



**14 MARCH 2025**

## **Shire of Esperance**

### **NOTICE OF MEETING AND AGENDA**

**An Agenda Briefing Session of the Shire of Esperance will be held at Council Chambers on 18 March 2025 commencing at 1:00pm to brief Council on the matters set out in the attached agenda.**

**An Ordinary Council meeting of the Shire of Esperance will be held at Council Chambers on 25 March 2025 commencing at 4:00pm to consider the matters set out in the attached agenda.**

S Burge

**Chief Executive Officer**

### **DISCLAIMER**

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

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

### **ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST**

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

### **ATTACHMENTS**

Please be advised that in order to save printing and paper costs, all attachments referenced in this paper are available in the original Agenda document for this meeting.

### **RECORDINGS**

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



# DISCLOSURE OF INTERESTS

Agenda Briefing  Ordinary Council Meeting  Special Meeting

Name of Person Declaring an interest

Position  Date of Meeting

This form is provided to enable members and officers to disclose an Interest in the matter in accordance with the regulations of Section 5.65, 5.70 and 5.71 of the Local Government Act 1995 and Local Government (Administration) Regulations 1996 34C.

## INTEREST DISCLOSED

Item No  Item Title

Nature of Interest

Type of Interest Financial  Proximity  Impartiality

## INTEREST DISCLOSED

Item No  Item Title

Nature of Interest

Type of Interest Financial  Proximity  Impartiality

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Item No  Item Title

Nature of Interest

Type of Interest Financial  Proximity  Impartiality

## DECLARATION

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

Signature  Date



# DISCLOSURE OF INTERESTS

## Notes for Your Guidance

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

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

- a. In a written notice given to the Chief Executive Officer before the Meeting or;
- b. At the Meeting immediately before the matter is discussed.

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

- a. Preside at the part of the Meeting relating to the matter or;
- b. Participate in, or be present during, any discussion or decision making procedure relative to the matter, unless and to the extent that, the disclosing member is allowed to do so under *Section 5.68* or *Section 5.69* of the *Local Government Act 1995*.

### **INTERESTS AFFECTING FINANCIAL INTEREST**

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

1. A Financial Interest, pursuant to s. 5.60A or 5.61 of the *Local Government Act 1995*, requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measured in money terms. There are expectations in the *Local Government Act 1995* but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e sporting, social, religious etc, and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e, if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors and ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.
5. As stated if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it **must** be given when the matter arises in the Agenda, and immediately before the matter is discussed. Under s. 5.65 of the *Local Government Act 1995* failure to notify carries a penalty of \$10 000 or imprisonment for 2 years.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The **only** exceptions are:
  - 6.1 Where the Councillor discloses the **extent** of the interest, and Council carries a motion under s.5.68(1)(b)(ii) of the *Local Government Act 1995*; or
  - 6.2 Where the Minister allows the Councillor to participate under s.5.69(3) of the *Local Government Act 1995*, with or without conditions.



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

1. For the purposes of this subdivision, a person has a proximity interest, pursuant to s.5.60B of the Local Government Act 1995, in a matter if the matter concerns;
  - a. a proposed change to a planning scheme affecting land that adjoins the person's land; or
  - b. a proposed change to the zoning or use of land that adjoins the person's land; or
  - c. a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.
2. In this section, land (the proposal land) adjoins a person's land if;
  - a. The proposal land, not being a thoroughfare, has a common boundary with the person's land; or
  - b. The proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or
  - c. The proposal land is that part of a thoroughfare that has a common boundary with the person's land.
3. In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.

### **INTERESTS AFFECTING IMPARTIALITY**

Definition: An interest, pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the 'Act'.

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

- a. In a written notice given to the Chief Executive Officers before the Meeting or;
- b. At the Meeting, immediately before the matter is discussed

### **IMPACT OF AN IMPARTIALITY DISCLOSURE**

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

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

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**SHIRE OF ESPERANCE**

**AGENDA**

**ORDINARY COUNCIL MEETING  
TO BE HELD IN COUNCIL CHAMBERS ON 25 MARCH 2025  
COMMENCING AT 4:00 PM**

**1. OFFICIAL OPENING**

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

**.2. ATTENDANCE**

**Members**

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

**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

**Members of the Public & Press**

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

**4. APPLICATIONS FOR LEAVE OF ABSENCE**

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

**6. DECLARATION OF MEMBERS INTERESTS**

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

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

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

**7. PUBLIC QUESTION TIME**

**8. PUBLIC ADDRESSES / DEPUTATIONS**

**9. PETITIONS**

Nil

**10. CONFIRMATION OF MINUTES**

That the Minutes of the Ordinary Council Meeting of the 25 February 2025 be confirmed as a true and correct record.

Voting Requirement                      Simple Majority

**11. DELEGATES' REPORTS WITHOUT DISCUSSION**

From October 2023 to September 2025				
	Agenda Briefing Sessions (17)	Ordinary Council Meetings (17)	Special Council Meetings (2)	Annual Electors Meeting (2)
Ron Chambers Shire President	16	16	2	1
Cr Jennifer Obourne Deputy Shire President	14	14	2	2
Cr Shayne Flanagan	16	16	2	2
Cr Connor Davies	14	15	2	2
Cr Steve McMullen	11	10	1	1
Cr Leonie de Haas	15	17	2	2
Cr Wes Graham	16	16	1	2
Cr Sam Starcevich	17	16	2	2
Cr Gemma Johnston	16	16	2	2

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

### **12.1 EXTERNAL SERVICES**

#### **Item: 12.1.1**

#### **Closure of Public Access Way - Chestnut and Magnolia Laneway - Lots 736 and 738 Magnolia Crescent, Castletown**

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

**File Ref: D25/675**

**Applicant**  
D Hunter

#### **Location/Address**

Lots 736 and 738 Magnolia Crescent, Castletown



#### **Executive Summary**

For Council to consider granting final approval to the closure of the Chestnut and Magnolia Laneway known as Lots 736 and 738 Magnolia Crescent, Castletown.

#### **Recommendation in Brief**

That Council;

1. Request the Minister of Lands to close the public access way identified as Lot 736 and 738 Magnolia Crescent, Castletown under Section 58 (1) of the *Land Administration Act 1997*.
2. Advise the Minister of Lands that in accordance with Section 56 (4) of the *Land Administration Act 1997* that the Shire recognises that it is liable to indemnify the Minister against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.
3. Require the applicant to indemnify the Shire of Esperance against any costs and claims that may arise as a result of the proposed closure including in regards to adjustments and new titles.

### **Background**

The Shire of Esperance received initial enquiries regarding closure and purchase of the laneway running between Chestnut Street and Magnolia Crescent in January 2024. Due to the enquiries coming from someone who was at the time not an adjoining landowner, Planning Officers were unable to act on the initial request until such time as the enquiring party purchased one of the adjoining properties which occurred in October 2024.

Subsequently the request for closure of the laneway was accepted and the proposal advertised via the shire website and a notice in the Esperance Weekender between 15 November 2024 and 9 January 2025.

### **Officer's Comment**

From a planning perspective, full closure of the public access way can be supported as it does not form a significant link in the local pedestrian infrastructure, is not subject to high levels of use, and is not located near a school.

Should Council wish to proceed with the closure, a formal request will be lodged with the Minister for Lands under Section 58(1) of the *Land Administration Act 1997* to close the public access way and to arrange for the amalgamation of the full length of the laneway into the adjoining properties.

### **Consultation**

The road closure process operates under Section 58 of the *Land Administration Act 1997*, which requires a minimum 35-day public comment/referral period via notice in a newspaper circulating in the region and a notice on the Shire website.

The proposed road closure was advertised from 8 November to 13 December 2024 via a notices placed in the Esperance Weekender on 8 and 15 November 2024 and from 21 November 2024 to 9 January 2025 via a notice being placed on the Shire website. No submissions were received at the end of the advertising period.

The proposal was also directly referred to the Water Corporation due to a Water Corporation infrastructure running through the public access way. The Water Corporation indicated that they have no objection to the proposal but did ask that consideration be given to appropriate asset protection requirements for example no fence being placed over the sewer and adequate clearance being left to access the access chamber and sewer pipe.

### **Financial Implications**

Application fees for a Road/Public Access Way Closure totalling \$600.00 were received as part of this application.

Once the proposal has been formally adopted by Council, all costs associated with the closure process in regard to title adjustments and new titles are to be met by the applicant.

### **Asset Management Implications**

No objection to the proposal as the public access way does not form a critical link for pedestrians moving through the area.

### **Statutory Implications**

*Local Government Act 1995*  
*Land Administration Act 1997*

### **Policy Implications**

The recommendation in the report relates to Asset Management Policy ASS 006: Permanent Road Closures.

### **Strategic Implications**

#### Council Plan 2022 – 2032

#### *Built Environment*

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

### **Environmental Considerations**

Nil

### **Attachments**

- A. Request to Close (Hunter)
- B. Request to Close and Intent to Purchase (Hunter and Loffler)
- C. Letter of Support for Closure (Loffler)
- D. Non-objection and Intent to Purchase (Spencer)

### **Officer's Recommendation**

#### **That Council;**

1. **Request the Minister of Lands to close the indicated portion of the public access way known as Lots 736 and 738 Magnolia Crescent, Castletown under Section 58 (1) of the *Land Administration Act 1997*.**
2. **Advise the Minister of Lands that in accordance with Section 56 (4) of the *Land Administration Act 1997* that the Shire recognises that it is liable to indemnify the Minister against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.**
3. **Require the applicant to indemnify the Shire of Esperance against any costs and claims that may arise as a result of the proposed closure including in regards to adjustments and new titles.**

### **Voting Requirement**

Simple Majority

**Dustin Hunter**  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**22/11/2024**

Chief Executive Officer  
Shire of Esperance  
Windich Street  
Esperance, WA 6450

**Subject: Proposal to Close the Alleyway Between Chestnut Street and Magnolia Crescent, Lot 766 and 738, Castletown**

Dear Shane Burge,

I am writing to formally propose the closure of the alleyway situated between Chestnut street and Magnolia Crescent, Lot 766 and 738. This request stems from ongoing safety concerns and the negative impact the alleyway has had on the local residents, including my family.

For years, this alleyway has been frequently used as an escape route by individuals involved in unlawful activities, resulting in an increase in break-ins and disturbances in the area. These incidents have not only caused property damage but have also left my family and neighbours feeling unsafe within our homes.

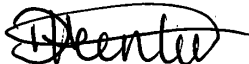
The presence of this alleyway has become a significant security risk, and its continued availability as a thoroughfare worsens the issue. Closing the alleyway would mitigate these risks, improve the safety and security of nearby properties, and restore a sense of peace and well-being to the community.

I am prepared to work closely with the Shire's Planning and Infrastructure Department to explore options for closing the alleyway, including any necessary consultation with affected stakeholders and adherence to legal requirements.

I kindly request the Shire's consideration of this proposal and would appreciate guidance on the process for submitting this request for formal review. Should you require further details or supporting evidence of the issues raised, I am happy to provide additional information.

Thank you for your attention to this matter. I look forward to your response and hope for a resolution that prioritises the safety and security of the local community. Please do not hesitate to contact me at [REDACTED] or via email at [REDACTED] if further discussion is required.

Yours sincerely,  
Dustin Hunter



**Jim Loffler**  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Request to Close the Alleyway**

To Whom This May Concern,

I am writing to express my concerns regarding the alleyway located between chestnut and Magnolia and to formally request its closure. This request arises from ongoing issues that have significantly impacted the safety and well-being of my family and our neighbourhood.

The alleyway has become a hotspot for inappropriate and disruptive behaviour. Individuals frequently use it as an escape route, contributing to a concerning increase in break-ins and other suspicious activities. Additionally, there have been repeated instances of people deliberately kicking the fence along the alleyway, provoking our family dog. These actions agitate him, and on occasion, this has resulted in him jumping the fence in response. Such incidents not only jeopardise the safety of those involved but also create a stressful and unsafe environment for our pet.

The constant disturbances have left us feeling vulnerable in our own home. The continued presence of this alleyway poses an ongoing risk to our security and peace of mind. Closing it would be a crucial step toward reducing these safety concerns and fostering a more secure neighbourhood environment.

Please consider this request as a matter of priority. I would appreciate any guidance on how best to proceed with this process and am available to provide further details or supporting evidence if required.

Thank you for your understanding and assistance. I look forward to your response and hope for a resolution that addresses these pressing safety concerns. Should you wish to discuss this matter further, I can be reached at [REDACTED] or via email at [REDACTED]

Yours sincerely,  
Jim Loffler

**Jim Loffler**  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Request to Close the Alleyway**

To Whom This May Concern,

I am writing to express my concerns regarding the alleyway located between chestnut and Magnolia and to formally request its closure. This request arises from ongoing issues that have significantly impacted the safety and well-being of my family and our neighbourhood.

The alleyway has become a hotspot for inappropriate and disruptive behaviour. Individuals frequently use it as an escape route, contributing to a concerning increase in break-ins and other suspicious activities. Additionally, there have been repeated instances of people deliberately kicking the fence along the alleyway, provoking our family dog. These actions agitate him, and on occasion, this has resulted in him jumping the fence in response. Such incidents not only jeopardise the safety of those involved but also create a stressful and unsafe environment for our pet.

The constant disturbances have left us feeling vulnerable in our own home. The continued presence of this alleyway poses an ongoing risk to our security and peace of mind. Closing it would be a crucial step toward reducing these safety concerns and fostering a more secure neighbourhood environment.

Please consider this request as a matter of priority. I would appreciate any guidance on how best to proceed with this process and am available to provide further details or supporting evidence if required.

Thank you for your understanding and assistance. I look forward to your response and hope for a resolution that addresses these pressing safety concerns. Should you wish to discuss this matter further, I can be reached at [REDACTED] or via email at [REDACTED]

Yours sincerely,  
Jim Loffler



MJ & FM Spencer  
[REDACTED]  
[REDACTED]

24<sup>th</sup> November 2024

Mr Peter Wilks  
Shire of Esperance  
PO Box 507  
ESPERANCE WA 6450

Dear Peter,

RE: PROPOSED CLOSURE OF PUBLIC ACCESS WAY BETWEEN CHESTNUT STREET  
AND MAGNOLIA CRESCENT, CASTLETOWN. Lot 766 and Lot 738 Magnolia  
Crescent, Castletown

We are the owners of 37 Magnolia Crescent, Castletown which is adjacent to the  
abovementioned public access way.

We are in full agreement of the closure and would like to purchase the portion of  
the access way that is adjacent to our property.

Please let us what the next stage of the proposal is.

Kind regards,



Michael and Fiona Spencer  
[REDACTED] [REDACTED] [REDACTED]

**Item: 12.1.2**

**Closure of Unconstructed Road Reserve - Cape Arid National Park**

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

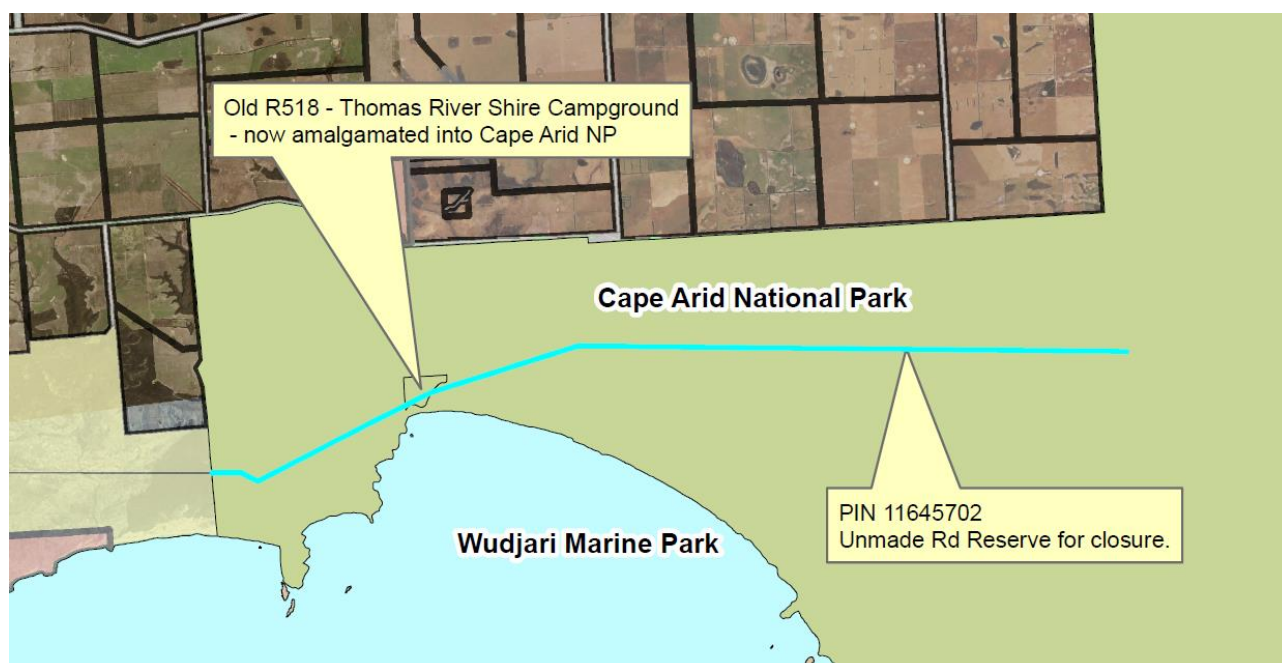
**File Ref: D25/5477**

**Applicant**

Department of Biodiversity, Conservation and Attraction

**Location/Address**

Cape Arid National Park



**Executive Summary**

For Council to consider granting final approval to the closure of the unconstructed road reserve running through Cape Arid National Park.

**Recommendation in Brief**

That Council;

1. Request the Minister of Lands to close the unconstructed road reserve within the boundaries of the Cape Arid National Park under Section 58 (1) of the Land Administration Act 1997.
2. Advise the Minister of Lands that in accordance with Part 2, Clause 9A of the Land Administration Regulations 1998, that as the request to close the unconstructed road reserve relates to land outlined in subregulation (1) that the Local Government has therefore determined that advertising of the proposal is not required;
3. Advise the Minister of Lands that in accordance with Section 56 (4) of the Land Administration Act 1997 that the Shire recognises that it is liable to indemnify the Minister against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.

4. Require the applicant to indemnify the Shire of Esperance against any costs and claims that may arise as a result of the proposed closure including in regards to adjustments and new titles.
5. Request the CEO to seek approval from DWER to accept the unconstructed road reserve as an environmental offset in the Shire of Esperance offset bank as it is a proposed addition to the DBCA conservation estate.

### **Background**

The Shire of Esperance received a request from the Department of Biodiversity, Conservation and Attractions for the unmade and unconstructed road reserve in Cape Arid National Park on 21 January 2025. The closure having been recommended in the Esperance and Recherche Parks and Reserves Management Plan No. 85 (2016).

### **Officer's Comment**

From a Planning perspective, the closure of the unmade and unconstructed road reserve is easily supported as the Shire has no plans or intention to construct any roads or tracks associated with the road reserve within the boundaries of the Cape Arid National Park.

Under Part 2, Clause 9A of the *Land Administration Regulations 1998* that where a road closure is proposed where the road has never been used as a road or had a road constructed upon it, that the standard advertising for a road closure may be skipped or avoided at the discretion of Local Government.

It is the position of Planning Officers, that the skipping of the advertising is appropriate in this instance as the only adjoining landowner and only landowner affected by the proposal is the Department of Biodiversity, Conservation and Attractions who have requested the road closure. No other landowners, operators or users are affected by the proposed closure.

The proposal is linked to the previous transfer of the Thomas River campsite from management by the Shire of Esperance to management by the Department of Biodiversity, Conservation and Attractions and the Esperance and Recherche Parks and Reserves Management Plan No. 85 (2016). Planning Officers have no objections to the proposed closure.

### **Consultation**

External Consultation:

Under Part 2, Clause 9A of the *Land Administration Regulations 1998* that where a road closure is proposed where the road has never been used as a road or had a road constructed upon it, that the standard advertising for a road closure may be skipped or avoided at the discretion of Local Government.

It is the position of Planning Officers, that the skipping of the advertising is appropriate in this instance as the only adjoining landowner and only landowner affected by the proposal is the Department of Biodiversity, Conservation and Attractions who have requested the road closure. No other landowners, operators or users are affected by the proposed closure.

Internal Consultation:

Shire of Esperance (Asset Management Division) – Director Asset Management, Mathew Walker, indicated that the Shire has no objection to the proposed closure of the unconstructed and unmade road reserve but would be exploring options for appropriate land swaps with the Department of Biodiversity, Conservation and Attractions.

### **Financial Implications**

Nil

### **Asset Management Implications**

Nil

### **Statutory Implications**

*Local Government Act 1995*

*Land Administration Act 1997*

*Land Administration Regulations 1998*

### **Policy Implications**

Nil

### **Strategic Implications**

Council Plan 2022 – 2032

*Built Environment*

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

### **Environmental Considerations**

The unconstructed road reserve is a potential environmental offset as a proposed addition to the conservation estate.

### **Attachments**

A<sub>1</sub>. Request for Closure

B<sub>1</sub>. Plan of proposed Closure

C<sub>1</sub>. Extract from Esperance and Recherche Parks and Reserves Management Plan

### **Officer's Recommendation**

#### **That Council:**

1. **Request the Minister of Lands to close the unconstructed road reserve within the boundaries of the Cape Arid National Park under Section 58 (1) of the *Land Administration Act 1997*.**
2. **Advise the Minister of Lands that in accordance with Part 2, Clause 9A of the *Land Administration Regulations 1998*, that as the request to close the unconstructed road reserve relates to land outlined in subregulation (1) that the Local Government has therefore determined that advertising of the proposal is not required;**
3. **Advise the Minister of Lands that in accordance with Section 56 (4) of the *Land Administration Act 1997* that the Shire recognises that it is liable to indemnify the Minister against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.**
4. **Require the applicant to indemnify the Shire of Esperance against any costs and claims that may arise as a result of the proposed closure including in regards to adjustments and new titles.**
5. **Request the CEO to seek approval from DWER to accept the unconstructed road reserve as an environmental offset in the Shire of Esperance offset bank as it is a proposed addition to the DBCA conservation estate.**

**Voting Requirement**

Simple Majority

OFFICIAL



Department of **Biodiversity,  
Conservation and Attractions**



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

Your ref:  
Our ref: 2020-000284  
Enquiries: Melissa Titelius  
Phone: 9219 9515  
Email: melissa.titelius@dbca.wa.gov.au

Dear Shane,

**Re: REQUEST CLOSURE OF UNCONSTRUCTED ROAD RESERVE PIN 11645702 FOR ADDITION TO CAPE ARID NATIONAL PARK A 24047 – SHIRE OF ESPERANCE.**

The Department of Biodiversity, Conservation and Attractions (DBCA) requests the Shire of Esperance's consideration for the closure of an unconstructed road reserve (PIN 11645702) to facilitate its inclusion in the Cape Arid National Park A24047, as recommended in the *Esperance and Recherche Parks and Reserves Management Plan No. 84 (2016)*. The 'Thomas River Shire Campground' Reserve 518, which holds high conservation value, was surrendered by the Shire of Esperance for this purpose, and its addition to the national park has recently been completed. To conclude the recommended actions under the management plan, we seek the Shire's approval to cancel the enclave road reserve, thereby rationalising the boundary and providing more efficient management of Cape Arid National Park (see Attachment 1).

DBCA notes that the road reserve does not provide legal access to any surrounding properties and is unconstructed.

We kindly request the Shire to proceed with the necessary steps under Section 58 of the *Land Administration Act 1997* to permanently close this road reserve. The attached map details the area to be closed, approximately 57.5 hectares total.

Thank you for your attention to this matter. If you require further information, please contact Melissa Titelius, Land Administration Officer, on 9219 9515 or melissa.titelius@dbca.wa.gov.au.

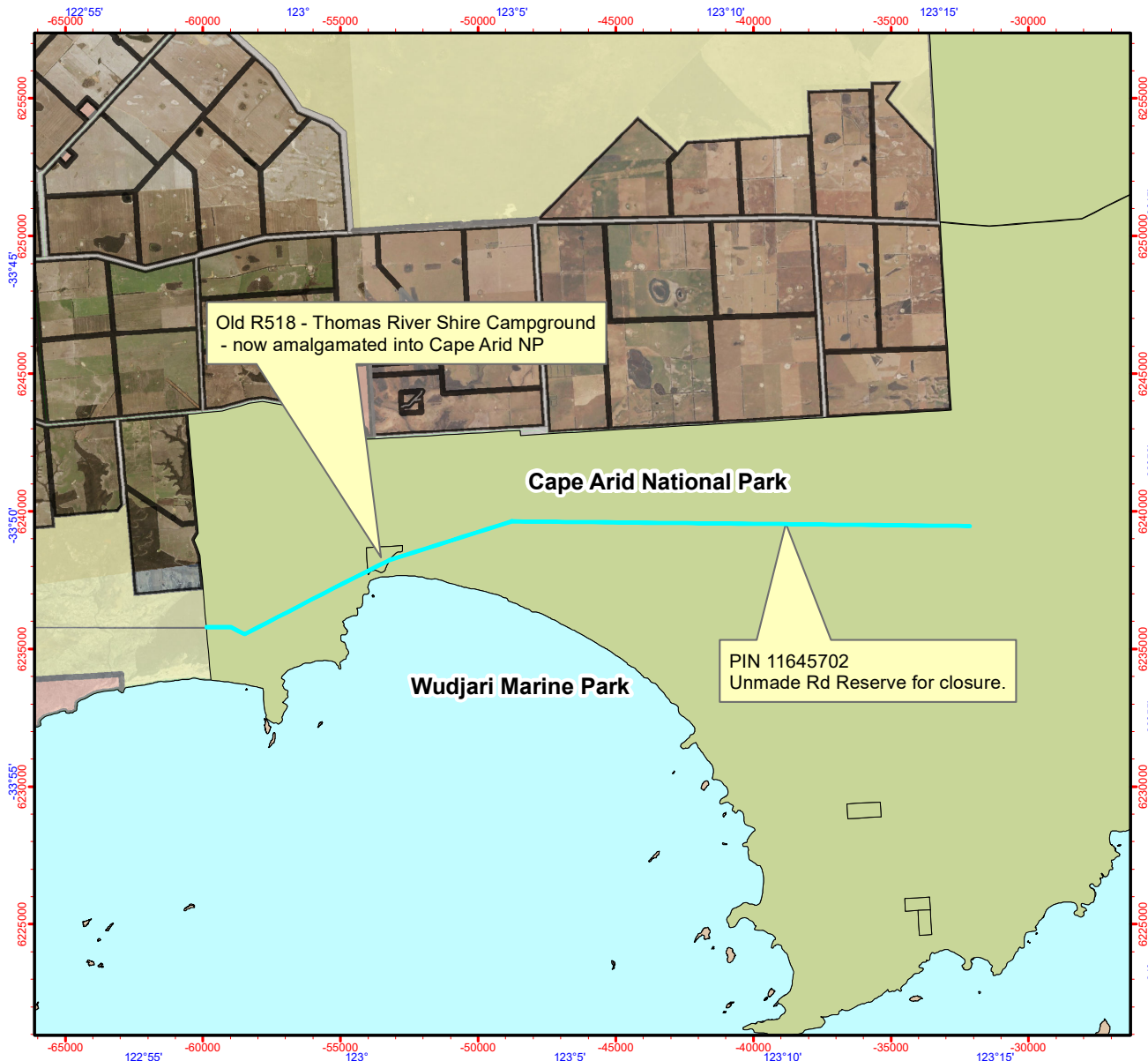
Yours sincerely

A handwritten signature in blue ink that reads 'Melissa Titelius'.

Melissa Titelius  
Land Administration Officer

21 January 2025

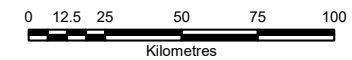
Land Services Unit  
Parks and Wildlife Service  
Department of Biodiversity, Conservation and Attractions  
Locked Bag 104, Bentley Delivery Centre 6983  
Ph: (08) 92199515



**Closure of Unmade Road Reserve  
PIN 11645702**

**Legend**

- National Park
  - Nature Reserve
  - Marine Park
- Cadastre SCDB - State**
- Freehold
  - Crown Reserve
  - UCL
  - Public Roads/Other Public Lands
  - Locality Areas
  - Local Govt. Authorities (LGA)



GDA94 MGA Zone 52

Produced by M. Titelius,  
Department of  
Biodiversity, Conservation  
and Attractions



Graticule shown at 5 minutes intervals  
Grid shown at 5000 metre intervals

The Dept. of Biodiversity, Conservation and Attractions does not guarantee that this map is without flaw of any kind and disclaims all liability for any errors, loss or other consequence which may arise from relying on any information depicted.

Job Ref: 2020/000284, Produced at 2:32pm, on Jan 21, 2025

Roads and tracks on land managed by DBCA may contain unmarked hazards and their surface condition is variable. Exercise caution and drive to conditions on all roads.

OFFICIAL

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Name	No.	Tenure	Size (ha)	Current purpose	Proposed change#
Unallocated Crown land west of Cape Arid National Park	n/a	Unallocated Crown land	106,406.00	n/a	Add to Cape Arid National Park. This would increase the reservation level of significant vegetation associations (41, 125, 128, 482, 519, 4801) and protect a highly cleared vulnerable vegetation association (4801), populations of <i>Darwinia</i> sp. Mt Baring (Priority 1**), <i>Eucalyptus balanopelex</i> (Priority 1), <i>Eucalyptus litorea</i> (Priority 2), <i>Eucalyptus semiglobosa</i> (Priority 3), <i>Gonocarpus pycnostachyus</i> (Priority 3), <i>Grevillea baxteri</i> (Priority 4), <i>Gyrostemon ditrigynus</i> (Priority 4**), <i>Hibbertia hamata</i> (Priority 3), <i>Kennedia beckxiana</i> (Priority 4), <i>Leucopogon florulentus</i> (Priority 3**), <i>Leucopogon remotus</i> (Priority 1), <i>Micromyrtus elobata</i> subsp. scopula (Priority 3), <i>Microtis quadrata</i> (Priority 4**), <i>Myriophyllum petraeum</i> (Priority 4), <i>Paracaleana parvula</i> (Priority 2), <i>Persoonia spathulata</i> (Priority 2**), <i>Philotheca apiculata</i> (Priority 2**), <i>Stachystemon vinosus</i> (Priority 4), <i>Thelymitra variegata</i> (Priority 3) and malleefowl and western ground parrot habitats. There has been an unconfirmed sighting of the latter. In addition, the threatened Carnaby's cockatoo, Australian bustard (Priority 4) and crested bellbird (Priority 4) have been recorded here. **Not found anywhere else in planning area.
Thomas River Shire reserve	518	Shire reserve	104	Camping, recreation	Since 2004, the department has managed this reserve under an MoU with the Shire of Esperance. It is now proposed to add the reserve to Cape Arid National Park to integrate management of this enclave camping area adjacent to the departmental camping area. This would protect populations of <i>Hibbertia hamata</i> (Priority 3), and Kwongkan TEC which covers the majority of the reserve. The Carnaby's cockatoo and grey falcon (both threatened) as well as the hooded plover (Priority 4) and six bird species listed as specially protected in Western Australia and protected under international agreements have been recorded here.
Unallocated Crown land north of Cape Arid National Park 'Kangawarrie'^	n/a	Unallocated Crown land	35,300.00	n/a	Add to Cape Arid National Park as per suggestion during public consultation period. This would increase the reservation level of significant vegetation associations (221, 482) and the under reserved Mardabilla subregion and protect karst systems, natural grasslands and scenic landscapes. Boundary subject to further examination of values and field inspections. For example, additional area of vegetation association 482 is required to raise reservation level to 15% and an additional 20,000ha is required to adequately reserve the Mardabilla subregion.
Various unused road reserves	n/a	n/a	n/a	n/a	Add back into the surrounding nature reserve or national park in consultation with the shire(s).
<b>Total area of 95+ proposed additions</b>			<b>355,668.80</b>		

# It is desired that all existing and proposed conservation reserves within the planning area are 'class A' (see Section 7 Proposed tenure changes), however if this is not possible in the first instance, reservation should still be pursued with a long-term goal for the reserve to be 'class A'.

\* This reserve was added to the planning area after the issues paper (DEC 2007b) was released.

^ This reserve was added to the planning area after the draft management plan (DEC 2012d) was released.

**Item: 12.1.3**

**Proposed Health Local Law**

<b>Author/s</b>	Carla Webster Sarah Walsh Richard Hindley	Coordinator Environmental Health Coordinator Governance & Corporate Support Manager Development Services
<b>Authoriser/s</b>	Roy Greive	Director External Services

**File Ref: D25/2869**

**Applicant**

Internal

**Location/Address**

N/A

**Executive Summary**

For Council to consider adoption of the Health Local Law 2025.

**Recommendation in Brief**

That Council request the CEO to;

1. Give Local Public Notice of the proposed Shire of Esperance Health Local Law 2025 in accordance with s.3.12(3) of the *Local Government Act 1995*;
2. Forward a copy of the proposed local law and public notices to the Minister for Local Government and the Minister for Health; and
3. Prepare a further report at the conclusion of the public submission period to enable Council to consider submissions.

**Background**

Section 3.16(1) of the *Local Government Act 1995* requires that all local laws of local government must be reviewed within an eight (8) year period after their commencement or from their last review date. The Shire of Esperance Health Local Law 2002 was gazetted in April 2002, reviewed in 2009 and 2014.

Due to the extent of the changes, a new Health Local Law was recommended, rather than amending the existing local law.

The review of the Health Local Law was put to Council in December 2023 to commence the process. Advertising for public submissions was undertaken between 22 December 2023 and 10 February 2024 with no submissions received.

Due to the extensive time that has passed since this first went to Council, WALGA has advised that we should re-commence the law-making process.

**Officer's Comment**

The Purpose of the Health Local Law is to provide benefit to the district by enabling greater regulation and control of public health within the Shire of Esperance.

The Effect of the Health Local Law is to protect public health, prevent disease, ensure safety and promote health and wellbeing within the Shire of Esperance.



The *Health Local Law 2002* is overdue for review and referenced rescinded legislation such as the *Health (Food Hygiene) Regulations 1993* that was replaced by *Food Act 2008* and *Food Regulations 2009* and the *Australian and New Zealand Food Standards Code*.

State Government's review of the current public health legislation is continuing however there is no date determined for finalisation. Following the implementation of the *Public Health Act 2016*, a staged approach has now been adopted by the Department of Health that will see regulations introduced gradually.

Given the delay in legislative reform, it is necessary to table the proposed new health local law providing the Shire with an appropriate and effective legal framework to ensure public health is maintained.

There have been further legislative changes since the initial review in December 2023. These changes relate to the repeal of low public health risk regulations as part of the implementation of the *Public Health Act 2016*. The following adjustments were made to the Health Local Law to capture these changes:

<b>Regulation</b>	<b>Replaced</b>	<b>Enforcement Option</b>	<b>Adjustment to Health Local Law</b>
Health (Temporary Sanitary Conveniences) Regulations 1997 – Repealed 4 June 2024	Guideline for the management of public health risks associated with temporary toilets in Western Australia	Public Health Act 2016  Building Act 2011  Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974  Guidelines for concerts, events and organised gatherings	Removed references to repealed legislation and updated definition and terminology to match the Guideline for the management of public health risks associated with temporary toilets in Western Australia
Health (Offensive Trades Fees) Regulations 1976 and Piggeries Regulations 1952 – Repealed 4 June 2024 List of Offensive Trades within Schedule 2 of the Health (Miscellaneous Provisions) Act 1911 to be removed at a later date.	Guideline for the management of public health risks associated with offensive trades in Western Australia.	Public Health Act 2016  Local Government Act 1995 – Local Laws  Food Act 2008  Planning and Development Act 2005	Removed the licencing, application, registration and specific offensive trade local laws.  These will be managed through the Development Application process and via the Public Health Act 2016 in relation to issues causing a public health risk.

Health (Laundries and Bathroom) Regulations – Repealed 18 October 2024	Nil	Public Health Act 2016 Building Act 2011	Removed references to repealed legislation.
Sewerage (Lighting, Ventilation and Construction) Regulations 1971	Nil	Public Health Act 2016 Building Act 2011	Removed references to repealed legislation

### **Consultation**

Manager Development Services  
Coordinator Environmental Health

### **Financial Implications**

The financial implications arising from this report are advertising and gazettal costs.

### **Asset Management Implications**

Nil

### **Statutory Implications**

*Local Government Act 1995 (s3.12 and s3.16)*  
*Public Health Act 2016*  
*Health (Miscellaneous Provisions) Act 1911*  
*Health Regulations (various)*  
*Food Act 2008*  
*Food Regulations 2009*  
*ANZ Food Standards Code*

### **Policy Implications**

Nil

### **Strategic Implications**

Council Plan 2022 – 2032  
*People - Outcome 2. A healthy and active community*  
Objective 2.1. Improve access to quality health services.

### **Environmental Considerations**

The proposed health local law provides guidance and controls to mitigate environmental impacts.

### **Attachments**

- A⇒. Proposed Health Local Law with Changes - *Under Separate Cover*
- B⇒. Proposed Health Local Law - Clean - *Under Separate Cover*

**Officer's Recommendation**

**That Council request the CEO to;**

- 1. Give Local Public Notice of the proposed Shire of Esperance Health Local Law 2025 in accordance with s.3.12(3) of the *Local Government Act 1995*;**
- 2. Forward a copy of the proposed local law and public notices to the Minister for Local Government and the Minister for Health; and**
- 3. Prepare a further report at the conclusion of the public submission period to enable Council to consider submissions.**

**Voting Requirement**

**Absolute Majority**

**Item: 12.1.4**

**Proposed Waste Local Law**

<b>Author/s</b>	Georgia Ryan Sarah Walsh	Manager Sustainability & Resource Recovery Coordinator Governance & Corporate Support
<b>Authoriser/s</b>	Roy Greive	Director External Services

**File Ref: D25/2773**

**Applicant**

Internal

**Location/Address**

N/A

**Executive Summary**

For Council to consider adoption of the Waste Local Law 2025.

**Recommendation in Brief**

That Council request the CEO to;

1. Give Local Public Notice of the proposed Shire of Esperance Waste Local Law 2025 in accordance with s.3.12(3) of the *Local Government Act 1995*;
2. Forward a copy of the proposed local law and public notices to the Minister for Local Government and the Minister for Environment; and
3. Prepare a further report at the conclusion of the public submission period to enable Council to consider submissions.

**Background**

The proposed Waste Local Law was put to Council in December 2023 and was then put out for public comment. The submission period was open between 22 December 2023 and 10 February 2024 with no submissions received.

Due to the extensive time that has passed since this first went to Council, WALGA has advised that we should re-commence the law-making process.

**Officer's Comment**

The Purpose of the Waste Local Law is to promote sustainability encouraging reuse, recycling and composting initiative aimed at minimising waste to landfill and regulating hazardous waste disposal.

The Effect of the Waste Local Law is to administer sustainable waste and recycling services for the community.

Efficient and effective waste management practices recover valuable resources from multiple waste streams promoting resource conservation and a circular economy.

Introduction of a waste local law will encourage residences to be part of the community movement to manage waste and recycling in a more sustainable manner, improving resource recovery and better protecting our environment, infrastructure and people.

Section 61(1) of the Waste Avoidance and Resource Recovery Act 2007 provides that a local government may make local laws in accordance with the Local Government Act 1995 Part 3 Division 2 Subdivision 2, for the purposes specified in section 64 or generally for carrying into effect the provisions of this Part.

The Shire is committed to the State Governments Waste Avoidance and Resource Recover Strategy 2030 and this local law supports the government's strategic goals to improve recycling, waste reduction, construction and demolition waste diversion and better manage commercial and industrial waste.

In summary, the waste local law will create a cleaner, healthier environment and promote sustainable waste management within the community.

### **Consultation**

Manager Sustainability and Resource Recovery  
Manager Development Services  
Coordinator Environmental Health  
Ranger Services

### **Financial Implications**

The financial implications arising from this report are advertising and gazettal costs.

### **Asset Management Implications**

Nil

### **Statutory Implications**

*Local Government Act 1995 (s3.12 and s3.16)*  
*Waste Avoidance and Resource Recovery Act 2007*  
*Environmental Protection Act 1986*  
*Environmental Protection Regulations 1987*

### **Policy Implications**

Waste Management Services Policy

### **Strategic Implications**

Council Plan 2022 – 2032

*Planet - Outcome 5. Shared responsibility for climate action and sustainability*  
Objective 5.2. Develop a sustainable, low waste, circular economy.

### **Environmental Considerations**

The Waste Local Law aims to reduce environmental impacts through the effective management of waste promoting best practice methods to reduce, reuse, recycle, recover, treat and dispose. Effective waste management will reduce pollution, preserve waters of significance and minimise negative impacts on ecosystems.

### **Attachments**

- A. Waste Local Law 2025 - Tracked
- B. Waste Local Law 2025 - Clean

**Officer's Recommendation**

**That Council request the CEO to;**

- 1. Give Local Public Notice of the proposed Shire of Esperance Waste Local Law 2025 in accordance with s.3.12(3) of the *Local Government Act 1995*;**
- 2. Forward a copy of the proposed local law and public notices to the Minister for Local Government and the Minister for Environment; and**
- 3. Prepare a further report at the conclusion of the public submission period to enable Council to consider submissions.**

**Voting Requirement**

**Absolute Majority**



*Shire of Esperance*

**WASTE LOCAL LAW 2024**

*Waste Avoidance and Resource Recovery Act 2007*

**Shire of Esperance**  
**WASTE LOCAL LAW 2024**

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**Local Government Act 1995**  
**Waste Avoidance and Resource Recovery Act 2007**  
**Shire of Esperance**  
**WASTE LOCAL LAW 2024**

Under the powers conferred on it by the *Waste Avoidance and Resource Recovery Act 2007* ~~and~~, the *Local Government Act 1995* and under all other enabling powers, the Council of the Shire of Esperance resolved on [date] to make the following local law.

**PART 1 PRELIMINARY**

**1.1 Short title**

This ~~is~~ local law may be cited as the Shire of Esperance *Waste Local Law 2024*.

**1.2 Commencement**

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

**1.3 Application**

This local law applies throughout the ~~Shire of Esperance district~~.

**1.4 Definitions**

In this local law—

**Act** means the WARR Act;

**authorised person** means a person appointed by the local government under section 9.10 of the LG Act to perform any of the functions of an authorised person under this local law;

**CEO** means the Chief Executive Officer of the local government;

**collectable waste** means local government waste that is not—

- (a) liquid refuse;
- (b) liquid waste; or
- (c) non-collectable waste;

**collectable waste receptacle** means a receptacle for the deposit and collection of collectable waste that is—

- (a) a recycling waste receptacle;

- (b) a general waste receptacle; or
- (c) an organic waste receptacle;

**collection** when used in relation to a receptacle, means the collection and removal of collectable waste from the receptacle by the local government or its contractor;

**collection day** means the day determined by the local government for the collection of collectable waste in the district or a part of the district;

**collection time** means the time on the collection day determined by the local government for the collection of collectable waste in the district or a part of the district;

**costs** of the local government include administrative costs;

**Council** means the ~~council~~Council of the ~~local government~~Shire of Esperance;

**district** means the district of the local government;

**general waste receptacle** means a receptacle for the deposit and collection of collectable waste that is not recycling waste;

**LG Act** means the *Local Government Act 1995*;

**LG Regulations** means the *Local Government (Functions and General) Regulations 1996*;

**local government** means the Shire of Esperance;

**local government waste** has the same meaning as in the WARR Act;

**non-collectable waste** has the meaning set out in Schedule 1;

**occupier** in relation to premises, means any or all of the following—

- (a) a person by whom or on whose behalf the premises are actually occupied; or
- (b) a person having the management or control of the premises;

**organic waste** means waste that decomposes readily, such as garden waste or food waste;

**organic waste receptacle** means a receptacle for the deposit and collection of organic waste;

**owner** has the same meaning as in the LG Act;

**public place** includes a place to which the public ordinarily have access, whether or not by payment of a fee;

**receptacle** means a receptacle—

- (a) that has been supplied for the use of the premises by the local government or its contractor, or which has otherwise been approved by the local government; and
- (b) the waste from which is collected and removed from the premises by the local government or its contractor;

**recycling waste receptacle** means a receptacle for the deposit and collection of recycling waste;

**recycling waste** means—

- (a) paper and cardboard;
- (b) plastic containers comprised of polyethylene terephthalate or high-density polyethylene;
- (c) glass containers;
- (d) steel containers;
- (e) aluminium containers;
- (f) liquid paper board; and
- (g) any other waste determined by the local government to be recycling waste;

~~**satellite townsites** means—*Condungup, Gibson, Scaddan, Grass Patch, Salmon Gums, Dalyup, Coomalbidgup and Cascade*~~

**specified** means specified by the local government or an authorised person, as the case may be;

**street alignment** means the boundary between the land comprising a street and the land that abuts the street;

**WARR Act** means the *Waste Avoidance and Resource Recovery Act 2007*;

**waste** has the same meaning as in the WARR Act;

**waste facility** means a waste facility, as defined in the WARR Act, that is operated by the local government; and

**waste service** has the same meaning as in the WARR Act.

- (2) Where, in this local law, a duty or liability is imposed on an owner or occupier, or on an owner and occupier, the duty or liability is taken to be imposed jointly and severally on each of the owners or occupiers.

### **1.1.Receptacle Collection Area**

- ~~(a) The areas within the Townsites of Esperance and nominated district satellite townsites, and any land within a Public Drinking Water Source Protection Area or zoned Rural Residential within Special Control Area 11, are in the prescribed area for Receptacle collection;~~
- ~~(b) A rural lot with frontage to the transport routes servicing satellite townsites may have opportunity to opt into the receptacle collection area upon assessment and approval.~~

### 1.5 Local public notice of determinations

Where, under this local law, the local government has a power to determine a matter—

- (a) ~~Local~~local public notice, under section 1.7 of the LG Act, must be given of the matter determined;
- (b) ~~The~~the determination becomes effective only after local public notice has been given;
- (c) ~~The~~the determination remains in force for the period of one year after the date that local public notice has been given under subclause (a);
- (d) ~~After~~after the period referred to in subclause (c), the determination continues in force only if, and for so long as, it is the subject of local public notice, given annually, under section 1.7 of the LG Act; and
- (e) ~~The~~the determination must be recorded in a publicly accessible register of determinations that must be maintained by the local government.

### 1.6 Rates, fees and charges

The local government's powers to impose rates, fees and charges in relation to waste services are set out in sections 66 to 68 of the WARR Act and ~~section~~sections 6.16 and 6.17 of the LG Act.

### 1.7 Power to provide waste services

The local government's power to provide, or enter into a contract for the provision of, waste services is dealt with in section 50 of the WARR Act.

## **PART 2 LOCAL GOVERNMENT WASTE**

### **2.1 Supply of receptacles**

- (1) The local government is to supply, for the use of each premises that are, or are capable of being, occupied or used for residential purposes, one or more receptacles for the collection and removal, from those premises, of collectable waste.
- (2) The owner of premises to which subclause (1) applies must—
  - (a) ensure that the fee or charge (if any) imposed by the local government in relation to each receptacle is paid to the local government; and
  - (b) ensure that each receptacle is used, in respect of those premises, in accordance with this local law.

### **2.2 Deposit of waste in receptacles**

- (1) An owner or occupier of premises must not deposit or permit to be deposited in a receptacle any non-collectable waste.
- (2) A person must not deposit waste in a receptacle that has been provided for the use of other premises without the consent of the owner or occupier of those premises.

### **2.3 General waste receptacles**

- (1) An owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle—
  - (a) where the receptacle has a capacity of 140, 240 or 360 litres—more than 70 kilograms of collectable waste; or
  - (b) where the receptacle has any other capacity—more than the weight determined by the local government.
- (2) Where the local government supplies recycling waste receptacles, an owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle any recycling waste.
- (3) Where the local government supplies organic waste receptacles, an owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle any organic waste.

### **2.4 Recycling waste receptacles**

An owner or occupier of premises must not deposit or permit to be deposited in a recycling waste receptacle—

- (a) anything other than the particular type of recycling waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 140, 240 or 360 litres—more than 70 kilograms of recycling waste; or
- (c) where the receptacle has any other capacity—more than the weight determined by the local government.

## **2.5 Organic waste receptacles**

An owner or occupier of premises must not deposit or permit to be deposited in an organic waste receptacle—

- (a) anything other than the particular type of organic waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 240 litres—more than 70 kilograms of organic waste; or
- (c) where the receptacle has any other capacity—more than the weight determined by the local government.

## **2.6 Direction to place or remove a receptacle**

- (1) The local government or an authorised person may give a written direction to an owner or occupier of specified premises—
  - (a) to place a receptacle in respect of those premises for collection; or
  - (b) to remove a receptacle in respect of those premises after collection.
- (2) The direction under subclause (1) may specify when the placement or removal is to occur, or where the receptacle is to be placed, or both.
- (3) An owner or occupier of premises must comply with a direction given under this clause.

## **2.7 Duties of owner or occupier**

An owner or occupier of premises must—

- (a) except for a reasonable period before and after collection time, keep each receptacle in a storage space or area that is behind the street alignment;
- (b) take reasonable steps, if placing a receptacle for collection on the verge adjoining the premises, or other area as determined by the local government, to ensure that, within a reasonable period before collection time, each receptacle is—

- (i) within 1 metre of the carriageway;
- (ii) placed so that it does not unduly obstruct any footpath, cycle way, right-of-way or carriageway; and
- (iii) facing squarely to the edge of and opening towards the carriageway,  
~~(i)~~(iv) or in such other position as is approved in writing by the local government or an authorised person; and
- (c) if the receptacle is lost, stolen, damaged or defective, notify the local government, as soon as practicable, after the event.

## 2.8 Exemption

- (1) An owner or occupier of premises may apply in writing to the local government for an exemption from compliance with the requirements of clause 2.7(a) or (b).
- (2) The local government or an authorised person may grant, with or without conditions, or refuse an application for exemption from compliance under this clause.
- (3) An exemption granted under this clause must state—
  - (a) the premises to which the exemption applies;
  - (b) the period during which the exemption applies; and
  - (c) any conditions imposed by the local government or the authorised person.
- (4) An exemption granted under this clause ceases to apply—
  - (a) if the local government decides, on reasonable grounds, that there has been a failure to comply with a condition of the exemption; and
  - (b) from the date that the local government informs the owner or occupier of its decision under clause 2.8(4)(a).

## 2.9 Damaging or removing receptacles

A person, other than the local government or its contractor, must not—

- (a) damage, destroy or interfere with a receptacle; or
- (b) except as permitted by this local law or as authorised by the local government or an authorised person, remove a receptacle from any premises to which it was delivered by the local government or its contractor.



## **2.10 Verge collections**

- (1) Where the local government has advertised a verge waste collection (such as a green waste, or a bulk waste, verge collection) a person, unless with and in accordance with the approval of the local government or an authorised person—
  - (a) must deposit waste only during the period of time, and in accordance with other terms and conditions, as advertised by the local government in relation to that verge waste collection; and
  - (b) must otherwise comply with those terms and conditions.
- (2) Where waste has been deposited on a verge for a verge waste collection, a person must not remove any of that waste for a commercial purpose but may remove it for any other purpose.
- (3) Except where waste is lawfully removed from a verge under this clause, a person must not disassemble or tamper with any waste deposited on a verge for a verge waste collection so as to increase the risk of harm to any person.
- (4) Clause 2.10(2) does not apply to the local government or a person engaged or contracted by the local government in relation to the verge waste collection.

## **PART 3 GENERAL DUTIES**

### **3.1 Duties of an owner or occupier**

An owner or occupier of premises must—

- (a) take reasonable steps to ensure that an adequate number of receptacles are provided to contain all waste which accumulates or may accumulate in or from the premises;
- (b) ensure that each receptacle is kept in good condition and repair;
- (c) take all reasonable steps to—
  - (i) prevent fly breeding and keep each receptacle free of flies, maggots, cockroaches, rodents and other vectors of disease;
  - (ii) prevent the emission of offensive or noxious odours from each receptacle; and
  - (iii) ensure that each receptacle does not cause a nuisance to an occupier of adjoining premises; and
- (d) whenever directed to do so by the local government or an authorised person, thoroughly clean, disinfect, deodorise and apply a residual insecticide to each receptacle.

### **3.2 Removal of waste from premises**

- (1) A person must not remove any waste from premises unless that person is—
  - (a) the owner or occupier of the premises;
  - (b) authorised to do so by the owner or occupier of the premises; or
  - (c) authorised in writing to do so by the local government or an authorised person.
- (2) A person must not remove any waste from a receptacle without the approval of—
  - (a) the local government or an authorised person; or
  - (b) the owner or occupier of the premises at which the receptacle is ordinarily kept.

### **3.3 Receptacles and containers for public use**

A person must not, without the approval of the local government or an authorised person—

- (a) deposit household, commercial or other waste from any premises on or into; or
- (b) remove any waste from,

a receptacle provided for the use of the general public in a public place.

## **PART 4 OPERATION OF WASTE FACILITIES**

### **4.1 Operation of this Part**

This Part applies to a person who enters a waste facility.

### **4.2 Hours of operation**

The local government may from time to time determine the hours of operation of a waste facility.

### **4.3 Signs and directions**

- (1) The local government or an authorised person may regulate the use of a waste facility—
  - (a) by means of a sign; or
  - (b) by giving a direction to a person within a waste facility.
- (2) A person within a waste facility must comply with a sign or direction under subclause (1).

- (3) The local government or an authorised person may direct a person who commits, or is reasonably suspected by the local government or the authorised person of having committed, an offence under this clause to leave the waste facility immediately.
- (4) A person must comply with a direction under subclause (3).

#### **4.4 Fees and charges**

- (1) Unless subclause (3) applies, a person must, on or before entering a waste facility or on demand by the local government or an authorised person, pay the fee or charge as assessed by an authorised person.
- (2) An authorised person may assess the fee or charge in respect of a particular load of waste at a rate that applies to any part of that load, even if that rate is higher than the rate that would apply to any other part of the load.
- (3) Subclause (1) does not apply—
  - (a) to a person who disposes of waste in accordance with the terms of—
    - (i) a credit arrangement with the local government; or
    - (ii) any other arrangement with the local government to pay the fee or charge at a different time or in a different manner; and
  - (b) to the deposit of waste owned by the local government, or in the possession of an employee on behalf of the local government.

#### **4.5 Depositing waste**

- (1) A person must not deposit waste at a waste facility other than—
  - (a) at a location determined by a sign and in accordance with the sign; and
  - (b) in accordance with the direction of an authorised person.
- (2) The local government may determine the classification of any waste that may be deposited at a waste facility.

#### **4.6 Prohibited activities**

- (1) Unless authorised by the local government, a person must not—
  - (a) remove any waste or any other thing from a waste facility;
  - (b) deposit at a waste facility that is a landfill site any waste that is toxic, poisonous or hazardous, or the depositing of which is regulated or prohibited by any written law;
  - (c) light a fire in a waste facility;

- (d) remove, damage or otherwise interfere with any flora in a waste facility;
  - (e) remove, injure or otherwise interfere with any fauna in a waste facility; or
  - (f) damage, deface or destroy any building, equipment, plant or property within a waste facility.
- (2) A person must not act in an abusive or threatening manner towards any person using, or engaged in the management or operation of, a waste facility.

## PART 5 ENFORCEMENT

### 5.1 Objection and appeal rights

Division 1 of Part 9 of the Local Government LG Act-1995 applies to a decision under this local law to grant, renew, vary or cancel—

- (a) Anan approval under clause 2.7(b);
- (b) Anan exemption under clause 2.8(2);
- (c) Anan approval under clause 2.9(b);
- (d) Anan approval under clause 2.10(1);
- (e) Anan authorisation under clause 3.2(1)(c);
- (f) Anan approval granted under clause 3.2(2); and
- (g) Anan approval under clause 3.3.

### 5.2 Offences and general penalty

- (1) A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law a person is prohibited from doing, commits an offence.
- (2) A person who commits an offence under this local law is liable, on conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to a further penalty not exceeding \$500 in respect of each day or part of a day during which the offence has continued.

### 5.3 Other costs and expenses

- (1) A person who is convicted of an offence under this local law is to be liable, in addition to any penalty imposed under clause 5.2, to pay to the local government the costs and expenses incurred by the local government in taking remedial action such as—
  - (a) removing and lawfully disposing of toxic, hazardous or poisonous waste; or

- (b) making good any damage caused to a waste facility.
- (2) The costs and expenses incurred by the local government are to be recoverable, as a debt due to the local government, in a court of competent civil jurisdiction.

#### **5.4 Prescribed offences**

- (1) An offence against a clause specified in Schedule 2 is a prescribed offence for the purposes of section 9.16(1) of the LG Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 2.

#### **5.5 Form of notices**

- (1) Where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the LG Act is that of Form 1 in Schedule 1 of the LG Regulations.
- (2) The form of the infringement notice given under section 9.16 of the LG Act is that of Form 2 in Schedule 1 of the LG Regulations.
- (3) The form of the infringement withdrawal notice given under section 9.20 of the LG Act is that of Form 3 in Schedule 1 of the LG Regulations.

**SCHEDULE 1 MEANING OF 'NON-COLLECTABLE WASTE'**

***non-collectable waste*** means—

- (a) hot or burning material;
- (b) household hazardous waste, including paint, acids, alkalis, fire extinguishers, solvents, pesticides, oils, gas cylinders, batteries, chemicals and heavy metals;
- (c) any other hazardous material, such as radioactive waste;
- (d) any explosive material, such as flares or ammunition;
- (e) electrical ~~or~~and electronic equipment;
- (f) hospital, medical, veterinary, laboratory or pathological substances;
- (g) construction or demolition waste;
- (h) sewage;
- (i) 'controlled waste' for the purposes of the Environmental Protection (Controlled Waste) Regulations 2004;
- (j) any object that is greater in length, width, or breadth than the corresponding dimension of the receptacle or that will not allow the lid of the receptacle to be tightly closed;
- (k) waste that is or is likely to become offensive or a nuisance, or give off an offensive or noxious odour, or to attract flies or cause fly breeding unless it is first wrapped in non-absorbent or impervious material or placed in a sealed impervious and leak-proof container; and
- (l) any other waste determined by the local government to be non-collectable waste.

**SCHEDULE 2 PRESCRIBED OFFENCES**

[clause 5.4]

<b>Item No</b>	<b>Clause No</b>	<b>Description</b>	<b>Modified Penalty (\$)</b>
1	2.1(2)(a)	Failing to pay fee or charge	<del>200</del> <u>350</u>
2	2.1(2)(b)	Failing to ensure lawful use of receptacle	<del>200</del> <u>350</u>
3	2.2(1)	Depositing non-collectable waste in a receptacle	<del>200</del> <u>350</u>
4	2.2(2)	Depositing waste in another receptacle without consent	<del>200</del> <u>350</u>
5	2.3(1)	Exceeding weight capacity of a general waste receptacle	<del>200</del> <u>350</u>
6	2.3(2) and (3)	Depositing unauthorised waste in a general waste receptacle	<del>200</del> <u>350</u>
7	2.4(a)	Depositing unauthorised waste in a recycling waste receptacle	<del>200</del> <u>350</u>
8	2.4(b) and (c)	Exceeding weight capacity of a recycling waste receptacle	<del>200</del> <u>250</u>
9	2.5(a)	Depositing unauthorised waste in an organic waste receptacle	<del>200</del> <u>350</u>
10	2.5(b) and (c)	Exceeding weight capacity of an organic waste receptacle	<del>200</del> <u>350</u>
11	2.6(3)	Failing to comply with a direction concerning placement or removal of a receptacle	<del>150</del> <u>250</u>
12	2.7(a)	Failing to keep a receptacle in the required location	<del>150</del> <u>250</u>
13	2.7(b)	Failing to place a receptacle for collection in a lawful position	<del>150</del> <u>250</u>
14	2.7(c)	Failing to notify of a lost, stolen, damaged or defective receptacle	<del>150</del> <u>250</u>
15	2.9(a)	Damaging, destroying or interfering with a receptacle	<del>300</del> <u>400</u>
16	2.9(b)	Removing a receptacle from premises <del>without permission or authorisation</del>	<del>300</del> <u>400</u>
17	2.10(1)	Failing to comply with a term or condition of verge waste collection	<del>300</del> <u>400</u>
18	2.10(2)	Removing waste from a verge waste collection for commercial purposes	<del>200</del> <u>350</u>
19	2.10(3)	Disassembling or tampering with waste deposited for collection	<del>150</del> <u>250</u>

20	3.1(a)	Failing to provide <del>a sufficient</del> <u>an adequate</u> number of receptacles	<del>150</del> <u>250</u>
21	3.1(b)	Failing to keep a receptacle in a good condition and repair	<del>150</del> <u>250</u>
22	3.1(c)(i)	Failing to prevent fly breeding and vectors of disease in a receptacle	<del>200</del> <u>350</u>
23	3.1(c)(ii)	Failing to prevent the emission of offensive or noxious odours from a receptacle	<del>200</del> <u>350</u>
24	3.1(c)(iii)	Allowing a receptacle to cause a nuisance	<del>200</del> <u>350</u>
25	3.1(d)	Failing to comply with a direction to clean, disinfect or deodorise receptacle	<del>250</del> <u>300</u>
26	3.2(1)	Unauthorised removal of waste from premises	<del>200</del> <u>250</u>
27	3.2(2)	Removing waste from a receptacle without approval	<del>200</del> <u>250</u>
28	3.3	Depositing household, commercial or other waste into, or removing waste from, a receptacle provided for the use of the general public in a public place without approval	<del>200</del> <u>250</u>
29	4.3(2)	Failing to comply with a sign or direction	<del>200</del> <u>500</u>
30	4.3(4)	Failing to comply with a direction to leave	<del>200</del> <u>500</u>
31	4.4(1)	Disposing waste without payment of fee or charge	<del>200</del> <u>500</u>
32	4.5(1)	Depositing waste contrary to sign or direction	<del>300</del> <u>500</u>
33	4.6(1)(a)	Removing waste without authority in a waste facility	<del>300</del> <u>250</u>
34	4.6(1)(b)	Depositing toxic, poisonous or hazardous waste at a waste facility	500
35	4.6(1)(c)	Lighting a fire in a waste facility	300
36	4.6(1)(d)	Removing or interfering with any flora in a waste facility	300
37	4.6(1)(e)	Removing or interfering with any fauna without approval in a waste facility	300
38	4.6(1)(f)	Damaging, defacing or destroying any building, equipment, plant or property within a waste facility	500
39	4.6(2)	Acting in an abusive or threatening manner	300



Dated \_\_\_\_\_ day of \_\_\_\_\_.

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

\_\_\_\_\_  
Ronald Chambers  
**SHIRE PRESIDENT**

\_\_\_\_\_  
Shane Burge  
**CHIEF EXECUTIVE OFFICER**



*Shire of Esperance*

## **WASTE LOCAL LAW 2025**

*Waste Avoidance and Resource Recovery Act 2007*

**Shire of Esperance**  
**WASTE LOCAL LAW 2025**

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**Local Government Act 1995**  
**Waste Avoidance and Resource Recovery Act 2007**  
**Shire of Esperance**  
**WASTE LOCAL LAW 2025**

Under the powers conferred on it by the *Waste Avoidance and Resource Recovery Act 2007*, the *Local Government Act 1995* and under all other enabling powers, the Council of the Shire of Esperance resolved on [date] to make the following local law.

**PART 1 PRELIMINARY**

**1.1 Short title**

This local law may be cited as the Shire of Esperance *Waste Local Law 2025*.

**1.2 Commencement**

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

**1.3 Application**

This local law applies throughout the district.

**1.4 Definitions**

In this local law—

**Act** means the WARR Act;

**authorised person** means a person appointed by the local government under section 9.10 of the LG Act to perform any of the functions of an authorised person under this local law;

**CEO** means the Chief Executive Officer of the local government;

**collectable waste** means local government waste that is not—

- (a) liquid refuse;
- (b) liquid waste; or
- (c) non-collectable waste;

**collectable waste receptacle** means a receptacle for the deposit and collection of collectable waste that is—

- (a) a recycling waste receptacle;
- (b) a general waste receptacle; or

(c) an organic waste receptacle;

**collection** when used in relation to a receptacle, means the collection and removal of collectable waste from the receptacle by the local government or its contractor;

**collection day** means the day determined by the local government for the collection of collectable waste in the district or a part of the district;

**collection time** means the time on the collection day determined by the local government for the collection of collectable waste in the district or a part of the district;

**costs** of the local government include administrative costs;

**Council** means the Council of the Shire of Esperance;

**district** means the district of the local government;

**general waste receptacle** means a receptacle for the deposit and collection of collectable waste that is not recycling waste;

**LG Act** means the *Local Government Act 1995*;

**LG Regulations** means the *Local Government (Functions and General) Regulations 1996*;

**local government** means the Shire of Esperance;

**local government waste** has the same meaning as in the WARR Act;

**non-collectable waste** has the meaning set out in Schedule 1;

**occupier** in relation to premises, means any or all of the following—

- (a) a person by whom or on whose behalf the premises are actually occupied; or
- (b) a person having the management or control of the premises;

**organic waste** means waste that decomposes readily, such as garden waste or food waste;

**organic waste receptacle** means a receptacle for the deposit and collection of organic waste;

**owner** has the same meaning as in the LG Act;

**public place** includes a place to which the public ordinarily have access, whether or not by payment of a fee;

**receptacle** means a receptacle—

- (a) that has been supplied for the use of the premises by the local government or its contractor, or which has otherwise been approved by the local government; and
- (b) the waste from which is collected and removed from the premises by the local government or its contractor;

**recycling waste receptacle** means a receptacle for the deposit and collection of recycling waste;

**recycling waste** means—

- (a) paper and cardboard;
- (b) plastic containers comprised of polyethylene terephthalate or high-density polyethylene;
- (c) glass containers;
- (d) steel containers;
- (e) aluminium containers;
- (f) liquid paper board; and
- (g) any other waste determined by the local government to be recycling waste;

**specified** means specified by the local government or an authorised person, as the case may be;

**street alignment** means the boundary between the land comprising a street and the land that abuts the street;

**WARR Act** means the *Waste Avoidance and Resource Recovery Act 2007*;

**waste** has the same meaning as in the WARR Act;

**waste facility** means a waste facility, as defined in the WARR Act, that is operated by the local government; and

**waste service** has the same meaning as in the WARR Act.

- (2) Where, in this local law, a duty or liability is imposed on an owner or occupier, or on an owner and occupier, the duty or liability is taken to be imposed jointly and severally on each of the owners or occupiers.

### 1.5 Local public notice of determinations

Where, under this local law, the local government has a power to determine a matter—

- (a) local public notice, under section 1.7 of the LG Act, must be given of the matter determined;

- (b) the determination becomes effective only after local public notice has been given;
- (c) the determination remains in force for the period of one year after the date that local public notice has been given under subclause (a);
- (d) after the period referred to in subclause (c), the determination continues in force only if, and for so long as, it is the subject of local public notice, given annually, under section 1.7 of the LG Act; and
- (e) the determination must be recorded in a publicly accessible register of determinations that must be maintained by the local government.

### **1.6 Rates, fees and charges**

The local government's powers to impose rates, fees and charges in relation to waste services are set out in sections 66 to 68 of the WARR Act and sections 6.16 and 6.17 of the LG Act.

### **1.7 Power to provide waste services**

The local government's power to provide, or enter into a contract for the provision of, waste services is dealt with in section 50 of the WARR Act.

## **PART 2 LOCAL GOVERNMENT WASTE**

### **2.1 Supply of receptacles**

- (1) The local government is to supply, for the use of each premises that are, or are capable of being, occupied or used for residential purposes, one or more receptacles for the collection and removal, from those premises, of collectable waste.
- (2) The owner of premises to which subclause (1) applies must—
  - (a) ensure that the fee or charge (if any) imposed by the local government in relation to each receptacle is paid to the local government; and
  - (b) ensure that each receptacle is used, in respect of those premises, in accordance with this local law.

### **2.2 Deposit of waste in receptacles**

- (1) An owner or occupier of premises must not deposit or permit to be deposited in a receptacle any non-collectable waste.



- (2) A person must not deposit waste in a receptacle that has been provided for the use of other premises without the consent of the owner or occupier of those premises.

### **2.3 General waste receptacles**

- (1) An owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle—
  - (a) where the receptacle has a capacity of 140, 240 or 360 litres—more than 70 kilograms of collectable waste; or
  - (b) where the receptacle has any other capacity—more than the weight determined by the local government.
- (2) Where the local government supplies recycling waste receptacles, an owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle any recycling waste.
- (3) Where the local government supplies organic waste receptacles, an owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle any organic waste.

### **2.4 Recycling waste receptacles**

An owner or occupier of premises must not deposit or permit to be deposited in a recycling waste receptacle—

- (a) anything other than the particular type of recycling waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 140, 240 or 360 litres—more than 70 kilograms of recycling waste; or
- (c) where the receptacle has any other capacity—more than the weight determined by the local government.

### **2.5 Organic waste receptacles**

An owner or occupier of premises must not deposit or permit to be deposited in an organic waste receptacle—

- (a) anything other than the particular type of organic waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 240 litres—more than 70 kilograms of organic waste; or
- (c) where the receptacle has any other capacity—more than the weight determined by the local government.

## **2.6 Direction to place or remove a receptacle**

- (1) The local government or an authorised person may give a written direction to an owner or occupier of specified premises—
  - (a) to place a receptacle in respect of those premises for collection; or
  - (b) to remove a receptacle in respect of those premises after collection.
- (2) The direction under subclause (1) may specify when the placement or removal is to occur, or where the receptacle is to be placed, or both.
- (3) An owner or occupier of premises must comply with a direction given under this clause.

## **2.7 Duties of owner or occupier**

An owner or occupier of premises must—

- (a) except for a reasonable period before and after collection time, keep each receptacle in a storage space or area that is behind the street alignment;
- (b) take reasonable steps, if placing a receptacle for collection on the verge adjoining the premises, or other area as determined by the local government, to ensure that, within a reasonable period before collection time, each receptacle is—
  - (i) within 1 metre of the carriageway;
  - (ii) placed so that it does not unduly obstruct any footpath, cycle way, right-of-way or carriageway; and
  - (iii) facing squarely to the edge of and opening towards the carriageway,
  - (iv) or in such other position as is approved in writing by the local government or an authorised person; and
- (c) if the receptacle is lost, stolen, damaged or defective, notify the local government, as soon as practicable, after the event.

## **2.8 Exemption**

- (1) An owner or occupier of premises may apply in writing to the local government for an exemption from compliance with the requirements of clause 2.7(a) or (b).
- (2) The local government or an authorised person may grant, with or without conditions, or refuse an application for exemption from compliance under this clause.
- (3) An exemption granted under this clause must state—
  - (a) the premises to which the exemption applies;
  - (b) the period during which the exemption applies; and

- (c) any conditions imposed by the local government or the authorised person.
- (4) An exemption granted under this clause ceases to apply—
  - (a) if the local government decides, on reasonable grounds, that there has been a failure to comply with a condition of the exemption; and
  - (b) from the date that the local government informs the owner or occupier of its decision under clause 2.8(4)(a).

## **2.9 Damaging or removing receptacles**

A person, other than the local government or its contractor, must not—

- (a) damage, destroy or interfere with a receptacle; or
- (b) except as permitted by this local law or as authorised by the local government or an authorised person, remove a receptacle from any premises to which it was delivered by the local government or its contractor.

## **2.10 Verge collections**

- (1) Where the local government has advertised a verge waste collection (such as a green waste, or a bulk waste, verge collection) a person, unless with and in accordance with the approval of the local government or an authorised person—
  - (a) must deposit waste only during the period of time, and in accordance with other terms and conditions, as advertised by the local government in relation to that verge waste collection; and
  - (b) must otherwise comply with those terms and conditions.
- (2) Where waste has been deposited on a verge for a verge waste collection, a person must not remove any of that waste for a commercial purpose but may remove it for any other purpose.
- (3) Except where waste is lawfully removed from a verge under this clause, a person must not disassemble or tamper with any waste deposited on a verge for a verge waste collection so as to increase the risk of harm to any person.
- (4) Clause 2.10(2) does not apply to the local government or a person engaged or contracted by the local government in relation to the verge waste collection.

## **PART 3 GENERAL DUTIES**

### **3.1 Duties of an owner or occupier**

An owner or occupier of premises must—

- (a) take reasonable steps to ensure that an adequate number of receptacles are provided to contain all waste which accumulates or may accumulate in or from the premises;
- (b) ensure that each receptacle is kept in good condition and repair;
- (c) take all reasonable steps to—
  - (i) prevent fly breeding and keep each receptacle free of flies, maggots, cockroaches, rodents and other vectors of disease;
  - (ii) prevent the emission of offensive or noxious odours from each receptacle; and
  - (iii) ensure that each receptacle does not cause a nuisance to an occupier of adjoining premises; and
- (d) whenever directed to do so by the local government or an authorised person, thoroughly clean, disinfect, deodorise and apply a residual insecticide to each receptacle.

### **3.2 Removal of waste from premises**

- (1) A person must not remove any waste from premises unless that person is—
  - (a) the owner or occupier of the premises;
  - (b) authorised to do so by the owner or occupier of the premises; or
  - (c) authorised in writing to do so by the local government or an authorised person.
- (2) A person must not remove any waste from a receptacle without the approval of—
  - (a) the local government or an authorised person; or
  - (b) the owner or occupier of the premises at which the receptacle is ordinarily kept.

### **3.3 Receptacles and containers for public use**

A person must not, without the approval of the local government or an authorised person—

- (a) deposit household, commercial or other waste from any premises on or into; or
- (b) remove any waste from,

a receptacle provided for the use of the general public in a public place.

## **PART 4 OPERATION OF WASTE FACILITIES**

### **4.1 Operation of this Part**

This Part applies to a person who enters a waste facility.

### **4.2 Hours of operation**

The local government may from time to time determine the hours of operation of a waste facility.

### **4.3 Signs and directions**

- (1) The local government or an authorised person may regulate the use of a waste facility—
  - (a) by means of a sign; or
  - (b) by giving a direction to a person within a waste facility.
- (2) A person within a waste facility must comply with a sign or direction under subclause (1).
- (3) The local government or an authorised person may direct a person who commits, or is reasonably suspected by the local government or the authorised person of having committed, an offence under this clause to leave the waste facility immediately.
- (4) A person must comply with a direction under subclause (3).

### **4.4 Fees and charges**

- (1) Unless subclause (3) applies, a person must, on or before entering a waste facility or on demand by the local government or an authorised person, pay the fee or charge as assessed by an authorised person.
- (2) An authorised person may assess the fee or charge in respect of a particular load of waste at a rate that applies to any part of that load, even if that rate is higher than the rate that would apply to any other part of the load.
- (3) Subclause (1) does not apply—
  - (a) to a person who disposes of waste in accordance with the terms of—
    - (i) a credit arrangement with the local government; or
    - (ii) any other arrangement with the local government to pay the fee or charge at a different time or in a different manner; and
  - (b) to the deposit of waste owned by the local government, or in the possession of an employee on behalf of the local government.

#### **4.5 Depositing waste**

- (1) A person must not deposit waste at a waste facility other than—
  - (a) at a location determined by a sign and in accordance with the sign; and
  - (b) in accordance with the direction of an authorised person.
- (2) The local government may determine the classification of any waste that may be deposited at a waste facility.

#### **4.6 Prohibited activities**

- (1) Unless authorised by the local government, a person must not—
  - (a) remove any waste or any other thing from a waste facility;
  - (b) deposit at a waste facility that is a landfill site any waste that is toxic, poisonous or hazardous, or the depositing of which is regulated or prohibited by any written law;
  - (c) light a fire in a waste facility;
  - (d) remove, damage or otherwise interfere with any flora in a waste facility;
  - (e) remove, injure or otherwise interfere with any fauna in a waste facility; or
  - (f) damage, deface or destroy any building, equipment, plant or property within a waste facility.
- (2) A person must not act in an abusive or threatening manner towards any person using, or engaged in the management or operation of, a waste facility.

### **PART 5 ENFORCEMENT**

#### **5.1 Objection and appeal rights**

Division 1 of Part 9 of the LG Act applies to a decision under this local law to grant, renew, vary or cancel—

- (a) an approval under clause 2.7(b);
- (b) an exemption under clause 2.8(2);
- (c) an approval under clause 2.9(b);
- (d) an approval under clause 2.10(1);
- (e) an authorisation under clause 3.2(1)(c);
- (f) an approval granted under clause 3.2(2); and
- (g) an approval under clause 3.3.

## **5.2 Offences and general penalty**

- (1) A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law a person is prohibited from doing, commits an offence.
- (2) A person who commits an offence under this local law is liable, on conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to a further penalty not exceeding \$500 in respect of each day or part of a day during which the offence has continued.

## **5.3 Other costs and expenses**

- (1) A person who is convicted of an offence under this local law is to be liable, in addition to any penalty imposed under clause 5.2, to pay to the local government the costs and expenses incurred by the local government in taking remedial action such as—
  - (a) removing and lawfully disposing of toxic, hazardous or poisonous waste; or
  - (b) making good any damage caused to a waste facility.
- (2) The costs and expenses incurred by the local government are to be recoverable, as a debt due to the local government, in a court of competent civil jurisdiction.

## **5.4 Prescribed offences**

- (1) An offence against a clause specified in Schedule 2 is a prescribed offence for the purposes of section 9.16(1) of the LG Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 2.

## **5.5 Form of notices**

- (1) Where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the LG Act is that of Form 1 in Schedule 1 of the LG Regulations.
- (2) The form of the infringement notice given under section 9.16 of the LG Act is that of Form 2 in Schedule 1 of the LG Regulations.
- (3) The form of the infringement withdrawal notice given under section 9.20 of the LG Act is that of Form 3 in Schedule 1 of the LG Regulations.

**SCHEDULE 1 MEANING OF 'NON-COLLECTABLE WASTE'**

***non-collectable waste*** means—

- (a) hot or burning material;
- (b) household hazardous waste, including paint, acids, alkalis, fire extinguishers, solvents, pesticides, oils, gas cylinders, batteries, chemicals and heavy metals;
- (c) any other hazardous material, such as radioactive waste;
- (d) any explosive material, such as flares or ammunition;
- (e) electrical and electronic equipment;
- (f) hospital, medical, veterinary, laboratory or pathological substances;
- (g) construction or demolition waste;
- (h) sewage;
- (i) 'controlled waste' for the purposes of the Environmental Protection (Controlled Waste) Regulations 2004;
- (j) any object that is greater in length, width, or breadth than the corresponding dimension of the receptacle or that will not allow the lid of the receptacle to be tightly closed;
- (k) waste that is or is likely to become offensive or a nuisance, or give off an offensive or noxious odour, or to attract flies or cause fly breeding unless it is first wrapped in non-absorbent or impervious material or placed in a sealed impervious and leak-proof container; and
- (l) any other waste determined by the local government to be non-collectable waste.



**SCHEDULE 2 PRESCRIBED OFFENCES**

[clause 5.4]

<b>Item No</b>	<b>Clause No</b>	<b>Description</b>	<b>Modified Penalty (\$)</b>
1	2.1(2)(a)	Failing to pay fee or charge	350
2	2.1(2)(b)	Failing to ensure lawful use of receptacle	350
3	2.2(1)	Depositing non-collectable waste in a receptacle	350
4	2.2(2)	Depositing waste in another receptacle without consent	350
5	2.3(1)	Exceeding weight capacity of a general waste receptacle	350
6	2.3(2) and (3)	Depositing unauthorised waste in a general waste receptacle	350
7	2.4(a)	Depositing unauthorised waste in a recycling waste receptacle	350
8	2.4(b) and (c)	Exceeding weight capacity of a recycling waste receptacle	250
9	2.5(a)	Depositing unauthorised waste in an organic waste receptacle	350
10	2.5(b) and (c)	Exceeding weight capacity of an organic waste receptacle	350
11	2.6(3)	Failing to comply with a direction concerning placement or removal of a receptacle	250
12	2.7(a)	Failing to keep a receptacle in the required location	250
13	2.7(b)	Failing to place a receptacle for collection in a lawful position	250
14	2.7(c)	Failing to notify of a lost, stolen, damaged or defective receptacle	250
15	2.9(a)	Damaging, destroying or interfering with a receptacle	400
16	2.9(b)	Removing a receptacle from premises	400
17	2.10(1)	Failing to comply with a term or condition of verge waste collection	400
18	2.10(2)	Removing waste from a verge waste collection for commercial purposes	350
19	2.10(3)	Disassembling or tampering with waste deposited for collection	250
20	3.1(a)	Failing to provide an adequate number of receptacles	250

21	3.1(b)	Failing to keep a receptacle in a good condition and repair	250
22	3.1(c)(i)	Failing to prevent fly breeding and vectors of disease in a receptacle	350
23	3.1(c)(ii)	Failing to prevent the emission of offensive or noxious odours from a receptacle	350
24	3.1(c)(iii)	Allowing a receptacle to cause a nuisance	350
25	3.1(d)	Failing to comply with a direction to clean, disinfect or deodorise receptacle	300
26	3.2(1)	Unauthorised removal of waste from premises	250
27	3.2(2)	Removing waste from a receptacle without approval	250
28	3.3	Depositing household, commercial or other waste into, or removing waste from, a receptacle provided for the use of the general public in a public place without approval	250
29	4.3(2)	Failing to comply with a sign or direction	500
30	4.3(4)	Failing to comply with a direction to leave	500
31	4.4(1)	Disposing waste without payment of fee or charge	500
32	4.5(1)	Depositing waste contrary to sign or direction	500
33	4.6(1)(a)	Removing waste without authority in a waste facility	250
34	4.6(1)(b)	Depositing toxic, poisonous or hazardous waste at a waste facility	500
35	4.6(1)(c)	Lighting a fire in a waste facility	300
36	4.6(1)(d)	Removing or interfering with any flora in a waste facility	300
37	4.6(1)(e)	Removing or interfering with any fauna without approval in a waste facility	300
38	4.6(1)(f)	Damaging, defacing or destroying any building, equipment, plant or property within a waste facility	500
39	4.6(2)	Acting in an abusive or threatening manner	300

Dated \_\_\_\_\_ day of \_\_\_\_\_.

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

\_\_\_\_\_  
Ronald Chambers  
**SHIRE PRESIDENT**

\_\_\_\_\_  
Shane Burge  
**CHIEF EXECUTIVE OFFICER**

**Item: 12.1.5**

**Proposed Activities in Thoroughfares and Public Places and Trading Local Law**

<b>Author/s</b>	Richard Hindley Sarah Walsh	Manager Development Services Coordinator Governance & Corporate Support
<b>Authoriser/s</b>	Roy Greive	Director External Services

**File Ref: D25/5294**

**Applicant**

Internal

**Location/Address**

Shire of Esperance

**Executive Summary**

For Council to consider adoption of a new Activities in Thoroughfares and Public Places and Trading Local Law, including repealing the Private Property Local Law 2003.

**Recommendation in Brief**

That Council request the CEO to;

1. Give Local Public Notice of the proposed Shire of Esperance Activities in Thoroughfares and Public Places and Trading Local Law and repeal of the Private Property Local Law 2003 in accordance with s.3.12(3) of the *Local Government Act 1995*;
2. Forward a copy of the proposed local law and public notices to the Minister for Local Government; and
3. Prepare a further report at the conclusion of the public submission period to enable Council to consider submissions.

**Background**

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

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

Section 3.16(1) of the *Local Government Act 1995* requires that all local laws of local government must be reviewed within an eight (8) year period after their commencement or from their last review date.

The Shire of Esperance Activities in Thoroughfares and Public Places and Trading Local Law 2016 was gazetted in February 2017 and is now due for its next scheduled review.

A report was put to Council in December 2024 where Council laid resolved the following –  
O1224-090

That Council lay the matter on the table until the March 2025 Ordinary Council Meeting to allow for a report and/or briefing on cropping within the road reserves and to provide time for officers to answer questions posed by members of the public.

### Officer's Comment

A recent review of the Private Property Local Law determined that this local law is no longer necessary and should be repealed. Some provisions deemed to still be relevant have been incorporated within the Activities in Thoroughfares and Public Places and Trading Local Law during its review.

Specifically, the provisions relating to street numbering have been inserted into the Activities in Thoroughfares and Public Places and Trading Local Law as outlined in the Table below.

The purpose of the Shire of Esperance Activities in Thoroughfares and Public Places and Trading Local Law is to provide control on activities within the public domain.

The effect of this Local Law is to acknowledge that some activities are prohibited, and some activities are permitted only under permit on thoroughfares and public places. This will provide consistency throughout the Shire of Esperance

Specific changes are proposed within this Local Law based on observations gained through its previous administration.

Due to the significant number of changes required, a new local law is proposed with the following table illustrating the major differences between the current and proposed local laws.

**Table – Amendments to the Activities in Thoroughfares and Public Places and Trading Local Law 2025**

Clause	Amendments	Officer Comment
1.5	Definitions	Provides a definition of commonly used terms in the local law. Minor tidy up of definitions.
2.2(2)(c)	Exemption from permit	The power to exempt a person from needing a permit is removed.
2.15	Assignment of numbers	New Clause taken from the Private Property Local Law 2003.
2.16	Street number to be displayed	New Clause taken from the Private Property Local Law 2003.
2.17	Location of number not to be misleading	New Clause taken from the Private Property Local Law 2003.
2.18	Limit on liability	New Clause taken from the Private Property Local Law 2003.
3.1	Definitions	New definitions added
3.6	Conditions on portable sign	New clause inserting conditions on portable signs.
3.7	Conditions on election signs	New clause inserting conditions on election signs.
3.8	Signs in Road Reserves and Open Space Reserves Under the Care and Control of the Local Government	New clause inserted adding power to issue an approval and insert conditions on an approval.
3.9	Revocation of Permit	New clause giving power to revoke a permit if not in conformity with the local law.
3.10	Removal of Signs from Public Property	New clause giving power to remove sign, advertisement or other advertising device placed in a public place

3.11	Limit on liability	New clause limiting liability when actions taken under the Local Law.
3.12	Public Liability Insurance and Indemnity	New clause required public liability insurance to be held.
4.3	Impounding of vehicle or animal	Minor modifications capitalising the word 'Regulation'
5.6(c)	Driving only on carriageway on flora roads	New exemption inserted for when there is a requirement for emergency access.
5.9(b)	Permit to Plant	New clause inserted to make it an offence to crop a thoroughfare /
6.19	Duration of permit	New clause stipulating that the term of a Outdoor Eating Facility on Public Places (Alfresco) is for 3 years.

<b><u>Clause</u></b>	<b><u>Description</u></b>	<b><u>Modified Penalty</u></b> <b>\$</b>
2.1(a)	Plant of 0.75m in height on thoroughfare within 6m of intersection	350
2.1(b)	Damaging lawn or garden	150
2.1(c)	Plant (except grass) on thoroughfare within 2m of carriageway	150
2.1(d)	Placing hazardous substance on path	150
2.1(f)	Playing games so as to impede vehicles or persons on thoroughfare	200
2.1(g)	Riding of skateboard or similar device on mall or verandah of shopping centre	200
2.2(1)(a)	Digging a trench through a kerb or path without a permit	200
2.2(1)(b)	Throwing or placing anything on a verge without a permit	200
2.2(1)(c)	Causing obstruction to vehicle or person on thoroughfare without a permit	200
2.2(1)(e)	Placing or draining offensive fluid on thoroughfare without a permit	350
2.2(1)(f)	Damage a thoroughfare	150
2.2(1)(g)	Allow material to be blown, conveyed, deposited in or on a thoroughfares	150
2.2(1)(i)	Felling tree onto thoroughfare without a permit	350
2.2(1)(j)	Installing pipes or stone on thoroughfare without a permit	150
2.2(1)(l)	Creating a nuisance on a thoroughfare without a permit	200
2.2(1)(m)	Placing a bulk rubbish container on a thoroughfare without a permit	150
2.2(1)(n)	Interfering with anything on a thoroughfare without a permit	150
2.3(1)	Consumption or possession of liquor on thoroughfare	150
2.10	Failure to maintain permissible verge treatment or placement of obstruction on verge	200
2.11	Failure to comply with notice to rectify default	200
2.17(2)	Failure to comply with sign on public place	150
3.2(1)	Placing advertising sign or affixing any advertisement on a thoroughfare without a permit	200
3.6(2)	Noncompliance with conditions for a portable sign	100
3.7(2)	Noncompliance with conditions for an election sign	100
3.12(2)	Failure to remove a sign when ordered	100
4.1(1)	Animal or vehicle obstructing a public place or local government property	200
4.2(2)(a)	Animal on thoroughfare when not led, ridden or driven	200

4.2(2)(b)	Animal on public place with infectious disease	200
4.2(2)(c)	Training or racing animal on thoroughfare in built-up area	200
4.2(3)	Horse led, ridden or driven on thoroughfare in built-up area	150
4.6	Person leaving shopping trolley in public place other than trolley bay	150
4.7(2)	Failure to remove shopping trolley upon being advised of location	150
5.6(1)	Driving a vehicle on other than the carriageway of a flora road	250
5.9(a)	Planting in thoroughfare without a permit	250
5.11	Failure to obtain permit to clear a thoroughfare	750
5.13	Burning of thoroughfare without a permit	750
5.17	Construction of firebreak on thoroughfare without a permit	750
5.19	Commercial harvesting of native flora on thoroughfare	750
6.8(1)(a)	Failure of stallholder or trader to display or carry permit	200
6.8(1)(b)	Stallholder or trader not displaying valid permit	200
6.8(1)(c)	Stallholder or trader not carrying certified scales when selling goods by weight	150
6.8(2)	Stallholder or trader engaged in prohibited conduct	150
6.10	Performing in a public place without a permit	150
6.11(2)	Failure of performer to move onto another area when directed	150

It should be noted that whilst the proposed local law initially proposed a modified penalty for cropping of a road reserve or other public areas, legal advice identified that action should be taken under the *Local Government (Uniform Local Provisions) Regulations 1996* specifically Regulations 6 and 7 and the *Local Government Act 1995* and that a modified penalty under the this local law is not appropriate.

### Consultation

Manager Development Services  
 Manager Parks and Environment  
 Manager Ranger and Emergency Services  
 Manager Waste and Environmental Health  
 Environmental Health Team  
 Building Services Team  
 Planning Service Team  
 Customer Experience Team  
 WALGA

### Financial Implications

The financial implications arising from this report are relevant advertising and gazettal costs.

### Asset Management Implications

Nil

### Statutory Implications

*Local Government Act 1995* – s.3.16 Periodic review of Local Laws

### Policy Implications

Nil

### Strategic Implications

Council Plan 2022 – 2032

*Place - Outcome 9. Attractive and welcoming places*

Objective 9.1. Develop an attractive and welcoming town centre.

## **Environmental Considerations**

Nil

## **Attachments**

- A⇒. Proposed Activities in Thoroughfares and Public Places and Trading Local Law -  
*Under Separate Cover*

## **Officer's Recommendation**

**That Council request the CEO to;**

- 1. Give Local Public Notice of the proposed Shire of Esperance Activities in Thoroughfares and Public Places and Trading Local Law and repeal of the Private Property Local Law 2003 in accordance with s.3.12(3) of the *Local Government Act 1995*;**
- 2. Forward a copy of the proposed local law and public notices to the Minister for Local Government; and**
- 3. Prepare a further report at the conclusion of the public submission period to enable Council to consider submissions.**

**Voting Requirement**

**Absolute Majority**



**12.2 ASSET MANAGEMENT**

Nil

## 12.3 CORPORATE & COMMUNITY SERVICES

### Item: 12.3.1

#### Lease Renewal Esperance Soccer Association Inc.

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

**File Ref: D25/4407**

#### **Applicant**

Esperance Soccer Association Inc.

#### **Location/Address**

Portion Lot 500 Black Street Esperance.



#### **Executive Summary**

For Council to consider renewing the lease with the Esperance Soccer Association Inc. for their clubroom building.

#### **Recommendation in Brief**

That Council agrees to enter into a new lease with the Esperance Soccer Association Inc. for their clubroom building.

#### **Background**

The Esperance Soccer Association Inc. (Association) began leasing this area within the Greater Sports Ground in 2015 after transfer from Esperance and District Badminton Association. The shed is owned by Esperance Soccer Association Inc.

The clubrooms are currently used for meetings, storage, events and display of plaques and trophies. A sub lease was put in place in 2023 with Esperance Rugby Union who also utilise the shed for storage.

The current lease for the premises is due to expire 1 May 2025, and the Association has requested to renew their lease for a further 5 years.

### **Officer's Comment**

Discussion with Officers has identified no concerns with the lease being renewed at this time. The term being 5 years will allow for the arrangement to be adjusted in line with any further progress in accordance with the Greater Sports Ground Master Plan (GSG Masterplan).

The GSG Masterplan, which has been agreed to by all clubs, has indicated that the clubroom building would not remain on site and the Association would move potentially into the Netball Clubrooms into the future, however these arrangements are still being negotiated between the relevant parties.

### **Consultation**

Esperance Soccer Association  
Building Services  
Health Services  
Planning Services  
Manager of Parks and Reserves

### **Financial Implications**

Lease preparation \$155 inc GST  
Annual Lease Fee \$110 inc GST

### **Asset Management Implications**

Nil – land only arrangement where Association is responsible for all repairs and maintenance for the building.

### **Statutory Implications**

*Local Government Act 1995* - Section 3.58 Disposing of Property  
*Local Government (Functions and General) Regulations 1996* – Section 30(2) Dispositions of property excluded from Act s.3.58  
*Land Administration Act 1997* – Section 18 Crown Land Transactions

### **Policy Implications**

Building and Property Agreements

### **Strategic Implications**

Council Plan 2022 – 2032  
*Community Connection*

A variety of accessible sport, recreation, arts and cultural activities that can be pursued by all

### **Environmental Considerations**

Nil

### **Attachments**

A1. Request for Lease Renewal Esperance Soccer Association

**Officer's Recommendation**

**That Council enter into a lease with the Esperance Soccer Association Inc. for portion 500 Black Street, subject to;**

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

**Voting Requirement**

Simple Majority

**Archived:** Wednesday, 26 February 2025 12:04:20 PM

**From:** [Esperance Soccer Association](#)

**Mail received time:** Thu, 16 Jan 2025 05:04:54

**Sent:** Thu, 16 Jan 2025 05:04:35

**To:** [Corporate Support](#)

**Cc:** [Sarah Walsh](#)

**Subject:** Re: Follow Up - Lease Expiry

**Importance:** Normal

**Sensitivity:** None

---

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

Hi Blaise and Sarah,

Happy New Year and our apologies for the delay in reply to your letter.

The Esperance Soccer Association would like to renew our lease for a further five years.

Best wishes,

Derek Clarke  
TREASURER

Get [Outlook for iOS](#)

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**From:** Corporate Support

**Sent:** Tuesday, January 14, 2025 12:00:25 PM

**To:** [espsoccerassoc@outlook.com](mailto:espsoccerassoc@outlook.com)

**Cc:** Sarah Walsh

**Subject:** Follow Up - Lease Expiry

Good morning Olie,

I'm following up on the letter dated 9 December 2024 regarding the Esperance Soccer Association's intention to renew the lease of portion of lot 500 Black Street which is due to expire in April 2025.

Letter is attached.

A prompt response would be appreciated, so we can ensure a smooth transition to a new lease.

Kind regards,

Blaise Graham

\\tap7\Corporate Support

\\tap8\Shire of Esperance\tap7 | Administration Building

**Item: 12.3.2**

**Prioritisation of Club Night Light Program (CNLP) Grant Applications**

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

**File Ref: D25/5679**

**Applicant**

Internal Report

**Location/Address**

N/A

**Executive Summary**

Council is required to endorse and prioritise applications for the current Community Sporting and Recreation Facilities Fund (CSRFF), Club Night (CNLP) Lights Program, February Small Grants Round 2025/26, to enable them to be submitted to the Department of Local Government, Sport and Cultural Industries (DLGSCI).

There are two applications to be considered in this round.

Esperance Hockey Association (see attachment A)

Esperance Tennis Club (see attachment B)

**Recommendation in Brief**

*That Council:*

1. *Endorses the CNLP Small Grants application*
  - a) *From the Esperance Tennis Club – Lights Upgrade and LED Conversion Project for the amount of \$41,242.69 (ex GST).*
  - b) *From the Esperance Hockey Association – Lighting Project for new Synthetic Hockey Field for the amount of \$160,807.00(ex GST).*
2. *Prioritises the applications as follows*
  - a) *Esperance Hockey Association (1)*
  - b) *Esperance Tennis Club (2)*

**Background**

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

Through the CNLP, the State Government will invest \$2.5 million per year, towards floodlighting infrastructure. There are 2 small grant rounds advertised annually (February and July) for projects with a cost up to \$500,000. The maximum grant offered for small grant applications is 50% of the project cost, capped at \$200,000. There is one forward planning round advertised each year for projects with a cost exceeding \$500,000. The maximum grant offered for forward planning grants is one third of the total estimated project cost (excluding GST) up to a maximum grant of \$1 million.

The two applications received relate to the DLGSCI, CNLP, February Small Grant round 2025-2026: This grant program targets projects with a cost up to \$500,000.

Applications were required to be completed with all supporting documentation and submitted to the Shire by the end of February 2025 for presentation to Council at the March 2025 Council Meeting. Recommended applications ranked by priority are then forwarded to the DLGSCI, Office by the local government by 5pm on the 31 March 2025. Applicants are notified of the outcome around late May or early June 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 are two applications for this round of CNLP, February Small Grants round 2025-2026.

Following a review by officers, both the applications are believed to be worthy of support as the lighting is essential to the day to day (night to night) running of both Sports.

The new lights for the Esperance Hockey Associations will complete their project and are essential as the club need to fixture games so that all members get the opportunity to play on the new surface.

The Esperance Tennis Clubs lights still work, however are considered old and unsafe and in need of replacement.

This is the third time the Esperance Hockey Association has applied for DLGSCI funding for their new Facility Redevelopment (Synthetic Turf and Lighting Project). They have applied for CSRFF Annual and Forward Planning Grants in 2024/25 funding round (unsuccessful) and then again in 2025/26 funding round and were successful. However, the DLGSCI reduced the amount of approved funding for all lighting projects across the State in the 2025/26 CSRFF Annual and Forward Planning Grants. DLGSCI recommended all applicants to apply for the CNLP February Small Grants application 2025/26 to cover the shortfall.

This is the second time the Esperance Tennis Club have applied for this funding after being unsuccessful in 2024/25. Their previous application was well received, however, declined due to the quantity of applications received in that round.

Therefore, as the Esperance Hockey Association application for DLGSCI funding for the CNLP February Small Grants 2025/26 will allow the Club to complete their Facility Redevelopment (Synthetic Turf and Lighting Project) and allow all its members to enjoy the new facility, it is recommended the Esperance Hockey Associations – Lighting Project for New Synthetic Field is ranked as priority (1).

Therefore, as the Esperance Tennis Club application for DLGSCI funding this CNLP February Small Grants application 2025/26 is for the replacement of old/unsafe lighting, it is recommended the Esperance Tennis Club – Lighting Upgrade and LED Conversion Project is ranked as priority (2).

### **Consultation**

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

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

### **Financial Implications**

Budget implications for the Esperance Tennis club have already been approved as part of the 2024/25 Community Grants Program. The approved amount of \$44,993 (ex GST) has been rolled over into the 2025/26 Community Grants Program budget.

No additional budget implications for the Esperance Hockey associations application.

### **Asset Management Implications**

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

### **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 CNLP Application – Esperance Hockey Association 2025/26

B. CSRFF CNLP Application - Esperance Tennis Club 2025/26

### **Officer's Recommendation**

#### **That Council:**

1. **Endorses the CNLP February Small Grants application**
  - a) **from the Esperance Tennis Club – Lights Upgrade and LED Conversion Project for the amount of \$41,242.69 (ex GST).**
  - b) **from the Esperance Hockey Associations – Lighting Project for new Synthetic Hockey Field for the amount of \$160,807.00 (ex GST)**
2. **Prioritising the application as follows**
  - a) **Esperance Hockey Association (Priority 1)**
  - b) **Esperance Tennis Club (Priority 2)**

**Voting Requirement** Simple Majority





## CLUB NIGHT LIGHTS PROGRAM

### 2025-2026 February Small Grants Application Form

For projects up to \$500,000 to be acquitted by 15 June 2026

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

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

DLGSC Contact: Kelly Waterhouse	Date: 06/02/2025	Office: Goldfields
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#### Applicant's Details:

Organisation Name:	Esperance Hockey Association				
Postal Address:	PO Box 1011				
Suburb:	Esperance	State:	WA	Postcode:	6450
Street Address:	Brazier Street				
Suburb:	Esperance	State:	WA	Postcode:	6450

#### Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Angela Hill	Title:	Mrs
Position Held:	President		
Business Phone:	0429787026	Facsimile:	
Mobile Phone:	0429787026	Email:	<b>Esperancepresident.hockey@gmail.com</b>

#### Organisation Business Details:

Does your organisation have an ABN?	Yes	ABN: 42412193229
Is your organisation registered for GST?	Yes	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's exempt
Is your organisation not-for-profit?	Yes	
Is your organisation incorporated?	Yes	Incorporation #: A820683
Bank details:	Bank: ANZ	BSB: [REDACTED] A/c: [REDACTED]

#### Local Government Authority Details:

LGA:	Shire of Esperance		
Contact:	Shane Tobin	Title:	Mr
Position Held:	Community Development & Events Manager		
Business Phone:	08 90831706	Facsimile:	
Mobile Phone:	0418557397	Email:	Shane.tobin@esperance.wa.gov.au

**PROJECT DETAILS**

<b>Project Title (brief and specific):</b> Lighting and Electrical Installation for New Synthetic Hockey Turf	
<b>Project Description:</b> Installation of electrical and lighting infrastructure to accompany new build of a synthetic hockey turf. The build of a new hockey turf is approved and is scheduled to commence in October 2025. To maximise the use and participation of the turf and to minimise the disruption of the build it would be ideal to instal the lighting at the same time.	
<b>Current lux level:</b> Nil	
<b>Proposed lux level:</b> 500	
<b>Lux level required according to the relevant Australian Standard:</b> 500	
<b>How did you establish a need for your project?</b> See EHA Surface Option Report- pages 30-33  The lights are required to support the new synthetic hockey turf to be built in late 2025. Lighting will ensure maximum use of the turf with scheduling of use for both day and night. As many members are students or live out of the townsite of Esperance, lighting is required for when members are available to use it. For example, training after hours during the week and during the evenings on weekends. Lighting will allow for greater flexibility and use of the Hockey Turf particularly for working mothers and those free after work for additional mid-week competitions.	
<b>What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)?</b> There are no other alternatives. If no lights, then the new hockey turf can only be used during the day light hours.	
<b>How will your project increase physical activity?</b> One of the key participation drivers in the Hockey Australia Participation and Engagement Plan (2021-22) was: Infrastructure and Equipment – The provision of appropriate, accessible and affordable facilities and equipment.  The plan identified that for returning hockey members the top motivators for participation were to have fun, improve fitness, health and to socialise. Motivators in continuing into future seasons were to improve skills and to socialise. Players who left the sport were predominantly in the 12-17yr age group and only a quarter of the cohort intended to return in the future.  The EHA believe through providing a synthetic hockey turf surface with <b>lights</b> we will: <ul style="list-style-type: none"><li>• Modernise our competition to be in-line with the rest of the State</li><li>• Maintain and improve participation numbers (especially in the 12-17-year-old category) and decrease attrition rates</li><li>• Increase physical activity for the Esperance population</li><li>• Allow for modified game formats to increase participation for a range of ages</li><li>• Increase socialisation and skill improvement.</li></ul> Lighting is essential to ensure the above during the nighttime hours as well as the daytime. Lighting is essential to maximise the use and participation of the New Synthetic Hockey Turf.	
<b>Have the full lifecycle costs of the project been considered and can you afford the ongoing costs of managing, maintaining and replacing the lighting? Will a specific asset replacement fund be created?</b> Yes, the EHA has budgeted for ongoing costs and a sinking fund has already been created for all asset management and replacement.	
<b>Project location:</b>	Esperance Greater Sports Ground

<b>Land ownership:</b>	Who owns the land on which your facility will be located? Shire of Esperance Lease Expiry (if applicable): N/A	
<b>Planning approvals</b>		If no, provide the date it will be applied for:
<b>Where applicable, has planning permission been granted? (LGA)</b>	Yes	01/08/2024
<b>Aboriginal Heritage Act?</b>	N/A	__/__/__
<b>Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)</b>	N/A	__/__/__
<b>Native Vegetation Clearing Permit?</b>	N/A	__/__/__
<b>Please list any other approvals that are required?</b>	N/A	__/__/__
<b>Do you share your facility with other groups?</b> No If so, who:		

List the main sport and recreation activities (maximum of 3) which will benefit from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal) which must total 100%.

Sport/community organisation	% use of the facility	Hours per week
EHA- Hockey	82.5	33
Esperance Senior High School	7.5	3
Private Skills Sessions	10	4
<b>TOTAL</b>	100%	

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

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

<b>2022/2023</b>	407	<b>2023/2024</b>	401	<b>2024/2025</b>	398
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State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the department's website: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

**What is the name of the State Sporting Association for your activity/sport?**

Hockey WA	
<b>Have you discussed your project with your State Sporting Association?</b>	Yes
Contact Name: Graeme Hall	Date of contact: 03/02/2025

### PROJECT DELIVERY

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

Task	Date
Attainment of Council approvals	01/04/2025
Preparation of tender/quotes for the major works contract	01/04/2025
Issuing of tender for major works	01/05/2025
Signing of major works contract	01/05/2025
Site works commence	27/10/2025
Construction of project starts	27/10/2025
Project 50% complete	01/02/2026
Project Completed	01/04/2026
Project hand over and acquittal	01/05/2026

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

- Hockey’s “off-season” is from October to March- the optimal time for construction. This will minimize interruption to play and is when ideal weather conditions will prevent minor construction delays
- Distance from nearest capital city may pose issues as long vehicle/oversized transport will have an impact on road users.
- Annual escalations of cost by 3.5% (fluctuations with the current economic climate expected) if works don’t commence in a timely manner could pose a financial issue.
- Significant weather events are not significant enough in the area to affect construction.

### GST

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

### PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE


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

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

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

### APPLICANT’S CERTIFICATION

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

**Name:** Angela Hill  
\_\_\_\_\_  
**Position Held:** President  
\_\_\_\_\_  
**Signature:**   
\_\_\_\_\_  
**Date:** 03/03/2025  
\_\_\_\_\_

### LODGEMENT OF YOUR APPLICATION

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

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

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

#### Your application will be considered not eligible if:

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

**DEVELOPMENT BONUS APPLICANTS ONLY**

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

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

Category		Details
Geographical location	<input checked="" type="checkbox"/> Regional/remote location <input checked="" type="checkbox"/> Growth local government	Australian Bureau of Statistic classifies Esperance as Remote Australia.
Co-location	<input type="checkbox"/> New <input type="checkbox"/> Existing	
Sustainability initiative	<input type="checkbox"/> Water saving <input type="checkbox"/> Energy reduction <input checked="" type="checkbox"/> Other	LED lighting Reduced power needs- see attached Lighting Plan
Increased participation	<input checked="" type="checkbox"/> New participants <input checked="" type="checkbox"/> Existing participants – higher level <input checked="" type="checkbox"/> Special interest <input type="checkbox"/> Other	New modern facilities will: <ul style="list-style-type: none"> <li>• increase &amp; retain membership participation</li> <li>• improve skill development</li> <li>• Greater escalation of progression to elite level</li> <li>• Potential to host elite level competition</li> </ul>

**PROJECT BUDGET**

**ESTIMATED EXPENDITURE**

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

Project Description (detailed breakdown of project elements to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote number)
All electricals required for the Installation of floodlights including poles and lights to 500 lux for Hockey Turf	309,614	340,575	Tiger Turf Quote pages 10, 11, 17-32
<b>Donated materials (Please provide cost breakdown)</b>			
<b>Volunteer labour (Please provide cost breakdown)</b>			
<b>Sub Total</b>			
<b>Cost escalation</b>	12,000	13,200	Approx 1/3 of cost escalation as per Tiger Turf Quote page 10
<b>a) Total project expenditure</b>	321,614	353,775	

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



**PROJECT FUNDING**

Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government			LGA cash and in-kind		
Applicant cash	160,807	176,888	Organisation's cash	Y	
Volunteer labour			Cannot exceed applicant cash and LGA contribution – max \$50,000		
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CNLP request	160,807	176,888	Up to ½ project cost but capped at \$200,000	N	
<b>b) Total project funding</b>	<b>321,614</b>	<b>353,775</b>	<b><i>This should equal project expenditure as listed on the previous page</i></b>		

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

The EHA is committed to building this new infrastructure in conjunction with the New Synthetic Hockey Turf. Grants are continually being submitted, fundraising by the EHA is very proactive and Sponsorship commitments continually being sourced. Please see Cycle of Life Budget attached.

**GST**

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

### LOCAL GOVERNMENT PROJECT ASSESSMENT SHEET

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

<b>Name of Local Government Authority:</b>
<b>Name of Applicant:</b>

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

#### Section A

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

#### All applications

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

#### Section B

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

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

- A Well planned and needed by municipality
- B Well planned and needed by applicant
- C Needed by municipality, more planning required
- D Needed by applicant, more planning required
- E Idea has merit, more planning work needed
- F Not recommended

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

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

**Signed**

**Position**

**Date**

Applications for CNLP funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **5pm on 31 March 2025**. Late applications cannot be accepted in any circumstances.

**DLGSC OFFICES**

**PERTH OFFICE**

246 Vincent Street  
Leederville WA 6007  
GPO Box 8349  
Perth Business Centre WA 6849  
Tel: (08) 9492 9870  
[csrff@dlgsc.wa.gov.au](mailto:csrff@dlgsc.wa.gov.au)

**MID-WEST**

Level 1, 268-270  
Foreshore Drive  
PO Box 135  
Geraldton WA 6531  
Tel: (08) 9956 2100  
[midwest@dlgsc.wa.gov.au](mailto:midwest@dlgsc.wa.gov.au)

**PILBARA**

Karratha Leisureplex  
Dampier Hwy, Karratha  
PO Box 941  
Karratha WA 6714  
Tel: (08) 9182 2100  
[pilbara@dlgsc.wa.gov.au](mailto:pilbara@dlgsc.wa.gov.au)

**GASCOYNE**

4 Francis Street  
PO Box 140  
Carnarvon WA 6701  
Tel: (08) 9941 0900  
[Gascoyne@dlgsc.wa.gov.au](mailto:Gascoyne@dlgsc.wa.gov.au)

**KIMBERLEY – Broome**

Unit 2, 23 Coghlan Street  
PO Box 1476  
Broome WA 6725  
Telephone (08) 9195 5750  
Mobile 0438 916 185  
[kimberley@dlgsc.wa.gov.au](mailto:kimberley@dlgsc.wa.gov.au)

**SOUTH WEST**

80A Blair Street  
PO Box 2662  
Bunbury WA 6230  
Tel: (08) 9792 6900  
[southwest@dlgsc.wa.gov.au](mailto:southwest@dlgsc.wa.gov.au)

**GOLDFIELDS**

106 Hannan Street  
PO Box 1036  
Kalgoorlie WA 6430  
Tel: (08) 9022 5800  
[goldfields@dlgsc.wa.gov.au](mailto:goldfields@dlgsc.wa.gov.au)

**KIMBERLEY – Kununurra**

Telephone 08 9195 5750  
Mobile 0427 357 774  
[kimberley@dlgsc.wa.gov.au](mailto:kimberley@dlgsc.wa.gov.au)

**WHEATBELT - Northam**

298 Fitzgerald Street  
PO Box 55  
Northam WA 6401  
Tel: (08) 9690 2400  
[wheatbelt@dlgsc.wa.gov.au](mailto:wheatbelt@dlgsc.wa.gov.au)

**GREAT SOUTHERN**

22 Collie Street  
Albany WA 6330  
Tel: (08) 9892 0100  
[greatsouthern@dlgsc.wa.gov.au](mailto:greatsouthern@dlgsc.wa.gov.au)

**PEEL**

Suite 94, 16 Dolphin Drive  
PO Box 1445  
Mandurah WA 6210  
Tel: (08) 9550 3100  
[peel@dlgsc.wa.gov.au](mailto:peel@dlgsc.wa.gov.au)



Department of  
Local Government, Sport  
and Cultural Industries



## CLUB NIGHT LIGHTS PROGRAM

### 2025-2026 February Small Grants Application Form

For projects up to \$500,000 to be acquitted by 15 June 2026

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

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

DLGSC Contact: Kelly Waterhouse	Date: 15/2/3	Office:
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#### Applicant's Details:

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

#### Preferred Contact Person:

All application correspondence will be directed to this person

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

#### Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 37 563 815 525
Is your organisation registered for GST?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's exempt
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is your organisation incorporated?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Incorporation #: A08211709C *
Bank details:	Bank: West Pac	BSB: 036150 A/c: 229403

#### Local Government Authority Details:

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

## PROJECT DETAILS

**Project Title (brief and specific):** Esperance Tennis Club (ETC) Lights Upgrade and LED Conversion Project

**Project Description:**

ETC is seeking funding to upgrade the lighting on the top six courts at the tennis club. It will be replaced with LED lights and a remote lighting controlled is to be installed. 6 of our 13 courts will be getting new LED lights on 8 poles. Two of these poles which are approximately 30 years old will be removed and replaced with new poles and fittings.

The halogen lights will be converted to LED. Electricity in the past has been a large cost to night tennis. The conversion will reduce our expenses when using lights which will help to maintain membership fees at affordable levels and will significantly decrease our carbon footprint. We expect after the upgrade that the lighting cost at night will not need to be passed onto members and this will encourage people to play more night tennis.

An exciting aspect of the project is the Book-a-Court remote lighting controller, which allows members to use a unique pin via keypad or mobile phone to turn on lights and open the gate, enhancing community access to our facilities.

Please note only one quote has been provided for the Book-a-Court remote lighting controller (from CSS) due to the fact that the club already uses Book-A-Court (which is endorsed by Tennis West) and this is the only controller that will work with our current online booking system.

**Current lux level: 113-193 lux**

**Proposed lux level: 350 lux**

**Lux level required according to the relevant Australian Standard: 350 lux**

**How did you establish a need for your project?**

Esperance Tennis Club's lighting issues are critical. Currently the lighting is far below community standard lux levels. The current lights are 14 years old and frequently break down, resulting in substandard lighting for the third consecutive year. This issue disrupted our Monday and Friday night programs in 2023. Temporary fixes have all courts with below-standard lighting (113-193 lux) and 80% of the courts are below 145 lux. We are experiencing ongoing electrical costs and issues due to the poor condition of the lights. Recently, a dangerous situation involving a melted cable was repaired at additional cost to the club. Thus, to prevent further overloading, more lights had to be disconnected by electricians.

Our Twilight tennis events that have been held in the past are not a viable option. Night tennis is of ever-increasing importance to the ETC and it's members. The ETC has 124 members at present. After a significant decline during the COVID pandemic, we have focused on increasing membership, sustaining our coaching business, and maintaining an active club that meets the needs of the Esperance tennis community. We have recognized that many members prefer night tennis. Therefore, night tennis programs, events, and coaching are essential to keeping our membership strong and providing tennis to the broader Esperance community.

<p>Tennis coaching is often inaccessible in rural areas and we believe it is crucial for our sports sustainability. For 10 years the ETC has been engaging a coach to live and work in Esperance. In 2022, we contracted with Suncity Tennis Academy to provide a coach for the Esperance community. The coaching program has grown to 110 children and 30 adults, with 6-7 hours of evening coaching weekly under lights almost every night of the week. Providing community standard lighting is vital for the ETC to retain Suncity's operations here. It also enables ETC to provide tennis coaching to surrounding regional areas including Condingup, Cascade and Ravensthorpe. Coaching is a key priority of the ETC to provide to our community and surrounding rural areas and to sustain the sport in Esperance into the future.</p>		
<p><b>What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)?</b></p> <p>We have maintained the lights by hiring electricians and replacing some, but due to their declining lux levels and high maintenance costs, it is crucial to replace all the old halogen lights. Last year maintaining the declining condition of the lights has cost \$2500 in electrician call outs and further costs are being endured in 2025.</p>		
<p><b>How will your project increase physical activity?</b></p> <p>ETC is very committed to giving the Esperance community and its visitors greater access to tennis and to our excellent facilities. As discussed, many of the Esperance tennis members and the community are motivated to play more night tennis as it doesn't interrupt other weekend commitments particularly for families. We now have two growing evening programs on a Monday (15-20 people) and Friday (10-20 people) and 6-7 coaching hours under lights. These activities are requiring this upgrade to continue to their full capacity.</p> <p>Also, the exciting installation of remote lighting control technology will enable the community to turn on lights when desired via an app thus giving members access to our facilities at all times. Two years ago we installed locks to use the online court hire system 'Book-a-Court' which meant the members and non-members of the Esperance community and visitors can book courts easily and cheaply. The lighting app system will be another step in our core focus of greater access to tennis for all and thus increased physical activity.</p>		
<p><b>Have the full lifecycle costs of the project been considered and can you afford the ongoing costs of managing, maintaining and replacing the lighting? Will a specific asset replacement fund be created?</b></p> <p>Yes, we have. The new lighting has greater longevity and lower maintenance needs. It can also report issues without needing an electrician, helping to address problems early and reduce costs. Additionally, we have a reserved maintenance fund for club and court upkeep. Finally the switch to LED we expect will result in low electricity costs and carbon footprint to our club and its members.</p>		
<b>Project location:</b>	Esperance Tennis Club	
<b>Land ownership:</b>	Who owns the land on which your facility will be located? Shire of Esperance, Greater Sporting Grounds  Lease Expiry (if applicable): 1 June 2029	
<b>Planning approvals</b>		If no, provide the date it will be applied for:
<b>Where applicable, has planning permission been granted? (LGA)</b>  Development approval has been granted and a building permit is currently in process.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	7/3/2025

<b>Aboriginal Heritage Act?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___
<b>Department of Biodiversity, Conservation and Attractions?</b> (Environmental, Swan River)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___
<b>Native Vegetation Clearing Permit?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___
<b>Please list any other approvals that are required?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___
<b>Do you share your facility with other groups?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If so, who:		

List the main sport and recreation activities (maximum of 3) which will benefit from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal) which must total 100%.

Sport/community organisation	% use of the facility	Hours per week
Tennis coaching adult and junior	52%	6-7 hours under lights
Social Tennis Programs	44%	6 hours under lights
Tennis events and tournaments 3 per year	5%	.5 hours under lights
<b>TOTAL</b>	100%	

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

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

<b>2022/2023</b>	184	<b>2023/2024</b>	210	<b>2024/2025</b>	264
------------------	-----	------------------	-----	------------------	-----

Note: Book-a-court users not included.

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

<b>What is the name of the State Sporting Association for your activity/sport?</b>	
Tennis West	
<b>Have you discussed your project with your State Sporting Association?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Contact Name: Charlotte King	Date of contact: 4/11/2023



### PROJECT DELIVERY

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

Task	Date
Attainment of Council approvals	10/2/2025
Preparation of tender/quotes for the major works contract	10/2/2025
Issuing of tender for major works	July 2025
Signing of major works contract	July 2025
Site works commence	15 August 2025
Construction of project starts	30 August 2025
Project 50% complete	5 September 2025
Project Completed	30 September 2025
Project hand over and acquittal	30 November 2025

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

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

We will also provide notification to residents on Jane St that there will be increased lighting levels at the tennis club with who to contact if they have any concerns.

### GST

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

### PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

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

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

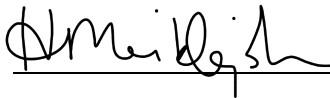
DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

### APPLICANT'S CERTIFICATION

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

**Name:** Holly Meiklejohn  
\_\_\_\_\_

**Position Held:** Treasurer  
\_\_\_\_\_

**Signature:**   
\_\_\_\_\_

**Date:** 28/2/2025  
\_\_\_\_\_

## LODGEMENT OF YOUR APPLICATION

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

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

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

### Your application will be considered not eligible if:

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

**DEVELOPMENT BONUS APPLICANTS ONLY**

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

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

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

## PROJECT BUDGET

### ESTIMATED EXPENDITURE

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

Project Description (detailed breakdown of project elements to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote number)
Provision and installation of lights and driver boxes	97367.63	107104.39	Starceвич electrical Qu 3041
Book a court lights connection facilitator	6794.14	7473.55	CSS BAC Qu 6441
Rubbish removal	800	880	Avon waste quote email 7/2/25
Building approval	611.81	673	Quote Statewide Building Certification and Shire fee
<b>Donated materials (Please provide cost breakdown)</b>	6806.48	7487.13	Poles and fittings donated by ETC member – Quote S36597
<b>Volunteer labour (Please provide cost breakdown)</b>	1125	1237.50	Esperance Tennis Club members @ \$25/hr application writing, meeting with electricians, determining current lux levels, project management.
<b>Sub Total</b>	113505.05	124855.57	
<b>Cost escalation</b>	17025.75	18728.33	<i>15% contingency allowance has been recommended by industry expert to make a reasonable allowance for potential delays, contractor price escalation at time of award and other project uncertainty.</i>
<b>a) Total project expenditure</b>	130530.8	143583.90	

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

**PROJECT FUNDING**

Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	44993	49492.30	LGA cash and in-kind	Y	
Applicant cash	6818.18	7500	Organisation's cash	Y	Bank statement
Volunteer labour	1125	1237.50	Cannot exceed applicant cash and LGA contribution – max \$50,000	Y	Verbal confirmation
Donated materials	6806.48	7487.13	Cannot exceed applicant cash and LGA contribution	Y	G&S Quote. Poles and cages to be donated by club members
Other State Government funding					
Federal Government funding					
Other funding – to be listed – Rotary/CBH	22727.27 6818.18	25000 7500	EB Rotary Club, CBH	Y	RCEB and CBH funding letters
CNLP request	41242.69	45366.97	Up to ½ project cost but capped at \$200,000	N	
<b>b) Total project funding</b>	<b>130530.8</b>	<b>143583.90</b>	<b><i>This should equal project expenditure as listed on the previous page</i></b>		

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

More funds (up to \$10,000) could be sourced from the club savings if necessary (see the attached recent bank statement).  
Other sponsorship and grant options will be sought including from Tennis Australia and the Esperance Ag Fund.  
The Book-a-Court remote lighting facility (CSS quote) could also be excluded from this project if not enough funding can be sourced.

**GST**

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

## LOCAL GOVERNMENT PROJECT ASSESSMENT SHEET

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

<b>Name of Local Government Authority:</b>
<b>Name of Applicant:</b>

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

### Section A

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

#### All applications

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

### Section B

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

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

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

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

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

**Signed**

**Position**

**Date**

Applications for CNLP funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **5pm on 31 March 2025**. Late applications cannot be accepted in any circumstances.



## DLGSC OFFICES

### PERTH OFFICE

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Leederville WA 6007  
GPO Box 8349  
Perth Business Centre WA 6849  
Tel: (08) 9492 9870  
[csrff@dlgsc.wa.gov.au](mailto:csrff@dlgsc.wa.gov.au)

### MID-WEST

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PO Box 135  
Geraldton WA 6531  
Tel: (08) 9956 2100  
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### PILBARA

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PO Box 941  
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[pilbara@dlgsc.wa.gov.au](mailto:pilbara@dlgsc.wa.gov.au)

### GASCOYNE

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PO Box 140  
Carnarvon WA 6701  
Tel: (08) 9941 0900  
[Gascoyne@dlgsc.wa.gov.au](mailto:Gascoyne@dlgsc.wa.gov.au)

### KIMBERLEY – Broome

Unit 2, 23 Coghlan Street  
PO Box 1476  
Broome WA 6725  
Telephone (08) 9195 5750  
Mobile 0438 916 185  
[kimberley@dlgsc.wa.gov.au](mailto:kimberley@dlgsc.wa.gov.au)

### SOUTH WEST

80A Blair Street  
PO Box 2662  
Bunbury WA 6230  
Tel: (08) 9792 6900  
[southwest@dlgsc.wa.gov.au](mailto:southwest@dlgsc.wa.gov.au)

### GOLDFIELDS

106 Hannan Street  
PO Box 1036  
Kalgoortie WA 6430  
Tel: (08) 9022 5800  
[goldfields@dlgsc.wa.gov.au](mailto:goldfields@dlgsc.wa.gov.au)

### KIMBERLEY – Kununurra

Telephone 08 9195 5750  
Mobile 0427 357 774  
[kimberley@dlgsc.wa.gov.au](mailto:kimberley@dlgsc.wa.gov.au)

### WHEATBELT - Northam

298 Fitzgerald Street  
PO Box 55  
Northam WA 6401  
Tel: (08) 9690 2400  
[wheatbelt@dlgsc.wa.gov.au](mailto:wheatbelt@dlgsc.wa.gov.au)

### GREAT SOUTHERN

22 Collie Street  
Albany WA 6330  
Tel: (08) 9892 0100  
[greatsouthern@dlgsc.wa.gov.au](mailto:greatsouthern@dlgsc.wa.gov.au)

### PEEL

Suite 94, 16 Dolphin Drive  
PO Box 1445  
Mandurah WA 6210  
Tel: (08) 9550 3100  
[peel@dlgsc.wa.gov.au](mailto:peel@dlgsc.wa.gov.au)

**Item: 12.3.3**

**Payment of Accounts Listing - March 2025**

<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: D25/5716**

**Executive Summary**

To present the list of accounts paid by the Chief Executive Officer under delegated authority and the list of payments made by authorised employees using credit cards and other purchasing cards for the month 1 – 28 February 2025.

**Background**

Recent reviews of the *Local Government Financial Management Regulations (1996)* by Moore Australia recommends that the payments listing (*Reg 13*) and the list of payments made by authorised employees using credit cards or other purchasing cards (*Reg 13A*) to be presented to Council in a separate agenda item to the financial reports as they relate to a different part of the Financial Management Regulations.

**Consultation**

Moore Australia – Chartered Accountants, Auditors and Business Advisors

**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 - February 2025

B. Transaction Cards Report - February 2025

**Officer's Recommendation**

**That Council:**

1. **Receive the list of accounts paid for the period 1 – 28 February 2025 as listed in the attachment.**
2. **Receive the list of accounts paid using credit cards and other purchasing cards for the period 1 – 28 February 2025 as listed in the attachment.**

**Voting Requirement**

Simple Majority

**SHIRE OF ESPERANCE**  
**THE ACCOUNTS REFERRED TO IN THE SCHEDULE AND SUMMARISED BELOW HAVE BEEN PAID**  
**FOR THE PERIOD ENDING 28 FEBRUARY 2025**

**MUNICIPAL FUND**

***Cheques***

ACTUAL PAYMENTS:	Cheques: 27772	\$212.10
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***EFT***

ACTUAL PAYMENTS:	Transaction No's: E4744 - E4758	\$4,712,562.05
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***Credit Cards***

ACTUAL PAYMENTS:	Transactions: 25/01/2025 - 25/02/2025	\$22,601.33
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**Paid under the delegated authority to the CEO**

<b>MUNICIPAL TOTAL:</b>	<b>\$4,735,375.48</b>
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***Estimated % local payments (including credit cards)***

<b>\$2,884,317.20</b>	<b>60.91%</b>
-----------------------	---------------

**TRUST FUND**

***Cheques***

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

***EFT***

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

<b>TRUST TOTAL:</b>	<b>\$0.00</b>
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<b>TOTAL:</b>	<b>\$4,735,375.48</b>
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### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 March 2025 for confirmation in respect to accounts already paid.

Tran Amount

#### Municipal Fund - Cheque Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
C27772	21/02/2025	386	Shire of Esperance - Petty Cash	Petty cash recoup - Visitors Centre & Admin	\$ 212.10
<b>Total Creditor payments made by Cheque from Municipal Fund</b>					<b>\$ 212.10</b>

#### Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4744	04/02/2025	11720	Accuris (Allium UK Holding Ltd) International	Annual Australian standards online subscription	\$ 14,580.27
E4745	04/02/2025	260	Horizon Power	Electricity charges	\$ 1,322.09
E4745	04/02/2025	290	Telstra	Telephone charges	\$ 5,067.83
E4745	04/02/2025	392	Water Corporation	Water usage charges	\$ 9,318.71
E4745	04/02/2025	2562	Commonwealth Bank of Australia	Merchant fees	\$ 6,889.32
E4745	04/02/2025	8117	Foxtel Cable Television Pty Limited	Monthly subscription - February	\$ 155.00
E4745	04/02/2025	9321	Superchoice Services Pty Limited	Superannuation - January 2025	\$ 274,358.29
E4745	04/02/2025	11364	Ezidebit Pty Ltd	Ezidebit services - BOILC	\$ 132.92
E4746	04/02/2025	11720	Accuris (Allium UK Holding Ltd) International	Annual Australian standards online subscription additional charge	\$ 46.47
E4747	06/02/2025	1	Australian Taxation Office	Payroll deduction	\$ 181,284.00
E4747	06/02/2025	62	Building And Construction Industry	BCITF levies - January 2025	\$ 2,922.64
E4747	06/02/2025	100	Landgate	Title searches	\$ 54.30
E4747	06/02/2025	126	Esperance Electrical Service	Electrical services	\$ 396.00
E4747	06/02/2025	381	Optus Communications	Internet connection for the mobile CCTV	\$ 59.99
E4747	06/02/2025	505	Esperance Plumbing Service	Plumbing services	\$ 12,277.50
E4747	06/02/2025	571	St John Ambulance Association in WA	Training & first aid supplies	\$ 1,126.70
E4747	06/02/2025	867	Esperance Mobile Welding	Parts & repairs	\$ 12,155.00
E4747	06/02/2025	977	The Pier Hotel	Meals and refreshments - EHC	\$ 46.70
E4747	06/02/2025	1148	Woodlands Distributors and Agencies	Dog waste bags	\$ 1,467.84

EFT Ref / Cheque No	Date	Creditor	Pavee	Description	Amount
E4747	06/02/2025	1197	Six Mile Hill Bush Fire Brigade	Reimbursement	\$ 124.99
E4747	06/02/2025	1315	Gibson Soak Water Co	Bottled water	\$ 158.00
E4747	06/02/2025	1470	Express Yourself Printing Esperance	Printing and stationery	\$ 2,500.00
E4747	06/02/2025	1550	Comfort Inn Bay of Isles	Bookeasy sales - Accommodation	\$ 625.50
E4747	06/02/2025	1695	Bay of Isles Mini-Excavators	Grease trap services	\$ 520.00
E4747	06/02/2025	2162	Felsoft Pty Ltd T/as Avis Esperance	Vehicle repairs	\$ 4,405.50
E4747	06/02/2025	2496	Professionals Esperance Real Estate	Rent	\$ 3,360.00
E4747	06/02/2025	2763	Esperance Lock & Shoe Service	Key & lock supplies	\$ 40.00
E4747	06/02/2025	2900	Esperance Bay Yacht Club Inc	Event hire charges - Citizen of the Year	\$ 1,823.50
E4747	06/02/2025	3227	Esperance Fire Services	Hire and service of fire equipment	\$ 2,184.60
E4747	06/02/2025	3392	Kent Family Trust	Installation of new bore - Myrup truck wash	\$ 19,800.00
E4747	06/02/2025	3484	Esperance Podiatry	Podiatry services - EHC	\$ 1,765.00
E4747	06/02/2025	3534	Local Government Professionals	Training & education	\$ 121.00
E4747	06/02/2025	3604	Kelyn Training Services	Training & education	\$ 1,280.00
E4747	06/02/2025	3752	Securepay Pty Ltd	Monthly charge	\$ 89.21
E4747	06/02/2025	3835	WA Local Government Association	Training & education	\$ 1,309.00
E4747	06/02/2025	3901	Information Services & Technology	Collections management software - Museum	\$ 320.00
E4747	06/02/2025	4308	Esperance Motor Group	One new Toyota Hilux	\$ 66,324.90
E4747	06/02/2025	4404	Wren Oil	Oil waste disposal	\$ 594.00
E4747	06/02/2025	4553	CFC Holdings Pty Ltd	Parts & repairs	\$ 568.13
E4747	06/02/2025	4819	1st Esperance Scout Group	Event activity - Edge of the Bay	\$ 550.00
E4747	06/02/2025	4947	Toll Ipec Pty Ltd	Freight charges	\$ 671.75
E4747	06/02/2025	4989	Woolworths Group Limited*	Consumables & supplies	\$ 1,160.61
E4747	06/02/2025	5042	Officeworks Business Direct	Office stationery & supplies	\$ 174.95
E4747	06/02/2025	5114	Perth Scientific Pty Ltd	Service of environmental services equipment	\$ 165.00
E4747	06/02/2025	5133	Australia Day Council of WA Inc	Reimbursement	\$ 635.62
E4747	06/02/2025	5194	Jatek Engineering	Refund	\$ 266.90
E4747	06/02/2025	5295	Komatsu Australia Pty Ltd	Parts & repairs	\$ 570.90

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E4747	06/02/2025	5393	Esperance Eagle View Accommodation	Bookeasy sales - Accommodation	\$ 1,677.00
E4747	06/02/2025	5604	Esperance Milk Supply	Milk supplies	\$ 107.52
E4747	06/02/2025	5622	Subway Esperance	Catering	\$ 1,239.20
E4747	06/02/2025	5796	Pink Lake IGA	Consumables & supplies	\$ 123.58
E4747	06/02/2025	6009	McLeod's Barristers & Solicitors	Legal advice	\$ 4,001.14
E4747	06/02/2025	6024	SeatAdvisor Pty Ltd	Ticket sales - January 2025	\$ 137.13
E4747	06/02/2025	6164	Data 3 Limited	Secure cloud backup for Office 365	\$ 757.68
E4747	06/02/2025	6221	PFD Food Services Pty Ltd	Consumables & supplies	\$ 234.30
E4747	06/02/2025	6495	MCM Protection Pty Ltd	Security & monitoring services	\$ 1,841.40
E4747	06/02/2025	6537	ABCO Products Pty Ltd	Ablution supplies	\$ 2,164.80
E4747	06/02/2025	6552	Esperance Bird and Animal Park	Bookeasy sales - Accommodation	\$ 2,691.80
E4747	06/02/2025	6732	Scout Hall Committee	Venue hire for Edge of the Bay & Youth Day	\$ 1,155.00
E4747	06/02/2025	6894	C.R. Kennedy & Co Pty Ltd.	Parts & supplies	\$ 328.02
E4747	06/02/2025	7103	Galaxy Enterprises	Souvenirs for resale - Visitors Centre	\$ 303.65
E4747	06/02/2025	7250	Esperance CWA Holiday Units	Bookeasy sales - Accommodation	\$ 4,999.61
E4747	06/02/2025	7425	Esperance Cleaning Service	Cleaning services	\$ 35,090.00
E4747	06/02/2025	7438	Independence Australia	Nursing products & supplies - EHC	\$ 2,023.75
E4747	06/02/2025	7460	Auscoinswest	Souvenirs for resale - Visitors Centre	\$ 727.10
E4747	06/02/2025	7479	La Cabane Retreat	Bookeasy sales - Accommodation	\$ 455.80
E4747	06/02/2025	7581	T & L Ayers	Rent	\$ 900.00
E4747	06/02/2025	7825	Jode Nursery	Plants for Australia Day ceremony	\$ 74.00
E4747	06/02/2025	7845	Nespresso Professional	Kiosk consumables	\$ 226.00
E4747	06/02/2025	8024	C A Poole	Consignment sales	\$ 2,264.60
E4747	06/02/2025	8303	Liquor Barons Esperance	Ice supplies	\$ 50.00
E4747	06/02/2025	8331	Hydrapower Pty Ltd.	Parts & equipment	\$ 4,108.50
E4747	06/02/2025	8497	The Print Shop Bunbury	Printing supplies & stationery	\$ 231.00
E4747	06/02/2025	8506	Le Grand Chateau Esperance	Bookeasy sales - Accommodation	\$ 1,410.40
E4747	06/02/2025	8567	Esperance Mobility Sales & Service	Mobility equipment - EHC	\$ 245.00

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E4747	06/02/2025	8596	Frontline Fire and Rescue Equipment	Uniform, supplies & equipment	\$ 5,656.13
E4747	06/02/2025	8644	AM Wreckers Group Pty Ltd	Towing services	\$ 220.00
E4747	06/02/2025	8670	Jetmen Mbangani Pty Ltd	Pre-employment medical assessment	\$ 220.00
E4747	06/02/2025	8685	Lucky Roe Snack Bar	Catering	\$ 926.30
E4747	06/02/2025	8693	MailGuard Pty Ltd	Annual email filtering & business continuity	\$ 10,560.00
E4747	06/02/2025	8783	The Trustee for Recherche Medical	Pre-employment medical assessment	\$ 150.00
E4747	06/02/2025	8800	South Regional TAFE	Training & education	\$ 311.60
E4747	06/02/2025	8933	Aurelia's Ice Creamery and Cafe	Catering - Citizen of the Year and other events	\$ 3,593.25
E4747	06/02/2025	8955	Esperance Laundry and Linen	Laundry services	\$ 27.20
E4747	06/02/2025	9033	J L Waters	Reimbursement	\$ 12.00
E4747	06/02/2025	9163	Esperance Combined Tyres & Mechanical	Tyres, repairs & parts	\$ 7,850.00
E4747	06/02/2025	9218	Avantgarde Technologies Pty Ltd	Monthly CCTV maintenance & Cloud backup	\$ 8,579.56
E4747	06/02/2025	9236	T Stewarts Engineering	Supply & fabricate materials	\$ 573.69
E4747	06/02/2025	9237	Esperance Metaland	Parts & supplies	\$ 220.79
E4747	06/02/2025	9270	William Govan's TA Bills Doors and Services	Door servicing and repairs	\$ 2,145.00
E4747	06/02/2025	9279	M D & K L Bassett	Refund	\$ 68.00
E4747	06/02/2025	9306	Drake-Brockman Building and	Design & construct residential units	\$ 205,513.00
E4747	06/02/2025	9330	Coastal Climate Choice Pty Ltd	Repairs & servicing	\$ 3,599.89
E4747	06/02/2025	9466	Esperance Glass	Replacement windscreen	\$ 808.50
E4747	06/02/2025	9503	EcoValley Honey - Winton Hughes	Consignment sales	\$ 122.80
E4747	06/02/2025	9531	Esperance Island Cruises	Bookeasy sales - Accommodation	\$ 2,337.50
E4747	06/02/2025	9540	North Metropolitan Tafe	Training & education	\$ 190.00
E4747	06/02/2025	9558	Mackenzies Electrical Service Pty Ltd	Electrical services	\$ 1,870.00
E4747	06/02/2025	9564	South East Auto & Heavy Diesel	Parts & repairs	\$ 130.61
E4747	06/02/2025	9578	Department of Mines, Industry & Resources	Building levies - January 2025	\$ 2,894.64
E4747	06/02/2025	9639	Avon Waste	Rubbish & recycling collections	\$ 56,469.99
E4747	06/02/2025	9641	Aussie Broadband Pty Ltd	Monthly internet charges	\$ 507.00
E4747	06/02/2025	9645	TPG Network Pty Ltd	Monthly internet charges - EVC	\$ 130.90



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E4747	06/02/2025	9671	R P Western	Consignment sales	\$ 8.00
E4747	06/02/2025	9838	Blue Haven Shell Studio Accommodation	Bookeasy sales - Accommodation	\$ 1,277.10
E4747	06/02/2025	9894	Calibre Care	Mobility equipment - EHC	\$ 1,000.15
E4747	06/02/2025	10013	TRB Plant Repairs Pty Ltd	Inspection, service & training	\$ 3,643.64
E4747	06/02/2025	10195	K Hindley	Jackpot winnings - Pay 16	\$ 150.00
E4747	06/02/2025	10218	D B Ambrose	Gardening services - EHC	\$ 325.00
E4747	06/02/2025	10229	D1 Store Pty Ltd	Drone parts & equipment	\$ 1,580.00
E4747	06/02/2025	10269	Lite N' Easy Pty Ltd	Meal preparation and delivery - EHC	\$ 1,958.34
E4747	06/02/2025	10358	Esperance Weekender	Advertising services	\$ 799.00
E4747	06/02/2025	10416	J M Smith	Rent	\$ 600.00
E4747	06/02/2025	10459	Cloud Payment Group	Debt collection services	\$ 8,796.50
E4747	06/02/2025	10505	Retro Roads	Road marking services	\$ 152,153.27
E4747	06/02/2025	10518	Townzies Turf and Gardens	Lawns & garden services - EHC	\$ 519.75
E4747	06/02/2025	10617	RTSM Consulting	Road safety audits	\$ 13,860.00
E4747	06/02/2025	10651	Louise Stewart Brown Creative Artwork	Consignment sales	\$ 6.36
E4747	06/02/2025	10688	Urbis Pty Ltd	Consultants for Housing, Land and Accommodation Study	\$ 5,280.00
E4747	06/02/2025	10692	S C Bowyer	Reimbursement	\$ 362.88
E4747	06/02/2025	10735	Cabcharge Pty Ltd	Cab charges - January	\$ 287.09
E4747	06/02/2025	10757	In Motion Esperance	Pre-employment medical assessments	\$ 360.00
E4747	06/02/2025	10759	Motum Pty Ltd	Freight charges	\$ 132.00
E4747	06/02/2025	10859	BM Electrical WA Pty Ltd (Griff's)	Electrical services	\$ 429.00
E4747	06/02/2025	10891	S Sweeney	Jackpot winnings - Pay 16	\$ 150.00
E4747	06/02/2025	10942	Thorp Realty Pty Ltd	Rent	\$ 1,240.00
E4747	06/02/2025	10956	MBL Food & Packaging T/A South Coast Foodservice	Consumables & supplies	\$ 5,934.74
E4747	06/02/2025	10964	Boulevard News Esperance	Office supplies & stationery	\$ 75.21
E4747	06/02/2025	10985	Rebecca Staunton Physiotherapy	Physiotherapy services - EHC	\$ 1,567.50
E4747	06/02/2025	11022	Dynamic Machining Pty Ltd	Parts & repairs	\$ 1,567.50
E4747	06/02/2025	11034	Cloud Eleven Esperance Pty Ltd	Meals for staff and volunteers	\$ 64.80

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E4747	06/02/2025	11053	David Macdermott T/A Mermaid Leather	Consignment sales	\$ 12.00
E4747	06/02/2025	11058	Howat WA Pty Ltd T/A The Weed Terminator	Fire mitigation and suppression works	\$ 55,770.00
E4747	06/02/2025	11096	Esperance Trophies & Laser Engraving	Engraving services	\$ 638.50
E4747	06/02/2025	11110	Esperance Outdoor Power Equipment	Parts & equipment	\$ 49.30
E4747	06/02/2025	11203	Deltawest Training	Training & education	\$ 3,050.00
E4747	06/02/2025	11215	Wavecrest Village Tourist Park	Bookeasy sales - Accommodation	\$ 141.30
E4747	06/02/2025	11307	Jonas Leisure Pty Ltd	Envibe SMS bundle	\$ 3,300.00
E4747	06/02/2025	11316	BreezeConnect	Monthly subscription	\$ 48.50
E4747	06/02/2025	11340	Down to Earth Esperance	Equipment & supplies	\$ 69.95
E4747	06/02/2025	11356	Good Chat Designs	Consignment sales	\$ 82.00
E4747	06/02/2025	11370	G A Noble	Reimbursement	\$ 94.95
E4747	06/02/2025	11384	CNE Ag Innovations Pty Ltd	Parts & repairs	\$ 389.42
E4747	06/02/2025	11401	Levi's Woodworking	Consignment sales	\$ 17.60
E4747	06/02/2025	11408	F J Johnstone	Flyer delivery service	\$ 400.00
E4747	06/02/2025	11492	Esperance Luxe Floral & Home Co	Indoor plants - Civic Centre	\$ 477.00
E4747	06/02/2025	11513	Avis WA	Vehicle hire x 3	\$ 9,792.26
E4747	06/02/2025	11607	Eco Bin (Aust) Pty Ltd	Waste bin supplies	\$ 3,067.65
E4747	06/02/2025	11618	Esperance Windscreens	Windscreen replacement	\$ 484.04
E4747	06/02/2025	11636	Folktales Rest	Bookeasy sales - Accommodation	\$ 326.80
E4747	06/02/2025	11647	Lortleaze Farms	Gravel supplies & delivery	\$ 53,143.53
E4747	06/02/2025	11665	F E Technologies PTY LTD	Print management supplies - Library	\$ 429.00
E4747	06/02/2025	11685	Jens Altheimer	Performer fee - Civic Centre	\$ 957.00
E4747	06/02/2025	11697	The Trustee for Frost Family Trust	Catering	\$ 550.00
E4747	06/02/2025	11718	Sonic HealthPlus	Medical assessment	\$ 3,730.65
E4747	06/02/2025	11721	Zelmari's Grazing Tables & Platters	Catering	\$ 330.00
E4747	06/02/2025	11724	L R MacKillican	Reimbursement	\$ 9.00
E4747	06/02/2025	11725	M Fallon	Refund	\$ 153.00
E4748	10/02/2025	260	Horizon Power	Electricity charges	\$ 2,416.18

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E4748	10/02/2025	314	WA Treasury Corporation	Loan repayment	\$ 7,053.82
E4748	10/02/2025	392	Water Corporation	Water usage charges	\$ 6,624.23
E4748	10/02/2025	7576	Les Mills Asia Pacific	Staff training courses	\$ 739.00
E4748	10/02/2025	11308	Fleetcare Pty Ltd	Monthly lease for two vehicles	\$ 5,176.52
E4748	10/02/2025	11364	Ezidebit Pty Ltd	Ezidebit services - BOILC	\$ 387.63
E4749	13/02/2025	392	Water Corporation	Water usage charges	\$ 1,179.60
E4750	14/02/2025	11728	Orange Hitches NZ Ltd	Chip seal bucket for a skid steer	\$ 7,856.44
E4751	14/02/2025	260	Horizon Power	Electricity charges	\$ 34,833.77
E4751	14/02/2025	392	Water Corporation	Water usage charges	\$ 10,055.60
E4751	14/02/2025	7580	BP Australia Pty Ltd (6791)	Air BP refuelling	\$ 878.78
E4751	14/02/2025	8784	Sheriff's Office, Perth	Legal fees	\$ 258.00
E4752	18/02/2025	260	Horizon Power	Electricity charges	\$ 404.08
E4752	18/02/2025	290	Telstra	Telephone charges	\$ 1,155.00
E4752	18/02/2025	392	Water Corporation	Water usage charges	\$ 5,902.71
E4752	18/02/2025	9997	Sandwai Pty Ltd	Software monthly admin & mobile user	\$ 2,304.23
E4752	18/02/2025	11364	Ezidebit Pty Ltd	Ezidebit services - BOILC	\$ 221.34
E4753	20/02/2025	1	Australian Taxation Office	Payroll deduction	\$ 210,296.00
E4753	20/02/2025	100	Landgate	GRV's	\$ 40.46
E4753	20/02/2025	126	Esperance Electrical Service	Electrical services	\$ 5,211.00
E4753	20/02/2025	184	Best Western Hospitality Inn Esperance	Bookeasy sales - Accommodation	\$ 349.00
E4753	20/02/2025	187	Ixom Operations Pty Ltd	Cylinder & gas charges	\$ 276.89
E4753	20/02/2025	289	Parkins Earthworks	Fire mitigation works	\$ 907.50
E4753	20/02/2025	395	BOC Gases	Cylinder & gas charges	\$ 303.61
E4753	20/02/2025	505	Esperance Plumbing Service	Plumbing services	\$ 4,209.82
E4753	20/02/2025	571	St John Ambulance Association in WA	Training & supplies including 62 defibrillator pads & battery packs for bushfire brigades	\$ 19,303.97
E4753	20/02/2025	1189	Esperance Senior High School	Lotterywest funding	\$ 200.00
E4753	20/02/2025	1215	Shire of Esperance Municipal Fund	Bond	\$ 500.00

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E4753	20/02/2025	1250	Hoeyes Exhaust Centre	Parts & supplies	\$ 10.00
E4753	20/02/2025	1271	Department of Transport	Disclosure of information fees	\$ 40.90
E4753	20/02/2025	1315	Gibson Soak Water Co	Bottled water	\$ 73.00
E4753	20/02/2025	1470	Express Yourself Printing Esperance	Printing and stationery	\$ 1,724.00
E4753	20/02/2025	1662	Esperance Trim And Canvas	Canvas supplies	\$ 192.50
E4753	20/02/2025	1695	Bay of Isles Mini-Excavators	Plant hire, grease trap & septic services	\$ 16,886.00
E4753	20/02/2025	1730	Rotary Club of Esperance Inc	Community grant funding	\$ 11,000.00
E4753	20/02/2025	1981	Esperance Sportspower	Staff uniforms & electric bike	\$ 14,307.00
E4753	20/02/2025	2317	Southern Cross Austereo Pty Ltd	Radio advertising	\$ 1,947.00
E4753	20/02/2025	2496	Professionals Esperance Real Estate	Rent	\$ 3,360.00
E4753	20/02/2025	2655	The Lions Club of Esperance	Community grant funding	\$ 4,250.00
E4753	20/02/2025	2763	Esperance Lock & Shoe Service	Key & lock supplies	\$ 72.00
E4753	20/02/2025	3142	Australian Museums and Galleries	Annual membership	\$ 261.00
E4753	20/02/2025	3533	Mike Henley Mechanical & Fabrication	Parts & repairs	\$ 411.18
E4753	20/02/2025	3534	Local Government Professionals	Training & education	\$ 1,320.00
E4753	20/02/2025	3545	ASB Marketing Pty Ltd	Promotional merchandise	\$ 3,190.00
E4753	20/02/2025	4148	Bay of Isles Community Outreach Inc	Confidential shredding services	\$ 75.00
E4753	20/02/2025	4553	CFC Holdings Pty Ltd	Parts & repairs	\$ 865.26
E4753	20/02/2025	4567	WA Police Service	Volunteer Police checks - EHC	\$ 90.00
E4753	20/02/2025	4699	Esperance Care Services Inc	Bags of rags	\$ 125.00
E4753	20/02/2025	4737	J A & C D Brodie-Hall	Refund	\$ 600.00
E4753	20/02/2025	4947	Toll Ipec Pty Ltd	Freight charges	\$ 9,862.56
E4753	20/02/2025	4989	Woolworths Group Limited*	Consumables & supplies	\$ 2,914.70
E4753	20/02/2025	5042	Officeworks Business Direct	Office supplies & stationery	\$ 272.89
E4753	20/02/2025	5065	Deep Sea Angling Club	Venue hire	\$ 200.00
E4753	20/02/2025	5092	Quality Publishing Australia	Maps & books for resale - EVC	\$ 1,082.55
E4753	20/02/2025	5123	Top End Takeaways	Catering	\$ 199.50
E4753	20/02/2025	5444	Reece Australia Pty Ltd	Plumbing supplies	\$ 287.78

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E4753	20/02/2025	5604	Esperance Milk Supply	Milk supplies	\$ 109.38
E4753	20/02/2025	5622	Subway Esperance	Catering	\$ 751.15
E4753	20/02/2025	5767	Seek Limited	Advertising positions vacant	\$ 836.00
E4753	20/02/2025	5796	Pink Lake IGA	Consumables & supplies	\$ 1,073.83
E4753	20/02/2025	5896	Toyota Financial Services	Lease payments	\$ 443.81
E4753	20/02/2025	6060	HIT Productions	Performance fee - A DinoMite Baby Dinosaur Show	\$ 4,125.00
E4753	20/02/2025	6147	J S & T S Hainsworth	Reimbursement	\$ 360.00
E4753	20/02/2025	6221	PFD Food Services Pty Ltd	Consumables & supplies	\$ 773.40
E4753	20/02/2025	6254	Albany City Motors	New Isuzu tipper truck	\$ 74,438.03
E4753	20/02/2025	6495	MCM Protection Pty Ltd	Security & monitoring services	\$ 1,637.35
E4753	20/02/2025	6552	Esperance Bird and Animal Park	Bookeasy sales - Accommodation	\$ 2,287.60
E4753	20/02/2025	6641	DMS Diesels	Service & repairs	\$ 741.60
E4753	20/02/2025	6819	The Rotary Club of Esperance Bay	Catering	\$ 450.00
E4753	20/02/2025	6866	Koori Kids Pty Limited	Community grant funding	\$ 450.00
E4753	20/02/2025	6897	Aptella Pty Ltd	Software support for Tiny Mobile robot	\$ 4,400.00
E4753	20/02/2025	7093	Department of Health and Ageing	Recovery of unspent funds FY2023/24 - EHC	\$ 108,820.97
E4753	20/02/2025	7250	Esperance CWA Holiday Units	Bookeasy sales - Accommodation	\$ 2,545.60
E4753	20/02/2025	7425	Esperance Cleaning Service	Cleaning - BOILC	\$ 5,040.75
E4753	20/02/2025	7438	Independence Australia	Nursing products & supplies - EHC	\$ 3,680.33
E4753	20/02/2025	7465	J & S Parsons Holdings Pty Ltd	Staff meals & client activities - EHC	\$ 34.70
E4753	20/02/2025	7581	T & L Ayers	Rent	\$ 900.00
E4753	20/02/2025	7703	Talis Consultants	Consulting services - Myrup organics option review	\$ 709.50
E4753	20/02/2025	7715	TD Contractors	Earthworks	\$ 11,608.30
E4753	20/02/2025	7879	Drillers Ridge Pty Ltd - 8 Taylor S	Bookeasy sales - Accommodation	\$ 791.20
E4753	20/02/2025	7887	Goldfields Voluntary Regional	Lotterywest grant funds - Urban Greening Program	\$ 165,193.00
E4753	20/02/2025	7928	Commercial Cleaning Equipment	Cleaning equipment - Floor scrubber - BOILC	\$ 14,850.00
E4753	20/02/2025	8024	C A Poole	Bookeasy sales - Accommodation	\$ 739.60
E4753	20/02/2025	8274	Truis Pty Ltd	Backup storage server	\$ 47,256.00

EFT Ref / Cheque No	Date	Creditor	Pavee	Description	Amount
E4753	20/02/2025	8303	Liquor Barons Esperance	Refreshments	\$ 430.95
E4753	20/02/2025	8348	Esperance Photoboosts	Photobooth hire - Library Lovers Day	\$ 400.00
E4753	20/02/2025	8467	Dixon Construction	Design & construct Condingup Brigade Fire Shed	\$ 70,892.78
E4753	20/02/2025	8497	The Print Shop Bunbury	Stickers & card supplies	\$ 1,108.80
E4753	20/02/2025	8506	Le Grand Chateau Esperance	Bookeasy sales - Accommodation	\$ 498.80
E4753	20/02/2025	8596	Frontline Fire and Rescue Equipment	Fire brigade uniforms	\$ 1,179.19
E4753	20/02/2025	8644	AM Wreckers Group Pty Ltd	Towing services	\$ 220.00
E4753	20/02/2025	8685	Lucky Roe Snack Bar	Volunteer catering	\$ 461.00
E4753	20/02/2025	8689	Esperance Bakery	Volunteer catering	\$ 465.00
E4753	20/02/2025	8783	The Trustee for Recherche Medical	Pre-employment medical assessment	\$ 50.00
E4753	20/02/2025	8914	Cleanaway Pty Ltd	Rubbish & recycling collections	\$ 485.88
E4753	20/02/2025	8924	L & SJ Hannett	Pest control services	\$ 315.70
E4753	20/02/2025	8933	Aurelia's Ice Creamery and Cafe	Catering	\$ 230.00
E4753	20/02/2025	8955	Esperance Laundry and Linen	Laundry services	\$ 188.80
E4753	20/02/2025	8972	Dunn's Cleaning Service Pty Ltd	Cleaning services	\$ 37,717.99
E4753	20/02/2025	8989	Envirolab Services (WA) Pty Ltd	Bore monitoring services	\$ 324.91
E4753	20/02/2025	9028	Terry White Chemmart Esperance	Chemist supplies - EHC	\$ 1,192.60
E4753	20/02/2025	9138	Department of Biodiversity Conservation	Annual park passes	\$ 14,340.00
E4753	20/02/2025	9147	Key Pest and Weed Control	Pest control services	\$ 1,475.10
E4753	20/02/2025	9163	Esperance Combined Tyres & Mechanic	Tyres, repairs & parts	\$ 10,367.00
E4753	20/02/2025	9188	Agwest Machinery	One new Kubota tractor	\$ 188,320.00
E4753	20/02/2025	9236	T Stewarts Engineering	Supply, fabricate & install locking system	\$ 2,843.27
E4753	20/02/2025	9330	Coastal Climate Choice Pty Ltd	Service, inspections and new air conditioner installation	\$ 13,769.64
E4753	20/02/2025	9478	Base Entertainment Pty Ltd	Performance fee - Spellbound	\$ 21,013.30
E4753	20/02/2025	9483	Digrite Nominees	One skid steer concrete bucket attachment	\$ 9,735.00
E4753	20/02/2025	9503	EcoValley Honey - Winton Hughes	Consignment sales	\$ 135.20
E4753	20/02/2025	9531	Esperance Island Cruises	Breathing apparatus refill - BOILC	\$ 20.00
E4753	20/02/2025	9542	MCD Contracting Pty Ltd	Machine hire for fire mitigation	\$ 59,979.50

EFT Ref / Cheque No	Date	Creditor	Pavee	Description	Amount
E4753	20/02/2025	9558	Mackenzies Electrical Service Pty Ltd	Electrical services	\$ 206.73
E4753	20/02/2025	9561	O'Neill Motors	Service & repairs	\$ 1,415.40
E4753	20/02/2025	9564	South East Auto & Heavy Diesel	Service & repairs	\$ 428.98
E4753	20/02/2025	9639	Avon Waste	Rubbish & recycling collections	\$ 54,710.88
E4753	20/02/2025	9642	Delnorth Pty Ltd	Parts & materials	\$ 2,030.57
E4753	20/02/2025	9832	RAC Tourism Assets Pty Ltd	Bookeasy sales - Accommodation	\$ 124.20
E4753	20/02/2025	9838	Blue Haven Shell Studio Accommodation	Bookeasy sales - Accommodation	\$ 709.50
E4753	20/02/2025	9857	D J Kennedy	Gardening services - EHC	\$ 214.50
E4753	20/02/2025	9894	Calibre Care	Mobility equipment - EHC	\$ 2,083.00
E4753	20/02/2025	10125	J W Hayward	Jackpot winnings - Pay 17	\$ 150.00
E4753	20/02/2025	10136	Anything and Everything Esperance	Souvenirs for resale - EHC	\$ 1,541.12
E4753	20/02/2025	10142	R-Group International Pty Ltd	Teams phone package - January 2025	\$ 3,217.12
E4753	20/02/2025	10182	Esperance Holiday Apartments	Bookeasy sales - Accommodation	\$ 675.00
E4753	20/02/2025	10218	D B Ambrose	Gardening services - EHC	\$ 895.00
E4753	20/02/2025	10268	White Sands Paving	Supply & installation of pavers	\$ 6,627.50
E4753	20/02/2025	10269	Lite N' Easy Pty Ltd	Meal preparation and delivery - EHC	\$ 1,698.17
E4753	20/02/2025	10358	Esperance Weekender	Advertising	\$ 744.74
E4753	20/02/2025	10386	M & M J Wood	Bookeasy sales - Accommodation	\$ 856.56
E4753	20/02/2025	10416	J M Smith	Rent	\$ 600.00
E4753	20/02/2025	10444	Ausroad Manufacturing Pty Ltd	Parts & spares	\$ 245.30
E4753	20/02/2025	10518	Townzies Turf and Gardens	Gardening services - EHC	\$ 544.50
E4753	20/02/2025	10564	WA Girl Macrame	Consignment sales	\$ 39.12
E4753	20/02/2025	10570	Allied Forklifts Pty Ltd	Filter, parts & spares	\$ 536.80
E4753	20/02/2025	10649	Bitumen Distribution Pty Ltd	Supply & delivery of bitumen	\$ 24,750.00
E4753	20/02/2025	10651	Louise Stewart Brown Creative Artwork	Consignment sales	\$ 87.08
E4753	20/02/2025	10667	Bucci Holdings Pty Ltd - Visimax	Uniform supplies	\$ 274.34
E4753	20/02/2025	10675	Archipelago Apartments	Bookeasy sales - Accommodation	\$ 356.40
E4753	20/02/2025	10688	Urbis Pty Ltd	Tourism Accommodation & Caravan & Camping Study	\$ 70,092.00

EFT Ref / Cheque No	Date	Creditor	Pavee	Description	Amount
E4753	20/02/2025	10706	BGL Solutions Pty Ltd	Turf & reticulation renovations - Greater Sports Ground	\$ 50,160.00
E4753	20/02/2025	10757	In Motion Esperance	Pre-employment medical assessment	\$ 360.00
E4753	20/02/2025	10798	Live Life Alarms	Monitoring alarm services - EHC	\$ 547.00
E4753	20/02/2025	10848	Retravisio Esperance – JAPMR Pty Ltd	Whitegoods & supplies	\$ 480.00
E4753	20/02/2025	10942	Thorp Realty Pty Ltd	Rent	\$ 1,240.00
E4753	20/02/2025	10949	Bistro Louis Pty Ltd	Staff meal and client activities - EHC	\$ 29.70
E4753	20/02/2025	10956	MBL Food & Packaging T/A South Coast Foodservice	Consumables & supplies	\$ 4,510.46
E4753	20/02/2025	10958	Newsxpress Esperance Lottery Centre	Office and stationery supplies	\$ 1,241.00
E4753	20/02/2025	10985	Rebecca Staunton Physiotherapy	Physiotherapy services - EHC	\$ 1,628.00
E4753	20/02/2025	11030	JMAC Building	Repairs & supplies	\$ 5,232.50
E4753	20/02/2025	11045	Grubs Contractor Fencing	Supply and install fencing	\$ 27,158.37
E4753	20/02/2025	11053	David Macdermott T/A Mermaid Leather	Consignment sales	\$ 12.00
E4753	20/02/2025	11103	Mak Industrial Water Solutions Pty Ltd	Sludge removal unit - Truck wash	\$ 33,250.80
E4753	20/02/2025	11115	APLOMB Occupational Therapy	Occupational therapy services - EHC	\$ 390.00
E4753	20/02/2025	11176	Tunstall Healthcare	Monthly care alert services	\$ 54.90
E4753	20/02/2025	11191	Bay Diversified Pty Ltd	Weed control spraying services	\$ 7,611.57
E4753	20/02/2025	11215	Wavecrest Village Tourist Park	Bookeasy sales - Accommodation	\$ 35.10
E4753	20/02/2025	11262	Meeka Metals Limited	Refund	\$ 1,392.77
E4753	20/02/2025	11271	Coldtrek Distribution Group	Kiosk stock - BOILC	\$ 426.55
E4753	20/02/2025	11320	C Webster	Jackpot winnings - Pay 17	\$ 150.00
E4753	20/02/2025	11334	Laurens Larder	Catering	\$ 286.00
E4753	20/02/2025	11353	M A Symes	Small community grant funding	\$ 500.00
E4753	20/02/2025	11356	Good Chat Designs	Consignment sales	\$ 150.00
E4753	20/02/2025	11401	Levi's Woodworking	Consignment sales	\$ 28.00
E4753	20/02/2025	11428	Bread Local	Catering	\$ 267.00
E4753	20/02/2025	11431	Southern Suspension & 4x4 Centre	Parts & repairs	\$ 400.00
E4753	20/02/2025	11439	Kath Guest t/as Heart of the Mallee	Consignment sales	\$ 37.60
E4753	20/02/2025	11447	S R Liddelow	Reimbursement	\$ 155.52



EFT Ref / Cheque No	Date	Creditor	Pavee	Description	Amount
E4753	20/02/2025	11460	Albertus Petrus Wagner T/A Katanka Trust	Supply & delivery of gravel	\$ 100,425.60
E4753	20/02/2025	11469	Joryn Haulage	Supply & delivery of water	\$ 660.00
E4753	20/02/2025	11513	Avis WA	Car hire	\$ 289.18
E4753	20/02/2025	11515	B J Dunbar	Reimbursement	\$ 84.00
E4753	20/02/2025	11518	Mega Phones	Monthly pendant monitoring	\$ 250.00
E4753	20/02/2025	11527	JA Miller & KL Miller T/A Pharkarwee	Wild dog baiting services	\$ 7,832.00
E4753	20/02/2025	11571	Wyoming Transport	Transport charges	\$ 1,902.93
E4753	20/02/2025	11588	Green Thumb Gardening Esperance	Gardening services - EHC	\$ 462.00
E4753	20/02/2025	11618	Esperance Windscreens	Replacement windscreen	\$ 1,064.80
E4753	20/02/2025	11698	Bookeasy Australia Pty Ltd	Commission fees - January 2025	\$ 773.67
E4753	20/02/2025	11711	Supagas Pty Limited	Gas supply charges	\$ 7,902.60
E4753	20/02/2025	11717	Enhanced Design & Drafting	Design concept for new accommodation	\$ 6,864.00
E4753	20/02/2025	11719	Wicked Strategies	Training & education	\$ 2,411.05
E4753	20/02/2025	11723	Carbatec	Parts & spares	\$ 284.00
E4753	20/02/2025	11729	Industrial Minerals Ltd	Refund	\$ 1,716.70
E4753	20/02/2025	11730	P M & E M Renfrey	Refund	\$ 115.21
E4753	20/02/2025	11731	S J Zanotti	Refund	\$ 183.94
E4753	20/02/2025	11732	Steven Alan Taylor	Performance fee	\$ 300.00
E4753	20/02/2025	11733	G M Wills	Refund	\$ 313.00
E4753	20/02/2025	11735	S A Dorrington	Refund	\$ 395.00
E4753	20/02/2025	11736	I R Campbell	Refund	\$ 210.00
E4753	20/02/2025	11737	Modularis Pty Ltd T/A Modular WA	Refund	\$ 805.96
E4753	20/02/2025	11738	Department of Primary Industries & Regional Dev	Pest control supplies	\$ 2,695.00
E4753	20/02/2025	11741	B M Dunn	Refund	\$ 175.35
E4754	24/02/2025	325	Easton WJ & V	Hire of earthmoving plant	\$ 28,736.40
E4754	24/02/2025	505	Esperance Plumbing Service	Plumbing services	\$ 242.00
E4754	24/02/2025	1469	Beachwind Enterprises Pty Ltd	Hire of earthmoving plant	\$ 196,226.25
E4754	24/02/2025	2693	Worth Kerbing	Kerbing services	\$ 8,762.60

EFT Ref / Cheque No	Date	Creditor	Pavee	Description	Amount
E4754	24/02/2025	6014	Esperance Tree Lopping	Pruning and removal of trees and stumps	\$ 27,280.00
E4754	24/02/2025	6636	Esperance Earthworks Pty Ltd	Hire of earthmoving plant	\$ 258,975.75
E4754	24/02/2025	7522	Jacka Trenching and Fencing	Traffic control	\$ 25,137.75
E4754	24/02/2025	8230	Ballantyne Earthmoving	Hire of earthmoving plant and labour	\$ 388,573.47
E4754	24/02/2025	8317	Titan Contracting	Mowing services & traffic control	\$ 37,276.12
E4754	24/02/2025	10615	Quaintrelle (WA) Pty Ltd	Hire of street sweeper	\$ 54,564.88
E4754	24/02/2025	10660	Logic Enterprises (WA) Pty Ltd	Pre-employment medical assessment	\$ 753.50
E4754	24/02/2025	11017	D R Shilton	Reimbursement	\$ 228.10
E4754	24/02/2025	11537	CB Traffic Solutions Pty Ltd	Traffic control	\$ 13,759.10
E4755	25/02/2025	260	Horizon Power	Electricity charges	\$ 42,011.21
E4755	25/02/2025	392	Water Corporation	Water usage charges	\$ 2,256.20
E4755	25/02/2025	2562	Commonwealth Bank of Australia	Merchant fees	\$ 1,453.90
E4755	25/02/2025	8081	Bond Administrator D	Bond payments	\$ 4,720.00
E4755	25/02/2025	11364	Ezidebit Pty Ltd	Ezidebit services - BOILC	\$ 386.27
E4756	26/02/2025	47	B E Stearne & Co Pty Ltd	Reticulation supplies	\$ 350.53
E4756	26/02/2025	63	Bunnings Ltd*	Hardware & supplies	\$ 10,260.66
E4756	26/02/2025	112	Esperance Ag Services	Parts & equipment	\$ 1,805.45
E4756	26/02/2025	136	Powerplant Motorcycles	Equipment & repairs	\$ 403.80
E4756	26/02/2025	281	Bluescope Distribution	Steel supplies & fabrication	\$ 2,441.16
E4756	26/02/2025	287	Swans Veterinary Services	Veterinary services	\$ 693.30
E4756	26/02/2025	323	Westrac Equipment Pty Ltd	Plant parts & repairs	\$ 14,056.04
E4756	26/02/2025	707	Haslams	Protective clothing	\$ 6,499.39
E4756	26/02/2025	1259	South East Petroleum*	Fuel supplies	\$ 108,290.23
E4756	26/02/2025	1461	Kip & Steve's Mechanical Repairs	Heavy plant parts & repairs	\$ 7,223.74
E4756	26/02/2025	1485	Freight Lines Group	Freight charges	\$ 14,873.54
E4756	26/02/2025	1575	GPC Asia Pacific Pty Ltd/Repco	Automotive supplies	\$ 7,555.09
E4756	26/02/2025	2005	Trility Solutions Pty Ltd - Hydrame	Service & repairs for chlorination systems	\$ 34,139.47
E4756	26/02/2025	2333	Winc Australia Pty Limited	Office & stationery supplies	\$ 632.35

EFT Ref / Cheque No	Date	Creditor	Pavee	Description	Amount
E4756	26/02/2025	2469	Coates Hire	Plant hire	\$ 1,411.87
E4756	26/02/2025	3406	Colquhoun's Fremantle Bag Co	Woven polypropylene bag supply	\$ 1,540.00
E4756	26/02/2025	3774	Goodchild Enterprises	Battery supplies	\$ 2,684.00
E4756	26/02/2025	3834	Dicks Electronics	Electronics supplies	\$ 80.80
E4756	26/02/2025	4210	Farm & General EOPP	Parts & supplies	\$ 8,711.01
E4756	26/02/2025	4647	Marketforce - Omnicom	Advertising	\$ 380.57
E4756	26/02/2025	4648	Wurth Australia Pty Ltd	Parts & supplies	\$ 714.35
E4756	26/02/2025	5215	Public Transport Authority of Western Australia	TransWA - January 2025	\$ 3,450.61
E4756	26/02/2025	5253	T-Quip	Parts & spares	\$ 725.49
E4756	26/02/2025	5503	David Gray & Co Pty Ltd	Waste bin supply	\$ 3,200.45
E4756	26/02/2025	5908	Heatley Sales Pty Ltd	Parts & repairs	\$ 263.19
E4756	26/02/2025	6183	Kleen West	Cleaning products	\$ 12,770.32
E4756	26/02/2025	6714	Holcim Pty Ltd	Aggregate & kerbmix supplies	\$ 78,520.56
E4756	26/02/2025	8267	Valvoline (Australia) Pty Ltd	Oil stock supplies	\$ 7,378.86
E4756	26/02/2025	8827	Zanzara	Mosquito traps	\$ 1,259.00
E4756	26/02/2025	8959	Topsigns	Various signage supplies	\$ 4,739.46
E4756	26/02/2025	9022	AFGRI Equipment Australia Pty Ltd	Parts & repairs	\$ 2,160.58
E4756	26/02/2025	9170	ThermoAir	Air conditioning services	\$ 1,115.17
E4756	26/02/2025	9210	McIntosh & Son W.A.	Parts & spares	\$ 404.47
E4756	26/02/2025	9574	Clarke & Stokes Agriservices Pty Ltd	Irrigation supplies	\$ 4,349.08
E4756	26/02/2025	9657	Super Cheap Auto Pty Ltd	Autoelectrical parts & supplies	\$ 309.97
E4756	26/02/2025	9948	Rotech Auto-Electrical and Mechanical	Parts, labour & servicing	\$ 24,466.59
E4756	26/02/2025	10821	T J Depiazzi & Sons	Supply & deliver mulch	\$ 36,313.20
E4756	26/02/2025	10993	Etech WA Pty Ltd T/As Esperance Communications	Monthly printing charges & supplies	\$ 5,893.70
E4756	26/02/2025	11082	South East Petroleum - BFB Accounts	Fuel supplies	\$ 3,872.76
E4756	26/02/2025	11160	Sigma Telford Group	Pool supplies	\$ 610.50
E4756	26/02/2025	11298	Alcolizer Technology Pty Ltd	Onsite D&A testing	\$ 1,298.00
E4756	26/02/2025	11501	SoundBay Pty Ltd T/A Mannys Music	Lighting & sound equipment	\$ 2,946.00

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4756	26/02/2025	11658	HFM Asset Management Pty Ltd	Property condition reports - Library, Museum, Cannery & Playgroup	\$ 29,766.00
E4756	26/02/2025	11681	Waglass Pty Ltd	Glass for recycling	\$ 1,076.42
E4756	26/02/2025	11734	H Harrison	Refund	\$ 172.00
E4756	26/02/2025	11745	Aria Digital Pty Ltd	Advertising	\$ 190.30
E4757	28/02/2025	11742	Specialised Roading Equipment	Emulsion tank equipment	\$ 36,962.50
E4758	28/02/2025	260	Horizon Power	Electricity charges	\$ 892.75
E4758	28/02/2025	314	WA Treasury Corporation	Loan repayment	\$ 15,947.92
E4758	28/02/2025	392	Water Corporation	Water usage charges	\$ 2,724.24
E4758	28/02/2025	7580	BP Australia Pty Ltd (6791)	Air BP refuelling	\$ 250.35
E4758	28/02/2025	11364	Ezidebit Pty Ltd	Ezidebit services - BOILC	\$ 194.67
<b>Total Creditor payments made by EFT from Municipal Fund</b>					<b>\$ 4,712,562.05</b>

**SHIRE OF ESPERANCE**  
**CREDIT CARD PAYMENT LISTING**

List of accounts direct debited from Council's Municipal Fund submitted to the Ordinary Council Meeting  
held on 25/03/2025 for confirmation in respect to accounts already paid via credit cards.

DATE	CREDITOR	PARTICULARS	AMOUNT
25/01/2025	Fleet Fitness	Gym equipment	\$ 71.50
31/01/2025	Wish Gift Card	Staff farewell gift	\$ 300.00
4/02/2025	Twilio Sendgrid	Monthly BOILC point of sale subscription	\$ 151.46
4/02/2025	Officeworks	Office supplies & stationery	\$ 45.04
4/02/2025	Vend Pos	Monthly Visitors Centre point of sale subscription	\$ 189.05
15/02/2025	Canva	Digital marketing services	\$ 30.00
9/02/2025	Netflix	Monthly subscription	\$ 18.99
12/02/2025	Myer Pty Ltd	Mobility equipment - EHC	\$ 115.94
17/02/2025	Xero	Monthly subscription	\$ 70.00
17/02/2025	Subway Esperance	Catering	\$ 122.00
19/02/2025	Down to Earth Esperance	Mobility equipment - EHC	\$ 60.00
24/02/2025	Red Dot Stores	Office supplies	\$ 19.99
24/02/2025	Kmart	Office supplies	\$ 47.00
1/02/2025	Ezi Gofax Pty Ltd	Fax licence	\$ 29.85
4/02/2025	Intuit Mailchimp	Media subscription	\$ 315.40
6/02/2025	WHS and Training Compliance Solutions	Training & education	\$ 220.00
8/02/2025	Starlink Internet	Remote internet monthly charges	\$ 1,502.00
9/02/2025	Microsoft	Azure cloud storage - Esperance Coastal Safety	\$ 2.78
13/02/2025	Notifyre	Messaging subscription	\$ 22.00
14/02/2025	Jobfit Health Group	Pre-employment medical assessment	\$ 689.69
18/02/2025	Three Springs Medical	Pre-employment medical assessment	\$ 396.00
18/02/2025	Go Daddy	Web domains renewals	\$ 95.79
18/02/2025	Go Daddy	Web domains renewals	\$ 95.79
18/02/2025	Go Daddy	Web domains renewals	\$ 95.79
20/02/2025	Jobfit Health Group	Pre-employment medical assessment	-\$ 686.40
18/02/2025	Woolworths	Catering	\$ 7.42
18/02/2025	Esperance French Hot Breadshop	Catering	\$ 62.90
4/02/2025	Australian Institute of Building Surveyors	Annual membership renewal	\$ 880.00
11/02/2025	Woolworths	Catering	\$ 40.07
11/02/2025	The Reject Shop	Kitchen supplies	\$ 3.50
19/02/2025	Red Dot Stores	Office supplies	\$ 2.99
24/01/2025	The Reject Shop	Event supplies	\$ 10.40
28/01/2025	Rex Airlines	Flights - Workers Compensation - Perth	\$ 817.89
30/01/2025	Hougoumont Hotel	Accommodation - Workers Compensation - Perth	\$ 946.05
30/01/2025	Uber	Travel - Workers Compensation - Perth	\$ 52.66
31/01/2025	Hougoumont Hotel	Accommodation - Workers Compensation - Perth - Refund	-\$ 236.49
31/01/2025	Facebook Advertising	Media advertising	\$ 58.98
1/02/2025	Uber	Travel - Workers Compensation - Perth	\$ 43.21
3/02/2025	Ingot Hotel	Accommodation - Traffic Management Training - Perth	\$ 233.50
3/02/2025	Ingot Hotel	Accommodation - Traffic Management Training - Perth	\$ 162.08
7/02/2025	Uber	Travel - Les Mills Training - Perth	\$ 39.70
8/02/2025	Uber	Travel - Les Mills Training - Perth	\$ 100.00
8/02/2025	Uber	Travel - Les Mills Training - Perth	\$ 25.00
9/02/2025	Uber	Travel - Les Mills Training - Perth	\$ 23.32
9/02/2025	Uber	Travel - Les Mills Training - Perth	\$ 10.03
9/02/2025	Uber	Travel - Les Mills Training - Perth	\$ 12.53
10/02/2025	Hougoumont Hotel	Accommodation - Les Mills Training - Perth	\$ 1,072.60
10/02/2025	Uber	Travel - Les Mills Training - Perth	\$ 43.58
12/02/2025	Rex Airlines	Flights - Surveying course - Perth	\$ 408.95
13/02/2025	Rex Airlines	Flights - IPR Fundamentals - Perth	\$ 408.95
13/02/2025	Grammarly	Media subscription	\$ 236.81
14/02/2025	Swan River Hotel	Accommodation - ARO Training - Perth	\$ 1,056.72
16/02/2025	Uber	Travel - Surveying course - Perth	\$ 32.31
17/02/2025	Uber	Travel - Surveying course - Perth	\$ 17.60
17/02/2025	Rex Airlines	Flights - FME World Tour - Perth	\$ 408.95
17/02/2025	Rex Airlines	Flights - Perth Caravan & Camping Show Representation - Perth	\$ 408.95
18/02/2025	Uber	Travel - Surveying course - Perth	\$ 21.61
18/02/2025	Rex Airlines	Flights - Diploma Local Government - Perth	\$ 408.95
19/02/2025	Uber	Travel - Surveying course - Perth	\$ 91.60
19/02/2025	Quest Innaloo	Accommodation - West Tech Assemblage - Perth	\$ 439.21
19/02/2025	Holiday Inn Hotel	Accommodation - Diploma Local Government - Perth	\$ 382.66
20/02/2025	Uber	Travel - Surveying course - Perth	\$ 19.99
21/02/2025	Uber	Travel - Surveying course - Perth	\$ 75.03
21/02/2025	Quest Innaloo	Accommodation - West Tech Assemblage - Perth	\$ 33.09

**SHIRE OF ESPERANCE**  
**CREDIT CARD PAYMENT LISTING**

List of accounts direct debited from Council's Municipal Fund submitted to the Ordinary Council Meeting held on 25/03/2025 for confirmation in respect to accounts already paid via credit cards.

DATE	CREDITOR	PARTICULARS	AMOUNT
23/02/2025	Uber	Disputed transaction - Being reimbursed	\$ 19.17
23/02/2025	Uber	Disputed transaction - Being reimbursed	\$ 53.74
23/02/2025	Uber	Disputed transaction - Being reimbursed	\$ 10.52
23/02/2025	Uber	Disputed transaction - Being reimbursed	\$ 8.80
24/02/2025	Uber	Travel - Surveying course - Perth	\$ 15.40
24/02/2025	Woolworths	Stock for chambers	\$ 100.60
24/02/2025	BWS Liquor	Stock for chambers	\$ 72.00
24/01/2025	Lucky Roe Snack Bar	Catering	\$ 34.80
24/01/2025	The Deli King	Catering	\$ 79.00
25/01/2025	Bunnings	Hardware & supplies	\$ 299.00
2/02/2025	Ampol Esperance	Supplies for supporting fires - Ice	\$ 12.00
2/02/2025	Ampol Esperance	Fuel supplies	\$ 37.84
2/02/2025	Supercheap Auto	Parts & spares	\$ 41.99
4/02/2025	Supercheap Auto	Parts & spares	\$ 3.00
8/02/2025	Dicks Electronics	Electronic supplies	\$ 249.00
9/02/2025	IGA Esperance	Catering	\$ 42.37
31/01/2025	Coles Express	Supplies for supporting fires - Ice & refreshments	\$ 48.00
31/01/2025	Dominos Esperance	Catering for Dalyup fires	\$ 635.02
31/01/2025	Pink Lake IGA	Supplies for Dalyup fires	\$ 248.10
1/02/2025	Pink Lake IGA	Supplies for Dalyup fires	\$ 92.50
1/02/2025	Bunnings	Firefighting supplies	\$ 218.00
1/02/2025	Fuel Distributors	Fuel for Dalyup fires	\$ 29.70
1/02/2025	IGA Esperance	Supplies for Dalyup fires	\$ 241.55
4/02/2025	Boulevard News Esperance	Stationery supplies	\$ 14.99
4/02/2025	Jens Gems	Staff farewell gift	\$ 96.57
4/02/2025	Esperance Nail & Beauty	Staff farewell gift	\$ 100.00
5/02/2025	Esperance French Hot Breadshop	Catering	\$ 47.45
5/02/2025	33 Degrees Esperance	Staff farewell gift	\$ 101.50
6/02/2025	Liquorland	Supplies for supporting fires - Ice	\$ 30.00
10/02/2025	Bunnings	Hardware & supplies	\$ 253.50
11/02/2025	Ampol Esperance	Fuel supplies	\$ 17.50
28/01/2025	Retravisson Esperance	Whitegoods & supplies	\$ 78.90
28/01/2025	The Reject Shop	Office supplies	\$ 18.75
4/02/2025	Downtown Espresso Esperance	Catering	\$ 35.00
4/02/2025	Esperance French Hot Breadshop	Catering	\$ 10.60
9/02/2025	Facebook Advertising	Advertising	\$ 11.00
10/02/2025	Down to Earth Esperance	Prizes for Baarndi opening	\$ 549.00
10/02/2025	Sportspower	Prizes for Baarndi opening	\$ 448.00
11/02/2025	Retravisson Esperance	Gift cards for Town Tunes	\$ 450.00
11/02/2025	Subway Esperance	Catering	\$ 61.00
12/02/2025	Woolworths	Catering	\$ 19.60
12/02/2025	Esperance Communications	Electronic supplies	\$ 446.00
12/02/2025	Facebook Advertising	Advertising	\$ 11.46
13/02/2025	Goodchild Enterprises	Gift cards for Town Tunes	\$ 150.00
13/02/2025	Woody Island Eco Tours	Gift cards for Town Tunes	\$ 300.00
14/02/2025	Southcoast Foodservice	Stock for Civic Centre kiosk	\$ 281.25
14/02/2025	Dominos Esperance	Catering	\$ 103.97
15/02/2025	Coles Express	Water for Civic Centre	\$ 29.00
18/02/2025	Holi Colour Powder	Colour run supplies for event	\$ 621.60
30/01/2025	Barbeques Galore Esperance	Gel pack - EHC	\$ 26.98
13/02/2025	Woolworths	Kitchen supplies - EHC	\$ 202.86
18/02/2025	Barbeques Galore Esperance	Gel pack - EHC	\$ 53.96
30/01/2025	Supercheap Auto	Staff farewell gift	\$ 300.00
3/02/2025	Sanno Marracoonda Hotel	Accommodation - Workmate Training Academy - Perth	\$ 262.37
4/02/2025	Sanno Marracoonda Hotel	Accommodation - Workmate Training Academy - Perth	\$ 24.31
10/02/2025	Rawlinsons Cost Management	Training & education	\$ 960.00
18/02/2025	White Sands Gallery	Staff farewell gift	\$ 499.95
18/02/2025	Retravisson Esperance	Staff farewell gift	\$ 509.20
		<b>Total Credit Card Purchases 25/01/2025 - 25/02/2025</b>	<b>\$ 22,601.33</b>

**SHIRE OF ESPERANCE  
PURCHASING CARDS PAYMENT LISTING**

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25/03/2025 for confirmation in respect to accounts already paid via purchasing cards, as summarised in Payment of Accounts Listing.

DATE	CREDITOR	PARTICULARS	AMOUNT
21/01/2025	Bunnings	Hardware & supplies	\$ 62.93
23/01/2025	Bunnings	Hardware & supplies	\$ 42.45
22/01/2025	Bunnings	Hardware & supplies	\$ 56.00
30/01/2025	Bunnings	Hardware & supplies	\$ 61.34
28/01/2025	Bunnings	Hardware & supplies	\$ 131.70
28/01/2025	Bunnings	Hardware & supplies	\$ 43.48
28/01/2025	Bunnings	Hardware & supplies	\$ 47.57
22/01/2025	Bunnings	Hardware & supplies	\$ 11.95
20/01/2025	Bunnings	Hardware & supplies	\$ 77.30
30/01/2025	Bunnings	Hardware & supplies	\$ 252.99
28/01/2025	Bunnings	Hardware & supplies	\$ 369.93
29/01/2025	Bunnings	Hardware & supplies	\$ 70.76
29/01/2025	Bunnings	Hardware & supplies	\$ 10.40
29/01/2025	Bunnings	Hardware & supplies	\$ 7.70
28/01/2025	Bunnings	Hardware & supplies	\$ 21.64
28/01/2025	Bunnings	Hardware & supplies	\$ 718.92
24/01/2025	Bunnings	Hardware & supplies	\$ 8.36
23/01/2025	Bunnings	Hardware & supplies	\$ 127.19
20/02/2025	Bunnings	Hardware & supplies	-\$ 92.01
10/01/2025	Bunnings	Hardware & supplies	\$ 92.01
24/01/2025	Bunnings	Hardware & supplies	\$ 10.46
20/02/2025	Bunnings	Hardware & supplies	-\$ 10.46
23/01/2025	Bunnings	Hardware & supplies	\$ 31.92
23/01/2025	Bunnings	Hardware & supplies	\$ 145.84
24/01/2025	Bunnings	Hardware & supplies	\$ 10.46
23/01/2025	Bunnings	Hardware & supplies	\$ 10.35
22/01/2025	Bunnings	Hardware & supplies	\$ 771.87
22/01/2025	Bunnings	Hardware & supplies	\$ 101.44
22/01/2025	Bunnings	Hardware & supplies	\$ 10.43
22/01/2025	Bunnings	Hardware & supplies	\$ 20.81
22/01/2025	Bunnings	Hardware & supplies	\$ 10.35
22/01/2025	Bunnings	Hardware & supplies	\$ 43.94
22/01/2025	Bunnings	Hardware & supplies	\$ 293.24
21/01/2025	Bunnings	Hardware & supplies	\$ 34.76
20/01/2025	Bunnings	Hardware & supplies	\$ 46.41
20/01/2025	Bunnings	Hardware & supplies	\$ 41.02
21/01/2025	Bunnings	Hardware & supplies	\$ 51.62
21/01/2025	Bunnings	Hardware & supplies	\$ 694.20
21/01/2025	Bunnings	Hardware & supplies	\$ 37.05
20/01/2025	Bunnings	Hardware & supplies	\$ 125.48
20/02/2025	Bunnings	Hardware & supplies	\$ 29.65
16/01/2025	Bunnings	Hardware & supplies	\$ 125.60
16/01/2025	Bunnings	Hardware & supplies	\$ 9.00
16/01/2025	Bunnings	Hardware & supplies	\$ 51.99
16/01/2025	Bunnings	Hardware & supplies	\$ 710.30
15/01/2025	Bunnings	Hardware & supplies	\$ 8.71
15/01/2025	Bunnings	Hardware & supplies	\$ 123.50
15/01/2025	Bunnings	Hardware & supplies	\$ 24.72
15/01/2025	Bunnings	Hardware & supplies	\$ 23.73
14/01/2025	Bunnings	Hardware & supplies	\$ 13.60
14/01/2025	Bunnings	Hardware & supplies	\$ 12.40
14/01/2025	Bunnings	Hardware & supplies	\$ 325.94
14/01/2025	Bunnings	Hardware & supplies	\$ 205.37
13/01/2025	Bunnings	Hardware & supplies	\$ 60.80

**SHIRE OF ESPERANCE  
PURCHASING CARDS PAYMENT LISTING**

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DATE	CREDITOR	PARTICULARS	AMOUNT
13/01/2025	Bunnings	Hardware & supplies	\$ 31.35
13/01/2025	Bunnings	Hardware & supplies	\$ 5.93
13/01/2025	Bunnings	Hardware & supplies	\$ 650.60
13/01/2025	Bunnings	Hardware & supplies	\$ 704.05
12/01/2025	Bunnings	Hardware & supplies	\$ 37.37
11/01/2025	Bunnings	Hardware & supplies	\$ 60.76
10/01/2025	Bunnings	Hardware & supplies	\$ 63.54
10/01/2025	Bunnings	Hardware & supplies	\$ 92.01
09/01/2025	Bunnings	Hardware & supplies	\$ 10.11
20/02/2025	Bunnings	Hardware & supplies	\$ 101.53
09/01/2025	Bunnings	Hardware & supplies	\$ 97.85
09/01/2025	Bunnings	Hardware & supplies	\$ 143.49
09/01/2025	Bunnings	Hardware & supplies	\$ 13.27
09/01/2025	Bunnings	Hardware & supplies	\$ 20.78
09/01/2025	Bunnings	Hardware & supplies	\$ 70.29
08/01/2025	Bunnings	Hardware & supplies	\$ 20.82
08/01/2025	Bunnings	Hardware & supplies	\$ 44.87
08/01/2025	Bunnings	Hardware & supplies	\$ 35.04
08/01/2025	Bunnings	Hardware & supplies	\$ 85.45
08/01/2025	Bunnings	Hardware & supplies	\$ 65.77
07/01/2025	Bunnings	Hardware & supplies	\$ 274.48
07/01/2025	Bunnings	Hardware & supplies	\$ 21.49
07/01/2025	Bunnings	Hardware & supplies	\$ 196.74
07/01/2025	Bunnings	Hardware & supplies	\$ 42.72
06/01/2025	Bunnings	Hardware & supplies	\$ 192.42
06/01/2025	Bunnings	Hardware & supplies	\$ 227.41
06/01/2025	Bunnings	Hardware & supplies	\$ 70.87
06/01/2025	Bunnings	Hardware & supplies	\$ 37.80
06/01/2025	Bunnings	Hardware & supplies	\$ 204.90
03/01/2025	Bunnings	Hardware & supplies	\$ 59.33
02/01/2025	Bunnings	Hardware & supplies	\$ 248.51
17/02/2025	Woolworths	Consumables & supplies	\$ 38.50
17/02/2025	Woolworths	Consumables & supplies	\$ 42.50
13/02/2025	Woolworths	Consumables & supplies	\$ 21.88
13/02/2025	Woolworths	Consumables & supplies	\$ 60.18
12/02/2025	Woolworths	Consumables & supplies	\$ 118.11
14/02/2025	Woolworths	Consumables & supplies	\$ 31.80
13/02/2025	Woolworths	Consumables & supplies	\$ 49.15
12/02/2025	Woolworths	Consumables & supplies	\$ 23.40
12/02/2025	Woolworths	Consumables & supplies	\$ 92.41
14/02/2025	Woolworths	Consumables & supplies	\$ 56.50
03/02/2025	Woolworths	Consumables & supplies	\$ 110.80
14/02/2025	Woolworths	Consumables & supplies	\$ 104.26
14/02/2025	Woolworths	Consumables & supplies	\$ 55.95
15/02/2025	Woolworths	Consumables & supplies	\$ 43.30
14/02/2025	Woolworths	Consumables & supplies	\$ 30.00
10/02/2025	Woolworths	Consumables & supplies	\$ 37.75
31/01/2025	Woolworths	Consumables & supplies	\$ 106.66
28/01/2025	Woolworths	Consumables & supplies	\$ 325.13
03/02/2025	Woolworths	Consumables & supplies	\$ 183.04
04/02/2025	Woolworths	Consumables & supplies	\$ 166.35
10/02/2025	Woolworths	Consumables & supplies	\$ 138.90
07/02/2025	Woolworths	Consumables & supplies	\$ 11.00
07/02/2025	Woolworths	Consumables & supplies	\$ 242.96



**SHIRE OF ESPERANCE  
PURCHASING CARDS PAYMENT LISTING**

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25/03/2025 for confirmation in respect to accounts already paid via purchasing cards, as summarised in Payment of Accounts Listing.

DATE	CREDITOR	PARTICULARS	AMOUNT
12/02/2025	Woolworths	Consumables & supplies	\$ 34.25
11/02/2025	Woolworths	Consumables & supplies	\$ 80.75
12/02/2025	Woolworths	Consumables & supplies	\$ 90.38
12/02/2025	Woolworths	Consumables & supplies	\$ 30.08
12/02/2025	Woolworths	Consumables & supplies	\$ 94.40
10/02/2025	Woolworths	Consumables & supplies	\$ 161.94
05/02/2025	Woolworths	Consumables & supplies	\$ 33.95
04/02/2025	Woolworths	Consumables & supplies	\$ 39.60
04/02/2025	Woolworths	Consumables & supplies	\$ 31.40
03/02/2025	Woolworths	Consumables & supplies	\$ 51.02
08/02/2025	Woolworths	Consumables & supplies	\$ 40.00
07/02/2025	Woolworths	Consumables & supplies	\$ 92.81
08/02/2025	Woolworths	Consumables & supplies	\$ 22.90
08/02/2025	Woolworths	Consumables & supplies	\$ 20.69
28/01/2025	Woolworths	Consumables & supplies	\$ 141.15
29/01/2025	Woolworths	Consumables & supplies	\$ 89.40
31/01/2025	Woolworths	Consumables & supplies	\$ 66.80
24/01/2025	Woolworths	Consumables & supplies	\$ 94.14
31/01/2025	Woolworths	Consumables & supplies	\$ 71.56
22/01/2025	Woolworths	Consumables & supplies	\$ 110.83
28/01/2025	Woolworths	Consumables & supplies	\$ 69.75
30/01/2025	Woolworths	Consumables & supplies	\$ 202.23
31/01/2025	Woolworths	Consumables & supplies	\$ 28.65
30/01/2025	Woolworths	Consumables & supplies	\$ 35.70
22/01/2025	Woolworths	Consumables & supplies	\$ 250.40
06/01/2025	South East Petroleum	Fuel supplies	\$ 10,255.48
08/01/2025	South East Petroleum	Fuel supplies	\$ 1,717.46
23/01/2025	South East Petroleum	Fuel supplies	\$ 9,688.54
31/01/2025	South East Petroleum	Fuel supplies	\$ 203.72
30/01/2025	South East Petroleum	Fuel supplies	\$ 4,365.24
30/01/2025	South East Petroleum	Fuel supplies	\$ 15,155.32
30/01/2025	South East Petroleum	Fuel supplies	\$ 6,018.54
29/01/2025	South East Petroleum	Fuel supplies	\$ 1,284.51
21/01/2025	South East Petroleum	Fuel supplies	\$ 5,089.39
20/01/2025	South East Petroleum	Fuel supplies	\$ 9,796.73
22/01/2025	South East Petroleum	Fuel supplies	\$ 1,601.84
16/01/2025	South East Petroleum	Fuel supplies	\$ 5,525.85
16/01/2025	South East Petroleum	Fuel supplies	\$ 3,683.90
15/01/2025	South East Petroleum	Fuel supplies	\$ 16,574.98
15/01/2025	South East Petroleum	Fuel supplies	\$ 2,067.60
13/01/2025	South East Petroleum	Fuel supplies	\$ 5,430.48
10/01/2025	South East Petroleum	Fuel supplies	\$ 9,830.65
31/02/2025	South East Petroleum	Fuel supplies	\$ 3,872.76
		<b>Total Purchases by Purchasing Cards February 2025</b>	<b>\$ 126,498.96</b>

**Item: 12.3.4**

**Financial Services Report - March 2025**

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

**File Ref: D25/5717**

**Executive Summary**

To present to Council the Monthly Financial Report for the period ending 28 February 2025.

**Strategic Implications**

Council Plan 2022 – 2032

*Leadership*

A financially sustainable and supportive organisation achieving operational excellence

**Attachments**

A<sub>1</sub>. Monthly Financial Report - February 2025

**Officer's Recommendation**

**That Council receive the attached report entitled Monthly Financial Report for the month of February 2025.**

**Voting Requirement**                      Simple Majority



## **SHIRE OF ESPERANCE**

# **MONTHLY FINANCIAL MANAGEMENT REPORTS**

(Incorporating Statement of Financial Activity)

## **FEBRUARY 2025**

### **CORPORATE & COMMUNITY SERVICES**

## MANAGER FINANCIAL SERVICES COMPILATION REPORT

MEETING DATE:	25 MARCH 2025
ACCOUNTING PERIOD:	PERIOD ENDED 28 FEBRUARY 2025
MATERIALITY THRESHOLD:	\$100,000 <b>OR</b> 10%

### OVERVIEW

The Statement of Financial Activity shows a surplus at 28 February of \$14,708,087.

### RATES COLLECTED

Rates collected at the end of February were 95.14%. Collections at the same time last year were 97.13%. The final instalments for 2024/2025 rates are due on 12th March.

### 2024-2025 FINANCIAL YEAR

Mid Year Budget Review was presented to the Audit Committee in the first week of March and was recommended for adoption by Council at the March OCM.

### 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 February is \$14,708,087. The surplus is shown on the bottom of the Statement of Financial Activity and also on the Composition of Net Current Assets. It represents our ability to meet the short-term demands of our suppliers.

Unrestricted cash at bank is \$56,429,287 and this is shown on the Statement of Financial Position. Reserve balance is \$40,940,867, also shown on the Statement of Financial Position.

Sarah Bridge  
Corporate Accountant

**SHIRE OF ESPERANCE  
STATEMENT OF COMPREHENSIVE INCOME  
FOR THE PERIOD ENDED 28 FEBRUARY 2025**

	<b>2024-25 Budget</b>	<b>2024-25 Budget YTD</b>	<b>2024-25 Actual YTD</b>
	\$	\$	\$
<b>Revenue</b>			
Rates	26,851,952	26,748,779	26,827,687
Grants, subsidies and contributions	9,536,704	5,069,946	5,601,877
Fees and charges	11,015,415	8,215,614	8,665,243
Interest revenue	1,719,500	902,281	1,342,076
Other revenue	2,377,091	976,583	1,274,967
	<u>51,500,662</u>	<u>41,913,203</u>	<u>43,711,849</u>
<b>Expenses</b>			
Employee costs	(23,271,943)	(15,177,229)	(15,049,726)
Materials and contracts	(18,626,639)	(10,364,493)	(10,574,239)
Utility charges	(1,434,221)	(866,853)	(824,754)
Depreciation	(23,403,044)	(15,504,426)	(15,480,567)
Finance costs	(67,478)	(43,901)	(41,940)
Insurance	(988,511)	(1,001,778)	(788,012)
Other expenditure	(786,355)	(427,907)	(399,151)
	<u>(68,578,191)</u>	<u>(43,386,587)</u>	<u>(43,158,389)</u>
	(17,077,529)	(1,473,384)	553,460
Capital grants, subsidies and contributions	19,076,314	4,104,829	6,076,523
Profit on asset disposals	120,940	-	819
Loss on asset disposals	(51,039)	-	(196,232)
	<u>19,146,215</u>	<u>4,104,829</u>	<u>5,881,110</u>
<b>Net result for the period</b>	<b>2,068,686</b>	<b>2,631,445</b>	<b>6,434,570</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>2,068,686</b>	<b>2,631,445</b>	<b>6,434,570</b>

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

**SHIRE OF ESPERANCE  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2025**

	2024-25	2024-25	2024-25	2024-25	
	Budget	Budget YTD	Actual YTD	Variance	
	(a)	(b)	(c)	(c)-(b)	((c)-(b))/(b)
	\$	\$	\$	\$	%
<b>OPERATING ACTIVITIES</b>					
<b>Revenue from operating activities</b>					
Rates	26,851,952	26,748,779	26,827,687	78,908	0%
Grants, subsidies and contributions	9,536,704	5,069,946	5,601,877	531,931	10% ◆
Fees and charges	11,015,415	8,215,614	8,665,243	449,629	5% ◆
Interest revenue	1,719,500	902,281	1,342,076	439,795	49% ◆
Other revenue	2,377,091	976,583	1,274,967	298,384	31% ◆
Profit on asset disposals	120,940	-	819	819	
	51,621,602	41,913,203	43,712,668	1,799,465	4%
<b>Expenditure from operating activities</b>					
Employee costs	(23,271,943)	(15,177,229)	(15,049,726)	127,503	-1% ◆
Materials and contracts	(18,626,639)	(10,364,493)	(10,574,239)	(209,746)	2% ◆
Utility charges	(1,434,221)	(866,853)	(824,754)	42,099	-5%
Depreciation	(23,403,044)	(15,504,426)	(15,480,567)	23,859	0%
Finance costs	(67,478)	(43,901)	(41,940)	1,961	-4%
Insurance	(988,511)	(1,001,778)	(788,012)	213,766	-21% ◆
Other expenditure	(786,355)	(427,907)	(399,151)	28,756	-7%
Loss on asset disposals	(51,039)	-	(196,232)	(196,232)	100% ◆
	(68,629,230)	(43,386,587)	(43,354,621)	31,966	0%
<b>TOTAL OPERATING ACTIVITIES</b>	<b>(17,007,628)</b>	<b>(1,473,384)</b>	<b>358,047</b>	<b>1,831,431</b>	<b>-124%</b>
<b>NON-OPERATING ACTIVITIES</b>					
<b>Inflows from non-operating activities</b>					
Capital grants, subsidies and contributions	19,076,314	4,104,829	6,076,523	1,971,694	48% ◆
Proceeds from disposal of assets	1,290,500	635,877	443,064	(192,813)	-30% ◆
Proceeds - self supporting loans	404,456	96,846	96,846	0	0%
Proceeds on other loans and receivables	2,434,907	-	-	-	
	23,206,177	4,837,552	6,616,433	1,778,881	37%
<b>Outflows from non-operating activities</b>					
Payments for land held for resale	(1,230,000)	(1,000,000)	-	1,000,000	-100% ◆
Payments for property, plant and equipment	(23,605,822)	(5,863,446)	(6,840,504)	(977,058)	17% ◆
Payments for construction of infrastructure	(23,145,666)	(12,225,077)	(11,658,059)	567,018	-5% ◆
Repayment of Borrowings	(461,775)	(248,629)	(109,653)	138,976	-56% ◆
	(48,443,263)	(19,337,152)	(18,608,216)	728,936	-4%
<b>TOTAL NON-OPERATING ACTIVITIES</b>	<b>(25,237,086)</b>	<b>(14,499,600)</b>	<b>(11,991,783)</b>	<b>2,507,817</b>	<b>-17%</b>
<b>NON CASH AMOUNTS EXCLUDED</b>					
Depreciation	23,403,044	15,504,426	15,480,567	(23,859)	0%
Loss on asset disposals	51,039	-	196,232	196,232	
Profit on asset disposals	(120,940)	-	(819)	(819)	
Provisions & accruals	279,652	32,940	64,319	31,379	95% ◆
Movement of Non-Current Receivables	-	-	4,582	4,582	
<b>TOTAL NON-CASH AMOUNTS EXCLUDED</b>	<b>23,612,795</b>	<b>15,537,366</b>	<b>15,744,881</b>	<b>207,515</b>	<b>1%</b>
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>					
Surplus at the start of the financial year	4,219,909	4,219,909	4,219,909	-	0%
Amount attributable to operating Activities	(17,007,628)	(1,473,384)	358,047	1,831,431	-124%
Amount attributable to non-operating Activities	(25,237,086)	(14,499,600)	(11,991,783)	2,507,817	-17%
Non-cash amounts excluded	23,612,795	15,537,366	15,744,881	207,515	1%
Reserve Movements	14,367,552	7,177,717	6,377,034	(800,683)	-11% ◆
<b>Surplus/(deficit) remaining after the imposition of general rates</b>	<b>(44,458)</b>	<b>10,962,008</b>	<b>14,708,087</b>	<b>3,746,079</b>	<b>34%</b>

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

**SHIRE OF ESPERANCE  
STATEMENT OF FINANCIAL POSITION  
FOR THE PERIOD ENDED 28 FEBRUARY 2025**

	<b>2024-25 YTD</b>	<b>2023-24 Actuals</b>
	\$	\$
<b>CURRENT ASSETS</b>		
Cash & cash equivalents	56,429,287	48,988,393
Trade & other receivables	4,980,625	2,611,360
Inventories	1,397,335	1,346,118
<b>TOTAL CURRENT ASSETS</b>	<b>62,807,247</b>	<b>52,945,871</b>
<b>NON-CURRENT ASSETS</b>		
Other receivables	1,096,234	1,100,816
Inventories	3,305,969	3,305,969
Property, plant & equipment	102,726,684	103,807,275
Infrastructure	583,349,178	595,440,978
<b>TOTAL NON-CURRENT ASSETS</b>	<b>690,478,065</b>	<b>703,655,038</b>
<b>TOTAL ASSETS</b>	<b>753,285,312</b>	<b>756,600,909</b>
<b>CURRENT LIABILITIES</b>		
Trade & other payables	3,496,859	5,416,737
Borrowings	471,960	471,960
Provisions	3,838,595	3,784,031
Other current liabilities	501,850	-
<b>TOTAL CURRENT LIABILITIES</b>	<b>8,309,264</b>	<b>9,672,728</b>
<b>NON-CURRENT LIABILITIES</b>		
Borrowings	1,633,335	1,633,335
Provisions	6,634,435	6,634,435
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>8,267,770</b>	<b>8,267,770</b>
<b>TOTAL LIABILITIES</b>	<b>16,577,034</b>	<b>17,940,498</b>
<b>NET ASSETS</b>	<b>736,708,279</b>	<b>738,660,411</b>
<b>EQUITY</b>		
Revaluation surplus	376,780,596	376,780,596
Reserve accounts	40,940,867	40,139,884
Retained surplus	318,986,816	321,739,931
<b>TOTAL EQUITY</b>	<b>736,708,279</b>	<b>738,660,411</b>

**SHIRE OF ESPERANCE  
COMPOSITION OF NET CURRENT ASSETS  
FOR THE PERIOD ENDED 28 FEBRUARY 2025**

	<b>2024-25 YTD</b>	<b>2023-24 Actuals</b>
	\$	\$
<b>CURRENT ASSETS</b>		
Cash & cash equivalents	56,429,287	48,988,393
Trade & other receivables	4,980,625	2,961,505
Inventories	1,397,335	1,346,117
<b>TOTAL CURRENT ASSETS</b>	<b>62,807,247</b>	<b>53,296,015</b>
<b>CURRENT LIABILITIES</b>		
Trade & other payables	3,496,859	5,777,070
Borrowings	471,960	461,774
Provisions	3,838,595	3,784,029
Other current liabilities	501,850	-
<b>TOTAL CURRENT LIABILITIES</b>	<b>8,309,264</b>	<b>10,022,873</b>
<b>NET ASSETS</b>	<b>54,497,983</b>	<b>43,273,142</b>
Less: Total adjustments to net current assets	(39,789,896)	(39,053,233)
<b>Closing funding surplus/(deficit)</b>	<b>14,708,087</b>	<b>4,219,909</b>
<b>Current assets and liabilities excluded from budgeted deficiency</b>		
<b>Adjustments to net current assets</b>		
Less: Reserve account	(40,940,867)	(40,139,885)
Less: Financial assets at amortised costs - Self Supporting Loans	(404,455)	(404,455)
Less: Land held for resale	(800,000)	(800,000)
Add: Current liabilities not expected to be cleared at end of year		
-Current portion of lease liabilities	10,186	10,186
-Current portion of borrowings	461,774	461,774
-Current portion of employee benefit expense held in reserve	1,883,466	1,819,147
Toal adjustments to net current assets	(39,789,896)	(39,053,233)



**SHIRE OF ESPERANCE**  
**EXPLANATION OF MATERIAL VARIANCES**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2025**

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>Grants, subsidies and contributions</b>	<b>531,931</b>	<b>10.49%</b>
Variance due to budget phasing on quarterly Financial Assistance Grant payments. This has been reviewed and corrected as a part of mid year review. Timing on funding payments for Home Care are also continuing to result in variances against budget expectations.		Timing
<b>Fees and charges</b>	<b>449,629</b>	<b>5.47%</b>
Waste Management fees and charges income, particularly tip charges, are ahead of budget expectations year to date. Home Care client payments are tracking ahead of budget schedule. Income from the overflow camp ground has been higher than budget expectations.		Timing
<b>Interest revenue</b>	<b>439,795</b>	<b>48.74%</b>
Interest earnings on reserves are higher than budget expectations. Slight rise in interest revenue on rates compared to budget expectations.		Timing
<b>Other revenue</b>	<b>298,384</b>	<b>30.55%</b>
First insurance payment for the Esperance Indoor Stadium Flooring Repair was higher than expected. Final payment expected at completion of works.		Timing
<b>Expenditure from operating activities</b>		
<b>Employee costs</b>	<b>127,503</b>	<b>(0.84%)</b>
Variance due to outside works overhead recovery.		Timing
<b>Materials and contracts</b>	<b>(209,746)</b>	<b>2.02%</b>
Works on town roads tracking ahead of budget scheduling.		Timing
<b>Insurance</b>	<b>213,766</b>	<b>(21.34%)</b>
Difference attributed to asset insurance which came in lower than budgeted.		Permanent
<b>Loss on asset disposals</b>	<b>(196,232)</b>	<b>100.00%</b>
Increased asset disposals following an audit of building assets.		Permanent
<b>Inflows from non-operating activities</b>		
<b>Proceeds from capital grants, subsidies and contributions</b>	<b>1,971,694</b>	<b>48.03%</b>
LRCI funding received ahead of budget expectations, with majority attributable to funding for GMS works. Main Roads and Department of Infrastructure funding for capital road projects has been received ahead of budget scheduling.		Timing
<b>Proceeds from disposal of assets</b>	<b>(192,813)</b>	<b>(30.32%)</b>
Sale of lots in Flinders behind budget expectations. Delay in receiving new plant has resulted in proceeds from disposal of existing plant to be behind budget expectations. Disposals not expected until April 2025.		Timing
<b>Outflows from non-operating activities</b>		
<b>Payments for land held for resale</b>	<b>1,000,000</b>	<b>(100.00%)</b>
Work not yet commenced on Flinders Development.		Timing
<b>Payments for property, plant and equipment</b>	<b>(977,058)</b>	<b>16.66%</b>
Progress on the Myrup Waste Management Facility is ahead of budget expectations.		Timing
<b>Payments for construction of infrastructure</b>	<b>567,018</b>	<b>(4.64%)</b>
Roads and Streets works, particularly municipal funded rural roads works, are tracking behind budget schedule, with priority given to externally funded road projects.		Timing
<b>Repayment of Borrowings</b>	<b>138,976</b>	<b>(55.90%)</b>
Variance due to self supporting loan capital repayments. These are on track as per WATC for 2024/2025. Budget phasing is being examined as part of mid year review.		Timing
<b>Reserve Movements</b>	<b>(800,683)</b>	<b>(11.16%)</b>
Interest earnings have been transferred to reserves.		Timing



## **OTHER REPORTS AND GRAPHS**

**FEBRUARY 2025**

SHIRE OF ESPERANCE  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2025

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$4.22 M	\$4.22 M	\$4.22 M	\$0.00 M
Closing	(\$0.04 M)	\$10.96 M	\$14.71 M	\$3.75 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$15.49 M	27.4%
Restricted Cash	\$40.94 M	72.6%

Payables		
	\$	% Outstanding
Trade Payables	(\$1.05 M)	
0 to 30 Days	(\$1.05 M)	100.0%
Over 30 Days	\$0.00 M	0.0%
Over 90 Days	\$0.00 M	0.0%

Receivables		
	\$	% Collected
Rates Receivable	\$2.24 M	95.1%
Trade Receivable	\$0.83 M	
Over 30 Days	\$0.38 M	45.8%
Over 90 Days	\$0.45 M	54.2%

Key Operating Activities

Amount attributable to operating			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$17.01 M)	(\$1.47 M)	\$0.36 M	\$1.83 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$26.83 M	
YTD Budget	\$26.75 M	0.3%

Grants and Contributions		
	\$	% Variance
YTD Actual	\$5.60 M	
YTD Budget	\$5.07 M	10.5%

Fees and Charges		
	\$	% Variance
YTD Actual	\$8.67 M	
YTD Budget	\$8.22 M	5.5%

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)
(\$25.24 M)	(\$14.50 M)	(\$11.99 M)	\$2.51 M

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.44 M	
Adopted Budget	\$0.64 M	(30.3%)

Asset Acquisition		
	\$	% Spent
YTD Actual	(\$18.50 M)	
Adopted Budget	(\$19.09 M)	(3.1%)

Capital Grants		
	\$	% Received
YTD Actual	\$6.08 M	
Adopted Budget	\$4.10 M	48.0%

Borrowings	
Principal repayments	\$0.11 M
Interest expense	\$0.04 M

Reserves	
Reserves balance	\$40.94 M
Net Movement	\$0.80 M

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

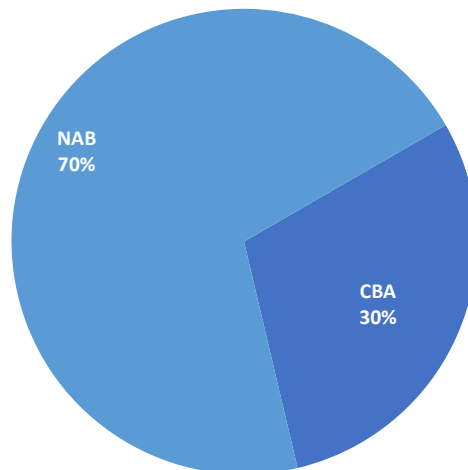
**SHIRE OF ESPERANCE  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2025**

**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	\$ 3,000,000	5.00%	150	21-Mar-25	Term Deposit - Reserve
NAB	\$ 4,000,000	5.30%	242	24-Mar-25	Term Deposit - Reserve
NAB	\$ 5,000,000	5.05%	182	22-Apr-25	Term Deposit - Reserve
NAB	\$ 4,000,000	4.95%	92	22-Apr-25	Term Deposit - Reserve
NAB	\$ 5,000,000	4.80%	90	20-May-25	Term Deposit - Reserve
NAB	\$ 5,000,000	4.95%	120	21-May-25	Term Deposit - Reserve
CBA	\$ 3,000,000	4.63%	120	16-Jun-25	Term Deposit - Reserve
NAB	\$ 4,000,000	5.00%	150	21-Mar-25	Term Deposit - Muni
NAB	\$ 4,000,000	4.70%	90	26-May-25	Term Deposit - Muni
CBA	\$ 6,569,968	4.05%	N/A	N/A	Business Online Saver - Muni
CBA	\$ -	0.25%	N/A	N/A	Cash Deposit A/C - Muni
CBA	\$ 4,758,504	4.05%	N/A	N/A	Business Online Saver - Reserves
CBA	\$ 648	0.25%	N/A	N/A	Cash Deposit A/C - Reserves
	<b>\$ 48,329,120</b>				

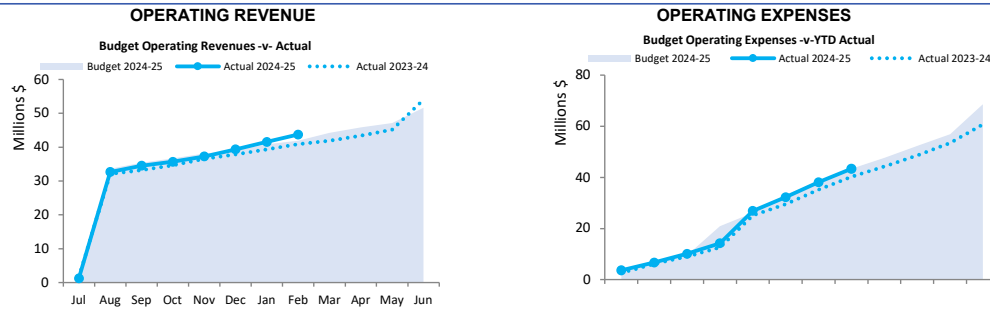
**(b) Investment Interest Earnings**

	Budget	YTD Interest
Municipal	487,218	488,475
Reserve	330,078	731,008

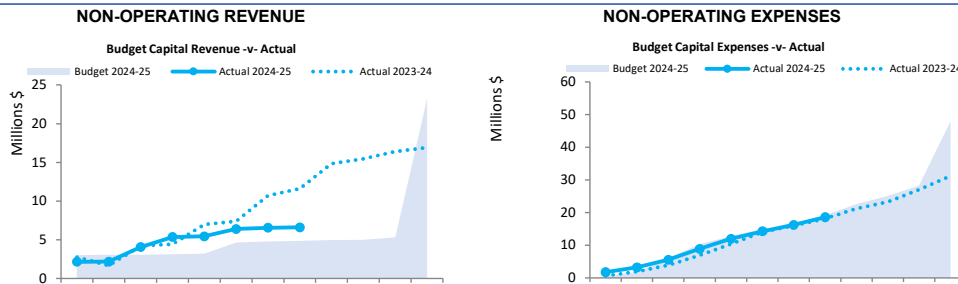
**SHIRE OF ESPERANCE  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2025**

**3 KEY INFORMATION - GRAPHICAL**

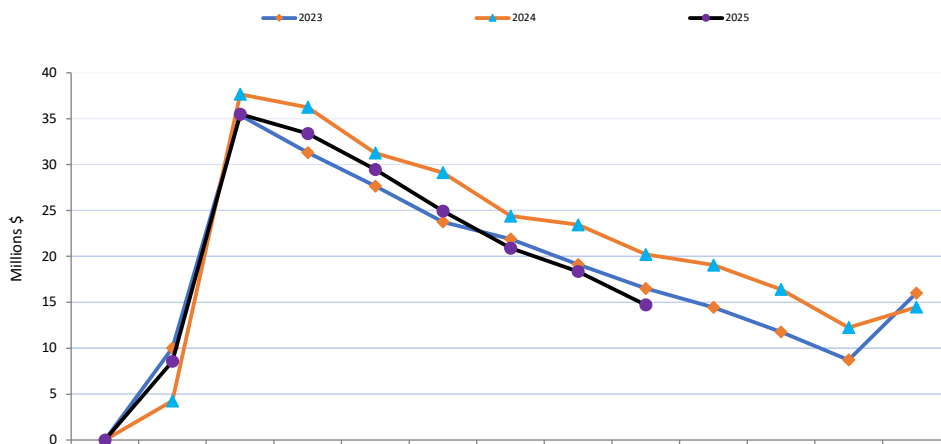
**OPERATING ACTIVITIES**



**NON-OPERATING ACTIVITIES**



**LIQUIDITY**



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.

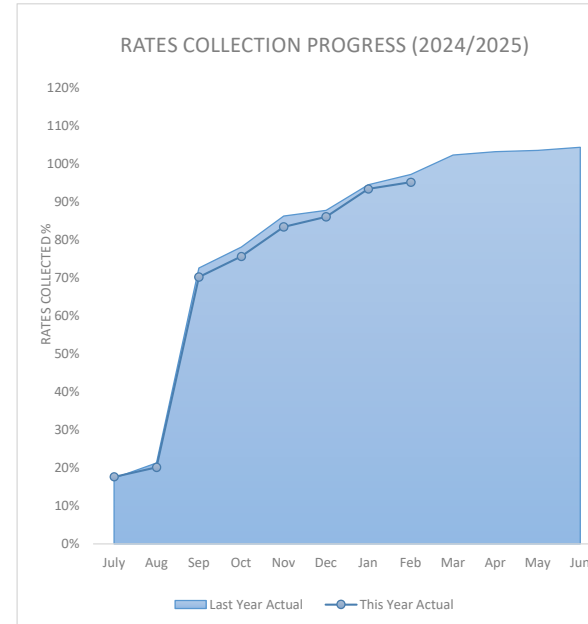
The current year to date value is graphed against the immediate past year as a comparative.

**SHIRE OF ESPERANCE  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2025**

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

**Outstanding Rates 2024/25**

Arrears at 1st July 2024	226,846
Pensioner Deferred Rates at 1st July 2024	110,799
Rates Levied	25,592,322
Waste Charges Levied	3,887,330
ESL Levied	986,875
Other Charges Levied	99,760
<b>Total Levied 2024/2025</b>	<b>30,566,287</b>
Less Collections	(29,450,047)
<b>Total Current and Arrears Outstanding</b>	<b>1,498,087</b>
<b>% Collected</b>	<b>95.14%</b>
Pensioners on Instalments	103,893
Non Pensioners on Instalments	1,755,104
Pensioners with Due Date 30/6/2025	33,220
Outstanding with no Instalment Option	420,076
Prepayments	(829,982)
Interims	15,776
<b>Total Current and Arrears Outstanding</b>	<b>1,498,087</b>



**SHIRE OF ESPERANCE  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2025**

**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
	Adjust opening surplus for 2023/2024 actuals	O1124-078	998,863	1,043,321
	Capital grants, subsidies & contributions	O1124-079	(998,863)	44,458
	<b>Amended Budget as per Council Resolution</b>			<b>44,458</b>

**SHIRE OF ESPERANCE  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2025**

**6 GENERAL RECEIVABLES**

	Current	30 Days	60 Days	90 Days	90+Days	Total
	\$	\$	\$	\$	\$	\$
General Receivables	197,425	75,365	45,612	36,049	447,900	802,351
Percentage	24.61%	9.39%	5.68%	4.49%	55.82%	

**90+Days Represented by:**

Government Grants	0
Contributions & Reimbursements	2,254
Loan Repayments	0
Fees and Charges	445,646
Private Works	0
Proceeds Sale of Assets	0
	<u>447,900</u>

Amounts shown above include GST (where applicable)



**SHIRE OF ESPERANCE  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2025**

**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 28-February-2025
Contributions to Public Open Space	212,010	
Shire of Esperance		51,485
S D Staines		17,419
Fiume Nel Terra Developments Pty Ltd		117,301
Esplanade Investments		31,963
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		13,914
Activ Foundation Inc - Community Fundraising		20,813
Indoor Sports Stadium Mangement - GMS Funds		460,890
Adventureland Management Committee Inc		3,441
Telstra Corporation Ltd		5,596
Elsie Cox Testamentary Trust EHC		220,607
<b>Totals</b>	<b>698,659</b>	<b>945,109</b>

## **12.4 EXECUTIVE SERVICES**

### **Item: 12.4.1**

#### **Information Bulletin - March 2025**

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

**File Ref: D25/5906**

#### **Applicant**

Internal

#### **Strategic Implications**

##### Council Plan 2022 – 2032

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

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

#### **Attachments**

- A↓. Information Bulletin - February 2025
- B↓. Council Priorities Summary - Corporate Performance - February 2025
- C↓. Small Grants - Community Grants Program

#### **Officer's Recommendation**

##### **That Council accepts:**

- 1. Information Bulletin – February 2025**
- 2. Council Priorities Summary – Corporate Performance - February 2025**
- 3. Small Grants – Community Grants Program**

#### **Voting Requirement**

Simple Majority

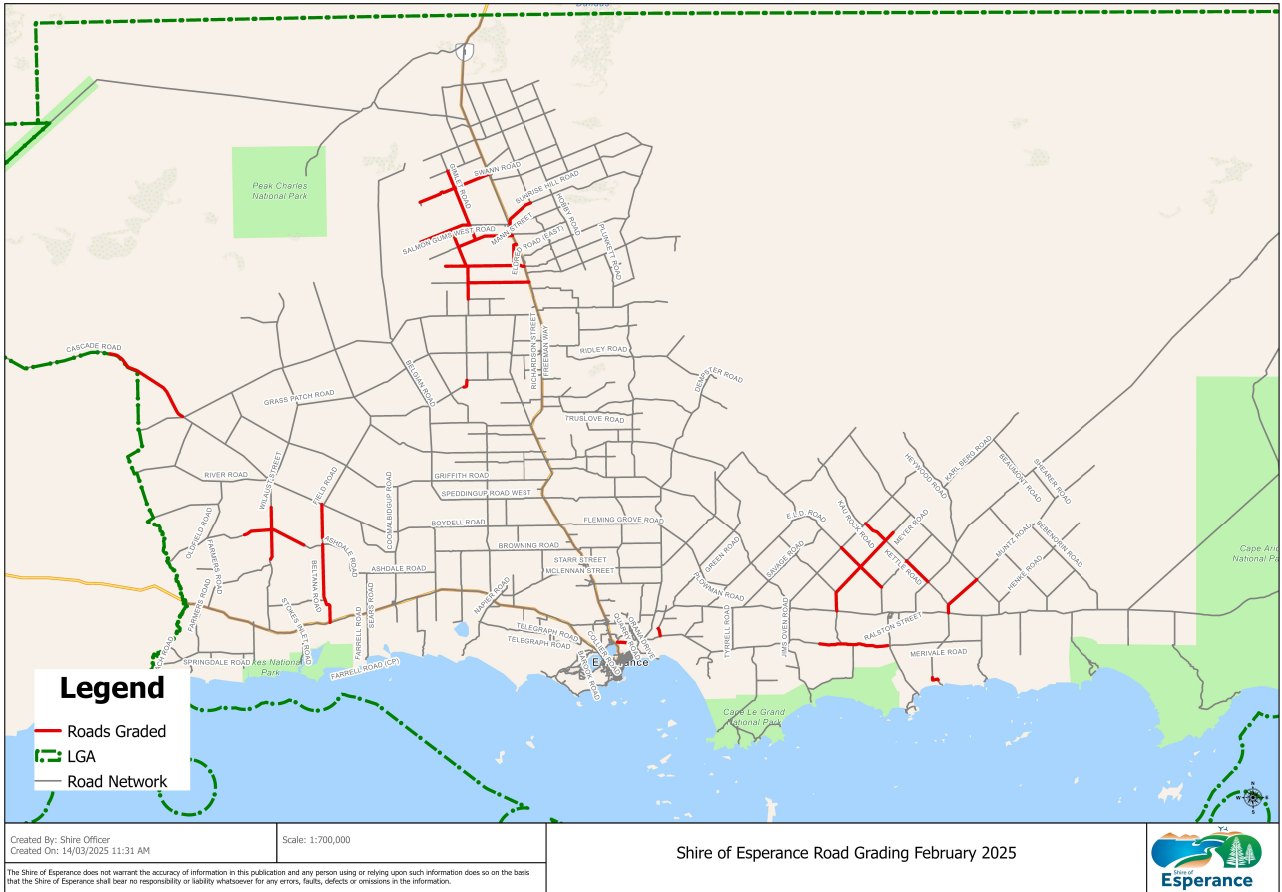


# INFORMATION BULLETIN

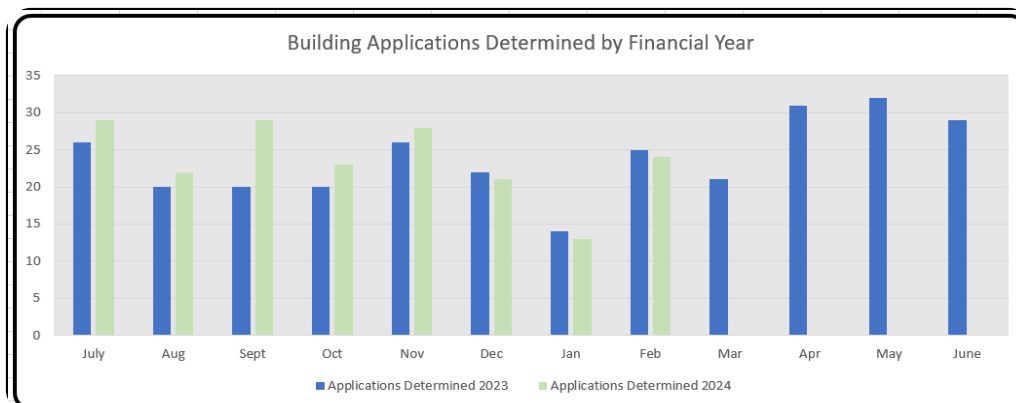
## ORDINARY COUNCIL MEETING

February 2025





Building Services Applications – February 2025



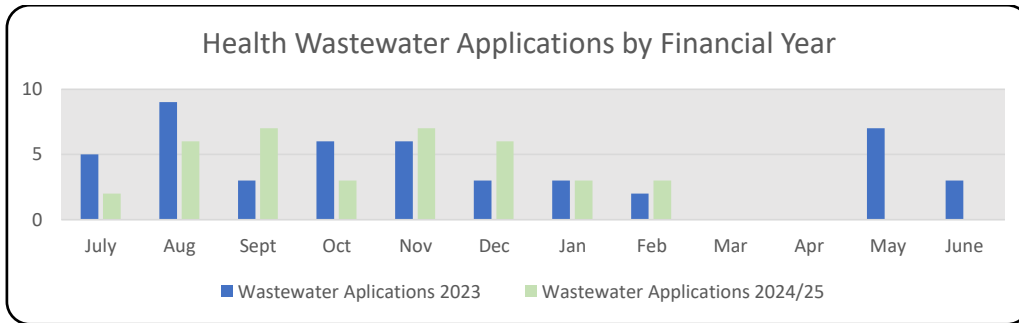
Property	Proposal	Values (\$)
73 Coora Close MONJINGUP	Occupancy Permit - Class 7b Storage Building with UAT, Mezzanine & WT	0
Lot 2102 Twilight Beach Road WEST BEACH	Occupancy Permit - Surf Club Building Upgrades and Remediation	0
40 Castletown Quays CASTLETOWN	Amendment to Dwelling - Outdoor Roof Structure, Decking & Kitchen Alts	0
19 Daphne Street CASTLETOWN	Retaining Wall - New Builder	18,600
69 Norseman Road CASTLETOWN	Showroom (Class 6) and Two Storage Buildings (Class 7b) 3625m2	6,026,815
4 Gilpin Street CHADWICK	Storage Sheds (Class 7b) with Toilets and Retaining Walls 1749m2	600,000
65 Twilight Beach Road WEST BEACH	Dwelling Alteration - Garage to Self-Contained Accommodation	100,000
Lot 530 Eleven Mile Beach Road PINK LAKE	Shed 48m2	18,000
3 Doak Place CASTLETOWN	Above Ground Pool 19,929L & Safety Barriers	5,000
16 Daphne Street CASTLETOWN	Shed 60m2	19,500
61 Dunkley Circuit PINK LAKE	Ranbuild Shed 84m2 & West Coast Poly Water Tanks	40,000
33 Treasure Road SINCLAIR	Storage Shed - 100m2	19,900
28 Kimbarra Close MONJINGUP	Sea Container 14.85m2	5,000
16 Warrington Street ESPERANCE	Shed 90m2	17,800
Lot 533 Eleven Mile Beach Road PINK LAKE	Single-Storey Modular Dwelling 169m2	424,189
14 Kalgoorlie Street NULSEN	Re Roof - Tiles to Corrugated Iron	18,600
18 Walmsley Street CASTLETOWN	Two Single Storey Dwellings 470m2	833,800
24B Hicks Street ESPERANCE	Prepare Dwelling for Removal (Remove Asbestos)	10,000
22 Collier Road PINK LAKE	Water Tank 110,116L	15,000
20 Woods Street CHADWICK	Class 10a Garage for Private Boat Storage 102m2	44,000

33 Magnolia Crescent CASTLETOWN	Shed 96m2	30,000
Lot 527 Norseman Road WINDABOUT	Bridge Replacement at Hole 13 - Esperance Golf Course	9,200
Lot 533 Eleven Mile Beach Road PINK LAKE	Water Tank 110,000L	15,000
Lot 100 47 The Esplanade ESPERANCE	UNAUTHORISED Occupancy - Bottle Shop Addition (Class 6)	40,000
<b>Total</b>		<b>\$8,310,404</b>

**Specific Comments relating to Monthly Statistics**

- Occupancy Permit was issued for the Pier Hotel Unauthorised Bottle Shop & Storage Area on 06/02/2025.
- Temporary Occupancy Permit was issued for The Surf Club 07/02/2025 and expires 07/05/2025. Accessible entry to the upper deck is yet to be sorted by 07/05/2025 and a Full Occupancy Permit to be applied for.
- 69 Norseman Road (Nutrient Ag Esperance) has had many applications over the past 3 years for demolitions and Site Construction Office, now they can finally build their Class 5, 6 & 7b Buildings - 3625m2 in total.





**February Wastewater Applications**

185 Connolly Street West Beach 6450

247 Raszyk Road Scaddan 6447

Lot 1278 Ned's Corner Road Cascade 6450

**Specific Comments relating to Environmental Health Activities in February**

- Business as normal for February, no major incidences or concerns.



# Council Plan Summary

## February 2024





Shire of Esperance

Council Plan February 2024

## People

### A safe community

Action Code	Action Name	Comments	Responsible Officer Position
1.1.1	Advocate for increased police presence	Nothing further to report. Further Police numbers are hampered by lack of GROH housing.	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 arises with State Government.	Chief Executive Officer
1.2.1	Advocate for animal welfare organisations, such as RSPCA, to have a greater presence in Esperance to respond to local animal welfare issues	Ongoing, looking for opportunities to encourage closer working relationship with RSPCA. This is made difficult as they have no regional officers.	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	Continue to advocate for improved access to health services as the opportunity arises.	Chief Executive Officer

**Shire of Esperance**

**Council Plan February 2024**

Action Code	Action Name	Comments	Responsible Officer Position
2.2.1	Lead implementation of the Esperance Greater Sports Ground Redevelopment Masterplan	Graham Mackenzie Stadium redevelopment to begin in May. Hockey have received Community Sporting and Recreation Facilities Fund (CSRFF) funding for the Hockey Turf project.	Director Asset Management
2.2.2	Provide a third soccer pitch at the Greater Sports Ground	Not started, will look at a plan to deliver the project over the next few years.	Director Asset Management
2.2.3	Graham Mackenzie Stadium Project	No further update.	Director Asset Management
2.2.4	Develop a Bay of Isles Leisure Centre Management Plan	No further update.	Manager Recreation and Culture
2.3.1	Finalise design and pursue funding for James Street Cultural Precinct	Preparing to go to tender for detailed design once funding agreement received.	Director External Services
2.3.2	Implement the Interpretation Plan for Esperance Museum, including an Aboriginal interpretive section	Not started.	Manager Recreation and Culture
2.4.1	Explore sustainable funding sources to attract, manage and support local volunteers	We have been successful in obtaining a bump in our overarching funding, as well as an additional grant to see us through to the end of this financial year. We will not be seeking additional funds for a while to ensure that our focus stays on achieving the desired outcomes of these current grants.	Volunteer Resource Centre Coordinator
2.4.2	Explore options to recognise, reward and incentivise volunteers	We have made the choice to go with an afternoon tea to celebrate National Volunteer Week in May this year. We will use this event to showcase the videos we have been making about volunteering in Esperance as part of a funded project this financial year, looking to launch the longest of the videos at this afternoon tea. We expect	Volunteer Resource Centre Coordinator

**Shire of Esperance**

**Council Plan February 2024**

Action Code	Action Name	Comments	Responsible Officer Position
		more than 60 attendees and will be ramping promotion of this over the next month.	

**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	Events supported in February included - Baarndi trail opening and the Dempster Homestead plaque project.	Community Development & Events Manager
3.1.3	Facilitate Aboriginal dual naming of significant places	Baarndi trail named, which is the traditional name for Bandy Creek, meaning black bream fish.	Director Asset Management
3.1.4	Partner with traditional custodians to develop cultural trails with maps and interpretive signs to raise awareness, knowledge and understanding about local Aboriginal history and stories	Not started.	Manager Parks & Environment
3.1.5	Establish and strengthen relationships with local Aboriginal Stakeholders and organisations	No new actions to report for February.	Director Corporate and Community Services
3.1.6	Support the Partnership Agreement with Esperance Tjaltjiraak Native Title Aboriginal Corporation	Working with the stakeholders to have the Dempster Homestead plaque installed. The plaque is a record of the Aboriginal staff that worked at the homestead over	Community Development & Events Manager

Shire of Esperance

Council Plan February 2024

Action Code	Action Name	Comments	Responsible Officer Position
		the early settlement years. It will sit at the front gate of Dempster homestead. Our team helped create an official opening of the new Baarndi trail between Castletown Quays and Bandy Creek. Tjaltjraak told the story of the Baarndi trail and the significant meaning to their community.	
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. Worker Accommodation project could also support childcare through staff housing option.	Chief Executive Officer
3.2.2	Provide regular events and activities to inform and engage the youth within our community	Events coming up include - Free French Concert in April, Free Youth Disco during Youth week in April, partnering with the Taste of the World event in June 2025 and a free Neon Showdown Youth/Community event at the stadium in July. Planning a possible business activation in the CBD in June 2025.	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	The usual monthly and weekly meetings attended by staff.	Manager Aged Care & Disability Services
3.3.3	Provide flexible working arrangements at Esperance Home Care Centre to attract and retain staff	This is completed - recent recruitment has been for staff able to work weekends and late afternoons as these are the spots we are at times struggling to fill.	Manager Aged Care & Disability Services

**Shire of Esperance**

**Council Plan February 2024**

Action Code	Action Name	Comments	Responsible Officer Position
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	No further update.	Manager Asset Development
3.3.6	Provide improved beach access for people with disability	Working on land access for Twilight beach, this will be a long process.	Director Asset Management
3.3.7	Implement actions and initiatives resulting from DAIP discussions and forums	DAIP review commenced. Next DAIP meeting is booked in for the 10th March 2025.	Manager Development Services

Shire of Esperance

Council Plan February 2024

## Planet

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

Action Code	Action Name	Comments	Responsible Officer Position
4.1.1	Partner with Traditional Owners to manage culturally sensitive nature reserves	Stage 3 works are continuing at Tjaltjraak Boodja Park in a partnership with ETNTAC. Unfortunately, there has been a series of incidents of vandalism and damage over the summer months. The Shire is working with ETNTAC to undertake repairs and rehabilitation activities.	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	Unfortunately, the funding application to the Australian Government was unsuccessful. Future funding opportunities will be investigated.	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	Stairs and boardwalks have recently had maintenance works completed.	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	Finishing the final outstanding requirements for the use of the sand back pass pipeline.	Director Asset Management

**Shire of Esperance**

**Council Plan February 2024**

Action Code	Action Name	Comments	Responsible Officer Position
4.1.7	Implement the Lake Monjngup Reserve Management Plan	Works at Lake Monjngup Reserve are continuing.	Manager Parks & Environment
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	No further update.	Chief Executive Officer
4.2.1	Provide a new Trails Master Plan	This has been passed to Parks and Environment to complete	Asset Administration Supervisor
4.2.2	Upgrade Piggery Mountain Bike trails - stage 1	Upgrade works at the Piggery Mountain Bike Track have been completed 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. The firebreak jump line has been completed. Signage will be installed, and carpark upgraded in the near future.	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	No update.	Director Asset Management
5.1.2	Install renewable energy (solar PV and battery storage) on council buildings where feasible	No further update.	

Shire of Esperance

Council Plan February 2024

Action Code	Action Name	Comments	Responsible Officer Position
5.1.3	Facilitate adoption of best practice energy efficiency measures across all council buildings, and support community facilities to adopt these measures	Changes to buildings will be assessed on a case by case basis and as budget and opportunities arise.	Chief Executive Officer
5.1.4	Trial eco-friendly vehicles as options become viable	Currently running a full electric vehicle with Home Care, this has proven to be very successful. A replacement program has upgraded to mostly hybrid vehicles. RAV4 hybrid all wheel drives and two-wheel drives and Camry and Corolla Cross and hatch vehicles have all shown good results. Diesel i40 Sedan was replaced in August with a Hybrid Camry Sedan at Home Care and Hybrid Toyota RAV4s for both Health and Building.	Technical Officer Fleet
5.2.1	Design and prepare a proposal for DWER for Food Organics and Garden Organics (FOGO)	Works on FOGO design will commence shortly.	Director Asset Management
5.2.2	Commence construction of the Community Drop Off and Transfer Station at Myrup	Bulk earthworks complete, drainage works will commence shortly. Now Council has committed to the project, we will begin delivering the other components of the work.	Director Asset Management
5.2.3	Advance Esperance's Waste Revolution education platform to improve waste diversion rates and promote a circular waste economy	The Shire waste team undertook some training with WALGA.	Manager Sustainability & Resource Recovery



Shire of Esperance

Council Plan February 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	In progress - treatments continue, with 80% of the 24/25 treatments completed. The Bushfire Risk Mitigation Coordinator has commenced planning for prescribed burn treatment arrangements once conditions permit. Liaison with bushfire risk mitigation stakeholder continues, and review of the Bushfire Risk Management Plan is in its initial stages.	Manager Ranger & Emergency Services
6.1.2	Facilitate innovative initiatives and networks to help build drought resistance and resilience	Working on a bore drilling program currently for emergency use.	Director Asset Management
6.1.3	Advocate for more emergency services personnel in Esperance	Focus has been on resources for the upcoming fire season and the forward deployment of water bomber aircraft to assist in harvest or bushfires.	Chief Executive Officer
6.1.4	Facilitate coastal safety measures in partnership with the Coastal Safety Working Group	The Coastal Safety Working Group has further investigated the options identified in the briefing to Council and are preparing recommendations to present to Council in March.	Manager Ranger & Emergency Services
6.1.5	Advocate for appropriate coastal safety infrastructure and resources	The Coastal Safety Working Group has further investigated the options identified in the briefing to Council and are preparing recommendations to present to Council in March.	Manager Ranger & Emergency Services

Shire of Esperance

Council Plan February 2024

**Place**

**Responsible planning and development**

Action Code	Action Name	Comments	Responsible Officer Position
7.1.1	Flinders subdivision - develop structure plan and report to Council	ETNTAC are receiving grant funding from Department Planning, Lands and Heritage for Aboriginal Heritage Survey.	Manager Development Services
7.1.2	Advocate for provision of adequate, affordable utilities and communications infrastructure to support population and economic growth	No further update.	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	As per Council discussion, Shark Lake Industrial Park subdivision stage 2 will be put on hold.	Director Asset Management

**Access to adequate, safe and affordable housing for everyone**

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

**Shire of Esperance**

**Council Plan February 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)	Working on meeting the requirements from Department of Communities for the Worker Accommodation Project and have a further meeting with them in the new year. Also awaiting a State Government application through their budget process for the Workers Accommodation Project. Participated in a meeting between Department of Communities, WALGA and Local Governments to workshop GROH issues in regional WA.	Chief Executive Officer
8.1.4	Construct worker accommodation subject to external funding.	Preparing submissions for the Department of Communities.	Director Asset Management

**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 been completed across the CBD with new seats installed. Bin surrounds have been delivered and installation will start ASAP.	Manager Parks & Environment
9.2.1	Provide attractive and welcoming entrances into Esperance	Consultation for the Town Entry Signage complete, will have a briefing session shortly.	Director Asset Management
9.2.2	Facilitate more tree planting across the Shire	No further update.	Manager Parks & Environment
9.3.1	Implement Civic Centre improvements	No further update.	Director Asset Management

**Shire of Esperance**

**Council Plan February 2024**

Action Code	Action Name	Comments	Responsible Officer Position
9.3.2	Implement the Playgrounds and Public Open Space Strategic Plan 2015-2025	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 the public along with the playground and basketball court. Additional sensory play items have been installed at Adventureland Park. A concept design for bike facilities at Lalor Park is being developed.	Manager Parks & Environment
9.3.3	Prepare a new 10 year plan for Playgrounds and Public Open Space Strategic Plan 2025-2035	Works have commenced on a desktop review to prepare a new 10 year plan for Playgrounds and Public Open Space Strategic Plan 2025-2035.	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	Works continuing in this area.	Manager Asset Operations
10.1.3	Provide safety measures along The Esplanade and Fisheries Road to improve pedestrian crossings	No further updates.	Manager Asset Operations
10.2.1	Implement Road Safety Management Plan 2024-2030	As per strategy, Fisheries Road Shoulder Widening is now complete.	Director Asset Management

**Shire of Esperance**

**Council Plan February 2024**

Action Code	Action Name	Comments	Responsible Officer Position
10.2.2	Advocate for Main Roads to provide road upgrades and more passing lanes	As opportunities arise.	Director Asset Management
10.2.3	Advocate 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.	The next phase will start after the March elections.	Director Asset Management
10.2.4	Implement the Shire of Esperance Road Construction and Maintenance Program	No further update.	Manager Asset Operations
10.3.1	Implement the Esperance Town Centre Parking, Traffic and Pedestrian Strategy	As per budget.	Director Asset Management
10.3.2	Pursue opportunities to secure land to link Dempster Street and RSL public car parks	No 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 budget.	Director Asset Management
10.3.4	Provide upgrade to Forrest Street road and streetscape.	No further update.	Manager Asset Development
10.4.1	Implement the Esperance Airport Masterplan (including an upgrade to the main runway, replacement of the runway lighting system, and additional apron space)	Main runway design and costings work nearing completion. Once finalised the business case can be further developed and completed. Still waiting on outcome of Remote Airstrip Funding application for cross strip upgrade.	Manager Economic Development
10.4.2	Design, Fund and Construct new Airport runway	Design is continuing.	Director Asset Management

Shire of Esperance

Council Plan February 2024

## Prosperity

### Access to quality education and lifelong learning opportunities

Action Code	Action Name	Comments	Responsible Officer Position
11.1.1	Advocate for South Regional TAFE to develop and promote specialist courses in relevant areas	Nothing further to report.	Chief Executive Officer
11.1.2	Advocate for urgent upgrades and a rebuild of Esperance Senior High School	Nothing further to report at this time.	Chief Executive Officer
11.1.3	Facilitate discussions with universities to explore options for a remote student services campus in Esperance.	Awaiting to hear the outcome of Regional Development Australia application for a Remote University Hub for the Goldfields/Esperance region.	Chief Executive Officer
11.1.4	Facilitate an annual review of the Goldfields Designated Area Migration Agreement to ensure it remains relevant to the community	No further update this month.	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	Peer review of draft economic development strategy being completed.	Manager Economic Development

**Shire of Esperance**

**Council Plan February 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	Low carbon fuels and bioenergy forum hosted by DPIRD. Renewables Bio presented and still looking to set up a Bio Char Plant and gaining land at Shark Lake Industrial Park. Once the company has further detailed plans of the project they will reengage with Shire Officers regarding the potential opportunity.	Manager Economic Development
12.1.3	Promote Esperance as a suitable centre for research and development, and pilot projects.	Work with industries through the Economic Development portfolio to encourage and support diverse industries and enterprises.	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	No further update this month.	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	Tourism Industry Group established and seeking feedback on issues and opportunities for the sector. An industry survey is also being undertaken. Preparation for the Grounded Hiking Festival has commenced.	Manager Economic Development
13.1.2	Provide more digital marketing and advertising opportunities to promote local experiences at Council facilities (eg. Esperance Airport)	Same as last month.	Manager Marketing & Communications

**Shire of Esperance**

**Council Plan February 2024**

Action Code	Action Name	Comments	Responsible Officer Position
13.2.1	Advocate for development of a 4 to 5 star accommodation offering.	No further update.	Chief Executive Officer
13.2.2	Implement the recommendations from the Tourist and Worker Accommodation Study	Draft submission, concept design and costings for key worker accommodation project in progress. No formal advice from Federal government regarding funding applications for development of Flinders Stage 3, and Parsons St and Oceans St.	Manager Economic Development
13.2.3	Advocate for Traditional Owners to develop and promote cultural heritage tourism activities	No further update this month.	Manager Economic Development
13.2.4	Advocate for the development and promotion of tourism experiences	Discussions with HeliSpirit to extend lease have commenced. Contract awarded to undertake Tourism Signage Strategy and Pedestrian Wayfinding Strategy.	Manager Economic Development
13.2.5	Develop wayfinding and interpretive tourism signage	Quote awarded for the project.	Director Asset Management



Shire of Esperance

Council Plan February 2024

## Performance

### Community confidence and trust in Council

Action Code	Action Name	Comments	Responsible Officer Position
14.1.1	Provide Integrated Planning and Reporting (IPR) framework documents and reviews	Council Plan review has commenced and Pulse reporting items were sent out for manager review in February. Responses will be collated before arranging a briefing with Council in March.	Governance & Corporate Support Coordinator
14.1.2	Provide public reports on progress towards achievement of priority projects and outcomes	Monthly report provided to Council.	Governance & Corporate Support Coordinator

### Operational excellence and financial sustainability

Action Code	Action Name	Comments	Responsible Officer Position
15.1.1	Review the Long Term Financial Plan and informing plans per IPR framework	Updates to key projects including the Myrup Waste Management Facility, James Street Cultural Hub project, the Airport Upgrade, and the Worker Accommodation projects have been workshopped with Councillors and updated in the Long-Term Financial Plan. In order to complete the projects \$2.5m in core infrastructure funding will be diverted to these projects over the next four financial years. The Flinders Stage 3, Shark Lake Industrial Project and Ocean Street land development projects have also been delayed in the meantime.	Director Corporate and Community Services

**Shire of Esperance**

**Council Plan February 2024**

Action Code	Action Name	Comments	Responsible Officer Position
15.1.2	Review and implement initiatives to improve internal business efficiencies and service delivery (such as more online services and digital forms)	Nothing notable has been completed in this period but the IT team are working behind the scenes to improve internal business efficiencies.	Manager Information Services

**A well informed and engaged community**

Action Code	Action Name	Comments	Responsible Officer Position
16.1.1	Review the Communication and Engagement Strategy	The Communication and Engagement Strategy is currently under review as time permits. Due June 2025.	Manager Marketing & Communications
16.1.2	Provide regular forums and events to inform and engage the community about local issues and council decisions (such as pop-up booths at local community events).	Pop-up booths have been provided at a number of community events to allow Council engagement with the community.	Chief Executive Officer
16.1.3	Conduct a biennial community survey to assess community priorities and benchmark performance levels	Preliminary planning underway. Communication plan has been put into action, with Latest News stories published and scheduled on the five priority areas (Airport facilities and services, seniors' services, facilities and care, health and community services, community safety and crime prevention and local roads) determined from the 2023 Community Scorecard survey analysis, as well as building and planning, an area which historically scores low in these surveys. The intention of the Latest News stories and associated social media is to inform the community on what actions the Shire has carried out in relation to the five priority	Manager Marketing & Communications

**Shire of Esperance**

**Council Plan February 2024**

Action Code	Action Name	Comments	Responsible Officer Position
		areas, and to raise awareness of the upcoming 2025 Community Scorecard survey.	

Community Grants Program 2024/25 - Small Grants

Organisation	Project	Funding Summary	Project Timing	Amount
Ports Football Club	New Cricket Pitch covers	To replace damaged covers on cricket pitch	30-Mar	\$3,000
Esperance Pistol Club	2 new Pistols	to upgrade existing pistols for non-members to try the sport before they commit to enrolling	August 2025	\$2,925
Esperance Model Aero Club	Upgrade signage and club maintenance	Old signage is faded and unreadable. Will now include contact details of club. Maintenance to be done around club	Oct - Dec 2025	\$1,925
Castletown Primary School	NAIDOC event	to assist with payment of bus costs for other schools to attend the day	August 2025	\$3,000
Esperance Aged Care Facility	Purchase projector	Omi Vista Interactive Projector to aid residents with dementia and memory issues. Has games, music and other aids as a sensory device, can also combat social loneliness	June - Dec 2025	\$3,000

**Item: 12.4.2**

**Common Seal Usage September 2024 to February 2025**

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

**File Ref: D25/5976**

**Applicant**

Internal

**Executive Summary**

For Council to receive the Common Seal Register

**Recommendation in Brief**

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

**Background**

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

Exceptions to the above are:

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

**Officer's Comment**

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

**Consultation**

WALGA

**Financial Implications**

Nil

**Asset Management Implications**

Nil

**Statutory Implications**

Local Government Act 1995 – 9.49a Execution of Documents

**Policy Implications**

POL 0036: 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<sub>1</sub>. Shire of Esperance Common Seal Usage - September 2024 to February 2025

**Officer's Recommendation**

**That Council receive the report entitled Shire of Esperance Common Seal Usage for the period of September 2024 to February 2025.**

**Voting Requirement**

Simple Majority

### The Shire of Esperance Common Seal Usage

<b>September 2024</b>	
3 September 2024	Notification Under Section 70A Notification for RAC Caravan Park
5 September 2024	Amplitel Lease – Helms Drive, Pink Lake
18 September 2024	Lease – Old School Masters House in Museum Village – Bistro Louis Pty Ltd
18 September 2024	Deed of Extension of Licence – Vending Machine at Airport Terminal
18 September 2024	Removal of Expired Term Lease
18 September 2024	Lease – Multi Sports Pavillion Greater Sports Ground – Hockey Association Inc
<b>October 2024</b>	
18 October 2024	Access Agreement – Cultural Heritage Survey – Flinders Estate
23 October 2024	Agreement – Option to Purchase a Portion of Lot 50 Wylie Bay Road, Bandy Creek
23 October 2024	Lease Variation – Scott Mackie and Darren Rogers
31 October 2024	Notification Under Section 70 A – Lot 14 on Deposited Plan 421651
<b>November 2024</b>	
20 November 2024	Notification Under Section 70A – Lot 106 on Plan 20600
26 November 2024	Preliminary Statement – Sale of 22 Tribune Parade, Bandy Creek
<b>December 2024</b>	
18 December 2024	Notification Under Section 70A – Lot 21 on Diagram 36388 – McDonald's
<b>January 2025</b>	
7 January 2025	Deed of Assignment of Licence – Portion Lot 15 Coolgardie-Esperance highway – Vending Machine Sites 3 and 4 – Esperance Airport
7 January 2025	Sale of 16 Hillier Avenue, Bandy Creek
7 January 2025	Lease – Old Sergeant's Quarters, Museum Village – Lot 100 Dempster Street, Esperance
<b>February 2025</b>	
13 February 2025	Lease – Lots 388 and 389 Black Street, Esperance – Esperance Playgroup Association
19 February 2025	Lease – Lot 103 Dempster Street, Esperance – Esperance Care Services

**Item: 12.4.3**

**2025 Annual Meeting of Electors - Motion 2 South Coast Marine Park**

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

**File Ref: D25/5991**

**Applicant**

Internal

**Location/Address**

N/A

**Executive Summary**

For Council to consider motion two that was carried at the Annual Meeting of Electors held on 4 February 2025 and subsequently laid on the table at the February Ordinary Council Meeting to allow the matter to be considered after the State Government Election.

**Recommendation in Brief**

That Council consider the officers recommendation that was put forward at the February Ordinary Council Meeting.

**Background**

Following the acceptance of the 2023/24 Annual Report, the Shire of Esperance held its Annual Meeting of Electors (AME) on February 4, 2025, in accordance with the Local Government Act 1995 and associated regulations. During the AME, five (5) motions were presented in General Business, with four (4) being approved by the electors. The following motion (2) was carried at the Annual Meeting of Electors.

Motion 2

*That Council;*

- 1. Publicly oppose the South Coast Marine Park; and*
- 2. An independent investigation into the community consultation process.*

At the Ordinary Council Meeting (OCM) on 25 February, Council resolved to “lay on the table” Motion 2 from the AME until the March OCM, as the State Government is in a caretaker period. The matter will be considered following the State Government election on March 8, 2025.

O0225-001

*Council Resolution*

*That Council*

- 1. Note Motion 2 from the Annual Meeting of Electors (February 2025); and*
- 2. That the motion be laid on the table until the March Ordinary Council Meeting, to allow the matter to be considered following the State Government Election on the 8 March 2025*

**Officer’s Comment**

Council’s role is to balance the views that are expressed at the electors meeting, with those of the greater community and Council’s statutory obligations. This regrettably may result in motions at electors meeting being significantly modified or unable to be implemented, due to them being considered “ultra vires”



(beyond the authority of Council). Council is also required to ensure all decisions are lawful, in accordance with the relevant provisions of the LGA and related regulations, other legislation and law (such as contract and industrial), with reference to Council policies, local laws and currently uncompleted Council resolutions.

It is recommended that Council acknowledge the diverse views around the South Coast Marine Park in line with the Shire's submission to the State Government. The Officer's recommendation advises we do not undertake an independent investigation into the community consultation process as this is a State Government Issue.

*Officer Recommendation – Motion 2*

*That Council:*

- 1. In line with the Shire's submission to the State Government, acknowledges the diverse views around the South Coast Marine Park; and*
- 2. Advises the Shire will not undertake an independent investigation into the community consultation process, for the South Coast Marine Park, as this is a State Government process.*

**Consultation**

The attendance of 58 electors at the AME and 32 attendees at the February OCM is considered to be the community consultation on this matter.

**Financial Implications**

There are no financial implications arising from this report.

**Asset Management Implications**

Nil

**Statutory Implications**

The statutory implications associated with this item are:

Section 2.7 The Role of the council, Local Government Act 1995

Section 5.33 Decisions made at electors' meetings, Local Government Act 1995

**Policy Implications**

Nil

**Strategic Implications**

Council Plan 2022 – 2032

*Performance - Outcome 14. Community confidence and trust in Council*

Objective 14.1. Provide transparent, accountable and effective leadership.

**Environmental Considerations**

Nil

**Attachments**

Nil

**Officer's Recommendation**

**That Council**

1. **In line with the Shire's submission to the State Government, acknowledges the diverse views around the South Coast Marine Park; and**
2. **Advise the Shire will not undertake an independent investigation into the community consultation process for the South Coast Marine Park, as this is a State Government Process.**

**Voting Requirement**

Simple Majority

**13. REPORTS OF COMMITTEES**

**Item: 13.1**

**Minutes of the Audit Committee**

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

**File Ref: D25/5907**

**Attachments**

A⇒. Minutes - Audit Committee Meeting - 4 March 2025 - *Under Separate Cover*

**Officer's Recommendation**

**That Council accept the unconfirmed minutes of the Audit Committee Meeting held on the 4 March 2025**

**Voting Requirement**                      Simple Majority

**Item: 13.2**

**Compliance Audit Return 2024**

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

**File Ref: D25/3952**

**Applicant**

Corporate & Community Services

**Location/Address**

Shire of Esperance

**Executive Summary**

For Council to adopt the 2024 Shire of Esperance Compliance Audit Return (CAR) as required pursuant to Section 7.13(1)(i) of the *Local Government Act 1995*, and Regulation 14 of the *Local Government (Audit) Regulations 1996* as attached.

**Recommendation in Brief**

That Council adopt the 2024 Shire of Esperance Compliance Audit Return pursuant to Regulation 14(3) of the *Local Government (Audit) Regulations 1996*.

**Background**

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

The 2024 CAR contains 94 questions across 11 categories formulated around the *Local Government Act 1995* and associated regulations. Categories and questions are completed by the relevant Shire Officers and presented to Council through the Audit Committee for adoption.

A copy of the 2024 Shire of Esperance CAR is attached for reference.

A report was put to the Audit Committee for consideration at their meeting held 4 March 2025, with the following being decided:

That the Audit Committee recommend that Council adopt the 2024 Shire of Esperance Compliance Audit Return pursuant to Regulation 14(3) of the *Local Government (Audit) Regulations 1996*.

**Officer's Comment**

The CAR has identified no area of non-compliance within the Shire of Esperance for 2024.

**Consultation**

Asset Management  
Corporate & Community Services  
Executive Services  
External Services

**Financial Implications**

Nil

**Asset Management Implications**

Nil

**Statutory Implications**

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

*Local Government (Audit) Regulations 1996* – Regulation 14

**Policy Implications**

Nil

**Strategic Implications**

Council Plan 2022 - 2032

*Performance - Outcome 14. Community confidence and trust in Council*

Objective 14.1. Provide transparent, accountable and effective leadership.

Encourage community participation and insight into activities and decisions

**Environmental Considerations**

Nil

**Attachments**

A<sub>1</sub>. Compliance Audit Return 2024

**Committee Recommendation**

**That Council adopt the 2024 Shire of Esperance Compliance Audit Return pursuant to Regulation 14(3) of the *Local Government (Audit) Regulations 1996*.**

**Voting Requirement**

Simple Majority



**COMPLIANCE AUDIT RETURN 2024**

**Commercial Enterprises by Local Governments**

No	Reference	Question	Response	Comments (including CM reference/website link for evidence)
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2024?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No major Trading undertakings occurred in 2024
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2024?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No major land transactions occurred in 2024
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2024?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No major land transactions occurred in 2024
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No major trading or land transactions occurred in 2024
5	s3.59(5)	During 2024, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No major trading or land transactions occurred in 2024



**Delegation of Power/Duty**

No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No delegations to committees in 2024
2	s5.16 (2)	Were all delegations to committees in writing?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No delegations to committees in 2024
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the <i>Local Government Act 1995</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No delegations to committees in 2024
4	s5.18	Were all delegations to committees recorded in a register of delegations?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No delegations to committees in 2024
5	s5.18	Has council reviewed delegations to its committees in the 2023/2024 financial year?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No delegations to committees in 2024
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the <i>Local Government Act 1995</i> ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Listed in Delegated Authority Register D24/15221
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	O0524-059 28 May 2024
8	s5.42(2)	Were all delegations to the CEO in writing?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Listed in Delegated Authority Register D24/15221
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Listed in Delegated Authority Manual D24/15222[v2]



<b>10</b>	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	No amendments outside of annual review in 2024
<b>11</b>	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Listed in Delegated Authority Manual and Delegated Authority Register
<b>12</b>	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2023/2024 financial year?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	O0524-059 28 May 2024
<b>13</b>	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with <i>Local Government (Administration) Regulations 1996</i> , regulation 19?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Our delegation register (D24/15395) notes the individual CM reference for how each person records their delegated authority use.





**Disclosure of Interest**

No	Reference	Question	Response	Comments (including CM reference/website link for evidence)
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the <i>Local Government Act 1995</i> , did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Disclosures are record in the meeting minutes and states when the council member left and returned to the Chamber.
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the <i>Local Government (Administration) Regulations 1996</i> regulation 21A, recorded in the minutes of the relevant council or committee meeting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Meeting minutes are available on the Shire's website. <a href="#">Agenda &amp; Minutes » Shire of Esperance</a>
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the <i>Local Government Act 1995</i> recorded in the minutes of the meeting at which the disclosures were made?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Meeting minutes are available on the Shire's website. <a href="#">Agenda &amp; Minutes » Shire of Esperance</a>
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	A list of primary returns lodged has been saved in the Annual Return Register 2021/2022 to current D21/29308
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2024?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	A list of annual returns lodged has been saved in the Annual Return Register 2021/2022 to current D21/29308
6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Acknowledgement Letters saved in CM folder F12/3722
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	The primary and annual returns are saved in CM F12/3722
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the <i>Local Government Act 1995</i> , in the form prescribed in the <i>Local Government (Administration) Regulations 1996</i> , regulation 28?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Register Financial Interests D16/2068 Register Impartiality Interests D16/16243 Register Proximity Interests D16/16101



9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> , did the CEO remove from the register all returns relating to that person?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the <i>Local Government Act 1995</i> been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the <i>Local Government Act 1995</i> , in the form prescribed in the <i>Local Government (Administration) Regulations 1996</i> , regulation 28A?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Register is saved in CM D16/27067
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Gift register available on the Shire's website. <a href="#">Disclosure of Gifts » Shire of Esperance</a>
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the <i>Local Government Act 1995</i> , did the CEO remove from the register all records relating to those people?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) <i>Local Government Act 1995</i> been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Noted in the meeting minutes
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the <i>Local Government Act 1995</i> relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No applications required.
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the <i>Local Government Act 1995</i> , recorded in the minutes of the council meeting at which the decision was considered?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No decisions required.



18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Code of Conduct adopted by Council in March 2021. O0321-070
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the <i>Local Government Act 1995</i> ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Included additional information in the Preamble / Statutory Environment sections. Also changed the clause numbering.
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Version is current from February 2021. <a href="#">shire_of_esperance_code_of_conduct_for_council_members_committee_members_and_candidates.pdf</a>
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employee of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Version is current from September 2021. <a href="#">Code_of_Conduct_-_Employees.pdf</a>



**Disposal of Property**

No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the <i>Local Government Act 1995</i> (unless section 3.58(5) applies)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the <i>Local Government Act 1995</i> , did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Example: D24/31330



**Elections**

No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the <i>Local Government (Elections) Regulations 1997</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No election in 2024
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the <i>Local Government (Elections) Regulations 1997</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No election in 2024
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the <i>Local Government (Elections) Regulations 1997</i> ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	No election in 2024. Gift register on Shire's website. <a href="#">register - electronic - gifts notifiable gifts contributions to travel - councillors staff 1.pdf</a>



**Finance**

No	Reference	Question	Response	Comments (including CM reference/website link for evidence)
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the <i>Local Government Act 1995</i> ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Audit committee established following October 2023 elections. O1023-187.
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the <i>Local Government Act 1995</i> , did it do so by absolute majority?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No powers delegated to Audit Committee
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2024 received by the local government by 31 December 2024?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Received by Council on 17 December 2024 with Annual Report. O1224-092.
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the <i>Local Government Act 1995</i> required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No matters raised.
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No matters identified as significant.
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the <i>Local Government Act 1995</i> , did the CEO publish a copy of the report on the local government's official website?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No report required.
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2024 received by the local government within 30 days of completion of the audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Auditors on site from 2-7 September 2024. Report received by CEO 31 October 2024.



**Integrated Planning and Reporting**

No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If yes, please provide the adoption date or the date of the most recent review in the Comments section?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	28 May 2024.  Council Plan was adopted in May 2022 and last reviewed 28/05/2024, O0524-060. The Council Plan incorporates both the Strategic Community Plan and Corporate Business Plan.
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If yes, please provide the adoption date or the date of the most recent review in the Comments section?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	28 May 2024.  Council Plan was adopted in May 2022 and last reviewed 28/05/2024, O0524-060. The Council Plan incorporates both the Strategic Community Plan and Corporate Business Plan.
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of <i>Local Government (Administration) Regulations 1996</i> 19DA(2) & (3)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	



**Local Government Employees**

No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with <i>Local Government (Administration) Regulations 1996</i> , regulation 18A?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No vacancies in 2024.
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No vacancies in 2024.
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the <i>Local Government Act 1995</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No vacancies in 2024.
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No vacancies in 2024.
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No vacancies in 2024.





**Official Conduct**

No	Reference	Question	Response	Comments (including CM reference/website link for evidence)
1	s5.120	Has the local government designated an employee to be its complaints officer?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Director Corporate & Community Services
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the <i>Local Government Act 1995</i> ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	The Register is located in Trim, reference D22/1445.
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the <i>Local Government Act 1995</i> ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<a href="#">Current - Register - Minor Bre~5.121 - Minor Breach Complaint</a>



**Optional Questions**

No	Reference	Question	Response	Comments (including CM reference/website link for evidence)
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the <i>Local Government (Financial Management) Regulations 1996</i> regulations 5(2)(c) within the three financial years prior to 31 December 2024? If yes, please provide the date of council's resolution to accept the report.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	While the review was effectively completed, some unavoidable issues were experienced in receiving the final report from the auditor resulting in a 4-month delay. As such, the report will not be submitted to the Audit Committee/Council until early 2025.  25/02/2025
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with <i>Local Government (Audit) Regulations 1996</i> regulation 17 within the three financial years prior to 31 December 2024? If yes, please provide date of council's resolution to accept the report.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Last completed 28/03/2023, O0323-056.
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the <i>Local Government Act 1995</i> , were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No gifts received
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Last review Jan 2024, O0124-004
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the <i>Local Government Act 1995</i> ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Website information is audited annually to ensure ongoing compliance.
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Last review Jan 2024, O0124-004



7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2024?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Training register available on Shire's website, published 8 July 2024. <a href="#">Elected Member Training - Units of Competency - July 2024.pdf</a>
8	s6.4(3)	By 30 September 2024, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2024?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	



**Tenders for Providing Goods and Services**

No	Reference	Question	Response	Comments (including CM reference/website link for evidence)
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the <i>Local Government (Functions and General) Regulations 1996</i> , regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2	s3.57 F&G Reg 11	Subject to <i>Local Government (Functions and General) Regulations 1996</i> , regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the <i>Local Government Functions and General) Regulations 1996</i> , required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4	F&G Reg 12	Did the local government comply with <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No multiple contracts entered into.
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Addendums issued through tenderlink all include the acknowledgement to be signed and included within submissions.
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 15 and 16?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	All tenderers opened in the presence of Director Asset Management and Procurement Officer.
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 17 and did the CEO make the tenders	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Tender register located on Shire website <a href="#">Tender Registers » Shire of Esperance</a>



		register available for public inspection and publish it on the local government's official website?		
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	None received incorrectly.
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Council Meeting 28 May 2024, Item 17.11
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	LD24/17
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the <i>Local Government (Functions and General) Regulations 1996</i> , Regulations 21 and 22?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No EOI advertised for this period.
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No EOI advertised for this period.
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No EOI advertised for this period.
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 24?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No EOI advertised for this period.
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with <i>Local Government (Functions &amp; General) Regulations 1996</i> regulations 24AD(4) and 24AE?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	D24/8790
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No variations required.



17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	All tenderers opened in the presence of Director Asset Management and Procurement Officer.
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 24AG?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	All tenderers are listed in the Tender Registers on the SOE Website.
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Council Meeting 28 May 2024 Item 17.6
21	F&G Reg 24Ai	Did the CEO send each applicant written notice advising them of the outcome of their application?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	LD24/19
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 24E and 24F?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	SOE Regional Price Preference Policy.

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor/President

\_\_\_\_\_  
Date

**Item: 13.3**

**2024/25 Budget Review**

<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: D25/5681**

**Applicant**

Corporate and Community Services

**Location/Address**

Internal

**Executive Summary**

Prudent management of the Shire's Annual Budget includes a full review of the Shire's progress mid-way through the financial year. This report presents a review of the 2024/25 Annual Budget based on actuals and commitments as of 19 February 2025.

**Recommendation in Brief**

That Council adopt the 2024/25 Budget Review which includes the attached budget requests.

**Background**

Council undertakes a Budget Review to assess the impact of actual events upon the adopted budget. The Budget Review document contains actual transactions as of 19 February 2025 and a predicted figure for each account till the end of the financial year. The predicted figures attempt to quantify the likely difference that invariably occurs between the budget and the end of financial year actual result.

A detailed dissection of the income and expenditure variations is supplied as an attachment. The report lists all accounts which have a variance (surplus or deficit) from which was estimated in the annual budget. All the variances shown require Council approval by Absolute Majority to adjust the original budget. If Council resolves to adjust the budget as per the attachment, it will provide a predicted \$65,820 deficit by 30 June 2025.

**Officer's Comment**

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

1. The first column being the Council's adopted budget.
2. The second column being Council's current approved budget including any budget amendments already adopted by Council.
3. The third column contains the actual result recorded year to date (19 February 2025).
4. The fourth column contains the revised budget amount.
5. The fifth column being the predicted variance.

Expenditure is presented in brackets and revenue is presented without brackets.

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

The original 2024/25 Budget as adopted by Council resulted in a \$44,458 deficit. Since adoption, budget amendments have been presented and adopted by Council however they did not affect the net position. The following adjustments from the mid-year Budget Review results in an increase of the deficit to \$65,820.

Movements in the budget can be explained as follows:

<b>Operating Income Movement</b>		
Grant and Subsidies	<p>The reduction in budget is mainly attributable to:</p> <ul style="list-style-type: none"> <li>- A reduction of \$253,553 in budgeted Financial Assistance Grants.</li> <li>- A reduction in expected funding for Home Care of \$980,940. This is largely in relation to HCP grants as the externally operated Esperance Aged Care Facility are taking on more clients within the Shire following an expansion.</li> <li>- An increase of \$49,800 in relation to grant funding from Department of Communities for Regional Child Care Workers Program in conjunction with Escare Inc.</li> <li>- And increase of \$40,000 in relation to grant funding from DPIRD to go towards a Workplace Health and Safety Traineeship.</li> </ul>	<b>(\$1,114,607)</b>
Contributions and donations	<p>This increase is mainly due to an expected grant of \$573,396 from Lotterywest in relation to GVROC for a Goldfields Esperance Urban Greening Program.</p> <p>Other contributors include:</p> <ul style="list-style-type: none"> <li>- \$101,396 increase on DPIRD income for Wild Dogs.</li> <li>- \$5,000 Bin Tagging Program Grant from WALGA.</li> <li>- Reduction of \$181,197 in Home Care funding, largely for the Commonwealth Home Support Programme.</li> <li>- \$65,497 in State NRM Grant funding for Esperance Reserves: Revegetation, Remediation and Protection project.</li> </ul>	<b>\$567,616</b>
Fees and Charges	<p>Increase is mainly attributable to:</p> <ul style="list-style-type: none"> <li>- \$26,000 increase in revenue from Eastern and Southern Suburbs Water Pipeline service.</li> <li>- \$10,300 in expected Airport lease fees.</li> <li>- \$226,922 increase in Home Care client payments for services.</li> <li>- \$51,324 increase in various building services revenue, particularly building licenses, registrations and approvals.</li> <li>- Decrease in revenue of \$30,000 from the Esperance Indoor Stadium following its temporary closure for flooring repairs.</li> <li>- \$156,000 decrease in BOILC revenue across swim school, pool admissions and kiosk sales resulting from the closure for ceiling repairs.</li> </ul>	<b>\$121,751</b>
Interest Revenue	Increase largely attributable to interest earnings on rates being higher than predicted.	<b>\$34,000</b>



Other Revenue	<p>Increase is mainly attributable to:</p> <ul style="list-style-type: none"> <li>- \$35,034 LGIS wages adjustment credit relating to 2023/24 actuals.</li> <li>- \$99,205 in insurance claims to repair damaged assets and in relation to workers compensation claims.</li> </ul>	<b>\$134,751</b>
<b>Operating Expenditure Movement</b>		
Employee Costs	<p>Reduction in budgeted expense mainly attributable to:</p> <ul style="list-style-type: none"> <li>- A decrease in the expected adjustment to workers compensation insurance of \$99,953.</li> <li>- Salaries relating to Bay of Isles Leisure Centre to the amount of \$31,000 were reclassified to fund contractor costs due to temporary staffing shortage.</li> <li>- An increase of \$40,000 to go towards a Workplace Health and Safety Traineeship, funded by a DPIRD grant as listed above.</li> </ul>	<b>\$103,880</b>
Materials and Contracts	<p>Increase mainly attributable to:</p> <ul style="list-style-type: none"> <li>- \$105,000 increase to building maintenance on the Salmon Gums Old Road Building, to be funded from the Building Maintenance Reserve.</li> <li>- Circa \$640k increase in materials and contracts in relation to the GVROC Urban Greening Program Grant and Reserves Revegetation, Remediation and Protection grants (offsets grant income received).</li> <li>- \$174,000 increase in plant and vehicle budget as a result of reduced overhead recovery offset by insurance savings.</li> <li>- \$135,000 increase in Sand Renourishment Program funded from capital projects.</li> <li>- \$31,000 increase in contractor costs relating to coverage of positions at Bay of Isles Leisure Centre during staff shortage.</li> <li>- \$101,396 increase in expenditure for wild dogs in relation to increase in associated grants.</li> <li>- \$978,826 decrease to Home Care program expenses in relation to decreases in expected HCP and CHSP grant revenue, mainly as a result of a movement of clients to external providers.</li> <li>- A movement of \$39,761 to capital to better reflect the nature of new asset purchases for the Library, as outlined in their Budget Bid (documentation attached - offsets purchase of non-operating assets).</li> <li>- A movement of \$25,818 to capital to better reflect the nature of new asset purchases shared by Community Development and Building Maintenance (offsets purchase of non-operating assets).</li> </ul>	<b>(\$163,506)</b>

Utility Charges	<p>Decrease is mainly attributable to:</p> <ul style="list-style-type: none"> <li>- \$25,000 decrease in utilities at the Esperance Indoor Stadium due to its temporary closure.</li> <li>- A decrease of \$11,000 on Museum electricity charges.</li> <li>- A decrease of \$12,000 on Civic Centre water and electricity charges.</li> <li>- Main Roads have taken over some streetlights resulting in a reduction of \$8,000.</li> </ul> <p>There were some increases across various business areas, reducing the overall reduction on utilities costs, including \$23,000 across multiple sporting grounds.</p>	<b>\$31,800</b>
Depreciation	An increase in unbudgeted depreciation on vehicles.	<b>(\$10,000)</b>
Insurance	The decrease in budget is mainly attributable to asset insurance actuals relating to plant and vehicles which came in lower than original budget expectations.	<b>\$200,457</b>
Other Expenditure	This reduction in budget is mainly attributable to reflecting actuals on rates valuation expenses.	<b>\$32,125</b>
<b>Non-Operating Expenditure Movements</b>		
Materials and Contracts	<p>Increase in expense is mainly attributable to:</p> <ul style="list-style-type: none"> <li>- \$104,000 for a carpark upgrade at the Airport, funded by the Aerodrome Reserve.</li> <li>- \$315,888 in additional funds required for the BOILC ceiling replacement works, to be funded from the Building Maintenance Reserve.</li> </ul>	<b>(\$470,356)</b>
Purchase of Assets	<p>This increase is attributable to:</p> <ul style="list-style-type: none"> <li>- A movement of \$39,761 from operating to better reflect the nature of new asset purchases for the Library as outlined in the attached Budget Bid.</li> <li>- A movement of \$25,818 from operating to better reflect the nature of new asset purchases for Community Development and Building Maintenance.</li> <li>- A new fuel system for the Airport, funded by the Aerodrome Reserve (\$7,328)</li> <li>- The purchase of a new beach wheelchair (\$6,300) which is covered by insurance.</li> <li>- Upgrade of the Bay of Isles Leisure Centre air handling units, to be funded by the Building Maintenance Reserve (\$89,610), as listed in the attached Budget Bid.</li> </ul>	<b>(\$168,817)</b>
<b>Reserves Movements</b>		
Movements to Reserves	<p>Decrease in movement of \$156,789 to the Sanitation Reserve as a result of increased expenditure related to bin pickups.</p> <p>Decrease in movement to reserves of unused building maintenance annual allocation of \$86,298 to fund additional projects arising during the year.</p>	<b>\$233,146</b>

Movements from Reserves	Mainly attributable to overspend on Bay of Isles Leisure Centre building project (\$315,888) funded from the Building Maintenance Reserve, as well as the upgrade of the Centre's air handling units (\$89,610), also to be funded from the Building Maintenance Reserve.	<b>\$436,398</b>
<b>Overall Change (deficit)</b>		<b>(\$21,362)</b>

The original budget commenced with a \$44,458 deficit. Subsequent budget amendments have resulted in a slightly larger deficit of \$65,820. This is an encouraging result considering Financial Assistance Grant funding came in \$253,553 lower than expected as well as the increasing costs across all goods and services. The reduction in insurance expenses of \$200,457 is one of the main contributors to being able to offset this reduction in expected income.

### Consultation

Director Corporate and Community Services  
Director External Services  
Director Asset Management/Acting Chief Executive Officer  
Audit Committee

### Financial Implications

As detailed in the attached Budget Review documentation.

### Asset Management Implications

Nil

### Statutory Implications

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

### Policy Implications

Nil

### Strategic Implications

Council Plan 2022 - 2032

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

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

### Environmental Considerations

Nil

### Attachments

- A. Budget Review 2024/2025
- B. 1. MYR Budget Bid - Library Self Loan Station and External Locker
- C. 2. MYR Budget Bid - BOILC Air Handling Unit Upgrade

**Committee Recommendation**

**That Council:**

1. **Adopt the 2024/25 Budget Review.**
2. **Approve the attached budget request for an increase in ongoing operating expenditure of \$3,000 in 2024/2025 and \$3,120 in each year following, for RFID Self Loan Station and External Reserves Locker for the Library as included in the bottom line.**
3. **Approve the attached budget request for an increase in capital expenditure of \$89,610 to be funded by the Building Maintenance Reserve, for an upgrade to the Bay of Isles Leisure Centre Air Handling Unit as included in the bottom line.**

**Voting Requirement**

**Absolute Majority**

SHIRE OF ESPERANCE  
STATEMENT OF BUDGET REVIEW  
FOR THE YEAR ENDING 30 JUNE 2025

	Budget v Actual			Revised Budget Amount (b)	Predicted Variance (b) - (a)	
	Adopted Budget	Current Approved Budget (a)	Year to Date Actual			
	\$	\$	\$	\$	\$	
<b>OPERATING ACTIVITIES</b>						
<b>Revenue from operating activities</b>						
General rates	26,851,952	26,851,952	26,827,687	26,851,952	-	
Grants and subsidies	7,286,054	7,286,054	4,627,233	6,171,447	(1,114,607)	▼
Contributions and donations	2,250,650	2,250,650	961,691	2,818,266	567,616	
Fees and charges	11,015,415	11,015,415	8,555,948	11,137,166	121,751	▲
Interest revenue	1,719,500	1,719,500	1,125,676	1,753,500	34,000	▲
Other revenue	984,091	2,377,091	1,258,738	2,511,842	134,751	▲
Profit on asset disposals	120,940	120,940	819	120,940	-	
	50,228,602	51,621,602	43,357,792	51,365,113	(256,489)	
<b>Expenditure from operating activities</b>						
Employee costs	(23,271,943)	(23,271,943)	(14,278,182)	(23,168,063)	103,880	▼
Materials and contracts	(17,242,935)	(18,622,935)	(9,981,239)	(18,786,441)	(163,506)	▲
Utility charges	(1,434,221)	(1,434,221)	(781,163)	(1,402,421)	31,800	▼
Depreciation	(23,403,044)	(23,403,044)	(13,531,980)	(23,413,044)	(10,000)	▲
Finance costs	(71,182)	(71,182)	(53,823)	(71,182)	-	
Insurance	(988,511)	(988,511)	(787,327)	(788,054)	200,457	▼
Other expenditure	(786,355)	(786,355)	(388,281)	(754,230)	32,125	▼
Loss on asset disposals	(51,039)	(51,039)	(196,232)	(51,039)	-	
	(67,249,230)	(68,629,230)	(39,998,227)	(68,434,474)	194,756	
<b>OPERATING TOTAL</b>	<b>(17,020,628)</b>	<b>(17,007,628)</b>	<b>3,359,565</b>	<b>(17,069,361)</b>	<b>(61,733)</b>	
<b>NON-OPERATING ACTIVITIES</b>						
<b>Inflows from non-operating activities</b>						
Capital grants, subsidies and contributions	20,074,997	19,076,314	6,076,523	19,076,314	-	
Reimbursements	-	-	-	-	-	
Proceeds from Loans	2,434,907	2,434,907	-	2,434,907	-	
Proceeds from disposal of assets	1,290,500	1,290,500	443,064	1,290,500	-	
Proceeds from self supporting loans	404,456	404,456	96,846	404,456	-	
	24,204,860	23,206,177	6,616,433	23,206,177	-	
<b>Outflows from non-operating activities</b>						
Employee costs	(7,615,866)	(7,615,866)	(3,230,883)	(7,615,866)	-	
Materials and contracts	(36,190,545)	(36,340,545)	(11,208,163)	(36,810,901)	(470,356)	▲
Purchase of assets	(4,275,077)	(4,025,077)	(2,783,164)	(4,193,894)	(168,817)	▲
Repayment of Loans	(461,775)	(461,775)	(125,185)	(461,775)	-	
	(48,543,263)	(48,443,263)	(17,347,396)	(49,082,436)	(639,173)	
<b>NON-OPERATING TOTAL</b>	<b>(24,338,403)</b>	<b>(25,237,086)</b>	<b>(10,730,963)</b>	<b>(25,876,259)</b>	<b>(639,173)</b>	
<b>TOTAL MOVEMENT BEFORE ADJUSTMENTS</b>	<b>(41,359,031)</b>	<b>(42,244,714)</b>	<b>(7,371,397)</b>	<b>(42,945,620)</b>	<b>(700,906)</b>	
<b>ADJUSTMENTS TO STATEMENT OF FINANCIAL ACTIVITY</b>						
<b>Reserve Movements</b>						
Movements to Reserve	(4,831,398)	(4,944,398)	(718,785)	(4,711,252)	233,146	
Movements from Reserve	19,311,950	19,311,950	7,178,017	19,748,348	436,398	
<b>Non Cash Write Back</b>						
Depreciation	23,403,044	23,403,044	13,531,980	23,413,044	10,000	
Gain on Asset Disposal	(120,940)	(120,940)	(819)	(120,940)	-	
Loss on Asset Disposal	51,039	51,039	196,232	51,039	-	
Movement in Accruals	279,652	279,652	89,095	279,652	-	
<b>Surplus Brought Forward</b>	<b>3,221,226</b>	<b>4,219,909</b>	<b>4,219,909</b>	<b>4,219,909</b>	<b>-</b>	
<b>SURPLUS/(DEFICIT) AT END OF PERIOD</b>	<b>(44,458)</b>	<b>(44,458)</b>	<b>17,124,232</b>	<b>(65,820)</b>	<b>(21,362)</b>	▼

**Shire of Esperance**  
**Budget Review**  
For the year ending 30 June 2025

Management Accounting Report  
Program Mid-Level

	2024-25 ORIGINAL BUDGET	CURRENT APPROVED BUDGET	ACTUALS YEAR TO DATE	PREDICTED ACTUALS JUNE 2025
<b>03 - General Purpose Funding</b>				
<b>Other Revenue</b>				
3115 - Other Revenue - Operating				
115 - Grants, Subsidies & Contributions	1,210,394	1,210,394	717,631	956,841
120 - Interest Earnings	1,630,000	1,630,000	1,005,263	1,630,000
960 - Transfer from Unspent Grant Reserves	6,858,899	6,858,899	6,858,899	6,858,899
<b>3115 - Other Revenue - Operating Total</b>	<b>9,699,293</b>	<b>9,699,293</b>	<b>8,581,793</b>	<b>9,445,740</b>
<b>Rates</b>				
3110 - Rates - Operating				
100 - Rates & Charges	26,851,952	26,851,952	26,827,687	26,851,952
105 - Fees & Charges	1,200	1,200	627	1,200
115 - Grants, Subsidies & Contributions	-	-	1,900	-
120 - Interest Earnings	85,500	85,500	112,802	115,500
125 - Reimbursements	17,000	17,000	504	15,000
350 - Administration Expenses	(19,000)	(19,000)	(16,730)	(19,000)
365 - Legal & Debt Recovery Costs	(25,000)	(25,000)	(9,085)	(25,000)
415 - Rates Expenditure	(92,387)	(92,387)	(17,775)	(54,387)
955 - Transfer from Reserves	300	300	300	300
980 - Overhead Allocation	(423,021)	(423,021)	(199,358)	(341,392)
<b>3110 - Rates - Operating Total</b>	<b>26,396,544</b>	<b>26,396,544</b>	<b>26,700,871</b>	<b>26,544,173</b>
<b>03 - General Purpose Funding Total</b>	<b>36,095,837</b>	<b>36,095,837</b>	<b>35,282,664</b>	<b>35,989,913</b>
<b>04 - Governance</b>				
<b>Community Support</b>				
3700 - Community Support - Operating				
300 - Employee Costs	(166,214)	(166,214)	(113,325)	(165,214)
350 - Administration Expenses	(9,500)	(9,500)	(2,994)	(8,500)
455 - Programs and Events	-	-	(214)	-
940 - Non Cash Expense	(4,922)	(4,922)	(3,598)	(4,922)
980 - Overhead Allocation	144,307	144,307	90,491	142,909
<b>3700 - Community Support - Operating Total</b>	<b>(36,329)</b>	<b>(36,329)</b>	<b>(29,640)</b>	<b>(35,727)</b>
<b>Corporate &amp; Community Services</b>				
3100 - Corporate & Community Services - Operating				
115 - Grants, Subsidies & Contributions	4,000	4,000	4,599	4,000
125 - Reimbursements	200,000	200,000	108,293	200,000
300 - Employee Costs	(272,536)	(272,536)	(164,414)	(266,581)
350 - Administration Expenses	(64,700)	(64,700)	(31,937)	(65,200)
360 - Professional Services	(60,000)	(60,000)	-	(59,000)
370 - Special Projects	-	-	-	(2,000)
460 - Building Operations	(161,848)	(161,848)	(97,374)	(160,228)
500 - Building Maintenance	(238,641)	(238,641)	(88,001)	(227,974)
550 - Grounds Maintenance	(51,890)	(51,890)	(40,185)	(51,890)
940 - Non Cash Expense	(276,905)	(276,905)	(155,450)	(276,905)
955 - Transfer from Reserves	110,000	110,000	-	110,000
980 - Overhead Allocation	680,531	680,531	384,506	704,334
<b>3100 - Corporate &amp; Community Services - Operating Total</b>	<b>(131,989)</b>	<b>(131,989)</b>	<b>(79,963)</b>	<b>(91,444)</b>
7100 - Corporate & Community Services - Capital				
705 - Purchases	-	-	-	(25,818)
710 - Building Project	(180,000)	(180,000)	-	(80,000)
955 - Transfer from Reserves	180,000	180,000	-	90,667
<b>7100 - Corporate &amp; Community Services - Capital Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(15,151)</b>
<b>Executive Services</b>				
3000 - Executive Services - Operating				
115 - Grants, Subsidies & Contributions	22,000	22,000	14,277	22,000
125 - Reimbursements	1,000	1,000	-	1,000
300 - Employee Costs	(530,992)	(530,992)	(354,723)	(529,642)
350 - Administration Expenses	(124,571)	(124,571)	(94,525)	(124,300)
360 - Professional Services	(25,000)	(25,000)	(6,557)	(15,000)
365 - Legal & Debt Recovery Costs	(25,000)	(25,000)	(16,214)	(25,000)
370 - Special Projects	(20,000)	(20,000)	(6,274)	(19,939)
940 - Non Cash Expense	(7,643)	(7,643)	(5,823)	(7,643)
980 - Overhead Allocation	601,568	601,568	375,633	591,999
<b>3000 - Executive Services - Operating Total</b>	<b>(108,638)</b>	<b>(108,638)</b>	<b>(94,206)</b>	<b>(106,525)</b>

	2024-25 ORIGINAL BUDGET	CURRENT APPROVED BUDGET	ACTUALS YEAR TO DATE	PREDICTED ACTUALS JUNE 2025
<b>External Services</b>				
<b>3050 - External Services</b>				
115 - Grants, Subsidies & Contributions	40,000	40,000	-	40,000
125 - Reimbursements	-	-	120	-
300 - Employee Costs	(578,769)	(578,769)	(351,103)	(582,269)
350 - Administration Expenses	(31,550)	(31,550)	(20,469)	(31,050)
370 - Special Projects	(83,720)	(83,720)	(86,590)	(83,720)
940 - Non Cash Expense	(6,690)	(6,690)	(3,902)	(6,690)
980 - Overhead Allocation	604,333	604,333	366,738	650,454
<b>3050 - External Services Total</b>	<b>(56,396)</b>	<b>(56,396)</b>	<b>(95,208)</b>	<b>(13,275)</b>
<b>Financial Services</b>				
<b>3120 - Financial Services - Operating</b>				
105 - Fees & Charges	6,000	6,000	5,964	6,000
115 - Grants, Subsidies & Contributions	30,000	30,000	19,846	30,000
125 - Reimbursements	-	-	2,000	2,000
300 - Employee Costs	(1,064,057)	(1,064,057)	(678,796)	(1,064,057)
350 - Administration Expenses	(3,000)	(3,000)	(1,496)	(3,000)
360 - Professional Services	(106,000)	(106,000)	(99,575)	(106,000)
380 - Bank Charges	(86,000)	(86,000)	(59,230)	(92,800)
980 - Overhead Allocation	933,174	933,174	536,814	863,615
<b>3120 - Financial Services - Operating Total</b>	<b>(289,883)</b>	<b>(289,883)</b>	<b>(274,474)</b>	<b>(364,242)</b>
<b>Governance &amp; Corporate Support</b>				
<b>3170 - Governance &amp; Corporate Support - Operating</b>				
105 - Fees & Charges	4,000	4,000	945	4,000
125 - Reimbursements	-	-	35,241	35,241
300 - Employee Costs	(398,200)	(398,200)	(235,110)	(299,247)
350 - Administration Expenses	(17,500)	(17,500)	(7,625)	(17,178)
410 - Insurance	(329,232)	(329,232)	(313,749)	(314,479)
955 - Transfer from Reserves	200,000	200,000	-	100,047
980 - Overhead Allocation	540,932	540,932	509,924	491,616
<b>3170 - Governance &amp; Corporate Support - Operating Total</b>	<b>-</b>	<b>-</b>	<b>(10,375)</b>	<b>-</b>
<b>Human Services</b>				
<b>3160 - Human Services - Operating</b>				
115 - Grants, Subsidies & Contributions	24,000	24,000	17,229	64,000
125 - Reimbursements	2,000	2,000	4,195	4,500
300 - Employee Costs	(734,745)	(734,745)	(453,130)	(774,745)
320 - Occupational Health & Safety & Risk	(20,000)	(20,000)	(9,035)	(20,000)
325 - Recruitment	(50,000)	(50,000)	(26,355)	(58,000)
350 - Administration Expenses	(102,900)	(102,900)	(52,703)	(105,585)
360 - Professional Services	(25,000)	(25,000)	(23,902)	(35,000)
370 - Special Projects	(25,000)	(25,000)	-	(25,000)
940 - Non Cash Expense	(12,865)	(12,865)	(7,504)	(12,865)
980 - Overhead Allocation	697,987	697,987	413,582	764,136
<b>3160 - Human Services - Operating Total</b>	<b>(246,523)</b>	<b>(246,523)</b>	<b>(137,624)</b>	<b>(198,559)</b>
<b>Information Mgmt Services</b>				
<b>3150 - Information Management - Operating</b>				
300 - Employee Costs	(290,650)	(290,650)	(167,630)	(290,650)
350 - Administration Expenses	(24,500)	(24,500)	(16,367)	(24,500)
360 - Professional Services	(8,000)	(8,000)	-	(8,000)
980 - Overhead Allocation	286,293	286,293	152,315	286,294
<b>3150 - Information Management - Operating Total</b>	<b>(36,857)</b>	<b>(36,857)</b>	<b>(31,682)</b>	<b>(36,856)</b>
<b>IT Services</b>				
<b>3140 - Information Technology - Operating</b>				
300 - Employee Costs	(479,922)	(479,922)	(297,524)	(479,922)
350 - Administration Expenses	(5,100)	(5,100)	(2,376)	(5,100)
355 - Computer/IT Costs	(587,392)	(587,392)	(350,236)	(587,392)
360 - Professional Services	(82,853)	(82,853)	(12,853)	(82,853)
370 - Special Projects	(127,784)	(127,784)	(41,916)	(127,784)
385 - IT Purchases	(126,000)	(126,000)	(34,468)	(126,000)
980 - Overhead Allocation	946,326	946,326	514,971	1,045,139
<b>3140 - Information Technology - Operating Total</b>	<b>(462,725)</b>	<b>(462,725)</b>	<b>(224,403)</b>	<b>(363,912)</b>
<b>7140 - Information Technology - Capital</b>				
150 - Capital Grants Received	110,938	110,938	-	110,938
705 - Purchases	(150,000)	(150,000)	(42,960)	(150,000)
715 - Infrastructure Project	(65,063)	(65,063)	(13,240)	(65,063)
<b>7140 - Information Technology - Capital Total</b>	<b>(104,125)</b>	<b>(104,125)</b>	<b>(56,200)</b>	<b>(104,125)</b>

	2024-25 ORIGINAL BUDGET	CURRENT APPROVED BUDGET	ACTUALS YEAR TO DATE	PREDICTED ACTUALS JUNE 2025
<b>Marketing &amp; Communications</b>				
<b>3010 - Marketing &amp; Communications - Operating</b>				
300 - Employee Costs	(334,590)	(334,590)	(223,657)	(334,590)
350 - Administration Expenses	(9,500)	(9,500)	(8,835)	(9,500)
375 - Media & Communications	(82,000)	(82,000)	(48,654)	(82,000)
940 - Non Cash Expense	-	-	(435)	-
980 - Overhead Allocation	366,281	366,281	238,023	379,646
<b>3010 - Marketing &amp; Communications - Operating Total</b>	<b>(59,809)</b>	<b>(59,809)</b>	<b>(43,557)</b>	<b>(46,444)</b>
<b>7010 - Marketing &amp; Communications - Capital</b>				
705 - Purchases	(45,000)	(45,000)	(40,131)	(45,000)
<b>7010 - Marketing &amp; Communications - Capital Total</b>	<b>(45,000)</b>	<b>(45,000)</b>	<b>(40,131)</b>	<b>(45,000)</b>
<b>Members of Council</b>				
<b>3020 - Members of Council - Operating</b>				
125 - Reimbursements	2,000	2,000	2,914	3,000
315 - Elected Member Training	(19,000)	(19,000)	(30,744)	(33,000)
330 - Elected Member Expenditure	(320,045)	(320,045)	(173,472)	(318,545)
340 - Civic Function & Receptions	(2,000)	(2,000)	(1,060)	(2,000)
370 - Special Projects	(50,000)	(50,000)	(8,757)	(25,000)
410 - Insurance	(1,495)	(1,495)	(1,480)	(1,480)
940 - Non Cash Expense	(6,019)	(6,019)	(3,511)	(6,019)
980 - Overhead Allocation	(743,579)	(743,579)	(461,459)	(752,584)
<b>3020 - Members of Council - Operating Total</b>	<b>(1,140,138)</b>	<b>(1,140,138)</b>	<b>(677,569)</b>	<b>(1,135,628)</b>
<b>04 - Governance Total</b>	<b>(2,718,412)</b>	<b>(2,718,412)</b>	<b>(1,795,031)</b>	<b>(2,556,888)</b>
<b>05 - Law, Order &amp; Public Safety</b>				
<b>Community Emergency Services</b>				
<b>4070 - Community Emergency Services - Operating</b>				
115 - Grants, Subsidies & Contributions	130,000	130,000	48,802	130,000
300 - Employee Costs	(327,440)	(327,440)	(218,043)	(325,440)
350 - Administration Expenses	(22,000)	(22,000)	(12,695)	(20,550)
<b>4070 - Community Emergency Services - Operating Total</b>	<b>(219,440)</b>	<b>(219,440)</b>	<b>(181,936)</b>	<b>(215,990)</b>
<b>Emergency Management</b>				
<b>4090 - Emergency Management - Operating</b>				
115 - Grants, Subsidies & Contributions	689,000	689,000	164,900	689,000
125 - Reimbursements	-	-	6,532	4,732
350 - Administration Expenses	(43,500)	(43,500)	(31,129)	(41,200)
370 - Special Projects	(40,000)	(40,000)	(7,478)	(40,000)
480 - ELEMCC	(1,500)	(1,500)	-	(1,500)
481 - Fire Fighting Equipment	(5,000)	(5,000)	-	(1,000)
482 - Fire Fighting Expenses	(80,000)	(80,000)	(130,543)	(80,000)
530 - Fire Mitigation Works	(389,000)	(389,000)	(164,528)	(389,000)
980 - Overhead Allocation	(74,005)	(74,005)	(43,758)	(70,839)
<b>4090 - Emergency Management - Operating Total</b>	<b>55,995</b>	<b>55,995</b>	<b>(206,004)</b>	<b>70,193</b>
<b>8090 - Emergency Management - Capital</b>				
705 - Purchases	(320,000)	(320,000)	-	(320,000)
<b>8090 - Emergency Management - Capital Total</b>	<b>(320,000)</b>	<b>(320,000)</b>	<b>-</b>	<b>(320,000)</b>
<b>Fire Prevention - DFES</b>				
<b>4100 - Fire Prevention - DFES - Operating</b>				
125 - Reimbursements	340,979	340,979	290,519	336,690
350 - Administration Expenses	(190,000)	(190,000)	(149,301)	(190,000)
410 - Insurance	(56,572)	(56,572)	(52,283)	(52,283)
483 - Brigade Operation Expenses	(900)	(900)	(507)	(900)
484 - Brigade Fund	(60,191)	(60,191)	(113,371)	(60,191)
500 - Building Maintenance	(33,316)	(33,316)	(14,930)	(33,316)
940 - Non Cash Expense	(538,076)	(538,076)	(314,596)	(538,076)
980 - Overhead Allocation	(60,006)	(60,006)	(39,198)	(71,194)
<b>4100 - Fire Prevention - DFES - Operating Total</b>	<b>(598,082)</b>	<b>(598,082)</b>	<b>(393,666)</b>	<b>(609,270)</b>
<b>8100 - Fire Prevention - DFES - Capital</b>				
150 - Capital Grants Received	1,637,700	1,637,700	-	1,637,700
155 - Capital Contributions	707,298	707,298	-	707,298
710 - Building Project	(2,463,003)	(2,463,003)	(469,897)	(2,463,003)
715 - Infrastructure Project	(32,752)	(32,752)	-	(32,752)
<b>8100 - Fire Prevention - DFES - Capital Total</b>	<b>(150,757)</b>	<b>(150,757)</b>	<b>(469,897)</b>	<b>(150,757)</b>
<b>Other Law, Order &amp; Public Safety</b>				
<b>4050 - Other Law, Order &amp; Public Safety - Operating</b>				
420 - Operations	(1,606)	(1,606)	(863)	(1,600)



	2024-25 ORIGINAL BUDGET	CURRENT APPROVED BUDGET	ACTUALS YEAR TO DATE	PREDICTED ACTUALS JUNE 2025
540 - Maintenance	(94,728)	(94,728)	(41,286)	(94,728)
940 - Non Cash Expense	(40,038)	(40,038)	(15,570)	(40,038)
980 - Overhead Allocation	(45,518)	(45,518)	(37,174)	(45,463)
<b>4050 - Other Law, Order &amp; Public Safety - Operating Total</b>	<b>(181,890)</b>	<b>(181,890)</b>	<b>(94,893)</b>	<b>(181,829)</b>
<b>Ranger Services</b>				
<b>4040 - Ranger Services - Operating</b>				
105 - Fees & Charges	68,725	68,725	39,090	63,500
115 - Grants, Subsidies & Contributions	2,307	2,307	-	2,307
125 - Reimbursements	15,000	15,000	220	5,000
300 - Employee Costs	(553,600)	(553,600)	(367,217)	(555,600)
350 - Administration Expenses	(58,400)	(58,400)	(39,369)	(63,000)
370 - Special Projects	(2,307)	(2,307)	(1,414)	(2,307)
459 - Animal Control	(10,700)	(10,700)	(7,991)	(11,450)
940 - Non Cash Expense	(3,618)	(3,618)	(2,001)	(3,618)
980 - Overhead Allocation	(164,381)	(164,381)	(98,309)	(174,064)
<b>4040 - Ranger Services - Operating Total</b>	<b>(706,974)</b>	<b>(706,974)</b>	<b>(476,992)</b>	<b>(739,232)</b>
<b>8040 - Ranger Services - Capital</b>				
190 - Proceeds on Sale of Assets	14,000	14,000	-	14,000
705 - Purchases	(48,000)	(48,000)	-	(48,000)
<b>8040 - Ranger Services - Capital Total</b>	<b>(34,000)</b>	<b>(34,000)</b>	<b>-</b>	<b>(34,000)</b>
<b>State Emergency Services</b>				
<b>4080 - State Emergency Service - Operating</b>				
115 - Grants, Subsidies & Contributions	28,000	28,000	26,875	33,875
350 - Administration Expenses	(3,000)	(3,000)	(1,693)	(3,000)
405 - Grants/Donations Paid	(25,000)	(25,000)	(20,079)	(30,875)
<b>4080 - State Emergency Service - Operating Total</b>	<b>-</b>	<b>-</b>	<b>5,103</b>	<b>-</b>
<b>05 - Law, Order &amp; Public Safety Total</b>	<b>(2,155,148)</b>	<b>(2,155,148)</b>	<b>(1,818,285)</b>	<b>(2,180,885)</b>
<b>07 - Health</b>				
<b>Environmental Health Services</b>				
<b>4200 - Environmental Health Services - Operating</b>				
105 - Fees & Charges	76,000	76,000	65,326	82,000
115 - Grants, Subsidies & Contributions	11,000	11,000	8,265	11,000
125 - Reimbursements	-	-	18,711	26,500
130 - Non Cash Income	-	-	818	-
300 - Employee Costs	(395,606)	(395,606)	(245,212)	(395,606)
350 - Administration Expenses	(31,400)	(31,400)	(11,439)	(31,850)
360 - Professional Services	(15,000)	(15,000)	(5,014)	(15,000)
370 - Special Projects	(2,500)	(2,500)	-	(2,500)
940 - Non Cash Expense	(4,000)	(4,000)	(8,021)	(4,000)
980 - Overhead Allocation	(101,099)	(101,099)	(61,243)	(106,529)
<b>4200 - Environmental Health Services - Operating Total</b>	<b>(462,605)</b>	<b>(462,605)</b>	<b>(237,808)</b>	<b>(435,985)</b>
<b>8200 - Environmental Health Services - Capital</b>				
190 - Proceeds on Sale of Assets	15,000	15,000	16,818	15,000
705 - Purchases	(45,000)	(45,000)	(44,434)	(45,000)
<b>8200 - Environmental Health Services - Capital Total</b>	<b>(30,000)</b>	<b>(30,000)</b>	<b>(27,615)</b>	<b>(30,000)</b>
<b>07 - Health Total</b>	<b>(492,605)</b>	<b>(492,605)</b>	<b>(265,423)</b>	<b>(465,985)</b>
<b>08 - Education &amp; Welfare</b>				
<b>Home Care</b>				
<b>3810 - Home Care - Operating</b>				
115 - Grants, Subsidies & Contributions	522,765	522,765	3,846	341,568
125 - Reimbursements	46,807	46,807	20,456	15,412
130 - Non Cash Income	2,062	2,062	-	2,062
140 - Home Care Program Income	5,899,102	5,899,102	3,670,625	5,132,592
300 - Employee Costs	(4,027,716)	(4,027,716)	(2,097,373)	(4,027,966)
350 - Administration Expenses	(1,009,707)	(1,009,707)	(212,212)	(571,955)
380 - Bank Charges	(619)	(619)	(498)	(619)
400 - Volunteer Support	(3,094)	(3,094)	(96)	(3,094)
425 - Home Care Program Expenses	(5,459,336)	(5,459,336)	(2,802,126)	(4,609,160)
460 - Building Operations	(40,319)	(40,319)	(20,944)	(39,794)
500 - Building Maintenance	(94,268)	(94,268)	(98,882)	(94,268)
550 - Grounds Maintenance	(1,031)	(1,031)	-	(1,031)
940 - Non Cash Expense	(245,480)	(245,480)	(252,327)	(245,480)
980 - Overhead Allocation	4,127,305	4,127,305	2,296,524	3,818,204
<b>3810 - Home Care - Operating Total</b>	<b>(283,529)</b>	<b>(283,529)</b>	<b>506,993</b>	<b>(283,529)</b>
<b>7810 - Home Care - Capital</b>				

	2024-25 ORIGINAL BUDGET	CURRENT APPROVED BUDGET	ACTUALS YEAR TO DATE	PREDICTED ACTUALS JUNE 2025
150 - Capital Grants Received	100,000	100,000	-	100,000
190 - Proceeds on Sale of Assets	60,000	60,000	9,091	60,000
705 - Purchases	(85,000)	(85,000)	(43,461)	(85,000)
955 - Transfer from Reserves	65,111	65,111	-	65,111
<b>7810 - Home Care - Capital Total</b>	<b>140,111</b>	<b>140,111</b>	<b>(34,370)</b>	<b>140,111</b>
<b>Senior Citizens Centre</b>				
<b>3840 - Senior Citizens Centre - Operating</b>				
105 - Fees & Charges	100	100	100	100
460 - Building Operations	(5,829)	(5,829)	(5,478)	(5,478)
500 - Building Maintenance	(29,053)	(29,053)	(20,783)	(29,053)
550 - Grounds Maintenance	(6,800)	(6,800)	(653)	(6,800)
940 - Non Cash Expense	(49,400)	(49,400)	(28,817)	(49,400)
955 - Transfer from Reserves	4,000	4,000	-	4,000
980 - Overhead Allocation	(15,871)	(15,871)	(10,132)	(19,180)
<b>3840 - Senior Citizens Centre - Operating Total</b>	<b>(102,853)</b>	<b>(102,853)</b>	<b>(65,763)</b>	<b>(105,811)</b>
<b>Seniors, Youth &amp; Children</b>				
<b>3860 - Seniors, Youth &amp; Children - Operating</b>				
105 - Fees & Charges	300	300	100	300
115 - Grants, Subsidies & Contributions	-	-	49,800	49,800
125 - Reimbursements	1,500	1,500	5,880	7,800
370 - Special Projects	(16,470)	(16,470)	(12,898)	(76,128)
460 - Building Operations	(6,344)	(6,344)	(3,477)	(6,221)
500 - Building Maintenance	(26,820)	(26,820)	(39,176)	(41,820)
550 - Grounds Maintenance	(1,200)	(1,200)	-	(1,200)
940 - Non Cash Expense	(115,021)	(115,021)	(67,096)	(115,021)
955 - Transfer from Reserves	33,670	33,670	-	42,528
980 - Overhead Allocation	(15,859)	(15,859)	(10,098)	(17,987)
<b>3860 - Seniors, Youth &amp; Children - Operating Total</b>	<b>(146,244)</b>	<b>(146,244)</b>	<b>(76,965)</b>	<b>(157,949)</b>
<b>7860 - Seniors, Youth &amp; Children - Capital</b>				
705 - Purchases	-	-	(6,290)	(6,300)
<b>7860 - Seniors, Youth &amp; Children - Capital Total</b>	<b>-</b>	<b>-</b>	<b>(6,290)</b>	<b>(6,300)</b>
<b>Volunteer Resource Centre</b>				
<b>3850 - Volunteer Resource Centre - Operating</b>				
105 - Fees & Charges	750	750	230	750
115 - Grants, Subsidies & Contributions	116,511	116,511	108,249	134,011
125 - Reimbursements	-	-	2,207	2,207
300 - Employee Costs	(102,950)	(102,950)	(68,930)	(122,662)
350 - Administration Expenses	(7,886)	(7,886)	(6,469)	(8,736)
455 - Programs and Events	(13,025)	(13,025)	(1,321)	(13,025)
<b>3850 - Volunteer Resource Centre - Operating Total</b>	<b>(6,600)</b>	<b>(6,600)</b>	<b>33,966</b>	<b>(7,455)</b>
<b>08 - Education &amp; Welfare Total</b>	<b>(399,115)</b>	<b>(399,115)</b>	<b>357,571</b>	<b>(420,933)</b>
<b>10 - Community Amenities</b>				
<b>Building, Planning &amp; Land Projects</b>				
<b>4000 - Building, Planning &amp; Land Projects - Operating</b>				
940 - Non Cash Expense	-	-	(0)	-
<b>4000 - Building, Planning &amp; Land Projects - Operating Total</b>	<b>-</b>	<b>-</b>	<b>(0)</b>	<b>-</b>
<b>Cemeteries</b>				
<b>3530 - Cemeteries - Operating</b>				
105 - Fees & Charges	158,600	158,600	96,448	158,600
350 - Administration Expenses	(500)	(500)	-	(500)
420 - Operations	(5,224)	(5,224)	(3,398)	(5,201)
460 - Building Operations	(340)	(340)	(320)	(320)
500 - Building Maintenance	(3,701)	(3,701)	(650)	(3,701)
525 - Burial & Grounds Expenses	(95,000)	(95,000)	(72,587)	(100,000)
550 - Grounds Maintenance	(142,070)	(142,070)	(64,287)	(142,070)
940 - Non Cash Expense	(68,394)	(68,394)	(39,897)	(68,394)
980 - Overhead Allocation	(38,036)	(38,036)	(23,462)	(37,963)
<b>3530 - Cemeteries - Operating Total</b>	<b>(194,665)</b>	<b>(194,665)</b>	<b>(108,152)</b>	<b>(199,549)</b>
<b>7530 - Cemeteries - Capital</b>				
715 - Infrastructure Project	-	-	(358)	-
<b>7530 - Cemeteries - Capital Total</b>	<b>-</b>	<b>-</b>	<b>(358)</b>	<b>-</b>
<b>Environmental Services</b>				
<b>4060 - Environmental Services - Operating</b>				
115 - Grants, Subsidies & Contributions	16,000	16,000	209,548	654,893
300 - Employee Costs	(267,802)	(267,802)	(145,503)	(265,802)

	2024-25 ORIGINAL BUDGET	CURRENT APPROVED BUDGET	ACTUALS YEAR TO DATE	PREDICTED ACTUALS JUNE 2025
350 - Administration Expenses	(17,800)	(17,800)	(7,640)	(15,800)
370 - Special Projects	(7,522)	(7,522)	(171,643)	(646,415)
940 - Non Cash Expense	(4,091)	(4,091)	(28,010)	(4,091)
980 - Overhead Allocation	(73,031)	(73,031)	(40,366)	(74,292)
<b>4060 - Environmental Services - Operating Total</b>	<b>(354,246)</b>	<b>(354,246)</b>	<b>(183,614)</b>	<b>(351,507)</b>
<b>Planning Services</b>				
<b>4010 - Planning Services - Operating</b>				
105 - Fees & Charges	265,850	265,850	184,888	268,000
115 - Grants, Subsidies & Contributions	16,000	16,000	10,689	16,000
125 - Reimbursements	-	-	7,720	-
300 - Employee Costs	(327,518)	(327,518)	(212,051)	(334,018)
350 - Administration Expenses	(18,750)	(18,750)	(5,657)	(17,765)
360 - Professional Services	(15,000)	(15,000)	(7,720)	(15,000)
370 - Special Projects	(540,181)	(540,181)	(15,158)	(540,181)
940 - Non Cash Expense	(12,506)	(12,506)	(4,179)	(12,506)
955 - Transfer from Reserves	540,181	540,181	-	540,181
980 - Overhead Allocation	(388,587)	(388,587)	(165,564)	(288,212)
<b>4010 - Planning Services - Operating Total</b>	<b>(480,511)</b>	<b>(480,511)</b>	<b>(207,031)</b>	<b>(383,501)</b>
<b>Public Toilets &amp; BBQ's</b>				
<b>3520 - Public Toilets &amp; BBQ's - Operating</b>				
125 - Reimbursements	-	-	8,330	10,000
460 - Building Operations	(349,198)	(349,198)	(246,953)	(348,948)
500 - Building Maintenance	(286,352)	(286,352)	(155,888)	(296,352)
550 - Grounds Maintenance	-	-	(1,186)	-
940 - Non Cash Expense	(57,082)	(57,082)	(33,298)	(57,082)
955 - Transfer from Reserves	84,030	84,030	-	84,030
980 - Overhead Allocation	(23,565)	(23,565)	(16,315)	(27,183)
<b>3520 - Public Toilets &amp; BBQ's - Operating Total</b>	<b>(632,167)</b>	<b>(632,167)</b>	<b>(445,309)</b>	<b>(635,535)</b>
<b>7520 - Public Toilets &amp; BBQ's - Capital</b>				
150 - Capital Grants Received	150,000	150,000	-	150,000
715 - Infrastructure Project	-	-	(13,200)	-
<b>7520 - Public Toilets &amp; BBQ's - Capital Total</b>	<b>150,000</b>	<b>150,000</b>	<b>(13,200)</b>	<b>150,000</b>
<b>Waste Management</b>				
<b>3420 - Waste Management - Operating</b>				
105 - Fees & Charges	4,546,000	4,546,000	4,066,526	4,546,000
110 - Levy	620,000	620,000	620,640	620,000
115 - Grants, Subsidies & Contributions	94,335	94,335	-	99,335
120 - Interest Earnings	4,000	4,000	7,611	8,000
125 - Reimbursements	200	200	3,004	3,100
300 - Employee Costs	(1,128,033)	(1,128,033)	(718,440)	(1,128,033)
350 - Administration Expenses	(249,300)	(249,300)	(108,588)	(202,500)
370 - Special Projects	(919,779)	(919,779)	(137,873)	(919,779)
420 - Operations	(125,188)	(125,188)	(40,257)	(129,858)
450 - Refuse	(662,000)	(662,000)	(421,312)	(687,000)
451 - Recycling	(496,900)	(496,900)	(314,647)	(545,100)
452 - Other Sanitation	(86,358)	(86,358)	(39,265)	(86,358)
500 - Building Maintenance	(50,847)	(50,847)	(40,952)	(50,847)
540 - Maintenance	(712,250)	(712,250)	(299,331)	(653,730)
940 - Non Cash Expense	(203,463)	(203,463)	(120,304)	(203,463)
955 - Transfer from Reserves	620,444	620,444	-	620,444
980 - Overhead Allocation	(233,021)	(233,021)	(124,176)	(217,993)
<b>3420 - Waste Management - Operating Total</b>	<b>1,017,840</b>	<b>1,017,840</b>	<b>2,332,636</b>	<b>1,072,218</b>
<b>7420 - Waste Management - Capital</b>				
190 - Proceeds on Sale of Assets	150,000	150,000	-	150,000
705 - Purchases	(187,000)	(187,000)	(140,688)	(187,000)
710 - Building Project	-	-	(20,700)	-
715 - Infrastructure Project	(4,465,135)	(4,465,135)	(1,110,415)	(4,523,655)
955 - Transfer from Reserves	4,502,135	4,502,135	-	4,502,135
<b>7420 - Waste Management - Capital Total</b>	<b>-</b>	<b>-</b>	<b>(1,271,803)</b>	<b>(58,520)</b>
<b>10 - Community Amenities Total</b>	<b>(493,749)</b>	<b>(493,749)</b>	<b>103,169</b>	<b>(406,394)</b>
<b>11 - Recreation &amp; Culture</b>				
<b>Bay of Isles Leisure Centre</b>				
<b>3730 - BOILC - Admin - Operating</b>				
105 - Fees & Charges	250,000	250,000	134,605	209,000
125 - Reimbursements	1,000	1,000	16	1,000
130 - Non Cash Income	-	-	1	-
300 - Employee Costs	(613,877)	(613,877)	(505,606)	(782,377)

	2024-25 ORIGINAL BUDGET	CURRENT APPROVED BUDGET	ACTUALS YEAR TO DATE	PREDICTED ACTUALS JUNE 2025
350 - Administration Expenses	(119,700)	(119,700)	(83,660)	(116,600)
360 - Professional Services	(10,000)	(10,000)	(545)	(10,000)
370 - Special Projects	(41,075)	(41,075)	(30,958)	(41,075)
460 - Building Operations	(543,173)	(543,173)	(274,781)	(485,764)
470 - Kiosk	(77,500)	(77,500)	(38,004)	(52,500)
471 - Pro Shop	(16,000)	(16,000)	(8,820)	(16,000)
477 - Creche	(144,900)	(144,900)	(24,235)	(74,250)
478 - Reception	(202,100)	(202,100)	(36,299)	(103,250)
500 - Building Maintenance	(343,669)	(343,669)	(212,173)	(343,669)
550 - Grounds Maintenance	(8,950)	(8,950)	(3,308)	(8,950)
940 - Non Cash Expense	(336,524)	(336,524)	(196,058)	(336,524)
955 - Transfer from Reserves	60,464	60,464	-	60,464
980 - Overhead Allocation	(384,690)	(384,690)	(225,998)	(399,530)
<b>3730 - BOILC - Admin - Operating Total</b>	<b>(2,530,694)</b>	<b>(2,530,694)</b>	<b>(1,505,823)</b>	<b>(2,500,025)</b>
<b>3740 - BOILC - Pool - Operating</b>				
105 - Fees & Charges	665,000	665,000	406,382	550,000
472 - Pool Operations	(349,900)	(349,900)	(270,780)	(385,600)
473 - Swim School	(206,200)	(206,200)	(87,165)	(206,200)
479 - Lifeguards	(91,400)	(91,400)	(12,196)	(46,700)
<b>3740 - BOILC - Pool - Operating Total</b>	<b>17,500</b>	<b>17,500</b>	<b>36,241</b>	<b>(88,500)</b>
<b>3750 - BOILC - Dry - Operating</b>				
105 - Fees & Charges	307,000	307,000	216,602	307,000
125 - Reimbursements	-	-	713	-
474 - Dry Operations	(239,300)	(239,300)	(118,290)	(239,300)
<b>3750 - BOILC - Dry - Operating Total</b>	<b>67,700</b>	<b>67,700</b>	<b>99,025</b>	<b>67,700</b>
<b>7730 - BOILC - Admin - Capital</b>				
150 - Capital Grants Received	275,000	275,000	-	275,000
705 - Purchases	-	-	-	(89,610)
710 - Building Project	(361,385)	(611,385)	(678,937)	(927,273)
955 - Transfer from Reserves	315,000	565,000	-	970,498
<b>7730 - BOILC - Admin - Capital Total</b>	<b>228,615</b>	<b>228,615</b>	<b>(678,937)</b>	<b>228,615</b>
<b>7740 - BOILC - Pool - Capital</b>				
705 - Purchases	(311,077)	(61,077)	(34,578)	(61,077)
955 - Transfer from Reserves	250,000	-	-	-
<b>7740 - BOILC - Pool - Capital Total</b>	<b>(61,077)</b>	<b>(61,077)</b>	<b>(34,578)</b>	<b>(61,077)</b>
<b>Civic Centre</b>				
<b>3910 - Civic Centre - Operating</b>				
105 - Fees & Charges	97,000	97,000	61,337	97,000
115 - Grants, Subsidies & Contributions	118,000	118,000	124,163	132,000
125 - Reimbursements	2,500	2,500	4	2,500
135 - Show Income	120,000	120,000	84,968	120,000
300 - Employee Costs	(286,200)	(286,200)	(210,264)	(286,200)
350 - Administration Expenses	(37,850)	(37,850)	(32,656)	(51,850)
380 - Bank Charges	(600)	(600)	(300)	(600)
460 - Building Operations	(93,407)	(93,407)	(68,551)	(79,641)
465 - Show Expenses	(160,000)	(160,000)	(103,057)	(160,000)
470 - Kiosk	(15,000)	(15,000)	(8,804)	(15,000)
500 - Building Maintenance	(232,381)	(232,381)	(162,078)	(232,381)
550 - Grounds Maintenance	(60,000)	(60,000)	(35,372)	(60,000)
940 - Non Cash Expense	(284,398)	(284,398)	(155,207)	(284,398)
955 - Transfer from Reserves	129,662	129,662	-	129,662
980 - Overhead Allocation	(84,871)	(84,871)	(53,952)	(92,458)
<b>3910 - Civic Centre - Operating Total</b>	<b>(787,545)</b>	<b>(787,545)</b>	<b>(559,769)</b>	<b>(781,366)</b>
<b>7910 - Civic Centre - Capital</b>				
150 - Capital Grants Received	150,866	150,866	866	150,866
190 - Proceeds on Sale of Assets	15,000	15,000	-	15,000
705 - Purchases	(110,000)	(110,000)	(70,521)	(110,000)
710 - Building Project	(249,606)	(249,606)	(17,413)	(249,606)
<b>7910 - Civic Centre - Capital Total</b>	<b>(193,740)</b>	<b>(193,740)</b>	<b>(87,068)</b>	<b>(193,740)</b>
<b>Coastal Infrastructure</b>				
<b>3220 - Coastal Infrastructure - Operating</b>				
105 - Fees & Charges	45,260	45,260	37,179	50,260
115 - Grants, Subsidies & Contributions	200,000	200,000	100,000	200,000
125 - Reimbursements	14,000	14,000	-	7,000
350 - Administration Expenses	-	-	(1,632)	(2,000)
370 - Special Projects	(81,730)	(81,730)	(1,759)	(81,730)
420 - Operations	(53,370)	(53,370)	(41,330)	(51,318)

	2024-25 ORIGINAL BUDGET	CURRENT APPROVED BUDGET	ACTUALS YEAR TO DATE	PREDICTED ACTUALS JUNE 2025
540 - Maintenance	(861,042)	(861,042)	(397,870)	(996,042)
940 - Non Cash Expense	(694,251)	(694,251)	(404,036)	(694,251)
980 - Overhead Allocation	(73,984)	(73,984)	(51,638)	(82,681)
<b>3220 - Coastal Infrastructure - Operating Total</b>	<b>(1,505,117)</b>	<b>(1,505,117)</b>	<b>(761,086)</b>	<b>(1,650,762)</b>
<b>7220 - Coastal Infrastructure- Capital</b>				
150 - Capital Grants Received	1,985,004	1,985,004	227,152	1,985,004
715 - Infrastructure Project	(2,554,692)	(2,554,692)	(503,978)	(2,554,692)
<b>7220 - Coastal Infrastructure- Capital Total</b>	<b>(569,688)</b>	<b>(569,688)</b>	<b>(276,826)</b>	<b>(569,688)</b>
<b>Culture</b>				
<b>3720 - Culture - Operating</b>				
125 - Reimbursements	-	-	32,905	32,905
350 - Administration Expenses	(200)	(200)	-	(200)
460 - Building Operations	(4,794)	(4,794)	(4,505)	(4,505)
500 - Building Maintenance	(68,674)	(68,674)	(66,626)	(101,579)
550 - Grounds Maintenance	-	-	(2,823)	-
940 - Non Cash Expense	(82,003)	(82,003)	(47,835)	(82,003)
955 - Transfer from Reserves	16,834	16,834	-	16,834
980 - Overhead Allocation	(16,834)	(16,834)	(10,718)	(19,649)
<b>3720 - Culture - Operating Total</b>	<b>(155,671)</b>	<b>(155,671)</b>	<b>(99,603)</b>	<b>(158,197)</b>
<b>Esperance Museum</b>				
<b>3870 - Esperance Museum - Operating</b>				
105 - Fees & Charges	49,000	49,000	33,288	49,000
300 - Employee Costs	(106,100)	(106,100)	(82,964)	(115,100)
350 - Administration Expenses	(20,600)	(20,600)	(10,552)	(22,450)
370 - Special Projects	(30,000)	(30,000)	-	(30,000)
455 - Programs and Events	(15,000)	(15,000)	(676)	(4,500)
460 - Building Operations	(88,980)	(88,980)	(37,449)	(77,248)
500 - Building Maintenance	(213,617)	(213,617)	(32,353)	(213,617)
940 - Non Cash Expense	(97,286)	(97,286)	(56,750)	(97,286)
955 - Transfer from Reserves	73,640	73,640	-	73,640
980 - Overhead Allocation	(82,833)	(82,833)	(50,047)	(91,903)
<b>3870 - Esperance Museum - Operating Total</b>	<b>(531,776)</b>	<b>(531,776)</b>	<b>(237,504)</b>	<b>(529,464)</b>
<b>Esperance Period Village</b>				
<b>3790 - Esperance Period Village - Operating</b>				
105 - Fees & Charges	116,720	116,720	83,880	121,000
125 - Reimbursements	11,000	11,000	11,948	11,000
460 - Building Operations	(42,229)	(42,229)	(31,168)	(41,962)
500 - Building Maintenance	(79,281)	(79,281)	(20,199)	(64,281)
940 - Non Cash Expense	(49,904)	(49,904)	(29,111)	(49,904)
955 - Transfer from Reserves	10,197	10,197	-	10,197
980 - Overhead Allocation	(113,991)	(113,991)	(97,479)	(107,141)
<b>3790 - Esperance Period Village - Operating Total</b>	<b>(147,488)</b>	<b>(147,488)</b>	<b>(82,129)</b>	<b>(121,091)</b>
<b>7790 - Esperance Period Village - Capital</b>				
710 - Building Project	(18,000)	(18,000)	-	(18,000)
955 - Transfer from Reserves	18,000	18,000	-	18,000
<b>7790 - Esperance Period Village - Capital Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Library</b>				
<b>3710 - Library - Operating</b>				
105 - Fees & Charges	14,700	14,700	9,535	14,700
115 - Grants, Subsidies & Contributions	-	-	3,071	3,071
125 - Reimbursements	100	100	847	1,000
300 - Employee Costs	(434,300)	(434,300)	(295,218)	(434,300)
350 - Administration Expenses	(159,753)	(159,753)	(72,074)	(123,463)
370 - Special Projects	(6,367)	(6,367)	(5,987)	(6,367)
460 - Building Operations	(59,743)	(59,743)	(31,289)	(59,177)
500 - Building Maintenance	(71,449)	(71,449)	(18,432)	(71,449)
550 - Grounds Maintenance	(14,400)	(14,400)	(8,097)	(14,400)
940 - Non Cash Expense	(74,082)	(74,082)	(43,214)	(74,082)
980 - Overhead Allocation	(165,237)	(165,237)	(97,601)	(173,895)
<b>3710 - Library - Operating Total</b>	<b>(970,531)</b>	<b>(970,531)</b>	<b>(558,459)</b>	<b>(938,362)</b>
<b>7710 - Library - Capital</b>				
705 - Purchases	-	-	-	(39,761)
<b>7710 - Library - Capital Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(39,761)</b>
<b>Parks</b>				
<b>3210 - Parks - Operating</b>				
105 - Fees & Charges	1,250	1,250	91	1,250

	2024-25 ORIGINAL BUDGET	CURRENT APPROVED BUDGET	ACTUALS YEAR TO DATE	PREDICTED ACTUALS JUNE 2025
125 - Reimbursements	2,000	2,000	7,378	7,500
350 - Administration Expenses	(10,000)	(10,000)	-	(4,000)
420 - Operations	(140,054)	(140,054)	(102,143)	(140,717)
460 - Building Operations	(3,733)	(3,733)	(2,006)	(3,614)
500 - Building Maintenance	(5,435)	(5,435)	(682)	(5,435)
540 - Maintenance	(1,678,170)	(1,678,170)	(1,125,590)	(1,678,170)
940 - Non Cash Expense	(1,447,706)	(1,447,706)	(842,196)	(1,447,706)
980 - Overhead Allocation	(44,086)	(44,086)	(30,893)	(46,928)
<b>3210 - Parks - Operating Total</b>	<b>(3,325,934)</b>	<b>(3,325,934)</b>	<b>(2,096,041)</b>	<b>(3,317,820)</b>
<b>7210 - Parks - Capital</b>				
150 - Capital Grants Received	620,000	620,000	245,000	620,000
190 - Proceeds on Sale of Assets	28,500	28,500	-	28,500
705 - Purchases	(95,000)	(95,000)	(36,035)	(95,000)
715 - Infrastructure Project	(399,714)	(399,714)	(167,620)	(399,714)
<b>7210 - Parks - Capital Total</b>	<b>153,786</b>	<b>153,786</b>	<b>41,345</b>	<b>153,786</b>
<b>Public Halls</b>				
<b>3290 - Public Halls - Operating</b>				
125 - Reimbursements	11,000	11,000	13,960	14,000
460 - Building Operations	(32,613)	(32,613)	(29,880)	(32,341)
500 - Building Maintenance	(293,678)	(293,678)	(143,748)	(398,678)
940 - Non Cash Expense	(250,507)	(250,507)	(146,129)	(250,507)
955 - Transfer from Reserves	79,277	79,277	-	79,277
980 - Overhead Allocation	(64,144)	(64,144)	(47,431)	(61,095)
<b>3290 - Public Halls - Operating Total</b>	<b>(550,665)</b>	<b>(550,665)</b>	<b>(353,228)</b>	<b>(649,344)</b>
<b>Self Supporting Loans</b>				
<b>4900 - Self Supporting Loans - Operating</b>				
125 - Reimbursements	40,050	40,050	37,241	40,050
390 - Interest Paid	(40,050)	(40,050)	(34,110)	(40,050)
<b>4900 - Self Supporting Loans - Operating Total</b>	<b>-</b>	<b>-</b>	<b>3,131</b>	<b>-</b>
<b>8900 - Self Supporting Loans - Capital</b>				
196 - Loan Repayments	404,456	404,456	96,846	404,456
790 - Principal Repayments	(404,456)	(404,456)	(96,846)	(404,456)
<b>8900 - Self Supporting Loans - Capital Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Sport and Recreation Management</b>				
<b>3260 - Sport and Recreation Management - Operating</b>				
105 - Fees & Charges	1,500	1,500	950	1,500
125 - Reimbursements	1,000	1,000	56	1,000
460 - Building Operations	(1,300)	(1,300)	(732)	(1,300)
500 - Building Maintenance	(3,500)	(3,500)	(631)	(3,500)
980 - Overhead Allocation	(10,002)	(10,002)	(8,514)	(14,191)
<b>3260 - Sport and Recreation Management - Operating Total</b>	<b>(12,302)</b>	<b>(12,302)</b>	<b>(8,871)</b>	<b>(16,491)</b>
<b>Sporting Complexes</b>				
<b>3240 - Sporting Complexes - Operating</b>				
105 - Fees & Charges	140,000	140,000	88,199	105,000
115 - Grants, Subsidies & Contributions	150,000	150,000	150,000	150,000
125 - Reimbursements	4,500	1,397,500	624,851	1,397,500
300 - Employee Costs	(117,300)	(117,300)	(59,521)	(116,000)
350 - Administration Expenses	(6,000)	(6,000)	(3,435)	(8,500)
370 - Special Projects	(99,970)	(99,970)	(100,000)	(99,970)
460 - Building Operations	(295,335)	(295,335)	(134,908)	(268,145)
500 - Building Maintenance	(141,440)	(1,421,440)	(1,420,821)	(1,421,440)
940 - Non Cash Expense	(408,990)	(408,990)	(238,578)	(408,990)
955 - Transfer from Reserves	52,327	52,327	-	52,327
980 - Overhead Allocation	(56,698)	(56,698)	(41,062)	(56,750)
<b>3240 - Sporting Complexes - Operating Total</b>	<b>(778,906)</b>	<b>(665,906)</b>	<b>(1,135,274)</b>	<b>(674,968)</b>
<b>3241 - Overflow Camping - Operating</b>				
105 - Fees & Charges	280,000	280,000	250,100	280,000
125 - Reimbursements	-	-	11,927	20,000
300 - Employee Costs	(81,100)	(81,100)	(80,568)	(101,100)
370 - Special Projects	(120,000)	(120,000)	(121,965)	(120,000)
380 - Bank Charges	-	-	(1,781)	(2,500)
<b>3241 - Overflow Camping - Operating Total</b>	<b>78,900</b>	<b>78,900</b>	<b>57,713</b>	<b>76,400</b>
<b>7240 - Sporting Complexes - Capital</b>				
150 - Capital Grants Received	2,934,368	2,934,368	1,173,748	2,934,368
195 - Borrowings	2,434,907	2,434,907	-	2,434,907
710 - Building Project	(3,493,369)	(3,493,369)	(9,340)	(3,493,369)

	2024-25 ORIGINAL BUDGET	CURRENT APPROVED BUDGET	ACTUALS YEAR TO DATE	PREDICTED ACTUALS JUNE 2025
715 - Infrastructure Project	(3,091,004)	(3,091,004)	-	(3,091,004)
955 - Transfer from Reserves	656,097	656,097	-	656,097
960 - Transfer from Unspent Grant Reserves	250,000	250,000	250,000	250,000
<b>7240 - Sporting Complexes - Capital Total</b>	<b>(309,001)</b>	<b>(309,001)</b>	<b>1,414,408</b>	<b>(309,001)</b>
<b>Sporting Grounds</b>				
<b>3230 - Sporting Grounds - Operating</b>				
105 - Fees & Charges	51,500	51,500	41,547	51,500
115 - Grants, Subsidies & Contributions	50,000	50,000	50,000	50,000
125 - Reimbursements	27,000	27,000	25,491	27,000
420 - Operations	(74,009)	(74,009)	(61,991)	(96,960)
460 - Building Operations	(16,229)	(16,229)	(8,356)	(14,383)
540 - Maintenance	(492,890)	(492,890)	(357,467)	(540,090)
980 - Overhead Allocation	(44,251)	(44,251)	(31,657)	(46,023)
<b>3230 - Sporting Grounds - Operating Total</b>	<b>(498,879)</b>	<b>(498,879)</b>	<b>(342,434)</b>	<b>(568,956)</b>
<b>7230 - Sporting Grounds - Capital</b>				
715 - Infrastructure Project	(279,500)	(279,500)	(120,389)	(279,500)
955 - Transfer from Reserves	22,500	22,500	-	22,500
<b>7230 - Sporting Grounds - Capital Total</b>	<b>(257,000)</b>	<b>(257,000)</b>	<b>(120,389)</b>	<b>(257,000)</b>
<b>Television &amp; Radio</b>				
<b>3270 - Television &amp; Radio - Operating</b>				
420 - Operations	(13,354)	(13,354)	(6,446)	(13,336)
540 - Maintenance	(5,968)	(5,968)	(5,864)	(9,000)
980 - Overhead Allocation	(3,004)	(3,004)	(3,152)	(5,026)
<b>3270 - Television &amp; Radio - Operating Total</b>	<b>(22,326)</b>	<b>(22,326)</b>	<b>(15,462)</b>	<b>(27,362)</b>
<b>7270 - Television &amp; Radio - Capital</b>				
705 - Purchases	(160,000)	(160,000)	-	(160,000)
955 - Transfer from Reserves	160,000	160,000	-	160,000
<b>7270 - Television &amp; Radio - Capital Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Water Supply</b>				
<b>3250 - Water Supply - Operating</b>				
105 - Fees & Charges	129,000	129,000	108,672	155,000
420 - Operations	(18,695)	(18,695)	(8,693)	(18,617)
540 - Maintenance	(226,700)	(226,700)	(111,576)	(226,700)
980 - Overhead Allocation	(19,702)	(19,702)	(13,052)	(23,094)
<b>3250 - Water Supply - Operating Total</b>	<b>(136,097)</b>	<b>(136,097)</b>	<b>(24,649)</b>	<b>(113,411)</b>
<b>7250 - Water Supply - Capital</b>				
715 - Infrastructure Project	(153,000)	(153,000)	-	(153,000)
<b>7250 - Water Supply - Capital Total</b>	<b>(153,000)</b>	<b>(153,000)</b>	<b>-</b>	<b>(153,000)</b>
<b>11 - Recreation &amp; Culture Total</b>	<b>(12,950,936)</b>	<b>(12,837,936)</b>	<b>(7,326,269)</b>	<b>(13,192,885)</b>
<b>12 - Transport</b>				
<b>Esperance Airport</b>				
<b>3510 - Esperance Airport - Operating</b>				
105 - Fees & Charges	1,442,319	1,442,319	940,920	1,452,619
115 - Grants, Subsidies & Contributions	16,756	16,756	-	16,756
125 - Reimbursements	5,000	5,000	4,887	8,000
300 - Employee Costs	(489,836)	(489,836)	(291,375)	(489,836)
350 - Administration Expenses	(58,200)	(58,200)	(35,188)	(65,435)
370 - Special Projects	(120,000)	(120,000)	(64,280)	(120,000)
420 - Operations	(206,284)	(206,284)	(116,456)	(200,255)
575 - Airside Maintenance	(98,756)	(98,756)	(98,756)	(98,756)
576 - Landside Building Maintenance	(303,066)	(303,066)	(114,665)	(303,066)
577 - Landside Grounds Maintenance	(34,000)	(34,000)	(11,105)	(39,500)
940 - Non Cash Expense	(520,542)	(520,542)	(308,562)	(520,542)
955 - Transfer from Reserves	597,797	597,797	-	597,797
980 - Overhead Allocation	(135,920)	(135,920)	(72,338)	(118,424)
<b>3510 - Esperance Airport - Operating Total</b>	<b>95,268</b>	<b>95,268</b>	<b>(77,815)</b>	<b>119,358</b>
<b>7510 - Esperance Airport - Capital</b>				
705 - Purchases	-	-	(7,328)	(7,328)
775 - Airside Projects	(356,959)	(356,959)	(299,341)	(356,959)
776 - Landside Projects	(104,488)	(104,488)	-	(208,488)
955 - Transfer from Reserves	461,447	461,447	-	572,775
<b>7510 - Esperance Airport - Capital Total</b>	<b>-</b>	<b>-</b>	<b>(306,669)</b>	<b>-</b>
<b>Licensing Department</b>				
<b>3880 - Licensing Department - Operating</b>				

	2024-25 ORIGINAL BUDGET	CURRENT APPROVED BUDGET	ACTUALS YEAR TO DATE	PREDICTED ACTUALS JUNE 2025
105 - Fees & Charges	265,000	265,000	164,967	265,000
125 - Reimbursements	1,000	1,000	(3)	1,000
300 - Employee Costs	(267,900)	(267,900)	(175,882)	(267,900)
350 - Administration Expenses	(5,830)	(5,830)	(3,796)	(5,830)
980 - Overhead Allocation	(108,531)	(108,531)	(90,952)	(152,092)
<b>3880 - Licensing Department - Operating Total</b>	<b>(116,261)</b>	<b>(116,261)</b>	<b>(105,666)</b>	<b>(159,822)</b>
<b>Road Making Plant</b>				
<b>3540 - Road Making Plant - Operating</b>				
125 - Reimbursements	250	250	336	250
130 - Non Cash Income	30,338	30,338	-	30,338
350 - Administration Expenses	(89,000)	(89,000)	(6,537)	(89,000)
940 - Non Cash Expense	(250,654)	(250,654)	(153,231)	(250,654)
<b>3540 - Road Making Plant - Operating Total</b>	<b>(309,066)</b>	<b>(309,066)</b>	<b>(159,432)</b>	<b>(309,066)</b>
<b>7540 - Road Making Plant - Capital</b>				
190 - Proceeds on Sale of Assets	408,000	408,000	151,974	408,000
705 - Purchases	(2,879,000)	(2,879,000)	(2,316,739)	(2,879,000)
<b>7540 - Road Making Plant - Capital Total</b>	<b>(2,471,000)</b>	<b>(2,471,000)</b>	<b>(2,164,765)</b>	<b>(2,471,000)</b>
<b>Roads &amp; Streets</b>				
<b>3930 - Road &amp; Street - Operating</b>				
115 - Grants, Subsidies & Contributions	8,000	8,000	7,350	-
125 - Reimbursements	205,100	205,100	3,340	205,100
370 - Special Projects	(204,668)	(204,668)	(60,676)	(204,668)
485 - Roadwise	(3,000)	(3,000)	(265)	(3,000)
486 - Community Assistance	(19,000)	(19,000)	(8,945)	(19,000)
555 - Town Roads	(755,990)	(755,990)	(489,536)	(755,990)
556 - Rural Roads	(4,037,000)	(4,037,000)	(2,486,549)	(4,037,000)
557 - Crossovers	(10,000)	(10,000)	(2,791)	(6,000)
558 - Drainage	(160,900)	(160,900)	(46,386)	(160,900)
559 - Car Parks	(26,000)	(26,000)	(22,855)	(26,000)
560 - Street Trees	(293,900)	(293,900)	(234,326)	(293,900)
561 - Footpaths	(126,000)	(126,000)	(95,160)	(126,000)
562 - Street Lights	(450,000)	(450,000)	(242,758)	(442,000)
563 - Gravel Pits	(64,000)	(64,000)	(3,701)	(64,000)
564 - Landscaping	(71,200)	(71,200)	(52,337)	(71,200)
567 - Town Road Verges	(310,000)	(310,000)	(275,430)	(340,000)
940 - Non Cash Expense	(15,429,645)	(15,429,645)	(9,000,626)	(15,429,645)
<b>3930 - Road &amp; Street - Operating Total</b>	<b>(21,748,203)</b>	<b>(21,748,203)</b>	<b>(13,011,650)</b>	<b>(21,774,203)</b>
<b>7930 - Road &amp; Street - Capital</b>				
150 - Capital Grants Received	3,277,587	3,277,587	-	906,228
151 - Roads to Recovery	-	-	696,310	2,371,359
152 - BlackSpot	2,874,141	1,875,458	422,434	1,875,458
153 - Main Roads	3,980,983	3,980,983	2,089,901	3,980,983
154 - Main Roads - Direct	1,146,112	1,146,112	1,146,112	1,146,112
755 - Town Roads - BlackSpot	(1,833,097)	(1,833,097)	(197,173)	(1,833,097)
757 - Town Roads - MainRoads	(760,003)	(760,003)	(11,623)	(760,003)
758 - Town Roads - Municipal Allocation	(2,102,380)	(2,102,380)	(738,865)	(2,102,380)
760 - Rural Roads - BlackSpot	(125,199)	(125,199)	(1,080,139)	(125,199)
761 - Rural Roads - Roads to Recovery	(3,526,415)	(3,526,415)	(2,279,193)	(3,391,415)
762 - Rural Roads - MainRoads	(4,813,435)	(4,813,435)	(3,113,370)	(4,813,435)
763 - Rural Roads - Municipal Allocation	(6,858,441)	(6,858,441)	(2,294,416)	(6,858,441)
766 - Drainage	(554,407)	(554,407)	(38,129)	(554,407)
767 - Car Park	(652,188)	(652,188)	(494,518)	(652,188)
769 - Footpaths	(1,458,654)	(1,458,654)	(210,797)	(1,458,654)
<b>7930 - Road &amp; Street - Capital Total</b>	<b>(11,405,396)</b>	<b>(12,404,079)</b>	<b>(6,103,465)</b>	<b>(12,269,079)</b>
<b>Rural Depots &amp; Housing</b>				
<b>3570 - Rural Depots &amp; Housing - Operating</b>				
125 - Reimbursements	2,000	2,000	2,263	2,000
350 - Administration Expenses	(12,000)	(12,000)	(6,642)	(12,000)
460 - Building Operations	(27,261)	(27,261)	(18,465)	(26,912)
500 - Building Maintenance	(70,317)	(70,317)	(46,319)	(70,317)
550 - Grounds Maintenance	(2,000)	(2,000)	-	(2,000)
940 - Non Cash Expense	(57,326)	(57,326)	(33,440)	(57,326)
<b>3570 - Rural Depots &amp; Housing - Operating Total</b>	<b>(166,904)</b>	<b>(166,904)</b>	<b>(102,603)</b>	<b>(166,555)</b>
<b>12 - Transport Total</b>	<b>(36,121,562)</b>	<b>(37,120,245)</b>	<b>(22,032,065)</b>	<b>(37,030,367)</b>
<b>13 - Economic Services</b>				
<b>Building Services</b>				



	2024-25 ORIGINAL BUDGET	CURRENT APPROVED BUDGET	ACTUALS YEAR TO DATE	PREDICTED ACTUALS JUNE 2025
<b>4020 - Building Services - Operating</b>				
105 - Fees & Charges	91,622	91,622	103,616	142,946
115 - Grants, Subsidies & Contributions	28,000	28,000	18,360	28,000
300 - Employee Costs	(425,694)	(425,694)	(257,928)	(439,194)
350 - Administration Expenses	(29,130)	(29,130)	(11,524)	(23,030)
360 - Professional Services	(5,000)	(5,000)	-	(4,000)
940 - Non Cash Expense	-	-	(5,870)	(10,000)
980 - Overhead Allocation	(150,795)	(150,795)	(164,496)	(286,388)
<b>4020 - Building Services - Operating Total</b>	<b>(490,997)</b>	<b>(490,997)</b>	<b>(317,843)</b>	<b>(591,666)</b>
<b>Caravan Park</b>				
<b>4210 - Shire Caravan Park - Operating</b>				
105 - Fees & Charges	290,000	290,000	141,263	290,000
980 - Overhead Allocation	(12,532)	(12,532)	(8,027)	(13,017)
<b>4210 - Shire Caravan Park - Operating Total</b>	<b>277,468</b>	<b>277,468</b>	<b>133,236</b>	<b>276,983</b>
<b>Economic Development</b>				
<b>4170 - Economic Development - Operating</b>				
115 - Grants, Subsidies & Contributions	-	-	5,000	5,000
300 - Employee Costs	(94,896)	(94,896)	(56,568)	(94,896)
350 - Administration Expenses	(10,000)	(10,000)	(1,667)	(9,300)
370 - Special Projects	(27,500)	(27,500)	(17,300)	(32,500)
940 - Non Cash Expense	(4,335)	(4,335)	(2,529)	(4,335)
955 - Transfer from Reserves	27,500	27,500	-	27,500
980 - Overhead Allocation	(222,989)	(222,989)	(137,572)	(235,301)
<b>4170 - Economic Development - Operating Total</b>	<b>(332,220)</b>	<b>(332,220)</b>	<b>(210,635)</b>	<b>(343,832)</b>
<b>Esperance Visitor Centre</b>				
<b>3920 - Esperance Visitor Centre - Operating</b>				
105 - Fees & Charges	228,000	228,000	112,908	218,000
300 - Employee Costs	(350,800)	(350,800)	(221,066)	(348,550)
350 - Administration Expenses	(32,950)	(32,950)	(17,724)	(32,950)
460 - Building Operations	(17,155)	(17,155)	(9,875)	(17,116)
469 - Resale	(112,000)	(112,000)	(59,719)	(106,000)
500 - Building Maintenance	(25,915)	(25,915)	(3,688)	(25,915)
940 - Non Cash Expense	(4,857)	(4,857)	(2,833)	(4,857)
955 - Transfer from Reserves	7,915	7,915	-	7,915
980 - Overhead Allocation	(123,079)	(123,079)	(77,493)	(132,899)
<b>3920 - Esperance Visitor Centre - Operating Total</b>	<b>(430,841)</b>	<b>(430,841)</b>	<b>(279,491)</b>	<b>(442,372)</b>
<b>Rural Services</b>				
<b>3350 - Rural Services - Operating</b>				
115 - Grants, Subsidies & Contributions	198,158	198,158	157,300	299,554
350 - Administration Expenses	(99,554)	(99,554)	-	(99,554)
420 - Operations	(500)	(500)	(169)	(500)
435 - Wild Dog Control	(120,186)	(120,186)	(70,950)	(221,582)
545 - Water Supply Maintenance	(18,000)	(18,000)	(13,207)	(18,000)
960 - Transfer from Unspent Grant Reserves	11,582	11,582	11,582	11,582
980 - Overhead Allocation	(26,065)	(26,065)	(22,301)	(36,317)
<b>3350 - Rural Services - Operating Total</b>	<b>(54,565)</b>	<b>(54,565)</b>	<b>62,254</b>	<b>(64,817)</b>
<b>7350 - Rural Services - Capital</b>				
150 - Capital Grants Received	125,000	125,000	-	125,000
155 - Capital Contributions	-	-	75,000	-
<b>7350 - Rural Services - Capital Total</b>	<b>125,000</b>	<b>125,000</b>	<b>75,000</b>	<b>125,000</b>
<b>Shire Building Management</b>				
<b>4030 - Shire Building Management - Operating</b>				
125 - Reimbursements	-	-	503	-
300 - Employee Costs	(83,538)	(83,538)	(72,191)	(83,538)
350 - Administration Expenses	(15,200)	(15,200)	(7,650)	(13,210)
985 - Overhead Recovered	98,738	98,738	55,225	96,748
<b>4030 - Shire Building Management - Operating Total</b>	<b>-</b>	<b>-</b>	<b>(24,113)</b>	<b>-</b>
<b>Tourism &amp; Area Promotion</b>				
<b>3900 - Tourism &amp; Area Promotion - Operating</b>				
105 - Fees & Charges	-	-	64	-
125 - Reimbursements	13,000	13,000	5,927	13,000
370 - Special Projects	(171,000)	(171,000)	(72,185)	(171,252)
376 - Marketing	(70,000)	(70,000)	(16,172)	(70,000)
420 - Operations	(2,900)	(2,900)	(1,825)	(2,900)
460 - Building Operations	(9,391)	(9,391)	(4,654)	(8,374)
500 - Building Maintenance	(24,649)	(24,649)	(1,610)	(24,649)
540 - Maintenance	(115,900)	(115,900)	(124,309)	(115,900)

	2024-25 ORIGINAL BUDGET	CURRENT APPROVED BUDGET	ACTUALS YEAR TO DATE	PREDICTED ACTUALS JUNE 2025
940 - Non Cash Expense	(19,451)	(19,451)	(11,152)	(19,451)
955 - Transfer from Reserves	29,765	29,765	-	29,765
980 - Overhead Allocation	(84,613)	(84,613)	(53,692)	(86,786)
<b>3900 - Tourism &amp; Area Promotion - Operating Total</b>	<b>(455,139)</b>	<b>(455,139)</b>	<b>(279,609)</b>	<b>(456,547)</b>
<b>13 - Economic Services Total</b>	<b>(1,361,294)</b>	<b>(1,361,294)</b>	<b>(841,200)</b>	<b>(1,497,251)</b>
<b>14 - Other Property &amp; Services</b>				
<b>Asset Management</b>				
<b>3200 - Asset Management - Operating</b>				
115 - Grants, Subsidies & Contributions	-	-	1,817	-
125 - Reimbursements	3,000	3,000	2,517	3,000
300 - Employee Costs	(1,523,986)	(1,523,986)	(950,614)	(1,523,986)
350 - Administration Expenses	(211,500)	(211,500)	(180,604)	(224,300)
940 - Non Cash Expense	(111,090)	(111,090)	(49,196)	(111,090)
980 - Overhead Allocation	(406,602)	(406,602)	(248,627)	(428,642)
<b>3200 - Asset Management - Operating Total</b>	<b>(2,250,178)</b>	<b>(2,250,178)</b>	<b>(1,424,707)</b>	<b>(2,285,018)</b>
<b>Asset Management Planning</b>				
<b>3470 - Asset Management Planning - Operating</b>				
115 - Grants, Subsidies & Contributions	-	-	686	-
300 - Employee Costs	(488,369)	(488,369)	(346,921)	(488,369)
350 - Administration Expenses	(24,000)	(24,000)	(13,053)	(18,751)
360 - Professional Services	(20,000)	(20,000)	-	(20,000)
980 - Overhead Allocation	(140,827)	(140,827)	(101,387)	(144,874)
<b>3470 - Asset Management Planning - Operating Total</b>	<b>(673,196)</b>	<b>(673,196)</b>	<b>(460,675)</b>	<b>(671,994)</b>
<b>Depot, Store &amp; Office</b>				
<b>3580 - Depot, Store &amp; Office - Operating</b>				
105 - Fees & Charges	1,500	1,500	-	1,500
300 - Employee Costs	(291,285)	(291,285)	(205,678)	(291,285)
350 - Administration Expenses	(50,200)	(50,200)	(23,048)	(52,600)
460 - Building Operations	(90,543)	(90,543)	(53,635)	(89,877)
487 - Stock Purchased	(2,000)	(2,000)	(3,313)	(2,000)
500 - Building Maintenance	(261,916)	(261,916)	(126,846)	(252,432)
550 - Grounds Maintenance	(126,000)	(126,000)	(99,345)	(126,000)
940 - Non Cash Expense	(93,680)	(93,680)	(55,502)	(93,680)
955 - Transfer from Reserves	171,948	171,948	-	45,000
<b>3580 - Depot, Store &amp; Office - Operating Total</b>	<b>(742,176)</b>	<b>(742,176)</b>	<b>(567,366)</b>	<b>(861,374)</b>
<b>7580 - Depot, Store &amp; Office - Capital</b>				
710 - Building Project	-	-	(42,458)	(226,948)
955 - Transfer from Reserves	-	-	-	226,948
<b>7580 - Depot, Store &amp; Office - Capital Total</b>	<b>-</b>	<b>-</b>	<b>(42,458)</b>	<b>-</b>
<b>Flinders Development</b>				
<b>4180 - Flinders Development - Operating</b>				
130 - Non Cash Income	88,540	88,540	-	88,540
350 - Administration Expenses	(7,000)	(7,000)	(10)	(7,000)
360 - Professional Services	(59,470)	(59,470)	-	(59,470)
955 - Transfer from Reserves	59,470	59,470	-	59,470
980 - Overhead Allocation	(5,775)	(5,775)	(6,223)	(9,912)
<b>4180 - Flinders Development - Operating Total</b>	<b>75,765</b>	<b>75,765</b>	<b>(6,232)</b>	<b>71,628</b>
<b>8180 - Flinders Development - Capital</b>				
190 - Proceeds on Sale of Assets	600,000	600,000	265,181	600,000
715 - Infrastructure Project	(1,000,000)	(1,000,000)	-	(1,000,000)
955 - Transfer from Reserves	1,000,000	1,000,000	-	1,000,000
<b>8180 - Flinders Development - Capital Total</b>	<b>600,000</b>	<b>600,000</b>	<b>265,181</b>	<b>600,000</b>
<b>Industrial Park Development</b>				
<b>4190 - Shark Lake Industrial Park Development - Operating</b>				
115 - Grants, Subsidies & Contributions	10,000	10,000	10,000	10,000
350 - Administration Expenses	(2,000)	(2,000)	-	(2,000)
390 - Interest Paid	(27,428)	(27,428)	(16,008)	(27,428)
540 - Maintenance	(5,000)	(5,000)	-	(5,000)
980 - Overhead Allocation	(9,853)	(9,853)	(9,036)	(11,395)
<b>4190 - Shark Lake Industrial Park Development - Operating Total</b>	<b>(34,281)</b>	<b>(34,281)</b>	<b>(15,045)</b>	<b>(35,823)</b>
<b>8190 - Shark Lake Industrial Park Development - Capital</b>				
715 - Infrastructure Project	(230,000)	(230,000)	-	(230,000)
790 - Principal Repayments	(57,319)	(57,319)	(28,339)	(57,319)

	2024-25 ORIGINAL BUDGET	CURRENT APPROVED BUDGET	ACTUALS YEAR TO DATE	PREDICTED ACTUALS JUNE 2025
955 - Transfer from Reserves	230,000	230,000	-	230,000
<b>8190 - Shark Lake Industrial Park Development - Capital Total</b>	<b>(57,319)</b>	<b>(57,319)</b>	<b>(28,339)</b>	<b>(57,319)</b>
<b>Other Properties &amp; Services</b>				
<b>3490 - Other Properties &amp; Services - Operating</b>				
105 - Fees & Charges	67,000	67,000	44,369	63,000
125 - Reimbursements	-	-	89	-
350 - Administration Expenses	(3,000)	(3,000)	-	(3,000)
460 - Building Operations	(19,847)	(19,847)	(18,665)	(19,171)
500 - Building Maintenance	(15,204)	(115,204)	(4,612)	(115,204)
550 - Grounds Maintenance	(1,900)	(1,900)	(552)	(1,900)
940 - Non Cash Expense	(27,339)	(27,339)	(21,221)	(27,339)
980 - Overhead Allocation	(50,468)	(50,468)	(41,051)	(50,243)
<b>3490 - Other Properties &amp; Services - Operating Total</b>	<b>(50,758)</b>	<b>(150,758)</b>	<b>(41,644)</b>	<b>(153,857)</b>
<b>7490 - Other Properties &amp; Services - Capital</b>				
710 - Building Project	(100,000)	-	-	-
715 - Infrastructure Project	(1,364,522)	(1,364,522)	(513,538)	(1,364,522)
955 - Transfer from Reserves	1,364,522	1,364,522	-	1,364,522
<b>7490 - Other Properties &amp; Services - Capital Total</b>	<b>(100,000)</b>	<b>-</b>	<b>(513,538)</b>	<b>-</b>
<b>Outside Works</b>				
<b>3590 - Outside Works - Operating</b>				
115 - Grants, Subsidies & Contributions	-	-	2,464	-
125 - Reimbursements	85,000	85,000	111,319	115,000
300 - Employee Costs	(2,604,867)	(2,604,867)	(1,925,019)	(2,613,467)
350 - Administration Expenses	(462,000)	(462,000)	(358,110)	(581,000)
980 - Overhead Allocation	(390,612)	(390,612)	(215,216)	(384,964)
985 - Overhead Recovered	6,364,833	6,364,833	4,458,613	6,610,823
<b>3590 - Outside Works - Operating Total</b>	<b>2,992,354</b>	<b>2,992,354</b>	<b>2,074,051</b>	<b>3,146,392</b>
<b>Plant &amp; Vehicle Operations</b>				
<b>3550 - Plant &amp; Vehicles - Operating</b>				
105 - Fees & Charges	2,000	2,000	-	2,000
115 - Grants, Subsidies & Contributions	240,000	240,000	82,057	240,000
125 - Reimbursements	2,000	2,000	7,327	11,406
300 - Employee Costs	(539,341)	(539,341)	(290,048)	(539,341)
350 - Administration Expenses	(52,800)	(52,800)	(32,341)	(52,600)
395 - Vehicle Costs	(3,191,500)	(3,191,500)	(1,799,702)	(2,760,906)
410 - Insurance	(275,000)	(275,000)	(110,614)	(110,614)
940 - Non Cash Expense	(36,785)	(36,785)	(17,890)	(36,785)
980 - Overhead Allocation	734,046	734,046	460,008	790,447
985 - Overhead Recovered	3,117,380	3,117,380	1,441,826	2,456,393
<b>3550 - Plant &amp; Vehicles - Operating Total</b>	<b>-</b>	<b>-</b>	<b>(259,377)</b>	<b>-</b>
<b>Plant Depreciation</b>				
<b>3560 - Plant Depreciation - Operating</b>				
940 - Non Cash Expense	(1,516,515)	(1,516,515)	(812,707)	(1,516,515)
985 - Overhead Recovered	1,516,515	1,516,515	646,781	1,516,515
<b>3560 - Plant Depreciation - Operating Total</b>	<b>-</b>	<b>-</b>	<b>(165,926)</b>	<b>-</b>
<b>Private Works</b>				
<b>3600 - Private Works - Operating</b>				
146 - Private Works Income Work Orders	140,000	140,000	30,737	140,000
490 - Private Works Expenses	(100,000)	(100,000)	(40,204)	(100,000)
<b>3600 - Private Works - Operating Total</b>	<b>40,000</b>	<b>40,000</b>	<b>(9,467)</b>	<b>40,000</b>
<b>14 - Other Property &amp; Services Total</b>	<b>(199,789)</b>	<b>(199,789)</b>	<b>(1,195,540)</b>	<b>(207,365)</b>
<b>15 - Funds Transfer</b>				
<b>Funds Transfer</b>				
<b>8700 - Funds Transfer - Capital</b>				
956 - Transfer to Reserves	(4,831,398)	(4,944,398)	(718,785)	(4,711,252)
<b>8700 - Funds Transfer - Capital Total</b>	<b>(4,831,398)</b>	<b>(4,944,398)</b>	<b>(718,785)</b>	<b>(4,711,252)</b>
<b>15 - Funds Transfer Total</b>	<b>(4,831,398)</b>	<b>(4,944,398)</b>	<b>(718,785)</b>	<b>(4,711,252)</b>
<b>Corporate &amp; Community Services</b>				
<b>Community Development &amp; Events</b>				
<b>3780 - Community Development</b>				
115 - Grants, Subsidies & Contributions	59,500	59,500	23,886	59,500

	2024-25 ORIGINAL BUDGET	CURRENT APPROVED BUDGET	ACTUALS YEAR TO DATE	PREDICTED ACTUALS JUNE 2025
125 - Reimbursements	2,500	2,500	2,387	2,500
300 - Employee Costs	(353,036)	(353,036)	(245,413)	(359,036)
350 - Administration Expenses	(10,700)	(10,700)	(3,424)	(7,200)
370 - Special Projects	(115,949)	(115,949)	(6,760)	(100,798)
405 - Grants/Donations Paid	(418,423)	(418,423)	(217,726)	(418,423)
455 - Programs and Events	(288,715)	(288,715)	(164,275)	(274,715)
960 - Transfer from Unspent Grant Reserves	57,236	57,236	57,236	57,236
980 - Overhead Allocation	(182,721)	(182,721)	(108,882)	(187,596)
<b>3780 - Community Development Total</b>	<b>(1,250,308)</b>	<b>(1,250,308)</b>	<b>(662,970)</b>	<b>(1,228,532)</b>
<b>Corporate &amp; Community Services Total</b>	<b>(1,250,308)</b>	<b>(1,250,308)</b>	<b>(662,970)</b>	<b>(1,228,532)</b>

**Shire of Esperance  
Shire of Esperance  
Budget Review**

*For the year ending 30 June 2025*

**Management Budget  
Movements in Cash Reserves**

Reserve Name	Actual Opening Balance 01 July 2024	Transfers In			Transfers Out			Total	Closing Balance 30 June 2025	2024-25 Budget Net Change \$
		Interest	Allocation	Total	Operating	Carryovers	Capital			
Land Purchase & Development Reserve	4,040,996	98,077	600,000	698,077	-	(3,181,492)	-	(3,181,492)	1,557,581	(2,483,415)
Eastern Suburbs Water Pipeline Reserve	41,012	995	-	995	-	-	-	-	42,007	995
Jetty Reserve	472,840	11,476	147,000	158,476	-	-	-	-	631,316	158,476
Aerodrome Reserve	7,149,317	173,517	458,104	631,621	(311,000)	(758,244)	(111,328)	(1,180,572)	6,600,366	(548,951)
Off Street Parking (CBD) Reserve	583,798	14,169	-	14,169	-	-	-	-	597,967	14,169
Sanitation Reserve	12,272,815	297,867	1,210,519	1,508,386	(260,000)	(2,902,579)	(2,120,000)	(5,282,579)	8,498,622	(3,774,193)
Esperance Homecare Fundraising Reserve	1,016,734	24,677	-	24,677	-	-	-	-	1,041,411	24,677
Plant Replacement Reserve	633,211	15,368	101,000	116,368	-	-	-	-	749,579	116,368
Building Maintenance & Renewal Reserve	2,991,316	72,601	580,629	653,230	-	(951,729)	(1,746,120)	(2,697,849)	946,697	(2,044,619)
Employee Entitlements - Long Service Leave Reserve	1,369,475	33,238	-	33,238	-	-	-	-	1,402,713	33,238
Governance & Workers Compensation Reserve	218,433	5,301	200,000	205,301	(100,047)	-	-	(100,047)	323,687	105,254
EHC Asset Replacement Reserve	591,602	14,358	-	14,358	-	(40,111)	(25,000)	(65,111)	540,849	(50,753)
IT System & Process Development Reserve	76,583	1,859	52,500	54,359	-	-	-	-	130,942	54,359
Esperance Homecare Annual Leave Reserve	333,730	8,100	-	8,100	-	-	-	-	341,830	8,100
Esperance Homecare Long Service Leave Reserve	335,332	8,139	-	8,139	-	-	-	-	343,471	8,139
Priority Projects Reserve	834,672	20,258	252,500	272,758	-	(62,681)	-	(62,681)	1,044,749	210,077
Community Infrastructure	-	-	309,000	309,000	-	-	-	-	309,000	309,000
Unspent Grants Reserve	7,178,019	-	-	-	-	(7,178,019)	-	(7,178,019)	-	(7,178,019)
	40,139,885	800,000	3,911,252	4,711,252	(671,047)	(15,074,855)	(4,002,448)	(19,748,350)	25,102,787	(15,037,098)

**2024-25 BUDGET – BUDGET REQUEST**

**Title:** RFID – Self Loan Station & External Reserves Locker  
**Area:** Library

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

<b>Impact</b>	<b>2024-25 \$</b>	<b>2025-26 \$</b>	<b>2025-26 \$</b>	<b>2026-27 \$</b>	<b>2027-28 \$</b>
Expenses	3000	3120	3120	3120	3120
Net Operating Balance					
Cumulative effect surplus/(deficit)					
Asset Investment	39,761				
Adjustment to Salaries					
Additional FTE's					
<b>Source of Funding</b>					
Muni 01-03710-350-514 (Already held \$40k, Need Council support for ongoing)	39,761	3120	3120	3120	3120
Grants & Subsidies					
Building maintenance Reserve					
Other* please specify Building Maintenance	3000				

**TYPE OF EXPENDITURE**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Capital   | <input type="checkbox"/> General Expenditure                     |
| <input checked="" type="checkbox"/> New Asset | <input checked="" type="checkbox"/> New project/expense          |
| <input type="checkbox"/> Replacement Asset    | <input type="checkbox"/> Continuation of closing project/expense |

**FUNDING TIMING**

- |   |   |
|---|---|
| <input type="checkbox"/> Specified Term | <input checked="" type="checkbox"/> Ongoing |
|---|---|

### INVESTMENT REQUEST

**NOTE:** Funds to cover this purchase are already held in account 01-03710-350-514 Library Software Licenses and this request is for the ongoing commitment.

Savings have been made to existing budget due to:

- 1) The delayed timing of the new library management system migration meant that a year's worth of budgeted fees was not charged and also
- 2) Regional WA Libraries Consortia costs for 24/25 were reduced considerably as significantly more public libraries have joined the consortia than anticipated in the original quote.

RFID technology enables our stock to be recognised and managed without the need to manually scan in each item with a barcode scanner. This saves us significant time and handling and also allows for autonomous borrowings.

In April 2025 the Library will install a RFID returns shelf, circulation assist pads for the issues counter/s to allow for bulk processing and also a wand/reader to assist with inventory management. This project will bring in significant process improvements and enhance our patrons experience.

The budgets for this related project totalled \$32k. Library staff have invested significant time and resources in 2025 into preparing stock items to be RFID ready.

This new request is complementing the existing RFID project by introducing additional RFID technology to the Library – namely a Self-Loan Station (\$13k) and an External Locker Console (\$22k). Details of the items are in the attached quote and architecture packs for the items. Building and maintenance will be covered within existing budget as very little has been spent to date as we awaited clarity over our building.

Project will consist of the purchase and installation of equipment by existing supplier FE Tech. Power and network connections to be arranged internally using local trades. We will be supported by our IT department, City of Albany support staff, FE Tech project team and our Building Maintenance team.

Project will be completed upon the delivery of the technology, anticipated to be 10-20 weeks following initial order.

No additional FTE is proposed with the asset purchase. The Reserve locker will add an additional task to be completed by Library officers as they will have to stock the locker based upon requests with the expectation that demand will increase.

Item	Cost	Ongoing
V6 Self Loan Station with movable, height adjustable Pedestal	13,046	1,115
External Locker Console	22,886	1,957
32 GB RAM DDR4 for Advantech EPC	200	
Annual License Fee – Library Live	48	48
Onsite Install Fee	2,000	
Delivery Fee	1,629	
Power & Network – External Locker	2,000	
Power & Network – Internal Station	1,000	
<b>TOTAL</b>	<b>42,761</b>	<b>3,120</b>

## DETAIL OF REQUEST

With the migration to the new Library Management system in May 2024 and introduction of RFID capability in April 2025 we have capacity to improve our service and target those patrons who are not able to visit the library during our opening hours and/or who are seeking a speedy library visit.

These asset purchases enhance our service offerings and will allow for greater patron autonomy and self-sufficiency when checking out items. In our 'time poor' society it is anticipated that library patronage and the demand for our collection resources will grow if the barriers are removed and access to our collection items is enhanced.

They will ensure that our existing and ongoing investment in the RFID technology is leveraged to a greater potential.

Learnings from other library relocation projects suggests it may be problematic to introduce new technology at the same time as relocating a library. It is best to have established the new technology prior to a move.

Both assets can be relocated with the library move to the James St Precinct. They could also be potentially moved to a 'non-library' location to create an off site 'micro-library' (eg BOILC, Stadium, Satellite town).

### External Reserves Locker (18 Door Console Unit with touchscreen)



(Proposal is for only the right half of the locker in the above image)

With this asset Library members are able to reserve items (from our online catalogue or in-person at the library) and nominate their collection point as the External Reserves Locker. Library staff will be able to load the requested item into the locker for collection later. Collection of items by patrons is self-serve and available to use 24/7. This is especially convenient and appealing for patrons who are not able to get to the library during opening hours, particularly those with work or other commitments or who do not live close to the library (satellite community members who visit on weekends). Items can already be returned through our 24/7 returns slot.



The reserves locker has 18 individual lockers and additional units can be added to the main unit in the future to increase capacity. If the locker is underutilised, staff can select popular items to put in the lockers which any member can take out. This is a great option over extended closure periods, long weekends etc.

The External Reserves Locker is to be situated on the outside wall of the main entrance to the Library. Power and network connection will be required.

### **V6 Self Loan Station**



The Self Loans Station will be situated inside the library and will allow members to check out items by themselves. This method of circulation will appeal to those who do not highly value the connection with library staff when they check-out items and also those in a hurry who don't wish to wait for library staff to be available to check out their items. This additional staffing requirement is often ad-hoc and unpredictable and is a disruption to our officer's back-office workflows.

Based upon 2023-24 financial year statistics, the library issues 60,000 items per year. With the self-loan station there will be some reduction of staff time spent on issuing items, depending on the level of take-up by patrons. Whilst a staff member will always have to be stationed on the front counter, this self-loan station has the potential to reduce additional library officers manning the counter during times of elevated demand.

The station is height adjustable meaning it is suitable for all patrons including children and those in wheelchairs.

The station can also be used as a display screen for still images and videos when not in use. Additional capabilities include purchasing printing credits, booking event tickets, checking into library events and displaying the online catalogue (OPAC)

## RISK

### **Status Quo**

Continuing with the status-quo will mean that we are underserving a segment of our community who are seeking a more convenient way to access the Library collection. Community expectations around service efficiency and integrated technology have surpassed what our Library currently offers. Arguably, these expectations will be enhanced with our transition to a modern purpose-built building at James St.

Contrastingly, many of our patrons are highly satisfied with the status quo and value their regular interactions and connections with library staff. These patrons may be fearful of the change that this new technology presents. It will be made clear to all that use of the two new items will be optional.

### **User engagement/confidence with technology / Underutilisation**

Marketing and promotion will assist with building patron knowledge and support of the new items. Digital education is our specialty. Library staff can produce demonstration instructions to assist with those navigating the use.

24/7 Lockers are also becoming more common-place. There is now one at the Esperance Post Office which means that our target market may already be familiar with their use.

Self-checkout is also commonplace in retail. Self-Loan stations have been widely used in Libraries for decades and the technology is relatively easy to use. The self-loan station will be in close proximity to library staff at the front counter who can guide patrons through the process and resolve any issues.

If assets are being underutilised they can be re-purposed for alternative use off-site.

### **Delivery / Supplier Risk**

FE Tech is a WALGA preferred supplier who are delivering the associated RFID project already underway.

FE Tech is also used by the Regional WA Library consortium lead - the Albany Public Library – who already have self-loan stations in their library and use the same Library Management System (Spydus)

Payment is structured so that 50% of the payment is upon delivery with an ongoing engagement through maintenance.

We will be supported by our IT and Building Maintenance team.

## CONSULTATION

FE Tech - Supplier

Shire IT Team (Robbie Meerman)

Shire Building Maintenance Team (Kat Schofield)

Library Systems Coordinator City of Albany

## 2024-25 MID-YEAR REVIEW – BUDGET REQUEST

**Title: BOILC Air Handling Unit Upgrade**

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

Impact	2024-25 \$	2025-26 \$	2026-27 \$	2027-28 \$	2028-29 \$
Expenses	-	-	-	-	-
Net Operating Balance	-	-	-	-	-
Cumulative Cost	-	-	-	-	-
Asset Investment	\$89,610	-	-	-	-
Adjustment to Salaries	-	-	-	-	-
Additional FTE's	-	-	-	-	-
<b>Source of Funding</b>					
Muni	-	-	-	-	-
Grants & Subsidies	-	-	-	-	-
Building Maintenance Reserve	\$89,610	-	-	-	-
Other* <span style="color: red;">please specify</span>	-	-	-	-	-

**TYPE OF EXPENDITURE**

- Capital  General Expenditure

**FUNDING NATURE**

- Existing Project  New Project

**FUNDING TIMING**

- Specified Term  Ongoing

### INVESTMENT REQUEST

This project has been quoted at \$89,610 plus GST to upgrade the air handling unit at the Bay of Isles Leisure Centre.

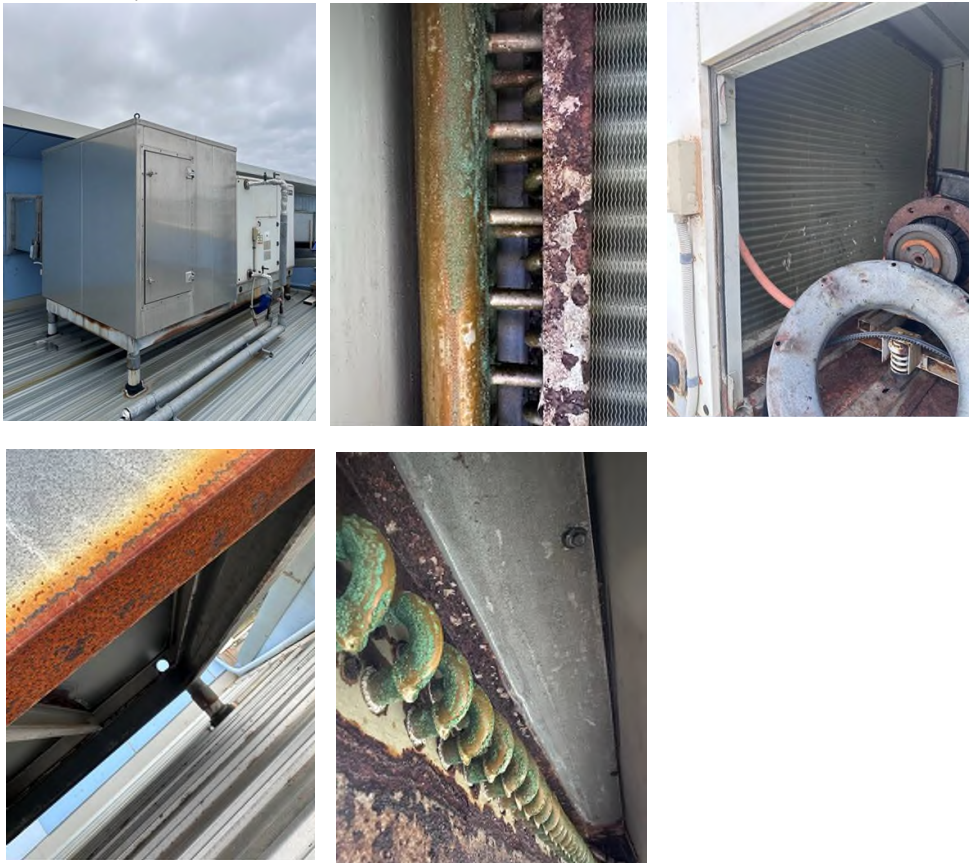
### DETAIL OF REQUEST

After consultation with Coastal Climate Choice, it has been found that the existing TRANE air handling units at the Bay of Isles Leisure Centre are beyond repair and reconditioning the blower wheel as often as we are, isn't very economical. So far, Coastal Climate Choice have replaced the left blower wheel three times and the right blower wheel once (May 2023, July 2024 and January 2025) at a cost of \$5,000 - \$6,000 each. If these are continued to be replaced, the remainder of the unit is going to break down or additional damage can occur.

Issues on Current Units as noted by Coastal Climate Choice:

- The units have been estimated to be about 25 years old, based on their mechanical drawings.
- They have non-genuine spiders (arms) holding the assembly in place, contributing to their continued collapse.

- There is no play in electric motor traveller as they are rusted seized. Coastal Climate Choice have attempted to prevent the second from seizing and even tried freeing up the seized one, to no avail. This means the electric motor and pulley cannot be adjusted at all, to adjust belt tension.
- The doors are not able to be locked. The handle has corroded beyond repair a long time ago. The swivel clips to open and close the side covers are gone.
- Two of four outside air dampers are now seized shut. All four sets of grilles that the dampers control have seized.
- They are in a very corrosive environment with evidence of this corrosion on the package unit (whole box).



Potential Solutions Provided:

- Replace the interior fan assembly (electric motor, belts, pulleys and snail blower wheel) with a modern EC fan motor assembly. This was not seen as a viable option. The rust is beyond repair on the box of the whole package assembly.
- A new EC motor assembly (keeping the old rusty package 'shell'), to replace the internal snail blower wheel assembly alone. It was \$15,000 - \$20,000 to do both. The installation would be extremely difficult with the existing corrosion, as we would need to partition the plenum for the new installation, and we are still left with a rusty box that can't be reconditioned.
- New units as per attached quote. These would come in a coating of a product called 'blygold' for longevity, addressing the corrosion issue. Allowance for new hot water valves, control dampers and grilles in the plenum have been made. Some existing materials would be used including the aluminium plenum, the air handler attaches and the existing sheet metal duct on the roof. The

improved energy efficiency of the two units could, in theory, create a power saving of approximately \$9,000 per year.

Recommendation – Solution 3 listed above and in the attached quote.

**RISK**

The risk of not upgrading these air handling units are continued costs to repair damages as they occur and the eventual risk that the units will sustain additional damages or break down completely. It is also not economically viable to continue to undertake reactive maintenance to these units.

**CONSULTATION**

Coastal Climate Choice

Shire of Esperance Building Maintenance team

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

Nil

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

**16. URGENT BUSINESS APPROVED BY DECISION**

**17. MATTERS BEHIND CLOSED DOORS**

**Officer's Comment:**

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

**Item: 17.1**

**Lease Surrender Request - Car Hire Desk 3 Esperance Airport**

**CONFIDENTIAL ITEM**

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

**18. PUBLIC QUESTION TIME**

**19. CLOSURE**