Report Forms.	On hold due to other priorities.	Governance & Corporate Support Coordinator
r.17.3	Undertake an audit/review of the Risk Management Procedures document, to ensure it is up to date and governance processes are being undertaken (e.g. internal audit on internal control procedures). Include review details for the Risk Management Procedures document at the beginning or end of the document.		Coordinator Workplace Health and Safety
r.17.4	Ensure the approval date and review dates are recorded in the Work Health and Safety Procedure - Workplace Inspections.		Coordinator Workplace Health and Safety
r.17.5	Draft a management practice or standard operating procedure for reviewing the BCP.	Again, not a Workplace Health and Safety item	Coordinator Workplace Health and Safety
r.17.6	Include a reminder to review the BCP in the compliance calendar.	Item included in Compliance Calendar for April and September.	Governance & Corporate Support Coordinator

Shire of Esperance

Audit Regulation 17 Review Q4 2023/2024

Action Code	Action Name	Comments	Responsible Officer Position
r.17.7	Include a review deadline in the IT Disaster Recovery Plan.	Has been included in current review.	Manager Information Services
r.17.8	Draft a procedure to address incorrect accounting estimates, capturing how to avoid them in the first instance, and how to address them if they occur.	Will be addressed in Financial Management Manual.	Manager Financial Services
r.17.9	Draft a management practice for dealing with litigious matters.	On hold due to other priorities.	Governance & Corporate Support Coordinator
r.17.10	Continue reminding employees about the Employee Code of Conduct and other ethical matters on a regular basis.	All new starters are made aware of the requirements of the Code of Conduct and all performance reviews reconfirm adherence to the Code.	Manager Human Resources
r.17.11	Ensure a review deadline is included in all management practices.	Forms part of the document control project.	Governance & Corporate Support Coordinator
r.17.12	Ensure the revision history for all policies/plans/procedures is updated as reviews occur, including the Occupational Safety and Health Management Plan.	This will be updated on all documents as part of document control project.	Governance & Corporate Support Coordinator
r.17.13	Review the Occupational Safety and Health Management Plan.		Coordinator Workplace Health and Safety
r.17.14	Review the Work Health and Safety Procedure - Working in Adverse Weather Conditions (February 2018) including the heading to ensure it reflects its intended purpose. Ensure the functions of the Health and Safety Committee are reflected in the procedural document where appropriate.		Coordinator Workplace Health and Safety

Shire of Esperance

Audit Regulation 17 Review Q4 2023/2024

Action Code	Action Name	Comments	Responsible Officer Position
r.17.15	Develop a procedure for managing insurable risks, including the need for officers to actively participate in the insurers annual risk assessment process.	On hold due to other priorities.	Governance & Corporate Support Coordinator
r.17.16	Ensure the six month follow up report is scheduled in the Compliance Calendar.	Item included into Compliance Calendar for March.	Governance & Corporate Support Coordinator
r.17.17	Draft and endorse a management procedure regarding the management of large projects. This would address the question of when a project manager or other external consultants should be hired, as well as additional financial and other risk mitigation strategies.	Not started	Director Asset Management
r.17.18	Ensure written guidance is provided to officers regarding when the (more extensive) evaluation process ought to occur, rather than allowing price to be the only consideration.	Not started	Director Asset Management
r.17.19	Ensure changes to the Shire's control environment are regularly discussed at Organisational Management Team meetings. Draft a short management practice regarding what control changes must be communicated to staff and how they are to be communicated. This may include responses to auditor comments, changes to legislation, policy reviews, management practice reviews, standard operating procedure reviews, etc.	A draft Management Practice regarding control practices that should be in place is in progress.	Director Corporate and Community Services

Shire of Esperance

Audit Regulation 17 Review Q4 2023/2024

Action Code	Action Name	Comments	Responsible Officer Position
r.17.20	HR to conduct a review of individual business area inductions to ensure they are appropriate and are conducted consistently.	WHS team worked with individual business areas and where required participated in individual business area inductions.	Manager Human Resources
r.17.21	Review the New Employee Acknowledgment of Receipt to ensure all relevant/useful documents are included. This may, for example, include certain policies applicable to most or all employees.	Completed.	Manager Human Resources
r.17.22	Ensure IT practices are supported by written procedural documents. Ensure those documents are regularly reviewed.	Several new process documents have been scoped and outlines created however more work is needed to create SOPs from them. Small updates have been made to some existing SOPs and are under peer review before going to the Document Control Group.	Manager Information Services
r.17.23	Draft a policy to identify the Shire's standards in regard to cyber security. Draft procedural documents to support officers working in this area.	A draft Cyber Incident Response plan has been created although more work is needed before going to peer review. Once this is done then a Policy will be created.	Manager Information Services
r.17.24	Reinforce the requirement to record the use of delegations in accordance with statutory requirements. This may be a topic of an internal audit and/or could be addressed in the performance reviews of relevant officers.	Highlighted this requirement at June staff meeting. No progress on development of training due to other priorities.	Governance & Corporate Support Coordinator
r.17.25	Ensure the Policy Review Checklist is either attached to, or referenced in, the relevant standard operating procedure.	This will be updated on all documents as part of document control project.	Governance & Corporate Support Coordinator



Shire of Esperance

Audit Regulation 17 Review Q4 2023/2024

Action Code	Action Name	Comments	Responsible Officer Position
r.17.26	Begin a program of conducting periodic internal reviews of systems and procedures. This may address discrete topics such as recording the use of delegations or completion of cash acknowledgement forms.		Director Corporate and Community Services
r.17.27	Ensure review deadlines are included in council policies, management practices and standard operating procedure.	Forms part of document control project.	Governance & Corporate Support Coordinator
r.17.28	Draft a management procedure or standard operating procedure for engaging legal advisors. This should provide guidance on how to assess when legal advice is required and who is authorised to approve legal advice being sought.	On hold due to other priorities.	Governance & Corporate Support Coordinator
r.17.29	Consider including employee authority levels regarding the execution of documents in job descriptions.	No change.	Manager Human Resources
r.17.30	Draft a written procedure for logging records in and out, to assist records officers.	Existing procedures assessed as being satisfactory until updated as part of Shire Document Control project.	Information Management Coordinator
r.17.31	Draft a standard operating procedure for the internal audits of IT software.	No progress as yet	Manager Information Services

Shire of Esperance

Audit Regulation 17 Review Q4 2023/2024

Action Code	Action Name	Comments	Responsible Officer Position
r.17.32	Financial procedures should be reviewed and collated into a comprehensive Financial Procedures Manual. This will help to make procedures and standards clearer for employees to follow.	Financial management manual started and is being updated.	Manager Financial Services
r.17.33	Draft a standard operating procedure for investigating variances.	Reporting on variances has now changed hands and management reporting will allow for better understanding of variances.	Manager Financial Services
r.17.34	Continue to regularly reinforce records management protocols including the transfer of finalised documents into TRIM.	Reviewing existing induction and Content Manager (CM) user documentation, and intent to develop content for inclusion in monthly Handy Facts newsletter.	Information Management Coordinator
r.17.35	Develop and finalise the User Terms and Conditions.	Developed for inclusion with the next review of Management Practice - Computer System Usage Code of Practice by Manager of Information Systems.	Information Management Coordinator
r.17.36	Ensure the complete procedure for the approval of financial payments is captured in a written procedure.	Currently making changes to some procedures to provide more efficiency. Once embedded procedures can be drawn up.	Manager Financial Services
r.17.37	Ensure all procedural documents are dated.	This will be updated on all documents as part of document control project.	Governance & Corporate Support Coordinator
r.17.38	Ensure that the cash management practice for the Shire is captured in a written procedure. Ensure all facilities where cash is collected have written procedures to support staff managing or handling the cash received.	Financial Management Manual has been progressed. Cash handling areas have been identified and the Finance Manager is working to ensure that all areas take procedures in these areas from the Finance department.	Manager Financial Services

Shire of Esperance

Audit Regulation 17 Review Q4 2023/2024

Action Code	Action Name	Comments	Responsible Officer Position
r.17.39	Conduct periodic audits to ensure that the receipt forms are correctly signed. Ensure all relevant officers are promptly reminded of the correct procedure or receive further training, whenever the form is not correctly signed or completed.		Manager Financial Services
r.17.40	Review the Records Management Procedures Manual. Ensure the manual is reviewed regularly (every two years).	Ad hoc updates as required, ready for the organisational wide document control project, and where feasible will concentrate on content used by other business units rather than content just used by the IM team.	Information Management Coordinator
r.17.41	Include the Assets Register review in the Compliance Calendar.	Item included in Compliance Calendar for June.	Governance & Corporate Support Coordinator
r.17.42	Consider expanding the scope of the Compliance Calendar to include legislative compliance matters in other departments. Alternatively, a separate global calendar could be created for this more expansive purpose. Ensure all departments have an adequate system of monitoring legislative compliance.	Awaiting further advice from Director External Services regarding any additional items that should be included for their area.	Governance & Corporate Support Coordinator
r.17.43	Complete the standard operating procedure for completing CARs before the next CAR deadline. Ensure this addresses the standard of evidence/sampling required to adequately answer the questions.	SOP completed and saved in Content Manager (CM) - will be reviewed during next CAR lodgement process.	Governance & Corporate Support Coordinator

Shire of Esperance

Audit Regulation 17 Review Q4 2023/2024

Action Code	Action Name	Comments	Responsible Officer Position
r.17.44	Consider including a consistent 'Governance Updates' section within each Handy Facts newsletter. This will ensure changes to policies, legislation and other governance issues are regularly considered and communicated to employees.	Regular updates are provided to Marketing & Communications team for inclusion in Handy Facts. Monthly updates also provided at staff meetings.	Governance & Corporate Support Coordinator
r.17.45	Review Complaint Handling Policy to ensure all types of complaints are captured including Public Interest Disclosures and Corruption & Crime Commissions reporting.		Director Corporate and Community Services
r.17.46	Develop internal procedures to identify adverse trends if this is practicable (e.g. include item on Executive Team agenda for discussion; monitoring external customer and stakeholder feedback).	An item for this is now included on all EMT Agendas.	Director Corporate and Community Services
r.17.47	Review the role of the audit committee with particular consideration towards increasing its involvement in matters relating to risk.	Scope of the audit committee is reviewed as part of the Councillor appointment to the committee post Council elections.	Chief Executive Officer
r.17.48	Ensure adequate training is provided to the independent member of the audit committee in regard to local government practices and the functions of the audit committee.	Post Council elections and when members have been appointed then training considerations will be reviewed.	Chief Executive Officer
r.17.49	Incorporate into the Evaluation Report, a declaration to confirm relevant processes and legislative requirements have been met.	Wording has been incorporated into the evaluation report	Director Asset Management

Shire of Esperance

Audit Regulation 17 Review Q4 2023/2024

Action Code	Action Name	Comments	Responsible Officer Position
r.17.50	Draft and endorse the standard operating procedure to guide the local law review.	SOPs completed and saved in Content Manager.	Governance & Corporate Support Coordinator
r.17.51	Ensure local law reviews are begun in time to enable deadlines to be met. The Shire should be aware that this process often requires over a year to complete.	6 monthly reminder set into Corporate Support outlook calendar to remind responsible officers of their requirements.	Governance & Corporate Support Coordinator



## POL 0015: Risk Management

COUNCIL POLICY

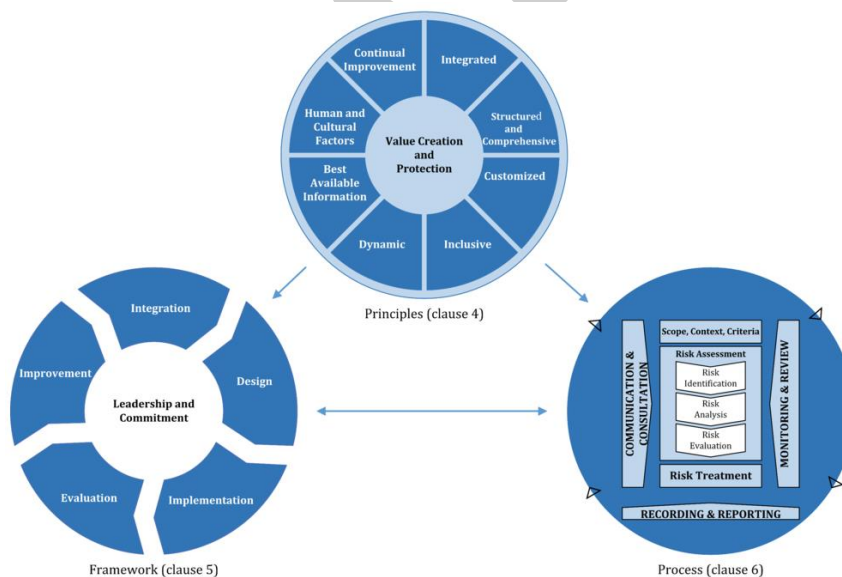
### Purpose

The Shire of Esperance's Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives. The purpose of risk management is to reduce the potential effects of risk by reducing liability, preventing litigation and improving loss control.

This Policy and the Shire's Risk Management Procedures manual form the Risk Management Framework for the Shire of Esperance ("the Shire"). They set out the Shire's approach to the identification, assessment, management, reporting and monitoring of risks. All components of these documents are based on Australia/New Zealand Standard ISO 31000:2018 Risk Management.

It is essential that all areas of the Shire adopt these procedures to ensure-

1. Strong corporate governance.
2. Compliance with relevant legislation, regulations and internal policies.
3. Integrated Planning and Reporting requirements are met.
4. Uncertainty and its effects on objectives is understood.



Risk Management Process (Source: AS/NZS 31000:2018)

The Shire of Esperance's ("the Shire") Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives.

## Scope

This policy covers all operations of the organisation including but not limited to all workers, contractors, visitors and volunteers. The key drivers for risk management are Managements responsibilityThis Policy applies to all Shire of Esperance employees.

## Definitions

**CEO:** Chief Executive Officer

**Councillor:** a member of an elected group of local government representatives

**Risk:** a situation involving exposure to dangerEffect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected—positive, negative, or both and can address, create or result in opportunities and threats.

Note 2: Objectives can have different aspects and categories and can be applied at different levels.

Note 3: Risk is usually expressed in terms of risk sources, potential events, their consequences, and their likelihood.

**Risk Appetite:** the amount and type of risk that an organisation is willing to accept whilst pursuing its objectives.

**Risk Management:** Coordinated activities to direct and control an organisation with regard to risk.**SOE:** Shire of Esperance

**WHS:** Work Health and Safety

## Practice

It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2018 ~~Risk management~~), in the management of all risks that may affect the ~~Shire~~SOE, its customers, people, assets, functions, objectives, operations or members of the public.

Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.

Council shall determine the ~~R~~risk ~~M~~management policy for the ~~Shire~~SOE. The Shire's Executive Management Team will communicate the *Risk Management Policy* and Objectives and determine Procedures for the implementation of Risk Management, as well as direct and monitor practice and performance.

Every Councillor, ~~employee~~worker, volunteer and contractor within the ~~Shire~~SOE is recognised as having a role in risk management, from the identification of risks, to implementing risk treatments and shall be invited and encouraged to participate in the process.

Consultants may be retained at times to advise and assist in the risk management process or management of specific risks or categories of risk.

#### Risk Management Objectives

1. Optimise the achievement of our vision, mission, strategies, goals and objectives.
2. Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
3. Enhance risk versus return within our risk appetite.
4. Embed appropriate and effective controls to mitigate risk.
5. Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
6. Enhance organisational resilience.
7. Identify and provide for the continuity of critical operations.

#### Risk Appetite

The Shire has defined its risk appetite through the development and endorsement of the Shire's *Risk Assessment and Acceptance Criteria*. The criteria ~~are subject to~~ subjected to ongoing review in conjunction with this policy.

All organisational risks to be reported at a corporate level are to be assessed according to the Shire's *Risk Assessment and Acceptance Criteria* to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

#### Roles, Responsibilities & Accountabilities

The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures Operational Document.

#### Monitor and Review

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by Council and will be reviewed biennially.





Appendix A – Risk Assessment and Acceptance Criteria

Applied Risk Matrix			Consequence				
			Insignificant	Minor	Moderate	Major	Catastrophic
			1	2	3	4	5
Likelihood	Almost Certain	5	(5) Moderate	(10) High	(15) High	(20) Extreme	(25) Extreme
	Likely	4	(4) Low	(8) Moderate	(12) High	(16) High	(20) Extreme
	Possible	3	(3) Low	(6) Moderate	(9) Moderate	(12) High	(15) High
	Unlikely	2	(2) Low	(4) Low	(6) Moderate	(8) Moderate	(10) High
	Rare	1	(1) Low	(2) Low	(3) Low	(4) Low	(5) Moderate

Measures of Likelihood			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances (>90% chance)	More than once per year
4	Likely	The event will probably occur in most circumstances (>50% chance)	At least once per year
3	Possible	The event should occur at some time (20% chance)	At least once in 3 years
2	Unlikely	The event could occur at some time (<10% chance)	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances (<5% chance)	Less than once in 15 years

<u>Rating (Level)</u>	<u>Health</u>	<u>Financial Impact</u>	<u>Service Interruption</u>	<u>Compliance</u>	<u>Reputational</u>	<u>Property</u>	<u>Environmental</u>
<u>Insignificant (1)</u>	<u>Near miss. Minor first aid injuries</u>	<u>Less than \$20,000</u>	<u>No material service interruption</u>	<u>No noticeable regulatory or statutory impact</u>	<u>Unsubstantiated, low impact, low profile or 'no news' item</u>	<u>Inconsequential damage.</u>	<u>Contained, reversible impact managed by on site response</u>
<u>Minor (2)</u>	<u>Medical type injuries</u>	<u>\$20,001 - \$500,000</u>	<u>Short term temporary interruption – backlog cleared &lt; 1 day</u>	<u>Some temporary non-compliances</u>	<u>Substantiated, low impact, low news item</u>	<u>Localised damage rectified by routine internal procedures</u>	<u>Contained, reversible impact managed by internal response</u>
<u>Moderate (3)</u>	<u>Lost time injury &lt;30 days</u>	<u>\$500,001 - \$1.5 Million</u>	<u>Medium term temporary interruption – backlog cleared by additional resources</u>	<u>Short term non-compliance but with significant regulatory requirements imposed</u>	<u>Substantiated, public embarrassment, moderate impact, moderate news profile</u>	<u>Localised damage requiring external resources to rectify</u>	<u>Contained, reversible impact managed by external agencies</u>
<u>Major (4)</u>	<u>Lost time injury &gt;30 days</u>	<u>\$1.5 Mil - \$3 Million</u>	<u>&lt; 1 week</u>	<u>Non-compliance results in termination of services or imposed penalties</u>	<u>Substantiated, public embarrassment, high impact, high news profile, third party actions</u>	<u>Significant damage requiring internal and external resources to rectify</u>	<u>Uncontained, reversible impact managed by a coordinated response from external agencies</u>
<u>Catastrophic (5)</u>	<u>Fatality, permanent disability</u>	<u>More than \$3 Million</u>	<u>Prolonged interruption of services – additional resources, performance affected</u>	<u>Non-compliance results in litigation, criminal charges or significant damages or penalties</u>	<u>Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions</u>	<u>Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment and building</u>	<u>Uncontained, irreversible impact</u>

Existing Controls Rating		
Rating	Foreseeable	Description
<u>Effective</u>	<u>There is little scope for improvement</u>	<u>1. Process (controls) operating as intended and aligned to policies / procedures</u> <u>2. Subject to ongoing monitoring</u> <u>3. Reviewed and tested regularly</u>
<u>Adequate</u>	<u>There is some scope for improvement</u>	<u>1. Processes (controls) generally operating as intended, however inadequacies exist</u> <u>2. Nil or limited monitoring</u> <u>3. Reviewed and tested, but not regularly</u>
<u>Inadequate</u>	<u>There is a need for improvement or action</u>	<u>1. Processes (controls) not operating as intended</u> <u>2. Processes (controls) do not exist, or are not being complied with</u> <u>3. Have not been reviewed or tested for some time</u>

Risk Acceptance Criteria			
Risk Rating	Description	Criteria	Responsibility
<u>Low</u>	<u>Acceptable</u>	<u>Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring</u>	<u>Supervisor / Team Leader</u>
<u>Moderate</u>	<u>Monitor</u>	<u>Risk acceptance with adequate controls, managed by specific procedures and subject to semi-annual monitoring</u>	<u>Service Manager</u>
<u>High</u>	<u>Urgent Attention Required</u>	<u>Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring</u>	<u>Executive Management Group</u>
<u>Extreme</u>	<u>Unacceptable</u>	<u>Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring</u>	<u>CEO and Council</u>

Risk Treatment & Review Timeframes				
<u>Risk Rating</u>	<u>Description</u>	<u>Risk Treatment</u>	<u>Responsibility</u>	<u>Risk Review</u>
<u>Low</u> <u>(1-4)</u>	<u>Acceptable</u>	<u>Treated within 6 months</u>	<u>Supervisor / Team Leader</u>	<u>Review every 6 months</u>
<u>Moderate</u> <u>(5-9)</u>	<u>Monitor</u>	<u>Treated within 3 months</u>	<u>Service Manager</u>	<u>Review every 3 months</u>
<u>High</u> <u>(10-16)</u>	<u>Urgent Attention Required</u>	<u>Treated within 2 weeks</u>	<u>Executive Management Group</u>	<u>Review within 2 weeks then monthly</u>
<u>Extreme</u> <u>(20-25)</u>	<u>Unacceptable</u>	<u>Treated within 1 week</u>	<u>CEO and Council</u>	<u>Review every 2 weeks</u>



## Appendix A—Risk Assessment and Acceptance Criteria

Shire of Esperance Measures of Consequence							
Rating (Level)	Safety / Health (Physical)	Safety / Health (Psychological)	Financial Impact	Service Interruption	Compliance	Reputational	Environment
<b>Insignificant (1)</b>	Negligible injuries/First aid injuries	Temporary, no leave taken, short term with full recovery	Less than \$5,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Contained, reversible impact managed by on site response
<b>Minor (2)</b>	Medical type injuries (<= 9 days lost time)	Sick leave, short term impact, recovery 1-3 weeks	\$5,001 - \$50,000	Short term temporary interruption — backlog cleared < 1 day	Some temporary non-compliance	Substantiated, low impact, low news item	Contained, reversible impact managed by internal response
<b>Moderate (3)</b>	Medical type injuries (10 days - 3 months lost time)	Significant non-permanent, longer term illness, recovery 1-6 months	Up to \$500,000	Medium term temporary interruption — backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Contained, reversible impact managed by external agencies
<b>Major (4)</b>	Medical type injuries (> 3 months lost time)	Longer term illness, severe trauma, extended incapacity	Up to \$1.5M	Prolonged interruption of services — additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Uncontained, reversible impact managed by a coordinated response from external agencies
<b>Catastrophic (5)</b>	Fatality, permanent disability	Death, permanent severely disabling illness, e.g. Post-Traumatic Stress Disorder	More than \$1.5M	Indeterminate prolonged interruption of services — non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Uncontained, irreversible impact

Shire of Esperance Risk Matrix						
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Shire of Esperance Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW (1-4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE (5-9)	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH (10-16)	Urgent Attention Required	Risk acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO
EXTREME (17-25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Shire of Esperance Existing Controls Ratings		
Rating	Foreseeable	Description
Effective	There is little scope for improvement.	Controls are fully in place, are being well addressed / complied with, are subject to ongoing maintenance and monitoring and are being continuously reviewed and tested
Adequate	There is some scope for improvement.	Controls are in place, are being addressed / complied with and are subject to periodic review and testing
Inadequate	A need for corrective and / or improvement actions exist.	Controls do not exist, or are not being addressed / complied with, or have not been reviewed or tested for some time

.....End.....

DRAFT



Document Information

Responsible Position	Manager Human Resources
Risk Rating	Medium

Referencing Documents

- Local Government Act 1995
- ~~Work health and Safety Act 2020 (WA)~~
- ~~Australia/New Zealand Standard ISO 31000:2018 Risk Management.~~
- Risk Management Framework
- Risk Assessment Criteria

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Feb 2013		D13/4305[v1]	Draft policy		
Apr 2013	1		New policy	O0413-017	Apr 2015
Jun 2013		D13/4305[v2]	Draft policy		
Nov 2014	2	D14/23268		O1114-022	Nov 2016
Mar 2018	3	D16/29010	Biennial review, update document controller	O0318-073	Mar 2020
Nov 2019	4	D16/29010[v2]	Biennial review, no change	O1119-248	Nov 2021
Oct 2020	5	D16/29010[v3]	Update ISO standard reference	O1020-317	Oct 2022
Jan 2022	6	D16/29010[v4]	Biennial review, no change	O0122-012	Jan 2024
Nov 2023	7	D16/29010[v5]	Biennial review, no change.	O1123-189	Nov 2025



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**Item: 9.2**

**Interim Audit Report**

<b>Author/s</b>	Roselyn Hamilton	Manager Financial Services
<b>Authorisator/s</b>	Felicity Baxter	Director Corporate and Community Services

**File Ref: D24/21161**

**Applicant**

Internal

**Location/Address**

Shire of Esperance

**Executive Summary**

Core to the Audit Committee's role, is to liaise with the local government's auditor to give Council confidence that the performance of the local government in managing its financial affairs. The purpose of this report is for the Audit Committee to consider the Interim Audit Management Letter.

**Recommendation in Brief**

That the Audit Committee note the matter raised in the Interim Audit Management Letter and the recommendations to reduce the risk.

**Background**

Each financial year, the External Auditor conducts an Interim Audit to monitor that financial controls are adequately in place. This is done by conducting sample testing of the key financial functions, such as creditor payments, debtor receipts, payroll processes, investments and banking, integrity of the asset register and accuracy in financial reporting. In this way the auditor obtains an understanding of the key business processes, risks and internal controls relevant to the annual financial report.

Moore Australia (Auditors) on behalf of the Office of the Auditor General (OAG) currently conducts the Shire's external audits. They recently undertook the interim audit in preparation of the 30 June 2024 annual financial audit. During this audit systems and controls as described above were tested. The auditor has noted one matter that needed to be brought to the attention of the Shire. This is explained in more detail in the management letter attached.

**Officer's Comment**

The matter raised by the Auditor was:

- *Purchase Orders were raised after supplier invoices were received – considered a moderate risk with no potential impact on the audit opinion*

Sample testing of payment transactions noted 2 instances out of a total of 28 (7.1%) transactions tested where purchase orders were raised after the supplier invoice date was received. The implication of this is that these purchases carried the inherent risk of being unauthorised expenditures.

The accompanying recommendation is to remind all officers to raise orders prior to authorising the works/services or ordering goods. This ensures budget responsibility. Further to this, they encourage periodic reviews of subscriptions to encourage a more conscious decision to continue with them.

Management have committed to reminding officers of this requirement and ensure that subscriptions are reviewed at the beginning of each financial year or subscription period.

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**Consultation**

Moore Australia (Auditors) – on behalf of the Office of the Auditor General  
Executive Management Team

**Financial Implications**

Nil

**Asset Management Implications**

Nil

**Statutory Implications**

Nil

**Policy Implications**

Nil

**Strategic Implications**

Council Plan 2022 - 2032

*Performance - Outcome 15. Operational excellence and financial sustainability*

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

Provide responsible resource and planning management for now and the future.

**Environmental Considerations**

Nil

**Attachments**

[A.1.](#) Interim Audit Letter to the President 2024

[B.1.](#) Interim Audit Management Report 2024

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**RECOMMENDATION AND DECISION**

**Item 9.2 Interim Audit Report**

**Moved:** Cr Johnston

**Seconded:** Pres Chambers

**AU0824-132**

**Committee Decision**

**That the Audit Committee note the matters raised in the Interim Audit Management Letter and the recommendations to reduce the risk.**

**CARRIED**

**F3 – A0**

*For: Cr Johnston, Cr Flanagan, Pres Chambers*



Our Ref: F21/59

7th Floor, Albert Facey House  
469 Wellington Street, Perth

Mr Ron Chambers  
Shire President  
Shire of Esperance

**Mail to:** Perth BC  
PO Box 8489  
PERTH WA 6849

**Tel:** 08 6557 7500  
**Email:** [info@audit.wa.gov.au](mailto:info@audit.wa.gov.au)

By email: [ron.chambers@esperance.wa.gov.au](mailto:ron.chambers@esperance.wa.gov.au)

Dear Shire President

**ANNUAL FINANCIAL REPORT  
INTERIM AUDIT RESULTS FOR THE YEAR ENDING 30 JUNE 2024**

We have completed the interim audit for the year ending 30 June 2024. We performed this phase of the audit in accordance with our audit plan. The focus of our interim audit was to evaluate the overall control environment, but not for the purpose of expressing an opinion on the effectiveness of internal control, and to obtain an understanding of the key business processes, risks and internal controls relevant to our audit of the annual financial report.

**Management Control Issues**

I would like to draw your attention to the attached listing of deficiencies in internal control and other matters that were identified during the course of the interim audit. These matters have been discussed with management and their comments have been included on the attachment. The matters reported are limited to those deficiencies that were identified during the interim audit that we have concluded are of sufficient importance to merit being reported to management. Some of the matters may be included in our auditor's report in accordance with section 7.9(2) of the *Local Government Act 1995* or regulation 10(3)(a) and (b) of the Local Government (Audit) Regulations 1996. If so, we will inform you before we finalise the report.

This letter has been provided for the purposes of your local government and may not be suitable for other purposes.

We have forwarded a copy of this letter to the CEO. A copy will also be forwarded to the Minister for Local Government when we forward our auditor's report on the annual financial report to the Minister on completion of the audit.

Feel free to contact me on 6557 7742 if you would like to discuss these matters further.

Yours faithfully

Jay Teichert  
Director  
Financial Audit  
30 May 2024

Attach

## ATTACHMENT

### SHIRE OF ESPERANCE

PERIOD OF AUDIT: 1 JULY 2023 TO 30 JUNE 2024

### FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

Index of findings	Potential impact on audit opinion	Rating			Prior year finding
		Significant	Moderate	Minor	
1. PO raised after invoice date	No		✓		

#### Key to ratings

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

**Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However even if the issue is not likely to impact the audit opinion, it should be addressed promptly.

**Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.

**Minor** - Those findings that are not of primary concern but still warrant action being taken.

The ratings included are preliminary ratings and could be modified pending other findings being identified, rated and the consideration of them collectively on the ratings and any potential impact on the audit opinion.

**ATTACHMENT**

**SHIRE OF ESPERANCE**

**PERIOD OF AUDIT: 1 JULY 2023 TO 30 JUNE 2024**

**FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

**1. Purchase orders were raised after supplier invoices received**

**Finding**

Our sample testing of payment transactions noted 2 instances out of a total of 28 (7.1%) transactions tested where purchaser orders were raised after the supplier invoice date was received.

**Rating: Moderate**

**Implication**

Purchases made without prior authorised purchase orders increases the risk of unauthorised expenditure.

**Recommendation**

To help ensure purchases have been appropriately authorised, all authorised officers should be reminded of the need to ensure purchase orders are raised prior to the authorising of works/services or ordering goods. This will also help to ensure budget responsibility. We did note that one of the transactions mentioned above forms part of an annual subscription. For such an instance we would recommend an annual/periodic review of subscriptions and licenses – particularly as many subscriptions are set up as perpetual subscriptions that keep rolling over until cancelled, so having a periodic review would allow for a more conscious decision to continue with specific subscription fees.

**Management comment**

*The Shire of Esperance acknowledges the above finding and agrees. While every effort is made to ensure that Purchase Orders are raised before goods/services are provided, the human element of procurement means that there may be some instances where the process is missed.*

*Purchasing officers will be reminded of the requirement to raise a Purchase Order before ordering goods/services and finance will endeavour to ensure Purchase Orders for subscriptions are raised at the beginning of each year/subscription period.*

**Responsible person:** Manager Financial Services  
**Completion date:** 24 May 2024

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**10. ELECTED MEMBERS**

Nil

**11. SHIRE OFFICERS**

Mrs Baxter passed onto to the Audit Committee the Office of the Auditor General's congratulations to our Finance Team for their high quality financial reporting. Mrs Baxter pointed out that the Shire of Esperance has been recognised as one of the 2022-23 best practice entities and this has been included in the Local Government 2022-23 – Financial Audit Results as per below.



Dear Shane Burge

Congratulations, we have recognised your entity as one of the 2022-23 best practice entities for timeliness and quality of financial reporting and controls.

This achievement acknowledges your entity's performance across a number of criteria including a clear opinion, the timely preparation for audit, high quality financial report and working papers, and maintenance of good financial management controls.

I have included your best practice status in the [Local Government 2022-23 - Financial Audit Results](#) tabled in Parliament.

Once again, congratulations to you and your team.

Regards

Caroline Spencer  
Auditor General

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12. **MATTERS BEHIND CLOSED DOORS**

Nil

13. **CLOSURE**

The Presiding Member declared the meeting closed at 11:20am.

**These Minutes were confirmed at a meeting held on \_\_\_\_\_**

**Signed \_\_\_\_\_**

**Presiding Member at the meeting at which the Minutes were confirmed.**

**Dated \_\_\_\_\_**



**14. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**

Nil

**15. MEMBERS QUESTIONS WITH OR WITHOUT NOTICE**

Nil

**16. URGENT BUSINESS APPROVED BY DECISION**

Nil

**17. MATTERS BEHIND CLOSED DOORS**

Nil

**18. PUBLIC QUESTION TIME**

Nil Questions

**19. CLOSURE**

The President declared the meeting closed at 4:46pm.

These Minutes were confirmed at a meeting held on \_\_\_\_\_

Signed \_\_\_\_\_

Presiding Member at the meeting at which the Minutes were confirmed.

Dated \_\_\_\_\_