



15 MAY 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 19 May 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 26 May 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

Position Date of Meeting

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

Interest Disclosed

Item Number Item Title

Nature of Interest

Type of Interest Financial Proximity Impartiality

Interest Disclosed

Item Number Item Title

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Type of Interest Financial Proximity Impartiality

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Item Number Item Title

Nature of Interest

Type of Interest Financial Proximity Impartiality

Declaration

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

Signature

Date

Disclosure of Interest

Notes for Your Guidance



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

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

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

A member, who makes a disclosure under section 5.65 must not:

- a. preside at the part of the meeting relating to the matter; or
- b. participate in, or be present during, any discussion or decision making procedure relative to the matter,

unless, and to the extent that, the disclosing member is allowed to do so under Sections 5.68 or 5.69 of the *Local Government Act 1995*.

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

1. A Financial Interest, pursuant to s. 5.60A or 5.61 of the *Local Government Act 1995*, requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measured in money terms. There are expectations in the *Local Government Act 1995* but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e sporting, social, religious etc, and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e, if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors and ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.
5. As stated if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it must be given when the matter arises in the Agenda, and immediately before the matter is discussed. Under s. 5.65 of the *Local Government Act 1995* failure to notify carries a penalty of imprisonment for 24 months and a fine of \$24 000.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The only exceptions are:

- 6.1 Where the Councillor discloses the extent of the interest, and Council carries a motion under s.5.68(1)(b)(ii) of the *Local Government Act 1995*; or
- 6.2 Where the Minister allows the Councillor to participate under s.5.69(3) of the *Local Government Act 1955*, with or without conditions.

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

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

Impartiality Interest

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

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

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

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

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

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SHIRE OF ESPERANCE

AGENDA

**ORDINARY COUNCIL MEETING
TO BE HELD IN COUNCIL CHAMBERS ON 26 MAY 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

Pres. R Chambers	President	
Cr J Obourne	Deputy President	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
Mrs F Baxter	Director Corporate & Community Services
Ms G Ryan	A/Director External Services
Mrs C Hoffrichter	Executive Assistant

Members of the Public & Press

3. APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE

Cr G Johnston	Leave of Absence 24 March 2026 - 27 May 2026
Mr R Greive	Director External Services

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 28 April 2026, and the Special Council Meeting of the 5 May 2026 be confirmed as true and correct records.

Voting Requirement

Simple Majority

11. DELEGATES' REPORTS WITHOUT DISCUSSION

12. MATTERS REQUIRING A DETERMINATION OF COUNCIL

12.1 EXTERNAL SERVICES

Item: 12.1.1

Grant Funding - Museum 50th Anniversary Project

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

File Ref: D26/12884

Applicant

Esperance Museum

Location/Address

James Street

Executive Summary

For Council to accept a \$40,000 donation from the Rotary Club of Esperance Bay to be used for the Museum 50th Anniversary Project, “50 Voices for 50 Years”

Recommendation in Brief

That Council;

1. Accept a \$40,000 donation from the Rotary Club of Esperance Bay to be used for the Museum’s 50th Anniversary Project, “50 Voices for 50 Years”.
2. Amend the budget to include accepting the \$40,000 income and authorise expenditure for the \$40,000 donation.

Background

The Esperance Museum is the community’s central history and heritage hub and plays a vital role in connecting past, present and future generations.

The Museum opened in the Goods Shed building on 9 October 1976, in 2026, the Museum will mark 50 years on this site. In recognition of this milestone, a structured community engagement program has been developed to celebrate the Museum’s journey over the past five decades, acknowledge the contributions of the community and volunteers, and create new contributions that will inform future generations.

A major component of the anniversary program is “50 Voices for 50 Years”, a community engagement and heritage initiative designed to collect, record and preserve 50 personal stories from individuals of varied ages, backgrounds and life experiences. The project will intentionally reflect the diversity of voices that have shaped the Esperance community over the past 50 years, while also capturing reflections and aspirations looking ahead to the next 50 years.

An external grant of \$40,000 has been secured, from the Rotary Club of Esperance Bay, to support delivery of the “50 Voices for 50 Years” project.

Officer’s Comment

This project has been designed as a legacy initiative, rather than a program focused on immediate outputs. It will result in a professionally recorded oral history archive, a video time capsule, ensuring that stories captured during the anniversary year can be securely preserved, revisited, reinterpreted and shared with future generations.

The funding will be applied to the engagement of a local professional contractor to undertake filming and recording services, as the Shire does not have the in-house capacity to deliver high-quality video production.

The contractor will be responsible for filming 50 individual interviews, each approximately one hour in duration, inclusive of all setup and pack-down, lighting and sound requirements. Interviews will be delivered as straightforward piece-to-camera recordings and provided to the Museum in raw digital format to support long-term preservation practices.

The scope of the project also includes the capture of supplementary B-roll footage and the production of a 30-minute overview video showcasing the project and selected participant highlights.

Consultation

Museum Staff and Volunteers
Rotary Club of Esperance Bay

Financial Implications

The financial implications arising from this report will require a budget amendment to accept the \$40,000 income and create a Work Order to authorise expenditure of the Museum 50th Anniversary Project.

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. ELH - 50 Voices Project Overview
- B₁. Email - Funding Application - 50 Voices

Officer's Recommendation

That Council;

- 1. Accept a \$40,000 donation from the Rotary Club of Esperance Bay to be used for the Museum's 50th Anniversary Project, "50 Voices for 50 Years".**
- 2. Amend the budget to include accepting the \$40,000 income and authorise expenditure for the \$40,000 donation.**

Voting Requirement

Absolute Majority



50 Voices for 50 Years

Project Overview

50 Voices for 50 Years is a community engagement and heritage initiative designed to mark a significant anniversary milestone of the Esperance Museum by collecting, preserving and banking personal stories from across our region.

This project will collect, record and preserve 50 personal stories from individuals of varied ages, backgrounds and life experiences, intentionally reflecting the diversity of voices that have shaped the community over the past 50 years, and looks forward to the next 50.

Designed as a legacy project rather than an immediate-output program, the initiative will create a professionally recorded oral history archive - a video time capsule - ensuring that stories captured during this anniversary year can be revisited, reinterpreted and shared in future milestone celebrations.

Due to limited in-house capacity for high-quality video recording and production, the project will engage a local contractor to undertake filming and recording. This approach ensures professional standards while reinvesting funding and employment opportunities back into the local region.

The resulting collection will be securely stored to long-term digitisation standards and form part of the Local History Collection, supporting future anniversary celebrations, exhibitions, research and community storytelling initiatives. External funding is being sought to enable delivery of this project between August and November 2026 as part of the Museum milestone anniversary.

Objective

To collect, record and securely store 50 individual stories that commemorate the past 50 years of the Esperance region, document contemporary community life during the anniversary period, and capture aspirations for the next 50 years.

Goals

- Build a banked audio-visual oral history collection that commemorates a milestone anniversary and supports future celebrations.
- Capture lived experiences and memories from the past 50 years of the region's history.
- Document contemporary life, values and challenges at a key moment in the region's story.
- Record participants' reflections and predictions on how Esperance may change over the next 50 years.
- Retain raw interview footage to ensure long-term preservation and flexible future use.



Engagement Strategy

Community engagement will focus on inclusivity, value and legacy, emphasising the importance of community voices in marking a shared milestone.

Key messages:

- Every story matters - no detail is too small.
- Anniversaries are an opportunity to reflect, record and look ahead.
- Community voices are central to preserving local history.

Participation model:

- Community members will be invited to nominate individuals they believe should be interviewed as part of the anniversary project.
- An in-house assessment panel will review nominations to ensure a broad and balanced representation of ages, backgrounds and experiences.
- Selected participants will be approached and interviews coordinated by the project team.

Interview format:

- Each participant will take part in a professionally recorded interview of approximately one hour.
- Interviews will be guided but conversational, allowing participants to share personal reflections linked to past, present and future.

Indigenous Cultural Protocols

- The project will be undertaken in recognition of the Traditional Owners of the land on which the Esperance region is located, and with respect for Aboriginal cultural knowledge and lived experience.
- Where Aboriginal participants are involved, interviews will be conducted in accordance with appropriate cultural protocols, including informed consent, the right to withdraw or restrict access to material, and culturally sensitive handling of stories.
- The Shire will seek guidance where appropriate to ensure Aboriginal voices are represented respectfully and that any culturally sensitive material is managed in line with community expectations and best-practice heritage standards. Aboriginal participants will retain agency over how their stories are recorded, stored and potentially used in future.



Strategic Alignment

This project strongly aligns with key community, heritage and milestone objectives:

- **Community engagement:** Creates an inclusive opportunity for people to take part in an anniversary project by nominating participants and sharing personal stories that reflect life in the Esperance region.
- **Heritage preservation:** Records and protects local stories as professionally managed oral histories, strengthening the collections held by the Shire and ensuring lived experience is not lost over time.
- **Anniversary outcomes:** Provides a legacy project that marks a milestone year while creating content that can be used in future exhibitions, programs and storytelling, rather than focusing on short-term outputs.
- **Intergenerational connection:** Brings together voices from different ages and backgrounds, capturing reflections on the past, the present and hopes for the future.
- **Long-term community value:** Banks stories for future generations, supporting ongoing learning, research and community connection well beyond the anniversary year.

Overall, this project aligns with the Shire's strategic directives by strengthening community connection, reinforces a shared sense of place, and creates an inclusive and enduring heritage resource that connects past, present and future.

Funding and Costs

The project will seek external funding support, with a focus on local and regional funding bodies. This aligns with the project's community-first ethos and ensures investment is returned to the region.

Indicative Budget (Estimated)

Item	Detail	Cost
Local contractor: filming, audio, lighting, postproduction handling)	50 people @ \$700 each	\$35,000
Overview video production – 30 min video created	Professional editing of 30-minute anniversary summary video	\$5,000
Total		\$40,000

Estimated Museum staff time allocation

Item	Detail	Cost
Interview prep - 2 hours per person	100 hours	
Interview time - 1 hour per person	50 hours	
Contractor Liaison Pre / During / Post production	50 hours	
Project management, promotion, post project IT requirements	50 hours	
TOTAL	250 hours	\$10,000



Timeline

- **Funding secured:** Prior to July 2026
- **Project preparation and scheduling:** June–July 2026
- **Interviews conducted:** August–November 2026
- **Post-project evaluation and overview video production:** December 2026–early 2027

Evaluation

Evaluation will focus on both process and community impact rather than immediate outputs.

Evaluation measures include:

- Engagement with the nomination process (number and diversity of nominations received).
- Assessment of whether the nomination model successfully identified a wide range of community voices and effectively supported anniversary objectives.
- Completion of a professionally produced 30-minute overview video showcasing key themes from the anniversary interviews.
- Community response to the overview video, including attendance, views, feedback and informal discussion.

The evaluation will inform future anniversary projects and long-term community engagement initiatives, ensuring sustained value for the collections held by the Shire.

From: EBRC Secretary <secretary@esperancebayrc.org>
Sent: Thursday, April 16, 2026 8:00 PM
To: Esperance Museum <museum@esperance.wa.gov.au>
Cc: EBRC Treasurer <treasurer@esperancebayrc.org>
Subject: RE: Funding Application - Esperance Museum - 50 Voices Project

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

Good evening, Lynda

Sorry for the delay in getting back to you following your email last month regarding the Museum's 50 Voices for 50 Years project.

We held a board meeting last night, and I am delighted to be able to advise you that your proposal received unanimous support, with the Rotary Club of Esperance Bay to donate an amount of \$40,000 to the Museum's 50 Voices for 50 Years project..

If you can please send through an Invoice for a "Donation" of \$40,000- through to myself, and CC in our club treasurer David Ford at treasurer@esperancebayrc.org including your BSB and Account details for payment to be completed.

Regards

Chad

Chad
Holten
Secretary



From: Esperance Museum <museum@esperance.wa.gov.au>
Sent: Thursday, 19 March 2026 3:13 PM
To: EBRC Secretary <secretary@esperancebayrc.org>; EBRC Treasurer <treasurer@esperancebayrc.org>
Subject: Funding Application - Esperance Museum - 50 Voices Project

Hello Rotary Club of Esperance Bay

Please find attached a completed application for funding for the Museum's 50 Voices for 50 Years project.

If you require any additional information, please do not hesitate to reach out.

Thank you for taking the time to consider this request.

Kind regards
Lynda Horn
Cultural Officer



Esperance Museum

(08) 9083 1580
6 James Street, Esperance, WA 6450 | PO Box 507

Follow us on [Facebook](#) for current events and opening hours



esperance.wa.gov.au/museum

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Item: 12.1.2

Traders Policy Review

Author/s	Roy Greive	Director External Services
Authorisor/s	Shane Burge	Chief Executive Officer

File Ref: D26/13341

Applicant

Internal – External Services

Location/Address

Adjoining areas to reserve 27318 (the foreshore area) as identified in POL 0063 Trading in Public Places and Local Government Property (attachment A), pages 10 - 15

Executive Summary

While the Shire reviews the policy 0063 Trading in Public Places and Local Government Property, a temporary pause on approving new permits to trade in the areas adjoining reserve 27318 is recommended.

Recommendation in Brief

That council does not approve any new traders in the areas adjoining reserve 27318 until a review of policy POL0063 is undertaken by Council.

Background

A policy (POL 0063) has existed that allows traders in public places and on local government property since 2018. Various changes and updates have occurred to the policy throughout this time. The current policy is due to be reviewed this year with community consultation having already begun.

Officer's Comment

While the policy is being reviewed and at a time of year that sees a limited number of approvals granted for traders, it is considered prudent to temporarily limit the approval of new traders in the foreshore area adjacent to reserve 27318. There are other areas outlined in the policy that are available to be used by traders if these approvals in this area are temporarily paused, so the impact over this short period of review on both traders and the public should be limited. There are a number of traders that have a permit to trade in this area, and it is not proposed to cancel or limit their enjoyment of the area at this time.

The traders who have a valid permit to trade in this area are:

- Niks Street Food
- Danny's Food Truck Pty Ltd
- Catering West Doughboy Donuts
- Murphy's Spuds
- Bean Break
- New Moon Van
- Curry Around Town
- Rolled with Love
- Blue Scoops
- Bessie's Brew
- Tina's Boba Tea

Consultation

Manager Development Services
Supervisor Customer Experience
Coordinator Planning Services

Financial Implications

Nil

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
Develop partnerships to strengthen economic growth

Environmental Considerations

Nil

Attachments

A₁. POL 0063 Trading in Public Places and Local Government Property

Officer's Recommendation

That council does not approve any new traders in the areas adjoining reserve 27318 until a review of policy POL0063 is undertaken by Council.

Voting Requirement

Simple Majority



POL 0063: Trading in Public Places and Local Government Property

Purpose

The Shire of Esperance is committed to promoting small business initiatives in a sustainable and fair manner.

The purpose of this policy is -

1. To provide direction to Shire staff in the processing of applications for trading in public places in accordance with the Shire of Esperance's *Activities in Thoroughfares and Public Places and Trading Local Law 2016*; and,
2. To provide a clear set of conditions for operators to trade under.

Scope

This policy applies to all public land within the Shire of Esperance as well as private land used for public purposes, and all businesses and individuals seeking to use public land to operate a business or for financial gain.

Definitions

Approved Fixed Locations: means locations from which vendors can trade with Shire approval.

Approved Event: means an event that has been approved under the Shire of Esperance event approval process.

Community Service Organisation: means an organisation which can demonstrate that its objectives are charitable, benevolent, religious, cultural, educational, recreational or sporting.

Food Stall: means a stall from which any perishable or high risk foods, other than fruit or vegetables, is sold or offered for sale, unless approved by the Shire of Esperance

Food Van: means a form of Street Trader being any vehicle, caravan, trailer or other similar mobile structure selling or offering for sale any food and or drink (excluding alcoholic beverages).

Itinerant Food Vendor: means a form of Street Trader who sells food from a vehicle parked temporarily on the road to customers who stop them or come to them while they are so parked.

High Risk Foods: means all prepared or cooked food which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, crustaceans, molluscs, gravy, cooked rice and pasta or ingredients capable of supporting the growth of infectious or toxigenic micro-organisms.

Local Government Property: means anything except a thoroughfare -

1. Which belongs to the local government;

2. Of which the local government is the management body under the *Land Administration Act 1997*; or
3. Which is an 'otherwise unvested facility' within section 3.53 of the *Local Government Act 1995*.

Public Place: Includes any thoroughfare or place which the public are allowed to use, whether or not the thoroughfare or place is on private property, but does not include -

1. premises on private property from which trading is lawfully conducted under a written law; and
2. local government property;

Stall: means a movable or temporarily fixed structure, stand or table in, on or from which goods or services are sold, hired or offered for sale or hire.

Stallholder: means a person in charge of a stall.

Street Trader: means a person who sells food, goods and/or services from a vehicle parked temporarily on the road/public place while they are parked.

Trader's Permit: means a permit issued to a Street Trader or stall holder.

Trading in Public Places: refers to long-term or periodic occupation of Shire controlled land for the purposes of either selling or displaying goods or providing services to customers.

Practice

The Shire supports Street Traders operating on a regulated basis to ensure equity and fairness to all business proprietors.

The Shire's *Activities in Thoroughfares and Public Places and Trading Local Law 2016* provides regulation for the management of public property and the activities that may be conducted on public property that is owned or managed by the Shire, including Shire halls, carparks, parks and reserves.

This also applies to private property, if being used for public purposes such as fetes and markets.

Assessment of an application considers the proposed location and impact the activity may have on established businesses close by, other traders, traffic flow and the amenities at the desired location.

The Shire reserves the right to refuse any application for any reason.

Trading – General Requirement applicable to all Street Traders

1. All Stallholders and Street Traders (Traders) must ensure that the trading location is kept clean and tidy at all times. Traders are responsible for the disposal of all litter associated with the provision of the goods or services and the cleaning of the permit location.

2. Traders shall depart from a trading location upon the direction of any person or body authorised to carry out any works in the street, thoroughfare, local government property or public place in which the Trader is situated.
3. Traders shall not have any claim for compensation or damages as a result of any disruption to business or loss incurred due to an event, market, parade, thoroughfare works or any other contingency.
4. The Shire is under no obligation to relocate the Trader or Stallholder, however, an alternate location may be offered if an appropriate location is available.
5. Trading shall only take place in a suitable area with landowner permission where it does not cause a safety or nuisance concern, or in a car parking area/space where it complies with local parking restrictions unless otherwise approved.
6. To ensure public safety, trading must be conducted in areas that are serviced by adequate lighting.
7. Advertising signs are restricted to the vehicle/stall from which the business is conducted unless otherwise approved.
8. If trading is selling food, the trading is not to occur within 300m (unless it occurs on Reserve 27318 or adjacent area) of a permanent food business during its normal hours of operation.
9. To apply for permission to operate a mobile trading vehicle within the Shire, the following documentation will be required -
 - a. A copy of current public liability insurance;
 - b. A complete application for a Trader's Permit including proposed payment details; and
 - c. If food is sold, a current copy of your *Food Act 2008* Certificate of Registration (noting the vehicles internal fit out must comply with the requirements of the Food Regulations 2009, applicable ASNZ Food Standards Codes and the Shire of Esperance Health Local Law 2009 (as amended)) is required.
10. Fees will be applied as per Council's Fees and Charges Schedule
11. Where power, water or other services are supplied by the Shire to a Trader, the Trader is responsible for all costs accrued relating to usage and supply.

Trading – Approved Events and Markets

Subject to approval from event holders -

1. If a business, that is registered as a food business outside of the Shire of Esperance and is a stall holder at an event or market, a Temporary Food Permit is required in order to trade.
2. If your business is located outside of the Shire of Esperance an Application for a Temporary Food Stall Approval will be required (unless proof of appropriate registration in another local government area is provided).

Trading Approved Fixed Locations

1. The Shire of Esperance has identified Approved Fixed Trading locations and Reserve 27318 and adjoining areas where trading may be permitted only by the approved Street Traders in accordance with their permit.

2. A Street Trader operating within an Approved Fixed Location as identified in Annexure A may be issued for a maximum fixed term of 3 years.
3. A maximum of two (2) Street Traders are allowed at any one Approved Fixed Location at the same time.
4. A fixed trading location becomes available for reallocation if the Street Trader ceases trading for a period of six (6) months or advises that they wish to cease trading.
5. The Shire of Esperance will call for applications from Street Traders to operate at an Approved Fixed Location prior to the expiry of a Trader's Permit or when an Approved Trading Location becomes available.
6. Annual trading site hire fees will be set each year by Council through the budget process and fees may differ depending on the location/desirability of the site (as shown in Annexure A). The desirability rating is based on the proximity, attractiveness of the locality and/or potential for passing trade.
7. Trader's Permits for these sites are determined at the discretion of the Shire, on their individual merit and against the following criteria -
 - a. How the business will benefit the community (i.e. authenticity, unique culinary experience and celebrating local produce);
 - b. Experience of the Street Trader (e.g. food van or restaurant that is currently operating);
 - c. Already in possession of a well-designed and well-maintained vehicle that is aesthetically pleasing and complies with the Shire's environmental health requirements;
 - d. Vehicle size or layout, utility requirements, public access, circulation, safety or other street or public place activities;
 - e. Historic use of a specific location by the Street Trader and existing patronage by the community;
 - f. Risk management plans provided by the Street Trader.
 - g. Knowledge of food safety principles;
 - h. Litter management plan.

Trading – Itinerant Varied Locations

Itinerant Traders, such as ice-cream vans or the like that stop for customers on public property when hailed, are permitted to trade outside of Approved Fixed Locations under the following conditions -

1. Hold a valid Trader's Permit;
2. Hold a current *Food Act 2008* Certificate of Registration from a Western Australian Local Government;
3. Comply with the overall provisions and intent of this Policy;
4. Serve only approved foods;
5. Only trade between the hours of 9am to 5pm, Monday to Sunday;
6. Must not trade within -
 - a. 100 metres of a permanent food business of the same food type; or
 - b. 300 metres of a school between the hours of 8.00am and 9.00am and 3.00pm and 4.00pm during school days

7. Only remain at a particular location for as long as there is a customer making a purchase. If there is no customer making a purchase, the permit holder must move on from that location within a reasonable time of the last purchase having been made; and
8. Music, or any other forms of noise to attract customers, is not permitted to be played whilst the van is parked.

Trading – Special Permit

Street Traders may apply for a special permit to trade under the following conditions -

1. Reserve 2815 is designated for Community Service Organisations trading food only operating between the months of December to February and other peak holiday periods i.e. Easter one night per week.
2. A permit may be issued to allow a Community Service Organisation to trade outside of the designated trading zones if selling low risk food on an infrequent basis.

Please note the Shire is not obliged to issue any special permits and reserves the right to apply additional conditions of operation.

Stallholder

1. Approval for stalls, other than stalls which are part of an approved market or extend the service area of an existing business onto the adjacent footpath, will be restricted to Community Service Organisations.
2. A stallholder proposing to operate a food stall, which will offer for sale to the public high risk foods (e.g. sausage sizzles) is required to submit an application for approval (unless proof of appropriate registration is provided) to the Shire's Environmental Health team
3. All food products that are not for immediate consumption must be labelled in accordance with the relevant food regulations

Market Operators

1. Operators of markets on public land are required to hold a market operator's permit under the provisions of *the Activities in Thoroughfares and Public Places and Trading Local Law*. Please note, Development Approval may be required for a Market on private land.
2. Individual stalls, other than stalls selling food, are covered by the market operator's permit - individual licencing fees will not be charged.
3. Stallholders proposing to operate a food stall, which will offer for sale to the public high risk foods (e.g. sausage sizzles) are required to be registered/hold registration under the provisions of the *Food Act 2008*.
4. All food products that are not for immediate consumption must be labelled in accordance with the relevant health regulations.

Legislative and Strategic Context

Both the *Food Act 2008* and the Shire's *Activities on Thoroughfares and Public Places and Trading Local Law 2016* require Street Traders to obtain a permit for trading and selling food.

This policy aims to provide direction and guidance for Shire officers assessing applications and to ensure equity for all commercial outlets.

Annexure A

Goldfields Road – Adjacent to Seafont Caravan Park



Portion of Reserve 36993 & 36994



Twilight Beach Carpark (Reserve 50765)



Reserve 3287

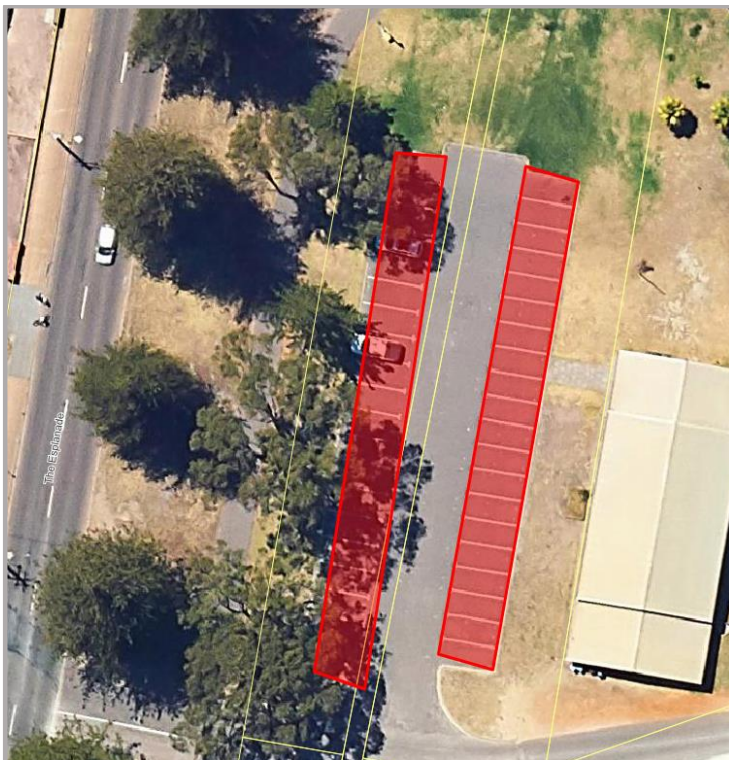


Reserve 2815



Use of Reserve 2815 is subject to conditions as specified in section E – Trading – Special Permit.

Adjoining areas to Reserve 27318

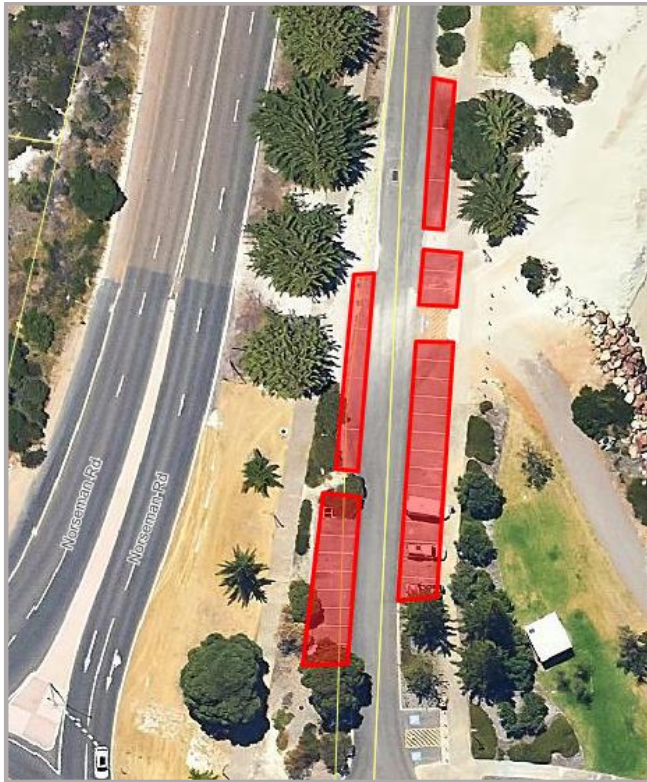












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Document Information

Responsible Position	Manager Development Services
Risk Rating	Medium

Referencing Documents

- *Local Government Act 1995*
- *Food Act 2008*
- *Food Regulations 2009*
- *Australia New Zealand Food Standards Code*
- *Activities on Thoroughfares and Public Places and Trading Local Law 2016*
- *Local Government Property Local Law 2009 (as amended)*
- *Environmental Protection (Noise) Regulations 1997*
- *Environmental Protection (Unauthorised Discharge) Regulations 2004*
- *National Competition Policy*: Noting Australia's National Reform Agenda is the successor program to the National Competition Policy. Clause 7 of the Competition Principles Agreement extended elements of the National Competition Policy reform agenda to local government.

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
April 2018 Oct 2020	1	D18/376	New policy No change, Council resolved to undertake 30 day advertising period.	O0418-074 O1020-317	April 2020 Oct 2022
Dec 2020	2	D18/376[v2]	Minor wording changes throughout, removal of Jetty Headland and Twilight permit areas. Inclusion of applications not complying with Policy being put to Council for consideration.	O1220-399	Dec 2022
April 2021	3	D18/376[v3]	Include two additional locations where a food van may trade, those being Reserve 2815 (grassed area adjacent to Museum Village) and Reserve 50765 (Twilight Beach).	O0421-105	April 2023
Dec 2021	4	D18/376[v4]	Include Stall Holder in definition for Trader's Permit, minor wording update to point 1 in Part F.	O1221-225	Dec 2023
Mar 2023	5	D18/376[v5]	Allow a trader to only occupy a car parking space where it complies with local parking restrictions unless otherwise approved. Exclude the 300m separation within Reserve 27318 (the foreshore). Approved fixed locations has	O0323-048	Dec 2025

Feb 2024	6	D18/376[v6]	been amended to include Reserve 27318. Amend title. Include local government property definition, amend public place definition. Include provision for water/power use costs. Minor wording changes. Include more specific map areas for the foreshore and remove areas vested to other agencies.	O0224-018	Feb 2026
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12.2 ASSET MANAGEMENT

Nil

12.3 CORPORATE & COMMUNITY SERVICES

Item: 12.3.1

Schedule Fees and Charges 2026/2027

Author/s	Roselyn Hamilton	Manager Financial Services
Authorisor/s	Felicity Baxter	Director Corporate & Community Services

File Ref: D26/13354

Applicant

Corporate and Community Services

Location/Address

Internal

Executive Summary

For Council to consider the draft Schedule of Fees and Charges for 2026/2027 to include in the draft budget.

Recommendation in Brief

That Council endorse the attached proposed Schedule of Fees and Charges to be included in the 2026/2027 budget adoption process.

Background

Each year the fees and charges are put to Council for endorsement prior to the budget adoption, so that changes can be communicated to stakeholders ahead of them coming into force. The attached draft copy of the fees and charges proposed for the 2026/2027 Budget is presented to Council for consideration. Council workshopped the proposed Schedule of Fees and Charges at a Council Workshop on Tuesday 28th April 2026.

The fees and charges, as presented, will be the basis used to determine the revenue estimates for fees and charges in the draft 2026/2027 budget. Fees and Charges that are new are highlighted darker orange. Fees and Charges determined by a regulatory instrument are indicated by comment.

Officer's Comment

A Pricing Policy has been included at the front of the Schedule of Fees and Charges. It outlines the Pricing Principles used as a guide to determine the fees and charges each year. Fees are set by regulatory bodies, or by other mechanisms including:

- **BONDS** - Price charged is for a refundable bond or damage security deposit required to be paid to Council to ensure specific conditions are fulfilled.
- **REGULATED** - Price charged is regulated by State or Federal Government legislation. In the event of legislation introducing a new or amended statutory/regulatory fee subsequent to adoption or printing of this document, the Council may apply these new charges without further notice.
- **FULL COST RECOVERY** - Price charged aims to recover all of the direct and indirect costs involved in providing a service.
- **PARTIAL COST RECOVERY** - Price charged aims to only partially recover the full cost involved in providing a service. Situations where partial cost recovery may apply include:

- where benefits from provision of the service accrue to the community as a whole as well as individual users;
- a short-term approach to stimulate demand for a service.
- MARKET COMPETITIVE - involves selecting price points based on market competition.

The proposed fee increase is based on the Long-Term Financial Plan assumptions and current CPI indicators. This has been estimated on a combination of factors including:

- the Australian CPI increase of 4.6% to March 2026.
- the West Australian CPI increase of 4.6% to March 2026.
- the Local Government Cost Index (LGCI) forecasts an increase to 3.1% in 2026/2027 as indicated at the WALGA Economic Briefing in March 2026.
- the current Shire Long Term Financial Plan which provides for a 3.7% increase to fees and charges in 2026/2027.

Given the above, a 4% increase has been generally applied to fees and charges, with some rounding. Noting that some fees and charges have remained the same as the previous year, or for a specific reason.

Fees & Charges that are proposed for removal are highlighted with red text and any new fees proposed are highlighted in purple text.

It is proposed that the fees will be adopted formally by Council and come into force with the adoption of the budget. An endorsement of the fees prior to the budget adoption will allow staff to inform people or organisations who may be affected by any changes prior to their implementation. Esperance Home Care, Bay of Isles Leisure Centre and Sporting Complexes fees will be effective from 1 September as this allows officers time to inform clients/members/clubs, change brochures and direct debit set-ups.

Consultation

Internal consultation with each department as well as Directors was undertaken in relation to this item. Council Workshop 28th April 2026.

Financial Implications

Fees and charges constitute approximately 21% of the Shire's operating revenue for the year.

Asset Management Implications

Nil

Statutory Implications

Section 6.16 of the *Local Government Act 1995* provides authority for local governments to impose fees and charges when adopting the annual budget.

Policy Implications

Nil

Strategic Implications

Council Plan 2022 – 2032

Leadership

A financially sustainable and supportive organisation achieving operational excellence

Environmental Considerations

Nil

Attachments

A⇒. Fees & Charges - 2026/27 - *Under Separate Cover*

Officer's Recommendation

That Council endorse the attached draft Schedule of Fees and Charges to be included within the 2025/2026 budget adoption.

Voting Requirement

Simple Majority

Item: 12.3.2

Payment of Accounts Listing - May 2026

Author/s	Roselyn Hamilton	Manager Financial Services
Authorisator/s	Felicity Baxter	Director Corporate & Community Services

File Ref: D26/10066

Executive Summary

To present the list of accounts paid by the Chief Executive Officer under delegated authority and the list of payments made by authorised employees using credit cards and other purchasing cards for the month 1 – 30 April 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

- A. Payment of Accounts Listing - April 2026
- B. Transaction Card Report - April 2026

Officer's Recommendation

That Council:

1. **Receive the list of accounts paid for the period 1 – 30 April 2026 as listed in the attachment.**
2. **Receive the list of accounts paid using credit cards and other purchasing cards for the period 1 – 30 April 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 30 APRIL 2026

MUNICIPAL FUND

Cheques

ACTUAL PAYMENTS:	Cheques:	\$0.00
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EFT

ACTUAL PAYMENTS:	Transaction No's: E4898 - E4906	\$3,975,900.76
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Credit Cards

ACTUAL PAYMENTS:	Transactions: 27/03/2026 - 28/04/2026	\$21,797.61
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Paid under the delegated authority to the CEO

MUNICIPAL TOTAL:	\$3,997,698.37
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Estimated % local payments (including credit cards)

\$2,615,144.37	65.42%
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TRUST FUND

Cheques

ACTUAL PAYMENTS:	Cheques : -	\$0.00
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EFT

ACTUAL PAYMENTS:	Transaction No's:	
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TRUST TOTAL:	\$0.00
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TOTAL:	\$3,997,698.37
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Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 26 May 2026 for confirmation in respect to accounts already paid.

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4898	02/04/2026	1	Australian Taxation Office	Payroll deduction	\$ 192,771.64
E4898	02/04/2026	100	Landgate	Title searches	\$ 74.40
E4898	02/04/2026	10116	Settlement Hub WA	Refund	\$ 7,538.44
E4898	02/04/2026	10136	Anything and Everything Esperance	Souvenirs for resale	\$ 409.86
E4898	02/04/2026	10142	R-Group International Pty Ltd	Teams phone package - February	\$ 3,226.03
E4898	02/04/2026	10191	Silver Podiatry	Podiatry services - EHC	\$ 180.00
E4898	02/04/2026	10192	Esperance Gutter Cleaning	Gutter cleaning services	\$ 3,410.00
E4898	02/04/2026	10218	D B Ambrose	Gardening services - EHC	\$ 260.00
E4898	02/04/2026	10268	White Sands Paving	Paving supplies	\$ 1,320.00
E4898	02/04/2026	10269	Lite N' Easy Pty Ltd	Meal preparation and delivery - EHC	\$ 2,050.59
E4898	02/04/2026	10295	T J & N A Buckley	Refund	\$ 1,671.71
E4898	02/04/2026	10299	Esperance Community Singers	Performance fee - Morning Melodies	\$ 300.00
E4898	02/04/2026	10309	C T Davies	Councillor payment - March 2026	\$ 1,919.79
E4898	02/04/2026	10325	V Reck	Administration fees - Esperance Biosecurity	\$ 1,980.00
E4898	02/04/2026	10400	Eco Shark Barrier Pty Ltd	Swimming enclosure maintenance (Qtr.)	\$ 22,990.00
E4898	02/04/2026	10416	J M Smith	Rent	\$ 720.00
E4898	02/04/2026	1045	Stewart & Heaton Clothing Co Pty Ltd	PPE gear	\$ 920.37
E4898	02/04/2026	10518	Townzies Turf and Gardens	Gardening services - EHC	\$ 346.50
E4898	02/04/2026	10554	L P De Haas	Councillor payment - March 2026	\$ 1,919.79
E4898	02/04/2026	10613	33 Degrees Esperance	Staff meals - client activities	\$ 127.00
E4898	02/04/2026	10798	Live Life Alarms / Flight Plan Digital	Annual monitoring	\$ 90.00
E4898	02/04/2026	10888	Insulpo Pty Ltd T/A Sheridan's Badges	Staff name badges	\$ 268.68
E4898	02/04/2026	10915	TotalFX Holdings Pty Ltd	Signage supplies	\$ 123.07
E4898	02/04/2026	10942	Thorp Realty Pty Ltd	Rent	\$ 1,324.63
E4898	02/04/2026	10958	Newsxpress Esperance Lottery Centre	Stationery, office and magazine supplies	\$ 198.42
E4898	02/04/2026	10985	Rebecca Staunton Physiotherapy	Physiotherapy services - EHC	\$ 3,877.50

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4898	02/04/2026	11058	Howat WA Pty Ltd T/A The Weed Terminator	MAF treatment - slashing and mulching services	\$ 10,890.00
E4898	02/04/2026	11110	Esperance Outdoor Power Equipment	Power tools & supplies	\$ 161.30
E4898	02/04/2026	11132	Global AG Properties II Pty Ltd	Gravel supply & delivery	\$ 120,537.12
E4898	02/04/2026	11140	Mallee Fencing Group	Fencing services - Airport	\$ 35,871.00
E4898	02/04/2026	11167	South East Turf Solutions	Sports ground maintenance	\$ 1,311.86
E4898	02/04/2026	11322	G M Johnston	Councillor payment - March 2026	\$ 1,919.79
E4898	02/04/2026	11330	S Starcevich	Councillor payment - March 2026	\$ 1,919.79
E4898	02/04/2026	11334	Laurens Larder	Catering	\$ 352.00
E4898	02/04/2026	11342	Dhueys Electrical Pty Ltd	Electrical services	\$ 275.00
E4898	02/04/2026	11346	Dundas Minerals Limited	Refund	\$ 133.82
E4898	02/04/2026	11348	B L Hough-Neilson	Reimbursement	\$ 115.73
E4898	02/04/2026	11413	Apex Building Contractors	Design & construct - Grass Fire Shed	\$ 71,869.68
E4898	02/04/2026	11428	Bread Local	Catering	\$ 375.00
E4898	02/04/2026	11443	E R Wharemate	Refund	\$ 2,000.00
E4898	02/04/2026	11505	J L Freind	Refund	\$ 1,218.00
E4898	02/04/2026	11527	JA Miller & KL Miller T/A Pharkarwee	Wild dog services	\$ 11,220.00
E4898	02/04/2026	11533	Australian Institute of Management	Training & education	\$ 3,240.00
E4898	02/04/2026	11588	Green Thumb Gardening Esperance	Gardening services - EHC	\$ 462.00
E4898	02/04/2026	11611	Blue Dog Ag Mechanical Pty Ltd	Mechanical parts & services	\$ 2,417.83
E4898	02/04/2026	11711	Supagas Pty Limited	Bulk & bottle gas supplies	\$ 165.00
E4898	02/04/2026	11740	Kool Cones Esperance	Supplier for Event	\$ 500.00
E4898	02/04/2026	11815	Esperance Trophies & Laser Engraving	Promotional gear	\$ 1,046.50
E4898	02/04/2026	11839	Absolute Hot Water & Gas	Plumbing & gas services	\$ 23,185.42
E4898	02/04/2026	11844	Daniel Enterprises WA Pty Ltd	Mechanical parts & services	\$ 1,193.61
E4898	02/04/2026	11851	Pink Lake IGA	Kitchen - consumables	\$ 273.92
E4898	02/04/2026	11859	RD Robins Pty Ltd t/a Extreme Virtual Reality	Event supplies hire	\$ 1,585.10
E4898	02/04/2026	11896	Dr Misuky Weerakoon	Pre-employment medical assessments	\$ 220.00
E4898	02/04/2026	11897	Lily Mae Dacay (Dr)	Pre-employment medical assessments	\$ 440.00
E4898	02/04/2026	11898	SEA Heavy Diesel Pty Ltd	Mechanical parts & services	\$ 2,375.05

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4898	02/04/2026	11900	Bills Doors and Servicing	Door servicing & repairs	\$ 2,502.72
E4898	02/04/2026	11944	Boharp T/as Esperance Plumbing Services	Plumbing services	\$ 4,731.00
E4898	02/04/2026	11950	Esperance & Districts Glass Pty Ltd	Window repairs and replacement supplies	\$ 330.00
E4898	02/04/2026	11978	G A McWilliam	Councillor payment - March 2026	\$ 1,919.79
E4898	02/04/2026	11997	Luxe Floral and Home Co	ANZAC service wreath	\$ 100.00
E4898	02/04/2026	1201	Pink Lake Bush Fire Brigade	Reimbursement	\$ 775.00
E4898	02/04/2026	12053	Knowles Family Trust TA /JK HD Mechanical	Mechanical parts & services	\$ 4,807.00
E4898	02/04/2026	12060	Innes Electrical & Air	Electrical services	\$ 508.20
E4898	02/04/2026	12076	Esperance Monthly	Advertising	\$ 1,320.00
E4898	02/04/2026	12077	Russell Kennedy	Training & education	\$ 2,750.00
E4898	02/04/2026	12113	Damowest Plastics (Aust) Pty Ltd	Office supplies	\$ 520.00
E4898	02/04/2026	12114	Cove Physio and Pilates	Workers compensation consultation	\$ 243.65
E4898	02/04/2026	12120	Funphix Australia	Creche equipment - BOILC	\$ 979.99
E4898	02/04/2026	12140	M J Cowling	Training & education	\$ 2,460.70
E4898	02/04/2026	12141	EDFA Umpires Association Inc	Small community grant funding	\$ 3,000.00
E4898	02/04/2026	12142	E J Pawelski	Reimbursement	\$ 91.49
E4898	02/04/2026	12144	Harrington Circus Show	Refund	\$ 645.00
E4898	02/04/2026	12145	B Williams	Reimbursement	\$ 59.56
E4898	02/04/2026	12146	A McCallion	Refund	\$ 694.21
E4898	02/04/2026	12147	A J Stewart	Reimbursement	\$ 205.00
E4898	02/04/2026	12149	TG Metals Limited	Refund	\$ 1,026.99
E4898	02/04/2026	1215	Shire of Esperance Municipal Fund	Project retention	\$ 7,721.57
E4898	02/04/2026	12150	C M Magana	Jackpot winnings - Pay 20	\$ 150.00
E4898	02/04/2026	12151	S C Black	Reimbursement	\$ 89.65
E4898	02/04/2026	12152	H M Warner	Reimbursement	\$ 29.00
E4898	02/04/2026	126	Esperance Electrical Service	Electrical services	\$ 1,283.00
E4898	02/04/2026	1315	Gibson Soak Water Co	Bottled water supplies	\$ 28.00
E4898	02/04/2026	1470	Express Yourself Printing Esperance	Printing and stationery	\$ 2,848.00
E4898	02/04/2026	1695	Bay of Isles Mini-Excavators	Plant hire	\$ 3,810.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4898	02/04/2026	1709	Forpark Australia	Playground equipment	\$ 301.40
E4898	02/04/2026	1885	Esperance Pistol Club	Small community grant funding	\$ 3,000.00
E4898	02/04/2026	2436	Keevil's Furniture	Office furniture	\$ 539.00
E4898	02/04/2026	2496	Professionals Esperance Real Estate	Rent	\$ 3,580.00
E4898	02/04/2026	3227	Esperance Fire Services	Hire & service of fire equipment	\$ 2,361.75
E4898	02/04/2026	3797	LED Esperance	Electrical supplies	\$ 535.27
E4898	02/04/2026	395	BOC Gases	Cylinder & gas charges	\$ 43.26
E4898	02/04/2026	4311	R M & W G Herbert	Painting services	\$ 451.00
E4898	02/04/2026	4321	The Royal Life Saving Society (WA)	Training & education	\$ 1,296.00
E4898	02/04/2026	4466	Leisure Institute of Western Australia	Annual membership	\$ 450.00
E4898	02/04/2026	4577	G & K D Harp	Councillor payment - March 2026	\$ 1,919.79
E4898	02/04/2026	4699	Esperance Care Services Inc	Rags	\$ 1,250.00
E4898	02/04/2026	4947	Toll Ipec Pty Ltd	Freight charges	\$ 1,788.31
E4898	02/04/2026	4989	Woolworths Group Limited*	Consumables & supplies	\$ 1,964.14
E4898	02/04/2026	5092	Quality Publishing Australia	Maps & books for resale - EVC	\$ 1,125.89
E4898	02/04/2026	5194	Jatek Engineering	Steel supplies & fabrication	\$ 6,028.00
E4898	02/04/2026	5267	Hema Maps Pty Ltd	Maps & books for resale - EVC	\$ 437.07
E4898	02/04/2026	5295	Komatsu Australia Pty Ltd	Earthmoving parts & equipment	\$ 2,290.04
E4898	02/04/2026	5412	Mr Carpet	Cleaning services	\$ 390.50
E4898	02/04/2026	5604	Esperance Milk Supply	Milk supplies	\$ 115.76
E4898	02/04/2026	5622	Subway Esperance	Catering	\$ 132.00
E4898	02/04/2026	571	St John Ambulance Association in WA	Training & education	\$ 716.00
E4898	02/04/2026	5767	Seek Limited	Advertising positions vacant	\$ 1,314.50
E4898	02/04/2026	5791	W J & F J Graham	Councillor payment - March 2026	\$ 1,919.79
E4898	02/04/2026	5793	Tradelink Esperance	Plumbing supplies	\$ 1,884.30
E4898	02/04/2026	6009	McLeods Barristers & Solicitors	Legal advice	\$ 927.70
E4898	02/04/2026	6164	Data 3 Limited	Cloud backup services	\$ 2,690.28
E4898	02/04/2026	6176	Market Creations Pty Ltd	Website creation consulting services	\$ 4,473.81
E4898	02/04/2026	6221	PFD Food Services Pty Ltd	Consumables & supplies	\$ 1,065.70

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4898	02/04/2026	6495	MCM Protection Pty Ltd	Monitoring & security services	\$ 2,695.00
E4898	02/04/2026	650	Sheldon Paint and Panel	Painting repairs and services	\$ 750.00
E4898	02/04/2026	693	Condingup and Districts Recreation	Venue hire charge	\$ 165.00
E4898	02/04/2026	7043	Connect Call Centre Services	Call centre charges - February	\$ 172.92
E4898	02/04/2026	7425	Esperance Cleaning Service	Cleaning services	\$ 462.00
E4898	02/04/2026	7438	Independence Australia	Nursing products & supplies - EHC	\$ 2,501.61
E4898	02/04/2026	7704	Vorgee Pty Ltd.	Proshop stock - BOILC	\$ 1,485.00
E4898	02/04/2026	7715	TD Contractors	Irrigation construction	\$ 660.00
E4898	02/04/2026	7803	Dr T W Pearn	Pre-employment medical assessment	\$ 220.00
E4898	02/04/2026	7932	All West Building Approvals Pty Ltd	Irrigation construction	\$ 440.00
E4898	02/04/2026	8412	Esperance Cycle Club	Community small grant funding	\$ 1,500.00
E4898	02/04/2026	8467	Dixon Construction	Building and construction works	\$ 17,339.35
E4898	02/04/2026	8596	Frontline Fire and Rescue Equipment	Fire supplies & equipment	\$ 387.20
E4898	02/04/2026	8644	AM Wreckers Group Pty Ltd	Towing services	\$ 220.00
E4898	02/04/2026	867	Esperance Mobile Welding	Maintenance services	\$ 1,993.20
E4898	02/04/2026	8757	JB Hi-Fi Group Pty Ltd	Electronic supplies	\$ 302.03
E4898	02/04/2026	8800	South Regional TAFE	Training and education	\$ 807.40
E4898	02/04/2026	8897	T S Hainsworth	Reimbursement	\$ 64.66
E4898	02/04/2026	8948	TenderLink.com	Tender publication services	\$ 184.80
E4898	02/04/2026	9037	Ergolink	Office furniture & equipment	\$ 891.56
E4898	02/04/2026	9138	Department of Biodiversity Conservation	Plant identification services	\$ 198.00
E4898	02/04/2026	9147	Key Pest and Weed Control	Pest control inspections & services	\$ 2,441.25
E4898	02/04/2026	9163	Esperance Combined Tyres & Mechanical	Tyres, repairs & parts	\$ 12,296.00
E4898	02/04/2026	9207	Datacom Systems (AU) Pty Ltd	Printer toners & supplies	\$ 437.64
E4898	02/04/2026	9237	Esperance Metaland	Supply, fabricate, materials & parts	\$ 1,140.83
E4898	02/04/2026	9274	Gibson Soak Hotel	Client meals and activities - EHC	\$ 155.80
E4898	02/04/2026	9307	South Metropolitan TAFE	Training & education	\$ 544.40
E4898	02/04/2026	9308	Florissons Home Furnishers	Office furniture & equipment	\$ 2,650.00
E4898	02/04/2026	9362	Lorraine Poulos & Associates Pty Ltd	Aged care training & consulting	\$ 8,900.10

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4898	02/04/2026	9473	Banksia Park Farm Eggs	Consumables	\$ 90.00
E4898	02/04/2026	9504	J S Coxall	Refund	\$ 2,989.96
E4898	02/04/2026	9531	Esperance Island Cruises	Breathing apparatus refill	\$ 44.00
E4898	02/04/2026	9558	Mackenzies Electrical Service Pty Ltd	Electrical services	\$ 205.90
E4898	02/04/2026	9561	O'Neill Motors	Trailer parts & supplies	\$ 320.45
E4898	02/04/2026	9641	Aussie Broadband Pty Ltd	Monthly internet charges	\$ 537.00
E4898	02/04/2026	9659	The Deli King	Catering	\$ 465.80
E4898	02/04/2026	9787	J J Sortberg	Jackpot winnings - Pay 20	\$ 150.00
E4898	02/04/2026	9807	R G Chambers	Councillor payment - March 2026	\$ 5,963.33
E4898	02/04/2026	9808	J L Obourne	Councillor payment - March 2026	\$ 2,838.29
E4898	02/04/2026	985	Scaddan Country Club	Venue Hire & Drinks - Scadden AGM	\$ 100.00
E4898	02/04/2026	9857	D J Kennedy	Gardening services - EHC	\$ 77.00
E4899	02/04/2026	10241	HeliSpirit	Bookeasy sales - Accommodation	\$ 755.08
E4899	02/04/2026	10320	Fly Esperance Pty Ltd	Bookeasy sales - Accommodation	\$ 340.20
E4899	02/04/2026	10564	WA Girl Macrame	Consignment sales	\$ 43.96
E4899	02/04/2026	10783	The Esperance Accommodation	Bookeasy sales - Accommodation	\$ 1,732.50
E4899	02/04/2026	10956	MBL Food & Packaging T/A South Coast Food Service	Consumables & supplies	\$ 3,707.80
E4899	02/04/2026	11053	David Macdermott T/A Mermaid Leather	Consignment sales	\$ 39.96
E4899	02/04/2026	11356	Good Chat Designs	Consignment sales	\$ 97.00
E4899	02/04/2026	11401	Levi's Woodworking	Consignment sales	\$ 64.00
E4899	02/04/2026	11439	Kath Guest t/as Heart of the Mallee	Consignment sales	\$ 128.00
E4899	02/04/2026	11660	Cassie Wehrenberg	Consignment sales	\$ 175.60
E4899	02/04/2026	11751	Karli Rae Florisson	Consignment sales	\$ 93.60
E4899	02/04/2026	11770	Blue Haven Properties (WA) Pty Ltd	Bookeasy sales - Accommodation	\$ 217.80
E4899	02/04/2026	11941	High Tide - Esperance	Bookeasy sales - Accommodation	\$ 548.68
E4899	02/04/2026	12080	MRA & FP Mackenzie T/A Driftwood	Consignment sales	\$ 62.40
E4899	02/04/2026	1400	Bayview Motel Esperance	Bookeasy sales - Accommodation	\$ 160.20
E4899	02/04/2026	4422	C C & J A King	Consignment sales	\$ 19.20
E4899	02/04/2026	5164	Esperance Beachfront Resort	Bookeasy sales - Accommodation	\$ 472.50

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4899	02/04/2026	5165	Driftwood Apartments	Bookeasy sales - Accommodation	\$ 193.50
E4899	02/04/2026	6552	Esperance Bird and Animal Park	Bookeasy sales - Accommodation	\$ 2,605.80
E4899	02/04/2026	7479	La Cabane Retreat	Bookeasy sales - Accommodation	\$ 361.20
E4899	02/04/2026	7879	Drillers Ridge Pty Ltd	Bookeasy sales - Accommodation	\$ 593.40
E4899	02/04/2026	8670	Jetmen Mbangani Pty Ltd	Pre-employment medical assessment	\$ 220.00
E4899	02/04/2026	8783	The Trustee for Recherche Medical	Pre-employment medical assessment	\$ 400.00
E4899	02/04/2026	9503	EcoValley Honey - Winton Hughes	Consignment sales	\$ 175.20
E4899	02/04/2026	9531	Esperance Island Cruises	Bookeasy sales - Accommodation	\$ 1,876.50
E4899	02/04/2026	9639	Avon Waste	Rubbish & recycling collections	\$ 48,985.88
E4899	02/04/2026	9838	Blue Haven Shell Studio Accommodation	Bookeasy sales - Accommodation	\$ 1,075.00
E4900	10/04/2026	12157	Pragma Lawyers	Legal fees	\$ 5,041.74
E4901	14/04/2026	12157	Pragma Lawyers	Legal fees	\$ 3,850.00
E4902	14/04/2026	11308	Fleetcare Pty Ltd	Monthly lease payment	\$ 2,580.01
E4902	14/04/2026	11364	Ezidebit Pty Ltd	Ezidebit services - BOILC	\$ 939.07
E4902	14/04/2026	2562	Commonwealth Bank of Australia	Merchant fees	\$ 7,104.93
E4902	14/04/2026	260	Horizon Power	Electricity charges	\$ 35,118.40
E4902	14/04/2026	290	Telstra	Telephone charges	\$ 3,898.14
E4902	14/04/2026	392	Water Corporation	Water usage charges	\$ 23,529.93
E4902	14/04/2026	7576	Les Mills Asia Pacific	Les Mills - BOILC	\$ 754.52
E4902	14/04/2026	7580	BP Australia Pty Ltd (6791)	Air BP refuelling	\$ 907.03
E4902	14/04/2026	8117	Foxtel Cable Television Pty Limited	Foxtel subscription	\$ 155.00
E4902	14/04/2026	8784	Sheriff's Office	Lodgement fees	\$ 442.50
E4902	14/04/2026	9321	Superchoice Services Pty Limited	Superannuation payment	\$ 145,895.31
E4903	16/04/2026	1	Australian Taxation Office	Payroll deduction	\$ 183,479.00
E4903	16/04/2026	100	Landgate	Title searches	\$ 677.06
E4903	16/04/2026	10115	MBIT Technologies Pty Ltd	Monthly business SMS service	\$ 11.00
E4903	16/04/2026	10129	Marsh Pty Ltd	Business continuity plan	\$ 30,405.54
E4903	16/04/2026	10136	Anything and Everything Esperance	Souvenir for resale - EVC	\$ 71.41
E4903	16/04/2026	10146	S & N Creations	Souvenir for resale - EVC	\$ 606.10

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4903	16/04/2026	10218	D B Ambrose	Gardening services - EHC	\$ 585.00
E4903	16/04/2026	10246	Fun Zone Party Hire	Party Hire - Winter Wonderland	\$ 3,850.00
E4903	16/04/2026	10269	Lite N' Easy Pty Ltd	Meal preparation and delivery - EHC	\$ 2,155.19
E4903	16/04/2026	10299	Esperance Community Singers	Performance fees - Town Tunes	\$ 150.00
E4903	16/04/2026	10416	J M Smith	Rent	\$ 720.00
E4903	16/04/2026	10433	MyMedia Intelligence Pty Ltd	Media subscription	\$ 270.60
E4903	16/04/2026	1045	Stewart & Heaton Clothing Co Pty Ltd	PPE clothing and gear	\$ 1,089.45
E4903	16/04/2026	10459	Cloud Payment Group	Debt collection service	\$ 1,454.97
E4903	16/04/2026	10518	Townzies Turf and Gardens	Gardening services - EHC	\$ 346.50
E4903	16/04/2026	10649	Bitumen Distribution Pty Ltd	Bitumen emulsion supply	\$ 13,596.00
E4903	16/04/2026	10733	Reed Family Trust T/A Esperance Turf	Supply & delivery of turf	\$ 5,273.40
E4903	16/04/2026	10848	Retravision Esperance - JAPMR Pty Ltd	Whitegoods and equipment	\$ 387.00
E4903	16/04/2026	10942	Thorp Realty Pty Ltd	Rent	\$ 1,300.00
E4903	16/04/2026	10956	MBL Food & Packaging T/A South Coast Food Service	Consumables & supplies	\$ 6,200.60
E4903	16/04/2026	11012	Esperance Fresh Food Pty Ltd T/A	Catering	\$ 154.97
E4903	16/04/2026	11045	Grubs Contractor Fencing	Fencing services	\$ 663.30
E4903	16/04/2026	11110	Esperance Outdoor Power Equipment	Power tools & supplies	\$ 231.05
E4903	16/04/2026	11140	Mallee Fencing Group	Fencing services	\$ 953.46
E4903	16/04/2026	11176	Tunstall Healthcare	Monitoring alarm & sim charges	\$ 62.60
E4903	16/04/2026	11244	Motel Brothers Pty Ltd T/as The Jetty Resort	Bookeasy sales - Accommodation	\$ 695.52
E4903	16/04/2026	11329	Kinetic Communications and Mechanical	IT & Communication services	\$ 140.00
E4903	16/04/2026	11384	CNE Ag Innovations Pty Ltd	Parts & supplies	\$ 73.15
E4903	16/04/2026	11431	Southern Suspension & 4x4 Centre	Parts, spares & repairs	\$ 6,524.00
E4903	16/04/2026	11518	Mega Phones	Monthly pendant monitoring	\$ 1,376.66
E4903	16/04/2026	11634	Moho Resources Limited	Refund	\$ 855.12
E4903	16/04/2026	11639	The Trustee for Noble Finlay Trust	Souvenirs for resale	\$ 1,172.60
E4903	16/04/2026	11688	Work Metrics Pty Ltd	Monthly subscription	\$ 462.00
E4903	16/04/2026	11698	Bookeasy Australia Pty Ltd	Monthly booking fees - March	\$ 527.80
E4903	16/04/2026	11771	SOC Resources Pty Ltd	Refund	\$ 430.81

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4903	16/04/2026	11782	Canva Pty Ltd	Annual subscription	\$ 12,632.40
E4903	16/04/2026	11784	Andimaps	Advertising fees	\$ 1,008.00
E4903	16/04/2026	11804	Wordsworth Productions	Performance Fee - Mr Snotbottom (50% payment)	\$ 3,850.00
E4903	16/04/2026	11839	Absolute Hot Water & Gas	Plumbing & gas services	\$ 249.70
E4903	16/04/2026	11844	Daniel Enterprises WA Pty Ltd	Mechanical services	\$ 1,497.65
E4903	16/04/2026	11851	Pink Lake IGA	Consumables & supplies	\$ 377.32
E4903	16/04/2026	11855	Liquor Merchant Holdings	Refreshments	\$ 129.98
E4903	16/04/2026	11898	SEA Heavy Diesel Pty Ltd	Mechanical services	\$ 1,209.35
E4903	16/04/2026	11900	Bills Doors and Servicing	Door servicing & repairs	\$ 846.91
E4903	16/04/2026	11942	Wayward Nation	Council plan consultation	\$ 1,875.50
E4903	16/04/2026	11944	Boharp T/as Esperance Plumbing Services	Plumbing services	\$ 2,528.25
E4903	16/04/2026	1197	Six Mile Hill Bush Fire Brigade	Reimbursement	\$ 95.01
E4903	16/04/2026	11991	Department of Local Government, Industry Regulation and Safety	Monthly building service levies	\$ 1,644.48
E4903	16/04/2026	1201	Pink Lake Bush Fire Brigade	Reimbursement	\$ 53.00
E4903	16/04/2026	12024	Esperance Bay & Districts CWA	Performance fee - Morning Melodies	\$ 250.00
E4903	16/04/2026	12053	Knowles Family Trust TA /JK HD Mechanical	Mechanical services	\$ 8,698.80
E4903	16/04/2026	12060	Innes Electrical & Air	Electrical services	\$ 1,111.00
E4903	16/04/2026	12068	Tonys Auto Auctions Pty Ltd	Mechanical services	\$ 5,500.00
E4903	16/04/2026	12071	Australia Wide Investigations	Legal fees	\$ 645.70
E4903	16/04/2026	12079	Fat Zebra Pty Ltd	Monthly fees	\$ 74.69
E4903	16/04/2026	12099	Salus WA Pty Ltd	Return to work consultant	\$ 75.00
E4903	16/04/2026	12100	Nikki Collins T/A The Toy Station	Creche supplies - BOILC	\$ 59.97
E4903	16/04/2026	12120	Funphix Australia	Creche equipment & supplies	\$ 979.99
E4903	16/04/2026	12147	A J Stewart	Reimbursement	\$ 112.00
E4903	16/04/2026	1215	Shire of Esperance Municipal Fund	Project retention	\$ 76,597.68
E4903	16/04/2026	12153	R Golden	Refund	\$ 30.00
E4903	16/04/2026	12154	J Callan	Refund	\$ 65.00
E4903	16/04/2026	12155	S Akrigg	Refund	\$ 65.00
E4903	16/04/2026	12158	P N & S Keech	Refund	\$ 1,200.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4903	16/04/2026	12161	T R Hayley T/A Pilates by T	Sporting equipment - BOILC	\$ 300.00
E4903	16/04/2026	12164	Playa One Pty Ltd	Refund	\$ 683.26
E4903	16/04/2026	126	Esperance Electrical Service	Electrical services	\$ 2,782.50
E4903	16/04/2026	1271	Department of Transport	Disclosure of Information fees	\$ 15.30
E4903	16/04/2026	1400	Bayview Motel Esperance	Bookeasy sales - Accommodation	\$ 680.40
E4903	16/04/2026	1470	Express Yourself Printing Esperance	Printing and stationery supplies	\$ 1,793.00
E4903	16/04/2026	1550	Comfort Inn Bay of Isles	Bookeasy sales - Accommodation	\$ 1,098.00
E4903	16/04/2026	1662	Esperance Trim And Canvas	Canvas supplies & services	\$ 25.00
E4903	16/04/2026	1791	Longy's General Welding	Supply, fabricate, materials & parts	\$ 261.80
E4903	16/04/2026	187	Ixom Operations Pty Ltd	Cylinder & gas charges	\$ 2,648.80
E4903	16/04/2026	1910	Records and Information Management	Training & education	\$ 2,500.00
E4903	16/04/2026	1981	Esperance Sportspower	Staff uniform orders	\$ 2,265.00
E4903	16/04/2026	2496	Professionals Esperance Real Estate	Rent	\$ 3,668.62
E4903	16/04/2026	2763	Esperance Lock & Shoe Service	Key & lock supplies	\$ 290.10
E4903	16/04/2026	3142	Australian Museums and Galleries	Annual membership	\$ 268.00
E4903	16/04/2026	3227	Esperance Fire Services	Hire & service of fire equipment	\$ 1,698.64
E4903	16/04/2026	3484	Esperance Podiatry	Podiatry services - EHC	\$ 1,627.60
E4903	16/04/2026	3533	Mike Henley Mechanical & Fabrication	Supply, fabricate, materials & parts	\$ 298.78
E4903	16/04/2026	3534	Local Government Professionals	Training & education	\$ 935.00
E4903	16/04/2026	3736	Easisalary Pty Ltd	Novated Leases	\$ 709.00
E4903	16/04/2026	3797	LED Esperance	Electrical supplies	\$ 385.00
E4903	16/04/2026	381	Optus Communications	Monthly mobile charges	\$ 59.99
E4903	16/04/2026	395	BOC Gases	Cylinder & gas charges	\$ 135.86
E4903	16/04/2026	4148	Bay of Isles Community Outreach Inc	Confidential shredding services	\$ 107.50
E4903	16/04/2026	4315	One Music	Annual music licence	\$ 1,542.11
E4903	16/04/2026	4321	The Royal Life Saving Society (WA)	Supplies for swim school - BOILC	\$ 801.00
E4903	16/04/2026	4567	WA Police Service	National Police clearance	\$ 35.20
E4903	16/04/2026	4947	Toll Ipec Pty Ltd	Freight costs	\$ 788.21
E4903	16/04/2026	4989	Woolworths Group Limited*	Consumables & supplies	\$ 695.63

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4903	16/04/2026	5042	Officeworks Business Direct	Office stationery & supplies	\$ 518.95
E4903	16/04/2026	5604	Esperance Milk Supply	Milk supplies	\$ 91.04
E4903	16/04/2026	571	St John Ambulance Association in WA	Training, supplies and equipment	\$ 574.90
E4903	16/04/2026	5766	E M Austen	Jackpot winnings - Pay 21	\$ 150.00
E4903	16/04/2026	5767	Seek Limited	Advertising positions vacant	\$ 478.50
E4903	16/04/2026	5793	Tradelink Esperance	Plumbing supplies	\$ 127.89
E4903	16/04/2026	5991	Esperance Smash Repairs Pty Ltd	Parts & repairs	\$ 854.51
E4903	16/04/2026	6009	McLeods Barristers & Solicitors	Legal fees	\$ 3,448.66
E4903	16/04/2026	6164	Data 3 Limited	Annual IT software & electronic supplies	\$ 8,643.95
E4903	16/04/2026	6221	PFD Food Services Pty Ltd	Consumables & supplies	\$ 350.35
E4903	16/04/2026	6495	MCM Protection Pty Ltd	Monitoring & security services	\$ 4,269.10
E4903	16/04/2026	6552	Esperance Bird and Animal Park	Bookeasy sales - Accommodation	\$ 1,539.40
E4903	16/04/2026	6894	C.R. Kennedy & Co Pty Ltd.	Surveying software support	\$ 9,695.20
E4903	16/04/2026	7146	United Equipment Pty Ltd	Parts & supplies	\$ 397.24
E4903	16/04/2026	7425	Esperance Cleaning Service	Cleaning services	\$ 16,247.00
E4903	16/04/2026	7438	Independence Australia	Nursing products & supplies - EHC	\$ 213.00
E4903	16/04/2026	7479	La Cabane Retreat	Bookeasy sales - Accommodation	\$ 1,290.00
E4903	16/04/2026	7715	TD Contractors	Construction works	\$ 36,393.30
E4903	16/04/2026	7801	Land Insights	Contractor - Planning services	\$ 28,566.36
E4903	16/04/2026	7803	Dr T W Pearn	Pre-employment medical assessment	\$ 440.00
E4903	16/04/2026	7845	Nespresso Professional	Kiosk supplies - BOILC	\$ 138.00
E4903	16/04/2026	7879	Drillers Ridge Pty Ltd	Bookeasy sales - Accommodation	\$ 1,376.00
E4903	16/04/2026	7928	Commercial Cleaning Equipment	Repairs & service to cleaning equipment	\$ 1,109.95
E4903	16/04/2026	7936	LJS Mobile Engineering	Steel supplies & fabrication	\$ 8,104.25
E4903	16/04/2026	800	Civica Pty Limited	Additional scope - Authority software	\$ 2,750.00
E4903	16/04/2026	8227	Fulton Hogan Industries	Line marking services	\$ 18,802.14
E4903	16/04/2026	8459	Condingup Machinery Wreckers	Parts & supplies	\$ 1,895.53
E4903	16/04/2026	8487	D A Whait	Jackpot winnings - Pay 21	\$ 150.00
E4903	16/04/2026	8544	Moore Australia (WA) Pty Ltd	Training & education	\$ 1,485.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4903	16/04/2026	8717	Western Irrigation Pty Ltd	Irrigation supplies & equipment	\$ 4,235.00
E4903	16/04/2026	8783	The Trustee for Recherche Medical	Pre employment medical assessment	\$ 50.00
E4903	16/04/2026	8800	South Regional TAFE	Training and education	\$ 935.20
E4903	16/04/2026	8914	Cleanaway Pty Ltd	Rubbish & recycling collections	\$ 680.80
E4903	16/04/2026	8948	TenderLink.com	Tender publication services	\$ 554.40
E4903	16/04/2026	8972	Dunn's Cleaning Service Pty Ltd	Cleaning services	\$ 43,169.41
E4903	16/04/2026	9028	Terry White Chemmart Esperance	Medical supplies - EHC	\$ 556.75
E4903	16/04/2026	9127	Unicare Health	Mobility and Aged care equipment and supplies	\$ 1,610.20
E4903	16/04/2026	9141	Apex Rubber Stamp Co	Stamp supplies	\$ 337.00
E4903	16/04/2026	9147	Key Pest and Weed Control	Pest control inspections & services	\$ 748.00
E4903	16/04/2026	9163	Esperance Combined Tyres & Mechanical	Tyres, repairs & parts	\$ 10,257.50
E4903	16/04/2026	9218	Avantgarde Technologies Pty Ltd	CCTV subscription	\$ 3,893.56
E4903	16/04/2026	9237	Esperance Metaland	Supply, fabricate, materials & parts	\$ 157.46
E4903	16/04/2026	9302	H & H Architects	Details design & plans for major project	\$ 179,437.45
E4903	16/04/2026	9306	Drake-Brockman Building and Construction	Building and construction works	\$ 988,206.03
E4903	16/04/2026	9308	Florissons Home Furnishers	Office furniture & equipment	\$ 425.00
E4903	16/04/2026	9330	Coastal Climate Choice Pty Ltd	Airconditioning services	\$ 1,690.50
E4903	16/04/2026	9451	The Choppin Block Butchers	Consumables	\$ 401.36
E4903	16/04/2026	9455	C D & K A Hine	Reimbursements	\$ 365.69
E4903	16/04/2026	9457	Scaddan Energy Pty Ltd	Refund	\$ 1,753.00
E4903	16/04/2026	9531	Esperance Island Cruises	Bookeasy Sales - Accommodation	\$ 1,925.50
E4903	16/04/2026	9639	Avon Waste	Rubbish & recycling collections	\$ 104,218.39
E4903	16/04/2026	9649	MSA Bollards	Materials & supplies	\$ 4,527.07
E4903	16/04/2026	9829	M A Makse	Reimbursement	\$ 40.00
E4903	16/04/2026	9838	Blue Haven Shell Studio Accommodation	Bookeasy sales - Accommodation	\$ 3,504.50
E4903	16/04/2026	9845	Common Ground Trails Pty Ltd	Building and construction works	\$ 79,868.80
E4903	16/04/2026	9867	RSL Esperance Sub Branch	Reimbursement	\$ 167.66
E4903	16/04/2026	9913	Esperance Crane Hire	Plant hire	\$ 4,702.50
E4903	16/04/2026	9946	Global Drone Solutions	Training & education	\$ 544.50

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4903	16/04/2026	9976	Aviation ID Australia Pty Ltd	ASIC renewals	\$ 616.00
E4904	20/04/2026	10615	Quaintrelle (WA) Pty Ltd T/A Environmental Services	Hire of street sweeper	\$ 17,961.21
E4904	20/04/2026	11537	CB Traffic Solutions Pty Ltd	Traffic control	\$ 26,380.61
E4904	20/04/2026	11590	MLP Civil	Plant hire	\$ 95,414.59
E4904	20/04/2026	1469	Beachwind Enterprises Pty Ltd	Hire of earthmoving plant	\$ 12,828.75
E4904	20/04/2026	325	Easton WJ & V	Hire of earthmoving plant	\$ 16,830.00
E4904	20/04/2026	6014	Esperance Tree Lopping	Pruning and removal of trees and stumps	\$ 29,345.25
E4904	20/04/2026	6636	Esperance Earthworks Pty Ltd	Hire of earthmoving plant	\$ 98,682.65
E4904	20/04/2026	7522	Jacka Trenching and Fencing	Traffic control services	\$ 6,886.00
E4904	20/04/2026	7679	G & B Haulage	Plant hire	\$ 49,588.00
E4904	20/04/2026	8317	Titan Contracting	Mowing services & traffic control	\$ 32,894.40
E4905	23/04/2026	10701	Esperance Truck Pro Pty Ltd	Parts & spares	\$ 493.13
E4905	23/04/2026	10993	Etech WA Pty Ltd T/As Esperance Communications	Monthly printing charges & electronic supplies	\$ 5,879.51
E4905	23/04/2026	11053	David Macdermott T/A Mermaid Leather	Consignment sales	\$ 235.96
E4905	23/04/2026	11082	South East Petroleum - BFB Accounts	Fuel supplies	\$ 103.37
E4905	23/04/2026	11160	Sigma Telford Group	Pool supplies	\$ 1,365.32
E4905	23/04/2026	112	Esperance Ag Services	Parts & equipment	\$ 2,437.04
E4905	23/04/2026	11216	Precisionscreen Pty Ltd	Materials & supplies	\$ 1,730.19
E4905	23/04/2026	11267	CPC Engineering Pty Ltd	Pump replacement - BOILC	\$ 5,577.00
E4905	23/04/2026	11356	Good Chat Designs	Consignment sales	\$ 182.00
E4905	23/04/2026	11401	Levi's Woodworking	Consignment sales	\$ 36.00
E4905	23/04/2026	11439	Kath Guest t/as Heart of the Mallee	Consignment sales	\$ 124.00
E4905	23/04/2026	11571	Wyoming Transport	Freight charges	\$ 1,375.00
E4905	23/04/2026	11660	Cassie Wehrenberg	Consignment sales	\$ 112.00
E4905	23/04/2026	11681	Waglass Pty Ltd	Glass recycling	\$ 764.54
E4905	23/04/2026	1175	Benara Nurseries	Seed & plant supplies	\$ 223.74
E4905	23/04/2026	11840	Powerplant Motorcycles	Parts & equipment	\$ 4,791.30
E4905	23/04/2026	11875	Celestial Nature	Consignment sales	\$ 60.00
E4905	23/04/2026	12080	MRA & FP Mackenzie T/A Driftwood	Consignment sales	\$ 31.20

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4905	23/04/2026	12132	RJ Donaldson Building Contractor	Building and construction works	\$ 2,554.85
E4905	23/04/2026	12170	McLaren Minerals Limited	Refund	\$ 3,860.64
E4905	23/04/2026	1259	South East Petroleum*	Fuel supplies	\$ 147,475.17
E4905	23/04/2026	1307	Feature Paints	Paint supplies	\$ 55.95
E4905	23/04/2026	1485	Freight Lines Group	Freight charges	\$ 14,672.56
E4905	23/04/2026	1575	GPC Asia Pacific Pty Ltd/Repco	Automotive supplies	\$ 8,116.02
E4905	23/04/2026	2005	Trility Solutions Pty Ltd - Hydrane	Water recycling services	\$ 18,436.76
E4905	23/04/2026	2188	Star Transport	Freight charges	\$ 185.87
E4905	23/04/2026	2297	Major Motors Pty Ltd	Parts & supplies	\$ 444.87
E4905	23/04/2026	2317	Southern Cross Austereo Pty Ltd	Radio advertising	\$ 1,507.00
E4905	23/04/2026	2333	Winc Australia Pty Limited	Stationery & office supplies	\$ 2,229.25
E4905	23/04/2026	2469	Coates Hire	Plant hire	\$ 448.31
E4905	23/04/2026	26	Blackwoods Atkins	Parts & equipment	\$ 1,905.49
E4905	23/04/2026	2828	Department of Fire and Emergency	Insurance claim	\$ 144,454.55
E4905	23/04/2026	287	Swans Veterinary Services	Veterinary services	\$ 37.25
E4905	23/04/2026	323	Westrac Equipment Pty Ltd	Plant parts & repairs	\$ 8,548.39
E4905	23/04/2026	3366	Bullivants Pty Ltd	Equipment & parts	\$ 531.91
E4905	23/04/2026	3774	Goodchild Enterprises	Battery supplies	\$ 220.00
E4905	23/04/2026	4210	Farm & General EOPP	Parts & supplies	\$ 5,049.74
E4905	23/04/2026	4422	C C & J A King	Consignment sales	\$ 9.60
E4905	23/04/2026	4647	Marketforce - Omnicom	Advertising fees	\$ 1,620.68
E4905	23/04/2026	4648	Wurth Australia Pty Ltd	Parts & supplies	\$ 50.95
E4905	23/04/2026	47	B E Stearne & Co Pty Ltd	Reticulation supplies	\$ 1,474.50
E4905	23/04/2026	5215	Public Transport Authority of WA	TransWA - March 2026	\$ 2,680.78
E4905	23/04/2026	5253	T-Quip	Parts & supplies	\$ 1,861.73
E4905	23/04/2026	5503	David Gray & Co Pty Ltd	Waste management supplies	\$ 1,110.57
E4905	23/04/2026	5908	Heatley Sales Pty Ltd	Parts & supplies	\$ 1,117.13
E4905	23/04/2026	6183	Kleen West	Kiosk stock	\$ 9,114.00
E4905	23/04/2026	63	Bunnings Ltd*	Hardware	\$ 5,499.84

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4905	23/04/2026	6407	Dell Australia Pty Limited	Electronic supplies	\$ 42,845.69
E4905	23/04/2026	6714	Holcim Pty Ltd	Aggregate & kerbmix supplies	\$ 57,879.17
E4905	23/04/2026	6941	MJB Industries	Parts & supplies	\$ 15,422.13
E4905	23/04/2026	707	Haslams	PPE clothing	\$ 4,398.51
E4905	23/04/2026	7356	National Drilling Equipment	Parts & supplies	\$ 5,359.75
E4905	23/04/2026	7788	Humes Wembley Cement	Materials & supplies	\$ 330.00
E4905	23/04/2026	8024	C A Poole	Consignment Sales	\$ 32.00
E4905	23/04/2026	8267	Valvoline (Australia) Pty Ltd	Automotive parts & supplies	\$ 9,900.71
E4905	23/04/2026	8361	Major Eggs - Lorraine Major	Consignment Sales	\$ 32.00
E4905	23/04/2026	8959	Topsigns	Signage supplies	\$ 8,717.50
E4905	23/04/2026	9006	Corsign WA Pty Ltd	Signage supplies	\$ 6,692.40
E4905	23/04/2026	9022	AFGRI Equipment Australia Pty Ltd	Oil filter supplies	\$ 1,669.70
E4905	23/04/2026	9210	McIntosh & Son W.A.	Parts & supplies	\$ 549.16
E4905	23/04/2026	9503	EcoValley Honey - Winton Hughes	Consignment sales	\$ 181.60
E4905	23/04/2026	9574	Clarke & Stokes Agriservices Pty Ltd	Parts & supplies	\$ 130.37
E4905	23/04/2026	9657	Super Cheap Auto Pty Ltd	Automotive parts & supplies	\$ 251.96
E4906	24/04/2026	12126	Services Australia - Centrelink	Payroll deduction	\$ 638.20
E4906	24/04/2026	140	Esperance Shire Staff Jackpot	Payroll deduction	\$ 600.00
E4906	24/04/2026	154	LGRCEU	Payroll deduction	\$ 132.00
E4906	24/04/2026	1963	Child Support Agency	Payroll deduction	\$ 3,265.86
E4906	24/04/2026	33	Australian Services Union (ASU)	Payroll deduction	\$ 371.00
E4906	24/04/2026	4014	Australian Taxation Office	Payroll deduction	\$ 638.20
Total Creditor payments made by EFT from Municipal Fund					3,975,900.76

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 26/05/2026 for confirmation in respect to accounts already paid via credit cards.

DATE	CREDITOR	PARTICULARS	AMOUNT
6/04/2026	Twilio Sendgrid	Monthly BOILC point of sale subscription	\$ 133.85
10/04/2026	Wonil Hotel Perth	Accommodation - Aquatics Training - Perth	\$ 1,014.00
16/04/2026	Costumebbox	Event supplies	\$ 120.98
8/04/2026	Netflix.Com	Monthly subscription	\$ 20.99
10/04/2026	Xero	Monthly subscription	\$ 75.00
16/04/2026	Invox	Training & education	\$ 1,050.00
16/04/2026	Ebos Group Australia Pty Ltd	Aged care equipment - EHC	\$ 360.80
1/04/2026	Ezi Gofax Pty Ltd	Monthly fax licence	\$ 29.85
4/04/2026	Intuit Mailchimp	Monthly media subscription	\$ 319.82
8/04/2026	Starlink Internet	Remote internet monthly charges	\$ 1,502.00
8/04/2026	Starlink Internet	Remote internet monthly charges	\$ 78.27
8/04/2026	Starlink Internet	Remote internet monthly charges	\$ 78.27
9/04/2026	Microsoft	Azure cloud storage - Esperance Coastal Safety	\$ 2.37
15/04/2026	Australia Post	Police clearance - EHC	\$ 64.90
15/04/2026	Vend Pos	Monthly Visitors Centre point of sale subscription	\$ 279.00
17/04/2026	Starlink Internet	Remote internet monthly charges	\$ 660.00
21/04/2026	Humanitix	Training & education	\$ 157.69
22/04/2026	Humanitix	Training & education	\$ 150.00
20/04/2026	Westmed Medical Centre	Pre-employment medical assessment	\$ 277.20
21/04/2026	Local Government Professionals	Training & education	\$ 120.00
26/03/2026	Uber	Travel- Tafe - Perth	\$ 23.69
26/03/2026	Woolworths	Chambers restock	\$ 177.30
26/03/2026	BWS Liquor	Chambers restock	\$ 62.00
27/03/2026	Uber	Travel - HR conference - Perth	\$ 58.02
27/03/2026	Woolworths	Kitchen supplies	\$ 27.50
27/03/2026	Woolworths	Catering	\$ 67.49
27/03/2026	Taylor Street Tea Rooms	GVROC dinner	\$ 1,564.17
28/03/2026	Ibis Styles Perth	Accommodation - Tafe - Perth	\$ 1,159.89
28/03/2026	Uber	Travel - Tafe - Perth	\$ 79.58
29/03/2026	Uber	Travel - EHO Conference - Perth	\$ 60.02
31/03/2026	Bunnings	Long service leaving gift	\$ 1,000.00
31/03/2026	Uber	Travel - HR conference - Perth	\$ 111.11
31/03/2026	Cascade Town Recreational Centre	Venue hire	\$ 110.00
31/03/2026	Facebook	Advertising fees	\$ 37.89
1/04/2026	REX	Flights - Diploma of Local Government - Perth	\$ 408.95
1/04/2026	REX	Flights - Aquatics Technical Operators Course - Perth	\$ 408.95
1/04/2026	Uber	Travel - HR conference - Perth	\$ 58.02
2/04/2026	Uber	Travel - EHO conference - Perth	\$ 30.00
2/04/2026	Hilton Perth	Meals - EHO conference - Perth - 3pax	\$ 94.58
2/04/2026	Hilton Perth	Meals - EHO conference - Perth - 3pax	\$ 100.68
5/04/2026	Uber	Uber for HR Manager - Conference Perth	\$ 29.27
7/04/2026	REX	Flights - Spatial Roadshow Conference - Perth	\$ 326.74
14/04/2026	Uber	Travel - Aquatics technical operator course - Perth	\$ 34.50
15/04/2026	Uber	Travel - Aquatics technical operator course - Perth	\$ 35.56
16/04/2026	Uber	Travel - Aquatics technical operator course - Perth	\$ 16.03
16/04/2026	REX	Flight - Project Management Course - Perth	\$ 408.95
17/04/2026	Wonil Hotel Perth Sa	Accommodation charges - Aquatic Technical Operator Course - emailed v	\$ 963.30
17/04/2026	Wonil Hotel Perth Sa	Accommodation charges - Aquatic Technical Operator Course	\$ 1,331.89
17/04/2026	Uber	Travel - Aquatics technical operator course - Perth	\$ 68.66
19/04/2026	WA News	The West Australian Subscription	\$ 96.00
20/04/2026	Bunnings	Staff leaving gift	\$ 300.00
20/04/2026	REX	Flights - Tafe - Perth	\$ 408.95
20/04/2026	REX	Flights - Tafe - Perth	\$ 404.11
20/04/2026	Southern Sports And Tackle	Staff end of year event gift	\$ 100.00
21/04/2026	REX	Flights - Conference - Perth	\$ 408.95
22/04/2026	REX	Flights - Conference - Perth	\$ 408.95
22/04/2026	REX	Flights - Staff - Tafe	\$ 404.11
23/04/2026	Sportspower Esperance	Staff leaving gift	\$ 200.00

SHIRE OF ESPERANCE
CREDIT CARD PAYMENT LISTING

List of accounts direct debited from Council's Municipal Fund submitted to the Ordinary Council Meeting held on 26/05/2026 for confirmation in respect to accounts already paid via credit cards.

DATE	CREDITOR	PARTICULARS	AMOUNT
24/04/2026	REX	Flights - KBCCI Parliament house - Perth	\$ 408.95
26/03/2026	Bunnings	Event supplies	\$ 30.91
26/03/2026	Retravision Esperance	Event supplies	\$ 348.00
30/03/2026	Woolworths	Event supplies	\$ 66.00
30/03/2026	Woolworths	Event supplies	\$ 5.00
7/04/2026	South Coast Food Service	Re-stock - Civic Centre	\$ 442.71
7/04/2026	Costumebbox	Event supplies	\$ 655.95
7/04/2026	Centre Cinema	Performance fee - Voucher	\$ 146.30
7/04/2026	Liquor Barons Esperance	Re-stock - Civic Centre	\$ 430.00
9/04/2026	Subway Esperance	Catering for volunteers	\$ 62.00
9/04/2026	Subway Esperance	Catering for volunteers	\$ 62.00
16/04/2026	Woolworths	Re-stock - Civic Centre	\$ 140.00
16/04/2026	Mccreeds Clssque Jewellery	Event supplies	\$ 24.95
16/04/2026	Dominos	Catering for volunteers	\$ 100.40
17/04/2026	Liquor Barons Esperance	Re-stock - Civic Centre	\$ 84.00
20/04/2026	Boulevard News Esperance	Staff leaving gift	\$ 14.99
21/04/2026	Humanitix	Training & education	\$ 462.25
21/04/2026	Boulevard News Esperance	Event supplies	\$ 13.98
22/04/2026	Red Dot Stores	Staff leaving gift	\$ 25.96
31/03/2026	Gibson Soak Hotel	Catering	\$ 150.35
2/04/2026	Humanitix	Training & education	\$ 105.49
15/04/2026	Construction Training	CTF Levy fees	\$ 155.00
15/04/2026	Construction Training	CTF Levy fees	\$ 81.62
		Total Credit Card Purchases 27/03/2026 - 28/04/2026	\$ 21,797.61

SHIRE OF ESPERANCE
PURCHASING CARDS PAYMENT LISTING

List of accounts due by Council submitted to the Ordinary Council Meeting held on 26/05/2026 for confirmation in respect to accounts already paid via purchasing cards, as summarised in Payment of Accounts Listing.

DATE	CREDITOR	PARTICULARS	AMOUNT
13/03/2026	Bunnings	Hardware & supplies	\$ 78.29
26/03/2026	Bunnings	Hardware & supplies	\$ 9.44
10/03/2026	Bunnings	Hardware & supplies	\$ 192.66
03/03/2026	Bunnings	Hardware & supplies	\$ 90.25
26/03/2026	Bunnings	Hardware & supplies	\$ 131.10
30/03/2026	Bunnings	Hardware & supplies	\$ 163.92
31/03/2026	Bunnings	Hardware & supplies	\$ 495.90
17/03/2026	Bunnings	Hardware & supplies	\$ 23.11
17/03/2026	Bunnings	Hardware & supplies	\$ 38.90
17/03/2026	Bunnings	Hardware & supplies	\$ 52.46
18/03/2026	Bunnings	Hardware & supplies	\$ 57.05
16/03/2026	Bunnings	Hardware & supplies	\$ 12.54
09/03/2026	Bunnings	Hardware & supplies	\$ 108.25
04/03/2026	Bunnings	Hardware & supplies	\$ 15.08
04/03/2026	Bunnings	Hardware & supplies	\$ 18.18
04/03/2026	Bunnings	Hardware & supplies	\$ 9.32
04/03/2026	Bunnings	Hardware & supplies	\$ 147.00
04/03/2026	Bunnings	Hardware & supplies	\$ 3.16
03/03/2026	Bunnings	Hardware & supplies	\$ 51.97
03/03/2026	Bunnings	Hardware & supplies	\$ 109.41
09/03/2026	Bunnings	Hardware & supplies	\$ 11.81
11/03/2026	Bunnings	Hardware & supplies	\$ 122.90
10/03/2026	Bunnings	Hardware & supplies	\$ 9.20
10/03/2026	Bunnings	Hardware & supplies	\$ 167.76
05/03/2026	Bunnings	Hardware & supplies	\$ 359.96
06/03/2026	Bunnings	Hardware & supplies	\$ 26.22
06/03/2026	Bunnings	Hardware & supplies	\$ 41.50
06/03/2026	Bunnings	Hardware & supplies	\$ 113.40
05/03/2026	Bunnings	Hardware & supplies	\$ 50.00
16/03/2026	Bunnings	Hardware & supplies	\$ 92.72
18/03/2026	Bunnings	Hardware & supplies	\$ 14.91
18/03/2026	Bunnings	Hardware & supplies	\$ 14.41
18/03/2026	Bunnings	Hardware & supplies	\$ 122.52
16/03/2026	Bunnings	Hardware & supplies	\$ 21.92
19/03/2026	Bunnings	Hardware & supplies	\$ 63.79
20/03/2026	Bunnings	Hardware & supplies	\$ 58.79
20/03/2026	Bunnings	Hardware & supplies	\$ 132.95
19/03/2026	Bunnings	Hardware & supplies	\$ 31.53
19/03/2026	Bunnings	Hardware & supplies	\$ 46.44
20/03/2026	Bunnings	Hardware & supplies	\$ 15.30
23/03/2026	Bunnings	Hardware & supplies	\$ 97.88
23/03/2026	Bunnings	Hardware & supplies	\$ 286.51
23/03/2026	Bunnings	Hardware & supplies	\$ 28.76
23/03/2026	Bunnings	Hardware & supplies	\$ 6.49
23/03/2026	Bunnings	Hardware & supplies	\$ 356.00
18/03/2026	Bunnings	Hardware & supplies	\$ 89.63
24/03/2026	Bunnings	Hardware & supplies	\$ 25.56
20/03/2026	Bunnings	Hardware & supplies	\$ 114.13
17/03/2026	Bunnings	Hardware & supplies	\$ 26.51
25/03/2026	Bunnings	Hardware & supplies	\$ 393.82
25/03/2026	Bunnings	Hardware & supplies	\$ 52.15
19/03/2026	Bunnings	Hardware & supplies	\$ 99.98
24/03/2026	Bunnings	Hardware & supplies	\$ 38.68
25/03/2026	Bunnings	Hardware & supplies	\$ 12.90
26/03/2026	Bunnings	Hardware & supplies	\$ 41.77
26/03/2026	Bunnings	Hardware & supplies	\$ 99.74
25/03/2026	Bunnings	Hardware & supplies	\$ 143.94
23/03/2026	Bunnings	Hardware & supplies	\$ 48.69
24/03/2026	Bunnings	Hardware & supplies	\$ 22.32
26/03/2026	Bunnings	Hardware & supplies	\$ 16.22

SHIRE OF ESPERANCE
PURCHASING CARDS PAYMENT LISTING

List of accounts due by Council submitted to the Ordinary Council Meeting held on 26/05/2026 for confirmation in respect to accounts already paid via purchasing cards, as summarised in Payment of Accounts Listing.

DATE	CREDITOR	PARTICULARS	AMOUNT
31/03/2026	Bunnings	Hardware & supplies	\$ 8.18
11/03/2026	Bunnings	Hardware & supplies	\$ 163.96
30/03/2026	Woolworths	Consumables & supplies	\$ 49.50
26/03/2026	Woolworths	Consumables & supplies	\$ 35.00
26/03/2026	Woolworths	Consumables & supplies	\$ 49.00
31/03/2026	Woolworths	Consumables & supplies	\$ 180.05
27/03/2026	Woolworths	Consumables & supplies	\$ 111.69
27/03/2026	Woolworths	Consumables & supplies	\$ 121.34
27/03/2026	Woolworths	Consumables & supplies	\$ 146.80
20/03/2026	Woolworths	Consumables & supplies	\$ 12.70
27/03/2026	Woolworths	Consumables & supplies	\$ 63.20
24/03/2026	Woolworths	Consumables & supplies	\$ 81.04
24/03/2026	Woolworths	Consumables & supplies	\$ 21.00
25/03/2026	Woolworths	Consumables & supplies	\$ 40.19
25/03/2026	Woolworths	Consumables & supplies	\$ 60.90
16/03/2026	Woolworths	Consumables & supplies	\$ 41.00
16/03/2026	Woolworths	Consumables & supplies	\$ 171.90
18/03/2026	Woolworths	Consumables & supplies	\$ 180.25
19/03/2026	Woolworths	Consumables & supplies	\$ 105.03
19/03/2026	Woolworths	Consumables & supplies	\$ 17.58
20/03/2026	Woolworths	Consumables & supplies	\$ 169.87
20/03/2026	Woolworths	Consumables & supplies	\$ 128.55
24/03/2026	Woolworths	Consumables & supplies	\$ 65.20
16/03/2026	Woolworths	Consumables & supplies	\$ 14.90
19/03/2026	Woolworths	Consumables & supplies	\$ 97.45
10/04/2026	Woolworths	Consumables & supplies	\$ 143.55
10/04/2026	Woolworths	Consumables & supplies	\$ 54.25
31/03/2026	Woolworths	Consumables & supplies	\$ 132.33
01/04/2026	Woolworths	Consumables & supplies	\$ 69.60
02/04/2026	Woolworths	Consumables & supplies	\$ 4.40
01/04/2026	Woolworths	Consumables & supplies	\$ 105.30
08/04/2026	Woolworths	Consumables & supplies	\$ 99.20
08/04/2026	Woolworths	Consumables & supplies	\$ 87.00
18/03/2026	South East Petroleum	Fuel supplies	\$ 35,954.69
25/03/2026	South East Petroleum	Fuel supplies	\$ 36,017.47
13/03/2026	South East Petroleum	Fuel supplies	\$ 9,896.92
05/03/2026	South East Petroleum	Fuel supplies	\$ 25,979.18
04/03/2026	South East Petroleum	Fuel supplies	\$ 992.27
18/03/2026	South East Petroleum	Fuel supplies	\$ 2,725.36
19/03/2026	South East Petroleum	Fuel supplies	\$ 11,187.88
20/03/2026	South East Petroleum	Fuel supplies	\$ 12,183.86
20/03/2026	South East Petroleum	Fuel supplies	\$ 8,122.58
25/03/2026	South East Petroleum	Fuel supplies	\$ 2,317.84
12/03/2026	South East Petroleum	Fuel supplies	\$ 2,097.12
23/04/2026	South East Petroleum	Fuel supplies	\$ 103.37
			\$ 155,738.15

Item: 12.3.3

Financial Services Report - May 2026

Author/s	Roselyn Hamilton	Manager Financial Services
Authorisor/s	Felicity Baxter	Director Corporate & Community Services

File Ref: D26/10067

Executive Summary

To present to Council the Monthly Financial Report for the period ending 30 April 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 - April 2026

Officer's Recommendation

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

Voting Requirement Simple Majority



SHIRE OF ESPERANCE

MONTHLY FINANCIAL MANAGEMENT REPORTS

(Incorporating Statement of Financial Activity)

APRIL 2026

CORPORATE & COMMUNITY SERVICES

MANAGER FINANCIAL SERVICES COMPILATION REPORT

MEETING DATE:	26 MAY 2026
ACCOUNTING PERIOD:	PERIOD ENDED 30 APRIL 2026
MATERIALITY THRESHOLD:	\$100,000 OR 10%

OVERVIEW

The Statement of Financial Activity shows a surplus at 30 April of \$16,365,549.

RATES COLLECTED

Rates collected at the end of March were 102.17%. Collections at the same time last year were 101.3%. The collection percentage is greater than 100% as it reflects the amount of arrears collected and pre-payments made, largely due to payment arrangements that are in place.

2025-2026 FINANCIAL YEAR

Fees and Charges for 2026-2027 will be presented at the May OCM.

Budget entry at the organisational level has closed and Finance are working to finalise figures for EMT review.

REGIONAL EXPRESS PTY LTD

The Shire is in communication with the administrators of Regional Express Pty Ltd. A proof of debt has been lodged to the value of \$440,587.41 up to the 30th July 2024, when administration commenced. On November 04, 2025, Federal Government announced a \$5 million support program for regional and remote airports affected by Rex Airlines' voluntary administration. The Shire 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 April is \$16,365,549. The surplus is shown on the bottom of the Statement of Financial Activity and also on the Composition of Net Current Assets. It represents our ability to meet the short-term demands of our suppliers.

Unrestricted cash at bank is \$47,458,670 and this is shown on the Statement of Financial Position. Reserve balance is \$29,021,823, also shown on the Statement of Financial Position.

Roselyn Hamilton
Manager Financial Services

**SHIRE OF ESPERANCE
STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDED 30 APRIL 2026**

	2025-26 Budget	2025-26 Budget YTD	2025-26 Actual YTD
	\$	\$	\$
Revenue			
Rates	28,077,679	27,987,086	27,972,522
Grants, subsidies and contributions	11,778,094	8,770,824	8,828,776
Fees and charges	12,565,051	10,880,424	11,061,698
Interest revenue	1,801,500	1,332,918	1,581,803
Other revenue	2,058,999	780,121	937,615
	<u>56,281,323</u>	<u>49,751,373</u>	<u>50,382,413</u>
Expenses			
Employee costs	(25,013,978)	(20,698,319)	(19,706,580)
Materials and contracts	(19,777,450)	(14,002,129)	(11,450,154)
Utility charges	(1,476,201)	(1,198,684)	(1,123,970)
Depreciation	(23,684,722)	(20,401,108)	(20,100,982)
Finance costs	(83,670)	(46,646)	(46,527)
Insurance	(958,994)	(911,157)	(915,080)
Other expenditure	(865,739)	(766,586)	(750,464)
	<u>(71,860,754)</u>	<u>(58,024,629)</u>	<u>(54,093,756)</u>
	(15,579,431)	(8,273,256)	(3,711,343)
Capital grants, subsidies and contributions	36,174,101	13,900,386	12,594,913
Profit on asset disposals	199,233	45,500	-
Loss on asset disposals	(75,216)	(75,216)	-
	<u>36,298,118</u>	<u>13,870,670</u>	<u>12,594,913</u>
Net result for the period	20,718,687	5,597,414	8,883,571
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	5,597,414	8,883,571

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

**SHIRE OF ESPERANCE
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 APRIL 2026**

	2025-26 YTD	2024-25 Actuals
	\$	\$
CURRENT ASSETS		
Cash & cash equivalents	47,458,670	47,273,666
Trade & other receivables	1,659,243	1,261,614
Inventories	1,146,787	958,802
TOTAL CURRENT ASSETS	50,264,700	49,494,082
NON-CURRENT ASSETS		
Other receivables	1,019,909	1,023,196
Inventories	3,859,610	3,859,610
Property, plant & equipment	129,829,374	133,767,622
Infrastructure	584,660,366	600,823,100
TOTAL NON-CURRENT ASSETS	719,369,259	739,473,528
TOTAL ASSETS	769,633,959	788,967,610
CURRENT LIABILITIES		
Trade & other payables	2,257,433	5,476,353
Borrowings	198,648	198,648
Provisions	3,946,760	3,750,937
Other current liabilities	(39,945)	-
TOTAL CURRENT LIABILITIES	6,362,896	9,425,938
NON-CURRENT LIABILITIES		
Borrowings	1,538,849	1,538,850
Provisions	5,324,408	5,324,408
TOTAL NON-CURRENT LIABILITIES	6,863,257	6,863,258
TOTAL LIABILITIES	13,226,153	16,289,196
NET ASSETS	756,407,806	772,678,414
EQUITY		
Revaluation surplus	402,620,856	402,620,856
Reserve accounts	29,021,823	38,577,357
Retained surplus	324,765,127	331,480,201
TOTAL EQUITY	756,407,806	772,678,414

**SHIRE OF ESPERANCE
COMPOSITION OF NET CURRENT ASSETS
FOR THE PERIOD ENDED 30 APRIL 2026**

	2025-26 YTD	2024-25 Actuals
	\$	\$
CURRENT ASSETS		
Cash & cash equivalents	47,458,670	47,273,666
Trade & other receivables	1,659,244	1,261,614
Inventories	1,146,787	958,802
TOTAL CURRENT ASSETS	50,264,701	49,494,082
CURRENT LIABILITIES		
Trade & other payables	2,257,434	5,476,353
Borrowings	198,648	198,648
Provisions	3,946,760	3,750,937
Other current liabilities	(39,945)	-
TOTAL CURRENT LIABILITIES	6,362,897	9,425,938
NET ASSETS	43,901,804	40,068,144
Less: Total adjustments to net current assets	(27,536,255)	(37,258,413)
Closing funding surplus/(deficit)	16,365,549	2,809,731
Current assets and liabilities excluded from budgeted deficiency		
Adjustments to net current assets		
Less: Reserve account	(29,021,822)	(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	1,898,246	1,731,623
Toal adjustments to net current assets	(27,536,255)	(37,258,413)

**SHIRE OF ESPERANCE
EXPLANATION OF MATERIAL VARIANCES
FOR THE PERIOD ENDED 30 APRIL 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		
Fees and charges	181,274	1.67%
Airport fees and charges are tracking ahead of budget expectations, particularly landing fees. Ranger Services infringement revenue is also ahead of budget expectations following improvements in the administration of these fees. Rubbish tip fees are also tracking higher than expected.		Permanent
Interest revenue	248,885	18.67%
Interest earned on reserves are tracking ahead of budget expectations.		Permanent
Other revenue	157,494	20.19%
New insurance payments received during the year.		Permanent
Profit on asset disposals	(45,500)	(100.00%)
Plant and equipment asset disposals to start occurring over the final quarter of the financial year.		Timing
Expenditure from operating activities		
Employee costs	991,739	(4.79%)
There are a number of business areas tracking below budget expectations, particularly across Asset Management and External Services, largely due to vacancies and changes in leave provisions.		Timing
Materials and contracts	2,551,975	(18.23%)
Vehicle costs are behind expectations due to budget phasing. A number of Waste Management operating projects are yet to commence or are just getting underway. Wild Dog Control, Home Care and coastal maintenance expenses are also tracking behind budget expectations.		Timing
Depreciation	300,126	(1.47%)
A number of new assets are being added into our asset register in the last quarter of the financial year and will start contributing to depreciation figures.		Timing
Loss on asset disposals	75,216	(100.00%)
Plant and equipment asset disposals to start occurring over the final quarter of the financial year.		Timing
Inflows from non-operating activities		
Proceeds from capital grants, subsidies and contributions	(1,305,473)	(9.39%)
DFES funding for the new Condingup BFB Shed is slightly behind budget expectations. The project is nearing completion and grant acquittals are being prepared. Some Main Roads capital grants are also being received later than budget expectations.		Timing
Proceeds from disposal of assets	1,708,009	1838.00%
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 is currently going through the application process with WATC.		Timing
Outflows from non-operating activities		
Payments for property, plant and equipment	3,105,752	(17.56%)
Construction works at the Myrup Waste Transfer Station have been delayed while final earthworks are being completed. Sand Back Pass Pipe Line works are tracking behind budget expectations. Works at Ocean Street are on hold due to development investigations.		Timing
Payments for construction of infrastructure	223,017	(1.79%)
The roads program is tracking slightly behind budget expectations. Asphaltting works invoices are expected to come through soon.		Timing
Reserve Movements	(1,236,954)	(11.46%)
Transfers from reserves have been processed YTD to cover ongoing projects. With construction works at Myrup being delayed, reserve transfers for this project are also behind budget expectations.		Timing



OTHER REPORTS AND GRAPHS

APRIL 2026

SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 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	(\$0.09 M)	\$10.01 M	\$16.37 M	\$6.35 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$18.44 M	38.8%
Restricted Cash	\$29.02 M	61.2%

Payables		
	\$	% Outstanding
Trade Payables	(\$0.02 M)	
0 to 30 Days	(\$0.02 M)	100.0%
Over 30 Days	\$0.00 M	0.0%
Over 90 Days	\$0.00 M	0.0%

Receivables		
	\$	% Collected
Rates Receivable	\$0.47 M	102.2%
Trade Receivable	\$1.01 M	
Over 30 Days	\$0.56 M	33.8%
Over 90 Days	\$0.45 M	27.3%

Key Operating Activities

Amount attributable to operating			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$12.57 M)	(\$8.30 M)	(\$3.71 M)	\$4.59 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	YTD Budget	% Variance
\$27.97 M	\$27.99 M	(0.1%)

Grants and Contributions		
YTD Actual	YTD Budget	% Variance
\$8.83 M	\$8.77 M	0.7%

Fees and Charges		
YTD Actual	YTD Budget	% Variance
\$11.06 M	\$10.88 M	1.7%

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)
(\$29.97 M)	(\$15.96 M)	(\$12.56 M)	\$3.40 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	Adopted Budget	%
\$1.77 M	\$0.06 M	2970.5%

Asset Acquisition		
YTD Actual	Adopted Budget	% Spent
(\$26.89 M)	(\$30.18 M)	(10.9%)

Capital Grants		
YTD Actual	Adopted Budget	% Received
\$12.59 M	\$13.90 M	(9.4%)

Borrowings	
Principal repayments	\$0.12 M
Interest expense	\$0.05 M

Reserves	
Reserves balance	\$29.02 M
Net Movement	(\$9.56 M)

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

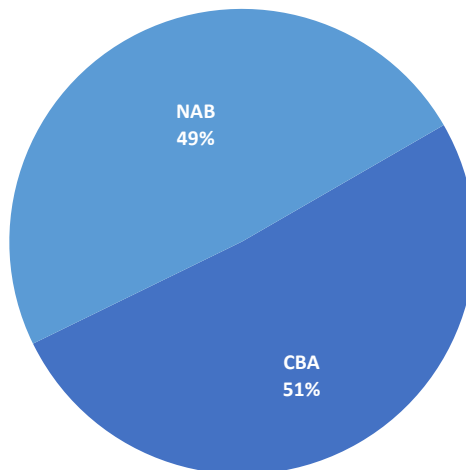
**SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026**

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
CBA	\$ 3,000,000	4.37%	60	04-May-26	Term Deposit - Muni
NAB	\$ 5,000,000	4.40%	90	19-May-26	Term Deposit - Reserve
CBA	\$ 2,000,000	4.63%	60	22-May-26	Term Deposit - Muni
CBA	\$ 3,000,000	4.46%	90	25-May-26	Term Deposit - Muni
NAB	\$ 4,000,000	4.45%	90	25-May-26	Term Deposit - Reserve
NAB	\$ 3,000,000	4.45%	90	25-May-26	Term Deposit - Reserve
NAB	\$ 5,000,000	4.70%	90	09-Jun-26	Term Deposit - Reserve
NAB	\$ 2,000,000	4.85%	90	22-Jun-26	Term Deposit - Reserve
NAB	\$ 4,000,000	4.85%	90	22-Jun-26	Term Deposit - Reserve
CBA	\$ 3,000,000	4.73%	60	22-Jun-26	Term Deposit - Muni
CBA	\$ 4,000,000	4.73%	60	22-Jun-26	Term Deposit - Muni
CBA	\$ 3,020,031	3.45%	N/A	N/A	Business Online Saver - Muni
CBA	\$ -	0.25%	N/A	N/A	Cash Deposit A/C - Muni
CBA	\$ 6,017,986	3.45%	N/A	N/A	Business Online Saver - Reserves
CBA	\$ -	0.25%	N/A	N/A	Cash Deposit A/C - Reserves
	\$ 47,038,017				

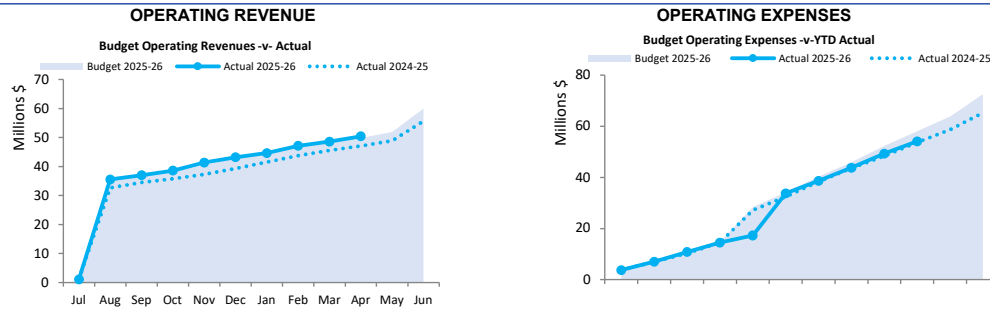
(b) Investment Interest Earnings

	Budget	YTD Interest
Municipal	567,641	464,984
Reserve	464,899	887,231

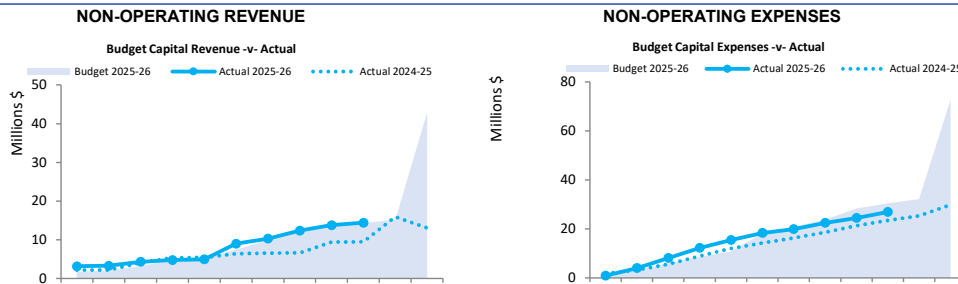
**SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026**

3 KEY INFORMATION - GRAPHICAL

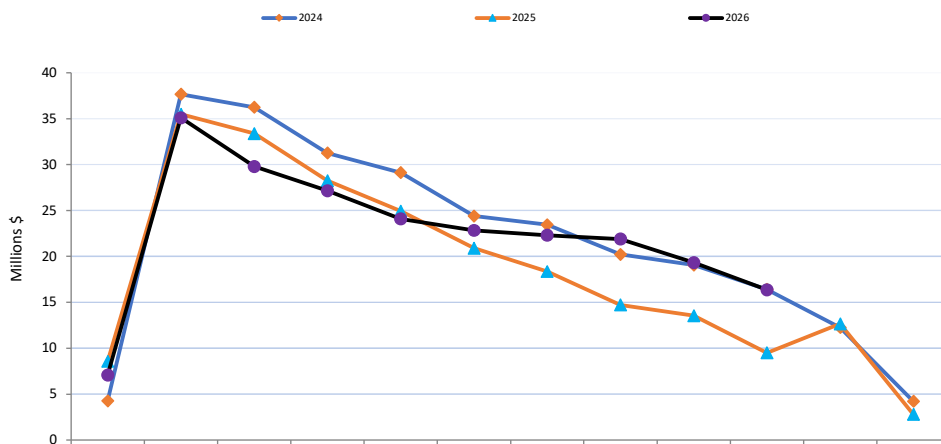
OPERATING ACTIVITIES



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.

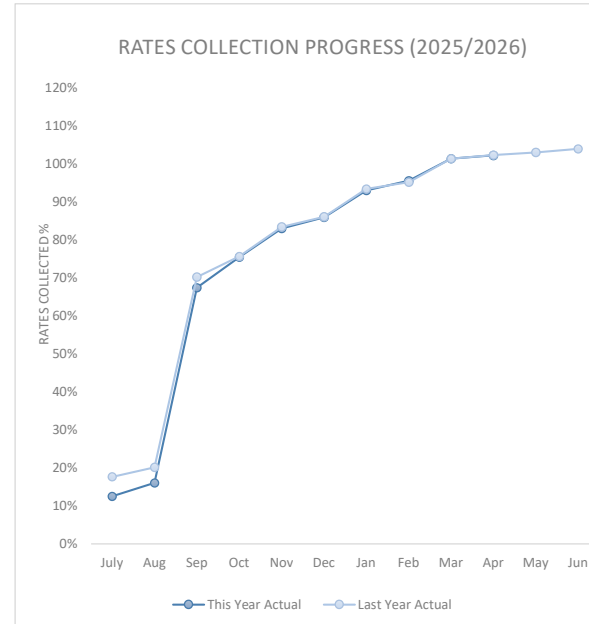
The current year to date value is graphed against the immediate past year as a comparative.

**SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 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	26,707,976
Waste Charges Levied	4,349,692
ESL Levied	1,027,232
Other Charges Levied	103,213
Total Levied 2025/2026	32,188,113
Less Collections	(33,353,656)
Total Current and Arrears Outstanding	(704,679)
% Collected	102.17%
Pensioners on Instalments	9,748
Non Pensioners on Instalments	47,485
Pensioners with Due Date 30/06/2026	10,623
Outstanding with no Instalment Option	340,527
Prepayments	(1,122,727)
Interims	9,665
Total Current and Arrears Outstanding	(704,679)



**SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 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)
	Budget Review 2025/2026		(41,130)	(85,567)
Amended Budget as per Council Resolution				(85,567)

**SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026**

6 GENERAL RECEIVABLES

	Current	30 Days	60 Days	90 Days	90+Days	Total
	\$	\$	\$	\$	\$	\$
General Receivables	457,183	126,570	14,121	793	452,560	1,051,227
Percentage	43.49%	12.04%	1.34%	0.08%	43.05%	

90+Days Represented by:

Government Grants	0
Contributions & Reimbursements	3,069
Loan Repayments	0
Fees and Charges	449,491
Private Works	0
Proceeds Sale of Assets	0
	<u>452,560</u>

Amounts shown above include GST (where applicable)

**SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026**

**DON'T PRINT THIS PAGE
IT COPIES ONTO BUDGET AMENDMENTS PAGE**

6 GENERAL RECEIVABLES

	Current	30 Days	60 Days	90 Days	90+Days	Total
	\$	\$	\$	\$	\$	\$
General Receivables	457,183	126,570	14,121	793	452,560	1,051,227
Percentage	43.49%	12.04%	1.34%	0.08%	43.05%	

90+Days Represented by:

Government Grants	0
Contributions & Reimbursements	3,069
Loan Repayments	0
Fees and Charges	449,491
Private Works	0
Proceeds Sale of Assets	0
	452,560

Amounts shown above include GST (where applicable)

**SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 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 30/04/2026
Contributions to Public Open Space	221,039	
Shire of Esperance		53,748
S D Staines		18,185
Fiume Nel Terra Developments Pty Ltd		122,457
Esplanade Investments		33,368
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		39,048
Activ Foundation Inc - Community Fundraising		21,728
Indoor Sports Stadium Mangement - GMS Funds		0
Adventureland Management Committee Inc		3,592
Telstra Corporation Ltd		11,717
Elsie Cox Testamentary Trust EHC		242,016
Totals	998,820	557,995

12.4 EXECUTIVE SERVICES

Item: 12.4.1

Behavioural Complaints Process

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

File Ref: D26/14067

Applicant

Shire of Esperance

Location/Address

N/A

Executive Summary

For Council to consider an updated Behavioral complaints process and delegation subsequent to adoption of the revised Model Code of Conduct that was adopted at the March OCM.

Recommendation in Brief

The recommendation outlines the adoption of a new Complaint Resolution and Investigation Policy. To perform the functions as outlined in the policy it amends delegation 15.1, disbands the Behavioural Complaints Committee and resolves required clauses to appoint independent person's for the purpose of dealing with or dismissing a complaint, and making a finding in relation to an alleged breach.

Background

On 17 December 2025 new Local Government Inspector Regulations and Consequential Regulations were published to implement key components of local government reform relating to the role and powers of the new Local Government Inspector and associated oversight powers.

As part of the Local Government Regulations Amendment (Local Government Amendment Act 2024) Regulations 2025 (Inspector Consequential Regulations), changes were made to the Model Code of Conduct to reflect the new complaints handling system.

Council adopted the revised Code of Conduct (Attachment 1) at the March 2026 OCM with the following resolution-

Moved: Cr Harp
Seconded: Cr Davies

O0326-001

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

CARRIED
F7 - A0

For: Cr McWilliam, Cr Davies, Cr de Haas, Cr Starcevich, Cr Harp, Cr Graham, Cr Obourne

With the adoption of the model Code of Conduct changes to POL 0048: Code of Conduct Behavioural Complaints Management Policy are required to ensure alignment with the recent changes. Additionally, the new clause 14B(3) of the Code of Conduct provides an option that the Council may authorise 1 or more persons to perform the functions of Council under clauses 12 and 13.

Officer's Comment

To ensure compliance with the new Code of Conduct it is proposed to replace POL 0048: Code of Conduct Behavioural Complaints Management with a new Complaint Resolution and Investigation Policy (Attachment 2).

The new Policy will ensure the behavioural complaints process is more streamlined and has operational improvements aligned to the new Code of Conduct. Summarised changes are as follows-

- dismissal of complaints
- withdrawal of complaints
- findings of complaints
- external person conducting investigations
- assistance being provided to authorised employees
- contents of investigation report
- reporting via register of substantiated complaints and annual report.
- confidentiality of complaints

Under the new complaints system there are three types of breaches as follows:

- Behavioural breaches.
- Conduct breaches.
- Specified breaches.

Behavioural breaches

Behavioural breaches are those relating to the local government's adopted code of conduct and relate to the following:

- Personal integrity and use of social media.
- Relationships with others.
- Behaviour at council or committee meetings.

Behavioural breaches are predominantly dealt with by the local government.

Conduct breaches

Conduct breaches (formerly referred to as minor breaches) contravene the Local Government (Model Code of Conduct) Regulations 2021 and include the following:

- Misuse of a local government resource.
- Securing personal advantage or disadvantaging others.
- Prohibition against involvement in administration.
- Relationships with local government employees.
- Disclosure of information/interests.

Conduct breaches are dealt with by the Inspectors Office. After conducting a preliminary assessment to ensure a complaint is valid, the Inspector refers the complaint and evidence to an adjudication process. The adjudication process has replaced the previous Local Government Standards Panel.

The Inspector must decline to accept a conduct breach complaint if the incident occurred more than 12 months before the complaint is received.

The Inspector must publish on their website any finding or order made by an adjudicator regarding a conduct breach.

If the Inspector considers a conduct breach to be a recurrent breach, they can refer the matter to the State Administrative Tribunal.

Specified breaches

Specified breaches (formerly known as serious breaches) are specified offences listed in Schedule 8A.1 of the Local Government Act 1995 or prescribed in the Local Government (Local Government Inspector) Regulations 2025.

Specified offences include the following:

- Failure to vote at a meeting.
- Failure to disclose an electoral gift.
- Improper use of information.
- Disclosure of information about a complaint.
- Provision of false or misleading information about a complaint.
- Hindering or obstructing the Inspector, a monitor or an investigator.

If the Inspector determines a complaint concerns a potential specified breach, it can be allocated to an inspectorate investigator. After receiving a report on the investigation, the Inspector has a range of options available depending on the relevant section of the Act including the following:

- Commencing a prosecution.
- Issuing a caution or infringement notice.
- Referring the matter to the State Administrative Tribunal.
- Declining to take any action.

The Inspector must publish on their website any finding or order made regarding a specified breach.

Dealing with a behavioural complaint

In terms of putting the Code of Conduct into effect, the local government (Council) has ultimate responsibility for dealing with complaints and/or dismissal of complaints under clauses 12 and 13 of the Model Code of Conduct. These functions cannot be delegated. However, Council may either:

- authorise a committee of the council, comprising council members only, to perform a
- function for and on behalf of the local government [clause 14B(2)]; or
- authorise a person who is none of the persons listed in clause 14B(3), to perform a
- function for and on behalf of the local government.

Clause 14B(5) also makes it clear that employees can continue to provide advice and assistance to Council. Similarly, the CEO's responsibility to advise and procure advice for Council (s5.41(3)(a)) is not affected.

It is recommended, that Council authorise a panel of external investigators to deal with complaints. This is seen as the most effective option as it removes Council from being the decision-making body in relation to complaints and supports a team environment within the Councillors. This approach requires

amendments to delegation 15.1 to have alignment with the recent changes to the Model Code of Conduct. The proposed delegation is as per Attachment 3.

Authority to appoint an external investigator would be subject to a condition that appointment of an external investigator must be in accordance with a resolution of council authorising that person/s to perform the function of dealing with or dismissing a complaint [refer clause 14B(3)]. Clause 14B(3) provides that none of the following persons are able to perform a function for or on behalf of the local government under clauses 12 and 13 –

- a member of the council of any local government;
- a member of the governing body of any regional subsidiary;
- an employee of any local government or regional subsidiary;
- an employee of WALGA or the Local Government Professionals Australia (WA);
- 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–
 - Local governments;
 - Members of councils;
 - Employees of local governments.

It is therefore recommended that Council authorises a Panel of persons to perform the Council's functions under clauses 12 and 13 in relation to dealing with or dismissing a complaint.

Western Australian Local Governments are able to purchase from the Department of Finance Common Use Arrangements (CUA). The relevant CUA is CUAHRS2021 – Human Resource and Investigation Services (Category 1), as recommended by the Public Sector Commission, for investigating complaints received under the Code of Conduct for Council Members, Committee Members and Candidates.

Category 1 description is provided as follows:

Contractors providing services under this category will work collaboratively with the Customer (applying relevant legislation or regulations) to:

- Undertake a range of investigations including those that involve alleged, suspected and proven activities that may lead to criminal and civil prosecutions and administrative decisions (for example; disciplinary and misconduct issues). This may also include investigations leading to other administrative and workplace decisions (for example; grievance and substandard performance issues).
- Provide advice required by a Customer concerning investigation frameworks, processes and techniques involved in dealing with the investigation, as well as advice on when it is appropriate to undertake an 'Improvement Action' rather than an investigation.
- For investigations, consider what identity, criminal records or other security checks you require from the investigator and determine whether a licensed investigator is required.

There are currently 21 contractors on the CUA list for Category being the following:

- Applied Innovation Centre.
- Australia Wide Investigations.
- BDO Services.
- Beilby Downing Teal.
- Brennan and Associates Workplace Investigations Services.
- Carter Associates.

- Emergency Support Network.
- Gold Security Group International.
- Heelan and Co Industrial Relations and Management.
- INVision Investigations and Consulting.
- Pinkerton Consulting and Investigations (AU) Pty Ltd
- Public Sector Training Solutions
- QL Management Consultants.
- Resilience Solutions.
- SWY Consulting.
- The Futures Group.
- The Procure Group.
- Verifact Investigations.
- WISE Workplace.
- Workplace Management Network.

The Shire typically uses Australia Wide Investigations for the investigation of complaints received under the Code of Conduct for Council Members, Committee Members and Candidates however, it is recommended that Council authorises all of the contractors listed under the Common Use Agreement CUAHRS2021 so that the CEO has authority to appoint any of those contractors if required to undertake an investigation.

The WA Department of Finance (the Department) has authority to establish, vary or add contractors to a CUA; with individual agencies not being able to add contractors themselves. CUAs are whole of government arrangements governed by the Procurement Act 2020, the WA Procurement Rules, and the Department's contract management responsibilities.

Contractors are only added to a CUA through a competitive procurement process approved and managed by the Department, which ensures:

- value for money
- fairness and probity
- compliance with WA procurement law
- risk, insurance and due diligence requirements are met consistently across government.

When a CUA expires, the Department:

- reviews supplier performance and market changes
- redesigns categories and requirements
- issues a new procurement process
- selects contractors competitively.

Existing contractors must re-tender and are not guaranteed reappointment. Due to the Department's competitive procurement process, Council can be satisfied that the persons being authorised are suitably qualified and experienced to perform the functions of the Council under clauses 12 and 13 of the Code of Conduct.

In practice this means, the CEO would continue to receive behavioural breach complaints under the Code of Conduct for Council Members, Committee Members and Candidates. The local government's functions under clauses 12 and 13 (dealing with and/or dismissing a complaint) must be performed by the Council, unless under clause 14B(3) the Council resolves to authorise a person (or panel of persons) to perform the functions under clauses 12 and 13.

If the Council has authorised a person or persons to perform the Council's functions under clauses 12 and 13, the CEO would refer complaints received to one of those contractors. At the conclusion of the of functions performed under clauses 12 and 13 by the consultant a report would then be provided to Council as to the outcome of the complaint.

Under this process there is no further requirement for the Behavioural Complaints Committee and is recommended that the Committee be disbanded.

Consultation

Consultation has occurred with WALGA and DLGIRS through the Local Government Inspector.

Financial Implications

Provisions are made within the Shire's operational budget to appoint external parties or investigators for complaints.

Asset Management Implications

Nil

Statutory Implications

Local Government Act 1995

Local Government (Model Code of Conduct) Regulations 2021

Policy Implications

Proposed to replace POL 0048: Code of Conduct Behaviour Complaints Management with Behaviour Complaints Management Policy

Strategic Implications

Council Plan 2022 – 2032

Leadership

Community confidence and trust in Council

Environmental Considerations

Nil

Attachments

- A. Shire of Esperance Code of Conduct
- B. Complaint Resolution and Investigation Policy
- C. Delegation 15.1 Amended

Officer's Recommendation

That Council-

1. **Adopts the Complaint Resolution and Investigation Policy as per Attachment 2;**
2. **ENDORSES its preferred approach for an independent person/s to be appointed to perform the functions of the Council under clauses 12 and 13 of the Code of Conduct for Council Members, Committee Members and Candidates, for the purpose of dealing with or dismissing a complaint and making a finding in relation to an alleged breach.**
3. **By an ABSOLUTE MAJORITY and in accordance with section 5.42 of the Local Government Act 1995, Amends delegation 15.1 as provided in Attachment 3;**
4. **BY AN ABSOLUTE MAJORITY AUTHORISES the contractors listed under Common Use Agreement CUAHRS2021 – Human Resource and Investigation Services (Category 1), to perform the functions of the Council under clauses 12 and 13 of the Code of Conduct for Council Members, Committee Members and Candidates for the purpose of dealing with a complaint and investigating an alleged breach;**
5. **In authorising the persons listed under Part 4, the Council CONFIRMS that it is satisfied that the persons being authorised are suitably qualified and experienced to perform the functions of the Council under clauses 12 and 13 of the Code of Conduct because of the competitive procurement process of the WA Department of Finance;**
6. **In authorising the persons listed under Part 4, the Council CONFIRMS that it is satisfied that the persons being authorised are impartial and have no close association with any member of the council or any employee of the local government because of the restrictions included in the Council adopted Complaint Resolution and Investigation Policy;**
7. **Disband the Behaviour Complaints Committee and deletes policy POL 0048: Code of Conduct Behavioural Complaints Management.**

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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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 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 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*.

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.

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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.

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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.

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- (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.

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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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- (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 8A.3(1) of the Act, a council member commits a conduct breach if the council member contravenes a rule of conduct. 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 conduct breach is dealt with 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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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.
- (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
 - (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

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- (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 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 -
 - (a) derived from a confidential document; or

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- (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.

Acknowledgement

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



POL #: Complaint Resolution and Investigation

COUNCIL POLICY

Purpose

To establish the additional complaint resolution and investigation procedures to support the Shire of Esperance's Code of Conduct for Council Members, Committee Members and Candidates.

Scope

This policy applies to council members, committee members and candidates where a complaint has been received by the Shire, or referred to the Shire by the Local Government Inspector, under the Shire's Code of Conduct of Council Members, Committee Members and Candidates.

This policy does not apply to the investigation of complaints involving allegations of serious improper conduct, corruption, fraud, misconduct or other criminal conduct which must be referred to the appropriate authority.

Definitions

Act means the *Local Government Act 1995*.

Approved Investigator means a person appointed as an Investigator under clause 14B of the Code with prior Council endorsement.

Authorised Officer means the CEO and any employee authorised by Council in accordance with clause 11(3) of the Code.

candidate means a candidate for election as a council member.

CEO means the Chief Executive Officer of the Shire.

Code means the Shire's Code of Conduct for Council Members, Committee Members and Candidates.

committee member includes any council member, the CEO, employee or unelected member of the community in any of those cases, who has been appointed by Council to be a member of a committee.

complaint means a complaint made under clause 11(1) of the Code.

complainant means a person complaining of a breach by a council member, committee member or candidate under clause 11(1) of the Code.

Council means the Council of the Shire.

Council member means the Shire's elected President or an elected Councillor.

employee means a person:

- a. employed by the Shire under section 5.36(1) of the Act; or
- b. engaged by the Shire under a contract for services.

Local Government Inspector means the person holding the office of Local Government Inspector established by section 8B.1 of the Act.

Respondent means the person whom the complaint relates to.

Shire means the Shire of Esperance, being a local government established as a body corporate under section 2.5 of the Act.

Practice

In accordance with section 5.104 of the Act every Western Australian local government is to adopt a code of conduct to be observed by council members, committee members and candidates. A local government's code of conduct is to reflect the model code of conduct prescribed by section 5.103(2) of the Act which includes –

- general principles to guide behaviour;
- requirements relating to behaviour; and
- provisions specified to be rules of conduct.

The Shire's Code has been adopted for this purpose and ensures the roles and responsibilities of council members, committee members and candidates are understood and respected. This enables professional relationships to be established and maintained in the interests of providing good governance, overall integrity and good government for the community.

The Code sets out principles and standards of behaviour council members, committee members and candidates must observe, and is intended to promote accountable and ethical decision-making and conduct.

The purpose of this policy is to detail the high-level complaint resolution and investigation considerations in support of the mechanisms for dealing with complaints detailed in the Code. It is intended to –

- contribute to fairness, integrity and good governance; and
- provide guidance on the key matters to be considered in the preparation, and in the course of an investigation in relation to breaches of the Code.

Authorised persons to receive complaints and withdrawals

In accordance with clause 11(3) of the Code –

- a. the CEO is authorised to receive complaints and withdrawal of complaints under the Code; or
- b. where the complainant is the CEO, the Director Corporate & Community Services is authorised to receive complaints and withdrawal of complaints under the Code.

Dismissal of complaint

In accordance with clause 13 of the Code, Council must dismiss a complaint where –

- a. the behaviour occurred at a council or committee meeting, and the behaviour was dealt with at that 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 the Shire's *Standing Orders Local Law 2015*.

Withdrawal of complaint

In accordance with clause 14 of the Code, a complainant may withdraw their complaint any time before it is considered by Council.

The withdrawal of a complaint must be –

- a. in writing; and
- b. given to an Authorised Officer.

Nature of investigation

In accordance with clause 14B of the Code, an investigation into a complaint must be conducted by an external person, engaged under a contract for service, with prior Council endorsement.

A person appointed as an Approved Investigator must be suitably qualified and experienced to perform the function to review and consider the complaint of a breach made under the Code.

A person appointed as an Approved Investigator of a complaint must be impartial and have no close association with any member of Council or any employee of the Shire.

All investigations must be conducted without bias and in an impartial and objective manner without any actual or perceived conflict of interest. Any conflict of interest will deem the external person ineligible to be appointed.

Powers of investigation

The person or persons appointed under clause 11(3) of the Code may be assisted by any employee of the Shire, in relation to the performance of a function, any advice or other assistance (in accordance with clause 14B(5) of the Code), to oversee an investigation process under the Code and in line with this policy and other supporting complaint resolution and investigation internal policies.

Any external person appointed to perform an investigation into a complaint under the Code has the necessary powers to –

- a. inquire with all parties relevant to a complaint to provide any evidence or statements relevant to the matter the subject of the complaint
- b. obtain any information from other parties in relation to policies, procedures and practices including access to relevant records or witness statements.

Evidence

For the purposes of an investigation into a complaint, evidence can take the form of –

- a. oral or written evidence (recollections)
- b. documentary evidence (records)
- c. expert evidence (technical advice)
- d. site inspections.

The person or persons appointed under clause 11(3) of the Code are to maintain a central investigation file detailing any documentary evidence or records obtained, and that file is to be maintained in the Shire's record-keeping system with restricted access to ensure confidentiality.

If legal proceedings might arise at some future stage, evidence should be gathered in accordance with the rules of evidence.

Appropriate standard of proof

In any investigation into a complaint, all allegations must be proved 'on the balance of probabilities' that is it must be more probable than not that the allegations the subject of the complaint are made out.

Procedural fairness

All investigations of a complaint are to observe due process and procedural fairness.

Procedural fairness for an investigation shall include –

- a. ability for a person or persons the subject of a complaint an opportunity to respond
- b. all parties given a reasonable opportunity to put their case, whether in writing, in person, or otherwise
- c. the careful consideration of all evidence obtained during the course of the investigation
- d. reasonable inquiries or an investigation being made before the making of a decision
- e. taking into account all relevant factors and not irrelevant factors
- f. ensuring any conflicts of interest are managed appropriately
- g. acting fairly and without bias
- h. conducting the investigation without undue delay.

Investigation report

At the conclusion of the investigation a confidential report is to be prepared detailing –

- a. an executive summary of the investigation.
- b. details of the complaint and the names of the complainant and the person the subject of the complaint.
- c. action taken to investigate the matter.
- d. information revealed and relevant facts and evidence established, including statements from the complainant, respondent and any witness(es).
- e. any mitigating circumstances revealed.

- f. summary or conclusions as to whether the complaint on the alleged breach is substantiated on the evidence obtained in relation to the complaint.
- g. any other general issues raised by the investigation that might also be addressed, including any recommendations for systems improvements or the introduction or alternation of policies or protocols.
- h. a recommendation on the question whether or not a breach has been determined to have occurred.
- i. a recommendation as to whether any, and if so what, further action is required as detailed in any associated action plan.
- j. if further action is required, a recommendation must be provided to Council on an action plan to address the behaviour of the person to whom the complaint relates.
- k. a declaration that the Approved Investigator has no close association with any member of Council or any employee of the Shire.

Findings

A finding of Council 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.

Based on the Approved Investigator's report, the evidence and any further comments or submissions by the parties, Council may decide to –

- a. dismiss the complaint in accordance with clause 13 of the Code; or
- b. find that the alleged breach has occurred; or
- c. find that the alleged breach has not occurred and take no further action.

If the decision is that a breach has occurred, Council may decide –

- a. that no further action is required; or
- b. that further action is required and consider the adoption of an action plan as recommended by the Approved Investigator with or without modifications.

In accordance with section 5.65 of the Act, the person to whom the complaint relates must disclose the nature of the interest, and as such, in accordance with section 5.67 of the Act must not participate in, or be present during, any discussion or decision making procedure relating to the matter.

In accordance with section 5.65 of the Act, if the complainant is a council member, they must disclose the nature of the interest, and as such, in accordance with section 5.67 of the Act must not participate in, or be present during, any discussion or decision making procedure relating to the matter.

If the complainant is an employee who is required to attend the Council meeting as part of their normal work responsibilities, they cannot attend the part of the Council meeting where the report is being considered.

Management of actions

All findings made in contravention of the Code, and any associated actions, will be monitored and managed by persons authorised under clause 11(3) of the Code.

Reporting

The Shire will maintain a register of substantiated complaints lodged with those persons authorised to receive complaints and withdrawals, or referred to the Shire by the Local Government Inspector, and dealt with under the Code. The register will be available on the Shire’s website for public inspection.

The number of substantiated complaints received during a financial year, and a reference to the register on the Shire’s website are to be reported annually in the Shire’s Annual Report.

Confidentiality of complaints

Under section 8A.36 of the Act, individuals involved in a complaint process must not disclose or use any information about the existence or details of a complaint unless authorised.

This includes –

- complainants.
- the person who is the subject of a complaint.
- anyone dealing with a complaint.
- a person who, as a result of necessary process, becomes aware of any relevant details of a complaint.

Exceptions apply where disclosure is –

- required by law.
- necessary for legal advice or proceedings.
- directed by the Local Government Inspector in the public interest.
- related to a sanction or outcome already made public.
- statistical or anonymised information that cannot identify individuals.

These provisions are designed to protect the integrity of investigations and the privacy of all parties involved. Complainants are expected to maintain confidentiality until the complaint is dealt with.

.....End.....

Document Information

Responsible Position	Director Corporate & Community Services
Risk Rating	Medium

Referencing Documents

- *Local Government Act 1995*
- *Local Government (Model Code of Conduct) Regulations 2021*

- *Shire of Esperance Code of Conduct for Council Members, Committee Members and Candidates*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
May 2026	1	D26/14101	New policy		May 2028

DRAFT



Code of Conduct Behavioural Complaint

How to make a complaint about an alleged breach of the Shire of Esperance's Code of Conduct for Council Members, Committee Members and Candidates.

Behavioural Complaint

Please read the Shire of Esperance's Complaint Resolution and Investigation Policy on our website www.esperance.wa.gov.au before submitting a complaint. This Policy details –

- How the Shire of Esperance will process and determine a Behavioural Complaint; and
- How confidentiality of the complaint will be handled.

To make a valid *Behavioural Complaint* –

1. The allegation must relate to a breach of the behaviour standards in *Division 3* of the Shire of Esperance's Code of Conduct for Council Members, Committee Members and Candidates.
2. Complete all sections of the Behavioural Complaint Form attached, including any additional information that will support assessment of the complaint. The Complaints Officer may contact you to clarify or ask for more information.
3. The completed Behavioural Complaint Form **MUST** be lodged with the Shire of Esperance's Complaints Officer **within one (1) month of the alleged behaviour breach**.

Rules of Conduct complaint

A *Conduct Complaint* refers to a breach of the Rules of Conduct outlined in *Division 4* of the Shire of Esperance's Code of Conduct for Council Members, Committee Members and Candidates, including Council Members when acting as a Committee Member. This type of complaint is determined by the Local Government Inspector, administered through the Department of Local Government. Further information about Rules of Conduct Complaints may be obtained from –

- Department of Local Government: (08) 6552 7300 or <https://www.dlgsc.wa.gov.au/local-government> or
- The Shire of Esperance's Complaints Officer: (08) 9071 0621 or shire@esperance.wa.gov.au

Need Advice?

If you require advice in making a Behavioural Complaint, please contact the Shire of Esperance's Complaints Officer.

Reviewed: May 2026

Code of Conduct Behavioural Complaint

FORMXXXX



Shire of Esperance Code of Conduct for Council Members, Committee Members and Candidates

Complainant Details

Full Name	
Contact Number	
Residential Address	
Postal Address	
Email	

Complaint Details

Name (person in breach)	
Date Breach Occurred	
Location of Breach	

Position that the person was fulfilling at the time of the breach

- Council Member
 Committee Member
 Candidate for Election

Which of the behaviours prescribed in Division 3 of the Shire of Esperance’s Code of Conduct do you allege this person has breached?

Clause 8 Personal Integrity

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

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.

Clause 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.

Reviewed: May 2026

Code of Conduct Behavioural Complaint

FORMXXXX



Clause 10 council or Committee Meetings

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 requirement of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must immediately 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.

Reviewed: May 2026

State the full details of the alleged breach

List any additional information *(Please ensure all information relevant to the alleged breach has been attached. This information will be the basis on which the complaint is considered.)*

Code of Conduct Behavioural Complaint

FORMXXXX



Have you made any efforts to resolve the complaint with the respondent? (you MUST complete this section)

Yes No

If yes, please describe the efforts you have made

If no, please include a brief statement explaining why you have not made any efforts to resolve the issue with the respondent.

The Shire of Esperance has a policy that the Complainant and the Respondent be offered the opportunity to participate in an Alternative Dispute Resolution process, that if agreed to by both parties, will be undertaken before the complaint is dealt with.

The objective is to support both parties to reach a mutually satisfactory outcome that resolves the issues and restores the relationship between them. An outcome may be that as the Complainant, you will have absolute discretion to withdraw or continue with this complaint.

Please contact the Complaints Officer if you would like more information.

Would you agree to participate in an Alternative Dispute Resolution process?

Yes No

Desired outcome of the complaint *Please explain what you would like to happen as a result of lodging this complaint, including the opportunity to participate in Alternative Dispute Resolution).*

Reviewed: May 2026

Code of Conduct Behavioural Complaint

Signature *Complainant*

Date

Please submit the completed Behavioural Complaint Form to the Shire of Esperance's Complaints Officer:

Mail – PO Box 507, Esperance WA 6450

In Person – 77 Windich Street, Esperance WA 6450

Email – shire@esperance.wa.gov.au

FORMXXXX

Complaint Details

Entered into CM

Date Received

Received By

Signature *Complaints Officer*

Date



Statutory Declaration

Oaths, Affidavits and Statutory Declarations Act 2005

Must be completed and submitted with the completed Behavioural Complaints Form

Statutory Declaration

I, (Name)
of (Address)
 (Occupation)

Sincerely declare that the information I have provided in the attached Behavioural Complaint dated is a true and accurate representation of the alleged behaviour breach.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

at (Place)

Signature *Person Making the Declaration* **Date**

In the presence of:

(see over page for list of authorised witnesses prescribed in the Oaths, Affidavits and Statutory Declarations Act 2005)

Name

Qualification as Such a Witness

Signature *Authorised Witness* **Date**

Reviewed: May 2026

Code of Conduct Behavioural Complaint

FORMXXXX



Oaths, Affidavits and Statutory Declarations Act 2005
Authorised witnesses for statutory declarations **Schedule 2**

**Schedule 2 — Authorised witnesses for statutory
declarations**

[s. 12(6)(a)]

Item	Formal description	Informal description
1.	A member of the academic staff of an institution established under any of the following Acts — <ul style="list-style-type: none">• <i>Curtin University Act 1966</i>;• <i>Edith Cowan University Act 1984</i>;• <i>Murdoch University Act 1973</i>;• <i>University of Notre Dame Australia Act 1989</i>;• <i>University of Western Australia Act 1911</i>;• <i>Vocational Education and Training Act 1996</i>.	Academic (post-secondary institution)
2.	A member of any of the following bodies — <ul style="list-style-type: none">• Association of Taxation and Management Accountants (ACN 002 876 208);• CPA Australia (ACN 008 392 452);• The Institute of Chartered Accountants in Australia (ARBN 084 642 571);• Institute of Public Accountants (ACN 004 130 643);• National Tax & Accountants' Association Limited (ACN 057 551 854).	Accountant
3.	A person who is registered under the <i>Architects Act 2004</i> .	Architect
4.	An Australian Consular Officer within the meaning of the <i>Consular Fees Act 1955</i> of the Commonwealth.	Australian Consular Officer
5.	An Australian Diplomatic Officer within the meaning of the <i>Consular Fees Act 1955</i> of the Commonwealth.	Australian Diplomatic Officer
6.	A bailiff appointed under the <i>Civil Judgments Enforcement Act 2004</i> .	Bailiff

Oaths, Affidavits and Statutory Declarations Act 2005
Schedule 2 Authorised witnesses for statutory declarations

Item	Formal description	Informal description
7.	A person appointed to be in charge of the head office or any branch office of an authorised deposit-taking institution carrying on business in the State under the <i>Banking Act 1959</i> of the Commonwealth.	Bank manager
8.	A member of Governance Institute of Australia Ltd (ACN 008 615 950).	Chartered secretary, governance adviser or risk manager
9.	A person who is registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the pharmacy profession.	Chemist
10.	A person who is registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the chiropractic profession.	Chiropractor
11.	A person registered as an auditor or a liquidator under the <i>Corporations Act 2001</i> of the Commonwealth.	Company auditor or liquidator
12.	A judge, master, magistrate, registrar or clerk, or the chief executive officer, of any court of the State or the Commonwealth.	Court officer
13.	A member of the Australian Defence Force who is — <ul style="list-style-type: none"> • an officer within the meaning of the <i>Defence Force Discipline Act 1982</i> of the Commonwealth; or • a non-commissioned officer within the meaning of that Act with 5 or more years of continuous service; or • a warrant officer within the meaning of that Act. 	Defence force officer
14.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the dental profession whose name is entered on the Dentists Division of the Register of Dental Practitioners kept under that Law.	Dentist

Oaths, Affidavits and Statutory Declarations Act 2005
Authorised witnesses for statutory declarations **Schedule 2**

Item	Formal description	Informal description
15.	A person who is registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the medical profession.	Doctor
15A.	A person appointed under the <i>Parliamentary and Electorate Staff (Employment) Act 1992</i> section 4(1)(b)(i) or (2)(b)(i)	Electorate officer of a member of State Parliament
16.	A member of the Institution of Engineers, Australia, other than at the grade of student.	Engineer
17.	The secretary of an organisation of employees or employers that is registered under one of the following Acts — <ul style="list-style-type: none"> • <i>Industrial Relations Act 1979</i>; • <i>Workplace Relations Act 1996</i> of the Commonwealth. 	Industrial organisation secretary
18.	A member of the National Insurance Brokers Association of Australia (ACN 006 093 849).	Insurance broker
19.	A Justice of the Peace.	Justice of the Peace
19A.	A person who is a member of the Authority's staff within the meaning given to that term by the <i>Land Information Authority Act 2006</i> section 3.	Landgate officer
20.	A lawyer.	Lawyer
21.	The chief executive officer or deputy chief executive officer of a local government.	Local government CEO or deputy CEO
22.	A member of the council of a local government within the meaning of the <i>Local Government Act 1995</i> .	Local government councillor
23.	A member of the Australasian Institute of Chartered Loss Adjusters (ACN 074 804 167).	Loss adjuster
24.	An authorised celebrant within the meaning of the <i>Marriage Act 1961</i> of the Commonwealth.	Marriage celebrant
25.	A member of either House of Parliament of the State or of the Commonwealth.	Member of Parliament
25A.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the midwifery profession.	Midwife

Oaths, Affidavits and Statutory Declarations Act 2005
Schedule 2 Authorised witnesses for statutory declarations

Item	Formal description	Informal description
26.	A minister of religion registered under Part IV Division 1 of the <i>Marriage Act 1961</i> of the Commonwealth.	Minister of religion
27.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the nursing profession.	Nurse
28.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the optometry profession.	Optometrist
28A.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the paramedicine profession.	Paramedic
29.	A registered patent attorney under the <i>Patents Act 1990</i> of the Commonwealth.	Patent attorney
30.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the physiotherapy profession.	Physiotherapist
31.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the podiatry profession.	Podiatrist
32.	A police officer.	Police officer
33.	The person in charge of an office established by, or conducted by an agent of, Australia Post within the meaning of the <i>Australian Postal Corporation Act 1989</i> of the Commonwealth.	Post office manager
34.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the psychology profession.	Psychologist
35.	A public notary within the meaning of the <i>Public Notaries Act 1979</i> .	Public notary
36.	An officer of the Commonwealth public service.	Public servant (Commonwealth)
37.	A person who is employed under the <i>Public Sector Management Act 1994</i> Part 3.	Public servant (State)

Oaths, Affidavits and Statutory Declarations Act 2005
Authorised witnesses for statutory declarations **Schedule 2**

Item	Formal description	Informal description
38.	The holder of a licence under the <i>Real Estate and Business Agents Act 1978</i> .	Real estate agent
39.	The holder of a licence under the <i>Settlement Agents Act 1981</i> .	Settlement agent
40.	The Sheriff of Western Australia and any deputy sheriff appointed by the Sheriff of Western Australia.	Sheriff or deputy sheriff
41.	A licensed surveyor within the meaning of the <i>Licensed Surveyors Act 1909</i> .	Surveyor
42.	A person registered under the <i>Teacher Registration Act 2012</i> .	Registered teacher
43.	A member, registrar or clerk, or the chief executive officer, of any tribunal of the State or the Commonwealth.	Tribunal officer
44.	A veterinarian as defined in the <i>Veterinary Practice Act 2021</i> section 3.	Veterinarian

[Schedule 2 amended: Gazette 9 Jun 2006 p. 2030; 21 Dec 2007 p. 6328; 9 Dec 2011 p. 5235; 17 Apr 2014 p. 1076; amended: No. 21 of 2008 s. 684(5); No. 22 of 2008 Sch. 3 cl. 39; No. 35 of 2010 s. 120; No. 16 of 2012 s. 165; No. 32 of 2016 s. 188; No. 4 of 2018 s. 115; No. 19 of 2021 s. 233(2); No. 9 of 2022 s. 424.]

PART 15. Local Government (Model Code of Conduct) Regulations 2021

15.1 Behaviour Complaints Management (r.12 & r.13)	
Function Delegated	<p>1.— Authority to make a finding as to whether an alleged breach the subject of a complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur [Code of Conduct cl.2.6(1) and (3)].</p> <p>In making any finding the Committee must also determine reasons for the finding [Code of Conduct cl.2.6(7)].</p> <p>2.— Where a finding is made that a breach has occurred, authority to:</p> <p style="margin-left: 20px;">a.— take no further action [Code of Conduct cl.2.6(4)(a)]; or</p> <p style="margin-left: 20px;">b.— prepare and implement a plan to address the behaviour of the person to whom the complaint relates [Code of Conduct cl.2.6(4)(b), (5) and (6)].</p> <p>3.— Authority to dismiss a complaint and if dismissed, the Committee must also determine reasons for the dismissal [Code of Conduct cl.2.7(1) and (2)].</p>
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<p><i>Local Government (Model Code of Conduct) Regulations 2021:</i></p> <p style="margin-left: 20px;">Clause 12-Dealing with a complaint</p> <p style="margin-left: 20px;">Clause 13-Dismissal of complaint</p>
Power originally assigned to	Local Government
Power to Delegate	<p><i>Local Government Act 1995</i></p> <p style="margin-left: 20px;">s.5.16-Delegation of some powers and duties to certain committees</p>
Power Delegated to	Behaviour Complaints Committee
Council Conditions	<p>a.— The Committee will make decisions in accordance with the principles and specified requirements established in the Shire's Code of Conduct Behaviour Complaints Management Policy.</p> <p>b.— That part of a Committee meeting which deals with a Complaint will be held behind closed doors in accordance with s.5.23(2)(b) of the Act.</p> <p>c.— The Committee is prohibited from exercising this Delegation where a Committee Member in attendance at a Committee meeting is either the Complainant or Respondent to the Complaint subject of a Committee agenda item.</p> <p>d.— In the event of (c) above, the Committee may resolve to defer consideration to a future meeting at which the conflicted Committee Member is absent and a Deputy Committee Member is in attendance.</p> <p>NOTE TO CONDITIONS (C) AND (D): The purpose of this Condition is to require that a Committee Member who is identified as either the Complainant or Respondent is required</p>

15.1 Behaviour Complaints Management (r.12 & r.13)	
	to recuse themselves by notifying the Chair of their intention to be an apology for the meeting at which the Complaint is an agenda item.
Power to Sub-Delegate	Nil
Sub-Delegated to	N/A
CEO Conditions	N/A
Compliance Links	Behaviour Complaints Committee Terms of Reference Code of Conduct Behaviour Complaints Management Policy Code of Conduct for Council Members, Committee Members and Candidates
DELEGATION ADMINISTRATION	
Decision Reference	Decision Reference
1- Adopted—May 2024, Resolution O0524-058	5-
2- Reviewed—May 2025, Resolution #O0525-089	6-
3-	7-
4-	8-

15.1 Behaviour Complaints (cl. 14B(5))	
Powers and Duties Appointed	Authority to – <ol style="list-style-type: none"> 1. Provide advice or any other assistance to the Council, a Committee authorised under clause 14B(2) or a person authorised under clause 14B(3). [cl. 14B(5)] 2. Appoint an external investigator to deal with a complaint [cl. 14B(5)]
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power Being Delegated	Local Government Act 1995 s.5.104 Adoption of model code of conduct Local Government (Model Code of Conduct) Regulations 2021: Schedule 1 – Model Code of Conduct – Clause 14B(5)
Power originally assigned to	Local Government
Power to Delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power Delegated to	Chief Executive Officer

15.1 Behaviour Complaints (cl. 14B(5))	
Council Conditions	<ol style="list-style-type: none"> 1. Authority includes the relevant powers and duties within the same clauses specified in the <i>Code of Conduct for Council Members, Committee Members and Candidates</i> adopted by Council in accordance with section 5.104(1) of the <i>Local Government Act 1995</i>. 2. Appointment of an external investigator must be in accordance with a resolution of Council authorising that person to perform the function of dealing with a complaint.
Power to Sub-Delegate	<i>Local Government Act 1995</i> <ol style="list-style-type: none"> 3. s.5.44 – CEO may delegate powers and duties to other employees
Sub-Delegated to	Director Corporate & Community Services
CEO Conditions	<ol style="list-style-type: none"> 1. Authority includes the relevant powers and duties within the same clauses specified in the <i>Code of Conduct for Council Members, Committee Members and Candidates</i> adopted by Council in accordance with section 5.104(1) of the <i>Local Government Act 1995</i>. 2. Authority only extends to complaints lodged by the Chief Executive Officer. 3. Appointment of an external investigator must be in accordance with a resolution of Council authorising that person to perform the function of dealing with a complaint.
Compliance Links	Complaint Resolution and Investigation Policy Code of Conduct for Council Members, Committee Members and Candidates
DELEGATION ADMINISTRATION	
Decision Reference	Decision Reference
1.	5.
2.	6.
3.	7.
4.	8.

Item: 12.4.2

Information Bulletin - May 2026

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

File Ref: D26/13943

Applicant

Internal

Strategic Implications

Council Plan 2022 – 2032

Performance - Outcome 15. Operational excellence and financial sustainability

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

Attachments

- A₁. Information Bulletin - May 2026
- B₁. Council Priorities Summary - Corporate Performance - April 2026

Officer's Recommendation

That Council accepts:

1. **Information Bulletin – May 2026**
2. **Council Priorities Summary – Corporate Performance – April 2026**

Voting Requirement

Simple Majority

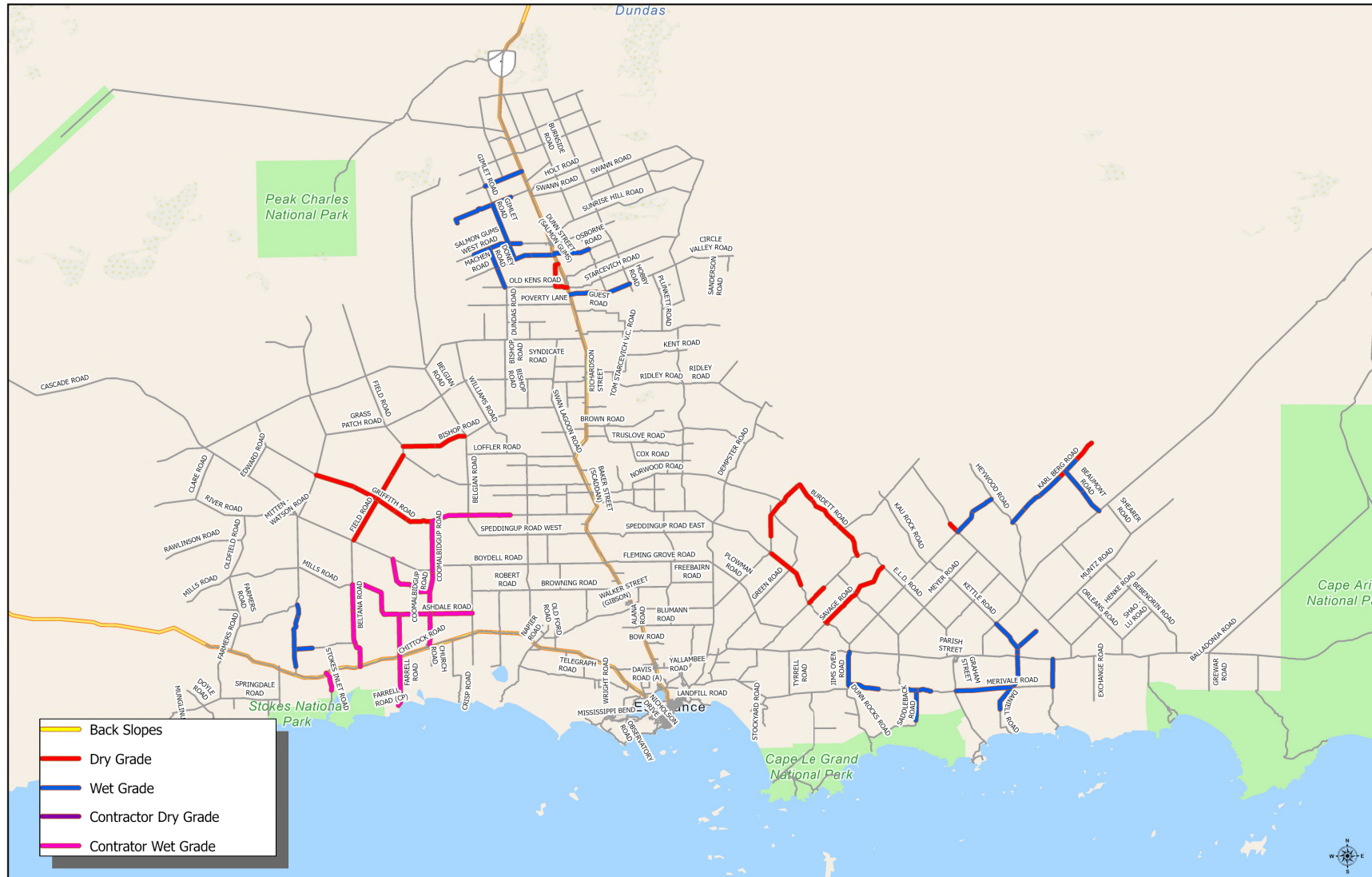


INFORMATION BULLETIN

ORDINARY COUNCIL MEETING

May 2026





Created By: Shire Officer
Created On: 4/05/2026 7:23 AM

Scale: 1:1,000,000

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.

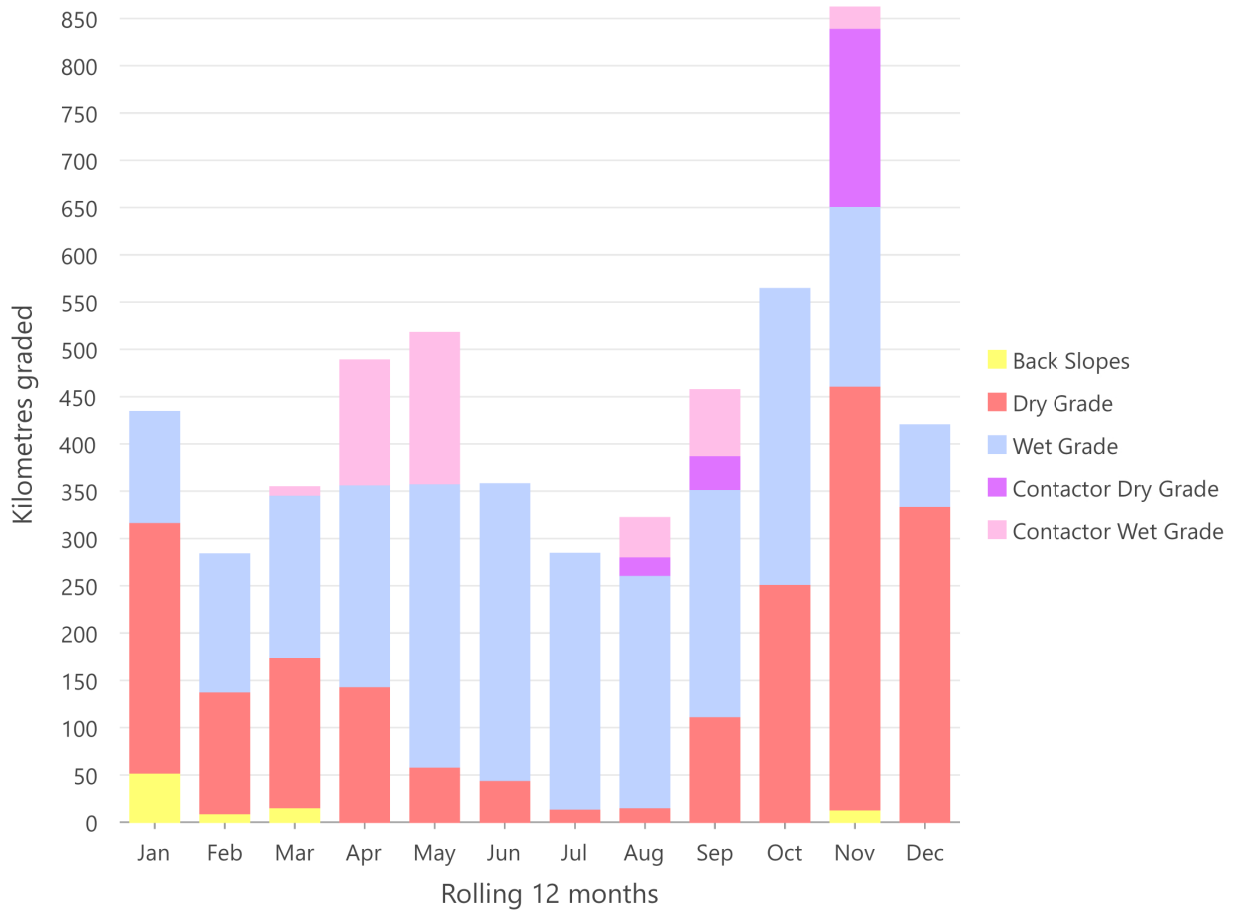
Shire of Esperance Road Grading April 2026



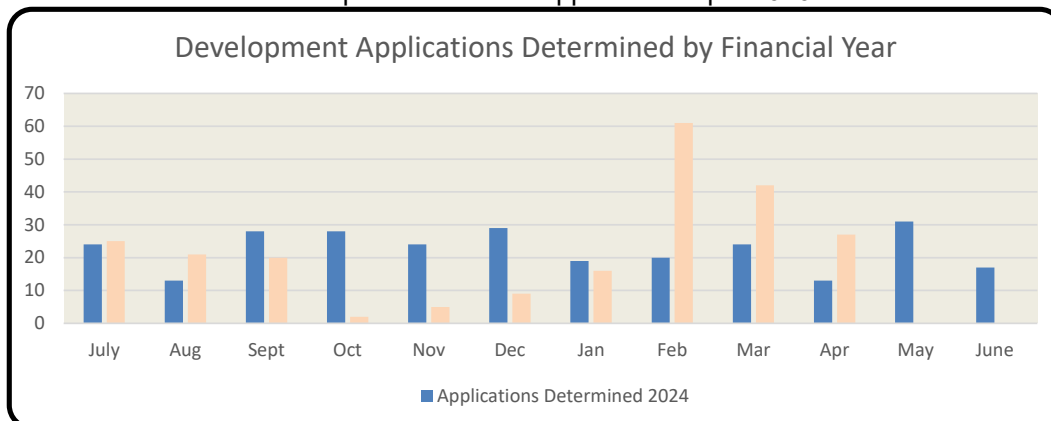
Road Grading Chart April 2026



Kilometres graded by month and grade type



Development Services Approvals – April 2026



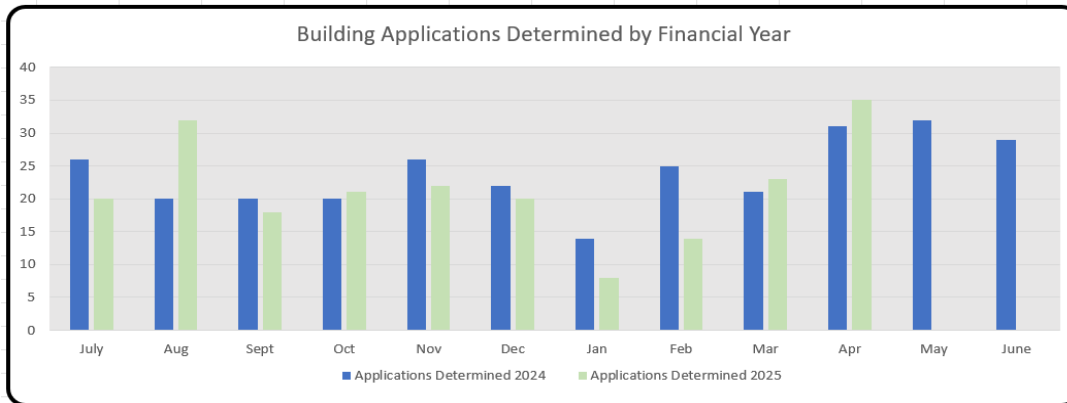
Property	Proposal
74 Connolly Street PINK LAKE	Swimming Pool and Retaining Wall
23 Daphne Street CASTLETOWN	Outbuilding (Shed) and Retaining Wall
47 The Esplanade ESPERANCE	Signage and Limestone Barrier
5 Stevens Place CASTLETOWN	Short Term Accommodation
8 Magistrate Drive CASTLETOWN	Dwelling – Alterations / Additions
4 Kimbarra Close MONJINGUP	Outbuilding (Shed)
Lot 54 Merivale Road MYRUP	Outbuilding (Shed)
258 Connolly Street WEST BEACH	Short Term Accommodation
99 Daw Drive BANDY CREEK	Earthworks
38 Thistle Avenue BANDY CREEK	Patio
2 Wickham Close CASTLETOWN	Outbuilding (Shed)
7354 Springdale Road EAST MUNGLINUP	Telecommunications Infrastructure
25 Simpson Street CHADWICK	Industrial Building
Lot 247 Doney Road SALMON GUMS	Outbuilding (Shed)
4 McGlade Way CASTLETOWN	Double Garage
40 Easton Road CASTLETOWN	Dwelling - Grouped
1527 Green Road NERIDUP	Outbuilding (Shed)
170 Burton Road CASTLETOWN	Dwelling – Alterations / Additions
Lot 20 Daw Drive BANDY CREEK	Patio
15 Asken Turn BANDY CREEK	Patio
15 Norseman Road CASTLETOWN	Warehouse / Storage
144-148 Dempster Street ESPERANCE	Holiday Accommodation
169 Twilight Beach Road WEST BEACH	Dwelling – Single House
7 Mondrain Avenue CASTLETOWN	Dwelling – Single House
2 Monet Avenue CASTLETOWN	Dwelling – Single House
31B Smith Street WEST BEACH	Patio
49 Cherry Well Road PINK LAKE	Shed Extension

Specific Comments relating to Monthly Statistics

Total Applications determined – 27

Planning Services unit continues to receive high volumes of applications for residential, rural and commercial developments.

Building Services Approvals – April 2026



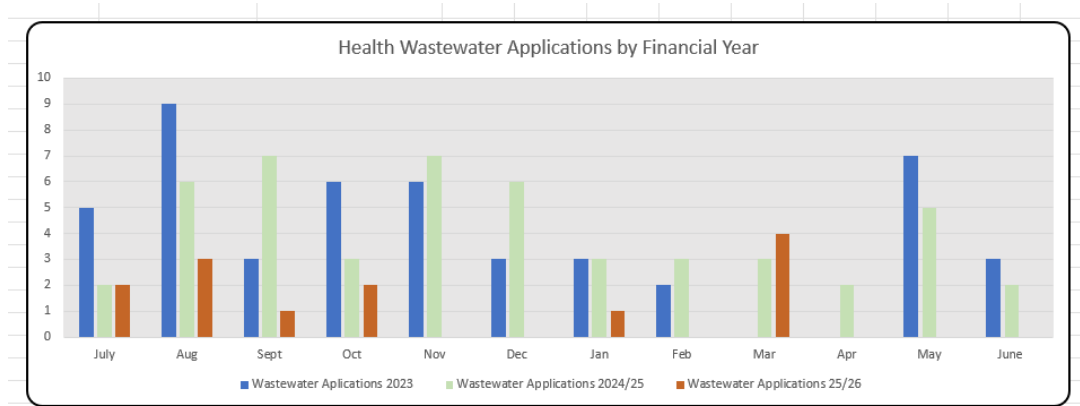
Property	Proposal	Values (\$)
Lot: 38 Coolgardie- Esperance Highway GRASS PATCH	Occupancy Permit - Class 7b Farm Shed 900m2	0
Lot: Neds Corner Road CASCADE	Occupancy Permit - Hay Storage Shed (Class 7b) 864m2	0
Lot: 1 Kipping Road CHADWICK	Storage Shed 240m2	24,989
Lot: 103 Swan Lagoon Rd GRASS PATCH	Dwelling with Verandah & Alfresco 282m2	965,312
20 Pink Lake Road ESPERANCE	Replace Existing Patio - Timber to Steel Frame 22m2	11,500
9 Pink Lake Road ESPERANCE	Shade House 20m2	5,000
75 Walmsley Street BANDY CREEK	Steel Framed Shed 64m2	28,158
6 Amelia Circuit WEST BEACH	Remove Existing Patio 35m2 & Build New Workshop 24m2	10,500
39 Randell Street ESPERANCE	Two Class 10a Storage Sheds 41m2 & 80m2 - No Children Access Permitted	157,775
1B Hart Place CASTLETOWN	Patio Addition 20m2	10,000
7 Frank Freeman Drive BANDY CREEK	Re-Roof from Tiles to Steel for Existing Dwelling 307m2	51,000
19 Crossland Street ESPERANCE	Re-Roof from Tiles to Steel for Existing Dwelling 287m2	57,000
39 Spencer Road PINK LAKE	Carport - 2x Patios & Deck 90m2	46,000
224 Barook Road PINK LAKE	Storage Shed and Workshop 450m2 (Class 10a)	120,000
13 McGlade Way CASTLETOWN	Fibreglass Swimming Pool 32m2	48,400
165 Sanctuary Crescent PINK LAKE	Fibreglass Swimming Pool 48m2	81,214
11 Mills Place WEST BEACH	Vehicle Impact Damage Repairs & Replacements	86,680

10 Common Road PINK LAKE	Timber Framed Alfresco Area 29m2	15,000
2 Lalor Drive WINDABOUT	Patio Addition 32m2	6,019
3 Richmond Place NULSEN	Bedroom to Ensuite Conversion	18,450
487 Napier Road DALYUP	Transportable Dwelling 156m2	100,000
68 Westmacott Street CASTLETOWN	Replacement of Existing Patio 76m2	40,000
261 Stearne Road MONJINGUP	Renovation of Existing Dwelling - Extension of Kitchen & Patio 18m2	100,000
19 Maple Street CASTLETOWN	Patio Addition 18m2	3,000
167 Pink Lake Road PINK LAKE	Internal Alterations for Cool Room & Dry Store (Class 6) - Bread Local	25,000
27 Hood Way CASTLETOWN	Shed 58m2	19,000
101 Dempster Street ESPERANCE	External Steel Staircase	61,567
10 Taylor Street ESPERANCE	Shed 98m2	62,500
5 Wickham Close CASTLETOWN	Dwelling with attached Garage & Patio 313m2 & Shed 72m2	650,000
13 Chaplin Street CASTLETOWN	Remove Internal Wall for Open Living Area	6,000
Bandy Creek Road BANDY CREEK	Wastewater Treatment Shed 16m2	12,000
15 Adkins Street BANDY CREEK	Single Dwelling with Attached Garage & Patio 172m2	354,500
21 Smith Street WEST BEACH	New Patio with 2x Decks & New Garage Wall	19,500
23 Walmsley Street CASTLETOWN	UNAUTHORISED - Retaining Wall	70,000
	Total	\$ 3,266,064

Specific Comments relating to Monthly Statistics

Currently there are 49 Building Permit applications awaiting technical assessments, Development Approval, or waiting for further information to be provided.
Only 1 Pool Barrier Inspection was undertaken in April, others were booked but the remedial work had not yet been completed and were re-booked for May.
1 Application was refused, as the builder had completed construction prior to the issue of the Building Permit.
5 New Dwellings were issued in April.

Health Services Approvals – April 2026



April Wastewater Applications

Nil

The Shire's Public Health Plan is steadily coming together with a Council Workshop held late April. Final adjustments are being made before it will be available for one last consultation round with community before being endorsed in the June OCM.





Council Plan Summary

April 2026



Shire of Esperance

Council Plan April 2026

People

A safe community

Action Code	Action Name	Comments	Responsible Officer Position
1.1.1	Advocate for increased police presence	Police advised that access to GROH housing has been achieved and replacement police can commence.	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 when the opportunity arises.	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	Opportunities being explored to work together to improve animal welfare issues.	Director External Services

A healthy and active community

Action Code	Action Name	Comments	Responsible Officer Position
2.1.1	Advocate for improved access to health services with a focus on attracting and retaining local GPs, visiting specialists, telehealth services, and mental health support services	Continue to advocate for improved access to health services as the opportunity arises.	Chief Executive Officer

Shire of Esperance

Council Plan April 2026

Action Code	Action Name	Comments	Responsible Officer Position
2.2.1	Lead implementation of the Esperance Greater Sports Ground Redevelopment Masterplan	Hockey Turf project on track.	Director Asset Management
2.2.2	Provide a third soccer pitch at the Greater Sports Ground	Budget proposal will be included as part of the 2026/27 budget.	Director Asset Management
2.2.3	Graham Mackenzie Stadium Project	Netting install completed. Flooring completed. Compliance inspection scheduled for next week. Handover scheduled for end of May. Planning for opening events underway.	Manager Projects and Buildings
2.2.4	Implement the actions from the Bay of Isles Leisure Centre Management Plan	All actions from current Leisure Centre Business Plan have been completed, except for Rebranding initiative which will be carried over to the new plan. Biggest success out of this year's plan has been the stability of the workforce at Leisure Centre, with a good cohort of trained and qualified Pool Operators. New Plan currently under development for presentation to Council in the new financial year.	Manager Recreation and Culture
2.3.1	Design, construct and pursue further funding for James Street Cultural Precinct Stage 1	Detailed design report received, workshop with Council scheduled for 19th May.	Director External Services
2.4.1	Explore sustainable funding sources to attract, manage and support local volunteers	We have submitted a budget bid to the Shire to help us navigate the significant hit to our federal funding we face in the coming financial year.	Volunteer Resource Centre Coordinator
2.4.2	Explore options to recognise, reward and incentivise volunteers	National Volunteer Week takes place later this month. We are hosting this year's event at the Cannery Arts Centre, opening the galleries up for an evening social gathering for volunteers to attend, and hosting a series	Volunteer Resource Centre Coordinator

Shire of Esperance

Council Plan April 2026

Action Code	Action Name	Comments	Responsible Officer Position
		of paint-along workshops free for volunteers to take part in. We have already reached capacity for out one of our three painting session, so we are pleased to see that volunteers are excited for the experience.	

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	Assistance provided in April included - ANZAC Day, Taste of the World Committee (1st of June), Esperance Primary School hosting the combined Schools NAIDOC Day (24th of June), Tjaltjraak with NAIDOC Week preparation. Window lights have been shut down, so we have been promoting appropriate events and organisations via our Shire Happenings Facebook page. We also met with the LGBTIQ community to see how inclusion looks best for them.	Community Development & Events Manager
3.1.3	Facilitate Aboriginal dual naming of significant places	As opportunities arise.	Director Asset Management
3.1.4	Partner with traditional custodians to develop cultural trails with maps and interpretive signs to raise awareness, knowledge and understanding about local Aboriginal history and stories	Not started. 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 April 2026

Action Code	Action Name	Comments	Responsible Officer Position
3.1.5	Establish and strengthen relationships with local Aboriginal Stakeholders and organisations	Connect Nulsen Event for April was cancelled due to stormy weather conditions. These events will continue to support the Community.	Director Corporate and Community Services
3.1.6	Support the Partnership Agreement with Esperance Tjaltrjaak Native Title Aboriginal Corporation	No partnership related events during the reporting period.	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	In April a Youth Dodgeball event was held at the Civic Centre. The 3rd Connect/Activate Nulsen event was cancelled due to poor weather.	Community Development & Events Manager
3.2.3	Implement youth precinct concept plan	Will provide a bid to rewire the skatepark lights for the next budget.	Director Asset Management
3.3.1	Advocate for improved aged care facilities and palliative care	Met with representatives of Juniper who have partnered with Esperance Aged Care Facility to transition the facilities and management. Juniper has provided Q&A factsheets for the community around the transition with a focus on continuity of care and supporting residents through the process.	Chief Executive Officer
3.3.2	Advocate for community and care services to support active aging in home	Ongoing, making the most of opportunities to form connections and advocate for change in this vital area.	Director External Services
3.3.3	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	Ongoing.	Director Asset Management

Shire of Esperance

Council Plan April 2026

Action Code	Action Name	Comments	Responsible Officer Position
3.3.5	Implement actions and initiatives resulting from DAIP discussions and forums	Working group meeting to be held soon, agenda being worked up and invitations drafted.	Director External Services

Shire of Esperance

Council Plan April 2026

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 has been developed and a project has been submitted to the Coastwest Program (DPLH) for consideration for funding.	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	Funding options to be explored in the 26/27 financial year to progress to project.	Manager Development Services
4.1.4	Review the Coastal Management Plan	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. Site visits and planning is underway.	Manager Parks & Environment
4.1.5	Implement the Dempster Head Management Plan	Rehabilitation and closure of unauthorised tracks has been completed at Dempster Head. Work will continue to be implemented in the reserve and closed tracks will be monitored.	Manager Parks & Environment
4.1.6	Install booster pumps for the sand back-passing pipeline from Bandy Creek Boat	Contracted awarded, booster pumps will be supplied shortly.	Director Asset Management

Shire of Esperance

Council Plan April 2026

Action Code	Action Name	Comments	Responsible Officer Position
	Harbour to manage beach erosion in Esperance Bay		
4.1.7	Implement the Lake Monjingu Reserve Management Plan	Works at Lake Monjingu Reserve are continuing with maintenance programs. The revised Draft Lake Monjingu Management Plan was presented to Council in March and will be released for public comment and feedback shortly.	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	Minister Dawson's office is currently liaising with GEDC around conducting an opportunity analysis to realise the benefits for the Esperance community from the South Coast Marine Park.	Chief Executive Officer
4.1.10	Work with the State Government, it's agencies, and South Coast Marine Park Managers to realise any opportunities that will achieve the best outcomes for the Esperance community	Minister Dawson's office is currently liaising with GEDC around conducting an opportunity analysis to realise the 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 due to resources.	Director Asset Management

Shire of Esperance

Council Plan April 2026

Shared responsibility for climate action and sustainability

Action Code	Action Name	Comments	Responsible Officer Position
5.1.1	Undertake annual carbon emissions audit and carbon emission reduction actions	Annual audit will commence in July. Emission reduction actions are being considered as part of budget.	Director Asset Management
5.1.2	Install renewable energy (solar PV and battery storage) on council buildings where feasible	Contract start up meeting complete. Contracts signed. Awaiting materials and design approvals before works can commence.	Manager Projects and Buildings
5.1.3	Facilitate adoption of best practice energy efficiency measures across all council buildings, and support community facilities to adopt these measures	Project start up meeting complete. Contracts signed. Awaiting materials and design approvals before works can 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.	Manager Asset Operations
5.2.1	Design and construct an Organics processing facility for FOGO	Concept design for the facility progressing. Officers should receive the draft shortly.	Director Asset Management
5.2.2	Commence construction of the Community Drop Off and Transfer Station at Myrup	Earthworks up to pad level for the community buildings is now complete.	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 have commenced.	Manager Sustainability & Resource Recovery

Shire of Esperance

Council Plan April 2026

Action Code	Action Name	Comments	Responsible Officer Position
5.2.4	Advance Esperance's Waste Revolution education platform to improve waste diversion rates and promote a circular waste economy	The Sustainability & Resource Recovery Educator 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. Clear signage for drop off areas have recently been designed. Signs have been approved and website information is under review.	Manager Sustainability & Resource Recovery

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

Action Code	Action Name	Comments	Responsible Officer Position
6.1.1	Implement the Bush Fire Risk Management Plan including accessing funding opportunities within the State Government's Mitigation Activity Fund	<p>The Shire is delivering the first year of the Mitigation Activity Fund (MAF) Grant Program - 3-Year Round, while also assessing and evaluating additional treatments for inclusion in the variation application to maximise any cost savings achieved to date. Mechanical works have been completed, and prescribed burns are being prepared for next month.</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, including review of the Bushfire Risk Management Plan. This also includes progressing non-MAF treatments requiring action under the management plan.</p>	Bushfire Risk Mitigation Coordinator

Shire of Esperance

Council Plan April 2026

Action Code	Action Name	Comments	Responsible Officer Position
6.1.2	Facilitate innovative initiatives and networks to help build drought resistance and resilience	Received funding from DWER through their Federal WISER Agricultural Dams Program to remediate the Cascade Dam Catchment.	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, with the next meeting proposed for late May due to sector conflicts. Updated shark hazard response framework components have been developed and will be provided to the group for consultation at the next meeting. The working group budget has been reviewed, and remains as per previous financial year, noting potential infrastructure proposals require consultation.	Manager Ranger & Emergency Services
6.1.5	Advocate for appropriate coastal safety infrastructure and resources	Infrastructure items to be discussed during the next meeting include the current status and maintenance of existing shark detection infrastructure, and a received request from DPIRD for the Shire to assume responsibility for inspections of SLSWA towers in the district. The working group's budget has been reviewed and remains equal to the previous year's allocation. Infrastructure and service opportunities have been considered and will be presented to the working group for consultation and scope requirements before requesting additional funding.	Manager Ranger & Emergency Services

Shire of Esperance

Council Plan April 2026

Place

Responsible planning and development

Action Code	Action Name	Comments	Responsible Officer Position
7.1.1	Develop Flinders structure plan and report to Council	A successful workshop was held with Council this month, outlining the progress to date and the next steps in revision process for Flinders.	Director External Services
7.1.2	Advocate for provision of adequate, affordable utilities and communications infrastructure to support population and economic growth	Advised by Water Corp that they will have staff in Esperance during the first week in May to continue investigations into future water sources, including seawater desalination, to support the long-term drinking water needs of the Esperance community. NBN have commenced the fibre to the premises rollout in Esperance. This is expected to take approximately 12 months to complete.	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. Site visits and consultation is planned for May.	Manager Parks & Environment

Shire of Esperance

Council Plan April 2026

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 presented their concept for land held around Sims St to Councillors in late April.	Chief Executive Officer
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)	Presentation from Niche Planning on the re-design of the Flinders Estate and the next steps that are needed to our Local Planning Scheme. Still awaiting funding applications that have been submitted to the Regional Housing Support Fund for Flinders Stage 3 and the Workers Accommodation Project.	Chief Executive Officer
8.1.4	Construct worker accommodation subject to external funding	Waiting on funding.	Director Asset Management

Shire of Esperance

Council Plan April 2026

Attractive and welcoming places

Action Code	Action Name	Comments	Responsible Officer Position
9.1.1	Implement the CBD Concept Landscaping Design	Marine rope and jetty timber fence has been installed in Dempster Street Islands and landscape plantings completed. Additional trees have been planted in the CBD and bin surrounds will be installed shortly. Marine rope and jetty timber fence will be installed around the Andrew/Dempster Street Roundabout nibs.	Manager Parks & Environment
9.2.1	Provide attractive and welcoming entrances into Esperance	Town entry signs manufacturing in progress.	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. Winter 2026 tree orders have been placed.	Manager Parks & Environment
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 has been completed. The small junior bike track has been constructed and is waiting to be sealed and then open to the public.	Manager Parks & Environment

Shire of Esperance

Council Plan April 2026

Action Code	Action Name	Comments	Responsible Officer Position
9.3.3	Prepare a new 10 year plan for Playgrounds and Public Open Space Strategic Plan 2025-2035	Plan was presented and endorsed at April Council Meeting following public comment period.	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 construction program.	Manager Asset Operations
10.1.3	Provide safety measures along The Esplanade and Fisheries Road to improve pedestrian crossings	Review of design required before works are programmed.	Manager Asset Operations
10.2.1	Implement Road Safety Management Plan 2024-2030	As per strategy actions.	Director Asset Management
10.2.2	Advocate for Main Roads to provide road upgrades and more passing lanes	Seeking update from the actions out of the discussion we had with Main Roads WA and CBH around Shark Lake and the Highway.	Director Asset Management
10.2.3	Advocate with Main Roads WA to undertake a transport corridor upgrade plan for Harbour Road, including South Coast Hwy Intersection upgrade and Pink Lake Road Intersection Upgrade	Waiting on Main Roads WA to provide a briefing to Council to close out the project.	Director Asset Management

Shire of Esperance

Council Plan April 2026

Action Code	Action Name	Comments	Responsible Officer Position
10.2.4	Implement the Shire of Esperance Road Construction and Maintenance Program	Program being delivered in accordance with revised budget review.	Manager Asset Operations
10.3.1	Implement the Esperance Town Centre Parking, Traffic and Pedestrian Strategy	As per budget. CBD improvements currently underway.	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)	As per advice from DTMI the Shire has engaged a consultant to provide an independent review of the current design of the main runway. The draft review has been completed, and officers are working through the report and findings. The new car parking area and CCTV upgrades are nearing completion.	Manager Economic Development
10.4.2	Design, Fund and Construct new Airport runway	Design Review underway.	Director Asset Management

Shire of Esperance

Council Plan April 2026

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	Awaiting outcomes of the State Budget. Meeting with relevant government officials in early May at the Showcase of Kalgoorlie-Esperance region.	Chief Executive Officer
11.1.3	Facilitate discussions with universities to explore options for a remote student services campus in Esperance	GEDC have engaged a consultant to undertake a feasibility study into have a Remote University Study Hub in Esperance.	Chief Executive Officer
11.1.4	Support reviews of the Goldfields Designated Area Migration Agreement to ensure it remains relevant to the community	The DAMA program is ending on the 30 June 2026 and will be replaced by a State-wide program based in Perth.	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	The Shire has entered into a 3-year agreement with Renewables Bio Group to allow them to undertake feasibility work for their Renewable Diesel project at the	Manager Economic Development

Shire of Esperance

Council Plan April 2026

Action Code	Action Name	Comments	Responsible Officer Position
		Shark Lake Industrial Park. The agreement includes a first right of refusal to take up the land.	
12.1.3	Promote Esperance as a suitable centre for research and development, and pilot projects.	Council agreed to a first right of refusal for Shark Lake Stage 2 to Renewable.Bio for a proposed renewable diesel plant. The agreement also will allow access to the site to undertake geotechnical work to inform their business case.	Chief Executive Officer
12.1.4	Advocate for a shared work space facility in Esperance where start-ups, small businesses and visitors can be co-located to network and support one another	No further update.	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	Visitor servicing strategy and new Visit Esperance website continue to be developed. Pedestrian wayfinding and town entry signage development progressing.	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 Planning consultants on a proposed 4 star tourism accommodation development. Pre lodgement meetings being held between the developer and Dept of Lands.	Chief Executive Officer

Shire of Esperance

Council Plan April 2026

Action Code	Action Name	Comments	Responsible Officer Position
13.2.2	Implement the recommendations from the Esperance Accommodation Study	No further update.	Manager Economic Development
13.2.3	Advocate for Traditional Owners to develop and promote cultural heritage tourism activities	No further update.	Manager Economic Development
13.2.4	Advocate for the development and promotion of tourism experiences	No further update.	Manager Economic Development
13.2.5	Implement wayfinding and interpretive tourism signage	Wayfinding design changes in progress. Tourist signage will be scheduled for next budget.	Director Asset Management

Shire of Esperance

Council Plan April 2026

Performance

Community confidence and trust in Council

Action Code	Action Name	Comments	Responsible Officer Position
14.1.1	Provide Integrated Planning and Reporting (IPR) framework documents and reviews	Council Plan completed, awaiting updated financial information for inclusion.	Governance & Corporate Support Coordinator
14.1.2	Provide public reports on progress towards achievement of priority projects and outcomes	Quarterly report provided to Council. Annual review commenced and documents will be sent to the management team for review in May.	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	Inflationary impacts of Fuel crisis and March CPI @4.6% to be incorporated into the revised LTFP estimates. Final workshops with Councillors will be scheduled in May.	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)	Ongoing issues with Civica consultant availability has put a hold on all Authority Improvements. It is hoped that all projects will resume in May. ESRI Public Maps are still in testing.	Manager Information Services

Shire of Esperance

Council Plan April 2026

A well informed and engaged community

Action Code	Action Name	Comments	Responsible Officer Position
16.1.1	Review the Communication and Engagement Strategy	The final draft is being formed up with the consultant.	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).	Engagement commenced on itinerant food traders to garner information around a review of the Trading in Public Places and Local Government Property Policy.	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

13. REPORTS OF COMMITTEES

Nil

14. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Moved: Cr Obourne

That Council:

1. Requests the Chief Executive Officer to obtain three (3) written quotations from suitably qualified independent external consultants to undertake an organisational and service delivery review of the Shire of Esperance; and
2. Requests that the three (3) quotations be obtained and presented to Council by the June 2026 Ordinary Council Meeting, subject to market availability; and
3. Notes that the purpose of the review is to ensure the most effective, efficient and financially sustainable use of ratepayer funds, particularly in the current challenging economic environment; and
4. Endorses that the review is to be independent of Shire staff, undertaken objectively and respectfully, and is not a performance review of individual employees, but a systems- and service-focused assessment; and
5. Notes that, subject to Council approval of a consultant, the review scope is intended to include (but not be limited to):
 - a. A whole-of-organisation SWOT analysis;
 - b. Identification of the Shire's mandatory legislative and statutory functions, including:
 - the legislative basis for each function;
 - the estimated annual cost to ratepayers;
 - any efficiencies or alternative delivery models available;
 - c. Identification of discretionary ("nice to do") services or activities, including:
 - the purpose and community benefit;
 - the estimated annual cost to ratepayers;
 - potential efficiencies, service-level adjustments, or recommendations for change;
 - d. High-level assessment of roles, responsibilities, systems and workflows, with a focus on productivity, duplication, and opportunities for improvement; and
6. Requests that, once quotations are received, the CEO brings a further report to Council for consideration, including:
 - a. A comparison of the three quotations;
 - b. A recommended consultant (if any);
 - c. A draft Terms of Reference, with the opportunity for Councillor participation in refining and endorsing the Terms of Reference prior to engagement; and
7. Confirms that no consultant is to be engaged, and no expenditure committed, without a formal Council decision.

15. MEMBERS QUESTIONS WITH OR WITHOUT NOTICE

16. URGENT BUSINESS APPROVED BY DECISION

17. MATTERS BEHIND CLOSED DOORS

Officer's Comment:

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

Item: 17.1

Activities in Thoroughfares and Public Places and Trading Amendment Local Law

CONFIDENTIAL ITEM

This report is considered confidential in accordance with the Local Government Act 1995, as it relates to a matter that a committee of a House of Parliament, or a joint committee of both Houses, has advised the local government must be dealt with on a confidential basis (Section 5.23 (2)(a)).

18. PUBLIC QUESTION TIME

19. CLOSURE