22 OCTOBER 2026

Shire of Esperance

NOTICE OF MEETING AND AGENDA

An Agenda Briefing Session of the Shire of Esperance will be held at Council Chambers on 20 October 2026 commencing at 1:00pm to brief Council on the matters set out in the attached agenda.

An Ordinary Council meeting of the Shire of Esperance will be held at Council Chambers on 27 October 2026 commencing at 4:00pm to consider the matters set out in the attached agenda.

S Burge

Chief Executive Officer

DISCLAIMER

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

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

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

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

ATTACHMENTS

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

RECORDINGS

The Meeting will be live streamed. The recording will be made publicly available as soon as practical following the meeting.

Disclosure of Interest

☐ Agenda Briefing ☐ Ordinary Council Meeting ☐ Special Meeting

Details

Name of Person Declaring an Interest

Position | Date of Meeting

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

Interest Disclosed

Item Number | Item Title

Nature of Interest

Type of Interest: ☐ Financial ☐ Proximity ☐ Impartiality ☐ Behavioural Breach

Interest Disclosed

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Nature of Interest

Type of Interest: ☐ Financial ☐ Proximity ☐ Impartiality ☐ Behavioural Breach

Interest Disclosed

Item Number | Item Title

Nature of Interest

Type of Interest: ☐ Financial ☐ Proximity ☐ Impartiality ☐ Behavioural Breach

Declaration

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

Signature **Date**

Disclosure of Interest

Notes for Your Guidance

Financial Interest *(Section. 5.60A. Local Government Act 1995)*

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

a. in a written notice given to the Chief Executive Officer before the Meeting; or

b. at the Meeting immediately before the matter is discussed.

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

a. preside at the part of the meeting relating to the matter; or

b. participate in, or be present during, any discussion or decision making procedure relative to the matter,

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

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

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

6.1 Where the Councillor discloses the extent of the interest, and Council carries a motion under *s.5.68(1)(b)(ii)* of the *Local Government Act 1995;* or

6.2 Where the Minister allows the Councillor to participate under *s.5.69(3)* of the *Local Government Act 1955*, with or without conditions.

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

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

Impartiality Interest

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

a. That could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and

b. Arising from kinship, friendship or membership of an association.

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

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

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

Behavioural Breach Interest *(Section 5.105(4) Local Government Act 1995)*

Neither the complainant nor the respondent may –

a. Preside at any part of a council meeting or committee meeting relating to the complaint; or

b. Participate in, or be present during, any discussions or decision-making procedure of a council or committee relating to the complaint.

Penalty for this subsection: imprisonment for 12 months and a fine of $12,000

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SHIRE OF ESPERANCE

AGENDA

ORDINARY COUNCIL MEETING
TO BE HELD IN COUNCIL CHAMBERS ON 27 OCTOBER 2026
COMMENCING AT 4:00 PM

1. OFFICIAL OPENING

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

.2. ATTENDANCE

Members

Cr W Graham	Deputy President	Rural Ward
Cr G McWilliam		Town Ward
Vacant		Town Ward
Cr L de Haas		Town Ward
Cr S Starcevich		Rural Ward
Cr G Harp		Town Ward

Shire Officers

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

Members of the Public & Press

3. APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE

Cr CD Davies	(Leave of Absence 21 October 2026 - 29 October 2026)
Cr JO Obourne	(Leave of Absence 1 October 2026 - 31 December 2026)
Pres RC Chambers	(Leave of Absence 13 October 2026 - 1 November 2026)
Mr R Greive	Director External Services

4. APPLICATIONS FOR LEAVE OF ABSENCE

5. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

6. DECLARATION OF MEMBERS INTERESTS

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

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

6.3 Declarations of Impartiality Interests – Admin Regulations Section 34c

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

7. PUBLIC QUESTION TIME

8. PUBLIC ADDRESSES / DEPUTATIONS

9. PETITIONS

Nil

10. CONFIRMATION OF MINUTES

That the Minutes of the Ordinary Council Meeting of the 22 September 2026 be confirmed as a true and correct record.

Voting Requirement Simple Majority

11. DELEGATES' REPORTS WITHOUT DISCUSSION

From October 2025 to September 2027				
	Agenda Briefing Sessions (12)	Ordinary Council Meetings (12)	Special Council Meetings (5)	Annual Electors Meeting (1)
Ron Chambers Shire President	11	10	4	1
Cr Wes Graham Deputy Shire President	9	11	4	1
Cr Jennifer Obourne	11	12	4	1
Cr Gerry Harp	12	12	5	1
Cr Connor Davies	8	10	3	1
Cr Garry McWilliam	6	8	3	0
Cr Leonie de Haas	11	11	5	1
Cr Sam Starcevich	11	12	5	1
Vacant				

12. MATTERS REQUIRING A DETERMINATION OF COUNCIL

12.1 EXTERNAL SERVICES

Nil

12.2 ASSET MANAGEMENT

Item: 12.2.1

POL 0086: CCTV Policy

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

File Ref: D26/29603

Applicant
Internal

Location/Address
Shire wide

Executive Summary
For Council to consider updating POL 0086: CCTV to enable authorised Shire staff to review recorded internal CCTV footage

Recommendation in Brief
That Council adopts the revised POL 0086: CCTV inclusive of amendments, inclusions and deletions.

Background
POL 0086: CCTV sets out the requirements for the Shire's internal and public CCTV systems, including ownership, control, viewing and release of footage. The policy was last reviewed in March 2026.

The Manager Information Services has received a number of requests from departments to review recorded footage to establish whether an incident occurred and whether a formal request to download historic footage should proceed. Under the current policy, these preliminary reviews are undertaken by Information Services staff, creating increased and unnecessary workload.

The proposed update adds a specific control for reviewing recorded internal CCTV footage. Access will be restricted to authorised Shire staff with a legitimate operational need and will require approval by the Manager Information Services. Authorised Shire staff access would be limited to the cameras covering the area for which the staff member is responsible.

Officer's Comment
The proposed amendment provides a controlled pathway for staff to undertake preliminary reviews of recorded internal CCTV footage who have a legitimate operational need. Access can be configured so that staff only view cameras within the area for which they are responsible. This supports operational decision-making while limiting exposure to CCTV footage unrelated to the staff member's role.

Alternative Considerations
Council may retain the existing policy without the proposed clause. This is not recommended because the policy would continue without an explicit authorisation requirement for reviewing recorded footage and this workload would be put back on Information Services staff.

Consultation
Manager Information Services
Manager Projects and Buildings

Financial Implications
There are no material financial implications arising from this report.

Asset Management Implications
There are no asset management implications arising from this report.

Statutory Implications
The policy operates within the existing requirements of the Local Government Act 1995, State Records Act 2000, Freedom of Information Act 1992, relevant criminal legislation and AS/NZS 62676:2020. The amendment does not create a new statutory obligation.

Policy Implications
POL 0086: CCTV

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

Environmental Considerations
There are no environmental considerations arising from this report.

Attachments
A⇩. Revised POL 0086 - CCTV

Officer's Recommendation

That Council adopts the revised POL 0086: CCTV inclusive of amendments, inclusions and deletions.

Voting Requirement Simple Majority

COUNCIL POLICY

POL 0086: CCTV

Purpose

To set out the Shire of Esperance's requirements in relation to the operation of Closed Circuit Television systems that it owns and operates.

Scope

This policy does not apply to the capture of videos or photos not linked to the Shire's internal CCTV system or public CCTV system, i.e. live streaming of Council Meetings.

Definitions

MOU: Memorandum of Understanding regarding the supply and use of public CCTV between the Shire of Esperance and the WA Police.

Internal CCTV: Closed Circuit Television recording staff and public internally and externally of the Shire of Esperance buildings.

Public CCTV: Closed Circuit Television covering public open spaces and streets including linked mobile systems.

Practice

Introduction

The Shire owns and operates both an internal CCTV system and a public CCTV system. Digital images are recorded from both systems twenty four (24) hours, seven (7) days a week and are retained for a period of not less than thirty one (31) days.

The internal CCTV system monitors the Shire of Esperance building assets, the purpose of the Internal CCTV system is to -

1. Assist in deterring antisocial and criminal behaviour
2. Assist in deterring offences against persons and/or property.
3. Assist staff with providing improved customer service.
4. Assist staff with providing operational services.

The Public CCTV System monitors public open spaces and streets. The purpose of the Public CCTV system is to -

1. Assist in deterring antisocial and criminal behaviour
2. Assist in deterring offences against persons and/or property.
3. Facilitate rapid response by WA Police and other emergency services as determined by WA Police when detecting instances of crime and anti-social behaviour.
4. Capture footage of suitable quality (ideally facial identification) to ensure that recorded footage of crimes can be used by WA Police or their legal representative for effective prosecution.
5. Reduce the public's perception of crime and the fear of crime.

Ownership and Control

1. Internal CCTV system -
   The Shire of Esperance Internal CCTV system is owned by and is the sole property of the Shire of Esperance, who ensure that the CCTV system is maintained in efficient working order. The Shire of Esperance have exclusive access to and control of all recorded footage.
   The Shire of Esperance may allow access, only to the external building cameras, to WA Police as part of the Public CCTV system. The footage and data from these cameras would be available to WA Police without restriction.
2. Public CCTV system -
   The Public CCTV system is owned by and is the sole property of the Shire of Esperance, who ensure that the CCTV system is maintained in efficient working order. The Shire of Esperance provides the CCTV system to WA Police who have exclusive access to, and control of, all recorded footage. These ownerships and controls reference the MOU between the Shire of Esperance and WA Police.

Viewing and requesting CCTV images/recordings

1. Internal CCTV system -
   a. Live viewing of Internal CCTV Footage -
      i. Shire staff, contractors and volunteers are able to view live internal CCTV footage that is operational required as part of their role.
   b. Reviewing of recorded CCTV footage -
      i. Reviewing of recorded CCTV footage is restricted to authorised Shire staff who have a legitimate operational need. Authorisation, including any conditions of access, must be approved by the Manager Information Services.
   ~~b.~~c. Downloading Historic Internal CCTV Footage -
      i. Shire of Esperance staff -
         An Internal CCTV Data Request form, must be filled in and signed by the requesting officers Manager before lodging it with the Manager Information Services who will verify and approve the request.
         The Manager Information Services or their delegate will assess and provide the data as requested based on priority (urgency and importance), ensuring that the request does not contravene governing standards before providing the data.
      ii. WA Police -
         WA Police may request footage from the Shire of Esperance Internal CCTV in order to supplement or assist with criminal investigations.
         Any and all requests for such data will need to be made in writing to the Shire of Esperance, the Manager Information Services will assess and provide the requested footage as required.
      iii. General Public -

Members of the Public may request footage from the Shire of Esperance Internal CCTV through a Freedom of Information Request. Request will be governed by the requirements under the *Freedom of Information Act 1992*.

2. Public CCTV system -
    a. The police have the sole viewing rights to the Public CCTV system. Request for viewing and requesting images/recordings from public system can only be done through WA Police. The Shire of Esperance does not have access to the images and recordings from the Public CCTV System.

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Document Information

Responsible Position	Manager Projects & Buildings
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*
- *AS/NZS 62676:2020 Video Surveillance Systems for use in Security Application*
- *WA Criminal Code Act Compilation Act 1913*
- *Criminal Procedures Act 2004*
- *State Records Act 2000*
- *Freedom of Information Act 1992*
- *Memorandum of Understanding – Western Australia Police Force and Shire of Esperance*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Jun 2021	1	D21/20129	New policy.	O0621-142	Jun 2023
Mar 2022	2	D21/20129[v2]	No change.	O0322-062	Mar 2024
Mar 2024	3	D21/20129[v3]	Biennial review, no change	O0324-023	Mar 2026
Mar 2026	4	D21/20129[v4]	Update responsible position title	O0326-053	Mar 2028
Oct 2026	5	D21/20129[v5]	Inclusion of reviewing recorded CCTV		Mar 2028

Item: 12.2.2

Cannery Arts Centre - Innerspace Building

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

File Ref: D26/29608

Applicant
Cannery Arts Centre Inc.

Location/Address
Cannery Arts Centre, Esperance, Reserve 34219

Executive Summary
For Council to consider the Cannery Arts Centre's request for a Shire contribution toward Stages 1 and 2 of the Innerspace building project.

Recommendation in Brief
That Council approves a contribution of $6,000 Ex GST to the Cannery Arts Centre Inc. toward Stages 1 and 2 of the Innerspace building project.

Background
The Innerspace building is located on a reserve vested in the Shire of Esperance and leased to the Cannery Arts Centre Inc. (the Cannery). The building is used in association with the Cannery Arts Centre and does not currently have a certificate of occupancy that enables the Cannery to use the building as a public space. On the advice of a funding providers, The Cannery is seeking to progress a staged process toward retrospective approval and future redevelopment.

Wells Building Designers and Consultants has quoted $33,500 excluding GST for Stages 1 and 2. This comprises $20,000 for pre-design and compliance concept work, $3,500 for a feature and contour survey, $5,000 for building surveying and $5,000 for structural inspection and reporting.

The broader proposal identifies Stages 3 to 6 for planning approval, design development, construction documentation, tender and contract administration. An indicative construction basis of approximately $665,000 has been used, but the rectification scope and cost have not yet been confirmed by a quantity surveyor.

The Cannery has secured funding from the State Government of $15,000 and Art on the Move for $10,000 towards the project. To progress Stages 1 and 2 an additional $8,500 in funding is required. The Cannery has asked if the Shire has any capacity to contribute to this, see attached request.

Officer's Comment
It is proposed to contribute $6,000 ex GST towards Stages 1 and 2 of the Innerspace building project, which comprise the investigations, compliance assessments and concept planning required to inform a pathway toward obtaining a certificate of occupancy. Officers consider a contribution reasonable given the building is located on a reserve vested in the Shire and forms part of the premises leased to the Cannery Arts Centre. As landowner, the Shire has a direct interest in ensuring the building's condition, compliance status and future requirements are properly understood and managed.
The contribution will assist in addressing compliance and occupancy issues while leveraging $25,000 in external funding already secured. Completion of Stages 1 and 2 will provide the technical information

required to support future funding applications and inform decisions regarding the building's long-term future. The recommendation reflects a shared investment approach that recognises both the Cannery Arts Centre's commitment to the project and the broader community benefit associated with maintaining and enhancing an important cultural facility for the Esperance community.

Alternative Considerations
Council could decline the request and require the Cannery to fund the full $8,500 shortfall, or contribute the full shortfall. Declining or reducing support may delay the compliance assessment and the organisation's proposed funding application. Funding the full shortfall is not recommended, as a financial contribution from the applicant demonstrates commitment to the project and supports a shared investment in its successful delivery.

Consultation
Cannery Arts Centre Inc

Financial Implications
The recommended contribution is $6,000, is proposed to come from the Community Assistance budget allocation.

Asset Management Implications
The building is located on a reserve vested in the Shire and within premises leased to the Cannery Arts Centre. The Shire therefore retains an asset and land-management interest even where day-to-day occupation and some maintenance responsibilities sit with the lessee. Stages 1 and 2 will define the building's condition, approval status, compliance gaps and preliminary rectification scope. The resulting information should be assessed against the lease to determine responsibility for existing defects, approvals, rectification, maintenance and future renewal.

Statutory Implications
The Innerspace building will need to comply with applicable planning, building and public-building requirements. As the reserve is vested in the Shire and the premises are leased to the Cannery Arts Centre, the proposed investigations and any later works must also be consistent with the reserve purpose, the lease and the Shire's landowner consent requirements. Stages 1 and 2 include existing-condition documentation, building and structural assessments, and development of solutions for identified non-compliances.

Policy Implications
N/A

Strategic Implications
Council Plan 2022 – 2032
People - Outcome 1. Diverse, Inclusive and Supported Communities
Objective 1.3 Grow community capacity by supporting community groups and volunteers

Environmental Considerations
No direct environmental impacts arise from the proposed contribution.

Attachments
A⇩. Request for Support - Cannery Arts Centre - Innerspace Building

Officer's Recommendation

That Council approves a contribution of $6,000 Ex GST to the Cannery Arts Centre Inc. toward Stages 1 and 2 of the Innerspace building project.

Voting Requirement Simple Majority

Mathew Walker

From: Katie Witt <katie@canneryarts.com.au>
Sent: Tuesday, 22 September 2026 7:10 AM
To: Shane Burge
Cc: Felicity Baxter; Roy Greive; Mathew Walker
Subject: $8500 shortfall needed for Innerspace building Stage 1 & 2
Attachments: STAGE 1 & 2 QUOTE.pdf; Wells Building Design Quote Innerspace.pdf

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

Hello Shane

The Cannery, as discussed previously with on site visit, are keen to assist the Shire with the redevelopment of the Innerspace building which doesn't have a certificate of occupancy.

We were looking at applying for the Lotterywest Arts and Culture Infrastructure grant but have been advised best if we carry out Stage 1 & 2 first ($33,500) and then request the larger portion of the project, Stages 3-6 ($600,000).

I know you have done the budget already but we have support from the State Government $15,000 and arts organisation Art on the Move $10,000 so require $8,500.

Would the Shire have any capacity to contribute?

Kind regards

Katie Witt
General Manager

I work Tuesday, Wednesday and Thursday
W: canneryartscentre.com.au
P: 08 9071 3599
M: [redacted]
Gallery/Office Hours Tuesday - Friday 10am-4pm Saturday 12noon-4pm
Instagram: @canneryartscentre | Facebook @canneryartscentreesperance

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Building Design, Consultants & Project Management

Innerspace building at the Cannery Arts Centre

16 October 2025

Thank you for the opportunity to submit a fee to provide Building Design, Consultants & Project Management services for the retrospective approval of the existing unauthorised Innerspace building at the Cannery Arts Centre.

Unauthorised buildings are required to comply with the current standards. In our experience this would include but not be limited to the following to be bought up to current standards in order for the Innerspace building to be retrospectively approved:

- Accessibility – The building would need to be accessible and compliant with Australian Standard AS1428. Including – Parking, Paths of travel, Ramps, Doorways, Thresholds, Circulation, Door Hardware & Toilet Facilities.
- Energy efficiency – Upgraded insulation, glazing, sealing, efficient lighting, efficient heating & cooling and efficient water heating.
- Access & Egress – Number of exits, Distance to exits, Exit design and door hardware function.
- Health & Amenity – Toilet Facilities, Light & Ventilation, Commercial kitchen compliance
- Structural – The building would need to be structurally adequate for use as a public building.

Our estimated fee to provide building design, specialist consultants and project management services is [redacted]. This fee has been derived from the approximate cost if this building of size, nature and function was built compliantly in todays market. The building is approximately 190m² x $3500 per m² = $665,000. Our fee is [redacted] of this. [redacted] for Building Design & Specialist Consultants and [redacted] for project management.

The building design stages can be summarised as follows:

- Stage 1 – Pre-Design
- Stage 2 – Compliance Review
- Stage 3 – Planning Approval
- Stage 4 – Design Development
- Stage 5 – Contract documentation suitable for construction/building permit
- Stage 6 – Tender & Contract Administration

Please see below the proposed services schedule:

Consultant & Discipline	Services
Wells Building Designers and Consultants Building Designer, Principal Consultant, Project Manager & Superintendent.	Stage 1 - Pre-Design ● Review, develop and finalise the client brief ● Existing conditions – Site measure, photographic record and modelling of the existing in Revit to deliver the following documents: ○ Site Plan ○ Floor plan ○ Elevations ○ Sections 1:50 scale ○ 3D views ● Site services investigation – Sewer, Water, Power, Gas, Phone. ● Site Analysis – Research Planning requirements, Climate, Site restrictions - Easements, Covenants etc ● Engage consultants – Surveyor, Building Surveyor, Structural Engineer, Energy Assessor & Geotechnical Engineer
Wells Building Designers and Consultants Building Designer, Principal Consultant, Project Manager & Superintendent.	Stage 2 - Compliance Review ● Collaborate with the building surveyor in order for them to deliver a compliance report. ● Collaborate with Structural Engineer to provide inspection and report ● Provide concept Architectural documents with solutions to any non-compliant areas including the following deliverables: ○ Site Plan ○ Floor plan ○ Elevations ○ Basic Sections 1:50 scale ○ 3D views ● Issue concept plans to client for review ● Concept review meetings with client Stage 3 - Planning Approval ● Liaise with the Shire of Esperance to obtain early planning advice ● Provide documentation suitable to achieve development approval from the Shire of Esperance ● Organise the planning approval application process. Client to pay the Shire of Esperance planning fee

Wells Building Designers and Consultants Building Designer, Principal Consultant, Project Manager & Superintendent.	Stage 4 - Design Development ● Further develop the previous stage documentation into preliminary working documents. ● Liaising with and incorporating specialist consultant information Stage 5 - Contract documentation suitable for construction/building permit ● Finalising all documentation to a standard suitable for tender, approvals and construction Stage 6 - Tender & Contract Administration ● Tender Administration: ○ Organise a run a tender for the works ○ Answer and RFI's during tender stage ○ Issue any addendums required during tenders stage ○ Review and evaluate tenders received ○ Award the tender to the successful contractor ● Contract Administration ○ Organise the building contract to be agreed upon and signed by the Principal & Contractor ○ Organise pre-start meeting ○ Carryout Superintendent services throughout construction acting as an agent for the Principal and an independent certifier. ○ Issue any directions to the contractor ○ Review progress claims from the contractor ○ Ensure the construction is carried out as per the contract and documentation ○ Review variation claims from the contractor ○ Review extension of time claims from the contractor ○ Ensure the construction is carried out to the required standards and issue defects lists ○ Issue practical completion certificate Project Management ● Oversee the entire project from design through to final completion.
Caldwell Surveys or 35 Degrees South Land Surveyor	Provide a contour and feature survey of a portion of the site relevant to this building.

Comply West or Statewide Building Certification WA Building Surveyor	Preliminary Building Code of Australia compliance assessment of the existing conditions documentation Provide a Certificate of Design Compliance for any rectification works that are required. Provide a Certificate of Building Compliance or Certificate of Construction Compliance which at the completion of the project
Total Cost Management Quantity Surveyor	Provide a construction cost estimates on the rectification works for the project. Concept Stage & Pre-Tender Stage
Bluemar Geotechnical Engineer	Provide a geotechnical investigation and report. Site soil classification
JC Consulting Engineers Structural Engineer	Review of existing Structure and provide a Structural report Structural design, documentation & certification of rectification items
JC Consulting Engineers Civil Engineer	Stormwater disposal design, documentation and certification Carparking design, documentation and certification
TABE Engineering Mechanical Engineer	Heating, Ventilation & Air-Conditioning design, documentation & certification
Gravity Hydraulics Hydraulic Consultant	Hot & Cold Water, LPG Gas & Sewer drainage design, documentation & certification
ESC Engineering Electrical Engineer	Distribution board, power, lighting, security & communications design, documentation & certification
Tetra Tech Coffey Asbestos Consultant	Demolition and refurbishment intrusive Asbestos survey Monitoring during removal and provide a Clearance Certificate following the completion of the removal.

Total Cost Management Quantity Surveyor	Provide pre-tender construction cost estimate
Disclaimer	***There is every possibility that additional consultants to what has been mentioned above may be required.***

Estimated Timeframe:

The entire project including design and construction is estimated to take 18 to 24months. More detailed timeframes can be determined the further we get into the design stages.

If you have any queries please don't hesitate to contact us. Alternatively, if you wish to proceed please reply to this email with confirmation and we will forward through our client agreement to be signed. We can then get started on the Pre-Design and Compliance Review stages.

Nick Wells

Director

Wells Building Designers and Consultants

A: 60 Windich Street, ESPERANCE WA 6450

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STAGE 1 & 2 QUOTE

Wells Building Design & Consultants

Please see below our fees and services to provide stage 1 & 2 consultant services for the Cannery-Innerspace redevelopment project.

Our fees to provide stage 1 & 2 are as follows:

Discipline/Consultant	Services Summary	Fee (EXC GST)
Building Designer Wells Building Designers & Consultants	Stage 1 - Pre-Design ● Review, develop and finalise the client brief ● Existing conditions – Site measure, photographic record and modelling of the existing in Revit to deliver the following documents: ○ Site Plan ○ Floor plan ○ Elevations ○ Sections 1:50 scale ○ 3D views ● Site services investigation – Sewer, Water, Power, Gas, Phone. ● Site Analysis – Research Planning requirements, Climate, Site restrictions - Easements, Covenants etc ● Engage consultants – Surveyor, Building Surveyor, Structural Engineer, Energy Assessor & Geotechnical Engineer Stage 2 - Compliance Review ● Collaborate with the building surveyor in order for them to deliver a compliance report. ● Collaborate with Structural Engineer to provide inspection and report ● Provide concept Architectural documents with solutions to any non-compliant areas including the following deliverables: ○ Site Plan ○ Floor plan ○ Elevations ○ Basic Sections 1:50 scale ○ 3D views ● Issue concept plans to client for review	$20000.00 (100 hrs)

	• Concept review meetings with client	
Surveyor 35 Degrees South	Provide a contour and feature survey of a portion of the site relevant to this building.	$3500.00
Building Surveyor Comply West	Inspection & Compliance Report (Perth Based Consultant)	$5000.00
Structural JC Consulting Engineers	Inspection & Structural Report (Perth Based Consultant)	$5000.00
	Total	$33500.00

Regards

Nick Wells
Director
Wells **B**uilding **D**esigners and Consultants
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12.3 CORPORATE & COMMUNITY SERVICES

Item: 12.3.1

Budget Amendment - Extraordinary Local Government Election 2026

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

File Ref: D26/28417

Applicant
Shire of Esperance

Location/Address
Town Ward

Executive Summary
For Council to authorise a budget amendment to fund the Extraordinary Local Government Election to be held on the 3rd of December 2026.

Recommendation in Brief
That Council amend the 2026/27 Budget as follows:

Description		Budget Figure	Amended Figure	Variation
Members of Council Elections	01.03020.335.370	0	49,000	49,000
From Priority Projects Reserve	01.03920.957.956	-100,856	-149,856	-49,000
Net result				Nil

Background
In August 2026 Cr Johnston resigned from Council, creating a vacancy in the Town Ward which needs to be filled. Where Councils have chosen the Ward system, any position vacant longer than 12 months must conduct an extraordinary local government election to replace the position.

Officer's Comment
At the Special Council Meeting on the 9th of September, Council resolved to

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 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.*

Council must now consider how to fund the Extraordinary Election. The Western Australian Electoral Commission (WAEC) has provided a cost estimate of $46,000 to run this election. Typically, Shire also pays for count staff and a count staff supervisor. Officers estimate this to be approximately $3,000.

Alternative Considerations
As Council has confirmed their intention to proceed with the extraordinary election, a budget amendment is required, to be authorised by Absolute Majority, under the *Local Government Act 1995* and the *Financial Management Regulations 1996*.

Council may consider alternative budgeted accounts to fund this from.

Consultation
Chief Executive Officer
WA Electoral Commission

Financial Implications

Description		Budget Figure	Amended Figure	Variation
Members of Council	3020.335.370	0	49,000	49,000
Priority Projects Reserve	3920.957.956	-100,856	-149,856	-49,000
Net result				Nil

Asset Management Implications
Nil

Statutory Implications
Local Government Act 1995
Local Government (Election) Regulations 1997
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

Environmental Considerations
Nil

Attachments
Nil

Officer's Recommendation

That Council amend the 2026/27 Budget as follows:

Description		Budget Figure	Amended Figure	Variation
Members of Council	3020.335.370	0	49,000	49,000
Priority Projects Reserve	3920.957.956	-100,856	-149,856	-49,000
Net result				Nil

Voting Requirement **Absolute Majority**

Item: 12.3.2

Financial Services Report - October 2026

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

File Ref: D26/31200

Executive Summary
To present to Council the Monthly Financial Report for the period ending 30 September 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 September 2026

Officer's Recommendation

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

Voting Requirement Simple Majority

SHIRE OF ESPERANCE

MONTHLY FINANCIAL MANAGEMENT REPORTS

(Incorporating Statement of Financial Activity)

SEPTEMBER 2026

CORPORATE & COMMUNITY SERVICES

MANAGER FINANCIAL SERVICES
COMPILATION REPORT

MEETING DATE:	27 OCTOBER 2026
ACCOUNTING PERIOD:	PERIOD ENDED 30 SEPTEMBER 2026
MATERIALITY THRESHOLD:	$100,000 OPERATING, $200,000 NON-OPERATING

OVERVIEW

The Statement of Financial Activity shows a surplus at 30 September of $40,832,494.

RATES COLLECTED

Rates collected at the end of June were 69.52%. Collections at the same time last year were 67.40%. The prize draws were a big success again, with many winners excited to have been awarded a prize. The due date for the second instalment is 18 November 2026.

2026-2027 FINANCIAL YEAR

Auditors attended the Shire of Esperance from 21 - 25 September. This final audit reviewed the last 4 months of transactions, end of financial year reconciliations as well as the draft financial statements. The finance team are continuing to communicate with the auditors to finalise this process.

Procure to Pay upgrades were implemented in late September. The Accounts Payable team are continuing to work with Shire Purchasing Officers as everyone gets accustomed to the new processes.

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 September is $40,832,494. 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 $63,100,693 and this is shown on the Statement of Financial Position. Reserve balance is $31,954,817, also shown on the Statement of Financial Position.

Sarah Bridge
Corporate Accountant

SHIRE OF ESPERANCE
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 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	29,775,106	29,748,696	(26,410)	0%	
Grants, subsidies and contributions	8,832,280	1,926,543	1,329,972	(596,571)	-31%	◆
Fees and charges	12,924,260	6,296,600	6,348,655	52,055	1%	
Interest revenue	1,456,104	202,084	675,296	473,212	234%	◆
Other revenue	952,746	317,559	1,014,493	696,934	219%	◆
Profit on asset disposals	265,141	29,843	-	(29,843)	-100%	
	54,178,821	38,547,735	39,117,112	569,377	1%	
Expenditure from operating activities						
Employee costs	(25,830,607)	(6,020,142)	(6,358,128)	(337,986)	6%	◆
Materials and contracts	(17,931,233)	(4,349,258)	(3,188,673)	1,160,585	-27%	◆
Utility charges	(1,508,121)	(379,940)	(264,809)	115,131	-30%	◆
Depreciation	(23,437,764)	-	-	-		
Finance costs	(235,966)	(48,968)	(28,898)	20,070	-41%	
Insurance	(1,083,021)	(565,696)	(476,379)	89,317	-16%	
Other expenditure	(843,445)	(316,879)	(183,584)	133,295	-42%	◆
Loss on asset disposals	(110,271)	-	-	-		
	(70,980,428)	(11,680,883)	(10,500,471)	1,180,412	-10%	
Non cash amounts excluded						
Depreciation	23,437,764	-	-	-		
Loss on asset disposals	110,271	-	-	-		
Profit on asset disposals	(265,141)	(29,843)	-	29,843	-100%	
Movements associated with restricted cash	279,644	(73,607)	74,724	148,331	-202%	
Movement of non-current receivables	-	-	17,143	17,143		
	23,562,538	(103,450)	91,867	- 195,317	-189%	
Amount attributable to operating activities	**6,760,931**	**26,866,852**	**28,708,508**	**1,749,789**	**7%**	
INVESTING ACTIVITIES						
Inflows from investing activities						
Capital grants, subsidies and contributions	33,976,758	3,084,004	4,033,153	949,149	31%	◆
Proceeds from disposal of assets	3,056,001	543,125	2,066,849	1,523,724	281%	◆
Proceeds from financial assets at amortised cost - self supporting loans	122,928	30,732	45,772	15,040	49%	
	37,155,687	3,657,861	6,145,774	2,487,913	68%	
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)	(1,180,287)	(5,310,582)	(4,130,295)	350%	◆
Payments for construction of infrastructure	(57,037,713)	(8,132,802)	(3,033,811)	5,098,991	-63%	◆
Payments for financial assets at amortised cost - self supporting loans	-	-	-	-		
	(72,391,435)	(9,313,089)	(8,344,393)	968,696	-10%	
Amount attributable to investing activities	**(35,235,748)**	**(5,655,228)**	**(2,198,619)**	**3,456,609**	**-61%**	
FINANCING ACTIVITIES						
Inflows from financing activities						
Proceeds on new borrowings	9,850,000	2,462,490	-	(2,462,490)	-100%	◆
Transfers from reserve accounts	18,283,342	7,603,630	8,791,424	1,187,794	16%	◆
	28,133,342	10,066,120	8,791,424	(1,274,696)	(1)	
Outflows from financing activities						
Repayment of borrowings	(252,143)	(62,563)	(50,420)	12,143	-19%	
Repayments of principal portion of lease liabilities	(44,982)	-	-	-		
Transfers to reserve accounts	(5,316,029)	(302,504)	(270,549)	31,955	-11%	
	(5,613,154)	(365,067)	(320,969)	44,098		
Amount attributable to financing activities	**22,520,188**	**9,701,053**	**8,470,455**	**(1,230,598)**	**-13%**	
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	26,866,852	28,708,508	1,841,656	7%	
Amount attributable to investing activities	(35,235,748)	(5,655,228)	(2,198,619)	3,456,609	-61%	
Amount attributable to financing activities	22,520,188	(103,450)	8,470,455	8,573,905	-8288%	
Surplus/(deficit) remaining after the imposition of general rates	**(102,479)**	**26,960,324**	**40,832,494**	**13,872,170**	**51%**	

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

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

	2026-27 Budget	2026-27 Budget YTD	2026-27 Actual YTD
	$	$	$
Revenue			
Rates	29,748,290	29,775,106	29,748,696
Grants, subsidies and contributions	8,832,280	1,926,543	1,329,972
Fees and charges	12,924,260	6,296,600	6,348,655
Interest revenue	1,456,104	202,084	675,296
Other revenue	952,746	317,559	1,014,493
	53,913,680	38,517,892	39,117,112
Expenses			
Employee costs	(25,830,607)	(6,020,142)	(6,358,128)
Materials and contracts	(17,931,233)	(4,343,803)	(3,183,218)
Utility charges	(1,508,121)	(379,940)	(264,809)
Depreciation	(23,437,764)	-	-
Finance costs	(235,966)	(54,423)	(34,353)
Insurance	(1,083,021)	(565,696)	(476,379)
Other expenditure	(843,445)	(316,879)	(183,584)
	(70,870,157)	(11,680,883)	(10,500,471)
	(16,956,477)	26,837,009	28,616,641
Capital grants, subsidies and contributions	33,976,758	3,084,004	4,033,153
Profit on asset disposals	265,141	29,843	-
Loss on asset disposals	(110,271)	-	-
	34,131,628	3,113,847	4,033,153
Net result for the period	**17,175,151**	**29,950,856**	**32,649,794**
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**	**29,950,856**	**32,649,794**

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

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

	2026-27 YTD	2025-26 Actuals
	$	$
CURRENT ASSETS		
Cash & cash equivalents	63,100,693	50,280,604
Trade & other receivables	17,096,432	5,058,169
Inventories	2,385,748	2,367,985
Other Current Assets	-	281,758
TOTAL CURRENT ASSETS	82,582,873	57,988,516
NON-CURRENT ASSETS		
Other receivables	1,209,862	1,227,004
Inventories	894,730	894,730
Property, plant & equipment	141,974,416	141,974,416
Infrastructure	602,140,425	602,140,425
TOTAL NON-CURRENT ASSETS	746,219,433	746,236,575
TOTAL ASSETS	828,802,306	804,225,091
CURRENT LIABILITIES		
Trade & other payables	5,334,884	7,490,802
Borrowings	297,123	297,123
Provisions	4,256,696	3,969,296
Other current liabilities	78,131	-
TOTAL CURRENT LIABILITIES	9,966,834	11,757,221
NON-CURRENT LIABILITIES		
Borrowings	3,976,634	3,976,634
Provisions	8,463,532	8,463,532
TOTAL NON-CURRENT LIABILITIES	12,440,166	12,440,166
TOTAL LIABILITIES	22,407,000	24,197,387
NET ASSETS	806,395,306	780,027,704
EQUITY		
Revaluation surplus	402,125,856	402,125,856
Reserve accounts	31,954,817	40,475,692
Retained surplus	372,314,633	337,426,156
TOTAL EQUITY	806,395,306	780,027,704

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

	2026-27 YTD	2025-26 Actuals
	$	$
CURRENT ASSETS		
Cash & cash equivalents	63,100,693	50,280,605
Trade & other receivables	17,096,432	5,302,198
Inventories	2,385,748	2,367,985
Other current assets	-	281,758
TOTAL CURRENT ASSETS	82,582,873	58,232,546
CURRENT LIABILITIES		
Trade & other payables	5,334,884	7,779,813
Borrowings	297,123	252,143
Provisions	4,256,696	3,969,296
Other current liabilities	78,131	-
TOTAL CURRENT LIABILITIES	9,966,834	12,001,252
NET ASSETS	72,616,039	46,231,294
Less: Total adjustments to net current assets	(31,783,545)	(40,379,144)
Closing funding surplus/(deficit)	40,832,494	5,852,150
Current assets and liabilities excluded from budgeted deficiency		
Adjustments to net current assets		
Less: Reserve account	(31,954,816)	(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	1,902,696	1,827,972
Toal adjustments to net current assets	(31,783,545)	(40,379,144)

SHIRE OF ESPERANCE
EXPLANATION OF MATERIAL VARIANCES
FOR THE PERIOD ENDED 30 SEPTEMBER 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		
Grants, subsidies and contributions	**(596,571)**	**(30.97%)**
Home Care funding tracking behind budget scheduling.		Timing
Interest revenue	**473,212**	**234.17%**
Interest earnings on reserves and municipal funds are tracking ahead of budget scheduling due to improvements to timely recognition of revenue.		Timing
Other revenue	**696,934**	**219.47%**
Progress claim on the Hockey Turf civil works put through earlier than budget expectations.		Timing
Expenditure from operating activities		
Employee costs	**(337,986)**	**5.61%**
Movements in leave provisions and overhead recovery are contributing to this variance.		Permanent
Materials and contracts	**1,160,585**	**(26.68%)**
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	**115,131**	**(30.30%)**
Variance due to timing on receival of invoices for utilities across multiple business areas.		Timing
Other expenditure	**133,295**	**(42.06%)**
Issuing of community grants is tracking behind budget expectations.		Timing
Inflows from investing activities		
Capital grants, subsidies and contributions	**949,149**	**30.78%**
Main Roads funding for road and streets projects is tracking ahead of budget expectations. Recognition of income from contract liabilities as the projects such as James Street and the Community Energy Upgrades progresses, is also contributing to the variance		Timing
Proceeds from disposal of assets	**1,523,724**	**280.55%**
Lots in Flinders Estate are selling ahead of budget expectations.		Timing
Outflows from investing activities		
Payments for property, plant and equipment	**(4,130,295)**	**349.94%**
Construction works at Myrup Waste Management Facility are tracking ahead of budget expectations.		Timing
Payments for construction of infrastructure	**5,098,991**	**(62.70%)**
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	**(2,462,490)**	**(100.00%)**
Variance due to budget phasing on loan for Myrup Waste Transfer Station project, which will be taken out in the latter half of the financial year.		Timing
Transfers from reserve accounts	**1,187,794**	**15.62%**
Transfers from reserves for projects are being completed monthly. Waste projects funded via reserve are tracking ahead of budget scheduling		Timing

OTHER REPORTS AND GRAPHS

SEPTEMBER 2026

SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 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)	$26.96 M	$40.83 M	$13.87 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	$63.10 M	% of total
Unrestricted Cash	$31.15 M	49.4%
Restricted Cash	$31.95 M	50.6%

Payables

	$2.16 M	% Outstanding
Trade Payables	$1.63 M	
0 to 30 Days	$1.63 M	100.0%
Over 30 Days	$0.00 M	0.0%
Over 90 Days	$0.00 M	0.0%

Receivables

	$12.04 M	% Collected
Rates Receivable	$10.07 M	69.5%
Trade Receivable	($0.17 M)	% Outstanding
Over 30 Days	($0.18 M)	(1.5%)
Over 90 Days	$0.00 M	0.0%

Key Operating Activities

Amount attributable to operating

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$6.76 M	$26.87 M	$28.71 M	$1.75 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	$29.75 M	% Variance
YTD Budget	$29.78 M	(0.1%)

Grants and Contributions

YTD Actual	$1.33 M	% Variance
YTD Budget	$1.93 M	(31.0%)

Fees and Charges

YTD Actual	$6.35 M	% Variance
YTD Budget	$6.30 M	0.8%

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)	($5.66 M)	($2.20 M)	$3.46 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$2.07 M	%
Adopted Budget	$0.54 M	280.5%

Asset Acquisition

YTD Actual	($8.34 M)	% Spent
Adopted Budget	($9.31 M)	(10.4%)

Capital Grants

YTD Actual	$4.03 M	% Received
Adopted Budget	$3.08 M	30.8%

Borrowings

Principal repayments	$0.05 M
Interest expense	$0.03 M

Reserves

Reserves balance	$31.95 M
Net Movement	($8.52 M)

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

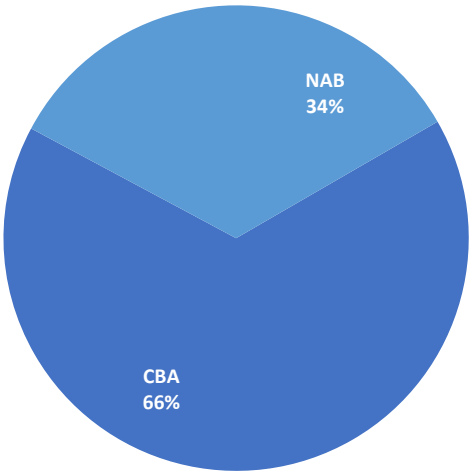
SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

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	4.63%	30	09-Oct-26	Term Deposit - Muni
CBA	$ 3,000,000	4.86%	60	16-Oct-26	Term Deposit - Reserves
CBA	$ 3,000,000	4.73%	30	21-Oct-26	Term Deposit - Muni
CBA	$ 2,000,000	4.92%	60	06-Nov-26	Term Deposit - Muni
NAB	$ 5,000,000	5.05%	91	09-Nov-26	Term Deposit - Reserve
CBA	$ 4,000,000	5.00%	60	16-Nov-26	Term Deposit - Muni
NAB	$ 4,000,000	5.05%	90	19-Nov-26	Term Deposit - Reserve
CBA	$ 3,000,000	5.07%	60	23-Nov-26	Term Deposit - Muni
NAB	$ 2,000,000	5.15%	91	07-Dec-26	Term Deposit - Muni
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	$ 12,994,675	4.15%	N/A	N/A	Business Online Saver - Muni
CBA	$ -	0.25%	N/A	N/A	Cash Deposit A/C - Muni
CBA	$ 5,039,902	4.15%	N/A	N/A	Business Online Saver - Reserves
CBA	$ -	0.25%	N/A	N/A	Cash Deposit A/C - Reserves
	$ 62,034,577				

(b) Investment Interest Earnings

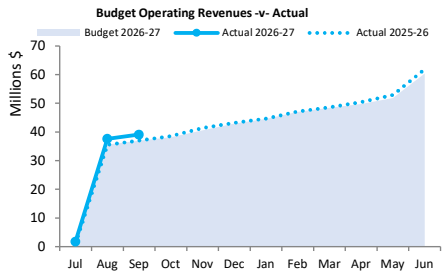
	2026-27 Budget	YTD Interest
Municipal	780,000	210,413
Reserve	537,504	370,652

SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

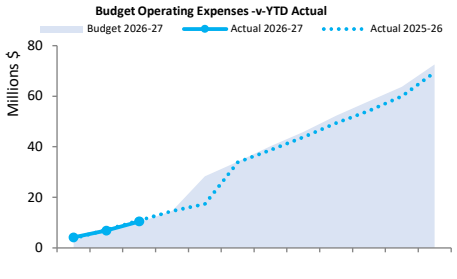
3 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

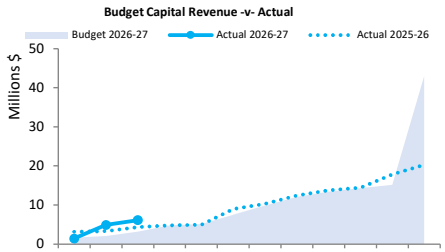


OPERATING EXPENSES

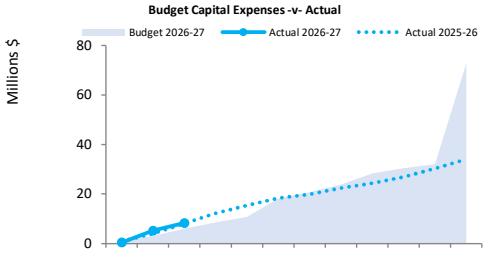


NON-OPERATING ACTIVITIES

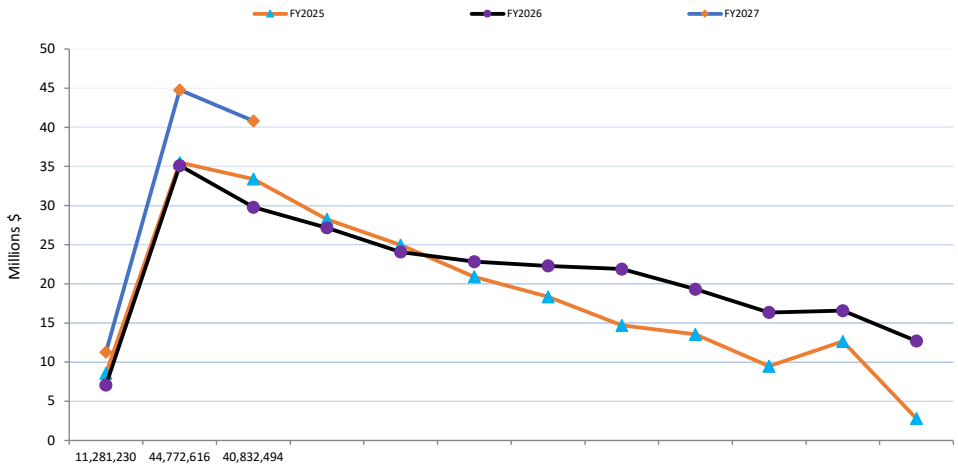
NON-OPERATING REVENUE



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.

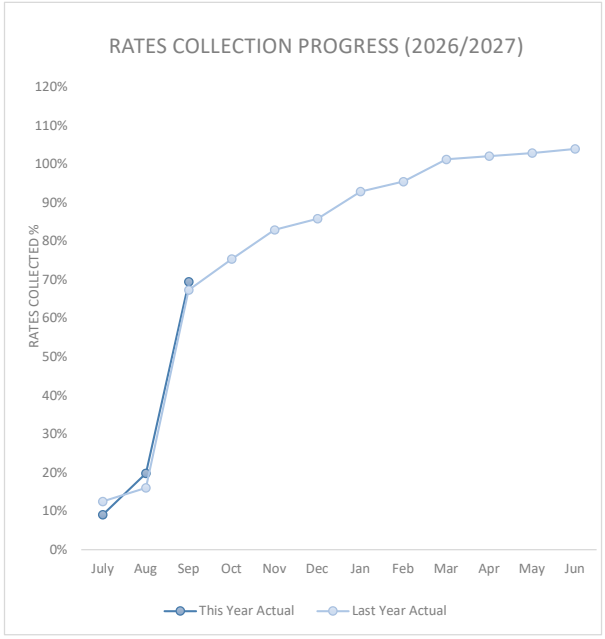
The current year to date value is graphed against the immediate past year as a comparative.

SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 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	28,443,606
Waste Charges Levied	4,518,789
ESL Levied	968,204
Other Charges Levied	107,168
Total Levied 2026/2027	34,037,767
Less Collections	(23,992,251)
Total Current and Arrears Outstanding	**10,449,101**
% Collected	*69.52%*
Pensioners on Instalments	451,486
Non Pensioners on Instalments	7,178,286
Pensioners with Due Date 30/06/2027	304,572
Outstanding with no Instalment Option	2,832,652
Prepayments	(320,635)
Interims	2,740
Total Current and Arrears Outstanding	**10,449,101**



SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 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 30 SEPTEMBER 2026

6 GENERAL RECEIVABLES

	Current	30 Days	60 Days	90 Days	90+Days	Total
	$	$	$	$	$	$
General Receivables	912,513	1,356,217	7,791	-115	3,229	2,279,634
Percentage	40.03%	59.49%	0.34%	-0.01%	0.14%	

90+Days Represented by:	
Government Grants	0
Contributions & Reimbursements	3,012
Loan Repayments	0
Fees and Charges	217
Private Works	0
Proceeds Sale of Assets	0
	3,229

Amounts shown above include GST (where applicable)

SHIRE OF ESPERANCE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

7 MAJOR CAPITAL PROJECTS

	2026-27 Budget (a)	2026-27 Budget YTD (b)	2026-27 Actual YTD (c)	2026-27 Variance (c)-(b)	2026-27 Variance ((c)-(b))/(b)	Comments
	$	$	$	$	%	
Myrup Waste Transfer Station - Construction works and plant	14,486,867	3,285,681	3,746,410	460,729	14%	Funded via a combination of reserves, grants, municipal funding and loan borrowings. Building permit approved for MRF and Transfer station. Admin building pending along with DOH application.
James Street Precinct Stage 1A	17,353,275	0	383,144	383,144		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. Tender to be issued soon.
Graham Mackenzie Stadium	142,535	142,535	29,647	-112,888	-79%	Funded via a combination of reserves, grants, trust funds and loan borrowings. Practical completion was achieved on 6 September, 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 October.
Fire Sheds - Grass Patch, Quarry Rd, Cascade	1,557,188	74,349	271,066	196,717	265%	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	128,628	69,718	-58,910	-46%	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	492,928	492,928		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 although there has been a delay on this. Tinting completed to Home Care and Depot Admin. All residential properties progressing. Waiting on building permits for commercial buildings.
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	24,999	2,832	-22,167	-89%	Funded via the Building Maintenance reserve. Works to commence in November 2026.
Bay of Isles Leisure Centre Air Handling Unit	332,167	86,363	47,364	-38,999	-45%	Funded via the Building Maintenance reserve. Air handling unit ordered and works expected to commence in October 2026.
Airport Runway Upgrades	265,511	223,011	101,156	-121,856	-55%	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 30 SEPTEMBER 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		39,730
Activ Foundation Inc - Community Fundraising		22,108
Adventureland Management Committee Inc		3,655
Telstra Corporation Ltd		17,858
Elsie Cox Testamentary Trust EHC		246,245
Totals	**338,306**	**341,732**

Item: 12.3.3

Payment of Accounts Listing - October 2026

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

File Ref: D26/31202

Executive Summary
To present the list of accounts paid by the Chief Executive Officer under delegated authority and the list of payments made by authorised employees using credit cards and other purchasing cards for the month 1 – 30 September 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 September 2026
B⇩. Transaction Card Report September 2026

Officer's Recommendation

That Council:

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

Voting Requirement Simple Majority

SHIRE OF ESPERANCE
THE ACCOUNTS REFERRED TO IN THE SCHEDULE AND SUMMARISED BELOW HAVE BEEN PAID
FOR THE PERIOD ENDING 30 SEPTEMBER 2026

MUNICIPAL FUND

Cheques

ACTUAL PAYMENTS:	Cheques: 27791	*$356.75*

EFT

ACTUAL PAYMENTS:	Transaction No's: E4951 - E4963	*$5,863,229.86*

Credit Cards

ACTUAL PAYMENTS:	Transactions: 27/08/2026 - 24/09/2026	*$29,831.70*

Paid under the delegated authority to the CEO	***MUNICIPAL TOTAL:***	***$5,893,418.31***
Estimated % local payments (including credit cards)	***$2,968,514.80***	***50.37%***

TRUST FUND

Cheques

ACTUAL PAYMENTS:	Cheques : -	*$0.00*

EFT

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

TRUST TOTAL:	***$0.00***
TOTAL:	***$5,893,418.31***

Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 27 October 2026 for confirmation in respect to accounts already paid.

Municipal Fund - Cheque Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
C27791	25/09/2026	386	Shire of Esperance - Petty Cash	Petty Cash Recoup - Museum	$356.75
				Total Creditor payments made by Cheque from Municipal Fund	**356.75**

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4951	03/09/2026	1	Australian Taxation Office	Payroll deduction	$201,029.00
E4951	03/09/2026	100	Landgate	Title searches	$542.17
E4951	03/09/2026	410	Pink Lake Butchers	Consumables	$958.35
E4951	03/09/2026	571	St John Ambulance Association in WA	First aid training	$449.00
E4951	03/09/2026	800	Civica Pty Limited	Software upgrade implementation	$16,051.20
E4951	03/09/2026	821	ARRB Group Ltd	Training and education	$1,750.00
E4951	03/09/2026	1045	Stewart & Heaton Clothing Co Pty Ltd	Personal protective equipment	$1,988.56
E4951	03/09/2026	1148	Woodlands Distributors and Agencies	Sanitation supplies	$1,679.04
E4951	03/09/2026	1197	Six Mile Hill Bush Fire Brigade	Reimbursement	$104.00
E4951	03/09/2026	1315	Gibson Soak Water Co	Bottled water	$558.00
E4951	03/09/2026	1346	Cannon Hygiene Australia Pty Ltd	Annual preventative maintenance	$4,842.74
E4951	03/09/2026	1470	Express Yourself Printing Esperance	Printing and stationery	$600.00
E4951	03/09/2026	1791	Longy's General Welding	Repairs & modifications	$1,025.18
E4951	03/09/2026	1973	Esperance Theatre Guild Inc	Community grant payment	$5,435.76
E4951	03/09/2026	1981	Esperance Sportspower	Sporting equipment	$845.00
E4951	03/09/2026	2496	Professionals Esperance Real Estate	Rent	$4,880.00
E4951	03/09/2026	3152	WA Rangers Association	Conference registration	$700.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4951	03/09/2026	3227	Esperance Fire Services	Annual preventative maintenance	$154.00
E4951	03/09/2026	3628	D C & J A Sanderson	Refund	$31,000.00
E4951	03/09/2026	3797	LED Esperance	Electrical supplies	$12.71
E4951	03/09/2026	3900	Esperance Cabinets	Signage furniture	$302.50
E4951	03/09/2026	3953	Advanced Spatial Technologies Pty Ltd	Subscription payment	$8,624.00
E4951	03/09/2026	4068	Total Asphalt And Traffic Management	Asphalt supply	$81,882.03
E4951	03/09/2026	4321	The Royal Life Saving Society (WA)	Stationery	$331.10
E4951	03/09/2026	4422	C C & J A King	Consignment sales	$19.20
E4951	03/09/2026	4501	Parks And Leisure Australia	Subscription payment	$869.00
E4951	03/09/2026	4567	WA Police Service	Police checks for volunteers	$70.40
E4951	03/09/2026	4947	Toll Ipec Pty Ltd	Freight charges	$1,102.30
E4951	03/09/2026	4989	Woolworths Group Limited*	Consumables	$1,727.68
E4951	03/09/2026	5042	Officeworks Business Direct	Stationery	$2,822.11
E4951	03/09/2026	5051	Stratagreen	Landscaping equipment	$3,597.17
E4951	03/09/2026	5274	Davric Australia	Souvenirs for resale	$2,142.80
E4951	03/09/2026	5466	Horizon Power (Non Energy)	Power upgrade design	$6,103.00
E4951	03/09/2026	5604	Esperance Milk Supply	Consumables	$121.81
E4951	03/09/2026	5754	M H Ammon	Reimbursement	$1,199.34
E4951	03/09/2026	5767	Seek Limited	Advertising	$2,717.00
E4951	03/09/2026	5793	Tradelink Esperance	Plumbing supplies	$85.29
E4951	03/09/2026	5843	State Library of Western Australia	Better Beginnings Program 2026/2027	$819.88
E4951	03/09/2026	5943	Red Dot Stores*	Promotional supplies	$15.99
E4951	03/09/2026	6099	Melbourne International Comedy Festival	Show fee	$1,331.46
E4951	03/09/2026	6164	Data 3 Limited	Printing and technology equipment	$8,417.18
E4951	03/09/2026	6221	PFD Food Services Pty Ltd	Consumables	$1,334.85

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4951	03/09/2026	6495	MCM Protection Pty Ltd	Security services	$86.35
E4951	03/09/2026	6530	Esperance Men In Sheds	Consignment sales	$4.00
E4951	03/09/2026	6537	ABCO Products Pty Ltd	Sanitation supplies	$4,046.23
E4951	03/09/2026	6609	Environmental Health Australia (Western Australia)	Membership payment	$412.50
E4951	03/09/2026	6619	Esperance Hockey Association	Community grant payment	$165,000.00
E4951	03/09/2026	6863	The Plant Supply Co.	Plant supply	$868.45
E4951	03/09/2026	7438	Independence Australia	Nursing supplies	$2,047.44
E4951	03/09/2026	7566	AF & SP Ridgway	Earthworks and plant hire	$40,293.00
E4951	03/09/2026	7801	Land Insights	Planning contract work	$9,299.42
E4951	03/09/2026	7803	Dr T W Pearn	Pre-employment checks	$440.00
E4951	03/09/2026	7945	Choices Flooring Esperance	Flooring supplies and installation	$2,033.51
E4951	03/09/2026	8024	C A Poole	Consignment sales	$48.00
E4951	03/09/2026	8361	Major Eggs - Lorraine Major	Consignment sales	$32.00
E4951	03/09/2026	8366	P J Farmilo	Reimbursement	$119.65
E4951	03/09/2026	8474	South East Fire and Safety	Test and tag services, training and education	$2,225.30
E4951	03/09/2026	8596	Frontline Fire and Rescue Equipment	Personal protective equipment	$7,245.12
E4951	03/09/2026	8643	Aquamonix Pty Limited	Reticulation supplies	$6,528.50
E4951	03/09/2026	8757	JB Hi-Fi Group Pty Ltd	Electronics supplies	$239.39
E4951	03/09/2026	8768	Central Regional Tafe	Training and education	$271.82
E4951	03/09/2026	8783	The Trustee for Recherche Medical	Pre-employment checks	$200.00
E4951	03/09/2026	8800	South Regional TAFE	Training and education	$817.90
E4951	03/09/2026	8914	Cleanaway Pty Ltd	Rubbish & recycling collections	$1,500.00
E4951	03/09/2026	8922	Herron Todd White (Western Australia)	Property services	$4,950.00
E4951	03/09/2026	8933	Aurelia's Ice Creamery and Cafe	Catering	$545.93
E4951	03/09/2026	8972	Dunn's Cleaning Service Pty Ltd	Cleaning services	$8,680.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4951	03/09/2026	8989	Envirolab Services (WA) Pty Ltd	Bore monitoring	$376.21
E4951	03/09/2026	9037	Ergolink	Ergonomic equipment	$1,833.31
E4951	03/09/2026	9147	Key Pest and Weed Control	Pest control	$440.00
E4951	03/09/2026	9163	Esperance Combined Tyres & Mechanical	Tyre services	$3,360.20
E4951	03/09/2026	9207	Datacom Systems (AU) Pty Ltd	Ergonomic equipment	$201.67
E4951	03/09/2026	9236	T Stewarts Engineering	Steel supplies and fabrication	$3,931.64
E4951	03/09/2026	9237	Esperance Metaland	Steel supplies and fabrication	$15.07
E4951	03/09/2026	9245	JLR Mechanical Contracting	Parts	$314.77
E4951	03/09/2026	9267	D M Robertson	Jackpot winnings	$150.00
E4951	03/09/2026	9307	South Metropolitan TAFE	Training and education	$81.10
E4951	03/09/2026	9330	Coastal Climate Choice Pty Ltd	Air conditioner servicing	$326.25
E4951	03/09/2026	9362	Lorraine Poulos & Associates Pty Limited	Consulting services	$2,697.00
E4951	03/09/2026	9414	Chadwick Mobile Auto Electrics	Electrical repairs	$582.00
E4951	03/09/2026	9415	J L Bell	Poster delivery	$400.00
E4951	03/09/2026	9473	Banksia Park Farm Eggs	Consumables	$70.00
E4951	03/09/2026	9503	EcoValley Honey - Winton Hughes Was	Consignment sales	$132.00
E4951	03/09/2026	9558	Mackenzies Electrical Service Pty Ltd	Electrical services	$3,334.65
E4951	03/09/2026	9639	Avon Waste	Rubbish & recycling collections	$44,342.07
E4951	03/09/2026	9649	MSA Bollards	Parking bollards	$5,286.83
E4951	03/09/2026	9838	Blue Haven Shell Studio Accommodation	Bookeasy sales - Accommodation	$301.00
E4951	03/09/2026	9894	Calibre Care Pty Ltd	Health care supplies	$532.00
E4951	03/09/2026	9946	Global Drone Solutions	Training and education	$23,076.00
E4951	03/09/2026	10130	Ultimate Detailing & Auto Glass	Community energy upgrades	$18,050.00
E4951	03/09/2026	10191	Silver Podiatry	Podiatry services	$180.00
E4951	03/09/2026	10192	Esperance Gutter Cleaning	Annual preventative maintenance	$2,270.12

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4951	03/09/2026	10218	D B Ambrose	Lawn and garden services - EHC	$562.50
E4951	03/09/2026	10268	White Sands Paving	Paving works	$4,650.00
E4951	03/09/2026	10269	Lite N' Easy Pty Ltd	Meal preparation and delivery - EHC	$1,584.35
E4951	03/09/2026	10352	C L Guthridge	Jackpot winnings	$150.00
E4951	03/09/2026	10416	J M Smith	Rent	$720.00
E4951	03/09/2026	10518	Townzies Turf and Gardens	Lawn and garden services - EHC	$222.75
E4951	03/09/2026	10570	Allied Forklifts Pty Ltd	Parts	$1,025.20
E4951	03/09/2026	10798	Live Life Alarms / Flight Plan Digital	Renewal payment	$90.00
E4951	03/09/2026	10848	Retravision Esperance - JAPMR Pty Ltd	Electronics	$126.00
E4951	03/09/2026	10859	Lister Electrical WA	Electrical services	$1,644.50
E4951	03/09/2026	10942	Thorp Realty Pty Ltd	Rent	$3,760.00
E4951	03/09/2026	10956	MBL Food & Packaging T/A South Coast Foods	Consumables	$3,063.66
E4951	03/09/2026	10964	Boulevard News Esperance	Subscription payment	$62.95
E4951	03/09/2026	11012	Esperance Fresh Food Pty Ltd T/A	Consumables	$151.07
E4951	03/09/2026	11058	Howat WA Pty Ltd T/A The Weed Terminator	Mulching and slashing services	$10,560.00
E4951	03/09/2026	11110	Esperance Outdoor Power Equipment	Engine	$9,474.00
E4951	03/09/2026	11115	APLOMB Occupational Therapy	Clinical support	$780.00
E4951	03/09/2026	11122	P A Clark	Reimbursement	$87.00
E4951	03/09/2026	11191	Bay Diversified Pty Ltd	Noxious weed management	$4,102.12
E4951	03/09/2026	11205	Sparkle Sisters Esperance	Event participation	$1,440.00
E4951	03/09/2026	11334	Laurens Larder	Catering	$419.65
E4951	03/09/2026	11356	Good Chat Designs	Consignment sales	$213.00
E4951	03/09/2026	11375	Hart Sport Australia Pty Ltd	Sporting equipment	$262.71
E4951	03/09/2026	11384	CNE Ag Innovations Pty Ltd	Parts	$1,278.50
E4951	03/09/2026	11401	Levi's Woodworking	Consignment sales	$19.20

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4951	03/09/2026	11405	Emperor's Garden Chinese Restaurant	Meals for volunteers - EHC	$59.50
E4951	03/09/2026	11431	Southern Suspension & 4x4 Centre	Parts & servicing	$2,951.86
E4951	03/09/2026	11439	Kath Guest t/as Heart of the Mallee	Consignment sales	$44.00
E4951	03/09/2026	11518	Mega Phones	Pendant monitoring - EHC	$192.50
E4951	03/09/2026	11556	K L Linden	Reimbursement	$252.00
E4951	03/09/2026	11588	Green Thumb Gardening Esperance	Gardening services	$44.00
E4951	03/09/2026	11659	Esperance Toy Library Incorporated	Community grant payment	$725.00
E4951	03/09/2026	11660	Cassie Wehrenberg	Consignment sales	$77.20
E4951	03/09/2026	11688	Work Metrics Pty Ltd	Subscription payment	$462.00
E4951	03/09/2026	11702	JTC Contracting	Site rehabilitation	$19,797.43
E4951	03/09/2026	11711	Supagas Pty Limited	Gas supplies	$165.00
E4951	03/09/2026	11779	J & S Castlehow Electrical Services	Electrical services	$9,080.50
E4951	03/09/2026	11816	The Pin Factory - Dynamic Gift Int Pty Ltd	Promotional materials	$1,013.31
E4951	03/09/2026	11836	Esperance Native Nursery	Plant supply	$11,550.00
E4951	03/09/2026	11839	Absolute Hot Water & Gas	Plumbing services	$5,325.63
E4951	03/09/2026	11844	Daniel Enterprises WA PTY LTD	Parts	$232.32
E4951	03/09/2026	11851	Pink Lake IGA	Consumables	$872.64
E4951	03/09/2026	11903	Showtime Australia Pty Ltd	Show payment	$13,676.30
E4951	03/09/2026	11944	Boharp T/as Esperance Plumbing Services	Plumbing services	$4,931.90
E4951	03/09/2026	12024	Esperance Bay & Districts CWA	Catering	$250.00
E4951	03/09/2026	12025	C L Oversby	Reimbursement	$131.00
E4951	03/09/2026	12039	Esperance Concrete & Pre-cast Pty Ltd	Concrete supplies	$17,370.26
E4951	03/09/2026	12053	Knowles Family Trust TA /JK HD	Trade labour	$8,602.00
E4951	03/09/2026	12059	David Meadley T/A Jake Meadley Imagery	Event photography	$500.00
E4951	03/09/2026	12060	Innes Electrical & Air	Annual preventative maintenance	$495.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4951	03/09/2026	12069	Salary Packaging Australia Pty Ltd	Novated lease payment	$43.50
E4951	03/09/2026	12074	LGIQ Pty Ltd	Audit, Risk & Improvement Committee	$770.00
E4951	03/09/2026	12156	Airport Pavement Engineering Specia	Engineering services	$32,560.00
E4951	03/09/2026	12175	Manjak Pty Ltd/TA Reframe WA Consulting	Training and education	$3,080.00
E4951	03/09/2026	12235	Pool Heating Solutions WA PTY LTD	Parts and repairs	$7,735.01
E4951	03/09/2026	12255	Luna Environmental	Environmental auditing services	$4,224.00
E4951	03/09/2026	12268	Ninety Five Theatre	Show payment	$3,500.00
E4951	03/09/2026	12280	Great Global Mend	Event participation	$330.00
E4951	03/09/2026	12283	Workmate Training Academy Pty Ltd	Training and education	$1,176.00
E4951	03/09/2026	12287	SJ Traffic Management Pty Ltd	Traffic management	$1,215.97
E4951	03/09/2026	12290	C M Robbins	Refund	$61.00
E4951	03/09/2026	12291	D E Farley	Refund	$1,000.00
E4951	03/09/2026	12293	C L Ferguson	Refund	$1,781.26
E4952	04/09/2026	5791	W J & F J Graham	Councillor payment	$1,987.05
E4952	04/09/2026	7543	G Harp	Councillor payment	$1,987.05
E4952	04/09/2026	9807	R G Chambers	Councillor payment	$6,172.09
E4952	04/09/2026	9808	J L Obourne	Councillor payment	$2,937.72
E4952	04/09/2026	10309	C T Davies	Councillor payment	$1,987.05
E4952	04/09/2026	10554	L P De Haas	Councillor payment	$1,987.05
E4952	04/09/2026	11322	G M Johnston	Councillor payment	$1,666.55
E4952	04/09/2026	11330	S Starcevich	Councillor payment	$2,693.98
E4952	04/09/2026	11978	G A McWilliam	Councillor payment	$1,987.05
E4953	08/09/2026	32	Australia Post	Postage	$3,989.91
E4953	08/09/2026	260	Horizon Power	Electricity charges	$47,454.31
E4953	08/09/2026	290	Telstra	Telephone charges	$4,441.95

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4953	08/09/2026	314	WA Treasury Corporation	Loan repayment	$67,671.10
E4953	08/09/2026	392	Water Corporation	Water usage charges	$2,503.69
E4953	08/09/2026	2562	Commonwealth Bank of Australia	Merchant fees	$9,528.70
E4953	08/09/2026	7576	Les Mills Asia Pacific	Subscription payment	$754.52
E4953	08/09/2026	8117	Foxtel Cable Television Pty Limited	Subscription payment	$155.00
E4953	08/09/2026	8784	Sheriff's Office, Perth	Fines enforcement fees	$90.50
E4953	08/09/2026	9321	Superchoice Services Pty Limited	Superannuation payment	$142,452.56
E4953	08/09/2026	9997	Sandwai Pty Ltd	Subscription payment	$2,405.70
E4953	08/09/2026	11364	Ezidebit Pty Ltd	Subscription payment	$1,515.15
E4954	10/09/2026	33	Australian Services Union (ASU)	Payroll deduction	$357.50
E4954	10/09/2026	140	Esperance Shire Staff Jackpot	Payroll deduction	$600.00
E4954	10/09/2026	154	LGRCEU	Payroll deduction	$132.00
E4954	10/09/2026	1963	Child Support Agency	Payroll deduction	$2,041.06
E4954	10/09/2026	4014	Australian Taxation Office	Payroll deduction	$331.16
E4954	10/09/2026	12126	Services Australia - Centrelink	Payroll deduction	$331.16
E4955	15/09/2026	11190	KnowBe4	Subscription payment	$30,098.88
E4956	17/09/2026	1	Australian Taxation Office	Payroll deduction	$193,675.00
E4956	17/09/2026	100	Landgate	Title searches	$400.50
E4956	17/09/2026	187	Ixom Operations Pty Ltd	Cylinder & gas charges	$2,951.61
E4956	17/09/2026	381	Optus Communications	CCTV charges	$59.99
E4956	17/09/2026	395	BOC Gases	Cylinder & gas charges	$701.95
E4956	17/09/2026	571	St John Ambulance Association in WA	First aid kit service	$89.45
E4956	17/09/2026	1040	Esperance Lotteries House Association	Rent	$1,132.44
E4956	17/09/2026	1189	Esperance Senior High School	Donation - 2026 Year Graduation Awards	$150.00
E4956	17/09/2026	1193	Gibson Bush Fire Brigade	Catering	$350.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4956	17/09/2026	1197	Six Mile Hill Bush Fire Brigade	Reimbursement	$94.01
E4956	17/09/2026	1215	Shire of Esperance Municipal Fund	Project retention	$47,172.15
E4956	17/09/2026	1245	Esperance Netball Association	Refund	$2,000.00
E4956	17/09/2026	1250	Hoeys Exhaust Centre	Parts	$292.50
E4956	17/09/2026	1260	Australian Institute of Building	Training books	$164.00
E4956	17/09/2026	1470	Express Yourself Printing Esperance	Printing and stationery	$215.00
E4956	17/09/2026	1550	Comfort Inn Bay of Isles	Bookeasy sales - Accommodation	$1,792.80
E4956	17/09/2026	1695	Bay of Isles Mini-Excavators	Septic and grease trap servicing	$1,650.00
E4956	17/09/2026	1791	Longy's General Welding	Parts and repairs	$3,625.05
E4956	17/09/2026	1863	Zipform Electronic Print & Mail	Rates notices 2026/27	$12,484.32
E4956	17/09/2026	2496	Professionals Esperance Real Estate	Rent	$4,880.00
E4956	17/09/2026	2763	Esperance Lock & Shoe Service	Key & lock supplies	$210.00
E4956	17/09/2026	2864	Esperance Christian Primary School	Donation - 2026 Year Graduation Awards	$9,350.00
E4956	17/09/2026	3364	Esperance Volunteer Fire and Rescue	Community grant funding	$3,000.00
E4956	17/09/2026	3484	Esperance Podiatry	Podiatry services - EHC	$1,200.00
E4956	17/09/2026	3533	Mike Henley Mechanical & Fabrication	Parts & servicing	$12,352.35
E4956	17/09/2026	3736	Easisalary Pty Ltd	Novated lease payment	$338.00
E4956	17/09/2026	3781	Escare Inc	Community grant funding	$2,750.00
E4956	17/09/2026	3797	LED Esperance	Electrical supplies	$215.69
E4956	17/09/2026	3835	WA Local Government Association	Training and education	$715.00
E4956	17/09/2026	4073	Cemeteries & Crematoria Association	Membership renewal	$130.00
E4956	17/09/2026	4398	Moby Marine	Parts and equipment	$68.00
E4956	17/09/2026	4947	Toll Ipec Pty Ltd	Freight costs	$594.66
E4956	17/09/2026	4989	Woolworths Group Limited*	Consumables	$1,120.60
E4956	17/09/2026	5042	Officeworks Business Direct	Stationery	$161.35

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4956	17/09/2026	5267	Hema Maps Pty Ltd	Maps and books for resale	$610.33
E4956	17/09/2026	5274	Davric Australia	Souvenirs for resale	$1,357.62
E4956	17/09/2026	5604	Esperance Milk Supply	Consumables	$119.60
E4956	17/09/2026	5767	Seek Limited	Advertising	$951.50
E4956	17/09/2026	6009	McLeods Barristers & Solicitors	Legal advice	$1,372.60
E4956	17/09/2026	6024	SeatAdvisor Pty Ltd	Ticket sale fees	$92.41
E4956	17/09/2026	6221	PFD Food Services Pty Ltd	Consumables	$827.20
E4956	17/09/2026	6358	Monkey Baa Theatre for Young People	Show payment	$685.76
E4956	17/09/2026	6495	MCM Protection Pty Ltd	Security services	$2,590.50
E4956	17/09/2026	6552	Esperance Bird and Animal Park	Bookeasy sales - Accommodation	$731.00
E4956	17/09/2026	7279	S L Dahmen	Jackpot winnings	$150.00
E4956	17/09/2026	7425	Esperance Cleaning Service	Cleaning services	$1,501.50
E4956	17/09/2026	7438	Independence Australia	Nursing products - EHC	$433.60
E4956	17/09/2026	7460	Auscoinswest	Souvenirs for resale	$508.75
E4956	17/09/2026	7657	A N Belworthy	Reimbursement	$501.35
E4956	17/09/2026	7703	Talis Consultants	Professional services	$6,435.00
E4956	17/09/2026	7801	Land Insights	Planning contract work	$5,276.72
E4956	17/09/2026	7803	Dr T W Pearn	Pre-employment checks	$440.00
E4956	17/09/2026	8227	Fulton Hogan Industries	Line marking	$24,148.54
E4956	17/09/2026	8347	Alstef Australia Pty Ltd	Parts and equipment	$526.52
E4956	17/09/2026	8497	The Print Shop Bunbury	Printing services	$1,592.80
E4956	17/09/2026	8544	Moore Australia (WA) Pty Ltd	Annual audit - Esperance Biosecurity Association	$1,870.00
E4956	17/09/2026	8643	Aquamonix Pty Limited	Reticulation supplies	$6,209.50
E4956	17/09/2026	8670	Jetmen Mbangani Pty Ltd	Pre-employment checks	$220.00
E4956	17/09/2026	8689	Esperance Bakery	Catering	$90.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4956	17/09/2026	8707	1Spatial Australia Pty Limited	Subscription payment	$38,500.00
E4956	17/09/2026	8717	Western Irrigation Pty Ltd	Storage tank installations	$92,608.48
E4956	17/09/2026	8721	A Plus Training Solutions Pty Ltd	Training and education	$13,125.00
E4956	17/09/2026	8757	JB Hi-Fi Group Pty Ltd	Electronics	$1,029.81
E4956	17/09/2026	8783	The Trustee for Recherche Medical	Pre-employment checks	$150.00
E4956	17/09/2026	8835	Sir Juice	Catering	$269.00
E4956	17/09/2026	8914	Cleanaway Pty Ltd	Rubbish & recycling collections	$2,264.45
E4956	17/09/2026	8955	Esperance Laundry and Linen (The	Laundry services	$171.50
E4956	17/09/2026	8972	Dunn's Cleaning Service Pty Ltd	Cleaning services	$27,819.55
E4956	17/09/2026	8989	Envirolab Services (WA) Pty Ltd	Bore monitoring	$911.68
E4956	17/09/2026	9147	Key Pest and Weed Control	Pest control	$2,772.00
E4956	17/09/2026	9163	Esperance Combined Tyres & Mechanical	Tyre services	$2,075.48
E4956	17/09/2026	9207	Datacom Systems (AU) Pty Ltd	Printing supplies	$752.93
E4956	17/09/2026	9218	Avantgarde Technologies Pty Ltd	Monthly fee	$3,893.56
E4956	17/09/2026	9237	Esperance Metaland	Steel supplies	$62.76
E4956	17/09/2026	9245	JLR Mechanical Contracting	Trade labour	$1,503.74
E4956	17/09/2026	9302	H & H Architects	Design services	$123,152.66
E4956	17/09/2026	9306	Drake-Brockman Building and	Construction works	$797,152.95
E4956	17/09/2026	9308	Florissons Home Furnishers	Furniture	$1,150.00
E4956	17/09/2026	9330	Coastal Climate Choice Pty Ltd	Airconditioning equipment and installation	$11,529.00
E4956	17/09/2026	9400	Rapid Global Nominee Pty Ltd	License fees	$3,960.00
E4956	17/09/2026	9430	Amberley Farm Pty Ltd & A.M Jones	Limestone purchase	$56,914.00
E4956	17/09/2026	9503	EcoValley Honey - Winton Hughes Wasey	Consignment sales	$164.80
E4956	17/09/2026	9531	Esperance Island Cruises	Bookeasy sales	$860.00
E4956	17/09/2026	9542	MCD Contracting Pty Ltd	Water cartage	$4,510.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4956	17/09/2026	9558	Mackenzies Electrical Service Pty Ltd	Electrical services	$2,723.44
E4956	17/09/2026	9639	Avon Waste	Rubbish & recycling collections	$90,661.59
E4956	17/09/2026	9642	Delnorth Pty Ltd	Signage	$4,542.40
E4956	17/09/2026	9674	Adventure Playgrounds Pty Ltd	Playground equipment	$12,133.00
E4956	17/09/2026	9838	Blue Haven Shell Studio Accommodation	Bookeasy sales - Accommodation	$451.50
E4956	17/09/2026	9913	Esperance Crane Hire	Crane hire	$792.00
E4956	17/09/2026	9976	Aviation ID Australia Pty Ltd	ASIC application	$543.95
E4956	17/09/2026	10142	R-Group International Pty Ltd	Teams phone package	$3,227.68
E4956	17/09/2026	10147	Kingspan Water & Energy Pty Ltd	Water tank equipment	$420.01
E4956	17/09/2026	10151	Lucky Bean Cafe	Catering	$781.50
E4956	17/09/2026	10269	Lite N' Easy Pty Ltd	Meal preparation and delivery - EHC	$1,074.41
E4956	17/09/2026	10309	C T Davies	Reimbursement	$36.12
E4956	17/09/2026	10365	Breakaway Esperance	Catering	$380.00
E4956	17/09/2026	10416	J M Smith	Rent	$720.00
E4956	17/09/2026	10518	Townzies Turf and Gardens	Lawn & garden services - EHC	$198.00
E4956	17/09/2026	10577	Roo Brew Pty Ltd T/A Lucky Bay Brewing	Bar stock	$657.87
E4956	17/09/2026	10649	Bitumen Distribution Pty Ltd	Bitumen emulsion	$28,160.00
E4956	17/09/2026	10735	Cabcharge Pty Ltd	Taxi charges	$220.83
E4956	17/09/2026	10783	The Esperance Accommodation	Bookeasy sales - Accommodation	$594.00
E4956	17/09/2026	10823	F G & S P Scapens	Rates prize draw	$625.00
E4956	17/09/2026	10836	Van Ryt Industries Pty Ltd	Park maintenance	$1,155.00
E4956	17/09/2026	10859	Lister Electrical WA	Electrical services	$2,758.24
E4956	17/09/2026	10942	Thorp Realty Pty Ltd	Rent	$3,760.00
E4956	17/09/2026	10956	MBL Food & Packaging T/A South Coast Foods	Consumables and cleaning supplies	$3,449.29
E4956	17/09/2026	10985	Rebecca Staunton Physiotherapy	Physiotherapy services - EHC	$2,491.50

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4956	17/09/2026	11045	Mathew Leigh Brenton T/A Grubs Contracting	Fencing works and materials	$22,383.59
E4956	17/09/2026	11053	David Macdermott T/A Mermaid Leather	Consignment sales	$39.96
E4956	17/09/2026	11058	Howat WA Pty Ltd T/A The Weed Terminator	Slashing and mulching services	$58,080.00
E4956	17/09/2026	11110	Esperance Outdoor Power Equipment	Parts	$158.40
E4956	17/09/2026	11121	G J Daniel	Rates Prize Draw	$625.00
E4956	17/09/2026	11191	Bay Diversified Pty Ltd	Spraying services	$2,546.80
E4956	17/09/2026	11316	BreezeConnect	Subscription payment	$48.50
E4956	17/09/2026	11356	Good Chat Designs	Consignment sales	$334.00
E4956	17/09/2026	11371	G M Mais	Reimbursement	$99.54
E4956	17/09/2026	11384	CNE Ag Innovations Pty Ltd	Parts	$1,942.56
E4956	17/09/2026	11401	Levi's Woodworking	Consignment sales	$37.60
E4956	17/09/2026	11413	Apex Building Contractors	Construction works	$145,700.44
E4956	17/09/2026	11431	Southern Suspension & 4x4 Centre	Parts and services	$4,090.90
E4956	17/09/2026	11439	Kath Guest t/as Heart of the Mallee	Consignment sales	$70.40
E4956	17/09/2026	11588	Green Thumb Gardening Esperance	Gardening services	$44.00
E4956	17/09/2026	11660	Cassie Wehrenberg	Consignment sales	$58.00
E4956	17/09/2026	11698	Bookeasy Australia Pty Ltd	Booking fees	$220.00
E4956	17/09/2026	11711	Supagas Pty Limited	Gas supplies	$912.54
E4956	17/09/2026	11718	Sonic HealthPlus	Pre-employment checks	$277.20
E4956	17/09/2026	11726	Renewable.bio	Wood chips	$7,368.90
E4956	17/09/2026	11815	Esperance Trophies & Laser Engraving	Plaque engraving	$130.20
E4956	17/09/2026	11839	Absolute Hot Water & Gas	Plumbing services	$7,750.57
E4956	17/09/2026	11844	Daniel Enterprises WA PTY LTD	Parts	$3,524.86
E4956	17/09/2026	11851	Pink Lake IGA	Kitchen consumables - EHC	$419.52
E4956	17/09/2026	11875	Celestial Nature	Consignment sales	$75.20

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4956	17/09/2026	11898	SEA Heavy Diesel Pty Ltd	Parts and servicing on brigade vehicles	$40,449.20
E4956	17/09/2026	11913	Madden Rural	Cement	$7,551.85
E4956	17/09/2026	11933	Good Little Things Esperance	Event participation	$1,547.00
E4956	17/09/2026	11944	Boharp T/as Esperance Plumbing Services	Plumbing services	$210.00
E4956	17/09/2026	11950	Esperance & Districts Glass PTY LTD	Glass reglazing	$775.50
E4956	17/09/2026	11991	Department of Local Government,	Building Services Levy August 2026	$10,040.32
E4956	17/09/2026	11996	Esperance Autos	One new light vehicle	$65,566.16
E4956	17/09/2026	12039	Esperance Concrete & Pre-cast Pty Ltd	Concrete	$13,511.85
E4956	17/09/2026	12053	Knowles Family Trust TA /JK HD	Trade labour	$8,412.25
E4956	17/09/2026	12069	Salary Packaging Australia Pty Ltd	Novated lease payment	$43.50
E4956	17/09/2026	12071	Australia Wide Investigations	Investigation of workplace grievance	$365.75
E4956	17/09/2026	12076	Esperance Monthly	Advertising	$1,144.00
E4956	17/09/2026	12079	Fat Zebra Pty Ltd	Monthly transaction fees	$318.56
E4956	17/09/2026	12095	Southern Arc Electrical Pty Ltd	Electrical services	$427.24
E4956	17/09/2026	12099	Salus WA Unit Trust atf Salus WA Pty Ltd	Return to work program services	$75.00
E4956	17/09/2026	12123	Moddex Group Pty Ltd	Sporting grounds handrails	$20,289.55
E4956	17/09/2026	12128	Paralogic Pty Ltd	Nursing products - EHC	$463.96
E4956	17/09/2026	12134	South East Contracting Pty Ltd	Building materials	$6,195.89
E4956	17/09/2026	12151	S C Black	Jackpot winnings	$150.00
E4956	17/09/2026	12157	Pragma Lawyers	Governance legal advice	$12,503.67
E4956	17/09/2026	12212	Topgrade Holdings Pty Ltd	Plant services	$393.80
E4956	17/09/2026	12217	Pipe Networks Pty Limited (Vocus)	Public Wi-Fi	$130.90
E4956	17/09/2026	12250	Welstand Services Pty Ltd	Traffic management	$907.72
E4956	17/09/2026	12255	Luna Environmental	Environmental auditing services	$2,084.50
E4956	17/09/2026	12278	Bigga Trees	Plant supply	$1,190.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4956	17/09/2026	12282	ComplyWest Pty Ltd T/A ComplyWest	Structural timber works	$2,640.00
E4956	17/09/2026	12287	SJ Traffic Management Pty Ltd	Traffic management	$1,764.35
E4956	17/09/2026	12299	Treasury and Finance Consolidated	Submission of unclaimed monies	$2,016.09
E4956	17/09/2026	12300	J A Balaba	Rates prize draw	$200.00
E4956	17/09/2026	12301	J A Whiting	Refund	$3,220.90
E4956	17/09/2026	12304	Terrell Nominees Pty Ltd	Refund	$21,669.70
E4956	17/09/2026	12305	P R Trotter	Rates prize draw	$1,500.00
E4956	17/09/2026	12307	Skylab Holdings Pty Ltd	Rates prize draw	$200.00
E4956	17/09/2026	12308	J H & K M Bott	Rates prize draw	$1,500.00
E4956	17/09/2026	12310	AMCS Australia Pty Ltd	License fees	$25,355.53
E4956	17/09/2026	12312	T P Quinn	Rates prize draw	$1,000.00
E4957	18/09/2026	9113	Exclaimer Ltd	License fee	$63.36
E4958	18/09/2026	260	Horizon Power	Electricity charges	$134.32
E4958	18/09/2026	392	Water Corporation	Water usage charges	$18.47
E4959	21/09/2026	325	Easton WJ & V	Hire of earthmoving plant	$20,653.05
E4959	21/09/2026	1469	Beachwind Enterprises Pty Ltd	Hire of earthmoving plant	$159,042.13
E4959	21/09/2026	6636	Esperance Earthworks Pty Ltd	Hire of earthmoving plant	$113,423.75
E4959	21/09/2026	7522	Jacka Trenching and Fencing	Traffic management	$7,455.25
E4959	21/09/2026	10615	Quaintrelle (WA) Pty Ltd T/A	Hire of street sweeper	$22,652.64
E4959	21/09/2026	11590	MLP Civil	Hire of earthmoving plant	$159,940.01
E4960	22/09/2026	260	Horizon Power	Electricity charges	$149,200.14
E4960	22/09/2026	290	Telstra	Telephone charges	$1,192.40
E4960	22/09/2026	314	WA Treasury Corporation	Loan repayment	$17,469.16
E4960	22/09/2026	2562	Commonwealth Bank of Australia	Merchant fees	$1,352.69
E4960	22/09/2026	8784	Sheriff's Office, Perth	Fines enforcement fees	$90.50

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4960	22/09/2026	9321	Superchoice Services Pty Limited	Superannuation payment	$145,939.73
E4960	22/09/2026	9997	Sandwai Pty Ltd	Subscription payment	$2,405.70
E4960	22/09/2026	11308	Fleetcare Pty Ltd	Lease payment	$2,580.01
E4960	22/09/2026	11364	Ezidebit Pty Ltd	Card transaction fees	$904.11
E4961	23/09/2026	26	Blackwoods Atkins	Parts & equipment	$3,880.35
E4961	23/09/2026	47	B E Stearne & Co Pty Ltd	Reticulation supplies	$1,862.40
E4961	23/09/2026	63	Bunnings Ltd*	Hardware	$8,900.79
E4961	23/09/2026	112	Esperance Ag Services	Parts & equipment	$1,802.66
E4961	23/09/2026	126	Esperance Electrical Service	Electrical services	$429.00
E4961	23/09/2026	287	Swans Veterinary Services	Veterinary services	$2,814.65
E4961	23/09/2026	323	Westrac Equipment Pty Ltd	Plant parts & repairs	$6,282.05
E4961	23/09/2026	410	Pink Lake Butchers	Consumables	$1,123.61
E4961	23/09/2026	571	St John Ambulance Association in WA	First aid supplies	$262.00
E4961	23/09/2026	707	Haslams	Protective clothing	$4,819.20
E4961	23/09/2026	867	Esperance Mobile Welding	Parts and repairs	$11,523.47
E4961	23/09/2026	1175	Benara Nurseries	Plant supplies	$1,166.65
E4961	23/09/2026	1259	South East Petroleum*	Fuel supplies	$150,129.31
E4961	23/09/2026	1307	Feature Paints	Paint supplies	$1,917.20
E4961	23/09/2026	1352	Southcoast Bearing & Industrial Supplies	Bearings & seals	$61.96
E4961	23/09/2026	1461	Kip & Steve's Mechanical Repairs	Parts	$4,796.90
E4961	23/09/2026	1485	Freight Lines Group	Freight charges	$15,290.30
E4961	23/09/2026	1575	GPC Asia Pacific Pty Ltd/Repco	Automotive supplies	$4,350.20
E4961	23/09/2026	1695	Bay of Isles Mini-Excavators	Plant hire	$350.00
E4961	23/09/2026	2122	Iplex Pipelines Australia P/L	Pipes	$41,716.44
E4961	23/09/2026	2188	Star Transport	Pavers & freight	$176.33

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4961	23/09/2026	2297	Major Motors Pty Ltd	Parts	$102.40
E4961	23/09/2026	2333	Winc Australia Pty Limited	Stationery	$1,761.70
E4961	23/09/2026	3227	Esperance Fire Services	Annual preventative maintenance	$1,060.38
E4961	23/09/2026	3533	Mike Henley Mechanical & Fabrication	Plant servicing	$2,419.90
E4961	23/09/2026	3683	Jtagz Pty Ltd	Animal registration tags	$125.40
E4961	23/09/2026	3774	Goodchild Enterprises	Batteries	$771.10
E4961	23/09/2026	3898	Tutt Bryant Equipment	Parts	$27.50
E4961	23/09/2026	4015	Captain Huon Motel	Accommodation for training	$600.00
E4961	23/09/2026	4210	Farm & General EOPP	Parts & equipment	$10,522.10
E4961	23/09/2026	4647	Marketforce - Omnicom	Advertising	$629.85
E4961	23/09/2026	4699	Esperance Care Services Inc	Event catering	$500.00
E4961	23/09/2026	4819	1st Esperance Scout Group	Community grant payment	$2,500.00
E4961	23/09/2026	4889	City of Albany	WA Library Consortium and license fees	$28,168.80
E4961	23/09/2026	4947	Toll Ipec Pty Ltd	Freight costs	$793.43
E4961	23/09/2026	4989	Woolworths Group Limited*	Consumables	$393.02
E4961	23/09/2026	5122	Domus Nursery	Plant supplies	$2,129.54
E4961	23/09/2026	5215	Public Transport Authority of Western Australia	TransWA - August 2026	$2,239.79
E4961	23/09/2026	5253	T-Quip	Parts	$529.20
E4961	23/09/2026	5604	Esperance Milk Supply	Consumables	$25.44
E4961	23/09/2026	5767	Seek Limited	Advertising	$2,508.00
E4961	23/09/2026	5908	Heatley Sales Pty Ltd	Parts	$775.02
E4961	23/09/2026	6183	Kleen West	Consumables and cleaning supplies	$3,599.79
E4961	23/09/2026	6221	PFD Food Services Pty Ltd	Consumables	$611.40
E4961	23/09/2026	6714	Holcim Pty Ltd	Aggregate & kerbmix supplies	$12,480.45
E4961	23/09/2026	6941	MJB Industries	Headwall and stormwater liners	$29,492.67

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4961	23/09/2026	7120	Esperance Volleyball Association Inc	Refund	$2,000.00
E4961	23/09/2026	7438	Independence Australia	Nursing products - EHC	$1,540.65
E4961	23/09/2026	7715	TD Contractors A/L Removal	Plant hire	$9,819.15
E4961	23/09/2026	8125	Certex Lifting Pty Ltd	Onsite inspection services	$4,400.00
E4961	23/09/2026	8581	Esperance Camping Galore T/A Barbeques Galore	Gas supplies	$150.00
E4961	23/09/2026	8643	Aquamonix Pty Limited	License fees	$52,055.25
E4961	23/09/2026	8800	South Regional TAFE	Training and education	$27.00
E4961	23/09/2026	8914	Cleanaway Pty Ltd	Rubbish & recycling collections	$1,000.00
E4961	23/09/2026	8924	L & SJ Hannett	Bee removal	$398.20
E4961	23/09/2026	8959	Topsigns	Signage	$4,340.60
E4961	23/09/2026	8972	Dunn's Cleaning Service Pty Ltd	Cleaning services	$3,189.40
E4961	23/09/2026	8989	Envirolab Services (WA) Pty Ltd	Bore monitoring	$1,562.44
E4961	23/09/2026	9006	Corsign WA Pty Ltd	Signage and traffic equipment	$14,510.65
E4961	23/09/2026	9022	AFGRI Equipment Australia Pty Ltd	Parts	$1,857.64
E4961	23/09/2026	9127	Unicare Health	Mobility equipment	$522.50
E4961	23/09/2026	9145	No Dig Equipment	Parts	$940.28
E4961	23/09/2026	9147	Key Pest and Weed Control	Pest control	$770.00
E4961	23/09/2026	9163	Esperance Combined Tyres & Mechanical	Tyre services	$2,330.00
E4961	23/09/2026	9188	Agwest Machinery	Parts	$168.03
E4961	23/09/2026	9189	Quatro Design Pty Ltd	Design services	$15,270.20
E4961	23/09/2026	9210	McIntosh & Son W.A.	Parts	$4,576.79
E4961	23/09/2026	9237	Esperance Metaland	Steel supplies	$62.52
E4961	23/09/2026	9238	Monjingup Farm Services	Windmill servicing and parts	$4,631.52
E4961	23/09/2026	9245	JLR Mechanical Contracting	Parts	$162.61
E4961	23/09/2026	9330	Coastal Climate Choice Pty Ltd	Airconditioning services and parts	$7,166.50

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4961	23/09/2026	9473	Banksia Park Farm Eggs	Consumables - EHC	$52.50
E4961	23/09/2026	9542	MCD Contracting Pty Ltd	Fire mitigation works	$1,270.69
E4961	23/09/2026	9574	Clarke & Stokes Agriservices Pty Ltd	Parts and equipment	$1,173.21
E4961	23/09/2026	9639	Avon Waste	Rubbish & recycling collections	$4,377.90
E4961	23/09/2026	9681	Wagner Spraytech Australia Pty Ltd	Parts	$77.62
E4961	23/09/2026	10218	D B Ambrose	Lawn services & gardening - EHC	$450.00
E4961	23/09/2026	10269	Lite N' Easy Pty Ltd	Meal preparation and delivery - EHC	$908.00
E4961	23/09/2026	10518	Townzies Turf and Gardens	Lawn & garden services - EHC	$74.25
E4961	23/09/2026	10701	Esperance Truck Pro Pty Ltd	Signage	$61.67
E4961	23/09/2026	10706	BGL Solutions Pty Ltd	Soil preparation	$7,656.00
E4961	23/09/2026	10888	Insculpo Pty Ltd T/A Sheridan's Badges	Name badges	$245.85
E4961	23/09/2026	10935	K M McAleese	Reimbursement	$56.00
E4961	23/09/2026	10956	MBL Food & Packaging T/A South Coast Foods	Consumables	$228.73
E4961	23/09/2026	10993	Etech WA Pty Ltd T/As Esperance	Electronics parts, maintenance and printing	$11,671.47
E4961	23/09/2026	11034	Cloud Eleven Esperance Pty Ltd	Catering	$650.80
E4961	23/09/2026	11045	Mathew Leigh Brenton T/A Grubs Contracting	Fencing works	$17,340.90
E4961	23/09/2026	11082	South East Petroleum - BFB Accounts	Fuel supplies	$793.67
E4961	23/09/2026	11167	South East Turf Solutions	Spraying services	$4,087.27
E4961	23/09/2026	11176	Tunstall Healthcare	Alarm monitoring - EHC	$62.60
E4961	23/09/2026	11191	Bay Diversified Pty Ltd	Spraying services	$4,111.03
E4961	23/09/2026	11211	Yungatha Pty Ltd	Bollards	$3,452.90
E4961	23/09/2026	11251	Niche Planning Studio Pty Ltd	Professional design and planning services	$15,702.50
E4961	23/09/2026	11298	Alcolizer Technology Pty Ltd	Onsite drug and alcohol screening	$2,036.29
E4961	23/09/2026	11329	Kinetic Communications and Mechanical	Parts and repairs	$1,548.00
E4961	23/09/2026	11431	Southern Suspension & 4x4 Centre	Parts and servicing	$1,596.73

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4961	23/09/2026	11459	R&J Batteries Pty Ltd	Batteries, cables & terminals	$1,034.00
E4961	23/09/2026	11711	Supagas Pty Limited	Gas supplies	$1,573.13
E4961	23/09/2026	11740	Kool Cones Esperance	Event catering	$1,000.00
E4961	23/09/2026	11803	OGTEC Australia PTY LTD	Myrup Waste Facility plant payment	$571,876.80
E4961	23/09/2026	11839	Absolute Hot Water & Gas	Plumbing services	$281.85
E4961	23/09/2026	11840	Powerplant Motorcycles	Parts and equipment	$1,318.35
E4961	23/09/2026	11844	Daniel Enterprises WA PTY LTD	Parts	$1,295.80
E4961	23/09/2026	11851	Pink Lake IGA	Consumables - EHC	$312.39
E4961	23/09/2026	11898	SEA Heavy Diesel Pty Ltd	Parts and labour	$4,104.70
E4961	23/09/2026	11944	Boharp T/as Esperance Plumbing Services	Plumbing services	$2,095.00
E4961	23/09/2026	11975	SCA Transport and Removals Pty Ltd	Library relocation	$9,251.00
E4961	23/09/2026	12039	Esperance Concrete & Pre-cast Pty Ltd	Concrete	$5,695.87
E4961	23/09/2026	12057	PTG Consulting Pty Ltd	Geotech investigation	$61,737.50
E4961	23/09/2026	12060	Innes Electrical & Air	Annual preventative maintenance	$495.00
E4961	23/09/2026	12069	Salary Packaging Australia Pty Ltd	Novated lease payment	$43.50
E4961	23/09/2026	12096	J Greasley	Rates prize draw	$625.00
E4961	23/09/2026	12128	Paralogic Pty Ltd	Nursing products - EHC	$463.96
E4961	23/09/2026	12185	Keto Pump Technology Services Pty Ltd	Booster pump remote control system	$64,991.74
E4961	23/09/2026	12289	Castletown Chemist	First aid supplies	$159.70
E4961	23/09/2026	12307	Skylab Holdings Pty Ltd	Rates prize draw	$200.00
E4961	23/09/2026	12313	L G Parsons	Rates prize draw	$1,500.00
E4961	23/09/2026	12314	G B & K R Tas	Rates prize draw	$1,000.00
E4962	25/09/2026	33	Australian Services Union (ASU)	Payroll deduction	$165.00
E4962	25/09/2026	140	Esperance Shire Staff Jackpot	Payroll deduction	$300.00
E4962	25/09/2026	154	LGRCEU	Payroll deduction	$66.00

Municipal Fund - EFT Payments

EFT Ref / Cheque No	Date	Creditor	Payee	Description	Amount
E4962	25/09/2026	1963	Child Support Agency	Payroll deduction	$960.83
E4962	25/09/2026	4014	Australian Taxation Office	Payroll deduction	$165.58
E4962	25/09/2026	12126	Services Australia - Centrelink	Payroll deduction	$165.58
E4963	25/09/2026	1330	The Cannery Arts Centre	Community grant payment	$57,200.00
E4963	25/09/2026	1469	Beachwind Enterprises Pty Ltd	Hire of earthmoving plant	$27,342.48
E4963	25/09/2026	2113	Banksia Medical and Health	Employment checks	$363.00
E4963	25/09/2026	4989	Woolworths Group Limited*	Consumables	$80.82
E4963	25/09/2026	5604	Esperance Milk Supply	Consumables	$34.36
E4963	25/09/2026	6009	McLeods Barristers & Solicitors	Legal advice	$2,147.20
E4963	25/09/2026	7425	Esperance Cleaning Service	Cleaning services	$7,007.00
E4963	25/09/2026	7500	Scope Training and Consultancy	Training and education	$3,560.00
E4963	25/09/2026	7679	G & B Haulage	Hire of earthmoving plant	$46,302.85
E4963	25/09/2026	8994	Information Proficiency	Support renewal payment	$110.00
E4963	25/09/2026	9531	Esperance Island Cruises	SCBA refills	$25.00
E4963	25/09/2026	10859	Lister Electrical WA	Electrical services	$651.22
E4963	25/09/2026	10956	MBL Food & Packaging T/A South Coast Foods	Cleaning supplies	$256.91
E4963	25/09/2026	11058	Howat WA Pty Ltd T/A The Weed Terminator	Mulching and slashing services	$22,000.00
E4963	25/09/2026	11554	Esperance Tjaltjraak Native Title	Community grant payment	$33,000.00
E4963	25/09/2026	11588	Green Thumb Gardening Esperance	Gardening services	$462.00
E4963	25/09/2026	12053	Knowles Family Trust TA /JK HD	Labour hire	$2,340.25
				Total Creditor payments made by EFT from Municipal Fund	**5,863,229.86**

*Purchasing card transactions - outlined further in purchasing card report

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 27/10/2026 for confirmation in respect to accounts already paid via credit cards.

DATE	CREDITOR	PARTICULARS	AMOUNT
28/08/2026	Dominos Esperance	Consumables for volunteers	$ 64.10
1/09/2026	Post Esperance	Working With Children Check	$ 87.00
1/09/2026	Woolworths	Voucher - Event participation	$ 200.00
4/09/2026	Downtown Espresso	Consumables	$ 31.50
9/09/2026	Dominos Esperance	Consumables for volunteers	$ 87.37
10/09/2026	Red Dot Stores Esperance	Event supplies	$ 63.92
10/09/2026	Liquor Barons	Bar stock - Civic Centre	$ 870.00
21/09/2026	Woolworths	Consumables for event	$ 55.90
27/08/2026	The Reject Shop	Consumables for Employment Expo	$ 72.50
2/09/2026	Indeed	Advertising vacancies	$ 331.47
3/09/2026	Esperance Motor Group	Parts	$ 10.25
17/09/2026	Uber	Travel expenses - Perth - LG Week	$ 40.49
19/09/2026	Uber	Travel expenses - Perth - LG Week	$ 65.28
27/08/2026	Down to Earth Adventure	Staff leaving gift	$ 100.00
1/09/2026	Local Government Professionals	Membership renewal	$ 560.00
2/09/2026	SP Keeler Hardware	Hardware	$ 89.97
11/09/2026	Post Esperance	Working With Children Check	$ 87.00
14/09/2026	SP Moasure	Parts and equipment	$ 2,359.50
18/09/2026	Department of Biodiversity	Flora license	$ 75.00
27/08/2026	REX	Flight charges - Perth - Conference	$ 67.82
27/08/2026	REX	Flights - Perth - Training	$ 544.57
27/08/2026	REX	Flight refund	-$ 530.00
27/08/2026	REX	Flight refund	-$ 530.00
1/09/2026	REX	Flight charges - Perth - Training	$ 45.21
1/09/2026	Vibe Hotel Subiaco	Accommodation & meals - Perth - Training	$ 520.17
1/09/2026	Joondalup City Hotel	Accommodation - Perth - Training	$ 842.45
2/09/2026	Woolworths	Catering	$ 67.03
5/09/2026	Dolphin Quay Apartments	Accommodation - Mandurah - Training	$ 1,036.00
5/09/2026	Dolphin Quay Apartments	Accommodation - Mandurah - Training	$ 1,036.00
9/09/2026	Wattle Grove Motel	Accommodation & meals - Perth - Training	$ 513.00
9/09/2026	Esperance Communications	Audio recording supplies	$ 69.00
12/09/2026	Wattle Grove Motel	Accommodation & meals - Perth - Training	$ 94.00
14/09/2026	REX	Flights - Perth - Training	$ 476.76
16/09/2026	REX	Flights - Perth - Training	$ 544.57
27/08/2026	Supercheap Auto	Water containers	$ 63.96
1/09/2026	GoDaddy	Subscription payment	$ 130.24
1/09/2026	GoFax	Subscription payment	$ 29.85
4/09/2026	Intuit	Subscription payment	$ 342.69
8/09/2026	Starlink Internet	Remote internet	$ 1,425.00
9/09/2026	Microsoft	Subscription payment	$ 1.88
9/09/2026	Notifyre	Subscription payment	$ 11.00
9/09/2026	Notifyre	Subscription payment	$ 22.00
11/09/2026	Planning Institute Australia	Advertising vacancies	$ 420.00
15/09/2026	Vend Pos	Subscription payment	$ 279.00
17/09/2026	Starlink Internet	Remote internet	$ 556.01
18/09/2026	CA ANZ	Membership renewal	$ 930.00
22/09/2026	Starlink Internet	Remote internet	$ 69.67
8/09/2026	Crown Promenade Perth	Accommodation - Perth - Conference	$ 523.96
10/09/2026	Crown Promenade Perth	Accommodation & meals - Perth - Training	$ 40.26
31/08/2026	Officeworks	Stationery	$ 68.70
2/09/2026	ALIA	Training registration	$ 460.00
3/09/2026	JCS Online	Subscription payment	$ 1,087.03
3/09/2026	Twilio Sendgrid	Subscription payment	$ 128.84
4/09/2026	MBL Food & Packaging	Catering	$ 149.42
4/09/2026	Woolworths	Catering	$ 17.75
4/09/2026	Woolworths	Catering	$ 55.57
31/08/2026	Esperance CCI	Conference registration	$ 197.31
22/09/2026	Big W Online	Community engagement supplies	$ 29.94

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 27/10/2026 for confirmation in respect to accounts already paid via credit cards.

DATE	CREDITOR	PARTICULARS	AMOUNT
24/09/2026	Landgate	Certificate of title	$ 33.90
27/08/2026	EZE Training	Training registration	$ 190.00
18/09/2026	EHA	Advertising vacancies	$ 220.00
27/08/2026	Transport WA Perth	NDIS Worker screening	$ 145.00
31/08/2026	SP OzBath	Client supplies	$ 209.97
2/09/2026	CVS Online Induction	Training and education	$ 77.50
3/09/2026	EB Aged Care Sustainability	Training and education	$ 132.88
8/09/2026	Kolor Kode	Stationery	$ 139.15
8/09/2026	Netflix	Subscription payment	$ 20.99
10/09/2026	Xero AU	Subscription payment	$ 78.00
3/09/2026	Shire of Esperance	Brigade waste services	$ 1,084.00
11/09/2026	Express Yourself Printing	Stationery	$ 65.00
11/09/2026	The Deli King	Catering	$ 61.20
11/09/2026	Woolworths	Catering	$ 234.47
12/09/2026	MBL Food & Packaging	Catering	$ 49.75
12/09/2026	Flickr Pty Ltd	Catering	$ 83.84
12/09/2026	Air Voice Supermarket	Catering	$ 29.11
18/09/2026	Woolworths	Catering	$ 204.68
19/09/2026	MBL Food & Packaging	Catering	$ 63.40
7/09/2026	Wex Australia	Fuel	$ 70.28
27/08/2026	Uber	Travel expenses - Perth - Conference	$ 46.42
27/08/2026	Quay Perth	Accommodation & meals - Perth - Conference	$ 756.90
28/08/2026	Quay Perth	Accommodation & meals - Perth - Conference	$ 1,030.88
28/08/2026	Quay Perth	Accommodation & meals - Perth - Conference	$ 1,060.61
28/08/2026	Quay Perth	Accommodation & meals - Perth - Conference	$ 974.47
28/08/2026	Quay Perth	Accommodation & meals - Perth - Conference	$ 1,064.99
28/08/2026	Uber	Travel expenses - Perth - Conference	$ 43.63
31/08/2026	Facebook	Advertising	$ 6.60
16/09/2026	Uber	Travel expenses - Perth - Training & Conferences	$ 17.93
17/09/2026	Uber	Travel expenses - Perth - Training & Conferences	$ 12.44
18/09/2026	Uber	Travel expenses - Perth - Training & Conferences	$ 39.90
19/09/2026	Ibis Styles Perth	Accommodation & meals - Perth - Training	$ 1,189.50
19/09/2026	Uber	Travel expenses - Perth - Training & Conferences	$ 43.52
21/09/2026	Uber	Travel expenses - Perth - Training & Conferences	$ 39.19
21/09/2026	REX	Flights - Perth - Training	$ 469.37
21/09/2026	Dog Rock Motel Albany	Accommodation and meals - Albany - Training	$ 2,672.30
22/09/2026	SocialPilot	Advertising	$ 82.02
		Total Credit Card Purchases 27/08/2026 - 24/09/2026	**$ 29,831.70**

SHIRE OF ESPERANCE

PURCHASING CARDS PAYMENT LISTING

List of accounts due by Council submitted to the Ordinary Council Meeting held on 27/10/2026 for confirmation in respect to accounts already paid via purchasing cards, as summarised in Payment of Accounts Listing.

DATE	CREDITOR	PARTICULARS	AMOUNT
03/08/2026	Bunnings Ltd	Hardware	$ 138.73
04/08/2026	Bunnings Ltd	Hardware	$ 85.52
04/08/2026	Bunnings Ltd	Hardware	$ 73.15
04/08/2026	Bunnings Ltd	Hardware	$ 45.10
04/08/2026	Bunnings Ltd	Hardware	$ 97.20
05/08/2026	Bunnings Ltd	Hardware	$ 88.80
05/08/2026	Bunnings Ltd	Hardware	$ 77.48
06/08/2026	Bunnings Ltd	Hardware	$ 116.91
06/08/2026	Bunnings Ltd	Hardware	$ 20.49
06/08/2026	Bunnings Ltd	Hardware	$ 15.18
07/08/2026	Bunnings Ltd	Hardware	$ 61.62
10/08/2026	Bunnings Ltd	Hardware	$ 49.20
10/08/2026	Bunnings Ltd	Hardware	$ 21.36
11/08/2026	Bunnings Ltd	Hardware	$ 41.24
11/08/2026	Bunnings Ltd	Hardware	$ 104.49
11/08/2026	Bunnings Ltd	Hardware	$ 53.07
11/08/2026	Bunnings Ltd	Hardware	$ 38.57
11/08/2026	Bunnings Ltd	Hardware	$ 52.70
11/08/2026	Bunnings Ltd	Hardware	$ 24.66
12/08/2026	Bunnings Ltd	Hardware	$ 70.47
12/08/2026	Bunnings Ltd	Hardware	$ 284.05
12/08/2026	Bunnings Ltd	Hardware	$ 141.55
12/08/2026	Bunnings Ltd	Hardware	$ 32.05
12/08/2026	Bunnings Ltd	Hardware	$ 37.90
12/08/2026	Bunnings Ltd	Hardware	$ 27.60
12/08/2026	Bunnings Ltd	Hardware	$ 196.39
12/08/2026	Bunnings Ltd	Hardware	$ 42.22
13/08/2026	Bunnings Ltd	Hardware	$ 85.67
13/08/2026	Bunnings Ltd	Hardware	$ 45.27
13/08/2026	Bunnings Ltd	Hardware	$ 17.90
14/08/2026	Bunnings Ltd	Hardware	$ 8.56
17/08/2026	Bunnings Ltd	Hardware	-$ 199.00
17/08/2026	Bunnings Ltd	Hardware	$ 1,367.00
17/08/2026	Bunnings Ltd	Hardware	$ 331.85
17/08/2026	Bunnings Ltd	Hardware	$ 8.25
17/08/2026	Bunnings Ltd	Hardware	$ 128.26
17/08/2026	Bunnings Ltd	Hardware	$ 21.55
17/08/2026	Bunnings Ltd	Hardware	$ 17.78
17/08/2026	Bunnings Ltd	Hardware	$ 85.19
18/08/2026	Bunnings Ltd	Hardware	$ 14.80
18/08/2026	Bunnings Ltd	Hardware	$ 40.84
18/08/2026	Bunnings Ltd	Hardware	$ 7.85
18/08/2026	Bunnings Ltd	Hardware	$ 73.02
18/08/2026	Bunnings Ltd	Hardware	$ 304.00
19/08/2026	Bunnings Ltd	Hardware	$ 15.68
19/08/2026	Bunnings Ltd	Hardware	$ 10.16
19/08/2026	Bunnings Ltd	Hardware	$ 15.99
20/08/2026	Bunnings Ltd	Hardware	$ 546.00
20/08/2026	Bunnings Ltd	Hardware	$ 95.00
20/08/2026	Bunnings Ltd	Hardware	$ 55.00
20/08/2026	Bunnings Ltd	Hardware	$ 47.42
20/08/2026	Bunnings Ltd	Hardware	$ 49.95
20/08/2026	Bunnings Ltd	Hardware	$ 81.41
20/08/2026	Bunnings Ltd	Hardware	$ 30.72
21/08/2026	Bunnings Ltd	Hardware	$ 30.16

SHIRE OF ESPERANCE

PURCHASING CARDS PAYMENT LISTING

List of accounts due by Council submitted to the Ordinary Council Meeting held on 27/10/2026 for confirmation in respect to accounts already paid via purchasing cards, as summarised in Payment of Accounts Listing.

DATE	CREDITOR	PARTICULARS	AMOUNT
21/08/2026	Bunnings Ltd	Hardware	$ 14.92
24/08/2026	Bunnings Ltd	Hardware	$ 1,432.88
25/08/2026	Bunnings Ltd	Hardware	$ 100.00
25/08/2026	Bunnings Ltd	Hardware	$ 49.42
25/08/2026	Bunnings Ltd	Hardware	$ 199.00
25/08/2026	Bunnings Ltd	Hardware	$ 106.19
25/08/2026	Bunnings Ltd	Hardware	$ 24.60
25/08/2026	Bunnings Ltd	Hardware	$ 15.28
26/08/2026	Bunnings Ltd	Hardware	$ 145.44
26/08/2026	Bunnings Ltd	Hardware	$ 104.70
27/08/2026	Bunnings Ltd	Hardware	$ 25.48
27/08/2026	Bunnings Ltd	Hardware	$ 12.75
27/08/2026	Bunnings Ltd	Hardware	$ 111.06
28/08/2026	Bunnings Ltd	Hardware	$ 146.64
31/08/2026	Bunnings Ltd	Hardware	$ 869.25
31/08/2026	Bunnings Ltd	Hardware	$ 21.92
31/08/2026	Bunnings Ltd	Hardware	$ 271.24
31/08/2026	Bunnings Ltd	Hardware	$ 24.72
31/08/2026	Bunnings Ltd	Hardware	$ 116.80
17/09/2026	Bunnings Ltd	Hardware	-$ 265.48
26/08/2026	Red Dot Stores	Promotional supplies	$ 15.99
03/08/2026	South East Petroleum	Fuel supplies	$ 16,373.02
05/08/2026	South East Petroleum	Fuel supplies	$ 17,340.40
06/08/2026	South East Petroleum	Fuel supplies	$ 2,044.21
07/08/2026	South East Petroleum	Fuel supplies	$ 4,906.88
11/08/2026	South East Petroleum	Fuel supplies	$ 9,203.34
12/08/2026	South East Petroleum	Fuel supplies	$ 17,348.10
12/08/2026	South East Petroleum	Fuel supplies	$ 2,218.33
13/08/2026	South East Petroleum	Fuel supplies	$ 3,283.28
14/08/2026	South East Petroleum	Fuel supplies	$ 8,879.52
18/08/2026	South East Petroleum	Fuel supplies	$ 17,097.85
19/08/2026	South East Petroleum	Fuel supplies	$ 2,400.79
21/08/2026	South East Petroleum	Fuel supplies	$ 14,747.50
26/08/2026	South East Petroleum	Fuel supplies	$ 20,211.11
26/08/2026	South East Petroleum	Fuel supplies	$ 2,410.35
27/08/2026	South East Petroleum	Fuel supplies	$ 6,200.98
31/08/2026	South East Petroleum	Fuel supplies	$ 334.44
31/08/2026	South East Petroleum	Fuel supplies	$ 793.67
17/08/2026	Woolworths	Consumables & supplies	$ 6.00
18/08/2026	Woolworths	Consumables & supplies	$ 225.55
18/08/2026	Woolworths	Consumables & supplies	$ 136.53
19/08/2026	Woolworths	Consumables & supplies	$ 75.65
19/08/2026	Woolworths	Consumables & supplies	$ 102.95
19/08/2026	Woolworths	Consumables & supplies	$ 88.30
20/08/2026	Woolworths	Consumables & supplies	$ 26.50
21/08/2026	Woolworths	Consumables & supplies	$ 121.70
21/08/2026	Woolworths	Consumables & supplies	$ 30.20
24/08/2026	Woolworths	Consumables & supplies	$ 3.55
25/08/2026	Woolworths	Consumables & supplies	$ 95.90
25/08/2026	Woolworths	Consumables & supplies	$ 74.36
26/08/2026	Woolworths	Consumables & supplies	$ 20.60
26/08/2026	Woolworths	Consumables & supplies	$ 70.59
27/08/2026	Woolworths	Consumables & supplies	$ 247.20
27/08/2026	Woolworths	Consumables & supplies	$ 28.20
31/08/2026	Woolworths	Consumables & supplies	$ 80.82

SHIRE OF ESPERANCE

PURCHASING CARDS PAYMENT LISTING

List of accounts due by Council submitted to the Ordinary Council Meeting held on 27/10/2026 for confirmation in respect to accounts already paid via purchasing cards, as summarised in Payment of Accounts Listing.

DATE	CREDITOR	PARTICULARS	AMOUNT
01/09/2026	Woolworths	Consumables & supplies	$ 10.05
01/09/2026	Woolworths	Consumables & supplies	$ 60.00
01/09/2026	Woolworths	Consumables & supplies	$ 38.30
01/09/2026	Woolworths	Consumables & supplies	$ 103.70
01/09/2026	Woolworths	Consumables & supplies	$ 161.85
02/09/2026	Woolworths	Consumables & supplies	$ 193.40
03/09/2026	Woolworths	Consumables & supplies	$ 43.15
07/09/2026	Woolworths	Consumables & supplies	$ 32.40
08/09/2026	Woolworths	Consumables & supplies	$ 121.45
08/09/2026	Woolworths	Consumables & supplies	$ 75.15
08/09/2026	Woolworths	Consumables & supplies	$ 18.30
11/09/2026	Woolworths	Consumables & supplies	$ 135.79
11/09/2026	Woolworths	Consumables & supplies	$ 65.30
11/09/2026	Woolworths	Consumables & supplies	$ 94.55
11/09/2026	Woolworths	Consumables & supplies	$ 193.50
11/09/2026	Woolworths	Consumables & supplies	$ 210.00
14/09/2026	Woolworths	Consumables & supplies	$ 19.80
15/09/2026	Woolworths	Consumables & supplies	$ 53.60
16/09/2026	Woolworths	Consumables & supplies	$ 171.20
16/09/2026	Woolworths	Consumables & supplies	$ 17.80
18/09/2026	Woolworths	Consumables & supplies	$ 24.90
19/09/2026	Woolworths	Consumables & supplies	$ 43.33
			$ 158,032.67

Item: 12.3.4

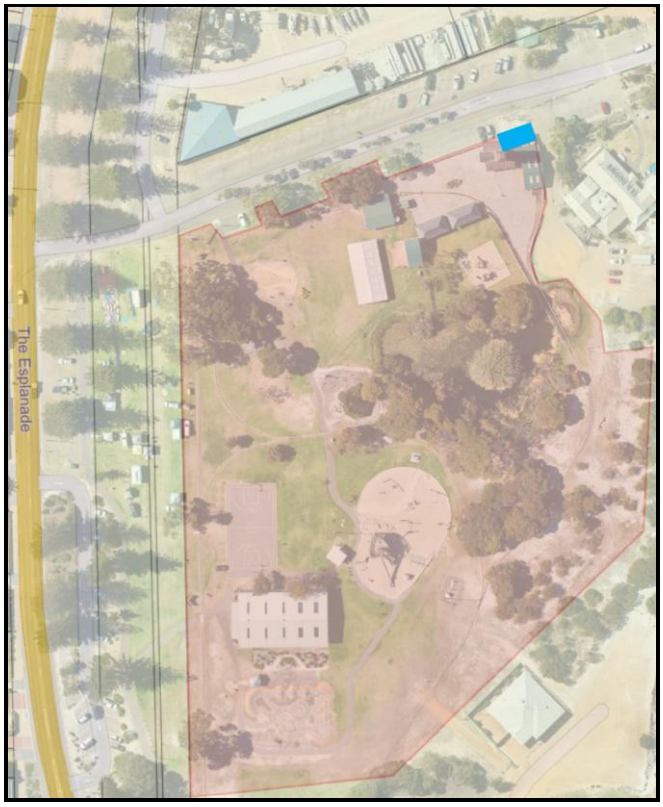
Licence Request - Portion Lot 1027 The Esplanade

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

File Ref: D26/31489

Applicant
Southern Ports Authority
Esperance Miniature Railway Society

Location/Address
Portion Lot 1027 The Esplanade, Esperance, Reserve



Executive Summary
For Council to consider a licence with Southern Ports Authority and sub-licence with Esperance Miniature Railway Society for an additional portion of Lot 1027 The Esplanade, Esperance.

Recommendation in Brief
That Council enters a licence with the Southern Ports Authority and sub-licence with Esperance Miniature Railway Society (Society) for the additional portion of Lot 1027 The Esplanade, Esperance, to allow the Society to complete the clocktower verandah works.

Background
The Shire of Esperance currently leases a portion of Lot 1027 The Esplanade from Southern Ports Authority (SPA), as shown as red in the above image.

The Shire has a sub-licence with the Society for a portion of this area, for their ticket office, storage sheds, railway track and clock tower.

The Society wish to construct the final section of the clocktower verandah, however this currently falls outside of the Shire's lease area with SPA, so a licence has been proposed to allow for the construction to proceed.

Officer's Comment
There was previously an in-ground fuel tank located in this area, which is why it was not included within the Shire's lease area. The fuel tank has now been decommissioned, and we are working with SPA to adjust the lease area to encompass this area, along with some other adjustments.

This process is expected to take some time, due to surveying timeframes and approval processes.

The Society has received building approval and wish to finalise their construction as soon as possible. SPA has confirmed that an agreement would be required over the area before construction can commence and suggested a licence mechanism as that approval process is much quicker than the lease arrangement approach.

It is proposed that a licence be entered into with SPA, and a sub-licence with the Society, to allow for these works to be completed while we continue to work through the lease area plan adjustment process.

SPA has confirmed the licence term would be 12 months, or until the new Adventureland Park lease is executed. The licence will incur an annual fee of $11, which will be on-charged to the Society.

We recommend that the licence preparation fee of $165 that would normally be charged to the Society be waived in this instance, as their existing licence will be amended once the new lease area has been finalised between the Shire and SPA. At this time, a licence preparation fee would be charged to adjust the arrangement.

Alternative Considerations
The alternative option would be to not approve the licence and wait for the new lease to be finalised, however this would significantly delay the construction works for the Society.

Consultation
Southern Ports Authority
Esperance Miniature Railway Society

Financial Implications
Annual licence fee of $11, to be charged to the Shire and on-charged to the Society
Licence preparation fee of $165 to be waived for the Society

Asset Management Implications
Nil – land only licence, all construction and maintenance of the clocktower is the responsibility of the Society.

Statutory Implications
Local Government Act 1995 - Section 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 2. Community Health and Wellbeing
Objective 2.2. Increase participation in sport and recreation activities.

Environmental Considerations
Nil

Attachments
A⇩. Confirmation of Licence - Southern Ports Authority
B⇩. Confirmation of Licence - Miniature Railway Society

Officer's Recommendation

That Council

1. **Enter into a licence with Southern Ports Authority for portion of Lot 1027 The Esplanade subject to –**
   a) **Licence term being 12 months;**
   b) **Annual licence fee of $11 inc GST; and**
   c) **Terms and conditions being as negotiated with Southern Ports Authority.**
2. **Enter into a sub-licence with Esperance Miniature Railway Society for portion of Lot 1027 The Esplanade, subject to –**
   a) **Southern Ports Authority approval;**
   b) **Licence term being 12 months;**
   c) **Annual licence fee of $11 inc GST;**
   d) **Licence preparation fee of $165 inc GST to be waived; and**
   e) **Terms and conditions being aligned with the head licence between Shire of Esperance and Southern Ports Authority.**

Voting Requirement Simple Majority

Archived: Thursday, 8 October 2026 9:25:55 AM
From: [redacted]
Sent: Tuesday, 22 September 2026 1:34:07 PM
To: Corporate Support Sarah Walsh
Cc: [redacted]
Subject: RE: Adventureland Park Clocktower Works Query
Importance: Normal
Sensitivity: None

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

\ri100OFFICIAL

Hi Sarah thank you. The licence fee would be $10.00 plus GST.

Kind Regards

Leroy Amprimo

Specialist – Property and Regulatory Licensing

Southern Ports

Albany – Bunbury – Esperance

Level 4, 679 Murray St, West Perth, WA, 6005

PO Box 1049, West Perth, WA, 6872

M: [redacted]

E: [redacted] **W:** southernports.com.au

From: Corporate Support
Sent: Tuesday, 22 September 2026 11:56 am
To: [redacted]
Cc: [redacted]
Subject: RE: Adventureland Park Clocktower Works Query

\cbpat11CAUTION: This email originated from outside of Southern Ports. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Thanks Leroy,

Are you able to please confirm if there would be any costs involved for the licence arrangement?

As noted, we will need to put this to Council for their decision, however I can't see there being any major concerns.

Kind regards,

Sarah Walsh

\itap9Corporate Support
\itap9

\itap10(08) 9071 0603\itap10 |\itap10esperance.wa.gov.au
\itap977 Windich Street, Esperance, WA 6450 |\itap9PO Box 507

\itap8Follow us on Facebook, Instagram, Twitter, Linkedin, or sign up for updates



From: [redacted]
Sent: Tuesday, 22 September 2026 9:17 AM
To: Corporate Support <CorporateSupport@esperance.wa.gov.au>; [redacted]
Cc: [redacted]
Subject: RE: Adventureland Park Clocktower Works Query

\cbpat4[Caution: External Email] This email was sent from outside the organisation - be cautious, particularly with links and attachments.

\qc\ri100\sb100OFFICIAL

\sb100

Hi Sarah,

Confirming our discussion this morning, Southern Ports is proposing to prepare a short-term Licence with the Shire for the clocktower veranda extension.

The Licence would be for a 12-month term, or until the new Adventureland Park lease is executed, whichever occurs first.

Could you please advise whether the Shire is agreeable to this approach.

Cheers and regards,

Kind Regards

Leroy Amprimo

Specialist – Property and Regulatory Licensing

Archived: Thursday, 8 October 2026 9:26:33 AM
From: [redacted]
Mail received time: Fri, 25 Sep 2026 00:27:42
Sent: Fri, 25 Sep 2026 08:27:28
To: Corporate Support
Subject: Esp Miniature Railway Clocktower Verandah Update
Importance: Normal
Sensitivity: None

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

Good morning, Sarah

Thank you for your phone call and email yesterday. Your help in the matter of the clocktower verandah update is really appreciated.

Yes, the Miniature Railway wants to enter into a temporary sub-license for the area in question to allow the works to be finalised.

We understand that the sub-license will be in place until the Lease between the Shire and Southern Port Authority can be adjusted to incorporate this area.

Thank you again for your help

Regards

Louise Gray

Secretary

Esperance Miniature Railway Society

12.4 EXECUTIVE SERVICES

Item: 12.4.1

2027 Agenda Briefing and Ordinary Council Meeting Dates

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

File Ref: D26/30345

Applicant
Internal

Executive Summary
For Council to accept the proposed dates for the Agenda Briefing Session and Ordinary Council Meeting for 2027 as attached.

Recommendation in Brief
That Council agrees to the attached schedule of Agenda Briefing Session and Ordinary Council Meeting dates for 2027.

Background
Each year Council endorses proposed Agenda Briefing and Ordinary Council Meeting (OCM) dates for the following year which allows for public advertisement as per section 5.25(1)(g) of the *Local Government Act 1995* and 12(1) of the *Local Government Regulations 1996*.

Officer's Comment
Council meets on the third Tuesday of every month at 1pm for an Agenda Briefing Session and on the fourth Tuesday of every month at 4pm for the OCM. It is recommended that the practice continues with the exception of the January and December meetings, in order to accommodate for Australia Day and the festive season. It is proposed that the January OCM be held on the 27th and the December Agenda Briefing and OCM be held 7th and 14th December 2027.

The September 2026 OCM was held at the Cascade Community Hall and was reasonably well attended by members of the community. In line with Council's ongoing commitment to accessibility and community engagement, it is recommended that the September 2027 OCM be held at another rural townsite to continue providing opportunities for rural residents to participate.

Below is a summary of the rural locations that have hosted Council meetings over the past seven years:

2020	Cascade
2021	Condingup
2022	Salmon Gums
2023	Gibson
2024	Grass Patch
2025	Scaddan
2026	Cascade

Alternative Considerations
Alternatively, Council may choose to hold the Agenda Briefing Sessions and Ordinary Council Meetings on a different day and time.

Financial Implications
Nil

Asset Management Implications
Nil

Statutory Implications
Under Section 5.25(1)(g) of the *Local Government Act 1995* and 12(1) of the *Local Government Regulations 1996* Council must give public notice of the date and agenda for Council meetings.

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
A⇩. 2027 Agenda Briefing Session and Ordinary Council Meeting Dates

Officer's Recommendation

That Council:

1. **Agree to holding an Agenda Briefing at 1pm on the third Tuesday of every month commencing January 2027, with the following exception;**
   - **The December briefing, which will be moved to the 7th**
2. **Agree to the attached schedule of Ordinary Council Meeting dates, commencing at 4pm from January 2027 until December 2027, with the following exceptions;**
   - **The January Ordinary Council Meeting which will be moved the 27th**
   - **The December Ordinary Council Meeting, which will be moved to the 14th**
3. **Agree to hold the September Ordinary Council Meeting at _____, and**
4. **Request the Chief Executive Officer to undertake all statutory advertising in this regard.**

Voting Requirement Simple Majority

Agenda Briefing Sessions & Ordinary Council Meeting Dates

January - December 2027

Agenda Briefing Session	Ordinary Council Meeting
19 January	27 January
16 February	23 February
16 March	23 March
20 April	27 April
18 May	25 May
15 June	22 June
20 July	27 July
17 August	24 August
21 September	28 September
19 October	26 October
16 November	23 November
7 December	14 December

Item: 12.4.2

Information Bulletin - October 2026

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

File Ref: D26/30994

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 - October 2026
B⇩. Council Priorities Summary – Corporate Performance – September 2026

Officer's Recommendation

That Council accepts:

1. **Information Bulletin – October 2026**
2. **Council Priorities Summary – Corporate Performance – September 2026**

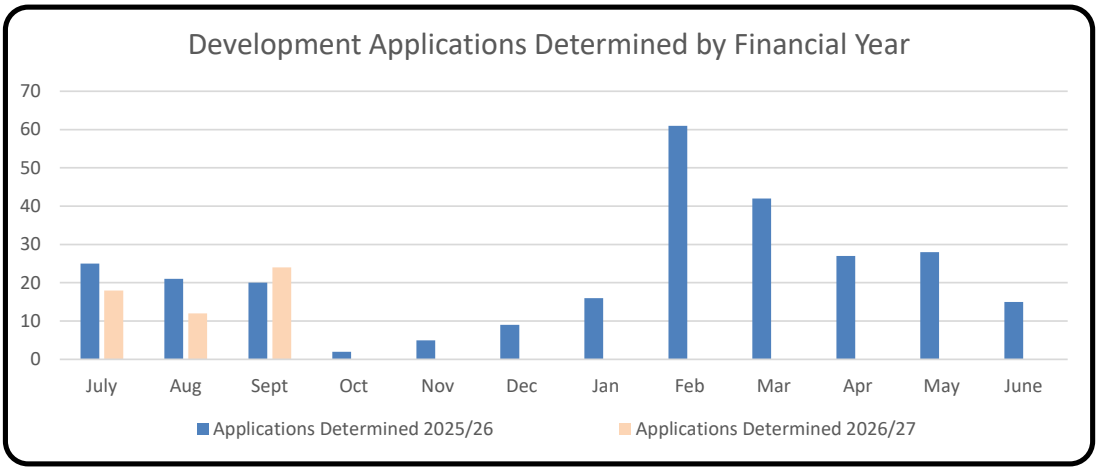
Voting Requirement Simple Majority

INFORMATION BULLETIN

ORDINARY COUNCIL MEETING

October 2026

Development Services Approvals – September 2026

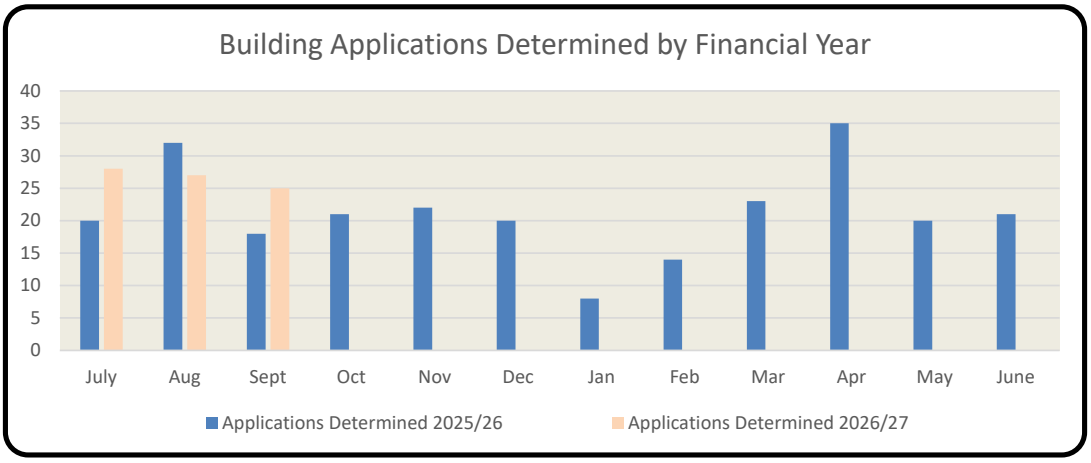


Property	Proposal
40 Easton Road CASTLETOWN	Amendment – Grouped Dwelling
18 Thistle Avenue BANDY CREEK	Dwelling – Single House
53 Magnolia Crescent CASTLETOWN	Carport
23 Twilight Beach Road WEST BEACH	Dwelling – Alterations/Additions
50 Norseman Road CHADWICK	Industrial Building – Storage Shed
7 Norseman Road CASTLETOWN	Warehouse / Storage
4 Laurel Court WEST BEACH	Holiday House
35 Emily Street ESPERANCE	Ancillary Dwelling, Shed & Retaining Wall
6 Daphne Street CASTLETOWN	Enclosed Outdoor Living Area & Carport
2 Peppermint Grove WEST BEACH	Outbuilding (Shed) & Retaining Wall
5 Tchan Street NULSEN	Home Business - Cancelled
21 Dempster Street ESPERANCE	Holiday House
30 Gull Street ESPERANCE	Holiday House
17 North Road CASTLETOWN	Holiday House
772 Eleven-Mile Beach Road PINK LAKE	Outbuilding (Shed) & Carport
5 Woods Street CHADWICK	Retaining Wall & Earthworks
10 Tribune Parade BANDY CREEK	Dwelling – Single House
4 Lacy Way BANDY CREEK	Dwelling – Single House
14 Tribune Parade BANDY CREEK	Dwelling – Single House
8 Lacy Way BANDY CREEK	Dwelling – Single House
6 Amelia Circuit WEST BEACH	Carport
6 Corry Street ESPERANCE	Outbuilding (Shed x2) & Retaining Wall
83 Burton Road CASTLETOWN	Dwelling – Single House, Carport & Shed - Exempt
82 Easton Road CASTLETOWN	Dwelling – Alterations/Additions - Exempt

Specific Comments relating to Monthly Statistics

Planning Services continues to experience strong demand for its services and is managing workloads within statutory timeframes. The recent appointment to the vacant Planning Officer position is expected to enhance team capacity and support the ongoing delivery of efficient and responsive services to internal and external stakeholders.

Building Services Approvals – September 2026

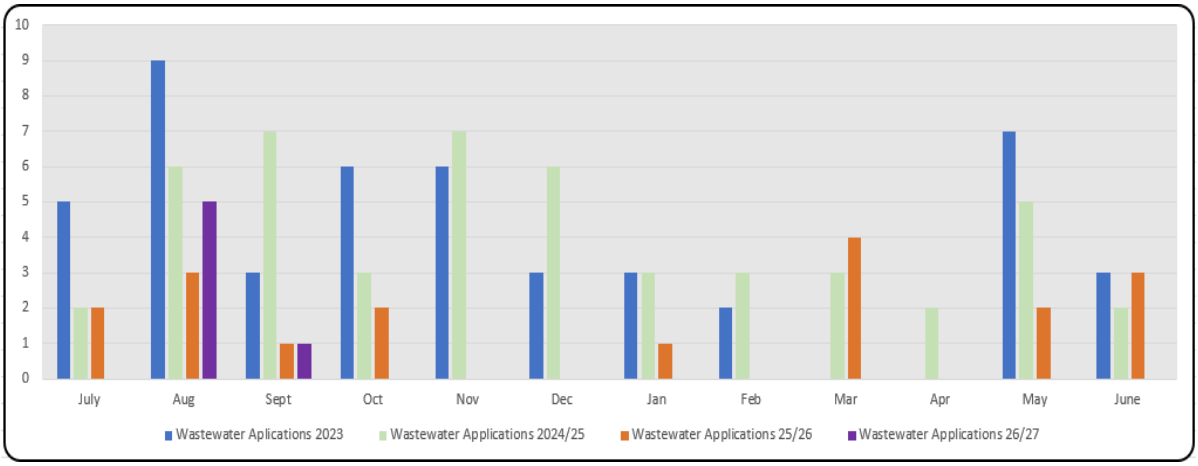


Property	Proposal	Values ($)
Lot: 66 Pln:415322 Bandy Creek Road BANDY CREEK	Occupancy Permit – Storage Building (Class 7b) Lean-to Addition 48.5m2	0
Lot: 1276 Pln: 214253 Griffiths Road CASCADE	Modular Dwelling with Alfresco and Verandah 253m2	743,919.00
Lot: 1885 Pln: 171656 Myrup Road MYRUP	Stage 3 – Material Recovery Facility and Waste Transfer Station	0
Lot: 1017 Pln: 400374 2 Wickham Close CASTLETOWN	Shed 64m2	45,000.00
Lot: 60 Pln: 13851 89 Rowse Street NULSEN	Shed 30m2	19,900.00
Lot:247 Pln: 230346 Doney Road SALMON GUMS	Occupancy Permit – Farm Shed (Class 7b) 324m2	0
Lot: 841 Pln: 50940 2 Monet Ave CASTLETOWN	Single Dwelling with Alfresco, Verandahs and Associated Retaining 347m2	500,000.00
S/L: 2 S/P: 18187 7B Nugent Street CASTLETOWN	Shed 60m2	18,000.00
Lot: 285 Pln: 69443 5 Hillier Avenue BANDY CREEK	Swimming Pool & Associated Fencing	81,076.00
Lot: 4 Pln: 9200 14 Travers Avenue NULSEN	Shed	19,500.00
Lot: 165 Pln: 13534 3 Albany Close WEST BEACH	Above Ground Swimming Pool 12m2	32,990.00
Lot: 387 Pln: 209753 3 Black Street ESPERANCE	Internal Alterations to Existing Church	10,000.00
Lot: 416 Pln: 209760 3 Paine Road NULSEN	Demolition of Chlorine Shed – Toilet Block & Concrete Sump - Asbestos	20,000.00

Property	Proposal	Values ($)
Lot: 128 Pln: 9489 5 Stevens Place CASTLETOWN	Shed Conversion to Ancillary Dwelling	16,200.00
Lot: 1 D: 48030 404 South Coast Highway MONJINGUP	Alterations to Existing Dwelling 66m2	200,000.00
Lot: 247 Pln: 13534 26 Walker Street WEST BEACH	Timber Framed Carport 43.55m2	30,000.00
Lot: 24 Pln: 424995 14 Hillier Avenue BANDY CREEK	Dwelling with Attached Garage & Alfresco 200m2	476,933.00
Lot: 18 Pln: 9425 84 Pink Lake Road SINCLAIR	Fitout to Existing Shop Including Accessible Toilet	20,000.00
Lot: 315 Pln: 13885 31 Adelaide Street WEST BEACH	Shed 130m2	65,000.00
Lot: 734 Pln: 181767 152 Burton Road CASTLETOWN	Carport 34m2	16,000.00
Lot 8 D: 72228 274 South Coast Highway CHADWICK	Patio Addition to Existing Shed 113m2	24,000.00
Lot: 1281 Pln: 214251 Grass Patch Road CASCADE	Grain & Fertiliser Storage Shed 1764m2 (Class 7b)	704,073.00
Lot 16 D: 30743 12 Taylor Street ESPERANCE	Retaining Wall	15,000.00
Lot: 168 Pln: 219804 Sutcliffe Street CONDINGUP	Demolition of Groundsman Shed 54m2 (Condi Sports Grounds)	6,500.00
Lot: 12 Pln: 2260 7 Johns Street SINCLAIR	UNAUTHORISED – Patio Addition	15,000.00
	Total	**$3,079,091.00**

Specific Comments relating to Monthly Statistics
Currently there are 48 Building Permit applications awaiting technical assessments, Development Approval, or waiting for further information to be provided.
5 x Class 1a Dwelling Permits (incl Alterations/Additions) were issued in September 2026 – with a value of $1,937,052.00

Health Services Applications – September 2026



Specific Comments relating to Environmental Health Activities in September

- EHOS attended a Mosquito Management course ran by the Department of Health in Mandurah. The topics covered state of the art trapping techniques, technologies and emerging science.

Council Plan Summary

September 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 been sending relevant data for analysis by Stewart Brown during this month.	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.		Manager Development Services
2.2.1.	Support Esperance Hockey Association with synthetic pitch development project.	The remaining kerbing a concrete works currently in progress.	Director Asset Management
2.2.2	Provide a third soccer pitch at the Greater Sports Ground	Installation of the reticulation currently inprogress.	Director Asset Management
2.2.3.	Develop a gym redesign concept plan for the Bay of Isles Leisure Centre.	Waiting on concept designs.	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.	Additional Ranger microchipping training is scheduled for late October, supporting future event delivery capacity. Planning is underway with the Coordinator Ranger Services to determine whether the existing grant opportunity can supplement the proposed event and support follow-up animal welfare services.	Manager Ranger & Emergency Services

Action Code	Action Name	Comments	Responsible Officer Position
		A meeting with Swan's Vet is proposed for 16 October to confirm interest, delivery capacity and standardised fees. The outcome will inform whether an application is submitted to the DPIRD Animal Welfare Grant Program (2027/28) to support low-cost microchipping, registration and sterilisation services. Any assistance with Shire registration fees, including a possible event-specific fee waiver, are being considered separately.	
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 State Cat Act reform continues to be monitored. The Bill has passed the Legislative Assembly and remains before the Legislative Council. If enacted, it will provide authority for local governments to introduce full or conditional cat containment requirements, including curfews and requirements for containment or under effective control while away from their home premises. The Shire's existing Cat Local Law already addresses nuisance and cat prohibited areas. Initial review and consultation will focus on the appropriate scope of any additional containment requirements, sensitive area controls, and the impact implementation will have on the Community, and Shire application. Benchmarking remains limited while State model local law and guidance are developed. Council briefing and community engagement options will follow once the final framework is available.	Manager Ranger & Emergency Services
3.2.3.	Complete proposed improvements to Wildcherry Dog Park, including lighting and dog agility equipment.	Due to commence 2027/2028	Manager Parks & Environment

Action Code	Action Name	Comments	Responsible Officer Position
3.3.1.	Partner with traditional custodians to develop a cultural burning trial program.	Progress this reporting period was limited while the Manager Ranger & Emergency Services and Bushfire Risk Mitigation Coordinator were on leave. Further internal engagement and scoping are still required to clarify governance arrangements and the Shire's approach before further engagement with ETNTAC and consideration of a cultural burning trial.	Manager Ranger & Emergency Services
3.3.2.	Review the Bushfire Risk Management Plan.	The Bushfire Risk Management Plan (BRMP) content has been finalised following consultation with landholders, stakeholder agencies, Bush Fire Brigade volunteers and the Bush Fire Advisory Committee. Remaining work is limited to formatting, targeted content reduction and incorporation of supporting visuals. The final version is scheduled to be provided to the CEO for endorsement by 21 October, allowing one week to address any feedback before Office of Bushfire Risk Management (OBRM) submission, targeted for 28 October ahead of the deadline. OBRM review is expected to take at least four weeks following submission. Subject to OBRM endorsement and no material amendments, the BRMP will be scheduled for Council approval at the December or January OCM, depending on the review timeframe and agenda deadlines.	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.	More clarifications sent through to DWER regarding the project funding applications.	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.	Continued to advocate for the upgrade sewerage treatment upgrade.	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. Onsite investigation into contaminated site completed, awaiting testing results.	Manager Projects and Buildings

Business as Usual

Action Code	Action Name	Comments	Responsible Officer Position
BAU1.1.1	Community Development	Ongoing.	Community Development & Events Manager
BAU1.1.2	Esperance Home Care	This first quarter of the year is seeing a downturn in the number of service hours undertaken by our support staff. We have had a number of our long term clients leave us and are finding that although we have more clients joining they are not using as many service hours. This is partly due to the funding being insufficient to support similar service hours as previously provided. We are anecdotally finding that we have less referrals at the present time. I have never kept stats on this but could look at this to see if there is a trend. Lower hours and constant change does wear thin on staff and we are finding that what might have been a	Manager Aged Care & Disability Services

Action Code	Action Name	Comments	Responsible Officer Position
		small issue is becoming the straw that breaks. All areas of the department are feeling this - alongside the cost of living pressures that are impacting many. Providers are being painted as the cause of Support at Home issues and this is difficult to carry when we have no control over the overall issues with the system and no apparent way to advocate. The Manager is attending a Government run conference in October - it will be interesting to see if we get listened to there.	
BAU1.1.3	Bay of Isles Leisure Centre		Manager Recreation and Culture
BAU1.1.4	Esperance Civic Centre	Civic Centre Bookings and Attendees for this Quarter: DPIRD x2- 55 Melbourne International Comedy Festival- 200 Morning Melodies x2- 60 Winter Wonderland- approx. 4000 Hellfire String Ensemble x7- 70 AgCommunicators Training- 25 SEPWA EFOM Information Morning x2-150 Esperance Christian Family x7- 400, Michael Jackson Tribute Show- 303 Wongutha Caps Ball- 100 Shore Break- 12 ESHS School Production- approx 600 across the week and 2 performances Hellfire Hot Sauce- 2 Sweet Caroline Tour- 276 RAC Road Smart Event ~ 200 EACS Founders Day- ~350	Civic Centre Coordinator

Action Code	Action Name	Comments	Responsible Officer Position
		Comedy Gold- 70 EDFA Hepburn Medal- 270 Converge Welcome Dinner- 60, and Conference- 120 SOE Managers, Supervisors and Coordinators Meeting- 50 FIFO (Performance)- 36 Sounds of Esperance- Schools Concert- 300, Evening Concert x2- 800 Stitch in Time Youth Health Forum- 300 Djilba Wildflower Festival- ~2140 across 5 days 16 bookings were in the Reception Room, 7 in the Foyer, 1 in the Commercial Kitchen and 16 in the Auditorium. Morning Melodies were held twice this quarter with 33 attendees in July and 27 in August. There was no Morning Melodies held in September as Sounds of Esperance was held and free entry was offered to the schools concert for the usual Morning Melodies audience. The Civic Centre supported this year's SoE Winter Wonderland Event and the Djilba Wilflower Festival across the whole complex, the latter running for 5 days and both were free events open to the public (venue and staff in kind for the Wildflower Festival). The venue and staff were also provided in kind for Converge Esperance and Sounds of Esperance.	

BAU1.1.5	Esperance Public Library	The quarter started with an influx of community members seeking assistance with the State Government's fuel subsidy program. To date the Library has supported 886 claims, mostly distributing the claim forms. The census in August also saw increased enquiries and we hosted a Census pop-up information session. In August our librarians attended a 2-day SPARK industry conference and attended the meeting and AGM for Public Libraries WA and also met with State Library WA (SLWA) staff and explored the SLWA community languages collection. We also hosted the third and final visit of Professor Philip Hider of Charles Sturt University who is researching 'The Role of a Public Library in a changing Rural Australia'. Esperance is one of six rural libraries involved in the research. The quarter was dominated by our relocation to the Noel White Building. Preparations included planning the layout of the collection, technology and library spaces as well as the back-of-house functions. We hosted two 'Farewell to Windich St Library' events in our final week: a morning tea for volunteers, staff and ex-staff and a community afternoon tea and activities. The relocation was a mammoth undertaking by local trades and Shire Staff including all the Library staff. It was a huge team effort to relocate with the library only closing for a two-week period. Many Library services were kept functioning for the duration of the closure including our JP service, fuel payment forms, daily	Library & Culture Coordinator

		newspapers and the Home Library service. We also manned a Library enquiries desk and printing service for 2 hours each weekday at the Shire admin reception area. The move also meant we took delivery of upgraded public PC's and now have 3 operational PC's for community use. The Princh program was installed on them which has allowed greater scope for self-service and self-payment. Staffing changes also allowed us to re-visit our opening times to coincide with our move. Once we re-opened we commenced opening from 10am until 3pm on Saturdays (it had been 9am until noon). This change was based upon visitor demand. The two-hour increase of opening hours allows us to now meet the SLWA expectation of a Tier One Library being open for 40 hours per week under the Tiered Model Framework.	
BAU1.1.6	Esperance Museum	Volunteer support for front-of-house operations remained generally adequate throughout the quarter. However, volunteer availability fluctuated considerably, resulting in a significant number of roster amendments. A total of 26 roster changes occurred during the quarter, with seventeen of these changes occurred in September alone. The high number of late roster changes placed additional pressure on staff resources, requiring increased coordination and coverage to maintain public opening hours and visitor services. The Museum welcomed five school group visits during September, providing students with opportunities to engage with local history, heritage and collection-based	Cultural Officer

		learning activities. Preparation for the Museum's 50th anniversary in October progressed significantly during the quarter, with a strong focus on community participation and content development. The 50 Voices for 50 Years oral history project was launched and promoted across the community. Nominations were received, interviews scheduled, and recording commenced. To date, 20 community members and 8 volunteer interviews have been conducted. While the project has required a substantial commitment of staff time and resources, it has generated valuable content and strengthened the Museum's local history collection. Preparations were also completed for the 50 Things exhibition, which was installed ahead of the October school holidays as part of the 50th anniversary program. The exhibition showcases a diverse selection of objects that reflect the stories, people and experiences that have shaped Esperance over the past 50 years. In addition, the You've Got Mail: Esperance 2076 community letter-writing project was established and promoted. The initiative encourages participants to share stories, memories and hopes for the future, creating a time capsule for future generations.	
BAU1.1.7	Volunteer Resource Centre	We locked in a new venue (Esperance Lotteries House) and have been gearing up for the move. Staff have minimised what we store at the Library, relying on our Noel White space for the interim to ensure a speedy move once we receive the keys. It is peak reporting time so the Coordinator has been busy collating stats for the Department of Communities.	Volunteer Resource Centre Coordinator

BAU1.1.8	Esperance Skate Park	Budget to rewire and replace the lights included this year.	Director Asset Management
BAU1.1.9	Ranger Services	Ranger Services received 276 customer requests during the reporting period. Animal management matters accounted for 206 requests, or 75% of demand, including 88 roaming dog reports. Additional request types presenting with higher volume included 24 illegal dumping reports, 15 local-law and regulatory matters, and 10 fire-hazard matters. A total of five unauthorised camping complaints were received, reflecting observed visitor numbers and an increased community awareness. Ranger recruitment is continuing, with nine candidates interviewed for the full-time Ranger position, with an approval to recruit for seasonal assistants commencing October to support compliance during the summer camping period. The risk-based firebreak inspection program has commenced, with 166 properties allocated to Rangers, and 26 inspections completed in the first week, representing 10% of last year's total inspection volume. Further firebreak-module enhancements are progressing to improve allocation, field inspections, evidence capture and reporting. The DPIRD Animal Welfare Grant was acquitted for the period. Booking requests for supported services significantly exceeded available places, demonstrating strong community demand. Planning for the next grant round will consider an increased allocation to reflect the service volume.	Manager Ranger & Emergency Services

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 restoration programs have been completed.	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 further updates at this time.	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, and key stakeholders are currently being consulted.	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 - awaiting approvals, material procurement complete, engineer engaged for roof assessments then proceed to building permit for commercial premises. Installs at residential properties commenced, commercial properties to follow once BA approved. Low E tinting - Installation at Depot & Home Care buildings complete, BOILC in progress, Senior Citz and Admin to follow.	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 main sheds has been issued, construction on these will start shortly. A tender for the fire suppression system to cover these buildings will be released shortly.	Director Asset Management

Action Code	Action Name	Comments	Responsible Officer Position
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

Business as Usual

Action Code	Action Name	Comments	Responsible Officer Position
BAU2.1.1	Waste Management	N/A	Manager Sustainability & Resource Recovery
BAU2.1.2	Environmental Health		Manager Development Services
BAU2.1.3	Emergency Services	This period, Emergency Services maintained operational response duties and commenced seasonal preparedness, recording 14 incidents during the quarter, including crash and fire-related events. The team also supported the Ranger team through providing advice relating to DPIRD's Level 2 H5 avian influenza response, surveillance, reporting and local coordination. Preparations for the fire season included officer appointments, permit and compliance arrangements, volunteer training, and fleet, equipment and facility checks. The online Permit to Burn portal is operational on the Shire's website, and digital fault and servicing reports are being developed. Broader mitigation activities included addressing outstanding firebreak compliance matters, the River	Manager Ranger & Emergency Services

Action Code	Action Name	Comments	Responsible Officer Position
		Road, Cascade prescribed burn, and ongoing engagement with DevelopmentWA on suitable firebreak and access improvements near local infrastructure. Emergency Services staff further provided risk data across the Shire district to support the initial planning of Ranger Services' seasonal firebreak inspection program. Brigade engagement remained consistent, including updates on facility works that remain underway. The proposed Starlink rollout is nearing completion for the year, with a continued focus on improving volunteer safety, and strengthening communication in remote locations. The fuel-supply disruption reported in March 2026 continues to be monitored, although the flow-on effect on local contractors cannot yet be fully assessed. Recruitment of administrative support and drafting of a Cooking, Campfire and Recreational Fire Policy requested by brigades will progress in coming months.	

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.		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.	A tender for the construction of Flinders Estate Stage 3 will be released shortly.	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.	No further update with Development WA continuing their investigation works and business case development for the Sims St property.	Chief Executive Officer
6.2.1.	Develop a Council briefing item to consider fees and charges for homes used for	This work will be included with the next review of the Long-Term Financial Plan.	Director Corporate and Community Services

Action Code	Action Name	Comments	Responsible Officer Position
	commercial purposes and short-term rentals.		
6.2.2	Construct key worker accommodation on Council Place to create 20 new dwellings to help attract and retain essential workers	No further update and seeking Council direction with further progressing project.	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 have been completed.	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
7.3.2.	Replace Civic Centre auditorium tiers and seating as they approach the end of their useful life.	Awaiting design concept from consultant.	Manager Projects and Buildings

Action Code	Action Name	Comments	Responsible Officer Position
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.	Draft compiled for Castletown, data collection continues for other localities. Slow point design options under consideration.	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	CBH have removed pine trees at the entrance to Shark Lake CBH site to improve access and sight. Future improvements to the intersection are planned.	Chief Executive Officer

Action Code	Action Name	Comments	Responsible Officer Position
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.	Ongoing as resources allow.	Manager Asset Operations
8.2.1.	Design and construct the Harbour Road shared path between Shelden Road and Norseman Road.	Design complete. 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. Active Transport Fund grant application submitted.	Manager Asset Development
8.2.4	Deliver safety measures, such as refuge islands, to improve pedestrian crossings on The Esplanade.	Ongoing as resources allow.	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.	Design adopted, implementation to be in line with operations schedule.	Manager Asset Development
8.3.2	Provide Forrest Street road and streetscape upgrades to improve access to parking.	First on street construction stage nearing completion.	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	Redesign currently in progress, with the supplementary Geotech complete and the asphalt test inprogress.	Director Asset Management

Action Code	Action Name	Comments	Responsible Officer Position
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

Business as Usual

Action Code	Action Name	Comments	Responsible Officer Position
BAU3.1.1	Esperance Cemetery	Masterplan works are continuing.	Director Asset Management
BAU3.1.2	Fleet Management and Fixed Plant	Acquisition process commencing.	Manager Asset Operations
BAU3.1.3	Development		Manager Development Services
BAU3.1.4	Building Maintenance	Building Maintenance annual maintenance program progressing.	Manager Projects and Buildings
BAU3.1.5	Asset Management	Currently reviewing quality of asset data.	Manager Asset Development
BAU3.1.6	Managed Parks and Reserves	Parks and Reserves maintenance programs were delivered based on schedules, budgets and priorities. A focus has been on high priority sites such as a the foreshore, the CBD, coastal reserves and priority public open space and preparing sporting fields for sports programs.	Manager Parks & Environment
BAU3.1.7	Roads, Drains and Footpaths	BAU. Low staff levels are concerning.	Manager Asset Operations

Action Code	Action Name	Comments	Responsible Officer Position
BAU3.1.8	Airport	CCTV and new carpark complete. Discussions with stakeholders about potential new RFDS transfer station. DTMI Aviation Community Consultation Group meeting held 15/9/26 with REX airlines presenting. Overall new ownership and company tracking well although fuel prices impacting financial operations significantly. New main runway design work progressing well.	Manager Economic Development
BAU3.1.9	Drafting and Surveying	Drafting and Surveying continues.	Manager Asset Development
BAU3.1.10	Land and Property		Manager Development Services
BAU3.1.11	Depot and Stores	BAU. Interview for Depot admin officer 5/8/26	Manager Asset Operations
BAU3.1.12	Transport Licensing	Licensing has suffered from unexpected staff shortages due to leave. The team are handling it well and pulling together to ensure we have as much cover as possible.	Manager Financial Services

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.	No further update with Development WA continuing their investigation works and business case development for the Sims St property.	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	Installation of the Welcome to Esperance statements will be undertaken in the next month.	Director Asset Management
9.2.2	Implement the Tourism Signage Strategy to promote local attractions while ensuring easy movement around key destinations	Site locations being marked ready for sign installation.	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.		Director External Services
9.2.4	Review the tourism management partnership with Australian Golden Outback.	Governance review in progress and expect to have draft report end of October.	Manager Economic Development
9.2.5.	Partner with Esperance Sculpture Trail Inc. to develop the Esperance Sculpture Trail.	FORM are currently going through their EOI process to select artist to deliver the Sculptures.	Director Asset Management
9.3.1	Advocate for urgent upgrades and a rebuild of Esperance Senior High School	No further updates.	Chief Executive Officer

Action Code	Action Name	Comments	Responsible Officer Position
9.3.2	Advocate for a university learning hub	Goldfields Esperance Development Commission 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

Business as Usual

Action Code	Action Name	Comments	Responsible Officer Position
BAU4.1.3	Town Centre Development	Rope barriers around the roundabout have been installed.	Director Asset Management
BAU4.1.4	Esperance Visitor Centre	Staff capability was strengthened through the Visitor Centre Training Academy, website backend training and practical Microsoft Teams roster management. Online engagement improved through ongoing responses to three to five-star reviews and encouraging local operators to establish Australian Tourism Data Warehouse listings for the upcoming Visit Esperance website. Familiarisation visits to Fraser Range Station, Kepwari Trail, Monjingup Lake and key locations along the route to Norseman expanded staff knowledge and supported regional visitor recommendations. Stakeholder relationships were maintained through engagement with	Visitor Centre Coordinator

Action Code	Action Name	Comments	Responsible Officer Position
		Yirri Grove, tourism brochure stock audits and coordination with subscribing organisations and neighbouring visitor centres. Winter hours continued during a decline in visitation, with normal weekday closing at 5 pm resuming after the September long weekend.	

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 continuing to review 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 with the review of the core ERP.	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

Business as Usual

Action Code	Action Name	Comments	Responsible Officer Position
BAU5.1.1	Governance	HR policies have been finalised. Trading in Thoroughfares policy review has also been completed. CAR was put to Audit Committee, Council and finalised with the Department. Activities Amendment Local Law has been finalised, and standing orders local law review was completed with no changes required. Delegation documentation for staff has been sent, and bush fire control officer documentation is expected to be sent in October. Risk Register review has been deferred due to extraordinary election required following councillor resignation in August. Election to be held 3 December 2026, with nominations open between 13-20 October.	Governance & Corporate Support Coordinator
BAU5.1.2	Corporate Support	Quarterly uniform orders were processed. Review of Governance & Corporate Support intranet page was completed, with additional pages being created and adjustments to our main page. Information from the recent Pulse training was included into the Corporate Reporting page. Requested training from IT for how to manage our documents on the intranet. Document	Governance & Corporate Support Coordinator

Action Code	Action Name	Comments	Responsible Officer Position
		control survey questions and refresher training presentation have been drafted, to be actioned during October. First instalment of insurance premiums was received and processed. Liability claim lodged for malicious damage by tenant to a third party's rental property, awaiting outcome. LGIS has confirmed there is no coverage under our property policy for this.	
BAU5.1.3	Finance Management	The annual planning for 2026-27 has been completed for finance and we are now heading into a review stage. Procure to Pay has been implemented across the organisation with great take-up. Change management is at the forefront of Finance's considerations, and the organisation has been incredibly receptive to the changes put into place. Finance is now looking to audit systems and further improve internal controls. Audit is almost complete and the Exit meeting is expected to be conducted towards the end of October. At this point there doesn't appear to be any major findings.	Manager Financial Services
BAU5.1.4	Project Management	Project Management team working well through existing projects. Processes & documentation under review.	Manager Projects and Buildings
BAU5.1.5	Human Resources	The Shire has experienced ongoing challenges with high turnover which has resulted in an increased workload for HR staff. For hard to fill positions, an external recruitment agency has been utilised.	Manager Human Resources

Action Code	Action Name	Comments	Responsible Officer Position
BAU5.1.6	Risk Management	Emergency Management Committee currently being set-up. First Aid and Fire officers being appointed.	Chief Executive Officer
BAU5.1.7	Information Services	IT Department has been supporting the P2P Stage 2 go-live and Authority E-Forms. We have engaged with Cohesis to conduct a market review of ERP products and suitability for the Shire of Esperance. We launched online Permit to Burn applications through our GIS system. Authority Firebreak register and workflow has been reworked and currently being tested and reviewed by Rangers. Automated HR Performance review documentation rollout. IT has been heavily involved in the relocation of EVRC and Library during this period. Records have been currently working through document destructions and BAU.	Manager Information Services
BAU5.1.8	Tenders and Contracts	Prequalified supplier panels and supply contracts for the 26/27 year have been awarded.	Director Asset Management
BAU5.1.9	Media Relations	This quarter, the Media Team continued to help keep our community informed, connected and confident in the work of the Shire. We shared timely information across multiple channels, ensuring residents could access updates in ways that suited them. Latest News Highlights. Between July and September, the team produced and published 31 news articles covering a broad range of topics, including community safety, major projects, local events, grants, planning initiatives, environmental programs and community consultation opportunities.	Manager Marketing & Communications

Action Code	Action Name	Comments	Responsible Officer Position
		Key stories included: - CCTV upgrades to strengthen community safety - Council support for future housing development - Flinders Estate community consultation - Community grants and volunteer initiatives - 2026-27 Budget adoption - James Street Cultural Precinct updates - Firebreak season preparedness - Waste and recycling education - Town Ward vacancy election information - Museum and Library transition updates These stories helped provide clear, accessible information while encouraging community participation in decisions and initiatives shaping Esperance's future. Supporting Accurate and Timely Media Coverage Media interest remained steady throughout the quarter, with coverage focusing on topics including the new artificial reef, Community Grants, Museum 50th Anniversary, Youth Volunteers, Flinders Estate Consultation, 26/27 Budget, stadium opening, land development, and prepping for fire season. During the reporting period: • 18 media enquiries were managed • 98 media questions were coordinated and answered • 22 radio interviews were conducted Interviews covered a variety of topics including youth volunteering, community events, planning projects, heritage celebrations, library and museum updates, bushfire preparedness and community safety	

Action Code	Action Name	Comments	Responsible Officer Position
		initiatives. Strong collaboration between journalists, Shire staff, elected members and community volunteers helped ensure information shared with the public was accurate, timely and relevant. Our monthly Media Hub Meetings continue to provide an important opportunity for regional and metropolitan media representatives to engage directly with the Shire President and CEO following Council meetings. These sessions support transparency, strengthen relationships and improve understanding of key Council decisions and community outcomes. Expanding Reach and Visibility The Shire featured prominently across print, radio and online media throughout the quarter, generating: • 98 media stories • A combined audience reach of more than 973,000 people • An estimated editorial value of $558,956 This strong level of coverage helped raise awareness of Shire services, projects and community initiatives while reinforcing the Shire's role as a trusted source of local information. Advertising and Community Awareness To support communication across the organisation, the Media Team developed and coordinated 23 advertisements during the quarter. Advertising promoted community events, public	

Action Code	Action Name	Comments	Responsible Officer Position
		notices, service updates and regulatory information through state publications and digital channels, helping residents stay informed about opportunities, responsibilities and important local developments. Overall, Media Relations continued to play a key role in informing the community, enabling access to important information and empowering residents to engage with programs, projects and decisions that shape the future of Esperance.	
BAU5.1.10	Corporate Reporting	2026/2027 reporting items set up in Pulse. Awaiting completion of performance reviews prior to updating staff KPIs in the system. Pulse refresher training was held in September, with positive feedback received from the 7 staff who attended. An additional session will be scheduled for November. Currently reviewing strategic plan website page to show all strategies and plans of the Shire in one place for ease of reference. Changes will be sent to the management team for review shortly. Annual report has been drafted and provided to Marketing Team for development of the publication.	Governance & Corporate Support Coordinator

Annual Road Program Quarterly Report

Q1 2026

Place

Business as Usual

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

Task Name	Progress	Status	Comment
Develop Assessment Inspections Plan	20%	Ongoing	Tech Officer - Fleet undertaking review
Review Road Maintenance Program Effectiveness	30%	In Progress	Reviewing with Rural Supervisor
Hawkey Road - Dalyup Rd to Coolgardie Esp Hwy - Gravel Resheet	0%	Not Due to Start	Programmed March 2027
Dalyup Road - Grigg Rd to Hawkey Rd - Gravel Resheet	0%	Not Due to Start	Programmed March 2027
Gibson Dalyup Road - Hockey Rd to Ivy Lamour Dr - Reconstruction PN 30003821	0%	In Progress	Design complete. Construction April 2027
Fuss Road - South Coast Hwy to Springdale Road - Construction Widening PN 30003822	10%	Ongoing	Design complete. Construction Feb 2027
Merivale Road - Orleans Bay Road to Alexander Road - Gravel Resheet PN 30004284	80%	Ongoing	1500m to complete when weather permits
Merivale Road - Cape Le Grand Rd to Jim Ovens Rd - Reconstruction PN 30004279	70%	Ongoing	Currently underway
Merivale Road From Jim Ovens Rd To Rancho X Construction New	10%	Ongoing	Drainage works to commence Nov 2026
Dempster Road From Scaddan Road To Norewood Road Gravel Resheet	10%	In Progress	Design complete. Will commence after harvest

Shire of Esperance **Road Program Quarterly Report Q1 2026**

Task Name	Progress	Status	Comment
Coolinup Road From Howick Road To Heywood Road Gravel Resheet	5%	Ongoing	Construction to commence Jan 2027
Fisheries Road From Goldfields Road To Tranquil Drive Shoulder Sealing	70%	In Progress	Sealing 10/26
Myrup Road From Quarry Road To Coramup Road Road Safety	0%	In Progress	Due to commence Nov 2026
River Road From Oldfields Road To Rawlinson Road Reseal	5%	Ongoing	Construction Feb 2027
Neds Corner Road From Griffith Road To Grass Patch Road Reseal	5%	In Progress	Commence Feb 2027
Speddingup Road West From Coolgardie Esp Hwy To Hillemans Road Reseal	5%	Ongoing	Commence Feb 2027
Salmon Gums West Road From Coolgardie Esperance Hwy To Gimlet Road Reseal	5%	In Progress	Commence Feb 2027
Rollond Road From William Road To Belgian Road Limestone Resheet	0%	Not Due to Start	Programmed March 2027
Dalyup Road From Roberts Road To Speedingup West Road Gravel Resheet	0%	Not Due to Start	Programmed March 2027
Springdale Road From Doyle Road To Intersection Road Safety	10%	Ongoing	Programmed Feb 2027
Myrup Road From Coolgardie Esperance Hwy To Pony Road Reconstruction	5%	Ongoing	Programmed Nov 2026
Fisheries Road From Savage Road To Coolingup Road Reconstruction	10%	Ongoing	Programmed March 2027
Cascade Road From South Coast Hwy To Neds Corner Road Reconstruction	10%	In Progress	Programmed March 2027
Parmango Road From Fisheries Road To Kettle Road Reconstruction	10%	Ongoing	Completion Nov 2026
Gibson Dalyup Road From Hockey Road To Ivy Lamour Drive Reconstruction	5%	In Progress	Programmed April 2027

Shire of Esperance **Road Program Quarterly Report Q1 2026**

Task Name	Progress	Status	Comment
Fuss Road From South Coast Hwy To Springdale Road Construction Widening	5%	Ongoing	Programmed Feb 2027
Howick Road From Henke Road To Muntz Road Reconstruction	0%	Not Due to Start	Programmed Feb 2027
Fuss Road From South Coast Hwy To Springdale Road Culverts	5%	Ongoing	Programmed Feb 2027
Boydell Road From Coolgardie Esp Hwy To Dwyer Rd Reseal	10%	In Progress	Programmed Feb 2027

Item: 12.4.3

Communications & Engagement Strategy 2026-2030

Author/s	Christiane Smith	Manager Marketing & Communications
Authorisor/s	Shane Burge	Chief Executive Officer

File Ref: D26/31970

Applicant
Internal (Marketing & Communications Department)

Location/Address
N/A

Executive Summary
For Council to endorse the Shire of Esperance Communications & Engagement Strategy 2026-2030. The Strategy responds to community feedback and the unique characteristics of the Esperance district. It provides a practical framework to support staff, elected members and project teams in communicating and engaging consistently across all activities.

Recommendation in Brief
That Council endorses the Shire of Esperance Communications & Engagement Strategy 2026-2030.

Background
The Communications & Engagement Strategy has been developed to strengthen how the Shire communicates and engages with the community. The Strategy is informed by community feedback, including the MARKYT Community Scorecard and Shape Esperance "Tuned In" survey, which highlighted the importance of clear, accessible and timely information, meaningful community participation, and transparency in decision-making.

The Strategy also recognises the unique characteristics of the Esperance district, including its vast geographic area, dispersed rural and townsite communities, diverse stakeholder groups, and seasonal population fluctuations. These factors influence how information is shared and how people engage with the Shire, requiring a flexible and inclusive approach.

The Strategy provides a practical framework to guide communication and engagement activities over the next four years, ensuring a consistent, community-focused approach that supports a well-informed and engaged community. Its goals are to improve information accessibility, strengthen community participation, enhance transparency and trust, and increase awareness of the Shire's services, projects and advocacy activities.

Officer’s Comment
The Communications & Engagement Strategy establishes a clear framework for communication and engagement across the organisation. It responds to community feedback and aligns with the Shire’s strategic objective of fostering a well-informed and engaged community.

Adoption of the Strategy will support timely and accessible communication, encourage meaningful community participation, and strengthen transparency, trust and understanding between the Shire and the community.

Consultation
2025 MARKYT Community Scorecard
Shape Esperance “Tuned In” Survey
Staff and Stakeholder Insights
Amino Empathy Mapping Workshop (12 May 2026)
Council Workshop (28 July 2026)

Strategic Implications
Council Plan 2022 – 2032
Performance - Outcome 11. A Well Informed and Engaged Community
Objective 11.1. Provide authentic, relevant and effective engagement with community members

Attachments
A⇩. Communication & Engagement Strategy 2026-2030

Officer’s Recommendation

That Council endorses the Shire of Esperance Communications & Engagement Strategy 2026-2030.

Voting Requirement Simple Majority



Communications & and Engagement Strategy 2026 - 2030

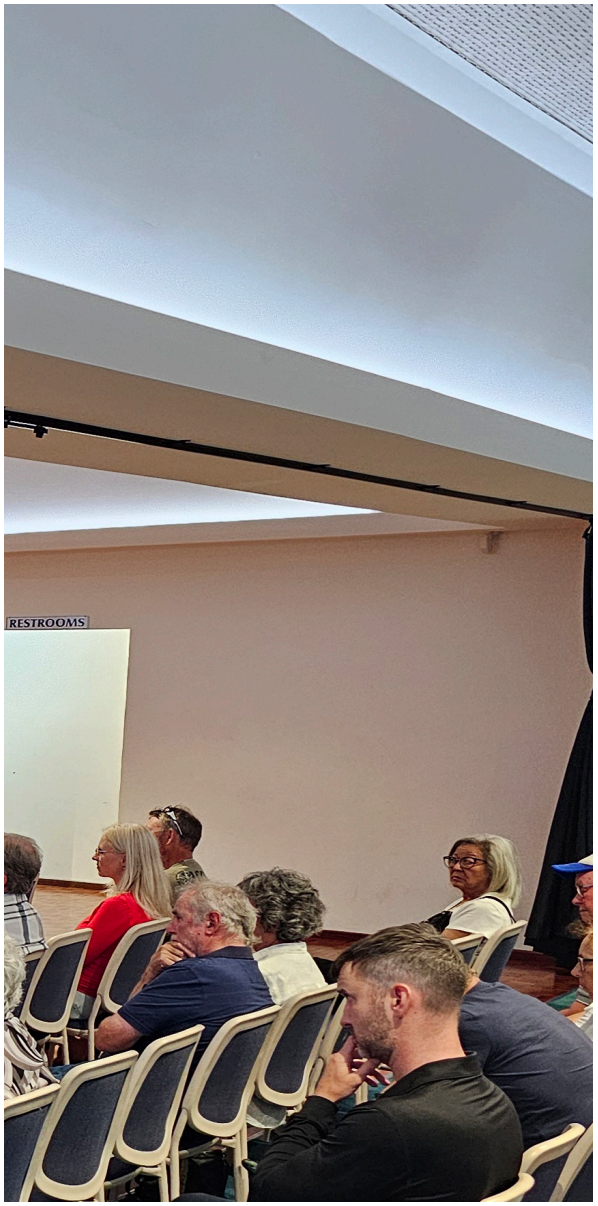
Shire of Esperance
Together, we make it happen!



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Introduction & Strategic Context

The Shire of Esperance is determined to keep the community informed and giving people genuine opportunities to have a say in the decisions which shape the region.

Council Plan 2026-2036
Outcome11: A well informed and engaged community

This Communications & Engagement Strategy sets out how the Shire will deliver clear, consistent, and effective communication and engagement over the next four years. It provides a practical framework to support staff, elected members, and project teams in communicating and engaging consistently across all activities.

Why Communication & Engagement Matters

Building trust, helping people to make informed decisions and making sure the community understands and can take part in matters which affect them such as services, infrastructure, planning and major projects, depends greatly on communication and engagement.

Effective communication and engagement help the Shire to -

- Make sure that the information is clear, given out in a timely manner and easily accessible.
- Encourage a sense of shared responsibility, community pride, and active participation.
- Enable meaningful two-way conversations.
- Take account of local knowledge when making decisions.
- Build community confidence in the Council's decisions.

Vision & Values in Practice

The aim of the Shire is that the Esperance district should become a growing and prosperous community, a place which is healthy, inclusive, active and safe for its residents, businesses and visitors.

Good communication and engagement achieve this vision by -

- Helping the Shire understand the community's direction and priorities and vice versa.
- Encouraging members of the community and businesses to take part in decisions that affect the region.
- Working together to build a shared sense of purpose and progress.

The Shire's values guide how communication and engagement are delivered in practice.

Professionalism means providing clear, prompt, and reliable communication to gain trust from the public
Respect means actively listening to diverse views and ensuring all voices are considered when making decisions.
Integrity means communicating honestly and transparently, even on difficult or unpopular issues
Dedication means committing to intentional, accurate communication that is easy to understand, respected, and engaging.
Excellence is reached by establishing solid strategic foundations and messages which promote mutual understanding and trust.

These values make it clear what is expected of the Shire's dealings with the community, and in turn fosters trust, respect, and a manner that is transparent and community-oriented.

Community Insights

Recent community feedback, including the MARKYT Community Scorecard and Shape Esperance "Tuned In" survey, highlights a clear and consistent message -

- The community wants information that is simple, timely and easy-to-find.
- There is a strong preference for a mix of channels, including digital, print and face-to-face.
- Residents place a high value on being involved early and receiving clear explanations of decisions.
- The Shire needs to reduce confusion and misinformation, particularly on complex or high-profile issues.

Importantly, the Shire's geography presents a unique challenge. While most residents reside in the Esperance townsite (6450), a smaller but important proportion of the community is dispersed across a large area, therefore requiring a flexible and inclusive engagement approach.


Image credit: The Wandering Stone

Strategic Alignment

This Strategy supports the Shire's Council Plan 2026–2036 (the Plan), particularly Outcome 11: *building a well-informed and engaged community*.
It aligns with the Plan's 5 Ps framework and contributes to broader organisational goals by -

- Improving communication clarity and consistency.
- Strengthening community participation.
- Supporting transparent and accountable decision-making.

FRAMEWORK	COMMUNICATION & ENGAGEMENT FOCUS	KEY STRATEGY ALIGNMENT / INITIATIVES
People	Building stronger community connection, participation and inclusion	• Audience segmentation framework • Community engagement planning • Inclusive and accessible communication approaches • Youth, family and older community engagement initiatives
Planet	Supporting environmental awareness, sustainability and long-term community understanding	• Myrup Waste Management Facility / FOGO communication and education • Behaviour change communication • Accessible content and community education initiatives
Place	Strengthening local identity, livability and place-based connection	• Community storytelling and place-based promotion • James Street Cultural Precinct engagement • Town Shire and Rural Shire engagement approaches • Activation of local venues and community spaces
Prosperity	Supporting economic development, regional advocacy and local business connection	• Strategic advocacy communication • Partnerships with Chamber of Commerce and major employers • Promotion of local initiatives and opportunities • Communication support for infrastructure and regional development projects
Performance	Strengthening organisational capability, transparency and continuous improvement	• Governance and measurement framework • Functional delivery roadmap • Improved digital communication and accessibility "You said / We did" reporting and communication standards • Ongoing training in Engagement Institute for key staff involved in community engagement projects

Resourcing and Implementation

This Strategy provides a general framework for directing the organisation's communication and engagement activities.

Where needed, communication and engagement plans will be developed for individual projects and initiatives. The methods of delivery will be matched to the resources available, organisational priorities, and the capacity of staff.


visitesperance.com
Image credit - The Wandering Stone

Strategic Goals

The following goals will guide our communication and engagement over the next four years, and we will apply a consistent approach to deliver them.

GOAL	WHAT THIS MEANS IN PRACTICE
Improve clarity and accessibility of information	• Use plain English. • Consistent formats. • Ensure information is easy to find across channels.
Build trust and confidence in the Shire	• Provide timely updates. • Consistently report back on outcomes ("You said / We did").
Enhance transparency and understanding of decisions	• Clearly explain decisions, including constraints and trade offs.
Strengthen community participation in key decisions and projects	• Engage early. • Use a mix of engagement methods. • Provide clear opportunities to have a say.
Visibility of advocacy work	• Coordinate advocacy approaches. • Improve how progress is communicated to the public.
Increase consistency across communication and engagement	• Apply shared standards, templates and processes across all teams.
Apply a community centred approach	• Use segmentation to understand different community needs and tailor our approach accordingly.

Our Community & Priority Audiences

Understanding Our Community

The Shire of Esperance serves a diverse community spread across a wide geographical region. Although the majority of people live in the Esperance township (6450), a smaller population are spread across rural and remote areas. This distribution creates an ongoing challenge in making sure all residents have access to information, services, and the opportunity to participate.



Residents experience the Shire differently based on life stage. Younger residents, working-age families, and older community members have distinct priorities, lifestyles, communication preferences, and participation barriers. Recognising these differences ensures communication and engagement approaches remain relevant, accessible, and responsive to all parts of the community.

The Esperance community also includes culturally diverse residents and Aboriginal community members, who are considered important across all audience segments rather than as standalone groups. Approximately 6% of households speak a language other than English at home, and around 4–5% of residents identify as Aboriginal and/or Torres Strait Islander (*ABS Census 2021*). These communities are an important part of the Esperance region and require inclusive, accessible and culturally appropriate communication and engagement approaches.

This Strategy is informed by a combination of inputs, including -

- MARKYT Community Scorecard: ongoing measure of community sentiment and priorities
- Shape Esperance "Tuned In" survey: channel preferences and communication feedback.
- ABS Census data and local demographic profiling
- Previous engagement activities and project learnings
- Staff and stakeholder insights
- Council workshop
- Empathy mapping workshop conducted as part of this Strategy

This combination of inputs gives a well-rounded understanding of the community's needs, behaviours and barriers, which forms a more targeted approach to communication and engagement.

Our Audience Segments

The Shire of Esperance community is diverse in terms of life stage, geography, lifestyle, access to services, and communication preferences.

To support effective engagement, the Strategy uses a segmentation framework based on two key dimensions -

- **Life stage:** recognising that younger, working-age and older residents often experience the Shire differently
- **Shire geography:** recognising the differing realities, access challenges and community dynamics between the Esperance township area and smaller rural communities

Aboriginal and culturally diverse communities are considered important across all segments rather than as standalone groups.

TOWN SHIRE	RURAL SHIRE	TOWN SHIRE	RURAL SHIRE	TOWN SHIRE	RURAL SHIRE
YOUNG ADULTS (16–25) 1,450 residents (11%)	**YOUNG ADULTS (16–25)** 180 residents (2%)	**WORKING AGE & FAMILIES (26–55)** 4,250 residents (33%)	**WORKING AGE & FAMILIES (26–55)** 1,250 residents (10%)	**OLDER COMMUNITY (55+)** 4,500 residents (35%)	**OLDER COMMUNITY (55+)** 1,050 residents (8%)
Digitally connected and socially influenced. Strong connection to recreation, lifestyle and peer networks. Seeking opportunities, inclusion and visible community action. Prefer informal, visual and easy-to-access communication.	Strong regional identity and independence. Balancing local ties with future education and career uncertainty. More reliant on informal and mobile communication channels. Need flexible and accessible engagement opportunities.	Balancing work, and family life. Strong connection to schools, sport and community life. Need practical, timely and locally relevant information. Value convenience, transparency and visible outcomes.	Balancing farming, rural work and family life. Strong community connection and resilience. Experience distance and service accessibility challenges. Prefer practical, localised and relationship-driven communication.	Deep ties to community and local identity. Value safety, health services and social connection. Prefer trusted, respectful and accessible communication. More likely to engage through traditional and face-to-face channels.	Long-standing ties to rural communities and regional life. Value independence, trust and strong local relationships. Increasing focus on ageing, healthcare and service access. Prefer personal, locally grounded and face-to-face communication.

Sources: ABS Census 2021 QuickStats (Esperance LGA & Esperance Urban Centre) , Amino Strategy Empathy Mapping Workshop, May 2026 .

Frameworks

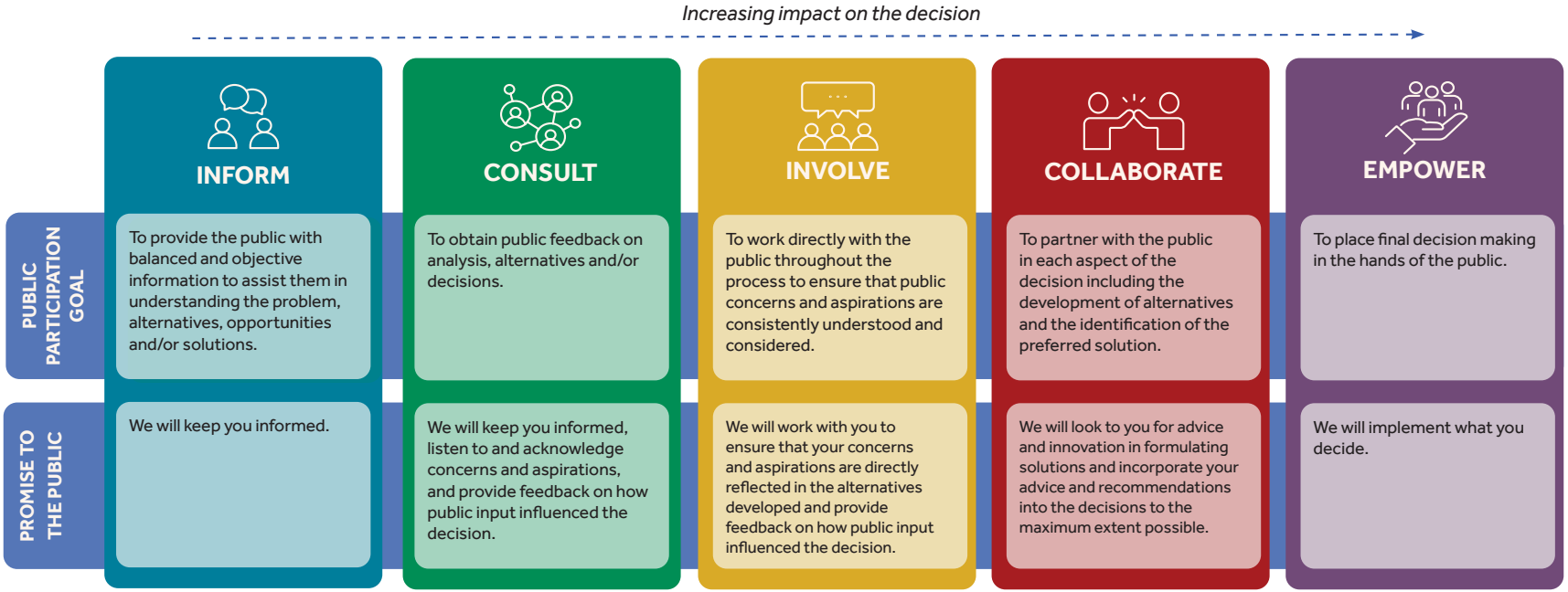
This section brings together audience insights and best-practice frameworks to guide practical, community-centred communication and engagement across the Shire.

Engagement Framework

The Shire uses the IAP2 Spectrum of Public Participation as a way of evaluating how the community is involved in different decisions and projects.

The level of engagement will vary depending on the nature and complexity of the project, the level of community interest or impact, and whether engagement is legislated or discretionary.

It isn't essential that all projects should call for a high level of engagement. What matters is selecting the appropriate level of engagement for each situation and being clear about that choice to establish realistic expectations.



		INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
TOWN SHIRE	YOUNG ADULTS (16–25)	• Short-form social content • Visual/video communication • Event-based updates	• Quick polls and surveys • Social media feedback • Interactive online engagement	• Pop-up engagement at events • Youth-focused workshops • Sport/community-based activities	• Partner with schools, clubs and youth groups • Co-design activities with young people	• Support youth-led initiatives • Enable peer-to-peer advocacy
	WORKING AGE & FAMILIES (26–55)	• Timely digital updates • Clear service/project information • Family-focused communication	• Practical online surveys • Feedback linked to local projects • School/community consultation	• Community drop-in sessions • Workshops linked to family priorities • Engagement at existing events	• Work with schools, sporting clubs and community organisations • Co-design local initiatives	• Support community-led events and projects • Encourage local champions and networks
	OLDER COMMUNITY (55+)	• Local newspaper and radio updates • Clear and accessible communication • Printed information where required	• Face-to-face discussions • Community forums • Telephone and written feedback options	• Small group discussions • Outreach through community groups • Local information sessions	• Partner with seniors groups and volunteers • Build ongoing community reference relationships	• Support community participation and advocacy • Encourage peer/community leadership
RURAL SHIRE	YOUNG ADULTS (16–25)	• Mobile-friendly communication • Social media and community noticeboards • Local sporting/event channels	• Short online feedback tools • Engagement through local networks • Informal digital input	• Engagement at sporting/ community events • Flexible participation options • Outreach through schools and clubs	• Work with youth, farming and sporting groups • Co-design local youth initiatives	• Encourage local youth leadership • Support community-led regional activities
	WORKING AGE & FAMILIES (26–55)	• Localised project updates • Practical service communication • Direct and reliable information	• Targeted consultation on roads/services • Flexible digital and in-person feedback • District-based engagement	• Community meetings in local districts • Engagement linked to existing gatherings • School/community-based activities	• Partner with farming, sporting and district groups • Collaborative regional planning discussions	• Support locally-led initiatives • Build regional community ownership
	OLDER COMMUNITY (55+)	• Printed updates and radio • Local community noticeboards • Direct communication channels	• Small local meetings • Phone and written feedback options • Outreach through trusted groups	• Face-to-face engagement in local districts • Community outreach visits • Trusted local facilitators	• Partner with local leaders and volunteer groups • Ongoing district relationships	• Support local advocacy and participation • Enable community-led regional priorities

Communications Matrix

Different audience groups access information, interact with the Shire and take part in community life in different ways. Effective communication needs more than channel choice; it also requires consideration of audience needs, communication preferences, accessibility, and the timing and relevance of messages.

The Communication Matrix serves as a high-level guide to the main areas of focus and priority channels for each audience segment, and it is meant to help the organisation deliver more targeted, audience-oriented communication while ensuring the right information reaches the right audiences through the appropriate channels.

The matrix does not prescribe specific tactics, campaigns, or messaging; rather, it is up to the project and operational levels to be responsible for their development, considering the features of the initiative, the communication objectives, and the community context.

	YOUNG ADULTS (16–25)	WORKING AGE & FAMILIES (26–55)	OLDER COMMUNITY (55+)
TOWN SHIRE	**COMMUNICATION FOCUS** Building awareness, participation and connection with younger audiences. **PRIORITY CHANNELS** Instagram and Facebook Sporting clubs and events Short-form video and visual content	**COMMUNICATION FOCUS** Sharing practical service information, projects and community initiatives. **PRIORITY CHANNELS** Facebook and eNewsletters Schools and sporting clubs Community events, local media	**COMMUNICATION FOCUS** Providing accessible information and maintaining trust and community connection. **PRIORITY CHANNELS** Local newspaper and radio Facebook Printed materials Community groups and noticeboards
RURAL SHIRE	**COMMUNICATION FOCUS** Strengthening regional connection and awareness of opportunities and services. **PRIORITY CHANNELS** Social media Sporting clubs and local events Schools and community noticeboards	**COMMUNICATION FOCUS** Delivering practical updates on services, infrastructure and regional priorities. **PRIORITY CHANNELS** Local community networks Facebook & Direct email Schools and sporting clubs District meetings	**COMMUNICATION FOCUS** Maintaining accessible and trusted communication across dispersed communities. **PRIORITY CHANNELS** Radio and local newspaper Community groups and noticeboards Direct and face-to-face communication

Decentralised Communication Delivery Model

The Shire communicates through a combination of centralised and decentralised methods, including corporate communication platforms, publications designed for particular services, social media accounts, and the various operational teams which interact with the community. This keeps communication closely tied to the organisation's specific services, facilities, programmes, and audience groups.

Current means of communication, such as newsletters, the social media accounts specific to each service, local facilities, community networks and the operational teams, are very important for contacting various audience groups and for enabling more targeted methods of communication.

This strategy is not attempting to centralise all communication activities. Rather, it wishes to improve coordination, consistency and alignment amongst the different channels through -

- Cross-promotion and channel integration.
- Greater collaboration between operational teams and the Communications & Engagement function.
- Clearer communication standards and accessibility principles.
- Stronger alignment to audience segments and communication objectives.
- Shared templates, planning approaches and governance processes.

This method recognises that effective communication throughout the Esperance region requires central coordination, along with local communication routes that are appropriate and closely linked to the services.



Strategic Enablers

The strategy development process identified opportunities to build on the Shire's existing communication channels, community relationships, and local knowledge to create a more connected, inclusive, and community-centred approach. While strong foundations exist, there is scope to further strengthen engagement with different audiences, leverage local partnerships and assets, and use a broader mix of engagement approaches and communication tools.

The strategic themes and initiatives described below are intended to enhance communication and engagement between the different communities within the Esperance region and to serve as the foundation for future development.



THEME ONE

COMMUNITY PARTNERSHIPS & TRUSTED NETWORKS

Strengthening relationships with local organisations, employers and community groups to expand communication reach and impact.

Key enabling initiatives

- Build stronger two-way relationships with community organisations and grant recipients.
- Leverage partner communication channels including Chamber of Commerce.
- Work more closely with major employers including Horizon Power, Water Corporation and Southern Ports.
- Develop community ambassador and advocacy opportunities.



THEME TWO

PLACE-BASED & ACCESSIBLE ENGAGEMENT

Designing engagement approaches that better reflect the geographic realities, accessibility challenges and differing participation needs across the Esperance region.

Key enabling initiatives

- Expand mobile and outreach-based engagement approaches across Rural Shire communities.
- Better utilise community facilities, halls and informal local venues for engagement activities.
- Improve transport accessibility to engagement sessions through initiatives such as community bus support.
- Increase youth-focused engagement through use of spaces such as skate parks and recreation areas.



THEME THREE

COMMUNITY-LEAD & EVENT BASED PARTICIPATION

Embedding communications and engagement into existing community life, events and trusted social environments to improve participation.

Key enabling initiatives

- Integrate engagement activities into existing community events.
- Develop stronger school and youth partnerships.
- Expand rural and district-based engagement events and activities.
- Use informal and social settings to encourage more approachable community conversations.

THEME FOUR

DIGITAL COMMUNICATION & INCLUSION

Improving digital communication capability while supporting groups with lower levels of digital confidence and access.

Key enabling initiatives

- Increase use of visual and explainer-style communication content.
- Explore text-to-speech, podcast and audio-based communication formats.
- Support digital confidence and accessibility initiatives for older residents.
- Better leverage informal digital communication networks and community messaging platforms.
- Establish content publishing process to ensure all Council content is AA rated according to Web Content Accessibility Guidelines.
- Use AI technology to create a better user experience.

THEME FIVE

CAPABILITY BUILDING THROUGH TRAINING & DEVELOPMENT

Strengthening staff capability through training, tools and external support to deliver more effective communication and engagement outcomes.

Key enabling initiatives

- Provide ongoing training in contemporary engagement practices to raise staff awareness of basic engagement principles.
- Develop and continuously improve practical planning tools, templates and guidance materials to support consistent delivery.
- Build staff capability in digital communication, engagement technologies and emerging tools.
- Encourage knowledge sharing, peer learning and continuous improvement across teams.




TOYOT

Supporting Major Shire Projects

This Strategy will guide communication and engagement across the Shire's major projects, planning initiatives and emerging community issues over the next four years. The audience insights, segmentation framework, communication channels and engagement approaches outlined throughout the Strategy will help support more targeted, transparent and community-centred project communication and engagement.

LEVEL	FOCUS
Myrup Waste Management Facility / FOGO	Support community understanding, education and behaviour change through clear, practical and accessible communication. Engagement approaches should focus on simplifying complex information, building trust and supporting long-term community adoption.
James Street Cultural Precinct	Build community awareness, participation and local ownership through creative, place-based and community-led engagement approaches. Strong opportunity to engage younger audiences, families, local businesses and community groups.
Council Plan & Strategic Planning	Use targeted and inclusive engagement approaches to support broad community participation in long-term planning and Shire priorities. Focus on transparency, representation and clearly communicating how community feedback informs decision-making.
Roads Program & Infrastructure Works	Make sure that the information about infrastructure projects, disruptions, and service impacts is timely, practical, and relevant to the local area and that communication addresses the various needs of both the Town Shire and Rural Shire communities.
Strategic Advocacy on Major Issues	Promote awareness among the community of the Council and Shire's advocacy with regard to major regional issues such as housing, airline services, aged care, healthcare, telecommunications, and road safety. The communication should emphasise the Shire's role as a prominent and active regional advocate and should pass on to the community any advances and outcomes.
Emerging Priorities & Unplanned Issues	The Strategy provides a flexible framework allowing a response to new projects, operational problems, and changing community expectations via clear, timely, and community-oriented communication and engagement.



Image credit - The Wandering Stone

Functional Delivery Roadmap

The roadmap sets out the priority steps for the Shire's communication and engagement function over the coming years. While the Strategic Enablers look at the bigger picture, the roadmap focuses on the practical delivery streams, initiatives and areas of operational focus that will be gradually strengthened over time.

The roadmap is structured around four functional themes -

Let's Chat
Strengthening community engagement, participation and two-way communication

Let's Share
Improving storytelling, visibility and celebration of community outcomes and local initiatives

Let's Connect
Enhancing digital communication, accessibility and online participation

Let's Advocate
Increasing visibility of advocacy priorities, leadership and regional partnerships

The roadmap will be flexible and able to account for changing priorities, operational demands, and developing community expectations.

	LET'S CHAT	LET'S SHARE	LET'S CONNECT	LET'S ADVOCATE
YEAR ONE Strengthen Foundations	• Create and rollout "You Said/We Did" reporting for major engagement activities. • Embed engagement planning requirements at the start of each project planning process.	• Improve the stakeholder database to support more targeted communication. • Update project plan templates to include clear engagement responsibilities and how decisions will be made.	• Investigate the implementation of AI bot on the website for a better user experience.	• Develop communication plans for each advocacy priority, improving visibility of advocacy activities.
YEAR TWO Expand & Extend	• Expand engagement activities across the district and in local communities. • Implement audience segmentation and targeted communication approaches. • Review and update engagement planning calendar and improve stakeholder information. • Deliver annual engagement and communication training for project leads and managers. • Allocate resources to increase participation opportunities for under-represented groups. • Review Shire procedures/guides on customer communications and engagement. • Add to Pulse appropriate tasks to report on engagement and communication outcomes each quarter. • Standardise community feedback reporting across major projects.	• Formalise a calendar / plan for the promotion of local projects, partnerships and community achievements.	• Review online engagement tools and how people are engaging. • Create tutorial videos showing how to use the online engagement platform and website.	• Strengthen regional partnerships and communication about advocacy priorities.
YEAR THREE Integrate & Enhance	• Review targeted engagement planning of major projects and planning initiatives. • Ensure engagement planning requirements are applied consistently from the start of each project. • Use participation data and stakeholder insights to guide engagement planning. • Report on planned engagement and feedback and how it has informed project decisions.	• Combine storytelling into engagement activities and project delivery.	• Strengthen digital engagement and increase online participation. • Introduce an AI chatbot on the website to improve the user experience.	• Increase visibility of advocacy outcomes and regional priorities.
YEAR FOUR Optimise & Evolve	• Review engagement effectiveness and participation trends across the community	• Continue evolving community storytelling and celebrate what makes our community unique. • Update engagement planning tools, templates and guidance materials based on lessons learned.	• Review digital channel effectiveness and emerging communication opportunities.	• Refresh advocacy priorities and strengthen leadership visibility and trust

ONGOING

- Keep improving engagement planning tools, templates and guides.
- Make digital information easier to understand, use and access, and improve how we publish content and have people participate online.
- Start sharing stories about community results and project progress.
- Improve how we measure and report on engagement and communication.
- Create more explainer videos on Shire roles and services, and tailored email updates.

Governance, Measurement & Continuous Improvement

Teams and service areas within the organisation handle communication and engagement. This decentralised approach means we have strong expertise and trusted links to the community. Governance helps keep our communication coordinated, consistent and aligned with the Strategy's goals.

The approach set out is practical and can be used when planning, carrying out, measuring and continuously improving communication and engagement activities.

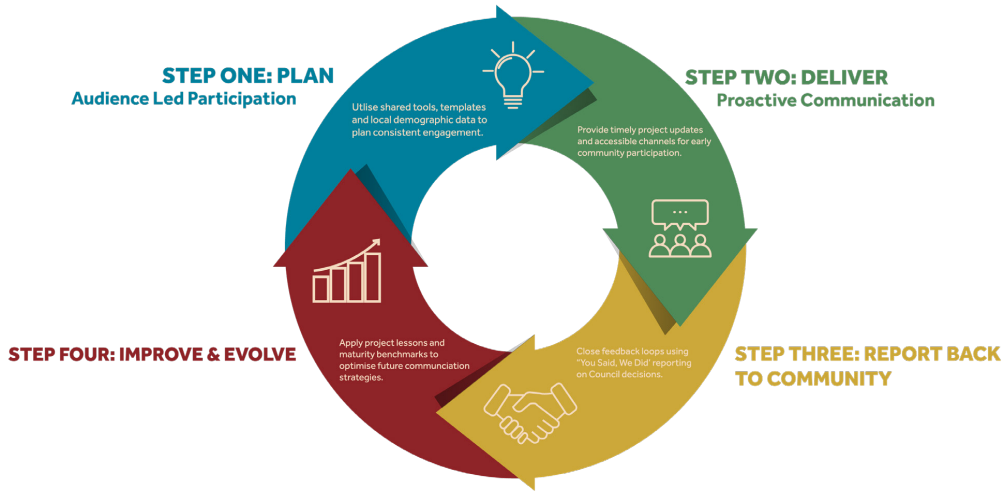
Roles & Responsibilities

Defining roles make it possible to carry out communication and engagement effectively throughout the organisation.

ROLE	RESPONSIBILITY
Media & Communications Team	Set standards for communication and engagement. Work with Service Areas, Project Teams and Subject Matter Experts to create plans, coordinate messaging, choose the right tools, provide advice and support, measure and improve activities. Identify any training needs.
Service Areas / Project Teams / Subject Matter Experts	Plan and deliver communication and engagement activities that align with their events, programs and services. Work with the Media & Communications Team to create plans, carry out activities and report on outcomes.
Executive	Provide oversight and ensure alignment with strategic priorities and appropriate resources.
Elected Members	Represent community perspectives and support communication of key decisions. Take part in community engagement activities.

Planning & Delivery Cycle

Communication and engagement activities will follow a consistent, practical cycle:



This cycle applies across -

- Ongoing communication activities.
- Project and engagement activities.
- Community-level communication and participation initiatives.

The aim of the cycle is to enable clearer planning, improve the reporting back to the community, and promote continuous ongoing improvement.



Image Credits - The Wandering Stone

Measurement Framework

Measurement should support practical decision-making and ongoing improvement rather than be used merely to track activity.

The framework operates across three levels -

LEVEL	FOCUS
Community-Level Measures	Long-term community perceptions, awareness and trust.
Channel-Level Measures	Effectiveness of communication channels and reach.
Project & Engagement Measures	Participation, representation and quality of engagement activities.

Appendix A gives a more detailed explanation of the key metrics.

The bi-annual MARKYT Community Scorecard will remain important for measuring broader community perceptions and strategic outcomes over time.

Continuous Improvement

This strategy is meant to develop in light of community feedback, changing priorities and evolving communication needs, and this will be aided by -

- Regular review of communication and engagement activities.
- Insights from measurement and community feedback.
- Learnings from projects and engagement processes.

This approach will help to make sure that the communication and engagement activities remain relevant, practical, responsive and focused on the community.



Image 2.27 Kate Meadly



APPENDIX A

Detailed Measurement Matrix

Appendix A

Detailed Measurement Matrix

1. Community-Level Measures (Strategic Outcomes)

These measures give a long-term perspective on how communication and engagement are performing across the wider community. They help assess whether the Shire is increasing trust, improving awareness and strengthening community connection over time.

The review of community-level measures should mainly be carried out using the MARKYT Community Scorecard, major community surveys, and the periodic strategic engagement activities.

MEASURE	WHAT IT TELLS US	STRATEGIC ALIGNMENT
Community satisfaction with communication	Whether communication is clear, accessible and useful	Clarity and accessibility
Awareness of Shire projects and initiatives	Whether important information is reaching the community	Awareness and participation
Perception of transparency and trust	Confidence in the Shire's communication and decision-making	Trust and accountability
Community sense of inclusion and representation	Whether different parts of the community feel heard and considered	Inclusion and participation
Awareness of engagement opportunities	Whether residents know how and when they can participate	Engagement visibility

Key Principle

Community-level measures should focus on trends and strategic outcomes over time, rather than short-term fluctuations or the 'squeaky wheel'.

Appendix A

Detailed Measurement Matrix

2. Channel-Level Measures (Communication Effectiveness)

These measures are used to evaluate the effectiveness of the communication channels, the content, and the extent of audience reach. They enable one to determine which channels are working well, where the audiences are engaging, and where improvements to the communication methods may be needed.

MEASURE	WHAT IT TELLS US	STRATEGIC ALIGNMENT
Website traffic and page engagement	Whether audiences are accessing key information	Visits, time on page, project page engagement
Social media reach and interaction	Visibility and audience engagement with content	Reach, shares, comments, saves
Email engagement	Effectiveness of direct communication channels	Open rates, click-through rates
Content engagement trends	Which communication formats resonate most strongly	Video views, explainer content performance
Channel accessibility and usability	Whether communication is easy to access and understand	Accessibility reviews, user feedback

Key Principle

Channel-level measures should be designed to allow for continuous optimisation and learning, not to set strict performance targets.

Appendix A

Detailed Measurement Matrix

3. Project & Engagement-Level Measures (Participation & Quality)

These measures evaluate both the effectiveness and inclusiveness of separate communication and engagement activities. They help determine whether the right audiences are being reached and whether participation is meaningful and representative.

MEASURE	WHAT IT TELLS US	STRATEGIC ALIGNMENT
Participation levels and reach	Overall level of community involvement. Level of survey fatigue	Attendance, submissions, survey participation
Representation across audience segments	Whether participation reflects different community groups	Age, geography and segment representation
Diversity of engagement methods used	Whether multiple participation approaches were offered	Online, face-to-face, workshops, pop-ups
Quality and usefulness of feedback	Whether engagement generated meaningful insight	Depth and relevance of feedback
Community understanding of outcomes	Whether participants understand decisions and next steps	"What you said / What we're doing" reporting

Key Principle

Efforts relating to projects and engagements should concentrate on the inclusiveness, relevance, and quality of participation, not just on the quantity of participation.



APPENDIX B

Community Planning and Engagement Requirements (WA Local Governments)

Appendix B

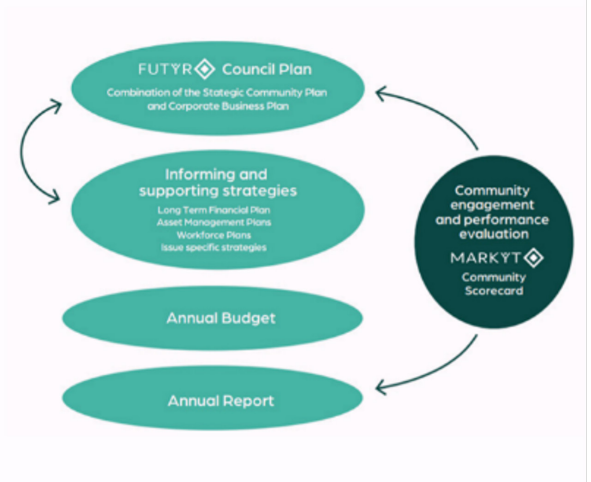
Community Planning and Engagement Requirements (WA Local Governments)

Western Australian local governments operate within an Integrated Planning and Reporting (IPR) framework that increasingly emphasises ongoing community engagement, transparency, and community-informed decision-making. Recent and emerging reforms reinforce the expectation that local governments use a broader range of engagement approaches and maintain stronger alignment between community engagement, long-term planning and service delivery.

The Shire's communication and engagement approach should support these evolving expectations by encouraging more inclusive, accessible and representative engagement practices across planning, projects and community decision-making.

Strategic Community Planning & Review Cycles

REQUIREMENT	CURRENT EXPECTATION
Council Plan (10+ years)	Long-term community vision, aspirations and priorities informed through community engagement. Combination of the Strategic Community Plan and Corporate Business Plan.
Strategic Community Plan Components	Major review every 4 years with community, elected member, staff and key stakeholder consultation.
Corporate Business Plan & Annual Budget Components	Reviewed annually and aligned to Strategic Community Plan priorities.
Community Input	Community engagement activities included in the major review process every 4 years.



Appendix B

Community Planning and Engagement Requirements (WA Local Governments)

Community Engagement Expectations

Recent reforms and guidance place increasing emphasis on -

- Broader and more representative community participation.
- Use of multiple engagement methods beyond traditional surveys to combat survey fatigue.
- Accessible and inclusive engagement approaches.
- Transparency and reporting back to the community.
- Stronger integration between engagement and decision-making processes.

The State Government has also proposed -

- Mandatory community engagement charters.
- More consistent community satisfaction measurement.
- Stronger connections between engagement and council planning processes.

Types of Engagement Expected

Guidance from the state and various best-practice frameworks advise local governments to adopt a variety of engagement methods which are appropriate for the community context, the needs of the audience, and the complexity of the project. Such methods can include -

- Surveys and online feedback tools.
- Workshops and facilitated discussions.
- Community forums and drop-in sessions.
- Pop-up and event-based engagement.
- Targeted stakeholder engagement.
- Digital engagement platforms and online participation tools.

The use of varied and audience-appropriate engagement methods is particularly important in geographically dispersed regional districts such as Esperance.


FOGO
Image credit - The Wandering Stone



APPENDIX C

Risk & Mitigation Table

Appendix C
Risk & Mitigation Table

The following risks have been identified as potential barriers to effective communication and engagement delivery across the organisation. The mitigation approaches are intended to support more consistent, practical and community-centred communication and engagement practices over time.

RISK	POTENTIAL IMPACT	MITIGATION APPROACH
Inconsistent communication across teams or channels	Community confusion, duplication or reduced trust	Shared communication standards. Improved coordination and governance support.
Low participation in engagement activities	Limited representation and reduced community input	Audience-led engagement approaches and broader mix of participation methods to combat survey fatigue.
Over-reliance on digital communication channels	Exclusion of less digitally connected audiences	Maintain balanced mix of digital, print, face-to-face and community-based communication.
Engagement fatigue within the community	Reduced participation and declining trust	Improved reporting back. More targeted engagement, clearer purpose.
Limited organisational capacity or resources	Delays or inconsistent delivery	EMT support and prioritisation. Scalable approaches and stronger planning processes.
Difficulty reaching Rural Shire communities	Reduced accessibility and representation	Mobile engagement approaches and stronger use of local community networks.
Poorly communicated project impacts or decisions	Community frustration, reputational risk, loss of trust	Earlier communication planning and clearer, more transparent project communication.
Rapidly changing community expectations and digital behaviour	Reduced communication effectiveness over time	Ongoing review, measurement and continuous improvement.

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A printed version of this document is available on request.



13. REPORTS OF COMMITTEES

Nil

14. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

15. MEMBERS QUESTIONS WITH OR WITHOUT NOTICE

16. URGENT BUSINESS APPROVED BY DECISION

17. MATTERS BEHIND CLOSED DOORS

18. PUBLIC QUESTION TIME

19. CLOSURE