



13 MAY 2021

---

# Shire of Esperance

## ORDINARY COUNCIL

## NOTICE OF MEETING AND AGENDA

An Agenda Briefing Session of the Shire of Esperance will be held at Council Chambers on 18 May 2021 commencing at 1pm 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 25 May 2021 commencing at 4pm to consider the matters set out in the attached agenda.

S Burge

Chief Executive Officer

we make it happen

### **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.

# DISCLOSURE OF INTERESTS



Agenda Briefing  Ordinary Council Meeting  Special Meeting

Name of Person Declaring an interest

Position  Date of Meeting

This form is provided to enable 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 Local Government (Administration) Regulations 1996 34C.

## INTEREST DISCLOSED

Item No  Item Title

Nature of Interest

Type of Interest Financial  Proximity  Impartiality

## INTEREST DISCLOSED

Item No  Item Title

Nature of Interest

Type of Interest Financial  Proximity  Impartiality

## INTEREST DISCLOSED

Item No  Item Title

Nature of Interest

Type of Interest Financial  Proximity  Impartiality

## DECLARATION

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

Signature  Date

D20/

# DISCLOSURE OF INTERESTS

## Notes for Your Guidance



### IMPACT OF A FINANCIAL INTEREST (s. 5.65. & s. 67. Local Government Act 1995)

A member who has a **Financial Interest** in any matter to be discussed at a Council or Committee Meeting, which 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 in respect to an interest, 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 *Section 5.68* or *Section 5.69* of the *Local Government Act 1995*.

### INTERESTS AFFECTING FINANCIAL INTEREST

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 \$10 000 or imprisonment for 2 years.
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 1995*, with or without conditions.



### **INTERESTS AFFECTING PROXIMITY** (s. 5.60b Local Government Act 1995)

1. For the purposes of this subdivision, a person has a proximity interest, pursuant to s.5.60B of the Local Government Act 1995, 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 section 5.63(5)) 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.

### **INTERESTS AFFECTING IMPARTIALITY**

Definition: An interest, pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the 'Act'.

A member who has an **Interest Affecting Impartiality** in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest;

- a. In a written notice given to the Chief Executive Officers before the Meeting or;
- b. At the Meeting, immediately before the matter is discussed

### **IMPACT OF AN IMPARTIALITY DISCLOSURE**

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.

---



## **TABLE OF CONTENTS**

1.	OFFICIAL OPENING	9
2.	ATTENDANCE	9
3.	APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE	9
4.	APPLICATIONS FOR LEAVE OF ABSENCE	9
5.	ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION	9
6.	DECLARATION OF MEMBERS INTERESTS	10
6.1	Declarations of Financial Interests – Local Government Act Section 5.60a	10
6.2	Declarations of Proximity Interests – Local Government Act Section 5.60b	10
6.3	Declarations of Impartiality Interests – Admin Regulations Section 34c	10
7.	PUBLIC QUESTION TIME	10
8.	PUBLIC ADDRESSES / DEPUTATIONS	15
9.	PETITIONS	15
10.	CONFIRMATION OF MINUTES	15
11.	DELEGATES' REPORTS WITHOUT DISCUSSION	15
12.	MATTERS REQUIRING A DETERMINATION OF COUNCIL	16
12.1	EXTERNAL SERVICES	16
12.1.1	Bay of Isles Leisure Centre - Review of Operations and Business Model	16
12.1.2	Application for Development Approval - Increased Number of Weddings - Lot 5 (79) Downes Street, Pink Lake	31
12.1.3	Community Drop Off and Waste Management Transfer Station	47
12.1.4	Land Transfer - Grass Patch Community Development Association	52
12.2	ASSET MANAGEMENT	56
12.2.1	Verge Development Request - Witches Brew Drive Thru Coffee	56
12.2.2	Andrew & Dempster Street Roundabout Review	67
12.3	CORPORATE & COMMUNITY SERVICES	75
12.3.1	Resignations from Committees and New Appointments	75
12.3.2	Financial Services Report - April 2021	82
12.3.3	Schedule Fees and Charges 2021/2022	130
12.3.4	Behaviour Complaints Policy	169
12.3.5	Annual Review of the Delegated Authority Register 2021/2022	191
12.3.6	Rate Exemption for Esperance Tjaltjraak Native Title Aboriginal Corporation	199
12.3.7	Lease Area Adjustment - Rotary Club	208

12.4	EXECUTIVE SERVICES	212
12.4.1	Information Bulletin - April 2021	212
12.4.2	Communications & Engagement Strategy 2021-2024	225
13.	REPORTS OF COMMITTEES	228
13.1	Minutes of Committees	228
13.2	External Audit Plan for the Year Ending June 2021	241
13.3	IT Disaster Recovery Plan	243
14.	MOTIONS OF WHICH NOTICE HAS BEEN GIVEN	245
15.	MEMBERS QUESTIONS WITH OR WITHOUT NOTICE	245
16.	URGENT BUSINESS APPROVED BY DECISION	245
17.	MATTERS BEHIND CLOSED DOORS	245
17.1	Shire of Coolgardie Agreement	245
17.2	Esperance Home Care Service - Payment of an Alternative Staff Retention Allowance	245
17.3	Application for Rates Exemption - Tijek Foundation Pty Ltd	245
17.4	0356-21 - Design and Construction - Esperance Pump Track	246
17.5	Lease Reassignment Jetty Headland Site 3 - Andrew Aston to Michael Sainty	246
17.6	Potential Purchase of Two Properties to Enable Parking Improvements	246
17.7	0355-21 Prequalified Supplier Panel - Wild Dog Control	246
17.8	0354-21 - Prequalified Supplier Panel - Professional Services	246
17.9	0353-21 - Prequalified Supplier Panel - Traffic Management	247
17.10	0352-21 - Prequalified Supplier Panel - Parks & Reserves Management	247
17.11	0351-21 - Prequalified Supplier Panel - Workshop Services	247
17.12	0350-21 - Prequalified Supplier Panel - Building Services	247
17.13	0349-21 - Prequalified Supplier Panel - Plant Hire	247
18.	PUBLIC QUESTION TIME	247
19.	CLOSURE	247





**6. DECLARATION OF MEMBERS INTERESTS**

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

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

**6.3 Declarations of Impartiality Interests – Admin Regulations Section 34c**

**7. PUBLIC QUESTION TIME**

**QUESTIONS TAKEN ON NOTICE – APRIL ORDINARY COUNCIL MEETING**

**Questioned by Dr K Nieuwerkerke**

**Answered by Mr S Burge – Chief Executive Officer**

Thank you for your questions provided on 23 April 2021. Please see responses to your questions below.

**Question**

**Standards for CEO Recruitment, Performance and Termination.**

The Division – Standards for Recruitment of CEO's appears to deviate from the Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination Feb 2021.

The Standard to be approved by Council does not have a section on CEO induction (see pag 187). While this may not have been relevant in the recent transfer to the current CEO it would be a prudent inclusion.

The Division – Standards for Review of Performance of CEO's appears to deviate from the Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination Feb 2021.

The Standard to be approved by Council appears to overlook a valuable suggestion (see page 189).

.....'For example, if the CEO has been selected due to their financial experience and ability to improve the local government's finances, indicators regarding improved revenue and reduced expenses are obvious starting points'.

Neither the Standard nor Council Policy HR 015: CEO Performance Review reflect this suggestion.

Clause 2.11.2(b) appears incorrect. Clause 2.11 deals with the situation when the CEO contract expires, hence clause 2.11.2(b) should read:

(b) the incumbent CEO has notified the local government that they **do not** wish to have their contract of employment renewed on its expiry.

The Division – Standards for Termination of Employment of CEO's could be enhanced by the following inclusion:

Clause 4.2 (2) (e)

Notifying the CEO that Council does not wish to renew the contract.

Council may find itself in a situation where they wish a change in personnel, while there are no allegations or deficiencies in the CEO performance under the contract. The current text in this Division mainly relates to issues of conflict.

A further observation may be helpful. The occurrence of selecting a CEO is rare, most likely once in 5-7 years. The group of people, actively involved in the recent selection process is unlikely to be around when it happens again in Esperance.

It is important to gather the knowledge gained. A standard 'post-project' review process would comprise of identifying the group's positive experiences and one or two things to improve. This information could be used to look for adjustments in the Standards and should be locked away in a confidential 'time capsule' for when the next selection process takes place.

#### Answer

We appreciate the time taken to review the standards as attached in the April Ordinary Council Meeting Agenda. However, Council endorsed the standards as per WALGAs recommendation at the Ordinary Council Meeting on 27 April 2021.

#### Question

##### **Disposal of Jetty Timbers, Item 12.2.2**

The Shire CEO, in a meeting with the Esperance Ratepayers and Electors Association advised that new timber was used during the construction of the Esperance Jetty. Recovered timber has only been used for seating.

This puts a whole new light on the use of recovered jetty timber. Only limited quantities of old timber was required for the construction of a small number of seating arrangements.

Can Council now clarify that:

1. Timber has been returned to those members of the community that were entitled to planks (as they purchased those in a previous fundraising campaign)
2. Can Council seek a formal valuation of the grade 1, 2 and 3 timbers in its possession and thereby establish the value of this community asset
3. The valuation of the timbers then allows Council to make proper, value based decisions on when it determines to 'donate' (and/or sell) timber for community projects. Would Council consider this as an alternate Grants process and what implications could this have on it 2021/22 budget?
4. Can Council advise any use of grade 1, 2 and 3 timber (such as signage) to-date
5. Will Council consider a suggestion to build a 'Monet-style' bridge across the lily pond?
6. Will Council seek community suggestions for use of Tanker Jetty timber to enhance the amenity of the Shire

#### Answer

1. Correct timber has been returned to members of the community who were entitled to planks and could produce certificates as verification. To date, 21 community members have received planks.
2. This could potentially be considered as Council implements the resolution from the April Ordinary Council Meeting, in which the following was resolved:

##### *That Council*

1. *Donates Historic Esperance Tanker Jetty up to Grade 2 Timber to the Esperance Christian Family as per the quantities requested; and*
2. *Request the CEO to develop a process for potential uses of the remaining Historic Esperance Tanker Jetty Timber for Council's consideration.*
3. As stated above, this could potentially be considered as Council implements the resolution from the April Ordinary Council Meeting. The value of reclaimed jetty timbers could potentially be considered within the framework. The framework will describe the appropriate use of timber by the Shire, community access to timber and the disposal of timbers.
4. Grade 1 and 2 timbers has been used for signage in four (4) CBD roundabouts. A further three (3) roundabouts and intersections are currently awaiting timber signs to be made and installed.
5. This would need to be suggested and considered as part of the James Street Cultural Precinct consultation process which is currently underway. The implementation of your suggestion would also be subject to detailed engineering and the structural integrity of the reclaimed jetty timbers.

To submit comments and feedback on the James Street Cultural Precinct. Please see link below.

<https://www.esperance.wa.gov.au/james-street-cultural-precinct>

6. As stated above, this could potentially be considered as Council implements the resolution from the April Ordinary Council Meeting. The Shire is currently receiving and will continue to receive feedback from the Streetscape Advisory Committee and community representatives on the use of reclaimed jetty timbers in landscaping and amenity projects around town.

**Question**

**Esperance Jetty Construction Costs**

Now that the Esperance Jetty has been opened and construction is complete can Shire advise the total costs of the construction project, e.g.

1. construction contract
2. variations to the contract
3. H&H supervision and additional advice
4. Shire project management cost
5. other material costs (staging area, repair to the headland, etc)

**Answer**

1. Contract sum - \$6,796,130.00
2. Variations to date - \$232,576.32
3. H&H (includes GHD) costs to date \$103,020.23
4. Project Management costs to date are \$107,771.61
5. The Jetty Headland is still a work site and final details are still being completed.

**Question**

**Esperance Jetty Technical Design**

Shire has previously stated that the technical design for the Esperance Jetty would be made available to the public, once the construction of the jetty was completed.

Can Shire please issue an electronic copy of this document.

**Answer**

The Shire have not yet received the final as-constructed drawings as some construction works are still technically occurring. As-constructed drawings are not usually made public since they contain no different substantive information that isn't already on the contract (construction) drawings.

The original construction drawings were contained in the RFT document, which is/was a public document. As-constructed drawings typically reference minor dimensional changes, such as precise pile locations and pile set data (pile driving records) and are no different from the original construction drawings in any substantive way.

**Question**

**Esperance Tourism Strategy**

The GEDC submission to the review of the Esperance Tourism Strategy refers to Esperance Townside foreshore redevelopment master plan (page 162)

I have searched the Shire website for this plan. Can a copy or access to this plan made available?

**Answer**

The Goldfields Esperance Development Commission are referring to a document created in 2005 titled the Esperance Townsite Foreshore Redevelopment Mast Plan Report. The document has been attached for your reference.

**Question**

**Audio record of the OCM 23 Mar 2021**

At the start of the briefing session we were advised that the meeting was being recorded. It was also stated that the previous Ordinary Council Meeting had been recorded and that this feed was available to the public.

There is no reference to the recording on the Agenda and Minutes pages <https://www.esperance.wa.gov.au/agendas-minutes-0>

Can Shire advise how we can get access to the recording.

**Answer**

As stated in the Minutes of the March Ordinary Council Meeting, Council Meetings are being recorded in a trial for future live streaming. The recording from the March Ordinary Council Meeting was made available on the Shire website shortly after the meeting and can be found using the link below:

<https://www.esperance.wa.gov.au/council-meeting-video-recordings>

Agenda Briefing Sessions will be recorded for internal purposes only, to continue improving the process. These recordings will not become publically available.

As per the Councils Live Streaming and Recording of Meetings Policy, the Shire has now included a disclaimer in Ordinary Council Meeting Agendas and will continue to include a disclaimer in the Minutes when read aloud by the Presiding Member.

**Question**

**Shire of Esperance Public Health Plan 2021-2026 (Plan)**

A draft of this Plan has been issued in the briefing notes for the OCM of 27 April 2021. If Council approves the related recommendations this document will be open for public comment. I believe this Plan deserves serious consideration.

In the draft document it is indicated that assessment will be using the PABCAR process. Research indicates that PABCAR stands for

1. What is the **P**roblem and is it significant?
2. Is it **A**menable to change?
3. Are the intervention **B**enefits greater than costs?
4. Is there **A**cceptance for the interventions?
5. What actions are **R**ecommended?

The Pareto principle states that for many outcomes, roughly 80% of consequences come from 20% of the causes. Hence, when the Plan draws on statistics it is vital that they are accurate and complete. During public question time I identified

- “By 2031 it is estimated the number of people 70+ years will increase by 38%” is lacking in detail. Not knowing how many are 70+ now (e.g. 100?) does not allow an assessment if this increase is a significant number (e.g. is there really a problem?)
- “1 in 5 smoke when pregnant” falls in the same category. If there are only 30 pregnancies in Esperance per year, the 6 people in this category are ‘insignificant’ in relation to the Plan.

I feel there are a number of considerations that should drive the Plan:

- a) The Plan should not overlap with any Federal or WA State campaign (such as anti-smoking, obesity, etc.). Rather, the Shire should seek that the relevant authority – using local knowledge - tailor their campaign so it can be more effective in the Shire.
- b) Shire should identify key causes for health issues, specific to the Esperance Shire. Exceptionally high UV exposure comes to mind. Specific issues related to the farming community (back stress from driving motorised vehicles/tractors/harvesters?)
- c) Issues linked with the elderly (where we assume that Esperance has an above-average number of senior citizens).

I feel that public comment can be more valuable if an addendum is issued with its release. The addendum should provide enhanced, detailed statistics and where possible add detail to items (a), (b) and (c) above.

**Answer**

Consultation took place early in the development with a range of organisations including the Epidemiology Branch of WA, WA Country Health Services in Kalgoorlie and Esperance, and the Public Health Advocacy Institute of WA and local agencies. This consultative process provided guidance with the planning, data review and provision of health data used for the health profile of the community. The full version of the Public Health Plan (the Plan) contains the rationale and data used in its development, with the appendices providing more detailed information/data. The full version of the plan can be found [here](#).

In reference of the clarification: *The number of people 70+ years old within Esperance will increase by 38% by 2031.*

The data used at the time stated that in 2021 it was predicted that there would be 1,950 people 70+ years old in Esperance. In 2031 it was predicted that the figure would be 2,710 people. An increase of 38% or 760 people. The source of this data is Western Australia Tomorrow 2016-2031 Forecasts published by the Department of Planning, Lands and Heritage. This information is found in Appendix 2 of the Plan. This increase has been identified as noteworthy by health professionals for Esperance and other regional towns.

In reference to the clarification: *1 in 5 smoke when pregnant:*

2019 data showed that 18% of women in Esperance smoked whilst pregnant. This data was obtained from the Health Snapshot Goldfields released by the WA Primary Health Alliance. The brochure only included the percentages, the number of pregnant women is not mentioned. This percentage has been identified as noteworthy by health professionals.

In reference to your comment a):

The strategic and operational governance of the Plan will be overseen by two key groups: An Advisory Committee and a Shire of Esperance Working Group. The role of the Advisory Committee is to provide strategic advice on the ongoing development, implementation and evaluation of the Plan.

This committee has representatives from key local agencies, which have a significant role in or influence on community health and wellbeing locally including WA Country Health Service ( Kalgoorlie and Esperance); and WA Primary Health Alliance- Esperance (which is leading agency for most health local agencies). These partnerships allow a close network to work on local issues.

The Shire of Esperance recognise that through successful and collaborative partnerships we can

- Reducing duplication of programs and initiatives;
- Increasing efficiency by collaborating and joining resources to develop common goals and actions;
- Improving communication and increase understanding of the roles and expectations of others;
- Achieving greater success by working together; and
- Sharing skills and knowledge.

In reference to your comments b) & c):

As we developed the Plan, we established partnerships with organisations like Injury Matters and Cancer Council to name a few on possible local projects. The Shire of Esperance is also an active member of the Esperance Alcohol and Other Drug Harm reduction group formed of many health local agencies working on local issues. The Health Plan will be a formal way to advocate in this area and work together in some local issues. Our role is not to duplicate existing services but to assist agencies to meet their goals at a local level. Our full plan version lists possible collaborative actions.

Because health can be influenced by many factors, sometimes outside of personal control, a holistic approach towards health was adopted when developing the Plan. Connections between social, cultural, economic, built and natural environments were considered. Subsequently the plan was kept broad to allow some flexibility to work on local health issues raised with our local agencies. We are looking forward to continue to work with the community to build a healthier community.

At the April Ordinary Council Meeting on 27 April you questioned who the land owners are of the two windfarms within the Shire of Esperance. I can confirm the owners of these land are the State Government. More specifically, the Shark Lake site is owned by Southern Ports Authority and Twilight Beach Road is Crown Land managed by the Department of Planning, Lands & Heritage.

Thank you again for expressing interest in these topics. Should you have any queries, please do not hesitate to contact me.

**8. PUBLIC ADDRESSES / DEPUTATIONS**

**9. PETITIONS**

Nil

**10. CONFIRMATION OF MINUTES**

That the Minutes of the Ordinary Council Meeting of the 27 April 2021 be confirmed as a true and correct record.

Voting Requirement                      Simple Majority

**11. DELEGATES' REPORTS WITHOUT DISCUSSION**

	Agenda Briefing Sessions (19)	Ordinary Council Meetings (19)	Special Council Meetings (9)	Annual Electors Meeting (2)
Shire President Cr Ian Mickel	19	19	9	2
Deputy President Cr Basil Parker	16	16	6	2
Cr Jo-Anne O'Donnell	18	18	7	2
Cr Steve McMullen	17	19	9	2
Cr Shelley Payne	14	15	8	2
Cr Jennifer Obourne	18	18	8	2
Cr Ron Chambers	16	19	8	2
Cr Dale Piercey	13	17	7	2
Cr Wes Graham	18	18	8	2

## **12. MATTERS REQUIRING A DETERMINATION OF COUNCIL**

### **12.1 EXTERNAL SERVICES**

#### **Item: 12.1.1**

#### **Bay of Isles Leisure Centre - Review of Operations and Business Model**

**Author/s** Scott McKenzie Acting Director External Services

**Authorisator/s** Shane Burge Chief Executive Officer

**File Ref: D21/12505**

#### **Applicant**

External Services

#### **Location/Address**

Not Applicable

#### **Executive Summary**

For Council to consider the internal review of the Bay of Isles Leisure Centre (BOILC) Operations and Business Model.

#### **Recommendation in Brief**

That Council retain in-house management of the Bay of Isles Leisure Centre.

#### **Background**

During the January 2021 Ordinary Council Meeting, Council resolved a series of Key Performance Indicators (KPI) for the CEO for 2021. These KPIs were subsequently included in the Corporate Business Plan 2020/21 – 2024/25.

Specifically KPI 1.1 is to undertake a 'Review of options to build better understanding of the alternatives for operations, client usage and the business model' of the Bay of Isles Leisure Centre.

In order to gather information for the review, staff contacted the (YMCA), other Local Governments that have utilised external management organisations and reviewed current activities against the Parks and Leisure Associations (PLA) regional facilities benchmarking program. A condition of the PLA benchmarking is that an individual centres data is not be used publicly, only the annual median and average data is used.

YMCA took the opportunity to do some due diligence and were given some financial data on the BOILC over the past couple of years. The YMCA also visited Esperance and were given a guided tour of the BOILC on 6 January 2021, they subsequently submitted a letter outlining their proposal in general terms (Attachment A).

Feedback was sought from other Local Governments that are (or were) out sourcing the management of leisure facilities. In summary the feedback was mixed, some Local Governments were happy with the process and financial process and others have brought the management of the facility back in house. Those that had brought the management in house recognised that a strong learning opportunity was that any out sourcing of management of a facility requires a robust contract and a commitment to contract management. They also gave feedback that the Local Government needs to be very clear in its expectations when developing the contract, for example is the priority to reduce costs, provide other services and more.



Information gleaned from the Parks and Leisure Benchmarking report is attached as Attachment B.

**Officer's Comment**

The YMCA made a clear statement during their site visit that if the sole intention of Council is to reduce costs then this is probably not the best option.

YMCA look to develop a community hub, with a focus on community and youth engagement. They offer additional value in youth services, child care, health and wellness and all of community support, which can all be provided, as needed, as part of a long term partnership agreement. Therefore, out sourcing the management of the BOILC may provide an option for additional youth services to be provided, however it is felt that if this is the outcome preferred by Council then we can resource this through our normal budgetary process.

The YMCA appear to be a very well run, passionate advocate for youth services throughout Australia. They also indicated a strong desire to manage the Esperance Sporting Complex as well as the BOILC.

Out sourcing the management of the BOILC is not expected to decrease the annual funding deficit of the facility. It is also expected that any organisation undertaking the out sourcing will want to reduce risk by having the responsibility to maintain and replace equipment remain with the Shire. A Manager would also need to remain responsible for the active management of any contract.

The benchmarking information showed that in general we are comparative to other like regional centers albeit the BOILC is always looking at ways to increase patronage and decrease operating expenditures.

Option One

That Council retain in-house management of the Bay of Isles Leisure Centre.

Option Two

That Council request the CEO to undertake an EOI process for external management of the Bay of Isles Leisure Centre and Esperance Sporting Complex.

**Consultation**

YMCA

EMT met with YMCA on 6 January 2021

Council were briefed on the results of this review on Tuesday, 13 April 2021

**Financial Implications**

Nil

**Asset Management Implications**

Nil

**Statutory Implications**

Nil

**Policy Implications**

Nil

### **Strategic Implications**

#### Strategic Community Plan 2017 - 2027

##### *Leadership*

A financially sustainable and supportive organisation achieving operational excellence  
Provide responsible resource and planning management for now and the future.

#### Corporate Business Plan 2020/21 – 2024/25

##### C3.1 Manage the Bay of Isles Leisure Centre

### **Environmental Considerations**

Nil

### **Attachments**

A<sup>1</sup>. YMCA - Outsourcing of Services Discussion

B<sup>1</sup>. Parks and Leisure Association - Benchmarking Highlights

### **Officer's Recommendation**

**That Council:**

- 1. Accept the review undertaken on operations and alternatives for management of the Bay of Isle Leisure Centre; and**
- 2. Retain in-house management of the Bay of Isles Leisure Centre.**

**Voting Requirement**

Simple Majority



We believe in the power of  
inspired young people

## YMCA WA and the Shire of Esperance - Outsourcing of Services

### Discussion

#### Background

In January 2021, representatives from the YMCA WA, (Shane Mauger, Executive Manager-Service Delivery and Mark Furr, General Manager, Youth Community & Leisure), were invited to visit and engage the Shire CEO and Executive regarding potential opportunity to externalise management and service provision of the Bay of Isles Centre, (BOILC). The YMCA (Y WA) also provided a number of supporting documents prior to demonstrate and evidence the organisations capability and capacity to deliver quality recreation and leisure services as well as community and youth services.

After an engaging and informative site visit and subsequent discussions with the Shire, regarding opportunities associated with outsourced management of BOILC and other recreation and leisure facilities, community activation and development initiatives, including youth engagement; the CEO invited the Y WA to provide a short / brief proposal regarding potential and possibilities associated with outsourcing and partnering with an external agency to deliver service and outcomes aligned to the Shire's strategic vision and operational plans.

#### Overview of the YMCA WA

The Y WA is a trusted industry partner for many local governments and organisations. In WA, we have 14 State Government Funding partners as well as 37 community partners. We are experienced in establishing, maintaining, and growing partnerships with both public and private sectors including, community organisations and industry, as well as commercial enterprises.

The Y WA works within a robust financial management framework to drive long term sustainability and strong governance ensures the organisation's commitment to deliver on our strategic imperatives. Through proven financial governance and management, the Y WA is positioned for sustainable performance, providing total transparency and the best possible outcomes for the operation any local government facility.

The Y WA upholds a healthy financial position backed by solid cash reserves. Current financial performance is reflective of a positive trading position. Business process improvements implemented over recent years has resulted in the Y WA experienced one of its strongest performing years in 2019/20 and this trend has continued into 2020/21

The Y WA goes above and beyond its obligation to ensure children and young people are safe and is accredited as a Child Safe Organisation by the Australian Childhood Foundation. This is a Level 1 Mandatory Standard to be licenced as a YMCA Association, ensuring that child safety is front of mind for all staff, volunteers, and contractors.

Our ability to engage in partnerships is a key asset of Y WA and builds on the ethos of **"together we do better"**. Our approach is collaborative, and relationships with all our partners are built on trust, mutual respect, open communication, honesty, and responsibility. Our approach to relationships provides stability,



We believe in the power of  
inspired young people

and ensures programs and services are responsive to all community needs and enhance our ability to successfully deliver required outcomes.

The Y WA's core focus is enabling healthier and happier communities across the State. Our three areas of focus are:

- Health and Wellness - investing in transitions into healthy living and physical activity.
- Youth Participation - supporting young people as they transition into adulthood
- Early Education - preparing children for transition into preschool

## Health and Wellness - Recreation Services

Managing over 594 facilities across nearly 500 communities in Australia, the YMCA has significant experience in operating recreation facilities, including aquatic centres as well as many other community related services.<sup>1</sup>

The Y WA has managed recreation services including aquatics and health clubs for 26 years since 1994. These types of service and opportunity align to our philosophies of Community First and Impact Led, and all undertakings are by a sub-contracted arrangement between Shire/Town/City and the Y WA.

The Y WA does not seek to make a profit from the operations of service contract but acts as community partner to operate quality community and recreation facilities while seeking to enhance community participation and engagement in health and wellness activities in the regions in which we operate. This is the vision of the Y WA for communities across WA to be connected, inclusive and vibrant. The Y WA will always drive for the best financial outcome, but only as a mechanism to drive and resource greater community benefit.

The Y WA is the only aquatic and recreation operator/manager that has a Safeguarding Children and Young People Framework, and Australian Childhood Foundation Accreditation. This is an imperative standard for all YMCA services to ensure that child safety is front of mind for all staff, volunteers, and contractors.

The Y WA manages recreation services in the City of Bayswater, Kalgoorlie/Boulder and Shire's of Narrogin and Serpentine Jarrahdale. All contracts operate under positive and engaged relationship with our community partners and operate in surplus, with the exception of Narrogin due to the operation of their aquatic facilities. It should be noted that whilst a deficit funded budget, the Shire of Narrogin continues to operate within and slightly above agreed budget parameters. All Centre's under Y WA management have a growing membership and have strong linkages to community and its development including the support and engagement of young people. Serpentine Jarrahdale and City of Bayswater Centre's will be defended this year as the cycle of contract and options have expired resulting in a requirement to tender. The Y WA is extremely confident of maintaining these contracts.

The BOILC is a well-run facility that, when visited, had similar representations as a Y WA centre; staff were attentive, personable, and obviously well versed in operating a busy and bustling centre. The Y WA would

---

<sup>1</sup> YMCA at a Glance 2019/20



We believe in the power of  
inspired young people

not necessarily operate the centre at a materially reduced operation costs than current outlay, however a transition to an external provider such as the Y WA, by the Shire, would enable significant value-add and benefit to the Shire and the local community.

The Y WA provides a comprehensive list of services and programs within its facilities, that engages both young and older It should be an expectation that the Y WA would ensure maximum participation and utilisation of the BOILC facility by adopting the following approach:

- Progressive programming - a mix of innovative and intuitive programs with a logical progression for participants based on age, gender, and ability to increase customer satisfaction, loyalty, and results.
- Increasing the diversity of programs and services offered and ensuring access for all.
- Encouraging an increase in family participation with special events and family friendly programs and memberships.
- Actively seeking partnerships with agencies and organisations such as local schools, sporting groups, health services, businesses, and community groups.
- Community activation by aligning our programs with the Shire's strategic goals to establish a partnership approach, with accountability.
- A regional approach: Seek to connect with surrounding shires and towns to increase the participation and attraction rates to the unique offering within the Esperance township.

The Y WA is adaptable, progressive and works to ensure that continuous improvement drives our service model; a positive example is provided:

**YMCA Goldfields** - *The Y WA has operated in the Goldfields for more than 40 years. Increased competition and local economic factors had played their part in requiring the Centre to reinvigorated and transition to a position of greater financial sustainability and community activity. Comprehensive community engagement and promotion of demand led services activated the facility and increased participation in all areas of service, recreation health and wellness, training and education and family and children's services. Memberships have increased by over 300%. Financial performance has shifted from significant deficit to one of standalone surplus, resulting in a financial turnaround of more than \$200k. This was achieved by implementing the following:*

- *Engaged community members to understand demand or preferences for the gym.*
- *Restructured staffing model.*
- *Capital investment to convert squash courts into a modern vibrant 24/7 gym space.*
- *State of the art security to ensure safety and compliance.*
- *Renewal of equipment but purchased not leased.*
- *Utilisation of facility space to accommodate, training and education for transition to employment.*
- *Removed traditional fitness imagery throughout and replaced it with aboriginal artwork by local artists.*
- *Delivery of youth services and program in-centre and mobile to outlying communities.*
- *Children's Term programs, Kindy Gym, birthday parties.*
- *Proactive social media and community marketing and local media engagement.*
- *Activate the outside areas for training and play.*
- *Replaced the Kiosk provision with vending machines.*





We believe in the power of  
inspired young people

The Y WA operates its facilities with the aim to collaborate and partner with the community to establish a “Community Hub”. This hub is determined by several criteria as part of its composition but is intrinsically linked to strong community engagement, alignment to local community aspirations and delivery of the Y WA’s mission and purpose whilst aligning to the strategic direction of the Shire.

The Y WA believes it has the capability to manage and further activate the surrounding facilities such as the sports grounds, indoor stadium, and camping overflow facilities. This facet of operations is currently managed across a number of contracts. For example, in Narrogin, where adjacent trotting tracks, function rooms, ovals, courts and other community facilities are managed in partnership with the Shire. The Y WA would be keen to discuss the collective management of all of these facilities within this precinct opposite the BOILC, as we believe an effective model of centralised management and operation could be implemented to further activate these areas whilst maximising revenue opportunities and optimising service opportunities. The service proposition that the Y WA offers is one of **“operational effectiveness and efficiency, coupled with accountability and support in community development and partnership”**.

As a preventative service organisation, the Y WA does not seek to compete with other agencies. The Y WA strongly believes that by working in collaboration with local government and agencies, the opportunity to achieve greater community impact and optimise resources can be achieved far more easily, especially when funds and other resources are often constrained and always limited.

As an external service provider the Y WA would align its strategic framework to the Shire’s Strategic Community Plan 2020-2027, and would demonstrate, over time, its alignment and progression of the Shire’s key strategic themes of Leadership, Community Connection, Built Environment, Natural Environment and Growth and Prosperity.<sup>2</sup> A draft framework is provided as an example and the Y WA would seek to engage with the Shire to formalise this undertaking with robust accountability via agreed KPI’s and the implementation of Social Impact Measurement which is part of the Y WA’s BAU.

The Y WA is drawn to the Shire’s Youth Plan and as a partner in the community would be driven to engage young people and support the Shire in the development of a youth strategy and development plan, as our purpose is to support and empower youth. Our mission is to provide opportunities for children and young people to grow in body, mind, and spirit. In doing so, the Y WA adopts an approach to youth empowerment which aims to:

- Build confidence in young people so they feel certainty in their ability to act
- Build capability so young people have the skills to make real and positive change
- Support pioneering so young people are encouraged to take the lead and catalyse new possibilities

An example of how we have worked in partnership with local government whilst operating a recreation contract is the Shire of Narrogin:

**Narrogin Regional Leisure Centre** – *This contract is an exceptional example of local government and the Y WA working collaboratively to achieve great outcomes in its community. In 2019 the Y WA received a further five-year extension on an existing five-year management contract. The centre is operating at budget and has a very positive and robust working relationship, endorsed with total transparency regarding progress and service challenges. The Y WA has focused on*

<sup>2</sup> Draft YMCA WA / Shire of Esperance Strategic Framework



We believe in the power of  
inspired young people

*several services to increase profitability and has achieved high attendance in recreational swimming and increased partnerships with school, youth, and external providers, which has led to a boost in secondary spend including café and merchandise products. Many casual users have been upsold memberships and personal training sessions as a result of targeted sales strategies by customer service staff. Operationally there has also been a major focus on promoting facility hire to customers in the region by establishing formal partnerships with stakeholders to encourage them to choose our recreation facilities. In addition, extra revenue has been generated by leasing office space to not-for-profit and government agencies at competitive rates. The benefit of having these agencies onsite has created cross-promotion opportunities and led to increased office rental and facility hire incomes when they need to book space for larger events. By demonstrating a continuous improvement approach, and working in partnership with the Shire, the Y WA has been able to, and continues to offer innovative community relevant health and wellness services for its' local communities, whilst meeting and exceeding its budget targets.*

*Additionally, the Y WA, in partnership with Shire of Narrogin, facilitated a community youth survey to assist with the development of a Narrogin Youth Strategy and Youth Development action plan. The survey was completed by approximately 300 young people (28.5% of all young people in Narrogin) and enabled young participants to have a voice on what it is like to be a young person in Narrogin. This led to increased stakeholder partnerships, as well as the development of youth focussed activities and programs to be run out of the centre whilst moving towards a greater community hub focus for the facility, which caters to customers within a 100km radius. Subsequently this has resulted in the Council endorsing a developed strategy and development action plan as well as the establishment of a Youth Interagency Committee that will work to ensure the resources available within the Shire will be used to best effect and agencies can work in collaboration. A Youth Advisory Group is being formed with Terms of Reference that will see them advising and representing youth issues to the Council. After discussion and engagement with the Y WA, the Shire has invested in activating a redundant space within the centre boundary creating a grassed public space that replaces the beach volleyball area, enabling activities and events and the purchase of a mobile cinema system is a positive outcome for the community and a result of the youth engagement exercise.*

Our approach to youth work, is recognised as a best practice model, (by Curtin University 2020), and is person-centred, strengths-based, solution-focused, and trauma-informed. The Y WA is collaborative, and relationships with all our partners are built on trust, mutual respect, open communication, honesty, and responsibility. Our approach to relationships provides stability, ensure programs and services are responsive to youth and community needs, and enhance our ability to successfully deliver required outcomes.

### Service Benefits of Outsourcing to the Y WA.

- The Y WA has significant expertise both locally and nationally in delivering effective health and wellness solutions.
- Whilst costs to operate BOILC would not differ materially, the Y WA comes with significant value add that benefits local community.
- Our services are adaptive and flexible which respond according to the feedback and input from community.



We believe in the power of  
inspired young people

- The Y WA goes above and beyond its obligation to ensure children and young people are safe and is accredited as a Child Safe Organisation by the Australian Childhood Foundation. This is a Level 1 Mandatory Standard to be licenced as a YMCA Association, ensuring that child safety is front of mind for all staff, volunteers, and contractors.
- The Y WA undertakes Social Impact Measurement and applies MEL Frameworks, (monitoring, evaluation, and learning), for all its services and community programs.
- As a federated organisation, Y WA has access to national programmes and intellectual property that includes contemporary health and wellness programs as well as virtual platforms across our spectrum of services.
- The Y WA is a member of the community and would partner with Shire and other stakeholders to ensure the relevant components of the Shire' strategic vision is realised is invested in the strategic direction of the Shire
- The Y WA will closely align its work to supporting the achievement of the Shire's youth plan and would support any reviews, revision, and further development.
- The Y WA could contribute its own resources to deliver mission related activities and outcomes.
- The Y WA is an established and recognised employer of young people, with 68% of our staff being under the age of 30 years of age and many of our staff progressing from work experience to traineeships and then onto full time employment both with the Y but also in the broader communities in which we work
- Any current staff employed by the Shire would transition across to the Y WA with opportunity to diversify and develop within our job family.

## Summary

The Y WA is an established and committed member of many communities, culturally competent and respected across WA. We would count it a privilege to be invited to partner with the Esperance community. We provide an assurance of effective and progressive health and wellness services as well as community and youth engagement that ensures services and supports are tailored to meet the needs of the community, especially young people. We actively measure the social impact these services provide to the community and use this information to tailor and continuously improve our services and impact within the community.

Y WA would welcome the opportunity to talk to the Shire in more detail on the possibility of operating Recreation, Community and Youth services in Esperance.

Mark Furr  
General Manager  
Youth Community & Leisure  
YMCA WA

E- [mark.furr@ymcawa.org.au](mailto:mark.furr@ymcawa.org.au)  
M - 0448 252 010



**CEO KPI 1**  
**Review of Alternatives for Operation, Client Usage and Business Model**  
**BOILC**

**Background**

The BOILC Memberships show that 60% are female and 40% male. The youngest members start from 1 year of age and the oldest member is over 90 years old. The age group with the highest percentage of use is the 30 to 39 age group.

Age	% of Membership
9 and under	7%
10 – 19	11%
20 – 29	15%
30 - 39	21%
40 - 49	14%
50 – 59	15%
60 – 64	5%
65 – 69	5%
70 – 74	3%
75 and above	4%

Memberships purchased are 31% in gym/classes, 32% aquatic and 37% full access to aquatic, gym/classes and crèche.

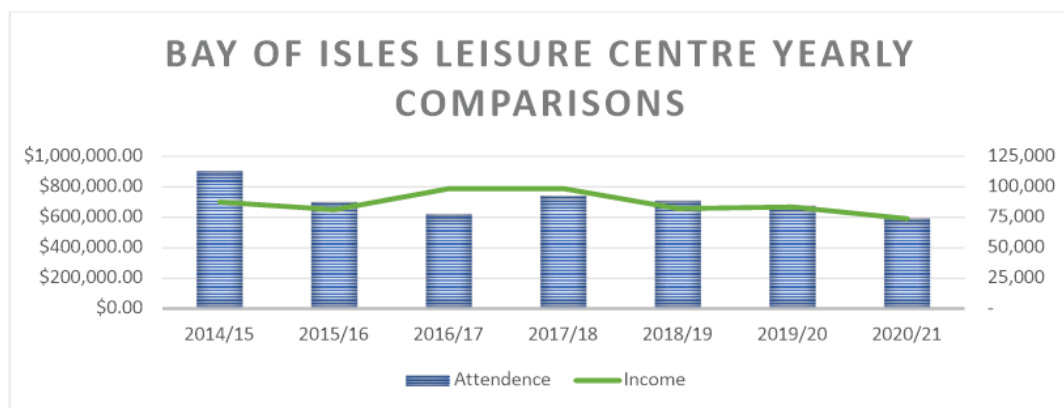
The last full financial year that the BOILC had without a closure or breakdown was the 2014/15 financial year. Some closures are detailed below;

- 2015 – 2016 BOILC aquatic area was closed for 10 weeks in term 1. This to perform maintenance to the lap and leisure pool linings.
- 2016 – 2017 BOILC Aquatic area closed for a period due to replacement of condensing boilers.
- 2018 – 2019 BOILC aquatic area closed for 13 weeks from April to complete the tiling of the lap pool and repairs to tiling in the leisure pool.
- 2019 – 2020 BOILC was closed for 12 weeks due to COVID-19.

**Annual Comparison of Attendance and Income**

To date this financial year, the income is sitting at 88% of the 2019/20 financial year and at 74% of the 2017/2018 financial year with another 4 months (33%) remaining this financial year.

It is expected that the BOILC income for the complete 2020/21 financial year will be close to \$700,000 and attendance approximately 110,000. In the past, fees and charges have been increased to try and recoup the centre’s losses, the opposite has occurred with patronage decreasing as fees increase. Closures have also had an impact over various financial years as outlined on the previous page.



**Membership Numbers**

Membership numbers have varied over the last 6 years. The BOILC was the only gym in town in 2014/15 and since then an increase in H&F providers in Esperance has occurred with 24/7 gyms, boutique studios and external fitness options now available in town.

Whilst the BOILC does have a gym, it is promoted as a complete centre. This promotion has resulted in a change in the membership splits with the Full Centre membership now being the most popular membership. The table below shows that the BOILC membership numbers have recovered from the COVID shutdown and have over the past 8 months increased to levels not experienced since the 2<sup>nd</sup> 24/7 gym opened in Esperance.

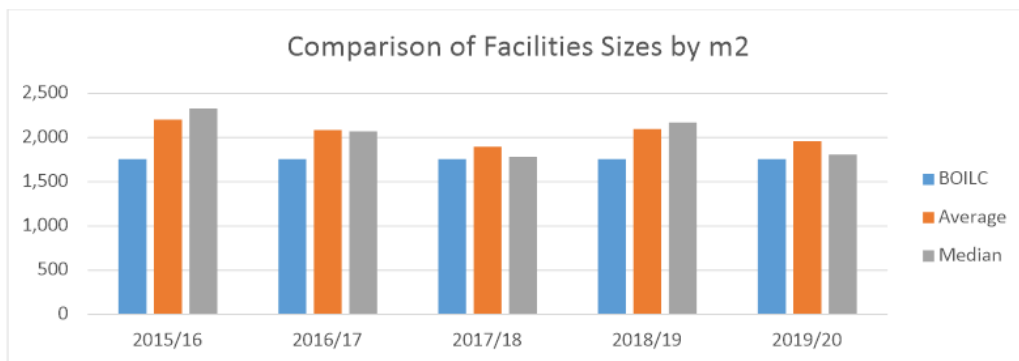
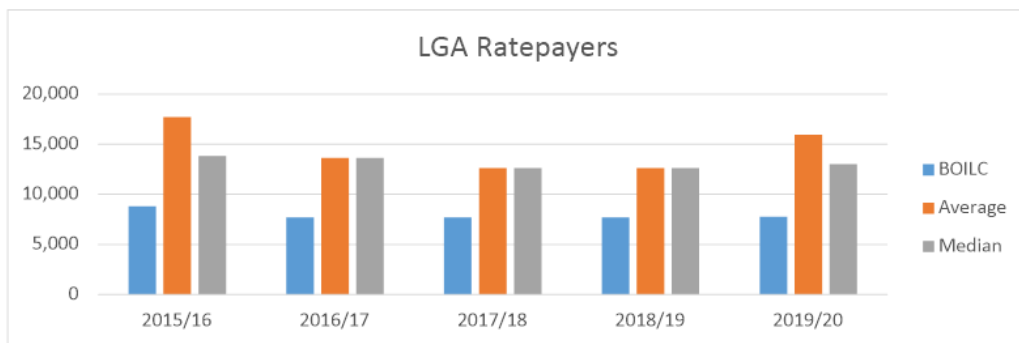
Financial Year	Memberships
2014/15	497
2015/16	456
2016/17	504
2017/18	499
2018/19	368
2019/20	380
Current	449

**Parks and Leisure Association - Benchmarking Graphs**

Since 2015/16, the BOILC has participated in the annual Parks and Leisure Association Benchmarking where the BOILC data is compared with other recreation facilities in the metropolitan and regional areas. A condition of participating in the benchmarking is that an individual centre’s data is not used and that only the annual median and average data is shared.

Whilst benchmarking is a useful tool the variance in services provided, facility size, location and population of the facilities needs to be kept in mind when comparing statistics.

The two graphs below show that Esperance is the second lowest in population of the regional facilities compared and yet the facility building size is comparable with the other facilities in larger populated areas.

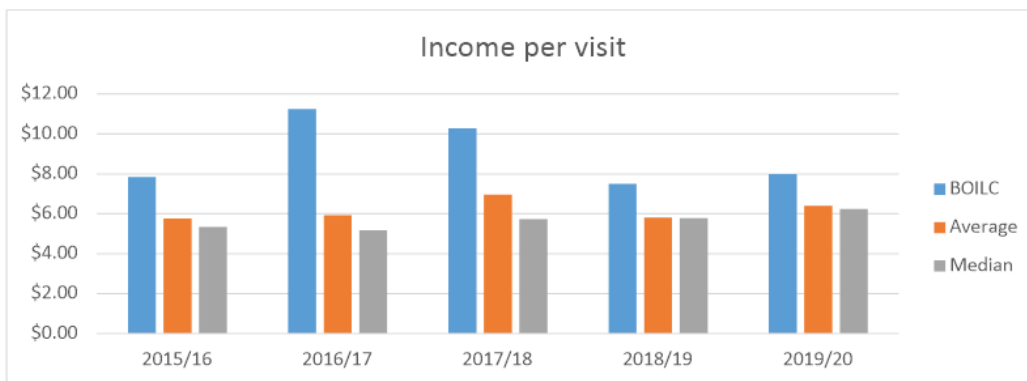
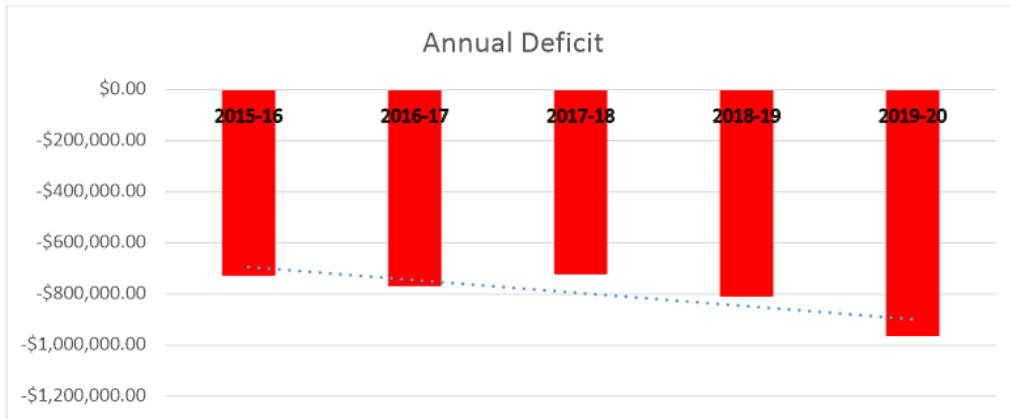


**Definitions.**

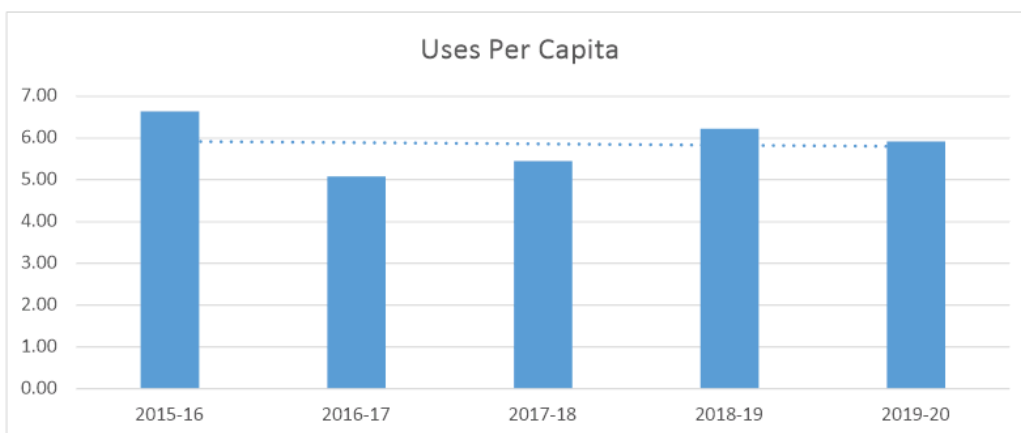
Median – is defined as being the middle value in a set of data.

Average – values are added together and divided by the participant numbers

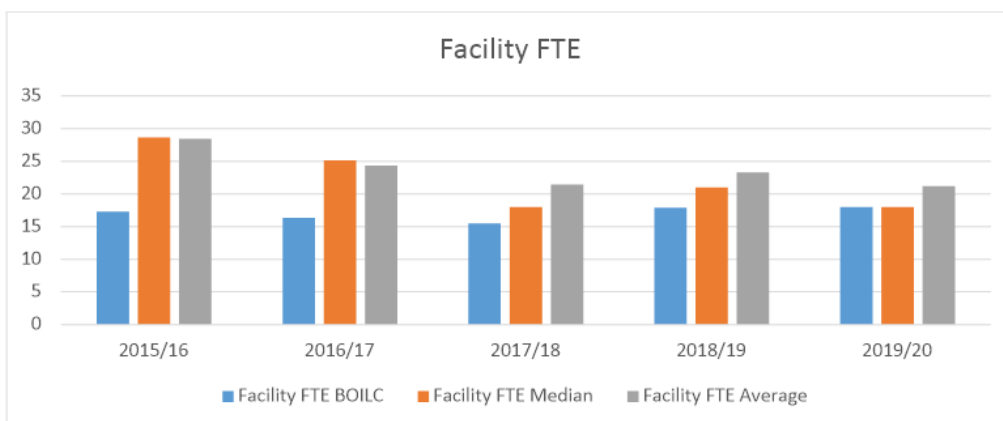
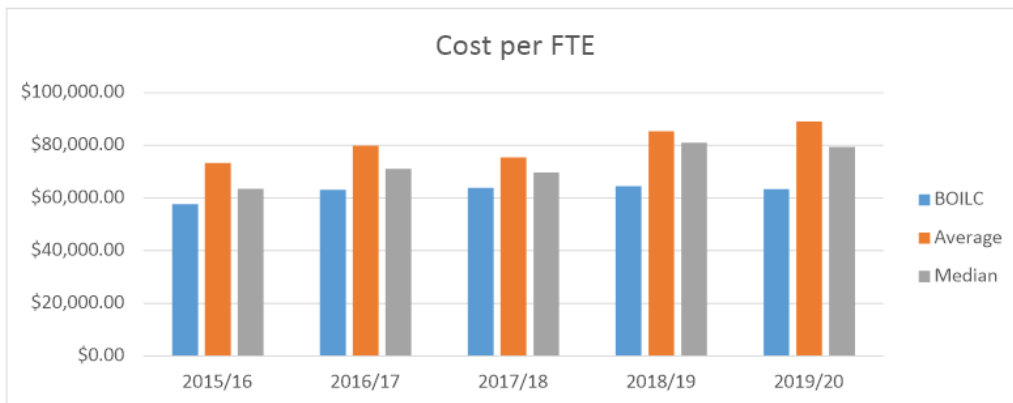
Whilst the graph below shows a declining trend, it must be remembered that the centre was closed for 13 weeks in 2018-19 for tiling and 13 weeks in 2019-20 due to COVID-19. To date (7<sup>th</sup> April 2021), the deficit for 2020-21 is \$806,128.



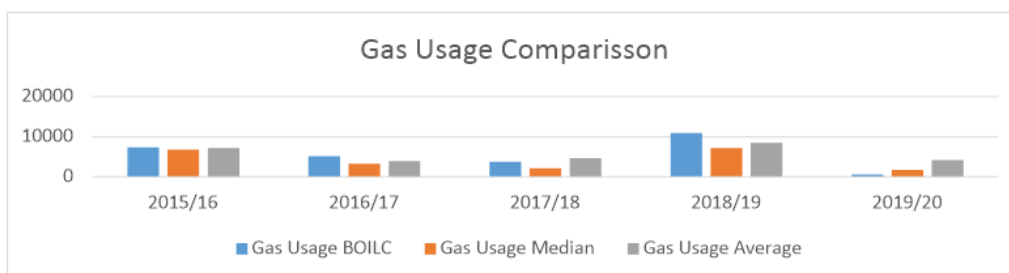
The BOILC is slightly behind the average uses per capita for the regional facilities, with the average being 9.70 for the 2019/20 financial year. This could be partially explained by the distance some residents would need to travel to attend the BOILC.



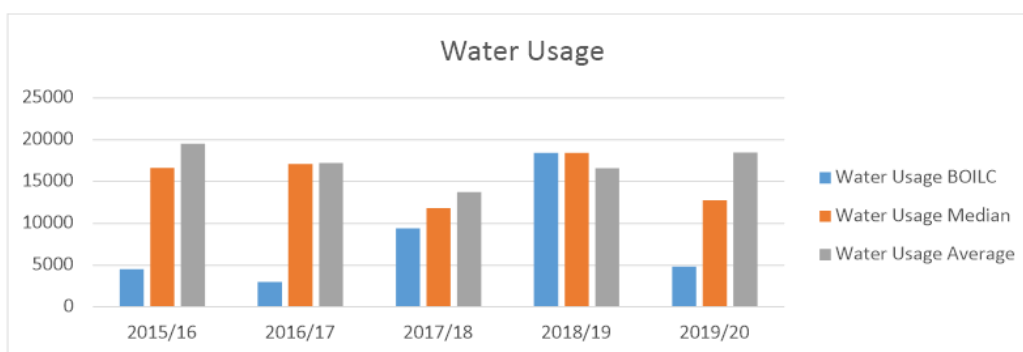
The graph below shows the cost per FTE comparison, the BOILC is a similar sized facility to other centers. Staffing requirements and qualifications do not reduce with the smaller population numbers, it is due to the size of the centre & number of people in the aquatic area at any one time. Staff at the BOILC are paid at a lower level than the industry benchmarked below.



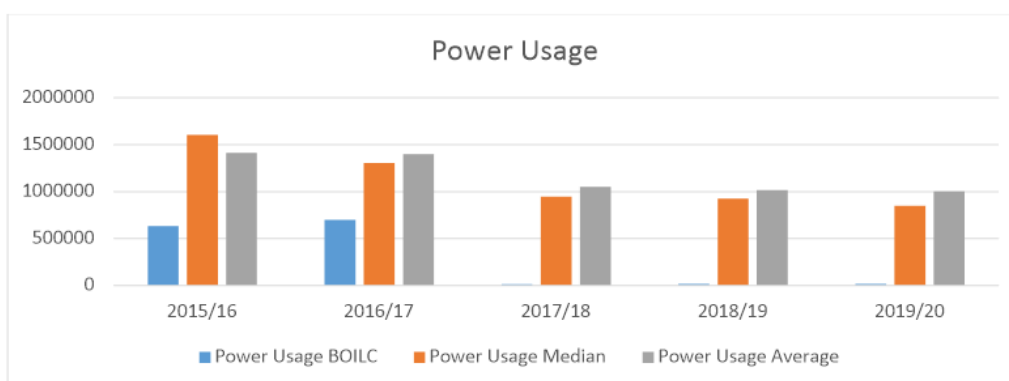
In 2016/17 the boiler at the BOILC was replaced with condensing boilers. This significantly reduced the gas consumption at the BOILC. Usage increased in 2018/19 due to issues with the boilers and the pools having to be reheated after they were emptied for tiling work. 2019/20 shows the BOILC is ahead of other facilities in reducing gas consumption, closure due to COVID had a minimal impact as the pool was kept heated during the closure.



The BOILC has been recognized as a Gold Waterwise centre this year due to the low usage of water within the centre. Increased water usage occurred in other facilities this year as some pools were emptied due to COVID-19.



The BOILC power usage has reduced significantly due to the solar panels installed on the facility.



**Item: 12.1.2**

**Application for Development Approval - Increased Number of Weddings/Receptions  
- Lot 5 (79) Downes Street, Pink Lake**

<b>Author/s</b>	Peter Wilks	Senior Planning Officer
<b>Authorisator/s</b>	Richard Hindley	Manager Strategic Planning & Land Projects

**File Ref: D21/14599**

**Applicant**  
P & V Griffiths

**Location/Address**

Lot 5 (79) Downes Street, Pink Lake



**Executive Summary**

That Council consider Development Application 10.2021.4626.1 for an increased number of weddings/receptions to be held at Lot 5 (79) Downes Street, Pink Lake.

**Recommendation in Brief**

That Council refuse Development Application 10.2021.4626.1 for an increased number of weddings/receptions to be held at Lot 5 (79) Downes Street, Pink Lake.

**Background**

An application for development approval for an increased number of weddings and receptions to be held at Lot 5 (79) Downes Street, Pink Lake was received by the Shire of Esperance on 17 March 2021.

The application was subsequently advertised to adjoining landowners and the Department of Water and Environmental Regulation. Two objections were received, one from an adjoining landowner and one

from the landowner across the road. One non-objection was also received from another adjoining landowner. The Department of Water and Environmental Regulation also objected to the proposal.

The text of the objections was subsequently provided to the applicant, who amended the proposal.

As the objectors have elected to maintain their objections to the proposal, the applicant is referred to Council for determination.

#### **Officer's Comment**

It should be noted that under the temporary use exemption forwarded by the Deemed Provisions of the Scheme, one (1) event may occur in any 12 month period. This application seeks to increase the number of events to be held on the site to five (5).

Lot 5 (79) Downes Street, Pink Lake is zoned Rural Residential. It is further affected by Additional Use A8, Special Control Area 4 (Priority Area 2 and Wellhead Protection Zone), and is declared as Bushfire Prone by the Department of Fire and Emergency Services.

The property is 23,519 square metres in size and is currently well developed with a Single House, Tennis Court, Swimming Pool, Hostel, as well as numerous Outbuildings and Water Tanks.

Under Local Planning Scheme No. 24, Additional Use 8 permits 'Reception Centre' as an 'A' use. As per the provisions of Local Planning Scheme No. 24, the definition of 'Reception Centre' is as follows:

*Means premises used for hosted functions on formal or ceremonial occasions.*

As such the proposal is considered to fall under the definition and development controls of a Reception Centre.

Furthermore Local Planning Scheme No. 24 states the following in regards to Additional Use 8:

*Development Approval cannot be used unless the proposal complies with the provisions of Water Quality Protection Note 25 – Land Use Compatibility in Public Drinking Water Source Areas unless it is satisfactory to the Department of Water and Environmental Regulation.*

When presented with the application, the Department of Water and Environmental Regulation advised the following:

*DWER has identified that the proposal will impact on water resource values and therefore objects to the proposal. Key issues and recommendations are provided below, and these matters must be addressed in regard to the potential risk of the proposal to impact on water resources to the satisfaction of the Department:*

#### **Priority 2 Area – Esperance Water Reserve**

*Lot 5 Downes Street, Pink Lake is located within a Priority 2 (P2) Public Drinking Water Source Area (PDWSA). P2 areas are defined and managed to maintain or improve the quality of the drinking water source with the objective of risk minimisation. P2 areas occur within PDWSAs where the land is zoned rural and the risks need to be minimised. Low levels of development consistent with the rural zoning are considered appropriate (generally with conditions) in P2 areas.*



*The majority of the lot area is located within multiple wellhead protection zones (WHPZ) which protect multiple production bores supplying public drinking water to Esperance and these zones the most vulnerable zones to contamination.*

*Land use compatibility table*

*Water quality protection note no. 25 - Land use compatibility tables for public drinking water source areas do not have a category for the development type. See: [https://www.water.wa.gov.au/data/assets/pdf\\_file/0014/1733/12441.pdf](https://www.water.wa.gov.au/data/assets/pdf_file/0014/1733/12441.pdf). The proposed land use of garden receptions and weddings is considered to be closest to the category of 'Reception Centre' within the LUCT table. For the purpose of assessing the planning proposal, this category incorporates the majority of relevant land uses which would apply to the development. Relevant categories for land uses under the table would include, for example, car park, community purpose and food and drink premises. Under WQPN 25, all of these categories are listed as 'incompatible' within a P2 area. In accordance with WQPN 25, DWER will not support expansion or intensification of an existing, incompatible land use unless the overall water quality contamination risk can be reduced.*

*While the development application does not involve development of permanent structures for the facility (it is assumed marquees will be used) or additional on-site wastewater facilities, the risks of the above land use activities, including pathogens from increased access of people and hydrocarbons into the WHPZ is considered to be high. Wedding events will necessitate increased numbers of people concentrated within the site at any one time and vehicle movements to and from the site (including commercial service providers, catering and delivery vans/trucks etc). Within a P2 area, this type of development has the potential to increase the cumulative risk of contamination to the public water source area. In general, DWER is not supportive of any intensification of rural land uses through increasing public access within the P2 area.*

Further, two additional objections were received one from an adjoining landowner, the second from the landowner across the road. These objections were on the following grounds:

Objection:	Planning Comment:
Parking, Traffic Hazards and additional Street Traffic, Vehicles coming and going at odd hours	Noted. The proposal will increase traffic in the area, and parking on the verge is not a favourable option. The applicant has indicated they are willing to have all vehicles parked on the property, which is the preferred option.
Noise.	Noted. The proposal will increase noise experienced by landowners in the vicinity. The proposal will need to comply with the <i>Environmental Protection (Noise) Regulations 1997</i> which would limit noise generation to between 7am and 7pm.
Inappropriate Land Use in the zone, Gross Departure from the intent of the Planning Scheme.	Noted. While the land use is not permitted in the Rural Residential zone, the property is affected by Additional Use 8 under the Planning Scheme which allows for 'Reception Centre' land uses subject to advertising requirements and as such the application can be considered.
Privacy and Security.	Noted.

	There is a valid concern that people attending function on the site may act in an anti-social manner, including by violating the privacy of nearby residents. It is the responsibility of the operator to insure that people attending the site are well behaved and that adequate security is provided.
Property is heavily developed and is effectively already a holiday park/function centre.	Noted. The property has been approved for a wide range of activities and structures over the years, ranging from Single Dwelling/House, Outbuilding, Hostel and others, and as such is far more developed than surrounding properties.
Supply of alcohol to guests	Noted. If the proposal is considered for approval, conditions will need to be applied for compliance with responsible service of alcohol and appropriate licensing of the facilities.
Waste/Rubbish Generation	Noted. Irrespective of the land use, generation of waste and rubbish is always a concern. The objector's suggestion to monitor and collect waste materials from the road sides after any function is welcome, however the Shire lacks the resources to enforce such a suggestion. Planning staff suggest instead that if the proposal is considered for approval that conditions be applied for adequate provision of bins and waste receptacles.

While the applicant did amend their application as a result of the objections received, all three objecting parties have maintained their objection to the proposal.

It should also be noted that Amendment 7 to Local Planning Scheme No. 24 deletes the additional use from Lot 5 Downes Street, Pink Lake due to being incompatible with the Priority 2 (P2) Public Drinking Water Source Area (PDWSA) and the wellhead protection zone (WHPZ) which extends over the site.

### Consultation

The application was advertised to adjoining landowners and the Department of Water and Environmental Regulation. Two objections were received, one from an adjoining landowner and one from the landowner across the road. One non-objection was also received from another adjoining landowner. The Department of Water and Environmental Regulation also objected to the proposal.

The text of the objections was subsequently provided to the applicant, who amended the proposal.

### Financial Implications

Application fees totalling \$295.00 were received as part of this application.

### Asset Management Implications

Nil

### **Statutory Implications**

The statutory implications arising from this report are:

- Planning and Development Act 2005
- Local Planning Scheme No. 24

### **Policy Implications**

- Water Quality Protection Note No. 25 - Land Use Compatibility Tables for Public Drinking Water Source Areas

### **Strategic Implications**

Strategic Community Plan 2017 - 2027

*Built Environment*

New developments that enhance the existing built environment

Encourage innovation and support new development

### **Environmental Considerations**

The proposal represents a potential impact on the Public Drinking Water Source Protection Area for the Esperance Townsite.

### **Attachments**

- A↓. Site Plan
- B↓. Details of Initial Application
- C↓. Details of Revised Application after Objections
- D↓. Objection (DWER)
- E↓. Objection (Freeman)
- F↓. Objection (Meares)

### **Officer's Recommendation**

**That Council refuse Development Application 10.2021.4626.1 for an increased number of weddings/receptions to be held at Lot 5 (79) Downes Street, Pink Lake on the following grounds:**

- 1. The proposal is not consistent with Water Quality Protection Note No. 25 - Land Use Compatibility Tables for Public Drinking Water Source Areas; and**
- 2. The proposal represents an unacceptable risk to the Public Drinking Water Source Protection Area for the Esperance Townsite.**

**Voting Requirement**

Simple Majority

# □ - Wedding Locations



The Shire of Esperance does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that the Shire of Esperance shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.

17/03/2021

1:800



Hi Peter thanks for your reply,

We would potentially have 5 wedding ceremonies/receptions per year.

We would cap the number of people at 100 to attend.

The area that we would use for ceremonies only would be down the back closest to the neighbour. The large middle lawn area would be used for receptions. The lawn area between our house and tennis court would be used for both.

Is there anything I can do to speed things up? The wedding this October can't book anything until confirmation from us.

Will pay the invoice today.

Thanking you very much for your help.

Regards Vicki

Hi Peter

Thanks for sending those objections through to us.

99% of those objections are arguable but we have decided not to worry about the receptions.

We would like to put forward to still allow ceremonies only to be held with restrictions:

Capped at 5 per year.

Nothing is provided by us, everything bought in from the outside.

There will be no water being used at all on the property.

The previous ceremonies that we have hosted have gone for an hour or less, so no need for toilet facilities.

Previous weddings guests parked off the street, as guests arrived Griff would go out and get them to angle park on the grass off the road, but the late comers would park on the road, so if this is the main problem we can have the guests park inside our property as we have plenty of parking.

Hoping this will be considered.

Thanking You

Paul and Vicki Griffiths

**From:** [Nicolie Sykora](#)  
**To:** [Peter Wilks](#)  
**Subject:** Development application - Lot 5 Downes Street, Pink Lake  
**Date:** Thursday, 29 April 2021 4:33:25 PM  
**Attachments:** [image587339.jpg](#)

---

Our ref: PA040891 / DWERDT429123 / DWERT1457

Your ref:

Attn: Peter Wilks

Dear Peter

### **DEVELOPMENT APPLICATION – RECEPTION CENTRE (WEDDINGS) LOT 5 DOWNES STREET, PINK LAKE**

Thank you for providing the above proposal the Department of Water and Environmental Regulation (DWER) to consider.

DWER has identified that the proposal will impact on water resource values and therefore objects to the proposal. Key issues and recommendations are provided below, and these matters must be addressed in regard to the potential risk of the proposal to impact on water resources to the satisfaction of the Department:

#### **Priority 2 Area – Esperance Water Reserve**

Lot 5 Downes Street, Pink Lake is located within a Priority 2 (P2) Public Drinking Water Source Area (PDWSA). P2 areas are defined and managed to maintain or improve the quality of the drinking water source with the objective of risk minimisation. P2 areas occur within PDWSAs where the land is zoned rural and the risks need to be minimised. Low levels of development consistent with the rural zoning are considered appropriate (generally with conditions) in P2 areas.

The majority of the lot area is located within multiple wellhead protection zones (WHPZ) which protect multiple production bores supplying public drinking water to Esperance and these zones the most vulnerable zones to contamination.

#### **Land use compatibility table**

*Water quality protection note no. 25 - Land use compatibility tables for public drinking water source areas* do not have an category for the development type. See: [https://www.water.wa.gov.au/\\_data/assets/pdf\\_file/0014/1733/12441.pdf](https://www.water.wa.gov.au/_data/assets/pdf_file/0014/1733/12441.pdf). The proposed land use of garden receptions and weddings is considered to be closest to the category of 'Reception Centre' within the LUCT table. For the purpose of assessing the planning proposal, this category incorporates the majority of relevant land uses which would apply to the development. Relevant categories for land uses under the table would include, for example, car park, community purpose and food and drink premises. Under WQPN 25, all of these categories are listed as 'incompatible' within a P2 area. In accordance with WQPN 25, DWER will not support expansion or intensification of an existing, incompatible land use unless the overall water quality contamination risk can be reduced.

While the development application does not involve development of permanent structures for

the facility (it is assumed marquees will be used) or additional on-site wastewater facilities, the risks of the above land use activities, including pathogens from increased access of people and hydrocarbons into the WHPZ is considered to be high. Wedding events will necessitate increased numbers of people concentrated within the site at any one time and vehicle movements to and from the site (including commercial service providers, catering and delivery vans/trucks etc). Within a P2 area, this type of development has the potential to increase the cumulative risk of contamination to the public water source area. In general, DWER is not supportive of any intensification of rural land uses through increasing public access within the P2 area.

Should you require any further information on the comments please contact me.

Regards,

Nicolie

Nicolie Sykora

A/Program Manager Planning Advice  
South Coast Region

Department of Water and Environmental Regulation

5 Bevan Street, ALBANY, WA 6330  
PO Box 525, ALBANY, WA 6331  
T: (08) 9841 0123 |

E: [nicolie.sykora@dwer.wa.gov.au](mailto:nicolie.sykora@dwer.wa.gov.au) | [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au)

Twitter: @DWER\_WA

Please note my days of work are Monday, Tuesday, Thursday and Friday (8 am – 4 pm)



28/4/2021

Dear Shane I'm write to voice my objection to the proposed expansion of a reception centre at lot 5 Downes street . I have attached some photos to illustrate some points.

Objections as follow

1 Parking, traffic hazards and additional street traffic

2 noise of these functions

It is not just the day of the function it is the days leading up to the event including setting up of marques ,pulling down of event infrastructure ,wedding practice day prior, band practices , etc

3 I believe it is inappropriate land use in our zoning

I understand an amendment was made to planning several years ago ,as the adjoining land owner we were no given an opportunity at that time to object to this amendment which is upsetting. Perhaps the amendment could be removed

4 Privacy

We don't feel comfortable with having a hundred people looking into our block while walking the garden or working in the garden etc

As it is with the amount of accommodation there is the is at the property it already has had large lifestyle impacts for us as it is all on our boundary

I have on occasion be told by the neighbours to cease mowing, gardening because it is interfering with their functions.

You may or may not be aware but this has been an ongoing issue for many years now I'm sure the your staff at the shire can brief you on these issues

I look forward to hearing your response in due course

Regards

Paul and Rowena Freeman  
89 Downes Street

Esperance





Dear Peter,

Thanks for you the opportunity to review the planning application for a reception and function centre at Lot 5 (79) Downes St. We appreciate the opportunity to provide you and your colleagues with some background information and an opinion for your consideration.

As an overarching philosophy, we support the opportunity for our neighbours to use their rural-residential properties for non-disruptive and minor commercial activities. On the face of it, this proposal to hold 5 private functions annually satisfies this definition. This specific application however, when considered on this specific property is objectionable. The following information is given to provide you and your colleagues with some nuanced local background, and presents reasons for our objection, along with some suggestions that if implemented, would overcome such objections.

The application itself is very weak on demonstrating an understanding of impact of neighbours and does not present any processes that would lead to a safe and non-disruptive operation. Many of the concerns and suggested actions are outside the scope of the Planning Scheme. Although the applicant's intent may be to act forthrightly and responsibly, it will be difficult to enforce the uptake of these suggestions in the future. Non-conformity to these will be at the expense of the neighbours.

#### **Gross departure from the intent of the Planning Scheme**

The existing land uses on the property already substantially deviate from the default guidance of the planning scheme. Currently, the property is advertised as an accommodation business that has capacity for 30 guests across 4 different accommodation facilities. In addition to commercial accommodation guests, the property is the primary residence the applicant. This results in an instantaneous capacity on the property of up to 35 people under it's current use.

Notwithstanding the noise regulations, the nature of such commercial accommodation facilities is that guests may not conform to community rhythms for noise and disruption. This is understandable since many guests will be on holidays and normal routines will not apply. The neighbouring properties already absorb these disruptions:

- Vehicles coming and going at odd hours
- Normal holiday activities (eg bar-b-que's, music, late nights, general shenanigans)

Although this is covered by the noise regulations it does impact on the ability for neighbouring residents to maintain normal routines for work, school and leisure.

The addition of a new business activity to this site would further distort the disproportionate impact that the applicant has on traffic, noise and general amenity. This site is already acting a pseudo holiday park through incremental variations to the planning scheme and this application is further creep outside the intent of the planning scheme.

If this application is approved, it will be a further step to establishing a fully blown holiday park/function centre through incremental creep that will stay with the property in perpetuity even if it is sold. We object to this land use.

The applicant is changing the zoning on their property through surreptitious creep.

We propose that the accommodation land use be revoked if the applicant wish to develop a function business on the same rural-residential site; choose one or the other.

#### **Security:**

Weddings are a festive affair, often with alcohol and escalating excitement. We are concerned that rowdy (and even violent) behaviour, although not the intent, is a potential reality of such events. There is a broad and reasonable expectation that entertainment venues take responsibility for the behaviour of guests within the venue, and once they have left the venue and disperse. This responsibility is typically managed by implementing security protocols.

We propose that security program is developed which would include (as a minimum) that every event is staffed by dedicated, licensed, professional, and independent security staff while any guest is on the site. The security program would explicitly ensure that guests do not impact on neighbouring properties.

**Supply of alcohol:**

Weddings typically have alcohol. We are not aware of any provisions to ensure that alcohol is supplied and consumed safely within the guidelines of responsible service of alcohol. We suggest that the venue and proprietor are licensed.

**Litter**

Incidental litter will occur. Eg:

- Litter falls from the inside of a guests car when they open a door
- Empty bottles, cups and glasses are carried onto the street

If such litter is thrown or blows onto the verge or neighbouring properties it becomes a substantial and enduring nuisance. A single glass bottle that is hit with a slasher or mower can never truly be fully recovered and remains as hazardous litter indefinitely.

The Shire of Esperance will be accidentally complicit in this phenomenon with their verge slashing programs in this area.

We propose a housekeeping program that is actioned promptly after every function to audit and collect litter from the nearby road and surrounds. Where litter or glass is present, the applicant must fully collect litter. Broken glass must be thoroughly (and unfortunately painstakingly) collected and disposed.

Additionally, we propose a security program as described above, and a parking plan as described below.

**Parking:**

Downes St (in this area) is a 2 way street with no kerbing and no street lighting. There is no co-ordinated parking signage in this area. Street parking, although technically possible, will substantially limit the trafficable width of the street. Children use this street for riding bicycles. Congestion caused by street parking prohibits safe supervised use of the street by children.

We propose that the applicant develop additional dedicated parking facilities to accommodate all guests within the boundaries of the property (estimate 50 bays for 100 guests) rather than park on neighbouring verges.

Our position in this respect is consistent with the SoE Parking Facilities Local Law Cl 6.9.1) A person shall not...stop a vehicle...so that any portion of it is on a verge.

We do not consent to our verge to be used for event parking.

**Impact on ground water quality:**

Our property is dependent on bore water for drinking. We do not have scheme water plumbed to the house. We are concerned that a high density of guests would negatively impact on the ground water quality, specifically:

- Incidental leaks and spills from guests vehicles will not be on sealed pavement and will leach directly to the environment.
- The existing ablution facilities on the site were probably not sized for 135 people and as such they would not likely treat and disperse sewerage waste effectively. The shortcomings of such an undersized system would leach directly to the environment.

We request that this matter be referred to DWER and the Department of Health for an expert opinion on the matter.

**Noise and Operating hours/days**

Weddings are noisy affairs. To minimise disruption, we suggest that events be limited to Friday and Saturday with noise limits consistent with the noise regulations.

Best regards,  
Shaun Meares

**Item: 12.1.3**

**Community Drop Off and Waste Management Transfer Station**

<b>Author/s</b>	Mel Ammon	Acting Director External Services
<b>Authorisator/s</b>	Shane Burge	Chief Executive Officer

**File Ref: D21/14492**

**Applicant**  
Internal

**Location/Address**  
Reserve 51287, Myrup Rd (Lot 1885) Myrup

**Executive Summary**

For Council to identify the preferred location for a Community Drop Off and Waste Management Transfer Station Site.

**Recommendation in Brief**

That Council approve the preferred location for the Community Drop Off and Waste Management Transfer Station Site, at the current Myrup Truck Wash site, at Lot 1885 Myrup Rd, Myrup.

**Background**

With investigations for a new Waste Facility continuing, it is apparent that a suitable site within close proximity to Esperance will not be located and waste will be required to be transported to a landfill site. As such, there will be a need for a Waste Transfer Station to be established, closer to Esperance to act as a commercial and community waste drop off and collection point with sorting and processing capabilities.

This provides an opportunity for Council to consider a site that can accommodate all waste streams at the one location to incorporate the collection, sorting, processing, storing and dispatch. This will provide for one centralised waste management facility.

Council have been made aware of three (3) potential sites, for the purpose of a Community Drop Off and Waste Management Transfer Station, as an alternative to the current Wylie Bay Landfill, as it comes to the end of its operational life. These locations are;

- Wylie Bay Waste Facility, Wylie Bay Rd (170), Bandy Creek
- Myrup Liquid Waste and Truck Wash Facility, Reserve 51287, Myrup Rd (Lot 1885) Myrup
- Shark Lake Industrial Park, Old Shark Lake Rd (Lot 9500), Monjilup

Each site was assessed for suitability against criteria such as access to utilities, current use, planning considerations, impact on neighbours, environmental concerns and ability for the site to accommodate all waste streams.

**Officer's Comment**

Based on the information gathered from all sites identified for the Community Drop Off and Waste Management Transfer Station, the current Myrup Liquid Waste and Truck Wash Facility deemed to be the most suitable site, based on the following findings.

### Myrup Liquid Waste and Truck Wash Facility

Access to Utilities	Power to site, existing water supply, close proximity to Telstra Tower
Current Use	Truck wash, Liquid waste disposal, selected site for FOGO
Planning Considerations	Shire Managed Reserve, amend Reserve purpose required
Impact on Neighbours	Closest neighbour greater than 700mt away
Environmental	Existing liquid waste site
Site suitability	Large area, enough room to accommodate all waste requirements, fenced site, closer location to future landfill options, currently has evaporation ponds that could be used for compost leachate, internal assessment for composting guidelines indicate site suitability

### Wylie Bay Waste Facility

Access to Utilities	No power, limited water and communications
Current Use	Existing waste site, nearing end of permitted life
Planning Considerations	Freehold
Impact on Neighbours	No close neighbours
Environmental	Little separation to water table, not suitable for composting
Site suitability	Large area, enough room to accommodate all waste requirements however environmental concerns for some activities i.e. composting, multiple waste sites required, fenced site, further distance to future landfill options

### Shark Lake Industrial Park

Access to Utilities	No commercial power supply or water, close proximity to Telstra Tower
Current Use	Currently identified as Industrial Park, potential to stop further development
Planning Considerations	Freehold, zoned General Industry
Impact on Neighbours	Closest neighbour less than 500mt away
Environmental	High ground water level, unable to accommodate composting on site
Site suitability	Smaller subdivided lots, not all waste management on same site, site not fenced, closer location to future landfill options

Based on the information provided above, a preliminary drawing of site layout has been provided, as at Attachment A, for the Myrup Liquid Waste and Truck Wash site. This illustrates the ability for the site to house all the operational requirements of a waste drop off and transfer station. This is an initial concept only, and a detailed design of the facility may change configuration and layout of site.

Another benefit for the Myrup site, is the ability to house all waste streams at the one location. Having all waste, including general waste, FOGO, Recycling, Construction and Demolition Materials, Commercial and Industry Materials, Household Hazardous Waste, Special Waste, Truck Wash and Septic Waste, E-waste and the Tip Shop, in the one location, for delivery, sorting and processing allows for the maximum recovery of recyclable and reusable goods. This not only acts as a cost recovery and income stream for the waste operations, more importantly it ensures better scrutiny over what is going to land fill and provides greater opportunity to reduce it. This in turn, will reduce the costs associated with transporting waste and improve efficiencies.

It is important to note that although this site has the capacity to conduct all operations within the one location, further decisions will need to be made by Council as to their implementation such as green waste mulching, Dirty MRF and FOGO.



Making a decision as to the preferred location for a community drop off and transfer location is important to allow for future planning and approvals due to the imminent closure of Wylie Bay Waste Site by the end of 2022.

Briefings sessions were held with Council during March and April as well as a site visit to the Myrup Truck Wash was held on the 27 April.

#### Option One

That Council approve the preferred location for a Community Drop off and Waste Management Transfer Station Site, at the current Myrup Truck Wash site, at Lot 1885 Myrup Rd, Myrup

#### Option Two

That Council do not accept any of the current identified locations and direct the CEO to further explore options for an alternative site for the Community Drop Off and Waste Management Transfer station Site.

### **Consultation**

Internal Shire Departments

The Odour Unit – with regard to existing and potential new odour issues

Briefing Session with Council on 23 March 2021

Briefing Session & Site Visit with Council on 27 April 2021

### **Financial Implications**

The financial implications arising from this report are yet to be determined. More information will be provided as a clearer concept for the project is developed.

### **Asset Management Implications**

The Asset Management implications are yet to be determined. More information will be provided as a clearer concept for the project is developed.

### **Statutory Implications**

The statutory implications associated with this item are;

*Waste Avoidance and Resource Recovery Act 2007*

### **Policy Implications**

Nil

### **Strategic Implications**

Strategic Community Plan 2017 - 2027

*Built Environment*

Provide infrastructure and places that support the services we provide

Maintain the Shire's robust asset management practices and maintenance programs

Corporate Business Plan 2020/21 – 2024/25

N2.5 4.1 - Details of external landfill option and local landfill sites established

N2.5 4.2 - Investigation of transfer station options

### **Environmental Considerations**

The preliminary environmental considerations arising from this report are in relation to odour, DWER licencing, water contamination, noise, animal control and proximity to RAMSAR wetlands and Esperance two airports.

These issues have been noted and will be further considered during concept development.

**Attachments**

A<sub>1</sub>. Concept Design - Layout of Community Drop Off and Waste Transfer Station on site

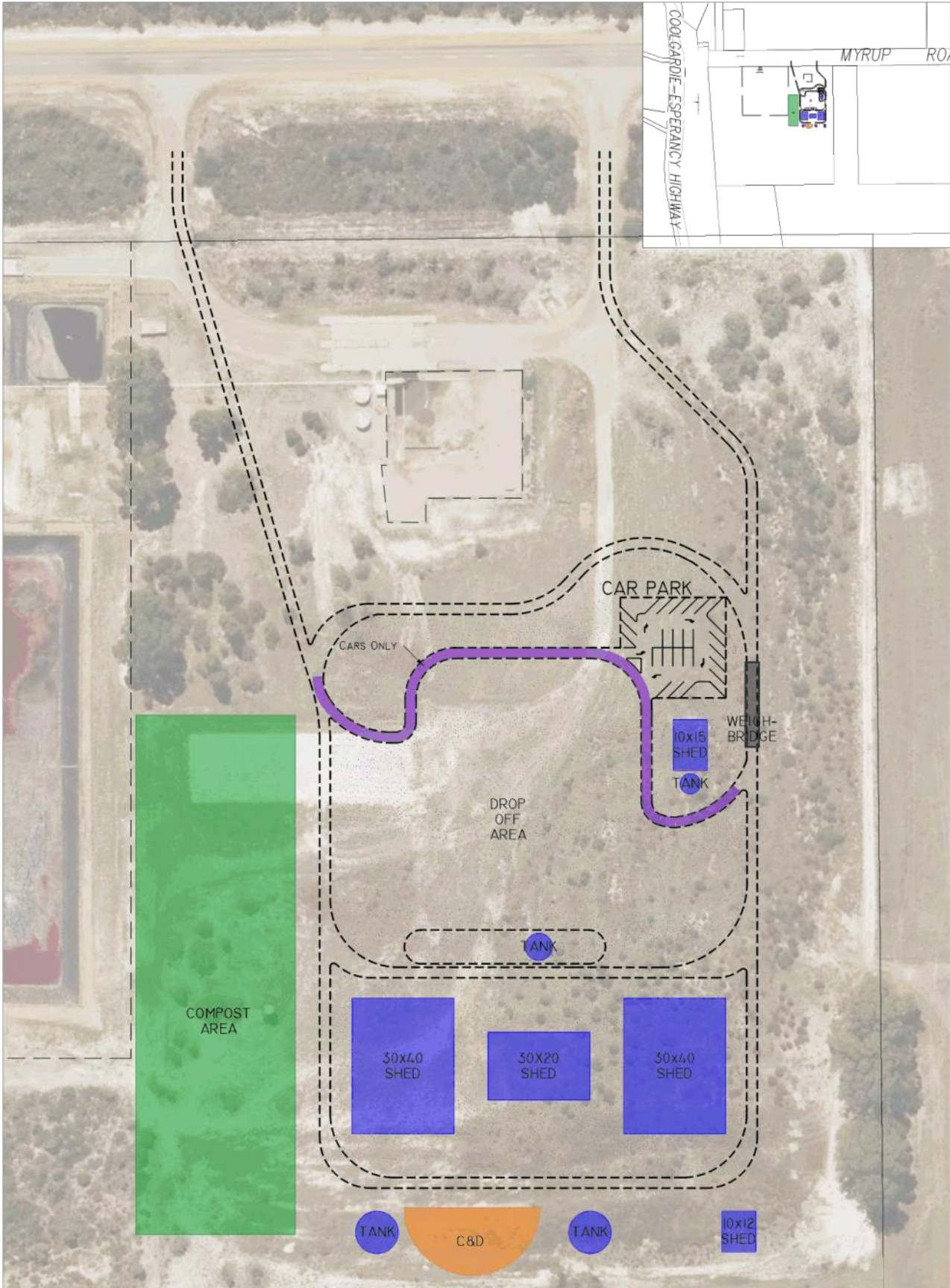
**Officer's Recommendation**

**That Council;**

- 1. Identify Myrup Truck Wash site, Reserve 51287 at Lot 1885 Myrup Rd, Myrup as the preferred location for the Community Drop Off and Waste Management Transfer Station Site and request the CEO to:**
  - a. Apply to Department of Planning Lands and Heritage Lands to have Reserve 51287 vesting amended to include the uses of Waste Transfer and Composting,**
  - b. Engage of an suitably qualified consultant to developed a detailed concept design and costings; and**
  - c. Commence the application process for approval with Department of Water and Environmental Regulation criteria for a Community Drop Off Point and Waste Management Transfer Station.**

**Voting Requirement**

Simple Majority



	<b>AMENDMENTS</b>		<b>SHIRE OF ESPERANCE</b>		Date : 20/04/2021
	Date	Description	Design : Neil Husbands	<b>PROPOSED WASTE MANAGEMENT SITE LAYOUT PLAN</b>	Revision 00
			Drawn : Susi Sweeney		Scale : 1 : 1000
			Reviewed : --	<b>CORNER MYRUP ROAD AND COOLGARDIE-ESPERANCE HIGHWAY</b>	<b>ESPERANCE</b>
		DRAFT 20/04/2021			

**Item: 12.1.4**

**Land Transfer - Grass Patch Community Development Association**

<b>Author/s</b>	Mel Ammon	Acting Director External Services
<b>Authorisor/s</b>	Shane Burge	Chief Executive Officer

**File Ref: D21/15167**

**Applicant**

Grass Patch Community Development Association

**Location/Address**

Lot 5 and Lot 6 Coolgardie-Esperance Highway, Grass Patch



**Executive Summary**

For Council to consider accepting the land at Lot 5 and Lot 6 Coolgardie – Esperance Highway, Grass Patch, as offered by the Grass Patch Community Development Association for \$1, for the purpose of the future construction of a Fire Shed for the Southern Mallee Bush Fire Brigade.

**Recommendation in Brief**

That Council accept the land at Lot 5 and Lot 6 Coolgardie – Esperance Highway, Grass Patch, as offered by the Grass Patch Community Development Association for \$1, for the purpose of the future construction of a Fire Shed for the Southern Mallee Bush Fire Brigade.

**Background**

Discussions between the Shire, Southern Mallee Bush Fire Brigade (SMBFB) and the Grass Patch Community Development Association (GPCDA) commenced a number of years ago about a proposal for the GPCDA to surrender the land at Lot 5 and Lot 6 Coolgardie – Esperance Highway to the Shire, demolish the building on site and seek Emergency Services Levy (ESL) funding to build a new Fire Shed for the SMBFB.

Further investigations found that there are asbestos considerations within the building and a cost estimate ranging between \$15,000 - \$20,000 were received to demolish the building.

At the time it was acknowledged the SMBFB was in need of a new fire shed, however further investigation and consideration was going to be given to other potential sites that may not have had the

same costs associated. Additionally, at the time, the Shire had received ESL funding for a number of new fire sheds, and until a suitable site for a shed was located, ESL funding would be unavailable.

In 2019, the Shire entered into a lease agreement with the GPCDA for the use of this shed to house the SMBFB truck, while a permanent solution was being investigated.

### **Officer's Comment**

The GPCDA and SMBFB have worked together to look at alternative locations for a fire shed to be built. Consideration was given to sites near the Community Hall and other Reserves within the town site. The preference remains with the GPCDA land for the highway accessibility, improvement to streetscape and central location.

The offer from the GPCDA is for the Shire to accept the two lots in an "as is" condition. The shed located on the land is old, contains asbestos and would not be suitable for refurbishment for a fire shed. As such, the shed would need to be demolished and this would be at the Shire's expense, if the land was provided to the Shire. Consideration, by the GPCDA, has been given to demolishing the existing Shed, at their expense, and then offering to sell the land to the Shire to recoup costs. This is not the preference of the GPCDA.

At the Bush Fire Advisory Committee meeting held in March, discussion around prioritisation of future projects and ESL funding was held and shed builds for Condingup and Grass Patch were highlighted. There is currently an ESL funding application submitted for Condingup for the 2021/22 financial year.

Once a land allocation is approved for a shed in Grass Patch, an application for ESL funding can be made. Commencing this process with the GPCDA now, will ensure that the land transfer is complete and the eligibility criteria is met for funding in the 2022/23 financial year budget, which will need to be submitted in March 2022.

### Option One

That Council accept the land at Lot 5 and Lot 6 Coolgardie – Esperance Highway, Grass Patch, for \$1 as offered by the Grass Patch Community Development Association, for the purpose of the future construction of a Fire Shed for the Southern Mallee Bush Fire Brigade.

### Option Two

That Council do not accept the land at Lot 5 and Lot 6 Coolgardie – Esperance Highway, Grass Patch, as offered by the Grass Patch Community Development Association and the Southern Mallee Bush Fire Brigade continue to seek an alternative site to construct a fire shed.

### **Consultation**

Grass Patch Community Development Association  
Southern Mallee Bush Fire Brigade  
Bush Fire Advisory Committee

### **Financial Implications**

There will be a cost associated with the demolition of the existing shed, estimated to be \$20,000. This, however, will not occur until such time the SMBFB have received funding for the replacement fire shed and will be factored into future budgeting.

### **Asset Management Implications**

After the demolition of the shed, currently on site, there will be no ongoing maintenance.

When the new Fire Shed is built, maintenance will be included as part of the annual maintenance program undertaken by the Shire, funded by the Emergency Services Levy

**Statutory Implications**

Nil

**Policy Implications**

Nil

**Strategic Implications**

Strategic Community Plan 2017 - 2027

*Community Connection*

A feeling of safety and confidence within our neighbourhoods and a sense of security  
Develop and maintain a safe environment for the community

**Environmental Considerations**

Nil

**Attachments**

A<sup>1</sup>. Letter of Offer from Grass Patch Community Development Association

**Officer's Recommendation**

**That Council**

1. **Accept the land transfer of Lot 5 and Lot 6 Coolgardie – Esperance Highway, Grass Patch, for \$1 consideration, for the purpose of the future construction of a Fire Shed for the Southern Mallee Bush Fire Brigade.**
2. **Delegate authority to the CEO and Shire President to execute the documents to allow the land transfer and;**
3. **Request the CEO to begin seeking funding for a new Fire Shed for Southern Mallee Bush Fire Brigade.**

**Voting Requirement**

**Absolute Majority**



## Grass Patch Community Development Assoc

Grass Patch CDA  
PO Box 56  
Grass Patch WA 6446  
ABN: 93 167 678 477  
grasspatchcda@gmail.com

**President** Anthony Hesford  
0438969748  
**Secretary:** Natalie Bowman  
0427757034  
**Treasurer:** Nathan Sanderson  
0427762521

Shire of Esperance  
PO Box 507  
Esperance 6450

Re: Fire Brigade Shed block Grass Patch

Dear Shane & Ian,

As you are aware the Grass Patch CDA owns a block of land on the Highway in Grass Patch which is currently leased to the Shire for the purpose of it's use as a fire brigade shed.

The current shed is at the back of what used to be our Old Post Office building. The Southern Mallee Bushfire Brigade is working towards building a new fire brigade shed. Many other locations have been examined in the town however the community feels very strongly about building the new shed on the existing location on the highway, looking to have a presence on the highway, improve the townscape and be quickly and easily accessible from either side of the brigade area in the event of an emergency.

As such the Grass Patch CDA would like to relinquish control of the current block of land, Lot 5 & 6 to the Shire so that the existing building can be demolished and a new shed built in it's place.

We look forward to working with you to achieve the desired outcome for our community, a new Fire Brigade shed on the highway in Grass Patch in the near future.

Thankyou

**Natalie Bowman**

Grass Patch CDA Secretary  
Ph 0427757034  
grasspatchcda@gmail.com

## 12.2 ASSET MANAGEMENT

### Item: 12.2.1

### Verge Development Request - Witches Brew Drive Thru Coffee

**Author/s** Dylan Gleave Manager of Parks & Environment

**Authorisator/s** Mathew Walker Director Asset Management

**File Ref:** D21/15160

#### **Applicant**

Witches Brew Drive Thru Coffee,  
Steve McMullen and Brian McMullen

#### **Location/Address**

Forrest Street, Esperance



*Proposed treatment area*



*Surrounding verge treatment area*

#### **Executive Summary**

That Council consider the verge development request from Witches Brew Drive Thru Coffee, Forrest Street, Esperance.



### **Recommendation in Brief**

That Council:

1. Approve the standard stabilised gravel verge treatment as offered to Witches Brew Drive Thru Coffee, Forrest Street, Esperance; and
2. Request the Chief Executive Officer consult with key stakeholders and surrounding businesses to investigate future verge development options in the broader Forrest Street area.

### **Background**

A request for the Shire to develop the verge adjacent to Witches Brew Drive Thru Coffee, Forrest Street, Esperance was received on 10 February 2021.

In the request the applicant stated dust pollution issues as the basis for the request for the Shire to develop the verge. The applicant initially requested the Shire to develop and seal the verge area, with either concrete or pavers. The applicant indicated if this area were sealed it could also allow the option for our business to potentially apply for an alfresco permit to better activate that area.

The Shire made the applicant aware of the Shire's road verge development policy (Road Verge Development Policy ASS:008) and permissible verge treatments the Shire would consider in line with the policy and that higher standards of verge treatments may be considered and approved by the Shire with costs covered by the applicant.

After reviewing the request and considering other similar CBD verge treatments the Shire suggested it would only consider gravel, mulch or blue metal treatment as possible solutions. The applicant advised that their preferred treatment was a high standard jarrah mulch.

After analysing the three options, the Shire offered the applicant stabilised gravel as the most cost effective treatment that was consistent with verge treatment in the immediate surrounding area. The applicant has since indicated that the treatment of the verge with stabilised gravel is not to their satisfaction or to the standard they envisaged and requested Council's consideration of the matter.

The last time the Road Verge Development Policy ASS:008 was considered by Council was in March 2019, when Council considered a request to provide a higher level verge development on a block of residential land. Council subsequently resolved the following:

***"That Council does not support the request to construct the verge on Matthew Street, Castletown, outside 30 Mitchell Street."***

### **Officer's Comment**

The business owners of Witches Brew Drive Thru Coffee have requested the Shire to develop and complete a verge treatment on the verge in Forrest Street adjacent to their business. The request is for the verge to be developed to a higher standard than the previous and current stabilised gravel verge treatment on the verge adjacent to the carpark and business on Forrest Street. The business owners initially requested the Shire to develop and seal the verge area, with either concrete or pavers with a mulch treatment as a secondary option with the basis of the request being dust pollution issues.

Shire of Esperance Environmental and Health Department business inspection records do not indicate any issues relating to dust pollution from the verge and do not note dust pollution issues being raised by the business owners with the Shire before the request by the business owners to develop the verge.

The Shire's road verge development policy (Road Verge Development Policy ASS:008) allows adjacent property owners to develop and manage verges with permissible verge treatments. In line with the policy higher standards of verge treatments may be considered and approved by the Shire with costs covered by the applicant. The Road Verge Development Policy is in place to allow street verge development to be undertaken by adjacent landowners in accordance with relevant conditions and to ensure street verges within the Shire are managed and developed to an appropriate and consistent standard, the requested verge treatment is inconsistent with the current level of verge treatment in the surrounding Forrest Street road verge and carpark area.

In the past business owners in Esperance have proposed verge development and treatments in line with the verge development policy as part of planning and development applications and the business development of the site, with costs covered by the business owner. Prior to the development of the Witches Brew Drive Thru Coffee business the Forrest Street verge was treated and maintained with a stabilised gravel treatment.

Shire of Esperance staff have inspected the site and costed out verge treatment options;

- Cost to apply a stabilised gravel treatment to the verge adjacent to Witches Brew Drive Thru Coffee for the purpose of reinstating the verge will be approximately \$2,000
- Costs to apply the higher standard jarrah mulch verge treatment requested Witches Brew Drive Thru Coffee will be approximately \$8,400

Costs have not been investigated for the Shire to develop and seal the verge area as initially requested by Witches Brew Drive Thru Coffee as this option is considered not economically viable at this point in time.

The approved development application for Witches Brew Drive Thru Coffee had conditions relating to the adjacent verge;

- No parking or display of vehicles and/or equipment shall occur within the road verge area at any time.
- All delivery vehicles must be located entirely on the site during loading and unloading of goods associated with the use of the site.
- Bollards are to be placed every 1.6 metres in the Forrest Street Road Reserve to prevent parking of vehicles in the road verge.

An inspection of aerial photos and records by Shire staff has indicated that the business owners have parked and allowed vehicles to traverse the Forrest Street road verge that can be accessed via the business. There is no public vehicle access to the road verge from Forrest Street due to the bollards.

The operations of Witches Brew Drive Thru Coffee and the use of the Forrest Street road verge by vehicles parking and traversing from the Witches Brew Drive Thru Coffee business has contributed to the current state of the road verge.

Council should also consider if verge development in the broader Forrest Street area should be considered as part of this request looking at this area in its entirety instead of in isolation.

The following options are given to Council to consider.

Option One: Officers Recommendation:

That Council

1. Approve the standard stabilised gravel verge treatment as offered by the Shire to Witches Brew Drive Thru Coffee, Forrest Street, Esperance; and
2. Request the Chief Executive Officer consult with key stakeholders and surrounding businesses to investigate future verge development options in the broader Forrest Street area.

Option Two

That Council does not support the higher standard verge development request from Witches Brew Drive Thru Coffee, Forrest Street, Esperance.

Option Three

That Council request the Chief Executive Officer consult with key stakeholders and surrounding businesses to investigate future verge development options in the broader Forrest Street area.

Option Four

That Council:

1. Approve the Jarrah Mulch verge treatment request from Witches Brew Drive Thru Coffee, Forrest Street, Esperance; and
2. Approve a budget variation as detailed below:

Description		Budget Figure	Amended Figure	Variation
Witches Brew Drive Thru Coffee Verge Treatment	W New	0	8,400	(8,400)
<b>Net result</b>				<b>(8,400)</b>

Voting Requirement                  Absolute Majority

**Consultation**

Internal consultation was undertaken with Parks and Reserves, Asset Development, Environmental Health and Planning Departments.

**Financial Implications**

The financial implications arising from this report are relating the 2020/2021 budget and parks and reserves Town Road Verge Budget. Depending on determination of Council, the stabilisation option of \$2,000 could be accommodated within the existing Town Road Verge Budget. However if the higher level of development is approved at \$8,400 on the road verge a budget amendment would be required as our Street Verge budget is running close to capacity.

**Asset Management Implications**

The asset management implications arising from this report are relating the 2020/2021 resources and parks and reserves landscaping and maintenance programs. Asset Management implications will vary depending on the determination of Council. A lower level of servicing of other landscaped areas may be required if a higher level of verge development is approved.

**Statutory Implications**

Nil

**Policy Implications**

The policy implications arising from this report relate to the Road Verge Development Policy ASS:008. The Road Verge Development Policy is in place to allow street verge development to be undertaken by

adjacent landowners in accordance with relevant conditions and to ensure street verges within the Shire are managed and developed to an appropriate and consistent standard.

### **Strategic Implications**

Strategic Community Plan 2017 - 2027

*Built Environment*

Provide infrastructure and places that support the services we provide

Maintain the Shire's robust asset management practices and maintenance programs

### **Environmental Considerations**

Nil

### **Attachments**

A<sup>1</sup>. Request - Road Reserve - Witches Brew Drive Thru

B<sup>1</sup>. Images - Witches Brew - Dust Pollution Issue

C<sup>1</sup>. Shire Responses - Witches Brew - Dust Pollution Issue

### **Officer's Recommendation**

**That Council:**

- 1. Approve the standard stabilised gravel verge treatment as offered by the Shire to Witches Brew Drive Thru Coffee, Forrest Street, Esperance; and**
- 2. Request the Chief Executive Officer consult with key stakeholders and surrounding businesses to investigate future verge development options in the broader Forrest Street area.**

**Voting Requirement**

Simple Majority

**From:**  
**Sent:** Wednesday, 10 February 2021 11:24 AM  
**To:** CEO <[ceo@esperance.wa.gov.au](mailto:ceo@esperance.wa.gov.au)>  
**Cc:**  
**Subject:** Witches Brew - Dust Pollution Issue

Hi Shane

I co-own Witches Brew Drive Thru.

I want to raise with you an issue that we've been having at our drive thru coffee shop.

Our business is adjacent to a shire road reserve on Forrest Street. The road reserve itself is not sealed, landscaped or paved.

This has and continues to create issues of dust pollution in our business, both in the actual kitchen itself, our walk up/ dining area and just in general on our building, our signs and our order counters. We are continually having to wipe down surfaces only to have them covered in a thin layer of dust and sand fifteen minutes later.

We also at times have issues with ants that nest in the dirt within the road reserve, which is obviously an ongoing threat we need to be vigilant about. The concrete paths within this road reserve are also quite narrow, only last week we had an elderly customer on a mobility scooter get bogged in the road reserve. Given we are located opposite the Senior Citizens Centre and in the near vicinity of many over 55 residential apartments, this isn't the first time it's happened and won't be the last.

Attached are some pictures to help better demonstrate the issue. Due to their size, more photos to follow by separate email.

As part of our development approval we had to invest thousands of dollars on this particular road reserve by way of installation of a public footpaths and 39 individual bollards, all at our own personal expense.

We would be very appreciative if the Shire could do something with this patch of land to cease the issue of dust pollution and also to simply make this section of land which located very centrally in the main CBD shopping district less of an eyesore.

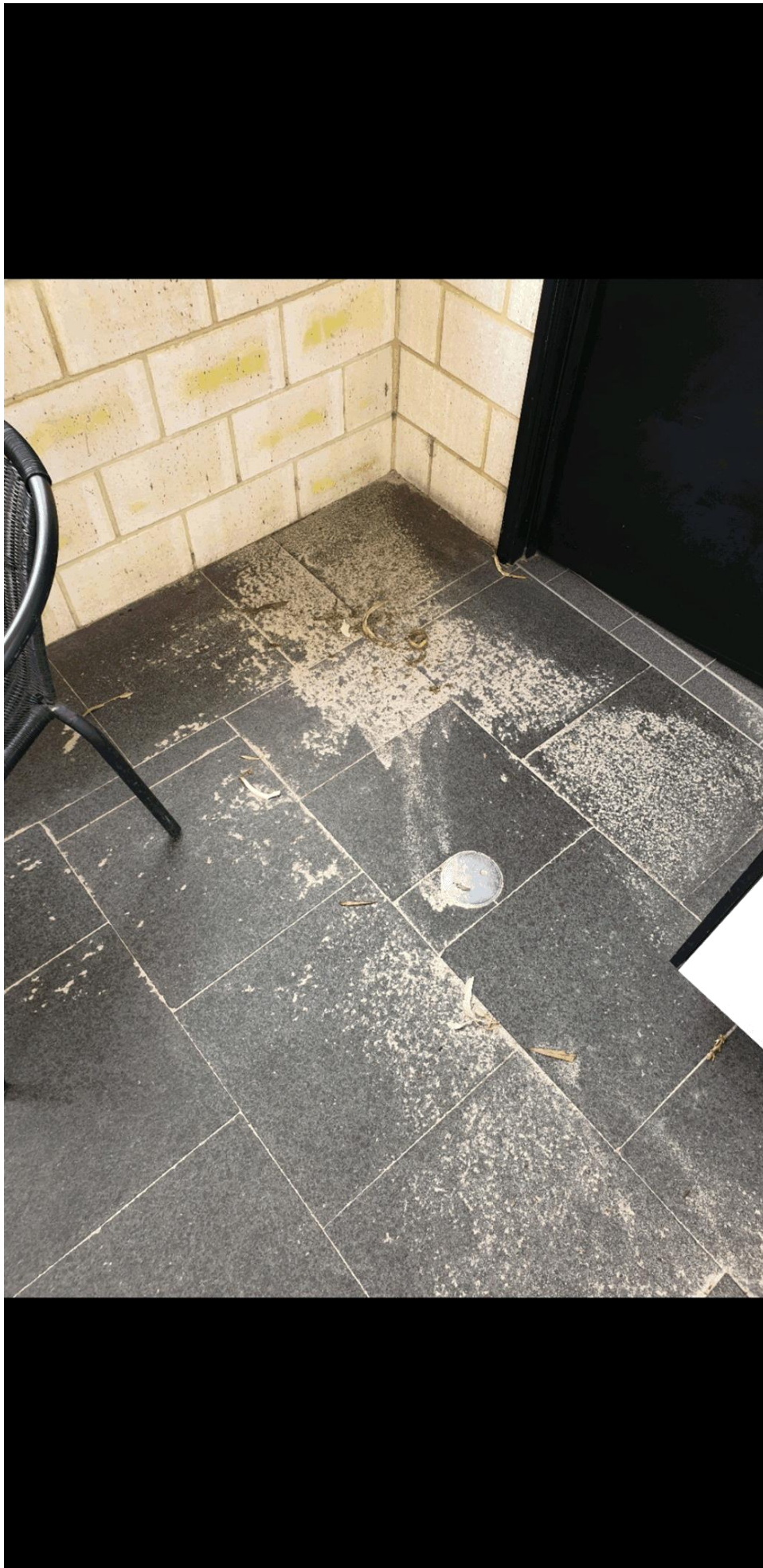
Our preferred option would be having the Shire seal this area, with either concrete or pavers. This would eliminate the dust issue immediately, it would aesthetically look much more appealing and it would provide better access options for the elderly. This would be a higher upfront cost, but a cheaper longer term solution than grass or landscaping. The area that we believe needs sealing is the section of the road reserve directly adjacent to our building.

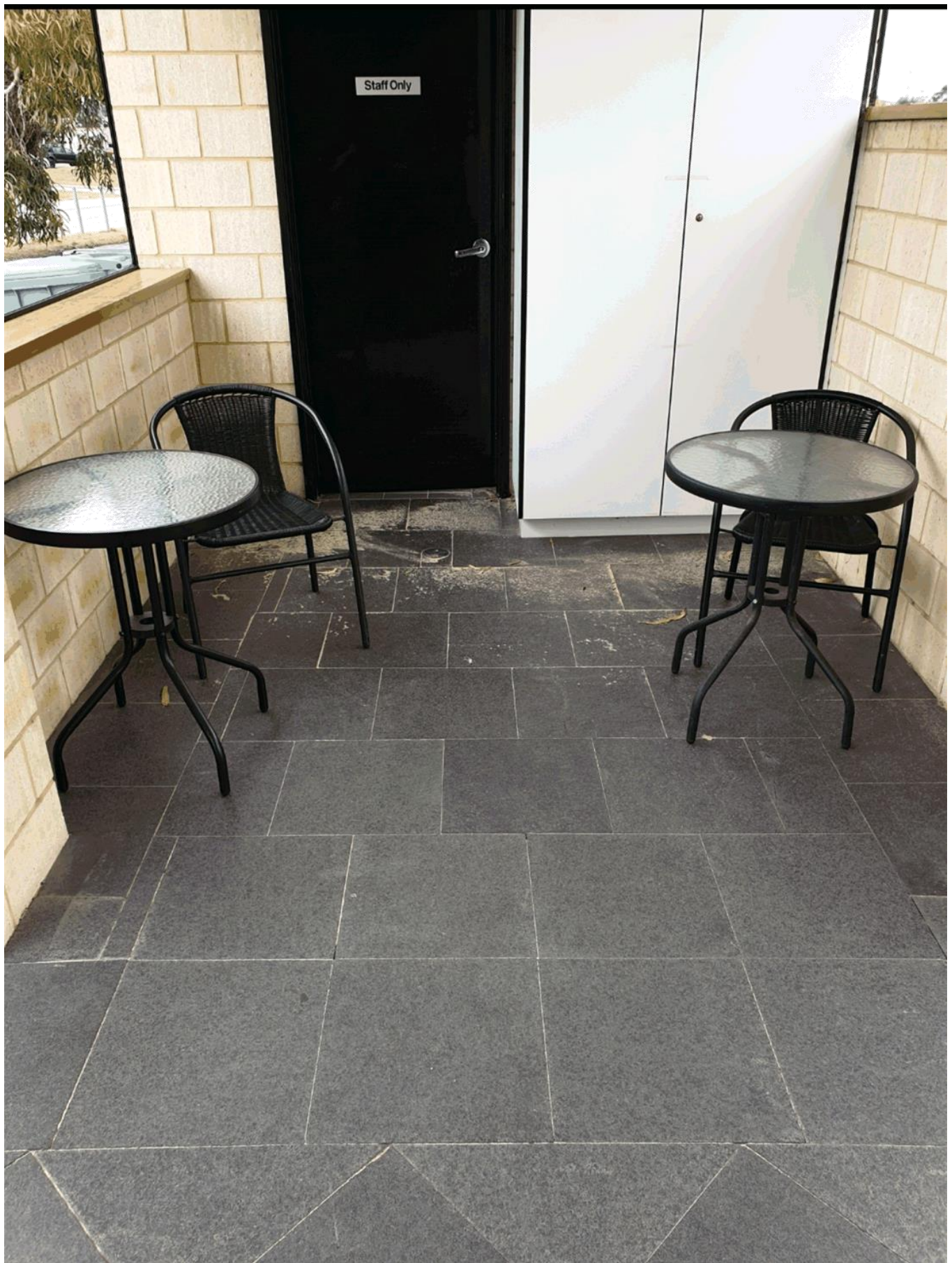
If this area were sealed it could also allow the option for our business to potentially apply for an alfresco permit to better activate that area.

Can you please call me on [REDACTED] to discuss.

Thanks  
Brian  
Co-Owner  
Witches Brew Drive Thru











**From:** [REDACTED]  
**To:** [Shane Burge](#)  
**Cc:** [Alli McArthur](#); [Mathew Walker](#); [Ian Mickel](#); [REDACTED] [Dylan Gleave](#)  
**Subject:** RE: Witches Brew - Dust Pollution Issue  
**Date:** Tuesday, 11 May 2021 10:46:46 AM

---

Hi Shane

Thanks for your response.

We would like this matter brought to council as we feel that gravel would not solve the underlying problem.

Thanks  
Steve

On 5 May 2021 3:21 pm, Shane Burge <[Shane.Burge@esperance.wa.gov.au](mailto:Shane.Burge@esperance.wa.gov.au)> wrote:

Hi Steve,

The scope of works that the Shire intends to do to resolve windblown sand include boxing out 3 areas that are sandy to a depth of 50mm below footpath/ground level and filling with gravel. General levelling of the site. Rolling the site. Removing excess soil.

Labour and plant required include two (2) staff, truck, bobcat and roller.

Works will take maximum one (1) day to complete.

Basic traffic management will be in place. Public access to Witches Brew will only be available from the northern side of the business. Temporary fencing (orange bunting) will be installed around the perimeter of the work site to restrict entry. Witches Brew and Woolworths will be notified in advance of works. Four (4) car bays will need to be coned off for the duration of the works to assist with access to the site.

Please find attached an image detailing the extent of the works. A condition of completing the works would be that no vehicle traffic traverse or park on the verge after the completion of works.

Thanks

Regards,  
**Shane Burge**

Chief Executive Officer

**Item: 12.2.2**

**Andrew & Dempster Street Roundabout Review**

<b>Author/s</b>	Mathew Walker	Director Asset Management
<b>Authorisator/s</b>	Shane Burge	Chief Executive Officer

**File Ref: D21/15610**

**Applicant**  
Internal

**Location/Address**  
Andrew and Dempster Street Roundabout

**Executive Summary**

For Council to consider the information requested on the Andrew and Dempster Street Roundabout.

**Recommendation in Brief**

That Council note the information provided on the Andrew and Dempster Street Roundabout.

**Background**

As part of the Esperance Town Centre Revitalisation Masterplan the Shire commissioned the Esperance Town Centre Parking, Traffic, and Pedestrian Strategy which made a series of recommendations regarding parking, traffic management and pedestrian movements around the Town Centre. Two key recommendations out of the Strategy were to improve the roundabout at Andrew and Dempster Street and to install zebra crossings throughout the Town Centre to prioritise safe pedestrian movements in the Town Centre.

Pedestrian crossings were installed in Town Centre in November 2017 and the roundabout was upgraded in 2019 through the National Blackspot funding Program.

At the March Ordinary Council Meeting Council resolved the following motion as a response to the motion from the Annual Electors Meeting.

***That Council:***

- 1. Note Motion 1 from the Annual Meeting of Electors (February 2021);***
- 2. Request the CEO to:***
  - a) Investigate the number of recorded accidents since commissioning, the severity of these and in particular if anyone has needed transfer to hospital,***
  - b) Repeats a comparable traffic movement study that was carried out prior to construction,***
  - c) Make a formal assessment on the traffic flow as a result of changing crossing to formal zebra crossings (thereby shifting right of way from cars to pedestrians);***
  - d) Invite the Streetscape Advisory Committee for input on improving the ambiance of this area. Seek guidance on items such as concrete pots that can serve a dual purpose; enhance the safety of pedestrians and provide plants and colour to the busy town centre.***
- 3. Instruct the CEO to advise the Mover and Seconder of the Motion from the Annual Electors Meeting of Council's resolution.***

### **Officer's Comment**

In response to the specific questions by Council:

Investigate the number of recorded accidents since commissioning, the severity of these and in particular if anyone has needed transfer to hospital.

The official record of accident location and type compiled by the State Government has an approximate delay of 18 months. Given the roundabout was completed in mid-2019 with the pedestrian crossing not resinated until late 2019, the Shire does not have official record of any accidents after this time as of yet.

Anecdotally there have been a few minor accidents at the roundabout since the upgrade, which would be expected given the number of vehicle using the roundabout. The priority of the roundabout upgrade was to significantly reduce the potential for Fatal and Serious Injury (FSI's).

Repeats a comparable traffic movement study that was carried out prior to construction,

A traffic movement study was completed on the 15<sup>th</sup> January 2021 and focused on Andrew and Dempster Street roundabout and the main pedestrian crossing on the northern leg. The report is included in attachment A.

Make a formal assessment on the traffic flow as a result of changing crossing to formal zebra crossings (thereby shifting right of way from cars to pedestrians);

The pedestrian crossings have been in operation since November 2017, as a result of the Esperance Town Centre Parking, Traffic, and Pedestrian Strategy recommending that we prioritise pedestrians over cars in the Town Centre.

As part of the analysis that was carried out, the pedestrian crossing created a 6.2 second delay for 2% of the vehicles that used the Andrew and Dempster Street Roundabout on the northern leg. It should also be noted that of the pedestrians that used the crossing 19% were considered vulnerable and this has made their crossing of the road significantly safer.

Invite the Streetscape Advisory Committee for input on improving the ambiance of this area. Seek guidance on items such as concrete pots that can serve a dual purpose; enhance the safety of pedestrians and provide plants and colour to the busy town centre.

The Streetscape Advisory Committee are already working with the Esperance CBD Landscape Concept Design that includes improving the ambiance of this area and will be making recommendations to Council about future projects for the roundabout landscaping. See extract from the Esperance CBD Landscape Concept Design below.



**Consultation**

Nil

**Financial Implications**

Nil

**Asset Management Implications**

Nil

**Statutory Implications**

Nil

**Policy Implications**

Nil

**Strategic Implications**

Strategic Community Plan 2017 - 2027

*Built Environment*

Transport networks that meet the needs of our community and provide safe movement for all users

Deliver a diverse, efficient and safe transport system

Corporate Business Plan 2020/21 – 2024/25

B2.6 Implement Esperance Town Centre Parking, Traffic and Pedestrian Strategy

**Environmental Considerations**

Nil

### **Attachments**

A<sub>1</sub>. Analysis of Traffic Flow at Dempster Andrew Street Roundabout

### **Officer's Recommendation**

#### **That Council**

- 1. Note the information provided on the Andrew Street and Dempster Street Roundabout; and**
- 2. Request the Streetscape Advisory Committee provide recommendations to Council on the Andrew Street and Dempster Street Roundabout landscaping.**

**Voting Requirement**

Simple Majority

## Analysis of traffic flow at Dempster/Andrew St Roundabout

### Background

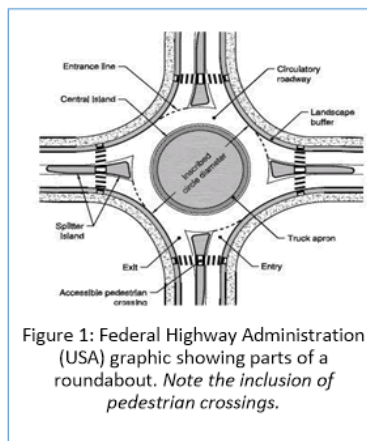
Asset Management was requested to identify the causes and duration of blockages at the roundabout located at the intersection of Andrew and Dempster Street.

A GoPro camera was installed on a light pole on Dempster Street at a height of approximately 3m, providing a view of all exits.

The camera was connected to power to ensure recording could occur for an extended period of time. The GoPro was to take photos at an interval of one second. Photos were captured from 9am to 4pm.

The footage was converted into a time-lapse at 24 frames/sec. Each frame represents one second of real time.

The analysis was undertaken on the 15<sup>th</sup> January 2021.



four

set

Figure 1: Federal Highway Administration (USA) graphic showing parts of a roundabout. Note the inclusion of pedestrian crossings.

### Methodology

The footage was reviewed and analysis was undertaken to determine any times where the circulatory roadway (hereinafter referred to as *roundabout area*) (figure 1) was blocked. This analysis did not include vehicles stopped in the exit lane as they are no longer in the roundabout and do not impair traffic flow.

For occurrences where vehicles were stopped in the roundabout, the total time of blockage was noted, as well as the cause. Vehicles that slowed down but did not remain stopped for greater than one second were not included in the count.

A vehicle count was performed to determine the volume of traffic each hour.

### Limitations

This study only analysed traffic from one day's worth of data, and within a limited timeframe on that day. Future studies could be performed over a period of multiple days during daylight hours.

The analysis of the recorded footage was performed manually and thus prone to human error. Software is available to automate this process and provide more accurate data. Such software can also perform other functions such as counting vehicles, pedestrians/cyclists etc.

Only one angle of video footage was available possibly leading to a bias towards noticing events occurring at the intersection closest to the camera. This angle also meant that large vehicles could obscure the view of the intersection (see figure 2 and 3).



Figure 2: A large truck obscuring the view of approximately 25% of the intersection. There are 2 cars not visible here. This makes it difficult to count the amount of time they are stopped in the roundabout area.

### Results

From the vehicle count, it was determined that 98% of vehicles in the roundabout were able to travel through without blocking the intersection and causing delays. For the two percent of vehicles that did encounter issues, counts from the data shows the average amount of time a car remain stopped in the roundabout area was only 7.6 seconds.

Whilst pedestrian crossings made up the majority of occurrences (67%), the delays they caused were the shortest (6.2 second's average). The longest delays were caused by vehicles reversing out. For the purposes of this investigation, there was no distinction between vehicles waiting for another to reverse out, or a vehicle reversing out into traffic.

The majority of pedestrian crossings, as well as delays occurring from pedestrian crossings were noted on the northern exit onto Dempster Street.

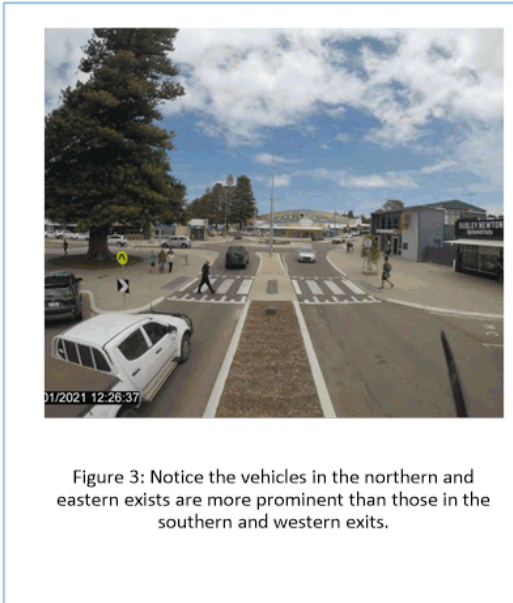
Delays caused by vehicles reversing out were 13 seconds long on average – almost double the average of delays caused by pedestrian crossings.

There were two outlier events that did not fit into the two previous categories. The first of this being a delay from a car reversing out, immediately followed by two pedestrian crossings. Because traffic that was held in the roundabout did not move after the path was clear (due to two different pedestrians crossing immediately after), this event was counted separately. Interestingly, this is not the longest delay recorded. The longest delay was 35 seconds although that is a statistical outlier and should be disregarded.

The second outlier event occurred from a pedestrian walking up the island and then immediately crossing, causing a large amount of traffic to abruptly stop.

Vulnerable pedestrian were also identified as part of the Analysis as being elderly, children or requiring assistance to cross the road (i.e. wheel chair, mobility scooter etc.). From the data 19% of pedestrian using the pedestrian crossings were classified as vulnerable pedestrian

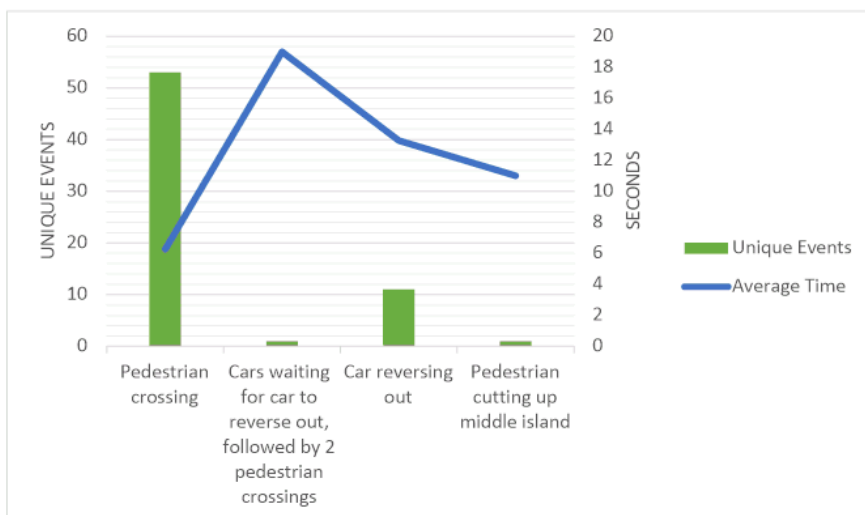




### Conclusion

The findings indicate that biggest contributor to blockages at the roundabout is pedestrians crossing the road, however this is only for 6.2 seconds on average. Furthermore, 98% of vehicles were able to travel through the roundabout without experiencing any issues.

The findings show that the longest blockages of the roundabout area occur due to cars reversing out. Ideally, more data should be gathered to get longer term conclusion, rather than one day of data. It is also worth noting a number of blockages could have been avoided if drivers did not enter the intersection while the exit was not clear.



Summary of Traffic and Pedestrian Data Analysed for the 15<sup>th</sup> January 2021

Time	Pedestrians	Vulnerable Pedestrians (out of total)	Percent Vulnerable	Cars/Trucks/Motorbike (entering and exiting)	Cyclists	Cars blocked during period	% blocked	% travelled without issue
9am to 10am	101	23	23%	601	2	10	2%	98%
10am to 11am	160	25	16%	755	0	16	2%	98%
11am to 12pm	143	26	18%	750	0	10	1%	99%
12pm to 1pm	213	34	16%	734	0	25	3%	97%
1pm to 2pm	108	28	26%	649	0	18	3%	97%
2pm to 3pm	105	20	19%	669	0	17	3%	97%
3pm to 4pm	130	26	20%	720	0	7	1%	99%
<b>Total</b>	<b>960</b>	<b>182</b>	<b>19%</b>	<b>4878</b>	<b>2</b>	<b>103</b>	<b>2%</b>	<b>98%</b>

## **12.3 CORPORATE & COMMUNITY SERVICES**

### **Item: 12.3.1**

#### **Resignations from Committees and New Appointments**

**Author/s** Mary Bidstrup Governance and Corporate Support Officer  
**Authorisator/s** Sarah Walsh Coordinator Governance & Corporate Support

**File Ref: D21/14494**

#### **Applicants**

Sgt Blake Ashurst  
SC Matthew Gulland  
PC Mack Johnstone  
Sgt Ryan Devine  
Amelia Fitzgerald  
Carol-Anne Bradley  
Engel Prendergast  
Cr Shelley Payne

#### **Location/Address**

Nil

#### **Executive Summary**

For Council to consider accepting resignations and appointing new members to committees.

#### **Recommendation in Brief**

That Council:

1. Accept resignations to committees as per the following table;

Committee	Resigning Member
Goldfields-Esperance Country Zone of WALGA, GVROC and GERCG	Cr Shelley Payne
Tourism Esperance	Cr Shelley Payne
Roadwise Committee	Sgt Blake Ashurst (WA Police) SC Matthew Gulland (WA Police) Amelia Fitzgerald Carol-Anne Bradley (WALGA)

and;

2. Appoint members to committees as per the following table;

Committee	Member
Goldfields-Esperance Country Zone of WALGA, GVROC and GERCG (Member)	Cr
Tourism Esperance (Deputy Ex Officio)	Cr
Roadwise Committee	WA Police PC Mack Johnstone Sgt Ryan Devine (Deputy)

	WALGA Engel Prendergast
--	----------------------------

### **Background**

Cr Payne has resigned from the Shire of Esperance Council following her election to the Legislative Council in the Agricultural Region at the last State Government Election. Section 2.20(1) of the *Local Government Act 1995* disqualifies a person elected to Parliament from being a member of a Local Government Council.

Matthew Hughes on behalf of Esperance Police has informed us that Sgt Ashurst and SC Gulland have resigned from the Roadwise Committee as they have left the district for other postings, and their roles will be taken over by PC Johnstone and Sgt Devine.

The Shire has recently adopted a Council Member, Committee Member and Candidate Code of Conduct in line with the updated Local Government Act. As a result of this all committee members have been sent the Code of Conduct and asked to sign an acknowledgement that they have read and understood it. Some of the correspondence the Shire has received in return have been resignations from committees.

After being sent the Code of Conduct and asked to sign an acknowledgement that they have read and understood the document, Blake Ashurst and Amelia Fitzgerald emailed back resigning their positions on the Esperance Roadwise Committee.

Engel Prendergast has let us know that Carol-Anne Bradley has left WALGA RoadWise, and he will be taking over her role until they recruit a replacement officer.

### **Officer's Comment**

Shire of Esperance staff congratulate Cr Payne on her election to Legislative Council and wish her all the best in the future. Council will now need to appoint alternative Councillors to fill the vacancies on the following external Committees;

- Goldfields-Esperance Country Zone of WALGA, GVROC and GERCG
- Tourism Esperance

With the Local Government election in a little over 6 months, tenure for all committee positions will expire. The WALGA Officer and Esperance Police positions can be filled on the Roadwise Committee, however with so little time left for all positions it is best to leave the other position vacant, especially considering there is still another Community Representative available as well.

### **Consultation**

WA Police  
Amelia Fitzgerald  
Engel Prendergast  
Cr Shelley Payne  
Supervisor Asset Administration

### **Financial Implications**

Nil

### **Asset Management Implications**

Nil

### Statutory Implications

*Local Government Act 1995 – s.5.10 & s.2.20(1)*

### Policy Implications

Nil

### Strategic Implications

Strategic Community Plan 2017 - 2027

*Community Connection*

Active volunteers supporting organisations and activities that bring the community together.  
Encourage and support volunteers and community groups

Corporate Business Plan 2020/21 – 2024/25

Facilitate Councillors' requirements to represent the community

### Environmental Considerations

Nil

### Attachments

A↓. Amelia Fitzgerald resignation

B↓. WALGA Carol-Anne Bradley resignation, Engel Prendergast replacing

C↓. WA Police Change to Members

### Officer's Recommendation

That Council:

1. Accept resignations to Committees as per the following table;

Committee	Resigning Member
Goldfields-Esperance Country Zone of WALGA, GVROC and GERCG	Cr Shelley Payne
Tourism Esperance	Cr Shelley Payne
Roadwise Committee	Sgt Blake Ashurst (WA Police) SC Matthew Gulland (WA Police) Amelia Fitzgerald Carol-Anne Bradley (WALGA)

and;

2. Appoint members to Committees as per the following table;

Committee	Member
Goldfields-Esperance Country Zone of WALGA, GVROC and GERCG (Member)	Cr
Tourism Esperance (Deputy Ex Officio)	Cr
Roadwise Committee	PC Mack Johnstone (WA Police) Sgt Ryan Devine (WA Police - Deputy)  Engel Prendergast (WALGA)

Voting Requirement

Absolute Majority

---

**From:** [Jeanette Appleby](#)  
**To:** [Sarah Walsh](#)  
**Subject:** FW: Resignation Esperance Roadwise Committee  
**Date:** Monday, 3 May 2021 2:30:47 PM

---

Sarah

See the resignation below from Amelia on 25<sup>th</sup> April 2021.

**Thanks and regards**

*Jeanette Appleby*  
Supervisor Asset Administration  
Shire of Esperance  
Ph: (08) 9071 0675

---

**From:** Amelia Fitzgerald [REDACTED]  
**Sent:** Sunday, 25 April 2021 9:58 AM  
**To:** Steve McMullen <Steve.McMullen@esperance.wa.gov.au>  
**Cc:** Jeanette Appleby <Jeanette.Appleby@esperance.wa.gov.au>  
**Subject:** Resignation Esperance Roadwise Committee

Hi Steve

Please accept this as notice of my resignation as community member on the Esperance Roadwise Committee.

I have enjoyed being apart of a group that provides an important role in our community and continues to ensure that road safety is highlighted as a priority for the region.

I wish you and the committee all the best for the future.

Kind Regards  
Amelia Fitzgerald

Get [Outlook for iOS](#)

Message protected by MailGuard: e-mail anti-virus, anti-spam and content filtering.  
<http://www.mailguard.com.au/mg>

[Report this message as spam](#)

**From:** Engel Prendergast <[eprendergast@walga.asn.au](mailto:eprendergast@walga.asn.au)>  
**Sent:** Friday, 8 January 2021 1:17 PM  
**To:** Jeanette Appleby <[Jeanette.Appleby@esperance.wa.gov.au](mailto:Jeanette.Appleby@esperance.wa.gov.au)>  
**Subject:** RoadWise staff changes

Hi Jeanette

I hope you have had a good Christmas and New Year.

As you may know Carol-Anne Bradley has left WALGA RoadWise to be closer to her family over East.

While we are undertaking the recruitment process I will be looking after the Goldfields Esperance region. While I am based in Perth I am available to attend meeting via teams, zoom or other platform and hope to visit the region in the nearish future.

It would be great if we could touch base to talk about the Esperance RoadWise Committee.

Please let me know what days and times suit you to catch up.

Looking forward to meeting you

Kind regards

Engel

**Engel Prendergast | Senior Road Safety Consultant | WALGA**

(p) 9213 2060 | (mob) 0437 413 225 | (f) 9213 2555 | (e) [eprendergast@walga.asn.au](mailto:eprendergast@walga.asn.au)



[www.walga.asn.au](http://www.walga.asn.au) | [www.roadwise.asn.au](http://www.roadwise.asn.au) | [www.youeveryday.com.au](http://www.youeveryday.com.au)

Our work regularly takes us across the State and as such WALGA would like to acknowledge the many traditional owners of the land on which we work throughout Western Australia. We pay our respects to their Elders, past, present and emerging.

*This email is private and confidential. If you are not the intended recipient, please advise us by return email immediately, and delete the email and any attachments without using or disclosing the contents in any way. The views expressed in this email are those of the author, and do not represent those of the Association unless this is clearly indicated. You should scan this email and any attachments for viruses. The WA Local Government Association accepts no liability for any direct or indirect damage or loss resulting from the use of any attachments to this email.*

Message protected by MailGuard: e-mail anti-virus, anti-spam and content filtering.  
<http://www.mailguard.com.au/mg>

[Report this message as spam](#)

## Sarah Walsh

---

**From:** Hannah Logan  
**Sent:** Tuesday, 11 May 2021 10:23 AM  
**To:** Sarah Walsh  
**Subject:** FW: Roadwise Committee

FYI

Kind Regards,

*Hannah Logan*

Trainee Administration Assistant - Asset Administration  
Shire of Esperance  
Ph: (08) 9071 0641  
PO Box 507, Windich Street, Esperance WA 6450

[www.esperance.wa.gov.au](http://www.esperance.wa.gov.au)



[Subscribe to eNews](#)

---

**From:** HUGHES Matthew [PD15222] [REDACTED] **On Behalf Of** Esperance Police Station  
SMAIL  
**Sent:** Tuesday, 11 May 2021 10:22 AM  
**To:** Hannah Logan [REDACTED]  
**Cc:** DEVINE Ryan [PD15014] [REDACTED]; MACK JOHNSTON Iain [PD16555]  
**Subject:** RE: Roadwise Committee

Good morning Hannah

Thanks for getting in touch, I can formally advise that Sgt ASHURST and SC GULLAND have resigned from the road wise committee as they have now left the district to Southern Cross and back to Perth respectively.

The two have been replaced by PC MACK JOHNSTONE and Sgt Ryan DEVINE, who are both looking forward to meeting you and working with you in future

I have CC'd them both into this email so you have their contact moving forward

Kind Regards

Matt HUGHES 15222  
Esperance Police

---

**From:** Hannah Logan [REDACTED]  
**Sent:** Tuesday, 11 May 2021 9:49 AM  
**To:** Esperance Police Station SMAIL <Esperance.Police.Station@police.wa.gov.au>  
**Cc:** Jeanette Appleby <Jeanette.Appleby@esperance.wa.gov.au>  
**Subject:** Roadwise Committee



Good Morning

Can you please provide a resignation on behalf of Sgt B Ashurst & S/C M Gulland and provide the details of the replacement members?

This needs to be in writing as the new members are presented to council for approved. There is no issue with the replacement members attending meetings but they will not be able to vote until they are an approved committee member.

Kind Regards,

*Hannah Logan*

Trainee Administration Assistant - Asset Administration  
Shire of Esperance  
Ph: (08) 9071 0641  
PO Box 507, Windich Street, Esperance WA 6450

[www.esperance.wa.gov.au](http://www.esperance.wa.gov.au)



[Subscribe to eNews](#)



Message protected by MailGuard: e-mail anti-virus, anti-spam and content filtering.  
<http://www.mailguard.com.au/mg>

Message protected by MailGuard: e-mail anti-virus, anti-spam and content filtering.  
<http://www.mailguard.com.au/mg>

[Report this message as spam](#)

**Item: 12.3.2**

**Financial Services Report - April 2021**

<b>Author/s</b>	Beth O'Callaghan	Manager Financial Services
<b>Authorisator/s</b>	Felicity Baxter	Director Corporate & Community Services

**File Ref: D21/14710**

**Attachments**

A<sup>1</sup>. Financial Services Report - April 2021

**Officer's Recommendation**

**That the report entitled Monthly Financial Management Report (incorporating the Statement of Financial Activity) for the month of April 2021 as attached be received.**

**Voting Requirement**                      Simple Majority



## **SHIRE OF ESPERANCE**

# **MONTHLY FINANCIAL MANAGEMENT REPORTS**

(Incorporating Statement of Financial Activity)

## **APRIL 2021**

## **CORPORATE RESOURCES**





## CONTENTS – Monthly Financial Report

	Page
1. Compilation Report	1-2
2. Statement of Financial Activity (Reporting Program)	3
3. Statement of Financial Activity (Nature or Type)	4
4. Statement of Financial Performance (Income Statement)	5
5. Statement of Financial Position (Balance Sheet)	6
6. Net Current Assets	7
7. Variances to Statement of Financial Activity	8-11
8. Budget Amendments	12
9. Receivables Status	13
10. Investments	14
11. Graphical Budget Snapshots & Liquidity	15-16
12. Rates Collection Progress Report & Graph	17
13. Trust Fund Report	18
14. Payment of Accounts Listing (Paid under delegated authority)	19

Compilation Report

MANAGER FINANCIAL SERVICES  
COMPILATION REPORT

MEETING DATE	: 25 <sup>th</sup> May 2021
ACCOUNTING PERIOD	: The period ended 30 <sup>th</sup> April 2021
COMPILATION DATE	: 7 <sup>th</sup> May 2021
CONTENTS	: Monthly Financial Report

**OVERVIEW**

*(Source:- Summary of Reporting Programs page 2:1 and graphical progressive snapshot/Liquidity graph.)*

The Statement of Financial Activity by reporting program is presented on page 3 and shows a surplus as at 30 April of \$11,018,589.

**Rates Collected**

Rates collected at the end of April were 97.62% this is presented on page 17.

**2021/2022 Fees and Charges**

Proposed fees and charges were due in by 7 April to allow review by Council during May's round of meetings.

**2021/2022 Budget**

The budget process for 2021/2022 is now underway. The operating budget is open in BIS and required to be completed by 14 May.

Operating and capital bids are also required by the above date.

Compilation Report

**Working Capital (Note 1- page 7)**

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

Current surplus at the end of April is \$11,018,589. The surplus is shown on the bottom of the Statement of Financial Activity on page 3 and also on the bottom of Composition of Net Current Funding Position on page 7. It represents our ability to meet the short-term demands of our suppliers.

Unrestricted cash at bank is \$11,554,435 and this is shown on page 7. Reserve balance is \$26,350,234.

Tamsen Kirby  
Assistant Accountant

**STATEMENT OF FINANCIAL ACTIVITY**  
**BY REPORTING PROGRAM**  
For the Period Ended 1 July 2020 to 30 April 2021



DESCRIPTION	2020/2021 Budget (A)	YTD Budget (B)	YTD Actuals (C)	Variances	
				Amount \$ (C-B)	% (C/B)
<b>Operating</b>					
<b>Income</b>					
03 - General Purpose Funding	(27,367,873)	(26,672,916)	(26,676,197)	(3,281)	100
04 - Governance	(538,072)	(219,261)	(230,123)	(10,862)	105
05 - Law, Order & Public Safety	(487,315)	(388,728)	(419,518)	(30,790)	108
07 - Health	(41,797)	(35,160)	(29,471)	5,689	84
08 - Education & Welfare	(5,360,486)	(4,740,992)	(4,839,022)	(98,030)	102
10 - Community Amenities	(4,872,527)	(4,470,574)	(4,528,300)	(57,726)	101
11 - Recreation & Culture	(3,566,186)	(1,624,677)	(1,986,218)	(361,541)	122
12 - Transport	(1,245,575)	(890,908)	(875,551)	15,357	98
13 - Economic Services	(1,089,398)	(887,620)	(950,944)	(63,324)	107
14 - Other Property & Services	(1,620,871)	(382,480)	(366,899)	15,581	96
<b>Income Total</b>	<b>(46,190,100)</b>	<b>(40,313,316)</b>	<b>(40,902,244)</b>	<b>(588,928)</b>	
<b>Expenditure</b>					
03 - General Purpose Funding	373,318	316,510	295,410	(21,100)	93
04 - Governance	2,205,172	1,860,785	1,648,347	(212,438)	89
05 - Law, Order & Public Safety	1,911,165	1,525,369	1,486,010	(39,359)	97
07 - Health	406,793	340,775	329,135	(11,640)	97
08 - Education & Welfare	5,829,899	4,239,475	3,646,502	(592,973)	86
10 - Community Amenities	4,888,116	4,048,682	3,664,451	(384,231)	91
11 - Recreation & Culture	13,559,833	11,163,748	9,970,083	(1,193,665)	89
12 - Transport	18,223,758	14,914,424	14,378,750	(535,674)	96
13 - Economic Services	2,176,139	1,766,968	1,433,727	(333,241)	81
14 - Other Property & Services	988,953	896,574	1,176,992	280,418	131
<b>Expenditure Total</b>	<b>50,563,146</b>	<b>41,073,310</b>	<b>38,029,407</b>	<b>(3,043,903)</b>	
<b>Operating Total</b>	<b>4,373,046</b>	<b>759,994</b>	<b>(2,872,837)</b>	<b>(3,632,831)</b>	
<b>Capital</b>					
<b>Income</b>					
04 - Governance	(82,705)	0	0	0	
05 - Law, Order & Public Safety	(904,555)	(105,000)	(154,628)	(49,628)	147
08 - Education & Welfare	(297,187)	(39,100)	(10,000)	29,100	26
10 - Community Amenities	(404,470)	(1,044)	(1,044)	(0)	100
11 - Recreation & Culture	(11,588,861)	(3,819,032)	(2,839,600)	979,432	74
12 - Transport	(7,846,103)	(4,858,420)	(4,977,055)	(118,635)	102
13 - Economic Services	(1,268,182)	(143,182)	(643,182)	(500,000)	449
14 - Other Property & Services	(3,067,116)	(1,812,933)	(2,196,455)	(383,522)	121
<b>Income Total</b>	<b>(25,459,179)</b>	<b>(10,778,711)</b>	<b>(10,821,965)</b>	<b>(43,254)</b>	
<b>Expenditure</b>					
04 - Governance	197,705	148,500	196,033	47,533	132
05 - Law, Order & Public Safety	938,055	644,045	224,419	(419,626)	35
08 - Education & Welfare	297,187	202,187	185,970	(16,217)	92
10 - Community Amenities	404,470	110,670	290,470	179,800	262
11 - Recreation & Culture	14,048,493	10,613,522	8,512,480	(2,101,042)	80
12 - Transport	19,550,927	16,570,052	11,644,717	(4,925,335)	70
13 - Economic Services	1,472,847	213,519	80,045	(133,474)	37
14 - Other Property & Services	960,777	720,219	168,236	(551,983)	23
15 - Funds Transfer	4,355,344	182,040	114,764	(67,276)	63
<b>Expenditure Total</b>	<b>42,225,805</b>	<b>29,404,754</b>	<b>21,417,134</b>	<b>(7,987,620)</b>	
<b>Capital Total</b>	<b>16,766,626</b>	<b>18,626,043</b>	<b>10,595,169</b>	<b>(8,030,874)</b>	
<b>Total- Operating &amp; Capital</b>	<b>21,139,672</b>	<b>19,386,037</b>	<b>7,722,332</b>	<b>(11,663,705)</b>	
a) Asset Depreciation Charges	(17,626,993)	(14,778,248)	(14,679,985)		
b) Loss on Sale of Assets	(486,184)	(36,800)	(111,755)		
c) Profit on Sale of Assets	1,119,312	29,312	34,304		
d) Provision and Accruals	(213,500)	(159,533)	(54,639)		
e) Movement of Non-Current Receivable	0	0	(1,167)		
Less: Surplus / (Deficit) B/Fwd	3,927,680	3,927,680	3,927,680		
<b>(Surplus)/Deficit</b>	<b>4,627</b>	<b>513,088</b>	<b>(11,018,589)</b>		



STATEMENT OF FINANCIAL ACTIVITY

BY NATURE or TYPE

For the Period Ended 1 July 2020 to 30 April 2021



DESCRIPTION	2020/2021 Budget (A)	YTD Budget (B)	YTD Actuals (C)	Variance	
				Amount \$ (C-B)	% (C/B)
<b>Operating</b>					
<b>Income</b>					
Fees & Charges	(8,453,973)	(7,466,871)	(7,706,768)	(239,897)	103
Interest Earnings	(237,304)	(205,579)	(194,568)	11,011	95
Operating Grants & Subsidies	(7,690,666)	(6,255,215)	(6,587,533)	(332,318)	105
Profit on Asset Disposals	(1,119,312)	(29,312)	(34,304)	(4,992)	117
Rates	(21,525,460)	(21,525,460)	(21,524,705)	755	100
Reimbursements	(868,241)	(671,371)	(512,685)	158,686	76
Contributions & Donations Operating	(1,148,098)	(665,713)	(855,886)	(190,173)	129
Reserve Transfers into Muni	(5,147,046)	(3,493,795)	(3,485,795)	8,000	100
<b>Income Total</b>	<b>(46,190,100)</b>	<b>(40,313,316)</b>	<b>(40,902,244)</b>	<b>(588,928)</b>	
<b>Expenditure</b>					
Allocations	(614,477)	(512,067)	(486,664)	25,403	95
Depreciation	17,626,993	14,778,248	14,679,985	(98,263)	99
Insurance	667,747	634,871	667,747	32,876	105
Interest Expense	90,761	60,995	54,014	(6,981)	89
Loss on Asset Disposals	486,184	36,800	111,755	74,955	304
Material & Contracts	13,514,646	10,241,962	7,591,371	(2,650,591)	74
Other Expenditure	810,584	714,011	736,699	22,688	103
Utility Charges	1,083,636	938,162	909,294	(28,868)	97
Employment Expenses	16,897,072	14,180,328	13,765,205	(415,123)	97
<b>Expenditure Total</b>	<b>50,563,146</b>	<b>41,073,310</b>	<b>38,029,407</b>	<b>(3,043,903)</b>	
<b>Total - Operating</b>	<b>4,373,046</b>	<b>759,994</b>	<b>(2,872,837)</b>	<b>(3,632,831)</b>	<b>(378)</b>
<b>Capital</b>					
<b>Income</b>					
Non-Operating Grants & Subsidies	(14,488,942)	(7,846,884)	(7,640,926)	205,958	97
Reserve Transfers into Muni	(7,840,537)	(276,294)	(271,294)	5,000	98
Proceeds from Disposals	(2,891,203)	(2,486,068)	(2,721,290)	(235,222)	109
Proceeds from New Debentures	0	0	(20,000)	(20,000)	
Self Supporting Loan Principle Received	(163,497)	(129,465)	(129,364)	101	100
Non Operating Contributions & Donations	(75,000)	(40,000)	(39,091)	909	98
<b>Income Total</b>	<b>(25,459,179)</b>	<b>(10,778,711)</b>	<b>(10,821,965)</b>	<b>(43,254)</b>	
<b>Expenditure</b>					
Material & Contracts	30,516,775	22,799,917	16,320,039	(6,479,878)	72
Employment Expenses	3,743,002	3,119,130	2,531,774	(587,356)	81
Purchase of Assets	3,399,252	3,150,502	2,297,639	(852,863)	73
Repayment of Debentures	211,432	153,165	152,918	(247)	100
Reserve Transfers from Muni	4,355,344	182,040	114,764	(67,276)	63
<b>Expenditure Total</b>	<b>42,225,805</b>	<b>29,404,754</b>	<b>21,417,134</b>	<b>(7,987,620)</b>	
<b>Total - Capital</b>	<b>16,766,626</b>	<b>18,626,043</b>	<b>10,595,169</b>	<b>(8,030,874)</b>	
<b>Grand Total</b>	<b>21,139,672</b>	<b>19,386,037</b>	<b>7,722,333</b>	<b>(11,663,705)</b>	
a) Asset Depreciation Charges	(17,626,993)	(14,778,248)	(14,679,985)		
b) Loss on Sale of Assets	(486,184)	(36,800)	(111,755)		
c) Profit on Sale of Assets	1,119,312	29,312	34,304		
d) Provision and Accruals	(213,500)	(159,533)	(54,639)		
e) Movement of Non-Current Receivable	0	0	(1,167)		
Less: Surplus / (Deficit) B/Fwd	3,927,680	3,927,680	3,927,680		
<b>(Surplus)/Deficit</b>	<b>4,627</b>	<b>513,088</b>	<b>(11,018,589)</b>		

SHIRE OF ESPERANCE



INCOME STATEMENT

Actuals for Month Ended 30 April 2021

	2020-21 BUDGET \$	2020-21 ACTUALS \$	VARIANCE \$	VARIANCE %
<b>REVENUE</b>				
Fees & Charges	(8,453,973)	(7,706,768)	(747,205)	91
Interest Earnings	(237,304)	(194,568)	(42,736)	82
Non-Operating Grants & Subsidies	(14,488,942)	(7,640,926)	(6,848,016)	53
Operating Grants & Subsidies	(7,690,666)	(6,587,533)	(1,103,133)	86
Profit on Asset Disposals	(1,119,312)	(34,304)	(1,085,008)	3
Rates	(21,525,460)	(21,524,705)	(755)	100
Reimbursements	(868,241)	(512,685)	(355,556)	59
Contributions & Donations Operating	(1,148,098)	(855,886)	(292,212)	75
Non Operating Contributions & Donations	(75,000)	(39,091)	(35,909)	52
<b>Total Operating Revenue</b>	<b>(55,606,996)</b>	<b>(45,096,465)</b>	<b>(10,510,531)</b>	<b>81</b>
Allocations	(614,477)	(486,664)	(127,813)	79
Depreciation	17,626,993	14,679,985	2,947,008	83
Insurance	667,747	667,747	0	100
Interest Expense	90,761	54,014	36,747	60
Loss on Asset Disposals	486,184	111,755	374,429	23
Material & Contracts	13,514,646	7,591,371	5,923,275	56
Other Expenditure	810,584	736,699	73,885	91
Utility Charges	1,083,636	909,294	174,342	84
Employment Expenses	16,897,072	13,765,205	3,131,867	81
<b>Total Operating Expense</b>	<b>50,563,146</b>	<b>38,029,407</b>	<b>12,533,739</b>	<b>75</b>
<b>CHANGE IN NET ASSETS</b>				
<b>RESULTING FROM OPERATIONS</b>				
<b>(SURPLUS)/DEFICIT</b>	<b>(5,043,850)</b>	<b>(7,067,059)</b>		

**SHIRE OF ESPERANCE  
MUNICIPAL FUND**  
**Statement of Financial Position**  
**Month Ending 30 April 2021**



Compared to 30th June 2020

	30/04/2021	30/06/2020
	\$	\$
<b>Current Assets</b>		
Cash and Cash Equivalents	37,904,669	37,435,254
Trade and Other Receivables	1,503,537	2,996,893
Inventories	420,191	436,411
<b>Current Assets Total</b>	<b>39,828,397</b>	<b>40,868,558</b>
<b>Current Liabilities</b>		
Trade and Other Payables	(879,622)	(5,495,968)
Current Portion of Long Term Borrowings	(85,398)	(210,939)
Provisions	(2,759,380)	(2,615,852)
Other	(140,695)	0
<b>Current Liabilities Total</b>	<b>(3,865,095)</b>	<b>(8,322,759)</b>
<b>Non Current Assets</b>		
Other Receivables	1,410,191	1,411,358
Inventories- Non Current	5,236,495	5,236,495
Property, Plant and Equipment	101,412,401	103,131,006
Infrastructure	411,459,502	406,070,173
<b>Non Current Assets Total</b>	<b>519,518,589</b>	<b>515,849,032</b>
<b>Non Current Liabilities</b>		
Long Term Borrowings	(2,037,498)	(2,017,498)
Provisions- Non Current	(5,659,419)	(5,659,419)
<b>Non Current Liabilities Total</b>	<b>(7,696,917)</b>	<b>(7,676,917)</b>
<b>Net Assets</b>	<b>547,784,973</b>	<b>540,717,914</b>
<b>Equity</b>		
Reserves- Cash Backed	(26,349,153)	(29,991,477)
Revaluation Surplus	(208,364,083)	(208,364,083)
Retained Surplus	(313,071,737)	(302,362,354)
<b>Equity Total</b>	<b>(547,784,973)</b>	<b>(540,717,914)</b>

**SHIRE OF ESPERANCE**  
**COMPOSITION OF NET CURRENT FUNDING**  
**POSITION**



**Month Ending 30 April 2021**

	<b>30/04/2021</b>	<b>31/03/2021</b>
<b>Current Assets</b>		
Cash & Cash Equivalents	11,554,435	12,462,218
Inventories	244,134	244,253
Trade & Other Receivables	1,470,978	2,725,879
<b>Current Assets Total</b>	<b>13,269,547</b>	<b>15,432,350</b>
<b>Current Liabilities</b>		
Current Portion of Long Term Borrowings	(27,377)	(27,377)
Other	(140,691)	(318,522)
Provisions	(1,203,267)	(1,203,267)
Trade & Other Payables	(879,622)	(953,589)
<b>Current Liabilities Total</b>	<b>(2,250,958)</b>	<b>(2,502,755)</b>
<b>Total</b>	<b>11,018,589</b>	<b>12,929,595</b>

**Shire of Esperance  
For the Period Ended 30 April 2021**

**VARIANCES**

Material Variances as per the Statement of Financial Activity:

Variances are explained if equal or greater than \$100,000 or 10% of the year to date budget amount - AASB 1031

**Operating Income**

**Health**

YTD Budget	YTD Actuals	Variance \$	Variance %
35,160	29,471	-5,689	84

Timing difference with the receipt of CLAG funding.

**Recreation & Culture**

YTD Budget	YTD Actuals	Variance \$	Variance %
1,624,677	1,986,218	361,541	122

50% LRCI Round 2 funding of \$200,000 received sooner than expected for Esperance Golf Club irrigation and Surf Club building compliance work. Swim school fees are greater than expected YTD. BOILC trainee grant received sooner than expected.

### Operating Expenditure

#### Governance

YTD Budget	YTD Actuals	Variance \$	Variance %
1,860,785	1,648,347	-212,438	89

Timing difference with overhead allocations. End of year Reserve transfer will correct this variance.

#### Education & Welfare

YTD Budget	YTD Actuals	Variance \$	Variance %
4,239,475	3,646,502	-592,973	86

Various Homecare expenses are below budget YTD.

#### Community Amenities

YTD Budget	YTD Actuals	Variance \$	Variance %
4,048,682	3,664,451	-384,231	91

Public toilets and BBQs building maintenance and Wylie Bay building maintenance are below budget YTD. Construction waste crushing is yet to commence. Timing difference with Strategic Waste Initiatives expenditure.

#### Recreation & Culture

YTD Budget	YTD Actuals	Variance \$	Variance %
11,163,748	9,970,083	-1,193,665	89

Civic centre show expenses and building maintenance is below budget YTD. Timing difference with Surf club building compliance and Backpass Trial expenditure. Building maintenance for Condungup hall and park maintenance less than budgeted YTD.

#### Transport

YTD Budget	YTD Actuals	Variance \$	Variance %
14,914,424	14,378,750	-535,674	96

Timing difference with road and street maintenance.

#### Economic Services

YTD Budget	YTD Actuals	Variance \$	Variance %
1,766,968	1,433,727	-333,241	81

Wild dog control is below budget YTD.

#### Other Property & Services

YTD Budget	YTD Actuals	Variance \$	Variance %
896,574	1,176,992	280,418	131

Timing difference with private works and overhead allocations.

**Capital Income**

**Law, Order & Public Safety**

YTD Budget	YTD Actuals	Variance \$	Variance %
105,000	154,628	49,628	147

50% LRCI Round 2 funding of \$50,000 received sooner than expected for CCTV.

**Education & Welfare**

YTD Budget	YTD Actuals	Variance \$	Variance %
39,100	10,000	-29,100	26

Timing difference with proceeds on sale of assets for Homecare.

**Recreation & Culture**

YTD Budget	YTD Actuals	Variance \$	Variance %
3,819,032	2,839,600	-979,432	74

Timing difference with the receipt of grant funding for the new jetty. 50% LRCI Round 2 funding received sooner than expected for Pump Track Youth Precinct, Civic Centre rigging upgrade and Lap Pontoon.

**Transport**

YTD Budget	YTD Actuals	Variance \$	Variance %
4,858,420	4,977,055	118,635	102

Timing difference with capital road grants and proceeds on sale of road making plant.

**Economic Services**

YTD Budget	YTD Actuals	Variance \$	Variance %
143,182	643,182	500,000	449

First payment of the Commonwealth Drought Communities Program grant received earlier than budgeted.

**Other Property & Services**

YTD Budget	YTD Actuals	Variance \$	Variance %
1,812,933	2,196,455	383,522	121

Sale proceeds on Flinders blocks has exceeded budget year to date.

### Capital Expenditure

#### Governance

YTD Budget	YTD Actuals	Variance \$	Variance %
148,500	196,033	47,533	132

Timing difference with the purchase of IT assets.

#### Law Order & Public Safety

YTD Budget	YTD Actuals	Variance \$	Variance %
644,045	224,419	-419,626	35

Capital expenditure on new dog pound construction, Pioneer water tanks purchase and upgrade to CCTV underground infrastructure is less than budget YTD.

#### Community Amenities

YTD Budget	YTD Actuals	Variance \$	Variance %
110,670	290,470	179,800	262

Timing difference with Wylie Bay Perimeter track, truck wash facility pump shed, trade waste dump point and Coomalbidgeup recycling service.

#### Recreation & Culture

YTD Budget	YTD Actuals	Variance \$	Variance %
10,613,522	8,512,480	-2,101,042	80

Town boat ramp, lap pontoon, outdoor netball development, POS fencing, Civic Centre rigging, pump track, Indoor Sports Stadium, Graham MacKenzie Stadium, Cannery sewer upgrade, and BOILC plant room heating upgrade are less than budget year to date.

#### Transport

YTD Budget	YTD Actuals	Variance \$	Variance %
16,570,052	11,644,717	-4,925,335	70

Timing difference with capital road expenditure and road making plant purchases.

#### Economic Services

YTD Budget	YTD Actuals	Variance \$	Variance %
213,519	80,045	-133,474	37

Timing difference with the expenditure on Myrup bore standpipe.

#### Other Property & Services

YTD Budget	YTD Actuals	Variance \$	Variance %
720,219	168,236	-551,983	23

Timing difference with stage 4 Flinders development.



**Shire of Esperance  
For the Period Ended 30 April 2021**

**BUDGET AMENDMENTS**


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

Account #	Description	Council Ref	Net Change	Amended Budget Running Balance
	2020/21 Budget Estimated (Surplus)/Deficit			24,650
W3476	Design & Construct Dog Pound	O0720-260	278,000	302,650
01-8040-955-900	Building Maintenance Reserve	O0720-260	(278,000)	24,650
W1755	Connect Power to Dalyup BFB shed	O0720-236	8,000	32,650
01-3290-955-900	Building Maintenance Reserve	O0720-236	(8,000)	24,650
01-3420-105-057	Domestic Rubbish Removal	Reallocation	0	24,650
01-3420-105-058	Recycled Rubbish Removal	Reallocation	0	24,650
01-3420-105-059	Commercial Rubbish Removal	Reallocation	0	24,650
01-3210-115-175	Parks - Grants & Subsidies	Reallocation	0	24,650
01-3870-115-175	Esperance Museum - Grants & Subsidies	Reallocation	0	24,650
01-3420-110-130	Waste Levy	Reallocation	0	24,650
W1665	RoadWise - Esperance Road Respect Initiative	O0920-333	3,000	27,650
W1664	Community Assistance Roads	O0920-333	(500)	27,150
01-3930-115-155	Road & Street - Contribution	O0920-333	(2,500)	24,650
01-3870-300-300	Museum Wages	O1020-306	2,500	27,150
01-3870-105-040	Fees & Charges - Admissions	O1020-306	(2,500)	24,650
01-4090-115-175	Coastal Safety Campaign for Summer 2020/2021	O1020-332	(10,000)	14,650
01-4090-480-500	ELEMC - Sundries	O1020-332	10,000	24,650
W3770	Building Works - Unfit for Human Habitation	O1020-340	6,500	31,150
01-4200-115-175	Contributions - General	O1020-340	(6,500)	24,650
W3799	Overflow Expenditure	O1120-346	30,000	54,650
01-3230-105-085	Camping Income	O1120-346	(30,000)	24,650
W2054	Purchase of Blue Confidential Shreding bins	O1120-349	2,500	27,150
01-3420-125-230	Reimbursement from Activ funds held in trust	O1120-349	(2,500)	24,650
W3651	YHA Maintenance	O1120-358	50,000	74,650
01-3900-115-155	State Government Contribution to YHA Maintenance	O1120-358	(42,000)	32,650
01-7490-705-660	Purchase of Development 3 Area Properties	O1220-401	10,000	42,650
01-7490-955-902	Land Development Reserve	O1220-401	(10,000)	32,650
W2452-505-405	Community Perception Survey	O1220-402	19,300	51,950
01-7220-150-761	Coast Infrastructure LRCI grant	O0121-004	(322,556)	(270,606)
W3837	Lap Pontoon - James Street	O0121-004	322,556	51,950
01-8050-150-761	Technology Capital LRCI grant	O0121-004	(100,000)	(48,050)
W3838	CCTV Underground Upgrade	O0121-004	100,000	51,950
01-7210-150-761	Parks Capital LRCI grant	O0121-004	(600,000)	(548,050)
W3839	Pump Track - Youth Precinct	O0121-004	600,000	51,950
01-3240-115-175	Building LRCI grant	O0121-004	(300,000)	(248,050)
W3840	Surf Club Building Compliance	O0121-004	300,000	51,950
01-3230-115-175	Sporting Grounds LRCI grant	O0121-004	(100,000)	(48,050)
W3832	Esperance Golf Club Irrigation Upgrade	O0121-004	100,000	51,950
01-7910-150-761	Civic Centre Capital LRCI grant	O0121-004	(192,000)	(140,050)
W3841	Civic Centre Rigging Upgrade	O0121-004	192,000	51,950
W3730	LRCI Capital grant	O0121-029	(750,000)	(698,050)
W3835	River Road Construction	O0121-029	750,000	51,950
	Budget Review Amendments (Net)	O0321-091	(47,323)	4,627
<b>Amended Budget as per Council Resolution (1)</b>				<b>4,627</b>

(1) Budget (Surplus)/Deficit position as per the Statement of Financial Activity.

**Shire of Esperance  
For the Period Ended 30 April 2021**

**RECEIVABLES STATUS**

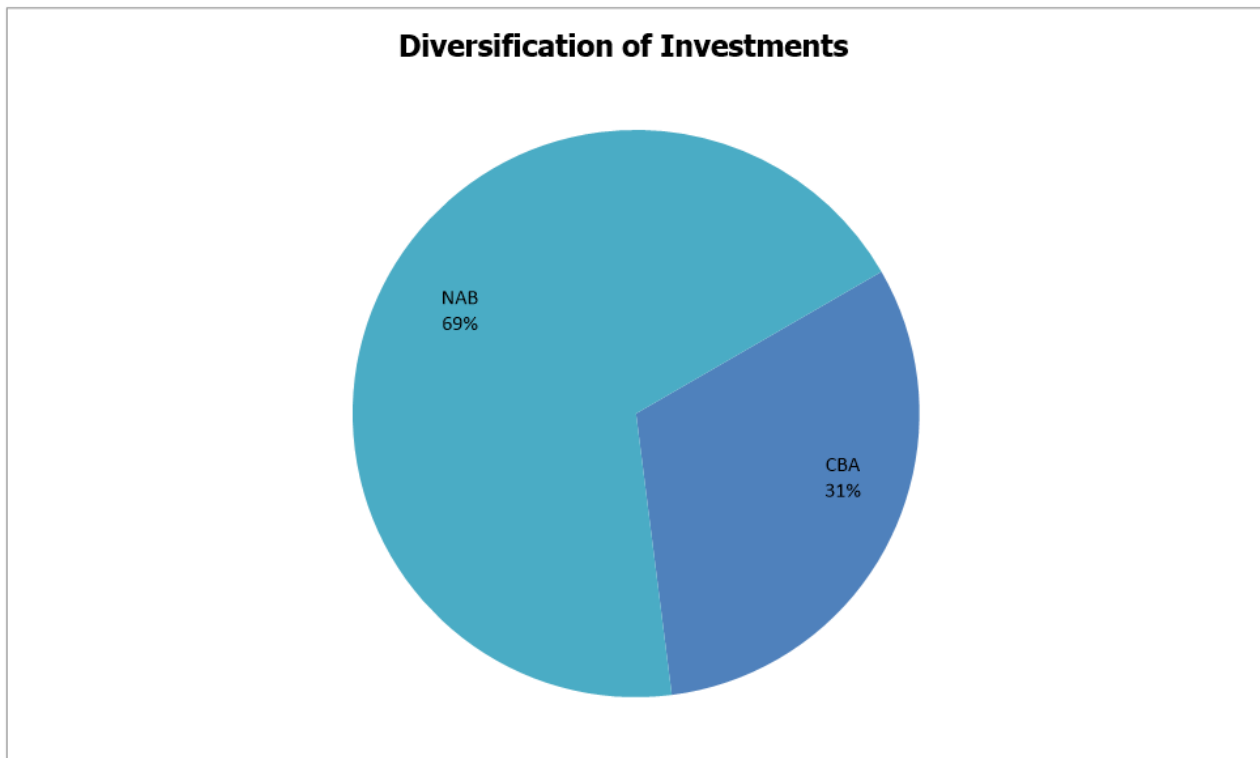
	<u>Current</u>	<u>ATO</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>90+Days</u>	<u>Total</u>
<b>General Receivables</b>	792,807	0	54,829	35,957	1,436	2,208	887,236
<b>Category</b>							
Government Grants						\$0	<b>A</b>
Contributions & Reimbursements						\$559	<b>B</b>
Loan Repayments						\$0	<b>C</b>
Fees and Charges						\$1,649	<b>D</b>
Private Works						\$0	<b>E</b>
Proceeds Sale of Assets						\$0	<b>F</b>
						<b>\$2,208</b>	

Amounts shown above include GST (where applicable)

**90+Days Represented by:**

<b>A</b>	<i>Government Grants:</i>		
		\$0	
	<i>Total (A)</i>	<b>\$0</b>	
<b>B</b>	<i>Contributions &amp; Reimbursements:</i>		
		\$559	Staff payroll reimbursements
	<i>Total (B)</i>	<b>\$559</b>	
<b>C</b>	<i>Loan Repayments:</i>		
		\$0	
	<i>Total (C)</i>	<b>\$0</b>	
<b>D</b>	<i>Fees &amp; Charges:</i>		
		\$1,649	Rent at Museum Village
	<i>Total (D)</i>	<b>\$1,649</b>	
<b>E</b>	<i>Private Works:</i>		
		\$0	
	<i>Total (E)</i>	<b>\$0</b>	
<b>F</b>	<i>Proceeds Sale of Assets:</i>		
		\$0	
	<i>Total (F)</i>	<b>\$0</b>	

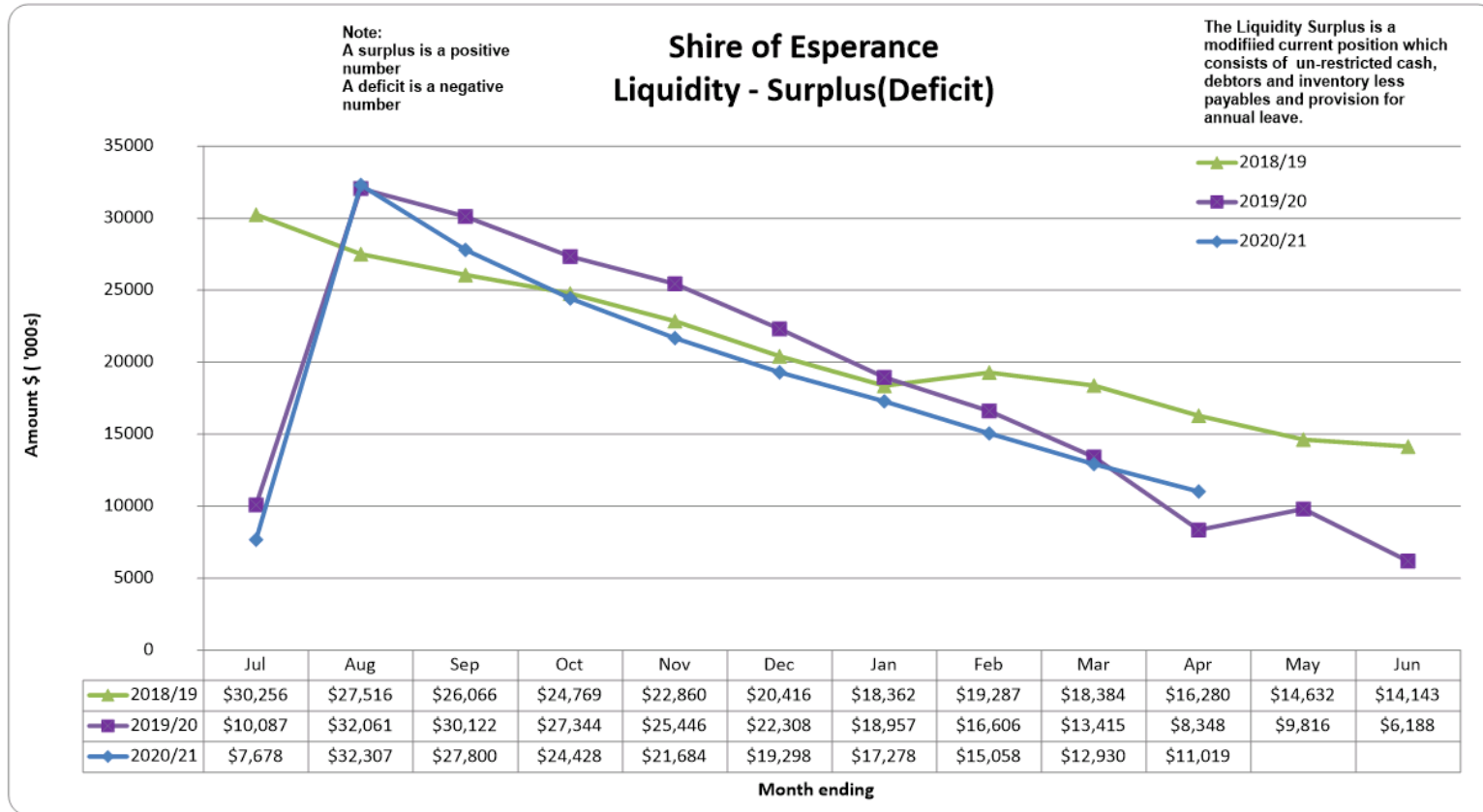
## Cash Investments as at 30 April 2021



Finance Institution	Amount	Rate	Term	Maturity	Type of Investment
NAB	\$ 5,500,000	0.45%	151	17-May-21	Term Deposit - Reserve
NAB	\$ 4,000,000	0.33%	120	04-Jun-21	Term Deposit - Reserve
NAB	\$ 4,700,000	0.32%	90	15-Jun-21	Term Deposit - Reserve
NAB	\$ 8,500,000	0.40%	150	21-Jun-21	Term Deposit - Reserve
NAB	\$ 3,000,000	0.30%	90	05-Jul-21	Term Deposit - Reserve
CBA	\$ 2,000,000	0.27%	30	07-May-21	Term Deposit - Muni
CBA	\$ 4,000,000	0.29%	60	08-Jun-21	Term Deposit - Muni
CBA	\$ 5,070,226	0.20%	N/A	N/A	Business Online Saver - Muni
CBA	\$ 647,603	0.10%	N/A	N/A	Cash Management - Reserves
	<b>\$ 37,417,829</b>				

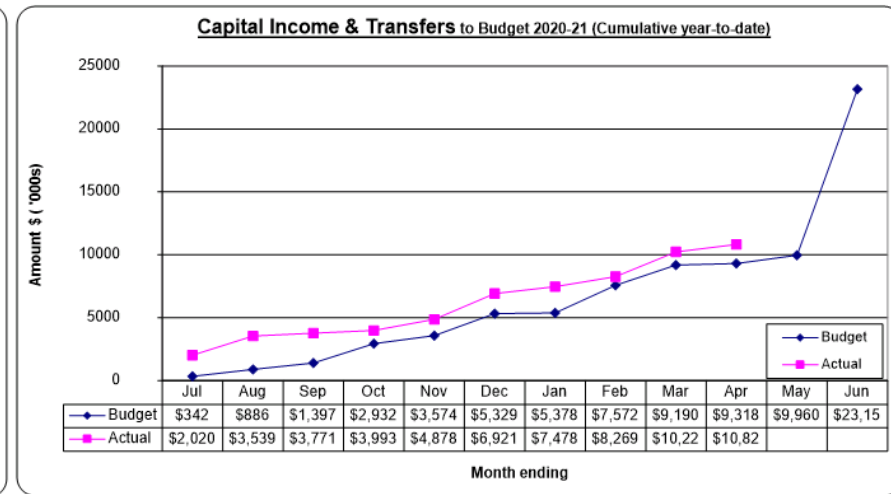
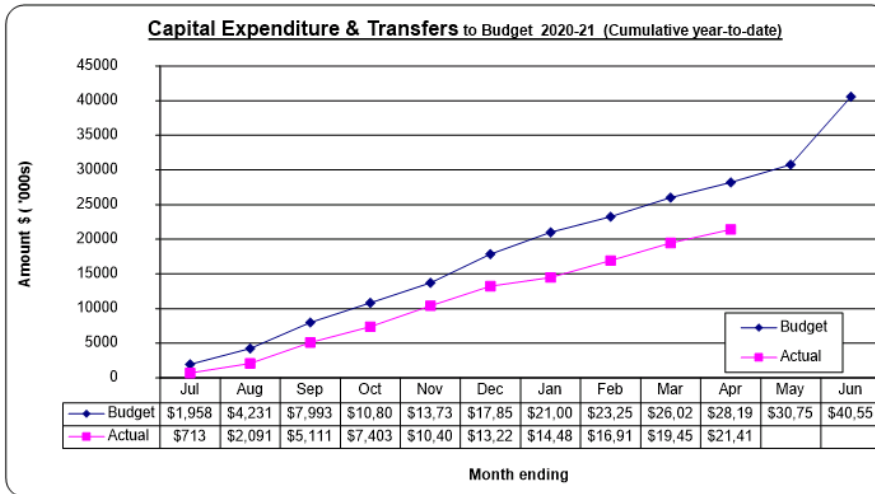
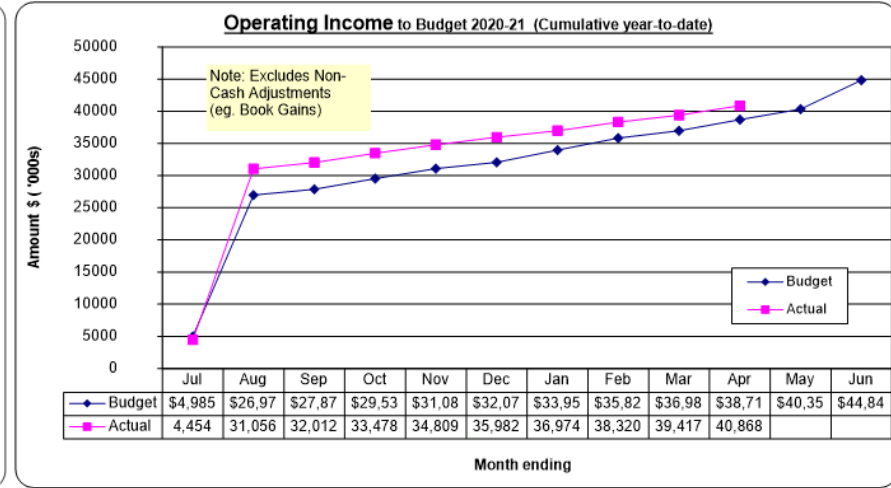
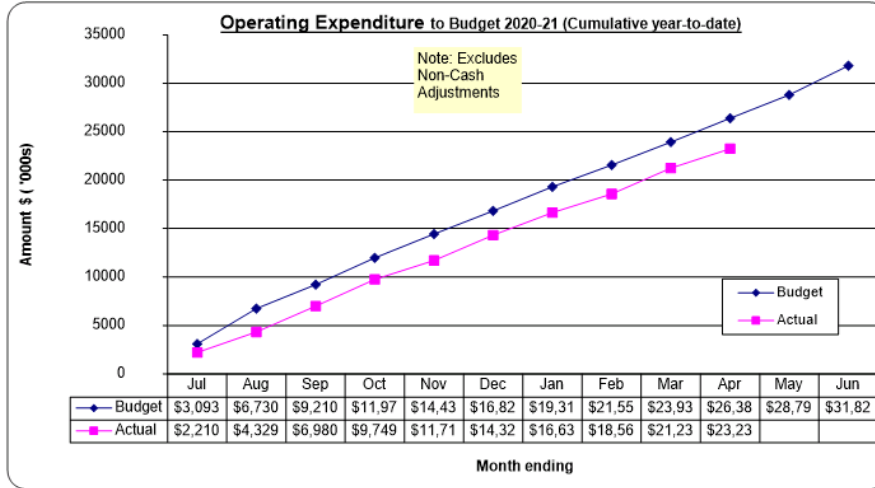
### Interest Earnings

	Budgeted Amount	YTD Interest
Municipal	\$ 150,000	39,741
Reserve	\$ 299,543	106,336



The purpose of this graph is to trace the progressive values of the liquidity surplus(deficit) which shows on the "Summary of Reporting Programs" in each months financial report. The current year to date value is graphed against the immediate past year as a comparative.

**Shire of Esperance - Progressive Budget Snap-Shot**



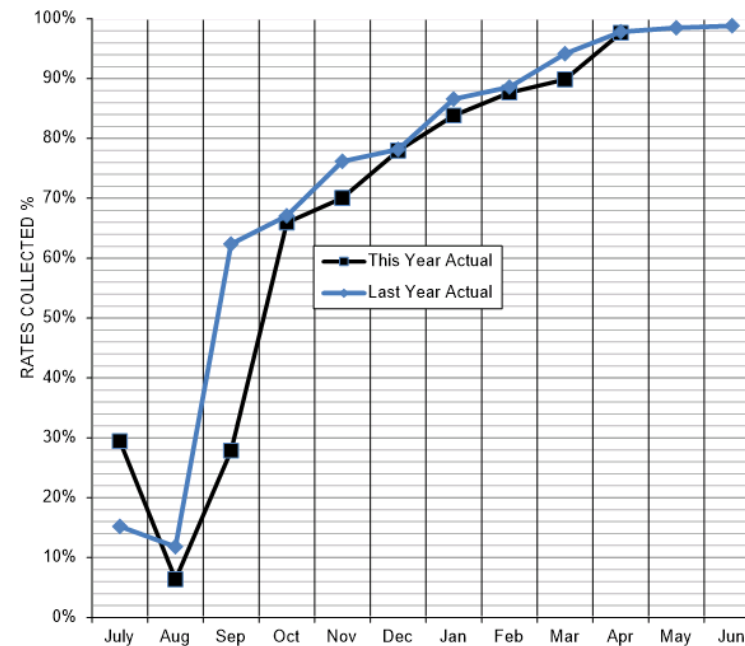


## OTHER REPORTS AND GRAPHS

**SHIRE OF ESPERANCE**  
**SUMMARY OF RATE, RUBBISH AND ESL CHARGE DEBTORS**  
**AS AT 30th APRIL 2021**

<b>Current Year (2020-21) Only</b>	\$
Rates Levied	25,124,103
Less Pensioner Rebates Granted	-719,384
Less Discount Granted and Adjustments	-5,406
<b>Total Current Year</b>	<b>24,399,313</b>
<b>Previous Years</b>	
Arrears at 1st July 2019	310,549
Prepayments as at 1st July 2019	-1,147,590
Pensioner Deferred Rates at 1st July 2019	94,782
<b>Total Arrears as at 1st July 2019</b>	<b>-742,258</b>
Penalty Interest charged to Overdue	13,555
Receipts for Current Rates	-24,118,377
Prepayments	-79,671
<b>Total Collections</b>	<b>-24,198,049</b>
<b>Total Current and Arrears Outstanding</b>	<b>-527,439</b>
Add Prepayment of Rates	1,227,261
Less Pensioner Deferred Rates	-93,615
<b>Net Rates Collectable</b>	<b>606,207</b>
% Collected	<b>97.62%</b>

RATES COLLECTION PROGRESS (2020/2021)



**SHIRE OF ESPERANCE  
TRUST FUNDS  
as at 30 April 2021**

Funds held at balance date over which the Municipality has no control and which are not included in the financial statements are as follows:

<b>Details</b>	<b>Balance 30-Jun-2020</b>	<b>Balance 30-Apr-2021</b>
Contributions to Public Open Space	196,485	197,047
Other	593	1,124
General Bonds - Interest Bearing	10,477	39,830
<b>Totals</b>	<b>207,555</b>	<b>238,001</b>





**PAYMENT OF ACCOUNTS LISTING  
(PAID UNDER DELEGATED  
AUTHORITY)**

**SHIRE OF ESPERANCE**  
**THE ACCOUNTS REFERRED TO IN THE SCHEDULE AND SUMMARISED BELOW HAVE BEEN PAID**  
**FOR THE PERIOD ENDING 30th April 2021**

**MUNICIPAL FUND**

***CHEQUES***

ACTUAL PAYMENTS: Cheques: 27578 - 27593 \$122,116.07

***EFT***

ACTUAL PAYMENTS: Transaction No's: E4263 - E4270 \$4,392,327.78

***CREDIT CARDS***

ACTUAL PAYMENTS: Transactions: 27/03/2021 - 27/04/2021 \$17,418.60

**PAID UNDER THE DELEGATED**

**AUTHORITY TO CEO**

***MUNICIPAL TOTAL: \$4,531,862.45***

***ESTIMATE % LOCAL PAYMENTS  
(INCLUDING CREDIT CARDS)***

***\$ 2,685,070.32 59.25%***

**TRUST FUND**

***CHEQUES***

ACTUAL PAYMENTS: Cheques : - \$0.00

***EFT***

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

***TRUST TOTAL: \$0.00***

***TOTAL: \$4,531,862.45***

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 May 2021 for confirmation in respect to accounts already paid.

Tran Amount

#### Municipal Fund - Cheque Payments

<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
C27578	11/05/2012	- ***** CANCELLED *****	***** CANCELLED *****	\$0.00
C27579	08/04/2021	260 Horizon Power	Electricity charges	\$35,104.87
C27580	08/04/2021	290 Telstra	Telephone charges	\$953.20
C27581	08/04/2021	392 Water Corporation	Water usage charges	\$6,308.74
C27582	08/04/2021	392 Water Corporation	Water isolation fee – Black St reticulation line	\$1,492.26
C27583	22/04/2021	32 Australia Post	Postal box fee – Pink Lake BFB	\$46.00
C27584	11/05/2012	- ***** CANCELLED *****	***** CANCELLED *****	\$0.00
C27585	11/05/2012	- ***** CANCELLED *****	***** CANCELLED *****	\$0.00
C27586	11/05/2012	- ***** CANCELLED *****	***** CANCELLED *****	\$0.00
C27587	22/04/2021	260 Horizon Power	Electricity charges	\$57,754.78
C27588	22/04/2021	290 Telstra	Telephone charges	\$15,325.29
C27589	22/04/2021	386 Shire of Esperance - Petty Cash	Petty cash recoup – Library, Museum, BOILC & Admin	\$592.55
C27590	11/05/2012	- ***** CANCELLED *****	***** CANCELLED *****	\$0.00
C27591	22/04/2021	392 Water Corporation	Water usage charges	\$2,634.37
C27592	22/04/2021	10290 10th Light Horse - Esperance Troop	Community grants program	\$926.00
C27593	29/04/2021	290 Telstra	Telephone charges	\$978.01
<b>Total Creditor payments made by Cheque from Municipal Fund</b>				<b>122,116.07</b>

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 May 2021 for confirmation in respect to accounts already paid.

Tran Amount

#### Municipal Fund - EFT Payments

<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
E4263	06/04/2021	33	Australian Services Union	Payroll deduction	\$51.80
E4263	06/04/2021	140	Esperance Shire Staff Jackpot	Payroll deduction	\$600.00
E4263	06/04/2021	144	Esperance Staff Social Club	Payroll deduction	\$416.00
E4263	06/04/2021	154	LGRCEU	Payroll deduction	\$123.00
E4263	06/04/2021	1963	Child Support Agency	Payroll deduction	\$3,663.82
E4264	08/04/2021	1	Australian Taxation Office	Payroll deduction	\$131,533.00
E4264	08/04/2021	62	Building And Construction Industry	BCITF 01/03/2021 - 31/03/2021	\$2,021.48
E4264	08/04/2021	100	Landgate	Title searches & unimproved value reports	\$70.80
E4264	08/04/2021	126	Esperance Electrical Service	Electrical services	\$1,814.00
E4264	08/04/2021	184	Best Western Hospitality Inn Esperance	Bookeasy sales - Accommodation	\$332.64
E4264	08/04/2021	395	BOC Gases	Cylinder & gas charges	\$175.19
E4264	08/04/2021	448	Broons Group Pty Ltd	Parts	\$3,828.00
E4264	08/04/2021	536	Landgate	Mining tenements	\$40.60
E4264	08/04/2021	571	St John Ambulance Association in WA	First aid training & ambulance for Jetty Opening	\$870.00
E4264	08/04/2021	652	Esperance-Goldfields Surf Lifesaving	Water safety at Jetty Opening & refund of building & development fee	\$2,378.50
E4264	08/04/2021	922	Boral Construction Materials Group	Bitumen supplies	\$738,554.40
E4264	08/04/2021	984	Thorp Realty Pty Ltd	Rent	\$2,340.00
E4264	08/04/2021	985	Scaddan Country Club	Scaddan BFB training consumables	\$178.00
E4264	08/04/2021	1215	Shire of Esperance Municipal Fund	Retention for Animal Pound project & YHA bond	\$9,840.00
E4264	08/04/2021	1259	South East Petroleum	Fuel supplies – Bushfire Brigades	\$283.81
E4264	08/04/2021	1315	Gibson Soak Water Co	Bottled water & refund of food surveillance fee	\$110.00
E4264	08/04/2021	1323	LGIS WA - WALGA Municipal Liability	Wages adjustment 2019/2020	\$5,230.50
E4264	08/04/2021	1400	Bayview Motel Esperance	Bookeasy sales - Accommodation	\$2,340.80

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 May 2021 for confirmation in respect to accounts already paid.

Tran Amount

#### Municipal Fund - EFT Payments

<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
E4264	08/04/2021	1470	Express Your Self Printing	Stickers, flyers, membership pads, stationery	\$1,270.00
E4264	08/04/2021	1550	Comfort Inn Bay of Isles	Bookeasy sales - Accommodation	\$647.68
E4264	08/04/2021	1863	Zipform Electronic Print & Mail	4th Instalment notices 2020/2021	\$1,475.82
E4264	08/04/2021	1903	Goldfields Air Services	Bookeasy sales - Accommodation	\$748.00
E4264	08/04/2021	1981	Esperance Sportspower	Staff uniforms	\$3,067.99
E4264	08/04/2021	2113	Banksia Medical Centre	Pre-employment drug & alcohol screenings	\$352.00
E4264	08/04/2021	2243	Esperance Community Arts	Community grants program	\$825.00
E4264	08/04/2021	2269	Esperance Island View Apartments	Bookeasy sales - Accommodation	\$3,056.24
E4264	08/04/2021	2496	Professionals Esperance Real Estate	Rent and bond	\$2,500.00
E4264	08/04/2021	2763	Esperance Lock & Shoe Service	Key & lock supplies	\$22.00
E4264	08/04/2021	2900	Esperance Bay Yacht Club Inc	Community grants program	\$825.00
E4264	08/04/2021	3227	Esperance Fire Services	Hire of fire extinguishers	\$211.20
E4264	08/04/2021	3305	Metro Count	Parts	\$291.50
E4264	08/04/2021	3392	Kent Family Trust	Install water bore - Dempster & Fisheries Roads	\$5,280.00
E4264	08/04/2021	3473	Traffic Safety Consultants	Road safety audits	\$5,500.00
E4264	08/04/2021	3484	Esperance Podiatry	Podiatry services - EHC	\$1,150.00
E4264	08/04/2021	3526	Southern Suspension & 4 X 4 Centre	Parts & vehicle accessories	\$2,016.95
E4264	08/04/2021	3532	Esperance Bay Holiday Park	Bookeasy sales - Accommodation	\$1,874.40
E4264	08/04/2021	3687	Hope FM	Catering services	\$350.00
E4264	08/04/2021	3736	Easisalary Pty Ltd	Novated lease ITC credits March 2021	\$1,011.00
E4264	08/04/2021	3752	Securepay Pty Ltd	Monthly charge	\$44.44
E4264	08/04/2021	3797	LED Esperance	Electrical supplies	\$1,104.99
E4264	08/04/2021	3900	Esperance Cabinets	Storage cabinet for Depot & lettering of jetty timbers for signage	\$3,352.80

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 May 2021 for confirmation in respect to accounts already paid.

Tran Amount

#### Municipal Fund - EFT Payments

<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
E4264	08/04/2021	3901	Information Services & Technology	Upgrade Museum MOSAiC software	\$4,125.00
E4264	08/04/2021	4315	Australasian Performing Right	Background music license - Admin Building	\$273.37
E4264	08/04/2021	4321	The Royal Life Saving Society (WA)	Swim School certificates & bronze medallion & resuscitation classes	\$551.20
E4264	08/04/2021	4442	M F & M G Gray	Refund overcharged building application fee	\$130.00
E4264	08/04/2021	4567	WA Police Service	Volunteer police checks - EHC	\$434.20
E4264	08/04/2021	4618	JJ's Holiday Cottage	Bookeasy sales - Accommodation	\$1,091.20
E4264	08/04/2021	4891	South Coast Foodservice	Consumables	\$7,144.06
E4264	08/04/2021	4989	Woolworths Group Limited	Consumables	\$2,640.28
E4264	08/04/2021	5157	Esperance Eco-Discovery Tours	Bookeasy sales - Accommodation	\$844.80
E4264	08/04/2021	5161	Pink Lake Tourist Park	Bookeasy sales - Accommodation	\$1,218.80
E4264	08/04/2021	5163	Anderson HL & CJ	Bookeasy sales - Accommodation	\$880.00
E4264	08/04/2021	5164	Esperance Beachfront Resort	Bookeasy sales - Accommodation	\$572.00
E4264	08/04/2021	5165	Driftwood Apartments	Bookeasy sales - Accommodation	\$334.40
E4264	08/04/2021	5168	Archipelago Apartments	Bookeasy sales - Accommodation	\$1,506.00
E4264	08/04/2021	5175	Goldies Place	Bookeasy sales - Accommodation	\$704.00
E4264	08/04/2021	5226	The Doo Drop Inn	Bookeasy sales - Accommodation	\$264.00
E4264	08/04/2021	5393	Esperance Eagle View Accommodation	Bookeasy sales - Accommodation	\$3,704.80
E4264	08/04/2021	5412	Mr Carpet	Cleaning services	\$430.00
E4264	08/04/2021	5419	D Crawford	Lawn mowing	\$300.00
E4264	08/04/2021	5466	Horizon Power (Non Energy)	Design fee for L55 - L64 Dempster St	\$6,287.00
E4264	08/04/2021	5604	Esperance Milk Supply	Milk - Admin & Depot	\$115.29
E4264	08/04/2021	5622	Subway Esperance	Catering	\$392.00
E4264	08/04/2021	5766	E M Austen	Accommodation, travel and meal reimbursement	\$216.34

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 May 2021 for confirmation in respect to accounts already paid.

Tran Amount

#### Municipal Fund - EFT Payments

<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
E4264	08/04/2021	5767	Seek Limited	Advertising - Library Technician	\$313.50
E4264	08/04/2021	5796	Pink Lake IGA	Consumables – EHC & Bushfire Brigades	\$1,508.24
E4264	08/04/2021	5826	Conplant Pty Ltd	Seat belt receiver	\$145.75
E4264	08/04/2021	5877	Castletown Chemist	Webster, S8 packs & chemist items - EHC	\$103.50
E4264	08/04/2021	5968	Kosmic Sound	Cables & speaker stands	\$1,074.00
E4264	08/04/2021	6082	The Jetty Resort	Bookeasy sales - Accommodation	\$1,284.80
E4264	08/04/2021	6164	Data 3 Limited	Sophos firewall appliance license	\$3,028.37
E4264	08/04/2021	6176	Market Creations Pty Ltd	Veeam Cloud Connect monthly fee	\$1,638.52
E4264	08/04/2021	6221	PFD Food Services Pty Ltd	Consumables	\$1,149.65
E4264	08/04/2021	6286	Arts On Tour NSW	Presenter fee – First and second instalments – Pete the Sheep	\$5,252.50
E4264	08/04/2021	6423	Toll Transport Pty Ltd	Freight charges	\$535.48
E4264	08/04/2021	6426	Le Grande Plumbing Pty Ltd	Plumbing services	\$1,341.23
E4264	08/04/2021	6466	AUS10 Fencing and Farm Services	Fencing	\$3,314.30
E4264	08/04/2021	6552	Esperance Bird and Animal Park	Bookeasy sales - Accommodation	\$730.40
E4264	08/04/2021	6687	C M Warr	Reimbursement food samples	\$19.00
E4264	08/04/2021	6837	T Seaborn	Reimbursement materials for EHC	\$31.50
E4264	08/04/2021	6872	Southern On Site Welding and Line Boring	Loader repairs	\$3,190.00
E4264	08/04/2021	7121	Saltwater Catering	Catering	\$198.00
E4264	08/04/2021	7425	Esperance Cleaning Service	Cleaning services	\$6,677.00
E4264	08/04/2021	7438	Independence Australia	Nursing supplies - EHC	\$418.90
E4264	08/04/2021	7471	G & J Wilson Plumbing and Gas Service	Plumbing services	\$2,450.11
E4264	08/04/2021	7715	TD Contractors A/L Removal	Install bollards at Wharton Beach toilet blocks	\$1,847.78
E4264	08/04/2021	7879	Drillers Ridge Pty Ltd	Bookeasy sales - Accommodation	\$396.00

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 May 2021 for confirmation in respect to accounts already paid.

Tran Amount

#### Municipal Fund - EFT Payments

<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
E4264	08/04/2021	7892	T R Currie	Meals reimbursement	\$190.14
E4264	08/04/2021	7910	GMN Mechanical	Mechanical repairs	\$9,128.09
E4264	08/04/2021	7938	G & S Industries	CCTV poles	\$2,708.58
E4264	08/04/2021	8007	Cabcharge	Taxi vouchers used February 2021	\$88.31
E4264	08/04/2021	8298	Matthew Hole - Hale Family Trust	Performance fee - Hypnotist Matt Hale: Bonkers!	\$3,850.00
E4264	08/04/2021	8303	Liquor Barons Esperance	Refreshments	\$180.96
E4264	08/04/2021	8389	M J Walker	Jackpot winnings pay 20	\$149.00
E4264	08/04/2021	8426	L K McCrea	Administration and miscellaneous costs	\$1,644.90
E4264	08/04/2021	8474	South East Fire and Safety	Six Mile Hill BFB – Light tanker maintenance	\$122.10
E4264	08/04/2021	8544	Moore Australia (WA) Pty Ltd	Long Term Financial Plan development	\$2,860.00
E4264	08/04/2021	8563	Esperance Toy Library	Community grants program	\$1,000.00
E4264	08/04/2021	8567	Precision Ergonomics Australia Pty	Battery charger & install - EHC	\$300.00
E4264	08/04/2021	8568	Brownes Foods Operations Pty Limited	Dairy supplies - EHC	\$135.72
E4264	08/04/2021	8576	Transport Spares Australia Pty Ltd	Filters and parts	\$3,113.06
E4264	08/04/2021	8644	AM Wreckers Group Pty Ltd	Vehicle towing	\$440.00
E4264	08/04/2021	8800	South Regional TAFE	Training fees - Cert IV Business – H Logan	\$400.00
E4264	08/04/2021	8972	Dunn's Cleaning Service Pty Ltd	Cleaning services	\$12,548.54
E4264	08/04/2021	9021	GA Power Equipment Spares	Parts	\$806.77
E4264	08/04/2021	9100	On Duty Diesel and Mechanical	Repairs	\$2,301.53
E4264	08/04/2021	9112	Esperance Outdoor Power Equipment	Parts	\$549.00
E4264	08/04/2021	9117	Esperance Gas Distribution Company	Gas	\$6,857.85
E4264	08/04/2021	9120	CS Legal	Debt collection	\$1,209.20
E4264	08/04/2021	9126	Sara Hall T/as Pink Lily Beauty Roo	Nail care - EHC	\$65.00



### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 May 2021 for confirmation in respect to accounts already paid.

Tran Amount

#### Municipal Fund - EFT Payments

<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
E4264	08/04/2021	9127	Unicare Health	Standing hoists, nursing beds and accessories - EHC	\$12,401.00
E4264	08/04/2021	9152	N B Husbands	Reimbursement - Dennis Kelly Safety Award	\$70.00
E4264	08/04/2021	9156	Bluemar Pty Ltd	Structural investigation & scope – Salmon Gums historic water tank	\$25,751.00
E4264	08/04/2021	9163	Esperance Combined Tyres & Mechanical	Tyre repair kit	\$50.00
E4264	08/04/2021	9218	Avantgarde Technologies Pty Ltd	Supply & install CCTV hardware & software - Deposit	\$67,298.00
E4264	08/04/2021	9236	T Stewarts Engineering	Steel fabrication	\$585.49
E4264	08/04/2021	9237	Esperance Metaland	Fencing materials	\$18,898.12
E4264	08/04/2021	9284	Maintenance Experts Pty Ltd	Maintenance Agreement renewal 03/04/2021 – 08/04/2021	\$5,280.00
E4264	08/04/2021	9306	Drake-Brockman Building and Construction	Design and construct Animal Welfare Facility - Progress claim	\$95,436.00
E4264	08/04/2021	9308	Florissons Home Furnishers	Chambers chairs & EHC mobile desk drawer	\$1,275.00
E4264	08/04/2021	9319	Coastal Conversions	Repairs	\$3,410.00
E4264	08/04/2021	9415	J Bell	Poster delivery – Civic Centre	\$200.00
E4264	08/04/2021	9451	The Choppin Block Butchers	Meat - EHC	\$339.86
E4264	08/04/2021	9466	Esperance Glass	Window replacement	\$291.50
E4264	08/04/2021	9472	Twilight Lawn & Home Maintenance	Garden care - EHC	\$121.00
E4264	08/04/2021	9483	Digrite Nominees	Parts	\$1,508.67
E4264	08/04/2021	9503	EcoValley Honey - Winton Hughes Was	Consignment sales	\$24.80
E4264	08/04/2021	9531	Seas It All Pty Ltd	Bookeasy sales – Accommodation & Tours	\$3,608.00
E4264	08/04/2021	9558	Mackenzies Electrical Service Pty Ltd	Electrical services	\$587.98
E4264	08/04/2021	9559	Experience Esperance Tours	Bookeasy sales - Tours	\$246.40
E4264	08/04/2021	9578	Department of Mines, Industry	Building services levies 01/03/2021 – 31/03/2021	\$3,882.49
E4264	08/04/2021	9640	M D Cronin	3 hours spraying - Scaddan townsite	\$528.00
E4264	08/04/2021	9641	Aussie Broadband Pty Ltd	Admin Building broadband	\$382.90

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 May 2021 for confirmation in respect to accounts already paid.

Tran Amount

#### Municipal Fund - EFT Payments

<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
E4264	08/04/2021	9645	TPG Network Pty Ltd	EVC internet charges	\$130.90
E4264	08/04/2021	9657	Super Cheap Auto Pty Ltd	Parts	\$201.81
E4264	08/04/2021	9671	R P Western	Consignment sales	\$12.00
E4264	08/04/2021	9673	Museum Village Cafe - Denise Hocking	Catering - DFES training	\$404.80
E4264	08/04/2021	9802	Yirri Grove Pty Ltd	Morning tea for staff with clients - EHC	\$26.00
E4264	08/04/2021	9830	Albany M&C Security Services	Security services	\$475.20
E4264	08/04/2021	9832	RAC Tourism Assets Pty Ltd	Bookeasy sales - Accommodation	\$1,443.36
E4264	08/04/2021	9838	Blue Haven Shell Studio Accommodation	Bookeasy sales - Accommodation	\$145.20
E4264	08/04/2021	9848	APPARATUS: Public Art and Cultural	Indoor Sports Stadium & Civic Centre public art progress payments	\$4,924.17
E4264	08/04/2021	9852	Maritime Constructions Pty Ltd	Esperance Jetty Replacement Project progress payment	\$437,945.81
E4264	08/04/2021	9857	D J Kennedy	Lawn care - EHC	\$132.00
E4264	08/04/2021	9904	H M Blampied	Meal reimbursement	\$152.10
E4264	08/04/2021	9905	J A Sudmeyer	Reimbursement salary sacrifice Pixel5 128GB phone	\$999.00
E4264	08/04/2021	9914	Klopper Contracting Pty Ltd	Monthly hire charge of screen & Styles Rd pit crushing	\$238,460.45
E4264	08/04/2021	10036	D J Coyne	Paving repairs - EHC	\$300.00
E4264	08/04/2021	10115	MBIT Technologies Pty Ltd	Business SMS service	\$11.00
E4264	08/04/2021	10142	R-Group International Pty Ltd	Microsoft Teams Calling Trial	\$41.76
E4264	08/04/2021	10145	DE & DL Henderson - The Rest	Bookeasy sales - Accommodation	\$1,188.00
E4264	08/04/2021	10159	C E MacKean	Building services	\$1,700.00
E4264	08/04/2021	10192	Esperance Gutter Cleaning	Clean and flush gutters	\$750.00
E4264	08/04/2021	10218	D B Ambrose	Garden maintenance - EHC	\$220.00
E4264	08/04/2021	10225	UTF Australia Pty Ltd	One new tandem 3100 tilt trailer, trailer gates and stacking racks	\$14,366.00
E4264	08/04/2021	10229	DJI Authorised Retail Store	One New ZenmuseP1 camera for drone	\$8,098.68

## Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 May 2021 for confirmation in respect to accounts already paid.

Tran Amount

### Municipal Fund - EFT Payments

<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
E4264	08/04/2021	10264	Timber Insight Pty Ltd	Specification advice for Salmon Gums tank stand	\$308.00
E4264	08/04/2021	10270	P A & G R Proctor	Rates refund	\$1,630.00
E4264	08/04/2021	10272	Onward & Up Pty Ltd	Portrait image for Volunteer WA award	\$40.00
E4264	08/04/2021	10273	K G Voyatzis	Jackpot winnings pay 20	\$149.00
E4264	08/04/2021	10274	N Herbert	YHA bond refund	\$400.00
E4264	08/04/2021	10275	C Herbert	YHA bond refund	\$400.00
E4264	08/04/2021	10276	T Heales	YHA bond refund	\$600.00
E4264	08/04/2021	10277	S V Gillard	Rates refund	\$73.40
E4265	21/04/2021	10281	D T Gallagher	YHA bond refund	\$600.00
E4266	22/04/2021	1	Australian Taxation Office	Payroll deduction	\$125,323.00
E4266	22/04/2021	58	Boulevard Lottery Centre & Newsagency	Stationery – EHC & Admin	\$2,201.50
E4266	22/04/2021	126	Esperance Electrical Service	Electrical services	\$3,696.00
E4266	22/04/2021	187	Ixom Operations Pty Ltd	Cylinder & gas charges	\$712.53
E4266	22/04/2021	342	Southern Audio Services	Jetty Opening - Steve West Band	\$200.00
E4266	22/04/2021	410	Pink Lake Butchers	Rates refund	\$1,500.00
E4266	22/04/2021	505	Esperance Plumbing Service	Plumbing services	\$649.90
E4266	22/04/2021	536	Landgate	Rural UV general revaluation 2020/2021	\$19,379.55
E4266	22/04/2021	623	Esperance Surveys	CBH Logan Road closure	\$2,444.15
E4266	22/04/2021	637	Concrete World	Concrete products	\$1,692.50
E4266	22/04/2021	977	Lewis Lewis Properties Pty Ltd	Consumables for staff with clients - EHC	\$37.00
E4266	22/04/2021	984	Thorp Realty Pty Ltd	Rent and bond	\$2,420.00
E4266	22/04/2021	1045	Stewart & Heaton Clothing Co Pty Ltd	Personal protective equipment – Bushfire Brigades	\$907.24
E4266	22/04/2021	1271	Department of Transport	Disclosure information - Electronic searches	\$6.80

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 May 2021 for confirmation in respect to accounts already paid.

Tran Amount

#### Municipal Fund - EFT Payments

<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
E4266	22/04/2021	1315	Gibson Soak Water Co	Bottled water	\$216.00
E4266	22/04/2021	1470	Express Your Self Printing	Requisition books, flyers and EHC stationery	\$988.00
E4266	22/04/2021	1474	Trophy Kings	Mugs	\$166.50
E4266	22/04/2021	1478	Heavy Diesel Solutions	Repairs	\$3,681.49
E4266	22/04/2021	1550	Comfort Inn Bay of Isles	Bookeasy sales - Accommodation	\$1,174.80
E4266	22/04/2021	1554	Esperance Lottery Centre & Newsagency	Copy paper	\$395.25
E4266	22/04/2021	1695	Bay of Isles Mini-Excavators	Plant hire and septic pump outs	\$3,680.00
E4266	22/04/2021	1709	Forpark Australia	Parts	\$590.70
E4266	22/04/2021	1791	Longy's General Welding	Repairs	\$475.47
E4266	22/04/2021	1981	Esperance Sportspower	Staff uniforms	\$5,210.00
E4266	22/04/2021	2113	Banksia Medical Centre	Pre-employment medicals & drug & alcohol screenings	\$330.00
E4266	22/04/2021	2120	ADT Security	Airport Terminal monitoring April – June 2021	\$163.78
E4266	22/04/2021	2243	Esperance Community Arts	Jetty Opening - Esperance Drumming Group	\$250.00
E4266	22/04/2021	2352	John Stewart Battery Service	Battery terminals	\$13.20
E4266	22/04/2021	2496	Professionals Esperance Real Estate	Rent	\$1,380.00
E4266	22/04/2021	2763	Esperance Lock & Shoe Service	Key & lock supplies	\$100.00
E4266	22/04/2021	3142	Museums Galleries Australia	Museum subscription 2021/2022	\$244.00
E4266	22/04/2021	3152	WA Rangers Association	Stationery	\$213.75
E4266	22/04/2021	3227	Esperance Fire Services	Hire of fire extinguishers and fire equipment servicing	\$838.40
E4266	22/04/2021	3364	Esperance Volunteer Fire and Rescue	Community grants program	\$520.00
E4266	22/04/2021	3452	Dr J Spencer	Pre-employment medical assessment	\$187.00
E4266	22/04/2021	3478	Avis Car Hire	Car hire	\$813.89
E4266	22/04/2021	3526	Southern Suspension & 4 X 4 Centre	Vehicle accessories	\$525.65

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 May 2021 for confirmation in respect to accounts already paid.

Tran Amount

#### Municipal Fund - EFT Payments

<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
E4266	22/04/2021	3532	Esperance Bay Holiday Park	Bookeasy sales - Accommodation	\$717.20
E4266	22/04/2021	3534	Local Government Professionals	2021 Network Forum - S Walsh	\$500.00
E4266	22/04/2021	3604	Kelyn Training Services	Advanced Worksite Traffic Management training	\$1,650.00
E4266	22/04/2021	3699	Esperance Brass Band Inc	Jetty Opening - Esperance Brass Band	\$250.00
E4266	22/04/2021	3774	Goodchild Enterprises	Batteries	\$1,036.20
E4266	22/04/2021	3797	LED Esperance	Electrical supplies	\$6,487.88
E4266	22/04/2021	3835	WA Local Government Association	Effective Community Leaders training – Cr O'Donnell	\$525.00
E4266	22/04/2021	4276	Modern Teaching Aids Pty Ltd	Replacement items for crèche and kids programs	\$2,052.33
E4266	22/04/2021	4311	R M & W G Herbert	Painting services	\$2,646.60
E4266	22/04/2021	4404	Wren Oil	Oil disposal	\$1,793.00
E4266	22/04/2021	4618	JJ's Holiday Cottage	Bookeasy sales - Accommodation	\$2,789.60
E4266	22/04/2021	4699	Esperance Care Services Inc	Rags	\$44.00
E4266	22/04/2021	4721	J L Schneider	Reimbursement of driver authorisation fee	\$88.00
E4266	22/04/2021	4891	South Coast Foodservice	Consumables	\$1,327.57
E4266	22/04/2021	4989	Woolworths Group Limited	Consumables	\$1,511.42
E4266	22/04/2021	5061	N. Tion Constructions	Construction	\$4,157.45
E4266	22/04/2021	5161	Pink Lake Tourist Park	Bookeasy sales - Accommodation	\$1,176.56
E4266	22/04/2021	5164	Esperance Beachfront Resort	Bookeasy sales - Accommodation	\$228.80
E4266	22/04/2021	5168	Archipelago Apartments	Bookeasy sales - Accommodation	\$844.80
E4266	22/04/2021	5175	Goldies Place	Bookeasy sales - Accommodation	\$1,135.20
E4266	22/04/2021	5215	Public Transport Authority of WA	TransWA March 2021	\$8,277.58
E4266	22/04/2021	5289	Sundowner Souvenirs & Promotions Pty Ltd	Souvenirs - EVC	\$673.64
E4266	22/04/2021	5393	Esperance Eagle View Accommodation	Bookeasy sales - Accommodation	\$3,960.00

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 May 2021 for confirmation in respect to accounts already paid.

Tran Amount

#### Municipal Fund - EFT Payments

<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
E4266	22/04/2021	5412	Mr Carpet	Cleaning services - EHC	\$360.00
E4266	22/04/2021	5444	Reece Australia Pty Ltd	Gas bottle rental - Reclaim refrigerant	\$33.00
E4266	22/04/2021	5559	BookEasy Australia Pty Ltd	Online booking commission	\$1,333.77
E4266	22/04/2021	5604	Esperance Milk Supply	Milk - Admin & Depot	\$110.12
E4266	22/04/2021	5731	Esperance Clearwater Motel Apartments	Bookeasy sales - Accommodation	\$832.48
E4266	22/04/2021	5793	Tradelink Esperance	Plumbing supplies	\$27.85
E4266	22/04/2021	5843	State Library of WA	Annual freight recoup for inter-library loans	\$1,028.15
E4266	22/04/2021	5877	Castletown Chemist	Webster packs and chemist items - EHC	\$73.50
E4266	22/04/2021	5896	Toyota Financial Services	Lease payments	\$996.15
E4266	22/04/2021	5968	Kosmic Sound	Sound equipment	\$74.60
E4266	22/04/2021	6009	McLeods Barristers & Solicitors	Legal advice	\$4,210.02
E4266	22/04/2021	6024	SeatAdvisor Pty Ltd	February ticket sales	\$158.73
E4266	22/04/2021	6082	The Jetty Resort	Bookeasy sales - Accommodation	\$598.40
E4266	22/04/2021	6250	WA Tyre Recovery	Tyre recycling collections	\$1,199.85
E4266	22/04/2021	6423	Toll Transport Pty Ltd	Freight charges	\$1,016.01
E4266	22/04/2021	6466	AUS10 Fencing and Farm Services	Fencing	\$2,059.20
E4266	22/04/2021	6495	MCM Protection Pty Ltd	Security services	\$1,414.60
E4266	22/04/2021	6537	ABCO Products Pty Ltd	Cleaning consumables	\$229.99
E4266	22/04/2021	6552	Esperance Bird and Animal Park	Bookeasy sales - Accommodation	\$1,179.20
E4266	22/04/2021	7005	The Weed Terminator	Kerbside spraying, mulching & firebreaks	\$19,985.24
E4266	22/04/2021	7043	Connect Call Centre Services	Rangers call centre March 2021	\$368.94
E4266	22/04/2021	7103	Galaxy Enterprises	Souvenirs - EVC	\$206.20
E4266	22/04/2021	7460	Auscoinswest	Coins	\$574.20

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 May 2021 for confirmation in respect to accounts already paid.

Tran Amount

#### Municipal Fund - EFT Payments

<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
E4266	22/04/2021	7471	G & J Wilson Plumbing and Gas Service	Plumbing & gas services	\$594.00
E4266	22/04/2021	7487	M J & M Liebeck	Bookeasy sales - Accommodation	\$1,108.80
E4266	22/04/2021	7715	TD Contractors A/L Removal	Asbestos removal	\$8,316.44
E4266	22/04/2021	7871	S A Nevin	Councillor leaving gift - S Payne	\$220.00
E4266	22/04/2021	7879	Drillers Ridge Pty Ltd	Bookeasy sales - Accommodation	\$2,895.20
E4266	22/04/2021	7892	T R Currie	Reimbursements	\$636.90
E4266	22/04/2021	7942	J S Bryant	Jetty Opening - Entertainment	\$200.00
E4266	22/04/2021	7980	Centrecare Incorporated	Employee counselling - Employee Assistance Program	\$770.00
E4266	22/04/2021	8086	D E Guest & H C Montefiore	Rates refund	\$606.22
E4266	22/04/2021	8205	Holiday Guide Pty Ltd	Commission	\$80.00
E4266	22/04/2021	8303	Liquor Barons Esperance	Refreshments – EHC & Depot	\$688.89
E4266	22/04/2021	8342	M & N Enterprises Pty Ltd T/as	Parts for play equipment	\$456.50
E4266	22/04/2021	8380	Jade William & Leticia Hurley	Bookeasy sales - Accommodation	\$809.60
E4266	22/04/2021	8506	Le Grand Chateau Esperance	Bookeasy sales - Accommodation	\$607.20
E4266	22/04/2021	8568	Brownes Foods Operations Pty Limited	Dairy supplies - EHC	\$40.61
E4266	22/04/2021	8571	A J Whyte	Jackpot winnings pay 21	\$150.00
E4266	22/04/2021	8576	Transport Spares Australia Pty Ltd	Filters	\$1,337.23
E4266	22/04/2021	8593	Pine Grove Holiday Park	Bookeasy sales - Accommodation	\$2,422.64
E4266	22/04/2021	8783	The Trustee for Recherche Medical	Pre-employment drug & alcohol tests	\$90.00
E4266	22/04/2021	8800	South Regional TAFE	Auschem accreditations	\$4,296.80
E4266	22/04/2021	8813	Spare Parts Puppet Theatre Inc	Performance fee - The Little Prince	\$1,760.00
E4266	22/04/2021	8877	Wavecrest Village	Bookeasy sales - Accommodation	\$378.40
E4266	22/04/2021	8914	Cleanaway Pty Ltd	Rubbish & recycling collections	\$733.57

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 May 2021 for confirmation in respect to accounts already paid.

Tran Amount

#### Municipal Fund - EFT Payments

<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
E4266	22/04/2021	8972	Dunn's Cleaning Service Pty Ltd	Cleaning services	\$19,760.17
E4266	22/04/2021	8999	Kerr, Roslyn May	Rent April 2021	\$550.00
E4266	22/04/2021	9017	The Seeker Images	Commercial shoot - Jetty Opening	\$1,175.00
E4266	22/04/2021	9021	GA Power Equipment Spares	Diamond edge trimmer line 91 metres	\$573.53
E4266	22/04/2021	9051	Matthews Haulage	Drinking water for Wylie Bay staff	\$423.50
E4266	22/04/2021	9094	Network Innovations AsiaPac Pty Ltd	Satellite phones	\$79.99
E4266	22/04/2021	9112	Esperance Outdoor Power Equipment	Parts and equipment	\$474.75
E4266	22/04/2021	9117	Esperance Gas Distribution Company	Gas	\$64.24
E4266	22/04/2021	9147	Key Pest and Weed Control	Pest management service for 2020/2021	\$550.00
E4266	22/04/2021	9152	N B Husbands	Jackpot winnings pay 21	\$150.00
E4266	22/04/2021	9157	B H Vincent	Esperance Tide advertising package May – June 2021	\$4,856.00
E4266	22/04/2021	9163	Esperance Combined Tyres & Mechanical	Tyres and tyre services	\$3,606.50
E4266	22/04/2021	9172	S N Payne	Councillor payment 01/04/2021 - 07/04/2021	\$384.61
E4266	22/04/2021	9236	T Stewarts Engineering	Steel fabrication	\$230.14
E4266	22/04/2021	9270	W C Govans	Auto door servicing	\$2,662.00
E4266	22/04/2021	9275	All Rubber TMH Pty Ltd	Picking belt insert	\$536.00
E4266	22/04/2021	9302	H & H Architects	Final stages of artwork curation – Tanker Jetty	\$511.50
E4266	22/04/2021	9306	Drake-Brockman Building and Construction	Refund of double payment of building fee	\$1,317.50
E4266	22/04/2021	9308	Florissons Home Furnishers	Replacement of 4 pillowcases - EHC	\$64.00
E4266	22/04/2021	9387	Examiner Newspapers (WA)	Visitor Centre advertising	\$330.00
E4266	22/04/2021	9393	Acurix Networks Pty Ltd	Town centre WiFi	\$625.90
E4266	22/04/2021	9414	Chadwick Mobile Auto Electrics	Starter motor and parts	\$411.50
E4266	22/04/2021	9415	J Bell	Poster delivery – Civic Centre	\$200.00



### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 May 2021 for confirmation in respect to accounts already paid.

Tran Amount

#### Municipal Fund - EFT Payments

<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
E4266	22/04/2021	9451	The Choppin Block Butchers	Meat - EHC	\$705.60
E4266	22/04/2021	9455	C D & K A Hine	Bookeasy sales - Accommodation	\$514.80
E4266	22/04/2021	9456	Esperance Luxe Floral and Home Co.	Anzac Day wreath & Civic Centre foyer items	\$209.90
E4266	22/04/2021	9472	Twilight Lawn & Home Maintenance	Gardening - EHC	\$60.50
E4266	22/04/2021	9483	Digrite Nominees	Reverse camera	\$684.44
E4266	22/04/2021	9503	EcoValley Honey - Winton Hughes Was	Consignment sales	\$156.80
E4266	22/04/2021	9531	Seas It All Pty Ltd	Bookeasy sales - Tours	\$1,650.00
E4266	22/04/2021	9541	Moving Movies Esperance Inc.	Screening rights French movie & transport vehicle hire for Jetty Opening	\$654.00
E4266	22/04/2021	9547	T Eckley	EHC refund	\$200.00
E4266	22/04/2021	9558	Mackenzies Electrical Service Pty Ltd	Electrical services	\$3,767.15
E4266	22/04/2021	9572	Dhueys Electrical	Quarry Rd Shed fit out	\$2,592.65
E4266	22/04/2021	9639	Avon Waste	Rubbish & recycling collections	\$73,080.16
E4266	22/04/2021	9657	Super Cheap Auto Pty Ltd	Tyre inflator hose	\$24.22
E4266	22/04/2021	9671	R P Western	Consignment sales	\$12.00
E4266	22/04/2021	9676	Mega Phones	Monthly pendant monitoring - EHC	\$450.00
E4266	22/04/2021	9769	The Organic Mechanic Garden Service	Gardening services - EHC	\$93.50
E4266	22/04/2021	9830	Albany M&C Security Services	Security services	\$686.40
E4266	22/04/2021	9832	RAC Tourism Assets Pty Ltd	Bookeasy sales - Accommodation	\$481.36
E4266	22/04/2021	9897	Dynamic Machining	Repairs	\$148.50
E4266	22/04/2021	9994	M J Leske	Jetty Opening - Entertainment	\$200.00
E4266	22/04/2021	10037	YHA Ltd	Reimbursement of 2020/2021 council rates & land tax	\$5,442.66
E4266	22/04/2021	10043	A Henderson	Jetty Opening - Ukulele Group	\$250.00
E4266	22/04/2021	10116	Settlement Hub WA	Purchase of land & rates refunds	\$7,953.11

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 May 2021 for confirmation in respect to accounts already paid.

Tran Amount

#### Municipal Fund - EFT Payments

<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
E4266	22/04/2021	10145	DE & DL Henderson - The Rest	Bookeasy sales - Accommodation	\$1,716.00
E4266	22/04/2021	10146	S & N Creations	Merchandise purchase - EVC	\$231.00
E4266	22/04/2021	10157	Esperance Walking Tours	Bookeasy sales - Tours	\$52.80
E4266	22/04/2021	10159	C E MacKean	Construction works	\$2,050.00
E4266	22/04/2021	10209	A De Groot	Pre-employment medical assessment	\$187.00
E4266	22/04/2021	10218	D B Ambrose	Garden maintenance - EHC	\$100.00
E4266	22/04/2021	10234	Shawline Publishing Group Pty Ltd	Consignment sales	\$10.17
E4266	22/04/2021	10236	Innogreen Technologies Pty Ltd	Google Nest Hub Max voice/video devices x2 - EHC	\$3,362.77
E4266	22/04/2021	10253	The Herald Publishing Company Pty Ltd	Advertising - Visit Esperance - Coastal Safety	\$665.50
E4266	22/04/2021	10268	White Sands Paving	Paving	\$2,125.00
E4266	22/04/2021	10269	Lite N' Easy Pty Ltd	Meals - EHC	\$374.10
E4266	22/04/2021	10278	Marmic Meditrak	Spacetalk life watch and monitoring - EHC	\$1,197.00
E4266	22/04/2021	10279	T Rundle	YHA bond refund	\$800.00
E4266	22/04/2021	10280	P Escudero	YHA bond refund	\$800.00
E4266	22/04/2021	10282	O Pokela	Morning Melodies entertainment	\$200.00
E4266	22/04/2021	10284	K Keogh & J D Perkin	Rates refund	\$1,200.00
E4266	22/04/2021	10285	M A Smith	Music act at Jetty Opening	\$200.00
E4266	22/04/2021	10286	Shaun Parker & Company Limited	In The Zone performance fee 50%	\$2,251.15
E4266	22/04/2021	10287	Estate of C D Beilken	Rates refund	\$11.79
E4266	22/04/2021	10291	B A Gigney	Reimbursement Working with Children Check	\$87.00
E4267	23/04/2021	325	Easton WJ & V	Hire of earthmoving plant	\$5,553.90
E4267	23/04/2021	1469	Beachwind Enterprises Pty Ltd	Hire of earthmoving plant	\$85,334.70
E4267	23/04/2021	2079	Environmental Services (WA) Pty Ltd	Hire of street sweeper	\$9,990.20

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 May 2021 for confirmation in respect to accounts already paid.

Tran Amount

#### Municipal Fund - EFT Payments

<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
E4267	23/04/2021	6014	Esperance Tree Lopping	Pruning and removal of trees and stumps	\$10,598.50
E4267	23/04/2021	7522	Jacka Trenching and Fencing	Traffic control	\$9,463.30
E4267	23/04/2021	8230	Ballantyne Earthmoving	Hire of earthmoving plant and labour	\$148,362.25
E4267	23/04/2021	8317	Titan Contracting	Mowing services	\$24,321.00
E4268	27/04/2021	32	Australia Post	Postage	\$2,995.83
E4268	27/04/2021	314	WA Treasury Corporation	Loan repayment	\$6,276.00
E4268	27/04/2021	7576	Les Mills Asia Pacific	Contract fee - BodyPump/Attack/Balance April 2021	\$630.38
E4268	27/04/2021	8784	Sheriff's Office, Perth	Fines enforcement lodgement fees	\$539.00
E4268	27/04/2021	9321	Superchoice Services Pty Limited	Superannuation March 2021	\$173,159.41
E4268	27/04/2021	9997	Sandwai Pty Ltd	Sandwai Monthly fees March 2021 - EHC	\$3,569.50
E4269	28/04/2021	26	Blackwoods Atkins	Parts & equipment	\$2,863.99
E4269	28/04/2021	47	BE Stearne & Co Pty Ltd	Reticulation supplies	\$1,351.10
E4269	28/04/2021	63	Bunnings Ltd	Hardware	\$9,481.05
E4269	28/04/2021	77	Cockburn Cement Limited	Cement & pallet charges	\$20,331.30
E4269	28/04/2021	111	Esperance Appliance Centre Pty Ltd	Television Noel White Pavilion, washing machine & small appliances - EHC	\$6,457.00
E4269	28/04/2021	112	Esperance Ag Services	Parts & equipment	\$5,033.12
E4269	28/04/2021	121	Esperance Communications	Communication equipment & photocopier maintenance	\$6,509.39
E4269	28/04/2021	136	Powerplant Motorcycles	Equipment & repairs	\$1,129.00
E4269	28/04/2021	281	Bluescope Distribution P/L	Steel supplies & fabrication	\$3,017.61
E4269	28/04/2021	287	Swan's Veterinary Service	Veterinary services	\$324.90
E4269	28/04/2021	323	Westrac Equipment Pty Ltd	Plant parts & repairs	\$4,238.34
E4269	28/04/2021	440	Wesfarmers Kleenheat Gas Pty Ltd	Gas	\$319.61
E4269	28/04/2021	505	Esperance Plumbing Service	Plumbing services	\$155.00

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 May 2021 for confirmation in respect to accounts already paid.

Tran Amount

#### Municipal Fund - EFT Payments

<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
E4269	28/04/2021	707	Haslams	Protective clothing	\$4,336.85
E4269	28/04/2021	742	Esperance Rural Supplies	Fencing materials and hardware	\$10,960.97
E4269	28/04/2021	867	Esperance Mobile Welding	Fabricate handrail and steps	\$1,586.20
E4269	28/04/2021	1259	South East Petroleum	Fuel supplies	\$100,169.88
E4269	28/04/2021	1291	Sharpe Brothers Pty Ltd	Mulch	\$6,182.00
E4269	28/04/2021	1307	Feature Paints	Paint supplies	\$532.59
E4269	28/04/2021	1337	Sussex Industries Pty Ltd	Survey tape	\$376.20
E4269	28/04/2021	1352	Southcoast Bearing & Industrial Supplies	Bearings & seals	\$17.49
E4269	28/04/2021	1461	Kip & Steve's Mechanical Repairs	Parts and repairs	\$1,892.93
E4269	28/04/2021	1485	Freight Lines Group	Freight charges	\$15,688.38
E4269	28/04/2021	1575	GPC Asia Pacific Pty Ltd/Repco	Automotive supplies	\$1,968.56
E4269	28/04/2021	1905	Vinindex Pty Ltd	Pipes	\$660.00
E4269	28/04/2021	2246	Cutting Edges Pty Ltd	Grader blades	\$8,191.70
E4269	28/04/2021	2333	Winc Australia Pty Limited	Wall mount for monitor	\$341.70
E4269	28/04/2021	2440	Staines Esperance	Loader repairs and parts	\$9,546.22
E4269	28/04/2021	2469	Coates Hire	Hire of plant	\$701.03
E4269	28/04/2021	2765	Esperance Autos	Parts and repairs	\$3,118.20
E4269	28/04/2021	3366	Bullivants Pty Ltd	Equipment & parts	\$1,227.60
E4269	28/04/2021	3834	Dicks Electronics	Batteries and electronics	\$562.36
E4269	28/04/2021	3898	Tutt Bryant Equipment	Parts	\$1,748.33
E4269	28/04/2021	4210	Farm & General EOPP	Parts including for grader	\$6,690.25
E4269	28/04/2021	4308	Esperance Motor Group	Parts	\$81.57
E4269	28/04/2021	4556	Skipper Transport Parts	Parts	\$2,882.41

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 May 2021 for confirmation in respect to accounts already paid.

Tran Amount

#### Municipal Fund - EFT Payments

<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
E4269	28/04/2021	4647	Marketforce	Advertising	\$334.05
E4269	28/04/2021	4648	Wurth Australia Pty Ltd	Consumables	\$1,117.13
E4269	28/04/2021	5051	Stratagreen	Shade cloth and litter pickers	\$1,043.86
E4269	28/04/2021	5253	T-Quip	Parts	\$643.40
E4269	28/04/2021	5267	Hema Maps Pty Ltd	Maps	\$214.18
E4269	28/04/2021	5449	Australian Grown	Stock for resale - EVC	\$1,258.18
E4269	28/04/2021	5503	David Gray & Co Pty Ltd	Bin supplies and accessories	\$1,661.00
E4269	28/04/2021	5623	Esperance Windscreens	Windscreen services	\$500.00
E4269	28/04/2021	5842	Tile & Cupboard Shop	Tile & cupboard Supplies	\$99.30
E4269	28/04/2021	5991	Esperance Smash Repairs Pty Ltd	Repairs	\$1,000.00
E4269	28/04/2021	6183	Kleen West	Cleaning and kitchen items – EHC & Depot & Wylie Bay	\$2,782.65
E4269	28/04/2021	6636	Esperance Earthworks Pty Ltd	Hire of earthmoving plant	\$5,280.00
E4269	28/04/2021	6711	David-Moss Corporation Pty Ltd	Pipes and parts	\$5,089.92
E4269	28/04/2021	6714	Holcim Pty Ltd	Aggregate & kerbmix supplies	\$69,894.72
E4269	28/04/2021	6873	WT Hydraulics	Hose repairs, parts and fittings	\$669.77
E4269	28/04/2021	6941	MJB Industries	Concrete products & freight	\$38,379.00
E4269	28/04/2021	8267	Valvoline (Australia) Pty Ltd	Oil	\$6,340.96
E4269	28/04/2021	8752	Site Environmental and Remediation	Asbestos materials survey - YHA Blue Waters Lodge	\$5,060.00
E4269	28/04/2021	8955	Esperance Laundry and Linen (The	Laundry services	\$517.70
E4269	28/04/2021	8959	Topsigns	Signage requirements	\$14,924.19
E4269	28/04/2021	9006	Corsign WA Pty Ltd	Signage requirements	\$7,007.00
E4269	28/04/2021	9022	AFGRI Equipment Australia Pty Ltd	Filters	\$175.16
E4269	28/04/2021	9028	Terry White Chemmart Esperance	Depot sunscreen & EHC webster medication & chemist items	\$1,498.22

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 May 2021 for confirmation in respect to accounts already paid.

Tran Amount

#### Municipal Fund - EFT Payments

<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
E4269	28/04/2021	9056	Bradshaws Pharmacy	Doset boxes - EHC	\$39.00
E4269	28/04/2021	9158	The Returned & Services League of Australia	Community grant funding	\$308.00
E4269	28/04/2021	9170	ThermoAir	Air conditioning services	\$1,383.93
E4269	28/04/2021	9526	Acu-Tech Pty Ltd	CCTV infrastructure	\$9,166.92
E4269	28/04/2021	9574	Clarke & Stokes Agriservices Pty Ltd	Valve boxes and food for pound	\$193.01
E4269	28/04/2021	10120	Perth Bin Hire	Wylie Bay - Glass for Recycling	\$1,004.08
E4269	28/04/2021	10150	Taylor St Quarters	Refund food surveillance fee	\$365.00
E4269	28/04/2021	10152	Hellfire Bay Sauce	Refund of food surveillance fee	\$98.00
E4269	28/04/2021	10179	The Trustee for Nixon Studio Trust	Esperance Civic Centre artwork progress payment	\$55,000.00
E4269	28/04/2021	10268	White Sands Paving	Brick paving/footpath reinstatement	\$2,975.00
E4270	30/04/2021	33	Australian Services Union	Payroll deduction	\$51.80
E4270	30/04/2021	140	Esperance Shire Staff Jackpot	Payroll deduction	\$600.00
E4270	30/04/2021	144	Esperance Staff Social Club	Payroll deduction	\$384.00
E4270	30/04/2021	154	LGRCEU	Payroll deduction	\$123.00
E4270	30/04/2021	1963	Child Support Agency	Payroll deduction	\$3,510.28
<b>Total Creditor payments made by EFT from Municipal Fund</b>					<b>3,437,541.37</b>

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 May 2021 for confirmation in respect to accounts already paid.

Tran Amount

#### Municipal Fund - EFT Wage Payments

<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
Bulk EFT	15/04/2021	Payroll (Net)	Wages for 01/04/2021 to 14/04/2021 (Period 21)	\$465,234.14
Bulk EFT	20/04/2021	Payroll (Net)	Wages for 15/04/2021 to 19/04/2021 (Period 22)	\$2,746.60
Bulk EFT	29/04/2021	Payroll (Net)	Wages for 15/04/2021 to 28/04/2021 (Period 22)	\$486,805.67
<b>Total Employee Wage payments made by EFT from Municipal Fund</b>				<b>\$954,786.41</b>

<b>SHIRE OF ESPERANCE</b>				
List of accounts direct debited from Council's Municipal Fund submitted to the Ordinary Council Meeting meeting held on 25th May 2021 for confirmation in respect to accounts already paid.				
<b>DATED</b>	<b>CREDITOR</b>	<b>NAME</b>	<b>PARTICULARS</b>	<b>AMOUNT</b>
30/03/2021	DWER - Water	Felicity Baxter	Annual licence - Myrup Liquid Waste Facility	1,827.00
12/04/2021	State Law Publisher	Felicity Baxter	Gazette notice - Local Planning Scheme No. 24 Amendment No. 6	527.56
14/04/2021	TCP Training Pty Ltd	Felicity Baxter	White card replacement - P Clifton	55.00
29/03/2021	Lorraine Poulos Assoc	Monica Greatrex	10 Blue practical handbooks	187.00
17/04/2021	Xero AU	Monica Greatrex	Xero monthly subscription	52.00
29/03/2021	Trophy Kings	Mel Ammon	Thank you plaque - CBFCA A Stewart	55.00
29/03/2021	Anything & Everything Esperance	Mel Ammon	Thank you gift - CBFCA A Stewart	253.75
30/03/2021	Pink Lake IGA	Mel Ammon	Consumables - Beaumont BFB training	39.08
30/03/2021	Pink Lake Butchers	Mel Ammon	Consumables - Beaumont BFB training	298.80
30/03/2021	Redz Pies	Mel Ammon	Consumables - Beaumont BFB training	28.00
30/03/2021	Esperance Luxe Floral	Mel Ammon	Thank you gift - BFAC K Naylor	100.00
30/03/2021	Woolworths	Mel Ammon	Consumables - BFAC meeting	90.22
15/04/2021	Esperance Comms	Mel Ammon	Farewell gift - K Naylor	300.00
27/03/2021	PayPal Zhang Ting EBA	Trevor Ayers	Civic Centre couch covers	559.00
28/03/2021	Air Voice Supermarket	Trevor Ayers	Jetty Opening - Plastic water cups x 11 packs	62.26
1/04/2021	Esperance Lock and Shoe	Trevor Ayers	Blue Waters Lodge - Keys	12.00
1/04/2021	Esperance Appliance	Trevor Ayers	Blue Waters Lodge - Washing machine	743.00
4/04/2021	Westnet	Trevor Ayers	Visitor Centre web hosting	2.95
14/04/2021	Bunnings	Trevor Ayers	Voucher for Jetty Opening & Keep Australia Beautiful food safety barbeque	379.90
15/04/2021	Vend Pos	Trevor Ayers	Visitor Centre point of sale system	118.30
21/01/2021	Bunnings	Trevor Ayers	Trolley and storage bin	93.71
23/04/2021	Ecoboy Pty Ltd	Trevor Ayers	Wine for French weekend promotion	91.96
23/04/2021	Bdempster St IGA	Trevor Ayers	Crackers for French weekend promotion	21.24
27/03/2021	Rydges Kalgoorlie	Alli McArthur	Accommodation - S Halls	313.35
27/03/2021	Rydges Kalgoorlie	Alli McArthur	Accommodation - R Andrews	313.35
30/03/2021	The Old Court House	Alli McArthur	Jetty Opening photos	6.00
31/03/2021	Regional Express	Alli McArthur	Flight - K Behrens - Name change	55.61
31/03/2021	Regional Express	Alli McArthur	Flights - K Behrens	441.62
31/03/2021	Regional Express	Alli McArthur	Flights - J Appleby	441.62
31/03/2021	Facebook	Alli McArthur	Facebook advertising	400.70
1/04/2021	All Flags Signs	Alli McArthur	Indigenous & Australian flag	552.20
1/04/2021	Regional Express	Alli McArthur	Flight - T Currie	367.42
1/04/2021	Woolworths	Alli McArthur	Easterhot cross buns	5.15



<b>SHIRE OF ESPERANCE</b>				
List of accounts direct debited from Council's Municipal Fund submitted to the Ordinary Council Meeting meeting held on 25th May 2021 for confirmation in respect to accounts already paid.				
<b>DATED</b>	<b>CREDITOR</b>	<b>NAME</b>	<b>PARTICULARS</b>	<b>AMOUNT</b>
6/04/2021	Regional Express	Alli McArthur	Flights - C Warr	548.42
7/04/2021	Inscope Training	Alli McArthur	Training - C Warr	55.00
12/04/2021	Aviation ID Australia	Alli McArthur	Renewal of ASIC card- S McKenzie	257.00
12/04/2021	Regional Express	Alli McArthur	Flights - C Davies	682.20
12/04/2021	Subway Esperance	Alli McArthur	Catering - Asbestos training	98.00
12/04/2021	Subway Esperance	Alli McArthur	Catering - Asbestos training	98.00
13/04/2021	Officeworks	Alli McArthur	Stationery	108.55
13/04/2021	PayPal Wikicampspt	Alli McArthur	Wikicamps - Rangers software	8.00
13/04/2021	FS.com Pty Ltd	Alli McArthur	Cables - CCTV	608.12
14/04/2021	Esp Lottery Centre	Alli McArthur	Cardboard - ANZAC letters	7.80
15/04/2021	Regional Express	Alli McArthur	Flight - M Mitchell - To be reimbursed	883.26
16/04/2021	The Pier Hotel	Alli McArthur	Civic Centre alcohol	782.00
16/04/2021	Ricardos Investment	Alli McArthur	Volunteer pizzas	87.00
18/04/2021	Bentley Motel	Alli McArthur	Accommodation - C Davies	595.00
20/04/2021	Kings Park Motel	Alli McArthur	Accommodation - P Lindsay	300.00
20/04/2021	Martlan Pty Ltd	Alli McArthur	Accommodation and meals - A Hughes	170.95
22/04/2021	Regional Express	Alli McArthur	Flights - E Austen	718.18
22/04/2021	Rydges Kalgoorlie	Alli McArthur	Accommodation - S Halls	313.35
22/04/2021	The View on Hannans	Alli McArthur	Accommodation and meals - M Robinson - Survey Training	176.51
23/04/2021	Regional Express	Alli McArthur	Flights - S Walsh	578.78
27/04/2021	State Law Publisher	Alli McArthur	Local Government order	374.52
1/04/2021	Esperance Outdoor Power	Mathew Walker	Battery	249.00
1/04/2021	Power Equipment Ctre	Mathew Walker	Battery charger	99.00
7/04/2021	Watt Lab	Mathew Walker	Repair flat tyre - Electric bike	45.00
20/04/2021	DBCA Wildlife License	Mathew Walker	Flora taking licenses - J Waters & K Walkerden	150.00
21/04/2021	Premier Workplace	Mathew Walker	Bollard ashtray	368.50
22/04/2021	Techstreet LLC	Mathew Walker	Australian standard - Contracts	124.91
1/04/2021	GoFax Pty Ltd	Shane Burge	Monthly account access	19.90
4/04/2021	Mailchimp	Shane Burge	Monthly subscription	116.90
		<b>Commonwealth Bank</b>	<b>Total Credit Card Purchases 27/03/2021 - 27/04/2021</b>	<b>17,418.60</b>

**Item: 12.3.3**

**Schedule Fees and Charges 2021/2022**

<b>Author/s</b>	Beth O'Callaghan	Manager Financial Services
<b>Authorisator/s</b>	Felicity Baxter	Director Corporate & Community Services

**File Ref: D21/14745**

**Applicant**

Corporate & Community Services

**Location/Address**

Internal

**Executive Summary**

For Council to consider the draft Schedule of Fees and Charges for 2021/2022 and include them in the 2021/2022 draft budget.

**Recommendation in Brief**

That Council endorse the attached draft Schedule of Fees and Charges to be included in the 2021/2022 budget adoption process.

**Background**

Similar to previous years a draft copy of the fees and charges is presented to Council prior to draft budget for review and consideration. Council considered this proposed Schedule of Fees and Charges at a Councillor Workshop on Tuesday 4<sup>th</sup> of May.

The fees and charges, as presented, will be the basis used to determine the revenue estimates for fees and charges in the draft 2021/2022 budget. Fees and charges that are new or have been varied since the 2020/2021 budget have a diamond indicator for easy identification to the right of the fee.

**Officer's Comment**

Some fees are set by regulatory bodies such as the Builders Registration Board, or by other regulations and acts. The Schedule of Fees and Charges document contains a column named Statutory Fee Indicator. This identifies if the fee is set by a regulatory body.

A Pricing Policy has been included at the front of the Schedule of Fees and Charges. It outlines the Pricing Principles used as a guide to determine the fees and charges each year.

Usually the fees increase in line with the Long Term Financial Plan and has been approximately 3% for the past number of years. However due to the impact of COVID-19 on community groups, businesses and ratepayers Council resolved to not increase Fees and Charges for 2020/2021. In light of this the fees and charges proposed for 2021/2022 that have an increase, have increased generally by 2%. Some fees and charges have remained the same as the previous year.

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

### **Consultation**

Internal consultation with each Department was undertaken in relation to this item.

### **Financial Implications**

Within the 2020/2021 budget, fees and charges constituted \$7.6m or 19% of the Shire's operating revenue for the year.

### **Asset Management Implications**

Nil

### **Statutory Implications**

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

### **Policy Implications**

Nil

### **Strategic Implications**

Strategic Community Plan 2017 - 2027

*Leadership*

A financially sustainable and supportive organisation achieving operational excellence

Corporate Business Plan 2020/21 – 2024/25

Provide responsible resource and planning management for now and the future.

### **Environmental Considerations**

Nil

### **Attachments**

A<sub>1</sub>. Schedule of Fees and Charges 2021/2022 - Draft

### **Officer's Recommendation**

**That Council endorse the attached Draft Schedule of Fees and Charges to be included within the 2021/2022 budget adoption.**

**Voting Requirement**

Simple Majority





# Schedule of Fees & Charges



2021 - 2022



## Pricing Principles

The following pricing principles have been used by Council as a guide in setting charges.

### Pricing Principles and Bases Used by Council

Pricing Principles	Pricing Basis
1. Public Benefit – service provides a broad community benefit and therefore full cost recovery should not apply. Partial cost recovery could apply in some circumstances.	Zero to partial cost recovery
2. Private Benefit – service benefits particular users making a contribution to their individual income, welfare or profits generally without any broader benefits to the community.	Full Cost Recovery
3. Shared Benefit – service provides both community benefits and a private benefit.	Partial cost recovery
4. Regulatory – fee or charge fixed by legislation	Regulatory

### Application of Pricing Principles to Good and Services

Service	Principle	Basis of Cost
Rates Enquiries	Private Benefit	100%
Photocopying	Private Benefit	100%
Sale of List of Owner/Occupiers and Council Minutes	Private Benefit	100%
Senior Citizens Christmas Dinner	Shared Benefit	Partial
Dog Pound	Shared Benefit	Partial
Dog Registration	Regulatory	Regulatory
Impoundage Fees	Private Benefit	100%
Gate Permits	Private Benefit	100%
Inspection Fees	Private Benefit	100%
Registration, License and Permit Fees	Regulatory	Regulatory
Caravan Parks & Camping Grounds License	Regulatory	Regulatory

Service	Principle	Basis of Cost
Contract Work	Private Benefit	100%
Senior Citizens Centre	Shared Benefit	Partial cost except in cases with full private benefit where 100% applies
Home & Community Care	Shared Benefit	Partial
Rubbish Charges	Shared Benefit	Partial
Development Applications	Regulatory	Regulatory
Subdivision Applications	Regulatory	Regulatory
Cemetery Fees	Shared Benefit	Partial
Civic Centre	Shared Benefit	Zero to full cost recovery depending on usage
Wildflower Picking Rights	Private Benefit	100%
Trading in Thoroughfares and Public Places	Private Benefit	100%
Sport Association Ground Hire	Shared Benefit	Partial
Casual Gound Hire	Shared Benefit	Partial
Water Charges	Shared Benefit	Partial
Bay of Isles Leisure Centre	Shared Benefit	Partial
Library	Shared Benefit	Partial
Lake Monjingup	Shared Benefit	Partial
Museum	Shared Benefit	Partial
Aerodrome	Private Benefit	100% (Except RFDS)
Hire of Signs	Shared Benefit	Partial
Sale of Gravel	Private Benefit	100%
Internal Plant Hire Charges	Private Benefit	100%
Visitor Centre	Shared Benefit	Partial
Building Control	Regulatory	Regulatory

Service	Principle	Basis of Cost
Bonds	Private Benefit	100%
Sale of Books	Private Benefit	100%
Camping Fees	Regulatory	Regulatory

#### GST Disclaimer

A goods and services tax (GST) applies to a number of goods and/or services supplied by the Shire. Those goods and/or services that are subject to GST have been identified in the attached Schedule of Fees and Charges as GST applying. In accordance with the new tax legislation the prices shown for those goods and/or services are the GST inclusive price.

Some goods and/or services supplied by the Shire have been declared "GST free" or excluded under Division 81 of the legislation. Those goods and /or services which are "GST free" or excluded from GST are indicated in the Schedule of Fees and Charges as GST not applying.

The attached Schedule of Fees and Charges has been prepared using the best available information in relation to the GST impact on the fees and charges at the time of publication.

Accordingly if a fee that is shown as being subject to GST is subsequently proven not to be subject to GST, then that fee will be amended by reducing the GST to nil. Conversely if the Shire is advised that a fee which is shown as being not subjected to GST becomes subject to GST then the fee will be increased but only to the extent of the GST.



**Shire of Esperance**  
**Schedule of Fees & Charges 2021/2022**

**INDEX**

	<b><u>Page</u></b>
General Purpose Funding	1
Rates Enquiry	1
Governance & Administration	1
Law, Order & Public Safety	2
Animal Registration & Control	2
Health	3
Education & Welfare	6
Home & Community Care	6
Community Amenities	7
Refuse Shire Fees	7
Wylie Bay Waste Facility	8
Truck Wash Bay	9
Town Planning	9
Esperance Cemetery	16
Recreation & Culture	17
Civic Centre	17
Sporting Association Ground Fees	18
Sporting Complexes	20
Bay of Isles Leisure Centre	21
Library	25
Esperance Municipal Museum	25
Transport	26
Aerodrome	26
Economic Services	26
Esperance Visitor Centre	26
Building Control	27
Camping Fees	30
Local Laws	30

**Shire of Esperance**  
**Schedule of Fees and Charges 2021/2022**

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Variation
<b>General Purpose Funding</b>							
<b>General Enquiry</b>							
Rates, Order & Requisition Fee	No	No	\$175.00	\$175.00	\$175.00	\$175.00	
Freedom of Information Application	Yes	No		\$30.00	\$30.00	\$30.00	
<b>Governance &amp; Administration</b>							
<b>Fee for use of Council Photocopiers, Printers, Scanners and Faxes -</b>							
A4 single side B&W	No	Yes	\$0.70	\$0.70	\$0.70	\$0.50	◆
A4 double side B&W	No	Yes	\$0.90	\$0.90	\$0.90	\$0.70	◆
A3 single side B&W	No	Yes	\$0.90	\$0.90	\$0.90	\$0.70	◆
A3 double side B&W	No	Yes	\$1.20	\$1.20	\$1.20	\$0.90	◆
A2 Plan Printer	No	Yes	\$5.00	\$5.00	\$5.00	\$5.00	
A1 Plan Printer	No	Yes	\$9.00	\$9.00	\$9.00	\$9.00	
A0 Plan Printer	No	Yes	\$16.00	\$16.00	\$16.00	\$16.00	
A4 single Part Colour	No	Yes	\$1.20	\$1.20	\$1.20	\$1.00	◆
A4 double Part Colour	No	Yes	\$2.20	\$2.20	\$2.20	\$2.00	◆
A4 single side Colour	No	Yes	\$2.20	\$2.20	\$2.20	\$2.00	◆
A4 double side Colour	No	Yes	\$4.40	\$4.40	\$4.40	\$4.00	◆
A3 single Part Colour	No	Yes	\$2.10	\$2.10	\$2.10	\$2.00	◆
A3 single side Colour	No	Yes	\$4.40	\$4.40	\$4.40	\$4.00	◆
Scanning per page	No	Yes	\$0.50	\$0.50	\$0.50	\$0.50	
Faxing per page - sending and receiving	No	Yes	\$1.00	\$1.00	\$1.00	\$1.00	
Laminating A4 per single sheet	No	Yes				\$2.00	◆
Laminating A3 per single sheet	No	Yes				\$3.00	◆
<b>Property Agreement Administration</b>							
Lease Preparation Fee - Not For Profit (Any legal fees will be charged in addition at cost)	No	Yes	\$125.00	\$130.00	\$130.00	\$132.00	◆
Lease Preparation Fee - Commercial (Any legal fees will be charged in addition at cost)	No	Yes	\$565.00	\$570.00	\$570.00	\$575.00	◆
Deed of Sub-Licence/Variation/Extension/Surrender/Assignment (Any legal fees will be charged in addition at cost)	No	Yes	\$210.00	\$215.00	\$215.00	\$220.00	◆
Advertising costs for Lease/Licenses	No	Yes	\$155.00	\$160.00	\$160.00	\$162.00	◆
<b>CONTRACT WORK (Rangers and Professional Staff)</b>							
Contract work (Non Local Government) per hour	No	Yes	\$170.00	\$175.00	\$175.00	\$175.00	
Contract work (Other Local Government) per hour	No	Yes	\$100.00	\$105.00	\$105.00	\$105.00	
Travelling expenses additional	No	Yes	\$1.11/km	\$1.11/km	\$1.11/km	1.11/km	

**Shire of Esperance**  
**Schedule of Fees and Charges 2021/2022**

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Variation
<b>Law, Order &amp; Public Safety</b>							
<b>ANIMAL REGISTRATION &amp; CONTROL</b>							
<b>Dog Impounding Charges</b>							
Dog Poundage Fee each	No	No	\$125.00	\$128.00	\$128.00	\$128.00	
Dog Poundage Fee (Registered & Microchipped) each	No	No	\$60.00	\$64.00	\$64.00	\$64.00	
Cost of sustenance additional /day	No	No	\$5.00	\$5.00	\$5.00	\$5.00	
Storm Dog Poundage Fee (Return of fully compliant dog to owner after storm or fireworks)	No	No	\$0.00	\$0.00	\$0.00	\$0.00	
Final Demand Letter	Yes	No	Fees set by Fines, Penalties and Infringement Notices Enforcement Regulations 1994	Fees set by Fines, Penalties and Infringement Notices Enforcement Regulations 1994	Fees set by Fines, Penalties and Infringement Notices Enforcement Regulations 1994	Fees set by Fines, Penalties and Infringement Notices Enforcement Regulations 1994	
Enforcement Certification	Yes	No					
Fines Enforcement Registry Lodgement Fee	Yes	No					
Fees are set under Dog Act (1976) Regulations.							
<b>Dog Registration Fees</b>							
1 year period:							
Pet - dog or bitch - each							
Sterilised (Pensioners half price)	Yes	No	\$20.00	\$20.00	\$20.00	\$20.00	
Unsterilised (Pensioners half price)	Yes	No	\$50.00	\$50.00	\$50.00	\$50.00	
Dangerous - dog or bitch - each	Yes	No	\$50.00	\$50.00	\$50.00	\$50.00	
Work dog - dog or bitch (25% of set fee)							
Sterilised	Yes	No	\$5.00	\$5.00	\$5.00	\$5.00	
Unsterilised	Yes	No	\$12.50	\$12.50	\$12.50	\$12.50	
3 year period:							
Pet - dog or bitch							
Sterilised (Pensioners half price)	Yes	No	\$42.50	\$42.50	\$42.50	\$42.50	
Unsterilised (Pensioners half price)	Yes	No	\$120.00	\$120.00	\$120.00	\$120.00	
Work dog - dog or bitch							
Sterilised	Yes	No	\$10.60	\$10.60	\$10.60	\$10.60	
Unsterilised	Yes	No	\$30.00	\$30.00	\$30.00	\$30.00	
Life:							
Pet - dog or bitch							
Sterilised (Pensioners half price)	Yes	No	\$100.00	\$100.00	\$100.00	\$100.00	
Unsterilised (Pensioners half price)	Yes	No	\$250.00	\$250.00	\$250.00	\$250.00	
Work dog - dog or bitch							
Sterilised	Yes	No	\$25.00	\$25.00	\$25.00	\$25.00	
Unsterilised	Yes	No	\$62.50	\$62.50	\$62.50	\$62.50	
Dog Surrender Fee	No	Yes	\$70.00	\$72.00	\$72.00	\$72.00	
Registration of a dog kept in an approved kennel establishment (per establishment)	Yes	No	\$200.00	\$200.00	\$200.00	\$200.00	
Exemption for more than Two Animals (Dog or Cat) per townsite premises							
Application Fee	No	No	\$50.00	\$50.00	\$50.00	\$50.00	
<b>Cat Impounding Charges</b>							
Cat Poundage fee each	No	No	\$125.00	\$128.00	\$128.00	\$128.00	
Cat Poundage Fee (Registered & Microchipped) each	No	No	\$60.00	\$64.00	\$64.00	\$64.00	
Cost of sustenance additional day	No	No	\$5.00	\$5.00	\$5.00	\$5.00	
Cat Surrender Fee	No	Yes	\$70.00	\$72.00	\$72.00	\$72.00	
Bond for hire of cat trap (refundable)	No	No	\$50.00	\$50.00	\$50.00	\$50.00	

**Shire of Esperance**  
**Schedule of Fees and Charges 2021/2022**

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Variation
<b>Law, Order &amp; Public Safety....continued</b>							
<b>Cat Registration Fees</b>							
Pet - cat fees - each							
1 year period - sterilised (Pensioners half price)	Yes	No	\$20.00	\$20.00	\$20.00	\$20.00	
3 year period - sterilised (Pensioners half price)	Yes	No	\$42.50	\$42.50	\$42.50	\$42.50	
Lifetime registration period - sterilised (Pensioners half price)	Yes	No	\$100.00	\$100.00	\$100.00	\$100.00	
Application for grant or renewal of approval to breed cats (male or female per cat)	Yes	No	\$100.00	\$100.00	\$100.00	\$100.00	
Please note half price concession applies when the animal is registered within 6 months of the animal registration date (31 October each year)							
<b>GATE PERMIT FEES</b>							
Gate Permit Fees	No	No	\$100.00	\$100.00	\$100.00	\$100.00	
<b>IMPOUNDAGE FEES</b>							
Vehicle Impounding Fees -							
Charges based on cost recovery basis	No	No	\$100 + Cost Recovery	\$103 + Cost Recovery	\$103 + Cost Recovery	\$103 + Cost Recovery	
<b>Sign Impounding Fees</b>							
Charge for return of signs	No	No	\$100.00	\$103.00	\$103.00	\$103.00	
<b>Shopping Trolley Impounding Fees</b>							
Charged for return of trolleys (per trolley)	No	No	\$100.00	\$103.00	\$103.00	\$103.00	
<b>Health</b>							
<b>HEALTH CHARGES</b>							
<b>Lodging Houses</b>							
Application Fee	No	No	\$275.00	\$283.00	\$283.00	\$283.00	
Registration Fee (Annual)	No	No	\$245.00	\$252.50	\$252.50	\$252.50	
Transfer of Lodging House Licence	No	No	\$55.00	\$57.00	\$57.00	\$57.00	
<b>Food Premises</b>							
Fees set by Council based on <i>Food Act 2008 maximum fees</i>							
Notification Fee	Yes	No	\$60.00	\$60.00	Maximum fees applicable as per <i>Food Regulations 2009</i> as amended	Maximum fees applicable as per <i>Food Regulations 2009</i> as amended	
Registration Fee	Yes	No	\$165.00	\$165.00	Maximum fees applicable as per <i>Food Regulations 2009</i> as amended	Maximum fees applicable as per <i>Food Regulations 2009</i> as amended	
Food Business Surveillance Category (including pet and animal food) - calculated on a monthly basis, or part thereof, for any period prior to December 31st of each year							
1 - Exempt	No	No	Nil	Nil	Nil	Nil	
2 - Low	No	No	\$95.00	\$98.00	Nil	\$98.00	◆
3 - Medium	No	No	\$220.00	\$228.00	Nil	\$228.00	◆
4 - High	No	No	\$355.00	\$365.00	Nil	\$365.00	◆
5 - Recurrent	No	No	\$505.00	\$520.00	Nil	\$520.00	◆

Key: ◆ = New Pricing

Yes\* Statutory Fee Within Range

Page 3

**Shire of Esperance**  
**Schedule of Fees and Charges 2021/2022**

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Variation
<b>Health....continued</b>							
<b>Food Premises (Continued)</b>							
Temporary Food Permit - Commercial	Yes	No	\$60.00	\$60.00	Maximum fees applicable as per <i>Food Regulations 2009</i> as amended	Maximum fees applicable as per <i>Food Regulations 2009</i> as amended	
<b>Animal Food Processing Premises and Retail Pet Meat Shops</b>							
Registration of a processing establishment	Yes	No	\$165.00	\$165.00	\$165.00	\$165.00	
<b>Caravan Parks and Camping Grounds Licence Fees</b>							
Fees set under <i>Caravan Park and Camping Grounds Regulations 1997</i> as amended							
Minimum Fee ( Application for grant or renewal licence fee only charged if greater than the final total of site type charges, listed below)	Yes	No	\$200.00	\$200.00	\$200.00	\$200.00	
Annual licence fee calculated by the number of:							
Long Stay Sites - per site	Yes	No	\$6.00	\$6.00	\$6.00	\$6.00	
Short stay and sites in transit	Yes	No	\$6.00	\$6.00	\$6.00	\$6.00	
Camp Site	Yes	No	\$3.00	\$3.00	\$3.00	\$3.00	
Overflow site	Yes	No	\$1.50	\$1.50	\$1.50	\$1.50	
<b>Other Fees</b>							
Penalty for renewal after expiry	Yes	No	\$20.00	\$20.00	\$20.00	\$20.00	
Transfer of Licence	Yes	No	\$100.00	\$100.00	\$100.00	\$100.00	
Temporary Licence Fee - pro rata as per licence fees above. Minimum Temporary Fee	Yes	No	\$100.00	\$100.00	\$100.00	\$100.00	
Application construct park homes, annexe or other buildings	No	No	\$115.00	\$118.50	\$118.50	\$118.50	
Application to camp in area other than caravan park or camping ground	No	No	\$105.00	\$118.50	\$118.50	\$118.50	
<b>Offensive Trade Fees</b>							
Registration and renewal fees set under <i>Health (Offensive Trade Fees) Regulations 1976</i> as amended							
Slaughter houses	Yes	No	\$298.00	\$298.00	\$298.00	\$298.00	
Piggeries	Yes	No	\$298.00	\$298.00	\$298.00	\$298.00	
Laundries	Yes	No	\$147.00	\$147.00	\$147.00	\$147.00	
Poultry processing	Yes	No	\$298.00	\$298.00	\$298.00	\$298.00	
Poultry farming	Yes	No	\$298.00	\$298.00	\$298.00	\$298.00	
Shellfish & crustacean processing	Yes	No	\$298.00	\$298.00	\$298.00	\$298.00	
Rabbit farming	Yes	No	\$298.00	\$298.00	\$298.00	\$298.00	
Manure works	Yes	No	\$211.00	\$211.00	\$211.00	\$211.00	
Skin drying shed	Yes	No	\$298.00	\$298.00	\$298.00	\$298.00	
Artificial manure depot	Yes	No	\$211.00	\$211.00	\$211.00	\$211.00	
Bone mills	Yes	No	\$171.00	\$171.00	\$171.00	\$171.00	
Places for storing, drying or preserving bones	Yes	No	\$171.00	\$171.00	\$171.00	\$171.00	
Fat melting, fat extracting or tallow melting establishment	Yes	No	\$171.00	\$171.00	\$171.00	\$171.00	
Butcher shops and similar	Yes	No	\$171.00	\$171.00	\$171.00	\$171.00	
Blood drying	Yes	No	\$171.00	\$171.00	\$171.00	\$171.00	
Gut scraping, preparation of sausage skins	Yes	No	\$171.00	\$171.00	\$171.00	\$171.00	
Fellmongeries	Yes	No	\$171.00	\$171.00	\$171.00	\$171.00	
Fishing curing establishment	Yes	No	\$211.00	\$211.00	\$211.00	\$211.00	
Bone merchant premises	Yes	No	\$171.00	\$171.00	\$171.00	\$171.00	
Flock factories	Yes	No	\$171.00	\$171.00	\$171.00	\$171.00	
Knackeries	Yes	No	\$298.00	\$298.00	\$298.00	\$298.00	
Fish processing establishments in which whole fish is cleaned and prepared	Yes	No	\$298.00	\$298.00	\$298.00	\$298.00	
Any other offensive trade not listed	Yes	No	\$298.00	\$298.00	\$298.00	\$298.00	

**Shire of Esperance**  
**Schedule of Fees and Charges 2021/2022**

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Varia- tion
<b>Health....continued</b>							
<b>Application for Approval to Construct or Establish Premises (includes assessment and administration fee)</b>							
Hotels/Motels	No	No	\$166.00	\$171.00	\$171.00	\$171.00	
Hairdressing establishments	No	No	\$83.00	\$85.50	\$85.50	\$85.50	
Mobile hairdressers	No	No	\$83.00	\$85.50	\$85.50	\$85.50	
Beauty therapy	No	No	\$83.00	\$85.50	\$85.50	\$85.50	
Skin piercing establishments	No	No	\$83.00	\$85.50	\$85.50	\$85.50	
<b>Application for other services</b>							
Liquor Licensing (Sec 39 Inspection Certificate)	No	No	\$140.00	\$144.00	\$144.00	\$144.00	
Gaming Act S58(1) Certification (1 year or one off event)	Yes	No	\$25.00	\$25.00	\$25.00	\$25.00	
Gaming Act S58(1) Certification (5 year)	Yes	No	\$105.00	\$105.00	\$105.00	\$105.00	
<b>Onsite Effluent Disposal</b>							
<b>Fees are prescribed by the Health (Treatment and Sewage and Disposal of Liquid Waste) Regulation 1974 (as amended)</b>							
Local Government Application Fee	Yes	No	\$118.00	\$118.00	\$118.00	\$118.00	
Insurance of "Permit to Use an Apparatus"	Yes	No	\$118.00	\$118.00	\$118.00	\$118.00	
<b>Public Health Department under r4A</b>							
With Local Government report	Yes	No	\$42.35	\$42.35	Maximum fees applicable as per Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974 as amended	Maximum fees applicable as per Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974 as amended	
Without Local Government report fee under r4A (4)	Yes	No	\$110.00	\$110.00	\$110.00	\$110.00	
Local Government Report fee	Yes	No	\$125.00	\$125.00	\$125.00	\$125.00	
<b>Noise</b>							
Noise Management Plan application for approval	No	No	\$115.00	\$118.50	\$118.50	\$118.50	
Regulation 18 non-complying event noise exemption	Yes	No	\$600.00	\$600.00	\$600.00	\$600.00	
Noise Monitoring - sound level meter - (per day)	No	Yes	\$345.00	\$355.50	\$355.50	\$355.50	
<b>Microbiological Potable testing (private)</b>							
One fixture only	No	Yes	\$95.00	\$98.00	\$98.00	\$98.00	
Each fixture after	No	Yes	\$45.00	\$46.50	\$46.50	\$46.50	
<b>Swimming Pool testing (private)</b>							
One fixture only	No	Yes	\$95.00	\$98.00	\$98.00	\$98.00	
Each fixture after	No	Yes	\$45.00	\$46.50	\$46.50	\$46.50	
Appeal to the Minister on Applicant Behalf (Sec 27)	Yes	No	\$105.00	\$105.00	\$105.00	\$105.00	
Public Building Application Fee - Fee not to exceed \$871 as per Schedule 1, Health (Public Buildings) Regulations 1992	Yes*	No	\$110.00	\$110.00	\$110.00	\$110.00	
Temporary Public Building not for profit	Yes	No	Nil	Nil	Nil	Nil	
<b>Administration Fees</b>							
Copy of approval certificates per 30 minutes (minimum charge \$72)	No	No	\$70.00	\$72.00	\$72.00	\$72.00	
Building/Planning/Health Records - Copies of Building Permits/Approvals, Planning Approvals, Effluent Disposal System Approvals	No	No	\$60.00	\$62.00	\$62.00	\$62.00	
Change of ownership of Health approval	No	No	\$65.00	\$62.00	\$62.00	\$62.00	

**Shire of Esperance**  
**Schedule of Fees and Charges 2021/2022**

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Varia- tion
<b>Health....continued</b>							
<b>Inspection Fees</b>							
Re-inspection due to incomplete or unsatisfactory work	No	No	\$85.00	\$87.50	\$87.50	\$87.50	
Property inspection on request	No	No	\$85.00	\$87.50	\$87.50	\$87.50	
Other - Pet shops, workshops, liquid waste industry, light ventilation or bore hole fee or suitability for animal drinking water supply inspections, settlement agents, inspection of pest control operators	No	No	\$85.00	\$87.50	\$87.50	\$87.50	
<b>Education &amp; Welfare</b>							
<b>COMMONWEALTH HOME SUPPORT PROGRAM / HOME &amp; COMMUNITY CARE</b>							
Home Help Services - per hour	No	No	\$10.00	\$10.00	\$10.00	\$10.00	
Respite Care Services - per hour	No	No	\$6.00	\$6.00	\$6.00	\$6.00	
Overnight Respite - per service	No	No				\$20.00	◆
Personal Care - per hour	No	No	\$10.00	\$10.00	\$10.00	\$10.00	
Gardening Service - per hour	No	No	\$14.00	\$14.00	\$14.00	\$14.00	
Social Support (In Home) - per hour	No	No	\$5.00	\$5.00	\$5.00	\$5.00	
Social Support (Community Access) - per hour	No	No				\$10.00	◆
Handyman Services - per hour	No	No	\$14.00	\$14.00	\$14.00	\$14.00	
Window Cleaning - per hour	No	No				\$12.00	◆
Taking Loads to Tip - per load	No	No	\$15.00	\$15.00	\$15.00	\$15.00	
Day Centre Activities - 1/2 day	No	No	\$8.00	\$12.00	\$12.00	\$12.00	
- full day	No	No	\$12.00	\$16.00	\$16.00	\$16.00	
Other Group Activities	No	No				\$4 - \$16	◆
Transport Community one way	No	No	\$3.50	\$3.50	\$3.50	\$3.50	
Transport to Airport (one way)	No	No				\$15.00	◆
Non Cancellation Fee (all CHSP services)	No	No	\$8.00	\$8.00	\$8.00	\$8.00	
Nursing Services - per hour	No	No	\$8.00	\$8.00	\$8.00	\$0.00	◆
Podiatry	No	No	\$30.00	\$30.00	\$30.00	\$33.00	◆
Laundry - per load	No	No	\$10.00	\$10.00	\$10.00	\$10.00	
Ironing - per hour	No	No	\$10.00	\$10.00	\$10.00	\$10.00	
Meals on Wheels - per meal	No	No	\$12.00	\$12.00	\$12.00	\$12.00	
Maximum weekly cost for any number of services (excluding meals, podiatry, social activities and transport) - CHSP	No	No	\$70.00	\$70.00	No maximum	No maximum	
Self - Funded retirees fees (DA, personal care, gardening) per hour	No	No		\$20.00	\$20.00	\$20.00	
Self - Funded retirees fees (Transport & Social Support) per hour	No	No				\$10.00	◆
Veterans Home Care Fees						As per DVA contract	◆
<b>Home Care Package Fees (Level 1-4)</b>							
Full Package per day (depending on number of services)	No	No	\$3.95 to \$10	\$4 to \$10	\$4 to \$10	\$4 to \$10	
Meals on Wheels (food only)	No	No	\$6.00	\$6.00	\$6.00	\$6.00	
Centre Meals (food only)	No	No	\$5.00	\$5.00	\$5.00	\$5.00	
Homecare Package Exit Amount	No	No	\$400 or the balance of the client's account whichever is the lesser amount	\$400 or the balance of the client's account whichever is the lesser amount	\$400 or the balance of the client's account whichever is the lesser amount	\$400 or the balance of the client's account whichever is the lesser amount	
Contracted Services (NDIS, brokered or private)					As per the applicable NDIS rate	As per the applicable NDIS rate	
<b>Bus Charter</b>							
Community Bus (Full day)	No	Yes	\$175.00 (plus \$1/km)	\$180.00 (plus \$1/km)	\$180.00 (plus \$1/km)	\$180.00 (plus \$1.1/km)	
Community Bus (Half Day- 4 hours)	No	Yes	\$90.00 (plus \$1/km)	\$95.00 (plus \$1/km)	\$95.00 (plus \$1/km)	\$95.00 (plus \$1.1/km)	

Key: ◆ = New Pricing

Yes\* Statutory Fee Within Range

Page 6

**Shire of Esperance**  
**Schedule of Fees and Charges 2021/2022**

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Variation
<b>Community Amenities</b>							
<b>REFUSE SHIRE FEES - per annum</b>							
<b>Waste Collection - Domestic</b>							
Domestic Waste Collection Service Charge - per service (140 Litre bin) - Limit of 1	No	No	\$180.00	\$170.00	\$170.00	\$173.00	◆
Domestic Waste Collection Service Charge - per service (140 litre bin) - For the second and subsequent bins	No	No	\$360.00	\$350.00	\$350.00	\$357.00	◆
Domestic Waste Collection Service Charge - per service (240 litre bin) - Limit of 1	No	No	\$260.00	\$250.00	\$250.00	\$255.00	◆
Domestic Waste Collection Service Charge - per service (240 litre bin) - For the second and subsequent bins	No	No	\$555.00	\$545.00	\$545.00	\$555.00	◆
Waste Collection Service Charge - per service (360 Litre bin) (Only where Recycling not available)	No	No	\$360.00	\$350.00	\$350.00	\$357.00	◆
Additional Waste Bin Collection - 140 Litre bin	No	No	\$30.00	\$30.00	\$30.00	\$31.00	◆
Additional Waste Bin Collection - 240 Litre bin							
Additional Waste Bin Collection - 360 Litre bin							
Strata Units or Aged Accom sharing a bulk bin (min 15) - Waste	No	No	\$155.00	\$145.00	\$145.00	\$147.00	◆
Strata Units or Aged Accom sharing a bulk bin (min 15) - Recycle	No	No	\$105.00	\$100.00	\$100.00	\$102.00	◆
0-1 m <sup>3</sup> household rubbish for pass holders (Town & Country)	No	No	4 free passes	4 free passes	4 free passes	4 free passes	
Pensioner discount 25% on all Domestic Waste Services							
<b>Waste collection - Commercial</b>							
Commercial Waste Collection Service Charge - per service (140 Litre bin) - Limit of 2	No	No	\$180.00	\$170.00	\$170.00	\$173.00	◆
Commercial Waste Collection Service Charge - per service (140 litre bin) - For the third and subsequent bins	No	No	\$360.00	\$350.00	\$350.00	\$357.00	◆
Commercial Waste Collection Service Charge - per service (240 litre bin) - Limit of 2	No	No	\$260.00	\$250.00	\$250.00	\$255.00	◆
Commercial Waste Collection Service Charge - per service (240 litre bin) - For the third and subsequent bins	No	No	\$555.00	\$545.00	\$545.00	\$555.00	◆
Additional Waste Bin Collection - 140 Litre bin	No	No	\$30.00	\$30.00	\$30.00	\$31.00	◆
Additional Waste Bin Collection - 240 Litre bin							
Additional Waste Bin Collection - 360 Litre bin							
<b>Recycling Collection - Domestic</b>							
Domestic Recycling Collection Service Charge - per service (140 Litre bin)	No	No	\$135.00	\$130.00	\$130.00	\$132.50	◆
Domestic Recycling Collection Service Charge - per service (240 litre bin)	No	No	\$170.00	\$165.00	\$165.00	\$170.00	◆
Recycling Collection Service Charge - per service (360 Litre bin)	No	No	\$175.00	\$170.00	\$170.00	\$175.00	◆
Additional Recycling Bin Collection - 140 Litre bin	No	No	\$30.00	\$30.00	\$30.00	\$31.00	◆
Additional Recycling Bin Collection - 240 Litre bin							
Additional Recycling Bin Collection - 360 Litre bin							
Pensioner discount 25% on all Domestic Recycling Services							



**Shire of Esperance**  
**Schedule of Fees and Charges 2021/2022**

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Variation
<b>Community Amenities....continued</b>							
<b>REFUSE SHIRE FEES - per annum....continued</b>							
<b>Recycling Collection - Commercial</b>							
Commercial Recycling Collection Service Charge - per fortnightly service (240 litre bin)	No	No	\$170.00	\$165.00	\$165.00	\$170.00	◆
Commercial Recycling Collection Service Charge - per weekly service (240 litre bin)	No	No	\$315.00	\$310.00	\$310.00	\$315.00	◆
Commercial Recycling Collection Service Charge - per fortnightly service (360 litre bin)	No	No	\$225.00	\$220.00	\$220.00	\$225.00	◆
Commercial Recycling Collection Service Charge - per weekly service (360 litre bin)	No	No	\$425.00	\$420.00	\$420.00	\$425.00	◆
Commercial Recycling Collection Service Charge - per weekly service (1100 litre bin)	No	No	\$1,340.00	\$1,380.00	\$1,380.00	\$1,405.00	◆
Commercial Recycling Collection Service Charge - per weekly service (1.5m3 bin)	No	No	\$1,640.00	\$1,670.00	\$1,670.00	\$1,700.00	◆
Commercial Recycling Collection Service Charge - per fortnightly service (1.5m3 bin)	No	No	\$1,080.00	\$1,115.00	\$1,115.00	\$1,135.00	◆
Commercial Recycling Collection Service Charge - per weekly service (3m3 bin)	No	No	\$2,780.00	\$2,860.00	\$2,860.00	\$2,915.00	◆
Commercial Recycling Collection Service Charge - fortnightly service (3m3 bin)	No	No	\$1,650.00	\$1,700.00	\$1,700.00	\$1,735.00	◆
Commercial Recycling Collection Service Charge - per weekly service (4.5m3 bin)	No	No	\$3,900.00	\$4,000.00	\$4,000.00	\$4,080.00	◆
Commercial Recycling Collection Service Charge - fortnightly service (4.5m3 bin)	No	No	\$2,200.00	\$2,260.00	\$2,260.00	\$2,305.00	◆
Additional Recycling Bin Collection - 140 Litre bin	No	No	\$30.00	\$30.00	\$30.00	\$30.00	
Additional Recycling Bin Collection - 240 Litre bin							
Additional Recycling Bin Collection - 360 Litre bin							
Additional Recycling Bin Collection - 1100 Litre bin	No	No	\$50.00	\$50.00	\$50.00	\$55.00	◆
Additional Recycling Bin Collection - 1.5 - 4.5m3 bin	No	No	\$70.00	\$70.00	\$70.00	\$75.00	◆
<b>WYLIE BAY WASTE FACILITY</b>							
Household refuse for non-pass holders per m <sup>3</sup>	No	Yes	\$46.00 m <sup>3</sup>	\$47.00 m <sup>3</sup>	\$47.00 m <sup>3</sup>	\$48.00 m <sup>3</sup>	◆
Bulk Commercial Waste Disposal per m <sup>3</sup>							
Industrial/Commercial Waste per m <sup>3</sup> (Please note separated waste free of charge)							
Per car body	No	Yes	Nil	Nil	Nil	Nil	
Asbestos Disposal per m <sup>3</sup>	No	Yes	\$98.00	\$100.00	\$100.00	\$102.00	◆
Asbestos Disposal domestic per sheet by arrangement	No	Yes	\$28.00	\$30.00	\$30.00	\$31.00	◆
Clinical Waste (per m <sup>3</sup> )	No	Yes	\$205.00	\$210.00	\$210.00	\$215.00	◆
Tyre Disposal							
Car/Motorbike	No	Yes	\$8.50	\$9.00	\$9.00	\$10.00	◆
Light Truck & 4WD	No	Yes	\$10.50	\$11.00	\$11.00	\$11.00	
Heavy Truck & Trailer	No	Yes	\$27.00	\$30.00	\$30.00	\$30.00	
Rims Extra	No	Yes	\$6.00	\$7.00	\$7.00	\$8.00	◆
Waste Oil (per litre)	No	Yes	\$0.40	Nil	Nil	Nil	
Oil Filters (each)	No	Yes		\$10.00	\$10.00	\$10.00	
Household Hazardous Waste (eg paint) per litre/kg	No	Yes			\$5.00	\$5.00	
Waste Deliveries out of hours (Special Waste) per hour	No	Yes			\$100.00	\$105.00	◆
Gas Bottles (per bottle)	No	Yes	\$11.50	\$12.00	\$12.00	\$15.00	◆
Degassing fee	No	Yes	\$17.00	\$17.50	\$17.50	\$18.00	◆
Quarantine/Biosecurity Waste - per m <sup>3</sup> or part thereof	No	Yes	\$360.00	\$360.00	\$360.00	\$360.00	
Quarantine /Biosecurity Waste - per m <sup>3</sup> - weekend	No	Yes	\$450.00	\$450.00	\$450.00	\$450.00	
Animal Disposal Site Fees -							
Veterinary businesses permit to dispose of dead animals - Annual	No	Yes	\$545.00	\$560.00	\$560.00	\$570.00	◆
Animal Autopsy	No	Yes	\$255.00	\$260.00	\$260.00	\$265.00	◆
Sale of various bulk recycled materials	No	Yes	Market value	Market value	Market value	Market value	

**Shire of Esperance**  
**Schedule of Fees and Charges 2021/2022**

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Variation
<b>Community Amenities....continued</b>							
<b>WYLIE BAY WASTE FACILITY....continued</b>							
E-Waste - per Kg	No	Yes	Nil	Nil	Nil	Nil	◆
Flouro Globes (Commercial Quantity = 5 tubes/5 globes), less than 5 is free	No	Yes		\$0.35	\$0.35	\$0.35	
Mixed globes - per globe	No	Yes			\$0.50	\$0.50	
Household Batteries (more than 1kg) per kg	No	Yes			\$1.50	\$1.50	
Mattress for recycling	No	Yes	\$20.00	\$20.00	\$12.00	\$15.00	◆
Clean Green Waste (Mulchable) (per m3)	No	Yes	\$10.50	\$11.00	\$0.00	\$0.00	
Green Waste large stumps (per m3) larger than 500 mm x 500 mm	No	Yes	\$46.00	\$47.00	\$47.00	\$48.00	◆
Clean Fill (per m3) as per waste classification	No	Yes	Nil	Nil	Nil	Nil	
Clean Fill (more than 200 m3) (per m3)	No	Yes	\$3.00	\$3.00	\$3.00	\$5.00	◆
Greater than 20% recyclables to Tipping Face (per m3)	No	Yes	\$90.00	\$94.00	\$94.00	\$96.00	◆
Clean Construction & Demolition Waste	No	Yes	\$13.50	\$20.00	\$20.00	\$20.00	
Unsorted Recycling per m3	No	Yes	\$23.00	\$23.50	\$23.50	\$24.00	◆
Sorted Recycling per m3	No	No	Nil	Nil	Nil	Nil	
Short Term Bin Hire - per 240L or 360L bin (free for Community Events) (max term 8 weeks) per week	No	Yes	\$15.00	\$15.00	\$15.00	\$16.00	◆
Short Term Bin Hire - per 1.5m3 bin	No	Yes	\$50.00	\$50.00	\$50.00	\$55.00	◆
Short Term Bin Hire - per 3.0m3 bin	No	Yes	\$50.00	\$50.00	\$50.00	\$55.00	◆
Short Term Bin Hire - per 4.5m3 bin	No	Yes	\$70.00	\$70.00	\$70.00	\$75.00	◆
Bin Swap - more than 1 per annum	No	No	\$25.00	\$25.00	\$25.00	\$30.00	◆
Re-Issue Waste Voucher (Excluding ownership change)	No	Yes	\$15.00	\$20.00	\$20.00	\$20.00	
Re-Issue Waste Voucher (Pensioner)	No	Yes			\$0.00	\$0.00	
<b>Truck Wash Down Bay</b>							
Fee for use of truck wash down bay - per minute	No	Yes	\$1.09	\$1.12	\$1.12	\$1.14	◆
AVDATA key	No	Yes	\$50.00	\$50.00	\$50.00	\$50.00	
Truckwash Clean-up Charge	No	Yes	\$175.00	\$180.00	\$180.00	\$180.00	
<b>Sullage Water Disposal Fees - As per licence</b>							
Fees charged per 1000 litres	No	No	\$72.00	\$74.00	\$74.00	\$75.00	◆
<b>TOWN PLANNING</b>							
<b>Development Applications (where not specifically referenced below)</b>							
<b>Determination of application where the development has not commenced or been carried out and estimated cost of development is:</b>							
#Not more than \$50,000	Yes	No	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	
#More than \$50,000 but not more than \$500,000							
# More than \$500,000 but not more than \$2.5 million							
#More than 2.5 million but not more than 5 million							
# More than \$5 million but not more than \$21.5 million							
# More than \$21.5 million							

## Shire of Esperance

### Schedule of Fees and Charges 2021/2022

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Varia tion
<b>Community Amenities....continued</b>							
<b>TOWN PLANNING....continued</b>							
Determination of application where the development has commenced or been carried out	Yes	No	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	
Determination of application where the development has commenced or been carried out where the non-compliance is confirmed to be undertaken by a previous owner.	Yes*	No	Application fee as if development had not commenced	Application fee as if development had not commenced	Application fee as if development had not commenced	Application fee as if development had not commenced	
<b>A Development Assessment Panel application where the estimated cost of the development is:</b>							
# Not less than \$3 million and less than \$7 million	Yes	No	Fee Stipulated in Schedule 1 - Planning and Development (Development Assessment Panels) Regulations 2011	Fee Stipulated in Schedule 1 - Planning and Development (Development Assessment Panels) Regulations 2011	Fee Stipulated in Schedule 1 - Planning and Development (Development Assessment Panels) Regulations 2011	Fee Stipulated in Schedule 1 - Planning and Development (Development Assessment Panels) Regulations 2011	
# Not less than \$7 million and less than \$10 million							
# Not less than \$10 million and less than \$12.5 million							
# Not less than \$12.5 million and less than \$15 million							
# Not less than \$15 million and less than \$17.5 million							
# Not less than \$17.5 million and less than \$20 million							
# 20 million or more							
An application under r. 17							
Note 1: In addition to any fees payable to the Local Government							
Note 2: Must remit fee to Department within 30 days of receipt of DAP application							
<b>Change of Use Development Applications</b>							
Determination of application where the development has not commenced or been carried out	Yes	No	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	

**Shire of Esperance**  
**Schedule of Fees and Charges 2021/2022**

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Variation
<b>Community Amenities....continued</b>							
<b>TOWN PLANNING....continued</b>							
Determination of application where the development has commenced or been carried out	Yes	No	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	
<b>Non-Conforming Use Development Applications</b>							
Determination of application where the development has not commenced or been carried out	Yes	No	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	
Determination of application where the development has commenced or been carried out	Yes	No	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	
<b>Home Based Business Development Applications</b>							
Determination of new application where has not commenced operating	Yes	No	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	

**Shire of Esperance**  
**Schedule of Fees and Charges 2021/2022**

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Variation
<b>Community Amenities....continued</b>							
<b>TOWN PLANNING....continued</b>							
Determination of new application where has commenced operating	Yes	No	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	
Determination of renewal application where application is made before approval has expired or within one (1) month of expiry	Yes	No	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	
Determination of renewal application where application is made one (1) month after the approval has expired	Yes	No	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	
<b>Extractive Industries Development Applications</b>							
Determination of application where an extractive industry has not commenced or been carried out	Yes	No	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	

**Shire of Esperance**  
**Schedule of Fees and Charges 2021/2022**

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Variation
<b>Community Amenities....continued</b>							
<b>TOWN PLANNING....continued</b>							
Determination of application where an extractive industry has commenced or been carried out	Yes	No	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	
<b>Extractive Industries Licence (Local Laws)</b>							
Issuance of Local Law Licence	Yes	No	\$105.00	\$105.00	\$105.00	\$105.00	
<b>Extractive Industries Security Bonds</b>							
Sand, Limesand, Gravel, Gypsum	No	No	\$10,000/ha of excavation	\$10,000/ha of excavation	\$10,000/ha of excavation	\$10,000/ha of excavation	
Limestone, Hard Rock, Granite	No	No	\$15,000/ha of excavation	\$15,000/ha of excavation	\$15,000/ha of excavation	\$15,000/ha of excavation	
<b>Miscellaneous Development Applications Where Estimated Cost of Development Criteria is Not Relevant (e.g. Bed &amp; Breakfast; Cottage Industry; Family Day Care; Earthworks; Modifications to Building Envelope)</b>							
Determination of application where the development has not commenced or been carried out	Yes	No	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	
Determination of application where the development has commenced or been carried out	Yes	No	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	

**Shire of Esperance**  
**Schedule of Fees and Charges 2021/2022**

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Variation
<b>Community Amenities....continued</b>							
<b>TOWN PLANNING....continued</b>							
Determination of renewal application where application is made before approval has expired or within one (1) month of expiry	Yes	No	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	
Determination of renewal application where application is made one (1) month after the approval has expired	Yes	No	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	Applicable fee as if development had not commenced, plus by way of penalty, twice that fee (i.e. 3 times applicable development application fee)	
<b>Advertising of Development Applications as Per Local Planning Scheme Provisions</b>	No	No	\$170.00	\$170.00	\$170.00	\$170.00	
<b>Amendment to Town Planning Approval (reflects work involved)</b>							
Minor Amendment	No	No	\$125.00	\$125.00	\$125.00	\$125.00	
Major Amendment	Yes	No	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	
<b>Preliminary Consideration of Development Plans</b>	No	Yes	\$500.00	\$500.00	\$500.00	\$500.00	
<b>Cancel development approval</b>							
Determining an application to amend or cancel development approval	Yes	No	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	
<b>Request for Extension of Time to Planning Approval</b>							
- Basic Fee for Assessment (reflects work)	No	No	\$125.00	\$125.00	\$125.00	\$125.00	

**Shire of Esperance**  
**Schedule of Fees and Charges 2021/2022**

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Variation
<b>Community Amenities....continued</b>							
<b>TOWN PLANNING....continued</b>							
<b>Rezoning Applications</b>							
- initial (non-refundable)	No	No	\$750.00	\$750.00	\$750.00	\$750.00	
Basic Amendment (as per regulations, reflects work.) Refund unexpended fees	No	No	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	
Standard Amendment (as per regulations, reflects work.) Refund unexpended fees	No	No	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	
Complex Amendment (as per regulations, reflects work.) Refund unexpended fees	No	No	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	
<b>Proposed Structure Plans/Outline Development Plans &amp; Detailed Area Plans</b>							
- initial (non-refundable)	No	No	\$700.00	\$700.00	\$700.00	\$700.00	
-minor (as per regulations, reflects work.) Refund unexpended fees	No	No	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
-major (as per regulations, reflects work.) Refund unexpended fees	No	No	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	
<b>Local Planning Strategy Amendments</b>							
Processing Fee, reflects work. Refund unexpended fees	No	No	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	
<b>Road Closure Applications</b>	No	No	\$800.00	\$800.00	\$800.00	\$800.00	
<b>Liquor Licensing - Section 40</b>	No	No	\$200.00	\$200.00	\$200.00	\$200.00	
<b>Subdivision Clearances (incl Strata's)</b>							
# not more than 5 lots	Yes	No	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	
# more than 5 lots but not more than 195 lots							
# more than 195 lots							
<b>Performance Bond for Second Hand Transportable Dwellings</b>	No	No	\$10,000 per dwelling (minimum)	\$10,000 per dwelling (minimum)	\$10,000 per dwelling (minimum)	\$10,000 per dwelling (minimum)	
<b>Zoning Certificate (including settlement advice)</b>	Yes	No	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	Maximum Fee Chargeable under Schedule 2 - Planning and Development Regulations 2009	
<b>Town Planning Enquiry (written response)</b>							
Health, Building & Town Planning Requested Inspections outside of normal Council operations	No	Yes	\$165.00 per hour plus mileage allowance of \$1.10/km	\$165.00 per hour plus mileage allowance of \$1.10/km	\$165.00 per hour plus mileage allowance of \$1.10/km	\$165.00 per hour plus mileage allowance of \$1.10/km	
<b>Cash in Lieu Car park Construction Costs (per bay)</b>	No	No	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	



**Shire of Esperance**  
**Schedule of Fees and Charges 2021/2022**

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Variation
<b>Community Amenities....continued</b>							
<b>CEMETERY</b>							
Grant of Right of Burial	No	No	\$1,410.00	\$1,450.00	\$1,450.00	\$1,480.00	◆
Child/Perinatal includes plaque	No	Yes	\$590.00	\$610.00	\$610.00	\$620.00	◆
<b>Burial Fee</b>							
Ordinary Interment	No	Yes	\$1,600.00	\$1,650.00	\$1,650.00	\$1,680.00	◆
Interment of stillborn and Perinatal child (Lawn Section)	No	Yes	\$160.00	\$170.00	\$170.00	\$175.00	◆
Interment of stillborn and Perinatal child (Antenatal Section includes plinth)	No	Yes	\$400.00	\$410.00	\$410.00	\$420.00	◆
<b>Monument Fee</b>							
New Monument Permit fee	No	No	\$170.00	\$175.00	\$175.00	\$180.00	◆
Renovation/Alteration Monument Permit Fee	No	No	\$40.00	\$40.00	\$40.00	\$40.00	
Annual Monumental Masons Licence	No	No	\$270.00	\$280.00	\$280.00	\$285.00	◆
Single Monumental Work Licence	No	No	\$40.00	\$40.00	\$40.00	\$40.00	
Reserving of a memorial plot within the Wall of Remembrance & Memorial Garden	No	Yes	\$100.00	\$105.00	\$105.00	\$110.00	◆
<b>Exhumation Fee</b>							
Re-opening of grave	No	Yes	\$1,970.00	\$2,030.00	\$2,030.00	\$2,070.00	◆
Re-interment in new grave	No	Yes	\$1,060.00	\$1,090.00	\$1,090.00	\$1,110.00	◆
<b>Placement of Ashes Fee</b>							
Placement in Burial area	No	Yes	\$180.00	\$185.00	\$185.00	\$190.00	◆
Placement in Cemetery Niche Wall or Memorial Garden	No	Yes	\$480.00	\$490.00	\$490.00	\$500.00	◆
Scattering to the winds within the Cemetery	No	Yes	\$60.00	\$60.00	\$60.00	\$60.00	
<b>Miscellaneous Fees</b>							
Undertakers Annual Licence Fee	No	No	\$270.00	\$280.00	\$280.00	\$285.00	◆
Additional fee for late arrival at Cemetery	No	Yes	\$270.00	\$280.00	\$280.00	\$285.00	◆
For interment of oblong or oversized caskets	No	Yes	\$270.00	\$280.00	\$280.00	\$285.00	◆
Additional fee for interment on a weekend or Public Holiday	No	Yes	\$870.00	\$900.00	\$900.00	\$920.00	◆
Copy of Grant of Right of Burial	No	No	\$150.00	\$150.00	\$150.00	\$150.00	
Removal and replacement of Ledger	No	Yes	\$400.00	\$410.00	\$410.00	\$420.00	◆

**Shire of Esperance**  
**Schedule of Fees and Charges 2021/2022**

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Variation
<b>Recreation &amp; Culture</b>							
<b>CIVIC CENTRE</b>							
<b>Auditorium including Main Foyer</b>							
<b>Concert &amp; Stage Plays</b>							
<b>Excluding Kitchen, Bar &amp; Kiosk with theatre lighting</b>							
Day & Evening	No	Yes	\$1,750.00	\$1,800.00	\$1,800.00	\$1,830.00	◆
Day or Evening	No	Yes	\$1,330.00	\$1,370.00	\$1,370.00	\$1,390.00	◆
<b>Conventions, Meetings, Prize Nights etc</b>							
<b>Excluding Kitchen, including Bar &amp; Kiosk and theatre lighting</b>							
Day and Evening	No	Yes	\$1,050.00	\$1,080.00	\$1,080.00	\$1,100.00	◆
Day or Evening	No	Yes	\$750.00	\$770.00	\$770.00	\$785.00	◆
<b>Catwalk/Stage Extension</b>							
Labour cost only per hour	No	Yes	\$60.00	\$60.00	\$60.00	\$60.00	
Kitchen (large) - Commercial catering	No	Yes	\$160.00	\$160.00	\$160.00	\$165.00	◆
Kitchen (large) - Non-commercial catering	No	Yes	\$80.00	\$80.00	\$80.00	\$80.00	
<b>Stage Rehearsals</b>							
Full lighting/hour	No	Yes	\$160.00	\$165.00	\$165.00	\$165.00	
Work lights/hour	No	Yes	\$85.00	\$85.00	\$85.00	\$85.00	
Above charges include front of house manager attendance during performances. Additional staff labour per hour	No	Yes	\$60.00	\$60.00	\$60.00	\$60.00	
Piano Hire - Yamaha G2 Grand	No	Yes	\$175.00	\$180.00	\$180.00	\$180.00	
Conversion of theatre to cabaret / cabaret to theatre	No	Yes	\$1,000.00	\$1,080.00	\$0.00	\$0.00	
Supervision fee for conversion per hour	No	Yes	\$60.00	\$60.00	\$60.00	\$60.00	
<b>Reception Room including Kitchen and Bar</b>							
<b>Weddings/Dinners/Parties/Concerts</b>							
Whole room, one booking per day	No	Yes	\$560.00	\$575.00	\$575.00	\$585.00	◆
<b>Meeting, Seminars</b>							
Whole room - booking under 3 hours	No	Yes	\$210.00	\$215.00	\$215.00	\$220.00	◆
Whole room - booking over 3 hours	No	Yes	\$290.00	\$300.00	\$300.00	\$305.00	◆
Set up fees for meetings, seminars per hour	No	Yes	\$60.00	\$60.00	\$60.00	\$60.00	
<b>Main Foyer including Bar</b>							
Half Day	No	Yes	\$210.00	\$215.00	\$215.00	\$220.00	◆
Full Day	No	Yes	\$280.00	\$290.00	\$290.00	\$295.00	◆
Whole Complex	No	Yes	10% discount on combined fees for auditorium and reception rooms	10% discount on combined fees for auditorium and reception rooms	10% discount on combined fees for auditorium and reception rooms	10% discount on combined fees for auditorium and reception rooms	
Not For Profit Organisations and Funerals	No	Yes	20% discount on combined fees for auditorium and reception rooms	20% discount on combined fees for auditorium and reception rooms	20% discount on combined fees for auditorium and reception rooms	20% discount on combined fees for auditorium and reception rooms	
Not For Profit Organisations - hourly hire rate	No	Yes	\$60.00	\$60.00	\$60.00	\$60.00	

**Shire of Esperance**  
**Schedule of Fees and Charges 2021/2022**

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Varia tion
<b>Recreation &amp; Culture....continued</b>							
<b>CIVIC CENTRE.... continued</b>							
Weekends & Public Holidays	No	Yes	10% surcharge on all fees and charges - calculated after all other discounts.	10% surcharge on all fees and charges - calculated after all other discounts.	10% surcharge on all fees and charges - calculated after all other discounts.	10% surcharge on all fees and charges - calculated after all other discounts.	
<b>Commission on Ticket and Merchandise Sales</b>							
Booking fee per ticket sale	No	Yes	\$4.95	\$4.95	\$4.95	\$4.95	
20% discount on Booking fee for Not For Profit groups							
Commission on merchandise sales	No	Yes	10%	10%	10%	10%	
<b>Bonds</b>							
Venue/Equipment hire bond	No	No	\$500.00	\$500.00	\$500.00	\$500.00	
Liquor bond on sporting clubs and private functions	No	No	\$1,300.00	\$1,300.00	\$1,300.00	\$1,300.00	
<b>Hire of Equipment and Services</b>							
Stages, risers, partition boards, white boards, lecterns, & other small items (per day per item)	No	Yes	\$16.50	\$17.00	\$17.00	\$17.00	
Late return fee per item	No	Yes	\$23.00	\$23.00	\$23.00	\$23.00	
Smoke Machine	No	Yes	\$32.00	\$33.00	\$33.00	\$33.00	
Advertising Poster Distribution per poster	No	Yes	\$2.50	\$2.50	\$2.50	\$3.00	◆
Flyer distribution	No	Yes	\$400.00	\$410.00	\$410.00	\$420.00	◆
Set up/pack up labour, cleaning etc, per hour	No	Yes	\$60.00	\$60.00	\$60.00	\$60.00	
PA system for function (2 x speakers, small mixer, mic and stand - including set up)	No	Yes	\$160.00	\$165.00	\$165.00	\$165.00	
<b>SOUND SHELL</b>							
Hire fee more than 3 hours	No	Yes	\$165.00	\$165.00	\$165.00	\$165.00	
Hire fee less than 3 hours	No	Yes	\$100.00	\$100.00	\$100.00	\$100.00	
Multiple Bookings by same organisation	No	Yes	5 for the price of 3	5 for the price of 3	5 for the price of 3	5 for the price of 3	
Bond	No	No	\$100.00	\$100.00	\$100.00	\$100.00	
<b>WILD FLOWER PICKING RIGHTS</b>							
Annual fee payable by persons authorised to pick wildflowers. Maximum 10 per year.	No	No	\$145.00	\$149.50	\$149.50	\$149.50	
<b>SPORTING ASSOCIATION GROUND FEES (Summer 2021/22; Winter 2022)</b>							
Charge per 'Unit' -	No	Yes	\$385.00	\$405.00	\$405.00	\$460.00	◆
Esperance Agricultural Show (0.5% of previous years sporting ground maintenance cost budget)	No	Yes	\$1,720.00	\$1,760.00	\$1,760.00	\$1,970.00	◆
<b>Casual Ground Hire Charges</b>							
<i>Non Commercial/Not for Profit (incl schools) morning/afternoon or evening session (booking within school hours charged as 1 session)</i>							
Old Hockey Oval	No	Yes	\$45.00	\$50.00	\$50.00	\$55.00	◆
Little /Lords/10,000m2 of Multi-Sports/Overflow Camping-Circus	No	Yes	\$75.00	\$80.00	\$80.00	\$85.00	◆
Ovals (Ports, Esp, Newtown, Gibson)/20,000m2 of Multi-Sports	No	Yes	\$130.00	\$130.00	\$130.00	\$130.00	
Whole of Multi-Sports (40,000m2)	No	Yes	\$200.00	\$200.00	\$200.00	\$200.00	

**Shire of Esperance**  
**Schedule of Fees and Charges 2021/2022**

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Variation
<b>Recreation &amp; Culture....continued</b>							
<b>Casual Ground Hire Charges....continued</b>							
<b>Non Commercial/Not for Profit (incl schools) 2 or more sessions</b>							
Old Hockey Oval	No	Yes	\$60.00	\$70.00	\$70.00	\$85.00	◆
Little /Lords/10,000m2 of Multi-Sports/Overflow Camping-Circus	No	Yes	\$100.00	\$110.00	\$110.00	\$130.00	◆
Ovals (Ports, Esp, Newtown, Gibson)/20,000m2 of Multi-Sports	No	Yes	\$160.00	\$170.00	\$170.00	\$190.00	◆
Whole of Multi-Sports (40,000m2)	No	Yes	\$250.00	\$280.00	\$280.00	\$290.00	◆
<b>Commercial Rate - morning/afternoon or evening session</b>							
Old Hockey Oval	No	Yes	\$175.00	\$190.00	\$190.00	\$230.00	◆
Little /Lords/10,000m2 of Multi-Sports/Overflow Camping-Circus	No	Yes	\$300.00	\$330.00	\$330.00	\$345.00	◆
Ovals (Ports, Esp, Newtown, Gibson)/20,000m2 of Multi-Sports	No	Yes	\$520.00	\$520.00	\$520.00	\$520.00	
Whole of Multi-Sports (40,000m2)	No	Yes	\$800.00	\$800.00	\$800.00	\$800.00	
<b>Commercial Rate 2 or more sessions</b>							
Old Hockey Oval	No	Yes	\$240.00	\$265.00	\$265.00	\$345.00	◆
Little /Lords/10,000m2 of Multi-Sports/Overflow Camping-Circus	No	Yes	\$380.00	\$420.00	\$420.00	\$515.00	◆
Ovals (Ports, Esp, Newtown, Gibson)/20,000m2 of Multi-Sports	No	Yes	\$600.00	\$650.00	\$650.00	\$775.00	◆
Whole of Multi-Sports (40,000m2)	No	Yes	\$1,000.00	\$1,025.00	\$1,025.00	\$1,160.00	◆
Equestrian Club	No	Yes	+20% Loading on above rates	+20% Loading on above rates	+20% Loading on above rates	+20% Loading on above rates	
Oval Lighting Fees	No	Yes	Cost Recovery + \$2.50/hr commission	Cost Recovery + \$2.50/hr commission	Cost Recovery + \$2.50/hr commission	Cost Recovery + \$2.50/hr commission	
<b>Ground Hire Bonds</b>							
Ground hire bond	No	No	\$500.00	\$500.00	\$500.00	\$500.00	
Liquor bond	No	No	\$1,300.00	\$1,300.00	\$1,300.00	\$1,300.00	
<b>OVERFLOW CAMPING</b>							
Powered Site per night (2 people)	No	Yes	\$34.00	\$35.00	\$35.00	\$45.00	◆
Unpowered Site per night (2 people)	No	Yes	\$28.00	\$30.00	\$30.00	\$35.00	◆
Extra person per site	No	Yes	\$5.00	\$5.00	\$5.00	\$10.00	◆
<b>WATER CHARGES</b>							
Eastern Suburbs Water Charges - consumption fee per kilolitre	No	No	\$0.73	\$0.75	\$0.75	\$0.77	◆
Southern Suburbs Water Charges - consumption fee per kilolitre	No	No	\$0.73	\$0.75	\$0.75	\$0.77	◆

**Shire of Esperance**  
**Schedule of Fees and Charges 2021/2022**

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Variation
<b>Recreation &amp; Culture....continued</b>							
<b>SPORTING COMPLEXES (GSG)</b>							
<i>(Fees effective from 1 September 2021)</i>							
<b>Stadium Court Hire</b>							
Seasonal User off peak unit rate	No	Yes		\$15.00	\$15.00	\$15.00	
Seasonal User peak unit rate	No	Yes				\$30.00	◆
Casual 'Peak' Hourly rate	No	Yes		\$40.00	\$40.00	\$40.00	
Casual 'Off Peak' Hourly rate	No	Yes		\$20.00	\$20.00	\$20.00	
<b>Bonds</b>							
Security Bond - Commercial	No	Yes			\$1,900.00	\$1,900.00	
Security Bond - Community	No	Yes			\$450.00	\$450.00	
Security Bond Commercial - Alcohol Permitted	No	Yes				\$2,500.00	◆
Security Bond Community - Alcohol Permitted	No	Yes				\$1,900.00	◆
<b>Kitchen</b>							
Kitchen Hire (per hour)	No	Yes			\$30.00	\$30.00	
Hire 1 month lease for sporting clubs only	No	Yes				\$25.00	◆
<b>Advertising</b>							
Commercial advertising (H1m x W1m)	No	Yes			\$150.00	\$150.00	
Commercial advertising (H1m x W1.5m)	No	Yes			\$200.00	\$200.00	
Commercial advertising (H1m x W2m)	No	Yes			\$250.00	\$250.00	
12 month court naming advertising (per court)	No	Yes			\$1,500.00	\$1,500.00	
<b>Additional Charges</b>							
Staff labour- per person (per hour)	No	Yes			\$50.00	\$50.00	
Staff labour- per person (per hour) - out of hours	No	Yes			\$80.00	\$80.00	
Key replacement	No	Yes			\$50.00	\$50.00	
Cleaning fee (per hour)	No	Yes			\$100.00	\$100.00	
Set up/pack down (per hour)	No	Yes			\$60.00	\$60.00	
<b>ESPERANCE INDOOR STADIUM (EIS)</b>							
Grandstand set up and removal fee, includes 2 days court hire	No	Yes				\$100.00	◆
Grandstand extra day left set up	No	Yes				\$30.00	◆
<b>NOEL WHITE CENTRE</b>							
<i>(Fees effective from 1 September 2021)</i>							
Meeting Room Commercial (per hour)	No	Yes			\$40.00	\$40.00	
Meeting Room Community (per hour)	No	Yes			\$20.00	\$20.00	
Meeting Room Commercial (per day at management discretion)	No	Yes			\$160.00	\$160.00	
Meeting Room Community (per day at management discretion)	No	Yes				\$80.00	◆
Function Room Hire Commercial (per hour)	No	Yes			\$70.00	\$70.00	
Function Room Hire Community (per hour)	No	Yes			\$38.00	\$38.00	
Function Room Commercial (per day at management discretion)	No	Yes			\$560.00	\$560.00	
Function Room Hire Community (per day at management discretion)	No	Yes				\$304.00	◆
Office Day Hire Commercial	No	Yes				\$200.00	◆
Office Day Hire Community	No	Yes				\$20.00	◆
Office Lease Community 12 months	No	Yes				\$110.00	◆
Storage Lease Community 12 months	No	Yes				\$110.00	◆

**Shire of Esperance**  
**Schedule of Fees and Charges 2021/2022**

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Varia- tion
<b>Recreation &amp; Culture....continued</b>							
<b>BAY OF ISLES LEISURE CENTRE (BOILC) &amp; SPORTING COMPLEXES COMBINED FEES</b>							
<i>(Fees effective from 1 September 2021)</i>							
<b>School Holiday Programs</b>							
School holiday program - per day	No	Yes			\$45.00	\$45.00	
School holiday program - 5 days	No	Yes			\$168.00	\$168.00	
School holiday program - 10 days	No	Yes			\$253.00	\$253.00	
<b>Senior Programs</b>							
Term program	No	Yes			\$50.00	\$50.00	
Single day program	No	Yes			\$6.00	\$6.00	
Companion card holders carer for above programs	No	No			Nil	Nil	
Classes at EIS charged at BOILC Fees	No	No					
<b>BAY OF ISLES LEISURE CENTRE</b>							
<i>(Fees effective from 1 September 2021)</i>							
<b>Aquatic</b>							
Adult	No	Yes	\$7.50	\$7.50	\$7.50	\$7.50	
Under 5 supervisor 1:1 ratio Watch Around Water	No	No	Nil	Nil	Nil	Nil	
Child (0-16 years)	No	Yes	\$4.20	\$4.20	\$4.20	\$4.20	
Concession (Student, Health Care, Senior and Concession Card Holders)	No	Yes	\$4.80	\$5.00	\$5.00	\$5.00	
Last Hour 50% discount - applies to gym and pool entries only for the last hour operation	No	Yes		50% Discount	50% Discount	50% Discount	
Spectator	No	Yes	\$1.00	\$1.00	\$1.00	\$1.00	
Companion card holders carer	No	No	Nil	Nil	Nil	Nil	
Esperance Amateur Swim Club - volunteer spectator fee waiver - swim trial nights only	No	No	Nil	Nil	Nil	Nil	
Family pass (2 adults + 2 children)	No	Yes	\$17.50	\$17.50	\$17.50	\$17.50	
Family pass additional child	No	Yes	\$3.20	\$3.20	\$3.20	\$3.20	
Day pass (wet & dry only)	No	Yes	\$25.00	\$25.00	\$25.00	\$25.00	
Week pass wet	No	Yes	\$20.00	\$21.00	\$21.00	\$23.00	◆
Week pass dry	No	Yes	\$30.00	\$32.50	\$32.50	\$35.00	◆
Week pass wet & dry	No	Yes	\$40.00	\$45.00	\$45.00	\$48.00	◆
Lane hire Commercial (per hr)	No	Yes	\$15.00	\$15.00	\$15.00	\$15.00	
Lane hire Community (per hr)	No	Yes	\$6.10	\$6.10	\$6.10	\$6.10	
Lane Hire Esperance Amateur Swimming Club per hr - Discount - Commencement date 1 October	No	Yes	50% of Lane Hire Non-Commercial	40% of Lane Hire Non-Commercial	40% of Lane Hire Non-Commercial	40% of Lane Hire Community	
Rehabilitation pool hire (per hr)	No	Yes	\$20.00	\$20.00	\$20.00	\$20.00	
Rehabilitation pool hire Community (per hr)	No	Yes	50% discount	50% discount	50% discount	50% discount	
Swimming carnival hire - Lap pool 8 lanes including entry *10:30am-2:30pm	No	Yes	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	
Exclusive pool hire outside operating hours (per hr), excluding entrance fee	No	Yes	\$140.00	\$150.00	\$150.00	\$155.00	◆
Additional lifeguard per hour	No	Yes		\$60.00	\$60.00	\$60.00	
<b>10 Visit Aquatic Multipasses - Discount (not available for spectators)</b>	No	Yes	5.00%	5.00%	5.00%	5.00%	
NB: Permanent staff access (as per Shire Staff Policy)							
Gold Coin/Free Entry Days - includes creche - (maximum 4 per year)	No	Yes					
<b>Administration fee</b>	No	Yes			\$20.00	\$20.00	
<b>Direct debit default fee</b>	No	Yes				At Cost	◆
<b>Crèche</b>							
Child (minimum fee up to 1.5 hours)	No	Yes	\$6.80	\$6.90	\$6.90	\$7.00	◆
Additional child (up to 1.5 hours)	No	Yes	\$5.00	\$5.10	\$5.10	\$5.20	◆
Child (up to 3 hours)	No	Yes	\$11.50	\$11.60	\$11.60	\$11.70	◆
Additional child (up to 3 hours)	No	Yes	\$7.20	\$7.30	\$7.30	\$7.40	◆

**Shire of Esperance**  
**Schedule of Fees and Charges 2021/2022**

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Varia tion
<b>Recreation &amp; Culture....continued</b>							
<b>Health And Fitness</b>							
Dry casual visit - gym or class	No	Yes	\$15.00	\$15.00	\$15.00	\$15.00	
Dry concession casual visit	No	Yes	\$11.00	\$11.00	\$11.00	\$11.00	
Half hour class casual entry	No	Yes		\$8.00	\$8.00	\$8.00	
Concession half hour class casual entry	No	Yes			\$6.00	\$6.00	
Under 12 casual dry entry	No	Yes			\$5.00	\$5.00	
Parental/supervision	No	Yes			\$1.00	\$1.00	
Gym appraisal & visit (non-member)	No	Yes	\$63.00	\$63.00	\$63.00	\$63.00	
Gym program & visit (non-member)	No	Yes	\$63.00	\$63.00	\$63.00	\$63.00	
Casual gym induction fee	No	Yes			\$20.00	\$20.00	
Corporate Health and Well Being Program session	No	Yes			\$80.00	\$80.00	
Corporate Health and Well Being Program classes	No	Yes			\$8.00	\$8.00	
Group training session	No	Yes			\$60.00	\$60.00	
Personal training session 1/2 hour	No	Yes	\$55.00	\$55.00	\$55.00	\$55.00	
Personal training session 1 hour	No	Yes	\$80.00	\$80.00	\$80.00	\$80.00	
Group personal training session 1/2 hour (max 5 participants - 1 Instructor)	No	Yes	\$120.00	\$120.00	\$120.00	\$120.00	
Group personal training session 1 hour (max 5 participants - 1 Instructor)	No	Yes	\$150.00	\$150.00	\$150.00	\$150.00	
<b>Consultation room hire - As per MOU with Personal Trainers</b>							
30 min session	No	Yes	\$10.00	\$10.00	\$10.00	\$10.00	
Additional participant (max 6) fee per additional participant	No	Yes	\$4.00	\$4.00	\$4.00	\$4.00	
1 hour session	No	Yes	\$20.00	\$20.00	\$20.00	\$20.00	
Additional participant (max 6) fee per participant	No	Yes	\$8.00	\$8.00	\$8.00	\$8.00	
<b>Fee Waiver for Physiotherapy, NDIS and Health Supporters/Carers not in conflict with BOILC services - MOU with BOILC Management Required.</b>	No	Yes					◆
<b>Room Bookings</b>							
Sports Hall Community (per hour)	No	Yes	\$50.00	\$60.00	\$60.00	\$60.00	
Sports Hall Commercial (per hour)	No	Yes	\$100.00	\$120.00	\$120.00	\$120.00	
Sports Hall after hours (per hour)	No	Yes	\$150.00	\$160.00	\$160.00	\$160.00	
Meeting room (per hour)	No	Yes	\$35.00	\$40.00	\$40.00	\$40.00	
Meeting room non commercial (per hour)	No	Yes	\$20.00	\$20.00	\$20.00	\$20.00	
Meeting room (per day Management Discretion)	No	Yes		\$160.00	\$160.00	\$160.00	
Meeting room sporting clubs/internal	No	Yes	Nil	Nil	Nil	Nil	
Front foyer Commercial advertising fee (yearly)	No	Yes	\$100.00	\$100.00	\$100.00	\$125.00	◆
<b>Swim School</b>							
Swim lesson 1/2 hr (includes entry)	No	No		\$14.00	\$14.00	\$14.50	◆
Swim lesson 1 to 1, 1/2 hr (includes entry)	No	No		\$42.50	\$42.50	\$43.50	◆
Swim lesson 1 to 2 per participant, 1/2 hr (includes entry)	No	No		\$29.50	\$29.50	\$30.50	◆
Junior Lifeguard Club (includes entry)	No	No		\$16.00	\$16.00	\$16.50	◆
Squad per lesson (includes entry)	No	Yes		\$16.00	\$16.00	\$16.50	◆
Bronze Medallion- full course (includes manual)	No	No	\$180.00	\$180.00	\$180.00	\$185.00	◆
Bronze Medallion - requalification	No	No	\$85.00	\$85.00	\$85.00	\$90.00	◆
Resuscitation - full course	No	No	\$85.00	\$85.00	\$85.00	\$85.00	
Resuscitation - requalification	No	No	\$85.00	\$85.00	\$85.00	\$85.00	
Heartbeat Club/no certificate CPR Groups	No	No		\$25.00	\$25.00	\$25.00	

Key: ◆ = New Pricing

Yes\* Statutory Fee Within Range

Page 22

**Shire of Esperance**  
**Schedule of Fees and Charges 2021/2022**

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Variation
<b>Recreation &amp; Culture....continued</b>							
<b>BAY OF ISLES LEISURE CENTRE....continued</b>							
<b>Miscellaneous</b>							
Equipment hire (swimming aids max 3 pieces)	No	Yes	\$5.00	\$5.00	\$5.00	\$5.00	
Large aquatic run (group hire per hour)	No	Yes	\$80.00	\$80.00	\$80.00	\$80.00	
Small aquatic run (group hire per hour)	No	Yes	\$60.00	\$65.00	\$65.00	\$65.00	
Aquatic run individual fee	No	Yes	\$2.00	\$2.00	\$2.00	\$2.00	
Parties - per person	No	Yes	25% disc on entry	25% disc on entry	25% disc on entry	25% disc on entry	
Free entrance to Swim School participants:							
Monday - Friday 3pm to 6pm							
Saturday - Sunday 9am to 3pm	No	No					
(Provided to participants during the Swim School term program - does not include school holidays)							
<b>Memberships</b>							
<b>12 month membership</b>							
<b>Adult</b>							
Wet	No	Yes	\$585.00	\$585.00	\$585.00	\$585.00	
Dry	No	Yes	\$843.00	\$853.00	\$853.00	\$853.00	
Full	No	Yes	\$1,071.00	\$1,078.00	\$1,078.00	\$1,078.00	
<b>Concessions</b>							
Concession (Student, Health Care, Senior and Concession Card Holders)	No	Yes	20% disc	20% disc	25% disc	25% disc	
Senior Over 75 additional discount on concession	No	Yes			10% disc	10% disc	
Senior Over 80 additional discount on concession	No	Yes			25% disc	25% disc	
Senior Over 85 additional discount on concession	No	Yes			50% disc	50% disc	
Senior Over 90 additional discount on concession	No	Yes			75% disc	75% disc	
Under 16 child Wet membership	No	Yes	20% disc on concession	20% disc on concession	20% disc on concession	20% disc on concession	
Teen Gym membership (dry or full)	No	Yes			20% disc on concession	20% disc on concession	
<b>Family 2 Adults &amp; 2 Children (under 18 yrs)</b>							
Wet	No	Yes	\$1,220.00	\$1,220.00	\$1,220.00	\$1,220.00	
Full	No	Yes	\$2,180.00	\$2,180.00	\$2,180.00	\$2,180.00	
Additional family child member	No	Yes	\$170.00	\$170.00	\$170.00	\$170.00	
Membership discount card (full memberships only)	No	Yes	5% disc on all products	5% disc on all products	5% disc on all products	5% disc on all products	
<b>Direct debit memberships (perpetual minimum sign up 6 weeks)</b>							
<b>Adult</b>							
Wet (fortnightly)	No	Yes	\$24.50	\$24.50	\$24.50	\$24.50	
Dry (fortnightly)	No	Yes	\$34.50	\$34.80	\$34.80	\$34.80	
Full (fortnightly)	No	Yes	\$43.20	\$43.80	\$43.80	\$43.80	
<b>Concessions</b>							
Concession (Student, Health Care, Senior and Concession Card Holders)	No	Yes	20% disc	20% disc	25% disc	25% disc	
Senior Over 75 additional discount on concession	No	Yes			10% disc	10% disc	
Senior Over 80 additional discount on concession	No	Yes			25% disc	25% disc	
Senior Over 85 additional discount on concession	No	Yes			50% disc	50% disc	
Senior Over 90 additional discount on concession	No	Yes			75% disc	75% disc	
Under 16 child Wet membership	No	Yes			20% disc on concession	20% disc on concession	
Teen Gym membership (dry or full)	No	Yes			20% disc on concession	20% disc on concession	



**Shire of Esperance**  
**Schedule of Fees and Charges 2021/2022**

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Variation
<b>Recreation &amp; Culture....continued</b>							
<b><u>BAY OF ISLES LEISURE CENTRE....continued</u></b>							
<b>Family 2 Adults &amp; 2 Children (under 18 yrs)</b>							
Wet (fortnightly)	No	Yes	\$49.00	\$49.00	\$49.00	\$49.00	
Full (fortnightly)	No	Yes	\$86.00	\$87.60	\$87.60	\$87.60	
Additional family member (fortnightly)	No	Yes	\$8.50	\$8.50	\$8.50	\$8.50	
Insurance and workers compensation memberships Wet 12 weeks only (rehabilitation)	No	Yes	\$197.00	\$200.00	\$200.00	\$200.00	
Insurance and workers compensation memberships Dry 12 weeks only (rehabilitation)	No	Yes	\$254.00	\$257.00	\$257.00	\$257.00	
Insurance and workers compensation memberships Full 12 weeks only (rehabilitation)	No	Yes	\$307.00	\$310.00	\$310.00	\$310.00	
<b>Membership Administration</b>							
Option A: 20+ Employees	No	Yes	15% discount off any 12 month membership	15% discount off any 12 month membership	15% discount off any membership excluding concession	15% discount off any membership excluding concession	
Option B: 5-19 Employees	No	Yes	5% discount off any 12 month membership	5% discount off any 12 month membership	5% discount off any membership excluding concession	5% discount off any membership excluding concession	
Option C: 40+ Employees	No	Yes			20% discount off any membership excluding concession	20% discount off any membership excluding concession	
Fly In, Fly Out memberships - pre paid and direct debit memberships	No	Yes	Adult memberships receive a 50% discount	Adult memberships receive a 50% discount	Adult memberships receive a 50% discount	Adult memberships receive a 50% discount	
Membership 12 month bonus	No	Yes	Pre paid Members who renew their membership (prior to expiry) receive 1 additional month. Direct Debit members on their anniversary date receive one direct debit payment free	Pre paid Members who renew their membership (prior to expiry) receive 1 additional month. Direct Debit members on their anniversary date receive one direct debit payment free	Pre paid Members who renew their membership (prior to expiry) receive 1 additional month. Direct Debit members on their anniversary date receive one direct debit payment free	Pre paid Members who renew their membership (prior to expiry) receive 1 additional month. Direct Debit members on their anniversary date receive one direct debit payment free	

## Shire of Esperance

### Schedule of Fees and Charges 2021/2022

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Variation
<b>Recreation &amp; Culture....continued</b>							
<b>BAY OF ISLES LEISURE CENTRE....continued</b>							
Membership referral bonus	No	Yes	Existing members pre paid who refer a new member receive 2 weeks additional membership. Direct Debit Memberships receive one payment cycle free.	Existing members pre paid who refer a new member receive 2 weeks additional membership. Direct Debit Memberships receive one payment cycle free.	Existing members pre paid who refer a new member receive 2 weeks additional membership. Direct Debit Memberships receive one payment cycle free.	Existing members pre paid who refer a new member receive 2 weeks additional membership. Direct Debit Memberships receive one payment cycle free.	
Promotional events H&F free entry - includes creche - (limited to 4 times a year)							
New service/changed service free promotional event (management discretion)							
Free community events in conjunction with other health services in town.							
Promotional members - Bring a Friend for Free (management discretion)							
Promotional discounting	No	Yes	7 day trial promotion event week pass	7 day trial promotion event week pass	7 day trial promotion event week pass	7 day trial promotion event week pass	
Promotional discounting	No	Yes	Up to 20% discount or time extension applied to specific scheduled membership promotions	Up to 20% discount or time extension applied to specific scheduled membership promotions	Up to 20% discount or time extension applied to specific scheduled membership promotions	Up to 20% discount or time extension applied to specific scheduled membership promotions	
<b>LIBRARY</b>							
Overdue items (per item/week)	No	No	\$0.65	\$0.65	\$0.65	\$0.65	
Lost/Damaged item administration charge (plus full restoration cost)	No	No	\$15.00	\$15.00	\$15.00	\$15.00	
<b>Public Internet Access</b>							
Quarter hour	No	Yes	\$2.00	\$2.00	\$2.00	\$2.00	
Half hour	No	Yes	\$4.00	\$4.00	\$4.00	\$4.00	
One hour	No	Yes	\$6.00	\$6.00	\$6.00	\$6.00	
Temporary Visitor Bond 1 (TV1)	No	No	\$25.00	\$25.00	\$25.00	\$25.00	
Temporary Visitor Bond 2 (TV2)	No	No	\$60.00	\$60.00	\$60.00	\$60.00	
<b>ESPERANCE MUNICIPAL MUSEUM</b>							
Adults	No	Yes	\$8.50	\$8.50	\$8.50	\$8.50	
Children	No	Yes	\$3.50	\$3.50	\$3.50	\$3.50	
Pensioners/Seniors	No	Yes	\$6.50	\$6.50	\$6.50	\$6.50	
Group of 10 or more per person	No	Yes	\$6.00	\$6.00	\$6.00	\$6.00	
Family - 2 adults, 2 children	No	Yes	\$20.00	\$20.00	\$20.00	\$20.00	
Gold Coin/Free Entry Days (maximum 6 per year)	No	Yes					

**Shire of Esperance**  
**Schedule of Fees and Charges 2021/2022**

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Variation
<b>Transport</b>							
<b>AERODROME</b>							
RPT and Charter Passenger Terminal Usage Fee (passengers under 2 years exempt. REX as per negotiated contract.)	No	Yes	\$26.00	\$27.00	\$27.00	\$27.00	
<b>Landing Fees</b> (collected by Avdata on Council's behalf)							
Aircraft 0 - 2000kg flat rate	No	Yes	\$13.00	\$13.50	\$13.50	\$14.00	◆
Aircraft 2001 - 15000kg per 1000 kg or part thereof	No	Yes	\$13.00	\$13.50	\$13.50	\$14.00	◆
Aircraft >15000kg per 1000kg or part thereof	No	Yes	\$37.50	\$38.50	\$38.50	\$39.00	◆
Annual fee for private aircraft less than 2000kg - per year per aircraft. (Optional)	No	Yes	\$130.00	\$135.00	\$135.00	\$140.00	◆
Annual fee for private aircraft greater than 2000kg - per year per aircraft. (Optional)	No	Yes	\$13.00 per 1,000kg x 10	\$13.50 per 1,000kg x 10	\$13.50 per 1,000kg x 10	\$14.00 per 1,000kg x 10	◆
Annual fee for commercial aircraft less than 4000kg - per year per aircraft. (Optional)	No	Yes	\$1,350.00	\$1,400.00	\$1,400.00	\$1,450.00	◆
<b>Landing Fee Concessions</b>							
Aircraft <30000kg MTOW paying passenger service fee exempt							
Upon prior request & approved by CEO, aircraft used for charity and fund raising related service.	No	No	Nil	Nil	Nil	Nil	
Royal Flying Doctor Service	No	No	Nil	Nil	Nil	Nil	
<b>Aircraft Parking Fee</b> - per week or part thereof (3 days or less free) excluding RPT	No	Yes	\$60.00	\$62.00	\$62.00	\$64.00	◆
<b>Terminal</b>							
Hire of Meeting Room (excluding Shire of Esperance and Airport Contractors) - half day or part thereof	No	Yes	\$65.00	\$65.00	\$65.00	\$65.00	
Hire of Meeting Room (excluding Shire of Esperance and Airport Contractors) - full day or part thereof	No	Yes	\$130.00	\$130.00	\$130.00	\$130.00	
<b>Security</b>							
Security Swipe Card	No	Yes	\$60.00	\$62.00	\$62.00	\$64.00	◆
Replacement Security Swipe Card	No	Yes	\$60.00	\$62.00	\$62.00	\$64.00	◆
<b>Reporting Officer</b>							
Reporting Officer Callout	No	Yes	\$115.00	\$120.00	\$120.00	\$125.00	◆
Reporting Officer Callout Fee Per Hour or part thereof	No	Yes	\$75.00	\$80.00	\$80.00	\$85.00	◆
<b>Economic Services</b>							
<b>HIRE OF SIGNS</b>							
Roadworks Signs	No	Yes	\$10.00	\$10.00	\$10.00	\$10.00	
Roadworks Cones	No	Yes	\$4.00	\$4.00	\$4.00	\$4.00	
Free Community Events	No	No	Nil	Nil	Nil	Nil	
<b>Identilite Street Signs</b>							
Per annum fee rental	No	Yes	\$1,150.00	\$1,200.00	\$1,200.00	\$1,220.00	◆
<b>PRIVATE WORKS</b>							
Subject to availability of Shire resources	No	Yes	At Cost + 40%	At Cost + 40%	At Cost + 40%	At Cost + 40%	
Private works for non profit community groups	No	Yes	At Cost	At Cost	At Cost	At Cost	
<b>DRAINAGE HEADWORKS</b>							
Determined on site specific basis case by case	No	Yes	At Cost + 10%	At Cost + 10%	At Cost + 10%	At Cost + 10%	
<b>ESPERANCE VISITOR CENTRE</b>							
Display per brochure for local businesses (excluding bookeasy clients)	No	Yes	\$100.00	\$100.00	\$100.00	\$105.00	◆
Display of brochure - Business outside Esperance Shire - Annual Fee	No	Yes	\$165.00	\$170.00	\$170.00	\$170.00	
Booking commissions	No	Yes	12%	12%	12%	12%	
Staff assistance with Bookeasy/website	No	Yes	\$50/hr	\$50/hr	\$50/hr	\$50/hr	
Consignment rate on souvenirs	No	Yes	20%	20%	20%	20%	

## Shire of Esperance

### Schedule of Fees and Charges 2021/2022

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Varia- tion					
<b>Economic Services....continued</b>												
<b>BUILDING CONTROL</b>												
<b>Applications for building permits, demolition permits</b>												
Certified application for a building permit (s. 16(1)) -												
a) for building work for a Class 1 or Class 10 building or incidental structure	Yes	No	Maximum fees applicable as per <i>Building Act 2011</i>	Fees applicable as per <i>Building Act 2011</i> and associated legislation	Fees applicable as per <i>Building Act 2011</i> and associated legislation	Fees applicable as per <i>Building Act 2011</i> and associated legislation						
(b) for building work for a Class 2 to Class 9 building or incidental structure	Yes	No										
Uncertified application for a building permit (s. 16(1))	Yes	No										
Application for a demolition permit (s. 16(1)) —												
(a) for demolition work in respect of a Class 1 or Class 10 building or incidental structure	Yes	No										
(b) for demolition work in respect of a Class 2 to Class 9 building	Yes	No										
Application to extend the time during which a building or demolition permit has effect (s. 32(3)(f))	Yes	No										
<b>Application for occupancy permits, building approval</b>												
Application for an occupancy permit for a completed building (s. 46)	Yes	No	Maximum fees applicable as per <i>Building Act 2011</i>	Fees applicable as per <i>Building Act 2011</i> and associated legislation	Fees applicable as per <i>Building Act 2011</i> and associated legislation	Fees applicable as per <i>Building Act 2011</i> and associated legislation						
Application for a temporary occupancy permit for an incomplete building (s. 47)	Yes	No										
Application for modification of an occupancy permit for additional use of a building on a temporary basis (s. 48)	Yes	No										
Application for a replacement occupancy permit for permanent change of the building's use, classification (s. 49)	Yes	No										
Application for an occupancy permit or building approval certificate for registration of strata scheme, plan of re-subdivision (s. 50(1) and (2))	Yes	No										
Application for an occupancy permit for a building in respect of which unauthorised work has been done (s. 51(2))	Yes	No										
Application for a building approval certificate for a building in respect of which unauthorised work has been done (s. 51(3))	Yes	No										
Application to replace an occupancy permit for an existing building (s. 52(1))	Yes	No										
Application for a building approval certificate for an existing building where unauthorised work has not been done (s. 52(2))	Yes	No										
Application to extend the time during which an occupancy permit or building approval certificate has effect (s. 65(3)(a))	Yes	No										
<b>Other applications</b>												
Application as defined in regulation 31 (for each building standard in respect of which a declaration is sought)	Yes	No	Maximum fees applicable as per <i>Building Act 2011</i>	Fees applicable as per <i>Building Act 2011</i> and associated legislation	Fees applicable as per <i>Building Act 2011</i> and associated legislation	Fees applicable as per <i>Building Act 2011</i> and associated legislation						

**Shire of Esperance**  
**Schedule of Fees and Charges 2021/2022**

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Variation					
<b>Economic Services....continued</b>												
<b>BUILDING CONTROL....continued</b>												
<b>All Building Applications (Mandatory)</b>												
<b>Building Services Levy</b>												
Building Permit - \$45,000 or Less	Yes	No	Maximum fees applicable as per <i>Building Act 2011</i> and associated legislation	Maximum fees applicable as per <i>Building Act 2011</i> and associated legislation	Maximum fees applicable as per <i>Building Act 2011</i> and associated legislation	Maximum fees applicable as per <i>Building Act 2011</i> and associated legislation						
Building Permit - Over \$45,000	Yes	No										
Demolition Permit - \$45,000 or Less	Yes	No										
Demolition Permit - Over \$45,000	Yes	No										
Occupancy Permit for approved building work- \$45,000 or Less	Yes	No										
Occupancy Permit for approved building work - Over \$45,000	Yes	No										
Building Approval certificate for approved building work- \$45,000 or Less	Yes	No										
Building Approval certificate for approved building work- Over \$45,000	Yes	No										
Occupancy Permit for Unauthorised Building Work - \$45,000 or Less	Yes	No										
Occupancy Permit for Unauthorised Building Work - Over \$45,000	Yes	No										
Building Approval Certificate for Unauthorised Building Work - \$45,000 or Less	Yes	No										
Building Approval Certificate for Unauthorised Building Work - Over \$45,000	Yes	No										
<b>Building Construction Industry Training Fund Levy</b>												
B.C.I.T.F Levy (for work greater than \$20,000)	Yes	No										
BCITF Accounting Collection fee (Set by BCITF)	Yes	No										
Building Services Levy Administration Fee	Yes	No										
<b>Other Building Department Charges</b>												
<b>Fees set at Council's discretion</b>												
Inspection of pool barriers (regulation 53) not to exceed \$58.45	Yes*	No	\$25.00	\$26.00	\$26.00	\$26.00						
Re-Inspection of pool enclosure	No	Yes	\$25.00	\$87.50	\$87.50	\$89.00	◆					
Application for approval of battery powered smoke alarms (regulation 61)	Yes*	No	Maximum fees applicable as per <i>Building Regulations 2012</i>	\$179.00	\$179.00	\$179.00						
Request for Certificate of Design Compliance Class 1 New Dwellings, Major Additions/Alterations	No	Yes		0.15% of construction value including GST but not less than \$500	0.15% of construction value including GST but not less than \$500	0.15% of construction value including GST but not less than \$500						

**Shire of Esperance**  
**Schedule of Fees and Charges 2021/2022**

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Variation
<b>Economic Services....continued</b>							
<b>BUILDING CONTROL....continued</b>							
<b>Fees set at Council's discretion....continued</b>							
Request for Certificate of Design Compliance Class 1 Dwelling - Additions/Alterations (Minor Works Only)	No	Yes		0.15% of construction value including GST but not less than \$175	0.15% of construction value including GST but not less than \$175	0.15% of construction value including GST but not less than \$180	◆
Request for Certificate of Design Compliance Class 10 Building Only	No	Yes	0.25% of construction value including GST but not less than \$175	0.25% of construction value including GST but not less than \$175	0.25% of construction value including GST but not less than \$175	0.15% of construction value including GST but not less than \$180	◆
Request for Certificate of Design Compliance Class 2-9	No	Yes	0.25% of construction value including GST but not less than \$440	0.25% of construction value including GST but not less than \$450	0.25% of construction value including GST but not less than \$450	0.25% of construction value including GST but not less than \$500	◆
Request to amend a Building Permit - Minor (Where new Certificate of Design Compliance and Building Permit is not required)	No	No	\$60.00	\$62.00	\$62.00	\$65.00	◆
Request to provide a Certificate of Construction compliance	No	Yes	\$550 min including GST, Additional inspections @ \$165	\$565 min including GST, Additional inspections @ \$165	\$565 min including GST, Additional inspections @ \$165	\$565 min including GST, Additional inspections @ \$165	
Request to provide a Certificate of Building compliance	No	Yes	\$550 min including GST, Additional inspections @ \$165	\$565 min including GST, Additional inspections @ \$165	\$565 min including GST, Additional inspections @ \$165	\$565 min including GST, Additional inspections @ \$165	
Building Information - Copies of Permits, Records and Building Approval certificates	No	No	\$60 per 30 mins (Minimum \$60)	\$60 per 30 mins (Minimum \$60)	\$60 per 30 mins (Minimum \$60)	\$60 per 30 mins (Minimum \$60)	
Pre-Sale Compliance Report & Approved Plans	No	No	\$170.00	\$175.00	\$175.00	\$235.00	◆
Priority Pre-Sale Compliance Report & Approved Plans (48 hour turn around)	No	No	\$250.00	\$262.00	\$262.00	\$335.00	◆
Pre-Sale Compliance Report & Approved Plans (Seniors reduced rate)	No	No	\$80.00	\$82.50	\$82.50	\$145.00	◆
Building Inspection Fee	No	Yes	\$165.00	\$165.00	\$165.00	\$165.00	
Written advice from Building Surveyor	No	Yes	\$165.00	\$165.00	\$165.00	\$165.00	

**Shire of Esperance**  
**Schedule of Fees and Charges 2021/2022**

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Variation
<b>Economic Services....continued</b>							
<b>PROCEEDS SALE OF BOOKS</b>							
"Esperance Yesterday & Today"	No	Yes	\$5.00	\$5.00	\$5.00	\$5.00	
<b>CAMPING FEES</b>							
All Council Managed Coastal Reserves - campsite fee per night	No	Yes	\$15.00	\$15.00	\$15.00	\$15.00	
<b>BLUE WATERS LODGE AND 4 HICKS STREET</b>							
Weekly room rate - one person	No	Yes				\$150.00	◆
Weekly room rate - extra person	No	Yes				\$50.00	◆
Weekly dormitory rate - one person	No	Yes				\$100.00	◆
Weekly whole of 4 Hicks Street house rate	No	Yes				\$500.00	◆
Bond - 4 x weekly rate	No	No					◆
<b>LOCAL LAWS</b>							
<b>Fencing Local Laws</b>							
Application for a licence where no fees are applicable under the Planning and Development Act 2005 and/or Building Act 2011	No	No	\$105.00	\$108.00	\$108.00	\$108.00	
<b>Private Property Local Law</b>							
Application for a permit where no fees are applicable under the Planning and Development Act 2005 and/or Building Act 2011	No	No	\$105.00	\$108.00	\$108.00	\$108.00	
<b>Local Government Property Local Law</b>							
<b>Event approvals</b>							
<b>Class 1</b> - The most complex use of the space/ the largest impact on the space. Commercial / large scale presence which minimises opportunities for use of space with other user groups. Multiple aspects requiring assessment.							
<b>Class 2</b> - Moderate use of space / moderate impact on space. Commercial / moderate scale presence which easily allows for access and use of space with other user groups. Multiple aspects requiring assessment.							
<b>Class 3</b> - Minimal use of space / minimal impact on space. Moderate scale use of space, moderate complexity, with low impact on other user groups.							
<b>Class 4</b> - Minimal use of space / minimal impact on space. Small scale non-complex use of space with low impact on other user groups.							
<b>Class 5</b> - Minimal impact on space.							
The Shire determines the class of the activity based on factors, including but not limited to, the following:							
Number of participants / individuals / spectators involved in the activity							
Use of roads and car parking							
Approvals required by other agencies							
Structures							
Environmental impact							
Required Management Plans							
Class 1 Fee (per day)*	No	No	\$180.00	\$185.00	\$185.00	\$185.00	
Class 2 Fee (per day)*	No	No	\$140.00	\$144.00	\$144.00	\$144.00	
Class 3 Fee (per permit)*	No	No	\$105.00	\$108.00	\$108.00	\$108.00	
Class 4 Fee (per permit)*	No	No	\$50.00	\$51.00	\$51.00	\$51.00	
Class 5 Fee	No	No	Nil	Nil	Nil	Nil	
*CEO discretion for community events based around National Celebrations	No	No	Nil	Nil	Nil	Nil	

## Shire of Esperance

### Schedule of Fees and Charges 2021/2022

	Statutory Fee Indicator	GST	2018/19	2019/20	2020/21	Draft 2021/22	Variation
<b>Economic Services....continued</b>							
<b>Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law</b>							
Miscellaneous fees for Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law, where no other fees are							
<b>Class 1</b> - The most complex use of the space/the largest impact on the space. Commercial presence which minimises opportunities for use of space with other user groups.							
<b>Class 2</b> - Moderate use of space / moderate impact on space. Commercial presence which easily allows for access and use of space with other user groups.							
<b>Class 3</b> - Minimal use of space / minimal impact on space. Small scale commercial use of space with low impact on other user groups.							
Hire of Use - Shire Parks, Reserves, Beaches or Foreshore related activities.							
The Shire determines the class of the activity based on factors including but not limited to the following:							
Number of participants / individuals involved in the activity							
Required parking bays							
Signage							
Structures							
Environmental impact							
Proposed usage							
<b>Commercial Activity – Class 1</b>							
Per occasion	No	No	\$62.00	\$63.00	\$63.00	\$63.00	
Up to 1 month	No	No	\$95.00	\$98.00	\$98.00	\$98.00	
1-2 months	No	No	\$125.00	\$129.00	\$129.00	\$129.00	
6 months	No	No	\$375.00	\$386.00	\$386.00	\$386.00	
12 months	No	No	\$750.00	\$772.00	\$772.00	\$772.00	
<b>Commercial Activity - Class 2</b>							
Per occasion	No	No	\$50.00	\$51.00	\$51.00	\$51.00	
Up to 1 month	No	No	\$75.00	\$77.00	\$77.00	\$77.00	
1-2 months	No	No	\$100.00	\$103.00	\$103.00	\$103.00	
6 months	No	No	\$305.00	\$314.00	\$314.00	\$314.00	
12 months	No	No	\$605.00	\$623.00	\$623.00	\$623.00	
<b>Commercial Activity – Class 3</b>							
Per occasion	No	No	\$50.00	\$51.00	\$51.00	\$51.00	
Up to 1 month	No	No	\$60.00	\$62.00	\$62.00	\$62.00	
1-2 months	No	No	\$75.00	\$77.00	\$77.00	\$77.00	
6 months	No	No	\$230.00	\$237.00	\$237.00	\$237.00	
12 months	No	No	\$465.00	\$479.00	\$479.00	\$479.00	
High Impact Use Fee – Daily Fee	No	No	\$125.00	\$129.00	\$129.00	\$129.00	
<b>Trader Fees</b>							
Mobile Food Business – Annual Fee	No	No	Minimum Rate	Minimum Rate	Minimum Rate	Minimum Rate	
Mobile Food Business – Minimum Fee (per occasion)	No	No	\$50.00	\$51.00	\$51.00	\$51.00	
Stallholder / trader – Annual Fee	No	No	\$655.00	\$675.00	\$675.00	\$675.00	
Stallholder / trader – Daily Fee	No	No	\$55.00	\$57.00	\$57.00	\$57.00	
Stallholder / trader – Community Group / Charity Organisation*	No	No	\$10.00	\$11.00	\$11.00	\$11.00	
*charitable organisation means an institution, association, club, society or body whether incorporated or not, the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting other like nature and from which any member does not receive any pecuniary profit except where the member is an employee or the profit is an honorarium							
Street Entertainers / Buskers – Monthly Fee	No	No	Nil	Nil	Nil	Nil	
Trader Power Usage – Half-Day Fee	No	No	\$10.00	\$11.00	\$11.00	\$11.00	
Trader Power Usage Full-Day Fee	No	No	\$20.00	\$21.00	\$21.00	\$21.00	
Permit to Erect Signs / Advertising – Annual Fee	No	No	\$59.00	\$61.00	\$61.00	\$61.00	
Application for an Alfresco Dining permit	No	No	\$100.00	\$103.00	\$103.00	\$103.00	



**Item: 12.3.4**

**Behaviour Complaints Policy**

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

**File Ref: D21/14817**

**Applicant**  
Internal

**Location/Address**  
N/A

**Executive Summary**

For Council to consider adopting the Behaviour Complaints Policy.

**Recommendation in Brief**

That Council adopt the Behaviour Complaints Policy.

**Background**

In February 2021, the *Local Government (Model Code of Conduct) Regulations 2021* were introduced which repealed the *Local Government (Rules of Conduct) Regulations 2007*.

In March 2021, the Shire adopted a Code of Conduct for Council Members, Committee Members and Candidates in accordance with requirements of these new Regulations.

**Officer's Comment**

Division 3 of the Regulations includes provisions for managing behaviour complaints, however following advice from WALGA it has been determined that a policy should be developed as allowed for in r.15(2).

The attached policy has been developed using the WALGA template, and advice provided through the Executive Management Team. This policy provides a clear and in depth process for how behaviour complaints will be handled at the Shire of Esperance.

The attached behaviour complaint form has also been developed in accordance with the template available from WALGA and is set out to capture all relevant information that the behaviour complaint officer will require in order to review a complaint. It has been determined that inclusion of a statutory declaration form to accompany the complaint form will assist to ensure that only valid complaints are lodged.

In accordance with r.11(3), Council is also required to appoint a behaviour complaints officer. Following discussion with the Executive Management Team, the Director Corporate and Community Services has been identified as the suitable officer to be appointed for this purpose.

**Consultation**

WALGA  
Executive Management Team

### **Financial Implications**

Only cost related to this policy will be in the event an external party is engaged to resolve a complaint that has been lodged.

### **Asset Management Implications**

Nil

### **Statutory Implications**

*Local Government Act 1995 – s.5.103*

*Local Government (Model Code of Conduct) Regulations 2021 – r.11(3) and r.15(2)*

### **Policy Implications**

Nil

### **Strategic Implications**

Strategic Community Plan 2017 - 2027

*Leadership*

Community confidence and trust in Council

Encourage community participation and insight into activities and decisions

Corporate Business Plan 2020/21 – 2024/25

Facilitate Councillors' requirements to represent the community

### **Environmental Considerations**

Nil

### **Attachments**

A<sub>1</sub>. Code of Conduct Behaviour Complaints Management Policy

### **Officer's Recommendation**

**That Council;**

- 1. Adopt the Code of Conduct Behaviour Complaints Management Policy; and**
- 2. Authorise the Director Corporate and Community Services to be the Behaviour Complaints Officer for the Shire of Esperance.**

**Voting Requirement**

**Absolute Majority**



## POLICY #: CODE OF CONDUCT BEHAVIOUR COMPLAINTS MANAGEMENT

Document Status:	Draft	CM Ref:	D21/
Document Controller:	Executive Assistant	Version No:	1
Date Adopted:		Resolution #:	
Date Reviewed:		Resolution #:	

### Objective

To establish, in accordance with clause 15(2) of the Local Government (Model Code of Conduct) Regulations 2021 and clause 2.9(2) of the Shire of Esperance's Code of Conduct for Council Members, the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 2 of the Shire of Esperance's Code of Conduct for Council Members, Committee Members and Candidates.

To give effect to the Shire's commitment to an effective, transparent, fair and accessible complaints handling process that supports high standards of behaviour of Council Members, Committee Members and Candidates.

### Scope

This Policy applies to complaints made in accordance with clause 2.5 of the Shire's Code of Conduct for Council Members, Committee Members and Candidates.

This Policy applies to Council Members, Committee Members, Candidates and any person who submits a complaint in accordance with this Policy.

### Definitions

**Act** means the *Local Government Act 1995*.

**Behaviour Complaints Officer** means a person authorised in writing under clause 2.5(3) of the Code of Conduct to receive complaints and withdrawals of complaints. The role of the Behaviour Complaints Officer is addressed in Part 2.1 of this Policy.

**Breach** means a breach of Division 2 of the Shire of Esperance's Code of Conduct for Council Members, Committee Members and Candidates.

**Candidate** means a candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under s.4.49 of the Act, but does not include a Council Member who has nominated for re-election. A person is a Candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with s.4.77 of the Act.

**Candidate Complaint** means a Complaint alleging a Breach by a Candidate. Candidate Complaints are dealt with in Part 3.2 of this Policy.

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

**Committee** means a committee of Council, established in accordance with s.5.8 of the Act.

Council Policy  
**Policy #: Code of Conduct Behaviour Complaint**

---

**Committee Member** means a Council Member, employee of the Shire of Esperance or other person who has been appointed by the Council to be a member of a Committee, in accordance with s.5.10(1) of the Act. A person is a Committee Member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.

**Complaint** means a complaint submitted under clause 2.5 of the Code of Conduct.

**Complainant** means a person who has submitted a Complaint in accordance with this Policy.

**Complaint Assessor** means a person appointed by the Behaviour Complaints Officer in accordance with Part 2.2 and Part 3.8 of this Policy.

**Complaint Documents** means the Complaint Form and any supporting information, evidence, or attachments provided by the Complainant.

**Complaint Form** means the form approved under clause 2.5(2)(a) of the Code of Conduct.

**Council** means the Council of the Shire of Esperance.

**Council or Committee Meeting** means a formal meeting of the Council or a Committee that is called and convened in accordance with the Act. It does not include informal meetings, such as workshops or briefings.

**Council Member** means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

**Finding** means a finding made in accordance with clause 2.6(1) of the Code of Conduct as to whether the alleged Breach has or has not occurred.

**Plan** means a Plan that may be prepared and implemented under clause 2.6(4)(b) of the Code of Conduct, to address the behaviour of the person to whom the complaint relates (the Respondent), if a Finding has been made that a Breach has occurred.

**Response Documents** means the response provided by the Respondent to the Complaint, and includes any supporting information or evidence that is supplied.

## Policy

### **1. Principles**

#### **1.1. Procedural fairness**

The principles of procedural fairness, or natural justice, will apply when dealing with a Complaint under this Policy. In particular:

- the Respondent will be afforded a reasonable opportunity to be heard before any findings are made, or a plan is implemented;
- the decision maker should be objective and impartial, with an absence of bias or the perception of bias; and
- any findings made will be based on proper and genuine consideration of the evidence.

Council Policy  
**Policy #: Code of Conduct Behaviour Complaint**

---

1.2. Consistency

The application of this Policy should lead to consistency in process and outcomes. While each Complainant and Respondent will be dealt with according to their circumstances, and each Complaint considered and determined on its merits, similar circumstances will result in similar decisions.

1.3. Confidentiality

The Shire of Esperance will take all reasonable steps to maintain confidentiality when dealing with the Complaint, in order to protect both the Complainant and Respondent.

Council Members, Local Government employees and contractors who have a role in handling a specific complaint will be provided with sufficient information to fulfil their role. They must manage this information securely, and must not disclose or inappropriately use this information.

Complainants will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the progress of their Complaint.

In order to allow the Respondent to understand and respond to the complaint against them, the name of the Complainant will be provided to the Respondent, unless the Complainant provides appropriate reasons this should not occur.

The Complainant's contact information will not be provided to the Respondent.

The Complainant's name and contact information will not be included in any publicly available documents such as meeting agenda or minutes.

The Complainant should be aware that Complaint Documents may be subject to an FOI request, noting that they must be consulted before any documents are released, and exemptions may apply.

1.4. Accessibility

The Shire of Esperance will ensure that information on how to make a complaint, including this Policy, is available at the Shire's Administration Building and on our website. The Shire will make information available in alternative formats if requested.

Any person wishing to make a complaint may contact the Behaviour Complaints Officer if they require assistance in completing the complaint form or otherwise navigating the complaints process.

The Shire of Esperance's Behaviour Complaints Officer is;

Director Corporate and Community Services

Phone: 08 9071 0693

Email: shire@esperance.wa.gov.au

**2. Roles**

2.1. Behaviour Complaints Officer

The Behaviour Complaints Officer is authorised in accordance with clause 2.5(3) of the Code of Conduct to accept complaints and withdrawal of complaints.

The Behaviour Complaints Officer is not an advocate for the complainant or the respondent. The Behaviour Complaints Officer provides procedural information and assistance to both Complainant and Respondent.

Council Policy  
**Policy #: Code of Conduct Behaviour Complaint**

---

The Behaviour Complaints Officer will liaise with and provide administrative support to a Complaint Assessor appointed under this Policy.

The Behaviour Complaints Officer will liaise with the Local Government to facilitate the calling and convening of Council or Behaviour Complaints Committee meetings if required.

In undertaking their functions, the Behaviour Complaints Officer will apply the Principles of this Policy.

## **2.2. Complaint Assessor**

The Complaint Assessor is appointed by the Behaviour Complaints Officer in accordance with Part 3.8 of this Policy.

The Complaint Assessor is an impartial employee or third party who will undertake the functions specified in this Policy. In undertaking their functions, the Complaint Assessor will apply the Principles of this Policy.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to manage the administrative requirements of dealing with the Complaint in accordance with this Policy.

## **3. Procedure**

### **3.1. Making a complaint**

Any person may make a Complaint alleging that a Council Member, Committee Member or Candidate has behaved in a way that constitutes a breach of Division 2 of the Code of Conduct.

A Complaint must be made within one (1) month after the alleged Breach.

A Complaint must be made by completing the Behaviour Complaint Form in full and providing the completed forms to the Behaviour Complaints Officer.

A Complaint must be made in accordance with the Behaviour Complaint Form and specify which requirement(s) of the Code of Conduct is alleged to have been breached.

A Complaint is required to include the name and contact details of the Complainant therefore anonymous complaints cannot be accepted.

Where a Complaint Form omits required details, the Behaviour Complaints Officer will invite the Complainant to provide this information in order for the Complaint to be progressed.

Where a Complaint is made more than 1 month after the alleged breach, the Behaviour Complaints Officer will give the Complainant written notice that the Complaint cannot be made.

### **3.2. Candidate Complaints**

A Complaint in relation to a Candidate must be made in accordance with 3.1, above, but cannot be dealt with unless the Candidate is subsequently declared elected as a Council Member.

Within 7 days after receiving a Candidate Complaint, the Behaviour Complaints Officer will provide written notice:

- To the Complainant confirming receipt, and advising of the procedure for candidate complaints; and
- To the Respondent, including a summary of the complaint, and advising of the procedure for candidate complaints.

Council Policy  
**Policy #: Code of Conduct Behaviour Complaint**

---

No action will be taken until the results of the election are declared by the Returning Officer. If the respondent is elected, then the complaint will be dealt with in accordance with this Policy. Timeframes that would otherwise commence on the receipt of a Complaint will be taken to commence on the election date.

If the Respondent is not elected, the Behaviour Complaints Officer will provide the Complainant with notice that the Respondent has not been elected and that the Complaint cannot be dealt with.

### 3.3. Withdrawing a Complaint

A Complainant may withdraw their Complaint at any time before a Finding has been made in relation to the Complaint.

A Complainant may withdraw a Complaint by advising the Behaviour Complaints Officer in writing that they wish to do so.

After receiving a written withdrawal of the Complaint, the Behaviour Complaints Officer will take all necessary steps to terminate the process commenced under this Policy.

### 3.4. Notice to Complainant

Within 7 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Complainant that:

- confirms receipt of the Complaint;
- outlines the process that will be followed and possible outcomes;
- explains the application of confidentiality to the complaint;
- includes a copy of this Policy; and
- if necessary, seeks clarifications or additional information.

If the Complaint Form indicates that the Complainant agrees to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will advise the Complainant of the process in accordance with Part 3.6 of this Policy.

### 3.5. Notice to Respondent

Within 14 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Respondent that:

- advises that a Complaint has been made in accordance with the Code of Conduct and this Policy;
- includes a copy of the Complaint Documents;
- outlines the process that will be followed, the opportunities that will be afforded to the Respondent to be heard and the possible outcomes;
- includes a copy of this Policy; and
- if applicable, advises that further information has been requested from the Complainant and will be provided in due course.

Council Policy  
**Policy #: Code of Conduct Behaviour Complaint**

---

If the Complainant has agreed to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will ask the Respondent if they are also willing to participate in accordance with Part 3.6 of this Policy.

### 3.6. Alternative Dispute Resolution

The Shire of Esperance recognises that Alternative Dispute Resolution may support both parties to reach a mutually satisfactory outcome that resolves the issues giving rise to the Complaint. Alternative Dispute Resolution requires the consent of both parties to the Complaint and may not be appropriate in all circumstances.

To commence the process, the Behaviour Complaints Officer will, as the first course of action upon receiving a complaint, offer the Complainant and the Respondent the option of Alternative Dispute Resolution. If both parties agree to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will pause the formal process.

The objective of Alternative Dispute Resolution will be to reach an agreed resolution that satisfies the Complainant that the formal process is no longer required, allowing them to withdraw the Complaint, in accordance with Part 3.3 of this Policy. For example, an offer by a Respondent to issue a voluntary apology in response to a Complaint, even in the absence of a request from the Complainant, qualifies for consideration as Alternative Dispute Resolution.

If Alternative Dispute Resolution is commenced, both the Complainant and Respondent may decline to proceed with the process at any time. The process may also be terminated on the advice of a third party who is providing assistance to the Local Government, such as a facilitator or mediator.

If Alternative Dispute Resolution is terminated or does not achieve an agreed outcome that results in the withdrawal of the Complaint, the Behaviour Complaints Officer will resume the formal process required under this Policy.

### 3.7. Order of Complaints

Complaints will normally be dealt with in the order in which they are received.

If more than one Complaint is received that relates to the same alleged behaviour, the Behaviour Complaints Officer may decide to progress those Complaints concurrently.

### 3.8. Appointment of Complaints Assessor

If Alternative Dispute Resolution is not commenced, is terminated or does not achieve an agreed outcome resulting in the withdrawal of the Complaint, the Behaviour Complaints Officer will appoint a suitably qualified and experienced Complaint Assessor. The Complaints Assessor may be either an Employee of the Shire of Esperance or a third party appointed in accordance with the Shire's Purchasing Policy.

The Behaviour Complaints Officer will endeavour to appoint a Complaint Assessor within a reasonable period. The Behaviour Complaints Officer will provide written notice of the appointment to the Complainant and the Respondent.

### 3.9. Search of Local Government Records

The Complaint Assessor may request the Behaviour Complaints Officer to search for any relevant records in the Shire's Record Management System.

In particular, if the behaviour is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Officer will be requested to identify any Local Government records that provide evidence that may support a decision as to whether:



Council Policy  
**Policy #: Code of Conduct Behaviour Complaint**

---

- the behaviour occurred at a Council or Committee Meeting,
- the behaviour was dealt with by the person presiding at the meeting, and/or
- the Respondent has taken remedial action in accordance with the Shire of Esperance's Standing Orders Local Law 2015.

The Complaints Assessor must provide the Respondent with a copy of any records that are identified. In addition, where a clarification or additional information has been sought from the Complainant by either the Behaviour Complaints Officer or the Complaint Assessor, copies must also be provided to the Respondent.

3.10. Assessment of the Complaint

The Complaint Assessor will undertake an assessment of the Complaint in accordance with the process outlined in the Notices given under Part 3.4 and Part 3.5 of this Policy.

The Complaint Assessor must ensure that the Respondent is provided with a reasonable opportunity to be heard before forming any opinions, or drafting the Complaint Report or recommendations.

3.11. Complaint Report

The Complaint Assessor will prepare a Complaint Report that will:

- outline the process followed, including how the Respondent was provided with an opportunity to be heard;
- include the Complaint Documents, the Response Documents and any relevant Local Government Records as attachments; and
- include recommendations on each decision that may be made by Council; and
- include reasons for each recommendation, with reference to Part 4 of this Policy.

If the Complaint Report recommends that a Plan is prepared and implemented in accordance with clause 2.6(4)(b) of the Code of Conduct and Part 4.4 of this Policy, the Complaint Report must include a Proposed Plan.

The Respondent and Claimant will be provided with a draft copy of the Complaint Report, and an opportunity to make submissions, before the Complaint Assessor finalises the Complaint Report.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to include the Complaint Report in the Agenda for a meeting of Council. The Behaviour Complaints Officer will be responsible for preparation of an Officer Report with the Complaint Report provided as a confidential attachment. The recommendations of the Complaint Report will be provided as the Officer Recommendations.

3.12. Complaints Committee Meeting

The Agenda will be prepared on the basis that the part of the meeting that deals with the Complaint Report will be held behind closed doors in accordance with s.5.23(2) of the Act.

The Behaviour Complaints Committee will consider the Complaint Report and attachments and give due regard to the recommendations.

Council Policy  
**Policy #: Code of Conduct Behaviour Complaint**

---

In accordance with Regulation 11(d)(a) of the Local Government (Administration) Regulations 1996, reasons for any decision that is significantly different from the Officer Recommendation must be recorded in the meeting minutes.

If the behaviour that is the subject of the Complaint is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Committee will determine whether or not to dismiss the Complaint in accordance with clause 2.7 of the Code of Conduct and Part 4.2 of this Policy.

If the Behaviour Complaints Committee dismisses a Complaint, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the decision and the reasons for the decision in accordance with clause 2.7(2) of the Code of Conduct. This concludes the process for this Complaint.

If the Complaint is not dismissed, the Behaviour Complaints Committee will consider the Complaint and make a Finding as to whether the alleged Breach that is the subject of the Complaint has or has not occurred, in accordance with clause 2.6 of the Code of Conduct and Part 4.3 of this Policy.

If the Behaviour Complaints Committee finds that the alleged Breach **did not** occur, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the Finding and the reasons for the Finding in accordance with clause 2.6(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Behaviour Complaints Committee finds that the alleged breach **did** occur, the Committee will decide whether to take no further action in accordance with clause 2.6(4)(a) of the Code of Conduct or prepare a plan to address the behaviour in accordance with clause 2.6(4)(b) of the Code of Conduct and Part 4.4 of this Policy.

If the Behaviour Complaints Committee decides to take no further action, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of this decision and the reasons for the Finding in accordance with clause 2.6(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Behaviour Complaints Committee decides to prepare a Plan, the Committee will first consult with the Respondent in accordance with clause 2.6(5) of the Code of Conduct. The Behaviour Complaints Committee will consider any submissions made by the Respondent before preparing and implementing a Plan.

### 3.13. Compliance with Plan Requirement

The Behaviour Complaints Officer will monitor the actions in timeframes set out in a Plan.

Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the Act and clause 3.9 of the Code of Conduct.

The Behaviour Complaints Officer must provide a report advising Council of any failure to comply with a requirement included in a Plan.

## **4. Decision Making**

### 4.1. Objective and Principles

All decisions made under this Policy will reflect the Policy Objectives and the Principles included in Part 1 of this Policy.

### 4.2. Dismissal

Council Policy  
Policy #: Code of Conduct Behaviour Complaint

---

The Behaviour Complaints Committee must dismiss a Complaint in accordance with clause 2.7(1)(a) and (b) of the Code of Conduct if it is satisfied that -

- (a) the behaviour to which the Complaint relates occurred at a Council or Committee Meeting; and
- (b) either —
  - (i) the behaviour was dealt with by the person presiding at the meeting; or
  - (ii) the Respondent has taken remedial action in accordance with the Shire of Esperance's Standing Orders Local Law 2015

#### 4.3. Finding

A Finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a breach of a requirement of Division 2 of the Code of Conduct.

#### 4.4. Action

In deciding whether to take no further action, or prepare and implement a Plan, the Complaints Committee may consider:

- the nature and seriousness of the breach(es);
- the Respondent's submission in relation to the contravention;
- whether the Respondent has breached the Code of Conduct knowingly or carelessly;
- whether the Respondent has breached the Code of Conduct on previous occasions;
- likelihood or not of the Respondent committing further breaches of the Code of Conduct;
- personal circumstances at the time of conduct;
- need to protect the public through general deterrence and maintain public confidence in Local Government; and
- any other matters which may be regarded as contributing to the conduct or mitigating its seriousness.

#### 4.5. Plan Requirements

The Proposed Plan may include requirements for the Respondent to do one (1) or more of the following:

- engage in mediation;
- undertake counselling;
- undertake training;
- take other action the Complaints Committee considers appropriate (e.g. an apology).

Council Policy  
**Policy #: Code of Conduct Behaviour Complaint**

---

The Proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives expressed in the Code of Conduct.

The Proposed Plan may also outline:

- the actions to be taken to address the behaviour(s);
- who is responsible for the actions;
- any assistance the Local Government will provide to assist achieve the intent of the Plan; and
- a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.

Any requirements identified within a Plan will be arranged by the Shire in accordance with the Elected Member Professional Development Policy once adopted.

..... Policy Ends .....

# Code of Conduct Behaviour Complaint



## Council Members, Committee Members and Candidates

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

#### Behaviour Complaint

Please read the Shire of Esperance's Code of Conduct Behaviour Complaints Policy on our website [www.esperance.wa.gov.au](http://www.esperance.wa.gov.au) before submitting a complaint. This Policy details:

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

To make a valid *Behaviour Complaint*:

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

#### Rules of Conduct Complaint

A *Rules of Conduct Complaint* refers to a breach of the Rules of Conduct outlined in *Division 3* of the Shire of Esperance's Code of Conduct for Council Members and Candidates, including Council Members when acting as a Committee Member. This type of complaint is determined by the Local Government Standards Panel, administered through the Department of Local Government, Sport and Cultural Industries. Further information about Rules of Conduct Complaints may be obtained from:

- Department of Local Government, Sport and Cultural Industries: **(08) 6552 7300** or [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au); OR
- The Shire of Esperance's Rules of Conduct Complaints Officer: **(08) 9071 0621** or [shire@esperance.wa.gov.au](mailto:shire@esperance.wa.gov.au).

#### Need Advice?

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

**Director Corporate & Community Services:**  
**(08) 9071 0693, or [shire@esperance.wa.gov.au](mailto:shire@esperance.wa.gov.au).**

Reviewed 22 April 2021

Behavioural Complaint Form

COR-10

# Behaviour Compliant Form



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

### COMPLAINANT DETAILS

Full Name:

Contact Number:

Residential Address:

Postal Address:

Same as above

Email:

### COMPLAINT DETAILS

Name (Person in breach):

Date Breach Occurred:

Location of Breach:

Position that the person was fulfilling at the time of the breach (please tick):

- Council Member
- Committee Member
- Candidate for Election

Which of the behaviours prescribed in Division 2 of the Shire of Esperance's Code of Conduct do you allege this person has breached? (please tick):

#### Clause 2.2 Personal Integrity

A council member, committee member or candidate —

- (a) must ensure that their use of social media and other forms of communication complies with this code; and
- (b) must only publish material that is factually correct

A council member or committee member —

- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
- (b) must comply with all policies, procedures and resolutions of the local government.

#### Clause 2.3 Relationship with Others

A council member, committee member or candidate —

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

Reviewed 22 April 2021

Behavioural Complaint Form  
COR-10

**Clause 2.4 Council or Committee Meetings**

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

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

**State the full details of the alleged breach.**

.....

.....

.....

.....

.....

.....

.....

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

.....

.....

.....

.....

.....

.....

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

- Yes  No

If yes, please describe the efforts you have made.

.....

.....

.....

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

.....

.....

.....

Reviewed 22 April 2021

Behavioural Complaint Form

COR-10

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

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

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

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

Yes  No

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

.....

.....

.....

.....

\_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date**  
Complainant

**Please submit the completed Behaviour Complaint Form to the Shire of Esperance's Behaviour Complaints Officer:**  
**Mail** - PO Box 507, Esperance WA 6450  
**In Person** - 77 Windich Street, Esperance WA 6450

**COMPLAINT DETAILS**

Entered into CM

**Received by:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date**  
Behaviour Complaints Officer

COR-10 Behavioural Complaint Form Reviewed 22 April 2021



# Statutory Declaration

*Oaths, Affidavits and Statutory Declarations Act 2005*



Must be completed and submitted with the completed Behaviour Complaint Form

I \_\_\_\_\_  
*Insert Name*

\_\_\_\_\_  
*Insert Residential Address*

\_\_\_\_\_  
*Insert Occupation*

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

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

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005* at \_\_\_\_\_  
*Insert Place*

\_\_\_\_\_  
**Signature**  
*Person Making the Declaration*

\_\_\_\_\_  
**Date**

**In the presence of** (See over page for list of authorised witnesses prescribed in the *Oaths, Affidavits and Statutory Declarations Act 2005*):

\_\_\_\_\_  
*Insert Name*

\_\_\_\_\_  
*Qualification as Such a Witness*

\_\_\_\_\_  
**Signature**  
*Authorised Witness*

\_\_\_\_\_  
**Date**

Reviewed 22 April 2021

Behavioural Complaint Form

COR-10

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

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

[s. 12(6)(a)]

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

Reviewed 22 April 2021

Behavioural Complaint Form

COR-10

**Oaths, Affidavits and Statutory Declarations Act 2005**

**Schedule 2** Authorised witnesses for statutory declarations

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

Reviewed 22 April 2021

Behavioural Complaint Form

COR-10

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

Item	Formal description	Informal description
15.	A person who is registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the medical profession.	Doctor
15A.	A person appointed under the <i>Parliamentary and Electorate Staff (Employment) Act 1992</i> section 4(1)(b)(i) or (2)(b)(i)	Electorate officer of a member of State Parliament
16.	A member of the Institution of Engineers, Australia, other than at the grade of student.	Engineer
17.	The secretary of an organisation of employees or employers that is registered under one of the following Acts — <ul style="list-style-type: none"> <li>• <i>Industrial Relations Act 1979</i>;</li> <li>• <i>Workplace Relations Act 1996</i> of the Commonwealth.</li> </ul>	Industrial organisation secretary
18.	A member of the National Insurance Brokers Association of Australia (ACN 006 093 849).	Insurance broker
19.	A Justice of the Peace.	Justice of the Peace
19A.	A person who is a member of the Authority's staff within the meaning given to that term by the <i>Land Information Authority Act 2006</i> section 3.	Landgate officer
20.	An Australian lawyer within the meaning of that term in the <i>Legal Profession Act 2008</i> section 3.	Lawyer
21.	The chief executive officer or deputy chief executive officer of a local government.	Local government CEO or deputy CEO
22.	A member of the council of a local government within the meaning of the <i>Local Government Act 1995</i> .	Local government councillor
23.	A member of the Australasian Institute of Chartered Loss Adjusters (ACN 074 804 167).	Loss adjuster
24.	An authorised celebrant within the meaning of the <i>Marriage Act 1961</i> of the Commonwealth.	Marriage celebrant
25.	A member of either House of Parliament of the State or of the Commonwealth.	Member of Parliament

Reviewed 22 April 2021

Behavioural Complaint Form

COR-10

**Oaths, Affidavits and Statutory Declarations Act 2005**

**Schedule 2** Authorised witnesses for statutory declarations

<b>Item</b>	<b>Formal description</b>	<b>Informal description</b>
25A.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the midwifery profession.	Midwife
26.	A minister of religion registered under Part IV Division 1 of the <i>Marriage Act 1961</i> of the Commonwealth.	Minister of religion
27.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the nursing profession.	Nurse
28.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the optometry profession.	Optometrist
28A.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the paramedicine profession.	Paramedic
29.	A registered patent attorney under the <i>Patents Act 1990</i> of the Commonwealth.	Patent attorney
30.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the physiotherapy profession.	Physiotherapist
31.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the podiatry profession.	Podiatrist
32.	A police officer.	Police officer
33.	The person in charge of an office established by, or conducted by an agent of, Australia Post within the meaning of the <i>Australian Postal Corporation Act 1989</i> of the Commonwealth.	Post office manager
34.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the psychology profession.	Psychologist
35.	A public notary within the meaning of the <i>Public Notaries Act 1979</i> .	Public notary
36.	An officer of the Commonwealth public service.	Public servant (Commonwealth)

Reviewed 22 April 2021

Reviewed

Behavioural Complaint Form

COR-10

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

---

<b>Item</b>	<b>Formal description</b>	<b>Informal description</b>
37.	A person who is employed under the <i>Public Sector Management Act 1994</i> Part 3.	Public servant (State)
38.	The holder of a licence under the <i>Real Estate and Business Agents Act 1978</i> .	Real estate agent
39.	The holder of a licence under the <i>Settlement Agents Act 1981</i> .	Settlement agent
40.	The Sheriff of Western Australia and any deputy sheriff appointed by the Sheriff of Western Australia.	Sheriff or deputy sheriff
41.	A licensed surveyor within the meaning of the <i>Licensed Surveyors Act 1909</i> .	Surveyor
42.	A person registered under the <i>Teacher Registration Act 2012</i> .	Registered teacher
43.	A member, registrar or clerk, or the chief executive officer, of any tribunal of the State or the Commonwealth.	Tribunal officer
44.	A registered veterinary surgeon within the meaning of the <i>Veterinary Surgeons Act 1960</i> .	Veterinary surgeon

---

Reviewed 22 April 2021

Behavioural Complaint Form

COR-10

**Item: 12.3.5**

**Annual Review of the Delegated Authority Register 2021/2022**

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

**File Ref: D21/14941**

**Applicant**

Internal

**Location/Address**

Shire of Esperance

**Executive Summary**

For Council to review its delegations to the Chief Executive Officer and Authorised Persons in accordance with the requirements of Section 5.46(2) of the *Local Government Act 1995*.

**Recommendation in Brief**

That Council endorse the Delegated Authority Register 2021/2022.

**Background**

Section 5.42 of the *Local Government Act 1995* (the Act) provides authority to a local government to delegate to the CEO any of its powers or the discharge of any of its duties under the Act other than those referred to in section 5.43.

Section 5.46(2) requires that at least once every financial year, delegations are to be reviewed by the delegator. Council last reviewed its delegations at the Ordinary Council Meeting 26 May 2020 (Resolution No. O00520-148), and therefore a formal review by Council is now required.

A full copy of the proposed Delegated Authority Register 2021/2022 is attached for the information of Elected Members.

**Officer's Comment**

Whilst section 5.46(2) of the Act requires delegations to be formally reviewed annually, this does not preclude local governments from amending or enabling new delegations on an ad-hoc basis as required throughout the year. During the course of the 2020/2021 financial year the following amendments were made to the register after the full review was completed.

July 2020: Amended Delegation

4.1: *Planning and Development Act 2005* updated section w) of the Function Performed.

February 2021: New Delegation

17.1: *Fines, Penalties and Infringement Notices Enforcement Act 1994*

The purpose of this annual review is for Council to consider its delegations to the Chief Executive Officer and Authorised Persons, and determine their ongoing suitability. Delegations to the CEO are at the discretion of Council. Council may elect to make changes to the delegations, these will be recorded and alterations to the register made accordingly.

There have been changes to the *Local Government Act 1995* that impact the delegations in place from the previous year. This change has impacted the Dog Act, Cat Act and Caravan and Camping Act in that officers are now authorised under s.9.10 of the *Local Government Act 1995* and the power to appoint officers under this section is now given directly to the CEO rather than the Local Government.

It has also been requested that we include the following two new delegations in our register under the *Local Government (Uniform Local Provisions) Regulations 1996*;

- Dangerous excavation in or near public thoroughfare
- Obstruction of footpaths and thoroughfares

Both new delegations have been requested as generally the Planning Scheme does not apply to thoroughfares and public open space for some activities so the delegations provide officers the ability to manage the activities effectively and, if required, take the necessary action to ensure compliance. Both delegations have been developed in line with WALGA templates available and are consistent with delegations that other local governments already have in place.

Please refer to the attachments for a full summary of changes for this year's review.

### **Consultation**

Executive Management Team  
Middle Management Team

### **Financial Implications**

Nil

### **Asset Management Implications**

Nil

### **Statutory Implications**

*Local Government Act 1995*  
*Building Act 2011*  
*Public Health Act 2016*  
*Planning and Development Act 2005*  
*Bush Fires Act 1954*  
*Food Act 2008*  
*Dog Act 1976*  
*Cat Act 2011*  
*Local Government (Miscellaneous Provisions) Act 1960*  
*Land Administration Act 1997*  
*Local Government (Financial Management) Regulations 1996*  
*Local Government (Uniform Local Provisions) Regulations 1996*  
*Caravan Parks and Camping Grounds Act 1995*  
*Health (Miscellaneous Provisions) Act 1911*  
*Health (Asbestos) Regulations 1992*  
*Building Regulations 2012*  
*Fines, Penalties and Infringement Notices Enforcement Act 1994*

### **Policy Implications**

Nil



**Strategic Implications**

Strategic Community Plan 2017 - 2027

*Community Leadership*

A financially sustainable and supportive organisation achieving operational excellence

Provide responsible resource and planning management for now and the future

Corporate Business Plan 2020/21 – 2023/24

Annual Review and update Delegated Authority Register

**Environmental Considerations**

Nil

**Attachments**

A<sub>↓</sub>. Delegated Authority Register 2021/2022 (*Under Separate Cover*)

B<sub>↓</sub>. Summary of Changes

**Officer's Recommendation**

**That Council endorse the proposed *Delegated Authority Register 2021/2022 - Council to Chief Executive Officer & Authorised Persons.***

**Voting Requirement**

**Absolute Majority**

<b><u>Council to Authorised Persons (Register) – Summary of Changes</u></b>			
<b>Old Number</b>	<b>New Number</b>	<b>Delegation</b>	<b>Comment</b>
<i>Local Government Act 1995</i>			
1.1	1.1	Expressions of Interest, Tenders and Pre-qualified Suppliers (s.3.57)	No change
1.2	1.2	Agreement as to payment of rates and service charges (s.6.49)	No change
1.3	Remove	Appoint Authorised Persons (s.9.10)	To be removed, Act has changed, the power to appoint officers is now given directly to CEO under s.9.10
1.4	1.3	Powers of entry (s3.28 & s3.34)	No change
1.5	1.4	Certain provisions about land (s.3.25, s3.26 & s.3.27)	No change
1.6	1.5	Enforcement and legal proceedings (s.9.11, 9.13, 9.16, 9.19, 9.20 & 9.24)	No change
1.7	1.6	Closing certain thoroughfares to vehicles (s.3.50)	No change
1.8	1.7	Declaring a vehicle as an abandoned vehicle wreck (s.3.40A)	No change
1.9	1.8	Acting Chief Executive Officer (s.5.39)	No change
1.1	1.9	Disposing of confiscated or uncollected goods (s.3.47)	No change
1.11	1.1	Disposing of property (s.3.58)	No change
1.12	1.11	Investment of funds (s.6.14)	No change
1.13	1.12	Local government may require lessee to pay rent (s.6.60)	No change

1.14	1.13	Local laws administration (s.3.18)	Amend Council condition vii) under Activities in Thoroughfares and Public Places and Trading Local Law 2016 for clarity
1.15	1.14	Objection to the rate record (s.6.76)	No change
1.16	1.15	Partial closure of thoroughfare for repairs and maintenance (s.3.50A.)	No change
1.17	1.16	Power to remove, impound goods and recover expenses (s.3.39 & s.3.48)	No change
1.18	1.17	Power to write off debts (s.6.12)	Amend Function Performed to remove 'any amount of' as the Council condition limits this amount to \$1,000
1.19	1.18	Rates or service charges recoverable in court (s.6.56)	No change
1.2	1.19	Disposal of sick or injured animals(s.3.47A)	No change
<i>Building Act 2011</i>			
2.1		Appointment of Authorised Persons (s.96 & s.99)	Note s.96 Authorised Person in Power to Delegate section
2.2		Powers pursuant to the Building Act 2011	Remove subsections from s.27, s.62, s.88, s.111 & s.131 for consistency
<i>Public Health Act 2016</i>			
3.1		Appointment of Environmental Health Officer (s.17)	No change
3.2		Designation of Authorised Officers (s.24)	No change
<i>Planning and Development Act 2005</i>			
4.1		General administration powers	Amend value in a) to reflect increased cost of development over last decade

			Amend wording in j) for consistency with CI77(1) of the Deemed Provisions
<i>Bush Fires Act 1954</i>			
5.1		Appointment of Bush Fire Control Officers (s.38)	Amend wording in Council condition to specify Bush Fire Control Officer
5.2		Fire break maintenance (s.33)	No change
5.3		Offences and infringements (s.59 & s.59A)	Include Shire Ranger Team Leader in Power Delegated to section
5.4		Withdrawal of infringements (s.59A)	No change
5.5		Varying prohibited burning times (s.17)	No change
<i>Food Act 2008</i>			
6.1		Appoint Authorised Officers (s.122 & s.126)	No change
6.2		Prohibition orders (s.65, s.66 & s.67)	No change
6.3		Registration of food business (s.110 & s.112)	No change
6.4		Prosecutions (s.125)	No change
<i>Dog Act 1976</i>			
7.1		Appoint Authorised Persons (s.11)	Amend to Appoint Registration Officers only as Authorised Persons are now appointed under s.9.10 of the LG Act
7.2		Keeping of dogs (number of) (s.26)	Remove 'CEO has elected to not sub-delegate this role' from Power to Sub-Delegate section

<i>Cat Act 2011</i>			
8.1	Remove	Appoint Authorised Persons (s.48)	Remove delegation as officers are now appointed under s.9.10 of the LG Act
<i>Local Government (Miscellaneous Provisions) Act 1960</i>			
9.1		Establishing pounds and appointing poundkeepers and Rangers (s.449)	No change
<i>Land Administration Act 1997</i>			
10.1		Care, control and management of Reserves (s.46(2))	No change
<i>Local Government (Financial Management) Regulations 1996</i>			
11.1		Donations (r.12)	Amend Council condition 4) from Director External Services to Director Corporate and Community Services due to restructure
11.2		Payment of accounts (r.12)	No change
<i>Local Government (Uniform Local Provisions) Regulations 1996</i>			
12.1		Permission to have gate across public thoroughfare (r.9)	No change
12.2		Private works on, over, or under public places (r.17)	No change
12.3		Requirement to construct and repair crossing (r.13)	No change
12.4		Dangerous excavation in or near public thoroughfare (r.11)	New delegation
12.5		Obstruction of footpaths and thoroughfares (r.5, r.6, r.7A, r.7)	New delegation

<i>Caravan Parks and Camping Grounds Act 1995</i>			
13.1	Remove	Appointment of Authorised Officers (s.17)	Remove delegation as officers are now appointed under s.9.10 of the LG Act
13.2	13.1	Managing infringement notices (s.23)	Add Shire Ranger Team Leader in the Issue Infringements section  Remove subsection 3 from Withdraw Infringements section as this is an explanatory clause
<i>Health (Miscellaneous Provisions) Act 1911</i>			
14.1		Appointment of Deputies (s.26)	No change
<i>Health (Asbestos) Regulations 1992</i>			
15.1		Appoint Authorised and Approved Officers (r.15D)	No change
<i>Building Regulations 2012</i>			
16.1		Appoint Approved and Authorised Officers (r.70)	Add Coordinator Environmental Health in Power Delegated to section
<i>Fines, Penalties and Infringement Notices Enforcement Act 1994</i>			
17.1		Registration of infringement notice (s.16 & s.22)	Add Development Officer and Administration Officer - Statutory into Power Delegated to section.

**Item: 12.3.6**

**Rate Exemption for Esperance Tjaltjraak Native Title Aboriginal Corporation**

<b>Author/s</b>	Beth O'Callaghan	Manager Financial Services
<b>Authorisator/s</b>	Felicity Baxter	Director Corporate & Community Services

**File Ref: D21/15057**

**Applicant**

Esperance Tjaltjraak Native Title Aboriginal Corporation

**Location/Address**

11a Sheldon Road, Esperance

**Executive Summary**

For Council to consider granting a rates exemption to a property under Section 6.26(2)(g) (Charitable purpose exemption) of the *Local Government Act 1995*.

**Recommendation in Brief**

That Council grant the rate exemptions under Section 6.26(2)(g) of the Local Government Act 1995 for 11a Shelden Road, to:

- a. Esperance Tjaltjraak Native Title Aboriginal Corporation Esperance (Assessment 78345) effective from 1 May 2021 and
- b. Activ Foundation from 1 April 2020 to 30 April 2021.

**Background**

ETNTAC recently wrote to the Shire seeking a rates exemption due to charitable purpose for its property under Section 6.26(2)(g) of the *Local Government Act 1995*. See Attachment A.

ETNTAC has been a registered public benevolent institution since 13 April 2018 and is also endorsed as a Deductible Gift Recipient for the same time, see attachment B.

ETNTAC has purchased 11a Shelden Road, Esperance from the Activ Foundation on 30 April 2021. Previous to this date ETNTAC occupied the premises since 1 April 2020 under a lease with Activ.

The principal objectives of ETNTAC are set out in The Rule Book of Esperance Tjaltjraak Native Title Aboriginal Corporation and include:

- "To promote the relief of poverty, sickness, destitution, serious economic disadvantage, distress, dispossession, suffering and misfortune of the Esperance Nyungar People;
- To protect and promote the laws, culture and traditional rights and interests of the Esperance Nyungar People;"

The Shelden Road property is used by ETNTAC for office facilities for staff who work on various ETNTAC programs; as a meeting place with community and other stakeholders; as a base and depot for ETNTAC rangers and other outdoor staff; and for the storage of equipment and materials.

Activ Foundation had been receiving an exemption of Rates on this property since the 2008 Financial Year. This was last reviewed by officers for eligibility in the 2018 Rate Exemption Review. Due to a lease with ETNTAC the use of the property therefore changed so their previous exemption should again be considered by Council up until the time that ETNTAC had purchased the property

Due to the change in ownership, this application for exemption applies to the period since:

- 1 May 2021 that ETNTAC be granted Rate Exemption under section 6.26 of the Act and
- 1 April 2020 to 30 April 2021 that Activ be granted Rate exemption

### **Officer's Comment**

Section 6.26(2)(g) of the Act provides that "land used exclusively for charitable purposes" is not rateable by a local government. There is no clear definition in the Act as to how this clause should be interpreted and as such there is inconsistencies in the interpretation and application of the charitable land use provisions by local governments. Although there is no clear definition there has been case law and 'general practice' as well as guidance from local government inquiries that can be used as a guide to help local government determine rate exemptions provided under this section of the Act.

An independent inquiry in 2001 was conducted by the Commonwealth into definitional issues relating to charitable, religious and community not-for-profit organisations. This inquiry along with the *WA Charitable Collections Act 1946* assists in defining the term "charitable purpose". Each definition appears to have its origin from the Charitable Uses Act 1601 and the House of Lords case of 1891 which define charitable purpose to include: relief of the aged, impotent and poor, the advancement of education and religion and other purposes of benefit to the community.

Mere ownership of land by a charitable organisation does not in itself bring that land within the scope of Section 6.26(g). It is only where the **use** of the land is for a charitable purpose that the sub-section applies. Accordingly, land in private, as opposed to charitable ownership, could be exclusively used for a charitable purpose. This view was supported in the case of *William Trustees v Inland Revenue Commissioners (1947)* and also more recently where retirement villages are privately owned have been determined to meet the charitable purpose definition.

Legal opinion indicates that payment for services rendered or a profit motive by an institution does not deny that institution of charitable status for rating purposes, provided the profits do not accrue to an individual or non-charitable objects. However, if the charges function to exclude the element of public benefit, then this may be found to be inconsistent with the charity definition.

ETNTAC fits within the charitable purpose definition of "relief of the aged, impotent and poor, the advancement of education and religion and other purposes of benefit to the community". It is common throughout WA local governments that charitable organisations that provide community services are exempt under Section 6.26(2)(g) of the *Local Government Act 1995*.

The use of the property as identified within ETNTAC's application are as follows-

- Office facilities for staff who work on various programs;
- Meeting place with community and other stakeholders;
- Base for ranger program; and
- Storage of equipment and materials used in operations.

These uses are considered to be uses that are consistent with their charitable purpose and therefore meet the definition of "charitable use" under Section 6.26(2)(g).

It is therefore recommended that the Shire of Esperance grants a rates exemption to ETNTAC under Section 6.26(2)(g) of the *Local Government Act 1995* for the property located at 11a Shelden Road, Esperance effective from the lease date of 1 April 2020.

### **Consultation**

Information from the applicants has been received to determine recommendations based upon Case Law and general local government interpretation of the *Local Government Act 1995*.



### **Financial Implications**

There are not adverse financial impacts to granting a rates exemption for this property as rates are currently not being charged as the previous owners, Activ, also had a rate exemption.

### **Asset Management Implications**

Nil

### **Statutory Implications**

Section 6.26(2)(g) of the *Local Government Act 1995*

### **Policy Implications**

Nil

### **Strategic Implications**

Strategic Community Plan 2017 - 2027

*Leadership*

A financially sustainable and supportive organisation achieving operational excellence

Corporate Business Plan 2020/21 – 2024/25

Provide responsible resource and planning management for now and the future.

### **Environmental Considerations**

Nil

### **Attachments**

A<sup>↓</sup>. ETNTAC Request Letter

B<sup>↓</sup>. Charitable Status

### **Officer's Recommendation**

**That Council grant the rate exemptions under Section 6.26(2)(g) of the Local Government Act 1995 for 11a Shelden Road, to:**

- a. **Esperance Tjaltjraak Native Title Aboriginal Corporation Esperance (Assessment 78345) effective from 1 May 2021 and**
- b. **Activ Foundation from 1 April 2020 to 30 April 2021.**

**Voting Requirement**

Simple Majority



Esperance Tjaltjraak Services Pty Ltd  
11A Shelden Road, PO Box 1451,  
Esperance, WA 6450  
(08) 9072 0094

4 May 2021

Mr. Shane Burge  
Chief Executive Officer  
Shire of Esperance  
PO Box 507  
Esperance WA 6450

Dear Shane

**Rate Exemption Application on the Grounds of Charitable Purpose  
11A Shelden Road Chadwick WA 6450 (the property)**

We refer to the attached application and provide the following supporting information.

Esperance Tjaltjraak Native Title Aboriginal Corporation RNTBC (ETNTAC) holds native title for and on behalf of Esperance Nyungar native title holders.

ETNTAC's objectives are set out in its rule book and include:

- *The promotion of the relief of poverty, sickness, destitution, serious economic disadvantage, distress, dispossession, suffering and misfortune of the Esperance Nyungar People; and*
- *To protect and promote the laws, culture and traditional rights and interests of the Esperance Nyungar People.*

(Rule 3).

ETNTAC seeks to manage native title for the benefit of its members and to promote enhanced economic, social, cultural and environmental outcomes for Esperance Nyungar and other First Nation Australians in Esperance. To achieve our objectives, ETNTAC's activities include:

- Providing pathways to meaningful employment opportunities through an Aboriginal Ranger Program and other services;
- Caring for country through environmental protection and rehabilitation works including invasive species management;
- The management of land transferred to ETNTAC by the State of Western Australia. As Esperance Nyungar people have a special connection with their traditional country; land returned to the traditional estate of ETNTAC assist to address Indigenous disadvantage and dispossession by allowing Esperance Nyungar people to maintain a connection to their country and speak for country thereby maintaining their cultural identity and sense of wellbeing;
- The promotion of culture and community connectedness through language and arts projects;
- The delivery of social and community services; and
- Engagement with government in relation to the needs of Aboriginal persons in the region.



Esperance Tjaltjraak Services Pty Ltd  
ABN 28 608 713 293  
11A Shelden Road, Esperance, WA 6450  
PO Box 1451, Esperance, WA 6450  
P 08 9072 0094



As ETNTAC has grown, so has its contribution to the local economy as we have created new jobs and continue to support numerous local businesses in town.

Any surplus from ETNTAC's activities must be applied to its charitable objects. Furthermore, rule 337 of ETNTAC's rule book provides that in the event that ETNTAC is wound up, any surplus must not be distributed to its members, but will be given to another institution in the Esperance region that has similar objectives to ETNTAC.

ETNTAC is registered as a charity with the Australian Charities and Not-for-profits Association and endorsed by the Australian Government as a public benevolent institution with the following charity tax concessions:

- Income tax exemption;
- GST concessions; and
- FBT exemption.

The property

ETNTAC became the registered proprietor of the property on 30 April 2021. It is the only property owned by ETNTAC (or its subsidiaries) with infrastructure such as a building and office facilities.

The property is used exclusively in support of ETNTAC's objectives:

- by providing office facilities for staff who work on our various programs including ensuring that ETNTAC meets its obligations as a registered native title body corporate and those who support our Aboriginal Ranger program;
- as a meeting place with community, and other stakeholders including the Shire of Esperance;
- as a base and depot for our Rangers and other staff to meet at the start and end of each day, and conduct tool-box meetings before heading out to job sites; and
- for the storage of equipment and materials used in our operations.

Thank you for considering this application.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Peter Bednall'.

**Peter Bednall**  
Chief Executive Officer





Australian Government  
Australian Taxation Office



053

ESPERANCE TJALTJRAAK NATIVE TITLE  
ABORIGINAL CORPORATION  
PO BOX 1451  
ESPERANCE WA 6450

Our reference: 7109104735819  
Phone: 1300 130 248  
Client ID: 75 871 386 093

9 November 2018

### Your organisation is endorsed for charity tax concessions

Dear Sir/Madam

We have endorsed your organisation for charity tax concessions and enclose your *Notice of endorsement for charity tax concessions*.

The following details will appear on the Australian Business Register:

- your organisation's endorsement to access charity tax concessions
- the date or period of effect.

You can view the details including the type of charity concessions at [www.abr.business.gov.au](http://www.abr.business.gov.au)

If your organisation has also applied for other endorsements, you will receive separate notification.

#### What you need to do

Your organisation should regularly review its entitlement to charity tax concessions. We recommend a yearly review. If there are any changes (for example, to governing rules, structure or operations) and you are no longer entitled to endorsement, you must notify us before or as soon as possible after the event.

#### For more information

Detailed information on your non-profit entitlements, obligations and how to subscribe to regular updates is available from our website, [www.ato.gov.au/non-profit](http://www.ato.gov.au/non-profit)

You can phone us on **1300 130 248** between 8.00am and 6.00pm, Monday to Friday for help with matters specific to non-profit organisations, including the endorsement process for charities and deductible gift recipients, income tax, goods and services tax (GST) and fringe benefits tax (FBT) concessions.

#### What you need if you phone us

We need to know we are talking to the right person before we can discuss your tax affairs. We will ask for details only you or someone you have authorised would know. An authorised contact is someone who you have previously told us can act on your behalf. It will help if you quote 'Our reference', which you will find at the top of this letter. If you can, please have your Australian business number with you.

Yours faithfully

William Day  
Deputy Commissioner of Taxation



Australian Government  
Australian Taxation Office

9 November 2018

### Notice of endorsement for charity tax concessions

This endorsement notice has been issued to:

Name	<b>ESPERANCE TJALTJRAAK NATIVE TITLE ABORIGINAL CORPORATION</b>
Australian business number	<b>75 871 386 093</b>

**ESPERANCE TJALTJRAAK NATIVE TITLE ABORIGINAL CORPORATION** a registered public benevolent institution, is endorsed to access the following tax concessions from the dates shown:

**Income tax exemption** from **13 April 2018** under Subdivision 50-B of the *Income Tax Assessment Act 1997*.

**GST concessions** from **13 April 2018** under Division 176 of *A New Tax System (Goods and Services Tax) Act 1999*.

**FBT exemption** from **13 April 2018** under section 123C of the *Fringe Benefits Tax Assessment Act 1986*.

As an endorsed public benevolent institution, benefits your organisation provides to its employees are exempt from FBT where the total grossed-up value of certain fringe benefits for each employee during the FBT year is \$30,000 or less.

If the grossed-up value of benefits received by the employees of your organisation exceeds this threshold, your organisation is liable for FBT on the excess amount.

#### Reportable fringe benefits

If the value of certain fringe benefits provided to your organisation's employees exceeds \$2,000 in an FBT year, your organisation is required to record the grossed-up taxable value of those benefits on its employee's payment summary for the corresponding income year. This requirement applies even if your organisation is not liable to pay FBT.

Your organisation's endorsement to access charity tax concessions, together with the date or period of effect, is entered in the public register maintained by the Australian Business Registrar at [www.abr.business.gov.au](http://www.abr.business.gov.au)

Your organisation must notify us in writing if it ceases to be entitled to endorsement.

Chris Jordan  
Commissioner of Taxation  
Registrar of the Australian Business Register



Australian Government  
Australian Taxation Office



053

ESPERANCE TJALTJRAAK NATIVE TITLE  
ABORIGINAL CORPORATION  
PO BOX 1451  
ESPERANCE WA 6450

**Our reference:** 7109104772925  
**Phone:** 1300 130 248  
**ABN:** 75 871 386 093

9 November 2018

### Your organisation is endorsed as a deductible gift recipient

Dear Sir/Madam

We have endorsed your organisation as a deductible gift recipient and enclose your *Notice of endorsement as a deductible gift recipient*.

This endorsement enables your organisation to receive gifts which are tax deductible to donors.

The following details will appear on the Australian Business Register:

- your organisation's endorsement as a deductible gift recipient
- the date or period of effect.

You can view the details at [www.abr.business.gov.au](http://www.abr.business.gov.au)

If your organisation has also applied for other endorsements, you will receive separate notification.

#### What you need to do

Your endorsement was based on the information you gave us. Your organisation should regularly review its endorsement as a deductible gift recipient. We recommend a yearly review. If there are any changes (for example, to governing rules, structure or operations) and you are no longer entitled to endorsement, you must notify us before or as soon as possible after the event.

#### For more information

You can find out more about your non-profit entitlements, obligations and how to subscribe to regular updates on our website, [www.ato.gov.au/non-profit](http://www.ato.gov.au/non-profit) If you have any questions about matters specific to non-profit organisations, please phone us on **1300 130 248** between 8.00am and 6.00pm, Monday to Friday.

#### What you need if you phone us

We need to know we are talking to the right person before we can discuss your tax affairs. We will ask for details only you or someone you have authorised would know. An authorised contact is someone who you have previously told us can act on your behalf. It will help if you quote 'Our reference' which you will find at the top of the letter. If you can, please have your Australian business number with you.

Yours faithfully

William Day  
Deputy Commissioner of Taxation



Australian Government  
Australian Taxation Office

9 November 2018

### Notice of endorsement as a deductible gift recipient

Endorsement as a deductible gift recipient under Subdivision 30-BA of the *Income Tax Assessment Act 1997* is provided as detailed below.

Name	ESPERANCE TJALTJRAAK NATIVE TITLE ABORIGINAL CORPORATION
Australian business number	75 871 386 093
Endorsement date of effect	13 April 2018
Provision for gift deductibility	Item 1 of the table in section 30-15 of the <i>Income Tax Assessment Act 1997</i>
Item(s) in Subdivision 30-B of the Income Tax Assessment Act 1997	4.1.1 registered public benevolent institution

Your organisation's endorsement as a deductible gift recipient together with the date or period of effect, is entered in the public register maintained by the Australian Business Registrar at [www.abr.business.gov.au](http://www.abr.business.gov.au)

Your organisation must notify us in writing if it ceases to be entitled to endorsement.

Chris Jordan  
Commissioner of Taxation and  
Registrar of the Australian Business Register

**Item: 12.3.7**

**Lease Area Adjustment - Rotary Club**

<b>Author/s</b>	Sarah Walsh	Coordinator Governance & Corporate Support
<b>Authorisior/s</b>	Felicity Baxter	Director Corporate & Community Services

**File Ref: D21/15118**

**Applicant**

Rotary Club of Esperance Inc

**Location/Address**

Portion Lot 501 (26) Effie Turner Drive Chadwick.



**Executive Summary**

For Council to consider amending the lease area for the Rotary Club of Esperance Inc for portion of Lot 501 Effie Turner Drive, Chadwick.

**Recommendation in Brief**

That Council amend the lease area for the Rotary Club of Esperance Inc for portion of Lot 501 Effie Turner Drive, Chadwick.

**Background**

The current lease with the Rotary Club of Esperance Inc has been in place since April 2009. The premises is used by the Club as a clubrooms and also to house their items including their food van and carousel along with various items from other community groups in Esperance.

The Club has requested to expand their lease area to capture an area to the north of the building where the building's leach drains are located and an area to the east to allow for potential extensions to their current building in future. The adjusted plan is available in the Attachment to this report.

**Officer's Comment**

Discussion with officers has not identified any concerns with this proposal being approved, although it was noted that the Rotary would need to submit relevant planning/building applications for any extensions that are proposed on the site in future.



The Esperance Men in Sheds group has been contacted with regard to the proposal as their lease area is adjacent to the Rotary's lease area. Men in Sheds have advised that they have no concerns with the Rotary's lease area being extended.

### **Consultation**

Manager Strategic Planning and Land Projects  
Manager Asset Planning  
Coordinator Environmental Health  
Coordinator Building Services  
Compliance Officer  
Rotary Club of Esperance Inc  
Esperance Men in Sheds

### **Financial Implications**

Lease variation fee of \$215 Inc GST

### **Asset Management Implications**

Nil

### **Statutory Implications**

*Local Government Act 1995* – s3.58 Disposing of Property

### **Policy Implications**

COR 004: Building and Property Leases

### **Strategic Implications**

Strategic Community Plan 2017 - 2027

*Growth and Prosperity*

Esperance is seen as a destination of choice to live and work

Promote the Esperance lifestyle using environmental, built, cultural and social assets

Corporate Business Plan 2020/21 – 2024/25

Manage Shire Leases and Insurance

### **Environmental Considerations**

Nil

### **Attachments**

A<sup>1</sup>. Request for Lease Area Extension - Rotary Club

### **Officer's Recommendation**

**That Council, subject to Department of Lands' approval;**

- 1. Extend the lease area for the Rotary Club of Esperance Inc lease for portion of Lot 501 Effie Turner Drive as shown in the Attachment to this report; and**
- 2. Lease variation fee of \$210 Inc GST being payable.**

**Voting Requirement**

Simple Majority

## Sarah Walsh

---

**From:** Rob Gurney <eaglecourt@hotmail.com>  
**Sent:** Friday, 30 April 2021 4:39 PM  
**To:** Sarah Walsh  
**Cc:** bcolliver@bigpond.com  
**Subject:** RE: Rotary Club Lease- Simpson Street Shed Site

Hello Sarah,

Finally, just confirming I have today hand delivered a sketch map of the proposed lease area boundary alteration we seek to support our original approach in 2019, concurrent with the lease renewal. I have also marked the approximate location of the leach drains. As you can see we wish to include them in the boundary alteration. We hope the plan is sufficient for you to move our request forward by obtaining Council's approval in principle to the change. I assume that a formal survey of the revised boundaries will be required to establish new measurements for an amended diagram of the leased area.

Our original request in 2019 anticipated future expansion over time to accommodate other community groups resources and assets.

We are now in the process of having plans prepared to cost a substantial extension to our premises in an easterly direction, having received several expressions of interest from others to house assets in the shed, but there is insufficient space in the existing structure.

On a matter of new business, we note the renewal of our lease in 2019 made no accommodation for continuance beyond expiry in 2029 and therefore respectfully request an option for a right of renewal be granted by Council to the Rotary Club of Esperance (Inc) in letters of record. This will provide the Club with some confidence to proceed with the aforementioned extensions assuming funding can be achieved.

Please do not hesitate if we can assist with further information should it be required.

Kind Regards

Rob Gurney  
International Director  
Rotary Club of Esperance (Inc)

---

**From:** Sarah Walsh <Sarah.Walsh@esperance.wa.gov.au>  
**Sent:** Thursday, 15 April 2021 12:04 PM  
**To:** Rob Gurney <eaglecourt@hotmail.com>  
**Subject:** RE: Rotary Club Lease

Thanks Rob,

I don't have record of any other lease and can't see that a lease amendment has been put to Council for this.

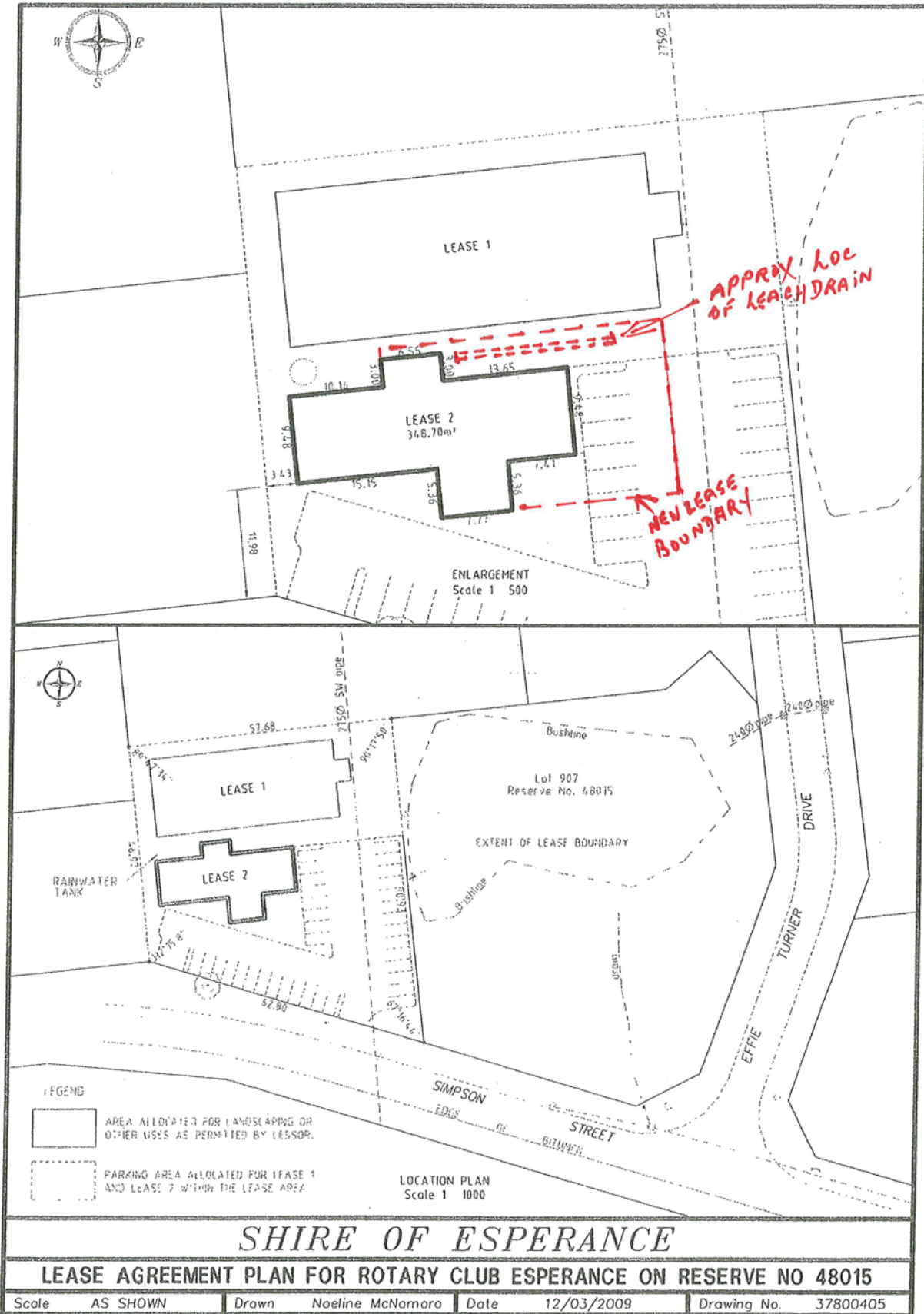
I have found the attached email between myself and John requesting further information regarding extension of land from April 2019, however I can't see that I received a response to this.

I've also attached the minutes I was provided which relate to this for your reference.

Should you have any queries, please let me know.

Kind Regards,

Sarah Walsh



## **12.4 EXECUTIVE SERVICES**

### **Item: 12.4.1**

#### **Information Bulletin - April 2021**

<b>Author/s</b>	Sofie Hawke	Trainee Administration Assistant - Executive Services
<b>Authorisator/s</b>	Shane Burge	Chief Executive Officer

**File Ref: D21/14711**

#### **Applicant**

Internal

#### **Strategic Implications**

Strategic Community Plan 2017 - 2027

##### *Leadership*

Work together to enhance trust, participation and community pride

Actively engage and communicate with the community to ensure informed decision making

#### **Attachments**

- A↓. Information Bulletin - April 2021
- B↓. Corporate Performance Report - April 2021 (*Under Separate Cover*)
- C↓. Delegations Discharge – Corporate Resources
- D↓. Congratulations Letter - Minister for Local Government; Heritage; Culture and the Arts

#### **Officer's Recommendation**

**That Council accepts:**

- 1. Information Bulletin - April 2021**
- 2. Corporate Performance Report – April 2021**
- 3. Delegations Discharge - Corporate Resources**
- 4. Congratulations Letter - Minister for Local Government; Heritage; Culture and the Arts**

**Voting Requirement**                      Simple Majority



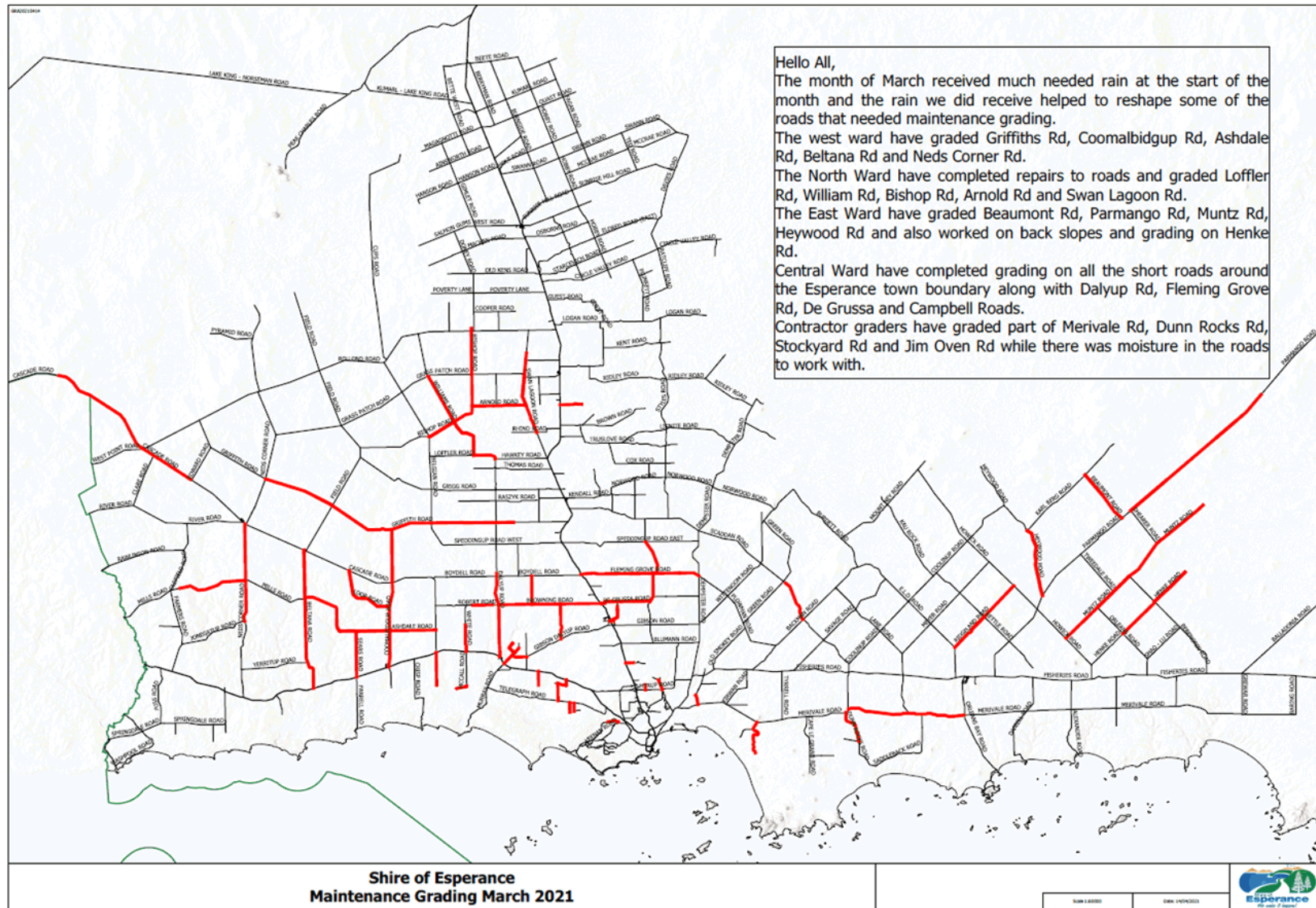
---

## INFORMATION BULLETIN

### ORDINARY COUNCIL MEETING

April 2020

we make it happen



Shire of Esperance

Building Applications Approved from 30 March 2021 to 30 April 2021

Building Permits

Approval Date	Permit Number	Name & Address of Owner	Builder Name & Address	Reg No	Situation of Building	Type of Work	Materials of External Walls	Roof Covering	Main Material of Floor	No of Buildings	Floor Area Sq.M	Cost \$ Excluding Land
21/04/2021	16660		T W Green 32 Gull Street ESPERANCE WA 6450		Lot: 118 Pln: 214636 10 Alana Road GIBSON	Patio 51m2		Steel	Concrete	1	51.0	18,000.00
15/04/2021	17491		C McLean-Smith 165 Meljimup Road MYRUP WA 6450		Lot: 4 Pln: 54655 31 Stearne Road MONJINGUP	Dwelling 170m2 With Alfresco & Water Tank - Amendment	Steel	Steel	Timber	1	170.0	
31/03/2021	17685		Q Design & Construct Pty Ltd Goodwood Parade Burswood WA 6100	14237	Lot: 9003 Pln: 75537 139 Sims Street CHADWICK	Bulk Storage Building 5200m2 - To Completion - Stage 4	Steel	Steel	Other	1	42696.0	3,665,983.00
01/04/2021	17693		Drake-Brockman Building and Construction Pty Ltd 201 Beech Street CASTLETOWN WA 6450	BC101783	Lot: 44 Pln: 21055 217 Helms Drive PINK LAKE	Alfresco Area and Carport 118.1m2	Timber	Steel	Concrete	1	63.0	19,000.00
						Alfresco Area and Carport 118.1m2	Timber	Steel	Concrete	1	56.0	19,000.00
01/04/2021	17696		Boord Building Company PO Box 10379 KALGOORLIE WA 6430		Lot: 586 D: 57936 6 Douglas Street CASTLETOWN	Patio Addition to Dwelling 38.94m2	Steel	Steel	Concrete	1	39.0	8,500.00
19/04/2021	17700		WA Country Builders 96-102 Stirling Terrace ALBANY WA 6330	BC11422	Lot: 186 Pln: 1376 52 Burton Road CASTLETOWN	Dwelling & Carport 144.69m2 Plus Retaining Wall	Brick, double	Steel	Concrete	1	145.0	242,999.00
19/04/2021	17701		WA Country Builders 96-102 Stirling Terrace ALBANY WA 6330	BC11422	Lot: 187 Pln: 1376 54 Burton Road CASTLETOWN	Dwelling & Carport 144.69m2 Plus Retaining Wall	Brick, double	Steel	Concrete	1	145.0	242,341.00
01/04/2021	17711		McMahon's Building & Construction 88 Norseman Road CHADWICK WA 6450	BC103541	S/L: 38 S/P: 60076 38/65 Merivale Road MYRUP	Class 10a Private Hangar with Workshop 500m2 and 50,000LT Water Tank	Steel	Steel	Concrete	1	500.0	216,222.00
01/04/2021	17714		Drake-Brockman Building and Construction Pty Ltd 201 Beech Street CASTLETOWN WA 6450	BC101783	Lot: 248 Pln: 69443 10 Asken Turn BANDY CREEK	Dwelling - Single 352m2	Brick, veneer	Steel	Concrete	1	352.0	438,500.00
01/04/2021	17715		C J Mansell 16 Cabble Close CASTLETOWN WA 6450		Lot: 63 Pln: 13851 3 Young Place NULSEN	Carport 34m2		Steel	Concrete	1	34.0	5,000.00
01/04/2021	17716		Drake-Brockman Building and Construction Pty Ltd 201 Beech Street CASTLETOWN WA 6450	BC101783	Lot: 239 Pln: 69443 28 Asken Turn BANDY CREEK	Dwelling - Single 368m2	Brick, double	Steel	Concrete	1	368.0	483,625.00
01/04/2021	17721		G R MacKenzie 18 Walker Street WEST BEACH WA 6450		Lot: 8 Pln: 2450 18 Walker Street WEST BEACH	Freestanding Carport 24m2	Steel	Steel	Concrete	1	24.0	3,000.00
19/04/2021	17722		J L Hall 12 Treasure Road SINCLAIR WA 6450		Lot: 159 Pln: 12626 12 Treasure Road SINCLAIR	Shed - Stage Two - Complete Shed 128m2	Steel	Steel	Concrete	1	128.0	19,990.00
15/04/2021	17730		Tim Green Construction 32 Gull Street ESPERANCE WA 6450	BC103055	Lot: 806 Pln: 52175 21 Cannes Parade CASTLETOWN	Shed 72m2	Steel	Steel	Concrete	1	72.0	29,688.00
01/04/2021	17731		KGT Nominees T/As Timmins and Timmins Building Contractors 4 Hill Street CHADWICK WA 6450	BC101749	Lot: 1 D: 25679 46 Dempster Street ESPERANCE	Two Storey Dwelling, Single Storey Dwelling, Retaining Walls & Masonry	Brick, veneer	Steel	Concrete	1	219.0	541,000.00

Shire of Esperance

Building Applications Approved from 30 March 2021 to 30 April 2021

Building Permits

Approval Date	Permit Number	Name & Address of Owner	Builder Name & Address	Reg No	Situation of Building	Type of Work	Materials of External Walls	Roof Covering	Main Material of Floor	No of Buildings	Floor Area Sq.M	Cost \$ Excluding Land
06/04/2021	17733		Drake-Brockman Building and Construction Pty Ltd 201 Beech Street CASTLETOWN WA 6450	BC101783	Lot: 19 Pln: 1376 30 Easton Road CASTLETOWN	Dwelling - Single 284m2	Brick, veneer	Steel	Concrete	1	284.0	359,000.00
06/04/2021	17734		Drake-Brockman Building and Construction Pty Ltd 201 Beech Street CASTLETOWN WA 6450	BC101783	Lot: 271 Pln: 69443 13 Asken Turn BANDY CREEK	Dwelling - Single 231m2	Brick, double	Steel	Concrete	1	231.0	250,000.00
21/04/2021	17735		Drake-Brockman Building and Construction Pty Ltd 201 Beech Street CASTLETOWN WA 6450	BC101783	Lot: 519 Pln: 411482 16 Mississippi Bend PINK LAKE	Shed 144m2	Steel	Steel	Concrete	1	144.0	59,392.00
30/04/2021	17736		GMNeville 18 Alexander Drive CASTLETOWN WA 6450		Lot: 866 Pln: 46112 18 Alexander Drive CASTLETOWN	Pool - Private & Associated Fencing 26.79m2	Aluminium		Timber	1	27.0	3,500.00
30/04/2021	17737		A L Dhue 15 Dauphin Crescent CASTLETOWN WA 6450		Lot: 239 Pln: 69443 28 Asken Turn BANDY CREEK	Shed 63m2	Other	Other	Concrete	1	63.0	15,000.00
07/04/2021	17739		A O Brett 29 Mitchell Street CASTLETOWN WA 6450		Lot: 426 Pln: 54744 12 Mayfield Place PINK LAKE	Patio Addition 94m2		Steel	Timber	1	94.0	14,600.00
23/04/2021	17740		Drake-Brockman Building and Construction Pty Ltd 201 Beech Street CASTLETOWN WA 6450	BC101783	Lot: 723 Pln: 180797 23 Twilight Beach Road WEST BEACH	Shed 121.8m2 and Retaining Wall	Steel	Steel	Concrete	1	122.0	19,000.00
						Shed 121.8m2 and Retaining Wall			Concrete	1		5,150.00
13/04/2021	17741		Shire of Esperance Windich Street ESPERANCE WA 6450		Lot: 124 Pln: 171863 Coolgardie-Esperance Highway SALMON GUMS	Replica Water Tank and Jarrah Stand 35m2			Concrete	1	35.0	19,200.00
08/04/2021	17745		Glenkindie Pty Ltd PO Box 2272 ESPERANCE WA 6450		Lot: 78 Pln: 10893 14 Scanlon Street CHADWICK	Fit-Out (Commercial)	Steel	Steel	Concrete	1		13,000.00
07/04/2021	17746		WA Country Builders 96-102 Stirling Terrace ALBANY WA 6330	BC11422	Lot: 56 Pln: 1853 13 Irene Street CASTLETOWN	Dwelling with Verandah & Porch 278.73m2	Brick, double	Steel	Concrete	1	279.0	439,146.00
13/04/2021	17747		Drake-Brockman Building and Construction Pty Ltd 201 Beech Street CASTLETOWN WA 6450	BC101783	Lot: 241 Pln: 69443 24 Asken Turn BANDY CREEK	Dwelling - Single 263m2	Brick, veneer	Steel	Concrete	1	263.0	250,000.00
21/04/2021	17748		Drake-Brockman Building and Construction Pty Ltd 201 Beech Street CASTLETOWN WA 6450	BC101783	Lot: 78 Pln: 9741 23 Shelden Road CHADWICK	Repairs to Existing with Roof Change, Floor Plan Modifications & Veran	Brick, veneer	Steel	Concrete	1		70,000.00
19/04/2021	17750		KJ Norton Building Company 5 Kiwi Close CASTLETOWN WA 6450	BC9566	Lot: 64 Pln: 57159 11 Hastings Crescent CASTLETOWN	Dwelling with Alfresco & Internal Access Garage 252.28m2	Brick, veneer	Steel	Concrete	1	252.0	277,505.00
15/04/2021	17751		M C Henley 6 Jehu Street ESPERANCE WA 6450		Lot: 83 Pln: 10893 4 Scanlon Street CHADWICK	Occupancy Permit - Class 6/8 Mechanical Workshop Addition 68.75m2	Steel	Steel	Concrete	1		



**Shire of Esperance**

**Building Applications Approved from 30 March 2021 to 30 April 2021**

**Building Permits**

Approval Date	Permit Number	Name & Address of Owner	Builder Name & Address	Reg No	Situation of Building	Type of Work	Materials of External Walls	Roof Covering	Main Material of Floor	No of Buildings	Floor Area Sq.M	Cost \$ Excluding Land
28/04/2021	17753		Drake-Brockman Building and Construction Pty Ltd 201 Beech Street CASTLETOWN WA 6450	BC101783	Lot: 52 Pln: 919 104 Dempster Street ESPERANCE	Occupancy Permit Dolls Museum Class 9b	Steel	Steel	Concrete	1		
23/04/2021	17756		Greg Horan Construction Pty Ltd Lot 9 Connolly Street PINK LAKE WA 6450	14356	Lot: 302 D: 41314 53 The Esplanade ESPERANCE	Addition of Partition Wall, Fire Extinguisher, Signage - Class 5	Other		Concrete	1		14,000.00
29/04/2021	17757		J.L Stewart Address Unknown	OB1007912	Lot: 7 Pln: 21522 Melijinup Road MYRUP	Dwelling - Ancillary Accommodation 122m2	Fibre Cement	Steel	Concrete	1	78.0	110,000.00
29/04/2021	17760		B D Partington Building Contractors 7 Orr Street WEST BEACH WA 6450	BC101607	Lot: 1 Pln: 1338 67 The Esplanade ESPERANCE	2 Storey Dwelling with attached Class 5 Office (Stage 2) 442m2	Brick, veneer	Steel	Concrete	1	442.0	900,000.00
									<b>Total number of Building Permits:</b>		<b>33</b>	<b>\$8,771,341.00</b>
									<b>Total number of Licences/Certificates Reported:</b>		<b>33</b>	<b>\$8,771,341.00</b>

I certify to the best of my knowledge and belief, the particulars given in this return are a true and complete record of proposed building operations known to this local authority.  
Coordinator Building Services – Date: 04/05/2021

Shire of Esperance

Building Applications Approved from 30 March 2021 to 30 April 2021

Building Permits

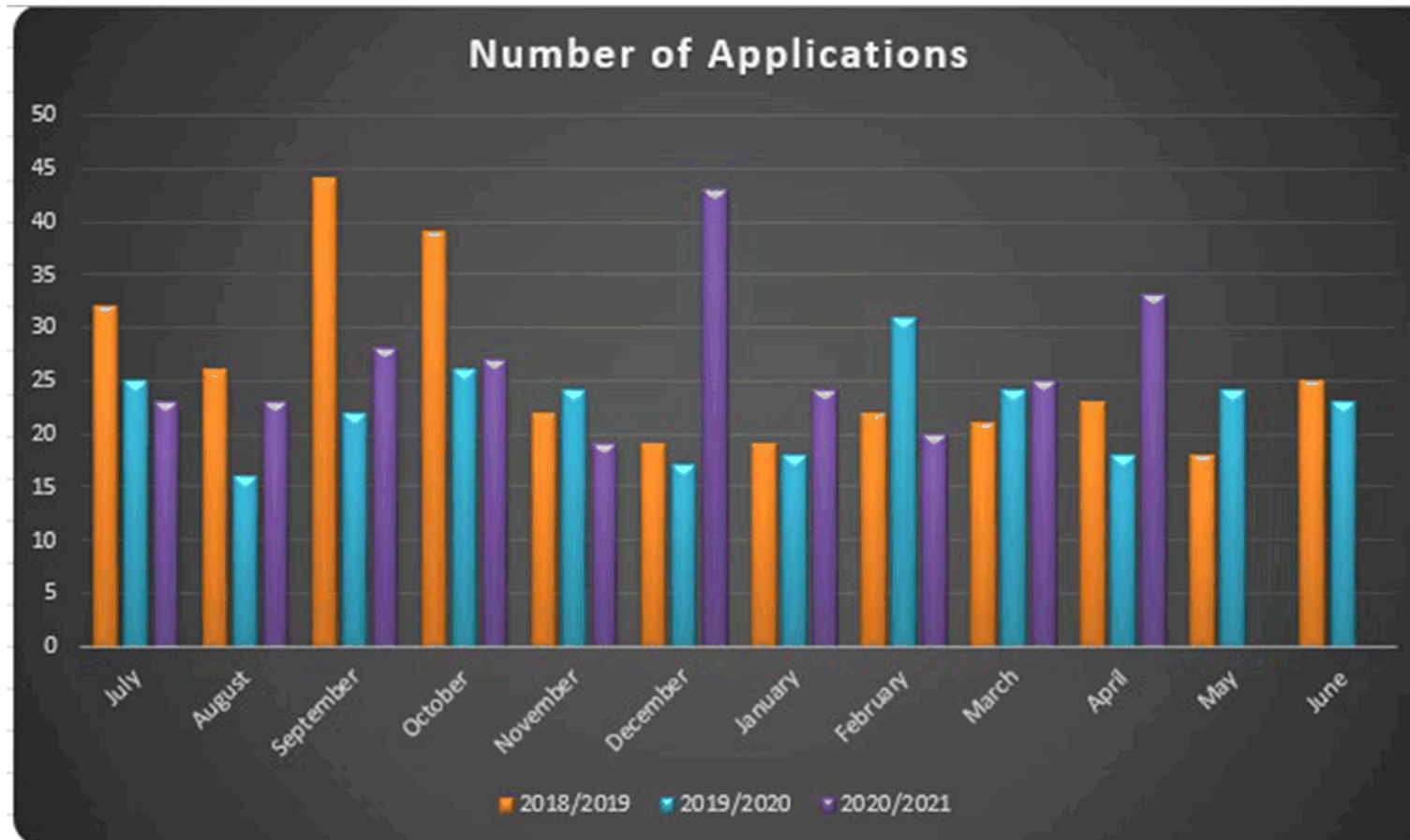
Building Statistics April 2021

Monthly Building Statistics 2020 - 2021																		
Month	August		September		October		November		December		January		February		March		April	
Classification	Work	Num	Num	Value	Num	Value	Num	Value	Num	Value	Num	Value	Num	Value	Num	Value	Value	
1) Dwelling	New	1	4	\$1,548,243	7	\$1,902,605	4	\$1,439,295	8	\$2,740,358	5	\$1,854,466	7	\$2,836,108	3	\$1,089,264	12	\$4,534,116
	Alter	3	4	\$1,135,000	3	\$78,293	3	\$633,583	1	\$0	3	\$27,000			3	\$214,766	2	\$70,000
	Demo								1	\$27,500	2	\$61,000			1	\$10,000		
	Unauth				1	\$18,000												
2) Two or more sole occupancy Units	New																	
	Alter																	
	Demo																	
	Unauth																	
3) Residential Building	New																	
	Alter																	
	Demo																	
	Unauth																	
4) Caretakers Dwelling	New																	
	Alter																	
	Demo																	
	Unauth																	
5) Office Building	New	1							1	\$0								
	Alter	1			1	\$11,000	1	\$65,000	1	\$130,000							1	\$14,000
	Demo																	
	Unauth																	
6) Retail	New														1	\$0		
	Alter		1	\$16,500			1	\$368,000	2	\$630,137	1	\$16,500	1	\$160,000	1	\$14,700		
	Demo								1	\$5,000								
	Unauth				1	\$18,500												
7) Carpark or Storage	New	1			1	\$5,000	1	\$0	2	\$0	2	\$55,000	3	\$2,079,396	1	\$230,000	1	\$3,665,983
	Alter																	
	Demo							1	\$34,760									
	Unauth																	
8) Laboratory/ Workshop	New		1	\$150,000	1	\$120,000	2	\$0							1	\$520,000	1	\$13,000
	Alter				1	\$3,000			2	\$224,282							1	\$0
	Demo																	
	Unauth																	
9) Health-care, Assembly or Aged care Building	New		1	\$0					2	\$0	1	\$0					1	\$0
	Alter																	
	Demo																	
	Unauth								1	\$5,000								
10) Non-habitable	New	7	12	\$1,507,100	7	\$122,790	3	\$103,000	14	\$460,929	6	\$204,600	4	\$66,700	11	\$180,700	8	\$370,152
	Alter	7	4	\$32,000	4	\$55,900	3	\$25,000	4	\$64,000	4	\$30,448	4	\$76,994	1	\$10,000	6	\$104,090
	Demo																	
	Unauth	2	1	\$500					3	\$18,500			1	\$5,000	2	\$20,000		
<b>SUB TOTAL</b>	<b>21</b>	<b>27</b>	<b>\$4,388,843</b>	<b>25</b>	<b>\$2,298,188</b>	<b>19</b>	<b>\$2,668,638</b>	<b>39</b>	<b>\$4,282,206</b>	<b>24</b>	<b>\$2,249,014</b>	<b>19</b>	<b>\$5,219,198</b>	<b>23</b>	<b>\$2,269,430</b>	<b>33</b>	<b>\$8,771,341</b>	
Unauthorised TOTAL	2	1	\$500	2	\$36,500	0	\$0	4	\$23,500	0	\$0	1	\$5,000	2	\$20,000	0	\$0	
<b>Totals</b>	<b>23</b>	<b>28</b>	<b>\$4,389,343</b>	<b>27</b>	<b>\$2,334,688</b>	<b>19</b>	<b>\$2,668,638</b>	<b>43</b>	<b>\$4,305,706</b>	<b>24</b>	<b>\$2,249,014</b>	<b>20</b>	<b>\$5,224,198</b>	<b>25</b>	<b>\$2,289,430</b>	<b>33</b>	<b>\$8,771,341</b>	

**Shire of Esperance**

**Building Applications Approved from 30 March 2021 to 30 April 2021**

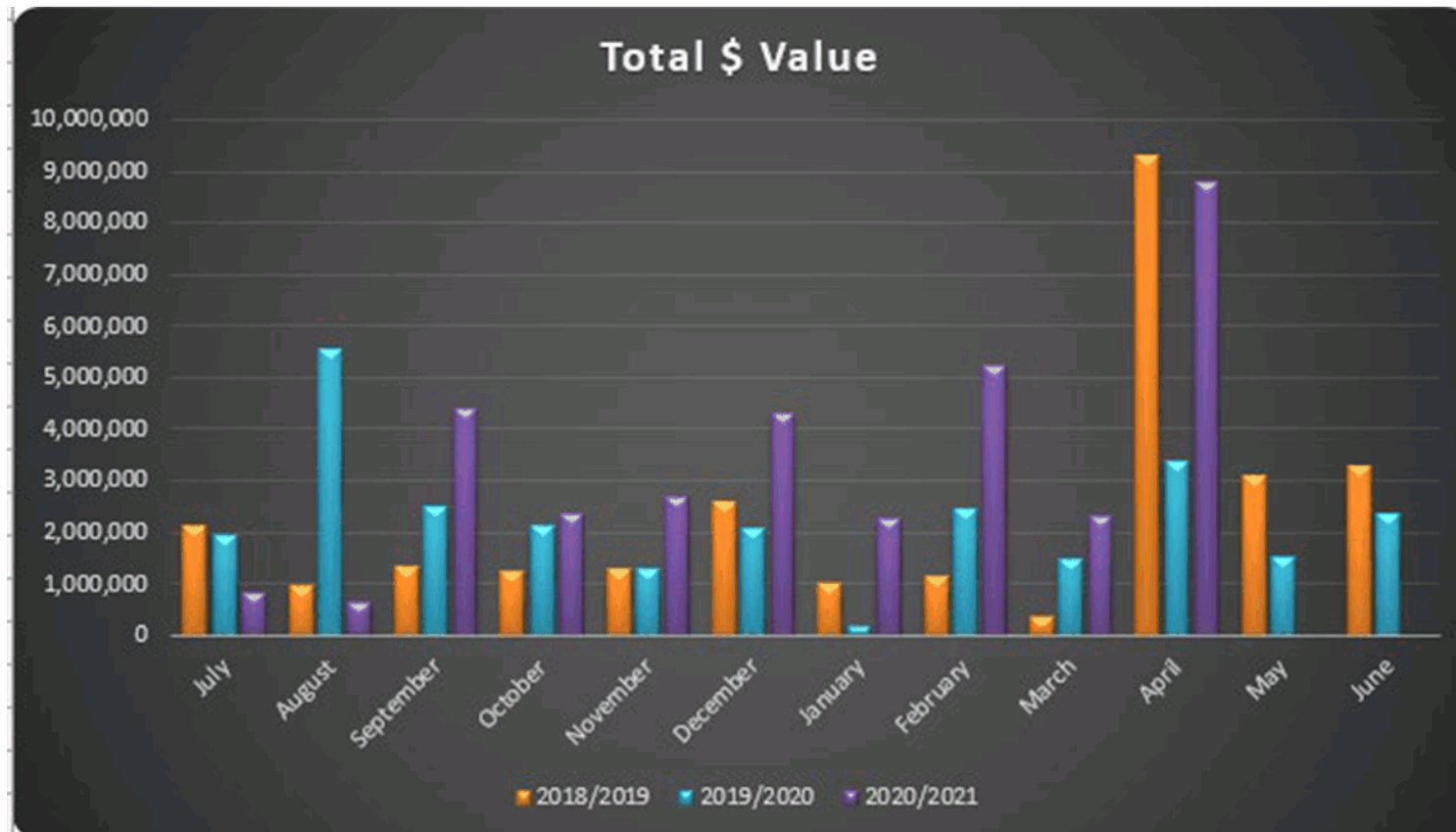
**Building Permits**



**Shire of Esperance**

**Building Applications Approved from 30 March 2021 to 30 April 2021**

**Building Permits**

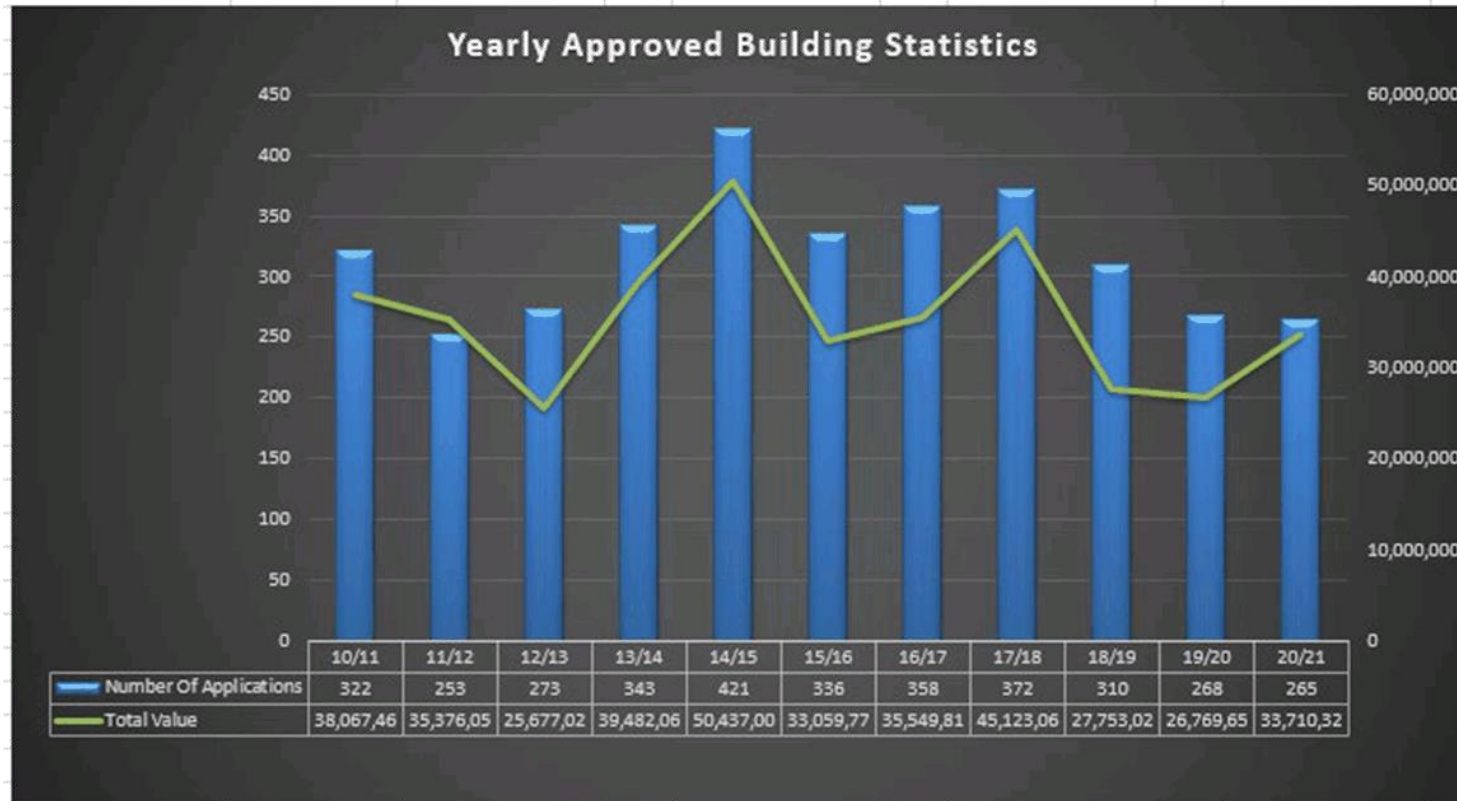




**Shire of Esperance**

**Building Applications Approved from 30 March 2021 to 30 April 2021**

**Building Permits**



Register - Delegations Discharge - Corporate Resources

Instrument of Delegation Number - D13/13348

Delegated Authority	Date Exercised	Details	How Authority was exercised or duty discharged	Amount	Person/groups, not part of Council and Committees, directly affected	Authorised Person
1.4 - Agreement to payment of rates & charges	16/04/2021	Payment plan to pay rates by 24/12/21	Payment arrangement		A/36731	Shane Burge
1.4 - Agreement to payment of rates & charges	21/04/2021	Payment plan to pay rates by 10/06/21	Payment arrangement		A/12534	Tamsen Kirby
1.4 - Agreement to payment of rates & charges	3/05/2021	Payment plan to pay rates by 16/7/21	Payment arrangement		A/11817	Shane Burge



**Hon David Templeman MLA**  
**Minister for Tourism; Culture & the Arts; Heritage**

Our ref: 66-15505

Cr Ian Mickel JP  
President  
Shire of Esperance  
[ian.mickel@esperance.wa.gov.au](mailto:ian.mickel@esperance.wa.gov.au)

Dear Cr Mickel

I am writing to congratulate you on the recent opening of the replacement Esperance Tanker Jetty.

This has been a project long in the making, with many challenges along the way. Its success is down to the enthusiasm and support of the Esperance community and the commitment of the Shire to see it through. I trust that both the community and Council are pleased with the new jetty and will enjoy making use of it.

I would also like to congratulate you on the opening ceremony for the jetty, particularly the opportunity for a select group of lucky locals to be the first to walk on it, including former Shire President Victoria Brown, and for Ms Phyllis Smythe's help cutting the ribbon.

It is very encouraging that the cultural heritage significance of this important State Registered Place has been conserved in the new form, fabric and structure of the jetty, and that the historical and social values are maintained through interpretation and the use of some of the original jetty timbers.

I look forward to the opportunity to walk on the jetty when I am next in Esperance.

Yours sincerely

**HON DAVID TEMPLEMAN MLA**  
**MINISTER FOR HERITAGE**

**6 MAY 2021**



**Item: 12.4.2**

**Communications & Engagement Strategy 2021-2024**

**Author/s** Serena Shaddick Manager Marketing & Communications

**Authoriser/s** Shane Burge Chief Executive Officer

**File Ref: D21/14988**

**Applicant**

Internal

**Location/Address**

Not Applicable

**Executive Summary**

For Council to consider adopting the Communications & Engagement Strategy 2021-2024.

**Recommendation in Brief**

That Council adopt the Communications & Engagement Strategy 2021-2024.

**Background**

As instructed by Council and subsequent to CEO KPI's, a Communications & Engagement Strategy for the Shire of Esperance has been developed - with the overarching aim of creating better communication linkages between the Shire and the community.

This Strategy has been created in-house by the Shire's Marketing & Communications team. It was produced after researching current best practice methods, consultation with different stakeholders, conversations with various other local governments around Australia, in depth analysis of past community scorecard results, and two workshop feedback sessions with local elected Councilors.

**Officer's Comment**

This strategy outlines the different service offerings and approaches the Shire of Esperance will take to ensure proactive and positive information sharing across all our audiences. It is a four year document, which will be reviewed annually to ensure the actions and goals remain relevant and contemporary in a rapidly changing communications environment.

The document highlights the Shire's main organisational values along with core communication aims, and five key strategic communication goals. To help direct our specific engagement approaches, we've grouped 'communications' into 6 focus areas.

- Let's Chat – Community Engagement
- Let's Communicate – External Communications
- Let's Promote – Marketing & Public Relations
- Let's Connect – Digital & Online Communities
- Let's Create – Graphic Design
- Let's Inform – Media

To demonstrate that the Shire of Esperance are prioritising communicating and engaging with the community, measurable actions have been set and will be reviewed regularly to ensure there is continual organisational progress and improvement.

Option One:

That Council adopts the Communications & Engagement Strategy 2021-2024.

Option Two:

That Council request the CEO review and then re-present the Communications & Engagement Strategy 2021-2024 at a later date.

**Consultation**

33 various different local governments throughout Australia  
Local Government Professionals (LG Pro) Communications Network Committee WA  
Western Australian Local Government Association (WALGA)  
Mary Bidstrup, Governance & Corporate Reporting Officer, Shire of Esperance  
April 2021 Briefing Session with Council  
January 2021 Workshop with Council

**Financial Implications**

The financial implications arising from this report are the possible allocation of funds towards the creation of a Shire Marketing & Branding Strategy before July 2022.

**Asset Management Implications**

Nil

**Statutory Implications**

Nil

**Policy Implications**

The Community & Engagement Strategy 2021-2024 emanates from the Shire of Esperance's Community Engagement Policy.

**Strategic Implications**

Strategic Community Plan 2017 - 2027

*Leadership*

L1: Community confidence and trust in Council  
Encourage community participation and insight into activities and decision  
L4: Work together to enhance trust, participation and community pride  
Actively engage and communicate with the community to ensure informed decision making

Corporate Business Plan 2020/21 – 2024/25

L3: Foster a culture of innovation  
Develop an organization Marketing and Branding Strategy  
L4: Actively engage and communicate with the community to ensure informed decision making Manage Media Relations  
Develop Communications Plan  
L1: Encourage community participation and insight into activities and decisions  
Facilitate Councilors' requirements to represent the community

**Environmental Considerations**

Nil

**Attachments**

A<sup>1</sup>. Communications & Engagement Strategy 2021 – 2024 (*Under Separate Cover*)

**Officer's Recommendation**

**That Council endorse the Communications & Engagement Strategy 2021-2024**

**Voting Requirement**

Simple Majority

### **13. REPORTS OF COMMITTEES**

#### **Item: 13.1**

#### **Minutes of Committees**

<b>Author/s</b>	Sofie Hawke	Trainee Administration Assistant - Executive Services
-----------------	-------------	---

<b>Authorisator/s</b>	Shane Burge	Chief Executive Officer
-----------------------	-------------	-------------------------

**File Ref: D21/14713**

#### **Attachments**

A<sup>1</sup>. Audit Committee - 4 May 2021

#### **Officer's Recommendation**

**That Council accept the following unconfirmed minutes:**

- 1. Audit Committee - 4 May 2021**

Simple Majority



---

**Shire of Esperance**

**AUDIT COMMITTEE**

**TUESDAY 4 MAY 2021**

**MINUTES**

**we make it  
happen!**

#### **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.

## Table of Contents / Index

ITEM NO.	ITEM HEADING	PAGE
1.	<b>OFFICIAL OPENING</b>	5
2.	<b>ATTENDANCE</b>	5
3.	<b>APOLOGIES &amp; NOTIFICATION OF GRANTED LEAVE OF ABSENCE</b>	5
4.	<b>PUBLIC QUESTION TIME</b>	5
5.	<b>DEPUTATIONS, PRESENTATIONS, INSPECTIONS, PETITIONS</b>	5
6.	<b>DECLARATION OF MEMBERS INTERESTS</b>	6
6.1	Declarations of Financial Interests – Local Government Act Section 5.60a	6
6.2	Declarations of Proximity Interests – Local Government Act Section 5.60b	6
6.3	Declarations of Impartiality Interests – Admin Regulations Section 34c	6
7.	<b>CONFIRMATION OF MINUTES</b>	6
8.	<b>NEW BUSINESS OF AN URGENT NATURE</b>	6
9.	<b>MATTERS REQUIRING A DETERMINATION OF COMMITTEE</b>	7
9.1	External Audit Plan for the Year Ending June 2021	
9.2	IT Disaster Recovery Plan	
10.	<b>CLOSURE</b>	13

**SHIRE OF ESPERANCE**

**MINUTES**

**AUDIT COMMITTEE MEETING HELD IN COUNCIL MEETING ROOM ON  
4 May 2021  
COMMENCING AT 10:30AM**

**1. OFFICIAL OPENING**

The Presiding Member declared the meeting open at 11:02am.

**2. ATTENDANCE**

**Members**

Cr I Mickel	Shire of Esperance
Cr S McMullen	Shire of Esperance Presiding Member
Cr J Obourne	Shire of Esperance

**Shire Officers**

Mr S Burge	Chief Executive Officer
Mrs B O'Callaghan	Manager Financial Services
Mrs F Baxter	Director Corporate & Community Services
Mr R Meerman	Manager Information Services

**Guests**

Jay Teichert	Director Financial Audit Office of the Auditor General (via zoom)
Katherine Gardner	Engagement Supervisor Moore Australia (via zoom)
Wen-Shien Cha	Engagement Partner Moore Australia (via zoom)

**Members of the Public & Press**

**3. APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE**

Mr K Mills	Community Representative
Cr J O'Donnell	Shire of Esperance

**4. PUBLIC QUESTION TIME**

Nil

**5. DEPUTATIONS, PRESENTATIONS, INSPECTIONS, PETITIONS**

Nil



**6. DECLARATION OF MEMBERS INTERESTS**

- 6.1 **Declarations of Financial Interests – Local Government Act Section 5.60a**  
Nil
- 6.2 **Declarations of Proximity Interests – Local Government Act Section 5.60b**  
Nil
- 6.3 **Declarations of Impartiality Interests – Admin Regulations Section 34c**  
Nil

**7. CONFIRMATION OF MINUTES**

Moved: Cr Mickel  
Seconded: Cr Obourne

AU0521-126

That the Minutes of the Audit Committee Meeting of the 8 March 2021 be confirmed as a true and correct record.

**CARRIED**

**8. NEW BUSINESS OF AN URGENT NATURE**

Nil

**9. MATTERS REQUIRING A DETERMINATION OF COMMITTEE**

**Item: 9.1**

**External Audit Plan for the Year Ending June 2021**

<b>Author/s</b>	Felicity Baxter	Director Corporate & Community Services
<b>Authorisator/s</b>	Shane Burge	Chief Executive Officer

**File Ref: D21/14107**

**Applicant**

N/A

**Location/Address**

N/A

**Executive Summary**

Commencing this financial year, the office of the Office of the Auditor General has assumed control of the Shire's external audits. They have appointed Moore Australia to conduct the audit on their behalf, with oversight from the Office of the Auditor General.

In October 2017, an amendment to the Local Government Act (Auditing) was passed giving the Auditor General the mandate to audit Local Governments in Western Australia. This provides the authority to the Auditor General to conduct performance audits of Local Government as well as a responsibility for the annual financial audits.

**Recommendation in Brief**

That Council acknowledges the Office of the Auditor General and Moore Australia as the Shire's external auditors for the financial year 2021, and

That Council approves (with or without modification) the Shire's Auditor's External Audit Strategy for the year ending 30 June 2021 as presented as a confidential attachment to the report.

**Background**

The Office of the Auditor General (OAG) and Moore Australia have provided the External Audit Strategy for the year ending 30 June 2021 for review and discussion with the Shire's Audit Committee – refer confidential attachment.

The Auditor's examination of internal controls during the Interim Audit is designed primarily for the purpose of expressing an opinion on the financial statements of the Shire of Esperance. During this process, various checks and tests will be undertaken to ensure that the policies and procedures established by management and Council are adhered to.

**Officer's Comment**

From a management perspective, there are no matters additional to those detailed in the Audit Strategy recommended for inclusion in the Plan. Committee may however wish to discuss with the Auditor, additional matters for inclusion in the interim audit.

**Option One**

That Council approves (with or without modification) the Shire's Auditor's External Audit Strategy for the year ending 30 June 2021 as presented as a confidential attachment to the report.

Audit Committee: Minutes  
4 May 2021

Page 8

**Consultation**

Office of the Auditor General  
Moore Australia

**Financial Implications**

The financial implications arising from this report have been accommodated in the current Annual Budget.

**Asset Management Implications**

Nil

**Statutory Implications**

The statutory implications associated with this item includes:

Local Government Act 1995:

S7.1A – Audit committee

S7.1C – Decisions of audit committees

S7.9 – Audit to be conducted

S7.12A – Duties of local government with respect to audits

S7.12AA – provides for financial audits to be conducted by the auditor General.

Local Government Amendment (Auditing) Act 2017 – gives the auditor General the mandate to audit local governments in Western Australia.

**Policy Implications**

The Shire of Esperance Audit Committee duties and responsibilities as described in the Audit Committee Terms of reference include:

4. Recommend to Council the person or persons to be appointed as auditor
5. Develop and recommend to Council a written agreement for the appointment of the auditor.

**Strategic Implications**

Strategic Community Plan 2017 - 2027

*Leadership*

A financially sustainable and supportive organisation achieving operational excellence  
Provide responsible resource and planning management for now and the future.

Corporate Business Plan 2020/21 – 2024/25

L2 Provide responsible resource and planning management for now and the future

L2.6 Manage finance

**Environmental Considerations**

N/A

**Attachments**

A. Audit Strategy Memorandum 2021 - *Confidential*

**RECOMMENDATION AND DECISION**

**9.1 External Audit Plan for the Year Ending June 2021**

**Moved: Cr Obourne**

**Seconded: Cr Mickel**

**AU0521-127**

**That the Audit Committee recommend that Council;**

- 1. Acknowledges the Office of the Auditor General and Moore Australia as the Shire external auditors for the financial year 2021, and**
- 2. Notes (with or without modification) Moore Australia's Audit Strategy as approved by the Office of the Auditor General for the year ending 30 June 2021 as presented as a confidential attachment to the report.**

**CARRIED**

Audit Committee: Minutes  
4 May 2021

Page 10

**Item: 9.2**

**IT Disaster Recovery Plan**

<b>Author/s</b>	Felicity Baxter	Director Corporate & Community Services
<b>Authorisor/s</b>	Shane Burge	Chief Executive Officer

**File Ref: D21/14179**

**Applicant**  
Internal

**Location/Address**  
N/A

**Executive Summary**  
For the Audit Committee to consider the IT Disaster Recovery Plan.

**Recommendation in Brief**  
That the Audit Committee recommend that Council adopt the attached IT Disaster Recovery Plan.

**Background**  
The principal objective of the IT Disaster Recovery Plan is to develop, test and document a well-structured and easily understood plan that will help the Shire of Esperance recover as quickly and effectively as possible from an unforeseen disaster or emergency, which interrupts information systems, causing disruption of business operations. Additional objectives include the following:

- The need to ensure that all employees fully understand their duties in implementing such a plan
- The need to ensure that operational policies are adhered to within all planned activities
- The need to ensure that proposed contingency arrangements are cost-effective
- The need to consider implications on other Shire of Esperance office locations

**Officer's Comment**  
The world is unpredictable, and a major incident may result in damage or breaches to the Shire's information systems and data. The aim of this plan is to enable agile response if a major incident should occur and create a plan to restore the Shire's data if it is lost. Not having a disaster recovery plan in place can put the organisation at risk of high financial costs, reputation loss and even risks for the data we hold about property owners and customers.

This plan would not operate necessarily in isolation. If a major incident was to occur, it may invoke the activation of the Incident Management Team (IMT) by the CEO. The IMT would then be responsible for the management of the incident recovery, including to what extent the IT Disaster Recovery Plan is required.

**Consultation**  
Asset Management

**Financial Implications**  
One of the aims of this plan is to mitigate potential financial loss which may occur if a major incident transpired.

**Asset Management Implications**  
Consultation with the Asset Management team for storage and protection of back up data locations.

Audit Committee: Minutes  
4 May 2021

Page 11

---

**Statutory Implications**

Local Government Act 1995

**Policy Implications**

Nil

**Strategic Implications**

Strategic Community Plan 2017 - 2027

*Leadership*

An organisational and community culture that encourages innovation and embraces change

Foster a culture of innovation

Corporate Business Plan 2020/21 – 2024/25

L2 - Provide responsible resource and planning management for now and the future

L2.10 – Manage information technology

**Environmental Considerations**

Nil

**Attachments**

A. IT Disaster Recovery Plan - *Confidential*

**RECOMMENDATION AND DECISION**

**9.2 IT Disaster Recovery Plan**

**Moved: Cr Mickel**

**Seconded: Cr Obourne**

**AU0521-128**

**That the Audit Committee recommend that Council adopt the attached IT Disaster Recovery Plan.**

**CARRIED**

**10. CLOSURE**

The Presiding Member declared the meeting closed at 11:43am.

**These Minutes were confirmed at a meeting held on \_\_\_\_\_**

**Signed \_\_\_\_\_**

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

**Dated \_\_\_\_\_**



**Item: 13.2**

**External Audit Plan for the Year Ending June 2021**

<b>Author/s</b>	Felicity Baxter	Director Corporate & Community Services
<b>Authorisator/s</b>	Shane Burge	Chief Executive Officer

**File Ref: D21/15048**

**Applicant**  
N/A

**Location/Address**  
N/A

**Executive Summary**

Commencing this financial year, the office of the Office of the Auditor General has assumed control of the Shire's external audits. They have appointed Moore Australia to conduct the audit on their behalf, with oversight from the Office of the Auditor General.

In October 2017, an amendment to the Local Government Act (Auditing) was passed giving the Auditor General the mandate to audit Local Governments in Western Australia. This provides the authority to the Auditor General to conduct performance audits of Local Government as well as a responsibility for the annual financial audits.

**Recommendation in Brief**

That Council acknowledges the Office of the Auditor General and Moore Australia as the Shire's external auditors for the financial year 2021, and

That Council approves the Shire's Auditor's External Audit Strategy for the year ending 30 June 2021 as presented as a confidential attachment to the report.

**Background**

At the Audit Committee meeting on Tuesday the 4<sup>th</sup> of May, the committee met with and acknowledged the Office of the Auditor General and Moore Australia as the Shire's external auditor's and endorsed the External Audit Strategy for the year ending 30 June 2021.

The Auditor's examination of internal controls during the Interim Audit is designed primarily for the purpose of expressing an opinion on the financial statements of the Shire of Esperance. During this process, various checks and tests will be undertaken to ensure that the policies and procedures established by management and Council are adhered to.

**Officer's Comment**

From a management perspective, there are no matters additional to those detailed in the Audit Strategy recommended for inclusion in the Plan. The audit Committee did not raise any additional matters for inclusion in the interim audit.

Option One

That Council approves the Shire's Auditor's External Audit Strategy for the year ending 30 June 2021.

**Consultation**

Office of the Auditor General  
Moore Australia

### **Financial Implications**

The financial implications arising from this report have been accommodated in the current Annual Budget.

### **Asset Management Implications**

Nil

### **Statutory Implications**

The statutory implications associated with this item includes:

Local Government Act 1995:

S7.1A – Audit committee

S7.1C – Decisions of audit committees

S7.9 – Audit to be conducted

S7.12A – Duties of local government with respect to audits

S7.12AA – provides for financial audits to be conducted by the auditor General.

Local Government Amendment (Auditing) Act 2017 – gives the auditor General the mandate to audit local governments in Western Australia.

### **Policy Implications**

The Shire of Esperance Audit Committee duties and responsibilities as described in the Audit Committee Terms of reference include:

4. Recommend to Council the person or persons to be appointed as auditor
5. Develop and recommend to Council a written agreement for the appointment of the auditor.

### **Strategic Implications**

Strategic Community Plan 2017 - 2027

*Leadership*

A financially sustainable and supportive organisation achieving operational excellence  
Provide responsible resource and planning management for now and the future.

Corporate Business Plan 2020/21 – 2024/25

L2 Provide responsible resource and planning management for now and the future

L2.6 Manage finance

### **Environmental Considerations**

N/A

### **Attachments**

A. Audit Strategy Memorandum 2021 - *Confidential*

### **Committee Recommendation**

**That Council:**

- 1. Acknowledges the Office of the Auditor General and Moore Australia as the Shire external auditors for the financial year 2021, and**
- 2. Approves the Shire's Auditor's External Audit Strategy for the year ending 30 June 2021 as presented as a confidential attachment to the report.**

**Voting Requirement**

Simple Majority

**Item: 13.3**

**IT Disaster Recovery Plan**

<b>Author/s</b>	Felicity Baxter	Director Corporate & Community Services
<b>Authorisator/s</b>	Shane Burge	Chief Executive Officer

**File Ref: D21/15050**

**Applicant**  
Internal

**Location/Address**  
N/A

**Executive Summary**

At the Audit Committee on Tuesday 4<sup>th</sup> of May the Audit Committee reviewed and endorsed the IT Disaster Recovery Plan, without modification.

**Recommendation in Brief**

That Council adopt the attached IT Disaster Recovery Plan.

**Background**

The principal objective of the IT Disaster Recovery Plan is to develop, test and document a well-structured and easily understood plan that will help the Shire of Esperance recover as quickly and effectively as possible from an unforeseen disaster or emergency, which interrupts information systems, causing disruption of business operations. Additional objectives include the following:

- The need to ensure that all employees fully understand their duties in implementing such a plan
- The need to ensure that operational policies are adhered to within all planned activities
- The need to ensure that proposed contingency arrangements are cost-effective
- The need to consider implications on other Shire of Esperance office locations

**Officer's Comment**

The world is unpredictable, and a major incident may result in damage or breaches to the Shire's information systems and data. The aim of this plan is to enable agile response if a major incident should occur and create a plan to restore the Shire's data if it is lost. Not having a disaster recovery plan in place can put the organisation at risk of high financial costs, reputation loss and even risks for the data we hold about property owners and customers.

This plan would not operate necessarily in isolation. If a major incident was to occur, it may invoke the activation of the Incident Management Team (IMT) by the CEO. The IMT would then be responsible for the management of the incident recovery, including to what extent the IT Disaster Recovery Plan is required.

**Consultation**

Asset Management

**Financial Implications**

One of the aims of this plan is to mitigate potential financial loss which may occur if a major incident transpired.

**Asset Management Implications**

Consultation with the Asset Management team for storage and protection of back up data locations.

**Statutory Implications**

Local Government Act 1995

**Policy Implications**

Nil

**Strategic Implications**

Strategic Community Plan 2017 - 2027

*Leadership*

An organisational and community culture that encourages innovation and embraces change  
Foster a culture of innovation

Corporate Business Plan 2020/21 – 2024/25

L2 - Provide responsible resource and planning management for now and the future  
L2.10 – Manage information technology

**Environmental Considerations**

Nil

**Attachments**

A. IT Disaster Recovery Plan - *Confidential*

**Committee Recommendation**

**That Council adopt the attached IT Disaster Recovery Plan.**

**Voting Requirement**

Simple Majority

**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**

**Officer's Comment:**

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

**Item: 17.1**

**Shire of Coolgardie Agreement**

**CONFIDENTIAL ITEM**

*This report is considered confidential in accordance with the Local Government Act 1995, as it relates to a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting (Section 5.23(2)(c)); and a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government (Section 5.23(2)(e)(ii)); and a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government (Section 5.23(2)(e)(iii)).*

**Item: 17.2**

**Esperance Home Care Service - Payment of an Alternative Staff Retention Allowance**

**CONFIDENTIAL ITEM**

*This report is considered confidential in accordance with the Local Government Act 1995, as it relates to a matter affecting an employee or employees (Section 5.23(2)(a)).*

**Item: 17.3**

**Application for Rates Exemption - Tujuk Foundation Pty Ltd**

**CONFIDENTIAL ITEM**

*This report is considered confidential in accordance with the Local Government Act 1995, as it relates to legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting (Section 5.23(2)(d)).*

**Item: 17.4**

**0356-21 - Design and Construction - Esperance Pump Track**

CONFIDENTIAL ITEM

*This report is considered confidential in accordance with the Local Government Act 1995, as it relates to a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting (Section 5.23(2)(c)).*

**Item: 17.5**

**Lease Reassignment Jetty Headland Site 3 - Andrew Aston to Michael Sainty**

CONFIDENTIAL ITEM

*This report is considered confidential in accordance with the Local Government Act 1995, as it relates to a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government (Section 5.23(2)(e)(iii)).*

**Item: 17.6**

**Potential Purchase of Two Properties to Enable Parking Improvements**

CONFIDENTIAL ITEM

*This report is considered confidential in accordance with the Local Government Act 1995, as it relates to a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting (Section 5.23(2)(c)); and a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government (Section 5.23(2)(e)(ii)).*

**Item: 17.7**

**0355-21 Prequalified Supplier Panel - Wild Dog Control**

CONFIDENTIAL ITEM

*This report is considered confidential in accordance with the Local Government Act 1995, as it relates to a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting (Section 5.23(2)(c)).*

**Item: 17.8**

**0354-21 - Prequalified Supplier Panel - Professional Services**

CONFIDENTIAL ITEM

*This report is considered confidential in accordance with the Local Government Act 1995, as it relates to a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting (Section 5.23(2)(c)).*

**Item: 17.9**

**0353-21 - Prequalified Supplier Panel - Traffic Management**

CONFIDENTIAL ITEM

*This report is considered confidential in accordance with the Local Government Act 1995, as it relates to a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting (Section 5.23(2)(c)).*

**Item: 17.10**

**0352-21 - Prequalified Supplier Panel - Parks & Reserves Management**

CONFIDENTIAL ITEM

*This report is considered confidential in accordance with the Local Government Act 1995, as it relates to a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting (Section 5.23(2)(c)).*

**Item: 17.11**

**0351-21 - Prequalified Supplier Panel - Workshop Services**

CONFIDENTIAL ITEM

*This report is considered confidential in accordance with the Local Government Act 1995, as it relates to a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting (Section 5.23(2)(c)).*

**Item: 17.12**

**0350-21 - Prequalified Supplier Panel - Building Services**

CONFIDENTIAL ITEM

*This report is considered confidential in accordance with the Local Government Act 1995, as it relates to a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting (Section 5.23(2)(c)).*

**Item: 17.13**

**0349-21 - Prequalified Supplier Panel - Plant Hire**

CONFIDENTIAL ITEM

*This report is considered confidential in accordance with the Local Government Act 1995, as it relates to a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting (Section 5.23(2)(c)).*

**18. PUBLIC QUESTION TIME**

**19. CLOSURE**