



12 MARCH 2026

Shire of Esperance

NOTICE OF MEETING AND AGENDA

An Agenda Briefing Session of the Shire of Esperance will be held at Council Chambers on 17 March 2026 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 24 March 2026 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	<input type="text"/>		
Position	<input type="text"/>	Date of Meeting	<input type="text"/>

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	<input type="text"/>	Item Title	<input type="text"/>	
Nature of Interest				
<input type="text"/>				
Type of Interest	<input type="checkbox"/> Financial	<input type="checkbox"/> Proximity	<input type="checkbox"/> Impartiality	

Interest Disclosed

Item Number	<input type="text"/>	Item Title	<input type="text"/>	
Nature of Interest				
<input type="text"/>				
Type of Interest	<input type="checkbox"/> Financial	<input type="checkbox"/> Proximity	<input type="checkbox"/> Impartiality	

Interest Disclosed

Item Number	<input type="text"/>	Item Title	<input type="text"/>	
Nature of Interest				
<input type="text"/>				
Type of Interest	<input type="checkbox"/> Financial	<input type="checkbox"/> Proximity	<input type="checkbox"/> 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 24 MARCH 2026
COMMENCING AT 4:00 PM**

1. OFFICIAL OPENING

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

2. ATTENDANCE

Members

Cr J Obourne	Acting 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 Starcevich		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

Pres Chambers (Leave of Absence 16 March 2026 - 12 April 2026)

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 24 February 2026 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 (5)	Ordinary Council Meetings (5)	Special Council Meetings (2)	Annual Electors Meeting (1)
Ron Chambers Shire President	5	4	2	1
Cr Jennifer Obourne Deputy Shire President	5	5	2	1
Cr Gerry Harp	5	5	2	1
Cr Connor Davies	4	4	1	1
Cr Garry McWilliam	3	3	2	
Cr Leonie de Haas	5	5	2	1
Cr Wes Graham	4	5	2	1
Cr Sam Starcevich	5	5	2	1
Cr Gemma Johnston	1	1	1	

12. MATTERS REQUIRING A DETERMINATION OF COUNCIL

12.1 EXTERNAL SERVICES

Item: 12.1.1

Request for Sponsorship Agreement - Esperance and Districts Agricultural Society

Author/s	Mel Ammon	Manager Recreation and Culture
Authorisor/s	Roy Greive	Director External Services

File Ref: D26/7059

Applicant

Esperance and Districts Agricultural Society (EDAS)

Location/Address

Greater Sports Ground (GSG)

Executive Summary

For Council to consider the waiving of all fees and costs, as listed in letter of request, associated with the running of the 2026 Esperance Show at the GSG.

Recommendation in Brief

That Council consider supporting the EDAS, by waiving hire fees for the GSG, Indoor Sports Stadium, Graham MacKenzie Stadium and Noel White Centre, as well as associated costs including rubbish disposal, traffic management and grounds maintenance, as outlined within their request, in exchange for a Diamond level sponsorship.

Background

In previous years, the EDAS have requested support for the waiver of fees associated with the hiring of the venue, including the Indoor Sports Stadium, Graham MacKenzie Stadium, Noel White Centre and all other areas within the GSG. Additional assistance with the costs associated with rubbish collection and disposal has also been sought.

In previous years these overall costs have been in the vicinity of \$35,000 - \$40,000. After a review of true costs after the event, conducted in 2023, it was found that Shire support of the Show exceeded what was applied for by the Committee. As such, expenses incurred such as cleaning and the laying of the carpet squares in the Indoor Sports Stadium were removed and not provided by the Shire, with the EDAS making these arrangements and covering these costs.

Officer's Comment

The EDAS have now submitted a request for support for the 2025 Esperance Show. Provided at Attachment A

This request includes hire and rubbish collection fee waivers, equipment usage and action/task lists including traffic management requirements, marking of outdoor trade spaces, fencing etc.

The EDAS have not provided a cost breakdown or requested a specific amount for financial support in this request. They have, however, acknowledged a contribution of more than \$10,000, offering the Shire of Esperance a Diamond Sponsorship Package which will include;

- 10 x Adult 2 Day Passes
- 3 x Car Passes

- 1 x 3m Indoor trade spaces, or 10m outdoor trade spaces
- 1 full page advertisement in the Show Schedule
- Company logo to appear on the Show Schedule cover
- Company logo to appear on all advertising
- Company logo to appear on Website Homepage and Sponsors Page
- Company banners to be displayed around the Showground

The EDAS approach the Shire annually, with a request for these costs to be waived. As there is no budget allocation for this event, there is a requirement for the request to be presented to Council for consideration. The request has never been declined.

Over the past two years, the Shire's Events Team have implemented ways to streamline and make efficiencies in supporting the EDAS with the Show, introducing an event guide, checklists, running sheets and contacts for assistance.

Following the conclusion of this year's event, it could be considered that a review of the current funding arrangements be looked at with consideration given to having the Shire support for the Show be allocated as a budget item.

Consultation

Esperance and Districts Agricultural Society
External Services – Stadiums, Events, Environmental Health, Waste
Asset Management – Traffic Management, Parks and Gardens

Financial Implications

There is no budget allocation for this event.

The financial implications arising from this report see the waiving of the fees and charges outlined below

Items Requested	Cost
Esperance Sporting Complex (12 days) incl bump in and breakdown post event <ul style="list-style-type: none"> - Indoor Sports Stadium - Graham MacKenzie Stadium - Noel White Centre - Entire Greater Sports Ground 	\$16,500
Environmental Health Inspections	\$2,000
Event Management Fees <ul style="list-style-type: none"> - Application Fee - Event Class Fee – Class 1 (per day) 	\$3,000
Traffic Management <ul style="list-style-type: none"> - Prepared Plan - Labour 	\$4,500
Parks and Gardens <ul style="list-style-type: none"> - Labour and equipment 	\$15,000
Waste Management <ul style="list-style-type: none"> - Bins – general waste, recycling - Waste Disposal to Wylie Bay - Waste Cooking Oil removed and disposed of 	\$4,500
TOTAL	\$45,500

Asset Management Implications

Nil

Statutory Implications

Nil

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Community Connection

A Community where everyone feels welcome, involved and connected to each other

Environmental Considerations

Nil

Attachments

A₁. Letter of Request for Sponsorship - EDAS

Officer's Recommendation

That Council;

- 1. Consider supporting the Esperance and Districts Agricultural Society, by waiving hire fees for the Greater Sports Ground, Indoor Sports Stadium, Graham MacKenzie Stadium and Noel White Centre, as well as associated costs including rubbish disposal, traffic management and grounds maintenance, as outlined within their request, in exchange for a Diamond level sponsorship.**
- 2. Request the CEO to undertake a review of the current funding support offered to the Esperance District Agricultural Society with a view to providing a budget allocation to the event.**

Voting Requirement

Absolute Majority



ESPERANCE & DISTRICTS AGRICULTURAL SOCIETY (INC.)

Affiliated with,
The Royal Agricultural Society of WA (Inc)
The Equestrian Federation of Australia WA

All Correspondence to:

P O Box 678

ESPERANCE WA 6450

Phone: 08 90712598

E-mail: secretary@esperanceshow.com.au

ABN: 93 862 161 548

Wednesday, 11 March 2026

CEO Shane Burge
Shire President Cr Ron Chambers
Deputy Shire President Cr Jennifer Obourne
Cr Leonie de Haas
Cr Shayne Flanagan
Cr Steve McMullen
Cr Jemma Johnston
Cr Connor Davies
Cr Wes Graham
Cr Sam Starceвич

Dear Mr Burge and Counsellors,

The Esperance and Districts Agricultural Soc, would like to thank you for being a major sponsor of the 73rd annual show in 2025

As successful as the 2025 show was, costs are increasing in running this large community event.

With this in mind the EDAS would like to invite the Shire to once again become a major sponsor for our 74th Agricultural show, by waiving the GSG grounds, stadiums and attached equipment/requirement costs.

These are large costs to us and we would very much appreciate your support in this.

If you would like to discuss this further, please contact our president, Mr Graham Cooper on 0429 960 560.

Kind regards,

Graham Cooper
President

Item: 12.1.2

James Street Precinct - Design Review

Author/s	Mel Ammon	Manager Recreation and Culture
Authorisor/s	Roy Greive	Director External Services

File Ref: D26/7084

Applicant

Internal

Location/Address

James Street Precinct

Executive Summary

For Council to be informed and updated on the progress of the James Street Precinct Development

Recommendation in Brief

That Council;

1. Accept the H&H Design Review Report for the James St Precinct.
2. Request the CEO to progress the James St Precinct project on the basis of the revised design
3. Request the CEO to pursue funding for the project from Lottery West and other funding providers.

Background

In 2022, Christou Design Group were engaged to provide concept designs for the James Street Precinct (JSP), incorporating spaces for the Library, Visitor Centre, Volunteer Resource Centre and the Museum. These designs were accepted by Council in 2023, and the project was put on hold while funding was sought to advance the project.

In July 2025, the Shire of Esperance was successful in securing \$14,903,000 of funding from the Federal Government's Growing Regions Program, Round 2 for the JSP development. Together with the Shire contribution to the Project a budget of \$7.5M was allocated to the Project.

The Christou designs were costed at in excess of \$60 million and deemed unsustainable and well outside the acceptable budget for the project.

In October 2025, H & H Architects were engaged to review the designs of the JSP, previously provided by Christou Architects. Options were considered for the project to be completed in a staged process at a more modest budget.

Officer's Comment

On the 9th December 2025, H&H Architect, Rowan Gilbert, gave a presentation to Council providing an overview of the design review process for the JSP. Within this presentation, Council was provided with two options for the new build, comprised of the Library, Volunteer Resource Centre and Visitor Centre.

Within the original concept design, a second storey was included across the entirety of the library and visitors centre. In an attempt to lower costs, H&H provided options to;

- a) Have a single storey building; or
- b) Provide a smaller, multi-use, function style space available upstairs, above the Visitor Centre.

These discussions centred around making the most of the iconic view, and the feeling was that it would be a wasted opportunity to not take full advantage of the positioning and elevation of an upstairs function space.

Another significant revision to the original concept design was the repositioning of the café. The original designs had the café located in a stand-alone building in the piazza area between the Museum and The Esplanade. During the design phase, concerns were raised about the location of the café given the impacts of the weather and connection to the rest of the precinct. It was established a café located in the mechanical annex of the Museum would provide for a better integration and presence with the existing building and a more centralised location for a Café Hub within the precinct while still providing alfresco dining opportunities adjacent to the civic square.

The last consideration was determining where the Museum would best placed. It was widely agreed that the 120-year-old Goods Shed was the Museums greatest exhibit, and as such, while requiring extensive works, would benefit in telling the stories of Esperance history and pay respect to the building and the value it has brought to the community over a long period of time.

In the original concept design the Goods Shed building was to be retained and the Museum was to be included in the new building as an extension to the Library forming an L shape running along Langham Lane. The design review recommended that the museum be retained in its existing location to showcase the heritage building as a focal point of the JSP. This revision also removed the need to build a new very expensive home for the museum along Langham Lane, bringing significant savings to the project.

While the Museum would now fall outside Stage 1 of the project, a renewed planning process would provide opportunity to develop and seek alternate funding for the next stage of the development.

Consultation

H & H Architects
Library team
Museum team
Visitors Centre team

Financial Implications

The financial implications arising from this report are shown in the table below. Project costs have been revised down and continue to be scrutinised. Significant external funding has been received for the project and further funding options will continue to be explored.

Cost Plan



#	Description	Total Cost (ex. GST)
1	Construction Costs	\$17,055,000
1.1	Package 1- Visitors Centre	\$968,700
1.2	Package 2 - Library	\$9,295,000
1.3	Package 3 - Café & Community Space	\$1,266,900
1.4	Package 4 - Community & Events Space	\$5,524,400
2	Regional Loading	\$5,545,000
3	Contingency	\$2,315,000
4	FF&E	\$1,210,000
5	Professional Fees	\$2,870,000
6	Gross Project Cost	\$28,995,000
7	Escalation to Tender	\$1,160,000
8	Gross Project Cost	\$30,155,000

Asset Management Implications

A new building and associate grounds of this nature will have a significant maintenance requirement from the day of commissioning. It is expected that over the life of the precinct that the maintenance budget will be in the order of 2% of the project cost. This would equate to an annual budget allocation of around \$603,100.00.

Statutory Implications

Nil

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Growth And Prosperity

Esperance is a vibrant and welcoming destination

Environmental Considerations

Nil

Attachments

- A. 0617-25 JSCP - Concept Design Report - *Under Separate Cover*

Officer's Recommendation

That Council;

1. **Accept the H&H Design Review Report for the James St Cultural Precinct.**
2. **Request the CEO to progress the James St Cultural Precinct project on the basis of the revised design**
3. **Request the CEO to pursue funding for the project from Lottery West and other funding providers.**

Voting Requirement

Simple Majority

12.2 ASSET MANAGEMENT

Item: 12.2.1

Proposed Excision of Reserve 49549 - Shark Lake

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

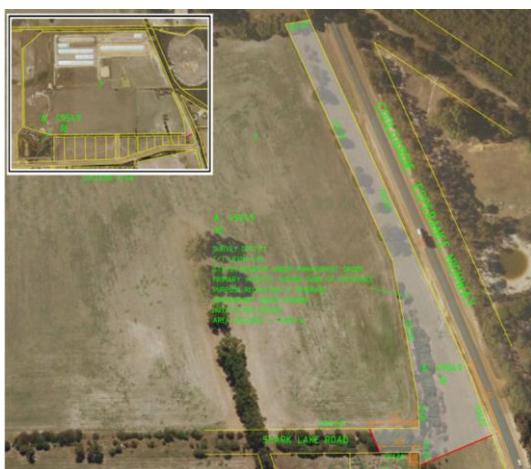
File Ref: D26/6703

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 has 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.

At the December Ordinary Council meeting, Council resolved:

“That Council lay the item on the table until after a briefing with Main Roads, CBH and Shire of Esperance regarding Shark Lake road intersections.”

Following this resolution, Council had a briefing with Main Roads WA and CBH on Friday 20th February 2026 to discuss the Coolgardie Esperance Hwy intersections at Shark Lake and the proposed HVPB.

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.

The briefing with Main Roads WA and CBH was a productive discussion around how traffic is managed through this section of highway with a number of actions coming out of the meeting. At the end of briefing it was agreed to proceed with the HVPB Reserve excision.

Consultation

Main Roads WA

Council briefing with Main Roads WA and CBH on 20th February 2026

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

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

B. Land Dealing Plan 2560-088

C↓. 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.

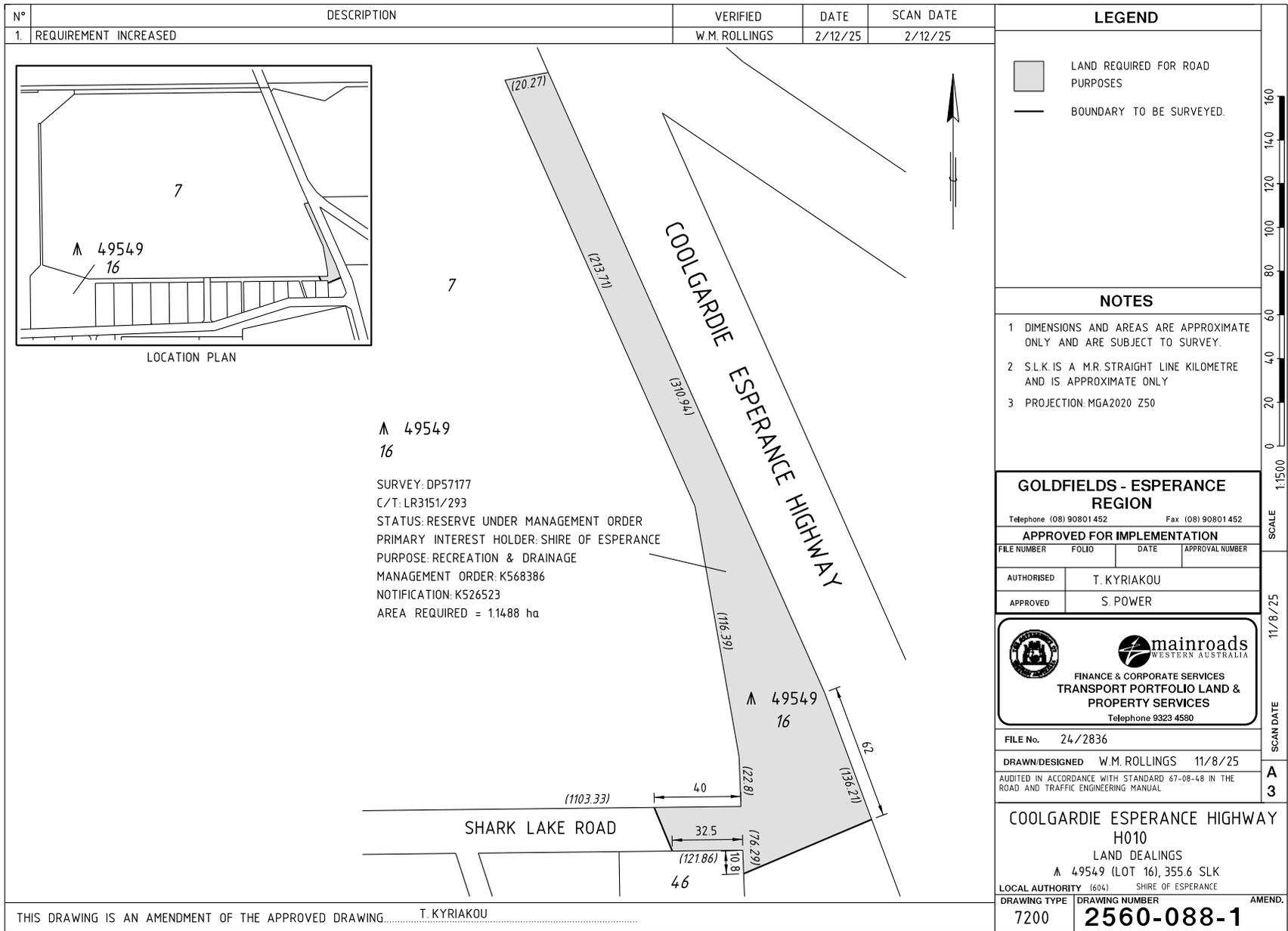
If the matter needs to go to a council meeting, please inform me of the date on which the council resolution is passed, or alternatively, provide me with a copy of the minutes from the meeting. Subsequently, I will provide DPLH with a copy of the minutes and consent and coordinate the reserve excision.

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

Yours sincerely



Clinton Kealley
Acting Principal Land Tenure Manager



SCALE 1:1500

11/8/25

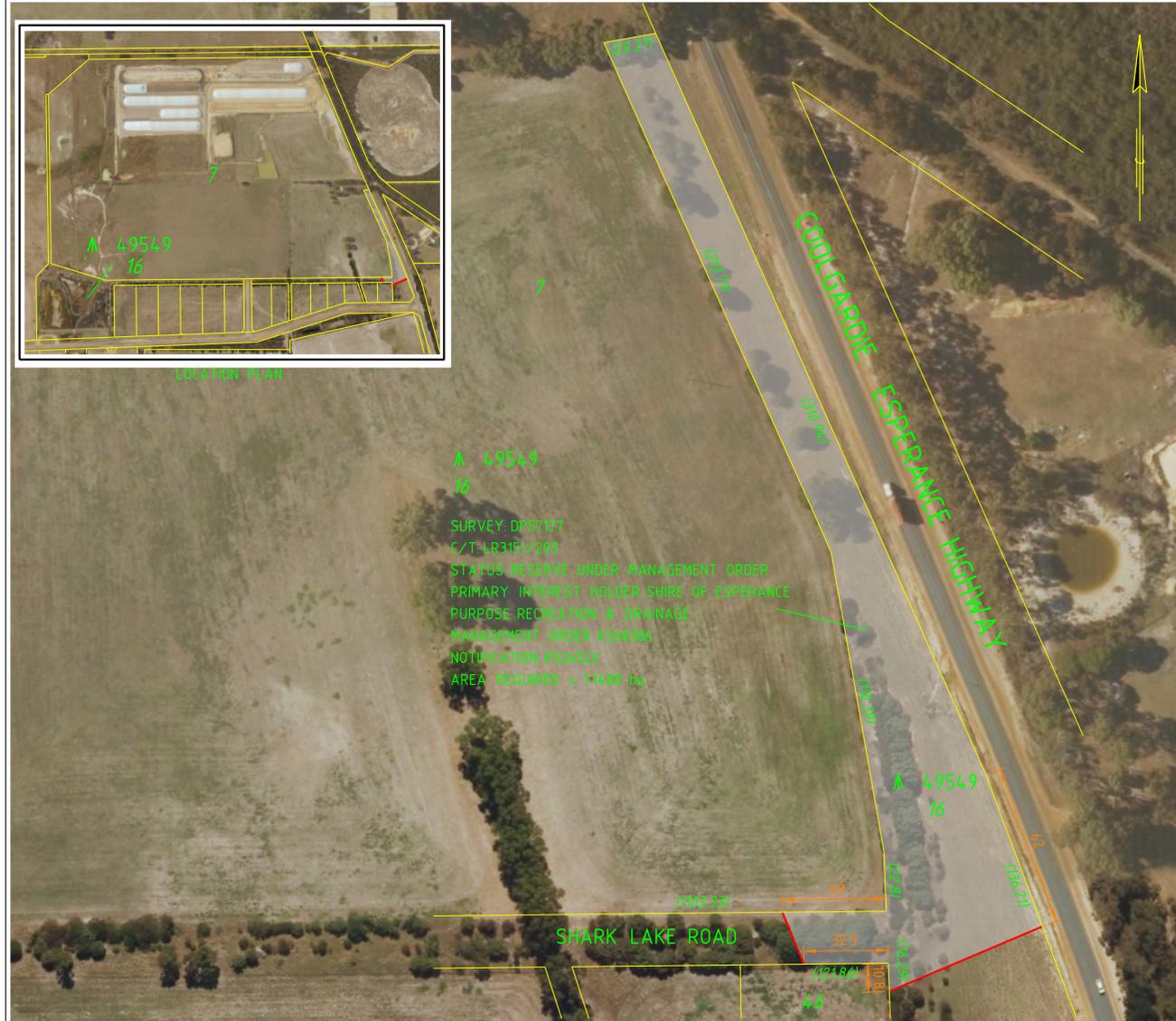
SCAN DATE

A 3

N°	DESCRIPTION	VERIFIED	DATE	SCAN DATE
1.	REQUIREMENT INCREASED	W.M. ROLLINGS	2/12/25	2/12/25



LOCATION PLAN



NOTES

- DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
- S.L.K. IS A M.R. STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY
- PROJECTION: MGA2020 250

GOLDFIELDS - ESPERANCE REGION
Telephone (08) 90801452 Fax (08) 90801452

APPROVED FOR IMPLEMENTATION

FILE NUMBER	FOLIO	DATE	APPROVAL NUMBER

AUTHORISED: T. KYRIAKOU
APPROVED: S. POWER

mainroads
WESTERN AUSTRALIA

FINANCE & CORPORATE SERVICES
TRANSPORT PORTFOLIO LAND & PROPERTY SERVICES
Telephone 9323 4580

FILE No. 24/2836

DRAWN/DESIGNED W.M. ROLLINGS 11/8/25

AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL

COOLGARDIE ESPERANCE HIGHWAY H010
LAND DEALINGS
A 49549 (LOT 16), 355.6 SLK
LOCAL AUTHORITY (604) SHIRE OF ESPERANCE

DRAWING TYPE	DRAWING NUMBER	AMEND.
7200	2560-088-1	

THIS DRAWING IS AN AMENDMENT OF THE APPROVED DRAWING..... T. KYRIAKOU

SCALE 1:1500
160
140
120
100
80
60
40
20
0

SCAN DATE 11/8/25

A 3

Item: 12.2.2

0666-26 - Kirwan Road - Blue Gum Plantation - Site Rehabilitation

Author/s	Bianca Lottering	Administration Officer
Authorisor/s	Mathew Walker	Director Asset Management

File Ref: D26/6944

Applicant

Internal

Location/Address

Lot 12 Kirwan Road, Merivale

Executive Summary

For Council to Consider Request for Tender 0666-26 Kirwan Road – Blue Gum Plantation – Site Rehabilitation.

Recommendation in Brief

That Council awards Request for Tender 0666-26 Kirwan Road – Blue Gum Plantation – Site Rehabilitation to JTC Contracting Pty Ltd as per the lump sum price.

Background

The Shire of Esperance requires a suitably qualified contractor to rehabilitate a harvested blue gum plantation located at Lot 12 Kirwan Road Merivale.

Submissions were called for Request for Tender 0666-26 Blue Kirwan Road – Blue Gum Plantation, Site Rehabilitation with a closing time of 2.00pm, Thursday 19 February 2026.

A three (3) person evaluation panel (Panel) consisting of the Director Asset Management, Manager Asset Operations and Foreman Rural Materials Sourcing & Contracts individually read and assessed the tender submissions from JTC Contracting Pty Ltd and ATAAL Pty Ltd based on the following weighted Matrix:

Criteria	Weighting
Financial Benefit to Council	40%
Relevant Experience	30%
Tenderers Resources	30%

The assessment matrix allows the tenders to be evaluated in an unbiased manner whereby the tender with the highest overall score may be considered to be the most advantageous tender. The evaluation is used as a guide only and is not necessarily binding.

Officer's Comment

A copy of the Evaluation Report 0666-26 Kirwan Road – Blue Gum Plantation – Site Rehabilitation (Evaluation Report) is attached to this item. From the evaluation report JTC Contracting Pty Ltd is the recommended tenderer on the basis of the selection criteria offering the best value for money.

Consultation

Nil

Financial Implications

The financial implications arising from this report are covered in the budget allocation of \$360,000 for this project.

Asset Management Implications

Nil

Statutory Implications

Local Government Act 1995, Section 3.57 and Local Government (Functions and General) Regulations 1996, Part 4 Division 3

Policy Implications

POL 0017: Procurement

Strategic Implications

Council Plan 2022 – 2032

Performance - Outcome 14. Community confidence and trust in Council

Objective 14.1. Provide transparent, accountable and effective leadership.

Environmental Considerations

Nil

Attachments

- A. Evaluation Report - 0666-26 Kirwan Road - Blue Gum Plantation - Site Rehabilitation - *Confidential*

Officer's Recommendation

That Council awards Request for Tender 0666-26 Kirwan Road – Blue Gum Plantation Site Rehabilitation to JTC Contracting Pty Ltd as per the lump sum price.

Voting Requirement

Simple Majority

12.3 CORPORATE & COMMUNITY SERVICES

Item: 12.3.1

Policy Review - Asset Management

Author/s	Sarah Walsh	Coordinator Governance & Corporate Support
Authorisor/s	Mathew Walker Felicity Baxter	Director Asset Management Director Corporate and Community Services

File Ref: D25/34703

Applicant

Internal

Location/Address

N/A

Executive Summary

For Council to review the section of the Policy Manual that relates to Asset Management.

Recommendation in Brief

That Council adopt the Asset Management 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 Asset Management policies. Please refer to Attachment A for policy details.

Policy Name	New Ref No.	Recommended Amendment
Private Connections to Shire Drainage	POL 0070	Update responsible position title
Property Owners Contribution to Underground Power	POL 0071	Rescind - policy refers to program that no longer exists, so is no longer relevant.
Permanent Road Closures	POL 0072	Update responsible position title
Street Verge Development	POL 0073	Include provision for owners/occupiers to maintain verges adjacent to their properties. In Conditions section, include shire infrastructure to point 2 and 'alter or damage street trees' to point 3. Include reference to native verge garden, and hard surface treatments. Include mulch and crushed limestone as acceptable materials.
Mineral Exploration within Land & Road Reserves Managed by the Shire of Esperance	POL 0074	Update responsible position title

Delegated Authority to Approve Off-Site Signage on Main Road	POL 0075	Update responsible position title
Guidelines for Subdivisional Development	POL 0076	Update responsible position title
On-Farm Drainage	POL 0077	No changes
Street Tree	POL 0078	Include references to specify that landowners are not permitted to prune or remove street trees.
Commercial Wildflower Harvesting and Native Seed Collecting	POL 0079	No changes
Asset Management	POL 0080	Update responsible position title
Esperance Rural Public Toilet Cleaning	POL 0081	Update responsible position title
Crossover Construction	POL 0082	Update responsible position title
GPS Fleet Tracking	POL 0083	No changes
Internal Drone (Remotely Piloted Aircraft System) Use	POL 0084	No changes
Public Art	POL 0085	No changes
CCTV	POL 0086	Update responsible position title
Esperance Tanker Jetty Timber	POL 0087	No changes
Reserve Funding for Community Halls	POL 0088	Removed 'accessing additional funding' section and included reference to community grants in the 'accessing reserve funding' section.
Memorials in Public Places	POL 0089	Remove point 3 and move requirement for written application to be submitted to CEO to the end of document.

Consultation

Asset Management

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. Asset Management Policies - *Under Separate Cover*

Officer's Recommendation

That Council adopt the Asset Management policies inclusive of amendments, inclusions and deletions as reviewed.

Voting Requirement

Simple Majority

Item: 12.3.2

Review of Policies - POL 0049 & POL 0034

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

File Ref: D26/2753

Applicant

Internal

Location/Address

N/A

Executive Summary

For Council to review the Elected Member Entitlements and the Elected Member Professional Development policies.

Recommendation in Brief

That Council endorses the Elected Member Entitlements and the Elected Member Professional Development 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.

The Executive Services policies were put to Council in December 2025 for their biennial review. At this meeting, Council resolved to exclude the Elected Member Entitlements and the Elected Member Professional Development policies to allow WALGA to provide comments.

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
Elected Member Entitlements	POL 0034	Remove any entitlements covered under Regulation and Salaries and Allowances Tribunal. Change Policy name to reflect uniforms.
Elected Member Professional Development *absolute majority required	POL 0049	Full re-write of the policy based upon WALGA model template

Consultation

WALGA

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 14. Community confidence and trust in Council

Objective 14.1. Provide transparent, accountable and effective leadership.

Environmental Considerations

Nil

Attachments

A. Elected Member Professional Development

B. Elected Member Uniform Entitlements

Officer's Recommendation

That Council endorse the Elected Member Uniform Entitlements and the Elected Member Professional Development policies inclusive of amendments, inclusions and deletions as reviewed.

Voting Requirement

Absolute Majority



POL 0049: Elected Member Professional Development

COUNCIL POLICY

Policy Objective

To give effect to the Shire of Esperance's commitment to facilitate continuing professional development of Council Members, which enhances their knowledge and develops their skills, thus augmenting Council's capacity for well-informed decision-making and the provision of good government for our community.

This policy provides a framework to assist Council Members to identify and access relevant training and defines the expenses that will be paid by the Shire of Esperance.

This policy supports compliance with sections 5.127 and 5.128 of the *Local Government Act 1995* (the Act), which require Local Governments to prepare and adopt a policy in relation to the continuing professional development of Council Members, and to provide annual reports on training.

Policy Scope

This policy applies to Council Member training and continuing professional development, including mandatory training required under s.5.126 of the Act.

Policy Statement

1. Budget Allocations

The Shire of Esperance Annual Budget will include:

a. Whole of Council Training and Development

An allocation for Council as a whole, to be used for:

- Council Member Induction, dealt with under Part 2 of this Policy;
- Mandatory Council Member Training, dealt with under Part 3 of this Policy, and
- Council Capacity Building, dealt with under Part 4 of this Policy.

b. Council Member Professional Development

An annual allocation of \$7,000 for each Council Member to be used for individual Continuing Professional Development, as specified under Part 5 and Part 6 of this Policy. Council Members may select training and professional development including travel and accommodation expenses to be funded from this allocation, subject to approval in accordance with this Policy.

Unexpended allocations at the end of a financial year will be carried forward to the following financial year, after which any unspent funds will be returned to general funds.

Any professional development proposal that exceeds an individual Council Member's allocation will be referred for Council decision. Alternatively, the Council Member may choose to privately fund any shortfall. This will not be eligible for reimbursement from a future budget allocation.

2. Council Member Induction

Following each election, the Shire of Esperance will conduct a comprehensive induction program, providing newly elected Council Members with information that will support them to understand Council Member roles and responsibilities; legislative obligations; personal responsibilities; and strategic direction of the Local Government. Continuing/previously elected Council Members are encouraged to participate in nominated elements of the induction program, to assist in fostering a team culture and to refresh their understanding.

3. Mandatory Council Member Training

Council Members are required to complete the Council Member Essentials Course within 12-months from the day on which they are elected, unless exempt under Regulation 36 of the *Local Government (Administration) Regulations 1996*. Council Members should confirm with the Chief Executive Officer whether they are eligible for an exemption.

The Shire of Esperance's preferred provider is WALGA, and course delivery is available both on-line and face to face. Council Members will be provided with enrolment options, and the Shire of Esperance will coordinate bookings and arrangements to implement their selection.

Where a majority of Council Members would prefer face to face training, the Shire of Esperance may arrange on-site delivery and may coordinate this in cooperation with neighbouring Local Governments to achieve cost savings.

Council Members who are not yet required to complete the Mandatory Training may still choose to participate, with associated costs attributed to the Whole of Council Training and Development budget allocation.

4. Council Capacity Building

Within a reasonable period after an election, a Council Workshop will be convened to enable Council Members to collaboratively develop a program of Council Capacity Building.

The program developed at the workshop will form the basis for regular training provided to all Council Members as a group, to encourage Council to focus on continuous improvement in its function as a governing body and to address the outcomes set out in Part 8 of this policy.

The CEO will coordinate training in accordance with the agreed program, with details of dates and delivery modes to be determined in consultation with Council Members.

5. Continuing Professional Development Formats

Eligible Continuing Professional Development formats include, but are not limited to:

- Short courses;
- Training courses;
- Workshops;
- Seminars;
- Conferences;

- Formal qualifications, or individual units or modules as components of formal qualifications; and
- Membership of professional development organisation, where the membership incorporates access to Continuing Professional Development.

Providers

Continuing Professional Development should be delivered by industry recognised training providers, peak bodies or professional organisations.

Outcomes

In order to be eligible for approval under this policy, Continuing Professional Development must be relevant to the role of a Council Member, and offer demonstrable benefit to the Council as a governing body, the Shire of Esperance as an organisation, and the broader community.

This includes Continuing Professional Development that:

- Enhances the understanding of Council Member roles and responsibilities, and/or the role and function of Local Government;
- Assists Council Members to develop knowledge and skills in relation to the strategic objectives of the Shire of Esperance;
- Enables Council Members to further develop personal and professional skills necessary for excellence in performance of the Council Member role; or
- 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 of Esperance community.

Eligible Continuing Professional Development activities include:

- WA Local Government Association Council (WALGA) and Australian Local Government Association (ALGA) conferences.
- Special 'one off' conferences called for or sponsored by WALGA and/or ALGA on important Local Government issues.
- Annual conferences of the major professions in Local Government and other institutions of relevance to Local Government activities.
- Other Local Government-specific training courses, workshops and forums, relating to the outcomes listed above.
- Training relevant to the outcomes listed above offered by accredited organisations.
- Conferences, training, workshops or seminars that address the initiatives and projects identified in the Shire of Esperance's Strategic Community Plan, Corporate Business Plan or other strategic documents.

Council Members are encouraged to identify and share relevant Continuing Professional Development opportunities with Council and the CEO. The CEO will also identify and inform Council Members of relevant opportunities.

5.1 Application and Approval

Request for approval

Council Members who wish to attend training or professional development may make application by providing the following details to the CEO in writing:

- a) Course or event title, provider or organiser name, location and date;
- b) Copy of, or link to program, course outline or other summary of content;
- c) An outline of the anticipated benefits of attendance, with reference to the eligibility criteria in this policy; and
- d) 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 of Esperance will seek to take advantage of reduced prices for early registration.

Approval

Approval for Council Member attendance may be granted by:

- (a) the Chief Executive Officer where the:
 - (i) application complies with this policy;
 - (ii) event is to be held within Australia; and
 - (iii) the Council Member has sufficient funds available in their professional development allocation to meet all costs of attendance.

- (b) resolution of Council where the:
 - (i) application has been refused by the Chief Executive Officer;
 - (ii) application does not comply with this policy;
 - (iii) estimated costs of attendance exceed the available balance of the Council Member's professional development allocation; or
 - (iv) event is to be held outside of Australia.

Limitations

Training and continuing professional development is for the purpose of enhancing a Council Member's performance of their role. Therefore, in some instances, approval may not be granted where attendance conflicts with scheduled Council or Committee meetings (i.e. a meeting where important strategic decisions are required or where the meeting may lack a quorum), unless Council has otherwise resolved.

Where attendance at a particular training or professional development event would require an extended absence, no more than two Council Members may attend, unless Council has otherwise resolved.

Approval will not be granted for training or continuing professional development that is scheduled to occur in the last six months of a Council Member's term of office.

5.2 Sharing of Knowledge

In order to realise the maximum benefit for the Shire of Esperance, Council Members will provide a report on their attendance, key features and benefits of the training or professional development within a reasonable period after completion. Council Members may include ideas and innovations identified through the professional development for discussion at future Council Member workshops, where the matter relates to the Shire of Esperance's strategic objectives.

Knowledge sharing may be provided as a presentation or verbal update to an informal Council workshop, or a written report provided to the Chief Executive Officer and circulated to all Council Members. Where relevant, copies of resources obtained at the event may also be provided to the Chief Executive Officer for circulation to all Council Members.

6. Registration, travel and expenses

The Shire of Esperance will be responsible for the costs associated with training or professional development approved in accordance with this policy, as detailed in this section.

Event Registration and Bookings

Travel, registration fees and accommodation are to be arranged directly by the Shire of Esperance's administration.

Council Members are not to pay such costs and seek reimbursement, except in the case of an emergency or unique circumstances and subject to the Chief Executive Officer's prior approval.

Travel

Where travel is involved, the actual costs of travel to and from the event venue are to be met by the Shire of Esperance in accordance with the current WA Salaries and Allowances Tribunal Determination for Local Government CEOs and Elected Members (the Determination).

Travel arrangements are to be by the most cost effective and reasonably convenient mode.

Air travel is to be by Economy Class at a time that is convenient to the Council Member. As far as is practicable, tickets will be purchased well in advance and take advantage of available discount fares.

A Council Member may seek approval to travel within Western Australia by private motor vehicle and be reimbursed for vehicle costs in accordance with the Determination. Approval may only be granted where the cost is approximately equivalent to the most cost-effective mode of travel.

A Council Member may choose to upgrade the mode of travel, however additional costs incurred are to be paid to the Shire of Esperance by the Council Member before the Shire of Esperance confirms the booking/s.

Registration

Registration fees may include, where applicable, event registration, conference program dinners, technical tours and accompanying workshops identified within the event program.

Accommodation

Reasonable accommodation will be booked for the Council Member for a room at or in close proximity to the event venue and within the expenditure limitations prescribed in the Determination.

If it is not reasonable to expect travel to occur on the day of the event, the booking may allow for arrival the day prior to commencement, and departure the day following the close of the event.

A Council Member may choose to upgrade their accommodation standard or extend their visit for personal reasons, however additional costs are to be paid to the Shire of Esperance by the Council Member (including any additional associated or travel costs) prior to the Shire of Esperance confirming the booking.

Loyalty Program and Reward Points

Council Members are not to obtain personal benefit from expenditure of Shire of Esperance funds and must not claim personal frequent flyer or accommodation loyalty points for air travel or accommodation paid for by the Shire of Esperance.

Meals and Incidental Expenses

Funding for meals and incidental expenses is to be provided in accordance with the Determination.

Meal expenses are to be interpreted as reasonable expenses incurred for the purchase of breakfast, lunch and dinner where these meals are not provided at the event or in travel. When meals are included and have been paid for as part of the registration fee or accommodation costs, claims for alternative meals at venues other than the event will not to be paid by the Shire of Esperance.

Incidental taxi, economy ride share or public transport modes of transport (i.e. to / from airport, event venue) may be claimed for reimbursement on submission of receipts.

Accompanying persons/entertainment costs

Council Members are responsible and will be required to pay all costs associated with an accompanying person attending an event (including conference dinners and functions).

The Shire of Esperance may coordinate accompanying person bookings and registrations for travel, accommodation and the event / function, with costs incurred to be paid to the Shire of Esperance by the Council Member prior to the Shire of Esperance confirming the booking/s.

Booking Change / Modification Costs

Costs incurred for changing or modifying a booking for travel or accommodation, where the change or modification is:

- a. At the request of the Council Member, are to be paid by the Council Member; or
- b. A requirement or for the convenience of the Shire of Esperance, are to be paid by the Shire of Esperance.

Cancellations

Costs incurred for cancellation of registration, travel or accommodation, where the cancellation is:

- a. At the request of the Council Member, are to be attributed to the Council Member's individual allocation; or
- b. A requirement or for the convenience of the Shire of Esperance, are to be paid by the Shire of Esperance.

7. Report on training

The Shire of Esperance is required to produce a report detailing the training completed by Council Members during each financial year, in accordance with s.5.127 of the Act.

The report will include the following details of both mandatory training and continuing professional development completed by Council Members:

- Name of Council Member;
- Date of election;
- Whether the Council Member is required to complete Mandatory Training, and if applicable, the due date for completion and date of completion;
- Title of each training course or module completed or event/conference attended;
- The date attended or completed;
- The training provider or event/conference organiser;
- The cost of attendance; and
- Location of the training or event.

The report will be provided to Council Members for their information, before being published on the Shire of Esperance’s website within one month of the end of the financial year.

8. Council Member Commitment

Council Members are committed to:

- a. Take a positive approach to identifying opportunities for improvement and professional development.
- b. Prepare for, participate in and complete professional development and training approved/booked under this policy.
- c. Apply the benefits of professional development to fulfilling their Council Member role, including by sharing their knowledge with other Council Members.
- d. Make reasonable efforts to confirm their availability, or otherwise, to the CEO before booking deadlines.
- e. When requested, advise the CEO of alternative dates / times that they would be available to facilitate their participation in training.
- f. Advise the CEO, at the earliest opportunity, if they are unable to attend planned / booked training. Where training costs are unable to be refunded, applicable costs will be debited to the individual Council Member’s allocation.

9. Policy Review

In accordance with s.5.128 of the Act, this policy will be provided for Council’s review following each ordinary election. The Shire of Esperance will ensure the policy review occurs within the first 12-months following each ordinary election.

.....End.....

10. Document Information

Responsible Position Executive Assistant

Risk Rating Medium

11. Referencing Documents

- *Local Government Act 1995*
- *Public Service Award 1992*

12. 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
Feb 2026	5		Full re-write based upon WALGA model template		Jan 2028



POL 0034: Elected Member Uniform Entitlements

COUNCIL POLICY

Purpose

To define the parameters under which Elected Members may have access to uniforms.

Scope

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

Definitions

N/A

Practice

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.

.....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	O0418-083	Apr 2020

			Tribunal. Include paragraph for training and amend conference and seminar section.		
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 stop in first paragraph of uniform section.	O0124-004	Jan 2026
Mar 2026	8		Remove any entitlements covered under Regulation and Salaries and Allowances Tribunal. Change Policy name to reflect uniforms.		Jan 2028

Item: 12.3.3

Review of Policies - POL 0016 & POL 0017

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

File Ref: D26/6601

Applicant

Internal

Location/Address

N/A

Executive Summary

For Council to review the Building and Property Agreements and Procurement policies.

Recommendation in Brief

That Council endorses the Building and Property Agreements and Procurement 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.

The Corporate & Community Services policies were put to Council in January 2026 for their biennial review. The Building and Property Agreements Policy and Procurement Policy were not put forward at this meeting, as further discussions were required before completing their reviews.

Officer's Comment

The Procurement Policy was discussed with the Auditors to make further improvements in risk mitigation. The policy has been expanded to include provisions for recipient created tax invoices and credit card purchases.

A briefing was held with Council to discuss changes to the Building and Property Agreements Policy, including the change to the village purpose and renaming.

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

Policy Name	Ref No.	Recommended Amendment
Building and Property Agreements	POL 0016	Added information to Purpose section for greater clarity. Updated classification example information. Updated Market Village references following name change in Feb 2026. Updated section 5.a. regarding the Market Village Purpose and application criteria.
Procurement	POL 0017	Include reference to professional memberships and exemptions being in writing. Add recipient created tax invoices and transaction cards to purchase order exemptions. Minor rewording for clarity.

Consultation

Director Asset Management
Manager Financial Services
Auditors
Council

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. Building and Property Agreements Policy
- B. Procurement Policy

Officer's Recommendation

That Council adopt the Building and Property Agreements Policy and Procurement Policy inclusive of amendments, inclusions and deletions as reviewed.

Voting Requirement

Simple Majority



POL 0016: Building and Property Agreements

COUNCIL POLICY

Purpose

To determine a set of property classifications that can be applied to all Council's properties providing for consistency in ~~agreement~~ documentation for building and property agreements such as leases, licences and memorandum of understanding and for equity in terms and conditions within and between various property classifications.

Scope

All land owned or managed by the Shire of Esperance must have a valid agreement in place if;

1. a third party wishes to establish improvements on the land; or
2. a third party wishes to utilise the land or a Shire owned structure located on the land.

Definitions

N/A

Practice

This policy recognises the variety and diversity of agreements and that no one particular style of agreement is appropriate for all purposes; consequently a set of template agreement documents have been developed in consultation with McLeods Barristers and Solicitors to be used for each particular requirement.

1. Property Classifications

All properties are classified using specific principles as detailed within this policy.

- a. Commercial Premises – Open Market
 - i. Commercial sites offered by tender or disposed by section 3.58 of the *Local Government Act 1995*.
 - ii. Market rent determined by valuation with individual rent as determined by Council.
 - iii. All outgoings for these sites is recouped or supplied direct to the Tenant.
 - iv. CEO approval required prior to any sub-letting of premises.
 - v. Council may charge rates, emergency services levy (ESL), insurance and valuation costs on these properties.
 - vi. Council will collect a bond of 3 months' rent for these properties, excluding land only agreements.
 - vii. Properties in this classification will utilise the Commercial Agreement (Non-Retail Shop) Template.

Examples of properties within this classification are:

RAC Caravan Park	Esperance Lots 316 & 430, Res 26967
Esperance Mini Golf	Portion of Res 28207
BP Australia	Part Lot 15, Esperance Airport
Car Hire Desks (4)	Gibson – Portion Lot 15, Esperance Airport
Airport Hangars (8)	Gibson – Portion Lot 15, Esperance Airport
Telstra Corporation Communication Tower – Helms Drive	Esperance Loc 2112, Res 45368
Telstra Corporation Communication Tower – Howick Hill	Lot 524, Res 47555
Telstra Corporation Communication Tower – TelecommunicationsSalmon Gums	Part of Salmon Gums Lot 123

b. Commercial Premises – Retail Shops

- i. All outgoings are recouped or charged direct to the Tenant
- ii. Rent determined by Council in conjunction with market rental valuation
- iii. Disposal to be in accordance with section 3.58 *Local Government Act 1995*, noting exemptions that apply via Regulation 30 of *Local Government (Functions and General) Regulations 1996*.
- iv. CEO approval required prior to any sub-letting of the premises.
- v. Council may charge rates, emergency services levy (ESL), insurance and valuation costs on these properties.
- vi. Leases within [The Museum Market](#) Village will be charged rates.
- vii. Council will collect a bond of 3 months' rent for these properties, excluding land only agreements.
- viii. Properties in this classification will utilise the Commercial Agreement (Retail Shop) Template.

Examples of properties within this classification are:

Museum Park The Market Village Buildings (11)	Esperance Lots 56,57,58,61,62, Res 2815
Mobile Jetty Headland Food Van Sites (4)	Esperance – Portion Lot 991, Res 27318

c. Specific Sports Facilities

- i. Development of facilities by Shire or Club on Council land often with capital cost shared between Shire, Department of Sport and Recreation and Club or any combination of this mix of funding.
- ii. Exclusive use of the premises for a specific sport.
- iii. All outgoings (excluding rates) are recouped or charged direct to the Tenant.
- iv. CEO approval required prior to any sub-letting of the premises.
- v. Groups, Clubs and Organisations are encouraged to submit applications via the Community Grants Program when requesting Council's financial assistance.
- vi. Council may charge emergency services levy (ESL) costs on these properties.
- vii. Properties in this classification will utilise the Community Agreement Template.

Examples of properties within this classification are:

Gun Club Caretakers Cottage Clay Target Club	Fisheries Rd, Res 28099
Equestrian Club	Res 31708
Esperance Speedway	Myrup Rd, Res 35037
Golf Club - Pink Lake	Res 34829
Golf Club - Salmon Gums	Salmon Gums, R30223, R30224
Netball Pavilion, Esperance	Lot 310 Jane St 500 Black Street
Pistol Club – Skrolys Park	Skrolys Park
Surf Lifesaving Club House	Res 41860
Tennis Club, Esperance	L310 500 Black St Jane St
Esperance Bay Turf Club	Lot 202 Fisheries Rd, Bandy Creek
Esperance Golf Club	Res 38227
Multi Sports Pavilion	L500 865 Black St

- d. Halls and Community Centres
 - i. Developed facilities with mostly Council funding assistance, grants or self-supporting loans for the capital costs.
 - ii. Available for general community use and income retained for this casual hire to offset minor expenses, i.e. the agreement allows for casual hire.
 - iii. All outgoings (excluding rates) are recouped or charged direct to the Tenant.

- iv. Groups, Clubs or Organisations would be encouraged to submit applications via the Community Grants Program when requesting Council's financial assistance.
- v. Funding may also be available under the Shire's Reserve Funding for Community Halls Policy.
- vi. Council may charge emergency services levy (ESL) costs on these properties.
- vii. Properties in this classification will utilise the Community Agreement Template.

Examples of properties within this classification are:

Community Hall – Beaumont	Parmango Rd
Community Hall – Cascade	L49 Mitten Watson Rd
Community Hall – Dalyup	Res 26309 South Coast H'way
Community Hall – Grass Patch	Shepherd St
Community Hall – Salmon Gums	Res 30224 John & Moore Sts
Community Hall – Condingup	L1 Sutcliffe St, Condingup

- e. Community Services – Category 1
 - i. Exclusive use or special purpose community funded facilities with minimal Council capital contribution, however located on Council controlled land.
 - ii. All outgoing (excluding rates) are recouped or charged direct to the Tenant.
 - iii. Groups, Clubs or Organisations would be encouraged to submit applications via the Community Grants Program when requesting Council's financial assistance.
 - iv. Council may charge emergency services levy (ESL) costs on these properties.
 - v. Properties in this classification will utilise the Community Agreement Template.

Examples of properties within this classification are:

Agricultural Society Facilities	L500 968 Black St
Cannery Arts Centre (Gallery Only)	Norseman Road
Community Hall – Scouts	L686 The Esplanade
Hospital Hostel	L241 Hicks St

Playgroup	Esperance Lot 388, R31633 & Lot 389, R34556
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f. Community Services – Category 2

- i. Development of facilities mainly by Government funds on land controlled/vested to Shire of Esperance.
- ii. Facilities are operated by government agencies or community based incorporated business.
- iii. All outgoings are charged directly to Tenants.
- iv. Council may charge rates, emergency services levy (ESL) and insurance costs on these properties.
- v. Properties in this classification will utilise the Community Agreement Template.

Examples of properties within this classification are:

Recherche Aged Welfare Committee	Esperance Lot 893, Eyre St
Esperance Child Care Centre (Lingalonga)	Esperance Town Lots 171 &172 Randell St
Esperance Lotteries House	Part Esperance Lot 3 Forrest St
Old Station Master's Office	Part Lot 103 Dempster Street

2. Property Agreement Register

The Chief Executive Officer will maintain a register of all Council properties that have agreements in place. Details within the Register will include; name of the Tenant, description of the property, term of the agreement and fees.

3. Lease Preparation Fees

A Lease Preparation Fee shall be charged to all leases and licences as set within the Annual Schedule of Fees & Charges upon commencement.

Leases bound by the *Commercial Tenancy (Retail Shops) Agreements Act 1985* will not be charged lease preparation fees in accordance with section 14(b) of the Act.

Memorandum of Understanding (MOU) agreements will not be charged preparation fees.

4. Agreement Fees

In relation to establishing a guide for the calculation of fees the following shall be applied to the particular property classifications as detailed within this policy, for example -

- a. Commercial Premises – Open Market – As determined by Council after obtaining a market rental valuation.
 - b. Commercial Premises – Retail Shops – As determined by Council after obtaining a market rental valuation.
 - c. All other classifications would generally be \$100 ex GST per annum for community groups, clubs, not for profit organisations.
5. ~~Museum Park Period~~The Market Village
- a. Usage

The commercial properties within ~~T~~the ~~Museum Park Period~~Market Village will provide services or retail goods. Applications will be assessed using the following criteria –

- Contributes goods and/or services for tourists and the Esperance community;
- Provides diverse locally produced goods and services that promote local and regional tourism;
- Provides a unique product or service which is not currently available;
- Attracts an increase in visitation to The Market Village;
- Supports further activation of the area.

~~promote arts, crafts and goods inspired and produced both locally and regionally, and tourism retail outlets.~~

b. Agreement Fees

Fees for ~~T~~the ~~Museum Park Period~~Market Village will be calculated on the average of the base commercial rental (obtained from local real estate) for the town centre. This figure will be discounted by 20% to recognise the condition and setback location of the Market Vvillage from Dempster Street.

c. Management Group

Tenants at ~~T~~the ~~Museum Park Period~~Market Village will be encouraged to establish an informal management group to -

- i. Oversee the needs of The Period-Market Village tenants
 - ii. Pursue marketing and promotional opportunities
 - iii. Encourage local arts, crafts and other appropriate industries to become involved
 - iv. Activities within the precinct
6. Maintenance Obligations

Maintenance obligations of each Tenant will be specified in each agreement document.

Generally this will be determined as follows;

- a. Land Only
Agreements for those properties which have no structures located on the site, or structures not owned by the Shire, will require the Tenant to be responsible for all maintenance, repair and renewal of any structures.
- b. Shire Owned Structures
Agreements for those properties which have Shire owned structures located on the site will require the Tenant to be responsible for minor

maintenance of the structures. Minor maintenance will include items such as repair or replacement of door handles, door locks, light fittings, globe replacement, internal glass breakage and general cleaning etc.

The Shire will be responsible for structural repairs and will have a building maintenance budget allocation and renewal schedule for the premises.

7. Implementation

Any amendments to the standard lease documentation including maintenance and cleaning schedules is to be negotiated with individual groups, clubs or organisations and introduced on the following timetable -

- a. when an existing agreement expires and the Tenant requests a renewal; and
- b. when new agreements are considered and approved by the Council.

8. Agreement Types

All property agreements will be subject to terms and conditions outlined within the document as determined by the property classifications within this policy.

The Shire of Esperance currently utilises the following types of agreements -

- a. Lease
Provides the Tenant (Lessee) with exclusive use of the premises.
- b. Licence
Provides the Tenant (Licensee) with non-exclusive use of the premises. Licenced properties must remain open and accessible to members of the public.
- c. Memorandum of Understanding
A Memorandum of Understanding (MOU) will be used in cases where the Tenant is not an incorporated group, or for short term arrangements.

.....End.....

Document Information

Responsible Position	Coordinator Governance and Corporate Support
Risk Rating	Medium

Referencing Documents

- *Local Government Act 1995*
- *Commercial Tenancy (Retail Shops) Agreements Act 1985*
- *Local Government (Functions and General) Regulations 1996*
- Shire of Esperance Schedule of Fees and Charges

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Feb 2007	1		New policy	O0207-0987	
Sept 2007	2	D12/15			

Aug 2015	3		Removal of unnecessary background wording	O0815-010	
Sept 2015	4		Amend museum village provisions to include new rent calculation and require rates to be charged on village premises.	O0915-022	
Mar 2018	5	D16/28987	Update document controller title Minor wording changes Amend museum village buildings to (11) Remove Bob Stevens from classification (ii) example Rename 2. to be Lease Register Remove reference to order register by property classification Insert 'ex GST' in 4. (iii) Insert 'from 2015' in museum village lease fees paragraph, Remove reference to supplementary document in 5.	O0318-073	Mar 2020
Jan 2020	6	D16/28987[v2]	Include rates charge information in various categories, exempt CTA leases from being charged lease preparation fees, remove irrelevant information and amend implementation paragraph	O0120-013	Jan 2022
Feb 2022	7	D16/28987[v3]	Update policy to include all agreements, not just leases. Update responsible officer title. Include relevant information from COR 003 Museum Park Building Lease Arrangements and COR 014 Public Land Improvement Licence. Update property classification criteria and update examples as necessary. Reword sections 2-8.	O0222-033	Feb 2024
Dec 2023	8	D16/28987[v4]	Update classification tables, amend title for classification B, include separate use for Station Master's Ticket Box and minor wording/formatting changes.	O1223-203	Dec 2025
Dec 2024	9	D16/28987[v5]	Update to remove Old Station Master's Office from Museum Village section and include as part of Community Service Category 2.	O1224-099	Dec 2026



POL 0017: Procurement

COUNCIL POLICY

Purpose

1. To ensure compliance with all relevant legislation including the *Local Government Act 1995 (Act)* and the *Local Government (Functions and General) Regulations 1996 (Regulations)*;
2. To ensure all purchasing activities are recorded in compliance with the *State Records Act 2000* and internal record management practices of the Shire of Esperance (Shire);
3. To demonstrate that best value for money is attained for the Shire;
4. To mitigate probity risk, by establishing processes that promote openness, transparency, fairness and equity to all potential suppliers;
5. To ensure that sustainable benefits such as environmental, social and local economic factors are considered in the overall value for money assessment; and
6. To ensure all purchasing activities are conducted in a consistent and efficient manner organisational-wide, and that ethical decision making is demonstrated.

Scope

This policy is to be followed by all Shire employees.

Definitions

N/A

Practice

The Shire is committed to delivering best practice in procurement, aligned with the principles of transparency, probity and good governance, and in compliance with all statutory requirements.

All purchasing activities undertaken at the Shire are to be in accordance with this Policy.

1. Ethics and Integrity

All officers and employees of the Shire undertaking purchasing activities must have regard for the Code of Conduct and shall observe the highest standards of ethics and integrity. All officers and employees of the Shire must act in an honest and professional manner at all times which supports the standing of the Shire.

2. Value for Money

Value for money is an overarching principle governing procurement that allows the best possible outcome to be achieved for the Shire. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider -

- a. All relevant whole-of-life costs and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as, but not limited to, holding costs, consumables, deployment, maintenance and disposal;
- b. The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- c. Financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history); and
- d. A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.
- e. Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

3. Local Purchasing

After having due regard to, but not limited to, the quality of the product, availability of after sales service, supply date, freight costs and degree of urgency, the Shire officers are encouraged to purchase locally.

4. Purchasing from Aboriginal Businesses

After having due regard to, but not limited to, the quality of the product, availability of after sales service, supply date, freight costs and degree of urgency, Shire officers are encouraged to purchase from Aboriginal Businesses.

5. Sustainable Procurement

After having due regard to, but not limited to, the quality of the product, availability of after sales service, supply date, freight costs and degree of urgency, Shire officers are encouraged to consider purchase that minimise negative environmental and social impacts.

6. Purchasing Value and Thresholds

Purchasing value is to be based on the following considerations -

- a. Exclusive of Goods and Services Tax (GST); and
- b. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. If a purchasing threshold is reached within three years for a particular category of goods, services or

works (including low value, repetitive contracts), then the purchasing requirement under the relevant threshold (including the tender threshold) must apply; and

- c. Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

The table below prescribes the procurement practices the Shire must adhere to, based on purchasing value:

Purchasing Value	Procurement Practice
< \$5,000	Direct purchase from suppliers. The Officers' professional discretion is required to ensure best value is maintained.
\$5,000 - \$75,000	<p>Seek a sufficient number of written quotes, minimum of two (2), containing price and a sufficient amount of information relating to the specification of the goods or services being purchased. Procurement decision to be based on all value for money considerations. Record keeping requirements must be maintained in accordance with Shire policies and procedures.</p> <p>Alternative process: A Selective or Public Request for Quote process is undertaken and an evaluation panel is established to assess the submissions.</p>
\$75,000 - \$250,000	<p>Seek a sufficient number of written quotes, minimum of three (3), containing price and a sufficient amount of information relating to the specification of the goods or services being purchased. For this purchasing value range, the procurement decision should not be based on price alone. It is strongly recommended that consideration be given to qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors.</p> <p>Alternative process: A Selective or Public Request for Quote process is undertaken</p>

> \$250,000	and an evaluation panel is established to assess the submissions. Conduct a public tender process unless exempt by Part 4, Division 2, Section 11 (2) of <i>Local Government (Functions and General) Regulations 1996</i> .
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Where it is considered beneficial, tenders may be called for contracts with an anticipated purchasing value < \$250,000. In this is the preferred option, a public tender process shall be undertaken in accordance with Part 4, Division 2 of the Regulations.

Exemptions to Procurement Practice

An exemption to procurement practice may apply in the following instances -

- a. The purchase is to be obtained from expenditure authorised in an emergency
- b. The purchase is obtained- from a pre-qualified supplier under the WALGA Preferred Supplier Program or Common Use Arrangements
- c. The purchase is supplied from a government of the State or the Commonwealth or any of its agencies, or by a Local Government or a Regional Local Government
- d. The purchase is from a sole supplier of the goods or services
- e. The purchase is petrol or oil, or any other liquid or any gas used for internal combustion engines
- f. The purchase is from a pre-qualified supplier under a Panel established by the Shire
- g. The following purchases where the value does not exceed \$250,000 ~~Exex~~ GST over 3 consecutive years -
 - i. Primary road building materials
 - ii. Memberships and subscriptions
 - iii. Legal services
 - iv. Professional Memberships, Conferences, seminars and training
 - v. Software maintenance, support or the renewal of licensing fees
 - vi. Purchasing from the original manufacturer whereby any other purchase may void the warranty
 - vii. Arts or cultural performances
 - viii. Aboriginal cultural services
 - ix. Procurement as determined by a Director up to \$150,000 ~~Exex~~ GST or the CEO up to \$250,000 ~~Exex~~ GST exempted in writing.

7. Evaluation Panel

An evaluation panel shall be established prior to a Request for Tender or Request for Quote process and include a mix of skills and experience relevant to the nature of the procurement. For contracts with an anticipated purchasing value of -

- a. \$10,000 - \$150,000 - the panel must contain a minimum of two (2) members; or
- b. >\$150,000 - the panel must contain a minimum of three (3) members.

8. Panels of Pre-Qualified Suppliers

In accordance with regulation 24AC of the Regulations, a local government may select to establish a panel of pre-qualified suppliers (Panel) when -

- i. it has a written policy that makes provision in respect of the matters set out in sub-regulation 24AC (2) of the Regulations (this Policy); and
- ii. the local government is satisfied that there is, or will be, a continuing need for the particular goods or services to be supplied by pre-qualified suppliers.

a. Objective

The Shire will consider establishing a Panel for purchasing activity when most of the following factors apply -

- i. it determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- ii. there are numerous potential suppliers in the local and regional procurement-related market sector(s) that offer 'value for money';
- iii. the purchasing activity under the intended Panel is ~~considered to be~~ of a low to medium risk;
- iv. the Panel will streamline and improve procurement processes; and
- v. it has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

b. Panel Establishment

- i. Should the Shire determine it is advantageous to establish a Panel, it must do so in accordance with Part 4, Division 3 of the Regulations and its internal procurement procedures.
- ii. A Panel may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.
- iii. Where a Panel is to be established, the Shire will endeavour to appoint at least three (3) suppliers to the Panel, or to each category within the Panel, on the basis of best 'value for money'.

c. Panel Purpose

The Shire will generally establish a Panel to deliver its agreed level of service to the community, as the Shire often requires additional labour and/or plant to support the efficient operation of its permanent workforce. The establishment of a Panel allows the Shire to sub-contract its additional operational requirements on an as-needed basis, at an hourly rated fixed for the term of the Panel.

d. Purchasing from a Panel

Purchasing from a Panel	
Direct Purchase	The Shire may award any quantity of work to any Supplier on the basis of the principals set out in Distributing Work Amongst a Panel. All purchases will be undertaken via a purchase order or the provision of Recipient Created Tax Invoice (RCTI) as per the accepted schedule of rates by the Shire as part of their appointment to the Panel.
Quotation Process	Selected Suppliers will be invited to quote for each item of work available under the Panel and afforded a minimum response period of seven (7) calendar days. In every instance, all responses received will be assessed against pre-determined evaluation criteria to determine the best value for money response.

e. Distributing Work Amongst a Panel

In considering the distribution of work amongst a Panel, the Shire will take into account the Supplier's -

- i. Accepted Schedule;
- ii. Performance during the term of the Panel;
- iii. Equipment, plant, or capability relative to the particular item of work;
- iv. Response time and/or availability; and
- v. Vicinity to the work location.

f. Panel Communication Agreement

To ensure clear, consistent, and regular communication between all parties to a Panel, the Shire agrees to -

- i. Utilise its eProcurement portal for all Panel initiation processes; and

- ii. Allocate each Panel a dedicated contact person for the term of the Panel.

9. Authorising Officer

An Authorising Officer is a Shire employee who is authorised to incur expenditure and claims for payment, within a set monetary limit.

10. Purchase Orders

The Shire requires purchase orders to be raised and issued prior to the goods or services being supplied. The Authorising Officer will ensure expenditure incurred is within their set monetary limit.

Exemptions to raising a purchase order

While its best practice to raise purchase orders ~~for the following~~, they are not a requirement ~~effor~~ the ~~procurement policy following –~~

- a. Utility accounts
- b. Telephone accounts
- c. Fuel accounts
- d. Lease accounts
- e. Rent accounts

f. Recipient Created Tax Invoices

g. Transaction Cards

f.h. Any other purchase at the discretion of Manager Financial Services or Director Corporate and Community Services

~~g.a. Recipient Created Tax Invoices~~

~~h. Council approved tenders and contracts (raising purchase orders for this category after an invoice is received may be permitted, provided it matches the schedule of rates within the contract)~~

11. Fleet Fuel Cards and Fuel Bowser Fobs

All appropriate fleet vehicles will be issued with a fleet fuel card and/or a fuel bowser fob for fuel purchases only and/or to be used at the fuel bowser at the depot. If a fleet vehicle is allocated to a Shire officer, that officer is responsible for the security and appropriate use of the fleet fuel card and/or a fuel bowser fob. The fleet fuel card and/or fuel bowser fob is only to be used for the fleet vehicle to which it is issued.

12. Records Management

All activities associated with procurement at the Shire must be recorded and retained. For a Request for Tender, Request for Quote, or Panels of Pre-Qualified Suppliers process this includes -

- a. tender documentation;

- b. internal documentation;
- c. evaluation documentation;
- d. enquiry and response documentation; and
- e. notification and award documentation.

For a direct purchasing process this includes -

- a. quotation documentation;
- b. internal documentation; and
- c. order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the *State Records Act 2000*, and the Shire's internal *Records Management Policy*.

13. Breach of Procurement Policy

Officers found to have breached this Policy may, at the discretion of the Chief Executive Officer -

- a. have their purchasing rights revoked;
- b. be subject to disciplinary action, including possible termination without notice; and
- c. be required to reimburse the Shire for the amount of the unauthorised expenditure.

.....End.....

Document Information

Responsible Position	Director Corporate and Community Services
Risk Rating	Medium

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Feb 2007	1		New policy	O0207-0987	Feb 2009
Sept 2007	2	D12/80		O0907-1121	Sept 2009
Jun 2013	3		Title change, include buy local section, add purchasing threshold of \$2000 requiring 1 quote, define authorised officers, include fuel cards and credit cards, reduce tender section, include breach information.	O0613-011	Jun 2015

Aug 2015	4		Removal of wording from 'Authorising Officer' paragraph	O0815-010	Aug 2017
Nov 2015	5		Update in line with change of regulations to require at least 3 quotes for purchases between \$100,000 and \$150,000.	O1115-024	Nov 2017
Apr 2016	6		Include prequalified supplier panel information, adjustments to reflect WALGA best-practice model and minor corrections and formatting.	S0416-001	Apr 2018
Mar 2018	7	D16/28989	Change to position titles in credit card limit section, update document controller	O0318-073	Mar 2020
Jan 2020	8	D16/28989[v2]	Inclusion of Aboriginal purchasing and exemptions. Minor wording, credit card limit changes.	O0120-013	Jan 2022
Apr 2020	9	D16/28989[v3]	Include more focus on buying local	O0420-110	Apr 2022
Feb 2022	10	D16/28989[v4]	Update responsible officer. Add section for sustainable procurement. Reword procurement practice table. Include Common Use Agreements and final dot point in exemptions section. Reword 11 to include reference to Fuel Bowser Fobs. Remove Corporate Credit Card section.	O0222-033	Feb 2024
Dec 2023	11	D16/28989[v5]	Biennial review. No change.	O1223-203	Dec 2025

Item: 12.3.4

Review of Code of Conduct for Council Members, Committee Members and Candidates

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

File Ref: D26/6604

Applicant

Internal

Location/Address

N/A

Executive Summary

As part of the latest tranche of updates to West Australian Local Government legislation, the Model Code of Conduct regulations require key updates around the introduction of a new Local Government Inspector role. Subsequent updates to the Shire's Model Code of Conduct are required to be endorsed by Council and enacted by 31 March 2026.

Recommendation in Brief

That Council adopt the Code of Conduct for Council Members, Committee Members and Candidates, including additions and deletions as reviewed.

Background

A code of conduct sets out the expected behaviour of the individuals within an organisation. Given that the local government is a public entity, and the possible wide-ranging consequences and impacts of Council and committee decisions, it is important that the standard of conduct is set high to preserve the Shire's reputation.

Section 5.103 of the *Local Government Act 1995*, requires all local governments to prepare and adopt a Code of Conduct to be observed by Council Members, Committee Members and Candidates.

In March 2021, Council adopted the Code of Conduct for Council Members, Committee Members and Candidates, following introduction of the *Local Government (Model Code of Conduct) Regulations 2021* which repealed the *Local Governments (Rules of Conduct) Regulations 2007*.

Officer's Comment

Following recent reforms to the *Local Government Act 1995*, there have been changes made to the model code of conduct regulations, to include reference to the Inspector and Monitor processes.

The Shire of Esperance's code of conduct includes information in addition to the model code within the Citation clause, which has not been changed in this review.

The document has been transferred to the current document branding of the Shire, and reference numbers have been amended to be aligned with the model code regulations. These formatting changes are not reflected in the attachment to this report.

The following is a summary of recommended changes to the code of conduct clauses to align with the model code of conduct regulations. Please refer to Attachment A for further details.

Clause	Comment
11: Complaint about alleged breach	Inserted (4)(a)(b), (5) and (6) Note inserted under 11(5) is additional to the model code regulations
14A: Appointment of Monitor	New clause inserted
14B: Performance of local government's functions under cl. 12 and 13	New clause inserted
15: Other provisions about complaints	Inserted (3)
Division 4: Rules of Conduct	Amended notes wording to reference s.8A.3 rather than s.5.105. Replaced minor breach references with conduct breach.
20: Relationship with local government employees	Remove (1)(c) referencing volunteers.
21: Disclosure of information	Amended definition of closed meeting in (1)
Acknowledgement	Inserted signature panel

Consultation

Executive Management Team

Financial Implications

Nil

Asset Management Implications

Nil

Statutory Implications

Local Government Act 1995 – s.5.103 Model code of conduct for council members, committee members and candidates

Local Government (Model Code of Conduct) Regulations 2021

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Performance - Outcome 14. Community confidence and trust in Council

Objective 14.1. Provide transparent, accountable and effective leadership.

Environmental Considerations

Nil

Attachments

A₁. Reviewed Code of Conduct for Councillors, Committee Members and Candidates

Officer's Recommendation

That Council adopt the Code of Conduct for Council Members, Committee Members and Candidates, including additions and deletions as reviewed.

Voting Requirement

Absolute Majority



SHIRE OF ESPERANCE

Code of Conduct

**Council Members, Committee Members
and Candidates**

March 2026

Code of Conduct
Council Members, Committee Members and Candidates

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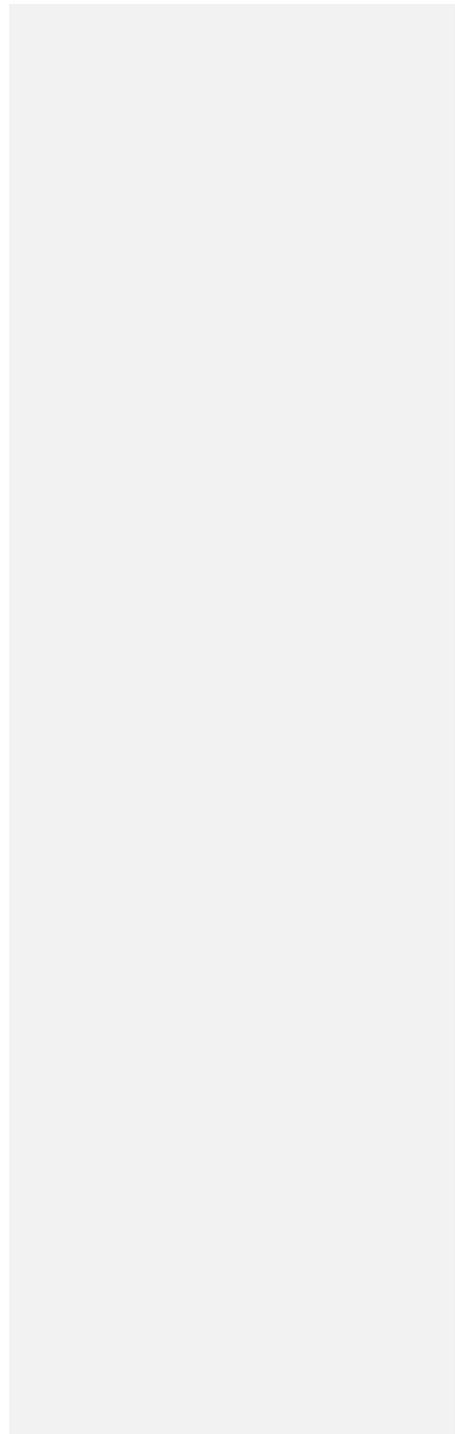
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Code of Conduct
Council Members, Committee Members and Candidates

Revision History

Date	Version	CM Reference	Reason for Change	Next Review
Feb 2021	1	D21/8259	New code of conduct.	Feb 2026
Mar 2026	2	D21/8259[v2]	Updated in line with reviewed model code.	Mar 2031

Acknowledgment of Country

The Shire of Esperance acknowledges the Kepa Kurl Wudjari people of the Nyungar nation and Ngadju people, who are the traditional custodians of this land, and their continuing connection to land, waters and community.

We pay our respect to their Elders past, present and emerging and we extend that respect to other Aboriginal Australians today.

Copyright and Disclaimer



For Disclaimer and Privacy information, please scan the QR code or visit <https://www.esperance.wa.gov.au/disclaimer.aspx>

Requests for further authorisation should be directed to the –
Shire of Esperance
PO Box 507
Esperance WA 6450
shire@esperance.wa.gov.au

Code of Conduct
Council Members, Committee Members and Candidates

Division 1 – Preliminary Provisions

1. Citation

This is the Shire of Esperance's Code of Conduct for Council Members, Committee Members and Candidates and sets out acceptable standards of professional conduct.

The Code provides a guide and a basis of expectations for Elected Members, Committee Members and Candidates. It encourages a commitment to ethical and professional behaviour and encourages greater transparency and accountability within the Shire of Esperance.

Statutory Environment

The Shire of Esperance's Code of Conduct observes statutory requirements of the *Local Government Act 1995* (s.5.103 – Model code of conduct for council members, committee members and candidates) and *Local Government (Model Code of Conduct) Regulations 2021*.

Commented [SW1]: This information has been included in addition to the model code of conduct.

2. Terms used

- (1) In this code —
 - Act** means the *Local Government Act 1995*;
 - Candidate** means a candidate for election as a council member;
 - Complaint** means a complaint made under clause 11(1);
 - Publish** includes to publish on a social media platform.
- (2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 – General principles

3. Overview of General Principles

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

- (1) A council member, committee member or candidate should —
 - (a) act with reasonable care and diligence; and
 - (b) act with honesty and integrity; and
 - (c) act lawfully; and

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- (d) identify and appropriately manage any conflict of interest; and
 - (e) avoid damage to the reputation of the local government.
- (2) A council member or committee member should —
- (a) act in accordance with the trust placed in council members and committee members; and
 - (b) participate in decision-making in an honest, fair, impartial and timely manner; and
 - (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
 - (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

- (1) A council member, committee member or candidate should —
 - (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

Code of Conduct
Council Members, Committee Members and Candidates

Division 3 – Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

- (1) A council member, committee member or candidate —
 - (a) must ensure that their use of social media and other forms of communication complies with this code; and
 - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
 - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
 - (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

Code of Conduct
Council Members, Committee Members and Candidates

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.
- (4) A complaint must be dealt with under clauses 12 to 15 unless –
 - (a) the complaint is referred to the Inspector in accordance with subclause (5); and
 - (b) the Inspector refers the complaint to be dealt with under Part 8A Division 5 of the Act.

Code of Conduct
Council Members, Committee Members and Candidates

(5) If the *Local Government (Model Code of Conduct) Regulations 2021* regulation 3A applied to a complaint, a person authorised under subclause (3) must refer the complaint to the Inspector under section 5.105(3) of the Act.

Note: complaints must be referred to the Inspector if the person who is the subject of the complaint has been found to have committed a behavioural breach on at least 2 previous occasions, on or after 1 January 2026.

(6) A complaint must also be dealt with under clauses 12 to 15 if the Inspector refers the complaint to the local government under the *Local Government (Local Government Inspector) Regulations 2025* regulation 6.

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) 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.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.

Code of Conduct

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- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
- (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
- (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
- (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

14A. Appointment of Monitor

- (1) The Inspector may appoint a monitor for the local government to assist the local government to deal with matters raised by a complaint.
- (2) If the Inspector appoints a monitor —

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Council Members, Committee Members and Candidates

- (a) the Inspector may direct the local government to defer further dealing with the complaint until the monitor reports to the Inspector on the outcome of the monitoring assignment; and
- (b) the local government must comply with the direction.

14B. Performance of local government's functions under cl.12 and 13

- (1) The local government's functions under clauses 12 and 13 must be performed by the council.
- (2) Despite subclause (1), the council may, by resolution carried with an absolute majority of the council, authorise a committee of the council comprising council members only to perform a function for and on behalf of the local government.
- (3) Despite subclause (1), the council may, by resolution carried with an absolute majority of the council, authorise a person who is none of the following to perform a function for and on behalf of the local government —
 - (a) a member of the council of any local government;
 - (b) a member of the governing body of any regional subsidiary;
 - (c) an employee of any local government or regional subsidiary;
 - (d) an employee of WALGA or the Local Government Professionals Australia (WA);
 - (e) a member of the governing body of, or an employee of, a body corporate the activities of which are, wholly or partly, advocating or otherwise acting for, or on behalf of, 1 or more of the following —
 - (i) local governments;
 - (ii) members of councils;
 - (iii) employees of local governments.
- (4) A resolution made under subclause (3) must include the following —
 - (a) a statement to the effect that the council is satisfied that the person being authorised is suitably qualified and experienced to perform the function;
 - (b) an explanation as to why the council is satisfied as referred to in paragraph (a);

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(c) a statement to the effect that the council is satisfied that the person being authorised is impartial and has no close association with any member of the council or any employee of the local government.

(5) Nothing in this clause prevents an employee of the local government from providing, in relation to the performance of a function, any advice or other assistance to the council, a committee authorised under subclause (2) or a person authorised under subclause (3).

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.
- (3) Clause 14A and 14B do not apply in relation to a complaint made before 1 January 2026.

Division 4 – Rules of conduct

Notes for this Division:

- (1) Under section ~~5-4058A.3~~(1) of the Act, a council member commits a ~~minor conduct~~ breach if the council member contravenes a rule of conduct. ~~This Section 8A.3(2) of the Act~~ extends ~~this~~ to the contravention of a rule of conduct that occurred when the council member was a candidate.
- (2) A ~~minor conduct~~ breach is dealt with ~~by a standards panel under section 5-440 under Part 8A Division 5~~ of the Act.

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause —
electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

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Council Members, Committee Members and Candidates

resources of a local government includes —

- (a) local government property; and
 - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
- (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

- (1) In this clause —
- local government employee** means a person —
- (a) employed by a local government under section 5.36(1) of the Act; or
 - (b) engaged by a local government under a contract for services; or
 - ~~(c) engaged by a local government as a volunteer.~~
- (2) A council member or candidate must not —
- (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or

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- (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
- (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

- (1) In this clause —

Closed meeting —

(a) means a ~~council or committee meeting, or a~~ part of a council or committee meeting, that is closed to members of the public under section 5.23(2), ~~(3) or (4)~~ of the Act; and

(b) includes a council or committee meeting held before 1 January 2026, or part of a council or committee meeting held before 1 January 2026, that was closed to members of the public under section 5.23(2) of the Act as in force before 1 January 2026.

Confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

Document includes a part of a document;

Non-confidential document means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member -

Code of Conduct

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- (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
- (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

- (1) In this clause —
- interest*** —
- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
- (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
- (a) that they had an interest in the matter; or

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- (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
 - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
 - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

Acknowledgment

I acknowledge that I have read, understood and commit to following the Shire of Esperance's Code of Conduct for Council Members, Committee Members and Candidates.

Signature

Date

Item: 12.3.5

Lease Request - Portion Lot 15 Coolgardie-Esperance Highway Gibson

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

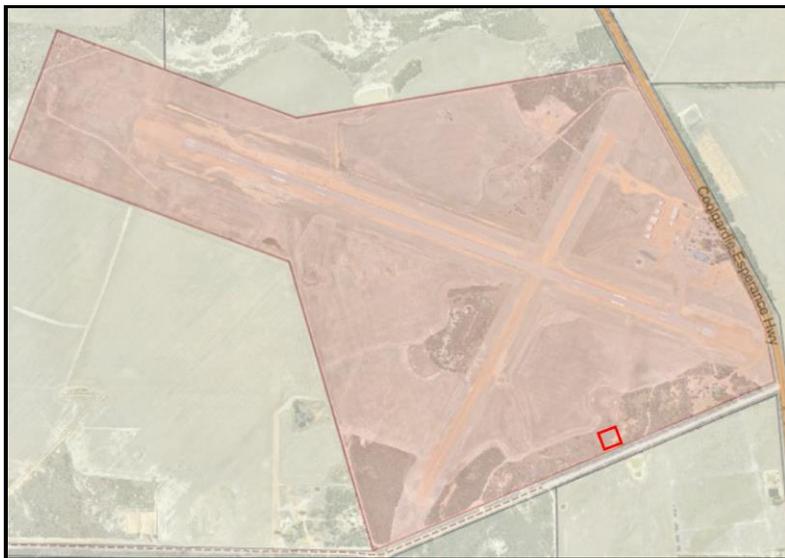
File Ref: D26/442

Applicant

Commonwealth of Australia represented by Geoscience Australia

Location/Address

Portion Lot 15 Coolgardie-Esperance Highway Gibson



Executive Summary

For Council to consider entering into a lease with the Applicant for portion of Lot 15 Coolgardie-Esperance Highway Gibson.

Recommendation in Brief

That Council enter into a lease with the Applicant for portion of Lot 15 Coolgardie-Esperance Highway Gibson.

Background

In January 2025, the SouthPAN Branch of Geoscience Australia reached out to Airport staff to discuss whether it would be possible to utilise part of the Airport site for use as a GPS Reference Station which collects data to provide improved positioning and navigation services.

An appropriate portion of the Airport site was identified, and the proposal was discussed with other users who may be affected by the proposal.

Officer's Comment

Since Geoscience Australia first reached out, further discussions on the proposal have been held and a draft lease agreement was provided by Geoscience Australia, requesting a term of 10 years with a 10 year further term option.

Officers have been negotiating the terms of the agreement to ensure this aligns with the Shire's standard terms, which is now ready for Council approval.

Advertising for the disposal of property is not required, as the Applicant is representing the Commonwealth and is therefore exempt under r.30(2)(c)(ii) of the *Local Government (Functions and General) Regulations 1996*.

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."

The Shire last obtained an independent valuation for land at the Esperance Airport in February 2019, which provided a rental rate of \$6.94/m² inc GST.

The current rental rate charged for land only leases at the Airport is \$7.35/m² inc GST. As the site will be 480m², annual rent at this rate will be \$3,528.00 inc GST.

Consultation

Geoscience Australia
Airport Operations Coordinator
Manager Economic Development
Drafting & Surveying Team

Financial Implications

Lease preparation fee of \$650.00 inc GST
Annual rent \$3,528.00 inc GST

Asset Management Implications

Nil – land only arrangement.

Statutory Implications

Local Government Act 1995 – s.3.58 Disposing of property
Local Government (Functions and General) Regulations 1996 – r.30(2) Dispositions of property excluded from Act s.3.58

Policy Implications

Building and Property Agreements Policy

Strategic Implications

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

Environmental Considerations

Nil

Attachments

A₁. Request to Lease - SouthPAN Branch Geoscience Australia

Officer's Recommendation

That Council enter into a lease with the Commonwealth of Australia represented by Geoscience Australia for portion of Lot 15 Coolgardie-Esperance Highway Gibson, subject to;

- 1. The lease term being 10 years, with a 10 year further term option;**
- 2. Annual lease fee of \$3,528.00 inc GST being payable, subject to annual rent reviews based on CPI, and that Council consider this to be a true indication of the current market rental rate;**
- 3. Lease preparation fee of \$650.00 inc GST being payable by Geoscience Australia;**
- 4. All lease terms and conditions being as per the negotiated lease provided by Geoscience Australia and Council's leasing requirements.**

Voting Requirement

Simple Majority

From: Angus Davis [REDACTED]
Sent: Tuesday, 28 January 2025 2:34 PM
To: Airport <airport@esperance.wa.gov.au>
Cc: Hanna Slattery [REDACTED]
Subject: SouthPAN - Property Enquiry [SEC=OFFICIAL]

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

Good afternoon Nick,

Thanks for your time on the phone, by way of introduction, my name is Angus and I am working on the SouthPAN project ([Southern Positioning Augmentation Network \(SouthPAN\) | Geoscience Australia](#)) for Geoscience Australia.

As part of the program, Geoscience Australia are looking at establishing a GPS Reference Station (GRS) site in Esperance and wanted to investigate the opportunity to utilise a location at Esperance Airport. I was hoping to discuss the opportunity further with yourself to understand how the Shire of Esperance and Geoscience Australia could work together on this project.

I have completed a preliminary review with our GPS engineers and identified some preferred sites near the NDB that could be considered further, any feedback on suitability would be appreciated. I also noticed that the local DBYD information indicated an optic fibre cable to the NDB, however I understand that Telstra may be no longer maintaining their assets?

The link, [Expressions of interest \(EOI\) for SouthPAN ground station site hosts | Geoscience Australia](#), outlines the EOI process to hosting a site and provides information on the GRS requirements with the key elements summarised below:

- Site implementation from late 2025/2026
- GRS lifespan of 20 years
- Mains power link
- Optic Fibre comms link to site where possible
- Good sky visibility - sites should be above surrounding terrain and away from tall buildings, structures, and vegetation
- Site free of contamination

I look forward to a response and further discussing the project at your convenience.

Kind Regards,
Angus

Angus Davis | SouthPAN GRS Civil Works Project Manager
SouthPAN Branch | Space Division
t: [REDACTED] f: [REDACTED] www.qa.gov.au

Item: 12.3.6

Lease Request - Portion Lot 144 Carey Street Condingup

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

File Ref: D26/391

Applicant

St John Ambulance (St John)

Location/Address

Portion Lot 144 Carey Street Condingup, Reserve 38975



Executive Summary

For Council to consider entering into a lease with St John Ambulance for their portion of Lot 144 Carey Street Condingup.

Recommendation in Brief

That Council

1. Enter into a lease with St John Ambulance for portion of Lot 144 Carey Street Condingup; and
2. In the interim, enter into a Memorandum of Understanding with St John Ambulance for portion of Lot 144 Carey Street Condingup.

Background

As part of the replacement of the Condingup Bush Fire Brigade facility, St John Ambulance, Condingup Sub Branch, approached the Shire to consider building a co-location facility that they could base their Condingup operations out of. The Shire agreed to this arrangement, subject to St John Ambulance agreeing to pay the cost for the additional bay to be constructed at the rear of the facility, which was agreed to.

The construction of the Condingup Bush Fire Brigade facility is now completed, and an agreement is required with St John Ambulance to set out the formal responsibilities for the premises. As this is one of the Shire's Bush Fire Brigade facilities, no lease is required for the Fire Brigade component.

Officer's Comment

This facility has been designed to have sperate sections for the storage of vehicles and equipment and a shared common area. St John will have exclusive use of the ambulance bay and 'office two' for storage of their vehicle and equipment (shown in green on the attached map). They will also have shared access to the common areas including the kitchen, bathroom and open plan area within the building (shown in yellow on the attached map). Please refer to the site map attached.

Currently the Reserve the facility is on has no "power to lease". Planning Officers have begun the process with DPLH for an amendment to the management order for the reserve to include the "power to lease". This process will take months to complete.

Give the Shire currently has no power to lease the portion of the Reserve, it is recommended that a Memorandum of Understanding be put in place while waiting for the power to lease to be included over the reserve. Once the power to lease is provided, a formal lease agreement would be entered into in accordance with Council's Community Lease template.

As St John Ambulance have paid the cost for the additional bay to be constructed at the rear of the facility, it is recommended that rent be charged at the community rental rate of \$110 inc. GST per year.

Consultation

St John Ambulance
Manager Ranger & Emergency Services
Manager Development Services
Director Asset Management

Financial Implications

Annual rent: \$110 inc GST
Lease preparation fee \$160 inc GST

Asset Management Implications

As per annual maintenance schedule.

Statutory Implications

Local Government Act 1995 s3.58 disposing of property
Land Administration Act 1997 – Section 18 Crown Land Transactions that need Minister's Approval

Policy Implications

Building and Property Agreements Policy

Strategic Implications

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

Environmental Considerations

Nil

Attachments

- A. Lease Application - St John Ambulance
- B. Condingup Bush Fire Shed Internal Layout

Officer's Recommendation

That Council;

1. Enter into a lease with St John Ambulance for portion of Lot 144 Carey Street Condingup, subject to;
 - a. Power to lease being provided on Reserve 38975,
 - b. Department of Lands' approval;
 - c. Term of the lease being 10 years;
 - d. Annual rent of \$110 inc GST being payable;
 - e. Lease preparation fee of \$160 inc GST being payable;
 - f. The disposition being advertised in accordance with s3.58 of the *Local Government Act 1995*; and
 - g. All lease terms and conditions being as per Council's standard Community Lease template; and
2. In the interim, enter into a Memorandum of Understanding with St John Ambulance for portion of Lot 144 Carey Street Condingup.

Voting Requirement

Simple Majority



Property Agreement Application

Applicant Details

Applicant Name	St John Ambulance Western Australia Ltd
Business Name	St John Ambulance Western Australia Ltd
Residential Address	209 Great Eastern Highway Belmont Western Australia 6104
Postal Address	PO Box 183 Belmont Western Australia 6984
Phone Number	[REDACTED]
Email Address	[REDACTED]

Reviewed: July 2024

Property Details

I wish to enter into an agreement with the Shire of Esperance for use of the following property:

Lot 144 Carey Street CONDINGUP WA 6450

General Information

Please provide information on yourself and/or your business.

ambulance service

Property Agreement Application

Use of Premises

Please describe how you intend to use the property, including information on products/services you provide.

storage of vehicle - ambulance for Condingup
 storage of uniforms and wet weather gear for crew.
 restroom facilities.
 Condingup facility will not be staffed by ambulance team members and office space and training rooms used ad hoc as needed

product/service is volunteer run ambulance for community response. paid ambulance staff and admin staff available from Esperance Subcentre.

FORM 0010



Museum Village Usage *(only required for Museum Village property applications)*

Please explain how your business will fit with the Museum Village Usage of 'promote arts, crafts and goods inspired and produced both locally and regionally, and tourism retail outlets'

N/A

Reviewed: July 2024

Operating Hours

Please advise your proposed operating hours.
Note: for Vending Machine agreements, please advise how you intend to maintain satisfactory service levels (e.g. stock within the machine, minimal mechanical outages)

community response efforts from local volunteers could occur at any time of the week however deployments of the ambulance are infrequent.

Property Agreement Application

Term of Agreement

Please advise how long you would like the agreement to be for.

10 years

Any Other Relevant Information

Please include any other information relevant to your application.

FORM 0010

Notes

1. Applications may take up to 3 months to finalise due to reporting and advertising requirements.
2. Museum Village / Jetty Headland applicants should not offer products which are identical to that offered by existing vendors at the precinct.

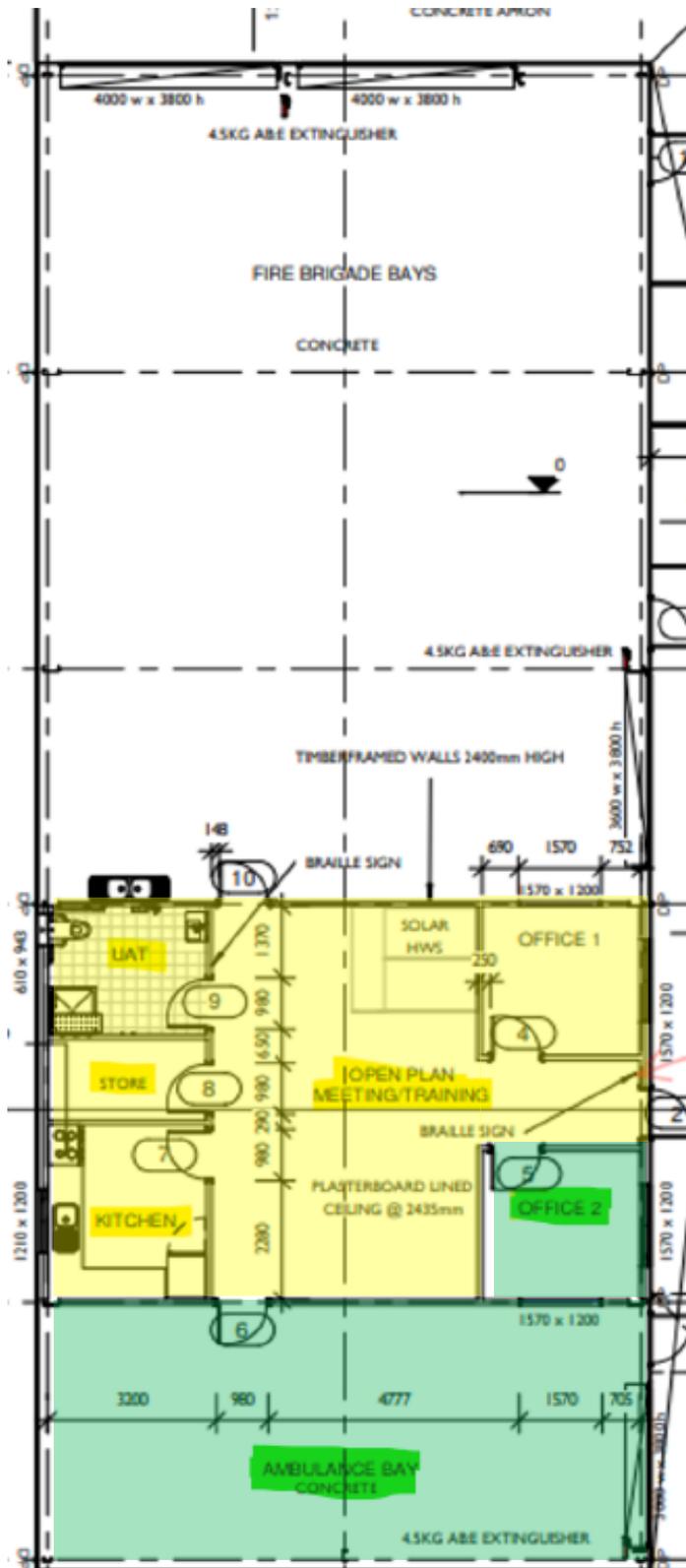


20/11/2025

Signature Applicant

Date





Item: 12.3.7

Lease for Portion Lot 100 Dempster Street - Old Methodist Church - Amendment of Council Resolution

Author/s	Kim Harp	Governance & Corporate Support Assistant
Authoriser/s	Felicity Baxter	Director Corporate and Community Services

File Ref: D26/6868

Applicant

Benjamin and Jodie Kowal trading as Naturally Esperance

Location/Address

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



Executive Summary

Following a re-survey of the premises, that Council agrees to update the lease value granted to Benjamin and Jodie Kowal for the Old Methodist Church to \$16,072.00 inc GST being payable subject to annual rent reviews based on CPI, and that Council considers this to be a true indication of the current market rental rate.

Recommendation in Brief

Annual lease fee of \$16,072.00 inc GST being payable subject to annual rent reviews based on CPI, and that Council considers this to be a true indication of the current market rental rate.

Background

Benjamin and Jodie Kowal (Applicants) have leased the Old Methodist Church since the lease was reassigned in January 2021, with expiry being September 2025.

The Applicants were granted a five-year lease renewal for the Old Methodist Church at the July 2025 Ordinary Council Meeting.

Discussion with Asset Management staff in July 2025 identified that all lease area plans require review as they appear to be inaccurate, and that resurveys of each premises should be undertaken to ensure accurate plans are available.

Unfortunately, the need for resurveying premises within The Market Village was not identified prior to the Applicant's lease request being put to Council, however the Applicants were advised of the delay in finalising their lease until the completion of the resurvey for the Old Methodist Church.

The new survey of the building has now been completed and has resulted in an increase in lease area from 82.3m² to 98m², which now means that the rent amount resolved at the July 2025 council meeting is incorrect.

Officer's Comment

The rental rate approved for this lease at the July 2025 meeting was \$164/m² per annum. Since this time, a revaluation of the rental prices for the precinct has been obtained, which has increased the rental rate to \$187/m².

As the delay was caused by the time taken for Shire staff to complete the resurvey of the premises, it is recommended that the rate approved in July 2025 continue to be used for this lease, however this rate is to be applied to the new lettable area for the premises.

Following the resurvey, the lettable area of the building increased by 15.7m², which will result in the annual rent amount increasing by \$2,574.80 inc GST per annum, from \$13,497.20 inc GST as approved in July 2025, to \$16,072.00 inc GST at the new survey size.

The Applicants have been contacted to advise of the proposed change to the rental amount following the results of the re-survey and have raised no concerns with this adjustment being made.

Consultation

Director Asset Management
Coordinator Drafting and Design
Benjamin and Jodie Kowal

Financial Implications

Annual lease fee \$16,072.00 inc GST

Asset Management Implications

As per Asset Management Schedules

Statutory Implications

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

Policy Implications

Building and Property Agreements 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 Area Plan - Museum Village - Old Methodist Church

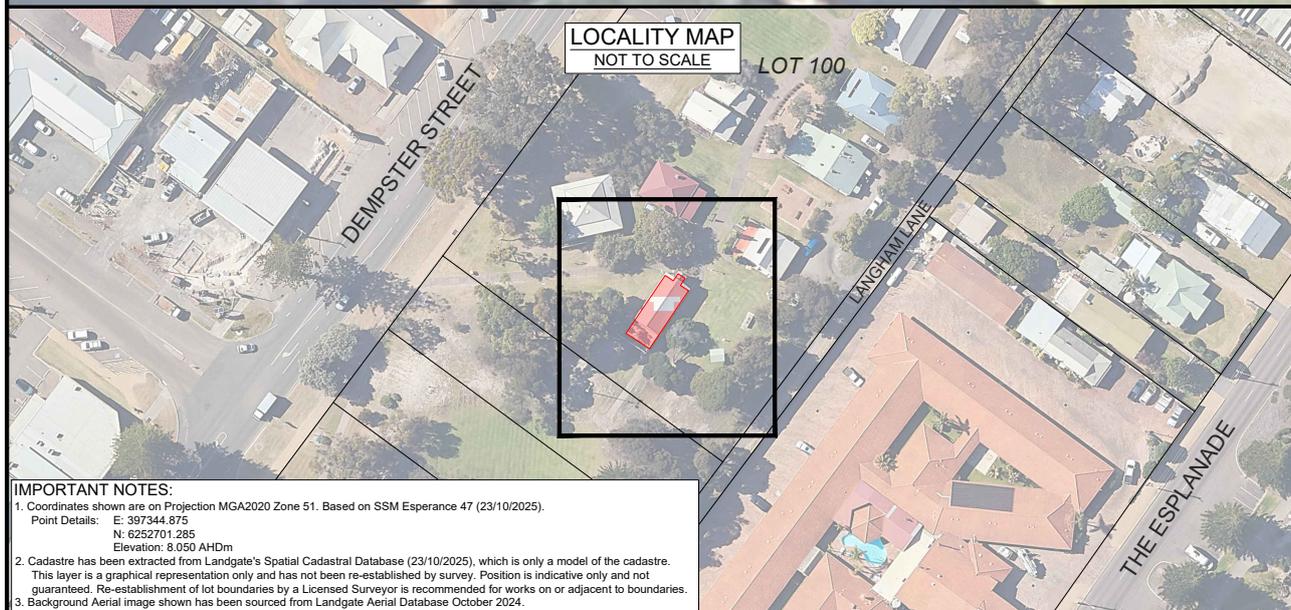
Officer's Recommendation

That Council;

- 1. Amend the Annual lease fee of the lease for the Old Methodist Church to \$16,072.00 inc GST being payable subject to annual rent reviews based on CPI, and that Council considers this to be a true indication of the current market rental rate; and**
- 2. Readvertise the disposal of property at the new rental rate as per legislative requirements.**

Voting Requirement

Absolute Majority



IMPORTANT NOTES:

- Coordinates shown are on Projection MGA2020 Zone 51. Based on SSM Esperance 47 (23/10/2025).
Point Details: E: 397344.875
N: 6252701.285
Elevation: 8.050 AHDm
- Cadastre has been extracted from Landgate's Spatial Cadastral Database (23/10/2025), which is only a model of the cadastre. This layer is a graphical representation only and has not been re-established by survey. Position is indicative only and not guaranteed. Re-establishment of lot boundaries by a Licensed Surveyor is recommended for works on or adjacent to boundaries.
- Background Aerial image shown has been sourced from Landgate Aerial Database October 2024.



SHIRE OF ESPERANCE

LEASE PLAN
MUSEUM VILLAGE - OLD METHODIST CHURCH (SHOP 12)
LOT 100 (#48) on DP 416257, DEMPSTER STREET, ESPERANCE

RAW FILENAME Museum Village - Methodist Church Lease MGA2020.dwg	DESIGNED J. CORTELLINO	DATE 23/10/25	REVIEWED J. CORTELLINO	DATE 27/10/25
FILENAME 118500101_FINAL.dwg	DRAWN S. SWEENEY	DATE 23/10/25	APPROVED J. CORTELLINO	DATE 27/10/25
SHEET SIZE A3	SCALE 1 : 100	SCALE BAR 0 2 4 Meters		SHEET No. 1 of 1
DATUM MGA2020	SURVEYOR S.H., J.F., & J.C.	DATE AUG '25	DRAWING NO. 118500101-01	REVISION NO. -00

Item: 12.3.8

Expressions of Interest - Old Matron's Quarters, The Market Village Portion of Lot 100 Dempster St.

Author/s	Kim Harp	Governance & Corporate Support Assistant
Authorisator/s	Felicity Baxter	Director Corporate and Community Services

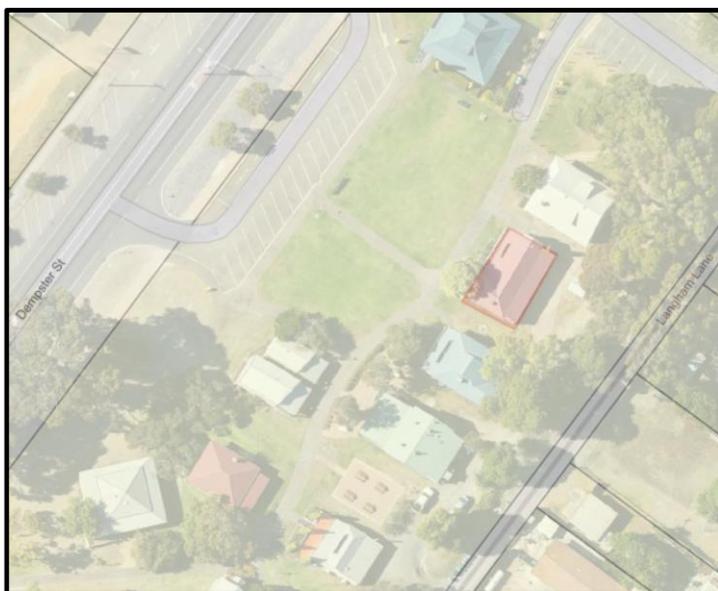
File Ref: D26/6803

Applicant

Skye Jordan
Trish Brewer
Andrea McVeigh
Susen Hohensee

Location/Address

Portion of Lot 100 – Dempster Street, Esperance WA 6450



Executive Summary

For Council to consider the Expressions of Interest received to lease the Old Matron's Quarters in The Market Village.

Recommendation in Brief

That Council enter into a lease with Skye Jordan for the Old Matron's Quarters in The Market Village.

Background

The Old Matron's Quarter's has been surrendered by its previous tenant at the February OCM.

The premises was advertised for Expressions of Interest with four applications being received as follows:

Applicant	Description
Skye Jordan	MidwifeMe - Wanting a 5-year lease. Applied previously - 2024, 2026 and current. Private midwifery. Locally owned and operated by a registered midwife with a passion for education and community. Currently operates through Museum

	Village markets, events and collaborations with locals and non-locals. Supports women, babies and families throughout pregnancy, birth and early parenting through evidence based, compassionate and personalised care. A boutique shop front (Village Mother & Baby) will provide limited appointment-based support services as well as offering items for pregnancy and post-partum care, breast feeding, newborn essentials, children's footwear, gifts, and educational resources. Sustainably sourced and community focussed Australian designed products will be used with priority being given to locally and regionally made products. Is linked to its website.
Trish Brewer	Trish's Treasure Trove - Wanting 5-year lease. Applied previously - 2025 and current. Locally owned and operated making customised gifts, homewares and apparel. Has been in operation for five years. Will sell her unique products and open the space up to other crafters and local talent to display and sell their hand made goods, not found in elsewhere in Esperance.
Andrea McVeigh	Urban Om - Wanting 2 years lease with a 3-year option. Applied previously 2025 and current. Leased the Old Hospital in Museum Village from 2015 to 2020 with various sub tenants and casual hire arrangements being put in place to maximise the space and offset the cost of the lease. Urban Om is locally owned and operated offering appointment-based head spas, facials and reimagined remedial massage. The other distinct identity that will operate within the space will be Hush. A small artisan retail studio operated by a partner of Urban Om. selling its own range of gifts and keepsakes as well as locally designed beach and travel accessories carrying designs by Urban Om. Together they will create a destination experience combining retail and wellness.
Susen Hohensee	Salty Haven Creations - Silversmith and Jeweller - Wanting 1 year lease with 4 yearly options. No previous applications. Open to sharing the space with another applicant. Locally owned and operated in home studio. Creates unique, handmade, mixed silver, copper, brass and resin jewellery and other hand-crafted items. Uses recycled Australian metals and can offer jewellery repairs and custom pieces. Intends to set up a retail and studio space

Officer's Comment

Discussion with officers has determined that all applicants would be able to operate from within the building. All applicants meet the newly proposed criteria for leases in The Market Village as set by the Building and Property Agreements Policy.

Environmental Health has noted that Andrea McVeigh's application may require approval for skin penetration if any dry needling or beauty procedures are offered. No other requirements, for any applications, have been noted by Shire Officers.

Ms Jordan intends to open 5 days per week (Tuesday - Saturday) and 6 days per week during peak season, markets and special events.

Ms Brewer intends to open 6 days per week, (Tuesday to Sunday).

Ms McVeigh intends to open 4 days per week, (Wednesday - Saturday) and on Market Days with Monday and Tuesday being by appointment only.

Ms Hohensee intends to open 5 days per week, (Wednesday - Sunday).

Ms Jordan's proposal is considered to best fit the use of The Market Village as set within the proposed Building and Property Agreements Policy. MidwifeMe and Village Mother & Baby is a well-established business at The Market Village Markets that is looking for a home. Ms Jordan has guaranteed foot traffic from her already established client base and market presence. Ms Jordan's business is a unique offering to the Esperance community with her combination of scheduled appointments and family orientated retail items not readily available elsewhere in Esperance.

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 six 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 six 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%. Discussion with local real estate agents in February 2026 determined the current average CBD rent less 20% to be \$187/m² inc GST.

The property is currently being resurveyed, and the rent payable will be based on the confirmed square meterage once available.

Consultation

Skye Jordan
Trish Brewer
Andrea McVeigh
Susen Hohensee
Planning Services
Building Services
Projects and Building
Environmental Health Services

Financial Implications

Annual rent of \$187/m² inc GST payable by successful applicant subject to annual rent reviews based on CPI.

Asset Management Implications

As per Building Maintenance Schedule of Works.
Fit out will be at tenant's cost.

Statutory Implications

Local Government Act 1995 – s.3.58 Disposing of Property
Commercial Tenancy (Retail Shops) Agreement 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

- A_↓. Expression of Interest - Old Matron's Quarters Museum Village - Skye Jordan - 2026/02/10
- B_↓. Expression of Interest - Old Matron's Quarters Museum Village - Trish Brewer - 2026/02/16
- C_↓. Expression of Interest - Old Matron's Quarters Museum Village - Andrea McVeigh - 2026/02/23
- D_↓. Expression of Interest - Old Matron's Quarters Museum Village - Susen Hohensee - 2026/02/24

Officer's Recommendation

That Council;

1. **Enter into a lease with Skye Jordan for the Old Matron's Quarters in The Market Village portion Lot 100 Dempster Street, subject to;**
 - a. **The lease term being 5 years;**
 - b. **Annual rent being \$187/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;**
 - c. **The disposition being advertised in accordance with s.3.58 of the *Local Government Act 1995*; and**
 - d. **All lease terms and conditions being as per Council's standard Commercial Lease (Retail Shop) template.**

Voting Requirement

Simple Majority



Property Agreement Application

Applicant Details

Applicant Name	Skye Jordan
Business Name	MidwifeMe/ Village Mother & Baby
Residential Address	[REDACTED]
Postal Address	[REDACTED]
Phone Number	[REDACTED]
Email Address	Midwifeme@outlook.com.au

Property Details

I wish to enter into an agreement with the Shire of Esperance for use of the following property:

The Old Matron's Quarters

General Information

Please provide information on yourself and/or your business.

I am an Endorsed Privately Practising Midwife (EPPM) providing comprehensive woman-centred care to expectant mothers and families in Esperance. In addition to clinical mid referee services, I operate a dedicated baby and mother retail space that supports families from pregnancy through to early parenthood. The store offers carefully selected products that are not otherwise available in Esperance, improving access for local families who would traditionally need to travel or shop online elsewhere. Where possible, we also proudly stock locally made products, supporting regional makers and small businesses, while keeping our offering relevant to the local community. To further strengthen community connection, we regularly attend local markets, creating opportunities for families to engage with our services in an approachable and supportive

Use of Premises

Please describe how you intend to use the property, including information on products/services you provide.

The property will be a combined clinical and retail space. The front room on the right will be a private clinic where I provide midwifery services through my current business, MidwifeMe. The remainder of the premises (Village Mother & Baby), will operate as the thoughtfully curated retail store offering pregnancy birth baby and postpartum products. In addition, I intend to sell childrens shoes. This is a product category currently unavailable in Esperance. As part of my commitment to community well-being, I intend to host free clinics and education sessions for families. These will include support services such as breastfeeding guidance, baby wearing education, and early parenting support. Additionally, one of the smaller rooms at the back right of the property will be converted into a dedicated breastfeeding and baby change room. This service is currently limited in Esperance and the space will provide parents with a clean, private, and comfortable area to feed and care for their babies while visiting the precinct.

Reviewed: July 2024

Property Agreement Application

FORM 0010



Museum Village Usage (only required for Museum Village property applications)

Please explain how your business will fit with the Museum Village Usage of 'promote arts, crafts and goods inspired and produced both locally and regionally, and tourism retail outlets'

A key component of the retail space is the inclusion of locally and regionally made products where ever suitable. Currently, MidwifeMe stocks several locally-made items including dummy clips, crocheted toys etc. In addition to retail offerings, I intend to provide a baby equipment hire service for travelling families including items such as portable cots, strollers, and other essential infant equipment.

Operating Hours

Please advise your proposed operating hours.
Note: for Vending Machine agreements, please advise how you intend to maintain satisfactory service levels (e.g. stock within the machine, minimal mechanical outages)

Monday: Closed
Tuesday to Friday: 9am-5pm
Saturday: 9am-12pm.
Sunday: Closed, except during peak tourism periods, special events, and markets

Term of Agreement

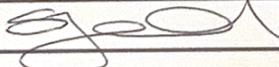
Please advise how long you would like the agreement to be for.
5 Years

Any Other Relevant Information

Please include any other information relevant to your application.
Securing a space within the Museum Village represents an important step in continued growth of my business. It will allow me to further establish a professional storefront, strength and brand recognition, and build operational sustainability, ultimately enabling progression to a larger, permanent bricks and mortar location within Esperance. This pathway reflects my long-term commitment to investing in a local community and contributing to a thriving small business

Notes

- 1. Applications may take up to 3 months to finalise due to reporting and advertising requirements.
- 2. Museum Village / Jetty Headland applicants should not offer products which are identical to that offered by existing vendors at the precinct.

 10.02.2026

Signature Applicant

Date



Reviewed: July 2024

Property Agreement Application

FORM 0010



Property Agreement Application

Applicant Details

Applicant Name	TRISH BREWER
Business Name	TRISH'S TREASURE TROVE
Residential Address	[REDACTED]
Postal Address	[REDACTED]
Phone Number	[REDACTED]
Email Address	[REDACTED]

Reviewed: July 2024

Property Details

I wish to enter into an agreement with the Shire of Esperance for use of the following property:

THE OLD MATRONS QUARTERS

General Information

Please provide information on yourself and/or your business.

Owner and operator of Trish's Treasure Trove for the last 5 years. I make customised gift, homewares and apparel.

Property Agreement Application

Use of Premises

Please describe how you intend to use the property, including information on products/services you provide.

I intend to sell my products in store as well as open it up for other crafters to place their hand made goods for sale in the space as well.

FORM 0010



Museum Village Usage *(only required for Museum Village property applications)*

Please explain how your business will fit with the Museum Village Usage of 'promote arts, crafts and goods inspired and produced both locally and regionally, and tourism retail outlets'

promote the local talent in the area with custom one of a kind wares that you wont find in the local shops.

Reviewed: July 2024

Operating Hours

Please advise your proposed operating hours.
Note: for Vending Machine agreements, please advise how you intend to maintain satisfactory service levels (e.g. stock within the machine, minimal mechanical outages)

TUESDAY - SATURDAY 10 - 4.30
SUNDAY : - 8 - 1PM

Property Agreement Application

Term of Agreement

Please advise how long you would like the agreement to be for.

5 YEARS

Any Other Relevant Information

Please include any other information relevant to your application.

FORM 0010

Notes

1. Applications may take up to 3 months to finalise due to reporting and advertising requirements.
2. Museum Village / Jetty Headland applicants should not offer products which are identical to that offered by existing vendors at the precinct.

Trish Brewer

16/2/26

Signature Applicant

Date





Property Agreement Application

Applicant Details

Applicant Name	Andrea McVeigh
Business Name	Urban Om
Residential Address	[REDACTED]
Postal Address	As above
Phone Number	[REDACTED]
Email Address	[REDACTED]

Property Details

I wish to enter into an agreement with the Shire of Esperance for use of the following property:

The Old Matrons Quarters, Museum Village.

General Information

Please provide information on yourself and/or your business.

I have worked in the wellness industry for over 23 years, primarily as a remedial massage therapist, and am now expanding into a combined retail and wellness space that will integrate beautifully into the Museum Village environment.
In addition to my clinical experience, I hold a degree in Graphic Design from Curtin University and operate a design business concurrently.
This proposal brings together my extensive experience in body therapy with a vibrant, locally inspired retail concept that reflects the spirit of Esperance and contributes creatively to the Museum Village community.

Use of Premises

Please describe how you intend to use the property, including information on products/services you provide.

The premises will operate as a cohesive destination experience, combining retail and wellness under a unified vision of creativity, health and coastal inspiration.
The retail component, HUSH, will operate as a small artisan retail studio centred around a signature collection of locally designed beach and travel accessories. This collection will include printed towels, sarongs, hats, lightweight scarves, belt bags, cosmetic pouches, reusable water bottles and travel mugs featuring my own original designs, created in collaboration with my partner and inspired by Esperance's beaches, dunes, salt lakes and brilliant blue waters. The colours, patterns and textures reflect the calm, open beauty of our coastline. Each piece will be thoughtfully designed locally and professionally produced to ensure quality, durability and artistic integrity. Alongside this collection, HUSH will offer a carefully curated range of coastal-inspired ceramics, candles, gifts and keepsakes that complement the relaxed, beachside aesthetic. The intention is to create a space that feels welcoming, creative and connected to place — somewhere visitors can find something beautiful and meaningful to take home, and locals can discover items to treasure or give as gifts. The range will thoughtfully complement the variety of artisan offerings already present within the Museum Village Markets.
Urban Om will operate as an appointment-based wellness space offering headspa treatments, facials and my signature Cocoon treatment — remedial massage re-imagined. Together, the two offerings will provide an experience that blends creativity and wellbeing, encouraging visitors and locals to slow down, unwind and reflect on the natural beauty and relaxed coastal pace of Esperance.
While HUSH and Urban Om maintain distinct identities, they are integrated under a single cohesive concept, ensuring visitors experience both artistic creativity and wellness within one carefully curated environment. Together, they offer a distinctive, destination-worthy experience that celebrates design, wellbeing and the unique coastal character of Esperance.

Reviewed: July 2024

Property Agreement Application

FORM 0010

Museum Village Usage *(only required for Museum Village property applications)*

Please explain how your business will fit with the Museum Village Usage of ‘*promote arts, crafts and goods inspired and produced both locally and regionally, and tourism retail outlets*’

HUSH and Urban Om align with the Museum Village’s purpose by contributing a design-led, locally inspired creative business that enhances both the artisan character and tourism appeal of the precinct. As a local designer, I create original artwork inspired directly by Esperance’s coastline, translating the region’s colours and landscapes into professionally produced retail pieces. This ensures the products are not generic souvenirs, but authentic, artistically developed items that reflect and promote the identity of the region. Urban Om introduces a complementary wellness offering that broadens the Village’s appeal beyond traditional retail. By providing headspa treatments, facials and my signature Cocoon treatment — a specialised remedial massage designed to deeply relax, restore and re-energise — the business encourages visitors and locals to spend extended time within the precinct, strengthening its role as a destination rather than a brief shopping stop. The shop presentation will incorporate natural textures and greenery, with subtle references to water to reflect the surrounding landscape. The intention is to create a space that feels welcoming and engaging for both locals and visitors, and visually suited to the artisan character of the Village.

Operating Hours

Please advise your proposed operating hours.
Note: for Vending Machine agreements, please advise how you intend to maintain satisfactory service levels (e.g. stock within the machine, minimal mechanical outages)

Operating hours will prioritise Sunday Market Days and weekdays from Wednesday to Saturday, ensuring accessibility for both local residents and tourists, with Monday and Tuesday open by appointment.

Term of Agreement

Please advise how long you would like the agreement to be for.

2 years with a further 3 year option.

Any Other Relevant Information

Please include any other information relevant to your application.

I believe my overall business concept is highly financially viable with strong long-term prospects. The retail offering is supported by Urban Om’s wellness treatments and a loyal, established client base. My goal is to create an aesthetically beautiful space that offers something new and unique to the Museum Village, while also thriving and integrating seamlessly into the welcoming atmosphere of the markets. The size of the premises is ideal for this vision, allowing for a carefully curated environment that is inviting, engaging and memorable.

Notes

- 1. Applications may take up to 3 months to finalise due to reporting and advertising requirements.
- 2. Museum Village / Jetty Headland applicants should not offer products which are identical to that offered by existing vendors at the precinct.

23.02.2026

Signature Applicant

Date



Reviewed: July 2024

Property Agreement Application

FORM 0010



Property Agreement Application

Reviewed: July 2024

Applicant Details

Applicant Name	Susan Hohensep
Business Name	Salty Haven Creations
Residential Address	[REDACTED]
Postal Address	as above
Phone Number	[REDACTED]
Email Address	[REDACTED]

Property Details

I wish to enter into an agreement with the Shire of Esperance for use of the following property:

Old Matron's Quarters

General Information

Please provide information on yourself and/or your business.

I am a self thought silversmith & Jeweller, started my business 4 years ago as a small hobby business and it has been growing since then. I do a mix of Silver, Copper, Brass & Resin Jewellery, using Australian metal and handcraft my pieces in Esperance at my studio at home but would like you set up a stall / shop where I can show people as well how I am creating my Jewellery. I also work as a support worker in town.

Property Agreement Application

Use of Premises

Please describe how you intend to use the property, including information on products/services you provide.

I would like to create my Jewellery at the shop and sell there as well, I would set up a little corner / workstation and the rest of the shop would be sales room. I use Australian silver, copper, brass & Resin, creating my pieces from scratch. I also do other little Resin & wood project every now and then like Jewellery holder, coasters, Ring holder etc. I could also offer to fix Jewellery for locals or travellers at the shop and custom pieces.

FORM 0010



Reviewed: July 2024

Property Agreement Application

FORM 0010

Museum Village Usage (only required for Museum Village property applications)

Please explain how your business will fit with the Museum Village Usage of 'promote arts, crafts and goods inspired and produced both locally and regionally, and tourism retail outlets'

My business is all about handmade products, crafted by myself, inspired by the beautiful coastline & nature of Esperance & WA. I only use recycled silver & copper + Brass from Australia. Always happy to get customized items for locals and travellers.

Operating Hours

Please advise your proposed operating hours.
Note: for Vending Machine agreements, please advise how you intend to maintain satisfactory service levels (e.g. stock within the machine, minimal mechanical outages)

wed - Sun, happy to adapt to hours from other shops like 9am to 5pm

Term of Agreement

Please advise how long you would like the agreement to be for.

If possible 1 year with option of extension to test it for 1 year

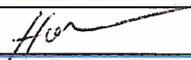
Any Other Relevant Information

Please include any other information relevant to your application.

If someone else would be happy to share the place, I would be open for sharing to space as well.
Thank you for considering me.

Notes

- 1. Applications may take up to 3 months to finalise due to reporting and advertising requirements.
- 2. Museum Village / Jetty Headland applicants should not offer products which are identical to that offered by existing vendors at the precinct.



23/02/26

Signature Applicant

Date

Item: 12.3.9

Adoption of Council Plan 2026-2036

Author/s	Sarah Walsh	Coordinator Governance & Corporate Support
Authorisator/s	Felicity Baxter	Director Corporate and Community Services

File Ref: D26/6603

Applicant

Internal

Location/Address

Esperance Local Government Area

Executive Summary

For Council to consider adopting the Council Plan 2026-2036 and requests the Chief Executive Officer give local public notice of the reviewed plan as per the requirements of the *Local Government Act 1995*.

Recommendation in Brief

That Council adopt the Council Plan 2026-2036 and requests the Chief Executive Officer give local public notice of the reviewed plan as per the requirements of the *Local Government Act 1995*.

Background

The Integrated Planning and Reporting Framework incorporates a suite of strategic plans that ensure local governments plan responsibly and sustainably for their community. These plans detail our resourcing capabilities for operational services and major projects, maintenance of community assets and predicted long term financial expectations.

The Strategic Community Plan is the strategy and planning document that reflects the longer-term community and local government goals and aspirations. The local government is responsible for developing and reviewing the Council Plan, however its implementation is a shared responsibility with other partners such as state agencies and the community.

The Corporate Business Plan is a key operational document which identifies Council priorities and details current services, future operations and major projects expected to be undertaken by the Shire over the next four years. The Council Plan incorporates both the Strategic Community Plan and Corporate Business Plan into one succinct document

Monthly and quarterly reports are prepared for Council and included in the Ordinary Council Meeting Agendas. These reports contain information directly related to the progress being achieved on the actions outlined in the Plans.

Officer's Comment

The Shire engaged strategic planning consultants Catalyse to assist with facilitating a major review of the Council Plan.

The review began in August 2025, with the Organisational Management Group (OMG) completing business unit reviews, and incorporating the feedback received through the 2025 community scorecard. This was then workshopped with OMG in September in preparation for council and community workshops in November, following the 2025 local government elections. Further refinement of the document was undertaken with the Executive Management Team in December, and with Council in February.

The financial information is yet to be confirmed, and the endorsed financial summary will be inserted into the Council Plan on the Financial Summary page once the review of the Long-Term Financial Plan has been completed.

Consultation

Community Members
Council
Organisational Management Group
Executive Management Team
Catalyse

Financial Implications

Advertising costs for local public notice process.

Asset Management Implications

As required to undertake projects included within the Plan.

Statutory Implications

Local Government Act 1995 – s.5.56 Planning for the future
Local Government (Administration) Regulations 1996:

- 19C Strategic community plans, requirements for
- 19DA Corporate business plans, requirements for

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Performance - Outcome 14. Community confidence and trust in Council

Objective 14.1. Provide transparent, accountable and effective leadership.

Environmental Considerations

Nil

Attachments

- A. Council Plan 2026-2036 - *Under Separate Cover*

Officer's Recommendation

That Council;

- 1. Adopt the Shire of Esperance Council Plan 2026-2036, subject to inclusion of financial summary information as determined by the Long Term Financial Plan; and**
- 2. Request the Chief Executive Officer to give local public notice of the reviewed plan as per the requirements of the *Local Government Act 1995*.**

Voting Requirement

Absolute Majority

Item: 12.3.10

Financial Services Report - March 2026

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

File Ref: D26/7083

Executive Summary

To present to Council the Monthly Financial Report for the period ending 28 February 2026.

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. Monthly Financial Report February 2026

Officer's Recommendation

That Council receive the attached report entitled Monthly Financial Report for the month of February 2026.

Voting Requirement Simple Majority



SHIRE OF ESPERANCE

MONTHLY FINANCIAL MANAGEMENT REPORTS

(Incorporating Statement of Financial Activity)

FEBRUARY 2026

CORPORATE & COMMUNITY SERVICES

MANAGER FINANCIAL SERVICES COMPILATION REPORT

MEETING DATE:	24 MARCH 2026
ACCOUNTING PERIOD:	PERIOD ENDED 28 FEBRUARY 2026
MATERIALITY THRESHOLD:	\$100,000 OR 10%

OVERVIEW

The Statement of Financial Activity shows a surplus at 28 February of \$21,880,051.

RATES COLLECTED

Rates collected at the end of January were 95.53%. Collections at the same time last year were 95.14%.

The due date for the final instalment is 11th March.

2025-2026 FINANCIAL YEAR

Interim audit is due to start early March, with OAG visiting the Shire on the week of the 9th.

Preparation for the 2026/2027 budget will begin in March, with works to commence on proposed fees and charges.

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 received notification that the grant applications were open and a claim has now been lodged.

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 February is \$21,880,051. The surplus is shown on the bottom of the Statement of Financial Activity and also on the Composition of Net Current Assets. It represents our ability to meet the short-term demands of our suppliers.

Unrestricted cash at bank is \$51,875,321 and this is shown on the Statement of Financial Position. Reserve balance is \$29,085,294, also shown on the Statement of Financial Position.

Sarah Bridge
Corporate Accountant

**SHIRE OF ESPERANCE
STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

	2025-26 Budget	2025-26 Budget YTD	2025-26 Actual YTD
	\$	\$	\$
Revenue			
Rates	28,077,679	27,826,378	27,978,057
Grants, subsidies and contributions	11,778,094	8,566,077	7,543,122
Fees and charges	12,565,051	8,755,237	9,710,034
Interest revenue	1,801,500	900,979	1,115,480
Other revenue	2,058,999	519,295	762,174
	56,281,323	46,567,966	47,108,868
Expenses			
Employee costs	(25,013,978)	(16,280,917)	(16,185,200)
Materials and contracts	(19,777,450)	(9,265,612)	(8,993,996)
Utility charges	(1,476,201)	(820,868)	(871,533)
Depreciation	(23,684,722)	(15,586,243)	(16,101,350)
Finance costs	(83,670)	(37,799)	(41,054)
Insurance	(958,994)	(959,894)	(914,331)
Other expenditure	(865,739)	(628,833)	(648,721)
	(71,860,754)	(43,580,166)	(43,756,185)
	(15,579,431)	2,987,800	3,352,682
Capital grants, subsidies and contributions	36,174,101	15,237,195	11,647,033
Profit on asset disposals	199,233	-	-
Loss on asset disposals	(75,216)	(4,477)	-
	36,298,118	15,232,718	11,647,033
Net result for the period	20,718,687	18,220,518	14,999,715
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	18,220,518	14,999,715

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

**SHIRE OF ESPERANCE
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

	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	27,826,378	27,978,057	151,679	1%
Grants, subsidies and contributions	11,778,094	8,566,077	7,543,122	(1,022,955)	-12%
Fees and charges	12,565,051	8,755,237	9,710,034	954,797	11%
Interest revenue	1,801,500	900,979	1,115,480	214,501	24%
Other revenue	2,058,999	519,295	762,174	242,879	47%
Profit on asset disposals	199,233	-	-	-	-
	56,480,556	46,567,966	47,108,867	540,901	1%
Expenditure from operating activities					
Employee costs	(25,013,978)	(16,280,917)	(16,185,200)	95,717	-1%
Materials and contracts	(19,552,450)	(9,265,612)	(8,993,996)	271,616	-3%
Utility charges	(1,476,201)	(820,868)	(871,533)	(50,665)	6%
Depreciation	(23,684,722)	(15,586,243)	(16,101,350)	(515,107)	3%
Finance costs	(83,670)	(37,799)	(41,054)	(3,255)	9%
Insurance	(958,994)	(959,894)	(914,331)	45,563	-5%
Other expenditure	(865,739)	(628,833)	(648,721)	(19,888)	3%
Loss on asset disposals	(75,216)	(4,477)	-	4,477	-100%
	(71,710,970)	(43,584,643)	(43,756,185)	(171,542)	0%
TOTAL OPERATING ACTIVITIES	(15,230,414)	2,983,323	3,352,682	369,359	12%
NON-OPERATING ACTIVITIES					
Inflows from non-operating activities					
Capital grants, subsidies and contributions	37,164,338	15,237,195	11,647,033	(3,590,162)	-24%
Proceeds from disposal of assets	1,355,000	10,000	708,473	698,473	6985%
Proceeds - self supporting loans	107,724	75,204	75,204	-	0%
Proceeds on other loans and receivables	2,734,907	300,000	-	(300,000)	-100%
	41,361,969	15,622,399	12,430,710	(3,191,689)	-20%
Outflows from non-operating activities					
Right of use assets received - non cash	-	-	-	-	-
Payments for land held for resale	(1,000,000)	-	(37,771)	(37,771)	-
Payments for property, plant and equipment	(51,623,045)	(8,222,086)	(12,332,914)	(4,110,828)	50%
Payments for construction of infrastructure	(19,865,154)	(9,769,638)	(9,955,954)	(186,316)	2%
Repayment of Borrowings	(167,663)	(99,176)	(99,176)	-	0%
	(72,655,862)	(18,090,900)	(22,425,815)	(4,334,915)	24%
TOTAL NON-OPERATING ACTIVITIES	(31,293,893)	(2,468,501)	(9,995,105)	(7,526,604)	305%
NON CASH AMOUNTS EXCLUDED					
Depreciation	23,684,722	15,586,243	16,101,350	515,107	3%
Loss on asset disposals	75,216	4,477	-	(4,477)	-100%
Profit on asset disposals	(199,233)	-	-	-	-
Provisions & accruals	279,652	60,954	116,043	55,089	90%
Movement of Non-Current Receivables	-	-	3,287	3,287	-
TOTAL NON-CASH AMOUNTS EXCLUDED	23,840,357	15,651,674	16,220,680	569,006	4%
MOVEMENT IN SURPLUS OR DEFICIT					
Surplus at the start of the financial year	2,809,730	2,809,730	2,809,731	1	0%
Amount attributable to operating Activities	(15,230,414)	2,983,323	3,352,682	369,359	12%
Amount attributable to non-operating Activities	(31,293,893)	(2,468,501)	(9,995,105)	(7,526,604)	305%
Non-cash amounts excluded	23,840,357	15,651,674	16,220,680	569,006	4%
Reserve Movements	19,829,783	958,577	9,492,063	8,533,486	890%
Surplus/(deficit) remaining after the imposition of general rates	(44,437)	19,934,803	21,880,051	1,945,248	10%

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

**SHIRE OF ESPERANCE
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

	2025-26 YTD	2024-25 Actuals
	\$	\$
CURRENT ASSETS		
Cash & cash equivalents	51,875,321	47,273,666
Trade & other receivables	3,867,000	1,261,614
Inventories	1,024,459	958,802
TOTAL CURRENT ASSETS	56,766,780	49,494,082
NON-CURRENT ASSETS		
Other receivables	1,019,909	1,023,196
Inventories	3,859,610	3,859,610
Property, plant & equipment	130,596,459	133,767,622
Infrastructure	587,892,913	600,823,100
TOTAL NON-CURRENT ASSETS	723,368,891	739,473,528
TOTAL ASSETS	780,135,671	788,967,610
CURRENT LIABILITIES		
Trade & other payables	3,187,206	5,476,353
Borrowings	198,648	198,648
Provisions	3,804,788	3,750,937
Other current liabilities	45,782	-
TOTAL CURRENT LIABILITIES	7,236,424	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	14,099,682	16,289,196
NET ASSETS	766,035,989	772,678,414
EQUITY		
Revaluation surplus	402,620,856	402,620,856
Reserve accounts	29,085,294	38,577,357
Retained surplus	334,329,839	331,480,201
TOTAL EQUITY	766,035,989	772,678,414

**SHIRE OF ESPERANCE
COMPOSITION OF NET CURRENT ASSETS
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

	2025-26 YTD	2024-25 Actuals
	\$	\$
CURRENT ASSETS		
Cash & cash equivalents	51,875,321	47,273,666
Trade & other receivables	3,867,000	1,261,614
Inventories	1,024,459	958,802
TOTAL CURRENT ASSETS	56,766,780	49,494,082
CURRENT LIABILITIES		
Trade & other payables	3,187,206	5,476,353
Borrowings	198,648	198,648
Provisions	3,804,788	3,750,937
Other current liabilities	45,782	-
TOTAL CURRENT LIABILITIES	7,236,424	9,425,938
NET ASSETS	49,530,356	40,068,144
Less: Total adjustments to net current assets	(27,650,305)	(37,258,413)
Closing funding surplus/(deficit)	21,880,051	2,809,731
Current assets and liabilities excluded from budgeted deficiency		
Adjustments to net current assets		
Less: Reserve account	(29,085,293)	(38,577,357)
Less: Financial assets at amortised costs - Self Supporting Loans	(95,696)	(95,696)
Less: Land held for resale	(515,631)	(515,631)
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	1,847,667	1,731,623
Total adjustments to net current assets	(27,650,305)	(37,258,413)

**SHIRE OF ESPERANCE
EXPLANATION OF MATERIAL VARIANCES
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

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	151,679	0.55%
Ex Gratia rates received earlier than budget expectations. Budget phasing for this area will be corrected during budget review.		Timing
Grants, subsidies and contributions	(1,022,955)	(11.94%)
Federal Assistance Grants came in below budget expectations.		Permanent
Home Care Program Federal funding is tracking behind budget expectations.		Timing
Difference in timing on receipt of Mitigation Funding when compared to budget expectations.		Timing
Fees and charges	954,797	10.91%
Budget phasing will be adjusted for fees and charges during budget review, particularly in the areas of Waste Management and Overflow Camping, which are currently contributing to this variance.		Timing
Airport fees and charges are tracking ahead of budget expectations, particularly landing fees.		
Interest revenue	214,501	23.81%
Interest earned on reserves are tracking ahead of budget expectations.		Timing
Other revenue	242,879	46.77%
New insurance payments received during the year.		Permanent
Expenditure from operating activities		
Materials and contracts	271,616	(2.93%)
Home Care Program expenses are tracking behind budget expectations. This is in line with the lower funding received.		Timing
Depreciation	(515,107)	3.30%
Original budget based on asset register as at end of financial year and prior to land and building revaluation. This area will be reviewed during the budget review process.		Timing
Loss on asset disposals	4,477	(100.00%)
Plant and equipment asset disposals to start occurring in first quarter of 2026.		Timing
Inflows from non-operating activities		
Proceeds from capital grants, subsidies and contributions	(3,590,162)	(23.56%)
Budget phasing on coastal infrastructure projects are contributing to this variance and will be reviewed during the budget review process.		Timing
Proceeds from disposal of assets	698,473	100.00%
Sales of lots in Flinders are ahead of budget expectations.		Permanent
Proceeds on other loans and receivables	(300,000)	(100.00%)
Self Supporting Loan for community group will be taken out in the latter half of the financial year.		Timing
Outflows from non-operating activities		
Payments for property, plant and equipment	(4,110,828)	50.00%
Construction of the Graham Mackenzie Stadium is tracking ahead of budget expectations, as are purchases of heavy vehicles.		Timing
Payments for construction of infrastructure	(186,316)	1.91%
Rural roads works are tracking ahead of budget expectations.		Timing
Reserve Movements	8,533,486	890.22%
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

FEBRUARY 2026

SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2026

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.81 M	\$2.81 M	\$2.81 M	\$0.00 M
Closing	(\$0.04 M)	\$19.93 M	\$21.88 M	\$1.95 M

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables			Receivables		
	\$	% of total		\$	% Outstanding		\$	% Collected
Unrestricted Cash	\$22.79 M	43.9%	Trade Payables	(\$0.91 M)		Rates Receivable	\$2.16 M	95.5%
Restricted Cash	\$29.09 M	56.1%	0 to 30 Days	(\$0.91 M)	100.0%	Trade Receivable	\$1.01 M	% Outstanding
			Over 30 Days	\$0.00 M	0.0%	Over 30 Days	\$0.55 M	14.3%
			Over 90 Days	\$0.00 M	0.0%	Over 90 Days	\$0.46 M	11.8%

Key Operating Activities

Amount attributable to operating			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$15.23 M)	\$2.98 M	\$3.35 M	\$0.37 M

Refer to Statement of Financial Activity

Rates Revenue			Grants and Contributions			Fees and Charges		
YTD Actual	YTD Budget	% Variance	YTD Actual	YTD Budget	% Variance	YTD Actual	YTD Budget	% Variance
\$27.98 M	\$27.83 M	0.5%	\$7.54 M	\$8.57 M	(11.9%)	\$9.71 M	\$8.76 M	10.9%

Refer to Statement of Financial Activity

Key Non-Operating Activities

Amount attributable to non-operating			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$31.29 M)	(\$2.47 M)	(\$10.00 M)	(\$7.53 M)

Refer to Statement of Financial Activity

Proceeds on sale			Asset Acquisition			Capital Grants		
YTD Actual	Adopted Budget	%	YTD Actual	Adopted Budget	% Spent	YTD Actual	Adopted Budget	% Received
\$0.71 M	\$0.01 M	6984.7%	(\$22.33 M)	(\$17.99 M)	24.1%	\$11.65 M	\$15.24 M	(23.6%)

Borrowings		Reserves	
Principal repayments	\$0.10 M	Reserves balance	\$29.09 M
Interest expense	\$0.04 M	Net Movement	(\$9.49 M)

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

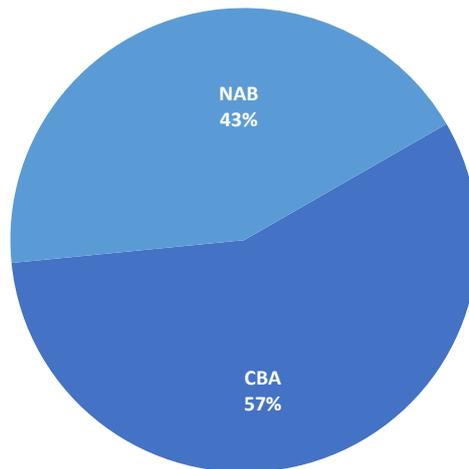
**SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

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	4.20%	180	11-Mar-26	Term Deposit - Reserve
CBA	\$ 4,000,000	4.20%	90	23-Mar-26	Term Deposit - Muni
CBA	\$ 2,000,000	4.20%	90	23-Mar-26	Term Deposit - Muni
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	\$ 2,000,000	4.20%	90	20-Apr-26	Term Deposit - Muni
CBA	\$ 3,000,000	4.20%	90	20-Apr-26	Term Deposit - Muni
CBA	\$ 3,000,000	4.46%	90	25-May-26	Term Deposit - Muni
NAB	\$ 3,000,000	4.45%	90	25-May-26	Term Deposit - Reserve
NAB	\$ 4,000,000	4.45%	90	25-May-26	Term Deposit - Reserve
CBA	\$ 7,519,392	3.70%	N/A	N/A	Business Online Saver - Muni
CBA	\$ -	0.25%	N/A	N/A	Cash Deposit A/C - Muni
CBA	\$ 4,738,560	3.70%	N/A	N/A	Business Online Saver - Reserves
CBA	\$ -	0.25%	N/A	N/A	Cash Deposit A/C - Reserves
	\$ 46,257,952				

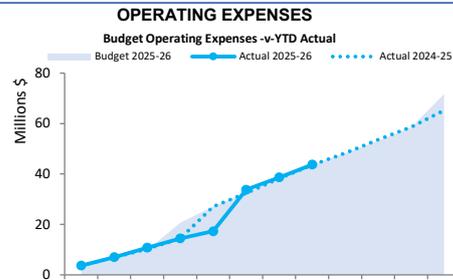
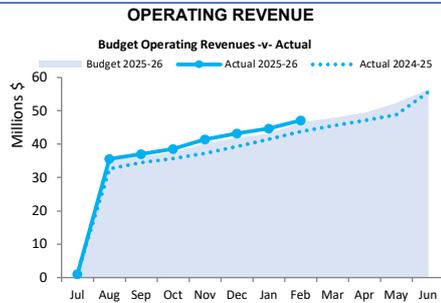
(b) Investment Interest Earnings

	Budget	YTD Interest
Municipal	398,977	385,385
Reserve	380,556	601,516

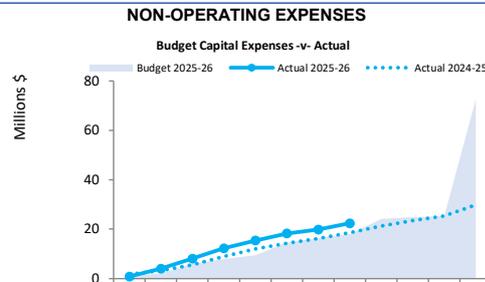
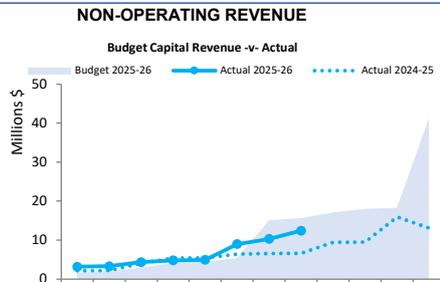
**SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

3 KEY INFORMATION - GRAPHICAL

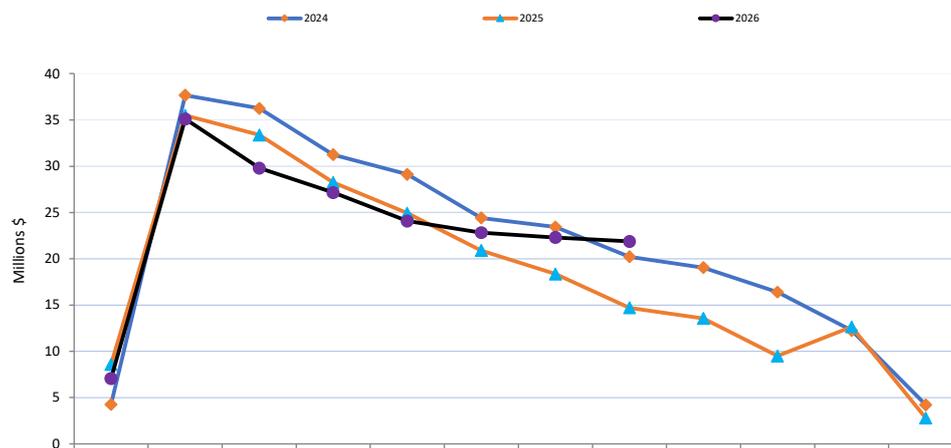
OPERATING ACTIVITIES



NON-OPERATING ACTIVITIES



LIQUIDITY



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

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

The purpose of the graph is to trace the progressive values of the liquidity surplus(deficit) which shows on the "Statement of Financial Activity" in each 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 28 FEBRUARY 2026**

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	26,711,971
Waste Charges Levied	4,349,416
ESL Levied	1,027,226
Other Charges Levied	103,213
Total Levied 2025/2026	32,191,826
Less Collections	(31,191,081)
Total Current and Arrears Outstanding	1,455,040
% Collected	95.53%
Pensioners on Instalments	110,358
Non Pensioners on Instalments	1,660,470
Pensioners with Due Date 30/06/2026	73,558
Outstanding with no Instalment Option	447,127
Prepayments	(850,010)
Interims	13,537
Total Current and Arrears Outstanding	1,455,040



**SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

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)
Multiple Work Orders	Community Energy Upgrades - Multiple Shire Buildings	O1225-095	1,893,878	1,849,441
Multiple Work Orders	Community Energy Upgrades Funding	O1225-095	(946,938)	902,503
Multiple Work Orders	Building Maintenance Reserve	O1225-095	(616,786)	285,717
Multiple Work Orders	Aerodrome Reserve	O1225-095	(169,571)	116,146
W5081	EHC Asset Replacement Reserve	O1225-095	(82,517)	33,629
W5087	Sanitation Reserve	O1225-095	(78,066)	(44,437)
	Increase to surplus carried forward	O1225-106	(14,597)	(59,034)
W4157-219-511	Increase to 24/25 carry forwards	O1225-106	14,597	(44,437)
Amended Budget as per Council Resolution				(44,437)

**SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

6 GENERAL RECEIVABLES

	Current	30 Days	60 Days	90 Days	90+Days	Total
	\$	\$	\$	\$	\$	\$
General Receivables	518,016	71,861	24,018	3,952	455,617	1,073,464
Percentage	48.26%	6.69%	2.24%	0.37%	42.44%	

90+Days Represented by:

Government Grants	0
Contributions & Reimbursements	2,393
Loan Repayments	0
Fees and Charges	453,224
Private Works	0
Proceeds Sale of Assets	0
	<u>455,617</u>

Amounts shown above include GST (where applicable)

**SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

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 28/02/2026
Contributions to Public Open Space	221,039	
Shire of Esperance		53,403
S D Staines		18,068
Fiume Nel Terra Developments Pty Ltd		121,672
Esplanade Investments		33,155
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		26,676
Activ Foundation Inc - Community Fundraising		21,589
Indoor Sports Stadium Mangement - GMS Funds		0
Adventureland Management Committee Inc		3,569
Telstra Corporation Ltd		11,642
Elsie Cox Testamentary Trust EHC		242,322
Totals	998,820	544,232

Item: 12.3.11

Payment of Accounts Listing - March 2026

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

File Ref: D26/7085

Executive Summary

To present the list of accounts paid by the Chief Executive Officer under delegated authority and the list of payments made by authorised employees using credit cards and other purchasing cards for the month 1 – 28 February 2026.

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

Performance - Outcome 15. Operational excellence and financial sustainability

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

Attachments

A₁. Payment of Accounts Listing February 2026

B₁. Transaction Card Report February 2026

Officer's Recommendation

That Council:

1. **Receive the list of accounts paid for the period 1 – 28 February 2026 as listed in the attachment.**
2. **Receive the list of accounts paid using credit cards and other purchasing cards for the period 1 – 28 February 2026 as listed in the attachment.**

Voting Requirement

Simple Majority

SHIRE OF ESPERANCE
THE ACCOUNTS REFERRED TO IN THE SCHEDULE AND SUMMARISED BELOW HAVE BEEN PAID
FOR THE PERIOD ENDING 28 FEBRUARY 2026

MUNICIPAL FUND

Cheques

ACTUAL PAYMENTS:	Cheques: C27784	\$587.45
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EFT

ACTUAL PAYMENTS:	Transaction No's: E4877 - E4887	\$4,629,712.08
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Credit Cards

ACTUAL PAYMENTS:	Transactions: 24/01/2026 - 25/02/2026	\$29,801.95
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Paid under the delegated authority to the CEO

MUNICIPAL TOTAL:	\$4,660,101.48
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Estimated % local payments (including credit cards)

\$2,907,437.31	62.39%
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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:	\$4,660,101.48
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Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 24 March 2026 for confirmation in respect to accounts already paid.

Municipal Fund - Cheque Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
C27784	20/02/2026	386	Shire of Esperance - Petty Cash	Petty cash recoup - EHC, Library & Visitor Centre	\$ 587.45
Total Creditor payments made by Cheque from Municipal Fund					\$ 587.45

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4877	31/01/2026	5791	W J & F J Graham	Councillor payment - January 2026	\$ 1,919.79
E4877	31/01/2026	7543	G Harp	Councillor payment - January 2026	\$ 1,919.79
E4877	31/01/2026	9807	R G Chambers	Councillor Payment - January 2026	\$ 5,963.33
E4877	31/01/2026	9808	J L Obourne	Councillor Payment - January 2026	\$ 2,838.29
E4877	31/01/2026	10309	C T Davies	Councillor payment - January 2026	\$ 1,919.79
E4877	31/01/2026	10554	L P De Haas	Councillor payment - January 2026	\$ 1,919.79
E4877	31/01/2026	11322	G M Johnston	Councillor payment - January 2026	\$ 1,919.79
E4877	31/01/2026	11330	S Starcevich	Councillor payment - January 2026	\$ 1,919.79
E4877	31/01/2026	11978	G A McWilliam	Councillor payment - January 2026	\$ 1,919.79
E4878	02/02/2026	33	Australian Services Union (ASU)	Payroll deduction	\$ 450.50
E4878	02/02/2026	140	Esperance Shire Staff Jackpot	Payroll deduction	\$ 596.00
E4878	02/02/2026	154	LGRCEU	Payroll deduction	\$ 144.00
E4878	02/02/2026	1963	Child Support Agency	Payroll deduction	\$ 1,756.52
E4878	02/02/2026	4014	Australian Taxation Office	Payroll deduction	\$ 649.66
E4879	04/02/2026	32	Australia Post	Postage	\$ 3,599.19
E4879	04/02/2026	260	Horizon Power	Electricity charges	\$ 13,264.96
E4879	04/02/2026	290	Telstra	Telephone charges	\$ 6,538.26
E4879	04/02/2026	314	WA Treasury Corporation	Loan repayment	\$ 5,483.24
E4879	04/02/2026	392	Water Corporation	Water usage charges	\$ 5,691.42

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4879	04/02/2026	2562	Commonwealth Bank of Australia	Merchant fees	\$ 9,231.75
E4879	04/02/2026	7576	Les Mills Asia Pacific	Membership package	\$ 754.52
E4879	04/02/2026	8117	Foxtel Cable Television Pty Limited	Foxtel subscription	\$ 155.00
E4879	04/02/2026	8784	Sheriff's Office, Perth	Lodgement fees	\$ 177.00
E4879	04/02/2026	9321	Superchoice Services Pty Limited	Superannuation payment	\$ 147,204.33
E4879	04/02/2026	11364	Ezidebit Pty Ltd	Ezidebit services - BOILC	\$ 1,116.21
E4880	05/02/2026	1	Australian Taxation Office	Payroll deduction	\$ 194,974.00
E4880	05/02/2026	100	Landgate	Title searches	\$ 34.50
E4880	05/02/2026	126	Esperance Electrical Service	Electrical services	\$ 14,941.50
E4880	05/02/2026	381	Optus Communications	Mobile charges for CCTV	\$ 59.99
E4880	05/02/2026	571	St John Ambulance Association in WA	Training, education and equipment	\$ 1,685.50
E4880	05/02/2026	650	Sheldon Paint and Panel	Parts & repair services	\$ 661.69
E4880	05/02/2026	867	Esperance Mobile Welding	Maintenance services	\$ 122.10
E4880	05/02/2026	1148	Woodlands Distributors and Agencies	Dog waste bag supplies	\$ 2,414.28
E4880	05/02/2026	1197	Six Mile Hill Bush Fire Brigade	Reimbursement	\$ 67.52
E4880	05/02/2026	1201	Pink Lake Bush Fire Brigade	Reimbursement	\$ 193.59
E4880	05/02/2026	1215	Shire of Esperance Municipal Fund	Project retention	\$ 69,084.98
E4880	05/02/2026	1330	The Cannery Arts Centre	Small community grant funding	\$ 2,200.00
E4880	05/02/2026	1346	Cannon Hygiene Australia Pty Ltd	Sanitary services	\$ 296.40
E4880	05/02/2026	1400	Bayview Motel Esperance	Bookeasy sales - Accommodation	\$ 217.80
E4880	05/02/2026	1470	Express Yourself Printing Esperance	Printing & stationery supplies	\$ 298.00
E4880	05/02/2026	1550	Comfort Inn Bay of Isles	Bookeasy sales - Accommodation	\$ 459.00
E4880	05/02/2026	1662	Esperance Trim And Canvas	Canvas supplies	\$ 561.33
E4880	05/02/2026	1695	Bay of Isles Mini-Excavators	Plant hire	\$ 13,110.25
E4880	05/02/2026	1709	Forpark Australia	Playground equipment	\$ 739.75
E4880	05/02/2026	1870	Co-operative Bulk Handling Ltd	Refund	\$ 12,924.84
E4880	05/02/2026	1981	Esperance Sportspower	Gym equipment - BOILC	\$ 125.95

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4880	05/02/2026	2317	Southern Cross Austereo Pty Ltd	Radio advertising	\$ 3,168.00
E4880	05/02/2026	2496	Professionals Esperance Real Estate	Rent	\$ 3,580.00
E4880	05/02/2026	2763	Esperance Lock & Shoe Service	Key & lock supplies	\$ 21.00
E4880	05/02/2026	2823	Institute of Public Works Engineering	Training & education	\$ 3,410.00
E4880	05/02/2026	3227	Esperance Fire Services	Hire & service of fire equipment	\$ 1,538.23
E4880	05/02/2026	3545	Look Brilliant Pty Ltd	Promotional material	\$ 803.00
E4880	05/02/2026	3835	WA Local Government Association	Training & education	\$ 1,699.50
E4880	05/02/2026	4148	Bay of Isles Community Outreach Inc	Confidential shredding services	\$ 141.00
E4880	05/02/2026	4422	C C & J A King	Consignment sales	\$ 19.20
E4880	05/02/2026	4947	Toll Ipec Pty Ltd	Freight costs	\$ 297.42
E4880	05/02/2026	4989	Woolworths Group Limited*	Consumables & supplies	\$ 1,460.08
E4880	05/02/2026	5051	Stratagreen	Gardening & landscaping supplies	\$ 104.25
E4880	05/02/2026	5164	Esperance Beachfront Resort	Bookeasy sales - Accommodation	\$ 315.00
E4880	05/02/2026	5295	Komatsu Australia Pty Ltd	Earthmoving parts & equipment	\$ 2,593.06
E4880	05/02/2026	5449	Australian Grown	Stock for resale - EVC	\$ 1,497.15
E4880	05/02/2026	5604	Esperance Milk Supply	Milk supplies	\$ 119.88
E4880	05/02/2026	5622	Subway Esperance	Catering	\$ 66.00
E4880	05/02/2026	5767	Seek Limited	Advertising positions vacant	\$ 2,057.00
E4880	05/02/2026	5793	Tradelink Esperance	Plumbing supplies	\$ 203.32
E4880	05/02/2026	6164	Data 3 Limited	Annual virtualisation software renewal	\$ 34,930.03
E4880	05/02/2026	6221	PFD Food Services Pty Ltd	Consumables & supplies	\$ 909.90
E4880	05/02/2026	6495	MCM Protection Pty Ltd	Monitoring & security services	\$ 3,597.00
E4880	05/02/2026	6552	Esperance Bird and Animal Park	Bookeasy sales - Accommodation	\$ 4,695.60
E4880	05/02/2026	6609	Environmental Health Australia (WA)	Training & education	\$ 2,180.00
E4880	05/02/2026	6641	DMS Diesels	Repairs, parts & supplies	\$ 360.93
E4880	05/02/2026	7425	Esperance Cleaning Service	Cleaning services	\$ 1,394.25
E4880	05/02/2026	7801	Land Insights	Contractor - Planning services	\$ 29,923.93

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4880	05/02/2026	7823	Genesis Accounting	Training & education	\$ 2,200.00
E4880	05/02/2026	7845	Nespresso Professional	Re-stock for kiosk - BOILC	\$ 226.00
E4880	05/02/2026	7879	Drillers Ridge Pty Ltd - 8 Taylor St	Bookeasy sales - Accommodation	\$ 3,182.00
E4880	05/02/2026	7932	All West Building Approvals Pty Ltd	Compliance consultant	\$ 495.00
E4880	05/02/2026	7936	LJS Mobile Engineering	Parts & repairs	\$ 1,177.00
E4880	05/02/2026	8024	C A Poole	Consignment sales	\$ 40.00
E4880	05/02/2026	8201	K L Smithson	Performance fee - Town tunes	\$ 150.00
E4880	05/02/2026	8459	Condingup Machinery Wreckers	Parts & repairs	\$ 1,497.74
E4880	05/02/2026	8497	The Print Shop Bunbury	Office & stationery supplies	\$ 1,714.90
E4880	05/02/2026	8644	AM Wreckers Group Pty Ltd	Towing services	\$ 220.00
E4880	05/02/2026	8693	Mailguard Pty Ltd	Annual email protection software	\$ 10,560.00
E4880	05/02/2026	8783	The Trustee for Recherche Medical	Pre-employment medical assessment	\$ 200.00
E4880	05/02/2026	8933	Aurelia's Ice Creamery and Cafe	Catering	\$ 1,995.60
E4880	05/02/2026	8972	Dunn's Cleaning Service Pty Ltd	Cleaning services	\$ 160.00
E4880	05/02/2026	9138	Department of Biodiversity Conservation	Plant identification services	\$ 231.00
E4880	05/02/2026	9147	Key Pest and Weed Control	Pest control inspections & services	\$ 748.00
E4880	05/02/2026	9156	Blumar Pty Ltd	Engineering & design services	\$ 12,936.00
E4880	05/02/2026	9163	Esperance Combined Tyres & Mechanical	Tyres, repairs & parts	\$ 8,416.50
E4880	05/02/2026	9207	Datacom Systems (AU) Pty Ltd	Printer toners & supplies	\$ 1,134.52
E4880	05/02/2026	9218	Avantgarde Technologies Pty Ltd	CCTV maintenance and cloud connect subscription	\$ 3,893.56
E4880	05/02/2026	9236	T Stewarts Engineering	Supply, fabricate, materials & parts	\$ 273.66
E4880	05/02/2026	9237	Esperance Metaland	Supply, fabricate, materials & parts	\$ 6,430.99
E4880	05/02/2026	9306	Drake-Brockman Building and Construction	Building & construction works	\$ 683,941.30
E4880	05/02/2026	9312	C J & A G Davies	Jackpot winnings - Pay 16	\$ 150.00
E4880	05/02/2026	9473	Banksia Park Farm Eggs	Consumables - EHC	\$ 120.00
E4880	05/02/2026	9478	Base Entertainment Pty Ltd	Ticket sales - Ireland the Voyage	\$ 14,577.71
E4880	05/02/2026	9503	EcoValley Honey - Winton Hughes	Consignment sales	\$ 190.40

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4880	05/02/2026	9531	Esperance Island Cruises	Bookeasy sales	\$ 1,925.00
E4880	05/02/2026	9558	Mackenzies Electrical Service Pty Ltd	Electrical services	\$ 352.53
E4880	05/02/2026	9639	Avon Waste	Rubbish & recycling collections	\$ 68,157.75
E4880	05/02/2026	9641	Aussie Broadband Pty Ltd	Monthly internet charges	\$ 537.00
E4880	05/02/2026	9645	TPG Network Pty Ltd	Monthly internet charges	\$ 130.90
E4880	05/02/2026	9838	Blue Haven Shell Studio Accommodation	Bookeasy sales - Accommodation	\$ 387.00
E4880	05/02/2026	9857	D J Kennedy	Gardening services - EHC	\$ 77.00
E4880	05/02/2026	10115	MBIT Technologies Pty Ltd	Monthly business SMS service	\$ 11.00
E4880	05/02/2026	10191	Silver Podiatry	Podiatry services - EHC	\$ 360.00
E4880	05/02/2026	10218	D B Ambrose	Gardening services - EHC	\$ 650.00
E4880	05/02/2026	10241	HeliSpirit	Bookeasy sales	\$ 944.28
E4880	05/02/2026	10269	Lite N' Easy Pty Ltd	Meal preparation and delivery - EHC	\$ 1,683.52
E4880	05/02/2026	10353	T M Folkes	Jackpot winnings - Pay 16	\$ 150.00
E4880	05/02/2026	10389	Total Green Recycling Pty Ltd	E-waste recycling services	\$ 6,618.23
E4880	05/02/2026	10416	J M Smith	Rent	\$ 718.21
E4880	05/02/2026	10432	Australasian Sports Floors Horner Pty Ltd	Annual re-coat for EIS flooring	\$ 16,379.00
E4880	05/02/2026	10466	35 Degrees South	Survey design services	\$ 9,702.00
E4880	05/02/2026	10518	Townzies Turf and Gardens	Gardening services - EHC	\$ 99.00
E4880	05/02/2026	10564	WA Girl Macrame	Consignment sales	\$ 52.68
E4880	05/02/2026	10649	Bitumen Distribution Pty Ltd	Bitumen emulsion supplies	\$ 14,124.00
E4880	05/02/2026	10675	Archipelago Apartments	Bookeasy sales - Accommodation	\$ 801.90
E4880	05/02/2026	10757	In Motion Esperance	Pre-employment medical assessments	\$ 660.00
E4880	05/02/2026	10825	Third Angle Engineering Pty Ltd	Playground equipment replacement	\$ 20,389.60
E4880	05/02/2026	10859	BM Electrical WA Pty Ltd (Lister Electrical)	Electrical services	\$ 231.00
E4880	05/02/2026	10867	Department of the Premier and Cabinet	Waste and Health local law gazette	\$ 6,036.77
E4880	05/02/2026	10931	Safetek Solutions Pty Ltd	Parts & supplies	\$ 606.65
E4880	05/02/2026	10942	Thorp Realty Pty Ltd	Rent	\$ 1,600.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4880	05/02/2026	10946	Materials Handling Pty Ltd	Machinery for workshop	\$ 7,498.70
E4880	05/02/2026	10956	MBL Food & Packaging T/A South Coast Food Service	Consumables & supplies	\$ 2,250.70
E4880	05/02/2026	10958	Newsxpress Esperance Lottery Centre	Office & stationery supplies	\$ 1,357.49
E4880	05/02/2026	11001	Axon Public Safety Australia Pty Ltd	Body cam subscription - Rangers	\$ 14,087.86
E4880	05/02/2026	11034	Cloud Eleven Esperance Pty Ltd	Volunteer meals for EHC	\$ 76.70
E4880	05/02/2026	11110	Esperance Outdoor Power Equipment	Parts & equipment	\$ 492.65
E4880	05/02/2026	11115	APLOMB Occupational Therapy	Occupational therapy services - EHC	\$ 585.00
E4880	05/02/2026	11191	Bay Diversified Pty Ltd	Weed spraying and control services	\$ 11,918.96
E4880	05/02/2026	11246	J Donovan	Performance fee - Town tunes	\$ 150.00
E4880	05/02/2026	11337	S Narayanasamy & D Varghese T/A Curry Around Town	Catering - Library community event	\$ 1,000.00
E4880	05/02/2026	11342	Dhueys Electrical Pty Ltd	Electrical services	\$ 847.00
E4880	05/02/2026	11356	Good Chat Designs	Consignment sales	\$ 163.00
E4880	05/02/2026	11401	Levi's Woodworking	Consignment sales	\$ 82.40
E4880	05/02/2026	11439	Kath Guest t/as Heart of the Mallee	Consignment sales	\$ 40.00
E4880	05/02/2026	11469	Joryn Haulage	Potable water services	\$ 700.00
E4880	05/02/2026	11486	R K Seinor	Reimbursement	\$ 36.00
E4880	05/02/2026	11518	Mega Phones	Monthly pendant monitoring	\$ 1,129.16
E4880	05/02/2026	11527	JA Miller & KL Miller T/A Pharkarwee	Wild dog services	\$ 8,448.00
E4880	05/02/2026	11554	Esperance Tjaltjraak Native Title	Mitigation services	\$ 1,839.20
E4880	05/02/2026	11611	Blue Dog Ag Mechanical Pty Ltd	Mechanical parts & services	\$ 573.54
E4880	05/02/2026	11618	Esperance Windscreens	Supply & install windscreens	\$ 833.31
E4880	05/02/2026	11660	Cassie Wehrenberg	Consignment sales	\$ 105.60
E4880	05/02/2026	11688	Work Metrics Pty Ltd	Monthly subscriptions	\$ 462.00
E4880	05/02/2026	11699	Long Pty Ltd T/A Perth Commercial Fridges & Equipment	Kitchen equipment for BOILC	\$ 7,810.00
E4880	05/02/2026	11711	Supagas Pty Limited	Bulk & bottle gas supplies	\$ 955.22
E4880	05/02/2026	11718	Sonic HealthPlus	Pre-employment medical assessments	\$ 433.40
E4880	05/02/2026	11732	Steven Alan Taylor TA Steve Taylor	Performance fee - Town Tunes	\$ 150.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4880	05/02/2026	11751	Karli Rae Florisson	Consignment sales	\$ 93.60
E4880	05/02/2026	11770	Blue Haven Properties (WA) Pty Ltd	Bookeasy sales - Accommodation	\$ 792.00
E4880	05/02/2026	11839	Absolute Hot Water & Gas	Plumbing services	\$ 637.85
E4880	05/02/2026	11844	Daniel Enterprises WA Pty Ltd	Mechanical parts & services	\$ 7,109.72
E4880	05/02/2026	11851	Pink Lake IGA	Consumables & supplies	\$ 520.22
E4880	05/02/2026	11875	Celestial Nature	Consignment sales	\$ 100.00
E4880	05/02/2026	11898	SEA Heavy Diesel Pty Ltd	Mechanical parts & services	\$ 3,469.65
E4880	05/02/2026	11934	Milcharm Pty Ltd	Plant hire services	\$ 7,942.00
E4880	05/02/2026	11944	Boharp T/as Esperance Plumbing Services	Electrical services	\$ 5,846.78
E4880	05/02/2026	11991	Department of Local Government, Industry Regulation	Building service levies	\$ 15,453.12
E4880	05/02/2026	12023	Estate of J W Halter	Refund	\$ 26.00
E4880	05/02/2026	12047	T Rogash	Reimbursement	\$ 156.71
E4880	05/02/2026	12053	Knowles Family Trust TA /JK HD Mechanical	Mechanical parts & services	\$ 21,599.88
E4880	05/02/2026	12061	SU Australia Ministries Limited	Small community grant funding	\$ 2,200.00
E4880	05/02/2026	12069	Salary Packaging Australia Pty Ltd	Novated lease	\$ 43.50
E4880	05/02/2026	12078	Rouse Hill Tractors	Parts & supplies	\$ 161.78
E4880	05/02/2026	12079	Fat Zebra Pty Ltd	Monthly charge	\$ 86.79
E4880	05/02/2026	12083	J Leach	Refund	\$ 65.00
E4880	05/02/2026	12087	C G O'Brien	Refund	\$ 134.14
E4880	05/02/2026	12091	Fluidra Group Australia Pty Ltd	Parts & equipment	\$ 1,713.80
E4880	05/02/2026	12092	C Hoo	Refund	\$ 30.00
E4881	16/02/2026	260	Horizon Power	Electricity charges	\$ 38,197.46
E4881	16/02/2026	290	Telstra	Telephone charges	\$ 30.80
E4881	16/02/2026	392	Water Corporation	Water usage charges	\$ 18,106.71
E4881	16/02/2026	9321	Superchoice Services Pty Limited	Superannuation payment	\$ 142,230.65
E4881	16/02/2026	11308	Fleetcare Pty Ltd	Fleet lease	\$ 2,580.01
E4881	16/02/2026	11364	Ezidebit Pty Ltd	Ezidebit services - BOILC	\$ 770.92

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4882	18/02/2026	1	Australian Taxation Office	BAS payment	\$ 130,319.00
E4883	19/02/2026	1	Australian Taxation Office	Payroll deduction	\$ 186,892.00
E4883	19/02/2026	126	Esperance Electrical Service	Electrical services	\$ 7,776.50
E4883	19/02/2026	187	Ixom Operations Pty Ltd	Cylinder & gas charges	\$ 2,973.43
E4883	19/02/2026	395	BOC Gases	Cylinder & gas charges	\$ 135.86
E4883	19/02/2026	410	Pink Lake Butchers	Consumables - EHC	\$ 808.53
E4883	19/02/2026	650	Sheldon Paint and Panel	Parts & repair services	\$ 1,160.54
E4883	19/02/2026	749	RAECO	Parts & supplies	\$ 324.50
E4883	19/02/2026	1045	Stewart & Heaton Clothing Co Pty Ltd	PPE clothing and gear	\$ 5,343.46
E4883	19/02/2026	1092	Piano Magic	Piano tuning services	\$ 375.00
E4883	19/02/2026	1271	Department of Transport	Disclosure of information fee	\$ 20.40
E4883	19/02/2026	1315	Gibson Soak Water Co	Bottled water supplies	\$ 381.00
E4883	19/02/2026	1346	Cannon Hygiene Australia Pty Ltd	Sanitary services	\$ 214.19
E4883	19/02/2026	1368	N G Williams	Reimbursement	\$ 385.00
E4883	19/02/2026	1470	Express Yourself Printing Esperance	Printing and stationery supplies	\$ 1,935.00
E4883	19/02/2026	1550	Comfort Inn Bay of Isles	Bookeasy sales - Accommodation	\$ 1,503.00
E4883	19/02/2026	1695	Bay of Isles Mini-Excavators	Plant hire	\$ 150.00
E4883	19/02/2026	1981	Esperance Sportspower	Corporate uniforms order	\$ 4,613.50
E4883	19/02/2026	2113	Banksia Medical and Health	Commercial vehicle medical assessment	\$ 220.00
E4883	19/02/2026	2317	Southern Cross Austereo Pty Ltd	Radio advertising	\$ 3,498.00
E4883	19/02/2026	2496	Professionals Esperance Real Estate	Rent	\$ 3,580.00
E4883	19/02/2026	2763	Esperance Lock & Shoe Service	Key & lock supplies	\$ 34.50
E4883	19/02/2026	2900	Esperance Bay Yacht Club Inc	Venue hire	\$ 1,614.20
E4883	19/02/2026	3152	WA Rangers Association	3 year membership	\$ 240.00
E4883	19/02/2026	3227	Esperance Fire Services	Hire & service of fire equipment	\$ 1,165.67
E4883	19/02/2026	3533	Mike Henley Mechanical & Fabrication	Repairs, parts & services	\$ 8,079.34
E4883	19/02/2026	3736	Easisalary Pty Ltd	Novated lease	\$ 630.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4883	19/02/2026	3797	LED Esperance	Electrical supplies	\$ 10.81
E4883	19/02/2026	4068	Total Asphalt And Traffic Management	Asphalt upgrades & services	\$ 72,865.47
E4883	19/02/2026	4321	The Royal Life Saving Society (WA)	Swim school resources	\$ 231.00
E4883	19/02/2026	4422	C C & J A King	Consignment sales	\$ 19.20
E4883	19/02/2026	4466	Leisure Institute of Western Australia	Annual membership	\$ 577.50
E4883	19/02/2026	4534	Condingup P&C Community Fair	Small community grant funding	\$ 3,000.00
E4883	19/02/2026	4567	WA Police Service	Volunteer police checks	\$ 35.20
E4883	19/02/2026	4819	1st Esperance Scout Group	Supplier for Edge of the Bay	\$ 500.00
E4883	19/02/2026	4947	Toll Ipec Pty Ltd	Freight charges	\$ 419.27
E4883	19/02/2026	4989	Woolworths Group Limited*	Consumables & supplies	\$ 1,338.58
E4883	19/02/2026	4998	Western Australian Electoral Commission	Local Government Elections 2025	\$ 55,533.70
E4883	19/02/2026	5042	Officeworks Business Direct	Office & stationery supplies	\$ 296.35
E4883	19/02/2026	5051	Stratagreen	Landscaping supplies	\$ 205.92
E4883	19/02/2026	5092	Quality Publishing Australia	Maps for resale - EVC	\$ 744.81
E4883	19/02/2026	5194	Jatek Engineering	Steel supplies & fabrication	\$ 17,924.50
E4883	19/02/2026	5267	Hema Maps Pty Ltd	Maps for resale - EVC	\$ 681.85
E4883	19/02/2026	5274	Davric Australia	Souvenirs for resale - EVC	\$ 3,941.74
E4883	19/02/2026	5437	Skullduggery Furniture	Cut & fit jetty timbers for bollards	\$ 4,268.00
E4883	19/02/2026	5604	Esperance Milk Supply	Milk supplies	\$ 119.88
E4883	19/02/2026	5767	Seek Limited	Advertising positions vacant	\$ 1,919.50
E4883	19/02/2026	5793	Tradelink Esperance	Plumbing supplies	\$ 10.35
E4883	19/02/2026	5896	Toyota Financial Services	Lease payments	\$ 572.08
E4883	19/02/2026	6009	McLeods Barristers & Solicitors	Legal advice	\$ 1,631.08
E4883	19/02/2026	6024	SeatAdvisor Pty Ltd	Ticket sales - January 2026	\$ 456.01
E4883	19/02/2026	6221	PFD Food Services Pty Ltd	Consumables & supplies	\$ 806.25
E4883	19/02/2026	6418	McMullen's Blinds Sails Canvas	Shade sail services	\$ 11,946.00
E4883	19/02/2026	6495	MCM Protection Pty Ltd	Monitoring & security services	\$ 5,516.50

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4883	19/02/2026	6537	ABCO Products Pty Ltd	Coastal camping ground supplies	\$ 1,196.32
E4883	19/02/2026	6552	Esperance Bird and Animal Park	Bookeasy sales - Accommodation	\$ 516.00
E4883	19/02/2026	6641	DMS Diesels	Repairs, parts and services	\$ 17,142.94
E4883	19/02/2026	6897	Aptella Pty Ltd	Upgrades & support for survey robots	\$ 5,269.00
E4883	19/02/2026	7043	Connect Call Centre Services	Call centre services	\$ 252.34
E4883	19/02/2026	7373	Analytical Reference Laboratory (WA)	Water testing services	\$ 445.50
E4883	19/02/2026	7425	Esperance Cleaning Service	Cleaning services	\$ 35,640.00
E4883	19/02/2026	7438	Independence Australia	Nursing products & supplies - EHC	\$ 3,724.77
E4883	19/02/2026	7465	Dome Esperance	Client & volunteer meals - EHC	\$ 13.25
E4883	19/02/2026	7574	JA Russell (Australia) Pty Ltd	Refund	\$ 16,803.01
E4883	19/02/2026	7703	Talis Consultants	Concept design consultancy services	\$ 2,750.00
E4883	19/02/2026	7704	Vorgee Pty Ltd.	Proshop order - BOILC	\$ 782.10
E4883	19/02/2026	7715	TD Contractors	Plant and labour hire	\$ 14,179.00
E4883	19/02/2026	7801	Land Insights	Contractor - Planning services	\$ 23,612.89
E4883	19/02/2026	7879	Drillers Ridge Pty Ltd	Bookeasy sales - Accommodation	\$ 378.40
E4883	19/02/2026	7945	Choices Flooring Esperance	Cricket pitch works - GSG	\$ 9,935.93
E4883	19/02/2026	8428	Helloworld Esperance	Flights for exchange students - Twin Towns	\$ 12,958.20
E4883	19/02/2026	8459	Condingup Machinery Wreckers	Parts & supplies	\$ 173.25
E4883	19/02/2026	8497	The Print Shop Bunbury	Printing supplies and services	\$ 1,193.50
E4883	19/02/2026	8626	Gower Industries	Parts & supplies	\$ 122.30
E4883	19/02/2026	8663	Commercial Aquatics Australia Pty Ltd	Annual servicing of pool plant & equipment - BOILC	\$ 20,240.00
E4883	19/02/2026	8670	Jetmen Mbangani Pty Ltd	Pre-employment medical assessments	\$ 220.00
E4883	19/02/2026	8783	The Trustee for Recherche Medical	Pre-employment medical assessments	\$ 50.00
E4883	19/02/2026	8794	Garage Sale Trail Foundation Ltd	Annual membership	\$ 4,100.34
E4883	19/02/2026	8800	South Regional TAFE	Training and education	\$ 290.50
E4883	19/02/2026	8914	Cleanaway Pty Ltd	Rubbish & recycling collections	\$ 544.64
E4883	19/02/2026	8933	Aurelia's Ice Creamery and Cafe	Catering	\$ 624.50

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4883	19/02/2026	8972	Dunn's Cleaning Service Pty Ltd	Cleaning services	\$ 880.00
E4883	19/02/2026	8989	Envirolab Services (WA) Pty Ltd	Water testing services	\$ 2,580.01
E4883	19/02/2026	8994	Information Proficiency	Annual software subscription	\$ 6,051.64
E4883	19/02/2026	9037	Ergolink	Office equipment	\$ 142.00
E4883	19/02/2026	9147	Key Pest and Weed Control	Pest control inspections & services	\$ 847.00
E4883	19/02/2026	9163	Esperance Combined Tyres & Mechanical	Tyres, repairs & parts	\$ 7,840.00
E4883	19/02/2026	9207	Datacom Systems (AU) Pty Ltd	Printer toners & supplies	\$ 3,637.33
E4883	19/02/2026	9218	Avantgarde Technologies Pty Ltd	CCTV subscription - Dec 25 - June 26	\$ 9,856.00
E4883	19/02/2026	9236	T Stewarts Engineering	Supply, fabricate, materials & parts	\$ 5,531.33
E4883	19/02/2026	9237	Esperance Metaland	Supply, fabricate, materials & parts	\$ 3,724.72
E4883	19/02/2026	9306	Drake-Brockman Building and Construction	Building and construction works	\$ 122,256.20
E4883	19/02/2026	9308	Florissons Home Furnishers	Office equipment	\$ 200.00
E4883	19/02/2026	9431	Dudley Newton Optometrists	Prescription safety eyewear	\$ 450.00
E4883	19/02/2026	9473	Banksia Park Farm Eggs	Consumables	\$ 150.00
E4883	19/02/2026	9503	EcoValley Honey - Winton Hughes	Consignment sales	\$ 242.40
E4883	19/02/2026	9542	MCD Contracting Pty Ltd	Boyanup Fire mitigation	\$ 11,486.00
E4883	19/02/2026	9639	Avon Waste	Rubbish & recycling collections	\$ 50,455.46
E4883	19/02/2026	9894	Calibre Care	Mobility equipment - EHC	\$ 8,305.00
E4883	19/02/2026	10142	R-Group International Pty Ltd	Teams phone package - January 2026	\$ 3,237.03
E4883	19/02/2026	10146	S & N Creations	Souvenirs for resale	\$ 599.50
E4883	19/02/2026	10218	D B Ambrose	Gardening services	\$ 422.50
E4883	19/02/2026	10241	HeliSpirit	Bookeasy sales - Accommodation	\$ 755.08
E4883	19/02/2026	10269	Lite N' Easy Pty Ltd	Meal preparation and delivery - EHC	\$ 1,865.85
E4883	19/02/2026	10325	V Reck	Administration fees	\$ 4,248.10
E4883	19/02/2026	10416	J M Smith	Rent	\$ 720.00
E4883	19/02/2026	10439	Techstreet Pty Ltd	Standards and management subscription	\$ 14,495.19
E4883	19/02/2026	10459	Cloud Payment Group	Debt collection services	\$ 3,870.25

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4883	19/02/2026	10466	35 Degrees South	Drafting & surveying services	\$ 6,204.00
E4883	19/02/2026	10518	Townzies Turf and Gardens	Gardening services - EHC	\$ 445.50
E4883	19/02/2026	10564	WA Girl Macrame	Consignment sales	\$ 158.92
E4883	19/02/2026	10577	Roo Brew Pty Ltd T/A Lucky Bay Brewery	Bar stock - Civic Centre	\$ 734.74
E4883	19/02/2026	10619	C N Smith	Catering	\$ 99.60
E4883	19/02/2026	10630	Le Grande Distillery Pty Ltd	Bar stock - Civic Centre	\$ 738.02
E4883	19/02/2026	10735	Cabcharge Pty Ltd	Taxi expenses - January 2026	\$ 123.90
E4883	19/02/2026	10798	Live Life Alarms / Flight Plan Digital	Mobile alarm annual renewal - EHC	\$ 90.00
E4883	19/02/2026	10800	Airport Consultancy Group - Engineering	Aviation engineering services	\$ 7,645.00
E4883	19/02/2026	10848	Retravisio Esperance - JAPMR Pty Ltd	Whitegoods & equipment	\$ 63.00
E4883	19/02/2026	10859	BM Electrical WA Pty Ltd (Lister Electrical)	Electrical services	\$ 13,413.82
E4883	19/02/2026	10925	Brolly Australasia	Marketing subscription	\$ 4,989.60
E4883	19/02/2026	10940	BMT Commercial Australia Pty Ltd	Consulting services	\$ 12,107.32
E4883	19/02/2026	10941	R I Henderson	Videography services - BOILC	\$ 3,487.00
E4883	19/02/2026	10942	Thorp Realty Pty Ltd	Rent	\$ 1,300.00
E4883	19/02/2026	10956	MBL Food & Packaging T/A South Coast Food Service	Consumables & supplies	\$ 5,137.93
E4883	19/02/2026	10958	Newsxpress Esperance Lottery Centre	Magazine subscription	\$ 236.59
E4883	19/02/2026	10985	Rebecca Staunton Physiotherapy	Physiotherapy services - EHC	\$ 3,399.00
E4883	19/02/2026	11012	Esperance Fresh Food Pty Ltd	Catering	\$ 43.96
E4883	19/02/2026	11032	J Franzone	Photography services	\$ 2,400.00
E4883	19/02/2026	11034	Cloud Eleven Esperance Pty Ltd	Client & volunteer meals - EHC	\$ 62.00
E4883	19/02/2026	11053	David Macdermott T/A Mermaid Leather	Consignment sales	\$ 12.00
E4883	19/02/2026	11058	Howat WA Pty Ltd T/A The Weed Terminator	Mitigation - Slashing and mulching	\$ 164,010.00
E4883	19/02/2026	11064	J L Hepburn	Jackpot winnings - Pay 17	\$ 150.00
E4883	19/02/2026	11110	Esperance Outdoor Power Equipment	Parts & equipment	\$ 809.40
E4883	19/02/2026	11115	APLOMB Occupational Therapy	Occupational therapy services - EHC	\$ 97.50
E4883	19/02/2026	11176	Tunstall Healthcare	Monitoring alarm & sim charges	\$ 125.20

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4883	19/02/2026	11270	Rise n Shine Group Pty Ltd	Refund	\$ 295.00
E4883	19/02/2026	11316	BreezeConnect	Monthly subscription	\$ 48.50
E4883	19/02/2026	11342	Dhueys Electrical Pty Ltd	Electrical services	\$ 165.00
E4883	19/02/2026	11356	Good Chat Designs	Consignment sales	\$ 75.00
E4883	19/02/2026	11375	Hart Sport Australia Pty Ltd	Equipment for swim school - BOILC	\$ 592.40
E4883	19/02/2026	11376	Elite Pool Covers Holdings Pty Ltd	Pool equipment & parts	\$ 15.00
E4883	19/02/2026	11401	Levi's Woodworking	Consignment sales	\$ 52.00
E4883	19/02/2026	11431	Southern Suspension & 4x4 Centre	Service, parts & repairs	\$ 400.00
E4883	19/02/2026	11434	Justin Freind TA Bel Canto Performing Arts	Performance fee - Morning Melodies	\$ 300.00
E4883	19/02/2026	11439	Kath Guest t/as Heart of the Mallee	Consignment sales	\$ 200.00
E4883	19/02/2026	11469	Joryn Haulage	Potable water supply - Airport	\$ 1,400.00
E4883	19/02/2026	11508	Coastmac Pty Ltd T/A Coastmac Trail	One new plant trailer	\$ 7,649.99
E4883	19/02/2026	11518	Mega Phones	Monthly pendant monitoring	\$ 1,212.67
E4883	19/02/2026	11527	JA Miller & KL Miller T/A Pharkarwee	Wild dog services	\$ 8,470.00
E4883	19/02/2026	11565	Seas It All T/A Esperance Foreshore	Bookeasy - Accommodation	\$ 783.00
E4883	19/02/2026	11588	Green Thumb Gardening Esperance	Gardening services	\$ 462.00
E4883	19/02/2026	11593	Nicholas Sortberg T/A Nicholas	Performance fee - Town Tunes	\$ 150.00
E4883	19/02/2026	11611	Blue Dog Ag Mechanical PTY LTD	Mechanical repairs, parts & services	\$ 25.48
E4883	19/02/2026	11621	David John Coyne T/A Esperance Carpentry & Maintenance	Carpentry and maintenance works - EHC	\$ 1,320.00
E4883	19/02/2026	11636	Folktales Rest	Bookeasy sales - Accommodation	\$ 326.80
E4883	19/02/2026	11651	I Creedon	Reimbursement	\$ 87.00
E4883	19/02/2026	11660	Cassie Wehrenberg	Consignment sales	\$ 121.60
E4883	19/02/2026	11671	Stark Training	Training & education	\$ 6,705.00
E4883	19/02/2026	11698	Bookeasy Australia Pty Ltd	Bookeasy fees - January 2026	\$ 985.64
E4883	19/02/2026	11711	Supagas Pty Limited	Bulk & bottled gas supplies	\$ 4,176.66
E4883	19/02/2026	11740	Kool Cones Esperance	Supplier for event - Connect Nulsen	\$ 430.00
E4883	19/02/2026	11751	Karli Rae Florisson	Consignment sales	\$ 124.80

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4883	19/02/2026	11770	Blue Haven Properties (WA) Pty Ltd	Bookeasy sales - Accommodation	\$ 1,108.80
E4883	19/02/2026	11790	Safemaster Safety Products Pty Ltd	Safety roof parts & products	\$ 36,344.00
E4883	19/02/2026	11815	Esperance Trophies & Laser Engraving	Engraving services	\$ 16.00
E4883	19/02/2026	11839	Absolute Hot Water & Gas	Plumbing services	\$ 2,766.50
E4883	19/02/2026	11843	JSA Services WA	Safety consultants services	\$ 8,325.00
E4883	19/02/2026	11844	Daniel Enterprises WA Pty Ltd	Mechanical parts, repairs & services	\$ 9,658.96
E4883	19/02/2026	11851	Pink Lake IGA	Consumables and supplies	\$ 762.65
E4883	19/02/2026	11855	Liquor Merchant Holdings	Bar stock - Civic Centre	\$ 2,195.98
E4883	19/02/2026	11875	Celestial Nature	Consignment sales	\$ 70.40
E4883	19/02/2026	11898	SEA Heavy Diesel Pty Ltd	Mechanical parts, repairs and services	\$ 1,523.30
E4883	19/02/2026	11902	Starcevich Electrical	Electrical services	\$ 880.73
E4883	19/02/2026	11942	Wayward Nation	Marketing consultant	\$ 5,940.00
E4883	19/02/2026	11944	Boharp T/as Esperance Plumbing Services	Electrical services	\$ 2,045.68
E4883	19/02/2026	11999	Astris PME Pty Ltd	Mobility equipment - EHC	\$ 1,025.00
E4883	19/02/2026	12044	QPlay	Playground parts & equipment	\$ 1,166.00
E4883	19/02/2026	12053	Knowles Family Trust TA /JK HD Mechanical	Mechanical parts, repairs & services	\$ 3,162.50
E4883	19/02/2026	12060	Innes Electrical & Air	Electrical services	\$ 5,669.93
E4883	19/02/2026	12069	Salary Packaging Australia Pty Ltd	Novated lease payments	\$ 43.50
E4883	19/02/2026	12080	MRA & FP Mackenzie T/A Driftwood	Consignment sales	\$ 124.80
E4883	19/02/2026	12081	The Trustee for the Showfront Group	Storage furniture	\$ 32,118.90
E4883	19/02/2026	12084	Jillian Chrisp TA Studio Shuggi	Technician consultant services - Civic Centre	\$ 2,674.00
E4883	19/02/2026	12085	G Rann	Technician consultant services - Civic Centre	\$ 3,052.28
E4883	19/02/2026	12089	I Menezes Pereira	Performance fee - Library	\$ 600.00
E4883	19/02/2026	12093	Information Services and Technology	Annual support plan	\$ 352.00
E4883	19/02/2026	12095	Southern Arc Electrical Pty Ltd	Electrical services	\$ 319.00
E4883	19/02/2026	12096	J Greasley	Refund	\$ 607.78
E4883	19/02/2026	12097	Country Women's Association - Mallee	Catering	\$ 1,200.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4883	19/02/2026	12098 M Waters		Small community grant funding	\$ 500.00
E4883	19/02/2026	12101 R Findlay		Refund	\$ 65.00
E4883	19/02/2026	12102 O Findlay		Refund	\$ 65.00
E4883	19/02/2026	12103 Esperance Biosecurity Association Inc.		Reimbursement	\$ 960.00
E4883	19/02/2026	12104 R Y Vermeersch		Refund	\$ 706.71
E4884	23/02/2026	325 Easton WJ & V		Hire of earthmoving plant	\$ 29,601.00
E4884	23/02/2026	1469 Beachwind Enterprises Pty Ltd		Hire of earthmoving plant	\$ 109,416.45
E4884	23/02/2026	2693 Worth Kerbing		Kerbing services	\$ 4,950.00
E4884	23/02/2026	6014 Esperance Tree Lopping		Pruning and removal of trees and stumps	\$ 25,250.50
E4884	23/02/2026	6636 Esperance Earthworks Pty Ltd		Hire of earthmoving plant	\$ 167,662.00
E4884	23/02/2026	7522 Jacka Trenching and Fencing		Traffic control	\$ 31,581.00
E4884	23/02/2026	7679 G & B Haulage		Hire of Equipment	\$ 113,217.50
E4884	23/02/2026	8317 Titan Contracting		Mowing services & traffic control	\$ 43,700.25
E4884	23/02/2026	10615 Quaintrelle (WA) Pty Ltd T/A Environmental Services		Hire of street sweeper	\$ 16,658.02
E4884	23/02/2026	11537 CB Traffic Solutions Pty Ltd		Traffic control	\$ 23,373.79
E4884	23/02/2026	11590 MLP Civil		Plant hire	\$ 254,901.10
E4885	25/02/2026	26 Blackwoods Atkins		Parts & equipment	\$ 2,458.76
E4885	25/02/2026	47 B E Stearne & Co Pty Ltd		Reticulation supplies	\$ 481.25
E4885	25/02/2026	63 Bunnings Ltd*		Hardware & supplies	\$ 14,999.51
E4885	25/02/2026	77 Cockburn Cement Limited		Cement & pallet charges	\$ 67,313.40
E4885	25/02/2026	112 Esperance Ag Services		Parts & equipment	\$ 1,245.68
E4885	25/02/2026	287 Swans Veterinary Services		Veterinary services	\$ 693.00
E4885	25/02/2026	323 Westrac Equipment Pty Ltd		Plant parts & repairs	\$ 6,041.55
E4885	25/02/2026	707 Haslams		Protective clothing	\$ 3,940.48
E4885	25/02/2026	1259 South East Petroleum*		Fuel supplies	\$ 112,789.45
E4885	25/02/2026	1307 Feature Paints		Paint supplies	\$ 1,340.60
E4885	25/02/2026	1461 Kip & Steve's Mechanical Repairs		Mechanical parts, repairs and services	\$ 4,339.79

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4885	25/02/2026	1485	Freight Lines Group	Freight charges	\$ 30,974.26
E4885	25/02/2026	1575	GPC Asia Pacific Pty Ltd/Repco	Automotive supplies	\$ 3,147.56
E4885	25/02/2026	2122	Iplex Pipelines Australia P/L	Pipes parts & supplies	\$ 3,135.31
E4885	25/02/2026	2188	Star Transport	Freight charges	\$ 125.27
E4885	25/02/2026	2246	Cutting Edges Pty Ltd	Parts & supplies	\$ 1,847.50
E4885	25/02/2026	2297	Major Motors Pty Ltd	Vehicle parts & supplies	\$ 1,316.63
E4885	25/02/2026	2333	Winc Australia Pty Limited	Office & stationery supplies	\$ 961.92
E4885	25/02/2026	2469	Coates Hire	Plant hire	\$ 1,657.70
E4885	25/02/2026	3774	Goodchild Enterprises	Battery parts & supplies	\$ 1,311.20
E4885	25/02/2026	3898	Tutt Bryant Equipment	Parts & supplies	\$ 245.15
E4885	25/02/2026	4210	Farm & General EOPP	Parts & supplies	\$ 18,879.81
E4885	25/02/2026	4647	Marketforce - Omnicom	Advertising charges	\$ 780.54
E4885	25/02/2026	4648	Wurth Australia Pty Ltd	Parts & supplies	\$ 212.25
E4885	25/02/2026	5215	Public Transport Authority of WA	TransWA - January 2026	\$ 1,966.52
E4885	25/02/2026	5253	T-Quip	Parts & supplies	\$ 317.64
E4885	25/02/2026	5908	Heatley Sales Pty Ltd	Parts & supplies	\$ 151.80
E4885	25/02/2026	6183	Kleen West	Cleaning supplies	\$ 12,867.10
E4885	25/02/2026	6407	Dell Australia Pty Limited	Computer equipment & supplies	\$ 331.76
E4885	25/02/2026	6714	Holcim Pty Ltd	Aggregate & kerbmix supplies	\$ 125,755.69
E4885	25/02/2026	7788	Humes Wembley Cement	Materials and supplies	\$ 1,028.50
E4885	25/02/2026	8959	Topsigns	Various signage	\$ 3,948.78
E4885	25/02/2026	9022	AFGRI Equipment Australia Pty Ltd	Oil filter supplies	\$ 2,406.32
E4885	25/02/2026	9574	Clarke & Stokes Agriservices Pty Ltd	Reticulation parts and supplies	\$ 671.46
E4885	25/02/2026	9657	Super Cheap Auto Pty Ltd	Automotive supplies	\$ 149.43
E4885	25/02/2026	10701	Esperance Truck Pro Pty Ltd	Parts & spares	\$ 4,393.78
E4885	25/02/2026	10741	Esperance Rural Supplies - Elders	Products & supplies	\$ 763.33
E4885	25/02/2026	10993	Etech WA Pty Ltd T/As Esperance Communication	Monthly printing charges - January 2026	\$ 4,988.42

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4885	25/02/2026	11082	South East Petroleum - BFB Accounts	Fuel supplies	\$ 1,956.09
E4885	25/02/2026	11160	Sigma Telford Group	Pool supplies - BOILC	\$ 289.30
E4885	25/02/2026	11216	Precisionscreen Pty Ltd	Materials & supplies	\$ 1,443.85
E4885	25/02/2026	11459	R&J Batteries Pty Ltd	Batteries, cables & terminals	\$ 192.50
E4885	25/02/2026	11501	SoundBay Pty Ltd T/A Mannys Music & Sound Equipment	Sound equipment	\$ 4,572.00
E4885	25/02/2026	11571	Wyoming Transport	Freight charges	\$ 1,375.00
E4885	25/02/2026	11840	Powerplant Motorcycles	Parts & equipment	\$ 1,899.00
E4885	25/02/2026	12057	PTG Consulting Pty Ltd	Road safety audit services	\$ 11,000.00
E4886	26/02/2026	32	Australia Post	Postage charges	\$ 1,122.20
E4886	26/02/2026	260	Horizon Power	Electricity charges	\$ 45,761.07
E4886	26/02/2026	290	Telstra	Telephone charges	\$ 1,155.00
E4886	26/02/2026	314	WA Treasury Corporation	Loan repayment	\$ 15,947.92
E4886	26/02/2026	392	Water Corporation	Water usage charges	\$ 16,143.69
E4886	26/02/2026	2562	Commonwealth Bank of Australia	Merchant fees	\$ 1,334.96
E4886	26/02/2026	7580	BP Australia Pty Ltd (6791)	Air BP refuelling	\$ 645.73
E4886	26/02/2026	9997	Sandwai Pty Ltd	Monthly subscription - EHC	\$ 2,356.20
E4886	26/02/2026	11364	Ezidebit Pty Ltd	Ezidebit services - BOILC	\$ 356.97
E4887	27/02/2026	33	Australian Services Union (ASU)	Payroll deduction	\$ 397.50
E4887	27/02/2026	140	Esperance Shire Staff Jackpot	Payroll deduction	\$ 604.00
E4887	27/02/2026	154	LGRCEU	Payroll deduction	\$ 132.00
E4887	27/02/2026	1963	Child Support Agency	Payroll deduction	\$ 1,756.52
E4887	27/02/2026	4014	Australian Taxation Office	Payroll deduction	\$ 638.20
Total Creditor payments made by EFT from Municipal Fund					4,629,712.08

**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 24/03/2026 for confirmation in respect to accounts already paid via credit cards.

DATE	CREDITOR	PARTICULARS	AMOUNT
5/02/2026	Twilio Sendgrid	Monthly BOILC point of sale subscription	\$ 132.96
4/02/2026	Leisure Coast Hospitality & Packaging	Kitchen cleaning supplies	\$ 144.67
5/02/2026	Try booking Anglicare	Training & education	\$ 554.40
9/02/2026	Netflix	Monthly subscription	\$ 20.99
10/02/2026	Xero	Monthly subscription	\$ 75.00
17/02/2026	Leisure Coast Hospitality & Packaging	Kitchen cleaning supplies	\$ 33.00
19/02/2026	Subway Esperance	Catering	\$ 127.00
2/02/2026	Dome Esperance	Performance fee - Town Tunes - Voucher	\$ 150.00
3/02/2026	Google Cloud	Google maps integration	\$ 24.63
3/02/2026	Ezi Gofax Pty Ltd	Monthly fax licence	\$ 29.85
4/02/2026	NTAA	Training & education	\$ 569.00
5/02/2026	Intuit Mailchimp	Monthly media subscription	\$ 317.10
9/02/2026	Starlink Internet	Remote internet monthly charges	\$ 1,502.00
10/02/2026	Microsoft	Azure cloud storage - Esperance Coastal Safety	\$ 2.42
13/02/2026	Bosstab	Electronic supplies	\$ 733.70
16/02/2026	Wunan Health	Pre-employment medical assessment	\$ 359.15
16/02/2026	Vend Pos	Monthly Visitors Centre point of sale subscription	\$ 279.00
18/02/2026	Starlink Internet	Remote internet monthly charges	\$ 108.00
27/01/2026	Try booking LGIS	Training & education	\$ 132.50
3/02/2026	Try booking LGIS	Training & education	\$ 132.50
5/02/2026	Humanitix - Auspire	Training & education	\$ 128.63
9/02/2026	Nesuto Curtin	Accommodation - Drone training - Perth	\$ 1,187.00
25/02/2026	Nesuto Curtin	Accommodation - Drone training - Perth	\$ 54.00
27/01/2026	Standards Australia	National construction code licences	\$ 1,202.38
27/01/2026	Community BuildAR	Booking fee for conference	\$ 50.99
27/01/2026	Flickr	Supplies for events	\$ 280.00
27/01/2026	Esperance Toyworld	Pride awards supplies	\$ 39.95
29/01/2026	WA News	Newspaper subscription	\$ 96.00
2/02/2026	The Melbourne Hotel	Accommodation - Local Government Week - Perth	\$ 8,002.26
2/02/2026	Plaza Hotel Kalgoorlie	Accommodation - GVROC meeting - Kalgoorlie	\$ 268.71
2/02/2026	Plaza Hotel Kalgoorlie	Accommodation - GVROC meeting - Kalgoorlie	\$ 268.71
2/02/2026	Plaza Hotel Kalgoorlie	Accommodation - GVROC meeting - Kalgoorlie	\$ 268.71
2/02/2026	Facebook	Advertising charges	\$ 10.84
2/02/2026	Uber	Travel - Drone training - Perth	\$ 36.69
3/02/2026	Aurea Hotel Perth King	Accommodation - Councillor training - Perth	\$ 426.30
3/02/2026	Woolworths	Catering	\$ 44.00
3/02/2026	Woolworths	Kitchen supplies	\$ 27.00
5/02/2026	REX	Flights - Workers Compensation appointment - Perth	\$ 408.95
9/02/2026	Wonil Hotel Perth	Accommodation - Workers Compensation appointment - Perth	\$ 293.05
9/02/2026	Uber	Travel - Drone training - Perth	\$ 32.45
16/02/2026	Uber	Travel - Conference - Perth	\$ 37.74
16/02/2026	Grammarly Co	Annual marketing subscription	\$ 208.38
16/02/2026	Uber	Travel - Conference - Perth	\$ 47.43
16/02/2026	Uber	Travel - Conference - Perth	\$ 49.28
17/02/2026	Uber	Travel - Conference - Perth	\$ 73.96
17/02/2026	REX	Flight - Conference - Perth	\$ 163.36
18/02/2026	Uber	Travel - Conference / Training - Perth (4 trips)	\$ 153.49
19/02/2026	Tribe Hotel Perth	Accommodation - Training & education - Perth	\$ 689.52
19/02/2026	Tribe Hotel Perth	Accommodation - Training & education - Perth	\$ 392.22
19/02/2026	Tribe Hotel Perth	Accommodation - Training & education - Perth	\$ 862.91
19/02/2026	Tribe Hotel Perth	Accommodation - Training & education - Perth	\$ 377.51
27/01/2026	Shell Ravensthorpe	Fuel supplies	\$ 295.06
3/02/2026	DWER - Water	Clearing permit	\$ 200.00
16/02/2026	Esperance Communications	Electronic supplies	\$ 10.00
18/02/2026	Terracycle.Com	Recycling supplies	\$ 264.80

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 24/03/2026 for confirmation in respect to accounts already paid via credit cards.

DATE	CREDITOR	PARTICULARS	AMOUNT
6/02/2026	Australian Institute of Building Surveyors	Training & education	\$ 880.00
10/02/2026	Timber Queensland	Training & education	\$ 399.00
11/02/2026	South West Pets	Staff leaving gift	\$ 300.00
23/02/2026	Luxe Floral And Home	Staff gift	\$ 110.00
3/02/2026	Barbeques Galore Esperance	Event supplies	\$ 238.00
4/02/2026	Florissons Home Furniture	Office furniture & supplies	\$ 645.00
9/02/2026	Dominos Esperance	Catering for volunteers	\$ 61.16
12/02/2026	Western Australian Hotels	Training & education	\$ 272.23
17/02/2026	Esperance Visitor Centre	Accommodation for Technician - Civic Centre	\$ 340.00
4/02/2026	Main Roads Western Aus	Oversize permit	\$ 50.00
3/02/2026	Main Roads Western Aus	Oversize permit	\$ 50.00
4/02/2026	Construction Training	Levy fees	\$ 87.84
5/02/2026	Boulevard News Esperance	Staff leaving gift	\$ 14.99
5/02/2026	West End Lady	Staff leaving gift	\$ 152.48
5/02/2026	Sara Jade Hall	Staff leaving gift	\$ 150.00
10/02/2026	Construction Training	Levy fees	\$ 1,380.00
16/02/2026	Shire Of Esperance	Vehicle registration	\$ 226.75
17/02/2026	Shire Of Esperance	Vehicle registration	\$ 375.45
23/02/2026	Casa Levy	Annual registration	\$ 40.00
25/02/2026	Moasure	Survey equipment	\$ 1,648.90
		Total Credit Card Purchases 24/01/2026 - 25/02/2026	\$ 29,801.95

SHIRE OF ESPERANCE
PURCHASING CARDS PAYMENT LISTING

List of accounts due by Council submitted to the Ordinary Council Meeting held on 24/03/2026 for confirmation in respect to accounts already paid via purchasing cards, as summarised in Payment of Accounts Listing.

DATE	CREDITOR	PARTICULARS	AMOUNT
17/02/2026	Bunnings	Hardware & supplies	-\$ 268.10
09/01/2026	Bunnings	Hardware & supplies	\$ 568.10
21/01/2026	Bunnings	Hardware & supplies	\$ 59.94
10/02/2026	Bunnings	Hardware & supplies	-\$ 568.10
09/01/2026	Bunnings	Hardware & supplies	\$ 568.10
06/01/2026	Bunnings	Hardware & supplies	\$ 14.26
21/01/2026	Bunnings	Hardware & supplies	\$ 137.94
28/01/2026	Bunnings	Hardware & supplies	\$ 56.05
29/01/2026	Bunnings	Hardware & supplies	\$ 13.30
21/01/2026	Bunnings	Hardware & supplies	\$ 94.02
30/01/2026	Bunnings	Hardware & supplies	\$ 243.20
30/01/2026	Bunnings	Hardware & supplies	\$ 14.93
30/01/2026	Bunnings	Hardware & supplies	\$ 8.35
29/01/2026	Bunnings	Hardware & supplies	\$ 4.86
29/01/2026	Bunnings	Hardware & supplies	\$ 178.97
29/01/2026	Bunnings	Hardware & supplies	\$ 144.50
28/01/2026	Bunnings	Hardware & supplies	\$ 1,187.05
28/01/2026	Bunnings	Hardware & supplies	\$ 287.33
27/01/2026	Bunnings	Hardware & supplies	\$ 176.04
27/01/2026	Bunnings	Hardware & supplies	\$ 33.87
27/01/2026	Bunnings	Hardware & supplies	\$ 1,196.60
27/01/2026	Bunnings	Hardware & supplies	\$ 242.26
27/01/2026	Bunnings	Hardware & supplies	\$ 340.79
24/01/2026	Bunnings	Hardware & supplies	\$ 27.94
23/01/2026	Bunnings	Hardware & supplies	\$ 23.54
23/01/2026	Bunnings	Hardware & supplies	\$ 1,241.95
22/01/2026	Bunnings	Hardware & supplies	\$ 54.24
21/01/2026	Bunnings	Hardware & supplies	\$ 288.70
21/01/2026	Bunnings	Hardware & supplies	\$ 182.83
21/01/2026	Bunnings	Hardware & supplies	\$ 37.40
21/01/2026	Bunnings	Hardware & supplies	\$ 31.02
09/02/2026	Bunnings	Hardware & supplies	\$ 11.78
21/01/2026	Bunnings	Hardware & supplies	\$ 17.80
21/01/2026	Bunnings	Hardware & supplies	\$ 695.56
21/01/2026	Bunnings	Hardware & supplies	\$ 1,797.71
20/01/2026	Bunnings	Hardware & supplies	\$ 102.10
20/01/2026	Bunnings	Hardware & supplies	\$ 60.47
20/01/2026	Bunnings	Hardware & supplies	\$ 22.37
20/01/2026	Bunnings	Hardware & supplies	\$ 8.94
20/01/2026	Bunnings	Hardware & supplies	\$ 12.72
20/01/2026	Bunnings	Hardware & supplies	\$ 13.58
19/01/2026	Bunnings	Hardware & supplies	\$ 36.50
19/01/2026	Bunnings	Hardware & supplies	\$ 59.50
19/01/2026	Bunnings	Hardware & supplies	\$ 35.14
19/01/2026	Bunnings	Hardware & supplies	\$ 106.30
19/01/2026	Bunnings	Hardware & supplies	\$ 14.85
19/01/2026	Bunnings	Hardware & supplies	\$ 357.03
16/01/2026	Bunnings	Hardware & supplies	\$ 24.45
16/01/2026	Bunnings	Hardware & supplies	\$ 48.92
15/01/2026	Bunnings	Hardware & supplies	\$ 73.45
15/01/2026	Bunnings	Hardware & supplies	\$ 203.80
15/01/2026	Bunnings	Hardware & supplies	\$ 69.90
14/01/2026	Bunnings	Hardware & supplies	\$ 5.38
14/01/2026	Bunnings	Hardware & supplies	\$ 26.40
14/01/2026	Bunnings	Hardware & supplies	\$ 163.71
14/01/2026	Bunnings	Hardware & supplies	\$ 96.90
14/01/2026	Bunnings	Hardware & supplies	\$ 16.52
13/01/2026	Bunnings	Hardware & supplies	\$ 4.86
13/01/2026	Bunnings	Hardware & supplies	\$ 42.99
12/01/2026	Bunnings	Hardware & supplies	\$ 659.43
12/01/2026	Bunnings	Hardware & supplies	\$ 88.14

SHIRE OF ESPERANCE

PURCHASING CARDS PAYMENT LISTING

List of accounts due by Council submitted to the Ordinary Council Meeting held on 24/03/2026 for confirmation in respect to accounts already paid via purchasing cards, as summarised in Payment of Accounts Listing.

DATE	CREDITOR	PARTICULARS	AMOUNT
12/01/2026	Bunnings	Hardware & supplies	\$ 65.84
11/01/2026	Bunnings	Hardware & supplies	\$ 9.86
09/01/2026	Bunnings	Hardware & supplies	\$ 55.24
09/01/2026	Bunnings	Hardware & supplies	\$ 50.20
09/01/2026	Bunnings	Hardware & supplies	\$ 42.39
09/01/2026	Bunnings	Hardware & supplies	\$ 14.72
08/01/2026	Bunnings	Hardware & supplies	\$ 28.49
08/01/2026	Bunnings	Hardware & supplies	\$ 17.81
08/01/2026	Bunnings	Hardware & supplies	\$ 18.98
07/01/2026	Bunnings	Hardware & supplies	\$ 640.12
07/01/2026	Bunnings	Hardware & supplies	\$ 57.29
07/01/2026	Bunnings	Hardware & supplies	\$ 69.63
07/01/2026	Bunnings	Hardware & supplies	\$ 11.80
07/01/2026	Bunnings	Hardware & supplies	\$ 40.12
07/01/2026	Bunnings	Hardware & supplies	\$ 124.50
06/01/2026	Bunnings	Hardware & supplies	\$ 37.40
06/01/2026	Bunnings	Hardware & supplies	\$ 1,481.13
06/01/2026	Bunnings	Hardware & supplies	\$ 366.79
05/01/2026	Bunnings	Hardware & supplies	\$ 138.43
05/01/2026	Bunnings	Hardware & supplies	\$ 29.44
04/01/2026	Bunnings	Hardware & supplies	\$ 49.10
04/01/2026	Bunnings	Hardware & supplies	\$ 82.76
01/01/2026	Bunnings	Hardware & supplies	\$ 68.39
15/01/2026	Woolworths	Consumables & supplies	\$ 37.20
17/02/2026	Woolworths	Consumables & supplies	\$ 126.81
16/02/2026	Woolworths	Consumables & supplies	\$ 27.95
16/02/2026	Woolworths	Consumables & supplies	\$ 4.65
13/02/2026	Woolworths	Consumables & supplies	\$ 69.10
13/02/2026	Woolworths	Consumables & supplies	\$ 25.75
13/02/2026	Woolworths	Consumables & supplies	\$ 64.75
10/02/2026	Woolworths	Consumables & supplies	\$ 104.38
10/02/2026	Woolworths	Consumables & supplies	\$ 253.64
05/02/2026	Woolworths	Consumables & supplies	\$ 18.60
06/02/2026	Woolworths	Consumables & supplies	\$ 102.15
05/02/2026	Woolworths	Consumables & supplies	\$ 74.50
04/02/2026	Woolworths	Consumables & supplies	\$ 84.55
07/02/2026	Woolworths	Consumables & supplies	\$ 156.95
06/02/2026	Woolworths	Consumables & supplies	\$ 92.10
06/02/2026	Woolworths	Consumables & supplies	\$ 23.00
30/01/2026	Woolworths	Consumables & supplies	\$ 70.50
03/02/2026	Woolworths	Consumables & supplies	\$ 2.00
03/02/2026	Woolworths	Consumables & supplies	\$ 104.05
30/01/2026	Woolworths	Consumables & supplies	\$ 100.95
30/01/2026	Woolworths	Consumables & supplies	\$ 73.65
23/01/2026	Woolworths	Consumables & supplies	\$ 141.89
22/01/2026	Woolworths	Consumables & supplies	\$ 45.05
23/01/2026	Woolworths	Consumables & supplies	\$ 108.50
28/01/2026	Woolworths	Consumables & supplies	\$ 186.37
21/01/2026	Woolworths	Consumables & supplies	\$ 54.00
22/01/2026	Woolworths	Consumables & supplies	\$ 265.51
21/01/2026	Woolworths	Consumables & supplies	\$ 20.05
19/01/2026	Woolworths	Consumables & supplies	\$ 242.61
27/01/2026	Woolworths	Consumables & supplies	\$ 20.25
27/01/2026	Woolworths	Consumables & supplies	\$ 34.25
16/01/2026	Woolworths	Consumables & supplies	\$ 62.95
30/01/2026	South East Petroleum	Fuel supplies	\$ 837.16
30/01/2026	South East Petroleum	Fuel supplies	\$ 15,930.31
30/01/2026	South East Petroleum	Fuel supplies	\$ 2,387.03
29/01/2026	South East Petroleum	Fuel supplies	\$ 1,536.18
23/01/2026	South East Petroleum	Fuel supplies	\$ 4,191.00
23/01/2026	South East Petroleum	Fuel supplies	\$ 11,580.80

SHIRE OF ESPERANCE

PURCHASING CARDS PAYMENT LISTING

List of accounts due by Council submitted to the Ordinary Council Meeting held on 24/03/2026 for confirmation in respect to accounts already paid via purchasing cards, as summarised in Payment of Accounts Listing.

DATE	CREDITOR	PARTICULARS	AMOUNT
23/01/2026	South East Petroleum	Fuel supplies	\$ 4,693.92
21/01/2026	South East Petroleum	Fuel supplies	\$ 1,395.00
21/01/2026	South East Petroleum	Fuel supplies	\$ 1,136.21
21/01/2026	South East Petroleum	Fuel supplies	\$ 3,056.33
21/01/2026	South East Petroleum	Fuel supplies	\$ 5,027.88
21/01/2026	South East Petroleum	Fuel supplies	\$ 1,697.96
19/01/2026	South East Petroleum	Fuel supplies	\$ 1,361.98
19/01/2026	South East Petroleum	Fuel supplies	\$ 14,727.24
16/01/2026	South East Petroleum	Fuel supplies	\$ 4,937.79
14/01/2026	South East Petroleum	Fuel supplies	\$ 1,144.22
12/01/2026	South East Petroleum	Fuel supplies	\$ 11,280.50
07/01/2026	South East Petroleum	Fuel supplies	\$ 23,656.38
07/01/2026	South East Petroleum	Fuel supplies	\$ 1,067.50
07/01/2026	South East Petroleum	Fuel supplies	\$ 943.32
31/01/2026	South East Petroleum	Fuel supplies	\$ 200.74
31/01/2026	South East Petroleum	Fuel supplies	\$ 1,956.09
			\$ 132,543.71

Item: 12.3.12

2025/26 Budget Review

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

File Ref: D26/5947

Executive Summary

Prudent management of the Shire's Annual Budget includes a full review of the Shire's progress midway through the financial year. This report presents a review of the 2025/26 Annual Budget based on actuals as of 23 February 2026.

Recommendation in Brief

That Council adopt the 2025/26 Budget Review which includes the attached budget requests.

Background

Council undertakes a Budget Review to assess the impact of actual events upon the adopted budget. The Budget Review document contains actual transactions as of 23 February 2026 and a predicted figure for each account by the end of the financial year. The predicted figures attempt to quantify the likely difference that invariably occurs between the budget and the end of financial year actual result.

A detailed dissection of the income and expenditure variations is supplied as an attachment. The report lists all accounts which have a variance (surplus or deficit) from which was estimated in the annual budget. All the variances shown require Council approval by Absolute Majority to adjust the original budget. If Council resolves to adjust the budget as per the attachment, it will provide a predicted \$85,567 deficit by 30 June 2026.

Officer's Comment

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

1. The first column being the Council's adopted budget.
2. The second column being Council's current approved budget including any budget amendments already adopted by Council.
3. The third column contains the actual result recorded year to date (23 February 2026).
4. The fourth column contains the revised budget amount.
5. The fifth column being the predicted variance.

Expenditure is presented in brackets, and revenue is presented without brackets. While the actuals year to date are as of 23 February 2026, workings for the revised budget amounts are based on actuals at 31 December 2025.

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

The original 2025/26 Budget as adopted by Council resulted in a \$44,437 deficit. Since adoption, budget amendments have been presented and adopted by Council however they did not affect the net position.

The following adjustments from the mid-year Budget Review results in an increase of the deficit to \$85,567.

Movements in the budget can be explained as follows:

Operating Income Movement		
General Rates	Caused mainly by a reduction in rateable GRV Commercial.	(\$80,038)
Grants & Subsidies, Contributions & Donations	<p>In prior years, advanced payment of Financial Assistance Grants received at year end was not budgeted for, causing some disparity between budget and actuals. Finance are now budgeting for these advanced payments and are sending them straight to the Unspent Grants Reserve, indicated below under Movements to Reserves.</p> <p>Financial Assistance Grants received for the current financial year came in circa \$440k less than budget estimates, with the Shire's overall allocation of this funding going backwards by 0.02% when compared to the previous year.</p> <p>Other contributors to the movement include:</p> <ul style="list-style-type: none"> - Split of scheduled payments for Mitigation Activity Funding over the grant period resulted in more of the funding coming through in later years rather than in earlier years as originally anticipated. - Changes in Esperance Home Care grants as transition to new funding programs are implemented. 	\$3,123,644
Fees and Charges	<p>Increases in expected Fees and Charges revenue across several areas including the following:</p> <ul style="list-style-type: none"> - Planning application fees have risen by circa \$55k. - Bay of Isles Leisure Centre and other sporting revenue has increased by circa \$50k. - Estimated revenue for Museum entry fees has gone up 24.6%. - Civic Centre hire fees have risen by \$20k. - Overflow expected income has risen by \$20k. 	\$126,952
Interest Revenue	Increase relates to interest earnings on rates being higher than predicted.	\$7,000
Other Revenue	This increase to original budget is mainly due to insurance reimbursements.	\$307,123
Operating Expense Movement		
Employee Costs	Original budget estimated an uplift of 4.5% in salaries during negotiation of the Shire's Industrial Agreement. Final negotiations settled at a 5% uplift. Despite this, numerous vacancies across the Shire during the start of the year has meant that employment cost increases have been kept to a minimum.	(\$28,613)

Materials and contracts	<p>Fire mitigation activity expenses have decreased in line with the timing of funding being received, as indicated in the income movements.</p> <p>Esperance Home Care program expenses have decreased in relation to decreases to expected funding revenue. Consultant expenses have increased to provide ongoing support through the transition to new funding program.</p> <p>Rural roads were affected by a record breaking harvest this year, increasing costs in the road maintenance program. The capital roads program for this financial year has been adjusted to accommodate these increased operating costs.</p> <p>\$20k has been added to undertake vegetation management at Flinders Estate as per the budget request attached. This is being funded by the Land Purchase and Development Reserve.</p>	\$163,225
Utility Charges	<p>Increase is mainly attributable to:</p> <ul style="list-style-type: none"> - Increase in utilities across parks of circa \$13k - Increase in electricity charges at BOILC of \$20k 	(\$36,857)
Depreciation	Depreciation has been recalculated for the year with major movements coming from roads.	(\$962,284)
Insurance	The decrease in budget is mainly attributable to asset insurance actuals relating to plant and vehicles which came in lower than original budget expectations.	\$44,557
Other Expenditure	Increase is mainly attributable to valuation increases for rates.	(\$5,725)
Non-Operating Income Movement		
Capital Grants, Subsidies and Contributions	<p>Increase is mainly attributable to:</p> <ul style="list-style-type: none"> - \$500k grant approved from Main Roads for Cascade Road Re-sheet - \$400k funding from the Safer Local Roads and Infrastructure Program for works on Merivale Road. - \$450k grant for the Artificial Reef project. 	\$1,577,330
Non-Operating Expenditure Movement		
Employee Costs	Decrease in employee costs on capital projects relating to roads and streets, with funds being redirected to operating costs for rural road maintenance works.	\$314,814

Materials and Contracts	<p>Decrease is largely attributable to correction of the budget allocation for the Myrup Waste Facility project between building and infrastructure works and the purchase of plant and equipment for the new facility. This decrease is offset by an increase under Purchase of Assets.</p> <p>\$153k in projects have been reduced and redirected to coastal infrastructure works following damaging weather events increasing coastal degradation.</p> <p>Increases related to the roads program and the Artificial Reef project, being funded by a combination of grants and reserve funding, as indicated above.</p>	\$4,280,695
Purchase of Assets	<p>Increase is largely attributable to correction of the budget allocation for the Myrup Waste Facility project between building and infrastructure works and the purchase of plant and equipment for the new facility. This increase is offset by a decrease under Materials and Contracts.</p>	(\$4,853,237)
Reserve Movement		
Movements to Reserves	<p>The increase is largely attributable to the movement of Financial Assistance Grants, to be received at the end of the financial year, to the Unspent Grants Reserve.</p>	(\$4,248,431)
Movements from Reserves	<p>Mainly attributable to the following:</p> <ul style="list-style-type: none"> - \$300k from the Community Infrastructure Reserve for the Artificial Reef project, as outlined in the attached budget request. - \$20k from the Land Purchase and Development Reserve for vegetation management at Flinders Estate, as outlined in the attached budget request. - Circa \$126k from the Building Maintenance Reserve to complete construction works on Depot shed. - \$75k from the Esperance Home Care Asset Replacement Reserve for construction works for the Home Care laundry, as outlined in the attached budget request. 	(\$641,570)
Overall Change (deficit)		(\$41,131)

The original budget commenced with a \$44,437 deficit. Subsequent budget amendments have resulted in a slightly larger deficit of \$85,567. This is an encouraging result considering Financial Assistance Grant funding came in circa \$440k lower than expected as well as the increasing expenses across employee costs and the rural roads maintenance program. Increases in some fees and charges expectations, a reworking of the roads program across capital and operating, as well as a concerted effort from all business areas of the Shire to pull back on non-urgent items have contributed to being able to offset these challenges.

Consultation

Director Corporate and Community Services
 Director External Services
 Director Asset Management
 Chief Executive Officer

Financial Implications

As details in the attached Budget review documentation

Asset Management Implications

Nil

Statutory Implications

Local Government Act 1995

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

Strategic Implications

Council Plan 2022 – 2032

Performance - Outcome 15. Operational excellence and financial sustainability

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

Attachments

- A↓. Budget Review 2025/2026
- B↓. MYR Budget Bid - Artificial Reef Project
- C↓. MYR Budget Bid - Flinders Estate Vegetation Management
- D↓. MYR Budget Bid - Esperance Home Care Laundry
- E↓. MYR Budget Bid - CBD Impact Assessment

Officer's Recommendation

That Council;

- 1. Adopt the 2025/2026 Budget Review.**
- 2. Approve the attached budget request for an increase in capital expenditure of \$750,000 for the Artificial Reef project, to be funded by the Community Infrastructure Reserve and grant funding, as included in the bottom line.**
- 3. Approve the attached budget request for an increase in operating expenditure of \$20,000 for vegetation management at Flinders Estate, funded by the Land Purchase and Development Reserve, as included in the bottom line.**
- 4. Approve the attached budget request for capital expenditure of \$75,000 for the construction of a firewall for the Esperance Home Care laundry, to be funded by the Esperance Home Care Asset Replacement Reserve, as included in the bottom line.**
- 5. Approve the attached budget request for operating expenditure of \$20,000 for the engagement of consultants to conduct a CBD Impact Assessment, as included in the bottom line.**

Voting Requirement

Simple Majority

SHIRE OF ESPERANCE
MANAGEMENT BUDGET 2025-26
FOR THE YEAR ENDING 30 JUNE 2026

	Original Budget 2025-26	Current Budget 2025-26	Actuals YTD 2025-26	Revised Budget 2025-26	Predicted Variance	
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	28,077,679	28,077,679	27,981,281	27,997,641	(80,038)	▼
Grants and subsidies	9,511,787	9,511,787	6,289,190	13,358,209	3,846,422	▲
Contributions and donations	2,266,307	2,266,307	1,013,099	1,543,529	(722,778)	▲
Fees and charges	12,565,051	12,565,051	9,595,037	12,692,003	126,952	▲
Interest revenue	1,801,500	1,801,500	886,885	1,808,500	7,000	▲
Other revenue	2,058,999	2,058,999	732,771	2,366,122	307,123	▲
Profit on asset disposals	199,233	199,233	-	199,233	-	
	56,480,556	56,480,556	46,498,263	59,965,237	3,484,681	
Expenditure from operating activities						
Employee costs	(25,013,978)	(25,013,978)	(15,414,852)	(25,042,591)	(28,613)	▲
Materials and contracts	(19,556,127)	(19,556,127)	(8,754,391)	(19,392,902)	163,225	▼
Utility charges	(1,476,201)	(1,476,201)	(814,180)	(1,513,058)	(36,857)	▲
Depreciation	(23,684,722)	(23,684,722)	(14,093,753)	(24,647,006)	(962,284)	▲
Finance costs	(79,993)	(79,993)	(44,758)	(79,993)	-	
Insurance	(958,994)	(958,994)	(914,331)	(914,437)	44,557	▼
Other expenditure	(865,739)	(865,739)	(644,201)	(871,464)	(5,725)	▲
Loss on asset disposals	(75,216)	(75,216)	-	(75,216)	-	
	(71,710,970)	(71,710,970)	(40,680,466)	(72,536,667)	(825,697)	
OPERATING TOTAL	(15,230,414)	(15,230,414)	5,817,796	(12,571,430)	2,658,984	
NON-OPERATING ACTIVITIES						
Inflows from non-operating activities						
Capital grants, subsidies and contributions	36,174,101	37,164,338	9,757,736	38,741,668	1,577,330	▲
Reimbursements	-	-	-	-	-	
Proceeds from Loans	2,734,907	2,734,907	-	2,734,907	-	
Proceeds from disposal of assets	1,345,000	1,355,000	708,473	1,355,000	-	
Proceeds from self supporting loans	107,724	107,724	75,204	107,724	-	
	40,361,732	41,361,969	10,541,413	42,939,299	1,577,330	
Outflows from non-operating activities						
Employee costs	(6,144,344)	(6,144,344)	(2,852,604)	(5,829,530)	314,814	▼
Materials and contracts	(60,031,259)	(60,045,856)	(15,990,969)	(55,765,161)	4,280,695	▼
Purchase of assets	(4,222,432)	(6,297,998)	(2,848,240)	(11,151,235)	(4,853,237)	▲
Repayment of Loans	(167,663)	(167,663)	(99,176)	(167,663)	-	
	(70,565,698)	(72,655,861)	(21,790,988)	(72,913,589)	(257,728)	▲
NON-OPERATING TOTAL	(30,203,966)	(31,293,892)	(11,249,575)	(29,974,290)	1,319,602	▼
TOTAL MOVEMENT BEFORE ADJUSTMENTS	(45,434,380)	(46,524,306)	(5,431,779)	(42,545,720)	3,978,586	▼
ADJUSTMENTS TO STATEMENT OF FINANCIAL ACTIVITY						
Reserve Movements						
Movements to Reserve	(4,985,664)	(4,995,664)	(505,626)	(9,244,095)	(4,248,431)	
Movements from Reserve	23,740,117	24,825,447	9,515,854	24,183,877	(641,570)	
Non Cash Write Back						
Depreciation	23,684,722	23,684,722	14,093,753	24,647,006	962,284	
Gain on Asset Disposal	(199,233)	(199,233)	-	(199,233)	-	
Loss on Asset Disposal	75,216	75,216	-	75,216	-	
Movement in Accruals	279,652	279,652	(39,039)	187,652	(92,000)	
Surplus Brought Forward	2,795,133	2,809,730	2,809,730	2,809,730	-	
SURPLUS/(DEFICIT) AT END OF PERIOD	(44,437)	(44,436)	20,442,893	(85,567)	(41,131)	▼

Shire of Esperance
2025-26 Budget
For the year ending 30 June 2026

Management Accounting Report

	2025-26 ORIGINAL BUDGET	CURRENT APPROVED BUDGET	ACTUALS YEAR TO DATE	2025-26 REVISED BUDGET
03 - General Purpose Funding				
Other Revenue				
3115 - Other Revenue - Operating				
15 - Operating Grants & Subsidies	(3,901,153)	(3,901,153)	(2,593,007)	(7,762,490)
25 - Interest Earnings	(1,673,000)	(1,673,000)	(760,243)	(1,673,000)
35 - Reserve Transfers into Muni	(4,305,147)	(4,305,147)	(4,305,147)	(4,305,147)
3115 - Other Revenue - Operating Total	(9,879,300)	(9,879,300)	(7,658,397)	(13,740,637)
Rates				
3110 - Rates - Operating				
5 - Rates	(28,077,679)	(28,077,679)	(27,981,281)	(27,997,641)
10 - Fees & Charges	(1,200)	(1,200)	(750)	(1,200)
20 - Reimbursements	(17,000)	(17,000)	(11,255)	(17,000)
25 - Interest Earnings	(120,500)	(120,500)	(118,588)	(127,500)
50 - Material & Contracts	46,000	46,000	26,403	38,000
60 - Other Expenditure	40,387	40,387	19,631	45,387
35 - Reserve Transfers into Muni	(5,000)	(5,000)	(5,000)	(5,000)
230 - Allocations	351,774	351,774	204,873	356,433
3110 - Rates - Operating Total	(27,783,218)	(27,783,218)	(27,865,968)	(27,708,521)
03 - General Purpose Funding Total	(37,662,518)	(37,662,518)	(35,524,365)	(41,449,158)
04 - Governance				
Community Support				
3700 - Community Support - Operating				
45 - Employment Expenses	172,922	172,922	94,809	174,673
50 - Material & Contracts	9,200	9,200	3,434	6,000
70 - Depreciation	10,723	10,723	3,475	10,723
230 - Allocations	(149,635)	(149,635)	(76,336)	(153,117)
3700 - Community Support - Operating Total	43,210	43,210	25,382	38,279
Corporate & Community Services				
3100 - Corporate & Community Services - Operating				
20 - Reimbursements	(200,000)	(200,000)	(103,357)	(200,000)
45 - Employment Expenses	380,590	380,590	241,585	358,101
50 - Material & Contracts	426,800	426,800	108,775	368,833
40 - Profit on Asset Disposals	(5,000)	(5,000)	-	(5,000)
85 - Insurance	27,860	27,860	25,910	25,910
90 - Utility Charges	44,600	44,600	21,920	44,600
70 - Depreciation	276,896	276,896	167,053	297,827
35 - Reserve Transfers into Muni	(157,000)	(157,000)	-	(157,000)
230 - Allocations	(670,580)	(670,580)	(384,806)	(666,633)
3100 - Corporate & Community Services - Operating Total	124,166	124,166	77,080	66,638
7100 - Corporate & Community Services - Capital				
80 - Non-Operating Grants & Subsidies	-	(131,625)	(39,488)	(131,625)
220 - Purchase of Assets	100,818	364,068	16,709	354,959
225 - Proceeds from Disposals	(30,000)	(30,000)	-	(30,000)
50 - Material & Contracts	104,000	104,000	-	24,000
35 - Reserve Transfers into Muni	(90,667)	(222,292)	(10,667)	(142,292)
7100 - Corporate & Community Services - Capital Total	84,151	84,151	(33,446)	75,042
Executive Services				
3000 - Executive Services - Operating				
17 - Contributions & Donations Operating	(32,240)	(32,240)	(14,791)	(14,791)
20 - Reimbursements	(500)	(500)	(149)	(500)
45 - Employment Expenses	566,536	566,536	376,084	544,533
50 - Material & Contracts	183,500	183,500	105,008	184,448
70 - Depreciation	7,643	7,643	-	7,643
230 - Allocations	(599,162)	(599,162)	(376,145)	(611,330)
3000 - Executive Services - Operating Total	125,777	125,777	90,007	110,003
External Services				
3050 - External Services				
45 - Employment Expenses	603,860	603,860	381,165	623,480
50 - Material & Contracts	31,350	31,350	21,275	32,510
70 - Depreciation	6,690	6,690	-	6,690
230 - Allocations	(629,062)	(629,062)	(370,854)	(649,426)
3050 - External Services Total	12,838	12,838	31,586	13,254

	2025-26 ORIGINAL BUDGET	CURRENT APPROVED BUDGET	ACTUALS YEAR TO DATE	2025-26 REVISED BUDGET
Financial Services				
3120 - Financial Services - Operating				
10 - Fees & Charges	(6,200)	(6,200)	(5,234)	(5,234)
45 - Employment Expenses	1,084,156	1,084,156	669,224	1,078,745
50 - Material & Contracts	190,000	190,000	131,249	181,600
230 - Allocations	(889,334)	(889,334)	(523,449)	(880,991)
3120 - Financial Services - Operating Total	378,622	378,622	271,789	374,120
Governance & Corporate Support				
3170 - Governance & Corporate Support - Operating				
10 - Fees & Charges	(2,800)	(2,800)	(1,395)	(2,800)
45 - Employment Expenses	482,596	482,596	368,312	528,331
50 - Material & Contracts	78,000	78,000	38,095	77,132
85 - Insurance	345,514	345,514	345,734	345,734
35 - Reserve Transfers into Muni	(200,000)	(200,000)	(197,253)	(250,000)
230 - Allocations	(640,010)	(640,010)	(733,032)	(698,397)
3170 - Governance & Corporate Support - Operating Total	63,300	63,300	(179,540)	-
Human Services				
3160 - Human Services - Operating				
15 - Operating Grants & Subsidies	(28,741)	(28,741)	(28,741)	(28,741)
17 - Contributions & Donations Operating	(15,600)	(15,600)	(6,729)	(6,730)
20 - Reimbursements	(2,000)	(2,000)	(40,052)	(30,000)
45 - Employment Expenses	973,918	973,918	645,339	985,531
50 - Material & Contracts	103,800	103,800	50,913	75,900
70 - Depreciation	12,865	12,865	6,531	11,196
230 - Allocations	(802,193)	(802,193)	(484,391)	(810,255)
3160 - Human Services - Operating Total	242,049	242,049	142,870	196,901
Information Mgmt Services				
3150 - Information Management - Operating				
17 - Contributions & Donations Operating	(18,720)	(18,720)	(4,474)	(4,474)
20 - Reimbursements	-	-	(3,917)	(3,917)
45 - Employment Expenses	316,591	316,591	183,926	302,667
50 - Material & Contracts	32,500	32,500	22,802	37,500
230 - Allocations	(292,691)	(292,691)	(169,346)	(300,498)
3150 - Information Management - Operating Total	37,680	37,680	28,991	31,278
IT Services				
3140 - Information Technology - Operating				
17 - Contributions & Donations Operating	-	-	(1,694)	(8,800)
45 - Employment Expenses	678,889	678,889	387,790	651,083
50 - Material & Contracts	978,276	978,276	481,068	978,884
35 - Reserve Transfers into Muni	(100,000)	(100,000)	(100,000)	(100,000)
230 - Allocations	(1,112,492)	(1,112,492)	(604,801)	(1,341,372)
3140 - Information Technology - Operating Total	444,673	444,673	162,363	179,795
7140 - Information Technology - Capital				
80 - Non-Operating Grants & Subsidies	(51,823)	(51,823)	(51,823)	(51,823)
220 - Purchase of Assets	83,000	83,000	-	83,000
50 - Material & Contracts	51,823	51,823	-	51,823
7140 - Information Technology - Capital Total	83,000	83,000	(51,823)	83,000
Marketing & Communications				
3010 - Marketing & Communications - Operating				
20 - Reimbursements	-	-	(5,287)	(5,287)
45 - Employment Expenses	382,568	382,568	212,265	372,078
50 - Material & Contracts	137,400	137,400	75,784	115,687
70 - Depreciation	13,219	13,219	3,044	13,219
230 - Allocations	(466,160)	(466,160)	(240,289)	(441,666)
3010 - Marketing & Communications - Operating Total	67,027	67,027	45,517	54,031
Members of Council				
3020 - Members of Council - Operating				
20 - Reimbursements	(2,000)	(2,000)	(2,252)	(2,000)
45 - Employment Expenses	6,000	6,000	2,427	2,427
50 - Material & Contracts	200,050	200,050	145,769	188,741
60 - Other Expenditure	287,222	287,222	162,364	290,064
85 - Insurance	1,628	1,628	1,505	1,505
70 - Depreciation	6,019	6,019	3,511	6,019
230 - Allocations	786,812	786,812	476,697	787,815
3020 - Members of Council - Operating Total	1,285,731	1,285,731	790,020	1,274,571
04 - Governance Total	2,992,224	2,992,224	1,400,797	2,496,912

	2025-26 ORIGINAL BUDGET	CURRENT APPROVED BUDGET	ACTUALS YEAR TO DATE	2025-26 REVISED BUDGET
05 - Law, Order & Public Safety				
Community Emergency Services				
4070 - Community Emergency Services - Operating				
17 - Contributions & Donations Operating	(135,000)	(135,000)	(87,351)	(135,000)
45 - Employment Expenses	345,972	345,972	226,540	360,959
50 - Material & Contracts	46,000	46,000	28,006	46,000
4070 - Community Emergency Services - Operating Total	256,972	256,972	167,195	271,959
8070 - Community Emergency Services - Capital				
220 - Purchase of Assets	60,000	60,000	56,455	60,000
8070 - Community Emergency Services - Capital Total	60,000	60,000	56,455	60,000
Emergency Management				
4090 - Emergency Management - Operating				
15 - Operating Grants & Subsidies	-	-	(381,969)	(381,969)
17 - Contributions & Donations Operating	(658,952)	(658,952)	-	-
20 - Reimbursements	(5,000)	(5,000)	(4,652)	(5,000)
50 - Material & Contracts	864,761	864,761	252,967	603,718
70 - Depreciation	1,200	1,200	-	1,200
230 - Allocations	77,231	77,231	46,776	77,858
4090 - Emergency Management - Operating Total	279,240	279,240	(86,878)	295,807
Fire Prevention - DFES				
4100 - Fire Prevention - DFES - Operating				
15 - Operating Grants & Subsidies	(411,578)	(411,578)	(318,719)	(408,719)
20 - Reimbursements	-	-	(144,455)	(144,455)
45 - Employment Expenses	-	-	3,833	-
50 - Material & Contracts	354,061	354,061	256,054	497,968
85 - Insurance	57,517	57,517	55,206	55,206
70 - Depreciation	566,238	566,238	323,388	583,015
230 - Allocations	69,068	69,068	38,864	73,819
4100 - Fire Prevention - DFES - Operating Total	635,306	635,306	214,171	656,834
8100 - Fire Prevention - DFES - Capital				
80 - Non-Operating Grants & Subsidies	(2,309,876)	(2,335,876)	(7,800)	(2,480,331)
220 - Purchase of Assets	-	52,000	6,740	203,195
45 - Employment Expenses	-	-	524	-
50 - Material & Contracts	2,045,520	2,045,520	235,551	2,045,520
35 - Reserve Transfers into Muni	-	(26,000)	-	(26,000)
8100 - Fire Prevention - DFES - Capital Total	(264,356)	(264,356)	235,015	(257,616)
Other Law, Order & Public Safety				
4050 - Other Law, Order & Public Safety - Operating				
45 - Employment Expenses	-	-	338	-
50 - Material & Contracts	60,000	60,000	44,890	60,000
85 - Insurance	110	110	102	102
90 - Utility Charges	1,500	1,500	675	1,500
70 - Depreciation	40,038	40,038	19,392	41,843
230 - Allocations	52,982	52,982	48,681	56,107
4050 - Other Law, Order & Public Safety - Operating Total	154,630	154,630	114,078	159,552
Ranger Services				
4040 - Ranger Services - Operating				
10 - Fees & Charges	(71,100)	(71,100)	(118,420)	(106,550)
15 - Operating Grants & Subsidies	-	-	-	(20,000)
17 - Contributions & Donations Operating	(893)	(893)	-	(893)
20 - Reimbursements	(5,000)	(5,000)	(371)	(5,000)
45 - Employment Expenses	633,243	633,243	408,510	629,774
50 - Material & Contracts	77,393	77,393	50,019	108,653
60 - Other Expenditure	-	-	327	-
70 - Depreciation	14,633	14,633	410	13,037
230 - Allocations	179,077	179,077	106,129	187,939
4040 - Ranger Services - Operating Total	827,353	827,353	446,605	806,960
State Emergency Services				
4080 - State Emergency Service - Operating				
15 - Operating Grants & Subsidies	(30,500)	(30,500)	(26,301)	(30,500)
50 - Material & Contracts	3,000	3,000	4,474	5,117
60 - Other Expenditure	27,500	27,500	32	25,383
4080 - State Emergency Service - Operating Total	-	-	(21,796)	-
8080 - State Emergency Service - Capital				
80 - Non-Operating Grants & Subsidies	-	(43,300)	(44,556)	(43,300)
220 - Purchase of Assets	-	43,300	44,556	43,300
225 - Proceeds from Disposals	-	(10,000)	-	(10,000)
8080 - State Emergency Service - Capital Total	-	(10,000)	-	(10,000)
05 - Law, Order & Public Safety Total	1,949,145	1,939,145	1,124,845	1,983,496

	2025-26 ORIGINAL BUDGET	CURRENT APPROVED BUDGET	ACTUALS YEAR TO DATE	2025-26 REVISED BUDGET
07 - Health				
Environmental Health Services				
4200 - Environmental Health Services - Operating				
10 - Fees & Charges	(75,500)	(75,500)	(38,447)	(75,500)
15 - Operating Grants & Subsidies	(3,000)	(3,000)	(566)	(3,000)
17 - Contributions & Donations Operating	(8,000)	(8,000)	(43)	(8,000)
20 - Reimbursements	-	-	(1,030)	(1,030)
45 - Employment Expenses	436,573	436,573	256,704	449,247
50 - Material & Contracts	48,700	48,700	18,759	47,200
70 - Depreciation	5,778	5,778	3,371	5,778
230 - Allocations	109,911	109,911	66,698	114,966
4200 - Environmental Health Services - Operating Total	514,462	514,462	305,445	529,661
07 - Health Total	514,462	514,462	305,445	529,661
08 - Education & Welfare				
Home Care				
3810 - Home Care - Operating				
10 - Fees & Charges	(664,368)	(664,368)	(339,439)	(573,570)
15 - Operating Grants & Subsidies	(4,673,694)	(4,673,694)	(2,815,541)	(4,272,669)
17 - Contributions & Donations Operating	(207,291)	(207,291)	(88,083)	(150,002)
20 - Reimbursements	(278,772)	(278,772)	(148,634)	(303,635)
45 - Employment Expenses	3,751,889	3,751,889	2,238,256	3,744,787
50 - Material & Contracts	2,110,407	2,110,407	680,799	1,831,759
85 - Insurance	9,035	9,035	8,518	8,518
90 - Utility Charges	27,980	27,980	10,669	25,980
70 - Depreciation	230,304	230,304	81,057	176,853
35 - Reserve Transfers into Muni	(8,810)	(8,810)	(3,004)	(8,810)
230 - Allocations	(66,376)	(66,376)	0	(302,357)
3810 - Home Care - Operating Total	230,304	230,304	(375,403)	176,853
7810 - Home Care - Capital				
80 - Non-Operating Grants & Subsidies	-	(82,517)	(24,755)	(82,517)
220 - Purchase of Assets	50,000	215,033	-	215,033
50 - Material & Contracts	55,000	55,000	-	130,000
35 - Reserve Transfers into Muni	(105,000)	(187,517)	-	(262,516)
7810 - Home Care - Capital Total	-	(1)	(24,755)	-
Senior Citizens Centre				
3840 - Senior Citizens Centre - Operating				
10 - Fees & Charges	(100)	(100)	(100)	(100)
45 - Employment Expenses	36,192	36,192	8,206	16,192
50 - Material & Contracts	24,353	24,353	9,162	13,386
85 - Insurance	6,026	6,026	5,604	5,604
70 - Depreciation	49,400	49,400	28,125	48,214
35 - Reserve Transfers into Muni	(4,000)	(4,000)	-	(4,000)
230 - Allocations	18,309	18,309	9,944	20,364
3840 - Senior Citizens Centre - Operating Total	130,180	130,180	60,940	99,660
7840 - Senior Citizens Centre - Capital				
80 - Non-Operating Grants & Subsidies	-	(28,433)	(8,530)	(28,433)
220 - Purchase of Assets	-	56,866	-	56,866
50 - Material & Contracts	14,000	14,000	15,159	14,000
35 - Reserve Transfers into Muni	-	(28,433)	-	(28,433)
7840 - Senior Citizens Centre - Capital Total	14,000	14,000	6,629	14,000

	2025-26 ORIGINAL BUDGET	CURRENT APPROVED BUDGET	ACTUALS YEAR TO DATE	2025-26 REVISED BUDGET
Seniors, Youth & Children				
3860 - Seniors, Youth & Children - Operating				
10 - Fees & Charges	(300)	(300)	(200)	(300)
15 - Operating Grants & Subsidies	(38,567)	(38,567)	-	(38,567)
20 - Reimbursements	(1,500)	(1,500)	(2,531)	(3,070)
45 - Employment Expenses	32,743	32,743	599	2,743
50 - Material & Contracts	65,806	65,806	9,394	64,839
85 - Insurance	2,135	2,135	1,985	1,985
90 - Utility Charges	3,150	3,150	2,852	4,850
70 - Depreciation	115,021	115,021	67,490	115,697
35 - Reserve Transfers into Muni	(9,449)	(9,449)	-	(9,449)
230 - Allocations	18,450	18,450	10,543	18,590
3860 - Seniors, Youth & Children - Operating Total	187,489	187,489	90,132	157,318
Volunteer Resource Centre				
3850 - Volunteer Resource Centre - Operating				
10 - Fees & Charges	(750)	(750)	(859)	(750)
15 - Operating Grants & Subsidies	(130,000)	(130,000)	(110,590)	(130,000)
20 - Reimbursements	-	-	(1,996)	(1,996)
45 - Employment Expenses	99,281	99,281	62,382	99,555
50 - Material & Contracts	31,469	31,469	14,202	33,191
3850 - Volunteer Resource Centre - Operating Total	-	-	(36,861)	-
08 - Education & Welfare Total	561,973	561,972	(279,317)	447,831
10 - Community Amenities				
Cemeteries				
3530 - Cemeteries - Operating				
10 - Fees & Charges	(158,600)	(158,600)	(143,965)	(177,800)
45 - Employment Expenses	192,035	192,035	138,675	192,035
50 - Material & Contracts	63,021	63,021	38,986	75,021
85 - Insurance	760	760	706	706
90 - Utility Charges	5,020	5,020	3,567	5,020
70 - Depreciation	68,394	68,394	40,329	69,136
230 - Allocations	40,426	40,426	26,171	41,973
3530 - Cemeteries - Operating Total	211,056	211,056	104,471	206,091
7530 - Cemeteries - Capital				
80 - Non-Operating Grants & Subsidies	-	(20,266)	(6,080)	(20,266)
220 - Purchase of Assets	-	40,533	-	40,533
50 - Material & Contracts	10,000	10,000	-	10,000
35 - Reserve Transfers into Muni	-	(20,267)	-	(20,267)
7530 - Cemeteries - Capital Total	10,000	10,000	(6,080)	10,000
Environmental Services				
4060 - Environmental Services - Operating				
17 - Contributions & Donations Operating	(446,720)	(446,720)	(342,293)	(446,720)
45 - Employment Expenses	231,746	231,746	135,702	232,069
50 - Material & Contracts	471,742	471,742	347,573	462,242
70 - Depreciation	2,700	2,700	1,287	2,206
230 - Allocations	76,336	76,336	43,747	80,347
4060 - Environmental Services - Operating Total	335,804	335,804	186,016	330,144
Planning Services				
4010 - Planning Services - Operating				
10 - Fees & Charges	(271,850)	(271,850)	(214,631)	(329,500)
17 - Contributions & Donations Operating	(17,160)	(17,160)	(4,526)	(17,160)
45 - Employment Expenses	329,585	329,585	161,044	321,841
50 - Material & Contracts	558,605	558,605	126,704	629,805
70 - Depreciation	7,274	7,274	3,660	6,874
35 - Reserve Transfers into Muni	(524,855)	(524,855)	-	(524,855)
230 - Allocations	291,314	291,314	174,962	301,919
4010 - Planning Services - Operating Total	372,913	372,913	247,213	388,924
Public Toilets & BBQ's				
3520 - Public Toilets & BBQ's - Operating				
20 - Reimbursements	-	-	(5,097)	-
45 - Employment Expenses	77,601	77,601	70,675	62,601
50 - Material & Contracts	661,989	661,989	286,610	614,457
85 - Insurance	9,085	9,085	8,451	8,456
90 - Utility Charges	16,250	16,250	9,619	18,547
70 - Depreciation	57,082	57,082	31,407	53,841
35 - Reserve Transfers into Muni	(115,200)	(115,200)	-	(115,200)
230 - Allocations	27,352	27,352	17,183	29,333
3520 - Public Toilets & BBQ's - Operating Total	734,159	734,159	418,848	672,035
7520 - Public Toilets & BBQ's - Capital				
220 - Purchase of Assets	26,950	26,950	26,390	26,950
7520 - Public Toilets & BBQ's - Capital Total	26,950	26,950	26,390	26,950

	2025-26 ORIGINAL BUDGET	CURRENT APPROVED BUDGET	ACTUALS YEAR TO DATE	2025-26 REVISED BUDGET
Waste Management				
3420 - Waste Management - Operating				
10 - Fees & Charges	(5,680,050)	(5,680,050)	(5,163,695)	(5,687,288)
17 - Contributions & Donations Operating	(94,335)	(94,335)	(94,335)	(94,335)
20 - Reimbursements	(2,000)	(2,000)	-	(2,000)
25 - Interest Earnings	(8,000)	(8,000)	(8,054)	(8,000)
45 - Employment Expenses	1,576,176	1,576,176	969,961	1,574,009
50 - Material & Contracts	3,409,361	3,409,361	1,577,531	3,407,661
40 - Profit on Asset Disposals	(46,406)	(46,406)	-	(46,406)
85 - Insurance	5,674	5,674	5,277	5,277
90 - Utility Charges	2,080	2,080	818	2,080
70 - Depreciation	221,084	221,084	129,616	237,843
35 - Reserve Transfers into Muni	(809,265)	(809,265)	(253,142)	(834,265)
230 - Allocations	223,367	223,367	134,263	233,288
3420 - Waste Management - Operating Total	(1,202,314)	(1,202,314)	(2,701,760)	(1,212,136)
7420 - Waste Management - Capital				
80 - Non-Operating Grants & Subsidies	-	(78,066)	(23,420)	(78,066)
220 - Purchase of Assets	1,541,000	1,697,132	1,421,565	6,349,700
225 - Proceeds from Disposals	(115,000)	(115,000)	-	(115,000)
45 - Employment Expenses	-	-	86,438	-
50 - Material & Contracts	12,288,194	12,288,194	2,330,505	6,485,626
35 - Reserve Transfers into Muni	(11,214,194)	(11,292,260)	(3,098,016)	(10,142,260)
7420 - Waste Management - Capital Total	2,500,000	2,500,000	717,072	2,500,000
10 - Community Amenities Total	2,988,568	2,988,568	(1,007,831)	2,922,008
11 - Recreation & Culture				
Bay of Isles Leisure Centre				
3730 - BOILC - Admin - Operating				
10 - Fees & Charges	(268,000)	(268,000)	(162,265)	(277,200)
20 - Reimbursements	(1,000)	(1,000)	-	(1,000)
45 - Employment Expenses	1,143,550	1,143,550	709,077	1,145,178
50 - Material & Contracts	551,114	551,114	273,669	510,597
85 - Insurance	41,431	41,431	38,531	38,531
90 - Utility Charges	324,000	324,000	227,632	344,000
70 - Depreciation	337,782	337,782	189,861	329,698
35 - Reserve Transfers into Muni	(53,456)	(53,456)	-	(53,456)
230 - Allocations	413,892	413,892	235,953	438,591
3730 - BOILC - Admin - Operating Total	2,489,313	2,489,313	1,512,458	2,474,939
3740 - BOILC - Pool - Operating				
10 - Fees & Charges	(765,000)	(765,000)	(521,959)	(785,000)
20 - Reimbursements	-	-	(3,197)	-
45 - Employment Expenses	666,821	666,821	378,633	644,802
50 - Material & Contracts	51,000	51,000	51,784	76,379
3740 - BOILC - Pool - Operating Total	(47,179)	(47,179)	(94,738)	(63,819)
3750 - BOILC - Dry - Operating				
10 - Fees & Charges	(345,000)	(345,000)	(238,430)	(365,000)
45 - Employment Expenses	202,417	202,417	143,790	200,215
50 - Material & Contracts	38,000	38,000	20,193	35,500
3750 - BOILC - Dry - Operating Total	(104,583)	(104,583)	(74,447)	(129,285)
7730 - BOILC - Admin - Capital				
80 - Non-Operating Grants & Subsidies	(46,385)	(275,066)	(114,990)	(275,066)
220 - Purchase of Assets	111,710	707,462	15,100	707,462
50 - Material & Contracts	382,385	382,385	233,541	334,435
35 - Reserve Transfers into Muni	(339,610)	(706,681)	(210,050)	(658,731)
7730 - BOILC - Admin - Capital Total	108,100	108,100	(76,398)	108,100
7740 - BOILC - Pool - Capital				
220 - Purchase of Assets	6,357	6,357	6,234	6,234
7740 - BOILC - Pool - Capital Total	6,357	6,357	6,234	6,234

	2025-26 ORIGINAL BUDGET	CURRENT APPROVED BUDGET	ACTUALS YEAR TO DATE	2025-26 REVISED BUDGET
Civic Centre				
3910 - Civic Centre - Operating				
10 - Fees & Charges	(217,000)	(217,000)	(203,734)	(240,000)
15 - Operating Grants & Subsidies	(112,000)	(112,000)	-	(112,000)
17 - Contributions & Donations Operating	(21,840)	(21,840)	(14,417)	(21,840)
20 - Reimbursements	(2,500)	(2,500)	(44,823)	(44,823)
45 - Employment Expenses	393,268	393,268	255,284	375,018
50 - Material & Contracts	367,549	367,549	292,181	433,882
40 - Profit on Asset Disposals	(500)	(500)	-	(500)
85 - Insurance	30,373	30,373	28,247	28,247
90 - Utility Charges	32,350	32,350	18,065	32,350
70 - Depreciation	281,403	281,403	148,587	270,053
35 - Reserve Transfers into Muni	(52,500)	(52,500)	-	(52,500)
230 - Allocations	98,034	98,034	59,341	103,290
3910 - Civic Centre - Operating Total	796,637	796,637	538,730	771,177
7910 - Civic Centre - Capital				
80 - Non-Operating Grants & Subsidies	(1,132,918)	(1,132,918)	(132,918)	(1,132,918)
220 - Purchase of Assets	125,000	125,000	49,984	95,828
225 - Proceeds from Disposals	(12,500)	(12,500)	-	-
50 - Material & Contracts	1,512,524	1,512,524	13,800	1,512,524
35 - Reserve Transfers into Muni	(349,606)	(349,606)	-	(349,606)
7910 - Civic Centre - Capital Total	142,500	142,500	(69,134)	125,828
Coastal Infrastructure				
3220 - Coastal Infrastructure - Operating				
10 - Fees & Charges	(57,600)	(57,600)	(44,404)	(52,000)
15 - Operating Grants & Subsidies	-	-	-	(10,000)
20 - Reimbursements	(7,000)	(7,000)	-	-
45 - Employment Expenses	322,326	322,326	171,742	332,326
50 - Material & Contracts	660,754	660,754	214,895	709,754
85 - Insurance	34,681	34,681	32,252	32,252
90 - Utility Charges	16,000	16,000	6,230	16,000
70 - Depreciation	694,251	694,251	396,104	681,057
230 - Allocations	85,727	85,727	55,624	90,185
3220 - Coastal Infrastructure - Operating Total	1,749,139	1,749,139	832,444	1,799,574
7220 - Coastal Infrastructure- Capital				
80 - Non-Operating Grants & Subsidies	(1,327,250)	(1,327,250)	-	(1,777,250)
45 - Employment Expenses	-	-	57,924	-
50 - Material & Contracts	1,892,827	1,907,424	125,927	2,687,424
35 - Reserve Transfers into Muni	-	-	-	(300,000)
7220 - Coastal Infrastructure- Capital Total	565,577	580,174	183,851	610,174
Culture				
3720 - Culture - Operating				
45 - Employment Expenses	-	-	1,344	5,000
50 - Material & Contracts	63,540	63,540	21,019	58,540
85 - Insurance	4,956	4,956	4,609	4,609
70 - Depreciation	82,003	82,003	43,466	74,513
35 - Reserve Transfers into Muni	(32,500)	(32,500)	-	(32,500)
230 - Allocations	19,229	19,229	10,756	20,279
3720 - Culture - Operating Total	137,228	137,228	81,194	130,441
7720 - Culture - Capital				
80 - Non-Operating Grants & Subsidies	(14,903,000)	(14,903,000)	(1,490,300)	(14,903,000)
50 - Material & Contracts	15,903,000	15,903,000	571,047	15,903,000
35 - Reserve Transfers into Muni	(1,000,000)	(1,000,000)	-	(1,000,000)
7720 - Culture - Capital Total	-	-	(919,254)	-
Esperance Museum				
3870 - Esperance Museum - Operating				
10 - Fees & Charges	(32,500)	(32,500)	(34,635)	(40,500)
45 - Employment Expenses	199,856	199,856	118,644	219,211
50 - Material & Contracts	297,677	297,677	72,808	277,247
85 - Insurance	12,593	12,593	11,711	11,711
90 - Utility Charges	7,000	7,000	1,825	7,000
70 - Depreciation	97,286	97,286	45,532	78,556
35 - Reserve Transfers into Muni	(131,300)	(131,300)	-	(131,300)
230 - Allocations	96,906	96,906	52,167	104,934
3870 - Esperance Museum - Operating Total	547,518	547,518	268,054	526,859
7870 - Esperance Museum - Capital				
50 - Material & Contracts	222,000	222,000	38,777	222,000
7870 - Esperance Museum - Capital Total	222,000	222,000	38,777	222,000

	2025-26 ORIGINAL BUDGET	CURRENT APPROVED BUDGET	ACTUALS YEAR TO DATE	2025-26 REVISED BUDGET
Esperance Period Village				
3790 - Esperance Period Village - Operating				
10 - Fees & Charges	(122,199)	(122,199)	(78,075)	(120,000)
20 - Reimbursements	(11,000)	(11,000)	(13,849)	(11,094)
45 - Employment Expenses	-	-	8,464	-
50 - Material & Contracts	94,511	94,511	28,160	94,511
85 - Insurance	5,952	5,952	5,537	5,539
90 - Utility Charges	24,400	24,400	12,686	25,100
70 - Depreciation	49,904	49,904	20,423	35,010
35 - Reserve Transfers into Muni	(9,000)	(9,000)	-	(9,000)
230 - Allocations	130,319	130,319	133,364	140,016
3790 - Esperance Period Village - Operating Total	162,887	162,887	116,710	160,082
7790 - Esperance Period Village - Capital				
50 - Material & Contracts	18,000	18,000	-	18,000
35 - Reserve Transfers into Muni	(18,000)	(18,000)	-	(18,000)
7790 - Esperance Period Village - Capital Total	-	-	-	-
Library				
3710 - Library - Operating				
10 - Fees & Charges	(14,200)	(14,200)	(10,151)	(14,700)
15 - Operating Grants & Subsidies	-	-	-	(2,000)
17 - Contributions & Donations Operating	(9,800)	(9,800)	(11,225)	(29,600)
20 - Reimbursements	(1,000)	(1,000)	(1,500)	(1,500)
45 - Employment Expenses	511,226	511,226	336,545	541,255
50 - Material & Contracts	201,034	201,034	72,768	176,217
85 - Insurance	9,743	9,743	9,061	9,061
90 - Utility Charges	6,620	6,620	4,571	6,620
70 - Depreciation	74,082	74,082	47,353	81,176
35 - Reserve Transfers into Muni	(2,500)	(2,500)	-	(2,500)
230 - Allocations	181,851	181,851	104,065	196,122
3710 - Library - Operating Total	957,056	957,056	551,487	960,151
7710 - Library - Capital				
220 - Purchase of Assets	19,911	19,911	19,881	19,881
7710 - Library - Capital Total	19,911	19,911	19,881	19,881
Parks				
3210 - Parks - Operating				
10 - Fees & Charges	(1,250)	(1,250)	(460)	(1,250)
15 - Operating Grants & Subsidies	(40,000)	(40,000)	-	-
20 - Reimbursements	(2,000)	(2,000)	-	(28,480)
45 - Employment Expenses	1,179,878	1,179,878	665,457	1,179,878
50 - Material & Contracts	643,076	643,076	383,461	631,556
85 - Insurance	16,239	16,239	15,103	15,102
90 - Utility Charges	169,419	169,419	75,146	182,859
70 - Depreciation	1,444,206	1,444,206	844,123	1,447,508
230 - Allocations	50,030	50,030	36,303	52,657
3210 - Parks - Operating Total	3,459,598	3,459,598	2,019,132	3,479,830
7210 - Parks - Capital				
80 - Non-Operating Grants & Subsidies	(307,283)	(307,283)	(87,654)	(347,283)
220 - Purchase of Assets	-	-	6,454	81,454
225 - Proceeds from Disposals	-	-	-	(12,500)
45 - Employment Expenses	-	-	5,781	-
50 - Material & Contracts	651,886	651,886	129,965	744,901
7210 - Parks - Capital Total	344,603	344,603	54,546	466,572
Public Halls				
3290 - Public Halls - Operating				
20 - Reimbursements	(14,000)	(14,000)	(15,023)	(15,074)
45 - Employment Expenses	30,967	30,967	10,573	50,967
50 - Material & Contracts	275,096	275,096	61,825	224,129
85 - Insurance	31,329	31,329	29,136	29,137
90 - Utility Charges	4,700	4,700	4,042	4,400
70 - Depreciation	250,507	250,507	130,247	223,280
35 - Reserve Transfers into Muni	(137,500)	(137,500)	-	(137,500)
230 - Allocations	69,743	69,743	60,056	74,409
3290 - Public Halls - Operating Total	510,842	510,842	280,856	453,748
7290 - Public Halls - Capital				
50 - Material & Contracts	120,000	120,000	30,224	105,224
7290 - Public Halls - Capital Total	120,000	120,000	30,224	105,224

	2025-26 ORIGINAL BUDGET	CURRENT APPROVED BUDGET	ACTUALS YEAR TO DATE	2025-26 REVISED BUDGET
Self Supporting Loans				
4900 - Self Supporting Loans - Operating				
20 - Reimbursements	(47,477)	(47,477)	(31,528)	(47,477)
65 - Interest Expense	47,477	47,477	26,494	47,477
4900 - Self Supporting Loans - Operating Total	-	-	(5,034)	-
8900 - Self Supporting Loans - Capital				
215 - Repayment of Debentures	107,724	107,724	69,542	107,724
217 - Advances to Community Groups	300,000	300,000	-	300,000
218 - Proceeds from New Debentures	(300,000)	(300,000)	-	(300,000)
219 - Self Supporting Loan Principle Rcvd	(107,724)	(107,724)	(75,204)	(107,724)
8900 - Self Supporting Loans - Capital Total	-	-	(5,662)	-
Sport and Recreation Management				
3260 - Sport and Recreation Management - Operating				
10 - Fees & Charges	(1,500)	(1,500)	(1,191)	(1,500)
20 - Reimbursements	(1,000)	(1,000)	-	(1,000)
50 - Material & Contracts	4,500	4,500	69	4,500
90 - Utility Charges	1,800	1,800	737	1,800
230 - Allocations	14,503	14,503	8,485	14,484
3260 - Sport and Recreation Management - Operating Total	18,303	18,303	8,099	18,284
Sporting Complexes				
3240 - Sporting Complexes - Operating				
10 - Fees & Charges	(145,000)	(145,000)	(87,990)	(153,000)
20 - Reimbursements	(4,500)	(4,500)	(3,102)	(4,500)
45 - Employment Expenses	177,132	177,132	108,967	176,889
50 - Material & Contracts	196,527	196,527	130,513	193,027
85 - Insurance	37,669	37,669	35,032	35,032
90 - Utility Charges	56,100	56,100	32,527	56,100
70 - Depreciation	408,990	408,990	145,768	249,888
35 - Reserve Transfers into Muni	(1,000)	(1,000)	-	(1,000)
230 - Allocations	63,378	63,378	51,001	67,471
3240 - Sporting Complexes - Operating Total	789,296	789,296	412,716	619,907
3241 - Overflow Camping - Operating				
10 - Fees & Charges	(400,000)	(400,000)	(313,501)	(420,000)
45 - Employment Expenses	125,753	125,753	65,791	85,299
50 - Material & Contracts	221,000	221,000	106,581	178,500
3241 - Overflow Camping - Operating Total	(53,247)	(53,247)	(141,129)	(156,201)
7240 - Sporting Complexes - Capital				
218 - Proceeds from New Debentures	(2,434,907)	(2,434,907)	-	(2,434,907)
80 - Non-Operating Grants & Subsidies	(3,091,508)	(3,091,508)	(1,368,363)	(3,128,983)
220 - Purchase of Assets	10,000	10,000	-	10,000
45 - Employment Expenses	-	-	2,642	-
50 - Material & Contracts	6,819,641	6,819,641	5,261,992	6,819,641
35 - Reserve Transfers into Muni	(906,097)	(906,097)	(906,097)	(906,097)
7240 - Sporting Complexes - Capital Total	397,129	397,129	2,990,174	359,654
Sporting Grounds				
3230 - Sporting Grounds - Operating				
10 - Fees & Charges	(57,000)	(57,000)	(15,745)	(57,000)
20 - Reimbursements	(1,025,000)	(1,025,000)	(16,488)	(1,009,923)
45 - Employment Expenses	255,612	255,612	196,950	255,612
50 - Material & Contracts	1,594,765	1,594,765	238,827	1,594,765
85 - Insurance	3,366	3,366	3,131	3,132
90 - Utility Charges	125,582	125,582	58,657	125,332
230 - Allocations	49,546	49,546	35,383	51,340
3230 - Sporting Grounds - Operating Total	946,871	946,871	500,715	963,258
7230 - Sporting Grounds - Capital				
45 - Employment Expenses	-	-	16,564	-
50 - Material & Contracts	257,091	257,091	77,048	257,091
35 - Reserve Transfers into Muni	(22,500)	(22,500)	-	(22,500)
7230 - Sporting Grounds - Capital Total	234,591	234,591	93,612	234,591
Television & Radio				
3270 - Television & Radio - Operating				
50 - Material & Contracts	7,550	7,550	2,731	7,550
85 - Insurance	314	314	293	293
90 - Utility Charges	13,000	13,000	5,312	13,000
230 - Allocations	5,125	5,125	3,047	5,086
3270 - Television & Radio - Operating Total	25,989	25,989	11,382	25,929
7270 - Television & Radio - Capital				
50 - Material & Contracts	160,000	160,000	-	160,000
35 - Reserve Transfers into Muni	(160,000)	(160,000)	-	(160,000)
7270 - Television & Radio - Capital Total	-	-	-	-

	2025-26 ORIGINAL BUDGET	CURRENT APPROVED BUDGET	ACTUALS YEAR TO DATE	2025-26 REVISED BUDGET
Water Supply				
3250 - Water Supply - Operating				
10 - Fees & Charges	(172,000)	(172,000)	(60,026)	(172,000)
45 - Employment Expenses	135,156	135,156	84,989	135,156
50 - Material & Contracts	105,200	105,200	30,793	105,200
85 - Insurance	1,339	1,339	1,245	1,245
90 - Utility Charges	17,400	17,400	5,557	17,400
230 - Allocations	22,952	22,952	13,000	23,993
3250 - Water Supply - Operating Total	110,047	110,047	75,559	110,994
7250 - Water Supply - Capital				
50 - Material & Contracts	153,000	153,000	-	-
7250 - Water Supply - Capital Total	153,000	153,000	-	-
11 - Recreation & Culture Total	14,809,483	14,824,080	9,241,039	14,404,126
12 - Transport				
Esperance Airport				
3510 - Esperance Airport - Operating				
10 - Fees & Charges	(1,678,926)	(1,678,926)	(1,063,862)	(1,678,300)
15 - Operating Grants & Subsidies	-	-	(8,756)	-
17 - Contributions & Donations Operating	(8,756)	(8,756)	-	(8,756)
20 - Reimbursements	(9,000)	(9,000)	(9,823)	(14,871)
45 - Employment Expenses	481,395	481,395	337,531	519,090
50 - Material & Contracts	492,299	492,299	165,556	481,963
85 - Insurance	13,070	13,070	12,155	12,155
90 - Utility Charges	57,500	57,500	31,418	57,500
70 - Depreciation	532,542	532,542	308,134	532,873
35 - Reserve Transfers into Muni	(490,486)	(490,486)	(41,037)	(480,486)
230 - Allocations	126,275	126,275	83,190	134,809
3510 - Esperance Airport - Operating Total	(484,087)	(484,087)	(185,494)	(444,023)
7510 - Esperance Airport - Capital				
80 - Non-Operating Grants & Subsidies	-	(169,571)	(50,871)	(169,571)
220 - Purchase of Assets	6,000	345,142	-	345,142
45 - Employment Expenses	-	-	2,831	-
50 - Material & Contracts	351,974	351,974	87,393	401,974
35 - Reserve Transfers into Muni	(357,974)	(527,545)	(73,163)	(577,545)
7510 - Esperance Airport - Capital Total	-	-	(33,811)	-
Licensing Department				
3880 - Licensing Department - Operating				
10 - Fees & Charges	(300,000)	(300,000)	(194,176)	(300,000)
20 - Reimbursements	(1,000)	(1,000)	(1,834)	(2,000)
45 - Employment Expenses	279,664	279,664	178,959	289,447
50 - Material & Contracts	6,230	6,230	17,086	23,430
230 - Allocations	160,552	160,552	93,104	160,899
3880 - Licensing Department - Operating Total	145,446	145,446	93,139	171,776
Road Making Plant				
3540 - Road Making Plant - Operating				
20 - Reimbursements	(250)	(250)	(578)	(600)
50 - Material & Contracts	44,000	44,000	15,417	44,000
40 - Profit on Asset Disposals	(52,307)	(52,307)	-	(52,307)
70 - Depreciation	263,780	263,780	118,467	247,102
75 - Loss on Asset Disposals	75,216	75,216	-	75,216
3540 - Road Making Plant - Operating Total	330,439	330,439	133,306	313,411
7540 - Road Making Plant - Capital				
220 - Purchase of Assets	1,981,686	1,981,686	1,160,322	1,981,686
225 - Proceeds from Disposals	(562,500)	(562,500)	(34,626)	(562,500)
35 - Reserve Transfers into Muni	(80,186)	(80,186)	(44,753)	(80,186)
7540 - Road Making Plant - Capital Total	1,339,000	1,339,000	1,080,943	1,339,000
Roads & Streets				
3930 - Road & Street - Operating				
15 - Operating Grants & Subsidies	(8,000)	(8,000)	-	(8,000)
20 - Reimbursements	(2,000)	(2,000)	-	(2,000)
45 - Employment Expenses	2,759,030	2,759,030	1,759,516	2,759,030
50 - Material & Contracts	3,512,133	3,512,133	2,631,879	4,144,133
90 - Utility Charges	434,990	434,990	228,789	433,290
70 - Depreciation	15,429,645	15,429,645	9,732,137	16,683,664
3930 - Road & Street - Operating Total	22,125,798	22,125,798	14,352,321	24,010,117
7930 - Road & Street - Capital				
80 - Non-Operating Grants & Subsidies	(11,004,058)	(11,004,058)	(6,251,655)	(11,909,458)
45 - Employment Expenses	6,144,344	6,144,344	2,678,651	5,829,530
50 - Material & Contracts	13,368,836	13,368,836	6,651,424	14,062,039
7930 - Road & Street - Capital Total	8,509,122	8,509,122	3,078,420	7,982,111

	2025-26 ORIGINAL BUDGET	CURRENT APPROVED BUDGET	ACTUALS YEAR TO DATE	2025-26 REVISED BUDGET
Rural Depots & Housing				
3570 - Rural Depots & Housing - Operating				
20 - Reimbursements	(2,000)	(2,000)	(416)	(2,000)
45 - Employment Expenses	1,500	1,500	895	1,500
50 - Material & Contracts	85,658	85,658	20,471	87,658
85 - Insurance	6,018	6,018	5,598	5,597
90 - Utility Charges	20,320	20,320	10,267	20,320
70 - Depreciation	57,326	57,326	36,906	63,268
3570 - Rural Depots & Housing - Operating Total	168,822	168,822	73,722	176,343
7570 - Rural Depots & Housing - Capital				
80 - Non-Operating Grants & Subsidies	-	(98,816)	(29,645)	(98,816)
220 - Purchase of Assets	-	197,634	-	197,634
50 - Material & Contracts	35,000	35,000	-	35,000
35 - Reserve Transfers into Muni	-	(98,818)	-	(98,818)
7570 - Rural Depots & Housing - Capital Total	35,000	35,000	(29,645)	35,000
12 - Transport Total	32,169,540	32,169,540	18,562,900	33,583,735
13 - Economic Services				
Building Services				
4020 - Building Services - Operating				
10 - Fees & Charges	(145,558)	(145,558)	(88,201)	(147,722)
17 - Contributions & Donations Operating	(28,000)	(28,000)	(21,330)	(29,270)
45 - Employment Expenses	519,926	519,926	324,415	525,317
50 - Material & Contracts	23,550	23,550	5,250	21,080
70 - Depreciation	11,701	11,701	6,826	11,701
230 - Allocations	289,630	289,630	173,854	300,203
4020 - Building Services - Operating Total	671,249	671,249	400,814	681,309
Caravan Park				
4210 - Shire Caravan Park - Operating				
10 - Fees & Charges	(400,000)	(400,000)	(206,640)	(400,000)
230 - Allocations	13,316	13,316	7,857	13,274
4210 - Shire Caravan Park - Operating Total	(386,684)	(386,684)	(198,783)	(386,726)
Economic Development				
4170 - Economic Development - Operating				
17 - Contributions & Donations Operating	-	-	(5,000)	(5,000)
45 - Employment Expenses	107,140	107,140	61,790	105,408
50 - Material & Contracts	16,800	16,800	16,319	40,500
70 - Depreciation	4,335	4,335	3,502	6,003
35 - Reserve Transfers into Muni	(7,500)	(7,500)	(7,000)	(7,500)
230 - Allocations	238,369	238,369	141,343	243,766
4170 - Economic Development - Operating Total	359,144	359,144	210,954	383,177
Esperance Visitor Centre				
3920 - Esperance Visitor Centre - Operating				
10 - Fees & Charges	(193,000)	(193,000)	(119,904)	(195,000)
45 - Employment Expenses	354,640	354,640	241,722	363,759
50 - Material & Contracts	231,850	231,850	98,702	227,700
85 - Insurance	678	678	630	630
90 - Utility Charges	5,000	5,000	1,976	5,000
70 - Depreciation	4,857	4,857	1,944	3,333
35 - Reserve Transfers into Muni	(66,900)	(66,900)	-	(66,900)
230 - Allocations	140,478	140,478	80,984	148,901
3920 - Esperance Visitor Centre - Operating Total	477,603	477,603	306,055	487,423
7920 - Esperance Visitor Centre - Capital				
50 - Material & Contracts	10,000	10,000	-	10,000
7920 - Esperance Visitor Centre - Capital Total	10,000	10,000	-	10,000
Rural Services				
3350 - Rural Services - Operating				
15 - Operating Grants & Subsidies	(99,554)	(99,554)	-	(99,554)
17 - Contributions & Donations Operating	(220,000)	(220,000)	(110,077)	(220,000)
20 - Reimbursements	(300,000)	(300,000)	-	(300,000)
45 - Employment Expenses	17,000	17,000	1,733	17,000
50 - Material & Contracts	786,595	786,595	111,314	786,595
90 - Utility Charges	500	500	177	500
35 - Reserve Transfers into Muni	(153,041)	(153,041)	(153,041)	(153,041)
230 - Allocations	37,095	37,095	21,876	36,943
3350 - Rural Services - Operating Total	68,595	68,595	(128,018)	68,443
7350 - Rural Services - Capital				
50 - Material & Contracts	-	-	371	-
7350 - Rural Services - Capital Total	-	-	371	-

	2025-26 ORIGINAL BUDGET	CURRENT APPROVED BUDGET	ACTUALS YEAR TO DATE	2025-26 REVISED BUDGET
Shire Building Management				
4030 - Shire Building Management - Operating				
20 - Reimbursements	-	-	(643)	-
45 - Employment Expenses	(8,720)	(8,720)	1,452	(8,720)
50 - Material & Contracts	15,200	15,200	16,267	15,200
40 - Profit on Asset Disposals	(6,480)	(6,480)	-	(6,480)
4030 - Shire Building Management - Operating Total	-	-	17,076	-
8030 - Shire Building Management - Capital				
220 - Purchase of Assets	65,000	65,000	-	65,000
225 - Proceeds from Disposals	(25,000)	(25,000)	-	(25,000)
8030 - Shire Building Management - Capital Total	40,000	40,000	-	40,000
Tourism & Area Promotion				
3900 - Tourism & Area Promotion - Operating				
20 - Reimbursements	(13,000)	(13,000)	(3,493)	(13,000)
45 - Employment Expenses	69,911	69,911	46,003	69,911
50 - Material & Contracts	311,682	311,682	122,637	311,682
85 - Insurance	301	301	280	280
90 - Utility Charges	11,000	11,000	6,191	11,000
70 - Depreciation	19,451	19,451	11,609	20,148
35 - Reserve Transfers into Muni	(31,250)	(31,250)	-	(31,250)
230 - Allocations	96,432	96,432	54,361	94,711
3900 - Tourism & Area Promotion - Operating Total	464,527	464,527	237,588	463,482
13 - Economic Services Total	1,704,434	1,704,434	846,057	1,747,108
14 - Other Property & Services				
Asset Management				
3200 - Asset Management - Operating				
17 - Contributions & Donations Operating	-	-	(2,746)	(16,120)
20 - Reimbursements	(4,000)	(4,000)	(4,428)	(5,000)
45 - Employment Expenses	923,995	923,995	450,351	960,882
50 - Material & Contracts	239,300	239,300	102,976	235,300
70 - Depreciation	126,775	126,775	51,026	108,972
230 - Allocations	400,069	400,069	234,699	410,224
3200 - Asset Management - Operating Total	1,686,139	1,686,139	831,879	1,694,258
Asset Management Planning				
3470 - Asset Planning & Development - Operating				
17 - Contributions & Donations Operating	(30,160)	(30,160)	(43)	(43)
20 - Reimbursements	-	-	(13,750)	(13,750)
45 - Employment Expenses	898,298	898,298	612,642	869,396
50 - Material & Contracts	46,500	46,500	10,803	43,500
70 - Depreciation	6,117	6,117	-	6,117
230 - Allocations	180,488	180,488	87,978	150,991
3470 - Asset Planning & Development - Operating Total	1,101,243	1,101,243	697,629	1,056,211
Depot, Store & Office				
3580 - Depot, Store & Office - Operating				
10 - Fees & Charges	(1,500)	(1,500)	(82)	(1,500)
45 - Employment Expenses	452,435	452,435	302,873	468,849
50 - Material & Contracts	266,793	266,793	167,996	251,322
85 - Insurance	11,462	11,462	10,660	10,660
90 - Utility Charges	45,000	45,000	23,285	45,000
70 - Depreciation	91,600	91,600	54,366	115,929
35 - Reserve Transfers into Muni	(57,500)	(57,500)	-	(57,500)
3580 - Depot, Store & Office - Operating Total	808,290	808,290	559,098	832,760
7580 - Depot, Store & Office - Capital				
80 - Non-Operating Grants & Subsidies	-	(82,962)	(24,889)	(82,962)
220 - Purchase of Assets	35,000	200,924	-	200,924
45 - Employment Expenses	-	-	337	-
50 - Material & Contracts	78,000	78,000	129,110	204,381
35 - Reserve Transfers into Muni	-	(82,962)	-	(209,343)
7580 - Depot, Store & Office - Capital Total	113,000	113,000	104,559	113,000

	2025-26 ORIGINAL BUDGET	CURRENT APPROVED BUDGET	ACTUALS YEAR TO DATE	2025-26 REVISED BUDGET
Flinders Development				
4180 - Flinders Development - Operating				
20 - Reimbursements	-	-	(1,133)	(1,133)
50 - Material & Contracts	61,470	61,470	72	81,470
40 - Profit on Asset Disposals	(88,540)	(88,540)	-	(88,540)
35 - Reserve Transfers into Muni	(59,470)	(59,470)	-	(79,470)
230 - Allocations	10,104	10,104	6,010	10,025
4180 - Flinders Development - Operating Total	(76,436)	(76,436)	4,949	(77,648)
8180 - Flinders Development - Capital				
225 - Proceeds from Disposals	(600,000)	(600,000)	(673,847)	(600,000)
45 - Employment Expenses	-	-	912	-
50 - Material & Contracts	1,000,000	1,000,000	36,859	1,000,000
35 - Reserve Transfers into Muni	(1,000,000)	(1,000,000)	(37,771)	(1,000,000)
8180 - Flinders Development - Capital Total	(600,000)	(600,000)	(673,847)	(600,000)
Industrial Park Development				
4190 - Shark Lake Industrial Park Development - Operating				
10 - Fees & Charges	-	-	(4,469)	(5,952)
17 - Contributions & Donations Operating	(10,000)	(10,000)	(10,000)	(10,000)
50 - Material & Contracts	7,000	7,000	-	7,000
65 - Interest Expense	28,812	28,812	14,560	28,812
230 - Allocations	12,929	12,929	11,180	13,500
4190 - Shark Lake Industrial Park Development - Operating Total	38,741	38,741	11,271	33,360
8190 - Shark Lake Industrial Park Development - Capital				
215 - Repayment of Debentures	59,939	59,939	29,635	59,939
8190 - Shark Lake Industrial Park Development - Capital Total	59,939	59,939	29,635	59,939
Other Properties & Services				
3490 - Other Properties & Services - Operating				
10 - Fees & Charges	(169,000)	(169,000)	(65,569)	(151,060)
20 - Reimbursements	-	-	(15,357)	(15,189)
45 - Employment Expenses	575	575	3,196	1,011
50 - Material & Contracts	41,301	41,301	40,415	66,132
85 - Insurance	17,136	17,136	18,632	18,632
90 - Utility Charges	2,940	2,940	8,970	5,910
70 - Depreciation	27,339	27,339	37,742	64,712
230 - Allocations	58,574	58,574	54,271	62,249
3490 - Other Properties & Services - Operating Total	(21,135)	(21,135)	82,301	52,397
7490 - Other Properties & Services - Capital				
80 - Non-Operating Grants & Subsidies	(2,000,000)	(2,000,000)	-	(2,000,000)
220 - Purchase of Assets	-	-	11,396	-
50 - Material & Contracts	2,526,558	2,526,558	22,276	2,526,558
35 - Reserve Transfers into Muni	(526,558)	(526,558)	(25,618)	(526,558)
7490 - Other Properties & Services - Capital Total	-	-	8,054	-

	2025-26 ORIGINAL BUDGET	CURRENT APPROVED BUDGET	ACTUALS YEAR TO DATE	2025-26 REVISED BUDGET
Outside Works				
3590 - Outside Works - Operating				
17 - Contributions & Donations Operating	(21,840)	(21,840)	-	-
20 - Reimbursements	(85,000)	(85,000)	(63,977)	(85,000)
45 - Employment Expenses	(2,140,082)	(2,140,082)	(1,335,436)	(2,154,373)
50 - Material & Contracts	(1,123,963)	(1,123,963)	(630,470)	(1,285,102)
60 - Other Expenditure	-	-	2,049	-
230 - Allocations	397,464	397,464	245,672	412,852
3590 - Outside Works - Operating Total	(2,973,421)	(2,973,421)	(1,782,162)	(3,111,623)
7590 - Outside Works - Capital				
220 - Purchase of Assets	-	-	6,454	6,454
7590 - Outside Works - Capital Total	-	-	6,454	6,454
Plant & Vehicle Operations				
3550 - Plant & Vehicles - Operating				
10 - Fees & Charges	(2,000)	(2,000)	(227)	(2,000)
17 - Contributions & Donations Operating	(240,000)	(240,000)	(152,686)	(240,000)
20 - Reimbursements	(10,000)	(10,000)	(8,975)	(10,000)
45 - Employment Expenses	683,892	683,892	282,758	684,458
50 - Material & Contracts	60,703	60,703	157,043	71,479
85 - Insurance	215,000	215,000	193,490	193,589
70 - Depreciation	37,118	37,118	7,331	18,685
230 - Allocations	(744,713)	(744,713)	(506,763)	(716,211)
3550 - Plant & Vehicles - Operating Total	-	-	(28,029)	-
Plant Depreciation				
3560 - Plant Depreciation - Operating				
50 - Material & Contracts	(1,638,521)	(1,638,521)	(813,844)	(1,584,906)
70 - Depreciation	1,638,521	1,638,521	799,155	1,584,906
3560 - Plant Depreciation - Operating Total	-	-	(14,689)	-
Private Works				
3600 - Private Works - Operating				
10 - Fees & Charges	(140,000)	(140,000)	(45,479)	(140,000)
45 - Employment Expenses	60,000	60,000	53,634	60,000
50 - Material & Contracts	40,000	40,000	21,456	40,000
3600 - Private Works - Operating Total	(40,000)	(40,000)	29,612	(40,000)
Project Management				
3460 - Projects & Buildings - Operating				
17 - Contributions & Donations Operating	-	-	(14,620)	(22,360)
45 - Employment Expenses	391,142	391,142	279,669	414,048
50 - Material & Contracts	16,500	16,500	5,068	11,000
230 - Allocations	71,350	71,350	117,017	181,917
3460 - Projects & Buildings - Operating Total	478,992	478,992	387,134	584,605
14 - Other Property & Services Total	575,352	575,352	253,848	603,713

	2025-26 ORIGINAL BUDGET	CURRENT APPROVED BUDGET	ACTUALS YEAR TO DATE	2025-26 REVISED BUDGET
15 - Funds Transfer				
Funds Transfer				
8700 - Funds Transfer - Capital				
95 - Reserve Transfers from Muni	4,985,664	4,995,664	505,626	9,244,095
8700 - Funds Transfer - Capital Total	4,985,664	4,995,664	505,626	9,244,095
15 - Funds Transfer Total	4,985,664	4,995,664	505,626	9,244,095
Corporate & Community Services				
Community Development & Events				
3780 - Community Development				
10 - Fees & Charges	(4,000)	(4,000)	(6,727)	(10,727)
15 - Operating Grants & Subsidies	(35,000)	(35,000)	(5,000)	(50,000)
17 - Contributions & Donations Operating	(41,000)	(41,000)	(26,636)	(53,635)
20 - Reimbursements	(2,500)	(2,500)	(3,818)	(11,818)
45 - Employment Expenses	426,613	426,613	310,551	442,311
50 - Material & Contracts	387,690	387,690	192,522	411,722
60 - Other Expenditure	510,630	510,630	459,798	510,630
35 - Reserve Transfers into Muni	(45,096)	(45,096)	(45,096)	(45,096)
230 - Allocations	194,263	194,263	116,914	199,024
3780 - Community Development Total	1,391,600	1,391,600	992,508	1,392,411
Corporate & Community Services Total	1,391,600	1,391,600	992,508	1,392,411

Shire of Esperance
Shire of Esperance
2025-26 Budget
For the year ending 30 June 2026

Management Budget
Movements in Cash Reserves

Reserve Name	Actual Opening Balance 01 July 2025	Transfers In			Transfers Out			Total	Closing Balance 30 June 2026	2025-26 Budget Net Change \$
		Interest	Allocation	Total	Operating	Carryovers	Capital			
Land Purchase & Development Reserve	3,381,384	93,986	601,133	695,119	(20,000)	(2,005,028)	(1,088,500)	(3,113,528)	962,975	(2,418,409)
Eastern Suburbs Water Pipeline Reserve	42,975	1,194	-	1,194	-	-	-	-	44,169	1,194
Jetty Reserve	642,476	17,858	152,145	170,003	-	-	-	-	812,479	170,003
Aerodrome Reserve	7,419,616	206,228	811,896	1,018,124	(176,000)	(601,460)	(290,571)	(1,068,031)	7,369,709	(49,907)
Off Street Parking (CBD) Reserve	611,746	17,003	-	17,003	-	-	-	-	628,749	17,003
Sanitation Reserve	12,276,671	341,230	1,555,541	1,896,771	(145,000)	(3,272,459)	(7,719,066)	(11,136,525)	3,036,917	(9,239,754)
Esperance Homecare Fundraising Reserve	1,768,365	49,152	-	49,152	-	(8,810)	-	(8,810)	1,808,707	40,342
Plant Replacement Reserve	173,174	4,813	592,400	597,213	-	(80,186)	-	(80,186)	690,201	517,027
Building Maintenance & Renewal Reserve	2,841,961	78,992	97,157	176,149	-	(1,877,085)	(1,131,557)	(3,008,642)	9,468	(2,832,493)
Employee Entitlements - Long Service Leave Reserve	1,592,202	44,255	-	44,255	-	-	-	-	1,636,457	44,255
Governance & Workers Compensation Reserve	329,242	9,151	80,000	89,151	(250,000)	-	-	(250,000)	168,393	(160,849)
EHC Asset Replacement Reserve	608,819	16,922	-	16,922	-	-	(262,516)	(262,516)	363,225	(245,594)
IT System & Process Development Reserve	132,750	3,690	54,338	58,028	(100,000)	-	-	(100,000)	90,778	(41,972)
Esperance Homecare Annual Leave Reserve	274,015	7,616	-	7,616	-	-	-	-	281,631	7,616
Esperance Homecare Long Service Leave Reserve	303,952	8,448	-	8,448	-	-	-	-	312,400	8,448
Priority Projects Reserve	1,110,724	30,873	54,338	85,211	(50,000)	(47,355)	-	(97,355)	1,098,580	(12,144)
Community Infrastructure	309,000	8,589	-	8,589	-	-	(300,000)	(300,000)	17,589	(291,411)
Unspent Grants Reserve	4,758,285	-	4,305,147	4,305,147	-	(4,758,285)	-	(4,758,285)	4,305,147	(453,138)
	38,577,357	940,000	8,304,094	9,244,095	(741,000)	(12,650,668)	(10,792,210)	(24,183,878)	23,637,574	(14,939,783)

2025-26 BUDGET REVIEW – BUDGET REQUEST

Title: Artificial Reef
Area: 7220-715 - W4374

Consideration is requested for the financial adjustments listed below. Justification for each adjustment is provided to support consideration.

Impact	2025-26 \$	2026-27 \$	2027-28 \$	2028-29 \$	2029-30 \$
Expenses	-	(7,500)	(7,500)	(7,500)	(7,500)
Net Operating Balance	-	(7,500)	(7,500)	(7,500)	(7,500)
Effect on SFA surplus/(deficit)	-	-	-	-	-
Cumulative effect Retained Surplus	-	(7,500)	(15,000)	(22,500)	(30,000)
Asset Investment	(750,000)	-	-	-	-
Adjustment to Salaries	-	-	-	-	-
Additional FTE's	-	-	-	-	-
Source of Funding					
Muni	-	-	-	-	-
Grants & Subsidies	450,000	-	-	-	-
Community Infra Reserve	300,000	-	-	-	-

TYPE OF EXPENDITURE

- | | |
|--|--|
| <input checked="" type="checkbox"/> Capital (>\$5,000)
<input checked="" type="checkbox"/> New Asset
<input checked="" type="checkbox"/> Replacement Asset | <input type="checkbox"/> General Expenditure
<input type="checkbox"/> New project/expense
<input type="checkbox"/> Continuation of closing project/expense |
|--|--|

FUNDING TIMING

- | | |
|--|----------------------------------|
| <input checked="" type="checkbox"/> Specified Term | <input type="checkbox"/> Ongoing |
|--|----------------------------------|

INVESTMENT REQUEST

To increase the budget for the Artificial Reef Project. Project estimate is \$950,000.

DETAIL OF REQUEST

The Shire currently has \$219,000 in budget for the project. It is proposed to increase this by \$750,000 with 300,000 from the Community Infrastructure Reserve and \$450,000 from grant funding. Proposal Attached.

The project is capital in nature. The asset is expected to have an estimated useful life of 100 years based upon examples across other local governments. Ongoing depreciation is estimated at \$7.5k a year. As this amount is non-cash it does not affect the SFA surplus/deficit. The effect to retained surplus on the group accounts is shown in the table above.

RISK

See attached proposal.

CONSULTATION

See attached proposal.



REFERENCE
DOCUMENT ID
AUTHOR Mathew Walker – Director Asset Management
DATE 9 October 2025

Esperance Jetty Artificial Reef Proposal

Background

The Esperance Jetty (formally Esperance Tanker Jetty) is significantly important to the cultural fabric of fishing in Western Australia. It has supported a range of fishers both local and tourists over many decades. It also provides an important source of recreation to the public, as well as environmental, social and economic benefits to the local community. The Shire of Esperance (Shire) in 2021 spent considerable resources on the demolition and rebuild of the Esperance Jetty. With a long history of fishing at the former jetty, the new structure provides improved facilities, including all ability fishing locations, dedicated fishing area, a fish cleaning station and lighting so that fishing can be undertaken at any time of the day.

As part of the process to rebuild the Esperance Jetty, the Shire was granted a Reserve Management Order over the Jetty sea bed, approximately 50m either side of the jetty. Given this Management Order and that the jetty extends out into water 6m deep at low tide, it was identified there could be an opportunity to augment the structure with purpose-built concrete modules to create an artificial reef. This would provide even greater productive habitat for reef associated fish species such as breaksea cod, blue groper, harlequin and swallowtail, as well as commonly fished species, such as herring, skippy, whiting, flathead and squid.

Development

The Shire of Esperance partnered with Recfishwest in 2023 to undertake the Esperance Jetty Augmentation Feasibility Study (Feasibility Study) to determine the viability of the augmentation of the Esperance Jetty with artificial reef modules.

The Feasibility Study concluded an artificial reef augmentation project, is technically feasible, would require Commonwealth and State based approvals and would hold great benefits for the recreational fishing community and the local and regional economy. A key benefit of this artificial reef is that it will be accessible to almost anyone in the community as there will be no need for a boat or specialist equipment to access it. The benefits of the Esperance Jetty augmentation also aligns strongly with the Fisheries Minister approved Fishing Development Plan (2022-2025) by maintaining and improving land-based fishing access.

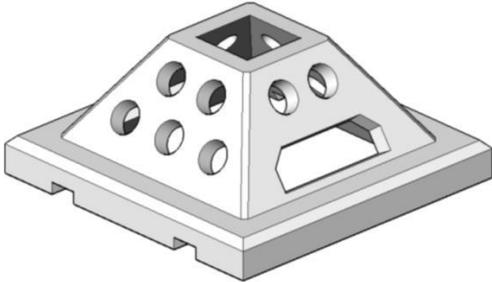
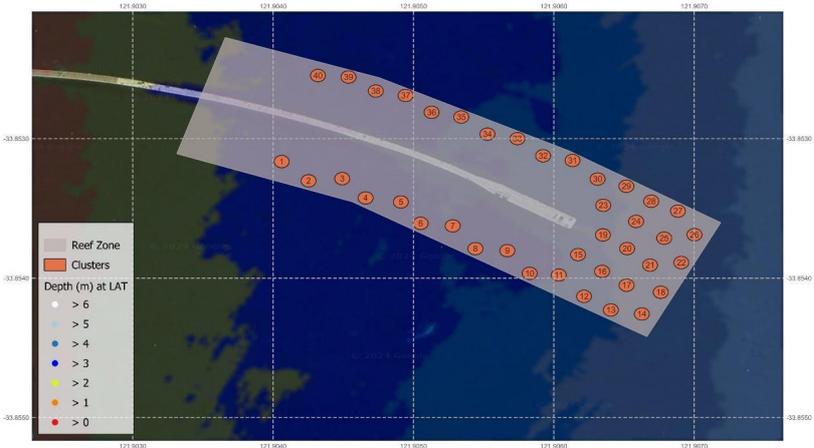
Following the Feasibility Study, the Shire partnered with Recfishwest and committed \$70,000 to obtaining the required permits and approvals. Relevant approvals included:

- A permit under the *Environment Protection (Sea Dumping) Act 1981* for the placement of an artificial reef, administered by the Commonwealth Department of Climate Change, Energy the Environment and Water (DCCEEW);

- Approval from the WA Department of Primary Industries and Regional Development's (DPIRD) under Regulation 147B of the *Fish Resources Management Regulations 1995*, with consideration for DPIRD's *Policy on Habitat Enhancement Structures in WA*; and
- Approval to *Install Objects in Navigable Waters*, by the WA Department of Transport (DoT).

The Shire received a Sea Dumping Permit (No. 2024-4073) from DCCEEW on 24 June 2025 and approvals from DPIRD on 7 October 2025. An approval to *Install Objects in Navigable Waters* was granted to the Shire by DoT in 2024, in support of the Sea Dumping Permit application.

The approvals grant the placement of 40 cluster locations, with up to 5 reef modules per cluster, for a total of up to 200 reef modules as per the below design:

Material	
<ul style="list-style-type: none"> • Steel reinforcement bars plus steel fibre reinforced, chemically inert concrete • Height: 0.85 m • Diameter (length): 1.90 m • Diameter (width): 1.90 m • Weight 1,350 kg 	
Design & Prototype	
	
Layout plan	
	

Budget

The Shire has funded the design and development of the project to get it to this point. The Shire has also committed \$200,000 in cash towards the construction of the artificial reef, along with in-kind support for the project in the form of project management, administration support and long-term monitoring.

A High-level cost estimate has been provided from Legacy Reefs to supply and install 200 modules for \$887,610

Item	Total
Number of reef modules	200
Module Fabrication & Transport to loading Jetty	\$695,000
Vessel Costs	\$163,000
LR Onsite PM / Deployment involvement	\$30,000
Contingency ~7.5%	\$62,000
Total	\$950,000

Conclusion

With the construction of the Esperance Jetty, there exists an opportunity to augment the structure to create an artificial reef that would be accessible to land-based fishing. This would provide even greater productive habitat for reef associated fish species such as breaksea cod, blue groper, harlequin and swallowtail, as well as commonly fished species, such as herring, skippy, whiting, flathead and squid.

The Shire in partnership with Recfishwest has obtained the Federal Sea Dumping Permit issued 24 June 2025 and the State Fish Resource Management Regulation approval on the 7 October 2025. The project is now shovel ready.

The Shire has committed \$200,000 in cash towards the construction of the Esperance Jetty Artificial Reef, along with in-kind support.

Opportunity

To construct the Esperance Jetty Artificial Reef with all 200 modules, the Shire needs an additional \$750,000 in funding. This would be the first significant land-based fishing artificial reef project in the State and (based on preliminary desktop research) will be the largest artificial reef accessible to land-based fishers in Australia.

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ENVIRONMENT PROTECTION (SEA DUMPING) ACT 1981

SEA DUMPING PERMIT No. 2024-4073

for

Shire of Esperance
(ABN: 60 034 434 085)

I, ALEX MOORE, a delegate of the Minister for the Environment and Water, acting under Sections 19 and 21 of the *Environment Protection (Sea Dumping) Act 1981*, hereby grant a sea dumping permit to the Shire of Esperance, 77 Windich Street, Esperance, Western Australia, 6450 (ABN: 60 034 434 085), for the placement of an artificial reef for recreational fishing purposes comprising of two hundred (200) steel reinforced concrete modules, alongside the Esperance Jetty, Esperance, Western Australia commencing on the date of signature of this permit.

This permit is valid until 25 June 2055, subject to conditions specified in Appendices 1 and 2.

DATE: 24 day of June 2025

A handwritten signature in black ink, appearing to read 'Alex Moore', with a period at the end.

ALEX MOORE
Delegate of the Minister

This permit comprises nine (9) pages, including Appendices 1 & 2.

OFFICIAL

OFFICIAL



Department of
**Primary Industries and
Regional Development**

Our reference: A14703011

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

Date: 7 October 2025

Dear Mathew,

APPROVAL FOR THE INSTALLATION OF ESPERANCE JETTY ARTIFICIAL REEF

On 27 June 2025, the Department of Primary Industries and Regional Development (Department) received an application from Recfishwest, on behalf of the Shire of Esperance, seeking approval to install an artificial reef alongside the Esperance Jetty in waters vested in the Shire of Esperance.

Under Regulation 147B of the *Fish Resources Management Regulations 1995* (FRMR), approval is required before the installation of a fish aggregating device (which includes artificial reefs) for fishing purposes in WA waters.

In assessing your application, I have considered *Fisheries Management Paper No. 256 – Policy on Habitat Enhancement Structures in Western Australia* (FMP 256). I note that the Shire of Esperance has also obtained a Sea Dumping (Artificial Reef) Permit under the Commonwealth Government *Environment Protection (Sea Dumping) Act 1981* and will retain ownership and liability for the structure once installed.

I am pleased to inform you that the proposal complies with the requirements of FMP 256, and I hereby approve the installation of the Esperance Jetty Artificial Reef as specified in your application, in accordance with Regulation 147B of the FRMR. I request that a final report outlining the reef's location, configuration, and coordinates be provided to the Department upon completion of installation.

Any enquiries regarding this matter should be directed to Mark Pagano (08) 6551 4448 in the first instance.

Yours sincerely,

A handwritten signature in black ink that reads 'P. Dobson'.

Pia Dobson
Executive Director Fisheries and Aquaculture, as delegate for the CEO
cc. Andrew Rowland, CEO, Recfishwest

1 Nash St Perth 6000
Locked Bag 4, Bentley Delivery Centre, WA 6983
Telephone 1300 374 731 enquiries@dpird.wa.gov.au
dpird.wa.gov.au
ABN: 18 951 343 745

2025-26 BUDGET REVIEW – BUDGET REQUEST

Title: Flinders – Vegetation Management
Area: 4180

Consideration is requested for the financial adjustments listed below. Justification for each adjustment is provided to support consideration.

Impact	2025-26 \$	2026-27 \$	2027-28 \$	2028-29 \$	2029-30 \$
Expenses	(20,000)	(10,000)	(10,000)	(10,000)	(10,000)
Asset Investment	-	-	-	-	-
Adjustment to Salaries	-	-	-	-	-
Net Operating Balance	(20,000)	(10,000)	(10,000)	(10,000)	(10,000)
Cumulative effect Retained Surplus	(20,000)	(30,000)	(40,000)	(50,000)	(60,000)
Effect on SFA surplus/(deficit)	-	-	-	-	-
Source of Funding					
Muni	-	-	-	-	-
Grants & Subsidies	-	-	-	-	-
Land Development Reserve	20,000	10,000	10,000	10,000	10,000

TYPE OF EXPENDITURE

- | | |
|---|--|
| <input type="checkbox"/> Capital (>\$5,000)
<input type="checkbox"/> New Asset
<input type="checkbox"/> Replacement Asset | <input checked="" type="checkbox"/> General Expenditure
<input checked="" type="checkbox"/> New project/expense
<input type="checkbox"/> Continuation of closing project/expense |
|---|--|

FUNDING TIMING

- | | |
|---|---|
| <input type="checkbox"/> Specified Term | <input checked="" type="checkbox"/> Ongoing |
|---|---|

INVESTMENT REQUEST

The subdivisions around Flinders Estate require ongoing vegetation management to ensure the buffers are maintained. Stage 4 in particular requires establishment and maintenance of a 100m buffer to remove the BAL ratings for developments.

DETAIL OF REQUEST

As part of the Flinders Stage 4 subdivision, approval was received to clear a 100m buffer from vegetation that would remove the BAL rating requirements. This was partly cleared as part of Firebreak works last year but needs to be continued to ensure the full buffer is established.

Once the full buffer is established there will be a requirement to maintain this annually. The initial costs are estimated at \$20k with an ongoing maintenance estimate of \$10k per annum. It is proposed that the initial and ongoing works be funded from the Land Purchase and Development Reserve.

The proposal is entirely operating in nature and the effects to the SFA and Retained Surplus are shown in the table above. Any unspent amounts will return to reserve at the end of each year unless required to be carried forward.

RISK

The request will reduce fire risk at the Flinders Estate subdivision.

CONSULTATION

Internal Park & Environment.

2025-26 BUDGET REVIEW – BUDGET REQUEST

Title: Homecare Laundry – Fire wall Construction
Area: Projects & Buildings / Homecare

Consideration is requested for the financial adjustments listed below. Justification for each adjustment is provided to support consideration.

Impact	2025-26 \$	2026-27 \$	2027-28 \$	2028-29 \$	2029-30 \$
Expenses	-	(1,071)	(1,071)	(1,071)	(1,071)
Asset Investment	(75,000)	-	-	-	-
Adjustment to Salaries	-	-	-	-	-
Additional FTE's	-	-	-	-	-
Net Operating Balance	-	(1,071)	(1,071)	(1,071)	(1,071)
Cumulative effect Retained Surplus	-	(1,071)	(2,142)	(3,213)	(4,284)
Effect on SFA surplus/(deficit)	-	-	-	-	-
Source of Funding					
Muni	-	-	-	-	-
Grants & Subsidies	-	-	-	-	-
EHC Asset Replacement	75,000	-	-	-	-

TYPE OF EXPENDITURE

- | | |
|---|--|
| <input checked="" type="checkbox"/> Capital (>\$5,000)
<input checked="" type="checkbox"/> New Asset
<input type="checkbox"/> Replacement Asset | <input type="checkbox"/> General Expenditure
<input type="checkbox"/> New project/expense
<input type="checkbox"/> Continuation of closing project/expense |
|---|--|

FUNDING TIMING

- | | |
|--|----------------------------------|
| <input checked="" type="checkbox"/> Specified Term | <input type="checkbox"/> Ongoing |
|--|----------------------------------|

INVESTMENT REQUEST

The existing Homecare Laundry does not meet building approval requirements due to boundary setbacks. Without rectification, the facility cannot be certified, creating significant compliance and operational risk. Constructing a fire-rated wall is the only viable option that resolves the compliance issue while retaining operational functionality of the site.

Drake Brockman Construction has provided a quotation to design, certify and construct the required fire wall to ensure compliance and retain the laundry in its current functional location. The total cost is \$70,453.14 + GST, excluding statutory building fees.

In addition, the Shire will incur statutory building approval fees, which include the Building Permit Fee, Building Services Levy and the Certificate of Design Compliance (CDC). These fees are expected to total approximately \$2,500 (GST inclusive).

DETAIL OF REQUEST

The Shire's Homecare Laundry does not currently meet building approval requirements due to its proximity to adjoining boundaries. The structure must either be relocated a minimum of 3 metres from the neighbouring fence and buildings or be upgraded through the construction of a compliant fire-rated wall. Relocating the building is not feasible as it would position the laundry in the middle of the existing carpark, creating significant access constraints, safety issues, and operational disruption to the compound and gardeners shed.

The most practical, cost-effective and operationally sound solution is to construct a fire-rated wall and retain the facility in its current location. The requested budget will cover design, approvals, construction, and associated site works. There are no major ongoing costs beyond standard maintenance

Project Cost Summary:

- Fire Wall Construction (Drake Brockman Construction): \$70,453.14 + GST
- Building Approval Fees (Permit, Levy, CDC): \$2,500 (incl. GST)
- Estimated Total Project Cost: ~\$75,000 + GST

Scope of work (as per Drake Brockman Construction costing):

Drake Brockman Construction Costing -

- Organise CBC for the existing laundry block and CDC for the new fire wall.
- Preliminary works, site establishment, fencing and security.
- Concrete works, structural steel columns, brickwork and associated labour.
- Scaffolding hire, waste removal, administration and project management.
- Application fees, builder's margin and BCITF levy.
- Consultant and engineering fees as itemised.
- Building permit, BSL and CDC costs (estimated at \$2,500)

Expected outcome:

- Building approval granted for the Homecare Laundry.
- Facility retained in its current, operationally optimal location.
- Avoidance of major access disruption to compound and gardeners shed.
- Compliance with NCC requirements and reduced organisational risk.

Background:

- Current laundry position breaches boundary setback requirements.
- Moving the structure is not feasible and would significantly impact operations.
- A fire-rated wall is the only practical, cost-effective option to achieve compliance while preserving site functionality.

Options considered:

1. Relocate laundry building – impractical due to carpark obstruction, access blockage and operational inefficiency.
2. Construct fire-rated wall – preferred solution; resolves all compliance issues with minimal disruption.

Ongoing or changed costs:

- No significant change to operational expenditure.
- Standard asset maintenance only.

The initial works will be funded from the EHC Asset Replacement reserve. Ongoing maintenance requirements will be negligible over the first few years and, as such, haven't been included. Any maintenance costs that are required will be funded from the EHC Fundraising Reserve.

The asset will be added to the building which has a useful life of 70 years resulting in \$1,071 in depreciation per annum. As this amount is non-cash it does not affect the SFA surplus/deficit and does not require funding from the reserve. The effect to retained surplus on the group accounts is shown in the table above.

RISK

Risk Reduction:

- Significantly reduces compliance and safety risk associated with the current non-compliant structure.
- Avoids potential enforcement action or operational shutdown if left unresolved.

Risk of Maintaining Status Quo:

- Continued non-compliance with the Building Code.
- Potential insurance implications and operational risk to Homecare services.

Implementation Risks:

- Minor disruption to laundry access during construction.
- Contractor access must be managed within a busy operational compound.

CONSULTATION

- Projects & Buildings team
- Manager Aged Care & Disability Services & Home Care Operations team
- Director Asset Management
- Director External Services
- Drake Brockman Construction (quotation and scope)
- Building Surveyor / Certifier (preliminary compliance advice)

2025-26 BUDGET REVIEW – BUDGET REQUEST

Title: CBD Impact Assessment
Area: External Services

Consideration is requested for the financial adjustments listed below. Justification for each adjustment is provided to support consideration.

Impact	2025-26 \$	2026-27 \$	2027-28 \$	2028-29 \$	2029-30 \$
Expenses	(20,000)	-	-	-	-
Asset Investment	-	-	-	-	-
Adjustment to Salaries	-	-	-	-	-
Additional FTE's	-	-	-	-	-
Net Operating Balance	(20,000)	-	-	-	-
Cumulative effect Retained Surplus	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
Effect on SFA surplus/(deficit)	(20,000)	-	-	-	-
Source of Funding					
Muni	(20,000)	-	-	-	-
Grants & Subsidies	-	-	-	-	-
Reserves	-	-	-	-	-

TYPE OF EXPENDITURE

- | | |
|---|--|
| <input type="checkbox"/> Capital (>\$5,000) | <input type="checkbox"/> General Expenditure |
| <input type="checkbox"/> New Asset | <input checked="" type="checkbox"/> New project/expense |
| <input type="checkbox"/> Replacement Asset | <input type="checkbox"/> Continuation of closing project/expense |

FUNDING TIMING

- | | |
|--|----------------------------------|
| <input checked="" type="checkbox"/> Specified Term | <input type="checkbox"/> Ongoing |
|--|----------------------------------|

INVESTMENT REQUEST

To engage a qualified consultant to provide a report and presentation to Council on the following items.

1. Understanding of the potential impacts and benefits of the proposed shopping centre on Sheldon Rd in relation to the Esperance Town Centre and associated activity centres in Castletown and Pink Lake.
2. Recommendations to help guide further activation of the CBD to offset any identified impacts.
3. Recommendations on developer contributions towards additional infrastructure and service requirements the Shire maybe required to undertake.

This report is intended to assist the Shire in responding to any formal submissions to the WAPC should the Developer proceed with a development application for the site.

The expected cost is \$20,000 funded from savings in other areas.

DETAIL OF REQUEST

The proposed scope of works is based on the Western Australian Planning Commission (WAPC) State Planning Policy 4.2 in relation to Activity Centres. This State Government policy and methodology have been specifically developed to assess the benefits and impacts of major shopping centres (activity centres) which seek to locate outside town centres.

The key piece of work includes a Retail Needs Assessment (NA) and Net Benefit Test (NB) for the subject site.

The retail needs assessment focuses on current retail floor space – future requirements, assessment of economic viability of the proposal and estimate of the impact of the sustainability of the town centre and other activity centre hierarchy.

The net benefit assessment includes the nature and degree of community benefits likely to be generated and economic activation assessment of the proposal and site.

Please see draft scope attached noting additional deliverables will be

1. Identification of CDB activation opportunities and
2. Recommendation of developer contributions for the project.

As part of the development application process Council will be requested to provide a formal submission to WAPC and the report will help guide the Shire's response and importantly it will be aligned with the WAPC policy for similar developments.

RISK

With a potentially large development outside the town centre, it is important that Council takes steps to understand the potential risks and impacts this may have on the town centre. Identifying opportunities to offset any adverse findings will also be important to minimise impact on the town centre.

CONSULTATION

Internal



Shire of Esperance

Chadwick Retail Needs Assessment and Net
Benefit Test Reverse Brief

May 2025



1 PROJECT BRIEF

The Shire of Esperance (the Shire) is investigating the suitability and viability of a proposed neighbourhood in Chadwick (the subject site). The Shire is requesting the services of a suitably qualified consultant to complete a retail Needs Assessment (NA) and Net Benefit (NB) Test for the subject site with consideration of State Planning Policy 4.2 – Activity Centres and guidelines¹.

The NA and NB Test should address the following scope of work to inform an evidence-based understanding of demand and supply factors affecting the proposed neighbourhood centre, and its subsequent impact on the Esperance Town Centre. The scope of work shall be completed within ten weeks. The following table summarises the scope in a format suited to a Request for Quote brief (Figure 1).

Figure 1. Scope of Work and Indicative Timing

Analysis Component	Tasks	Timing
Trade Area Identification	Identification of the spatial boundary from which the subject site will generate most of its customers through consideration of: <ul style="list-style-type: none"> • Built and natural spatial barriers that affect the size of the trade area • Purpose and role of the neighbourhood centre • Sparseness of retail supply in regional areas 	One to two weeks
Demand Analysis	Analysis of demand factors that will impact retail uses at the subject site: <ul style="list-style-type: none"> • Age profile • Population and dwelling forecast • Visitation and visitor growth forecasts • Income • Expenditure • Retail Trends 	
Supply Analysis	Analysis of supply factors that will impact retail uses at the subject site: <ul style="list-style-type: none"> • Identification of existing retail complexes; their location, floorspace and mix of uses • Identification of planned expansions and developments; their location, floorspace and mix of uses 	One to two weeks
Viability and Floorspace Assessment	Utilise the evidence-base to determine the supportable level and associated timing of retail floorspace at the proposed subject site.	Two to three weeks
Impact Test	Determine the impact of developing retail floorspace at the subject site on the Town Centre and other centres (i.e. Pink Lake and Castletown) agreed to with the Client. Estimate the percentage change in Shop/Retail turnover for each centre and compare to SPP4.2 Implementation Guidelines impact levels. The model applied should use publicly	One week

¹ Department of Planning, Lands and Heritage, *State Planning Policy 4.2 – Activity Centres*, [Link](#)

Chadwick RNA and NBT Reverse Brief



Analysis Component	Tasks	Timing
	available data and apply an objective methodology, in alignment with SPP4.2 guidelines.	
Community Benefits	Detail the net benefit of retail uses at the subject site according to SPP4.2 Implementation Guidelines Net Benefit Assessment Template. Community benefits may include the development's contribution to: <ul style="list-style-type: none"> • Strategic alignment • Productivity • Quality of life • Infrastructure and services • Equity and social inclusion 	One week
Presentation and Reporting	Summarise key findings of analysis in a clear and concise presentation to the Shire. Detail methodology, key assumptions and findings in a report.	One week



2 METHODOLOGY

A generic Pracsys methodology for delivering a NA and NB Test is provided below. The following tasks are integral components of an analysis to inform the Shire's understanding of the steps required for a consultant to establish the supportable level of retail floorspace at the subject site and measure the impact of the site on the Town Centre.

Task 1: Start-up and Background Review

- Attend a project start-up meeting to confirm:
 - Scope of work and methodology
 - Timeline and deliverables
- Receive data and review relevant documents, including:
 - Data sources from the project team including information on known residential developments as well as existing and proposed retail developments
 - Conduct literature review to supplement existing information from planning documents

Outcome: Establish project timeline and deliverables. Develop an understanding of the project background and context.

Task 2: Demand Analysis

- Determine the spatial bounds of NA (trade area) of the proposed neighbourhood centre using:
 - Pracsys research and understanding of spatial bounds and regional context
 - Project team understanding
 - Role and purpose of a neighbourhood centre according to SPP4.2
- Identify relevant demographics and socio-economic indicators of the trade area, including:
 - Age structure
 - Occupation
 - Population growth projections
 - Household growth projections
 - Household income distribution
 - Retail expenditure
 - Retail trends
- Analyse demographic and socio-economic indicators and their implications for retail demand
- Investigate the tourism expenditure contribution to total retail expenditure

Outcome: An understanding of the demographic and socio-economic factors that will affect demand for Shop/Retail uses in the Shire.

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Task 3: Supply Analysis

- Identify and profile potential competing Shop/Retail uses within the identified trade area including:
 - Role, purpose and activity centre classification
 - Retail floorspace
 - Retail use mix
 - Location
- Best practice data sources for NAs (i.e. DPLH Land Use and Employment Survey) are not available for regional areas such as the Shire. The data will be obtained from the following sources:
 - Information provided by the Shire
 - Extensive desktop research
- Identify any additional planned future developments and/or expansion of existing centres based on relevant local/commercial structure plans and other secondary research

Outcome: An understanding of the current retail catalogue of existing floorspace. An understanding of the future competitive environment.

Task 4: Retail Gravity Model

- Collate demand and supply data to generate a dynamic gravity model to allocate expenditure to identified centres (please refer to **Pracsys Approach** for details of the gravity modelling)
- Input the coordinates of retail centre/s into QGIS mapping software
- Input the coordinates of the subject site
- Calculate future floorspace productivity and test proposed floorspace or determine supportable floorspace based upon estimated expenditure capture
- Truth-test resultant floorspace productivities with identified benchmarks and industry standards
- Discuss the potential retail expenditure captured now and, in the future, based on the results of the modelling
- Determine the viability of the proposed retail floorspace based on the analysis conducted

Outcome: Provide an assessment of the economic viability of the proposed neighbourhood centre at the subject site.

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Task 5: Retail Impact Test

- Utilise the retail gravity model constructed to estimate the likely impact of the development on the retail turnover volumes of centres within the trade area activity centre hierarchy
 - Repeat the assessment every five years over a 15-year time period
 - Consider inclusion of centres outside the trade area based on anticipated feedback
- Assess impacts according to the SPP 4.2 Implementation Guidelines including the viability and vibrancy of other centres, and the impact on access to services by the community
- Provide commentary on the competitive response of impacted centres and the proposed development

Outcome: An estimate of the proposed neighbourhood centre's impact on the sustainability of the activity centre hierarchy.

Task 6: Community Benefits

- Estimate the quantitative community benefits attributable to the development of the subject site, including consideration of:
 - Construction phase employment
 - Construction phase output
 - Operation phase employment
 - Operation phase output
 - Number of vehicle trips (this benefit will be considered in terms of total distance travelled)
- Provide high-level commentary on the proposed neighbourhood centre's delivery of qualitative community benefits, including consideration of the following (as relevant based on the SPP 4.2 Net Benefit Test Implementation Guidelines):
 - Strategic alignment
 - Productivity
 - Environmental sustainability
 - Quality of life
 - Infrastructure and services
 - Equity and social inclusion
- Provide supporting commentary relating to which stakeholders will experience the benefit

Outcome: An understanding of the nature and degree of community benefits likely to be generated by the proposed neighbourhood centre.

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Task 7: Economic Activation Assessment

- Apply economic principles to compare the suitability of the Shop/Retail floorspace uses at the current site and proposed site. Principles of Economic Activation include:
 - Purpose of Place
 - Access – Arrival Points
 - Origins – Car Parking and Transport Nodes
 - Exposure – Pedestrian Movement
 - Destinations – Major attractions
 - Control – Strategic Sites
- In discussion with the project team, identify opportunities and constraints associated with the proposed uses at each site including planning considerations

Outcome: A critical assessment of the subject site's suitability to supply retail floorspace uses based on economic principles of spatial activation.

Task 8: Presentation and Reporting

- Prepare a summary presentation that details:
 - Supply and demand analysis
 - Supportable floorspace
 - Impact test
 - Community benefits
- Prepare a draft report that addresses all aspects included with the presentation while capturing key inputs, assumptions and sources
- Refine final report based on client feedback (one round of feedback included)
- Submit final report

Outcome: A presentation and report detailing retail supply and demand factors, supportable retail floorspace and impact of the proposed neighbourhood centre.

12.4 EXECUTIVE SERVICES

Item: 12.4.1

WALGA Feedback on Electoral Reform

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

File Ref: D26/6437

Applicant

WALGA

Location/Address

N/A

Executive Summary

For Council to consider providing feedback to WALGA regarding Local Government electoral reforms that are expected to be proposed by the State Government.

Recommendation in Brief

That Council request the CEO to make a submission on electoral reform to WALGA based upon the following;

1. Continues to support half spill elections every 2 years to retain continuity of knowledge and continue with smoother and more consist local leadership;
2. Continues to support voluntary voting;
3. Considers that compulsory voting should be introduced if full spill elections are introduced every 4 years so there is a greater community participation in the election of a full spill Council; and
4. Would like to see a simpler voting method be introduced such as online or computer application to increase voter participation.

Background

In June 2025, Hon Hannah Beazley MLA, Minister for Local Government, expressed support for a four-year election cycle, citing concerns about voter fatigue and the rising costs of conducting biennial elections. These messages were repeated in Minister Beazley's address at WALGA's 2025 Local Government Convention, which also raised the possibility of compulsory voting. These comments have prompted renewed interest and discussion across the sector.

By proactively progressing this consultation, WALGA is seeking to obtain sector feedback that will ensure WALGA's positions reflect the sector's current views and enable timely, well-informed and effective engagement with the anticipated State Government reform proposals.

Local Governments are requested to provide a Council endorsed response to the Discussion Paper by 27 March 2026. This feedback will inform an item to be presented to State Council.

Officer's Comment

WALGA has developed a Discussion Paper (Attachment 1) to undertake early sector engagement to ensure WALGA's position reflect the sectors current views. The focus of the discussion paper is specifically focused on;

- Full spill elections every 4 years; and
- Compulsory voting at Local Government elections

A brief workshop was held with Councillor on the 20th January to seek their informal views around the questions around the two topics to assist in providing answers to the questions contained within the discussion paper.

The following four questions are asked in relation to election frequency;

1. Does your Local Government support half spill elections every two years or full spill elections every four years?
2. What are the key considerations informing this view?
3. If full spill elections every four years were introduced, what transitional arrangements and consequential amendments may be required?
4. Any other comments?

At the workshop Councillors expressed their preference to support half spill elections every two years with the main reasons being continuity of knowledge and continued consistency in approach on behalf of the community. Concern was raised that there may not be enough solid candidates to run in full spill elections and would be easier for factions to be developed and elections being run based upon topical platforms.

The following four questions are asked in relation to compulsory or voluntary voting;

5. Does your Local Government support compulsory voting or voluntary voting in Local Government elections?
6. If the frequency of Local Government elections were changed to every 4 years, would your Local Government support compulsory or voluntary voting?
7. What are the key considerations informing this view?
8. Any other comments?

At the workshop Councillors expressed their preference to continue to support voluntary voting however if the frequency of Local Government elections were changed to every 4 years, then compulsory voting should accompany that change. Would additionally like to see a simpler voting method being introduced such as via computer or app voting to increase voter turnout.

Consultation

Workshop with Councillors held on the 20th January 2026.

Financial Implications

Nil as currently forms advocacy and sector preference on the topic.

Asset Management Implications

Nil

Statutory Implications

Nil

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Leadership

Community confidence and trust in Council

Environmental Considerations

Nil

Attachments

A₁. Discussion Paper - Electoral Reform

Officer's Recommendation

That Council request the CEO to make a submission on electoral reform to WALGA based upon the following-

1. Continues to support half spill elections every 2 years to retain continuity of knowledge and continue with smoother and more consist local leadership;
2. Continues to support voluntary voting;
3. Considers that compulsory voting should be introduced if full spill elections every 4 years was introduced so there is a greater community participation in the election of a full spill Council; and
4. Would like to see a simpler voting method be introduced such as online or computer application to increase voter participation.

Voting Requirement

Simple Majority



Electoral Reform Discussion Paper

1. Background

1.1. Purpose

The purpose of this discussion paper is to request Council-endorsed Local Government feedback to inform WALGA's advocacy on Local Government electoral reforms expected to be proposed by the State Government, specifically:

- full spill elections every 4 years; and
- compulsory voting at Local Government elections

These options have been raised in statements by the Minister for Local Government, Hon Hannah Beazley MLA, but no formal proposals have yet been provided for consultation. While WALGA has relevant advocacy positions (discussed further below), the purpose of this discussion paper is to undertake early sector engagement to ensure WALGA's positions reflect the sector's current views and enable timely, well-informed and effective engagement with the anticipated State Government reform proposals.

1.2. WALGA existing advocacy positions

1.2.1. Elections

WALGA has established advocacy positions reflecting the sector's support of voluntary voting and elections of half the offices on Council every two years. These advocacy positions are provided in Appendix 1.

In late 2024 WALGA conducted a review of its Elections Advocacy Positions to ensure they reflected the sector's contemporary view.

Local Government responses at that time indicated strong (98%) support for half spills every two years, which was reflected in the adopted Advocacy Position [2.5.16 Elections](#).

While voluntary voting was supported by an overall majority of responses (74%), compulsory voting was supported by a majority (64%) of metropolitan respondents and a majority (61%) of Class 1 and 2 respondents.

State Council requested that the WALGA secretariat undertake further investigation of the implications of compulsory and voluntary participation in Local Government elections before reporting back to State Council.

In the interim, Advocacy Position [2.5.15 Participation in Local Government Elections](#) was retained, expressing support for voluntary voting with a note that further work was being undertaken.

This investigation was ongoing when the Minister for Local Government raised the prospect of further Local Government election reform.

A State by State comparison of electoral statistics is provided in Appendix 2.



1.2.2. Election costs

In 2024, WALGA conducted a review of five Local Government biennial election cycles up to and including the 2023 Local Government elections. The review demonstrated significant cost increases and concerns about the lack of transparency in costings provided by the Western Australian Electoral Commission (WAEC).

In September 2024, State Council adopted Advocacy Position [2.5.18 Local Government Elections Analysis 2015-2023](#), calling for an independent audit of the WAEC's cost allocation methods and the introduction of Service Level Agreements to ensure transparency of costing methodology.

Cost implications are a relevant consideration in assessing the appropriateness of any proposed electoral reform. However, the current lack of transparency in costing methodology makes it impossible to confidently forecast cost impacts.

This discussion paper seeks to identify the factors associated with each reform proposal that may affect election costs. This is further complicated by the interaction of possible reform options and external economic factors.

WALGA has requested that the Department of Local Government, Regulation and Industry Safety (LGIRS) and the Western Australian Electoral Commission, undertake modelling to identify the cost implications of any proposed reforms.

A comparison of available electoral costs data, State by State, is included as Table 4 in Appendix 2.

WALGA has contacted other Local Government associations to ask if they have experienced changes in costs associated with compulsory four-year, all-in all-out, local government elections. As this has been the approach in most jurisdictions for some time, responses were largely unable to address changes in cost.

2. Election Frequency

Current situation

Western Australia holds biennial elections, with half of the offices on Council elected every two years for four-year terms. All other Australian jurisdictions hold full spill elections every four years (four-year terms).

Considerations

Considerations include:

- Voter participation and fatigue
- Continuity, knowledge retention and mentorship for new Council Members
- Stable whole-of-Council mandate and collective accountability
- Capacity for candidate recruitment
- Administrative requirements
- Extraordinary vacancies and backfilling
- Timing and transitional arrangements

Re-election rates



WALGA has analysed the composition of Councils following the last two Local Government elections in other Australian jurisdictions, all of which have full spill elections. A comparison of available data on re-election rates is included as Table 2 in Appendix 2.

This data suggests that on average, re-elected Council Members make up between 47% and 57% of Council following full spill elections.

By comparing over 700 consecutive ordinary election results, the review identified nine occasions when the membership of Council following an ordinary election was 100% different from the Council following the previous ordinary election. However, four of these local governments held mid-term extraordinary elections, meaning the changes in membership occurred over two or more elections within a four-year period.

Costs

In one respect, a change to a four-year cycle would reduce costs by reducing the number of elections. However, the cost of each election may increase. The WAEC uses the number of vacancies to inform quotations for the conduct of elections. Full spill elections would double the number of vacancies, with possible increased costs associated with printing and postage and increased staffing for the count.

WALGA cannot definitively determine an overall cost impact to Local Government without the requisite cost-modelling from the WAEC. WALGA has requested that the WAEC provide this modelling to LGIRS. The cost impact of a change in election frequency may also vary between Local Governments.

Questions

1. Does your Local Government support half spill elections every two years or full spill elections every four years?
2. What are the key considerations informing this view?
3. If full spill elections every four years were introduced, what transitional arrangements and consequential amendments may be required?
4. Any other comments?

3. Compulsory or Voluntary Voting

Current situation

Voting in Local Government elections is voluntary in Western Australia and South Australia. All other Australian jurisdictions have compulsory voting.

Considerations

Considerations include:

- Voter participation and democratic legitimacy
- Voter engagement, awareness and/or fatigue
- Administrative and enforcement requirements
- Application to owner and occupier rolls

Participation rates

A comparison of available participation data is included as Table 3 in Appendix 1.

Costs



The WAEC uses expected participation rates to inform quotations for the conduct of elections. It is likely that an increased participation rate would increase election costs through higher reply-paid charges and increased staffing for the count. However, in-person elections become more cost effective than postal elections at higher participation rates.

WALGA cannot definitively determine an overall cost impact to Local Government without the requisite cost-modelling from the WAEC. WALGA has requested that the WAEC provide this modelling to LGIRS. The cost impact of compulsory voting may also be different for each Local Government depending on their current participation rates and methods for holding elections, and whether these would change significantly.

Tasmania implemented compulsory voting in Local Government elections in 2022. Local Government Association Tasmania (LGAT) advised that this resulted in reasonably significant cost increases. The Tasmanian Electoral Commission reported a \$9.32 per elector cost for the first compulsory Local Government elections in 2022, a 35% increase from \$6.92 in 2018. An analysis of the factors contributing to this increase is not available and it may be challenging to draw direct comparisons between Tasmania and WA.

It is likely that the cost impact of compulsory voting would be moderated if elections also transition to a 4 yearly cycle.

DRAFT



Questions

5. Does your Local Government support compulsory voting or voluntary voting in Local Government elections?
6. If the frequency of Local Government elections were changed to every 4 years, would your Local Government support compulsory or voluntary voting?
7. What are the key considerations informing this view?
8. Any other comments?

DRAFT



Appendix 1- WALGA Elections Advocacy Positions

2.5.15 Participation in Local Government Elections

Position Statement	<p>The Local Government sector supports voluntary participation in Local Government elections.</p> <p><i>Noting that State Council at its 6 December 2024 State Council meeting resolved that the WALGA Secretariat further investigate implications of compulsory and voluntary participation in Local Government elections and report back to State Council.</i></p>
Background	<p>Voluntary participation in Local Government elections is a long-established position of the Local Government sector, and was confirmed as a result of sector feedback received during the Local Government reform process.</p>
State Council Resolution	<p>December 2024 - 090.5/2024</p> <p>February 2022 – 312.1/2022</p> <p>December 2020 – 142.6/2020</p> <p>March 2019 – 06.3/2019</p> <p>December 2017 – 121.6/2017</p> <p>October 2008 – 427.5/2008</p>
Supporting Documents	<p>Advocacy Positions for a New Local Government Act</p> <p>WALGA submission: Local Government Reform Proposal (February 2022)</p>

2.5.16 Elections

Position Statement	<p>The Local Government sector supports:</p> <ol style="list-style-type: none">1. Councillors serve four-year terms with elections every two years and half of the Council positions spilled at each election.2. First-Past-The-Post (FPTP) voting system for Local Government elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections.3. First-Past-The-Post (FPTP) voting system for internal Council elections.
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4. Councils holding elections by means of in-person, postal and/or electronic voting.
5. Current legislative provisions of Mayor/President of Class 1 and Class 2 Local Governments being directly elected by the community and Class 3 and Class 4 Local Governments determining whether its Mayor or President is elected by the Council or by the community.

Background

The sector positions on Local Government elections have been long-established. This was confirmed as a result of sector feedback received during the Local Government reform process.

Following the 2023 Local Government Elections where legislative reforms to Local Government elections processes were first implemented, sector wide consultation was conducted on key elements of the elections advocacy positions to determine if they accurately reflected the sector's contemporary view.

State Council Resolution

- December 2024 - 091.5/2024
- February 2022 – 312.1/2022
- December 2020 – 142.6/2020
- March 2019 – 06.3/2019
- December 2017 – 121.6/2017
- October 2008 – 427.5/2008

2.5.18 Local Government Elections Analysis 2015-2023

Position Statement

That WALGA advocate to the State Government:

1. For an independent Local Government election audit, focusing on the Western Australia Electoral Commission's (WAEC) service delivery and cost allocation methods and costing applications used, to confirm that marginal cost recovery principles are applied and that the costing program is being effectively managed.
2. For the requirement for the WAEC to develop and implement Service Level Agreements with Local Governments, similar to those agreements currently used in New South Wales and Victorian Local Government elections and that includes:
 - a. transparency of costing methodology,
 - b. direct engagement with Local Governments pre and post elections, and
 - c. the roles and responsibilities of the WAEC and Local Governments in the conduct of elections.



3. For a review of the legislative framework that would allow for more than one election services provider to conduct Local Government elections.
4. For a mandated WAEC Report to Parliament specific to Local Government elections post each election cycle, outlining costs, results, voter turnout and matters for improvement both in the conduct of elections and the legislation, if relevant.

Background

A comprehensive review and analysis of five election cycles up to and including the 2023 Local Government election against the backdrop of legislative reforms to the Local Government electoral process in Western Australia was carried out by WALGA.

With a focus on postal elections conducted exclusively by the Western Australian Electoral Commission (WAEC), the analysis has found evidence of the rising cost and reduced service level of conducting Local Government elections in Western Australia.

Elected Member feedback, costs vs service comparisons and engagement by the sector with WALGA's governance services over the 2023 Local Government election period, are the basis for the position outlined above.

State Council Resolution September 2024 - 065.4/2024



Appendix 2 - Election Statistics

The data in the following tables is derived from publicly available reports issued by the respective State Electoral Commissions for the elections they conducted. The different content and format of reporting in each jurisdiction can make direct comparisons challenging.

Table 1: Comparative overview

Jurisdiction	Compulsory/optional voting	Frequency	Postal/In Person
Western Australia	Optional	Half spill every 2 years	Postal or in person
South Australia	Optional	Full spill every 4 years.	Postal.
Northern Territory	Compulsory	Full spill every 4 years	Postal or in person.
Queensland	Compulsory	Full spill every 4 years.	Postal or in person.
New South Wales	Compulsory	Full spill every 4 years.	In person.
Victoria	Compulsory	Full spill every 4 years.	Postal
Tasmania	Compulsory	Full spill every 4 years.	Postal

Table 2: Average percentage of returning Council Members (at individual Council level)

States with full spills only. Calculated using publicly reported ordinary election results including elections conducted by private providers.

State	Most recent election year Average % of Council Members who were Council Members the previous term	Previous election year Average % of Council Members who were Council Members the previous term
Queensland	2024 47%	2021 49%
New South Wales	2024 54%	2021 49%
Victoria	2024 46%	2020 47%
South Australia	2022 57%	2018 48%
Tasmania	2022 53%	2018 54%



Table 3: Percentage of all elected candidates who were returning Council Members (at State level)

States with full spills only. Official state level percentage reported by electoral commissions for elections they conducted.

State	Most recent election year % of returning Council Members	Previous election year % of returning Council Members
Queensland	2024 43.2%	2021 46.0%
New South Wales	2021 56.8%	2016/17 (amalgamations) 60.6%
Victoria	2024 43.0%	2020 51.9%
South Australia	2022 50.0%	2018 55.3%
Tasmania	2022 46.0%	2018 48.0%

Table 4: Election participation rates

State	Election Year	Election Year	Election Year
WA	2023 31.2%	2021 30.2%	2019 29.1%
NSW	2024 84.54%	2021 (2020 postponed) 83.56%	2016/2017 (amalgamations) 2017: 79.58% 2016: 79.27%
NT	2025 <i>Official report not yet available.</i>	2021 61.3%	2017 58.5%
QLD	2024 82.31%	2020 (COVID impacted) 77.71%	2016 83.04%
SA	2022 32.9%	2018 31.6%	2014 31.99%
TAS	2022 (First election with compulsory voting) 84.79%	2018 58.72%	2014 54.58%
VIC	2024 81.46%	2020 81.47%	2016 72.15%



Table 5: Election costs

Election costs invoiced to Local Governments.

State	Election Year	Election Year	Election Year
WA	2023 <i>postal elections only</i> \$5.17 per elector 1,763,392 electors (115 districts)	2021 <i>postal elections only</i> \$4.06 per elector 1,727,712 electors (92 districts)	2019 <i>postal elections only</i> \$3.70 per elector 1,619,431 electors (86 districts)
NSW	2024 \$55.67million 5,242,086 electors (125 councils)	2021 \$46million (<i>budgeted</i>) 4,838,137 electors (122 councils)	2016/2017 2017 \$19.17 million 2.73 million electors (45 councils) 2016 \$14.11 million 1.97million electors (76 councils)
NT	2025 NA	2021 \$1,864,193 142,546 electors	2017 \$1,593,775 133,927 electors
SA	2022 \$8.93million (ex GST) \$6.93 per elector (ex GST)	2018 \$6.57million (ex GST) \$5.41 per elector (ex GST)	2014 \$4.36million (ex GST) \$3.77 per elector (ex GST)
TAS	2022 <i>voting became compulsory</i> \$9.32 per elector 410,975 electors	2018 \$6.92 per elector 356,810 electors	2014 <i>first all-in all-out</i> \$5.59 per elector 375,355 electors

Note: Data in this table is taken from reports published by the relevant Electoral Commissions. Due to differences in the ways electoral costs are apportioned, a per elector cost is only provided if it was reported. Data for QLD and VIC is not clearly discernible in Election Reports, and therefore not presented in this table.

Item: 12.4.2

Esperance Chamber of Commerce Sponsorship Proposal

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

File Ref: D26/6669

Applicant

Esperance Chamber of Commerce and Industry (ECCI)

Location/Address

Esperance

Executive Summary

For Council to consider a three-year sponsorship proposal from the Esperance Chamber of Commerce and Industry for the period 2026-2028.

Recommendation in Brief

That Council enter into a three-year corporate sponsorship agreement with the Esperance Chamber of Commerce and Industry valued at \$25,000 per annum (plus GST).

Background

The Esperance Chamber of Commerce and Industry is a vital platform for ensuring that the Esperance business community has strong representation and the best opportunity to unlock the region's potential.

The ECCI provides three main areas of support to the Esperance business community:

- Member Services- access to networking and promotional opportunities, educational programs, business services and special events.
- Economic Development- partner in business attraction, business retention and expansion, redevelopment, workforce development and recruitment.
- Advocacy- voice of business and advocate issues that affect the business environment.

The Esperance Chamber of Commerce has an existing Silver Sponsorship Agreement with the Shire of Esperance valued at \$5,500 per annum for the period 2023-2026 (See attachment B). This agreement is based around in-kind/ contra sponsorship agreement for venue hire.

Over the past three years the ECCI has partnered with the Shire of Esperance in the Small Business Friendly program to streamline the small business approval process, especially in the start-up phase. This partnership has assisted the Shire's Development Services Department with small businesses having support and guidance in application preparation and business case development.

The ECCI has developed the Converge Conference that was delivered in 2024 and 2025. Converge showcases the best of Esperance, connecting local business with industry leaders, celebrating success and building confidence and capacity in the local business sectors. The Shire of Esperance has supported this event through the Community Grants Program with \$10,000 in 2024 and \$25,000 in 2025.

Officer's Comment

An all-encompassing three-year corporate sponsorship is seen as a good opportunity for both organisations to have clarity on expectations and support for the following three years.

The ECCI has proposed a corporate sponsorship proposal (Attachment A) with a request of \$25,000 per annum and one complimentary Civic Centre booking. This proposal will provide the following:

- Business Advisory Concierge Service
- Co-Working Hub business case including feasibility
- Converge conference delivered in 2026 and 2028
- Annual Business Excellence Awards
- Town Centre Development Group- business owner engagement
- Shire branding and recognition

See further information provided by the ECCI on some of the key deliverables to their proposal (Attachment C).

Local Government support for local Chamber of Commerce is commonplace throughout Western Australia. A quick survey of other regional centres showed that there was general support for ECCI's at a local level that met the needs of each organisation.

Based upon the previous support that the Shire has provided the ECCI in both annual sponsorship and Converge support the proposal appears to be reasonable.

It is suggested that any agreement commences from the 1st July to align with financial years for budgeting purposes and request a report each year outlining the outcomes achieved by the ECCI in line with the sponsorship agreement.

Consultation

Esperance Chamber of Commerce and Industry
Local Governments- Regional Centres

Financial Implications

The financial implications arising from this report are \$25,000 per annum plus the cost in lieu of a Civic Centre hire.

Asset Management Implications

Nil

Statutory Implications

Nil

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Growth And Prosperity

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

Environmental Considerations

Nil

Attachments

- A. ECCI Sponsorship Proposal 2026-2028
- B. Sponsorship Agreement 2023-2026
- C. ECCI Clarifications

Officer's Recommendation

That Council

1. Enter into a three-year corporate sponsorship agreement with the Esperance Chamber of Commerce and Industry valued at \$25,000 per annum (plus GST) plus one annual Civic Centre booking.
2. Commence the sponsorship agreement from 1st July 2026.
3. Request an annual report from the ECCI outlining the progress achieved through the sponsorship agreement.

Voting Requirement

Simple Majority



Three-Year Corporate Sponsorship Proposal 2026–2028

Prepared for: Shire of Esperance

Prepared by: Esperance Chamber of Commerce and Industry (ECCI)

Executive Summary

The Esperance Chamber of Commerce and Industry (ECCI) seeks to partner with the Shire of Esperance through a three-year corporate sponsorship agreement (2026–2028) valued at \$25,000 per annum (plus GST). This partnership will deliver measurable economic development outcomes, including reduced administrative burden, strengthened small business capability, workforce attraction support, and enhanced use of existing infrastructure.

Alignment with Shire Strategic Objectives

This proposal supports the Shire of Esperance’s strategic objective of being growing and thriving “a great place to live, work, invest and visit” by addressing workforce attraction, business sustainability, and regional economic resilience.

The proposal is also designed to align with the Shire of Esperance’s Economic Development Plan 2025-2032.

Strategic Initiatives

A. Business Advisory Concierge Service

ECCI will act as the first point of contact for new and emerging small businesses referred to the Chamber, improving referral quality and reducing administrative workload. This initiative aligns with Shire objectives for business support, retention, and growth.

B. Co-Working Hub Development

Sponsorship funding will be used as matching leverage in external grant applications to progress the Co-Working Hub business case, supporting workforce attraction and SME capacity while maximising use of existing infrastructure.

C. Converge Forum Delivery

Shire sponsorship in 2026 will support the delivery of the Converge Forum, transitioning to a biennial model thereafter. This initiative enhances investment readiness, regional innovation, and business connectivity.

D. Annual Business Excellence Awards Sponsorship

The sponsorship agreement will include recognition of the Shire of Esperance as a sponsor of the Esperance Chamber of Commerce & Industry’s Annual Business Excellence Awards. The Awards celebrate local business excellence, innovation, and resilience and provide a



high-profile platform for the Shire to demonstrate its ongoing commitment to supporting the local business community and regional economic development.

Value for Money & Public Benefit

The proposed sponsorship provides a cost-effective mechanism for delivering economic development outcomes, leveraging ECCI's networks and capacity to reduce reliance on Shire staffing. Clear KPIs, quarterly reporting, and an annual review ensure transparency, accountability, and value for ratepayers.

Governance & Reporting

ECCI will provide quarterly sponsorship reports detailing activities and outcomes against KPIs. An annual review meeting with the Shire will confirm alignment with strategic objectives and inform continuation decisions.

Sponsorship Package

Annual Investment: \$25,000 per annum + GST (2026–2028)

In-Kind Support: One complimentary Civic Centre booking annually

Branding & Recognition: Logo placement across ECCI events, website, and communications

Event Integration: Featured sponsor recognition for Converge

Reporting: Quarterly reporting and annual review

Flexible recognition opportunities available to align with Shire priorities.

Business Excellence Awards: Sponsorship recognition as part of the Esperance Chamber of Commerce & Industry Annual Business Excellence Awards

Measurable Outcomes & KPIs

Small Business Enquiries: Number triaged and referred annually

Co-Working Hub: Number of grant applications lodged and milestones achieved

Converge: Attendance, engagement, and post-event feedback metrics

Business Engagement: One Shire-hosted Business After Hours event annually

Awards Engagement: Shire recognition at the Annual Business Excellence Awards and attendance by Shire representatives

Next Steps

1. Business Advisor in place by March 2026
2. Co-Working Hub funding applications lodged by EOFY 2026
3. Converge 2026 Civic Centre booking confirmed for September 2026

Request

That Council:

1. Endorse entering into a three-year corporate sponsorship agreement with the Esperance Chamber of Commerce and Industry (ECCI).



SILVER SPONSORSHIP AGREEMENT

From: 01.10.2023 – 30.09.2026 (three-year term)

Silver Sponsorship valued at \$5,500 per annum (In-Kind/Contra – GST Incl)

Company/Organisation: Shire of Esperance
Contact Person/Position: Shane Burge, Chief Executive Officer
Telephone: 9071 0621
Email: shane.burge@esperance.wa.gov.au

Shire of Esperance Representative Name: Shane Burge

Shire of Esperance Representative Signature:

Date: 20/10/2023

ECCI Representative Name: Suryo Wilson

ECCI Representative Signature:

Date: 19/10/2023

The Shire of Esperance Silver Sponsorship of the ECCI is valued at \$5,500 a year (GST Incl) for a three-year agreement. This is an 'In-Kind / Contra' Sponsorship Agreement for hire of the Civic Centre and Stadium including:

- Business forums (up to 4 forums per year, including labour costs)
- Business Excellence Awards (three-day hire, including labour and lighting costs)
- Other intermittent use, such as for a workshop, training session, our AGM etc.

In return the ECCI provides the Shire of Esperance with:

- Membership to the ECCI and all associated membership benefits
- Your company logo to feature on selected ECCI marketing material including:
 - Banners (displayed prominently at numerous events throughout the year)
 - ECCI Business and Community Directories
 - ECCI newsletters
 - ECCI website
 - ECCI stationary (including ECCI letterhead)
- Your company will receive positive recognition at events for ECCI members, including workshops, forums and business courses
- Your company will be promoted as a sponsor during regular radio broadcasts throughout the year
- Your company will receive positive recognition of corporate sponsorship at ECCI events, including but not limited to, Business Excellence Awards and business forums.

Proud Sponsors:



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



08 9071 5142



admin@esperancecci.com.au

Shane Burge

From: Chris Wilson <ChrisWilson@whiteroomfinance.com.au>
Sent: Wednesday, 28 January 2026 2:54 PM
To: Shane Burge
Subject: RE: Three-Year Corporate Sponsorship Proposal 2026–2028

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

Hi Shane,

I trust you are well and my apologies for the tardy response as I was on leave last week.

Please refer to the below in response to your queries.

A. Business Advisory Concierge Service:

- While the SBDC Regional program is funded through the SBDC, it is delivered by the ECCI providing general business advisory support.
- The proposed *Business Advisory Concierge Service* is a distinct, value-added initiative. It is designed to act as a central navigation point for businesses, particularly those interacting with Shire processes, helping streamline referrals, support workforce attraction pathways, improve compliance readiness, and reduce repeat enquiries landing on Shire staff.
- We have already liaised with the SBDC to ensure compliance with our current contract, and they are very pleased with the strong collaboration between the ECCI & local Shire in support of small businesses.
- This initiative therefore complements, rather than duplicates, core SBDC advisory services.

B. Co-Working Hub Development:

- There is an existing business case for a co-working hub; however, it is now quite dated.
- ECCI intends to apply for funding to update this business case, incorporating a full feasibility study to assess current market need, demand, and operating models.
- The outcome will be a completely refreshed, standalone business plan that includes updated feasibility findings, project scoping, financial modelling, and implementation pathways.
- The ECCI will ensure the Council receives a current, evidence-based document to inform future decisions.

C. Town Centre Development Group:

- On behalf of the ECCI we recognise the Shire has encountered challenges engaging property and business owners around town centre improvements.
- ECCI would be pleased to explore taking a supporting role in convening such a group.
- With our existing business networks, regular communications channels, and established relationships with precinct stakeholders, we are well-positioned to facilitate participation, gather input, and help shape practical, business-driven activation ideas.

Thank you again for the Shires consideration and I look forward to hearing from you soon.

Kind Regards

Chris Wilson

Director/Finance Broker | DIP.FMBM; Bachelor of Business – Marketing

📞 0478 703 275 | ✉️ ChrisWilson@whiteroomfinance.com.au | 🌐 <https://whiteroomfinance.com.au/esperance/>

👤 **Book a Meeting with me**

Item: 12.4.3

Sale of Residential Land

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

File Ref: D26/7013

Applicant

Internal Report

Location/Address

Flinders Estate Stage 4 - Bandy Creek



Executive Summary

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

Recommendation in Brief

That Council:

1. Direct the CEO to advertise all unsold lots within Flinders Stage 4 (excluding any lots that are under contract at the time the tender is advertised) for sale by tender.
2. Relist all lots that don't receive an offer through the tender process.
3. Delegate authority to the CEO to negotiate and accept offers on these listed properties.

Background

The current delegated authority to the CEO to accept offers on identified vacant lots is due to expire in April 2026.

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

There is currently a total of 18 lots available for sale in Flinders, all other lots that were available have sold.

Officer's Comment

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

It is recommended that Council continue to rely upon the land price list provided at the Council meeting September 2024 against the valuation of the land in 2023, noting that 11 lots have sold since the pricing was established.

Consultation

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

Financial Implications

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

Asset Management Implications

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

Statutory Implications

The statutory implications associated with this item are contained within:

Local Government Act 1995

Section 3.58 – Disposing of Property

Policy Implications

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

Strategic Implications

Council Plan 2022 – 2032

Leadership

A financially sustainable and supportive organisation achieving operational excellence

Environmental Considerations

Nil

Attachments

- A. Stage 4 Lot Prices September 2024 - *Confidential*

Officer's Recommendation

That Council

1. **Direct the CEO to advertise all unsold lots as detailed below at 2. (excluding any lots that are under contract at the time the tender is advertised) for sale by tender.**
2. **List all properties in the schedule within Attachment A at the Listing Prices identified.**
3. **Delegate authority to the CEO to negotiate and accept offers on these listed properties at or above the Minimum Acceptable Sale Price identified in the schedule within Attachment A.**

Voting Requirement

Absolute Majority

Item: 12.4.4

Common Seal Usage October 2025 to February 2026

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

File Ref: D26/7614

Applicant

Internal

Executive Summary

For Council to receive the Common Seal Register

Recommendation in Brief

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

Background

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

Exceptions to the above are:

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

Officer's Comment

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

Consultation

WALGA

Financial Implications

Nil

Asset Management Implications

Nil

Statutory Implications

Local Government Act 1995 – 9.49a Execution of Documents

Policy Implications

POL 0036: Execution of Documents and Common Seal Usage

Strategic Implications

Council Plan 2022 – 2032

Performance - Outcome 15. Operational excellence and financial sustainability

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

Environmental Considerations

Nil

Attachments

A₁. Shire of Esperance Common Seal Usage - October 2025 to February 2026

Officer's Recommendation

That Council receive the report entitled Shire of Esperance Common Seal Usage for the period of October 2025 to February 2026.

Voting Requirement

Simple Majority

The Shire of Esperance Common Seal Usage

October 2025	
1 October 2025	Section 70A Notification – Lot 15 Harbour Road
7 October 2025	Purchase of Lot 79 Synnot Street and Lot 22 Gibson Street
23 October 2025	Disclosure Notice – 24 Tribune Parade, Bandy Creek
November 2025	
4 November 2025	Sale of 24 Tribune Parade, Bandy Creek
20 November 2025	Sale of 16 Tribune Parade, Bandy Creek
20 November 2025	Sale of 14 Hillier Avenue, Bandy Creek
December 2025	
3 December 2025	Lease Portion Lot 991 The Esplanade – Reserve 27318
3 December 2025	Request for Gazettal – Shire of Esperance Local Laws 2025
3 December 2025	Lease Transfer – Old Court House, Museum Village – Elodie Goldsmith – Grace Totterdale
8 December 2025	Local Law – Activities in Thoroughfares and Public Places and Trading Local Law 2025
January 2026	
7 January 2026	Deed of Surrender of Lease – Lot 100 Dempster Street – Old Chemist Shop – Museum Village – Sara Hall
February 2026	
4 February 2026	Lease – Old Chemist Shop – Museum Village – 100 Dempster Street
10 February 2026	Lease - Lot 500 Shepherd Street, Grass Patch – Grass Patch Community Development Association
10 February 2026	Landgate Lease Surrender – Telstra – Helms Drive
17 February 2026	Deed of Extension of Lease – Southern Ports – Adventureland Playground
17 February 2026	Lease – Portion Lot 100 Dempster Street – Old Sinclair House – Amanda Thomas
20 February 2026	Lease – Portion Lot 100 Dempster Street – Old Sinclair House – Amanda Thomas – Duplicate due to error in agreement
20 February 2026	Sale of 7 Adkins Street, Bandy Creek

Item: 12.4.5

Information Bulletin - March 2026

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

File Ref: D26/7191

Applicant

Internal

Strategic Implications

Council Plan 2022 – 2032

Performance - Outcome 15. Operational excellence and financial sustainability

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

Attachments

- A↓. Information Bulletin - March 2026
- B↓. Council Priorities Summary - Corporate Performance - February 2026
- C↓. Status Report - Outstanding Council Resolutions

Officer's Recommendation

That Council accepts:

- 1. Information Bulletin – March 2026**
- 2. Council Priorities Summary – Corporate Performance - February 2026**
- 3. Status Report – Outstanding Council Resolutions**

Voting Requirement

Simple Majority

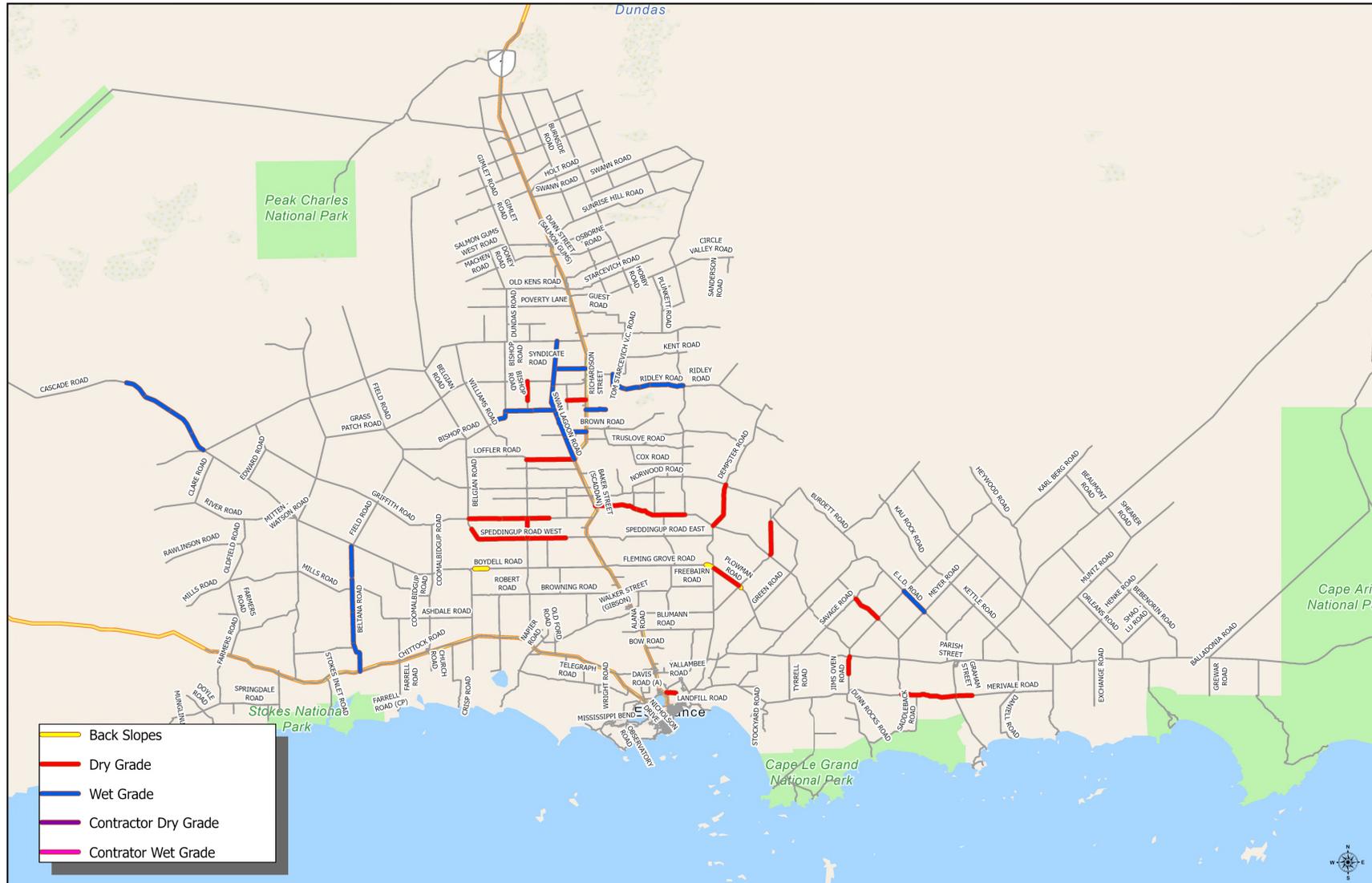


INFORMATION BULLETIN

ORDINARY COUNCIL MEETING

March 2026





Created By: Shire Officer
Created On: 6/03/2026 10:44 AM

Scale: 1:1,000,000

Shire of Esperance Road Grading Feb 2026

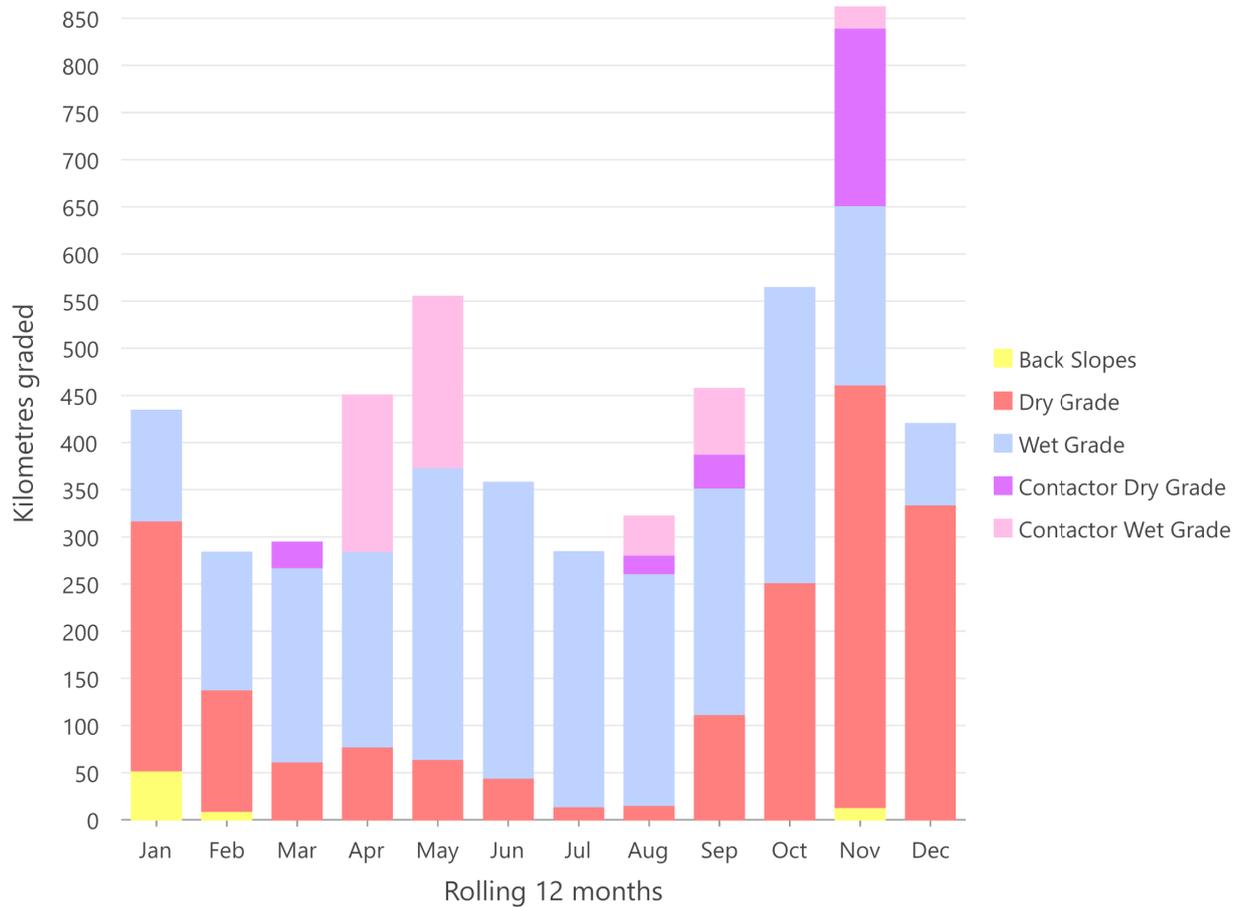
The Shire of Esperance does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that the Shire of Esperance shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.



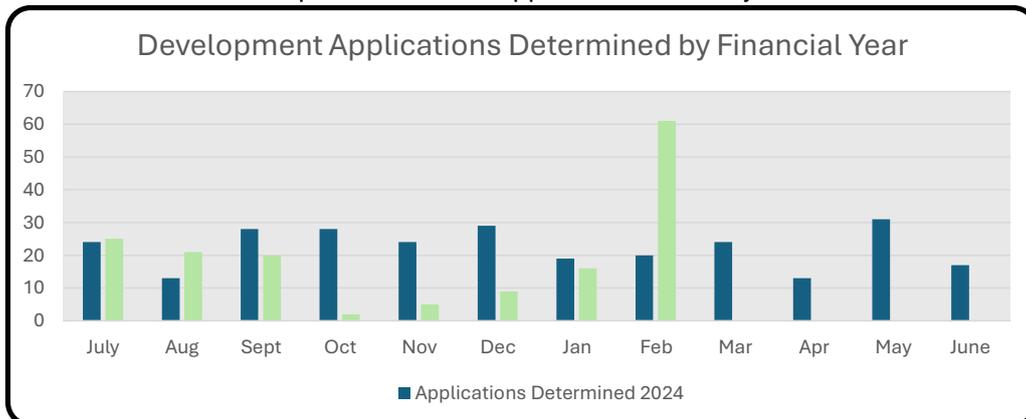
Road Grading Chart Feb 2026



Kilometres graded by month and grade type



Development Services Approvals – February 2026



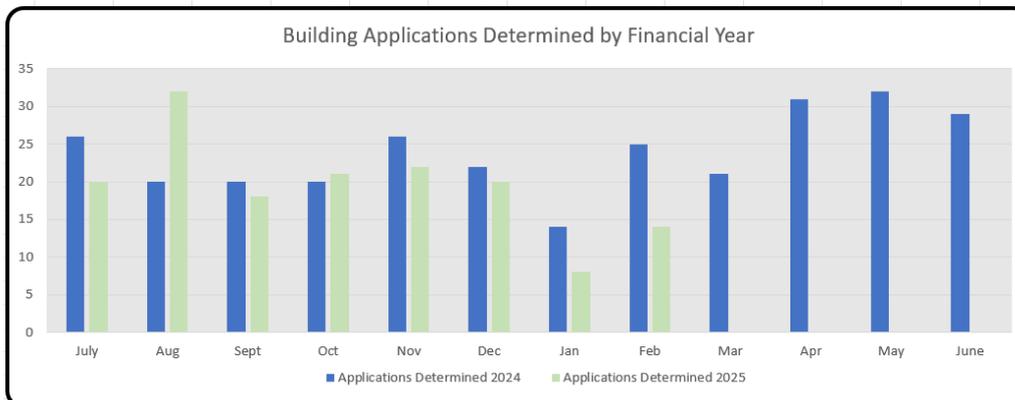
Property	Proposal
3 Ormonde Street BANDY CREEK	Dwelling – Single House
15 Windich Street ESPERANCE	Dwelling – Multiple
52 Cape Le Grande Road MERIVALE	Home Business & Outbuilding (Patio)
18 Randell Street ESPERANCE	Dwelling – Grouped (6 Units)
16 Hillier Ave BANDY CREEK	Dwelling – Single House
7 Muresk Close WEST BEACH	Outbuilding (Shed)
Lot 140 Hancock Road CHADWICK	Ancillary Dwelling, Garage, Water Tank
22 Whitegum Ave CASTLETOWN	Outbuilding (Shed)
45 Sims Street ESPERANCE	Short Term Accommodation
22 Castletown Quays CASTLETOWN	Alfresco / Arbour
Lot 1 Kipping Road CHADWICK	Outbuilding (Shed)
Lot 132 Shark Lake Road MONJINGUP	Industrial Building
404 South Coast Hwy MONJINGUP	Outbuilding (Shed)
2 Castletown Quays CASTLETOWN	Dwelling – Alterations / Additions
Lot 25 Sims Street NULSEN	Warehouse / Storage
1544 Fisheries Road MYRUP	Alternative Short Stay Accommodation
138 Burton Road CASTLETOWN	Carport
208 Canning Drive PINK LAKE	Dwelling – Single House
17 Jacaranda Drive CASTLETOWN	Warehouse / Storage
16 Cabble Close CASTLETOWN	Holiday House
8 Cologne Street CASTLETOWN	Holiday House
14 Phillips Street WEST BEACH	Fence
1 Sharkey Street ESPERANCE	Holiday House
49 Norseman Road CASTLETOWN	Fuel Depot
68 Westmacott Street CASTLETOWN	Patio
9 Pink Lake Road ESPERANCE	Outbuilding (Shed)
27 Westmacott Road CASTLETOWN	Outbuilding (Shed)
31 Hood Way CASTLETOWN	Shade Sails (x6)
101 Dempster Street ESPERANCE	Dwelling – Alterations / Additions
88 Westmacott Street CASTLETOWN	Pergola – Exempt
487 Napier Road DALYUP	Dwelling – Single House

Property	Proposal
Lot 850 Norseman Road CASTLETOWN	Industrial Building
5 Tchan Street NULSEN	Dwelling - Ancillary
1946 Boydell Road DALYUP	Dwelling – Alterations / Additions
3/46 Dempster Street ESPERANCE	Outbuilding (Shed)
3/46 Dempster Street ESPERANCE	Group Dwelling – Unit 3
39 Spencer Road PINK LAKE	Carport, Patio and Deck
14 Hillier Ave BANDY CREEK	Dwelling – Single House
7 Magistrate Drive CASTLETOWN	Holiday House
12 Taylor Street ESPERANCE	Dwelling – Single House
133 Lalor Drive WINDABOUT	Outbuilding (Shed)
79 Dempster Street ESPERANCE	Consulting Rooms
884 Farmers Road EAST MUNGLINUP	Dwelling – Single House
6185 Parmango Road BEAUMONT	Telecommunications Infrastructure
Lot 1764 Cape Le Grand Rd MERIVALE	Telecommunications Infrastructure
6 Goodliff Street WEST BEACH	Front Fence
75 Walmsley Street BANDY CREEK	Outbuilding (Shed)
Lot 1 Mills Road EAST MUNGLINUP	Telecommunications Infrastructure
1 Pink Lake Road ESPERANCE	Dwelling – Single House
7 Johns Street SINCLAIR	Patio - Retrospective
7 Tupper Street ESPERANCE	Dwelling – Alterations / Additions
490 Boydell Road GIBSON	Outbuilding (Shed)
10 Taylor Street ESPERANCE	Outbuilding (Shed)
21 Smith Street WEST BEACH	Dwelling – Alterations / Additions
23 North Road CASTLETOWN	Outbuilding (Shed)
6 Amelia Circuit WEST BEACH	Outbuilding (Shed)
59 Tuart Forest Grove Place PINK LAKE	Outbuilding (Shed)
9 Chantilly Circuit CASTLETOWN	Dwelling – Single House
1/32 Hicks Street ESPERANCE	Home Business – Food Business
27 Hood Way CASTLETOWN	Outbuilding (Shed)
10 Common Road PINK LAKE	Alfresco

Specific Comments relating to Monthly Statistics

- 6 Holiday Houses / Short Term Accommodation applications approved.
- 15 Outbuilding (Shed) applications & 10 Patios / Carports approved.
- 2 Home Businesses approved.
- 14 Dwellings and 5 Alterations / Additions to a Dwelling approved.
- 9 Commercial / Industrial applications approved

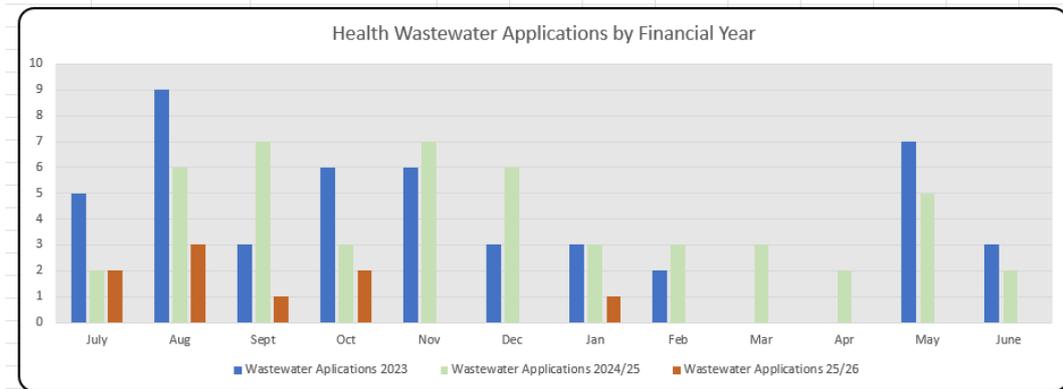
Building Services Approvals – February 2026



Property	Proposal	Values (\$)
19 Scanlon Street CHADWICK	Occupancy Permit - Class 8/7b Building & Construction Workshop 979m2	0
28 Smith Street WEST BEACH	Amendment to Retaining Wall	0
90 Pink Lake Road SINCLAIR	Ranbuild Shed on Existing Concrete Slab 54m2	14,000
6 Burton Road CASTLETOWN	Shed 41m2	18,000
5 Tchan Street NULSEN	Ancillary Dwelling with Alfresco and Porch 71m2	190,000
1 Dempster Street ESPERANCE	Dwelling Re-Roof and New Carport Patio & Retaining Wall Additions 24m2	250,000
9 Catherine Street CASTLETOWN	Steel Frame Shed 45.5m2 (Easy Shed)	18,800
19 Frearson Street CASTLETOWN	Dwelling Games Room Addition 50m2	150,000
Lot: 1163 West Point Road CASCADE	Machinery Storage Shed 1152m2 (Class 7b)	384,633
3 Castletown Quays CASTLETOWN	Full Demolition of House and Garage	22,000
39 Dempster Street ESPERANCE	Short Stay Accommodation Units x15 (Class 1b) with Retaining Walls	2,449,155
26 Black Street ESPERANCE	Retaining Wall for Hockey Turf	43,920
69A Johns Street SINCLAIR	Dwelling with Alfresco and Carport & Associated Retaining Walls 273m2	664,214
11 George Street SINCLAIR	Patio Addition 18m2	3,000
	Total	\$4,207,722.00

Specific Comments relating to Monthly Statistics

- Currently there are 45 Building Permit applications awaiting technical assessments, Development Approval, or waiting for further information to be provided.
- 9 Pool Barrier Inspections were undertaken in January – 4 barriers were non-compliant.
- The Bayview Motel were issued their Building Permit for an additional 15 Units – 2 of these units will be fully accessible.



February Wastewater Applications

Specific Comments relating to Environmental Health Activities in February

- No new wastewater applications. Business as normal for February.



Council Plan Summary

February 2025



Shire of Esperance

Council Plan February 2025

People

A safe community

Action Code	Action Name	Comments	Responsible Officer Position
1.1.1	Advocate for increased police presence	Nothing further to report this month.	Chief Executive Officer
1.1.2	Advocate for improved access to safe, affordable accommodation and support services for vulnerable people (such as people affected by domestic violence, homeless people, people with mental health issues and young offenders)	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	Sterilisation grant won, welfare partnerships being investigated.	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	Advocated with Minister Michael specifically around government support required for an MRI machine in Esperance along with considerable funding support from the local community.	Chief Executive Officer
2.2.1	Lead implementation of the Esperance Greater Sports Ground Redevelopment Masterplan	Continuing to work with Esperance Hockey Association on the Hockey Turf project. GMS on track to be	Director Asset Management

Shire of Esperance

Council Plan February 2025

Action Code	Action Name	Comments	Responsible Officer Position
		completed in May. Assisting Soccer with the potential for a lighting project for the 3rd Soccer pitch.	
2.2.2	Provide a third soccer pitch at the Greater Sports Ground	Design will commence shortly. Topsoil has been stockpiled for use at the GSG. Planning to remove the bitumen and gravel on the old netball courts in the next couple of months for reuse on Fuel Depot Access Road construction.	Director Asset Management
2.2.3	Graham Mackenzie Stadium Project	Minor delay with netting installer, project completion pushed out to end of May/early June 2026. All other aspects of project progressing well.	Manager Projects and Buildings
2.2.4	Implement the actions from the Bay of Isles Leisure Centre Management Plan	The Purpose Project videos have been well received by community, patrons and staff. Ideas for the 26/27 business plan are being determined with a focus on swim school efficiencies and stadium operations.	Manager Recreation and Culture
2.3.1	Design, construct and pursue further funding for James Street Cultural Precinct Stage 1	Funding applications being finalised, further options being explored.	Director External Services
2.4.1	Explore sustainable funding sources to attract, manage and support local volunteers	EVRC have secured a \$1,400 subsidy from Volunteering WA (VWA) to support the EVRC Administration Officer attending the VWA / Martin J Cowling training 'From Toxicity to Transformation: Creating a Healthy Volunteer Ecosystem' in Perth on Wednesday 18 March.	Project Officer EVRC
2.4.2	Explore options to recognise, reward and incentivise volunteers	EVRC are currently in the process of organising Martin J Cowling to attend Esperance to deliver a 'Managing Toxic Volunteers' workshop and a youth engagement / consultation forum. These activities are supported	Project Officer EVRC

Shire of Esperance

Council Plan February 2025

Action Code	Action Name	Comments	Responsible Officer Position
		<p>through the EVRC VWA funding for this financial year.</p> <p>EVRC are also in the early stages of planning for National Volunteer Week 2026 where the theme is 'It's your year to volunteer'. Some current ideas for NVW include an expo type event where Volunteer Involving Organisation representatives would have the opportunity to engage with existing and potential volunteers to promote their volunteer roles and to look at possible new volunteer roles.</p>	

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	As opportunities arise.	Director Asset Management
3.1.2	Provide assistance with events and activities within the community	Connect Nulsen in partnership with Esperance Care Services - increase community connection in Nulsen and encourage stronger relationships within Nulsen.	Supervisor Clubs & Community Development
3.1.3	Facilitate Aboriginal dual naming of significant places	As opportunities arise.	Director Asset Management
3.1.4	Partner with traditional custodians to develop cultural trails with maps and interpretive signs to raise awareness, knowledge and understanding about local Aboriginal history and stories	Not started. Scheduled to start next financial year as a project. Other smaller initiatives will be investigated as opportunities present.	Manager Parks & Environment

Shire of Esperance

Council Plan February 2025

Action Code	Action Name	Comments	Responsible Officer Position
3.1.5	Establish and strengthen relationships with local Aboriginal Stakeholders and organisations	Officers held a community engagement event at Nulsen's Olympian Park in February. The afternoon event offered community members a chance to provide input into the Playground & Public Open Space Strategic Plan review and other related community matters. Good feedback was received from a range of residents, down to primary school aged kids who are at the heart of the project.	Director Corporate and Community Services
3.1.6	Support the Partnership Agreement with Esperance Tjaltrjaak Native Title Aboriginal Corporation	No partnership related events during February.	Chief Executive Officer
3.2.1	Advocate for increased child care services through promotional campaigns	No new campaigns currently running.	Chief Executive Officer
3.2.2	Provide regular events and activities to inform and engage the youth within our community	Launched Connect Nulsen - park catch ups with the Nulsen Community to allow community members an opportunity to connect with each other and form stronger relationships. Organise and finalise flight for the French Exchange students. Assisted with the consultation for public open spaces at Adventure Land Park.	Supervisor Clubs & Community Development
3.2.3	Implement youth precinct concept plan	Working on lighting rewire for budget consideration.	Director Asset Management
3.3.1	Advocate for improved aged care facilities and palliative care	Awaiting the outcome of the transfer of management to another provider for the Esperance Aged Care Facility.	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

Shire of Esperance

Council Plan February 2025

Action Code	Action Name	Comments	Responsible Officer Position
3.3.3	Provide appropriate level of ACROD parking bays	ACROD parking requirements are being assessed as applications are submitted.	Manager Asset Development
3.3.4	Provide improved beach access for people with disability	Continuing to maintain access.	Director Asset Management
3.3.5	Implement actions and initiatives resulting from DAIP discussions and forums	Building Services committee members presented to Council in February.	Director External Services

Shire of Esperance

Council Plan February 2025

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. A revised works schedule will be developed shortly and a potential project submitting to the Coastwest Program (DPLH) for consideration for funding. The Shire has provided support to ETNTAC for a funding application to the Aboriginal Ranger Program.	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. The Shire has sent a letter to the State and Federal Government requesting the project be considered for funding.	Manager Parks & Environment
4.1.3	Provide a Coastal Hazard Risk Management Adaption Plan (CHRMAP) for West Beach	Commencement continues to be limited by resourcing.	Manager Development Services
4.1.4	Review the Coastal Management Plan	The Environmental Services Team in Asset Management are continuing with the review with the consultant. A briefing session was undertaken with Council during February. The Environmental Services Team are now consulting with key stakeholders to further develop the coastal management plan.	Manager Parks & Environment
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, this will assess environmental impacts and guide future works programs.	Manager Parks & Environment

Shire of Esperance

Council Plan February 2025

Action Code	Action Name	Comments	Responsible Officer Position
4.1.6	Install booster pumps for the sand back-passing pipeline from Bandy Creek Boat Harbour to manage beach erosion in Esperance Bay	Booster Pumps currently out for tender.	Director Asset Management
4.1.7	Implement the Lake Monjingup Reserve Management Plan	Works at Lake Monjingup Reserve are continuing with maintenance programs.	Manager Parks & Environment
4.1.8	Provide a new Weed Management Strategy	Environmental Services Team are currently reviewing the Weed Management Strategy in preparation for developing the new 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	Following up with Minister Dawson's office around conducting an opportunity analysis to realise benefits for the Esperance community from the South Coast Marine Park.	Chief Executive Officer
4.2.1	Provide a new Trails Master Plan	On hold.	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	Solar and Battery project currently out to tender.	Director Asset Management
5.1.2	Install renewable energy (solar PV and battery storage) on council buildings where feasible	Solar tender currently out, due to close in March.	Manager Projects and Buildings

Shire of Esperance

Council Plan February 2025

Action Code	Action Name	Comments	Responsible Officer Position
5.1.3	Facilitate adoption of best practice energy efficiency measures across all council buildings, and support community facilities to adopt these measures	Tender for solar installs out due to close in March. Tinting RFQ closed, PO to be awarded ASAP for works to commence.	Manager Projects and Buildings
5.1.4	Incorporate eco-friendly vehicles into fleet as options become viable	There is always an 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	Working with Talis on the design, expect this to be completed mid-year. Once design is complete approvals will be sought.	Director Asset Management
5.2.2	Commence construction of the Community Drop Off and Transfer Station at Myrup	Earthworks for the Workshop and storage sheds commencing in April. The builder should be commencing footing works in April.	Director Asset Management
5.2.3	Manage transition to Myrup waste management facility	The Sustainability Team have continued to meet with the Asset Management Team relating to this project, this has enabled us to keep updated with how the project is progressing. Site works are closer to commencement.	Manager Sustainability & Resource Recovery
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 has continued developing a sort and save program with the aim of encouraging customers to sort waste and recoverable items in their trailer before coming out to the waste facility.	Manager Sustainability & Resource Recovery

Shire of Esperance

Council Plan February 2025

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	<p>The Shire is well underway with delivery of Year 1 of the Mitigation Activity Fund (MAF) Grant Program - 3Y Round. To date, 65% of mechanical works have been completed across 30 locations, and the remaining works are on track for completion by the end of March.</p> <p>The delay in completion was due to funding not being secured until late 2025. Additional treatments are currently being assessed and progressed through a variation application to maximise any cost savings achieved to date.</p> <p>The Bushfire Risk Mitigation Coordinator continues to oversee treatment implementation and progress reporting, alongside ongoing updates to system asset records and risk data.</p>	Bushfire Risk Mitigation Coordinator
6.1.2	Facilitate innovative initiatives and networks to help build drought resistance and resilience	Working with DWER on dam covers for Cascade and Scaddan.	Director Asset Management
6.1.3	Advocate for more emergency services personnel in Esperance	Nothing further to report this month.	Chief Executive Officer
6.1.4	Facilitate coastal safety measures in partnership with the Coastal Safety Working Group	The Coastal Safety Working Group met in early February to review coastal safety priorities and inter-agency coordination. Key discussions included signage improvements, shark tower functionality, marine hazard response arrangements, and coastal communications. The group is progressing several initiatives, including	Manager Ranger & Emergency Services

Shire of Esperance

Council Plan February 2025

Action Code	Action Name	Comments	Responsible Officer Position
		outgoing correspondence regarding funding streams and coastal safety infrastructure, to strengthen coordination, communication, and preventative safety measures along the coast.	
6.1.5	Advocate for appropriate coastal safety infrastructure and resources	The Coastal Safety Working Group met in early February to review coastal safety priorities and inter-agency coordination. The group continues to advocate for improved coastal safety infrastructure and resources, progressing several initiatives and agency engagements to strengthen coastal safety arrangements and community awareness.	Manager Ranger & Emergency Services

Shire of Esperance

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Place

Responsible planning and development

Action Code	Action Name	Comments	Responsible Officer Position
7.1.1	Develop Flinders structure plan and report to Council	Survey information being incorporated into Structure Plan.	Director External Services
7.1.2	Advocate for provision of adequate, affordable utilities and communications infrastructure to support population and economic growth	Met with Telstra who advised that 5 new mobile towers would be deployed within the Shire of Esperance over the next 12 months. Met with Watercorp for update on commissioning new bores around 11 mile. Workshop with Watercorp planned in mid March on Esperance Future Water Supply and Opportunities.	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

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)	Development WA will be presenting to Councillors late March on their concept ideas for land held within Esperance.	Chief Executive Officer

Shire of Esperance

Council Plan February 2025

Action Code	Action Name	Comments	Responsible Officer Position
8.1.2	Advocate for a new lifestyle village for seniors	Briefing paper provided to Councillors that due to 'value for money' considerations for a development would no longer be pursued.	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)	Awaiting funding application outcomes to the Regional Housing Support Fund for Flinders Stage 3 and Workers Accommodation Project.	Chief Executive Officer
8.1.4	Construct worker accommodation subject to external funding	Waiting on funding.	Director Asset Management

Attractive and welcoming places

Action Code	Action Name	Comments	Responsible Officer Position
9.1.1	Implement the CBD Concept Landscaping Design	The Parks and Reserves Team will look at having a focus on the CBD upgrades in Dempster Street when the CBD is a little less busy following the Summer season. Bin surrounds will be installed shortly. Works on Dempster Street Islands are planned to commence mid March.	Manager Parks & Environment
9.2.1	Provide attractive and welcoming entrances into Esperance	Town Entry Statements currently being fabricated.	Director Asset Management
9.2.2	Facilitate more tree planting across the Shire	Focus is now on establishing trees and watering programs. Planting has been in public open space and road verges within the townsite.	Manager Parks & Environment

Shire of Esperance

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Action Code	Action Name	Comments	Responsible Officer Position
9.3.1	Implement Civic Centre improvements	Still awaiting seating proposal and cost estimate for bathroom/accessibility upgrades	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. Playground has been installed and main bike track construction is underway.	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 is currently out for public comment. Two consultation sessions were undertaken at playgrounds at Olympian Way and at Adventureland Park.	Manager Parks & Environment

Safe, affordable, accessible and sustainable transport systems

Action Code	Action Name	Comments	Responsible Officer Position
10.1.1	Implement the Esperance 2050 Cycling Strategy	Ongoing as per budget and schedule for footpath and trail upgrades.	Manager Asset Development
10.1.2	Construct sealed shoulders on roads to improve safety for cyclists and vehicles	As per budget program.	Director Asset Management
10.1.3	Provide safety measures along The Esplanade and Fisheries Road to improve pedestrian crossings	Waiting on the Design Road Safety Audit report, once this has been reviewed works will be programmed in.	Director Asset Management

Shire of Esperance

Council Plan February 2025

Action Code	Action Name	Comments	Responsible Officer Position
10.2.1	Implement Road Safety Management Plan 2024-2030	As per the action strategies.	Director Asset Management
10.2.2	Advocate for Main Roads to provide road upgrades and more passing lanes	Council had a discussion with Main Roads WA and CBH around Shark Lake access.	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	Main Roads WA had a briefing with Shire Officers in Late February to discuss some options. A briefing with Council is planned to be held in the coming months.	Director Asset Management
10.2.4	Implement the Shire of Esperance Road Construction and Maintenance Program	As per the construction program. Currently working on Howick Rd, Merivale Rd and Quarry Rd.	Director Asset Management
10.3.1	Implement the Esperance Town Centre Parking, Traffic and Pedestrian Strategy	Forrest St works are on hold over the peak season.	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 Randell St. Western footpath of Randell St and on-street parking at front of Lingalonga bitumen works complete. Kerbing in front of Lingalonga to be completed next week. Other works on hold until tourist traffic volumes decrease.	Manager Asset Development
10.4.1	Implement the Esperance Airport Masterplan (including an upgrade to the main runway, replacement of the runway lighting system, and additional apron space)	Carpark extension work at airport underway (Additional 26 bays). CCTV upgrades planned to be completed by this financial year. Department of Transport & Major Infrastructure are still reviewing Main Runway Upgrade business case. Meeting with REX CEO and managers	Manager Economic Development

Shire of Esperance

Council Plan February 2025

Action Code	Action Name	Comments	Responsible Officer Position
		Wednesday 25 Feb. CEO positive on future of REX and support from new owners and Federal government. Shire has submitted application for financial reimbursement from fees outstanding by REX through Federal Funding program. On time performance in last few months has been good.	
10.4.2	Design, Fund and Construct new Airport runway	Still working with Department of Transport & Major Infrastructure on the Business Case.	Director Asset Management

Shire of Esperance

Council Plan February 2025

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	Met with Minister Michael and advocated for upgrades to the Esperance Senior High School.	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 updates.	Manager Economic Development

A prosperous and diverse economy

Action Code	Action Name	Comments	Responsible Officer Position
12.1.1	Provide an Economic Development Strategy for the Shire of Esperance	Implementation of actions ongoing.	Manager Economic Development
12.1.2	Support proponents in priority industry sectors to establish businesses and develop projects in Esperance	Meeting with Renewables Bio who are now looking to develop a Canola Oil Processing Plant and also carbon credit farming. Meeting planned with Council to present latest direction.	Manager Economic Development

Shire of Esperance

Council Plan February 2025

Action Code	Action Name	Comments	Responsible Officer Position
12.1.3	Promote Esperance as a suitable centre for research and development, and pilot projects.	Participated in DPIRD Advanced Biofuel Strategy Stakeholder workshop with other local governments to provide feedback on how biofuel industries could work in our communities.	Chief Executive Officer
12.1.4	Advocate for a shared work space facility in Esperance where start-ups, small businesses and visitors can be co-located to network and support one another	ECCI have approached the Shire for sponsorship and as part of the request, the ECCI will look to complete a feasibility study on the shared workspace.	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	Pedestrian Wayfinding signs being built. Men in Sheds preparing jetty timber sign supports. Detailed design work on James St progressing well.	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
13.2.1	Advocate for development of a 4 to 5 star accommodation offering.	Continue to liaise with potential developers and updating reports and information that might assist with investment decisions.	Chief Executive Officer
13.2.2	Implement the recommendations from the Esperance Accommodation Study	Shire advocated for the Key Worker project whilst Minister Michael and Dawson visited Esperance last month. Follow up letters requesting support for the Key Worker project and Flinders Stage 3 have also been sent.	Manager Economic Development

Shire of Esperance

Council Plan February 2025

Action Code	Action Name	Comments	Responsible Officer Position
13.2.3	Advocate for Traditional Owners to develop and promote cultural heritage tourism activities	Discussions with ETNTAC via H&H architects for involvement with James St remain positive. Focus will be on art and cultural elements with the precinct. Town Entry Signage being developed and recognising the Wudjari people in the design.	Manager Economic Development
13.2.4	Advocate for the development and promotion of tourism experiences	No further updates.	Manager Economic Development
13.2.5	Implement wayfinding and interpretive tourism signage	Currently proofing signs, noting that a change of the name for the "Market Village" is required.	Director Asset Management

Shire of Esperance

Council Plan February 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	Workshop held with Council and Catalyse to discuss final changes. Feedback provided to designer. Awaiting final publication.	Governance & Corporate Support Coordinator
14.1.2	Provide public reports on progress towards achievement of priority projects and outcomes	Monthly report provided to Council.	Governance & Corporate Support Coordinator

Operational excellence and financial sustainability

Action Code	Action Name	Comments	Responsible Officer Position
15.1.1	Review the Long Term Financial Plan and informing plans per IPR framework	The Executive Team have met over a series of workshops to review and update the Shire's Long Term Financial Plan 2026/27 to 2035/36. Updates for key projects, rural road maintenance, impacts of higher inflation and borrowing cost strategies have been the core focus. Workshops with Councillors have been scheduled during March and April, with an aim to present the fully updated plan to Council at the April OCM.	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)	Planning has started to complete the pre-requisites to continue the P2P project. A new consultant has been sourced by Civica to complete the eForms project. No dates for completion has been provided but we are pushing for it to be	Manager Information Services

Shire of Esperance

Council Plan February 2025

Action Code	Action Name	Comments	Responsible Officer Position
		completed as soon as possible. Work has commenced on the Public Mapping system using ESRI, with testing of the first build underway. It is expected to have it live by mid March.	

A well informed and engaged community

Action Code	Action Name	Comments	Responsible Officer Position
16.1.1	Review the Communication and Engagement Strategy	Currently in peer review. Due to increased workload the draft strategy preparing to go to council for review in April.	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).	Engaged in a number of events in relation to the Public Open Space consultation.	Chief Executive Officer
16.1.3	Conduct a biennial community survey to assess community priorities and benchmark performance levels	Next survey due 2027.	Manager Marketing & Communications

Date	Item Number	Item	Responsible Officer	Notes
28/11/2017	12.1.2	Proposed Road Closure - Portion of Exchange Road and Unnamed Road, Howick	Sheffield-van Mierlo, Zoe	
	O1117-257	That Council <ol style="list-style-type: none"> 1. Request the Minister for Transport; Planning; Lands to close a portion of the road reserve known as Exchange Road under Section 58 (1) of the Land Administration Act 1997. 2. Advise the Minister for Transport; Planning; Lands that in accordance with Section 56 (4) of the Land Administration Act 1997 the Shire recognises it is liable to indemnify the Minister against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request. 3. Request that the closed road be converted into a reserve managed by the Shire of Esperance for the purpose of conservation. 	External Services	<p>09 Feb 2022 1:59pm Phillips, Holly Portion of Exchange Road is complete. The unnamed road is still on hold due to issues with DBCA and offsets once it is merged with their reserve. This is a low priority task for both the Shire and DPLH.</p> <p>11 Aug 2022 2:18pm Phillips, Holly Lands contacted the Shire on 5/8/22. They will be moving towards issuing surveying instructions in order to finalise the matter.</p> <p>05 Sep 2022 1:04pm Hindley, Richard Lands preparing the survey documents.</p> <p>10 Jan 2023 10:23am Phillips, Holly No further progress has been made on this matter. The Shire continues to await notification from DPLH.</p> <p>05 May 2023 10:08am Hindley, Richard Followed up with DPLH-Lands.</p> <p>02 Jun 2023 1:09pm Hindley, Richard Survey documents being prepared by DPLH - survey instruction will be issued once approved.</p> <p>12 Feb 2024 8:26am Hindley, Richard Amended survey instructions to maintain legal road frontage to crown reserve.</p> <p>13 May 2024 4:05pm Hindley, Richard Amended Survey Plan being prepared.</p> <p>04 Jul 2024 2:25pm Hindley, Richard Amended survey being lodged.</p> <p>12 Feb 2026 8:54am Sheffield-van Mierlo, Zoe With DPLH - Lands - Still being processed</p>
25/05/2021	12.2.2	Andrew & Dempster Street Roundabout Review	Walker, Mathew	
	O0521-141	That Council: <ol style="list-style-type: none"> 1. Note the information provided on the Andrew Street and Dempster Street Roundabout which includes the traffic movement study and formal assessment on traffic flow. 	Asset Management	<p>08 Jan 2025 4:17pm Walker, Mathew Working on installing the barrier in the coming months.</p> <p>02 Dec 2025 2:33pm Walker, Mathew Barriers are scheduled to be installed in the first quarter of 2026</p>

Date	Item Number	Item	Responsible Officer	Notes
		<ol style="list-style-type: none"> 2. Request the CEO to provide a report on the number of recorded accidents since commissioning, the severity and if anyone needed transferring to hospital, when the information becomes available. 3. Request the Streetscape Advisory Committee to conduct community consultation on the Andrew Street & Dempster Street Roundabout functionality and landscaping and provide recommendations to Council at the August Ordinary Council Meeting. 		
26/09/2023	12.3.3	Lease - Airport Check-in Desk and Office	Walsh, Sarah	
	O0923-174	<p>That Council;</p> <ol style="list-style-type: none"> 1. Enter into a new lease with Regional Express Pty Ltd for a portion of the Esperance Airport Terminal Building, Lot 15 Coolgardie-Esperance Highway Gibson 2. Lease expiry date to be 2 July 2028; 3. Charge an annual lease fee of \$5,596.32 inc GST, subject to annual CPI increases, and consider this to be a true indication of the current market rental rate; 4. Charge a lease preparation fee of \$630 inc GST; and 5. Advertise the disposition in accordance with s3.58 of the <i>Local Government Act 1995</i> for Disposing of Property. 	Corporate & Community Services	<p>29 Jan 2026 10:43am Walsh, Sarah Spoke with Manager Economic Development to see if we can recommence lease negotiations now that REX has been sold. Awaiting current contact details to be provided for this.</p> <p>28 Feb 2026 8:14am Walsh, Sarah Current lease and negotiation spreadsheet sent to Warrick Lodge from REX to recommence lease process. Received out of office, advising that Warrick will be back 11/03/2026.</p>
31/10/2023	12.3.1	Lease - Salmon Gums Caravan Park	Walsh, Sarah	

Date	Item Number	Item	Responsible Officer	Notes
	O1023-185	<p>That Council enter into a lease with the Salmon Gums Development Group Incorporated for Lot 131 Nulsen Street and Portion of Lot 121 Salmon Gums East Road, Salmon Gums, subject to;</p> <ol style="list-style-type: none"> 1. Lease term being 21 years; 2. Annual lease fee of \$110 Inc GST being payable; 3. Lease preparation fee of \$150 Inc GST being payable; 4. Camping to occur in current sites only until development of the area is approved and the current management order amended; and 5. Any development on site to be discussed with relevant officers to ensure relevant approvals are received. 	Corporate & Community Services	<p>11 Feb 2025 12:44pm Walsh, Sarah Manager Development Services advised that the inspection should be undertaken by week ending 14 Feb and the report should be available in March.</p> <p>28 Feb 2025 7:48am Walsh, Sarah Awaiting environmental report which should be available in March.</p> <p>20 Mar 2025 11:46am Walsh, Sarah Verbal confirmation that there is no contamination on site. Awaiting written confirmation of this.</p> <p>07 Apr 2025 9:00am Walsh, Sarah Received update that report is undergoing final edits and is almost ready to be issued. Summary provided stating that "results conclude that in relation to contamination, no evidence has been found that Lot121 is not suitable for use as a caravan park, and the PSI concludes that no further investigation is required in relation to contamination".</p> <p>29 Apr 2025 4:42pm Walsh, Sarah Manager Development Services confirmed that environmental report has been received. They will now start the process with the Department of Lands to excise the gun club from its current reserve and include into the caravan park reserve. It is suggested that the lease remain on hold until the land changes have been finalised.</p> <p>06 Jun 2025 8:40am Walsh, Sarah Awaiting response from Department of Lands.</p> <p>27 Jun 2025 12:22pm Walsh, Sarah Manager Development Services advised that this was progressing with DPLH.</p> <p>28 Jul 2025 12:56pm Walsh, Sarah Awaiting response from DPLH.</p> <p>05 Sep 2025 9:21am Walsh, Sarah To be followed up with Manager Development Services for update.</p> <p>02 Oct 2025 3:36pm Walsh, Sarah Provided background information to new Manager Development Services and requested update.</p> <p>07 Nov 2025 9:24am Walsh, Sarah Awaiting update from Manager Development Services.</p> <p>29 Jan 2026 10:44am Walsh, Sarah Awaiting update from Manager Development Services - no updates have come through following requests.</p> <p>26 Feb 2026 3:23pm Walsh, Sarah</p>

Date	Item Number	Item	Responsible Officer	Notes
				Manager Development Services following up with DPLH for update, awaiting response. Provided update to Salmon Gums Development Group.
25/03/2025	12.1.1	Closure of Public Access Way - Chestnut and Magnolia Laneway - Lots 736 and 738 Magnolia Crescent, Castletown	Sheffield-van Mierlo, Zoe	
	O0325-039	That Council; 1. Request the Minister of Lands to close the indicated portion of the public access way known as Lots 736 and 738 Magnolia Crescent, Castletown under Section 58 (1) of the <i>Land Administration Act 1997</i> . 2. Advise the Minister of Lands that in accordance with Section 56 (4) of the <i>Land Administration Act 1997</i> that the Shire recognises that it is liable to indemnify the Minister against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request. 3. Require the applicant to indemnify the Shire of Esperance against any costs and claims that may arise as a result of the proposed closure including in regards to adjustments and new titles.	External Services	08 May 2025 9:06am Wilks, Peter Proposed Public Access Way Closure forwarded to DPLH for determination 03 Sep 2025 9:00am Wilks, Peter No further actions on part of Shire Officers 13 Oct 2025 7:38am Hoffrichter, Chantelle - Reallocation Action reassigned to Sheffield-van Mierlo, Zoe by Hoffrichter, Chantelle 02 Dec 2025 2:14pm Sheffield-van Mierlo, Zoe Awaiting confirmation from DPLH 12 Feb 2026 8:55am Sheffield-van Mierlo, Zoe Awaiting confirmation from DPLH
22/04/2025	12.2.1	Public Toilet Facilities within the CBD - Petition	Walker, Mathew	
	O0425-062	That Council: 1. Acknowledge the concerns of the petition on public toilet facilities within the CBD; and	Asset Management	11 Aug 2025 3:28pm Hoffrichter, Chantelle Waiting to undertake inspection of potential toilet facilities with design consultant to look at the suitability of the toilets and any works required for use as public toilets. Consultant is currently away. 02 Dec 2025 2:39pm Walker, Mathew

Date	Item Number	Item	Responsible Officer	Notes
		<ol style="list-style-type: none"> 2. Request the CEO: <ol style="list-style-type: none"> a. Approach businesses along Dempster Street, from Andrew Street to Williams Street, for the potential to use existing private toilets for public use; and b. Report the outcomes back to Council. 		<p>Concept design complete, discussion planned with Council in Dec 2025 to go through the proposal.</p> <p>19 Dec 2025 4:06pm Walker, Mathew Briefing with Council held. Suggested design changes sent around. Will now get a cost estimate done and start discussions with the building owners.</p>
22/04/2025	12.2.2	Surrender of Reserve 31710 Freebairn Road Gibson	Appleby, Jeanette	
	O0425-063	That Council	Asset Management	<p>08 Jul 2025 10:12am Hoffrichter, Chantelle Council Resolution sent to DPLH and Paddy Barber. DPLH to finalise the cancellation of the Reserve and sell to adjoining landowner Paddy Barber.</p> <p>02 Dec 2025 2:42pm Walker, Mathew With DPLH, process expected to take up to 12 months.</p>
		<ol style="list-style-type: none"> 1. Request that the Minister for Lands cancel Crown Reserve 31710 under sections 50 and 51 of the the <i>Land Administration Act 1997</i> (LAA 1997) as it is surplus to the Shire of Esperance requirements. 2. Advise the Minister of Lands that in accordance with Section 56 (4) of the Land Administration Act 1997 that the Shire recognises that it is liable to indemnify the Minister against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request. 3. Require the applicant to indemnify the Shire of Esperance against any costs and claims that may arise as a result of the cancellation of Crown Reserve 31710 and accept the land as is. 		

Date	Item Number	Item	Responsible Officer	Notes
22/04/2025	12.1.1	Local Planning Scheme No. 24 - Amendment No. 10	Sheffield-van Mierlo, Zoe	
	O0425-059	<p>That Council in accordance with Regulation 50(3)(b) of the Planning and Development (Local Planning Schemes) Regulations 2015 support draft Amendment No. 10 with the proposed modifications to address issues raised in the submissions:</p> <ol style="list-style-type: none"> 1. Amending the Scheme Map to show Lot 203 Fisheries Road, Myrup as 'Rural Smallholdings' and 'RS3' and Amend Schedule 9 RS3 by including Lot 203 Fisheries Road, Myrup in the Description of land column. 2. Amending the Scheme Map by replacing the R12.5 density with R30 for Lots 1 – 6, 12, 13, 16, 19 – 25 Stubbs Street and Lots 100 – 105, 509 Jane Street. Esperance. 3. Amend the Scheme Map by placing additional use A35 over Lot 5 South Coast Highway and insert the following into Schedule 3 – No. '35', Location ' Lot 5 South Coast Highway, Pink Lake', Base Zone 'Rural Residential', Additional Use(s) 'As an 'A' use – Transport Depot' and Development Standards/Conditions '1. Any application for a 'Transport Depot' is to be accompanied by an associated traffic impact assessment. 2. The site is limited to 5 commercial vehicles. 3. Irrespective of condition 2 during 	External Services	<p>22 May 2025 3:29pm Hindley, Richard Documents forwarded to DPLH and under assessment by them. 05 Jun 2025 10:05am Hindley, Richard Documents with DPLH for Review. 03 Jul 2025 9:02am Hindley, Richard Documents being assessed by DPLH. 01 Sep 2025 7:38am Hoffrichter, Chantelle - Reallocation Action reassigned to Wilks, Peter by Hoffrichter, Chantelle 13 Oct 2025 7:39am Hoffrichter, Chantelle - Reallocation Action reassigned to Sheffield-van Mierlo, Zoe by Hoffrichter, Chantelle 02 Dec 2025 2:15pm Sheffield-van Mierlo, Zoe Officer corresponding with DPLH 12 Feb 2026 8:55am Sheffield-van Mierlo, Zoe Request from DPLH for modifications to text - to be completed</p>

Date	Item Number	Item	Responsible Officer	Notes
		harvest the site is limited to no more than 10 commercial vehicles.'		
	4.	Amending the Scheme Map by applying the 'Cultural and Natural Resource Zone' to UCL Lot 1992 on DP215119, UCL Lot 1468 on DP156659, UCL Lot 1469 on DP156660, UCL Lots 1647, 1999, 1646 on DP215120, UCL PINs 996923, 788422, 788441, 996726, 996725, 788440, 996730.		
	5.	Amending Table 4 – Zoning and Land Use Table by modifying the land use permissibility of 'Agriculture-Intensive" from a 'D' to an 'A' in the 'Rural' zone.		
	6.	Amending Amendment Clause 2(a) by replacing 'Stormwater Management Manual of Western Australia (DWER, 2004)' with 'Stormwater Management Manual for Western Australia (the former Department of Water (DoW, 2004-2007).'		
	7.	Amend Clause 2(b) by replacing 'stormwater management will be required as a condition of development approval demonstrating the ability to retain all stormwater to site in accordance with a 1:100-year rainfall event using a 72 hour model and in accordance with current best practice as per the Stormwater Management Manual for Western Australia (DWER, 2004) (or its replacement).' With ' Stormwater		

Date	Item Number	Item	Responsible Officer	Notes
		<p>management systems should be designed in consultation with DWER and the relevant local government and be consistent with the Stormwater Management Manual for Western Australia (DoW, 2004-2017), Australian Rainfall and Runoff- (Commonwealth of Australia (Ball J, Babister M, Nathan R, Weeks W, Weinmann E, Retallick M, Testoni I) 2019), Australian Run-off- Quality: A guide to water sensitive urban design (Institution of Engineers Australia, Melbourne Victoria, 2006) and Local Government Guidelines for Subdivisional Development (IPWEA, 2017) (or their replacement).'</p> <p>8. Amending the Scheme Map by changing the zoning of Reserve 14301 from 'Public Open Space' to 'Environmental Conservation'</p> <p>9. Amending the Scheme Map by changing the zoning of Reserve 31099 from 'Government Services' to 'Environmental Conservation'</p> <p>10. Amending the Scheme Map by changing the zoning of Reserve 27355 from 'Public Open Space' to 'Environmental Conservation'</p>		
22/04/2025	12.1.2	Local Planning Strategy Amendment 3	Sheffield-van Mierlo, Zoe	

Date	Item Number	Item	Responsible Officer	Notes
	O0425-060	<p>That Council, pursuant to Part 3 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> resolve to:</p> <ol style="list-style-type: none"> 1. Initiate Amendment No. 3 to the Local Planning Strategy. 2. Amend the Local Planning Strategy by: <ol style="list-style-type: none"> 2.1. Amending the Strategy Maps to include a range of Tourism, Rural Residential, and Rural Smallholding, Rural and Conservation areas as designated in the amendment. 3. Forward Local Planning Strategy Amendment 3 under Part 3 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> to the WAPC for their review and for consent to advertise the amendment for public inspection under Part 3, Clause 13 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>. 	External Services	<p>08 May 2025 9:05am Wilks, Peter Strategy Amendment forwarded to WAPC for their assessment and consent to advertise on 7 May 2025. 13 Oct 2025 7:39am Hoffrichter, Chantelle - Reallocation Action reassigned to Sheffield-van Mierlo, Zoe by Hoffrichter, Chantelle 02 Dec 2025 2:16pm Sheffield-van Mierlo, Zoe Awaiting WAPC outcome 12 Feb 2026 8:56am Sheffield-van Mierlo, Zoe Awaiting WAPC outcome</p>
24/06/2025	12.3.2	Lease Renewal - Airport Hangar Lots 1, 2, 3, 4, 6, 7 and 8 - Lot 15 Coolgardie-Esperance Highway Gibson	Walsh, Sarah	
	O0625-087	<p>That Council enters into a lease with Scott Mackie and Darren Rogers for Esperance Airport Hangar Lots 1, 2, 3, 4, 6, 7 and 8, part of Lot 15 Coolgardie-Esperance Highway, Gibson, subject to:</p> <ol style="list-style-type: none"> 1. Lease term being 20 years; 2. Annual lease fee of \$15,010.17 inc GST being payable, subject to 	Corporate & Community Services	<p>07 Jul 2025 10:10am Godwin, Elise Lease has been drafted ready for review 28 Jul 2025 1:05pm Walsh, Sarah Lease is currently being drafted. Will be sent for review in due course. 01 Sep 2025 2:39pm Graham, Blaise Awaiting consolidated lease area plan from Asset Planning. 02 Oct 2025 3:40pm Walsh, Sarah</p>

Date	Item Number	Item	Responsible Officer	Notes
		<p>annual rent reviews based on CPI, and that Council consider this to be a true indication of the current market rental rate;</p> <p>3. Lease preparation fee of \$635 inc GST being payable;</p> <p>4. The disposition being advertised in accordance with s3.58 of the <i>Local Government Act 1995</i>;</p> <p>5. Advertising fee of \$185 inc GST being payable; and</p> <p>6. All lease terms and conditions being as per Council's standard commercial lease template.</p>		<p>Awaiting lease area plan from Asset Planning & Development Team. As discussed with Asset Management recently, this may result in a different lease area m2 being charged and if so, a further report to Council will be required for the amendment.</p> <p>07 Nov 2025 9:28am Walsh, Sarah</p> <p>Awaiting lease area plan. Advised that this should be available shortly.</p> <p>02 Dec 2025 10:34am Walsh, Sarah</p> <p>Awaiting updated lease area plan from Jason's team.</p> <p>05 Jan 2026 12:40pm Walsh, Sarah</p> <p>Awaiting updated lease area plan from Jason's team.</p> <p>29 Jan 2026 9:29am Walsh, Sarah - Reallocation</p> <p>Action reassigned to Walsh, Sarah by Walsh, Sarah - Blaise moving to HR team.</p> <p>29 Jan 2026 10:44am Walsh, Sarah</p> <p>Awaiting updated lease area plan - Jason has advised this should be available in early February.</p> <p>26 Feb 2026 3:25pm Walsh, Sarah</p> <p>Awaiting updated lease area plan - Requested that this be made a priority.</p>
24/06/2025	12.1.4	Property Transfer and Development Partnership Proposal - 4 and 4A Hicks Street Reserve 26980	Sheffield-van Mierlo, Zoe	
	O0625-086	<p>That Council support the Goldfields Individual and Family Support Association Inc's property transfer and development partnership proposal; and</p> <p>1. Request that the Department of Planning, Lands and Heritage amend the land use on Reserve 26980 by removing 'Shire Workforce Accommodation' and adding 'Disability Accommodation and Support; and</p> <p>2. Advise the Department of Planning, Lands and Heritage that the Shire of Esperance wishes to surrender its Management Orders in favour of Goldfields Individual and Family</p>	External Services	<p>07 Jul 2025 10:11am Godwin, Elise</p> <p>Request sent to DPLH</p> <p>01 Sep 2025 7:38am Hoffrichter, Chantelle - Reallocation</p> <p>Action reassigned to Wilks, Peter by Hoffrichter, Chantelle</p> <p>13 Oct 2025 7:39am Hoffrichter, Chantelle - Reallocation</p> <p>Action reassigned to Sheffield-van Mierlo, Zoe by Hoffrichter, Chantelle</p> <p>02 Dec 2025 2:35pm Sheffield-van Mierlo, Zoe</p> <p>With DPLH for processing</p> <p>12 Feb 2026 8:57am Sheffield-van Mierlo, Zoe</p> <p>With DPLH for processing</p>

Date	Item Number	Item	Responsible Officer	Notes
		Support Association Inc. (GIFSA); and 3. Built assets are to be transferred to GIFSA on an as is basis.		
24/06/2025	12.1.2	Closure of Public Access Way - Lot 55 Wiese Way, Castletown	Sheffield-van Mierlo, Zoe	
	O0625-084	That Council 1. Request the Minister of Lands to close the public access way identified as Lot 55 Wiese Way, Castletown under Section 58 (1) of the <i>Land Administration Act 1997</i> . 2. Advise the Minister of Lands that in accordance with Section 56 (4) of the <i>Land Administration Act 1997</i> that the Shire recognises that it is liable to indemnify the Minister against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request. 3. Require the applicant to indemnify the Shire of Esperance against any costs and claims that may arise as a result of the proposed closure including in regards to adjustments and new titles.	External Services	07 Jul 2025 10:15am Godwin, Elise Request for closure forwarded to DPLH on 1 July 2025 13 Oct 2025 7:39am Hoffrichter, Chantelle - Reallocation Action reassigned to Sheffield-van Mierlo, Zoe by Hoffrichter, Chantelle 02 Dec 2025 2:17pm Sheffield-van Mierlo, Zoe Awaiting confirmation from DPLH 12 Feb 2026 8:56am Sheffield-van Mierlo, Zoe Awaiting confirmation from DPLH
22/07/2025	12.1.2	Local Planning Scheme No. 24 - Amendment No. 11	Sheffield-van Mierlo, Zoe	
	O0725-087	That Council: 1. In pursuance of Section 75 of the <i>Planning and Development Act, 2005</i> amend Local Planning Scheme No. 24 by: (c) Amending the Scheme Map by reclassifying a portion of Reserve 24077 from 'Public	External Services	01 Sep 2025 7:38am Hoffrichter, Chantelle - Reallocation Action reassigned to Wilks, Peter by Hoffrichter, Chantelle 13 Oct 2025 7:39am Hoffrichter, Chantelle - Reallocation Action reassigned to Sheffield-van Mierlo, Zoe by Hoffrichter, Chantelle 02 Dec 2025 2:33pm Sheffield-van Mierlo, Zoe Amendment referred to EPA for comment and advertised.

Date	Item Number	Item	Responsible Officer	Notes
		<p>Open Space' to 'Environmental Conservation' as depicted on the Scheme Amendment Map.</p>		
		<p>2. The amendment is standard under the provisions of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> for the following reason(s):</p> <p>(d) an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;</p> <p>(h) any other amendment that is not a complex or basic amendment.</p> <p>3. Refer Amendment 11 to the EPA under Section 81 of the <i>Planning and Development Act 2005</i> and resolve to proceed to advertising of the amendment for public inspection after referral to the EPA.</p>		
28/10/2025	12.2.1	Road Widening - Lot 598 and Lot 6 Pink Lake Road	Appleby, Jeanette	
	O1025-025	<p>That Council:</p> <p>1. Support the dedication of portions of Lot 598 on Plan 79274 and Lot 6 on Plan 82068 Pink Lake Road to be dedicated as road reserve;</p> <p>2. Request the Minister of Lands to dedicate:</p>	Asset Management	<p>02 Dec 2025 2:49pm Walker, Mathew Landowners have been advised and requested to sign the subdivision and provide a completed new creditor form so the Shire can pay for the land.</p>

Date	Item Number	Item	Responsible Officer	Notes
		<ul style="list-style-type: none"> a. The 58.85m² portion of Lot 598 on Plan 79274 as road reserve. b. The 85.11m² portion of Lot 6 on Plan 82068 as road reserve. <p>3. Advise the Minister of Lands that in accordance with Section 56 (4) of the Land Administration Act 1997 the Shire recognises that it is liable to indemnify the Minister against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.</p>		
25/11/2025	17.2	Expression of Interest - Toowacka Campsite	Walsh, Sarah	
	O1125-065	<p>That Council enter into a lease with Dabungool Cultural Experiences for portion of Reserve 37535, Lot 457 South Coast Highway Monjingup, subject to;</p> <ul style="list-style-type: none"> 1. Department of Lands' approval; 2. Term of the lease being 5 years; 3. Annual lease fee being \$110 Inc GST, and that Council consider the rental rate to be a true indication of the current market rental rate; 4. Lease preparation fee of \$160 inc GST; 5. The Tenant being responsible for land management of the leased area; 	Corporate & Community Services	<p>02 Dec 2025 10:38am Walsh, Sarah Applicants have been notified of council resolution. Draft document to be sent for review shortly.</p> <p>05 Jan 2026 12:46pm Walsh, Sarah Working through firebreak clause with Emergency Management Team before finalising draft document as this was not included in initial draft sent to Lessee for review.</p> <p>29 Jan 2026 10:47am Walsh, Sarah Awaiting updated lease area plan for inclusion in draft lease. Firebreak clause to be adjusted following discussion with Emergency Management Team before sending back to Lessee for final confirmation of terms.</p> <p>26 Feb 2026 3:25pm Walsh, Sarah Awaiting updated lease area plan from the drafting team - requested that this be made a priority.</p>

Date	Item Number	Item	Responsible Officer	Notes
		<ol style="list-style-type: none"> 6. All relevant approvals being sought for development of the site; and 7. The disposition being advertised in accordance with s.3.58 of the <i>Local Government Act 1995</i> for Disposing of Property. 		
25/11/2025	12.3.8	Surrender of Lease - Lot 64 Thompson Street WEST BEACH	Walsh, Sarah	
	O1125-059	<p>That Council surrender the lease with the Esperance Bay RC Car Club Incorporated for portion of Reserve 27626, Lot 64 Thompson Street, West Beach subject to;</p> <ol style="list-style-type: none"> 1. Lease surrender fee of \$250 being payable; 2. Any outstanding invoices being paid prior to the surrender being finalised; and 3. Removal of all remaining infrastructure and rubbish from site. 	Corporate & Community Services	<p>02 Dec 2025 10:38am Walsh, Sarah Applicants have been notified of council resolution. Draft document to be sent for review shortly.</p> <p>05 Jan 2026 12:45pm Walsh, Sarah Draft document sent to Lessee for review.</p> <p>29 Jan 2026 9:35am Godwin, Elise - Reallocation Action reassigned to Harp, Kim by Godwin, Elise</p> <p>29 Jan 2026 10:37am Walsh, Sarah Following up site cleanup with lessee and awaiting confirmation of lease surrender terms.</p> <p>29 Jan 2026 10:38am Godwin, Elise - Reallocation Action reassigned to Walsh, Sarah by Godwin, Elise</p> <p>26 Feb 2026 3:24pm Walsh, Sarah Update from RC Car Club that the site clean up should be completed by end of March.</p>
25/11/2025	12.3.7	Licence Reassignment Request - Airport Vending Machine Sites 3 & 4	Walsh, Sarah	
	O1125-058	<p>That Council</p> <ol style="list-style-type: none"> 1. Reassign the licence with Cody Smith for Esperance Airport Vending Machine Sites 3 and 4, portion Lot 15 Coolgardie-Esperance Highway Gibson, to Chrysa Fayette Tan; and 2. Charge a reassignment fee of \$250. 	Corporate & Community Services	<p>02 Dec 2025 10:37am Walsh, Sarah Applicants have been notified of council resolution. Draft document to be sent for review shortly.</p> <p>05 Jan 2026 12:43pm Walsh, Sarah Assignee and Assignor have agreed to terms. Sent to Assignor for signing.</p> <p>29 Jan 2026 9:29am Walsh, Sarah - Reallocation Action reassigned to Walsh, Sarah by Walsh, Sarah - Blaise moving to HR team.</p> <p>29 Jan 2026 10:45am Walsh, Sarah Awaiting receipt of signed leases from Assignor - will be followed up shortly.</p> <p>26 Feb 2026 3:24pm Walsh, Sarah</p>

Date	Item Number	Item	Responsible Officer	Notes
				Cody advised that he has received the documents for signing and will send them back shortly.
16/12/2025	12.3.5	Lease Variation - Lot 500 Black Street - Multisports Pavilion	Walsh, Sarah	
	O1225-100	That Council, subject to the Department of Lands' approval – <ol style="list-style-type: none"> 1. Vary the lease with Esperance Hockey Association for portion of Lot 500 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. 	Corporate & Community Services	05 Jan 2026 12:53pm Walsh, Sarah Document drafted, awaiting updated lease area plan from Jason's team before sending to Lessee for review. 29 Jan 2026 9:35am Godwin, Elise - Reallocation Action reassigned to Harp, Kim by Godwin, Elise 29 Jan 2026 10:39am Godwin, Elise - Reallocation Action reassigned to Walsh, Sarah by Godwin, Elise 29 Jan 2026 10:40am Walsh, Sarah Draft lease document sent to Lessee for review. Awaiting confirmation of terms. 02 Feb 2026 11:48am Walsh, Sarah Received confirmation of terms. Requested section 18 approval from DPLH. 05 Feb 2026 3:06pm Walsh, Sarah Received approval from DPLH. Posted documents for signing. 26 Feb 2026 3:25pm Walsh, Sarah Awaiting receipt of signed documents.
16/12/2025	12.2.1	Salmon Gums Quarry MoU	Walker, Mathew	
	O1225-092	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.	Asset Management	19 Dec 2025 4:01pm Walker, Mathew MoU has been signed and circulated by the Shire. Waiting on other parties to sign the MoU
16/12/2025	12.1.1	Local Planning Scheme No. 24 - Amendment No. 12	Sheffield-van Mierlo, Zoe	
	O1225-090	That Council: <ol style="list-style-type: none"> 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 	External Services	12 Feb 2026 8:58am Sheffield-van Mierlo, Zoe With planning contractor for processing

Date	Item Number	Item	Responsible Officer	Notes
		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. A33	Base Zone Rural Smallholdings	A In (I	
	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. R4	Description of land Lot 12 Coolgardie-Esperance Highway, Myrup	I I	
	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. RS4	Description of land Lot 12 Coolgardie-Esperance Highway, Myrup		

Date	Item Number	Item	Responsible Officer	Notes
		<p>6. Modifying Special Control Area 3A (Shark Lake Industrial Park) to Special Control Area 3B.</p> <p>7. Amending the Scheme Map accordingly.</p> <p>8. Determine that the amendment is standard under the provisions of regulation 35.(2) of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> for the following reason(s):</p> <p>(b) an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;</p> <p>(g) any other amendment that is not a standard or basic amendment.</p> <p>9. Refer Amendment 12 to the EPA under Section 81 of the <i>Planning and Development Act 2005</i> and resolve to proceed to advertising of the amendment for public inspection after referral to the EPA.</p>		
27/01/2026	17.2	Lease Surrender Request - Portion Lot 100 Dempster Street	Harp, Kim	
	00126-025	<p>That Council;</p> <p>1. Surrender the lease with Lana Marshall for portion of Lot 100 Dempster Street, Old Doctor's Surgery in the Museum Village, subject to;</p>	Corporate & Community Services	<p>29 Jan 2026 10:32am Walsh, Sarah - Reallocation Action reassigned to Harp, Kim by Walsh, Sarah</p> <p>29 Jan 2026 10:42am Walsh, Sarah Council resolution sent to Lana. Documentation to be drafted in due course.</p> <p>28 Feb 2026 8:08am Walsh, Sarah</p> <p>Documentation drafted, awaiting new lease commencement date prior to finalising. Lana to be contacted to book in her vacate inspection.</p>

Date	Item Number	Item	Responsible Officer	Notes
		<ol style="list-style-type: none"> a. Rent continuing to be paid until a new tenancy commences; b. Lease surrender fee of \$250 inc GST being paid; c. All outstanding invoices being paid; and d. Any improvements made to the premises being remediated to a satisfactory condition at the Lessee's cost. <ol style="list-style-type: none"> 2. Advertise the premises for expressions of interest. 		
27/01/2026	12.3.5	Lease Extension Request - Lot 1027 The Esplanade	Walsh, Sarah	
	O0126-019	That Council request that Southern Ports Authority extend the current lease with the Shire of Esperance for Adventureland Park, portion of Lot 1027 The Esplanade, Reserve 28207 for the further term of 10 years.	Corporate & Community Services	29 Jan 2026 10:48am Walsh, Sarah Council resolution sent to Lessor. Awaiting confirmation of next steps to progress the renewal. 26 Feb 2026 3:28pm Walsh, Sarah SOE Signed document, awaiting execution by SPA.
27/01/2026	12.3.4	Lease Request - Lot 577 Coolgardie-Esperance Highway Monjingup	Walsh, Sarah	
	O0126-018	That Council enter into a lease with the Department of Fire and Emergency Services for portion of Lot 577 Coolgardie-Esperance Highway Monjingup, Reserve 14545, subject to; <ol style="list-style-type: none"> 1. Department of Lands' approval; 2. Lease term being 10 years with 2x 5 year further term options; 3. Lease preparation fee being waived; and 	Corporate & Community Services	29 Jan 2026 10:48am Walsh, Sarah Council resolution sent to Lessee. Requested that the draft lease terms be updated accordingly. 26 Feb 2026 3:26pm Walsh, Sarah Awaiting copy of updated lease to come through.

Date	Item Number	Item	Responsible Officer	Notes
		<p>4. Terms and conditions to be as provided by the Department of Fire and Emergency Services as negotiated with staff, subject to;</p> <p>a. Lease fee being \$110 inc GST per annum, subject to annual increases based on current Emergency Services Levy charges.</p>		
24/02/2026	17.2	<p>Expressions of Interest - Old Doctor's Surgery - Museum Village - Lot 100 Dempster Street</p>	Harp, Kim	
	O0226-043	<p>That Council:</p> <p>1. Enter into a lease with Nikki Starr for the Old Doctor's Surgery in the Museum Village portion Lot 100 Dempster Street, subject to;</p> <p>a. The lease term being 5 years;</p> <p>b. Annual rent being \$187/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;</p> <p>c. The disposition being advertised in accordance with s.3.58 of the <i>Local Government Act 1995</i>; and</p> <p>d. All lease terms and conditions being as per Council's standard Commercial Lease (Retail Shop) template.</p>	Corporate & Community Services	<p>28 Feb 2026 8:11am Walsh, Sarah Council resolution sent to applicants. Documentation to be drafted and advertising to take place in due course. 10 Mar 2026 10:08am Harp, Kim New Lease Area Plan received 06/03/2026. Advertising Period for Disposal of Property to Nikki Amin Starr t/as Ms Mustard Knits begins 14/03/26 and finishes 28/03/2026. Appointment will be made with Ms Starr to finalise the property lease following the March OCM</p>

Date	Item Number	Item	Responsible Officer	Notes
24/02/2026	17.1	Surrender Of Lease - Portion of Lot 100 Dempster Street - Old Matron's Quarters - Museum Village	Harp, Kim	
	O0226-042	<p>That Council surrender the lease with Nikki Starr for the Old Matron's Quarters in the Museum Village, portion Lot 100 Dempster Street, subject to;</p> <ol style="list-style-type: none"> 1. Lease Surrender Fee of \$250 being paid; 2. Rent continuing to be payable until a new lease at the premises commences; 3. All outstanding invoices being paid; and 4. Removal of all alterations made to the premises during Ms. Starr's tenancy. 	Corporate & Community Services	<p>28 Feb 2026 8:10am Walsh, Sarah Council resolution sent to Nikki. Documentation to be drafted. Expressions of interest for the property to be put to Council in March 2026 OCM.</p>
24/02/2026	12.3.3	Lease Renewal Request - 17 Nicholson Drive Pink Lake	Walsh, Sarah	
	O0226-037	<p>That Council enter into a lease with the Pink Lake Country Club (inc.) for 17 Nicholson Drive Pink Lake, Reserve 34829, subject to;</p> <ol style="list-style-type: none"> 1. Department of Lands' approval; 2. Lease term being 10 years, with 10 year further term option; 3. Annual lease fee of \$110 inc GST; 4. Lease preparation fee of \$160 inc GST; and 5. All lease terms and conditions being as per Council's standard community lease template. 	Corporate & Community Services	<p>26 Feb 2026 3:29pm Walsh, Sarah Sent notification to Lessee and included confirmation of tenure so they can progress their water licence renewal with DWER while we work through the lease. Document will be drafted and sent for review in due course.</p>

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