

**Shire of Esperance**

**ORDINARY COUNCIL**

**TUESDAY 24 SEPTEMBER 2024**

**MINUTES**



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### **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 audio recorded. 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 GRASS PATCH COMMUNITY HALL ON 24 SEPTEMBER 2024. COMMENCING AT 4:00 PM

#### 1. **OFFICIAL OPENING**

The Shire President declared the meeting open at 4:02pm and did an acknowledgement to country.

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

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

#### 2. **ATTENDANCE**

##### **Members**

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

##### **Shire Officers**

Mr S Burge	Chief Executive Officer
Mr M Walker	Director Asset Management
Mr R Greive	Director External Services
Mrs F Baxter	Director Corporate & Community Services
Mrs C Hoffrichter	Executive Assistant
Miss E Godwin	Administration Assistant

##### **Members of the Public & Press**

Mrs M Bidstrup	Observing
Ms H Shultz	Observing
Mrs N Bowman	Item 7
Mr L Bowman	Observing
Mr D Sanderson	Observing
Mrs F Sanderson	Observing
Mr C Hallam	Observing
Mrs Y Hallam	Observing
Mr P Ietto	Observing
Mr M Ietto	Observing
Mrs T Ietto	Observing
Mr S Rolland	Observing
Mrs B Rolland	Observing
Ms J Nolan	Observing

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

Cr C Davies  
Cr S McMullen

Town Ward  
Town Ward

Granted Leave  
Apology

**4. APPLICATIONS FOR LEAVE OF ABSENCE**

**MOTION**

**Moved:** Cr Obourne  
**Seconded:** Cr de Haas

**O0924-030**

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

**Cr Johnston 17 – 20 October 2024**

**CARRIED  
F7 - A0**

*For: Cr de Haas, Cr Flanagan, Cr Graham, Cr Starcevich, Cr Johnston, Cr Obourne, 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 Local Planning Scheme No. 24 Amendment No.10 as the proposed amendment is connected to an entity he owns.

Mr Burge declared a Financial Interest in item 17.2 CEO Performance Review as it related to his personal employment

Cr Chambers declared a Financial Interest in item 12.4.3 Retail Trading Hours as he is an owner of a supermarket.

**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 declared an impartiality Interest in item 12.4.3 Retail Trading Hours Review as she is the President of the Esperance Chamber of Commerce who were consulted for this item and a small business owner

Cr Johnston declared an Impartiality Interest in item 12.1.1 Local Planning Scheme No. 24 Amendment No. 10 as she knows people who own property in the tourism zone and people affected by changes in the proposed Local Planning Scheme Amendment.

Cr Johnston declared an Impartiality Interest in Item 12.3.1 Prioritisation of CSRFF Annual Forward Planning Grant Application as the applicant of the grant is known to her.

Cr Johnston declared an Impartiality Interest in item 17.3 Lease Surrender – Old Sergeant's Quarters Museum Village as the applicant is known to her.

Cr Obourne declared an Impartiality Interest in Item 12.4.3 Retail Trading Hours Review as she is the Executive Officer of the Esperance Chamber of Commerce who were consulted for this item. It is noted Cr Obourne did not attend the ECCI meeting that discussed retail trading hours.

Mr Walker declared an Impartiality Interest in item 12.3.1 Prioritisation of CSRFF Annual Forward Planning Grant Application as he is a member of the Esperance Hockey Association

## **7. PUBLIC QUESTION TIME**

### **1. Mrs N Bowman - Item 12.1.2 – Adoption of Local Planning Policy – Farm Stay Accommodation**

Mrs Bowman asked about the location and the sighting, if an acceptable development is one that provides onsite tourism activities or is within 20kms of a developed townsite, then what is classed as a developed townsite? Is it Grass Patch for example? Or can a farmer 50kms down the road who wants to have a spot on the farm for 5-6 caravans, would you do that? or is that going to preclude your cause as you are not within 20kms of a developed townsite or providing tourism activities?

*The Shire President thanked Mrs Bowman for her request and handed over to Mr Greive to answer.*

*Mr Greive advised that, yes Grass Patch would be classed as a developed townsite and if a farmer was more than 20km from somewhere like Grass Patch they would need to have something on their farm already as a tourism attraction. It could be anything. Then yes you would find it difficult to get approval if you were more than 20kms from a developed town site with no onsite tourism.*

Mrs Bowman advised she was questioning that as they travel a lot in caravans and one of the places they like to go is farms, in different areas that don't have tourism activities. That's why we like to go there because it's a farm, it's quiet, it's nice, its peaceful, you can pull up spend a night or two there then move on. So I guess I was questioning, how important is the 20km from a developed townsite or the onsite tourism restrictions in the policy and is this something you would consider relaxing or removing?

*Mr Greive advised, as we review our policies from time to time we advertise, and if any member of the public submitted some comments to us, those comments will be taken into account and there maybe changes to the policy, this could be instigated by a group of people getting together and letting us know what they think. We are always happy to get feedback and be reactive to that feedback.*

## **8. PUBLIC ADDRESSES / DEPUTATIONS**

Nil

## **9. PETITIONS**

Nil

**10. CONFIRMATION OF MINUTES**

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

**O0924-031**

**Council Resolution**

**That the Minutes of the Ordinary Council Meeting of the 27 August 2024 be confirmed as a true and correct record.**

**CARRIED  
F7 - A0**

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

**11. DELEGATES' REPORTS WITHOUT DISCUSSION**

**Cr Starcevich**

29 Aug Attended RAC site visit  
03 Sept Participated in CEO KPI Setting Workshop  
17 Sept Participated in Judging the Showcase in Pixel Design Competition  
24 Sept Attended New Esperance Tourism Brand Placemaking Workshop

**Cr Johnston**

02 Sept Participated in Diploma of Local Government Mentoring Session – Meet Elected Members Responsibilities Part I  
03 Sept Met with Manager of Financial Services for detailed explanation of Rates Formulation Process  
09 Sept Participated in Diploma of Local Government Mentoring Session – Meet Elected Members Responsibilities Part II  
10 Sept Attended Planning Scheme Amendment Briefing  
17 Sept Participated in Judging the Showcase in Pixel Design Competition  
17 Sept Attended Land Development Update Briefing  
24 Sept Attended New Esperance Tourism Brand Placemaking Workshop

**Cr Davies**

Nil

**Cr Flanagan**

29 Aug Attended Welcome Home to our French Exchange Students  
04 Sept Attended Reconciliation Action Plan review Workshop  
17 Sept Participated in Judging the Showcase in Pixel Design Competition

**Cr McMullen**

Nil

**Cr de Haas**

29 Aug Attended RAC site visit  
29 Aug Attended Welcome Home to our French Exchange Students  
30 Aug Conducted Early Bird Rates Draw  
10 Sept Attended Disability Access Inclusion Plan  
13 Sept Conducted Early Bird Rates Draw  
17 Sept Attended Citizenship Ceremony for National Citizenship Day  
17 Sept Participated in Judging the Showcase in Pixel Design Competition  
18 Sept Attended Esperance Brand Launch at Lucky Bay Brewing  
20 Sept Conducted Early Bird Rates Draw  
24 Sept Attended New Esperance Tourism Brand Placemaking Workshop

**Cr Graham**

29 Aug	Attended RAC site visit
03 Sept	Participated in CEO KPI Setting Workshop
10 Sept	Attended Planning Scheme Amendment Briefing
24 Sept	Attended New Esperance Tourism Brand Placemaking Workshop

**Cr Obourne**

29 Aug	Attended RAC site Visit
03 Sept	Participated in CEO KPI Setting Workshop
10 Sept	Chaired Planning Scheme Amendment Briefing
17 Sept	Officiated in Citizenship Ceremony for National Citizenship Day
17 Sept	Participated in Judging the Showcase in Pixel Design Competition
18 Sept	Attended Esperance Brand Launch at Lucky Bay Brewing
24 Sept	Attended New Esperance Tourism Brand Placemaking Workshop

**Pres Chambers**

29 Aug	Attended RAC Site Visit
29 Aug	Attended Welcome Home to our French Exchange Students
04 Sept	Attended LEMC Communications Exercise
17 Sept	Officiated in Citizenship Ceremony for National Citizenship Day
17 Sept	Participated in Judging the Showcase in Pixel Design Competition
18 Sept	Attended Esperance Brand Launch at Lucky Bay Brewing
19 Sept	Met with Rick Wilson MP

Cr Graham declared a Financial Interest in the following item and left the meeting at 4:16pm

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

### **12.1 EXTERNAL SERVICES**

#### **Item: 12.1.1**

#### **Local Planning Scheme No. 24 - Amendment No. 10**

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

**File Ref: D24/17887**

#### **Applicant**

Internal

#### **Location/Address**

Shire of Esperance

#### **Executive Summary**

For Council to consider Amendment 10 to Local Planning Scheme No. 24 by incorporating various changes, including:

- Amending Residential Densities
- Amending use permissibilities;
- Introducing new Additional Uses;
- Deleting an Additional Use and inserting a new Special Use’;
- Insertion a new Special Control Area into the Scheme;
- Inserting a new Restricted Use into the Scheme; and
- Updating the Scheme Map to reflect omissions and changes to reserves and roads since the gazettal of the Scheme.

#### **Recommendation in Brief**

That Council:

1. Amend Local Planning Scheme No. 24 in pursuance of Section 75 of the *Planning and Development Act 2005*.
2. Determine that the amendment is “standard” under the provisions of regulation 35.(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):
  - “(b) an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission...” and;
  - “(g) any other amendment that is not a complex or basic amendment...”
3. Refer Amendment 9 to the EPA under Section 81 of the *Planning and Development Act 2005* and resolve to proceed to advertising of the amendment for public inspection after referral to the EPA.

#### **Background**

Notice of Final Approval of the Shire of Esperance Local Planning Scheme No. 24 (‘the Scheme’) was published in the Government Gazette on 2 August 2017. Like any such document, it is subjected to statutory review and review by Council as circumstances dictate.

The proposed modifications fall into broad categories as follows:

- Amending an Additional Use to take into account usage of a site;
- Amending Residential Densities in specified areas;

- Modification to the Scheme Map to take into account cadastral changes and correcting errors on the Scheme Map;
- Modification of land use classifications;
- Inserting new general provisions dealing with Stormwater;
- Insertion a new Special Control Area into the Scheme;
- Inserting a new Restricted Use into the Scheme; and
- Deletion of an Additional Use and introduction of a Special Use.

### **Officer's Comment**

The following is a summary of the points contained within the amendment document and for clarity, should be read with Attachment A.

The symbols used in the zoning table have the following meanings —

- P means that the use is permitted if it complies with all relevant development standards and requirements of this Scheme;
- I means that the use is permitted if it is consequent on, or naturally attaching, appertaining or relating to the predominant use of the land and it complies with all relevant development standards and requirements of this Scheme;
- D means that the use is not permitted unless the local government has exercised its discretion by granting development approval;
- A means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the deemed provisions;
- X means that the use is not permitted by this Scheme.

Note A uses require advertising in accordance clause 64 of the deemed provisions which stipulates how application are required to be advertised.

The proposed amendment is consistent with the Local Planning Strategy.

Amend Clause 17, Table 4 – Zoning and Land Use table by replacing the 'P' with 'D' for 'Holiday House' in the 'Tourism' zone.

This amendment seeks to replace the 'P' use for 'Holiday house' by dealing with it as a 'D' use within the 'Tourism' zone.

Amend Schedule 1 by replacing Clause 34 subclause (a)

This modification proposes to replace the current stormwater provisions with a new provision. Specifically, the amendment states that management of stormwater on all developments should be in accordance with current best practice as per the Stormwater Management Manual for Western Australia (DWER, 2004) (as amended) this is similar to the current provision but replaces the incorrect year that was originally referenced.

This modification also takes into account areas where a drainage management plan has been adopted that provides an alternative solution.

Amend Schedule 1 by deleting Clause 39 and renumbering accordingly

This modification seeks to replace the Mosquito Nuisance Notification (Cl. 39) general provision with a new mosquito borne disease risk and nuisance as a Special Control Area of the Scheme. The requirements of the Special Control Area will only be applied when development approval is required from another part of the Scheme

Amend Schedule 2 Clause 4.(f)(iii) by replacing 'the requirements of Statement of Planning Policy No. 2.7, Public Drinking Water Source Policy' with 'the State policy governing the Public Drinking Water Source'

This modification changes the current reference to 'Statement of Planning Policy No. 2.7, Public Drinking Water Source Policy' to 'the State policy governing the Public Drinking Water Source'. This modification ensures the current the State policy governing the Public Drinking Water Source is always referenced correctly.

Amend Schedule 2 Clause 10.(c)(ii) by inserting 'Renewable energy facility' as a 'D' use.

This modification seeks to add 'Renewable energy facility' as a 'D' within Special Control Areas No 10 – Undeveloped Rural Areas. It should be noted that this use is a 'D' use within the 'Rural' zone.

Amend Schedule 2 Clause 10.(c)(ii) by inserting 'Industry' as a 'D' use.

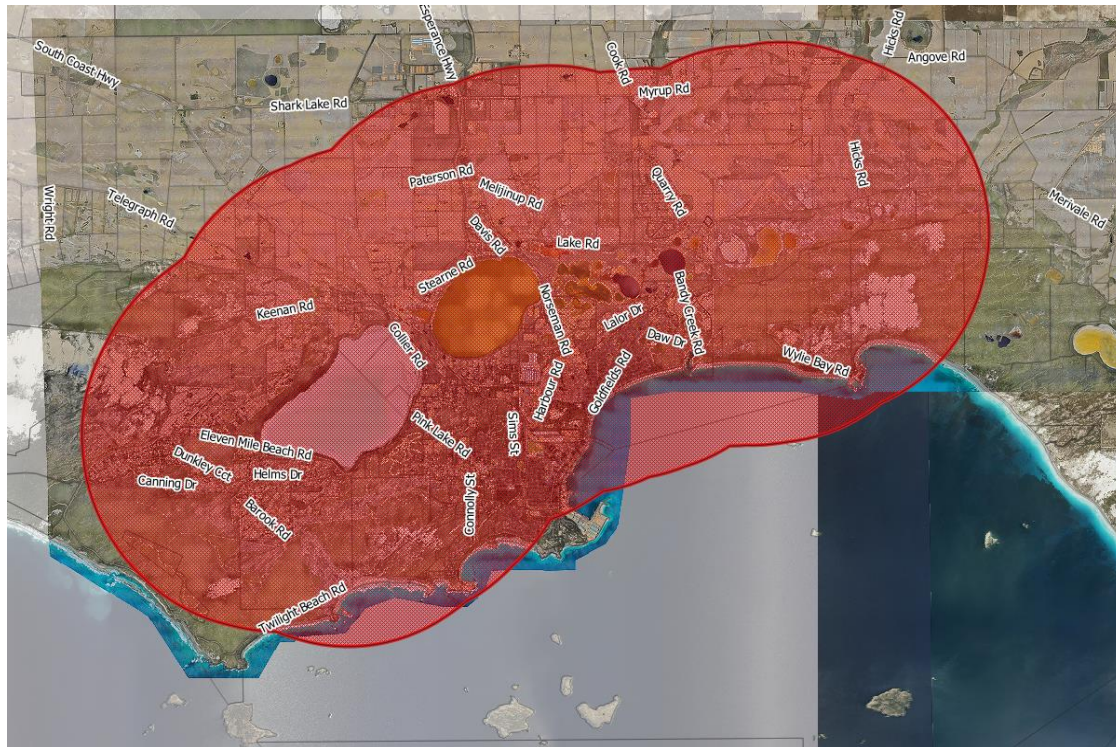
The land use of 'Industry' should be a 'D' use within Special Control Areas No 10 – Undeveloped Rural Areas. It should be noted that this use is proposed to be an 'A' use within the 'Rural' zone.

Amend Schedule 2 Clause 10.(c) by deleting (iii) and renumber the clause accordingly

This amendment seeks to replace the 'I' use within Special Control Area No. 10. This subclause required deletion as there a no more 'I' uses within this Special Control Area.

Amend Schedule 2 by inserting a new Clause 12 – Mosquito Born Disease Risk and Nuisance Special Control Area

This modification seeks to apply the mosquito borne disease risk and nuisance as a Special Control Area of the Scheme rather than a general provision. The requirements of the Special Control Area will only be applied when development approval is required from another part of the Scheme.



Amend Schedule 3 A25 by replacing the base zone column from 'Rural Residential' with 'Rural Smallholdings'

This amendment seeks to correct the base zone that was applied in Additional Use A25. The base zone was inserted in error as 'Rural Residential' and should be corrected to 'Rural Smallholdings'.



Amend Schedule 3 and the Scheme Map by deleting A32.

Additional Use A32 was added by Amendment 9 to Local Planning Scheme No. 24. It has now been established that the uses proposed will only occur on a portion of the lot it is proposed to be deleted. A later modification inserts a new Special Use zone into Schedule 5.

Amend Schedule 3 and the Scheme Map as depicted on the Scheme Amendment Map by adding an Additional Use.

It is proposed to introduce a new additional use in Schedule 3 on Lots 345 & 346 Goldfields Road, Castletown for 'Holiday Accommodation' as a 'D' use. The additional use is consistent with the current use of the land and resolves a non-conforming use from a previous Scheme.



Amending Schedule 3 and the Scheme Map as depicted on the Scheme Amendment Map by adding an Additional Use

It is proposed to introduce a new additional use in Schedule 3 on Lot 3 Fisheries Road, Myrup for 'Workforce Accommodation' as a 'D' use. The additional use is consistent with the current use of the land and resolves a non-conforming use from a previous Scheme.





Amend Schedule 4 R2 by replacing within the Description of Land column by replacing 'Lot 2' with 'Lot 24'

This modification amends the description of land by replacing 'Lot 2' with 'Lot 24'. A boundary adjustment was made with Lot 24 Cascade Road being the resultant lot that was created by amalgamation of Lot 2 and a portion of Lot 4 on deposited plan 42571.

Amend the Scheme Map by amending the portion of Lot 24 Cascade Road zoned 'Rural' to 'General Industry' and Restricted Use 'R2' as depicted on the Scheme Map

This modification is a Scheme Map amendment related to a boundary adjustment was made with Lot 24 Cascade Road being the resultant lot that was created by amalgamation of Lot 2 and a portion of Lot 4 on deposited plan 42571.





Amend Schedule 4 R2 by deleting 'As an 'I' use and place 'Office' under the 'As a 'D' use:' and add a new point in the related conditions as follows: '3. Where an 'Office' is developed it must be incidental to the 'Warehouse/Storage' land use.'

This modification relates to the removal of 'I' uses within the Scheme. In this instance a new condition is added ensuring that the use is incidental to the 'Warehouse/Storage' land use.

Amend Schedule 4 by inserting a new restricted use and amending the Scheme Map accordingly

This modification relates to the introduction of a new restricted use over land that is held in Freehold by the Shire of Esperance within the Flinders subdivision. The restricted use will prohibit the development of the 'Holiday House' and 'Serviced Apartment' land uses within the indicated area.



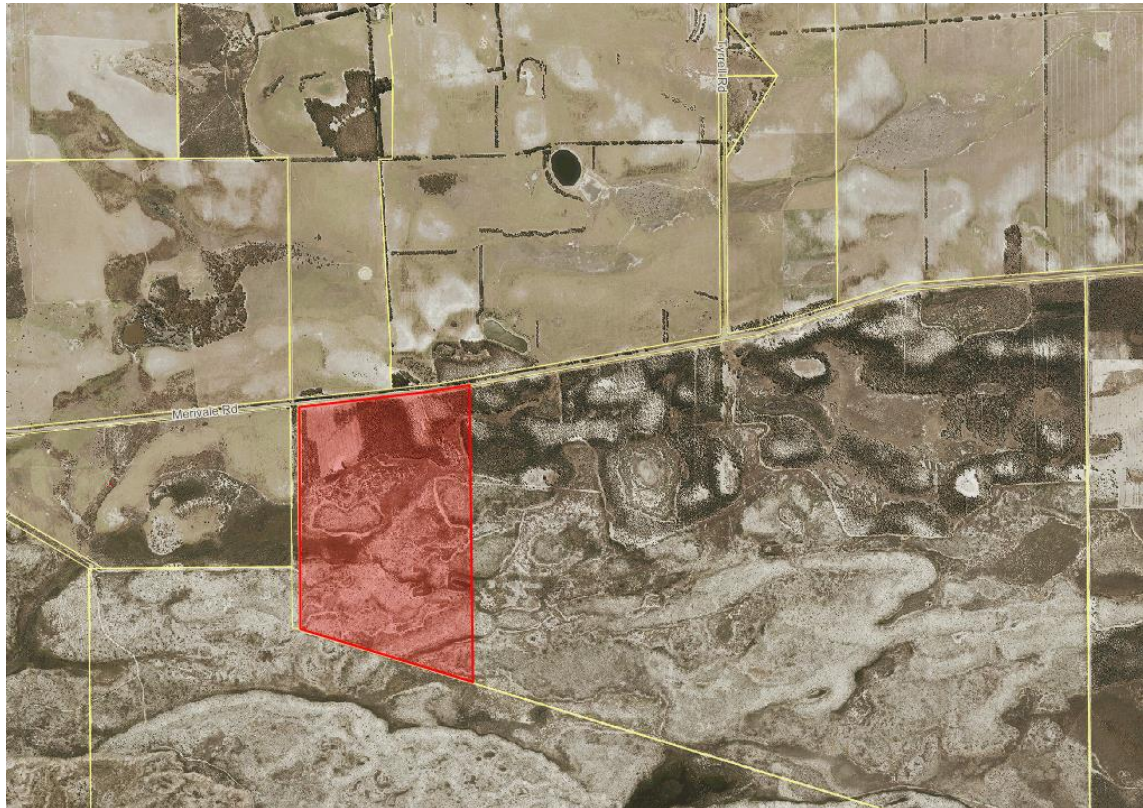
Amend Schedule 5 SU7 by deleting as 'As an 'I' use and place 'Educational Establishment'; 'Restaurant/Café', 'Reception Centre'; and 'Holiday House' under 'As a 'D' use:' and sort the uses alphabetically

This modification relates to the removal of 'I' uses within the Scheme. It is proposal removed all the 'I' use within the Special Use 7 area.

Amend Schedule 5 and the Scheme Map as depicted on the Scheme Amendment Map by adding a Special Use

A new Special Use zone is proposed covering a portion of Lot 1740 Merivale Road. Merivale, replacing Additional Use A32 deleted by Amendment Point 11.





Amend Schedule 7 by replacing the word 'site' with 'sites' within the Minimum Car Spaces column for the land use of 'Park Home Park'

This modification corrects a grammatical error in not pluralising the word 'site' to 'sites' as it relates to a multiple of sites not a site.

Amend Schedule 10 by deleting a section of the last exemption

This modification deletes the line 'In the instance of Circus Signs this is limited to the event venue.' as this has proven problematic to administer it is being removed from the Scheme.

Amend the Scheme Map by amending the portion of Lot 28 in Deposited Plan 425431 from 'Education' to 'Civic and Community'; as depicted on the Scheme Amendment Map

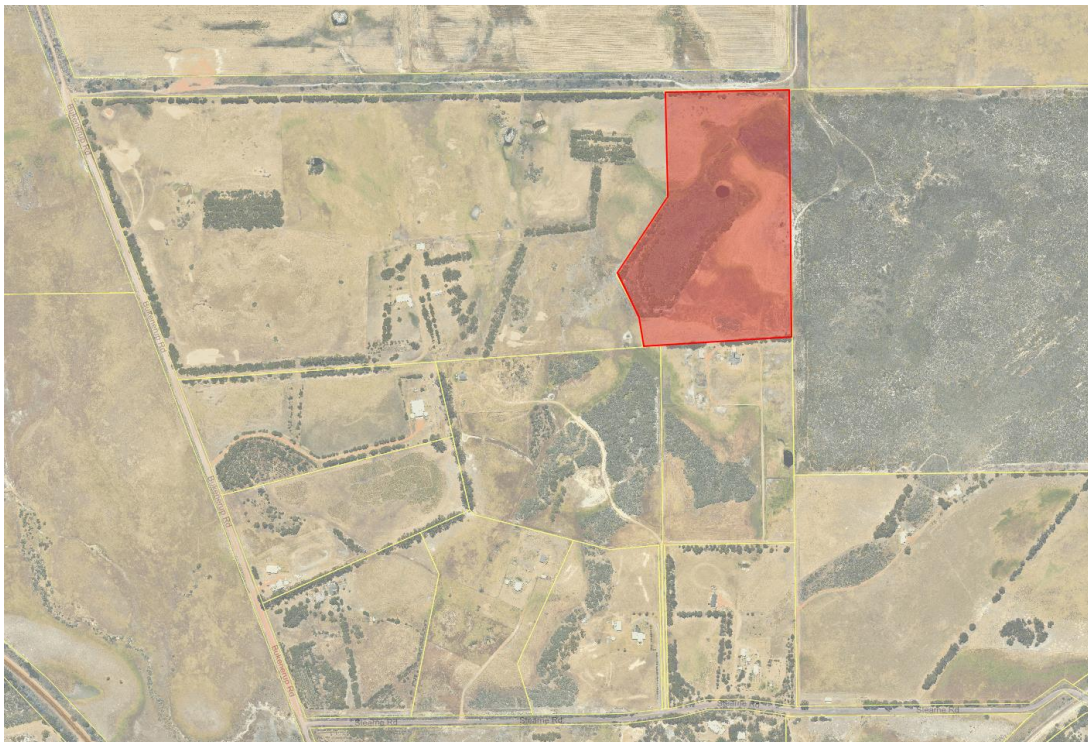
This modification is proposed to take into account the modified reserve boundary for the Esperance Residential College. The proposed change in reservation incorporates the extended Reserve 30673 (Lot 28 on Deposited Plan 425431) with the portions of Reserve 29720 (Lot 27 on Deposited Plan 42543).





Amend Schedule 9 RS2 by replacing 'Lot 4 – 8 Stearne Road' with Lots 4 – 6, 8, 15 Stearne Road' as depicted on the Scheme Amendment Map.

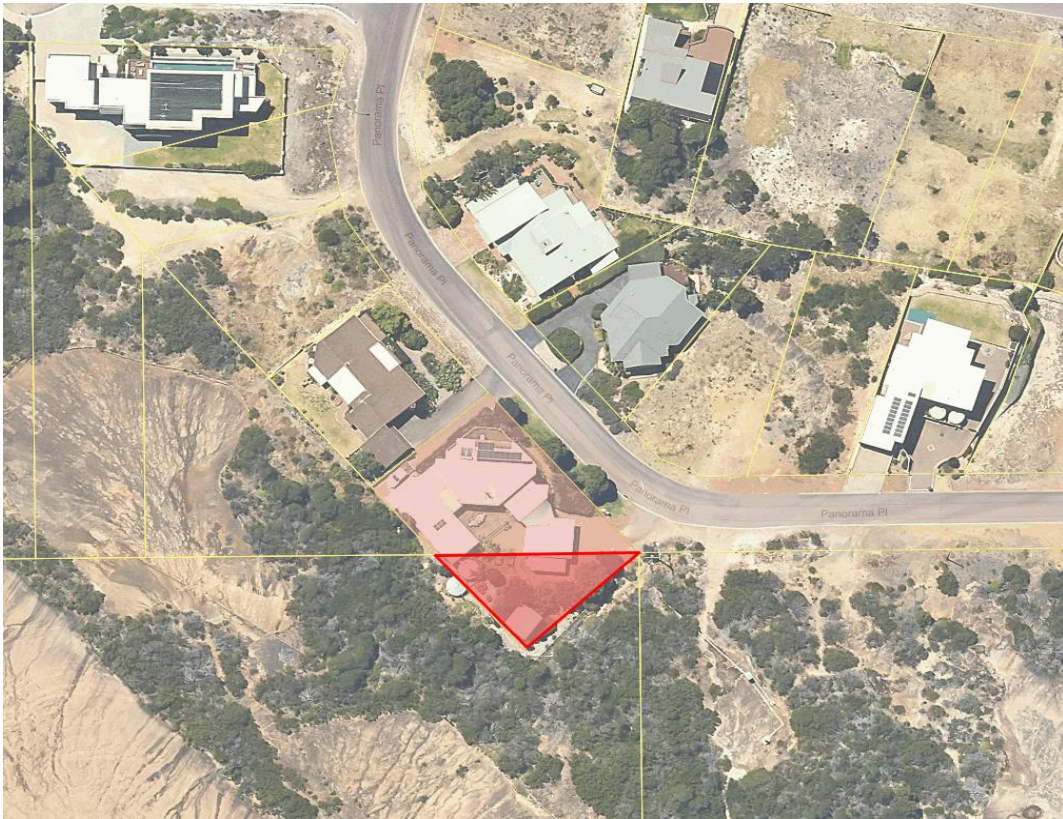
This modification is proposed as a consequence of the amalgamation of the former Lot 7 with a portion the lot to its immediate north. It is proposed to extend the Rural Smallholdings – Special Provisions RS2 over the resultant Lot 15 Stearne Road.



Amend the Scheme Map by amending the portion of Lot 47 on Plan 47393 from 'Infrastructure Services' to 'Residential' as depicted on the Scheme Amendment Map.

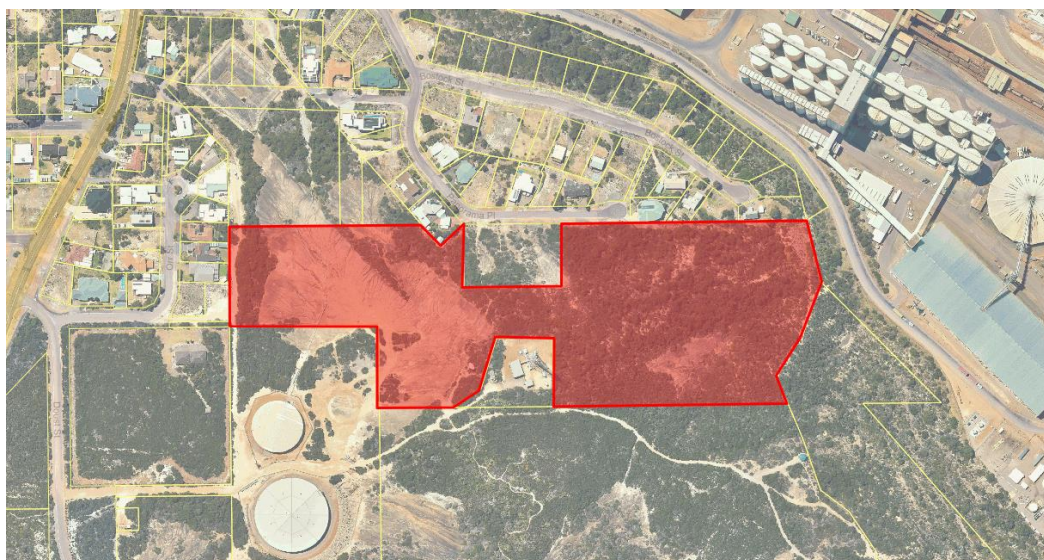


This modification corrects a drafting error on the Scheme Map where the southern corner of the lot was incorrectly shown as the 'Infrastructure Services' reserve. The proposed modification amends the subject portion of the lot to the 'Residential' zone, the R12.5 density already applies to the site and is consistent with the adjoining density.



Amend the Scheme Map by reclassifying the portion of Reserve 41141 classified as 'Infrastructure Services' to 'Public Open Space' as depicted on the Scheme Amendment Map.

This modification corrects a drafting error on the Scheme Map where a portion of Reserve 41141 was reserved as 'Infrastructure Services' in error and should be reserved as 'Public Open Space' which is consistent with the reserve purposes of 'Recreation' and 'Park'.



Amend the Scheme Map by removing the R30 coding and applying R20 over all of Lot 300 on Plan 416251 as depicted on the Scheme Amendment Map.

This modification is the result of a boundary realignment. The parent lot had a density of R20 applied so it is proposed to apply this over the full extent of the new Lot 300, which is consistent with the



adjoining density.



Amend the Scheme Map by Map by amending the portion of Lot 100 Gilpin Street from 'Local Road' to 'General Industry' as depicted on the Scheme Amendment Map.

This modification is the result of a road closure which has been included with the adjoining lot. The proposal applies a consistent zoning across the site.



Amend the Scheme map by amending Lot 325 Nugent Street from 'Light Industry' to 'Residential' with a density of R20 as depicted on the Scheme Amendment Map.



This modification is the result of an incorrect zone being applied to a residential lot.



Amend the Scheme Map by amending the density of Lots 12, 13, 23, 25, 81, 400, 401, 501, 522 and 528 Windich Street, Lots 7, 24, 80, 502, 521, 525 and 526 Eyre Street, Esperance from R12.5 to R40 as depicted on the Scheme Amendment Map

This modification is proposed as the R12.5 density code that was applied to the site is inconsistent with the prevailing density surrounding it. It is proposed to increase the density to R40.





### **Consultation**

A 42-day advertising period applies for the amendment that will commence upon receipt of comments from the EPA.

### **Financial Implications**

Nil

### **Asset Management Implications**

Nil

### **Statutory Implications**

*Planning and Development Act 2005*

*Planning and Development (Local Planning Schemes) Regulations 2015*

Local Planning Scheme No. 24

### **Policy Implications**

Local Planning Strategy

### **Strategic Implications**

Council Plan 2022 – 2032

*Built Environment*

New developments that enhance the existing built environment

### **Environmental Considerations**

Nil

### **Attachments**

A➡. Local Planning Scheme No. 24 - Amendment No. 10 - *Under Separate Cover*

## **RECOMMENDATION AND DECISION**

### **Item: 12.1.1 Local Planning Scheme No. 24 - Amendment No. 10**

**Moved:** Cr Flanagan

**Seconded:** Cr Johnston

**O0924-032**

**Council Resolution**

**That Council:**

1. In pursuance of Section 75 of the *Planning and Development Act, 2005* amend Local Planning Scheme No. 24 by:
  - I. Amending Clause 17, Table 4 – Zoning and Land Use table by replacing the 'P' with 'D' for 'Holiday House' in the 'Tourism' zone.
  - II. Amending Schedule 1 by replacing clause 34 subclause (a) as follows:
    - (a) Management of stormwater on all developments should be in accordance with current best practice as per the Stormwater Management Manual for Western Australia (DWER, 2004) (as amended).
    - (b) Where development is in the 'Commercial', 'Light Industry', 'General Industry', 'Local Centre', 'Mixed Use' or 'Tourism' zone is proposed that cannot be adequately serviced by Shire stormwater infrastructure (if available), stormwater management will be required as a condition of development approval demonstrating the ability to retain all stormwater to site in accordance with a 1:100 year rainfall event using a 72 hour model and in accordance with current best practice as per the Stormwater Management Manual for Western Australia (or its replacement).
    - (c) Alternative stormwater arrangements may be permitted where an adopted stormwater management plan provides for an alternative stormwater arrangement
  - III. Amending Schedule 1 by deleting Clause 39 and renumbering accordingly.
  - IV. Amending Schedule 2 Clause 4.(f)(iii) by replacing 'the requirements of Statement of Planning Policy No. 2.7, Public Drinking Water Source Policy' with 'the State policy governing the Public Drinking Water Source'
  - V. Amending Schedule 2 Clause 10.(c)(ii) by inserting 'Renewable Energy Facility' as a 'D' use.
  - VI. Amending Schedule 2 Clause 10.(c)(ii) by inserting 'Industry' as a 'D' use.
  - VII. Amending Schedule 2 Clause 10.(c) by deleting (iii) and renumber the clause accordingly
  - VIII. Amending Schedule 2 by inserting a new Clause 12 as follows:
    - '12. SCA 12 – Mosquito Borne Disease Risk and Nuisance Special Control Area
      - (a) The purpose of SCA 12 is to identify a Mosquito Borne Disease Risk and Nuisance Area.
        - (i) The mosquito borne disease and nuisance area is defined as all land within 5km of the Lake Warden Wetland System as defined in the Lake Warden Wetland System (LWWS), Esperance Initial Environmental Impact Assessment by the then Department of Environment and Conservation 1 July 2008
      - (b) Objectives

The objectives of SCA 12 are to –

- (i) Identify land that has been designated as a Mosquito Borne Disease and Nuisance Area;
- (ii) Implement Scheme controls that are designed to notify of the presence of the Mosquito Borne Disease and Nuisance Area.
- (c) Application Requirements
  - (i) Where development approval is required by any other part of the Scheme Clause (d)(ii) will apply.
- (d) Development Requirements
  - (i) At the subdivision stage the Western Australian Planning Commission will impose a condition requiring the subdivider to make arrangements with the Commission for a notification in accordance with Section 165 of the *Planning and Development Act 2005* to be placed on the certificate(s) of title which will inform lot owners and prospective purchasers of the potential mosquito risk.
  - (ii) The local government will impose a condition on its development approval for any habitable building as defined in Clause 78A of the Deemed Provisions requiring a Section 70A notification under the *Transfer of Land Act 1893* stating “The subject land occasionally experiences considerable problems with nuisance and disease carrying mosquitoes. These mosquitoes are known carriers of Ross River (RRV) and Barmah Forest (BFV) viruses. Human cases of RRV and BFV diseases occur in some years in this general locality.”

IX. Amending Schedule 3 A25 by replacing the base zone column from ‘Rural Residential’ with ‘Rural Smallholdings’

X. Amending Schedule 3 and the Scheme Map by deleting A32.

XI. Amending Schedule 3 and the Scheme Map as depicted on the Scheme Amendment Map by adding an Additional Use with the following:

No.	Location	Base Zone	Additional Use(s)	Development Standards/ Conditions
A33	Lots 345 & 346 Goldfields Road, Castletown	Residential	As a ‘D’ use <ul style="list-style-type: none"> <li>• Holiday Accommodation</li> </ul>	As determined by the local government.

XII. Amending Schedule 3 and the Scheme Map as depicted on the Scheme Amendment Map by adding an Additional Use with the following:

No.	Location	Base Zone	Additional Use(s)	Development Standards/ Conditions
A34	Lot 3 Fisheries Road, Myrup	Tourism	As a ‘D’ use <ul style="list-style-type: none"> <li>• Workforce Accommodation</li> </ul>	As determined by the local government.

XIII. Amending Schedule 4 R2 by replacing within the Description of Land column by replacing 'Lot 2' with 'Lot 24'.

XIV. Amending Schedule 4 R2 by deleting 'As an 'I' use and place 'office' under the 'As a 'D' use:' and add a new point in the related conditions as follows: '3. Where an 'Office' is developed it must be incidental to the 'Warehouse/Storage' land use.'

XV. Amending Schedule 4 by inserting a new restricted use and amending the Scheme Map accordingly as follows:

No.	Description of land	Restricted use	Conditions
R4	Residential zoned portions of Lot 290 Tribune Parade, Lot 9002 Goldfields Road, Lots 20, 9003 Daw Drive, Bandy Creek	All uses shall have the permissibility assigned by Table 4 excepting: <ul style="list-style-type: none"> <li>• Holiday house; and</li> <li>• Serviced apartment;</li> </ul> which shall be deemed 'X' uses.	1. All development is to comply with the provisions of SCA2

XVI. Amending Schedule 5 SU7 by deleting as 'As an 'I' use and place 'Educational Establishment'; 'Restaurant/Café', 'Reception Centre; and 'Holiday House' under 'As a 'D' use:' and sort the uses alphabetically.

XVII. Amending Schedule 5 and the Scheme Map as depicted on the Scheme Amendment Map by adding a Special Use with the following:

No.	Description of land	Special use	Conditions
SU8	Portion Lot 1740 Merivale Road. Merivale	<p>As a 'P' use</p> <ul style="list-style-type: none"> <li>• Single House</li> <li>• Holiday House</li> <li>• Ancillary Dwelling</li> </ul> <p>As a 'D' use</p> <ul style="list-style-type: none"> <li>• Animal Establishment</li> <li>• Brewery</li> <li>• Caravan Park</li> <li>• Educational Establishment</li> <li>• Holiday Accommodation</li> <li>• Liquor Store – Small</li> <li>• Private Recreation</li> <li>• Reception Centre</li> <li>• Restaurant/Café</li> <li>• Shop</li> <li>• Tavern</li> </ul>	<p>1. The purpose of this zone is to provide for the development of a brewery, caravan park and ancillary land uses. Conditions applicable to the site area:</p> <p>a) Any subdivision will require the preparation and adoption of a structure plan in accordance with Part 4 of the Deemed Provisions.</p> <p>b) All development within SU8 shall require development approval.</p> <p>c) Parking requirements are to be in accordance with Schedule 7.</p> <p>d) The shop is not to have a Net Floor</p>

		Other complimentary or non-defined uses considered appropriate by the local government.	<p>Area in excess of 150m<sup>2</sup>.</p> <p>e) All development shall be setback a minimum of 10m from all boundaries.</p> <p>f) A BAL Rating of BAL 29 or less is to be achieved for all development.</p> <p>2. Any application for development approval is to be accompanied with an associated fire management plan.</p> <p>3. All development is to be provided a supply of potable water adequate to the needs of the development.</p> <p>4. All development is to be connected to an appropriate and approved effluent disposal system.</p>
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**XXVIII. Amending Schedule 7 by replacing the word 'site' with 'sites' within the Minimum Car Spaces column for the land use of 'Park Home Park'.**

**XXIX. Amending the last row of Schedule 10 by deleting 'In the instance of Circus Signs this is limited to the event venue.'**

**XX. Amending the Scheme Map by amending the portion of Lot 24 Cascade Road zoned 'Rural' to 'General Industry' and Restricted Use 'R2' as depicted on the Scheme Map.**

**XXI. Amending the Scheme Map by amending the portion of Lot 27 in Deposited Plan 425431 from 'Education' to 'Civic and Community' as depicted on the Scheme Amendment Map.**

**XXII. Amending Schedule 9 RS2 by replacing 'Lot 4 – 8 Stearne Road' with Lots 4 – 6, 8, 15 Stearne Road' and deleting RS3 from a portion of Lot 15 Stearne Road as depicted on the Scheme Amendment Map.**

**XXIII. Amending the Scheme Map by amending the portion of Lot 47 on Plan 47393 from 'Infrastructure Services' to 'Residential' with a density of R12.5 as depicted on the Scheme Amendment Map.**

**XXIV. Amending the Scheme Map by reclassifying Reserve 41141 from 'Infrastructure Services' to 'Public Open Space' as depicted on the Scheme Amendment Map.**

**XXV. Amending the Scheme Map by removing the R30 coding and applying R20 over all of Lot 300 on Plan 416251 as depicted on the Scheme Amendment Map.**

**XXVI. Amending the Scheme Map by amending the portion of Lot 100 Gilpin Street from 'Local Road' to "General Industry' as depicted on the Scheme Amendment Map.**

**XXVII. Amending the Scheme map by amending Lot 325 Nugent Street from 'Light Industry' to 'Residential' with a density of R20 as depicted on the Scheme Amendment Map**

**XXVIII. Amending the Scheme Map by amending the density of Lots 12, 13, 23, 25, 81, 400, 401, 501, 522 and 528 Windich Street, Lots 7, 24, 80, 502, 521. 525 and 526 Eyre Street, Esperance from R12.5 to R40 as depicted on the Scheme Amendment Map**

2. The amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):
  - (a) an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;
  - (b) any other amendment that is not a complex or basic amendment.
3. Refer Amendment 10 to the EPA under Section 81 of the *Planning and Development Act 2005* and resolve to proceed to advertising of the amendment for public inspection after referral to the EPA.

**CARRIED**

**F6 - A0**

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

Cr Graham returned to the meeting at 4:18pm

**Item: 12.1.2**

**Adoption of Local Planning Policy - Farm Stay Accommodation**

<b>Author/s</b>	Richard Hindley	Manager Development Services
<b>Authoriser/s</b>	Roy Greive	Director External Services

**File Ref: D24/18835**

**Applicant**

Internal

**Location/Address**

Shire of Esperance

**Executive Summary**

For Council to consider adopting the Local Planning Policy – Farm Stay Accommodation with modifications.

**Recommendation in Brief**

That Council in accordance with Clause 4(3) of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2) proceed with the 'LPP 0001 – Farm Stay Accommodation' with modifications as shown in Attachment A.

**Background**

At the Ordinary Council Meeting held in May 2024, Council resolved (O0524-051) the following

That Council:

1. In accordance with Clause 4(1) of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2) prepare the Local Planning Policy – Farm Stay Accommodation as contained in Attachment A.
2. Request the CEO to:
  - a) Advertise the Local Planning Policy – Farm Stay Accommodation for a period not less than 21 day`s, in accordance with Clause 4(2) of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2).
  - b) Prepare a further report at the conclusion of the consultation period to review the proposed policy in light of any submissions made, in accordance with Clause 4(3) of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2).

The draft policy was advertised and is now brought back to Council to proceed with modifications.

**Officer's Comment**

The draft Local Planning Policy - Farm Stay Accommodation has been prepared to fulfill the following objectives:

1. Guide development of and provide opportunities for Farm Stay Accommodation in the 'Rural' zone to ensure it does not adversely impact on the rural character or amenity of the locality or that of surrounding landowners;

2. Facilitate a range of safe and secure short stay accommodation services within the rural areas;
3. Provide a balance between any existing land uses, long-term rural pursuits and Farm Stay Accommodation development, ensuring that the Farm Stay Accommodation development enterprises do not dominate and detrimentally impact rural land;
4. Ensure Farm Stay Accommodation development does not detrimentally impact upon the usability of rural land for rural uses;
5. Ensure Farm Stay Accommodation development does not detrimentally impact upon the environment; and
6. Protect the existing rural character and streetscape of rural areas.

The Policy was advertised in the Esperance Weekender and on the Shire's website with the period for comments closing on 5<sup>th</sup> July 2024. At the close of advertising two submissions (Attachment B) were received which are summarised along with a proposed response in the following table:

No.	Submission	Officer Comment	Recommendation
1.	Supports the proposed policy.	Noted	Note
2.	Request that the lot size be amended so development could be accommodated on smaller lots.	Uphold	Support – Amend the LPP to reduce the minimum lot size from 50ha to 20ha

The draft Local Planning Policy has also been converted into the new policy template.

### Consultation

The draft Local Planning Policy – Farm Stay Accommodation was developed in consultation with the Shire's Coordinator of Environmental Health and Australia's Golden Outback's through the Esperance Tourism Development Manager.

As this policy is being prepared under Clause 4.(1) of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 and was advertised through the Esperance Weekender and on the Shire webpage for 21 days closing on the 5<sup>th</sup> July 2024. At the closure of the advertising period two submissions had been received (Attachment B).

### Financial Implications

Nil

### Asset Management Implications

Nil

### Statutory Implications

Clauses 3(5) and 67 of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2  
*Planning and Development Act 2005*  
*Caravan Parks and Camping Grounds Regulations 1997*

### Policy Implications

This item relates to policy development.



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

### **Strategic Implications**

#### Council Plan 2022 – 2032

##### *Built Environment*

New developments that enhance the existing built environment

Encourage innovation and support new development

### **Environmental Considerations**

This Local Planning Policy contains provisions regarding waste management and effluent disposal.

### **Attachments**

A. [LPP 0001 - Farm Stay Accommodation](#)

B. [Submissions - Local Planning Policy - Farm Stay Accommodation](#)

**RECOMMENDATION AND DECISION**

**Item: 12.1.2 Adoption of Local Planning Policy - Farm Stay Accommodation**

**Moved:** Cr Flanagan

**Seconded:** Cr de Haas

**O0924-033**

**Council Resolution**

**That Council in accordance with Clause 4(3) of the Deemed Provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2) proceed with the 'LPP 0001 – Farm Stay Accommodation' with modifications as shown in Attachment A.**

**CARRIED**

**F7 - A0**

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



## LPP 0001 Farm Stay Accommodation

LOCAL PLANNING POLICY

### Purpose

The objective of this Local Planning Policy is to -

1. Guide development of and provide opportunities for Farm Stay Accommodation in the 'Rural' zone to ensure it does not adversely impact on the rural character or amenity of the locality or that of surrounding landowners;
2. Facilitate a range of safe and secure short stay accommodation services within the rural areas;
3. Provide a balance between any existing land uses, long-term rural pursuits and Farm Stay Accommodation development, ensuring that the Farm Stay Accommodation development enterprises do not dominate and detrimentally impact rural land;
4. Ensure Farm Stay Accommodation development does not detrimentally impact upon the usability of rural land for rural uses;
5. Ensure Farm Stay Accommodation development does not detrimentally impact upon the environment; and
6. Protect the existing rural character and streetscape of rural areas; and
7. ~~Provide safe, secure and healthy accommodation environments within the Shire.~~

### Scope

This policy applies to all Rural zoned land under Local Planning Scheme No. 24 outside of a Townsite.

### Definitions

Nil

### Practice

#### General

Pre-lodgement meetings with the Shire are encouraged.

#### Table 1 – Development Standards

Proposals that fall entirely within the acceptable development will generally be Supported.

Proposals falling within performance standard will be required to be accompanied by relevant plans/information to address the policy objectives.

Proposals that do not satisfy acceptable or performance standards will generally not be supported.

Acceptable Development	Performance Standard
<b>Location/Siting</b>	
Farm Stay Accommodation that provides on-site tourism activities or within 20km of a developed townsite.	Farm Stay Accommodation that is in close proximity to tourism activities or natural features
Development located 100m from any highway, important regional road, or nominated tourist road	Development located so as to not appear visually intrusive within the streetscape  Development location so as to not be adversely impacted upon by traffic noise
Development located 50m from the front boundary and 20m from the side and rear boundary	Development that would not impact on the visual amenity of surrounding landowners  Development that would not adversely impact on the residential amenity of surrounding landowners
Development is associated with rural uses i.e. farm stay type development and will not result in land use conflict or adversely impact on rural uses or the ability for the site to be used for rural uses in the future	Development is separated from any rural uses occurring on the site so as to ensure there is no conflict between the two uses
Not located within either SCA4 – Public Drinking Water Source Protection Areas or SCA5 – Wetlands of Significance and Lake Warden Recovery Catchment	Development will need to meet the requirements of the Department of Water and Environmental Regulation and the Department of Biodiversity Conservation and Attractions.
<b>Scale</b>	
Lot size is a minimum of <del>50ha</del> 20ha	Development on the lot by way of its location would not impact on the rural character or amenity of the locality or that of surrounding landowners
<ul style="list-style-type: none"> <li>Maximum 20 guests in tents, caravans and campervans.</li> <li>Maximum 7 self-contained caravans and campervans.</li> <li>Maximum 28 consecutive days of stay in any 3 months.</li> <li>Tents are only permitted where ablutions are on-site that are accessible by the occupants.</li> </ul>	<p>Clustered developments that do not adversely impact on rural character or appear as residential development of a density beyond what could otherwise be considered in the area</p> <p>Tents are only permitted where ablutions are on-site that are accessible by the occupants.</p>

Where there is an existing rural use occurring on the same site, farm stay accommodation must be of a scale subservient to the rural use

Where there is an existing rural use occurring on the same site, farm stay accommodation must be demonstrated as having a direct benefit to the existing rural use.

#### Design

Development that is in keeping with the surrounding landscape and character of the locality.

N/A

Development does not mimic residential urban form

#### Services

The scale of the development is such that traffic generation would not result in an undue level of dust or impact upon the road surface.

N/A

Suitable toilets and handwashing facilities must be made readily available to the development.

Self-contained caravans and campervans must be provided suitable facilities unless advertising of the development includes a notice for lack of facilities as per point (b) under Management.

A centrally located tap for use by all occupiers of potable water should be provided

Self-contained potable water supply

Dump Point

Compliance with any other approach permitted under the *Caravan Park and Camping Ground Act 1995*

### Management

Adequate management plans should be put in place to ensure that onsite owners and managers of facilities are easily contactable, so that they can respond to issues that may arise at the premises immediately.

Advertising material and other information sources about the facility, must specify each of the following amenities that is not provided for occupiers at the facility —

- a. toilets;
- b. showers;
- c. hand basins;
- d. washing-up facilities;
- e. laundry facilities;
- f. hot water for showering or for washing-up or laundry facilities;
- g. power points;
- h. lighting;
- i. Dump point (with directions to public dump point).

### Fire Prone Areas

When a Farm Stay Accommodation is proposed in a bush fire prone area the area shall be modified to achieve a minimum BAL-29 standard.

### Development Application Requirements

Where a development application for Farm Stay Accommodation the application should address the requirements under the application form checklist in addition to the following –

- a. Any accommodation in tents, caravans and campervans fall under the requirements of the *Caravan Park and Camping Ground Act 1995* and Regulations 1997, it is highly likely these will be classified as Nature-based Caravan Parks –
  - i. Not close proximity to an area that is built up with structures used for business, industry or dwelling-houses at intervals of less than 100m for a distance of 500m or more
  - ii. Has been predominately formed by nature
  - iii. Has limited or controlled artificial light and noise intrusion
- b. Site Plan (including but not limited to) -
  - i. Existing Buildings
  - ii. Waste Water systems
  - iii. Site delineation
  - iv. Designated Licence Area

- c. Drinking Water Quality Management Plan
- d. Waste Management Plan
- e. Operational Management Plan
- f. Emergency Management Plan
- g. Bushfire Attack Level Assessment – when in a fire prone area.

#### Caravan and Camping Ground Regulations 1997

When a development application receives approval under this Local Planning Policy, a nature-based park licence will be granted. ]

.....End.....

#### Document Information

Responsible Position	Manager Development Services
Risk Rating	Low

#### Referencing Documents

- *Local Government Act 1995*
- *Caravan and Camping Ground Regulations 1997*
- Local Planning Scheme No. 24 ]

#### Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
(07/2024)	1	D24/17612	New LPP		(08/2029)

Submission 1

**Richard Hindley**

---

**From:** Anne Bell [REDACTED]  
**Sent:** 29 June 2024 11:27  
**To:** Shire of Esperance  
**Subject:** Local farm stays  
**Categories:** Blaise

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

To who it may concern

As a farmer in the Ravensthorpe shire but a rate payer in the Esperance shire i would like to put my opinion forward in this matter

I come across a lot of caravaners that have passed through the Esperance region  
The most common complaint is that there is no cheap camping options in Esperance  
They say that if there we're more options they would stay longer

A lot of them don't like caravan parks anyway and prefer the space of a farm stay  
These days I would say ninety percent of travellers are self contained in that they have a toilet and shower facilities and don't require power

I think if farmers were allowed to offer a small parcel of land perhaps with a limited number of vans/ campers, maybe up to 5-10 at a time as long as vans were self contained and not offering power  
It would take the pressure off the shire for the overflow camping and encourage tourists to stay longer but at the same time take a bit of the congestion out of town instead of around the sporting area

Farmers would be more aware of the people on their property and keeping the area tidy as apposed to campers just pulling up and leaving a mess when they've left a free camp

Something definitely needs to be done in regards to tourism in the area and I think this is a great opportunity without putting all the pressure on the shire to provide land or resources

Regards  
Anne Bell

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Submission 2

**Richard Hindley**

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**From:** Aneta Creighton [REDACTED]  
**Sent:** 04 July 2024 08:30  
**To:** Shire of Esperance  
**Subject:** Providing Flexible Accommodation Options submission

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

I believe that the minimum land holding area is prohibitively large. Many smaller holdings nearer to townships will be discounted in that case.

From our point of view our holding, the Condingup Vineyard could be an idyllic place to accommodate a few caravans or campers but being only 21 hectares would be ineligible. I'm sure there are many other smaller rural and semi rural holdings that would provide great locations for flexible accommodation options as well. Perhaps there could be considered a sliding scale of number of caravans allowed depending on holding size?

Thank you for your consideration,

Aneta Creighton

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<https://www.mailguard.com.au/mg>

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**12.2 ASSET MANAGEMENT**

Nil

## **12.3 CORPORATE & COMMUNITY SERVICES**

### **Item: 12.3.1**

#### **Prioritisation of CSRFF Annual Forward Planning Grant Application**

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

**File Ref: D24/22444**

#### **Applicant**

Internal Report

#### **Location/Address**

N/A

#### **Executive Summary**

The Community Sporting and Recreation Facilities Fund (CSRFF) exemplifies the Western Australian Government's commitment to the development of sustainable infrastructure for sport and recreation across the State. To assist the Department of Local Government, Sport and Cultural Industries (DLGSCI), Council is required to endorse and prioritise applications for both the Annual and Forward Planning Grants Rounds, to enable submission to DLGSCI.

This round there is only one application to be considered: Esperance Hockey Association – Facility Redevelopment (Synthetic Turf and Lighting Project) application (see attached A) to the 2025/2026 CSRFF Annual and Forward Planning Grants round for the amount of **\$643,176** (ex GST).

#### **Recommendation in Brief**

That Council:

1. Endorses the CSRFF Annual and Forward Planning Grant application from the Esperance Hockey Association – Facility Redevelopment (Synthetic Turf and Lighting Project) for the amount of \$643,176 (ex GST).
2. Prioritising the application for the Esperance Hockey Association
3. Confirm a Shire Commitment of \$300,000 (ex GST) towards the Esperance Hockey Associations project as part of the 2025/26 budget process.
4. In principle support a Shire Self Supporting loan for up to \$299,752 (ex GST) to assist the Esperance Hockey Association with the club's contributions.

#### **Background**

The Department of Local Government, Sport and Cultural Industries, through the CSRFF, provide financial assistance to community groups and local governments to develop infrastructure for sport and recreation. The program aims to increase participation in sport and recreation with an emphasis on increasing physical activity through well planned facilities. The 2024/25 funding round has \$20 million available for allocation.

This application relates to the DLGSCI, 2025/2026 CSRFF Forward Planning Grants category: Annual and Forward Planning Grants Round (which opened on 1<sup>st</sup> June 2024). This grant program targets projects over \$500,000. Grants given in this category can be claimed up to three financial years following the date of approval, depending on the requirements and approved details of the project.

Applications were required to be completed with all supporting documentation and submitted to the Shire by the end of August 2024 for presentation to Council at the September 2024 Council Meeting. Applications are then forwarded to the Department of Local Government, Sport and Cultural Industries Office by the local government by 4pm 30<sup>th</sup> September 2024. Applicants are notified of the outcome around late December 2024 or early January 2025. If successful funds would be available from July 2025.

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 2025/2026, CSRFF Forward Planning Grants. The application process requires the applicable Local Government to prioritise the application from within the local area. Following review by officer's this application is believed to be worthy of support as it is believed a synthetic playing surface is well overdue for a town our size. All State, International and even Regional Carnivals are played on synthetic surfaces. The synthetic playing surface will modernise the competition to be in-line with the rest of the State. It will also improve the development pathway for all junior and senior members.

As this is the only CSRFF Annual Forward Planning application received for the 2025/26 round, it is recommended the Esperance Hockey Association – Facility Redevelopment (Synthetic Turf and Lighting Project) is ranked as priority (1).

The Esperance Hockey Association applied for the same grant from the DLGSCI in 2023 for the amount of \$1,212,040 amount (ex GST). Council endorsed and prioritised that application at the September 26<sup>th</sup> Ordinary Council meeting 2023 as follows:

**12.3.1 Prioritisation of CSRFF Grant Applications**  
**Moved:** Cr O'Donnell  
**Seconded:** Cr Flanagan  
**O0923-001**  
**Council Resolution**  
**That Council:**  

- Endorses the CSRFF Annual and Forward Planning Grant application**
  - from the Esperance Hockey Association – Facility Redevelopment (Synthetic Turf and Lighting Project) for the Development Bonus amount of \$1,212,040 (ex GST).**
- Prioritising the application as follows**
  - Esperance Hockey Association**

**CARRIED**  
**F9 - A0**

The CSRFF application was not approved by the DLGSCI. The Esperance Hockey Association were encouraged to rework their budget and apply again in 2024.

To reduce the overall cost of the project for the Esperance Hockey Associations application this year, the Shire have quoted for the construction of Synthetic Hockey Surface at the Greater Sports Ground for the earthworks, civil and fencing components of the project only. (see attached C).

After consultation with officers and directors the Esperance Hockey Association have in principle been supported to the amount of \$300,000 (ex GST) towards their project, with suggested funding from the Priority Projects Reserve. Confirmation to be a part of the 2025/26 budget process. However, they have also requested that Council consider an additional \$100,000 (ex GST) (see attached B) to help reduce the financial implications for the Club moving forward.

This application has also identified a potential need for a self-supporting loan for up to \$299,752 (ex GST) from Council to assist with the club's contributions.

### **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 Director Asset Management, Director of Corporate and Community Services and the Community Development & Events Manager.

### **Financial Implications**

The applicant has requested a Shire contribution of \$300k (Ex GST) towards the project. This will need to be considered during the 2025/26 Budget process.

They have also requested that Council consider a request for an additional \$100,000 (ex GST) (see attached B) to help reduce the financial implications for the Club moving forward.

This application has also identified a need for a self-supporting loan for up to \$299,752 (ex GST) from Council to assist with the club's contributions.

### **Asset Management Implications**

Management of any new infrastructure will be the responsibility of Esperance Hockey Association.

### **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 Application Esperance Hockey Association - *Confidential*
- B. Esperance Hockey Association Request for Additional Funds
- C. Shire of Esperance Quote Greater Sports Ground Works

**RECOMMENDATION AND DECISION**

**Item: 12.3.1 Prioritisation of CSRFF Annual Forward Planning Grant Application**

**Moved: Cr Obourne**

**Seconded: Cr de Haas**

**O0924-034**

**Council Resolution**

**That Council:**

- 1. Endorses the CSRFF Annual and Forward Planning Grant application from the Esperance Hockey Association – Facility Redevelopment (Synthetic Turf and Lighting Project) for the amount of \$643,176 (ex GST).**
- 2. Prioritising the application for the Esperance Hockey Association**
- 3. Confirm a Shire Commitment of \$300,000 (ex GST) towards the Esperance Hockey Associations project as part of the 2025/26 budget process.**
- 4. In principle support a Shire Self Supporting loan for up to \$299,752 (ex GST) to assist the Esperance Hockey Association with the club's contributions.**

**CARRIED**

**F7 - A0**

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

P O Box 1011  
Esperance WA 6450  
Email: [esperance.hockey@gmail.com](mailto:esperance.hockey@gmail.com)  
ABN: 42 412 193 229  
Incorporation certificate No A820683



Mathew Walker  
Shire of Esperance  
Director Asset Management  
PO Box 507  
Esperance WA 6450

30<sup>th</sup> August 2024

Dear Mathew,


Thank you for your support of the Esperance Hockey Association (EHA) with the drive to redevelop and improve the current facilities.

The current costings of the EHA Facility Redevelopment- New Hockey Turf with Lights, using the quote from the Shire of Esperance and Tiger Turf, comes to \$1,929,528. The EHA has a 2024 Community Sporting and Recreation Facilities Fund (CSRFF) application ready for submission to the Department of Local Government, Sport and Cultural Industries.

As you are aware, the CSRFF grant can cover up to one third of the total project costs. The EHA is applying for \$643,176 which is a third of the total cost mentioned above. The Shire of Esperance has indicated that they will support the project to the value of \$300,000, to be voted on at the next Council meeting in September 2024. The remaining amount of \$986,352 will then fall to the EHA.

With fundraising, sponsorship, donations and savings the EHA has \$434,000 ready to sink into the project. The EHA has another \$252,600 from sponsorship commitments coming in over the next 3 years, meaning a total of \$686,600. Further funding continues to be sourced, and the EHA will endeavour to raise more funds to ensure the viability of the project.

The EHA respectfully request that the Shire of Esperance increase their contribution to \$400,000. This increase of \$100,000 will significantly assist the EHA reduce the financial impact of the project.



As the full funding for the project may not be available at its commencement the EHA is also requesting that the Shire endorse a Self-Supporting Loan. The amount needed will be \$300,000 to be paid off over a ten-year period.

Please refer to the CSRFF application, in particular, pages 16-17, to see the Project Budget and Project Funding specifications. Please also see the Life Cycle Costing excel spreadsheet, explaining the 10-year outlook with the current figures.

Thank you for your consideration of my request and please contact me if you require anything further.

Kind regards,



Angela Hill  
President  
Esperance Hockey Assoc.  
[Esperancepresident.hockey@gmail.com](mailto:Esperancepresident.hockey@gmail.com)  
0429787026







REFERENCE

DOCUMENT ID D24/24500

ENQUIRIES Mathew Walker 08 9071 0675

DATE 29 August 2024

Angela Hill  
President  
Esperance Hockey Association

Via Email: [esperancepresident.hockey@gmail.com](mailto:esperancepresident.hockey@gmail.com)

Dear Angela,

**RE: Quote - Construction of Synthetic Hockey Surface GSG - Earthworks, Civils and Fencing**

The Shire of Esperance is pleased to provide the following Quote for the Construction of Synthetic Hockey Surface at the Greater Sports Ground for the earthworks, civils and fencing components of the of the project only of \$989,270 Ex GST.

1.0	Design and Documentation	\$45,000
2.0	Site Establishment	\$3,850
3.0	Earthworks	\$51,658
4.0	Stormwater Drainage	\$155,920
5.0	Pavements	\$472,879
6.0	Fencing	\$170,030
	Sub Total	\$899,337
	Contingency 10%	\$89,934
	<b>Total (ex GST)</b>	<b>\$989,270</b>


The quote is based on the design provided by SPORTENG SKETCH NO: SE\_11519\_SKT\_001 REV: B, any changes to this design may result in a revision to this quote.

A detailed breakdown of the quote is attached to this letter.

As the Esperance Hockey Association is for a not for profit community group, the Shire will undertake the works at cost and not mark up the quote by 40% as per our normal private works practice.

Should you have any further queries regarding this matter please contact me on (08) 9071 0630 or email [mathew.walker@esperance.wa.gov.au](mailto:mathew.walker@esperance.wa.gov.au).

Yours sincerely,

A handwritten signature in black ink that reads "M. Walker". The signature is written in a cursive, flowing style.

Mathew Walker  
DIRECTOR ASSET MANAGEMENT

Enc: QUOTE - Detailed Breakdown - Construction of Synthetic Hockey Surface GSG  
- Earthworks, Civils and Fencing Only

**QUOTE – Detailed Breakdown  
Construction of Synthetic Hockey Surface GSG  
Earthworks, Civils and Fencing Only**

		Unit	QTY	RATE	AMOUNT (EX GST)
<b>1.0</b>	<b>DESIGN AND DOCUMENTATION</b>				
1.1	Initial site set out including ground control points	Item	1	\$500	\$500
1.2	Geotechnical investigation, report, and review	Item	1	\$2,500	\$2,500
1.3	Document, Design and Approval	Item	1	\$40,000	\$40,000
1.4	Insurance	Item	1	\$1,000	\$1,000
1.5	Fees and Charges	Item	1	\$1,000	\$1,000
					<b>\$45,000</b>
<b>2.0</b>	<b>SITE ESTABLISHMENT</b>				
2.1	Site Establishment including mobilisation	Item	1	\$550	\$550
2.2	Fencing and site security	Item	1	\$3,300	\$3,300
					<b>\$3,850</b>
<b>3.0</b>	<b>EARTHWORKS</b>				
3.1	Strip organic matter/ existing lawn cover depth and cart away from site	Item	1	\$20,000	\$20,000
3.2	Prepare Subgrade (Final Trim) +/- 20mm (105 x 67m area)	m <sup>2</sup>	7035	\$4.50	\$31,658
					<b>\$51,658</b>
<b>4.0</b>	<b>STORMWATER DRAINAGE</b>				
4.1	Grated Strip Drain - around concrete footpath (103x2+66x2)	m	338	\$340	\$114,920
4.2	Onsite detention - stormwater Drainage Pits/ Gully's and connections	Item	1	\$41,000	\$41,000
					<b>\$155,920</b>
<b>5.0</b>	<b>PAVEMENTS</b>				
5.1	Base -200mm thick Crush rock Aggregate 20mm Size	m <sup>2</sup>	7,035	\$27.00	\$189,945
5.2	30mm AC10 Asphalt surface	m <sup>2</sup>	5,978	\$33.00	\$197,274
5.3	Concrete Edge Restraining - Flush Kerb (150 x 300 mm Right around the turf)	m	320	\$38.00	\$12,160
5.4	2m Concrete Perimeter path	m <sup>2</sup>	700	\$105.00	\$73,500
					<b>\$472,879</b>
<b>6.0</b>	<b>FENCING</b>				
6.1	1.05m high chain link fence (Post Bolted to ground) (50m construction)	m	182	\$290	\$52,780
6.2	3.0m high chain link fence (50m construction)	m	52	\$775	\$40,300
6.3	4.5m high chain link fence (50m Construction)	m	66	\$975	\$64,350
6.4	Pedestrian gates	Item	3	\$2,250	\$6,750
6.5	Emergency access gates	Item	1	\$4,500	\$4,500
6.6	Shoe grate cleaner	Item	3	\$450	\$1,350
					<b>\$170,030</b>
				<b>Sub Total</b>	<b>\$899,337</b>
				<b>Contingency 10%</b>	<b>\$89,934</b>
				<b>Total</b>	<b>\$989,270</b>

**Item: 12.3.2**

**Financial Services Report - September 2024**

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

**File Ref: D24/23864**

**Executive Summary**

To present to Council the Monthly Financial Report for the period ending 31 August 2024.

**Strategic Implications**

Council Plan 2022 – 2032

*Leadership*

A financially sustainable and supportive organisation achieving operational excellence

**Attachments**

A1. Monthly Financial Report August 2024

**RECOMMENDATION AND DECISION**

**Item: 12.3.2 Financial Services Report - September 2024**

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

**O0924-035**

**Council Resolution**

**That Council receive the attached report entitled Monthly Financial Report for the month of August 2024.**

**CARRIED  
F7 - A0**

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



## **SHIRE OF ESPERANCE**

### **MONTHLY FINANCIAL MANAGEMENT REPORTS**

(Incorporating Statement of Financial Activity)

## **AUGUST 2024**

### **CORPORATE & COMMUNITY SERVICES**

## MANAGER FINANCIAL SERVICES COMPILATION REPORT

MEETING DATE:	24 SEPTEMBER 2024
ACCOUNTING PERIOD:	PERIOD ENDED 31 AUGUST 2024
MATERIALITY THRESHOLD:	\$100,000 <b>OR</b> 10%

### OVERVIEW

The Statement of Financial Activity is presented on page 3 and shows a surplus at 31 August of \$35,489,560.

### RATES COLLECTED

Rates collected at the end of August were 20.15%. Collections at the same time last year were 21.26%. 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. Our auditors from Moore Australia will be attending Shire of Esperance from 3-6 September. The final audit will review the last 3 months of transactions, end of financial year reconciliations and draft financial statements.

### BUDGET PHASING

Work will continue to be carried out to further phase capital spending for 2024-25 to reflect project expectations as they become known.

### 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 \$35,489,560. The surplus is shown on the bottom of the Statement of Financial Activity on page 3 and also on the 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 \$54,694,029 and this is shown on page 6. Reserve balance is \$40,281,442 as per page 5.

Sarah Bridge  
Corporate Accountant

**SHIRE OF ESPERANCE  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 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	26,759,953	26,402,149	(357,804)	-1%
Grants, subsidies and contributions	9,536,704	1,943,876	1,324,215	(619,661)	-32%
Fees and charges	11,015,415	4,754,319	4,783,415	29,096	1%
Interest revenue	1,719,500	120,077	69,665	(50,412)	-42%
Other revenue	2,377,091	153,557	62,293	(91,264)	-59%
Profit on asset disposals	120,940	-	-	-	-
	51,621,602	33,731,782	32,641,738	(1,090,044)	-3%
<b>Expenditure from operating activities</b>					
Employee costs	(23,271,943)	(3,991,158)	(3,776,655)	214,503	-5%
Materials and contracts	(18,526,639)	(2,055,289)	(2,030,006)	25,283	-1%
Utility charges	(1,434,221)	(184,697)	(147,981)	36,716	-20%
Depreciation	(23,403,044)	-	-	-	-
Finance costs	(67,478)	(9,416)	(6,454)	2,962	-31%
Insurance	(988,511)	(501,143)	(416,739)	84,404	-17%
Other expenditure	(786,355)	(11,733)	(93,665)	(81,932)	698%
Loss on asset disposals	(51,039)	-	-	-	-
	(68,529,230)	(6,753,436)	(6,471,500)	281,936	-4%
<b>TOTAL OPERATING ACTIVITIES</b>	<b>(16,907,628)</b>	<b>26,978,346</b>	<b>26,170,238</b>	<b>(808,108)</b>	<b>-3%</b>
<b>NON-OPERATING ACTIVITIES</b>					
<b>Inflows from non-operating activities</b>					
Capital grants, subsidies and contributions	20,074,997	2,081,300	2,126,279	44,979	2%
Proceeds from disposal of assets	1,290,500	388,496	45,610	(342,886)	-88%
Proceeds - self supporting loans	404,456	59,941	26,149	(33,792)	-56%
Proceeds on other loans and receivables	2,434,907	-	-	-	-
	24,204,860	2,529,737	2,198,038	(331,699)	-13%
<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)	(760,769)	(1,074,212)	(313,443)	41%
Payments for construction of infrastructure	(23,145,666)	(2,404,327)	(2,086,614)	317,713	-13%
Repayment of Borrowings	(461,775)	(20,998)	(20,998)	0	0%
	(48,543,263)	(3,186,094)	(3,181,824)	4,270	0%
<b>TOTAL NON-OPERATING ACTIVITIES</b>	<b>(24,338,403)</b>	<b>(656,357)</b>	<b>(983,786)</b>	<b>(327,429)</b>	<b>50%</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	-	-	2,302	2,302	-
<b>TOTAL NON-CASH AMOUNTS EXCLUDED</b>	<b>23,612,795</b>	<b>-</b>	<b>2,302</b>	<b>2,302</b>	<b>-</b>
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>					
<b>Surplus at the start of the financial year</b>	<b>3,221,226</b>	<b>3,221,226</b>	<b>3,221,226</b>	<b>-</b>	<b>0%</b>
Amount attributable to operating Activities	(16,907,628)	26,978,346	26,170,238	(808,108)	-3%
Amount attributable to non-operating Activities	(24,338,403)	(656,357)	(983,786)	(327,429)	50%
Non-cash amounts excluded	23,612,795	-	2,302	2,302	-
Reserve Movements	14,367,552	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>36,720,932</b>	<b>35,489,560</b>	<b>(1,231,372)</b>	<b>-3%</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 AUGUST 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	26,759,953	26,402,149
Grants, subsidies and contributions	9,536,704	1,943,876	1,324,215
Fees and charges	11,015,415	4,754,319	4,783,415
Interest revenue	1,719,500	120,077	69,665
Other revenue	2,377,091	153,557	62,293
	<b>51,500,662</b>	<b>33,731,782</b>	<b>32,641,738</b>
<b>Expenses</b>			
Employee costs	(23,271,943)	(3,991,158)	(3,776,655)
Materials and contracts	(18,526,639)	(2,055,289)	(2,030,006)
Utility charges	(1,434,221)	(184,697)	(147,981)
Depreciation	(23,403,044)	-	-
Finance costs	(67,478)	(9,416)	(6,454)
Insurance	(988,511)	(501,143)	(416,739)
Other expenditure	(786,355)	(11,733)	(93,665)
	<b>(68,478,191)</b>	<b>(6,753,436)</b>	<b>(6,471,500)</b>
	<b>(16,977,529)</b>	<b>26,978,346</b>	<b>26,170,238</b>
Capital grants, subsidies and contributions	20,074,997	2,081,300	2,126,279
Profit on asset disposals	120,940	-	-
Loss on asset disposals	(51,039)	-	-
	<b>20,144,898</b>	<b>2,081,300</b>	<b>2,126,279</b>
<b>Net result for the period</b>	<b>3,167,369</b>	<b>29,059,646</b>	<b>28,296,517</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>3,167,369</b>	<b>29,059,646</b>	<b>28,296,517</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 AUGUST 2024**

	<b>2024-25 YTD</b>	<b>2023-24 Actuals</b>
	\$	\$
<b>CURRENT ASSETS</b>		
Cash & cash equivalents	54,694,029	48,988,393
Trade & other receivables	28,810,129	2,936,760
Inventories	1,306,498	1,346,118
<b>TOTAL CURRENT ASSETS</b>	<b>84,810,656</b>	<b>53,271,271</b>
<b>NON-CURRENT ASSETS</b>		
Other receivables	1,098,514	1,100,816
Inventories	3,305,969	3,305,969
Property, plant & equipment	103,807,275	103,807,275
Infrastructure	595,440,978	595,440,978
<b>TOTAL NON-CURRENT ASSETS</b>	<b>703,652,736</b>	<b>703,655,038</b>
<b>TOTAL ASSETS</b>	<b>788,463,392</b>	<b>756,926,309</b>
<b>CURRENT LIABILITIES</b>		
Trade & other payables	4,245,447	5,416,737
Borrowings	471,960	471,960
Provisions	3,784,031	3,784,031
Other current liabilities	343,904	-
<b>TOTAL CURRENT LIABILITIES</b>	<b>8,845,342</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>17,113,112</b>	<b>17,940,498</b>
<b>NET ASSETS</b>	<b>771,350,280</b>	<b>738,985,811</b>
<b>EQUITY</b>		
Revaluation surplus	376,780,596	376,780,596
Reserve accounts	40,281,442	40,183,004
Retained surplus	354,288,242	322,022,211
<b>TOTAL EQUITY</b>	<b>771,350,280</b>	<b>738,985,811</b>

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

	<b>2024-25 YTD</b>	<b>2023-24 Actuals</b>
	\$	\$
<b>CURRENT ASSETS</b>		
Cash & cash equivalents	54,694,029	48,988,393
Trade & other receivables	28,161,591	2,288,222
Inventories	1,306,498	1,346,118
<b>TOTAL CURRENT ASSETS</b>	<b>84,162,118</b>	<b>52,622,733</b>
<b>CURRENT LIABILITIES</b>		
Trade & other payables	4,595,593	5,766,883
Borrowings	471,960	471,960
Provisions	3,784,031	3,784,031
Other current liabilities	343,904	-
<b>TOTAL CURRENT LIABILITIES</b>	<b>9,195,488</b>	<b>10,022,874</b>
<b>NET ASSETS</b>	<b>74,966,630</b>	<b>42,599,859</b>
Less: Total adjustments to net current assets	(39,477,071)	(39,378,633)
<b>Closing funding surplus/(deficit)</b>	<b>35,489,559</b>	<b>3,221,226</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	(190,736)	(190,736)
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	10,187	10,187
-Current portion of borrowings	461,774	461,774
-Current portion of employee benefit expense held in reserve	1,405,863	1,405,863
Toal adjustments to net current assets	(39,477,071)	(39,378,633)

**SHIRE OF ESPERANCE  
EXPLANATION OF MATERIAL VARIANCES  
FOR THE PERIOD ENDED 31 AUGUST 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>Revenue from operating activities</b>		
<b>Rates</b>	<b>(357,804)</b>	<b>(1.34%)</b>
Annual ex-gratia contribution to rates by CBH to be invoiced in September.		Timing
<b>Grants, subsidies and contributions</b>	<b>(619,661)</b>	<b>(31.88%)</b>
Timing on payments from Department of Health and NDIS WA for CHSP and NDIS funding has changed, resulting in variances in budget expectations. There are also less EHC package clients resulting in less funding being received.		Timing
<b>Interest revenue</b>	<b>(50,412)</b>	<b>(41.98%)</b>
Budget phasing to be reviewed on interest revenue. No term deposits due to mature until October.		Timing
<b>Other revenue</b>	<b>(91,264)</b>	<b>(59.43%)</b>
Outside works and EHC general reimbursements tracking behind budget expectations.		Timing
<b>Expenditure from operating activities</b>		
<b>Employee costs</b>	<b>214,503</b>	<b>(5.37%)</b>
BOILC closure and staff vacancies are affecting employee costs year to date. Less EHC clients is resulting in a reduction in field work. Outside works training costs below expectations with additional training to happen in September.		Permanent
<b>Utility charges</b>	<b>36,716</b>	<b>(19.88%)</b>
Utilities have been moved over to a direct debit payment system which will result in differences in budgeted timing of expenses.		Timing
<b>Finance costs</b>	<b>2,962</b>	<b>(31.46%)</b>
Variance due to self supporting loan interest payments. These are on track as per WATC for 2024/2025. Budget phasing to be reviewed.		Timing
<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>(81,932)</b>	<b>698.31%</b>
Community Grants have been issued sooner than expected.		Timing
<b>Inflows from non-operating activities</b>		
<b>Proceeds from disposal of assets</b>	<b>(342,886)</b>	<b>(88.26%)</b>
Sales on Flinders Development lots are behind budget expectations.		Timing
<b>Proceeds from financial assets at amortised cost - self supporting loans</b>	<b>(33,792)</b>	<b>(56.38%)</b>
Budget phasing to be reviewed on self supporting loan principal repayments. These are on track as per WATC for 2024/2025.		Timing
<b>Outflows from non-operating activities</b>		
<b>Payments for property, plant and equipment</b>	<b>(313,443)</b>	<b>41.20%</b>
BOILC ceiling works more extensive than expected. New Waste Management Site and Transfer Station works are moving ahead. Work still to be completed on budget phasing of capital projects.		Timing
<b>Payments for construction of infrastructure</b>	<b>317,713</b>	<b>(13.21%)</b>
Roads and Streets capital works tracking behind budget scheduling. Work still to be completed on phasing of capital projects.		Timing



## **OTHER REPORTS AND GRAPHS**

**AUGUST 2024**

SHIRE OF ESPERANCE  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 AUGUST 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)	\$36.72 M	\$35.49 M	(\$1.23 M)
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$54.69 M	% of total
Unrestricted Cash	\$14.33 M	26.2%
Restricted Cash	\$40.36 M	73.8%

Payables		
	\$1.17 M	% Outstanding
Trade Payables	\$1.29 M	
0 to 30 Days	\$1.29 M	99.8%
Over 30 Days	\$0.00 M	0.2%
Over 90 Days	\$0.00 M	0.0%

Receivables		
	\$25.87 M	% Collected
Rates Receivable	\$22.92 M	20.2%
Trade Receivable	(\$0.06 M)	% Outstanding
Over 30 Days	(\$0.07 M)	113.0%
Over 90 Days	\$0.01 M	(13.0%)

Key Operating Activities

Amount attributable to operating			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$16.91 M)	\$26.98 M	\$26.17 M	(\$0.81 M)
Refer to Statement of Financial Activity			

Rates Revenue		
YTD Actual	\$26.40 M	% Variance
YTD Budget	\$26.76 M	(1.3%)

Grants and Contributions		
YTD Actual	\$1.32 M	% Variance
YTD Budget	\$1.94 M	(31.9%)

Fees and Charges		
YTD Actual	\$4.78 M	% Variance
YTD Budget	\$4.75 M	0.6%

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)	(\$0.66 M)	(\$0.98 M)	(\$0.33 M)
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$0.05 M	%
Adopted Budget	\$0.39 M	(88.3%)

Asset Acquisition		
YTD Actual	(\$3.16 M)	% Spent
Adopted Budget	(\$3.17 M)	(0.1%)

Capital Grants		
YTD Actual	\$2.13 M	% Received
Adopted Budget	\$2.08 M	2.2%

Borrowings	
Principal repayments	\$0.02 M
Interest expense	\$0.01 M

Reserves	
Reserves balance	\$40.28 M
Net Movement	\$0.10 M

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

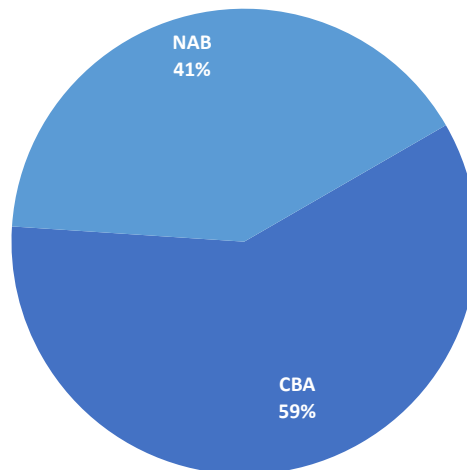
**SHIRE OF ESPERANCE  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 AUGUST 2024**

**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**



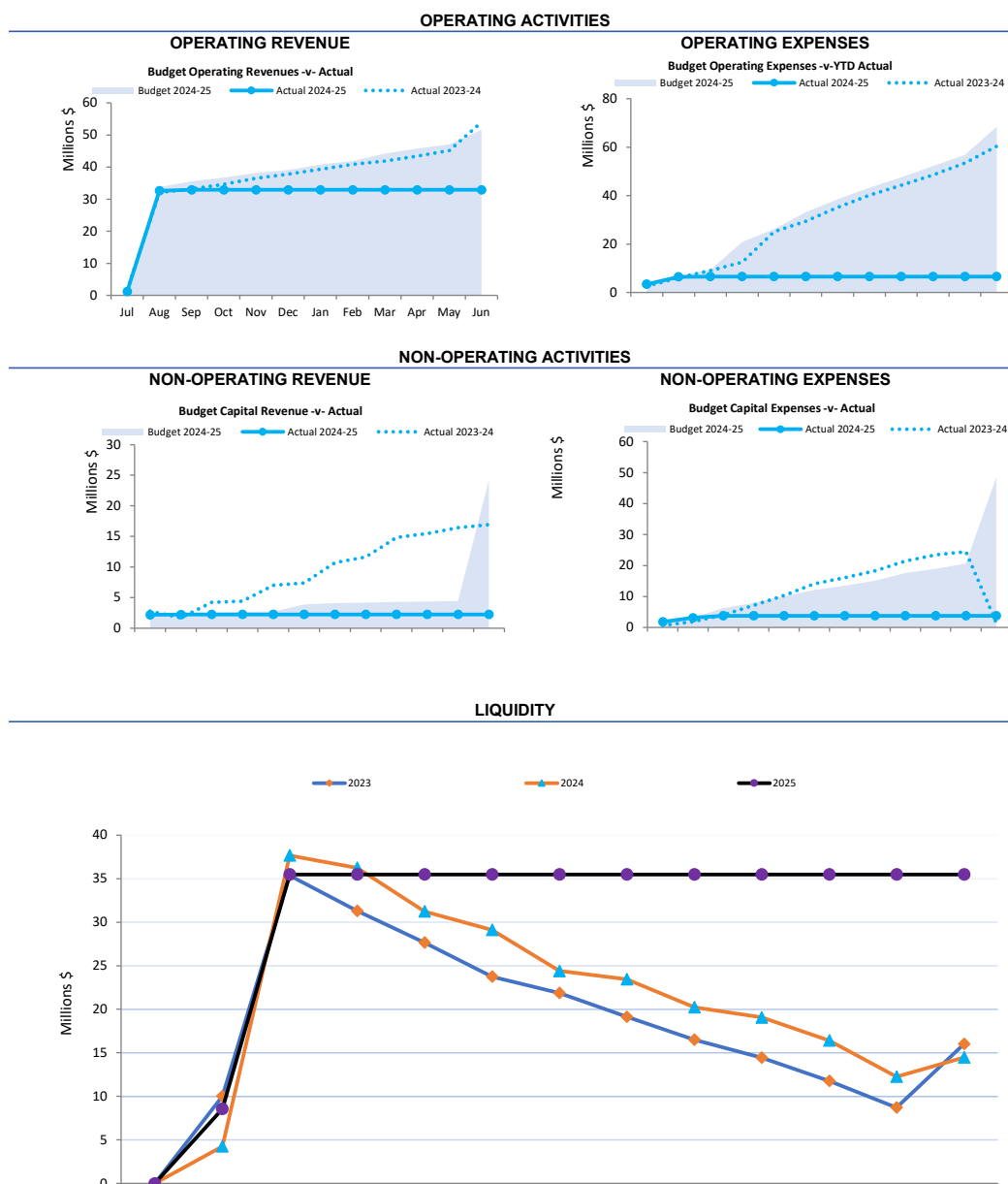
Finance Institution	Amount	Rate	Term	Maturity	Type of Investment
NAB	\$ 4,000,000	5.30%	182	20-Jan-25	Term Deposit - Reserve
NAB	\$ 3,000,000	5.30%	210	14-Feb-25	Term Deposit - Reserve
NAB	\$ 4,000,000	5.30%	242	24-Mar-25	Term Deposit - Reserve
NAB	\$ 6,800,000	5.20%	120	30-Oct-24	Term Deposit - Muni
CBA	\$ 4,442,822	4.35%	N/A	N/A	Business Online Saver - Muni
CBA	\$ 0	0.25%	N/A	N/A	Cash Deposit A/C - Muni
CBA	\$ 21,560,586	4.35%	N/A	N/A	Business Online Saver - Reserves
CBA	\$ 647	0.25%	N/A	N/A	Cash Deposit A/C - Reserves
	<b>\$ 43,804,056</b>				

**(b) Investment Interest Earnings**

	Budget	YTD Interest
Municipal	79,520	28,254
Reserve	34,445	28,463

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

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

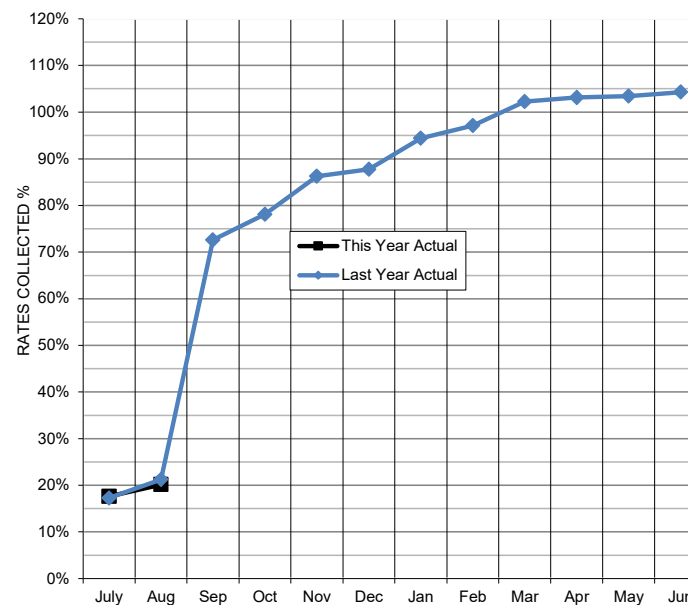
**Outstanding Rates 2024/25**

Arrears at 1st July 2024	226,846
Pensioner Deferred Rates at 1st July 2024	110,799
Rates, ESL & Rubbish Charges Levied 2024/2025	30,518,931
Penalty Interest charged to Overdue	3,461
Receipts for Current Rates	(3,475,988)
Prepayments	(2,832,114)
<b>Total Current and Arrears Outstanding</b>	<b>24,551,934</b>

**% Collected 20.15%**

Pensioners on Instalments	14,352
Non Pensioners on Instalments	772,143
Pensioners with Due Date 30/6/2025	1,420,438
Outstanding with no Instalment Option	34,033
Prepayments	(240,833)
Interims	22,551,801
<b>Total Current and Arrears Outstanding</b>	<b>24,551,934</b>

**RATES COLLECTION PROGRESS (2024/2025)**



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

5 BUDGET AMENDMENTS

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

Account #	Description	Council Ref	Net Change	Amended Budget Running Balance
				\$
	2024/25 Budget Estimated Surplus/(Deficit)			44,458
W4526	Esperance Indoor Stadium - Floor Repair	S0824-125	(1,280,000)	(1,235,542)
W4526	Insurance Claim	S0824-125	1,393,000	157,458
	Building Maintenance Reserve	S0824-125	(113,000)	44,458
Amended Budget as per Council Resolution				44,458

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

6 GENERAL RECEIVABLES

	Current	30 Days	60 Days	90 Days	90+Days	Total
	\$	\$	\$	\$	\$	\$
General Receivables	151,785	295,360	560,335	107,469	7,711	1,122,659
Percentage	13.52%	26.31%	49.91%	9.57%	0.69%	
90+Days Represented by:						
Government Grants						0
Contributions & Reimbursements						62
Loan Repayments						0
Fees and Charges						7,649
Private Works						0
Proceeds Sale of Assets						0
						<hr/> 7,711

Amounts shown above include GST (where applicable)

**SHIRE OF ESPERANCE  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 AUGUST 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:

Details	Balance 2023-2024	Balance 31-August-2024
Contributions to Public Open Space	212,010	
Shire of Esperance		50,402
S D Staines		17,053
Fiume Nel Terra Developments Pty Ltd		114,833
Esplanade Investments		31,291
Other	1,679	
Health Department of WA - CLAG Funding		1,124
Shire of Esperance Trust Fund - CLAG Funding		555
General Bonds - Interest Bearing	484,970	
Esperance Bay Turf Club - Optus Rent of Land Turf Club		13,621
Activ Foundation Inc - Community Fundraising		20,375
Indoor Sports Stadium Mangement - GMS Funds		451,195
Adventureland Management Committee Inc		3,368
<b>Totals</b>	<b>698,659</b>	<b>703,818</b>

**Item: 12.3.3**

**Payment of Accounts Listing - September 2024**

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

**File Ref: D24/23869**

**Executive Summary**

To present the list of accounts paid by the Chief Executive Officer under delegated authority for the month 1 – 31 August 2024.

**Background**

Recent changes to the *Local Government Financial Management Regulations (1996)* now requires that the payments listing to be presented to Council in a separate agenda item to the financial reports.

**Financial Implications**

Nil

**Asset Management Implications**

Nil

**Statutory Implications**

Local Government Financial Management Regulations (1996)

**Policy Implications**

Nil

**Strategic Implications**

Council Plan 2022 – 2032

*Leadership*

A financially sustainable and supportive organisation achieving operational excellence

**Attachments**

A. Payment of Accounts Listing - August 2024

**RECOMMENDATION AND DECISION**

**Item: 12.3.3 Payment of Accounts Listing - September 2024**

**Moved:** Cr Flanagan

**Seconded:** Cr Obourne

**O0924-036**

**Council Resolution**

**That Council receive the list of accounts paid for the period 1 – 31 August 2024 as listed in the attachment.**

**CARRIED**

**F7 - A0**

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





## **SHIRE OF ESPERANCE**

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

**AUGUST 2024**

**CORPORATE & COMMUNITY SERVICES**

**SHIRE OF ESPERANCE**  
**THE ACCOUNTS REFERRED TO IN THE SCHEDULE AND SUMMARISED BELOW HAVE BEEN PAID**  
**FOR THE PERIOD ENDING 31st AUGUST 2024**

**MUNICIPAL FUND**

**Cheques**

ACTUAL PAYMENTS:	Cheques: 27763	\$764.10
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**EFT**

ACTUAL PAYMENTS:	Transaction No's: E4670 - E4680	\$3,584,001.21
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**Credit Cards**

ACTUAL PAYMENTS:	Transactions: 27/07/2024 - 27/08/2024	\$30,738.80
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Paid under the delegated authority to the CEO	<b>MUNICIPAL TOTAL:</b>	<b>\$3,615,504.11</b>
<b>Estimated % local payments (including credit cards)</b>	<b>\$1,961,411.00</b>	<b>54.25%</b>

**TRUST FUND**

**Cheques**

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

ACTUAL PAYMENTS:	Transaction No's:	\$0.00
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<b>TRUST TOTAL:</b>	<b>\$0.00</b>
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<b>TOTAL:</b>	<b>\$3,615,504.11</b>
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## Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 24 September 2024 for confirmation in respect to accounts already paid.

Tran Amount

### Municipal Fund - Cheque Payments

<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
C27763	27/08/2024	386	Shire of Esperance - Petty Cash	Petty cash recoup - Shire Admin, Library & EHC	\$764.10

**Total Creditor payments made by Cheque from Municipal Fund 764.10**

### 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>
E4670	06/08/2024	33	Australian Services Union (ASU)	Payroll deduction	\$556.50
E4670	06/08/2024	140	Esperance Shire Staff Jackpot	Payroll deduction	\$900.00
E4670	06/08/2024	144	Esperance Staff Social Club	Payroll deduction	\$364.00
E4670	06/08/2024	154	LGRCEU	Payroll deduction	\$132.00
E4670	06/08/2024	1963	Child Support Agency	Payroll deduction	\$8,726.09
E4671	06/08/2024	2562	Commonwealth Bank of Australia	Merchant fees July 2024	\$3,208.34
E4671	06/08/2024	7580	BP Australia Pty Ltd (6791)	Air BP refuelling	\$199.33
E4671	06/08/2024	9321	Superchoice Services Pty Limited	Superannuation	\$398,122.09
E4672	08/08/2024	1	Australian Taxation Office	Payroll deduction	\$178,918.00
E4672	08/08/2024	100	Landgate	Title searches	\$1,327.20
E4672	08/08/2024	126	Esperance Electrical Service	Electrical services	\$726.00
E4672	08/08/2024	395	BOC Gases	Cylinder & gas charges	\$533.14
E4672	08/08/2024	440	Wesfarmers Kleenheat Gas Pty Ltd	Cylinder & gas charges	\$197.49
E4672	08/08/2024	536	Landgate	Valuations	\$295.97
E4672	08/08/2024	571	St John Ambulance Association in WA	Training	\$89.00
E4672	08/08/2024	800	Civica Pty Limited	Authority servers upgrade	\$14,138.08
E4672	08/08/2024	867	Esperance Mobile Welding	Parts and repairs	\$2,319.90
E4672	08/08/2024	1014	Safetycare	Annual subscription	\$4,345.00

## Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 24 September 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>
E4672	08/08/2024	1045	Stewart & Heaton Clothing Co Pty Ltd	Bushfire brigade uniforms	\$54.45
E4672	08/08/2024	1083	Airport Lighting Specialists Pty Ltd	Parts & supplies	\$894.96
E4672	08/08/2024	1197	Six Mile Hill Bush Fire Brigade	Reimbursement	\$218.08
E4672	08/08/2024	1201	Pink Lake Bush Fire Brigade	Reimbursement	\$610.00
E4672	08/08/2024	1215	Shire of Esperance Municipal Fund	Retention - Condingup Fire Shed	\$5,157.05
E4672	08/08/2024	1315	Gibson Soak Water Co	Bottled water supplies	\$216.00
E4672	08/08/2024	1323	LGIS WA - WALGA Municipal Liability	Property Insurance adjustment 2024/2025	\$2,215.13
E4672	08/08/2024	1362	Esperance Farm Trees	Tree & plant seedlings	\$4,571.60
E4672	08/08/2024	1406	Office Line Group Pty Ltd	Office furniture - EHC	\$9,640.40
E4672	08/08/2024	1470	Express Yourself Printing Esperance	Printing and stationery	\$475.00
E4672	08/08/2024	1695	Bay of Isles Mini-Excavators	Plant hire	\$1,170.00
E4672	08/08/2024	2113	Banksia Medical and Health	Employee assistance program	\$242.00
E4672	08/08/2024	2269	Esperance Island View Apartments	Bookeasy sales - Accommodation	\$1,277.00
E4672	08/08/2024	2317	Southern Cross Austereo Pty Ltd	Radio advertising	\$1,199.00
E4672	08/08/2024	2374	Australian Airports Association	Airport membership 2024/2025	\$3,960.00
E4672	08/08/2024	2496	Professionals Esperance Real Estate	Rent	\$3,300.00
E4672	08/08/2024	2763	Esperance Lock & Shoe Service	Key & lock supplies	\$10.00
E4672	08/08/2024	2900	Esperance Bay Yacht Club Inc	Venue hire	\$478.00
E4672	08/08/2024	3227	Esperance Fire Services	Fire equipment inspections	\$1,594.29
E4672	08/08/2024	3484	Esperance Podiatry	Podiatry services - EHC	\$960.00
E4672	08/08/2024	3534	Local Government Professionals	Annual affiliate membership	\$190.00
E4672	08/08/2024	3604	Kelyn Training Services	Onsite training	\$7,365.16
E4672	08/08/2024	3736	Easisalary Pty Ltd	Novated lease payment - July 2024	\$321.00

## Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 24 September 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>
E4672	08/08/2024	3752	Securepay Pty Ltd	Monthly charge	\$38.39
E4672	08/08/2024	3797	LED Esperance	Electrical supplies	\$82.02
E4672	08/08/2024	3889	S J & H P O'Brien	Welding works	\$23,310.56
E4672	08/08/2024	3938	C K Mader	Rent	\$600.00
E4672	08/08/2024	4289	M R & F J Green	Reimbursement - EHC	\$926.15
E4672	08/08/2024	4308	Esperance Motor Group	One new Toyota Rav4 AWD Hybrid	\$46,781.70
E4672	08/08/2024	4315	Australasian Performing Right	Music rights licence - BOILC	\$364.99
E4672	08/08/2024	4321	The Royal Life Saving Society (WA	First aid and lifeguard training renewals	\$382.00
E4672	08/08/2024	4404	Wren Oil	Oil waste disposal	\$506.00
E4672	08/08/2024	4553	CFC Holdings Pty Ltd	Parts & supplies	\$2,835.69
E4672	08/08/2024	4699	Esperance Care Services Inc	Rags	\$75.00
E4672	08/08/2024	4947	Toll Ipec Pty Ltd	Freight charges	\$921.06
E4672	08/08/2024	4989	Woolworths Group Limited	Consumables & supplies	\$1,482.12
E4672	08/08/2024	5042	Officeworks Business Direct	Stationery & office supplies	\$171.39
E4672	08/08/2024	5274	Davric Australia	Souvenirs - EVC	\$849.20
E4672	08/08/2024	5466	Horizon Power (Non Energy)	Construction power connection – Salmon Gums Community Hall	\$28,725.90
E4672	08/08/2024	5604	Esperance Milk Supply	Milk supplies	\$165.34
E4672	08/08/2024	5736	Datatrax Pty Ltd T/A Tourism Touchscreen	Audio advertising - EVC	\$190.00
E4672	08/08/2024	5767	Seek Limited	Advertising positions vacant	\$1,182.50
E4672	08/08/2024	5793	Tradelink Esperance	Plumbing supplies	\$470.10
E4672	08/08/2024	5796	Pink Lake IGA	Consumables & supplies	\$129.18
E4672	08/08/2024	5883	WA Country Health Service	Medical expenses	\$379.00
E4672	08/08/2024	6164	Data 3 Limited	Cyber security professional services - 3yr renewal	\$54,498.49

## Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 24 September 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>
E4672	08/08/2024	6179	Bay Of Isles Furniture	Office furniture	\$1,078.00
E4672	08/08/2024	6221	PFD Food Services Pty Ltd	Consumables & supplies	\$584.30
E4672	08/08/2024	6495	MCM Protection Pty Ltd	Security services & monitoring	\$2,722.50
E4672	08/08/2024	6855	Recherche Aged Welfare Committee	Community small grants program	\$2,200.00
E4672	08/08/2024	7250	Esperance CWA Holiday Units	Bookeasy sales - Accommodation	\$567.60
E4672	08/08/2024	7425	Esperance Cleaning Service	Cleaning services – July 2024	\$10,483.00
E4672	08/08/2024	7438	Independence Australia	Nursing products & supplies - EHC	\$358.20
E4672	08/08/2024	7460	Auscoinswest	Souvenirs	\$451.00
E4672	08/08/2024	7581	T & L Ayers	Rent	\$900.00
E4672	08/08/2024	7657	A N Belworthy	Jackpot winnings	\$150.00
E4672	08/08/2024	7695	Government of WA Fire & Emergency	Annual monitoring - Museum	\$1,881.00
E4672	08/08/2024	7700	B H Vibart	Jackpot winnings	\$150.00
E4672	08/08/2024	7715	TD Contractors	Earthworks	\$8,356.22
E4672	08/08/2024	7879	Drillers Ridge Pty Ltd - 8 Taylor Street	Bookeasy sales - Accommodation	\$550.40
E4672	08/08/2024	7984	SITECH (WA) Pty Ltd	Mechanical parts and supplies	\$1,885.98
E4672	08/08/2024	8136	MK Illumination Pty Ltd	Parts for street light decorations	\$957.00
E4672	08/08/2024	8264	T B & K R Adams	Rates refund	\$2,755.08
E4672	08/08/2024	8459	Condingup Machinery Wreckers	Parts & repairs	\$1,419.03
E4672	08/08/2024	8467	Dixon Construction	Design & construct - Condingup Fire Shed	\$51,054.74
E4672	08/08/2024	8474	South East Fire and Safety	Test & tag services	\$495.00
E4672	08/08/2024	8567	Esperance Mobility Sales & Service	Mobility equipment - EHC	\$50.00
E4672	08/08/2024	8663	Commercial Aquatics Australia Pty L	Pool supplies - BOILC	\$1,276.00
E4672	08/08/2024	8783	The Trustee for Recherche Medical	Pre-employment medical assessment	\$100.00



## Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 24 September 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>
E4672	08/08/2024	8800	South Regional TAFE	Training and education	\$432.90
E4672	08/08/2024	8897	T S Hainsworth	Reimbursement	\$63.57
E4672	08/08/2024	8914	Cleanaway Pty Ltd	Rubbish & recycling collections	\$1,956.65
E4672	08/08/2024	8933	Aurelia's Ice Creamery and Cafe	Catering services	\$1,525.60
E4672	08/08/2024	8955	Esperance Laundry and Linen	Laundry services	\$361.50
E4672	08/08/2024	8972	Dunn's Cleaning Service Pty Ltd	Cleaning services	\$2,926.00
E4672	08/08/2024	8989	Envirolab Services (WA) Pty Ltd	Myrup & Wylie Bay quarterly water monitoring	\$895.15
E4672	08/08/2024	8994	Information Proficiency	IT support for Content Manager & Kapish 365 Integration	\$2,750.00
E4672	08/08/2024	9003	Rural Traffic Services Pty Ltd	Traffic control services	\$7,473.40
E4672	08/08/2024	9028	Terry White Chemmart Esperance	Chemist supplies - EHC	\$927.40
E4672	08/08/2024	9033	J L Waters	Reimbursement	\$196.50
E4672	08/08/2024	9056	Bradshaws Pharmacy	Chemist supplies - EHC	\$7.70
E4672	08/08/2024	9100	On Duty Diesel and Mechanical	Mechanical repairs and services	\$998.25
E4672	08/08/2024	9108	Bay of Isles Chiropractic Centre	Chiropractic services - EHC	\$65.00
E4672	08/08/2024	9127	Unicare Health	Aged care equipment - EHC	\$216.20
E4672	08/08/2024	9138	Department of Biodiversity Conservation	Plant identification services	\$264.00
E4672	08/08/2024	9156	Bluemar Pty Ltd	Consulting for tender - Ocean St development	\$8,690.00
E4672	08/08/2024	9163	Esperance Combined Tyres & Mechanic	Tyres, repairs and parts	\$1,110.00
E4672	08/08/2024	9201	Western Australian Regional Capital	Government forum attendance	\$280.00
E4672	08/08/2024	9218	Avantgarde Technologies Pty Ltd	CCTV annual maintenance agreement & monthly cloud backup	\$8,579.56
E4672	08/08/2024	9237	Esperance Metaland	Parts & supplies	\$28.98
E4672	08/08/2024	9270	William Govans TA Bills Doors and	Door servicing and repairs	\$544.50
E4672	08/08/2024	9306	Drake-Brockman Building and Construction	Concrete works – Bandy Creek pedestrian bridge	\$39,996.00

## Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 24 September 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>
E4672	08/08/2024	9308	Florissons Home Furnishers	Repairs to blinds	\$77.00
E4672	08/08/2024	9414	Chadwick Mobile Auto Electrics	Parts & repairs	\$691.90
E4672	08/08/2024	9415	J Bell	Delivery of flyers – Civic Centre	\$200.00
E4672	08/08/2024	9466	Esperance Glass	Repairs & services for various buildings	\$6,901.56
E4672	08/08/2024	9503	EcoValley Honey - Winton Hughes	Consignment sales	\$63.20
E4672	08/08/2024	9564	South East Auto & Heavy Diesel	Servicing for brigade vehicles	\$4,199.34
E4672	08/08/2024	9578	Department of Mines, Industry	Building services levies – July 2024	\$10,782.19
E4672	08/08/2024	9628	G J Farrell	Reimbursement	\$65.95
E4672	08/08/2024	9639	Avon Waste	Rubbish & recycling collections	\$85,772.99
E4672	08/08/2024	9641	Aussie Broadband Pty Ltd	Internet services	\$507.00
E4672	08/08/2024	9649	MSA Bollards	Parking bollards	\$4,129.09
E4672	08/08/2024	9894	Calibre Care	Electric beds & electric chair - EHC	\$17,898.40
E4672	08/08/2024	9913	Esperance Crane Hire	Plant hire	\$407.00
E4672	08/08/2024	9976	Aviation ID Australia Pty Ltd	Security aviation identification application	\$308.00
E4672	08/08/2024	10022	Pulse Software	Annual software charge	\$11,845.03
E4672	08/08/2024	10115	MBIT Technologies Pty Ltd	Business SMS service	\$11.00
E4672	08/08/2024	10269	Lite N' Easy Pty Ltd	Meal preparation and delivery	\$2,237.32
E4672	08/08/2024	10298	Mackenzie Refrigeration & Air Conditioning	Electrical repairs and services	\$914.32
E4672	08/08/2024	10358	Esperance Weekender	Various adverts	\$680.00
E4672	08/08/2024	10416	J M Smith	Rent	\$600.00
E4672	08/08/2024	10518	Townzies Turf and Gardens	Gardening services - EHC	\$668.25
E4672	08/08/2024	10564	WA Girl Macrame	Consignment sales	\$28.00
E4672	08/08/2024	10600	I Riollot & D Smallman	African Sunrise concert & workshops	\$1,650.00

## Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 24 September 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>
E4672	08/08/2024	10611	E Hegney	Small community grant funding - Representation	\$400.00
E4672	08/08/2024	10757	In Motion Esperance	Pre-employment functional assessment	\$180.00
E4672	08/08/2024	10760	N L Curtis	Rent	\$1,100.00
E4672	08/08/2024	10800	Airport Consultancy Group - Engineering	Consult & design – Airport upgrade	\$46,397.45
E4672	08/08/2024	10933	Before You Dig Australia Ltd	Annual membership 2024/2025	\$935.00
E4672	08/08/2024	10942	Thorp Realty Pty Ltd	Rent	\$1,140.00
E4672	08/08/2024	10956	MBL Food & Packaging T/A South Coast	Consumables & supplies	\$1,066.74
E4672	08/08/2024	10958	Newsxpress Esperance Lottery Centre	Stationery & office supplies	\$85.00
E4672	08/08/2024	10964	Boulevard News Esperance	Stationery & office supplies	\$958.18
E4672	08/08/2024	11030	JMAC Building	Construction works – Civic Centre & Salmon Gums	\$8,515.93
E4672	08/08/2024	11053	David Macdermott T/A Mermaid Leather	Consignment sales	\$23.96
E4672	08/08/2024	11058	Howat WA Pty Ltd T/A The Weed Terminator	Mulching and spraying works	\$12,815.00
E4672	08/08/2024	11095	F J Yetman	Repair of street banners	\$1,575.00
E4672	08/08/2024	11167	South East Turf Solutions	Weed spraying services	\$1,105.00
E4672	08/08/2024	11191	Bay Diversified Pty Ltd	Weed spraying services	\$7,634.44
E4672	08/08/2024	11244	Motel Brothers Pty Ltd T/as The Jet	Bookeasy sales - Accommodation	\$144.00
E4672	08/08/2024	11356	Good Chat Designs	Consignment sales	\$10.00
E4672	08/08/2024	11413	Apex Building Contractors	Stadium construction & repairs	\$24,475.00
E4672	08/08/2024	11414	Paul Roberts Painting Service Pty Ltd	Painting services – Salmon Gums CWA building	\$11,070.00
E4672	08/08/2024	11431	Southern Suspension & 4x4 Centre	Service, repairs and parts	\$2,993.00
E4672	08/08/2024	11518	Mega Phones	Monthly pendant monitoring	\$300.00
E4672	08/08/2024	11538	L S Goddard	Rates refund	\$1,285.13
E4672	08/08/2024	11539	M B Lucas	Reimbursement	\$180.98

## 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>
E4672	08/08/2024	11540	B B Ridgway	Rates refund	\$3,700.00
E4672	08/08/2024	11541	P K Fulton-Peebles	Rates refund	\$1,608.38
E4672	08/08/2024	11542	L E Piercy	Rates refund	\$277.63
E4672	08/08/2024	11543	A K Turvey	Rates refund	\$1,808.91
E4672	08/08/2024	11544	RSM Australia Geraldton	Financial management review	\$16,100.48
E4672	08/08/2024	11545	K J Davidson	Rates refund	\$1,223.47
E4672	08/08/2024	11547	N E Haslam	Refund	\$684.05
E4673	14/08/2024	260	Horizon Power	Electricity charges	\$40,633.86
E4673	14/08/2024	290	Telstra	Telephone charges	\$1,734.81
E4673	14/08/2024	392	Water Corporation	Water usage charges	\$2,669.51
E4674	15/08/2024	7576	Les Mills Asia Pacific	Contract fees - Body Balance/Body Pump - August 2024	\$567.11
E4674	15/08/2024	8784	Sheriff's Office, Perth	Legal fees	\$86.00
E4674	15/08/2024	11364	Ezidebit Pty Ltd	Ezidebit services – BOILC	\$471.90
E4675	20/08/2024	2562	Commonwealth Bank of Australia	Multiple merchant fees – July 2024	\$616.65
E4675	20/08/2024	8784	Sheriff's Office, Perth	Legal fees	\$86.00
E4675	20/08/2024	9997	Sandwai Pty Ltd	Software monthly admin & mobile user	\$2,304.23
E4675	20/08/2024	11364	Ezidebit Pty Ltd	Ezidebit services – BOILC	\$298.15
E4676	22/08/2024	1	Australian Taxation Office	Payroll deduction	\$193,922.35
E4676	22/08/2024	62	Building And Construction Industry	Building services levies - July 2024	\$1,111.00
E4676	22/08/2024	126	Esperance Electrical Service	Electrical services	\$4,604.00
E4676	22/08/2024	187	Ixom Operations Pty Ltd	Cylinder & gas charges	\$300.08
E4676	22/08/2024	440	Wesfarmers Kleenheat Gas Pty Ltd	Cylinder & gas charges	\$955.27
E4676	22/08/2024	505	Esperance Plumbing Service	Plumbing services	\$711.50

## 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>
E4676	22/08/2024	571	St John Ambulance Association in WA	Ambulance standby - Winter Wonderland	\$765.00
E4676	22/08/2024	800	Civica Pty Limited	Software licence for online timesheets module	\$1,592.69
E4676	22/08/2024	821	ARRB Group Ltd	Training & education	\$3,500.00
E4676	22/08/2024	1092	Piano Magic	Piano turning services and maintenance	\$2,350.00
E4676	22/08/2024	1197	Six Mile Hill Bush Fire Brigade	Reimbursement	\$121.99
E4676	22/08/2024	1250	Hoeys Exhaust Centre	Repairs & parts	\$90.00
E4676	22/08/2024	1271	Department of Transport	Disclosure of information fees	\$9.10
E4676	22/08/2024	1346	Cannon Hygiene Australia Pty Ltd	Quarterly cleaning services	\$4,014.14
E4676	22/08/2024	1362	Esperance Farm Trees	Plant & tree seedling supplies	\$5,533.00
E4676	22/08/2024	1470	Express Yourself Printing Esperance	Printing and stationery	\$750.00
E4676	22/08/2024	1548	D E & D L Henderson	Copywriter services - Destination Esperance	\$2,288.00
E4676	22/08/2024	1550	Comfort Inn Bay of Isles	Bookeasy sales - Accommodation	\$315.00
E4676	22/08/2024	1695	Bay of Isles Mini-Excavators	Plant & equipment hire	\$1,590.00
E4676	22/08/2024	1791	Longy's General Welding	Repairs & parts	\$104.50
E4676	22/08/2024	1981	Esperance Sportspower	Corporate uniforms	\$976.00
E4676	22/08/2024	2188	Star Transport	Freight charges	\$8,854.16
E4676	22/08/2024	2297	Major Motors Pty Ltd	2024 Isuzu Dmax	\$39,058.55
E4676	22/08/2024	2317	Southern Cross Austereo Pty Ltd	Radio advertising	\$1,111.00
E4676	22/08/2024	2496	Professionals Esperance Real Estate	Rent	\$3,300.00
E4676	22/08/2024	2763	Esperance Lock & Shoe Service	Key & lock supplies	\$753.80
E4676	22/08/2024	2823	Institute of Public Works Engineering	Annual subscription renewal	\$1,237.50
E4676	22/08/2024	3227	Esperance Fire Services	Hire and testing of fire equipment	\$448.03
E4676	22/08/2024	3533	Mike Henley Mechanical & Fabrication	Servicing, repairs and parts	\$5,575.24

## Shire of Esperance

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### Municipal Fund - EFT Payments

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E4676	22/08/2024	3683	Jtagz Pty Ltd	Animal registration tags	\$332.75
E4676	22/08/2024	3781	Escare Inc	Small community grant	\$1,650.00
E4676	22/08/2024	3797	LED Esperance	Electrical supplies	\$1,504.82
E4676	22/08/2024	3835	WA Local Government Association	WALGA membership and subscriptions 2024/2025	\$59,330.88
E4676	22/08/2024	3938	C K Mader	Rent	\$600.00
E4676	22/08/2024	4073	Cemeteries & Crematoria Association	Membership renewal 2024/2025	\$130.00
E4676	22/08/2024	4308	Esperance Motor Group	2024 Toyota Camry Ascent hybrid sedan	\$41,895.63
E4676	22/08/2024	4311	R M & W G Herbert	Painting services	\$2,068.00
E4676	22/08/2024	4404	Wren Oil	Oil waste disposal	\$396.00
E4676	22/08/2024	4466	Leisure Institute of Western Australia	LIWA conference registrations	\$1,650.00
E4676	22/08/2024	4567	WA Police Service	Volunteer Police checks	\$18.00
E4676	22/08/2024	4656	Esperance District Football Association	Small community grant funding	\$2,200.00
E4676	22/08/2024	4699	Esperance Care Services Inc	Annual community grants program	\$41,920.60
E4676	22/08/2024	4989	Woolworths Group Limited	Consumables & supplies	\$1,847.29
E4676	22/08/2024	5042	Officeworks Business Direct	Stationery & office supplies	\$900.04
E4676	22/08/2024	5165	Driftwood Apartments	Bookeasy sales - Accommodation	\$166.50
E4676	22/08/2024	5371	WA Naturally Publications	Purchase of books for resale - EVC	\$222.70
E4676	22/08/2024	5412	Mr Carpet	Carpet cleaning services	\$385.00
E4676	22/08/2024	5604	Esperance Milk Supply	Milk supplies	\$599.72
E4676	22/08/2024	5767	Seek Limited	Advertising for vacant positions	\$1,930.50
E4676	22/08/2024	5793	Tradelink Esperance	Plumbing supplies	\$3.23
E4676	22/08/2024	5796	Pink Lake IGA	Consumables & supplies	\$431.48
E4676	22/08/2024	5877	Castletown Chemist	Chemist supplies - EHC	\$183.50



## Shire of Esperance

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E4676	22/08/2024	5896	Toyota Financial Services	Lease payments	\$443.81
E4676	22/08/2024	6009	McLeods Barristers & Solicitors	Legal advice	\$2,282.50
E4676	22/08/2024	6024	SeatAdvisor Pty Ltd	Ticket sales – July 2024	\$257.35
E4676	22/08/2024	6179	Bay Of Isles Furniture	Office furniture	\$858.00
E4676	22/08/2024	6221	PFD Food Services Pty Ltd	Consumables & supplies	\$676.10
E4676	22/08/2024	6495	MCM Protection Pty Ltd	Security services & monitoring	\$3,478.75
E4676	22/08/2024	6641	DMS Diesels	Servicing, repairs and parts – Brigade vehicles	\$16,723.35
E4676	22/08/2024	6655	Australian Mobility Equipment	Mobility equipment - EHC	\$92.00
E4676	22/08/2024	6897	Aptella Pty Ltd	Support & upgrades for road marking machine	\$1,268.33
E4676	22/08/2024	6954	Cascade Primary P & C Association	Annual community grants program	\$12,000.00
E4676	22/08/2024	7043	Connect Call Centre Services	Call charges – Ranger services	\$129.42
E4676	22/08/2024	7105	Sidetippers Australia	Mechanical parts	\$2,090.00
E4676	22/08/2024	7250	Esperance CWA Holiday Units	Bookeasy sales - Accommodation	\$997.60
E4676	22/08/2024	7438	Independence Australia	Nursing products & supplies - EHC	\$3,042.86
E4676	22/08/2024	7581	T & L Ayers	Rent	\$900.00
E4676	22/08/2024	7657	A N Belworthy	Reimbursement	\$192.79
E4676	22/08/2024	7700	B H Vibart	Reimbursement	\$199.52
E4676	22/08/2024	7703	Talis Consultants	Consultancy services – Myrup Waste Transfer Station	\$12,168.12
E4676	22/08/2024	7715	TD Contractors	Earthworks	\$9,397.31
E4676	22/08/2024	7803	Dr T W Pearn	Pre-employment medical assessment	\$187.00
E4676	22/08/2024	7826	M O Quijada Venegas	Reimbursement	\$181.24
E4676	22/08/2024	7932	All West Building Approvals Pty Ltd	Certificate of design compliance	\$605.00
E4676	22/08/2024	7984	SITECH (WA) Pty Ltd	Labour, services and repairs - Heavy plant	\$10,395.00

## 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>
E4676	22/08/2024	8117	Foxtel Cable Television Pty Limited	Monthly subscription	\$105.00
E4676	22/08/2024	8459	Condungup Machinery Wreckers	Repairs & parts	\$1,060.21
E4676	22/08/2024	8567	Esperance Mobility Sales & Service	Mobility scooter - EHC	\$9,926.39
E4676	22/08/2024	8626	Gower Industries	Parts & supplies	\$147.02
E4676	22/08/2024	8643	Aquamonix Pty Limited	Annual SCADA software renewal	\$11,224.40
E4676	22/08/2024	8644	AM Wreckers Group Pty Ltd	Towing services	\$495.00
E4676	22/08/2024	8757	JB Hi-Fi Group Pty Ltd	Electronics	\$306.99
E4676	22/08/2024	8783	The Trustee for Recherche Medical	Pre-employment medical assessment	\$50.00
E4676	22/08/2024	8800	South Regional TAFE	Training and education	\$1,234.45
E4676	22/08/2024	8914	Cleanaway Pty Ltd	Rubbish & recycling collections	\$1,348.20
E4676	22/08/2024	8972	Dunn's Cleaning Service Pty Ltd	Cleaning services	\$19,924.32
E4676	22/08/2024	8989	Envirolab Services (WA) Pty Ltd	Wylie Bay Waste Facility bore monitoring	\$1,650.57
E4676	22/08/2024	8994	Information Proficiency	Annual support renewal	\$36,365.13
E4676	22/08/2024	9056	Bradshaws Pharmacy	Chemist supplies - EHC	\$39.95
E4676	22/08/2024	9147	Key Pest and Weed Control	Pest control inspections & services	\$725.00
E4676	22/08/2024	9163	Esperance Combined Tyres & Mechanical	Tyres, repairs and parts	\$1,918.00
E4676	22/08/2024	9207	Datacom Systems (AU) Pty Ltd	Printer supplies	\$1,692.60
E4676	22/08/2024	9236	T Stewarts Engineering	Steel fabrication and repairs	\$7,542.85
E4676	22/08/2024	9270	William Govans TA Bills Doors	Door servicing and repairs	\$2,239.16
E4676	22/08/2024	9306	Drake-Brockman Building and	Ceiling replacement works - BOILC	\$205,460.57
E4676	22/08/2024	9308	Florissons Home Furnishers	Office furniture and supplies	\$2,031.10
E4676	22/08/2024	9330	Coastal Climate Choice Pty Ltd	Ceiling replacement works – Air handling - BOILC	\$17,806.39
E4676	22/08/2024	9383	Casey Australia Tours	Purchase of books for resale - EVC	\$240.00

## Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 24 September 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>
E4676	22/08/2024	9451	The Choppin Block Butchers	Kitchen consumables	\$587.45
E4676	22/08/2024	9466	Esperance Glass	Supply & install security screens	\$1,343.10
E4676	22/08/2024	9503	EcoValley Honey - Winton Hughes Was	Consignment sales	\$41.60
E4676	22/08/2024	9531	Esperance Island Cruises	Bookeasy Sales - Accommodation	\$760.50
E4676	22/08/2024	9558	Mackenzies Electrical Service Pty L	Electrical services	\$1,138.47
E4676	22/08/2024	9564	South East Auto & Heavy Diesel	Servicing of brigade vehicles	\$2,905.87
E4676	22/08/2024	9645	TPG Network Pty Ltd	Monthly internet charges	\$130.90
E4676	22/08/2024	9671	R P Western	Consignment sales	\$44.00
E4676	22/08/2024	9894	Calibre Care	Mobility equipment - EHC	\$5,759.25
E4676	22/08/2024	10046	M Magennis	Reimbursement	\$280.00
E4676	22/08/2024	10098	M A Brookes	Jackpot Winnings	\$150.00
E4676	22/08/2024	10142	R-Group International Pty Ltd	Teams phone package – July 2024	\$3,210.35
E4676	22/08/2024	10218	D B Ambrose	Gardening services - EHC	\$413.22
E4676	22/08/2024	10237	F A Baxter	Refund	\$2,060.00
E4676	22/08/2024	10246	Fun Zone Party Hire	Hire for Family Fun Day 2024	\$1,000.00
E4676	22/08/2024	10269	Lite N' Easy Pty Ltd	Meal preparation and delivery	\$1,452.22
E4676	22/08/2024	10303	H M Warner	Reimbursement	\$32.00
E4676	22/08/2024	10358	Esperance Weekender	Annual advertising package 2024/2025	\$21,840.80
E4676	22/08/2024	10416	J M Smith	Rent	\$600.00
E4676	22/08/2024	10518	Townzies Turf and Gardens	Gardening services - EHC	\$74.25
E4676	22/08/2024	10564	WA Girl Macrame	Consignment sales	\$43.16
E4676	22/08/2024	10613	33 Degrees Esperance	Staff meals and client activities	\$56.00
E4676	22/08/2024	10635	South East Scaffolding	Scaffold for Winter Wonderland	\$15,399.45

## 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>
E4676	22/08/2024	10649	Bitumen Distribution Pty Ltd	Bitumen emulsion supply	\$24,486.00
E4676	22/08/2024	10651	Louise Stewart Brown Creative Artwork	Consignment sales	\$27.96
E4676	22/08/2024	10735	Cabcharge Pty Ltd	Cabcharge - July 2024	\$37.17
E4676	22/08/2024	10757	In Motion Esperance	Pre-employment medical assessments	\$360.00
E4676	22/08/2024	10848	Retravision Esperance – JAPMR Pty Ltd	White goods	\$873.00
E4676	22/08/2024	10859	BM Electrical WA Pty Ltd (Griffs)	Electrical services	\$21,824.00
E4676	22/08/2024	10942	Thorp Realty Pty Ltd	Rent	\$2,594.00
E4676	22/08/2024	10949	Bistro Louis Pty Ltd	Event catering	\$645.00
E4676	22/08/2024	10956	MBL Food & Packaging T/A South Coast	Consumables and supplies	\$901.18
E4676	22/08/2024	10958	Newsxpress Esperance Lottery Centre	Stationery & office supplies	\$1,188.00
E4676	22/08/2024	10964	Boulevard News Esperance	Stationery & office supplies	\$179.97
E4676	22/08/2024	10985	Rebecca Staunton Physiotherapy	Physiotherapy services - EHC	\$5,412.00
E4676	22/08/2024	11034	Cloud Eleven Esperance Pty Ltd	Meals for volunteers - EHC	\$11.00
E4676	22/08/2024	11035	Absolute Hot Water & Gas	Plumbing services	\$633.06
E4676	22/08/2024	11053	David Macdermott T/A Mermaid Leather	Consignment sales	\$23.96
E4676	22/08/2024	11072	Caldertech Australia Pty Ltd	Adjustable heavy duty pipe roller	\$3,058.44
E4676	22/08/2024	11095	F J Yetman	Mending of street banners	\$1,000.00
E4676	22/08/2024	11110	Esperance Outdoor Power Equipment	Outdoor power equipment and accessories	\$1,347.00
E4676	22/08/2024	11115	APLOMB Occupational Therapy	Occupational therapy services - EHC	\$438.75
E4676	22/08/2024	11167	South East Turf Solutions	Weed spraying services	\$10,485.00
E4676	22/08/2024	11176	Tunstall Healthcare	Pendant upgrades & monitoring – EHC	\$700.00
E4676	22/08/2024	11191	Bay Diversified Pty Ltd	Weed spraying services	\$5,404.93
E4676	22/08/2024	11197	Baykyard	Electric bike repairs	\$110.00

## Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 24 September 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>
E4676	22/08/2024	11201	K D Finlay-Mulligan	Small community grant funding	\$500.00
E4676	22/08/2024	11288	Dear Cookie	Catering for Career Expo	\$480.00
E4676	22/08/2024	11316	BreezeConnect	Monthly subscription	\$48.50
E4676	22/08/2024	11334	Laurens Larder	Catering for Family Fun Day - 2024	\$1,500.00
E4676	22/08/2024	11356	Good Chat Designs	Consignment sales	\$115.00
E4676	22/08/2024	11357	Three Chillies Design Pty Ltd	Maintenance works – Mountain bike track	\$24,728.00
E4676	22/08/2024	11371	G M Mais	Jackpot winnings	\$150.00
E4676	22/08/2024	11384	CNE Ag Innovations Pty Ltd	Filters & supplies	\$298.12
E4676	22/08/2024	11414	Paul Roberts Painting Service Pty Ltd	Painting services - Salmon Gums CWA building	\$18,053.75
E4676	22/08/2024	11415	Demolition WA	Removal of floors from stadium	\$97,735.00
E4676	22/08/2024	11431	Southern Suspension & 4x4 Centre	Servicing of brigade vehicles	\$2,867.13
E4676	22/08/2024	11439	Kath Guest t/as Heart of the Mallee	Consignment sales	\$24.00
E4676	22/08/2024	11525	G E Wilkie	Refund	\$696.22
E4676	22/08/2024	11549	J I & K M Hurst	Rates refund	\$1,378.58
E4676	22/08/2024	11552	Reck Family Trust	Gravel supply & delivery	\$68,024.00
E4676	22/08/2024	11553	City of Melville	Leave entitlement payment	\$5,578.48
E4676	22/08/2024	11554	Esperance Tjaltjraak Native Title Corporation	Community grants program	\$39,028.00
E4676	22/08/2024	11555	R G Stevens	Reimbursement	\$311.25
E4676	22/08/2024	11556	K Linden	Reimbursement	\$254.55
E4676	22/08/2024	11557	R D Jess	Rates refund	\$171.12
E4676	22/08/2024	11558	D J Bond	Refund	\$655.00
E4676	22/08/2024	11560	Q Letch	Reimbursement	\$38.80
E4676	22/08/2024	11561	E I Carney	Reimbursement	\$82.50

## Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 24 September 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>
E4676	22/08/2024	11562	HWL Ebsworth Lawyers	Rates refund	\$1,449.51
E4676	22/08/2024	11565	Seas It All T/A Yot Spot Holiday	Bookeasy Sales - Accommodation	\$335.40
E4677	26/08/2024	260	Horizon Power	Electricity charges	\$1,781.09
E4677	26/08/2024	290	Telstra	Telephone charges	\$1,492.93
E4677	26/08/2024	392	Water Corporation	Water usage charges	\$668.32
E4678	28/08/2024	47	B E Stearne & Co Pty Ltd	Reticulation supplies	\$871.60
E4678	28/08/2024	63	Bunnings Ltd	Hardware supplies	\$11,230.47
E4678	28/08/2024	77	Cockburn Cement Limited	Cement & pallet charges	\$11,638.70
E4678	28/08/2024	112	Esperance Ag Services	Parts & equipment	\$1,009.07
E4678	28/08/2024	136	Powerplant Motorcycles	Equipment & repairs	\$1,646.90
E4678	28/08/2024	281	Bluescope Distribution P/L	Steel supplies & fabrication	\$117.85
E4678	28/08/2024	287	Swans Veterinary Services	Veterinary services	\$471.65
E4678	28/08/2024	323	Westrac Equipment Pty Ltd	Plant parts & repairs	\$4,997.93
E4678	28/08/2024	431	Assa Abloy Australia Pty Limited	Padlocks & keys	\$866.45
E4678	28/08/2024	707	Haslams	Protective clothing	\$7,640.16
E4678	28/08/2024	1259	South East Petroleum	Fuel supplies	\$157,592.83
E4678	28/08/2024	1290	Local Health Authorities Analytical	Annual analytical services	\$3,421.09
E4678	28/08/2024	1291	Sharpe Brothers Pty Ltd	Mulch supplies	\$1,350.00
E4678	28/08/2024	1318	Chadson Engineering	Pool chemicals & equipment	\$379.50
E4678	28/08/2024	1352	Southcoast Bearing & Industrial Sup	Bearings & seals	\$64.99
E4678	28/08/2024	1461	Kip & Steve's Mechanical Repairs	Filters, parts & supplies	\$5,197.72
E4678	28/08/2024	1485	Freight Lines Group	Freight charges	\$14,900.15
E4678	28/08/2024	1575	GPC Asia Pacific Pty Ltd/Repco	Automotive parts & supplies	\$1,813.95

## Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 24 September 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>
E4678	28/08/2024	2333	Winc Australia Pty Limited	Stationery & office supplies	\$1,438.36
E4678	28/08/2024	2469	Coates Hire	Equipment & plant hire	\$4,727.95
E4678	28/08/2024	3366	Bullivants Pty Ltd	Equipment & parts	\$2,643.38
E4678	28/08/2024	3774	Goodchild Enterprises	Battery parts and supplies	\$1,032.90
E4678	28/08/2024	3834	Dicks Electronics	Electronic supplies	\$31.90
E4678	28/08/2024	4210	Farm & General EOPP	Parts & supplies	\$9,012.67
E4678	28/08/2024	4647	Marketforce - Omnicom	Advertising for Local Government tenders	\$680.98
E4678	28/08/2024	5215	Public Transport Authority of WA	TransWA - July 2024	\$6,498.65
E4678	28/08/2024	5253	T-Quip	Parts & supplies	\$746.06
E4678	28/08/2024	5503	David Gray & Co Pty Ltd	Supply of extra waste & recycling bins	\$7,291.10
E4678	28/08/2024	5908	Heatley Sales Pty Ltd	Parts & supplies	\$976.56
E4678	28/08/2024	6009	McLeods Barristers & Solicitors	Legal advice	\$4,522.90
E4678	28/08/2024	6183	Kleen West	Cleaning & kitchen supplies	\$7,328.38
E4678	28/08/2024	6407	Dell Australia Pty Limited	Computer monitors	\$4,157.65
E4678	28/08/2024	6714	Holcim Pty Ltd	Aggregate & kerbmix supplies	\$85,597.96
E4678	28/08/2024	6873	WT Hydraulics	Parts & supplies	\$207.59
E4678	28/08/2024	8125	Certex Lifting Pty Ltd	Parts & supplies	\$4,317.50
E4678	28/08/2024	8165	Sunny Industrial Brushware Pty Ltd	Towed road broom parts	\$5,009.40
E4678	28/08/2024	8581	Esperance Camping Galore	Gas refills	\$259.00
E4678	28/08/2024	8959	Topsigns	Various signage – Street & traffic signs	\$1,465.20
E4678	28/08/2024	9006	Corsign WA Pty Ltd	Various signage & bollards	\$18,317.20
E4678	28/08/2024	9022	AFGRI Equipment Australia Pty Ltd	Parts & supplies	\$1,040.36
E4678	28/08/2024	9170	ThermoAir	Air conditioning services	\$1,486.34



## Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 24 September 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>
E4678	28/08/2024	9210	McIntosh & Son W.A.	Parts & repairs	\$3,586.44
E4678	28/08/2024	9564	South East Auto & Heavy Diesel	Service for brigade vehicles	\$11,263.17
E4678	28/08/2024	9574	Clarke & Stokes Agriservices Pty Ltds	Magnetic flow meters, other parts & supplies	\$33,476.56
E4678	28/08/2024	9948	Rotech Auto-Electrical	Parts & materials	\$2,747.18
E4678	28/08/2024	10120	Wastetrans WA	Glass recycling	\$715.11
E4678	28/08/2024	10313	Asphalt In a Bag	Asphalt supplies	\$3,575.00
E4678	28/08/2024	10701	Esperance Truck Pro Pty Ltd	Parts, repairs and servicing	\$2,520.73
E4678	28/08/2024	10741	Esperance Rural Supplies - Elders	Parts & supplies	\$595.84
E4678	28/08/2024	10993	Etech WA Pty Ltd T/As Esperance Communications	Printing & electronic services	\$9,615.48
E4678	28/08/2024	11004	CTECM	Managed communication services	\$2,844.00
E4678	28/08/2024	11082	South East Petroleum - BFB Accounts	Fuel supplies	\$174.55
E4678	28/08/2024	11293	Playscape Creations Australia	Parts & supplies	\$432.85
E4678	28/08/2024	11298	Alcolizer Technology Pty Ltd	Servicing & equipment	\$1,071.40
E4678	28/08/2024	11501	SoundBay Pty Ltd T/A Mannys Music	Sound & lighting equipment	\$10,718.00
E4678	28/08/2024	11520	Acot500 Pty Ltd	Parts & supplies	\$1,660.89
E4678	28/08/2024	11527	JA Miller & KL Miller T/A Pharkarwee	Wild dog baiting services	\$7,920.00
E4679	28/08/2024	32	Australia Post	Postage	\$812.24
E4679	28/08/2024	260	Horizon Power	Electricity charges	\$7,845.22
E4679	28/08/2024	314	WA Treasury Corporation	Loan repayment	\$15,947.92
E4679	28/08/2024	7580	BP Australia Pty Ltd (6791)	Air BP refuelling	\$2,166.37
E4679	28/08/2024	11364	Ezidebit Pty Ltd	BOILC Ezidebit services	\$350.89
E4680	30/08/2024	325	Easton WJ & V	Hire of earthmoving plant	\$20,143.20
E4680	30/08/2024	1469	Beachwind Enterprises Pty Ltd	Hire of earthmoving plant	\$102,986.95

Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 24 September 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>
E4680	30/08/2024	2693	Worth Kerbing	Kerbing services	\$10,967.00
E4680	30/08/2024	6014	Esperance Tree Lopping	Pruning & removal of trees and stumps	\$24,420.00
E4680	30/08/2024	6636	Esperance Earthworks Pty Ltd	Hire of earthmoving plant	\$63,263.75
E4680	30/08/2024	7522	Jacka Trenching and Fencing	Traffic control	\$3,690.50
E4680	30/08/2024	8230	Ballantyne Earthmoving	Hire of earthmoving plant and labour	\$131,189.74
E4680	30/08/2024	8317	Titan Contracting	Mowing services	\$73,986.55
E4680	30/08/2024	10615	Quaintrelle (WA) Pty Ltd T/A	Hire of street sweeper	\$34,500.10
Total Creditor payments made by EFT from Municipal Fund					3,584,001.21

### SHIRE OF ESPERANCE

List of accounts direct debited from Council's Municipal Fund submitted to the Ordinary Council Meeting  
meeting held on 24/09/2024 for confirmation in respect to accounts already paid.

DATE	CREDITOR	PARTICULARS	AMOUNT
5/08/2024	Twilio Sendgrid	BOILC POS monthly subscription	\$144.77
8/08/2024	Aurelias Ice Creamery	Catering	\$240.10
12/08/2024	Aus Copyright Council	Webinar registration	\$100.00
15/08/2024	Vend Pos	Visitor Centre POS monthly subscription	\$139.30
8/08/2024	Netflix	Monthly subscription	\$18.99
9/08/2024	The Reject Shop	Stationery	\$27.50
14/08/2024	Golden Carers Pty Ltd	Annual subscription	\$74.95
17/08/2024	Xero	Monthly subscription	\$70.00
20/08/2024	Medcart	Rapid Antigen test kits	\$1,557.64
21/08/2024	Dimarcop Academy	Training	\$328.90
27/07/2024	Crown Promenade	Accommodation	\$131.00
29/07/2024	AFPA	Safety training	\$391.74
1/08/2024	Ezi GoFax	Monthly subscription	\$29.85
4/08/2024	Mailchimp	Media subscription	\$296.10
9/08/2024	Starlink	Monthly subscription	\$1,286.00
9/08/2024	Microsoft	Monthly subscription	\$2.36
12/08/2024	GoDaddy	Monthly subscription	\$97.16
14/08/2024	Bosstab	IT Equipment	\$452.80
20/08/2024	Landgate	Lease surrender	\$105.15
26/08/2024	Logic Health	Pre-employment assessments	\$720.50
25/08/2024	Uber	Travel charges	\$34.08
27/07/2024	13 Cabs	Travel charges	\$37.38
30/07/2024	Australian Library Information Association	Training	\$2,670.00
2/08/2024	Tickets Converge	Training	\$115.93
18/08/2024	Live Payments	Travel charges	\$62.27
18/08/2024	Mercure Perth Hotel	Meals	\$86.20
19/08/2024	Live Payments	Travel charges	\$49.32
1/08/2024	Aurelias Ice Creamery	Catering	\$205.50
1/08/2024	Australian Library Information Association	Training	\$2,550.00
15/08/2024	Aurelias Ice Creamery	Catering	\$228.70
22/08/2024	Aurelias Ice Creamery	Catering	\$249.60
27/07/2024	Rydges Hotel	Accommodation	\$284.20
27/07/2024	Rydges Hotel	Accommodation	\$288.77
28/07/2024	Rydges Hotel	Accommodation	\$289.28
29/07/2024	Aus Flight Handling	AirBP Telephone charges	\$886.45
29/07/2024	REX	Flights	\$408.95
29/07/2024	REX	Flights	\$408.95
29/07/2024	REX	Flights	\$408.95
31/07/2024	Facebook	Advertising	\$12.96
31/07/2024	REX	Flights	\$408.95
1/08/2024	White Sands Gallery	Partnership agreement gift	\$133.00
2/08/2024	Wonil Hotel Perth	Accommodation	\$239.76
6/08/2024	Uber	Travel charges	\$24.81
7/08/2024	Selected Enterprises	Meals	\$67.50
7/08/2024	Uber	Travel charges	\$35.54
7/08/2024	Tribe Perth	Accommodation	\$202.00
7/08/2024	Tribe Perth	Accommodation	\$184.00
9/08/2024	REX	Flights	\$408.95
9/08/2024	REX	Flights	\$408.95
9/08/2024	REX	Flights	\$408.95
13/08/2024	Holiday Inn	Accommodation	\$430.36
14/08/2024	REX	Flights	\$408.95
15/08/2024	MBL Food & Packaging	Family Fun Day supplies	\$169.65
15/08/2024	Red Dot Stores	Family Fun Day supplies	\$14.00
15/08/2024	Nesuto Mounts Bay	Accommodation	\$230.00
15/08/2024	Holiday Inn West Perth	Accommodation	\$430.36
15/08/2024	The Reject Shop	Family Fun Day supplies	\$48.00
16/08/2024	Quay Perth	Accommodation	\$263.28
16/08/2024	JCS Online resources	Library subscriptions	\$1,358.80
16/08/2024	Boffins Bookshop	Library subscription	\$22.95
16/08/2024	Adina Perth	Accommodation	\$222.79
16/08/2024	Adina Perth	Accommodation	\$222.79

### SHIRE OF ESPERANCE

List of accounts direct debited from Council's Municipal Fund submitted to the Ordinary Council Meeting  
meeting held on 24/09/2024 for confirmation in respect to accounts already paid.

DATE	CREDITOR	PARTICULARS	AMOUNT
17/08/2024	Bunnings	Family Fun Day supplies	\$6.50
17/08/2024	Acknowledge This	Library supplies	\$61.00
19/08/2024	Mercure Perth Hotel	Accommodation	\$274.29
19/08/2024	Mercure Perth Hotel	Accommodation	\$242.35
20/08/2024	Woolworths	Tech Talk Tuesday supplies - Library	\$27.20
20/08/2024	McCreeds Jewellers	Staff farewell gift	\$1,000.00
22/08/2024	Haslams	Voucher - Winter Wonderland	\$200.00
22/08/2024	Dominos Esperance	Volunteer catering	\$57.08
9/08/2024	Environmental Health Australia	Annual subscription	\$550.00
13/08/2024	NewsXpress	Staff farewell gift	\$19.48
13/08/2024	Woolworths	Catering	\$55.87
16/08/2024	MBL Food & Packaging	Catering	\$65.51
16/08/2024	Pink Lake IGA	Catering	\$81.05
16/08/2024	Woolworths	Catering	\$77.74
31/07/2024	Golden Orient Chinese	Vouchers - Winter Wonderland	\$200.00
31/07/2024	Bistro Louis	Vouchers - Winter Wonderland	\$200.00
31/07/2024	Team Digital	Civic Centre equipment	\$514.00
2/08/2024	McCreeds Jewellers	Vouchers - Winter Wonderland	\$150.00
7/08/2024	Bunnings	Hardware supplies	\$39.97
9/08/2024	Bunnings	Hardware supplies	\$319.26
9/08/2024	Bunnings	Hardware supplies	\$48.16
9/08/2024	Subway Esperance	Volunteer catering	\$112.00
12/08/2024	Woolworths	Consumables and supplies - NAIDOC	\$150.00
12/08/2024	Woolworths	Consumables and supplies - NAIDOC	\$236.60
12/08/2024	The Toy Station	Chalk - NAIDOC	\$65.98
13/08/2024	Esperance Visitors Centre	Accommodation	\$550.00
13/08/2024	Red Dot Stores	Supplies - NAIDOC	\$4.99
13/08/2024	The Reject Shop	Supplies - NAIDOC	\$12.50
15/08/2024	Dominos Esperance	Volunteer catering	\$158.81
15/08/2024	Woolworths	Consumables and supplies - NAIDOC	\$254.65
15/08/2024	Woolworths	Vouchers - NAIDOC	\$375.00
16/08/2024	The Reject Shop	Supplies - NAIDOC	\$22.75
19/08/2024	Woolworths	Consumables and supplies - NAIDOC	\$9.00
19/08/2024	Subway Esperance	Catering	\$46.30
19/08/2024	Subway Esperance	Volunteer catering	\$56.00
20/08/2024	Bunnings	Supplies	\$138.00
21/08/2024	Bunnings	Storage supplies	\$162.50
21/08/2024	Coffee Cat	Catering	\$40.50
21/08/2024	Woolworths	Catering	\$19.85
29/07/2024	Woolworths	Food - MOW kitchen	\$267.09
2/08/2024	Woolworths	Food - MOW kitchen	\$224.99
6/08/2024	Woolworths	Food - MOW kitchen	\$224.07
8/08/2024	Bunnings	Water softener salt	\$25.98
9/08/2024	Woolworths	Food - MOW kitchen	\$183.94
16/08/2024	Woolworths	Food - MOW kitchen	\$303.79
20/08/2024	Woolworths	Food - MOW kitchen	\$250.45
23/08/2024	Woolworths	Food - MOW kitchen	\$405.70
27/08/2024	Department of Transport	NDIS worker screening	\$145.00
6/08/2024	Woolworths	Catering	\$114.40
13/08/2024	Boulevard News	Staff farewell gifts	\$17.98
13/08/2024	Express Yourself	Stationery	\$36.00
19/08/2024	Try Booking - Dieback	Training	\$97.88
<b>Total Credit Card Purchases 27/07/24 - 26/08/24</b>			<b>30,738.80</b>

**Item: 12.3.4**

**Review of Execution of Documents and Common Seal Usage Policy**

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

**File Ref: D24/24868**

**Applicant**

Internal

**Location/Address**

N/A

**Executive Summary**

For Council to consider adopting the Execution of Documents and Common Seal Usage policy inclusive of amendments and inclusions as reviewed.

**Recommendation in Brief**

That Council adopt the Execution of Documents and Common Seal Usage policy inclusive of amendments and inclusions as reviewed.

**Background**

Recent discussion with Manager Recreation and Culture determined that staff at the Bay of Isles Leisure Centre did not have authority to sign facility agreements for the Centre or Stadiums.

This policy was then raised at the Organisational Management Group meeting for Management to advise if there were any further areas that should be included within the policy to increase efficiencies with signing authority being provided.

**Officer's Comment**

Having the Manager and Coordinator at the Bay of Isles Leisure Centre authorised to sign facility agreements on behalf of the Shire will be more efficient than requiring the Director or CEO to sign off, and therefore it is recommended to include these officers under the Document Type (24) of the signing authority table within the policy.

During the review, it was raised that there are many service agreements and contracts with vendors that are processed through various departments and therefore it is recommended that all Managers be authorised to sign contracts relevant to their areas under Document Type (10) of the signing authority table within the policy. It is noted that all contracts must be procured in line with the Shire's Procurement Policy requirements.

Amendments to the policy are highlighted on the attached policy for reference.

**Consultation**

Manager Recreation and Culture  
Organisational Management Group  
Manager Information Services  
Director Corporate & Community Services

**Financial Implications**

Nil

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**Asset Management Implications**

Nil

**Statutory Implications**

*Local Government Act 1995 – s.9.49A Execution of Documents*

**Policy Implications**

Execution of Documents and Common Seal Usage

**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 Execution of Documents and Common Seal Policy](#)

**RECOMMENDATION AND DECISION**

**Item: 12.3.4 Review of Execution of Documents and Common Seal Usage Policy**

**Moved:** Cr Obourne

**Seconded:** Cr Starcevich

**O0924-037**

**Council Resolution**

**That Council adopt the Execution of Documents and Common Seal Usage policy inclusive of amendments and inclusions as reviewed.**

**CARRIED**

**F7 - A0**

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





## POL 0036: Execution of Documents and Common Seal Usage

### COUNCIL POLICY

#### Purpose

To establish, in accordance with the requirements of section 9.49A of the *Local Government Act 1995*:

1. Protocols for affixing and administration of the Shire of Esperance's common seal; and
2. Authority for the Chief Executive Officer, another employee or agent to execute documents on behalf of the Shire.

#### Scope

This Policy outlines the terms of use for the Shire of Esperance Common Seal.

#### Definitions

**Common Seal:** a stamped imprint of a company's legal name. It is affixed on agreements and documents that act as evidence that an agreement, contract or document was executed by its authorised agents or officers on behalf of the company.

**Authorised Officer:** an authorised officer within the Shire of Esperance are determined by Appendix A in this Policy and include:

- a. Chief Executive Officer;
- b. Shire President; and
- c. Director

#### Practice

A document is considered to have been duly executed when signed in the following ways:

1. By affixing the common seal; or
2. By the Chief Executive Officer, another employee or agent of the local government who has been authorised by resolution of the Council to sign documents on behalf of the local government.

If any of the following specify a particular way that a document is to be executed, it will take precedence over this Policy.

1. Legislation;
2. The formal requirements of a commonwealth or state department, authority or agency (as described in a policy or procedure); or
3. A Council decision.

#### Affixing Common Seal

The common seal is not to be affixed unless authorised by Council and may only be affixed in the presence of the Shire President and Chief Executive Officer, each of whom is to sign the document to attest that the common seal was so affixed.

In the absence of the Shire President and/or the Chief Executive Officer, the Deputy Shire President and Acting Chief Executive Officer are authorised to affix the common seal.

Council authorisation may be in the form of a specific Council resolution or as detailed within this policy.

#### Common Seal Register

Details of all instances where the common seal has been affixed will be recorded in a signed register and on an electronic register, which shall be available for inspection by Councillors during normal office hours.

The common seal register will be presented to Council twice yearly to be reviewed.

#### Execution by Authorised Officers

Officers identified in Appendix A of this Policy are authorised for the purposes of section 9.49A of the *Local Government Act 1995* to sign those documents on behalf of the Shire of Esperance.

Officers are restricted to executing documents, in accordance with this Policy, that are directly related to their area of responsibility.

In the absence of an authorised officer, another officer may only execute the document where they have been appointed to act in the authorised officer's position.

It is the responsibility of the authorised officer to ensure they fully understand what they are executing on behalf of the Council and to assess the document to ensure it is appropriate for signing. Any queries must be addressed before this process is completed.

Documents and communications which relate to day-to-day routine communications or transactions do not require specific authorisation through this policy as they are the subject of Section 5.41(d) of the Act prescribing the Chief Executive Officer's duty to manage the day to day operations of the Shire of Esperance. Such duties are undertaken by "acting through" officers.

## Appendix A – Authorised Signatories in Accordance with s.9.49A of the *Local Government Act 1995*

<b>Document Type</b> (✓) Common Seal <u>only</u> to be applied where specified in the relevant document.	<b>Common Seal</b>	<b>EXECUTION BY SIGNATURE ONLY</b>			
		<b>Shire President</b>	<b>CEO</b>	<b>Director</b>	<b>Other Officer</b>
(1) <b>Local Laws</b> – made and amended	✓	x	x	x	x
(2) <b>Planning Schemes</b> – adopted and amended	✓	x	x	x	x
(3) <b>Land Transaction documents</b> , including: <ul style="list-style-type: none"> <li>• sale;</li> </ul> <p>Note: a Council resolution is required for sale of Council real estate expressly stating that the final document is signed and sealed and the transaction finalised.</p> <ul style="list-style-type: none"> <li>• purchase;</li> <li>• vesting;</li> <li>• contributed assets;</li> <li>• Notifications of factors affecting land under 70A of the <i>Land Transfer Act 1893</i> – lodge or withdraw</li> <li>• Easements – <u>by land transfer</u> <ul style="list-style-type: none"> <li>○ Rights of carriage way;</li> <li>○ Rights of support to land burdened by buildings;</li> <li>○ Rights to erect a party wall;</li> <li>○ Rights to light and air (Property Law Act 1969);</li> <li>○ Rights to take water from wells or bores;</li> <li>○ Rights to install and operate drains and drainage works;</li> <li>○ Rights to install, maintain and operate oil, gas or other pipelines;</li> <li>○ Rights to install, maintain and operate electric power lines, telephone and other cables and supporting pylons.</li> </ul> </li> <li>• Restrictive Covenants – by land transfer</li> <li>• Deeds – land transfer for public purposes</li> </ul>	<div>✓</div>       <div>✓</div>	x	✓	x	x

Document Type (✓) Common Seal <u>only</u> to be applied where specified in the relevant document.	Common Seal	EXECUTION BY SIGNATURE ONLY			
		Shire President	CEO	Director	Other Officer
(4) <b>Mortgages, Loans and Debentures</b>	✓	x	x	x	x
(5) <b>Power of Attorney</b> to act for the Shire Note: requires both Shire President and Chief Executive Officer signature	x	✓	✓	x	x
(6) <b>Land Transaction documents</b> , including: <ul style="list-style-type: none"> <li>• Caveats - registering or removing</li> <li>• Leases/Licences</li> <li>• Easements – <u>by deed, deposited plan or other legal instrument</u> <ul style="list-style-type: none"> <li>○ Rights of carriage way;</li> <li>○ Rights of support to land burdened by buildings;</li> <li>○ Rights to erect a party wall;</li> <li>○ Rights to light and air (Property Law Act 1969);</li> <li>○ Rights to take water from wells or bores;</li> <li>○ Rights to install and operate drains and drainage works;</li> <li>○ Rights to install, maintain and operate oil, gas or other pipelines; and</li> <li>○ Rights to install, maintain and operate electric power lines, telephone and other cables and supporting pylons.</li> </ul> </li> <li>• Restrictive Covenants – lodge, modify or withdraw (other than by land transfer)</li> <li>• Deeds</li> <li>• Legal agreements</li> </ul>	(✓)	x	✓	x	x
(7) <b>State or Commonwealth Government Funding Agreements</b> Note: subject to relevant delegated authority, any of the identified authorised officers can execute	(✓)	x	✓	✓	x

Document Type (✓) Common Seal <u>only</u> to be applied where specified in the relevant document.	Common Seal	EXECUTION BY SIGNATURE ONLY			
		Shire President	CEO	Director	Other Officer
(8) <b>Grants and Funding Agreements</b> with private agencies (incoming and outgoing) Note: subject to relevant delegated authority, any of the identified authorised officers can execute	(✓)	x	✓	✓	✓
(9) <b>Memorandum of Understanding</b>	(✓)	x	✓	✓	x
(10) <b>Contracts and legal instruments</b> , including contract variations, related to: <ul style="list-style-type: none"> <li>• Procurement Contracts*</li> <li>• Goods and/or Service Agreements (incoming or outgoing services)*</li> <li>• Heritage Agreements</li> <li>• Acquittal of planning conditions</li> <li>• Maintenance of the public realm</li> </ul> *Limit: documents that arise from the exercise of purchasing authority delegated from/authorised by the Chief Executive Officer to the role	(✓)	x	✓	✓	Managers
(11) <b>Development, subdivision and strata-title approvals</b> for Shire Land	x	x	✓	✓	x
(12) <b>Memorial</b> <ul style="list-style-type: none"> <li>• <u>Deed Poll Registration</u>: A document lodged under the Registration of Deeds Act 1856, notifying the change of name of a person.</li> <li>• <u>Memorial of Advertisement</u>: A document lodged at the Office of Titles by a Local Authority evidencing that the legal requirements necessary to sell land for the non-payment of rates, have been attended to.</li> <li>• <u>Prohibiting dealings in land</u>: A document lodged at the Office of Titles under one of a number of statutes, which</li> </ul>	x	x	✓	✓	x

Document Type (✓) Common Seal <u>only</u> to be applied where specified in the relevant document.	Common Seal	EXECUTION BY SIGNATURE ONLY			
		Shire President	CEO	Director	Other Officer
<i>when noted on a Certificate of Title acts as a caveat.</i>					
(13) Documents that fulfil a <b>statutory local government duty or power</b> , for which there is no power of delegation or authorisation and is a matter which constitutes a potential risk to the Shire.	x	x	✓	✓	x
(14) <b>Communications</b> on behalf of the Shire, with: <ul style="list-style-type: none"> <li>Commonwealth or State Ministers</li> <li>Political or government leaders</li> </ul>	<b>Note:</b> <i>Officers are authorised to sign routine day to day operational communications where the recipient is of a similar organisational level as the Shire Officer.</i>	✓	✓	x	x
(15) <b>Communications</b> on behalf of the Shire, with CEO's of: <ul style="list-style-type: none"> <li>Commonwealth or State Government Departments</li> <li>Industry representative bodies</li> </ul>		x	✓	✓	x
(16) <b>Communications</b> on behalf of the Shire, relevant to the day-to-day operations of the Shire and which are subject of a level of political sensitivity or potential risk to the Shire.	x	x	✓	✓	Marketing & Communications
(17) <b>Ceremonial Certificates</b> - Common Seal may be affixed at the Shire President's discretion: <ul style="list-style-type: none"> <li>Honorary Freeman</li> <li>Honorary Citizenship</li> </ul>	✓	✓	✓	x	x
(18) <b>Deeds of Settlement</b> – Employee matters	x	x	✓	x	x
(19) <b>Enterprise Bargaining Agreements</b>	x	x	✓	x	x

Document Type (✓) Common Seal <u>only</u> to be applied where specified in the relevant document.	Common Seal	EXECUTION BY SIGNATURE ONLY			
		Shire President	CEO	Director	Other Officer
(20) Documents where Shire of Esperance is <b>required to sign as landowner</b>	x	x	✓	x	x
(21) <b>Prosecution notices and court documents</b> Note: subject to relevant delegated authority, any of the identified authorised officers can execute	x	x	✓	✓	✓
(22) <b>Lease/Licence documentation</b> limited to; <ul style="list-style-type: none"> <li>Residential tenancy leases for employee housing</li> <li>Disclosure Statements</li> <li>Notices</li> <li>Property Condition Reports</li> </ul>	x	x	✓	✓	Governance & Corporate Support
(23) Issuance of Section 30 and 40 certificates ( <b>statements of compliance</b> ) under the <i>Liquor Control Act 1988</i>	x	x	✓	✓	Development Services
(24) Facility Agreements, including variations	x	x	✓	✓	Manager Recreation & Culture, Coordinator Sport & Recreation

.....End.....



#### Document Information

Responsible Position	Executive Assistant
Risk Rating	Medium

#### Referencing Documents

- *Local Government Act 1995*

#### Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Sept 2003	1		New policy	O090-0697	Sept 2005
Sept 2007	2	D12/22			Sept 2009
Jul 2015	3		Change of wording to include Deputy President & Acting CEO	O0715-014	Jul 2017
Mar 2018	4	D16/29002	Addition of the wording 'and on an electronic register,' to recognise the digital version that is maintained	O0318-073	Mar 2020
Nov 2019	5	D16/29002[v2]	Minor grammar changes		
			Change responsible officer, include register to be received by Council twice yearly.	O1119-248	Nov 2021
Feb 2022	6	D16/29002[v3]	Amend title of policy and rewrite to include document signing authority along with Common Seal usage.	O0222-033	Feb 2024
Jan 2024	7	D16/29002[v4]	Include scope and definitions, minor wording changes, include disclosure statements, notices and property condition reports to item 22 and add item 23 to table.	O0124-004	Jan 2026
Sept 2024	8	D16/29002[v5]	Update signing authority table to include Managers into (10) and include authority for facility agreements as (24) .		

## 12.4 EXECUTIVE SERVICES

### Item: 12.4.1

#### Sale of Residential Land

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

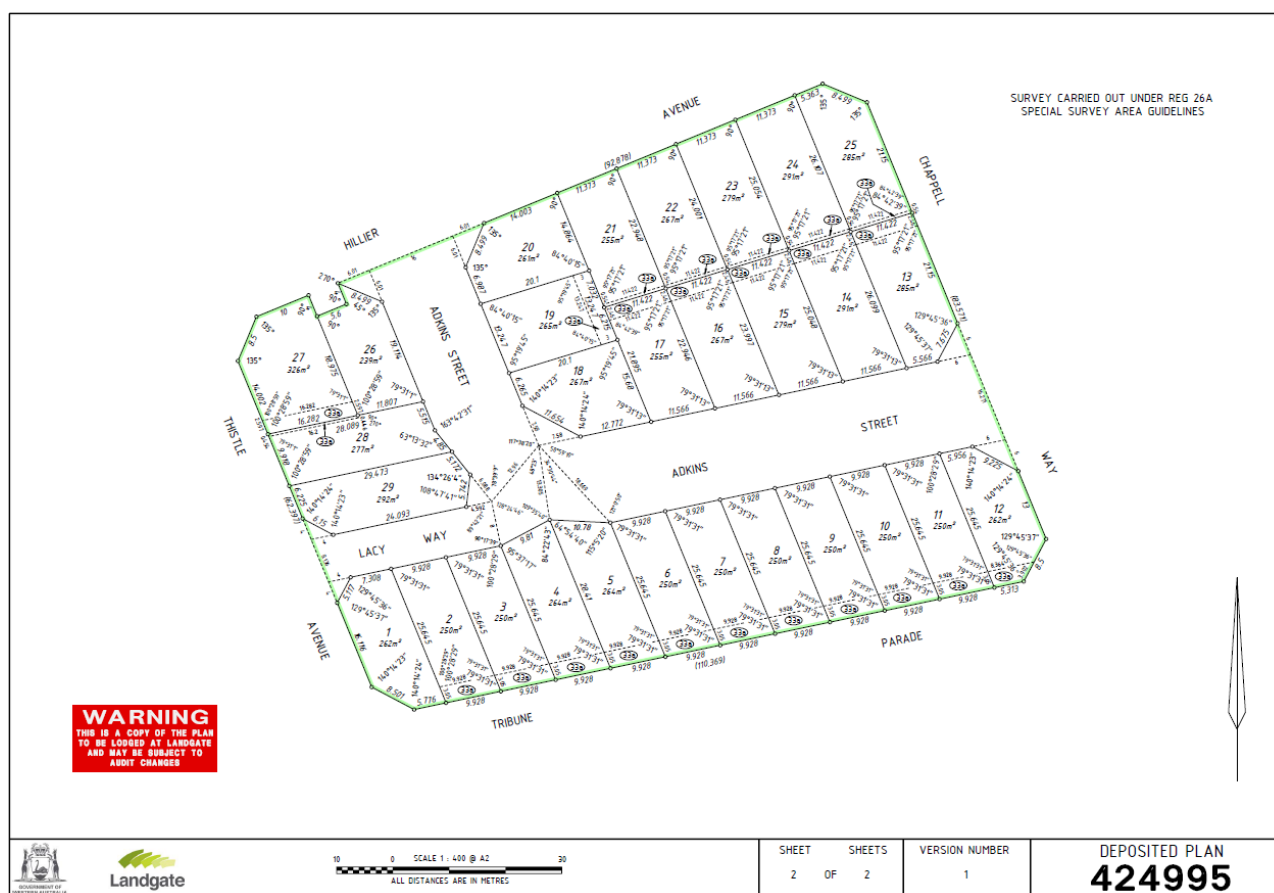
File Ref: D24/24350

#### Applicant

Internal Report

#### Location/Address

Flinders Stage 4, Castletown



#### Executive Summary

Approval is sought to proceed to tender for a number of vacant lots of land in Flinders Stage 4, with any lots that don't receive an offer through the tender process to continue to be sold via Chief Executive Officer (CEO) delegation for a further six-month period.

#### Recommendation in Brief

That Council:

1. Direct the CEO to tender all lots in Flinders Stage 4.
2. Direct the CEO to advertise all unsold lots as per attachment 3 after the tender process is complete.
3. Confirm it believes that the valuation previously received from the Opteon Property Group in August 2023 (attachment 1) still represents the current market for lots in the Esperance

region and forms the basis for developing acceptable pricing for the lots with Flinders Stage 4.

4. Accept the current listing and acceptance prices as per attachment 3.
5. Delegate authority to the CEO to negotiate and accept offers on these listed properties.

### **Background**

The current delegated authority to the CEO to accept offers on identified vacant lots is due to expire in September.

Delegated authority to the CEO can only be provided for a maximum of 6 months following a tender or auction process being undertaken. In the event that a delegation isn't provided all negotiations require Council Decisions for each stage of the negotiation. This obviously has the potential to both make negotiations a lengthy and drawn out process as well as resulting in it playing out in the public domain. Neither of these outcomes is generally conducive to attracting purchasers.

There is currently a total of 29 lots available for sale in Flinders, all other lots the Shire August 2023 have sold.

### **Officer's Comment**

Submissions are rarely received for tenders issued for vacant land, especially in the situation where all lots have previously been available for purchase, as all of these have. This recommendation removes the need for Council to reconsider these lots prior to them being re-listed with real estate agents unless a submission is received. In the event that one or more tender submissions is received, this recommendation will allow all lots not involved in a submission to be listed with real estate agents while the tenders are being considered, minimising the time the lots are off the market.

It has been recommended that Council continue to rely upon the licensed valuations obtained from Opteon Property Group in August 2023, however reduce the initial listing price and acceptance prices (attachment 2) to the proposed new prices (attachment 3).

This recommendation is on the basis that no lots have been sold since listing 6 months ago. One official offer was submitted; however, the offer was well below the minimum acceptance price. Feedback from the real estate agents and WA Country Builders is due to the size of the blocks, the prices are too high when compared to some 800m<sup>2</sup> blocks recently selling in the area for \$170,000-\$180,000. Potential buyers are factoring in the cost of a small house with the land and the price point is considered too high.

Elders have also indicated that the higher spec design requirements for Flinders also restricts the more affordable modular houses being located on these lots. This may need to be factored into the future redesign of the remaining Flinders Estate and Local Planning Strategy.

The construction costs for Stage 4 are currently \$2.48m funded through the land reserve, and if all lots were sold at the proposed new listing or acceptance prices, Council would make a small return on its investment.

The new listing and acceptance prices are still in line with the previous valuation ranges provided by the Opteon Property Group August 2023 noting that lots 1-12 were valued lower by Opteon as they were subject to the bushfire attack level rating. Council resolved to list these lots higher than valuation based on the lots being closer to the beach and also that the land would be cleared in future Flinders land development stages whereby removing the bushfire attack level rating.

### **Consultation**

Elders Real Estate is undertaking the marketing and sale of properties on behalf of the Shire (outside of tender periods) and provide feedback on the local market.

### **Financial Implications**

Income from any sale of land is placed in the Land Development reserve to ensure that income from the sale of land assets doesn't get utilised on an operational expense or depreciating asset as per the intent of the Land Asset policy and procedures.

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

### **Asset Management Implications**

Sale of these lots removes the Councils obligations to maintain them.

### **Statutory Implications**

The statutory implications associated with this item are contained within:

Local Government Act 1995

Section 3.58 – Disposing of Property

### **Policy Implications**

Sale of non-strategic freehold land and placement of fund in reserve for future land development or acquisition of strategic land is consistent with the Councils Public Land Asset Strategy.

### **Strategic Implications**

Council Plan 2022 – 2032

*Leadership*

A financially sustainable and supportive organisation achieving operational excellence

### **Environmental Considerations**

Nil

### **Attachments**

- A. Att 1 Opteon Property Group Valuation Flinders Stage 4 - *Confidential*
- B. Att 2 Flinders Stage 4 Listing prices February 2024 - *Confidential*
- C. Att 3 Proposed new listing prices Stage 4 Flinders - *Confidential*

**RECOMMENDATION AND DECISION**

**Item: 12.4.1 Sale of Residential Land**

**Moved: Cr Johnston**  
**Seconded: Cr Starceвич**

**O0924-038**

**Council Resolution**

**That Council**

- 1. Direct the CEO to tender all lots for Flinders Stage 4.**
- 2. Direct the CEO to advertise all unsold lots after the tender process is complete.**
- 3. Confirm it believes that the valuation previously received from the Opteon Property Group in August 2023 still represents the current market for lots in the Esperance region and forms the basis for developing acceptable pricing for the lots with Flinders Stage 4.**
- 4. Accept the current listing and acceptance prices as per attachment 3.**
- 5. Delegate authority to the CEO to negotiate and accept offers on these listed properties at or above the Minimum Acceptable Sale Price identified in the schedule within attachment 3.**

**CARRIED**  
**F7 - A0**

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

**Item: 12.4.2**

**Information Bulletin - August 2024**

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

**File Ref: D24/25190**

**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<sup>1</sup>. Information Bulletin - September 2024
- B<sup>1</sup>. Corporate Performance - August 2024

**RECOMMENDATION AND DECISION**

**Item: 12.4.2 Information Bulletin – September 2024**

**Moved: Cr Starcevich**

**Seconded: Cr de Haas**

**O0924-039**

**Council Resolution**

**That Council accepts:**

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

**CARRIED**

**F7 - A0**

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



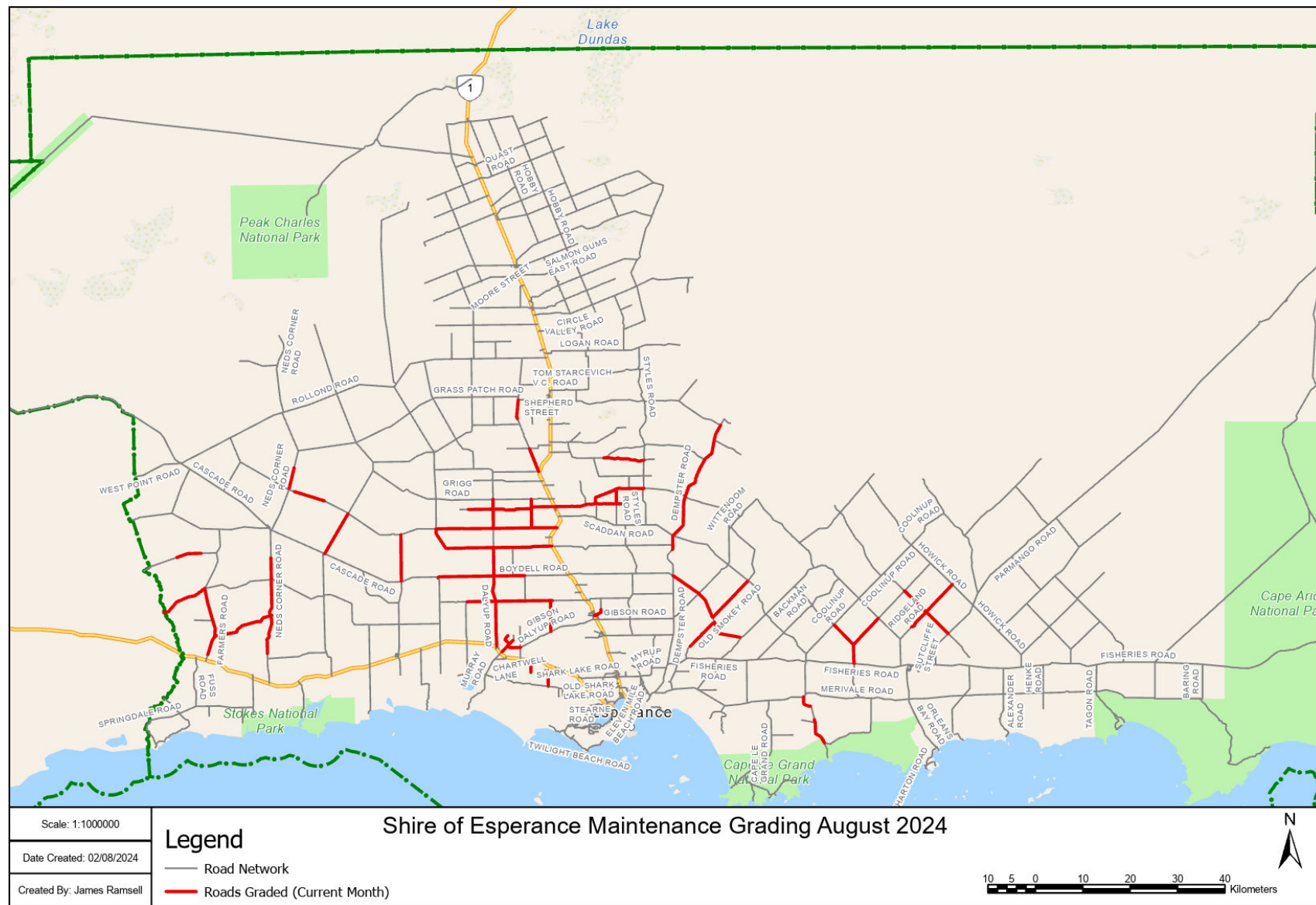


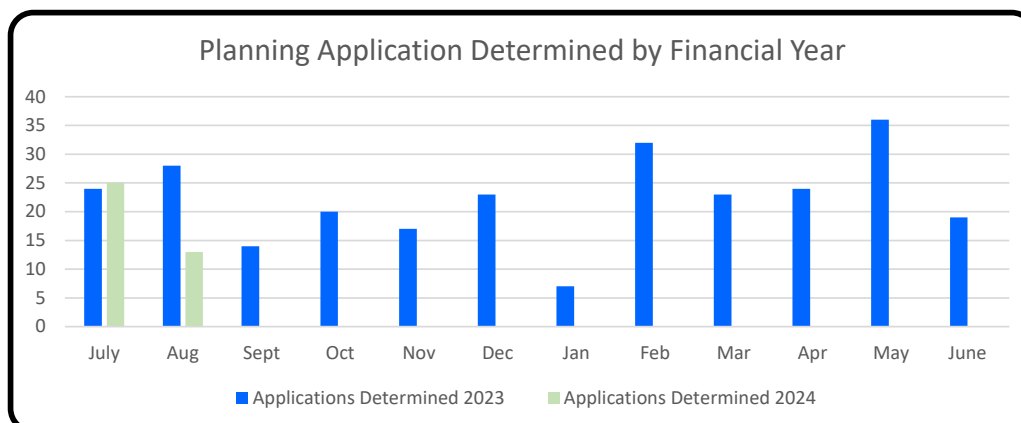
## INFORMATION BULLETIN

### ORDINARY COUNCIL MEETING

September 2024

we make it  
happen



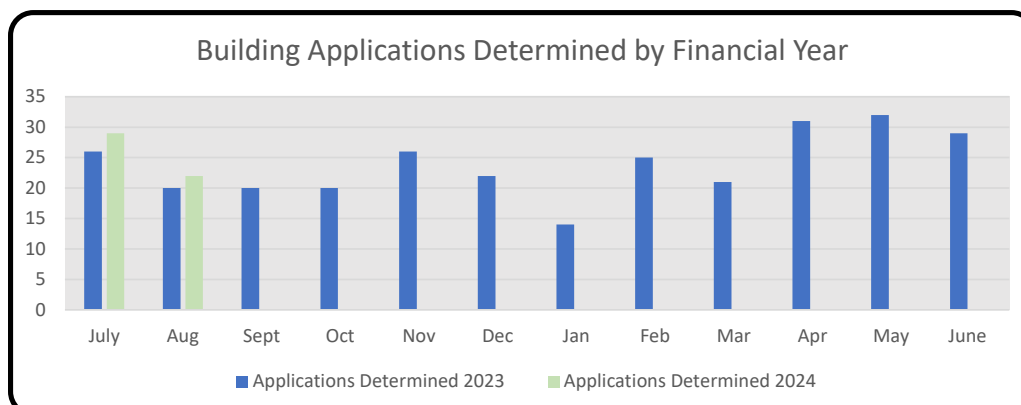


Property	Proposal
8 Hockey PL WEST BEACH	Home Business
Stockyard RD MERIVALE	Caravan Park
14 Watson ST WEST BEACH	Home Business
36 Olympian WAY NULSEN	Outbuilding (Shed)
62 Phillips ST WEST BEACH	Retaining Walls
9 Crossland ST ESPERANCE	Retaining Walls
192 Dalyup RD DALYUP	Agriculture - Extensive
247 Raszyk RD SCADDAN	Dwelling - Alterations / Additions
Lot 83 Lalor DR WINDABOUT	Home Business
9 Backland ST SINCLAIR	Dwelling - Alterations / Additions
901 Fisheries RD MYRUP	Agriculture - Extensive
5 Andrew ST ESPERANCE	Signage
7 Burton RD CASTLETOWN	Holiday House
6B Phyllis ST CASTLETOWN	Short Term Accommodation

#### Specific Comments relating to Monthly Statistics

- Caravan Park is a Nature Based Park
- 2 Home businesses were approved

## Building Services Applications

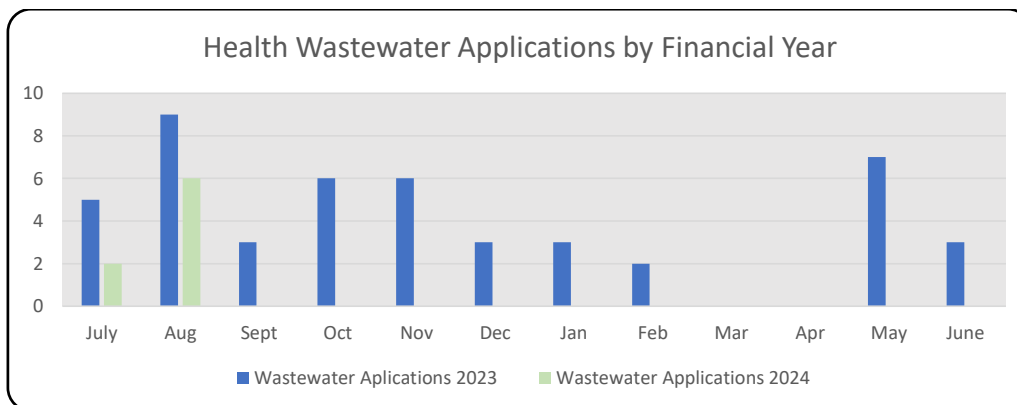


Property	Proposal	Values(\$)
79 Downes Street PINK LAKE	Dwelling Additions - Guest Bedroom with Ensuite & Family Room	18,000
Lot 421 Canning Drive PINK LAKE	Water Tank - Heritage CT30 132781L	11,700.00
Lot: 1883 Truslove Road SCADDAN	Occupancy Permit - Farm Shed for Machinery Storage (Class 7b) 840m <sup>2</sup>	0
1 Sampson Street ESPERANCE	Two Storey Dwelling with Garage-Decking-Retaining & Screen Walls 411m <sup>2</sup>	790,500
109 Keenan Road PINK LAKE	Stage One - Footings for Relocated Secondhand Main Dwelling 239m <sup>2</sup>	19,500
19 Daphne Street CASTLETOWN	Rear Retaining Wall	18,600
Lot: 1791 Fleming Grove Road GIBSON	Steel Framed Modular Dwelling 388m <sup>2</sup>	429,523
46 Dempster Street ESPERANCE	Dwelling with Alfresco, Patios & Carport 164m <sup>2</sup>	469,000
46 Woody Avenue CASTLETOWN	Steel Framed Shed 58m <sup>2</sup>	19,500
4 Mitchell Street CASTLETOWN	Alts/Adds to Dwelling - Kitchen, Ensuite, Verandah, Patio and Garage	430,000
5 Blake Street SINCLAIR	Steel Framed-Colorbond Carport 31m <sup>2</sup>	29,370
977 Eleven Mile Beach Road PINK LAKE	Dwelling - Single 263m <sup>2</sup>	632,839
Lot: 20 Pln: 12389 Daw Drive BANDY CREEK	Shed 320m <sup>2</sup>	19,000
Lot: 20 Daw Drive BANDY CREEK	Shed 320m <sup>2</sup>	80,000
41 Brockman Street ESPERANCE	Dwelling - Re-Roof - Tiles to Colorbond	19,000
Lot: 2112 Helms Drive PINK LAKE	Telecommunications Tower and Equipment Hut 10m <sup>2</sup>	200,000
4 Simpson Street CHADWICK	Storage Shed (Class 7b) 308m <sup>2</sup>	65,000.00

46A Windich Street ESPERANCE	Existing Dwelling Renovation with Deck Addition 46m <sup>2</sup>	450,000
43 Easton Road CASTLETOWN	Class 9b Modified Sea Container for Student Training Kitchen 14m <sup>2</sup>	28,325
27 The Esplanade ESPERANCE	Full Demolition - Dwelling and Shed 158m <sup>2</sup>	15,000
9 Hastings Crescent CASTLETOWN	Dwelling - Single with Alfresco, Porch and Garage 243m <sup>2</sup>	551,892
23 Andrew Street ESPERANCE	External Refurbishment of Australia Post Building (Class 6)	360,000
266 South Coast Highway CHADWICK	REFUSED - Demolition of Dwelling 225m <sup>2</sup>	30,000
Total Value		<b>\$4,637,749</b>

#### **Specific Comments relating to Monthly Statistics**

- 79 Downes Street was issued after asking for the required documentation (which was submitted at different times) plus Planning & Health Approvals.
- Dwelling Demolition at 266 South Coast HW was refused as the applicant did not provide the required documentation after repeated requests by Building Services.



#### 2024 Wastewater Applications

Lot: 1791 Fleming Grove Road GIBSON
Lot: 12 South Coast HWY COOMALBIDGUP
Lot: 9 Spencer Road Pink Lake
Lot: 5 Harbour Road CHADWICK
Lot: 9 Spencer Road PINK LAKE
Lot 82: Scanlon Street CHADWICK

#### Specific Comments relating to Environmental Health Activities in August

- Three food premise inspections.
- Eighteen water samples were taken for drinking water, aquatic facilities and recreational water.
- Three enforcement actions were initiated against non-compliant food premises.
- Nine temporary food permits were issued
- Two food business registrations and two Section 39 applications



# Council Plan Summary

## August 2024



Shire of Esperance

Council Plan Summary August 2024

## People

### A safe community

Action Code	Action Name	Comments	Responsible Officer Position
1.1.1	Advocate for increased police presence	Working with Police on locating mobile CCTV into crime hotspots to assist with safer communities.	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. Met with Acting Regional Manager from Dept of Communities during August and discussed the lack of these services in Esperance.	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.	Staff have a strong working relationship with the RSPCA, and continue to advocate for an increase in regional presence.	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 Summary August 2024

Action Code	Action Name	Comments	Responsible Officer Position
2.2.1	Lead implementation of the Esperance Greater Sports Ground Redevelopment Masterplan	GSG new bores currently being drilled.	Director Asset Management
2.2.2	Provide a third soccer pitch at the Greater Sports Ground	No Update	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	Otium Consulting have not yet completed the review.	Acting Manager Recreation and Culture
2.3.1	Finalise design and pursue funding for James Street Cultural Precinct		Director External Services
2.3.2	Implement the Interpretation Plan for Esperance Museum, including an Aboriginal interpretive section	This action has not yet commenced.	Acting 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 are making plans for what promotional material and incentives we should take to the Esperance Ag Show in October to promote volunteering to the community. We are finalising a project plan for the creation of several videos showcasing volunteering in the region to be released over the coming financial year as part of a	Volunteer Resource Centre Coordinator

Shire of Esperance

Council Plan Summary August 2024

Action Code	Action Name	Comments	Responsible Officer Position
		grant we have received from VolunteeringWA and the Department of Social Services. We are continuing to brainstorm ideas for Thank a Volunteer Day in December.	

**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	Our team offered a heap of support during the local week of NAIDOC activities. Including 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

Shire of Esperance

Council Plan Summary August 2024

Action Code	Action Name	Comments	Responsible Officer Position
3.1.5	Establish and strengthen relationships with local Aboriginal Stakeholders and organisations	With the support of the Tjaltjraak Rangers, the Civic Centre hosted the Windcatcher film screening and the Koolanga's disco hosted by Nulsen Primary School during the Tjaltjraak Kepa Kurl NAIDOC week. The Rangers gave the Community Development kudos for how challenging the Civic Centre conversions can be. Great collaboration team!!	Director Corporate and Community Services
3.1.6	Support the Partnership Agreement with Esperance Tjaltjraak Native Title Aboriginal Corporation	Partnership examples in August Included; Helping host the local NAIDOC Week Celebrations, including planning the official opening event at the Civic Centre, hosting NAIDOC Disco, supporting Schools NAIDOC Day at the Macka Stadium, hosting the NAIDOC movie at the Civic Centre and purchasing KEPA KURL lettering for all events.	Community Development & Events Manager
3.2.1	Advocate for increased child care services through promotional campaigns	Advocacy from time to time through media about opportunities to develop family day care in Esperance.	Chief Executive Officer
3.2.2	Provide regular events and activities to inform and engage the youth within our community	In August we hosted the NAIDOC Youth Disco and the NAIDOC movie watched by the schools at the Civic Centre. Roller Skating is back in the 25th and 26th of September and also the One and All Program will be in September school holidays.	Community Development & Events Manager
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	Nothing further to report this month.	Chief Executive Officer
3.3.2	Advocate for community and care services to support active aging in home	We have seen an increase in the last 6 months of our clients going into permanent care locally, the EACF is	Manager Aged Care & Disability Services

**Shire of Esperance**

**Council Plan Summary August 2024**

Action Code	Action Name	Comments	Responsible Officer Position
		now again operating a wait list with a Monthly meeting to assist with triage of prospective residents.	
3.3.3	Provide flexible working arrangements at Esperance Home Care Centre to attract and retain staff	No changes to this at present.	Manager Aged Care & Disability Services
3.3.4	Advocate for local shops, hospitality and entertainment venues to improve access and employment opportunities for people with disability	Ongoing as an opportunity arises. Current Disability Access and Inclusion Plan outlines the actions the Shire is progressing. Forms part of business as usual when discussions happen with building development applications.	Chief Executive Officer
3.3.5	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	Meeting planned for 10th September 2024.	Manager Development Services

Shire of Esperance

Council Plan Summary August 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	Have talked with DoT and project stakeholders about the options for booster pumps. Pipeline 95% complete, just waiting on knife gate valves.	Director Asset Management
4.1.7	Implement the Lake Monjingup Reserve Management Plan	Works at Lake Monjingup Reserve are continuing.	Manager Parks & Environment

**Shire of Esperance**

**Council Plan Summary August 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	Awaiting the outcome from DBCA on the public consultation process. State Government decision on the Marine Park is expected late in the calendar year.	Chief Executive Officer
4.2.1	Provide a new Trails Master Plan	Updates being made to the document.	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	Draft annual carbon emission audit complete, currently being reviewed before being finalised.	Director Asset Management
5.1.2	Install renewable energy (solar PV and battery storage) on council buildings where feasible	Not started.	Manager Asset Planning
5.1.3	Facilitate adoption of best practice energy efficiency measures across all council buildings, and support community facilities to adopt these measures	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 Summary August 2024

Action Code	Action Name	Comments	Responsible Officer Position
		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. Diesel i40 Sedan also replaced in August with Hybrid Camry Sedan in Home Care and Health and Building now in Hybrid Toyota RAV4s.	Technical Officer Fleet
5.2.1	Design and prepare a proposal for DWER for Food Organics and Garden Organics (FOGO)	Are working through the practical operations of how FOGO will work. Will push this once the design for the Waste Transfer Station is complete.	Director Asset Management
5.2.2	Commence construction of the Community Drop Off and Transfer Station at Myrup	Baulk earthworks underway. Design for the major buildings is with the Building Surveyor. Working with the project manager on the delivery plan.	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. A new Sustainability and Resource Recovery Educator to promote and enhance Esperance's Waste Revolution and circular economy with the role to commence in September.	Waste Management Coordinator

Shire of Esperance

Council Plan Summary August 2024

**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	Coordination of mitigation treatments underway, as per the Plan and approved MAF treatments. Hazard reduction burn planned but unable to proceed due to weather conditions. Hazard reduction burn planned, currently working with stakeholders for cultural and environmental values. Fire inspection program in final stages of planning for October commencement.	Manager Ranger & Emergency Services
6.1.2	Facilitate innovative initiatives and networks to help build drought resistance and resilience	Grass Patch Water Supply; have finally got the information back from the supplier of the tanks. Can now progress the installation of the tanks and supporting infrastructure. Condungup Water Supply; design and preliminary works complete.	Director Asset Management
6.1.3	Advocate for more emergency services personnel in Esperance	Advocacy as the opportunity arises with politicians or senior government officers.	Chief Executive Officer
6.1.4	Facilitate coastal safety measures in partnership with the Coastal Safety Working Group	Coastal Safety working Group met in August to plan season ahead. Opportunities and strategies for coastal safety messaging and resourcing were identified, including print, web, and advertising, taking a holistic approach to coastal safety to encompass all recreational coastal activities.	Manager Ranger & Emergency Services
6.1.5	Advocate for appropriate coastal safety infrastructure and resources	Coastal Safety working Group met in August to plan season ahead and review outstanding actions. The LEMC, including many members of the coastal safety working group, were present at a presentation from DPIRD regarding the BEN sign project. Working with DPIRD and service provider to resolve issues with shark warning towers.	Manager Ranger & Emergency Services



Shire of Esperance

Council Plan Summary August 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	Nothing to report for this month.	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)	Met with Acting Regional Director of Dept of Communities through August and also participated in an interview with consultants that have been engaged by Dept of Communities to understand issues and opportunities for improvements.	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 Summary August 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)	Met with consultants who are investigating changes or issues on behalf of Dept of Communities. Raised concerns around GROH and also social housing needs within the town. Submitted a funding application to the Federal Governments Community Enabling Infrastructure Stream 2 for Flinders Stage 3 and Ocean St land development.	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 infill planting programs completed. Street furniture installation has also commenced across the CBD.	Manager Parks & Environment
9.2.1	Provide attractive and welcoming entrances into Esperance	Discussion with Council regarding proposed Entry Statements. Variations to the presented design are being developed.	Director Asset Management
9.2.2	Facilitate more tree planting across the Shire	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 bike jump track has been asphalted and is now open to	Manager Parks & Environment

**Shire of Esperance**

**Council Plan Summary August 2024**

Action Code	Action Name	Comments	Responsible Officer Position
		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	In progress.	Manager Asset Operations
10.1.3	Provide safety measures along The Esplanade and Fisheries Road to improve pedestrian crossings	In progress.	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 Coast Hwy Intersection upgrade and Pink Lake Road Intersection Upgrade.	Stakeholder meeting was held by Main Roads WA. A future briefing with Council will be held. Public consultation will likely be after the State election.	Director Asset Management

**Shire of Esperance**

**Council Plan Summary August 2024**

Action Code	Action Name	Comments	Responsible Officer Position
10.2.4	Implement the Shire of Esperance Road Construction and Maintenance Program	In progress.	Manager Asset Operations
10.3.1	Implement the Esperance Town Centre Parking, Traffic and Pedestrian Strategy	Have a plan for the CBD landscape improvements, will progress this in the coming months.	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.	Currently finalising the detailed level design for the off street parking area at the intersection of Forrest and Windich streets.	Manager Asset Development
10.4.2	Design, Fund and Construct new Airport runway	Design on hold until the geotech results come in.	Director Asset Management

Shire of Esperance

Council Plan Summary August 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	Nothing further to report this month.	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	Identified that a feasibility study should be undertaken to understand the need within the community and how it could be implemented in Esperance. This would then assist with an application to the Federal Government for funding.	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	DAMA information session to be held in Esperance 14th October 2024.	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	Further refinement of plan being undertaken.	Manager Economic Development

**Shire of Esperance**

**Council Plan Summary August 2024**

Action Code	Action Name	Comments	Responsible Officer Position
12.1.2	Support proponents in priority industry sectors to establish businesses and develop projects in Esperance	No further updates for this month.	Manager Economic Development
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. Supporting Renewable.bio with their projects around Esperance.	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	Proposal has been received for a shared space facility and officers are currently reviewing the proposal.	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	Esperance Tourism Brand Launch 18th September, AGO Grounded Hiking Festival 20-24 September and work progressing on the premium short stay accommodation site identification and market sounding report.	Manager Economic Development
13.1.2	Provide more digital marketing and advertising opportunities to promote local experiences at Council facilities (eg. Esperance Airport)	No further action.	Manager Marketing & Communications

**Shire of Esperance**

**Council Plan Summary August 2024**

Action Code	Action Name	Comments	Responsible Officer Position
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
13.2.2	Implement the recommendations from the Tourist and Worker Accommodation Study	Initial discussions with Department of Communities to understand if the Shire's key worker accommodation project fits the guidelines with the new funding recently announced by the State Government.	Manager Economic Development
13.2.3	Advocate for Traditional Owners to develop and promote cultural heritage tourism activities	Funding committed in the Shire's 24/25 budget to undertake a cultural heritage trail. Officers to develop a scope of works to then commence the development of the trail.	Manager Economic Development
13.2.4	Advocate for the development and promotion of tourism experiences	Advocating for funding support for the youth precinct development through the State Government.	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 Summary August 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. Annual report collation to commenced in August. Aiming for content to be finalised in September.	Governance & Corporate Support Coordinator
14.1.2	Provide public reports on progress towards achievement of priority projects and outcomes	Provided first monthly report to Council for 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 has kicked off the Online Timesheets project with Go-Live expected to be in November They're also working through a large backlog of prerequisites to continue the improvement in business efficiencies.	Manager Information Services



Shire of Esperance

Council Plan Summary August 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 - We had no formal community engagement in August, however continued as usual to work with internal Shire teams to optimise their social media content, and directly engaged with our community through 37 replies to comments and questions on Shire social media posts, as well as those sent through as private messages.</p> <p>Let's communicate - External Communications - Media team put out 12 Latest News stories on the Shire website, covering topics from the Budget and Rates through to Emergency Services messages, project updates, the President's NAIDOC Kapa Kurl Week opening speech and changes to state regulations. A Media Release on the Budget was also released, and internally produced readings of two Shire Flyers sent to HopeFM for broadcast.</p> <p>Let's promote - Marketing &amp; Public Relations - 7 print ads were facilitated by the Media team in August, Councillors regularly attend meetings for their community groups and organisations. Use of Shire Latest News stories and Media Release in print, online and radio stories with little or no editing is a win for getting the Shire point of view widely disseminated.</p> <p>Let's connect - Digital &amp; Online Communities - Media team enabled 37 social media posts from teams across the Shire, getting important information to our community. Two editions of the Shire Flyer were emailed to 1,241 subscribers.</p> <p>Let's create - Graphic Design - Media team supported</p>	Manager Marketing & Communications

Shire of Esperance

Council Plan Summary August 2024

Action Code	Action Name	Comments	Responsible Officer Position
		Shire goals with design of eye-catching, professional and engaging ads, posters and social media tiles. The biggest graphic design project of the year so far has been the Rates Booklet, which the team redesigned prior to its release to the public in August. Let's inform - Media - August saw several stories in the media which sourced information from Shire Latest News stories and the Media Release, many with very little editing. Media enquiries were down somewhat, at 11 for August, however these enquiries involved 32 questions. The media monitoring platform we subscribe to estimated the Cumulative Audience Reach for Shire stories for the month of August to be 1,060,710 persons, and the Editorial Media Value to be \$270,359, up from July with widespread coverage of the Indoor Stadium floor replacement, Rex Airlines' debt to the Shire, and Shire supported Tourism topics (new branding and Grounded festival).	
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)	Hosted Chamber of Commerce who held an information session on their business and aspirations for Esperance.	Chief Executive Officer
16.1.4	Conduct a biennial community survey to assess community priorities and benchmark performance levels	Not started.	Manager Marketing & Communications

Cr chambers declared a Financial Interest in the following item and left the meeting at 4:40pm

**Item: 12.4.3**

**Retail Trading Review**

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

**File Ref: D24/24453**

**Applicant**

Shire of Esperance

**Location/Address**

Esperance Town Site

**Executive Summary**

For Council to consider a permanent change to extending retail trading hours for all Sundays in January, and the public holidays between Christmas and Easter including Boxing Day, New Year's Day, Australia Day, WA Day and Easter Monday.

**Recommendation in Brief**

That Council

1. Support the recommendation to move to permanent retail trading on all Sundays in January, 10:00am – 4:00pm.
2. Support the recommendation to move to permanent retail trading from 10:00am – 4:00pm for the following public holidays between Christmas and Easter including:
  - Boxing Day
  - New Year's Day
  - Australia Day
  - Labour Day
  - Easter Monday
3. Instruct the CEO to formally apply to Minister for Commerce for the above extended permanent retail trading hours.
4. In the event that a decision by the Minister for Commerce is delayed before the Christmas – Easter period instruct the CEO to seek a temporary change to retail trading hours as per items 1 and 2
5. Instruct the CEO to advise Woolworths its formal request received 9<sup>th</sup> September 2024 was considered as part of Councils review into extending retail trading hours and advise Woolworths of Council's decision.
6. Not consider any further adhoc requests to change retail trading hours for a period of three years to allow enough time for businesses, community and visitors to fully utilise and experience the additional retail trading hours recommended whilst allowing Council a three-year review period uninterrupted.

**Background**

Due to the consistent nature of requests and approvals for extending retail trading hours that have been occurring in Esperance over recent years, Council resolved (OCM item 12.4.2 - October 2022) to investigate and review the desire within the community for permanent changes to retail trading hours through December, January and over Easter.

The retail trading hours applying to the Shire of Esperance were last reviewed in 2014. Following extensive consultation with the community the below trading hours are implemented in the lead-up to Christmas each year;

- a. *Commencing on the second Sunday of December each year.*
- b. *Ending on the day prior to Christmas Eve each year.*
- c. *Including extending all Friday trading hours to 9pm within this period*
- d. *Including extending trading to all Sundays within this period to between 10am and 4pm*
- e. *Including extending all weeknight trading hours between the last Sunday before Christmas Day and the day prior to Christmas Eve (if any) to 9pm.*

These changes appeared to meet the needs of the local retailers and community. However, with tourist numbers continuing to grow over the years and retail shoppers seeking more flexibility, additional one-off extensions have been occurring since 2020.

Extensions are only considered following an application from one or more businesses and support being provided by the Esperance Chamber of Commerce and Industry (ECCI). The extensions that have been approved since 2020 are provided in Attachment 1.

Whilst adhoc extensions to retail trading hours only require the ECCI support, any permanent change requires a formal application to the Department of Commerce inclusive of the following;

- Details of the proposed change
- Evidence of level of support from:
  - Local community
  - Local trader organisations
  - Local tourism interests
  - Local members of State parliament
  - Details of the consultation process undertaken.

The final decision is made by the Minister for Commerce.

To meet these requirements council undertook a community survey in December 2023. An overview of the survey is provided in Attachment 2. In summary, there were 483 responses with 88% support for extended trading hours. 65% supported extended Sunday trading from Christmas to the end of January, and 72% supported Sunday trading all year round. 47-51% supported the public holidays post-Christmas to Easter Monday.

The Shire wrote to the respective local State members, ECCI and Australia's Golden Outback seeking their feedback on the following extended retail trading options;

1. Continue to consider additional retail trading hours on a by request basis.
2. Move to permanent retail trading hours for some public holidays post- Christmas to Easter.
3. Move to permanent retail trading hours for all public holidays post- Christmas to Easter.
4. Move to permanent retail trading hours for Sundays during January.
5. Move to permanent retail trading on Sundays in January and some public holidays between Christmas and Easter.
6. Move to permanent retail trading on Sundays in January and all public holidays between Christmas and Easter.

The responses from each key stakeholder are provided in Attachment 3.

### **Officer's Comment**

When considering the impacts of changes to Retail Trading Hours it is important to understand that retailers identified as 'Small Retail Shops' can trade 24 hours a day, every day of the year provided they

have applied for a certificate (further details available at <https://www.commerce.wa.gov.au/consumer-protection/retail-trading-hours>).

Any changes therefore only apply to those small shops that haven't applied for a certificate or those larger businesses that are ineligible for designation as a 'Small Retail Shop'. With 98% of businesses in Esperance being designated as small businesses, there is a small percentage of retailers that have their operating hours limited by their size and are classed as "General Retail Shops".

Retail shopping habits have changed dramatically over the last 10 years with consumers seeking more choice and flexible shopping hours. A review of retail trading hours for other local government across WA [Regional trading hours variations | Department of Energy, Mines, Industry Regulation and Safety \(commerce.wa.gov.au\)](https://www.commerce.wa.gov.au/energy-mines-industry-regulation-and-safety/regional-trading-hours-variations) indicates consistent extensions of retail trading hours on public holidays and Sundays during the Christmas to Easter Holiday period.

Based on the community survey, responses from key stakeholders and a review of other local government retail trading hours there appears to be strong support for additional permanent retail trading hours between December, January and over the Easter Holidays.

It should be noted that even if additional permanent retail trading hours are supported through this process and through formal endorsement by the Minister of Commerce, the decision to open is still completely at the discretion of those business affected by the proposed changes. It should also be noted that the current permanent retail trading hours before Christmas implemented in 2014 will remain in place and General Retail Shops will remain closed on Christmas Day, Anzac Day and Good Friday.

Further to the review, Woolworths have recently applied for extended retail trading hours for the 2024/2025 Christmas - January timeframe (attachment 5). The requests will largely be addressed through this agenda item including extensions to retail trading hours for public holidays Boxing Day, New Year's Day and Australia Day. Woolworths are also seeking extensions to trading hours on Sundays leading up to Christmas from the current hours 10:00am – 4:00 to 8:00am to 6:00pm.

Officers believe that the additional permanent retail trading hours proposed in this briefing will meet the needs of all retailers, businesses and community. Having all Sundays and public holiday trading hours 10:00am – 4:00pm aligned will ensure consistency and continuity, whilst providing retail workers a better work-life balance.

To allow business, community and visitors to plan and implement the proposed new retail trading hours and to allow Council to review these significant changes uninterrupted, it is recommended that Council not consider any further adhoc request for a period of three years.

Another State Government regional retail trading hour's package was received on the 11/9/2024 (attachment 6). The package is for temporary extended retail trading hours leading up to Christmas and Public Holidays including the Kings Birthday. The package is similar to what is already in place for Esperance leading up to Christmas and what is being recommended post-Christmas. However, the package is only for temporary changes and given the identified support for more permanent retail trading through the review, officers would not support this option.

It could be viewed that the State Government is trying to streamline the process and avoid numerous adhoc extended retail trading requests saving time and resources.

## **Consultation**

Community Survey  
Local State Members

Esperance Chamber of Commerce and Industry  
Australia's Golden Outback

### **Financial Implications**

N/A

### **Asset Management Implications**

N/A

### **Statutory Implications**

The statutory implications associated with this item would include a change to the current Retail Trading Hours Act 1987 which the Shire currently operates under. The Act states that a general retail shop shall be closed on Sunday in each week; and on each public holiday and public half-holiday.

### **Policy Implications**

N/A

### **Strategic Implications**

Council Plan 2022 – 2032

*Growth And Prosperity*

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

### **Environmental Considerations**

N/A

### **Attachments**

- A. Att 1 Extended Retail Trading Hours 2020-2024
- B. Att 2 Retail Trading Hours Survey Consultation Results
- C. Att 3 Retail Trading Review Formal Stakeholders Responses
- D. Att 4 ECCI Retail Trading Review Response
- E. Att 5 Woolworths request for extended trading hours
- F. Att 6 Retail Trading State Government Package

**RECOMMENDATION AND DECISION**

**Item: 12.4.3 Retail Trading Review**

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

**O0924-040**

**Council Resolution**

**That Council**

1. Support the recommendation to move to permanent retail trading on all Sundays in January from 10:00am – 4:00pm.
2. Support the recommendation to move to permanent retail trading from 10:00am – 4:00pm for the following public holidays between Christmas and Easter including:
  - Boxing Day
  - New Year's Day
  - Australia Day
  - Labour Day
  - Easter Monday
3. Instruct the CEO to formally apply to the Minister for Commerce for the above permanent retail trading hours.
4. In the event that the decision by the Minister for the proposed permanent changes is delayed before the Christmas- Easter period, instruct the CEO to seek temporary retail trading hours based on items 1 and 2.
5. Instruct the CEO to advise Woolworths its formal request received 9<sup>th</sup> September 2024 was considered as part of the review by Council into extending retail trading hours and advise Woolworths of Council's decisions.
6. Not consider any further adhoc changes to retail trading hours for a period of three years to allow enough time for businesses, community and visitors to fully utilise and experience the additional retail trading hours recommended, whilst allowing Council a three-year review period uninterrupted.

**CARRIED  
F5 – A1**

*For: Cr de Haas, Cr Flanagan, Cr Starcevich, Cr Johnston, Cr Obourne,  
Against: Cr Graham*

Cr Chambers returned to the meeting at 4:48pm



## RETAIL TRADING HOURS 2020-2024

### RETAIL TRADING HOURS 2020-2024

#### Following Christmas 2020

Time: 10am to 4pm

Date: Sunday 27 December 2020, Monday 28 December 2020 and Sunday 3 January 2021

#### Following Christmas 2021

the addition of the following days (between 10am and 4pm):

- Sunday 26 December 2021
- Monday, 27 December 2021
- Tuesday, 28 December 2021
- Saturday, 1 January 2022
- Sunday 2 January 2022
- Monday 3 January 2022

#### Easter Period 2022

Time: 10am to 4pm

Date: Monday 18 April 2022

**Christmas Period 2022** (the Sundays prior to Christmas were simply an extension of closing time to 5pm from that already approved in 2014).

Time: 10am to 5pm

Dates:     Sunday 4 December 2022  
              Sunday 11 December 2022  
              Sunday 18 December 2022  
              Tuesday 27 December 2022  
              Monday 2 January 2023

#### Easter Period and Onwards 2023

Time: 10am to 5pm

Dates: Monday 10 April 2023

Monday 5 June 2023

Monday 25 September 2023

#### Christmas Period 2023 and onward 2024

- Sunday 24/12/23: 8am - 6pm
- Boxing Day Tuesday 26/12/23: 10am - 4pm
- New Year's Eve Sunday 31/12/23 8am - 6pm
- Labour Day Monday 4/3/24 10am - 4 pm
- Easter Monday 1/4/24 10am - 4 pm





# Retail Trading Hours Survey Summary



## COMMUNITY SURVEY INFORMATION REQUEST



- Do you live in Esperance?
- Do you support changing Retail Trading Hours?
- Which options do you support?
  - Sunday, between Christmas and end January
  - New Years Day
  - Australia Day
  - Labour Day
  - Easter Monday
  - Western Australia Day
  - Kings Birthday
  - Sundays, all year round
  - Other
- Do you own a small business?
- Are you a retailer?
- Any other comments?

## FULL SURVEY OUTCOMES



- 483 responses
- 88% support for change
- 65% support Sundays from Christmas to end of January
- 72% support Sundays all year
- 47-51% support permanent trading on listed public holidays
  - New Years Day
  - Australia Day
  - Labour Day
  - Easter Monday
  - WA Day
  - King's Birthday

## SURVEY OUTCOMES (IDENTIFIED AS RETAILERS)



- 47 responses (*10% of total*)
- 68% support for extended trading hours.
- 47% support Sundays from Christmas to end of January  
(*66% if those that support all year but not this are included*).
- 60% support Sundays all year.
- 32-38% support permanent trading on listed public holidays
  - New Years Day
  - Australia Day
  - Labour Day
  - Easter Monday
  - WA Day
  - King's Birthday

## COMMENTS



- 188 responses (*39% of respondents included a comment*).
- 30% wanted flexibility outside of existing hours.
- 21% believe extended trading needed to support tourism.
- 14% believe business should choose own hours and LG shouldn't be able to regulate hours (*LG doesn't regulate, we can only extend*).
- 8.5% want café's etc. to open later and more regularly (*not a RTH issue. LG can't enforce a business to open*).
- 6% believe it will impact negatively on time with family & friends.
- 5% come from Ravensthorpe or outlying farms and would like shops open on Saturday afternoons (*small business can already trade at this time*).
- 5% believe permanent extensions will result in small business going broke.
- 6% specifically referenced Woolworths being open so that they could access it on Sundays/Public Holidays.

## Hon. Shelley Payne MLC

Member for Agricultural Region

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

Sent via email at [Chantelle.Hoffrichter@esperance.wa.gov.au](mailto:Chantelle.Hoffrichter@esperance.wa.gov.au)

Dear Shane

### RE: Esperance Retail Trading Hours Review

Thank you for your letter dated July 2 regarding the Esperance retail trading hours review.

I agree that a permanent change to retail trading hours will provide certainty for all retailers and the wider community, rather than the ad-hoc changes that often occur over our peak tourist season.

I am supportive of the Shire of Esperance acting as it sees fit to meet the needs of our community. I have no specific preference based on the six options outlined in the letter, and do not object to any change in retail trading hours.

I am optimistic that our community will also support a change in retail trading hours, knowing that this proposed action will benefit our retailers, residents, and visitors to Esperance alike.

Kind regards



Shelley Payne MLC  
3 July 2024



---

92 Dempster Street, Esperance WA 6450

☎ 9072 1786 📧 [shelley.payne@mp.wa.gov.au](mailto:shelley.payne@mp.wa.gov.au) 📘 ShelleyPayneMLC

## Peter Rundle MLA

Member for Roe

25 July 2024

Shane Burge  
Chief Executive Officer  
Shire of Esperance  
Via email: [shane.burge@esperance.wa.edu.au](mailto:shane.burge@esperance.wa.edu.au)

RE: Esperance Retail Trading Hours Review

Thank you for your correspondence dated 2 July 2024 seeking my input on proposed changes to retail trading hours in Esperance over peak holiday periods.

I understand the need to review existing terms and conditions to reflect contemporary need.

Your correspondence articulated due diligence undertaken by Shire of Esperance in surveying community opinion on the matter and subsequent support for extended trading hours over peak holiday periods.

Regarding proposed permanent changes to retail trading hours and the six options provided to me in your correspondence, I support option 6 – Move to permanent retail trading on Sundays in January and all public holidays between Christmas and Easter.

I see the benefit of this option to businesses as well as community members and tourists with this permanent plan in place.

Kind regards



**Peter Rundle MLA**  
Member for Roe



Narrogin Office  
PO Box 378  
Narrogin WA 6312  
Ph 08 9881 1225  
Fax 08 9881 3082

Esperance Office  
107 Dempster St,  
Esperance WA 6450  
Ph 08 9071 6555  
Fax 08 9071 6788

All correspondence to  
PO Box 378  
Narrogin WA 6312

[Peter.Rundle@mp.wa.gov.au](mailto:Peter.Rundle@mp.wa.gov.au)  
[www.peterrundle.com.au](http://www.peterrundle.com.au)  
@PeterRundleMLA  
[facebook.com/PeterRundleRoe](https://facebook.com/PeterRundleRoe)

**THE NATIONALS** for Regional WA

## Hon Colin de Grussa MLC

Member of the Legislative Council, Parliament of Western Australia

Unit 3,  
5 Chapman Rd  
Geraldton WA 6530  
Phone: 08 9921 4818  
Email: colin.degrussa@mp.wa.gov.au



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

By email: ceo@esperance.wa.gov.au

Dear Shane

### RE: Esperance Retail Trading Hours Review

I refer to your letter dated 2 July 2024 regarding retail trading hours in Esperance.

Firstly, let me congratulate the Shire for the manner in which it has engaged with the community and business sector on this important issue. With the growth in tourism over the past several years, it is critical to strike the right balance when it comes to meeting consumer needs, ensuring the ongoing viability of local businesses and maintaining the ongoing work/life balance for those employed by the retail sector.

With these considerations in mind, I believe that Option 6, as set out in your letter, best presents the retail trading hours that meet those needs.

Thank you for the opportunity to provide input and I look forward to the continued growth of Esperance and the surrounding region as a tourism destination.

Yours sincerely,

Hon Colin de Grussa MLC

**Member for the Agricultural Region**

**Deputy Leader of the Opposition in the Legislative Council**

**Shadow Minister for Agriculture & Food; Fisheries, Ports; Regional Communications; Veterans Issues**

30 July 2024





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

Dear Shane Burge,

RE: Proposed Permanent Changes to Retail Trading Hours

I am writing in response to your request for formal comment on the proposed permanent changes to retail trading hours in Esperance. After careful consideration, I would like to express support for Option 6: Moving to permanent retail trading on Sundays in January and all public holidays between Christmas and Easter.

However, I believe there is a case for an expanded Option 7: Moving to permanent retail trading on Sundays and all public holidays between Christmas and Easter. This option would better align with the seasonal needs of Esperance as a tourism destination.

Esperance's peak tourist season extends from December through to May, attracting a significant influx of visitors during this time frame. By extending retail trading hours on Sundays and public holidays throughout this period, we can better support visitor needs and enhance their overall experience. Visitors often seek the convenience of extended shopping hours to make the most of their time in Esperance, particularly on days when they are less likely to engage in outdoor activities due to weather or other factors.

Additional trading hours would also help alleviate social pressure on residents. With a growing number of tourists, there is an increased demand for goods and services, which can cause friction with locals if not well-managed. Extended trading hours would distribute this demand more evenly, reducing congestion and making it easier for both visitors and locals to access what they need without overcrowding during limited hours.

Permanent changes to trading hours during this critical period would also provide consistency and certainty, allowing businesses to plan their operations more effectively. It would eliminate the need for ad-hoc extensions, which often come with limited notice and can be challenging for businesses to accommodate.

Thank you for the opportunity to provide input on this matter.

**Annabelle Hender**

ESPERANCE TOURISM DEVELOPMENT MANAGER



[annabelle.hender@goldenoutback.com](mailto:annabelle.hender@goldenoutback.com)  
[australiasgoldenoutback.com](http://australiasgoldenoutback.com)

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Esperance Chamber of Commerce & Industry  
PO Box 817  
ESPERANCE WA 6450

Economic Development Manager  
Shire of Esperance  
By email only: [Shane.Liddelow@esperance.wa.gov.au](mailto:Shane.Liddelow@esperance.wa.gov.au)

**ECCI Position re: Retail Trading Hours**

Dear Shane,

Thank you for the opportunity to engage with our members, consider the ECCI's position at an Executive Committee level and provide feedback into the Shire's review of Retail Trading Hours.

Earlier this year, the ECCI interviewed local businesses in the CBD to gain an understanding of how local business owners felt regarding extensions to retail trading hours. Please find attached a copy of our previous correspondence and below a summary of the main arguments, opinions and further dynamics considered:

- Work-life balance
- Stress on existing staff
- Lack of return on investment
- Attracting visitors
- Accommodating full-time and shift workers
- Increasing economic activity
- Spreading sales over more hours/days resulting in lower profits and higher costs
- Weekend and public holiday demand
- Importance of food and beverage businesses being open to attract customers
- Parking

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PO Box 817 Esperance WA 6450



08 9071 5142



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



Subsequently, the Shire's review recommended 6 options for consideration. The ECCL Executive Committee reviewed all previous documentation and after a facilitated discussion, the following option was endorsed:

*Option 6: Move to permanent retail trading on Sundays in January and all public holidays between Christmas & Easter (e.g. December – April).*

The board also felt it was pertinent to undertake two important steps to round out this process which we submit to the Shire for consideration:

1. Liaise with the leaseholders in the Boulevard Shopping Centre.
2. Embark on an educational campaign around the "Small Retail Shops Certificate" as there appears to be a lack of awareness that retailers identified as Small Retail Shops can already trade 24 hours a day, every day of the year with certification by the WA State Government (<https://www.commerce.wa.gov.au/consumer-protections/retail-trading-hours>).

The ECCL is more than happy to participate in any educational campaign to assist our small business community.

Thank you again for the opportunity to make a submission into this important review. We appreciated the opportunity to engage with local businesses to hear firsthand how this topic impacts them and the broader discussions it enables.

Kind regards,

*Jennifer Obourne*

**Jennifer Obourne - Executive Officer**

**Esperance Chamber of Commerce & Industry**

Monday, 2 September 2024

Proud Sponsors:



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



08 9071 5142



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



9 September 2024

Mr Shane Burge  
Chief Executive Officer  
Shire of Esperance

Via email only: [shane.burge@esperance.wa.gov.au](mailto:shane.burge@esperance.wa.gov.au) and [shire@esperance.wa.gov.au](mailto:shire@esperance.wa.gov.au)

#### **Application for extended trading hours for Woolworths Esperance - 2024/25**

Dear Mr Burge,

I write to you to seek an extension of trading hours for the 2024/25 Christmas and New Year period for Woolworths Esperance under the *Retail Trading Hours Act 1987*.

We appreciate the opportunity to put forward Woolworths' position to the Shire and provide the following for your review of our request.

#### **Background**

As you would be aware, Woolworths is a leading retailer in the State employing approximately 16,000 Western Australians. Our WA stores sell some of the State's most iconic and trusted brands, with 96% of our fresh fruit and vegetables, and 100% of our fresh beef, milk and eggs sourced locally from local farmers and producers.

We operate over 100 supermarkets throughout the State, including our Woolworths Esperance store, where we proudly employ more than 150 local team members, contributing approximately \$4.5 million in wages annually.

#### **Key Considerations**

In making this request of the Council, we share the following considerations:

##### **Extending trading hours can benefit full time and casual workers whilst meeting labour shortages**

As demonstrated in previous years, there are tangible benefits for our staff (team members) when trading hours are extended in Esperance. In 2023, an additional 30 team members on temporary working visas found employment in Esperance from November to April. This extra resourcing filled roster gaps, ensured smooth operations during peak periods, and relieved pressure on our existing team. By offering extended hours, we created more job opportunities, attracted a more diverse pool of workers and contributed to stabilising the local economy during the busy Christmas period.

##### **Extending trading hours provides options for team members to work more meaningful hours, whilst also allowing a more manageable workload**

By extending trading hours, team members - if they wish - are able to pick up additional hours of their choosing. Providing meaningful hours for our team is a key priority, and trading hours is closely linked to this - with many opting to work more hours to earn additional wages, **including on Sundays, which attract higher penalty rates.**



By extending trading hours within the Boulevard precinct, our team can experience a more manageable workload, with activity from customers spread across the day and week, helping to improve team members' work-life balance at a busy time of year. It also allows the opportunity to bring on additional casual team members to assist. This extension plays a crucial role in supporting our team's well-being by reducing fatigue.

#### Extending trading hours would boost economic activity for smaller businesses

As Woolworths Esperance anchors the Boulevard Shopping Centre, our store opening hours often define the activity for other smaller retailers in the centre. Extending trading hours for our store would also allow these small businesses to benefit from increased foot traffic locally and from visitors in the summer months, increasing their economic activity.

During resort season, from November to February, there is a significant increase in foot traffic to our store, which substantially intensifies the demands on our team. For instance, in a typical week in August, we serve nearly 15,000 customers; however, in the week leading up to Christmas in FY24, this number surged to nearly 25,000. This increase in customer activity directly correlates with the rise in the volume of waste and items handled, with waste increasing by 25% compared to non-holiday periods, and the number of items processed increasing by 40%. Notably, in the week following Christmas in FY24, waste saw an increase of 214% compared to non-holiday periods.

#### Supporting evidence

We note that the Shire of Esperance's recent review of trading hours (**see attached**) highlighted 88% of the community supports a change in trading hours, with 65% supporting trade on Sundays from Christmas to the end of January and 72% of the community supporting Sundays all year.

The Esperance Chamber of Commerce & Industry board recommended **Option 6: Move to permanent retail trading on Sundays in January and all public holidays between Christmas & Easter (e.g. December – April)**. This position ensures the Boulevard area and Esperance benefit from greater choice, whilst also allowing our team members to receive additional pay if they wish to work extra shifts, or conversely, make the choice to work less whilst spending their holiday seasons with family and friends.

In a recent survey undertaken by the Esperance Chamber of Commerce & Industry (**see attached**), over 50% of respondents were in favour of extended trading hours, especially that it would benefit shift workers. As you are aware, the Christmas and New Year period is usually the busiest time of the year for Esperance with locals and visitors taking advantage of public holidays and the summer weather to visit the beach and local tourist attractions.

Woolworths anticipates we will again experience increased trade from these visitors. We support a number of the Esperance Chamber of Commerce and Industry's recommendations and have engaged with their team on this issue.

We note any shift to *permanent* trading hours would be reflected in the extended hours that we are requesting. Furthermore, we understand from the Shire's own trading hours review that given 88% of the community support changing Retail Trading hours, previous changes to hours have now set a level of expectation amongst the community that we will remain open over this period.



#### Our request

Whilst the current approved opening times for the 8th, 15th, and 22nd of December are from 10am to 4pm, our Esperance store is requesting to extend its operating hours by **two hours before and after this period ie. 8am - 6pm.**

This extension would ensure consistency by aligning the Boulevard and CBD retail times, streamlining the process of obtaining Ministerial approval for the transition of these trading hours.

We understand smaller businesses in the CBD, which can remain open seven days a week, may potentially face adverse effects on their mental health due to increased strain. In contrast, as a larger company, we benefit from the ability to distribute workloads over more hours, which mitigates stress on our team.

We respectfully urge the Council to consider the benefits of this differentiation and support the expansion of trading hours in the Boulevard precinct.

More broadly, Woolworths is supportive of moves to liberalise trading hours, as it would enable our stores to provide our customers with greater choice and convenience.

Woolworths is requesting an extension to our current trading hours and the following additional days covered under the current Christmas Variation 2014, and requests the following days for Christmas 2024 and Public Holidays for 2025:

- Sunday, 08/12/24 - to be open 8am-6pm
- Sunday, 15/12/24 - to be open 8am-6pm
- Sunday, 22/12/24 - to be open 8am-6pm
- **Christmas Eve:** Tuesday, 24/12/24 - to be open 8am-6pm
- **Boxing Day:** Thursday, 26/12/24 - to be open 8am-6pm
- Sunday, 29/12/24 - to be open 8am-6pm
- **New Years Day:** Wednesday, 01/01/25 - to be open 8am-6pm
- **Australia Day:** Sunday 26/01/2025 to be open 8am-6pm

We believe this is a reasonable request, allowing us to effectively service the needs of the Esperance community in the lead up to Christmas and into the New Year.

We'd welcome the opportunity to discuss this matter further, please don't hesitate to contact me via email at [kweber@woolworths.com.au](mailto:kweber@woolworths.com.au).

Yours sincerely,

A handwritten signature in black ink, appearing to read "K Weber".

**Karl Weber**  
State Director – Woolworths Supermarkets  
WA/NT/SA

A handwritten signature in black ink, appearing to read "Michelle Madden".

**Michelle Madden**  
Store Manager - Woolworths Esperance WA

## 2024-25 Regional Extended Trading Package<sup>1</sup>

### December 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						<sup>1</sup>
<sup>2</sup>	<sup>3</sup>	<sup>4</sup>	<sup>5</sup>	<sup>6</sup>	<sup>7</sup> 8am to 6pm	<sup>8</sup> 8am to 6pm
<sup>9</sup> 8am to 9pm	<sup>10</sup> 8am to 9pm	<sup>11</sup> 8am to 9pm	<sup>12</sup> 8am to 9pm	<sup>13</sup> 8am to 9pm	<sup>14</sup> 8am to 6pm	<sup>15</sup> 8am to 6pm
<sup>16</sup> 7am to 9pm	<sup>17</sup> 7am to 9pm	<sup>18</sup> 7am to 9pm	<sup>19</sup> 7am to 9pm	<sup>20</sup> 7am to 9pm	<sup>21</sup> 8am to 6pm	<sup>22</sup> 8am to 6pm
<sup>23</sup> 7am to 9pm	<sup>24</sup> 7am to 9pm	<sup>25</sup> Closed <i>Christmas Day</i>	<sup>26</sup> 8am to 6pm <i>Boxing Day</i>	<sup>27</sup> 8am to 9pm	<sup>28</sup> 8am to 6pm	<sup>29</sup> 8am to 6pm
<sup>30</sup> 8am to 9pm	<sup>31</sup> 8am to 9pm					

### Public Holidays 2025

New Year's Day (1 January 2025)	8am to 6pm
Australia Day (27 January 2025)	8am to 6pm
Labour Day (3 March 2025)	8am to 6pm
Easter Monday (21 April 2025)	8am to 6pm
Western Australia Day (2 June 2025)	8am to 6pm
King's Birthday (29 September 2025)	8am to 6pm

<sup>1</sup> If a standing order is in place for your Local Government area which allows for earlier or later opening times, the standing order will take precedence over any proposed extensions offered in the package. i.e. If the standing order allows shops to open between 7am and 5pm on a Saturday, they will be able to open from 7am to 6pm under the approved package.

**Item: 12.4.4**

**Voting Delegate for 2024 WALGA Annual General Meeting**

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

**File Ref: D24/25940**

**Applicant**

Executive Services

**Location/Address**

Internal

**Executive Summary**

For Council to consider nominating a replacement voting delegate at the 2024 WALGA Annual General Meeting, held in Perth on Tuesday 8 October 2024, as a part of the 2024 Annual Local Government Convention. Cr Obourne was nominated as one of the two voting delegates at the 24 June Ordinary Council Meeting, but is no longer available to attend the event this year.

**Recommendation in Brief**

That Council nominate a Councillor as the Shire's Voting Delegates for the 2024 WALGA Annual General Meeting.

**Background**

The 2024 WA Local Government Convention & Trade Exhibition (Local Government Week) will be held on Wednesday 9 and Thursday 10 of October 2024, in Perth.

As per previous Local Government Weeks, WALGA will hold its Annual General Meeting, to discuss and consider local government industry issues. Each Council of WALGA has the ability to elect two (2) voting delegates to participate at the WALGA Annual General Meeting (non-voting delegates are also able and encouraged to attend).

On the 24 June 2024 Councillors voted for Shire President Chambers and Cr Obourne to be the voting delegates at the WALGA Annual General Meeting. Cr Obourne is no longer available to attend the event so a replacement voting delegate is required.

**Officer's Comment**

As a member of WALGA, it is important that Council attend the 2024 WALGA Annual General Meeting, requiring the election of a replacement voting delegate for Cr Obourne by Council.

**Financial Implications**

Nil as Councillors will already be in Perth for Local Government Week, and the associated costs have already been allocated.

**Policy Implications**

Council Policy EXEC-007: Elected Member Entitlements

**Strategic Implications**

Council Plan 2022 – 2032

*Leadership*

Community confidence and trust in Council



**Attachments**

Nil

**RECOMMENDATION AND DECISION**

**Item: 12.4.4 Voting Delegate for 2024 WALGA Annual General Meeting**

**Moved:** Cr de Haas  
**Seconded:** Cr Flanagan

**O0924-041**

**Council Resolution**

**That Council nominate Councillor Starceвич as the Shire's Voting Delegates for the WALGA Annual General Meeting to be held in Perth on 8<sup>th</sup> October 2024.**

**CARRIED  
F7 - A0**

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

**13. REPORTS OF COMMITTEES**

Nil

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

Nil

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

Cr Starcevich asked the following question.

What can the Shire do to put pressure on Main Roads WA to make the bend corner south of Scaddan on Esperance-Coolgardie Hwy safer and help remove the vehicle that is there? That road is extremely dangerous. I noticed over the weekend another vehicle has gone off the road and there is still a wreck in the lake which has been there for eight months and the previous wreck was there for 12 months. In the last 18 months there has been at least five accidents on that corner. What can we do to put pressure on Main Roads to get this fixed?

*The CEO advised Council to move a motion now that states Council request the CEO to write a letter to Main Roads WA regarding this issue. If it's done formally through a Council motion then we can send that directly to Main Roads Regional Manager as a request from Council.*

**MOTION**

**Moved: Cr Starcevich**

**Seconded: Cr Obourne**

**O0924-042**

**Council Resolution**

**That Council request the CEO to write to Main Roads WA to make the bend corner South of Scaddan on Esperance-Coolgardie Hwy safer and remove any vehicles involved in road accidents.**

**CARRIED**

**F7 - A0**

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

**16. URGENT BUSINESS APPROVED BY DECISION**

Nil

**17. PUBLIC QUESTION TIME**

Nil Questions

All members of the public left the meeting 4:57pm

**18. MATTERS BEHIND CLOSED DOORS**

**Officer's Comment:**

It is recommended that the meeting is behind closed doors for the following items, in accordance with section 5.23(2) of the Local Government Act 1995.

**Moving behind closed doors**

**Moved:** Cr Flanagan  
**Seconded:** Cr Graham

**O0924-043**

**Council Resolution**

**That the meeting proceed behind closed doors in accordance with section 5.23(2) of the Local Government Act 1995, to consider the following items, which are considered confidential for the reasons indicated.**

**17.1 Debt Write-off**

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

**17.2 CEO Performance Review**

*This report is considered confidential in accordance with the Local Government Act 1995, as it relates to a matter affecting an employee or employees (Section 5.23(2)(a)); and the personal affairs of any person (Section 5.23(2)(b)).*

**17.3 Lease Surrender - Old Sergeant's Quarters Museum Village**

*This report is considered confidential in accordance with the Local Government Act 1995, as it relates to the personal affairs of any person (Section 5.23(2)(b)).*

**17.4 Lease Proposal Lot 12 Kirwan Road Merivale**

*This report is considered confidential in accordance with the Local Government Act 1995, as it relates to a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting (Section 5.23(2)(c)); and a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government (Section 5.23(2)(e)(iii)).*

**CARRIED  
F7 - A0**

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

### **17.1 Debt Write-off**

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

**O0924-044**

#### **Council Resolution**

**That Council write off outstanding debt of \$5,494.00 for Wylie Bay Waste Facility charges for Debtor 2336-30.**

**CARRIED  
F7 - A0**

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

### **17.3 Lease Surrender - Old Sergeant's Quarters Museum Village**

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

**O0924-045**

#### **Council Resolution**

**That Council surrender the lease with Dimity Siemer for the Old Sergeant's Quarters Museum Village, portion of Lot 100 Dempster Street Esperance, subject to –**

- 1. Surrender fee of \$245 being payable;**
- 2. Rent continuing to be payable until a new lease at the premises commences;**
- 3. All outstanding invoices being paid; and**
- 4. Any alterations made to the premises being reinstated upon request by staff.**

**CARRIED  
F7 - A0**

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

#### **17.4 Lease Proposal Lot 12 Kirwan Road Merivale**

**Moved: Cr Starceвич**

**Seconded: Cr Graham**

**O0924-046**

**Council Resolution**

**That Council**

- 1. Support the request to lease a portion Lot 12 Kirwan Road Merivale, to Terry and Kathleen Fleeton. The lease is to include the following:**
  - a. The lease is to be for a period of 8 years commencing 1st March 2025 and ending February 28th 2033.**
  - b. The lease is to be for a portion of Lot 12 Kirwan Road property as indicated in attachment 1, having an area of 202.9 Ha.**
  - c. The first 5 years is to be rent free to enable the land to be bought back to productive farmland.**
  - d. An annual lease fees of \$50,725 inclusive of GST will be charged after the 5 years rent free period, subject to annual rent reviews based on CPI, and Council believes this is a true indication of the value at the time of the proposed disposition.**
  - e. A list of specifications with agreed milestones to rehabilitate the site will form part of the lease.**
  - f. An option to lease areas in the unleased area of Lot 12 Kirwan Road at the lease fee rate of \$250 per hectare with CPI.**
- 2. Instruct the Chief Executive Officer to:**
  - a. As per section 3.58 of the local government act, advertise Council's intent to lease a portion of Lot 12 Kirwan Road.**
  - b. Subject to no objections from the advertising period, prepare relevant agreements documents using legal advice for the proposed lease transaction, with all costs associated with preparing and executing this agreement to be at the cost of Shire.**

**CARRIED  
F7- A0**

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

Mr Burge declared a Financial Interest in the following item and left the meeting at 5:03pm  
Mr Walker, Mr Greive and Mrs Baxter also left the meeting.

## **17.2 CEO Performance Review**

**Moved: Cr Flanagan**

**Seconded: Cr Starcevich**

**O0924-047**

### **Council Resolution**

#### **That Council**

- 1. Notes that Mr. Shane Burge's annual performance review in his role as Chief Executive Officer for the Shire of Esperance 2023/24 has been undertaken;**
- 2. Endorses the overall rating of 'Meets Performance Requirements'**
- 3. Notes that Mr Burge has undertaken the role of Chief Executive Officer to a commendable standard, and is thanked by Council for his diligence, professionalism and inter-personal skills;**
- 4. Endorses the performance criteria for the period 2024/25 review period;**
- 5. Schedules the next review of the CEO's performance to be commenced by the Ordinary Council Meeting July 2025 and completed by the September 2025 Ordinary Meeting of Council.**
- 6. Endorses a 3% increase to the CEO's base salary in accordance with the contract of employment and the Salaries and Allowances Determination dated 5 April 2024 (effective 1 July 2024)**

**CARRIED  
F7 - A0**

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

Mr Burge, Mr Walker, Mr Greive and Mrs Baxter returned to the meeting at 5:07pm

**Coming from behind closed doors**

**Moved:** Cr Graham

**Seconded:** Cr de Haas

**O0924-048**

**Council Resolution**

**That the meeting come from behind closed doors.**

**CARRIED**

**F7 - A0**

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

All members of the public returned to the meeting at 5:08pm

The Shire President read aloud the above Resolutions

**19. CLOSURE**

The President declared the meeting closed at 5:09pm.

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

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

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

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