



4 DECEMBER 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 09 December 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 16 December 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 Interest

Notes for Your Guidance



Financial Interest (*Sections. 5.65. & 5.67. Local Government Act 1995*)

A member who has a Financial Interest in any matter to be discussed at a Council or Committee Meeting, that 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 under section 5.65 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 *Sections 5.68 or 5.69 of the Local Government Act 1995*.

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 imprisonment for 24 months and a fine of \$24 000.
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 1955*, with or without conditions.

Proximity Interest (*Section. 5.60B Local Government Act 1995*)

- 1. For the purposes of this subdivision, a person has a proximity interest 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 s 5.63(5) *Local Government Act 1995*) 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.

Impartiality Interest

An interest, pursuant to *Regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021*,

- a) That could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
- b) Arising from kinship, friendship or membership of an association.

It does not include an interest as referred to in s. 5.60 *Local Government Act 1995*.

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 16 DECEMBER 2025 COMMENCING AT 4:00 PM

1. OFFICIAL OPENING

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

.2. ATTENDANCE

Members

Pres. R Chambers	President	
Cr J Obourne	Deputy President	Town Ward
Cr G Johnston		Town Ward
Cr G McWilliam		Town Ward
Cr L de Haas		Town Ward
Cr W Graham		Rural Ward
Cr S Starceвич		Rural Ward
Cr G Harp		Town Ward
Cr C Davies		Town Ward

Shire Officers

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

Members of the Public & Press

3. APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE

4. APPLICATIONS FOR LEAVE OF ABSENCE

5. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

6. DECLARATION OF MEMBERS INTERESTS

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

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

6.3 Declarations of Impartiality Interests – Admin Regulations Section 34c

7. PUBLIC QUESTION TIME

8. PUBLIC ADDRESSES / DEPUTATIONS

9. PETITIONS

Nil

10. CONFIRMATION OF MINUTES

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

Voting Requirement

Simple Majority

11. DELEGATES' REPORTS WITHOUT DISCUSSION

From October 2025 to September 2027				
	Agenda Briefing Sessions (2)	Ordinary Council Meetings (2)	Special Council Meetings (2)	Annual Electors Meeting (0)
Ron Chambers Shire President	2	2	2	
Cr Jennifer Obourne Deputy Shire President	2	2	2	
Cr Gerry Harp	2	2	2	
Cr Connor Davies	1	2	1	
Cr Garry McWilliam		1	2	
Cr Leonie de Haas	2	2	2	
Cr Wes Graham	2	2	2	
Cr Sam Starcevich	2	2	2	
Cr Gemma Johnston	1		1	

12. MATTERS REQUIRING A DETERMINATION OF COUNCIL

12.1 EXTERNAL SERVICES

Item: 12.1.1

Local Planning Scheme No. 24 - Amendment No. 12

Author/s	Zoe Sheffield-van Mierlo	Manager Development Services
Authorisor/s	Roy Greive	Director External Services

File Ref: D25/25853

Applicant

Edge Planning & Property on behalf of David and Claire Mitchell

Location/Address

Lot 12 (34551) Coolgardie-Esperance Highway, Myrup



Executive Summary

For Council to consider Amendment 12 to Local Planning Scheme No. 24 by incorporating various changes, including:

- Rezoning Lot 12 Coolgardie-Esperance Highway Myrup to Rural Smallholdings
- Applying an Additional Use
- Applying a Restricted Use
- Applying Special Provisions
- Modifying Special Control Area 3

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:
2. Rezoning Lot 12 Coolgardie-Esperance Highway, Myrup from the 'Rural' zone to the 'Rural Smallholdings' zone.
3. Amending the Scheme text in Schedule 3 – Additional Uses by inserting an Additional Use for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Base Zone	Additional Use(s)	Development standards/conditions
A33	Rural Smallholdings	Industry-Light (‘D’ use)	As determined by the local government.

4. Amending the Scheme text in Schedule 4 – Restricted Uses by inserting a Restricted Use for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Description of land	Restricted use	Conditions
R4	Lot 12 Coolgardie-Esperance Highway, Myrup	Holiday House	Despite Table No. 4 – Zoning and Land Use Table, the restricted use is not permitted.

5. Amending the Scheme text in Schedule 9 – Rural Smallholdings – Special Provisions by inserting a row for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Description of land	Special Provisions
RS4	Lot 12 Coolgardie-Esperance Highway, Myrup	<ol style="list-style-type: none">1. Subdivision is to be generally in accordance with the Concept Subdivision Plan prepared as part of Scheme Amendment No. 12.2. A Wetland Management Plan is to be prepared and implemented as a condition of subdivision approval.3. A notification to be placed on the certificate of title, relating to motorised sport noise impacts, as a condition of subdivision approval.

6. Modifying Special Control Area 3A (Shark Lake Industrial Park) to Special Control Area 3B.
7. Amending the Scheme Map accordingly.
8. Determine that the amendment is standard under the provisions of regulation 35.(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):
 - (b) an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;
 - (g) any other amendment that is not a standard or basic amendment.
9. Refer Amendment 12 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

An application for a Scheme Amendment was received by the Shire of Esperance on 21 August 2025. Like any such document it is subjected to statutory review and review by Council as circumstances dictate.

The proposed modifications are as follows:

1. Rezoning Lot 12 Coolgardie-Esperance Highway, Myrup from the 'Rural' zone to the 'Rural Smallholdings' zone.
2. Amending the Scheme text in Schedule 3 – Additional Uses by inserting an Additional Use for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Base Zone	Additional Use(s)	Development standards/conditions
A33	Rural Smallholdings	Industry-Light ('D' use)	As determined by the local government.

3. Amending the Scheme text in Schedule 4 – Restricted Uses by inserting a Restricted Use for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Description of land	Restricted use	Conditions
R4	Lot 12 Coolgardie-Esperance Highway, Myrup	Holiday House	Despite Table No. 4 – Zoning and Land Use Table, the restricted use is not permitted.

4. Amending the Scheme text in Schedule 9 – Rural Smallholdings – Special Provisions by inserting a row for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Description of land	Special Provisions
RS4	Lot 12 Coolgardie-Esperance Highway, Myrup	<ol style="list-style-type: none">1. Subdivision is to be generally in accordance with the Concept Subdivision Plan prepared as part of Scheme Amendment No. 12.2. A Wetland Management Plan is to be prepared and implemented as a condition of subdivision approval.3. A notification to be placed on the certificate of title, relating to motorised sport noise impacts, as a condition of subdivision approval.

5. Modifying Special Control Area 3A (Shark Lake Industrial Park) to Special Control Area 3B.
6. Amending the Scheme Map accordingly.

Officer's Comment

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

Rezoning Lot 12 Coolgardie-Esperance Highway Myrup from Rural to Rural Smallholdings

The proposal calls for the rezoning of Lot 12 (34551) Coolgardie-Esperance Highway, Myrup from Rural to Rural Smallholdings. The current rural zoning, what was formally termed Agriculture - General has been in place since zoning was first applied to the property.

Rural Smallholdings has previously been applied to the nearby Bukenerup Rural Smallholding precinct on the opposite side of the Shark Lake Industrial Park.

It is noted that the Local Planning Strategy does allow for subdivision of what was the old Lot 11 Coolgardie-Esperance Highway, Myrup (which includes the subject land) down to a minimum of 20

hectare lots as part of Precinct 40. This lot size would be considered more appropriate to a Rural Smallholdings zoned area.

Given the proximity and lot size provisions under the Local Planning Strategy, the rezoning of the land is considered to be appropriate and is supported by Planning Officers.

Amending the Scheme text in Schedule 3 – Additional Uses by inserting an Additional Use for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Base Zone	Additional Use(s)	Development standards/conditions
A33	Rural Smallholdings	Industry-Light (‘D’ use)	As determined by the local government.

Given the proximity of the subject land to the Shark Lake Industrial Park and the current shortage of industrial zoned land, allowance for use of the land for Industry – Light purposes is considered appropriate to allow for a mixed Rural Pursuit and Rural Industry area. This is supported by Planning Officers.

Amending the Scheme text in Schedule 4 – Restricted Uses by inserting a Restricted Use for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Description of land	Restricted use	Conditions
R4	Lot 12 Coolgardie-Esperance Highway, Myrup	Holiday House	Despite Table No. 4 – Zoning and Land Use Table, the restricted use is not permitted.

Due to proximity to the abattoir, highway, railway and Shark Lake Industrial Park and the potential impact on future development from odour and noise, it is considered appropriate that use of the land for the purposes of Holiday House use is not permitted. This is supported by Planning Officers.

Amending the Scheme text in Schedule 9 – Rural Smallholdings – Special Provisions by inserting a row for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Description of land	Special Provisions
RS4	Lot 12 Coolgardie-Esperance Highway, Myrup	<ol style="list-style-type: none">1. Subdivision is to be generally in accordance with the Concept Subdivision Plan prepared as part of Scheme Amendment No. 12.2. A Wetland Management Plan is to be prepared and implemented as a condition of subdivision approval.3. A notification to be placed on the certificate of title, relating to motorised sport noise impacts, as a condition of subdivision approval.

The proposed RS4 special provisions are considered appropriate to ensure that future development and subdivision is consistent with the amendment and takes into account the presence of wetlands and potential noise impacts and can be supported.

Modifying Special Control Area 3A (Shark Lake Industrial Park) to Special Control Area 3B.

Special Control Area 3B has previously been applied to the Rural Smallholdings zoned properties to the south of the Shark Lake Industrial Park (Bukenerup Rural Smallholdings area). It is considered appropriate that it also be applied to the proposed new rural smallholdings area and can be supported.

Amending the Scheme Map accordingly.

The scheme maps will need to be updated to reflect the new provisions. This is supported by Planning Officers.

Consultation

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

Financial Implications

Fees of \$11,500 have been paid in relation to this application. If any fees are unexpended at the time the amendment is Gazetted the unexpended fees are returned to the applicant.

Asset Management Implications

Nil

Statutory Implications

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Local Planning Scheme No. 24

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Built Environment

New developments that enhance the existing built environment

Encourage innovation and support new development

Environmental Considerations

Nil

Attachments

A₁₂. Amendment 12 Documentation

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:
2. Rezoning Lot 12 Coolgardie-Esperance Highway, Myrup from the 'Rural' zone to the 'Rural Smallholdings' zone.
3. Amending the Scheme text in Schedule 3 – Additional Uses by inserting an Additional Use for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Base Zone	Additional Use(s)	Development standards/conditions
-----	-----------	-------------------	----------------------------------

- | | | | |
|------------|----------------------------|-------------------------------------|---|
| A33 | Rural Smallholdings | Industry-Light
(‘D’ use) | As determined by the local
government. |
|------------|----------------------------|-------------------------------------|---|
4. Amending the Scheme text in Schedule 4 – Restricted Uses by inserting a Restricted Use for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Description of land	Restricted use	Conditions
R4	Lot 12 Coolgardie-Esperance Highway, Myrup	Holiday House	Despite Table No. 4 – Zoning and Land Use Table, the restricted use is not permitted.

5. Amending the Scheme text in Schedule 9 – Rural Smallholdings – Special Provisions by inserting a row for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Description of land	Special Provisions
RS4	Lot 12 Coolgardie-Esperance Highway, Myrup	<ol style="list-style-type: none"> 1. Subdivision is to be generally in accordance with the Concept Subdivision Plan prepared as part of Scheme Amendment No. 12. 2. A Wetland Management Plan is to be prepared and implemented as a condition of subdivision approval. 3. A notification to be placed on the certificate of title, relating to motorised sport noise impacts, as a condition of subdivision approval.

6. Modifying Special Control Area 3A (Shark Lake Industrial Park) to Special Control Area 3B.
7. Amending the Scheme Map accordingly.
8. Determine that the amendment is standard under the provisions of regulation 35.(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):
 - (b) an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;
 - (g) any other amendment that is not a standard or basic amendment.
9. Refer Amendment 12 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
Scheme Amendment No. 12



Lot 12 Coolgardie-Esperance Highway, Myrup

Prepared by Edge Planning & Property for David & Claire Mitchell
edgeplanning.com.au
August 2025

**PLANNING AND DEVELOPMENT ACT 2005
RESOLUTION DECIDING TO AMEND A LOCAL PLANNING SCHEME**

SHIRE OF ESPERANCE LOCAL PLANNING SCHEME No. 24

AMENDMENT No. 12

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. Rezoning Lot 12 Coolgardie-Esperance Highway, Myrup from the 'Rural' zone to the 'Rural Smallholdings' zone.
2. Amending the Scheme text in Schedule 3 – Additional Uses by inserting an Additional Use for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Base Zone	Additional Use(s)	Development standards/conditions
A33	Rural Smallholdings	Industry-Light ('D' use)	As determined by the local government.

3. Amending the Scheme text in Schedule 4 – Restricted Uses by inserting a Restricted Use for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Description of land	Restricted use	Conditions
R4	Lot 12 Coolgardie-Esperance Highway, Myrup	Holiday House	Despite Table No. 4 – Zoning and Land Use Table, the restricted use is not permitted.

4. Amending the Scheme text in Schedule 9 – Rural Smallholdings – Special Provisions by inserting a row for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Description of land	Special Provisions
RS4	Lot 12 Coolgardie-Esperance Highway, Myrup	<ol style="list-style-type: none">1. Subdivision is to be generally in accordance with the Concept Subdivision Plan prepared as part of Scheme Amendment No. 12.2. A Wetland Management Plan is to be prepared and implemented as a condition of subdivision approval.3. A notification to be placed on the certificate of title, relating to motorised sport noise impacts, as a condition of subdivision approval.

5. Modifying Special Control Area 3A (Shark Lake Industrial Park) to Special Control Area 3B.
6. Amending the Scheme Map accordingly.

Determines Amendment No.12 is a complex amendment under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason:

- An amendment that is not consistent with a Local Planning Strategy for the Scheme that has been endorsed by the Commission.

Dated this _____ day of _____ 20_____

Chief Executive Officer

Date

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ATTACHMENTS		
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2	Location Plan	
3	Context, Opportunities and Constraints Plan	
4	Shark Lake Industrial Park	
5	Amendment Site	
6	Extract of Local Planning Strategy	
7	Concept Subdivision Plan	

PROPOSAL TO AMEND A LOCAL PLANNING SCHEME		
1.	LOCAL GOVERNMENT:	Shire of Esperance
2.	DESCRIPTION OF LOCAL PLANNING SCHEME:	Local Planning Scheme No. 24
3.	TYPE OF SCHEME:	Local Planning Scheme
4.	SERIAL NUMBER OF AMENDMENT:	12
5.	PROPOSAL:	1. Rezoning Lot 12 Coolgardie-Esperance Highway, Myrup from the Rural zone to the Rural Smallholdings zone. 2. Amending Schedules 3, 4 and 9. 3. Modifying Special Control Area 3A to 3B.

REPORT BY THE SHIRE OF ESPERANCE

1. INTRODUCTION

The Shire of Esperance seeks the support of the Western Australian Planning Commission (WAPC) and the approval of the Hon. Minister for Planning to rezone Lot 12 Coolgardie-Esperance Highway, Myrup (the 'site') from 'Rural' to 'Rural Smallholdings'.

The Amendment seeks to create lots that are suitable for housing and employment (work/live) uses. Additionally, the Shire seeks to insert provisions into Schedule 3 – Additional Uses, Schedule 4 – Restricted Uses and Schedule 9 – Rural Smallholdings – Special Provisions along with modifying Special Control Area 3A to Special Control Area 3B.

The purpose of this report and associated plans are to explain the proposal and set out the planning merits of the Amendment which has considered the planning framework, site context, opportunities and constraints and the need for additional housing and employment near Esperance.

More detailed planning and investigations will occur at the subdivision application, development application and building permit stages.

2. BACKGROUND

2.1 Cadastral details

A copy of the Certificate of Title is provided in **Attachment 1**. Cadastral details for the site are summarised below in **Table 1**.

Table 1 – Cadastral Details	
Lot and address	Lot 12 Coolgardie-Esperance Highway, Myrup
Deposited Plan	72362
Volume/Folio	2795/390
Area	102.6921 hectares
Owner	David & Claire Mitchell

2.2 Regional context

The site is in the Shire of Esperance. Esperance is east-southeast of Perth and located 714 kilometres by road from Perth. Esperance is a regional centre in the Goldfields-Esperance Region. The town provides a range of services and facilities to residents and visitors.

2.3 Local context

The site is located approximately 14 kilometres north of the Esperance townsite in the Myrup locality (see **Attachment 2**).

The site adjoins and is near a range of uses including rural smallholdings, rural, CBH grain facility, the Shark Lake Industrial Park and community/recreation (speedway, motor cross club and pony club).

Attachment 3 shows the Context, Opportunities and Constraints Plan while **Attachment 4** shows the Shark Lake Industrial Park (source: <https://www.esperance.wa.gov.au/business/business-hub/shark-lake-industrial-park.aspx>)

The Shark Lake Industrial Park is south-west of the site. The industrial park contains 28 lots ranging in size from 3,166m² to 10.5 hectares. It contains the Horizon Power wind and solar farm, CBH's Shark Lake receival and storage facility, transport logistics and general industry. The CBH receival and storage facility is the closest portion of the industrial park to the amendment site. CBH have developed grain bunkers and a grain receival terminal. The remaining industrial land is well separated from the amendment site.

The Shark Lake Industrial Park is zoned 'General Industry'. The industrial park does not contain any heavy industry or uses requiring large separation distances.

The land immediately to the north of the site is zoned Rural and is used for rural living purposes. The WAPC in recent years granted subdivision approval and lots have been created for 4 lots all around 19.6 hectares in area. Given the lot size, the lots are essentially Rural Smallholdings in nature.

There is a telecommunications tower to the south of the site.

The remaining nearby land is generally broad hectare farming which is interspersed with various wetlands.

From a spatial perspective, the rezoning of the site will provide a logical extension to providing additional rural smallholdings lots near Esperance without causing adverse amenity impacts to the function of the Shark Lake Industrial Estate, agricultural operations or other nearby uses in the locality.

The proposed Rural Smallholdings zoning provides an appropriate transition use between the Shark Lake Industrial Park and agricultural operations.

2.4 Physical characteristics

The site is outlined in **Attachment 5** and has the following characteristics and features:

- The site is bounded by the Coolgardie-Esperance Highway to the west, rural smallholdings lots to the north, the Kalgoorlie to Esperance freight railway line to the east and Walsh Road to the south;
- It has an area of 102.6921 hectares;
- It is used for rural and rural living purposes;
- It contains a dwelling and various sheds;
- It is mostly cleared and used for broad hectare farming with remnant vegetation retained around two small wetlands;
- The site has a gentle gradient which slopes from approximately 88 metres AHD in the central and south-east sections to approximately 100 metres AHD in the north-west section;
- The *Esperance Land Resource Survey*, by the former Department of Agriculture, sets out that the site is predominantly within the Esperance sandplain system (Corinup series). The key landforms on the site are described as deep uniform sand on gently undulating plain. There is also a smaller area of saline wet soil associated with the wetlands; and
- It is not on the Department of Water and Environmental Regulation's Contaminated Site Database.

2.5 Existing services

2.5.1 Roads

The site adjoins the sealed Coolgardie-Esperance Highway and the constructed but unsealed Walsh Road. There is a crossover to the Coolgardie-Esperance Highway.

2.5.2 Drainage

The site generally drains towards the east. There is a slightly lower lying area in the central part of the site associated with the wetlands.

There are drainage swales within the Coolgardie-Esperance Highway and the Walsh Road reserves.

2.5.3 Water supply

The site is serviced by an on-site water supply.

2.5.4 Wastewater disposal

There is an existing on-site sewage disposal system.

2.5.5 Power and Telecommunications

Power and telephone services are currently available to the site. A high voltage distribution overhead power line dissects the site. The distribution line is proposed to be retained in-situ as an overhead line.

2.6 Heritage

The Department of Planning, Lands and Heritage's Aboriginal Heritage Inquiry System at <https://maps.daa.wa.gov.au/ahis/> reveals there are no Registered Aboriginal Sites applying to the subject land. While noting this, land developers have an obligation under the *Aboriginal Heritage Act 1972* to protect places and objects in Western Australia that are important to Aboriginal people because of the connections to their culture.

Additionally, the site does not contain any structure or place of non-indigenous heritage significance on the Shire of Esperance Municipal Inventory (heritage survey) or on the Shire's Heritage List.



Photo1: Predominant site features

3. PLANNING FRAMEWORK

3.1 Overview

The site and proposed rural smallholdings zoning are subject to a range of State Planning Policies, WAPC publications and bulletins, WAPC regional strategies, along with Environmental Protection Authority (EPA) bulletins, various Shire strategies and policies, along with the *Shire of Esperance Local Planning Scheme No. 24 (LPS24)*.

The following section will outline how the Amendment suitably addresses relevant planning policies, strategies, plans and LPS24. These documents consider key planning, environmental, servicing and economic development matters. In summary, the Amendment is overall consistent with the planning framework.

3.2 State planning framework

3.2.1 Overview

The following strategies and policies are of relevance to the Amendment:

- *State Planning Strategy 2050*;
- *State Planning Policy 1 State Planning Framework Policy*;
- *State Planning Policy 2 Environment and Natural Resources*;
- *State Planning Policy 2.5 Rural Planning*;
- *State Planning Policy No. 2.9 Water Resources*;
- *State Planning Policy No. 3 Urban Growth and Settlement*;
- *State Planning Policy 3.7 Bushfire*;
- *State Planning Policy 4.1 Industrial Interface*;
- *State Planning Policy 5.4 Road and Rail Noise*;
- *Planning for Bushfire Guidelines*;
- *Government Sewerage Policy*; and
- EPA Guidance Statements including *Guidance Statement 33 – Environmental Guidance for Planning and Development* and *Guidance Statement 3 – Separation Distances between Industrial and Sensitive Land Uses*.

The Amendment is reviewed against some of these documents below.

3.2.2 State Planning Strategy 2050

The *State Planning Strategy 2050* sets a broad strategic plan for Western Australia built on sustained growth and prosperity. The vision (page 20) is:

'Sustained growth and prosperity

The vision of sustained growth and prosperity envisages a future where Western Australians enjoy high standards of living, improved public health and an excellent quality of life for present and future generations.'

Sustained growth (page 20) consists of:

- 'A diverse state; offering a diversity of ecosystems, landscapes, enterprises, people and cultures.'
- 'A liveable state; the place of choice for the brightest and best.'
- 'A connected state; as connected to the rest of the world as any other place.'
- 'A collaborative state; enabling alignments that progress the State's sustained growth and prosperity.'

The Strategy (page 20) seeks the following:

'By 2050, Western Australia will have a diverse range of interconnected and vibrant local communities and regional centres. The people in these communities will be healthy, resilient, active, prosperous, respectful of cultural difference and participate in the public domain.

Standards of living will continue to be amongst the highest in the world. Improved connections and smarter technologies will enhance the State's ability to attract global and domestic investment capital where and when it is most needed.

A 'can do' attitude will prevail, inspiring new ways of thinking and working, which will deliver optimal outcomes for the economy and communities of Western Australia.'

The Strategy establishes objectives and a strategic approach in relation to economic development, physical infrastructure, social infrastructure, environment and security. The Strategy is the lead strategic planning document within Government which informs all other State, regional and local planning strategies, policies and approvals.

The Amendment is consistent with the Strategy. This includes that it supports sustained growth, job creation and economic development, it promotes development near existing rural living areas and it promotes a range of housing opportunities.

3.2.3 State Planning Policy 1:

State Planning Framework Policy

The Policy applies to all land within Western Australia. It is an amalgamation of all planning policies, strategies and guidelines that provide direction on the form and methods of growth and development throughout the State. It identifies that the primary aim of planning is to provide for the sustainable use and development of land.

The Amendment is consistent with the Policy including providing for the sustainable use and development of land.

3.2.4 State Planning Policy 2:

Environment and Natural Resources Policy

The Policy defines the principles and considerations that represent good and responsible planning, in terms of environment and natural resource issues, within the framework of the *State Planning Strategy*. The Policy is supplemented by more detailed planning policies on particular natural resources matters that require additional information and guidance.

The Amendment and the Concept Subdivision Plan (**Attachment 7**) have taken into account the environmental and natural resource assets of the site. This includes providing a large 51.83 hectare lot containing the larger eastern wetland which will be revegetated and fenced.

3.2.5 State Planning Policy 2.5:

Rural Planning

State Planning Policy 2.5: Rural Planning (SPP 2.5) provides guidance in relation to establishing rural living precincts. Rural living proposals, on rural land, may be supported where they comply with the objectives and requirements of SPP 2.5.

This Policy applies to rural and rural living land in Western Australia. Objectives of the Policy include to 'promote sustainable settlement in, and adjacent to, existing

urban areas' and to 'avoid and minimise land use conflicts'.

The Policy sets out that rural smallholdings lots have a minimum lot size of 4 hectares.

The following policy provisions from section 5.3 apply for rural living proposals. The Amendment is assessed against these provisions in **Table 2**.

Table 2 – Assessment of Amendment Request against SPP2.5	
Provisions	Comment
(a) rural living proposals shall not be supported where they conflict with the objectives of this policy or do not meet the criteria listed at 5.3 (b) and (c);	The Amendment is generally consistent with SPP2.5 objectives and section 5.3 (b) and (c) other than the site is not included within a rural living precinct in an endorsed Local Planning Strategy (LPS). While the LPS identifies other nearby land for rural living, the Amendment site is allocated as 'Rural' due to the Shark Lake Industrial Park Special Control Area (SCA) - 1km buffer.
(b) the rural living precinct must be part of a settlement hierarchy established in an endorsed planning strategy;	Does not comply. As outlined above, the site is allocated as 'Rural' in LPS and is within the Shark Lake Industrial Park SCA. There are however nearby rural living precincts to the north, south and south-west.
(c) the planning requirements for rural living precincts are that: i. the land be adjacent to, adjoining or close to existing urban areas with access to services, facilities and amenities; ii. the proposal will not conflict with the primary production of nearby land, or reduce its potential; iii. areas required for priority agricultural land are avoided; iv. the extent of proposed settlement is guided by existing land supply, take-up, dwelling commencements and population projections; v. areas required for urban expansion are avoided; vi. where a reticulated supply is demonstrated to not be available, or the individual lots are greater than four hectares, the WAPC may consider a fit-for-purpose domestic potable water supply, which includes water for firefighting. The supply must be demonstrated, sustainable and consistent with the standards for water and health; or vii. the precinct can be serviced by electricity, provided by a licenced service provider, and this has been demonstrated;	Comply. The site adjoins rural living land and is appropriately serviced. Further details are outlined in this report. Relevant matters can be addressed in greater detail at the subdivision stage.
viii. the precinct has reasonable access to community facilities, particularly education, health and recreation.	Comply. The Esperance townsite is 14 km away.
ix. the land is predominantly cleared of remnant vegetation, or the loss of remnant vegetation through clearing for building envelopes, bushfire protection and fencing is minimal and environmental values are not compromised;	Comply. Proposed building envelopes are located on cleared land and well separated from wetlands.
x. the proposal will achieve improved environmental and landscape outcomes and a reduction in nutrient export in the context of the soil and total water management cycle, which may include rehabilitation as appropriate;	Comply, expected to be a reduction of nutrients compared to current farming practices. Revegetation is proposed near the wetlands and in other parts of the site.
xi. the land is capable of supporting the development of dwellings and associated infrastructure (including waste water and keeping of stock) and is not located in a floodway or area prone to seasonal inundation;	Comply, most of the site is not constrained. The building envelopes assist to focus development in appropriate locations. The landform is similar to nearby rural living areas.
xii. the land is not subject to a separation distance or buffer from an adjoining land use; or if it is, that no sensitive land uses be permitted in the area of impact;	Comply, the Amendment proposes changes to the Shark Lake Industrial Park SCA to ensure consistency with nearby rural smallholdings zoned land.
xiii. the lots can be serviced by constructed road/s capable of providing access during all weather conditions, including access and egress for emergency purposes; and	Comply. The site adjoins two constructed roads.
xiv. bushfire risk can be minimised and managed in accordance with State policy, without adversely affecting the natural environment. Proposals in areas of extreme bushfire risk cannot proceed.	Comply. Building envelopes are located outside of the bushfire prone area. The Concept Subdivision Plan proposes an emergency access way.
(d) development standards for rural living zones are to be included in local planning schemes;	Comply through existing and proposed scheme provisions.
(e) further subdivision of existing rural living lots into smaller parcels is not supported, unless provided for in a local planning strategy and/or scheme; and	Noted. The Concept Subdivision Plan sets out lot sizes between 4 – 51.83 hectares.
(f) rural strata proposals with a residential component are considered to be rural living and will be considered in accordance with the criteria listed at 5.3 (a), (b) and (c) of this policy.	Not applicable

3.2.6 State Planning Policy 2.9: Water Resources

The Policy supports an integrated approach, taking account of the total water cycle management, supporting water sensitive urban design principles and provides guidance on appropriate buffers to watercourses and waterways.

The Amendment proposes rural smallholdings lots between 4 – 51.83 hectares. Given the generous lot sizes, there are minimal water impacts and stormwater risks. A water sensitive urban design, consistent with the Policy, can be addressed at the subdivision and development stages. It is expected this will focus on mitigating impacts to the wetlands.

3.2.7 State Planning Policy No. 3: Urban Growth and Settlement

This Policy sets out the principles and considerations which apply for urban growth and settlement in Western Australia. In summary, the Policy objectives are to:

- Promote a sustainable settlement pattern including providing sufficient and suitable land for a wide variety of housing;
- Build on existing communities with established services and infrastructure and to promote local economies;
- Address environmental, heritage and community considerations;
- Promote accessibility, housing choice and an identifiable sense of place; and
- Ensure appropriate servicing which is provided in an efficient manner.

The Policy sets out requirements for sustainable communities. This includes using land efficiently, convenient access to employment, retail and community facilities, quality design, addressing environmental considerations and supporting a positive planning framework which seeks to facilitate and promote quality development.

The consolidation and expansion of existing settlements and precincts is preferred to the development of new settlements. Given the site adjoins rural living areas and is near land zoned Rural Smallholdings, the Amendment addresses the Policy objectives and is accordingly generally consistent with the Policy.

3.2.8 State Planning Policy No. 3.7: Bushfire

Only a small portion of the site is classified as a Bushfire Prone Area as outlined in **Figure 1**.



Figure 1 (Source: Locate SLIP)

The Concept Subdivision Plan proposes building envelopes located outside of the bushfire prone area. Accordingly, there is no requirement to prepare a Bushfire Management Plan.

The Amendment addresses *State Planning Policy 3.7 Bushfire* and the *Planning for Bushfire Guidelines (2024)*. A range of measures will assist to lower bushfire risks including Asset Protection Zones around dwellings and multiple access/escape routes.

Subdivision/development on the site will meet the Guidelines' acceptable solutions for:

- Element 1 - Location;
- Element 2 - Siting and Design;
- Element 3 - Vehicular Access; and
- Element 4 – Water Supply.

The bushfire hazard level is low for nearly all of the site. Future development in the building envelopes can achieve a BAL rating of BAL-29 or lower. Accordingly, bushfire risks can be appropriately managed within acceptable limits. Vehicular access and egress will be provided via two access routes. The Concept Subdivision Plan proposes an emergency access way.

3.2.9 State Planning Policy 4.1: Industrial Interface

This Policy was adopted in July 2022. The main purpose is to prevent conflict between industrial and sensitive land uses. The Policy provides a framework to manage sensitive land uses and outlines that the type and location of sensitive land uses, in the surrounding compatible zones of a General

Industry zone, should be contemplated on a case by case basis.

As outlined in this report, there are sound planning reasons to modify Special Control Area 3A (Shark Lake Industrial Park) to Special Control Area 3B. This includes that established nearby uses in the industrial park, including the CBH facility, are compatible with proposed rural smallholdings uses on the amendment site.

3.2.10 State Planning Policy 5.4: Road and Rail Noise

The Policy aims to minimise noise impacts on sensitive land uses and discusses measures to ensure road and rail noise is considered in the planning process. Generic setback distances from identified road and rail infrastructure are considered together with noise attenuation measures that can be established to mitigate noise to sensitive land uses.

There are noise impacts from the adjoining Coolgardie-Esperance Highway (a State Freight Route) and the Kalgoorlie to Esperance freight railway line on parts of the site. In particular, portions of the site are within the 'trigger' distance due to road and rail freight noise (see **Attachment 3** and **Figure 2**).



Figure 2 (Source: Landgate Locate)

The trigger distance area is outlined at <https://espatial.dplh.wa.gov.au/PlanWA/In dex.html?viewer=PlanWA> and shown in **Figure 2**.

As outlined in section 5.5 of this report, relevant considerations with SPP 5.4 can be suitably addressed. Other noise considerations are also considered in section 5.5 of this report.

3.2.11 Operational Policy 1.1

Subdivision of Land – General Principles

This Policy sets out the general principles used by the WAPC in determining subdivision applications. It indicates the WAPC's basic requirements for the creation of new lots. The Amendment is consistent with the Policy objectives.

3.2.12 DC Policy 3.4

Subdivision of Rural Land

DC 3.4 is an operational policy which complements SPP 2.5. The Policy sets out the principles which are used by the WAPC in determining applications for the subdivision of rural land.

The Policy sets out that there is a presumption against the subdivision of rural land. There are however various exceptions to this, including where the application is specifically provided for in a Local Planning Scheme or in a Local Planning Strategy.

This Amendment proposes to zone the site as 'Rural Smallholdings'. Rezoning the site will ensure compliance with DC 3.4. **Attachment 7** set out the Concept Subdivision Plan.

3.2.13 Visual Landscape Planning in Western Australia Manual

This manual sets out principles and guidelines for the location, siting and design of buildings, structures and new planting. Page 3 states 'The aim should be to accommodate change while maintaining and, where possible, enhancing the quality of our landscapes.'

While noting the site can be viewed from parts of the Coolgardie-Esperance Highway, the Amendment suitably addresses the manual including through proposed revegetation adjoining Coolgardie-Esperance Highway. Landscape enhancement is considered in section 5.4.

3.3 Regional planning framework

3.3.1 Goldfields-Esperance Regional Planning and Infrastructure Framework

The Framework supports a diverse and adaptive economy and supporting population growth. The Framework identifies Esperance as a 'Regional Centre'. Regional centres provide services and facilities for the local community and the rural population in their hinterland.

The Framework's vision is expressed through objectives and an agreed strategic direction for economic growth, population and sustainable settlements, transport, community infrastructure, essential services, natural assets, and culture, heritage and visual landscape. There is also a list of regional planning initiatives, a list of committed projects, a list of anticipated directions for regional infrastructure, and a framework map.

The Framework highlights there are opportunities for in-migration including to support resource projects, tourism and the service sector.

The Framework highlights that Esperance's population is expected to grow. The Framework promotes the efficient use of land, promotes development in or near existing communities, and promotes a mix of lot sizes and dwelling types.

The Framework promotes development in or near existing communities. Accordingly, the Amendment is consistent with the Framework.

3.3.2 Goldfields-Esperance Regional Investment Blueprint

The Blueprint establishes priorities for economic development and growth of the region and provides an analysis of local, regional, national and global factors influencing the region. A strategic economic growth plan and proposed transformational projects are set out. The Blueprint supports growing the region's population, promoting a vibrant economy and growing the economy. The Amendment is consistent with the Blueprint.

3.4 Local planning framework

3.4.1 Shire of Esperance Local Planning Strategy

The *Shire of Esperance Local Planning Strategy* (LPS) guides the vision and long term land use planning direction for the district.

The site is located in Precinct 40 – Shark Lake. The precinct is generally identified for industrial purposes and an acknowledgment of the buffer requirements to the Industrial Park whilst respecting wetlands of significance. The site is within the Shark Lake

Industrial Park Special Control Area (SCA) - 1km buffer. As a result, the site is allocated as 'Rural'. An extract of the LPS is outlined in **Attachment 6** (Plan 2 – Esperance Surrounds).

The requested Rural Smallholdings zoning is currently inconsistent with the LPS. In support, the Amendment proposes to retain the Shark Lake Industrial Park SCA over the site, but change the planning rules in the *Shire of Esperance Local Planning Scheme No. 24* from SCA Area 3A to SCA 3B. This includes that established nearby uses in the industrial park, including the CBH facility, are compatible with proposed rural smallholdings uses on the amendment site.

The LPS strategies for Precinct 40 are:

- Ensure that development takes into account the Lake Warden Catchment Recovery Area and other significant wetland catchments.
- Encourage the development of the precinct in a manner that recognises the environmental opportunities and constraints.
- Ensure that the Shark Lake Industrial Park has a primary purpose of accommodating storage for the Esperance Port (grain, mining and forestry products), downstream processing and associated industries that may arise from the mining, grain and stock handling, forestry and agriculture industries. Other industrial uses not able to be accommodated within the General Industrial zones within the Esperance townsite could also be located on the site.
- Ensure that appropriate buffers are established to protect the operation of the Shark Lake Industrial Park.
- Explore the possibility of dedicated bulk storage land uses on lots between the Coolgardie-Esperance Highway and the Railway.
- If studies show that all or part of the Shark Lake Industrial Park is unable to be developed, options may be investigated to amend the Shark Lake Industrial Park and the associated Special Control Area.

Whilst the Shark Lake Industrial Park has been partly developed (and developed near the amendment site through the CBH facility),

the nature of this development warrants an amendment to the buffer area.

The Amendment proposes that the site be rezoned to Rural Smallholdings. The Amendment addresses the following objectives for Rural Living (LPS section 6.5):

- To provide for rural living in proximity to Esperance, whilst providing for different rural pursuits or lifestyles (consistent with SPP 2.5).
- To provide for sustainable development that preserves and enhances the environment and natural resources.
- To ensure that this type of development does not have an adverse impact on the logical growth of the Esperance townsite.
- To protect sustainable agricultural production by avoiding conflict with rural land use activity or reduce primary production potential of nearby or adjoining land.
- The extent of proposed rural living settlement is guided by existing land supply, demand and population projections.

The Amendment also addresses Strategy C for Rural Living which states 'Support the development of rural smallholdings to the north and east of the town taking into account the need to protect flood prone land and floodplains from development.' The building envelopes are not located on flood prone land and the site is not located within a floodplain.

3.4.2 Shire of Esperance Local Planning Scheme No. 24

The site has layers of planning controls in the *Shire of Esperance Local Planning Scheme No. 24* (LPS24) that includes:

- A 'base' zone of Rural.
- SCA 5 – P3 – Wetlands of Significance and Lake Warden Recovery Catchment Special Control Area. The purpose of SCA 5 is to provide guidance for land use and development within the catchments of wetlands of significance (RAMSAR Wetlands). This requires the referral of applications to the Department of Biodiversity, Conservation and Attractions (DBCA) and the Department of Water Environment and Regulation (DWER).

- SCA 8B – Esperance Airport Special Control Area that protects the flight paths to the Esperance Airport near Gibson and imposes a 15m height restriction on development.
- SCA 11 – Modified Sewage Sensitive Areas Special Control Area - a portion of the site is located within an identified sewage sensitive area. Development is be governed by the Scheme and the *Government Sewerage Policy* with controls over minimum lot sizes and the nature of permitted effluent disposal systems.
- SCA 3A – Shark Lake Industrial Park Special Control Area which is the buffer established around the Shark Lake Industrial Park that essentially creates a presumption against the construction of single houses and other sensitive land uses.

The purpose of SCA 3A is:

'To provide guidance for land use and development within proximity to the Shark Lake Industrial Park.'

The objectives of SCA 3A are:

- '(i) identify land which may be affected by emissions such as odour, noise, vibration and light from Shark Lake Industrial Park;
- (ii) ensure that the use and development of land is compatible with the proposed future use and development within the Shark Lake Industrial Park;
- (iii) minimise impacts on residential and other sensitive uses from emissions such as odour, noise, vibration and light from the Shark Lake Industrial Park; and
- (iv) minimise the risk of adverse impact on the RAMSAR listed Lake Warden wetland system and the Shark Lake Nature Reserve.'

Significantly, SCA 3A states there is a 'general presumption against the construction of single houses and other sensitive uses in SCA 3A. This provision has served to substantially blight the development potential of the site.

Land to the north, east, south and west of the site is zoned 'Rural' while land to the south-west is zoned 'General Industry'. There

is a Public Open Space Reserve and Government Services Reserve to the south-east.

Coolgardie-Esperance Highway is reserved as a 'Primary Distributor Road', while the railway line is reserved as 'Railways'.

The current LPS24 zonings and reservations relating to the site and adjoining land are shown on the Existing Scheme Map.

Sections of LPS24 relevant to the Amendment include:

- Clause 9 - Aims of the Scheme include to 'Ensure there is sufficient and sustainable supply of serviced and suitable land for housing, commercial activities' and 'protect and enhance the environment and natural resources, including waterways and wetlands';
- Table 3 outlines zone objectives. The objective for the Rural Smallholdings zone includes to provide lot sizes in the range of 4ha to 40ha;
- Table 4 – Zoning Table – the Amendment supports the range of uses in the Rural Smallholdings with the exception of restricting the use of 'holiday house' and adding the use of 'industry-light';
- Schedule 1 – provisions 4, 5, 17, 19, 33 and 37;
- Schedule 2 – Special Control Areas;
- Schedule 3 – Additional Uses;
- Schedule 4 – Restricted Uses;
- Schedule 5 – Development Provisions by Zone; and
- Schedule 9 – Rural Smallholdings – Special Provisions: the Amendment proposes site specific provisions for Rural Smallholdings Area No. 4 (RS4).

The Amendment proposes to rezone the site from 'Rural' to 'Rural Smallholdings' to create lots that are suitable for housing and employment (work/live) uses. Additionally, the Amendment proposes to insert provisions into Schedule 3 – Additional Uses, Schedule 4 – Restricted Uses and Schedule 9 – Rural Smallholdings – Special Provisions along with modifying Special Control Area 3A to Special Control Area 3B.

Given the above, the Amendment is consistent with LPS4 aims, objectives and future development can achieve required standards. The Amendment will assist to

create an appropriate interface zoning between the Shark Lake Industrial Park and agricultural uses.

3.4.3 Local Planning Policies

The Council has endorsed several Local Planning Policies. There are no policies that relate directly to the Amendment. Of note, is the *Shark Lake Industrial Park Design & Development Guidelines*. Various policies are of relevance to the future use and development of the site including outbuildings and signs.

3.4.4 Shire of Esperance Council Plan 2022-2032

The Council Plan sets the community's vision for the future and is the principal strategic guide for the Council's future planning and activities. The vision is:

'Esperance, together we make it happen.'

The vision is supported by core performance areas of people, planet, place, prosperity and performance. The Amendment is consistent with the vision, aspirations, objectives and outcomes of the Council Plan.



Photo 2: CBH facility viewed from Coolgardie-Esperance Highway

3.5 Planning framework implications for Amendment

Common themes of the policies, strategies, plans and LPS24 and their implications for the Amendment include:

- Addressing land use compatibility;
- Promoting rural living, including rural smallholdings in appropriate locations;
- Support for a variety of housing and employment land;
- Ensuring that key environmental assets are conserved or enhanced;
- Addressing bushfire risk;
- Appropriate servicing including addressing stormwater management;
- A requirement for sustainable and quality design;
- Addressing landscape impact; and
- Supporting local communities and local economies.

Based on the above, the Amendment is overall consistent with the planning framework and is consistent with the principles of orderly and proper planning. In particular, the Amendment promotes a sustainable settlement pattern as it builds onto a regional centre and adjoins an established rural living precinct, environmental assets will be enhanced and the subdivision/development will be appropriately serviced.

4. AMENDMENT PROPOSAL

4.1 Proposed scheme amendment

The Amendment proposes to rezone the site from the 'Rural' zone to the 'Rural Smallholdings' zone, amend Schedules 3, 4 and 9 of the LPS24 text and amend Special Control Area 3A to 3B.

The Amendment seeks to apply the same Special Control Area provisions and base Rural Smallholdings zoning to the site as apply elsewhere in the buffer area of the Shark Lake Industrial Park. In particular, the Amendment proposes to amend the Shark Lake Industrial Park from SCA 3B to SCA 3A over the site. This will then facilitate the subdivision and development of additional work-live lots and more accurately reflect the nature of the buffer area to the Shark Lake Industrial Park.

4.2 Scheme provisions

The proposed rural smallholdings subdivision/development and land use will be controlled by existing and proposed LPS24 provisions. The Amendment proposes to amend Schedules 3, 4 and 9 of the LPS24 text through:

- Schedule 3 – Additional Uses: inserting an Additional Use of Industry-Light;
- Schedule 4 – Restricted Uses: by inserting a Restricted Use of Holiday House; and
- Schedule 9 – Rural Smallholdings – Special Provisions, adding the following for Rural Smallholdings Zone No. 4 (RS4) as follows:
 1. Subdivision is to be generally in accordance with the Concept Subdivision Plan prepared as part of Scheme Amendment No. 12.
 2. A Wetland Management Plan is to be prepared and implemented as a condition of subdivision approval.
 3. A notification to be placed on the certificate of title, relating to motorised sport noise impacts, as a condition of subdivision approval.

The Amendment will facilitate work/live opportunities, address subdivision, development, land use and purchaser notification considerations.

4.3 Concept subdivision plan

The WAPC has confirmed there is no requirement to prepare a Structure Plan for the site.

In support of the Amendment, a Concept Subdivision Plan is provided in **Attachment 7** to guide future subdivision and development. The purpose of the Concept Subdivision Plan is to provide for the orderly and proper planning of the site in terms of land use, servicing, siting of development, environmental enhancement, and address the planning framework.

The Concept Subdivision Plan has considered the site's context, including adjoining and nearby land uses, servicing, environmental assets and landscape considerations.

The Concept Subdivision Plan responds to the site's context, opportunities and constraints, and the planning framework. In particular, key planning and design considerations include:

- Addressing land use compatibility;
- Providing setbacks from the Coolgardie-Esperance Highway and railway line;
- Where possible, minimising access to Coolgardie-Esperance Highway to satisfy Shire and Main Roads Western Australia requirements; and
- Providing building envelopes that are capable/suitable of accommodating a dwelling and on-site wastewater.

The Concept Subdivision Plan addresses key development considerations for the site and outlines:

- Building envelopes to address matters such as land use compatibility, setbacks from Coolgardie-Esperance Highway and railway and setbacks for on-site sewage disposal from the wetlands. The building envelopes are located outside of the bushfire prone area;
- Provision of 10 lots with any new lot to be least 4 hectares in area. A range of lot sizes will be provided with Lot F around 51.83 hectares;
- Proposed revegetation near the wetlands and adjoining Coolgardie-Esperance Highway;

- Vehicle access/crossovers for Lots 'A' to 'D' are shared from Coolgardie-Esperance Highway, the crossover to Lots 'E' and 'F' are from the Coolgardie-Esperance Highway, while access to Lots 'G' to 'J' are via Walsh Road; and
- Most proposed lots are regular shaped, have generous frontages and have generous areas to treat and dispose of wastewater on-site.

The building envelopes will ensure that future development has no impact on native vegetation, avoids areas which are subject to seasonal inundation, addresses on-site sewage disposal and provides for appropriate bushfire mitigation.

It is intended to create lots where people can work and live. In particular to develop hobby farms plus the ability to develop industry-light and other employment uses on the same lot. Approval and creation of the lots will meet some of the demand for industrial land near Esperance and will provide an affordable alternative for people wishing to develop a industry-light business.

4.4 Future servicing and more detailed planning

Future lots and development will be appropriately serviced in accordance with Shire, WAPC and other government agency requirements. This includes for on-site sewage disposal, stormwater management and underground power (other than the high voltage distribution overhead line and poles to remain in-situ). Further details are outlined in later sections of this report, with more detailed planning and investigations to occur at the subdivision, development application and building permit stages.



Photo 3: Wetland in north-east section

5. PLANNING CONSIDERATIONS AND PLANNING JUSTIFICATION

5.1 Overview

This section brings together an assessment of the site's attributes and the planning framework in considering key planning considerations and justifying the requested zoning of Lot 12 Coolgardie-Esperance Highway, Myrup from 'Rural' to 'Rural Smallholdings'.

The Amendment seeks to apply more realistic industrial buffer zoning controls and to allow for more intensive development of the site. Accepting the logic for a change of the Shark Lake Industrial Park SCA from SCA 3A to SCA 3B leads to a request for Council to consider a change to the base zoning to Rural Smallholdings. This Rural Smallholdings zone allows for the creation of lots in a manner that responds to the site's context, opportunities and constraints. In support, a Concept Subdivision Plan has been prepared ([Attachment 7](#)).

In addition to other matters raised in this report, the change of base zoning to Rural Smallholdings is justified to address clause 16(2) of LPS24:

- To provide for lot sizes in the range of 4ha to over 40ha;
- To provide for appropriate rural and non-rural land uses where those activities will be consistent with the amenity of the locality and the conservation and landscape attributes of the land; and
- To conserve and enhance environmental assets including revegetating wetlands and other parts of the site.

The proposed Rural Smallholdings zone would, subject to obtaining approvals from the Shire, permit land uses including Single House, Rural Home Business, Industry-Cottage, Industry-Light, Rural Pursuit and Transport Depot, all approved at the Shire's discretion against the criteria established through the SCA provisions. All of these uses would be compatible with the buffer requirements to the Shark Lake Industrial Park given the nature of its development. The land immediately to the north of the site is zoned Rural. The WAPC recently granted

approval to 4 rural living lots. The lots have been created and they are all around 19.6ha in area. The standard for Rural Smallholdings lots is between 4 and 40ha. There is already precedent for rural smallholding lots in this area in addition to zoned rural smallholding lots to the south and south-east of the Shark Lake Industrial Park.

Other considerations that are identified for the future subdivision/development of the site include the presence of wetlands and requirements for buffers to the highway and railway along with airport height restrictions. These matters can be appropriately accommodated through the site-responsive Concept Subdivision Plan and through existing and proposed LPS24 provisions.

5.2 Compatibility with adjoining and nearby land uses

5.2.1 Overview

A key planning requirement is separating potentially conflicting land uses. This section outlines how the Amendment is compatible with adjoining and nearby land uses.

EPA Guidance Statement No. 3 *Separation Distances between Industrial and Sensitive Land Uses* (2005) provides recommendations on separation distances for industrial and sensitive land uses. The purpose of EPA Guidance Statement No. 3 is to outline generic setback distances between industrial and sensitive land uses, in order to ensure that the impacts of industrial development do not adversely affect the amenity and enjoyment of sensitive land uses.

As stated on Page 2 of the EPA's Guidance Statement No. 3:

'In line with the requirements of the EP Act, it is necessary for individual industrial developers to take all reasonable and practicable measures to prevent or minimise emissions from their premises. It is generally expected that, through appropriate site layout, design of facilities, and the implementation of engineering and process controls, emissions from an individual industrial land use can be prevented from causing an adverse environmental impact beyond the

boundaries of the particular site or beyond the boundaries of an industrial estate.'

5.2.2 Shark Lake Industrial Park zoning and uses

The Shark Lake Industrial Park is zoned 'General Industry'. The LPS24 Zoning Table sets out that most permitted and discretionary uses have nil or modest off-site impacts. For instance, low-key uses include brewery, civic use, commercial vehicle parking, community purpose, dry cleaning premises/laundromat, funeral parlour, garden centre, industry, industry-light, marine filling station, motor vehicle, boat or caravan sales, motor vehicle repairs, motor vehicle wash, office, resource recovery centre, restricted premise, renewable energy facility (solar farm), road house, service station, telecommunications infrastructure, trade display, transport depot, veterinary clinic and warehouse/storage.

The potential uses with larger off-site impacts are abattoir, fuel depot, industry-extractive, and renewable energy facility (wind – due to noise). These uses would need to suitably address planning, environmental and servicing considerations and provide suitable separate distances to address the EPA Guidance Statement to existing sensitive uses.

There is no 'heavy' industry within the Shark Lake Industrial Park.

5.2.3 Shark Lake Industrial Park buffer

It is proposed to retain the Shark Lake Industrial Park buffer but to modify SCA 3A to SCA 3B over the Amendment site. The buffer rules are required to be amended in recognition of the development that has taken place in the Shark Lake Industrial Park and the lesser separation distances required to accommodate anticipated future development in the Shark Lake Industrial Park.

The development that has occurred within the Shark Lake Industrial Park has resulted in a lesser buffer than was originally envisioned. Uses within the buffer need to be reviewed and respond to a change in the buffer requirements.

The current zoning of the site is overly restrictive and does not align with the

Strategy recommendations for the area. Essentially, the Council is requested to treat Lot 12 the same as the land immediately to the south of the Shark Lake Industrial Park. This land is zoned Rural Smallholdings.

The Amendment proposes to bring this part of the Shark Lake Industrial Park buffer into alignment with other similar parts of the buffer area.

Special Control Area 3A (SCA 3A) was established when the Shark Lake Industrial Park was created. This industrial park was anticipated to be a general industry zone to accommodate larger impact industries with a need for substantial buffers. However, the developed uses have been low-key in nature and most uses have no or limited need for buffers.

This SCA 3B is an existing zone south of the industrial park that was created once the industrial part was established. All of the southern lots, which are zoned Rural Smallholdings (see **Attachment 3**) were quickly purchased and strongly held, offering a good lifestyle and amenity allowing a home, shed and small business all on the one title, approximate size of 8ha.

The Amendment proposes to allow for the development of the site in a similar fashion to the buffer area to the south of the Shark Lake Industrial Park. This area has SCA zoning controls for the industrial buffer area that permits single houses and rural home businesses. The base zoning here is Rural Smallholdings No. 3 that allows for subdivision down to 8 hectares in area subject to the preparation of a structure plan to guide future development and subdivision.

Significantly, the large section of the Shark Lake Industrial Park closest to the Amendment site has been developed with a CBH grain handling facility and a renewable energy facility, neither of which demand a substantial buffer.

The CBH facility is akin to one found in many rural towns and throughout the rural landscape in Western Australia where generally modest separation distances are provided, required and accepted.

A separation distance of approximately 250 metres is provided between the closest proposed future dwelling on the Amendment site (Lot G) and the CBH facility.

The renewable energy facility is a land use that is highly managed given its use forms part of Esperance's power supply. The offsite impacts are essentially noise impacts. The wind turbines are located over 1600 metres from the closest proposed building envelope on the site (see **Attachment 3**). Accordingly, the separation distance complies with WAPC Policy including *Position Statement: Renewable Energy Facilities*.

CBH and the renewable energy facility are unlikely to change much in their nature or how they operate. Accordingly, the need for the current limitations of the buffer in this portion of the Shark Lake Industrial Area is excessive.

The current SCA controls are unnecessary given the nature of the adjoining industrial development, that is not likely to change for many decades. As outlined in section 5.2.2 of this report, most permitted and discretionary uses in the General Industry zone have nil or modest off-site impacts.

The Amendment site is separated from the Shark Lake Industrial Park by the Coolgardie-Esperance Highway. The highway not only creates a physical barrier to the Industrial Park but the highway noise may give rise to higher noise levels than the existing land uses in the Industrial Park.

5.2.4 Compatibility with other uses

The proposed rural smallholdings use is compatible with adjoining and nearby land uses/development as outlined in **Attachment 3** and **Attachment 4**. The reasons include:

- The Amendment is compatible with rural living (rural smallholdings) lots to the north of the site;
- The noise impacts from the speedway and motor cross club are on an occasional basis for a short duration. The Amendment proposes a notification to be placed on the certificate of title, relating to motorised sport noise impacts, as a condition of subdivision approval;

- Suitable setbacks are provided to Coolgardie-Esperance Highway and the railway;
- Revegetation will occur adjoining the Coolgardie-Esperance Highway boundary. This will assist in conserving local amenity;
- There is land zoned in LPS24 as 'Rural Smallholdings' to the south of the Shark Lake Industrial Park; and
- The endorsed LPS recognises the existing and proposed co-existence of multiple land uses in the locality.

5.3 Suitability of the site for rural smallholdings use

The site is suitable to be rezoned to Rural Smallholdings to facilitate rural smallholdings subdivision/development. The reasons include:

- As outlined in section 3, various planning policies and strategies support rural smallholdings use in areas which are in close proximity to towns and rural living precincts. The site is near the Esperance townsite and accordingly is near the town's associated educational, medical, community, recreational and retail services;
- The site provides a suitable interface between the Shark Lake Industrial park and farms;
- It will be appropriately serviced in accordance with local government and State Government guidelines;
- It is gentle sloping land containing suitable soil types in the building envelopes for low density development;
- It is generally consistent with the planning framework and the site is located near the Esperance townsite;
- Development will be compatible with adjoining and surrounding land uses;
- Traffic impacts will be manageable, and traffic can readily be accommodated on Coolgardie-Esperance Highway and Walsh Road;
- The site has been previously cleared and it contains minimal environmental assets other than the wetlands. Key environmental assets can be suitably conserved and enhanced;
- There will be minimal environmental or landscape impacts;

- The site is not subject to heritage constraints nor is it located in a public drinking water source area;
- It assists to provide a variety of housing, employment and lifestyle choices near Esperance;
- The proposal will complement Esperance, increasing its overall viability, vitality and prosperity, increasing the economic viability of existing services and adding to the range of services that can be provided;
- It will not compromise the logical growth of the Esperance townsite; and
- The lots are capable and suitable of accommodating work/live uses.

Further details relating to the site's suitability for the rural smallholdings are outlined in this section and summarised in **Table 3**.

5.4 Landscape enhancement

The site and area are characterised by a mix of land uses including agricultural, rural industry (CBH facility), industrial, recreation and rural living. The site is typical of the area with broad acre farming uses. The site contains limited trees and shrubs other than near the wetlands.

The site is partly screened from Coolgardie-Esperance Highway by established vegetation in the road reserve.

Coolgardie-Esperance Highway is an important tourist route. Accordingly, there is a need to retain the 'rural' character in the western section of the site adjoining Coolgardie-Esperance Highway.

It is not intended that future development be invisible, but development will be sensitively integrated with the landscape. The Amendment and resulting subdivision/development will have minimal landscape impacts. The landscape impact of new development will be mitigated by measures including:

- Retaining existing native vegetation;
- Proposed replanting to enhance the amenity of the site. Revegetation will be undertaken at the subdivision stage particularly adjoining Coolgardie-Esperance Highway and near the wetlands;

- The zoning (minimum size of 4 hectares) will provide low density development;
- LPS24 provisions only permit only one house on each lot (grouped dwellings are not permitted). This is considered appropriate in the context of spaciousness and minimising visual impact; and
- Future dwellings/development will have significant setbacks from Coolgardie-Esperance Highway of at least 100 metres as outlined on the Concept Subdivision Plan.

The above measures adequately serve to maintain the desired landscape character for the locality.

5.5 Environmental impact

5.5.1 Overview

It is expected the Amendment and associated subdivision/development will have negligible environmental impacts for reasons including:

- The site has been cleared;
- Proposed revegetation adjoining the wetlands and Coolgardie-Esperance Highway;
- Most native vegetation is degraded due to past stocking. While noting this, the proposal is to revegetate near the wetlands and installing fencing;
- Building envelopes are well setback from the wetlands;
- There are additional opportunities for appropriate revegetation on portions of the site;
- Key environmental assets, including water resources, can be suitably addressed through appropriate servicing, design and management;
- The site is not within a public drinking water source area;
- There are appropriate setbacks between future building envelopes and Coolgardie-Esperance Highway and the railway line to reduce noise impacts to manageable levels;
- Site conditions are appropriate for on-site sewage disposal as evidenced by nearby rural living and rural smallholding lots;
- It will be appropriately serviced including that stormwater will be effectively managed;

- The site is not classified as a contaminated site by the Department of Water and Environmental Regulation; and
- It will be subject to subdivision and development conditions.

Subject to addressing subdivision and development conditions, future subdivision/development will result in minimal on-site or off-site environmental impacts.

There are no significant impediments to the future subdivision and development of this site.

5.5.2 Wetlands

There are wetlands in the western and north-east sections of the site. The wetlands are not on the Directory of Important Wetlands in Australia.

It is proposed that a Wetland Management Plan is prepared and implemented as a condition of subdivision approval (which is statutory backed through a proposed scheme provision). It is expected this will require fencing along with planting with local native species.

5.5.3 State Planning Policy 5.4 Road and Rail Noise

Further to section 3.2.10 of this report, *State Planning Policy 5.4 Road and Rail Noise* (SPP 5.4) relates to a portion of the site due to the Coolgardie-Esperance Highway and the railway line.

The requirements of SPP 5.4 are addressed through providing building envelopes at least 100m and generally hundreds of metres from Coolgardie-Esperance Highway and at least 144m and generally hundreds of metres from the railway line. Based on Table 5 of the Road and Noise Guidelines, future dwellings will achieve a target noise of 55dB outdoor during the day.

Based on Table 2 of the Guidelines, no further measures are required for noise sensitive development associated with road traffic noise. At the subdivision stage, there may be a need to include a notification on the title for the lots.

The Concept Subdivision Plan addresses provision 5 in Schedule 1 of LPS24 with

development to be setback at least 100m from the Coolgardie-Esperance Highway and from the railway line.

The noise impacts from the speedway and motor cross club are on an occasional basis for a short duration. The Amendment proposes a notification to be placed on the certificate of title, relating to motorised sport noise impacts, as a condition of subdivision approval.

Based on Shire advice, a noise assessment is not required to support this Amendment request.

5.6 Land capability assessment

Based on regional soil mapping, existing development on the site and the proposed generous lot sizes (4 hectares minimum), there is expected to be minimal constraints to accommodate low density development.

The site is physically capable of rural smallholdings subdivision/development. In particular, the site contains soils that are conducive for on-site sewerage disposal.

To support the subdivision application, there will be a need for test pits in the building envelopes to confirm soil types and the highest groundwater level (in late winter). It is expected this will reveal that all lots are physically capable of rural smallholdings subdivision/development. In particular, that the site contains soils and characteristics that are conducive for on-site effluent disposal, stormwater management and building construction.

It is noted:

- The site is not classified as a sewage sensitive area;
- The generous lot sizes (minimum lot size of 4ha);
- Building envelopes and on-site wastewater systems will be located at least 100 metres from wetlands (generally more than 200m); and
- It is expected that there would be less nutrients associated with rural smallholdings use (including on-site sewerage disposal) compared to rural activities.

5.7 Traffic

The site is readily accessible to the Esperance townsite and other facilities/services.

The site adjoins the sealed Coolgardie-Esperance Highway and the unsealed but suitably constructed Walsh Road. There is an existing crossover to Coolgardie-Esperance Highway.

The Concept Subdivision Plan outlines indicative crossover locations. It sets out that vehicle access to Lots 'A' to 'F' will be from crossovers located on Coolgardie-Esperance Highway with opportunities for shared access. Lots 'G' to 'J' will have crossovers onto Walsh Road.

The existing road network and intersections have sufficient capacity to address the modest additional traffic generation from the proposed subdivision/development. The subdivision/development will have limited impacts on the State or local roads, including on traffic flow. Additionally, there are appropriate vehicle sight distances from the crossovers and from the Coolgardie-Esperance Highway/Walsh Road intersection.

Main Roads Western Australia may seek a widening of the Coolgardie-Esperance Highway reserve at the subdivision stage similar to what occurred on adjoining land to the north.

5.8 Services

5.8.1 Overview

The proposed lots will be appropriately serviced in accordance with Shire, WAPC and other government agency requirements. Existing servicing is summarised in section 2.5 while proposed servicing is outlined in this section. The site is capable of being serviced by all necessary utilities required for subdivision/development for rural smallholdings lots. Detailed service design will occur at the subdivision stage.

The subdivision will consist of on-site water provision, on-site sewage disposal, stormwater management and underground power. Subdivision of the site will require the extension and, as required, the upgrading of some civil infrastructure.

5.8.2 Stormwater and nutrient management

There is a requirement that stormwater from the subdivision and future development on the site are effectively managed. Subdivision/development is required to ensure that stormwater is designed to ensure that post development run-off rates are no greater than pre-development run-off rates. This can be readily achieved noting the generous lot sizes (minimum lot size 4 hectares) and soil types. It is expected that this will be achieved through measures including rainwater tanks, soakwells and swales. There is also the opportunity to revegetate where appropriate.

Stormwater will be effectively designed, constructed and managed to the satisfaction of the Shire and the Department of Water and Environmental Regulation to meet publications such as *State Planning Policy 2.9 Water Resources*, *Better Urban Water Management* and *Stormwater Management Manual for Western Australia*.

The subdivision/development presents a low risk to water resources given the proposed generous lot sizes, the site's soil types, gentle slopes and that development is appropriately setback from waterbodies and drainage lines.

5.8.3 On-site sewage disposal

Reticulated sewerage is not available, feasible or necessary. Given the generous lot sizes and WAPC policy, future subdivision is not required to be connected to the reticulated sewerage system. The subdivision/development will be serviced by on-site sewage disposal to comply with the *Government Sewerage Policy*.

Subdivision can address the *Government Sewerage Policy*. It is noted that:

- The proposed lot sizes will be generous, ranging between 4 – 51.83 hectares, which will provide space to accommodate and treat on-site sewage disposal;
- The site is not within a sewage sensitive area (see **Figure 3**) and is not within a public drinking water source area. The site is however, within SCA 11 – Modified Sewage Sensitive Areas Special Control Area;

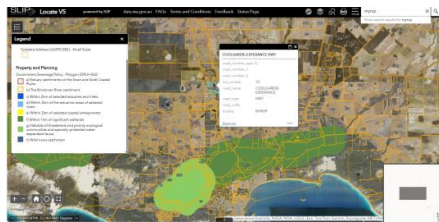


Figure 3 (Source: Landgate Locate)

- There is scope for on-site sewerage disposal to be located around 150-250 metres or more from the wetlands on most lots. All lots can achieve a separation of 100 metres from the wetlands;
- Based on the *Esperance Land Resources Survey*, site conditions in the building envelopes have appropriate capability for rural smallholdings subdivision/development;
- The suitability of the site for receiving wastewater, for onsite disposal, can be confirmed through undertaking test pits, a geotechnical assessment or a fit-for-purpose Site and Soil Evaluation (in late winter); and
- Any on-site wastewater disposal system is required to be designed and located to the satisfaction of the Department of Health and the Shire.

The proposed subdivision/development will comprise uses which accommodate residential dwellings as well as industry-light.

Future development on the proposed lots will require connection to suitably approved effluent disposal systems. The location and type of systems appropriate to the lots will be determined in consultation with Shire at the Development Application or Building Permit stages (in accordance with provision 17 of Schedule 1 in LPS24).

5.8.4 Water supply

Based on WAPC policy, rural smallholdings lots (4 – 40 hectares) do not need to be connected to the reticulated (scheme) water system. Potable water will be through rainwater capture and storage, with landowners installing rainwater tanks associated with future dwellings and outbuildings. As set out in SPP 2.5 and the LPS, a fit-for-purpose on-site water supply is supported. Future subdivision/development will be serviced with on-site water provision.

Pursuant to the WAPC's *Rural Planning Guidelines* the following matters need to be considered in relation to the availability of fit for-purpose water provision:

- Average annual rainfall and the capacity to capture water from roof catchments;
- Water requirements for both inside and outside the home;
- Demonstrated availability of groundwater or surface water for 'outside' use; and
- Water for fire-fighting purposes.

Based on provision 19 in Schedule 1 of LPS24, there is a requirement that each dwelling is provided with a minimum tank capacity of 120,000 litres.

5.8.5 Power supply and telecommunications

All proposed lots will be serviced with underground power and required telecommunication infrastructure. The existing high voltage distribution overhead power line will be retained in-situ and protected by an easement.



Photo 4: View of solar farm from the site

5.9 Supporting the local economy

The Amendment will facilitate subdivision and development will:

- Provide for live and work opportunities on each lot;
- Offer incentives to people wishing to start a business as they will not have to purchase a residential property as well as a property to run their business;
- Assist in increasing Esperance's population, adding to its overall viability, vitality and prosperity and the range of services that can be sustained;
- Assist in satisfying an identified demand for both hobby farms and industrial development;
- This is in response to the site's location adjacent to the highway, railway and in response to the unmet demand in Esperance for generous sized properties that allow people to live on the same property as their own small-scale business. Anecdotal evidence is that there is a shortage of lots available to start up small scale business in Esperance. The proposed zoning would allow for people to move to town to open a new business and only have to invest in one property; and
- Provide a greater choice for those wishing to buy lifestyle lots in Esperance in an attractive locality close to the townsite.

The Amendment is consistent with the planning framework which promotes employment and economic growth in Esperance.



Photo 5: Typical site conditions

5.10 Planning justification

The planning justification for the Amendment is summarised in **Table 3**:

Strategic	Land Use Planning	Environment and Landscape	Transport and Servicing	Economic and Community
The proposal will assist to meet the demand for rural smallholdings development (work/live) in Esperance in a planned, orderly and sustainable manner.	The site is well located for the proposed land use. It is consistent with the principles of orderly and proper planning.	The site has been previously cleared. There are manageable landscape impacts when viewed from Coolgardie-Esperance Highway and opportunities to enhance the site's appearance including through replanting.	Effluent disposal and stormwater management will be appropriately located and designed to the satisfaction of the WAPC, Shire and relevant agencies thus not compromising water resources. Proposed lots are suitable and capable for the intended use including achieving realistic building, effluent disposal and stormwater outcomes.	The development will promote job creation by supporting the development of Esperance and assist to diversify and grow the local/regional economy.
The Amendment is generally consistent with the planning framework.	There are appropriate buffers and mitigation measures.	The site contains minimal environmental assets (other than the wetlands) and will not create environmental impacts.	Traffic impacts can be readily accommodated on adjoining roads.	The proposal will assist in enhancing Esperance and assist in creating jobs. This includes adding to its overall viability, vitality and prosperity.
Future development will reinforce Esperance as a regional centre.	The site is suitable and capable of rural smallholdings use.	There are no heritage constraints nor is the site located in a public drinking water source area.	Safe vehicular access can be achieved between the site and Coolgardie-Esperance Highway and Walsh Road.	The development will generate economic activity and support opportunities for work/live.
The site is well located for rural smallholding uses including it is compatible with adjoining and nearby uses.	Development will be effectively controlled through existing and proposed LPS24 provisions.	Bushfire management measures will comply with the objectives of SPP 3.7 and <i>Planning for Bushfire Guidelines</i> .	The site has good road connectivity and easy access to Esperance and other areas.	
The proposed Rural Smallholdings zone, between the Shark Lake Industrial Park and rural operations, represents orderly and proper planning.	Lots can be created independently as they have direct road access to existing roads.		The subdivision/development will be appropriately serviced.	
It will not prejudice the growth of residential areas associated with the Esperance townsite.				

Given the above, the Amendment is generally consistent with the planning framework and is consistent with the principles of orderly and proper planning.

6. CONCLUSION

This report confirms that the Amendment is generally consistent with the planning framework and that rezoning the site from 'Rural' to 'Rural Smallholdings' is both suitable and capable of accommodating rural smallholdings uses (including work/live) on Lot 12 Coolgardie-Esperance Highway, Myrup.

The Amendment will establish the appropriate zoning for the site and future subdivision/development will be guided by the Concept Subdivision Plan. Existing and proposed LPS24 provisions will ensure that subdivision and development will be effectively controlled. The Shark Lake Industrial Park Buffer will be retained over the site but modified from SCA 3A to SCA 3B.

The support of the WAPC and the Hon. Minister for Planning is requested to approve the Amendment to rezone the site from 'Rural' to 'Rural Smallholding', modify SCA 3A to SCA 3B and associated modifications to the LPS24 text.



Photo 6: Typical site conditions

PLANNING AND DEVELOPMENT ACT 2005

SHIRE OF ESPERANCE

LOCAL PLANNING SCHEME No. 24

AMENDMENT No. 12

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. Rezoning Lot 12 Coolgardie-Esperance Highway, Myrup from the 'Rural' zone to the 'Rural Smallholdings' zone.
2. Amending the Scheme text in Schedule 3 – Additional Uses by inserting an Additional Use for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Base Zone	Additional Use(s)	Development standards/conditions
A33	Rural Smallholdings	Industry-Light ('D' use)	As determined by the local government.

3. Amending the Scheme text in Schedule 4 – Restricted Uses by inserting a Restricted Use for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Description of land	Restricted use	Conditions
R4	Lot 12 Coolgardie-Esperance Highway, Myrup	Holiday House	Despite Table No. 4 – Zoning and Land Use Table, the restricted use is not permitted.

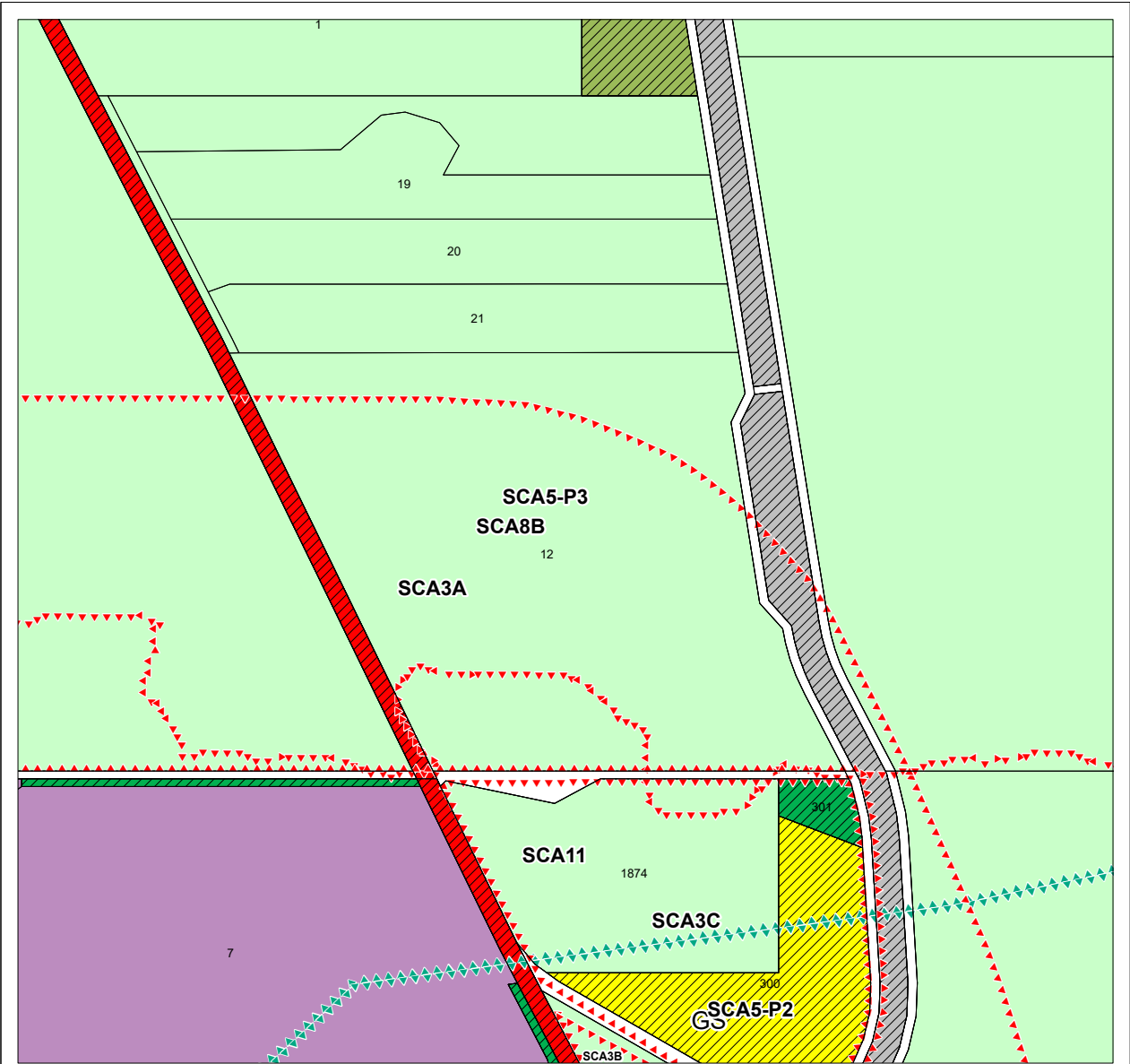
4. Amending the Scheme text in Schedule 9 – Rural Smallholdings – Special Provisions by inserting a row for Lot 12 Coolgardie-Esperance Highway, Myrup as follows:

No.	Description of land	Special Provisions
RS4	Lot 12 Coolgardie-Esperance Highway, Myrup	<ol style="list-style-type: none">1. Subdivision is to be generally in accordance with the Concept Subdivision Plan prepared as part of Scheme Amendment No. 12.2. A Wetland Management Plan is to be prepared and implemented as a condition of subdivision approval.3. A notification to be placed on the certificate of title, relating to motorised sport noise impacts, as a condition of subdivision approval.

5. Modifying Special Control Area 3A (Shark Lake Industrial Park) to Special Control Area 3B.
6. Amending the Scheme Map accordingly.

Determines Amendment No.12 is a complex amendment under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason:

- An amendment that is not consistent with a Local Planning Strategy for the Scheme that has been endorsed by the Commission.



Legend

Cadastre

LPS Zones

General industry

Rural

LPS Reserves

Environmental conservation reserve

Government Services

EXISTING SCHEME MAP

Local road

Primary distributor road

Public open space

Railways

LPS Special Areas

Special control area - Environment

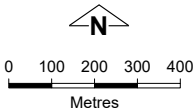
Special control area - General

Shire of Esperance

Local Planning Scheme No. 24


Amendment No. 12

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Legend


 Cadastre

LPS Zones and Reserves Amendments


 Rural smallholdings

Special Area Amendments

 Special control area - General

 Additional uses

 Restricted uses

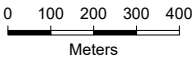
 Rural smallholdings

PROPOSED SCHEME AMENDMENT MAP

Shire of Esperance

Local Planning Scheme No. 24

Amendment No. 12



COUNCIL ADOPTION FOR ADVERTISING

This Complex 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 2025.

.....
SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDED/SUBMITTED FOR APPROVAL

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 RECOMMENDED/SUBMITTED FOR APPROVAL

.....
DELEGATED UNDER S.16 OF THE
PLANNING AND DEVELOPMENT ACT 2005

DATE.....

APPROVAL GRANTED

.....
MINISTER FOR PLANNING
S.87 OF THE PLANNING AND DEVELOPMENT ACT 2005

DATE.....

ATTACHMENT 1

REGISTER NUMBER 12/DP72362	
DUPLICATE EDITION 1	DATE DUPLICATE ISSUED 28/8/2012

WESTERN AUSTRALIA

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME 2795 FOLIO 390

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts
REGISTRAR OF TITLES



LAND DESCRIPTION:

LOT 12 ON DEPOSITED PLAN 72362

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

CLAIRE LOUISE MITCHELL
DAVID MORE MITCHELL
BOTH OF POST OFFICE BOX 1642, ESPERANCE
AS JOINT TENANTS

(AF M024255) REGISTERED 21/8/2012

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. *M024256 NOTIFICATION CONTAINS FACTORS AFFECTING THE WITHIN LAND. LODGED 21/8/2012.
2. *M024257 NOTIFICATION CONTAINS FACTORS AFFECTING THE WITHIN LAND. LODGED 21/8/2012.
3. *O595623 MORTGAGE TO COMMONWEALTH BANK OF AUSTRALIA REGISTERED 23/12/2020.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP72362
PREVIOUS TITLE: 1314-827
PROPERTY STREET ADDRESS: LOT 12 COOLGARDIE-ESPERANCE HWY, MYRUP.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF ESPERANCE

NOTE 1: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING
O595623

ATTACHMENT 2



LOCATION PLAN

Lot 12 on Diagram 72362
Coolgardie-Esperance
Hwy & Walsh Road, Myrup
Shire of Esperance

 SUBJECT LAND

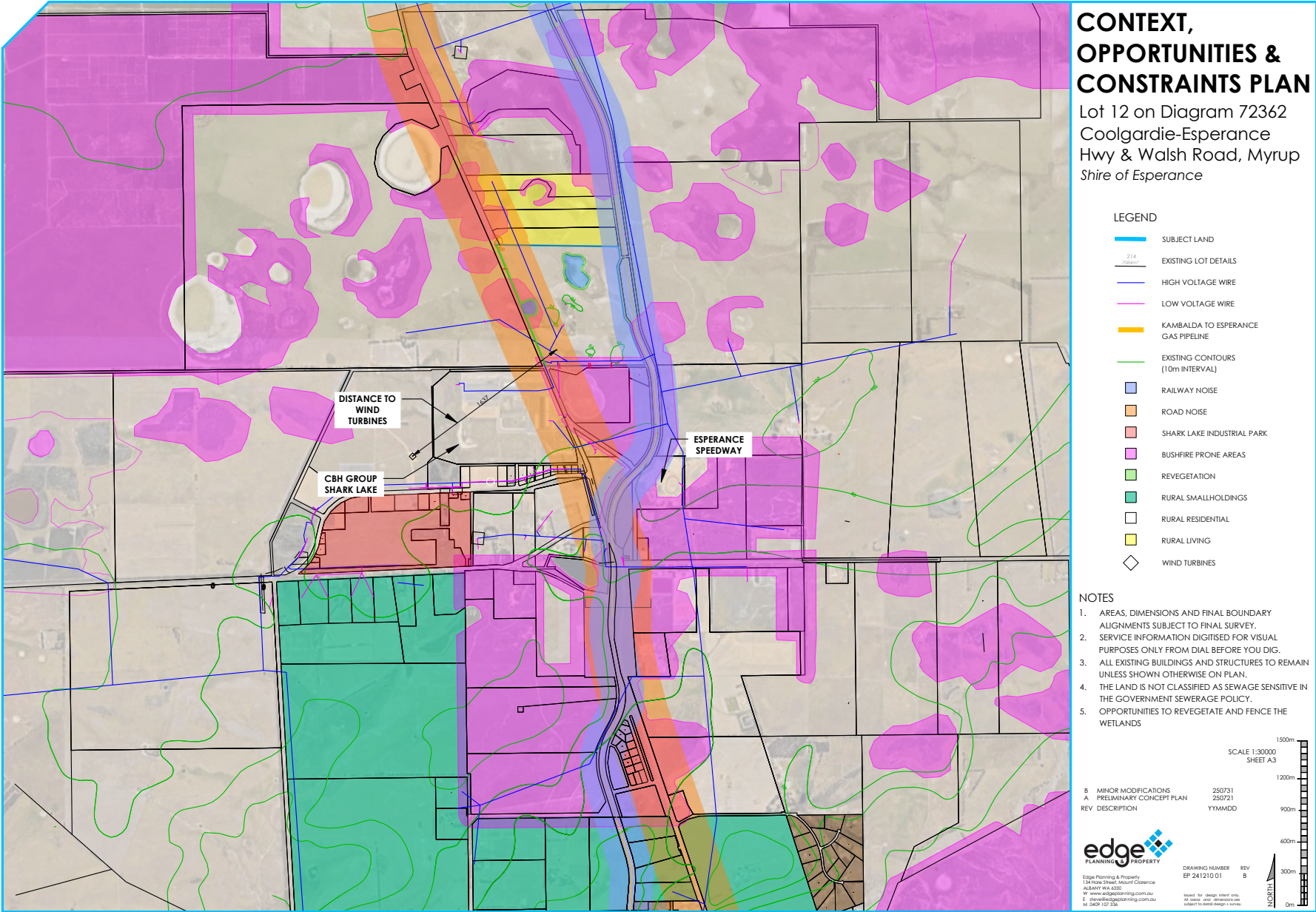
NORTH

SCALE 1:50000
SHEET A3
0m 2500m

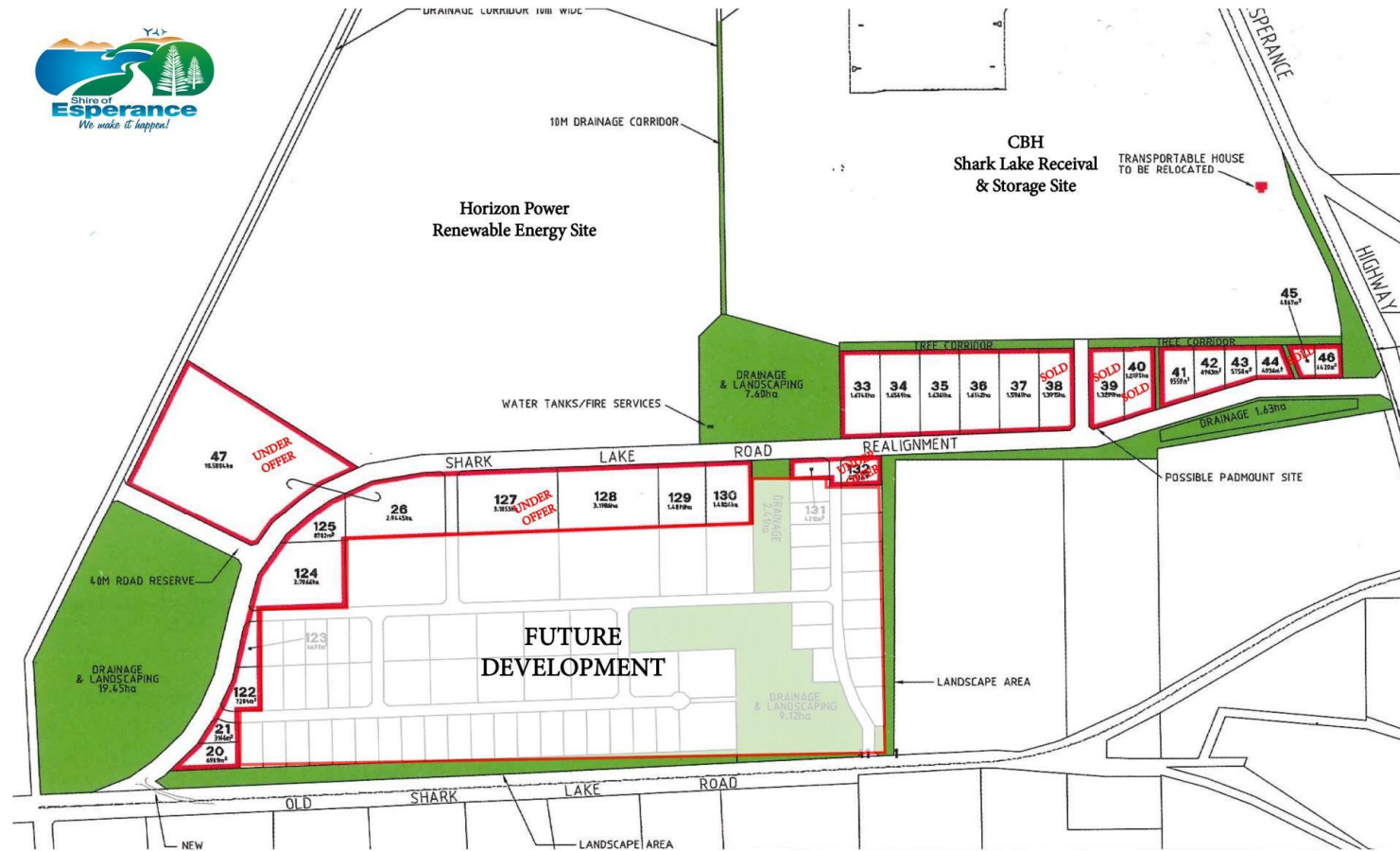
edge
PLANNING & PROPERTY
Edge Planning & Property
134 Hope Street, Mount Clarence
Adelaide WA 5035
W www.edgeplanning.com.au
E info@edgeplanning.com.au
M 0800 107 336

A LOCATION PLAN 250721
REV DESCRIPTION TYPED
DRAWING NUMBER REV
EP 241210 03 A
Issued for design intent only.
All design and dimensions are
subject to final design & survey.

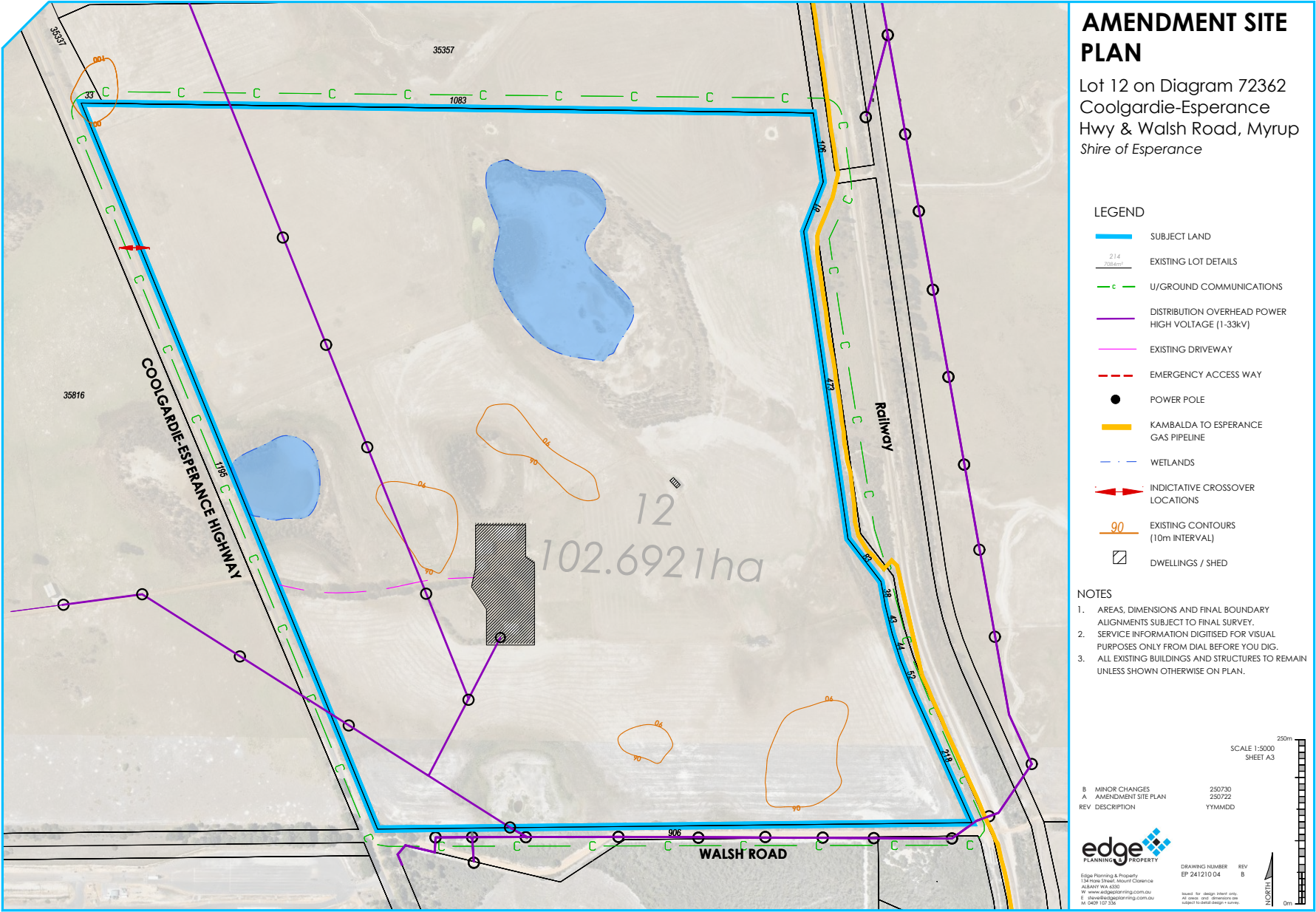
ATTACHMENT 3



ATTACHMENT 4

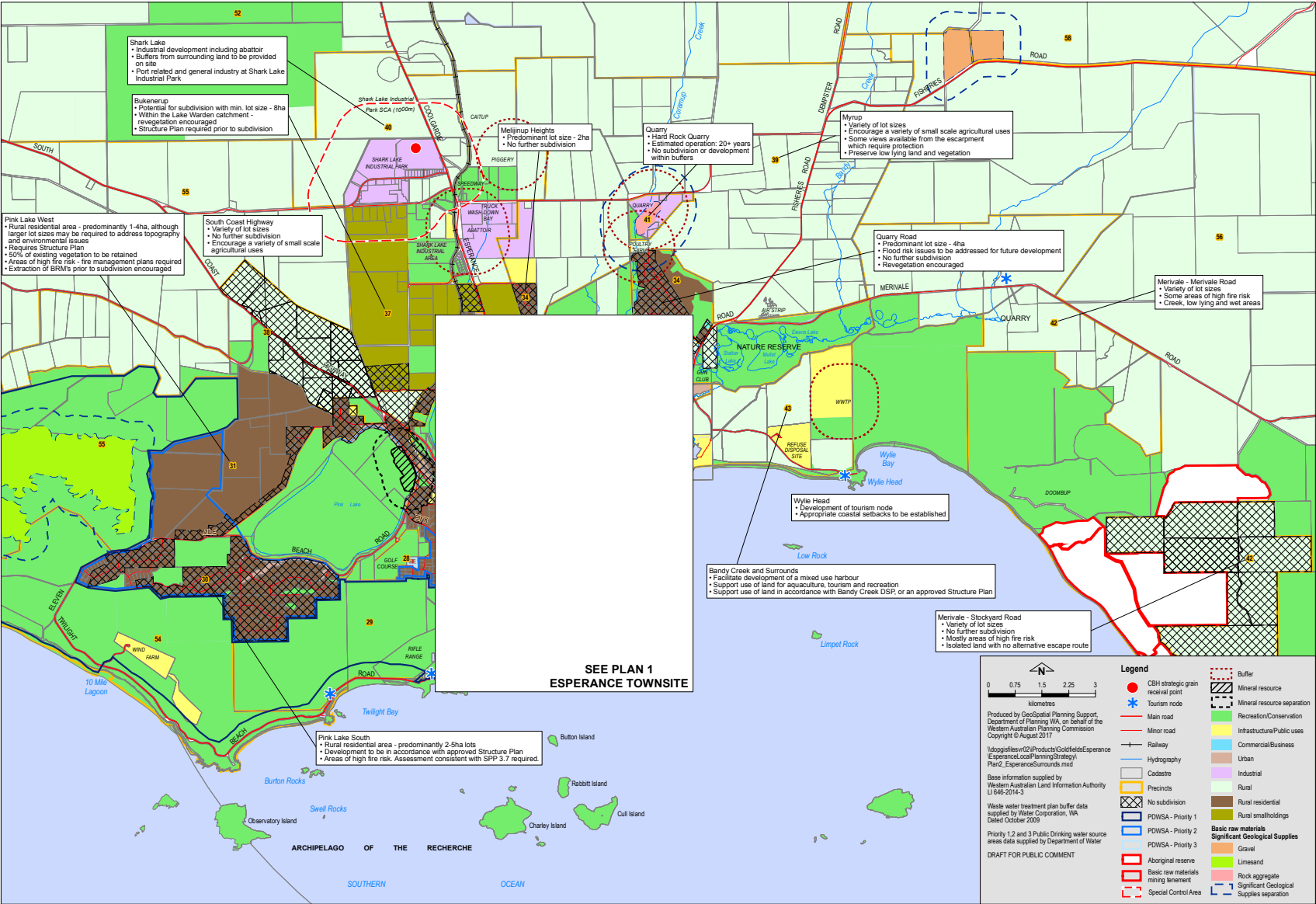


ATTACHMENT 5



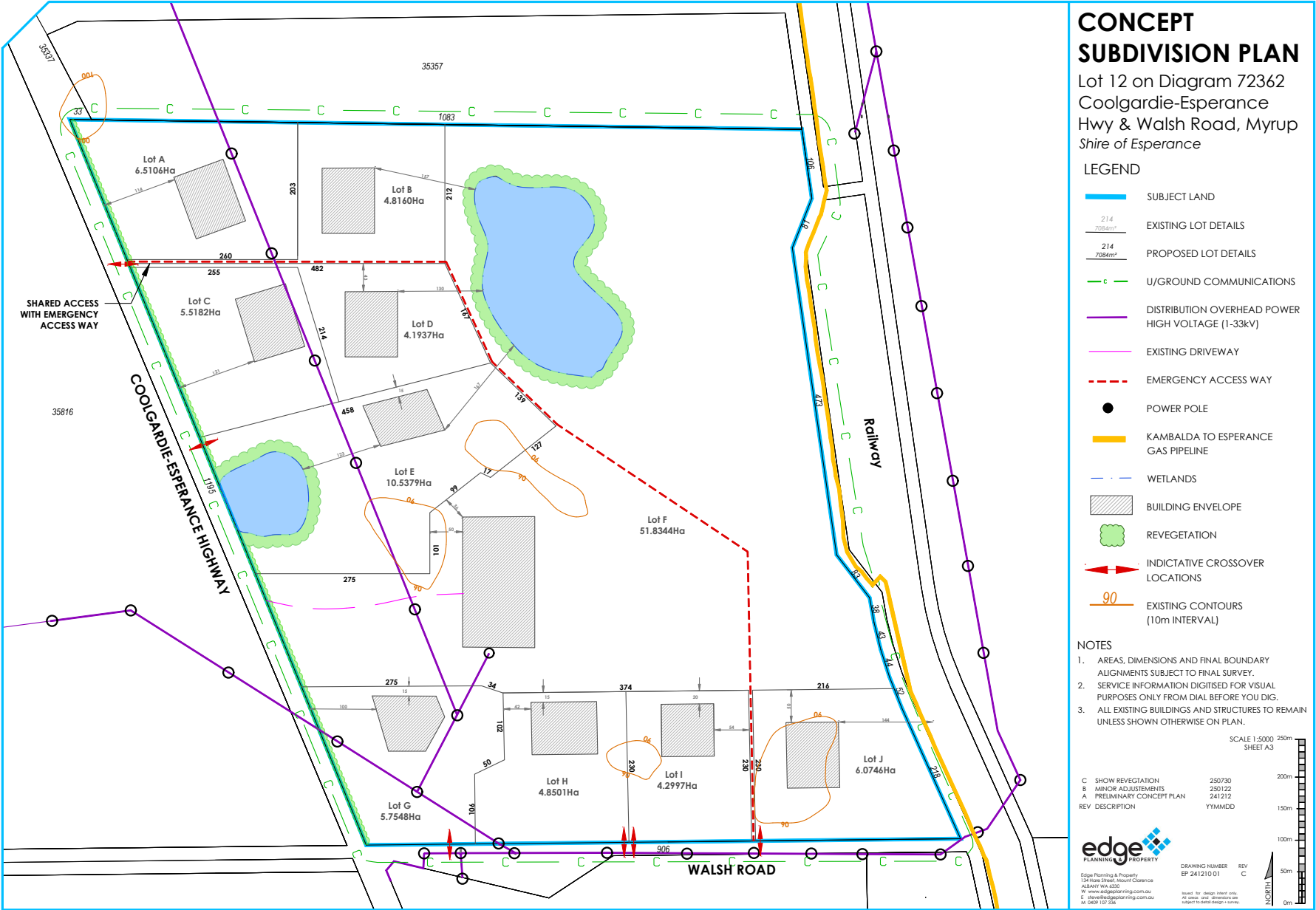
ATTACHMENT 6

Shire of Esperance Local Planning Strategy



Plan 2 - Esperance Surrounds

ATTACHMENT 7



Item: 12.1.2

Disability Access and Inclusion Plan

Author/s	Mitchell Brown	Senior Building Surveyor
Authorisor/s	Roy Greive	Director External Services

File Ref: D25/36241

Applicant

Internal

Executive Summary

For Council to endorse the Shire of Esperance Disability Access and Inclusion Plan 2025-2030

Recommendation in Brief

That Council endorse the Shire of Esperance Disability Access and Inclusion Plan 2025-2030

Background

The Western *Australian Disability Services Act (DSA) 1993* and Amendments 2004, require all State and Local Government Authorities to implement a Disability Access and Inclusion Plan (DAIP) which outlines how services, buildings, and information will be made accessible for people with disabilities.

Officer's Comment

The previous Disability Access and Inclusion Plan expired in September 2025. After consulting with Department of Communities and other Local Authorities a 6-month extension has been granted from the original 1 September 2025 deadline to allow for a thorough consultation period with all relevant stakeholders.

Research was undertaken to fully understand the requirements of our plan and to give some level of consistency with what is occurring in other similar local government areas. This gave an understanding of our accessibility needs organizationally, and the expectations of community.

Feedback was received from a number of sources including support agencies, carers and people living with disability, and through consultation with internal staff and community members the draft plan has been developed.

The DAIP will be a document used to guide the planning and implementation of future consideration to shire developments both physical and operational. The DAIP requires continuous consultation with relevant stakeholders – the community reference group. Regular meetings of the community reference group will ensure that we are working with community on needs identified by them. The reference group will be formalized once the plan is endorsed.

Consultation

Shire of Esperance Staff
Department of Communities
Disability Support Agencies, carers and people living with disability
City of Subiaco
City of Albany

Financial Implications

Endorsing the plan will have no financial implications. However, once the committee is operational there may be additional costs through identified needs which will be costed and brought back to Council for consideration or through future budgets.

Asset Management Implications

Once the committee is operational there may be resourcing demands on Asset Management through identified needs which will be costed and brought back to Council for consideration or through future budgets.

Statutory Implications

The statutory implications associated with this item are: The Western Australian *Disability Services Act (DSA) 1993* and Amendments 2004, require all State and Local Government Authorities to implement a Disability Access and Inclusion Plan.

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

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

Objective 3.3. Support vulnerable groups, including aged persons and those with disability.

Environmental Considerations

Nil

Attachments

A⇒. DRAFT - Plan - Disability Access and Inclusion Plan 2025-2030 - Version 3 -
Under Separate Cover

Officer's Recommendation

That Council endorse the Shire of Esperance Disability Access and Inclusion Plan 2025-2030.

Voting Requirement

Simple Majority

12.2 ASSET MANAGEMENT

Item: 12.2.1

Salmon Gums Quarry MoU

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

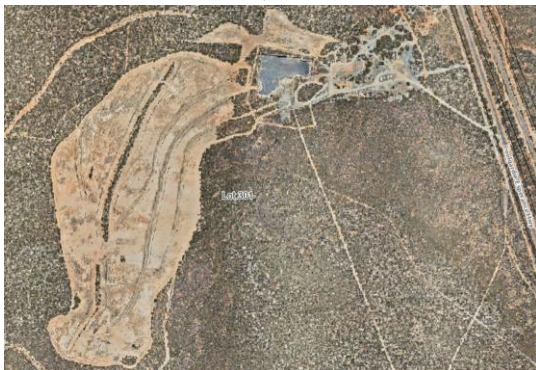
File Ref: D25/34883

Applicant

Water Corporation and Salmon Gums Development Group

Location/Address

Salmon Gums Quarry Dam



Executive Summary

For Council to consider entering to Memorandum of Understanding to participate in a sharing arrangement between the Water Corporation and the community for the use of water from the Salmon Gums Quarry.

Recommendation in Brief

That Council enter into the Salmon Gums Quarry Memorandum of Understanding between the Water Corporation and the Salmon Gums Development Group, for a term of five years plus a five year extension.

Background

The Shire has previously been a party to a MoU between the Water Corporation and the Salmon Gums Development Group (SGDG) for the purpose of water sharing from the Salmon Gums Quarry. The MoU was entered into in 2004 for a term of 20 years, the agreement has now expired. In discussions with Water Corporation this year, it was recognised this agreement had expired and there was an appetite to enter into a new MoU to continue a formal arrangement for water sharing.

Water Corporation has drafted a new Salmon Gums Quarry MoU in consultation with all parties. The proposed MoU continues the same water sharing arrangements, includes a more formal annual review process and will be for a term of five years with a five year extension by agreement. The proposed MoU is included in attachment A

Officer's Comment

The proposed Salmon Gums Quarry MoU continues the same water sharing arrangements that have previously been provided to enable the Water Corporation to access water for the town of Salmon Gums

and providing water for the farming community. It is recommended that Council enter into the MoU to support the Salmon Gums Community continue this existing arrangement.

Consultation

Water Corporation
Salmon Gums Development Group

Financial Implications

Nil

Asset Management Implications

Nil

Statutory Implications

Nil

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Planet - Outcome 6. Greater community readiness and resilience to cope with natural disasters and emergencies.

Objective 6.1. Minimise risk and support recovery from bushfires, storms, drought and other natural disasters.

Environmental Considerations

Nil

Attachments

A₁. Salmon Gums Quarry - MoU between WC SGD and SoE

Officer's Recommendation

That Council enter into the Salmon Gums Quarry Memorandum of Understanding between the Water Corporation and the Salmon Gums Development Group, for a term of five years plus a five year extension.

Voting Requirement

Simple Majority

MEMORANDUM OF UNDERSTANDING

BETWEEN

**WATER CORPORATION
(CORPORATION)**

AND

**SALMON GUMS DEVELOPMENT GROUP
(SGDG)**

AND

**SHIRE OF ESPERANCE
(SHIRE)**

Legal Services Business Unit
Water Corporation
629 Newcastle Street
LEEDERVILLE WA 6007

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This Memorandum of Understanding

is made on _____ 2025 between the following parties:

Water Corporation (ABN 28 003 434 917) of John Tonkin Water Centre, 629 Newcastle Street, Leederville Western Australia 6007 (**Corporation**)

and

Salmon Gums Development Group (ABN 80 410 878 877) of Hicks Street, Salmon Gums, Western Australia 6445 (**SGDG**)

and

Shire of Esperance of Windich Street, Esperance, Western Australia 6450 (**Shire**)

Background

- A.** In 2004, the parties entered into a Memorandum of Understanding in relation to the Purpose (**2004 MOU**).
- B.** The 2004 MOU has expired but the parties wish to continue their working relationship to achieve the Purpose.
- C.** The parties have agreed to enter into this MOU, which documents each party's role and obligations in relation to the Purpose.

And now this MOU witnesses as follows:

1. Definitions

In this MOU, unless the contrary intention appears:

Business Day means a day on which banks are open for business in Perth, Western Australia, excluding a Saturday, Sunday or public holiday;

Commencement Date is the date specified in Schedule 1;

Corporation Dam 1 means the dam located on a portion of Reserve 50434 (Lot 305 on Deposited Plan 65167, Title Number Volume LR3014 Folio 324) as identified in Schedule 2;

Corporation Dam 2 means the dam located on the southern portion of Reserve 50434 (Lot 301 on Deposited Plan 65167, Title Number Volume LR3014 Folio 320) as identified in Schedule 2;

Corporation's Dispute Representative is the person specified in Schedule 1;

Corporation's Representative is the person specified in Schedule 1;

Land means Crown Reserve 50434 comprising:

Lot 301 on Deposited Plan 65167, Title Number Volume LR3014 Folio 320;

Lot 304 on Deposited Plan 65167, Title Number Volume LR3014 Folio 323; and

Lot 305 on Deposited Plan 65167, Title Number Volume LR3014 Folio 324,

under a Management Order to the Water Corporation for "Water Supply" purposes.

MOU means this Memorandum of Understanding, as amended from time to time;

Purpose means the purpose as set out in clause 2;

Quarry Dam means the Salmon Gums Quarry Dam located on the northern portion of Reserve 50434 (Lot 301 on Deposited Plan 65167, Title Number Volume LR3014 Folio 320) as identified in Schedule 2.

Review Period means the period of 12 months commencing on 28 February each year;

SGDG's Dispute Representative is the person specified in Schedule 1;

SGDG's Representative is the person specified in Schedule 1;

Shire's Dispute Representative is the person specified in Schedule 1;

Shire's Representative is the person specified in Schedule 1;

Sub-Committee means a sub-committee consisting of one member from each of the Parties.

Term means the term of this MOU which commences on the Commencement Date and ends on the date which is then the Termination Date; and

Termination Date is the date specified in Schedule 1.

2. Purpose

The purpose of this MOU is to evidence the parties' commitment to participate in a sharing arrangement between the Corporation and the community for the use of water from the Salmon Gums Quarry, the intention of which is to secure a potable water supply for the town of Salmon Gums (**Purpose**).

3. Term

- (a) Unless terminated in accordance with clause 13, this MOU will guide the working relationship between the parties to achieve the Purpose for a period of 5 years from the Commencement Date (**Term**).
- (b) The parties may agree in writing to extend the Term for a further 5 years.

4. Review of MOU

- (a) The MOU will be reviewed annually by a sub-committee consisting of one member from each of the Parties (**Sub-Committee**) by 28 February each year (**Review Period**) throughout the Term, at which time the MOU may be confirmed or amended by the Sub-Committee as appropriate.
- (b) The annual review will consider progress towards the attainment of the matters set out in this MOU.
- (c) Notwithstanding clauses 4(a) – 4(b) above, the Sub-Committee may meet from time to time to discuss any matters arising under this MOU.

5. Relationship Background

- (a) One of the functions of the Corporation under the *Water Corporation Act 1995* (WA) and the *Water Services Act 2012* (WA) is to provide water services to its customers.
- (b) In furtherance of this function, the Corporation supplies water to customers located in the town of Salmon Gums, Western Australia from Salmon Gums Quarry Dam (**Quarry Dam**).
- (c) The proposal is that water from the Quarry Dam will be transferred by pump through a permanent connecting pipeline to the Corporation Dam 1 where it is treated and then provided as potable water to the town of Salmon Gums.

- (d) The Corporation may require an additional potable water supply to service the town of Salmon Gums.
- (e) A strategy has been developed that the Corporation will cart water to Corporation Dam 1.
- (f) Corporation Dam 1, Corporation Dam 2 and the Quarry Dam (and its catchment) are located on the Land which is presently vested in the Corporation.
- (g) Whilst the Quarry Dam is a Corporation asset, farmers located in the area have historically used the Quarry Dam as a farm water supply. The residents of Salmon Gums have also used the Quarry Dam for recreational purposes. Prior to the 2004 MOU, the parties held meetings to consult with the public to discuss the possible sharing arrangement for the use of the water from the Quarry Dam. The Shire and SGD G in this MOU further represent the views of the public.
- (h) The Shire at a Council Meeting formally approved the transfer of water from the Quarry to the Corporation's dam/s. The Corporation received written consent from the Chairman of the SGD G to construct a permanent pipeline from the Quarry to the dams. On 29 October 2002, the transfer of water from the Quarry Dam to the Corporation Dam 1 and/or Corporation Dam 2 commenced. However, the Corporation no longer transfers water from the Quarry Dam to Corporation Dam 2.
- (i) The advantages to the community of the sharing arrangement are:
 - (i) the security of a potable water supply for Salmon Gums;
 - (ii) improved aesthetic water quality for all users;
 - (iii) the reduced risk of water restrictions being imposed;
 - (iv) that farmers will continue to be able to access the Quarry Dam for farm water supplies; and
 - (v) that it will facilitate the growth and development of Salmon Gums.

6. Actions by Corporation

- (a) To ensure that the water quality in the Quarry Dam is preserved as a potable water supply, the parties acknowledge that the use of the Quarry Dam for recreational purposes will not be permitted. The integrity of the water supply is of critical importance to the community and the Corporation. The Corporation will undertake at its cost, measures to minimise the risk of contamination of the water in the Quarry Dam from human or animal contact.
- (b) The Corporation will be responsible for the water quality, catchment management, site security and public liability associated with the Land, and in particular, the Quarry Dam, Corporation Dam 1 and Corporation Dam 2.
- (c) The Corporation will maintain insurance for the Land as appropriate.
- (d) Notwithstanding the above, the Corporation will maintain its existing catchment to maximise runoff.

7. Future Commitments – Sharing Strategy

The parties agree:

- (a) The Corporation will restrict water extraction to ensure that not less than 55,000 kilolitres remain within the Quarry Dam (approximately a Quarry water depth of 5m on the gauge board). However, if the transfer of water to the Corporation Dam 1 in any year may reduce the minimum water volume below 55,000 kilolitres in the Quarry Dam, then it will be approved in writing by the Sub-Committee.
- (b) The community of Salmon Gums will retain free access to the water from the Quarry Dam via the standpipe, provided that their access and use of the Land is not inconsistent with the use of the Quarry Dam as a supplementary supply for the town's potable water supply.
- (c) The Corporation shall maintain for the Term of this MOU, an adequate standpipe for the purpose of permitting continued access to water from the Quarry Dam by the community of Salmon Gums.
- (d) The Corporation may, if appropriate, fence the Quarry Dam and erect signage to secure the Land and take any other measures necessary to fulfil its obligations under this MOU and any law, notwithstanding that any fence so erected will not compromise access to the standpipe referred to in clause 7(c) above.
- (e) The Corporation will maintain any fencing and signage referred to in clause 7(d) above.

8. No Obligations

- (a) The parties agree that in working towards the Purpose they will deal with each other and conduct themselves in accordance with good business practice and will be reasonable in their approach to matters raised by their continuing relationship.
- (b) The relationship between the parties is limited to carrying out the Purpose of the MOU and nothing in this MOU should be construed as constituting any form of agency or partnership for any purpose whatsoever.

9. Non-Binding Nature of this MOU

The parties do not intend to be legally bound by the terms of this MOU and the parties agree that this MOU does not create legally binding obligations.

10. Variation

The parties may change, amend, vary or modify this MOU by written agreement signed on behalf of all the parties.

11. Entire Agreement

- (a) This MOU sets out the entire understanding of the parties on its subject matter and supersedes any and all prior or contemporaneous agreements, discussions, communications and representations, whether written, oral or otherwise, of the parties relating to the subject matter of this MOU.
- (b) The parties acknowledge that as at the commencement of the Term, no other contracts, agreements or commitments exist between the parties in relation to the subject matter of this MOU.

12. Dispute Resolution

- (a) Where any party believes that there is a genuine dispute in relation to any matter under this MOU, then the party shall give the other party a notice

specifying in detail the exact nature of dispute (**Notice of Dispute**). A Notice of Dispute:

- (i) to the Corporation, shall be given to the Corporation's Dispute Representative;
 - (ii) to SGDg, shall be given to SGDg's Dispute Representative; and
 - (iii) to the Shire, shall be given to the Shire's Dispute Representative.
- (b) Within 10 Business Days of after receiving the Notice of Dispute, the parties shall meet and negotiate in good faith at least once to resolve the dispute. Any meetings shall be confidential.
- (c) If the parties have been unable to resolve the dispute within 20 Business Days of receipt of the Notice of Dispute, then:
 - (i) the Dispute shall be referred for resolution to the CEO, applicable General Manager or another duly authorised representative of the respective parties; and
 - (ii) the representatives referred to in clause 12(c)(i) shall meet within 10 Business Days after referral of the dispute to resolve the dispute.
- (d) If the representatives are unable to resolve the dispute in accordance with clause 12(c) above, then either party may refer the dispute to mediation.
- (e) For mediation of the dispute:
 - (i) the parties must appoint an independent mediator;
 - (ii) the mediation rules applicable shall be the ADC Guidelines for Commercial Mediation (as amended from time to time) and administered by the ADC;
 - (iii) the timeframe for the mediation shall be resolution of the dispute within sixty (60) Business Days, (unless otherwise agreed by the parties);
 - (iv) the place for mediation of the dispute by way of mediation shall be in Perth, Western Australia; and
 - (v) the costs of the appointed mediator and the venue for the mediation will be borne equally by the parties.
- (f) If the mediation fails to provide a resolution to the dispute, either party may take any action as it considers appropriate, including commencing proceedings.

13. Termination

This MOU may be terminated:

- (a) by the Corporation at its sole discretion upon 20 Business Days' notice in writing to the SGDg and the Shire; or
- (b) by mutual agreement of the parties in writing at any time.

14. Notices

- (a) Each communication (including each notice, consent, approval, request and demand) under and in connection with this MOU (except for a Notice of Dispute under clause 12) must be:
 - (i) in writing;

- (ii) directed to the Party's Representative at the address set out in Schedule 1 (as applicable) until such time as that Party gives written notice to the other Party of a new address and/or email address;
- (iii) signed by the party making it or (on that party's behalf) by the solicitor for, or any attorney, director, secretary or authorised agent of, that party; and
- (iv) delivered express post or email of the addressee set out in Schedule 1 (as applicable);

15. Service of Notices

- (a) Unless otherwise stated in this MOU, any notice (including a Notice of Dispute) is taken to be received by the addressee:
 - (i) in the case of express post, on the third day after the date of posting; and
 - (ii) in the case of email, when the email was sent, unless the party sending the email knows or reasonably ought to suspect that the email and any attachments were not delivered to the addressee,

but if the communication is taken to be received on a day that is not a Business Day or after 5.00 pm (AWST), it is taken to be received at 9.00 am (AWST) on the next Business Day in the place to which the communication is posted, sent or delivered.

16. Governing Law

This MOU is governed by and must be construed according to the law applying in Western Australia.

Signing Page

Executed as an MOU

Executed on behalf of **Salmon Gums Development Group**
(ABN 80 410 878 877) by its authorised representative:

Signature of authorised representative

Name of authorised representative

Title

Date

Executed on behalf of **Shire of Esperance** by its authorised
representative:

Signature of authorised representative

Name of authorised representative

Title

Date

Executed on behalf of **Water Corporation (ABN 28 003 434 917)**
by its authorised representative:

Signature of authorised representative

Name of authorised representative

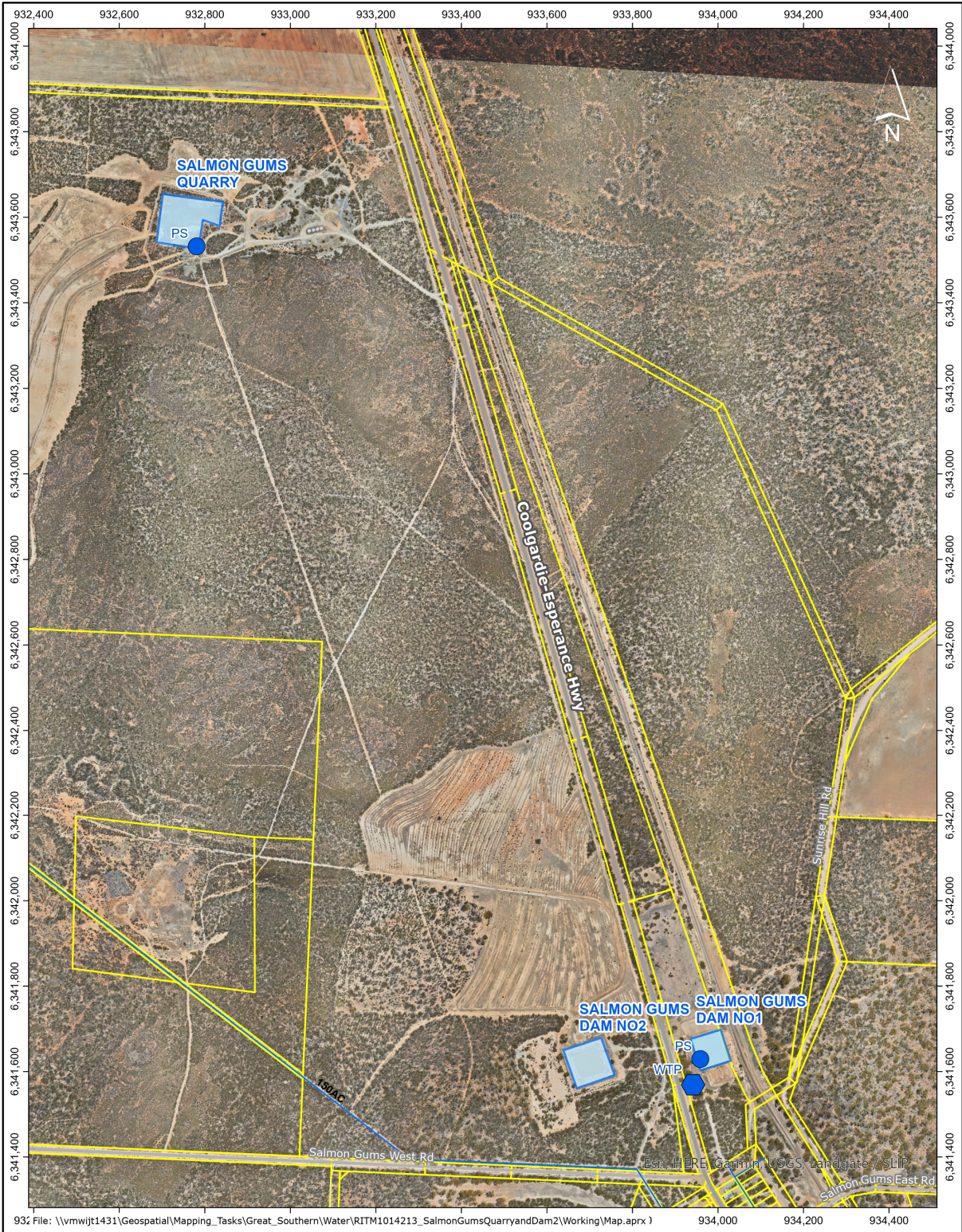
Title

Date





Schedule 1 - Particulars

Corporation's Address	Water Corporation John Tonkin Water Centre 629 Newcastle Street Leederville Western Australia 6007
Corporation's Representative	Adrian Stewart, Regional Manager Great Southern Region Email: adrian.stewart@watercorporation.com.au
Corporation's Dispute Representative	Maria Russo, General Counsel & Company Secretary Email: maria.russo@watercorporation.com.au
SGDG's Address	Hicks Street Salmon Gums, Western Australia 6445
SGDG's Representative	Sam Starceвич, President Email: Brimlo@yahoo.com.au Terry Antonia, Vice President Email: Terryantonio@bigpond.au
SGDG's Dispute Representative	Sam Starceвич, President Email: Brimlo@yahoo.com.au Salmongumsdevelopmentgroup@gmail.com
Shire's Address	77 Windich Street Esperance, Western Australia 6450
Shire's Representative	Sarah Walsh - Coordinator Governance & Corporate Support Email: corporatesupport@esperance.wa.gov.au
Shire's Dispute Representative	Chief Executive Officer Email: ceo@esperance.wa.gov.au
Commencement date	
Termination Date	5 years from the Commencement Date, unless otherwise extended in accordance with clause 3(b).

Schedule 2 - Map



LEGEND

-  Water Pump Station
-  Water Treatment Plant
-  Water Dam Area
-  Cadastral Line



1:12,000 at A4
0 50 100 150
Metres
Coordinate System: GDA 1994 MGA Zone 50
Vertical Datum: AHD
AUTHOR: KOOCO DATE: 26/08/2025
BRANCH: INFORMATION & TECHNOLOGY
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Salmon Gums Quarry
and Dam 2

Item: 12.2.2

Esperance Sculpture Trail

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

File Ref: D25/36589

Applicant

Esperance Sculpture Trail Inc.

Location/Address

N/A

Executive Summary

For Council to consider giving in principal support for the Esperance Sculpture Trail to potentially be installed on public lands owned and/or managed by the Shire.

Recommendation in Brief

That Council

1. Support in-principle the Esperance Sculpture Trail to be installed on Shire owned and/or managed lands; and
2. Request the CEO:
 - a. To liaise with the Esperance Sculpture Trail Inc. and FORM regarding proposed locations, covering the requirements of POL 0085: Public Art; for donation of Public Art;
 - b. Resolve any ownership, management, long-term maintenance responsibilities and funding requirements; and
 - c. Provide a report to Council on the final proposed locations and arrangements for Council to consider final approval.

Background

The Esperance Sculpture Trail was conceived from an idea by the late Chris Reichstein, a local philanthropist and founder of the Mt Burdett Foundation. His vision was to create a world-class sculpture trail featuring high-quality, site-responsive installations that reflect the dramatic land and seascapes of Esperance. The project aims to activate public spaces, boost cultural tourism, and foster community pride while showcasing the region's natural beauty and cultural heritage. The Esperance Sculpture Trail Inc. (EST Inc.), in partnership with FORM and supported by the Mt Burdett Foundation, is leading the project's development.

The trail is proposed to deliver social, cultural, and economic benefits by creating spaces for recreation, storytelling, and cultural exchange. It emphasises representing the history and traditions of the Kapa Kapa Wudjari people. Extensive community engagement—including workshops, surveys, artist residencies, and cultural forums—has shaped the project to ensure artworks resonate with local identity and avoid imposing external concepts. The guiding principle is co-design: involving local artists, Traditional Owners, and residents in decision-making and creative processes.

The consultation outcomes for the Esperance Sculpture Trail demonstrated strong community and cultural alignment, with over 94% of participants supporting the project. Feedback emphasised the importance of artworks that reflect Esperance's unique land and seascapes, Indigenous heritage, and local identity. Additionally, the engagement confirmed the trail's potential to deliver social, cultural, and

economic benefits, positioning it as a community-driven initiative with broad stakeholder endorsement. See attachment A, Esperance Sculpture Trail Stage 1 Evaluation report.

The Esperance Sculpture Trail is now proposed to progress to the next stage, which includes identifying appropriate locations throughout the Esperance District for the Sculptures. These locations will most likely consider public land owned and/or managed by the Shire of Esperance, as well as land managed by others. EST Inc. have written to the Shire, see attachment B, requesting:

1. That the Shire provide in-principle support for the Esperance Sculpture Trail project.
2. That the Shire work with FORM and EST Inc. to help identify suitable locations, and options for maintenance responsibilities and ownership planning.
3. That the Shire, Form and EST Inc. work together to ensure the sculpture trail is built with appropriate materials and construction methods that will ensure longevity and appropriate ongoing maintenance requirements.

Officer's Comment

Now that the Esperance Sculpture Trail is progressing to the next stage it is appropriate for Council to consider giving in-principle support to the project to potentially consider public land owned and/or managed by the Shire of Esperance. If in-principal support is agreed, given the scale of the project, it is proposed Shire Officers work with EST Inc. and FORM through early engagement on appropriate locations ensuring access, management, safety and facilities are considered on proposed Shire locations.

The Shire also has a Public Art Policy that needs to be taken into consideration, in particular that any donation of public art needs to be approved by Council and take into account the following considerations:

1. Artistic Merit;
2. Public safety;
3. Certification as required;
4. Maintenance requirements;
5. Suitability of the location; and
6. Deaccession plan.

Consultation

Esperance Sculpture Trail Steering Committee
FORM

Financial Implications

Nil at this stage. Consideration of the ongoing ownership, management, maintenance responsibilities and funding requirements of the sculptures needs to be considered.

Asset Management Implications

Nil at this stage.

Statutory Implications

Nil

Policy Implications

POL 0085: Public Art

Strategic Implications

Council Plan 2022 – 2032

Prosperity - Outcome 13. A vibrant and welcoming tourism destination

Objective 13.2. Improve tourism infrastructure, services and experiences.

Environmental Considerations

Nil

Attachments

- A⇒. FORM - Esperance Sculpture Trail - Stage 1 Evaluation - *Under Separate Cover*
- B↓. Esperance Sculpture Trail Inc. - Request

Officer's Recommendation

That Council

1. **Support in-principle the Esperance Sculpture Trail to be installed on Shire owned and/or managed lands; and**
2. **Request the CEO:**
 - a. **To liaise with the Esperance Sculpture Trail Inc. and FORM regarding proposed locations, covering the requirements of POL 0085: Public Art; for donation of Public Art:**
 - i. **Artistic Merit;**
 - ii. **Public safety;**
 - iii. **Certification as required;**
 - iv. **Maintenance requirements;**
 - v. **Suitability of the location; and**
 - vi. **Deaccession plan.**
 - b. **Resolve any ownership, management, long-term maintenance responsibilities and funding requirements; and**
 - c. **Provide a report to Council on the final proposed locations and arrangements for Council to consider final approval.**

Voting Requirement

Simple Majority

Dear Esperance Shire Council and Staff,

Before the late Chris Reichstein passed away he expressed a desire to see an internationally acclaimed sculpture trail built in Esperance. His vision was that it would be something the whole community would be a part of and be proud of. Since 2022 the Esperance Sculpture Trail Inc. has been working with Form and the Esperance community to see if a sculpture trail was something the community desired.

Based on the positive feedback received from the community (to date) we would like to formally request

1. that the SoE provide in-principle support for the Esperance Sculpture Trail project.
2. That the SoE work with FORM and EST inc to help identify suitable locations, and options for maintenance responsibilities and ownership planning.
3. That the SoE, Form and EST inc work together to ensure the sculpture trail is built with appropriate materials and construction methods that will ensure longevity and appropriate ongoing maintenance requirements.

Thankyou for your consideration and we look forward to working together with you, Form and our community on this exciting project.

Regards

Natalie Bowman

Chair Esperance Sculpture Trail Inc

Item: 12.2.3

Proposed Excision of Reserve 49549 - Shark Lake

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

File Ref: D25/36590

Applicant

Main Roads WA

Location/Address

Reserve 49549, Lot 16 Shark Lake Road.



Executive Summary

For Council to consider excising a portion of Reserve 49549, Lot 16 Shark Lake Road, in favor of Main Roads WA, to enable the construction of a Heavy Vehicle Parking Bay.

Recommendation in Brief

That Council

1. Support the request from Main Roads WA for the excision of approximately 1.1488 ha and reserve amendment to Reserve 49549 being Lot 16 on DP57177, for the creation of a new Reserve under the control of the Commissioner of Main Roads; and
2. Consent to Main Roads WA, including its agents and contractors, gaining early entry to the land prior to the excision, subject to Main Roads WA indemnifying the Shire of Esperance against any liabilities or obligations related to the land.

Background

Main Road WA have been in discussion with the Shire regarding the construction of a Heavy Vehicle Parking Bay (HVPB) around Shark Lake Industrial Park for a number of years. They have finally settled on their preferred location on the Coolgardie Esperance Highway just north of Shark Lake Road.

The proposed location requires the excision of a 1.15 Ha of Reserve 49549, that is under Management Order to the Shire of Esperance for the purpose of recreation and drainage. The 1.15 Ha, along with a portion of privately owned land, would then be placed into a new Reserve under the control of the Commissioner of Main Roads for the proposed HVPB. See attached request and land dealing plans.

Officer's Comment

Shire Officers have been working with Main Roads WA on a number of options for a HVPB around the Shark Lake area, that is currently lacking a facility for heavy vehicle parking, including the final location chosen By Main Roads WA. The HVPB will be constructed at the cost of Main Roads WA and be their ongoing responsibility. The excision of 1.15 Ha of Reserve 49549 to create a new reserve over the HVPB will ensure Main Roads WA have the correct land tenure for the project.

Shire Officers support this request and see no issues with the proposed excision effecting the Shire's requirements for the remainder of Reserve 49549. If Council support the excision request, given it may not be finalised by the time the works are proposed to start, it is reasonable to give early access to Main Roads WA subject to indemnification of the Shire.

Consultation

Main Roads WA

Financial Implications

Main Roads WA will pay the associated costs of the excision.

Asset Management Implications

Nil

Statutory Implications

Land Administration Act 1997

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

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

Objective 10.3. Improve access to parking.

Environmental Considerations

Nil

Attachments

A¹. Main Roads WA - Letter - Shark Lake Road HVPB

B¹. Land Dealing Plan 2560-088

C¹. Land Dealing Plan 2560-088 Aerial

Officer's Recommendation

That Council

1. **Support the request from Main Roads WA for the excision of approximately 1.1488 ha and reserve amendment to Reserve 49549 being Lot 16 on DP57177, for the creation of a new Reserve under the control of the Commissioner of Main Roads; and**
2. **Consent to Main Roads WA, including its agents and contractors, gaining early entry to the land prior to the excision, subject to Main Roads WA indemnifying the Shire of Esperance against any liabilities or obligations related to the land.**

Voting Requirement

Simple Majority



mainroads
WESTERN AUSTRALIA

OFFICIAL

Enquiries: Clinton Kealley on 08 9265 5201
Our Ref: 24/2836
Your Ref:

5 November 2025

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

Via email

Mr Walker

**PROPOSED ROAD HEAVY VEHICLE PARKING BAY – SHARK LAKE ROAD
COOLGARDIE ESPERANCE HIGHWAY, MONJINGUP**

Main Roads Western Australia is arranging approvals to acquire land required for construction of a Heavy Vehicle Parking Bay (HVPB) on Coolgardie Esperance Highway near the intersection of Shark Lake Road.

Correspondence between yourself and Main Roads regional manager, Shane Power, in November 2021 identified suitable land at Lots 45 and 46 Shark Lake Road. This land is no longer available and a nearby site has been identified on a portion of privately owned land being Lot 7 (CBH) and Reserve 49549 which is managed by the Shire of Esperance.

The land requirements for this project are shown on attached Land Dealing Plans 2560-087 and 2560-088.

The HVPB management will be placed under the control of the Commissioner of Main Roads as a reserve with the likely purpose being 'Road Purposes'. Construction is scheduled for commencement in the 2026/2027 financial year.

In order to commence this project, the land required for the HVPB will need to be excised from affected Reserve 49549. Thus, the Shire's consent will be required for the following:

1. Excision and reserve amendment to Reserve 49549 being Lot 16 on DP57177. Reserve 49549 is currently set aside for the purpose of 'Recreation & Drainage' under a management order to the Shire of Esperance.

A copy of the titles and plans is attached.

Main Roads will arrange and pay the cost of survey of the HVPB.

It is possible that the excisions from the Crown land will not be finalised prior to the commencement of works. Should that be the case, consent from the Shire will be required for early entry onto the Shire's reserve to carry out the works.

OFFICIAL

To facilitate the construction of infrastructure and the amendment of the reserve for the HVPB, Main Roads kindly requests the Shire to provide its consent for the excision from Reserve 49549 and for early access.

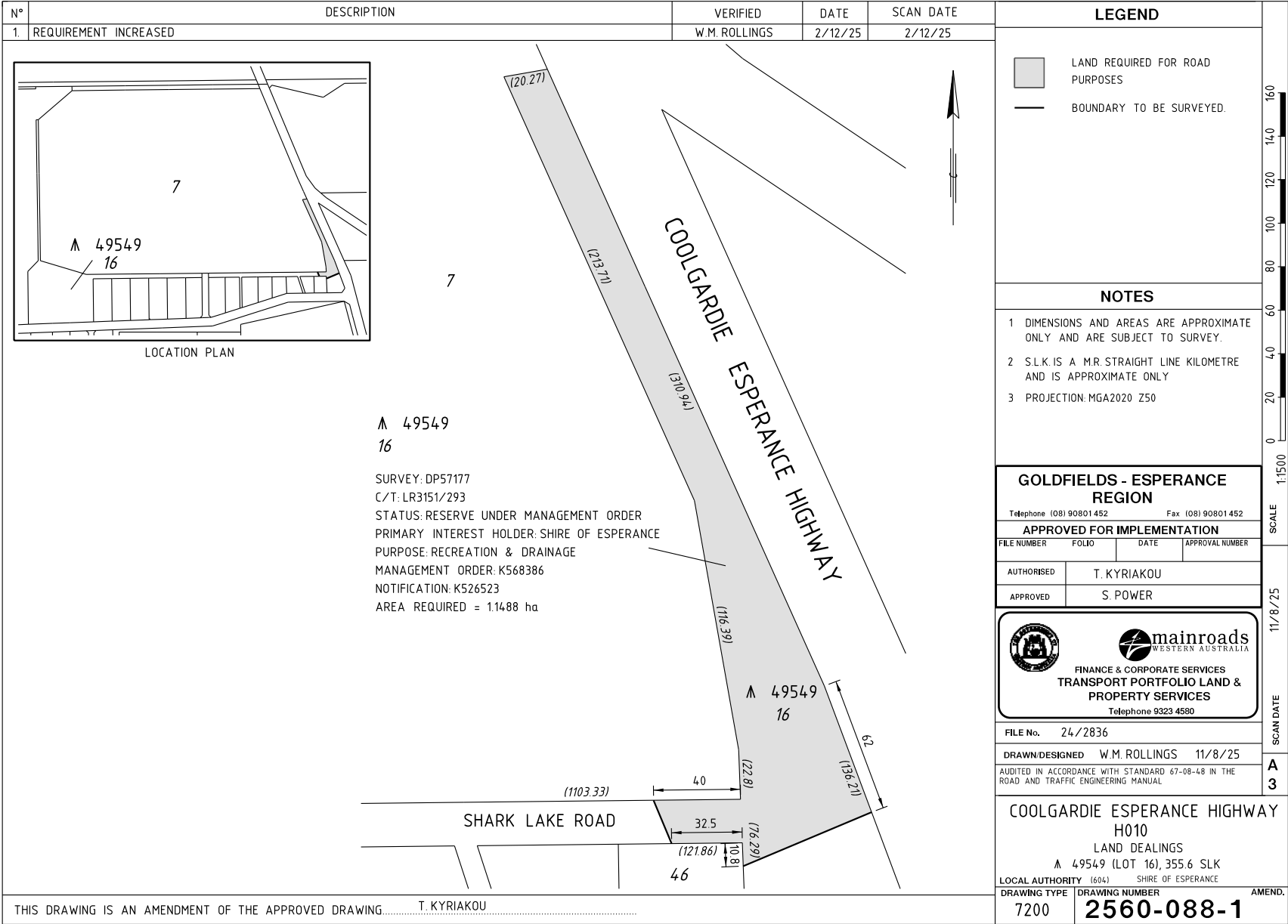
If the matter needs to go to a council meeting, please inform me of the date on which the council resolution is passed, or alternatively, provide me with a copy of the minutes from the meeting. Subsequently, I will provide DPLH with a copy of the minutes and consent and coordinate the reserve excision.

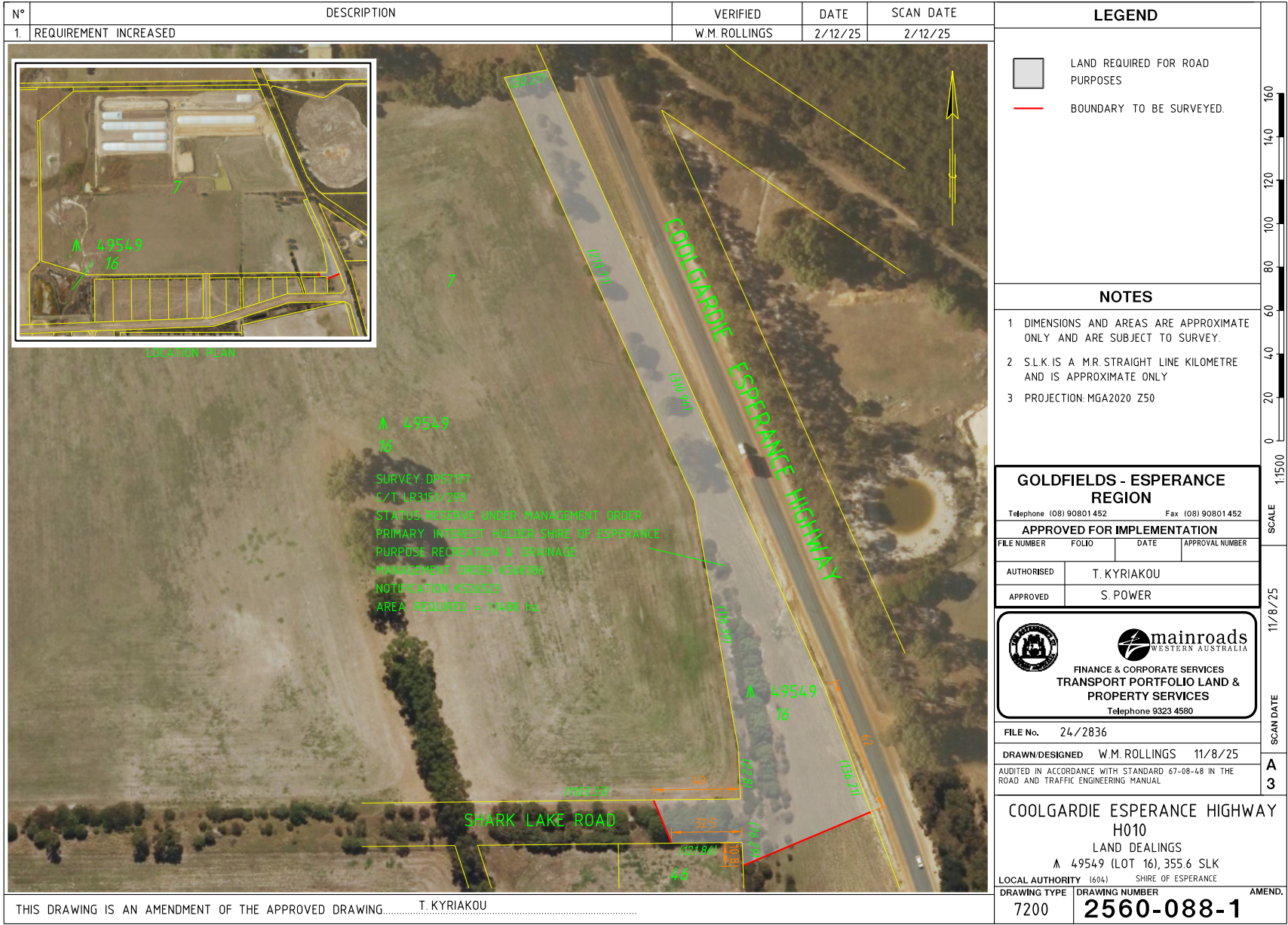
If you require any further information, please contact me on telephone 08 9265 5201 or email clinton.kealley@mainroads.wa.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'C Kealley', with a stylized flourish at the end.

Clinton Kealley
Acting Principal Land Tenure Manager





Item: 12.2.4

Community Energy Upgrades Fund Program

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

File Ref: D25/36591

Applicant
Internal

Location/Address
Multiple Shire Buildings

Executive Summary

For Council to consider a budget variation, following the successful application to the Community Energy Upgrades Fund Round 2.

Recommendation in Brief

That Council approve a budget variation for the Community Energy Upgrades Fund.

Background

The Shire applied for the Community Energy Upgrades Fund Round 2 to install solar panels and batteries on 16 buildings, five of which will also have windows film installed with a low E tint. The project will contribute over 580kW of additional solar generation capacity and 460kwh of battery storage.

The project is estimated to reduce carbon emissions by more than 400t per annum, enhance climate resilience and lower the Shire's energy bills by over \$280,000 annually, with an average energy saving of 59%. A detailed breakdown of the project is provided in the following table.

Location	Solar / Battery	Total \$	Window Film	Total Cost	Funding
Cascade House 1	15kw P / 11kwh B	\$40,533		\$40,533	\$20,267
Cascade House 2	15kw P / 11kwh B	\$40,533		\$40,533	\$20,267
Grass Patch House 1	7.5 kw P / 11kwh B	\$29,142		\$29,142	\$14,571
Grass Patch House 2	7.5 kw P / 11kwh B	\$29,142		\$29,142	\$14,571
Condingup House 1	7.5 kw P / 11kwh B	\$29,142		\$29,142	\$14,571
Congingup House 2	7.5 kw P / 11kwh B	\$29,142		\$29,142	\$14,571
Cemetery House 1	15kw P / 11kwh B	\$40,533		\$40,533	\$20,267
Airport House 1	7.5 kw P / 11kwh B	\$29,142		\$29,142	\$14,571
Senior Citizens	15kw P / 11kwh B	\$40,533	\$16,333	\$56,866	\$28,433
Homecare	60kw P / 44kwh B	\$156,132	\$8,901	\$165,033	\$82,517
Depot	60kw P / 44kwh B	\$156,132	\$9,792	\$165,924	\$82,962
Waste Facility	60kw P / 44kwh B	\$156,132		\$156,132	\$78,066
Airport	100kw P / 66kwh B	\$310,000		\$310,000	\$155,000
BOILC	150kw P / 66kwh B	\$426,000	\$31,362	\$457,362	\$228,681
Administration	45kw P / 88kwh B	\$185,000	\$55,250	\$240,250	\$120,125
Coomalbidgup Fire Shed Off-grid	10kw P / 15.4kwh B	\$52,000		\$52,000	\$26,000

Administration Costs				\$23,000	\$11,500
TOTAL		\$1,749,238	\$121,638	\$1,893,876	\$946,938

*P = Panels B = Battery

Officer's Comment

As part of the Shires commitment reducing its corporate carbon emissions and focusing on energy efficiency and savings, Officer applied for and were successful in receiving a grant from the Federal Community Energy Upgrades Fund Round 2. The grant is to install solar panels and batteries on 16 buildings, five of which will also have windows film installed with a low E tint.

The grant agreement timeframes propose to have the solar panels and batteries and window film installed by September 2026. To meet this timeframe the Shire will need to tender and award the works early in 2026. As the project has not been included in the annual budget, a budget amendment is proposed, to enable Officers to start delivering the project, including calling a request for tender.

Consultation

Nil

Financial Implications

The financial implications arising from this report are provided in the following table, noting the project will carry over into the next financial year and it is proposed to pay for the Shire's portion from the Building Maintenance Reserve and other Business unit Reserves.

Description	WO	GL	Amended Income	Amended Expenditure	Variation
CEU - Cascade House 1	WNew	7570-710	(20,267)	40,533	20,267
CEU - Cascade House 2	WNew	7570-710	(20,267)	40,533	20,267
CEU - Grass Patch House 1	WNew	7570-710	(14,571)	29,142	14,571
CEU - Grass Patch House 2	WNew	7570-710	(14,571)	29,142	14,571
CEU - Condingup House 1	WNew	7570-710	(14,571)	29,142	14,571
CEU - Congingup House 2	WNew	7570-710	(14,571)	29,142	14,571
CEU - Cemetery House 1	WNew	7530-710	(20,267)	40,533	20,267
CEU - Airport House 1	WNew	7510-710	(14,571)	29,142	14,571
CEU - Senior Citizens	WNew	7840-710	(28,433)	56,866	28,433
CEU - Homecare	WNew	7810-710	(82,517)	165,033	82,517
CEU - Depot	WNew	7580-710	(82,962)	165,924	82,962
CEU - Waste Facility	WNew	7420-710	(78,066)	156,132	78,066
CEU - Airport	WNew	7510-710	(155,000)	310,000	155,000
CEU - BOILC	WNew	7730-710	(228,681)	457,362	228,681
CEU - Administration	WNew	7100-710	(131,625)	263,250	131,625
CEU - Coomalbidgup Fire Shed	WNew	8100-710	(26,000)	52,000	26,000
Building Maintenance	Reserve		(616,786)		(616,786)
Airport	Reserve		(169,571)		(169,571)
EHC Asset Replacement	Reserve		(82,517)		(82,517)
Sanitation	Reserve		(78,066)		(78,066)
Net Result					Nil

Asset Management Implications

The asset management implication arising for the report are detailed in the following table using the following life expectancy for the components:

- Solar panels and system – 20 years
- Batteries – 10 years
- Window film – 15 years

	Capital	Annual	Comments
Capital - Panels & System	1,282,838		
Capital - Batteries	466,400		
Capital - Window Film	121,638		
Interest (economic cost)		37,878	4% pa on Shire's portion
Depreciation - Panels & System		64,142	Over 20 years
Depreciation - Batteries		46,640	Over 10 years
Depreciation - Window Film		8,109	Over 15 years
Maintenance (ongoing cost)		37,878	2% of capital
Energy Saving		(280,000)	
		(85,353)	Per year

Statutory Implications

Local Government Act 1995, Section 6.8 - Expenditure from municipal fund not included in annual budget.

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Planet - Outcome 5. Shared responsibility for climate action and sustainability

Objective 5.1. Encourage the adoption of sustainable practices.

Priority Project 5.1.1. Install renewable energy (solar PV and battery storage) on council buildings where feasible.

Environmental Considerations

The project is estimated to reduce the Shire's corporate carbon emissions by more than 400t per annum, which equates to around a 10% reduction in the Shire's overall emissions.

Attachments

Nil

Officer's Recommendation

That Council approve a budget variation for the Community Energy Upgrades Fund as per the table below.

Description	WO	GL	Amended Income	Amended Expenditure	Variation
CEU - Cascade House 1	WNew	7570-710	(20,267)	40,533	20,267
CEU - Cascade House 2	WNew	7570-710	(20,267)	40,533	20,267
CEU - Grass Patch House 1	WNew	7570-710	(14,571)	29,142	14,571
CEU - Grass Patch House 2	WNew	7570-710	(14,571)	29,142	14,571
CEU - Condungup House 1	WNew	7570-710	(14,571)	29,142	14,571
CEU - Congingup House 2	WNew	7570-710	(14,571)	29,142	14,571
CEU - Cemetery House 1	WNew	7530-710	(20,267)	40,533	20,267
CEU - Airport House 1	WNew	7510-710	(14,571)	29,142	14,571
CEU - Senior Citizens	WNew	7840-710	(28,433)	56,866	28,433

CEU - Homecare	WNew	7810-710	(82,517)	165,033	82,517
CEU - Depot	WNew	7580-710	(82,962)	165,924	82,962
CEU - Waste Facility	WNew	7420-710	(78,066)	156,132	78,066
CEU - Airport	WNew	7510-710	(155,000)	310,000	155,000
CEU - BOILC	WNew	7730-710	(228,681)	457,362	228,681
CEU - Administration	WNew	7100-710	(131,625)	263,250	131,625
CEU - Coomalbidgup Fire Shed	WNew	8100-710	(26,000)	52,000	26,000
Building Maintenance	Reserve		(616,786)		(616,786)
Airport	Reserve		(169,571)		(169,571)
EHC Asset Replacement	Reserve		(82,517)		(82,517)
Sanitation	Reserve		(78,066)		(78,066)
Net Result					Nil

Voting Requirement

Absolute Majority

12.3 CORPORATE & COMMUNITY SERVICES

Item: 12.3.1

Payment of Accounts Listing - December 2025

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

File Ref: D25/33672

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 November 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. Transaction Card Report November 2025
- B₁. Payment of Accounts Listing November 2025

Officer's Recommendation

That Council:

1. **Receive the list of accounts paid for the period 1 – 30 November 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 November 2025 as listed in the attachment.**

Voting Requirement

Simple Majority

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 16/12/2025 for confirmation in respect to accounts already paid via credit cards.

DATE	CREDITOR	PARTICULARS	AMOUNT
28/10/2025	Esperance Visitor Centre	Accommodation for performer - Civic Centre	\$ 178.00
28/10/2025	Esperance Visitor Centre	Accommodation for performer - Civic Centre	\$ 178.00
30/10/2025	Red Dot Stores	Event supplies	\$ 95.68
2/11/2025	Reddy Express	Event supplies	\$ 12.99
3/11/2025	Spatial Annual	Training & education	\$ 80.00
6/11/2025	Liquor Barons Esperance	Re-stock bar - Civic Centre	\$ 200.00
7/11/2025	Dominos Esperance	Catering for volunteers - Civic Centre event	\$ 76.45
7/11/2025	Pizza & Porter	Catering for volunteers - Civic Centre event	\$ 58.93
8/11/2025	Liquor Barons Esperance	Re-stock bar - Civic Centre	\$ 162.00
10/11/2025	Red Dot Stores	Office supplies	\$ 87.93
11/11/2025	Bunnings	Office supplies	\$ 158.56
11/11/2025	Kmart	Event supplies - Seniors Christmas Dinner	\$ 786.50
12/11/2025	Taylor Street Tearooms	Catering - Twin Towns meeting	\$ 182.91
13/11/2025	Bunnings	Event supplies - Edge of the Bay	\$ 8.90
14/11/2025	Bunnings	Event supplies - Edge of the Bay	\$ 35.70
14/11/2025	Bunnings	Event supplies - Edge of the Bay	\$ 23.80
18/11/2025	Kmart	Event supplies - Seniors Christmas Dinner	\$ 301.50
18/11/2025	Kmart	Event supplies - Seniors Christmas Dinner	\$ 101.00
19/11/2025	Liquor Barons Esperance	Re-stock bar - Civic Centre	\$ 310.00
20/11/2025	Bunnings	Event supplies	\$ 48.23
20/11/2025	Spotlight Pty Ltd	Event supplies - Edge of the Bay	\$ 41.00
21/11/2025	Bunnings	Event supplies - Edge of the Bay	\$ 149.85
21/11/2025	Bunnings	Event supplies - Edge of the Bay	\$ 39.32
21/11/2025	Nisbets Australia Pty	Office supplies - Civic Centre	\$ 273.90
21/11/2025	Pizza & Porter	Catering - Volunteers	\$ 88.39
3/11/2025	The Sockery	Client purchase - EHC	\$ 101.26
8/11/2025	Netflix.Com	Monthly subscription	\$ 20.99
10/11/2025	Xero	Monthly subscription	\$ 75.00
12/11/2025	Kolor Kode	Office supplies	\$ 302.50
12/11/2025	Kmart	Stationery & office supplies	\$ 34.00
13/11/2025	Woolworths	Stationery & office supplies	\$ 99.00
13/11/2025	Woolworths	Stationery & office supplies	\$ 31.00
28/07/2025	REX	Flight - Refund - Ranger training	-\$ 310.00
27/10/2025	Uber	Uber - Coastal forum - Perth	\$ 34.21
28/10/2025	REX	Flights - Ranger training - Perth	\$ 404.57
28/10/2025	Woolworths	Office supplies	\$ 8.25
28/10/2025	Uber	Uber - Coastal forum - Perth	\$ 91.57
29/10/2025	REX	Flights - Department of Transport training - Perth	\$ 448.98
30/10/2025	Subway Esperance	Catering	\$ 161.00
31/10/2025	REX	Flights - Conference - Perth	\$ 408.95
31/10/2025	Aurea Hotel Perth King	Accommodation - Conference - Perth	\$ 527.80
1/11/2025	REX	Flights - Local Government Conference - Perth	\$ 408.95
2/11/2025	Uber	Uber - Tafe - Perth	\$ 33.23
3/11/2025	Uber	Uber - Tafe - Perth	\$ 52.53
3/11/2025	Ink Station	Stationery & office supplies	\$ 694.20
3/11/2025	Rose & Crown Hotel	Accommodation - Ranger training - Perth	\$ 1,222.10
3/11/2025	REX	Flights - Planner - Esperance	\$ 535.49
3/11/2025	REX	Flights - Planner - Esperance	\$ 699.04
3/11/2025	REX	Flights - Planner - Esperance	\$ 940.91
3/11/2025	REX	Flights - Planner - Esperance	\$ 653.83
3/11/2025	WA News	WA News subscription	\$ 96.00
3/11/2025	REX	Flight refund - Planner - Esperance	-\$ 827.73
4/11/2025	Uber	Uber - Training/Tafe - Perth	\$ 120.51
5/11/2025	Uber	Uber - Training/Tafe - Perth	\$ 235.75
5/11/2025	Pagoda Resort Spa	Accommodation - Playground Safety training - Perth	\$ 483.68

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 16/12/2025 for confirmation in respect to accounts already paid via credit cards.

DATE	CREDITOR	PARTICULARS	AMOUNT
5/11/2025	Pagoda Resort Spa	Accommodation - Playground Safety training - Perth	\$ 375.18
6/11/2025	REX	Flights - Fitness Expo - Perth	\$ 408.95
6/11/2025	Ibis Styles East Perth	Accommodation - Media conference - Perth	\$ 307.95
6/11/2025	Uber	Ubers - Training/Tafe - Perth	\$ 108.27
6/11/2025	Quest East Perth	Accommodation - Local Government Conference - Perth	\$ 215.75
7/11/2025	Ibis Styles East Perth	Accommodation - Tafe - Perth	\$ 1,020.60
7/11/2025	Uber	Uber - Training/Tafe - Perth	\$ 99.55
7/11/2025	Quest Innaloo	Accommodation - Department of Transport training - Perth	\$ 1,164.14
8/11/2025	Uber	Uber - Ranger training - Perth	\$ 18.23
8/11/2025	Rose & Crown Hotel	Accommodation - Ranger training - Perth	\$ 228.95
10/11/2025	Uber	Uber - Volunteer conference - Perth	\$ 39.04
10/11/2025	Newsxpress Esperance	Stationery and office supplies	\$ 49.98
10/11/2025	REX	Flights - Fitness Expo - Perth	\$ 448.98
10/11/2025	Woolworths	Catering	\$ 36.90
10/11/2025	Southside Treats & Sweets	Catering	\$ 4.90
10/11/2025	REX	Flight refund - Fitness Expo - Perth	-\$ 392.96
11/11/2025	Uber	Uber - Volunteer conference - Perth	\$ 51.53
11/11/2025	Temu.Com	End of year supplies	\$ 231.09
12/11/2025	Bunnings	Prizes for community engagement	\$ 50.00
12/11/2025	Esperance Communications	Prizes for community engagement	\$ 50.00
12/11/2025	BWS Liquor	Prizes for community engagement	\$ 50.00
12/11/2025	Kelgarry Pty Ltd	Prizes for community engagement	\$ 100.00
14/11/2025	Aurea Hotel Perth King	Accommodation refund - Conference - Perth	-\$ 275.00
14/11/2025	Post Office Esperance	Leaving gift	\$ 305.95
15/11/2025	Leonora Motor Inn	Accommodation - GVROC Meeting - Leonora	\$ 502.43
17/11/2025	Woolworths	Catering	\$ 158.95
17/11/2025	BWS Liquor	Refreshments	\$ 22.00
19/11/2025	Bentley Motel	Accommodation - Building surveyor conference - Perth	\$ 459.00
19/11/2025	REX	Flights - Tafe - Perth	\$ 408.95
20/11/2025	Uber	Uber - Conference - Perth	\$ 28.81
20/11/2025	REX	Flights - WALGA Councillor induction - Perth	\$ 408.95
21/11/2025	Uber	Uber - Conference - Perth	\$ 28.59
25/11/2025	Auspire	Citizen of the year supplies	\$ 188.65
25/11/2025	Airbnb	Accommodation - Australia Day Ambassador - Esperance	\$ 1,802.26
27/10/2025	Esperance Bakery	Catering	\$ 24.40
27/10/2025	Woolworths	Catering	\$ 40.30
28/10/2025	Southside Treats & Sweets	Catering	\$ 16.50
28/10/2025	Galah Press	Refund - Magazine subscription	-\$ 60.00
30/10/2025	Bunnings	Office supplies	\$ 98.00
30/10/2025	Esperance Ag Services	Office supplies	\$ 52.80
30/10/2025	eBay	Stationery & office supplies	\$ 80.69
30/10/2025	Vistaprint Australia	Visitors cards - Museum	\$ 430.38
30/10/2025	Vistaprint Australia	Stationery & office supplies	\$ 341.60
4/11/2025	Twilio Sendgrid	Monthly BOILC point of sale subscription	\$ 142.30
6/11/2025	Expro Fitness Australia	Training & education	\$ 472.07
6/11/2025	Woolworths	Stationery & office supplies	\$ 44.60
7/11/2025	eBay	Stationery & office supplies	\$ 37.99
7/11/2025	eBay	Stationery & office supplies	\$ 66.89
11/11/2025	eBay	Refund - stationery & office supplies	-\$ 80.69
12/11/2025	eBay	Library - Refund	-\$ 37.99
13/11/2025	Red Dot Stores	Stationery & office supplies	\$ 69.95
13/11/2025	Temu.Com	Stationery & office supplies	\$ 81.94
17/11/2025	eBay	Stationery & office supplies	\$ 64.89
20/11/2025	Woolworths	Catering	\$ 66.75
3/11/2025	East Perth Suites	Accommodation - Conference - Perth	\$ 681.30

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 16/12/2025 for confirmation in respect to accounts already paid via credit cards.

DATE	CREDITOR	PARTICULARS	AMOUNT
8/11/2025	Mantra On Hay Perth	Accommodation - Volunteer conference - Perth	\$ 688.85
8/11/2025	Mantra On Hay Perth	Accommodation - Volunteer conference - Perth	\$ 688.85
10/11/2025	Mantra On Hay Perth	Meals - Volunteer conference - Perth	\$ 59.83
13/11/2025	Mummy Sam Cafe	Meals - GVROC Meeting - Leonora	\$ 57.40
14/11/2025	BP Kalgoorlie	Meals - GVROC Meeting - Leonora	\$ 200.01
28/10/2025	Shire Of Esperance	Rates payment – Quarry Rd Bush Fire Brigade	\$ 522.29
28/10/2025	Shire Of Esperance	Rates payment – Pink Lake Bush Fire Brigade	\$ 522.29
4/11/2025	Downtown Espresso	Catering	\$ 29.20
21/11/2025	Little Local On Dempster	Catering	\$ 37.48
28/10/2025	Accuris	Australian standards addition	\$ 222.71
5/11/2025	Bora Health	Emergency service annual sim charge	\$ 320.00
7/11/2025	Kmart	Kitchen supplies	\$ 190.50
19/11/2025	Water Corporation	New service charge	\$ 718.26
1/11/2025	Ezi*Gofax Pty Ltd	Monthly fax licence	\$ 29.85
4/11/2025	Intuit Mailchimp	Monthly media subscription	\$ 337.84
8/11/2025	Starlink Internet	Remote internet monthly charges	\$ 1,502.00
9/11/2025	Microsoft	Azure cloud storage - Esperance Coastal Safety	\$ 2.19
13/11/2025	Starlink Internet	Remote internet charges	\$ 16.43
17/11/2025	Starlink Internet	Remote internet charges	\$ 108.00
17/11/2025	Vend Pos	Monthly Visitors Centre point of sale subscription	\$ 279.00
18/11/2025	Woolworths	Catering	\$ 110.58
		Total Credit Card Purchases 28/10/2025 - 26/11/2025	\$ 29,451.91

SHIRE OF ESPERANCE
PURCHASING CARDS PAYMENT LISTING

List of accounts due by Council submitted to the Ordinary Council Meeting held on 16/12/2025 for confirmation in respect to accounts already paid via purchasing cards, as summarised in Payment of Accounts Listing.

DATE	CREDITOR	PARTICULARS	AMOUNT
29/10/2025	Bunnings	Hardware & supplies	\$ 248.18
27/10/2025	Bunnings	Hardware & supplies	\$ 151.05
15/10/2025	Bunnings	Hardware & supplies	-\$ 250.75
12/11/2025	Bunnings	Hardware & supplies	\$ 272.01
29/10/2025	Bunnings	Hardware & supplies	\$ 1,261.36
29/10/2025	Bunnings	Hardware & supplies	\$ 130.26
15/10/2025	Bunnings	Hardware & supplies	\$ 111.09
31/10/2025	Bunnings	Hardware & supplies	\$ 67.50
31/10/2025	Bunnings	Hardware & supplies	\$ 26.85
30/10/2025	Bunnings	Hardware & supplies	\$ 75.63
30/10/2025	Bunnings	Hardware & supplies	\$ 22.32
30/10/2025	Bunnings	Hardware & supplies	\$ 247.00
29/10/2025	Bunnings	Hardware & supplies	\$ 284.05
29/10/2025	Bunnings	Hardware & supplies	\$ 219.88
29/10/2025	Bunnings	Hardware & supplies	\$ 12.31
29/10/2025	Bunnings	Hardware & supplies	\$ 13.21
29/10/2025	Bunnings	Hardware & supplies	\$ 126.92
28/10/2025	Bunnings	Hardware & supplies	\$ 43.51
27/10/2025	Bunnings	Hardware & supplies	\$ 456.72
27/10/2025	Bunnings	Hardware & supplies	\$ 1,047.02
27/10/2025	Bunnings	Hardware & supplies	\$ 30.32
27/10/2025	Bunnings	Hardware & supplies	\$ 97.89
26/10/2025	Bunnings	Hardware & supplies	\$ 111.10
26/10/2025	Bunnings	Hardware & supplies	\$ 8.62
24/10/2025	Bunnings	Hardware & supplies	\$ 35.46
24/10/2025	Bunnings	Hardware & supplies	\$ 18.96
23/10/2025	Bunnings	Hardware & supplies	\$ 137.26
23/10/2025	Bunnings	Hardware & supplies	\$ 386.80
23/10/2025	Bunnings	Hardware & supplies	\$ 82.77
22/10/2025	Bunnings	Hardware & supplies	\$ 627.00
22/10/2025	Bunnings	Hardware & supplies	\$ 9.92
21/10/2025	Bunnings	Hardware & supplies	\$ 172.03
21/10/2025	Bunnings	Hardware & supplies	\$ 203.14
21/10/2025	Bunnings	Hardware & supplies	\$ 186.59
21/10/2025	Bunnings	Hardware & supplies	\$ 50.36
20/10/2025	Bunnings	Hardware & supplies	\$ 63.78
20/10/2025	Bunnings	Hardware & supplies	\$ 65.24
20/10/2025	Bunnings	Hardware & supplies	\$ 13.23
17/10/2025	Bunnings	Hardware & supplies	\$ 18.98
16/10/2025	Bunnings	Hardware & supplies	\$ 19.13
16/10/2025	Bunnings	Hardware & supplies	\$ 404.87
15/10/2025	Bunnings	Hardware & supplies	\$ 15.11
15/10/2025	Bunnings	Hardware & supplies	\$ 39.03
15/10/2025	Bunnings	Hardware & supplies	\$ 64.18
15/10/2025	Bunnings	Hardware & supplies	\$ 75.90
15/10/2025	Bunnings	Hardware & supplies	\$ 22.59
15/10/2025	Bunnings	Hardware & supplies	\$ 122.55
15/10/2025	Bunnings	Hardware & supplies	\$ 94.97
15/10/2025	Bunnings	Hardware & supplies	\$ 57.49
14/10/2025	Bunnings	Hardware & supplies	\$ 225.63
14/10/2025	Bunnings	Hardware & supplies	\$ 31.33
13/10/2025	Bunnings	Hardware & supplies	\$ 158.32
13/10/2025	Bunnings	Hardware & supplies	\$ 46.65

SHIRE OF ESPERANCE
PURCHASING CARDS PAYMENT LISTING

List of accounts due by Council submitted to the Ordinary Council Meeting held on 16/12/2025 for confirmation in respect to accounts already paid via purchasing cards, as summarised in Payment of Accounts Listing.

DATE	CREDITOR	PARTICULARS	AMOUNT
13/10/2025	Bunnings	Hardware & supplies	\$ 97.02
13/10/2025	Bunnings	Hardware & supplies	\$ 29.71
13/10/2025	Bunnings	Hardware & supplies	\$ 24.20
12/10/2025	Bunnings	Hardware & supplies	\$ 39.00
10/10/2025	Bunnings	Hardware & supplies	\$ 38.97
10/10/2025	Bunnings	Hardware & supplies	\$ 77.10
10/10/2025	Bunnings	Hardware & supplies	\$ 9.48
09/10/2025	Bunnings	Hardware & supplies	\$ 141.55
09/10/2025	Bunnings	Hardware & supplies	\$ 32.53
09/10/2025	Bunnings	Hardware & supplies	\$ 51.40
09/10/2025	Bunnings	Hardware & supplies	\$ 15.18
08/10/2025	Bunnings	Hardware & supplies	\$ 764.73
08/10/2025	Bunnings	Hardware & supplies	\$ 5.45
07/10/2025	Bunnings	Hardware & supplies	\$ 76.36
07/10/2025	Bunnings	Hardware & supplies	\$ 40.76
07/10/2025	Bunnings	Hardware & supplies	\$ 50.42
07/10/2025	Bunnings	Hardware & supplies	\$ 188.98
07/10/2025	Bunnings	Hardware & supplies	\$ 33.25
07/10/2025	Bunnings	Hardware & supplies	\$ 96.83
06/10/2025	Bunnings	Hardware & supplies	\$ 30.56
06/10/2025	Bunnings	Hardware & supplies	\$ 47.48
06/10/2025	Bunnings	Hardware & supplies	\$ 195.96
06/10/2025	Bunnings	Hardware & supplies	\$ 97.64
06/10/2025	Bunnings	Hardware & supplies	\$ 41.00
02/10/2025	Bunnings	Hardware & supplies	\$ 20.89
02/10/2025	Bunnings	Hardware & supplies	\$ 15.09
02/10/2025	Bunnings	Hardware & supplies	\$ 101.35
01/10/2025	Bunnings	Hardware & supplies	\$ 6.50
01/10/2025	Bunnings	Hardware & supplies	\$ 74.10
01/10/2025	Bunnings	Hardware & supplies	\$ 40.96
01/10/2025	Bunnings	Hardware & supplies	\$ 25.18
26/11/2025	Woolworths	Consumables & supplies	\$ 19.80
26/11/2025	Woolworths	Consumables & supplies	\$ 65.15
25/11/2025	Woolworths	Consumables & supplies	\$ 119.30
25/11/2025	Woolworths	Consumables & supplies	\$ 78.05
24/11/2025	Woolworths	Consumables & supplies	\$ 88.31
24/11/2025	Woolworths	Consumables & supplies	\$ 41.97
24/11/2025	Woolworths	Consumables & supplies	\$ 111.40
20/11/2025	Woolworths	Consumables & supplies	\$ 132.30
20/11/2025	Woolworths	Consumables & supplies	\$ 165.15
20/11/2025	Woolworths	Consumables & supplies	\$ 224.95
20/11/2025	Woolworths	Consumables & supplies	\$ 87.80
19/11/2025	Woolworths	Consumables & supplies	\$ 26.00
12/11/2025	Woolworths	Consumables & supplies	\$ 135.05
11/11/2025	Woolworths	Consumables & supplies	\$ 123.40
10/11/2025	Woolworths	Consumables & supplies	\$ 123.00
10/11/2025	Woolworths	Consumables & supplies	\$ 20.00
10/11/2025	Woolworths	Consumables & supplies	\$ 45.90
07/11/2025	Woolworths	Consumables & supplies	\$ 39.75
07/11/2025	Woolworths	Consumables & supplies	\$ 55.90
07/11/2025	Woolworths	Consumables & supplies	\$ 78.10
07/11/2025	Woolworths	Consumables & supplies	\$ 63.00
07/11/2025	Woolworths	Consumables & supplies	\$ 289.80

SHIRE OF ESPERANCE
PURCHASING CARDS PAYMENT LISTING

List of accounts due by Council submitted to the Ordinary Council Meeting held on 16/12/2025 for confirmation in respect to accounts already paid via purchasing cards, as summarised in Payment of Accounts Listing.

DATE	CREDITOR	PARTICULARS	AMOUNT
06/11/2025	Woolworths	Consumables & supplies	\$ 64.09
06/11/2025	Woolworths	Consumables & supplies	\$ 90.00
06/11/2025	Woolworths	Consumables & supplies	\$ 142.00
06/11/2025	Woolworths	Consumables & supplies	\$ 124.40
05/11/2025	Woolworths	Consumables & supplies	\$ 25.90
31/10/2025	South East Petroleum	Fuel supplies	\$ 938.86
28/10/2025	South East Petroleum	Fuel supplies	\$ 1,360.02
29/10/2025	South East Petroleum	Fuel supplies	\$ 871.75
28/10/2025	South East Petroleum	Fuel supplies	\$ 20,251.44
22/10/2025	South East Petroleum	Fuel supplies	\$ 1,525.59
24/10/2025	South East Petroleum	Fuel supplies	\$ 13,376.00
27/10/2025	South East Petroleum	Fuel supplies	\$ 4,274.05
27/10/2025	South East Petroleum	Fuel supplies	\$ 2,820.87
14/10/2025	South East Petroleum	Fuel supplies	\$ 3,657.28
21/10/2025	South East Petroleum	Fuel supplies	\$ 23,481.92
17/10/2025	South East Petroleum	Fuel supplies	\$ 4,113.91
17/10/2025	South East Petroleum	Fuel supplies	\$ 23,689.82
15/10/2025	South East Petroleum	Fuel supplies	\$ 1,290.06
15/10/2025	South East Petroleum	Fuel supplies	\$ 1,548.06
15/10/2025	South East Petroleum	Fuel supplies	\$ 1,266.27
14/10/2025	South East Petroleum	Fuel supplies	\$ 4,988.20
13/10/2025	South East Petroleum	Fuel supplies	\$ 20,021.65
08/10/2025	South East Petroleum	Fuel supplies	\$ 21,278.13
02/10/2025	South East Petroleum	Fuel supplies	\$ 18,451.83
08/10/2025	South East Petroleum	Fuel supplies	\$ 1,327.68
09/10/2025	South East Petroleum	Fuel supplies	\$ 20,037.00
09/10/2025	South East Petroleum	Fuel supplies	\$ 20,026.00
07/10/2025	South East Petroleum	Fuel supplies	\$ 1,083.26
01/10/2025	South East Petroleum	Fuel supplies	\$ 1,622.38
02/10/2025	South East Petroleum	Fuel supplies	\$ 4,540.82
02/10/2025	South East Petroleum	Fuel supplies	\$ 3,492.94
31/10/2025	South East Petroleum	Fuel supplies	\$ 1,512.74
31/08/2025	South East Petroleum	Fuel supplies	\$ 409.03
30/09/2025	South East Petroleum	Fuel supplies	\$ 396.84
			\$ 237,007.82

SHIRE OF ESPERANCE
THE ACCOUNTS REFERRED TO IN THE SCHEDULE AND SUMMARISED BELOW HAVE BEEN PAID
FOR THE PERIOD ENDING 30 NOVEMBER 2025

MUNICIPAL FUND

Cheques

ACTUAL PAYMENTS:	Cheques: C27780	\$1,250.60
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EFT

ACTUAL PAYMENTS:	Transaction No's: E4849 - E4856	\$5,253,740.63
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Credit Cards

ACTUAL PAYMENTS:	Transactions: 28/10/2025 - 26/11/2025	\$29,451.91
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Paid under the delegated authority to the CEO

MUNICIPAL TOTAL:	\$5,284,443.14
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Estimated % local payments (including credit cards)

\$1,989,592.84	37.65%
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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:	\$5,284,443.14
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Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 16 December 2025 for confirmation in respect to accounts already paid.

Municipal Fund - Cheque Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
C27780	31/10/2025	386	Shire of Esperance - Petty Cash	Petty cash recoup - BOILC, Library, Admin, EHC	\$ 1,250.60
Total Creditor payments made by Cheque from Municipal Fund					\$ 1,250.60

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4849	10/11/2025	33	Australian Services Union (ASU)	Payroll deduction	\$ 450.50
E4849	10/11/2025	140	Esperance Shire Staff Jackpot	Payroll deduction	\$ 600.00
E4849	10/11/2025	154	LGRCEU	Payroll deduction	\$ 144.00
E4849	10/11/2025	1963	Child Support Agency	Payroll deduction	\$ 1,756.52
E4849	10/11/2025	4014	Australian Taxation Office	Payroll deduction	\$ 643.75
E4850	12/11/2025	260	Horizon Power	Electricity charges	\$ 86,337.54
E4850	12/11/2025	290	Telstra	Telephone charges	\$ 2,144.36
E4850	12/11/2025	2562	Commonwealth Bank of Australia	Merchant fees	\$ 5,608.30
E4850	12/11/2025	7576	Les Mills Asia Pacific	Membership package - October 2025	\$ 739.00
E4850	12/11/2025	8081	Bond Administrator Department of Commerce	Bond payment	\$ 1,720.00
E4850	12/11/2025	8117	Foxtel Cable Television Pty Limited	Foxtel subscription - November 2025	\$ 155.00
E4850	12/11/2025	8784	Sheriff's Office, Perth	Lodgement fees	\$ 354.00
E4850	12/11/2025	9321	Superchoice Services Pty Limited	Superannuation payment	\$ 140,652.61
E4850	12/11/2025	11308	Fleetcare Pty Ltd	Fleet lease - October 2025	\$ 2,580.01
E4850	12/11/2025	11364	Ezidebit Pty Ltd	Ezidebit services - BOILC	\$ 619.15
E4851	13/11/2025	1	Australian Taxation Office	Payroll deduction	\$ 187,142.00
E4851	13/11/2025	100	Landgate	Title searches	\$ 658.04
E4851	13/11/2025	126	Esperance Electrical Service	Electrical services	\$ 3,314.00
E4851	13/11/2025	381	Optus Communications	CCTV charges	\$ 59.99

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4851	13/11/2025	395	BOC Gases	Cylinder & gas charges	\$ 401.90
E4851	13/11/2025	448	Broons Group Pty Ltd	Parts & supplies	\$ 628.71
E4851	13/11/2025	571	St John Ambulance Association in WA	Training, education and equipment	\$ 764.00
E4851	13/11/2025	1201	Pink Lake Bush Fire Brigade	Reimbursement	\$ 155.00
E4851	13/11/2025	1215	Shire of Esperance Municipal Fund	Project retention	\$ 28,988.30
E4851	13/11/2025	1246	Esperance Districts Recreation	Sports Star of the Year	\$ 3,116.10
E4851	13/11/2025	1271	Department of Transport	Disclosure of information fees	\$ 15.30
E4851	13/11/2025	1315	Gibson Soak Water Co	Bottled water	\$ 248.00
E4851	13/11/2025	1470	Express Yourself Printing Esperance	Printing and stationery services	\$ 494.00
E4851	13/11/2025	1550	Comfort Inn Bay of Isles	Bookeasy sales - Accommodation	\$ 396.00
E4851	13/11/2025	1662	Esperance Trim And Canvas	Canvas supplies	\$ 515.41
E4851	13/11/2025	1695	Bay of Isles Mini-Excavators	Plant hire	\$ 2,740.00
E4851	13/11/2025	2113	Banksia Medical and Health	Pre-employment medical assessment	\$ 478.50
E4851	13/11/2025	2286	Arteil (WA) Pty Ltd	Mobility equipment - EHC	\$ 3,304.40
E4851	13/11/2025	2298	Esperance Speedway Association Inc	Annual community grant funding	\$ 11,000.00
E4851	13/11/2025	2317	Southern Cross Austereo Pty Ltd	Radio advertising	\$ 1,254.00
E4851	13/11/2025	2496	Professionals Esperance Real Estate	Rent	\$ 3,580.00
E4851	13/11/2025	2599	Esperance Music Festival	Small community grant funding	\$ 2,492.60
E4851	13/11/2025	2763	Esperance Lock & Shoe Service	Key & lock supplies	\$ 153.80
E4851	13/11/2025	3227	Esperance Fire Services	Hire & service of fire equipment	\$ 154.00
E4851	13/11/2025	3484	Esperance Podiatry	Podiatry services - EHC	\$ 920.00
E4851	13/11/2025	3533	Mike Henley Mechanical & Fabrication	Vehicle servicing	\$ 1,324.76
E4851	13/11/2025	3534	Local Government Professionals	Annual membership	\$ 190.00
E4851	13/11/2025	3545	Look Brilliant Pty Ltd	Promotional materials for Edge of the Bay	\$ 11,440.00
E4851	13/11/2025	3579	Esperance Ladies Darts Association	Small community grant funding	\$ 2,963.00
E4851	13/11/2025	3687	Hope FM	Broadcasting services for Edge of the Bay	\$ 550.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4851	13/11/2025	3736	Easisalary Pty Ltd	Novated lease employer payment - October 2025	\$ 607.00
E4851	13/11/2025	3752	Securepay Pty Ltd	Monthly charge	\$ 91.63
E4851	13/11/2025	3797	LED Esperance	Electrical supplies	\$ 276.54
E4851	13/11/2025	4311	R M & W G Herbert	Painting services	\$ 4,884.00
E4851	13/11/2025	4321	The Royal Life Saving Society (WA)	Training & education	\$ 157.50
E4851	13/11/2025	4567	WA Police Service	Volunteer Police checks - EHC	\$ 52.80
E4851	13/11/2025	4819	1st Esperance Scout Group	Hire charges for events	\$ 1,770.00
E4851	13/11/2025	4921	Reface Industries Pty Ltd	Parts & supplies	\$ 517.87
E4851	13/11/2025	4947	Toll Ipec Pty Ltd	Freight charges	\$ 1,938.50
E4851	13/11/2025	4989	Woolworths Group Limited*	Consumables & supplies	\$ 1,420.29
E4851	13/11/2025	5006	L G & N I Burnett	Refund	\$ 100.00
E4851	13/11/2025	5042	Officeworks Business Direct	Office & stationery supplies	\$ 1,243.90
E4851	13/11/2025	5092	Quality Publishing Australia	Maps & books for resale - EVC	\$ 972.58
E4851	13/11/2025	5164	Esperance Beachfront Resort	Bookeasy sales - Accommodation	\$ 297.00
E4851	13/11/2025	5274	Davric Australia	Souvenirs for resale - EVC	\$ 151.25
E4851	13/11/2025	5593	G L Inkster	Refund	\$ 100.00
E4851	13/11/2025	5604	Esperance Milk Supply	Milk supplies	\$ 69.31
E4851	13/11/2025	5766	E M Austen	Jackpot winnings - Pay 10	\$ 150.00
E4851	13/11/2025	5767	Seek Limited	Advertising	\$ 1,171.50
E4851	13/11/2025	5877	Castletown Chemist	Chemist supplies - EHC	\$ 268.50
E4851	13/11/2025	5896	Toyota Financial Services	Lease payments	\$ 443.81
E4851	13/11/2025	6009	McLeods Barristers & Solicitors	Legal advice	\$ 1,170.77
E4851	13/11/2025	6147	J S & T S Hainsworth	Reimbursement	\$ 64.66
E4851	13/11/2025	6164	Data 3 Limited	Software subscription	\$ 24,752.09
E4851	13/11/2025	6221	PFD Food Services Pty Ltd	Consumables & supplies	\$ 840.30
E4851	13/11/2025	6495	MCM Protection Pty Ltd	Security services	\$ 4,195.40

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4851	13/11/2025	6537	ABCO Products Pty Ltd	Ablution supplies	\$ 1,152.76
E4851	13/11/2025	6897	Aptella Pty Ltd	Software subscription	\$ 7,480.00
E4851	13/11/2025	7279	S L Dahmen	Reimbursement	\$ 365.89
E4851	13/11/2025	7425	Esperance Cleaning Service	Cleaning services	\$ 9,487.50
E4851	13/11/2025	7438	Independence Australia	Nursing products & supplies - EHC	\$ 1,661.30
E4851	13/11/2025	7443	L M Horn	Reimbursement	\$ 301.31
E4851	13/11/2025	7479	La Cabane Retreat	Bookeasy sales - Accommodation	\$ 197.80
E4851	13/11/2025	7543	G Harp	Refund	\$ 100.00
E4851	13/11/2025	7715	TD Contractors	Earthworks and plant hire	\$ 15,325.76
E4851	13/11/2025	7835	Esperance Junior Cricket Association	Small community grant funding	\$ 3,000.00
E4851	13/11/2025	7879	Drillers Ridge Pty Ltd - 8 Taylor St	Bookeasy sales - Accommodation	\$ 1,135.20
E4851	13/11/2025	8024	C A Poole	Consignment sales	\$ 44.00
E4851	13/11/2025	8227	Fulton Hogan Industries	Roadworks - Line marking	\$ 43,307.59
E4851	13/11/2025	8293	R J Meerman	Jackpot winnings - Pay 9	\$ 150.00
E4851	13/11/2025	8351	R K Campbell	Refund	\$ 45.00
E4851	13/11/2025	8459	Condingup Machinery Wreckers	Parts & supplies	\$ 476.90
E4851	13/11/2025	8644	AM Wreckers Group Pty Ltd	Vehicle towing services	\$ 440.00
E4851	13/11/2025	8800	South Regional TAFE	Training & education	\$ 151.40
E4851	13/11/2025	8914	Cleanaway Pty Ltd	Rubbish & recycling collections	\$ 757.53
E4851	13/11/2025	8933	Aurelia's Ice Creamery and Cafe	Catering	\$ 285.00
E4851	13/11/2025	8955	Esperance Laundry and Linen	Laundry services	\$ 339.00
E4851	13/11/2025	9028	Terry White Chemmart Esperance	Chemist supplies - EHC	\$ 489.95
E4851	13/11/2025	9075	WA Library Supplies	Library shelves & supplies	\$ 594.00
E4851	13/11/2025	9079	Gymcare	Gym equipment & spares	\$ 178.99
E4851	13/11/2025	9147	Key Pest and Weed Control	Pest control inspections & services	\$ 6,248.00
E4851	13/11/2025	9156	Bluemar Pty Ltd	Ground water monitoring services	\$ 8,800.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4851	13/11/2025	9163	Esperance Combined Tyres & Mechanical	Tyres, repairs & parts	\$ 2,935.00
E4851	13/11/2025	9218	Avantgarde Technologies Pty Ltd	Cloud connect subscription	\$ 3,893.56
E4851	13/11/2025	9236	T Stewarts Engineering	Steel supplies and maintenance	\$ 2,373.27
E4851	13/11/2025	9237	Esperance Metaland	Supply, fabricate, materials & parts	\$ 3,311.91
E4851	13/11/2025	9274	Gibson Soak Hotel	Client & volunteer meals & activities - EHC	\$ 48.00
E4851	13/11/2025	9306	Drake-Brockman Building and Construction	Building & construction works	\$ 439,571.29
E4851	13/11/2025	9362	Lorraine Poulos & Associates Pty Ltd	Consulting services - EHC	\$ 4,396.70
E4851	13/11/2025	9371	Adam Davey Consulting	Soil testing service	\$ 5,500.00
E4851	13/11/2025	9383	Casey Australia Tours	Books for resale - Visitors Centre	\$ 450.00
E4851	13/11/2025	9431	Dudley Newton Optometrists	Prescription eye wear	\$ 1,264.00
E4851	13/11/2025	9473	Banksia Park Farm Eggs	Consumables - EHC	\$ 75.00
E4851	13/11/2025	9503	EcoValley Honey - Winton Hughes	Consignment sales	\$ 133.20
E4851	13/11/2025	9531	Esperance Island Cruises	Bookeasy - Accommodation	\$ 3,248.50
E4851	13/11/2025	9558	Mackenzies Electrical Service Pty Ltd	Electrical services	\$ 1,721.72
E4851	13/11/2025	9578	Department of Mines, Industry Regulation and Safety	Building services levies fees - October 2025	\$ 8,907.66
E4851	13/11/2025	9639	Avon Waste	Rubbish & recycling collections	\$ 41,938.60
E4851	13/11/2025	9645	TPG Network Pty Ltd	Monthly subscription	\$ 130.90
E4851	13/11/2025	9775	B G & T Cartledge	Reimbursement	\$ 148.95
E4851	13/11/2025	9838	Blue Haven Shell Studio Accommodation	Bookeasy sales - Accommodation	\$ 455.80
E4851	13/11/2025	9857	D J Kennedy	Gardening services - EHC	\$ 143.00
E4851	13/11/2025	9874	Naturaliste Charters - Whale Watching	Bookeasy sales - Tours	\$ 247.50
E4851	13/11/2025	9878	Wildflora Factory Pty Ltd	Wildflower seeds for resale - Visitors Centre	\$ 520.30
E4851	13/11/2025	9894	Calibre Care	Mobility equipment & supplies - EHC	\$ 1,073.95
E4851	13/11/2025	9903	Rail Safety Solutions	Rail safety management plan consulting	\$ 2,499.75
E4851	13/11/2025	9913	Esperance Crane Hire	Crane hire	\$ 9,504.00
E4851	13/11/2025	10115	MBIT Technologies Pty Ltd	Monthly business SMS service	\$ 11.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4851	13/11/2025	10116	Settlement Hub WA	Settlement fees	\$ 7,714.90
E4851	13/11/2025	10139	Soggybones Pty Ltd	Skate coordination & pro skater - Edge of the Bay event	\$ 12,100.00
E4851	13/11/2025	10191	Silver Podiatry	Podiatry services - EHC	\$ 180.00
E4851	13/11/2025	10192	Esperance Gutter Cleaning	Gutter cleaning services	\$ 10,409.30
E4851	13/11/2025	10218	D B Ambrose	Gardening services - EHC	\$ 130.00
E4851	13/11/2025	10269	Lite N' Easy Pty Ltd	Meal preparation and delivery - EHC	\$ 1,107.90
E4851	13/11/2025	10358	Esperance Weekender	Advertising	\$ 1,022.00
E4851	13/11/2025	10416	J M Smith	Rent	\$ 600.00
E4851	13/11/2025	10466	35 Degrees South	Surveying services	\$ 2,585.00
E4851	13/11/2025	10518	Townzies Turf and Gardens	Gardening services	\$ 396.00
E4851	13/11/2025	10554	L P De Haas	Refund	\$ 100.00
E4851	13/11/2025	10577	Roo Brew Pty Ltd T/A Lucky Bay Brewery	Bar stock - Civic Centre	\$ 728.92
E4851	13/11/2025	10630	Le Grande Distillery Pty Ltd	Bar stock - Civic Centre	\$ 738.02
E4851	13/11/2025	10640	Bitutek Pty Ltd	Supply & install bitumen	\$ 586,498.22
E4851	13/11/2025	10649	Bitumen Distribution Pty Ltd	Supply & delivery bitumen	\$ 12,210.00
E4851	13/11/2025	10675	Archipelago Apartments	Bookeasy sales - Accommodation	\$ 792.00
E4851	13/11/2025	10706	BGL Solutions Pty Ltd	Turf renovations	\$ 46,970.00
E4851	13/11/2025	10798	Live Life Alarms / Flight Plan Digital	Annual renewal safety pendant monitoring - EHC client	\$ 90.00
E4851	13/11/2025	10848	Retravision Esperance - JAPMR Pty Ltd	Whitegoods and equipment	\$ 398.00
E4851	13/11/2025	10859	BM Electrical WA Pty Ltd (Lister)	Electrical services & equipment	\$ 14,797.90
E4851	13/11/2025	10888	Insulpo Pty Ltd T/A Sheridan's Badges	Staff name badges order	\$ 98.18
E4851	13/11/2025	10942	Thorp Realty Pty Ltd	Refund	\$ 4,671.78
E4851	13/11/2025	10956	MBL Food & Packaging T/A South Coast Food service	Consumables & supplies	\$ 2,784.28
E4851	13/11/2025	10958	Newsxpress Esperance Lottery Centre	Stationery & office supplies	\$ 74.97
E4851	13/11/2025	10985	Rebecca Staunton Physiotherapy	Physiotherapy services - EHC	\$ 2,623.50
E4851	13/11/2025	11012	Esperance Fresh Food Pty Ltd T/A IGA	Catering	\$ 157.15

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4851	13/11/2025	11017	D R Shilton	Jackpot winnings - Pay 10	\$ 150.00
E4851	13/11/2025	11053	David Macdermott T/A Mermaid Leather	Consignment sales	\$ 63.96
E4851	13/11/2025	11115	APLOMB Occupational Therapy	Occupational therapy services - EHC	\$ 390.00
E4851	13/11/2025	11172	E V Taylor	Refund	\$ 547.82
E4851	13/11/2025	11176	Tunstall Healthcare	Monitoring alarm & sim charges - EHC	\$ 62.60
E4851	13/11/2025	11191	Bay Diversified Pty Ltd	Weed control & spraying services	\$ 2,378.34
E4851	13/11/2025	11290	T A Herbert	Small community grant funding	\$ 500.00
E4851	13/11/2025	11316	BreezeConnect	Monthly subscription	\$ 48.50
E4851	13/11/2025	11330	S Starceвич	Refund	\$ 100.00
E4851	13/11/2025	11356	Good Chat Designs	Consignment sales	\$ 225.00
E4851	13/11/2025	11401	Levi's Woodworking	Consignment sales	\$ 324.00
E4851	13/11/2025	11405	Emperor's Garden Chinese Restaurant	Consumables	\$ 65.00
E4851	13/11/2025	11413	Apex Building Contractors	Construction works	\$ 2,711.94
E4851	13/11/2025	11431	Southern Suspension & 4x4 Centre	Servicing, equipment & repairs	\$ 1,718.00
E4851	13/11/2025	11435	Global Compliance Certification Pty Ltd	NDIS recertification review - EHC	\$ 1,958.00
E4851	13/11/2025	11439	Kath Guest t/as Heart of the Mallee	Consignment sales	\$ 40.00
E4851	13/11/2025	11492	Esperance Luxe Floral & Home Co	Wreath for Police Remembrance Day 2026	\$ 100.00
E4851	13/11/2025	11498	Paxon Consulting Group Pty Ltd	Esperance Airport runway upgrade business case	\$ 24,240.70
E4851	13/11/2025	11518	Mega Phones	Pendant monitoring - EHC	\$ 1,266.50
E4851	13/11/2025	11527	JA Miller & KL Miller T/A Pharkarwee	Wild dog baiting services	\$ 6,776.00
E4851	13/11/2025	11588	Green Thumb Gardening Esperance	Gardening services	\$ 550.00
E4851	13/11/2025	11611	Blue Dog Ag Mechanical Pty Ltd	Parts & supplies	\$ 274.24
E4851	13/11/2025	11618	Esperance Windscreens	Replacement windscreens	\$ 945.48
E4851	13/11/2025	11621	David John Coyne T/A Esperance Carpentry & Maintenance	Mobility & safety maintenance - EHC	\$ 698.50
E4851	13/11/2025	11675	Australian Baroque Ltd	Esperance Creativity in Schools project	\$ 730.68
E4851	13/11/2025	11702	JTC Contracting	Plant hire	\$ 28,099.50

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4851	13/11/2025	11706	L J Elder	Reimbursement	\$ 173.20
E4851	13/11/2025	11711	Supagas Pty Limited	Bulk & bottled gas supplies	\$ 1,291.37
E4851	13/11/2025	11751	Karli Rae Florisson	Consultant services - Museum	\$ 1,137.40
E4851	13/11/2025	11770	Blue Haven Properties (WA) Pty Ltd	Bookeasy - Accommodation	\$ 801.90
E4851	13/11/2025	11794	Proud Entertainment Group Pty Ltd	Performance fee & travel - A Night of A 1000 Divas	\$ 3,850.00
E4851	13/11/2025	11810	H A Greive	Reimbursement	\$ 880.10
E4851	13/11/2025	11814	GJ & JL Fisher	Plant hire	\$ 4,331.25
E4851	13/11/2025	11825	WorkFocus Australia Pty Ltd	Return to work consulting services	\$ 1,683.23
E4851	13/11/2025	11839	Absolute Hot Water & Gas	Plumbing services	\$ 1,471.86
E4851	13/11/2025	11844	Daniel Enterprises WA Pty Ltd	Mechanical parts, services and repairs	\$ 405.41
E4851	13/11/2025	11851	Pink Lake IGA	Consumables & supplies	\$ 560.30
E4851	13/11/2025	11855	Liquor Merchant Holdings	Refreshments	\$ 319.94
E4851	13/11/2025	11875	Celestial Nature	Consignment sales	\$ 220.80
E4851	13/11/2025	11898	SEA Heavy Diesel Pty Ltd	Mechanical parts, services and repairs	\$ 4,815.10
E4851	13/11/2025	11913	Madden Rural	Cement supplies	\$ 6,023.16
E4851	13/11/2025	11924	Oak Mechanical TA JK HD Mechanical	Mechanical parts, services and repairs	\$ 7,210.50
E4851	13/11/2025	11941	High Tide - Esperance	Bookeasy sales - Accommodation	\$ 642.42
E4851	13/11/2025	11944	Boharp T/as Esperance Plumbing Services	Plumbing services	\$ 5,242.94
E4851	13/11/2025	11950	Esperance & Districts Glass Pty Ltd	Glass repairs & services	\$ 330.00
E4851	13/11/2025	11978	G A McWilliam	Refund	\$ 100.00
E4851	13/11/2025	11979	David Ashley Photography	Farewell gift	\$ 165.00
E4851	13/11/2025	11980	Lock, Stock & Farrell Locksmith Pty Ltd	Key & lock parts & supplies	\$ 169.50
E4851	13/11/2025	11984	Raising Literacy Australia Incorporation	Training & education	\$ 150.00
E4851	13/11/2025	11990	L Bowkett	Small community grant funding	\$ 300.00
E4851	13/11/2025	11992	R Knox	Performance fee - Morning Melodies	\$ 200.00
E4851	13/11/2025	11993	E K Paterson	Refund	\$ 390.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4851	13/11/2025	11994	Old Time Holdings Pty Ltd	Refund	\$ 1,500.00
E4851	13/11/2025	11995	D E Johnson	Refund	\$ 1,160.33
E4851	13/11/2025	11996	Esperance Autos	Parts & supplies	\$ 440.00
E4851	13/11/2025	11998	S Waters	Small community grant funding	\$ 300.00
E4851	13/11/2025	12000	R B & D P Schmitt	Refund	\$ 796.90
E4851	13/11/2025	12001	T M Lee	Jackpot winnings - Pay 9	\$ 150.00
E4851	13/11/2025	12003	R Rudnytsky	Performance fee	\$ 2,000.00
E4851	13/11/2025	12004	C Batkin	Refund	\$ 30.00
E4851	13/11/2025	12005	Esperance Men's Darts Association Inc	Small community grant funding	\$ 3,000.00
E4851	13/11/2025	12006	P E Greig	Refund	\$ 1,659.68
E4851	13/11/2025	12007	M Green	Reimbursement	\$ 337.20
E4851	13/11/2025	12009	L F Basey-Fisher	Refund	\$ 110.00
E4851	13/11/2025	12010	S Allison	Refund	\$ 297.00
E4851	13/11/2025	12011	M J Baker	Refund	\$ 599.75
E4851	13/11/2025	12012	Coerco Pty Ltd	Irrigation parts & supplies	\$ 7,498.92
E4852	19/11/2025	26	Blackwoods Atkins	Parts & equipment	\$ 3,325.90
E4852	19/11/2025	47	B E Stearne & Co Pty Ltd	Reticulation supplies	\$ 6,086.10
E4852	19/11/2025	63	Bunnings Ltd*	Hardware	\$ 10,772.95
E4852	19/11/2025	112	Esperance Ag Services	Parts & equipment	\$ 1,468.60
E4852	19/11/2025	287	Swans Veterinary Services	Veterinary services	\$ 1,285.85
E4852	19/11/2025	323	Westrac Equipment Pty Ltd	New Caterpillar grader, plant parts & repairs	\$ 848,957.89
E4852	19/11/2025	707	Haslams	Protective clothing	\$ 4,172.00
E4852	19/11/2025	1259	South East Petroleum*	Fuel supplies	\$ 221,335.79
E4852	19/11/2025	1291	Sharpe Brothers Pty Ltd	Concrete supplies	\$ 165.00
E4852	19/11/2025	1307	Feature Paints	Paint supplies	\$ 2,757.30
E4852	19/11/2025	1461	Kip & Steve's Mechanical Repairs	Parts & supplies	\$ 943.06

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4852	19/11/2025	1485	Freight Lines Group	Freight charges	\$ 14,798.97
E4852	19/11/2025	1575	GPC Asia Pacific Pty Ltd/Repco	Automotive supplies	\$ 2,557.96
E4852	19/11/2025	2188	Star Transport	Freight charges	\$ 796.90
E4852	19/11/2025	2246	Cutting Edges Pty Ltd	Parts & supplies	\$ 3,171.50
E4852	19/11/2025	2297	Major Motors Pty Ltd	Parts & supplies	\$ 682.09
E4852	19/11/2025	2333	Winc Australia Pty Limited	Stationery & office supplies	\$ 2,548.75
E4852	19/11/2025	3366	Bullivants Pty Ltd	Equipment & parts	\$ 2,263.21
E4852	19/11/2025	3774	Goodchild Enterprises	Battery parts & supplies	\$ 1,057.10
E4852	19/11/2025	3898	Tutt Bryant Equipment	Parts & supplies	\$ 1,082.95
E4852	19/11/2025	4210	Farm & General EOPP	Parts & supplies	\$ 13,136.63
E4852	19/11/2025	5215	Public Transport Authority of WA	TransWA - October 2025	\$ 7,240.19
E4852	19/11/2025	5503	David Gray & Co Pty Ltd	Waste supplies & equipment	\$ 1,804.35
E4852	19/11/2025	5908	Heatley Sales Pty Ltd	Parts & spares	\$ 235.99
E4852	19/11/2025	6183	Kleen West	Cleaning supplies	\$ 9,984.73
E4852	19/11/2025	6407	Dell Australia Pty Limited	Computer supplies & equipment	\$ 10,956.40
E4852	19/11/2025	6714	Holcim Pty Ltd	Aggregate & kerbmix supplies	\$ 162,556.06
E4852	19/11/2025	6873	WT Hydraulics	Parts & supplies	\$ 472.28
E4852	19/11/2025	8581	Esperance Camping Galore T/A Barbeque Galore	Event supplies	\$ 299.96
E4852	19/11/2025	8959	Topsigns	Various signage supplies	\$ 2,598.64
E4852	19/11/2025	9006	Corsign WA Pty Ltd	Various signage supplies	\$ 11,666.05
E4852	19/11/2025	9022	AFGRI Equipment Australia Pty Ltd	Oil filter parts & spares	\$ 1,319.36
E4852	19/11/2025	9170	ThermoAir	Air conditioning services	\$ 4,151.69
E4852	19/11/2025	9188	Agwest Machinery	Parts & spares	\$ 1,504.59
E4852	19/11/2025	9210	McIntosh & Son W.A.	Parts & spares	\$ 1,243.22
E4852	19/11/2025	9428	Preview Industries Australia Pty Ltd	Library supplies	\$ 1,362.55
E4852	19/11/2025	9574	Clarke & Stokes Agriservices Pty Ltd	Parts & spares	\$ 7,247.70

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4852	19/11/2025	9681	Murphys Spray & Blast Equipment	Spray & blast equipment	\$ 2,223.07
E4852	19/11/2025	9948	Rotech Auto-Electrical and Mechanical	Parts, labour & servicing	\$ 143.43
E4852	19/11/2025	10701	Esperance Truck Pro Pty Ltd	Parts & spares	\$ 843.24
E4852	19/11/2025	10741	Esperance Rural Supplies - Elders	Materials & supplies	\$ 152.84
E4852	19/11/2025	10800	Airport Consultancy Group - Engineering	Airport upgrade consultant services	\$ 15,752.00
E4852	19/11/2025	10943	Kaebel Leisure Pty Ltd	Outdoor playground parts & equipment	\$ 4,334.00
E4852	19/11/2025	10993	Etech WA Pty Ltd T/As Esperance Communication	Printing charges, electronics supplies & services	\$ 5,899.26
E4852	19/11/2025	11082	South East Petroleum - BFB Accounts	Fuel supplies	\$ 2,318.61
E4852	19/11/2025	11160	Sigma Telford Group	Pool supplies & materials	\$ 643.72
E4852	19/11/2025	11211	Yungatha Pty Ltd	Traffic signage and road supplies	\$ 1,375.00
E4852	19/11/2025	11298	Alcolizer Technology Pty Ltd	Onsite drug & alcohol screening	\$ 2,044.89
E4852	19/11/2025	11378	Auscor Pty Ltd	Maintenance & materials	\$ 8,376.50
E4852	19/11/2025	11461	Welrick Transport Pty Ltd	Freight charges	\$ 86.85
E4852	19/11/2025	11546	ASV Sales & Service (WA) Pty Ltd	Parts & hardware	\$ 1,122.61
E4852	19/11/2025	11571	Wyoming Transport	Freight charges	\$ 12,978.26
E4852	19/11/2025	11840	Powerplant Motorcycles	Power tools, parts and equipment	\$ 3,076.25
E4852	19/11/2025	12017	D P Hawkins	Refund	\$ 40.50
E4853	21/11/2025	260	Horizon Power	Electricity charges	\$ 41,682.05
E4853	21/11/2025	290	Telstra	Telephone charges	\$ 1,185.80
E4853	21/11/2025	8081	Bond Administrator Department of Commerce	Bond	\$ 1,980.00
E4853	21/11/2025	8784	Sheriff's Office, Perth	Lodgement fees	\$ 177.00
E4853	21/11/2025	9997	Sandwai Pty Ltd	Monthly admin & mobile user fees - EHC	\$ 2,356.20
E4853	21/11/2025	11364	Ezidebit Pty Ltd	Ezidebit services - BOILC	\$ 616.64
E4854	24/11/2025	1469	Beachwind Enterprises Pty Ltd	Hire of earthmoving plant	\$ 48,943.40
E4854	24/11/2025	6014	Esperance Tree Lopping	Pruning and removal of trees and stumps	\$ 31,343.40
E4854	24/11/2025	6636	Esperance Earthworks Pty Ltd	Hire of earthmoving plant	\$ 140,888.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4854	24/11/2025	7679	G & B Haulage	Roadworks	\$ 43,197.00
E4854	24/11/2025	8230	Ballantyne Earthmoving	Hire of earthmoving plant and labour	\$ 37,152.50
E4854	24/11/2025	8317	Titan Contracting	Mowing services & traffic control	\$ 77,304.15
E4854	24/11/2025	10615	Quaintrelle (WA) Pty Ltd	Hire of street sweeper	\$ 24,239.35
E4854	24/11/2025	11537	CB Traffic Solutions Pty Ltd	Traffic control	\$ 28,433.38
E4855	27/11/2025	1	Australian Taxation Office	Payroll deduction	\$ 186,100.00
E4855	27/11/2025	100	Landgate	Title searches	\$ 48.48
E4855	27/11/2025	126	Esperance Electrical Service	Electrical services	\$ 5,261.00
E4855	27/11/2025	184	Best Western Hospitality Inn Esperance	Bookeasy sales - Accommodation	\$ 423.72
E4855	27/11/2025	187	Ixom Operations Pty Ltd	Cylinder & gas charges	\$ 2,813.45
E4855	27/11/2025	395	BOC Gases	Cylinder & gas charges	\$ 135.86
E4855	27/11/2025	410	Pink Lake Butchers	Consumables	\$ 1,396.95
E4855	27/11/2025	571	St John Ambulance Association in WA	First Aid and CPR training	\$ 269.00
E4855	27/11/2025	800	Civica Pty Limited	Initiation - P2P Invoicing module	\$ 5,350.40
E4855	27/11/2025	1148	Woodlands Distributors and Agencies	Dog waste bags	\$ 917.40
E4855	27/11/2025	1189	Esperance Senior High School	Donation	\$ 150.00
E4855	27/11/2025	1197	Six Mile Hill Bush Fire Brigade	Reimbursement	\$ 95.01
E4855	27/11/2025	1323	LGIS WA - WALGA Municipal Liability	Motor vehicle excess claim	\$ 1,000.00
E4855	27/11/2025	1400	Bayview Motel Esperance	Bookeasy sales - Accommodation	\$ 320.40
E4855	27/11/2025	1435	Carroll & Richardson - Flagworld	New street banners	\$ 1,624.10
E4855	27/11/2025	1469	Beachwind Enterprises Pty Ltd	Hire of earthmoving plant	\$ 6,764.45
E4855	27/11/2025	1550	Comfort Inn Bay of Isles	Bookeasy sales - Accommodation	\$ 349.20
E4855	27/11/2025	1662	Esperance Trim And Canvas	Canvas supplies	\$ 87.00
E4855	27/11/2025	1695	Bay of Isles Mini-Excavators	Plant hire, septic & grease trap services	\$ 950.00
E4855	27/11/2025	1863	Zipform Electronic Print & Mail	Preparation and delivery of second instalment rates notices	\$ 2,987.19
E4855	27/11/2025	2496	Professionals Esperance Real Estate	Rent	\$ 3,580.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4855	27/11/2025	2655	The Lions Club of Esperance	Consumables - EHC	\$ 152.00
E4855	27/11/2025	2763	Esperance Lock & Shoe Service	Key & lock supplies	\$ 455.95
E4855	27/11/2025	2828	Department of Fire and Emergency	Emergency services levy payments	\$ 330,564.33
E4855	27/11/2025	2861	Wongutha-CAPS School	Donation	\$ 150.00
E4855	27/11/2025	2881	Munglinup Primary School	Donation	\$ 75.00
E4855	27/11/2025	2927	Innertube Surf Shop	Skate decks for Edge of the Bay event	\$ 200.00
E4855	27/11/2025	3227	Esperance Fire Services	Hire & service of fire equipment	\$ 1,819.45
E4855	27/11/2025	3508	Noise and Vibration Measurement Systems	Calibration services for equipment	\$ 1,423.40
E4855	27/11/2025	3545	Look Brilliant Pty Ltd	Promotional materials	\$ 1,333.75
E4855	27/11/2025	3604	Kelyn Training Services	Training & education	\$ 550.00
E4855	27/11/2025	3835	WA Local Government Association	Training & education	\$ 166.50
E4855	27/11/2025	4148	Bay of Isles Community Outreach Inc	Confidential shredding	\$ 240.00
E4855	27/11/2025	4404	Wren Oil	Oil waste disposal services	\$ 412.50
E4855	27/11/2025	4553	CFC Holdings Pty Ltd	Parts & spares	\$ 797.84
E4855	27/11/2025	4567	WA Police Service	Volunteer Police checks - EHC	\$ 35.20
E4855	27/11/2025	4947	Toll Ipec Pty Ltd	Freight charges	\$ 266.75
E4855	27/11/2025	4989	Woolworths Group Limited*	Consumables & supplies	\$ 1,160.18
E4855	27/11/2025	5039	Department of Agriculture, Fisheries & Forestry	Audit services	\$ 681.00
E4855	27/11/2025	5042	Officeworks Business Direct	Stationery & office supplies	\$ 1,114.72
E4855	27/11/2025	5165	Driftwood Apartments	Bookeasy sales - Accommodation	\$ 423.00
E4855	27/11/2025	5448	Osborne Motor Bodies	Annual inspection and repairs	\$ 1,265.00
E4855	27/11/2025	5604	Esperance Milk Supply	Milk supplies	\$ 207.93
E4855	27/11/2025	5767	Seek Limited	Advertising positions vacant	\$ 1,320.00
E4855	27/11/2025	5793	Tradelink Esperance	Plumbing supplies	\$ 800.97
E4855	27/11/2025	6024	SeatAdvisor Pty Ltd	Ticket sales - October 2025	\$ 324.72
E4855	27/11/2025	6164	Data 3 Limited	Secure cloud backup services	\$ 630.53

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4855	27/11/2025	6221	PFD Food Services Pty Ltd	Consumables & supplies	\$ 1,906.15
E4855	27/11/2025	6537	ABCO Products Pty Ltd	Ablution supplies	\$ 1,153.16
E4855	27/11/2025	6552	Esperance Bird and Animal Park	Bookeasy sales - Accommodation	\$ 163.40
E4855	27/11/2025	6636	Esperance Earthworks Pty Ltd	Hire of earthmoving plant	\$ 10,516.00
E4855	27/11/2025	6641	DMS Diesels	Servicing, repairs & parts	\$ 15,109.86
E4855	27/11/2025	6765	D A Christie Pty Ltd	Public barbeque equipment & supplies	\$ 29,029.00
E4855	27/11/2025	7043	Connect Call Centre Services	Monthly call centre service	\$ 120.12
E4855	27/11/2025	7146	United Equipment Pty Ltd	Parts & supplies	\$ 102.92
E4855	27/11/2025	7279	S L Dahmen	Reimbursement	\$ 44.00
E4855	27/11/2025	7285	C M Hoffrichter	Jackpot winnings - Pay 11	\$ 150.00
E4855	27/11/2025	7438	Independence Australia	Nursing products & supplies - EHC	\$ 2,808.85
E4855	27/11/2025	7479	La Cabane Retreat	Bookeasy sales - Accommodation	\$ 1,247.00
E4855	27/11/2025	7583	Slimline Warehouse	Stationery & display materials - Museum	\$ 483.12
E4855	27/11/2025	7803	Dr T W Pearn	Pre-employment medical assessment	\$ 220.00
E4855	27/11/2025	7879	Drillers Ridge Pty Ltd - 8 Taylor St	Bookeasy sales - Accommodation	\$ 954.60
E4855	27/11/2025	8024	C A Poole	Consignment sales	\$ 44.00
E4855	27/11/2025	8459	Condingup Machinery Wreckers	Parts & supplies	\$ 84.26
E4855	27/11/2025	8467	Dixon Construction	Project retention	\$ 17,678.31
E4855	27/11/2025	8510	4 Cabling Pty Ltd	Parts & supplies	\$ 509.75
E4855	27/11/2025	8567	Esperance Mobility Sales & Service	Mobility equipment & supplies	\$ 335.00
E4855	27/11/2025	8626	Gower Industries	Parts & supplies	\$ 218.25
E4855	27/11/2025	8643	Aquamonix Pty Limited	Irrigation equipment	\$ 3,994.65
E4855	27/11/2025	8717	Western Irrigation Pty Ltd	Irrigation works - Grass Patch	\$ 44,070.01
E4855	27/11/2025	8757	JB Hi-Fi Group Pty Ltd	Computer equipment & supplies	\$ 357.53
E4855	27/11/2025	8768	Central Regional Tafe	Training & education	\$ 911.90
E4855	27/11/2025	8783	The Trustee for Recherche Medical	Pre-employment medical assessment	\$ 200.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4855	27/11/2025	8800	South Regional TAFE	Training and education	\$ 48.92
E4855	27/11/2025	8835	Sir Juice	Catering	\$ 175.40
E4855	27/11/2025	8914	Cleanaway Pty Ltd	Rubbish & recycling collections	\$ 3,577.10
E4855	27/11/2025	8972	Dunn's Cleaning Service Pty Ltd	Cleaning services	\$ 31,780.28
E4855	27/11/2025	8989	Envirolab Services (WA) Pty Ltd	Bore monitoring	\$ 4,121.27
E4855	27/11/2025	9138	Department of Biodiversity Conservation	Visitor park passes - Visitors Centre	\$ 4,500.00
E4855	27/11/2025	9147	Key Pest and Weed Control	Pest control inspections & services	\$ 3,630.00
E4855	27/11/2025	9207	Datacom Systems (AU) Pty Ltd	Printer toners & supplies	\$ 1,353.56
E4855	27/11/2025	9218	Avantgarde Technologies Pty Ltd	CCTV maintenance and cloud connect subscription	\$ 27,527.28
E4855	27/11/2025	9236	T Stewarts Engineering	Supply, fabricate, materials & parts	\$ 1,937.21
E4855	27/11/2025	9237	Esperance Metaland	Supply, fabricate, materials & parts	\$ 617.91
E4855	27/11/2025	9302	H & H Architects	Design and consulting works	\$ 76,638.93
E4855	27/11/2025	9308	Florissons Home Furnishers	Office furniture	\$ 2,300.00
E4855	27/11/2025	9415	J Bell	Poster delivery for events	\$ 200.00
E4855	27/11/2025	9473	Banksia Park Farm Eggs	Consumables - EHC	\$ 90.00
E4855	27/11/2025	9503	EcoValley Honey - Winton Hughes	Consignment sales	\$ 110.40
E4855	27/11/2025	9531	Esperance Island Cruises	Consignment sales	\$ 2,471.00
E4855	27/11/2025	9542	MCD Contracting Pty Ltd	Plant hire and assistance for fire mitigation incident	\$ 12,002.00
E4855	27/11/2025	9558	Mackenzies Electrical Service Pty Ltd	Electrical services	\$ 270.44
E4855	27/11/2025	9639	Avon Waste	Rubbish & recycling collections	\$ 93,570.24
E4855	27/11/2025	9783	J C Reynolds	Reimbursement	\$ 60.00
E4855	27/11/2025	9802	Yirri Grove Pty Ltd	Client meals & activities - EHC	\$ 80.00
E4855	27/11/2025	9832	RAC Tourism Assets Pty Ltd	Bookeasy sales - Accommodation	\$ 108.00
E4855	27/11/2025	9838	Blue Haven Shell Studio Accommodation	Bookeasy sales - Accommodation	\$ 597.70
E4855	27/11/2025	9911	B D Partington Building Contractors	Design & construction works	\$ 10,927.50
E4855	27/11/2025	10142	R-Group International Pty Ltd	Teams phone package - October 2025	\$ 3,240.88

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4855	27/11/2025	10166	The Trustee for GCM Agencies Unit	Parts & supplies	\$ 2,238.50
E4855	27/11/2025	10192	Esperance Gutter Cleaning	Gutter cleaning services	\$ 5,775.00
E4855	27/11/2025	10218	D B Ambrose	Gardening services	\$ 585.00
E4855	27/11/2025	10229	D1 Store Pty Ltd	Annual software subscription	\$ 2,600.00
E4855	27/11/2025	10269	Lite N' Easy Pty Ltd	Meal preparation and delivery - EHC	\$ 1,544.34
E4855	27/11/2025	10358	Esperance Weekender	Advertising	\$ 1,374.00
E4855	27/11/2025	10400	Eco Shark Barrier Pty Ltd	Maintenance, inspection and repairs	\$ 31,570.00
E4855	27/11/2025	10416	J M Smith	Rent	\$ 600.00
E4855	27/11/2025	10518	Townzies Turf and Gardens	Gardening services - EHC	\$ 448.25
E4855	27/11/2025	10565	Food Safety Plus Pty Ltd	Regulatory food safety audit	\$ 1,137.86
E4855	27/11/2025	10702	JLM Surveys Pty Ltd	Surveyor services	\$ 2,200.00
E4855	27/11/2025	10713	Moore Australia Audit (WA)	Auditing charges	\$ 2,640.00
E4855	27/11/2025	10757	In Motion Esperance	Pre-employment medical assessment	\$ 440.00
E4855	27/11/2025	10835	Premium Publishers - Vanguard	Advertising	\$ 3,465.00
E4855	27/11/2025	10867	Department of the Premier and Cabinet	Fire hazard reduction notice publication	\$ 372.69
E4855	27/11/2025	10888	Insculpo Pty Ltd T/A Sheridan's Badges	Staff name badge order	\$ 314.33
E4855	27/11/2025	10931	Safetek Solutions Pty Ltd	Parts & supplies	\$ 172.15
E4855	27/11/2025	10942	Thorp Realty Pty Ltd	Rent	\$ 1,240.00
E4855	27/11/2025	10949	Bistro Louis Pty Ltd	Catering - Seniors Christmas event	\$ 13,455.00
E4855	27/11/2025	10956	MBL Food & Packaging T/A South Coast Food Service	Consumables and supplies	\$ 3,716.56
E4855	27/11/2025	10958	Newsxpress Esperance Lottery Centre	Stationery & office supplies	\$ 2,049.16
E4855	27/11/2025	10964	Boulevard News Esperance	Stationery & office supplies	\$ 177.15
E4855	27/11/2025	10985	Rebecca Staunton Physiotherapy	Physiotherapy services - EHC	\$ 1,303.50
E4855	27/11/2025	11012	Esperance Fresh Food Pty Ltd T/A IGA	Consumables & supplies	\$ 71.49
E4855	27/11/2025	11034	Cloud Eleven Esperance Pty Ltd	Client meals and activities - EHC	\$ 437.40
E4855	27/11/2025	11053	David Macdermott T/A Mermaid Leather	Consignment sales	\$ 24.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4855	27/11/2025	11110	Esperance Outdoor Power Equipment	Power tools & equipment	\$ 1,198.00
E4855	27/11/2025	11191	Bay Diversified Pty Ltd	Weed monitoring & control services	\$ 2,861.49
E4855	27/11/2025	11244	Motel Brothers Pty Ltd T/as The Jetty Motel	Bookeasy sales - Accommodation	\$ 324.00
E4855	27/11/2025	11271	Coldtrek Distribution Group	Consumables - BOILC	\$ 376.30
E4855	27/11/2025	11348	B L Hough-Neilson	Reimbursement	\$ 188.97
E4855	27/11/2025	11356	Good Chat Designs	Consignment sales	\$ 362.00
E4855	27/11/2025	11371	G M Mais	Jackpot winnings - Pay 11	\$ 150.00
E4855	27/11/2025	11384	CNE Ag Innovations Pty Ltd	Repairs, parts and supplies	\$ 434.50
E4855	27/11/2025	11401	Levi's Woodworking	Consignment sales	\$ 115.20
E4855	27/11/2025	11431	Southern Suspension & 4x4 Centre	Servicing, repairs & parts	\$ 7,118.70
E4855	27/11/2025	11435	Global Compliance Certification Pty	NDIS re-certification audit - Stage 2	\$ 3,916.00
E4855	27/11/2025	11439	Kath Guest t/as Heart of the Mallee	Consignment sales	\$ 20.00
E4855	27/11/2025	11518	Mega Phones	Monthly pendant monitoring & equipment	\$ 854.00
E4855	27/11/2025	11588	Green Thumb Gardening Esperance	Gardening services	\$ 44.00
E4855	27/11/2025	11609	Dohoa Design	Graphic design services	\$ 600.00
E4855	27/11/2025	11611	Blue Dog Ag Mechanical PTY LTD	Hydraulic fittings & parts	\$ 28.27
E4855	27/11/2025	11613	Meals on Wheels WA Inc	Annual membership	\$ 100.00
E4855	27/11/2025	11659	Esperance Toy Library Incorporated	Small community grant funding	\$ 500.00
E4855	27/11/2025	11669	K L Bridges	Refund	\$ 910.00
E4855	27/11/2025	11698	Bookeasy Australia Pty Ltd	Monthly commission charges	\$ 392.19
E4855	27/11/2025	11711	Supagas Pty Limited	Gas bulk & bottle charges	\$ 1,858.80
E4855	27/11/2025	11717	Enhanced Design & Drafting (N&T Lang)	Drafting services	\$ 1,886.50
E4855	27/11/2025	11751	Karli Rae Florisson	Consignment sales	\$ 124.80
E4855	27/11/2025	11764	U O Painelaf	Reimbursement	\$ 500.60
E4855	27/11/2025	11839	Absolute Hot Water & Gas	Plumbing services	\$ 860.49
E4855	27/11/2025	11844	Daniel Enterprises WA PTY LTD	Mechanical, repairs and parts	\$ 665.50

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4855	27/11/2025	11851	Pink Lake IGA	Consumables & supplies	\$ 641.00
E4855	27/11/2025	11875	Celestial Nature	Consignment sales	\$ 81.60
E4855	27/11/2025	11898	SEA Heavy Diesel Pty Ltd	Servicing, repairs and parts	\$ 4,294.65
E4855	27/11/2025	11901	Esperance Auto Detailing	Vehicle detailing services	\$ 300.00
E4855	27/11/2025	11902	Starceвич Electrical	Electrical services	\$ 1,551.15
E4855	27/11/2025	11924	Oak Mechanical TA JK HD Mechanical	Mechanical services	\$ 7,867.42
E4855	27/11/2025	11944	Boharp T/as Esperance Plumbing Services	Plumbing services	\$ 7,726.03
E4855	27/11/2025	11961	Ctrl+Create	Photography services	\$ 665.00
E4855	27/11/2025	11997	Luxe Floral and Home Co	Flowers	\$ 260.00
E4855	27/11/2025	12008	T Edwards	Refund	\$ 30.00
E4855	27/11/2025	12015	S L Thomas	Refund	\$ 1,703.60
E4855	27/11/2025	12016	Tracey Henderson Consulting Pty Ltd	Training & education	\$ 5,373.00
E4855	27/11/2025	12018	D Adams	Refund	\$ 30.00
E4855	27/11/2025	12020	N R Dunham	Refund	\$ 140.00
E4855	27/11/2025	12025	C L Oversby	Reimbursement	\$ 374.50
E4855	27/11/2025	12026	L G May	Refund	\$ 297.00
E4855	27/11/2025	12027	Jugal Investments Pty Ltd	Refund	\$ 1,718.00
E4855	27/11/2025	12028	D J Andre	Refund	\$ 100.00
E4855	27/11/2025	12029	M T Brown	Reimbursement	\$ 1,397.00
E4855	27/11/2025	12030	T L Fisher	Reimbursement	\$ 14,073.00
E4856	28/11/2025	32	Australia Post	Postage	\$ 4,820.03
E4856	28/11/2025	260	Horizon Power	Electricity charges	\$ 12,797.34
E4856	28/11/2025	290	Telstra	Telephone charges	\$ 1,019.74
E4856	28/11/2025	392	Water Corporation	Water usage charges	\$ 1,167.66
E4856	28/11/2025	9321	Superchoice Services Pty Limited	Superannuation payment	\$ 142,148.74
Total Creditor payments made by EFT from Municipal Fund					\$ 5,253,740.63

Item: 12.3.2

Financial Services Report - December 2025

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

File Ref: D25/33673

Executive Summary

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

Strategic Implications

Council Plan 2022 – 2032

Leadership

A financially sustainable and supportive organisation achieving operational excellence

Attachments

A₁. Monthly Financial Report November 2025

Officer's Recommendation

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

Voting Requirement Simple Majority



SHIRE OF ESPERANCE

MONTHLY FINANCIAL MANAGEMENT REPORTS

(Incorporating Statement of Financial Activity)

NOVEMBER 2025

CORPORATE & COMMUNITY SERVICES

MANAGER FINANCIAL SERVICES COMPILATION REPORT

MEETING DATE:	16 DECEMBER 2025
ACCOUNTING PERIOD:	PERIOD ENDED 30 NOVEMBER 2025
MATERIALITY THRESHOLD:	\$100,000 OR 10%

OVERVIEW

The Statement of Financial Activity shows a surplus at 30 November of \$24,087,445.

RATES COLLECTED

Rates collected at the end of November were 82.96%. Collections at the same time last year were 83.38%.

2025-2026 FINANCIAL YEAR

Audit attended the Shire of Esperance from 16 - 19 September. This final audit will review the last 5 months of transactions, end of financial year reconciliations as well as the draft financial statements. The finance team are finalising this process, with the Audit Exit Meeting scheduled for early December. Due to amendments made when preparing the financials, there is additional surplus of circa \$14,598. Following completion of audit, this movement will be put forward for Council's review.

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. On November 04, 2025, Federal Government announced a \$5 million support program for regional and remote airports affected by Rex Airlines' voluntary administration. The Shire will monitor this program and apply for funding where able.

WORKING CAPITAL

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

Current surplus at the end of October is \$24,087,445. 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.

Liquidity (surplus) is circa \$850k down compared to the same time last year, this is due to an increase in capital expenditure year to date in comparison with previous year mainly attributable to the replacement of Graham Mackenzie Stadium. Grant funding is expected to be received later in the financial year and a loan is budgeted and will be actioned when the total cost of the project is known.

Unrestricted cash at bank is \$51,953,571 and this is shown on the Statement of Financial Position. Reserve balance is \$30,975,063, also shown on the Statement of Financial Position.

Sarah Bridge
Corporate Accountant

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

	2025-26 Budget	2025-26 Budget YTD	2025-26 Actual YTD
	\$	\$	\$
Revenue			
Rates	28,077,679	27,696,232	27,973,622
Grants, subsidies and contributions	11,778,094	5,114,060	4,869,510
Fees and charges	12,565,051	6,546,901	7,334,292
Interest revenue	1,801,500	430,903	657,926
Other revenue	2,058,999	330,954	532,537
	56,281,323	40,119,050	41,367,886
Expenses			
Employee costs	(25,013,978)	(10,410,862)	(9,895,394)
Materials and contracts	(19,777,450)	(5,023,743)	(5,485,340)
Utility charges	(1,476,201)	(504,368)	(505,679)
Depreciation	(23,684,722)	(9,742,871)	-
Finance costs	(83,670)	(8,429)	(11,687)
Insurance	(958,994)	(958,805)	(914,431)
Other expenditure	(865,739)	(508,290)	(542,287)
	(71,860,754)	(27,157,368)	(17,354,818)
	(15,579,431)	12,961,682	24,013,068
Capital grants, subsidies and contributions	36,174,101	4,399,160	4,634,140
Profit on asset disposals	199,233	-	-
Loss on asset disposals	(75,216)	-	-
	36,298,118	4,399,160	4,634,140
Net result for the period	20,718,687	17,360,842	28,647,209
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	20,718,687	17,360,842	28,647,209

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

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

	2025-26 Budget (a)	2025-26 Budget YTD (b)	2025-26 Actual YTD (c)	2025-26 Variance (c)-(b) ((c)-(b))/(b)	
	\$	\$	\$	\$	%
OPERATING ACTIVITIES					
Revenue from operating activities					
Rates	28,077,679	27,696,232	27,973,622	277,390	1%
Grants, subsidies and contributions	11,778,094	5,114,060	4,869,510	(244,550)	-5%
Fees and charges	12,565,051	6,546,901	7,334,292	787,391	12%
Interest revenue	1,801,500	430,903	657,926	227,023	53%
Other revenue	2,058,999	330,954	532,537	201,583	61%
Profit on asset disposals	199,233	-	-	-	
	56,480,556	40,119,050	41,367,887	1,248,837	3%
Expenditure from operating activities					
Employee costs	(25,013,978)	(10,410,862)	(9,895,394)	515,468	-5%
Materials and contracts	(19,552,450)	(5,023,743)	(5,485,340)	(461,597)	9%
Utility charges	(1,476,201)	(504,368)	(505,679)	(1,311)	0%
Depreciation	(23,684,722)	(9,742,871)	-	9,742,871	-100%
Finance costs	(83,670)	(8,429)	(11,687)	(3,258)	39%
Insurance	(958,994)	(958,805)	(914,431)	44,374	-5%
Other expenditure	(865,739)	(508,290)	(542,287)	(33,997)	7%
Loss on asset disposals	(75,216)	-	-	-	
	(71,710,970)	(27,157,368)	(17,354,818)	9,802,550	-36%
TOTAL OPERATING ACTIVITIES	(15,230,414)	12,961,682	24,013,069	11,051,387	85%
NON-OPERATING ACTIVITIES					
Inflows from non-operating activities					
Capital grants, subsidies and contributions	36,174,101	4,399,160	4,634,140	234,980	5%
Proceeds from disposal of assets	1,345,000	-	273,069	273,069	
Proceeds - self supporting loans	107,724	47,382	47,382	-	0%
Proceeds on other loans and receivables	2,734,907	-	-	-	
	40,361,732	4,446,542	4,954,591	508,049	11%
Outflows from non-operating activities					
Right of use assets received - non cash	-	-	-	-	
Payments for land held for resale	(1,000,000)	-	(2,123)	(2,123)	
Payments for property, plant and equipment	(49,532,881)	(3,883,853)	(9,192,798)	(5,308,945)	137%
Payments for construction of infrastructure	(19,865,154)	(5,588,507)	(6,144,110)	(555,603)	10%
Repayment of Borrowings	(167,663)	(38,608)	(38,609)	(1)	0%
	(70,565,698)	(9,510,968)	(15,377,640)	(5,866,672)	62%
TOTAL NON-OPERATING ACTIVITIES	(30,203,966)	(5,064,426)	(10,423,049)	(5,358,623)	106%
NON CASH AMOUNTS EXCLUDED					
Depreciation	23,684,722	9,742,871	-	(9,742,871)	-100%
Loss on asset disposals	75,216	-	-	-	
Profit on asset disposals	(199,233)	-	-	-	
Provisions & accruals	279,652	363	85,099	84,736	23343%
Movement of Non-Current Receivables	-	-	300	300	
TOTAL NON-CASH AMOUNTS EXCLUDED	23,840,357	9,743,234	85,399	(9,657,835)	-99%
MOVEMENT IN SURPLUS OR DEFICIT					
Surplus at the start of the financial year	2,795,133	2,795,133	2,809,731	14,598	1%
Amount attributable to operating Activities	(15,230,414)	12,961,682	24,013,069	11,051,387	85%
Amount attributable to non-operating Activities	(30,203,966)	(5,064,426)	(10,423,049)	(5,358,623)	106%
Non-cash amounts excluded	23,840,357	9,743,234	85,399	(9,657,835)	-99%
Reserve Movements	18,754,453	2,151,406	7,602,295	5,450,889	253%
Surplus/(deficit) remaining after the imposition of general rates	(44,437)	22,587,029	24,087,445	1,500,416	7%

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

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

	2025-26 YTD	2024-25 Actuals
	\$	\$
CURRENT ASSETS		
Cash & cash equivalents	51,953,571	47,273,666
Trade & other receivables	8,089,342	1,261,614
Inventories	1,148,882	958,766
TOTAL CURRENT ASSETS	61,191,795	49,494,046
NON-CURRENT ASSETS		
Other receivables	1,022,896	1,023,196
Inventories	3,859,610	3,859,610
Property, plant & equipment	133,767,622	133,767,622
Infrastructure	600,823,100	600,823,100
TOTAL NON-CURRENT ASSETS	739,473,228	739,473,528
TOTAL ASSETS	800,665,023	788,967,574
CURRENT LIABILITIES		
Trade & other payables	3,163,398	5,476,353
Borrowings	198,648	198,648
Provisions	3,986,758	3,750,937
Other current liabilities	184,565	-
TOTAL CURRENT LIABILITIES	7,533,369	9,425,938
NON-CURRENT LIABILITIES		
Borrowings	1,538,850	1,538,850
Provisions	5,324,408	5,324,408
TOTAL NON-CURRENT LIABILITIES	6,863,258	6,863,258
TOTAL LIABILITIES	14,396,627	16,289,196
NET ASSETS	786,268,396	772,678,378
EQUITY		
Revaluation surplus	402,620,856	402,620,856
Reserve accounts	30,975,063	38,577,357
Retained surplus	352,672,477	331,480,165
TOTAL EQUITY	786,268,396	772,678,378

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

	2025-26 YTD	2024-25 Actuals
	\$	\$
CURRENT ASSETS		
Cash & cash equivalents	51,953,571	47,273,666
Trade & other receivables	8,089,342	1,261,614
Inventories	1,233,287	1,043,171
TOTAL CURRENT ASSETS	61,276,200	49,578,451
CURRENT LIABILITIES		
Trade & other payables	3,163,397	5,476,353
Borrowings	198,648	198,648
Provisions	3,986,758	3,750,937
Other current liabilities	184,565	-
TOTAL CURRENT LIABILITIES	7,533,368	9,425,938
NET ASSETS	53,742,832	40,152,513
Less: Total adjustments to net current assets	(29,655,387)	(37,342,782)
Closing funding surplus/(deficit)	24,087,445	2,809,731
Current assets and liabilities excluded from budgeted deficiency		
Adjustments to net current assets		
Less: Reserve account	(30,975,061)	(38,577,357)
Less: Financial assets at amortised costs - Self Supporting Loans	(95,696)	(95,696)
Less: Land held for resale	(600,000)	(600,000)
Add: Current liabilities not expected to be cleared at end of year		
-Current portion of lease liabilities	43,013	43,013
-Current portion of borrowings	155,635	155,635
-Current portion of employee benefit expense held in reserve	1,816,722	1,731,623
Toal adjustments to net current assets	(29,655,387)	(37,342,782)

SHIRE OF ESPERANCE
EXPLANATION OF MATERIAL VARIANCES
FOR THE PERIOD ENDED 30 NOVEMBER 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 2025-26 year is \$100,000 or 10.00%.

Description	Var. \$	Var. %
	\$	%
Revenue from operating activities		
Rates	277,390	1.00%
Ex Gratia rates received earlier than budget expectations. Budget phasing for this area will be corrected during budget review.		Timing
Grants, subsidies and contributions	(244,550)	(4.78%)
Home Care Program Federal funding tracking behind budget scheduling.		Timing
Federal Assistance Grants came in below budget expectations.		Permanent
Fees and charges	787,391	12.03%
Fees and charges relating to Waste Management, particularly bin pick ups, are tracking above budget expectations for this time of year. Budget phasing will be adjusted for this area during budget review. Airport fees and charges are also tracking ahead of budget expectations, particularly landing fees.		Timing
Interest revenue	227,023	52.69%
Interest earned on reserves are tracking ahead of budget expectations.		Timing
Other revenue	201,583	60.91%
New insurance payments received during the year.		Permanent
Expenditure from operating activities		
Employee costs	515,468	(4.95%)
Fewer high level Home Care clients are resulting in a reduction in employee costs. Labour oncosts recovery rates and vacancies across multiple areas are also contributing to the variance.		Timing
Materials and contracts	(461,597)	9.19%
Roads and Streets operating costs are tracking ahead of schedule, particularly for town roads. Overhead recovery on plant is tracking behind expectations for this time of the year.		Timing
Depreciation	9,742,871	(100.00%)
Depreciation to be completed in December once audit has been finalised and GL has been rolled.		Timing
Finance costs	(3,258)	38.65%
Variance due to self supporting loan interest payments. These are on track as per WATC for 2025/2026 and phasing will be corrected during budget review.		Timing
Inflows from non-operating activities		
Proceeds from capital grants, subsidies and contributions	234,980	5.34%
Revenue relating to GMS building project received earlier than budget expectations.		Timing
Proceeds from disposal of assets	273,069	
Sales of lots in Flinders are ahead of budget expectations.		Timing
Outflows from non-operating activities		
Payments for property, plant and equipment	(5,308,945)	136.69%
Construction of the Graham Mackenzie Stadium is tracking ahead of budget expectations, as are purchases of heavy vehicles.		Timing
Payments for construction of infrastructure	(555,603)	9.94%
Rural roads works are tracking ahead of budget expectations.		Timing
Reserve Movements	5,450,889	253.36%
Variance due to budget phasing on transfers to reserves. This will be corrected during budget review. Transfers from reserves have been processed ahead of expectations, to cover ongoing projects.		Timing



OTHER REPORTS AND GRAPHS

NOVEMBER 2025

SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.80 M	\$2.80 M	\$2.81 M	\$0.01 M
Closing	(\$0.04 M)	\$22.59 M	\$24.09 M	\$1.50 M

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables			Receivables		
	\$51.95 M	% of total		\$2.31 M	% Outstanding		\$6.83 M	% Collected
Unrestricted Cash	\$20.98 M	40.4%	Trade Payables	\$1.27 M		Rates Receivable	\$5.47 M	83.0%
Restricted Cash	\$30.98 M	59.6%	0 to 30 Days	\$1.27 M	100.0%	Trade Receivable	(\$0.01 M)	% Outstanding
			Over 30 Days	\$0.00 M	0.0%	Over 30 Days	(\$0.46 M)	(6.8%)
			Over 90 Days	\$0.00 M	0.0%	Over 90 Days	\$0.45 M	6.6%

Key Operating Activities

Amount attributable to operating			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$15.23 M)	\$12.96 M	\$24.01 M	\$11.05 M

Refer to Statement of Financial Activity

Rates Revenue			Grants and Contributions			Fees and Charges		
YTD Actual	\$27.97 M	% Variance	YTD Actual	\$4.87 M	% Variance	YTD Actual	\$7.33 M	% Variance
YTD Budget	\$27.70 M	1.0%	YTD Budget	\$5.11 M	(4.8%)	YTD Budget	\$6.55 M	12.0%

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)
(\$30.20 M)	(\$5.06 M)	(\$10.42 M)	(\$5.36 M)

Refer to Statement of Financial Activity

Proceeds on sale			Asset Acquisition			Capital Grants		
YTD Actual	\$0.27 M	%	YTD Actual	(\$15.34 M)	% Spent	YTD Actual	\$4.63 M	% Received
Adopted Budget	\$0.00 M		Adopted Budget	(\$9.47 M)	61.9%	Adopted Budget	\$4.40 M	5.3%

Borrowings			Reserves		
Principal repayments	\$0.04 M		Reserves balance	\$30.98 M	
Interest expense	\$0.01 M		Net Movement	(\$7.60 M)	

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

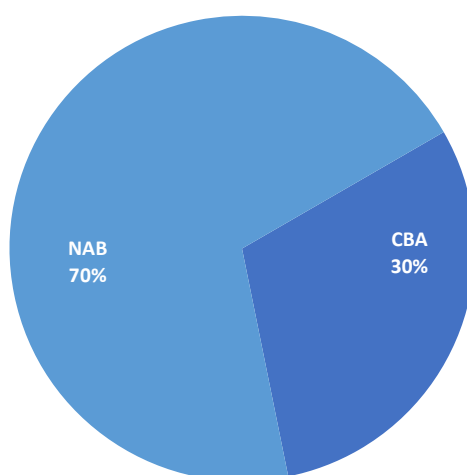
**SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025**

2 KEY INFORMATION - INVESTMENTS

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

(a) Cash investments

Diversification of Investments



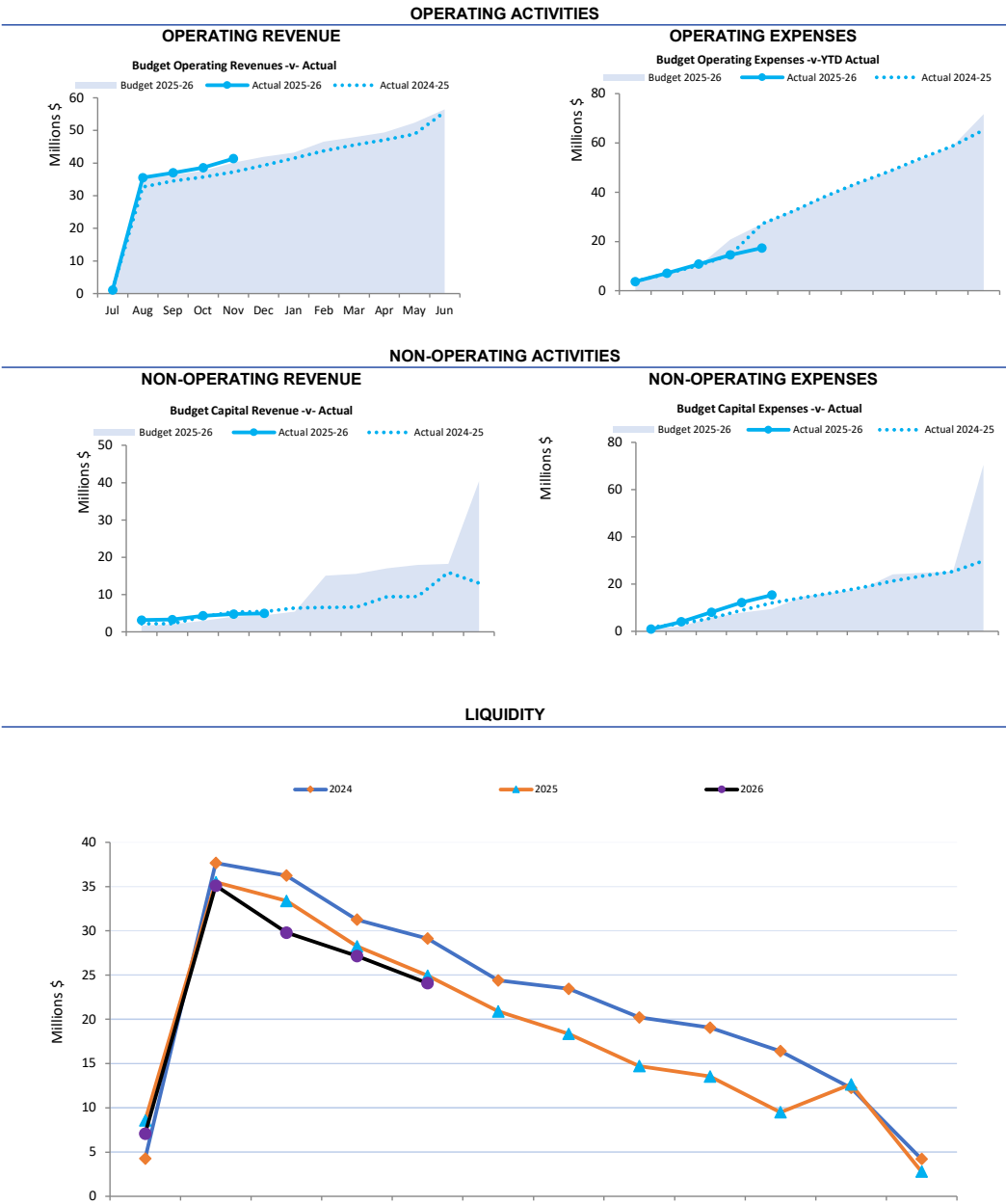
Finance Institution	Amount	Rate	Term	Maturity	Type of Investment
NAB	\$ 5,000,000	4.15%	90	11-Dec-25	Term Deposit - Muni
NAB	\$ 5,000,000	4.10%	124	05-Jan-26	Term Deposit - Muni
NAB	\$ 4,000,000	4.10%	120	18-Feb-26	Term Deposit - Reserve
NAB	\$ 4,000,000	4.10%	120	18-Feb-26	Term Deposit - Reserve
NAB	\$ 5,000,000	4.10%	120	18-Feb-26	Term Deposit - Reserve
CBA	\$ 5,000,000	4.17%	90	24-Feb-26	Term Deposit - Muni
NAB	\$ 5,000,000	4.20%	180	11-Mar-26	Term Deposit - Reserve
NAB	\$ 5,000,000	4.25%	180	24-Mar-26	Term Deposit - Reserve
NAB	\$ 3,000,000	4.25%	180	24-Mar-26	Term Deposit - Reserve
CBA	\$ 5,575,614	3.45%	N/A	N/A	Business Online Saver - Muni
CBA	\$ -	0.25%	N/A	N/A	Cash Deposit A/C - Muni
CBA	\$ 4,971,273	3.45%	N/A	N/A	Business Online Saver - Reserves
CBA	\$ -	0.25%	N/A	N/A	Cash Deposit A/C - Reserves
	\$ 51,546,888				

(b) Investment Interest Earnings

	Budget	YTD Interest
Municipal	225,584	158,482
Reserve	96,445	385,200

SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 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 months financial report.

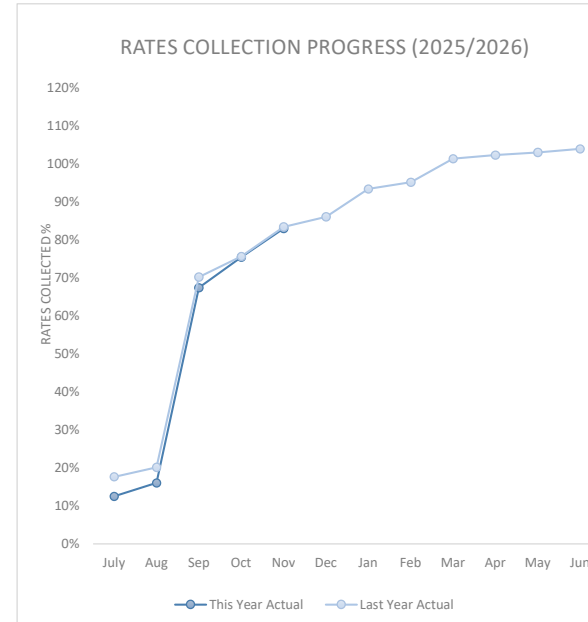
The current year to date value is graphed against the immediate past year as a comparative.

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

4 SUMMARY OF RATE, RUBBISH AND ESL CHARGE DEBTORS

Outstanding Rates 2025/2026

Arrears at 1st July 2025	279,544
Pensioner Deferred Rates at 1st July 2025	128,148
Rates Levied	26,707,140
Waste Charges Levied	4,345,774
ESL Levied	1,027,583
Other Charges Levied	103,245
Total Levied 2025/2026	32,183,742
Less Collections	(27,085,078)
Total Current and Arrears Outstanding	5,538,082
% Collected	82.96%
Pensioners on Instalments	293,206
Non Pensioners on Instalments	4,708,351
Pensioners with Due Date 30/06/2026	188,927
Outstanding with no Instalment Option	846,728
Prepayments	(508,980)
Interims	9,850
Total Current and Arrears Outstanding	5,538,082



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

5 BUDGET AMENDMENTS

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

Account #	Description	Council Ref	Net Change	Amended Budget Running Balance \$
	2025/26 Budget Estimated Surplus/(Deficit)			(44,437)
01-8080-705-664	Esperance SES Off-Road ATV	O1125-049	43,300	(1,137)
01-8080-150-762	DFES Reimbursement	O1125-049	(43,300)	(44,437)
01-8080-190-972	Disposal of 2008 Polaris ATV	O1125-049	(10,000)	(54,437)
	Plant Reserve	O1125-049	10,000	(44,437)
01-7730-705-663	BOILC AHU Replacement	O1125-050	138,390	93,953
01-7730-955-900	Building Maintenance Reserve	O1125-050	(138,390)	(44,437)
Amended Budget as per Council Resolution				(44,437)

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

6 GENERAL RECEIVABLES

	Current \$	30 Days \$	60 Days \$	90 Days \$	90+Days \$	Total \$
General Receivables	323,896	70,470	107,141	39,083	449,667	990,258
Percentage	32.71%	7.12%	10.82%	3.95%	45.41%	

90+Days Represented by:

Government Grants	0
Contributions & Reimbursements	2,795
Loan Repayments	0
Fees and Charges	446,872
Private Works	0
Proceeds Sale of Assets	0
	<hr/> 449,667

Amounts shown above include GST (where applicable)

**SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 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 2024-2025	Balance 30/11/2025
Contributions to Public Open Space	221,039	
Shire of Esperance		52,943
S D Staines		17,912
Fiume Nel Terra Developments Pty Ltd		120,622
Esplanade Investments		32,868
Other	12,136	
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	765,645	
Esperance Bay Turf Club - Optus Rent of Land Turf Club		26,446
Activ Foundation Inc - Community Fundraising		21,403
Indoor Sports Stadium Mangement - GMS Funds		0
Adventureland Management Committee Inc		3,538
Telstra Corporation Ltd		11,541
Elsie Cox Testamentary Trust EHC		240,231
Totals	998,820	539,641

Item: 12.3.3

Policy Review - Executive Services

Author/s	Sarah Walsh	Coordinator Governance & Corporate Support
Authorisor/s	Shane Burge	Chief Executive Officer

File Ref: D25/34674

Applicant

Internal

Location/Address

N/A

Executive Summary

For Council to review the section of the Policy Manual that relates to Executive Services.

Recommendation in Brief

That Council endorse the Executive Services policies inclusive of amendments, inclusions and deletions as reviewed.

Background

A review of Council Policies is recommended to take place every two years, in line with Council elections to ensure that the Policies are in keeping with community expectations, relevance and current requirements.

Officer's Comment

The following is a summary of recommended changes to the Executive Services policies. Please refer to Attachment A for policy details.

Policy Name	New Ref No.	Recommended Amendment
Public Land Asset Strategy	POL 0032	No change
Approval to Hold a Civic Reception	POL 0033	No change
Elected Member Entitlements	POL 0034	Include agenda briefing in meeting category table. Increase child care reimbursement to \$35 per hour. Inclusion of Bay of Isles usage.
Senior Employees	POL 0035	No change
Execution of Documents and Common Seal Usage	POL 0036	Minor adjustment to Authorised Officer definition
Legal Representation Cost Indemnification	POL 0037	No change
Conferring of Honours	POL 0038	Minor adjustment to Freeman of the Shire definition
Presentation of a Shire Plaque of the Council Crest	POL 0039	No change
Vandalism Rewards	POL 0040	Update title to Vandalism Information Reward.
External Committee Representation	POL 0041	No change
Community Engagement	POL 0042	Rewrite purpose and scope sections. Amend definitions for Community, Community Engagement and Strategy. Delete policy, procedure, guide definitions. Rewrite practice

		section, including insertion of new engagement spectrum.
Use and Storage of Presidential Chain	POL 0043	No change
Live Streaming and Recording of Meetings	POL 0044	Update second paragraph of 'Meetings to be streamed live and recorded' section to clarify storage of closed meeting recordings
Cultural Protocols	POL 0046	No change
Attendance at Events *absolute majority required	POL 0047	No change
Code of Conduct Behaviour Complaints Management	POL 0048	Insert Behaviour Complaints Committee definition, and update Behaviour Complaints Officer definition. Include reference to Information Management Officers in section 2(a). Amend responsible officer to Director Corporate & Community Services.
Elected Member Professional Development *absolute majority required	POL 0049	Amend reference to Department of Local Government
Elected Member Social Media	POL 0050	Rewrite purpose and scope sections. Amend Social Media definition. Rewrite practice section, with minor amendments to recordkeeping and local government elections sections.

Significant changes have been made to the Community Engagement Policy and Elected Member Social Media Policy, and the marked up and clean versions of both have been included in the attachments for reference. These policies have been amended to have plain English for readability, and removal of procedural information following a review of the 'Community Engagement Guide'.

Consultation

Executive Services

Financial Implications

Nil

Asset Management Implications

Nil

Statutory Implications

Local Government Act 1995 s.2.7(2)(b) Determine the Local Government's policies

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Performance - Outcome 15. Operational excellence and financial sustainability

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

Environmental Considerations

Nil

Attachments

A~~1~~. Executive Services Policy Review 2025

Officer's Recommendation

That Council endorse the Executive Services policies inclusive of amendments, inclusions and deletions as reviewed.

Voting Requirement

Absolute Majority



POL 0032: Public Land Asset Strategy

COUNCIL POLICY

Purpose

This Policy provides a framework to guide Council in the effective management of its land and property assets with the view to increasing the future economic capacity of the Shire of Esperance and assisting the delivery of Objectives outlined in the *Council Plan*.

Specifically, the Shire's land and property assets will be used to achieve the following -

1. The delivery of strategic projects as identified in the *Council Plan*;
2. The facilitation of environmental, economic and social benefits to the Community;
3. The stimulation and regeneration of areas within the Shire of Esperance;
4. Where appropriate enable the adoption of a commercial approach to the management of land and property assets capable of producing a recurrent income; and
5. Development of non-operational land and property assets that will facilitate additional income streams for the Council.

Scope

This policy relates to all property owned or under the control of the Shire of Esperance.

Definitions

Surplus Properties: Surplus properties are considered to be of no benefit to either the community through the delivery of services or to the Shire as part of a more strategic land holding, part of a land bank of property assets or for any other purpose. i.e. surplus to requirements.

Civic Properties: Civic properties are used for the delivery of services provided by the Shire to the Community. These properties differentiate from Public Open Space and Other Reserves in that they may be held in freehold title by the Council.

Commercial Properties: Commercial properties are held by the Shire purely for the commercial return provided through the lease of the property to other entities. Such properties are not anticipated to provide services to the community but will yield an appropriate rate of return (on the capital value of the property) as a commercial proposition subject to appropriate levels of risk as determined by the Council.

Investment Properties: Investment properties differ from Commercial Properties in that they have the potential to contribute towards the achievement of broader planning, social or strategic objectives of the Shire. Whilst such properties may include a commercial undertaking, subject to a commercial agreement between a third party and the Council, the purpose of the Shire's ownership of the property is as a contributory factor towards other outcomes rather than purely for commercial returns on the property investment. i.e. Urban Renewal Projects.

Residential Properties: Residential properties are designed to provide residential facilities only. Such properties may be provided directly by the Shire to the end user, or as part of an agreement with another agency or residential service provider.

Utility Properties: Utility properties are used to deliver utility services such as drainage or other key utility functions. The delivery of utility services should be subject to review to ensure that the location from which the service is being delivered is suitable, the need for the utility service can be validated and the tenure of the property does not result in the Shire having a significant value of freehold assets set aside for such uses with little opportunity to realise the value of these assets at any time in the future.

Public Open Space and Other Reserves: Public Open Space and others reserved properties are most often held as reserves vested in the care, control and management of the Shire. Such properties may provide an active service but may also include properties that have little activation but provide other tangible community benefits through environmental protection or community recreational amenity.

Practice

Principles

The Council will manage its property assets with the view to -

1. Increasing the Shire's social, economic and environmental sustainability;
2. Increasing the Shire's financial capacity;
3. Providing essential services and facilities; and
4. Developing an investment portfolio capable of providing income generation.

Use of proceeds

1. The proceeds from the effective management of Council land and property assets are to be used in the delivery of essential services, facilities and projects which provide for a community benefit.
2. The allocation of such proceeds will have due regard to the Council's *Council Plan, Long Term Financial Plan* and relevant council Policies.
3. The Council will consider the use of funds in the development of its land and property assets where an appropriate community, social, environmental or economic benefits can be demonstrated.
4. The proceeds derived from the application of this Policy will be allocated in accordance with the prevailing Financial Management Policies of the Council and in accordance with any Reserve Fund established for that purpose.

Policy

In applying this Policy, the Council will -

1. Ensure all statutory and applicable governance requirements required by the *Local Government Act 1995*, associated Regulations and any other applicable legislation are adhered to.
2. Ensure that this Policy complies with all other relevant Council Policies and practices.

3. Ensure that suitable community engagement is undertaken as a fundamental component of any proposal to dispose of land and property assets in accordance with the *Local Government Act 1995*.

Acquisition and Disposal of Land and Property Assets

The Council will only consider the acquisition and disposal of land after the following steps have been taken -

1. A thorough analysis of applicable financial, social and/or environmental benefits, undertaken in accordance with the established Procedure or any other endorsed template or methodology.
2. Consideration has been given to the disposal of land and property by means of auction, tender or private treaty dependent upon the specific circumstances of the proposed disposal and in accordance with the provisions of the *Local Government Act 1995*.
3. The acquisition or disposal follows a strategic approach to all land and property assets owned or controlled by the Shire of Esperance in preference to considering properties only on a case by case basis.
4. Appropriate risk management strategies have been applied in accordance with any adopted Risk Management Policy.

Performance Management

The Council will give consideration to the establishment of a Business Plan and specific performance management indicators to guide its property asset development.

Such performance management indicators will provide the means by which the performance of land and property assets can be monitored and reported to the community and will enable the Council to consider acquisitions and disposals of land and property assets cognisant of these indicators and the benefit or dis-benefit such acquisitions and disposals may generate.

.....End.....

Document Information

Responsible Position	Manager Economic Development
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Jun 2014	1		New policy	O0614-029	
Mar 2018	2	D16/29036	Updated document controller title	O0318-073	Mar 2020
Nov 2019	3	D16/29036[v2]	Biennial review, no change	O1119-248	Nov 2021

Jan 2022	4	D16/29036[v3]	Biennial review, no change to wording, moved to corporate.	O0122-012	Jan 2024
Jan 2024	5	D16/29036[v4]	Amend Council Plan references throughout and responsible officer position title.	O0124-004	Jan 2026



POL 0033: Approval to Hold a Civic Reception

COUNCIL POLICY

Purpose

To ensure that any requests received for a Council hosted civic reception is to be referred to the Shire President for consideration.

Scope

This policy outlines the requirements for arranging a civic reception and the approvals that need to be taken to proceed.

Definitions

Council Reception: a formal function hosted by Council to mark a special event or achievement.

Practice

Any request for a civic reception is to be referred to the Shire President who is empowered to approve or deny the request provided that a specific or general budget authority exists.

All arrangements for civic receptions may be made by the Shire President and Chief Executive Officer jointly without referral to Council.

.....End.....

Document Information

Responsible Position	Executive Assistant
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Nov 2003	1		New policy	O1103-0727	
Sept 2007	2	D12/10			
Mar 2018	3	D16/28998	Biennial review, no change	O0318-073	Mar 2020
Nov 2019	4	D16/28998[v2]	Biennial review, no change	O1119-248	Nov 2021
Jan 2022	5	D16/28998[v3]	Biennial review, no change	O0122-012	Jan 2024
Jan 2024	6	D16/28998[v4]	Include scope and definition, replace reject with deny in first paragraph, begin second paragraph with 'All', remove (format, invitation list, etc.) from second paragraph.	O0124-004	Jan 2026



POL 0034: Elected Member Entitlements

COUNCIL POLICY

Purpose

To define the parameters under which Elected Members may be reimbursed expenses to attend meetings, workshops, conferences and functions, as well as any other entitlements to which they are entitled as prescribed by legislation.

To determine the nature and extent of Elected Member attendance at conferences and/or seminars, and ensure the application of this policy provides for fairness, equity and opportunity for all Elected Members

Scope

This policy applies to all Elected Members at the Shire of Esperance.

Definitions

N/A

Practice

Travelling Expenses

Travelling allowances to Councillors will be paid at the prescribed rate per kilometre determined by the Salaries and Allowances Tribunal, as per the following table:

Vehicle Type	Award Rate c/km
Motorbike	32.55
Motor Vehicle	58.37

The above rates will be paid to Councillors attending the following category of meetings as follows:

Meeting Category	Rate
Ordinary /Special Meeting of Council	Full rate as per table above
Council Committee/ <u>Agenda Briefing</u>	Full rate as per table above
Community Meetings as Council	Half rate as per table above
Civic Receptions and Ceremonies	Half rate as per table above
Council Briefings/Informal Meetings	Half rate as per table above
Observers at Meetings	Nil payment

Councillors must be the authorised delegate or deputy standing in for a delegate to qualify for the travelling allowance to the meetings specified in the table above.

Where Councillors travel to attend conferences or seminars as elected representatives of the Shire, travel expenses will be paid by the Shire as detailed within the Elected Member Professional Development policy.

Meeting Attendance Fees

Minimum and maximum values payable to Elected Members for attending Council and committee meetings are prescribed within the *Local Government (Administration) Regulations 1996*. The precise value payable to Elected Members for attending meetings will be determined annually via resolution at Budget, within the parameters of the *Local Government (Administration) Regulations 1996* and the Salaries and Allowance Tribunal.

Communications Allowance

The Shire will pay Elected Members a communications allowance, the value of which will be determined annually via resolution at Budget, within the parameters of the *Local Government (Administration) Regulations 1996* and the Salaries and Allowance Tribunal. The intent of this allowance is to cover costs incurred by the Elected Member in using their own telephone, mobile phone and internet service provider fees for the purposes of their elected duties.

Child Care

Pursuant to the *Local Government (Administration) Regulations 1996*, the Shire will reimburse Elected Members child care costs incurred by an Elected Member because of the member's attendance at a Council or Committee meeting of which they are a member. Costs will be reimbursed at the actual cost per hour or \$350 per hour, whichever is the lesser amount, as determined by the Salaries and Allowances Tribunal.

Shire Uniforms

The Shire will provide Elected Members with \$495.00 (Inc GST) towards a uniform allocation, from the Shire's clothing supplier, in every new two year election term.

Additional items may be purchased by Elected Members from the Shire's clothing supplier by contacting the Executive Assistant. Additional items will be paid for by the purchaser.

Professional Development

Entitlements for professional development are available within the Shire's *Elected Member Professional Development policy*.

[Access to Bay of Isles Leisure Centre](#)

[In order to promote physical activities which will contribute to productivity, Elected Members may use the Bay of Isles Leisure Centre facilities free of charge.](#)

[The free use of the facilities includes -](#)

- [1. Gym and aquatic area;](#)
- [2. One free personal fitness assessment each financial year; and](#)

3. Free crèche during crèche opening hours while the Elected Member is using the facilities.

but does not include activities where an additional fee is charged, such as group fitness sessions, use of pool inflatables or birthday parties.

.....End.....

Document Information

Responsible Position	Chief Executive Officer
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*
- Elected Member Professional Development Policy

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Mar 2010	1	D12/30	New policy	O0310-1426	
Jul 2015	2		Travelling Expenses c/km change as per award, Shire Uniform wording change - providing choice, Change from Executive Manager to Director, Local Govt Week – superfluous phrase removal	O0715-014	Jul 2017
Apr 2018	3	D16/28999	Update document controller. Update travel, meals and child care allowances as per Salaries and Allowances Tribunal. Include paragraph for training and amend conference and seminar section.	O0418-083	Apr 2020
Nov 2019	4	D16/28999[v2]	Change responsible officer, amend wording of meal allowance paragraph and amend child care allowance in line with SAT allowance amount.	O1119-248	Nov 2021
Jun 2021	5	D16/28999[v3]	Amend to remove professional development information due to separate policy for this.	O0621-149	Jun 2023
Jan 2022	6	D16/28999[v4]	Update Communications Allowance section in line with current practice	O0122-012	Jan 2024
Jan 2024	7	D16/28999[v5]	Include scope, remove references to removed sections and replace with reference to professional development policy in travelling expenses section, replace semicolon with full	O0124-004	Jan 2026

			stop in first paragraph of uniform section.		
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POL 0035: Senior Employees

COUNCIL POLICY

Purpose

To nominate the positions within the Shire of Esperance that are “Senior Employees” pursuant to the *Local Government Act 1995*.

Scope

This policy relates to Chief Executive Officer and Director positions within the Shire of Esperance.

Definitions

N/A

Practice

For the purpose of Section 5.37 of the *Local Government Act 1995*, Council designates the following employees to be Senior Employees -

1. Chief Executive Officer
2. All Director Positions

.....End.....

Document Information

Responsible Position	Chief Executive Officer
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Mar 1998	1		New policy	O0398-254	
Jan 2011	2	D12/73	Amend to reflect title change from Executive Managers to Directors.	O0111-1559	Jan 2013
Jul 2015	3		Change director titles.	O0715-014	Jul 2017
Mar 2018	4	D23/29000	Biennial review, no change	O0318-073	Mar 2020
Nov 2019	5	D23/29000[v2]	Biennial review, no change	O1119-248	Nov 2021
Jan 2022	6	D23/29000[v3]	Biennial review, no change	O0122-012	Jan 2024
Jan 2024	7	D23/29000[v4]	Include scope.	O0124-004	Jan 2026



POL 0036: Execution of Documents and Common Seal Usage

COUNCIL POLICY

Purpose

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

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

Scope

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

Definitions

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

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

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

Practice

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

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

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

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

Affixing Common Seal

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

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

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

Common Seal Register

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

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

Execution by Authorised Officers

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

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

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

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

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

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

Document Type (✓) Common Seal <u>only</u> to be applied where specified in the relevant document.	Common Seal	EXECUTION BY SIGNATURE ONLY			
		Shire President	CEO	Director	Other Officer
(1) Local Laws – made and amended	✓	x	x	x	x
(2) Planning Schemes – adopted and amended	✓	x	x	x	x
(3) Land Transaction documents , including: • sale; Note: a Council resolution is required for sale of Council real estate expressly stating that the final document is signed and sealed and the transaction finalised. • purchase; • vesting; • contributed assets; • Notifications of factors affecting land under 70A of the <i>Land Transfer Act 1893</i> – lodge or withdraw • Easements – <u>by land transfer</u> o Rights of carriage way; o Rights of support to land burdened by buildings; o Rights to erect a party wall; o Rights to light and air (Property Law Act 1969); o Rights to take water from wells or bores; o Rights to install and operate drains and drainage works; o Rights to install, maintain and operate oil, gas or other pipelines; o Rights to install, maintain and operate electric power lines, telephone and other cables and supporting pylons. • Restrictive Covenants – by land transfer • Deeds – land transfer for public purposes	✓ 	x	✓	x	x

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

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

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

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

.....End.....

Document Information

Responsible Position	Executive Assistant
Risk Rating	Medium

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Sept 2003	1		New policy	O090-0697	Sept 2005
Sept 2007	2	D12/22			Sept 2009
Jul 2015	3		Change of wording to include Deputy President & Acting CEO	O0715-014	Jul 2017
Mar 2018	4	D16/29002	Addition of the wording 'and on an electronic register,' to recognise the digital version that is maintained	O0318-073	Mar 2020
Nov 2019	5	D16/29002[v2]	Minor grammar changes		
			Change responsible officer, include register to be received by Council twice yearly.	O1119-248	Nov 2021
Feb 2022	6	D16/29002[v3]	Amend title of policy and rewrite to include document signing authority along with Common Seal usage.	O0222-033	Feb 2024
Jan 2024	7	D16/29002[v4]	Include scope and definitions, minor wording changes, include disclosure statements, notices and property condition reports to item 22 and add item 23 to table.	O0124-004	Jan 2026
Sept 2024	8	D16/29002[v5]	Update signing authority table to include Managers into (10) and include authority for facility agreements as (24) .	O0924-037	Sept 2026



POL 0037: Legal Representation Cost Indemnification

COUNCIL POLICY

Purpose

To define a process for meeting reasonable expenses incurred for legal representation that arises from being a member of council or staff in the course of their official functions.

Scope

This policy applies to all elected members or staff, including past members and former employees.

Definitions

N/A

Practice

This policy is designed to protect the interests of Council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the local government may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

General Principles

The local government may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the Local Government or otherwise in bad faith.

The local government may provide such assistance in the following types of legal proceedings -

1. proceedings brought by members and employees to enable them to carry out their local government functions (e.g. where a member or employee seeks a restraining order against a person using threatening behaviour);
2. proceedings brought against members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person (e.g. refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (e.g. defending defamation actions)]; and
3. statutory or other inquiries where representation of members or employees is justified.

Once a court hearing or enquiry has been completed and an adverse finding has been determined in respect to an elected member or officer no further payment or refund of legal representation costs would be considered by Council.

The Local Government will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not precluded however, from taking their own private action. Further, the Local Government may seek its own advice on any aspect relating to such comments and criticisms considered to be of relevance against the Local Government.

The legal services the subject of assistance under this policy will usually be provided by the Local Government's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the local government.

All applications for Financial Assistance and Repayment of Assistance will be made in accordance with the procedure outlined below.

Associated Procedure

Applications for Financial Assistance

1. Subject to item (5), decisions as to financial assistance under this policy are to be made by the Council.
2. An elected member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.
3. An application to the Council is to be accompanied by an assessment of the request and with a recommendation, which has been prepared by, or on behalf of, the Chief Executive Officer (CEO).
4. An elected member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the *Local Government Act 1995*.
5. Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation up to the value of \$5,000.
6. Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

Repayment of Assistance

Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be off set against any monies paid or payable by the Local Government.

Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonable, illegally, dishonestly, against the interest of the local government or otherwise in bad faith; or where information from the person is shown to have been false or misleading.

Where assistance is so withdrawn, the person who obtained financial support is to repay any monies already provided. The Local Government may take action to recover any such monies in a court of competent jurisdiction.

.....End.....

Document Information

Responsible Position	Chief Executive Officer
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Nov 2000	1		New policy	O1100-629	Nov 2002
Nov 2003	2			O1103-0727	Nov 2005
Sept 2007	3	D12/47			
Jul 2015	4		Change of wording to refine Policy Objective	O0715-014	Jul 2017
Mar 2018	5	D16/29006	Removed the word emanates and replaced it with arises in the objective. Changed General Principles d) to read Further, the Local Government may seek its own advice on any aspect relating to such comments and criticisms considered to be of relevance against the Local Government.	O0318-073	Mar 2020
Nov 2019	6	D16/29006[v2]	Biennial review, no change	O1119-248	Nov 2021
Jan 2022	7	D16/29006[v3]	Remove reference to delegation as this is not a statutory requirement.	O0122-012	Jan 2024
Jan 2024	8	D16/29006[v4]	No change	O0124-004	Jan 2026



POL 0038: Conferring of Honours

COUNCIL POLICY

Purpose

To provide guidelines for the bestowing of Honours by the Shire of Esperance including

1. Freedom of Entry;
2. Keys to the Shire; and
3. Freeman of the Shire of Esperance.

Scope

This Policy outlines the bestowing of honours to community members within the Shire of Esperance, and outlines the difference between each category.

Definitions

Freedom of Entry: a formal ceremonial event involving a parade and the ceremonial handing over of documentation to signify the bestowing of Freedom of the Shire.

Keys to the Shire: a symbolic presentation that represents the highest honour that the Shire can confer on an individual or an organisation.

Freeman of the Shire: the highest honour that the Shire can bestow on a person and is awarded to a recipient that meets the highest threshold of contribution to the community.

Practice

The following are high honours, which may be bestowed by the Shire of Esperance and bestow no legal right or privilege -

Freedom of Entry to the Shire of Esperance

The Freedom of Entry is to be granted to units of the Defence Forces, which have a significant attachment to the Shire of Esperance, as, determined by Council.

Key to the Shire of Esperance

The Key to the Shire of Esperance recognises the outstanding achievements by either an individual or organisation, as per the following guidelines -

1. an individual or group must be considered to have reached a high level of achievement and service in their chosen field.
2. individuals or groups must have been considered to have made a significant and meritorious contribution to the community of the Shire of Esperance, Western Australian, Australian or World Affairs.

Freeman of the Shire

The Freeman of the Shire is to be granted to Elected Members or Senior Staff of the Shire of Esperance

1. who have served the Shire for at least 12 years, although length of service is not the only criterion; and
2. whose outstanding contribution to the community is recognisable through recorded achievements, which can be seen to stand above the contributions of most other persons; and
3. who have consistently displayed commendable conduct; and
4. who are no longer a serving elected member or staff member of the Council.

.....End.....

Document Information

Responsible Position	Executive Assistant
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Feb 2002	1		New policy	O0202-0249	Feb 2004
Sept 2007	2	D12/24			
Mar 2018	3	D16/29007	Biennial review, no change	O0318-073	Mar 2020
Nov 2019	4	D16/29007[v2]	Change responsible officer, minor wording change	O1119-248	Nov 2021
Jan 2022	5	D16/29007[v3]	Minor change - Formatting and wording of d)	O0122-012	Jan 2024
Jan 2024	6	D16/29007[v4]	Include scope and definitions	O0124-004	Jan 2026



POL 0039: Presentation of a Shire Plaque of the Council Crest

COUNCIL POLICY

Purpose

To provide standard guidelines for acknowledging the service of an individual, group or organisation with the presentation of a Shire Plaque of the Council Crest.

Scope

Presentation of a Shire Plaque of the Council Crest may be given to retiring Elected Members, senior Shire employees, community members/organisations, other local authorities and visiting naval ships/defence forces/dignitaries.

Definitions

Council Crest: a heraldic symbol of the Shire of Esperance which embodies the rich history and identity of the shire.

Practice

That the Esperance Shire Council presents a Shire Plaque of the Council Crest at the agreement of the Shire President and Chief Executive Officer. All Elected Members must be notified of the awarding of the Shire Plaque of the Council Crest prior to the presentation occurring.

The plaques shall be presented by the Shire President at a special function, either Council or community orientated.

.....End.....

Document Information

Responsible Position	Executive Assistant
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Feb 2001	1		New policy	O0201-0078	Feb 2003
Sept 2007	2	D12/59			
Jul 2015	3		Change wording indicating when a plaque of the crest can be presented	O0715-014	Jul 2017
Mar 2018	4	D16/29008	Very minor grammar changes	O0318-073	Mar 2020
Nov 2019	5	D16/29008[v2]	Change responsible officer	O1119-248	Nov 2021
Jan 2022	6	D16/29008[v3]	Biennial review, no change.	O0122-012	Jan 2024
Jan 2024	7	D16/29008[v4]	Rewording of purpose and scope, removal of duplicate paragraph in practice section.	O0124-004	Jan 2026



POL 0040: ~~Vandalism Rewards~~ Vandalism Information Reward

Purpose

To enable the CEO to offer a reward for information given in relation to wilful vandalism to Council property.

Scope

This policy applies to vandalism to Shire owned or managed property.

Members of the Police Force are not eligible for the reward.

Definitions

N/A

Practice

That Council may pay a reward to any person or persons giving information that leads to a successful conviction of persons who have wilfully damaged Council property. The amount of the reward is to be determined by the Chief Executive Officer when deliberating the matter.

.....End.....

Document Information

Responsible Position	Chief Executive Officer
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Jan 1987	1		New policy	O0187-111	Jan 1989
Sept 2007	2	D12/85			
Jul 2015	3		Council may wish to consider determining a maximum	O0715-014	Jul 2017
Mar 2018	4	D16/29009	Biennial review, no change	O0318-073	Mar 2020
Nov 2019	5	D16/29009[v2]	Change responsible officer	O1119-248	Nov 2021
Jan 2022	6	D16/29009[v3]	Biennial review, no change	O0122-012	Jan 2024
Jan 2024	7	D16/29009[v4]	Include scope.	O0124-004	Jan 2026



POL 0041: External Committee Representation

COUNCIL POLICY

Purpose

To provide a clear direction as to the role and responsibilities of Councillors appointed to external committees as a Council representative

Scope

This policy applies to Councillors appointed to represent Council on external committees.

Definitions

N/A

Practice

Any Councillor appointed to an external committee as a representative of Council is to represent Council's interests at all times when involved in the business of the external committee. The Councillor also plays an important role by providing a conduit for information between the Council and the external committee.

Key duties of the Councillor are -

1. To vote in accordance with any formally established position of Council.
2. To vote with the best interests of Council and the community in mind when any issue is being considered that no formal position of Council has been established.
3. Provide all committee minutes for inclusion in the Council records at the first available opportunity following any meeting of the external committee.
4. Provide an informal briefing of the external committee's activities if requested.

.....End.....

Document Information

Responsible Position	Chief Executive Officer
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Nov 2013	1		New policy	O1113-019	Nov 2015
Mar 2018	2	D16/29034	Biennial review, no change	O0318-073	Mar 2020
Nov 2019	3	D16/29034[v2]	Change responsible officer	O1119-248	Nov 2021
Jan 2022	4	D16/29034[v3]	Biennial review, no change	O0122-012	Jan 2024
Jan 2024	5	D16/29034[v4]	Include scope	O0124-004	Jan 2026



POL 0042: Community Engagement

COUNCIL POLICY

Purpose

Through meaningful engagement, the Shire seeks to build trust, strengthen relationships, improve decision-making, and uphold the principles of local democracy.

This policy ensures the Shire of Esperance and Council engage authentically, consistently, and effectively with the community in developing strategies, plans, policies, and decisions that affect them.

This commitment aligns with Outcome 16 of the Shire of Esperance Council Plan 2022–2032: “A well-informed and engaged community.”

Scope

This policy applies to all Council Members and Shire staff involved in planning, developing, reviewing, or delivering projects, services, or documents that may impact the community.

It covers all corporate documents and activities except those governed by statutory engagement requirements under the *Planning and Development Act 2005*, *Land Administration Act 1997*, *Town Planning Regulations 1967*, or *Local Planning Scheme No. 24*.

Definitions

Community: People who live, work, own property, or recreate within the Shire of Esperance.

Community Engagement: Any process that involves the public in problem-solving or decision-making and uses public input to guide outcomes.

Corporate Documents: Strategies, policies, procedures, business plans, and associated documents, including guidelines and forms.

Council Plan: a governing document which delivers instructions from the community to the Esperance Council and Shire staff.

Statutory Documents: Corporate documents whose format and layout is guided by legislative requirements i.e. budgets, town planning schemes, annual reports.

Strategy / Policy / Procedure / Guide: Documents that establish direction, set principles, prescribe actions, or provide operational tools for implementation.

Practice

The Shire and Council are committed to open, inclusive, and accessible engagement that values community input.

Engagement is guided by the Shire of Esperance Communications & Engagement Strategy and the Engagement Institute (formally IAP2) Spectrum of Public Participation.

When Engagement Occurs

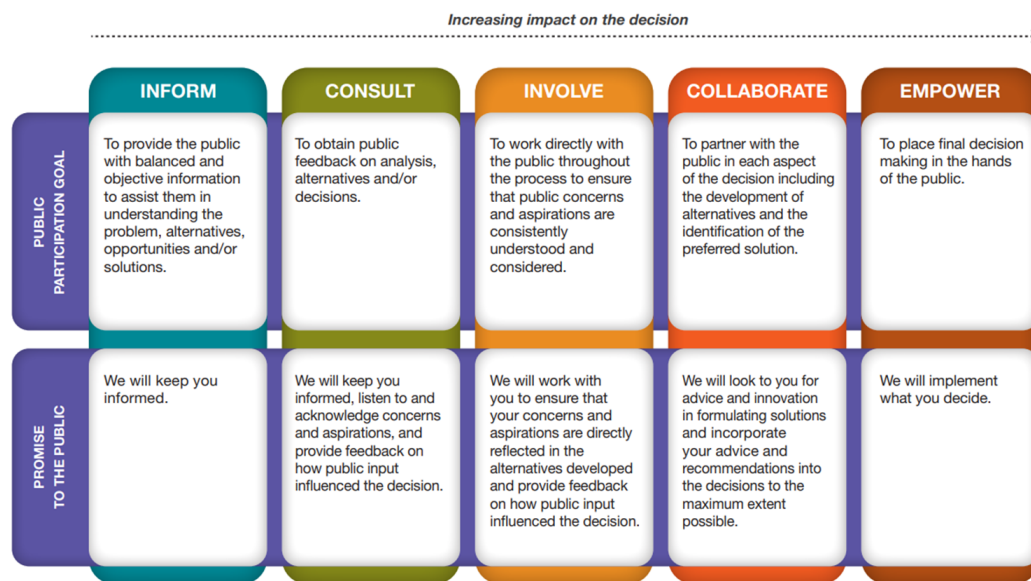
Engagement will be undertaken for (but not limited to) –

- Strategic planning and policy development
- Projects requiring stakeholder or community input
- Major service delivery or by-law changes
- Issues raised by the community or with significant public interest
- Impending legislative or statutory changes with major local impact
- Major developments, re-zoning or land-use changes

The Community Engagement Policy provides a broad framework and policy direction for engagement. Shire staff will utilise the Shire of Esperance Community Engagement Guide on when and how community engagement should occur.

The Council and Shire's approach to community engagement is based on the spectrum of engagement activities as advocated by the Engagement Institute (formally IAP2).

Figure 1: Engagement Institute (formally IAP2) Public Participation Spectrum



Roles and Responsibilities

Council's commitment to community engagement is supported by the *Local Government Act 1995* which outlines the essential role of a councillor.

2.10 A Councillor –

- represents the interests of electors, ratepayers and residents of the district; and

- b. provides leadership and guidance to the community in the district; and
- c. facilitates communication between the community and the council; and
- d. participates in the local government's decision-making processes at council and committee meetings; and
- e. performs such other functions as are given to a councillor by this Act or any other written law.

Council: Makes final decisions, informed by community input.

Shire Officers: Plan, deliver, and report on engagement activities, ensuring Councillors are briefed before significant engagements occur.

Principles of Engagement

The Shire of Esperance's Community Engagement Policy is based on a set of core values adapted from the Engagement Institute (formally IAP2). These principles are used to guide the development, implementation and evaluation of Council and the Shire's engagement process.

Engagement will –

- Be representative and inclusive of all affected groups.
- Seek out and encourage contributions from community members who may be affected by or interested in a decision.
- Encourage participation and active listening.
- Provide relevant, balanced and timely information.
- Clearly communicate how feedback influenced decisions.
- Inform the community about decisions, and how their input was considered.
- Be appropriately planned, resourced and accessible.
- The timing of community activities should take into account key dates (school holidays, special events etc.) to ensure that maximum opportunity is given to encourage community input.
- Align with legislative and strategic requirements.

Reporting and Evaluation

Community engagement activities will be reviewed quarterly and reported to Council through the Pulse Report or equivalent.

.....End.....

Document Information

Responsible Position	Manager Marketing and Communications
Risk Rating	High

Referencing Documents

- *Local Government Act 1995*

- *Communications & Engagement Strategy 2021-2024*
- Shire of Esperance Community Engagement Guide

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Dec 2013	1	D13/10249	New policy	O1213-010	Dec 2015
Mar 2018	2	D16/29035	Updated the reference to the new Strategic Community Plan, identified how we will report to Council and made minor grammar changes	O0318-073	Mar 2020
Nov 2019	3	D16/29035[v2]	Minor wording changes, inclusion of point 2 for developing an engagement strategy, amended responsible officer title.	O1119-248	Nov 2021
Jan 2022	4	D16/29035[v3]	Amend Strategic Community Plan and Pulse references, include communication and engagement strategy information,	O0122-012	Jan 2024
Jan 2024	5	D16/29035[v4]	Adjust reference for Council Plan, add scope and definitions, adjust remove matrix and replace with guide, amend IAP2 table, minor wording amendments.	O0124-004	Jan 2026



POL 0042: Community Engagement

COUNCIL POLICY

Purpose

The Shire of Esperance recognises that community engagement and participation processes are a vital part of local democracy. It helps strengthen the relationship Council and the Shire have with the community and is critical to good governance. For this reason, both Council and Shire Staff are committed to engaging with Esperance communities.

The Shire of Esperance Council Plan 2022-2032 highlights this commitment with Outcome 16. A well informed and engaged community:

Through meaningful engagement, the Shire seeks to build trust, strengthen relationships, improve decision-making, and uphold the principles of local democracy.

This policy ensures the Shire of Esperance and Council engage authentically, consistently, and effectively with the community in developing strategies, plans, policies, and decisions that affect them.

This commitment aligns with Outcome 16 of the Shire of Esperance Council Plan 2022–2032: “A well-informed and engaged community.” Provide authentic, relevant and effective engagement with community members.

Scope

The development and review of all Council strategies, business plans, policies and procedures. This policy applies to all Council Members and Shire staff involved in planning, developing, reviewing, or delivering projects, services, or documents that may impact the community.

It covers all corporate documents and activities except those governed by statutory engagement requirements under the *Planning and Development Act 2005*, *Land Administration Act 1997*, *Town Planning Regulations 1967*, or *Local Planning Scheme No. 24*.

Definitions

Community:— People who live, work, own property, or recreate within the Shire of Esperance.

Community Engagement:— Any process that involves the public in problem-solving or decision-making and uses public input to guide outcomes.

Corporate Documents: Strategies, policies, procedures, business plans, and associated documents, including guidelines and forms.

Council Plan: a governing document which delivers instructions from the community to the Esperance Council and Shire staff.

Statutory Documents: Corporate documents whose format and layout is guided by legislative requirements i.e. budgets, town planning schemes, annual reports.

Strategy / Policy / Procedure / Guide: —: Documents that establish direction, set principles, prescribe actions, or provide operational tools for implementation. A plan made in advance of actions that identifies, serves and compliments the Shire's major goals and objectives.

Policy: A governing principle, set of principles or rules that guides the Shire's practices and constrains procedures or delegated functions.

Procedure: A prescription of specific action-oriented processes, necessary to achieve strategic or policy objectives.

Guide: An operational guide that provides tools to guide staff through a process to undertake a specific function.

The Community: Those who live, work or recreate in the Shire of Esperance.

Community Engagement: Community Engagement is any process that involves the public in problem solving or decision-making and uses public input to make decisions (source IAP2).

It may refer to a range of interactions of differing levels of engagement between the Shire and the community including—

Information sharing processes, to keep community informed and promotes understanding.

Consultation processes, to obtain feedback.

Involving community members consistently throughout the process to ensure community concerns and aspirations are understood and considered.

Collaborating with community members in each aspect of the decision making.

Practice

The Shire and Council are committed to open, inclusive, and accessible engagement that values community input.

Engagement is guided by the Shire of Esperance Communications & Engagement Strategy and the Engagement Institute (formally IAP2) Spectrum of Public Participation.

When Engagement Occurs

Engagement will be undertaken for (but not limited to) —:

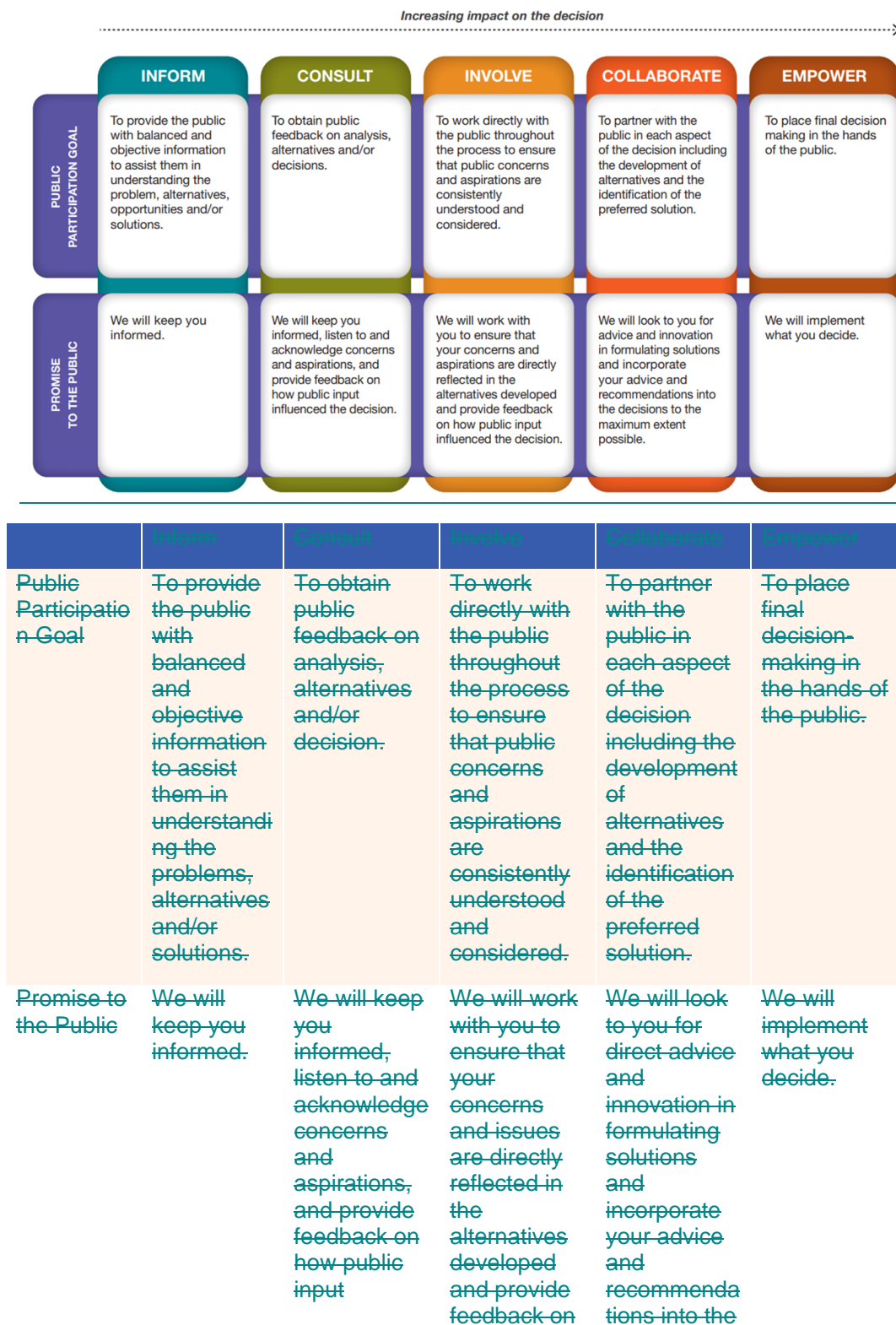
- ~~Strategic planning and policy development~~
- ~~Projects requiring stakeholder or community input~~
- ~~Major service delivery or by-law changes~~
- ~~Issues raised by the community or with significant public interest~~
- ~~Impending legislative or statutory changes with major local impact~~
- ~~Major developments, re-zoning or land-use changes~~
~~This policy applies to all aspects of Council and Shire operations to ensure The Community is informed about issues, strategies or plans that may directly or indirectly affect them.~~
- ~~Note: Development approvals and other planning related matters are the only exception to this rule as their engagement requirements are addressed by the Planning and Development Act 2005, Land Administration Act 1997, Town Planning Regulations 1967 and Local Planning Scheme No. 24.~~
- ~~Community engagement does not necessarily mean achieving consensus. It involves seeking broad informed agreement and the best possible solutions for Council, the Shire of Esperance and the community. Council will be presented each quarter with a review of all community engagement that has taken place for ongoing and project specific activities, this is provided through the monthly Pulse report.~~
- ~~The Communications & Engagement Strategy 2021-2024 is the guiding document for the Shire of Esperance's engagement activities. In the Strategy it states:~~
- ~~The purpose of community engagement is to ensure that the Shire—~~
- ~~improves decision making~~
- ~~maintains healthy relationships with the community~~
- ~~increases community participation in the activities and decision making processes of Council~~
- ~~enables the community to work together on issues that matter to them~~
- ~~builds on the community's understanding of the Shire's role and responsibilities as well as our financial and legislative requirements, and~~
- ~~provides engagement opportunities that are inclusive and accessible.~~
- ~~Council's commitment to community engagement is supported by the Local Government Act 1995 which outlines the essential roles of a Councillor:~~
- ~~2.10. A councillor—~~
- ~~represents the interests of electors, ratepayers and residents of the district; and~~
- ~~provides leadership and guidance to the community in the district; and~~
- ~~facilitates communication between the community and the council; and~~
- ~~participates in the local government's decision making processes at council and committee meetings; and~~

- ~~performs such other functions as are given to a councillor by this Act or any other written law.~~
- ~~This policy defines the principles underpinning engagement activities and the role of Councillors and staff in engaging with the community. By receiving diverse perspectives and potential solutions the quality of decisions improves and subsequently a higher standard of customer service is provided. Shire staff will ensure that the Councillors are fully informed of all community engagement activities regarding significant issues or high impact projects prior to occurring.~~
- ~~The decision to engage with the community may occur as part of, though not limited to-~~
- ~~Planning the strategic direction of the Shire of Esperance~~
- ~~Projects that require direct input from stakeholders in developing community based solutions~~
- ~~Policy development and/or implementation~~
- ~~Any changes to land zoning that may have impact on the community~~
- ~~Service level planning and delivery~~
- ~~When an issue is brought to Council by the community~~
- ~~Changes to Local By laws~~
- ~~Impending legislative or statutory changes with local impact~~
- ~~Major project development and/or implementation~~
- ~~_____~~

The Community Engagement Policy provides a broad framework and policy direction for engagement. Shire staff will utilise the Shire of Esperance Community Engagement Guide on when and how community engagement should occur.

The Council and Shire's approach to community engagement is based on the spectrum of engagement activities as advocated by the [Engagement Institute International Association for Public Participations](#) (formally IAP2).

Figure 1: [Engagement Institute \(formally IAP2\)](#) Public Participation Spectrum



		influenced the decision.	how public input influenced the decision.	decisions to the maximum extent possible.	
Role of community	Listen	Contribute	Participate	Partner	Decide

Roles and Responsibilities

Council's commitment to community engagement is supported by the *Local Government Act 1995* which outlines the essential role of a councillor.

2.10 A Councillor –

- a. represents the interests of electors, ratepayers and residents of the district; and
- b. provides leadership and guidance to the community in the district; and
- c. facilitates communication between the community and the council; and
- d. participates in the local government's decision-making processes at council and committee meetings; and
- e. performs such other functions as are given to a councillor by this Act or any other written law.

Council: Makes final decisions, informed by community input.

Shire Officers: Plan, deliver, and report on engagement activities, ensuring Councillors are briefed before significant engagements occur.

Principles of Engagement

The Shire of Esperance's Community Engagement Policy is based on a set of core values adapted from the Engagement Institute (formally IAP2). These principles are used to guide the development, implementation and evaluation of Council and the Shire's engagement process.

Engagement will – ÷

- Be representative and inclusive of all affected groups.
- Seek out and encourage contributions from community members who may be affected by or interested in a decision.
- Encourage participation and active listening.
- Provide relevant, balanced and timely information.
- Clearly communicate how feedback influenced decisions.
- Inform the community about decisions, and how their input was considered.
- Be appropriately planned, resourced and accessible.

- The timing of community activities should take into account key dates (school holidays, special events etc.) to ensure that maximum opportunity is given to encourage community input.
- Align with legislative and strategic requirements.

Reporting and Evaluation

Community engagement activities will be reviewed quarterly and reported to Council through the Pulse Report or equivalent.

~~The Shire of Esperance's Community Engagement Policy is based on a set of core values adapted from the IAP2. These principles are used to guide the development, implementation and evaluation of Council and the Shire's engagement process. Council Members are elected to govern thereby all final decisions and accountability rests with Council. Shire Officers make recommendations to Council based on known facts and research. Community engagement does not remove these roles but it increases opportunities for the community to provide advice and influence planning. This process enables decisions to be made that are part of a continuous process recognising the needs and interests of the whole community.~~

~~The following principles embody Council's and Shire officers' commitment to community engagement-~~

- ~~1. Be representative of the broader community and ensure their views are adequately reflected when making decisions.~~
- ~~2. Seek out and encourage contributions from community members who may be affected by or interested in a decision.~~
- ~~3. Actively listen so that the community's ideas and input can assist in making decisions.~~
- ~~4. Inform the community about decisions, and how their input was considered.~~
- ~~5. Prior to any decision Council and Shire staff will ensure that they are well informed regarding the benefits of alternative decisions, reflecting all sides of the argument and including any community input on matters before them.~~
- ~~6. Collaborate with key stakeholders and other levels of Government to achieve common goals for the Shire.~~
- ~~7. Provide relevant, timely and balanced information so the community/stakeholders can contribute in a meaningful way.~~
- ~~8. Provide a variety of appropriate, inclusive and accessible ways for people to have their say and to speak honestly.~~
- ~~9. Endeavour to ensure that engagement processes are appropriate, accessible, well planned and adequately resourced.~~
- ~~10. Clearly identify the level of community influence and limitations if appropriate.~~
- ~~11. The timing of community activities should take into account key dates (school holidays, special events etc.) to ensure that maximum opportunity is given to encourage community input.~~
- ~~12. To ensure both the Council and the Shire are meeting legislative requirements regarding community consultation in all areas of service delivery.~~

.....End.....

Document Information

Responsible Position	Manager Marketing and Communications
Risk Rating	High

Referencing Documents

- *Local Government Act 1995*
- *Communications & Engagement Strategy 2021-2024*
- *Shire of Esperance Community Engagement Guide*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Dec 2013	1	D13/10249	New policy	O1213-010	Dec 2015
Mar 2018	2	D16/29035	Updated the reference to the new Strategic Community Plan, identified how we will report to Council and made minor grammar changes	O0318-073	Mar 2020
Nov 2019	3	D16/29035[v2]	Minor wording changes, inclusion of point 2 for developing an engagement strategy, amended responsible officer title.	O1119-248	Nov 2021
Jan 2022	4	D16/29035[v3]	Amend Strategic Community Plan and Pulse references, include communication and engagement strategy information,	O0122-012	Jan 2024
Jan 2024	5	D16/29035[v4]	Adjust reference for Council Plan, add scope and definitions, adjust remove matrix and replace with guide, amend IAP2 table, minor wording amendments.	O0124-004	Jan 2026



POL 0043: Use and Storage of Presidential Chain

COUNCIL POLICY

Purpose

To provide guidelines for the use and storage of the Presidential Chain.

Scope

This Policy summarises responsibilities associated with the use and storage of the Presidential Chain for the Shire President and Executive Services Staff.

Definitions

N/A

Practice

The Shire President in Office will have the discretion to determine when and where the Presidential Chain will be worn, with the following limitations -

1. Official Swearing in of the Shire President and Councillors in the Council Chamber;
2. Citizenship ceremonies held in the Shire of Esperance;
3. Formal functions at which the Shire President has been invited to make an address;
4. As a representative of the Shire of Esperance at official functions organised by Local, State and Federal Government representatives, the Prime Minister, Governor General, WA Governor, Premier, Ambassadors of State, Foreign Dignitaries, Business Groups and Associations as may be deemed appropriate;
5. As a representative of the Esperance Shire Council at graduations and dedication ceremonies held by universities and institutes of education, schools, charitable organisations, churches, sporting and community groups;
6. Ceremonies associated with state or national Local Government Association Conferences and/or Assemblies;
7. Any Civic ceremonies that require the formality for the Presidential Chain to be worn by the Shire President;
8. Presentation of Citizen of the Year Awards and other Awards of Honor, issued by the Shire of Esperance;
9. For the purpose of official portraits of the Shire President;
10. As a representative of Esperance Shire Council as part of a delegation travelling outside Australia approved by Council resolution;
11. Any occasion agreed to from time to time by a Council resolution;
12. At full Council meetings and other approved meetings/receptions.

Relevant procedures in the policy are as follows:

1. The Presidential Chain is not to be worn by any other elected member, Esperance Shire staff or citizens except by the Acting Shire President where necessary, with the approval of the Shire President.
2. The Presidential Chain is to be regarded as an “asset of the Shire of Esperance.”
3. The Presidential Chain must be kept in a secure area within the Shire of Esperance Office and the Executive Assistant will be the custodian for its safe keeping.
4. The Shire President will be responsible for the safe keeping of the Presidential Chain whilst in his/her possession.
5. All subsequent Shire Presidents, on the completion of their time with Council, will have their full name and period held office as President inscribed on the links of the Chain; this task will be the responsibly of the CEO or his staff.
6. The Chief Executive Officer and/or their delegate will be responsible for ensuring the maintenance of the Presidential Chain, log of use, insurance and safe storage of the item.

.....End.....

Document Information

Responsible Position	Executive Assistant
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Oct 2016	1	D16/29037 (rev 1)	New policy	O1016-015	Oct 2018
Mar 2018	2	D16/29037 (rev 2)	Minor grammar changes to wording	O03/18-073	Mar 2020
Nov 2019	3	D16/29037[v2]	Change responsible officer	O1119-248	Nov 2021
Jan 2022	4	D16/29037[v3]	Biennial review, no change	O0122-012	Jan 2024
Jan 2024	5	D16/29037[v4]	Include scope, remove Australia Day Ceremonies from limitations list, minor wording updates to second list.	O0124-004	Jan 2026



POL 0044: Live Streaming and Recording of Meetings

COUNCIL POLICY

Purpose

To provide guidance for employees, Councillors and the community with regard to the live streaming and/or recording of Meetings of Council at the Shire of Esperance.

To improve the accessibility and transparency of Council's decision making process.

Scope

This policy applies to -

1. Ordinary and Special Meetings of Council, plus any other public forums or meetings as authorised by the Chief Executive Officer;
2. Councillors and officers; and
3. Members of the public, both as visitors in the public gallery and as contributors to any Meeting of Council held in the Council Chamber.

This policy does not apply to any parts of a Meeting of Council closed to the public in accordance with section 5.23 of the *Local Government Act 1995*.

Definitions

CEO: means the Chief Executive Officer of the Shire of Esperance.

Live Stream: means transmitting live audio or video coverage of a Meeting over the internet.

Meeting: means Meetings of Council, plus any other public forums or meetings as authorised by the CEO.

Meetings of Council: means any Ordinary Council Meeting or Special Council Meeting.

Officers: means an employee of the Shire of Esperance.

Practice

Meetings to be streamed live and recorded

All Meetings of Council will be recorded and live streamed. The CEO may authorise the recording or streaming of other public meetings and/or forums held in Council Chambers at their discretion. Recordings will be made publicly available as soon as practical following the meeting.

Where a meeting or part of a meeting is closed to the public, these may also need to be recorded, however will not be live streamed or made available to the public. The recorded contents will need to be kept in a confidential folder in our records system.

A sign will be prominently displayed at the Council Chambers notifying attendees that the meeting will be live streamed and recorded.

The presiding member will make an announcement at the start of every meeting, drawing attention to the fact that the meeting will be live streamed and recorded on the Shire's website and that those in attendance should refrain from making comments that are deemed to be inappropriate under this Policy.

The presiding member of a meeting may at any time, direct the live streaming to be terminated if the content of discussion is determined to be inappropriate to be published.

Material that is inappropriate to be published may include, but is not limited to that which is -

1. An infringement of copyright;
2. A breach of privacy or discloses personal information;
3. Is defamatory, offensive, abusive or discriminatory in nature;
4. Misinformation;
5. Incites hatred or vilifies another person; or
6. Is confidential or privileged council information.

Positioning of cameras during the live streaming of a Council meeting

Cameras will be positioned so that members of the public are not visible, as far as practically possible. It is not intended that there be either live or visual recorded footage of the public, however, it is recognised that there may be incidental capture, for example in the background behind a Councillor.

It is intended that the camera positions will provide live and recorded vision of all Councillors who are present at a Meeting of Council. There will be live and recorded audio of Councillors when they speak for the duration of the meeting (other than for confidential items or meetings). Officers who address Council may be seen and heard on the live stream.

Opinions or statements made during a meeting

Unless set out in a resolution of Council, the Shire of Esperance does not support the opinions views, standards or statements made by individuals during a meeting, which may be contained in the live streaming/recording of the meeting.

The Shire does not accept any responsibility or liability for any loss, damage, cost or expense a person might incur as a result of the viewing, use, or reliance of information or statements provided in the live streaming/recording of meetings. Endorsed Council minutes provide the definitive record of Council's resolutions.

Public Participation at Meetings

The full content of the meeting will be recorded including questioners from the public gallery; a person's full name and where they are from may be read out and recorded.

Any person/s invited to speak at a meeting, will be invited to a designated location within the Council Chamber, from where they will be audio recorded but not seen on the live stream footage.

Members of the public wishing to speak at a meeting will be advised that the meeting will be live streamed and that the recording will be made publicly available on the Shire's website.

By participating in a meeting, the person/s attending consent to being audio recorded. If the person/s do not wish to be audio recorded, they are to notify the presiding member at the commencement of their submission.

Technical disclaimer

Whilst every effort will be made to ensure the live stream is running smoothly, the Shire takes no responsibility for and cannot be held liable for, the live stream being temporarily unavailable due to technical issues beyond its control.

Technical issues may include, but are not limited to -

1. the availability of the internet connection;
2. device failure or malfunction;
3. unavailability of social media platforms; or
4. power outages.

Copyright Terms

Copyright in the recording of proceedings vests in the Shire of Esperance, and permission must be sought to copy, communicate or transmit a recording of the proceedings, or a part of a recording of the proceedings.

The following conditions apply to the use of recordings of Meetings of Council or any other meetings or forums and will be placed on Shire's website -

1. Copying or use of recordings of meetings is expressly prohibited unless specifically authorised in writing by the CEO;
2. The user acknowledges that the Shire is the owner of the copyright in the recording of a meeting, and that the Shire has reserved all of its legal rights; and
3. Users must not make or copy single images from the recordings.

Disclaimer

A disclaimer has been prepared and will be published in the public gallery, meeting agenda, on the Shire's website and announced by the presiding member of the meeting to ensure that members in the public gallery are aware of the live streaming of the meeting.

Record Keeping

The official record of the meeting will be the written minutes kept in accordance with the *Local Government Act 1995* and any regulations.

Recordings of Meetings of Council will be accessible on the Shire's website for a period of at least one (1) year.

All recordings will be retained as part of the Shire's records in accordance with the *State Records Act 2000*.

Responsibilities

Councillors and staff are required to act in accordance with the *Local Government Act 1995* (and regulations), *Code of Conduct* and other relevant policies.

Members of the public are required to extend due courtesy and respect to the Council, staff and other members of the public in attendance.

.....End.....

Document Information

Responsible Position	Executive Assistant
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*
- *State Records Act 2000*
- *Local Government (Administration) Regulations 1996*
- *Local Government (Model Code of Conduct) Regulations 2021*
- *Council Members, Committee Members and Candidates Code of Conduct*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Sept 2020	1	D20/27916	New policy	O0920-324	Sept 2022
Jan 2022	2	D20/27916[v2]	Biennial review, no change.	O0122-012	Jan 2024
Jan 2024	3	D20/27916[v3]	Include officer's definition, remove ('Act') after first reference of LG Act, minor wording changes.	O0124-004	Jan 2026



POL 0046: Cultural Protocols

COUNCIL POLICY

Purpose

To establish protocols for Shire staff with regard to appropriate and consistent recognition and acknowledgement of Kepa Kurl Wudjari People of the Nyungar Nation and Ngadju People as the Traditional Custodians of the land, on which the Shire of Esperance is situated.

Scope

This Policy outlines cultural protocols of “Welcome to Country”, “Acknowledgement of People and Country”, and “Cultural Performances”, and provides guidance as to their appropriate use.

Definitions

Welcome to Country: a formal welcome onto Nyungar and Ngadju land given by an Elder or Traditional Custodian of that land.

Acknowledgement of People and Country: a statement of recognition of the Traditional Custodian of the land. An Acknowledgement can be given by any person.

Cultural Performance: includes but is not limited to, dance, song or musical performance, and/or other means of artistic expression.

Elder: is defined as someone who has gained recognition as a custodian of knowledge and lore, and who has permission to disclose knowledge and beliefs. It is important to understand that age alone doesn't necessarily mean that one is recognised as an Elder.

Practice

The Shire of Esperance recognises the Kepa Kurl Wudjari people of the Nyungar Nation and Ngadju people's custodianship of country, and is committed to observing appropriate protocols for acknowledging this custodianship at formal Shire events, to which members of the public and external stakeholder groups attend.

The Shire of Esperance is committed to greater visibility and promotion of First Nation people's culture and connection to country.

Welcome to Country

A Welcome to Country can only be performed by Elders who are recognised as Traditional Custodians of Nyungar or Ngadju country, as this gives Traditional Custodians the opportunity to formally welcome people to their land.

The Welcome to Country should be the first item on the order of proceedings for the event and may comprise of a single speech with or without an accompanying cultural performance.

Events where it is appropriate for a Welcome to Country to be performed include:

1. Official civic receptions by invitation;
2. Where visiting dignitaries are being hosted by Shire staff or Elected Members. These can include Members of Parliament, state and federal government Ministers, Heads of State and their representatives, and/or visiting persons of high renown or esteem;
3. Openings of significant new public buildings or facilities;
4. NAIDOC and Reconciliation Week events hosted by the Shire or Council;
5. Openings or official launches of large public events;
6. Shire of Esperance civic and significant awards presentations; and
7. Conferences organised or hosted by the Shire, where people from outside the municipality are in attendance.

Where it is identified that a Welcome to Country should be performed, the following should occur -

1. The Shire employee (project leader, manager) should record that a Welcome to Country is required and forward a request to the Executive Assistant to the Chief Executive Officer (Executive Assistant) no less than four weeks prior to the event.
2. The Executive Assistant will inform the Shire President and the CEO of the event details and requirement for a Welcome to Country.
3. The Executive Assistant will organise arrangements for the Welcome to Country inclusive of sourcing an appropriate Elder or Traditional Custodian, liaising with the recognised Traditional Custodian's body corporate for the area where the Welcome to Country will take place.

Acknowledgement of People and Country

An Acknowledgement of People and Country can be performed by anyone, and is a respectful public acknowledgement of the Traditional Custodians of the land. Generally, an acknowledgement will be performed by the host or Master of Ceremonies of the event or gathering, unless a specific person has been requested to perform this.

Events where an Acknowledgment should be considered include -

1. Preceding Council or Committee meetings;
2. Citizenship ceremonies;
3. Large meetings where external stakeholders are present;

4. Official openings or launches of intimate public events, either by invitation or not and;
5. Special events as determined by staff managing the event.

Where it is identified that an Acknowledgement of People and Country should be performed, the following should occur -

1. The Shire employee (project leader, manager) should prepare suitable agendas and/or speech notes and insert the requirement for an Acknowledgement of People and Country.
2. The preferred Acknowledgement of People and Country is as follows:
"I'd like to begin by acknowledging the Kepa Kurl Wudjari people of the Nyungar nation and Ngadju people, who are the Traditional Custodians of this Land, and their continuing connection to land, waters and community. We pay our respect to their Elders past, present and emerging and we extend that respect to other Aboriginal Australians today."

Cultural Performance

Cultural Performances include dance, song, artistic expression and music, and are an optional addition to a Welcome to Country or Acknowledgement of People and Country.

Cultural Performances will most commonly accompany a Welcome to Country, however can also be considered to accompany an Acknowledgment of People and Country.

Where it is identified that a Cultural Performance is necessary or possible the following should occur -

1. The Shire employee (project leader, manager) should record that in addition to a Welcome to Country or Acknowledgement of People and Country, an opportunity to include a Cultural Performance with the program is necessary or possible. This should be forwarded to the Executive Assistant no less than four weeks prior to the event.
2. On confirmation from the Executive Assistant that the event has been approved, the Shire employee (project leader, manager) should discuss options for a Cultural Performance.
3. The Executive Assistant will organise arrangements for the Cultural Performance inclusive of sourcing an appropriate program and liaising with the event coordinator regarding run sheets, logistics and the management of honorarium payments.

The determination of whether a Cultural Performance is necessary or possible shall be made by the Chief Executive Officer, Shire President and Project Manager. Contingent factors shall be accounted for including but not limited to -

1. Logistical constraints of the event or function – including physical and time constraints; project budgets; and appropriateness.

.....End.....

Document Information

Responsible Position	Executive Assistant
Risk Rating	Medium

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Nov 2020	1	D20/34718	New policy	O1120-360	Nov 2022
Jan 2022	2	D20/34718[v2]	Move citizenship ceremonies from Welcome to Country section to Acknowledgement section	O0122-012	Jan 2024
May 2022	3	D20/34718[v3]	Change references to Traditional Owner to be Traditional Custodian, change Nyungar identification to be 'Kepa Kurl Wudjari people of the Nyungar Nation'.	O0522-114	May 2024
Jan 2024	4	D20/34718[v4]	Include scope, move second sentence in Welcome to Country definition to the welcome to country section, remove third paragraph under practice section, minor grammar and wording updates.	O0124-004	Jan 2026



POL 0047: Attendance at Events

COUNCIL POLICY

Purpose

To address Elected Members and the Chief Executive Officer's (CEO) attendance at events, whether free of charge, a sponsorship agreement, or paid by the Shire of Esperance.

The purpose of this Policy is to provide transparency for Elected Member and CEO attendance at events.

Scope

This document summarises the protocols for Elected Members and CEO of the Shire of Esperance when attending events.

Definitions

Event: an occasion hosted by an individual or organisation, including concerts, conferences, functions, sporting events or any other activity in accordance with 5.90A(1)(e) of the Act.

Act: *Local Government Act 1995*.

Practice

Invitations

A ticket or invitation received by a person not in their capacity as an Elected Member or CEO will not be captured by this Policy. The requirement to disclose a financial interest where the amount exceeds the amount prescribed under the *Local Government (Administration) Regulation 20A* applies in this case.

A ticket or invitation provided to an individual in their capacity as an Elected Member or CEO is to be treated as a gift to that person, unless the ticket or invitation is referred to the local government for consideration with regard to this Policy.

The following events and attendees are pre-approved for the purposes of this policy;

Event	Event Organiser or Date	Approved Attendee/s
Local Government Week	Western Australian Local Government Association (WALGA)	All Elected Members Chief Executive Officer
Local Events (within the Shire of Esperance)	Sporting	Shire President
	Cultural	Deputy Shire President
	Industry	

WALGA Annual General Meeting	Western Australian Local Government Association (WALGA)	Shire President
		Deputy Shire President
		Chief Executive Officer

Approval of attendance

In deciding on attendance at an event, Council must consider:

1. who is providing the invitation or ticket to the event;
2. the location of the event in relation to the Shire (within the region or out of the region);
3. the role of the Elected Member or CEO when attending the event (participant, observer, presenter) and the value of their contribution;
4. whether the event is sponsored by the Shire of Esperance;
5. the benefit of Shire of Esperance representation at the event;
6. the number of invitations / tickets received; and
7. the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

Decisions to attend events in accordance with this Policy will be made by simple majority of Council or by the Shire President.

In addition to invitations or tickets provided by event organisers, the CEO, in consultation with the Shire President, may purchase tickets for an event where Shire attendance is deemed to be beneficial and appropriate.

Where attendance at an event is approved in accordance with this Policy, the requirement to disclose a financial interest under the Act will not apply.

Payments of attendance

Where an invitation or ticket to an event is provided free of charge, the Shire may contribute to appropriate expenses for attendance, such as travel and accommodation, and for events outside the region, if Council determine attendance to be of value to the organisation.

For any events where a member of the public is required to pay, unless previously approved or listed in this Policy as a pre-approved event, Council will determine whether it is in the best interest of the Shire for an Elected Member, the CEO or another officer to attend on behalf of Council.

If Council determines that an Elected Member or CEO in consultation with the Shire President should attend a paid event, the Shire will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

Where partners of an authorised Shire representative attend an event, any tickets for that person, if paid by the local government, must be reimbursed by the representative, unless expressly authorised by Council.

This policy does not apply where a Councillor or the CEO attends an event at their own cost and in a personal capacity.

.....End.....

Document Information

Responsible Position	Executive Assistant
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Nov 2020	1	D20/34719	New policy	O1120-355	Nov 2022
Jan 2022	2	D20/34719[v2]	Biennial review, no change	O0122-012	Jan 2024
Jan 2024	3	D20/34719[v3]	Minor rewording, include scope.	O0124-004	Jan 2026



POL 0048: Code of Conduct Behaviour Complaints Management

COUNCIL POLICY

Purpose

To establish, in accordance with clause 15(2) of the *Local Government (Model Code of Conduct) Regulations 2021* and clause 2.9(2) of the Shire of Esperance's Code of Conduct for Council Members, the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 2 of the Shire of Esperance's *Code of Conduct for Council Members, Committee Members and Candidates*.

To give result to the Shire's commitment to an effective, transparent, fair and accessible complaints handling process that supports high standards of behaviour of Council Members, Committee Members and Candidates.

Scope

This Policy applies to complaints made in accordance with clause 2.5 of the Shire's *Code of Conduct for Council Members, Committee Members and Candidates*.

This Policy applies to Council Members, Committee Members, Candidates and any person who submits a complaint in accordance with this Policy.

Definitions

Act: means the *Local Government Act 1995*.

Behaviour Complaints Committee: means the Committee established by the Council in accordance with s.5.8 of the Act for the purpose of dealing with Complaints. The role of the Behaviour Complaints Committee is outlined in Part 2.3 of this Policy.

Behaviour Complaints Officer: means a person authorised in writing under clause 2.5(3) of the Code of Conduct to receive complaints and withdrawals of complaints. The role of the Behaviour Complaints Officer is addressed in Part 2(ab) of this Policy.

Breach: means a breach of Division 2 of the Shire of Esperance's Code of Conduct for Council Members, Committee Members and Candidates.

Candidate: means a candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under s.4.49 of the Act, but does not include a Council Member who has nominated for re-election. A person is a Candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with s.4.77 of the Act.

Candidate Complaint: means a Complaint alleging a Breach by a Candidate. Candidate Complaints are dealt with in Part 3(b) of this Policy.

Code of Conduct: means the Shire of Esperance's *Code of Conduct for Council Members, Committee Members and Candidates*.

Committee: means a committee of Council, established in accordance with s.5.8 of the Act.

Committee Member: means a Council Member, employee of the Shire of Esperance or other person who has been appointed by the Council to be a member of a Committee, in accordance with s.5.10(1) of the Act. A person is a Committee Member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.

Complaint: means a complaint submitted under clause 2.5 of the Code of Conduct.

Complainant: means a person who has submitted a Complaint in accordance with this Policy.

Complaint Assessor: means a person appointed by the Behaviour Complaints Officer in accordance with Part 2(b) and Part 3(h) of this Policy.

Complaint Documents: means the Complaint Form and any supporting information, evidence, or attachments provided by the Complainant.

Complaint Form: means the form approved under clause 2.5(2)(a) of the Code of Conduct.

Council: means the Council of the Shire of Esperance.

Council or Committee Meeting: means a formal meeting of Council or a Committee that is called and convened in accordance with the Act. It does not include informal meetings, such as working group meetings, workshops or briefings.

Council Member: means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

Finding: means a finding made in accordance with clause 2.6(1) of the Code of Conduct as to whether the alleged Breach has or has not occurred.

Plan: means a Plan that may be prepared and implemented under clause 2.6(4)(b) of the Code of Conduct, to address the behaviour of the person to whom the complaint relates (the Respondent), if a Finding has been made that a Breach has occurred.

Response Documents: means the response provided by the Respondent to the Complaint, and includes any supporting information or evidence that is supplied.

Practice

1. Principles
 - a. Procedural fairness

The principles of procedural fairness, or natural justice, will apply when dealing with a Complaint under this Policy. In particular -

- i. the Respondent will be afforded a reasonable opportunity to be heard before any findings are made, or a plan is implemented;
- ii. the decision maker should be objective and impartial, with an absence of bias or the perception of bias; and

- iii. any findings made will be based on proper and genuine consideration of the evidence.

- b. Consistency

The application of this Policy should lead to consistency in process and outcomes. While each Complainant and Respondent will be dealt with according to their circumstances, and each Complaint considered and determined on its merits, similar circumstances will result in similar decisions.

- c. Confidentiality

The Shire of Esperance will take all reasonable steps to maintain confidentiality when dealing with the Complaint, in order to protect both the Complainant and Respondent.

Council Members, Local Government employees and contractors who have a role in handling a specific complaint will be provided with sufficient information to fulfil their role. They must manage this information securely, and must not disclose or inappropriately use this information.

Complainants will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the progress of their Complaint.

In order to allow the Respondent to understand and respond to the complaint against them, the name of the Complainant will be provided to the Respondent, unless the Complainant provides appropriate reasons this should not occur.

The Complainant's contact information will not be provided to the Respondent.

The Complainant's name and contact information will not be included in any publicly available documents such as meeting agenda or minutes.

The Complainant should be aware that Complaint Documents may be subject to an FOI request, noting that they must be consulted before any documents are released, and exemptions may apply.

- d. Accessibility

The Shire of Esperance will ensure that information on how to make a complaint, including this Policy, is available at the Shire's Administration Building and on the Shire website. The Shire will make information available in alternative formats if requested.

Any person wishing to make a complaint may contact the Behaviour Complaints Officer if they require assistance in completing the complaint form or otherwise navigating the complaints process.

The Shire of Esperance's Behaviour Complaints Officer is;

Director Corporate and Community Services

Phone: 08 9071 0693

Email: shire@esperance.wa.gov.au

2. Roles

a. Behaviour Complaints Officer

The Behaviour Complaints Officer is authorised in accordance with clause 2.5(3) of the Code of Conduct to accept complaints and withdrawal of complaints.

The Behaviour Complaints Officer is not an advocate for the complainant or the respondent. The Behaviour Complaints Officer provides procedural information and assistance to both Complainant and Respondent.

The Behaviour Complaints Officer will liaise with and provide administrative support to a Complaint Assessor appointed under this Policy.

To assist with workload and record keeping, the Behavioural Complaints officer may engage the assistance of the Information Management Officers at the Shire. They will be held to the same confidentiality requirements as the Behavioural Complaints Officer.

The Behaviour Complaints Officer will liaise with the Local Government to facilitate the calling and convening of Council or Behaviour Complaints Committee meetings if required.

In undertaking their functions, the Behaviour Complaints Officer will apply the Principles of this Policy.

b. Complaint Assessor

The Complaint Assessor is appointed by the Behaviour Complaints Officer in accordance with Part 3.(h) of this Policy.

The Complaint Assessor is an impartial employee or third party who will undertake the functions specified in this Policy. In undertaking their functions, the Complaint Assessor will apply the Principles of this Policy.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to manage the administrative requirements of dealing with the Complaint in accordance with this Policy.

3. Procedure

a. Making a complaint

Any person may make a Complaint alleging that a Council Member, Committee Member or Candidate has behaved in a way that constitutes a breach of Division 2 of the Code of Conduct.

A Complaint must be made within one (1) month after the alleged Breach.

A Complaint must be made by completing the Behaviour Complaint Form in full and providing the completed forms to the Behaviour Complaints Officer.

A Complaint must be made in accordance with the Behaviour Complaint Form and specify which requirement(s) of the Code of Conduct is alleged to have been breached.

A Complaint is required to include the name and contact details of the Complainant therefore anonymous complaints cannot be accepted.

Where a Complaint Form omits required details, the Behaviour Complaints Officer will invite the Complainant to provide this information in order for the Complaint to be progressed.

Where a Complaint is made more than 1 month after the alleged breach, the Behaviour Complaints Officer will give the Complainant written notice that the Complaint cannot be made.

b. Candidate Complaints

A Complaint in relation to a Candidate must be made in accordance with 3.1, above, but cannot be dealt with unless the Candidate is subsequently declared elected as a Council Member.

Within 7 days after receiving a Candidate Complaint, the Behaviour Complaints Officer will provide written notice -

- i. To the Complainant confirming receipt, and advising of the procedure for candidate complaints; and
- ii. To the Respondent, including a summary of the complaint, and advising of the procedure for candidate complaints.

No action will be taken until the results of the election are declared by the Returning Officer. If the respondent is elected, then the complaint will be dealt with in accordance with this Policy. Timeframes that would otherwise commence on the receipt of a Complaint will be taken to commence on the election date.

If the Respondent is not elected, the Behaviour Complaints Officer will provide the Complainant with notice that the Respondent has not been elected and that the Complaint cannot be dealt with.

c. Withdrawing a Complaint

A Complainant may withdraw their Complaint at any time before a Finding has been made in relation to the Complaint.

A Complainant may withdraw a Complaint by advising the Behaviour Complaints Officer in writing that they wish to do so.

After receiving a written withdrawal of the Complaint, the Behaviour Complaints Officer will take all necessary steps to terminate the process commenced under this Policy.

d. Notice to Complainant

Within 7 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Complainant that -

- i. confirms receipt of the Complaint;
- ii. outlines the process that will be followed and possible outcomes;
- iii. explains the application of confidentiality to the complaint;
- iv. includes a copy of this Policy; and
- v. if necessary, seeks clarifications or additional information.

If the Complaint Form indicates that the Complainant agrees to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will advise the Complainant of the process in accordance with Part 3(f) of this Policy.

e. Notice to Respondent

Within 14 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Respondent that -

- i. advises that a Complaint has been made in accordance with the Code of Conduct and this Policy;
- ii. includes a copy of the Complaint Documents;
- iii. outlines the process that will be followed, the opportunities that will be afforded to the Respondent to be heard and the possible outcomes;
- iv. includes a copy of this Policy; and
- v. if applicable, advises that further information has been requested from the Complainant and will be provided in due course.

If the Complainant has agreed to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will ask the Respondent if they are also willing to participate in accordance with Part 3(f) of this Policy.

f. Alternative Dispute Resolution

The Shire of Esperance recognises that Alternative Dispute Resolution may support both parties to reach a mutually satisfactory outcome that resolves the issues giving rise to the Complaint. Alternative Dispute Resolution requires the consent of both parties to the Complaint and may not be appropriate in all circumstances.

To commence the process, the Behaviour Complaints Officer will, as the first course of action upon receiving a complaint, offer the Complainant and the Respondent the option of Alternative Dispute Resolution. If both parties agree to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will pause the formal process.

The objective of Alternative Dispute Resolution will be to reach an agreed resolution that satisfies the Complainant that the formal process is no longer required, allowing them to withdraw the Complaint, in accordance with Part 3(c) of this Policy. For example, an offer by a Respondent to issue a voluntary apology in response to a Complaint, even in the absence of a request from the Complainant, qualifies for consideration as Alternative Dispute Resolution.

If Alternative Dispute Resolution is commenced, both the Complainant and Respondent may decline to proceed with the process at any time. The process may also be terminated on the advice of a third party who is aiding the Local Government, such as a facilitator or mediator.

If Alternative Dispute Resolution is terminated or does not achieve an agreed outcome that results in the withdrawal of the Complaint, the Behaviour Complaints Officer will resume the formal process required under this Policy.

g. Order of Complaints

Complaints will normally be dealt with in the order in which they are received.

If more than one Complaint is received that relates to the same alleged behaviour, the Behaviour Complaints Officer may decide to progress those Complaints concurrently.

h. Appointment of Complaints Assessor

If Alternative Dispute Resolution is not commenced, is terminated or does not achieve an agreed outcome resulting in the withdrawal of the Complaint, the Behaviour Complaints Officer will appoint a suitably qualified and experienced Complaint Assessor. The Complaints Assessor may be either an Employee of the Shire of Esperance or a third party appointed in accordance with the Shire's Purchasing Policy.

The Behaviour Complaints Officer will endeavour to appoint a Complaint Assessor within a reasonable period. The Behaviour Complaints Officer will provide written notice of the appointment to the Complainant and the Respondent.

i. Search of Local Government Records

The Complaint Assessor may request the Behaviour Complaints Officer to search for any relevant records in the Shire's Record Management System.

In particular, if the behaviour is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Officer will be requested to identify any Local Government records that provide evidence that may support a decision as to whether -

- i. the behaviour occurred at a Council or Committee Meeting,
- ii. the behaviour was dealt with by the person presiding at the meeting, and/or
- iii. the Respondent has taken remedial action in accordance with the Shire of Esperance's *Standing Orders Local Law 2015*.

The Complaints Assessor must provide the Respondent with a copy of any records that are identified. In addition, where a clarification or additional information has been sought from the Complainant by either the Behaviour Complaints Officer or the Complaint Assessor, copies must also be provided to the Respondent.

j. Assessment of the Complaint

The Complaint Assessor will undertake an assessment of the Complaint in accordance with the process outlined in the Notices given under Part 3(d) and Part 3(e) of this Policy.

The Complaint Assessor must ensure that the Respondent is provided with a reasonable opportunity to be heard before forming any opinions, or drafting the Complaint Report or recommendations.

k. Complaint Report

The Complaint Assessor will prepare a Complaint Report that will -

- i. outline the process followed, including how the Respondent was provided with an opportunity to be heard;
- ii. include the Complaint Documents, the Response Documents and any relevant Local Government Records as attachments; and
- iii. include recommendations on each decision that may be made by Council; and
- iv. include reasons for each recommendation, with reference to Part 4 of this Policy.

If the Complaint Report recommends that a Plan is prepared and implemented in accordance with clause 2.6(4)(b) of the Code of Conduct and Part 4.(d) of this Policy, the Complaint Report must include a Proposed Plan.

The Respondent and Claimant will be provided with a draft copy of the Complaint Report, and an opportunity to make submissions, before the Complaint Assessor finalises the Complaint Report.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to include the Complaint Report in the Agenda for a meeting of Council. The Behaviour Complaints Officer will be responsible for preparation of an Officer Report with the Complaint Report provided as a confidential attachment. The recommendations of the Complaint Report will be provided as the Officer Recommendations.

I. Complaints Committee Meeting

The Agenda will be prepared on the basis that the part of the meeting that deals with the Complaint Report will be held behind closed doors in accordance with s.5.23(2) of the Act.

The Behaviour Complaints Committee will consider the Complaint Report and attachments and give due regard to the recommendations.

In accordance with Regulation 11(d)(a) of the *Local Government (Administration) Regulations 1996*, reasons for any decision that is significantly different from the Officer Recommendation must be recorded in the meeting minutes.

If the behaviour that is the subject of the Complaint is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Committee will determine whether or not to dismiss the Complaint in accordance with clause 2.7 of the Code of Conduct and Part 4(b) of this Policy.

If the Behaviour Complaints Committee dismisses a Complaint, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the decision and the reasons for the decision in accordance with clause 2.7(2) of the Code of Conduct. This concludes the process for this Complaint.

If the Complaint is not dismissed, the Behaviour Complaints Committee will consider the Complaint and make a Finding as to whether the alleged Breach that is the subject of the Complaint has or has not occurred, in accordance with clause 2.6 of the Code of Conduct and Part 4(c) of this Policy.

If the Behaviour Complaints Committee finds that the alleged Breach did not occur, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the Finding and the reasons for the Finding in accordance with clause 2.6(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Behaviour Complaints Committee finds that the alleged breach did occur, the Committee will decide whether to take no further action in accordance with clause 2.6(4)(a) of the Code of Conduct or prepare a plan to address the behaviour in accordance with clause 2.6(4)(b) of the Code of Conduct and Part 4(d) of this Policy.

If the Behaviour Complaints Committee decides to take no further action, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of this decision and the reasons for the Finding in accordance with clause 2.6(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Behaviour Complaints Committee decides to prepare a Plan, the Committee will first consult with the Respondent in accordance with clause 2.6(5) of the Code of Conduct. The Behaviour Complaints Committee will consider any submissions made by the Respondent before preparing and implementing a Plan.

m. Compliance with Plan Requirement

The Behaviour Complaints Officer will monitor the actions in timeframes set out in a Plan.

Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the Act and clause 3.9 of the Code of Conduct.

The Behaviour Complaints Officer must provide a report advising Council of any failure to comply with a requirement included in a Plan.

4. Decision Making

a. Objective and Principles

All decisions made under this Policy will reflect the Policy Objectives and the Principles included in Part 1 of this Policy.

b. Dismissal

The Behaviour Complaints Committee must dismiss a Complaint in accordance with clause 2.7(1)(a) and (b) of the Code of Conduct if it is satisfied that -

- i. the behaviour to which the Complaint relates occurred at a Council or Committee Meeting; and
- ii. either —
 - 1. the behaviour was dealt with by the person presiding at the meeting; or
 - 2. the Respondent has taken remedial action in accordance with the Shire of Esperance's Standing Orders Local Law 2015

c. Finding

A Finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a breach of a requirement of Division 2 of the Code of Conduct.

d. Action

In deciding whether to take no further action, or prepare and implement a Plan, the Complaints Committee may consider -

- i. the nature and seriousness of the breach(es);
- ii. the Respondent's submission in relation to the contravention;
- iii. whether the Respondent has breached the Code of Conduct knowingly or carelessly;
- iv. whether the Respondent has breached the Code of Conduct on previous occasions;
- v. likelihood or not of the Respondent committing further breaches of the Code of Conduct;
- vi. personal circumstances at the time of conduct;
- vii. need to protect the public through general deterrence and maintain public confidence in Local Government; and
- viii. any other matters which may be regarded as contributing to the conduct or mitigating its seriousness.

e. Plan Requirements

The Proposed Plan may include requirements for the Respondent to do one (1) or more of the following -

- i. engage in mediation;
- ii. undertake counselling;
- iii. undertake training;
- iv. take other action the Complaints Committee considers appropriate (e.g. an apology).

The Proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives expressed in the Code of Conduct.

The Proposed Plan may also outline -

- a. the actions to be taken to address the behaviour(s);
- b. who is responsible for the actions;
- c. any assistance the Local Government will provide to assist achieve the intent of the Plan; and
- d. a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.

Any requirements identified within a Plan will be arranged by the Shire in accordance with the Elected Member Professional Development Policy once adopted.

.....End.....

Document Information

Responsible Position	Executive Assistant Director Corporate & Community Services
Risk Rating	High

Referencing Documents

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*
- *Local Government (Model Code of Conduct) Regulations 2021*
- *Council Members, Committee Members and Candidates Code of Conduct*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
May 2021	1	D21/17096	New policy	O0521-146	May 2023
Jan 2022	2	D21/17096[v2]	Biennial review, no change	O0122-012	Jan 2024
Jan 2024	3	D21/17096[v3]	Minor rewording	O0124-004	Jan 2026
May 2024	4	D21/17096[v4]	Update clause references throughout	O0524-058	May 2026



POL 0049: Elected Member Professional Development

COUNCIL POLICY

Purpose

To ensure that Elected Members of the Shire of Esperance meet and comply with the prescribed professional development requirements under the *Local Government Act 1995*, and to encourage participation in other professional development, specifically designed to enhance skills and knowledge relating to roles and responsibilities, as an Elected Member.

Scope

This Policy applies to elected members of the Shire of Esperance.

Definitions

Conference: means a gathering within a structured learning environment, or event related to the industry of local government in the form of a conference, congress, seminar, forum and workshop.

Professional Development: defines training, conferences, conventions, congresses, study tours, forums, information sessions, workshops and events related to local government

Practice

Compulsory Training

The *Local Government Act 1995* requires all Elected Members to undertake compulsory training within 12 months of being elected. The Shire of Esperance is required under the *Local Government Act 1995* to adopt and report on compulsory training, and additionally, continuing development for Elected Members of the Shire of Esperance.

Elected Members of the Shire of Esperance must undertake and successfully complete the following prescribed professional development training modules titled "Council Member Essentials" within a period of 12 months from election, unless a prescribed exemption applies -

1. Understanding Local Government;
2. Serving on Council;
3. Meeting Procedures;
4. Conflicts of Interest; and
5. Understanding Financial Reports and Budgets.

All units and associated costs will be paid by the Shire and must be completed within 12 months following election. The training is valid for 5 years.

It is Council's preference that the training is undertaken via the eLearning method which is the most cost-efficient form of delivery. It is acknowledged that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region or in the Perth Metropolitan area.

Ongoing Professional Development

The professional development of Elected Members is an important activity of the Shire to ensure that its decision making is of the highest standard and is the product of informed and ethical debate, by well trained and committed Elected Members, acting in the best interest of the community.

Elected Members are encouraged to nominate to attend other professional development opportunities to enhance and broaden their knowledge of local government issues to support the community.

In order to be eligible for approval under this Policy, professional development must be relevant to the role of an Elected Member, and offer demonstrable benefit to the Council as a governing body, the Shire as an organisation, and the broader community.

This includes continuing professional development that:

1. Enhances the understanding of Council Member roles and responsibilities, and/or the role and function of Local Government;
2. Assists Council Members to develop knowledge and skills in relation to the strategic objectives of the Shire;
3. Enables Council Members to further develop personal and professional skills, necessary for excellence in performance of the Council Member role; or
4. Supports Council Members in developing and maintaining positive and healthy communication, team culture and relationships, to facilitate excellent teamwork to achieve outcomes that deliver good government for the Shire community.

Eligible Formal Training Events

The formal training events to which this Policy applies is limited to those conducted by, or organised by, any of the following organisations or individuals -

1. The West Australian Local Government Association (WALGA);
2. Local Government Professionals WA;
3. Accredited training organisations offering training which directly relates to the role and responsibilities of Elected Members;
4. Information sessions organised by the Department of Local Government, Sport and Cultural Industries; or
5. Seminars, training and/or information sessions provided by individuals with a demonstrably strong knowledge of local government in Western Australia.

The following are examples of other professional development opportunities as described above -

1. WALGA WA Local Government Week;
2. Special “one off” conferences sponsored by WALGA or the Department of Local Government, ~~Sport and Cultural Industries~~ on important local government issues;
3. Annual conferences of major professions of local government;
4. Conferences which advance the development of Elected Members in their role as Councillors; or
5. Conferences of organisations on which an Elected Member has been elected or appointed as a delegate.

Approval of Professional Development

Councillors must submit their application for professional development to the Shire President or Chief Executive Officer. Council Members who wish to attend training or professional development may make application by providing the following details to the CEO in writing -

1. Course or event title, provider or organiser name, location and date;
2. Copy of, or link to program, course outline or other summary of content;
3. An outline of the anticipated benefits of attendance, with reference to this policy; and
4. Total estimated costs including accommodation, travel and sundry expenses.

Applications, including all required details, are to be submitted in reasonable time for registration. Where possible, the Shire will seek to take advantage of reduced prices for early registration.

The Shire President and Chief Executive Officer have the ability to approve or refuse applications for training or professional development. Considerations for approval include -

1. The costs of attendance including registration, travel and accommodation (if required);
2. The budget provisions allowed and the uncommitted or unspent funds remaining as per the Elected Member Entitlement Policy,
3. Any justification provided by the applicant when the training is submitted for approval;
4. The benefits to the Shire of the person attending;
5. Identified skills gaps of elected members both individually and as a collective;
6. The Elected Member holding a position on the relevant Council Committee that deals with the subject matter of the conference;
7. If no nominees are available from the relevant portfolio or Committee then the nomination will be at the discretion of Council;
8. The current or future strategic direction and activities of the Shire and its priorities as related to the Shire’s Strategic Community Plan;

9. The equity of opportunity and the remaining period of office of the Elected Member concerned including recognition of the number of opportunities already provided to the respective Elected Member; or
10. A maximum of two (2) Councillors attending any one conference (excluding Local Government Week), unless resolved otherwise by Council.

Travel Arrangements

All booking arrangements for conferences and training for Elected Members are coordinated through the Chief Executive's Office.

Bookings allocated to Elected Representatives of the Shire cannot be exchanged, downgraded or rebated. Efforts will be made to modify departure times only.

Bookings will not be revised to include personal travel that is not part of the scheduled conference itinerary. Efforts will be made to upgrade or alter the booking if the Elected Member is personally paying for the additional costs.

The proposed duration of conference or training attendance together with travel time and planned supplementary pre or post conference activities relevant to the Shire of Esperance will be notified to Council or the Chief Executive Officer for confirmation and/or amendment prior to the delegate's departure for the conference or training.

Loyalty Program and Reward Points

Council Members are not to obtain personal benefits from expenditure of Shire funds and must not claim personal frequent flyer or accommodation loyalty points for air travel or accommodation paid for by the Shire.

Reporting and Publishing

All Elected Members attending any conference or training are expected to report to Council on the benefits achieved by attending and should make the conference papers available to other Councillors.

A record of conferences or training attended by Elected Members will be maintained by the Chief Executive Officer.

The Chief Executive Officer is to prepare a report each financial year on professional development training completed by Elected Members in the financial year.

This report is to be published on the shire website within 1 month after the end of the financial year to which the report relates.

Conference/Seminar Attendance

This statement applies to all conferences and seminars, in order that Council provides an opportunity for Elected Members to further their knowledge, professional development and to establish industry networks. Council recognises that Elected Members, in carrying out their duties and responsibilities, will be required to represent the Council by attendance at various conferences or seminars.

Attendance

Subject to budgeted funds being available, an allocation of \$4,500 per financial year will be allocated to each Elected Member to attend approved conferences, including interstate and intrastate conferences. The cost of attending Local Government Week and travel and accommodation costs related to attending conferences and seminars will be included within this financial limit. The Budget allocation for Elected Members for Conferences/Seminars, and Travel and Accommodation will be reviewed annually.

Elected Members may be nominated and authorised to attend conferences by -

1. the Council through a resolution passed at a Council Meeting for interstate and/or international conferences; or
2. the Shire President, or CEO acting within delegated authority, for intrastate conferences.

In applying this policy authority is delegated to the CEO to authorise attendance at intrastate conferences and to nominate and authorise a substitute Elected Member to attend any conference in lieu of the person/s approved, if they are unable to attend the conference.

Limitations on Conference Attendance

Elected Members conference attendance will be limited to the annual member allocation amount of \$4,500 and this will be applied to a combination of Local Government Week and other intrastate conferences to the combined maximum value of \$4,500 or alternatively one (1) interstate conference and other intrastate conferences to the maximum combined value of \$4,500. This allowance applies to all conferences but does not include dedicated training courses provided for Elected Members via WALGA or the Department of Local Government, this is determined under the Elected Member Training and Personal Development section of this Policy.

The Council shall have the authority to nominate the Shire President to attend any conference; however, the maximum value shall be 1.5 times the Member's allocation in any financial year.

Elected Member Training Allowance

An annual training allowance of \$3,000 per Elected Member will be available in order for Elected Members to undertake approved training courses for personal development. This allocation is for course fees only and does not include travel and accommodation costs.

Note: course costs for units specified in the Compulsory Training section of this policy are additional to the annual training allowance and will not reduce this balance.

For qualifications relevant to your position which are greater than the annual training allowance, the Shire may contribute up to 75% of the course cost.

Cost for travel and accommodation during approved training will be allocated from the \$4,500 conference allowance.

Conference and Training Costs, Travel and Related Expenses

The Shire will be responsible for the costs associated with training or professional development approved in accordance with this policy, as detailed in this section.

Travel, registration fees and accommodation are to be arranged directly by the Executive Assistant.

Expenses relating to conferences and training as approved, will be paid direct by the Shire. Expenses may include the following items -

3. Airfare;
4. Conference registration;
5. Copy of conference proceedings;
6. Accommodation; and
7. Meals

Incidental expenses include -

1. Travel to and from the conference venue; and
2. Travel to and from all airport destinations.

For each Council delegate authorised to attend a conference, training or seminar in accordance with this Policy, Council would cover direct expenses of such attendances, including the cost of registration, official conference functions/dinners/tours, travel arrangements, accommodation, and reasonable out-of-pocket expenses for the duration of the conference.

Reasonable out-of-pocket expenses would not include excessive in-room charges; mini bar costs; entertaining expenses; meals and drinks where provided for by conference registration; or personal costs such as dry-cleaning or personal care appointments.

Where the conference, training or seminar is held at a hotel, accommodation in the first instance will be sought from that particular hotel, or if not available, from an accommodation provider as near as practicable to the venue.

In the event that accommodation is not onsite, the Shire will reimburse Elected Members any taxi or public transport costs incurred for travel to or from the conference, training or seminar.

The preferred method of travel to and from a conference, training or seminar in Perth or interstate is via air travel. Alternatively, or where air travel is not available, the preferred method of road travel is by Shire provided vehicle. Where an Elected Member chooses to take their own private vehicle to suit personal arrangements, the Shire will -

1. Pay the Elected Member the equivalent of a single return flight to Perth (equivalent to the cost of a Rex Community Fare) for travel by private motor vehicle; or
2. Pay the Elected Member the rate stipulated in the table on page 1 of this Policy where the travel is outside of the Perth metropolitan region (i.e. Kalgoorlie, Ravensthorpe, Norseman etc.).

Where the mode of transport to attend a conference, training or seminar is a motor vehicle, the Shire will pay for parking costs incurred relating to attendance at the conference, training or seminar.

Hire cars will be made available to Elected Members to facilitate their attendance at a conference, training or seminar where the CEO considers it favourable as opposed to utilising taxis or public transport. In this instance parking costs will also be reimbursed.

Where meals are not included as part of the associated conference, training, seminar or accommodation, Elected Members will receive an allowance or reimbursement at the following rates in accordance with the *Public Service Award 1992* -

1. Breakfast \$16.30
2. Lunch \$16.30
3. Dinner \$46.50

Any expenditure over and above these amounts will be at the cost of the Elected Member.

Where the CEO or a Director pays for the costs of a group meal via corporate credit card, those Elected Members in attendance will not be paid the meal allowance referred to in point 8 above.

Elected Member Delegate – Accompanying Person

Where an Elected Member is accompanied at a conference or training course, all costs for or incurred by the accompanying person are at their personal expense and not covered by Council. The exception to this being the cost of shared accommodation, provided there is no increase in accommodation costs from the rate if the elected member attended the event alone, and attending any official conference dinner where partners would normally attend, then the Council would pay that cost.

Sharing of Knowledge

At the next Ordinary Council Meeting following the return from an approved conference, training or seminar, the Elected Member concerned shall provide at least a verbal report on the attendance for the information of other Elected Members. Any written papers or materials should be handed to the CEO for circulation within the organisation.

.....End.....

Document Information

Responsible Position	Executive Assistant
Risk Rating	Medium

Referencing Documents

- *Local Government Act 1995*
- *Public Service Award 1992*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Jun 2021	1	D21/20126	New policy	O0621-149	Jun 2022
Jan 2022	2	D21/20126[v2]	Biennial review, no change.	O0122-012	Jan 2024
Jun 2022	3	D21/20126[v3]	Include provisions for high level qualifications.	O0622-148	Jun 2024
Jan 2024	4	D21/20126[v4]	Change references of conferences and training to be professional development, minor rewording and formatting.	O0124-004	Jan 2026



POL 0050: Elected Member Social Media

COUNCIL POLICY

Purpose

The purpose of this policy is to guide Elected Members in their use of social media to ensure communication with the community is professional, respectful, and aligned with the values and standards of the Shire of Esperance.

It promotes responsible use of social media that upholds the integrity of Council, supports transparency, and fosters positive engagement with the community.

Scope

This policy applies to all Elected Members of the Shire of Esperance when using social media in any capacity that may identify them as a Council Member or relate to their role.

Social media is an important tool for communication, engagement, and collaboration with the community. The Council recognises its value in strengthening transparency, accessibility, and connection between Elected Members and the public.

This policy ensures that all social media use by Elected Members is thoughtful, respectful, well-reasoned, and responsible, reflecting their professional position and community standing, and remaining consistent with the Code of Conduct and adopted Council policies.

Definitions

Code of Conduct: refers to the Code of Conduct - Council Members, Committee Members and Candidates.

The Guide: refers to the Elected Member Use of Social Media Guide document.

Shire: refers to the Shire of Esperance as an organisation/governing body.

Social Media: includes any online platform that enables users to create and share information. Some examples of social media are –

- a. Social networking sites (e.g. Facebook, LinkedIn, Google+)
- b. Blog posts including video and podcasts
- c. Video hosts (e.g. YouTube, Vimeo)
- d. Image sharing sites (e.g. Flickr, Instagram and Pinterest)
- e. Text or voice chat
- f. Forums or discussion groups Geolocation based media (e.g. Discord)
- g. Wikis and online collaborations (e.g. Wikipedia)

Practice

Social media is a powerful way for Elected Members to connect with the community, share information, and encourage participation in local issues. It can break down barriers, increase transparency, and strengthen public discussion about Council matters.

However, with this opportunity comes responsibility. The community expects Elected Members to communicate in a way that is thoughtful, respectful, well-reasoned, and responsible, regardless of the platform used. While social media often encourages short or informal posts, the same professional standards apply online as they do in person or within Council Chambers.

All Elected Members must comply with the Code of Conduct and the *Local Government Act 1995* when engaging on social media. The Elected Member Use of Social Media Guide provides a practical framework that sets out clear expectations for respectful communication, confidentiality, and integrity in public comment.

As part of the Elected Member induction process, a training session will be provided to outline best practice for social media use and reinforce responsibilities under this Policy. The Guide should be read in conjunction with the Code of Conduct and forms part of Council's broader governance framework.

A breach of this Policy or the Guide may be considered a breach of the Code of Conduct. Members are expected to ensure that all online communication reflects the dignity of their role, maintains public trust, and protects the reputation of both Council and the Shire of Esperance.

Recordkeeping

Social media posts and comments made by the Shire of Esperance and Elected Members are classified as "official public records". It is a statutory requirement for the Shire to monitor relevant social media posts and retain them in the Shire's document management system for record keeping purposes, as per the *State Records Act 2002*.

Use of Social Media During Local Government Elections

During local government elections, social media posts may be considered 'election material'.

Election material is any material which is published in any format which is intended to affect the result of the election.

All election material must contain the name and the home address of the person who authorises the material. Therefore, any social media which may in some way comment on Candidates or Council during an election campaign must meet the requirements of the *Local Government (Elections) Regulations 1997* and associated Regulations. Elected Members and Candidates should understand these rules. If in doubt, act on the side of caution and refrain from using social media to make comment. Advice can be obtained from the WA Electoral Commissioner's delegate or the WA Electoral Commission website.

.....End.....

Document Information

Responsible Position	Manager Marketing and Communications
Risk Rating	High

Referencing Documents

- *Local Government Act 1995*
- *Local Government (Elections) Regulations 1997*
- *Code of Conduct - Council Members, Committee Members and Candidates*
- *Elected Member Use of Social Media Guide*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Aug 2021	1	D21/28773	New policy	O0821-143	Aug 2023
Jan 2022	2	D21/28773[v2]	Biennial review, no change	O0122-012	Jan 2024
Jan 2024	3	D21/28773[v3]	Removed Guidelines from policy and created the Elected Member Use of Social Media Guide which is now referenced, minor rewording.	O0124-004	Jan 2026



POL 0050: Elected Member Social Media

COUNCIL POLICY

Purpose

The purpose of this policy is to guide Elected Members in their use of social media to ensure communication with the community is professional, respectful, and aligned with the values and standards of the Shire of Esperance.

It promotes responsible use of social media that upholds the integrity of Council, supports transparency, and fosters positive engagement with the community. The purpose of this policy is to provide guidance for the use of social media by Elected Members when engaging with the community in both a private and public capacity.

Scope

This policy applies to all Elected Members of the Shire of Esperance when using social media in any capacity that may identify them as a Council Member or relate to their role.

Social media is an important tool for communication, engagement, and collaboration with the community. The Council recognises its value in strengthening transparency, accessibility, and connection between Elected Members and the public.

This policy ensures that all social media use by Elected Members is thoughtful, respectful, well-reasoned, and responsible, reflecting their professional position and community standing, and remaining consistent with the Code of Conduct and adopted Council policies. The Council is committed to engaging with Esperance communities, and enhancing existing communication and information circulation. Social media has become an essential part of daily life and method of communication. The use of social media by the Shire and the Elected Members can enhance communication, engagement and collaboration with our community.

The intent of this Policy is to ensure that social media engagement by Elected Members are thoughtful, well-reasoned and responsible, suited to their professional position and standing in the community and aligns with the adopted policies of the Council.

Definitions

Code of Conduct: refers to the Code of Conduct - Council Members, Committee Members and Candidates.

The Guide: refers to the Elected Member Use of Social Media Guide document.

Shire: refers to the Shire of Esperance as an organisation/governing body.

Social Media: includes any online platform that enables users to create and share information. Some examples of social media are –

- a. Social networking sites (e.g. Facebook, LinkedIn, Google+)
- b. Blog posts including video and podcasts
- c. Video hosts (e.g. YouTube, Vimeo)
- d. Image sharing sites (e.g. Flickr, Instagram and Pinterest)
- e. Text or voice chat
- f. Forums or discussion groups Geolocation based media (e.g. Discord)
- a. Wikis and online collaborations (e.g. Wikipedia) includes all of the means by which information in the form of text, still and video images, sound files, data or preferences are communicated to an audience of more than one via the internet. Some examples of popular social media are—
 - Social networking sites (e.g. Facebook, LinkedIn, Google+)
 - Blog posts including video and podcasts
 - Video hosts (e.g. YouTube, Vimeo)
 - Image sharing sites (e.g. Flickr, Instagram and Pinterest)
 - Text or voice chat
 - Forums or discussion groups Geolocation based media (e.g. Foursquare)
- a.g. Wikis and online collaborations (e.g. Wikipedia)

Practice

~~Social media can play an important role in the public forum and can offer a means for public discussion around council and community issues. Social media can help remove barriers in engaging wide sectors of the community and enhance existing communications and information circulation.~~

~~One of the roles of Elected Members is to facilitate communications between the community and Council. Where social media encourages short and attention-grabbing statements, the community expects thoughtful, well-reasoned and responsible communications from its representatives. The existing expectations around professional conduct such as those contained in the Code of Conduct, Elected Member Use of Social Media Guide and Local Government Act 1995 apply.~~

~~As part of Elected Members induction into Council, a training session will be convened to provide advice to all Elected Members on the best practice use of social media in their role.~~

~~The Guide should be read in conjunction with the Code of Conduct and form part of Council's policies, codes and decisions. A breach of this Guide may be considered a breach of the Code.~~

Social media is a powerful way for Elected Members to connect with the community, share information, and encourage participation in local issues. It can break down barriers, increase transparency, and strengthen public discussion about Council matters.

However, with this opportunity comes responsibility. The community expects Elected Members to communicate in a way that is thoughtful, respectful, well-reasoned, and responsible, regardless of the platform used. While social media often encourages

short or informal posts, the same professional standards apply online as they do in person or within Council Chambers.

All Elected Members must comply with the Code of Conduct and the *Local Government Act 1995* when engaging on social media. The Elected Member Use of Social Media Guide provides a practical framework that sets out clear expectations for respectful communication, confidentiality, and integrity in public comment.

As part of the Elected Member induction process, a training session will be provided to outline best practice for social media use and reinforce responsibilities under this Policy. The Guide should be read in conjunction with the Code of Conduct and forms part of Council's broader governance framework.

A breach of this Policy or the Guide may be considered a breach of the Code of Conduct. Members are expected to ensure that all online communication reflects the dignity of their role, maintains public trust, and protects the reputation of both Council and the Shire of Esperance. ~~Elected Members must not make 'improper use of office' to cause detriment to the Shire or another local government. Standards for Elected Members include the requirement to avoid damage to the reputation of the Shire and the legal fidelity to the Council. It is important to ensure the language and approach used online is consistent with what the community would expect from an Elected Member and meets the requirements of the Code of Conduct.~~

Recordkeeping

Social media posts and comments made by the~~from the~~ Shire of Esperance and Elected Members are classified as "official public records". It is a statutory requirement for the Shire ~~to~~ monitor relevant social media posts and retain them in the Shire's document management system for record keeping purposes, as per the *State Records Act 2002*.

Use of Social Media During Local Government Elections

During ~~a Local Government election period~~local government elections, social media posts may be considered ~~fall into the category of~~ 'election material'.

Election material is any material which is published in any format which is intended to affect the result of the election.

All election material must contain the name and the home address of the person who authorises the material. Therefore, any social media which may in some way comment on Candidates or Council during an election campaign must meet the requirements of the *Local Government (Elections) Regulations 1997* and associated Regulations. Elected Members and Candidates should ~~familiarise themselves with~~understand these ~~rules-requirements~~. If in doubt, act on the side of caution and refrain from using social media to make comment. Advice can be obtained from the ~~WA Office of the CEO or~~ Electoral Commissioner's delegate or the WA Electoral Commission website.

.....End.....

Document Information

Responsible Position	Manager Marketing and Communications
Risk Rating	High

Referencing Documents

- *Local Government Act 1995*
- *Local Government (Elections) Regulations 1997*
- *Code of Conduct - Council Members, Committee Members and Candidates*
- *Elected Member Use of Social Media Guide*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Aug 2021	1	D21/28773	New policy	O0821-143	Aug 2023
Jan 2022	2	D21/28773[v2]	Biennial review, no change	O0122-012	Jan 2024
Jan 2024	3	D21/28773[v3]	Removed Guidelines from policy and created the Elected Member Use of Social Media Guide which is now referenced, minor rewording.	O0124-004	Jan 2026

Item: 12.3.4

Adoption of 2024/2025 Annual Report

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

File Ref: D25/34841

Applicant

Internal

Location/Address

N/A

Executive Summary

To present to Council for acceptance the 2024/2025 Shire of Esperance Annual Report and to set a date and time for the Annual General Meeting of Electors.

Recommendation in Brief

That Council:

1. Accepts the 2024/2025 Shire of Esperance Annual Report as presented
2. Convenes the Annual General Meeting of electors for 6pm Tuesday 3 February 2026 at the Shire Chambers
3. Requests that the Chief Executive Officer, pursuant to sections 5.29 and 5.55 of the *Local Government Act 1995*, provide the requisite statutory local public notice of the acceptance of the 2024/2025 Shire of Esperance Annual Report and the time and date of the Annual General Meeting of Electors.

Background

Pursuant to sections of 5.53 and 5.54 of the *Local Government Act 1995*, the Shire is required to prepare an Annual Report and present it to Council for acceptance by 31 December of each calendar year.

Furthermore, section 5.57 of the *Local Government Act 1995* stipulates that a general meeting of electors is to be held once every financial year but not more than 56 days after the local government accepts the Annual Report for the previous financial year.

A significant proportion of the Annual Report are the Annual Financial Statements and Associated Notes. A meeting of the Audit Committee was convened on 9 December 2025, where the Audit Committee endorsed the audited 2024/2025 Annual Financial Report incorporating the Audit Report.

Officer's Comment

A copy of the 2024/2025 Shire of Esperance Annual Report has been distributed to Elected Members. The Annual Report includes a full copy of the endorsed Annual Financial Report incorporating the Audit Report.

The recommended date for the Annual Electors meeting of 3 February 2026 was proposed to ensure compliance with the Act. A meeting must be called within 56 days of Council accepting the Annual Report and cannot be held until a minimum of 14 days from the date Public Notice has been provided. Under the

Act, Public Notice must include an advertisement on the Shire's website and any 3 of the methods listed under r.3A(2) of the *Local Government (Administration) Regulations 1996*.

Consultation

Chief Executive Officer
Executive Services
Corporate & Community Services
External Services
Asset Management

Financial Implications

Advertising costs are within the budget.

Asset Management Implications

Nil

Statutory Implications

The statutory implications associated with this item are sections 5.27; 5.29; 5.53; 5.54 and 5.55 of the *Local Government Act 1995*.

Policy Implications

Nil

Strategic Implications

Council Plan 2022-2032

Performance - Outcome 14. Community confidence and trust in Council

Objective 14.1. Provide transparent, accountable and effective leadership.

Priority Project 14.1.1. Provide public reports on progress towards achievement of priority projects and outcomes.

Environmental Considerations

Nil

Attachments

A⇒. Annual Report 2024/2025 - *Under Separate Cover*

Officer's Recommendation

That Council:

1. **Accepts the 2024/2025 Shire of Esperance Annual Report as presented;**
2. **Convenes the Annual General Meeting of electors for 6pm Tuesday 3 February 2026 at the Shire Chambers; and**
3. **Requests that the Chief Executive Officer, pursuant to sections 5.29 and 5.55 of the *Local Government Act 1995*, provide the requisite statutory local public notice of the acceptance of the 2024/2025 Shire of Esperance Annual Report and the time and date of the Annual General Meeting of Electors.**

Voting Requirement

Absolute Majority

Item: 12.3.5

Lease Variation - Lot 500 Black Street - Multisports Pavilion

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

File Ref: D25/34916

Applicant

Esperance Hockey Association

Location/Address

Portion Lot 500 Black Street, Reserve 3287.



Executive Summary

For Council to consider varying the lease for the Esperance Hockey Association at the Greater Sports Ground.

Recommendation in Brief

That Council vary the lease for the Esperance Hockey Association at the Greater Sports Ground.

Background

The Esperance Hockey Association (Association) has a current lease for the Multisports Pavilion (clubroom) and four light towers, which is due to expire on 30 June 2045.

The Association has recently received funding to install synthetic turf playing surfaces and upgraded lighting towers and has requested that their lease area be increased to encompass the playing surface area. The Association has also requested that the planning and building fees for the project be waived.

Officer's Comment

The Association has a land-only lease with all maintenance and repairs for their infrastructure being the responsibility of the Association.

To enable the Association's project to proceed, it is recommended that their lease area be increased to include the new synthetic turf hockey field and light towers in addition to the clubroom. The existing lease area plan is shown in Annexure B and the proposed additional lease area is shown in Annexure C.

Part of this project is to develop a vehicle thoroughfare between the existing retaining wall and oval, which will be excluded from the lease to allow vehicle access to the oval area. This area will not be the Association's responsibility to maintain.

The Association is a local community sporting group with their facilities to be built on the Greater Sport Ground, and Council has previously supported this project and the Association through Community Grants Program. As such, it is recommended that their request to waive fees be supported, including all planning and building fees.

Development applications also require a BCITF and Building Services Levy to be paid, however these are not Shire fees and charges and therefore cannot be waived.

Consultation

Esperance Hockey Association
Director Asset Management
Chief Executive Officer
Building
Health
Community Development
Parks & Environment

Financial Implications

Lease variation fee \$250 inc GST
Recommend for Council to waive planning, building fees as requested by the Association, excluding the BCITF and Building Services Levy fees.

Asset Management Implications

The Shire and Association will have a separate agreement in place regarding the Shire's contribution to the project.

Ongoing repairs and maintenance of all infrastructure within the lease area will be the Association's responsibility as the lease is for land only.

Statutory Implications

Local Government Act 1995

Policy Implications

Building and Property Agreements Policy

Strategic Implications

Council Plan 2022 – 2032

People - Outcome 2. A healthy and active community

Objective 2.2. Increase participation in sport and recreation activities.

Environmental Considerations

Nil

Attachments

- A¹. Lease Variation Request - Esperance Hockey Association
- B¹. Existing Lease Area Plan - Esperance Hockey Association
- C¹. Additional Lease Area Plan - Esperance Hockey Association

Officer's Recommendation

That Council, subject to the Department of Lands' approval –

- 1. Vary the lease with Esperance Hockey Association for portion of Lot 100 Black Street;**
- 2. Charge a lease variation fee of \$250 inc GST; and**
- 3. Waive development and building application fees (excluding BCITF and Building Services Levy) associated with the synthetic turf project.**

Voting Requirement

Absolute Majority

P O Box 1011
Esperance WA 6450
E mail: esperance.hockey@gmail.com
ABN: 42 412 193 229
Incorporation certificate No A820683



10th November 2025

Mr Shane Burge

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

Dear Shane,

As the Esperance Hockey Association moves toward commencing construction of the new hockey infrastructure of a Synthetic Hockey Turf and Lights we are requesting the below alterations to our current lease:

- A variation to the current EHA lease with the Shire to cover the new turf project area; and
- A waiver of Shire Planning and Building fees for the project.

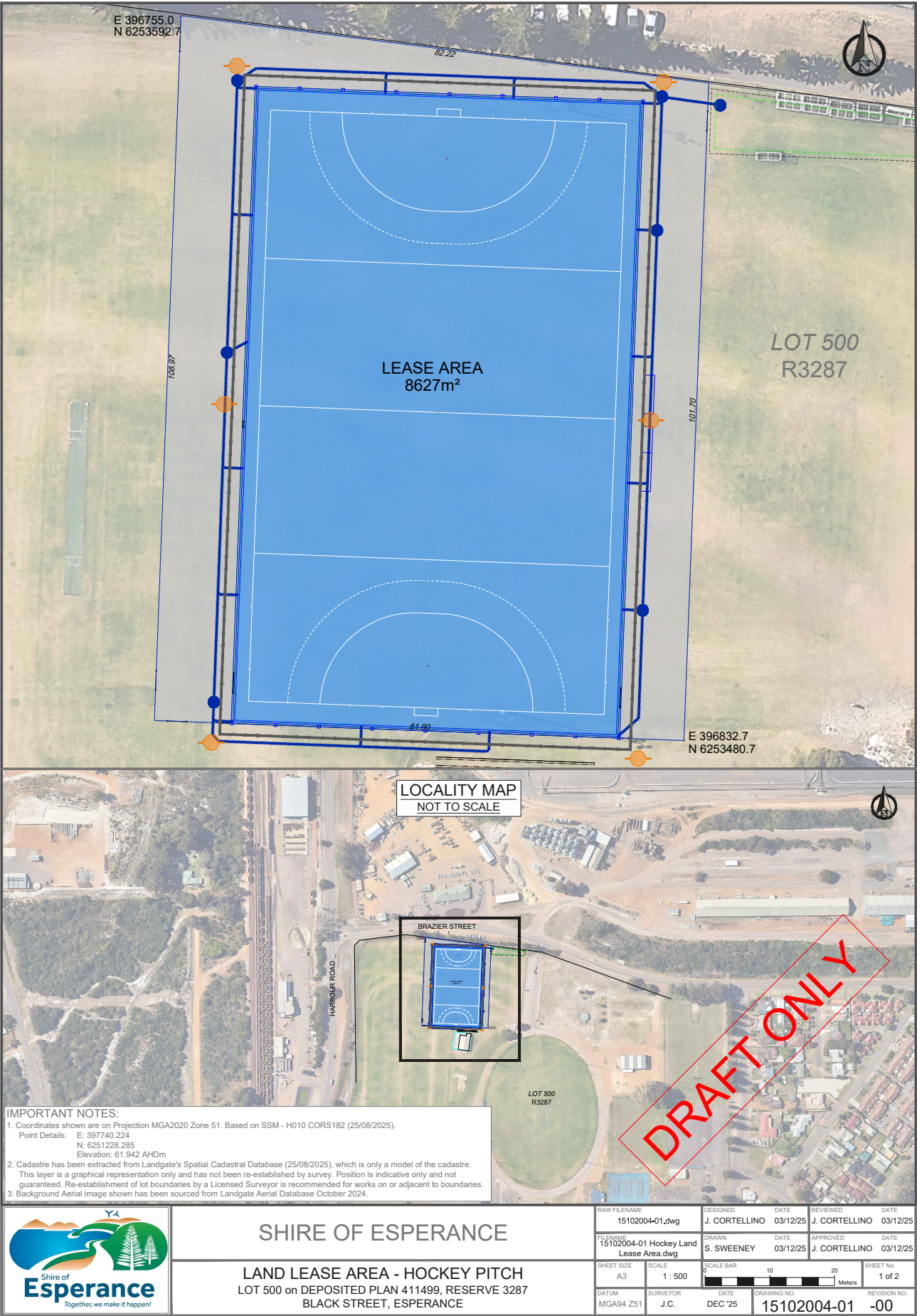
I look forward to hearing back from you.

Many thanks,

A handwritten signature in black ink, appearing to read "Angela Hill".

Angela Hill
President





Item: 12.3.6

Lease Renewal - Old Sinclair House Museum Village - Lot 100 Dempster Street

Author/s	Kim Harp Sarah Walsh	Governance & Corporate Support Assistant Coordinator Governance & Corporate Support
Authorisor/s	Felicity Baxter	Director Corporate and Community Services

File Ref: D25/31057

Applicant

Amanda Thomas

Location/Address

Portion Lot 100 Dempster Street, Old Sinclair House Museum Village



Executive Summary

For Council to consider entering into a new lease with Amanda Thomas for Old Sinclair House Museum Village, portion of Lot 100 Dempster Street.

Recommendation in Brief

That Council enter into a new lease with Amanda Thomas for Old Sinclair House Museum Village, portion of Lot 100 Dempster Street.

Background

Mrs Thomas has been leasing the Old Sinclair House building in the Museum Village since March 2006, where she has been running a successful business retailing tourist gifts and fashion accessories such as shoes, bags, sunglasses and designer jewellery.

The current lease is due to expire 31 December 2025 and Mrs Thomas has requested to renew her 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 47.9m² in size, the annual rent for the property based on this valuation would be \$7,855.60 inc. GST.

Consultation

Manager Development Services
Coordinator Building Services
Manager Building Maintenance
Amanda Thomas

Financial Implications

Annual rent of \$7,855.60 inc GST

Asset Management Implications

As per annual maintenance schedule.

Statutory Implications

Local Government Act 1995 – s.3.58 Disposing of Property
Commercial Tenancy (Retail Shops) Agreements Act 1985

Policy Implications

Building and Property Agreements Policy

Strategic Implications

Council Plan 2022 – 2032

Prosperity - Outcome 12. A prosperous and diverse economy

Objective 12.1. Attract and retain diverse industries and enterprises to grow the economy and local jobs.

Environmental Considerations

Nil

Attachments

A₁. Lease Renewal Request

Officer's Recommendation

That Council enter into a new lease with Amanda Thomas for the Old Sinclair House, portion Lot 100 Dempster Street, subject to;

- 1. The lease term being 5 years;**
- 2. Annual rent being \$164/m2 inc GST, subject to annual rent reviews based on CPI, and that Council consider the rental rate to be a true indication of the current market rental rate;**
- 3. The disposition being advertised in accordance with s.3.58 of the *Local Government Act 1995*; and**
- 4. All lease terms and conditions being as per Council's standard Commercial Lease (Retail Shop) template.**

Voting Requirement

Simple Majority

Archived: Friday, 14 November 2025 12:38:22 PM
From: [Corporate Support](#)
Sent: Fri, 24 Oct 2025 02:33:55
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Lease Expiry Notification
Importance: Normal
Sensitivity: None

Hi Amanda,

Thank you for your response, we will progress with this and update you when this is before council.

Have a great weekend,

Blaise



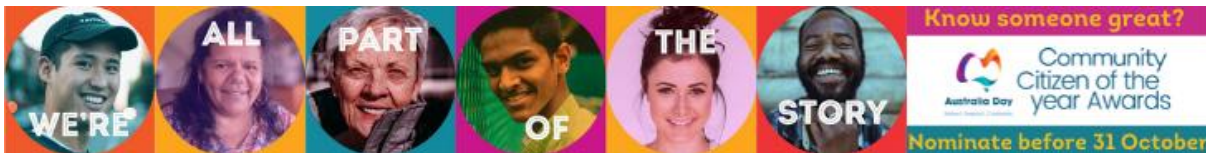
\\tap9Corporate Support

\\tap9

\\tap10(08) 9071 0603\\tap10 \\tap10esperance.wa.gov.au

\\tap977 Windich Street, Esperance, WA 6450 \\tap9PO Box 507

\\tap8Follow us on [Facebook](#), [Instagram](#), [Twitter](#), [Linkedin](#), or [sign up](#) for updates



From: [REDACTED]
Sent: Friday, 24 October 2025 7:05 AM
To: Corporate Support
Subject: Re: Lease Expiry Notification

\\cbpat7[Caution: External Email] This email was sent from outside the organisation - be cautious, particularly with links and attachments.

Hello Blaise

So sorry I missed that email ! I was away for the whole of September .

Yes I would like to renew my lease at Sinclair house for a 5 year period please .

Kind regards

12.4 EXECUTIVE SERVICES

Item: 12.4.1

Information Bulletin - December 2025

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

File Ref: D25/36232

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 - November 2025
- B¹. Council Priorities Summary - Corporate Performance - November 2025
- C¹. Small Grants - Community Grants Program
- D¹. Letter of Appreciation - West River Bushfire - Shire of Ravensthorpe

Officer's Recommendation

That Council accepts:

- 1. Information Bulletin – November 2025**
- 2. Council Priorities Summary – Corporate Performance - November 2025**
- 3. Small Grants – Community Grants Program**
- 4. Letter of Appreciation – West River Bushfire – Shire of Ravensthorpe**

Voting Requirement

Simple Majority

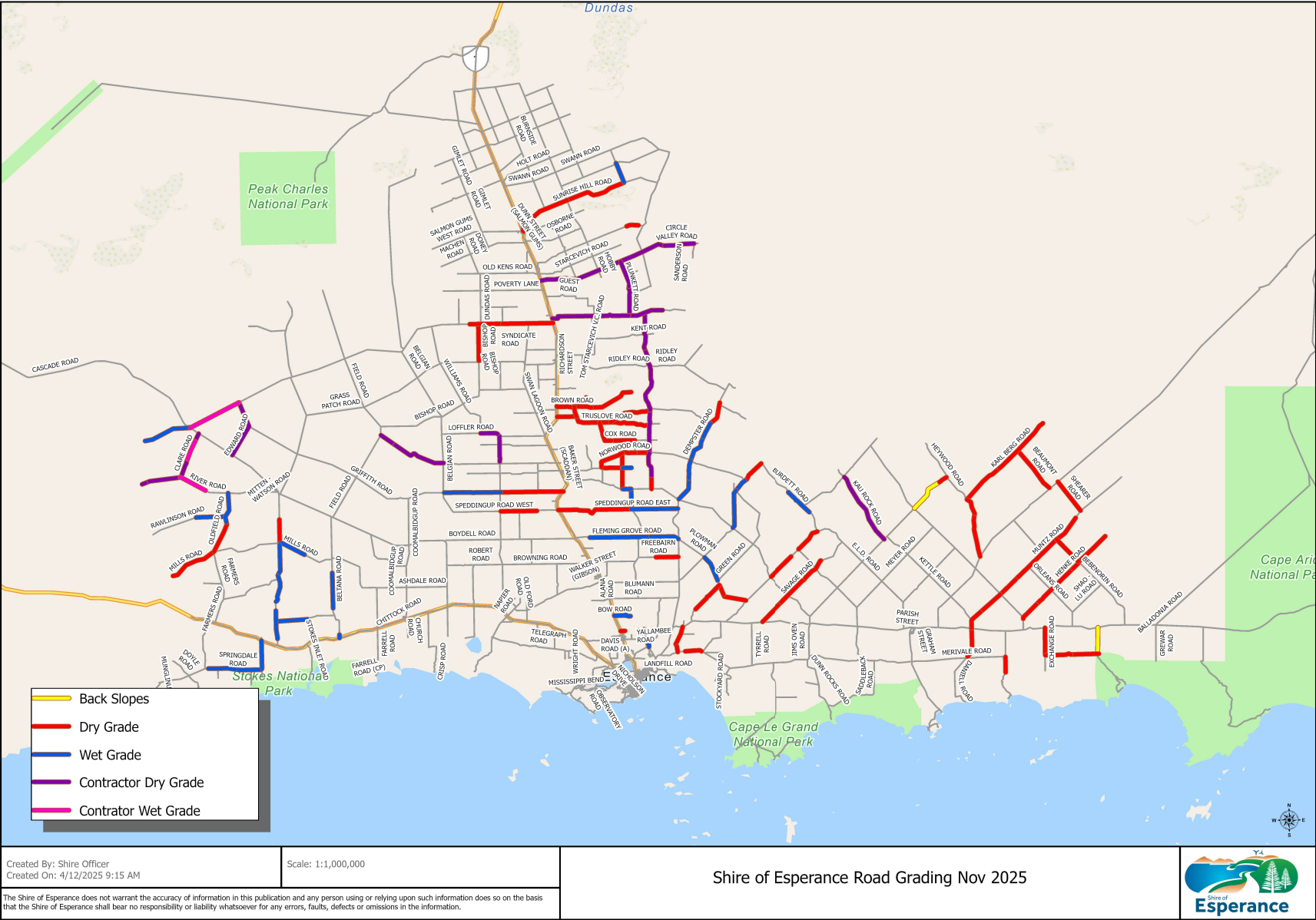


INFORMATION BULLETIN

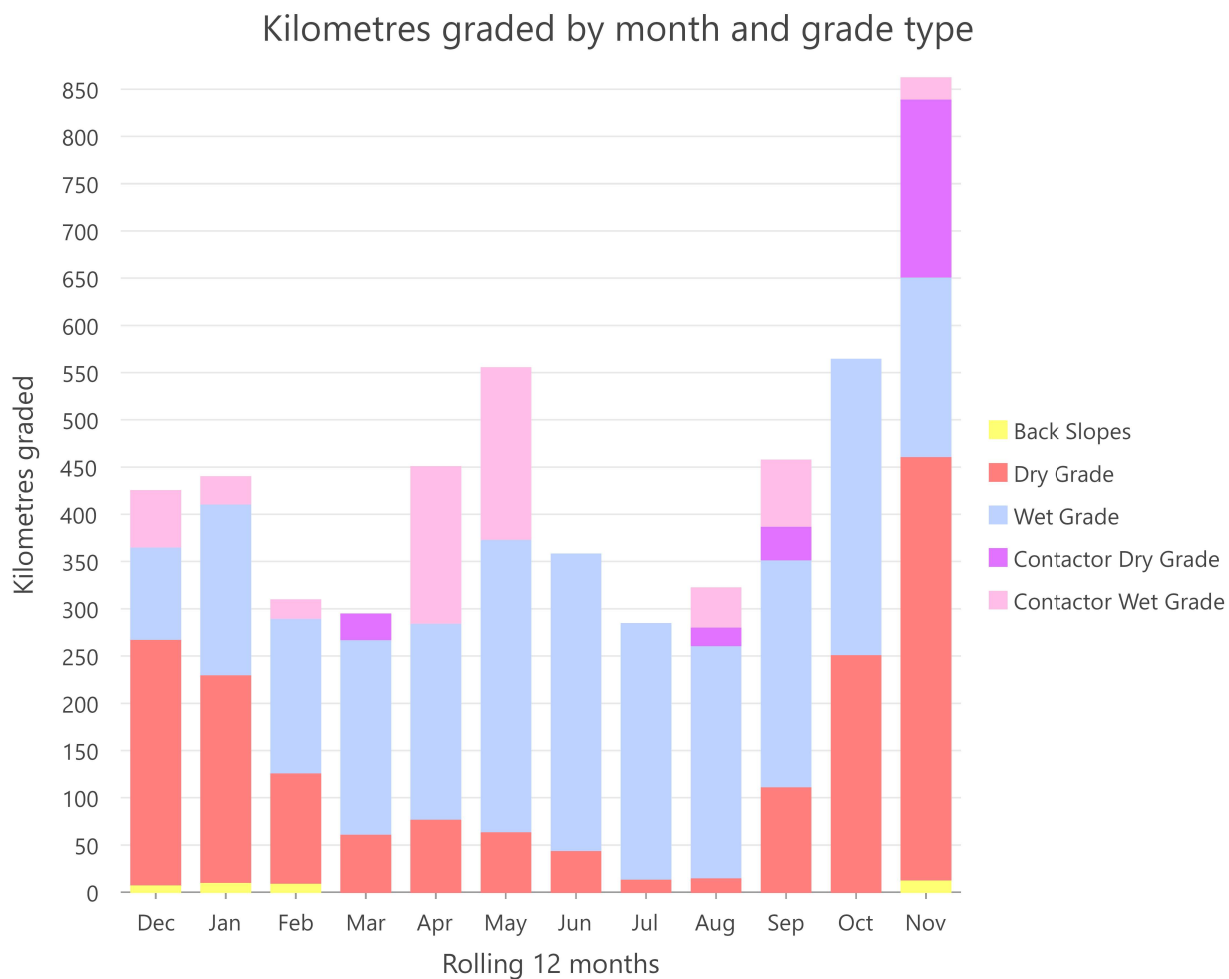
ORDINARY COUNCIL MEETING

November 2025

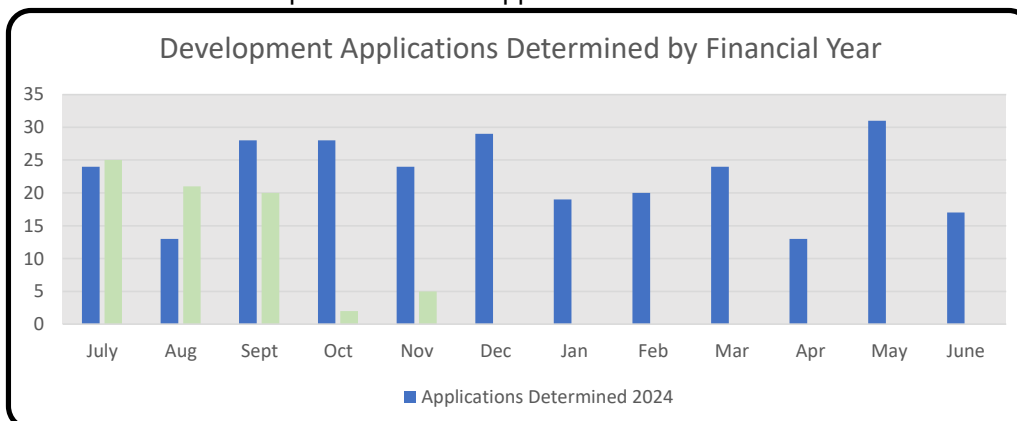




Road Grading Chart



Development Services Approvals – November 2025

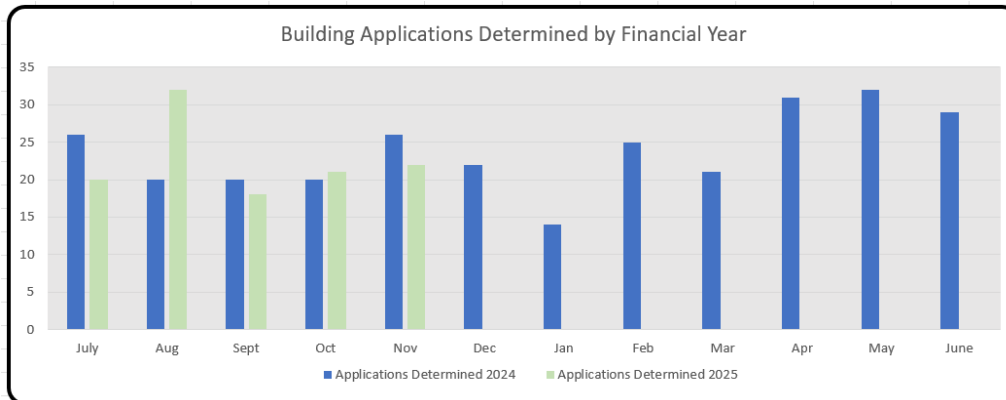


Property	Proposal
212 Helms Drive PINK LAKE	Outbuilding (Shed)
79 Downes Street PINK LAKE	Outbuilding (Shed)
30 Milner Street SINCLAIR	Holiday House
Lot 48 Reynolds Street GIBSON	Outbuilding (Shed)
146 Shelden Road CHADWICK	Warehouse / Storage

Specific Comments relating to Monthly Statistics

- 1 Holiday House was approved.
- 2 Outbuildings (Sheds) were
- 1 Warehouse / Storage was approved – this is a storage addition to the fertiliser facility.
- Only 5 approvals were issued due to the resignations of former Coordinator Planning Services Peter Wilks, Manager Development Services Richard Hindley and Coordinator Planning Services Twinkle Makwana. Twinkle Makwana's final working day was 19 November 2025.

Building Services Approvals – November 2025

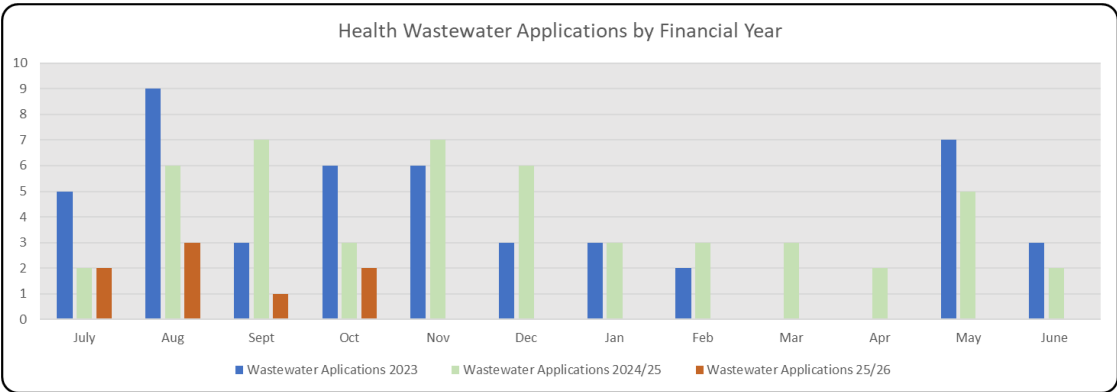


Property	Proposal	Values (\$)
14 Scanlon Street CHADWICK	Occupancy Permit - Class 8 Fit-Out	0
9 Jacaranda Drive CASTLETOWN	Occupancy Permit - Commercial Kitchen Additions to Existing Church	0
9 Phillips Street WEST BEACH	Stage Two - Completion of Dwelling 173m2	125,000
15 Asken Turn BANDY CREEK	Single Dwelling with Garage, Verandah & Water Tanks 500m2	900,000
7 Alexander Drive CASTLETOWN	Amendment - Dwelling - Kitchen and Dining Alterations	0
2 Beech Street CASTLETOWN	Occupancy Permit - Cabinetry Workshop 735m2 (Class 8)	0
Lot: 48 Reynolds Street GIBSON	Shed 162m2	26,000
193 Longbottom Lane PINK LAKE	Shed 140m2	55,000
212 Helms Drive PINK LAKE	Shed 63m2	10,000
8 Scanlon Street CHADWICK	Retaining Wall on Boundary	41,000
20 Foy Street ESPERANCE	Shed 190m2	60,000
59 Tranquil Drive WINDABOUT	Water Tank 172000L	19,870
40 Brockman Street ESPERANCE	Shed 80m2	19,000
1 Westmacott Street CASTLETOWN	Dwelling Re-Roof - Asbestos & Steel to Steel	80,000
2/177 Goldfields Road CASTLETOWN	Replace Patio with New Timber Framed Patio 36m2	9,800
38 Westmacott Street CASTLETOWN	Single Dwelling 162m2	340,000
10 Foy Street ESPERANCE	Units x 5 with attached Carport & Patio and Retaining Walls 531m2	1,760,000
7 Valentine Way SINCLAIR	Relocated Dwelling from Shire of Dundas with Existing Carport/Verandah	20,000
54 Lalor Drive WINDABOUT	Dwelling with Verandah, Alfresco, Workshop and Garage 565m2	949,821
Lot: 63 Shark Lake Road MONJINGUP	Dwelling with Verandah and Decking 310m2	270,000

1 Dixon Street NULSEN	Ancillary Dwelling 218m2 with 2x Sheds 36m2 & 57m2	330,000
Lot: 1080 Ram Court CASTLETOWN	9 x Single Dwelling Units 1534m2	2,363,999
	Total	\$7,379,490

Specific Comments relating to Monthly Statistics

- 9 Building Permits have been issued but for a total of 21 new dwellings in November which shows fantastic growth for residential properties.
- Currently there are 37 Building Permit applications awaiting technical assessments or waiting for further information to be provided.
- 1 Built Strata Approval was issued for 2 dwellings.
- 2 Outstanding Compliance Issues have been resolved:
 - 1 for an Occupancy Permit for a 2021 Building Permit
 - 1 for a residential stormwater compliant ongoing since 2022



November Wastewater Applications

Nil

Specific Comments relating to Environmental Health Activities in November

- Promoting where possible the consultation options for the Public Health Plan review. Don't forget to fill in the surveys available at [Public Health Plan | Shape Esperance](#), we would love your feedback.
- Nulsen in November – The Environmental Health Team set up a marquee at Nulsen in November, it was great to be a part of the event. We promoted asbestos awareness and the Public Health Plan, we are keen to participate again and already brainstorming ideas for next time.



Council Plan Summary

November 2025



Shire of Esperance

Council Plan November 2025

People

A safe community

Action Code	Action Name	Comments	Responsible Officer Position
1.1.1	Advocate for increased police presence	Police have advised that GROH housing continues to be a challenge for them to increase or even retain police numbers in Esperance.	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)	Advocacy on housing continues with all levels of government.	Chief Executive Officer
1.2.1	Advocate for animal welfare organisations, such as RSPCA, to have a greater presence in Esperance to respond to local animal welfare issues	Looking for ways to work with animal welfare organisations.	Director External Services

A healthy and active community

Action Code	Action Name	Comments	Responsible Officer Position
2.1.1	Advocate for improved access to health services with a focus on attracting and retaining local GPs, visiting specialists, telehealth services, and mental health support services	Continue to advocate for improved access to health services as the opportunity arises.	Chief Executive Officer

Shire of Esperance

Council Plan November 2025

Action Code	Action Name	Comments	Responsible Officer Position
2.2.1	Lead implementation of the Esperance Greater Sports Ground Redevelopment Masterplan	GMS works continue, cricket pitch relocation will commence shortly, and hockey turf construction planned for February.	Director Asset Management
2.2.2	Provide a third soccer pitch at the Greater Sports Ground	Pre works continue to upgrade the GSG irrigation water.	Director Asset Management
2.2.3	Graham Mackenzie Stadium Project	Works still progressing on external areas - verandahs, courtyard and toilet block. Plans to integrate with overflow underway. Scheduled shut down over peak period 19 December to 12 January. Internal fit out to commence in 2026.	Manager Projects and Buildings
2.2.4	Implement the actions from the Bay of Isles Leisure Centre Management Plan	New sponsorship signage has been installed at the Indoor Sports Stadium and looks great. Digital Content Project is being finalised with all content being completed and now being edited. Overflow preparations well underway, opening scheduled for 17th December.	Manager Recreation and Culture
2.3.1	Design and construct and pursue further funding for James Street Cultural Precinct Stage 1	Design refinement being completed, concept presented to councillors. progress being made on full documentation. grant agreement variation achieved to extend timeframes to ensure the project is achievable.	Director External Services
2.4.1	Explore sustainable funding sources to attract, manage and support local volunteers	Funding has been sourced for this financial year, so we do not actively need to be searching for additional funds. We stay informed of new potential grants from our usual funders but will put the effort of searching for funds into delivering on our funded project outcomes until we are in the second half of the financial year.	Volunteer Resource Centre Coordinator

Shire of Esperance

Council Plan November 2025

Action Code	Action Name	Comments	Responsible Officer Position
2.4.2	Explore options to recognise, reward and incentivise volunteers	Our planned cinema event for volunteers to celebrate Thank a Volunteer Day has been well received by the community, with 70 RSVPs already and walk ins expected on the day.	Volunteer Resource Centre Coordinator

A welcoming, inclusive and connected community

Action Code	Action Name	Comments	Responsible Officer Position
3.1.1	Provide an Aboriginal Heritage Agreement to guide respectful consultation with Traditional Owners	Dialogue continuing with ETNTAC.	Director Asset Management
3.1.2	Provide assistance with events and activities within the community	This month our team supports Student Leaders Day, Nulsen in November, Cruise ship, 10-year Bushfire Anniversary, RSL with Remembrance Day.	Supervisor Clubs & Community Development
3.1.3	Facilitate Aboriginal dual naming of significant places	As opportunity allows.	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		Manager Parks & Environment
3.1.5	Establish and strengthen relationships with local Aboriginal Stakeholders and organisations	No updates this month.	Director Corporate and Community Services

Shire of Esperance

Council Plan November 2025

Action Code	Action Name	Comments	Responsible Officer Position
3.1.6	Support the Partnership Agreement with Esperance Tjaltrjaak Native Title Aboriginal Corporation	No partnership related events this month.	Supervisor Clubs & Community Development
3.2.1	Advocate for increased childcare services through promotional campaigns	Landscaping being finalised at the new childcare centre in Castletown. Advised that opening by the end of the year or early next year.	Chief Executive Officer
3.2.2	Provide regular events and activities to inform and engage the youth within our community	This month we hosted School Leaders Day, an annual program where leaders from all the Primary Schools in the region learn how council works by running their own agenda briefing and council meeting and perform some team building activities. 54 students attended including 4 from Hopetoun. Assisted Nulsen PS with Nulsen in November by hosting a silent disco, providing games and assisting with the pop-up movie.	Supervisor Clubs & Community Development
3.2.3	Implement youth precinct concept plan	Working with an electrician on the lighting that keeps tripping. Lights will likely require replacing in the coming year.	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	Ongoing, making the most of opportunities to form connections and advocate for change in this vital area.	Director External Services
3.3.3	Advocate for local shops, hospitality and entertainment venues to improve access and employment opportunities for people with disability	Ongoing as opportunities arise. Current DAIP is in the final stages of review before being presented to Council for consideration.	Chief Executive Officer

Shire of Esperance

Council Plan November 2025

Action Code	Action Name	Comments	Responsible Officer Position
3.3.4	Provide appropriate level of ACROD parking bays	ACROD parking requirements are being assessed as applications are submitted.	Coordinator Drafting and Design
3.3.5	Provide improved beach access for people with disability	Will look to tidy up the Town beach access before the holidays.	Director Asset Management
3.3.6	Implement actions and initiatives resulting from DAIP discussions and forums	Officer preparing Council report for draft DAIP to be presented to Council in December for endorsement.	Manager Development Services

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.	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	Future funding opportunities will be investigated.	Manager Parks & Environment
4.1.3	Provide a Coastal Hazard Risk Management Adaption Plan (CHRMAP) for West Beach		Manager Development Services
4.1.4	Review the Coastal Management Plan	The review of the coastal management plan is continuing. A consultant will assist with the next stage of the review and plan development.	Manager Parks & Environment

Shire of Esperance

Council Plan November 2025

Action Code	Action Name	Comments	Responsible Officer Position
4.1.5	Implement the Dempster Head Management Plan	Works at Dempster Head are continuing through maintenance programs. An assessment of visitor usage at the site is currently underway.	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	BMT are currently working on the Technical Memo, planned to present this to Council in February.	Director Asset Management
4.1.7	Implement the Lake Manjimup Reserve Management Plan	Works at Lake Manjimup Reserve are continuing with maintenance programs.	Manager Parks & Environment
4.1.8	Provide a new Weed Management Strategy		Manager Parks & Environment
4.1.9	Advocate at every opportunity to ensure that the Marine Park impact is minimised where possible, and that fair and immediate compensation be made available where necessary	Received update from DBCA on their marine park implementation. Have recently recruited a Marine Park Manager with procurement for plant and equipment currently underway. Office for their Marine Park management will be based on their Sims St property. Media and signage will commence shortly with consultation around locations.	Chief Executive Officer
4.2.1	Provide a new Trails Master Plan	On hold due to resources.	Director Asset Management

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	The Shire has received Community Energy Upgrades Grant for a number of projects across Shire buildings.	Director Asset Management

Shire of Esperance

Council Plan November 2025

Action Code	Action Name	Comments	Responsible Officer Position
5.1.2	Install renewable energy (solar PV and battery storage) on council buildings where feasible	Grant outcome was successful - awaiting grant agreement to be signed to progress. Solar install scope under development for tender in early 2026.	Manager Projects and Buildings
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 has been successful, awaiting grant agreement and budget amendment. Scope for solar install tender under development for release in early 2026.	Manager Projects and Buildings
5.1.4	Incorporate eco-friendly vehicles into fleet as options become viable	Ongoing evaluation for all vehicles and plant at the time of replacement to consider new technologies for cleaner operation and operating methods as long as it does not hinder the productivity, efficiency, increase infrastructure or compromise safety.	Technical Officer Fleet
5.2.1	Design and construct an Organics processing facility for FOGO	Scope of works complete, currently out for quote.	Director Asset Management
5.2.2	Commence construction of the Community Drop Off and Transfer Station at Myrup	Redesign nearing completion, site works will begin shortly. Tender for the Workshop & Storage Sheds currently out.	Director Asset Management
5.2.3	Manage transition to Myrup waste management facility	The Sustainability team have commenced internal meetings with the Asset Management team relating to this project, this has enabled us to keep updated with how the project is progressing. The Project manager and some project team members visited Wylie Bay MRF in November to view current process and look at improvements which may be possible for the new MRF at the Myrup site.	Manager Sustainability & Resource Recovery

Shire of Esperance

Council Plan November 2025

Action Code	Action Name	Comments	Responsible Officer Position
5.2.4	Advance Esperance's Waste Revolution education platform to improve waste diversion rates and promote a circular waste economy	The Sustainability & Resource Recovery Educator role fixed term position has been filled and commences on 27/11. The Garage Sale Trail was well subscribed to in Esperance and the report will be available in December.	Manager Sustainability & Resource Recovery

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	The outcome of the Mitigation Activity Fund (MAF) Grant Program 2025-2028 application has yet to be announced. The Bushfire Risk Mitigation Coordinator (BRMC) continues to review the Shire of Esperance Bushfire Risk Management Plan 2021-2026, update asset records, and revise associated risk assessments and treatments in the DFES Bushfire Risk Management System. BRMC has begun planning community engagement and consultation to inform updates to the plan's risk matrix, starting with brigades, external stakeholders and internal Shire teams. Emergency Services continues to support Rangers by processing firebreak variation applications and providing technical advice on the Shire of Esperance Hazard Reduction Notice 2025/2026.	Bushfire Risk Mitigation Coordinator

Shire of Esperance

Council Plan November 2025

Action Code	Action Name	Comments	Responsible Officer Position
6.1.2	Facilitate innovative initiatives and networks to help build drought resistance and resilience	Grass Patch Tanks, pump station and connection have been commissioned, waiting on electrical connection, seeking funding for the tank fill line. Continue to work with DWER.	Director Asset Management
6.1.3	Advocate for more emergency services personnel in Esperance	LEMC meeting held late November in preparation for the upcoming fire season. Water bombers are positioned in Esperance for early bushfire intervention if required.	Chief Executive Officer
6.1.4	Facilitate coastal safety measures in partnership with the Coastal Safety Working Group	<p>The Coastal Safety Working Group met in October to progress outstanding actions from the previous meeting, including the production of a new safety video, Salmon Beach fencing requirements, and options for mobile repeater coverage. The group also discussed establishing itself as a formal working group, agreeing it was beneficial. Draft Terms of Reference have been developed for Council consideration.</p> <p>DPIRD provided feedback on the recently reviewed coastal safety flyer, and additional coordination between group members is occurring to align preparedness messaging and social media activity. Planning for the next meeting is underway, alongside broader preparations for the upcoming season, including agency-specific engagement and communication campaigns.</p>	Manager Ranger & Emergency Services
6.1.5	Advocate for appropriate coastal safety infrastructure and resources	The Shire is actively engaging with the Coastal Safety Working Group to identify required coastal safety infrastructure and resources, ensuring ongoing alignment with agency advice and seasonal risk.	Manager Ranger & Emergency Services

Shire of Esperance

Council Plan November 2025

Place

Responsible planning and development

Action Code	Action Name	Comments	Responsible Officer Position
7.1.1	Develop Flinders structure plan and report to Council	Progress being made, Survey work done awaiting report.	Director External Services
7.1.2	Advocate for provision of adequate, affordable utilities and communications infrastructure to support population and economic growth	Received update from Water Corp on installation of the Esperance Water Supply Upgrade project which is connecting bores further west into their system. This project has had minor delays with the contractors to commence early in the new year. Water Corp will be increasing water usage education and advised of programs available in Esperance such as Rainwater tank rebate, Regional irrigation rebate, Waterwise toilet rebate.	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. A consultant has been engaged to assist with the plan.	Manager Parks & Environment

Shire of Esperance

Council Plan November 2025

Access to adequate, safe and affordable housing for everyone

Action Code	Action Name	Comments	Responsible Officer Position
8.1.1	Advocate for more social and low-income housing for vulnerable people (including seniors, people with disability and low-income earners)	Consultation has been happening with Development WA and their involvement in either assisting or releasing residential land in Sims St and also Development Area 3.	Chief Executive Officer
8.1.2	Advocate for a new lifestyle village for seniors		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)	Grant received from GEDC to assist engage a consultant to prepare an application to the Regional Housing Support Fund for the Workers Accommodation Project.	Chief Executive Officer
8.1.4	Construct worker accommodation subject to external funding	Still requires funding, looking to submit an application to the Regional Housing Support Fund.	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. Bin surrounds will be installed shortly.	Manager Parks & Environment

Shire of Esperance

Council Plan November 2025

9.2.1	Provide attractive and welcoming entrances into Esperance	Town Entry Sign locations have just been approved by Mian Roads for South Coast Hwy & Coolgardie Esperance Hwy. Work to create them will commence shortly.	Director Asset Management
9.2.2	Facilitate more tree planting across the Shire	Planting programs have finished for the calendar year, focus now is on establishing tress and watering programs. Planting has been in public open space and road verges within the townsite.	Manager Parks & Environment
9.3.1	Implement Civic Centre improvements	Internal review of designs completed. Awaiting further feedback from consultant with cost estimate. Maxwood to attend site in December to inspect and scope seating replacement. Lotterywest grant application to be submitted in 2026.	Manager 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 as per budget allocations. Works are underway on a playground upgrade and bike track development at Lalor Park.	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 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.	Coordinator Drafting and Design

Shire of Esperance

Council Plan November 2025

Action Code	Action Name	Comments	Responsible Officer Position
10.1.2	Construct sealed shoulders on roads to improve safety for cyclists and vehicles		Rural Construction Supervisor
10.1.3	Provide safety measures along The Esplanade and Fisheries Road to improve pedestrian crossings		Rural Construction Supervisor
10.2.1	Implement Road Safety Management Plan 2024-2030	Progressing actions from the Strategy.	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	Still waiting on Mian Roads to kick off the next phase.	Director Asset Management
10.2.4	Implement the Shire of Esperance Road Construction and Maintenance Program		Rural Construction Supervisor
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
10.3.4	Provide upgrade to Forrest Street road and streetscape	Stage 1 works commenced on Randall St. Western footpath of Randall St and on street parking at front of Lingalonga, bitumen works complete.	Coordinator Drafting and Design

Shire of Esperance

Council Plan November 2025

Action Code	Action Name	Comments	Responsible Officer Position
10.4.1	Implement the Esperance Airport Masterplan (including an upgrade to the main runway, replacement of the runway lighting system, and additional apron space)	The final draft of the business case for the Esperance Airport Main Runway project and recommended option will be presented to Council for consideration at the agenda briefing on 16th December 2025. CCTV upgrades are planned for early 2026.	Manager Economic Development
10.4.2	Design, Fund and Construct new Airport runway	Design complete. Business Case draft complete. a briefing with Council is scheduled in shortly.	Director Asset Management

Prosperity

Access to quality education and lifelong learning opportunities

Action Code	Action Name	Comments	Responsible Officer Position
11.1.1	Advocate for South Regional TAFE to develop and promote specialist courses in relevant areas	Nothing further to report this month.	Chief Executive Officer
11.1.2	Advocate for urgent upgrades and a rebuild of Esperance Senior High School	Nothing further to report this month.	Chief Executive Officer
11.1.3	Facilitate discussions with universities to explore options for a remote student services campus in Esperance	Will look to engage in the Federal Governments Remote University Hub when a further grant round opens.	Chief Executive Officer
11.1.4	Support reviews of the Goldfields Designated Area Migration Agreement to ensure it remains relevant to the community	No further update.	Manager Economic Development

Shire of Esperance

Council Plan November 2025

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	Implementation of actions ongoing.	Manager Economic Development
12.1.2	Support proponents in priority industry sectors to establish businesses and develop projects in Esperance	No further update this month.	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	No further update on this item.	Manager Economic Development

A vibrant and welcoming tourism destination

Action Code	Action Name	Comments	Responsible Officer Position
13.1.1	Partner with Australia's Golden Outback to Implement the Esperance Tourism Strategy	The partnership and funding agreement between the Shire and AGO has been extended to 30 June 2027. A new 3-year marketing plan has been developed.	Manager Economic Development
13.1.2	Provide more digital marketing and advertising opportunities to promote local experiences at Council facilities	This is being reviewed with the Council Plan actions.	Manager Marketing & Communications

Shire of Esperance

Council Plan November 2025

Action Code	Action Name	Comments	Responsible Officer Position
13.2.1	Advocate for development of a 4 to 5 star accommodation offering.	Providing advice to a potential 4 star accommodation developer on their concept plans.	Chief Executive Officer
13.2.2	Implement the recommendations from the Esperance Accommodation Study	A funding application is being prepared for the Esperance Key Worker accommodation project to seek funding from the \$25m Regional Housing Support Fund, an initiative announced by the WA State Government in the 25/26 state budget.	Manager Economic Development
13.2.3	Advocate for Traditional Owners to develop and promote cultural heritage tourism activities	No further updates.	Manager Economic Development
13.2.4	Advocate for the development and promotion of tourism experiences	New sauna installed at James St. Quotes for CBD pedestrian wayfinding signs being attained.	Manager Economic Development
13.2.5	Implement wayfinding and interpretive tourism signage	Wayfinding and interpretive tourism signage strategy has been approved, currently working on finalising the design for the wayfinding signage.	Director Asset Management

Shire of Esperance

Council Plan November 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	Councillor and community workshop were held during November with 27 community members attending. Feedback will be reviewed and changes will be discussed with EMT in due course. Next Councillor briefing will be held in February 2026.	Governance & Corporate Support Coordinator
14.1.2	Provide public reports on progress towards achievement of priority projects and outcomes	Provided monthly report to Council. Annual Report has been finalised and provided to Executive Management Team for review. We await the financial report for inclusion before putting 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 FY 24/25 was completed and adopted by Council on the 26th of April 2025. Workshops with Councillors will commence in January 2026 to update the FY25/26 to FY34/35 LTFP.	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)	Stage two of the P2P project has kicked off with go live expected just before Christmas. The finance template go live for each element will run progressively into next year. The Firebreak register is still on hold.	Manager Information Services

Shire of Esperance

Council Plan November 2025

A well informed and engaged community

Action Code	Action Name	Comments	Responsible Officer Position
16.1.1	Review the Communication and Engagement Strategy	Community consultation for the strategy has now closed. Work is underway to review feedback and develop a draft strategy.	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).	Stall will be held at Edge of Bay event. Community engagement events were held to allow input into the new Council Plan.	Chief Executive Officer
16.1.3	Conduct a biennial community survey to assess community priorities and benchmark performance levels		Manager Marketing & Communications

Community Grants Program 2025/26 - Small Grants - October to November

Organisation	Descriptiøn	Project timing	Funding Summary	Amount
Esperance Volunteer Fire Rescue Juniors	Junior Fire Brigade Competition	26/10/25	Catering and prizes	\$500
Condingup Primary School	Condingup Community Fair	21/3/2026	Assist with offering free entry to exhibitors and spectators. Ensuring event is all inclusive and boost community participation	\$3,000

Our Ref: EM.ES.1

04 December 2025



Shane Burge and Phil Longmire
Via email

Dear Shane and Phil

RE: Sincere thanks for your support during the West River Bushfire

On behalf of the Shire of Ravensthorpe, I wish to extend our sincere and heartfelt thanks to you and your team for the support provided during the recent West River Bushfire incident.

Your willingness to mobilise and send crews and personnel to assist us during such a critical and distressing event meant a great deal to our Shire and our community. The professionalism, courage, and dedication shown by your people, working side by side with our own volunteers and staff, was deeply appreciated.

As you know, this incident tragically claimed the life of one of our own firefighters. This loss has been profoundly felt across our brigades, our organisation, and our community. In the midst of this tragedy, the presence and support of your crews brought not only operational assistance, but also a strong sense of solidarity and care. Please pass on our personal thanks to each of them.

The cooperation between the Shire of Esperance and the Shire of Ravensthorpe during this incident is a powerful reminder of the strength of our regional partnerships, and of the way our communities stand together in the most difficult of times.

Thank you again for your vital support, your compassion, and your ongoing commitment to keeping our communities safe.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'M. Bird'.

Matthew Bird
Chief Executive Officer

Item: 12.4.2

Audit, Risk and Improvement Committee Membership

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

File Ref: D25/36900

Applicant

Internal

Location/Address

N/A

Executive Summary

For Council to consider accepting the resignation of Cr Harp from the Audit, Risk and Improvement Committee and appointing an alternate member.

Recommendation in Brief

That Council accept the resignation from Cr Harp from the Audit, Risk and Improvement Committee and appoint Cr Obourne as replacement member.

Background

At the Ordinary Council Meeting held on the 28 October, Cr Harp was nominated to the Audit, Risk and Improvement Committee.

Council reviewed the Term of Reference (Attachment 2) to the Committee at the October OCM where the membership consisted of 4 Elected Members.

Officer's Comment

Cr Harp has recently advised (Attachment 1) that he wishes to resign from the Committee to pursue other committee engagements that are a better fit for his skills, experience and passions.

To retain the correct membership to the committee an alternate member will need to be appointed as no deputy was appointed to the committee.

It is understood that Cr Obourne is interested in being appointed to the committee.

Consultation

Nil

Financial Implications

Nil

Asset Management Implications

Nil

Statutory Implications

Local Government Act 1995

Standing Orders Local Law 2015

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Leadership

Work together to enhance trust, participation and community pride

Encourage community participation and insight into activities and decisions

Environmental Considerations

Nil

Attachments

A¹. Cr Harp Resignation

B¹. Terms of Reference

Officer's Recommendation

That Council accept the resignation from Cr Harp from the Audit, Risk and Improvement Committee and appoint Cr Obourne as replacement member.

Voting Requirement

Simple Majority

Shane Burge

From: Gerry Harp
Sent: Wednesday, 3 December 2025 7:54 AM
To: Shane Burge
Cc: Ron Chambers; Jennifer Obourne; Chantelle Hoffrichter
Subject: Resignation from Audit, Risk and Improvement Committee

Dear Shane,

I am writing to formally tender my resignation from the Audit, Risk and Improvement Committee, effective immediately.

As you are aware, I have swapped this committee position with the Deputy President in order to pursue other committee engagements that are a better fit for my skills, experience, and passions. I understand the committee is only just commencing, and I apologise for any inconvenience this change may cause.

I would like to thank you, the council members, and the executive team for the opportunity to be considered for this role, and I remain committed to contributing positively to the Shire's broader priorities through my other responsibilities.

Please let me know if you require anything further from me to support a smooth transition.

Kindest Regards,

Cr Gerry Harp



Audit, Risk and Improvement Committee

TERMS OF REFERENCE

Committee Type

Statutory Committee

Role

1. The primary objective of the Audit, Risk and Improvement committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.
2. Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.
3. The committee is to facilitate –
 - a. the enhancement of the credibility and objectivity of internal and external financial reporting;
 - b. effective management of financial and other risks and the protection of Council assets;
 - c. compliance with laws and regulations as well as use of best practice guidelines relative to auditing;
 - d. the coordination of the internal audit function with the external audit; and
 - e. the provision of an effective means of communication between the external auditor, internal auditor, the CEO and the Council.

Membership

Committee Members (*voting, includes deputies*)

- 4 Elected Members
- 2 external person

Presiding Member and Deputy Presiding Member positions will be filled by external persons.

External persons appointed to the committee will have business or financial management/reporting knowledge and experience and be conversant with financial and other reporting requirements.

A shared regional independent Chair will be appointed through the Shire's affiliation with the Goldfields Voluntary Regional Organisation of Councils (GVROC).

Appointment of Deputy Chair shall be made by Council by way of a public advertisement and be for a maximum term of two years. The terms of the appointment

should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.

Ex-Officio Members (*non-voting, officers/organisations providing advice/expertise*)

- Chief Executive Officer
- Shire employees as required

Executive Officer (*non-voting, Director/CEO title or their nominee*)

- Director Corporate & Community Services

Term of Office

Membership of the Committee continues until the person no longer holds office by virtue of which the person became a member, the Committee is disbanded, or the next ordinary election; whichever happens first.

Quorum Requirements

A quorum is achieved by –

- a) Attendance by the Presiding Member;
- b) Attendance by the Executive Officer; and
- c) Attendance by over 50% of the appointed voting members

Designated Powers & Duties

1. The committee is a formally appointed committee of council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.
2. The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

The duties and responsibilities of the committee will be –

1. Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits;
2. Liaise with the appointed auditors of the Office of the Auditor General (OAG) on findings and recommendations of the external audits provided.
3. Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions;
4. Liaise with the CEO to ensure that the local government does everything in its power to –

- a. assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*; and
 - b. ensure that audits are conducted successfully and expeditiously;
5. Examine the reports of the auditor after receiving a report from the CEO on the matters and –
 - a. determine if any matters raised require action to be taken by the local government; and
 - b. ensure that appropriate action is taken in respect of those matters;
6. Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time;
7. Review the scope of the audit plan and program and its effectiveness;
8. Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO;
9. Review the level of resources allocated to internal audit and the scope of its authority;
10. Review reports of internal audits and by monitoring the implementation of recommendations made by the audit and reviewing the extent to which Council and management reacts to matters raised;
11. Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs;
12. Review the local government's draft annual financial report, focusing on –
 - a. accounting policies and practices;
 - b. changes to accounting policies and practices;
 - c. the process used in making significant accounting estimates;
 - d. significant adjustments to the financial report (if any) arising from the audit process;
 - e. compliance with accounting standards and other reporting requirements; and
 - f. significant variances from prior years;
13. Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation;
14. Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference;
15. Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council;
16. Review the annual Compliance Audit Return and report to the Council the results of that review; and
17. Consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to the council the results of those reviews.

Reporting To

Ordinary Council

.....End.....

Document Information

Responsible Position	Chief Executive Officer
Meeting Frequency	As required

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Next Review
Oct 2023	1	D23/30039	Remove reference to signing financial report in point 16, Reword point 19 regarding the annual compliance audit return. Add point 20 for biennial reviews as required under Audit Regulation 17.	Oct 2025
Nov 2023	2	D23/30039[v2]	Remove points relating to auditor and replace with reference to OAG.	Oct 2025
Oct 2025	3	D23/30039[v3]	Biennial Review – update title to include Risk and Improvement. Adjust membership to 2 independent members and reference GVROC independent member as Chair.	Oct 2027

13. REPORTS OF COMMITTEES

Nil

14. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

15. MEMBERS QUESTIONS WITH OR WITHOUT NOTICE

16. URGENT BUSINESS APPROVED BY DECISION

17. MATTERS BEHIND CLOSED DOORS

18. PUBLIC QUESTION TIME

19. CLOSURE