



10 JULY 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 15 July 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 22 July 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 Interest

☐ Agenda Briefing

☐ Ordinary Council Meeting

☐ Special Meeting

Details

Name of Person Declaring an Interest

Position

Date of Meeting

This form is provided to enable elected 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 the *Local Government (Administration) Regulations 1996*.

Interest Disclosed

Item Number

Item Title

Nature of Interest

Type of Interest

☐ Financial

☐ Proximity

☐ Impartiality

Interest Disclosed

Item Number

Item Title

Nature of Interest

Type of Interest

☐ Financial

☐ Proximity

☐ Impartiality

Interest Disclosed

Item Number

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 22 JULY 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 G Johnston		Town Ward
Cr W Graham		Rural Ward
Cr S Starceovich		Rural Ward
Cr S Flanagan		Town Ward
Cr C Davies		Town Ward

Shire Officers

Mr S Burge	Chief Executive Officer
Mr D Gleave	Acting 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

Previously Granted Leave of Absence

A leave of absence was previously granted to Cr McMullen for the period 17 June to 17 July 2025 inclusive

A leave of absence was previously granted to Cr Obourne for the period 26 June to 15 July 2025 inclusive

A leave of absence was previously granted to Cr de Haas for the period 13 July to 18 July 2025 inclusive

4. APPLICATIONS FOR LEAVE OF ABSENCE

Pres Chambers has requested a leave of absence from 20 July to 11 August 2025 inclusive.

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 24 June 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 (21)	Ordinary Council Meetings (21)	Special Council Meetings (3)	Annual Electors Meeting (2)
Ron Chambers Shire President	19	19	3	1
Cr Jennifer Obourne Deputy Shire President	18	18	3	2
Cr Shayne Flanagan	20	19	3	2
Cr Connor Davies	17	18	3	2
Cr Steve McMullen	14	13	2	1
Cr Leonie de Haas	19	21	3	2
Cr Wes Graham	20	19	1	2
Cr Sam Starcevich	21	20	3	2
Cr Gemma Johnston	17	18	3	2

12. MATTERS REQUIRING A DETERMINATION OF COUNCIL

12.1 EXTERNAL SERVICES

Item: 12.1.1

Request for Amended Resolution - Proposed Road Dedication - Lot 567 South Coast Highway, Monjigup

Author/s	Peter Wilks	Coordinator Planning Services
Authorisator/s	Roy Greive Richard Hindley	Director External Services Manager Development Services

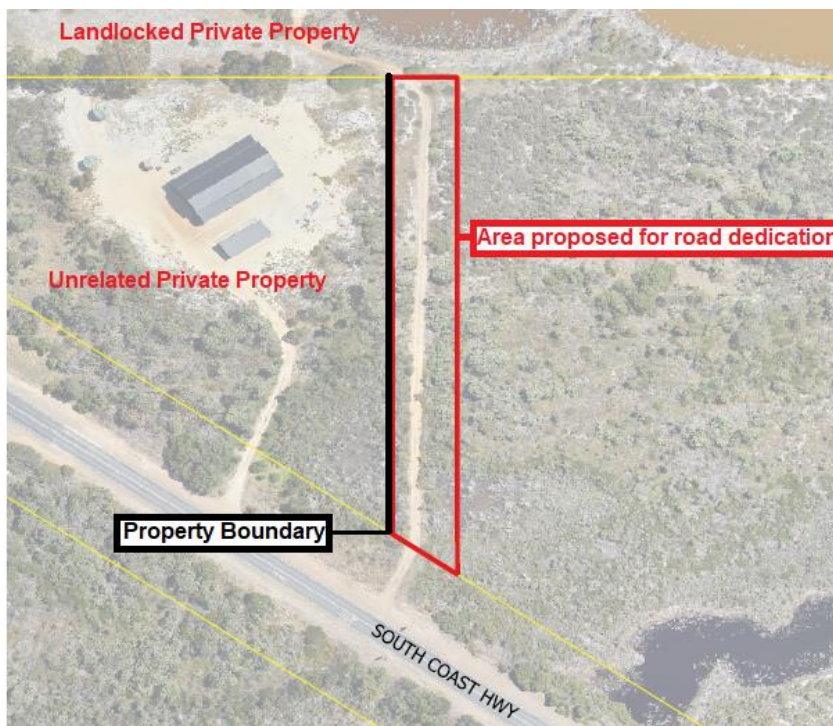
File Ref: D25/15807

Applicant

Department of Planning, Lands and Heritage

Location/Address

Lot 567 South Coast Highway, Monjigup



Executive Summary

For Council to consider amending a previous Council Resolution in relation to Council Item 12.1.2 from the Ordinary Council Meeting held on 26 November 2024 for dedication of a portion of unallocated Crown Land identified as Lot 567 on Deposited Plan 404416 as a road in regards to indemnity, obligations and costs under the Native Title Act 1993 (Cth) as per a request from the Department of Planning, Lands and Heritage.

Recommendation in Brief

That Council confirm that it will indemnify and keep indemnified the State of Western Australia, the Department of Planning, Lands and Heritage and the Minister for Lands and hold them harmless from and against all liabilities, obligations, costs, expenses or disbursements of any kind including, without limitation, compensation payable to any party under the Native Title Act 1993 (Cth) which may be imposed

on, or incurred by the Indemnified Parties relating to or arising directly or indirectly from the dedication of a portion of unallocated Crown land Lot 567 on Deposited Plan 404416 as a road.

Background

Department of Planning, Lands and Heritage contacted the Shire of Esperance on 15 May 2025 requesting an amended Council Resolution in relation to Council Item 12.1.2 from the Ordinary Council Meeting held on 26 November 2024.

Discussions were subsequently held between the Department and Planning Staff to determine whether the original resolution would fit the requirements of the Department due to general similarities between the requested resolution and the original resolution, however the Department has determined and advised Planning Officers on 12 June 2025 that a revised resolution would be required.

Officer's Comment

Part of the original resolution for the dedication of the indicated portion of Lot 567 South Coast Highway Monjingup was a road was as follows:

Advise the Minister of Lands that in accordance with Section 56 (4) of the Land Administration Act 1997 the Shire recognises that it is liable to indemnify the Minister against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.

The revised wording provided by the Department of Planning, Lands and Heritage is as follows:

The Shire of Esperance agrees that it will indemnify and keep indemnified the State of Western Australia, the Department of Planning, Lands and Heritage and the Minister for Lands and hold them harmless from and against all liabilities, obligations, costs, expenses or disbursements of any kind including, without limitation, compensation payable to any party under the Native Title Act 1993 (Cth) which may be imposed on, or incurred by the Indemnified Parties relating to or arising directly or indirectly from the dedication of a portion of unallocated Crown land Lot 567 on Deposited Plan 404416 as a road.

While the two wordings are very similar, it is easily understood that the Department of Planning, Lands and Heritage and Minister for Lands possess concerns regarding potential claims under the Native Title Act 1993 (Cth) which they do not feel were adequately covered by the original wording.

It is the position of Planning Officers that the revised wording can be supported by the Shire of Esperance.

Consultation

Discussions via email were held between 15 May 2025 and 12 June 2025 between Planning Officers and the Department of Planning, Lands and Heritage in regards to the proposed revised wording.

No further consultation was required.

Financial Implications

Staff do not believe that there are any financial implications as the resolution (01124-027) from the November 2024 ordinary council meeting stated

- "3. Advise the Minister of Lands that the Estate of Phillis Mary Hall agree to indemnify the Shire of Esperance against any costs and claims that may arise as a result of the dedication."

Asset Management Implications

Nil

Statutory Implications

Land Administration Act 1997.

Native Title Act 1993(Cth) – S.24KA - Facilities for services to the public

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Built Environment

New developments that enhance the existing built environment

Environmental Considerations

Nil

Attachments

Nil

Officer's Recommendation

That Council confirm that it will indemnify and keep indemnified the State of Western Australia, the Department of Planning, Lands and Heritage and the Minister for Lands and hold them harmless from and against all liabilities, obligations, costs, expenses or disbursements of any kind including, without limitation, compensation payable to any party under the Native Title Act 1993 (Cth) which may be imposed on, or incurred by the Indemnified Parties relating to or arising directly or indirectly from the dedication of a portion of unallocated Crown land Lot 567 on Deposited Plan 404416 as a road.

Voting Requirement

Simple Majority

Item: 12.1.2

Local Planning Scheme No. 24 - Amendment No. 11

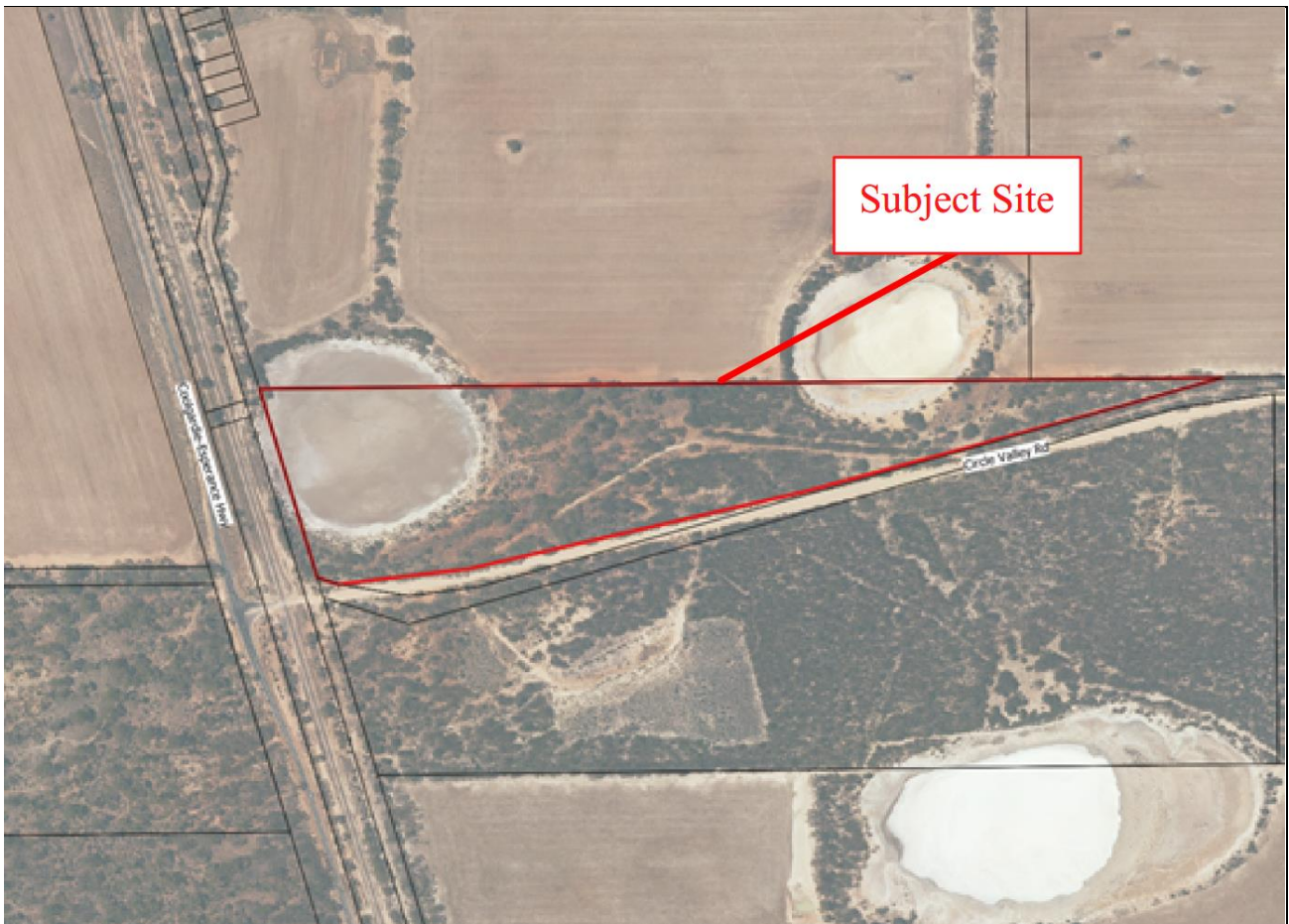
Author/s	Richard Hindley	Manager Development Services
Authoriser/s	Roy Greive	Director External Services

File Ref: D25/17064

Applicant
Internal

Location/Address

Reserve 24077 – Corner Circle Valley Road and Coolgardie-Esperance Highway



Executive Summary

For Council to consider Amendment 11 to Local Planning Scheme No. 24 by reclassifying a portion of Reserve 24077, Circle Valley Road from 'Public Open Space' to 'Environmental Conservation'.

Recommendation in Brief

That Council:

1. In pursuance of Section 75 of the *Planning and Development Act, 2005* amend Local Planning Scheme No. 24 by:
 - (a) Amending the Scheme Map by reclassifying a portion of Reserve 24077 from 'Public Open Space' to 'Environmental Conservation' as depicted on the Scheme Amendment Map.

2. The amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):
 - (b) an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;
 - (g) any other amendment that is not a complex or basic amendment.
3. Refer Amendment 11 to the EPA under Section 81 of the *Planning and Development Act 2005* and resolve to proceed to advertising of the amendment for public inspection after referral to the EPA.

Background

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

To allow a Reserve to be used as an environmental offset with the Department of Environment Water and Environmental Regulation (DWER) the Reserve needs to be classified as Environmental Conservation.

Officer's Comment

The portion of the Reserve 24077, Circle Valley Road containing remnant native vegetation is proposed to be reclassified as 'Environmental Conservation'. The Reserve is part of a current environmental offsets proposal with the Department of Environment Water and Environmental Regulation (DWER) and linked to the upgrading of Circle Valley Road Project. The Circle Valley Road Project is a pending clearing permit under CPS 10602, which has been submitted to DWER. This permit assessment and approval is pending the amendment to the scheme and reclassification to include 'Environmental Conservation'.

This amendment (Attachment A) has been drafted as a response to the request received from the Shire's Environmental Officers.

Consultation

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

Financial Implications

Nil

Asset Management Implications

To meet the requirements of the Department of Water and Environmental Regulation (DWER) for an environmental offset the portion of the reserve to be offset is required to be classified as 'Environmental Conservation'.

Statutory Implications

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Local Planning Scheme No. 24

Policy Implications

Local Planning Strategy

Strategic Implications

Council Plan 2022 – 2032

Planet - Outcome 4. The natural environment is valued, protected and enjoyed

Objective 4.1. Sustainably care for, preserve and enhance natural habitats.

Environmental Considerations

Nil

Attachments

A₁. Local Planning Scheme No. 24 - Amendment No. 11

Officer's Recommendation

That Council:

1. In pursuance of Section 75 of the *Planning and Development Act, 2005* amend Local Planning Scheme No. 24 by:
 - (a) Amending the Scheme Map by reclassifying a portion of Reserve 24077 from 'Public Open Space' to 'Environmental Conservation' as depicted on the Scheme Amendment Map.
2. The amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):
 - (b) an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;
 - (g) any other amendment that is not a complex or basic amendment.
3. Refer Amendment 11 to the EPA under Section 81 of the *Planning and Development Act 2005* and resolve to proceed to advertising of the amendment for public inspection after referral to the EPA.

Voting Requirement

Simple Majority



SHIRE OF ESPERANCE
LOCAL PLANNING SCHEME NO. 24
AMENDMENT NO. 11

Form 2A

PLANNING AND DEVELOPMENT ACT 2005

**RESOLUTION TO ADOPT AMENDMENT
TO LOCAL PLANNING SCHEME**

**SHIRE OF ESPERANCE
LOCAL PLANNING SCHEME NO. 24
AMENDMENT NO. 11**

Resolved that the local government, in pursuance of Section 75 of the *Planning and Development Act, 2005* amend the above local planning scheme by;

1. Amending the Scheme Map by reclassifying a portion of Reserve 24077 from 'Public Open Space' to 'Environmental Conservation' as depicted on the Scheme Amendment Map.

The amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):

- (b) an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;
- (g) any other amendment that is not a complex or basic amendment.

Dated this.....day
of.....2025

.....
CHIEF EXECUTIVE OFFICER

SCHEME AMENDMENT REPORT

1. Introduction

Notice of Final Approval of the Shire of Esperance Local Planning Scheme No. 24 ("the Scheme") was published in the Government Gazette on 2 August 2017.

This amendment seeks to amend the Scheme Map by reclassifying a portion of Reserve 24077 from 'Public Open Space' to 'Environmental Conservation'.

The specific details of this amendment are specified below.

2. AMENDMENT PROPOSAL

2.1 Amend the Scheme Map by reclassifying a portion of Reserve 24077 from 'Public Open Space' to 'Environmental Conservation'.

This portion of Reserve 24077 has been identified as a potential environment offset.



As part of this an Offset Revegetation Plan has been prepared for the subject land which proposes revegetation within this area will reduce the habitat fragmentation within Reserve 24007 and help to protect the reserve from weed invasion and other degrading processes.



To meet the objectives of a successful, science-based revegetation plan, numerous factors need to be considered and implemented, including the reference site, weed control, pest and disease hygiene practices, site preparation, species selection, completion criteria, monitoring and adaptive management practices in the need of contingency measures.

To meet the requirements of the Department of Water and Environmental Regulation (DWER) for an environmental offset the portion of the reserve to be offset is required to be classified as 'Environmental Conservation'.

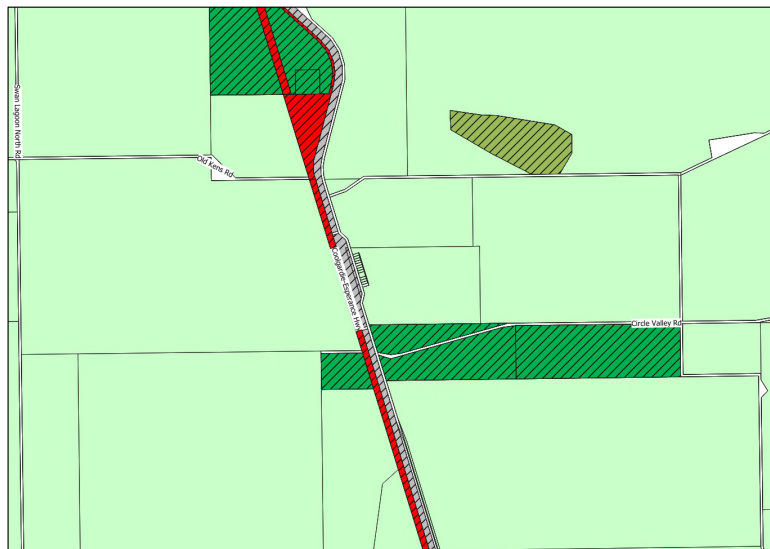
3. LOCAL PLANNING STRATEGY

The proposed amendment is consistent with the Local Planning Strategy.

4. CONCLUSION

This amendment seeks to amend the Scheme Map by reclassifying a portion of Reserve 24077 from 'Public Open Space' to 'Environmental Conservation'.







The proposed modification is consistent with the Local Planning Strategy.



Current Zoning



Proposed Zoning

LEGEND	
Zones	Reserves
 Rural	 Local Road
	 Primary Distributor Road
	 Environmental Conservation
	 Public Open Space
	 Railways

SHIRE OF ESPERANCE LOCAL PLANNING SCHEME NO. 24

AMENDMENT NO. 11

PLANNING AND DEVELOPMENT ACT 2005

SHIRE OF ESPERANCE

LOCAL PLANNING SCHEME NO. 24

AMENDMENT NO.11

The Shire of Esperance under and by virtue of the power conferred upon it in that behalf by the *Planning and Development Act, 2005*, hereby amends the above local planning scheme by:

1. Amending the Scheme Map by reclassifying a portion of Reserve 24077 from 'Public Open Space' to 'Environmental Conservation' as depicted on the Scheme Amendment Map.

Form 6A

COUNCIL ADOPTION

This Standard Amendment was adopted by resolution of the Council of the Shire of Esperance at the Ordinary Meeting of the Council held on the ____ day of _____, 20____

.....
SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RESOLUTION TO ADVERTISE

by resolution of the Council of the Shire of Esperance at the Ordinary Meeting of the Council held on the ____ day of _____, 20____, proceed to advertise this Amendment.

.....
SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDATION

This Amendment is recommended for approval by resolution of the Shire of Esperance at the Ordinary Meeting of the Council held on the ____ day of _____, 20____ and the Common Seal of the Shire of Esperance was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

WAPC ENDORSEMENT (r.63)

.....
DELEGATED UNDER S.16 OF
THE P&D ACT 2005

DATE.....

APPROVAL GRANTED

Form 6A - Continued

.....

MINISTER FOR PLANNING

DATE.....

Item: 12.1.3

Renewal Caravan Park Licence - Acclaim Pine Grove Holiday Park

Author/s	Carla Webster	Coordinator Environmental Health
Authoriser/s	Roy Greive	Director External Services

File Ref: D25/17643

Applicant

Internal (Environmental Health Services)

Location/Address

Lot 817 - 193 Harbour Road CHADWICK WA 6450

Executive Summary

The Environmental Health Services team is seeking the council's approval of the renewal of the annual licence for Acclaim Pine Grove Holiday Park in accordance with the *Caravan Park and Camping Ground Act 1995* (WA).

Recommendation in Brief

For council to approve the renewal of annual Caravan Park Licences, expiry 30 June 2026 for Acclaim Pine Grove Holiday Park.

Background

The *Caravan Park and Camping Ground Act 1995* (WA) (*the Act*) governs the operation of caravan parks and camping grounds in Western Australia. Under *the Act*, caravan park operators are required to obtain annual licences from the local government. The local government must ensure that these operators comply with all relevant statutory obligations.

At the May ordinary council meeting Council resolved O0525-083

"That Council authorise the Chief Executive Officer to sign and issue the annual facility licences for 12 months from 1 July 2025 to 30 June 2026 for the following parks:

1. *Munglinup Beach Caravan Park*
2. *Bathers Paradise Caravan Park*
3. *Esperance Bay Holiday Park*
4. *RAC Esperance Holiday Park*
5. *Dunns Eco Park*
6. *Pink Lake Tourist Park*
7. *Orleans Bay Caravan Park*
8. *Nakuru Pastoral Nature Farm Stay"*

As there were outstanding items from their inspection by the Environmental Health that needed attention, Aclaim Pine Grove Holiday Park (the park) was not included in the caravan parks to have their licence renewed at this meeting of Council.

The park is currently on a temporary licence due to expire on the 30 June 2025. An annual inspection was undertaken by Environmental Health Officers and information provided to the licence holder of any non-compliant areas that require action and remediation. Environmental Health Officers will continue to work with licence holders to address areas of concern and non-compliances.

Officer's Comment

As significant works have now been undertaken and further works are expected in the coming months at the park, it is recommended that Council authorise the Chief Executive Officer to sign and issue the caravan park licence for 12 months from 1 July 2025 to 30 June 2026.

Consultation

Nil

Financial Implications

There are no direct financial implications for the Shire of Esperance associated with renewal of the licence. Licence fees are collected in accordance with the fee schedule outlined in schedule 3 of the *Caravan Park and Camping Ground Regulations 1997* with a summary provided below;

Long stay sites	\$6 per site
Short stay sites and sites in transit parks	\$6 per site
Camp site	\$3 per site
Overflow site	\$1.50 per site

Licence will be issued once payment of fees have been received. Licences holders with fees outstanding will not be issued a licence until the fees are paid.

Asset Management Implications

Nil

Statutory Implications

The Shire of Esperance is required to ensure that all caravan parks operate in compliance with the *Caravan Park and Camping Ground Act 1995* (the Act). Section 7 of the Act requires the local government to endorse the renewal of caravan park licences.

Policy Implications

Non-compliances identified by Environmental Health Officers during the annual inspection process will be addressed in accordance with the Compliance Policy POL 0066.

Strategic Implications

Council Plan 2022 – 2032

Growth And Prosperity

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

Environmental Considerations

Nil

Attachments

Nil

Officer's Recommendation

That Council authorise the Chief Executive Officer to sign and issue the annual facility licences for 12 months from 1 July 2025 to 30 June 2026 for Acclaim Pine Grove Holiday Park.

Voting Requirement

Simple Majority

12.2 ASSET MANAGEMENT

Nil

12.3 CORPORATE & COMMUNITY SERVICES

Item: 12.3.1

2025/26 Community Grants Program - Budget Allocation

Author/s	Shane Tobin Patricia Timms	Community Development and Events Manager Community Development Officer
Authorisor/s	Felicity Baxter	Director Corporate and Community Services

File Ref: D25/17712

Applicant

Internal Application

Location/Address

N/A

Executive Summary

For Council to consider the applications received under the Community Grants Program and determine allocations in the 2025/26 Annual Budget.

At the Ordinary Council Meeting on 24 June 2025, Item 12.3.1 on this subject was delayed due to an insufficient number of Councillors to achieve quorum.

The CEO advised due to Cr Obourne declaring a financial interest in Item 12.3.1 2025/26 Community Grants Program - Budget Allocation and leaving the Chambers, consideration of the item will be deferred as the number of Councillors in attendance was insufficient to constitute a quorum.

Recommendation in Brief

That Council Includes funds into the 2025/26 Annual Budget, to be distributed in accordance with the criteria and guidelines of the Community Grants Program.

Background

The Community Grants Program is the Shire's principal community investment program. Through this program Council contributes to community wellbeing by:

- Supporting and stimulating diverse projects, programs and activities;
- Encouraging collaboration through engagement and participation in the community;
- Facilitating stronger, more sustainable and resilient communities;
- Supporting the maintenance and upgrade of community facilities; and
- Encouraging projects and events benefitting Aboriginal and Torres Strait Islander People.

The guidelines and application forms for the Community Grants Program are available on the Shire's website. The Community Grant Program guidelines state that "The grants program is designed to provide limited financial assistance and is not intended to be relied upon as a primary or recurrent source of funding", and "All funding requests must not exceed 50% of the total project cost (with the exception of the Small Grants category)."

Among other requirements, part of the guiding assessment criteria states that applicants need to demonstrate the community need for the project, benefit to the community, alignment to the Esperance

Council Plan, organisational ability to effectively manage the project and capacity to make a financial and in-kind contribution towards the project.

Nine applications were received under the Annual Grant category of the Community Grants Program 2025/26. The 9 applications have requested funding totalling \$278,372.50 (ex GST).

At the January 2022 OCM Council approved to have a separate annual budget allocation for the Brass Band, Esperance Community Arts and The Cannery Arts Centre. To be independent of the Community Grant Program but continue to apply the same acquittal process.

The Small Grants category will be open to applications for the full grant year 2025/26, or until funds are allocated, to enable community groups to respond to opportunities in a timely manner as they present throughout the year.

Officer's Comment

The Community Grants Program applications have been supplied to Council along with a summary of each application to assist with the assessment of applications received.

The nine applications this year have requested a total of \$278,372.50 (ex GST) of funding.

An annual allocation for the Small Grants Category also needs to be considered for the 2025/2026 budget. A carry forward amount of \$30,000 from the FY24/25 with the \$70,000 requested in the FY25/26 budget will bring the total Small Grant allocation to \$100,000.

Last year Council approved seven Annual Grant applications with a combined allocation of \$190,469 and a Small Grants allocation of \$100,000 totalling \$290,469.

Carryover of \$27,264 has been reported from Small Grants for this financial year and a carry over for the Esperance Tennis Club of \$44,993 allocated from the Annual Grants, however a request for \$100,000 total to be allocated to the Small Grants again this financial year.

Consultation

Applications were initially assessed by the Community Development Officer, with input from other Shire officers as needed.

The Community Grants Program applications were reviewed during two Council briefing sessions. One session included The Rotary Club of Esperance Bay (New Year's Eve Event). Additionally, Esperance Care Services (Waste Recycling & Disposal Fabric Recycling Project) and Esperance Wildlife Sanctuary (Esperance SWIRL Centre Wildlife Triage Centre) were invited to provide further information to the Council on Tuesday, June 3rd.

Due to the wider reach of the Small Grants to Community Groups, the Council has indicated continued support for this effective and timely source of funding.

Consultation

External Services Customer Experience Officer
Development Services Officers – Planning & Building

Financial Implications

Allocations approved in this agenda item will be factored into Council's 2025/26 Annual Budget.

Asset Management Implications

Nil

Statutory Implications

The statutory implications associated with this item are contained within Local Government Act 1995, Section 6.2 - Local Government to prepare annual budget.

Policy Implications

Nil

Strategic Implications

Council Plan 2022 - 2032

People

Outcome 2. A healthy and active community.

Objective 2.4. Grow community capacity by supporting community groups and volunteers.

Environmental Considerations

Nil

Attachments

Nil

Officer's Recommendation

That Council:

Includes \$323,372.50 into the 2025/2026 Annual Budget, to be distributed in accordance with the criteria and guidelines of the Community Grants Program:

- a. **Small Grants category budget of \$70,000 allocated in quarterly amounts during the funding year and in accordance with the guidelines on the Community Grants Program;**
- b. **Annual Grants allocated as follows:**

Organisation	Project	Requested Amount	Approved Amount
Esperance Tjaltjraak	Djilba Wildflower Festival	\$39,280	
Esperance Wildlife Sanctuary	Esperance SWIRL Centre Wildlife Emergency Triage Centre	\$9,000	
Esperance Mechanical Restoration Group	Lock up Shed and Lean to on existing shed	\$88,259	
Esperance Speedway	2026 SSA National Junior Sedan Title	\$10,000	
Rotary Club of Esperance	New Years Eve Festival 2026	\$25,000	
Rotary Club of Esperance	Australia Day Celebration (Entertainment) 2026	\$15,000	
Salmon Gums Development Group	Salmon Gums 100 th Celebration	\$20,000	

Esperance Chamber of Commerce	Converge	\$30,000	
Esperance Care Service	Waste Recycling & Disposal Fabric Recycling Project	\$41,833.50	

Voting Requirement

Simple Majority

Item: 12.3.2

Lease Renewal - Old Methodist Church Lot 100 Dempster Street, Museum Village

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

File Ref: D25/18029

Applicant

Benjamin and Jodie Kowal T/as Naturally Esperance

Location/Address

Old Methodist Church, Part of Lot 100, Dempster Street Esperance



Executive Summary

For Council to consider entering into a new lease with Benjamin and Jodie Kowal for the Old Methodist Church in Museum Village.

Recommendation in Brief

That Council enter into a new lease with Benjamin and Jodie Kowal for the Old Methodist Church in the Museum Village for a further 5 years.

Background

Benjamin and Jodie purchased Naturally Esperance in 2021 and the Lease was reassigned to them from the previous owner in February 2021. The lease is due to expire on 30 September 2025.

The Applicants have requested to renew their lease for a further 5 years.

Officer's Comment

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

As per s.3.58(4)(c)(i) of the *Local Government Act 1995*, to determine the market value of the disposition we require a rental valuation to be carried out, not more than 6 months prior to the proposed disposition. In this instance, it is proposed that we utilise s.3.58(4)(c)(ii) of the Act for determining the market value of

the disposition. This clause states “as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.”

Council’s Building and Property Agreements Policy stipulates that lease fees for the Museum Village are to be the average CBD rate, as determined by local real estate, less 20%. Recent discussion with local real estate agents has determined the current average CBD rent less 20% to be \$164/m² inc GST. As the property is 82.3m² in size, the annual rent for the property based on this valuation would be \$13,497.20 inc GST.

Consultation

Coordinator Planning Services
Coordinator Building Services
Manager Projects and Buildings
Benjamin and Jodie Kowal

Financial Implications

Annual lease fee \$13,497.20 inc GST

Asset Management Implications

As per asset management schedule.

Statutory Implications

Local Government Act 1995 - Section 3.58 Disposing of Property
Commercial Tenancy (Retail Shops) Agreement Act 1985

Policy Implications

Building and Property Agreements

Strategic Implications

Council Plan 2022 – 2032

Growth And Prosperity

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

Environmental Considerations

Nil

Attachments

A₁. Request to Renew Lease - Jodie Kowal

Officer's Recommendation

That Council enter into a lease with Benjamin and Jodie Kowal for the Old Methodist Church Museum Village, being part of Lot 100 Dempster Street, subject to;

- 1. Term of the lease being 5 years;**
- 2. Annual lease fee of \$13,497.20 inc GST being payable subject to annual rent reviews based on CPI, and that Council consider this to be a true indication of the current market rental rate;**
- 3. The disposition being advertised in accordance with s3.58 of the *Local Government Act 1995* for Disposal of Property; and**
- 4. All lease terms and conditions being as per Council's standard Commercial Lease (Retail Shop) template.**

Voting Requirement

Simple Majority

Blaise Graham

From: Jodie <jodie@invictushealthhub.com>
Sent: Monday, 9 June 2025 2:59 PM
To: Corporate Support
Cc: Benjamin Kowal
Subject: Lease Renew

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Blaise

Hi Blaise,

Please can we renew the lease for 5 years for the Old Methodist Church, Sh12/60 Dempster street.

Also, please can you change the address of the mail that is directed to us.
PO Box 858 must be deleted and just address to the shop

Kind Regards,

Jodie Kowal
IHH | Naturally Esperance

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Message protected by MailGuard: e-mail anti-virus, anti-spam and content filtering. <https://www.mailguard.com.au/mg>
Click here to report this message as spam:
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Item: 12.3.3

Financial Services Report - July 2025

Author/s	Sarah Bridge	Corporate Accountant
Authoriser/s	Felicity Baxter	Director Corporate and Community Services

File Ref: D25/20994

Executive Summary

To present to Council the Monthly Financial Report for the period ending 30 June 2025.

Strategic Implications

Council Plan 2022 – 2032

Leadership

A financially sustainable and supportive organisation achieving operational excellence

Attachments

A¹. Monthly Financial Report June 2025

Officer's Recommendation

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

Voting Requirement Simple Majority



SHIRE OF ESPERANCE

MONTHLY FINANCIAL MANAGEMENT REPORTS

(Incorporating Statement of Financial Activity)

JUNE 2025

CORPORATE & COMMUNITY SERVICES

MANAGER FINANCIAL SERVICES COMPILATION REPORT

MEETING DATE:	22 JULY 2025
ACCOUNTING PERIOD:	PERIOD ENDED 30 JUNE 2025
MATERIALITY THRESHOLD:	\$100,000 OR 10%

OVERVIEW

The Statement of Financial Activity shows a surplus at 30 June of \$9,736,197.

RATES COLLECTED

Rates collected at the end of June were 103.88%. Collections at the same time last year were 104.28%. The collection percentage is greater than 100% as it reflects the amount of arrears collected and pre-payments made, largely due to payment arrangements that are in place.

It is now expected that rates data will be sent to Zipform following budget adoption in early August, with notices to be issued in mid-August.

2024-2025 FINANCIAL YEAR

Please note, the June financial statements included in this report are not finalised at the time of writing. For the first week or so in July, June invoices are backdated for both accounts payable and accounts receivable. The final capitalisation of assets is also still to be processed. Finally, a calculation of the unspent grants and carryovers is to be completed to ensure the correct amount of funds are available in 2025/2026 to complete projects outstanding.

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 June is \$9,736,197. 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 \$47,273,666 and this is shown on the Statement of Financial Position. Reserve balance is \$34,540,970, also shown on the Statement of Financial Position.

Sarah Bridge
Corporate Accountant

**SHIRE OF ESPERANCE
STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDED 30 JUNE 2025**

	2024-25 Budget	2024-25 Budget YTD	2024-25 Actual YTD
	\$	\$	\$
Revenue			
Rates	26,851,952	26,851,952	26,781,272
Grants, subsidies and contributions	8,989,713	8,989,713	12,329,470
Fees and charges	11,137,166	11,137,166	11,494,506
Interest revenue	1,753,500	1,753,500	2,489,507
Other revenue	2,511,842	2,511,842	2,577,418
	51,244,173	51,244,173	55,672,172
Expenses			
Employee costs	(23,168,063)	(23,168,063)	(22,640,729)
Materials and contracts	(18,790,145)	(18,790,145)	(15,502,697)
Utility charges	(1,402,421)	(1,402,421)	(1,410,355)
Depreciation	(23,413,044)	(23,413,044)	(23,233,147)
Finance costs	(67,478)	(67,478)	(80,799)
Insurance	(788,054)	(788,054)	(790,478)
Other expenditure	(754,230)	(754,230)	(653,134)
	(68,383,435)	(68,383,435)	(64,311,339)
	(17,139,262)	(17,139,262)	(8,639,167)
Capital grants, subsidies and contributions	19,076,314	19,076,314	14,514,327
Profit on asset disposals	120,940	120,940	73,058
Loss on asset disposals	(51,039)	(51,039)	(452,165)
	19,146,215	19,146,215	14,135,220
Net result for the period	2,006,953	2,006,953	5,496,054
Other comprehensive income for the period			
<i>Items that will not be reclassified subsequently to profit or loss</i>			
Changes in asset revaluation surplus	-	-	-
Total other comprehensive income for the period	-	-	-
Total comprehensive income for the period	2,006,953	2,006,953	5,496,054

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

**SHIRE OF ESPERANCE
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025**

	2024-25 Budget (a)	2024-25 Budget YTD (b)	2024-25 Actual YTD (c)	2024-25 Variance (c)-(b) ((c)-(b))/(b)	
	\$	\$	\$	\$	%
OPERATING ACTIVITIES					
Revenue from operating activities					
Rates	26,851,952	26,851,952	26,781,272	(70,680)	0%
Grants, subsidies and contributions	8,989,713	8,989,713	12,329,470	3,339,757	37%
Fees and charges	11,137,166	11,137,166	11,494,506	357,340	3%
Interest revenue	1,753,500	1,753,500	2,489,507	736,007	42%
Other revenue	2,511,842	2,511,842	2,577,418	65,576	3%
Profit on asset disposals	120,940	120,940	73,058	(47,882)	-40%
	51,365,113	51,365,113	55,745,230	4,380,117	9%
Expenditure from operating activities					
Employee costs	(23,168,063)	(23,168,063)	(22,640,729)	527,334	-2%
Materials and contracts	(18,790,145)	(18,790,145)	(15,502,697)	3,287,448	-17%
Utility charges	(1,402,421)	(1,402,421)	(1,410,355)	(7,934)	1%
Depreciation	(23,413,044)	(23,413,044)	(23,233,147)	179,897	-1%
Finance costs	(67,478)	(67,478)	(80,799)	(13,321)	20%
Insurance	(788,054)	(788,054)	(790,478)	(2,424)	0%
Other expenditure	(754,230)	(754,230)	(653,134)	101,096	-13%
Loss on asset disposals	(51,039)	(51,039)	(452,165)	(401,126)	786%
	(68,434,474)	(68,434,474)	(64,763,504)	3,670,970	-5%
TOTAL OPERATING ACTIVITIES	(17,069,361)	(17,069,361)	(9,018,274)	8,051,087	-47%
NON-OPERATING ACTIVITIES					
Inflows from non-operating activities					
Capital grants, subsidies and contributions	19,076,314	19,076,314	14,514,327	(4,561,987)	-24%
Proceeds from disposal of assets	1,290,500	1,290,500	679,816	(610,684)	-47%
Proceeds - self supporting loans	404,456	404,456	404,455	(1)	0%
Proceeds on other loans and receivables	2,434,907	2,434,907	-	(2,434,907)	-100%
	23,206,177	23,206,177	15,598,599	(7,607,578)	-33%
Outflows from non-operating activities					
Right of use assets received - non cash	-	-	(13,978)	(13,978)	
Payments for land held for resale	(1,230,000)	(1,230,000)	(28,980)	1,201,020	-98%
Payments for property, plant and equipment	(24,275,995)	(24,275,995)	(9,500,430)	14,775,565	-61%
Payments for construction of infrastructure	(23,114,666)	(23,114,666)	(20,181,595)	2,933,071	-13%
Repayment of Borrowings	(461,775)	(461,775)	(461,774)	1	0%
	(49,082,436)	(49,082,436)	(30,186,757)	18,909,656	-39%
TOTAL NON-OPERATING ACTIVITIES	(25,876,259)	(25,876,259)	(14,588,158)	11,302,078	-44%
NON CASH AMOUNTS EXCLUDED					
Depreciation	23,413,044	23,413,044	23,233,147	(179,897)	-1%
Loss on asset disposals	51,039	51,039	452,165	401,126	786%
Profit on asset disposals	(120,940)	(120,940)	(73,058)	47,882	-40%
Provisions & accruals	279,652	279,652	(70,373)	(350,025)	-125%
Movement of Non-Current Receivables	-	-	(18,075)	(18,075)	
TOTAL NON-CASH AMOUNTS EXCLUDED	23,622,795	23,622,795	23,523,806	(98,989)	0%
MOVEMENT IN SURPLUS OR DEFICIT					
Surplus at the start of the financial year	4,219,909	4,219,909	4,219,909	-	0%
Amount attributable to operating Activities	(17,069,361)	(17,069,361)	(9,018,274)	8,051,087	-47%
Amount attributable to non-operating Activities	(25,876,259)	(25,876,259)	(14,588,158)	11,288,101	-44%
Non-cash amounts excluded	23,622,795	23,622,795	23,523,806	(98,989)	0%
Reserve Movements	15,037,096	15,037,096	5,598,914	(9,438,182)	-63%
Surplus/(deficit) remaining after the imposition of general rates	(65,820)	(65,820)	9,736,197	9,802,017	-14892%

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

**SHIRE OF ESPERANCE
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 JUNE 2025**

	2024-25 YTD	2023-24 Actuals
	\$	\$
CURRENT ASSETS		
Cash & cash equivalents	47,273,666	48,988,393
Trade & other receivables	1,050,717	2,611,360
Inventories	1,218,890	1,346,118
TOTAL CURRENT ASSETS	49,543,273	52,945,871
NON-CURRENT ASSETS		
Other receivables	1,023,196	1,100,816
Inventories	3,049,429	3,305,969
Property, plant & equipment	101,442,970	103,807,275
Infrastructure	577,265,586	595,440,978
TOTAL NON-CURRENT ASSETS	682,781,181	703,655,038
TOTAL ASSETS	732,324,454	756,600,909
CURRENT LIABILITIES		
Trade & other payables	2,138,600	5,416,737
Borrowings	179,799	471,960
Provisions	3,778,273	3,784,031
Other current liabilities	188,333	-
TOTAL CURRENT LIABILITIES	6,285,005	9,672,728
NON-CURRENT LIABILITIES		
Borrowings	1,589,318	1,633,335
Provisions	6,634,435	6,634,435
TOTAL NON-CURRENT LIABILITIES	8,223,753	8,267,770
TOTAL LIABILITIES	14,508,758	17,940,498
NET ASSETS	717,815,696	738,660,411
EQUITY		
Revaluation surplus	376,780,596	376,780,596
Reserve accounts	34,540,970	40,139,884
Retained surplus	306,494,130	321,739,931
TOTAL EQUITY	717,815,696	738,660,411

SHIRE OF ESPERANCE
COMPOSITION OF NET CURRENT ASSETS
FOR THE PERIOD ENDED 30 JUNE 2025

	2024-25	2023-24
	YTD	Actuals
	\$	\$
CURRENT ASSETS		
Cash & cash equivalents	47,273,666	48,988,393
Trade & other receivables	1,050,717	2,961,505
Inventories	1,218,890	1,346,117
TOTAL CURRENT ASSETS	49,543,273	53,296,015
CURRENT LIABILITIES		
Trade & other payables	2,138,600	5,777,070
Borrowings	179,799	461,774
Provisions	3,778,274	3,784,029
Other current liabilities	188,333	-
TOTAL CURRENT LIABILITIES	6,285,006	10,022,873
NET ASSETS	43,258,267	43,273,142
Less: Total adjustments to net current assets	(33,522,070)	(39,053,233)
Closing funding surplus/(deficit)	9,736,197	4,219,909
Current assets and liabilities excluded from budgeted deficiency		
Adjustments to net current assets		
Less: Reserve account	(34,540,970)	(40,139,885)
Less: Financial assets at amortised costs - Self Supporting Loans	(95,696)	(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	24,164	10,186
-Current portion of borrowings	155,635	461,774
-Current portion of employee benefit expense held in reserve	1,734,797	1,819,147
Toal adjustments to net current assets	(33,522,070)	(39,053,233)

SHIRE OF ESPERANCE
EXPLANATION OF MATERIAL VARIANCES
FOR THE PERIOD ENDED 30 JUNE 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. %
	\$	%
Revenue from operating activities		
Grants, subsidies and contributions	3,339,757	37.15%
Advanced Financial Assistance Grant payment received.		Timing
Fees and charges	357,340	3.21%
Waste Management fees and charges income, rubbish tip charges, came in ahead of budget expectations. Swim School, pool admissions and memberships are ahead of budget expectations, which were revised down due to the closure of BOILC for repairs. Income from the overflow camp ground was also higher than budget expectations.		Permanent
Interest revenue	736,007	41.97%
Interest earnings on reserves are higher than budget expectations due to term deposit interest rates tracking ahead of expectations.		Permanent
Profit on asset disposals	(47,882)	(39.59%)
Sale of lots in Flinders behind budget expectations.		Permanent
Expenditure from operating activities		
Employee costs	527,334	(2.28%)
Variance due to multiple business areas coming in slightly under budget, particularly Esperance Home Care. Various position vacancies during the year contribute to this.		Permanent
Materials and contracts	3,287,448	(17.50%)
A number of special projects, particularly in Waste Management and Planning relating to the new Myrup Waste Management Facility and the James Street Precinct Project, tracked behind budget expectations for 2024/2025 and will be carried forward to the new financial year.		Timing
Depreciation	179,897	(0.77%)
Plant depreciation tracked slightly behind budget expectations for 2024/2025.		Permanent
Finance costs	(13,321)	19.74%
Variance due to self supporting loan interest payments. These are on track as per WATC for 2024/2025. Accruals on interest expenses have been completed.		Permanent
Other expenditure	101,096	(13.40%)
Claims by community groups for Community Grants came in behind budget expectations. Some ongoing applications to be carried forward to the new financial year.		Timing
Loss on asset disposals	(401,126)	785.92%
Increased asset disposals following the demolition of numerous assets with small written down values.		Permanent
Inflows from non-operating activities		
Proceeds from capital grants, subsidies and contributions	(4,561,987)	(23.91%)
Fire Mitigation works extended into 2025/2026. Final grant payment from DFES will now be received in the new year. Some LRCI funding still expected to be received, which will come in the new financial year.		Timing
Proceeds from disposal of assets	(610,684)	(47.32%)
Variance largely attributable to sales of lots in Flinders being behind budget expectations.		Permanent
Proceeds on other loans and receivables	(2,434,907)	(100.00%)
Loan for Graham Mackenzie Stadium upgrade not taken out. To be carried forward to the new financial year.		
Outflows from non-operating activities		
Payments for land held for resale	1,201,020	(97.64%)
Some land developments works have been suspended for review given increased costs.		Permanent
Payments for property, plant and equipment	14,775,565	(60.86%)
A number of capital projects are ongoing and will be carried forward to the new financial year. This includes projects such as the Graham Mackenzie Stadium Upgrade, Myrup Waste Transfer Station, Sand Back Pass Pipe Line and the building of a number of Bushfire Brigade Sheds.		Timing
Payments for construction of infrastructure	2,933,071	(12.69%)
Town Roads and footpaths projects tracked behind budget scheduling. There will be a number of projects from the Roads Program carried forward into 2025/2026.		Timing
Reserve Movements	(9,438,182)	(62.77%)
End of financial year reserve transfers are yet to be processed.		Timing



OTHER REPORTS AND GRAPHS

JUNE 2025

SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 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	(\$0.07 M)	(\$0.07 M)	\$9.74 M	\$9.80 M
Refer to Statement of Financial Activity				

Cash and cash equivalents			Payables			Receivables		
	\$47.27 M	% of total		(\$2.14 M)	% Outstanding		\$1.05 M	% Collected
Unrestricted Cash	\$12.73 M	26.9%	Trade Payables	(\$1.33 M)		Rates Receivable	\$0.26 M	103.9%
Restricted Cash	\$34.54 M	73.1%	0 to 30 Days	(\$1.33 M)	100.0%	Trade Receivable	\$0.90 M	% Outstanding
			Over 30 Days	\$0.00 M	0.0%	Over 30 Days	\$0.46 M	50.8%
			Over 90 Days	\$0.00 M	0.0%	Over 90 Days	\$0.44 M	49.2%

Key Operating Activities

Amount attributable to operating			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$17.07 M)	(\$17.07 M)	(\$9.02 M)	\$8.05 M
Refer to Statement of Financial Activity			

Rates Revenue			Grants and Contributions			Fees and Charges		
YTD Actual	\$26.78 M	% Variance	YTD Actual	\$12.33 M	% Variance	YTD Actual	\$11.49 M	% Variance
YTD Budget	\$26.85 M	(0.3%)	YTD Budget	\$8.99 M	37.2%	YTD Budget	\$11.14 M	3.2%
						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)
(\$25.88 M)	(\$25.88 M)	(\$14.59 M)	\$11.30 M
Refer to Statement of Financial Activity			

Proceeds on sale			Asset Acquisition			Capital Grants		
YTD Actual	\$0.68 M	%	YTD Actual	(\$29.71 M)	% Spent	YTD Actual	\$14.51 M	% Received
Adopted Budget	\$1.29 M	(47.3%)	Adopted Budget	(\$48.62 M)	(38.9%)	Adopted Budget	\$19.08 M	(23.9%)

Borrowings			Reserves		
Principal repayments	\$0.46 M		Reserves balance	\$34.54 M	
Interest expense	\$0.08 M		Net Movement	(\$5.60 M)	

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

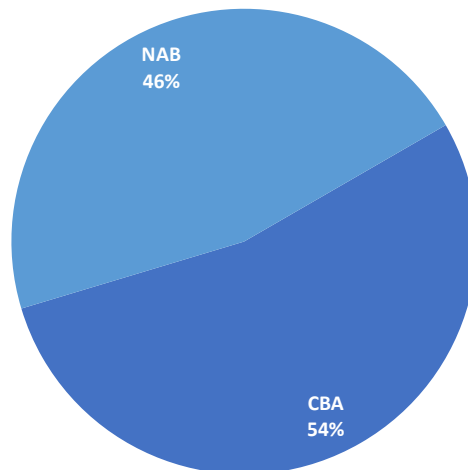
**SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025**

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



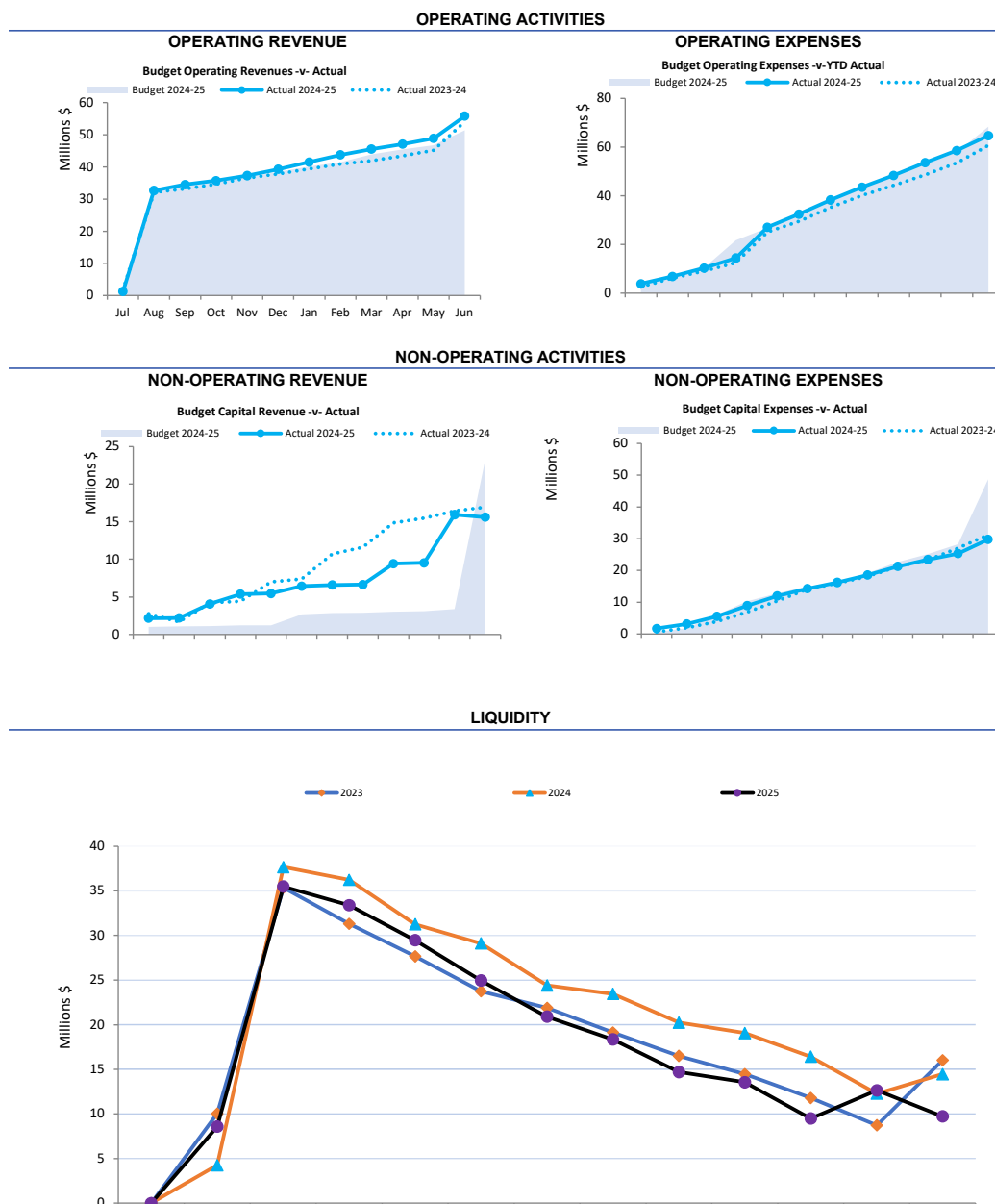
Finance Institution	Amount	Rate	Term	Maturity	Type of Investment
CBA	\$ 5,000,000	4.18%	60	21-Jul-25	Term Deposit - Reserve
CBA	\$ 5,000,000	4.14%	60	21-Jul-25	Term Deposit - Reserve
NAB	\$ 3,000,000	3.50%	32	21-Jul-25	Term Deposit - Reserve
NAB	\$ 4,000,000	3.50%	30	23-Jul-25	Term Deposit - Reserve
NAB	\$ 4,000,000	3.50%	30	23-Jul-25	Term Deposit - Reserve
NAB	\$ 5,000,000	3.50%	30	23-Jul-25	Term Deposit - Reserve
CBA	\$ -	3.75%	N/A	N/A	Business Online Saver - Muni
CBA	\$ -	0.25%	N/A	N/A	Cash Deposit A/C - Muni
CBA	\$ 8,537,230	3.75%	N/A	N/A	Business Online Saver - Reserves
CBA	\$ -	0.25%	N/A	N/A	Cash Deposit A/C - Reserves
	\$ 34,537,230				

(b) Investment Interest Earnings

	Budget	YTD Interest
Municipal	830,000	769,789
Reserve	800,000	1,588,486

**SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025**

3 KEY INFORMATION - GRAPHICAL



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

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

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

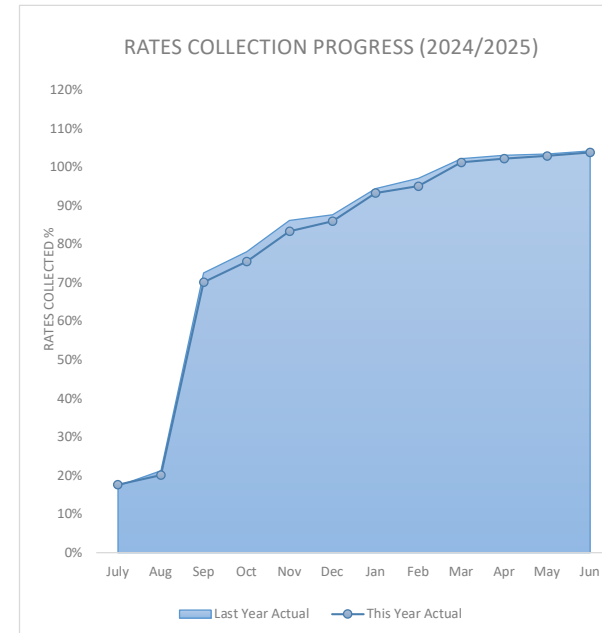
The current year to date value is graphed against the immediate past year as a comparative.

**SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 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	25,563,571
Waste Charges Levied	3,889,585
ESL Levied	986,293
Other Charges Levied	99,760
Total Levied 2024/2025	30,539,209
Less Collections	(32,127,637)
Total Current and Arrears Outstanding	(1,196,684)
% Collected	103.88%
Pensioners on Instalments	2,530
Non Pensioners on Instalments	21,073
Pensioners with Due Date 30/6/2025	-111,218
Outstanding with no Instalment Option	253,945
Prepayments	(1,363,014)
Interims	0
Total Current and Arrears Outstanding	(1,196,684)



**SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 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)	(1,324,458)
W4526	Insurance Claim	S0824-125	1,393,000	68,542
	Building Maintenance Reserve	S0824-125	(113,000)	(44,458)
	Adjust opening surplus for 2023/2024 actual	O1124-078	998,863	954,405
	Capital grants, subsidies & contributions	O1124-079	(998,863)	(44,458)
	Budget Review 2024/2025	O0325-053	(21,362)	(65,820)
	Amended Budget as per Council Resolution			(65,820)

**SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025**

6 GENERAL RECEIVABLES

	Current \$	30 Days \$	60 Days \$	90 Days \$	90+Days \$	Total \$
General Receivables	221,960	95,573	786	1,400	444,371	764,089
Percentage	29.05%	12.51%	0.10%	0.18%	58.16%	

90+Days Represented by:

Government Grants	0
Contributions & Reimbursements	2,187
Loan Repayments	0
Fees and Charges	442,184
Private Works	0
Proceeds Sale of Assets	0
	444,371

Amounts shown above include GST (where applicable)

**SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 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 30-June-2025
Contributions to Public Open Space	212,010	
Shire of Esperance		52,162
S D Staines		17,648
Fiume Nel Terra Developments Pty Ltd		118,844
Esplanade Investments		32,384
Other	1,679	
Health Department of WA - CLAG Funding		1,124
Shire of Esperance Trust Fund - CLAG Funding		555
Shire of Esperance - Lake Monjigup Development Group		10,457
General Bonds - Interest Bearing	484,970	
Esperance Bay Turf Club - Optus Rent of Land Turf Club		26,056
Activ Foundation Inc - Community Fundraising		21,087
Indoor Sports Stadium Mangement - GMS Funds		466,954
Adventureland Management Committee Inc		3,486
Telstra Corporation Ltd		11,371
Elsie Cox Testamentary Trust EHC		236,690
Totals	698,659	998,820

Item: 12.3.4

Payment of Accounts Listing - July 2025

Author/s	Sarah Bridge	Corporate Accountant
Authorisor/s	Felicity Baxter	Director Corporate and Community Services

File Ref: D25/21124

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 – 30 June 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

- A¹. Payment of Accounts Listing - June 2025
- B¹. Transaction Card Report - June 2025

Officer's Recommendation

That Council:

1. **Receive the list of accounts paid for the period 1 – 30 June 2025 as listed in the attachment.**
2. **Receive the list of accounts paid using credit cards and other purchasing cards for the period 1 – 30 June 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 30 JUNE 2025

MUNICIPAL FUND

Cheques

ACTUAL PAYMENTS:	Cheques: 27776	\$1,309.75
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EFT

ACTUAL PAYMENTS:	Transaction No's: E4794 - E4807	\$6,520,995.15
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Credit Cards

ACTUAL PAYMENTS:	Transactions: 27/05/2025 - 26/06/2025	\$31,208.95
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Paid under the delegated authority to the CEO

MUNICIPAL TOTAL:	\$6,553,513.85
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Estimated % local payments (including credit cards)

\$2,591,259.38	39.54%
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TRUST FUND

Cheques

ACTUAL PAYMENTS:	Cheques : -	\$0.00
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EFT

ACTUAL PAYMENTS:	Transaction No's:	\$0.00
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TRUST TOTAL:	\$0.00
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TOTAL:	\$6,553,513.85
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Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 22 July 2025 for confirmation in respect to accounts already paid.

Tran Amount

Municipal Fund - Cheque Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
C27776	26/06/2025	386	Shire of Esperance - Petty Cash	Petty cash recoup - Multiple business units	\$ 1,309.75
Total Creditor payments made by Cheque from Municipal Fund					\$ 1,309.75

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4794	03/06/2025	1	Australian Taxation Office	Payroll deduction	\$ 25,636.01
E4795	05/06/2025	32	Australia Post	Postage	\$ 227.14
E4795	05/06/2025	260	Horizon Power	Electricity charges	\$ 1,469.66
E4795	05/06/2025	290	Telstra	Telephone charges	\$ 1,101.33
E4795	05/06/2025	392	Water Corporation	Water usage charges	\$ 17,165.88
E4795	05/06/2025	2562	Commonwealth Bank of Australia	Merchant fees	\$ 3,686.80
E4795	05/06/2025	7576	Les Mills Asia Pacific	Membership package - June 2025	\$ 739.00
E4795	05/06/2025	8117	Foxtel Cable Television Pty Limited	Foxtel subscription - June 2025	\$ 155.00
E4796	12/06/2025	1	Australian Taxation Office	Payroll deduction	\$ 194,526.00
E4796	12/06/2025	100	Landgate	Title searches	\$ 731.58
E4796	12/06/2025	126	Esperance Electrical Service	Electrical services	\$ 3,537.50
E4796	12/06/2025	145	Esperance Taxi Service	Taxi vouchers - EHC	\$ 173.90
E4796	12/06/2025	187	Ixom Operations Pty Ltd	Cylinder & gas charges	\$ 2,181.12
E4796	12/06/2025	381	Optus Communications	Mobile internet for CCTV	\$ 59.99
E4796	12/06/2025	410	Pink Lake Butchers	Consumables	\$ 897.93
E4796	12/06/2025	505	Esperance Plumbing Service	Plumbing services	\$ 2,226.54
E4796	12/06/2025	571	St John Ambulance Association in WA	First aid training & equipment	\$ 2,789.48
E4796	12/06/2025	749	RAECO	Library equipment	\$ 8,255.50
E4796	12/06/2025	1083	Airport Lighting Specialists Pty Ltd	Parts & supplies	\$ 542.30

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4796	12/06/2025	1215	Shire of Esperance Municipal Fund	Bond held	\$ 1,400.00
E4796	12/06/2025	1271	Department of Transport	Disclosure of information fees	\$ 9.10
E4796	12/06/2025	1315	Gibson Soak Water Co	Bottled water supplies	\$ 69.00
E4796	12/06/2025	1400	Bayview Motel Esperance	Bookeasy sales - Accommodation	\$ 1,224.64
E4796	12/06/2025	1470	Express Yourself Printing Esperance	Printing & stationery supplies	\$ 360.00
E4796	12/06/2025	1695	Bay of Isles Mini-Excavators	Plant hire, septic & grease trap services	\$ 2,860.00
E4796	12/06/2025	1981	Esperance Sportspower	Staff uniforms	\$ 10,007.52
E4796	12/06/2025	2113	Banksia Medical and Health	Employee Assistance Program services	\$ 4,785.00
E4796	12/06/2025	2317	Southern Cross Austereo Pty Ltd	Radio advertising	\$ 924.00
E4796	12/06/2025	2374	Australian Airports Association	Annual membership	\$ 4,290.00
E4796	12/06/2025	2397	Circuitwest Inc.	Presenter fee - Alvin Sputnik	\$ 1,650.00
E4796	12/06/2025	2496	Professionals Esperance Real Estate	Rent	\$ 3,540.00
E4796	12/06/2025	2763	Esperance Lock & Shoe Service	Key & lock supplies	\$ 495.00
E4796	12/06/2025	3227	Esperance Fire Services	Hire & service of fire equipment	\$ 5,206.72
E4796	12/06/2025	3736	Easisalary Pty Ltd	Novated lease employer payment - May 2025	\$ 404.00
E4796	12/06/2025	3752	Securepay Pty Ltd	Monthly charge	\$ 36.58
E4796	12/06/2025	3797	LED Esperance	Electrical supplies	\$ 408.10
E4796	12/06/2025	4025	Planning Institute Australia	Annual membership	\$ 734.00
E4796	12/06/2025	4068	Total Asphalt And Traffic Management	Supply & lay asphalt - Various road projects	\$ 965,326.52
E4796	12/06/2025	4276	Modern Teaching Aids Pty Ltd	Creche supplies	\$ 1,765.28
E4796	12/06/2025	4308	Esperance Motor Group	Parts & supplies	\$ 414.24
E4796	12/06/2025	4321	The Royal Life Saving Society (WA)	Labour hire services - Pool Operator	\$ 14,350.60
E4796	12/06/2025	4755	LGIS Insurance Broking - Jardine Lloyd	Insurance - Contract works	\$ 142,757.01
E4796	12/06/2025	4947	Toll Ipec Pty Ltd	Freight charges	\$ 179.20
E4796	12/06/2025	4989	Woolworths Group Limited*	Consumables & supplies	\$ 1,521.81
E4796	12/06/2025	5042	Officeworks Business Direct	Stationery & office supplies	\$ 1,215.67
E4796	12/06/2025	5051	Stratagreen	Planting supplies	\$ 6,795.46

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4796	12/06/2025	5133	Australia Day Council of WA Inc	Annual membership	\$ 800.00
E4796	12/06/2025	5274	Davric Australia	Souvenirs - EVC	\$ 1,921.70
E4796	12/06/2025	5444	Reece Australia Pty Ltd	Pool supplies	\$ 715.68
E4796	12/06/2025	5604	Esperance Milk Supply	Milk supplies	\$ 366.02
E4796	12/06/2025	5796	Pink Lake IGA	Consumables & supplies	\$ 1,200.24
E4796	12/06/2025	5877	Castletown Chemist	Chemist supplies - EHC	\$ 290.50
E4796	12/06/2025	5891	L M Paton	Refund	\$ 953.40
E4796	12/06/2025	5896	Toyota Financial Services	Lease payments	\$ 443.81
E4796	12/06/2025	6009	McLeods Barristers & Solicitors	Legal advice	\$ 1,179.20
E4796	12/06/2025	6024	SeatAdvisor Pty Ltd	Ticket sales - May 2025	\$ 344.03
E4796	12/06/2025	6164	Data 3 Limited	Secure cloud backup	\$ 961.65
E4796	12/06/2025	6221	PFD Food Services Pty Ltd	Consumables	\$ 430.00
E4796	12/06/2025	6257	Premier Artist	Ticket sales - INXS Tribute Show	\$ 17,374.10
E4796	12/06/2025	6495	MCM Protection Pty Ltd	Security services	\$ 605.00
E4796	12/06/2025	7423	Fitness Audio Distributors	Fitness equipment	\$ 611.00
E4796	12/06/2025	7425	Esperance Cleaning Service	Cleaning services	\$ 18,007.00
E4796	12/06/2025	7438	Independence Australia	Nursing products & supplies - EHC	\$ 3,579.54
E4796	12/06/2025	7541	A & M Medical Services Pty Ltd	Service for medical equipment	\$ 495.99
E4796	12/06/2025	7581	T & L Ayers	Rent	\$ 578.57
E4796	12/06/2025	7679	G & B Haulage	Cartage services	\$ 77,071.50
E4796	12/06/2025	7715	TD Contractors A/L Removal	Earthworks	\$ 12,817.21
E4796	12/06/2025	7797	Wicked Welding & Fabrication Pty Ltd	Fabrication, parts and supplies	\$ 1,557.46
E4796	12/06/2025	7845	Nespresso Professional	Coffee supplies	\$ 534.00
E4796	12/06/2025	8024	C A Poole	Consignment sales	\$ 168.00
E4796	12/06/2025	8409	Para Mobility	Pool hoist equipment	\$ 1,347.00
E4796	12/06/2025	8467	Dixon Construction	Design & construction works	\$ 82,426.97
E4796	12/06/2025	8516	CMA Ecocycle Pty Ltd	Recycling services	\$ 1,738.94

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4796	12/06/2025	8567	Esperance Mobility Sales & Service	Mobility equipment - EHC	\$ 750.00
E4796	12/06/2025	8626	Gower Industries	Parts & supplies	\$ 570.00
E4796	12/06/2025	8670	Jetmen Mbangani Pty Ltd	Pre-employment medical assessment	\$ 220.00
E4796	12/06/2025	8717	Western Irrigation Pty Ltd	Water tank installations & pump supplies	\$ 135,647.61
E4796	12/06/2025	8757	JB Hi-Fi Group Pty Ltd	Electronic supplies	\$ 55.99
E4796	12/06/2025	8783	The Trustee for Recherche Medical	Pre-employment medical assessment	\$ 100.00
E4796	12/06/2025	8800	South Regional TAFE	Training and education	\$ 21.00
E4796	12/06/2025	8914	Cleanaway Pty Ltd	Rubbish & recycling collections	\$ 7,272.68
E4796	12/06/2025	8948	TenderLink.com	Public tender services	\$ 554.40
E4796	12/06/2025	8972	Dunn's Cleaning Service Pty Ltd	Cleaning services	\$ 23,130.45
E4796	12/06/2025	9147	Key Pest and Weed Control	Pest control	\$ 220.00
E4796	12/06/2025	9156	Bluemar Pty Ltd	Electrical tag & testing services	\$ 1,742.40
E4796	12/06/2025	9163	Esperance Combined Tyres & Mechanical	Tyres, repairs & parts	\$ 3,224.00
E4796	12/06/2025	9207	Datacom Systems (AU) Pty Ltd	Printer & toner supplies	\$ 2,303.84
E4796	12/06/2025	9211	Z Sheffield-van Mierlo	Reimbursement	\$ 242.86
E4796	12/06/2025	9218	Avantgarde Technologies Pty Ltd	Monthly Veeam cloud connect backup	\$ 8,579.56
E4796	12/06/2025	9236	T Stewarts Engineering	Steel supplies & fabrication	\$ 13,815.82
E4796	12/06/2025	9237	Esperance Metaland	Parts & materials	\$ 325.99
E4796	12/06/2025	9307	South Metropolitan TAFE	Training & education	\$ 61.00
E4796	12/06/2025	9308	Florissons Home Furnishers	Office furniture and equipment	\$ 10,425.00
E4796	12/06/2025	9330	Coastal Climate Choice Pty Ltd	Electrical services	\$ 2,402.13
E4796	12/06/2025	9415	J Bell	Poster delivery services	\$ 400.00
E4796	12/06/2025	9466	Esperance Glass	Window repair services	\$ 1,706.27
E4796	12/06/2025	9503	EcoValley Honey - Winton Hughes	Consignment sales	\$ 320.00
E4796	12/06/2025	9531	Esperance Island Cruises	Bookeasy sales - Accommodation	\$ 1,035.00
E4796	12/06/2025	9564	South East Auto & Heavy Diesel	Parts & repairs	\$ 309.89
E4796	12/06/2025	9578	Department of Mines, Industry	Building Services Levies - May 2025	\$ 10,442.47

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4796	12/06/2025	9641	Aussie Broadband Pty Ltd	Monthly internet charges	\$ 507.00
E4796	12/06/2025	9645	TPG Network Pty Ltd	Monthly internet charges - EVC	\$ 130.90
E4796	12/06/2025	9838	Blue Haven Shell Studio Accommodation	Bookeasy sales - Accommodation	\$ 425.70
E4796	12/06/2025	10115	MBIT Technologies Pty Ltd	Business SMS service	\$ 11.00
E4796	12/06/2025	10191	Silver Podiatry	Podiatry services - EHC	\$ 170.00
E4796	12/06/2025	10218	D B Ambrose	Gardening services - EHC	\$ 682.50
E4796	12/06/2025	10269	Lite N' Easy Pty Ltd	Meal preparation and delivery - EHC	\$ 1,891.85
E4796	12/06/2025	10358	Esperance Weekender	Advertising services	\$ 342.00
E4796	12/06/2025	10365	Breakaway Esperance	Catering	\$ 486.20
E4796	12/06/2025	10386	M & M J Wood	Bookeasy sales - Accommodation	\$ 373.50
E4796	12/06/2025	10389	Total Green Recycling Pty Ltd	E-waste recycling	\$ 5,892.01
E4796	12/06/2025	10416	J M Smith	Rent	\$ 600.00
E4796	12/06/2025	10518	Townzies Turf and Gardens	Gardening services - EHC	\$ 272.25
E4796	12/06/2025	10570	Allied Forklifts Pty Ltd	Parts & repairs	\$ 374.28
E4796	12/06/2025	10649	Bitumen Distribution Pty Ltd	Supply & delivery of bitumen	\$ 17,402.00
E4796	12/06/2025	10651	Louise Stewart Brown Creative Artwork	Consignment sales	\$ 55.12
E4796	12/06/2025	10675	Archipelago Apartments	Bookeasy sales - Accommodation	\$ 267.30
E4796	12/06/2025	10702	JLM Surveys Pty Ltd	Survey services	\$ 7,010.74
E4796	12/06/2025	10757	In Motion Esperance	Pre-employment medical assessments	\$ 360.00
E4796	12/06/2025	10798	Live Life Alarms / Flight Plan Digital	Annual renewal	\$ 75.00
E4796	12/06/2025	10848	Retravision Esperance – JAPMR Pty Ltd	White goods & supplies	\$ 318.00
E4796	12/06/2025	10859	BM Electrical WA Pty Ltd (Griffs)	Electrical services	\$ 4,764.10
E4796	12/06/2025	10888	Insulpo Pty Ltd T/A Sheridan's Badges	Name badges	\$ 268.68
E4796	12/06/2025	10942	Thorp Realty Pty Ltd	Rent	\$ 1,960.00
E4796	12/06/2025	10956	MBL Food & Packaging T/A South Coast Food Service	Consumables & supplies	\$ 5,379.64
E4796	12/06/2025	10958	Newsxpress Esperance Lottery Centre	Stationery & office supplies	\$ 198.00
E4796	12/06/2025	10985	Rebecca Staunton Physiotherapy	Physiotherapy services - EHC	\$ 1,298.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4796	12/06/2025	11030	JMAC Building	Design & construction - Coastal infrastructure	\$ 5,010.95
E4796	12/06/2025	11045	Grubs Contractor Fencing	Supply & install fence	\$ 4,487.64
E4796	12/06/2025	11053	David Macdermott T/A Mermaid Leather	Consignment sales	\$ 275.92
E4796	12/06/2025	11058	Howat WA Pty Ltd T/A The Weed Terminator	Fire mitigation services	\$ 15,840.00
E4796	12/06/2025	11095	F J Yetman	Banner repairs	\$ 375.00
E4796	12/06/2025	11110	Esperance Outdoor Power Equipment	Parts & repairs	\$ 109.90
E4796	12/06/2025	11114	Cappello Family Trust T/A Esperance	Supplies for event - Winter Wonderland	\$ 5,500.00
E4796	12/06/2025	11115	APLOMB Occupational Therapy	Occupational Therapy services - EHC	\$ 487.50
E4796	12/06/2025	11138	R D Greive	Jackpot winnings - Pay 25	\$ 150.00
E4796	12/06/2025	11176	Tunstall Healthcare	Monthly care alert services	\$ 31.30
E4796	12/06/2025	11205	Sparkle Sisters Esperance	Event supplies - Winter Wonderland	\$ 1,430.00
E4796	12/06/2025	11300	C M Burton	Jackpot winnings - Pay 25	\$ 150.00
E4796	12/06/2025	11316	BreezeConnect	Monthly subscription	\$ 48.50
E4796	12/06/2025	11340	Down to Earth Esperance	Equipment & supplies	\$ 349.80
E4796	12/06/2025	11356	Good Chat Designs	Consignment sales	\$ 100.00
E4796	12/06/2025	11384	CNE Ag Innovations Pty Ltd	Parts & service	\$ 554.11
E4796	12/06/2025	11401	Levi's Woodworking	Consignment sales	\$ 9.60
E4796	12/06/2025	11439	Kath Guest t/as Heart of the Mallee	Consignment sales	\$ 20.00
E4796	12/06/2025	11486	R K Seinor	Reimbursement	\$ 96.83
E4796	12/06/2025	11515	B J Dunbar	Bond refund	\$ 300.00
E4796	12/06/2025	11518	Mega Phones	Monthly pendant monitoring	\$ 475.00
E4796	12/06/2025	11539	M B Lucas	Bond refund	\$ 300.00
E4796	12/06/2025	11565	Seas It All T/A Esperance Foreshore	Bookeasy - Accommodation	\$ 696.60
E4796	12/06/2025	11588	Green Thumb Gardening Esperance	Gardening services - EHC	\$ 462.00
E4796	12/06/2025	11592	Vision Australia	Electronic supplies	\$ 78.00
E4796	12/06/2025	11607	Eco Bin (Aust) Pty Ltd	Waste equipment	\$ 4,511.27
E4796	12/06/2025	11618	Esperance Windscreens	Windscreen replacement	\$ 1,067.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4796	12/06/2025	11671	Stark Training	Training & education	\$ 4,650.00
E4796	12/06/2025	11685	Jens Alzheimer	Performance fee	\$ 2,233.00
E4796	12/06/2025	11698	Bookeasy Australia Pty Ltd	Bookeasy commission - May 25	\$ 251.05
E4796	12/06/2025	11711	Supagas Pty Limited	Gas supplies	\$ 1,957.60
E4796	12/06/2025	11751	Karli Rae Florisson	Consultancy services	\$ 1,600.00
E4796	12/06/2025	11779	J & S Castlehow Electrical Services	Service locating works	\$ 11,055.00
E4796	12/06/2025	11791	JL & JF Arnold	Supply & delivery gravel	\$ 60,626.50
E4796	12/06/2025	11792	The Trustee for Hydroconcept Trust	Groundwater operating strategy licences	\$ 4,510.00
E4796	12/06/2025	11806	S A Sims	Rent	\$ 400.00
E4796	12/06/2025	11834	Behaviour Tonic	Training & education	\$ 11,906.40
E4796	12/06/2025	11836	Esperance Native Nursery	Planting supplies	\$ 70,752.00
E4796	12/06/2025	11839	Absolute Hot Water & Gas	Plumbing services	\$ 7,766.73
E4796	12/06/2025	11842	G R Noble	Reimbursement	\$ 100.00
E4796	12/06/2025	11845	Services Australia - Medicare	Aged Care subsidies refund	\$ 57,990.14
E4796	12/06/2025	11846	A S Mudiyansele & P S Dias	Refund	\$ 229.00
E4796	12/06/2025	11847	C A Adams	Reimbursement	\$ 455.34
E4796	12/06/2025	11848	B Rae	Refund	\$ 170.00
E4796	12/06/2025	11849	Estate of R White	Refund	\$ 624.52
E4796	12/06/2025	11850	K J Finch	Reimbursement	\$ 308.30
E4797	13/06/2025	260	Horizon Power	Electricity charges	\$ 35,836.91
E4797	13/06/2025	314	WA Treasury Corporation	Loan repayment	\$ 284,060.73
E4797	13/06/2025	392	Water Corporation	Water usage charges	\$ 7,538.18
E4797	13/06/2025	7580	BP Australia Pty Ltd (6791)	Air BP refuelling	\$ 702.03
E4797	13/06/2025	11308	Fleetcare Pty Ltd	Fleet lease - May 2025	\$ 2,580.01
E4797	13/06/2025	11364	Ezidebit Pty Ltd	Ezidebit services - BOILC	\$ 560.73
E4798	16/06/2025	1	Australian Taxation Office	Payroll deduction	\$ 2,472.00
E4799	16/06/2025	11742	Specialised Rooding Equipment	New heavy machinery	\$ 38,677.21

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4800	18/06/2025	26	Blackwoods Atkins	Parts & equipment	\$ 3,745.45
E4800	18/06/2025	47	B E Stearne & Co Pty Ltd	Reticulation supplies	\$ 7,470.58
E4800	18/06/2025	62	Building And Construction Industry	Building levy fee	\$ 13,534.69
E4800	18/06/2025	63	Bunnings Ltd*	Hardware & parts	\$ 8,967.06
E4800	18/06/2025	77	Cockburn Cement Limited	Cement & pallet charges	\$ 6,342.60
E4800	18/06/2025	112	Esperance Ag Services	Parts & equipment	\$ 605.62
E4800	18/06/2025	136	Powerplant Motorcycles	Equipment & repairs	\$ 2,174.45
E4800	18/06/2025	287	Swans Veterinary Services	Veterinary services	\$ 24.15
E4800	18/06/2025	323	Westrac Equipment Pty Ltd	Plant parts & repairs	\$ 3,687.05
E4800	18/06/2025	707	Haslams	Protective clothing	\$ 6,017.79
E4800	18/06/2025	1085	ChemCentre	Water sampling services	\$ 3,280.97
E4800	18/06/2025	1175	Benara Nurseries	Planting supplies	\$ 2,223.57
E4800	18/06/2025	1259	South East Petroleum*	Fuel supplies	\$ 117,019.59
E4800	18/06/2025	1307	Feature Paints	Paint supplies	\$ 68.45
E4800	18/06/2025	1461	Kip & Steve's Mechanical Repairs	Mechanical parts and repairs	\$ 10,034.81
E4800	18/06/2025	1485	Freight Lines Group	Freight charges	\$ 16,889.43
E4800	18/06/2025	1575	GPC Asia Pacific Pty Ltd/Repco	Automotive supplies	\$ 4,957.98
E4800	18/06/2025	2122	Iplex Pipelines Australia P/L	Pipes & supplies	\$ 20,607.72
E4800	18/06/2025	2333	Winc Australia Pty Limited	Stationery & office supplies	\$ 872.19
E4800	18/06/2025	2469	Coates Hire	Plant hire	\$ 343.28
E4800	18/06/2025	3366	Bullivants Pty Ltd	Equipment & parts	\$ 7,093.13
E4800	18/06/2025	3774	Goodchild Enterprises	Battery parts & supplies	\$ 473.00
E4800	18/06/2025	4169	P R Birch	Refund	\$ 900.00
E4800	18/06/2025	4210	Farm & General EOPP	Equipment & parts	\$ 8,933.55
E4800	18/06/2025	4647	Marketforce - Omnicom	Advertising	\$ 2,954.29
E4800	18/06/2025	4648	Wurth Australia Pty Ltd	Parts & supplies	\$ 978.16
E4800	18/06/2025	5215	Public Transport Authority of WA	TransWA - May 2025	\$ 4,976.34

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4800	18/06/2025	5253	T-Quip	Parts & supplies	\$ 3,699.70
E4800	18/06/2025	5908	Heatley Sales Pty Ltd	Parts & spares	\$ 1,424.80
E4800	18/06/2025	6183	Kleen West	Cleaning supplies	\$ 11,799.20
E4800	18/06/2025	6407	Dell Australia Pty Limited	Computer supplies & equipment	\$ 10,177.75
E4800	18/06/2025	6714	Holcim Pty Ltd	Aggregate & kerbmix supplies	\$ 10,666.12
E4800	18/06/2025	6941	MJB Industries	Concrete supplies	\$ 20,289.09
E4800	18/06/2025	7788	Humes Wembley Cement	Parts & supplies	\$ 1,028.50
E4800	18/06/2025	8034	Omnitech Playgrounds	Parts & supplies	\$ 957.62
E4800	18/06/2025	8267	Valvoline (Australia) Pty Ltd	Oil stock supplies	\$ 786.72
E4800	18/06/2025	8959	Topsigns	Signage services	\$ 5,177.04
E4800	18/06/2025	9006	Corsign WA Pty Ltd	Signage services	\$ 13,865.50
E4800	18/06/2025	9156	Bluemar Pty Ltd	Compact testing services	\$ 17,627.90
E4800	18/06/2025	9170	ThermoAir	Air conditioning services	\$ 5,668.87
E4800	18/06/2025	9188	Agwest Machinery	Parts & machinery supplies	\$ 3,606.59
E4800	18/06/2025	9210	McIntosh & Son W.A.	Parts & repairs	\$ 6,319.51
E4800	18/06/2025	9528	Autex Australia Pty Ltd	Office furniture supplies	\$ 358.60
E4800	18/06/2025	9574	Clarke & Stokes Agriservices Pty Ltd	Parts & supplies	\$ 9,784.06
E4800	18/06/2025	9948	Rotech Auto-Electrical and	Parts, labour & servicing	\$ 64,606.37
E4800	18/06/2025	10180	Hughans Saw Service	Parts & spares	\$ 222.20
E4800	18/06/2025	10741	Esperance Rural Supplies - Elders	Parts and equipment	\$ 350.43
E4800	18/06/2025	10979	Candor Training	Training & education	\$ 20,700.90
E4800	18/06/2025	10993	Etech WA Pty Ltd T/As Esperance Communications	Printing charges, electronics supplies & services	\$ 7,122.53
E4800	18/06/2025	11004	CTECM	Managed communication services	\$ 2,952.00
E4800	18/06/2025	11082	South East Petroleum - BFB Accounts	Diesel supplies	\$ 1,008.61
E4800	18/06/2025	11160	Sigma Telford Group	Pool supplies	\$ 1,550.45
E4800	18/06/2025	11298	Alcolizer Technology Pty Ltd	Onsite drug & alcohol testing	\$ 2,772.00
E4800	18/06/2025	11397	Manco engineering Australia Pty Ltd	Parts & spares	\$ 4,950.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4800	18/06/2025	11451	Otium Planning Group	Consulting services	\$ 4,207.50
E4800	18/06/2025	11501	SoundBay Pty Ltd T/A Mannys Music	Sound equipment	\$ 1,715.00
E4800	18/06/2025	11681	Waglass Pty Ltd	Glass for recycling	\$ 562.50
E4800	18/06/2025	11804	Wordsworth Productions	Performance fee - Quizzical	\$ 1,925.00
E4800	18/06/2025	11818	Grasstrees Australia	Planting supplies	\$ 1,770.50
E4800	18/06/2025	11826	Saferoads Pty Ltd	Materials & supplies	\$ 2,568.67
E4800	18/06/2025	11840	Powerplant Motorcycles	Power tools & batteries	\$ 16,927.90
E4801	19/06/2025	11857	Mainfreight Air & & Ocean	Taxes and entry fees	\$ 841.21
E4802	23/06/2025	325	Easton WJ & V	Hire of earthmoving plant	\$ 21,159.60
E4802	23/06/2025	1469	Beachwind Enterprises Pty Ltd	Hire of earthmoving plant	\$ 161,986.00
E4802	23/06/2025	6014	Esperance Tree Lopping	Pruning and removal of trees and stumps	\$ 5,005.00
E4802	23/06/2025	6636	Esperance Earthworks Pty Ltd	Hire of earthmoving plant	\$ 285,670.00
E4802	23/06/2025	7522	Jacka Trenching and Fencing	Traffic control	\$ 21,235.50
E4802	23/06/2025	8230	Ballantyne Earthmoving	Hire of earthmoving plant and labour	\$ 231,093.01
E4802	23/06/2025	8317	Titan Contracting	Mowing services & traffic control	\$ 83,807.97
E4802	23/06/2025	10615	Quaintrelle (WA) Pty Ltd T/A	Hire of street sweeper	\$ 42,982.74
E4802	23/06/2025	11590	MLP Civil	Plant hire	\$ 82,622.39
E4803	24/06/2025	260	Horizon Power	Electricity charges	\$ 40,099.52
E4803	24/06/2025	290	Telstra	Telephone charges	\$ 1,173.22
E4803	24/06/2025	314	WA Treasury Corporation	Loan repayment	\$ 7,762.47
E4803	24/06/2025	392	Water Corporation	Water usage charges	\$ 1,085.97
E4803	24/06/2025	7580	BP Australia Pty Ltd (6791)	Air BP refuelling	\$ 405.93
E4803	24/06/2025	8081	Bond Administrator	Bond	\$ 1,780.00
E4803	24/06/2025	8784	Sheriff's Office Perth	Lodgement fees	\$ 860.00
E4803	24/06/2025	9321	Superchoice Services Pty Limited	Superannuation payment	\$ 786,591.28
E4803	24/06/2025	9997	Sandwai Pty Ltd	Monthly admin & mobile user	\$ 2,304.23
E4804	24/06/2025	1	Australian Taxation Office	Payroll deduction	\$ 629.17

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4804	24/06/2025	33	Australian Services Union (ASU)	Payroll deduction	\$ 371.00
E4804	24/06/2025	140	Esperance Shire Staff Jackpot	Payroll deduction	\$ 596.00
E4804	24/06/2025	144	Esperance Staff Social Club	Payroll deduction	\$ 204.00
E4804	24/06/2025	154	LGRCEU	Payroll deduction	\$ 154.00
E4804	24/06/2025	1963	Child Support Agency	Payroll deduction	\$ 2,453.50
E4805	26/06/2025	1	Australian Taxation Office	Payroll deduction	\$ 176,914.00
E4805	26/06/2025	126	Esperance Electrical Service	Electrical services	\$ 8,765.00
E4805	26/06/2025	410	Pink Lake Butchers	Consumables	\$ 775.39
E4805	26/06/2025	505	Esperance Plumbing Service	Plumbing services	\$ 2,357.08
E4805	26/06/2025	985	Scaddan Country Club	Cleaning services	\$ 9,901.75
E4805	26/06/2025	1045	Stewart & Heaton Clothing Co Pty Ltd	Fire equipment & uniforms	\$ 1,532.61
E4805	26/06/2025	1125	Grass Patch Community Development	Cleaning services	\$ 11,820.00
E4805	26/06/2025	1197	Six Mile Hill Bush Fire Brigade	Reimbursement	\$ 124.99
E4805	26/06/2025	1201	Pink Lake Bush Fire Brigade	Reimbursement	\$ 7,490.90
E4805	26/06/2025	1271	Department of Transport	Management agreement - Sand by-passing project	\$ 412,500.00
E4805	26/06/2025	1315	Gibson Soak Water Co	Bottled water supplies	\$ 186.00
E4805	26/06/2025	1470	Express Yourself Printing Esperance	Printing and stationery supplies	\$ 1,851.00
E4805	26/06/2025	1662	Esperance Trim And Canvas	Canvas supplies	\$ 275.00
E4805	26/06/2025	1695	Bay of Isles Mini-Excavators	Plant hire	\$ 2,292.00
E4805	26/06/2025	1981	Esperance Sportspower	Corporate uniforms	\$ 5,033.50
E4805	26/06/2025	2113	Banksia Medical and Health	Pre-employment medical assessments	\$ 1,507.00
E4805	26/06/2025	2243	Esperance Community Arts	Small community grant funding	\$ 55,000.00
E4805	26/06/2025	2269	Esperance Island View Apartments	Bookeasy sales - Accommodation	\$ 366.30
E4805	26/06/2025	2317	Southern Cross Austereo Pty Ltd	Radio advertising	\$ 660.00
E4805	26/06/2025	2374	Australian Airports Association	Training & education	\$ 66.00
E4805	26/06/2025	2496	Professionals Esperance Real Estate	Rent	\$ 3,540.00
E4805	26/06/2025	2763	Esperance Lock & Shoe Service	Key & lock supplies	\$ 93.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4805	26/06/2025	2968	Esperance Taekwondo Academy Inc.	Event supplies - Neon Showdown	\$ 500.00
E4805	26/06/2025	3227	Esperance Fire Services	Fire equipment maintenance	\$ 231.00
E4805	26/06/2025	3392	Kent Family Trust	Construction of new bore	\$ 27,995.00
E4805	26/06/2025	3484	Esperance Podiatry	Podiatry services - EHC	\$ 810.00
E4805	26/06/2025	3545	ASB Marketing Pty Ltd	Volunteer recognition items - EVRC	\$ 3,151.50
E4805	26/06/2025	3629	D S & F M Osborne	Refund	\$ 995.07
E4805	26/06/2025	3699	Esperance Brass Band Inc	Small community grant funding	\$ 5,000.00
E4805	26/06/2025	3831	Landmark Engineering & Design Pty Ltd	Street furniture supplies	\$ 5,555.00
E4805	26/06/2025	3835	WA Local Government Association	Training & education	\$ 2,445.00
E4805	26/06/2025	3900	Esperance Cabinets	Cabinetry and desk - BOILC & EHC	\$ 6,541.70
E4805	26/06/2025	3953	Advanced Spatial Technologies Pty Ltd	Annual subscription	\$ 7,788.00
E4805	26/06/2025	4148	Bay of Isles Community Outreach Inc	Confidential paper shredding - EHC	\$ 119.00
E4805	26/06/2025	4223	Esperance Emergency Support Unit	Reimbursement	\$ 613.05
E4805	26/06/2025	4308	Esperance Motor Group	Parts & repairs	\$ 99.53
E4805	26/06/2025	4311	R M & W G Herbert	Painting services	\$ 2,145.00
E4805	26/06/2025	4321	The Royal Life Saving Society (WA)	Training & education	\$ 277.30
E4805	26/06/2025	4404	Wren Oil	Oil disposal services	\$ 253.00
E4805	26/06/2025	4501	Parks And Leisure Australia	Annual subscription	\$ 825.00
E4805	26/06/2025	4567	WA Police Service	Volunteer police checks - EHC	\$ 126.00
E4805	26/06/2025	4650	JL Draffin T/A Developing Skills	Training & education	\$ 4,814.31
E4805	26/06/2025	4798	Australia's Golden Outback	Advertising	\$ 300.00
E4805	26/06/2025	4947	Toll Ipec Pty Ltd	Freight charges	\$ 595.40
E4805	26/06/2025	4989	Woolworths Group Limited*	Consumables & supplies	\$ 1,997.74
E4805	26/06/2025	5042	Officeworks Business Direct	Stationery & office supplies	\$ 87.97
E4805	26/06/2025	5051	Stratagreen	Planting supplies	\$ 3,753.50
E4805	26/06/2025	5092	Quality Publishing Australia	Maps for resale - EVC	\$ 1,456.75
E4805	26/06/2025	5123	Top End Takeaways	Staff meals & client activities	\$ 162.50

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4805	26/06/2025	5165	Driftwood Apartments	Bookeasy sales - Accommodation	\$ 900.00
E4805	26/06/2025	5267	Hema Maps Pty Ltd	Maps for resale - EVC	\$ 553.98
E4805	26/06/2025	5389	S P Flanagan	Councillor payment	\$ 5,357.99
E4805	26/06/2025	5412	Mr Carpet	Cleaning services	\$ 220.00
E4805	26/06/2025	5604	Esperance Milk Supply	Milk supplies	\$ 73.43
E4805	26/06/2025	5622	Subway Esperance	Catering	\$ 131.00
E4805	26/06/2025	5767	Seek Limited	Advertising	\$ 302.50
E4805	26/06/2025	5791	W J & F J Graham	Councillor payment	\$ 5,357.99
E4805	26/06/2025	5793	Tradelink Esperance	Plumbing supplies	\$ 1,404.78
E4805	26/06/2025	5826	Conplant Pty Ltd	Parts & spares	\$ 850.30
E4805	26/06/2025	6009	McLeods Barristers & Solicitors	Legal advice	\$ 2,184.16
E4805	26/06/2025	6147	J S & T S Hainsworth	Reimbursement	\$ 360.00
E4805	26/06/2025	6164	Data 3 Limited	Cloud backup for Office 365	\$ 605.06
E4805	26/06/2025	6179	Bay Of Isles Furniture	Office furniture	\$ 3,283.00
E4805	26/06/2025	6221	PFD Food Services Pty Ltd	Consumables	\$ 937.40
E4805	26/06/2025	6250	WA Tyre Recovery	Recycling services	\$ 1,560.80
E4805	26/06/2025	6495	MCM Protection Pty Ltd	Security services	\$ 4,111.80
E4805	26/06/2025	6530	Esperance Men In Sheds	Rail signal restoration works	\$ 2,420.00
E4805	26/06/2025	6552	Esperance Bird and Animal Park	Bookeasy sales - Accommodation	\$ 3,199.20
E4805	26/06/2025	6641	DMS Diesels	Service, repairs & parts	\$ 2,344.87
E4805	26/06/2025	7043	Connect Call Centre Services	Connect Call Centre Service - May 2025	\$ 160.38
E4805	26/06/2025	7131	InfoCouncil Pty Ltd	Annual license and help desk fee	\$ 14,551.00
E4805	26/06/2025	7438	Independence Australia	Nursing products & supplies - EHC	\$ 1,528.45
E4805	26/06/2025	7460	Auscoinswest	Souvenir coins and albums for resale - EVC	\$ 451.00
E4805	26/06/2025	7479	La Cabane Retreat	Bookeasy sales - Accommodation	\$ 197.80
E4805	26/06/2025	7657	A N Belworthy	Reimbursement	\$ 2,849.00
E4805	26/06/2025	7825	Jode Nursery	Planting supplies	\$ 45.71

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4805	26/06/2025	7826	M O Quijada Venegas	Reimbursement	\$ 2,849.00
E4805	26/06/2025	7879	Drillers Ridge Pty Ltd - 8 Taylor S	Bookeasy sales - Accommodation	\$ 490.20
E4805	26/06/2025	8024	C A Poole	Consignment sales	\$ 20.00
E4805	26/06/2025	8181	Archival Survival Pty Ltd	Library equipment & supplies	\$ 1,200.90
E4805	26/06/2025	8341	Esperance Edge	Sharpening services	\$ 131.00
E4805	26/06/2025	8459	Condingup Machinery Wreckers	Parts & spares	\$ 164.10
E4805	26/06/2025	8474	South East Fire and Safety	Fire equipment servicing	\$ 1,212.20
E4805	26/06/2025	8510	4 Cabling Pty Ltd	Assorted network and power cable supplies	\$ 504.30
E4805	26/06/2025	8644	AM Wreckers Group Pty Ltd	Towing services	\$ 440.00
E4805	26/06/2025	8670	Jetmen Mbangani Pty Ltd	Pre-employment medical assessment	\$ 220.00
E4805	26/06/2025	8757	JB Hi-Fi Group Pty Ltd	Electronic equipment and supplies	\$ 469.03
E4805	26/06/2025	8783	The Trustee for Recherche Medical	Pre-employment medical assessment	\$ 300.00
E4805	26/06/2025	8785	Social Pinpoint Pty Ltd	Community engagement survey platform	\$ 18,865.00
E4805	26/06/2025	8897	T S Hainsworth	Reimbursement	\$ 127.15
E4805	26/06/2025	8914	Cleanaway Pty Ltd	Rubbish & recycling collections	\$ 1,508.46
E4805	26/06/2025	8972	Dunn's Cleaning Service Pty Ltd	Cleaning services	\$ 5,479.50
E4805	26/06/2025	9138	Department of Biodiversity Conservation	National parks passes - EVC	\$ 28,620.00
E4805	26/06/2025	9141	Apex Rubber Stamp Co	Stamp supplies	\$ 65.95
E4805	26/06/2025	9147	Key Pest and Weed Control	Pest control inspections and services	\$ 4,706.35
E4805	26/06/2025	9160	Croptimistic Operations	Reimbursement	\$ 312.55
E4805	26/06/2025	9163	Esperance Combined Tyres & Mechanic	Tyres, repairs & parts	\$ 12,636.00
E4805	26/06/2025	9175	S P McMullen	Councillor payment	\$ 5,357.99
E4805	26/06/2025	9207	Datacom Systems (AU) Pty Ltd	Printer & toner supplies	\$ 393.52
E4805	26/06/2025	9237	Esperance Metaland	Parts & repairs	\$ 708.92
E4805	26/06/2025	9270	William Govans TA Bills Doors and Services	Door servicing and repairs	\$ 150.15
E4805	26/06/2025	9274	Gibson Soak Hotel	Volunteer/staff meals	\$ 74.95
E4805	26/06/2025	9306	Drake-Brockman Building and Construction	Design & construction works	\$ 253,656.98

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4805	26/06/2025	9308 Florissons Home Furnishers		Office furniture & supplies	\$ 2,619.00
E4805	26/06/2025	9330 Coastal Climate Choice Pty Ltd		Airconditioning services	\$ 572.50
E4805	26/06/2025	9424 E J Piggott		Refund	\$ 1,797.57
E4805	26/06/2025	9431 Dudley Newton Optometrists		Safety prescription glasses	\$ 2,700.00
E4805	26/06/2025	9473 Banksia Park Farm Eggs		Consumables	\$ 135.00
E4805	26/06/2025	9497 S M Doucette		Refund	\$ 1,333.87
E4805	26/06/2025	9503 EcoValley Honey - Winton Hughes Was		Consignment sales	\$ 82.80
E4805	26/06/2025	9531 Esperance Island Cruises		Bookeasy - Accommodation	\$ 243.00
E4805	26/06/2025	9542 MCD Contracting Pty Ltd		Machine hire - Dalyup fire	\$ 49,125.50
E4805	26/06/2025	9561 O'Neill Motors		Parts & repairs	\$ 7,515.75
E4805	26/06/2025	9564 South East Auto & Heavy Diesel		Parts & repairs	\$ 139.99
E4805	26/06/2025	9639 Avon Waste		Rubbish & recycling collections	\$ 47,028.34
E4805	26/06/2025	9642 Delnorth Pty Ltd		Materials & supplies	\$ 43,432.20
E4805	26/06/2025	9659 The Deli King		Catering	\$ 360.00
E4805	26/06/2025	9807 R G Chambers		Councillor payment	\$ 17,110.11
E4805	26/06/2025	9808 J L Obourne		Councillor payment	\$ 8,020.24
E4805	26/06/2025	9829 M A Makse		Jackpot winnings - Pay 26	\$ 148.00
E4805	26/06/2025	9892 L M Hutcherson		Jackpot winnings - Pay 26	\$ 148.00
E4805	26/06/2025	9976 Aviation ID Australia Pty Ltd		ASIC application - Airport	\$ 323.95
E4805	26/06/2025	10136 Anything and Everything Esperance		Souvenirs for resale - EVC	\$ 867.81
E4805	26/06/2025	10142 R-Group International Pty Ltd		Teams phone package - May 2025	\$ 3,214.20
E4805	26/06/2025	10192 Esperance Gutter Cleaning		Gutter cleaning services	\$ 6,237.00
E4805	26/06/2025	10218 D B Ambrose		Garden services - EHC	\$ 325.00
E4805	26/06/2025	10269 Lite N' Easy Pty Ltd		Meal preparation and delivery - EHC	\$ 2,130.88
E4805	26/06/2025	10309 C T Davies		Councillor payment	\$ 5,357.99
E4805	26/06/2025	10400 Eco Shark Barrier Pty Ltd		Shark net enclosure inspection March - June 2025	\$ 30,652.60
E4805	26/06/2025	10416 J M Smith		Rent	\$ 600.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4805	26/06/2025	10518	Townzies Turf and Gardens	Gardening services	\$ 495.00
E4805	26/06/2025	10554	L P De Haas	Councillor payment	\$ 5,357.99
E4805	26/06/2025	10564	WA Girl Macrame	Consignment sales	\$ 32.76
E4805	26/06/2025	10630	Le Grande Distillery Pty Ltd	Civic Centre bar stock	\$ 492.00
E4805	26/06/2025	10664	Ecolab Pty Ltd	Cleaning products & supplies	\$ 1,565.78
E4805	26/06/2025	10675	Archipelago Apartments	Bookeasy sales - Accommodation	\$ 594.00
E4805	26/06/2025	10757	In Motion Esperance	Pre-employment medical assessments	\$ 360.00
E4805	26/06/2025	10759	Motum Pty Ltd	Mobility equipment - EHC	\$ 1,280.21
E4805	26/06/2025	10830	J Kinman	Refund	\$ 786.30
E4805	26/06/2025	10832	J K Cox	Refund	\$ 2,787.88
E4805	26/06/2025	10848	Retravision Esperance – JAPMR Pty Ltd	White goods & electronic supplies	\$ 1,021.65
E4805	26/06/2025	10941	R I Henderson	Video project - EVRC	\$ 2,261.60
E4805	26/06/2025	10942	Thorp Realty Pty Ltd	Rent	\$ 1,960.00
E4805	26/06/2025	10956	MBL Food & Packaging T/A South Coast Foodservice	Consumables & supplies	\$ 2,441.91
E4805	26/06/2025	10958	Newsxpress Esperance Lottery Centre	Stationery & office supplies	\$ 99.85
E4805	26/06/2025	10985	Rebecca Staunton Physiotherapy	Physiotherapy services - EHC	\$ 1,072.50
E4805	26/06/2025	11019	Enviroclean WA Pty Ltd	Parts & spares	\$ 1,034.00
E4805	26/06/2025	11022	Dynamic Machining Pty Ltd	Repairs & services	\$ 793.15
E4805	26/06/2025	11034	Cloud Eleven Esperance Pty Ltd	Meals for staff & volunteers - EHC	\$ 49.30
E4805	26/06/2025	11115	APLOMB Occupational Therapy	Occupational therapy services	\$ 633.75
E4805	26/06/2025	11244	Motel Brothers Pty Ltd T/as The Jet	Bookeasy sales - Accommodation	\$ 932.40
E4805	26/06/2025	11246	J Donovan	Performance fee - Morning melodies	\$ 200.00
E4805	26/06/2025	11270	RISE N SHINE GROUP PTY LTD	Cleaning services	\$ 1,075.25
E4805	26/06/2025	11307	Jonas Leisure Pty Ltd	Prepaid service - POS software	\$ 3,300.00
E4805	26/06/2025	11321	T J Agenbag & T S Desmond	Refund	\$ 314.00
E4805	26/06/2025	11322	G M Johnston	Councillor payment	\$ 5,357.99
E4805	26/06/2025	11330	S Starcevic	Councillor payment	\$ 5,357.99

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4805	26/06/2025	11340	Down to Earth Esperance	Prize for Winter Wonderland	\$ 500.00
E4805	26/06/2025	11342	Dhueys Electrical Pty Ltd	Electrical services	\$ 227.14
E4805	26/06/2025	11348	B L Hough-Neilson	Reimbursement	\$ 197.58
E4805	26/06/2025	11356	Good Chat Designs	Consignment sales	\$ 45.00
E4805	26/06/2025	11373	Save Energy Pty Ltd	Energy audit	\$ 9,178.40
E4805	26/06/2025	11389	R J Edkins	Reimbursement	\$ 2,328.00
E4805	26/06/2025	11401	Levi's Woodworking	Consignment sales	\$ 28.80
E4805	26/06/2025	11431	Southern Suspension & 4x4 Centre	Equipment & repairs	\$ 1,502.50
E4805	26/06/2025	11439	Kath Guest t/as Heart of the Mallee	Consignment sales	\$ 68.00
E4805	26/06/2025	11469	Joryn Haulage	Bulk water supply	\$ 700.00
E4805	26/06/2025	11492	Esperance Luxe Floral & Home Co	Condolence flowers	\$ 80.00
E4805	26/06/2025	11518	Mega Phones	Monthly pendant monitoring	\$ 1,595.00
E4805	26/06/2025	11526	C L Hill	Reimbursement	\$ 99.00
E4805	26/06/2025	11527	JA Miller & KL Miller T/A Pharkarwee	Wild dog baiting services	\$ 7,040.00
E4805	26/06/2025	11565	Seas It All T/A Esperance Foreshore	Bookeasy - Accommodation	\$ 387.00
E4805	26/06/2025	11618	Esperance Windscreens	Replacement windscreen	\$ 1,869.11
E4805	26/06/2025	11629	CHG-Meridian Australia Pty Ltd	Lease payment	\$ 6,130.27
E4805	26/06/2025	11665	F E Technologies PTY LTD	Library equipment upgrade	\$ 39,003.25
E4805	26/06/2025	11710	Safety Wise Solutions Pty Ltd	Consulting services	\$ 15,832.66
E4805	26/06/2025	11711	Supagas Pty Limited	Gas supply charges	\$ 2,501.64
E4805	26/06/2025	11727	Whisked Away Confections	Catering	\$ 120.00
E4805	26/06/2025	11731	S J Zanotti	Refund	\$ 100.00
E4805	26/06/2025	11751	Karli Rae Florisson	Consultancy services	\$ 1,724.80
E4805	26/06/2025	11772	Esperance Model Aero Club	Community small grant funding	\$ 291.46
E4805	26/06/2025	11806	S A Sims	Rent	\$ 400.00
E4805	26/06/2025	11812	Terrain Minerals Ltd	Refund	\$ 189.88
E4805	26/06/2025	11839	Absolute Hot Water & Gas	Plumbing services	\$ 701.81

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4805	26/06/2025	11841	Total Chlorine Solutions	Training & education	\$ 1,150.00
E4805	26/06/2025	11854	J Schultz	Performance fee - Taste of the World	\$ 600.00
E4805	26/06/2025	11855	Liquor Merchant Holdings	Refreshments	\$ 183.97
E4805	26/06/2025	11856	Sandy Hook Tavern	Meals - Staff & volunteers - EHC	\$ 310.35
E4805	26/06/2025	11858	S N Hennessy	Community small grant funding	\$ 500.00
E4805	26/06/2025	11859	RD Robins Pty Ltd t/a Extreme Virtual Reality	Event equipment hire	\$ 1,083.50
E4805	26/06/2025	11860	DDLS Australia Pty Ltd t/a Lumify Group	Training & education	\$ 1,259.50
E4805	26/06/2025	11862	B Coleman	Scoping project - Creativity in schools	\$ 1,100.00
E4805	26/06/2025	11863	Our Panda Pty Ltd t/a Elite Gym Hire	Gym equipment	\$ 1,314.50
E4805	26/06/2025	11864	K L Linden	Community small grant funding	\$ 500.00
E4805	26/06/2025	11865	H Kruger	Scoping project - Creativity in schools	\$ 1,100.00
E4805	26/06/2025	11866	J Yardley	Refund	\$ 4,405.53
E4805	26/06/2025	11867	Millrose Resources Pty Ltd	Refund	\$ 331.48
E4805	26/06/2025	11868	Lisa Alexander TA Alchemy Coach	Consulting services	\$ 260.00
E4805	26/06/2025	11869	C D Dixon	Refund	\$ 1,471.23
E4805	26/06/2025	11870	E M Delaney	Refund	\$ 1,628.75
E4806	30/06/2025	2023	Southern Ports Authority	Refund	\$ 53,209.34
E4806	30/06/2025	11871	N T Bush	Refund	\$ 216.33
E4807	30/06/2025	32	Australia Post	Postage	\$ 1,682.51
E4807	30/06/2025	260	Horizon Power	Electricity charges	\$ 2,663.14
E4807	30/06/2025	314	WA Treasury Corporation	Loan repayment	\$ 3,503.36
E4807	30/06/2025	8081	Bond Administrator D	Bond	\$ 2,080.00
E4807	30/06/2025	11364	Ezidebit Pty Ltd	Ezidebit services - BOILC	\$ 551.37
Total Creditor payments made by EFT from Municipal Fund					6,520,995.15

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 22/07/2025 for confirmation in respect to accounts already paid via credit cards.

DATE	CREDITOR	PARTICULARS	AMOUNT
3/06/2025	Twilio Sendgrid	Monthly BOILC point of sale subscription	\$ 143.06
11/06/2025	Taxipay	Travel - Perth - Coastal Safety Conference	\$ 82.85
11/06/2025	LS Costanza Pty Ltd	Meals - Perth - Coastal Safety Conference	\$ 92.46
11/06/2025	The Island Brewhouse	Meals - Perth - Coastal Safety Conference	\$ 32.54
12/06/2025	1982 Food And Coffee	Meals - Perth - Coastal Safety Conference	\$ 35.02
12/06/2025	1982 Food And Coffee	Meals - Perth - Coastal Safety Conference	\$ 15.23
15/06/2025	Vend Pos	Monthly Visitors Centre point of sale subscription	\$ 199.00
18/06/2025	Kmart	Office supplies - Library	\$ 110.00
18/06/2025	Ab Corp	Office supplies - Library	\$ 704.00
23/06/2025	Woolworths	Catering	\$ 39.40
30/05/2025	Hippo Blue	Office supplies - EHC	\$ 135.00
6/06/2025	Kineo	Fire Warden training - EHC	\$ 77.00
9/06/2025	Netflix	Monthly subscription	\$ 18.99
10/06/2025	Xero	Monthly subscription	\$ 70.00
18/06/2025	RK Docs Connect	Consulting services	\$ 1,100.00
24/06/2025	Kineo	Fire Warden training - EHC	\$ 38.50
26/05/2025	Sonic Healthplus	Pre-employment medical assessment	\$ 248.60
1/06/2025	Ezi*Gofax Pty Ltd	Fax licence	\$ 29.85
4/06/2025	Intuit Mailchimp	Media subscription	\$ 341.51
9/06/2025	Starlink Internet	Remote internet monthly charges	\$ 1,307.00
9/06/2025	Microsoft	Azure cloud storage - Esperance Coastal Safety	\$ 2.68
24/06/2025	Equip Office Furniture	Office furniture	\$ 1,104.99
10/06/2025	Woolworths	Catering	\$ 47.90
20/06/2025	Environmental Health Australia	Annual membership	\$ 405.00
20/06/2025	Australian Institute	Training & education	\$ 160.00
26/05/2025	Uber	Travel - Perth - Tafe	\$ 17.02
26/05/2025	Sir Juice	Gift voucher - Safety Award	\$ 100.00
26/05/2025	IAP2 Australasia	Media membership	\$ 330.00
26/05/2025	Tradewinds Hotel	Accommodation - Perth - Pool operator training	\$ 2,402.00
27/05/2025	Woolworths	Staff kitchen supplies	\$ 10.20
28/05/2025	Uber	Travel - Perth - Tafe	\$ 12.52
29/05/2025	Uber	Travel - Perth - Tafe	\$ 12.52
29/05/2025	National General Assembly	Conference tickets	\$ 1,348.00
29/05/2025	Accor Novotel	Accommodation - Canberra - Conference	\$ 1,584.80
30/05/2025	Uber	Travel - Perth - IPR fundamentals training	\$ 77.99
30/05/2025	Ibis Styles East Perth	Accommodation - Perth - IPR fundamentals training	\$ 197.73
31/05/2025	Uber	Travel - Perth - Tafe	\$ 28.12
31/05/2025	Ibis Styles East Perth	Accommodation - Perth - Tafe	\$ 1,186.73
31/05/2025	Facebook	Advertising	\$ 99.41
3/06/2025	Rex	Flights - Perth - Conference	\$ 408.95
3/06/2025	Virgin Au	Flights - Canberra - Conference	\$ 1,071.43
4/06/2025	Crown Promenade Perth	Accommodation - Perth - Conference	\$ 231.63
4/06/2025	Liquor Barons Esperance	Refreshments - Council Chambers	\$ 59.97
4/06/2025	Rex	Flight - Perth - Volunteer showcase	\$ 408.95
5/06/2025	Uber	Travel - Perth - EP Act training	\$ 78.14
5/06/2025	Rex	Flight - Perth - Gas & breathing apparatus training	\$ 408.95
6/06/2025	Uber	Travel - Perth - EP Act training	\$ 13.64
7/06/2025	Holiday Inn West Perth	Accommodation - Perth - EP Act training	\$ 487.00
7/06/2025	Uber	Travel - Perth - EP Act training	\$ 21.91
9/06/2025	Rex	Flights - Perth - People & Culture training	\$ 408.95
11/06/2025	Uber	Travel - Perth - Volunteer showcase	\$ 57.91
12/06/2025	Art Series Adnate	Accommodation - Perth - Coastal safety awards	\$ 290.26
12/06/2025	Art Series Adnate	Accommodation - Perth - Coastal safety awards	\$ 287.10
12/06/2025	Quay Perth	Accommodation - Perth - Coastal safety awards	\$ 236.95
12/06/2025	Uber	Travel - Perth - Conference	\$ 82.22
12/06/2025	Unicard	Office supplies	\$ 191.40

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 22/07/2025 for confirmation in respect to accounts already paid via credit cards.

DATE	CREDITOR	PARTICULARS	AMOUNT
12/06/2025	Vibe Hotel Subiaco	Accommodation - Perth - Volunteer showcase	\$ 354.20
13/06/2025	Kmart	Office supplies	\$ 109.00
13/06/2025	Uber	Travel - Perth - Conference	\$ 14.00
13/06/2025	Rex	Flights - Perth - Waste facilities inspection training	\$ 408.95
13/06/2025	Rex	Flights - Perth - Waste facilities inspection training	\$ 408.95
16/06/2025	Rex	Flights - Perth - Waste facilities inspection training	\$ 408.95
16/06/2025	Rex	Flights - Perth - Waste facilities inspection training	\$ 408.95
17/06/2025	Uber	Travel - Perth - LG emergency forum	\$ 68.29
17/06/2025	Rex	Flights - Perth - Waste facilities inspection training	\$ 408.95
17/06/2025	Esperance Show	Trade stand - Esperance Ag show	\$ 510.00
17/06/2025	Country Comfort Perth	Accommodation - Perth - Gas & breathing training	\$ 513.58
18/06/2025	Uber	Travel - Perth - LG emergency forum	\$ 39.05
18/06/2025	Quest Innaloo	Accommodation - Perth - LG emergency forum	\$ 756.98
18/06/2025	Australia Post Esperance	Leaving gift	\$ 305.95
23/06/2025	Uber	Travel - Perth - LG emergency forum	\$ 74.27
24/06/2025	Uber	Travel - Perth - Conference	\$ 11.79
18/06/2025	Woolworths	Catering	\$ 107.00
27/05/2025	Shop Terracycle	Waste management supplies	\$ 246.00
28/05/2025	Walga Events	Training & education	\$ 300.00
5/06/2025	A.V.A Cuisine Pty Ltd	Meals - Perth - Coastal Safety Conference	\$ 62.68
6/06/2025	Ruby Collective	Meals - Perth - Coastal Safety Conference	\$ 5.99
7/06/2025	Delaware North	Meals - Perth - Coastal Safety Conference	\$ 20.00
11/06/2025	LS Costanza Pty Ltd	Meals - Perth - Coastal Safety Conference	\$ 112.78
11/06/2025	The Island Brewhouse	Meals - Perth - Coastal Safety Conference	\$ 32.54
11/06/2025	Per Barista	Meals - Perth - Coastal Safety Conference	\$ 15.45
12/06/2025	Kinky Lizard	Meals - Perth - Coastal Safety Conference	\$ 4.97
12/06/2025	1982 Food And Coffee	Meals - Perth - Coastal Safety Conference	\$ 37.05
16/06/2025	Grill'd	Meals - Perth - Coastal Safety Conference	\$ 37.40
18/06/2025	Delaware North	Meals - Perth - Coastal Safety Conference	\$ 28.00
18/06/2025	Per Barista	Meals - Perth - Coastal Safety Conference	\$ 14.24
28/05/2025	Red Dot Stores	Office supplies - Civic Centre	\$ 79.98
28/05/2025	Retra Vision	Office supplies - Civic Centre	\$ 108.00
3/06/2025	Woolworths	Gift voucher - Volunteers	\$ 200.00
5/06/2025	Liquor Barons Esperance	Re-stock bar - Civic Centre	\$ 1,568.98
6/06/2025	Dominos Esperance	Volunteer meals	\$ 117.22
6/06/2025	Woolworths	Event supplies - Youth Week	\$ 106.95
12/06/2025	Kmart	Office supplies - Civic Centre	\$ 28.00
13/06/2025	Facebook	Event advertising - Neon Showdown	\$ 3.00
14/06/2025	Facebook	Event advertising - Neon Showdown	\$ 3.00
15/06/2025	Facebook	Event advertising - Neon Showdown	\$ 3.00
16/06/2025	Facebook	Event advertising - Neon Showdown	\$ 3.00
17/06/2025	The Reject Shop	Event supplies - Balls up Bingo	\$ 79.50
17/06/2025	Centre Cinema Ticket	Prizes - Winter Wonderland	\$ 152.40
18/06/2025	Boulevard News Esperance	Office & stationery supplies	\$ 12.50
18/06/2025	The Toy Station	Event supplies	\$ 59.98
18/06/2025	Woolworths	Event supplies	\$ 17.60
18/06/2025	Facebook	Event advertising - Neon Showdown	\$ 3.00
19/06/2025	Kmart	Kitchen supplies - Civic Centre	\$ 15.00
19/06/2025	My Happy Helpers	Event supplies	\$ 204.57
19/06/2025	BWS Liquor	Re-stock bar - Civic Centre	\$ 133.00
19/06/2025	Facebook	Event advertising - Neon Showdown	\$ 3.00
20/06/2025	Esperance Anglican Church	Uniforms for exchange students	\$ 338.00
20/06/2025	Liquor Barons Esperance	Re-stock bar - Civic Centre	\$ 120.00
21/06/2025	Liquor Barons Esperance	Re-stock bar - Civic Centre	\$ 120.00
21/06/2025	Facebook	Event advertising - Neon Showdown	\$ 3.00
22/06/2025	Facebook	Event advertising - Neon Showdown	\$ 3.00

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 22/07/2025 for confirmation in respect to accounts already paid via credit cards.

DATE	CREDITOR	PARTICULARS	AMOUNT
23/06/2025	Supercheap Auto	Parts & repairs to trailer	\$ 17.98
24/06/2025	Facebook	Event advertising - Neon Showdown	\$ 5.00
24/06/2025	Topsigns	Signage for Winter Wonderland	\$ 16.50
27/05/2025	Casa Levy	Training & education	\$ 120.00
29/05/2025	DWER - Water	Clearing permit	\$ 2,400.00
5/06/2025	Sea Heavy Diesel Mechanicals	Bus inspection	\$ 257.35
5/06/2025	Darrens A1 Autos Pty Ltd	Bus inspection	\$ 193.75
13/06/2025	Darrens A1 Autos Pty Ltd	Vehicle inspection	\$ 193.75
		Total Credit Card Purchases 27/05/2025 - 26/06/2025	\$ 31,208.95

SHIRE OF ESPERANCE
PURCHASING CARDS PAYMENT LISTING

List of accounts due by Council submitted to the Ordinary Council Meeting held on 22/07/2025 for confirmation in respect to accounts already paid via purchasing cards, as summarised in Payment of Accounts Listing.

DATE	CREDITOR	PARTICULARS	AMOUNT
30/05/2025	Bunnings	Hardware & supplies	\$ 82.15
29/05/2025	Bunnings	Hardware & supplies	\$ 87.60
29/05/2025	Bunnings	Hardware & supplies	\$ 8.29
29/05/2025	Bunnings	Hardware & supplies	\$ 25.13
28/05/2025	Bunnings	Hardware & supplies	\$ 189.05
28/05/2025	Bunnings	Hardware & supplies	\$ 365.14
28/05/2025	Bunnings	Hardware & supplies	\$ 69.79
28/05/2025	Bunnings	Hardware & supplies	\$ 39.99
28/05/2025	Bunnings	Hardware & supplies	\$ 88.38
27/05/2025	Bunnings	Hardware & supplies	\$ 42.72
27/05/2025	Bunnings	Hardware & supplies	\$ 76.85
27/05/2025	Bunnings	Hardware & supplies	\$ 62.22
27/05/2025	Bunnings	Hardware & supplies	\$ 24.70
27/05/2025	Bunnings	Hardware & supplies	\$ 57.40
26/05/2025	Bunnings	Hardware & supplies	\$ 267.39
26/05/2025	Bunnings	Hardware & supplies	\$ 42.05
25/05/2025	Bunnings	Hardware & supplies	\$ 22.73
23/05/2025	Bunnings	Hardware & supplies	\$ 232.74
22/05/2025	Bunnings	Hardware & supplies	\$ 108.72
22/05/2025	Bunnings	Hardware & supplies	\$ 33.77
22/05/2025	Bunnings	Hardware & supplies	\$ 39.80
22/05/2025	Bunnings	Hardware & supplies	\$ 7.47
22/05/2025	Bunnings	Hardware & supplies	\$ 258.64
22/05/2025	Bunnings	Hardware & supplies	\$ 33.99
22/05/2025	Bunnings	Hardware & supplies	\$ 5.37
22/05/2025	Bunnings	Hardware & supplies	\$ 75.60
22/05/2025	Bunnings	Hardware & supplies	\$ 21.88
21/05/2025	Bunnings	Hardware & supplies	\$ 1,128.30
21/05/2025	Bunnings	Hardware & supplies	\$ 22.94
20/05/2025	Bunnings	Hardware & supplies	\$ 56.84
20/05/2025	Bunnings	Hardware & supplies	\$ 116.87
19/05/2025	Bunnings	Hardware & supplies	\$ 441.05
19/05/2025	Bunnings	Hardware & supplies	\$ 14.25
16/05/2025	Bunnings	Hardware & supplies	\$ 38.50
16/05/2025	Bunnings	Hardware & supplies	\$ 11.32
15/05/2025	Bunnings	Hardware & supplies	\$ 57.29
15/05/2025	Bunnings	Hardware & supplies	\$ 94.02
15/05/2025	Bunnings	Hardware & supplies	\$ 1,131.61
15/05/2025	Bunnings	Hardware & supplies	\$ 200.79
15/05/2025	Bunnings	Hardware & supplies	\$ 45.50
15/05/2025	Bunnings	Hardware & supplies	\$ 140.00
14/05/2025	Bunnings	Hardware & supplies	\$ 48.12
14/05/2025	Bunnings	Hardware & supplies	\$ 531.09
14/05/2025	Bunnings	Hardware & supplies	\$ 141.55
14/05/2025	Bunnings	Hardware & supplies	\$ 5.35
13/05/2025	Bunnings	Hardware & supplies	\$ 135.09
13/05/2025	Bunnings	Hardware & supplies	\$ 5.14
13/05/2025	Bunnings	Hardware & supplies	\$ 175.28
13/05/2025	Bunnings	Hardware & supplies	\$ 110.34
12/05/2025	Bunnings	Hardware & supplies	\$ 59.50
12/05/2025	Bunnings	Hardware & supplies	\$ 53.29
12/05/2025	Bunnings	Hardware & supplies	\$ 10.44
12/05/2025	Bunnings	Hardware & supplies	\$ 98.93
11/05/2025	Bunnings	Hardware & supplies	\$ 27.53

SHIRE OF ESPERANCE
PURCHASING CARDS PAYMENT LISTING

List of accounts due by Council submitted to the Ordinary Council Meeting held on 22/07/2025 for confirmation in respect to accounts already paid via purchasing cards, as summarised in Payment of Accounts Listing.

DATE	CREDITOR	PARTICULARS	AMOUNT
09/05/2025	Bunnings	Hardware & supplies	\$ 14.08
08/05/2025	Bunnings	Hardware & supplies	\$ 46.86
08/05/2025	Bunnings	Hardware & supplies	\$ 86.04
08/05/2025	Bunnings	Hardware & supplies	\$ 179.00
07/05/2025	Bunnings	Hardware & supplies	\$ 11.17
07/05/2025	Bunnings	Hardware & supplies	\$ 24.70
06/05/2025	Bunnings	Hardware & supplies	\$ 70.07
06/05/2025	Bunnings	Hardware & supplies	\$ 34.06
06/05/2025	Bunnings	Hardware & supplies	\$ 13.96
05/05/2025	Bunnings	Hardware & supplies	\$ 384.40
05/05/2025	Bunnings	Hardware & supplies	\$ 586.48
05/05/2025	Bunnings	Hardware & supplies	\$ 166.99
01/05/2025	Bunnings	Hardware & supplies	\$ 5.87
01/05/2025	Bunnings	Hardware & supplies	\$ 23.16
16/06/2025	Bunnings	Hardware & supplies	-\$ 17.56
01/05/2025	Bunnings	Hardware & supplies	\$ 38.00
16/06/2025	Bunnings	Hardware & supplies	\$ 29.29
05/06/2025	Woolworths	Consumables & supplies	\$ 28.50
26/06/2025	Woolworths	Consumables & supplies	-\$ 28.50
24/06/2025	Woolworths	Consumables & supplies	\$ 148.90
25/06/2025	Woolworths	Consumables & supplies	\$ 13.05
23/06/2025	Woolworths	Consumables & supplies	\$ 6.00
23/06/2025	Woolworths	Consumables & supplies	\$ 805.14
20/06/2025	Woolworths	Consumables & supplies	\$ 120.35
20/06/2025	Woolworths	Consumables & supplies	\$ 89.11
20/06/2025	Woolworths	Consumables & supplies	\$ 77.95
20/06/2025	Woolworths	Consumables & supplies	\$ 87.96
13/06/2025	Woolworths	Consumables & supplies	\$ 100.39
13/06/2025	Woolworths	Consumables & supplies	\$ 4.95
11/06/2025	Woolworths	Consumables & supplies	\$ 28.13
11/06/2025	Woolworths	Consumables & supplies	\$ 205.25
16/06/2025	Woolworths	Consumables & supplies	\$ 45.05
13/06/2025	Woolworths	Consumables & supplies	\$ 8.70
11/06/2025	Woolworths	Consumables & supplies	\$ 20.40
11/06/2025	Woolworths	Consumables & supplies	\$ 92.96
11/06/2025	Woolworths	Consumables & supplies	\$ 11.60
12/06/2025	Woolworths	Consumables & supplies	\$ 14.50
05/06/2025	Woolworths	Consumables & supplies	\$ 28.50
12/06/2025	Woolworths	Consumables & supplies	\$ 44.20
19/06/2025	Woolworths	Consumables & supplies	\$ 44.65
30/05/2025	Woolworths	Consumables & supplies	\$ 126.62
12/06/2025	Woolworths	Consumables & supplies	-\$ 126.62
30/05/2025	Woolworths	Consumables & supplies	\$ 97.00
12/06/2025	Woolworths	Consumables & supplies	-\$ 97.00
04/06/2025	Woolworths	Consumables & supplies	\$ 10.40
30/05/2025	Woolworths	Consumables & supplies	\$ 97.00
29/05/2025	Woolworths	Consumables & supplies	\$ 20.25
09/06/2025	Woolworths	Consumables & supplies	\$ 126.62
26/05/2025	Woolworths	Consumables & supplies	\$ 31.15
03/06/2025	Woolworths	Consumables & supplies	\$ 299.13
29/05/2025	Woolworths	Consumables & supplies	\$ 62.15
27/05/2025	Woolworths	Consumables & supplies	\$ 40.99
30/05/2025	Woolworths	Consumables & supplies	\$ 37.00
27/05/2025	Woolworths	Consumables & supplies	\$ 17.40

SHIRE OF ESPERANCE
PURCHASING CARDS PAYMENT LISTING

List of accounts due by Council submitted to the Ordinary Council Meeting held on 22/07/2025 for confirmation in respect to accounts already paid via purchasing cards, as summarised in Payment of Accounts Listing.

DATE	CREDITOR	PARTICULARS	AMOUNT
04/06/2025	Woolworths	Consumables & supplies	\$ 16.10
06/05/2025	Woolworths	Consumables & supplies	\$ 366.94
08/05/2025	Woolworths	Consumables & supplies	\$ 4.70
03/06/2025	Woolworths	Consumables & supplies	\$ 29.30
03/06/2025	Woolworths	Consumables & supplies	\$ 17.00
06/06/2025	Woolworths	Consumables & supplies	\$ 77.55
22/05/2025	Woolworths	Consumables & supplies	\$ 38.00
29/05/2025	Woolworths	Consumables & supplies	\$ 50.80
02/05/2025	Woolworths	Consumables & supplies	\$ 67.33
09/06/2025	Woolworths	Consumables & supplies	-\$ 500.00
09/06/2025	Woolworths	Consumables & supplies	\$ 500.00
06/06/2025	Woolworths	Consumables & supplies	\$ 88.00
30/05/2025	Woolworths	Consumables & supplies	\$ 21.00
30/05/2025	Woolworths	Consumables & supplies	\$ 3.00
31/05/2025	South East Petroleum	Fuel supplies	\$ 395.49
09/05/2025	South East Petroleum	Fuel supplies	\$ 11,133.43
19/05/2025	South East Petroleum	Fuel supplies	\$ 19,579.56
19/05/2025	South East Petroleum	Fuel supplies	\$ 5,291.62
16/05/2025	South East Petroleum	Fuel supplies	\$ 1,056.40
13/05/2025	South East Petroleum	Fuel supplies	\$ 7,949.70
14/05/2025	South East Petroleum	Fuel supplies	\$ 1,616.67
14/05/2025	South East Petroleum	Fuel supplies	\$ 9,700.02
06/05/2025	South East Petroleum	Fuel supplies	\$ 16,078.98
06/05/2025	South East Petroleum	Fuel supplies	\$ 1,299.05
17/05/2025	South East Petroleum	Fuel supplies	\$ 133.10
17/05/2025	South East Petroleum	Fuel supplies	\$ 4,795.53
05/05/2025	South East Petroleum	Fuel supplies	\$ 2,369.21
07/05/2025	South East Petroleum	Fuel supplies	\$ 4,715.46
07/05/2025	South East Petroleum	Fuel supplies	\$ 1,463.42
28/05/2025	South East Petroleum	Fuel supplies	\$ 13,838.96
24/05/2025	South East Petroleum	Fuel supplies	\$ 11,406.01
28/05/2025	South East Petroleum	Fuel supplies	\$ 1,394.37
22/05/2025	South East Petroleum	Fuel supplies	\$ 1,575.34
21/05/2025	South East Petroleum	Fuel supplies	\$ 1,227.27
31/05/2025	South East Petroleum	Fuel supplies	\$ 1,008.61
		Total Purchases by Purchasing Cards June 2025	\$ 130,514.81

Item: 12.3.5

Shared Regional Independent Chair - Audit, Risk and Improvement Committee

Author/s	Felicity Baxter	Director Corporate and Community Services
Authoriser/s	Shane Burge	Chief Executive Officer

File Ref: D25/21292

Applicant
N/A

Location/Address
N/A

Executive Summary

For Council to consider the proposal by GVROC that a shared regional independent Chair for the Audit, Risk and Improvement Committee (ARIC) be appointed across member Councils.

Recommendation in Brief

That Council, in accordance with s5.12 and s5.13 of the Local Government Act; support the proposal for the appointment of a shared regional independent Chair for the Audit, Risk and Improvement Committee across GVROC and member Councils.

Background

In alignment with the Local Government Amendment Act 2024, which mandates that an independent person outside of the Council and Local Government Authority (LGA) in the Goldfield Esperance region could under the Goldfields Voluntary Regional Organisation of Councils (GVROC) join and appoint a single shared qualified professional to serve as the independent Chair for the ARIC's of all nine member Councils.

At the last GVROC meeting held on the 30 May 2025 it was resolved that:

1. GVROC supported the proposal for the appointment of a shared regional independent Chair for Audit, Risk and Improvement Committees (ARIC's) across GVROC Member Councils.
2. Request that each GVROC Local Government Authority (LGA) take this proposal to their individual Councils for consideration and to make a decision on whether they would support this proposal and report back to the GVROC Executive Officer for inclusion and discussion at the next GVROC meeting in July 2025.

Given the vast geographical expanse and the shared challenges, the GVROC Councils face, a unified approach to appointing a shared independent ARIC Chair should be both practical and beneficial.

This collaborative approach could reduce the costs to each LGA, create synergies, ensure compliance with the legislative requirements, enhance governance standards, and optimise regional resource utilisation.

By appointing a single shared independent Chair across all member Councils, GVROC ensures uniform compliance with the requirements of the Local Government Amendment Act 2024.

Benefits of a shared regional appointment:

- Consistency in oversight: A single Chair ensures uniform application of audit and risk management practices across all member Councils.
- Resource efficiency: Pooling resources reduces individual Council expenditures related to recruitment, training and remuneration.
- Enhanced expertise: A professional Chair brings specialized knowledge, improving the quality of oversight and recommendations.
- Improved collaboration: Shared leadership fosters inter-Council communication and the sharing of best practices.

Proposed selection criteria for a shared independent Chair:

- Professional Qualifications: Membership in a recognised professional body (e.g. CPA Australia, Chartered Accountants Australia and New Zealand)
- Resource efficiency: Pooling resources reduces individual Council expenditures related to training, and remuneration.
- Enhanced expertise: A professional Chair brings specialised knowledge, improves the quality of oversight and recommendations.

Proposed Implementation Plan:

- **Approval:** GVROC to endorse the proposal and allocate necessary resources.
- **Recruitment:**
 - Develop a detailed position description and selection criteria.
 - Advertise the position through the appropriate channels
- **Selection:**
 - Establish a selection panel comprising representatives from member Councils.
 - Conduct interviews and reference checks.
- **Appointment:**
 - Formalise the appointment through a contract outlining roles, responsibilities, remuneration and term.
- **Orientation:**
 - Provide the appointed Chair with an overview of GVROC operations and Council contexts.

Officer's Comment

Appointing a single qualified independent Chair for the ARIC's across those GVROC member Councils that wish to join, presents a strategic move that ensures legislative compliance, promotes consistency in governance and optimises resource utilisation.

This collaborative approach reflects GVROC's commitment to excellence in local government operations. Given the vast geographical expanse and the shared challenges, the GVROC Councils face, a unified approach to appointing a shared independent ARIC Chair should be both practical and beneficial.

This collaborative approach could reduce the costs to each LGA, create synergies, ensure compliance with the legislative requirements, enhance governance standards, and optimize regional resource utilization.

By appointing a single shared independent Chair across all member Councils, GVROC ensures uniform compliance with the requirements of the Local Government Amendment Act 2024.

It is recommended that the Shire of Esperance take this opportunity and proceed to establish a single qualified independent Chair for the ARIC's across the GVROC member Councils.

Consultation

GVROC Members
EMT

Financial Implications

The costs associated with the appointment, remuneration, travel and administrative support will be shared among those member Councils wanting to share the appointment of an independent Chair based on an agreed formula, considering factors such as Council size and budget.

It is expected that this may be approximately \$5,000 to \$10,000 contribution to the consultancy and sitting fees.

Asset Management Implications

Nil

Statutory Implications

Compliance with the Local Government Amendment Act 2024. Section 87 Part 2 Clause 7.1CB states that two or more LGA's may have shared ARIC members.

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Leadership

Community confidence and trust in Council

Environmental Considerations

Nil

Attachments

A₁. Fact Sheet- Audit Committees

Officer's Recommendation

That Council support the proposal for the appointment of a shared regional independent Chair for the Audit, Risk and Improvement Committee across GVROC and member Councils.

Voting Requirement

Simple Majority



Department of
Local Government, Sport
and Cultural Industries

A large, abstract graphic on the left side of the page, composed of several overlapping, curved shapes in shades of blue, green, and purple, creating a sense of depth and movement.

Fact sheet: Reforms to governance and committees

Local Government Amendment Bill 2024

Introduction

The *Local Government Amendment Act 2024* (the Amendment Act) amends the *Local Government Act 1995* (the Act) to advance various reforms, including the establishment of a new Local Government Inspector (the Inspector) and monitors to enhance early intervention and assist local governments in resolving dysfunction.

In addition to the [Inspector and monitor reforms](#), a range of other reforms are being introduced that focus on good governance and decision-making at council and committee meetings:

- Revising the roles and responsibilities for the council, council members and local government chief executive officers (CEOs) to clarify the separation of powers and duties within local governments.
- Improving rules for closing part of a council or committee meeting to the public, to ensure greater transparency and that these meetings are held openly wherever possible.
- Changing audit committees to have an improved focus as “audit, risk and improvement committees” that will be independently chaired, with greater clarity on how council committees should operate.

Roles and responsibilities

Commenced December 2024

The role of councils is to lead and represent their communities. Councils do so by engaging with their community, making decisions and setting the strategic direction of a local government. The administrative arm of the local government is responsible for implementing decisions and plans made by council.

The roles of the council, mayors or presidents, council members and the CEO have been further clarified in the second tranche of reforms. These changes ensure there is a clear distinction between the functions and responsibilities of a council and a CEO.

All council members are expected to:

- represent the interests of electors, ratepayers and residents of the district as well as consider the interests of other persons who work in or visit the district.
- participate in the decision-making process of the local government at council and committee.
- facilitate communication with the community about the local government’s decisions.
- facilitate and maintain good working relationships with other council members and the CEO.
- observe the separation of roles of the council and CEO.
- make decisions on merit, evidence and law, conscious of the capacity of the local government and with consideration of the local government’s finances and resources.
- promote an organisational culture that respects employees.

- maintain and develop the requisite skills to effectively perform their role.

As the leader of the local government council, mayors or presidents perform the following roles in addition to their council member role:

- provide leadership and guidance to the council and its members, including guidance about their roles.
- act as the principal spokesperson of the local government, including at ceremonial and civic functions, in a manner consistent with the resolutions of the council.
- preside at meetings of the council, maintaining order at those meetings and ensuring that those meetings are conducted in a manner consistent with the Act.
- promote and facilitate positive and constructive working relationships among council members.
- liaise with the CEO regarding the local government's affairs and performance of its functions.

The CEO is responsible for the administration and operation of the local government, including:

- causing council decisions to be implemented.
- managing the provision of the services and facilities that the council has determined the local government will provide.
- determining procedures and systems to implement the local government's policies and managing the local government's administration and operations.
- the employment, management, supervision and direction of other employees.
- ensuring that records and documents of the local government are properly kept.
- advising and procuring advice for the council in relation to the local government's affairs and performance of its functions.
- ensuring that the council has the information and advice it needs to make informed and timely decisions.
- keeping the minutes of council meetings.

The CEO liaises with the mayor or president on the local government's affairs and performance of its functions and may speak on behalf of the local government, with the mayor or president's agreement.

Role clarity is vital especially when different roles need to work together to achieve shared objectives. When people understand their roles, better decisions can be made and implemented more effectively, resulting better outcomes and improved use of ratepayer funds.

Finally, as of 7 December 2024 local governments are required to advise the Department of Local Government, Sport and Cultural Industries (DLGSC) when vacancies on the council arise.

Roles of the council and local government staff



Meetings behind closed doors

To be commenced

By default, under the reforms, all council and committee meetings must be open to the public. In certain circumstances, part of a meeting may be closed to deal with specific information where there is a clear public interest for that information to remain confidential.

The reforms provide a much stronger definition of the limited reasons to close a meeting.

Matters where a meeting must be closed include:

- a committee of the Parliament advising the local government to be confidential
- the recruitment or employment of the CEO or a senior employee, including termination or review of the CEO's performance.

Examples of the types of information to be considered that may provide a basis for closing part of a meeting include:

- Legal advice or other matters which legal professional privilege extend to.
- Information relating to the personal affairs of an individual.
- Information contained in a tender received by the local government where that information is the tendered price or the tendered methodology for calculating that price.
- Information contained in a tender where the information discloses any technology, technology, or any manufacturing, industrial or trade process, that the tenderer proposes to use in performing the contract and which is not public (and if made public would have an adverse effect on the tenderer's business interests).
- Information which would endanger the security of the local government property or operations, including cybersecurity matters.
- Information which could impair the effectiveness of an investigation or that deals with a contravention or possible contravention of the law.

The reforms clarify that:

- A decision to close part of a meeting must be made in an open part of a meeting.
- The local government is to record the reason for closing part of a meeting, including the type of information that is to be considered.
- The minutes must include a description of how the local government has sought to maximise the degree of information available to the public about the matter being considered.

The Amendment Act also contains a new section to define irrelevant reasons for closing part of a meeting. These include:

- the information to be considered would cause embarrassment to the local government, council, or any individual
- the matter is controversial
- making the information public would result in criticism.

The new Inspector will be able to review a decision to close part of a meeting to the public.

All local governments are required to audio record parts of a meeting that are closed to the public. Additionally, as proposed in the reforms, the Inspector will be able to order that the local government release the audio recording to the public if the Inspector determines that the meeting was not closed in accordance with the Act or regulations.

Audit, risk and improvement committees

To be commenced

Audit committees will be revised as audit, risk and improvement committees (ARICs) and must have an independent presiding member to ensure a level of neutrality and impartial oversight in chairing these meetings. An independent presiding member must be a person who is not a council member of any local government or an employee of the local government. If a deputy presiding member is appointed, they must also be independent.

The introduction of an independent presiding member provides an opportunity for increased community confidence in a local government's financial and risk management. There may also be benefit to the local government through appointing an independent presiding member with risk and financial management expertise that may otherwise be unavailable.

This reform reflects modern governance practices in State Government authorities and agencies as well as private corporations.

Under the current provisions of the Act, an audit committee is required to be established comprising of 3 or more persons appointed by an absolute majority decision of the local government. The majority of the members must be council members and the CEO or a local government employee cannot be a member.

Audit, risk and improvement committee model

The Act provides for the following distinct committee member roles:

- Presiding Member – responsible for facilitating and chairing committee meetings (section 5.12).
- Deputy Presiding Member – comparable to a Deputy Mayor/President, a deputy presiding member is a committee member who presides at meetings of the committee in the absence of the presiding member (section 5.12(2)).
- Deputy Member – a deputy to a committee member who only performs the function of the ordinary member when they are unable to do so (section 5.11A).

Under section 87 of the Amendment Act, a local government will be required to appoint an independent person as presiding member of the ARIC.

The reforms will require an ARIC to be structured as follows:

Independent Presiding Member

- A local government must appoint an independent person as presiding member of the ARIC.

Independent Deputy Member/Deputy Presiding Member

- A local government must appoint an independent person as Deputy Member to the Presiding Member, stepping in when the Presiding Member is unavailable.
- A local government may also appoint an independent committee member as Deputy Presiding Member.

Other Members

- The ARIC must have at least three members including the independent presiding member.
- The CEO and local government employees cannot be members of the ARIC.

Smaller local governments may also now choose to share an ARIC to reduce the burden on their resources.

Council committees

The Amendment Act includes changes to allow for greater transparency and clarity on how council committees operate.

The appointment process for appointing presiding members and deputy presiding members has also been simplified. From 1 July 2025 Councils will now appoint these roles by absolute majority decision, instead of the committee electing those roles by secret ballot.

Local governments are still able to establish informal working groups outside of the Act, which are not committees, to engage with their community or develop ongoing networks. The requirements of the Act do not apply to such groups.

Questions? Get in touch with DLGSC via email to actreview@dlgsc.wa.gov.au



Department of Local Government,
Sport and Cultural Industries
PO BOX 8349
Perth Business Centre WA 6849
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Website: www.dlgsc.wa.gov.au

12.4 EXECUTIVE SERVICES

Item: 12.4.1

Information Bulletin - June 2025

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

File Ref: D25/18053

Applicant

Internal

Strategic Implications

Council Plan 2022 – 2032

Performance - Outcome 15. Operational excellence and financial sustainability

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

Attachments

- A¹. Information Bulletin - June 2025
- B¹. Council Priorities Summary - Corporate Performance - June 2025
- C¹. Delegations Discharge Register - Corporate Resources
- D¹. Status Report - Outstanding Council Resolutions
- E¹. Appreciation Letter - Support Disability Services Expansion in Esperance - 4 and 4A Hicks Street - GIFSA

Officer's Recommendation

That Council accepts:

1. **Information Bulletin – June 2025**
2. **Council Priorities Summary – Corporate Performance - June 2025**
3. **Delegations Discharge Register – Corporate Resources**
4. **Status Report - Outstanding Council Resolutions**
5. **Appreciation Letter - Support Disability Services Expansion in Esperance - GIFSA**

Voting Requirement

Simple Majority



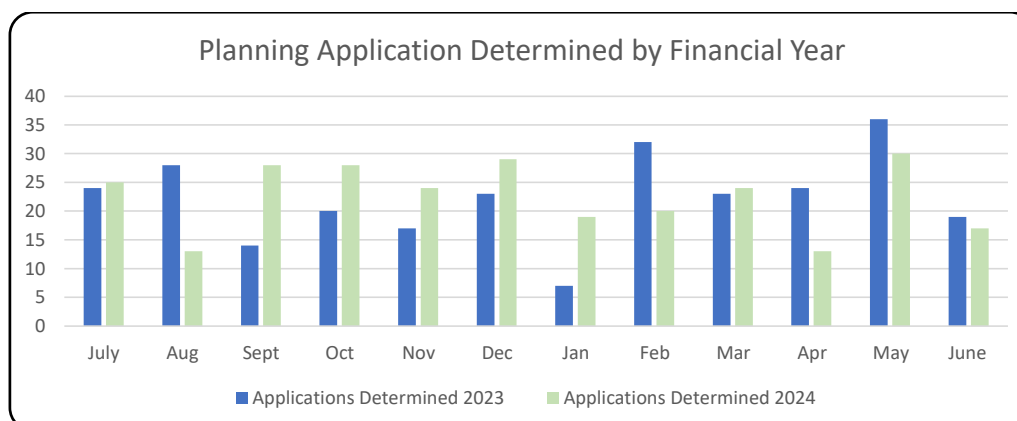
INFORMATION BULLETIN

ORDINARY COUNCIL MEETING

June 2025



Planning Services Applications – June 2025

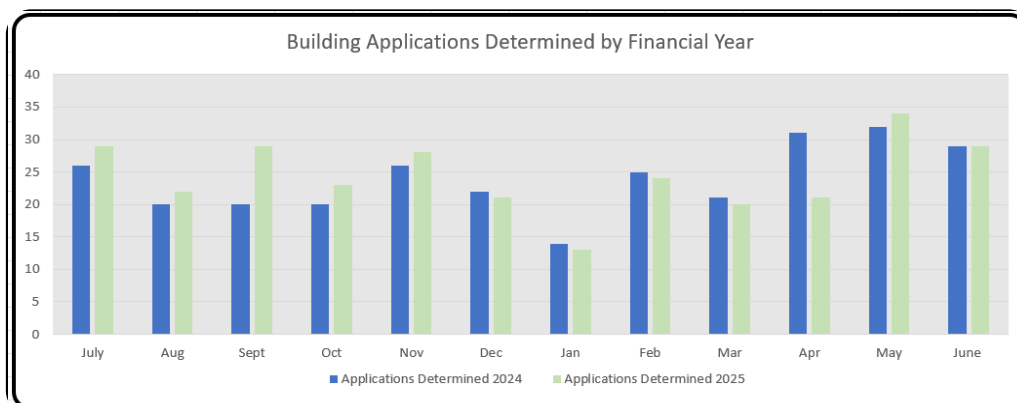


Property	Proposal
15 Asken Turn BANDY CREEK	Dwelling - Single House
207 Goldfields Rd CASTLETOWN	Dwelling - Single House
9 Pink Lake Rd ESPERANCE	Outbuilding (Shed)
Lot 127 Shark Lake Road MONJINGUP	Industrial Building
13A Phyllis St CASTLETOWN	Residential Building
37 Mungan St ESPERANCE	Outbuilding (Shed)
37 Hockey Pl WEST BEACH	Fence
27 Sheldon Rd CHADWICK	Industrial Building
Lot 63 Shark Lake Rd MONJINGUP	Dwelling - Single House
4 Emily St ESPERANCE	Holiday House
28 Brockman St ESPERANCE	Dwelling - Alterations / Additions
11 Castletown Qys CASTLETOWN	Retaining Walls
37 Windabout Way WINDABOUT	Outbuilding (Shed)
19 Frearson St CASTLETOWN	Fence
72 The Esplanade ESPERANCE	Office
89 Lalor Dr WINDABOUT	Dwelling - Single House
19 Mutch Ave COOMALBIDGUP	Outbuilding (Shed)

Specific Comments relating to Monthly Statistics

- 4 Outbuildings were approved.
- 1 Dwellings Alterations was approved.
- 4 Dwellings were approved.
- 1 Holiday House was approved.

Building Services Approvals – June 2025



Property	Proposal	Values (\$)
24 Padbury Street ESPERANCE	Shed 86m2	18,000
67 Dempster Street ESPERANCE	Temporary Occupancy Permit - Unit 1 Only	0
38 Davis Road MONJINGUP	Amendment - Two Patio Additions to Dwelling 57m2	19,000
194 Barook Road PINK LAKE	Stratco Patio 102.6m2	19,990
112 Kingsmill Retreat PINK LAKE	Relocated Shed for Storage 144m2 (Class 10)	10,000
31 Brazier Street CHADWICK	Amendment – Class 7b Storage Shed 360m2	54,873
11 Wickham Close CASTLETOWN	Shed 42m2	8,800
1/34 Westmacott Street CASTLETOWN	Patio Addition 16m2	5,900
Lot: 2 D: 89346 1,802 Parmango Road HOWICK	Occupancy Permit - Relocated - Class 8 - CBH Sample Hut 98m2	0
30 Castletown Quays CASTLETOWN	Two Storey Dwelling with Garage, Alfresco and Retaining Walls 543m2	1,600,000
Lot: 21 Pln: 2546 13 Cornell Street WEST BEACH	Dwelling Addition & Retaining Wall	38,000
14 Waterlily Way CASTLETOWN	Stratco Patio Addition 30m2	15,000
24B Hicks Street ESPERANCE	Single Dwelling and Retaining Wall 213m2	566,667
24C Hicks Street ESPERANCE	Single Dwelling and Retaining Wall 213m2	566,667
Lot: 34 Shark Lake Road MONJINGUP	Stage Two - Sanitary Facility (Class 10a) 5.46m2	30,000
1 Hughes Road WEST BEACH	Shed 25m2	8,000
7 Alexander Drive CASTLETOWN	Dwelling - Kitchen and Dining Alterations	150,000

33 Dauphin Crescent CASTLETOWN	Shed 75m2 Amendment - Change of Builder - Shed 75m2	45,000 0
94 Mississippi Bend PINK LAKE	Shed 100m2	50,000
Lot: 403 The Getaway PINK LAKE	Dwelling 81.95m2 with Verandah 95m2 & Water Tank 130L	120,000
Lot: 403 The Getaway PINK LAKE	Shed 96m2	25,000
8 Chaplin Street CASTLETOWN	Demolition of Dwelling with Asbestos Roof	17,600
42 Warrington Street ESPERANCE	Two Storey Dwelling - Alterations / Addition 79.97m2	200,000
57 Norseman Road CASTLETOWN	Install Solar Panels on Esperance Rural Supplies	65,000
26 Black Street ESPERANCE	Graham Mackenzie Stadium Redevelopment (Class 9b) 2457m2	6,816,846
37 Randell Street ESPERANCE	Shade Sails 90m2	15,000
Lot: 1088 Neds Corner Road CASCADE	Hay Storage Farm Shed (Class 7b) 864m2	249,563
TOTAL		\$10,714,906

Specific Comments relating to Monthly Statistics

- 44 Pool Barrier inspections were undertaken in June, only 15 barriers complied.
- Graham McKenzie Building Permit was issued 12/06/2025.
- Building Permits have been issued for a total of 4 new dwellings in June.
- Currently there are 49 Building Permit applications awaiting technical assessments or waiting for further information to be provided.





Council Plan Summary

Q4 2024/2025



Shire of Esperance

Council Plan June, Q4 2024/2025

People

A safe community

Action Code	Action Name	Comments	Responsible Officer Position
1.1.1	Advocate for increased police presence	Nothing further to report this month.	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)	Supported a request from GIFSA to relinquish reserve vesting for 4 Hicks Street to allow for disability and respite housing.	Chief Executive Officer
1.2.1	Advocate for animal welfare organisations, such as RSPCA, to have a greater presence in Esperance to respond to local animal welfare issues	Rangers met with RSPCA on their recent visit to Esperance and are actively looking for opportunities to improve animal welfare in the Shire.	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

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Action Code	Action Name	Comments	Responsible Officer Position
2.2.1	Lead implementation of the Esperance Greater Sports Ground Redevelopment Masterplan	Budget proposal for next financial year finalised, will be working on associated works required for the Hockey turf and third soccer pitch.	Director Asset Management
2.2.2	Provide a third soccer pitch at the Greater Sports Ground	Design will commence shortly.	Director Asset Management
2.2.3	Graham Mackenzie Stadium Project	Demolition complete, building plans approved and earthworks are continuing.	Director Asset Management
2.2.4	Develop a Bay of Isles Leisure Centre Management Plan	Management Plan adopted by Council. Ongoing work around objectives identified over next 12 - 18 months.	Manager Recreation and Culture
2.3.1	Finalise design and pursue funding for James Street Cultural Precinct	In progress.	Director External Services
2.3.2	Implement the Interpretation Plan for Esperance Museum, including an Aboriginal interpretive section	Nothing further to report, artefacts still with WA museum.	Manager Recreation and Culture
2.4.1	Explore sustainable funding sources to attract, manage and support local volunteers	The Federal Government has continued it's Volunteer Management Activity Grant, funneled through peak volunteering bodies. We have applied for this additional round and been accepted, with paperwork finalising this coming month for a youth-focussed volunteer program to take shape over the next 12 months.	Volunteer Resource Centre Coordinator
2.4.2	Explore options to recognise, reward and incentivise volunteers	We are in the process of finalising our film project that spanned the past 12 months, and our final video to be made live soon showcases a variety of volunteers from Esperance speaking to what drives them to volunteer and what their volunteering brings to our community. It's	Volunteer Resource Centre Coordinator

Shire of Esperance

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Action Code	Action Name	Comments	Responsible Officer Position
		a really lovely snapshot of the sector and we are excited to share this video soon.	

A welcoming, inclusive and connected community

Action Code	Action Name	Comments	Responsible Officer Position
3.1.1	Provide an Aboriginal Heritage Agreement to guide respectful consultation with Traditional Owners	A draft agreement has been developed. This is to be discussed further with ETNTAC.	Manager Parks & Environment
3.1.2	Provide assistance with events, activities and promotions to encourage greater awareness and participation in NAIDOC Week	Our team is working with Tjaltjraak to plan the annual NAIDOC Ball which is due to be held at the Civic Centre on the 22nd of August 2025.	Community Development & Events Manager
3.1.3	Facilitate Aboriginal dual naming of significant places	As opportunities arise.	Director Asset Management
3.1.4	Partner with traditional custodians to develop cultural trails with maps and interpretive signs to raise awareness, knowledge and understanding about local Aboriginal history and stories	Not started.	Manager Parks & Environment
3.1.5	Establish and strengthen relationships with local Aboriginal Stakeholders and organisations	Key officers from the Shire and Tjaltjraak met on the 19th of June to discuss the progress of the partnership Agreement. ETNAC spoke to highlights of achievement including the restorative environmental work completed at Tjaltjraak Boodja Park; The Boodja Lights event and progression on the Aquaculture project where Shire support is provided. Going forward our organisations will	Director Corporate and Community Services

Shire of Esperance

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Action Code	Action Name	Comments	Responsible Officer Position
		collaborate on Fire Management, building the Shire's Cultural Inclusion Strategy; the Wildflower Festival; improvements to Olympian Park with utilisation of State Govt funding received and engage in early consultation of the James Street Precinct design and integration of cultural elements.	
3.1.6	Support the Partnership Agreement with Esperance Tjaltjraak Native Title Aboriginal Corporation	In June 2025 a Partnership Agreement meeting was held between the Shire and Tjaltjraak on the 12th of June 2025. Our team also met with Tjaltjraak to help them plan the NAIDOC Ball which is due to be held at the Civic Centre on the 22nd of August. Over 3,000 attended the annual Taste of the World event that was held at the Civic Centre on the 2nd of June.	Community Development & Events Manager
3.2.1	Advocate for increased child care services through promotional campaigns	Advocacy from time to time through media about opportunities to develop family day care in Esperance. Construction on new childcare centre in Castletown is progressing well.	Chief Executive Officer
3.2.2	Provide regular events and activities to inform and engage the youth within our community	In June final planning for our new youth event Neon Showdown was our main focus. Neon showdown will be held at the indoor stadium on the 5th & 6th of July 2025. Also, the One and All Community program which will be held on the 7th, 10th and 16th of July.	Community Development & Events Manager
3.2.3	Implement youth precinct concept plan	As per budget.	Director Asset Management
3.3.1	Advocate for improved aged care facilities and palliative care	Nothing further to report this month.	Chief Executive Officer
3.3.2	Advocate for community and care services to support active aging in home	We have been finding issues with referrals coming to us with either no assessment or ones which are 2 or more	Manager Aged Care & Disability Services

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Action Code	Action Name	Comments	Responsible Officer Position
		years old, but still as a new referral. We have been working with the Steward team and referral agencies we are able to contact, to discuss each individual need. The assessment agencies have an ongoing waitlist of community members waiting for their assessment and referral to services like ourselves. This came about as the department awarded new assessment agency contracts earlier in the year. We are working with clients and the agencies to assist with triaging cases where possible.	
3.3.3	Provide flexible working arrangements at Esperance Home Care Centre to attract and retain staff	This has been 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
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. This forms part of business as usual when discussions happen with building development applications.	Chief Executive Officer
3.3.5	Provide appropriate level of ACROD parking bays	Parking design projects continue to be assessed to determine ACROD requirements.	Manager Asset Development
3.3.6	Provide improved beach access for people with disability	Working our way through the land access required. It has strongly be advised that we package up a number of land accesses agreements.	Director Asset Management
3.3.7	Implement actions and initiatives resulting from DAIP discussions and forums	Draft DAIP 2025 - 2030 has been workshopped and will be referred to internal stakeholders before being released for public comment.	Manager Development Services

Shire of Esperance

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Business as Usual

Action Code	Action Name	Comments	Responsible Officer Position
BAU1.1.1	Community Development	In April, May and June 2025 our team held and supported; French Week concert and workshops in early April, One and All Community program in the April school holidays, Mother's Day Classic and Reconciliation Week Walk in May and partnered with the Taste of the World team for their annual event on the 2nd of June. Community Grants, Sculpture Trail and the Student Exchange also happened in this quarter.	Community Development & Events Manager
BAU1.1.2	Esperance Home Care	<p>April to June was to be all about the preparations needed for the new act, standards and program, as this had been delayed, we have almost been in a bit of limbo.</p> <p>We will work on a new plan, as much of the changes needed had not been communicated fully to us. We hope to be able to use this additional time to keep our clients better informed of the changes and have planned monthly newsletters to go along side this.</p> <p>Staffing in our gardening area has once again been an issue, whilst we had a good number of applicants appointees turned down the role or were unable to prove suitability for the role. We have reinterviewed and will appoint a casual for now and re advertise for the PPT role.</p> <p>We had another break-in in our new shed this quarter which has prompted some urgent additions to our security with cameras to be fitted ASAP, as considered necessary. It appears that the design of the roller door is not as secure as we would like, and the hidden</p>	Manager Aged Care & Disability Services

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Action Code	Action Name	Comments	Responsible Officer Position
		aspect of the back door is not a deterrent. The Kitchen area is once again fully staffed with a new team member joining just in time for planned leave. This came about by rethinking the needs of the team and making adjustments to the role.	
BAU1.1.3	Bay of Isles Leisure Centre	Management Plan adopted by Council. Ongoing works to complete identified objectives over next 12 - 18 months.	Manager Recreation and Culture
BAU1.1.4	Esperance Civic Centre	The last 3 months have been quite busy and active at the Civic Centre. This includes regular hirers, touring shows, in-house events and the very popular 'Taste of the World' which saw around 3,000 people come through the Civic Centre in just over 3 hours. Quotes are still being sourced for the work that urgently needs to be done on the seating tiers in the main auditorium. Sections have become a safety issue, especially with converting these tiers. Events that require conversions continue to be limited to minimise the impact on the current failing infrastructure. The Shire is looking at applying for a Lotterywest Infrastructure grant but this can not progress until costs and possibly drawings are done.	Civic Centre Coordinator
BAU1.1.5	Esperance Public Library	Our new RFID technology was successfully installed this quarter much to the delight of staff and patrons. The returns shelf, circulation assist, and RFID wand will have significant benefit to efficiently and effectively	Library & Culture Coordinator

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Action Code	Action Name	Comments	Responsible Officer Position
		<p>issue and return items as well as improve our ability to maintain our collection.</p> <p>Library computers were updated to windows 11 and our Library Management System was upgraded to Spydus 11 with some minor teething problems. Navigating the introduction of new technology and changes to our major systems within a short timeframe was a credit to the technical staff and partners involved.</p> <p>May was busy with special events which included: hosting Dr Kim Maslin's book launch, participating in Paint Esperance REad Morning on the Museum Lawns; hosting two parenting workshops; delivering the annual Simultaneous Storytime @ Playgroup; livestreaming sessions of the Sydney Writers Festival over two days; hosting students from OLSOTS with an activity after they attended the Civic Centre and hosting an activity at Taste of the World. We were selected to host state government staff over three days for the Service WA app Kiosk where they assisted community members to claim the WA student payment.</p> <p>Our Library Technician ventured to several community groups to host tech-education talks. These were Rotary, BOICO and Men in Sheds.</p> <p>We welcomed and onboarded a new Library officer who has a focus on Library promotions.</p> <p>Our children's area was enhanced with the introduction</p>	

Shire of Esperance

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Action Code	Action Name	Comments	Responsible Officer Position
		of mobile shelving. This allows for more versatile use of the space as well as improved organisation of the junior collection.	
BAU1.1.6	Esperance Museum	Behind the scenes volunteer contributions were slightly lower than average this quarter due to a period of limited staffing available and other volunteer commitments.	Cultural Officer
BAU1.1.7	Volunteer Resource Centre	June was a busy month of project wrap ups, grant acquittals, budget balancing, project design, funding applications and statistics collection.	Volunteer Resource Centre Coordinator
BAU1.1.8	Esperance Skate Park	Business as usual.	Director Asset Management
BAU1.1.9	Ranger Services	<p>Upon the conclusion of the Firebreak Inspection Program, Ranger Services identified business improvement opportunities to support inspections and compliance outcomes. Planning for the season ahead has commenced, including community engagement opportunities.</p> <p>Camping patrols continued through to the end of April. These were successful in reducing incidence of illegal camping. Utilising casual ranger assistants to support Ranger services for these patrols increased our patrol capacity, enabling us to increase frequency and broaden scope of patrol areas.</p> <p>The ranger team has welcomed our newly appointed Coordinator Ranger Services.</p>	Manager Ranger & Emergency Services

Shire of Esperance

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Planet

The natural environment is valued, protected and enjoyed

Action Code	Action Name	Comments	Responsible Officer Position
4.1.1	Partner with Traditional Owners to manage culturally sensitive nature reserves	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	A 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	Will engage BMT to undertake a review of this.	Director Asset Management

Shire of Esperance

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Action Code	Action Name	Comments	Responsible Officer Position
4.1.7	Implement the Lake Monjigup Reserve Management Plan	Works at Lake Monjigup Reserve are continuing. Fencing has recently been replaced.	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	Met with Minister Swinbourn- Minister for Environment and discussed the need for the State to undertake an 'Opportunity Analysis Report' to identify opportunities for the Esperance community to maximise positive benefits with the introduction of the South Coast Marine Park.	Chief Executive Officer
4.2.1	Provide a new Trails Master Plan	Draft document is currently under review.	Manager Parks & Environment
4.2.2	Upgrade Piggery Mountain Bike trails - stage 1	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	Annual carbon emission audit will be undertaken shortly.	Director Asset Management
5.1.2	Install renewable energy (solar PV and battery storage) on council buildings where feasible	Community Energy Upgrades Fund Round 2 application submitted, successful applicants to be contacted in November. Buildings included in submission were all rural staff housing, Senior Citizens, Home Care, Depot Administration, Waste Facility, Airport, Coomalbidgup	Coordinator Projects and Buildings

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Action Code	Action Name	Comments	Responsible Officer Position
		Fire Shed and upgrades to the BOILC and Administration current systems.	
5.1.3	Facilitate adoption of best practice energy efficiency measures across all council buildings, and support community facilities to adopt these measures	Grant application submitted to the Community Energy Upgrades Fund. The program aims to help local governments make their facilities more energy efficient, cut their emissions and reduce their energy bills.	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)	Preparation of a scope of works will commence shortly.	Director Asset Management
5.2.2	Commence construction of the Community Drop Off and Transfer Station at Myrup	Pre-drainage works 90% complete, major contracts awarded.	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 Sustainability and Resource Recovery team reviewed the Bin Tagging Program and planning for future similar programs to relay waste diversion messages. There was also a focus on preparation for Winter Wonderland activities which educate the community on rethinking their waste.	Manager Sustainability & Resource Recovery

Shire of Esperance

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

Action Code	Action Name	Comments	Responsible Officer Position
6.1.1	Implement the Bush Fire Risk Management Plan including accessing funding opportunities within the State Government's Mitigation Activity Fund	Emergency Services continue to prepare for additional hazard reduction burns and remaining mechanical works within this financial year, in accordance with the Bushfire Risk Management Plan and MAF approved treatments. The Bushfire Risk Mitigation Coordinator continues to progress with preparing for the 2024/2025 acquittal process, and the next funding round application. Emergency Services are working with the Marketing and Communications team to release public information about mitigation activities, and general information contained on the website and on social media. Preparation for the 2025/2026 Fire Hazard Reduction Notice is in its final stages, with the Notice being endorsed by the Bush Fire Advisory Committee at the June AGM.	Manager Ranger & Emergency Services
6.1.2	Facilitate innovative initiatives and networks to help build drought resistance and resilience	Working with DWER on equipping bores for emergency use.	Director Asset Management
6.1.3	Advocate for more emergency services personnel in Esperance	Nothing further to report this month.	Chief Executive Officer
6.1.4	Facilitate coastal safety measures in partnership with the Coastal Safety Working Group	Coastal Safety Working Group has continued to work on ongoing projects and have begun to make contact with relevant local government stakeholders across the WA south coast to form a regional group, facilitating consistent and relevant coastal safety messaging across the south coast. Representatives of the working group and the Shire attended the Injury Matters awards, as the	Manager Ranger & Emergency Services

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Action Code	Action Name	Comments	Responsible Officer Position
		group was a finalist for outstanding achievement by a local government in injury prevention or recovery. The group were not successful in winning the award, but were recognised for its work in coastal safety injury prevention.	
6.1.5	Advocate for appropriate coastal safety infrastructure and resources	Coastal Safety Working Group has continued to work on ongoing projects and have begun to make contact with relevant local government stakeholders across the WA south coast to form a regional group, facilitating consistent and relevant coastal safety messaging across the south coast.	Manager Ranger & Emergency Services

Business as Usual

Action Code	Action Name	Comments	Responsible Officer Position
BAU2.1.1	Waste Management	Bin Tagging Program was completed in several areas of Esperance. Bin tagging is a method of providing direct feedback on the content of General Waste and Recycling bins to residents by placing a tag on each bin to indicate if the contents are appropriate. The program was reviewed June 2025 and future direction discussed.	Manager Sustainability & Resource Recovery
BAU2.1.2	Environmental Health	Business as usual with annual caravan park inspections all completed. The Health team said goodbye to our EHO and are currently advertising for a replacement.	Manager Development Services

Shire of Esperance

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Action Code	Action Name	Comments	Responsible Officer Position
BAU2.1.3	Emergency Services	<p>The Local Emergency Management Committee quarterly meeting was held in May. For this meeting, the committee met at the Co-location facility, which was a great way to see the emergency management resources that various agencies have.</p> <p>The Bush Fire Advisory Committee held its AGM in June.</p> <p>Fire shed projects continue to be on track, with the Condingup shed completion likely to be in July.</p> <p>Preparation for the Fire Hazard Reduction Notice has commenced, with the Notice endorsed by the BFAC.</p> <p>Planning for the 25/26 Firebreak Inspection Program has commenced. Brigade training has been planned and scheduled by the Community Emergency Services Manager.</p>	Manager Ranger & Emergency Services

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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 have received grant funding and will commence the Aboriginal Heritage Survey for Flinders shortly.	Manager Development Services
7.1.2	Advocate for provision of adequate, affordable utilities and communications infrastructure to support population and economic growth	Met with Department of Water to get a briefing on underground water aquifers in Esperance and increasing salt intrusion. Advocated for further water reuse and the need for an upgraded sewerage treatment plant. Staff also met with Department of Water officers and did site inspections of improvements to drought resilience work in satellite towns.	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. The master plan will then guide a landscaping and implementation plan.	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	Continue to advocate through GVROC and WARCA with Department of Housing around upgrades to existing	Chief Executive Officer

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Action Code	Action Name	Comments	Responsible Officer Position
	seniors, people with disability and low-income earners)	social housing and construction of new social housing in the Goldfields Esperance region.	
8.1.2	Advocate for a new lifestyle village for seniors	Met with Edenlife Communities to discuss some due diligence that they had undertaken on Esperance as a potential area for a lifestyle village. Initial concerns around 'value for money' without government support.	Chief Executive Officer
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)	Department of Communities have accessed our application on the Workers Accommodation project and advised that it is now on 'hold' pending the release of Round 3 of the Housing Australia Future Fund to consider if this project meets the Federal Governments program for funding.	Chief Executive Officer
8.1.4	Construct worker accommodation subject to external funding.	Waiting on funding.	Director Asset Management

Attractive and welcoming places

Action Code	Action Name	Comments	Responsible Officer Position
9.1.1	Implement the CBD Concept Landscaping Design	The Parks and Reserves Team will look at having a focus on the CBD upgrades over winter with the CBD area being not so busy.	Manager Parks & Environment
9.2.1	Provide attractive and welcoming entrances into Esperance	Working on final location for the Town Entry signage.	Director Asset Management
9.2.2	Facilitate more tree planting across the Shire	Winter tree orders have been placed. Planting programs have commenced.	Manager Parks & Environment

Shire of Esperance

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Action Code	Action Name	Comments	Responsible Officer Position
9.3.1	Implement Civic Centre improvements	Design works underway for works to be included in Lotterywest funding application.	Coordinator Projects and Buildings
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. The bike jump track has been asphalted and is now open to the public along with the playground and basketball court at Gibson Community Park. 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	The draft 10 year plan for Playgrounds and Public Open Space Strategic Plan 2025-2035 has recently been presented to council. It will be released for public comment and feedback shortly.	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	Ongoing.	Manager Asset Operations
10.1.3	Provide safety measures along The Esplanade and Fisheries Road to improve pedestrian crossings	Ongoing.	Manager Asset Operations

Shire of Esperance

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Action Code	Action Name	Comments	Responsible Officer Position
10.2.1	Implement Road Safety Management Plan 2024-2030	As per strategy actions.	Director Asset Management
10.2.2	Advocate for Main Roads to provide road upgrades and more passing lanes	As opportunities arise.	Director Asset Management
10.2.3	Advocate with Main Roads WA to undertake a transport corridor upgrade plan for Harbour Road, including South Coast Hwy Intersection upgrade and Pink Lake Road Intersection Upgrade.	Waiting on Main Roads for the next stage.	Director Asset Management
10.2.4	Implement the Shire of Esperance Road Construction and Maintenance Program	Ongoing.	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.	Stage 1 detailed design complete.	Manager Asset Development
10.3.5	Construct car park at end of Forrest and Windich Streets	Car park completed.	Director Asset Management
10.4.1	Implement the Esperance Airport Masterplan (including an upgrade to the main runway, replacement of the runway	Design work almost complete and costings are being verified. Once signed off, the business case can recommence and be finalised. Once completed the	Manager Economic Development

Shire of Esperance

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Action Code	Action Name	Comments	Responsible Officer Position
	lighting system, and additional apron space)	business case will be presented to council, preferred option agreed upon and then funding pursued.	
10.4.2	Design, Fund and Construct new Airport runway	90% final designs complete, just waiting on the final package. Business case will now recommence.	Director Asset Management

Business as Usual

Action Code	Action Name	Comments	Responsible Officer Position
BAU3.1.1	Esperance Cemetery	Business as usual.	Director Asset Management
BAU3.1.2	Fleet Management and Fixed Plant	Ongoing.	Manager Asset Operations
BAU3.1.3	Development	All staff working well, Cadets are currently undertaking training. Casual Building Surveyor has commenced permanently as Senior Building Surveyor. Currently advertising for an Environmental Health Officer to fill a vacancy.	Manager Development Services
BAU3.1.4	Building Maintenance	BOILC ceiling replaced. All other maintenance works as per schedule.	Coordinator Projects and Buildings
BAU3.1.5	Asset Management	Department restructure has meant item no longer in use.	Coordinator Projects and Buildings
BAU3.1.6	Parks and Reserves	Parks and Reserves maintenance programs were delivered based on schedules, budgets and priorities. Parks and Reserves staff have worked over the busy summer and Easter period to manage and maintain the public open space, natural reserves and infrastructure.	Manager Parks & Environment

Shire of Esperance

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Action Code	Action Name	Comments	Responsible Officer Position
BAU3.1.7	Roads, Drains and Footpaths		Manager Asset Operations
BAU3.1.8	Airport	Design work nearing completion and once finalised business to be completed. New Head Tax agreement negotiated with Rex and still waiting on outcome of the administration process and future of the airline. On time performance for flights reduced and has been raised with REX. Passenger numbers still high.	Manager Economic Development
BAU3.1.9	Drafting and Surveying	Survey and design works for future construction projects continues. Currently working on construction projects for upcoming FY and future Blackspot projects.	Manager Asset Development
BAU3.1.10	Land and Property	Planning contract services provided to the Shire of Ravensthorpe.	Manager Development Services
BAU3.1.11	Depot and Stores	Ongoing.	Manager Asset Operations
BAU3.1.12	Transport Licensing	Licensing is running well. A new staff member joined the team in June and is being supported by existing staff to learn the role.	Manager Financial Services

Shire of Esperance

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Prosperity

Access to quality education and lifelong learning opportunities

Action Code	Action Name	Comments	Responsible Officer Position
11.1.1	Advocate for South Regional TAFE to develop and promote specialist courses in relevant areas	Nothing further to report.	Chief Executive Officer
11.1.2	Advocate for urgent upgrades and a rebuild of Esperance Senior High School	Advice from the State Government with the budget was that planning work was continuing. Disappointingly no funding provided in State Budget for upgrade works.	Chief Executive Officer
11.1.3	Facilitate discussions with universities to explore options for a remote student services campus in Esperance.	Regional Development Australia submitted an application for a Remote University Hub for Kalgoorlie and were unsuccessful. They are proposing to submit again when opened again with Federal Government.	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 updates 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	Draft strategy presented to council and further consultation with ECCI recommended.	Manager Economic Development

Shire of Esperance

Council Plan June, Q4 2024/2025

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	Feasibility studies for the Kepa Kurl Aquaculture Precinct have been finalised and DPIRD is peer reviewing each report. The steering committee is mapping out the next steps including pitching the proposal to potential proponents and discussion with State and Federal Government re-funding for the supporting infrastructure.	Manager Economic Development
12.1.3	Promote Esperance as a suitable centre for research and development, and pilot projects.	Support provided by Manager Economic Development to R & D and pilot project industries when appropriate.	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	ECCI have indicated that they are keen to take a lead role in developing the feasibility study and are now seeking funding to undertake the work.	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	Ongoing work regarding initiatives outlined in the strategy. Funding agreement signed for the James St, Tourism and Cultural Hub and tenders for the detailed design and working drawings have been issued. Further funding opportunities are being explored to support the project including Lotterywest, Rotary Clubs, Mt Burdett, Southern Ports, etc.	Manager Economic Development
13.1.2	Provide more digital marketing and advertising opportunities to promote local	Same as previous month.	Manager Marketing & Communications

Shire of Esperance

Council Plan June, Q4 2024/2025

Action Code	Action Name	Comments	Responsible Officer Position
	experiences at Council facilities (eg. Esperance Airport)		
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	Department of Communities have assessed the funding application and advised the project is on hold as there are no funding pools to support the project. The Department has advised that the Housing Australia Future Fund Facility Round 3 may be able to contribute funding towards the proposal and anticipate this program to open later this year. GEDC are also looking to see if the project will fit with the Regional Housing Fund recently announced as part of the 25/26 State budget.	Manager Economic Development
13.2.3	Advocate for Traditional Owners to develop and promote cultural heritage tourism activities	This item has been discussed with ETNTAC and agreed that we will look for opportunities to develop and promote cultural heritage tourism activities.	Manager Economic Development
13.2.4	Advocate for the development and promotion of tourism experiences	Tourism Signage Strategy complete and Pedestrian Wayfinding Strategy due to be finalised end of July. A council workshop is planned to discuss the strategy and recommended actions once finalised.	Manager Economic Development
13.2.5	Develop wayfinding and interpretive tourism signage	Draft Plan complete, next part will be the wayfinding strategy.	Director Asset Management

Shire of Esperance

Council Plan June, Q4 2024/2025

Business as Usual

Action Code	Action Name	Comments	Responsible Officer Position
BAU4.1.1	Monitor Performance of Tourism against Tourism Strategy and Reporting	Continued progress of initiatives and projects outlined in the strategy.	Manager Economic Development
BAU4.1.2	Economic Development Plan for Esperance.	Draft presented to council and further consultation with ECCI being undertaken. Look to take strategy back to Council for formal adoption at August OCM.	Manager Economic Development
BAU4.1.3	Town Centre Development	Items for the budget have been proposed.	Director Asset Management
BAU4.1.4	Esperance Visitor Centre	Ongoing.	Visitor Centre Coordinator

Shire of Esperance

Council Plan June, Q4 2024/2025

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 been adopted by Council. Pulse reporting system is being updated accordingly in preparation for the new financial year. Review of all supporting strategies and plans to be undertaken in the lead up to the major review of our Council Plan later this year.	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	The LTFP Document for 2025-20235 has been finalised and is on the website. Public Notice has been given.	Director Corporate and Community Services
15.1.2	Review and implement initiatives to improve internal business efficiencies and service delivery (such as more online services and digital forms)	Procure to Pay (P2P) testing is almost complete although there are a few outstanding issues that will need to be resolved before go-live later this month.	Manager Information Services

Shire of Esperance

Council Plan June, Q4 2024/2025

A well informed and engaged community

Action Code	Action Name	Comments	Responsible Officer Position
16.1.1	Review the Communication and Engagement Strategy	Not started.	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).	No community engagement events held during June. Will have a pop up tent at Winter Wonderland in July.	Chief Executive Officer
16.1.3	Conduct a biennial community survey to assess community priorities and benchmark performance levels	The Marketing and Communications Team is currently compiling responses related to the Communication Action Plan.	Manager Marketing & Communications

Business as Usual

Action Code	Action Name	Comments	Responsible Officer Position
BAU5.1.1	Governance	Annual review of delegated authority has been completed and documentation has been provided to staff for signing. Management practice review is progressing with HR documents being approved by EMT. Risk Register and r.17 review has been finalised through Council in June. 5x local laws are in progress, with comments from the DLGSC to be reviewed shortly. We've worked with the Media Team to create a communications plan for this year's local government elections, which should commence in July. Committee terms of reference has been updated to incorporate	Governance & Corporate Support Coordinator

Shire of Esperance

Council Plan June, Q4 2024/2025

Action Code	Action Name	Comments	Responsible Officer Position
		Chair and Deputy positions as required by recent Act reforms.	
BAU5.1.2	Corporate Support	Large workloads have affected progress on outstanding projects this quarter as the team continue to struggle to keep up with the day to day operations. The document control project continues to progress with processing timeframes generally between 3-7 days. Uniform orders have been received with positive feedback from staff. Staff housing became less urgent with construction of our new units being completed increasing our available housing options.	Governance & Corporate Support Coordinator
BAU5.1.3	Finance Management	Manager Financial Services on leave and Corporate Accountant acting into role. 2025/2026 Fees and Charges have been endorsed by Council. Budget workshops have been held with Council over the course of June, with final budget being prepared to be adopted by Council in late July/early August. End of financial year processing is commencing. Procure to Pay project is nearing completion, with a tentative go live date in July. The finance and customer service team have been getting together regularly to support each other through end of financial year processes.	Manager Financial Services
BAU5.1.4	Project Management	Project Management Templates being trialled with current projects. Stakeholder engagement meetings scheduled with relevant stakeholders on current projects. Regular Informal training underway with new Projects team.	Coordinator Projects and Buildings

Shire of Esperance

Council Plan June, Q4 2024/2025

Action Code	Action Name	Comments	Responsible Officer Position
BAU5.1.5	Human Resources	HR team provided professional level of support in 24/25.	Manager Human Resources
BAU5.1.6	Risk Management	New Risk Management Policy adopted and Risk Management Framework finalised.	Manager Human Resources
BAU5.1.7	Information Services	The IT staff have completed a replacement of the core server infrastructure with no downtime or issues reported. The rollout of Windows 11 is continuing with only minor issues encountered. The addition of a GIS Analyst to the team has helped the ESRI project immensely with several features and fixes currently in testing. The IM Team has been short staffed over the last few months, but the addition of a casual Records Officer has helped the team with their BAU.	Manager Information Services
BAU5.1.8	Tenders and Contracts	A number of tenders, pre qualified supplier panels and contracts have been entered into for the last quarter.	Director Asset Management
BAU5.1.9	Media Relations	This quarter, despite being short-staffed, our Shire Media team has worked tirelessly to keep the community informed during emergencies, tragedies, and challenging decision-making processes.	Manager Marketing & Communications



Annual Road Program Quarterly Report

Q4 2024



Shire of Esperance

Road Program Quarterly Report Q4 2024

Place

Business as Usual

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

Task

Task Name	Progress	Status
Bandy Creek Road Repair Bridge Column	100%	Completed
Castletown Quays Footpath realignment	80%	Ongoing
CONSTRUCTION - Lease Road Fuels Depot Access at Brazier Street and BP Entrance	15%	Ongoing
Construction Widening Salmon Gums West Road from Coolgardie-Esperance Hwy to Gimlet Road	100%	Completed
Develop a strategic road building materials plan for the Shire.	0%	Not Started
Fisheries Road - Daniels Road to Alexander Bay Road - Reconstruction	100%	Completed
Fisheries Road Turning Lanes	60%	Ongoing
Footpath Lighting Improvements Museum Village	10%	Ongoing
Forrest St Carpark	100%	Completed
Gravel Resheet Green Road from Scaddan Road to Wittenoom Road	100%	Completed

Shire of Esperance

Road Program Quarterly Report Q4 2024

Task Name	Progress	Status
Gravel Resheet Scaddan Road from Yates Road to Styles Road	100%	Completed
Gravel Resheet Wittenoom Road from Norwood Road to Burdett Road	100%	Completed
Great Ocean Trail - Reseal	0%	Not Started
Harbour Road Footpath from Shelden Road to Norseman Road	0%	Not Started
IMPROVEMENT - CBD Streetscape at Dempster Street and The Esplanade	0%	Not Started
KERBING WORKS - Various Areas	25%	Ongoing
Limestone Resheet Circle Valley Road from Coolgardie-Esperance Hwy to Hobby Road	0%	Not Started
Limestone Resheet Norwood Road from Kendall Road to Cridge Road	0%	Not Started
Native Veg Clearing Offsets	5%	Ongoing
New Construction Bukenerup Road from Stearns Road to Patterson Road	5%	In Progress
Norseman Road Drainage	0%	Not Started
Pedestrian Refuge Island Black Street	5%	Ongoing
Reconstruction Myrup Road West of Cook Road to Past Bends	100%	Completed
Reseal Bimbadeen Close	0%	Not Started
Reseal Elysium Road	0%	Not Started
Reseal Grass Patch Road from Hwy to Bishops Road	0%	Not Started
Reseal Murray Road from Chartwell Lane to end of seal	0%	Not Started

Shire of Esperance

Road Program Quarterly Report Q4 2024

Task Name	Progress	Status
Reseal Orana Drive	0%	Not Started
Reseal Petarli Place	0%	Not Started
Reseal Program	0%	Not Started
Reseal Quarry Road	0%	Not Started
Reseal Tom Starcevich V.C. Road from Hwy to Ridley Road	100%	Completed
Reseal Tullaroon Close	0%	Not Started
Reseal Warden Road	0%	Not Started
RESEALS - BITUMEN - Various Urban Roads - Crack Sealing	15%	Ongoing
Review Road Maintenance Program Effectiveness	35%	Ongoing
Road Reserve Land Acquisition	25%	Ongoing
Salmon Gums Carpark	100%	Completed
Salmon Gums Footpaths	100%	Completed
Shoulder Sealing Fisheries Road Coolgardie-Esperance Hwy to Ridgeland Road	95%	Ongoing
Sump Pump Control	20%	Ongoing
The Esplanade Carpark Whale Tail	0%	Not Started
Town Improvements General Salmon Gums	100%	Completed
Town Improvements Various Bin Surrounds CBD	15%	Ongoing
Various Culverts	75%	Ongoing
Various Patching of Gravel Roads	90%	Ongoing

Shire of Esperance

Road Program Quarterly Report Q4 2024

Task Name	Progress	Status
Various Road Grids	80%	Ongoing
Various Road Signage	55%	Ongoing
Various Survey Design & GIS	45%	Ongoing

Register - Delegations Discharge - Corporate Resources					Instrument of Delegation Number - D14/15798	
Delegated Authority	Date Exercised	Details	How Authority was exercised or duty discharged	Amount	Person/groups, not part of Council and Committees, directly affected	Authorised Person
1.16 Power to write off debts	19/06/2025	Small Debt write off	Wrote off Debt	-\$ 0.30	141-30	Felixity Baxter
1.16 Power to write off debts	19/06/2025	Small Debt write off	Wrote off Debt	-\$ 0.01	677-30	Felixity Baxter
1.16 Power to write off debts	19/06/2025	Small Debt write off	Wrote off Debt	-\$ 0.04	6114-30	Felixity Baxter
1.16 Power to write off debts	19/06/2025	Small Debt write off	Wrote off Debt	\$ 0.01	6655-30	Felixity Baxter
1.16 Power to write off debts	19/06/2025	Small Debt write off	Wrote off Debt	\$ 0.01	6377-30	Felixity Baxter

Date	Item Number	Item	Responsible Officer	Notes
28/11/2017	12.1.2	Proposed Road Closure - Portion of Exchange Road and Unnamed Road, Howick	Hindley, Richard	
	O1117-257	That Council	External Services	<p>31 Jan 2018 10:43am Hindley, Richard Request sent to Department of Planning, Lands and Heritage</p> <p>06 Jun 2018 1:49pm Hindley, Richard With Case Management.</p> <p>02 Jul 2018 8:49am Hindley, Richard Reduced area for closure to preserve access to Reserve 27086 required - comments sought from Parks and Wildlife Service.</p> <p>10 Sep 2018 2:53pm Hindley, Richard Awaiting comments</p> <p>04 Dec 2018 8:14am Hindley, Richard Amended proposal being assessed by Department of Planning, Lands and Heritage.</p> <p>08 Apr 2019 2:27pm Hindley, Richard Amendment Proposal with Case Management at Department of Planning, Lands and Heritage - Lands</p> <p>10 Feb 2020 10:16am Hindley, Richard Followed up with Department of Planning, Land and Heritage - Lands</p> <p>11 Aug 2020 3:49pm Hindley, Richard Followed up progress with Manager at Department of Planning, Lands and Heritage</p> <p>03 Dec 2020 10:00am Hindley, Richard Followed up with DPLH - Lands</p> <p>12 May 2021 1:10pm Hindley, Richard Followed up with DPLH assigned to new officer.</p> <p>13 Sep 2021 4:17pm Hindley, Richard Still with Case Management</p> <p>07 Dec 2021 9:30am Hindley, Richard Still with Case Management.</p> <p>09 Feb 2022 1:59pm Phillips, Holly Portion of Exchange Road is complete. The unnamed road is still on hold due to issues with DBCA and offsets once it is merged with their reserve. This is a low priority task for both the Shire and DPLH.</p> <p>11 Aug 2022 2:18pm Phillips, Holly Lands contacted the Shire on 5/8/22. They will be moving towards issuing surveying instructions in order to finalise the matter.</p> <p>05 Sep 2022 1:04pm Hindley, Richard</p>

Date	Item Number	Item	Responsible Officer	Notes
				<p>Lands preparing the survey documents. 10 Jan 2023 10:23am Phillips, Holly No further progress has been made on this matter. The Shire continues to await notification from DPLH. 05 May 2023 10:08am Hindley, Richard Followed up with DPLH-Lands. 02 Jun 2023 1:09pm Hindley, Richard Survey documents being prepared by DPLH - survey instruction will be issued once approved. 12 Feb 2024 8:26am Hindley, Richard Amended survey instructions to maintain legal road frontage to crown reserve. 13 May 2024 4:05pm Hindley, Richard Amended Survey Plan being prepared. 04 Jul 2024 2:25pm Hindley, Richard Amended survey being lodged. 06 Aug 2024 3:36pm Hindley, Richard With DPLH. 07 Oct 2024 3:56pm Hindley, Richard Followed up with DPLH Lands - still being processed 04 Nov 2024 4:15pm Hindley, Richard Followed up with DPLH Lands - still being processed 04 Dec 2024 8:59am Hindley, Richard Followed up with DPLH - Lands 06 Feb 2025 3:49pm Hindley, Richard Followed up with DPLH Lands - still being processed 09 Jun 2025 4:32pm Hindley, Richard Followed up with DPLH - Lands - still being processed 03 Jul 2025 3:47pm Hindley, Richard Followed up with DPLH - Lands - still being processed</p>
25/05/2021	12.2.2	Andrew & Dempster Street Roundabout Review	Walker, Mathew	
	O0521-141	<p>That Council:</p> <ol style="list-style-type: none"> Note the information provided on the Andrew Street and Dempster Street Roundabout which includes the traffic movement study and formal assessment on traffic flow. Request the CEO to provide a report on the number of recorded accidents since commissioning, the severity 	Asset Management	<p>15 Sep 2021 3:07pm Walker, Mathew Council have been informed of the crash statistics for 2020, being 0 reported crashes., We will work with the Streetscape Advisory Committee on the landscaping when we can get a meeting. 11 Jan 2022 8:46am Walker, Mathew Waiting to talk to the Streetscape Advisory Working Group 13 Jul 2022 3:12pm Hegney, Emily - Completion</p>

Date	Item Number	Item	Responsible Officer	Notes
		and if anyone needed transferring to hospital, when the information becomes available.		Completed by Hegney, Emily on behalf of Walker, Mathew (action officer) on 13 July 2022 at 3:12:58 PM - COMPLETED
		3. Request the Streetscape Advisory Committee to conduct community consultation on the Andrew Street & Dempster Street Roundabout functionality and landscaping and provide recommendations to Council at the August Ordinary Council Meeting.		22 Jul 2022 3:15pm Hegney, Emily - Completion Uncompleted by Hegney, Emily 04 Aug 2022 4:35pm Walker, Mathew Waiting to talk to the Streetscape Advisory Working Group 06 Apr 2023 3:05pm Walker, Mathew Have had discussion with Council, we will trial planter boxes around the Roundabout. 07 Jun 2023 9:09pm Walker, Mathew Working with fabricator to create the planter boxes 10 Jan 2024 8:30am Walker, Mathew Planter boxes had to get redesigned as the proposed steel wouldn't have worked. We are considering the post and rope options that we did done Andrew St as an option, will discuss this with Council in the near future. 04 Jul 2024 7:51pm Walker, Mathew Proposed project to undertake the work included as part of budget. 28 Nov 2024 9:13am Walker, Mathew Design for the pedestrian barrier around the roundabout is complete and was presented to Council. Will be implemented we resources are available. 08 Jan 2025 4:17pm Walker, Mathew Working on installing the barrier in the coming months.
26/09/2023	12.3.3	Lease - Airport Check-in Desk and Office	Walsh, Sarah	
	O0923-174	That Council; 1. Enter into a new lease with Regional Express Pty Ltd for a portion of the Esperance Airport Terminal Building, Lot 15 Coolgardie-Esperance Highway Gibson 2. Lease expiry date to be 2 July 2028; 3. Charge an annual lease fee of \$5,596.32 inc GST, subject to annual CPI increases, and consider this to be a true indication of the current market rental rate; 4. Charge a lease preparation fee of \$630 inc GST; and 5. Advertise the disposition in accordance with s3.58 of the <i>Local Government Act 1995</i> for Disposing of Property.	Corporate & Community Services	04 Oct 2023 12:35pm Witheridge, Rachel Notified applicant of Council Resolution. Advertising arranged. 30 Oct 2023 12:01pm Witheridge, Rachel Advertising period concluded. Draft lease prepared and sent for review. 06 Dec 2023 10:50am Walsh, Sarah Awaiting REX review of documents. 06 Dec 2023 10:56am Walsh, Sarah - Reallocation Action reassigned to Walsh, Sarah by Walsh, Sarah - Rachel has left the Shire. 03 Jan 2024 10:50am Walsh, Sarah Follow up email sent to REX requesting update on lease review. 30 Jan 2024 3:56pm Walsh, Sarah Received feedback from REX. To be reviewed shortly.

Date	Item Number	Item	Responsible Officer	Notes
				<p>06 Mar 2024 8:13am Walsh, Sarah Reviewed REX feedback with Director Corporate & Community Services and Manager Economic Development. Some items require legal advice, awaiting response from McLeods.</p> <p>02 Apr 2024 3:15pm Walsh, Sarah Received response from McLeods, to be reviewed shortly.</p> <p>18 Apr 2024 8:40am Walsh, Sarah Reviewed McLeods response and replied to REX with updates. Awaiting further response from REX.</p> <p>07 May 2024 2:56pm Walsh, Sarah Awaiting further REX response. Follow up email sent today.</p> <p>30 May 2024 4:59pm Walsh, Sarah Further follow up sent to REX to confirm they received our feedback. Awaiting response.</p> <p>02 Jul 2024 10:23am Walsh, Sarah Still awaiting REX response - continuing to follow up.</p> <p>24 Jul 2024 3:25pm Walsh, Sarah Received update from REX advising we should have further correspondence come through in the next 2 days.</p> <p>31 Jul 2024 8:27am Walsh, Sarah 31/07/2024: received further comments from REX. To be reviewed shortly.</p> <p>03 Sep 2024 1:01pm Walsh, Sarah Reviewed and forwarded to Director/CEO for advice regarding REX being in administration. Awaiting response.</p> <p>03 Sep 2024 1:35pm Walsh, Sarah Reached out to administrators to confirm if the lease negotiations will continue to be worked through and executed by the administrators and to also confirm if ongoing invoices should be made out to REX or the administrators. Awaiting response.</p> <p>27 Sep 2024 8:25am Walsh, Sarah Administrators advised that no new arrangements will be entered into while REX are in administration. Therefore, the new lease arrangement will be put on hold and the existing lease will continue under the 'hold over' clause until further notice.</p> <p>25 Oct 2024 9:43am Walsh, Sarah Current lease continuing under hold over clause until further notice.</p>

Date	Item Number	Item	Responsible Officer	Notes
31/10/2023	12.3.1	Lease - Salmon Gums Caravan Park	Walsh, Sarah	
	O1023-185	That Council enter into a lease with the Salmon Gums Development Group Incorporated for Lot 131 Nulsen Street and Portion of Lot 121 Salmon Gums East Road, Salmon Gums, subject to; <ul style="list-style-type: none"> 1. Lease term being 21 years; 2. Annual lease fee of \$110 Inc GST being payable; 3. Lease preparation fee of \$150 Inc GST being payable; 4. Camping to occur in current sites only until development of the area is approved and the current management order amended; and 5. Any development on site to be discussed with relevant officers to ensure relevant approvals are received. 	Corporate & Community Services	<p>02 Nov 2023 2:21pm Walsh, Sarah Advertising arranged until 24/11/2023. Documentation to be drafted. Requested lease area plan to be created.</p> <p>06 Dec 2023 10:52am Walsh, Sarah Documentation drafted; property ownership confirmed with Manager Asset Planning. Draft to be amended to reflect this advice.</p> <p>19 Dec 2023 12:23pm Walsh, Sarah Draft documentation sent to Lessee for review.</p> <p>03 Jan 2024 10:52am Walsh, Sarah Awaiting response from SGD following review of draft lease.</p> <p>30 Jan 2024 4:02pm Walsh, Sarah Awaiting response from Lessee.</p> <p>19 Feb 2024 9:56am Walsh, Sarah Lessee has confirmed they are happy with terms. Awaiting response from Manager Development Services regarding land use change for Lot 121 Salmon Gums East Road to allow for caravan park activities prior to sending to Minister for s.18 approval.</p> <p>06 Mar 2024 3:41pm Walsh, Sarah Awaiting response from Manager Development Services regarding land use change for Lot 121 Salmon Gums East Road to allow for caravan park activities prior to sending to Minister for s.18 approval.</p> <p>02 Apr 2024 3:15pm Walsh, Sarah Awaiting response from Manager Development Services regarding land use change for Lot 121 Salmon Gums East Road to allow for caravan park activities prior to sending to Minister for s.18 approval.</p> <p>18 Apr 2024 8:39am Walsh, Sarah Requested update from Richard for if we are undertaking the environmental report in-house or via contractor 11/04/2024 - awaiting response and ETA for this.</p> <p>07 May 2024 2:57pm Walsh, Sarah Awaiting information for environmental study required prior to going back to Department of Lands.</p> <p>30 May 2024 5:00pm Walsh, Sarah Awaiting environmental study findings.</p> <p>02 Jul 2024 10:26am Walsh, Sarah Awaiting further advice regarding environmental study information.</p> <p>24 Jul 2024 3:33pm Walsh, Sarah</p>

Date	Item Number	Item	Responsible Officer	Notes
				<p>Advised that an external party is being contracted to undertake the environmental study. Awaiting results.</p> <p>03 Sep 2024 1:02pm Walsh, Sarah</p> <p>Awaiting results of environmental study.</p> <p>04 Oct 2024 8:18am Walsh, Sarah</p> <p>Manager Development Services advised that we are currently awaiting a quote for the environmental report for the site, which is expected to be received shortly. Once this is received, we can forward this to the Department for further consideration.</p> <p>04 Nov 2024 1:07pm Walsh, Sarah</p> <p>Requested update from Manager Development Services and awaiting response.</p> <p>02 Dec 2024 8:01am Walsh, Sarah</p> <p>Blueamar are currently doing the environmental study. Awaiting report.</p> <p>06 Jan 2025 8:09am Walsh, Sarah</p> <p>Awaiting receipt of environmental report. Followed up with Manager Development Services who advised that Blueamar are liaising with DPLH for requirements.</p> <p>11 Feb 2025 12:44pm Walsh, Sarah</p> <p>Manager Development Services advised that the inspection should be undertaken by week ending 14 Feb and the report should be available in March.</p> <p>28 Feb 2025 7:48am Walsh, Sarah</p> <p>Awaiting environmental report which should be available in March.</p> <p>20 Mar 2025 11:46am Walsh, Sarah</p> <p>Verbal confirmation that there is no contamination on site. Awaiting written confirmation of this.</p> <p>07 Apr 2025 9:00am Walsh, Sarah</p> <p>Received update that report is undergoing final edits and is almost ready to be issued. Summary provided stating that "results conclude that in relation to contamination, no evidence has been found that Lot121 is not suitable for use as a caravan park, and the PSI concludes that no further investigation is required in relation to contamination".</p> <p>29 Apr 2025 4:42pm Walsh, Sarah</p> <p>Manager Development Services confirmed that environmental report has been received. They will now start the process with the Department of Lands to excise the gun club from its current reserve and include into the caravan park reserve. It is suggested that the lease remain on hold until the land changes have been finalised.</p> <p>06 Jun 2025 8:40am Walsh, Sarah</p>

Date	Item Number	Item	Responsible Officer	Notes
				Awaiting response from Department of Lands. 27 Jun 2025 12:22pm Walsh, Sarah Manager Development Services advised that this was progressing with DPLH.
28/11/2023	12.2.1	Proposed Land Tenure Amendments for Reserve 36994 & 36993	Appleby, Jeanette	
	O1123-185	That Council, as outlined in the attached proposal from the Water Corporation dated 3 October 2023: <ul style="list-style-type: none"> 1. Relinquish a portion of Reserve 36993, to the Water Corporation, being the existing Wastewater Pump Station on an "as-is" basis; 2. Accept the transfer of Reserve 36994, from the Water Corporation, on an "as-is" basis; 3. Revest the identified portions of land within Reserve 36993 containing a section of a sewer pressure main and overflow storage tanks as Road Reserve; and 4. The Water Corporation and the Shire share surveying costs. 	Asset Management	10 Jan 2024 8:39am Walker, Mathew Have formally advised the Water Corporation on the resolution. They have submitted the proposal to DPLH to begin the process. 10 Apr 2024 1:34pm Walker, Mathew Waiting on DPLH to undertake their process, this may take 12+ months. 04 Jul 2024 7:54pm Walker, Mathew DPLH have allocated a case manager and requested further information. 09 Jan 2025 11:35am Appleby, Jeanette DPLH has given instruction for surveyors to complete and lodge new survey diagram for the two reserves. 06 Mar 2025 7:36pm Walker, Mathew Still with DPLH 11 Mar 2025 11:44am Appleby, Jeanette Still awaiting DPLH confirmation that its completed.
28/01/2025	12.2.1	Proposed Road Dedication - Portion of 50 Pink Lake Road, Sinclair	Appleby, Jeanette	
	O0125-004	That Council <ul style="list-style-type: none"> 1. Request the Minister of Lands to dedicate a portion of 50 Pink Lake Road Sinclair known as Lot 8 on Plan 2260 Pink Lake Road, as road reserve under Section 56 of the Land Administration Act 1997; and 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. 	Asset Management	04 Mar 2025 11:32am Appleby, Jeanette Landowners have been advised and requested to provide a completed new creditor form so the Shire can pay for the land. Surveyor has lodged road widening plans and request with DPLH 02 Apr 2025 4:01pm Appleby, Jeanette Awaiting WAPC to accept lodgement of Survey diagram.

Date	Item Number	Item	Responsible Officer	Notes
25/02/2025	12.2.1	Myrup Waste Management Facility	Walker, Mathew	
	O0225-024	That Council <ul style="list-style-type: none"> 1. Commit to the full Myrup Waste Management Facility, for a \$26.1 million project; 2. Allocate an additional \$22.1 million for the project over the next two annual budgets; and 3. Request the CEO to seek an extension to the Wylie Bay Landfill closure date. 	Asset Management	06 Mar 2025 7:39pm Walker, Mathew Funding has been included in the LTFP. Waste Team will look to include the landfill extension in the closure management plan works.
25/02/2025	17.3	EOI Esperance Town Foreshore Sauna	Walsh, Sarah	
	O0225-033	That Council enter into a new lease with C. K Osmetti, L. A Osmetti, T. J Smith and K. R Starceвич for a portion of Reserve 35460 subject to: <ul style="list-style-type: none"> 1. Department of Planning Land & Heritage's approval; 2. The term of the lease being 5 years with a 5-year option; 3. Annual Lease fee of \$220.00/m² inc GST being payable, subject to annual rent reviews based on CPI, and that Council consider this to be a true indication of the current market rental rate; 4. Lease preparation fee of \$635 inc GST being payable; 5. All lease terms and conditions being as per Councils standard commercial (non-retail) lease template; 6. Relevant approvals being obtained by the applicants for all development on the site; 7. The Lease to commence once the applicants have completed the small business development process; and 8. The disposition being advertised in accordance with s3.58 of the <i>Local Government Act 1995</i> for Disposal of Property. 	Corporate & Community Services	06 Mar 2025 7:44pm Walker, Mathew Reassign to Sarah W, as this is a lease 10 Mar 2025 3:34pm Hoffrichter, Chantelle - Reallocation Action reassigned to Walsh, Sarah by Hoffrichter, Chantelle - Lease arrangements 10 Mar 2025 4:09pm Walsh, Sarah Awaiting confirmation from Jeanette for next steps in process as this was completed as a formal EOI rather than standard leasing process. Followed up again 10/03/2025 following receipt of update request from Applicant. 13 Mar 2025 4:25pm Walsh, Sarah Response provided to applicant regarding outcome and next steps for small business process. Advertising to be undertaken shortly. 29 Apr 2025 4:44pm Walsh, Sarah Advertising being undertaken. Planning Cadet advised that development application has been lodged. 22 May 2025 11:05am Walsh, Sarah Development approval has been received. Next step is building approval, which applicant has advised will be lodged shortly. 06 Jun 2025 8:53am Walsh, Sarah Awaiting confirmation from Building Services Team whether a building application has been received as yet. 27 Jun 2025 12:22pm Walsh, Sarah Building Services has confirmed they have now received a building application. Lease will be drafted while we're waiting for building application to be processed.

Date	Item Number	Item	Responsible Officer	Notes
25/03/2025	12.1.1	Closure of Public Access Way - Chestnut and Magnolia Laneway - Lots 736 and 738 Magnolia Crescent, Castletown	Wilks, Peter	
	O0325-039	<p>That Council;</p> <ol style="list-style-type: none"> 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 <i>Land Administration Act 1997</i>. 2. Advise the Minister of Lands that in accordance with Section 56 (4) of the <i>Land Administration Act 1997</i> 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. 	External Services	08 May 2025 9:06am Wilks, Peter Proposed Public Access Way Closure forwarded to DPLH for determination
25/03/2025	12.1.2	Closure of Unconstructed Road Reserve - Cape Arid National Park	Wilks, Peter	
	O0325-040	<p>That Council:</p> <ol style="list-style-type: none"> 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 <i>Land Administration Act 1997</i>. 2. Advise the Minister of Lands that in accordance with Part 2, Clause 9A of the <i>Land Administration Regulations 1998</i>, 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 <i>Land Administration Act 1997</i> that the Shire recognises that it is liable to indemnify the 	External Services	08 May 2025 9:06am Wilks, Peter Proposed Road Closure forwarded to DPLH for determination

Date	Item Number	Item	Responsible Officer	Notes
		<p>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.</p> <p>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.</p> <p>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.</p>		
25/03/2025	12.1.3	Proposed Health Local Law	Webster, Carla	
	O0325-041	<p>That Council request the CEO to;</p> <ol style="list-style-type: none"> 1. Give Local Public Notice of the proposed Shire of Esperance Health Local Law 2025 in accordance with s.3.12(3) of the <i>Local Government Act 1995</i>; 2. Forward a copy of the proposed local law and public notices to the Minister for Local Government and the Minister for Health; and 3. Prepare a further report at the conclusion of the public submission period to enable Council to consider submissions. 	External Services	<p>29 May 2025 11:24am Webster, Carla HLL advertised for public comment - closed on the 25/5/2025 - liaising with Sarah Walsh to review any responses received.</p>

Date	Item Number	Item	Responsible Officer	Notes
25/03/2025	12.1.4	Proposed Waste Local Law	Ryan, Georgia	
	O0325-042	That Council request the CEO to; <ul style="list-style-type: none"> 1. Give Local Public Notice of the proposed Shire of Esperance Waste Local Law 2025 in accordance with s.3.12(3) of the <i>Local Government Act 1995</i>; 2. Forward a copy of the proposed local law and public notices to the Minister for Local Government and the Minister for Environment; and 3. Prepare a further report at the conclusion of the public submission period to enable Council to consider submissions. 	External Services	<p>04 Apr 2025 9:47pm Ryan, Georgia Collaborate with the Coordinator of Governance and Corporate support to commence actions below; 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</p> <p>13 May 2025 2:12pm Ryan, Georgia The proposed Waste Local Law is being advertised from Friday 04/04/2025, public submissions close 24/05/2025., Waste Local law was also sent to relevant ministers on 7/4/25</p> <p>05 Jun 2025 11:13am Ryan, Georgia Awaiting DLGSC response</p> <p>03 Jul 2025 10:12am Ryan, Georgia Recently received DLGSC response, staff to review.</p>
25/03/2025	12.1.5	Proposed Activities in Thoroughfares and Public Places and Trading Local Law	Hindley, Richard	
	O0325-043	That Council request the CEO to; <ul style="list-style-type: none"> 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 <i>Local Government Act 1995</i>; 2. Forward a copy of the proposed local law and public notices to the Minister for Local Government; and 3. Prepare a further report at the conclusion of the public submission period to enable Council to consider submissions. 	External Services	<p>22 May 2025 3:30pm Hindley, Richard Local Law is currently on advertising and will be brought back to Council shortly.</p> <p>03 Jul 2025 9:03am Hindley, Richard Local Law has completed advertising and will be brought back to Council in due course.</p>
25/03/2025	12.3.1	Lease Renewal Esperance Soccer Association Inc.	Graham, Blaise	
	O0325-044	That Council enter into a lease with the Esperance Soccer Association Inc. for portion 500 Black Street, subject to; <ul style="list-style-type: none"> 1. Department of Lands' approval; 2. Lease term being 5 years; 3. Annual lease fee of \$110 inc GST being payable; 	Corporate & Community Services	<p>03 Apr 2025 6:51am Graham, Blaise Draft leasing in process.</p> <p>29 Apr 2025 4:48pm Walsh, Sarah Draft lease has been sent to the Lessee for review.</p> <p>29 May 2025 2:01pm Graham, Blaise Negotiations in progress.</p> <p>06 Jun 2025 8:43am Walsh, Sarah</p>

Date	Item Number	Item	Responsible Officer	Notes
		<p>4. Lease preparation fee of \$155 inc GST being payable; and</p> <p>5. All lease terms and conditions being as per Council's standard community lease template.</p>		<p>Awaiting response from Association following clarification provided for some clauses.</p> <p>27 Jun 2025 9:36am Graham, Blaise</p> <p>Requested update on progress, Soccer Association to take item to next meeting.</p>
22/04/2025	12.1.1	Local Planning Scheme No. 24 - Amendment No. 10	Hindley, Richard	
	O0425-059	<p>That Council in accordance with Regulation 50(3)(b) of the Planning and Development (Local Planning Schemes) Regulations 2015 support draft Amendment No. 10 with the proposed modifications to address issues raised in the submissions:</p> <ol style="list-style-type: none"> Amending the Scheme Map to show Lot 203 Fisheries Road, Myrup as 'Rural Smallholdings' and 'RS3' and Amend Schedule 9 RS3 by including Lot 203 Fisheries Road, Myrup in the Description of land column. Amending the Scheme Map by replacing the R12.5 density with R30 for Lots 1 – 6, 12, 13, 16, 19 – 25 Stubbs Street and Lots 100 – 105, 509 Jane Street. Esperance. Amend the Scheme Map by placing additional use A35 over Lot 5 South Coast Highway and insert the following into Schedule 3 – No. '35', Location ' Lot 5 South Coast Highway, Pink Lake', Base Zone 'Rural Residential', Additional Use(s) 'As an 'A' use – Transport Depot' and Development Standards/Conditions '1. Any application for a 'Transport Depot' is to be accompanied by an associated traffic impact assessment. 2. The site is limited to 5 commercial vehicles. 3. Irrespective of condition 2 during harvest the site is limited to no more than 10 commercial vehicles.' Amending the Scheme Map by applying the 'Cultural and Natural Resource Zone' to UCL Lot 1992 on DP215119, UCL Lot 1468 on DP156659, UCL Lot 1469 on DP156660, UCL Lots 1647, 1999, 1646 on DP215120, UCL PINs 996923. 788422, 788441, 996726, 996725, 788440, 996730. 	External Services	<p>22 May 2025 3:29pm Hindley, Richard</p> <p>Documents forwarded to DPLH and under assessment by them.</p> <p>05 Jun 2025 10:05am Hindley, Richard</p> <p>Documents with DPLH for Review.</p> <p>03 Jul 2025 9:02am Hindley, Richard</p> <p>Documents being assessed by DPLH.</p>

Date	Item Number	Item	Responsible Officer	Notes
	5.	Amending Table 4 – Zoning and Land Use Table by modifying the land use permissibility of 'Agriculture-Intensive' from a 'D' to an 'A' in the 'Rural' zone.		
	6.	Amending Amendment Clause 2(a) by replacing 'Stormwater Management Manual of Western Australia (DWER, 2004)' with 'Stormwater Management Manual for Western Australia (the former Department of Water (DoW, 2004-2007).'		
	7.	Amend Clause 2(b) by replacing 'stormwater management will be required as a condition of development approval demonstrating the ability to retain all stormwater to site in accordance with a 1:100-year rainfall event using a 72 hour model and in accordance with current best practice as per the Stormwater Management Manual for Western Australia (DWER, 2004) (or its replacement).' With ' Stormwater management systems should be designed in consultation with DWER and the relevant local government and be consistent with the Stormwater Management Manual for Western Australia (DoW, 2004-2017), Australian Rainfall and Runoff- (Commonwealth of Australia (Ball J, Babister M, Nathan R, Weeks W, Weinmann E, Retallick M, Testoni I) 2019), Australian Run-off- Quality: A guide to water sensitive urban design (Institution of Engineers Australia, Melbourne Victoria, 2006) and Local Government Guidelines for Subdivisional Development (IPWEA, 2017) (or their replacement).'		
	8.	Amending the Scheme Map by changing the zoning of Reserve 14301 from 'Public Open Space' to 'Environmental Conservation'		
	9.	Amending the Scheme Map by changing the zoning of Reserve 31099 from 'Government Services to 'Environmental Conservation'		
	10.	Amending the Scheme Map by changing the zoning of Reserve 27355 from 'Public Open Space' to 'Environmental Conservation'		

Date	Item Number	Item	Responsible Officer	Notes
22/04/2025	12.1.2	Local Planning Strategy Amendment 3	Wilks, Peter	
	O0425-060	<p>That Council, pursuant to Part 3 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> resolve to:</p> <ol style="list-style-type: none"> 1. Initiate Amendment No. 3 to the Local Planning Strategy. 2. Amend the Local Planning Strategy by: <ol style="list-style-type: none"> 2.1. Amending the Strategy Maps to include a range of Tourism, Rural Residential, and Rural Smallholding, Rural and Conservation areas as designated in the amendment. 3. Forward Local Planning Strategy Amendment 3 under Part 3 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> to the WAPC for their review and for consent to advertise the amendment for public inspection under Part 3, Clause 13 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>. 	External Services	08 May 2025 9:05am Wilks, Peter Strategy Amendment forwarded to WAPC for their assessment and consent to advertise on 7 May 2025.
22/04/2025	12.2.1	Public Toilet Facilities within the CBD - Petition	Walker, Mathew	
	O0425-062	<p>That Council:</p> <ol style="list-style-type: none"> 1. Acknowledge the concerns of the petition on public toilet facilities within the CBD; and 2. Request the CEO: <ol style="list-style-type: none"> a. Approach businesses along Dempster Street, from Andrew Street to Williams Street, for the potential to use existing private toilets for public use; and b. Report the outcomes back to Council. 	Asset Management	

Date	Item Number	Item	Responsible Officer	Notes
22/04/2025	12.2.2	Surrender of Reserve 31710 Freebairn Road Gibson	Appleby, Jeanette	
	O0425-063	That Council <ul style="list-style-type: none"> 1. Request that the Minister for Lands cancel Crown Reserve 31710 under sections 50 and 51 of the the <i>Land Administration Act 1997</i> (LAA 1997) as it is surplus to the Shire of Esperance requirements. 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 cancellation of Crown Reserve 31710 and accept the land as is. 	Asset Management	08 Jul 2025 10:12am Appleby, Jeanette Council Resolution sent to DPLH and Paddy Barber. DPLH to finalise the cancellation of the Reserve and sell to adjoining landowner Paddy Barber.
27/05/2025	12.2.2	Proposed Road Dedication - Portion of 2 Downes Street, Pink Lake	Appleby, Jeanette	
	O0525-085	That Council <ul style="list-style-type: none"> 1. Request the Minister of Lands to dedicate a portion of 2 Downes Street, Pink Lake known as Lot 3 on Diagram 40152 Downes Street, as road reserve under Section 56 of the Land Administration Act 1997; and 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. 	Asset Management	26 Jun 2025 9:12am Appleby, Jeanette Landowners have signed the road widening documentation, payment for land to be completed.

Date	Item Number	Item	Responsible Officer	Notes
27/05/2025	12.3.1	Lease - Lot 43, Lot 44 and Lot 45 Richardson Street, Grass Patch	Graham, Blaise	
	O0525-086	<p>That Council enter into a lease with the Grass Patch Community Development Association for Lot 43, Lot 44 and Lot 45 Richardson Street Grass Patch, Reserve 45239, subject to;</p> <ol style="list-style-type: none"> 1. Department of Lands' approval; 2. Lease term being 21 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, with the following caravan park specific conditions – <ol style="list-style-type: none"> a. Compliance with the Caravan Park and Camping Ground Act 1995 and Regulations 1997. b. Adhering to the caravan park licence issued. c. All maintenance to be completed by the Grass Patch Community Development Association, other than maintenance to the toilet block. d. All consumables and cleaning products to be supplied by the Grass Patch Community Development Association. e. Fees collected to be retained by the Grass Patch Community Development Association. f. Grass Patch Community Development Association to arrange supply and servicing of fire extinguishers and fire hose reels on site. 	Corporate & Community Services	<p>04 Jun 2025 10:49am Graham, Blaise Grass Patch Development Association notified of resolution, lease drafting in progress.</p> <p>27 Jun 2025 9:36am Graham, Blaise Lease drafted, awaiting lease area plan from Asset Development Team before sending to Lessee for review.</p>

Date	Item Number	Item	Responsible Officer	Notes
27/05/2025	12.3.2	Proposed Parking & Parking Facilities Local Law	Walsh, Sarah	
	O0525-087	<p>That Council request the CEO to;</p> <ol style="list-style-type: none"> 1. Give Local Public Notice of the proposed Shire of Esperance Parking and Parking Facilities Local Law 2025 in accordance with s.3.12(3) of the <i>Local Government Act 1995</i>; 2. Forward a copy of the proposed local law and public notices to the Minister for Local Government; and 3. Prepare a further report at the conclusion of the public submission period to enable Council to consider submissions. 	Corporate & Community Services	<p>06 Jun 2025 8:47am Walsh, Sarah Advertising arranged for 06/06/2025 to 26/07/2025.</p>
27/05/2025	16.1	New Lease - Lot 9500 Shark Lake Industrial Park	Walsh, Sarah	
	O0525-096	<p>That Council enters into a lease with Brad Scott for Lot 9500 Old Shark Lake Road, within the Shark Lake Industrial Park, subject to;</p> <ol style="list-style-type: none"> 1. Lease term being 1 year with 2x1 year extensions. 2. Annual lease fee of \$6,555 inclusive GST being payable, subject to annual rent reviews based on CPI if further lease extensions are granted, and that Council consider this to be a true indication of the current market rental rate; 3. Lease preparation fee of \$635.00 inclusive of GST being waived given the mutual benefits of this agreement for both parties, particularly the Shire. 4. The disposition being advertised in accordance with s.3.58 of the <i>Local Government Act 1995</i>. 	Corporate & Community Services	<p>06 Jun 2025 8:52am Walsh, Sarah Awaiting confirmation from Manager Economic Development whether this has been advertised yet. Received updated lease area plan and will draft lease shortly. 27 Jun 2025 12:29pm Walsh, Sarah Advertising closed with no submissions. Document drafted and will be sent to Manager Economic Development for review shortly.</p>

Date	Item Number	Item	Responsible Officer	Notes
27/05/2025		Improve ACROD Bays - Boulevard Shopping Centre	Burge, Shane	
	O0525-094	That Council request the CEO to liaise with Charter Hall to improve their ACROD bays in the carpark at the Boulevard Shopping Centre.	Executive Services	05 Jun 2025 10:09am Burge, Shane Awaiting a report from Asset Management around what improvements could/ should be made to the ACROD bays to make them more user friendly before writing to Charter Hall. 27 Jun 2025 8:17am Burge, Shane Email sent to Charter Hall with ideas around what changes are required for improved ACROD access. Offered to provide a private works quote to conduct the work. No response as to position of Charter Hall has yet been provided.
24/06/2025	12.1.1	Bay of Isles Leisure Centre - Management Plan	Ammon, Mel	
	O0625-083	That Council receive the <i>Bay of Isles Leisure Centre Management Plan</i> , and support the implementation of the actions and initiatives identified within it.	External Services	07 Jul 2025 10:16am Ammon, Mel Advised Leisure Centre Management team the Plan has been endorsed. Arrangement to be made to implement and monitor outcomes through ongoing operations
24/06/2025	12.1.2	Closure of Public Access Way - Lot 55 Wiese Way, Castletown	Wilks, Peter	
	O0625-084	That Council <ul style="list-style-type: none"> 1. Request the Minister of Lands to close the public access way identified as Lot 55 Wiese Way, Castletown under Section 58 (1) of the <i>Land Administration Act 1997</i>. 2. Advise the Minister of Lands that in accordance with Section 56 (4) of the <i>Land Administration Act 1997</i> 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. 	External Services	07 Jul 2025 10:15am Wilks, Peter Request for closure forwarded to DPLH on 1 July 2025

Date	Item Number	Item	Responsible Officer	Notes
24/06/2025	12.1.3	James Street Cultural Precinct Funding Agreement	Greive, Roy	
	O0625-085	That Council <ul style="list-style-type: none"> 1. Enter into a funding agreement with Main Roads Western Australia for the Growing Regions Program-Round 2 for the James Cultural Precinct; 2. Commit \$7.597M as the Shire's co-contribution to first stage of the project; 3. Request the CEO to proceed with the procurement processes to commence the James Street Cultural Precinct; and 4. Request the CEO to pursue further funding opportunities for the project through Lotterywest and other sources. 5. Request the CEO to schedule a briefing before the July Ordinary Council Meeting focusing on – <ul style="list-style-type: none"> <input type="checkbox"/> Construction staging and functionality; and <input type="checkbox"/> Milestones contained within the funding agreement with Main Roads Western Australia 	External Services	
24/06/2025	12.1.4	Property Transfer and Development Partnership Proposal - 4 and 4A Hicks Street Reserve 26980	Hindley, Richard	
	O0625-086	That Council support the Goldfields Individual and Family Support Association Inc's property transfer and development partnership proposal; and <ul style="list-style-type: none"> 1. Request that the Department of Planning, Lands and Heritage amend the land use on Reserve 26980 by removing 'Shire Workforce Accommodation' and adding 'Disability Accommodation and Support; and 2. Advise the Department of Planning, Lands and Heritage that the Shire of Esperance wishes to surrender its Management Orders in favour of Goldfields Individual and Family Support Association Inc. (GIFSA); and 3. Built assets are to be transferred to GIFSA on an as is basis. 	External Services	07 Jul 2025 10:11am Hindley, Richard Request sent to DPLH

Date	Item Number	Item	Responsible Officer	Notes
24/06/2025	12.3.2	Lease Renewal - Airport Hangar Lots 1, 2, 3, 4, 6, 7 and 8 - Lot 15 Coolgardie-Esperance Highway Gibson	Graham, Blaise	
	O0625-087	That Council enters into a lease with Scott Mackie and Darren Rogers for Esperance Airport Hangar Lots 1, 2, 3, 4, 6, 7 and 8, part of Lot 15 Coolgardie-Esperance Highway, Gibson, subject to: <ol style="list-style-type: none"> 1. Lease term being 20 years; 2. Annual lease fee of \$15,010.17 inc GST being payable, subject to annual rent reviews based on CPI, and that Council consider this to be a true indication of the current market rental rate; 3. Lease preparation fee of \$635 inc GST being payable; 4. The disposition being advertised in accordance with s3.58 of the <i>Local Government Act 1995</i>; 5. Advertising fee of \$185 inc GST being payable; and 6. All lease terms and conditions being as per Council's standard commercial lease template. 	Corporate & Community Services	07 Jul 2025 10:10am Graham, Blaise Lease has been drafted ready for review
24/06/2025	12.3.5	Lease Variation - Lot 2102 Twilight Beach Road West Beach	Graham, Blaise	
	O0625-090	That Council vary the lease with the Esperance-Goldfields Surf Lifesaving Club for Lot 2102 Twilight Beach Road West Beach, Reserve 41860, to remove Items 9.1 and 9.2 of the Schedule and Annexure 1, subject to – <ol style="list-style-type: none"> 1. Department of Lands' approval; and 2. Lease variation fee of \$245 being payable. 	Corporate & Community Services	07 Jul 2025 10:09am Graham, Blaise Council Resolution notification sent to Lessee. Variation document and sent for review.
24/06/2025	17.1	RFT 0627-25 Myrup Waste Management Facility - Site Electrical Works	Eagle, Fiona	
	O0625-097	That Council awards Request for Tender 0627-25 – Myrup Waste Management Facility – Site Electrical Works to Castlehow Nominees PTY LTD as per the lump sum price.	Asset Management	07 Jul 2025 10:07am Eagle, Fiona Respondents have been notified; contracts have been assembled ready for signatures

Date	Item Number	Item	Responsible Officer	Notes
24/06/2025	17.2	RFT 0628-25 Road Line Marking	Eagle, Fiona	
	O0625-098	That Council awards Request for Tender 0628-25 Road Line Marking to Fulton Hogan Industries Pty Ltd, as per the schedule of rates, for a period of 24 months with a 24-month option to extend subject to satisfactory performance.	Asset Management	07 Jul 2025 10:07am Eagle, Fiona Respondents have been notified; contracts have been assembled ready for signatures
24/06/2025	17.3	RFT 0629-25 Audio Tactile Line Marking	Appleby, Jeanette	
	O0625-099	That Council awards the Request for Tender 0629-25 Audio Tactile Line Marking to Fulton Hogan Industries Pty Ltd, as per the schedule of rates, for a period of 24 months with a 24 month option to extend subject to satisfactory performance.	Asset Management	07 Jul 2025 10:06am Appleby, Jeanette All applicants have been notified of Council Resolution
24/06/2025	17.4	RFT 0630-25 Supply, Deliver and Spraying of Bituminous Products	Appleby, Jeanette	
	O0625-100	That Council awards Request for Tender 0630-25 Supply, Deliver and Spraying of Bituminous Products to Bitutek Pty Ltd as per the schedule of rates, for an initial 24 month period, with a twenty four month option to extend subject to satisfactory performance.	Asset Management	07 Jul 2025 9:46am Appleby, Jeanette All applicants have been notified of tender results and council resolution



1st July 2025

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

Dear Ron, Shane and Councillors,

Re: Council Resolution to support disability services expansion in Esperance

On behalf of the Goldfields Individual and Family Support Association Inc. (GIFSA), I would like to extend our sincerest appreciation to the Shire of Esperance for your support of our recent property transfer and development partnership proposal.

Council's endorsement is a significant and positive step toward enhancing disability services and support opportunities in the region.

Your ongoing support reflects a strong commitment to inclusive community development and demonstrates a forward-thinking approach to addressing the needs of people with disabilities in Esperance. This partnership enables us to work collaboratively to create fit-for-purpose spaces, increased support options, respite care services, amongst other benefits, that will make a tangible difference in the lives of those we serve.

We look forward to continuing to work together with the Shire of Esperance and other stakeholders to bring this important initiative to life.

Warm regards,

A handwritten signature in black ink, appearing to read "Terrence Winner", is located below the "Warm regards," text.

Terrence Winner
Chief Executive Officer
GIFSA (Goldfields Individual and Family Support Association)

Item: 12.4.2

Communications Agreements - WALGA Discussion Paper

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

File Ref: D25/21152

Applicant
WALGA

Location/Address
N/A

Executive Summary

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

Recommendation in Brief

That Council endorse the attached responses to the proposed Communications Agreements- Discussion Paper to WALGA.

Background

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

Officer's Comment

The Local Government Amendment Act 2023 (2023 Amendment Act) was passed by Parliament in May 2023 and made a series of amendments to the Local Government Act 1995 (the Act). The 2023 Amendment Act implements several key reforms, including those relating to local government elections, as well as some changes which are yet to commence. These include the requirement for a communications agreement between the council and the administration of a local government.

To implement these reforms, the Western Australian (WA) Government has prepared the draft Local Government Regulations Amendment Regulations 2025 and the draft Local Government (Default Communications Agreement) Order 2025.

WALGA has developed a discussion paper (Attachment 1) that enables Local Government to insert responses for each section of the Discussion Paper.

Following on from a collaborative workshop held between Councillors and staff, draft responses have been provided answers to the questions posed by WALGA to allow a consolidated industry response to the DLGSCI.

Consultation

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

Financial Implications

Nil

Asset Management Implications

Nil

Statutory Implications

The statutory implications associated with this item are proposed regulations that supports the introduction of Communications Agreements into Local Government.

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Leadership

Community confidence and trust in Council

Encourage community participation and insight into activities and decisions

Environmental Considerations

Nil

Attachments

- A¹. Communication Agreements- WALGA Discussion Paper
- B¹. Communications Agreement Consultation Paper
- C¹. Communications Agreement Regulations

Officer's Recommendation

That Council endorse the attached response to the proposed Communications Agreements - Discussion Paper to WALGA.

Voting Requirement

Simple Majority



Communications Agreements

Discussion Paper June 2025

Local Government Submissions to WALGA are requested by **4pm, Monday 28 July 2025** to governance@walga.asn.au

For more information, please contact Tony Brown on 9213 2051 or Felicity Morris on 9213 2093.

Submission Format

This Discussion Paper has been designed to enable Local Governments to insert responses in the form field provided for each section of the Discussion Paper.

Local Governments can choose to respond to only some sections or questions, and are also welcome to provide a submission in an alternative format.

Please also provide your Local Government details below.

Local Government Name:		Click or tap here to enter text.
Submission was prepared and endorsed by:		
<input type="checkbox"/>	Council Resolution / Meeting Date:	Click or tap here to enter text.
<input type="checkbox"/>	Council Member Workshop / Forum (without Council resolution)	
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1. Background

Communications Agreements were outlined in the Minister for Local Government's [Reform Proposals](#) released in 2022.

Following sector consultation, WALGA adopted the following advocacy position in relation to Communication Agreements:

2.5.3 Council Communication Agreements

The Local Government sector supports the introduction of a consistent, regulated Communications Agreement between Councils and the CEO within Local Governments.

Amendments to achieve this reform were included in the [Local Government Amendment Act 2023](#) but are yet to take effect:

- Amendments to Section 5.92 of the *Local Government Act 1995* (the Act) to provide that the right of a Council Member or Committee Member to access information under that section must be exercised in accordance with the Local Government's communications agreement.
- New section 5.92A requiring every Local Government to have a communications agreement between the Council and the CEO regulating the matters specified in the Act and regulations.
- New section 5.92B requiring the Minister to make Ministerial Order setting out a default communications agreement which applies at any time a Local Government does not have its own communications agreement.
- New section 5.92C enabling Local Governments to adopt and amend its own communications agreement with the agreement of the CEO, which will expire at the end of every caretaker period, and upon the end of the CEO's employment with that Local Government.

On 5 June 2025, the Department of Local Government, Sport and Cultural Industries (the Department) published the draft [Local Government Regulations Amendment Regulations 2025](#) (the Draft Regulations) and draft [Local Government \(Default Communications Agreement\) Order 2025](#) (the Draft Order). The Department has also published a [Communications Agreement Consultation Paper](#) (the DLGSC Consultation Paper) which explains the Draft Regulations and Draft Order.

The Draft Regulations prescribe the minimum requirements for all communications agreements and provide the mechanism to require compliance by Local Government employees, Council Members and Committee Members.

The Draft Order sets out what is proposed to be the default communications agreement in Schedule 1. As all Local Governments will be subject to this default agreement on a regular basis (at least every two years after each caretaker period and after a CEO's employment ends) as well as at any time an agreement cannot be reached between Council and the CEO, it is critical that the default agreement is fit for purpose.



2. Discussion paper

The following discussion paper provides preliminary WALGA comments and questions on the Draft Regulations and Draft Order for consideration by Local Governments.

Part 2.1 of this paper deals with the Draft Regulations. Where the corresponding content of the Draft Order is relevant to the discussion of the issue, it is included in this part.

Part 2.2 deals with matters that appear only in the Draft Order.

All clause references are to Schedule 1 of the Draft Order.

2.1. Draft Regulations

2.1.1. General drafting approach

WALGA Comment

The Draft Regulations and Draft Order are quite detailed and prescriptive. Some detail may be necessary to provide clarity and achieve an appropriate balance. It is essential that all parties understand their responsibilities, as breaches would constitute a breach of the Code of Conduct for Council Members, Committee Members and Candidates, or the Employee Code of Conduct. However, the level of prescriptive detail in the Draft Regulations and Draft Order may be restrictive for Local Governments seeing to develop locally appropriate approaches.

Questions

1. Do the Draft Regulations and Draft Order have an appropriate level of detail, or could they be simplified?

Local Government Response:
Simpler is generally believed to be beneficial. Minimum requirements for locally appropriate approach would be beneficial.

2.1.2. Commencement and implementation

The Draft Regulations state that they will commence on 19 October 2025, the day after the Ordinary Local Government Elections. This means that the default communications agreement set out in the finalised Ministerial Order would apply to all Local Governments from this date.

WALGA comment

The lead up to Local Government elections is a very busy time for Local Governments. Many Local Governments devote considerable resources to preparing induction materials for new Council Members. These materials and any induction programs will need to provide both commencing and continuing Council Members with an understanding of the default communications agreement. In addition, Local Governments will need to establish the appropriate administrative processes to



implement the default communications agreement. To complete these preparations, Local Governments will need to know the final content of the regulations and order.

Questions

2. What would be a reasonable period to allow Local Governments to prepare for implementation of the default communications agreement after publication of the final regulations and order?

Local Government Response:
At least a 3 month transition period is required after Council elections or at replacement of CEO. Would not be wanting to transition back to the default agreement all the time due to no transition period.

2.1.3. Providing correspondence sent by Mayor or President to all Council Members

Draft Regulations

Regulation 7 of the Draft Regulations would insert a new Regulation 28C in the *Local Government (Administration) Regulations 1996* prescribing that communications agreements must regulate the circumstances in which correspondence sent by the Mayor/President on behalf of the Local Government must be provided to all Council Members. This is an additional matter that was not specified in the Act amendments.

Draft Order

To meet this requirement, clause 5 of the Draft Order requires correspondence sent by the Mayor or President on behalf of the Local Government to be provided to all Council members, unless the Mayor or President is satisfied that particular circumstances mean it is appropriate not to provide the correspondence. The DLGSC Consultation Paper advises that this should only occur in “exceptional circumstances” and could otherwise constitute a breach of the communications agreement by the Mayor or President.

WALGA Comment

Depending on the Local Government, Mayors or Presidents may send a high volume of correspondence that could be understood as being on behalf of the Local Government. Providing copies of all this correspondence to all Council Members may be burdensome for the Administration, and for Council Members in receiving high volumes.

To avoid breaching the communications agreement, the Mayor or President would need to have a record of each decision and the circumstances that make it appropriate not to provide correspondence to all Council Members.

Questions

3. Is it necessary for all communications agreements to address the provision of Mayor / President correspondence to Council Members?



4. Is clause 5 of the Draft Order appropriate and workable for your Local Government? Are any changes required?
5. Would it be useful for the Draft Order to:
 - a. specify types of correspondence that must be provided to all Council members, unless decided by the Mayor or President? For example, correspondence that relates to advocacy, communications with government agencies or elected representatives, major stakeholders, or communicating Council decisions.
 - b. allow the Mayor or President to decide that certain categories of correspondence do not need to be provided? For example, letters of appreciation and congratulations.
 - c. allow for alternative methods of making the correspondence available to Council Members rather than providing a copy? For example, allow Local Governments to provide a list of correspondence that Council Members may access on request, or publish correspondence on an Elected Member portal.

Local Government Response:
<p>Would be useful If the draft order was to specify the types of correspondence that must be provided as per 5 a. above.</p> <p>A lot of Presidential correspondence is "administrative" in nature and not required to be sent to all Councillors.</p>

2.1.4. Requests for information – definition and scope

Draft Regulations

Regulation 7 of the Draft Regulations would insert a new Regulation 28D in the *Local Government (Administration) Regulations 1996* which prescribes the content of communications agreements. The regulation distinguishes between administrative matters and requests for information and prescribes definitions as well as the content that must be included in relation to each type of request.

The definition of request for information in regulation 28D(1) is as follows:

request for information, in relation to a local government, means a request for —

- (a) access to information held by the local government under section 5.92 or otherwise; or
- (b) other information.

This definition is also used in regulation 10(2) of the Draft Regulations for a consequential amendment to the *Local Government (Model Code of Conduct) Regulation 2021*.

As this definition is prescribed in the Draft Regulations, it will apply to all communications agreements, not just the default agreement.

Draft Order

Clause 3(1) provides that the default communications agreement applies to a person only when acting in their capacity as a Council Member, Committee Member or employee.



Clause 4 provides general principles, including that Council and Committee Members will ensure they only request information that is relevant to their functions under the Act or any other written law.

Division 3 sets out the requirements regarding requests for information. Clause 11 of the Draft Order repeats the prescribed definition when stating that a Council Member or Committee Member may make a request for information. Clause 14 specifies that nothing in the agreement requires certain information to be provided, including “information mentioned in section 5.92(4) of the Act”.

WALGA comment

Section 5.92(1) of the Act allows a Council Member or Committee Member to “have access to any information held by the local government that is relevant to the performance by the person of any of the person’s functions under this Act or under any other written law” (emphasis added). This is a broad right of access, requiring only relevance to the performance of a statutory function.

Section 5.92(4) clarifies that the section does not give a Council Member or Committee Member the right to access specified information, including certain employee information, any personal information about individuals that is not relevant to a Council or Committee decision, information the Local Government is prohibited or restricted from disclosing to the Council Member or Committee Member under a written law, and information that is not relevant to the functions of the Council Member or Committee Member under the Act or any written law.

The definition of **request for information** expands significantly beyond requests under section 5.92. It is unclear what is intended by “or otherwise” in part (a) of the definition. Further, the inclusion of “other information” in part (b) is so open-ended, it may make any limitations imposed by (a) almost meaningless.

As the Draft Order only applies when a person is acting in their capacity as a Council Member or Committee Member, it is difficult to understand what “other information” could be required that is not relevant to a statutory function.

Council Members may interact with the Local Government in their personal capacity and request and gain access to information as customers of the Local Government. These ordinary citizen transactions would not be subject to the communications agreement. Similarly, all members of the public have a right to inspect and receive copies of Local Government information in accordance with s5.94, 5.95, 5.96 and 5.96A of the Act, and public information prescribed under other written laws. These public access rights would not be subject to the communications agreement.

The expansive definition appears to be inconsistent with other provisions of the Draft Order. Clause 4 uses the wording of section 5.92, stating that Council and Committee Members agree to only request information that is relevant to their functions under law. Clause 14(b) of the Draft Order confirms that a Council Member or Committee Member is not required to be provided with information mentioned in section 5.92(4) of the Act. As noted above, section 5.92(4)(f) refers to information that is not relevant to the performance of a function under law.

The result may be that a Council Member or Committee Member may *request* information under clause 11 that they must agree not to request under clause 4(c)(iii), that they do not have a statutory right to access, and that clause 14 confirms that they are not required to be provided.

Questions



6. Should the words "or otherwise" and "other information" be deleted from the definition of ***request for information***?
7. Do Local Governments identify any risks arising from the definition of ***request for information*** in its current form?
8. Does the definition of ***request for information*** create inconsistency with section 5.92 of the Act and clauses 4 and 14 of the Draft Order?
9. Should the definition of ***request for information*** be revised to refer only to requests made under s.5.92?
10. Are there any other comments on the scope or definition of ***request for information***?

Local Government Response:
Should align to s5.92 of the Act or be removed. Believe that s5.92 is sufficient.

2.1.5. Administrative matters – definition and scope

Draft Regulations

Regulation 7 of the Draft Regulations would insert a new Regulation 28D in the *Local Government (Administration) Regulations 1996* which provides definitions and prescribes the content of communications agreements. The regulation distinguishes between administrative matters and requests for information and prescribes definitions as well as the content that must be included in relation to each type of request. The definition of administrative matter lists the scheduling of council or committee meetings, compliance obligations under the Act, IT support, training and conference arrangements, event invitations, entitlements and "any other matter of an administrative nature".

Regulation 10(2) of the Draft Regulations would insert the proposed definition of administrative matter into clause 20(1) of the Model Code of Conduct for Council Members, Committee Members and Candidates (Sch 1 of the *Local Government (Model Code of Conduct) Regulations 2021*).

Draft Order

Clause 2 of the Draft Order repeats the definition of administrative matter and defines administrative request for information. Clause 25 defines administrative request as either or both of an administrative request for information or a request for administrative assistance. Clause 26 defines a request for administrative assistance.

Division 5 of the Draft Order deals with administrative requests for information and requests for administrative assistance. Clause 26 provides that a Council Member or Committee Member may make a request for administrative assistance, while clause 27 provides the process for making an administrative request. Administrative requests may be made verbally or in writing

WALGA Comment



Local Government officers regularly provide routine information and support to Council Members and Committee Members. It seems reasonable to provide for a separate category of requests that may be dealt with in a simplified way, and with no requirement to provide responses to all Council or Committee Members.

The definition of administrative matter prescribed in the Draft Regulations may not be suitable for all Local Governments. WALGA suggests that an alternative definition could be as follows:

administrative matter in relation to a council member or committee member, means support or assistance provided to an individual council member or individual committee member to facilitate an administrative process related to that member, and may include:

- (i) council and committee meeting scheduling, attendance, apologies, leave of absence, committee deputy member attendance, drafting a notice of motion or alternative motion.
- (ii) attendance at professional development, training or events, associated speech writing, ceremonial protocols, travel, accommodation and incidental expense arrangements,
- (iii) entitlements to a fee, allowance, reimbursement or superannuation,
- (iv) personal compliance with obligations under the Act, Regulations, code of conduct, conflict of interest or gift disclosure requirements, record keeping,
- (v) information and communication technology software or hardware provided by the local government,
- (vi) any other matters specified as administrative matters in a local government's communications agreement.

Alternatively, the Draft Regulations could state that administrative matters are to be defined in the local government's communications agreement. The above alternative definition could be modified for use in the Draft Order.

Consideration could also be given to simplifying the language used in the Draft Order regarding these requests. It seems unnecessarily complex to have four defined terms to deal with simple day to day enquiries.



Questions

11. Do Local Governments support a separate process for administrative matters?
12. Is the Draft Regulation definition of **administrative matter** suitable for your Local Government?
13. Do you support the alternative WALGA definition above and/or have any other suggestions for the definition?
14. Should the regulations avoid a prescribed definition and allow **administrative matter** to be defined entirely in the communications agreement?
15. Are there any other comments on administrative matters?

Local Government Response:
Support the position of WALGA on alternative definition for administrative matter that is provided under WALGA comment section.

2.1.6. Exclusions from application of communications agreement

Draft Regulations

The new Regulation 28D(3), to be inserted in the *Local Government (Administration) Regulations 1996* by Draft Regulation 7, provides that a communications agreement must specify it does not apply to anything a Council Member, Committee Member or Employee does as part of deliberations at a Council Meeting, or CEO employment processes.

Draft Order

Clause 3(2) of the Draft Order gives effect to these requirements.

WALGA Comment

These exclusions enable Council Members and Committee Members to communicate with employees under certain circumstances without being subject to the communications agreement. The respective codes of conduct would continue to apply to employees and Council or Committee Members.

Questions

16. Are these exclusions appropriate?

Local Government Response:
Agree that the exclusions are appropriate.



2.1.7. Commissioners

Draft Regulations

New Regulation 28D(5) will require all communications agreements to include content enabling commissioners to make requests to any employee, to determine the manner information is to be provided and to resolve disputes.

Draft Order

Clause 29 provides that the communications agreement applies to a commissioner as if they were the Mayor or President and the Council of the Local Government. Clause 30 then modifies the application of the communications agreement to allow a commissioner to make a request to the CEO or any employee, in the manner determined by the commissioner and to specify the manner in which as response is to be provided. It also provides for a commissioner to resolve disputes.

WALGA Comment

Section 2.38 of the Act provides that any reference to Council, Council Member, Mayor or President in the Act or other written law applies to a commissioner. A Local Government's communications agreement would apply to commissioners on that basis, and a commissioner could adopt a new agreement with the CEO. It does not seem appropriate for a commissioner to direct requests to any employee of the Local Government.

Questions

17. Should the rights and responsibilities of commissioners under a communications agreement be consistent with the rights and responsibilities of Council, Council Members, Mayors and Presidents?
18. Is it inappropriate for a commissioner to make requests to any employee of the Local Government?

Local Government Response:
Appropriate that the same requirements should also apply to commissioners.



2.1.8. Amendments to Model Code of Conduct

Draft Regulations

Regulation 10(4) of the Draft Regulations will amend clause 20 of the Model Code of Conduct for Council Members, Committee Members and Candidates (Sch 1 of the *Local Government (Model Code of Conduct) Regulations 2021*). As a result, the prohibition on a Council Member directing or attempting to direct a local government employee will not apply to anything that a Council Member does as part of making a request in accordance with a communications agreement.

WALGA comment

Model Code of Conduct clause 20(2)(a) prohibits a Council Member from directing or attempting to direct a Local Government employee to do or not to do anything in their capacity as a Local Government employee.

This prohibition does not apply to anything done during deliberations at a Council or Committee meeting. The proposed amendment would expand the circumstances in which a Council Member may direct an employee.

The proposed amendment implies that a request for information or administrative request may be made in a manner that is an attempt to *direct* a local government employee and has the effect of allowing such direction without breaching Code of Conduct provisions.

Questions

19. Is it necessary or appropriate for a Council Member to be able to direct a local government employee when making a request in accordance with a communications agreement?

Local Government Response:
Council members should not have the ability to use this process to direct a local government employee.



2.3. Draft Order

2.3.1. Clause 4 General principles

Draft Order

Clause 4 of the Draft Order provides general principles for both the Council and the CEO, largely relating to acting and communicating in accordance with the agreement. This includes that the CEO will support Council Members and Committee Members in performing their functions under law, and that Council Members and Committee Members will only request information relevant to their functions under law.

Questions

20. Are there any additional principles that should be referenced in this clause?
21. Would it be beneficial to include a principle requiring that the communications agreement be applied in a manner that is consistent with the respective roles and responsibilities of Council and the CEO under the Act?

Local Government Response:
Agree that It would be beneficial to Include a general principle that Is consistent with respective roles and responsibilities of Council and the CEO under the Act.

2.3.2. Clause 8 Nominated employees

Draft Order

Clause 8(1) enables the CEO to nominate employees for the purposes of the agreement.

Clause 8(2) requires the CEO to nominate minimum numbers of employees, depending on the Class of the Local Government.

Clause 8(3) allows employees to be nominated for all requests for information, or a type of request for information. Clause 8(4) allows employees to be nominated for media enquiries, requests for administrative assistance, or types of either of these.

Under clauses 16, 18, 20, 23 and 27 of the Draft Order, Council Members or Committee Members must make and discuss their various requests with an “appropriate nominated employee”, defined in clause 2(1). In summary, an appropriate nominated employee is an employee who has been nominated for that type of request.

Clause 9 allows the CEO to direct which employee responds to a request.

WALGA Comment

The minimum numbers of nominated employees specified in clause 8 will only apply while the default communications agreement applies to a Local Government. However, these requirements must still be fit for purpose when applying to all Local Governments at least every two years, or at any time an agreement has not been reached.



It is unlikely that all Local Governments of a particular class will have the same requirements or capacity.

CEOs are likely to be best placed to establish a sufficient number of nominated employees to service the level of requests in appropriate timeframes. This could include an administrative system of internal referrals, which could allow requests to be made to any nominated employee, rather than only an “appropriate nominated employee”.

The requirement to make the request to an appropriate nominated employee may be challenging if a request for information addresses multiple subjects. It may be more efficient for responses to be coordinated by a single nominated employee.

Similarly, it may be sufficient to state that a CEO can nominate an employee generally or for the purposes of specified types of requests and that Council and Committee Members are provided with an up-to-date list.

Questions

22. Should the default communications agreement allow the CEO to nominate employees generally or for the purposes of any specified requests?
23. Should the minimum number of nominated employees be deleted or are they suitable?
24. Is it necessary to specify that requests must be made to an appropriate nominated employee, or could a nominated employee who receives a request refer and coordinate internally, subject to direction from the CEO?

Local Government Response:
Discretion should be provided to CEO on how requests for Information should be handled through the organisation.

2.3.3. Clause 12 Information that may be requested

Draft Order

Clause 12(1) lists matters that may be the subject of requests for information, clause 12(2) provides examples of information that may be requested by a Mayor or President, while clause 12(3) specifies that the clause does not limit what information may be requested.

WALGA Comment

It appears that this clause simply provides indicative examples of suitable subject matter for requests for information. As discussed above, the right of access to information under section 5.92 requires a link to a statutory function. It is possible that the examples provided in clause 12 could be the subject of a request for information that is relevant to a statutory function as well as a request that is not relevant or is excluded under s.5.92(4). Clause 12(3) confirms that the clause does not limit requests for information. Presumably it also does not expand what may be subject to a request for information, so it is unclear whether it is useful.



Questions

25. Is it useful for the default communications agreement to list matters that may be the subject of requests for information? Do Local Governments have any suggestions for inclusion?
26. Do Local Governments have any comments on the matters listed in clause 12?
27. Do Local Governments have examples of how the matters listed in clause 12 are or are not relevant to Council Member and Committee Member functions under the Act or other written law?

Local Government Response:
Examples and matters listed is not helpful. Requests for Information should be as per s5.92 of the Act.

2.3.4. Clause 13 Requirements applicable to requests for information

Draft Order

Clause 13 sets out the requirements applicable to a request for information, including relevance to a statutory function (as discussed above), limited in scope and accompanied by supporting information or correspondence.

WALGA Comment

In many circumstances, the nature of information requested by Council or Committee Members is self-evidently related to performance of a function under the Act or other written law, consistent with s.5.92(1). However, some requests for information are not self-evident as being consistent with s.5.92.

Questions

28. Do Local Governments have any comments on these requirements?
29. Should clause 13 include a requirement for a request for information to explain the relevance of the request to the performance of a function under the Act or any written law?

Local Government Response:
The request for Information should be as per s5.92 of the Act with an explanation from the requesting member how the request is relevant to the performance of a function under the Act or any written law.



2.3.5. Clause 14 Certain information not required to be provided

Draft Order

Clause 14 provides that information is not required to be provided in response to a request for information if:

- the request is not made in accordance with the agreement,
- the information is mentioned in section 5.92(4) of the Act,
- the information is not held by the Local Government, is held by another person or body and cannot be reasonably obtained by the Local Government,
- the CEO decides that preparing or providing the information would divert a substantial and unreasonable portion of the Local Government's resources.

WALGA Comment

The exclusion of information referred to in section 5.92(4) (see cl.14(b)) is discussed above.

Clause 14(c) appears somewhat convoluted. It is not clear if this is intended to require Local Governments to undertake research to identify and obtain information that they do not currently hold. Further, if the information is not held by the Local Government and cannot be reasonably obtained, it is not clear why it is relevant whether the information is held by another person or body.

Questions

30. Should clause 14(c) be simplified to state that information is not required to be provided if it is not held by the Local Government?

Local Government Response:
Yes clause 14(c) should be simplified to state that Information Is not required to be provided If It Is not held by the LG.

2.3.6. Clause 15 Disputes

Draft Order

Clause 15 sets out the process for dealing with disputes regarding a final response to a request for information that includes a refusal to provide some or all of the information requested. In the first instance the dispute must be discussed between the Mayor or President, the CEO and the requesting member. If this does not resolve the dispute, the requesting member may refer the dispute to Council for determination. Council's determination is final, and may override a decision by the CEO that the request would divert unreasonable resources.

WALGA Comment

The Draft Order does not appear to contemplate disputes where the Mayor or President is the requesting member.

The Draft Order specifies that Council may override a decision of the CEO under clause 14(d) that a request would divert unreasonable resources. In considering such a dispute, Council should have the benefit of the CEO's advice regarding the impact on the Local Government's functions and budget.



As only clause 14(d) is referenced in this way, it may be that Council does not have the capacity to overturn a refusal on the grounds set out in clause 14(a) – (c).

Questions

31. Should the default communications agreement specify that if the Mayor or President is the requesting member, the deputy Mayor or President should attend the meeting with the CEO in the event of a dispute?
32. Would it be beneficial to have disputes determined by the Inspector rather than Council?
33. Is it appropriate that Council can overturn the CEO decision under clause 14(d)?
34. Are there any other comments on disputes?

Local Government Response:
If the Mayor or President is requesting information then maybe the Deputy President should attend meeting with CEO in the event of a dispute.
Yes it is appropriate for Council to overturn the CEO decision.
Council should also have the discretion to refer the dispute through to the Inspector for final determination.

2.3.7. Clause 16 Mayor/President discuss media enquiry

Draft Order

Clause 16 allows the Mayor or President to discuss a media enquiry with the CEO or an appropriate nominated employee without making a request for information.

WALGA Comment

In many cases, media enquiries are directed to the Administration, and the Administration then contacts the Mayor or President to coordinate a response. Media enquiries that are not provided to the Local Government could be directed to the Mayor or President, but could also be directed to individual Council Members. It is not clear that this clause is necessary to enable these enquiries to be discussed as needed.

Questions

35. Does this clause meet the needs of Local Governments in managing media enquiries?

Local Government Response:
Yes clause 16 is appropriate.

2.3.8. Division 4 Requests for information - processes

Draft Order



Division 4 of the Draft Order sets out the processes for making, acknowledging, discussing and responding to requests for information other than administrative requests.

Clause 18 requires that a request for information must be made to the CEO or an appropriate nominated employee in writing, by email or other electronic means approved by the CEO. Clause 19 requires the CEO to acknowledge the request within 2 working days after the day it is made.

Clause 20 allows the CEO or an appropriate nominated employee to discuss the request with the requesting member, who may request an amendment to the scope of the request in these discussions.

Clause 21 provides the requirements for responding to a request for information. As a starting point, the CEO must ensure the requesting member is given a final response as soon as practicable. Where a request relates to an agenda item, the CEO must use best endeavours to provide a final response before the meeting. In any case, the CEO must ensure that the requesting member is given a final response within 10 working days after the request is made, or notice that the final response cannot be given within that period and estimating when it will be provided. The final response must be in writing. The final response must include reasons for any refusal to provide any of the information requested.

Under clause 22(1), final responses will generally be provided to all Council Members and members of the relevant committee. Clause 22(2) provides exceptions, including where the request for information is one made by the Mayor or President in relation to representing the Local Government, correspondence or arranging a formal meeting or event. Clause 22(2) also allows the CEO and requesting member to agree that the final response is confidential or because of particular circumstances it is appropriate not to provide to all members.

Clause 23 allows the requesting member to discuss the final response with the CEO or an appropriate nominated employee, and may be provided with additional information in these discussions. Clause 24 allows the CEO to arrange a briefing, meeting or discussion with some or all Council or Committee Members in relation to a final response to a request for information.

WALGA Comment

The definition and scope of requests for information are discussed in part 2.1.4 of this discussion paper.

WALGA seeks sector feedback on whether the detailed processes and requirements in Division 4 are suitable for all Local Governments. It is not clear whether it is necessary for a communications agreement to specify that a Council or Committee Member may discuss a request or response with the CEO or appropriate nominated employee, or that the CEO may organise a briefing. In contrast, it may be helpful for a communications agreement to state what will occur if the CEO and requesting member do not agree on whether a response should be provided to all members.

Questions

36. Are there any comments on the processes and requirements in Division 4, including:
- (i) Is it suitable that all requests for information must be made in writing by email or other electronic means approved by the CEO?
 - (ii) Is 2 working days an appropriate period for acknowledgement of a request?
 - (iii) Does clause 20 provide an appropriate method for discussing and clarifying requests for information?



- (iv) Are the timeframes for response specified in clause 21 a reasonable baseline for all Local Governments?
- (v) Does clause 22(2) provide a suitable method for deciding when a response does not need to be provided to all Council or Committee Members?
- (vi) Should clause 22(2) state what would occur if the CEO and requesting member do not agree on whether a response is confidential or not to be provided to other members?
- (vii) Is clause 23 unnecessary or does it provide a useful approach to discussions of a response?
- (viii) Is clause 24 unnecessary or does it provide a useful approach to informing Council Members and Committee Members?

Local Government Response:
Believe that Division 4 Request for Information- process Is appropriate and useful.

2.3.9. Division 5 Administrative requests - processes

Draft Order

Division 5 of the Draft Order sets out the requirements for making and responding to administrative requests.

WALGA Comment

The definition of “administrative matter” is discussed above.

WALGA seeks sector feedback on whether the processes and requirements are suitable for all Local Governments.

Questions

- 37. Is it suitable that administrative requests may be made verbally or in writing?
- 38. Does clause 28 provide reasonable requirements for a response?

Local Government Response:
Yes believe that Division 5 Administrative request- process Is appropriate and useful.



Department of
Local Government, Sport
and Cultural Industries



Communications Agreement Consultation Paper

Local Government Reforms

Background

The *Local Government Amendment Act 2023* (2023 Amendment Act) was passed by Parliament in May 2023 and made a series of amendments to the *Local Government Act 1995* (the Act).

The 2023 Amendment Act implements several key reforms, including those relating to local government elections, as well as some changes which are yet to commence. These include the requirement for a communications agreement between the council and the administration of a local government.

To implement these reforms, the Western Australian (WA) Government has prepared the draft Local Government Regulations Amendment Regulations 2025 and the draft Local Government (Default Communications Agreement) Order 2025.

These proposed draft regulations and the draft order are published on the Department of Local Government, Sport and Cultural Industries (DLGSC) website and are available for public comment until **Friday 22 August 2025**. This consultation paper sets out the aims of these reforms and the proposed legislative requirements.

DLGSC invites local governments, council members, CEOs, local government employees and members of the community to consider the proposed regulations and provide feedback. The feedback received will inform the finalisation of draft regulations and the draft order and the implementation of these changes.

Submissions can be made to DLGSC's Act Review team by:

1. email to actreview@dlgsc.wa.gov.au
2. post to:
DLGSC Act Review
PO Box 8349
PERTH BUSINESS CENTRE WA 6849

Your say and your privacy

Submissions will be treated as public documents unless explicitly requested otherwise.

If you do not consent to your submission being treated as a public document, you should mark it as confidential, or specifically identify the confidential information, and include an explanation.

Please note, even if your submission is treated as confidential by DLGSC, it may still be disclosed in accordance with the requirements of the *Freedom of Information Act 1995* (WA) or any other applicable written law.

DLGSC reserves the right to redact any content that could be regarded as racially vilifying, derogatory or defamatory to an individual or an organisation.

Establishing regulations for communications agreements

The communications agreement is intended to function as a fundamental governance instrument within each local government to set out minimum expectations for formal communications between council members and employees of the local government.

Communications agreements currently exist between each Minister of the WA Government and the agencies that support them. These agreements set out who Ministers and their staff may contact within an agency, what they may request, how they can expect their request to be dealt with and when they can expect a response.

In a local government context, new sections 5.92A – 5.92C inserted by the 2023 Amendment Act provide that:

- each local government must have a communications agreement which deals with the matters required by the Act and regulations
- a local government may adopt a communications agreement by the council and the CEO **both agreeing** to its terms
- if a local government does not adopt or is unable to adopt a communications agreement, the default communications agreement set out in a ministerial order applies.

The draft Local Government Regulations Amendment Regulations 2025 seek to address minimum requirements for and enforcement of communications agreements.

Administration Regulations (amending regulations 3 to 8)

Amending regulations 3 to 8 set out a series of amendments to the Local Government (Administration) Regulations 1996 to deal with communications agreements.

Amending regulation 4 inserts a definition of communications agreements into the regulations.

Amending regulation 5 clarifies that the regulations regarding the employee code of conduct apply to employees of the local government, not contractors.

Amending regulation 6 requires the employee code of conduct to require a local government employee to comply with the communications agreement.

Amending regulation 7 inserts new regulations 28C and 28D.

Regulation 28C provides that in addition to the matters set out in the to be proclaimed section 5.92A of the Act, a communications agreement needs to set out the circumstances in which correspondence sent by the Mayor or President on behalf of the local government must be provided to all council members by the CEO.

Regulation 28D provides that there must be certain minimum content in a communications agreement adopted by a local government and its CEO.

Subregulation (1) provides definitions of an administrative matter and a request for information.

Subregulation (2) provides that a communications agreement must address:

- how council members and committee members can make requests for information
- the time within which a response to a request for information must be given
- the way in which information must be provided in response to a request for information
- a dispute resolution process
- which local government employees, council members and committee members may communicate or have dealings with relating to requests for information.

Subregulation (3) clarifies that the communications agreement does not apply to:

- deliberations at a council or committee meeting
- the process that needs to be undertaken for the recruitment, performance review or employment termination of the CEO.

This recognises that a Mayor or President and duly authorised council members may need to communicate with employees or contractors of the local government other than through the CEO to facilitate the recruitment, performance review or termination process.

Subregulation (4) provides that a communications agreement must address:

- how council members and committee members can make request for administrative assistance
- the time within which a response to a request for administrative assistance must be given
- the way in which information must be provided in response to a request for administrative assistance
- which local government employees, council members and committee members may communicate or have dealings with relating to administrative matters.

Subregulation (5) provides for circumstances where commissioners are administering the local government. This regulation provides that the commissioner may request information or assistance in the manner determined by the commissioner from any local government employee and that, if requested, it must be provided to the commissioner as soon as practicable. Where there is a dispute, it is resolved by the commissioner (or the chair commissioner if there is more than one commissioner).

This reflects that the circumstances that require the appointment of commissioners are unique, and as a result a commissioner should typically not be constrained by a communications agreement when undertaking the process required to restore good government to a local government district.

Regulation 8 provides for the default communications agreement ministerial order to be made prior to 19 October 2025.

Model code of conduct (amending regulations 9 & 10)

To ensure council and committee members comply with the communications agreement, it is proposed that contraventions of the agreement be dealt with under the code of conduct for council members, committee members and candidates.

Amending regulation 10(1) provides that a contravention of section 5.92(3) of the Act, which states that a council member or committee member must comply with the communications agreement, will be a behavioural breach. This means that the breach is dealt with internally by the local government, rather than through the Local Government Standards Panel process. Circumstances where a council member involves themselves in the administration of the local government without authority, or where a council member seeks to direct a local government employee, will remain a rule of conduct breach.

Amending 10(2)-(3) makes an amendment to clause 20 of the model code of conduct. Clause 20 currently provides that a council member or candidate cannot direct a local government employee. This amendment clarifies that the rule of conduct against directing a local government employee does not apply where the council member is acting consistently with the communications agreement in seeking information or administrative assistance.

Default Communications Agreement Order

The 2023 Amendment Act inserted new section 5.92B, which provides for the Minister for Local Government, by order, to set out a form of default communications agreement. This will be considered the communications agreement of the local government at any time that the local government has not adopted a communications agreement of its own or the agreement has expired.

A local government's communications agreement will expire at the end of the local government's caretaker period following an ordinary election, or otherwise at the end of the employment of the CEO who agreed to that communications agreement.

It is important to note the range of circumstances where a local government will fall onto this default agreement. If unable to form an agreement of their own, a local government will be bound by this default agreement. If local governments and CEOs wish to alter something contained in the default agreement, they will need to reach an agreement on an alternative communications agreement.

The proposed default communications agreement is contained in Schedule 1 of the draft Local Government (Default Communications Agreement) Order 2025.

Preliminary provisions (Division 1 of the draft order)

The preliminary components of the agreement include definition and application clauses which address how the agreement is to be interpreted and applied.

The definition of an 'administrative matter' is important in that it clarifies what is considered an administrative matter for a council members' potential request.

Clause 3 (Application) provides that this agreement does not apply to:

- deliberations at a council or committee meeting (which to be dealt with by standardised meeting procedures)
- the process of CEO recruitment, performance reviews or termination of employment, in accordance with the CEO employment standards of the local government.

This covers practical situations, such as the Mayor or President needing to engage closely with the local government's human resources function and consultants in relation to certain instances of managing the employment of the CEO.

General provisions (Division 2 of the draft order)

Clauses 4 to 7 provide a series of general provisions.

Clause 4 addresses the general principles of the agreement:

- That the CEO supports council and committee members to fulfill their functions, including by providing information and administrative assistance that allows them to do so, and ensuring that employees communicate with council members in accordance with the agreement.
- That the council and committee members conduct themselves in accordance with the agreement to ensure the orderly running of the local government.

Clause 5 provides that, in general, all council members should receive a copy of formal correspondence sent by the Mayor or President on behalf of the local government. This reflects the Mayor or President's role of as a spokesperson of the local government, consistent with the decisions of the council. In exceptional circumstances the Mayor or President can decide it is not appropriate to provide such correspondence to all council members. If this is done where exceptional circumstances do not exist, it may constitute a breach of the agreement by the Mayor or President.

Clause 6 clarifies that requests for information or administrative should not be made during social or incidental dealings with employees or contractors, as these interactions are not an appropriate time to seek information.

Clause 7 clarifies that this agreement does not prevent social or incidental dealings or communications between council members and employees.

Clause 8 provides for the nomination of employees by the CEO, which is an important aspect of this agreement as it provides for who within the local government council members may speak with. This is similar to the approved contacts list used for WA Government communications agreements between Ministers and their agency(s).

These employees should be the most relevant employees for the council members to appropriately interact with, such as a local government's governance team, their directors (or equivalents), the executive assistant to the CEO, the communications manager or similar roles.

The clause specifies the number of employees to be nominated for each class of local government, reflecting the size of those local governments. It further clarifies that a CEO may specify that the employee is nominated for particular types of enquiries, such as nominating a communications manager for media enquiries. The CEO is required to maintain an up to date register for council and committee members of these employees and what they are able to be contacted for.

Clause 9 makes clear that the CEO determines who responds to a request for information.

Clause 10 further clarifies that nothing in this agreement requires a CEO or any other employee to respond to a request outside of office hours.

Requests for information generally (Division 3 of the draft order)

Clauses 11 to 16 deal with general requirements that apply to all requests for information.

Clause 11 provides for council and committee members to make requests for information.

Clause 12 sets out the types of information a member may request and the types of additional information a Mayor or President may request from the local government; however, this clause does not limit what information may be sought.

Clause 13 addresses certain things a council member must provide to assist the local government to respond to the request. This includes an appropriate scope, or a copy of correspondence received by the council member where they are seeking advice that relates to the correspondence.

Clause 14 deals with the circumstances where information does not need to be provided to a member, being:

- where the agreement has not been followed
- if the council member is not entitled to that information
- if the information is not held by the local government and unable to be reasonably obtained
- if in the CEO's view, preparing or providing the information would require substantial diversion of the local government's resources.

Clause 15 deals with disputes regarding the provision of information. This provision provides that a council member who is unhappy with a refusal of information may dispute the matter. Initially this should be sought to be resolved at a meeting between the council member, Mayor or President and CEO. If this does not resolve the matter, the council member should refer the matter to the council to resolve whether the information should be provided or not.

Clause 16 clarifies that the Mayor or President may discuss a media enquiry with the CEO or an appropriate nominated employee without making a request for information. This reflects that media enquiries often require urgent responses that are best dealt with promptly.

Responding to requests for information (Division 4 of the draft order)

Clause 17 to 24 deal with responding to requests for information that do not relate to administrative assistance.

Clause 17 provides that this division does not relate to an administrative request for information.

Clause 18 provides that a request for information is to be made to the CEO or an appropriate nominated employee in writing by email or such other electronic means approved by the CEO (such as a portal or similar).

Clause 19 requires the CEO to ensure that a request is acknowledged in writing within 2 working days of the request being made. This does not require the CEO to personally acknowledge the request, just ensure that a mechanism is established for their acknowledgement.

Clause 20 provides that for the purpose of responding to a request for information the CEO or other appropriate employee can discuss the request with the member for the purpose of clarifying the scope or subject of the request and enabling the request to be considered amended as a result of those discussions.

Clause 21 deals with the provision of a response to a request by providing:

- The request must be dealt with as soon as practicable.
- If a request relates to a matter on the agenda of an upcoming council or committee meeting, best endeavours are made to provide the response before that meeting.
- Requests are dealt with within 10 working days by either providing a final response or providing notice of when the final response will be given.
- Final responses should be in writing and include any advice or information relating to the request.
- If the final response is to refuse or partially refuse the request, the reasons for the refusal are given to the council member.

Clause 22 provides that a response to a request for information should generally be provided to all council members and relevant committee members, ensuring all members receive the same information. However, there are proposed exceptions to this where:

- The request is for advice on correspondence received by an individual council member. In these cases, the advice should only be given to the member or members who received the correspondence.
- The request relates to matters that only the Mayor or President can request; in which case those replies should only be given to the Mayor or President.
- The council member and the CEO agree that the matter should be treated confidentially because it is appropriate in the particular circumstances.

Clause 23 provides that the member may discuss the response to their request with the CEO or an appropriate nominated employee in order to clarify or address queries with the response.

Clause 24 provides that the CEO may arrange for a briefing, meeting or other discussion for members on the particular information requested. Members may be provided with information through these avenues, including members being able to seek further information following a briefing, meeting or other discussion.

Responding to administrative requests (Division 5 of the draft order)

Clause 25 to 28 deal with responding to administrative requests.

Clause 25 provides that administrative requests encompass an administrative request for information or a request for administrative assistance.

Clause 26 provides that a member may request administrative assistance regarding an administrative matter.

Clause 27 provides that these requests are:

- To be made to the CEO or the appropriate nominated employee.
- These requests may be made verbally, but the CEO or employee can refuse to deal with the request unless it is in writing.
- If a request is made in writing it must be made via email or other electronic means approved by the CEO (such as a portal).

Clause 28 deals with the provision of a response to an administrative request by providing:

- The request must be dealt with as soon as practicable.
- Requests are dealt with within 10 working days by either providing a final response or providing notice of when the final response will be given.
- Final responses to an administrative request may be verbally or in writing.

Commissioners (Division 6 of the draft order)

Clauses 29 and 30 deal with this agreement in relation to a commissioner appointed to administer a local government.

Clause 29 provides that the agreement applies to a commissioner as if the commissioner were the council and the Mayor or President.

Clause 30 provides that the commissioner:

- may request information from any local government employee for provision to the commissioner as soon as practicable
- where there is a dispute, it is to be resolved by the commissioner or the chair commissioner (if there is more than one commissioner).

This reflects that the circumstances that require the appointment of commissioners are unique, and as a result a commissioner should typically not be constrained by a communications agreement when undertaking the process required to restore good government to a local government district.



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Western Australia

Local Government (Default Communications Agreement) Order 2025

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Local Government (Default Communications Agreement) Order 2025

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Local Government Act 1995

Local Government (Default Communications Agreement) Order 2025

Made by the Minister under section 5.92B of the Act.

1. Citation

This order is the *Local Government (Default Communications Agreement) Order 2025*.

2. Commencement

This order comes into operation on 19 October 2025.

3. Default communications agreement

For the purposes of section 5.92B(1) of the Act, the form of communications agreement is set out in Schedule 1.

Note for this clause:

Under section 5.92B(2) of the Act, for the purposes of section 5.92A of the Act, the form of communications agreement set out in Schedule 1 is taken to be a local government's communications agreement at any time when the local government does not have a communications agreement of its own under section 5.92C of the Act.

Local Government (Default Communications Agreement) Order 2025

Schedule 1 Default communications agreement

Division 1 Preliminary provisions

cl. 1

Schedule 1 — Default communications agreement

[cl. 3]

Division 1 — Preliminary provisions

1. Introduction

For the purposes of section 5.92A of the *Local Government Act 1995* (the *Act*), this is the local government's communications agreement between the council of the local government (the *council*) and the chief executive officer of the local government (the *CEO*).

2. Terms used

(1) In this agreement —

Act has the meaning given in clause 1;

administrative matter, in relation to a council member or committee member, means the following —

- (a) the scheduling of council meetings or committee meetings;
- (b) the council member's or committee member's compliance obligations under the Act, including in relation to disclosure of financial interests and gifts;
- (c) information technology support for the council member or committee member;
- (d) arrangements for the council member or committee member to attend training or a conference;
- (e) event invitations received by the council member or committee member;
- (f) the council member's or committee member's entitlement to a fee, allowance, reimbursement or superannuation contribution payment under the Act;
- (g) any other matter of an administrative nature;

administrative request has the meaning given in clause 25;

administrative request for information means a request for information that relates only to an administrative matter;

Local Government (Default Communications Agreement) Order 2025

Default communications agreement
Preliminary provisions

Schedule 1
Division 1
cl. 2

adopted standards means —

- (a) the standards adopted by the local government under section 5.39B of the Act; or
- (b) if the local government has not adopted standards under section 5.39B of the Act — the standards taken under section 5.39B(5) of the Act to be the local government's adopted standards;

appropriate nominated employee means the following —

- (a) in relation to a request for information — an employee nominated under clause 8(1) and (3) in relation to —
 - (i) all requests for information; or
 - (ii) a type of request for information that includes the request for information;
- (b) in relation to a media enquiry to be discussed under clause 16(1) — an employee nominated under clause 8(1) and (4)(a) in relation to —
 - (i) all media enquiries; or
 - (ii) a type of media enquiry that includes the media enquiry;
- (c) in relation to a request for administrative assistance — an employee nominated under clause 8(1) and (4)(b) in relation to —
 - (i) all requests for administrative assistance; or
 - (ii) a type of request for administrative assistance that includes the request for administrative assistance;

CEO has the meaning given in clause 1;

class 1 local government has the meaning given in the *Local Government (Constitution) Regulations 1998* regulation 2A(a);

class 2 local government has the meaning given in the *Local Government (Constitution) Regulations 1998* regulations 2A(b) and 2B(3);

class 3 local government has the meaning given in the *Local Government (Constitution) Regulations 1998* regulations 2A(c) and 2B(4);

Local Government (Default Communications Agreement) Order 2025

Schedule 1 Default communications agreement

Division 1 Preliminary provisions

cl. 3

class 4 local government has the meaning given in the *Local Government (Constitution) Regulations 1998* regulations 2A(d) and 2B(5);

committee means a committee of the council;

council has the meaning given in clause 1;

employee means an employee of the local government;

mayor or president includes a councillor performing the functions of the mayor or president under Part 5 Division 3 of the Act;

request for administrative assistance has the meaning given in clause 26;

request for information has the meaning given in clause 11;

requesting member, in relation to a request for information or a request for administrative assistance, means the council member or committee member who made the request;

working day means a day other than —

- (a) a Saturday or a Sunday; or
- (b) a public holiday throughout the State; or
- (c) a public holiday in an area that is or includes the district or any part of the district.

(2) If any other term used in this agreement is given a meaning in section 1.4 of the Act or the *Interpretation Act 1984* section 5, it has the same meaning in this agreement.

(3) A reference in this agreement to a council member or committee member performing a function under a written law other than the Act does not include a reference to the council member or committee member performing a function in a capacity other than that of council member or committee member under the Act.

3. Application

- (1) This agreement applies to a person who is a council member, committee member or employee when acting in their capacity as such.
- (2) Despite subclause (1), this agreement does not apply to anything that a council member, committee member or employee does as part of —
 - (a) the deliberations at a council or committee meeting; or

Local Government (Default Communications Agreement) Order 2025

Default communications agreement
General provisions

Schedule 1
Division 2
cl. 4

- (b) recruiting, reviewing the performance of or terminating the employment of the CEO in accordance with the adopted standards.

Division 2 — General provisions

4. General principles

The council and the CEO agree to the following general principles —

- (a) the CEO will support council members and committee members to perform their functions under the Act and any other written law;
- (b) without limiting paragraph (a), the CEO will ensure that —
 - (i) requests for information and requests for administrative assistance made by council members and committee members are responded to in accordance with this agreement; and
 - (ii) employees deal and communicate with council members and committee members in accordance with this agreement;
- (c) council members and committee members will ensure that —
 - (i) their dealings and communications with employees are in accordance with this agreement; and
 - (ii) their requests for information and requests for administrative assistance are made in accordance with this agreement; and
 - (iii) they only request information that is relevant to their functions under the Act or any other written law.

5. Correspondence sent by mayor or president on behalf of local government

- (1) Correspondence sent by the mayor or president on behalf of the local government must be provided to all council members by the CEO.
- (2) Subclause (1) does not apply to correspondence if the mayor or president is satisfied that, because of particular circumstances, it is appropriate not to provide the correspondence to all council members.

Local Government (Default Communications Agreement) Order 2025

Schedule 1 Default communications agreement

Division 2 General provisions

cl. 6

6. Requests must not be made during social or incidental dealing or communication

A council member or committee member must not make a request for information or a request for administrative assistance during a social or incidental dealing or communication with an employee.

7. Incidental or social interactions permitted

Subject to clause 6, nothing in this agreement prohibits social or incidental dealings or communications between —

- (a) a council member or committee member; and
- (b) an employee.

8. Nominated employees

- (1) The CEO may nominate employees for the purposes of this agreement.
- (2) The CEO must nominate at least the following number of employees under subclause (1) —
 - (a) if the local government is a class 1 local government — 4 employees;
 - (b) if the local government is a class 2 local government — 3 employees;
 - (c) if the local government is a class 3 local government — 2 employees;
 - (d) if the local government is a class 4 local government — 1 employee.
- (3) An employee nominated under subclause (1) must be nominated in relation to —
 - (a) all requests for information; or
 - (b) a type of request for information.
- (4) An employee nominated under subclause (1) may be nominated in relation to either or both of the following —
 - (a) all media enquiries or a type of media enquiry;
 - (b) all requests for administrative assistance or a type of request for administrative assistance.

Local Government (Default Communications Agreement) Order 2025

Default communications agreement
Requests for information generally

Schedule 1
Division 3
cl. 9

- (5) The CEO must ensure that —
- (a) an up-to-date register of employees nominated under subclause (1) is available to council members and committee members; and
 - (b) the register specifies, for each employee nominated under subclause (1), the matters in relation to which the employee is nominated under subclauses (3) and (4).

9. CEO may direct who responds

Despite anything else in this agreement, the CEO may direct which employee is to respond to a particular request for information or request for administrative assistance.

10. No response required out of hours

Nothing in this agreement requires the CEO or another employee to respond to a request for information or a request for administrative assistance outside of office hours.

Division 3 — Requests for information generally

11. Council member or committee member may make request for information

A council member or committee member may make a request (a *request for information*) for —

- (a) access to information held by the local government under section 5.92 of the Act or otherwise; or
- (b) other information.

12. Information that may be requested

- (1) A request for information may be for advice or other information regarding any of the following —
- (a) a service, project or initiative being delivered by the local government;
 - (b) how the local government usually manages a particular matter, issue, service or query;

Local Government (Default Communications Agreement) Order 2025

Schedule 1 Default communications agreement

Division 3 Requests for information generally

cl. 13

- (c) budgeting or financial information, including details of the costs of any service, project or initiative delivered or proposed to be delivered by the local government;
 - (d) an issue or situation of broad public concern or interest within the district;
 - (e) preparing a motion to council or a committee;
 - (f) correspondence received by the council member or committee member;
 - (g) an administrative matter.
- (2) The mayor or president may make a request for information for advice or other information regarding any of the following —
 - (a) publicly representing the local government at a media appearance or other event (including advice or other information in the form of a briefing or speaking notes);
 - (b) correspondence to be sent by the mayor or president;
 - (c) arranging a formal meeting or an official event.
- (3) This clause does not limit what information may be the subject of a request for information.

13. Requirements applicable to requests for information

- (1) The information the subject of a request for information must be relevant to the functions of the requesting member under the Act or another written law.
- (2) A request for information must be —
 - (a) limited in scope to the specific information that the council member or committee member requires; and
 - (b) accompanied by any supporting information that may assist the local government to respond to the request.
- (3) A request for information regarding correspondence received by the council member or committee member must include a copy of the correspondence.

Local Government (Default Communications Agreement) Order 2025

Default communications agreement
Requests for information generally

Schedule 1
Division 3
cl. 14

14. Certain information not required to be provided

Nothing in this agreement requires information to be provided to a council member or committee member in response to a request for information if —

- (a) the request for information is not made in accordance with this agreement; or
- (b) the information is information mentioned in section 5.92(4) of the Act; or
- (c) the information —
 - (i) is not held by the local government; and
 - (ii) is held by a person or body other than the local government; and
 - (iii) cannot reasonably be obtained by the local government;
- or
- (d) the CEO decides that preparing or providing the information would divert a substantial and unreasonable portion of the local government's resources away from its other functions.

15. Disputes regarding final response to request for information

- (1) If the final response to a request for information includes a refusal to provide some or all of the information the subject of the request, the requesting member may notify the CEO in writing that there is a dispute regarding the final response.
- (2) A dispute regarding the final response to a request for information must be discussed at a meeting between the mayor or president, the CEO and the requesting member.
- (3) If the dispute is not resolved at the meeting —
 - (a) the requesting member may refer the dispute to the council; and
 - (b) the council may determine the dispute.

Local Government (Default Communications Agreement) Order 2025

Schedule 1 Default communications agreement

Division 4 Requests for information other than administrative requests for information

cl. 16

- (4) The council's determination of the dispute —
 - (a) may override a decision made by the CEO under clause 14(d); and
 - (b) is final.

16. Mayor or president may discuss media enquiry without making request for information

- (1) The mayor or president may discuss a media enquiry with the CEO or an appropriate nominated employee, either verbally or in writing, without making a request for information.
- (2) Subclause (1) does not prevent the mayor or president from making a request for information in relation to a media enquiry.

Division 4 — Requests for information other than administrative requests for information

17. Application

This Division does not apply to or in relation to an administrative request for information.

18. Making a request for information

- (1) A request for information must be made to the CEO or an appropriate nominated employee.
- (2) A request for information must be made in writing by —
 - (a) email; or
 - (b) other electronic means approved by the CEO.

19. Receipt of request must be acknowledged

The CEO must ensure that receipt of a request for information is acknowledged in writing within 2 working days after the day on which the request is made.

Local Government (Default Communications Agreement) Order 2025
Default communications agreement
Requests for information other than administrative requests for information
Schedule 1
Division 4
cl. 20

20. Request may be discussed and amended

For the purposes of responding to a request for information, the CEO or an appropriate nominated employee may do either or both of the following —

- (a) discuss the request for information with the requesting member, including for the purpose of clarifying the scope of the information the subject of the request;
- (b) if the requesting member requests an amendment to the scope of the information the subject of the request for information — deal with the request for information as if it were so amended.

21. Responding to a request for information

- (1) The CEO must ensure that the requesting member is given a final response to their request for information as soon as practicable.
- (2) If a request for information relates to a matter included in the agenda for an upcoming council or committee meeting, the CEO must make best endeavours to ensure that the requesting member is given a final response to the request before the meeting.
- (3) Without limiting subclause (1) or (2), the CEO must ensure that, within 10 working days after the day on which a request for information is made, the requesting member is given —
 - (a) a final response to the request; or
 - (b) notice that a final response cannot be given within that period and an estimate as to when a final response will be given.
- (4) The final response to a request for information must —
 - (a) be in writing; and
 - (b) include any advice or other information provided in response to the request for information.
- (5) If the final response includes a refusal to provide some or all of the information the subject of the request for information, the response must set out the reasons for that refusal.

Local Government (Default Communications Agreement) Order 2025

Schedule 1 Default communications agreement

Division 4 Requests for information other than administrative requests for information

cl. 22

22. When final response must be provided to other members

- (1) A copy of the final response to a request for information given to the requesting member must be provided to —
 - (a) all council members; and
 - (b) if the final response is relevant to the work of a committee — any members of the committee who are not council members.
- (2) Subclause (1) does not apply if —
 - (a) the request for information is a request for advice regarding correspondence and the final response is provided to all council members and committee members who received the correspondence; or
 - (b) the request for information is for advice or other information regarding any of the matters mentioned in clause 12(2); or
 - (c) the requesting member and the CEO agree that —
 - (i) the final response is confidential; or
 - (ii) because of particular circumstances, it is appropriate not to provide the final response to all council members and relevant committee members under subclause (1).

23. Requesting member may discuss final response

- (1) The requesting member may discuss the final response to their request for information with the CEO or an appropriate nominated employee, either verbally or in writing.
- (2) During a discussion under subclause (1), the requesting member may be provided with additional information for the purpose of clarifying, or addressing queries in relation to, the final response.

24. CEO may arrange for briefing, meeting or discussion in relation to final response

- (1) The CEO may arrange for some or all council members and committee members to attend a briefing, meeting or other discussion in relation to a final response to a request for information.

Local Government (Default Communications Agreement) Order 2025

Default communications agreement
Administrative requests for information and requests for
administrative assistance

Schedule 1
Division 5

cl. 25

- (2) During a briefing, meeting or other discussion arranged under subclause (1), council members and committee members may be provided with additional information for the purpose of clarifying, or addressing queries in relation to, the final response.

Division 5 — Administrative requests for information and requests for administrative assistance

25. Term used: administrative request

In this Division —

administrative request means a request that is either or both of the following —

- (a) an administrative request for information;
- (b) a request for administrative assistance.

26. Council member or committee member may request assistance regarding administrative matter

A council member or committee member may make a request (a *request for administrative assistance*) for assistance regarding an administrative matter.

27. Making an administrative request

- (1) An administrative request must be made to the CEO or an appropriate nominated employee.
- (2) Subject to subclause (3), an administrative request may be made verbally or in writing.
- (3) If an administrative request is made verbally, the CEO or an appropriate nominated employee may refuse to deal with the request unless it is made in writing.
- (4) An administrative request that is in writing must be made by —
 - (a) email; or
 - (b) other electronic means approved by the CEO.

Local Government (Default Communications Agreement) Order 2025

Schedule 1 Default communications agreement

Division 6 Provision in relation to commissioner

cl. 28

28. Responding to an administrative request

- (1) The CEO must ensure that the requesting member is given a final response to their administrative request as soon as practicable.
- (2) Without limiting subclause (1), the CEO must ensure that, within 10 working days after the day on which an administrative request is made, the requesting member is given —
 - (a) a final response to the request; or
 - (b) notice that a final response cannot be given within that period and an estimate as to when the response will be given.
- (3) A final response to an administrative request may be given verbally or in writing.

Division 6 — Provision in relation to commissioner

29. Application of agreement to commissioner

This agreement applies to a commissioner of the local government as if the commissioner were the council and the mayor or president.

30. Requests for information by commissioner

- (1) Despite clause 29, a commissioner of the local government may make a request for information or a request for administrative assistance to the CEO or another employee in the manner determined by the commissioner.
- (2) The CEO must ensure that the commissioner is given a final response to the request made under subclause (1) —
 - (a) as soon as practicable; and
 - (b) in the manner requested by the commissioner (which may include in writing or in a briefing).
- (3) A dispute regarding a request made under subclause (1) must be determined by —
 - (a) if there are joint commissioners and 1 of them is appointed to be the chairperson — the chairperson; or
 - (b) otherwise — the commissioner who made the request.

Local Government (Default Communications Agreement) Order 2025

Default communications agreement
Provision in relation to commissioner

Schedule 1
Division 6
cl. 30

-
- (4) The chairperson's or commissioner's determination of the dispute —
- (a) may override a decision made by the CEO under clause 14(d); and
 - (b) is final.

Minister for Local Government

13. REPORTS OF COMMITTEES

Item: 13.1

Minutes of the Bush Fire Advisory Committee

Author/s	Zoe Sheffield-van Mierlo	Manager Ranger & Emergency Services
Authoriser/s	Roy Greive	Director External Services

File Ref: D25/19531

Attachments

- A¹. Minutes - Bush Fire Advisory Committee - June 2025
- B¹. DRAFT Fire Hazard Reduction Notice 2025/2026

Committee Recommendation

That Council;

1. **Accept the unconfirmed Bush Fire Advisory Committee Minutes held on 19 June 2025**
2. **Endorse the DRAFT Fire Hazard Reduction Notice 2025/2026**

Voting Requirement Simple Majority

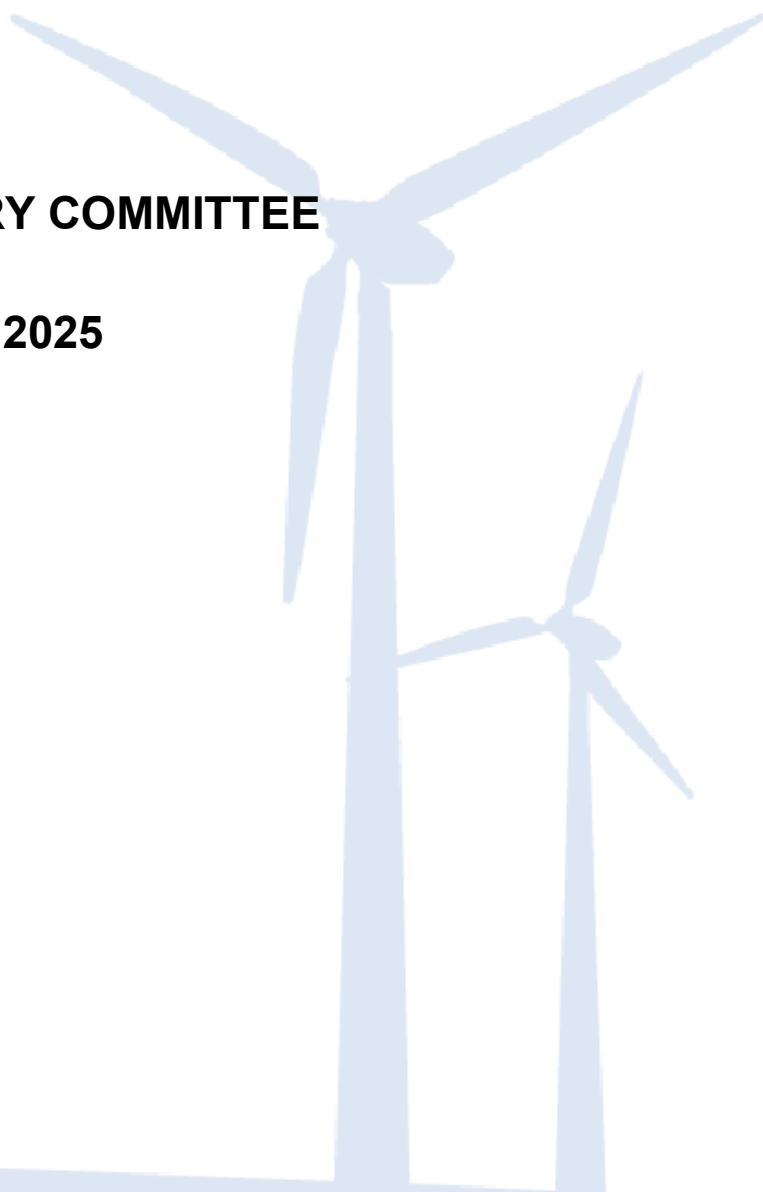


Shire of Esperance

BUSH FIRE ADVISORY COMMITTEE

THURSDAY 19 JUNE 2025

MINUTES



DISCLAIMER

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

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

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

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

ATTACHMENTS

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

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19 June 2025

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SHIRE OF ESPERANCE

MINUTES

**BUSH FIRE ADVISORY COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON
19 June 2025
COMMENCING AT 6:00 PM**

1. OFFICIAL OPENING

The Presiding Member declared the meeting open at 6:12pm.

2. ATTENDANCE

Members

Cr W Graham	Shire of Esperance (Chairperson)
Pres. R Chambers	Shire of Esperance (Deputy)
Mr P Longmire	Chief Bush Fire Control Officer
Mr A Perks	Deputy Chief Bush Fire Control Officer
Mr W Carmody	Deputy Chief Bush Fire Control Officer
Mr M Scott	Coomalbidgup Bush Fire Brigade
Mr D Sanderson	Grass Patch Bush Fire Brigade/Bush Fire Volunteer Assoc.
Mr R Longbottom	Grass Patch Bush Fire Brigade
Mr G Harris	Grass Patch Bush Fire Brigade
Mr M Ietto	Grass Patch Bush Fire Brigade
Mr J Durdin	Quarry Rd Bush Fire Brigade
Mr C Govans	Quarry Rd Bush Fire Brigade
Mr N Ruddenklau	Condungup Bush Fire Brigade
Mr J Della Vedova	Condungup Bush Fire Brigade
Mr B South	Beaumont Bush Fire Brigade
Mr L Mickel	Beaumont Bush Fire Brigade
Mr S Schlink	Howick Bush Fire Brigade
Mr K Lawrence	Pink Lake Bush Fire Brigade
Mr A Waters	Pink Lake Bush Fire Brigade
Mr K Rymer	Pink Lake Bush Fire Brigade
Mr C Hines	Mt Merivale Bush Fire Brigade
Mr B King	Mt Merivale Bush Fire Brigade
Mr R Locke	Mt Merivale Bush Fire Brigade
Mr A Reichstein	Neridup Bush Fire Brigade
Mr H Davies	Gibson Bush Fire Brigade
Mr D Smith	Gibson Bush Fire Brigade
Mr B Wright	Gibson Bush Fire Brigade
Mr P Luberda	Dalyup Bush Fire Brigade
Mr S Lawrence	Dalyup Bush Fire Brigade (teams)
Mr L Vandenberghe	Scaddan Bush Fire Brigade
Mr M Siemer	Scaddan Bush Fire Brigade
Mr T Redding	Scaddan Bush Fire Brigade
Mr T Antonio	Salmon Gums Bush Fire Brigade
Mr J Thomas	Six Mile Hill Bush Fire Brigade
Mrs S Prosser	Esperance Emergency Support Unit

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Mr P Pratt	Esperance Emergency Support Unit
Mr P Harkness	Esperance Emergency Support Unit

Ex Officio

Mr A Peczka	Community Emergency Services Manager
Ms Z Sheffield-van Mierlo	Manager Ranger and Emergency Services
Mrs C Magana	Bushfire Mitigation Coordinator

Guests

Nil

3. APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE

Mrs K Naylor	DBCA
Mr P Rowe	Six Mile Hill Bush Fire Brigade
Mr J Black	DBCA Esperance District Manager
Mr S Peterson	District Officer for Department of Fire and Emergency Services
Mr L Palmer	Quarry Rd Bush Fire Brigade
Mr T Carmody	Cascade Bush Fire Brigade
Mr K Jeitz	Coomalbidgup Bush Fire Brigade
Mr N Norwood	Scaddan Bush Fire Brigade
Mr S Brennan	Six Mile Hill Bush Fire Brigade
Mr C Scott	Six Mile Hill Bush Fire Brigade
Mr K Scott	Coomalbidgup Bush Fire Brigade
Mr C Hallam	Grass Patch Bush Fire Brigade

4. DECLARATION OF MEMBERS INTERESTS

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

Nil

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

Nil

4.3 Declarations of Impartiality Interests – Admin Regulations Section 34c

Nil

5. CONFIRMATION OF MINUTES

Moved: Mr Longbottom
Seconded: Mr Mickel

BFA0625-081

That the Minutes of the Bush Fire Advisory Committee Meeting of the 14 October 2024 be confirmed as a true and correct record.

CARRIED

Bush Fire Advisory Committee: Minutes
19 June 2025

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6. BUSINESS ARISING FROM PREVIOUS MINUTES

6.1 Firemapper:

- Everyone is happy utilising firemapper.
- Refresher training to occur before upcoming bushfire season.
- QR codes for appliance for 'how to guides'.
- Development of a protocol as to who is tidying maps.
- Allow a view only access for private units that can use their device as an AVL.

6.2 Bushfire Local Laws:

Ms Zoe Sheffield-van Mierlo advised the committee, from last meeting the Local Laws was endorsed by Council and went for a 6 week public comment period. No comments were received. It went to the Minister of Local Government and Minister of Emergency Services for comment. Feedback received from the Minister of Emergency Services, was asking for a description of the Captain duties, as it is noted the Captain is the highest Brigade officer. The intention is to describe duties in Council policy or management practice instead. Still waiting for comment from the Minister of Local Government, once received the next step is to go back to Council for the Local Laws to be fully gazetted.

7. REPORTS

7.1 Chief Bush Control Officer – Mr Phil Longmire

It has been one of the lowest soil dryness indexes on record for the Esperance region. It did not disappoint in providing an active fire season. This reduced our ability to mitigate and we will focus on that as we move forward.

Thanks all the volunteers for their huge efforts, dealing with almost continual calls for assistance and attending these. I'd like to thank the hierarchy of who managed these fires, from the Captain's, FCO, Shire, especially Zoe and Shane. DFES special thanks to Ash and Steve, who do an enormous amount behind the scenes. VFRS, ICV, SES, all Government services and the contractors who put themselves in the danger zone, way too often. There's a huge amount of personal sacrifice given to keep our communities safe.

I personally like to thank Pete Rowe who is stepping down from the senior role of urban rural. It's a huge commitment and he is highly respected, not only within the wider community, but within the ranks of these brigades.

Thanks to Kingsley Scott who gave up his senior role, Kingsley has fought tirelessly for the volunteers and we have been rewarded with the excellent level of equipment that we currently have at our disposal.

I would like to read a message from Air Attack sent on behalf of their pilots after the Dalyup fires – "It was quite it was a pleasure to work alongside yourselves. Very professional outfit and the guys on the ground did an awesome job. It was a pleasure to be able to help wrap it up. Until next time, take care".

7.2 DFES District Officer

Nil

7.3 DBCA Esperance Officer

Nil

7.4 Community Emergency Services Manager – Mr Ashley Peczk

Thank you to all volunteer's efforts this particular year, this year has been busy and proven to be a challenge. Please thank your partners, children and families for allowing you to leave

and help the community in their times of need. Thanks to the brigades who assisted with the Toowacka Burn

Still waiting for an update from DFES in regards to Starlink, last we heard they were going to tender for a system similar to New South Wales.

There is talks of a third deployment to Canada to assist with various bushfires. Deployment is for approx. 36 days, with pre-requisites to be considered.

Please remind community members to log their burns, as still getting 000 calls for private burns. Shire is still looking into developing an online fire permits, hopeful to have a test page by September.

We need Hi-Fire season fleet be dropped out the Co-location before the end of this month, for collection by DFES. Fire Weather Officer Approval notice will be reviewed and likely to be changed after legal advice. Looking at trailing online PPE order with the Urban-Rural brigades and Grass Patch BFB

Provided an overview of 2024/25 LGGS expenditure. Provided an overview of expenditure for 2025/26 period with increase costs in building maintenance and insurances. Provided an update of current capital works program. Provided overview of 2025/26 capital grant submissions.

2025 WAERN radio maintenance program. Is only targeting vehicle radios. Radios will be reprogrammed, function keys to change, removal of all zone groups and new labelling. Base radios to be reprogrammed next year and will not be looked at this year unless there are significant issues requiring to be rectified.

7.5 Association of Volunteer Bushfire Brigades - Mr Danny Sanderson

A lot is occurring behind the scenes with the association, with advisory committees attending BFAC's & ROAC's where possible.

Main issues affecting bushfire volunteers is LGGS capital grant funding and training. Have attended a forum discussing LGGS what work is needed to make the system better. Currently the LGGS pot is at \$35 million for SES and BFB Capital and Operating grant funding. There is no desire to increase this amount and it's up to Local Governments, via WALGA to pressure State Government for an increase allocation of ESL into the LGGS.

Training is needed for a fit-for-purpose training course that is catered for each level of skills/knowledge. Have provided feedback to BCoE for FCO refresher courses, which is being looked into.

Have been in touch with local brigades on the Association can better communicate with brigades. If there are problems within the brigades or issues with the Local Government please contact dan.sanderson@bushfires.org.au Dan would be happy to have discussions between parties to find a direction to move forward and find a possible solution.

Attended the CBFCO forum recently, LGIS did a presentation, they are having issues retaining and attracting assessors to assess and process claims. Please make sure your fire reports are handed in on time, as having the information straight away helps with processing claims, if reports are delayed so are claims.

8. HEALTH AND SAFETY REPORT

8.1 Incident & Safety Report

Six Mile Hill 2.4B – *Burnover event*:

Thankful the crews involved are still with us and managed to walk away with minor burns and abrasions. Thanks to the Coomalbidgup and Pink Lake brigades for responding and assisting the Six Mile Hill crew in a timely matter.

There is a Draft investigation report, that has 6x recommendation to go to the CEO for his consideration. Once signed off, the report will be shared to all brigades.

We are contesting the insurance assessment report of the appliance, it has come back with market value for the cab chassis, with no consideration to the fit-for-purpose equipment on board or the value to which Six Mile Hill brigade has put into the vehicle with the various equipment added to it. Six Mile Hill has a permanent loan vehicle from DFES until there replacement appliance arrives, timeframe unknown.

Representative of Six Mile Hill BFB raised the following concerns to the committee;

- Timeframe of personal belongings replaced via insurance
- Replacement of damaged PPE
- Wellness process and debrief of affected crews

8.2 Light Tanker fuel line airlock issues:

Main diesel line to the pump is fed from the appliance fuel tank. There is a pickup tube that sits above quarter of a tank to supply the pump, once the main fuel line falls below quarter of tank fuel, supply is cut off to the pump.

Issue is occurring regardless whether the pumps are operating, the LT main fuel tank has been falling below quarter of tank by the days end, it gets fueled but it is creating airlocks in the fuel lines when starting the pump on the next occasion.

Have discussed with frontline as to why there is not self-priming fuel pump to negate the issue, apparently that is how the appliance was requested to be designed. Talks are on-going with DFES regarding a solution. Please remind all operators to not allow the main diesel fuel tanks to fall below quarter of a tank, to avoid airlock issues with your pumps.

9. ELECTION OF OFFICE BEARERS

9.1 Election of Deputy Chief Bushfire Control Officers – 2025/26 Season:

Chairperson Wes Graham declared all positions vacant at 7:12pm and acted as Returning Officer to carry out the election of Office Bearers;

Chief Bush Fire Control Officer

Nomination	Mr Phil Longmire
Nominated By	Will Carmody
Seconded	Brett South
Elected	Mr Phil Longmire

Deputy Chief Bush Fire Control Officer

Nomination	Mr Will Carmody
Nominated By	Adrian Perks
Seconded	Nic Rudddenklau
Elected	Mr Will Carmody

Deputy Chief Bush Fire Control Officer

Nomination	Mr Adrian Perks
Nominated By	Brett South
Seconded	Nic Rudddenklau
Elected	Mr Adrian Perks

9.2 Election of Senior Fire Control officers:

Senior Fire Control Officers:

West Zone

Nomination	Mr Tom Carmody
Nominated By	Will Carmody
Seconded	Adrian Perks
Elected	Mr Tom Carmody

West Coast Zone

Nomination	Mr Mark Scott
Nominated By	Ron Longbottom
Seconded	Will Carmody
Elected	Mr Mark Scott

North Zone

Nomination	Mr Chris Hallam
Nominated By	Ron Longbottom
Seconded	Dan Sanderson
Elected	Mr Chris Hallam

East Zone

Nomination	Mr Simon Schlink
Nominated By	Lyndon Mickel
Seconded	Phil Longmire
Elected	Mr Simon Schlink

East Coast Zone

Nomination	Mr Adrian Perks
Nominated By	Will Carmody
Seconded	Simon Schlink
Elected	Mr Adrian Perks

Urban Rural Zone

Nomination	Mr John Durdin
Nominated By	Andrew Waters
Seconded	Keith Rymer
Elected	Mr John Durdin

9.3 Election of Deputy Senior Fire Control Officers:

West Zone

Nomination	Mr Will Carmody
Nominated By	Phil Longmire
Seconded	Nic Ruddenklau
Elected	Mr Will Carmody

West Coast Zone

Nomination	Mr Scott Lawrence
Nominated By	Mark Scott
Seconded	Harry Davies
Elected	Mr Scott Lawrence

North Zone

Nomination	Mr Perrin Guest
Nominated By	Terry Antonio
Seconded	Dan Sanderson
Elected	Mr Perrin Guest

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East Zone

Nomination	Mr Lyndon Mickel
Nominated By	Nic Ruddenklau
Seconded	Simon Schlink
Elected	Mr Lyndon Mickel

East Coast Zone

Nomination	Mr Nic Ruddenklau
Nominated By	Joey Della Vedova
Seconded	Lyndon Mickel
Elected	Mr Nic Ruddenklau

Urban Rural Zone

Nomination	Mr Kyle Lawrence
Nominated By	Andrew Waters
Seconded	John Durdin
Elected	Mr Kyle Lawrence

9.4 Confirmation of Fire Weather Officers for 2025/26 season:

Fire Weather Officer:	Chief Bush Fire Control Officer
Fire Weather Officers:	Deputy Chief Bush Fire Control Officer (East)
	Deputy Chief Bush Fire Control Officer (West)
	Senior Fire Control Officer – Urban/Rural
	Community Emergency Services Manager

MOTION

Moved: Mr Peczka
Seconded: Mr Longmire

BFA0625-082

That the Committee move the above titles that were created for the Fire Weather Officer group be moved to the Council policy, where it can be reviewed when required.

CARRIED

9.5 Confirmation of Brigade Fire Control Officers for 2025/26

Thanks to Kingsley Scott (Coomalbidgup) and Peter Rowe (Six Mile Hill) for their service as Senior Fire Control Officers. Due to their absence, formal recognition of their many years of service to occur next meeting.

Committee Decision/Motion

That the Committee endorses the current Fire Control Officer list and that the Community Emergency Services Manager follows up with brigades that were not present to confirm their listings.

9.6 Confirmation of Brigade Permit Issuing Officers for 2025/26

Committee Decision/Motion

That the Committee endorses the current Permit Issuing Officer list and that the Community Emergency Services Manager follows up with brigades that were not present to confirm their listings

10. GENERAL BUSINESS

10.1 Fire Access Track

Mr Phil Longmire advised the committee this was an issue raised at the local electors meeting for fire access tracks to be maintained for the purpose of ease of access for firefighting vehicles and to act as an escape route for local residents.

A discussion occurred of the pre-identified tracks of Telegraph Rd, Keenan Rd, Patterson Rd and Bukenerup Rd. Committee asked what condition could tracks be formed too and if there was a budget to help prioritise tracks. Sainty Rd/Stockyard Rd was raised as another strategic track to assist with reducing fire running into Bandy Creek from Cape Le Grand/Merivale.

Committee Decision/Motion

That the Committee agrees if the identified tracks were able to be form to a 4WD track standard and with ongoing management of vegetation along the tracks, would be preferred. Committee considered that all tracks had equal need for adequate formation to serve the purpose of fire access tracks for emergency access and egress.

10.2 Harvest & Vehicle Movement Ban Signage for Tracks

Mr Ash Peczka advised community members have asked Council whether signage can be erected on tracks that are not allowed to be accessed on days of a Total Fire Ban or during a Harvest & Vehicle Movement Ban period. Council has asked for the thoughts of the Committee. Checking with other coastal Local Governments no one else has any specific signage denoting this purpose.

Committee Decision/Motion

That the Committee agrees that increase public information and awareness of what you can and can't do on Total Fire Ban days and Harvest & Vehicle Movement Ban periods, would be more beneficial. Signage would be beneficial at locations of 4WD track conditions signs, or this information included on that signage, rather than signage of individual tracks.

10.3 Bush Fire Brigade Operating Procedures Workshop

Mr Ash Peczka advised the committee that Local Laws are nearly finalised. We need to sit down to develop local operating procedures for the operations of bushfire brigades and at incidents, to link with updated Local Laws. This is something that is lacking, having formal procedures for how we operate, there is a possibility there could be an improvement notice from WorkSafe after recent incidents. Proposal date within the first half of August, does the committee want a core group to represent, or have it open to anyone that would like to attend?

Committee Decision/Motion

The Committee agreed the Senior Fire Control Officer group to represent brigades at the workshop.

10.4 Esperance Emergency Support Unit

Mr Peter Harkness presented to the committee about the function of Incident Control Vehicle (ICV) and some issues the brigade had from recent incidents.

The brigade has 17x members to crew the ICV and train fortnightly during the summer period to support ground crews. When arriving at an incident they can setup and be fully operating in 8 minutes. It has Starlink capabilities, operates 3x different mapping systems to know vehicle locations and provides live updates for fire shape progression.

One of the many purposes of the ICV is logging of decisions being made over the main VHF frequencies. By logging the times of the decision, who was being tasked, what resources

were needed, etc is one way to protect volunteer firefighters should there be an investigation held into that particular incident.

There are conversation being held over phone between the IMT in town and with those on the fireground that isn't being logged with the ICV. The brigade would like to have better understanding how the IMT operates on how it can support that team. Mobile phones are considered as a closed form of communication, suggested whether a speaker phone for mobile phones in the ICV would be helpful to record decisions made by the Incident Controller.

The brigade would like callout procedures of the ICV clarified, as there they called out via WhatsApp from the recent Dalyup fires. Callout procedures from ICV operators manual is reflective on how things operate in Esperance. With recent Dalyup bushfire the ICV was setup for a few hours with no one with a functional role operating from the ICV. The brigade is keen to get out to the rural brigades to further promote and have rural captains and FCO's see its capabilities and how it can support them in those functional roles.

10.5 Campfire & Cooking Policy

Mr Ash Peczka advised this is a policy that needs to be considered. It would assist in providing clear direction to visitors in regards to camping fires and there has been request from the community as to why they cannot have a fire pit on evenings where conditions are suitable and to save permits being written out for fire pits.

Committee Decision/Motion

The Committee would be interested to see to what a policy entails for the next BFAC meeting.

10.6 Mitigation

Mrs Claudia Magana provided an update on 2024/25 MAF program. With all scheduled mechanical treatment works completed, including additional treatment area. There burns prescription still outstanding for completion. Working towards a 3 year MAF funding program.

Mr Phil Longmire advised he has been receiving calls about the lack of clearing along the Dog Fence recently installed. Information received indicate that there should be a 20m clearance on either side of the fence and to speak to either DPIRD or DBCA in regards to the works permit of the fence project.

10.7 Training Schedule

Mr Ash Peczka provided a draft training calendar to the committee. Majority of training to occur over a weekend. If brigades want localised training, to please start penciling dates with Ash in advance. Apart from the inclusion of Firemapper training later there was no question in regards to the draft training calendar.

10.8 Fire Hazard Reduction Notice

Mr Ash Peczka advised the committee of the following amendments to the notice; Based on WALGA guidance we have to change the requirements around individual Bushfire Risk Management Plans – properties with approved plans by council will also need to meet to the requirements of the Notice, as a minimum.

Bush Fire Advisory Committee: Minutes
19 June 2025

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MOTION

Moved: Mr Durdin
Seconded: Mr Schlink

BFA0625-083

That the Committee moves the following;

- **To support the draft 2025/26 Fire Hazard Reduction Notice, and**
- **To endorse the following Restricted and Prohibited Burning Times;**

Rural Zone:

Restricted Burning Period – 18 September 2025 – 12 November 2025

Prohibited Burning Period – 13 November 2025 – 31 January 2026

Restricted Burning Period – 1 February 2026 – 31 March 2026

Urban-Rural Zone:

Restricted Burning Period – 18 September 2025 – 12 November 2025

Prohibited Burning Period – 13 November 2025 – 9 March 2026

Restricted Burning Period – 10 March 2026 – 30 April 2026

CARRIED

10.9 Vehicle Services Schedule

Mr Ash Peczka presented the upcoming BFB vehicle servicing schedule. It was noticeable last year that some brigade had all their appliances held up at service provider yards, this schedule has appliance staggered between other brigades. Members were reminded, if there are any known issues with the appliance to let the service provider know so the appropriate parts can be ordered in advance.

11. MEETING CLOSED

The Chairperson declared the meeting closed at 8:53pm

The next meeting of the Bush Fire Advisory Committee is scheduled for Tuesday 16 September 2025, commencing at 6:00pm in the Council Chambers.

These Minutes were confirmed at a meeting held on _____

Signed _____

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

Dated _____



FIRE HAZARD REDUCTION NOTICE 2025/2026



FIRST & FINAL NOTICE

First and Final Notice has been served to all landowner/occupiers within the Shire of Esperance, who have the legal responsibilities to prepare their properties to reduce the risk of outbreak and spread of fires.

THESE ARE YOUR LEGAL REQUIREMENTS.

Please read carefully & retain for future reference.

Pursuant to Section 33 of the *Bush Fires Act 1954*, this Notice sets out the actions that you must take to prepare your property for the fire season. As a measure for preventing the spread or extension of a bush fire which may occur, all owners and occupiers of the land within the Shire's district are required before **9 October 2025** to clear firebreaks or to take measures in accordance with this Notice and maintain those firebreaks and measures in accordance with this Notice up to and including the **31 March 2026**.

REQUEST FOR VARIATION

Request for a variation to this Notice is to be considered if any of the listed requirements to reduce your fire hazard is impractical on your property due to site specific topography, environmental sensitive areas and/or specific development conditions.

Landowner/occupiers can apply in writing to the Shire for a variation **before 24 September** of each year for permission to provide firebreaks in alternative locations or take alternative measures to prevent the outbreak or spread of a bush fire. The Shire may approve variations for either a 1 year or a 3 year period. Variation forms can be found via the [Shire website](#).

CONTACT US

If you have any questions about the Notice and its requirements, or if you would like to arrange a property visit with a Ranger before the compliance period, please contact Esperance Ranger Services.



(08) 9083 1533



rangers@esperance.wa.gov.au



Rangers are available Monday to Friday between 7:30am and 4:30pm.



Scan the QR code or visit esperance.wa.gov.au/bushfire-information for more information, including the [Definitions & Guidance Note](#).

FIRE HAZARD REDUCTION NOTICE 2025/2026

FOR ALL FIRES & LIFE THREATENING EMERGENCIES - DIAL 000



TOWN SITE: RESIDENTIAL, INDUSTRIAL AND COMMERCIAL AREAS

Applies to all land zoned within the town sites of Bandy Creek, Cascade, Castletown, Chadwick, Condingup, Coomalbidgup, Esperance, Gibson, Grass Patch, Nulsen, Salmon Gums, Scaddan, Sinclair and West Beach you must;

a. Where the area of land is 2,000m² or less,

- 1.Reduce fire fuel from the whole of land such that fuel loads are maintained in a parkland cleared state. Isolated trees and managed shrubs may generally be retained.

b. Where the area of land exceeds 2,000m²,

- 1.Establish and maintain an Asset Protection Zone around all habitable buildings;
- 2.Grassed areas (dry or reticulated) to be maintained to a maximum height of 100mm; and
- 3.A 4 metre wide bare earth firebreak or a 4 metre wide mulched/slash firebreak shall be constructed and maintained inside all external boundaries where practicable. 4 metre wide bare earth firebreak is required to be located around fuel storage tanks, sheds, and gas cylinders (isolated from structures).

c. Where a property has a Bushfire Management Plan approved by Council, landowners/occupiers must comply with the provisions of that Plan, in addition to the requirements of this Notice.

d. Where the land has been cleared for the purpose of development and the land remains vacant, the land must be maintained in either a cleared, slashed or mulched state.

RURAL RESIDENTIAL & RURAL SMALL HOLDINGS

Applies to all land zoned Rural Residential & Rural Smallholdings situated within the localities of Bandy Creek, Chadwick, Gibson, Monjingup, Myrup, Pink Lake, Shark Lake and Windabout you must;

a. Clear either a 4 metre wide bare earth firebreak or a 4 metre wide mulched/slashed firebreak immediately inside all external boundaries. Firebreaks shall have a 5 metre vertical clearance so it provides unrestricted access to emergency service vehicles; or,

b. Where established trees are located along fence lines, clear either a 4 metre wide bare earth firebreak or a 4 metre wide mulched/slashed firebreak within 5 metres of the external fence line and reduce the fire fuel between the firebreak and external fence line; and,

c. Parkland clearing must be carried out in all open paddocks and along the boundary of the property. Clearing means the removal of all dead vegetation and flammable material (excluding approved crops, pasture areas and living trees/shrubs);

d. Unmanaged pasture and grasslands must be maintained to height no greater than 100 millimetres, except for when a paddock is being utilised for feed or agistment, maintain a 2 metre slashed break inside all fence lines;

e. A 4 metre wide bare earth firebreak shall be located around fuel storage tanks, sheds, gas cylinders (isolated from structures) and within 6 metres of haystacks. Haystacks cannot be situated on the external boundary;

f. Establish and maintain a Low Fuel Zone (parkland cleared) 1 metre wide, around Power infrastructure e.g. Metre Box, and Underground Power Domes;

g. Driveways must be cleared to a minimum of 4 metres wide and 5 metres in height, that can provide unrestricted access to emergency service vehicles;

h. Properties to establish & maintain an Asset Protection Zone* around all habitable buildings and,

i. Where a property has a Bushfire Management Plan approved by Council, landowners/occupiers must comply with the provisions of that Plan, in addition to the requirements of this Notice.



FIRE HAZARD REDUCTION NOTICE 2025/2026



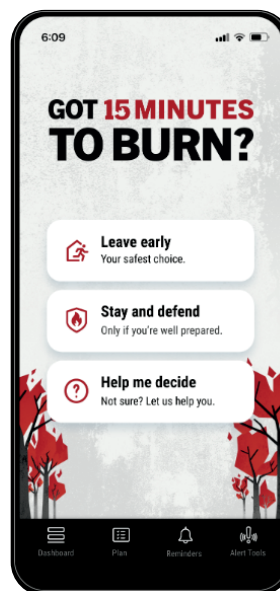
RURAL AREAS

Applies to all land zoned as Rural, you must;

- a. Except for areas set aside for conservation purposes, all uncleared land must install and maintain a 6 metre wide and 5 metre vertical clearance bare earth firebreak or mulched / slashed firebreak immediately inside all external boundaries. Firebreaks are to provide unrestricted access to emergency service vehicles; and,
- b. Where the property is partially cleared, 6 metre wide and 5 metre vertical clearance bare earth firebreak or mulched/slashed firebreak are required where the uncleared land abuts the external boundary.

**Asset Protection Zone: A low fuel area immediately surrounding a building*

Visit mybushfireplan.wa.gov.au or scan the QR code to download the My Bushfire Plan App. Access your bushfire plan anytime, even without an internet connection.



IMPORTANT DATES TO REMEMBER!

ZONE	RESTRICTED BURNING PERIOD	PROHIBITED BURNING PERIOD	RESTRICTED BURNING PERIOD
RURAL	18 Sept -12 Nov 2025	13 Nov - 31 Jan 2026	1 Feb - 31 Mar 2026
URBAN-RURAL	18 Sept -12 Nov 2025	13 Nov - 9 March 2026	10 Mar - 30 Apr 2026



NOTE

Depending on seasonal conditions, above timeframes may be changed or extended as permitted under the Bush Fires Act 1954. Any changes will be published either by local newsletter, public notice board, SMS, Shire's social media and/or website.

FIRE HAZARD REDUCTION NOTICE 2025/2026

FOR ALL FIRES & LIFE THREATENING EMERGENCIES - DIAL 000



TOTAL FIRE BAN

A Total Fire Ban is declared by the Department of Fire and Emergency Services (DFES) on a days of extreme weather; *where a fire is most likely to spread rapidly or if there are already widespread fires and fire fighting resources are too stretched to fight any more.*

The lighting of open-air fires or any other activity in the open air that is likely to cause a fire is banned.

Penalties

By ignoring the conditions of a Total Fire Ban, you may receive an infringement of \$1,000. WA Police, Shire Rangers, DBCA Rangers, DFES Staff and Fire Control Officers are permitted to enforce Total Fire Ban requirements.

WHAT IS NOT PERMITTED DURING A TOTAL FIRE BAN

- Light, maintain or use a fire i.e. camp fires, and fire pits.
- Wood fired and charcoal BBQs, webbers and ovens.
- Burning of garden/green waste.
- Incinerators.
- Hot works in the open air or near bush, crops & stubble i.e. Grinding, welding, gas cutting, etc.
- The use of motor bikes, quad bikes, dune buggy's and 4WD vehicles on overgrown/4WD tracks.
- The use of earthmoving equipment, slashers, mowers near bush, crops, pasture & stubble. (Unless exempt)

WHAT IS PERMITTED DURING A TOTAL FIRE BAN

- The use of electric or gas BBQs and webbers.
- Harvest and agricultural activities are permitted, until a Harvest & Vehicle Movement Ban is declared by the Shire of Esperance.

PERMITS TO BURN

Permits to Burn are required during the Restricted Burning Times and can only be obtained from your nearest Fire Control Officer. A list of Fire Control Officers is available page on the Shire's website.

A Permit to Burn must be obtained before any burning takes place. The permit holder must comply with all conditions of the permit and be in possession of the permit throughout the duration of the burn.

Please note: Restricted Burning Times maybe extended due to seasonal conditions - refer to the Shires webpage prior to your planned burn.

DFES Communications Centre (9395 9209) are to be advised whenever the holder of a permit commences burning; and/or whenever a person is carrying out burning activities during the Restricted & Unrestricted Burning Times.



For more information scan the QR code or visit
esperance.wa.gov.au/bushfire-information

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

18. PUBLIC QUESTION TIME

19. CLOSURE