Shire of Esperance

ORDINARY COUNCIL

TUESDAY 22 SEPTEMBER 2026

MINUTES

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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.

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SHIRE OF ESPERANCE

MINUTES

ORDINARY COUNCIL MEETING HELD IN CASCADE HALL ON 22 September 2026. COMMENCING AT 4:00 PM

1. OFFICIAL OPENING

The Shire President declared the meeting open at 4:03pm and did an acknowledgement to country.

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

The President welcomed Councillors, staff, guests and members of the public to the meeting.

2. ATTENDANCE

Members

Pres. R Chambers	President	
Cr J Obourne		Town Ward
Vacant		Town Ward
Cr S Starcevich		Rural Ward
Cr G Harp		Town Ward
Cr C Davies		Town Ward

Shire Officers

Mr S Burge	Chief Executive Officer
Mr M Walker	Director Asset Management
Mr R Greive	Director External Services
Mrs R Hamilton	Acting Director Corporate & Community Services
Mrs C Hoffrichter	Executive Assistant
Miss E Godwin	Administration Assistant

Members of the Public & Press

Mark Walter
Liv Walter
Scott Welke
Lisa Jeitz
Tara Vermeersch
Courtney Pengilly

3. APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE

Previously Granted Leave of Absence

A leave of absence was previously granted to Councillor McWilliam for the period 29 July 2026 to 13 October 2026 inclusive.

A leave of absence was previously granted to Councillor de Haas for the period 11 September 2026 to 28 September 2026 inclusive.

A leave of absence was previously granted to Councillor Graham for the period 26 August 2026 to 2 October 2026 inclusive.

4. APPLICATIONS FOR LEAVE OF ABSENCE

LEAVE OF ABSENCE

Moved: **Cr Davies**
Seconded: **Cr Starcevich**

O0926-122

Council Resolution

That Council accept the below leave of absence:

Cr Obourne 01 October 2026 – 31 December 2026 inclusive

Cr Davies 21 October 2026 – 29 October 2026 inclusive

Pres Chambers 13 October 2026 – 01 November 2026 inclusive

CARRIED
F5 - A0
For: Cr Davies, Cr Starcevich, Cr Harp, Cr Obourne, Pres Chambers

5. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

6. DECLARATION OF MEMBERS INTERESTS

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

Mr Burge declared a Financial Interest in item 17.1 CEO Performance Review as it relates to his performance review.

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

Nil

6.3 Declarations of Impartiality Interests – Admin Regulations Section 34c

Mr Walker declared an Impartiality Interest in item 12.3.3 Lease Request – Lot 992, Lot 979, Lot 921 The Esplanade as he is a member of the Esperance Bay Yacht Club.

6.4 Declarations of Behavioural Breach Interests – Local Government Act Section 5.105(4)

Nil

7. PUBLIC QUESTION TIME

Nil Questions

8. PUBLIC ADDRESSES / DEPUTATIONS

Nil

9. PETITIONS

Nil

10. CONFIRMATION OF MINUTES

Moved: **Cr Harp**
Seconded: **Cr Obourne**

O0926-123

Council Resolution

That the Minutes of the Ordinary Council Meeting of the 25 August 2026, and the Special Council Meeting of the 8 September 2026 be confirmed as true and correct records.

CARRIED
F5 - A0
For: Cr Davies, Cr Starcevich, Cr Harp, Cr Obourne, Pres Chambers

11. DELEGATES' REPORTS WITHOUT DISCUSSION

Nil

12. MATTERS REQUIRING A DETERMINATION OF COUNCIL

12.1 EXTERNAL SERVICES

Item: 12.1.1

Policy Review - POL 0063: Trading in Public Places and Local Government Property

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

File Ref: D26/27142

Applicant
Internal

Location/Address
N/A

Executive Summary
Policy 0063 has been reviewed in full for effectiveness and to streamline assessment procedures.

Recommendation in Brief
That Council endorses the Trading in Public Places and Local Government Property policy inclusive of amendments, inclusions and deletions as reviewed.

Background
Policy 0063 was omitted from the routine policy review in 2025 to allow for adequate consultation in light of feedback from local businesses regarding the policy and from staff who apply the policy when assessing trading permit applications. It had been identified that the policy required a wholesale review to gain clarity and ease of administration.

A suite of three surveys were developed for identified stakeholders, one each for ‘bricks and mortar’ local businesses, mobile traders that had held a permit in the last two years, and the community. External consultation was undertaken across the month of May, and internal consultation was completed in August.

Officer’s Comment
Isolated changes to the policy had been made over the years in response to feedback from local businesses and staff. Local businesses feedback has centred around competition for trade due to mobile traders proximity to their business or due to the seasonality of the mobile trade. Staff feedback has centred around the difficulty in applying the policy to achieve fair and equitable outcomes that did not cause negative feedback or require staff discrepancy that leads to inconsistency in policy application.

Negative feedback can result from either the applicant who is not able to trade where they wish to because of policy constraints, or from bricks and mortar businesses who feel that mobile traders pose too greater competition. While the policy, and associated local laws, encompass a wide range of types of traders and public space users, it is noted that it is the category of food vendors that cause the greatest amount of consternation.

The aspect of competition is difficult to resolve as, like other levels of government, local government is expected to remain neutral in matters relating to commercial competition (Competition Principles

Agreement 1995); however, this issue can be viewed with a broader lens by considering the likes of amenity, space activation, and preservation of town character and function.

The survey outcomes provided some great insights into the perception of mobile traders across the three stakeholder groups. The community survey had a good level of response and provided excellent feedback from the community who vocalised a clear desire for mobile traders, particularly food traders who are seen to provide choice and diversity and increase vibrancy of public spaces.

The policy review has been undertaken in such a way as to seek to resolve the issues identified as much as practicable to achieve balance and best outcomes in line with community expectations, and to improve service outcomes by removing staff discretion and negotiation wherever possible throughout the application and assessment process.

Alternative Considerations
Retain current policy with minor amendments.
Apply alternative control mechanisms within the policy.

Consultation
Community via survey
Mobile traders via survey
Local businesses via survey
Asset Management – all service areas
External Services – all service areas
Corporate Support & Governance

Financial Implications
The financial implications arising from this report are in relation to the fees and charges received for applications to trade or to use local government property in accordance with the policy. No other financial implications.

Asset Management Implications
Trading and use of local government property occurs on Shire reserves which requires liaison between External Services and relevant Asset Management service areas, notably Parks and Reserves for the protection and provision of amenities.

Statutory Implications
Issuance of permits must be done in accordance with the policy and Activities in Thoroughfares and Public Places and Trading Local Law 2025 and Local Government Property Local Law, as amended.

Trading activities must be done in accordance with all relevant legislation.

Policy Implications
There is no direct impact to other policies.

Strategic Implications
Council Plan 2022 – 2032
Place - Outcome 7. Attractive and Welcoming Places
Objective 7.1. Develop an attractive and welcoming town centre

Environmental Considerations

The environmental considerations arising from this report are in relation to the use of reserves for commercial activities which can cause littering or amenity issues. The draft policy addresses these environmental considerations with specific provisions relating to how traders must operate and the amenities of an approved fixed location.

Attachments

A⇩. DRAFT - POL 0063 - Trading in Public Places and Local Government Property

Item 12.1.1 Policy Review – POL 0063: Trading in Public Places and Local Government Property

Moved: **Cr Davies**
Seconded: **Cr Harp**

O0926-124

Council Resolution

That Council endorses the Trading in Public Places and Local Government Property policy inclusive of amendments, inclusions and deletions as reviewed.

CARRIED
F5 - A0
For: Cr Davies, Cr Starcevich, Cr Harp, Cr Obourne, Pres Chambers

COUNCIL POLICY

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 that aligns with the use of public places and local government property.

The purpose of this policy is -

1. To provide direction to Shire administration 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 2025* and/or *Local Government Property Local Law 2009*, and other relevant regulatory instruments.
2. To provide a clear set of controls for operators to trade under.
3. To protect the amenity and function of the Shire's public places and protect priority use for community members.
4. To encourage traders to operate in locations that support the activation of public places and promote and align with community activities.
5. To ensure traders operate in a manner that complements surrounding trade.
6. To align the policy with the Shire of Esperance *Public Health Plan 2026 - 2031* objectives, and to support the achievement of the Plans objectives and actions.
7. To align the policy with the Shire of Esperance *Disability and Inclusion Plan 2025 – 2030* objectives, and to support the achievement of the Plans objectives and actions.

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, community service organisations, and individuals seeking to use public land to operate a business, undertake a commercial activity, or provide a community service.

'Trading in public places' refers to long-term or periodic occupation of Shire controlled land for the purposes of either selling or displaying goods, providing services, and/or offering activities.

This policy covers the following type of traders, who may trade on a casual, seasonal, or permanent basis:

1. Food Traders
2. Commercial Traders
3. Community Health Service
4. Community Activation and Wellbeing

This policy does not apply to Traders who wish to trade on privately owned land. Proposals to use private land will generally be subject to a development application.

Definitions

Approved Fixed Site: means locations from which vendors can trade with Shire approval, in accordance with any requirements of the approved fixed site.

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

Casual Trading: Trade that is temporary and/or periodic in nature. Trade duration may be singular days of trade or short periods of trade that typically do not cumulate to exceed a week.

Community Activation and Wellbeing: The provision of an activity or a service that promotes and provides participation by the community in exercise or other wellbeing activities. Unless unpracticable or inappropriate, principles of accessibility and inclusion are to be incorporated in the activity or service.

Community Health Service: A person or organisation that provides a free or low-cost health service on a temporary basis from a vehicle, trailer or stall, or at a location.

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

Commercial Trader: means a person who sells goods or services from a vehicle parked temporarily on the road/public place while they are parked. Includes retail type of trade.

Food Trader: A trader that sells food, and includes traders operating food stalls, food vans, and food trucks on a permanent, casual, or seasonal basis. Excludes special permit holders and itinerant food traders.

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 Truck: means any form of food vehicle with a Gross Vehicle Mass (GVM) over 4,500kg.

Food Van: means a form of Food 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 Food 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*.

Permanent Trading: Trading where routine trade has been approved by the Shire for a period of time that is not seasonal or casual. The period of time and frequency of trade in that period of which trade is permitted to occur will be specified in a permit.

Permit: means a permit issued to any type of permit holder to which this policy applies, and is required under the *Activities in Thoroughfares and Public Places and Trading* and/or *Local Government Property local laws.*

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

Seasonal Trading: Trading that occurs during or across a seasonal period, typically the ‘summer’ period, from October to May, and includes multiple trading events on a regular basis.

Special Permit Holder: Typically a Community Service Organisation that provides a free or low-cost food service, or other type of community service.

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.

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

Trader's Permit: means a permit issued to a Trader or Stallholder.

Application Assessment Practice

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.

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

Assessment of an application considers the proposed location and impact that the trading activity may have on surrounding land uses, functionality, or character of an area, as well as other traders and commercial outlets, traffic flow and the amenities at the desired location.

The 'Purpose' of this policy identifies that the policy is to 'ensure traders operate in a manner that complements surrounding trade', meaning that the assessment of an application will consider, where relevant, if the type of trade proposed is aligned with the character or function of the immediate vicinity, and whether it contributes to or detracts from the public place.

Assessment will not consider the level of competition the proposed trade will incur to nearby 'bricks and mortar' businesses or other traders, including comparisons of types of goods or food offered or sold. Assessment may consider the suitability of proposed trading times in order to improve amenity outcomes, such as reduced parking demand and support pedestrian safety.

Designated Trade Areas

Approved Fixed Sites

Appendix 1 identifies Approved Fixed Sites for specific types of trade and duration of trade, and other considerations for the assessment of an application. Applicants are encouraged to select a preferred site based on the site description and best suited operational parameters.

Approved Fixed Sites were selected for the following reasons:

1. Suitability for types of trade.
2. Suitability for times of trade.
3. Distance or proximity to similar or contrary land uses, such as commercial activities, residential or sensitive land uses.
4. Amenity availability and amenity impacts.
5. Public safety.
6. Consideration of activation of space and contribution to space vibrancy.
7. Historical success of trading at the site.
8. Consultation outcomes, including surveys, trader and 'bricks and mortar' feedback, community and internal feedback.

Non-Approved Sites – when considered and application requirements

Where an application seeks to trade outside of an Approved Fixed Site the applicant will be required to demonstrate suitability for the proposed type of trade to the proposed site and location. An applicant must submit all required documentation as outlined in the relevant sections below, and may be required to submit additional documentation including:

- Cover letter outlining trade detail and why they seek to trade at the location.
- Risk assessment and risk management plan for the proposed trade at the site.

Note: Only non-food traders can apply to trade outside of an Approved Fixed Site.

Where a health service demonstrates maximum accessibility to the community, or part of the community, at a location in a public space or on local government property, the Shire will support the provision of that service outside of approved fixed locations where appropriate.

Town Boat Ramp Exclusion Zone

Appendix 2 identifies the Town Boat Ramp Carpark Exclusion Zone.

The Town Boat Ramp Carpark Exclusion Zone prohibits food traders and commercial traders. Community Activation & Wellbeing permit holders may apply to use the grassed areas within the exclusion zone, subject to approval.

Non-designated Trade Areas Outside of Esperance Townsite

A trading permit for a location outside of the Esperance Townsite can be made provided that the applicant can demonstrate that they meet the relevant requirements in the subsequent sections to the type of trade proposed.

Examples of such locations include:

Esperance Airport – Expressions of Interest are encouraged for mobile coffee vans that propose to sell coffee, tea, other beverages, snacks, and/or light meals. Only one van can be supported at any one time.

Within the townsites of Salmon Gums, Grass Patch, Scaddan, Gibson, Condingup, and Cascades.

<u>Trading – General Requirements applicable to all Traders</u>

1. All Stallholders and 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. Fees may apply for the provision of additional waste or cleaning services.

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. Where a trader has additional lighting, any lighting must not pose a hazard to vehicles and pedestrians in the vicinity, and not be a nuisance to residences.
7. Advertising signs are restricted to the vehicle/stall from which the business is conducted unless otherwise approved.
8. All traders must be self-contained with the ability to provide own power and water, as well as retain any wastewater until appropriate disposal. Food traders must comply with the Food Standards Code requirements for relating to potable water and wastewater.
9. Where a site has water, power, or other service connections, a trader does not have any right to connect to water, power, or other services, unless negotiated with and approved by the Shire. Fees & Charges will apply for the use of any services, and/or metered use charges may apply.
10. To apply for a permit 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 Standards Code, applicable Australian standards, and the Shire of Esperance Health Local Law 2025 (as amended)) is required, in addition to meeting any specific requirements set out by Environmental Health staff in assessing and inspecting the mobile food business.
11. Fees will be applied as per Council's Fees and Charges Schedule.

Trading Approved Fixed Sites

1. The Shire of Esperance has identified Approved Fixed Sites where trading may be permitted only by the approved Traders in accordance with their permit.

2. A Trader operating within an Approved Fixed Site as identified in Appendix 1 may be issued for a maximum fixed term of 3 years. At each financial year anniversary, permit conditions shall be reviewed and annual fee invoiced.
3. Where a trader has demonstrated compliance, trading regularity, community value, and has enhanced a public space, the Shire may approve a trader to a maximum of 5 years with yearly permit review and annual fee invoiced.
4. The maximum number of traders able to trade at any approved fixed site at any one time is specified for each site in Appendix 1.
5. If a trader is unable to trade for periods of time of greater than 50% of operation, as specified in their permit, then that trader must notify the Shire in writing. The Shire reserves the right to make this site available to other traders during a period of absence.
6. An approved fixed trading site becomes available when a permit holder either:
   a) Notifies the Shire in writing that they wish to cease trading and when. The site becomes available from the next day; or,
   b) Fails to trade in accordance with their permit conditions, and/or where a trader does not trade during the permitted periods and operating times specified on their permit for two months without written permission from the Shire. This 'Use it or Lose it' clause applies to all trading types.

      For the purposes of clarity, two months includes eight consecutive weeks of failure to trade for at least 50% of the permitted operating time, whether the trade is permanent or seasonal.
7. The Shire of Esperance will call for applications from Traders to operate at an Approved Fixed Site prior to the expiry of a Trader's Permit or when an Approved Fixed Site becomes available.
8. 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. Any such desirability rating will be based on the proximity, attractiveness of the locality and/or potential for passing trade.
9. Trader's Permits for any site 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 and complement the immediate area (i.e. authenticity, unique culinary experience, celebrating local produce, or creating vibrancy/activating space);
   b. Experience of the Trader (e.g. food van or restaurant that is currently operates and demonstrates high compliance, or operates from multiple locations);
   c. Already in possession of a well-designed and well-maintained vehicle that does not detract from the amenity of the area, is self-contained for water and power, 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 Trader and existing patronage by the community;

   f. Risk management plans provided by the Trader.
   g. Knowledge of food safety requirements;
   h. Litter management plan.
10. The Shire reserves the right to consider periods of non-trade and non-compliance with permit conditions when assessing new or subsequent permit applications for any site by a trader.
11. The Shire will consider the period applied for in an application but reserves the right to approve a permit for a lesser time than applied for, with consideration to the criteria set out above.

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. An approved event at an Approved Fixed Site may permit a greater number of traders, and event traders may operate outside of the parameters as outlined in Appendix 1.

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

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

1. A permit maybe issued to allow a Community Service Organisation to trade outside of the approved fixed trading sites if providing low risk food as part of a community service, and/or a type of community service that benefits vulnerable community members.

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

Stallholder

1. A stallholder proposing to operate a food stall, which intends to sell medium- to high-risk foods (e.g. sausage sizzles, sandwiches etc) is required to submit an application for approval (unless proof of appropriate registration is provided) to the Shire's Environmental Health team.
9. 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 medium- to 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 2025* require Traders to obtain a permit for trading and selling food.

The *Local Government Property Local Law*, as amended 2009, makes provisions for the use of local government property.

The Shire's *Public Health Plan 2026 – 2031* and the *Disability and Inclusion Plan 2025 – 2030* outline objectives relevant to the purpose, scope, and application of this policy.

This policy aims to provide direction and guidance to applicants, and for Shire officers assessing applications, to ensure equity for commercial outlets, public space users, and the broader community to provide for vibrant public spaces.

Appendix 1

Approved Fixed Sites

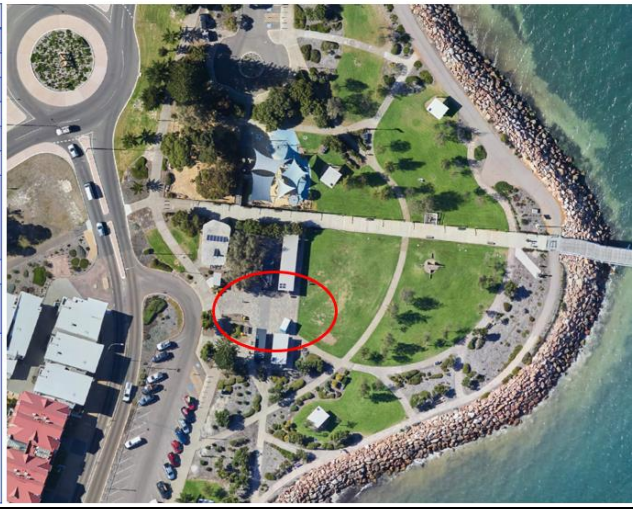
1-A RAC Caravan Park – Food Trader Site

Facilities			
Toilets	❌	Rubbish Bins	❌
Drinking Water	❌	Power	❌
Open Space	❌	Lighting	❌
Table & Benches	❌	Parking (limited)	✅
Trading Conditions			
Fixed			
Maximum Traders	1		
Permitted Hours	5am – 9pm		
Conflict with adjacent landuse/s	Low		
Other	• Self-contained van only • No storage of van allowed outside operation hours • Suitable for beverage vendor, such as coffee van. • Casual evening trade may be considered		



1-B Jetty Headland – Food Trader Site

Facilities			
Toilets	✅	Rubbish Bins	✅
Drinking Water	❌	Power	❌
Open Space	✅	Lighting	✅
Table & Benches	✅	Parking	✅
Trading Conditions			
Fixed / Temporary			
Maximum Traders	2. Events may permit an increased number of food vans.		
Permitted Hours	Restrictions apply		
Conflict with Adjacent Landuse/s	Medium		
Other	• Self-contained vans and marquee vendors • No storage of vans allowed outside operation hours • No food trucks permitted on grass or paved area		



1-C Twilight Beach Carpark – Food Trader Site

Facilities			
Toilets	✅	Rubbish Bins	✅
Drinking Water	❌	Power	❌
Open Space	✅	Lighting	❌
Table & Benches	✅	Parking	✅
Trading Conditions			
Fixed / Temporary / Seasonal			
Maximum Traders	1		
Permitted Hours	8am to 5pm		
Conflict with Adjacent Landuse/s	Low		
Other	• Self-contained van only • No storage of van allowed outside operation hours		



1-D Skate Park – Food and Commercial Traders

Facilities			
Toilets	✅	Rubbish Bins	✅
Drinking Water	✅	Power	❌
Open Space	✅	Lighting	✅
Table & Benches	❌	Parking	✅
Trading Conditions			
Fixed / Temporary			
Maximum Traders	2-4, depending on specific location of trade		
Permitted Hours	6am - 9pm		
Conflict with Adjacent Landuse/s	Medium		
Other	• Self-contained vans and marquee vendors • No storage of vans allowed outside operation hours • Vendors must open towards grassed areas where appropriate to improve pedestrian safety and traffic flow		



Note: Traders may be required to be grouped together in a single designated trading area as directed by Shire staff.

1-E Jetty Headland Playground – Food and Commercial Traders

Facilities			
Toilets	✅	Rubbish Bins	✅
Drinking Water	❌	Power	❌
Open Space	✅	Lighting	❌
Table & Benches	✅	Parking	✅
Trading Conditions			
Fixed / Temporary / Seasonal (October to April)			
Maximum Traders	2		
Permitted Hours	5am – 9pm		
Conflict with Adjacent Landuse/s	Medium		
Other	• Self-contained vans only • No storage of vans allowed outside operation hours • Traders to trade within roundabout section		



1-F Greater Sports Ground – Community Health Services and Food Traders

Facilities			
Toilets	✅	Rubbish Bins	✅
Drinking Water	❌	Power	✅
Open Space	❌	Lighting	✅
Table & Benches	❌	Parking	✅
Trading Conditions			
Fixed / Temporary / Seasonal			
Maximum Traders	1		
Permitted Hours	Restricted		
Conflict with Adjacent Landuse/s	Low		
Other	• Specific trading site to be negotiated • Trading may be seasonally limited • Barista coffee can be considered for weekend day trade • Food van events may be held during Overflow operation		



Note: Food trading is limited across the Greater Sports Ground due to potential conflicting land uses. Community Health Services will be given an appropriate site within the grounds by Shire staff upon assessment of application.

1-G RSL Carpark – Community Health Services

Facilities			
Toilets	✅	Rubbish Bins	✅
Drinking Water	❌	Power	✅
Open Space	❌	Lighting	❌
Table & Benches	❌	Parking	✅
Trading Conditions			
Fixed / Temporary			
Maximum Traders	1		
Permitted Hours	Daylight hours		
Conflict with Adjacent Landuse/s	Low		
Other	• Van can be stored outside of operation hours • Includes R 6206 and Lot 309		



1-H Jetty Headland – Community Activation and Wellbeing

Facilities			
Toilets	✅	Rubbish Bins	✅
Drinking Water	❌	Power	❌
Open Space	✅	Lighting	❌
Table & Benches	✅	Parking	✅
Trading Conditions			
Temporary			
Maximum Traders	2		
Permitted Hours	Daylight hours		
Conflict with Adjacent Landuse/s	Medium		
Other	• Minimal impact – no marquees • Fitness, Yoga or similar		



1-I Whale Tail Area – Community Activation and Wellbeing

Facilities			
Toilets	✅	Rubbish Bins	✅
Drinking Water	✅	Power	❌
Open Space	✅	Lighting	❌
Table & Benches	✅	Parking	✅
Trading Conditions			
Temporary / Seasonal			
Maximum Traders	1 – 2, dependant on type and impact		
Permitted Hours	Daylight hours		
Conflict with Adjacent Landuse/s	Medium		
Other	• Self-contained vans only in parking bay only • Marquees allowed on lawn – no pegging due to reticulation • No storage of vans allowed outside operation hours • First parking lot reserved for HeliSpirit between December and April		



1-J Mini Golf Area – Community Activation and Wellbeing

Facilities			
Toilets	✅	Rubbish Bins	✅
Drinking Water	✅	Power	❌
Open Space	✅	Lighting	❌
Table & Benches	❌	Parking	✅
Trading Conditions			
Temporary / Seasonal			
Maximum Traders	1 – 2, dependant of type and impact		
Permitted Hours	Daylight hours		
Conflict with Adjacent Landuse/s	Medium		
Other	• No storage of vans allowed outside operation hours		



Appendix 2

Town Boat Ramp Exclusion Zone



.....End.....

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 2025*
- *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.
- *Public Health Plan 2026 – 2031*
- *Disability and Inclusion Plan 2025 - 2030*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
April 2018	1	D18/376	New policy	O0418-074	April 2020
Oct 2020			No change, Council resolved to undertake 30 day advertising period.	O1020-317	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 been amended to include Reserve 27318.	O0323-048	Dec 2025
Feb 2024	6	D18/376[v6]	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
September 2026	7	D18/376[v7]	Full review and rewrite.		

12.2 ASSET MANAGEMENT
Item: 12.2.1

Esperance CBD Parking Review

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

File Ref: D26/27348

Applicant
Internal

Location/Address
Esperance Central Business District

Executive Summary
For Council to consider the outcomes of the Esperance CBD parking review, and to consider reconfiguring the parking bays in the Esperance CBD.

Recommendation in Brief
That Council:

1. Supports the standardisation of parking bays in the Esperance CBD to 2.6m, noting this will result in the loss of 28 car parking bays, 7 motorcycle bays and an increase of 2 ACROD bays, as per the attached plan;
2. Supports the reconfigured parking bay markings being painted with guide-in lines to assist drivers to park centrally; and
3. Authorises the Chief Executive Officer to implement the changes in accordance with the Parking and Parking Facilities Local Law 2025, including any minor modifications.

Background
As part of the Council Plan 2026 - 2036, Council requested that a CBD parking review be completed to determine whether there is a need to increase the minimum size of parking bays. Officers have reviewed the on-street parking bay dimensions within the Esperance CBD (Dempster Street – James Street to Williams Street and Andrew Street – The Esplanade to Windich Street) and identified that bays are variable across the CBD.

The review found that:

- The current on-street CBD parking supply comprises:
  - 245 car parking bays;
  - 15 ACROD bays; and
  - 17 motorcycle bays.
- The car parking bay sizes are variable throughout the CBD.
- Bay widths were found to be below the minimum standards at multiple locations, with a number being only 2.3m wide.
- Existing angled line markings are inconsistent, with not all bays marked at 45 degrees.
- Some existing bays conflict with ingress and egress points, including driveways.

The relevant Australian Standard identifies the following minimum angle parking bay widths:

- 2.4m for low-turnover parking, being all-day parking;
- 2.5m for medium-turnover parking, being 2 hours to less than all-day parking; and

- 2.6m for high-turnover parking, being less than 2 hours parking.

As the Esperance CBD operates as a maximum two-hour parking area, it is appropriate to treat it as a high-turnover parking environment. On this basis, a 2.6m bay width is considered the appropriate standard.

Officer's Comment
Vehicles using the Esperance CBD include a high proportion of large SUVs, 4WDs and increasingly pickup trucks. Recent vehicle dimension information indicates many common larger vehicles are approximately 1.9m to 2.1m wide, excluding mirrors, see attachment B. In a 2.6m bay, larger vehicles reduce the practical clearance available between parked vehicles and increase the importance of drivers parking centrally within the marked bay. This is particularly relevant in angled parking areas, where a vehicle parked off-centre can reduce the usable space for adjoining bays and make entry and exit more difficult for other users.

Shire Officers have prepared concept layouts for reconfiguring parking bays within the Esperance CBD based on both 2.6m and 2.8m bay widths. The 2.6m option was further refined through minor kerb and pavement modifications to reduce the impact on overall parking supply, see attached Concept Plan. The effect of each option on bay numbers is shown below.

	Current	2.6m Wide	2.8m Wide
Car bays	245	217	200
ACROD Bays	15	17	18
Motorcycle Bays	17	10	8

The proposal also includes the use of guide-in line markings. These markings would provide a visual reference to assist drivers to enter and centre vehicles within each bay, particularly in angled parking areas where inconsistent vehicle positioning can reduce available clearance and affect adjacent bays. Guide-in lines are not intended to change the dimensions of the bay but would support more consistent parking behaviour and improve the practical usability of the revised 2.6m wide bay layout.

Officers recommend Council consider reconfiguring the car parking bays in the Esperance CBD to the 2.6m wide option because it improves bay usability and consistency, aligns with the high turnover parking Standards, and limits the reduction in CBD parking supply compared with the 2.8m wide option. While the 2.8m option provides greater clearance, the additional loss of parking supply is considered disproportionate when compared with the practical improvement achieved by standardising bays to 2.6m and adding guide-in line markings.

Alternative Considerations
Council may choose to retain the existing bay layout, increase bays to 2.8m wide, or approve the recommended 2.6m bay width. Retaining the existing layout would preserve the current number of bays but would not address inconsistent dimensions, undersized bays or the usability concerns identified through the review. The 2.8m option would provide additional vehicle clearance but would increase the loss of bays from 28 to 45 when compared with the 2.6m wide option.

Consultation
Council was briefed at a workshop held on 9 June 2026.

Financial Implications
The financial implications arising from this report are expected to be limited to line marking and minor pavement and kerbing works. A budget allocation of $40,000 has been made to undertake these works in the current financial year.

Asset Management Implications
The proposal relates to the management and operation of existing parking assets within the Esperance CBD. Standardising bay widths and improving line marking will support more consistent asset presentation and may reduce operational issues caused by undersized or inconsistent bays.

Statutory Implications
The Parking and Parking Facilities Local Law 2025 requires Council to make a resolution to change parking bays. A Council decision is therefore required before the proposed changes are implemented.

Policy Implications
There are no direct policy implications identified. The recommendation is consistent with Council's strategic direction to improve access to parking in the CBD.

Strategic Implications
Council Plan 2026 – 2036
Place - Outcome 8. Safe, Efficient and Sustainable Transport Networks
Objective 8.3 Improve access to parking
Priority Project 8.3.1 Complete a CBD parking review to determine if there is a need to increase the minimum size of parking bays

Environmental Considerations
Nil

Attachments
A⇩. Esperance CBD Parking - Proposed Configuration 2.6m Wide
B⇩. Average Large Vehicle Dimensions

Item 12.2.1 Esperance CBD Parking Review

Moved: **Cr Harp**
Seconded: **Cr Starcevich**

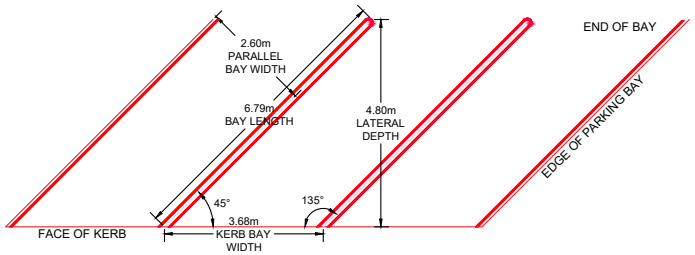
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Council Resolution

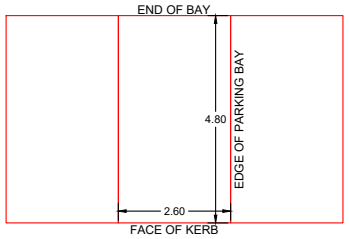
That Council:

1. **Supports the standardisation of on-street parking bays in the Esperance CBD to 2.6m wide, noting this will result in the loss of 28 car parking bays, 7 motorcycle bays and an increase of 2 ACROD bays, as per the attached plan;**
2. **Supports the reconfigured parking bay markings being painted with guide-in lines to assist drivers to park centrally; and**
3. **Authorises the Chief Executive Officer to implement the changes in accordance with the Parking and Parking Facilities Local Law 2025, including any minor modifications.**

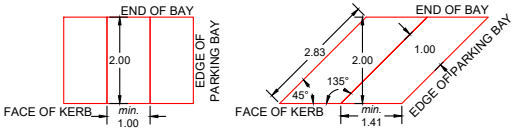
CARRIED
F5 - A0
For: Cr Davies, Cr Starcevich, Cr Harp, Cr Obourne, Pres Chambers



45° PARKING BAY MEASUREMENTS
TAKEN FROM AS2890.5:2020

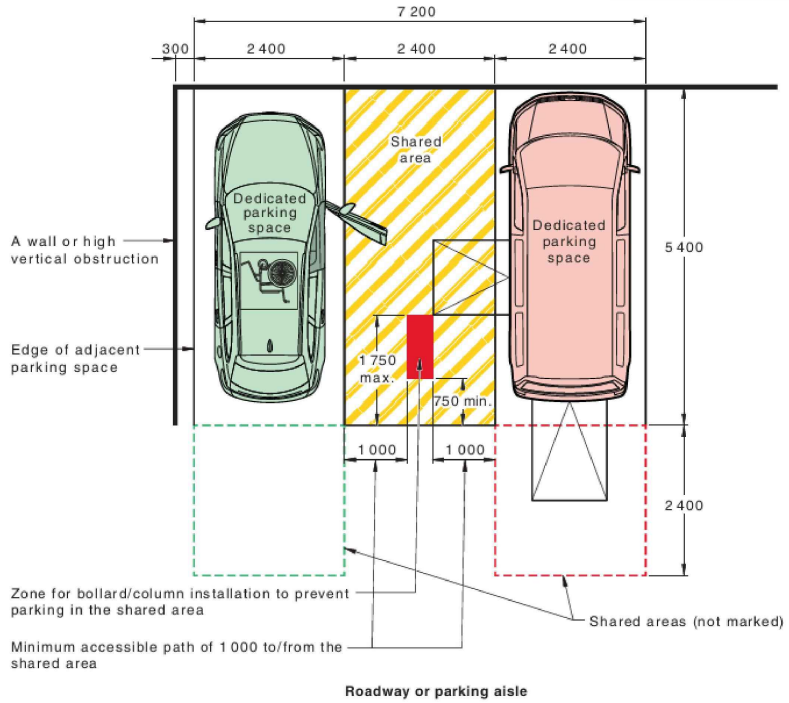


90° PARKING BAY MEASUREMENTS
TAKEN FROM AS2890.5:2020



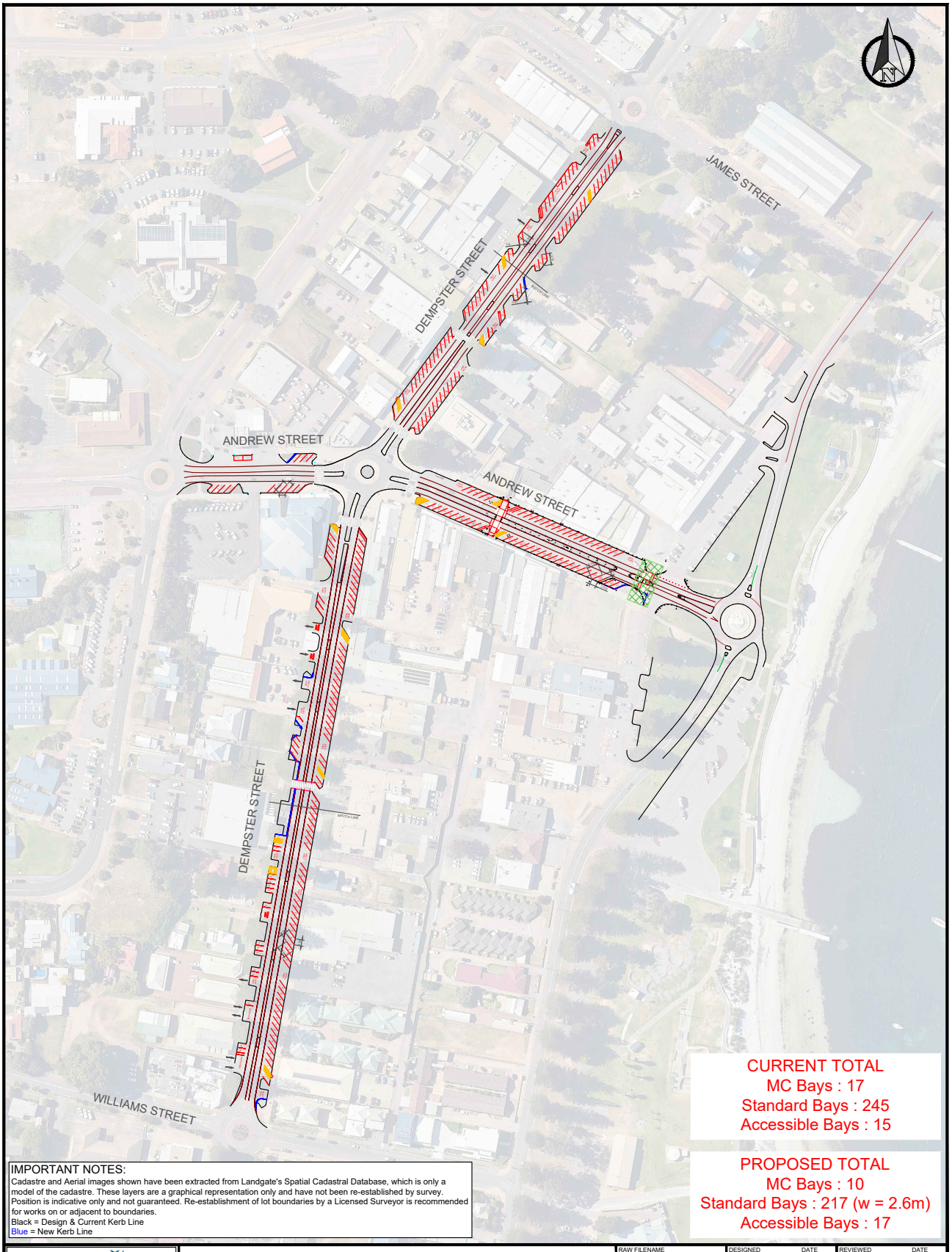
90° & 45° MOTORCYCLE PARKING BAY
MEASUREMENTS
TAKEN FROM AS2890.5:2020

Dimensions in millimetres



NOTE All dimensions in Figure 2.3 are minimum unless specified otherwise.

Figure 2.3 — Example of two parking spaces with a common shared area and wall



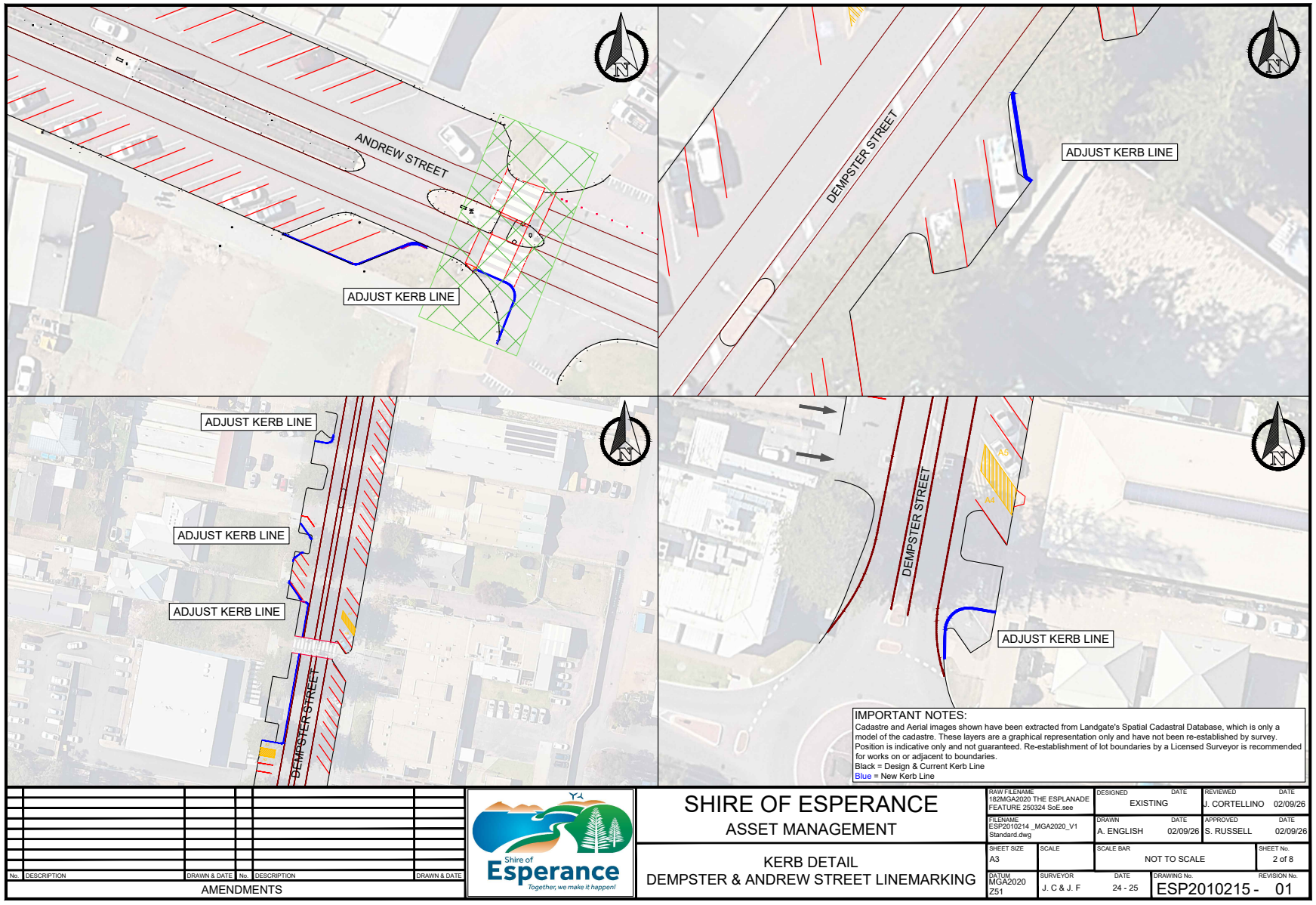
Shire of Esperance
Together, we make it happen!

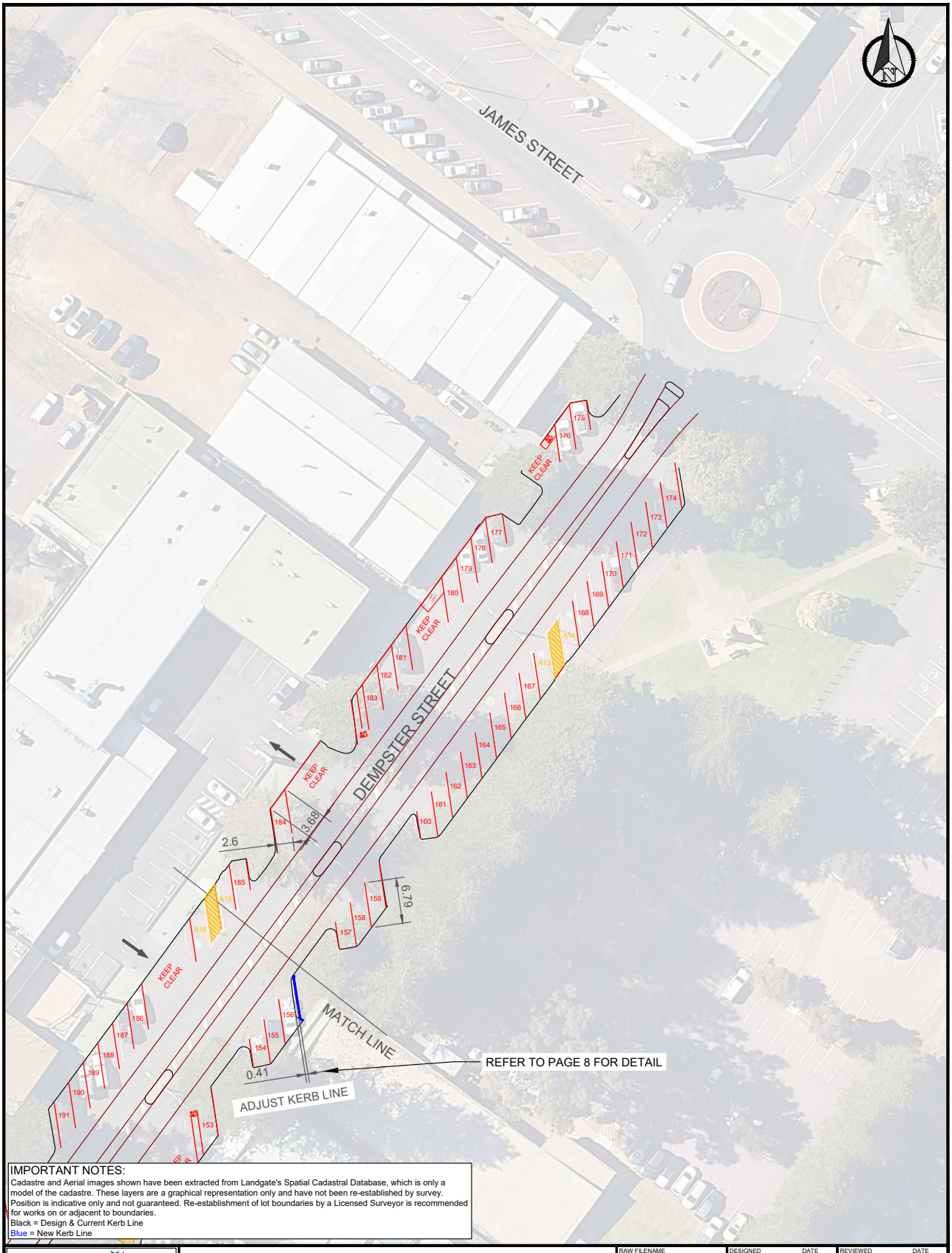
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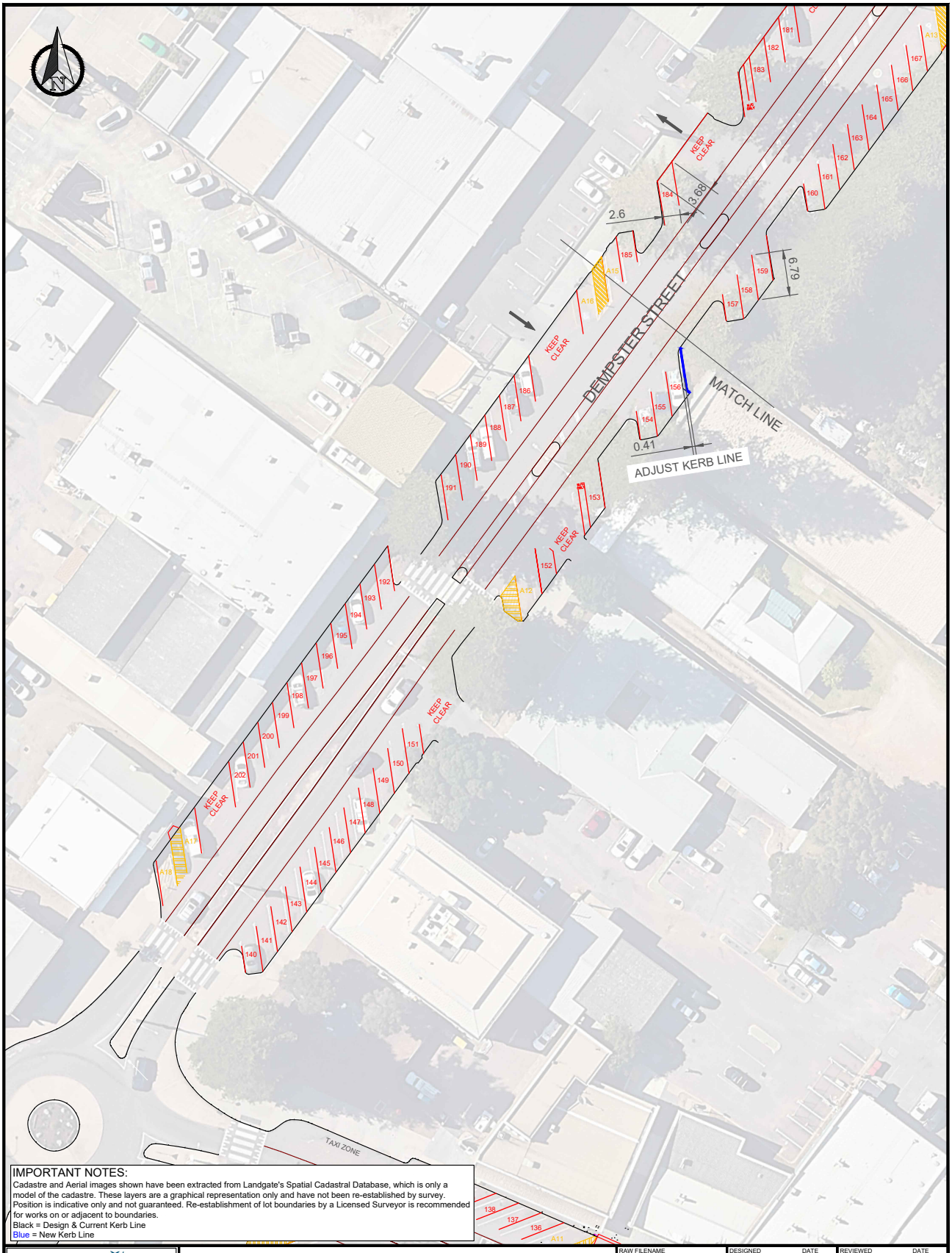
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DATUM: MGA2020 Z51	SURVEYOR: J. C & J. F	DATE: 24 - 25	DRAWING NO.: ESP2010215 -		REVISION NO.: 01


ANDREW STREET
ADJUST KERB LINE
DEMPSTER STREET
ADJUST KERB LINE
ADJUST KERB LINE
ADJUST KERB LINE
ADJUST KERB LINE
DEMPSTER STREET
DEMPSTER STREET
A5
A4
ADJUST KERB LINE
IMPORTANT NOTES:
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Blue = New Kerb Line
No. DESCRIPTION DRAWN & DATE
AMENDMENTS
Shire of Esperance
Together, we make it happen!
SHIRE OF ESPERANCE
ASSET MANAGEMENT
KERB DETAIL
DEMPSTER & ANDREW STREET LINEMARKING
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REVIEWED J. CORTELLINO 02/09/26
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SHEET No. 2 of 8
DATUM MGA2020 Z51
SURVEYOR J. C & J. F
DATE 24 - 25
DRAWING No. ESP2010215 -
REVISION No. 01


JAMES STREET
DEMPSTER STREET
KEEP CLEAR
KEEP CLEAR
KEEP CLEAR
KEEP CLEAR
3.68
2.6
6.79
0.41
MATCH LINE
REFER TO PAGE 8 FOR DETAIL
ADJUST KERB LINE
A13
A14
A15
A16
IMPORTANT NOTES:
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Blue = New Kerb Line
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BETWEEN ANDREW ST & JAMES ST
(Standard Bays)
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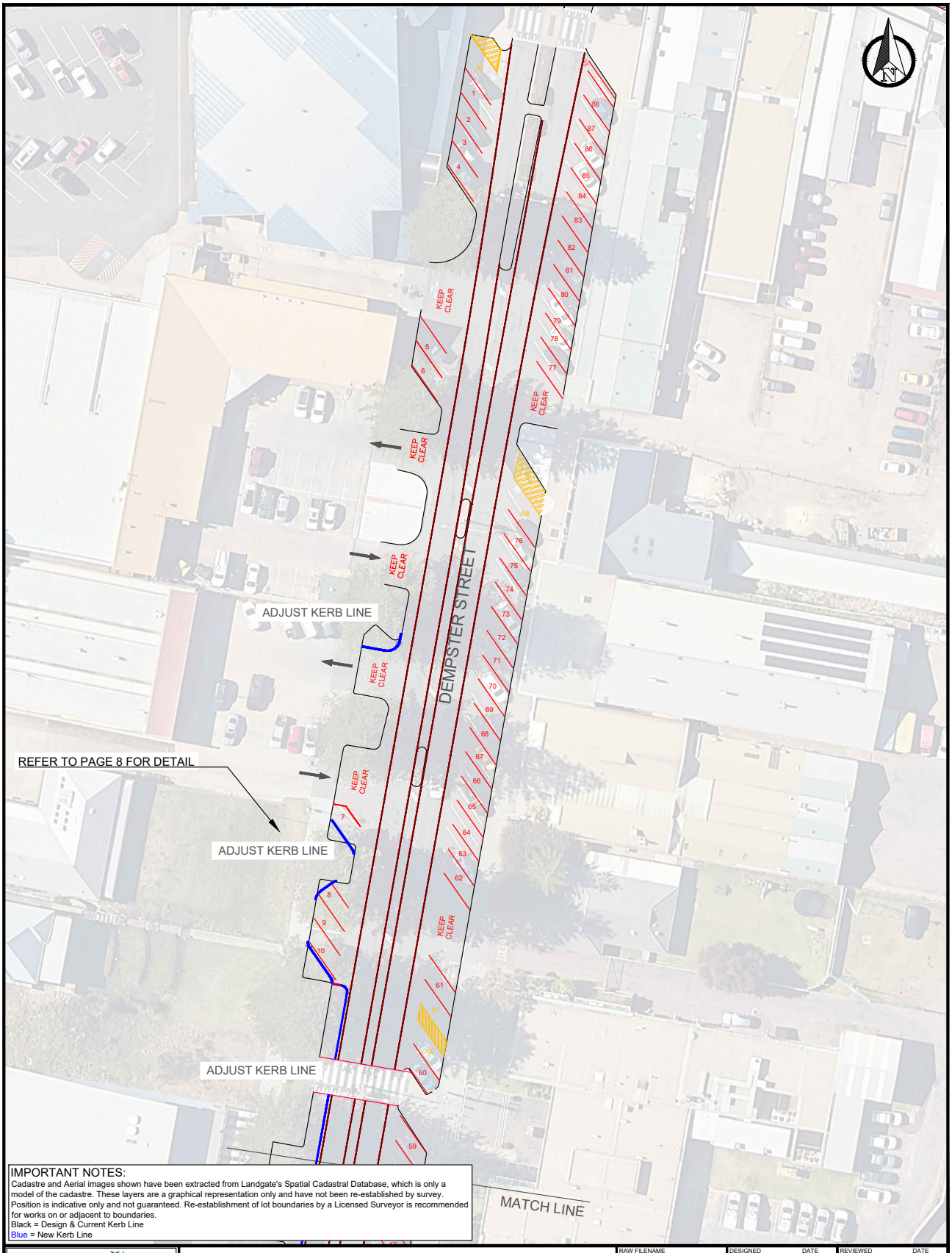
Shire of Esperance
Together, we make it happen!

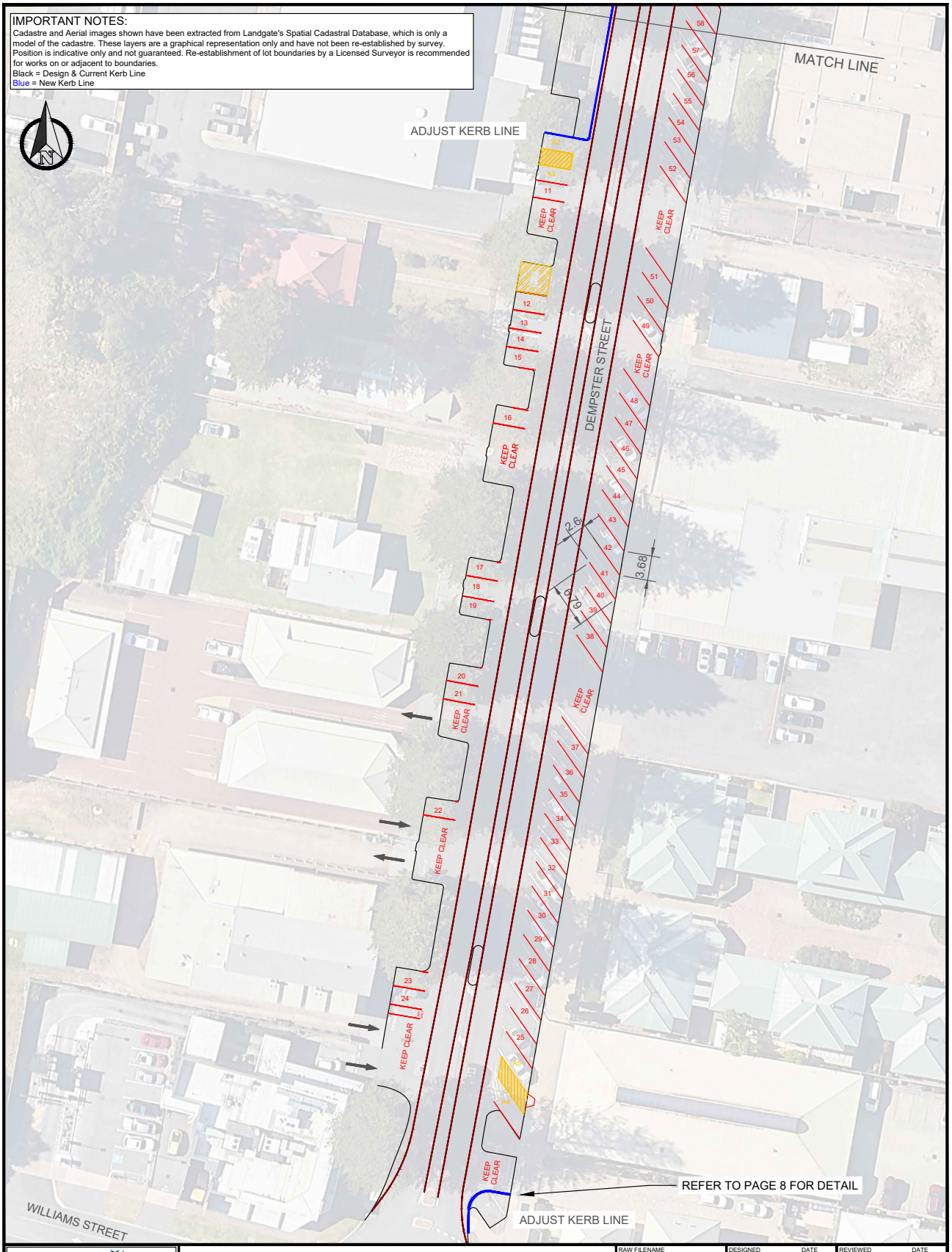
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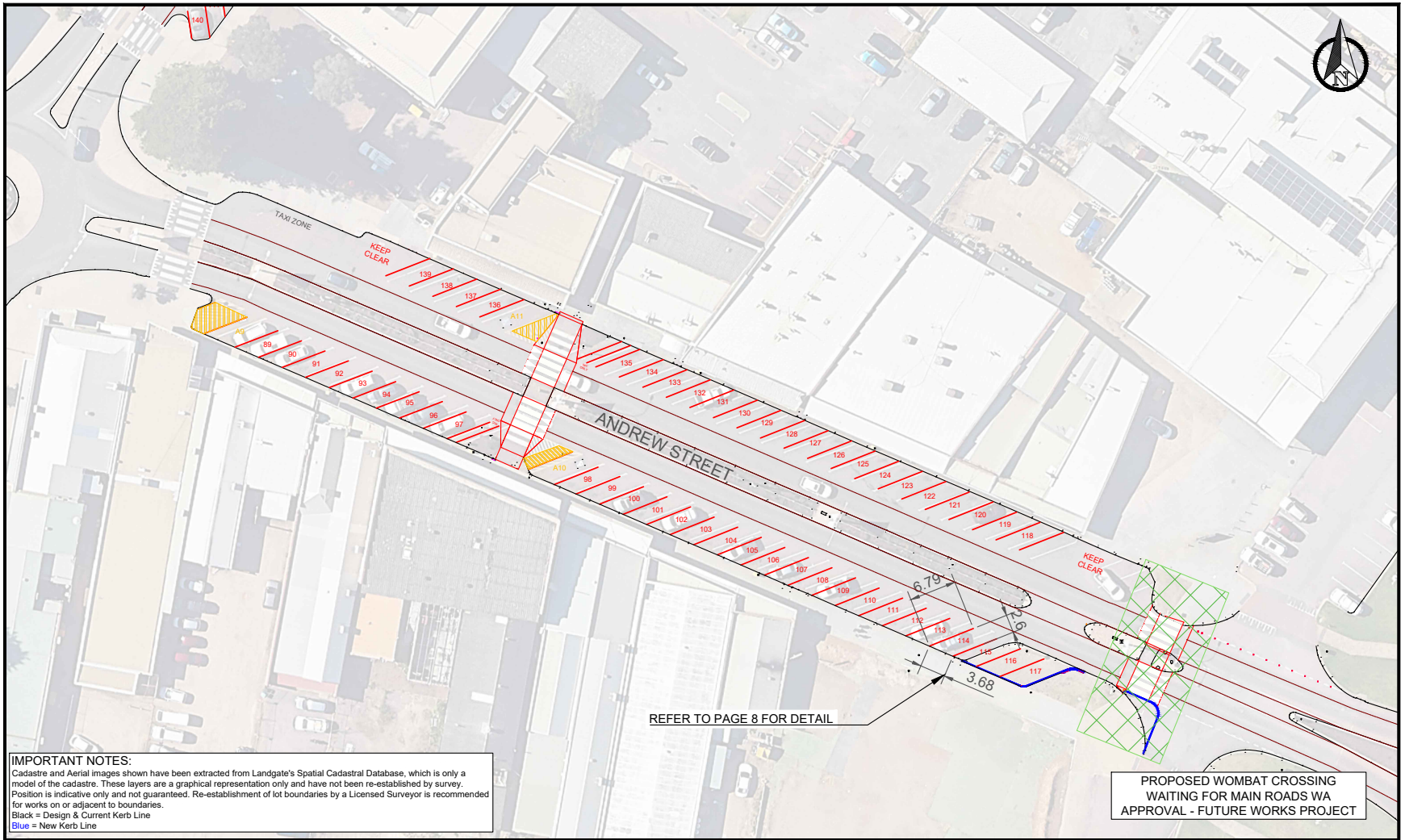
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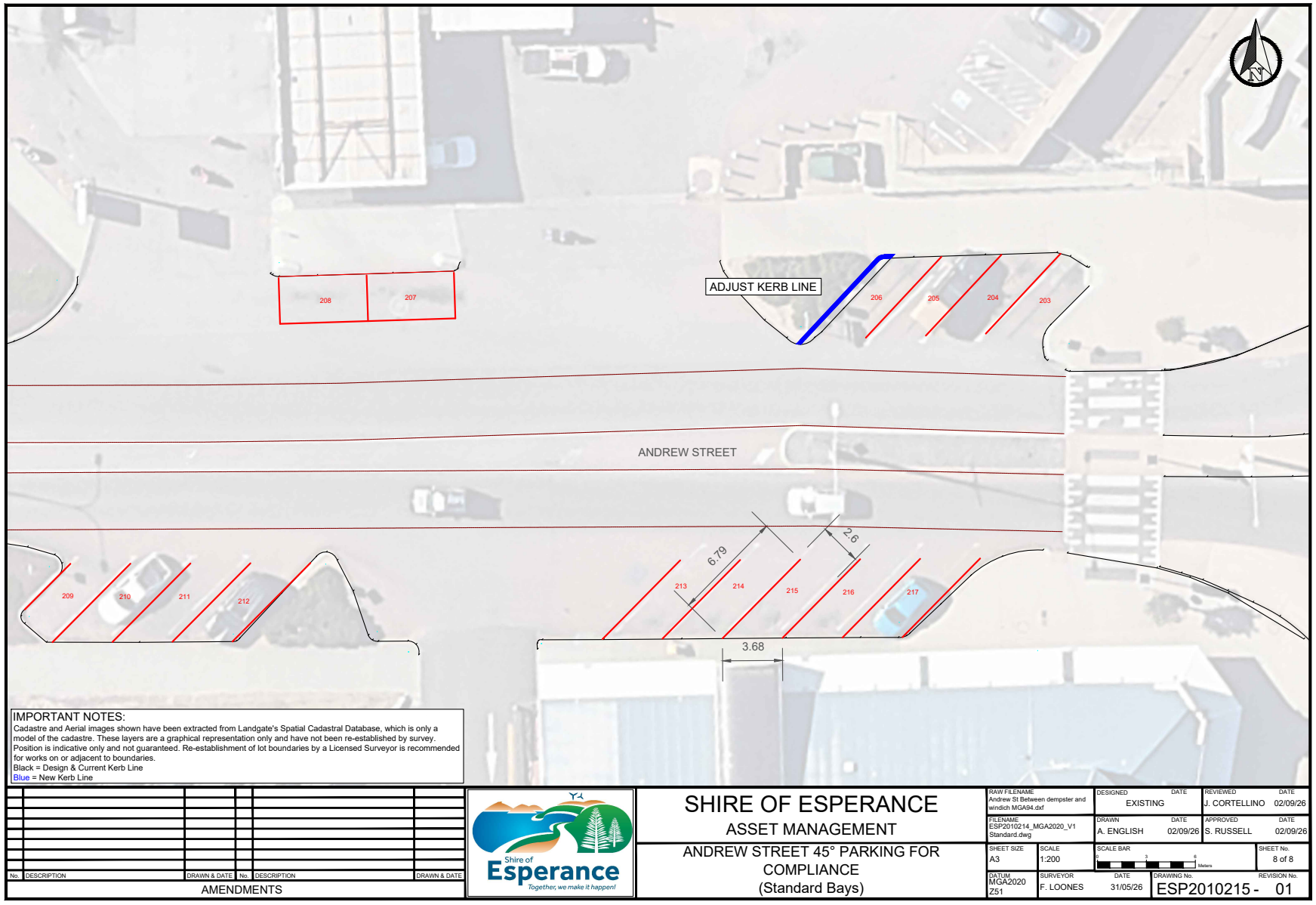
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BETWEEN ANDREW ST & JAMES ST
(Standard Bays)

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DEMPSTER STREET
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ADJUST KERB LINE
ADJUST KERB LINE
ADJUST KERB LINE
REFER TO PAGE 8 FOR DETAIL
MATCH LINE
IMPORTANT NOTES:
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Black = Design & Current Kerb Line
Blue = New Kerb Line
Shire of Esperance
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SHIRE OF ESPERANCE
ASSET MANAGEMENT
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DATE 24 - 25
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REVISION NO. 01


IMPORTANT NOTES:
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MATCH LINE
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WILLIAMS STREET
Shire of Esperance
Together, we make it happen!
SHIRE OF ESPERANCE
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SURVEYOR J. C & J. F
DATE 24 - 25
DRAWING NO. ESP2010215 -
REVISION NO. 01


TAXI ZONE
KEEP CLEAR
ANDREW STREET
KEEP CLEAR
6.79
2.6
3.68
REFER TO PAGE 8 FOR DETAIL
PROPOSED WOMBAT CROSSING
WAITING FOR MAIN ROADS WA
APPROVAL - FUTURE WORKS PROJECT
IMPORTANT NOTES:
Cadastre and Aerial images shown have been extracted from Landgate's Spatial Cadastral Database, which is only a model of the cadastre. These layers are a graphical representation only and have not been re-established by survey. Position is indicative only and not guaranteed. Re-establishment of lot boundaries by a Licensed Surveyor is recommended for works on or adjacent to boundaries.
Black = Design & Current Kerb Line
Blue = New Kerb Line
No. DESCRIPTION DRAWN & DATE
AMENDMENTS
Shire of Esperance
Together, we make it happen!
SHIRE OF ESPERANCE
ASSET MANAGEMENT
ANDREW STREET 45° PARKING FOR COMPLIANCE
(Standard Bays)
RAW FILENAME 182MGA2020 THE ESPLANADE FEATURE 250324 SoE.see
FILENAME ESP2010214_MGA2020_V1 Standard.dwg
DESIGNED DATE EXISTING
DRAWN DATE A. ENGLISH 02/09/26
REVIEWED DATE J. CORTELLINO 02/09/26
APPROVED DATE S. RUSSELL 02/09/26
SHEET SIZE A3
SCALE 1:500
SCALE BAR
SHEET No. 7 of 8
DATUM MGA2020 Z51
SURVEYOR J. C & J. F
DATE 24 - 25
DRAWING No. ESP2010215 -
REVISION No. 01


ADJUST KERB LINE
208
207
206
205
204
203
ANDREW STREET
209
210
211
212
213
214
215
216
217
6.79
2.6
3.68
IMPORTANT NOTES:
Cadastre and Aerial images shown have been extracted from Landgate's Spatial Cadastral Database, which is only a model of the cadastre. These layers are a graphical representation only and have not been re-established by survey. Position is indicative only and not guaranteed. Re-establishment of lot boundaries by a Licensed Surveyor is recommended for works on or adjacent to boundaries.
Black = Design & Current Kerb Line
Blue = New Kerb Line
No. DESCRIPTION DRAWN & DATE No. DESCRIPTION DRAWN & DATE
AMENDMENTS
Shire of Esperance
Together, we make it happen!
SHIRE OF ESPERANCE
ASSET MANAGEMENT
ANDREW STREET 45° PARKING FOR COMPLIANCE
(Standard Bays)
RAW FILENAME: Andrew St Between dempster and windich MGA94.dxf
FILENAME: ESP2010214_MGA2020_V1 Standard.dwg
DESIGNED DATE: EXISTING
DRAWN DATE: A. ENGLISH 02/09/26
REVIEWED DATE: J. CORTELLINO 02/09/26
APPROVED DATE: S. RUSSELL 02/09/26
SHEET SIZE: A3
SCALE: 1:200
SCALE BAR
SHEET No.: 8 of 8
DATUM: MGA2020 Z51
SURVEYOR: F. LOONES
DATE: 31/05/26
DRAWING No.: ESP2010215 -
REVISION No.: 01

Average Large Vehicle Dimensions – Esperance

Vehicle	Type	Width (body)	Width incl. mirrors	Length	Height	Clearance - 2.6 m bays	Clearance - 2.8 m bays
Toyota LandCruiser 300	Family 4WD SUV	1,990 mm	~2,200 mm	4,990 mm	1,950 mm	610 mm	810 mm
Toyota Prado	Family 4WD SUV	1,980 mm	~2,140 mm	4,925 mm	1,935 mm	620 mm	820 mm
Nissan Patrol Y62	Family 4WD SUV	1,995 mm	~2,265 mm	5,175 mm	1,955 mm	605 mm	805 mm
Ford Everest	Family 4WD SUV	1,923 mm	~2,207 mm	4,914 mm	1,842 mm	677 mm	877 mm
Isuzu MU-X	Family 4WD SUV	1,870 mm	~2,160 mm	4,850 mm	1,825 mm	730 mm	930 mm
Mitsubishi Pajero Sport	Family 4WD SUV	1,815 mm	~2,150 mm	4,825 mm	1,835 mm	785 mm	985 mm
Toyota Fortuner	Family 4WD SUV	1,855 mm	~2,020 mm	4,795 mm	1,835 mm	745 mm	945 mm
BYD Sealion 7	Electric family SUV	1,925 mm	2,189 mm	4,830 mm	1,620 mm	675 mm	875 mm
Toyota HiLux	Work ute	1,855 mm	~2,020 mm	5,330 mm	1,800 mm	745 mm	945 mm
Ford Ranger	Work ute	1,918 mm	~2,208 mm	5,370 mm	1,880 mm	682 mm	882 mm
Isuzu D-Max	Work ute	1,870 mm	~2,160 mm	5,280 mm	1,790 mm	730 mm	930 mm
Mazda BT-50	Work ute	1,870 mm	~2,160 mm	5,280 mm	1,790 mm	730 mm	930 mm
Mitsubishi Triton	Work ute	1,930 mm	~2,190 mm	5,360 mm	1,810 mm	670 mm	870 mm
Toyota LandCruiser 70 Series	Farm/work 4WD	1,870 mm	~2,000 mm	4,990–5,235 mm	~1,970 mm	730 mm	930 mm
BYD Shark 6	PHEV ute	1,971 mm	~2,200 mm	5,457 mm	1,925 mm	629 mm	829 mm
RAM 1500	Full-size pickup	2,085 mm	~2,470 mm	5,920 mm	1,970 mm	515 mm	715 mm
Chevrolet Silverado 1500	Full-size pickup	2,063 mm	~2,480 mm	5,930 mm	1,950 mm	537 mm	737 mm

12.3 CORPORATE & COMMUNITY SERVICES
Item: 12.3.1

Review of Standing Orders Local Law 2015

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

File Ref: D26/26731

Applicant
Shire of Esperance

Location/Address
N/A

Executive Summary
For Council to consider the review of the Standing Orders Local Law 2015.

Recommendation in Brief
That Council determine that the Standing Orders Local Law 2015 should remain unchanged following the review.

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

The Shire of Esperance Standing Orders Local Law 2015 was gazetted in June 2016 and is due for review.

Officer's Comment
This review was initially deferred as the Department of Local Government were developing model standards following recent reforms of the *Local Government Act 1995*.

Part of the reforms requires all local laws which were due for review prior to the *Local Government Amendment Act 2024* which was assented to on 6 December 2024, to be reviewed prior to 7 December 2026 or they would be repealed.

The model standards are not expected to be available before 7 December 2026, and therefore a review of the existing local law has now been completed.

The review was advertised for public comment between 4 July 2026 and 24 August 2026, with no submissions being received.

As it's expected that the Department will implement model standards in the near future, and no public submissions were received, it is recommended that Council determine that the local law should remain unchanged at this time.

Alternative Considerations
If Council wish to make changes to the Local Law, we are able to do so through the standard law making process, however we believe this would be a burdensome process which would likely need to be repeated

once the Department of Local Government's impending model standards are finalised, so would not be recommended at this time.

Consultation
Chief Executive Officer

Financial Implications
Nil

Asset Management Implications
Nil

Statutory Implications
Local Government Act 1995 – s.3.16 Periodic review of local laws

Policy Implications
Nil

Strategic Implications
Council Plan 2022 – 2032
Performance - Outcome 10. Effective Governance and Partnerships
Objective 10.1. Provide transparent, accountable and effective leadership and resource management

Environmental Considerations
Nil

Attachments
Nil

Item 12.3.1 Review of Standing Orders Local Law 2015

Moved: **Cr Davies**
Seconded: **Cr Obourne**

O0926-126

Council Resolution

That Council accept the review of the Standing Orders Local Law 2015 and determine that the local law should remain unchanged in accordance with s.3.16(4) of the *Local Government Act 1995.*

CARRIED
F5 - A0
For: Cr Davies, Cr Starcevich, Cr Harp, Cr Obourne, Pres Chambers

Item: 12.3.2

Membership Adjustment - Esperance Tourism Stakeholder Working Group & Cemetery Working Group

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

File Ref: D26/26750

Applicant
Shire of Esperance

Location/Address
N/A

Executive Summary
For Council to consider determine representation for vacant Elected Member positions on the Esperance Tourism Stakeholder Working Group and the Cemetery Working Group.

Recommendation in Brief
That Council determine an Elected Members to fill the vacant positions on the Esperance Tourism Stakeholder Working Group and the Cemetery Working Group.

Background
Before the OCM commenced on Tuesday 25th August 2026, Cr Gemma Johnston resigned from Council.

As Cr Johnston was an Elected Member representative on the Esperance Tourism Stakeholder Working Group and the Cemetery Working Group, her position on both groups is now vacant and will need to be filled.

Officer's Comment
There are two Elected Member positions on each of the Working Groups in accordance with their respective Terms of Reference.

Following the resignation of Cr Johnston, Elected Member representation on the Working Groups is currently as follows –

Working Group	Current Representatives
Esperance Tourism Stakeholder Working Group	Cr McWilliam VACANT
Cemetery Working Group	Cr Starcevich VACANT

It is recommended that a second Elected Member be appointed to each Working Group to fill the vacancies.

Terms of Reference for both Working Groups are attached for reference.

Alternative Considerations
All Council members should consider their suitability to represent the community in each of these Working Groups. Alternatively, Council may choose to leave the vacant Elected Member positions unoccupied on these Working Groups until the October 2027 Council Election.

Consultation
Council

Financial Implications
Nil

Asset Management Implications
Nil

Statutory Implications
Local Government Act 1995 – s.5.10

Policy Implications
Shire of Esperance Working Group Terms of Reference

Strategic Implications
Council Plan 2022 – 2032
Performance - Outcome 10. Effective Governance and Partnerships
Objective 10.1. Provide transparent, accountable and effective leadership and resource management

Environmental Considerations
Nil

Attachments
A⇩. Terms of Reference - Esperance Tourism Working Group & Cemetery Working Group

Item 12.3.2 Membership Adjustment – Esperance Tourism Stakeholder Working Group & Cemetery Working Group

Officers Recommendation

That Council appoints the following Elected Member representatives to the Esperance Tourism Stakeholder Working Group and Cemetery Working Group –

Working Group	Nominee
Esperance Tourism Stakeholder Working Group	Cr
Cemetery Working Group	Cr

MOTION

Moved: **Cr Obourne**
Seconded: **Cr Starcevich**

O0926-127

Council Resolution

That Council appoints the following Elected Members to the below Working Groups and Committees

Working Group	**Nominee**
Esperance Tourism Stakeholder Working Group	**Cr de Haas**
Cemetery Working Group	**Cr Davies**
Coastal Safety Working Group	**Pres Chambers**
Senior Citizens Centre Management Committee	**Cr de Haas**

CARRIED
F5 - A0
For: Cr Davies, Cr Starcevich, Cr Harp, Cr Obourne, Pres Chambers

Reason: To appoint Councillors to additional working groups due to resignation of Council positions.

TERMS OF REFERENCE

Esperance Tourism Stakeholder Working Group

Committee Type

Working Group

Purpose

To provide feedback on progress towards delivery of the Tourism Strategy Implementation Plan and advocate for the Tourism industry.

1. Review the progress towards delivery of the Tourism Strategy Implementation Plan.
2. Provide feedback and information on tourism generally to assist the industry to continue to grow and thrive.
3. Advocate within and outside of Esperance on behalf of the tourism Industry

Membership

Shire Representatives

- 2x Elected Members
- Chief Executive Officer
- Manager Economic Development

Other Representatives

- Tourism Development Manager
- Tourism Esperance
- Esperance Chamber of Commerce & Industry
- Australia's Golden Outback
- Goldfields Esperance Development Commission

Responsible Position

Manager Economic Development

Meeting Frequency

6 monthly

.....End.....

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Next Review

Dec 2021	1	D21/43980	Adoption of Terms of Reference for Working Groups	Dec 2023
Nov 2023	2	D21/43980[v2]	Biennial review of terms of reference	Nov 2025

TERMS OF REFERENCE

Cemetery Working Group

Committee Type

Working Group

Purpose

To assist with Cemetery matters within the Shire of Esperance and provide input and advice –

1. On concerns regarding the management and development of cemeteries under the jurisdiction of the Shire;
2. Future planning for Cemeteries; and
3. On matters related to protecting the heritage of cemeteries and related infrastructure.

Membership

Shire Representatives

- 2x Elected Members
- Director Asset Management
- Manager Parks & Environment
- Supervisor External Service Customer Experience

Other Representatives

- Esperance Funeral Homes
- Up to 4 Community Representatives

Responsible Position

Manager Parks & Environment

Meeting Frequency

6 monthly, or as required.

.....End.....

Referencing Documents

- *Local Government Act 1995*

Revision History

Date	Version	CM Reference	Reason for Change	Next Review
Dec 2021	1	D21/43980	Adoption of Terms of Reference for Working Groups	Dec 2023
Nov 2023	2	D21/43980[v2]	Biennial review of terms of reference	Nov 2025

Item: 12.3.3

Lease Request - Lot 992, Lot 979, Lot 921 The Esplanade

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

File Ref: D26/25874

Applicant
Esperance Bay Yacht Club

Location/Address
Portion of Reserves 27318, 32135 and 32134, Lot 921 on DP 191740, Lot 992 on DP 220456 and Lot 979 on DP 194302 The Esplanade, Esperance



Executive Summary
For Council to consider surrendering the existing lease for Lots 921 and 992 The Esplanade and the MOU for Lot 979 The Esplanade and entering into a new lease with the Esperance Bay Yacht Club for portions of Reserves 32135 (Lot 921 on Deposited Plan 191740), 27318 (Lot 992 on Deposited Plan 220456) and 32134 (Lot 979 on Deposited Plan 194302).

Recommendation in Brief
That Council surrender the existing lease and MOU and enter into a new lease with the Esperance Bay Yacht Club for portions of Reserves 32135 (Lot 921 on Deposited Plan 191740), 27318 (Lot 992 on Deposited Plan 220456) and 32134 (Lot 979 on Deposited Plan 194302).

Background
The Esperance Bay Yacht Club (the Club) have held leases with slightly varying lease areas in their current location since at least 1975, the date of the earliest lease found in our records.

The current lease is due to expire in June 2031 and is for a term of 10 years, which was the maximum term available at the time.

An MOU was entered into for Lot 979 as there was no power to lease this reserve on the Shire's management order at the time the lease was entered into.

The management order for Lot 922 has now been adjusted by the Department of Planning Lands and Heritage (DPLH) to allow power to increase the lease term to 21 years and the management order for Lot 979 now includes power to lease.

The Club has requested that the current 10 year lease and the MOU be surrendered and a new lease be entered into for the longer term of the 21 years.

Officer's Comment
Now that relevant changes have been made to the management orders for Lot 979 and Lot 922, it is recommended that council approve the lease for the 21 year term.

Having one document in place going forward, which covers the portion of the above two lots along with Lot 921, will streamline the lease arrangement for the site and make it easier to manage for the future.

The additional term will also provide security of tenure for the Club given the recent investments in their marina upgrade.

The lease area will be amended to include a small portion of Lot 979 as shown in Attachment B.

Alternative Considerations
Alternately, Council may charge both a lease surrender fee of $260 and lease preparation fee of $165 should they choose. If the surrender and preparation fee are payable, the variation fee would no longer apply.

Council may choose to postpone the review of the Yacht Club's lease arrangement until the lease expiry in 2031. However, the Club has requested this amendment to provide them longer security of tenure now the management orders for Lots 992 and 979 both allow for power to lease up to 21 years.

Consultation
Esperance Bay Yacht Club
Planning Services
Building Services
Environmental Health
Parks and Reserves
Community Development

Financial Implications
Annual lease fee of $110 Inc GST
Lease variation fee of $260 Inc GST

Asset Management Implications
N/A – Land only lease

Statutory Implications
Local Government Act 1995 - Section 3.58 Disposing of Property
Local Government (Functions and General) Regulations 1996 – Regulation 30(2) Dispositions of property excluded from Act s.3.58
Land Administration Act 1997 – Section 18 Crown Land Transactions that need Minister's Approval

Policy Implications
Building and Property Agreements.

Strategic Implications

Council Plan 2022 – 2032

People - Outcome 2. Community Health and Wellbeing

Objective 2.2. Increase participation in sport and recreation activities.

Environmental Considerations

Nil

Attachments

A⇩. Lease Surrender Request - Esperance Bay Yacht Club

B⇩. Amended Lease Area Plan

Item 12.3.3 Lease Request – Lot 992, Lot 979, Lot 921 The Esplanade

Moved: **Cr Obourne**
Seconded: **Cr Starcevich**

O0926-128

Council Resolution

That Council

1. **Surrender the current lease for Lots 921 and 992 The Esplanade and the MOU for Lot 979 The Esplanade with the Esperance Bay Yacht Club.**
2. **Enter into a new lease with the Esperance Yacht Club for portion of Lots 921, 992 and 979 The Esplanade, subject to –**
   a. **Department of Land's approval.**
   b. **Lease term being 21 years.**
   c. **Annual lease fee of $110 inc GST being payable.**
   d. **Lease variation fee of $260 inc GST being payable.**
   e. **All lease terms and conditions being as per Council's standard Community lease template.**

CARRIED
F5 - A0
For: Cr Davies, Cr Starcevich, Cr Harp, Cr Obourne, Pres Chambers

Lease Surrender Application

Shire of Esperance
Together, we make it happen!

Applicant Details

Applicant Name	Esperance Bay Yacht Club
Business Name	
Phone Number	[redacted]
Email Address	admin@ebyc.com.au

Property Details

I wish to apply to the Shire of Esperance to surrender the lease for the following property:

Esperance Bay Yacht Club, Lot 921 & 992 The Esplanade

Please provide the reason for surrendering the lease

Surrender the current lease to allow Lot 979 Plan 174302 to be included into the current lease, and for the lease to be extended to a 21 year term now that the management orders have been amended to allow for this.

This will also remove the need for a separate Memorandum of Understanding for Lot 979 in addition to the lease.

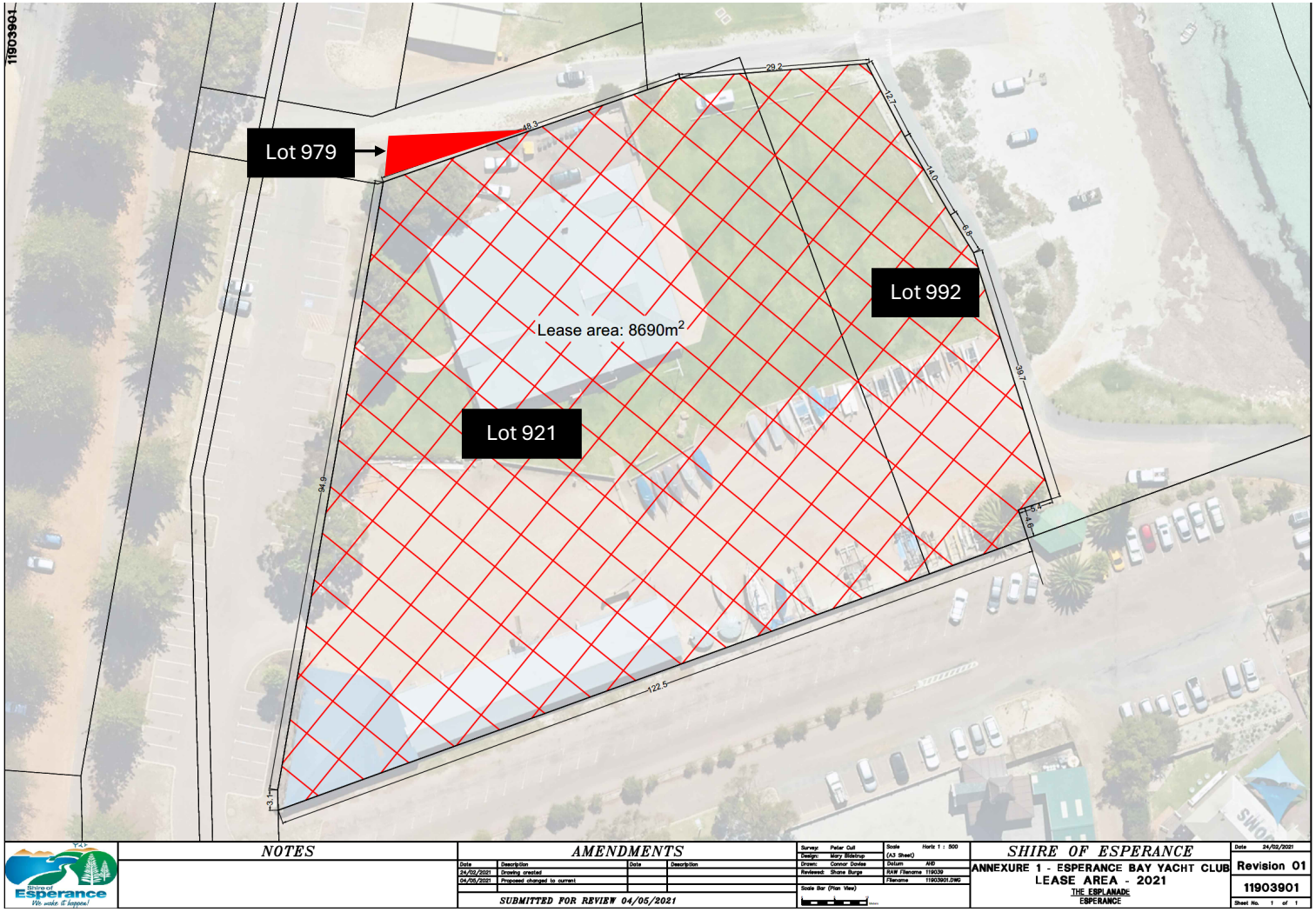
Please note applications may take up to 2 months to finalise due to reporting requirements.

All outstanding invoices must be paid and the tenant's property must be removed from the property prior to a surrender request being finalised.

[signature] 24/7/26

Signature *Applicant* **Date**

FORM 0015 Lease Surrender Application Reviewed: July 2024


11903901
Lot 979
Lot 992
Lot 921
Lease area: 8690m²
29.2
12.7
14.0
6.8
39.1
5.4
4.6
122.5
94.9
3.1
48.3
NOTES
AMENDMENTS
Date Description
24/03/2021 Drawing created
04/05/2021 Proposed changed to current
SUBMITTED FOR REVIEW 04/05/2021
Survey: Peter Cull
Design: Mary Bilstrup
Drawn: Connor Donlea
Reviewed: Shane Burge
Scale Bar (Plan View)
Scale Horiz 1 : 500
(A3 Sheet)
Datum AHD
RAW Filename 119039
Filename 11903901.DWG
SHIRE OF ESPERANCE
ANNEXURE 1 - ESPERANCE BAY YACHT CLUB
LEASE AREA - 2021
THE ESPLANADE
ESPERANCE
Date 24/03/2021
Revision 01
11903901
Sheet No. 1 of 1

Item: 12.3.4

Lease Request - Dempster Head Communication Tower

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

File Ref: D26/26781

Applicant
Department of Fire & Emergency Services (DFES) on behalf of the FES Ministerial Body

Location/Address
Lot 651 Doust Street WEST BEACH



Executive Summary
For Council to consider entering into a lease with the FES Ministerial Body for portion of Lot 651 Doust Street WEST BEACH, Reserve 31112.

Recommendation in Brief
That Council enters into a lease with the FES Ministerial Body for the site for a period of 10 years, which is to be used for emergency communications.

Background
The Department of Fire & Emergency Services (DFES) first reached out to the Shire in February 2021 to discuss the arrangement at the site as there was no formal agreement in place for their use of the communication tower. From this discussion, it was identified that the tower was owned by Southern Ports Authority (SPA), who hosted other service's communication equipment including St John Ambulance, Surf Lifesaving, SES and DFES.

The initial intention was for SPA to enter into an agreement with the Shire for this site, who would then sub-let to the other service providers.

At this time, it was discovered that the management order for the reserve did not include provision for telecommunications as part of the reserve purpose. An application was made to the Department of Lands, Planning and Heritage to amend the management order to allow for this use, which has since been finalised.

Internal discussions were had with Building Maintenance and Information Services around this time as there was a proposal to locate some Shire communication equipment on SPA's tower, however the site is no longer required by the Shire for this purpose.

In 2025, SPA advised that they were no longer using the tower and were looking at options for the other users, including whether one of them may like to take over management of the tower to ensure they can continue to use the site.

In July 2026, DFES confirmed that they would take over management of the tower and lodged a lease application with the Shire to enter a 10 year agreement for the site.

Officer's Comment
As the premises is already constructed, there are no known issues for a lease being entered into for the site. The Planning Team has confirmed that the Shire's management order for the site is consistent with the proposed use.

A lease preparation fee is charged to all leaseholders where the Shire is Lessor, as per part 3 of the Building and Property Agreement Policy. The fee for commercial leases is currently $670 inc GST in line with the schedule of fees and charges, and this fee may only be waived by Council.

Although DFES are a commercial entity, the site will be used for community purposes being emergency communications, and therefore it is recommended that the lease preparation fee be waived.

Previous leases the Shire has entered for emergency services communication purposes have been approved for a peppercorn rent and have been on-charged for Emergency Services Levy (ESL) separately.

The ESL charge for this reserve was $138.45 for 2025/2026. ESL charges generally increase slightly each year, and therefore it is recommended that rent be set at $1, with ESL to be on-charged at cost each year.

Advertising for the disposal of property is not required, as DFES being a State Government entity are exempt under r.30(2)(c)(ii) of the *Local Government (Functions and General) Regulations 1996*.

Alternative Considerations
No relevant alternatives considered.

Consultation
DFES
Planning Services
Building Services
Environmental Health
Parks & Reserves
Emergency Services
Information Services
Building Maintenance

Financial Implications
Lease preparation fee to be waived.
Annual rent to be $1.
Emergency Services Levy to be on-charged at cost annually.

Asset Management Implications
Nil – land only lease arrangement. DFES will be responsible for repairs and maintenance to the infrastructure at the site.

Statutory Implications
Local Government Act 1995 – s.3.58 Disposing of property
Local Government (Functions and General) Regulations 1996 – Section 30(2) Dispositions of property excluded from Act s.3.58
Land Administration Act 1997 – Section 18 Crown Land Transactions that need Minister's Approval

Policy Implications
Building and Property Agreements Policy

Strategic Implications
Council Plan 2022 – 2032
People - Outcome 3.Community Safety and Resilience
Objective 3.1. Improve community safety

Environmental Considerations
Nil

Attachments
A⇩. Property Agreement Application - Dempster Head Communication Tower - DFES

Item 12.3.4 Lease Request – Dempster Head Communication Tower

Moved: **Cr Starcevich**
Seconded: **Cr Harp**

O0926-129

Council Resolution

That Council enter into a lease with the FES Ministerial Body (DFES) for portion of Lot 651 Doust Street WEST BEACH, subject to –

1. **Department of Lands' approval;**
2. **Lease term being 10 years;**
3. **Annual lease fee of $1 inc GST being payable;**
4. **Emergency Services Levy to be on-charged at cost annually;**
5. **Lease preparation fee being waived; and**
6. **All lease terms and conditions being as per Council's standard Commercial Lease template.**

CARRIED
F5 - A0
For: Cr Davies, Cr Starcevich, Cr Harp, Cr Obourne, Pres Chambers

Property Agreement Application

Reviewed: July 2024

Property Agreement Application

FORM 0010

Applicant Details

Applicant Name	FES Ministerial Body
Business Name	Department of Fire & Emergency Services
Residential Address	
Postal Address	20 Stockton Bend, Cockburn WA 6164
Phone Number	
Email Address	propertyleasing@dfes.wa.gov.au

Property Details

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

Southern Ports Authority radio mast location at Esperance Port

General Information

Please provide information on yourself and/or your business.

Existing radio mast location for Southern Ports Authority radio mast that also has DFES, St John Ambulance and Surf Life Saving co-located on the radio mast

Use of Premises

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

Radio mast for emergency service radio network use

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

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

Operating Hours

Please advise your proposed operating hours.

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

Remote location not manned, but 24 hour access required

Term of Agreement

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

Ten years

Any Other Relevant Information

Please include any other information relevant to your application.

Notes

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

	16.07.26
Signature *Applicant*	**Date**

Item: 12.3.5

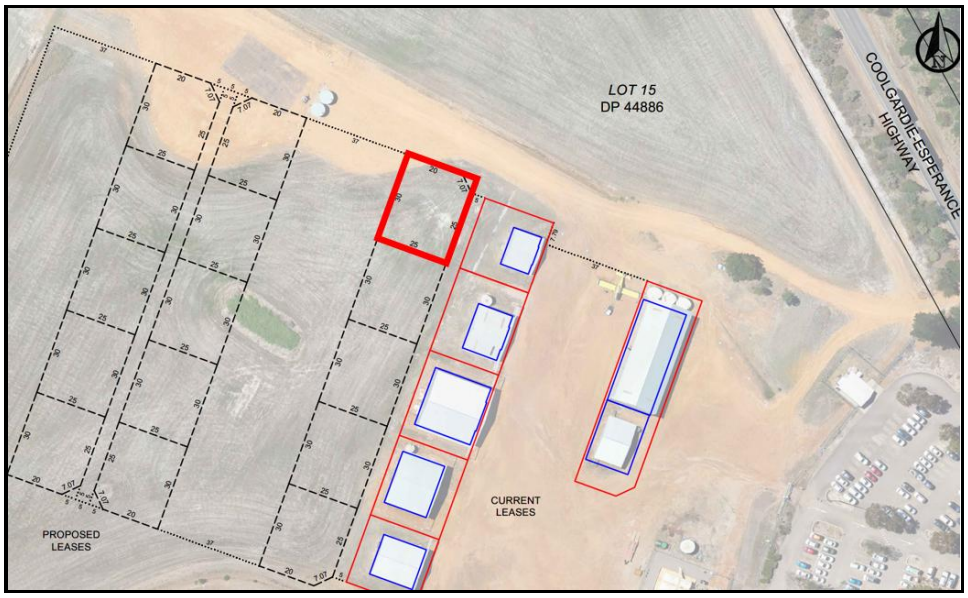
Lease Request for Aerial Fire Suppression Activities at Esperance Airport

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

File Ref: D26/26799

Applicant
Department of Fire & Emergency Services on behalf of the FES Ministerial Body

Location/Address
Portion of Esperance Airport, Lot 15 Coolgardie-Esperance Highway GIBSON



Executive Summary
For Council to consider entering into a lease with the FES Ministerial Body for portion of the Esperance Airport, Lot 15 Coolgardie-Esperance Highway GIBSON.

Recommendation in Brief
That Council enter into a lease with the FES Ministerial Body for portion of the Esperance Airport, for a term of 3 years, which is to be used to support aerial fire suppression activities during the seasonal grain harvest operations.

Background
Airport staff have been liaising with DFES regarding their potential use of a portion of the Esperance Airport to support their aerial fire suppression activities during the annual grain harvest season.

These discussions have identified a site to the north of the current aircraft hangars which would be appropriate for this purpose, which is near the water tank used to fill the aircraft.

DFES has requested a lease to be entered into for a term of five years, with a further term option of two years. Their proposal will involve 5 temporary ‘donga type’ structures being placed on site each year for a few months while their fire suppression activities are occurring, which will then be removed for the remainder of the year.

They are proposing the following size structures to be placed within the lease area, which will be used for staff respite during their operations to improve response times –

- 2 x (12x3) metre structures
- 3 x (6x3) metre structures

They have indicated that they will have a generator on site to power the structures, rather than running power connections, and will otherwise be self-contained.

Officer's Comment

Discussions with officers has supported the request, as it supports the welfare and fatigue management of personnel undertaking aerial fire suppression operations. Establishing a consistent seasonal base adjacent to airport operations will improve operational readiness and continuity during periods of elevated bushfire risk.

Pre-season engagement with bush fire brigade volunteers has also identified reliable water access and supply as a critical operational requirement. DBCA's deployment of a Water Bomber Reloader to Esperance, together with annual reloader training for local agencies and volunteers, complements the proposed seasonal base. Collectively, these arrangements will strengthen local aerial fire suppression capability and support the Shire's advocacy for continued or expanded resources in Esperance.

Officers have confirmed that this proposal could be considered for exemption from development application being required, however depending on the class of the temporary buildings to be utilised on site, there may be a requirement for a building permit.

Airport staff recommend the lease being for a 3 year term, rather than the 5 years proposed by DFES, as the Shire's current intention is to complete significant airport runway and apron works in 2028/2029. Following this, water bombing operations will permanently move to the new extended main apron at the terminal from the summer of 2029/2030, so a revised lease would be required at this time.

The Environmental Health Team has advised that the guideline for the management of public health risks associated with temporary toilets in the WA *Public Health Act 2016* must be followed, and recommend that the crib room be supplied with potable water.

A lease preparation fee is charged to all leaseholders where the Shire is Lessor, as per part 3 of the Building and Property Agreement Policy. The fee for commercial leases is currently $670 inc GST in line with the schedule of fees and charges, and this fee may only be waived by Council.

Although DFES are a commercial entity, the site will be used for community purposes being emergency aerial fire suppression activities, and therefore it is recommended that the lease preparation fee be waived.

Previous leases the Shire has entered into for emergency services purposes have been approved for a peppercorn rent, and as having this service available in proximity to the airport will benefit the safety of our community it is recommended that rent be set at $1 for this arrangement also.

Due to the number of leases located at the Esperance Airport, and the low cost of Emergency Services Levy for the site, ESL is not on-charged for this site.

Advertising for the disposal of property is not required, as DFES being a State Government entity are exempt under r.30(2)(c)(ii) of the *Local Government (Functions and General) Regulations 1996*.

Alternative Considerations
(which may be considered separately or together)

1. Lease term being 5 years;
2. Annual commercial lease fee of $6,600 inc GST being payable;
3. Lease preparation fee $670 inc GST;
4. All lease terms and conditions being as per Council's standard Commercial Lease template; and
5. Any relevant approvals being received prior to placement of structures on site, if applicable.

Consultation
DFES
Airport Operations Coordinator
Manager Economic Development
Planning Services
Building Services
Environmental Health
Airport
Emergency Services

Financial Implications
Lease preparation fee to be waived.
Annual rent to be $1.

Asset Management Implications
Nil - land only lease arrangement. DFES will be responsible for repairs and maintenance to their infrastructure at the site.

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

Policy Implications
Building and Property Agreements Policy

Strategic Implications
Council Plan 2022 – 2032
People - Outcome 3.Community Safety and Resilience
Objective 3.1. Improve community safety

Environmental Considerations
Nil

Attachments
A⇩. Property Agreement Application - DFES - Aerial Fire Suppression at Esperance Airport

Item 12.3.5 Lease Request for Aerial Fire Suppression Activities at Esperance Airport

Moved: **Cr Starcevich**
Seconded: **Cr Harp**

O0926-130

Council Resolution

That Council enter into a lease with the FES Ministerial Body (DFES) for portion of the Esperance Airport Lot 15 Coolgardie-Esperance Highway GIBSON, subject to –

1. **Lease term being 3 years;**
2. **Annual lease fee of $1 inc GST being payable;**
3. **Lease preparation fee being waived;**
4. **All lease terms and conditions being as per Council's standard Commercial Lease template; and**
5. **Any relevant approvals being received prior to placement of structures on site, if applicable.**

CARRIED
F5 - A0
For: Cr Davies, Cr Starcevich, Cr Harp, Cr Obourne, Pres Chambers

Property Agreement Application

Reviewed: July 2024

Property Agreement Application

FORM 0010

Applicant Details

Applicant Name	FES Ministerial Body
Business Name	Department of Fire & Emergency Services
Residential Address	
Postal Address	20 Stockton Bend, Cockburn WA 6164
Phone Number	
Email Address	propertyleasing@dfes.wa.gov.au

Property Details

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

Esperance Airport

General Information

Please provide information on yourself and/or your business.

DFES Aviation Services has Aerial Fire Suppresion activities to support the associated risks from the annual grain harvest in various regions around the state

Use of Premises

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

This location will be used by DFES Aviation Services with temporary buildings on site for staff respite during the seasonal grain harvest operations to improve response times in the region

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

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

Not applicable

Operating Hours

Please advise your proposed operating hours.

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

To be confirmed

Term of Agreement

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

Flexible, but request initial term of Five years, with an option for a further two years

Any Other Relevant Information

Please include any other information relevant to your application.

Notes

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

	10.08.26
Signature *Applicant*	**Date**

Reviewed: July 2024

Property Agreement Application

FORM 0010

Item: 12.3.6

Payment of Accounts Listing - September 2026

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

File Ref: D26/27285

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 – 31 August 2026.

Background
The *Local Government Financial Management Regulations (1996)* 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)* be presented to Council.

Officer's Comment
Nil

Alternative Considerations
There are no alternate considerations for this report as the process for authorisation of the List of Payments is prescribed within the Local Government Act 1995 and Financial Management Regulations 1996.

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 10. Effective Governance and Partnerships
Objective 10.1. Provide transparent, accountable and effective leadership and resource management

Attachments
A⇩. Payment of Accounts Listing August 2026
B⇩. Transaction Card Report August 2026

Item 12.3.6 Payment of Account Listing – September 2026

Moved: **Cr Davies**
Seconded: **Cr Harp**

O0926-131

Council Resolution

That Council:

1. **Receive the list of accounts paid for the period 1 – 31 August 2026 as listed in the attachment.**
2. **Receive the list of accounts paid using credit cards and other purchasing cards for the period 1 – 31 August 2026 as listed in the attachment.**

CARRIED
F5 - A0
For: Cr Davies, Cr Starcevich, Cr Harp, Cr Obourne, Pres Chambers

SHIRE OF ESPERANCE
THE ACCOUNTS REFERRED TO IN THE SCHEDULE AND SUMMARISED BELOW HAVE BEEN PAID
FOR THE PERIOD ENDING 31 AUGUST 2026

MUNICIPAL FUND

Cheques

ACTUAL PAYMENTS:	Cheques: 27790	*$747.60*

EFT

ACTUAL PAYMENTS:	Transaction No's: E4941 - E4950	*$6,726,114.97*

Credit Cards

ACTUAL PAYMENTS:	Transactions: 25/07/2026 - 26/08/2026	*$45,863.08*

Paid under the delegated authority to the CEO	***MUNICIPAL TOTAL:***	***$6,772,725.65***
Estimated % local payments (including credit cards)	***$4,304,067.15***	***63.55%***

TRUST FUND

Cheques

ACTUAL PAYMENTS:	Cheques : -	*$0.00*

EFT

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

TRUST TOTAL:	***$0.00***
TOTAL:	***$6,772,725.65***

Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 22 September 2026 for confirmation in respect to accounts already paid.

Municipal Fund - Cheque Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
C27790	21/08/2026	386	Shire of Esperance - Petty Cash	Petty cash recoup - EHC, Admin, BOILC, EVC	$747.60
				Total Creditor payments made by Cheque from Municipal Fund	**747.60**

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4941	30/07/2026	32	Australia Post	Postage	$1,338.76
E4941	30/07/2026	260	Horizon Power	Electricity charges	$55,416.29
E4941	30/07/2026	290	Telstra	Telephone charges	$4,469.46
E4941	30/07/2026	392	Water Corporation	Water usage charges	$12,779.28
E4941	30/07/2026	2562	Commonwealth Bank of Australia	Merchant fees	$599.21
E4941	30/07/2026	8784	Sheriff's Office, Perth	Fines enforcement fees	$271.50
E4941	30/07/2026	9321	Superchoice Services Pty Limited	Superannuation payment	$285,043.39
E4941	30/07/2026	9997	Sandwai Pty Ltd	Subscription payment	$2,405.70
E4941	30/07/2026	11364	Ezidebit Pty Ltd	Subscription payment	$1,094.48
E4942	06/08/2026	1	Australian Taxation Office	Payroll deduction	$196,297.00
E4942	06/08/2026	100	Landgate	Title searches	$375.92
E4942	06/08/2026	126	Esperance Electrical Service	Electrical services	$2,054.50
E4942	06/08/2026	187	Ixom Operations Pty Ltd	Cylinder & gas charges	$2,648.80
E4942	06/08/2026	410	Pink Lake Butchers	Consumables	$666.27
E4942	06/08/2026	448	Broons Group Pty Ltd	Parts and equipment	$9,792.20
E4942	06/08/2026	571	St John Ambulance Association in WA	Event ambulance standby	$941.25
E4942	06/08/2026	977	The Pier Hotel	Refreshments - EHC	$22.50

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4942	06/08/2026	1040	Esperance Lotteries House Association	Rent	$1,076.31
E4942	06/08/2026	1215	Shire of Esperance Municipal Fund	Project retention	$217,271.98
E4942	06/08/2026	1315	Gibson Soak Water Co	Bottled water	$44.00
E4942	06/08/2026	1470	Express Yourself Printing Esperance	Printing and stationery	$1,425.00
E4942	06/08/2026	1550	Comfort Inn Bay of Isles	Bookeasy sales - Accommodation	$225.00
E4942	06/08/2026	1695	Bay of Isles Mini-Excavators	Grease trap servicing	$900.00
E4942	06/08/2026	1709	Forpark Australia	Playground equipment	$4,392.89
E4942	06/08/2026	1981	Esperance Sportspower	EHC staff uniforms	$79.00
E4942	06/08/2026	2496	Professionals Esperance Real Estate	Rent	$3,680.00
E4942	06/08/2026	2763	Esperance Lock & Shoe Service	Key & lock supplies	$635.20
E4942	06/08/2026	2823	Institute of Public Works Engineering	Subscription payment	$1,705.00
E4942	06/08/2026	3152	WA Rangers Association	Membership payment	$120.00
E4942	06/08/2026	3227	Esperance Fire Services	Annual preventative maintenance	$1,074.70
E4942	06/08/2026	3532	Esperance Bay Holiday Park	Bookeasy sales - Accommodation	$371.52
E4942	06/08/2026	3533	Mike Henley Mechanical & Fabrication	Parts and servicing	$5,933.01
E4942	06/08/2026	3797	LED Esperance	Electrical supplies	$133.10
E4942	06/08/2026	3835	WA Local Government Association	Membership and subscription payment	$49,685.10
E4942	06/08/2026	4148	Bay of Isles Community Outreach Inc	Confidential shredding	$222.50
E4942	06/08/2026	4276	Modern Teaching Aids Pty Ltd	Creche equipment	$1,359.33
E4942	06/08/2026	4311	R M & W G Herbert	Painting services	$2,310.00
E4942	06/08/2026	4404	Wren Oil	Oil disposal	$961.47
E4942	06/08/2026	4466	Leisure Institute of Western Australia	Event registration	$4,180.00
E4942	06/08/2026	4498	Ports Cricket Club	Winter Wonderland services	$500.00
E4942	06/08/2026	4755	LGIS Insurance Broking - Jardine Lloyd	Insurance payment	$2,423.71
E4942	06/08/2026	4913	Y L & J R Boffey	Refund	$1,870.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4942	06/08/2026	4915	Southern Sports And Tackle	Event accommodation	$1,697.00
E4942	06/08/2026	4947	Toll Ipec Pty Ltd	Freight cost	$324.74
E4942	06/08/2026	4989	Woolworths Group Limited*	Consumables	$880.85
E4942	06/08/2026	5042	Officeworks Business Direct	Stationery	$2,083.12
E4942	06/08/2026	5165	Driftwood Apartments	Bookeasy sales - Accommodation	$877.50
E4942	06/08/2026	5194	Jatek Engineering	Steel supplies & fabrication	$8,767.00
E4942	06/08/2026	5604	Esperance Milk Supply	Milk supplies	$65.37
E4942	06/08/2026	5767	Seek Limited	Advertising positions vacant	$440.00
E4942	06/08/2026	5791	W J & F J Graham	Councillor payment	$1,987.05
E4942	06/08/2026	5793	Tradelink Esperance	Plumbing supplies	$2,646.68
E4942	06/08/2026	6009	McLeods Barristers & Solicitors	Legal advice	$3,503.50
E4942	06/08/2026	6055	S E Guy	Refund	$1,150.00
E4942	06/08/2026	6164	Data 3 Limited	IT equipment	$570.59
E4942	06/08/2026	6221	PFD Food Services Pty Ltd	Consumables	$1,211.80
E4942	06/08/2026	6495	MCM Protection Pty Ltd	Security services	$385.00
E4942	06/08/2026	7425	Esperance Cleaning Service	Cleaning services	$1,394.25
E4942	06/08/2026	7438	Independence Australia	Nursing products - EHC	$146.85
E4942	06/08/2026	7543	G Harp	Councillor payment	$1,987.05
E4942	06/08/2026	7657	A N Belworthy	Reimbursement	$1,324.90
E4942	06/08/2026	7715	TD Contractors A/L Removal	Plant hire	$20,796.22
E4942	06/08/2026	8024	C A Poole	Consignment sales	$32.00
E4942	06/08/2026	8459	Condingup Machinery Wreckers	Parts & equipment	$229.59
E4942	06/08/2026	8497	The Print Shop Bunbury	Promotional materials	$933.90
E4942	06/08/2026	8643	Aquamonix Pty Limited	Town water supply verifications	$10,598.50
E4942	06/08/2026	8717	Western Irrigation Pty Ltd	Irrigation parts and servicing	$20,682.28

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4942	06/08/2026	8757	JB Hi-Fi Group Pty Ltd	Electronics equipment	$378.29
E4942	06/08/2026	8783	The Trustee for Recherche Medical	Employment medicals	$50.00
E4942	06/08/2026	8914	Cleanaway Pty Ltd	Rubbish & recycling collections	$750.00
E4942	06/08/2026	9056	Bradshaws Pharmacy	First aid supplies	$4.95
E4942	06/08/2026	9156	Bluemar Pty Ltd	Civil design works	$27,049.00
E4942	06/08/2026	9236	T Stewarts Engineering	Steel supplies & fabrication	$2,391.31
E4942	06/08/2026	9238	Monjingup Farm Services	Windmill servicing	$436.92
E4942	06/08/2026	9306	Drake-Brockman Building and	Construction works	$1,688,081.27
E4942	06/08/2026	9330	Coastal Climate Choice Pty Ltd	Air handling unit upgrades	$55,847.63
E4942	06/08/2026	9362	Lorraine Poulos & Associates Pty Limited	Consulting services	$2,697.00
E4942	06/08/2026	9371	Adam Davey Consulting	Materials for soil productivity and structure	$4,240.01
E4942	06/08/2026	9414	Chadwick Mobile Auto Electrics	Parts	$151.00
E4942	06/08/2026	9503	EcoValley Honey - Winton Hughes Was	Consignment sales	$107.20
E4942	06/08/2026	9531	Esperance Island Cruises	Bookeasy and consignment sales	$304.00
E4942	06/08/2026	9558	Mackenzies Electrical Service Pty Ltd	Electrical services	$186.01
E4942	06/08/2026	9639	Avon Waste	Rubbish & recycling collections	$61,090.47
E4942	06/08/2026	9641	Aussie Broadband Pty Ltd	NBN Broadband	$791.55
E4942	06/08/2026	9642	Delnorth Pty Ltd	Parts and equipment	$1,207.01
E4942	06/08/2026	9666	V Thomson	Jackpot winnings	$150.00
E4942	06/08/2026	9807	R G Chambers	Councillor payment	$6,172.09
E4942	06/08/2026	9808	J L Obourne	Councillor payment	$2,937.72
E4942	06/08/2026	9838	Blue Haven Shell Studio Accommodation	Bookeasy sales - Accommodation	$193.50
E4942	06/08/2026	9913	Esperance Crane Hire	Plant hire	$5,214.00
E4942	06/08/2026	10187	Estrin Saul Lawyers and Migration	Professional services	$14,720.00
E4942	06/08/2026	10268	White Sands Paving	Earthworks & paving works	$26,482.50

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4942	06/08/2026	10269	Lite N' Easy Pty Ltd	Meal preparation and delivery - EHC	$999.90
E4942	06/08/2026	10309	C T Davies	Councillor payment	$1,987.05
E4942	06/08/2026	10320	Fly Esperance Pty Ltd	Bookeasy sales	$886.50
E4942	06/08/2026	10416	J M Smith	Rent	$720.00
E4942	06/08/2026	10518	Townzies Turf and Gardens	Gardening services - EHC	$198.00
E4942	06/08/2026	10554	L P De Haas	Councillor payment	$1,987.05
E4942	06/08/2026	10635	South East Scaffolding	Scaffold labour	$14,281.08
E4942	06/08/2026	10649	Bitumen Distribution Pty Ltd	Bitumen emulsion	$14,784.00
E4942	06/08/2026	10675	Archipelago Apartments	Bookeasy sales - Accommodation	$1,069.20
E4942	06/08/2026	10798	Live Life Alarms / Flight Plan Digi	Subscription payment	$90.00
E4942	06/08/2026	10848	Retravision Esperance - JAPMR Pty Ltd	Electronics equipment	$60.00
E4942	06/08/2026	10942	Thorp Realty Pty Ltd	Rent	$4,560.00
E4942	06/08/2026	10956	MBL Food & Packaging T/A South Coast Foods	Consumables	$2,529.76
E4942	06/08/2026	10958	Newsxpress Esperance Lottery Centre	Subscription payment	$163.02
E4942	06/08/2026	11030	JMAC Building	Construction works	$21,963.70
E4942	06/08/2026	11271	Coldtrek Distribution Group	Consumables	$466.95
E4942	06/08/2026	11322	G M Johnston	Councillor payment	$1,987.05
E4942	06/08/2026	11330	S Starcevich	Councillor payment	$1,987.05
E4942	06/08/2026	11356	Good Chat Designs	Consignment sales	$100.00
E4942	06/08/2026	11384	CNE Ag Innovations Pty Ltd	Parts	$1,102.61
E4942	06/08/2026	11413	Apex Building Contractors	Construction works	$151,170.98
E4942	06/08/2026	11439	Kath Guest t/as Heart of the Mallee	Consignment sales	$98.40
E4942	06/08/2026	11592	Vision Australia	Audio equipment	$351.00
E4942	06/08/2026	11611	Blue Dog Ag Mechanical PTY LTD	Parts and labour	$494.16
E4942	06/08/2026	11660	Cassie Wehrenberg	Consignment sales	$98.80

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4942	06/08/2026	11726	Renewable.bio	Landscaping materials	$1,650.00
E4942	06/08/2026	11779	J & S Castlehow Electrical Services	Electrical project works	$7,431.60
E4942	06/08/2026	11839	Absolute Hot Water & Gas	Plumbing services	$23,034.99
E4942	06/08/2026	11844	Daniel Enterprises WA PTY LTD	Parts and servicing	$2,238.65
E4942	06/08/2026	11851	Pink Lake IGA	Consumables	$331.75
E4942	06/08/2026	11856	Sandy Hook Tavern - KELGARRY UNIT TRUST	Meals for volunteers - EHC	$54.98
E4942	06/08/2026	11875	Celestial Nature	Consignment sales	$47.20
E4942	06/08/2026	11886	Caladenia Co	Event services	$1,573.00
E4942	06/08/2026	11900	Bills Doors and Servicing	Preventative maintenance	$2,178.00
E4942	06/08/2026	11913	Madden Rural	Cement	$1,595.98
E4942	06/08/2026	11978	G A McWilliam	Councillor payment	$1,987.05
E4942	06/08/2026	12001	T M Lee	Jackpot winnings	$150.00
E4942	06/08/2026	12012	Coerco Pty Ltd	Water tank installation	$31,419.85
E4942	06/08/2026	12053	Knowles Family Trust TA /JK HD	Trade labour	$4,919.20
E4942	06/08/2026	12060	Innes Electrical & Air	Electrical servicing and equipment	$1,805.08
E4942	06/08/2026	12069	Salary Packaging Australia Pty Ltd	Novated lease - Employer ITC	$43.50
E4942	06/08/2026	12076	Esperance Monthly	Advertising	$140.80
E4942	06/08/2026	12080	MRA & FP Mackenzie T/A Driftwood	Consignment sales	$31.20
E4942	06/08/2026	12099	Salus WA Unit Trust atf Salus WA Pty	Professional services	$750.00
E4942	06/08/2026	12159	Dave Macmahon Surveys PTY LTD	Surveying services	$7,266.49
E4942	06/08/2026	12175	Manjak Pty Ltd/TA Reframe WA Consulting	Training and professional development	$3,245.00
E4942	06/08/2026	12193	Jellor PTY Ltd T/A Industrial	Washing stations	$12,877.97
E4942	06/08/2026	12194	Torque Driving Pty Ltd	Training and education	$27,200.00
E4942	06/08/2026	12227	Pacific Seating (AUS) Pty Ltd	Stadium furniture	$20,405.00
E4942	06/08/2026	12234	T.E. Engineering	Parts and servicing	$1,610.62

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4942	06/08/2026	12251	Videoguys Australia Pty Ltd	Cables and lighting supplies	$610.52
E4942	06/08/2026	12256	M M Gardner	Performance fee	$200.00
E4942	06/08/2026	12258	K Owen	Reimbursement	$87.00
E4942	06/08/2026	12261	H P McGill	Refund	$600.00
E4943	07/08/2026	11373	Save Energy Pty Ltd	Solar and battery installation	$462,911.32
E4943	07/08/2026	11724	L R MacKillican	Reimbursement	$144.71
E4943	07/08/2026	12262	Access All Areas Bobcats	Drainage and earthworks	$2,805.00
E4943	07/08/2026	12263	M Wallam	Refund	$463.00
E4944	14/08/2026	33	Australian Services Union (ASU)	Payroll deduction	$385.00
E4944	14/08/2026	140	Esperance Shire Staff Jackpot	Payroll deduction	$600.00
E4944	14/08/2026	154	LGRCEU	Payroll deduction	$132.00
E4944	14/08/2026	4014	Australian Taxation Office	Payroll deduction	$331.16
E4944	14/08/2026	12126	Services Australia - Centrelink	Payroll deduction	$331.16
E4945	14/08/2026	1963	Child Support Agency	Payroll deduction	$2,107.22
E4945	14/08/2026	8419	D Goodes	Refund	$194.19
E4946	17/08/2026	260	Horizon Power	Electricity charges	$58,124.14
E4946	17/08/2026	290	Telstra	Telephone charges	$37.40
E4946	17/08/2026	392	Water Corporation	Water usage charges	$6,437.56
E4946	17/08/2026	2562	Commonwealth Bank of Australia	Merchant fees	$3,763.40
E4946	17/08/2026	7576	Les Mills Asia Pacific	Subscription payment	$754.52
E4946	17/08/2026	8117	Foxtel Cable Television Pty Limited	Subscription payment	$155.00
E4946	17/08/2026	8784	Sheriff's Office, Perth	Fines enforcement fees	$271.50
E4946	17/08/2026	9321	Superchoice Services Pty Limited	Superannuation payment	$144,207.81
E4946	17/08/2026	11308	Fleetcare Pty Ltd	Lease payment	$2,580.01
E4946	17/08/2026	11364	Ezidebit Pty Ltd	Subscription payment	$924.57

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4947	20/08/2026	1	Australian Taxation Office	Payroll deduction	$189,688.00
E4947	20/08/2026	62	Building And Construction Industry	Building service levies	$361.84
E4947	20/08/2026	126	Esperance Electrical Service	Electrical services	$234.50
E4947	20/08/2026	187	Ixom Operations Pty Ltd	Cylinder & gas charges	$286.44
E4947	20/08/2026	381	Optus Communications	Mobile CCTV charges	$59.99
E4947	20/08/2026	395	BOC Gases	Cylinder & gas charges	$926.93
E4947	20/08/2026	448	Broons Group Pty Ltd	Parts and equipment	$3,683.68
E4947	20/08/2026	571	St John Ambulance Association in WA	CPR Training	$178.00
E4947	20/08/2026	881	Esperance Chamber Of Commerce and Industry	Businesses consultation	$1,430.00
E4947	20/08/2026	977	The Pier Hotel	Refreshments	$83.50
E4947	20/08/2026	1040	Esperance Lotteries House Association	Rent	$1,076.31
E4947	20/08/2026	1092	Piano Magic	Piano tuning	$750.00
E4947	20/08/2026	1197	Six Mile Hill Bush Fire Brigade	Reimbursement	$6,516.46
E4947	20/08/2026	1215	Shire of Esperance Municipal Fund	Project retention	$33,734.50
E4947	20/08/2026	1271	Department of Transport	Disclosure of Information fees	$15.30
E4947	20/08/2026	1290	Local Health Authorities Analytical	Annual fee renewal	$3,547.17
E4947	20/08/2026	1315	Gibson Soak Water Co	Bottled water	$25.00
E4947	20/08/2026	1323	LGIS WA - WALGA Municipal Liability	Employee Assistance Program 2026/2027	$5,647.95
E4947	20/08/2026	1470	Express Yourself Printing Esperance	Printing and stationery	$1,353.00
E4947	20/08/2026	1695	Bay of Isles Mini-Excavators	Plant hire	$2,590.00
E4947	20/08/2026	1709	Forpark Australia	Park maintenance materials	$93.59
E4947	20/08/2026	2113	Banksia Medical and Health	Employment medicals	$2,080.00
E4947	20/08/2026	2496	Professionals Esperance Real Estate	Rent	$3,680.00
E4947	20/08/2026	3227	Esperance Fire Services	Preventative maintenance	$4,570.32
E4947	20/08/2026	3321	Esperance Miniature Railway Society	Community grant payment	$10,000.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4947	20/08/2026	3484	Esperance Podiatry	Podiatry services - EHC	$1,741.60
E4947	20/08/2026	3533	Mike Henley Mechanical & Fabrication	Parts and servicing	$3,216.40
E4947	20/08/2026	3534	Local Government Professionals	Membership payment	$560.00
E4947	20/08/2026	3633	Esperance & Districts Agricultural	Esperance Show stalls	$1,360.00
E4947	20/08/2026	3683	Jtagz Pty Ltd	Animal registration tags	$341.55
E4947	20/08/2026	3736	Easisalary Pty Ltd	Novated Leases - Employer ITC	$487.00
E4947	20/08/2026	3797	LED Esperance	Electrical supplies	$707.11
E4947	20/08/2026	3976	F N Kenna	Refund	$2,500.00
E4947	20/08/2026	4308	Esperance Motor Group	Parts	$356.22
E4947	20/08/2026	4311	R M & W G Herbert	Painting services	$6,875.00
E4947	20/08/2026	4404	Wren Oil	Oil disposal	$509.09
E4947	20/08/2026	4466	Leisure Institute of Western Australia	Membership payment	$1,294.52
E4947	20/08/2026	4498	Ports Cricket Club	Community grant payment	$3,000.00
E4947	20/08/2026	4798	Australia's Golden Outback	Financial assistance agreement payment	$41,769.20
E4947	20/08/2026	4989	Woolworths Group Limited*	Consumables	$1,396.86
E4947	20/08/2026	5042	Officeworks Business Direct	Stationery	$540.75
E4947	20/08/2026	5092	Quality Publishing Australia	Stock for resale	$710.23
E4947	20/08/2026	5165	Driftwood Apartments	Bookeasy sales - Accommodation	$351.00
E4947	20/08/2026	5492	Wajon Publishing Company	Stock for resale	$152.50
E4947	20/08/2026	5604	Esperance Milk Supply	Milk supplies	$258.12
E4947	20/08/2026	5767	Seek Limited	Advertising	$1,963.50
E4947	20/08/2026	6009	McLeods Barristers & Solicitors	Legal advice	$2,723.47
E4947	20/08/2026	6024	SeatAdvisor Pty Ltd	Ticket sale fees	$223.03
E4947	20/08/2026	6164	Data 3 Limited	Subscription renewals	$114,767.10
E4947	20/08/2026	6176	Market Creations Pty Ltd	Website updates	$1,683.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4947	20/08/2026	6187	Pivotel Satellite Pty Limited	GPS tracking for fleet	$49,728.00
E4947	20/08/2026	6221	PFD Food Services Pty Ltd	Consumables	$1,845.30
E4947	20/08/2026	6250	WA Tyre Recovery	Tyre recovery	$1,101.05
E4947	20/08/2026	6495	MCM Protection Pty Ltd	Security services	$2,676.85
E4947	20/08/2026	6609	Environmental Health Australia (Western Australia)	Membership and subscription payment	$1,000.00
E4947	20/08/2026	7425	Esperance Cleaning Service	Cleaning services	$16,170.00
E4947	20/08/2026	7438	Independence Australia	Nursing products - EHC	$1,345.10
E4947	20/08/2026	7465	J & S Parsons Holdings Pty Ltd T/A Dome	Meals for volunteers - EHC	$27.05
E4947	20/08/2026	7566	AF & SP Ridgway	Purchase of gravel	$56,226.50
E4947	20/08/2026	7703	Talis Consultants	Consultancy services	$2,222.00
E4947	20/08/2026	7715	TD Contractors A/L Removal	Plant and labour hire	$22,789.99
E4947	20/08/2026	7801	Land Insights	Planning professional services	$18,882.06
E4947	20/08/2026	7803	Dr T W Pearn	Employment medicals	$660.00
E4947	20/08/2026	7845	Nespresso Professional	Consumables	$758.00
E4947	20/08/2026	7936	LJS Mobile Engineering	Parts and servicing	$1,699.50
E4947	20/08/2026	7945	Choices Flooring Esperance	Flooring and installation	$5,260.59
E4947	20/08/2026	8311	Aussie Telecom Pty Ltd	Subscription payment	$943.48
E4947	20/08/2026	8459	Condingup Machinery Wreckers	Parts and labour	$1,067.90
E4947	20/08/2026	8561	Harbour Software Pty Ltd	Subscription payment	$4,796.00
E4947	20/08/2026	8588	J M Sage	Refund	$600.00
E4947	20/08/2026	8596	Frontline Fire and Rescue Equipment	Parts and equipment	$2,146.75
E4947	20/08/2026	8717	Western Irrigation Pty Ltd	Parts	$695.70
E4947	20/08/2026	8757	JB Hi-Fi Group Pty Ltd	Electronics equipment	$839.83
E4947	20/08/2026	8783	The Trustee for Recherche Medical	Employment medicals	$250.00
E4947	20/08/2026	8914	Cleanaway Pty Ltd	Rubbish & recycling collections	$3,108.04

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4947	20/08/2026	8933	Aurelia's Ice Creamery and Cafe	Catering	$130.90
E4947	20/08/2026	8972	Dunn's Cleaning Service Pty Ltd	Cleaning services	$28,822.01
E4947	20/08/2026	8994	Information Proficiency	Support renewal payment	$50,561.31
E4947	20/08/2026	9127	Unicare Health	Mobility equipment	$654.90
E4947	20/08/2026	9147	Key Pest and Weed Control	Pest control	$902.00
E4947	20/08/2026	9156	Bluemar Pty Ltd	Drafting support	$12,895.58
E4947	20/08/2026	9189	Quatro Design Pty Ltd	Design services	$13,950.20
E4947	20/08/2026	9207	Datacom Systems (AU) Pty Ltd	Electronics equipment	$425.33
E4947	20/08/2026	9218	Avantgarde Technologies Pty Ltd	Maintenance and support payment	$26,340.88
E4947	20/08/2026	9237	Esperance Metaland	Steel fabrication	$5,000.00
E4947	20/08/2026	9245	JLR Mechanical Contracting	Parts and trade labour	$587.11
E4947	20/08/2026	9302	H & H Architects	Designs works	$270,797.24
E4947	20/08/2026	9306	Drake-Brockman Building and	Construction works	$667,216.55
E4947	20/08/2026	9330	Coastal Climate Choice Pty Ltd	Dehumidifiers	$6,443.50
E4947	20/08/2026	9473	Banksia Park Farm Eggs	Consumables	$90.00
E4947	20/08/2026	9503	EcoValley Honey - Winton Hughes Was	Consignment sales	$56.40
E4947	20/08/2026	9531	Esperance Island Cruises	Beathing apparatus refills	$25.00
E4947	20/08/2026	9639	Avon Waste	Rubbish & recycling collections	$55,226.05
E4947	20/08/2026	9838	Blue Haven Shell Studio Accommodation	Bookeasy sales - Accommodation	$215.00
E4947	20/08/2026	10110	K P McGrinder	Jackpot winnings	$150.00
E4947	20/08/2026	10115	MBIT Technologies Pty Ltd	Service fees	$11.00
E4947	20/08/2026	10142	R-Group International Pty Ltd	Phone package fees	$3,225.48
E4947	20/08/2026	10191	Silver Podiatry	Podiatry services - EHC	$180.00
E4947	20/08/2026	10218	D B Ambrose	Gardening services - EHC	$75.00
E4947	20/08/2026	10269	Lite N' Easy Pty Ltd	Meal preparation and delivery - EHC	$2,837.87

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4947	20/08/2026	10416	J M Smith	Rent	$720.00
E4947	20/08/2026	10459	Cloud Payment Group	Debt collection	$643.50
E4947	20/08/2026	10518	Townzies Turf and Gardens	Gardening services - EHC	$247.50
E4947	20/08/2026	10564	WA Girl Macrame	Consignment sales	$13.56
E4947	20/08/2026	10619	C N Smith	Reimbursement	$101.00
E4947	20/08/2026	10649	Bitumen Distribution Pty Ltd	Bitumen emulsion	$12,672.00
E4947	20/08/2026	10735	Cabcharge Pty Ltd	Taxi services	$196.33
E4947	20/08/2026	10859	Lister Electrical WA	Electrical services	$1,657.65
E4947	20/08/2026	10887	Fleet Fitness	Gym equipment servicing and repairs	$1,120.57
E4947	20/08/2026	10888	Insculpo Pty Ltd T/A Sheridan's Bad	Name badges	$291.50
E4947	20/08/2026	10933	Before You Dig Australia Ltd	Membership and subscription fees	$3,955.60
E4947	20/08/2026	10941	R I Henderson	Audiovisual project works	$19,030.00
E4947	20/08/2026	10942	Thorp Realty Pty Ltd	Rent	$3,760.00
E4947	20/08/2026	10943	Kaebel Leisure Pty Ltd	Design works	$35,783.00
E4947	20/08/2026	10956	MBL Food & Packaging T/A South Coast Foods	Consumables	$2,775.92
E4947	20/08/2026	10964	Boulevard News Esperance	Stationery and promotional materials	$248.98
E4947	20/08/2026	10985	Rebecca Staunton Physiotherapy	Physiotherapy services - EHC	$3,283.50
E4947	20/08/2026	11017	D R Shilton	Jackpot winnings	$150.00
E4947	20/08/2026	11045	Mathew Leigh Brenton T/A Grubs Contracting	Fencing works	$27,601.75
E4947	20/08/2026	11058	Howat WA Pty Ltd T/A The Weed Terminator	Slashing services	$36,960.00
E4947	20/08/2026	11110	Esperance Outdoor Power Equipment	Parts	$37.75
E4947	20/08/2026	11167	South East Turf Solutions	Chemical spraying	$8,175.53
E4947	20/08/2026	11176	Tunstall Healthcare	Alarm monitoring - EHC	$62.60
E4947	20/08/2026	11179	United Fasteners WA Pty Ltd	Parts	$479.82
E4947	20/08/2026	11191	Bay Diversified Pty Ltd	Noxious weed management and pest removal	$4,082.47

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4947	20/08/2026	11244	Motel Brothers Pty Ltd T/as The Jet	Bookeasy sales - Accommodation	$161.28
E4947	20/08/2026	11251	Niche Planning Studio Pty Ltd	Professional design and planning services	$14,058.00
E4947	20/08/2026	11316	BreezeConnect	Subscription payment	$48.50
E4947	20/08/2026	11329	Kinetic Communications and Mechanical	Parts and servicing	$464.00
E4947	20/08/2026	11356	Good Chat Designs	Consignment sales	$251.00
E4947	20/08/2026	11384	CNE Ag Innovations Pty Ltd	Parts and equipment	$2,845.21
E4947	20/08/2026	11401	Levi's Woodworking	Consignment sales	$9.60
E4947	20/08/2026	11428	Bread Local	Catering	$762.00
E4947	20/08/2026	11431	Southern Suspension & 4x4 Centre	Parts and servicing	$1,797.06
E4947	20/08/2026	11486	R K Seinor	Reimbursement	$338.72
E4947	20/08/2026	11487	L Shibish	Refund	$13.70
E4947	20/08/2026	11518	Mega Phones	Pendant monitoring - EHC	$220.00
E4947	20/08/2026	11554	Esperance Tjaltjraak Native Title	Event sales	$3,160.00
E4947	20/08/2026	11588	Green Thumb Gardening Esperance	Gardening services - EHC	$462.00
E4947	20/08/2026	11611	Blue Dog Ag Mechanical PTY LTD	Parts and servicing	$5,351.60
E4947	20/08/2026	11621	David John Coyne T/A Esperance	Home maintenance works - EHC	$9,790.00
E4947	20/08/2026	11660	Cassie Wehrenberg	Consignment sales	$16.80
E4947	20/08/2026	11698	Bookeasy Australia Pty Ltd	Subscription payment	$220.00
E4947	20/08/2026	11711	Supagas Pty Limited	gas supplies	$330.00
E4947	20/08/2026	11836	Esperance Native Nursery	Plants	$10,890.00
E4947	20/08/2026	11839	Absolute Hot Water & Gas	Plumbing services	$14,253.23
E4947	20/08/2026	11844	Daniel Enterprises WA PTY LTD	Parts and services	$12,227.06
E4947	20/08/2026	11851	Pink Lake IGA	Consumables	$1,467.50
E4947	20/08/2026	11875	Celestial Nature	Consignment sales	$81.60
E4947	20/08/2026	11898	SEA Heavy Diesel Pty Ltd	Parts and services	$28,015.05

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4947	20/08/2026	11900	Bills Doors and Servicing	Door repairs and materials	$8,989.58
E4947	20/08/2026	11903	Showtime Australia Pty Ltd	Show payment	$14,267.05
E4947	20/08/2026	11944	Boharp T/as Esperance Plumbing Services	Plumbing services	$1,498.96
E4947	20/08/2026	11950	Esperance & Districts Glass PTY LTD	Parts	$17.60
E4947	20/08/2026	11988	K G Warner	Reimbursement	$405.30
E4947	20/08/2026	11991	Department of Local Government,	Building Services levies	$6,320.81
E4947	20/08/2026	11997	Luxe Floral and Home co	Flowers	$180.00
E4947	20/08/2026	12036	Zoho Corporation Pty Ltd	Subscription payment	$82.50
E4947	20/08/2026	12039	Esperance Concrete & Pre-cast Pty Ltd	Concrete	$6,029.17
E4947	20/08/2026	12053	Knowles Family Trust TA /JK HD	Trade labour	$8,928.37
E4947	20/08/2026	12069	Salary Packaging Australia Pty Ltd	Novated Lease - Employer ITC	$43.50
E4947	20/08/2026	12076	Esperance Monthly	Advertising	$1,210.00
E4947	20/08/2026	12079	Fat Zebra Pty Ltd	Online payment fees	$280.94
E4947	20/08/2026	12085	G Rann	Technical assistance	$924.28
E4947	20/08/2026	12157	Pragma Lawyers	Legal advice	$2,938.65
E4947	20/08/2026	12175	Manjak Pty Ltd/TA Reframe WA Consulting	Training and professional development	$3,905.00
E4947	20/08/2026	12215	Achieveability Pty Ltd	Training registration	$242.00
E4947	20/08/2026	12217	Pipe Networks Pty Limited (Vocus)	Public wifi	$130.90
E4947	20/08/2026	12257	Legacy Habitats Pty Ltd	Project preparation payment	$112,942.67
E4947	20/08/2026	12259	G K Gilpin	Refund	$67.93
E4947	20/08/2026	12260	B J Lowrie	Refund	$227.60
E4947	20/08/2026	12264	L Ramm	Community grant payment	$500.00
E4947	20/08/2026	12266	Pink Lake Tree Works	Landscaping materials	$2,400.00
E4947	20/08/2026	12270	Lee, Youngmi T/A Miya's Sweets	Catering	$390.00
E4947	20/08/2026	12271	D L Caldwell	Refund	$462.94

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4947	20/08/2026	12272	Metrowest Construction Pty Ltd	Refund	$1,296.47
E4947	20/08/2026	12273	S L Paparone	Refund	$417.15
E4947	20/08/2026	12274	N Stevens	Refund	$100.00
E4947	20/08/2026	12275	Estate of I R Casey	Refund	$169.53
E4947	20/08/2026	12276	A M Abbott	Reimbursement	$314.18
E4947	20/08/2026	12277	G P Tidow	Refund	$798.56
E4948	24/08/2026	325	Easton WJ & V	Hire of earthmoving plant	$11,690.25
E4948	24/08/2026	1469	Beachwind Enterprises Pty Ltd	Hire of earthmoving plant	$31,921.56
E4948	24/08/2026	6636	Esperance Earthworks Pty Ltd	Hire of earthmoving plant	$70,245.45
E4948	24/08/2026	7679	G & B Haulage	Plant hire	$39,793.05
E4948	24/08/2026	10615	Quaintrelle (WA) Pty Ltd T/A	Hire of street sweeper	$26,243.60
E4948	24/08/2026	11590	MLP Civil	Hire of earthmoving plant	$24,289.38
E4949	26/08/2026	26	Blackwoods Atkins	Parts & equipment	$1,237.55
E4949	26/08/2026	47	B E Stearne & Co Pty Ltd	Reticulation supplies	$393.80
E4949	26/08/2026	63	Bunnings Ltd*	Hardware	$11,688.99
E4949	26/08/2026	77	Cockburn Cement Limited	Cement & pallet charges	$5,560.50
E4949	26/08/2026	112	Esperance Ag Services	Parts & equipment	$1,043.75
E4949	26/08/2026	323	Westrac Equipment Pty Ltd	Plant parts & repairs	$1,593.79
E4949	26/08/2026	707	Haslams	Protective clothing	$4,966.68
E4949	26/08/2026	1259	South East Petroleum*	Fuel supplies	$109,544.97
E4949	26/08/2026	1307	Feature Paints	Paint supplies	$1,521.35
E4949	26/08/2026	1461	Kip & Steve's Mechanical Repairs	Parts and repairs	$1,140.79
E4949	26/08/2026	1485	Freight Lines Group	Freight charges	$8,016.70
E4949	26/08/2026	1575	GPC Asia Pacific Pty Ltd/Repco	Automotive supplies	$452.47
E4949	26/08/2026	2317	Southern Cross Austereo Pty Ltd	Radio advertising	$3,399.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4949	26/08/2026	2333	Winc Australia Pty Limited	Stationery	$1,334.05
E4949	26/08/2026	3157	Galvins Plumbing Plus	Parts	$965.53
E4949	26/08/2026	3774	Goodchild Enterprises	Batteries	$2,455.20
E4949	26/08/2026	4210	Farm & General EOPP	Parts & equipment	$7,477.60
E4949	26/08/2026	4755	LGIS Insurance Broking - Jardine Lloyd	Insurance payment	$346.50
E4949	26/08/2026	5215	Public Transport Authority of Western Australia	TransWA sales	$2,421.95
E4949	26/08/2026	5908	Heatley Sales Pty Ltd	Parts & equipment	$663.85
E4949	26/08/2026	6183	Kleen West	Consumables and cleaning products	$8,829.18
E4949	26/08/2026	6407	Dell Australia Pty Limited	Electronics equipment	$506.55
E4949	26/08/2026	6714	Holcim Pty Ltd	Aggregate & kerbmix supplies	$16,921.58
E4949	26/08/2026	7552	Beacon Equipment	Parts	$72.00
E4949	26/08/2026	8267	Valvoline (Australia) Pty Ltd	Oils	$6,668.28
E4949	26/08/2026	8800	South Regional TAFE	Training and education	$6,659.20
E4949	26/08/2026	8959	Topsigns	Signage	$1,108.36
E4949	26/08/2026	9022	AFGRI Equipment Australia Pty Ltd	Parts & equipment	$2,548.40
E4949	26/08/2026	9163	Esperance Combined Tyres & Mechanical	Tyres and services	$10,657.85
E4949	26/08/2026	9210	McIntosh & Son W.A.	Parts & equipment	$2,962.32
E4949	26/08/2026	9330	Coastal Climate Choice Pty Ltd	Air handling unit upgrades	$59,307.88
E4949	26/08/2026	9574	Clarke & Stokes Agriservices Pty Ltd	Reticulation supplies	$2,191.37
E4949	26/08/2026	10701	Esperance Truck Pro Pty Ltd	Parts	$312.47
E4949	26/08/2026	10993	Etech WA Pty Ltd T/As Esperance	Electronics maintenance and printing charges	$9,852.65
E4949	26/08/2026	11004	CTECM	Managed services	$2,807.40
E4949	26/08/2026	11160	Sigma Telford Group	Chemical testing equipment	$806.63
E4949	26/08/2026	11459	R&J Batteries Pty Ltd	Batteries, cables & terminals	$1,474.00
E4949	26/08/2026	11840	Powerplant Motorcycles	Parts	$39.80

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4950	28/08/2026	2496	Professionals Esperance Real Estate	Rent	$3,600.00
E4950	28/08/2026	4647	Marketforce - Omnicom	Advertising	$2,025.09
E4950	28/08/2026	9147	Key Pest and Weed Control	Pest control	$827.20
E4950	28/08/2026	9515	Stabilised Pavements of Australia P	Aggregrate	$26,840.00
E4950	28/08/2026	10956	MBL Food & Packaging T/A South Coast Foods	Consumables	$1,929.52
E4950	28/08/2026	11012	Esperance Fresh Food Pty Ltd T/A	Consumables	$290.60
E4950	28/08/2026	11082	South East Petroleum - BFB Accounts	Fuel supplies	$516.66
				Total Creditor payments made by EFT from Municipal Fund	**6,726,114.97**

SHIRE OF ESPERANCE

CREDIT CARD PAYMENT LISTING

List of accounts direct debited from Council's Municipal Fund submitted to the Ordinary Council Meeting held on 22/09/2026 for confirmation in respect to accounts already paid via credit cards.

DATE	CREDITOR	PARTICULARS	AMOUNT
25/07/2026	Tourism Council WA	Training & education	$ 650.00
31/07/2026	R U OK Limited	Merchandise	$ 273.16
3/08/2026	Bunnings	Shelving	$ 290.00
4/08/2026	Twilio Sendgrid	Subscription payment	$ 131.90
6/08/2026	Woolworths	Catering	$ 33.53
11/08/2026	Spotlight Pty Ltd	Relocation items	$ 200.00
11/08/226	Australian Library & Information Association	Membership payment	$ 380.00
4/08/2026	Kmart	Cutlery	$ 23.00
5/08/2026	Invox	Seminar registration	$ 530.00
8/08/2026	Netflix.com	Subscription payment	$ 20.99
9/08/2026	Roo Brew	Staff leaving gift	$ 85.02
10/08/2026	Xero AU	Subscription payment	$ 78.00
10/08/2026	St John Ambulance	First aid equipment	$ 155.00
12/08/2026	JusChek Rapid	First aid equipment	$ 885.00
12/08/2026	Golden Carers Pty Ltd	Membership payment	$ 94.95
25/08/2026	National Aged Care Provider Conference	Conference expenses	$ 175.77
29/07/2026	Pluralsight	Subscription payment	$ 2,495.86
1/08/2026	GoFax Pty Ltd	Subscription payment	$ 29.85
3/08/2026	Officeworks	Stationery	$ 85.95
4/08/2026	Intuit	Subscription payment	$ 351.23
8/08/2026	Starlink Internet	Remote internet	$ 1,425.00
9/08/2026	Microsoft	Subscription payment	$ 2.13
12/08/2026	Hasta Type	Subscription payment	$ 266.37
15/08/2026	Vend Pos	Subscription payment	$ 279.00
17/08/2026	Starlink Internet	Remote internet	$ 556.01
19/08/2026	GoDaddy	Subscription payment	$ 24.15
20/08/2026	RAC Esperance	Accommodation - Civic Centre	$ 218.20
20/08/2026	RAC Esperance	Accommodation - Civic Centre	$ 218.20
21/08/2026	Woolworths	Consumables	$ 102.65
25/08/2026	Red Dot Stores	Stationery	$ 35.96
2/08/2026	Indeed	Advertising	$ 504.17
3/08/2026	Sonic HealthPlus	Pre-employment medical	$ 277.20
6/08/2026	R U OK Limited	Merchandise	$ 714.01
31/07/2026	BP Kalgoorlie	Fuel - GVROC meeting	$ 50.01
7/08/2026	Uber	Travel expenses - Perth - Training	$ 54.54
7/08/2026	Uber	Travel expenses - Perth - Training	$ 37.69
8/08/2026	Uber	Travel expenses - Perth - Training	$ 45.02
4/08/2026	The Club Hotel	Accommodation - Collie - Training	$ 540.00
5/08/2026	REX	Flights - Perth - Conference	$ 544.57
5/08/2026	REX	Flights - Perth - Conference	$ 544.57
5/08/2026	REX	Flights - Perth - Conference	$ 544.57
5/08/2026	REX	Flights - Perth - Conference	$ 544.57
6/08/2026	REX	Flights - Perth - Conference	$ 544.57
6/08/2026	Kmart	Table cloths	$ 34.00
6/08/2026	REX	Flights - Perth - Conference	$ 544.57
6/08/2026	REX	Flights - Perth - Conference	$ 476.76
11/08/2026	Ibis Peth Hotel	Accommodation - Perth - Training	$ 850.75
11/08/2026	Ibis Peth Hotel	Accommodation - Perth - Training	$ 827.42
13/08/2026	Tribe Perth	Accommodation - Perth - Training	$ 322.05
17/08/2026	Vibe Hotel Subiaco	Accommodation - Perth - Employment medical	$ 386.58
19/08/2026	REX	Flights - Perth - Employment medical	$ 448.98
20/08/2026	Vibe Hotel Subiaco	Accommodation - Perth - Employment medical	$ 773.17
20/08/2026	REX	Flights - Perth - Training	$ 544.57
20/08/2026	REX	Flights - Perth - Training	$ 544.57
20/08/2026	REX	Flights - Perth - Training	$ 544.57
21/08/2026	Vibe Hotel Subiaco	Accommodation refund	-$ 386.58
28/07/2026	Software Publications	Training & education	$ 53.95
4/08/2026	CASA Levy	Registration renewal	$ 40.00

SHIRE OF ESPERANCE

CREDIT CARD PAYMENT LISTING

List of accounts direct debited from Council's Municipal Fund submitted to the Ordinary Council Meeting held on 22/09/2026 for confirmation in respect to accounts already paid via credit cards.

DATE	CREDITOR	PARTICULARS	AMOUNT
4/08/2026	Global Drone Solutions	Conference registration	$ 61.02
11/08/2026	Civil Aviation Safety	Membership payment	$ 640.00
12/08/2026	White Sands Gallery	Staff leaving gift	$ 101.00
13/08/2026	Esperance French Hot Bread	Consumables	$ 42.50
25/07/2026	Clearwater Motel	Accommodation - Civic Centre	$ 200.38
27/07/2026	Post Esperance	Working With Children's Check	$ 11.00
27/07/2026	Liquor Barons	Bar stock	$ 240.00
27/07/2026	Woolworths	Consumables	$ 126.80
28/07/2026	Retravision Esperance	Vouchers for volunteers	$ 500.00
28/07/2026	The Chopping Block	Vouchers for volunteers	$ 203.00
28/07/2026	Woolworths	Voucher - Event prize winner	$ 200.00
28/07/2026	Centre Cinema	Vouchers for volunteers	$ 292.61
28/07/2026	Tide Town	Vouchers for volunteers	$ 200.00
28/07/2026	Sportspower Esperance	Voucher - Event prize winner	$ 200.00
28/07/2026	Down to Earth Esperance	Voucher - Event prize winner	$ 500.00
29/07/2026	Bistro Louis	Voucher - Event prize winner	$ 200.00
29/07/2026	Dominos Pizza Esperance	Consumables for volunteers	$ 120.89
29/07/2026	Woolworths	Voucher - Event prize winner	$ 211.90
31/07/2026	Sportspower Esperance	Voucher - Event prize winner	$ 100.00
31/07/2026	Cloud Eleven Esperance	Vouchers for volunteers	$ 101.25
31/07/2026	Taylor Street	Vouchers for volunteers	$ 203.80
31/07/2026	Tide Town	Vouchers for volunteers	$ 100.00
2/08/2026	Subway Esperance	Consumables for volunteers	$ 62.00
4/08/2026	Emperors Garden	Vouchers for volunteers	$ 201.38
10/08/2026	Woolworths	Vouchers for volunteers	$ 211.90
13/08/2026	Liquor Barons	Bar stock	$ 232.00
14/08/2026	Dominos Pizza Esperance	Consumables for volunteers	$ 129.55
19/08/2026	Liquor Barons	Bar stock	$ 300.00
20/08/2026	Wotif	Accommodation - Civic Centre	$ 433.50
21/08/2026	Sportspower Esperance	Event supplies	$ 71.98
25/07/2026	Holiday Inn West Perth	Accommodation - Perth - Training	$ 245.00
25/07/2026	Uber	Travel expenses - Perth - Training	$ 40.33
27/07/2026	Airbnb	Accommodation - Perth - Training	$ 1,095.00
27/07/2026	Esperance CCI	Converge Esperance Conference registrations	$ 1,330.44
27/07/2026	REX	Flights - Perth - Training	$ 476.76
27/07/2026	REX	Flights - Perth - Training	$ 476.76
27/07/2026	REX	Flights - Perth - Training	$ 544.57
28/07/2026	WALGA Events	LG Week Registration	$ 1,925.00
29/07/2026	Uber	Travel expenses - Perth - Training	$ 59.40
29/07/2026	WALGA Events	LG Week Registration	$ 1,925.00
29/07/2026	WALGA Events	LG Week Registration	$ 1,925.00
30/07/2026	Uber	Travel expenses - Perth - Training	$ 63.73
30/07/2026	Rydges Kalgoorlie	Accommodation - Kalgoorlie - Meetings	$ 228.38
30/07/2026	Tribe Perth	Accommodation - Perth - Training	$ 172.38
30/07/2026	Social Pilot	Subscription payment	$ 795.60
31/07/2026	Rydges Kalgoorlie	Accommodation - Kalgoorlie - Meetings	$ 336.47
31/07/2026	Rydges Kalgoorlie	Accommodation - Kalgoorlie - Meetings	$ 37.56
31/07/2026	Rydges Kalgoorlie	Accommodation - Kalgoorlie - Meetings	$ 263.90
31/07/2026	Uber	Travel expenses - Perth - Training	$ 69.65
31/07/2026	Facebook	Advertising	$ 127.04
31/07/2026	REX	Flights - Perth - Conference	$ 281.70
1/08/2026	Tribe Perth	Accommodation - Perth - Training	$ 747.01
1/08/2026	Oaks Perth Hotel	Accommodation - Perth - Training	$ 487.20
1/08/2026	Oaks Perth Hotel	Accommodation - Perth - Training	$ 28.42
2/08/2026	Uber	Travel expenses - Perth - Training	$ 54.78
3/08/2026	Uber	Travel expenses - Perth - Training & Conferences	$ 71.80
4/08/2026	Uber	Travel expenses - Perth - Training	$ 30.00
5/08/2026	Uber	Travel expenses - Perth - Training & Conferences	$ 52.53

SHIRE OF ESPERANCE

CREDIT CARD PAYMENT LISTING

List of accounts direct debited from Council's Municipal Fund submitted to the Ordinary Council Meeting held on 22/09/2026 for confirmation in respect to accounts already paid via credit cards.

DATE	CREDITOR	PARTICULARS	AMOUNT
5/08/2026	Ibis Styles Peth	Accommodation - Perth - Training	$ 526.25
6/08/2026	Uber	Travel expenses - Perth - Training & Conferences	$ 62.36
7/08/2026	Mercure Perth Hotel	Accommodation - Perth - Training	$ 188.60
7/08/2026	Uber	Travel expenses - Perth - Training & Conferences	$ 74.47
8/08/2026	Uber	Travel expenses - Perth - Training	$ 78.48
12/08/2026	DJ City	Media and communications equipment refund	-$ 159.00
17/08/2026	Uber	Travel expenses - Perth - Employment medical	$ 41.84
21/08/2026	Uber	Travel expenses - Perth - Employment medical	$ 38.68
11/08/2026	WEX Australia Pty Ltd	Fuel - Munglinup Bushfire Brigade	$ 163.19
7/08/2026	Cloud Eleven Esperance	Catering - Flinders Estate Consultation	$ 35.54
12/08/2026	Yirri Grove Pty Ltd	Food sampling	$ 14.14
18/08/2026	Dept Health	Training & education	$ 1,320.00
18/08/2026	WALGA	Training & education	$ 220.00
5/08/2026	Breakaway Café	Catering - Incident	$ 105.66
12/08/2026	Woolworths	Catering - Training	$ 267.71
18/08/2026	Farm & General	Parts	$ 28.40
21/08/2026	Woolworths	Catering - Training	$ 184.70
22/08/2026	Downtown Espresso Bar	Catering - Training	$ 92.48
23/08/2026	Flickr	Catering - Training	$ 72.66
24/08/2026	Coffee Cat	Catering - Training	$ 70.12
5/08/2026	Event & Conference Co	Conference registration	$ 649.60
5/08/2026	Event & Conference Co	Conference registration	$ 649.60
		Total Credit Card Purchases 25/07/2026 - 26/08/2026	**$ 45,863.08**

SHIRE OF ESPERANCE

PURCHASING CARDS PAYMENT LISTING

List of accounts due by Council submitted to the Ordinary Council Meeting held on 22/09/2026 for confirmation in respect to accounts already paid via purchasing cards, as summarised in Payment of Accounts Listing.

DATE	CREDITOR	PARTICULARS	AMOUNT
01/07/2026	Bunnings Ltd	Hardware	$ 77.46
02/07/2026	Bunnings Ltd	Hardware	$ 953.65
02/07/2026	Bunnings Ltd	Hardware	$ 66.50
02/07/2026	Bunnings Ltd	Hardware	$ 164.94
02/07/2026	Bunnings Ltd	Hardware	$ 170.03
06/07/2026	Bunnings Ltd	Hardware	$ 22.55
06/07/2026	Bunnings Ltd	Hardware	$ 217.60
06/07/2026	Bunnings Ltd	Hardware	$ 21.56
06/07/2026	Bunnings Ltd	Hardware	$ 89.99
06/07/2026	Bunnings Ltd	Hardware	$ 47.09
06/07/2026	Bunnings Ltd	Hardware	$ 46.98
06/07/2026	Bunnings Ltd	Hardware	$ 36.09
06/07/2026	Bunnings Ltd	Hardware	$ 464.88
07/07/2026	Bunnings Ltd	Hardware	$ 99.19
07/07/2026	Bunnings Ltd	Hardware	$ 26.36
07/07/2026	Bunnings Ltd	Hardware	$ 462.82
07/07/2026	Bunnings Ltd	Hardware	$ 70.76
07/07/2026	Bunnings Ltd	Hardware	$ 932.80
07/07/2026	Bunnings Ltd	Hardware	$ 48.18
08/07/2026	Bunnings Ltd	Hardware	$ 388.54
08/07/2026	Bunnings Ltd	Hardware	$ 118.00
08/07/2026	Bunnings Ltd	Hardware	$ 26.62
08/07/2026	Bunnings Ltd	Hardware	$ 17.58
09/07/2026	Bunnings Ltd	Hardware	$ 82.24
09/07/2026	Bunnings Ltd	Hardware	$ 5.96
09/07/2026	Bunnings Ltd	Hardware	$ 3.77
10/07/2026	Bunnings Ltd	Hardware	$ 147.60
10/07/2026	Bunnings Ltd	Hardware	$ 40.32
10/07/2026	Bunnings Ltd	Hardware	$ 16.46
10/07/2026	Bunnings Ltd	Hardware	$ 60.32
12/07/2026	Bunnings Ltd	Hardware	$ 9.34
13/07/2026	Bunnings Ltd	Hardware	$ 151.59
13/07/2026	Bunnings Ltd	Hardware	$ 18.98
13/07/2026	Bunnings Ltd	Hardware	$ 6.88
13/07/2026	Bunnings Ltd	Hardware	$ 27.64
13/07/2026	Bunnings Ltd	Hardware	$ 112.33
14/07/2026	Bunnings Ltd	Hardware	$ 120.97
14/07/2026	Bunnings Ltd	Hardware	$ 18.98
14/07/2026	Bunnings Ltd	Hardware	$ 14.99
14/07/2026	Bunnings Ltd	Hardware	$ 25.60
14/07/2026	Bunnings Ltd	Hardware	$ 35.70
15/07/2026	Bunnings Ltd	Hardware	$ 40.11
15/07/2026	Bunnings Ltd	Hardware	$ 26.58
15/07/2026	Bunnings Ltd	Hardware	$ 25.16
15/07/2026	Bunnings Ltd	Hardware	$ 698.44
16/07/2026	Bunnings Ltd	Hardware	$ 65.47
17/07/2026	Bunnings Ltd	Hardware	$ 707.54
17/07/2026	Bunnings Ltd	Hardware	$ 18.98
20/07/2026	Bunnings Ltd	Hardware	$ 53.00
20/07/2026	Bunnings Ltd	Hardware	$ 56.20
20/07/2026	Bunnings Ltd	Hardware	$ 39.12
21/07/2026	Bunnings Ltd	Hardware	$ 69.17
21/07/2026	Bunnings Ltd	Hardware	$ 31.86
22/07/2026	Bunnings Ltd	Hardware	$ 38.28
22/07/2026	Bunnings Ltd	Hardware	$ 47.41

SHIRE OF ESPERANCE

PURCHASING CARDS PAYMENT LISTING

List of accounts due by Council submitted to the Ordinary Council Meeting held on 22/09/2026 for confirmation in respect to accounts already paid via purchasing cards, as summarised in Payment of Accounts Listing.

DATE	CREDITOR	PARTICULARS	AMOUNT
22/07/2026	Bunnings Ltd	Hardware	$ 194.36
23/07/2026	Bunnings Ltd	Hardware	$ 358.99
23/07/2026	Bunnings Ltd	Hardware	$ 173.74
23/07/2026	Bunnings Ltd	Hardware	$ 2,151.36
23/07/2026	Bunnings Ltd	Hardware	$ 15.86
23/07/2026	Bunnings Ltd	Hardware	$ 99.19
23/07/2026	Bunnings Ltd	Hardware	$ 24.60
23/07/2026	Bunnings Ltd	Hardware	$ 58.06
24/07/2026	Bunnings Ltd	Hardware	$ 37.10
24/07/2026	Bunnings Ltd	Hardware	$ 221.20
24/07/2026	Bunnings Ltd	Hardware	$ 32.36
27/07/2026	Bunnings Ltd	Hardware	$ 182.68
27/07/2026	Bunnings Ltd	Hardware	$ 54.80
27/07/2026	Bunnings Ltd	Hardware	$ 77.31
28/07/2026	Bunnings Ltd	Hardware	$ 80.40
28/07/2026	Bunnings Ltd	Hardware	$ 199.99
29/07/2026	Bunnings Ltd	Hardware	$ 57.01
29/07/2026	Bunnings Ltd	Hardware	$ 39.07
29/07/2026	Bunnings Ltd	Hardware	$ 62.93
30/07/2026	Bunnings Ltd	Hardware	$ 60.13
30/07/2026	Bunnings Ltd	Hardware	$ 28.03
30/07/2026	Bunnings Ltd	Hardware	$ 23.00
31/07/2026	Bunnings Ltd	Hardware	$ 69.66
01/07/2026	South East Petroleum	Fuel supplies	$ 6,207.65
01/07/2026	South East Petroleum	Fuel supplies	$ 18,157.76
01/07/2026	South East Petroleum	Fuel supplies	$ 1,460.62
07/07/2026	South East Petroleum	Fuel supplies	$ 5,041.87
08/07/2026	South East Petroleum	Fuel supplies	$ 12,919.06
08/07/2026	South East Petroleum	Fuel supplies	$ 1,024.14
15/07/2026	South East Petroleum	Fuel supplies	$ 1,462.15
15/07/2026	South East Petroleum	Fuel supplies	$ 16,384.01
22/07/2026	South East Petroleum	Fuel supplies	$ 20,694.43
22/07/2026	South East Petroleum	Fuel supplies	$ 1,763.92
27/07/2026	South East Petroleum	Fuel supplies	$ 15,694.14
29/07/2026	South East Petroleum	Fuel supplies	$ 1,727.39
31/07/2026	South East Petroleum	Fuel supplies	$ 564.47
31/07/2026	South East Petroleum	Fuel supplies	$ 6,443.36
31/07/2026	South East Petroleum	Fuel supplies	$ 516.66
07/07/2026	Woolworths	Consumables & supplies	$ 112.50
16/07/2026	Woolworths	Consumables & supplies	$ 174.65
20/07/2026	Woolworths	Consumables & supplies	$ 18.55
21/07/2026	Woolworths	Consumables & supplies	$ 105.10
23/07/2026	Woolworths	Consumables & supplies	$ 176.20
27/07/2026	Woolworths	Consumables & supplies	$ 8.85
27/07/2026	Woolworths	Consumables & supplies	$ 43.25
28/07/2026	Woolworths	Consumables & supplies	$ 15.45
30/07/2026	Woolworths	Consumables & supplies	$ 155.00
03/08/2026	Woolworths	Consumables & supplies	$ 12.65
03/08/2026	Woolworths	Consumables & supplies	$ 3.55
04/08/2026	Woolworths	Consumables & supplies	$ 144.15
04/08/2026	Woolworths	Consumables & supplies	$ 22.95
05/08/2026	Woolworths	Consumables & supplies	$ 490.25
05/08/2026	Woolworths	Consumables & supplies	$ 13.15
07/08/2026	Woolworths	Consumables & supplies	$ 30.50
10/08/2026	Woolworths	Consumables & supplies	$ 14.05

SHIRE OF ESPERANCE

PURCHASING CARDS PAYMENT LISTING

List of accounts due by Council submitted to the Ordinary Council Meeting held on 22/09/2026 for confirmation in respect to accounts already paid via purchasing cards, as summarised in Payment of Accounts Listing.

DATE	CREDITOR	PARTICULARS	AMOUNT
10/08/2026	Woolworths	Consumables & supplies	$ 75.20
11/08/2026	Woolworths	Consumables & supplies	$ 87.32
12/08/2026	Woolworths	Consumables & supplies	$ 32.00
12/08/2026	Woolworths	Consumables & supplies	$ 56.80
13/08/2026	Woolworths	Consumables & supplies	$ 225.10
13/08/2026	Woolworths	Consumables & supplies	$ 169.99
13/08/2026	Woolworths	Consumables & supplies	$ 85.20
14/08/2026	Woolworths	Consumables & supplies	$ 5.30
			$ 124,028.33

Item: 12.3.7

Financial Services Report - September 2026

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

File Ref: D26/27623

Executive Summary
To present to Council the Monthly Financial Report for the period ending 31 August 2026.

Background
Section 6.4 of the Local Government Act 1995 establishes the requirement for local governments to prepare financial reports and provides the legislative authority for the detail prescribed in the Financial Management Regulations.

Financial Management Regulation 34 of the Local Government Financial Management Regulations 1996 prescribes the monthly Financial Activity Statement, its content, and requires presentation to Council within two months of month-end.

Officer's Comment
The Manager Financial Services – Compilation Report included in the attachment, provides an overview of the year-to-date progression to budget.

Alternative Considerations
There are no alternate considerations for this report as the process for presenting the monthly Financial Statements is prescribed within the Local Government Act 1995 and Financial Management Regulations 1996.

Strategic Implications
Council Plan 2022 – 2032
Performance - Outcome 10. Effective Governance and Partnerships
Objective 10.1. Provide transparent, accountable and effective leadership and resource management

Attachments
A⇩. Monthly Financial Report August 2026

Item 12.3.7 Financial Services Report – September 2026

Moved: **Cr Harp**
Seconded: **Cr Starcevich**

O0926-132

Council Resolution

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

CARRIED
F5 - A0
For: Cr Davies, Cr Starcevich, Cr Harp, Cr Obourne, Pres Chambers

SHIRE OF ESPERANCE

MONTHLY FINANCIAL MANAGEMENT REPORTS

(Incorporating Statement of Financial Activity)

AUGUST 2026

CORPORATE & COMMUNITY SERVICES

MANAGER FINANCIAL SERVICES
COMPILATION REPORT

MEETING DATE:	22 SEPTEMBER 2026
ACCOUNTING PERIOD:	PERIOD ENDED 31 AUGUST 2026
MATERIALITY THRESHOLD:	$100,000 OPERATING, $200,000 NON-OPERATING

OVERVIEW

The Statement of Financial Activity shows a surplus at 31 August of $44,772,616.

RATES COLLECTED

Rates collected at the end of June were 19.8%. Collections at the same time last year were 16.04%.
The due date for payment in full or the first instalment is 23 September. All 4 weeks of prize draws will also be conducted throughout September.

2026-2027 FINANCIAL YEAR

Annual Financial Statements are being completed in preparation for audit who will be attending the Shire of Esperance from 21 - 25 September. This final audit will review the last 4 months of transactions, end of financial year reconciliations as well as the draft financial statements.

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 August is $44,772,616. 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 $48,883,161 and this is shown on the Statement of Financial Position. Reserve balance is $32,004,921, also shown on the Statement of Financial Position.

Sarah Bridge
Corporate Accountant

SHIRE OF ESPERANCE
STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDED 31 AUGUST 2026

	2026-27 Budget	2026-27 Budget YTD	2026-27 Actual YTD
	$	$	$
Revenue			
Rates	29,748,290	29,297,960	29,744,658
Grants, subsidies and contributions	8,832,280	1,232,510	1,091,055
Fees and charges	12,924,260	5,749,056	5,489,274
Interest revenue	1,456,104	51,643	385,139
Other revenue	952,746	207,297	929,785
	53,913,680	36,538,466	37,639,911
Expenses			
Employee costs	(25,830,607)	(4,247,721)	(4,250,698)
Materials and contracts	(17,931,233)	(3,295,384)	(1,950,056)
Utility charges	(1,508,121)	(251,084)	(84,057)
Depreciation	(23,437,764)	-	-
Finance costs	(235,966)	(47,859)	(28,465)
Insurance	(1,083,021)	(555,080)	(476,379)
Other expenditure	(843,445)	(171,312)	(64,413)
	(70,870,157)	(8,568,440)	(6,854,068)
	(16,956,477)	27,970,026	30,785,843
Capital grants, subsidies and contributions	33,976,758	2,338,448	3,000,116
Profit on asset disposals	265,141	-	-
Loss on asset disposals	(110,271)	-	-
	34,131,628	2,338,448	3,000,116
Net result for the period	**17,175,151**	**30,308,474**	**33,785,959**
Other comprehensive income for the period			
Items that will not be reclassified subsequently to profit or loss			
Changes in asset revaluation surplus	-	-	-
Total other comprehensive income for the period	-	-	-
Total comprehensive income for the period	**17,175,151**	**30,308,474**	**33,785,959**

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

SHIRE OF ESPERANCE
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2026

	2026-27 Budget (a)	2026-27 Budget YTD (b)	2026-27 Actual YTD (c)	2026-27 Variance (c)-(b)	((c)-(b))/(b)	
	$	$	$	$	%	
OPERATING ACTIVITIES						
Revenue from operating activities						
Rates	29,748,290	29,297,960	29,744,658	446,698	2%	◆
Grants, subsidies and contributions	8,832,280	1,232,510	1,091,055	(141,455)	-11%	◆
Fees and charges	12,924,260	5,749,056	5,489,274	(259,782)	-5%	◆
Interest revenue	1,456,104	51,643	385,139	333,496	646%	◆
Other revenue	952,746	207,297	929,785	722,488	349%	◆
Profit on asset disposals	265,141	-	-	-		
	54,178,821	36,538,466	37,639,911	1,101,445	3%	
Expenditure from operating activities						
Employee costs	(25,830,607)	(4,247,721)	(4,250,698)	(2,977)	0%	
Materials and contracts	(17,931,233)	(3,300,839)	(1,955,511)	1,345,328	-41%	◆
Utility charges	(1,508,121)	(251,084)	(84,057)	167,027	-67%	◆
Depreciation	(23,437,764)	-	-	-		
Finance costs	(235,966)	(42,404)	(23,010)	19,394	-46%	
Insurance	(1,083,021)	(555,080)	(476,379)	78,701	-14%	
Other expenditure	(843,445)	(171,312)	(64,413)	106,899	-62%	◆
Loss on asset disposals	(110,271)	-	-	-		
	(70,980,428)	(8,568,440)	(6,854,068)	1,714,372	-20%	
Non cash amounts excluded						
Depreciation	23,437,764	-	-	-		
Loss on asset disposals	110,271	-	-	-		
Profit on asset disposals	(265,141)	-	-	-		
Provisions & accruals	279,644	7,100	-	(7,100)	-100%	
Movement of non-current receivables	-	-	6,389	6,389		
	23,562,538	7,100	6,389	(711)	-10%	
Amount attributable to operating activities	**6,760,931**	**27,970,026**	**30,792,232**	**2,815,817**	**10%**	
INVESTING ACTIVITIES						
Inflows from investing activities						
Capital grants, subsidies and contributions	33,976,758	2,338,448	3,000,116	661,668	28%	◆
Proceeds from disposal of assets	3,056,001	369,325	1,857,535	1,488,210	403%	◆
Proceeds from financial assets at amortised cost - self supporting loans	122,928	20,898	34,145	13,247	63%	
	37,155,687	2,728,671	4,891,796	2,163,125	79%	
Outflows from investing activities						
Right of use assets received - non cash	-	-	-	-		
Payments for land held for resale	(963,000)	-	-	-		
Payments for property, plant and equipment	(14,390,722)	(681,041)	(3,676,358)	(2,995,317)	440%	◆
Payments for construction of infrastructure	(57,037,713)	(5,117,255)	(1,519,137)	3,598,118	-70%	◆
Payments for financial assets at amortised cost - self supporting loans	-	-	-	-		
	(72,391,435)	(5,798,296)	(5,195,495)	602,801	-10%	
Amount attributable to investing activities	**(35,235,748)**	**(3,069,625)**	**(303,699)**	**2,765,926**	**-90%**	
FINANCING ACTIVITIES						
Inflows from financing activities						
Proceeds on new borrowings	9,850,000	1,641,660	-	(1,641,660)	-100%	◆
Transfers from reserve accounts	18,283,342	7,016,625	8,706,338	1,689,713	24%	◆
	28,133,342	8,658,285	8,706,338	48,053	(1)	
Outflows from financing activities						
Repayment of borrowings	(252,143)	(43,848)	(38,838)	5,010	-11%	
Repayments of principal portion of lease liabilities	(44,982)	-	-	-		
Transfers to reserve accounts	(5,316,029)	(115,873)	(235,567)	(119,694)	103%	
	(5,613,154)	(159,721)	(274,405)	(114,684)		
Amount attributable to financing activities	**22,520,188**	**8,498,564**	**8,431,933**	**(66,631)**	**-1%**	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus at the start of the financial year	5,852,150	5,852,150	5,852,150	-	0%	
Amount attributable to operating activities	6,760,931	27,970,026	30,792,232	2,822,206	10%	
Amount attributable to investing activities	(35,235,748)	(3,069,625)	(303,699)	2,765,926	-90%	
Amount attributable to financing activities	22,520,188	7,100	8,431,933	8,424,833	118660%	
Surplus/(deficit) remaining after the imposition of general rates	**(102,479)**	**30,759,651**	**44,772,616**	**14,012,965**	**46%**	

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

SHIRE OF ESPERANCE
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 AUGUST 2026

	2026-27 YTD	2025-26 Actuals
	$	$
CURRENT ASSETS		
Cash & cash equivalents	48,883,161	50,280,604
Trade & other receivables	35,757,337	5,058,169
Inventories	2,377,180	2,367,985
Other Current Assets	-	281,758
TOTAL CURRENT ASSETS	87,017,678	57,988,516
NON-CURRENT ASSETS		
Other receivables	1,220,615	1,227,004
Inventories	894,730	894,730
Property, plant & equipment	142,154,706	142,154,706
Infrastructure	600,260,383	600,260,383
TOTAL NON-CURRENT ASSETS	744,530,434	744,536,823
TOTAL ASSETS	831,548,112	802,525,339
CURRENT LIABILITIES		
Trade & other payables	6,051,929	7,490,802
Borrowings	297,123	297,123
Provisions	3,969,296	3,969,296
Other current liabilities	18,341	-
TOTAL CURRENT LIABILITIES	10,336,689	11,757,221
NON-CURRENT LIABILITIES		
Borrowings	3,976,634	3,976,634
Provisions	5,437,217	5,437,217
TOTAL NON-CURRENT LIABILITIES	9,413,851	9,413,851
TOTAL LIABILITIES	19,750,540	21,171,072
NET ASSETS	811,797,572	781,354,267
EQUITY		
Revaluation surplus	402,125,856	402,125,856
Reserve accounts	32,004,921	40,475,692
Retained surplus	377,666,795	338,752,719
TOTAL EQUITY	811,797,572	781,354,267

SHIRE OF ESPERANCE
COMPOSITION OF NET CURRENT ASSETS
FOR THE PERIOD ENDED 31 AUGUST 2026

	2026-27 YTD	2025-26 Actuals
	$	$
CURRENT ASSETS		
Cash & cash equivalents	48,883,161	50,280,605
Trade & other receivables	35,757,337	5,302,198
Inventories	2,377,180	2,367,985
Other current assets	-	281,758
TOTAL CURRENT ASSETS	87,017,678	58,232,546
CURRENT LIABILITIES		
Trade & other payables	6,051,929	7,779,813
Borrowings	297,123	252,143
Provisions	3,969,296	3,969,296
Other current liabilities	18,341	-
TOTAL CURRENT LIABILITIES	10,336,689	12,001,252
NET ASSETS	76,680,989	46,231,294
Less: Total adjustments to net current assets	(31,908,373)	(40,379,144)
Closing funding surplus/(deficit)	44,772,616	5,852,150
Current assets and liabilities excluded from budgeted deficiency		
Adjustments to net current assets		
Less: Reserve account	(32,004,920)	(40,475,691)
Less: Financial assets at amortised costs - Self Supporting Loans	(122,925)	(122,925)
Less: Land held for resale	(1,905,626)	(1,905,626)
Add: Current liabilities not expected to be cleared at end of year		
-Current portion of lease liabilities	44,983	44,983
-Current portion of borrowings	252,143	252,143
-Current portion of employee benefit expense held in reserve	1,827,972	1,827,972
Toal adjustments to net current assets	(31,908,373)	(40,379,144)

SHIRE OF ESPERANCE
EXPLANATION OF MATERIAL VARIANCES
FOR THE PERIOD ENDED 31 AUGUST 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 2026-27 year is $100,000 for operating activities and $200,000 for non-operating activities.

Description	Var. $	Var. %
	$	%
Revenue from operating activities		
Rates	**446,698**	**1.52%**
Ex-Gratia rates have been received earlier than budget expectations.		Timing
Grants, subsidies and contributions	**(141,455)**	**(11.48%)**
Home Care funding tracking behind budget scheduling.		Timing
Fees and charges	**(259,782)**	**(4.52%)**
Waste Management collections, Aerodrome landing fees and Home Care program income are tracking slightly behind budget scheduling.		Timing
Interest revenue	**333,496**	**645.77%**
Interest earnings on reserves and municipal funds are tracking ahead of budget scheduling due to improvements to timely recognition of revenue.		Timing
Other revenue	**722,488**	**348.53%**
Progress claim on the Hockey Turf civil works put through earlier than budget expectations.		Timing
Expenditure from operating activities		
Materials and contracts	**1,345,328**	**(40.76%)**
Public Open Space maintenance projects are still to get underway. Home Care program expenses are tracking behind budget scheduling, in line with their revenue. Contractor oncost recovery rates are also contributing to the variance.		Timing
Utility charges	**167,027**	**(66.52%)**
Variance due to timing on receival of invoices for utilities across multiple business areas.		Timing
Other expenditure	**106,899**	**(62.40%)**
Issuing of community grants is tracking behind budget expectations.		Timing
Inflows from investing activities		
Capital grants, subsidies and contributions	**661,668**	**28.30%**
Main Roads funding for road and streets projects is tracking ahead of budget expectations. Recognition of income from contract liabilities as the James Street project progresses, is also contributing to the variance		Timing
Proceeds from disposal of assets	**1,488,210**	**402.95%**
Lots in Flinders Estate are selling ahead of budget expectations.		Timing
Outflows from investing activities		
Payments for property, plant and equipment	**(2,995,317)**	**439.81%**
Construction works at Myrup Waste Management Facility are tracking ahead of budget expectations.		Timing
Payments for construction of infrastructure	**3,598,118**	**(70.31%)**
Roads and Streets works, particularly rural roads, are tracking behind budget scheduling due to wet weather across the Shire.		Timing
Inflows from financing activities		
Proceeds on new borrowings	**(1,641,660)**	**(100.00%)**
Variance due to budget phasing on loan for Myrup Waste Transfer Station project, which will be taken out in the later half of the financial year.		Timing
Transfers from reserve accounts	**1,689,713**	**24.08%**
Monthly transfers from reserves for projects commenced in August. Waste projects funded via reserve are tracking ahead of budget scheduling		Timing

OTHER REPORTS AND GRAPHS

AUGUST 2026

SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$5.85 M	$5.85 M	$5.85 M	$0.00 M
Closing	($0.10 M)	$30.76 M	$44.77 M	$14.01 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	$48.88 M	% of total
Unrestricted Cash	$16.88 M	34.5%
Restricted Cash	$32.00 M	65.5%

Payables

	$1.44 M	% Outstanding
Trade Payables	$1.35 M	
0 to 30 Days	$1.35 M	100.0%
Over 30 Days	$0.00 M	0.0%
Over 90 Days	$0.00 M	0.0%

Receivables

	$30.70 M	% Collected
Rates Receivable	$26.01 M	19.8%
Trade Receivable	$1.26 M	% Outstanding
Over 30 Days	$1.25 M	4.1%
Over 90 Days	$0.01 M	0.0%

Key Operating Activities

Amount attributable to operating

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$6.76 M	$27.97 M	$30.79 M	$2.82 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	$29.74 M	% Variance
YTD Budget	$29.30 M	1.5%

Grants and Contributions

YTD Actual	$1.09 M	% Variance
YTD Budget	$1.23 M	(11.5%)

Fees and Charges

YTD Actual	$5.49 M	% Variance
YTD Budget	$5.75 M	(4.5%)

Refer to Statement of Financial Activity

Key Non-Operating Activities

Amount attributable to non-operating

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($35.24 M)	($3.07 M)	($0.30 M)	$2.77 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$1.86 M	%
Adopted Budget	$0.37 M	403.0%

Asset Acquisition

YTD Actual	($5.20 M)	% Spent
Adopted Budget	($5.80 M)	(10.4%)

Capital Grants

YTD Actual	$3.00 M	% Received
Adopted Budget	$2.34 M	28.3%

Borrowings

Principal repayments	$0.04 M
Interest expense	$0.02 M

Reserves

Reserves balance	$32.00 M
Net Movement	($8.47 M)

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

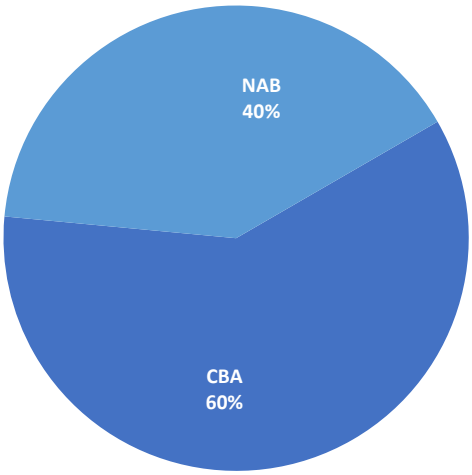
SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

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	4.95%	30	09-Sep-26	Term Deposit - Muni
CBA	$ 3,000,000	4.58%	31	21-Sep-26	Term Deposit - Muni
CBA	$ 3,000,000	4.86%	60	16-Oct-26	Term Deposit - Reserves
NAB	$ 5,000,000	5.05%	91	09-Nov-26	Term Deposit - Reserve
NAB	$ 4,000,000	5.05%	90	19-Nov-26	Term Deposit - Reserve
NAB	$ 5,000,000	5.15%	120	08-Dec-26	Term Deposit - Reserve
NAB	$ 5,000,000	5.15%	120	08-Dec-26	Term Deposit - Reserve
CBA	$ 5,000,000	5.04%	120	08-Dec-26	Term Deposit - Reserve
CBA	$ 7,627,518	4.15%	N/A	N/A	Business Online Saver - Muni
CBA	$ -	0.25%	N/A	N/A	Cash Deposit A/C - Muni
CBA	$ 6,655,518	4.15%	N/A	N/A	Business Online Saver - Reserves
CBA	$ -	0.25%	N/A	N/A	Cash Deposit A/C - Reserves
	$ 47,283,035				

(b) Investment Interest Earnings

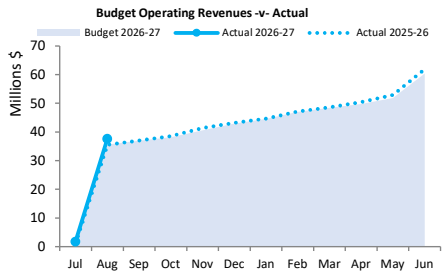
	2026-27 Budget	YTD Interest
Municipal	780,000	126,949
Reserve	537,504	244,960

SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

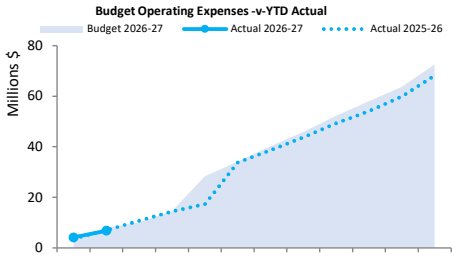
3 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

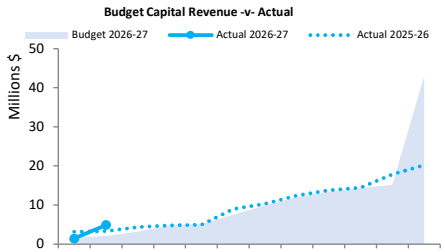


OPERATING EXPENSES

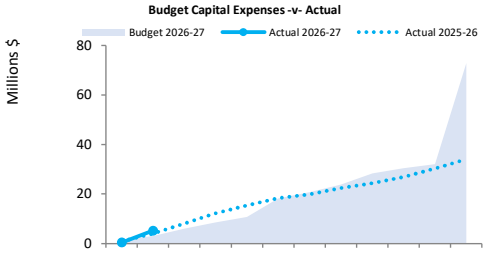


NON-OPERATING ACTIVITIES

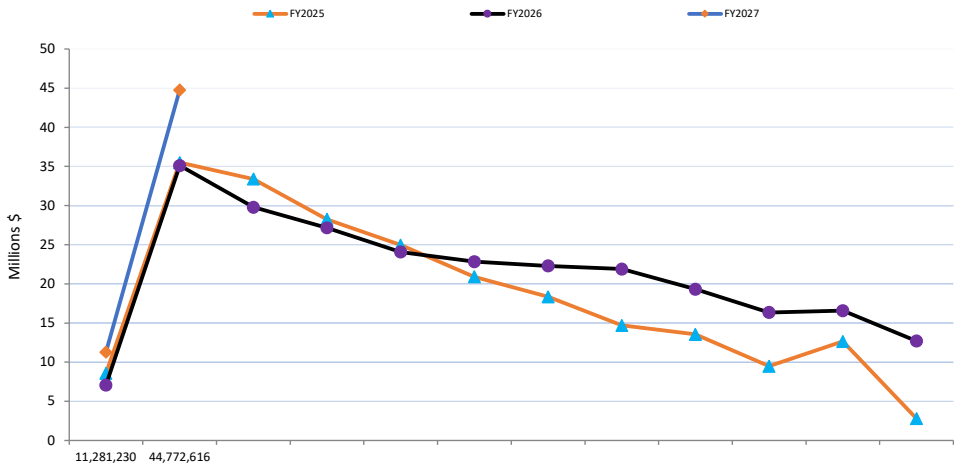
NON-OPERATING REVENUE



NON-OPERATING EXPENSES



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 moths financial report.

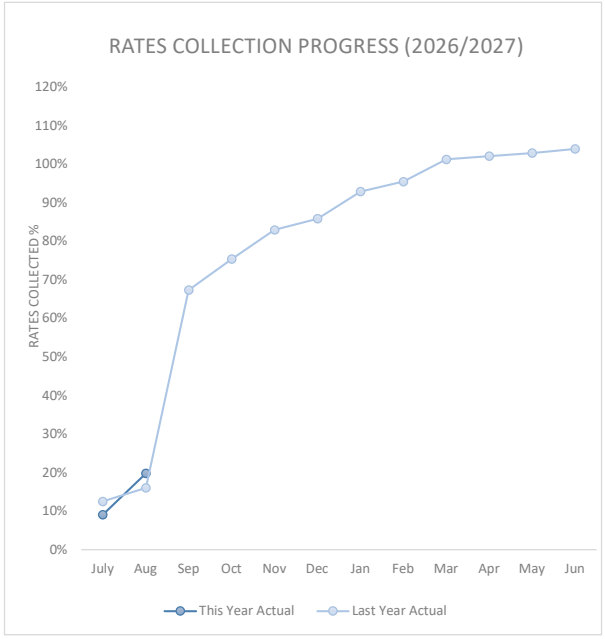
The current year to date value is graphed against the immediate past year as a comparative.

SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

4 SUMMARY OF RATE, RUBBISH AND ESL CHARGE DEBTORS

Outstanding Rates 2026/2027

Arrears at 1st July 2026	238,978
Pensioner Deferred Rates at 1st July 2026	154,882
Rates Levied	28,444,155
Waste Charges Levied	4,518,718
ESL Levied	968,204
Other Charges Levied	33,368
Total Levied 2026/2027	33,964,445
Less Collections	(6,926,976)
Total Current and Arrears Outstanding	**27,433,796**
% Collected	*19.80%*
Pensioners on Instalments	42,905
Non Pensioners on Instalments	998,732
Pensioners with Due Date 30/06/2027	1,690,553
Outstanding with no Instalment Option	61,153
Prepayments	(260,233)
Interims	24,900,686
Total Current and Arrears Outstanding	**27,433,796**



SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

5 BUDGET AMENDMENTS

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

Account #	Description	Council Ref	Net Change	Amended Budget Running Balance
				$
	2026/27 Budget Estimated Surplus/(Deficit)			(102,479)
	Amended Budget as per Council Resolution			**(102,479)**

SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

6 GENERAL RECEIVABLES

	Current	30 Days	60 Days	90 Days	90+Days	Total
	$	$	$	$	$	$
General Receivables	3,614,500	31,153	17,561	540	13,603	3,677,357
Percentage	98.29%	0.85%	0.48%	0.01%	0.37%	

90+Days Represented by:	
Government Grants	0
Contributions & Reimbursements	3,291
Loan Repayments	0
Fees and Charges	10,311
Private Works	0
Proceeds Sale of Assets	0
	13,603

Amounts shown above include GST (where applicable)

SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

7 MAJOR CAPITAL PROJECTS

	2026-27 Budget (a)	2026-27 Budget YTD (b)	2026-27 Actual YTD (c)	2026-27 Variance (c)-(b)	((c)-(b))/(b)	Comments
	$	$	$	$	%	
Myrup Waste Transfer Station - Construction works and plant	14,486,867	2,190,454	2,880,301	689,847	31%	Funded via a combination of reserves, grants, municipal funding and loan borrowings. Building permit for multiple structures submitted. Waste water application submitted.
James Street Precinct Stage 1A	17,353,275	0	290,492	290,492		Funded via a combination of reserves, grants, municipal funding and loan borrowings. Below-ground investigations to determine site conditions are currently being undertaken.
Library Demolition	320,000	0	0	0		Funded via the Building Maintenance reserve. Works scheduled to be completed in March 2027.
Graham Mackenzie Stadium	142,535	142,535	28,333	-114,202	-80%	Funded via a combination of reserves, grants, trust funds and loan borrowings. Practical completion was achieved on 6 August, with the final payment claim still to be submitted by the contractor.
Flinders Stage 3	963,000	0	0	0		Funded via a combination of reserves and grants. A tender will be going out for the construction works in the next few months.
Fire Sheds - Grass Patch, Quarry Rd, Cascade	1,557,188	49,566	138,473	88,907	179%	Funded via a combination of grants from DFES and municipal funding. Grass Patch shed construction progressing well, internal fit out in progress.
Sand Back Pass Pipe Line	514,519	85,752	0	-85,752	-100%	Funded via a combination of grants and municipal funding. Currently acquitting the project with the funding body. Once this is complete, remaining funding will be used for protection works.
Artificial Reef	709,212	0	121,157	121,157		Funded via a combination of reserves and municipal funding. Start up meeting completed with contractor. Deposit paid and moulds in production. Installation scheduled for May 2027.
Community Energy Upgrades	1,860,234	0	467,587	467,587		Funded via a combination of reserves and grants. Project is tracking ahead of budget scheduling, with works due to be completed in the first half of the financial year. Horizon Power applications submitted for solar installations. Tinting completed to Home Care and Depot Admin.
Civic Centre Building Upgrades	1,250,000	0	0	0		Funded via a combination of reserves and grants. Awaiting final design and cost estimate from contractors.
Museum Column Base Replacements	100,000	16,666	0	-16,666	-100%	Funded via the Building Maintenance reserve. RFQ currently open for works. CDC underway. Works tentatively booked to commence in November pending contractor avaliability.
Bay of Isles Leisure Centre Air Handling Unit	332,167	56,468	47,364	-9,104	-16%	Funded via the Building Maintenance reserve. Air handling unit ordered and expected to be delivered late September/early October.
Airport Runway Upgrades	265,511	20,011	34,928	14,917	75%	Funded via the Aerodrome reserve. Currently in a redesign phase, with designs expected in early 2027.

SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

8 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 2025-2026	Balance 31/07/2026
Other	12,136	
Health Department of WA - CLAG Funding		1,124
Shire of Esperance Trust Fund - CLAG Funding		555
Shire of Esperance - Lake Monjingup Development Group		10,457
General Bonds - Interest Bearing	326,170	
Esperance Bay Turf Club - Optus Rent of Land Turf Club		39,595
Activ Foundation Inc - Community Fundraising		22,032
Adventureland Management Committee Inc		3,642
Telstra Corporation Ltd		17,798
Elsie Cox Testamentary Trust EHC		245,406
Totals	**338,306**	**340,610**

12.4 EXECUTIVE SERVICES
Item: 12.4.1

Vacancy and Election of Deputy President

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

File Ref: D26/27350

Applicant
Shire of Esperance

Location/Address
N/A

Executive Summary
For Council to note the resignation of Councillor Obourne from the Office of Deputy President effective from 21 September 2026 and for Council to appoint a replacement, Deputy President.

Recommendation in Brief
That Council notes the resignation of Councillor Obourne from the office of Deputy President effective from 21 September 2026 and for Council to note the election of the new Deputy President.

Background
Councillor Obourne has advised of her resignation from the office of Deputy President due to personal reasons. To support continuity and a seamless transition, her resignation will be effective on the 21st September to allow an election of a new Deputy President at the September Ordinary Council Meeting. This has left a vacancy for the position that needs to be filled for the remaining term until the October 2027 local government elections.

Officer's Comment
The process for the election of the Deputy Shire President is the CEO will advise of any nominations received in writing for the position of Deputy Shire President in order of receipt. If there is only one (1) nomination received, then the nominee will be appointed Deputy Shire President. If more than one (1) nomination is received, a secret ballot will be conducted as per *schedule 2.3 of the Local Government Act 1995*, and the Deputy Shire President is appointed based on the result of the secret ballot.

Alternative Considerations
There are no alternate considerations for this report as the appointment process for election of the office of Deputy President is prescribed within the Local Government Act 1995.

Consultation
Nil

Financial Implications
Nil

Asset Management Implications
Nil

Statutory Implications
Election of Deputy President is in accordance with Schedule 2.3 of the Local Government Act 1995.

Policy Implications
Nil

Strategic Implications
Council Plan 2022 – 2032
Performance - Outcome 10. Effective Governance and Partnerships
Objective 10.1. Provide transparent, accountable and effective leadership and resource management

Environmental Considerations
Nil

Attachments
Nil

Item 12.4.1 Vacancy and Election of Deputy Shire President

Moved: Cr Starcevich
Seconded: Cr Harp

O0926-133

Council Resolution

That Council notes the resignation of Councillor Obourne from the office of Deputy President effective 21st September 2026.

CARRIED
F5 - A0
For: Cr Davies, Cr Starcevich, Cr Harp, Cr Obourne, Pres Chambers

The Shire President acknowledged Cr Obourne's significant contribution and support to both Council and himself over the past three years. He noted that Council had experienced a particularly challenging period and expressed appreciation for Cr Obourne's support, guidance, and willingness to provide honest and constructive advice. The Shire President recognised Cr Obourne's extensive knowledge and thanked her for the assistance and leadership she had provided in her role as Deputy Shire President. He expressed appreciation that Cr Obourne would remain a Councillor and mentioned that her departure from Council altogether would have been a substantial loss.

Cr Obourne thanked the Shire President for his comments and reflected on the challenges faced by Council over the past three years. Cr Obourne advised that she had endeavoured to support the Shire President, Council, and the community, including acting as a positive link between the community and the administration. Cr Obourne advised that, having accepted a new professional opportunity and recognising the impact of recent years on her wellbeing, she had made the decision to step down from the role of Deputy Shire President. She stated that it was important to prioritise her mental health and believed the community and Council would benefit from new leadership bringing fresh energy, perspective, and focus during the remaining term.

Cr Obourne thanked her fellow Councillors for their support and the community for the confidence shown in electing her to Council. She expressed her appreciation for the opportunity to represent her constituents and work collaboratively with the Shire President and Council.

The Chief Executive Officer advised he had received three (3) nominations for the position of Deputy Shire President, as follows;

1. **Cr de Haas**
2. **Cr Graham**
3. **Cr McWilliam**

As there was more than one (1) nomination received a secret ballot was conducted to determine the election of the Deputy Shire President.

The result of the election ballot was:

Cr de Haas – 2 votes

Cr Graham – 3 votes

Cr McWilliam – 0 votes

Cr Graham was duly elected as Deputy Shire President for one (1) year ending October 2027.

Item: 12.4.2

Information Bulletin - September 2026

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

File Ref: D26/27626

Applicant
Internal

Strategic Implications
Council Plan 2022 – 2032
Performance - Outcome 10. Effective Governance and Partnerships
Objective 10.1. Provide transparent, accountable and effective leadership and resource management

Attachments
A⇩. Information Bulletin - September 2026
B⇩. Council Priorities Summary - Corporate Performance - August 2026
C⇩. Status Report - Outstanding Council Resolutions

Item 12.4.2 Information Bulletin – September 2026

Moved: **Cr Harp**
Seconded: **Cr Obourne**

O0926-134

Council Resolution

That Council accepts:

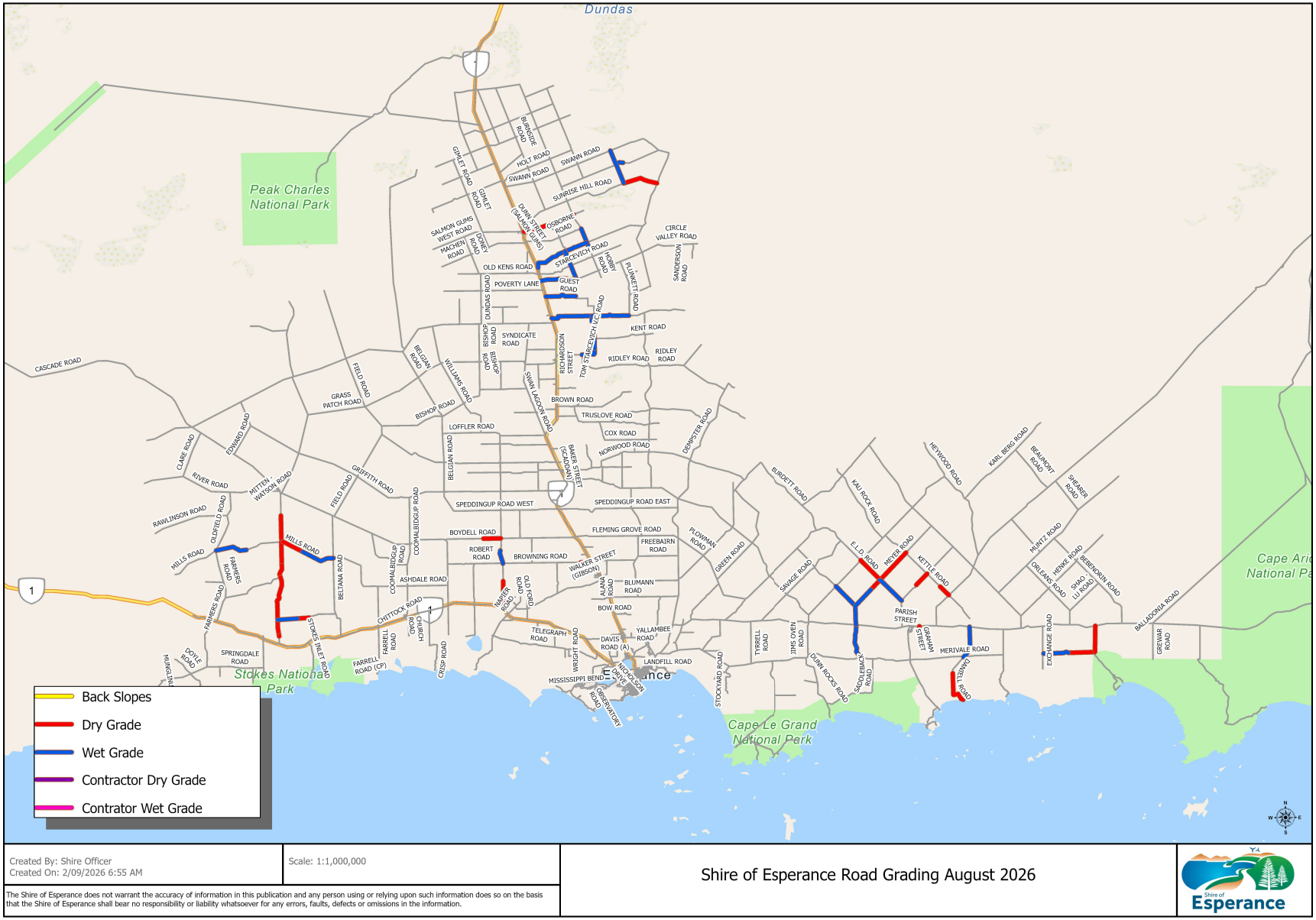
1. **Information Bulletin – September 2026**
2. **Council Priorities Summary – Corporate Performance – August 2026**
3. **Status Report – Outstanding Council Resolutions**

CARRIED
F5 - A0
For: Cr Davies, Cr Starcevich, Cr Harp, Cr Obourne, Pres Chambers

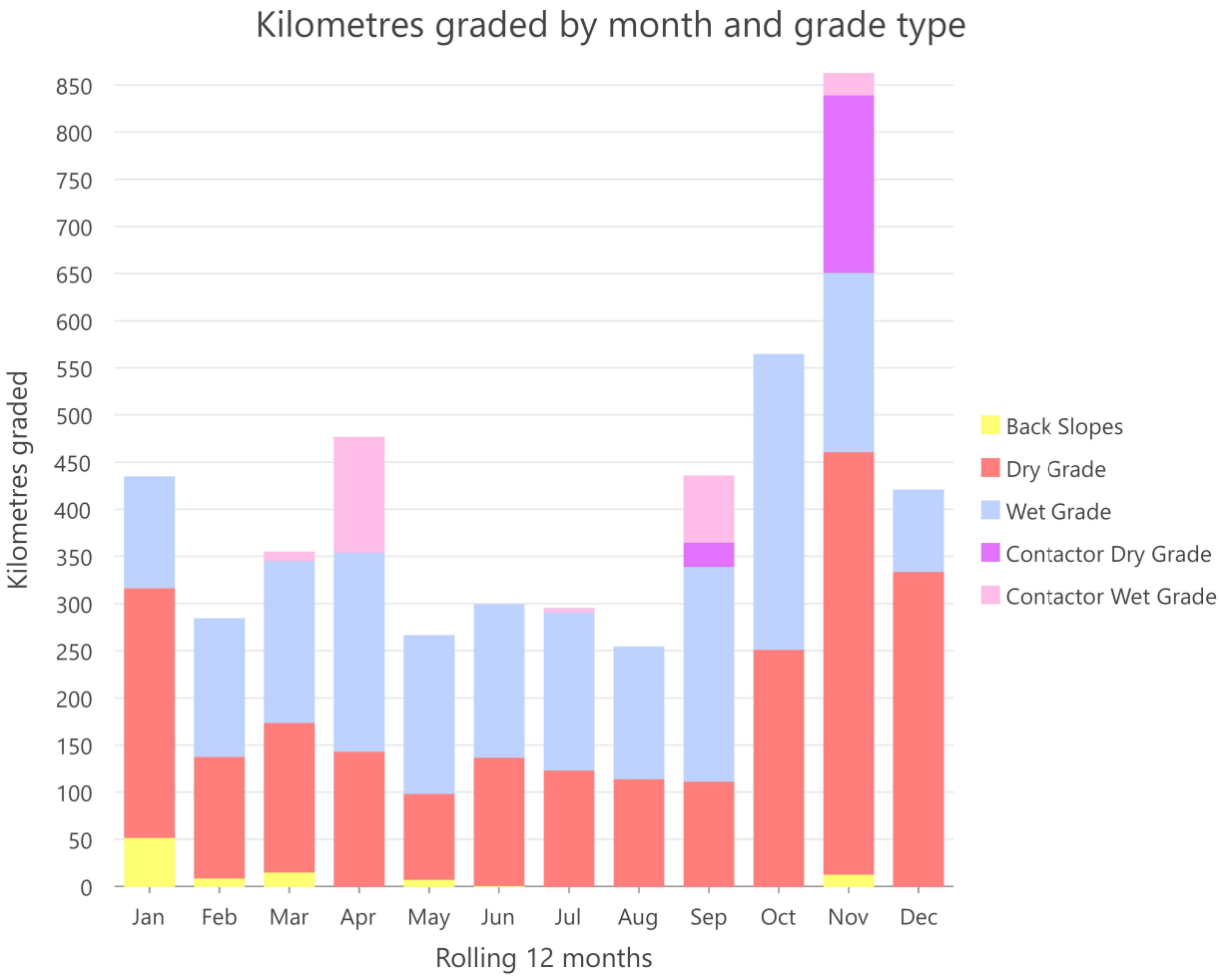
INFORMATION BULLETIN

ORDINARY COUNCIL MEETING

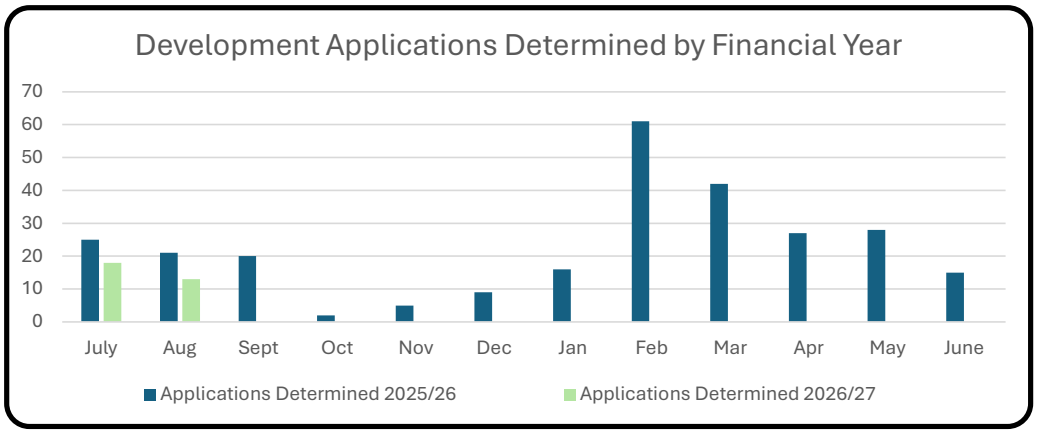
September 2026


Dundas
Peak Charles National Park
Stokes National Park
Cape Le Grand National Park
Back Slopes
Dry Grade
Wet Grade
Contractor Dry Grade
Contrator Wet Grade
Created By: Shire Officer
Created On: 2/09/2026 6:55 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 August 2026
Shire of Esperance

Road Grading Chart August 2026



Development Services Approvals – August 2026

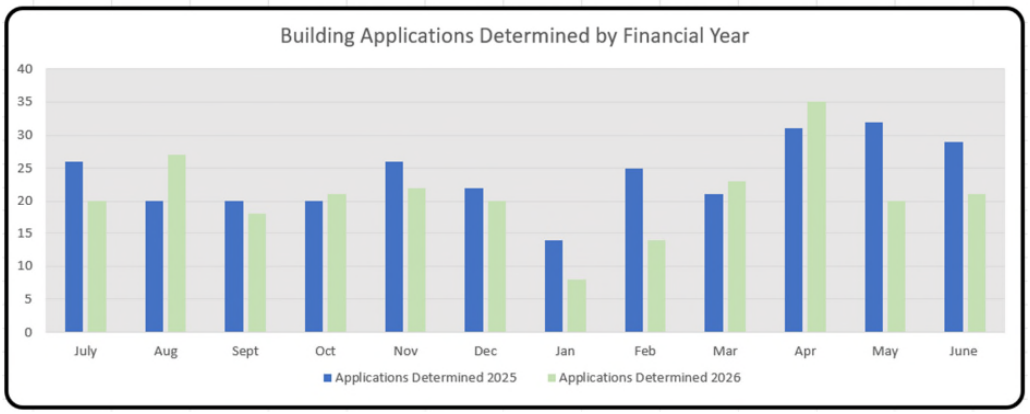


Property	Proposal
11 Shelden Road CHADWICK	Outbuilding (Shed)
25 Alexander Drive CASTLETOWN	Dwelling – Grouped (2) & Retaining Wall
99 Daw Drive BANDY CREEK	Dwelling, Single House, Shed, Water Tanks and Clearing of Vegetation
5 Downes Street PINK LAKE	Carport
Lot 26, Sims Street NULSEN	Hardstand & Sign
Lot 500, Berrigan Street CHADWICK	Outbuilding (Shed)
31 Daphne Street CASTLETOWN	Patio
3107 Belgian Road LORT RIVER	Dwelling – Alterations/Additions
17 Valley Road PINK LAKE	Home Business – Tattoo Studio
14 Hood Way CASTLETOWN	Dwelling – Single House & Shed
Lot 1281, Grass Patch Road CASCADE	Warehouse/Storage
Lot 43, Shark Lake Road MONJINGUP	Earthworks & Concrete Pad

Specific Comments relating to Monthly Statistics

Total Applications processed – 12

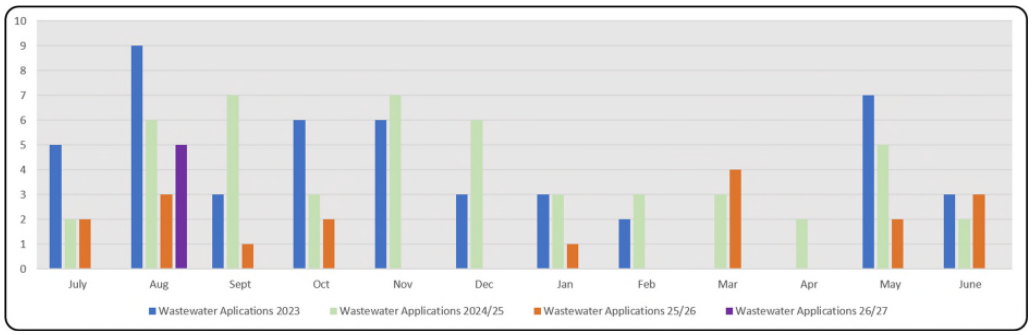
Building Services Approvals – August 2026



Property	Proposal	Values ($)
167 Pink Lake Road PINK LAKE	Full Occupancy Permit - Change of Use from Shed to Bakery & Retail	0
Lot: 132 Shark Lake Road MONJINGUP	Storage Shed - Workshop 495m2 (Class 8)	247,000
26 Black Street ESPERANCE	Water Tank 160,000L	54,300
4 Kimbarra Close MONJINGUP	Sea Container (With Doors & Window)	19,000
48 Sims Street SINCLAIR	Renovation & Extension to Existing Dwelling	200,000
58 Goldfields Road CASTLETOWN	Freestanding Carport 19m2	9,000
26 Black Street ESPERANCE	Hockey Turf Fencing	90,000
9 Fullerton Street ESPERANCE	Retaining Wall	15,000
999 Eleven Mile Beach Road PINK LAKE	Lean-To Addition to Existing Shed 50m2	4,275
26 Tranquil Drive WINDABOUT	Shed 200m2	20,000
22 Castletown Quays CASTLETOWN	Alfresco Arbour Area	40,000
23 Smith Street WEST BEACH	Shed 94.5m2	16,200
12 Taylor Street ESPERANCE	Demolition - Dwelling, Garage and Shed 253m2	45,000
22 Twilight Beach Road WEST BEACH	Dwelling with Deck, Garage and Retaining Walls 114m2	642,632
34 Smith Street WEST BEACH	New Roof Over Existing Deck, Infill Wall & Deck Staircase	18,000
24 Twilight Beach Road WEST BEACH	Dwelling - Re-Roof - Tiles to Steel - 292m2	57,816
S/L: 54 Merivale Road MYRUP	Hangar (Private) 494m2	225,748
170 Burton Road CASTLETOWN	Habitable Building (Bedroom) 21m2	67,516

Lot: 66 Bandy Creek Road BANDY CREEK	Class 10a Roofed Outdoor Area 75.6m2	14,283
9 Frank Freeman Drive BANDY CREEK	Shed 255m2	128,922
3 Castletown Quays CASTLETOWN	New 2 Level Dwelling with Garage & Alfresco 530m2	2,500,000
112 Stable Road CHADWICK	Carport 36m2	5,000
Lot: 168 Sutcliffe Street CONDINGUP	Replacement of Existing Groundsman Shed 54m2 (Class 10a)	55,665
7354 Springdale Road EAST MUNGLINUP	Telecommunications Tower and Associated Infrastructure (Class 10b)	396,476
180 South Coast Highway CHADWICK	Class 10a Shed 255m2 with Mezzanine	134,821
12 Taylor Street ESPERANCE	Dwelling With Garage, Shed, Retaining, Walls, Gate 484m2	2,000,000
26 Black Street ESPERANCE	Hockey Shelters x 2 40m2	35,000.00
167 Pink Lake Road PINK LAKE	Full Occupancy Permit - Change of Use from Shed to Bakery & Retail	0
Lot: 132 Shark Lake Road MONJINGUP	Storage Shed - Workshop 495m2 (Class 8)	247,000
26 Black Street ESPERANCE	Water Tank 160000L	54,300
	Total	$7,050,654

Specific Comments relating to Monthly Statistics
Currently there are 47 Building Permit applications awaiting technical assessments, Development Approval, or waiting for further information to be provided.
Another 12 Pool Barrier Inspections were undertaken in August.
4 Class 1a Dwelling Permits were issued in August 2026 – with a high value $5,210,148.



Public Health Plan Update
The Health and Governance Team has been working behind the scenes to develop effective reporting and tracking mechanisms for the Public Health Plan. This will help ensure that actions are clearly captured, monitored, and reported on, supporting the successful delivery of the Plan's objectives.

The Environmental Health Team is continuing its food inspection program, with the new EHO settling in well and taking a proactive approach to engaging with food businesses. Their focus on building positive relationships and promoting safe food practices is helping keep food safety front of mind across the community.

Council Plan Summary

August 2026

People

Diverse, Inclusive and Supported Communities

Action Code	Action Name	Comments	Responsible Officer Position
1.1.1	Prioritise and implement the next stages of the Youth Precinct Concept Plan, with consideration for lighting the pump track and/or extending the skate park.	Due to commence 2029/2030	Director Asset Management
1.2.1.	Review the Esperance Home Care Strategy.	We have this month engaged with Stewart Brown, experts in Aged Care Business analytics, to report on a number of areas within Homecare: Understanding the cost and margins of current service areas; understanding the possible impact of transition of CHSP; Financial Sustainability; Market Competitive analysis; and assessment of strategic options.	Manager Aged Care & Disability Services
1.2.2	Develop an Over 55s Lifestyle Village Prospectus to attract an investor and service provider.	Due to commence 2027/2028	Manager Economic Development
1.2.3.	Develop a CBD Accessibility Strategy in partnership with the Esperance Chamber of Commerce and Industry.	Due to commence 2028/2029	Director External Services
1.2.4	Complete a 4-yearly review of the Disability Access and Inclusion Plan to continue to meet universal access and inclusion standards across Shire facilities and services.	Due to commence 2029/2030	Director External Services

Community Health and Wellbeing

Action Code	Action Name	Comments	Responsible Officer Position
2.1.1.	Implement the Public Health Plan to protect, promote and enhance the health, wellbeing and quality of life for the Esperance community.	The Environmental Health Team in the month of August have been organising some of the Public Health Plan activities and have been maintaining community networking.	Manager Development Services
2.2.1.	Support Esperance Hockey Association with synthetic pitch development project.	Shire civil works on track to be completed before the Ag Show, and turf / irrigation works planned for after the ag show to line up with the turf renovation program.	Director Asset Management
2.2.2	Provide a third soccer pitch at the Greater Sports Ground	Reticulation installation planned for October.	Director Asset Management
2.2.3.	Develop a gym redesign concept plan for the Bay of Isles Leisure Centre.	A meeting with Wells Building Design was held during August to drill down on requirements of the Leisure Centre going forward. Drawings expected Sept/Oct for further consideration and feedback.	Manager Recreation and Culture

Community Safety and Resilience

Action Code	Action Name	Comments	Responsible Officer Position
3.1.1	Roll out Stage 5 of the CCTV Strategy, including Dempster Street, Forrest Street and Hicks Street.	Due to commence 2028/2029	Manager Projects and Buildings

3.2.1.	Host a pop-up community event to offer cat and dog microchipping to encourage owners to microchip their pets.	Planning for a community microchipping event is underway. Local event opportunities have been reviewed, with engagement undertaken with SAFE Esperance, RSPCA WA and Swans Veterinary Services. A six-month media schedule has been developed, and educational and promotional options are being explored, including Friday campaign shirts for the event and reserve patrols. Quotations and design options have also been sought for flags and other reusable engagement materials. A Ranger was booked to attend microchip implantation training in October to increase the Shire's capacity to support the event. Currently, only one other staff member is qualified, limiting event delivery and creating service continuity issues when that officer is unavailable or on call. Training availability is limited to a single provider, with the next available course scheduled for March 2027. Next steps include completing internal consultation, confirming staff and partner capacity, preparing any required budget request, and finalising event timing, delivery and promotion.	Manager Ranger & Emergency Services
3.2.2.	Update the Shire's Cat Local Law 2024 to include cat containment requirements to protect native wildlife (if the State Government changes the Cat Act 2011), and update communications.	The Cat Local Law 2024 remains current, while the Cat Amendment (Local Laws) Bill 2026 remains before the Legislative Assembly. Initial consultation with the Ranger Services Team has identified differing views on potential containment restrictions and their operational viability, and community impacts. A review of other local governments has not identified any updated local laws or management plans	Manager Ranger & Emergency Services

		responding to the proposed reforms, and those contacted have generally declined to indicate their intended approach while the legislation remains under consideration. A Council briefing and community survey will therefore be proposed to inform the preferred approach and conditions, before any restrictions, local law amendments or supporting communications are developed. Legislative progress and the broader Cat Act review will continue to be monitored.	
3.2.3.	Complete proposed improvements to Wildcherry Dog Park, including lighting and dog agility equipment.	Due to commence 2027/2028	Manager Parks & Environment
3.3.1.	Partner with traditional custodians to develop a cultural burning trial program.	Engagement with Esperance Tjaltjraak Native Title Aboriginal Corporation (ETNTAC) is continuing, including the cultural heritage requirements for proposed mitigation works at Quagi Beach and Toowacka. The associated Regulation 10 approval costs remain the Shire's responsibility, are ineligible through existing grant funding, and will have been committed in this year's budget. During recent discussions, ETNTAC has proposed individual site-specific Cultural Heritage Management Plans, while Asset Management is considering these matters through broader Reserve Management Plans, inclusive of cultural and bushfire mitigation. Engagement and scoping remain ongoing to align expectations and determine the approach.	Manager Ranger & Emergency Services
3.3.2.	Review the Bushfire Risk Management Plan.	Due to commence 2027/2028	Manager Ranger & Emergency Services

3.3.3.	Install cover for rural community dams to reduce water evaporation.	Covers installed on Cascade and Scaddan Dams, through a DWER program.	Director Asset Management
3.3.4.	Install tank connection points to the Grass Patch community dam to allow connection to the two water supply tanks.	Waiting for outcome on funding.	Director Asset Management
3.3.5.	Investigate operational and fire water sources with bores east and west of Esperance.	Test bore holes have been drilled around the Coomalbidgup area. These will be further investigated. Operational water storage tanks have been installed on Merivale Road near the intersection of Dunns Rock Road, these tanks will be used for water storage for the Merivale Road Upgrade Project. The storage tanks are mobile so they have the ability of be moved to other operational projects in the future.	Manager Parks & Environment
3.3.6.	Work with the Water Corporation and Department of Water and Environmental Regulation to improve sewerage treatment and expansion of the recycled water network for Esperance townsite.	Working on a Business Plan for the expansion of the recycled water network through the drought resilience program.	Director Asset Management

A Sense of Identity and Belonging through Culture, Heritage and the Arts

Action Code	Action Name	Comments	Responsible Officer Position
4.1.1	Develop a Cultural Inclusion Plan to grow understanding and respect for diverse cultures and outline how the Shire will ensure community facilities and services are accessible and welcoming for all cultures.	Officers are developing an engagement plan that gets to the heart of “Community Belonging”.	Community Development & Events Manager

Action Code	Action Name	Comments	Responsible Officer Position
4.1.2	Provide an Aboriginal Heritage Agreement to guide respectful consultation between the Shire and traditional custodians.	Consultation has commenced with ETNTAC around the development of an Aboriginal Heritage Agreement.	Manager Parks & Environment
4.1.3	Partner with Traditional Custodians to facilitate Aboriginal dual naming of significant places	As opportunities arise	Director Asset Management
4.2.1	Construct the James Street Cultural Precinct, including a new library, visitor centre, function space and café.	Design works in progress. Investigation into contaminated site underway.	Manager Projects and Buildings

Planet

A Healthy and Sustainable Natural Environment

Action Code	Action Name	Comments	Responsible Officer Position
5.1.1.	Collaborate with key partners to restore, revegetate and protect priority Shire conservation reserves.	Winter planting programs are underway.	Manager Parks & Environment
5.1.2	Implement the revised Coastal Management Plan to manage and protect Shire managed coastal reserves.	The Environmental Services Team in Asset Management are continuing with the review. A briefing session was undertaken with Council. Consultation is underway with key stakeholders and detailed site assessment are currently being completed. Public consultation will commence shortly. Works are continuing at Tjaltjraak Boodja Park with ETNTAC as part of the Coastwest DPLH Grant. Options to repair and reinstate stair access to West Beach, Observatory Beach and 10 Mile Lagoon are being investigated.	Manager Parks & Environment
5.1.3	Work with the Department of Biodiversity, Conservation and Attractions to leverage community benefits from the implementation of the South Coast Marine Park.	No outcomes from the office of the Minister for Regional Development around sourcing funds to undertake an opportunity analysis study to identify benefits that the Marine Park can bring to the region.	Chief Executive Officer
5.1.4	Seek Government funding and support for the recovery of Lake Warden and Pink Lake wetland systems to restore the ecological health and value of the RAMSAR wetlands.	Future funding opportunities will be investigated. The Shire has sent a letter to the State and Federal Government requesting the project to be considered for funding.	Manager Parks & Environment

Action Code	Action Name	Comments	Responsible Officer Position
5.1.5	Provide a new Weed Management Strategy.	Environmental Services Team are currently reviewing the Weed Management Strategy in preparation for developing the new strategy. A working draft has been developed.	Manager Parks & Environment
5.2.1.	Implement the community energy upgrades project, to install solar panels, batteries, and window film on 16 Shire buildings.	Solar & Battery installations - Horizon Power application submitted, material procurement progressing, engineer engaged for roof assessments then proceed to building permit for commercial premises. Installs to commence in coming months. Low E tinting - Installation at Depot and Home Care buildings complete, working through remaining 3 sites.	Manager Projects and Buildings
5.2.2.	Develop a Sustainability and Climate Action Plan.	Due to commence 2027/2028	Manager Sustainability & Resource Recovery
5.3.1	Review organics recovery processing facility including a 3-bin system.	Asset Management reviewing with a Project Manager.	Manager Sustainability & Resource Recovery
5.3.2.	Review and update the Waste Strategy to guide the community's transition to Myrup Waste Management Facility.	Due to commence 2027/2028	Manager Sustainability & Resource Recovery
5.3.3	Construct the new Myrup Waste Management Facility, with community and commercial drop off and waste transfer station.	Building permits for the two major sheds should be approved this month. Works progressing well.	Director Asset Management
5.3.4	Manage transition from existing Wylie Bay Waste Management Facility to Myrup Waste Management Facility.	Regular meeting with Project Management Team. Site visit conducted this month.	Manager Sustainability & Resource Recovery

Place

Responsible Urban Design and Housing Diversity

Action Code	Action Name	Comments	Responsible Officer Position
6.1.1.	Review the Local Planning Strategy, scheme and policies to facilitate the sustainable growth of the Shire of Esperance.	Procurement of a suitable consultant to undertake the Report of Review is required, this is in progress.	Manager Development Services
6.1.2	Prepare a Land Development Strategy to develop Shire-owned land for housing, including - • Flinders Estate • Corner of Ocean and John Streets in Sinclair • Development Area 3 in Sinclair	Budget bid not supported by Council - project to be discontinued.	Manager Economic Development
6.1.3.	Develop and release Flinders Estate Stage 3 creating 36 standard sized residential lots. This includes applying for Government funding to cover the costs of power, water and sewerage infrastructure.	Funding for Flinders Stage 3 has been successful. As per the Council report, the Business Plan is currently out for public consultation, and a tender will be released in the coming weeks.	Director Asset Management
6.1.4.	Advocate to DevelopmentWA to develop State Government-owned land such as Sims Street and Victoria Street in Nulsen, and cover the costs of power, water and sewerage infrastructure to release more residential lots for housing.	Development WA are progressing to civil works for the Victoria Street subdivision and are currently out to tender for find a contractor. Preliminary structure planning has been undertaken for the Sims Street residential area with a briefing from Development WA to Council in April. Further work being undertaken to assist in developing a business case for the subdivision.	Chief Executive Officer

Action Code	Action Name	Comments	Responsible Officer Position
6.2.1.	Develop a Council briefing item to consider fees and charges for homes used for commercial purposes and short-term rentals.	This work will be included with the next review of the Long-Term Financial Plan.	Director Corporate and Community Services
6.2.2	Construct key worker accommodation on Council Place to create 20 new dwellings to help attract and retain essential workers	Project on hold as unsuccessful with latest funding application.	Manager Economic Development

Attractive and Welcoming Places

Action Code	Action Name	Comments	Responsible Officer Position
7.1.1	Implement CBD upgrades on Dempster Street and Post Office Square, including landscaping and street furniture.	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. Jetty timber fence and marine rope has been installed around the Andrew/Dempster Street Roundabout nibs.	Manager Parks & Environment
7.2.1.	Partner with Goldfields Voluntary Regional Organisation of Councils (GVROC) to plant trees and seedlings across the shire through the Urban Greening Program.	Winter planting programs are underway.	Manager Parks & Environment
7.3.1.	Provide universal access and inclusion upgrades to ensure the Civic Centre auditorium, ablutions and carpark meet universal access standards.	Awaiting seating component details and concept design construction cost estimate from consultants.	Manager Projects and Buildings

Action Code	Action Name	Comments	Responsible Officer Position
7.3.2.	Replace Civic Centre auditorium tiers and seating as they approach the end of their useful life.	Waiting design concept from consultant.	Manager Projects and Buildings
7.3.3.	Upgrade Civic Centre greenroom and storage to provide greater space and access to disabled facilities for performers and crew.	Due to commence 2027/2028	Manager Projects and Buildings
7.3.4	Develop an Esperance Cemetery Master Plan to provide a structured plan for the future development and growth of the Esperance Cemetery.	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.	Manager Parks & Environment
7.3.5.	Review the number and location of public seats along shared paths that connect Esperance CBD with surrounding suburbs.	Identification of existing infrastructure and locations ongoing.	Manager Asset Development

Safe, Efficient and Sustainable Transport Networks

Action Code	Action Name	Comments	Responsible Officer Position
8.1.1.	Develop the Local Area Traffic Management Strategy for Esperance townsite.	Preliminary draft compiled for Castletown, data collection continues for other localities.	Manager Asset Development

8.1.2	Advocate for Main Roads to undertake a transport corridor upgrade plan for Harbour Road, including South Coast Highway and Pink Lake Road intersection upgrades	Main Roads presented to Council on the 25th August with a number of options for the transport corridor masterplan. Focus on the meeting with options for the intersection of Pink Lake Road/ Harbour Road and also South Coast Highway/ Harbour Road. Main Roads also confirmed the relocation of the 80km/h sign past the CBH site at Shark Lake.	Chief Executive Officer
8.1.3.	Continue Cascade Road upgrade and sealing works from the end of farming land to Lake Tay and Merivale Road to Orleans Bay Road.	Works to recommence October 2026.	Manager Asset Operations
8.2.1.	Design and construct the Harbour Road shared path between Shelden Road and Norseman Road.	Design complete resubmission to stakeholders imminent. Construction to be undertaken in line with operational program.	Manager Asset Development
8.2.2.	Design and construct the Pink Lake Road shared path between Milner Street and Connolly Street.	Design completed, construction to commence in line with operational schedules.	Manager Asset Development
8.2.3.	Design and construct the Fisheries Road shared path sections between Norseman Road and Quarry Road.	Basic concept plans complete. Currently preparing Active Transport Fund grant application.	Manager Asset Development
8.2.4	Deliver safety measures, such as refuge islands, to improve pedestrian crossings on The Esplanade.	Works to recommence September 2026.	Manager Asset Operations
8.3.1.	Complete a CBD parking review to determine if there is need to increase the minimum size of parking bays.	Review has been undertaken and presented to council, yet to be implemented.	Manager Asset Development

8.3.2	Provide Forrest Street road and streetscape upgrades to improve access to parking.	Design completed awaiting commentary from adjacent landowners to allow larger scale implementation.	Manager Asset Development
8.4.1	Obtain funding and construct the Esperance Airport cross strip and main runway, including upgrades to lighting and apron space	Currently undertaking the redesign of the runway, with geotech and asphalt cores being tested.	Director Asset Management
8.4.2.	Upgrade CCTV at the Esperance Airport.	All CCTV equipment installed and operational.	Manager Economic Development
8.4.3.	Construct additional customer parking bays at the Esperance Airport.	Completed.	Manager Economic Development

Prosperity

A Thriving Economy

Action Code	Action Name	Comments	Responsible Officer Position
9.1.1.	Advocate for DevelopmentWA to expand the light industrial area to support current and future economic growth.	Development WA have done some preliminary work and basic structure plan on development of industrial land in Sims Street. Presentation at Converge on their proposal was done on 2 September. Further work is being done to prepare a business case that Development WA can use to present to Government for funding the project.	Chief Executive Officer
9.1.2	Support the development of a shared workspace facility in Esperance for starts ups and small businesses.	No further update.	Manager Economic Development
9.2.1	Provide attractive and welcoming entrances into Esperance	Works on the town entry statements will commence this month.	Director Asset Management
9.2.2	Implement the Tourism Signage Strategy to promote local attractions while ensuring easy movement around key destinations	Waiting for Asset Management Team to install signage.	Manager Economic Development
9.2.3.	Provide a feasibility study for RV-Friendly overnight rest areas with self-contained camping sites to minimise illegal camping.	Preliminary report being reviewed.	Director External Services
9.2.4	Review the tourism management partnership with Australian Golden Outback.	Independent consultant group engaged with start-up meeting being arranged.	Manager Economic Development

Action Code	Action Name	Comments	Responsible Officer Position
9.2.5.	Partner with Esperance Sculpture Trail Inc. to develop the Esperance Sculpture Trail.	EOI for the sculptures is currently out from FORM.	Director Asset Management
9.3.1	Advocate for urgent upgrades and a rebuild of Esperance Senior High School	We have been assured that the upgrades to the ESHS are front of mind within the Dept of Education. Advice is that further refinement of the design work for the upgrades is being undertaken before the project is ready for next State budget consideration. Any upgrades would most likely be a staged approach due to size and cost of the project.	Chief Executive Officer
9.3.2	Advocate for a university learning hub	GEDC have completed the Regional University Study Hub feasibility study. The study identified the opportunity at the James Street Cultural Precinct for the study hub. Further work would need to be done to confirm how a Regional University Study Hub could work in James Street Cultural Precinct, identify suitable partnership to progress the project and operational funding. Project will remain on hold until James Street Cultural Precinct is complete.	Chief Executive Officer

Performance

Effective Governance and Partnerships

Action Code	Action Name	Comments	Responsible Officer Position
10.1.1	Review the Revenue Strategy to assist in long term financial planning.	This review will commence with the next review of the Long Term Financial Plan.	Director Corporate and Community Services
10.1.2	Develop a strategic advocacy plan with clearly defined priorities.	The development of a strategic advocacy plan is scheduled to commence early in the 2027 year.	Chief Executive Officer
10.1.3	Review the Strategic Asset Management Plan to outline how the Shire will manage assets long term.	Preliminary draft completed, currently reviewing action plan.	Manager Asset Development
10.1.4	Develop an IT Strategy to ensure technology supports the Shire's goals, improves efficiency and encourages new ideas.	No progress to report for this period.	Manager Information Services
10.1.5	Implement a public online mapping system which will show information including ward boundaries, bin collection days, local planning scheme information and fire zones.	Completed 2025/26 FY.	Manager Information Services
10.1.6	Improve access to online financial accounts for rate payers.	Due to commence 2028/2029	Manager Financial Services
10.1.7	Provide an online application portal for development services.	Due to commence 2027/2028	Director External Services

A Well Informed and Engaged Community

Action Code	Action Name	Comments	Responsible Officer Position
11.1.1	Conduct a biennial community survey to assess community priorities and benchmark performance levels	TBC March-May 2027	Manager Marketing & Communications

Date	Item Number	Item	Responsible Officer	Notes
28/11/2017	**12.1.2**	**Proposed Road Closure - Portion of Exchange Road and Unnamed Road, Howick**	**Myers, Noel**	
	O1117-257	That Council 1. Request the Minister for Transport; Planning; Lands to close a portion of the road reserve known as Exchange Road under Section 58 (1) of the Land Administration Act 1997. 2. Advise the Minister for Transport; Planning; Lands that in accordance with Section 56 (4) of the Land Administration Act 1997 the Shire recognises it is liable to indemnify the Minister against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request. 3. Request that the closed road be converted into a reserve managed by the Shire of Esperance for the purpose of conservation.	External Services	06 Feb 2025 3:49pm Hindley, Richard Followed up with DPLH Lands - still being processed 09 Jun 2025 4:32pm Hindley, Richard Followed up with DPLH - Lands - still being processed 03 Jul 2025 3:47pm Hindley, Richard Followed up with DPLH - Lands - still being processed 01 Sep 2025 7:39am Hoffrichter, Chantelle - Reallocation Action reassigned to Wilks, Peter by Hoffrichter, Chantelle 13 Oct 2025 7:37am Hoffrichter, Chantelle - Reallocation Action reassigned to Sheffield-van Mierlo, Zoe by Hoffrichter, Chantelle 02 Dec 2025 2:13pm Sheffield-van Mierlo, Zoe Followed up with DPLH - Lands - still being processed 12 Feb 2026 8:54am Sheffield-van Mierlo, Zoe With DPLH - Lands - Still being processed 10 Apr 2026 3:57pm Sheffield-van Mierlo, Zoe With DPLH - Still being processed 08 May 2026 11:28am Sheffield-van Mierlo, Zoe With DPLH - still being processed. Land area has been increased to capture full extent of road reserve 12 May 2026 11:57am Hoffrichter, Chantelle - Reallocation Action reassigned to Myers, Noel by Hoffrichter, Chantelle 04 Jun 2026 1:06pm Myers, Noel Survey identified that road reserve captured larger area than originally mapped - amended area will increase area of land to be identified for Conservation - amendment agreed to and modifications being processed and progressed by DPLH. **07 Aug 2026 12:18pm Myers, Noel** **Response received from DPLH - advise they require amended Deposited Plan to make provision for legal access to Reserve 27086. Surveyor to be instructed to make amendment to plan**
26/09/2023	**12.3.3**	**Lease - Airport Check-in Desk and Office**	**Walsh, Sarah**	
	O0923-174	That Council; 1. Enter into a new lease with Regional Express Pty Ltd for a portion of the Esperance Airport Terminal Building, Lot 15	Corporate & Community Services	29 Jan 2026 10:43am Walsh, Sarah Spoke with Manager Economic Development to see if we can recommence lease negotiations now that REX has been sold. Awaiting current contact details to be provided for this. 28 Feb 2026 8:14am Walsh, Sarah

Date	Item Number	Item	Responsible Officer	Notes
		Coolgardie-Esperance Highway Gibson 2. Lease expiry date to be 2 July 2028; 3. Charge an annual lease fee of $5,596.32 inc GST, subject to annual CPI increases, and consider this to be a true indication of the current market rental rate; 4. Charge a lease preparation fee of $630 inc GST; and 5. Advertise the disposition in accordance with s3.58 of the *Local Government Act 1995* for Disposing of Property.		Current lease and negotiation spreadsheet sent to Warrick Lodge from REX to recommence lease process. Received out of office, advising that Warrick will be back 11/03/2026. 02 Apr 2026 10:22am Walsh, Sarah Waiting for response from REX to progress lease. 07 Apr 2026 9:48am Walsh, Sarah Follow up email sent to Warrick Lodge from REX to confirm receipt of email sent in February. 04 May 2026 11:38am Walsh, Sarah Awaiting response from REX. 02 Jun 2026 1:16pm Walsh, Sarah Awaiting response from REX - will follow up with Warrick for update. 23 Jun 2026 10:47am Walsh, Sarah Received response from REX. Will be reviewed shortly. 01 Aug 2026 10:58am Walsh, Sarah Reviewed REX comments, made notes and forwarded to Nick, Shane L and Felicity for comment. Legal advice to be sought. **27 Aug 2026 4:39pm Walsh, Sarah** **Requested legal advice. Awaiting response.**
31/10/2023	**12.3.1**	**Lease - Salmon Gums Caravan Park**	**Walsh, Sarah**	
	O1023-185	That Council enter into a lease with the Salmon Gums Development Group Incorporated for Lot 131 Nulsen Street and Portion of Lot 121 Salmon Gums East Road, Salmon Gums, subject to; 1. Lease term being 21 years; 2. Annual lease fee of $110 Inc GST being payable; 3. Lease preparation fee of $150 Inc GST being payable; 4. Camping to occur in current sites only until development of the area is approved and the current management order amended; and 5. Any development on site to be discussed with relevant officers to	Corporate & Community Services	06 Jan 2025 8:09am Walsh, Sarah Awaiting receipt of environmental report. Followed up with Manager Development Services who advised that Bluemar are liaising with DPLH for requirements. 11 Feb 2025 12:44pm Walsh, Sarah Manager Development Services advised that the inspection should be undertaken by week ending 14 Feb and the report should be available in March. 28 Feb 2025 7:48am Walsh, Sarah Awaiting environmental report which should be available in March. 20 Mar 2025 11:46am Walsh, Sarah Verbal confirmation that there is no contamination on site. Awaiting written confirmation of this. 07 Apr 2025 9:00am Walsh, Sarah Received update that report is undergoing final edits and is almost ready to be issued. Summary provided stating that "results conclude that in relation to contamination, no evidence has been found that Lot121 is not suitable for use as a caravan park, and the PSI concludes that no further investigation is required in relation to contamination".

Date	Item Number	Item	Responsible Officer	Notes
		ensure relevant approvals are received.		29 Apr 2025 4:42pm Walsh, Sarah Manager Development Services confirmed that environmental report has been received. They will now start the process with the Department of Lands to excise the gun club from its current reserve and include into the caravan park reserve. It is suggested that the lease remain on hold until the land changes have been finalised. 06 Jun 2025 8:40am Walsh, Sarah Awaiting response from Department of Lands. 27 Jun 2025 12:22pm Walsh, Sarah Manager Development Services advised that this was progressing with DPLH. 28 Jul 2025 12:56pm Walsh, Sarah Awaiting response from DLPH. 05 Sep 2025 9:21am Walsh, Sarah To be followed up with Manager Development Services for update. 02 Oct 2025 3:36pm Walsh, Sarah Provided background information to new Manager Development Services and requested update. 07 Nov 2025 9:24am Walsh, Sarah Awaiting update from Manager Development Services. 29 Jan 2026 10:44am Walsh, Sarah Awaiting update from Manager Development Services - no updates have come through following requests. 26 Feb 2026 3:23pm Walsh, Sarah Manager Development Services following up with DPLH for update, awaiting response. Provided update to Salmon Gums Development Group. 07 Apr 2026 10:07am Walsh, Sarah Followed up Manager Development Services, awaiting update. 04 May 2026 11:38am Walsh, Sarah Awaiting update from Manager Development Services. 02 Jun 2026 1:17pm Walsh, Sarah Awaiting update from Manager Development Services. 01 Aug 2026 10:59am Walsh, Sarah Brief discussion with Manager Development Services in July noted that we have heard back from DPLH following receipt of the environmental report, however the Department has some concerns with the methodology used for the report. Further information to be provided for additional discussions. **27 Aug 2026 4:40pm Walsh, Sarah**

Date	Item Number	Item	Responsible Officer	Notes
				Director External Services to discuss DPLH feedback with the Salmon Gums Development Group.
25/03/2025	**12.1.1**	**Closure of Public Access Way - Chestnut and Magnolia Laneway - Lots 736 and 738 Magnolia Crescent, Castletown**	**Myers, Noel**	
	O0325-039	That Council; 1. Request the Minister of Lands to close the indicated portion of the public access way known as Lots 736 and 738 Magnolia Crescent, Castletown under Section 58 (1) of the *Land Administration Act 1997*. 2. Advise the Minister of Lands that in accordance with Section 56 (4) of the *Land Administration Act 1997* that the Shire recognises that it is liable to indemnify the Minister against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request. 3. Require the applicant to indemnify the Shire of Esperance against any costs and claims that may arise as a result of the proposed closure including in regards to adjustments and new titles.	External Services	08 May 2025 9:06am Wilks, Peter Proposed Public Access Way Closure forwarded to DPLH for determination 03 Sep 2025 9:00am Wilks, Peter No further actions on part of Shire Officers 13 Oct 2025 7:38am Hoffrichter, Chantelle - Reallocation Action reassigned to Sheffield-van Mierlo, Zoe by Hoffrichter, Chantelle 02 Dec 2025 2:14pm Sheffield-van Mierlo, Zoe Awaiting confirmation from DPLH 12 Feb 2026 8:55am Sheffield-van Mierlo, Zoe Awaiting confirmation from DPLH 10 Apr 2026 3:58pm Sheffield-van Mierlo, Zoe Awaiting confirmation from DPLH 08 May 2026 11:58am Sheffield-van Mierlo, Zoe Awaiting confirmation from DPLH 12 May 2026 11:57am Hoffrichter, Chantelle - Reallocation Action reassigned to Myers, Noel by Hoffrichter, Chantelle 04 Jun 2026 1:08pm Myers, Noel matter still with DPLH - update being requested **07 Aug 2026 12:21pm Myers, Noel** **No further action - officers from DPLH scheduled late August where we will seek an update.**
22/04/2025	**12.1.1**	**Local Planning Scheme No. 24 - Amendment No. 10**	**Myers, Noel**	
	O0425-059	That Council in accordance with Regulation 50(3)(b) of the Planning and Development (Local Planning Schemes) Regulations 2015 support draft Amendment No. 10 with the proposed	External Services	22 May 2025 3:29pm Hindley, Richard Documents forwarded to DPLH and under assessment by them. 05 Jun 2025 10:05am Hindley, Richard Documents with DPLH for Review. 03 Jul 2025 9:02am Hindley, Richard

Date	Item Number	Item	Responsible Officer	Notes
		modifications to address issues raised in the submissions: 1. Amending the Scheme Map to show Lot 203 Fisheries Road, Myrup as 'Rural Smallholdings' and 'RS3' and Amend Schedule 9 RS3 by including Lot 203 Fisheries Road, Myrup in the Description of land column. 2. Amending the Scheme Map by replacing the R12.5 density with R30 for Lots 1 – 6, 12, 13, 16, 19 – 25 Stubbs Street and Lots 100 – 105, 509 Jane Street. Esperance. 3. Amend the Scheme Map by placing additional use A35 over Lot 5 South Coast Highway and insert the following into Schedule 3 – No. '35', Location ' Lot 5 South Coast Highway, Pink Lake', Base Zone 'Rural Residential', Additional Use(s) 'As an 'A' use – Transport Depot' and Development Standards/Conditions '1. Any application for a 'Transport Depot' is to be accompanied by an associated traffic impact assessment. 2. The site is limited to 5 commercial vehicles. 3. Irrespective of condition 2 during harvest the site is limited to no more than 10 commercial vehicles.' 4. Amending the Scheme Map by applying the 'Cultural and Natural Resource Zone' to UCL Lot 1992 on DP215119, UCL Lot 1468 on DP156659, UCL Lot 1469 on		Documents being assessed by DPLH. 01 Sep 2025 7:38am Hoffrichter, Chantelle - Reallocation Action reassigned to Wilks, Peter by Hoffrichter, Chantelle 13 Oct 2025 7:39am Hoffrichter, Chantelle - Reallocation Action reassigned to Sheffield-van Mierlo, Zoe by Hoffrichter, Chantelle 02 Dec 2025 2:15pm Sheffield-van Mierlo, Zoe Officer corresponding with DPLH 12 Feb 2026 8:55am Sheffield-van Mierlo, Zoe Request from DPLH for modifications to text - to be completed 10 Apr 2026 3:58pm Sheffield-van Mierlo, Zoe Modifications to text being finalised 08 May 2026 11:28am Sheffield-van Mierlo, Zoe Modifications to text still underway 12 May 2026 11:57am Hoffrichter, Chantelle - Reallocation Action reassigned to Myers, Noel by Hoffrichter, Chantelle 04 Jun 2026 1:09pm Myers, Noel Modifications underway - anticipate substantial progress by next reporting period **07 Aug 2026 12:22pm Myers, Noel** **Amendments required by WAPC have now been completed and referral back to WAPC for approval now in train**

Date	Item Number	Item	Responsible Officer	Notes
		DP156660, UCL Lots 1647, 1999, 1646 on DP215120, UCL PINs 996923. 788422, 788441, 996726, 996725, 788440, 996730. 5. Amending Table 4 – Zoning and Land Use Table by modifying the land use permissibility of 'Agriculture-Intensive" from a 'D' to an 'A' in the 'Rural' zone. 6. Amending Amendment Clause 2(a) by replacing 'Stormwater Management Manual of Western Australia (DWER, 2004)' with 'Stormwater Management Manual for Western Australia (the former Department of Water (DoW, 2004-2007).' 7. Amend Clause 2(b) by replacing 'stormwater management will be required as a condition of development approval demonstrating the ability to retain all stormwater to site in accordance with a 1:100-year rainfall event using a 72 hour model and in accordance with current best practice as per the Stormwater Management Manual for Western Australia (DWER, 2004) (or its replacement).' With ' Stormwater management systems should be designed in consultation with DWER and the relevant local government and be consistent with the Stormwater Management Manual for Western Australia (DoW, 2004-2017), Australian Rainfall and		

Date	Item Number	Item	Responsible Officer	Notes
		Runoff- (Commonwealth of Australia (Ball J, Babister M, Nathan R, Weeks W, Weinmann E, Retallick M, Testoni I) 2019), Australian Run-off- Quality: A guide to water sensitive urban design (Institution of Engineers Australia, Melbourne Victoria, 2006) and Local Government Guidelines for Subdivisional Development (IPWEA, 2017) (or their replacement).' 8. Amending the Scheme Map by changing the zoning of Reserve 14301 from 'Public Open Space' to 'Environmental Conservation' 9. Amending the Scheme Map by changing the zoning of Reserve 31099 from 'Government Services to 'Environmental Conservation' 10. Amending the Scheme Map by changing the zoning of Reserve 27355 from 'Public Open Space' to 'Environmental Conservation'		
22/04/2025	**12.1.2**	**Local Planning Strategy Amendment 3**	**Myers, Noel**	
	O0425-060	That Council, pursuant to Part 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015* resolve to: 1. Initiate Amendment No. 3 to the Local Planning Strategy. 2. Amend the Local Planning Strategy by: 2.1. Amending the Strategy Maps to include a range of Tourism, Rural Residential,	External Services	08 May 2025 9:05am Wilks, Peter Strategy Amendment forwarded to WAPC for their assessment and consent to advertise on 7 May 2025. 13 Oct 2025 7:39am Hoffrichter, Chantelle - Reallocation Action reassigned to Sheffield-van Mierlo, Zoe by Hoffrichter, Chantelle 02 Dec 2025 2:16pm Sheffield-van Mierlo, Zoe Awaiting WAPC outcome 12 Feb 2026 8:56am Sheffield-van Mierlo, Zoe Awaiting WAPC outcome 10 Apr 2026 3:59pm Sheffield-van Mierlo, Zoe Awaiting WAPC outcome

Date	Item Number	Item	Responsible Officer	Notes
		and Rural Smallholding, Rural and Conservation areas as designated in the amendment. 3. Forward Local Planning Strategy Amendment 3 under Part 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015* to the WAPC for their review and for consent to advertise the amendment for public inspection under Part 3, Clause 13 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.		08 May 2026 11:48am Sheffield-van Mierlo, Zoe Follow up has been sent to the department as no correspondence received 12 May 2026 11:58am Hoffrichter, Chantelle - Reallocation Action reassigned to Myers, Noel by Hoffrichter, Chantelle 04 Jun 2026 1:11pm Myers, Noel Council has received preliminary advice from WAPC that amendment not likely to receive support - WAPC advise they are liasisng with applicant initially and will then provide formal advice back to Council. **07 Aug 2026 12:24pm Myers, Noel** **Matter is currently with WAPC - WAPC are in the process of reviewing the request to advertise and held preliminary discussions with Shire staff regarding the progress of the matter. Decision of the WAPC whether they will consent to advertise or decline that request is anticipated to be received by next reporting period. Note if WAPC decline request the proposed amendment will fail.**
22/04/2025	**12.2.2**	**Surrender of Reserve 31710 Freebairn Road Gibson**	**Walker, Mathew**	
	O0425-063	That Council 1. Request that the Minister for Lands cancel Crown Reserve 31710 under sections 50 and 51 of the the *Land Administration Act 1997* (LAA 1997) as it is surplus to the Shire of Esperance requirements. 2. Advise the Minister of Lands that in accordance with Section 56 (4) of the Land Administration Act 1997 that the Shire recognises that it is liable to indemnify the Minister against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.	Asset Management	08 Jul 2025 10:12am Hoffrichter, Chantelle Council Resolution sent to DPLH and Paddy Barber. DPLH to finalise the cancellation of the Reserve and sell to adjoining landowner Paddy Barber. 02 Dec 2025 2:42pm Walker, Mathew With DPLH, process expected to take up to 12 months. 16 Mar 2026 4:15pm Godwin, Elise - Reallocation Action reassigned to Walker, Mathew by Godwin, Elise 11 Jun 2026 10:16am Hoffrichter, Chantelle Will chase up with DPLH on the status of this item. **08 Sep 2026 3:18pm Walker, Mathew** **Still waiting on an update for DPLH**

Date	Item Number	Item	Responsible Officer	Notes
		3. Require the applicant to indemnify the Shire of Esperance against any costs and claims that may arise as a result of the cancellation of Crown Reserve 31710 and accept the land as is.		
24/06/2025	**12.1.2**	**Closure of Public Access Way - Lot 55 Wiese Way, Castletown**	**Myers, Noel**	
	O0625-084	That Council 1. Request the Minister of Lands to close the public access way identified as Lot 55 Wiese Way, Castletown under Section 58 (1) of the *Land Administration Act 1997*. 2. Advise the Minister of Lands that in accordance with Section 56 (4) of the *Land Administration Act 1997* that the Shire recognises that it is liable to indemnify the Minister against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request. 3. Require the applicant to indemnify the Shire of Esperance against any costs and claims that may arise as a result of the proposed closure including in regards to adjustments and new titles.	External Services	07 Jul 2025 10:15am Godwin, Elise Request for closure forwarded to DPLH on 1 July 2025 13 Oct 2025 7:39am Hoffrichter, Chantelle - Reallocation Action reassigned to Sheffield-van Mierlo, Zoe by Hoffrichter, Chantelle 02 Dec 2025 2:17pm Sheffield-van Mierlo, Zoe Awaiting confirmation from DPLH 12 Feb 2026 8:56am Sheffield-van Mierlo, Zoe Awaiting confirmation from DPLH 10 Apr 2026 3:59pm Sheffield-van Mierlo, Zoe Awaiting confirmation from DPLH 08 May 2026 11:57am Sheffield-van Mierlo, Zoe Awaiting response from DPLH 12 May 2026 11:58am Hoffrichter, Chantelle - Reallocation Action reassigned to Myers, Noel by Hoffrichter, Chantelle 04 Jun 2026 1:13pm Myers, Noel Matter still with DPLH - update being sought on standing **07 Aug 2026 12:27pm Myers, Noel** **Matter remains with the WAPC - matter to be taken up with DPLH during their visit to Esperance, in late August**
24/06/2025	**12.1.4**	**Property Transfer and Development Partnership Proposal - 4 and 4A Hicks Street Reserve 26980**	**Walsh, Sarah**	
	O0625-086	That Council support the Goldfields Individual and Family Support Association Inc's property transfer and development partnership proposal; and 1. Request that the Department of Planning, Lands and Heritage	Corporate & Community Services	07 Jul 2025 10:11am Godwin, Elise Request sent to DPLH 01 Sep 2025 7:38am Hoffrichter, Chantelle - Reallocation Action reassigned to Wilks, Peter by Hoffrichter, Chantelle 13 Oct 2025 7:39am Hoffrichter, Chantelle - Reallocation

Date	Item Number	Item	Responsible Officer	Notes
		amend the land use on Reserve 26980 by removing 'Shire Workforce Accommodation' and adding 'Disability Accommodation and Support; and 2. Advise the Department of Planning, Lands and Heritage that the Shire of Esperance wishes to surrender its Management Orders in favour of Goldfields Individual and Family Support Association Inc. (GIFSA); and 3. Built assets are to be transferred to GIFSA on an as is basis.		Action reassigned to Sheffield-van Mierlo, Zoe by Hoffrichter, Chantelle 02 Dec 2025 2:35pm Sheffield-van Mierlo, Zoe With DPLH for processing 12 Feb 2026 8:57am Sheffield-van Mierlo, Zoe With DPLH for processing 10 Apr 2026 4:00pm Sheffield-van Mierlo, Zoe With DPLH for processing 12 May 2026 12:00pm Hoffrichter, Chantelle - Reallocation Action reassigned to Myers, Noel by Hoffrichter, Chantelle 04 Jun 2026 1:17pm Myers, Noel matter remains with DPLH - update will be sought and reported back 07 Aug 2026 12:29pm Myers, Noel No further update to report 08 Sep 2026 3:17pm Godwin, Elise - Reallocation Action reassigned to Walsh, Sarah by Godwin, Elise **08 Sep 2026 4:24pm Walsh, Sarah** **DPLH advised that there was a historical lease registered against the property title. This has now been removed and the process is able to progress. The DPLH is in the process of drafting a Deed of Transfer to be executed by GIFSA and advise that this should be sent through shortly. In the meantime, the tenants have been given notice to vacate the premises as GIFSA has confirmed they wish to have vacant possession of the property once the transfer process is complete.**
24/06/2025	**12.3.2**	**Lease Renewal - Airport Hangar Lots 1, 2, 3, 4, 6, 7 and 8 - Lot 15 Coolgardie-Esperance Highway Gibson**	**Walsh, Sarah**	
	O0625-087	That Council enters into a lease with Scott Mackie and Darren Rogers for Esperance Airport Hangar Lots 1, 2, 3, 4, 6, 7 and 8, part of Lot 15 Coolgardie-Esperance Highway, Gibson, subject to: 1. Lease term being 20 years; 2. Annual lease fee of $15,010.17 inc GST being payable, subject to annual rent reviews based on CPI, and that Council consider this to be	Corporate & Community Services	07 Jul 2025 10:10am Godwin, Elise Lease has been drafted ready for review 28 Jul 2025 1:05pm Walsh, Sarah Lease is currently being drafted. Will be sent for review in due course. 01 Sep 2025 2:39pm Graham, Blaise Awaiting consolidated lease area plan from Asset Planning. 02 Oct 2025 3:40pm Walsh, Sarah Awaiting lease area plan from Asset Planning & Development Team. As discussed with Asset Management recently, this may result in a different lease area m2 being charged and if so, a further report to Council will be required for the amendment.

Date	Item Number	Item	Responsible Officer	Notes
		a true indication of the current market rental rate; 3. Lease preparation fee of $635 inc GST being payable; 4. The disposition being advertised in accordance with s3.58 of the *Local Government Act 1995*; 5. Advertising fee of $185 inc GST being payable; and 6. All lease terms and conditions being as per Council's standard commercial lease template.		07 Nov 2025 9:28am Walsh, Sarah Awaiting lease area plan. Advised that this should be available shortly. 02 Dec 2025 10:34am Walsh, Sarah Awaiting updated lease area plan from Jason's team. 05 Jan 2026 12:40pm Walsh, Sarah Awaiting updated lease area plan from Jason's team. 29 Jan 2026 9:29am Walsh, Sarah - Reallocation Action reassigned to Walsh, Sarah by Walsh, Sarah - Blaise moving to HR team. 29 Jan 2026 10:44am Walsh, Sarah Awaiting updated lease area plan - Jason has advised this should be available in early February. 26 Feb 2026 3:25pm Walsh, Sarah Awaiting updated lease area plan - Requested that this be made a priority. 07 Apr 2026 10:07am Walsh, Sarah Received updated hangar plans, to be discussed with lessee before being put to Council for rental adjustment. 04 May 2026 11:38am Walsh, Sarah We have written to the leaseholder to advise of updated lease area plan and change to rent amount. Awaiting response prior to putting back to Council. 02 Jun 2026 1:17pm Walsh, Sarah Met with the Lessee to discuss changes from the re-survey. Further discussions around rental values will be had during June. 23 Jun 2026 10:48am Walsh, Sarah Awaiting rental valuation for airport site. Amendments to draft lease to be made following response from Lessee and discussion with Manager Economic Development and Director Asset Management. 07 Jul 2026 12:29pm Walsh, Sarah Valuer was on site 03/07/2026 and we expect their report will be available shortly. 01 Aug 2026 11:00am Walsh, Sarah Followed up report with Herron Todd White, who confirmed this should be available in the next week or so. **27 Aug 2026 4:40pm Walsh, Sarah** **Received valuation from Herron Todd White. To be reviewed.**
22/07/2025	**12.1.2**	**Local Planning Scheme No. 24 - Amendment No. 11**	**Myers, Noel**	

Date	Item Number	Item	Responsible Officer	Notes
	O0725-087	That Council: 1. In pursuance of Section 75 of the *Planning and Development Act, 2005* amend Local Planning Scheme No. 24 by: (c) Amending the Scheme Map by reclassifying a portion of Reserve 24077 from 'Public Open Space' to 'Environmental Conservation' as depicted on the Scheme Amendment Map. 2. The amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s): (d) an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission; (h) any other amendment that is not a complex or basic amendment. 3. Refer Amendment 11 to the EPA under Section 81 of the *Planning and Development Act 2005* and resolve to proceed to advertising of the amendment for public inspection after referral to the EPA.	External Services	01 Sep 2025 7:38am Hoffrichter, Chantelle - Reallocation Action reassigned to Wilks, Peter by Hoffrichter, Chantelle 13 Oct 2025 7:39am Hoffrichter, Chantelle - Reallocation Action reassigned to Sheffield-van Mierlo, Zoe by Hoffrichter, Chantelle 02 Dec 2025 2:33pm Sheffield-van Mierlo, Zoe Amendment referred to EPA for comment and advertised. 10 Apr 2026 4:03pm Sheffield-van Mierlo, Zoe In process 08 May 2026 11:25am Sheffield-van Mierlo, Zoe Submissions to be considered 12 May 2026 11:56am Hoffrichter, Chantelle - Reallocation Action reassigned to Myers, Noel by Hoffrichter, Chantelle 04 Jun 2026 1:59pm Myers, Noel matter remains outstanding - **07 Aug 2026 12:30pm Myers, Noel** **Matter still with WAPC - no progress to report**
28/10/2025	**12.2.1**	**Road Widening - Lot 598 and Lot 6 Pink Lake Road**	**Walker, Mathew**	
	O1025-025	That Council:	Asset Management	02 Dec 2025 2:49pm Walker, Mathew

Date	Item Number	Item	Responsible Officer	Notes
		1. Support the dedication of portions of Lot 598 on Plan 79274 and Lot 6 on Plan 82068 Pink Lake Road to be dedicated as road reserve; 2. Request the Minister of Lands to dedicate: a. The 58.85m^2 portion of Lot 598 on Plan 79274 as road reserve. b. The 85.11m^2 portion of Lot 6 on Plan 82068 as road reserve. 3. Advise the Minister of Lands that in accordance with Section 56 (4) of the Land Administration Act 1997 the Shire recognises that it is liable to indemnify the Minister against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.		Landowners have been advised and requested to sign the subdivision and provide a completed new creditor form so the Shire can pay for the land. 16 Mar 2026 4:15pm Godwin, Elise - Reallocation Action reassigned to Walker, Mathew by Godwin, Elise 11 Jun 2026 10:16am Hoffrichter, Chantelle With the Surveyor to undertake the statutory process. **08 Sep 2026 3:14pm Walker, Mathew** **WAPC have accepted the applications and will progress the process.**
16/12/2025	**12.1.1**	**Local Planning Scheme No. 24 - Amendment No. 12**	**Myers, Noel**	
	O1225-090	That Council: 1. In pursuance of Section 75 of the Planning and Development Act 2005 amend Local Planning Scheme No. 24 by: 2. Rezoning Lot 12 Coolgardie-Esperance Highway, Myrup from the 'Rural' zone to the 'Rural Smallholdings' zone. 3. Amending the Scheme text in Schedule 3 – Additional Uses by	External Services	12 Feb 2026 8:58am Sheffield-van Mierlo, Zoe With planning contractor for processing 10 Apr 2026 4:05pm Sheffield-van Mierlo, Zoe Referred to EPA, and to the Minister for approval to advertise 08 May 2026 11:21am Sheffield-van Mierlo, Zoe EPA response received as 'Scheme not Assessed', forwarded to DPLH and awaiting consent to advertise. 12 May 2026 11:58am Hoffrichter, Chantelle - Reallocation Action reassigned to Myers, Noel by Hoffrichter, Chantelle 04 Jun 2026 2:01pm Myers, Noel

Date	Item Number	Item	Responsible Officer	Notes
		inserting an Additional Use for Lot 12 Coolgardie-Esperance Highway, Myrup as follows: No. A33 — Base Zone: Rural Smallholdings — A / In / ('I 4. Amending the Scheme text in Schedule 4 – Restricted Uses by inserting a Restricted Use for Lot 12 Coolgardie-Esperance Highway, Myrup as follows: No. R4 — Description of land: Lot 12 Coolgardie-Esperance Highway, Myrup — I / I 5. Amending the Scheme text in Schedule 9 – Rural Smallholdings – Special Provisions by inserting a row for Lot 12 Coolgardie-Esperance Highway, Myrup as follows: No. RS4 — Description of land: Lot 12 Coolgardie-Esperance Highway, Myrup 6. Modifying Special Control Area 3A (Shark Lake Industrial Park) to Special Control Area 3B. 7. Amending the Scheme Map accordingly.		EPA response forwarded to WAPC - awaiting WAPC consent to advertise **07 Aug 2026 12:30pm Myers, Noel** **Review of amendment with WAPC. Shire staff have had discussion with WAPC and later with proponent. WAPC may require modification to proposed land use - Anticipate that a formal response will be received from WAPC by next reporting period.**

Date	Item Number	Item	Responsible Officer	Notes
		8. Determine that the amendment is standard under the provisions of regulation 35.(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s): (b) an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission; (g) any other amendment that is not a standard or basic amendment. 9. Refer Amendment 12 to the EPA under Section 81 of the *Planning and Development Act 2005* and resolve to proceed to advertising of the amendment for public inspection after referral to the EPA.		
24/03/2026	**12.3.6**	**Lease Request - Portion Lot 144 Carey Street Condingup**	**Walsh, Sarah**	
	O0326-058	That Council; 1. Enter into a lease with St John Ambulance for portion of Lot 144 Carey Street Condingup, subject to; a. Power to lease being provided on Reserve 38975, b. Department of Lands' approval; c. Term of the lease being 10 years;	Corporate & Community Services	13 Apr 2026 8:42am Walsh, Sarah Advised St John of Council Resolution. Draft agreement to be reviewed and comments will be provided back to St John in due course. 04 May 2026 11:44am Walsh, Sarah Comments from Matt and Kade to be reviewed prior to sending back to St John. 02 Jun 2026 1:21pm Walsh, Sarah Comments from Matt and Kade to be reviewed prior to sending back to St John. 30 Jun 2026 4:29pm Walsh, Sarah Updated draft agreement and sent back to Matt, Kade and Ash for review of changes. 23 Jul 2026 8:43am Walsh, Sarah Met with Matt and Kade to confirm wording. Received lease area plan. Sent marked up document to St John for consideration.

Date	Item Number	Item	Responsible Officer	Notes
		d. Annual rent of $110 inc GST being payable; e. Lease preparation fee of $160 inc GST being payable; f. The disposition being advertised in accordance with s3.58 of the *Local Government Act 1995*; and g. All lease terms and conditions being as per Council's standard Community Lease template; and 2. In the interim, enter into a Memorandum of Understanding with St John Ambulance for portion of Lot 144 Carey Street Condingup.		01 Aug 2026 11:01am Walsh, Sarah St John has agreed to the terms. Documents to be sent for signing shortly. **27 Aug 2026 4:42pm Walsh, Sarah** **Documents sent for signing 04/08/2026.**
28/04/2026	**16.1**	**Land Access Proposal - Shark Lake Industrial Park Stage 2**	**Liddelow, Shane**	
	O0426-089	That Council 1. Provide in principal support to Renewables Bio Group development proposal for the Australis Renewable Carbon Facility at Shark Lake Industrial Park, Stage 2. 2. Grant Renewables Bio Group a first right of refusal to take up the land area for a period of three years. 3. Request the CEO to formalise an access agreement license for Renewables Bio Group to conduct	Executive Services	05 May 2026 1:03pm Liddelow, Shane Renewables Bio Group have been notified of Councils recommendations. Officer has commenced working up formal agreement through Shire's legal team Mcleods. 30 Jun 2026 1:21pm Liddelow, Shane Expect agreement from Mcleods by July 31 04 Aug 2026 9:29am Liddelow, Shane Still waiting on draft agreement from Mcleods Lawyers **01 Sep 2026 4:06pm Liddelow, Shane** **Followed up with Mcleods on the 28/8/2026**

Date	Item Number	Item	Responsible Officer	Notes
		its feasibility studies for the project at the site.		
5/05/2026		**Verge Side Collection**	**Ryan, Georgia**	
	S0526-091	That Council 1. Proceed with the 2026 verge side collection 2. Request staff to undertake a structured review of future service models with regular councillor briefings and; 3. Ensure community engagement is undertaken before any future changes are proposed.	External Services	03 Jun 2026 7:37am Hoffrichter, Chantelle - Reallocation Action reassigned to Ryan, Georgia by Hoffrichter, Chantelle 05 Jun 2026 4:12pm Hoffrichter, Chantelle Commenced verge-side collection as of 02 June 2026. Intensive communication plan was developed to inform the community. A report will go to Council once verge-side collection is complete. 08 Jul 2026 9:13am Hoffrichter, Chantelle Waiting on the bulk bin service to be completed, report will be done after this. 07 Aug 2026 10:08am Ryan, Georgia Sustainability & Resource recovery team plan to brief council shortly on verge side collection 2026 outcomes **02 Sep 2026 2:08pm Ryan, Georgia** **Sustainability and Resource Recovery staff presented 2026 Verge Side Bulk Waste Report and Future Service Model at council briefing on 25/8/26. The briefing included feedback and statistics of the 2025-26 verge side collection, insights into a future bookable bulk waste service and plans on informing and educating the community on bulk waste management.**
26/05/2026		**Motion: Organisational Review**	**Burge, Shane**	
	O0526-104	That Council lay the motion on the table until Council has a workshop which includes a scope of works with the CEO and executive staff in a period following the adoption of this year's budget.	Executive Services	28 May 2026 11:04am Burge, Shane Additional time set aside on the 16 June for Operating budget to go through in detail the Shire operations. , Completed 08 Jun 2026 4:22pm Godwin, Elise A further workshop have been planned following post budget adoption 07 Sep 2026 3:18pm Burge, Shane Council suggested that any actions should come from the CEO KPI setting workshop to be held on the 8th September. **07 Sep 2026 3:29pm Godwin, Elise** **Organisational Review Workshop with Council was held on the 18 August 2026. Waiting for CEO KPI workshop to be held for further direction.**
28/07/2026	**12.2.1**	**Esperance Sculpture Trail**	**Walker, Mathew**	

Date	Item Number	Item	Responsible Officer	Notes
	O0726-093	That Council, for the Esperance Sculpture Trail: 1. Support Esperance Sculpture Trail Public Art Strategy; 2. Approves the following locations on Shire land (noting that the intention is to only proceed with five of the six Phase 1 locations): a. Esperance Jetty Precinct; b. Baarndi Trail; c. Lake Monjingup Reserve; d. Great Ocean Trail; and e. Salmon Gums. 3. Notes the recommendation of Helms Arboretum located on DBCA land as the additional Phase 1 location; 4. Approves the James Street Precinct location as part of a Phase 2 project subject to funding; 5. Accepts the proposal for the artwork located on Shire land: for the title, ownership, management and long-term maintenance responsibilities to pass to the Shire of Esperance, subject to an adequate long-term maintenance fund being established; and 6. Requests the CEO: a. To draft an agreement with FORM for the installation and transfer of the artwork on Shire land; and b. Provide a report to Council to consider the final artwork	Asset Management	**08 Sep 2026 3:16pm Walker, Mathew** **FORM have been notified of the outcome and currently have an EOI out seeking Artists as per the process outlined.**

Date	Item Number	Item	Responsible Officer	Notes
		approval and agreement for sculptures on Shire land.		
28/07/2026	**12.3.2**	**Lease Renewal - Old Hospital The Market Village - Lot 100 Dempster Street**	**Harp, Kim**	
	O0726-095	That Council enters into a new lease with Benjamin Kowal and Anna Morcombe for the Old Hospital Building in The Market Village, portion Lot 100 Dempster Street, subject to – 1. The lease term being 5 years; 2. Annual rent being $187m2 inc GST, subject to annual rent reviews based on CPI, and that Council consider the rental rate to be a true indication of the current market rental rate; 3. The disposition being advertised in accordance with s.3.58 of the *Local Government Act 1995*; 4. All lease terms and conditions being as per Council's standard Commercial Lease (Retail Shop) template.	Corporate & Community Services	04 Aug 2026 9:32am Harp, Kim Tenants notified of Council Resolution - 31/07/2026, Advertising - Public Notice for Disposal of Property through Leasing to be published in Kal. Miner- 05/08/2026, Lease documents drafted, awaiting end of advertising period to finalise lease if no objections from the community. **27 Aug 2026 4:39pm Walsh, Sarah** **Lease document sent to Lessees for review. Awaiting confirmation of terms.**
25/08/2026	**12.1.1**	**Proposed Disposal of Portion of Crown Reserve 48015 to Owner of Lot 711 Effie Turner Drive, CHADWICK.**	**Myers, Noel**	
	O0826-116	That Council 1. Determines that the approximately 36.65m² triangular portion of Crown Reserve 48015 adjoining Lot 711 Effie Turner Drive, Chadwick is surplus to the Shire's requirements; 2. Supports the disposal of the subject land to the owner of Lot 711 Effie Turner Drive, Chadwick, subject to	External Services	**02 Sep 2026 4:22pm Myers, Noel** **Letter sent to DPLH confirming Council's Resolution. DPLH now have carriage to progress the transfer of the land and will liaise with SoE as and when required.**

Date	Item Number	Item	Responsible Officer	Notes
		the approval of the Department of Planning, Lands and Heritage; 3. Agrees to relinquish the Shire of Esperance's interest under its Management Order over the subject portion of Reserve 48015 to facilitate its disposal; 4. Authorises the Chief Executive Officer and Shire President to execute any documentation necessary to give effect to this resolution, and 5. That the proponent be responsible for all and any costs associated with the proposed action to effect the transfer of the land.		
25/08/2026	**12.3.2**	**Adoption of Activities in Thoroughfares and Public Places and Trading Amendment Local Law**	**Walsh, Sarah**	
	O0826-118	That Council make the Activities in Thoroughfares and Public Places and Trading Amendment Local Law 2026, as per Attachment A, in accordance with section 3.12(4) of the *Local Government Act 1995*, subject to the Chief Executive Officer – 1. Publishing the Activities in Thoroughfares and Public Places and Trading Amendment Local Law 2026 in the Government Gazette in accordance with section 3.12(5) of the *Local Government Act 1995;* 2. Following gazettal, providing local public notice of the Activities in Thoroughfares and Public Places and Trading Amendment Local Law 2026 in accordance with section	Corporate & Community Services	27 Aug 2026 4:43pm Walsh, Sarah Printed local law and provided to CEO/President for signing. Request for Gazettal letter provided to CEO for signing. **04 Sep 2026 9:39am Walsh, Sarah** **Gazettal booked for Tuesday 8 September 2026. Advertising arranged for 12 September 2026.**

Date	Item Number	Item	Responsible Officer	Notes
		3.12(6) of the *Local Government Act 1995*; and 3. Following local public notice, providing an Explanatory Memorandum, signed by the Shire President and Chief Executive Office, and a copy of the Activities in Thoroughfares and Public Places and Trading Amendment Local Law 2026 to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation in accordance with section 3.12(7) of the *Local Government Act 1995.*		
25/08/2026	**12.4.2**	**Flinders Estate - Stage 3**	**Burge, Shane**	
	O0826-122	That Council 1. Authorises the CEO to negotiate the conditions and accept the offer of funding from the Western Australian Government's Regional Housing Support Fund for the delivery of Flinders Estate Stage 3 in the amount of $4,024,969; 2. Endorses the attached Flinders Estate Stage 3 Major Land Transaction Business Plan for the purposes of public consultation under section 3.59 of the Local Government Act 1995; 3. Requests the CEO to publicly advertise the Flinders Estate Stage 3 Major Land Transaction Business Plan for a period of not less than six (6) weeks and invite public submissions in accordance with	Executive Services	**07 Sep 2026 3:16pm Burge, Shane** **Still awaiting on funding agreement from Dept of Housing. Have advertised the Business Plan. Tender should be released within the next few weeks**

Date	Item Number	Item	Responsible Officer	Notes
		section 3.59 of the Local Government Act 1995. 4. Authorises the CEO Issue a Request for Tender for Flinders Estate Stage 3 noting that no contract is to be awarded until Council has considered the outcome of the public consultation process and made a determination regarding the proposed Major Land Transaction; and 5. Requests the CEO present further report(s) to Council on Flinders Estate Stage 3 including: a. Consideration of submissions received during the public advertising period and whether to proceed with the proposed Major Land Transaction; b. Tender evaluation and recommendations; c. Confirmed project budget and funding sources; and d. Budget amendments required to proceed with the project.		
8/09/2026	**6.1**	**Extraordinary Local Government Election 2026**	**Walsh, Sarah**	
	S0926-118	That Council; 1. Declare in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2026	Corporate & Community Services	**10 Sep 2026 10:58am Walsh, Sarah** **Provided council resolution to WAEC for their reference and requested next steps. Election calendar created using DLG template, based on 3/12/2026 election date. Website elections page has been updated with information currently known, and TBC listed for information we're waiting on from the WAEC.**

Date	Item Number	Item	Responsible Officer	Notes
		extraordinary election together with any other elections or polls which may be required; and 2. Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election; and 3. Set the date for the extraordinary election to be held on Thursday, 3 December 2026.		
8/09/2026	**7.1**	**Behavioural Complaints Findings & Reasons BC9; BC10; BC11; & BC12**	**Baxter, Felicity**	
	S0926-120	That Council, by simple majority pursuant to Council's Code of Conduct Behaviour Complaints Management and the Shire's Code of Conduct for Council Members, Committee Members and Candidates adopted in accordance with Section 5.104 of the Local Government Act 1995 Resolves to: 1. Receive the Investigation Reports for Complaints BC9; BC10; BC11 and BC12 with Confidential Attachments as undertaken by an Independent Assessor; 2. Agree with the findings of the Reports; 3. Determine that the Respondent: a. Did breach Clause 2.3(a) of the Shire of Esperance Code of Conduct for Council Members, Committee Members and Candidates; b. Did not breach Clause 2.3(d) of the Shire of Esperance Code of	Corporate & Community Services	**09 Sep 2026 1:07pm Baxter, Felicity** **The Shire's website has been updated to include this outcome. Both Complainant & Respondent have also been notified. Complete.**

Date	Item Number	Item	Responsible Officer	Notes
		Conduct for Council Members, Committee Members and Candidates. 4. Take no further action to address the behaviour due to the resignation of the Councillor. 5. Request the Complaints Officer to advise complainants and respondent in writing of the outcome. 6. In accordance with Regulation 29A of the Local Government (Administration) Regulations 1996 that the Findings and Reasons (Attachment AG) as amended be made available for public inspection by including it as attachment to the minutes of the meeting.		

Item: 12.4.3

Common Seal Usage March 2026 to August 2026

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

File Ref: D26/27650

Applicant
Internal

Executive Summary
For Council to receive the Common Seal Register

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

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

Exceptions to the above are:

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

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

Alternative Considerations
There are no alternate considerations for this report as POL 0036 states that the common seal register will be presented to Council twice yearly to be reviewed.

Consultation
WALGA

Financial Implications
Nil

Asset Management Implications
Nil

Statutory Implications
Local Government Act 1995 – 9.49a Execution of Documents

Policy Implications
POL 0036: Execution of Documents and Common Seal Usage

Strategic Implications
Council Plan 2022 – 2032
Performance - Outcome 10. Effective Governance and Partnerships
Objective 10.1. Provide transparent, accountable and effective leadership and resource management

Environmental Considerations
Nil

Attachments
A⇩. Shire of Esperance Common Seal Usage - March 2026 to August 2026

Item 12.4.3 Common Seal Usage March 2026 to August 2026

Moved: **Cr Davies**
Seconded: **Cr Starcevich**

O0926-135

Council Resolution

That Council receive the report entitled Shire of Esperance Common Seal Usage for the period of March 2026 to August 2026.

CARRIED
F5 - A0
For: Cr Davies, Cr Starcevich, Cr Harp, Cr Obourne, Pres Chambers

The Shire of Esperance Common Seal Usage

March 2026	
3 March 2026	Health Local Law 2026 Amendment
5 March 2026	Application for a New Title – Lot 4 and Lot 5 on Plan 146464 – Grass Patch Fire Shed
10 March 2026	License – Agri Enterprises
16 March 2026	Application for a New Title – Land Amalgamation at Lingalonga – Lot 171 and Lot 172 on Plan 222409
16 March 2026	Sale of Land – 12 Tribune Parade, Bandy Creek
16 March 2026	Sale of Land – 2 Hillier Avenue, Bandy Creek
16 March 2026	Sale of Land – 6 Hillier Avenue, Bandy Creek
April 2026	
1 April 2026	Deed of Extension of Lease – Band Room – Noel White Centre – Lot 500 Black Street, Esperance
1 April 2026	Section 70A Notification – Lot 9 on Plan 416489
7 April 2026	Surrender of Lease – Old Doctors Surgery Shop 4 – Market Village - Esperance
7 April 2026	Deed of Extension of Lease – Noel White Centre Portion – Lot 500 Black Street, Esperance
9 April 2026	Lease - DFES Ministerial Body Ground Communication Facility – 6 Mile Hill, Monjingup
14 April 2026	Lease – Old Doctors Surgery – Lot 100 Dempster Street – Nikki Starr – Ms Mustard Knits
14 April 2026	Deed of Variation of Lease – Portion Lot 500 Black Street – Reserve 3287
14 April 2026	Sale of Land – 2 Adkins Street, Bandy Creek
14 April 2026	Sale of Land – 18 Thistle Avenue, Bandy Creek
22 April 2026	Sale of Land – 12 Hillier Avenue, Bandy Creek
22 April 2026	Deed of Surrender of Lease – Lot 100 Dempster Street – Old Matron's Quarters – Market Village
22 April 2026	MOU - Goldfields Voluntary Regional Organisation of Councils (GVROC) – 2026-2028
24 April 2026	Lease – The Old Matron's Quarters – the Market Village – Lot 100 Dempster Street
28 April 2026	Lease – Lot 15 on Plan 44886
May 2026	
19 May 2026	Lease – Portion Lot 100 Dempster Street, Esperance – The Market Village – Benjamin and Jodie Kowal
27 May 2026	Loan Agreement Guarantee – Esperance Hockey Association
June 2026	

The Shire of Esperance Common Seal Usage

4 June 2026	Deed of Extension of Lease – Portion of Lot 100 Dempster Street, Esperance – Bistro Louis Pty Ltd
9 June 2026	Deed of Extension of Agricultural Lease – Shark Lake Industrial Park – Lot 9500 Old Shark Lake Road – Bradley Scott
9 June 2026	Lease – Toowacka Campsite – Lot 457 South Coast Highway – Reserve 37535 – Dabungool Cultural Experiences
11 June 2026	Sale of Land – 13 Adkin Street, Bandy Creek
11 June 2026	Sale of Land – 2 Lacy Way, Bandy Creek
12 June 2026	Request to Remove Hicks Street Lease from Landgate
19 June 2026	Sale of Land – 18 Tribune Parade, Bandy Creek
26 June 2026	Deed of Extension of Lease – Lot 171 and Lot 172 - Lingalonga
July 2026	
3 July 2026	Sale of Land – 10 Hillier Avenue, Bandy Creek
14 July 2026	Deed of Assignment of License – Lot 15 Coolgardie-Esperance Highway – Vending Machine Sites
14 July 2026	Sale of Land – 8 Lacy Way, Bandy Creek
14 July 2026	Sale of Land – 10 Tribune Parade, Bandy Creek
14 July 2026	Sale of Land – 5 Adkin Street, Bandy Creek
14 July 2026	Sale of Land – 4 Lacy Way, 6 Lacy Way and 14 Tribune Parade, Bandy Creek
22 July 2026	Sale of Land – 3 Adkin Street, Bandy Creek
22 July 2026	Sale of Land – 8 Hillier Avenue, Bandy Creek
22 July 2026	Lease – Dalyup Progress Association – Lots 19, 20, 24 and 25 South Coast Highway, Dalyup
22 July 2026	Deed of Surrender of Lease – Lot 64 Thompson Street, West Beach – Esperance Remote Control Car Club
August 2026	
4 August 2026	Withdrawal of Caveat L665793 – Transfer of Lots 2 and 16 Thomas Street, Monjingup
4 August 2026	Sale of Land – 11 Adkins Street, Bandy Creek
4 August 2026	Sale of Land – 20 Tribune Parade, Bandy Creek
19 August 2026	Deed of Extension and Variation of Lease – Lot 168 Sutcliffe Street, Condingup – Condingup and Districts Recreation Association
19 August 2026	Lease – 17 Nicholson Drive, Pink Lake – Reserve 34829 – Pink Lake Country Club (Inc.)
19 August 2026	Activities in Thoroughfares and Public Places and Trading Amendment Local Law 2026

13. REPORTS OF COMMITTEES

Item: 13.1

Minutes of the Audit, Risk and Improvement Committee

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

File Ref: D26/27634

Attachments

A⇩. Minutes - Audit, Risk and Improvement Committee - 25 August 2026

Item 13.1 Minutes of the Audit, Risk and Improvement Committee

Moved: Cr Obourne
Seconded: Cr Harp

O0926-136

Council Resolution

That Council accept the unconfirmed minutes of the Audit, Risk and Improvement Committee meeting held on the 25 August 2026.

CARRIED
F5 - A0
For: Cr Davies, Cr Starcevich, Cr Harp, Cr Obourne, Pres Chambers

Shire of Esperance

AUDIT, RISK AND IMPROVEMENT COMMITTEE

TUESDAY 25 AUGUST 2026

MINUTES

DISCLAIMER

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

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

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

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

ATTACHMENTS

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

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SHIRE OF ESPERANCE

MINUTES

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD IN COUNCIL MEETING ROOM ON 25 August 2026 COMMENCING AT 9:00 AM

1. OFFICIAL OPENING

The Presiding Member declared the meeting open at 9:03am.

2. ATTENDANCE

Members

Ms M Bennetts – via Teams	Independent Chair
Mr K Mills	Community Representative (Deputy)
Cr L de Haas	Shire of Esperance
Cr J Obourne – via Teams	Shire of Esperance

Shire Officers

Mr R Greive	Acting Chief Executive Officer
Ms R Hamilton	Manager Financial Services
Mrs F Baxter	Director Corporate & Community Services
Ms S Walsh	Coordinator Governance & Corporate Support
Ms P Reyes	Governance & Corporate Support

3. APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE

Apologies

Cr G Johnston	Shire of Esperance
Mr S Burge	Chief Executive Officer

Previously Granted Leave of Absence

A leave of absence was previously granted to Councillor McWilliam for the period 29 July 2026 to 13 October 2026 inclusive.

4. DECLARATION OF MEMBERS INTERESTS

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

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

4.3 Declarations of Impartiality Interests – Admin Regulations Section 34c
Nil

4.4 Declarations of Behavioural Breach Interests – Local Government Act Section 5.10(4)
Nil

5. CONFIRMATION OF MINUTES

Moved: **Cr de Haas**
Seconded: **Cr Obourne**

AU0826-116

That the Minutes of the Audit, Risk and Improvement Committee Meeting of the 9 December 2025 be confirmed as a true and correct record.

CARRIED
F4 - A0
For: Ms Bennetts, Mr Mills, Cr de Haas, Cr Obourne

6. NEW BUSINESS OF AN URGENT NATURE

Nil

7. MATTERS REQUIRING A DETERMINATION OF COMMITTEE

Item: 7.1

Compliance Audit Return 2025

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

File Ref: D26/24543

Applicant
Corporate & Community Services

Location/Address
Shire of Esperance

Executive Summary
For the Audit Risk & Improvement Committee to recommend to Council, adoption of the 2025 Shire of Esperance Compliance Audit Return (CAR) as required pursuant to Section 7.13(1)(i) of the *Local Government Act 1995*, and Regulation 14 of the *Local Government (Audit) Regulations 1996* as attached.

Recommendation in Brief
That the Audit Committee recommend that Council adopt the 2025 Shire of Esperance CAR pursuant to Regulation 14(3) of the *Local Government (Audit) Regulations 1996*.

Background
The CAR covers statutory obligations outlined in Regulation 13 of the Local Government (Audit) Regulations 1996. The importance of the CAR is to report on compliance with key legislative requirements of the Local Government Act 1995 for a calendar year.

The 2025 CAR contains 97 questions formulated around the *Local Government Act 1995* and associated regulations. Questions are completed by the relevant Shire Officers and presented to Council through the Audit, Risk and Improvement Committee for adoption. A copy of the 2025 Shire of Esperance CAR is attached for reference.

Officer's Comment
Typically, the CAR is presented to the Committee in March. However, the 2025 Return was delayed to 30 September 2026 to allow time for the recently appointed Local Government Inspector to review the questions mindful of the updates to the Act with Local Government reform changes.

The CAR has identified one area of non-compliance within the Shire of Esperance for 2025. This was s.3.16 of the *Local Government Act 1995* related to Local Laws being reviewed within an 8-year period. Although in progress, the Private Property Local Law and Local Government Property Local Law reviews (due in 2022) have not been completed. Officers are currently working on both Local Laws, aiming to present the revised editions to Council at the September Ordinary Council Meeting. The Department deadline for these submissions is December 7th 2026, to avoid being repealed under the Act.

Consultation
Asset Management
Corporate & Community Services
Executive Services
External Services

Financial Implications
Nil

Asset Management Implications
Nil

Statutory Implications
Local Government Act 1995 – Section 7.13(1)(i)
Local Government (Audit) Regulations 1996 – Regulation 14

Policy Implications
Nil

Strategic Implications
Council Plan 2022 - 2032
Performance - Outcome 10. Effective Governance and Partnerships
Objective 10.1. Provide transparent, accountable and effective leadership and resource management
Encourage community participation and insight into activities and decisions

Environmental Considerations
Nil

Attachments
A⇩. Compliance Audit Return 2025

Item 7.1 Compliance Audit Return 2025

Moved: **Cr de Haas**
Seconded: **Mr Mills**

AU0826-117

That the Audit Committee recommend that Council adopt the 2025 Shire of Esperance Compliance Audit Return pursuant to Regulation 14(3) of the *Local Government (Audit) Regulations 1996.*

CARRIED
F4 - A0
For: Ms Bennetts, Mr Mills, Cr de Haas, Cr Obourne

Local Government Inspector

GOVERNMENT OF WESTERN AUSTRALIA

2025 Compliance Audit Return

Local Government Authority: The Shire of Esperance

Local Government Act 1995

s. 2.29

Has every person elected or appointed to a mayor, president, deputy, or councillor role made the required declaration in the prescribed form before a prescribed person, prior to acting in the office?

Response: Yes

s. 3.16

Has the local government reviewed local laws, which have not been reviewed in the previous 8 years, to ensure compliance with Schedule 9.3, Clause 65?

Response: No

Comments: Private Property Local Law, Local Government Property Local Law were both due for their 8 year review in 2022. Still being worked on at present.

s.3.57

Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?

Response: Yes

s. 3.58(3)

Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?

Response: Yes

s. 3.58(4)

Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?

Response: Yes

Comments: Example D25/10247

s. 3.59(2)(a)

Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2025?

Response: N/A

Comments: No major land transaction has taken place in 2025.

s. 3.59(2)(b)

Has the local government prepared a business plan for each major land transaction that was not exempt in 2025?

Response: N/A

Comments: No major land transaction has taken place in 2025.

s. 3.59(2)(c)

Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2025?

Response: N/A

Comments: No major land transaction has taken place in 2025.

s. 3.59(4)

Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?

Response: N/A

Comments: No major land transaction has taken place in 2025.

s. 3.59(5)

During 2025, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?

Response: N/A

Comments: No major land transaction has taken place in 2025.

s. 5.16 (1)

Were all delegations to committees resolved by absolute majority?

Response: Yes

Comments: O0525-089

s. 5.16 (2)

Were all delegations to committees in writing?

Response: Yes

Comments: Behaviour Complaints Committee D25/15165[v1]

s. 5.17

Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?

Response: Yes

s. 5.18

Were all delegations to committees recorded in a register of delegations?

Response: Yes

s. 5.36(4) and s. 5.37(3)

Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?

Response: N/A

Comments: No vacancies in 2025

s. 5.37(2)

Did the CEO inform council of each proposal to employ or dismiss senior employee?

Response: N/A

Comments: No vacancies in 2025

Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?

Response: N/A

s. 5.39B

Has the local government adopted and maintained model standards that incorporate the prescribed model standards within required timeframes (including amendments), ensured adoption by absolute majority, published an up-to-date version on its official website, and avoided including any inconsistent additional provisions?

Response: Yes

Comments: D21/12327 – The Model Standards for CEO recruitment, performance and termination is published on the Website as part of the OCM minutes 27 April 2021. The Model Standards document will be extracted from the minutes and saved in CM. Manager HR will seek advice from WALGA Governance regarding currency of the Model Standards and work through the review process if necessary. Two polices are currently under review: CEO Performance Review and Appointment of Temporary/Acting CEO.

s. 5.42

Were all delegations to the CEO resolved by an absolute majority?

Response: Yes

Comments: O0525-089 May 2025

Were all delegations to the CEO in writing?

Response: Yes

Comments: Listed in Delegated Authority Register D25/15165[v1]

s. 5.43

Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?

Response: Yes

Comments: Listed in Delegated Authority Register D25/15165[v1]

s. 5.44(2)

Were all employees delegated authority by the CEO under Section 5.44(1), issued with a written instrument of delegation?

Response: Yes

Comments: Listed in Delegated Authority Manual D25/15166[v1]

s. 5.45(1)(b)

Were all decisions by the Council to amend or revoke a delegation made by absolute majority?

Response: Yes

Comments: Amended October 2025 O1025-026

s. 5.46

Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?

Response: Yes

Comments: Listed in Delegated Authority Manual and Delegated Authority Register.

Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2024/2025 financial year?

Response: Yes

Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?

Response: Yes

Comments: Our delegation register (D25/15168) notes the individual CM reference for how each person records their delegated authority use.

s. 5.50

If the local government paid a finishing employee an amount in addition to their entitlement, did the local government follow a policy it had adopted and published on its website outlining the circumstances in relation to payments made to terminated employees?

Response: Yes

Comments: https://www.esperance.wa.gov.au/documents/1396/gratuity-payments-and-farewell-gifts-to-employees

https://www.esperance.wa.gov.au/documents/1397/termination-of-employment

If the local government made a payment to a finishing employee that is more than the amount set out in the policy, was local public notice given?

Response: N/A

s. 5.51A

Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government?

Response: Yes

Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?

Response: Yes

Comments:
https://www.esperance.wa.gov.au/Profiles/esperance/Assets/ClientData/Documents/Council/Careers___Employment/Code_of_Conduct_-_Employees.pdf

s. 5.67

Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?

Response: Yes

Comments: Disclosures are recorded in the meeting minutes and states when the council member left and returned to the Chamber.

s. 5.68(2)

Were all decisions regarding participation approval in relation to Section 5.68(2), including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?

Response: Yes

Comments: Meetings minutes are available on the Shire’s website https://www.esperance.wa.gov.au/agenda-minutes

s. 5.69(5)

Were all decisions regarding participation approval in relation to Section 5.69(5), including the extent of participation allowed recorded in the minutes of the relevant council or committee meeting?

Response: Yes

Comments: Meetings minutes are available on the Shire's website https://www.esperance.wa.gov.au/agenda-minutes

s. 5.70

Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?

Response: Yes

Comments: Noted in the meeting minutes

s. 5.71B(5) and (7)

Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?

Response: N/A

Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?

Response: N/A

s. 5.73

Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?

Response: Yes

Comments: Meetings minutes are available on the Shire's website https://www.esperance.wa.gov.au/agenda-minutes

s. 5.75

Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?

Response: Yes

Comments: A list of primary returns lodged has been saved in the Annual Return Register 2021/2022 to current D21/29308

s. 5.76

Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2025?

Response: Yes

Comments: A list of annual returns lodged has been saved in the Annual Return Register 2021/2022 to current D21/29308

s. 5.77

On receipt of a primary or annual return, did the CEO, or the Mayor/President, as the case may be, give written acknowledgment of having received the return?

Response: Yes

Comments: Acknowledgment Letters saved in CM folder F12/3722

s. 5.88

Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?

Response: Yes

Comments: The primary and annual returns are saved in CM F12/3722

Register Financial Interests D16/2068

Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?

Response: Yes

Comments: Register Financial Interests D16/2068, Register Impartially Interest D16/16243, Register Proximity Interests D16/16101

After a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?

Response: Yes

Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?

Response: Yes

s. 5.89A

Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?

Response: Yes

Comments: Register is saved in CM D16/27067

Did the CEO publish an up-to-date version of the gift register on the local government's website?

Response: Yes

Comments: Saved on website https://www.esperance.wa.gov.au/council/publications-documents/disclosure-of-gifts.aspx

s. 5.90A

Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?

Response: Yes

Comments: Last review Dec 2025. O1225-098

s. 5.94

Does the local government have information available for members of the public to inspect, free of charge as prescribed under section 5.94 and Admin Reg 29, except where restricted under this section?

Response: Yes

s. 5.96

Where a person is entitled to inspect information under this Division, can the local government confirm that copies are available and that the price at which it sells copies does not exceed the cost of providing them, (unless prescribed otherwise)?

Response: Yes

Comments: Fees are available on the website https://www.esperance.wa.gov.au/documents/1660/council-budget-20252026-(including-fees-and-charges)

s. 5.96A

Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?

Response: Yes

Comments: Website information is audited annually to ensure ongoing compliance.

s. 5.104

Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?

Response: Yes

Comments: Last reviewed March 2026, O0326-056

Did the local government adopt additional requirements in addition to the model code of conduct?

Response: Yes

Comments: Included additional information in the Preamble / Statutory Environment sections. Also changed the clause numbering.

Does it comply with section 5.104(3) and (4) of the Local Government Act 1995?

Response: Yes

Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?

Response: Yes

Comments: https://www.esperance.wa.gov.au/documents/1743/shire-of-esperance-code-of-conduct-for-council-members-committee-members-and-candidates

s. 5.128

Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?

Response: Yes

Comments: Last review Jan 2024, O0124-004

s. 7.12A(3), (4) and (5)

Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?

Response: Yes

Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?

Response: N/A

Comments: No significant matters identified.

Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?

Response: N/A

Comments: No significant matters identified.

Local Government (Administration) Regulations 1996

r. 18F

Were the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?

Response: N/A

Comments: No vacancies in 2025

r. 19AB

Does the code of conduct contain the requirement that a local government employee (not including the CEO) must not accept a prohibited gift from an associated person?

Response: Yes

Comments: Section 1.15 Gifts of the Code of Conduct.

https://www.esperance.wa.gov.au/Profiles/esperance/Assets/ClientData/Documents/Council/Careers___Employment/Code_of_Conduct_-_Employees.pdf

r. 19AC

Does the local government's code of conduct include requirements for the recording, storing, disclosure, and use of information relating to gifts accepted by local government employees (excluding the CEO) from associated persons, in accordance with regulatory requirements?

Response: Yes

Comments: Section 1.15 Gifts of the Code of Conduct.

https://www.esperance.wa.gov.au/Profiles/esperance/Assets/ClientData/Documents/Council/Careers___Employment/Code_of_Conduct_-_Employees.pdf

r. 19AE

Does the local government's code of conduct include requirements addressing employee behaviour in the performance of duties, interactions with others, use and disclosure of information, use of local government resources and finances, the keeping of records, and the reporting and management of suspected breaches and misconduct, in accordance with regulatory requirements?

Response: Yes

r. 19B

Did the local government include in its annual report all information required under section 5.53(2)(g) and (i) and regulation 3A(2), including number of employee's in salary bands over $130,000, remuneration and allowances paid, ordered payments, CEO remuneration, council member meeting attendance,

available demographic information about council members, and details of any modifications to the strategic community plan or significant modifications to the corporate business plan?

Response: Yes

Comments: Page 50, 2024-25 Financial Statements - AUDIT WORKING PAPER - POST AUDIT EXIT ADJUSTMENTS - Note 31 Adjustments.xlsm

r. 19C

Has the local government adopted by absolute majority a strategic community plan?

Response: Yes

Comments: Council Plan was adopted in May 2022 and last reviewed 22/04/2025 O0425-065. The Council Plan incorporates both the Strategic Community Plan and Corporate Business Plan.

Adoption date or the date of the most recent review: 22/04/2025

r. 19DA

Has the local government reviewed its corporate business plan in accordance with Admin Regulation 19DA(4)?

Response: Yes

Comments: Council Plan was adopted in May 2022 and last reviewed 22/04/2025 O0425-065. The Council Plan incorporates both the Strategic Community Plan and Corporate Business Plan.

Date of review: 22/04/2025

Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?

Response: Yes

r. 22

No response required. This is covered by s5.75.

r. 23

No response required. This is covered by s5.76.

r. 28

No response required. This is covered by s5.88(1).

r. 28A

No response required. This is covered by s5.89A(1).

r. 29

No response required. This is covered by s5.94.

r. 29C

Does the local government publish all prescribed information on its official website— including up-to-date policies, required details of council member and employee returns, council member fees and allowances, and relevant public notices—within the specified timeframes and in accordance with legislative requirements?

Response: Yes

Comments: Website information is audited annually to ensure ongoing compliance.

r. 35

Has every local government council member completed and passed the Council Member Essentials course, consisting of the five required modules and delivered by an approved provider, within 12 months of being elected?

Response: Yes

Comments: Cr Harp and Cr McWilliam have completed the required training.

r. 36

Does the local government appropriately identify and document council members who are exempt from the training requirements under section 5.126(1), including verifying that the member:

- has completed an approved course within the specified 5-year period prior to election, or
- completed the LGASS00002 Elected Member Skill Set before 1 July 2019 within the relevant timeframe, or
- qualifies for the transitional exemption applicable to council members in office at the commencement of the 2019 regulatory amendments?

Response: Yes

Local Government (Audit) Regulations 1996

r. 10

Was the auditor's report for the financial year ending 30 June 2025 received by the local government within 30 days of completion of the audit?

Response: Yes

Comments: Audit exit meeting was held 2 December 2025 and opinion received 5 December 2025.

r. 17

Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2025?

Response: Yes

Comments: O0625-095

Last review completed June 2025

Date of council's resolution to accept the report: 24/06/2025

Local Government (Constitution) Regulations 1998

r. 11FA

Did the CEO provide the Minister a report as to the result of the election within 14 days of the declaration and in the form of Form 20 of the Local Government (Elections) Regulations 1997, modified as necessary?

Response: Yes

Comments: WAEC confirmed they have lodged 30/10/2025. D26/21640

r. 13

Were all required oaths, affirmations and declarations under section 2.42 (in relation to Commissioners) made in the correct form (Form 8), before the appropriate authorised person?

Response: N/A

Comments: No commissioners appointed.

Local Government (Elections) Regulations 1997

r. 30G

Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?

Response: Yes

Comments: F12/136

D16/27067

Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?

Response: Yes

Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?

Response: Yes

Comments: https://www.esperance.wa.gov.au/council/publications-documents/disclosure-of-gifts.aspx

Local Government (Financial Management) Regulations 1996

r. 5

Has the CEO ensured efficient systems and procedures are established under provisions set out in Financial Management Regulations 5(1)(a) to (g)?

Response: Yes

Comments: Financial Management Review completed as per requirements.

r. 6

Has the local government ensured that any employee delegated responsibility for day-to-day accounting or financial management operations is not also delegated the responsibility for conducting internal audits, reviewing their own duties, or for managing, directing or supervising someone who carries out these functions?

Response: Yes

r. 7

Did the local government ensure it has regard to the needs of the inhabitants of the district as a whole and not keep separate ward accounts or determine expenditure on the basis of revenue from a ward?

Response: Yes

r. 8

Does the local government maintain separate accounts with a bank or other financial institution for money to be held in the municipal fund, trust fund and for reserve account purposes?

Response: Yes

r. 9

Did the local government keep separate financial records for each trading undertaking and each major land transaction?

Response: N/A

r. 11

Has the local government developed procedures for the authorisation of, and the payment of, accounts in accordance with Local Government (Financial Management) Regulations 11(1), (2) and (3)?

Response: Yes

r. 12

Were payments made from the municipal fund or trust fund made by the CEO under a delegated authority or authorised, in accordance with regulation 13(2), in advance by a council resolution?

Response: Yes

Comments: Delegation register D25/15165[v1]

r. 13

Can the local government confirm that, where the CEO has been delegated authority to make payments from the municipal or trust fund, the CEO prepared accurate monthly lists that are presented at the next ordinary council meeting and recorded in the minutes?

- includes the payee's name, payment amount, payment date, and sufficient information to identify each transaction where payments have already been made; or
- includes the payee's name, payment amount, sufficient information to identify each transaction, and the date of the council meeting (to which the list will be presented) for accounts requiring council approval.

Response: Yes

Comments: Available in council meetings each month

r. 13A

Did the local government prepare a list each month of all payments made using employee-authorised credit, debit or other purchasing cards, and include the payee’s name, the amount of the payment, the date of the payment, sufficient information to identify the payment, and present the list at the next ordinary council meeting (and record in the minutes)?

Response: Yes

Comments: Available in council meetings each month

r. 19

Has the local government established and documented internal control procedures to enable identification of the nature and location of all investments and any related transactions?

Response: Yes

r. 19C

Has the local government ensured that all investments made under section 6.14(1) comply with statutory restrictions set out in Financial Management Reg. 19C?

Response: Yes

Local Government (Functions and General) Regulations 1996

r. 7

No response required. This is covered by s3.59(2).

r. 9

No response required. This is covered by s3.59(2).

r. 10

No response required. This is covered by s3.59(2).

r. 11A

Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, $250,000 or less or worth $250,000 or less?

Response: Yes

r. 11

No response required. This is covered by s3.57.

r. 12

Did the local government consider the implications of Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?

Response: Yes

Comments: No multiple contracts entered into.

r. 14(1), (3) and (5)

If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?

Response: Yes

Comments: Addendums issued through tenderlink all include the acknowledgment to be signed and included within submissions.

r. 15

Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?

Response: Yes

Comments: All tenders opened in the presence of Director Asset Management and Procurement Officer.

r. 16

No response required. This is covered by r. 15.

r. 17

Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?

Response: Yes

Comments: https://www.esperance.wa.gov.au/business/tenders-and-procurement/tender-registers.aspx

r. 18(1) and (4)

Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?

Response: Yes

Comments: All tenders not submitted via the e-tendering platform will be deemed non-compliant and will not be considered as part of the tender process.

Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?

Response: Yes

r. 19

Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?

Response: Yes

Comments: Response letters sent out to each applicant, with response and Council Resolution.

r. 21

Does the local government's advertising and expression of interest processes for limiting who can tender comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?

Response: Yes

Comments: No EOI issued

r. 22

No response required. This is covered by r. 21.

r. 23

Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?

Response: N/A

Comments: No EOI required this year

Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?

Response: N/A

Comments: No EOI required this year

r. 24

Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?

Response: N/A

Comments: No EOI required this year

r. 24AD(2), (4) and (6)

Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?

Response: Yes

Comments: D25/7986

If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?

Response: N/A

Comments: No variations.

r. 24AE

No response required. This is covered by r. 24AD(2), (4) and (6).

r. 24AF

No response required. This is covered by r. 24AD(2), (4) and (6).

r. 24AG

Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?

Response: Yes

r. 24AH(1) and (3)

Did the local government reject any applications to join a panel of prequalified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?

Response: N/A

Comments: No applications were received outside the specified submission period.

Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?

Response: Yes

r. 24AI

Did the CEO send each applicant written notice advising them of the outcome of their application?

Response: Yes

Comments: Located in each individual Tender folder in CM.

r. 24E

Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?

Response: Yes

r. 24F

No response required. This is covered by r. 24E.

I certify this is a true and accurate copy of the 2025 Compliance Audit Return, as adopted by Council at the meeting of _____ 2026.

CEO Date

Mayor or President Date

8. ELECTED MEMBERS

Ms Bennetts asked if there were any potential risks which the Committee should be aware of.

Mrs Baxter raised that a risk had been identified during the current Concept & Design phase of the "James Street Precinct Project. The site soil testing has indicated contamination from previous use of the site as a Rail system for the "Goods Shed" that operated up until the mid-60's. Further soil testing and mitigating works will commence shortly to identify the extent of the contamination. These works will be conducted in a controlled environment. During these works, operators will be required to wear the appropriate safety workwear.

Ms Bennetts raised the importance of using Project Management templates with Risk matters identified.

Ms Baxter expressed the Shire's intention to create an "Internal Audit" program that includes non-financial operations.

9. FINANCE UPDATE

- Officers are in the final stages of capitalisation of assets to complete the Financial Statements for the FY25/26. Improvements to processes and automation of the process has caused some delay in completing this body of work.
- Final Audit conducted by the OAG will commence on the 14th September.
- The FY26/27 Budget included funding for an ERP Review project. Officers have engaged a specialised IT Systems consultant – Cohesis to commence this review. This work may lead to upgrading the current system, Civica - Authority to a SaaS platform 'Altitude' or alternately other system solutions.

10. MATTERS BEHIND CLOSED DOORS

Nil

11. CLOSURE

The Presiding Member declared the meeting closed at 9:43am.

These Minutes were confirmed at a meeting held on _____

Signed _____

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

Dated_____

Item: 13.2

Compliance Audit Return 2025

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

File Ref: D26/24544

Applicant
Corporate & Community Services

Location/Address
Shire of Esperance

Executive Summary
For Council to adopt the 2025 Shire of Esperance Compliance Audit Return (CAR) as required pursuant to Section 7.13(1)(i) of the *Local Government Act 1995*, and Regulation 14 of the *Local Government (Audit) Regulations 1996* as attached.

Recommendation in Brief
That Council adopt the 2025 Shire of Esperance Compliance Audit Return pursuant to Regulation 14(3) of the *Local Government (Audit) Regulations 1996*.

Background
The CAR covers statutory obligations outlined in Regulation 13 of the *Local Government (Audit) Regulations 1996*. The importance of the CAR is to report on compliance with key legislative requirements of the *Local Government Act 1995* for a calendar year.

The 2025 CAR contains 97 questions formulated around the *Local Government Act 1995* and associated regulations. Questions are completed by the relevant Shire Officers and presented to Council through the Audit, Risk and Improvement Committee for adoption.

A copy of the 2025 Shire of Esperance CAR is attached for reference.

A report was put to the Audit, Risk and Improvement Committee for consideration at their meeting held 25 August 2026, with the following being decided:

> That the Audit Committee recommend that Council adopt the 2025 Shire of Esperance Compliance Audit Return pursuant to Regulation 14(3) of the *Local Government (Audit) Regulations 1996*.

Officer's Comment
Typically, the CAR is presented to the Committee in March. However, the 2025 Return was delayed until 30 September 2026 to allow time for the recently appointed Local Government Inspector to review the questions mindful of the updates to the Act with Local Government reform changes.

The CAR has identified one area of non-compliance within the Shire of Esperance for 2025. This was s.3.16 of the *Local Government Act 1995* related to Local Laws being reviewed within an 8-year period. Although in progress, the Private Property Local Law and Local Government Property Local Law reviews (due in 2022) have not been completed. Officers are currently working on both Local Laws, aiming to present the revised editions to Council at the September Ordinary Council Meeting. The Department deadline for these submissions is 7 December 2026, to avoid being repealed under the Act.

Discussion at the Audit, Risk and Improvement Committee provided some suggestions on how the CAR is completed, including –

- comments being in past tense (e.g. r.18 (1) & (4))
- minor rewording (e.g. r.23, revise wording from 'required' to 'issued')
- including the CAR history into the report details to identify trends
- noting any risks associated with non-compliances

It was determined by the Committee that no changes were required to the 2025 CAR, however these suggestions will be considered when completing future CARs.

Alternative Considerations
If Council wish for the minor rewording and past tense comments to be adjusted before the CAR is finalised for 2025, we can do so, however at the Audit, Risk and Improvement Committee meeting these were raised as a suggestion for future consideration.

The next CAR is expected to be completed in March 2027 in accordance with standard timeframes now that the Inspector has completed their review of the questions being asked.

Consultation
Asset Management
Corporate & Community Services
Executive Services
External Services

Financial Implications
Nil

Asset Management Implications
Nil

Statutory Implications
Local Government Act 1995 – Section 7.13(1)(i)
Local Government (Audit) Regulations 1996 – Regulation 14

Policy Implications
Nil

Strategic Implications
Council Plan 2022 - 2032
Performance - Outcome 10. Effective Governance and Partnerships
Objective 10.1. Provide transparent, accountable and effective leadership and resource management
Encourage community participation and insight into activities and decisions

Environmental Considerations
Nil

Attachments
A⇩. Compliance Audit Return 2025

Item 13.2 Compliance Audit Return 2025

Moved: Cr Obourne
Seconded: Cr Davies

O0926-137

Council Resolution

That Council adopt the 2025 Shire of Esperance Compliance Audit Return pursuant to Regulation 14(3) of the *Local Government (Audit) Regulations 1996.*

CARRIED
F5 - A0
For: Cr Davies, Cr Starcevich, Cr Harp, Cr Obourne, Pres Chambers

GOVERNMENT OF WESTERN AUSTRALIA

Local Government Inspector

2025 Compliance Audit Return

Local Government Authority: The Shire of Esperance

Local Government Act 1995

s. 2.29

Has every person elected or appointed to a mayor, president, deputy, or councillor role made the required declaration in the prescribed form before a prescribed person, prior to acting in the office?

Response: Yes

s. 3.16

Has the local government reviewed local laws, which have not been reviewed in the previous 8 years, to ensure compliance with Schedule 9.3, Clause 65?

Response: No

Comments: Private Property Local Law, Local Government Property Local Law were both due for their 8 year review in 2022. Still being worked on at present.

s.3.57

Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?

Response: Yes

s. 3.58(3)

Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?

Response: Yes

s. 3.58(4)

Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?

Response: Yes

Comments: Example D25/10247

s. 3.59(2)(a)

Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2025?

Response: N/A

Comments: No major land transaction has taken place in 2025.

s. 3.59(2)(b)

Has the local government prepared a business plan for each major land transaction that was not exempt in 2025?

Response: N/A

Comments: No major land transaction has taken place in 2025.

s. 3.59(2)(c)

Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2025?

Response: N/A

Comments: No major land transaction has taken place in 2025.

s. 3.59(4)

Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?

Response: N/A

Comments: No major land transaction has taken place in 2025.

s. 3.59(5)

During 2025, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?

Response: N/A

Comments: No major land transaction has taken place in 2025.

s. 5.16 (1)

Were all delegations to committees resolved by absolute majority?

Response: Yes

Comments: O0525-089

s. 5.16 (2)

Were all delegations to committees in writing?

Response: Yes

Comments: Behaviour Complaints Committee D25/15165[v1]

s. 5.17

Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?

Response: Yes

s. 5.18

Were all delegations to committees recorded in a register of delegations?

Response: Yes

s. 5.36(4) and s. 5.37(3)

Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?

Response: N/A

Comments: No vacancies in 2025

s. 5.37(2)

Did the CEO inform council of each proposal to employ or dismiss senior employee?

Response: N/A

Comments: No vacancies in 2025

Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?

Response: N/A

s. 5.39B

Has the local government adopted and maintained model standards that incorporate the prescribed model standards within required timeframes (including amendments), ensured adoption by absolute majority, published an up-to-date version on its official website, and avoided including any inconsistent additional provisions?

Response: Yes

Comments: D21/12327 – The Model Standards for CEO recruitment, performance and termination is published on the Website as part of the OCM minutes 27 April 2021. The Model Standards document will be extracted from the minutes and saved in CM. Manager HR will seek advice from WALGA Governance regarding currency of the Model Standards and work through the review process if necessary. Two polices are currently under review: CEO Performance Review and Appointment of Temporary/Acting CEO.

s. 5.42

Were all delegations to the CEO resolved by an absolute majority?

Response: Yes

Comments: O0525-089 May 2025

Were all delegations to the CEO in writing?

Response: Yes

Comments: Listed in Delegated Authority Register D25/15165[v1]

s. 5.43

Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?

Response: Yes

Comments: Listed in Delegated Authority Register D25/15165[v1]

s. 5.44(2)

Were all employees delegated authority by the CEO under Section 5.44(1), issued with a written instrument of delegation?

Response: Yes

Comments: Listed in Delegated Authority Manual D25/15166[v1]

s. 5.45(1)(b)

Were all decisions by the Council to amend or revoke a delegation made by absolute majority?

Response: Yes

Comments: Amended October 2025 O1025-026

s. 5.46

Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?

Response: Yes

Comments: Listed in Delegated Authority Manual and Delegated Authority Register.

Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2024/2025 financial year?

Response: Yes

Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?

Response: Yes

Comments: Our delegation register (D25/15168) notes the individual CM reference for how each person records their delegated authority use.

s. 5.50

If the local government paid a finishing employee an amount in addition to their entitlement, did the local government follow a policy it had adopted and published on its website outlining the circumstances in relation to payments made to terminated employees?

Response: Yes

Comments: https://www.esperance.wa.gov.au/documents/1396/gratuity-payments-and-farewell-gifts-to-employees

https://www.esperance.wa.gov.au/documents/1397/termination-of-employment

If the local government made a payment to a finishing employee that is more than the amount set out in the policy, was local public notice given?

Response: N/A

s. 5.51A

Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government?

Response: Yes

Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?

Response: Yes

Comments:
https://www.esperance.wa.gov.au/Profiles/esperance/Assets/ClientData/Documents/Council/Careers___Employment/Code_of_Conduct_-_Employees.pdf

s. 5.67

Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?

Response: Yes

Comments: Disclosures are recorded in the meeting minutes and states when the council member left and returned to the Chamber.

s. 5.68(2)

Were all decisions regarding participation approval in relation to Section 5.68(2), including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?

Response: Yes

Comments: Meetings minutes are available on the Shire’s website https://www.esperance.wa.gov.au/agenda-minutes

s. 5.69(5)

Were all decisions regarding participation approval in relation to Section 5.69(5), including the extent of participation allowed recorded in the minutes of the relevant council or committee meeting?

Response: Yes

Comments: Meetings minutes are available on the Shire's website https://www.esperance.wa.gov.au/agenda-minutes

s. 5.70

Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?

Response: Yes

Comments: Noted in the meeting minutes

s. 5.71B(5) and (7)

Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?

Response: N/A

Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?

Response: N/A

s. 5.73

Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?

Response: Yes

Comments: Meetings minutes are available on the Shire's website https://www.esperance.wa.gov.au/agenda-minutes

s. 5.75

Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?

Response: Yes

Comments: A list of primary returns lodged has been saved in the Annual Return Register 2021/2022 to current D21/29308

s. 5.76

Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2025?

Response: Yes

Comments: A list of annual returns lodged has been saved in the Annual Return Register 2021/2022 to current D21/29308

s. 5.77

On receipt of a primary or annual return, did the CEO, or the Mayor/President, as the case may be, give written acknowledgment of having received the return?

Response: Yes

Comments: Acknowledgment Letters saved in CM folder F12/3722

s. 5.88

Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?

Response: Yes

Comments: The primary and annual returns are saved in CM F12/3722

Register Financial Interests D16/2068

Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?

Response: Yes

Comments: Register Financial Interests D16/2068, Register Impartially Interest D16/16243, Register Proximity Interests D16/16101

After a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?

Response: Yes

Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?

Response: Yes

s. 5.89A

Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?

Response: Yes

Comments: Register is saved in CM D16/27067

Did the CEO publish an up-to-date version of the gift register on the local government's website?

Response: Yes

Comments: Saved on website https://www.esperance.wa.gov.au/council/publications-documents/disclosure-of-gifts.aspx

s. 5.90A

Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?

Response: Yes

Comments: Last review Dec 2025. O1225-098

s. 5.94

Does the local government have information available for members of the public to inspect, free of charge as prescribed under section 5.94 and Admin Reg 29, except where restricted under this section?

Response: Yes

s. 5.96

Where a person is entitled to inspect information under this Division, can the local government confirm that copies are available and that the price at which it sells copies does not exceed the cost of providing them, (unless prescribed otherwise)?

Response: Yes

Comments: Fees are available on the website https://www.esperance.wa.gov.au/documents/1660/council-budget-20252026-(including-fees-and-charges)

s. 5.96A

Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?

Response: Yes

Comments: Website information is audited annually to ensure ongoing compliance.

s. 5.104

Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?

Response: Yes

Comments: Last reviewed March 2026, O0326-056

Did the local government adopt additional requirements in addition to the model code of conduct?

Response: Yes

Comments: Included additional information in the Preamble / Statutory Environment sections. Also changed the clause numbering.

Does it comply with section 5.104(3) and (4) of the Local Government Act 1995?

Response: Yes

Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government’s website?

Response: Yes

Comments: https://www.esperance.wa.gov.au/documents/1743/shire-of-esperance-code-of-conduct-for-council-members-committee-members-and-candidates

s. 5.128

Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?

Response: Yes

Comments: Last review Jan 2024, O0124-004

s. 7.12A(3), (4) and (5)

Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?

Response: Yes

Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?

Response: N/A

Comments: No significant matters identified.

Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?

Response: N/A

Comments: No significant matters identified.

Local Government (Administration) Regulations 1996

r. 18F

Were the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?

Response: N/A

Comments: No vacancies in 2025

r. 19AB

Does the code of conduct contain the requirement that a local government employee (not including the CEO) must not accept a prohibited gift from an associated person?

Response: Yes

Comments: Section 1.15 Gifts of the Code of Conduct.

https://www.esperance.wa.gov.au/Profiles/esperance/Assets/ClientData/Documents/Council/Careers___Employment/Code_of_Conduct_-_Employees.pdf

r. 19AC

Does the local government's code of conduct include requirements for the recording, storing, disclosure, and use of information relating to gifts accepted by local government employees (excluding the CEO) from associated persons, in accordance with regulatory requirements?

Response: Yes

Comments: Section 1.15 Gifts of the Code of Conduct.

https://www.esperance.wa.gov.au/Profiles/esperance/Assets/ClientData/Documents/Council/Careers___Employment/Code_of_Conduct_-_Employees.pdf

r. 19AE

Does the local government's code of conduct include requirements addressing employee behaviour in the performance of duties, interactions with others, use and disclosure of information, use of local government resources and finances, the keeping of records, and the reporting and management of suspected breaches and misconduct, in accordance with regulatory requirements?

Response: Yes

r. 19B

Did the local government include in its annual report all information required under section 5.53(2)(g) and (i) and regulation 3A(2), including number of employee's in salary bands over $130,000, remuneration and allowances paid, ordered payments, CEO remuneration, council member meeting attendance,

available demographic information about council members, and details of any modifications to the strategic community plan or significant modifications to the corporate business plan?

Response: Yes

Comments: Page 50, 2024-25 Financial Statements - AUDIT WORKING PAPER - POST AUDIT EXIT ADJUSTMENTS - Note 31 Adjustments.xlsm

r. 19C

Has the local government adopted by absolute majority a strategic community plan?

Response: Yes

Comments: Council Plan was adopted in May 2022 and last reviewed 22/04/2025 O0425-065. The Council Plan incorporates both the Strategic Community Plan and Corporate Business Plan.

Adoption date or the date of the most recent review: 22/04/2025

r. 19DA

Has the local government reviewed its corporate business plan in accordance with Admin Regulation 19DA(4)?

Response: Yes

Comments: Council Plan was adopted in May 2022 and last reviewed 22/04/2025 O0425-065. The Council Plan incorporates both the Strategic Community Plan and Corporate Business Plan.

Date of review: 22/04/2025

Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?

Response: Yes

r. 22

No response required. This is covered by s5.75.

r. 23

No response required. This is covered by s5.76.

r. 28

No response required. This is covered by s5.88(1).

r. 28A

No response required. This is covered by s5.89A(1).

r. 29

No response required. This is covered by s5.94.

r. 29C

Does the local government publish all prescribed information on its official website— including up-to-date policies, required details of council member and employee returns, council member fees and allowances, and relevant public notices—within the specified timeframes and in accordance with legislative requirements?

Response: Yes

Comments: Website information is audited annually to ensure ongoing compliance.

r. 35

Has every local government council member completed and passed the Council Member Essentials course, consisting of the five required modules and delivered by an approved provider, within 12 months of being elected?

Response: Yes

Comments: Cr Harp and Cr McWilliam have completed the required training.

r. 36

Does the local government appropriately identify and document council members who are exempt from the training requirements under section 5.126(1), including verifying that the member:

- has completed an approved course within the specified 5-year period prior to election, or
- completed the LGASS00002 Elected Member Skill Set before 1 July 2019 within the relevant timeframe, or
- qualifies for the transitional exemption applicable to council members in office at the commencement of the 2019 regulatory amendments?

Response: Yes

Local Government (Audit) Regulations 1996

r. 10

Was the auditor's report for the financial year ending 30 June 2025 received by the local government within 30 days of completion of the audit?

Response: Yes

Comments: Audit exit meeting was held 2 December 2025 and opinion received 5 December 2025.

r. 17

Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2025?

Response: Yes

Comments: O0625-095

Last review completed June 2025

Date of council's resolution to accept the report: 24/06/2025

Local Government (Constitution) Regulations 1998

r. 11FA

Did the CEO provide the Minister a report as to the result of the election within 14 days of the declaration and in the form of Form 20 of the Local Government (Elections) Regulations 1997, modified as necessary?

Response: Yes

Comments: WAEC confirmed they have lodged 30/10/2025. D26/21640

r. 13

Were all required oaths, affirmations and declarations under section 2.42 (in relation to Commissioners) made in the correct form (Form 8), before the appropriate authorised person?

Response: N/A

Comments: No commissioners appointed.

Local Government (Elections) Regulations 1997

r. 30G

Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?

Response: Yes

Comments: F12/136

D16/27067

Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?

Response: Yes

Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?

Response: Yes

Comments: https://www.esperance.wa.gov.au/council/publications-documents/disclosure-of-gifts.aspx

Local Government (Financial Management) Regulations 1996

r. 5

Has the CEO ensured efficient systems and procedures are established under provisions set out in Financial Management Regulations 5(1)(a) to (g)?

Response: Yes

Comments: Financial Management Review completed as per requirements.

r. 6

Has the local government ensured that any employee delegated responsibility for day-to-day accounting or financial management operations is not also delegated the responsibility for conducting internal audits, reviewing their own duties, or for managing, directing or supervising someone who carries out these functions?

Response: Yes

r. 7

Did the local government ensure it has regard to the needs of the inhabitants of the district as a whole and not keep separate ward accounts or determine expenditure on the basis of revenue from a ward?

Response: Yes

r. 8

Does the local government maintain separate accounts with a bank or other financial institution for money to be held in the municipal fund, trust fund and for reserve account purposes?

Response: Yes

r. 9

Did the local government keep separate financial records for each trading undertaking and each major land transaction?

Response: N/A

r. 11

Has the local government developed procedures for the authorisation of, and the payment of, accounts in accordance with Local Government (Financial Management) Regulations 11(1), (2) and (3)?

Response: Yes

r. 12

Were payments made from the municipal fund or trust fund made by the CEO under a delegated authority or authorised, in accordance with regulation 13(2), in advance by a council resolution?

Response: Yes

Comments: Delegation register D25/15165[v1]

r. 13

Can the local government confirm that, where the CEO has been delegated authority to make payments from the municipal or trust fund, the CEO prepared accurate monthly lists that are presented at the next ordinary council meeting and recorded in the minutes?

- includes the payee's name, payment amount, payment date, and sufficient information to identify each transaction where payments have already been made; or
- includes the payee's name, payment amount, sufficient information to identify each transaction, and the date of the council meeting (to which the list will be presented) for accounts requiring council approval.

Response: Yes

Comments: Available in council meetings each month

r. 13A

Did the local government prepare a list each month of all payments made using employee-authorised credit, debit or other purchasing cards, and include the payee’s name, the amount of the payment, the date of the payment, sufficient information to identify the payment, and present the list at the next ordinary council meeting (and record in the minutes)?

Response: Yes

Comments: Available in council meetings each month

r. 19

Has the local government established and documented internal control procedures to enable identification of the nature and location of all investments and any related transactions?

Response: Yes

r. 19C

Has the local government ensured that all investments made under section 6.14(1) comply with statutory restrictions set out in Financial Management Reg. 19C?

Response: Yes

Local Government (Functions and General) Regulations 1996

r. 7

No response required. This is covered by s3.59(2).

r. 9

No response required. This is covered by s3.59(2).

r. 10

No response required. This is covered by s3.59(2).

r. 11A

Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, $250,000 or less or worth $250,000 or less?

Response: Yes

r. 11

No response required. This is covered by s3.57.

r. 12

Did the local government consider the implications of Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?

Response: Yes

Comments: No multiple contracts entered into.

r. 14(1), (3) and (5)

If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?

Response: Yes

Comments: Addendums issued through tenderlink all include the acknowledgment to be signed and included within submissions.

r. 15

Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?

Response: Yes

Comments: All tenders opened in the presence of Director Asset Management and Procurement Officer.

r. 16

No response required. This is covered by r. 15.

r. 17

Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?

Response: Yes

Comments: https://www.esperance.wa.gov.au/business/tenders-and-procurement/tender-registers.aspx

r. 18(1) and (4)

Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?

Response: Yes

Comments: All tenders not submitted via the e-tendering platform will be deemed non-compliant and will not be considered as part of the tender process.

Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?

Response: Yes

r. 19

Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?

Response: Yes

Comments: Response letters sent out to each applicant, with response and Council Resolution.

r. 21

Does the local government's advertising and expression of interest processes for limiting who can tender comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?

Response: Yes

Comments: No EOI issued

r. 22

No response required. This is covered by r. 21.

r. 23

Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?

Response: N/A

Comments: No EOI required this year

Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?

Response: N/A

Comments: No EOI required this year

r. 24

Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?

Response: N/A

Comments: No EOI required this year

r. 24AD(2), (4) and (6)

Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?

Response: Yes

Comments: D25/7986

If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?

Response: N/A

Comments: No variations.

r. 24AE

No response required. This is covered by r. 24AD(2), (4) and (6).

r. 24AF

No response required. This is covered by r. 24AD(2), (4) and (6).

r. 24AG

Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?

Response: Yes

r. 24AH(1) and (3)

Did the local government reject any applications to join a panel of prequalified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?

Response: N/A

Comments: No applications were received outside the specified submission period.

Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?

Response: Yes

r. 24AI

Did the CEO send each applicant written notice advising them of the outcome of their application?

Response: Yes

Comments: Located in each individual Tender folder in CM.

r. 24E

Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?

Response: Yes

r. 24F

No response required. This is covered by r. 24E.

I certify this is a true and accurate copy of the 2025 Compliance Audit Return, as adopted by Council at the meeting of _____ 2026.

_____ _____

CEO Date

_____ _____

Mayor or President Date

14. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

15. MEMBERS QUESTIONS WITH OR WITHOUT NOTICE

Nil

16. URGENT BUSINESS APPROVED BY DECISION

Nil

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(4) of the Local Government Act 1995.

Moving behind closed doors

Moved: **Cr Obourne**
Seconded: **Cr Davies**

O0926-138

Council Resolution

That the meeting proceed behind closed doors in accordance with section 5.23(2) of the Local Government Act 1995, to consider the following items, which are considered confidential for the reasons indicated.

17.1 CEO Performance Review
This report is considered confidential in accordance with the Local Government Act 1995, as it relates to a matter relating to the recruitment or employment of the CEO or a senior employee, including the following a review of performance under section 5.38 (Section 5.23(2)(b)(ii)).

CARRIED
F5 - A0
For: Cr Davies, Cr Starcevich, Cr Harp, Cr Obourne, Pres Chambers

Mr Burge declared a Financial Interest in the following item and left the room at 5:07pm

17.1 CEO Performance Review

Moved: Cr Starcevich
Seconded: Cr Harp

O0926-139

Council Resolution

That Council

1. **Notes that Mr. Burge's annual performance review in his role as Chief Executive Officer for the Shire of Esperance 2025/26 has been undertaken;**
2. **Endorses that Mr Burge has substantially met the requirements of the position for the 2025-2026 review period;**
3. **Endorses the amended performance criteria for the 2026-2027 review period;**
4. **Endorses a 4.6% increase to the base salary (cash component) of Mr Burge's Total Reward Package is applied, effective 1 July 2026.**
5. **Request the CEO present a plan for professional development in line with the employment contract.**

CARRIED
F5 - A0
For: Cr Davies, Cr Starcevich, Cr Harp, Cr Obourne, Pres Chambers

Coming from behind closed doors
Moved: Cr Starcevich
Seconded: Cr Davies

O0926-140

Council Resolution

That the meeting come from behind closed doors.

CARRIED
F5 - A0
For: Cr Davies, Cr Starcevich, Cr Harp, Cr Obourne, Pres Chambers

Mr Burge returned to the room at 5:12pm

The Presiding Member read aloud the above resolution.

18. PUBLIC QUESTION TIME

Nil Questions

19. CLOSURE

The President declared the meeting closed at 5:13pm.

These Minutes were confirmed at a meeting held on _____

Signed _____

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

Dated_____