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**Shire of Esperance**

**ORDINARY COUNCIL**

**TUESDAY 25 JANUARY 2022**

**MINUTES**

**we make it  
happy**

### **DISCLAIMER**

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### **ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST**

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

### **ATTACHMENTS**

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

### **RECORDINGS**

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

## Table of Contents / Index

ITEM NO.	ITEM HEADING	PAGE
1.	<b>OFFICIAL OPENING</b>	<b>5</b>
2.	<b>ATTENDANCE</b>	<b>5</b>
3.	<b>APOLOGIES &amp; NOTIFICATION OF GRANTED LEAVE OF ABSENCE</b>	<b>5</b>
4.	<b>APPLICATIONS FOR LEAVE OF ABSENCE</b>	<b>6</b>
5.	<b>ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION</b>	<b>6</b>
6.	<b>DECLARATION OF MEMBERS INTERESTS</b>	<b>6</b>
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>PUBLIC QUESTION TIME</b>	<b>6</b>
8.	<b>PUBLIC ADDRESSES / DEPUTATIONS</b>	<b>7</b>
9.	<b>PETITIONS</b>	<b>7</b>
10.	<b>CONFIRMATION OF MINUTES</b>	<b>8</b>
11.	<b>DELEGATES' REPORTS WITHOUT DISCUSSION</b>	<b>8</b>
12.	<b>MATTERS REQUIRING A DETERMINATION OF COUNCIL</b>	<b>10</b>
12.1	<b>EXTERNAL SERVICES</b>	<b>10</b>
12.1.1	FOGO Implementation Options and Communications and Engagement Strategy	10
12.1.2	Myrup Community Drop Off and Waste Management Transfer Station - Detailed Concept Design	14
12.1.3	Development Application - Change of Use - Dwelling to Holiday House - Lot 1000 (25) Twilight Beach Road, West Beach	19
12.1.4	Development Application - Change of Use - Dwelling to Holiday House - Lot 988 (17) Baleine Drive, Castletown	35
12.1.5	Development Application - Change of Use - Dwelling to Holiday House - S/L 3 (3/1A) The Esplanade, Esperance	49
12.1.6	Cancellation of Request for Management over Reserve 3473	50
12.1.7	Bushfire Mitigation Activity Fund	54
12.2	<b>ASSET MANAGEMENT</b>	<b>57</b>
12.2.1	Request for Tanker Jetty Timber	57
12.2.2	BOILC Plant Room and Heating Upgrade Budget Amendment	63
12.3	<b>CORPORATE &amp; COMMUNITY SERVICES</b>	<b>68</b>
12.3.1	Policy Review - Executive Services 2022	68
12.3.2	Community Grants Program 2022/2023	71
12.3.3	Lease Renewal Request - The Country Women's Association of Western Australia	89

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12.3.4	Financial Services Report - December 2021	95
<b>12.4</b>	<b>EXECUTIVE SERVICES</b>	<b>147</b>
12.4.1	Information Bulletin - December 2021	147
<b>13.</b>	<b>REPORTS OF COMMITTEES</b>	<b>207</b>
13.1	Minutes of Committees	207
<b>14.</b>	<b>MOTIONS OF WHICH NOTICE HAS BEEN GIVEN</b>	<b>209</b>
<b>15.</b>	<b>MEMBERS QUESTIONS WITH OR WITHOUT NOTICE</b>	<b>209</b>
<b>16.</b>	<b>URGENT BUSINESS APPROVED BY DECISION</b>	<b>209</b>
<b>18.</b>	<b>PUBLIC QUESTION TIME</b>	<b>213</b>
<b>17.</b>	<b>MATTERS BEHIND CLOSED DOORS</b>	<b>214</b>
17.1	Lease Surrender Request - Lisa Boardman - Jetty Site 2	214
17.2	0419-21 Supply, Deliver and Spraying of Bituminous Products	214
<b>19.</b>	<b>CLOSURE</b>	<b>216</b>

## SHIRE OF ESPERANCE

### MINUTES

#### ORDINARY COUNCIL MEETING HELD IN COUNCIL CHAMBERS ON 25 January 2022. COMMENCING AT 4PM

#### 1. OFFICIAL OPENING

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

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

The President welcomed Councillors, staff, guests and members of the public to the meeting. The President also advised that the Ordinary Council Meeting is being recorded and live streamed, and it will be placed on the Shire YouTube site for viewing.

#### 2. ATTENDANCE

##### **Members**

Cr I Mickel, AM JP	President	Rural Ward
Cr R Chambers	Deputy President	Town Ward
Cr J O'Donnell		Town Ward
Cr S McMullen		Town Ward
Cr J Obourne		Town Ward
Cr L de Haas		Town Ward
Cr R Horan		Town Ward
Cr S Flanagan		Town Ward

##### **Shire Officers**

Mr S Burge	Chief Executive Officer
Mr M Walker	Director Asset Management
Mrs H Phillips	Director External Services
Mrs F Baxter	Director Corporate & Community Services
Mr R Hindley	Manager Strategic Planning & Land Projects
Miss E Hegney	Executive Assistant
Miss A Palmer	Trainee Administration Assistant – Executive Services
Miss C Smith	Manager Media and Communications

##### **Members of the Public & Press**

Miss E Smith	Media	ABC
Mrs L Saunders	Media	Esperance Weekender (arrived 4:09pm)

*There were 40 members of the public also in attendance.*

#### 3. APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE

Cr W Graham	Rural Ward
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#### **4. APPLICATIONS FOR LEAVE OF ABSENCE**

##### **MOTION**

**Moved:** Cr McMullen  
**Seconded:** Cr de Haas

**00122-001**

**That Council accept the following leave of absence:**

**Cr Graham            19 January until 27 January 2022**

**CARRIED  
F8 - A0**

#### **5. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION**

*Cr Mickel addressed the group in relation to the processes of the Ordinary Council Meetings. He clarified that all decisions made today are the final part in a due process. All considered in council strategic planning and budget considerations. Agenda Briefings occur the week before the Ordinary Council Meeting and then the final debates and decisions are made in this meeting. The people representing the Pro-Choice movements are noted as attending, and may ask questions at questions time – deputations were made last week at the Briefing.*

#### **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**

Mr Walker declared a proximity interest in item 12.1.4 as his place of residence neighbours that in question.

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

Cr de Haas declared an impartiality interest in item 12.1.3 as one of the opposing residents is a friend and employee.

Mrs Baxter declared an impartiality Interest in 17.2 as her brother works for the company that is being considered.

Mrs Saunders entered the Chamber at 4:09pm.

#### **7. PUBLIC QUESTION TIME**

##### **1. Ms H Oldfield – Pro Choice for the Esperance Community**

Ms Oldfield asked Council to please advise the process for further engaging with the Council regarding the vaccinations mandates moving forward.

*Cr Mickel responded that Council will firstly formally receive the petition tabled last Tuesday. Councillors will make a decision regarding this in regards to whether to accept it or not. They will give further instruction to the CEO thereafter and then Council will then follow due processes in the February Meeting.*

Ms Oldfield asked if it the outcome is likely to result in a special meeting or if the petition is more likely to be dealt with in Ordinary Council Meetings.

*Cr Mickel responded that the decision lies with the Councillors as they follow the relevant decision making process.*

Ms Oldfield asked if, following her email sent this morning, it would be possible for a member of the Council to join the focus group or to engage directly with the local group to assist them in following procedure and presenting motions which can be accepted.

*Cr Mickel responded that if any members are interested in becoming involved then Council will make that decision. Level of in-person involvement will depend on the nature of the situation at the time.*

Ms Oldfield thanked the group for taking the time to hear her and answer her questions.

## 2. **Mr T Gillis – Pro Choice for the Esperance Community**

Mr Gillis presented an additional 101 signatures for the petition tabled last week.

Mr Gillis asked if he could clarify that the petition also formally requests a Special Electors Meeting (under the Government Act section 5.8) in relation to the mandate. He asked if this was a possibility.

*Cr Mickel responded that it is up to the Councillors as to whether they wish to respond in that way to the request made in the petition.*

Mr Gillis asked if a formal request would be something that has to be acted on in 35 days.

*Cr Mickel responded that the request has been made formally in the petition – so the Council will be considering that when they decide how to deal with the petition as a whole.*

## 8. **PUBLIC ADDRESSES / DEPUTATIONS**

### **Renaë Poot – Rotary Club of Esperance Bay**

Renaë addressed the meeting in order to thank the Council for the support received for their Foreshore Festival of Fireworks on New Year's Eve. She detailed the effort and hard work put in by all, as part of a summary explaining how the support of the Council and various other individuals/ businesses had been invaluable in the successful event.

*Cr Mickel responded by thanking Renaë for her time and kind words, as well as congratulating her on the wonderful event. He noted that he received a certificate at a thank you function held by the Rotary Club of Esperance Bay.*

*The CEO received the certificate of appreciation on behalf of Shire staff.*

## 9. **PETITIONS**

### **PETITION**

**Moved:** Cr Chambers

**Seconded:** Cr Obourne

**00122-002**

**That Council:**

1. **Receive the petition titled 'Pro Choice for the Esperance Community', that was tabled at the Agenda Briefing on 18 January 2022; and**
2. **Request the CEO to prepare a report for Council consideration at the February Ordinary Council Meeting.**

**CARRIED  
F8 - A0**

**10. CONFIRMATION OF MINUTES**

**Moved: Cr McMullen**  
**Seconded: Cr O'Donnell**

**O0122-003**

**That the Minutes of the Ordinary Council Meeting of the 21 December 2021 be confirmed as a true and correct record.**

**CARRIED**  
**F8 - A0**

**11. DELEGATES' REPORTS WITHOUT DISCUSSION**

**Cr Obourne**

14 Jan Attended Beach Enclosure and Pump Track Opening

**Cr Flanagan**

14 Jan Attended Meeting with Rick Wilson MP

**Cr O'Donnell**

6 Jan Attended Aged Care-Constituent Concerns Meeting  
14 Jan Attended Meeting with Rick Wilson MP  
14 Jan Attended Beach Enclosure and Pump Track Opening  
20 Jan Attended Strategic Community Plan Council Workshop  
21 Jan Attended Site Visits Twilight Beach and Baleine Drive Properties

**Cr Graham**

Nil reported

**Cr de Haas**

19 Jan Attended ECCI Strategic Planning  
20 Jan Attended Strategic Community Plan Council Workshop  
21 Jan Attended Site Visits Twilight Beach and Baleine Drive Properties

**Cr Horan**

14 Jan Attended Meeting with Rick Wilson MP  
14 Jan Attended Beach Enclosure and Pump Track Opening  
20 Jan Attended Strategic Community Plan Council Workshop  
21 Jan Attended Site Visits Twilight Beach and Baleine Drive Properties

**Cr McMullen**

14 Jan Attended Beach Enclosure and Pump Track Opening  
20 Jan Attended Strategic Community Plan Council Workshop

**Cr Chambers**

31 Dec Attended Rotary Club of Esperance Bay's Foreshore Festival and Fireworks Evening  
14 Jan Attended Meeting with Rick Wilson MP  
14 Jan Attended Beach Enclosure and Pump Track Opening

**Cr Mickel**

31 Dec Attended and gave a public address to the community at Rotary Club of Esperance Bay's Foreshore Festival and Fireworks Evening  
6 Jan Attended Aged Care-Constituent Concerns Meeting  
12 Jan Attended Population Health Meeting  
13 Jan Attended the thank you event with Rotary Club of Esperance Bay for all who contributed the Festival & Fireworks event.  
14 Jan Attended Meeting with Rick Wilson MP



- 
- 14 Jan Attended Beach Enclosure and Pump Track Opening
  - 20 Jan Attended Strategic Community Plan Council Workshop
  - 21 Jan Attended Site Visits Twilight Beach and Baleine Drive Properties
  - 24 Jan Attended an Urgent Special GVROC meeting via Zoom.

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

### **12.1 EXTERNAL SERVICES**

#### **Item: 12.1.1**

### **FOGO Implementation Options and Communications and Engagement Strategy**

**Author/s** Scott McKenzie Manager Council Enterprises

**Authorisator/s** Holly Phillips Director External Services

**File Ref: D21/43555**

#### **Applicant**

Internal

#### **Location/Address**

N/A

#### **Executive Summary**

The intent of the report is for Council to endorse options associated with the implementation of a Food Organics Garden Organics (FOGO) service for the community. The options will form the basis of service, processing and cost assumptions for the FOGO Operational Implementation Plan (OIP) to be presented to Council in February 2022.

Further, the report seeks endorsement from Council on the Communications and Engagement Strategy (CES) for the proposed project.

#### **Recommendation in Brief**

That Council endorse the five (5) recommendations contained within the FOGO Implementation Options Discussion Paper – January 2022 as the basis for the OIP, and to authorize the Chief Executive Officer to pursue grant applications for the potential introduction of the service in the Esperance community.

#### **Background**

The Community Waste Strategy 2018-2023 (the Strategy) outlines the Shire's waste management systems and volumes, and waste projections for twenty (20) years up to 2036. The Strategy contains short-term and long-term waste diversion targets for Municipal Solid Waste (MSW) and Total Waste including a target to divert 50% of MSW from landfill by 2025.

In 2019 the Shire commissioned Talis Consultants to prepare a Business Case and Implementation Plan for FOGO processing via composting. This plan was presented at Ordinary Council Meeting in May 2019 where Council agreed to commence planning for a third bin system for FOGO materials in Esperance.

In November 2020, Council endorsed a due diligence assessment of the Myrup Truck Wash and Liquid Waste Facility at Lot 1885 Myrup Road as the preferred location for a FOGO processing facility. Shire officers were also tasked with preparing a community consultation strategy, and investigating funding and resources to cover an implementation plan for consideration by Council.

In May 2021, Council resolved to enter into an agreement with the Shire of Coolgardie for the delivery of waste to the Coolgardie Landfill Facility. With Council deciding to transport residual waste to Coolgardie, the processing of FOGO materials into a compost and/or soil conditioner gained more prominence.

In December 2021, Council received a briefing on community engagement activities, indicative timeframes, and operational matters for consideration. At the Ordinary Council Meeting the same month, Council received the findings of a community-wide survey and noted that overwhelming support exists for a FOGO service in Esperance.

The local processing of FOGO materials can divert approximately 3,500 tonnes of waste from landfill per annum, representing a key opportunity in achieving the Shire's waste diversion target for 2025. Thus, officers are working towards the provision of a FOGO Operational Implementation Plan (OIP) to Council in February 2022 to enable considered investment decision making for the proposed service.

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

A FOGO Implementation Options Discussion Paper (attached) has been prepared to outline the advantages and disadvantages of five (5) critical areas that will impact on the success of FOGO processing in Esperance.

The options cover the following areas:

1. Standard 3-Bin Bin Service;
2. Collection Frequency;
3. Area of Service;
4. Opt in/Opt Out/Mandatory; and
5. Kitchen Caddy and Compostable Bags.

These operational aspects will impact on the cost of providing the service, and influence the likelihood of acceptance and usability for households. Further, the calculation of these service variables is a core input into the OIP which will be presented to Council in February 2022 for investment decision making on the service.

Shire officers are exploring a range of State and Federal Government grant opportunities to assist with the potential introduction of a FOGO service if supported by Council. These opportunities are outlined in the attachment.

Further, officers have developed a CES to meet Council's requirement for community consultation surrounding the proposed project.

The CES covers the following six stages of engagement surrounding FOGO:

1. Early Engagement;
2. Consultation and Service Design;
3. Announcement;
4. Lead Up and Launch;
5. Ongoing Education; and
6. Monitoring and Evaluation.

Officers have already completed Stage 1 - Early Engagement to raise awareness and obtain feedback on the potential introduction of FOGO.

It is important to note that the proposed FOGO introduction date of 1 July 2023 is indicative only and the milestone dates and some activities within the CES will need to be revised. This will occur alongside preparations for the Myrup Community Drop Off and Waste Management Transfer Station as the Shire will not be able to receive FOGO material until the facility is constructed.

However, the CES is attached for endorsement which outlines the broad approach for achieving community-wide support and adoption of a FOGO collection service for the Shire.

### **Consultation**

Shire Waste Team

### **Financial Implications**

There are no immediate financial implications arising from this report. However, the assumptions contained in the attachments will be used to form the basis of calculations for the cost of introducing the service which requires a future decision from Council.

### **Asset Management Implications**

Nil

### **Statutory Implications**

Nil

### **Policy Implications**

Nil

### **Strategic Implications**

Strategic Community Plan 2017 - 2027

*Natural Environment*

A community that is empowered and motivated to minimise waste

Targeted reduction of waste with an emphasis on resource recovery and waste minimisation

Corporate Business Plan 2021/22 – 2024/25

N2.4 Investigate food organics and garden organics processing.

### **Environmental Considerations**

Nil

### **Attachments**

A⇒. FOGO Implementation Options Discussion Paper - January 2022 - *Under Separate Cover*

B⇒. FOGO Communications and Engagement Strategy - *Under Separate Cover*

**RECOMMENDATION AND DECISION**

**12.1.1 FOGO Implementation Options and Communications and Engagement Strategy**

**Moved: Cr Obourne**

**Seconded: Cr de Haas**

**O0122-004**

**Council Resolution**

**That Council:**

- 1. Endorse the Communications and Engagement Strategy for the proposed introduction of a Food Organics Garden Organics (FOGO) Service for the Shire of Esperance;**
- 2. Endorse the five (5) recommendations contained in the FOGO Implementation Options Discussion Paper – January 2022 as the basis for preparing an Operational Implementation Plan for the introduction of a FOGO service, with the recommendations being:**
  - a. That the Shire provide a standard 3 bin service to comply with the Waste Sorted program and Better Bins Plus: Go FOGO Funding program;**
  - b. That FOGO be collected on a weekly basis and refuse and recycling on an alternating fortnightly basis;**
  - c. That the proposed FOGO service cover the same area as the current kerbside recycling service (Esperance and Gibson, plus some surrounds);**
  - d. That the FOGO program be a mandatory program to be consistent with the waste and recycling services; and**
  - e. That a Kitchen Caddy and compostable bags be provided without charge to each household replaceable upon request after three (3) years, and compostable bags provided as requested.**
- 3. Authorise the Chief Executive Officer to pursue grant opportunities to provide financial assistance for the potential introduction of a FOGO service including, but not limited to:**
  - a. Better Bins Plus: Go FOGO;**
  - b. Food Waste to Healthy Soils; and**
  - c. Building Better Regions Fund – Round 6.**

**CARRIED  
F8 - A0**

**Item: 12.1.2**

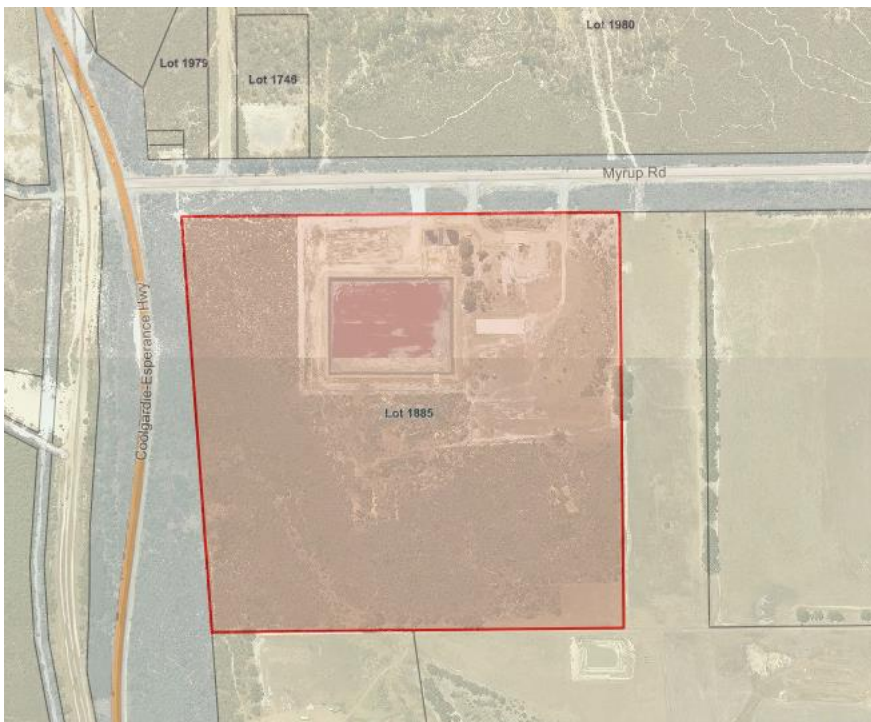
**Myrup Community Drop Off and Waste Management Transfer Station - Detailed Concept Design**

<b>Author/s</b>	Scott McKenzie	Manager Council Enterprises
<b>Authorisator/s</b>	Holly Phillips	Director External Services

**File Ref: D21/43690**

**Applicant**  
Internal

**Location/Address**



**Executive Summary**

The intent of the report is for Council to consider the Detailed Concept Design for the proposed Community Drop Off and Waste Management Transfer Station (the Facility) at Lot 1885 Myrup Road, Myrup and advance towards Detailed Design of the Facility.

**Recommendation in Brief**

That Council endorse the Detailed Concept Design for the Facility as prepared by GHD Consultants (GHD) and issue a Request for Tender as soon as practical for Detailed Construction Drawings, Quantity Survey and all associated reports required for a Works Approval and License Application under Part V of the Environmental Protection Act 1986 for the Facility. Further, the report recommends that Council make a minimum commitment towards funding the Project to satisfy grant application conditions.

**Background**

At the Ordinary Council Meeting held on 25 May 2021, Council identified the Myrup Truck Wash and Liquid Waste Facility at Lot 1885 Myrup Road, Myrup as the preferred location for the proposed Community Drop Off and Waste Management Transfer Station site (The Facility).

Further, Council requested the Chief Executive Officer engage a suitably qualified consultant to develop a detailed concept design and costings, and to commence the application process for approval with the Department of Water and Environmental Regulation (DWER) criteria for the Facility.

GHD were engaged to complete the Detailed Concept Design (the Design) in late June 2021 following a public Request for Quotation process (RFQ-0361).

The Design was required to cater for a number of resource recovery activities as well as a transfer station to collect, process and transport residual waste to the Coolgardie Waste Facility for disposal. The Facility will encompass all activities (other than landfill) currently occurring at Wylie Bay as well as additional activities of Food Organics Garden Organics (FOGO) processing, biosecurity waste incineration, household hazardous waste collection, a quality tip shop, and the compaction and transfer of residual waste.

Council was briefed by Shire officers on the delivery of the Design at a session held on 14 December 2021.

### **Officer's Comment**

The attached Detailed Concept Design Report details the information and assumptions relied upon to design the proposed Facility.

The Design includes the following items:

- Gate House and Weighbridge;
- Administration Area/Offices/Staff Room;
- Tip Shop and Education Facility;
- Dry Materials Recovery Facility (MRF);
- Community Drop Off;
- Food & Garden Waste Processing;
- Metals and Construction & Demolition (C&D) Processing;
- Waste Transfer Station; and
- Biosecurity and Medical Waste Incineration.

The report highlights that in addition to requiring Detailed Construction Drawings, the Shire requires a number of reports to be prepared for the Facility to successfully apply for Works Approval and a License from DWER for the construction and operation of the facility.

These reports include items:

- Bushfire Attack Level Assessment;
- Bushfire Management and Emergency Evacuation Plan;
- Operational and Environmental Management Plan (underway);
- Traffic Impact Assessment;
- Stormwater and Leachate Control and Management;
- Odour Assessment;
- Acoustic (Noise) Impact Statement;
- On-site Effluent Disposal; and
- Clearing Permit (underway).

The Design has been developed on the basis of transporting residual waste to Coolgardie in A-Double trucks as identified within the GHD Waste Transport Cost vs Landfilling Assessment (2021) report.

Overall, the Facility has been designed for waste to enter from the north (Myrup Rd) in various vehicles (utilities and trailers to large commercial trucks). The waste then transfers from north to south through the Facility before being transferred for landfilling to Coolgardie, recycling in Perth, or being accessed locally as compost/soil conditioner.

Community members will not access the full Facility. Rather, they will be able to dispose of their recycling and residual waste within the Community Drop Off area and then leave the site. Inducted contractors will have access to the FOGO processing, Dry MRF, Transfer Station and bulk pads for steel and C&D waste.

### Consultation

- Waste Team
- GHD

### Financial Implications

The construction costs for the Facility are outlined in Table 1.1. A preliminary engineer's estimate has been provided by GHD commensurate with the level of the Design. The construction estimate is determined as Class 4 of the Classification Matrix within the Cost Estimate Classification System and therefore can be within -25% to +40%.

A more accurate construction estimate will be received once the Detailed Construction Drawings have been prepared. The Engineers estimate excludes fire management infrastructure, building and slab footings, lighting and some minor items.

**Table 1.1 Construction Costs**

Item	Cost (excluding GST)
General infrastructure	\$1,043,740.50
Site entrance infrastructure	\$435,239.18
Community drop-off infrastructure	\$563,923.70
Organic processing infrastructure	\$370,286.00
MRF infrastructure	\$2,696,711.70
Transfer station infrastructure	\$2,111,022.80
Stockpiling and processing infrastructure	\$279,059.20
Stormwater infrastructure	\$103,828.90
Mobile plant and vehicles	\$2,725,000.00
<b>Sub-total (excluding GST)</b>	<b>\$10,328,811.98</b>
30% contingency	\$3,098,643.59
<b>Total (excluding GST)</b>	<b>\$13,427,455.57</b>

Additional costs will be associated with the preparation of Detailed Construction Drawings, Quantity Survey and all associated reports for the Facility is approximately \$400,000 which will be procured via a public tender process.

Council has allocated \$10M in the Long-Term Financial Plan in the financial year 2023/24 for the construction of the Facility. The Shire's Sanitation (Rubbish Removal) Reserve has a budgeted year-end balance of \$9.2M for financial year 2021/2022.

While there are no immediate financial implications associated with the construction of the Facility it is evident there is a shortfall of allocated Shire funding based on preliminary engineer's estimates. While



these costs will be further interrogated through the Detailed Design process, Council is pursuing contributory funding for the Facility through State and Federal Government sources. This includes the Building Better Regions Fund Infrastructure Projects Stream Round Six which closes on 10 February 2022.

In order to satisfy grant application requirements, Council is formally required to make a minimum funding commitment towards the Facility. It is recommended that this contribution is no less than 50% of current construction cost estimates.

### **Asset Management Implications**

The construction of the Facility will create a depreciable asset for the Shire that will meet the long-term waste management needs of the region.

### **Statutory Implications**

As a Prescribed Premise under the Environmental Protection Act 1986 (WA), the Shire will require a Works Approval and Licence from DWER under Part V of the Environmental Protection Act 1986 (WA) for the Facility.

The categories requiring approval are as follows:

- FOGO Processing (Category 67A);
- Material Screening (Category 12);
- C&D Processing (Category 13);
- Tyre Storage (Category 57);
- Incineration (Category 60);
- Biomedical Waste Incineration (Category 59);
- Solid Waste Facility (Category 61A); and
- Solid Waste Depot (Category 62).

The Shire is exempt from the requirement to obtain a Development Approval under Section 6 of the *Planning and Development Act 2005* as the works constitute a public works. However, the Shire is required to seek building licences under the Building Code of WA and associated Acts and Regulations.

### **Policy Implications**

Nil

### **Strategic Implications**

Strategic Community Plan 2017 - 2027

*Natural Environment*

A community that is empowered and motivated to minimise waste

Targeted reduction of waste with an emphasis on resource recovery and waste minimisation

Corporate Business Plan 2021/22 – 2024/25

N2.5 Plan for new landfill site

### **Environmental Considerations**

Nil

### **Attachments**

A⇒ Myrup Waste Management Transfer Station - Detailed Concept Design - *Under Separate Cover*

**RECOMMENDATION AND DECISION**

**12.1.2 Myrup Community Drop Off and Waste Management Transfer Station – Detailed Concept Design**

**Moved: Cr Chambers**

**Seconded: Cr Flanagan**

**O0122-005**

**Council Resolution**

**That Council;**

- 1) Endorse the Detailed Concept Design for the Myrup Community Drop Off and Waste Management Transfer Station as prepared by GHD Consultants;**
- 2) Request the Chief Executive Officer to commence procurement processes, including a Request for Tender, for Detailed Construction Drawings, Quantity Survey and all associated reports required for a Works Approval and Licence Application under *Part V of the Environmental Protection Act 1986* for the Facility; and**
- 3) Approve a contribution of \$6,713,728, at minimum, towards the Myrup Community Drop Off and Waste Management Transfer Station Project from the Shire's Sanitation (Rubbish Removal) Reserve and pursue contributory funding through grant opportunities.**

**CARRIED  
F8 - A0**

**Item: 12.1.3**

**Development Application - Change of Use - Dwelling to Holiday House - Lot 1000 (25) Twilight Beach Road, West Beach**

<b>Author/s</b>	Richard Hindley Peter Wilks	Manager Strategic Planning & Land Projects Senior Planning Officer
<b>Authorisator/s</b>	Holly Phillips	Director External Services

**File Ref: D21/43351**

**Applicant**

Thorp Realty on behalf of P Kerr & M Fulton-Peebles

**Location/Address**

Lot 1000 (25) Twilight Beach Road, West Beach



**Executive Summary**

That Council consider Development Application 10.2021.4877.1 for a Change of Use for the existing Dwelling to a Holiday House at Lot 1000 (25) Twilight Beach Road, West Beach

**Recommendation in Brief**

That Council approve Development Application 10.2021.4877.1 for a Change of Use for the existing Dwelling to a Holiday House at Lot 1000 (25) Twilight Beach Road, West Beach subject to conditions.

**Background**

Planning Services received a Development Application for a Change of Use of the existing Dwelling to a Holiday House at Lot 1000 (25) Twilight Beach Road, West Beach (the Property) on 24 November 2021.

Holiday House is an 'A' use in the Scheme, and has a mandatory advertising requirement to landowners that may be affected by the proposal. In this instance it was determined that all adjoining landowners would be impacted by the proposal and should be notified.

Advertising was undertaken between 24 November 2021 and 15 December 2021 with one (1) objection being received.

### Officer's Comment

Lot 1000 (25) Twilight Beach Road, West Beach is zoned Residential R12.5 with a lot size of 914 square metres and is not affected by any special control areas. The Property is in a declared Bushfire Prone Area and the development has been conditioned accordingly.

Holiday House means a Single Dwelling on one lot used to provide short term accommodation but does not include a bed and breakfast. Short term accommodation means temporary accommodation either provided continuously or from time to time with no guest accommodated for periods totalling more than three (3) months in any twelve (12) month period.

The relevant objective of the Residential zone in this instance is to *provide for a range of non-residential uses, which are compatible with and complementary to residential development.*

Officers consider the proposed Holiday House is compatible with the surrounding residential development so long as it is adequately managed and any conditions applied as part of an approval are adhered to.

It is recommended that the proposal be approved with both the Holiday House and Single Dwelling land uses applying to the Property to allow flexibility of use. This is due to previous changes by the Department of Planning, Lands and Heritage requiring the issuance of a separate Development Approval to change a Holiday House back to a Single Dwelling. Issuing an approval with both land uses allows the landowner to switch between using the property as a Single Dwelling and Holiday House as required.

The objection received to the application was on the following grounds:

Objection:	Planning Comment:
Noise pollution	Noted. It is acknowledged that noise impact from holiday houses can be an issue. Noise was one of the primary reasons why the Shire of Esperance adopted Local Planning Policy: Holiday Homes to ensure that a local caretaker was provided for Holiday House applications where the landowner themselves may not be able to respond to any issue or complaint arising from the activity including excessive noise.
Traffic and parking	Noted. The section this property on is a slip road with a limited width pavement. Situations may arise which limit traffic flows.
Amenity	Noted. Thorp Realty has confirmed with Planning Services that they will be dealing with any complaints or concerns regarding the operation of the holiday house.

Personal impact	Noted. Thorp Realty has confirmed with Planning Services that they will be dealing with any complaints or concerns regarding the operation of the holiday house.
Comments on Air BNB	Noted. Thorp Realty has confirmed with Planning Services that they will be dealing with any complaints or concerns regarding the operation of the holiday house.
Shortage in long-term rental houses	Noted. This is not a valid planning reason for consideration by officers.
Impacts on prices of long-term rentals	Noted. This is not a valid planning reason for consideration by officers.

#### Option One

That Council approve Development Application 10.2021.4877.1 for a Change of Use for the existing Dwelling to a Holiday House at Lot 1000 (25) Twilight Beach Road, West Beach subject to conditions.

#### Option Two

That Council refuse Development Application 10.2021.4877.1 for a Change of Use for the existing Dwelling to a Holiday House at Lot 1000 (25) Twilight Beach Road, West Beach for the following reasons:

1. Amenity impact specifically the social impacts of the development on the adjoining property; and
2. Insufficient road width for parking of vehicles to maintain safe access and egress to the site.

#### **Consultation**

Advertising was undertaken between 24 November 2021 and 15 December 2021 with one (1) objection being received.

#### **Financial Implications**

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

#### **Asset Management Implications**

Nil

### **Statutory Implications**

Local Planning Scheme No. 24

Pursuant to s.211(1) of the *Planning and Development Act 2005*, a person aggrieved by the failure of a local government to enforce or implement effectively the observance of a local planning scheme may make representation to the Minister. If the Minister considers it appropriate to do so, representation may be referred to the State Administrative Tribunal for its report and recommendation. Following subsequent actions and recommendation by the SAT the Minister may order the local government to do all things considered necessary for enforcing the observance of the Scheme or any provisions of the Scheme.

In this instance it is considered that the Scheme has been enforced effectively.

### **Policy Implications**

Local Planning Policy: Holiday Homes

### **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**

Nil

### **Attachments**

A [↓](#). Application for Development Approval

B [↓](#). Objection

**RECOMMENDATION AND DECISION**

**12.1.3 Development Application - Change of Use - Dwelling to Holiday House - Lot 1000 (25)  
Twilight Beach Road, West Beach**

**Moved: Cr O'Donnell**

**Seconded: Cr Flanagan**

**O0122-006**

**Council Resolution**

**That Council approve Development Application 10.2021.4877.1 for a Change of Use for the existing Dwelling to a Holiday House at Lot 1000 (25) Twilight Beach Road, West Beach subject to the following conditions:**

- 1. The land and buildings the subject of this approval shall be used for the purposes of Dwelling and Holiday House only and for no other purpose unless otherwise approved in accordance with the provisions of Local Planning Scheme No. 24 (refer below definitions as extracted from Schedule 1 – Definitions of LPS 24 and Appendix 1 of the *Residential Design Codes*).**
  - a. *Dwelling* means a building or portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, or no more than six persons who do not comprise a single family.**
  - b. *Holiday House* means a single dwelling on one lot used to provide short-term accommodation but does not include a bed and breakfast;**
- 2. Prior to commencement of use the existing effluent disposal system is to be pumped out and a receipt for the pump-out is to be provided to the Shire of Esperance.**
- 3. The approved Holiday House must not display a sign exceeding 0.2 square metres in area.**
- 4. Lighting to assist evacuation and smoke alarms must be hard wired to mains power and be installed in the rooms and associated areas in accordance with Part 3.7 of the *Building Code of Australia*.**
- 5. All stormwater and drainage run off from all roofed and impervious areas is to be retained on-site to the satisfaction of the Shire of Esperance (Building Services).**
- 6. The provision of all services, including augmentation of existing services, necessary as a consequence of any proposed development shall be at the cost of the developer and at no cost to the Shire of Esperance.**
- 7. The development hereby approved must not create community safety concerns, or otherwise adversely affect the amenity of the subject locality by reason of (or the appearance or emission of) smoke, fumes, noise, vibration, odour, vapour, dust, waste water, waste products or other pollutants.**
- 8. The proposed operations, during and after construction, are required to comply with the *Environmental Protection (Noise) Regulations 1997*.**
- 9. This planning approval relates to the land the subject of the application and the applicant only, and cannot be assigned to any other person or transferred to any other property or premises.**
- 10. A Section 70A Notification under the *Transfer of Land Act 1893 (as amended)***

must be registered against the Certificate of Title to the land the subject of the proposed development advising the owners and successors in title that:

*The subject land occasionally experiences considerable problems with nuisance and disease carrying mosquitoes. These mosquitoes are known carriers of Ross River (RRV) and Barmah Forest (BFV) viruses. Human cases of RRV and BFV diseases occur in some years in this general locality.*

The Section 70A Notification is to be registered on the Certificate of Title PRIOR TO OCCUPANCY, with all costs associated with preparing and lodging the Section 70A Notification on the Certificate of Title at the applicant's/owner's expense.

11. In the event that the Manager is unavailable or unable to respond to complaints and issues in a timely manner, an alternate manager is to be nominated to handle any complaints or concerns relating to the property.
12. A copy of the Holiday Home Management Plan is to be provided to the adjoining landowners.
13. A Bushfire Attack Level Assessment as undertaken by an Accredited Bush Fire Attack Level (BAL) Assessor is to be supplied prior to commencement of use, with any required upgrade works also to be completed prior to commencement of use.

AND the following advice notes:

1. The development is to comply with the *Building Code of Australia, Building Act 2011, Building Regulations 2012* and the *Local Government Act 1995*.
2. It is the responsibility of the developer to search the title of the property to ascertain the presence of any easements and/or restrictive covenants that may apply.
3. Horizon Power has requested the Shire to advise Applicants that Horizon Power has certain restrictions regarding the installation of conductive materials near its network assets. Applicants are advised to contact Horizon Power's Esperance office to ascertain whether any of Horizon Power's restrictions affect their proposed development.
4. The development the subject of this planning approval is required to comply with the Shire Esperance *Health Local Laws 2009*.
5. The developer is to liaise with Shire of Esperance (Statutory Compliance) to determine any requirement for additional approvals for any signage proposed to be erected on site.
6. Due to issues surrounding control of animals in unfamiliar environments, use of the property as a 'petsit' or animal inclusive holiday house is not recommended.
7. As per NCC 2019 Volume Two – Part 3.7.5 – Smoke Alarms are required on each other storey – The applicant is to ensure a smoke alarm is installed and interconnected in the lower floor garage.
8. The applicant is to ensure existing Stair Construction is safe and complies with NCC 2019 Volume Two - Part 3.9.1.
9. The applicant is to ensure existing Barriers & Handrails are safe and comply with NCC 2019 Volume Two - Part 3.9.2.
10. The applicant is to ensure a window opening is provided with protection if the floor



**below the window in a bedroom is 2 m or more above the surface beneath in accordance with NCC 2019 Volume Two - Part 3.9.2.6.**

- 11. The applicant is to ensure a window opening is provided with protection if the floor below the window in a room other than a bedroom is 4 m or more above the surface beneath in accordance with NCC 2019 Volume Two - Part 3.9.2.7.**

**CARRIED**

**F7 – A1**

*(Against Cr Horan)*

Miss C Smith left the Chambers at 4:29 and did not return.

# Shire of Esperance Short Stay Accommodation Property Management Plan



PROPERTY DETAILS			
Name	Peter Kerr + Margaret Fulton-Peebles		
Lot Number	Street Number	25	Street Name
Locality	Twilight Beach Road		
West Beach WA 6450			
PROPERTY MANAGER DETAILS			
Name	Thorp Realty Pty Ltd		
Address	83A Dempster Street, Esperance WA 6450		
Email	rental@thorprealty.com.au	Phone	[REDACTED]
SIGNATURE	[Signature]	Date	
ROLES AND RESPONSIBILITIES OF PROPERTY MANAGERS			
<p>The nominated Property Manager agrees to;</p> <ul style="list-style-type: none"> <li>• Ensure that all guests and visitors to a Property under their Management comply with this Code of Conduct;</li> <li>• Have day-to-day management of the Short Stay Accommodation;</li> <li>• Respond to complaints within a two hour timeframe pertaining to guest behavior made before 1am or respond within a reasonable timeframe, but within 24 hours, in relation to all other complaints;</li> <li>• Ensure the Property Manager contact details are updated with the Shire of Esperance at the time of any change/s;</li> <li>• Cooperate with other stakeholders including industry associations, tourism bodies, local councils and other government authorities to enhance the image, standards and contribution of Short Stay Accommodation to the economy;</li> <li>• Supply, readily visible in the home <ul style="list-style-type: none"> <li>▪ the Code of Conduct</li> <li>▪ the Property Management Plan</li> <li>▪ the Fire and Emergency Plan (including the Fire Evacuation Route)</li> <li>▪ a list of Emergency and After Hours contacts</li> </ul> </li> <li>• Liaise with guests for the occupancy and vacation of the premises;</li> <li>• Ensure the correct maximum number of guests are staying overnight in accordance with Development Approval conditions;</li> <li>• Maintain a register of all people who utilise the premises, available for inspection by the Shire of Esperance upon request;</li> <li>• Ensure the premises are clean and maintained to a high standard;</li> <li>• Ensure bed linen is clean and replaced upon guest vacation; and</li> <li>• Ensure rubbish and recycling bins are put out and collected as required.</li> </ul>			
<p>Should the property not have access to Shire waste collection services, please provide details of how waste shall be disposed of:</p> <p style="text-align: center;">N/A - weekly collection</p>			



## Short Stay Accommodation

### CODE OF CONDUCT

Property address: 25 Twilight Beach Road, West Beach WA 6450

This Code of Conduct has been developed to provide a self-regulatory approach to the management of Short Stay Accommodation in Esperance and aims to;

1. establish acceptable standards of behavior for Short Stay Accommodation Guests and Visitors to minimize any adverse social or environmental impacts;
2. assist Owners and Managers of Short Stay Accommodation to meet the needs of all stakeholders including guests, neighbours, local communities, local councils and government authorities
3. inform the community of the standards of conduct expected from Short Stay Accommodation owners, managers, guests and visitors so as to effectively minimize amenity impacts.

The following Code of Conduct governs tenant behaviour and use of the property. The tenant agrees to follow the guidelines below, for themselves and for any visitors they allow at the property.

<b>TENANT</b>	<ul style="list-style-type: none"> <li>• A responsible adult (over 18 years of age) shall be on site at all times when children are present.</li> <li>• No unauthorised people are permitted to stay overnight.</li> </ul>
<b>NOISE AND NUISANCE</b>	<ul style="list-style-type: none"> <li>• The tenants agree not to cause or permit nuisance at the property. This includes excessive noise, disruptive or anti-social behaviour.</li> <li>• Noise should cease after 9pm Sunday to Thursday and after 10pm Friday and Saturday</li> </ul>
<b>VEHICLE PARKING</b>	<ul style="list-style-type: none"> <li>• The tenants agree to use the parking spaces provided and not to park on lawn or garden areas on the property, on the street verge, or street outside the property.</li> <li>• Tenants and guests agree not to park any additional vehicles on the property in excess of the parking spaces provided.</li> </ul>
<b>SHIRE REGULATIONS</b>	<ul style="list-style-type: none"> <li>• The tenants agree to comply with all Shire regulations, including noise and fire limitations.</li> </ul>
<b>PREMISE CONDITION AND CLEANLINESS</b>	<ul style="list-style-type: none"> <li>• The tenants agree to leave the premise in a clean and tidy condition upon vacating, with all fittings and chattels in their original condition and position at the beginning of stay.</li> <li>• Tenants are to advise the Property Manager of any damage or disrepair within 24 hours of this occurring.</li> <li>• Any damage repairs or excessive cleaning that is attributable to the tenants will be paid for by the tenants.</li> </ul>
<b>FIRES</b>	<ul style="list-style-type: none"> <li>• The tenants agree not to allow any candles, open fires or similar to burn unsupervised within the premises.</li> <li>• No open fires are permitted outside at any time.</li> <li>• Barbeque facilities may be provided and used in a safe manner.</li> </ul>
<b>RUBBISH DISPOSAL</b>	<ul style="list-style-type: none"> <li>• Tenants agree to contain all their rubbish in the bins provided.</li> <li>• Tenants are responsible for putting out and collecting bins where their stay coincides with collection days.</li> <li>• Waste collection day is:</li> </ul>
<b>KEYS</b>	<ul style="list-style-type: none"> <li>• At the end of the agreed tenancy, tenants agree to lock the premise, close all windows and return the keys to the Property Manager.</li> <li>• Any lost or damaged keys will be replaced at the tenant's expense.</li> </ul>
<b>TERMINATION OF ACCOMMODATION</b>	<ul style="list-style-type: none"> <li>• If tenants are found to have contravened any of the above Code of Conduct responsibilities a verbal warning will be issued.</li> <li>• If the contravention is not rectified immediately the accommodation booking may be terminated with 2 hours' notice at the Property Manager's discretion.</li> <li>• No refunds will be made</li> </ul>



## Short Stay Accommodation

### FIRE AND EMERGENCY PLAN

Property address: 25 Twilight Beach Road, West Beach WA 6450

### EMERGENCY CONTACT DETAILS

FOR EMERGENCIES DIAL 000

Property Manager	[REDACTED]
Esperance Police	9079 8999
Esperance Hospital	9079 8000
Shire of Esperance	9071 0666

### EMERGENCY INFORMATION

In the event of a fire or emergency, evacuation information may be broadcast or available from the following sources:

ABC Radio: 837AM

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

132 500 - SES emergency assistance

13 DFES (13 33 37) for emergency information

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

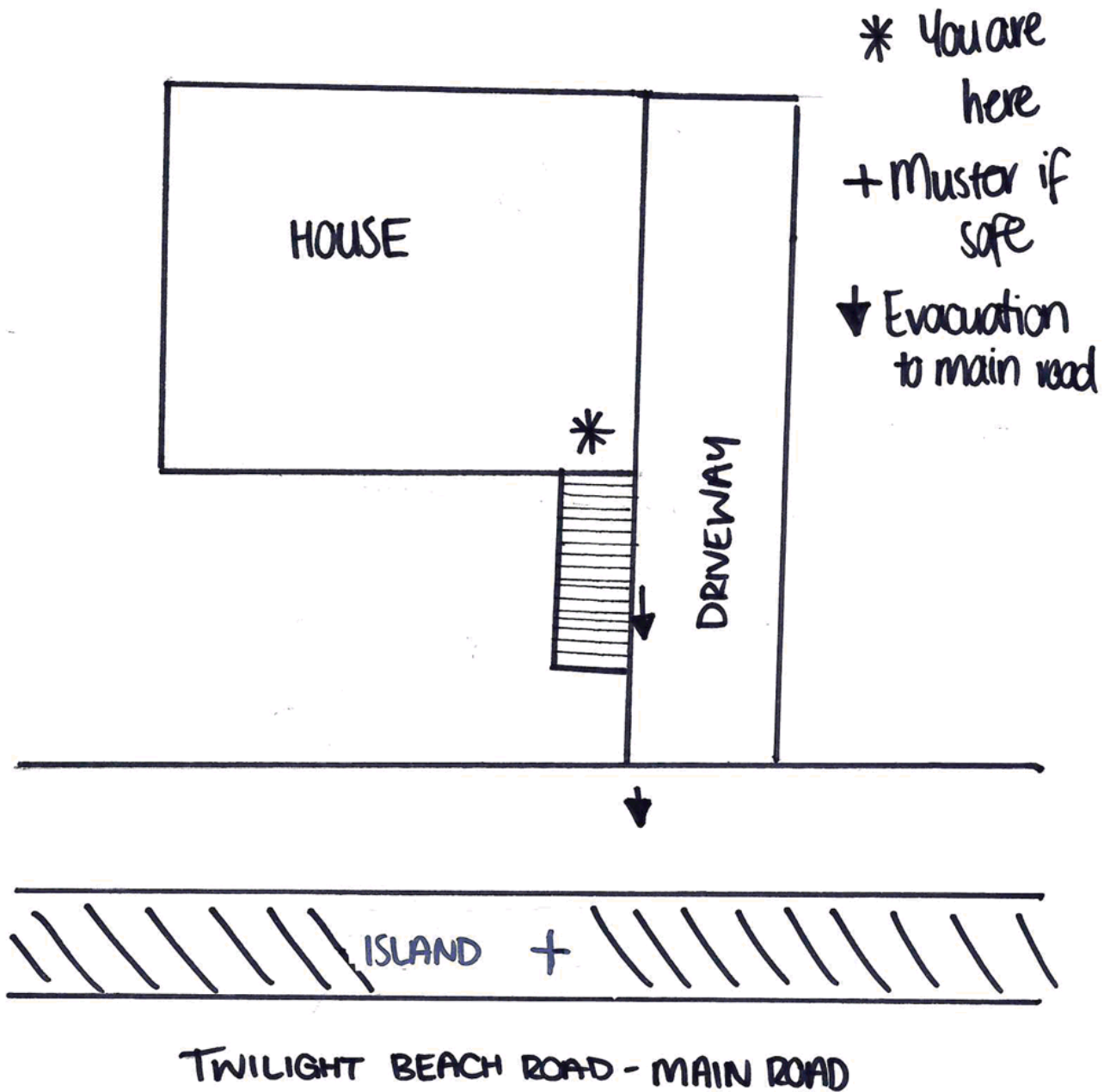


# Short Stay Accommodation

## FIRE EVACUATION ROUTE

Property address: 25 Twilight Beach Road, West Beach WA 6450

Attach map of the locality clearly showing the nearest Emergency Evacuation Point for the property and the primary route for evacuating the area – noting that this route must lead to a main arterial road.





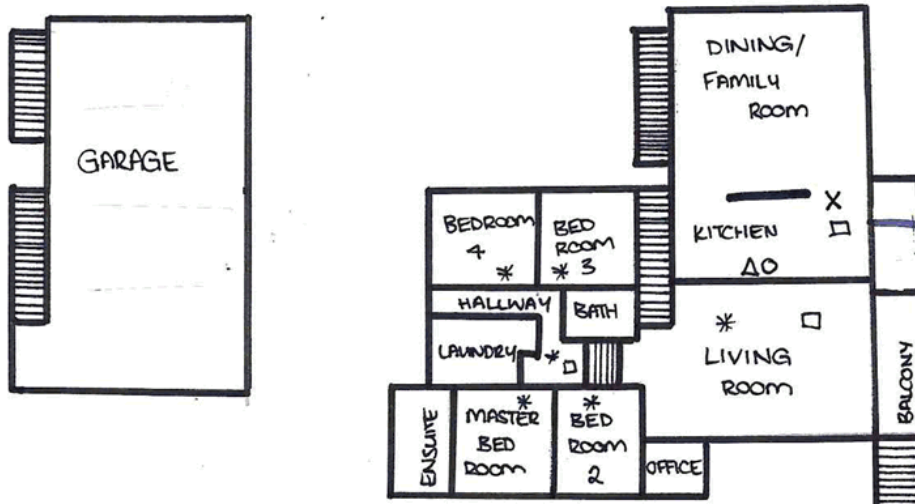
## Short Stay Accommodation

### FLOOR PLAN OF PREMISES

Property address: 25 Twilight Beach Road, West Beach WA 6450

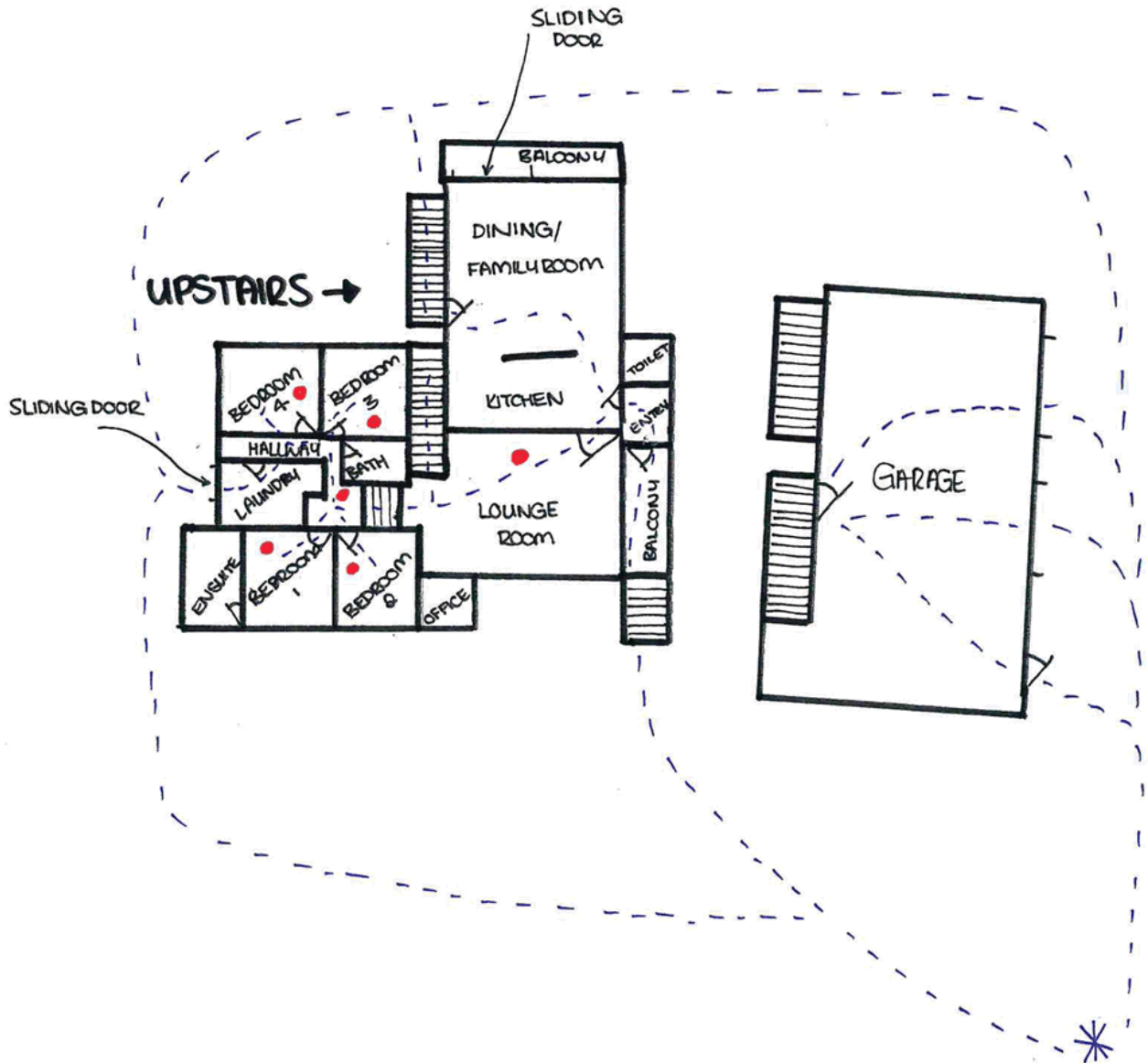
Attach floor plan of the dwelling showing the following:

- \* • Hardwired smoke alarms (required in all bedrooms and passageways)
- △ • Fire blanket (in kitchen)
- • Exit lighting in the paths of exit
- • Fire extinguishers
- • External taps/garden hose locations
- X • 'You Are Here' symbol.



# 25 Twilight Beach Road

- \* = Safe meeting place
- = Smoke alarms



29 Twilight Beach Road  
ESPERANCE WA 6450

Mobile  
Email

Senior Planning Officer  
Shire of Esperance  
PO Box 507  
ESPERANCE WA 6450

**ATTENTION:** Peter Wilks

**RE:** DD010.2021.00004877.001/AD21/22017

Application for planning approval / change of use Lot 1000 (25) Twilight Beach Rd

As the owners of Lot 720 (27) Twilight Beach Road & Lot 719 (29) Twilight Beach Road we strongly oppose the "Change of use – Dwelling to holiday house" or short term rental property on the following grounds:

- 1) Noise pollution, i.e. parties, traffic all hours, cleaners & such day & night.  
We have endured nearly 20 years of long term renters anti social behaviour at 23 & 25 Twilight Beach Road. The sound of domestic violence, loud parties & music until early hours of the morning, cars doing burnouts & off road motor bikes roaring up & down the road, drug taking by their party goers on both our properties, abuse from drug takers when politely asked to leave our property, our properties being strewn with cans, bottles & rubbish after these parties.  
This by long term renters. How much respect will short term renters have?
- 2) Traffic & parking - this section of Twilight Beach Road is a slip road & only 5.8mtrs wide, when people park out from the curb there is no room to exit the street. As an Air BNB which I believe this property will be used as, allows up to 16 people to be accommodated at any one time which could mean 8 or more cars which can not be accommodated on the property.
- 3) Over previous years the tenants at 25 Twilight Beach Road have treated our property at 27 Twilight Beach Road as a rubbish dump.
- 4) I work shift work on shutdowns at the Esperance Port driving cranes, which as you can understand is a dangerous activity, no sleep from selfish holiday makers make for dangerous situations where somebody could get injured.



- 5) If this property is an Air BNB (which I believe it will be), the neighbour support helpline is routed through the USA who do not seem to be able to do anything about Australian rentals.  
Air BNB listings have surged by 87% in the last year.  
They do not have the same strict regulations that Hotels & Motels have on things such as fire, security & safety.
- 6) There is currently a dire shortage of long term rental houses in Esperance.  
Esperance Port currently have 2 successful applicants for managerial positions who can not take up their jobs because of the lack of long term rentals. The hospitality industry can not get workers due to the same reason. Without these workers the town cannot service the tourism industry.
- 7) Short term rentals actually push up the prices of long term rental properties for the people that live & work in this town which means more short term rentals, more tourists, less hospitality workers.

We feel the application for short stay accommodation is only about the money, why rent for \$500 per week when you can get \$500 per night.

This rental income is not benefiting the community when the owners live overseas.

We refer you to an article in the West Australian dated Monday December 6<sup>th</sup> 2021 about a short term rental house that was trashed, imagine if you lived next door.

A second article in the West Australian dated Tuesday December 7<sup>th</sup> 2021 regarding a proposal to cap short term accommodation to 60-90 nights per year.

Yours faithfully,



Peter Parker



Sheree Parker

12 NEWS

The West Australian  
Tuesday, December 7, 2021

# Airbnb crackdown threat

## Inquiry triggers proposal to cap accommodation at just 60 nights a year

**KIM MACDONALD**

The number of nights a home could be rented out on Airbnb could be capped at as few as 60 a year before it requires development approval, under a proposed registration system.

Under the State Government's proposal, providers of unhosted short-stay accommodation would have to register their property to operate and advertise. The position paper — which is seeking public feedback — flags caps of both 60 and 90 nights a year.

Airbnb has hit out at the draft policy, claiming it is the most restrictive in the nation. The only

other State with a cap is NSW, and it is set at up to three times as high at 180 nights a year.

Unhosted accommodation means the owner does not reside at that property.

Derek Nolan, Airbnb's head of public policy for Australia and New Zealand, said the system would reduce the amount of accommodation on offer, particularly at the affordable end.

He said the reduced options — assuming not every accommodation provider would be pursued or approved by council — would lead to higher prices for customers.

"Hosts across WA will be rightly concerned about their

livelihoods and the fact that these new rules allow councils to suddenly and unilaterally introduce extremely heavy restrictions on a whim," he said.

"Guests across WA will also be worried about the major blow their family budgets will cop next time they look to holiday within their own State, given the way this proposal would restrict affordable, family friendly accommodation options."

But the Australian Hotels Association welcomed the proposal. AHA (WA) chief executive Bradley Woods said "proper regulation" was being adopted across the world to combat a rise in problems.

He said jobs at registered hotels were under threat from the unlicensed competitors, and renters had been priced out of the market as homes were put on short-stay accommodation sites.

"In the absence of any regulation, the explosion of short-stay properties has led to countless problems across WA," Mr Woods said.

"Community amenity has suffered through the rise of party houses and illegal activity while unregulated short-stay properties have compounded the issue of housing affordability."

He claimed the cap was both generous and necessary. "Regulation was clearly neces-

sary to reverse the explosion of unregulated hotels operating in our communities," he said. "While platforms like Airbnb have a role to play in WA's accommodation sector, allowing them to grow in an unregulated, unfettered form is clearly not in the public interest."

The draft position statement, which is in response to the 2019 parliamentary inquiry, is open to public comment. Planning Minister Rita Saffioti said it was important to ensure consistency across local government areas.

Local Government Minister John Carey said public feedback would help inform how a registration system may work.

The West Australian  
Monday, December 6, 2021

## Leavers rack up \$40k bill

Schoolies have trashed homes across Victoria's Mornington Peninsula, with one homeowner left with a \$40,000 bill following a wild party.

Earlier this week a Rye Airbnb was ransacked by partygoers after it was advertised as a party spot on a public Leavers Facebook page. The home was completely destroyed with holes punched in almost every wall, doors ripped off hinges, and windows throughout the property smashed.

Knives were also stabbed into walls, furniture destroyed and personal belongings of the owners smashed in an apparent deliberate act of violence.

Airbnb Australia head of public policy Derek Nolan said the company enforced a strict ban on gatherings of more than 16 people.

"Our message to everyone who uses Airbnb could not be clearer; bad behaviour has no place on Airbnb and those who fail to adhere to our policies face removal from our platform," he said. Last year 400 listings across Australia were suspended or removed from Airbnb for hosting parties and events.

**Item: 12.1.4**

**Development Application - Change of Use - Dwelling to Holiday House - Lot 988  
(17) Baleine Drive, Castletown**

<b>Author/s</b>	Richard Hindley Peter Wilks	Manager Strategic Planning & Land Projects Senior Planning Officer
<b>Authorisor/s</b>	Holly Phillips	Director External Services

**File Ref: D21/43746**

**Applicant**

Stewart Hall & Delia Botha

**Location/Address**

Lot 988 (17) Baleine Drive, Castletown



**Executive Summary**

That Council consider Development Application 10.2021.4882.1 for a Change of Use for the existing Dwelling to a Holiday House at Lot 988 (17) Baleine Drive, Castletown.

**Recommendation in Brief**

That Council approve Development Application 10.2021.4882.1 for a Change of Use for the existing Dwelling to a Holiday House at Lot 988 (17) Baleine Drive, Castletown subject to conditions.

**Background**

Planning Services received a Development Application for a Change of Use of the existing Dwelling to a Holiday House at Lot 988 (17) Baleine Drive, Castletown on 24 November 2021.

Holiday House is an 'A' use in the Scheme, and has a mandatory advertising requirement to landowners that may be affected by the proposal. In this instance it was determined that all adjoining landowners would be impacted by the proposal and should be notified.

Advertising was undertaken between 29 November 2021 and 20 December 2021 with one (1) objection being received.

**Officer's Comment**

Lot 988 (17) Baleine Drive, Castletown is zoned Residential R20 and is not affected by any special control areas.

Holiday House means a Single Dwelling on one lot used to provide short term accommodation but does not include a bed and breakfast. Short term accommodation means temporary accommodation either provided continuously or from time to time with no guest accommodated for periods totalling more than three (3) months in any twelve (12) month period.

The relevant objective of the Residential zone in this instance is to *provide for a range of non-residential uses, which are compatible with and complementary to residential development.*

Officers consider the proposed Holiday House is compatible with the surrounding residential development so long as it is adequately managed and any conditions applied as part of an approval are adhered to.

It is recommended the proposal be approved with both the Holiday House and Single Dwelling land uses applying to the property to allow flexibility of usage. This is due to previous changes by the Department of Planning, Lands and Heritage requiring the issuance of a separate Development Approval to change a Holiday House back to a Single Dwelling. Issuing an approval with both land uses listed allows for the landowner to switch between using the property as a Single Dwelling and Holiday House as required.

The objection received to the application was on the following grounds:

Objection:	Planning Comment:
Noise pollution	Noted. It is acknowledged that noise impact from holiday houses can be an issue. Noise was one of the primary reasons why the Shire of Esperance adopted Local Planning Policy: Holiday Homes to ensure that a local caretaker was provided for Holiday House applications where the landowner themselves may not be able to respond to any issue or complaint arising from the activity including excessive noise.

Option One:

That Council approve Development Application 10.2021.4882.1 for a Change of Use for the existing Dwelling to a Holiday House at Lot 988 (17) Baleine Drive, Castletown subject to conditions.

Option Two

That Council refuse Development Application 10.2021.4882.1 for a Change of Use for the existing Dwelling to a Holiday House at Lot 988 (17) Baleine Drive, Castletown for the following reason:

1. Amenity impact, specifically the social impacts of the development on the adjoining property.

### **Consultation**

Advertising was undertaken between 29 November 2021 and 20 December 2021 with one (1) objection being received.

### **Financial Implications**

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

### **Asset Management Implications**

Nil

### **Statutory Implications**

Local Planning Scheme No. 24

Pursuant to s.211(1) of the *Planning and Development Act 2005*, a person aggrieved by the failure of a local government to enforce or implement effectively the observance of a local planning scheme may make representation to the Minister. If the Minister considers it appropriate to do so, representation may be referred to the State Administrative Tribunal for its report and recommendation. Following subsequent actions and recommendation by the SAT the Minister may order the local government to do all things considered necessary for enforcing the observance of the Scheme or any provisions of the Scheme.

In this instance it is considered that the Scheme has been enforced effectively.

### **Policy Implications**

Local Planning Policy: Holiday Homes

### **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**

Nil

### **Attachments**

A↓. Application for Development Approval

B↓. Neighbour Objection

## **RECOMMENDATION AND DECISION**

Mr Walker declared his proximity interest and left the chamber at 4:39pm.

### **12.1.4 Development Application - Change of Use - Dwelling to Holiday House - Lot 988 (17) Baleine Drive, Castletown**

**Moved: Cr Chambers**

**Seconded: Cr O'Donnell**

**O0122-007**

#### **Council Resolution**

**That Council approve Development Application 10.2021.4882.1 for a Change of Use for the existing Dwelling to a Holiday House at Lot 988 (17) Baleine Drive, Castletown subject to the following conditions:**

- 1. The land and buildings the subject of this approval shall be used for the purposes of Dwelling and Holiday House only and for no other purpose unless otherwise approved in accordance with the provisions of Local Planning Scheme No. 24 (refer below definitions as extracted from Schedule 1 – Definitions of LPS 24 and Appendix 1 of the *Residential Design Codes*).**
  - *Dwelling* means a building or portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, or no more than six persons who do not comprise a single family.**
  - *Holiday House* means a single dwelling on one lot used to provide short-term accommodation but does not include a bed and breakfast;**
- 2. Prior to commencement of use the existing effluent disposal system is to be pumped out and a receipt for the pump-out is to be provided to the Shire of Esperance.**
- 3. The approved Holiday House must not display a sign exceeding 0.2 square metres in area.**
- 4. Lighting to assist evacuation and smoke alarms must be hard wired to mains power and be installed in the rooms and associated areas in accordance with Part 3.7 of the *Building Code of Australia*.**
- 5. All stormwater and drainage run off from all roofed and impervious areas is to be retained on-site to the satisfaction of the Shire of Esperance (Building Services).**
- 6. The provision of all services, including augmentation of existing services, necessary as a consequence of any proposed development shall be at the cost of the developer and at no cost to the Shire of Esperance.**
- 7. The development hereby approved must not create community safety concerns, or otherwise adversely affect the amenity of the subject locality by reason of (or the appearance or emission of) smoke, fumes, noise, vibration, odour, vapour, dust, waste water, waste products or other pollutants.**
- 8. The proposed operations, during and after construction, are required to comply with the *Environmental Protection (Noise) Regulations 1997*.**
- 9. This planning approval relates to the land the subject of the application and the applicant only, and cannot be assigned to any other person or transferred to any other property or premises.**

10. **A Section 70A Notification under the *Transfer of Land Act 1893 (as amended)* must be registered against the Certificate of Title to the land the subject of the proposed development advising the owners and successors in title that:  
*The subject land occasionally experiences considerable problems with nuisance and disease carrying mosquitoes. These mosquitoes are known carriers of Ross River (RRV) and Barmah Forest (BFV) viruses. Human cases of RRV and BFV diseases occur in some years in this general locality.*  
The Section 70A Notification is to be registered on the Certificate of Title PRIOR TO OCCUPANCY, with all costs associated with preparing and lodging the Section 70A Notification on the Certificate of Title at the applicant's/owner's expense.**
11. **In the event that the Manager is unavailable or unable to respond to complaints and issues in a timely manner, an alternate manager is to be nominated to handle any complaints or concerns relating to the property.**
12. **A copy of the Holiday Home Management Plan is to be provided to the adjoining landowners.**
13. **This approval for the proposed Change of Use – Dwelling to Holiday House is valid for a period of one (1) year from the date of approval. An extension of time will be automatically granted so long as on no valid complaints are received during the initial (one year) approval period. If a valid objection or complaint is received, this development approval will lapse.**

**AND the following advice notes:**

1. **The development is to comply with the *Building Code of Australia, Building Act 2011, Building Regulations 2012* and the *Local Government Act 1995*.**
2. **It is the responsibility of the developer to search the title of the property to ascertain the presence of any easements and/or restrictive covenants that may apply.**
3. **Horizon Power has requested the Shire to advise Applicants that Horizon Power has certain restrictions regarding the installation of conductive materials near its network assets. Applicants are advised to contact Horizon Power's Esperance office to ascertain whether any of Horizon Power's restrictions affect their proposed development.**
4. **The development the subject of this planning approval is required to comply with the Shire Esperance *Health Local Laws 2009*.**
5. **The developer is to liaise with Shire of Esperance (Statutory Compliance) to determine any requirement for additional approvals for any signage proposed to be erected on site.**
6. **Due to issues surrounding control of animals in unfamiliar environments, use of the property as a 'petsit' or animal inclusive holiday house is not recommended.**

**CARRIED  
F7 – A1  
(Against Cr Horan)**

\_Mr Walker returned to the chamber at 4:45pm.

# Shire of Esperance Application for Development Approval



SCHEDULE 2 PART 11 - CLAUSE 86 (1)  
PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015

LAND OWNER DETAILS			
Name	STEWART HALL + DELIA BOTHA		
ABN Number (if applicable)			
Postal Address	[REDACTED]		
Phone (Home)	Phone (Mobile)	Fax	
Email Address	[REDACTED]		
SIGNATURE OF OWNER(S)	[Signature]	Date	3/11/21
		Date	

NOTE: The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Clause 62(2).

APPLICANT DETAILS			
Name	Stewart Hall + Delia Botha		
Postal Address	[REDACTED]		
Phone (Home)	Phone (Mobile)	Fax	
Email Address	[REDACTED]		
SIGNATURE OF APPLICANT	[Signature]	Date	19/11/21
		Date	

NOTE: In signing this application the applicant gives consent for Shire Officers to inspect the property. The applicant also acknowledges that the Shire of Esperance may provide to members of the public any documents (including plans) as required under the Local Government Act 1995 in respect of documents before the Council. Applicants are advised that applications and/or plans showing incomplete, insufficient or illegible details will not be processed and will be returned at the discretion of Shire Officers

PROPERTY DETAILS			
Lot No	Street No 17	Street Baleine Drive	
Locality Castletown WA 6450			
Diagram/Plan/Deposited Plan No	Title Vol No	Folio No	

PROPOSED DEVELOPMENT			
Nature of Development	Works	Use	Works and Use
Description Holiday Home Approval			
Approximate cost of proposed development	N/A	Estimated time of completion	
Is an exemption from development claimed for part of the development?	Yes	No	<input checked="" type="checkbox"/>
Description of exemption claimed (if relevant)			
Is the development retrospective?	Yes	No	<input checked="" type="checkbox"/>
What is the nature of any existing buildings and/or land use? Residential			

Please continue over for additional details for Advertisements/Signage.

OFFICE USE ONLY			
Application Number	Date	Parcel Number	Staff Initials



**ADDITIONAL INFORMATION FOR DEVELOPMENT APPROVAL FOR ADVERTISEMENTS/SIGNAGE**

1. Description of property on which advertisement/signage is to be displayed including full details of the proposed position

N/A

2. Details of proposed advertisement/signage

a. Type of structure on which advertisement is to be erected											
Freestanding		Wall mounted		Other							
b. Height		Width			Depth						
c. Colours to be used											
d. Height above ground level		To top of sign			To bottom of sign						
e. Materials to be used											
f. Illuminated?											
Steady		Moving		Flashing		Alternating		Digital		Animated	Scintillating

3. Period of time for which a advertisements/signage is required

Permanent		Other		Details	
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4. Details of advertisements/signage (if any) to be removed if this application is approved

N/A

This application should be supported by photographs and/or plans of the premises showing the proposed position/s for the advertisement/signage and any advertisements/signage to be removed as detailed in 4 above.

# Shire of Esperance Short Stay Accommodation Property Management Plan



PROPERTY DETAILS			
Name	Stewart Hall + Delia Botna		
Lot Number	Street Number	17	Street Name
Locality		Castletown WA 6450	
PROPERTY MANAGER DETAILS			
Name	Thorpe Realty Pty Ltd		
Address	83A Dempster Street, Esperance WA 6450		
Email	rental@thorprealty.com.au	Phone	[REDACTED]
SIGNATURE		Date	29.10.21
ROLES AND RESPONSIBILITIES OF PROPERTY MANAGERS			
<p>The nominated Property Manager agrees to;</p> <ul style="list-style-type: none"> <li>• Ensure that all guests and visitors to a Property under their Management comply with this Code of Conduct;</li> <li>• Have day-to-day management of the Short Stay Accommodation;</li> <li>• Respond to complaints within a two hour timeframe pertaining to guest behavior made before 1am or respond within a reasonable timeframe, but within 24 hours, in relation to all other complaints;</li> <li>• Ensure the Property Manager contact details are updated with the Shire of Esperance at the time of any change/s;</li> <li>• Cooperate with other stakeholders including industry associations, tourism bodies, local councils and other government authorities to enhance the image, standards and contribution of Short Stay Accommodation to the economy;</li> <li>• Supply, readily visible in the home <ul style="list-style-type: none"> <li>▪ the Code of Conduct</li> <li>▪ the Property Management Plan</li> <li>▪ the Fire and Emergency Plan (including the Fire Evacuation Route)</li> <li>▪ a list of Emergency and After Hours contacts</li> </ul> </li> <li>• Liaise with guests for the occupancy and vacation of the premises;</li> <li>• Ensure the correct maximum number of guests are staying overnight in accordance with Development Approval conditions;</li> <li>• Maintain a register of all people who utilise the premises, available for inspection by the Shire of Esperance upon request;</li> <li>• Ensure the premises are clean and maintained to a high standard;</li> <li>• Ensure bed linen is clean and replaced upon guest vacation; and</li> <li>• Ensure rubbish and recycling bins are put out and collected as required.</li> </ul>			
<p>Should the property not have access to Shire waste collection services, please provide details of how waste shall be disposed of:</p> <p style="text-align: center;">N/A - weekly collection</p>			



## Short Stay Accommodation

### CODE OF CONDUCT

Property address: 17 Baliene Drive, Castletown NA 6450

This Code of Conduct has been developed to provide a self-regulatory approach to the management of Short Stay Accommodation in Esperance and aims to;

1. establish acceptable standards of behavior for Short Stay Accommodation Guests and Visitors to minimize any adverse social or environmental impacts;
2. assist Owners and Managers of Short Stay Accommodation to meet the needs of all stakeholders including guests, neighbours, local communities, local councils and government authorities
3. inform the community of the standards of conduct expected from Short Stay Accommodation owners, managers, guests and visitors so as to effectively minimize amenity impacts.

The following Code of Conduct governs tenant behaviour and use of the property. The tenant agrees to follow the guidelines below, for themselves and for any visitors they allow at the property.

<b>TENANT</b>	<ul style="list-style-type: none"> <li>• A responsible adult (over 18 years of age) shall be on site at all times when children are present.</li> <li>• No unauthorised people are permitted to stay overnight.</li> </ul>
<b>NOISE AND NUISANCE</b>	<ul style="list-style-type: none"> <li>• The tenants agree not to cause or permit nuisance at the property. This includes excessive noise, disruptive or anti-social behaviour.</li> <li>• Noise should cease after 9pm Sunday to Thursday and after 10pm Friday and Saturday</li> </ul>
<b>VEHICLE PARKING</b>	<ul style="list-style-type: none"> <li>• The tenants agree to use the parking spaces provided and not to park on lawn or garden areas on the property, on the street verge, or street outside the property.</li> <li>• Tenants and guests agree not to park any additional vehicles on the property in excess of the parking spaces provided.</li> </ul>
<b>SHIRE REGULATIONS</b>	<ul style="list-style-type: none"> <li>• The tenants agree to comply with all Shire regulations, including noise and fire limitations.</li> </ul>
<b>PREMISE CONDITION AND CLEANLINESS</b>	<ul style="list-style-type: none"> <li>• The tenants agree to leave the premise in a clean and tidy condition upon vacating, with all fittings and chattels in their original condition and position at the beginning of stay.</li> <li>• Tenants are to advise the Property Manager of any damage or disrepair within 24 hours of this occurring.</li> <li>• Any damage repairs or excessive cleaning that is attributable to the tenants will be paid for by the tenants.</li> </ul>
<b>FIRES</b>	<ul style="list-style-type: none"> <li>• The tenants agree not to allow any candles, open fires or similar to burn unsupervised within the premises.</li> <li>• No open fires are permitted outside at any time.</li> <li>• Barbeque facilities may be provided and used in a safe manner.</li> </ul>
<b>RUBBISH DISPOSAL</b>	<ul style="list-style-type: none"> <li>• Tenants agree to contain all their rubbish in the bins provided.</li> <li>• Tenants are responsible for putting out and collecting bins where their stay coincides with collection days.</li> <li>• Waste collection day is:</li> </ul>
<b>KEYS</b>	<ul style="list-style-type: none"> <li>• At the end of the agreed tenancy, tenants agree to lock the premise, close all windows and return the keys to the Property Manager.</li> <li>• Any lost or damaged keys will be replaced at the tenant's expense.</li> </ul>
<b>TERMINATION OF ACCOMMODATION</b>	<ul style="list-style-type: none"> <li>• If tenants are found to have contravened any of the above Code of Conduct responsibilities a verbal warning will be issued.</li> <li>• If the contravention is not rectified immediately the accommodation booking may be terminated with 2 hours' notice at the Property Manager's discretion.</li> <li>• No refunds will be made</li> </ul>



## Short Stay Accommodation

### FIRE AND EMERGENCY PLAN

Property address: 17 Baliene Drive, Castletown WA 6450

### EMERGENCY CONTACT DETAILS

FOR EMERGENCIES DIAL 000

Property Manager	
Esperance Police	9079 8999
Esperance Hospital	9079 8000
Shire of Esperance	9071 0666

### EMERGENCY INFORMATION

In the event of a fire or emergency, evacuation information may be broadcast or available from the following sources:

- ABC Radio: 837AM
- DFES: [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au)
- 132 500 - SES emergency assistance
- 13 DFES (13 33 37) for emergency information
- Shire of Esperance: [www.esperance.wa.gov.au](http://www.esperance.wa.gov.au)

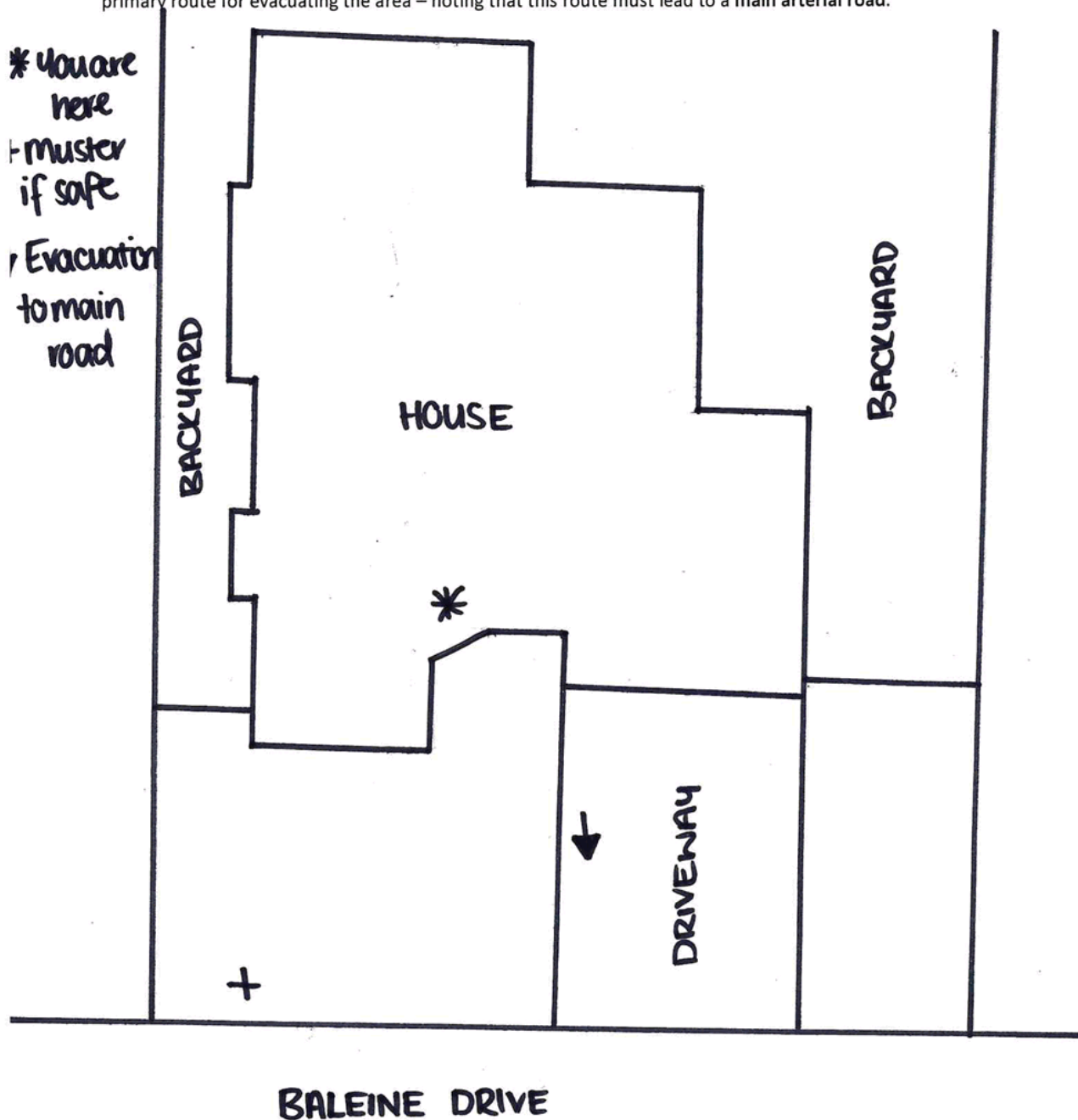


# Short Stay Accommodation

## FIRE EVACUATION ROUTE

Property address: 17 Baliene Drive, Castletown WA 6450

Attach map of the locality clearly showing the nearest Emergency Evacuation Point for the property and the primary route for evacuating the area – noting that this route must lead to a main arterial road.





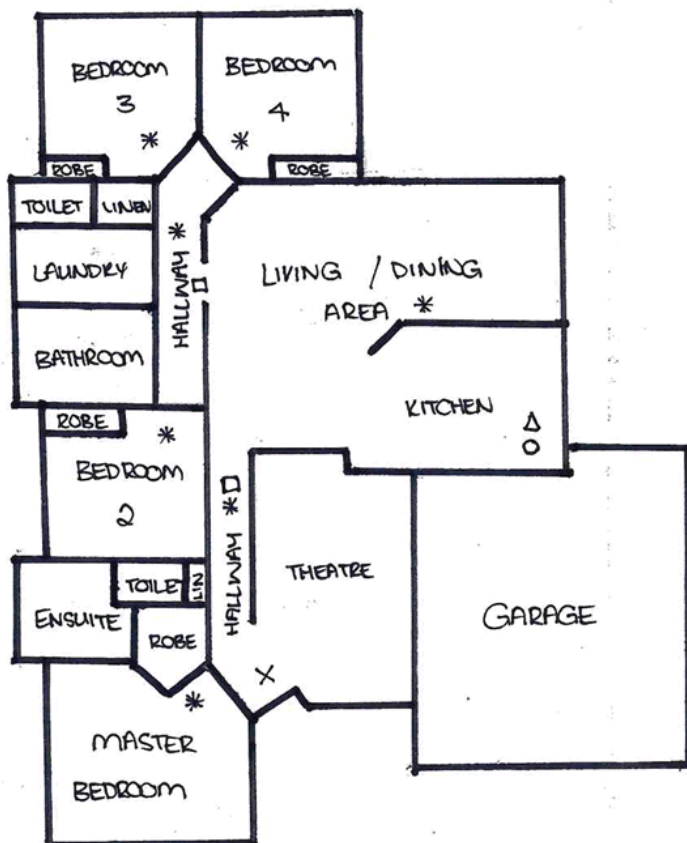
## Short Stay Accommodation

### FLOOR PLAN OF PREMISES

Property address: 17 Baliene Drive, Castletown WA 6450

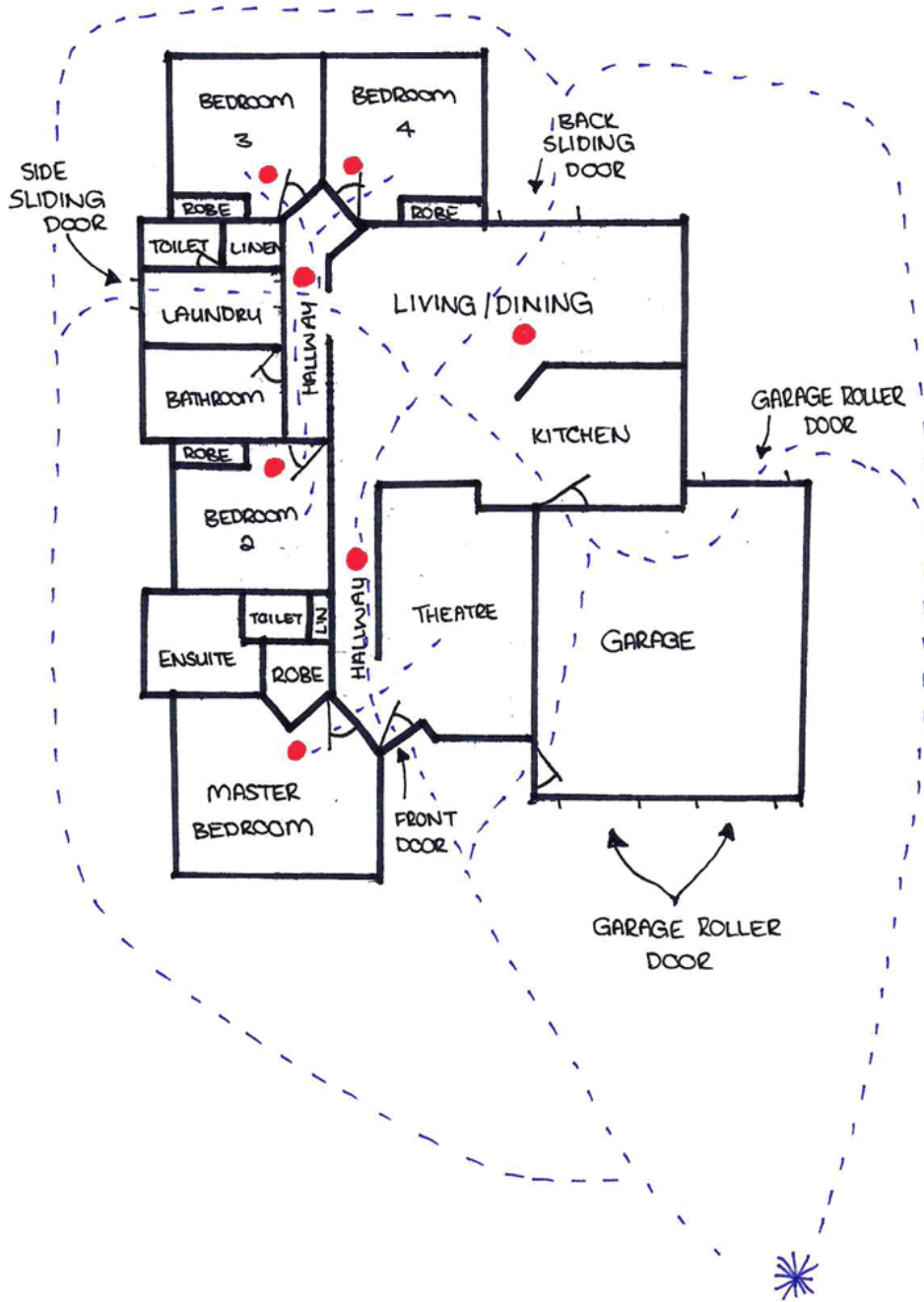
Attach floor plan of the dwelling showing the following:

- \* • Hardwired smoke alarms (required in all bedrooms and passageways)
- Δ • Fire blanket (in kitchen)
- • Exit lighting in the paths of exit
- • Fire extinguishers
- • External taps/garden hose locations
- X • 'You Are Here' symbol.



# 17 Baleine Drive

- = Smoke alarms
- ✳ = Safe meeting space



## Richard Hindley

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**From:** Lissa Mack [REDACTED]  
**Sent:** Monday, 20 December 2021 5:00 PM  
**To:** Richard Hindley  
**Subject:** Adjoining Land

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

To the Chief Officer,

We, Ewan & Lissa Mack oppose to the house at 17 Baleine Drive to be used as a holiday accommodation premises. We were kept awake [on Friday 18th](#) with a party at the property which is outside our bedroom window. Our concern is the risk of further & frequent parties until all hours. We all work and cannot afford to have lack of sleep due to this.

We are looking at selling our property and do not want this to affect that or our potential buyers.

Thank you.

Kind regards,  
Lissa & Ewan Mack

[REDACTED]  
Sent from my iPhone

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

[Report this message as spam](#)



**Item: 12.1.5**

**Development Application - Change of Use - Dwelling to Holiday House - S/L 3 (3/1A)  
The Esplanade, Esperance**

This item was withdrawn.

**Item: 12.1.6**

**Cancellation of Request for Management over Reserve 3473**

**Author/s** Richard Hindley Manager Strategic Planning & Land Projects  
**Authorisr/s** Holly Phillips Director External Services

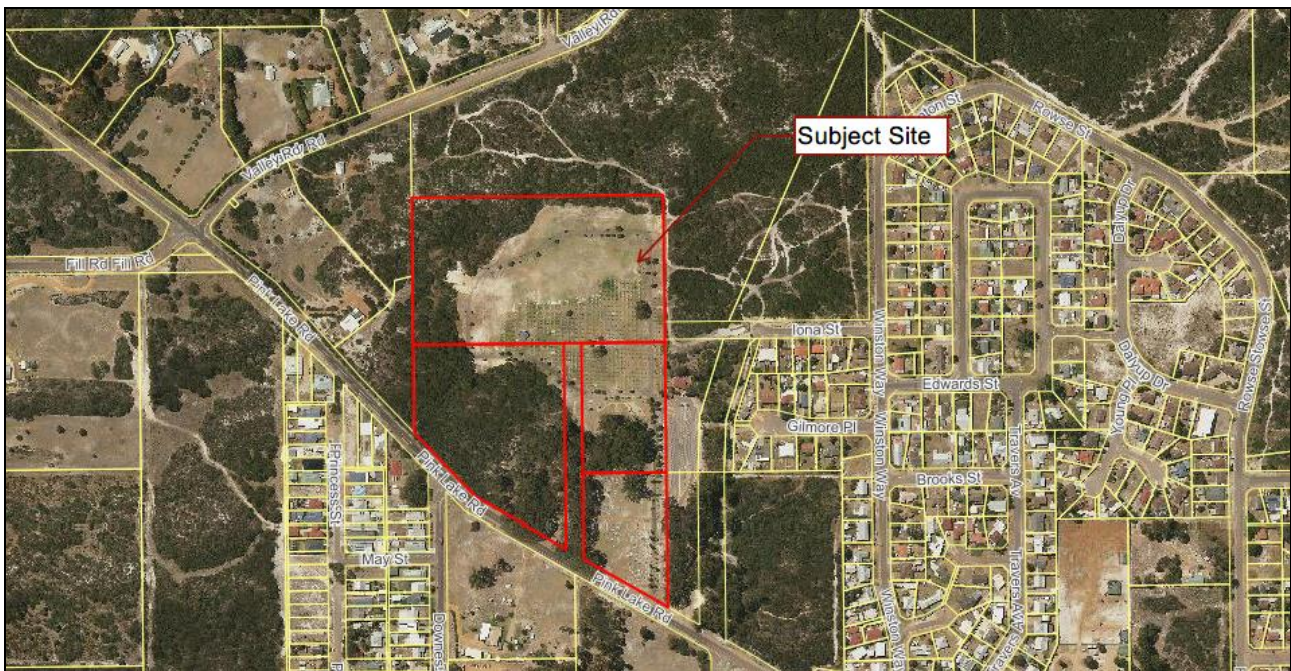
**File Ref: D21/43758**

**Applicant**

Internal (Strategic Planning & Land Projects)

**Location/Address**

Reserve 3473



**Executive Summary**

For Council to consider cancelling the request for Management of Reserve 3473 (Esperance Cemetery).

**Recommendation in Brief**

That Council:

1. Cancel the request made under Section 41 of the *Land Administration Act 1997* to grant management of Reserve 3473 to the Shire of Esperance retaining the current purpose of the Reserve; and
2. Advise the Department of Planning, Lands and Heritage – Lands of the cancellation of the request for management of Reserve 3473.

**Background**

At the Ordinary Council Meeting in December 2019 Council resolved to:

1. Request the Minister for Lands under Section 41 of the *Land Administration Act 1997* to grant management of Reserve 3473 to the Shire of Esperance retaining the current purpose of the Reserve; and
2. Commence the road closure process for an unnamed road surrounded by Reserve 3473 in accordance with Section 58 of the *Land Administration Act 2007*.

Following this resolution, a request was forwarded to the Department of Planning, Lands and Heritage – Lands Services seeking to gain the Management of Reserve 3473.

Consequently, the Department of Planning, Lands and Heritage – Lands Services (DPLH) advised that the Shire would require a LAA Management Order to exercise powers over Reserve 3473 and consequently enter into an Indigenous Land Use Agreement (ILUA) that provides for the suppression of Native Title rights and interests on the Reserve.

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

Reserve 3473 is subject to non-exclusive Native Title under Determination WAD6097/1998. The Shire approached the DPLH regarding the requirement to enter into an ILUA when Reserve 3473 is shown as an 'Other Interest' in Schedule Five of the Native Title under Determination.

After internal discussions at DPLH the Shire was advised that the Esperance Cemetery could continue to operate on Reserve 3473 as the Reserve has an Other Interest and the Council is appointed as the Cemeteries Board.

Further, the Shire sourced legal opinion on the matter which outlined the Shire could continue to manage the Esperance Cemetery without a management order for the reserve, so long as current uses for the reserve remain in place, as it is required to fulfil its duties under the *Cemeteries Act 1986*.

DPLH's view is that the continued operation of the Cemetery in the absence of a formal Management Order is at the Shire's risk. However, it is perceived that there is minimal risk associated with this approach given the Shire is already vested with the care, control and management of the Esperance Cemetery and has no intent to alter uses on the site.

It is therefore the view of officers that the Shire should not proactively try to resolve the management of the Reserve.

#### **Consultation**

Department of Planning, Lands and Heritage – Land Services

#### **Financial Implications**

N/A

#### **Asset Management Implications**

N/A

#### **Statutory Implications**

Land Administration Act 1997

Native Title Act 1993 (Cth)

WAD6097/1998 Native Title Determination

It is acknowledged that Reserve 3473 is subject to non-exclusive Native Title under Determination WAD6097/1998.

Paragraph 8 of the Determination provides for the nature and extent of Other Interests (under section 225(c) of the *Native Title Act 1993*). Paragraph 8 states that 'The nature and extent of other interests in relation to the Determination Area are described in Schedule Five'.

Relevantly, Schedule Five of the Determination lists Reserve 3473 - Cemetery as an 'Other Interest'.

Reserve 3473 is also shown on page 16 of Schedule Two (Maps of the Determination Area) as 'AREAS THE SUBJECT OF NON-EXCLUSIVE NATIVE TITLE (Areas where native title comprises the rights set out in paragraph 4 of the Determination)'.

Paragraph 9 of the Determination provides for the relationship between native title rights and Other Interests (under section 225(d) of the *Native Title Act 1993*). Paragraph 9 states as follows-

'The relationship between the native title rights and interests described in paragraph 4 and the Other Interests is that –

- (a) to the extent that any of the Other Interests are inconsistent with the continued existence, enjoyment or exercise of the native title rights and interests, the native title rights and interests continue to exist in their entirety, but the native title rights and interests have no effect in relation to the Other Interest to the extent of the inconsistency during the currency of the Other Interests; and otherwise
- (b) the existence and exercise of the native title rights and interests do not prevent the doing of any activity required or permitted to be done by or under the Other Interests, and the doing of any activity required or permitted to be done by or under the Other Interests, prevail over the native title rights and interests and any exercise of the native title rights and interests, but, subject to the operation of section 24JB(2) of the *Native Title Act 1993*, do not extinguish them.'

#### **Policy Implications**

Nil

#### **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**

N/A

#### **Attachments**

Nil

**RECOMMENDATION AND DECISION**

**12.1.6 Cancellation of Request for Management over Reserve 3473**

**Moved: Cr Flanagan**

**Seconded: Cr McMullen**

**O0122-008**

**Council Resolution**

**That Council:**

- 1. Cancel the request made under Section 41 of the *Land Administration Act 1997* to grant management of Reserve 3473 to the Shire of Esperance retaining the current purpose of the Reserve; and**
- 2. Advise the Department of Planning, Lands and Heritage – Lands of the cancellation of the request for management of Reserve 3473.**

**CARRIED  
F8 - A0**

**Item: 12.1.7**

**Bushfire Mitigation Activity Fund**

**Author/s** Mel Ammon Manager Community Support

**Authorisator/s** Holly Phillips Director External Services

**File Ref: D22/759**

**Applicant**

**Location/Address**

- Reserve 27626, Lot 64 Thompson St, Lots 63, 68, 69, 74 and 75 Stewart St (Skroly's Park), West Beach
- Reserve 19624, Lots 33, 34, 501 and 502 Grass Patch Rd, Grass Patch
- Land bounded by 92, 100, 102 and 108 Starr St, 5, 10, 13, 18, 25, 26, 34, 37 and 42 Alana St and 1, 2, 12 and 22 McLennan St, Gibson

**Executive Summary**

That Council receive \$34,500 from the Mitigation Activity Fund to undertake three (3) prescribed burns at West Beach, Grass Patch and Gibson.

**Recommendation in Brief**

That Council receive \$34,500 from the Mitigation Activity Fund to undertake three (3) prescribed burns at West Beach, Grass Patch and Gibson.

**Background**

The Mitigation Activity Fund (MAF) provides two (2) rounds of funding annually, to assist with mitigation strategies identified within the Shire's Bushfire Risk Management Plan (BRMP).

The risk to communities from bushfire hazards on State owned land across Western Australia is recognised as a high priority for mitigation. The impact of a bushfire can be reduced through the delivery of mitigation activities that reduce bushfire fuels or improve fire response.

Local Governments undertake bushfire risk management planning processes across their jurisdiction to ensure unacceptable bushfire risks are identified and appropriately managed. In many cases, land presenting a significant bushfire risk to communities is Crown land that through the provision of the *Local Government Act 1995*, falls under the responsibility of Local Governments to manage. It is this Crown land, managed by a Local Government, that the MAF is designated to address.

**Officer's Comment**

Council endorsed the BRMP in October 2021. An endorsed BRMP, provides eligibility for access to the MAF funding rounds.

As such, an application to the MAF round was made to undertake three (3) mitigation/treatment activities, through prescribed burning, on parcels of land at;

- Reserve 27626, Lot 64 Thompson St, Lots 63, 68, 69, 74 and 75 Stewart St (Skroly's Park) West Beach - \$12,500
- Reserve 19624, Lots 33, 34, 501 and 502 Grass Patch Rd, Grass Patch - \$11,200
- Land bounded by 92, 100, 102 and 108 Starr St, 5, 10, 13, 18, 25, 26, 34, 37 and 42 Alana St and 1, 2, 12 and 22 McLennan St, Gibson - \$10,800

The funding application was successful and the Shire will receive \$34,500 to undertake these burns by December 2022.

Another MAF round of funding will be open in April 2022. If these burns are undertaken and acquitted by this time, the Shire will be eligible for this additional round of funding.

A Shire cannot have two (2) grants allocated at one time. Weather permitting, it is the intent to undertake these burns and expend this first round of funding by April 2022 in order to be eligible for the April funding round.

### **Consultation**

Office of Bushfire Risk Management  
Bush Fire Advisory Committee

### **Financial Implications**

The net financial implications arising from this report are Nil. Received MAF funds of \$34,500 will be utilised for the prescribed burns totalling \$34,500.

<b>Description</b>	<b>Budget Figure</b>	<b>Amended Figure</b>	<b>Variation</b>
01-04090-115-175	(\$700,000)	(\$734,500)	(\$34,500)
Fire Mitigation (New)	\$80,000	\$114,500	\$34,500
<b>Net result</b>			\$0

### **Asset Management Implications**

Nil

### **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

Corporate Business Plan 2021/22 – 2024/25

<Enter Text>

### **Environmental Considerations**

Nil

### **Attachments**

Nil

**RECOMMENDATION AND DECISION**

**12.1.7 Bushfire Mitigation Activity Fund**

**Moved: Cr Horan**

**Seconded: Cr Chambers**

**O0122-009**

**Council Resolution**

**That Council receive \$34,500 from the Mitigation Activity Fund to undertake three (3) prescribed burns at West Beach, Grass Patch and Gibson.**

**CARRIED  
F8 - A0**



## **12.2 ASSET MANAGEMENT**

### **Item: 12.2.1**

#### **Request for Tanker Jetty Timber**

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

**File Ref: D22/891**

#### **Applicant**

Shelley Payne MLC

#### **Location/Address**

92 Dempster Street

#### **Executive Summary**

For Council to consider the request from the Hon. Shelley Payne MLC for Esperance Tanker Jetty Timber.

#### **Recommendation in Brief**

That Council sell a Grade 2 Deck Plank to the Hon Shelley Payne MLC for their bench outside 92 Dempster Street, for \$75 inclusive of GST.

#### **Background**

As part of the deconstruction of the Esperance Tanker Jetty, there has been some historic timber salvaged and stockpiled at the Shire Depot. Council has recently adopted Policy ASS 028 Esperance Tanker Jetty Timber that sets out how the Shire will distribute the timber for the community benefit.

The Hon. Shelley Payne MLC has requested a Grade 1 or 2 Deck Plank to construct a bench outside her office, please see attached request.

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

The request from the Hon. Shelley Payne MLC meets the requirements of Council Policy ASS 028 Esperance Tanker Jetty Timber "Other" category. It is therefore proposed to sell a Grade 2 Deck Plank for \$75 Inc GST in line with the policy. In discussions with the Electorate Office, there is no issue with this.

#### **Consultation**

Nil

#### **Financial Implications**

Nil

#### **Asset Management Implications**

Nil

#### **Statutory Implications**

Nil

#### **Policy Implications**

ASS 028: Esperance Tanker Jetty Timber

### **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**

Nil

### **Attachments**

A↓. Tanker Jetty Timber Application

B↓. Design and Location of Bench

**RECOMMENDATION AND DECISION**

**12.2.1 Request for Tanker Jetty Timber**

**Moved: Cr McMullen**

**Seconded: Cr O'Donnell**

**O0122-010**

**Council Resolution**

**That Council sell a Grade 2 Deck Plank to the Hon. Shelley Payne MLC for their bench outside 92 Dempster Street, for \$75 inclusive of GST.**

**CARRIED  
F8 - A0**

# Hon. Shelley Payne MLC

## Member for Agricultural Region

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

Sent via email at [mathew.walker@esperance.wa.gov.au](mailto:mathew.walker@esperance.wa.gov.au)

Dear Mathew

### RE: Tanker Jetty Timber Application

I write to you to apply for Esperance Tanker Jetty timber. I wish to have a bench made by Esperance Men in Sheds using Tanker Jetty timber, to be placed outside of my office at 92 Dempster Street for community use. I have addressed the application criteria, as follows:

**1. A sketch or diagram of the use for the timber**

Please refer to sketch attached to email.

**2. The quantity of timber required, including grade and specimen**

A 4-metre section of Grade 1 or 2 Deck Plank will be required. The top of the bench will be a single plank measuring 2.5 metres long. The legs of the bench will use the remaining plank.

**3. The project's connection to the Esperance Tanker Jetty**

The bench is designed to have a rustic, utilitarian construction method, and aesthetic, paying homage to the Tanker Jetty. The round topped bolts sitting proud of the surface of the timber also mirror those that were used to construct the original Jetty. The timber will not be surfaced, to keep the natural patina and age of the timber.

**4. How the project will be accessible to the community**

The bench will be installed in the centre of town, accessible to the public at all hours. Located in between garden beds and shaded underneath a Norfolk Island Pine, the bench will be an ideal place to sit and take refuge while in town (see images attached to email). The bench will be situated between Post Office Square and RSL Park, offering a place to rest for the elderly when walking across town. The bench will be constructed by Esperance Men in Sheds, who have experience using Tanker Jetty timber in numerous projects around town and inspected and approved the proposed location.

**5. Engineering or design certification if being incorporated into a building project**

N/A

Thank you for considering this application. I look forward to hearing from you.

Kind regards



Shelley Payne MLC  
6 December 2021

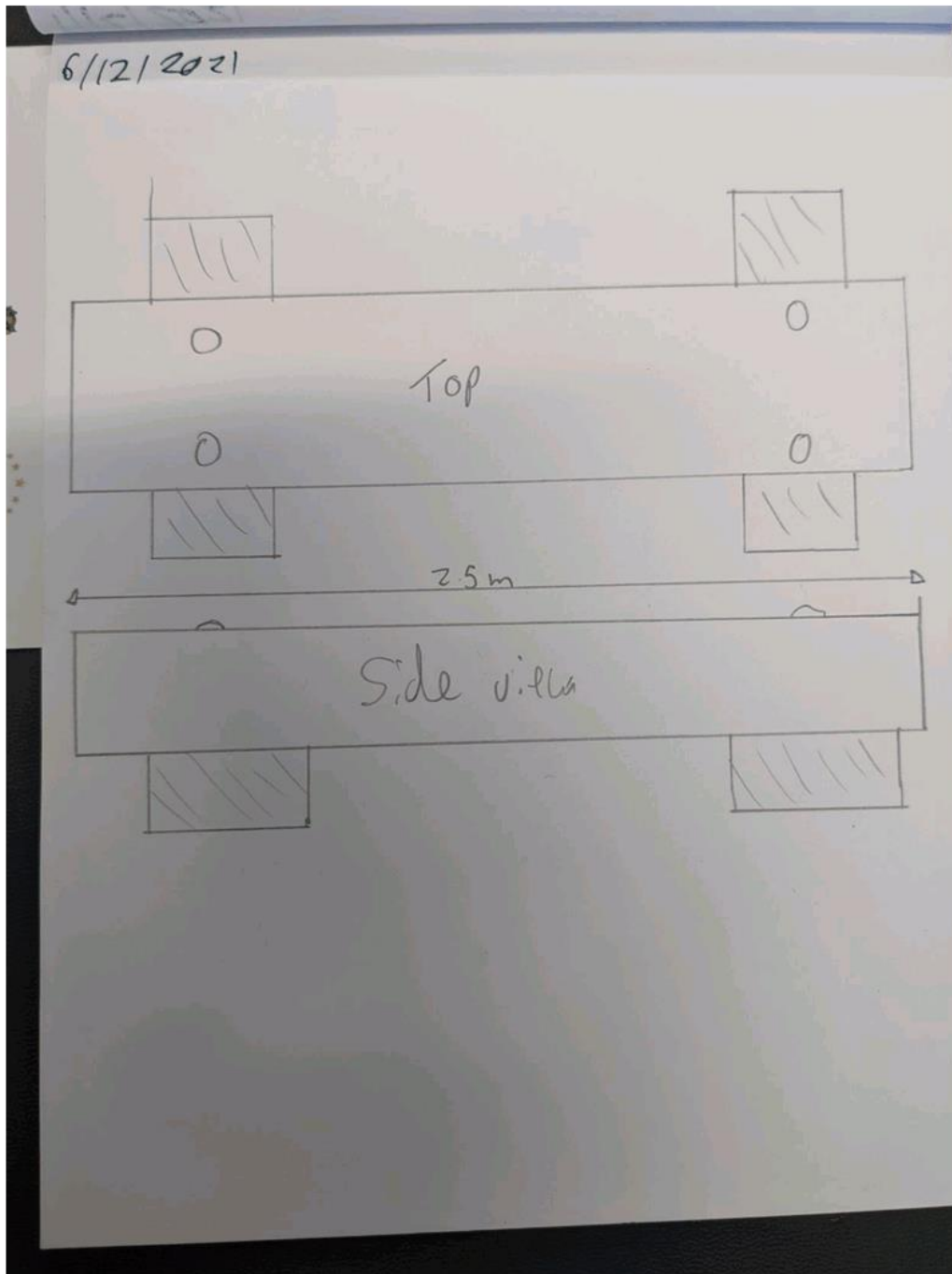


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92 Dempster Street, Esperance WA 6450

 9072 1786  [shelley.payne@mp.wa.gov.au](mailto:shelley.payne@mp.wa.gov.au)  ShelleyPayneMLC

Design of Bench



Location



**Item: 12.2.2**

**BOILC Plant Room and Heating Upgrade Budget Amendment**

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

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

**File Ref: D22/1086**

**Applicant**

Internal

**Location/Address**

Bay of Isles Leisure Centre - BOILC

**Executive Summary**

For Council to consider a budget amendment for the BOILC heating upgrade.

**Recommendation in Brief**

That Council;

1. Approves a budget variation for the BOILC heating upgrade as detailed in the following table.
2. Considers the two deferred projects for inclusion in future budgets.

**Background**

The Bay of Isles Leisure Centre (BOILC) has four pools of substantially different volumes and operating temperatures. Historically, the BOILC has used natural gas to heat the aquatic centre water through three boilers. Until 2020 the gas required to operate these boilers had been supplied free of charge. Currently the shire is being charged for the gas consumption at full commercial rates. Given this Council considered alternative methods of pool heating at the November 2020 Ordinary Meeting of Council, and resolved the following:

*That Council:*

1. *Receive the BOILC heating study and the Bay of Isles Leisure Centre Heating Feasibility Study Reports; and*
2. *Upgrade the heating at the Bay of Isles Leisure Centre by installing heat pumps to the four pools and the air handling system.*

Council also committed to a plant room modernisation project in the 2019/20 budget, to upgrade the control system, pumps and chlorine dosing system. The Shire has a current budget of \$710,715 to complete both projects.

The estimated costs for the BOILC Plant Room and Heating Upgrade has increased due to the following reasons:

Power supply upgrade.

To operate the heat pumps the electrical supply needs to be increased to three times the current supply amount, from 170A to 517A. This upgrade involves Horizon Power installing a transformer on the Padbury street side of the BOILC site. The distance of the transformer to the heat pumps means the power supply cable needs to be longer and a of a large diameter, plus the installation will be more complex than the initial concept design. The magnitude and complexity of the power upgrade has substantially increased the electrical costs of the project

Noise Attenuation

During the detailed design it was identified that due to the proximity of the BOILC is to residents the heat pumps will required to be placed in purpose built enclosures to attenuate the noise. This noise attenuation was a requirement of the Building Code and the Australian standards. The costs associated with this was not included in the original estimate.

#### Heat Pump Circulation Pipe Insulation

The detail design also identified the benefits of insulating the circulation pipes in reducing heating costs. The insulation of the pipes involves the construction of a purpose built insulated pipe duct and support structure. The costs associate with the pipe insulation was not included in the original estimate.

#### Material costs increase.

Over the past twelve months the cost of materials have continually been increase, in some cases by as much as 80%. These increases have contributed to the increase project cost.

A breakdown of the costs to complete the projects is given in attachment A.

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

Given the priority of the BOILC heating upgrade, due to the Esperance Gas Distribution Company ceasing operations of the reticulated natural gas network in Esperance at some stage in the future. It is considered a priority to increase the budget to cover the additional costs to enable the project to be completed.

Officers propose to defer two Local Roads and Community Infrastructure projects that are consider a lower priority and reallocate the funding towards the BOILC heating upgrade, these being:

- GPS CORS Network - \$250,000
- Town Entry Statements - \$300,000

Both these project could then be reconsidered for future budgets.

The alternative to reallocating these projects would be to fund the additional cost via Shire reserves. The only two reserves suitable are the Building Maintenance and Renewal Reserve and the Priority Projects Reserve, which have approximately \$453,000 and \$737,000 in them respectfully. Shire Officers would be hesitant to draw down the Building Maintenance and Renewal Reserve as it is prudent to have an enough money in the reserve for any unforeseen building issues.

#### **Consultation**

Nil

#### **Financial Implications**

The financial implications arising from this report are detailed in the table below.

Description		Budget Figure	Amended Figure	Variation
BOILC Plant Room and Heating Upgrade	W3136	710,715	1,260,715	550,000
LRCI – GPS CORS Network	W3974	250,000	0	(250,000)
LRCI – Town Entry Statements	W3982	300,000	0	(300,000)
<b>Net result</b>				Nil

#### **Asset Management Implications**

The Plant Room and Heating Upgrade will substantially lower the ongoing utility operating costs for the BOILC in the order of \$100,000 pa.

#### **Statutory Implications**

Section 6.8 Local Government Act 1995.



### **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 2021/22 – 2024/25

B1.5 Maintain Shire buildings

### **Environmental Considerations**

Nil

### **Attachments**

A<sup>1</sup>. [BOILC Plant Room and Heating Upgrade Costs Breakdown](#)

**RECOMMENDATION AND DECISION**

**12.2.2 BOILC Plant Room and Heating Upgrade Budget Amendment**

Moved: Cr Flanagan

Seconded: Cr Obourne

O0122-011

Council Resolution

That Council;

1. Approves a budget variation for the BOILC Plant Room and Heating Upgrade as detailed in the following table.

Description		Budget Figure	Amended Figure	Variation
BOILC Plant Room and Heating Upgrade	W3136	710,715	1,260,715	550,000
LRCI – GPS CORS Network	W3974	250,000	0	(250,000)
LRCI – Town Entry Statements	W3982	300,000	0	(300,000)
Net result				Nil

2. Considers the two deferred projects for inclusion in future budgets.

**CARRIED**  
**F8 - A0**

**BOILC Plant Room and Heating Upgrade - Project Budget**

<b>Description</b>	<b>Cost</b>	<b>Source</b>	<b>Comment</b>
<b>Heating Upgrade</b>			
Design	\$ 75,110.00	Purchase / est.	Engineering design
Heat Pumps	\$ 147,230.00	Purchased	Heat Pumps for lap, leisure, hydro and spa pools. (6 Off)
Heat Pumps	\$ 82,192.00	Quote	Air handling units (2 off)
Transformer upgrade	\$ 150,000.00	Eng. Est	Horizon Power, Initial indicated to be 110 K+
Electrical upgrade	\$ 245,000.00	Quote	Cable run from transformer / switch boards / connection to heat pumps
Civil Structural	\$ 120,528.00	Quote	Pipe rack / earth works / pad / install heat pumps
Piping	\$ 30,343.00	Quote	Abs piping
Piping installation	\$ 52,800.00	Eng. Est	
Cool room panels supply and install	\$ 25,022.00	Eng. Est	Cool Panel Web pricing
Insulation supply and Install	\$ 10,000.00	Eng. Est	
Sundry Items	\$ 10,000.00		
Contingency 5%	\$ 43,655.75		
<b>Sub Total</b>	<b>\$ 916,770.75</b>		
<b>Plant Room Control System Upgrade</b>			
Control Board upgrade	\$ 228,630.00	Contract	NRP Electrical contract
Pump upgrade	\$ 100,000.00	Eng. Est	5 @\$20K
Contingency 5%	\$ 16,431.50		
<b>Sub Total</b>	<b>\$ 345,061.50</b>		
<b>Total</b>	<b>\$ 1,261,832.25</b>		
<b>Current Budget</b>	<b>\$ 710,715.00</b>		
<b>Additional Budget Required</b>	<b>\$ 551,117.25</b>		

## 12.3 CORPORATE & COMMUNITY SERVICES

### Item: 12.3.1

#### Policy Review - Executive Services 2022

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

**File Ref: D21/40506**

#### Applicant

Internal

#### Location/Address

N/A

#### Executive Summary

For Council to review the section of the Policy Manual that relates to Executive Services.

#### Recommendation in Brief

That Council adopt the Executive Services policies inclusive of amendments, inclusions and deletions as reviewed.

#### Background

A review of Council Policies is recommended to take place every two years, in line with Council elections to ensure that the Policies are in keeping with community expectations, relevance and current requirements.

#### Officer's Comment

The following is a summary of recommended changes to the existing Executive Services policies. Please refer to Attachment A for details.

Ref No.	Policy Name	Recommended Amendment
EXE 006	Approval to Hold a Civic Reception	No change
EXE 007	Elected Member Entitlements	Update Communications Allowance section in line with current practice
EXE 008	Senior Employees	No change
EXE 011	Legal Representation Cost Indemnification	Remove reference to delegation as this is not a statutory requirement.
EXE 012	Conferring of Honours	Minor change - Formatting and wording of d)
EXE 014	Presentation of a Shire Plaque of the Council Crest	No change
EXE 017	Vandalism Rewards	No change
EXE 019	Risk Management	No change – to be reviewed following change in WHS legislation
EXE 020	External Committee Representation	No change
EXE 021	Community Engagement	Amend Strategic Community Plan and Pulse references, include communication and engagement strategy information,
EXE 022	Public Land Asset Strategy	No change to wording – moves to COR
EXE 023	Use and Storage of Presidential Chain	No change
EXE 024	Civic Centre Hire Fees Not to be Waived	No change to wording – moves to COR
EXE 025	Sporting Association Ground Fees	No change to wording – move to COR

EXE 026	Live Streaming and Recording of Meetings	No change
EXE 027	Electoral Caretaker Period	No change
EXE 028	Cultural Protocols	Move citizenship ceremonies from Welcome to Country section to Acknowledgement section
EXE 029	Attendance at Events	No change
EXE 030	Code of Conduct Behaviour Complaints Management	No change
EXE 031	Elected Member Professional Development	No change
EXE 032	Elected Member Social Media	No change

The review of EXE 010: Common Seal policy is still in progress and will be put to Council at a subsequent meeting.

It is noted that an absolute majority is required for amendments to the Attendance at Events and Elected Member Professional Development policies.

### **Consultation**

Executive Services

### **Financial Implications**

Nil

### **Asset Management Implications**

Nil

### **Statutory Implications**

*Local Government Act 1995 – s.2.7(2)(b) Determine the Local Government's Policies*

### **Policy Implications**

Nil

### **Strategic Implications**

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

Corporate Business Plan 2021/22 – 2024/25

Provide leadership and direction to implement the Corporate Business Plan

### **Environmental Considerations**

Nil

### **Attachments**

A⇒ Executive Services Reviewed Policies - *Under Separate Cover*

**RECOMMENDATION AND DECISION**

**12.3.1 Policy Review - Executive Services 2022**

**Moved: Cr Chambers**

**Seconded: Cr de Haas**

**O0122-012**

**Council Resolution**

**That Council adopt the Executive Services policies inclusive of amendments, inclusions and deletions as reviewed.**

**CARRIED  
F8 - A0**

**Item: 12.3.2**

**Community Grants Program 2022/2023**

<b>Author/s</b>	Trevor Ayers	Manager Community & Economic Development
<b>Authorisator/s</b>	Felicity Baxter	Director Corporate & Community Services

**File Ref: D21/40402**

**Applicant**

Internal report

**Location/Address**

N/A

**Executive Summary**

For Council to approve the Community Grants Program Guidelines for the 2022/2023 year and advertise for applications.

**Recommendation in Brief**

That Council:

1. Endorse the attached 2022/2023 Community Grants Program Guidelines; and
2. Advertise for applications for the 2022-2023 Community Grants Program during February and March 2022.
3. Consider recurrent operational funding for The Brass Band, Esperance Community Arts and The Cannery Arts Centre separately to the Community Grants Program.

**Background**

Each year the Community Grants Program is reviewed with amendments made to the guidelines if necessary. This year a significant review has been undertaken to simplify the process and enable a more responsive approach to supporting groups in the community as opportunities for Community Development arise.

**Officer's Comment**

In previous years the Community Grants Payment has been made up of three categories of annual grants (Development, Events and Assistance) along with the Support category which is open all year. The annual grants are all submitted to Council for approval as part of the annual budget process, while the Shire President and CEO are delegated authority to approve the Support Grants. Table 1 below provides more detail about the four categories available.

Grant Category	Purpose	Application Amount	Availability
<b>Support</b>	Small grants for donations, sponsorships and scholarships to support the delivery of individual projects, programs and activities.	Up to \$1,000	Open all year round
<b>Assistance</b>	Supports the delivery of small projects, programs and activities such as small equipment purchases, workshops, school holiday programs.	Min \$1,000 Max \$5,000	Open yearly
<b>Development</b>	Supports capital upgrades, improvements and development of community services and facilities.	\$5,000 and over	Open yearly
<b>Events</b>	To provide support and incentive for new and developing local and regional events.	\$1,000 and over	Open yearly

Table 1

Currently any amount over \$1,000 has to be applied for as an annual grant during a six week window in February/March. The Council approval process takes place in June and the grant funds are allocated from August onwards (until the following August). This means that some organisations may have to apply up to 16 months ahead for project support. This significant lead-in time makes it difficult for many community organisations to respond to project opportunities as they arise.

A suggested improvement to responsiveness is to simplify the program to 2 categories, Small Grants (up to \$3,000) and Annual Grants (above \$3,000) and increase the amount allocated for the Small Grant category and reduce the annual allocations by that same amount. This would keep the total Community Grant Program funding at the current level, but result in a two-fold benefit, that funding would be available to groups all year round, as well as a faster turn-around time for the application process.

Table 2 below provides a summary of Community Grants issued this year to date and the previous 4 financial years. It shows that on average, Council issues 25 grants under \$1,000 and 7 grants under \$3,000 per annum.

Summary of Grants Approved per Category									
Year	Grants < \$1,000		Grants < \$3,000		Grants < \$5,000		Grants > \$5,000		Total
2021/2022	11*	\$8,195	8	\$16,070	7	\$30,474	8	\$254,180	\$308,919
2020/2021	28	\$24,694	4	\$7,960	5	\$24,850	10	\$214,776	\$272,280
2019/2020	27**	\$19,958	8	\$17,870	5	\$23,638	5	\$173,300	\$234,766
2018/2019	37	\$25,332	8	\$12,949	5	\$21,820	7	\$152,796	\$212,897
2017/2018	26***	\$19,857	6	\$10,236	5	\$23,500	7	\$140,301	\$193,894
Average	25.6	\$19,607	6.8	\$13,017	5.4	\$24,856	7.4	\$187,071	\$244,551
* Year to Date									
** A number of approved grants weren't proceeded with due to Covid									
*** Support grants were limited to a total pool of \$20,000									

Table 2



Proposed changes to the guidelines is summarized in Table 3 below.

# Categories & Key Dates

## at a glance

	Small Grants	Annual Grants
<b>Purpose</b>	Timely grants to support the delivery of projects, programs, events and activities.  Supports small equipment purchases, workshops, school holiday programs and community events.  Assists with sporting or cultural representation at a national or international level.	For the development of the community through projects or events.  Supports capital upgrades, improvements and development of community services and facilities.  To provide support and incentive for new and developing local and regional events.
<b>Application Amount</b>	Up to \$3,000  Up to \$500 for representing WA or Australia  Up to 100% of the total project cash expenses	\$3,000 and over  Up to 50% of the total project cost
<b>Availability</b>	Open all year	Open once yearly
<b>Applications Open</b>	August 2022 Upon formal adoption of Shire Budget	As soon as possible following January Council Meeting  Estimated to be 1st February 2022
<b>Applications Close</b>	Upon the full allocation of SOE's annual small grants budget	14 March 2022
<b>Decision</b>	Within 4 weeks of application	By Late June
<b>Funding Available</b>	Upon Approval	Upon formal adoption of Shire Budget (Estimated Early August)
<b>Project Delivery / Grant Year</b>	1st August 2022 - 31st July 2023	
<b>Accountability Report Due</b>	60 Days following project completion or 30th September 2023 Which ever falls first	
<b>Examples</b>	A listing of Successful Community Grants Projects can be found at <a href="http://www.esperance.wa.gov.au/community-grants-program">www.esperance.wa.gov.au/community-grants-program</a>	

Table 3

The key points to consider include:

Small Grants

- Up to \$3,000 to be available on an ongoing basis, until the annual budget is allocated.
- The overall allocation of budget for small grants to be approved with the annual grant's approval process (traditionally June OCM).
- Small grants are currently approved under delegated authority by the CEO and President. It is proposed to either continue this practice or change to one of the following:
  1. Create a review panel of two Councilors (suggest President plus one Councillor with Deputy and one other Councillor to deputize in their absence)
  2. Shire staff to fully manage and report to Council on a monthly basis (either of these proposals would require a change in delegation).
- Arts/Sports/Cultural Representation - Representation of Western Australia or Australia by either individuals or teams from Esperance – maximum level of support - \$500. Previously this was \$200 for State representation and \$500 for National / International representation.

Annual Grants

- Applications over \$3,000 continue to be assessed by Council on an annual basis.
- Organisations will be able to apply for more than one grant (provided only one application is for a purpose other than an event).

It is custom for Council to provide annual operational support to the Brass Band, Esperance Community Arts and The Cannery Arts Centre during this process. As a part of this review, it is recommended to have a separate annual budget allocation for these groups, independent of the Community Grant Program, but continue to apply the same acquittal process.

The current process of Councilors reviewing all grant applications above \$1,000 usually takes at least two briefing sessions which results in Council spending significant time reviewing relatively repetitive or small budget allocations. The proposed change would enable Council to focus their time on the larger allocations with the smaller amounts and standard contributions being dealt with at an operational level.

This year it is intended to open the annual grant applications on the 1 February and close applications on the 14 March 2022.

This timing allows staff sufficient time to review applications, follow up any questions and provide detailed information to Council.

**Consultation**

Community Development Officer,  
Community Development & Events Coordinator,  
Manager Community & Economic Development,  
Director of Corporate and Community Resources and  
Manager Community Support.  
Councilors briefing (Thursday 16<sup>th</sup> December)

**Financial Implications**

The amount distributed through the Community Grants Program is at the discretion of Council through the 2022/2023 Budget deliberations and will not be affected by the proposed alterations to the Guidelines.

**Asset Management Implications**

Nil

**Statutory Implications**

Nil

**Policy Implications**

Nil

### **Strategic Implications**

Strategic Community Plan 2017 - 2027

*Community Connection*

A variety of accessible sport, recreation, arts and cultural activities that can be pursued by all

Facilitate and support sport, recreation, arts and cultural activities

### **Environmental Considerations**

Nil

### **Attachments**

A [↓](#). 2022/2023 Community Grants Program guidelines

**RECOMMENDATION AND DECISION**

**12.3.2 Community Grants Program 2022/2023**

**Moved: Cr Obourne**

**Seconded: Cr McMullen**

**O0122-013**

**Council Resolution**

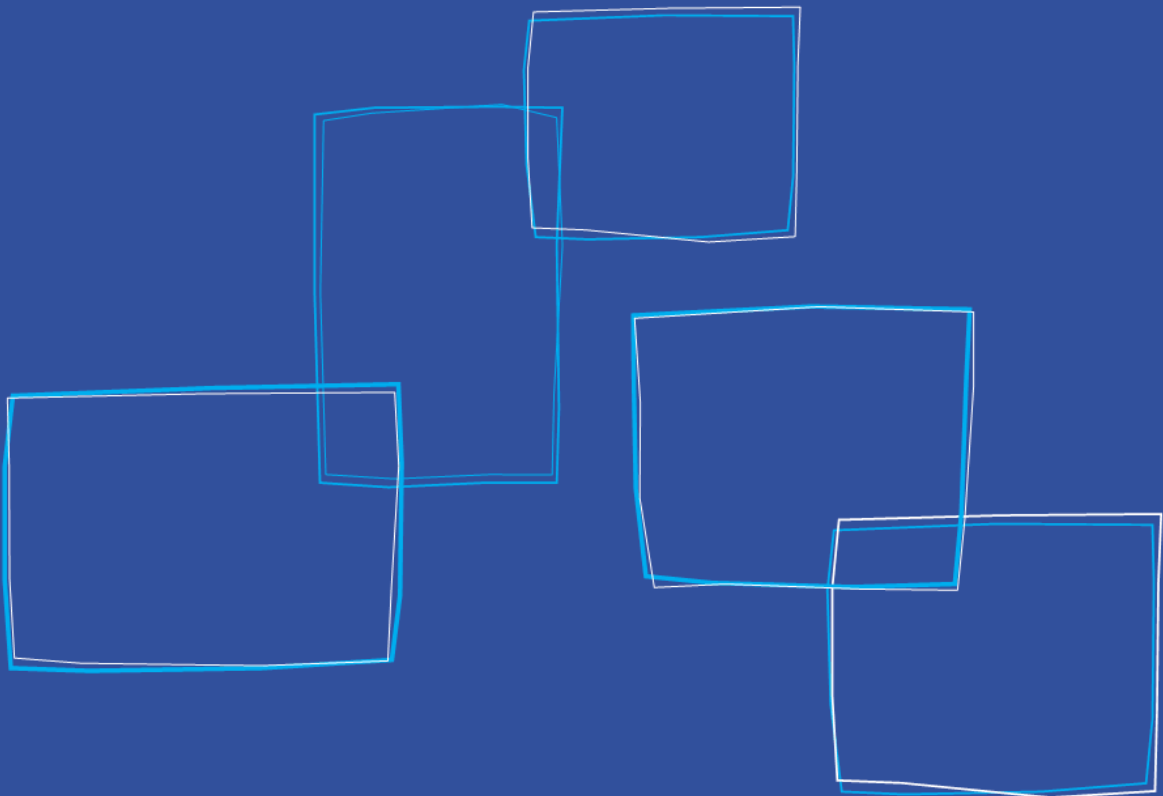
**That Council;**

- 1. Endorse the attached 2022/2023 Community Grants Program Guidelines; and**
- 2. Advertise for applications for the 2022-2023 Community Grants Program during February and March 2022.**
- 3. Consider recurrent operational funding for the Brass Band, Esperance Community Arts and The Cannery Arts Centre separately to the Community Grants Program.**

**CARRIED  
F8 - A0**



# Shire of Esperance 2022-2023 Community Grants Program Guidelines



***“The Community Grants Program is offered to assist community groups who provide valuable community, cultural, environmental, sporting and recreational services and activities.”***



### **From the Shire President**

The Council of the Shire of Esperance recognises the significant contribution of individuals and community groups towards creating a strong and vibrant community.

One of the most effective means of promoting community growth is through the use of volunteers and non-government organisations. The Council acknowledges and supports the contribution that community members make of their time, labour and expertise toward improving our community's quality of living.

The Community Grants Program gives us an opportunity to recognise and support this great work. The program helps to build upon the partnership between council and community based organisations for projects and activities that respond to local needs.

I encourage you to contact the Community Development Officer to discuss your proposal prior to submitting an application (contact details are outlined in this document).

We look forward to receiving your project proposal and the ongoing partnerships this program creates between council and community.

A handwritten signature in black ink, which appears to read "Ian Mickel". The signature is written in a cursive style with a long horizontal flourish underneath.

**Cr Ian Mickel  
Shire President**

# Contents

<b>Overview</b>	<b>4</b>
<i>Program Objectives</i>	4
<i>Viewpoint</i>	4
<i>Assistance</i>	4
<i>Interest Free and Self Supporting Loans</i>	5
<i>Community Sporting and Recreation Facilities Fund (CSRFF)</i>	5
<i>Shire Managed Venues</i>	5
<i>Access and Inclusion</i>	5
<i>Volunteers</i>	5
<i>Collaborative Approaches and Consultation</i>	5
<b>Grant Categories and Key Dates at a glance</b>	<b>6</b>
<b>Eligibility Criteria</b>	<b>7</b>
<b>Who can not apply</b>	<b>7</b>
<b>Grant Categories</b>	
<i>Small Grants</i>	8
<i>Annual Grants</i>	9
<b>Application Process</b>	<b>10</b>
<i>How to Apply</i>	10
<i>GST</i>	10
<i>Freedom of Information</i>	10
<i>Assessment Process</i>	11
<i>How Applications are Assessed</i>	11
<i>Recognition of Contribution</i>	11
<i>Accountability</i>	11

# Overview

## Program Objectives

The Community Grants Program is the Shire's principal community investment program. Through this program council contributes to community wellbeing by:

- Supporting and stimulating diverse and dynamic projects, programs, events and activities;
- Encouraging collaboration through engagement and participation in the community;
- Facilitating stronger, more sustainable and resilient communities;
- Supporting the maintenance and upgrade of community facilities.
- Encouraging projects and events benefiting Aboriginal and Torres Strait Islander people.

The purpose of the Shire's Community Grants Program is to develop and actively support community organisations and individuals who positively contribute to community wellbeing and the cultural life of the region.

The grants program enables the Shire to recognise leadership and individual achievement, build community capacity and sustainability, develop cultural identity and support initiatives that respond to identified community needs.

## Viewpoint

The program is designed with a philosophy of opportunity, support and partnership. The Shire of Esperance will provide a range of grants to encourage and engage groups and individuals in the community to make a positive and ongoing contribution which result in social, environmental, recreational, economic and cultural benefits to the wider community.

These guidelines provide a framework for the grants program which ensures an equitable, accountable and transparent process for the distribution and acquittal of financial assistance to community groups and individuals.

## Assistance

For further information or assistance to complete an application form, please contact the Community Development Officer on:

Phone: (08) 9071 0678

Email: [shire@esperance.wa.gov.au](mailto:shire@esperance.wa.gov.au)



### Interest Free and Self Supporting Loans

Applications for Interest Free and Self Supporting Loans are separate to the Community Grants Program and may be submitted for Shire of Esperance consideration at any time of the year. If you are planning a major capital works program this type of funding may be suitable to your needs. All enquiries regarding Interest Free and Self Supporting loans are to be directed to the Director of Corporate and Community Services.

### Community Sporting and Recreation Facilities Fund (CSRFF)

The Department of Local Government, Sport and Cultural Industries administers the CSRFF scheme to assist community groups and Local Government Authorities to develop basic infrastructure for sport and recreation. The maximum CSRFF grant approved will be no greater than one third of the total estimated project cost with the balance of funds required to be sourced by the applicant.

All CSRFF applications must be lodged with the Local Government Authority where they are assessed, prioritised, and endorsed by Council prior to submission to the Department of Local Government, Sport and Cultural Industries

It should be noted that the CSRFF evaluation process is independently undertaken by the Department of Local Government Sport and Cultural Industries. It is the responsibility of the applicant to ensure that their project application meets both the Shire of Esperance and CSRFF guidelines where appropriate, and that their organisation fully understands all related grant conditions.

### Shire Managed Venues

If your project will be held in a venue under the control of the Shire of Esperance, it is recommended that you contact the venue, request a quote and make a tentative booking before you submit your application. Remember to include the cost as an expense for your project. If your grant application is successful, Council will consider the funding level for the cost of hiring the venue.

### Access and Inclusion

The Shire of Esperance is committed to providing dignified and equitable access for all. It is important that applications are inclusive of people living with a disability and their carers. This may include considerations to the following:

- Accessible parking at the venue;
- Provision of accessible facilities such as toilets, ramp access and accessible seating;
- Consideration for assistance animals;
- Acceptance of Carer Cards and/or Companion Cards for carers;
- Information available in accessible format, such as large print and signage.

### Volunteers

The Shire of Esperance values and recognises the enormous amount of work done by volunteers within our community. We encourage organisations to work within best practice principles with regard to Volunteer Management, in particular the use of Volunteer's Accident Insurance.

If you would like any further information regarding best practice in Volunteer Management please contact the Esperance Volunteer Resource Centre.

### Collaborative Approaches & Consultation

All applicants are encouraged to consider collaborating on projects that work towards a common goal or support a common target group. We encourage groups to work together, learn from each other's experience and avoid unnecessary duplication. Applications that provide evidence of early consultation with participants and key stakeholders will be highly regarded.

# Categories & Key Dates at a glance

	Small Grants	Annual Grants
<b>Purpose</b>	Timely grants to support the delivery of projects, programs, events and activities.  Supports small equipment purchases, workshops, school holiday programs and community events.  Assists with sporting or cultural representation at a national or international level.	For the development of the community through projects or events.  Supports capital upgrades, improvements and development of community services and facilities.  To provide support and incentive for new and developing local and regional events.
<b>Application Amount</b>	Up to \$3,000  Up to \$500 for representing WA or Australia  Up to 100% of the total project cash expenses	\$3,000 and over  Up to 50% of the total project cost
<b>Availability</b>	Open all year	Open once yearly
<b>Applications Open</b>	August 2022 Upon formal adoption of Shire Budget	As soon as possible following January Council Meeting  Estimated to be 1st February 2022
<b>Applications Close</b>	Upon the full allocation of SOE's annual small grants budget	14 March 2022
<b>Decision</b>	Within 4 weeks of application	By Late June
<b>Funding Available</b>	Upon Approval	Upon formal adoption of Shire Budget (Estimated Early August)
<b>Project Delivery / Grant Year</b>	1st August 2022 - 31st July 2023	
<b>Accountability Report Due</b>	60 Days following project completion or 30th September 2023 Which ever falls first	
<b>Examples</b>	A listing of Successful Community Grants Projects can be found at <a href="http://www.esperance.wa.gov.au/community-grants-program">www.esperance.wa.gov.au/community-grants-program</a>	

# Eligibility Criteria

## General Eligibility Criteria

Applicants can only apply for one application per grant category per budgeted financial year. Applicants can apply for two Annual Grants if one of the applications is for an event.

All funding requests must not exceed 50% of the total project cost (with the exception of the Support category). The total project cost is the value of all cash and non cash items within the project budget.

All projects, programs and activities must be conducted within the budgeted grant year.

Specific eligibility criteria exist for individual grant categories and should be read in conjunction with the following:

### General

- Applicants must reside or operate within the Shire of Esperance;
- Projects, programs and activities for which funding is sought must be based within the Shire of Esperance;
- Organisations must be a Not-for-Profit incorporated organisation (unless it is a Support grant for representation);
- Unincorporated groups can still apply, providing they are auspiced by an incorporated organisation that can manage the grant on behalf of the applicant. A letter agreeing to auspice must accompany the application;
- Organisations that have received financial support from Council within the past five years must have met all the requirements of their approval, including acquittal reporting;
- Organisations must have a valid lease with the Shire of Esperance if funding is related to premises on Shire controlled land and comply with insurance and lease conditions;
- Only one application per project can be accepted from an organisation in a single financial year.

### Applicants must:

- Demonstrate effective management skills and be financially accountable;
- Provide details of other sources of funding sought and obtained for the project;
- Demonstrate the capacity to contribute to the project through their own financial or in-kind resources;

### Projects, programs and activities must demonstrate the following:

- That the purpose of the grant meets a recognised community need in accordance with the relevant funding categories;
- A significant benefit to the Esperance community;
- Have clearly defined, specific objectives and measurable outcomes;
- A substantial degree of community support and representation;
- Encourage and support the involvement of volunteers;
- Designed to foster community engagement and participation;
- An innovative approach to meeting community needs;
- Encourages a strong sense of community wellbeing that supports the Council's strategic direction and meets the identified goals as outlined in the Shire of Esperance Strategic Community Plan 2017-2027. A copy of this plan can be accessed at [www.esperance.wa.gov.au](http://www.esperance.wa.gov.au)

### Who can not apply

- Businesses, commercial or profit making entities;
- Government agencies;
- Political groups;
- Committees of the Shire of Esperance.

### Projects, programs and activities that are ineligible include those that:

- Seek funding of the same project more than once in a financial year;
- Have commenced or have been completed prior to the receipt of Council deliberations;
- Are for commercial gain; Seek reimbursement for monies already spent;
- Seek funding to increase existing un-acquitted funds from Council for the same project, program or activity;
- Seek funding for voluntary labour and in-kind contributions/donations;
- Are aimed at promoting political views (including protests);
- Are engaged in activities which promote discrimination, violence or anti-social behaviour;
- Potentially have involvement with organisations that engage in unlawful activities;
- Do not show sustainable strategies.

# Grant Categories

## Small Grants

This category is designed to support community groups address a need of the community in the delivery of small projects, equipment purchases, programs, events and activities for the benefit of the community.

This grant category also supports Esperance residents, whether as individuals or teams, seeking assistance for representing Western Australia or Australia in sporting, academic, leadership or cultural endeavours.

### Funding

Categories of funding apply as follows:

- Arts / Culture / Sport representation \$500 (ex GST)
- Community sponsorship maximum \$3,000 (ex GST)

### Eligibility and Conditions

This is to be read in conjunction with the general eligibility criteria referred to in this document p.7 & 10-11

- Organisations can only receive one Support grant from Council each financial year;
- Applications can be for up to 100% of the total project cash expenses;
- Applications are open all year; Applications close at the end of every month;
- Funding outcomes will be advised by the 15th of each month;
- No retrospective funding. Applications must be received prior to an event or competition taking place to allow sufficient time for review and outcomes to be advised;
- Depending on the timing of applications the allocation of funds may occur after the event.
- Where appropriate acknowledgement of the Shire of Esperance funding in associated publicity and promotional material and display of Shire logo and / or promotional material.

### Community Sponsorship

- For events, see Eligibility and Conditions p.11

### Applications made under this category must include:

- A copy of Certificate of Incorporation (or equivalent alternative registration);
- Evidence of Public Liability Insurance.

### Arts / Culture / Sport Representation Funding

- Representative Applicants must reside within the Shire of Esperance;

### Teams / Groups

- A team / group consists of two (2) or more people participating in the same event with a common link;
- If you are a member of a team / group you are ineligible to apply for an individual grant and must apply for a team / group grant;
- One representative from the team / group (e.g. group leader or coach) is to complete the application form on behalf of the team / group. It is the responsibility of this individual to distribute the funds to the team / group in an appropriate manner.

### Applications must include:

- For sporting representation written confirmation from a recognised peak body on their official letterhead is required, stating the applicant's name and confirming the level of participation;
- For non-sporting events, written confirmation or an invitation to represent in an area of interest at a high-profile state, national or international event is to be submitted with the application

### Applications will not be considered if:

- The representative/s receives payment of any kind for their participation in the event or activity;
- Representative individuals have nominated themselves to participate in an event or activity;
- The application is not accompanied by the required supporting documentation.

# Annual Grants

This category is designed to support organisations that enhance the community through projects or sustainable community events that celebrate diversity, creativity, inclusion and a vibrant and strategically balanced community.

The emphasis of these grants is on development initiatives; maintenance and upgrading of community facilities; activities which result in social, cultural and environmental benefits through fostering opportunities for access, participation, and responding to community issues and needs

## Funding

- Applications over \$3,000 (ex GST);
- Applications must not exceed 50% of the total project cost;
- Applications are open on a yearly basis;
- No retrospective funding.
- Funding will not be granted for events that have already been started or completed;
- Only one form of grant funding will be provided for any event per financial year.
- Applicants can apply for two Annual category grants if one of the applications is for an event.

## Eligibility and Conditions

This is to be read in conjunction with the general eligibility criteria referred to in this document p 7 & 10-11

- Prior approval must be sought from Council for any proposed improvement to Council owned property.
- Projects must not clash with, or adversely affect, existing community events including Shire events;
- Significant celebratory events, such as milestone anniversaries for community organisations, will only be eligible for funding under this grants category if wider community benefit is demonstrated;
- Event organisers must ensure they have contacted the Shire of Esperance to obtain the relevant community event information relating to all permits/licences relevant to their particular event within required time frames (e.g. road closures, Temporary Occupancy Permits, Temporary Food, liquor licence). It is the organisers' responsibility to ensure they have fully disclosed all details of their event in order to obtain the necessary permits;
- Applicants must demonstrate planning for self sufficiency and event sustainability.

## Specific Exclusions

- Celebration activities or events where attendance is limited to individual organisations and their members;
- Payment of debt;
- Purchase of alcohol.

## Applications made under this category must include

- A copy of Certificate of Incorporation (or equivalent alternative registration);
- Evidence of Public Liability Insurance.
- Adopted/endorsed Income & Expenditure Statement / Profit & Loss (12mth) for the previous financial year
- Adopted/endorsed Balance Sheet or Statement of Assets & Liabilities.
- Quotations for project expenses\*:
  - One quotation for all purchases over \$1,000
  - Two quotations for all purchases over \$3,000

*\*Local quotes preferred, if local quotes are not obtained, please provide a suitable explanation.*

## Applications made under this category may include

- The most recent annual report or equivalent (such as President's report) which outlines the activities of the organisation;
- Provide a report that demonstrates the need for the project or activity, which may include your organisations business plans;
- A copy of any business, strategic or other relevant planning documents;
- A budget for the forthcoming year;
- A concept/site plan (if relevant);
- Letters of support from stakeholders;
- Evidence of principal support from landowner (if relevant)

# Application Process

**The grants program is designed to provide limited financial assistance and is not intended to be relied upon as a primary or recurrent source of funding.**

Shire staff involved in the administration of the Community Grants Program are available to guide and assist you in the preparation of your application.

This is a competitive process. A good application reflects that you have read the guidelines and associated documents, while also demonstrating your skill, ability and commitment to managing a successful project.

## How to Apply

- Applications will only be accepted on the forms made available by Council at the time the grant funding round is advertised; Please refer to the Shire's website to confirm the closing date for the next round of grants.
- Application forms may be obtained from the Shire's website or Administration Office. If you are completing the form electronically, a hand written signature in the appropriate section(s) is required. Please keep a copy of the application for your records:
- Responses must be provided to all questions on the application form;
- Applications must include a clearly documented project budget;
- Applications must include all supporting documentation where required, i.e. Certificate of Incorporation, quotations, etc (please see requirements for each category on pages 8-11);
- Applications from unincorporated groups and organisations must be authorised by an auspicing organisation;
- Applicants must agree in writing to the conditions of the grant as set out in the application form;
- **Late applications will not be considered under any circumstances.**

## GST

GST may apply to your grant funding, depending upon your organisation's tax status. If your organisation is GST registered, then GST will apply to the grant amount funded. If the organisation is not GST registered, then GST does not apply to the grant funding.

Completed applications must be submitted by post or email:

**Post:** The Chief Executive Officer; Shire of Esperance  
PO Box 507; Esperance WA 6450

**Email:** shire@esperance.wa.gov.au

In addition:

- No bound and/or stapled copies will be accepted.
- Applications will not be accepted by facsimile.

## Freedom of Information

Applications for funds and other written information provided to Council will be treated confidentially. However, the provisions of the Freedom of information Act, 1982, apply to all documents held by the Shire of Esperance.

## Assessment Process

- Acknowledgement of application will be provided to applicants.
- A panel of officers will assess applications against the eligibility requirements and selection criteria and make preliminary recommendations;
- Applicants may be requested to make a presentation to Council;
- Decisions regarding the allocation or non-allocation of funding will be made by Council (or officers acting under delegated authority) and are considered final;
- Council reserves the right to part-fund an application;
- Applicants will receive written notification about the success or otherwise of their grant application. Commencement of the project or expenditure of expected funds must not take place until this notification is received;
- Funds can only be distributed to successful applicants upon the formal adoption of the budget (anticipated late July / early August).

**Please Note:** Shire Staff and Councillors participate in the assessment and decision making process for the Community Grants Program. It is not recommended that you seek letters of support from Staff or Councillors as it may be perceived as a 'conflict of interest'.

## How Applications Are Assessed

The high demand for funding under the Council's Community Grants Program will mean that not all grant applications can be approved. Although an application may meet the assessment criteria, grants are highly competitive and approval will depend on available funds and the number and quality of applications.

Applications will be assessed against the following key selection criteria and ranked in order of priority:

- Alignment with the guidelines and eligibility criteria of the relevant grant category and the general criteria of the Community Grants Program;
- Demonstration of the community need for the project;
- Benefit to the Esperance community (i.e. contribution to community well being);
- Alignment to the Shire of Esperance Strategic Community Plan goals and strategies;
- Ability to achieve tangible outcomes for the benefit of the Esperance community;
- Demonstration of the organisation's ability to effectively manage the project with consideration to relevant financial and legislative frameworks;
- Capacity to make a significant financial or in-kind contribution to the project;
- Past funding history and profile of organisation;
- Levels of volunteer participation and wider community participation;
- Evidence of consultation with relevant stakeholders;
- Inclusion of a balanced, realistic and complete project budget (incorporating relevant quotes);
- Evidence of other state/federal funding secured by the applicant. Co-contributions are assessed with financial contributions receiving a higher weighting than in-kind contributions.

**Applications that encompass the following attributes will receive a lower priority level in the assessment process:**

- Seeking funding for bonds, employee salaries and wages;
- Requests that are deemed to be regular ongoing operational costs of an organisation;
- Funding for recurring projects.

## Recognition of Contribution

If your grant application is successful, recognition and acknowledgement of the Shire of Esperance contribution will be required. This includes but not limited to; display of the Shire logo on promotional material; acknowledgement in all advertising and publicity; display of Shire signage at events; invitation to Councillors to functions; and where appropriate distribution of Shire promotional material. Details of these requirements will be outlined in the funding acknowledgement.

When submitting an application to the Shire of Esperance's Community Grant program you will be providing permission for any future images of the project to be potentially used by the Shire for their future promotion, reporting and/or other project purposes

## Accountability

- Successful applicants will be required to sign a grant funding acknowledgement that will detail funding conditions and accountability requirements, prior to any grant funds being paid;
- Grants provided under the Community Grants Program must only be spent on the project as approved by Council;
- All grant monies must be expended within the budgeted grant year (1st August 2022 - 31st July 2023) or the funds must be refunded to the Shire;
- If the situation arises where the event, project, activity or attendance does not occur the monies shall be reimbursed to the Shire in full;
- Any unspent funds must be returned to the Shire;
- Any changes to the project that would result in funding being expended other than as detailed in the application may not be undertaken without prior written approval from the Shire;
- An Accountability report must be provided on the prescribed forms within 60 days of project completion or 30th September 2023 which ever falls first;
- The Accountability report must include a financial report of budgeted and actual expenditure, and evidence of: grant funds being spent; recognition of Shire contribution; tangible evidence to support performance indicators - all to the satisfaction of the Shire.



For further details on the Community Grants Program please contact the Community Development Team.

Shire of Esperance  
Windich Street  
Po Box 507  
Esperance WA 6450  
P: 08 9071 0666  
F: 08 9071 0600  
E: [shire@esperance.wa.gov.au](mailto:shire@esperance.wa.gov.au)  
W: [www.esperance.wa.gov.au](http://www.esperance.wa.gov.au)

D21/37151  
V10-202201



**Item: 12.3.3**

**Lease Renewal Request - The Country Women's Association of Western Australia**

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

**File Ref: D21/40680**

**Applicant**

The Country Women's Association of Western Australia

**Location/Address**

Lot 304 James Street Esperance, Reserve 23429



**Executive Summary**

For Council to consider entering into a new lease with the Country Women's Association of Western Australia for Lot 304 James Street Esperance, Reserve 23429.

**Recommendation in Brief**

That Council enters into a new lease with the Country Women's Association of Western Australia for Lot 304 James Street Esperance, Reserve 23429.

**Background**

Lot 304 James Street is Crown Land and was vested to the Shire of Esperance, with power to lease, for the purpose of 'Rest Room Country Women's Association' in 1952, when the Country Women's Association (CWA) began leasing the premises. The CWA Hall was built in 1971.

The current lease expired in September 2020 and since this time has been operating under the holding over clause due to the development of the James Street Precinct Plan.

In 2019, the CWA requested that their lease be renewed for a further 15 years. The longer term has been requested to provide security of tenure for the two branches who are based at the site and to support future investment in the premises.

The CWA has recently confirmed that they are still wishing to renew the lease for a further 15 years in accordance with the correspondence received in 2019.

### **Officer's Comment**

The James Street Precinct Plan is now nearing completion and the development of this area is not expected to impact the CWA's current premises, therefore it is recommended that we proceed with the renewal of the lease.

Discussion with Officers has determined that there are no concerns with renewing the lease for this premises, therefore it is recommended to approve the lease request for a further 15 year term.

It was noted that the CWA's building has been constructed across Lot boundaries into Lots 9 and 10 The Esplanade, however the Shire do not have power to lease for these Lots and therefore the lease area will remain being the whole of Lot 304 James Street.

### **Consultation**

The Country Women's Association of WA  
Manager Community and Economic Development  
Manager Strategic Planning and Land Projects  
Coordinator Building Services  
Coordinator Environmental Health  
Compliance Officer

### **Financial Implications**

Annual lease fee \$110 Inc GST  
Lease preparation fee \$132 Inc GST

### **Asset Management Implications**

Nil – land only lease

### **Statutory Implications**

*Local Government Act 1995* – s.5.83 Disposing of Property  
*Local Government (Functions and General) Regulations 1996* - Section 30(2) Dispositions of property excluded from Act s.3.58  
*Land Administration Act 1997* – Section 18 Crown Land Transactions that need Minister's Approval

### **Policy Implications**

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 2021/22 – 2024/25

Manage Shire Leases and Insurance

### **Environmental Considerations**

Nil

### **Attachments**

[A↓.](#) Lease Renewal Request - CWA

**RECOMMENDATION AND DECISION**

**12.3.3 Lease Renewal Request - The Country Women's Association of Western Australia**

Officer's Recommendation

That Council enter into a lease with The Country Women's Association of Western Australia for Lot 304 James Street Esperance, Reserve 23429, subject to;

1. Department of Lands' approval;
2. Lease term being 15 years;
3. Annual Lease fee being \$110 Inc GST; and
4. Lease Preparation fee payable of \$132 Inc GST.

**MOTION**

**Moved: Cr Obourne**

**Seconded: Cr de Haas**

**O0122-014**

**That Council lay Item 12.3.3 on the table until the James Street Precinct Plan has been endorsed.**

**CARRIED  
F8 - A0**

Reason: To give council scope to make decisions about the James St Precinct Plan before committing to this lease.



THE COUNTRY WOMEN'S ASSOCIATION OF WESTERN AUSTRALIA (INC.)

NON-PARTY POLITICAL NON-SECTARIAN

2 April 2019

Matthew Scott  
Chief Executive Officer  
Shire of Esperance  
PO Box 507  
Esperance WA 6450

Dear Matthew

As you would be aware, the Country Women's Association of WA (Inc.) has leased the land at Lot 304, James Street since last century. Substantial investments have been made into creating this community resource including the construction of a brick hall.

Our most recent lease from the Shire from 2015 only granted a 5-year lease with a 5-year renewal option. While renewal discussions are not due to commence until 2020, the CWA of WA (Inc.) would like to canvas the likelihood of the Shire considering a longer term lease of 15 years at the next renewal date.

This will provide some security of tenure to our Esperance and Esperance and Bay Districts branches who are based at the site and support our future investment in the property and the area.

I will be happy to discuss this matter with you further and look forward to hearing your response on this matter.

Yours sincerely

Jackie Farmer  
General Secretary CWA of WA

Page 1 of 1

1176 Hay Street | PO BOX 97 | Ph. (08) 9321 6041 | Email. [info@cwaofwa.asn.au](mailto:info@cwaofwa.asn.au) |  
West Perth WA 6005 | West Perth WA 6872 | Fax. (08) 9321 6024 | [www.cwaofwa.asn.au](http://www.cwaofwa.asn.au) | ABN. 75 087 227 582

A CONSTITUENT SOCIETY OF THE ASSOCIATED COUNTRY WOMEN OF THE WORLD

**Archived:** Tuesday, 11 January 2022 7:56:35 AM  
**From:** [Trish Langdon](#)  
**Mail received time:** Wed, 5 Jan 2022 14:25:12  
**Sent:** Wed, 5 Jan 2022 06:25:01  
**To:** [Sarah Walsh Elaine Johnson statepres](#)  
**Cc:** [REDACTED] [external Belinda Lay](#)  
**Subject:** RE: Esperance CWA Lease Renewal  
**Importance:** Normal  
**Sensitivity:** None

---

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

~

Dear Sarah

~

Thank you for your email. I hope you have returned to work refreshed from the festive season.

~

Belinda Lay has been in touch and has confirmed that the Country Women's Association of WA, with particular reference to the Esperance Bay and Districts branch, is keen to extend the lease for 15 years as previously discussed.

~

If you have any queries, please do not hesitate to contact me on [REDACTED]

~

Kind regards

~

Trish

~

Trish Langdon

Chief Executive Officer

~



~

Postal Address: PO Box 97, West Perth 6872

Street Address: 1176 Hay Street, West Perth 6005

Phone: + 61 8 9321 6041

Mobile

Email:

Facebook: <https://www.facebook.com/cwaofwa>

Twitter: <https://twitter.com/CWAofWA>

Instagram: <https://www.instagram.com/cwaofwa/>

Linkedin: <https://www.linkedin.com/company/the-country-women-s-association-of-western-australia-inc/>

Web: [www.cwaofwa.asn.au](http://www.cwaofwa.asn.au)

~

*We acknowledge the Traditional Custodians of the land on which we work and live, and recognise their continuing connection to land, water and community.*

*We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this State of Western Australia.*

~

---

**From:** Sarah Walsh <Sarah.Walsh@esperance.wa.gov.au>

**Sent:** Wednesday, 5 January 2022 1:17 PM

**To:**

**Cc:**

**Subject:** RE: Esperance CWA Lease Renewal

**Importance:** High

~

Hi Elaine,

~

Hope you had a lovely Christmas and New Year!

~

Could you please confirm if the CWA still wishes to request a 15 year lease term for the Esperance Branch building as noted in the attached correspondence?

~

If you're able to confirm this before the end of Thursday this week I will be able to do a report for the January ordinary council meeting, otherwise it won't make it to council until a later meeting due to our reporting deadlines.

**Item: 12.3.4**

**Financial Services Report - December 2021**

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

**File Ref: D22/280**

**Attachments**

A [↓](#). Financial Services Report - December 2021

**RECOMMENDATION AND DECISION**

**12.3.4 Financial Services Report - December 2021**

**Moved: Cr O'Donnell**

**Seconded: Cr Flanagan**

**O0122-015**

**Council Resolution**

**That Council receive the attached report entitled Monthly Financial Management Report (incorporating the Statement of Financial Activity) for the month of December 2021.**

**CARRIED  
F8 - A0**





## **SHIRE OF ESPERANCE**

# **MONTHLY FINANCIAL MANAGEMENT REPORTS**

(Incorporating Statement of Financial Activity)

## **DECEMBER 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> January 2022
ACCOUNTING PERIOD	: The period ended 31 <sup>st</sup> December 2021
COMPILATION DATE	: 12 <sup>th</sup> January 2022
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 31 December of \$20,792,867.

**Rates Collected**

Rates collected at the end of December was 80.45% this is presented on page 17. At the same time in 2021 rates collected was 77.98%.

**Rubbish Rate Charges**

During the annual audit in September, the Office of Auditor General (OAG) interpreted new revenue recognition legislation as requiring the Shire to recognise annual rubbish charges income as the service occurred i.e. monthly.

This required a liability account to be raised in the Balance Sheet and a monthly journal from this account to the income account to recognise the rubbish charges. The monthly journals would reduce the liability account to nil by the end of the financial year.

In previous monthly reports to Council a large variance was reported under Community Amenities operating income as the income was budgeted to be recognised in August.

In December the Department of Local Government has challenged this interpretation and the OAG has since reversed its decision. Therefore the liability account and journals previously raised have been reversed and the large variance no longer applies.

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 December is \$20,792,867. 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 \$18,505,858 and this is shown on page 7. Reserve balance is \$25,091,286.

Tamsen Kirby  
Assistant Accountant

STATEMENT OF FINANCIAL ACTIVITY

BY REPORTING PROGRAM

For the Period Ended 1 July 2021 to 31 December 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	(28,011,917)	(26,554,765)	(26,777,656)	(222,891)	101
04 - Governance	(378,660)	(116,862)	(179,260)	(62,398)	153
05 - Law, Order & Public Safety	(1,140,880)	(216,611)	(232,837)	(16,226)	107
07 - Health	(59,500)	(29,754)	(31,292)	(1,538)	105
08 - Education & Welfare	(5,197,226)	(2,566,617)	(3,879,056)	(1,312,439)	151
10 - Community Amenities	(4,880,343)	(4,045,852)	(4,223,098)	(177,246)	104
11 - Recreation & Culture	(2,524,852)	(1,303,946)	(1,090,482)	213,464	84
12 - Transport	(1,792,851)	(733,174)	(1,095,264)	(362,090)	149
13 - Economic Services	(1,192,830)	(820,368)	(670,171)	150,197	82
14 - Other Property & Services	(704,280)	(239,414)	(266,320)	(26,906)	111
<b>Income Total</b>	<b>(45,883,339)</b>	<b>(36,627,363)</b>	<b>(38,445,436)</b>	<b>(1,818,073)</b>	
<b>Expenditure</b>					
03 - General Purpose Funding	413,849	196,869	181,040	(15,829)	92
04 - Governance	2,254,744	1,095,766	968,727	(127,040)	88
05 - Law, Order & Public Safety	1,875,500	985,473	936,324	(49,149)	95
07 - Health	427,143	214,895	152,709	(62,186)	71
08 - Education & Welfare	5,727,252	2,646,035	2,266,699	(379,336)	86
10 - Community Amenities	5,913,856	3,177,114	2,469,827	(707,287)	78
11 - Recreation & Culture	12,807,424	6,388,929	6,713,585	324,656	105
12 - Transport	18,596,044	9,368,463	9,801,151	432,688	105
13 - Economic Services	2,196,756	904,547	845,511	(59,036)	93
14 - Other Property & Services	955,972	699,444	974,872	275,428	139
<b>Expenditure Total</b>	<b>51,168,540</b>	<b>25,677,535</b>	<b>25,310,444</b>	<b>(367,091)</b>	
<b>Operating Total</b>	<b>5,285,201</b>	<b>(10,949,828)</b>	<b>(13,134,992)</b>	<b>(2,185,164)</b>	
<b>Capital</b>					
<b>Income</b>					
04 - Governance	(361,376)	(155,937)	0	155,937	0
05 - Law, Order & Public Safety	(695,527)	(74,252)	(24,252)	50,000	33
08 - Education & Welfare	(1,039,000)	(145,002)	0	145,002	0
10 - Community Amenities	(809,000)	(30,000)	0	30,000	0
11 - Recreation & Culture	(5,722,235)	(1,927,559)	(582,627)	1,344,932	30
12 - Transport	(12,302,204)	(5,709,680)	(2,417,928)	3,291,752	42
13 - Economic Services	(233,029)	(81,529)	0	81,529	0
14 - Other Property & Services	(2,202,454)	(453,002)	(563,255)	(110,253)	124
<b>Income Total</b>	<b>(23,364,825)</b>	<b>(8,576,961)</b>	<b>(3,588,061)</b>	<b>4,988,900</b>	
<b>Expenditure</b>					
04 - Governance	385,376	238,440	63,889	(174,551)	27
05 - Law, Order & Public Safety	1,474,027	496,525	345,756	(150,769)	70
08 - Education & Welfare	994,000	479,496	9,537	(469,959)	2
10 - Community Amenities	779,000	214,000	142	(213,858)	0
11 - Recreation & Culture	7,256,510	3,432,139	2,185,645	(1,246,494)	64
12 - Transport	25,238,934	10,659,665	7,165,280	(3,494,385)	67
13 - Economic Services	461,467	183,732	17,179	(166,553)	9
14 - Other Property & Services	1,617,080	856,262	42,981	(813,281)	5
15 - Funds Transfer	2,477,424	12,516	12,203	(313)	97
<b>Expenditure Total</b>	<b>40,683,818</b>	<b>16,572,775</b>	<b>9,842,612</b>	<b>(6,730,163)</b>	
<b>Capital Total</b>	<b>17,318,993</b>	<b>7,995,814</b>	<b>6,254,552</b>	<b>(1,741,262)</b>	
<b>Total- Operating &amp; Capital</b>	<b>22,604,194</b>	<b>(2,954,014)</b>	<b>(6,880,440)</b>	<b>(3,926,426)</b>	
a) Asset Depreciation Charges	(17,625,921)	(8,811,957)	(9,819,788)		
b) Loss on Sale of Assets	(588,643)	(437,325)	(72,459)		
c) Profit on Sale of Assets	292,496	10,538	0		
d) Provision and Accruals	(213,000)	(106,496)	(47,981)		
e) Movement of Non-Current Receivable	0	0	(12,913)		
Less: Surplus / (Deficit) B/Fwd	4,469,126	4,469,126	3,959,285		
<b>(Surplus)/Deficit</b>	<b>0</b>	<b>(16,768,380)</b>	<b>(20,792,867)</b>		

STATEMENT OF FINANCIAL ACTIVITY

BY NATURE or TYPE

For the Period Ended 1 July 2021 to 31 December 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	(9,446,366)	(6,258,173)	(6,513,565)	(255,392)	104
Interest Earnings	(241,550)	(118,453)	(62,324)	56,129	53
Operating Grants & Subsidies	(7,002,863)	(3,475,111)	(5,234,326)	(1,759,215)	151
Profit on Asset Disposals	(292,496)	(10,538)	0	10,538	0
Rates	(22,076,294)	(22,076,294)	(21,987,024)	89,270	100
Reimbursements	(786,456)	(400,658)	(324,616)	76,042	81
Contributions & Donations Operating	(1,644,975)	(418,599)	(671,612)	(253,013)	160
Reserve Transfers into Muni	(4,392,339)	(3,869,537)	(3,651,969)	217,568	94
<b>Income Total</b>	<b>(45,883,339)</b>	<b>(36,627,363)</b>	<b>(38,445,436)</b>	<b>(1,818,073)</b>	
<b>Expenditure</b>					
Allocations	(619,100)	(523,766)	(411,722)	112,044	79
Depreciation	17,625,921	8,811,957	9,819,788	1,007,831	111
Insurance	779,697	778,297	743,333	(34,964)	96
Interest Expense	85,146	35,861	27,670	(8,191)	77
Loss on Asset Disposals	588,643	437,325	72,459	(364,866)	17
Material & Contracts	12,781,104	6,285,371	5,203,822	(1,081,549)	83
Other Expenditure	635,956	325,734	356,964	31,230	110
Utility Charges	1,127,822	564,017	582,715	18,698	103
Employment Expenses	18,163,351	8,962,739	8,915,416	(47,323)	99
<b>Expenditure Total</b>	<b>51,168,540</b>	<b>25,677,535</b>	<b>25,310,444</b>	<b>(367,091)</b>	
<b>Total - Operating</b>	<b>5,285,201</b>	<b>(10,949,828)</b>	<b>(13,134,992)</b>	<b>(2,185,164)</b>	
<b>Capital</b>					
<b>Income</b>					
Non-Operating Grants & Subsidies	(16,557,813)	(6,427,086)	(2,263,935)	4,163,151	35
Reserve Transfers into Muni	(5,154,185)	(1,213,731)	(499,047)	714,684	41
Proceeds from Disposals	(1,483,500)	(874,502)	(717,478)	157,024	82
Self Supporting Loan Principle Received	(169,327)	(61,642)	(107,600)	(45,958)	175
<b>Income Total</b>	<b>(23,364,825)</b>	<b>(8,576,961)</b>	<b>(3,588,061)</b>	<b>4,988,900</b>	
<b>Expenditure</b>					
Material & Contracts	28,543,758	12,807,926	7,354,002	(5,453,924)	57
Employment Expenses	4,011,126	1,446,808	1,464,246	17,438	101
Purchase of Assets	5,432,057	2,219,100	925,736	(1,293,364)	42
Repayment of Debentures	219,453	86,425	86,425	0	100
Reserve Transfers from Muni	2,477,424	12,516	12,203	(313)	97
<b>Expenditure Total</b>	<b>40,683,818</b>	<b>16,572,775</b>	<b>9,842,612</b>	<b>(6,730,163)</b>	
<b>Total - Capital</b>	<b>17,318,993</b>	<b>7,995,814</b>	<b>6,254,552</b>	<b>(1,741,262)</b>	
<b>Grand Total</b>	<b>22,604,194</b>	<b>(2,954,014)</b>	<b>(6,880,440)</b>	<b>(3,926,426)</b>	
a) Asset Depreciation Charges	(17,625,921)	(8,811,957)	(9,819,788)		
b) Loss on Sale of Assets	(588,643)	(437,325)	(72,459)		
c) Profit on Sale of Assets	292,496	10,538	0		
d) Provision and Accruals	(213,000)	(106,496)	(47,981)		
e) Movement of Non-Current Receivable	0	0	(12,913)		
Less: Surplus / (Deficit) B/Fwd	4,469,126	4,469,126	3,959,285		
<b>(Surplus)/Deficit</b>	<b>0</b>	<b>(16,768,380)</b>	<b>(20,792,867)</b>		

SHIRE OF ESPERANCE



INCOME STATEMENT

Actuals for Month Ended 31 December 2021

	2021-22 BUDGET \$	2021-22 ACTUALS \$	VARIANCE \$	VARIANCE %
<b>REVENUE</b>				
Fees & Charges	(9,446,366)	(6,513,565)	(2,932,801)	69
Interest Earnings	(241,550)	(62,324)	(179,226)	26
Non-Operating Grants & Subsidies	(16,557,813)	(2,263,935)	(14,293,878)	14
Operating Grants & Subsidies	(7,002,863)	(5,234,326)	(1,768,537)	75
Profit on Asset Disposals	(292,496)	0	(292,496)	0
Rates	(22,076,294)	(21,987,024)	(89,270)	100
Reimbursements	(786,456)	(324,616)	(461,840)	41
Contributions & Donations Operating	(1,644,975)	(671,612)	(973,363)	41
<b>Total Operating Revenue</b>	<b>(58,048,813)</b>	<b>(37,057,402)</b>	<b>(20,991,411)</b>	<b>64</b>
Allocations	(619,100)	(411,722)	(207,378)	67
Depreciation	17,625,921	9,819,788	7,806,133	56
Insurance	779,697	743,333	36,364	95
Interest Expense	85,146	27,670	57,476	32
Loss on Asset Disposals	588,643	72,459	516,184	12
Material & Contracts	12,781,104	5,203,822	7,577,282	41
Other Expenditure	635,956	356,964	278,992	56
Utility Charges	1,127,822	582,715	545,107	52
Employment Expenses	18,163,351	8,915,416	9,247,935	49
<b>Total Operating Expense</b>	<b>51,168,540</b>	<b>25,310,444</b>	<b>25,858,096</b>	<b>49</b>
<b>CHANGE IN NET ASSETS</b>				
<b>RESULTING FROM OPERATIONS</b>				
<b>(SURPLUS)/DEFICIT</b>	<b>(6,880,273)</b>	<b>(11,746,958)</b>		

**SHIRE OF ESPERANCE  
MUNICIPAL FUND**  
Statement of Financial Position  
Month Ending 31 December 2021



Compared to 30th June 2021

	31/12/2021	30/06/2021
	\$	\$
<b>Current Assets</b>		
Cash and Cash Equivalents	43,597,144	29,990,480
Trade and Other Receivables	5,784,434	1,626,044
Inventories	431,931	404,157
<b>Current Assets Total</b>	<b>49,813,508</b>	<b>32,020,681</b>
<b>Current Liabilities</b>		
Trade and Other Payables	(2,027,740)	(3,834,962)
Current Portion of Long Term Borrowings	(155,338)	(219,453)
Provisions	(3,002,287)	(2,914,416)
Other	(339,632)	(2,588,954)
<b>Current Liabilities Total</b>	<b>(5,524,997)</b>	<b>(9,557,785)</b>
<b>Non Current Assets</b>		
Other Receivables	1,134,841	10,521,537
Inventories- Non Current	3,893,859	3,893,859
Property, Plant and Equipment	101,553,449	102,446,053
Infrastructure	415,179,132	414,978,488
<b>Non Current Assets Total</b>	<b>521,761,282</b>	<b>531,839,937</b>
<b>Non Current Liabilities</b>		
Long Term Borrowings	(1,795,735)	(1,795,734)
Provisions- Non Current	(5,601,289)	(5,601,288)
<b>Non Current Liabilities Total</b>	<b>(7,397,025)</b>	<b>(7,397,022)</b>
<b>Net Assets</b>	<b>558,652,769</b>	<b>546,905,811</b>
<b>Equity</b>		
Reserves- Cash Backed	(25,091,286)	(29,230,099)
Revaluation Surplus	(208,364,083)	(208,364,083)
Retained Surplus	(325,197,400)	(309,311,629)
<b>Equity Total</b>	<b>(558,652,769)</b>	<b>(546,905,811)</b>



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



**Month Ending 31 December 2021**

	<b>31/12/2021</b>	<b>30/11/2021</b>
<b>Current Assets</b>		
Cash & Cash Equivalents	18,505,858	22,421,252
Inventories	255,874	268,379
Trade & Other Receivables	5,722,706	6,099,002
<b>Current Assets Total</b>	<b>24,484,438</b>	<b>28,788,633</b>
<b>Current Liabilities</b>		
Current Portion of Long Term Borrowings	(22,310)	(22,310)
Other	(338,733)	(142,849)
Provisions	(1,301,888)	(1,288,707)
Trade & Other Payables	(2,027,740)	(5,678,975)
Trusts	(900)	0
<b>Current Liabilities Total</b>	<b>(3,691,571)</b>	<b>(7,132,841)</b>
<b>Total</b>	<b>20,792,867</b>	<b>21,655,792</b>

## Shire of Esperance For the Period Ended 31 December 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**

##### **General Purpose Funding**

YTD Budget	YTD Actuals	Variance \$	Variance %
26,554,765	26,777,656	222,891	101

Timing difference with receipt of Financial Assistance Grants and interest earnings.

##### **Governance**

YTD Budget	YTD Actuals	Variance \$	Variance %
116,862	179,260	62,398	153

Early receipt of LGIS WA membership credit and Good Driver rebate. Unbudgeted reimbursement for traineeship payments.

##### **Education & Welfare**

YTD Budget	YTD Actuals	Variance \$	Variance %
2,566,617	3,879,056	1,312,439	151

One-off funding income received from Volunteering WA. Homecare income YTD is more than budget.

##### **Community Amenities**

YTD Budget	YTD Actuals	Variance \$	Variance %
4,045,852	4,223,098	177,246	104

Sale of scrap metal and recyclables has occurred earlier than budgeted.

##### **Recreation & Culture**

YTD Budget	YTD Actuals	Variance \$	Variance %
1,303,946	1,090,482	-213,464	84

Timing difference with civic centre show income, BOILC fees and sport ground hire fees. Since the recent audit the LRCI funding has been recognised differently since budget. The funding is no longer an unspent grant from the previous year and are classified as a contract liability instead. Therefore the funds now sit on the balance sheet until they are fully spent. \$140k of this variance is the LRCI funding for the surf club building compliance as the reserve transfer in from Unspent Grants Reserve has been reversed.

##### **Transport**

YTD Budget	YTD Actuals	Variance \$	Variance %
733,174	1,095,264	362,090	149

Invoice raised for unbudgeted rectification works contribution for faulty Asphalt.

##### **Economic Services**

YTD Budget	YTD Actuals	Variance \$	Variance %
820,368	670,171	-150,197	82

Timing difference with wild dog income.

### Operating Expenditure

#### Governance

YTD Budget	YTD Actuals	Variance \$	Variance %
1,095,766	968,727	-127,039	88

Timing variance for overhead allocations due to insurances paid in July. Employee costs for Corporate Performance and External Services are less than expected YTD. Building maintenance for the Admin building is less than budgeted YTD.

#### Health

YTD Budget	YTD Actuals	Variance \$	Variance %
214,895	152,709	-62,186	71

Employee costs are down due to vacant positions in the health area.

#### Education & Welfare

YTD Budget	YTD Actuals	Variance \$	Variance %
2,646,035	2,266,699	-379,336	86

Various Homecare expenses are below budget YTD.

#### Community Amenities

YTD Budget	YTD Actuals	Variance \$	Variance %
3,177,114	2,469,827	-707,287	78

Timing difference with some Waste projects such as waste crushing, waste oil relocation and waste facility capping. Building maintenance lower than expected for public toilets and BBQs.

#### Recreation & Culture

YTD Budget	YTD Actuals	Variance \$	Variance %
6,388,929	6,713,585	324,656	105

Building maintenance for the BOILC, Civic Centre and ESWS maintenance is ahead of budgeted timing. Offsetting this is expenditure on backpass trial; public hall building maintenance; surf club building compliance; and community grant program that is behind budget estimates.

#### Transport

YTD Budget	YTD Actuals	Variance \$	Variance %
9,368,463	9,801,151	432,688	105

Timing difference with road and street maintenance; road making plant profit and loss calculations; Airport building maintenance and runway project design. Depreciation for roads and streets higher than expected YTD.

#### Other Property & Services

YTD Budget	YTD Actuals	Variance \$	Variance %
699,444	974,872	275,428	139

Timing difference with overhead allocations and vehicle maintenance expenditure.

### **Capital Income**

#### **Governance**

YTD Budget	YTD Actuals	Variance \$	Variance %
155,937	-	-155,937	0

\$45,000 has been budgeted for the sale of the regional records facility which has not occurred as yet. Third round of LRCI funding has not been received as yet for the CCTV town centre project.

#### **Law, Order & Public Safety**

YTD Budget	YTD Actuals	Variance \$	Variance %
74,252	24,252	-50,000	33

Balance of LRCI round 2 grant for CCTV not received.

#### **Education & Welfare**

YTD Budget	YTD Actuals	Variance \$	Variance %
145,002	0	-145,002	0

Timing difference with receipt of Homecare capital grants and sale of the community bus.

#### **Community Amenities**

YTD Budget	YTD Actuals	Variance \$	Variance %
30,000	0	-30,000	0

Sale of the glass crusher at Wylie Bay Waste Facility has not occurred as yet.

#### **Recreation & Culture**

YTD Budget	YTD Actuals	Variance \$	Variance %
1,927,559	582,627	-1,344,932	30

LRCI funding as discussed previously has been reclassified to contract liability. This includes the pump track, lap pontoon and the Civic Centre rigging.

#### **Transport**

YTD Budget	YTD Actuals	Variance \$	Variance %
5,709,680	2,417,928	-3,291,752	42

Timing difference with the receipt of roads and streets capital grants, and sale of road making plant.

#### **Economic Services**

YTD Budget	YTD Actuals	Variance \$	Variance %
81,529	0	-81,529	0

This variance is the LRCI funding for Salmon Gums tank stand refurb and Myrup bore standpipe that has been reclassified as mentioned above.

#### **Other Property & Services**

YTD Budget	YTD Actuals	Variance \$	Variance %
453,002	563,255	110,253	124

Timing difference with proceeds on the sale of Shark Lake Industrial Park lot which has not occurred as yet. Sale of Mills Place and Pink Lake Road land has been received.

### Capital Expenditure

#### Governance

YTD Budget	YTD Actuals	Variance \$	Variance %
238,440	63,889	-174,551	27

Timing difference with IT capital purchases carryover and CCTV stage 3 install.

#### Law Order & Public Safety

YTD Budget	YTD Actuals	Variance \$	Variance %
496,525	345,756	-150,769	70

Capital expenditure on new dog pound construction higher than budget due to contract variations. Offsetting this is the new Condingup Fire Brigade shed construction that has not commenced as yet.

#### Education & Welfare

YTD Budget	YTD Actuals	Variance \$	Variance %
479,496	9,537	-469,959	2

Homecare building improvements have not commenced. Purchase of Homecare vehicle has not occurred.

#### Community Amenities

YTD Budget	YTD Actuals	Variance \$	Variance %
214,000	142	-213,858	0

Work has not commenced on the new Observatory Beach toilet or installation of dump point for trade waste as yet.

#### Recreation & Culture

YTD Budget	YTD Actuals	Variance \$	Variance %
3,432,139	2,185,645	-1,246,494	64

Timing difference with the Park upgrades; Scaddan Country Club extension; and BOILC plant room and heating upgrade.

#### Transport

YTD Budget	YTD Actuals	Variance \$	Variance %
10,659,665	7,165,280	-3,494,385	67

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

#### Economic Services

YTD Budget	YTD Actuals	Variance \$	Variance %
183,732	17,179	-166,553	9

Timing difference with the expenditure on Myrup bore stand pipe and Salmon Gums water tank refurbishment.

#### Other Property & Services

YTD Budget	YTD Actuals	Variance \$	Variance %
856,262	42,981	-813,281	5

Timing difference with Flinders Estate Development, Ocean Street Development and vehicle purchases.

**Shire of Esperance  
For the Period Ended 31 December 2021**

**BUDGET AMENDMENTS**


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

Account #	Description	Council Ref	Net Change	Amended Budget Running Balance
	2021/22 Budget Estimated (Surplus)/Deficit			0
W4007	Ports Lighting Project	S0821-122	25,000	25,000
01-3230-955-956	Priority Projects Reserve	S0821-122	(25,000)	0
01-3510-105-044	Airport Fees and Charges Income	O1021-171	(1,000)	(1,000)
01-8700-956-911	Airport Reserve Funds Transfer	O1021-171	1,000	0
W4031	Worker Accommodation Study	O1121-208	40,000	40,000
01-4170-115-155	Community & Economic Development Grants Income	O1121-208	(20,000)	20,000
01-4170-955-956	Priority Projects Reserve	O1121-208	(20,000)	0
<b>Amended Budget as per Council Resolution (1)</b>				<b>0</b>

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

**Shire of Esperance  
For the Period Ended 31 December 2021**

**RECEIVABLES STATUS**

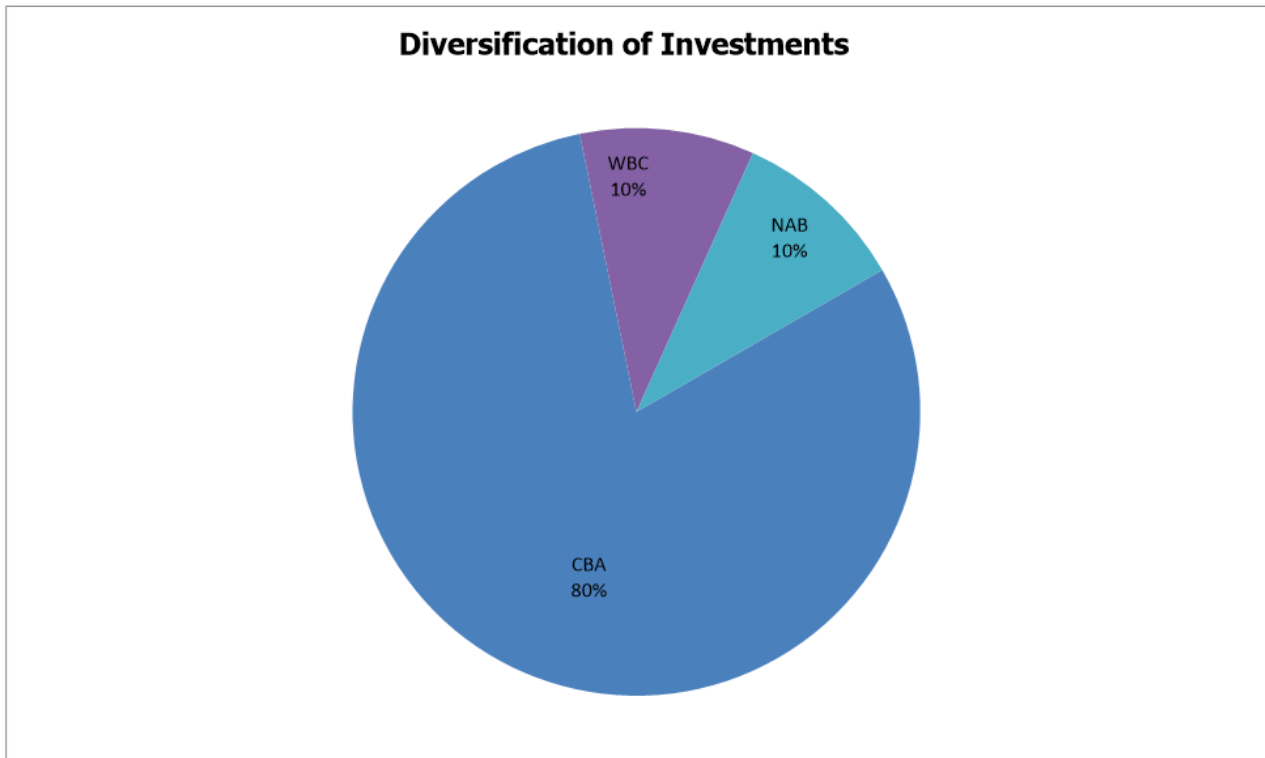
	<u>Current</u>	<u>ATO</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>90+Days</u>	<u>Total</u>
<b>General Receivables</b>	400,795	0	409,590	52,797	2,951	821	866,953
<b>Category</b>							
Government Grants						\$0	<b>A</b>
Contributions & Reimbursements						\$0	<b>B</b>
Loan Repayments						\$0	<b>C</b>
Fees and Charges						\$821	<b>D</b>
Private Works						\$0	<b>E</b>
Proceeds Sale of Assets						\$0	<b>F</b>
						<b>\$821</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>		
		\$0	
	<i>Total (B)</i>	<b>\$0</b>	
<b>C</b>	<i>Loan Repayments:</i>		
		\$0	
	<i>Total (C)</i>	<b>\$0</b>	
<b>D</b>	<i>Fees &amp; Charges:</i>		
		\$72	Animal surrender fees
		\$749	Rent at Museum Village
	<i>Total (D)</i>	<b>\$821</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 31 December 2021

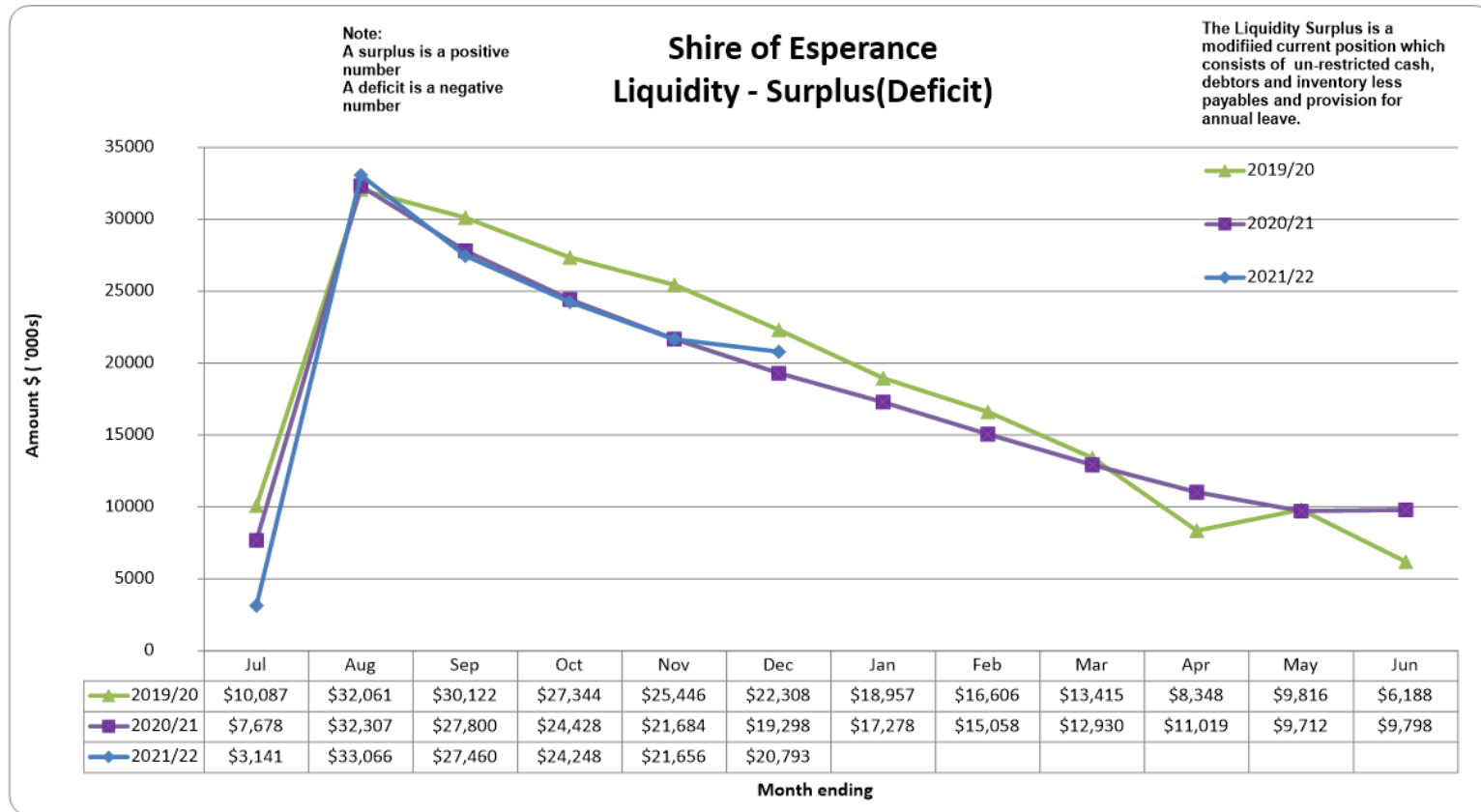


Finance Institution	Amount	Rate	Term	Maturity	Type of Investment
CBA	\$ 3,000,000	0.40%	180	05-Jan-22	Term Deposit - Reserve
CBA	\$ 4,000,000	0.41%	180	31-Jan-22	Term Deposit - Reserve
WBC	\$ 4,000,000	0.27%	150	21-Feb-22	Term Deposit - Reserve
CBA	\$ 4,700,000	0.43%	270	18-Mar-22	Term Deposit - Reserve
NAB	\$ 4,000,000	0.29%	180	23-Mar-22	Term Deposit - Reserve
CBA	\$ 3,000,000	0.31%	120	24-Jan-22	Term Deposit - Muni
CBA	\$ 4,000,000	0.32%	150	21-Feb-22	Term Deposit - Muni
CBA	\$ 4,174,136	0.20%	N/A	N/A	Business Online Saver - Muni
CBA	\$ 4,002,860	0.10%	N/A	N/A	Cash Management - Muni
CBA	\$ 5,389,736	0.10%	N/A	N/A	Cash Management - Reserves
	<b>\$ 40,266,733</b>				

### Investment Interest Earnings

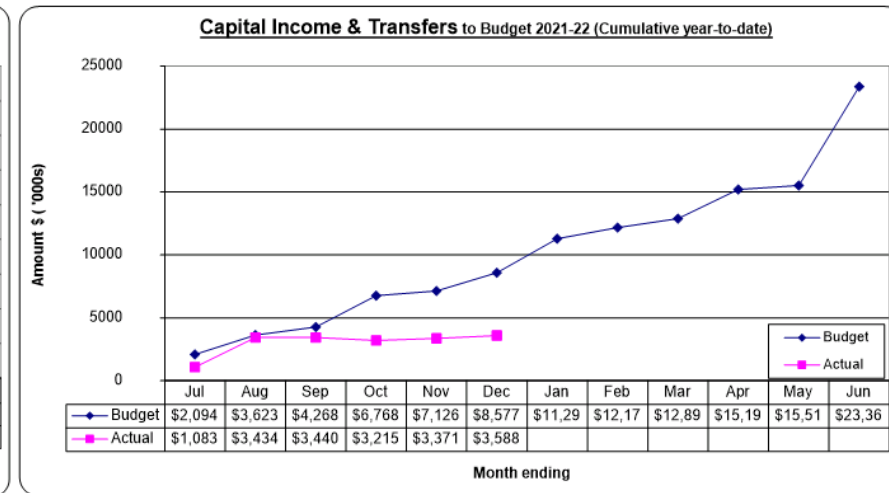
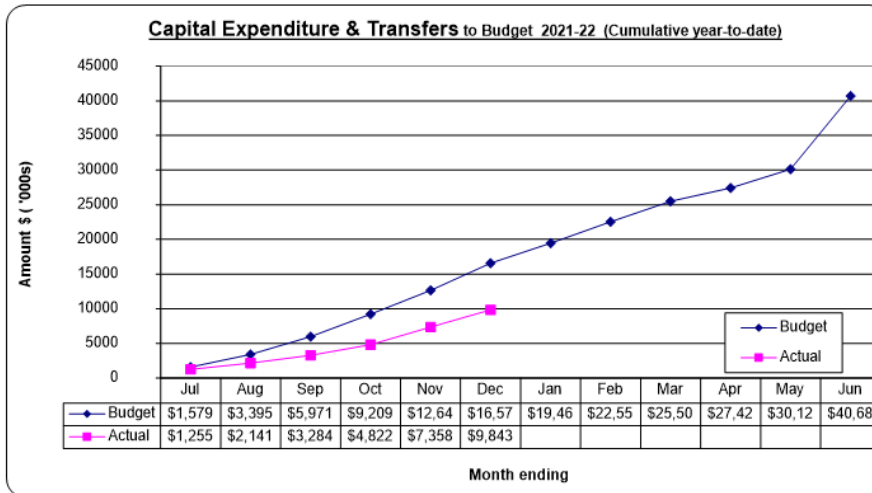
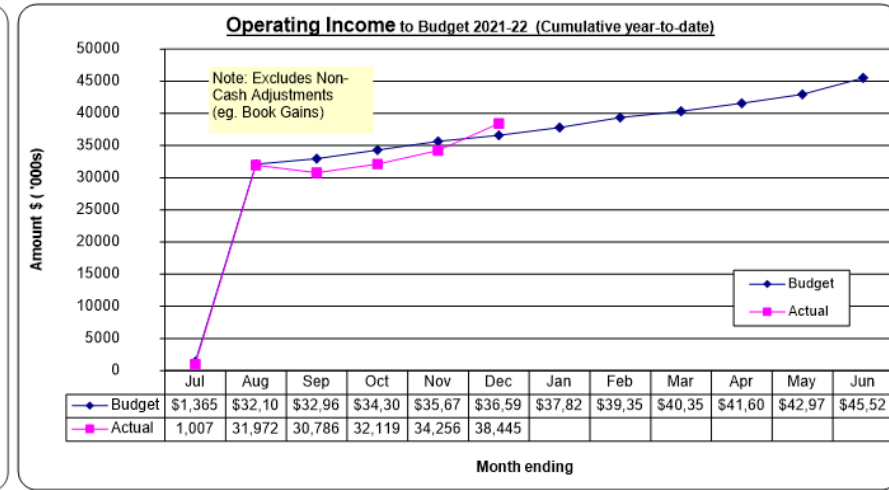
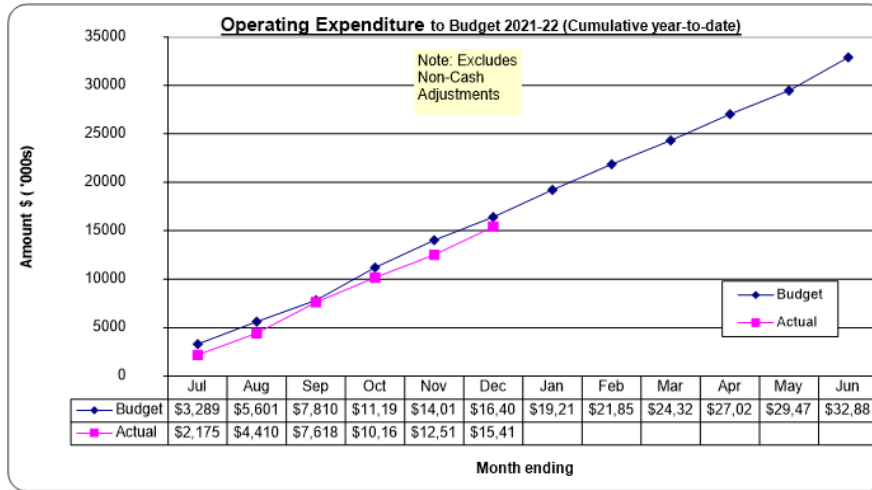
	Budgeted Amount	YTD Interest
Municipal	\$ 44,579	9,587
Reserve	\$ 140,971	8,301





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**





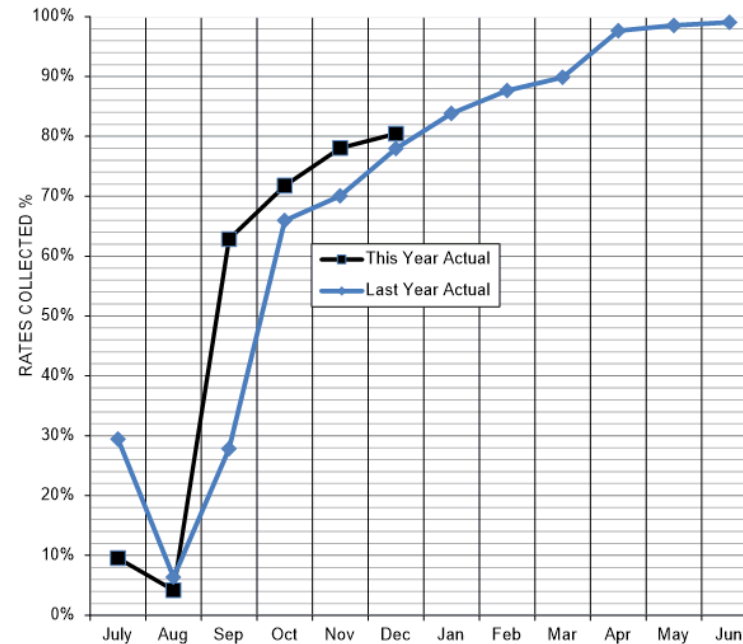
## OTHER REPORTS AND GRAPHS

**SHIRE OF ESPERANCE**

**SUMMARY OF RATE, RUBBISH AND ESL CHARGE DEBTORS  
AS AT 31st December 2021**

<b>Current Year (2021-22) Only</b>	\$
Rates Levied	25,891,775
<u>Less Pensioner Rebates Granted</u>	-723,060
<u>Less Discount Granted and Adjustments</u>	-17,246
<b>Total Current Year</b>	<u>25,151,469</u>
<b>Previous Years</b>	
Arrears at 1st July 2021	236,402
Prepayments as at 1st July 2021	-1,242,046
Pensioner Deferred Rates at 1st July 2021	104,596
<b>Total Arrears as at 1st July 2021</b>	<u>-901,048</u>
Penalty Interest charged to Overdue	17,553
Receipts for Current Rates	-20,308,242
Prepayments	-585,544
<b>Total Collections</b>	<u>-20,893,786</u>
<b>Total Current and Arrears Outstanding</b>	<b>3,374,189</b>
Add Prepayment of Rates	1,827,591
<u>Less Pensioner Deferred Rates</u>	-90,213
<b>Net Rates Collectable</b>	<u><b>5,111,566</b></u>
<b>% Collected</b>	<b>80.45%</b>

RATES COLLECTION PROGRESS (2021/2022)



**SHIRE OF ESPERANCE  
TRUST FUNDS  
as at 31 December 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-2021</b>	<b>Balance 31-Dec-2021</b>
Contributions to Public Open Space	197,113	197,312
Other	1,124	1,124
General Bonds - Interest Bearing	39,844	39,884
<b>Totals</b>	<b>238,081</b>	<b>238,320</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 31ST DECEMBER**  
**2021**

**MUNICIPAL FUND**

***CHEQUES***

ACTUAL PAYMENTS:	Cheques: 27652 - 27658	\$4,497.30
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***EFT***

ACTUAL PAYMENTS:	Transaction No's: E4345- E4352	\$5,993,513.26
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***CREDIT CARDS***

ACTUAL PAYMENTS:	Transactions: 25/11/21 - 24/12/21	\$26,063.21
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**PAID UNDER THE DELEGATED**

**AUTHORITY TO CEO**

**MUNICIPAL TOTAL: \$6,024,073.77**

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

\$	4,076,497.40	67.67%
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**TRUST FUND**

***CHEQUES***

ACTUAL PAYMENTS:	Cheques : -	\$0.00
------------------	-------------	--------

***EFT***

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

**TRUST TOTAL: \$0.00**

**TOTAL: \$6,024,073.77**

## Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 January 2022 for confirmation in respect to accounts already paid.

Tran Amount

### Municipal Fund - Cheque Payments

<i>EFT Ref / Cheque No</i>	<i>Date</i>	<i>Creditor</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
C27652	02/12/2021	8041	Esperance Home Care - Petty Cash	Petty cash recoup - EHC	\$342.10
C27653	16/12/2021	100	Landgate	Lease surrender fee – Esperance Golf Club	\$181.30
C27654	16/12/2021	145	Esperance Taxi Service	Taxi services - EHC	\$22.50
C27655	16/12/2021	386	Shire of Esperance - Petty Cash	Petty cash recoup – Library, Museum & Admin	\$893.50
C27656	16/12/2021	4602	Esperance French Hot Bread Shop	Catering - Staff Christmas Party 2021	\$515.00
C27657	16/12/2021	10625	J Gordon	EHC fee refund	\$307.90
C27658	22/12/2021	4569	CPA Australia	CPA Memberships x 3	\$2,235.00
<b>Total Creditor payments made by Cheque from Municipal Fund</b>					<b>4,497.30</b>

### 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>
E4345	02/12/2021	1	Australian Taxation Office	Payroll deduction	\$141,600.00
E4345	02/12/2021	58	Boulevard Lottery Centre & Newsagency	Stationery	\$2,031.60
E4345	02/12/2021	73	CJD Equipment Pty Ltd	Parts & equipment	\$403.46
E4345	02/12/2021	126	Esperance Electrical Service	Electrical services	\$5,489.00
E4345	02/12/2021	187	Ixom Operations Pty Ltd	Cylinder & gas charges	\$1,541.10
E4345	02/12/2021	505	Esperance Plumbing Service	Plumbing services	\$150.00
E4345	02/12/2021	536	Landgate	Rural UVs	\$304.29
E4345	02/12/2021	571	St John Ambulance Association in WA	Renew First Aid kit for staff room	\$197.99
E4345	02/12/2021	637	Concrete World	Concrete products	\$869.98
E4345	02/12/2021	853	Prodesign Lighting Pty Ltd	Lighting consumables	\$324.50
E4345	02/12/2021	867	Esperance Mobile Welding	Repair jack stand	\$391.60
E4345	02/12/2021	977	Lewis Lewis Properties Pty Ltd	Refreshments & meals - EHC	\$125.85



### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 January 2022 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>
E4345	02/12/2021	984	Thorp Realty Pty Ltd	Rent	\$2,400.00
E4345	02/12/2021	1045	Stewart & Heaton Clothing Co Pty Ltd	Personal protective equipment for bushfire brigades	\$4,630.81
E4345	02/12/2021	1062	Ports Football Club	Refund development application fee	\$710.75
E4345	02/12/2021	1197	Six Mile Hill Bushfire Brigade	Reimbursement of Telstra charges	\$90.00
E4345	02/12/2021	1315	Gibson Soak Water Co	Bottled water	\$144.00
E4345	02/12/2021	1319	Sheridan's For Badges	Name badges	\$357.78
E4345	02/12/2021	1346	Cannon Hygiene Australia Pty Ltd	Hygiene services December 2021 – March 2022	\$2,884.10
E4345	02/12/2021	1400	Bayview Motel Esperance	Bookeasy sales - Accommodation	\$2,184.16
E4345	02/12/2021	1470	Express Your Self Printing	Stationery & printing – EHC, BOILC, Media & Communications	\$2,884.00
E4345	02/12/2021	1550	Comfort Inn Bay of Isles	Bookeasy sales - Accommodation	\$157.52
E4345	02/12/2021	1695	Bay of Isles Mini-Excavators	Grease trap service	\$270.00
E4345	02/12/2021	1981	Esperance Sportspower	Edge of the Bay scooter prizes	\$440.00
E4345	02/12/2021	2496	Professionals Esperance Real Estate	Rent	\$1,840.00
E4345	02/12/2021	2828	Department of Fire and Emergency	ESL quarter 2 contribution 2021/2022	\$248,083.71
E4345	02/12/2021	3001	J R Macmillan	Refund building application fee	\$110.00
E4345	02/12/2021	3227	Esperance Fire Services	Inspections and service of fire equipment	\$1,179.30
E4345	02/12/2021	3305	Metro Count	Survey consumables	\$1,287.00
E4345	02/12/2021	3478	Avis Car Hire	Car hire	\$8,147.44
E4345	02/12/2021	3526	Southern Suspension & 4 X 4 Centre	Spot 3 and Spot 4 GPS devices & accessories	\$1,481.91
E4345	02/12/2021	3532	Esperance Bay Holiday Park	Bookeasy sales - Accommodation	\$316.80
E4345	02/12/2021	3533	Mike Henley Mechanical & Fabrication	Annual services – Bushfire brigade trucks	\$11,649.74
E4345	02/12/2021	3551	Fildes Food Safety Pty Ltd	Date stickers for kitchen - EHC	\$214.50
E4345	02/12/2021	3604	Kelyn Training Services	Advanced Worksite Traffic Management training – J Hainsworth	\$1,650.00

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 January 2022 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>
E4345	02/12/2021	3736	Easisalary Pty Ltd	Novated lease ITC credits November 2021	\$1,156.00
E4345	02/12/2021	3797	LED Esperance	Electrical supplies	\$248.75
E4345	02/12/2021	3938	C K Mader	Rent	\$600.00
E4345	02/12/2021	4068	Total Asphalt And Traffic Management	Asphalt supplies	\$53,096.13
E4345	02/12/2021	4311	R M & W G Herbert	Painting services	\$9,738.30
E4345	02/12/2021	4404	Wren Oil	Oil disposal	\$2,260.50
E4345	02/12/2021	4451	Momar Australia Pty Ltd	Parts & equipment	\$3,407.25
E4345	02/12/2021	4567	WA Police Service	Police checks for volunteers - EHC	\$33.40
E4345	02/12/2021	4586	The Toy Station	Elf on the Shelf - BOILC	\$24.99
E4345	02/12/2021	4804	Elite Pool Covers Pty Ltd	New blanket buddy webbing - BOILC	\$215.60
E4345	02/12/2021	4891	South Coast Foodservice	Consumables	\$3,541.72
E4345	02/12/2021	4947	Toll Ipec Pty Ltd	Freight	\$710.28
E4345	02/12/2021	4989	Woolworths Group Limited	Consumables	\$3,112.62
E4345	02/12/2021	5161	Pink Lake Tourist Park	Bookeasy sales - Accommodation	\$2,434.96
E4345	02/12/2021	5163	Anderson HL & CJ	Bookeasy sales - Accommodation	\$1,056.00
E4345	02/12/2021	5164	Esperance Beachfront Resort	Bookeasy sales - Accommodation	\$1,029.60
E4345	02/12/2021	5165	Driftwood Apartments	Bookeasy sales - Accommodation	\$352.00
E4345	02/12/2021	5168	Archipelago Apartments	Bookeasy sales - Accommodation	\$1,047.20
E4345	02/12/2021	5175	Goldies Place	Bookeasy sales - Accommodation	\$1,936.00
E4345	02/12/2021	5295	Komatsu Australia Pty Ltd	Parts	\$13.99
E4345	02/12/2021	5419	D Crawford	Lawn mowing - BOILC	\$180.00
E4345	02/12/2021	5466	Horizon Power (Non Energy)	Various streetlight works and unmetered supply for Harbour Rd	\$55,833.88
E4345	02/12/2021	5604	Esperance Milk Supply	Milk for Admin & Depot	\$61.59

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 January 2022 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>
E4345	02/12/2021	5622	Subway Esperance	Catering	\$168.00
E4345	02/12/2021	5766	E M Austen	Meals reimbursement	\$70.00
E4345	02/12/2021	5793	Tradelink Esperance	Plumbing supplies	\$69.70
E4345	02/12/2021	5796	Pink Lake IGA	Consumables – Bushfire Brigades	\$301.61
E4345	02/12/2021	5877	Castletown Chemist	Webster packs & chemist items - EHC	\$117.50
E4345	02/12/2021	5911	Black Swan Theatre Company	Every Brilliant Thing Tour - Royalties	\$182.57
E4345	02/12/2021	5943	Red Dot Stores	Activity materials - EHC	\$86.50
E4345	02/12/2021	6082	The Jetty Resort	Bookeasy sales - Accommodation	\$1,135.20
E4345	02/12/2021	6147	J S & T S Hainsworth	Private accommodation allowance	\$720.00
E4345	02/12/2021	6178	SB Hazelden & SM Henning	Bookeasy sales - Accommodation	\$633.60
E4345	02/12/2021	6179	Bay Of Isles Furniture	Pin up board & office chair	\$398.00
E4345	02/12/2021	6221	PFD Food Services Pty Ltd	Consumables	\$1,607.80
E4345	02/12/2021	6296	Aquarius	Stock for resale	\$516.45
E4345	02/12/2021	6340	Alltoilets (WA)	5 Bags ultra scent toilet treatment	\$294.53
E4345	02/12/2021	6478	South Coast Test And Tag	RCD testing – Greater Sports Ground	\$248.05
E4345	02/12/2021	6517	Clontarf Foundation	Community grants program - Clontarf awards	\$750.00
E4345	02/12/2021	6530	Esperance Men In Sheds	Wooden name stands	\$66.00
E4345	02/12/2021	6636	Esperance Earthworks Pty Ltd	Gravel supply & mobilise and demobilise machinery	\$8,074.00
E4345	02/12/2021	7121	Saltwater Catering	Catering	\$257.40
E4345	02/12/2021	7130	Truck Centre WA Pty Ltd	Parts	\$504.34
E4345	02/12/2021	7221	Thea Commins Wholesale Distribution	Tea towels - EVC	\$132.00
E4345	02/12/2021	7373	Analytical Reference Laboratory (WA)	Water testing	\$146.85
E4345	02/12/2021	7425	Esperance Cleaning Service	Cleaning services	\$7,645.00

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 January 2022 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>
E4345	02/12/2021	7438	Independence Australia	Nursing supplies - EHC	\$292.30
E4345	02/12/2021	7471	G & J Wilson Plumbing and Gas Service	Plumbing and gas services	\$9,914.60
E4345	02/12/2021	7715	TD Contractors A/L Removal	Excavation work for plumbing re-work at Soccer grounds	\$668.25
E4345	02/12/2021	7879	Drillers Ridge Pty Ltd	Bookeasy sales - Accommodation	\$1,232.00
E4345	02/12/2021	7910	GMN Mechanical	Repairs	\$4,653.13
E4345	02/12/2021	7932	All West Building Approvals Pty Ltd	Certificates of Design Compliance	\$440.00
E4345	02/12/2021	7943	Invarion Rapidplan Pty Ltd	RapidPlan single user software license	\$1,868.90
E4345	02/12/2021	7980	Centrecare Incorporated	Employee Assistance Program - Counselling	\$154.00
E4345	02/12/2021	8202	Health Link Training	Certificate 3 Individual Support Ageing – EHC Staff	\$2,867.40
E4345	02/12/2021	8303	Liquor Barons Esperance	Refreshments for chambers	\$54.99
E4345	02/12/2021	8334	WBD Pty Ltd	Design and consulting services	\$18,975.00
E4345	02/12/2021	8380	Jade William & Leticia Hurley	Bookeasy sales - Accommodation	\$264.00
E4345	02/12/2021	8474	South East Fire and Safety	Fire equipment servicing & test & tag/RCD checks	\$498.30
E4345	02/12/2021	8497	The Print Shop Bunbury	Promotions - Shire banners	\$510.40
E4345	02/12/2021	8502	Statewide Building Certification WA	Certificates of Design Compliance	\$2,530.00
E4345	02/12/2021	8506	Le Grand Chateau Esperance	Bookeasy sales - Accommodation	\$299.20
E4345	02/12/2021	8510	4 Cabling Pty Ltd	Display port to HDMI and 5m CAT6 cables	\$201.44
E4345	02/12/2021	8567	Precision Ergonomics Australia Pty	Mobility aids - EHC	\$1,044.95
E4345	02/12/2021	8576	Transport Spares Australia Pty Ltd	Filters & parts	\$1,061.34
E4345	02/12/2021	8593	Pine Grove Holiday Park	Bookeasy sales - Accommodation	\$1,086.00
E4345	02/12/2021	8626	Gower Industries	Drill bits	\$699.97
E4345	02/12/2021	8717	Western Irrigation Pty Ltd	Parts	\$2,986.50
E4345	02/12/2021	8783	The Trustee for Recherche Medical	Pre-employment drug and alcohol screenings	\$180.00

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 January 2022 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>
E4345	02/12/2021	8887	Wayward Nation - Katharine Hayes	Promotion - Coastal safety flyer updates	\$1,085.15
E4345	02/12/2021	8918	Lucky Bay Brewing	Chambers refreshments	\$277.20
E4345	02/12/2021	8948	TenderLink.com	Tender services	\$184.80
E4345	02/12/2021	8972	Dunn's Cleaning Service Pty Ltd	Cleaning services	\$5,160.00
E4345	02/12/2021	9022	AFGRI Equipment Australia Pty Ltd	One New John Deere E18ZS excavator	\$59,950.00
E4345	02/12/2021	9028	Terry White Chemmart Esperance	Webster packs & chemist items - EHC	\$806.40
E4345	02/12/2021	9100	On Duty Diesel and Mechanical	Repairs	\$2,567.28
E4345	02/12/2021	9112	Esperance Outdoor Power Equipment	Parts	\$137.10
E4345	02/12/2021	9117	Esperance Gas Distribution Company	Gas usage	\$714.53
E4345	02/12/2021	9126	Sara Hall T/as Pink Lily Beauty Room	Skin treatments - EHC	\$105.00
E4345	02/12/2021	9127	Unicare Health	Mobility aids - EHC	\$5,459.00
E4345	02/12/2021	9138	Department of Biodiversity Conservation	Identification of specimens	\$137.50
E4345	02/12/2021	9147	Key Pest and Weed Control	Pest control	\$3,421.00
E4345	02/12/2021	9156	Bluemar Pty Ltd	GSG power upgrade	\$11,379.69
E4345	02/12/2021	9163	Esperance Combined Tyres & Mechanical	Tyres & tyre services	\$3,622.50
E4345	02/12/2021	9207	Datacom Systems (AU) Pty Ltd	DFES ICV equipment & spares	\$875.11
E4345	02/12/2021	9236	T Stewarts Engineering	Steel fabrication	\$1,423.52
E4345	02/12/2021	9237	Esperance Metaland	Supply of materials for traffic control shed - Part payment	\$26,066.54
E4345	02/12/2021	9330	Coastal Climate Choice Pty Ltd	Bi-annual HVAC servicing & replacement of faulty parts	\$7,713.92
E4345	02/12/2021	9339	A R Guild	Jackpot winnings pay 11	\$150.00
E4345	02/12/2021	9362	Lorraine Poulos & Associates Pty Limited	Webinar registrations - EHC	\$983.40
E4345	02/12/2021	9415	J Bell	Poster delivery - Edge of Bay and Strategic Plan poster	\$400.00
E4345	02/12/2021	9439	Maia Financial Pty Limited	Lease payment MATRIX gym equipment BOILC	\$4,769.44

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 January 2022 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>
E4345	02/12/2021	9451	The Choppin Block Butchers	Meat - EHC	\$539.80
E4345	02/12/2021	9456	Esperance Luxe Floral and Home Co.	Flowers and Staff Christmas party hire items	\$380.00
E4345	02/12/2021	9503	EcoValley Honey - Winton Hughes Was	Consignment sales	\$6.40
E4345	02/12/2021	9531	Seas It All Pty Ltd	Bookeasy sales - Tours	\$2,012.70
E4345	02/12/2021	9564	South East Auto & Heavy Diesel	Annual Servicing of Neridup Bushfire Brigade truck	\$1,855.78
E4345	02/12/2021	9566	Windmill Theatre Co	Final payment for presentation of Grug	\$2,350.00
E4345	02/12/2021	9604	Tammy Maloney T/as Book Box	Farewell gift – C Tipping	\$103.00
E4345	02/12/2021	9620	Design Quintessence Pty Limited	Freight	\$440.00
E4345	02/12/2021	9639	Avon Waste	Rubbish & recycling collections	\$36,638.45
E4345	02/12/2021	9657	Super Cheap Auto Pty Ltd	Tool box	\$104.96
E4345	02/12/2021	9666	V Thomson	Crossover refund	\$759.00
E4345	02/12/2021	9671	R P Western	Consignment sales	\$31.92
E4345	02/12/2021	9676	Mega Phones	Monthly pendant monitoring - EHC	\$525.00
E4345	02/12/2021	9838	Blue Haven Shell Studio Accommodation	Bookeasy sales - Accommodation	\$448.80
E4345	02/12/2021	9845	Common Ground Trails Pty Ltd	Esperance Pump Track progress claim 4	\$174,765.82
E4345	02/12/2021	9857	D J Kennedy	Lawn mowing - EHC	\$198.00
E4345	02/12/2021	9911	B D Partington Building Contractors	Refund building application fee	\$190.00
E4345	02/12/2021	9930	Stantec Australia Pty Ltd	Flinders Estate Stage 4 consultancy fees	\$5,087.50
E4345	02/12/2021	9979	9 Mile Test & Tag	Test and tagging	\$1,875.50
E4345	02/12/2021	10110	K P McGrinder	Jackpot winnings pay 11	\$150.00
E4345	02/12/2021	10116	Settlement Hub WA	Rates refund	\$667.00
E4345	02/12/2021	10129	Marsh Pty Ltd	Workforce Behaviour training	\$16,485.30
E4345	02/12/2021	10145	DE & DL Henderson - The Rest	Bookeasy sales - Accommodation	\$316.80

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 January 2022 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>
E4345	02/12/2021	10146	S & N Creations	Bottles and glass cases - EVC	\$388.30
E4345	02/12/2021	10159	C E MacKean	Labour services	\$528.00
E4345	02/12/2021	10179	The Trustee for Nixon Studio Trust	Esperance Civic Centre Artwork	\$20,959.95
E4345	02/12/2021	10192	Esperance Gutter Cleaning	Gutter cleaning	\$2,800.20
E4345	02/12/2021	10218	D B Ambrose	Garden & lawn maintenance - EHC	\$870.00
E4345	02/12/2021	10229	DJI Authorised Retail Store	One underwater drone with claw and reel	\$7,399.00
E4345	02/12/2021	10234	Shawline Publishing Group Pty Ltd	Consignment sales	\$56.34
E4345	02/12/2021	10241	HeliSpirit	Bookeasy sales - Tours	\$695.20
E4345	02/12/2021	10264	Timber Insight Pty Ltd	Travel to Esperance and inspect timber – Salmon Gums tank restoration	\$2,585.00
E4345	02/12/2021	10269	Lite N' Easy Pty Ltd	Meal preparation & delivery - EHC	\$1,413.03
E4345	02/12/2021	10302	Fotogenic Photography Equipment	Replacement bulb	\$30.42
E4345	02/12/2021	10320	Fly Esperance Pty Ltd	Bookeasy sales - Tours	\$374.00
E4345	02/12/2021	10358	Esperance Weekender	Advertising and promotions	\$2,970.30
E4345	02/12/2021	10401	Esperance Tide	Advertising	\$2,233.00
E4345	02/12/2021	10416	J M Smith	Rent	\$600.00
E4345	02/12/2021	10455	Gocrisis Management Pty Ltd	Esperance Airport - 2021 Emergency Exercise	\$8,998.00
E4345	02/12/2021	10491	C Teasdale	Refund infringement payments made in error	\$450.00
E4345	02/12/2021	10518	Townzies Turf and Gardens	Gardening services - EHC	\$544.50
E4345	02/12/2021	10576	South East Lawn Care	Gardening services - EHC	\$80.00
E4345	02/12/2021	10583	Whistlers	Gifts for Thank a Volunteer Day	\$562.00
E4345	02/12/2021	10599	Meedac Workforce Solutions	House cleaning - EHC	\$210.84
E4345	02/12/2021	10600	I Riollot & D Smallman	Morning Melodies payment	\$220.00
E4345	02/12/2021	10601	PT Workz	Spin instructors training	\$3,143.00

### Shire of Esperance

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Tran Amount

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E4345	02/12/2021	10603	I Starr	Refund Every Brilliant Thing Civic Centre tickets	\$70.00
E4345	02/12/2021	10604	Lortleaze Farms	Purchase of gravel	\$25,627.80
E4345	02/12/2021	10605	ClimateClever Pty Ltd	Partnership program fee	\$935.00
E4345	02/12/2021	10609	D Hyams	Performance fee - Human Highway	\$3,500.00
E4345	02/12/2021	10611	E E Hegney	Reimbursement for condolence gift and card	\$22.98
E4345	02/12/2021	10612	Esperance Farm Experience	Bookeasy sales - Accommodation	\$158.40
E4346	03/12/2021	260	Horizon Power	Electricity charges	\$27,327.30
E4346	03/12/2021	290	Telstra	Telephone charges	\$989.99
E4346	03/12/2021	392	Water Corporation	Water usage charges	\$1,069.64
E4347	14/12/2021	314	WA Treasury Corporation	Loan repayment	\$36,932.08
E4347	14/12/2021	7576	Les Mills Asia Pacific	Contract fee - BodyPump/Attack/Balance December 2021	\$630.38
E4347	14/12/2021	7580	BP Australia Pty Ltd (6791)	Avgas reimbursement	\$647.80
E4347	14/12/2021	8784	Sheriff's Office, Perth	Fines enforcement lodgement fees	\$795.00
E4348	16/12/2021	1	Australian Taxation Office	Payroll deduction	\$150,215.00
E4348	16/12/2021	58	Boulevard Lottery Centre & Newsagency	Stationery	\$698.25
E4348	16/12/2021	100	Landgate	Title searches & SLIP annual subscription	\$459.50
E4348	16/12/2021	126	Esperance Electrical Service	Electrical services including new lights in BOILC gym hall	\$6,581.00
E4348	16/12/2021	209	I S Mickel	Councillor payment 01/10/2021 - 31/12/2021	\$14,500.00
E4348	16/12/2021	341	Esperance Window Cleaning	Backline hire	\$55.00
E4348	16/12/2021	342	Southern Audio Services	Edge of the Bay - Entertainment	\$200.00
E4348	16/12/2021	395	BOC Gases	Cylinder & gas charges	\$282.37
E4348	16/12/2021	536	Landgate	Mining tenements & GRVs	\$313.42
E4348	16/12/2021	571	St John Ambulance Association in WA	Event standby Edge of the Bay 2021, first aid kits and training	\$1,469.00



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E4348	16/12/2021	984	Thorp Realty Pty Ltd	Rent	\$4,800.00
E4348	16/12/2021	1062	Ports Football Club	Community grants program plus additional funding - Lights project	\$90,355.76
E4348	16/12/2021	1215	Shire of Esperance Municipal Fund	Retention - Beach Lap Pool & YHA bond refund kept to cover rent	\$916.95
E4348	16/12/2021	1259	South East Petroleum	Fuel supplies	\$299.36
E4348	16/12/2021	1271	Department of Transport	Disclosure of information fees & MBU lease income	\$294.35
E4348	16/12/2021	1315	Gibson Soak Water Co	Bottled water	\$168.00
E4348	16/12/2021	1319	Sheridan's For Badges	Etched plates – Civic Centre & Indoor Stadium artworks	\$1,002.10
E4348	16/12/2021	1470	Express Your Self Printing	Camping receipt envelopes, stationery & printing	\$5,240.80
E4348	16/12/2021	1554	Esperance Lottery Centre & Newsagency	Newspapers	\$166.36
E4348	16/12/2021	1662	Esperance Trim And Canvas	Playground repairs	\$495.00
E4348	16/12/2021	1695	Bay of Isles Mini-Excavators	Grease trap service	\$480.00
E4348	16/12/2021	2023	Southern Ports Authority	Land tax - Adventureland Park 2021/2022	\$5,623.32
E4348	16/12/2021	2137	ABCorp Australasia Pty Ltd	Library barcodes	\$517.00
E4348	16/12/2021	2269	Esperance Island View Apartments	Accommodation – Edge of the Bay	\$1,192.00
E4348	16/12/2021	2496	Professionals Esperance Real Estate	Rent	\$2,640.00
E4348	16/12/2021	2655	Lions Club of Esperance	Christmas puddings and cakes - EHC	\$364.00
E4348	16/12/2021	2763	Esperance Lock & Shoe Service	Key & lock supplies	\$146.90
E4348	16/12/2021	3227	Esperance Fire Services	Fire equipment inspections, servicing and hire	\$1,756.97
E4348	16/12/2021	3364	Esperance Volunteer Fire and Rescue	Community grant program	\$500.00
E4348	16/12/2021	3484	Esperance Podiatry	Podiatry services - EHC	\$791.00
E4348	16/12/2021	3526	Southern Suspension & 4 X 4 Centre	Parts and accessories	\$3,404.23
E4348	16/12/2021	3534	Local Government Professionals	Advertisement - Aquatic Pool Operator	\$150.00
E4348	16/12/2021	3545	ASB Marketing Pty Ltd	Promotion - Shire of Esperance lanyards	\$737.00

### Shire of Esperance

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Tran Amount

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E4348	16/12/2021	3604	Kelyn Training Services	Advanced Worksite Traffic Management training – S Southern	\$1,650.00
E4348	16/12/2021	3605	Ausrecord	Replacement shelves	\$528.00
E4348	16/12/2021	3685	Department of Local Government, Sport	Annual liquor licence – Civic Centre	\$612.00
E4348	16/12/2021	3752	Securepay Pty Ltd	Monthly charge – Web payments	\$91.63
E4348	16/12/2021	3797	LED Esperance	Electrical supplies	\$612.33
E4348	16/12/2021	3832	D P Dohnt	Volunteer call out fee for EHC clients	\$91.20
E4348	16/12/2021	3889	S J & H P O'Brien	Eastern subs upgrade & other repairs	\$20,382.90
E4348	16/12/2021	3900	Esperance Cabinets	BOILC crèche cabinetry & partitions & Civic Centre counter tops	\$8,544.80
E4348	16/12/2021	3938	C K Mader	Rent	\$1,200.00
E4348	16/12/2021	4311	R M & W G Herbert	Painting services	\$1,056.00
E4348	16/12/2021	4404	Wren Oil	Oil disposal	\$16.50
E4348	16/12/2021	4427	Fenwick 3 Cinemas	Vouchers - EHC	\$90.00
E4348	16/12/2021	4699	Esperance Care Services Inc	Rags	\$66.00
E4348	16/12/2021	4798	Australia's Golden Outback	Quarterly tourism development payment x2	\$66,000.00
E4348	16/12/2021	4833	GHD Pty Ltd	Detailed Concept Design - Myrup Transfer Station	\$29,599.90
E4348	16/12/2021	4891	South Coast Foodservice	Consumables	\$6,480.71
E4348	16/12/2021	4947	Toll Ipec Pty Ltd	Freight charges	\$909.84
E4348	16/12/2021	4989	Woolworths Group Limited	Consumables	\$4,925.26
E4348	16/12/2021	4998	Western Australian Electoral Commission	Local Government Ordinary Election	\$45,808.27
E4348	16/12/2021	5061	N. Tion Constructions	Construction of bin shelter for Kiosks at Jetty Headland	\$4,609.00
E4348	16/12/2021	5194	Jatek Engineering	Steel supplies & fabrication	\$616.00
E4348	16/12/2021	5215	Public Transport Authority of Western	TransWA November 2021	\$6,974.07
E4348	16/12/2021	5242	J Ford	Museum Archivist Honorarium 01/10/2021 – 31/12/2021	\$750.00

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Tran Amount

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E4348	16/12/2021	5295	Komatsu Australia Pty Ltd	Parts	\$372.22
E4348	16/12/2021	5389	S P Flanagan	Councillor payment 01/10/2021 - 31/12/2021	\$4,027.17
E4348	16/12/2021	5412	Mr Carpet	Cleaning services - EHC	\$285.00
E4348	16/12/2021	5444	Reece Australia Pty Ltd	Gas rental charge reclaim gas	\$33.00
E4348	16/12/2021	5466	Horizon Power (Non Energy)	Design fee for Greater Sports Ground power upgrade	\$6,287.00
E4348	16/12/2021	5530	M Lankester	Museum Data Entry Honorarium 1/10/2021 – 31/12/2021	\$750.00
E4348	16/12/2021	5559	BookEasy Australia Pty Ltd	Commission	\$827.97
E4348	16/12/2021	5604	Esperance Milk Supply	Milk - Admin & Depot	\$160.87
E4348	16/12/2021	5622	Subway Esperance	Catering	\$54.00
E4348	16/12/2021	5655	Transoft Solutions (Australia) Pty	AutoTURN map renewal - Single site 1 year	\$671.00
E4348	16/12/2021	5731	Esperance Clearwater Motel Apartments	Accommodation – Civic Centre show	\$410.00
E4348	16/12/2021	5791	W J & F J Graham	Councillor payment 01/10/2021 - 31/12/2021	\$4,875.00
E4348	16/12/2021	5796	Pink Lake IGA	Consumables – EHC & Bushfire Brigades	\$1,558.65
E4348	16/12/2021	5896	Toyota Financial Services	Lease payments	\$555.23
E4348	16/12/2021	5943	Red Dot Stores	Activity materials - EHC	\$60.00
E4348	16/12/2021	6024	SeatAdvisor Pty Ltd	Ticket sales November 2021	\$170.17
E4348	16/12/2021	6164	Data 3 Limited	Adobe Creative Cloud subscription, PDF software licenses	\$30,174.54
E4348	16/12/2021	6221	PFD Food Services Pty Ltd	Consumables	\$929.05
E4348	16/12/2021	6641	DMS Diesels	Annual servicing of Southern Mallee Bushfire Brigade truck	\$4,632.56
E4348	16/12/2021	6807	S A Fissioli	Jackpot winnings pay 12	\$150.00
E4348	16/12/2021	7103	Galaxy Enterprises	Souvenirs	\$142.85
E4348	16/12/2021	7121	Saltwater Catering	Meals for the Seniors Christmas party x 251	\$7,906.50
E4348	16/12/2021	7425	Esperance Cleaning Service	COVID Clinic deep clean – Noel White Centre	\$2,739.00

## Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 January 2022 for confirmation in respect to accounts already paid.

Tran Amount

### Municipal Fund - EFT Payments

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E4348	16/12/2021	7438	Independence Australia	Nursing products - EHC	\$12.90
E4348	16/12/2021	7471	G & J Wilson Plumbing and Gas Services	Plumbing and gas services	\$3,943.22
E4348	16/12/2021	7677	Statewide Vehicle Hoist Service WA	Dismantle of existing Molnar vehicle hoist	\$1,045.00
E4348	16/12/2021	7730	ACT Industrial Pty Ltd	Front lift recycling bins, lids & castor	\$33,550.00
E4348	16/12/2021	7797	Wicked Welding & Fabrication Pty Ltd	Parts	\$220.00
E4348	16/12/2021	7803	Dr T W Pearn	Pre-employment medical assessments	\$374.00
E4348	16/12/2021	7882	O Burge	Refund on overcharged BOILC membership	\$426.50
E4348	16/12/2021	7932	All West Building Approvals Pty Ltd	Certificates of Design Compliance	\$880.00
E4348	16/12/2021	7942	J S Bryant	Edge of the Bay - Entertainment	\$200.00
E4348	16/12/2021	7947	BJT Carpentry	Refund building application fee	\$110.00
E4348	16/12/2021	7968	J Guest	Photography workshop & event photography – Edge of the Bay	\$800.00
E4348	16/12/2021	8007	Cabcharge	Taxi vouchers used November 2021	\$567.06
E4348	16/12/2021	8099	Silver Chain Group Limited	Monthly pendant monitoring - EHC	\$88.70
E4348	16/12/2021	8117	Foxtel Cable Television Pty Limited	Foxtel - BOILC	\$105.00
E4348	16/12/2021	8201	K L Smithson	Edge of the Bay - Entertainment	\$220.00
E4348	16/12/2021	8205	Holiday Guide Pty Ltd	Commission	\$277.81
E4348	16/12/2021	8229	R Horan	Councillor payment 01/10/2021 - 31/12/2021	\$4,027.17
E4348	16/12/2021	8303	Liquor Barons Esperance	Refreshments	\$671.85
E4348	16/12/2021	8464	B R McCosh	Jackpot winnings pay 12	\$150.00
E4348	16/12/2021	8567	Precision Ergonomics Australia Pty	Mobility aids - EHC	\$5,575.00
E4348	16/12/2021	8576	Transport Spares Australia Pty Ltd	Brake drum and parts	\$3,805.04
E4348	16/12/2021	8626	Gower Industries	Drill bits	\$731.65
E4348	16/12/2021	8663	Commercial Aquatics Australia Pty Ltd	Prominent one-way valves	\$489.50

### Shire of Esperance

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Tran Amount

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E4348	16/12/2021	8717	Western Irrigation Pty Ltd	Irrigation parts	\$4,376.63
E4348	16/12/2021	8783	The Trustee for Recherche Medical	Pre-employment drug and alcohol screenings	\$495.00
E4348	16/12/2021	8914	Cleanaway Pty Ltd	Rubbish & recycling collections	\$12,683.39
E4348	16/12/2021	8918	Lucky Bay Brewing	Civic Centre kiosk supplies & Edge of the Bay - Artist rider	\$473.98
E4348	16/12/2021	8924	L & SJ Hannett	Remove bees at Greater Sports Ground	\$180.40
E4348	16/12/2021	8972	Dunn's Cleaning Service Pty Ltd	Cleaning services	\$18,788.18
E4348	16/12/2021	9003	Rural Traffic Services Pty Ltd	Traffic control	\$7,194.44
E4348	16/12/2021	9044	Neo Elite Swimming	Neo Elite goggles re-stock	\$341.55
E4348	16/12/2021	9051	Matthews Haulage	Water carting for Wylie Bay sheds	\$385.00
E4348	16/12/2021	9077	J O'Donnell	Councillor payment 01/10/2021 - 31/12/2021	\$4,875.00
E4348	16/12/2021	9094	Network Innovations AsiaPac Pty Ltd	Satellite phone charges	\$79.99
E4348	16/12/2021	9100	On Duty Diesel and Mechanical	Repairs	\$814.00
E4348	16/12/2021	9117	Esperance Gas Distribution Company	Gas usage BOILC	\$17,113.19
E4348	16/12/2021	9126	Sara Hall T/as Pink Lily Beauty Roo	Nail treatment - EHC	\$65.00
E4348	16/12/2021	9127	Unicare Health	Mobility aids - EHC	\$3,603.00
E4348	16/12/2021	9138	Department of Biodiversity Conservation	Park passes	\$12,228.15
E4348	16/12/2021	9147	Key Pest and Weed Control	Annual pest control	\$2,255.00
E4348	16/12/2021	9163	Esperance Combined Tyres & Mechanical	Tyres & tyre services	\$6,403.50
E4348	16/12/2021	9175	S P McMullen	Councillor payment 01/10/2021 - 31/12/2021	\$4,875.00
E4348	16/12/2021	9236	T Stewarts Engineering	Steel fabrication	\$2,724.08
E4348	16/12/2021	9237	Esperance Metaland	Steel products	\$576.47
E4348	16/12/2021	9257	JAG Boiler and Gas Services	Annual boiler service BOILC	\$968.00
E4348	16/12/2021	9330	Coastal Climate Choice Pty Ltd	Refrigerant reclaim	\$2,502.50

### Shire of Esperance

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Tran Amount

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E4348	16/12/2021	9400	Rapid Global Nominee Pty Ltd	Rapid Induct and Contractor Management quarterly licence fee	\$1,098.90
E4348	16/12/2021	9414	Chadwick Mobile Auto Electrics	Starter motor repair	\$27.50
E4348	16/12/2021	9451	The Choppin Block Butchers	Meat - EHC	\$352.62
E4348	16/12/2021	9472	Twilight Lawn & Home Maintenance	Mowing & spraying - EHC	\$49.50
E4348	16/12/2021	9558	Mackenzies Electrical Service Pty Ltd	Electrical services	\$275.00
E4348	16/12/2021	9564	South East Auto & Heavy Diesel	Parts	\$39.64
E4348	16/12/2021	9578	Department of Mines, Industry	Building Services Levied 01/11/2021 – 30/12/2021	\$5,358.79
E4348	16/12/2021	9639	Avon Waste	Rubbish & recycling collections	\$37,459.47
E4348	16/12/2021	9640	M D Cronin	Weed control	\$3,400.00
E4348	16/12/2021	9641	Aussie Broadband Pty Ltd	Admin Building broadband	\$382.90
E4348	16/12/2021	9645	TPG Network Pty Ltd	EVC internet charges	\$130.90
E4348	16/12/2021	9657	Super Cheap Auto Pty Ltd	Trailer lock	\$34.99
E4348	16/12/2021	9659	The Deli King	Consumables - EHC	\$66.95
E4348	16/12/2021	9690	John Papas Trailers	One 10x5 JPT56B Enclosed Trailer	\$10,137.45
E4348	16/12/2021	9769	The Organic Mechanic Garden Service	Gardening service - EHC	\$92.95
E4348	16/12/2021	9797	WA Country Builders	Refund building application fees	\$849.23
E4348	16/12/2021	9805	Civiq Pty Ltd	Bike racks & bike repair station for skate ramp	\$6,743.22
E4348	16/12/2021	9807	R G Chambers	Councillor payment 01/10/2021 - 31/12/2021	\$6,656.25
E4348	16/12/2021	9808	J L Obourne	Councillor payment 01/10/2021 - 31/12/2021	\$3,875.00
E4348	16/12/2021	9822	C T Parry	Christmas face painting - Crèche party	\$120.00
E4348	16/12/2021	9832	RAC Tourism Assets Pty Ltd	Refund overpayment of licence fee	\$12.00
E4348	16/12/2021	9880	Hawkins Building Co Pty Ltd	Repairs to Adventureland Park infrastructure	\$22,648.20
E4348	16/12/2021	9887	Bora Health Pty Ltd	SureSafeGO 4G lone worker duress alarm	\$1,915.58

### Shire of Esperance

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Tran Amount

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E4348	16/12/2021	9994	M J Leske	Edge of the Bay - Entertainment	\$200.00
E4348	16/12/2021	10011	Spirited Thinking Pty Ltd	Site visit and assessments for Civic Centre	\$2,846.53
E4348	16/12/2021	10017	Blue Force Pty Ltd	Pendant monitoring - EHC	\$20.20
E4348	16/12/2021	10032	M P Connolly	Rates refund	\$1,205.79
E4348	16/12/2021	10052	The Trustee for the Lab Unit Trust	James Street Development Plan – Final payment	\$3,608.00
E4348	16/12/2021	10111	Universal Marina Systems WA Pty Ltd	Beach Lap Pool progress payment	\$121,817.31
E4348	16/12/2021	10115	MBIT Technologies Pty Ltd	Business SMS Service	\$11.00
E4348	16/12/2021	10139	Soggybones Pty Ltd	Skate payment - Edge of the Bay	\$4,400.00
E4348	16/12/2021	10142	R-Group International Pty Ltd	Teams Calling Trial call costs & licensing	\$272.82
E4348	16/12/2021	10159	C E MacKean	Labour services	\$2,425.50
E4348	16/12/2021	10162	Kite Kinetics	Kite display at Edge of the Bay 2021	\$1,150.00
E4348	16/12/2021	10192	Esperance Gutter Cleaning	Gutter cleaning - December 2021	\$2,600.00
E4348	16/12/2021	10207	Wendy's Garden Service	Gardening services - EHC	\$397.50
E4348	16/12/2021	10218	D B Ambrose	Gardening services - EHC	\$675.00
E4348	16/12/2021	10224	Coastmac Trailers	Six new 8x5 BT85 Tandem Trailers	\$21,660.00
E4348	16/12/2021	10229	DJI Authorised Retail Store	Service repairs to drone and camera DR2	\$1,735.00
E4348	16/12/2021	10237	F A Baxter	Reimbursement - Meals	\$35.00
E4348	16/12/2021	10269	Lite N' Easy Pty Ltd	Meal preparation & delivery - EHC	\$563.08
E4348	16/12/2021	10282	O Pokela	Entertainment - Edge of the Bay	\$200.00
E4348	16/12/2021	10325	V Reck	Administration Costs - EBA - 24/9 to 19/11/2021	\$2,160.00
E4348	16/12/2021	10335	Select Music Agency Pty Ltd	Edge of the Bay - Entertainment	\$2,500.00
E4348	16/12/2021	10358	Esperance Weekender	Advertising & promotions	\$2,998.60
E4348	16/12/2021	10388	S Stock	Reimbursement - Lunch for seminar	\$583.80

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 January 2022 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>
E4348	16/12/2021	10389	Total Green Recycling Pty Ltd	E-Waste recycling and transport	\$2,343.15
E4348	16/12/2021	10414	Integrated ICT	Veeam Cloud Connect backup service	\$1,886.72
E4348	16/12/2021	10416	J M Smith	Rent	\$1,200.00
E4348	16/12/2021	10432	Australasian Sports Floors Horner Pty Ltd	Cleaning towels & bar – Graham Mackenzie Stadium & Indoor Stadium	\$1,016.05
E4348	16/12/2021	10518	Townzies Turf and Gardens	Gardening services - EHC	\$668.25
E4348	16/12/2021	10542	Mudjar Aboriginal Corporation	Rates refund	\$3,211.30
E4348	16/12/2021	10549	Pacesetter Services	Authority HR/Payroll module review	\$4,400.00
E4348	16/12/2021	10554	L P De Haas	Councillor payment 01/10/2021 - 31/12/2021	\$4,027.17
E4348	16/12/2021	10576	South East Lawn Care	Gardening services - EHC	\$60.00
E4348	16/12/2021	10598	AusHealth Corporate Pty Ltd	Drug and alcohol testing	\$930.88
E4348	16/12/2021	10606	Flickr Candles	Seniors Dinner gifts raffle	\$135.30
E4348	16/12/2021	10613	33 Degrees Esperance	Meals for end of year function - EHC	\$1,200.00
E4348	16/12/2021	10616	M Day	Edge of the Bay - Entertainment	\$800.00
E4348	16/12/2021	10618	Caladenia Co.	Flower Crown making at Edge of the Bay 2021	\$425.00
E4348	16/12/2021	10619	C N Smith	Meal reimbursement	\$103.07
E4348	16/12/2021	10620	M A Martin	Edge of the Bay - Entertainment	\$1,000.00
E4348	16/12/2021	10621	Showtechnix Limited	Equipment replacement - Civic Centre	\$3,149.23
E4348	16/12/2021	10622	W Davies	YHA bond refund	\$600.00
E4348	16/12/2021	10623	A E Watts	Refund building application fee	\$285.00
E4348	16/12/2021	10624	D P Lombard	Refund building application fee	\$110.00
E4348	16/12/2021	10626	J Andre	Food Surveillance fee refund - Chippy Connoisseurs	\$130.00
E4348	16/12/2021	10627	J Moore	YHA bond refund	\$400.00
E4348	16/12/2021	10628	K P Starcevich	Rates refund	\$1,075.31



### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 January 2022 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>
E4348	16/12/2021	10629	J E Jarvis	Rates refund	\$219.38
E4348	16/12/2021	10630	Le Grande Distillery Pty Ltd T/as	Refund of overpaid food surveillance fee	\$305.00
E4348	16/12/2021	10631	Glenkindie Pty Ltd	Refund building application fee	\$110.00
E4348	16/12/2021	10632	D Mears	Refund building application fee	\$427.50
E4349	17/12/2021	260	Horizon Power	Electricity charges	\$3,283.19
E4350	20/12/2021	325	Easton WJ & V	Hire of earthmoving plant	\$28,388.25
E4350	20/12/2021	1469	Beachwind Enterprises Pty Ltd	Hire of earthmoving plant	\$260,888.65
E4350	20/12/2021	2693	Worth Kerbing	Kerbing services	\$6,732.00
E4350	20/12/2021	6014	Esperance Tree Lopping	Pruning and removal of trees and stumps	\$20,504.00
E4350	20/12/2021	6636	Esperance Earthworks Pty Ltd	Hire of earthmoving plant	\$13,840.20
E4350	20/12/2021	7522	Jacka Trenching and Fencing	Traffic control	\$17,363.50
E4350	20/12/2021	8230	Ballantyne Earthmoving	Hire of earthmoving plant and labour	\$621,959.97
E4350	20/12/2021	8317	Titan Contracting	Mowing services	\$27,390.00
E4350	20/12/2021	10615	Quaintrelle (WA) Pty Ltd T/A	Hire of street sweeper	\$20,379.52
E4351	21/12/2021	260	Horizon Power	Electricity charges	\$36,042.68
E4351	21/12/2021	290	Telstra	Telephone charges	\$15,263.18
E4351	21/12/2021	392	Water Corporation	Water usage charges	\$34,642.79
E4351	21/12/2021	6719	Christian Super	Cr Obourne councillor payment October – December 2021	\$1,000.00
E4352	22/12/2021	26	Blackwoods Atkins	Parts & equipment	\$3,696.55
E4352	22/12/2021	47	B E Stearne & Co Pty Ltd	Reticulation supplies	\$2,136.87
E4352	22/12/2021	62	Building And Construction Industry	BCITF 01/11/2021 - 30/11/2021	\$2,915.84
E4352	22/12/2021	63	Bunnings Ltd	Hardware	\$12,837.34
E4352	22/12/2021	77	Cockburn Cement Limited	Cement & pallet charges	\$7,687.35

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 January 2022 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>
E4352	22/12/2021	111	Esperance Appliance Centre Pty Ltd	BOILC TV, vacuums, bags & filters	\$8,031.50
E4352	22/12/2021	112	Esperance Ag Services	Parts & equipment	\$1,291.56
E4352	22/12/2021	121	Esperance Communications	Communication equip & photocopier maintenance	\$8,824.43
E4352	22/12/2021	136	Powerplant Motorcycles	Equipment & repairs	\$427.20
E4352	22/12/2021	184	Best Western Hospitality Inn Esperance	Bookeasy sales - Accommodation	\$163.59
E4352	22/12/2021	281	Bluescope Distribution P/L	Steel supplies & fabrication	\$2,079.55
E4352	22/12/2021	287	Swans Veterinary Services	Veterinary services	\$170.05
E4352	22/12/2021	323	Westrac Equipment Pty Ltd	Plant parts & repairs	\$934.21
E4352	22/12/2021	410	Pink Lake Butchers	Consumables – Staff Christmas lunch	\$1,526.00
E4352	22/12/2021	440	Wesfarmers Kleenheat Gas Pty Ltd	Gas for forklift	\$632.51
E4352	22/12/2021	544	Paint Industries Pty Ltd	Line marking paint	\$1,474.22
E4352	22/12/2021	652	Esperance-Goldfields Surf Lifesaving	Donation for assistance at Staff Christmas lunch	\$412.50
E4352	22/12/2021	707	Haslams	Protective clothing	\$6,028.50
E4352	22/12/2021	742	Esperance Rural Supplies	Hardware and lawn fertiliser	\$6,852.97
E4352	22/12/2021	1215	Shire of Esperance Municipal Fund	Retention - Eco Shark Barrier Beach Enclosure	\$4,500.00
E4352	22/12/2021	1259	South East Petroleum	Fuel supplies	\$115,009.18
E4352	22/12/2021	1282	Sigma Chemicals	Pool chemicals & equipment	\$1,511.40
E4352	22/12/2021	1291	Sharpe Brothers Pty Ltd	Concrete blocks	\$1,946.00
E4352	22/12/2021	1307	Feature Paints	Paint supplies	\$2,076.35
E4352	22/12/2021	1323	LGIS WA - WALGA Municipal Liability	Performance based adjustments 2018/2019, 2019/2020 & 2020/2021	\$239,576.70
E4352	22/12/2021	1352	Southcoast Bearing & Industrial Supplies	Bearings & seals	\$41.36
E4352	22/12/2021	1400	Bayview Motel Esperance	Bookeasy sales - Accommodation	\$249.92
E4352	22/12/2021	1461	Kip & Steve's Mechanical Repairs	Truck parts and repairs	\$9,369.97

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 January 2022 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>
E4352	22/12/2021	1485	Freight Lines Group	Freight charges	\$20,342.52
E4352	22/12/2021	1550	Comfort Inn Bay of Isles	Bookeasy sales - Accommodation	\$3,138.96
E4352	22/12/2021	1575	GPC Asia Pacific Pty Ltd/Repc	Light bars and other automotive supplies and accessories	\$5,202.40
E4352	22/12/2021	1959	Esperance Bowling Club (Inc.)	Venue hire & refreshments - Staff Christmas Party 2021	\$4,800.00
E4352	22/12/2021	2005	Trility Solutions Pty Ltd - Hydramet	Parts	\$1,705.00
E4352	22/12/2021	2122	Iplex Pipelines Australia P/L	Pipes	\$9,199.44
E4352	22/12/2021	2246	Cutting Edges Pty Ltd	Grader cutting edges	\$9,729.50
E4352	22/12/2021	2317	Southern Cross Austereo Pty Ltd	Radio advertising	\$566.50
E4352	22/12/2021	2333	Winc Australia Pty Limited	Stationery and envelopes	\$961.78
E4352	22/12/2021	2440	Staines Esperance	Parts and repairs	\$2,534.33
E4352	22/12/2021	2469	Coates Hire	Hire of 45ft cherry picker	\$852.50
E4352	22/12/2021	2765	Esperance Autos	Two new Nissan Navara's, automotive parts and repairs	\$115,680.61
E4352	22/12/2021	3406	Colquhoun's Fremantle Bag Co	Parts	\$145.20
E4352	22/12/2021	3462	Esperance Mobile Fibreglass	Recoating of dance floor and reception – Civic Centre	\$6,850.00
E4352	22/12/2021	3478	Avis Car Hire	Car hire	\$2,318.58
E4352	22/12/2021	3532	Esperance Bay Holiday Park	Bookeasy sales - Accommodation	\$330.00
E4352	22/12/2021	3533	Mike Henley Mechanical & Fabrication	Annual service of Pink Lake BFB light tanker	\$854.43
E4352	22/12/2021	3774	Goodchild Enterprises	Batteries	\$1,695.10
E4352	22/12/2021	3834	Dicks Electronics	Batteries and electronic equipment	\$727.50
E4352	22/12/2021	3898	Tutt Bryant Equipment	Parts	\$1,871.65
E4352	22/12/2021	4210	Farm & General EOPP	Pressure cleaner, pipe, diamond blades, parts and equipment	\$24,801.87
E4352	22/12/2021	4311	R M & W G Herbert	Painting services	\$2,664.20
E4352	22/12/2021	4633	D. K Baesjou & C.L Turner	Laser tag for Edge of the Bay 2021	\$3,086.00

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 January 2022 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>
E4352	22/12/2021	4647	Marketforce	Advertising	\$2,525.15
E4352	22/12/2021	4648	Wurth Australia Pty Ltd	Consumables for workshop	\$1,578.32
E4352	22/12/2021	5161	Pink Lake Tourist Park	Bookeasy sales - Accommodation	\$528.44
E4352	22/12/2021	5164	Esperance Beachfront Resort	Bookeasy sales - Accommodation	\$343.20
E4352	22/12/2021	5165	Driftwood Apartments	Bookeasy sales - Accommodation	\$475.20
E4352	22/12/2021	5226	The Doo Drop Inn	Bookeasy sales - Accommodation	\$448.80
E4352	22/12/2021	5253	T-Quip	Parts	\$146.60
E4352	22/12/2021	5267	Hema Maps Pty Ltd	Maps	\$1,021.47
E4352	22/12/2021	5274	Davric Australia	Souvenirs - EVC	\$1,863.07
E4352	22/12/2021	5393	Esperance Eagle View Accommodation	Bookeasy sales - Accommodation	\$3,344.00
E4352	22/12/2021	5503	David Gray & Co Pty Ltd	240Lt Bins and lids	\$4,320.80
E4352	22/12/2021	5623	Esperance Windscreens	Windscreen services	\$1,330.00
E4352	22/12/2021	5754	M H Ammon	Reimbursement - Catering Pink Lake Fire	\$265.40
E4352	22/12/2021	5767	Seek Limited	Advertising	\$302.50
E4352	22/12/2021	6082	The Jetty Resort	Bookeasy sales - Accommodation	\$633.60
E4352	22/12/2021	6183	Kleen West	Kitchen and cleaning supplies	\$4,882.38
E4352	22/12/2021	6407	Dell Australia Pty Limited	Dell Precision workstations and monitors	\$19,390.13
E4352	22/12/2021	6714	Holcim Pty Ltd	Aggregate & kerbmix supplies	\$254,517.32
E4352	22/12/2021	6808	Australian Performing Arts Centres	Annual subscription	\$860.00
E4352	22/12/2021	6873	WT Hydraulics	Hydraulic parts and equipment	\$641.14
E4352	22/12/2021	6894	C.R. Kennedy & Co Pty Ltd.	Service and calibration of GPS grader systems	\$1,112.10
E4352	22/12/2021	6897	Position Partners	Virtual surveyor peak - 1 Year	\$3,245.00
E4352	22/12/2021	7005	The Weed Terminator	Mulching green waste at Wylie Bay	\$18,150.00

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 January 2022 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>
E4352	22/12/2021	7043	Connect Call Centre Services	Rangers Call Centre - November 2021	\$227.37
E4352	22/12/2021	7121	Saltwater Catering	Catering	\$257.40
E4352	22/12/2021	7425	Esperance Cleaning Service	Deep clean COVID pop up clinic - December 2021	\$2,739.00
E4352	22/12/2021	7460	Auscoinswest	Souvenir coins	\$574.20
E4352	22/12/2021	7731	Daimler Trucks Perth	Parts	\$3,141.64
E4352	22/12/2021	7845	Nespresso Professional	Kiosk coffee pods and cleaning supplies - BOILC	\$792.50
E4352	22/12/2021	8024	C A Poole	Consignment sales	\$35.20
E4352	22/12/2021	8045	J H Verbaant	Refund of building application fee	\$190.00
E4352	22/12/2021	8267	Valvoline (Australia) Pty Ltd	Oil	\$5,364.88
E4352	22/12/2021	8334	WBD Pty Ltd	Design Surf Club redevelopment & Grass Patch Hall septic upgrade	\$15,510.00
E4352	22/12/2021	8380	Jade William & Leticia Hurley	Bookeasy sales - Accommodation	\$396.00
E4352	22/12/2021	8581	Barbeques Galore (Esperance)	Personal protective equipment – Over boots	\$149.50
E4352	22/12/2021	8593	Pine Grove Holiday Park	Bookeasy sales - Accommodation	\$140.80
E4352	22/12/2021	8650	Rotary Club of Esperance Bay Inc.	Community grant funding	\$1,100.00
E4352	22/12/2021	8933	Aurelia's Ice Creamery and Cafe	Staff Christmas Party catering	\$1,102.05
E4352	22/12/2021	8955	Esperance Laundry and Linen (The	Laundry services	\$426.00
E4352	22/12/2021	9006	Corsign WA Pty Ltd	Signage requirements	\$8,586.60
E4352	22/12/2021	9022	AFGRI Equipment Australia Pty Ltd	Starter motor and filters	\$4,085.83
E4352	22/12/2021	9028	Terry White Chemmart Esperance	Webster packs & chemist items - EHC	\$992.90
E4352	22/12/2021	9141	Apex Rubber Stamp Co	Date stamp - Records	\$68.45
E4352	22/12/2021	9170	ThermoAir	Remove old and install new compressor at Civic Centre	\$10,772.35
E4352	22/12/2021	9210	McIntosh & Son W.A.	Parts and repairs	\$1,471.25
E4352	22/12/2021	9236	T Stewarts Engineering	Steel fabrication	\$1,895.16

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 January 2022 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>
E4352	22/12/2021	9270	W C Govans	Automatic doors servicing and repairs	\$2,580.15
E4352	22/12/2021	9464	Air Filter Dry Clean Systems WA	Dry clean filters	\$1,219.79
E4352	22/12/2021	9482	Draeger Australia Pty Ltd	Repairs and parts	\$1,634.70
E4352	22/12/2021	9503	EcoValley Honey - Winton Hughes Was	Consignment sales	\$72.80
E4352	22/12/2021	9531	Seas It All Pty Ltd	Bookeasy sales - Tours	\$1,474.00
E4352	22/12/2021	9558	Mackenzies Electrical Service Pty Ltd	Electrical services – Eastern Suburbs water pipeline new bores	\$53,892.80
E4352	22/12/2021	9574	Clarke & Stokes Agriservices Pty Ltd	Parts and fittings	\$222.82
E4352	22/12/2021	9671	R P Western	Consignment sales	\$28.40
E4352	22/12/2021	9673	Museum Village Cafe - Denise Hocking	Visitor Centre sundowner	\$198.00
E4352	22/12/2021	9744	Born to Sparkle	Face painting and glitter at Edge of the Bay 2021	\$1,980.00
E4352	22/12/2021	9838	Blue Haven Shell Studio Accommodation	Bookeasy sales - Accommodation	\$721.60
E4352	22/12/2021	9841	C P Stewart	Busking artist - Edge of the Bay 2021	\$350.00
E4352	22/12/2021	10111	Universal Marina Systems WA Pty Ltd	Beach Lap Pool progress payment & retention release	\$142,868.95
E4352	22/12/2021	10145	DE & DL Henderson - The Rest	Bookeasy sales - Accommodation	\$950.40
E4352	22/12/2021	10192	Esperance Gutter Cleaning	Clean gutters	\$3,050.00
E4352	22/12/2021	10344	Esperance Jetty Fishing Tours	Bookeasy sales - Tours	\$88.00
E4352	22/12/2021	10358	Esperance Weekender	Advertising	\$209.00
E4352	22/12/2021	10386	M J & M J Wood	Bookeasy sales - Accommodation	\$858.00
E4352	22/12/2021	10398	D A Renton	Rates refund	\$480.00
E4352	22/12/2021	10400	Eco Shark Barrier Pty Ltd	Beach Enclosure progress payment & retention release	\$300,245.00
E4352	22/12/2021	10401	Esperance Tide	Advertising	\$729.30
E4352	22/12/2021	10431	Skipper Transport Parts	Parts	\$590.64
E4352	22/12/2021	10439	Techstreet Pty Ltd	Public Information signs	\$326.00

### Shire of Esperance

List of accounts due by Council submitted to the Ordinary Council Meeting held on 25 January 2022 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>
E4352	22/12/2021	10596	Seedesign Studio Pty Ltd	Concept designs & site visit - Waterfront northern extension	\$7,425.00
E4352	22/12/2021	10610	Meelup Management	Training workshop	\$3,364.41
E4352	22/12/2021	10633	I J Ratcliffe	Refund building application fees	\$110.00
E4352	22/12/2021	10634	K D Henderson	Refund building application fees	\$110.00
E4352	22/12/2021	10635	South East Scaffolding	Hire of scaffold - Esperance Civic Centre	\$2,761.00
E4352	22/12/2021	10636	B J Lance	Farewell gift - Over 10 year's service	\$1,000.00
E4352	22/12/2021	10637	Aspects of Kings Park	Books	\$445.85
E4352	22/12/2021	10638	S P Watts	Rates refund	\$1,308.43
<b>Total Creditor payments made by EFT from Municipal Fund</b>					<b>4,923,241.20</b>

#### 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	09/12/2021	Payroll (Net)	Wages for 25/11/2021 to 08/12/2021 (Period 12)	\$525,584.79
Bulk EFT	23/12/2021	Payroll (Net)	Wages for 09/12/2021 to 22/12/2021 (Period 13)	\$544,687.27
<b>Total Employee Wage payments made by EFT from Municipal Fund</b>				<b>\$1,070,272.06</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 25 January 2022 for confirmation in respect to accounts already paid.				
<b>DATED</b>	<b>CREDITOR</b>	<b>NAME</b>	<b>PARTICULARS</b>	<b>AMOUNT</b>
1/12/2021	GoFax Pty Ltd	Felicity Baxter	GoFax monthly account access	19.90
4/12/2021	Mailchimp	Felicity Baxter	Mailchimp monthly subscription	126.81
9/12/2021	Cloud Eleven Coffee	Felicity Baxter	Refreshments - Managers meeting	35.50
4/12/2021	Bunnings	Mel Ammon	Edge of the Bay supplies	12.99
16/12/2021	Esperance Bakery	Mel Ammon	Catering - Pink Lake Fire	24.00
16/12/2021	Woolworths	Mel Ammon	Catering - Pink Lake Fire	146.84
16/12/2021	Woolworths	Mel Ammon	Catering - Pink Lake Fire	41.70
16/12/2021	Woolworths	Mel Ammon	Catering - Pink Lake Fire	15.00
16/12/2021	BWS Liquor	Mel Ammon	Catering - Pink Lake Fire	12.00
16/12/2021	Esperance Pizza	Mel Ammon	Catering - Pink Lake Fire	317.35
17/12/2021	Pink Lake IGA	Mel Ammon	Catering - Pink Lake Fire	52.53
17/12/2021	Woolworths	Mel Ammon	Catering - Pink Lake Fire	80.70
17/12/2021	Ben and Jean Strauti	Mel Ammon	Catering - Pink Lake Fire	455.00
20/12/2021	Esperance Pizza	Mel Ammon	Catering - Pink Lake Fire	359.90
20/12/2021	Red Rooster	Mel Ammon	Catering - Pink Lake Fire	11.50
21/12/2021	Ampol Esperance	Mel Ammon	Catering - Pink Lake Fire	71.40
21/12/2021	Ampol Esperance	Mel Ammon	Catering - Pink Lake Fire	4.50
21/12/2021	Ampol Esperance	Mel Ammon	Catering - Pink Lake Fire	254.35
21/12/2021	Ampol Esperance	Mel Ammon	Catering - Pink Lake Fire	6.30
21/12/2021	Woolworths	Mel Ammon	Catering - Pink Lake Fire	73.81
21/12/2021	McDonalds Esperance	Mel Ammon	Catering - Pink Lake Fire	15.70
22/12/2021	Pink Lake IGA	Mel Ammon	Catering - Pink Lake Fire	32.57
22/12/2021	Lucky Roe Snack Bar	Mel Ammon	Catering - Pink Lake Fire	174.00
25/11/2021	Watt Lab	Trevor Ayers	Edge of the Bay - Skate competition prizes	190.00
25/11/2021	Kmart	Trevor Ayers	Edge of the Bay - Photography prize	100.00
25/11/2021	Woolworths	Trevor Ayers	Seniors Dinner - Entertainers gifts	27.00
25/11/2021	BWS Liquor	Trevor Ayers	Civic Centre kiosk supplies	189.00
25/11/2021	BWS Liquor	Trevor Ayers	Civic Centre kiosk supplies	170.10
26/11/2021	Ricardos Esperance	Trevor Ayers	Civic Centre volunteer supplies - Feeling Good	110.94
26/11/2021	Ricardos Esperance	Trevor Ayers	Civic Centre volunteer supplies - Feeling Good	31.70
30/11/2021	Red Dot Stores	Trevor Ayers	Christmas Pageant - Selfie station supplies	103.00
30/11/2021	Facebook	Trevor Ayers	Facebook advertising - Human Highway	40.00
30/11/2021	Kmart	Trevor Ayers	Christmas Pageant - Selfie station supplies	22.00



<b>SHIRE OF ESPERANCE</b>				
List of accounts direct debited from Council's Municipal Fund submitted to the Ordinary Council Meeting meeting held on 25 January 2022 for confirmation in respect to accounts already paid.				
<b>DATED</b>	<b>CREDITOR</b>	<b>NAME</b>	<b>PARTICULARS</b>	<b>AMOUNT</b>
30/11/2021	The Reject Shop	Trevor Ayers	Edge of the Bay supplies	25.00
2/12/2021	WWC Communities	Trevor Ayers	Working With Children renewal - T Currie	87.00
2/12/2021	Bunnings	Trevor Ayers	Edge of the Bay supplies	133.49
2/12/2021	Woolworths	Trevor Ayers	Civic Centre kiosk supplies	132.59
2/12/2021	BWS Liquor	Trevor Ayers	Civic Centre kiosk supplies	347.40
4/12/2021	Westnet	Trevor Ayers	Visitor Centre web hosting	162.95
5/12/2021	The Pier Hotel	Trevor Ayers	Civic Centre kiosk supplies	119.98
5/12/2021	The Pier Hotel	Trevor Ayers	Civic Centre kiosk supplies	131.88
8/12/2021	Ampol Esperance	Trevor Ayers	Edge of the Bay - Generator fuel	30.15
13/12/2021	The Reject Shop	Trevor Ayers	Office equipment - Hooks	5.00
15/12/2021	Vend Pos	Trevor Ayers	Visitor Centre point of sale system	78.87
20/12/2021	The Choppin Block Butchers	Trevor Ayers	Christmas Pageant - Volunteer voucher	150.00
21/12/2021	The Deli King	Trevor Ayers	Christmas Pageant - Volunteer voucher	50.00
21/12/2021	Fenwick 3 Cinemas	Trevor Ayers	Christmas Pageant - Volunteer voucher	189.00
25/11/2021	Royal Life Saving Society Aus	Scott McKenzie	Online subscription - Guidelines for safe pool operations	99.00
30/11/2021	Facebook	Emily Hegney	Facebook advertising	78.19
30/11/2021	Dog Rock Motel Albany	Emily Hegney	Accommodation - P Farmilo & M Anderson	507.00
2/12/2021	Ingot Hotel	Emily Hegney	Accommodation and meals - P Farmilo	445.50
2/12/2021	Ingot Hotel	Emily Hegney	Accommodation and meals - M Anderson	402.50
3/12/2021	Subway Esperance	Emily Hegney	Catering - Forklift course	3.15
3/12/2021	The Deli King	Emily Hegney	Catering - Forklift course	25.00
10/12/2021	The Reject Shop	Emily Hegney	Games - Community Development	20.00
10/12/2021	Woolworths	Emily Hegney	Milk	19.05
10/12/2021	Ricardos Esperance	Emily Hegney	Consumables - Pageant workers	112.00
11/12/2021	Ingot Hotel	Emily Hegney	Accommodation and meals - S Southern	1,689.68
14/12/2021	Regional Express	Emily Hegney	Flights - K Foster	441.62
15/12/2021	Bunnings	Emily Hegney	Vouchers - Staff Christmas party	100.00
16/12/2021	Woolworths Online	Emily Hegney	Consumables - Staff Christmas party	514.26
17/12/2021	Red Rooster	Emily Hegney	Consumables - Staff Christmas party	251.10
18/12/2021	Hospitality PL	Emily Hegney	Accommodation - Staff Christmas party - D Davies	135.20
18/12/2021	Hospitality PL	Emily Hegney	Accommodation - Staff Christmas Party - B King	135.20
21/12/2021	Regional Express	Emily Hegney	Flights - T Husbands	439.38
21/12/2021	Regional Express	Emily Hegney	Flights - T Husbands	583.28

<b>SHIRE OF ESPERANCE</b>				
List of accounts direct debited from Council's Municipal Fund submitted to the Ordinary Council Meeting meeting held on 25 January 2022 for confirmation in respect to accounts already paid.				
<b>DATED</b>	<b>CREDITOR</b>	<b>NAME</b>	<b>PARTICULARS</b>	<b>AMOUNT</b>
25/11/2021	Frasers Perth	Shane Burge	Accommodation - E Austen	439.00
25/11/2021	St Catherines on Park	Shane Burge	Accommodation - C Smith	676.00
3/12/2021	Rydges Kalgoorlie	Shane Burge	Accommodation & meals - S Halls	661.06
8/12/2021	CASA	Shane Burge	Registration fee - Drone	480.00
15/12/2021	Crown Perth	Shane Burge	Accommodation - J O'Donnell	- 30.36
16/12/2021	DWER - Water	Shane Burge	Fire break clearing application - Rural roads	4,000.00
25/11/2021	ARRB Impact	Mathew Walker	Best practice manuals	1,050.00
26/11/2021	Red Dot Stores	Mathew Walker	Photo frame	8.00
26/11/2021	The Toy Station	Mathew Walker	Block out blinds for skin checks	119.98
29/11/2021	ARRB Impact	Mathew Walker	Traffic Management training - A Campbell	1,575.00
29/11/2021	ARRB Impact	Mathew Walker	Traffic Management training - D Whit	1,575.00
29/11/2021	ARRB Impact	Mathew Walker	Traffic Management training - L Bowerman	1,575.00
9/12/2021	Post Esperance	Mathew Walker	Contract postage	16.45
10/12/2021	Rawlinsons Publishing	Mathew Walker	Construction costs guide	325.00
15/12/2021	Southern Suspension	Mathew Walker	Staff leaving gift - M Anderson	300.00
16/12/2021	McCree's Classique Jewellers	Mathew Walker	Clock	36.95
25/11/2021	Parkinsons Western Australia	Monica Greatrex	Parkinsons WA membership	40.00
7/12/2021	Department of Transport	Monica Greatrex	NDIS check - A Green	145.00
14/12/2021	Department of Transport	Monica Greatrex	NDIS check - A Staunton	145.00
17/12/2021	Xero AU	Monica Greatrex	Xero monthly subscription	54.00
29/11/2021	Farm and General	Ashley Peczka	Plant and equipment - Drip torches	990.00
4/12/2021	Down the Rabbit Hole	Ashley Peczka	Velcro patches for ICV shirts	60.00
16/12/2021	Esperance Bakery	Ashley Peczka	Consumables - Pink Lake Fire	135.50
17/12/2021	Castletown SS	Ashley Peczka	Consumables - Pink Lake Fire	77.69
18/12/2021	Esperance Bakery	Ashley Peczka	Consumables - Pink Lake Fire	130.00
19/12/2021	Dempster St IGA	Ashley Peczka	Consumables - Pink Lake Fire	76.26
19/12/2021	Esperance French Hot Bread	Ashley Peczka	Consumables - Pink Lake Fire	81.20
21/12/2021	Esperance French Hot Bread	Ashley Peczka	Consumables - Pink Lake Fire	194.55
22/12/2021	Woolworths	Ashley Peczka	Consumables - Pink Lake Fire	143.44
9/12/2021	Dempster St IGA	Holly Phillips	Consumables	10.98
		<b>Commonwealth Bank</b>	<b>Total Credit Card Purchases 25/11/2021 - 24/12/2021</b>	<b>26,063.21</b>

## **12.4 EXECUTIVE SERVICES**

### **Item: 12.4.1**

#### **Information Bulletin - December 2021**

<b>Author/s</b>	Emily Hegney	Executive Assistant
<b>Authorisr/s</b>	Shane Burge	Chief Executive Officer

**File Ref: D22/278**

#### **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 - December 2021
- B↓. Corporate Performance Report - Quarterly - December 2021
- C↓. Delegations Discharge - Corporate Resources
- D↓. Outstanding Resolutions - Quarterly Report

**RECOMMENDATION AND DECISION**

**12.4.1 Information Bulletin - December 2021**

**Moved: Cr Chambers**

**Seconded: Cr Obourne**

**O0122-016**

**Council Resolution**

**That Council accepts:**

- 1. Information Bulletin - December 2021**
- 2. Corporate Performance Report - Quarterly - December 2021**
- 3. Delegations Discharge - Corporate Resources**
- 4. Outstanding Resolutions - Quarterly Report**

**CARRIED  
F8 - A0**



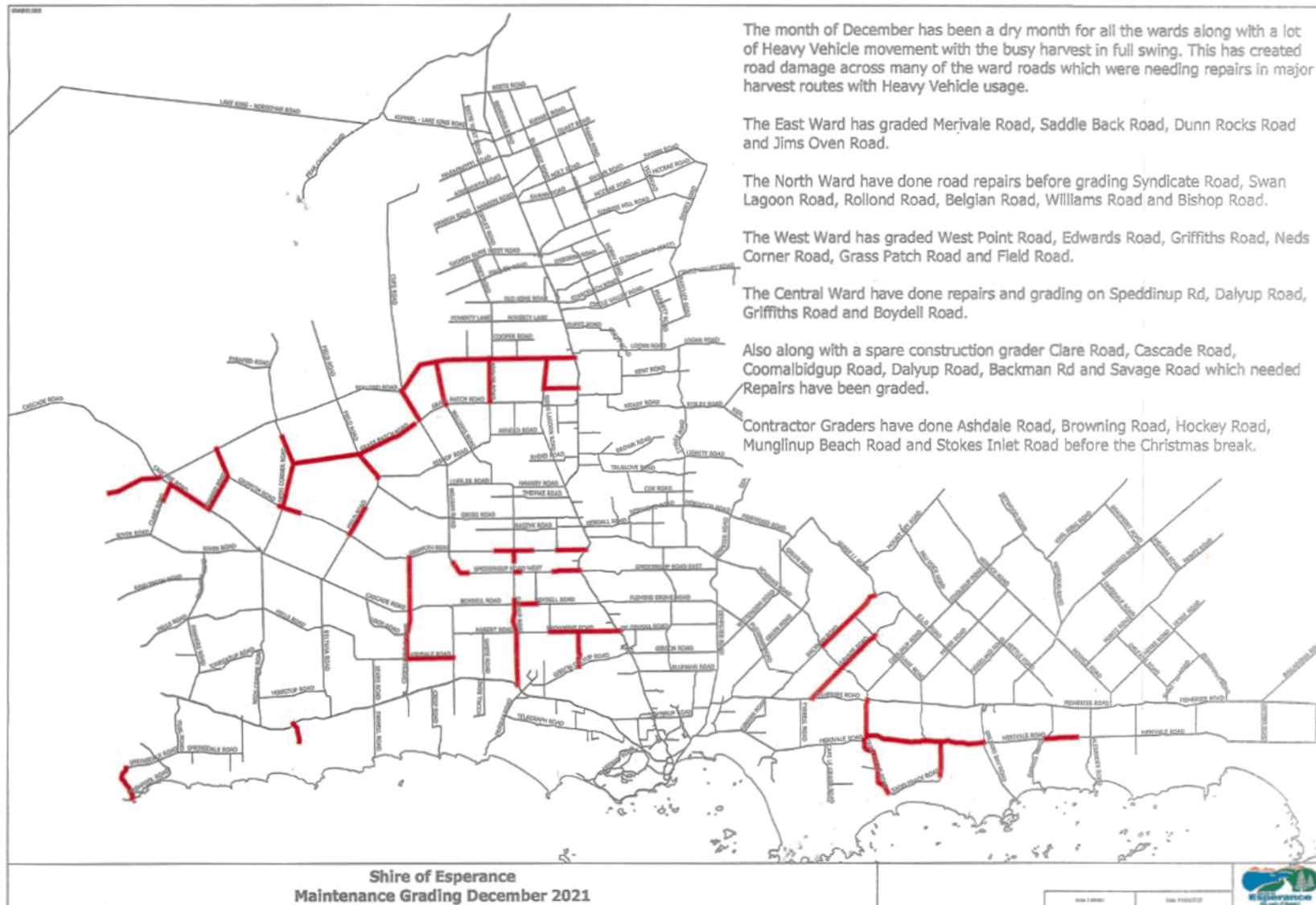
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**INFORMATION BULLETIN**

**ORDINARY COUNCIL MEETING**

**December 2021**

we make it  
happen



Shire of Esperance

Building Applications Approved from 1 December 2021 to 31 December 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
08/12/2021	17407		P E Warren 1A Chaplin Street CASTLETOWN WA 6450	1007610	Lot: 13 D: 32945 1A Chaplin Street CASTLETOWN	Remediation Work for Retained Fence Screen Wall			Concrete	1		2,000.00
07/12/2021	17440		WA Country Builders 96-102 Stirling Terrace ALBANY WA 6330	BC11422	Lot: 243 Pin: 23781 37 Amelia Circuit WEST BEACH	Amendment - Remove Eaves & Change to Steel Roof Frame	Brick, double	Steel	Concrete	1	408.0	
24/12/2021	17748		Mansted Investments Pty Ltd Address Unknown		Lot: 78 Pin: 9741 23 Sheldon Road CHADWICK	Occupancy Permit - Lunchbar - Class 6						
21/12/2021	17780		B D Partington Building Contractors 7 Orr Street WEST BEACH WA 6450	BC101607	Lot: 1 Pin: 1338 87 The Esplanade ESPERANCE	Class 5 Private Garage with Office & Accessible Sanitary Facilities	Brick, double	Steel	Concrete	1	120.0	120,000.00
17/12/2021	17780		Owner/Builder	OB1009776	Lot: 29 Pin: 39960 43 Tuart Forest Grove PINK LAKE	Dwelling - Completion 290m2 & Add Verandah	Concrete or stone	Steel	Concrete	1	290.0	100,000.00
08/12/2021	17842		Pink Lake Country Club Nicholson Drive PINK LAKE WA 6450		Lot: 303 Pin: 48106 17 Nicholson Drive PINK LAKE	Amendment - Free-Standing Solar Panel - Sigma 1 - Pink Lake Golf Club						
16/12/2021	17877		B J Troonski Lot 52 Goldfields Road CASTLETOWN WA 6450		Lot: 434 Pin: 8297 37 Warrington Street ESPERANCE	Replace Existing Patio	Steel	Steel	Concrete		40.0	12,521.00
08/12/2021	17890		D J Williams 16 Matthews Street CASTLETOWN WA 6450		Lot: 759 Pin: 13295 16 Matthews Street CASTLETOWN	Amendment - Shed Siting Change				1	60.0	
01/12/2021	17890		D J Williams 16 Matthews Street CASTLETOWN WA 6450		Lot: 759 Pin: 13295 16 Matthews Street CASTLETOWN	Shed & Retaining Walls	Steel	Concrete or slate (slab)			60.0	19,000.00
01/12/2021	17917		WA Country Builders 96-102 Stirling Terrace ALBANY WA 6330	BC11422	Lot: 276 Pin: 89443 92 Walmesley Street BANDY CREEK	Dwelling with Attached Garage 296.53m2	Brick, double	Steel	Concrete	1	297.0	389,087.00
01/12/2021	17938		A J Caley 5 Burton Road CASTLETOWN WA 6450		Lot: 21 D: 30751 5 Burton Road CASTLETOWN	Dwelling - Alterations/Additions including decks/stairs			Timber	1		15,000.00
23/12/2021	17946		WA Country Builders 96-102 Stirling Terrace ALBANY WA 6330	BC11422	Lot: 46 Pin: 17572 20 Wabba Cove MYRUP	Ancillary Dwelling with Verandah, Carport and Water Tank	Brick, double	Steel	Concrete	1	166.0	245,465.00
01/12/2021	17947		C J Johnson 8 Frank Freeman Drive BANDY CREEK WA 6450	1008429	Lot: 28 Pin: 16185 145 Helms Drive PINK LAKE	Shed (200m2) & 2 x 9000Lt Water Tanks	Steel	Steel	Concrete	1	200.0	25,000.00
						Shed (200m2) & 2 x 9000Lt Water Tanks	Other	Other	Other	2	9000.0	5,000.00
15/12/2021	17948		D P Lombard 41 Mitchell Street CASTLETOWN WA 6450		Lot: 648 Pin: 211472 41 Mitchell Street CASTLETOWN	Shed (35m2)	Steel	Steel	Concrete	1	35.0	15,000.00
16/12/2021	17950		K D Henderson 21 Burton Road CASTLETOWN WA 6450		Lot: 410 Pin: 62421 95 Canning Drive PINK LAKE	Relocated Steel Framed Shed 24m2	Steel	Steel	Other	1	24.0	1,000.00
02/12/2021	17952		Drake-Brookman Building and Construction Pty Ltd 201 Beech Street CASTLETOWN WA 6450	BC101783	Lot: 241 Pin: 89443 24 Asken Turn BANDY CREEK	Shed (81m2)	Steel	Steel	Concrete	1	81.0	19,000.00

Shire of Esperance

Building Applications Approved from 1 December 2021 to 31 December 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
01/12/2021	17953		WA Country Builders 96-102 Stirling Terrace ALBANY WA 6330	BC11422	Lot: 107 Pin: 49450 99 Sanctuary Crescent PINK LAKE	Class 1b - Short Term Accommodation with Carport	Fibre Cement	Steel	Concrete	1	110.0	183,751.00
01/12/2021	17956		Drake-Brookman Building and Construction Pty Ltd 201 Beech Street CASTLETOWN WA 6450	BC101783	Lot: 271 Pin: 69443 13 Asken Turn BANDY CREEK	Shed (80m2) with Toilet	Steel	Steel	Concrete	1	80.0	18,500.00
02/12/2021	17961		W J Rodgers 65 Twilight Beach Road WEST BEACH WA 6450	12588	Lot: 228 Pin: 64773 69 Thistle Avenue BANDY CREEK	Dwelling with Garage & Alfresco & Attached Shed 359m2	Brick, vener	Steel	Concrete	1	359.0	400,000.00
14/12/2021	17963		Eikon Group Pty Ltd via Dixon Construction 71 The Esplanade ESPERANCE WA 6450	BC14605	Lot: 17 Pin: 2546 5 Cornell Street WEST BEACH	Dwelling, Retaining Wall & Water Tanks (332.33m2)	Fibre Cement	Steel	Concrete	1	332.0	454,788.00
						Dwelling, Retaining Wall & Water Tanks (332.33m2)	Concrete or stone		Concrete	1		10,000.00
						Dwelling, Retaining Wall & Water Tanks (332.33m2)	Other	Other	Other	4	120.0	10,000.00
01/12/2021	17965		WA Building & Maintenance 230 Albany Highway ALBANY WA 6330	BC103774	Lot: 3 D: 66401 69 Longbottom Lane PINK LAKE	Double Garage 70m2 and Utilities Shed 192m2	Steel	Steel	Other	1	70.0	20,000.00
						Double Garage 70m2 and Utilities Shed 192m2	Steel	Steel	Other	1	192.0	40,000.00
02/12/2021	17966		N Augustson 5 Anson Road Albany WA 6330		Lot: 25 Pin: 411483 7 Connolly Street SINCLAIR	Entry Statement at Esperance TAFE Campus	Concrete or stone		Concrete	1		19,500.00
16/12/2021	17967		D Mears 39 Kimbarra Close MONJINGUP WA 6450	OB1009809	Lot: 469 Pin: 8297 47 Emily Street ESPERANCE	Dwelling Additions & Alterations & Re-Roof Tiles to Colorbond 186.7m2	Fibre Cement	Steel	Concrete	1	187.0	225,000.00
03/12/2021	17968		Drake-Brookman Building and Construction Pty Ltd 201 Beech Street CASTLETOWN WA 6450	BC101783	S/L: Y S/P: 87735 88C Easton Road CASTLETOWN	Dwelling with Attached Garage and Alfresco (237m2)	Brick, vener	Steel	Concrete	1	237.0	326,320.00
23/12/2021	17969		Drake-Brookman Building and Construction Pty Ltd 201 Beech Street CASTLETOWN WA 6450	BC101783	Lot: 320 Pin: 180519 31 Brazier Street CHADWICK	Storage Shed 99m2	Steel	Steel	Concrete	1	99.0	106,388.00
03/12/2021	17970		T J Smith 19 Hockey Place WEST BEACH WA 6450	BC103882	Lot: 53 Pin: 16372 2 Kwi Close CASTLETOWN	Class 10a Storage Shed 200m2	Steel	Steel	Concrete	1	200.0	85,451.00
07/12/2021	17972		WA Country Builders 96-102 Stirling Terrace ALBANY WA 6330	BC11422	Lot: 129 Pin: 40414 11 Ormonde Street BANDY CREEK	Dwelling with Porch, Garage & Alfresco 311.73m2	Brick, vener	Steel	Concrete	1	312.0	372,660.00
24/12/2021	17973		B M Andrew 258 Connolly Street WEST BEACH WA 6450	BC103265	Lot: 12 Pin: 1328 7 Layton Street ESPERANCE	Dwelling with Alfresco & Deck 166m2 & Retaining Walls (Shed Excluded)	Fibre Cement	Steel	Concrete	1	166.0	375,000.00
						Dwelling with Alfresco & Deck 166m2 & Retaining Walls (Shed Excluded)			Concrete	1		5,000.00
08/12/2021	17974		A E Watts 6 Wildcherry Avenue CASTLETOWN WA 6450	1009669	Lot: 305 Pin: 12215 8 Wildcherry Avenue CASTLETOWN	Ancillary Accommodation - Dependent Persons (148.24m2)	Brick, vener	Steel	Concrete	1	148.0	150,000.00



Shire of Esperance

Building Applications Approved from 1 December 2021 to 31 December 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
15/12/2021	17976		G M Dellaca 54 Goldfields Road CASTLETOWN WA 6450		Lot: 520 Pin: 1378 54 Goldfields Road CASTLETOWN	New Verandah 47.6m2 (Demolish Old Verandah)		Steel	Other	1	48.0	9,875.00
13/12/2021	17977		Ranlec 19 Tupper Street ESPERANCE WA 6450		Lot: 500 Pin: 411499 28 Black Street ESPERANCE	Light Towers x 4 - Ports Football Club				4		222,110.00
22/12/2021	17978		Glenkindie Pty Ltd PO Box 2272 ESPERANCE WA 6450	BC103055	Lot: 15 Pin: 2548 183 Twilight Beach Road WEST BEACH	Patio 83m2	Steel	Steel	Concrete	1	83.0	50,000.00
13/12/2021	17979		T J Smith 19 Hockey Place WEST BEACH WA 6450	BC103882	Lot: 992 Pin: 220456 The Esplanade ESPERANCE	Shelter & Picnic Table - Esperance Pump Track	Timber	Steel	Concrete	1	25.0	33,203.00
22/12/2021	17980		S J Petersen 21 Petarli Place MYRUP WA 6450	OB100813	Lot: 34 Pin: 13883 21 Petarli Place MYRUP	Shed 144m2	Steel	Steel	Concrete	1	144.0	41,000.00
15/12/2021	17983		B S Ham 6 Scott Street ESPERANCE WA 6450		Lot: 30 D: 28667 6 Scott Street ESPERANCE	Shed 69m2	Steel	Steel	Concrete	1	69.0	16,550.00
20/12/2021	17986		Drake-Brookman Building and Construction Pty Ltd 201 Beech Street CASTLETOWN WA 6450	BC101763	Lot: 210 Pin: 8298 23 Padbury Street ESPERANCE	Demolition of Dwelling	Other	Other		1		30,000.00
23/12/2021	17991		Focus Shop Fitting Unit 3 88 Inspiration Drive WANGARA WA 8085	BC100561	Lot: 508 D: 71398 1 Forrest Street ESPERANCE	Shop Fit-Out - OPSM				1		311,095.00
15/12/2021	17993		R J Donaldson Building Contractor Address Unknown	9687	Lot: 9 D: 67381 10 Common Road PINK LAKE	Storage Shed 96m2	Steel	Steel	Concrete	1	96.0	19,800.00
23/12/2021	17995		T B Mahood 21 Warden Road CHADWICK WA 6450		Lot: 23 Pin: 9425 74 Pink Lake Road SINCLAIR	Class 8 Outdoor Dining Area - Esperance Bakery	Steel	Steel	Concrete	1	38.0	5,000.00
<b>Total number of Building Permits:</b>										<b>38</b>	<b>\$4,509,042.00</b>	

Building Approval Certificates (Unauthorised Structures)

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
01/12/2021	17853		Cartman Designs Unit 21-22 75-79 Dempster Street ESPERANCE WA 6450		Lot: 691 Pin: 2788 5 Griffin Street WEST BEACH	Occupancy Permit - Unauthorised Class 8/9b Manual Arts Workshop						180,000.00

**Shire of Esperance**

**Building Applications Approved from 1 December 2021 to 31 December 2021**

**Building Approval Certificates (Unauthorised Structures)**

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
16/12/2021	17954		S G Portelli Lot 11 Mellinup Road MYRUP WA 6450		Lot: 11 Pin: 21522 Mellinup Road MYRUP	UNAUTHORISED Storage Building with Verandah & Shed Lean-To Addition		Steel		1	11.0	1,000.00
						UNAUTHORISED Storage Building with Verandah & Shed Lean-To Addition	Steel	Steel	1	17.0	2,000.00	
						UNAUTHORISED Storage Building with Verandah & Shed Lean-To Addition	Fibre Cement	Steel	Timber	1	26.0	14,000.00
16/12/2021	17975		I J Ratcliffe 17 Morton Way NULSEN WA 6450		Lot: 448 Pin: 210079 20 Morton Way NULSEN	UNAUTHORISED - Patio & Deck				1		10,000.00
22/12/2021	17987		Esperance Mechanical Restoration Group Inc 4 Richmond Place NULSEN WA 6450		Lot: 138 Pin: 226436 McLean Road CHADWICK	UNAUTHORISED Timber Framed Greenhouse & Metal Roof Over Sea Containers	Other	Other	Concrete	1	22.0	1,000.00
						UNAUTHORISED Timber Framed Greenhouse & Metal Roof Over Sea Containers		Steel	Concrete	1	162.0	2,500.00
23/12/2021	17992		J N Brierley Address Unknown		Lot: 562 Pin: 2788 3 Giles Street WEST BEACH	UNAUTHORISED Alfresco Addition	Steel	Steel	Concrete	1	68.0	25,000.00

**Total number of Building Approval Certificates (Unauthorised Structures): 5 \$235,500.00**

**Total number of Licences/Certificates Reported: 43 \$4,744,542.00**

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.

Signature .....  
(Manager Building Services)

Date .....

Shire of Esperance

Building Applications Approved from 1 December 2021 to 31 December 2021

Building Permits

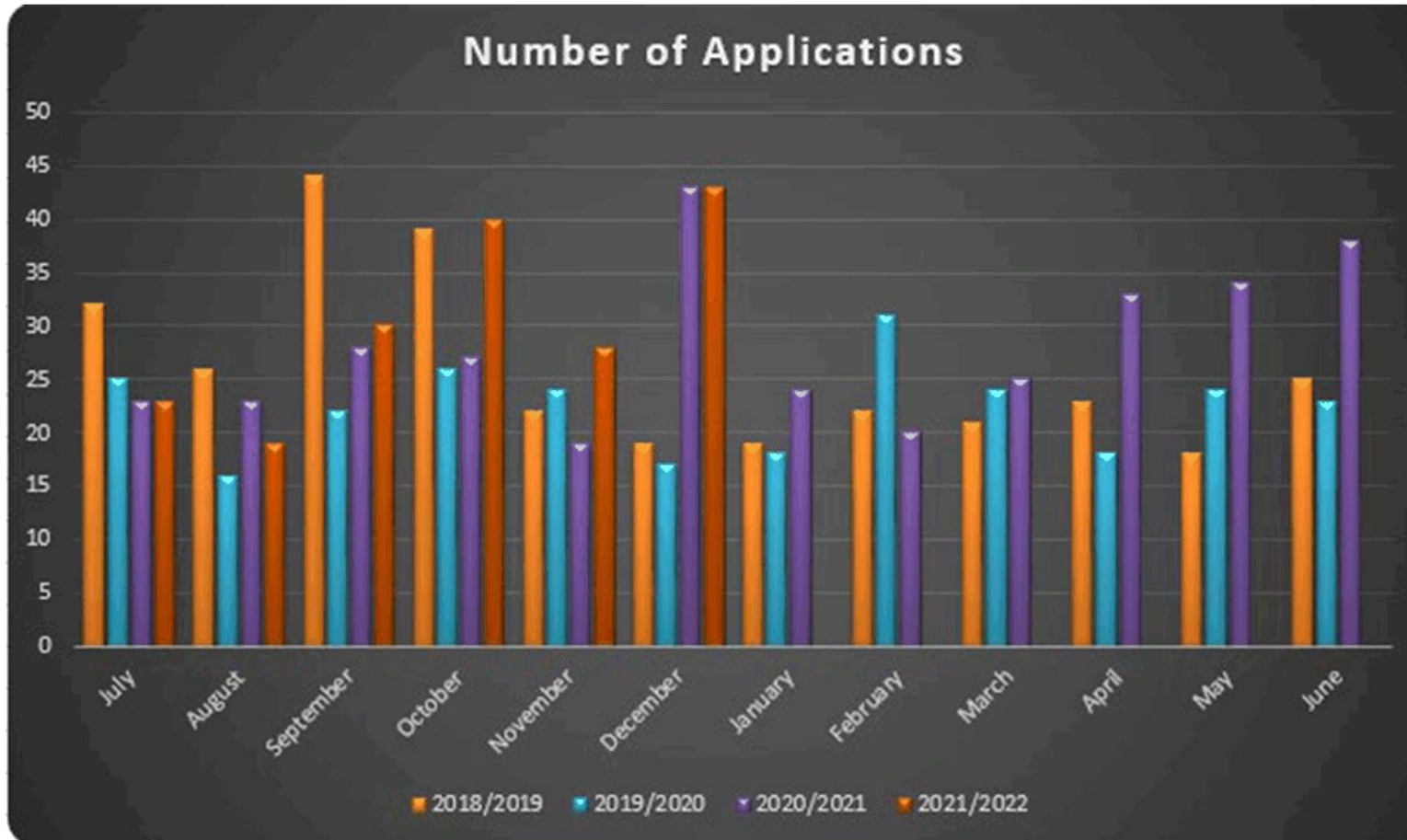
Building Statistics December 2021

Monthly Building Statistics 2020 - 2021															
Month		July		August		September		October		November		December		January	
Classification	Work	Num	Value	Num	Value	Num	Value	Num	Value	Num	Value	Num	Value	Num	Value
1) Dwelling	New	5	\$1,558,829	11	\$2,138,189	4	\$924,610	3	\$597,102	7	\$2,301,371	9	\$2,813,298		
	Alter	4	\$84,800	2	\$123,470			3	\$117,000	2	\$85,000	3	\$423,751		
	Demo					1	\$34,430					1	\$30,000		
	Unauth	2	\$87,769									3	\$38,500		
2) Two or more sole occupancy Units	New														
	Alter														
	Demo														
	Unauth														
3) Residential Building	New														
	Alter														
	Demo														
	Unauth														
4) Caretakers Dwelling	New					1	\$203,163								
	Alter														
	Demo														
	Unauth														
5) Office Building	New														
	Alter														
	Demo														
	Unauth									1	\$160,000		\$120,000		
6) Retail	New					2	\$0			4	\$545,000	1	\$5,000		
	Alter					1	\$280,000			1	\$18,000	1	\$311,095		
	Demo														
	Unauth														
7) Carpark or Storage	New					2	\$135,000	8	\$351,423	3	\$465,046	8	\$411,689		
	Alter							1	\$8,800			2	\$20,000		
	Demo														
	Unauth	1	\$10,000									2	\$17,000		
8) Laboratory/ Workshop	New														
	Alter														
	Demo														
	Unauth														
9) Health-care, Assembly or Aged care Building	New														
	Alter	1	\$78,827												
	Demo														
	Unauth														
10) Non-habitable	New	6	\$380,399	6	\$1,873,054	18	\$1,900,763	18	\$786,252	9	\$130,645	9	\$359,688		
	Alter	4	\$272,170			1	\$8,500	2	\$17,000	1	\$18,000	3	\$14,521		
	Demo														
	Unauth														
SUB TOTAL		20	\$2,375,025	19	\$4,134,713	30	\$3,486,466	35	\$1,877,577	28	\$3,723,062	38	\$4,509,042	0	\$0
Unauthorised TOTAL		3	\$97,769	0	\$0	0	\$0	5	\$52,500	0	\$0	5	\$55,500	0	\$0
Totals		23	\$2,472,794	19	\$4,134,713	30	\$3,486,466	40	\$1,930,077	28	\$3,723,062	43	\$4,564,542	0	\$0

**Shire of Esperance**

**Building Applications Approved from 1 December 2021 to 31 December 2021**

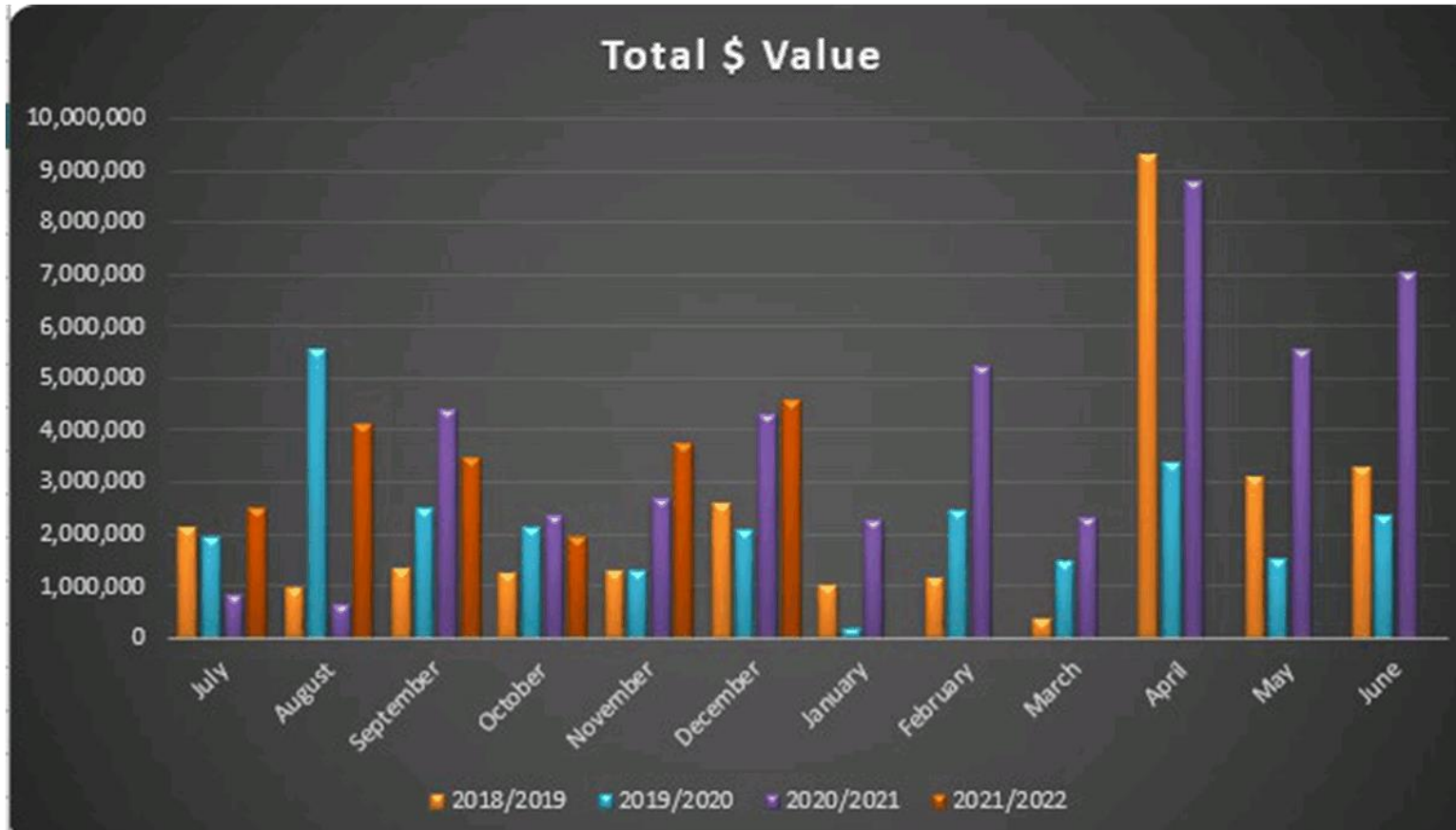
**Building Permits**



Shire of Esperance

Building Applications Approved from 1 December 2021 to 31 December 2021

Building Permits



Shire of Esperance

Building Applications Approved from 1 December 2021 to 31 December 2021

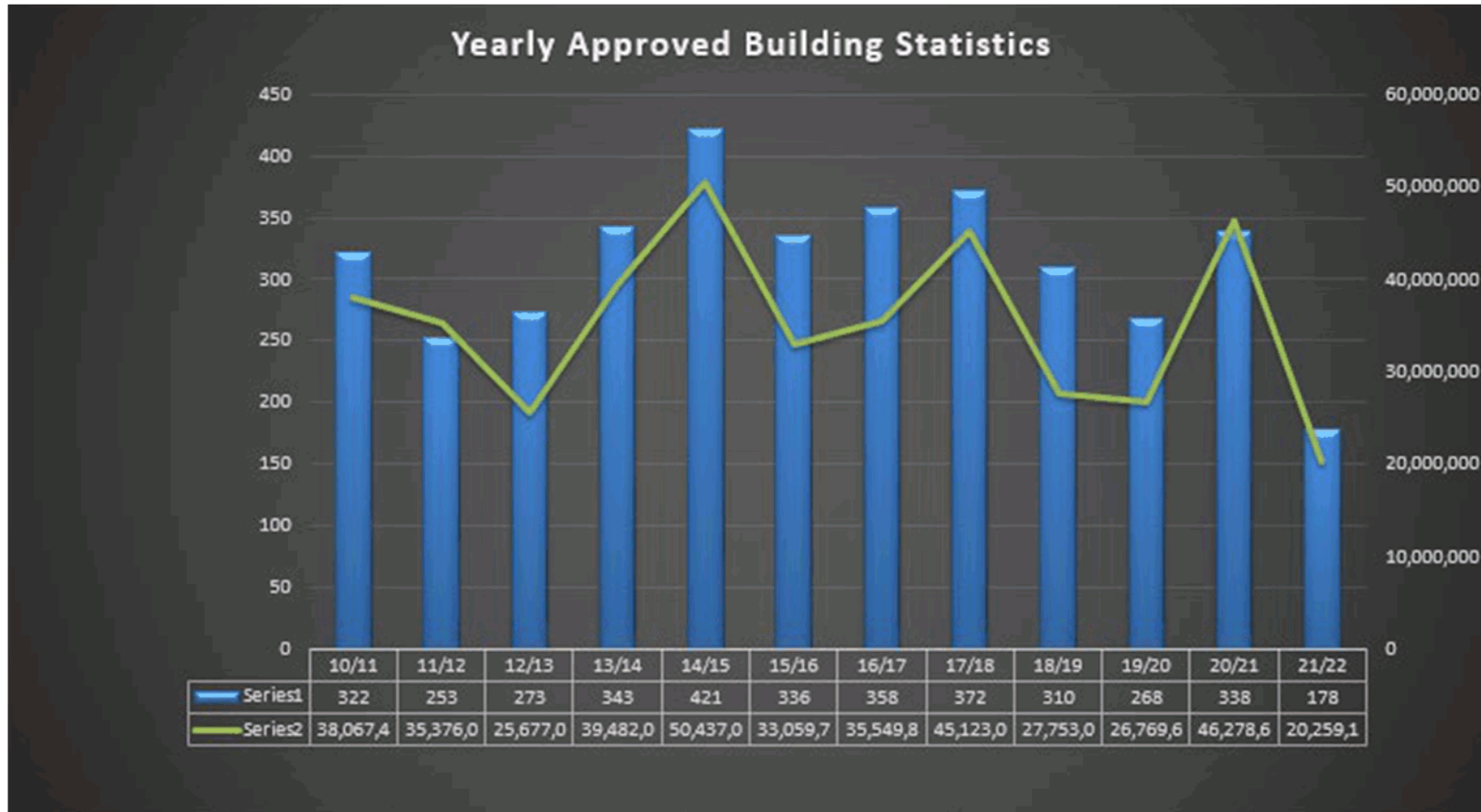
Building Permits

		Yearly Comparison																							
		2010 - 2011		2011 - 2012		2012 - 2013		2013 - 2014		2014 - 2015		2015 - 2016		2016 - 2017		2017 - 2018		2018 - 2019		2019 - 2020		2020 - 2021		2021 - 2022	
Classification	Work	Value	Num	Value	Num	Value	Num	Value	Num	Value	Num	Value	Num	Value	Num	Value	Num	Value	Num	Value	Num	Value	Num	Value	Num
1) Dwelling	New	\$21,918,885	54	\$15,716,116	65	\$19,805,426	81	\$27,937,550	90	\$30,707,421	53	\$17,607,463	48	\$16,181,359	55	\$17,073,970	33	\$12,193,831	31	\$12,413,292	75	\$30,156,486.00	39	\$10,333,399.00	
	Alter	\$2,593,189	24	\$2,421,174	26	\$1,049,865	24	\$1,130,463	31	\$2,868,633	22	\$1,269,092	30	\$1,585,043	26	\$1,164,960	27	\$1,543,310	27	\$1,651,836	29	\$2,452,032.00	14	\$834,021.00	
	Demo	\$78,275	3	\$25,395	4	\$52,000	6	\$117,500	8	\$79,000	3	\$88,000	8	\$246,500	3	\$94,000	1	\$8,000	5	\$68,000	7	\$128,500.00	2	\$64,430.00	
	Unauth		1	\$10,000	2	\$10,000	1	\$30,000	3	\$421,000	8	\$88,500	8	\$143,500	3	\$249,500	7	\$301,000	3	\$323,800	4	\$58,000.00	5	\$126,263.00	
2) Two or more sole occupancy Units	New	\$210,000																							
	Alter																								
	Demo																								
	Unauth																								
3) Residential Building	New																								
	Alter	\$19,405	1	\$327,272	2	\$125,000																			
	Demo																								
	Unauth																								
4) Caretakers Dwelling	New	\$400,000																							
	Alter		1	\$20,000																					
	Demo																								
	Unauth																								
5) Office Building	New	\$2,990,482	4	\$303,570	4	\$490,123	2	\$1,210,000	7	\$1,975,614	4	\$2,107,000	0	\$0	3	\$159,515	2	\$530,000	2	\$0	4	\$0.00	1	\$120,000.00	
	Alter	\$645,009	3	\$520,000	1	\$35,000	3	\$440,311	4	\$254,867	1	\$694,000	4	\$659,316	2	\$44,190	4	\$28,000	6	\$1,699,076	6	\$326,000.00	1	\$160,000.00	
	Demo																								
	Unauth																								
6) Retail	New	\$25,500																							
	Alter	\$115,500	3	\$4,302,000	3	\$318,000	5	\$572,000	2	\$132,000	3	\$324,500	3	\$534,600	2	\$256,542	6	\$399,898	0	\$0	8	\$1,255,837	3	\$609,095	
	Demo		1	\$3,000																					
	Unauth																								
7) Carpark or Storage	New	\$385,000	5	\$2,631,519	4	\$342,000	5	\$382,000	9	\$1,811,400	4	\$304,814	4	\$117,500	7	\$3,709,410	5	\$989,422	6	\$518,584	14	\$2,399,396	21	\$1,363,158	
	Alter	\$86,000																							
	Demo																								
	Unauth																								
8) Laboratory/ Workshop	New	\$6,075,000	5	\$2,421,400	3	\$758,000	5	\$1,231,472	4	\$2,515,000	8	\$2,901,279	7	\$1,592,000	2	\$434,000	3	\$410,500	4	\$1,934,544	7	\$944,742	0	\$0	
	Alter																								
	Demo	\$18,000																							
	Unauth																								
9) Health-care, Assembly or Aged care Building	New	\$25,000	4	\$2,297,697			2	\$1,000,000	4	\$2,278,115	2	\$24,700	2	\$7,549,980	3	\$938,059	1	\$7,954,650	2	\$128,000	7	\$0	0	\$0	
	Alter	\$124,500	4	\$2,475,734	1	\$567,500	0	\$0	5	\$445,000	5	\$374,000	2	\$20,000	1	\$150,000	8	\$90,900	5	\$1,981,701	1	\$0	1	\$78,827	
	Demo																								
	Unauth																								
10) Non-habitable	New	\$2,226,485	134	\$1,875,214	144	\$1,748,763	183	\$4,763,167	183	\$3,527,123	147	\$2,483,715	144	\$2,839,365	150	\$12,023,766	122	\$2,423,198	98	\$2,603,490	98	\$3,486,463	66	\$5,430,801	
	Alter	\$131,237	5	\$24,000	9	\$192,934	16	\$222,300	30	\$504,410	23	\$212,899	36	\$378,570	27	\$299,425	53	\$401,925	47	\$544,727	44	\$555,532	11	\$330,191	
	Demo		1	\$1,000			3	\$17,500	7	\$12,500	2	\$2,495	1	\$30,000	4	\$67,500	3	\$47,500	4	\$59,300	1	\$89,000	0	\$0	
	Unauth																								
<b>SUB TOTAL</b>		<b>\$38,067,467</b>	<b>252</b>	<b>\$35,365,051</b>	<b>271</b>	<b>\$25,567,029</b>	<b>337</b>	<b>\$39,337,063</b>	<b>395</b>	<b>\$49,597,399</b>	<b>288</b>	<b>\$32,579,273</b>	<b>296</b>	<b>\$34,657,981</b>	<b>293</b>	<b>\$44,079,617</b>	<b>272</b>	<b>\$27,152,834</b>	<b>248</b>	<b>\$26,264,050</b>	<b>317</b>	<b>\$46,057,123</b>	<b>170</b>	<b>\$20,105,885</b>	
Unauthorized TOTAL		\$0	1	\$10,000	2	\$10,000	6	\$145,000	26	\$839,602	48	\$480,500	62	\$891,830	79	\$1,043,450	38	\$600,190	20	\$505,600	21	\$221,501	8	\$153,269	
<b>Totals</b>		<b>\$38,067,467</b>	<b>253</b>	<b>\$35,376,051</b>	<b>273</b>	<b>\$25,677,029</b>	<b>343</b>	<b>\$39,482,063</b>	<b>421</b>	<b>\$50,437,001</b>	<b>336</b>	<b>\$33,059,773</b>	<b>358</b>	<b>\$35,549,811</b>	<b>372</b>	<b>\$45,123,067</b>	<b>310</b>	<b>\$27,753,024</b>	<b>268</b>	<b>\$26,769,650</b>	<b>338</b>	<b>\$46,278,624</b>	<b>178</b>	<b>\$20,259,154</b>	
Class 2-9		New	\$9,900,982	18	\$7,654,186	11	\$1,590,123	14	\$3,823,472	28	\$9,069,129	22	\$5,740,793	160	\$12,337,915	168	\$23,824,750	13	\$9,906,572	17	\$2,689,128	36	\$3,544,138	30	\$2,236,321
		Alter	\$1,200,414	12	\$7,645,006	8	\$1,054,500	9	\$1,262,311	15	\$2,814,677	13	\$5,114,826	48	\$4,227,264	35	\$2,027,937	20	\$628,498	17	\$6,115,277	25	\$5,605,212	8	\$876,722
		Demo	\$18,000	1	\$3,000	4	\$274,618	1	\$62,800	3	\$14,500	3	\$60,000	2	\$80,000	6	\$94,000	0	\$0	2	\$139,000	2	\$39,760	0	\$0
		Unauth	\$0	0	\$0	0	\$0	0	\$0	3	\$270,802	2	\$51,500	2	\$748,330	79	\$1,043,450	2	\$28,000	2	\$55,000	3	\$43,501	3	\$27,000

**Shire of Esperance**

**Building Applications Approved from 1 December 2021 to 31 December 2021**

**Building Permits**





we make it  
**happen**

## Corporate Performance Quarterly Report

December 2021



Shire of Esperance

Actions by Theme December 2021

## Leadership

### Community involvement in decision making

#### Community confidence and trust in Council

Action Code	Action Name	Comments
L1.1	Provide Leadership & Direction to Implement the Corporate Business Plan	Continued internal workshops to formulate the new Strategic Community Plan and Corporate Business Plan.
L1.2	Represent and communicate community priorities at Federal, State, Regional & Local level	Attended the Western Australia Regional Capitals Alliance meeting. Met with Peter Rundle MLA over Esperance Senior High School. Met with Fisheries Minister over Shark Barrier.
L1.3	Facilitate Regular Public Council Meetings	Council meetings held during December.
L1.4	Review the Local Laws	Dog Local Law review still in progress.
L1.5	Manage Corporate Reporting	Annual Report was accepted by Council in December. Annual Electors Meeting scheduled for 8 February 2022.
L1.6	Annual Review and Update Delegated Authority Register	Review complete for 2021.
L1.7	Facilitate Councillors Requirements to Represent the Community	Edge of the Bay stall and Seniors Dinner held during December.
L1.8	Improved reporting to Council on service provision and infrastructure progress	Monthly reports updated to reflect Councillors requirements.

Shire of Esperance

Actions by Theme December 2021

**Operational excellence**

**A financially sustainable and supportive organisation achieving operational excellence**

Action Code	Action Name	Comments
L2.1	Manage Shire Fleet	<p>Received new enclosed trailer for the Civic Centre, six new 8x5 trailers for the Depot and Traffic Control, and two 4x4 dual cabs. Sold 3.5 ton forklift via Pickles auction. Council endorsed the sale of a 2015 Toyota Coaster Bus to the Esperance Education Support Centre.</p> <p>Workshop maintenance and repairs done in December:</p> <ul style="list-style-type: none"> <li>- 26 x Preventative maintenance</li> <li>- 25 x Break downs and repairs</li> <li>- Air conditioner checks on Trucks T115 and T116. On truck T116, we repaired broken engine mount, replaced clutch pressure plate, and replaced rear engine crank shaft seal</li> <li>- Tractor TC35 troubleshoot electrical fault. MEX Prestart installed and initial implementation and testing commenced</li> </ul>
L2.2	Advocate for Improved Access to Non-Local Government Services	Met with Peter Rundle MLA and the Esperance High School P&C Committee to discuss upgrades and rebuild of the High School.
L2.3	Annual Review of Long Term Financial Plan	Continuing to develop first draft for internal review.
L2.4	Manage Development and Statutory Services	The Development and Statutory Services team currently has four vacancies, and efforts to recruit suitably qualified people to Esperance have not proven to be successful to date. The number of vacancies is impacting on services that the team is being able to provide, i.e. essential work with non-essential activities being put on hold for the time being. A number of different strategies are being considered that will enable the Shire to attract people to fill these vacant positions. Strategies include targeted advertising through universities, social media and professional organisations, the offered package etc. Positions vacant include, Environmental Health Officer, Assistant/Building Surveyor, and Case Management Officer. The position of Ranger was filled during December 2021.

Shire of Esperance

Actions by Theme December 2021

Action Code	Action Name	Comments
		<p>The system now in place is assisting working through the building applications that the Shire has and continues to receive. Resources from within the External Services area are being utilised to assist in ensuring that the Shire is able to process applications in a timely and efficient manner. In addition, a casual employee working remotely has been engaged along with a private contractor. Additional resources and reallocation of tasks has been required to enable the building team to concentrate on processing applications.</p> <p>The Shire was also successful in obtaining a local government community grant for local suicide prevention programs to run through 2023. Manager of Development &amp; Statutory Services will manage the delivery of the program.</p> <p>Whilst no further work has been conducted on the Compliance Policy during December 2021, Council were appraised through a presentation on the approach the Shire has taken in Compliance and Enforcement matters. It is intended that the Policy is put forward to Council for consideration in the new year.</p>
L2.5	Annual Review of Corporate Business Plan	Review in progress as part of Strategic Community Plan Review. Due to be completed early 2022.
L2.6	Manage Finance	During December, the Finance Officer position was filled and the employee will be commencing early January. Preparations towards budget review has commenced with responsible officers having access to BIS to make a start on reviewing their budgets.
L2.7	Manage Transport Licensing	During November, the position of Customer Service Officer was filled, and the employee will commence in mid January. Licensing commission is running higher than budgeted for this time of the year and hopefully this trend will continue for the rest of the financial year.
L2.8	Manage Human Resources	Management of HR is ongoing. December was a difficult month due to staffing shortages and very high levels of recruitment activity. Eleven new starters

Shire of Esperance

Actions by Theme December 2021

Action Code	Action Name	Comments
		commencing in early January. Peak of recruitment activity appears to have passed and normalizing.
L2.9	Manage Risk Management System	Workplace inspections conducted as per calendar. Job Hazard Analysis continues in homecare and SOP in Asset Management. Working alone risk assessment for Rangers and Pound completed. Risk assessment for Chlorine Gas at Eastern Subs in progress. SOP's for depot in progress.
L2.10	Manage Information Technology	IT staff are rolling out Kofax Power PDF to staff that previously had Adobe Acrobat. They are also installing Headsets on staff PC's in preparation for Teams in January. A replacement 4g Antenna and Modem has been installed at the Airport to resolve intermittent connectivity issues. The connection has been stable since the installation and feedback from staff has been positive.
L2.11	Manage Shire Records	One new Freedom of Information (FOI) application received, with large amount of resources focused on processing an outstanding application received the previous period. Increased volume of internal support provided due to leave, new staff, and vacancies. Casual resources assigned to the legacy digitisation project, with a focus on improving quality of the digitisation and associated metadata of 700+ Septic Approvals and digitisation and trimming of several massive building licenses.
L2.12	Develop agreements on access to indigenous land, Shire use and aboriginal heritage use agreement	Draft Heritage Agreement currently with ETNTAC for consideration. Propose to meet in February to discuss the finer details of the agreement.
L2.13	Foster and develop a stronger customer focused and service oriented culture within the organisation	Continued reinforcement of customer service.

Shire of Esperance

Actions by Theme December 2021

**Continuous improvement**

**An organisation and community culture that encourages innovation and embraces change**

Action Code	Action Name	Comments
L3.1	Develop an organisation Marketing and Branding Strategy	Update and develop a Shire of Esperance Corporate Marketing & Branding Guide. We received a quote for an Engagement and Implementation Strategy, and a second quote will be sourced to compare.
L3.2	Undertake Benchmarking on services for business improvement	Benchmarking report provided to Councillors in December.
L3.3	Investigate Organisational Effectiveness and Services	Consider in 2022 as per KPI report.

**Stronger relationships**

**Work together to enhance trust, participation and community pride**

Action Code	Action Name	Comments
L4.1	Implement the Reconciliation Action Plan	Progressing RAP Actions. Council resolved to create a Reconciliation Action Working Group rather than formal committee.
L4.2	Manage Media Relations	<p>Please refer to 'Indicators' for exact data figures for the month of November - relating to "managing media relations".</p> <p>We continue to enjoy good working relationships with local media teams.</p> <p>No media releases were put out in December.</p> <p>December saw 19 media enquiries. A selection follows:</p> <ul style="list-style-type: none"> <li>- Worker accommodation study</li> <li>- Disability access</li> </ul>

Shire of Esperance

Actions by Theme December 2021

Action Code	Action Name	Comments
		<ul style="list-style-type: none"> <li>- Adventureland Park repairs</li> <li>- Thank a Volunteer Day</li> <li>- Airport Refueling System</li> <li>- Christmas Pageant</li> </ul> <p>68 Shire stories were logged across all media (radio, online, TV and print). A selection follows:</p> <ul style="list-style-type: none"> <li>- Shark barrier and lap pontoon</li> <li>- Jetty Headland trading permit</li> <li>- Edge of the Bay</li> <li>- Town Tunes</li> <li>- Esperance Airport Fueling System</li> <li>- St John shark response kits</li> <li>- Esperance entrant wins Showcase in Pixels</li> <li>- Esperance Coastal Safety</li> <li>- Harvest Bans</li> <li>- Esperance bus trial</li> <li>- Esperance considers third bin for organic waste</li> <li>- Christmas Pageant</li> </ul>
L4.3	Review the Strategic Community Plan	Updates made to reviewed actions, draft Council plan provided to Executive for review and provision of further information. Draft document to be discussed further at workshops in January.
L4.4	Initiate the next stage of the Reflect Reconciliation Action Plan	To be considered by the RAP working group.
L4.5	Develop Communications Plan	Communication and engagement strategy was endorsed in May 2021.

Shire of Esperance

Actions by Theme December 2021

## Community Connection

### Inclusive & accessible opportunities

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

Action Code	Action Name	Comments
C1.1	Manage Community Support	Very busy lead up to Christmas. Library and Museum have been busy with a steady increase in patronage. The Eleven Mile Beach Fire burned for 8 days in hospitable country making access and containment difficult.
C1.2	Implement the Disability, Access and Inclusion Plan across the Shire	Grant Agreement has been signed and equipment will be ordered during January.
C1.3	Coordinate Holiday Programmes and Activities, such as KidSport, buskers, giant games	Planning for the One & All Community Program in January has been completed. Dates are the 10th to the 14th of January 2022. Activities will include disco, two days of community arts mural painting, chess and drumming.

### Quality health & education

Everyone has access to quality health facilities and educational opportunities

Action Code	Action Name	Comments
C2.1	Manage Environmental Health Service	<p>Interviews for the Environmental Health Officer role were conducted in December 2021. The Environmental Health Assistant role moving forward is also currently vacant, these vacancies are impacting on service provision.</p> <p>Community Education Programs continued during December 2021, with Fight the Bight campaign being promoted on the Variable Message Board trailer at entrance of town center, Fenwick Cinema, Triple MMM Radio, Esperance Tide and Weekender.</p>

Shire of Esperance

Actions by Theme December 2021

Action Code	Action Name	Comments
		<p>Twelve inspections were conducted relating to premises associated with aquatic facilities, accommodation, food businesses, and a dwelling. The Environmental Health Team responded to 34 requests for services in the areas of public buildings, effluent disposal, aquatic facilities, mould, accommodation, food, and asbestos.</p>
C2.2	Manage Esperance Home Care	<p>Statistics for November 2021 for the Commonwealth Home Support Program (CHSP): 94% of services were delivered. We have not received an update regarding the new funding model for CHSP for 2022-23. We are in ongoing talks with our Funding Manager about this.</p> <p>Number of Home Care Packages as at 31 December 2021: 2 Level 1 package; 15 Level 2 packages; 21 Level 3 packages; and 23 Level 4 packages. National Disability Insurance Scheme (NDIS) clients: 55 clients, 50 are receiving Support Coordination. Due to a lack of staff those NDIS participants who are self managed or plan managed and currently receive cleaning from EHC were transitioned to a new provider (MEEDAC). Feedback about MEEDAC has not been very encouraging, clients who were transferred to MEEDAC for their cleaning service have returned to us. EHC is in the process of getting ready for an NDIS audit, this will be our first. The audit will involve a desktop audit, scheduled for 25 January 2022; followed by a site visit, scheduled for 10 and 11 February.</p> <p>The annual client survey was sent out with the Christmas newsletter in mid December. The newsletter included information about antibiotic resistance, how to help to prevent medicine mistakes, a reminder for clients to be emergency ready (and to contact us if they would like to be added to our list of people that we check in case of a fire or emergency), and a request for input from clients into our policies and procedures.</p> <p>Staffing: December saw the retirement of our Volunteer and CHSP Coordinator,</p>



**Shire of Esperance**

**Actions by Theme December 2021**

Action Code	Action Name	Comments
		<p>whom has been working for EHC for nearly 28 years. The Volunteer and CHSP Coordinator position has been absorbed by other admin staff. A full staff meeting was held on 6 December. During this meeting clinical governance and open disclosure were discussed. Staff who provide services to NDIS hoist clients were handed out the revised policies and procedures.</p> <p>Christmas Events: We held a number of Christmas events during December for Centre clients and an event to thank our 140 volunteers.</p> <p>Day Centre Upgrade: We have received no interest from builders for this project.</p>
C2.3	Develop the Shire Public Health Plan	Public Health Plan endorsed by Council July 2021.

**Thriving community groups**

**A variety of accessible sport, recreation, arts and cultural activities that can be pursued by all**

Action Code	Action Name	Comments
C3.1	Manage the Bay of Isles Leisure Centre	<p>December has again been a busy month with the school term ending, education department lessons ceasing and patron numbers again high. The Christmas and New Year period has seen a reduction in membership income as members are not charged for the days the facility is closed and some members have placed their memberships on hold over the Christmas period.</p> <p>The creche was well attended with senior staff being called on to assist due to numbers and the BOILC continues to grow in attendance and membership numbers.</p>

Shire of Esperance

Actions by Theme December 2021

Action Code	Action Name	Comments
C3.2	Deliver workshops and forums that assist and improve local community and sporting groups operations	No workshops in December.
C3.3	Support a Sustainable Arts Community	Nothing to report.
C3.4	Manage the Esperance Civic Centre	December is an extremely busy month with local schools, community groups, dance schools, sporting clubs, etc. all taking time to celebrate the year just had. Graduations and End of Year concerts grace the stage at the Civic Centre continually for about 3 weeks in December.
C3.5	Facilitate and Support Community Events	December is a vibrant time of the year, with school and local community groups 'End of Year' activities, performances, functions, graduations, and celebrations. Edge of the Bay Festival and King of Concrete were held on the first Saturday in December, and were a great success. The Seniors Christmas dinner was enjoyed by over 230 guests. The Christmas pageant had an amazing display of the community, followed by a Shire sponsored free movie at the Sound Shell. Town Tunes kicked off in December to build vibrancy in the centre of town.
C3.6	Manage the Esperance Public Library	Library staff were very busy dealing with preparations for the January Book Sale and supporting many locals and visitors with their requests for help with Digital Vaccination Proof and Border Passes. Time was also spent on plans for January family activities that will depend on staff capacity during this period.
C3.7	Manage the Esperance Museum	Visits to the museum during December were indicative of the large number of visitors to town during this time. The school visits were very successful with requests to extend the range of 'Museum in a Box' collections. The museum is open seven afternoons a week from late December to the end of January.
C3.8	Manage the Sporting Complex	The overflow usage has been high over the month of December with Christmas and the New Year period seeing many people accommodated in the Greater Sports Grounds. Being the second year, the overflow has been easier to set up and manage with the Hosts and Customer Service Officers creating an inviting

**Shire of Esperance**

**Actions by Theme December 2021**

Action Code	Action Name	Comments
		atmosphere. Users of the overflow have been thankful that they have had somewhere to stay and verbal feedback to the hosts and BOILC staff has been mainly positive. Sporting facilities have quietened with major sports taking a break and casual use occurring.
C3.9	Develop options for the operation of the Bay of Isles Leisure Centre	Council briefed in early April 2021 and item to Council in May 2021.
C3.10	Develop a Library Strategic Plan	Focus over December period was around customer service, during a very busy time. Preparations for a new Library Management System remain a priority for the new financial year.

**Active, supported & growing volunteer networks**

**Active volunteers supporting organisations and activities that bring the community together**

Action Code	Action Name	Comments
C4.1	Manage the Volunteer Resource Centre	<p>We had a successful, if low key, International Volunteer Day where we invited volunteers to come and see us at the Markets to have a free coffee and collect a large chocolate star. We also had them put their hand prints on a banner to be displayed. Around 80 volunteers dropped by the stall. This was a great option as this weekend had so many events on. It would have put undue pressure on volunteers to attend.</p> <p>Our work with the new contract and interim funding is still taking shape. We continue to discuss the needs of the contract with Volunteering WA in order to fully understand the requirements and undertaking the training required. We have been successful in attaining a 'letter of comfort' that we will be contracted for a further 6 months. We continue to attempt to service the community needs within this while at the same time fulfilling our contractual requirements.</p>

**Shire of Esperance**

**Actions by Theme December 2021**

Action Code	Action Name	Comments
		As always, December (after IVD) is a quiet month for potential volunteers, and this will likely continue with the low level of unemployment in our area and the need for casual workers in many of our businesses. We must ensure that we support our volunteers. We need to look at what might happen as the borders open in February and how this may affect our volunteer base in the community.
C4.2	Manage the Community Grants Program	Two key Support Grants Provided: 1. Lion Carols 2. Rotary - New Year's Eve  Briefing given at Council - 2022-2023 Community Grants program.
C4.3	Provide support and advice to community groups	Community groups supported in December included: - Lions Club - Carols by Candlelight - Rotary Club of Esperance Bay - Rotary Club of Esperance - Hope FM - Twilight Markets - Esperance Cannery
C4.4	Develop standardised induction protocols for Shire Volunteers	No change.

**Engaged youth**

**A resilient and proactive youth community**

Action Code	Action Name	Comments
C5.1	Administer Youth Advisory Council	Youth Advisory Council no longer operating.

**Shire of Esperance**

**Actions by Theme December 2021**

Action Code	Action Name	Comments
C5.2	Implement the Youth Precinct Masterplan	Stage 2 - Pump Track completed.

**A safe & secure community**

**A feeling of safety and confidence within our neighbourhoods and a sense of security**

Action Code	Action Name	Comments
C6.1	Increase community awareness and implement mitigation strategies for the prevention of emergency incidents	Assessments of various Shire Reserves around town sites and populated tourist areas are still ongoing to determine appropriate mitigation works for 2022/23 MAF funding.
C6.2	Manage Emergency Recovery Services	COVID mandates being monitored and implemented as required.
C6.3	Manage Emergency Responses	<p>The Grain Harvest contract that saw two Water Bombers situated in Esperance, Northam and Narrogin to support harvesting operations concluded close of business Wednesday 5 January 2022. During their time from December 2021; Water Bombers supported five incidents within the Shire (two incidents were over multiple days), two incidents in Shire of Ravensthorpe, and assisted with two incidents in the Margaret River area.</p> <p>Inc# 555335 Mississippi Bend, Pink Lake was the first decent fire within the Shire area for the past two years. Pink Lake BFB were the primary brigade supported by Six Mile Hill BFB, Quarry Rd BFB, Dalyup BFB, Gibson BFB, Howick BFB, Mt Merivale BFB, Emergency Support Unit, Esperance SES, DFES and DBCA. Crews worked extremely well over six days with crews working any where between 8-13 hours, utilising a mixture of defensive and offensive strategies to extinguish the fire which burnt over 800Ha West of Eleven Mile Beach Rd and was caused by a lightning strike.</p>

Shire of Esperance

Actions by Theme December 2021

Action Code	Action Name	Comments
C6.4	Provide Emergency Prevention Services	Shire of Esperance ICT staff and Esperance Communications worked together to upgrade the internet modem capabilities of the Incident Control Van.
C6.5	Manage Ranger Services	<p>Overall the Rangers team received 267 customer service requests during December 2021. This was down from 316 customer service request for the previous month. Approximately 36% of the 267 customer service related tasks recorded during December 2021 were animal related.</p> <p>Three dogs were impounded during December 2021, one dog was returned to its owner. One dog was transferred through to a rescue organisation and one was rehomed. Two dogs were in the pound at the commencement of the reporting period, and one dog at the end. A number of 'storm' dogs were returned to their owners without being impounded.</p> <p>Seven cats were impounded during November 2021. Three cats were transferred through to a rescue organisation, none were returned to owners and none were euthanised. One cat was in the cattery at the commencement of the reporting period, with five cats in at the end.</p> <p>One variation to the Shire's Fire Hazard Reduction Notices was determined during November 2021, with another 51 firebreak inspections being undertaken. These figures only reflect the non-compliant properties. For efficiencies, inspected properties found to be compliant are not recorded. Thus the total number of property inspections exceed the recorded number. The ranger team is currently processing two applications to vary a firebreak and four investigations relating to alleged dog attacks.</p> <p>One warning and six infringements were issued.</p> <p>Other customer requests have related to Fire (8.61%), Illegal Dumping (1.50%) and Local Law and Other Issues (11.61%).</p>

**Shire of Esperance**

**Actions by Theme December 2021**

Action Code	Action Name	Comments
C6.6	Support Volunteer Fire Brigades	<p>Condingup BFB were successful in obtaining a Local Government Grants Scheme Capital Grant funding for a new shed. There were 35 Senior FF from Beaumont, Howick, and Condingup which completed currency training to the new minimum training standards.</p> <p>Due to harvest, the uptake of volunteers submitting their COVID certificates as per the Chief Health Officers Directive has been low. Volunteers are still being encourage to get their details in.</p> <p>Volunteers were invited to go across to Ravensthorpe to view the new 4.4 Broadacre style firefighting appliances. There were 4x Cab Chassis options that were on display from Tatra, Iveco, Volvo and Isuzu. The volunteers who attended were very pleased with new appliance and very impressed with the Tatra abilities.</p>
C6.7	Ongoing preparedness for the impacts of COVID-19	COVID mandates are being monitored and implemented as required.
C6.8	Implement CCTV Master Plan	<p>Stage 2: grant funding applied for in August.</p> <p>Stage 3: to commence in early 2022.</p>
C6.9	Develop a Fire Mitigation Plan for the District	The BRMP has been finalised with endorsement now received from both OBRM and Council.

Shire of Esperance

Actions by Theme December 2021

## Built Environment

### Services, Infrastructure and Public Places

#### Provide infrastructure and places that support the services we provide

Action Code	Action Name	Comments
B1.1	Manage the Esperance Cemetery	On hold.
B1.2	Manage Shire Projects	Pump track, beach enclosure and lap pontoon all completed.
B1.3	Manage Building Services	<p>Graduate Building Services Officer resigned in June 2021 and the position remains vacant. The position remains open and during December 2021, no further applications were received. Whilst the advertised position remains vacant, a Casual Building Surveyor has been employed and a Contractor is assisting in the processing of applications.</p> <p>Building Services is processing all applications electronically, and currently the system is still very labour intensive. We have been waiting for an E-Lodgement Portal for a number of years now, nothing seems to have progressed due to the development of other IT systems to assist External Services areas.</p> <p>There is only one technical building staff member located in Esperance, and with the volume of applications being received and assessed priority has been given to the processing of applications. It is currently not possible to undertake any additional work such as programs to educate stakeholders. The position of Case Management Officer is now in the final stage of recruitment, this person will assist building services in administration, customer liaison and will require a substantial amount of on the job learning/training. Comments made in September 2021 still apply.</p> <p>Four inspections were undertaken in December, both for assessing Building &amp; Occupancy Applications. No other inspections were undertaken as there are no technical staff to assist in the workload. Compliance Officer is assisting with</p>



Shire of Esperance

Actions by Theme December 2021

Action Code	Action Name	Comments
		pool barrier inspections. There were five Swimming Pool Inspections and three Non-compliant Pool Inspections.
B1.4	Implementation of CBD Streetscaping	Infill planting has been completed in the CBD. There are plans for more trees to be planted in the CBD. Additional street furniture has been installed in Post Office Square for Summer including seats around the Norfolk Island Pine Tree.
B1.5	Maintain Shire Buildings	Due to staff shortages periodic and incidental asset inspections completed during November 2021 were less than planned. All planned and statutory maintenance was carried out as scheduled during December 2021. Minor projects completed included conversion of CEO meeting room into an Office as well as more than 30 minor maintenance upgrades over 8 facilities. There were 27 reactive maintenance jobs completed in December 2021.
B1.6	Implement Strategic Asset Management Plan (SAMP)	Request for Proposal for GIS upgrade has been issued. Further investigation into integration of all asset registers into one system underway.
B1.7	Manage Parks and Environment	<p>Shire Parks and Reserves and Horticulture staff have continued landscaping works and completed renewal programs for the foreshore, town roundabouts, and the CBD.</p> <p>All irrigation systems are operating at 100%. Staff are completing inspections, and undertaking maintenance as required. A new irrigation pump station, controller, main line, solenoid valves and station wiring were installed at Cascade oval this month. Due to contractor availability, a number of tasks still remain outstanding and the system will be commissioned mid-February 2022. The new pump track at the Youth Precinct was opened to the public this month. Staff are required to manually water the new turf around the track until an automatic in-field irrigation system is installed.</p> <p>Ovals, reserves, and town verges were mowed as per the mowing schedule this month. All ovals were serviced as per the mowing schedule this month. Staff are managing camp overflow patrons at the Greater Sports Ground to minimise</p>

Shire of Esperance

Actions by Theme December 2021

Action Code	Action Name	Comments
		<p>the impact on sporting surfaces.</p> <p>Contractors are undertaking slashing in various areas to help mitigate the risk from fire. Works are only being completed in favorable conditions.</p> <p>Monitoring of Norfolk Pine Tree health has continued along with maintenance programs based on the Norfolk Pine Management Plan. Nutrient treatments have continued for selected Norfolk Pines as per Management Plan recommendations.</p> <p>Playgrounds were inspected as per the inspection schedule, with minor maintenance undertaken as required. Contractors completed repairs to the ship structure in the new playground at Adventureland this month. To date, there have been no further incidences of vandalism.</p> <p>A high number of requests regarding available areas to camp have been received this month. Coastal campgrounds have exceeded capacity, and overflow camping at the Greater Sports Ground is being well utilised.</p>
B1.8	Implementation of Public Open Space Strategy	<p>Shire staff are working with the Gibson Football Club regarding collaboration on a playground upgrade at the oval. Planning is underway for this project and works should commence in early 2022.</p> <p>Vandalism repairs have been completed at Adventureland Park before Christmas. Additional lighting is to be installed in a partnership with Southern Ports. A temporary light tower has been positioned in the park over the busy summer period.</p> <p>The Shire will look to undertake further consultation regarding future playground upgrades as a part of the delivery of the Public Open Space Strategy. The Shire is currently nearly half way through the delivery of the 10 year capital works program associated with the Public Open Space Strategy.</p>

**Shire of Esperance**

**Actions by Theme December 2021**

Action Code	Action Name	Comments
B1.9	Develop and Esperance Cemetery Master Plan and Implementation Schedule	On hold.
B1.10	Manage the Wylie Bay Landfill Closure Plan	A large volume of asbestos containing soil is expected to be received in early January 2022, a pad is being prepared for the receipt.
B1.11	Upgrade the Graham Mackenzie Stadium	Deferred pending further review.
B1.12	Update Greater Sports Ground Master Plan	The Masterplan was endorsed by Council in October.
B1.13	Construct Animal Management Facility	Completed and handed over.
B1.14	Extend the Scaddan Country Club	On hold until a builder can be found willing to complete the works.

**Efficient Transport Networks**

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

Action Code	Action Name	Comments
B2.1	Renew, Upgrade and Build New Rural Infrastructure	
B2.2	Renew, Upgrade and Build New Urban Infrastructure	
B2.3	Implement Trails Master Plan	Plan to be developed.
B2.4	Implement the Esperance 2050 Cycling Strategy	Bandy Creek shared path in progress.
B2.5	Manage the Esperance Airport	All staff are in compliance with the vaccination requirements and booster shots undertaken as needed. All Airport Reporting Officers have been signed off for refuelling and able to undertake the role without assistance.

**Shire of Esperance**

**Actions by Theme December 2021**

Action Code	Action Name	Comments
B2.6	Implement Esperance Town Centre Parking, Traffic and Pedestrian Strategy	Various actions included in annual budget.
B2.7	Review Trails Master Plan and Implementation Schedule	Draft in progress.

**New Developments**

**New developments that enhance the existing built environment**

Action Code	Action Name	Comments
B3.1	Manage Asset Development	Civil surveying (pickup and setout) and design continues for various locations including Neds Corner Road, Parmango Road, Ocean Street subdivision, Dempster / Esplanade roundabout, Bandy Creek Road path, and Hicks Road bus stops. Drawings prepared for effluent treatment safety signage, overflow camping, and several events. White line marking has been undertaken, however another visit has been requested to undertake additional marking. Other tasks include Woodchip Harvest agreements, bus stop assessments, traffic management plans and various traffic counts.
B3.2	Manage Strategic Planning and Land Projects	Applications processed in accordance with established planning framework.  Amendment No. 7 modification made - Gazettal being sent to Minister.  Amendment No. 8 prepared for presentation to Council.
B3.3	Implement Local Planning Scheme and Policies	All Development Applications processed under Local Planning Scheme No. 24 and applicable Local Planning Policies.  Amendment No. 8 to Local Planning Scheme No. 24 drafted.

**Shire of Esperance**

**Actions by Theme December 2021**

Action Code	Action Name	Comments
B3.4	Consolidation and sale of surplus Council Properties	On hold pending the Manager of Strategic Planning & Land Projects returning from long service leave.
B3.5	Review Local Planning Scheme and Policies	Applications processed in accordance with established planning framework. Amendment No. 7 modification made impending Gazettal. Amendment No. 8 drafted for presentation to Council.

Shire of Esperance

Actions by Theme December 2021

**Natural Environment**

**Protect the environment**

**A community that values and protects our natural environment**

Action Code	Action Name	Comments
N1.1	Develop Partnerships with Environmental Stakeholders to Deliver Programs	Environmental Services staff attended Esperance Wildflower Society and Esperance Weed Action Group meetings. Project collaborations in reserve management have continued with Esperance Tjaltjraak Native Title Aboriginal Corporation (ETNTAC).
N1.2	Coordinate Street Tree Program	Shire Parks and Reserves staff are continuing to periodically assess street trees and review street tree maintenance schedules. Crown lifting programs have continued on priority arterial road networks to maintain clearances for traffic. Other residential street trees have been maintained for streetscape amenity values along with maintaining clearances.
N1.3	Seek Funding for Environmental Projects	No funding applications have been submitted in the last month for environmental projects.  Staff are currently investigating future funding opportunities and options.
N1.4	Implement Coastal Management Plan	The review of the Shire Coastal Management Plan is scheduled to commence in the 2021/22 financial year. A desktop review has commenced.
N1.5	Implement Dempster Head Management Plan	Ongoing maintenance works are planned at Dempster Head Reserve. Activities completed to implement the Dempster Head Management Plan.
N1.6	Progress the Pink Lake Feasibility Study	The Pink Lake Feasibility Study has been completed and received by Council. The reports and next stages of the project were presented to Council in August 2020.  Council endorsed to work with project partners on the next stage of the project

**Shire of Esperance**

**Actions by Theme December 2021**

Action Code	Action Name	Comments
		and trial. The Shire is currently investigating partnership options with universities on the next stage of the project. A university student is looking at commencing on the project in early 2022.
N1.7	Review the Coastal Management Plan	The review of the Coastal Management Plan is scheduled to be completed during the 2021/22 financial year. A desktop review is underway.

**Best Practice Waste Management**

**A community that is empowered and motivated to minimise waste**

Action Code	Action Name	Comments
N2.1	Manage Waste and Recycling Programs	Promotions staff have been busy over the last period. There has been multiple incursions and excursions with regard to the schools and some MRF tours for schools and other groups. The Beach Litter Pickup with the Carmel Adventist School on 3rd November was very successful. The Food Organics and Garden Organics (FOGO) Survey was also conducted and involved man hours at the Show, Boulevard, and other places. The Garage Sail Trail was held over two weekends in November and was followed closely by the Bulk Waste Vergeside Collection.
N2.2	Implement the Community Waste Strategy	Council were briefed on the proposed design of the Myrup Transfer Station in mid December 2021, with a formal presentation within the January 2022 Ordinary Council Meeting and then focus will turn to finalising an Operational and Environmental Management Plan and preparing Detailed Construction Plans for the facility.
N2.3	Manage Myrup Liquid Waste Facility	The Operational Review and Capital Needs Assessment request for quotation did not attract any consultants and it has been reissued to the market. A draft Licence Amendment has been received to allow desludging of the two anaerobic ponds, and a request for quotation for this work will be released in early January

**Shire of Esperance**

**Actions by Theme December 2021**

Action Code	Action Name	Comments
		2022. A signage plan has been formalised and signs will be ordered in early January 2022.
N2.4	Investigate Food Organics and Garden Organics Processing	A survey has been completed to ascertain the current practices & understanding within the community with regard to FOGO materials, the positive results were presented to Council in a briefing in December 2021 and then will be presented formally within the January 2022 Ordinary Council Meeting. A FOGO Implementation Options Discussion Paper will also be presented to Council in the January 2022 Ordinary Council Meeting.
N2.5	Plan for new Landfill Site	Contract signed with Shire of Coolgardie for the future disposal of residual waste.

**Focus on renewable resources**

**Become a champion community for renewable energy and minimal resource consumption**

Action Code	Action Name	Comments
N3.1	Manage Water Re-Use Scheme	All irrigation systems are operating at 100%. Contractors completed upgrades to the chlorination system at ESWS with the support of Water Corporation. Irrigation bore upgrades at ESWS are continuing. Staff are working with the Esperance Golf Club to assist with renewing their storage tank infrastructure. Staff completed bore and tank fill infrastructure to supply water to the RAC Caravan Park for irrigation purposes.
N3.2	Investigate Opportunities to Improve energy sustainability and efficiency of the Shire	Existing gas fired hot water boilers can be eliminated by using two high temperature heat pumps. Design is being finalised.
N3.3	Implement the Cities Power Partnership Pledges	Cities Power Partnership Pledges have become part of business as usual approach.



Shire of Esperance

Actions by Theme December 2021

**Growth and Prosperity**

**Destination to live**

**Esperance is seen as a destination of choice to live and work**

Action Code	Action Name	Comments
G1.1	Manage Shire Leases and Insurances	Telstra (Helms, Salmon Gums), Jetty Headland Sites 1 and 4, Motor Raceway, Regional Express, Miniature Railway, Fly Esperance and Esperance Golf Club leases in progress. The Toowacka proposals are being reviewed. We are awaiting power to lease from DoL for the Lions Club. A lease template update is underway with draft documents provided by McLeods being reviewed by officers.
G1.2	Develop Master Plan for the James Street Cultural Precinct	Final draft development plan is currently advertised for comment, closing mid January. Requests from the Rotary Club of Esperance and Esperance RSL for presentations on the plan have been received and provided. Copies of the plan are available online and at the Museum, Visitor Centre, Library and Admin Building.
G1.3	Design and Construct Flinders Subdivision	Stage 3 - Design tender to be released shortly. Stage 4 - Design almost complete, Construction Tender to be released Shortly.

**Support Business**

**Support our businesses to grow, adapt and assist in building capacity**

Action Code	Action Name	Comments
G2.1	Advocate for Community and Economic Development	The Community Development and Events area was very busy during December with Edge of the Bay, the Seniors Dinner and the Christmas Pageant all being held. These three events were all exceptionally successful and well patronised. Additionally, Town Tunes commenced with all performances being consolidated to Post Office Square this Summer.

**Shire of Esperance**

**Actions by Theme December 2021**

Action Code	Action Name	Comments
G2.2	Provide Support and Advice to Business and Industry	<p>Approval for extended retail trading days immediately following Christmas Day was received from the Department of Commerce with details being shared throughout the community.</p> <p>A new business (Beam e-Scooters) was assisted in setting up, with their first trading day being Thursday the 23rd December.</p> <p>The RAC caravan park re-opened in mid-December and has been fully booked since.</p>
G2.3	Market Flinders and Shark Lake Industrial Park Properties	<p>There is currently one town residential property and one Shark Lake Industrial Park property under contract, both waiting on settlement in January, with one residential property having settled in December. Two properties received offers through the tender process with Council declining both offers.</p> <p>The new Agents Authority (two year contract) has been finalised with a joint submission from Thorp realty and Esperance Real Estate (Professionals) being successful.</p>
G2.4	Implement Town Centre Revitalisation Plan	Ongoing.

**Growing Tourism**

**Esperance is a vibrant and welcoming destination**

Action Code	Action Name	Comments
G3.1	Manage the Esperance Visitor Centre	<p>Over December, visitor numbers and souvenir sales have continued to be strong. With the ongoing closure of interstate and international borders, sales of bus tickets and National Parks passes continue at lower levels than previous (the National Parks passes are heavily impacted by discounts available for RAC members if they purchase directly from the RAC website).</p>

**Shire of Esperance**

**Actions by Theme December 2021**

Action Code	Action Name	Comments
		Accommodation and tour bookings are significantly lower than the previous year, but higher than any year before that - 2020 figures were inflated by a voucher campaign that people could only redeem via their Visitor Centre, along with a higher percentage of bookings going directly to the accommodation provider this year (this is heavily impacted by the RAC Park opening and filling immediately with pre-registrations).  The annual pre-peak season sundowner held at the Visitor Centre as a networking opportunity for local tourism operators was very successful with in excess of 50 attendees.
G3.2	Promote Esperance as a Tourism Destination	Kept Visitors Centre stocked with tourism brochures. Liaised with Visitor Centre staff and kept media informed in order to get information on events, coastal safety, fires, and Christmas trading hours to travellers in order to make a good impression and increase the rate of positive posts on social media and other platforms such as Wikicamps.
G3.3	Provide Support and Advice to Tourism Esperance	Nothing to report this month.
G3.4	Finalise the Tourism Strategy	This was endorsed by Council last financial year.
G3.5	Consolidate the Esperance tourism governance structure	Tourism Development Manager appointment has been made, commencement to occur in early 2022.

**Reliable utilities & high quality technology**

**Access to competitive and reliable utilities and high quality technology**

Action Code	Action Name	Comments
G4.1	Participate with GEDC, ECCI and Industry in the Implementation of the Regional Economic Development Strategy	Other than the James Street Precinct and Tourism Governance projects (that are reported on separately), the major focus is a shortage of workers accommodation used to house seasonal workers and assist those people

**Shire of Esperance**

**Actions by Theme December 2021**

Action Code	Action Name	Comments
		looking for a longer term rental. A scope of work is currently being developed to quantify demand in this area.
G4.2	Lobby for Reliable Utilities and Technology for water, electricity, gas and telecommunications	We discussed suitable sites for an EV charging station in the town centre, provided a letter of support to Telstra to seek funding to upgrade mobile phone towers in Esperance, and continued to keep abreast of the reticulated gas issue with the State Government.

**Support Primary Industries**

**Support initiatives that enhance development to increase primary industries**

Action Code	Action Name	Comments
G5.1	Support Development of Local Aquaculture Industry	No further actions at this time whilst Ocean Grown Abalone continue to conduct the bankable feasibility study.
G5.2	Support primary industries, mining and port operations	Ongoing where appropriate.

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
1.2 - Agreement to payment of rates & charges	13/12/2021	Payment plan to pay Debtor by 21/1/2022	Payment arrangement		Debtor # 6180-30	Beth O'Callaghan
1.2 - Agreement to payment of rates & charges	17/12/2021	Payment plan to pay rates by 24/6/2022	Payment arrangement		A/38356	Beth O'Callaghan
1.2 - Agreement to payment of rates & charges	10/01/2022	Payment plan to pay rates by 1/7/2022	Payment arrangement		A/62711	Beth O'Callaghan
1.2 - Agreement to payment of rates & charges	10/01/2022	Payment plan to pay rates by 16/3/2022	Payment arrangement		A/109868	Beth O'Callaghan
1.2 - Agreement to payment of rates & charges	10/01/2022	Payment plan to pay rates by 22/6/2022	Payment arrangement		A/19950	Beth O'Callaghan
1.2 - Agreement to payment of rates & charges	11/01/2022	Payment plan to pay rates by 4/3/2022	Payment arrangement		A/19786	Beth O'Callaghan
1.2 - Agreement to payment of rates & charges	12/01/2022	Payment plan to pay rates by 11/3/2022	Payment arrangement		A/36251	Beth O'Callaghan

Date	Item Number	Item	Responsible Officer	Notes
28/11/2017	12.1.2	Proposed Road Closure - Portion of Exchange Road and Unnamed Road, Howick	Hindley, Richard	
	O1117-257	That Council <ol style="list-style-type: none"> <li>1. Request the Minister for Transport; Planning; Lands to close a portion of the road reserve known as Exchange Road under Section 58 (1) of the Land Administration Act 1997.</li> <li>2. Advise the Minister for Transport; Planning; Lands that in accordance with Section 56 (4) of the Land Administration Act 1997 the Shire recognises it is liable to indemnify the Minister against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.</li> <li>3. Request that the closed road be converted into a reserve managed by the Shire of Esperance for the purpose of conservation.</li> </ol>	External Services	<p>31 Jan 2018 - 10:43 AM - Richard Hindley Request sent to Department of Planning, Lands and Heritage</p> <p>6 Jun 2018 - 1:49 PM - Richard Hindley With Case Management.</p> <p>2 Jul 2018 - 8:49 AM - Richard Hindley Reduced area for closure to preserve access to Reserve 27086 required - comments sought from Parks and Wildlife Service.</p> <p>10 Sep 2018 - 2:53 PM - Richard Hindley Awaiting comments</p> <p>4 Dec 2018 - 8:14 AM - Richard Hindley Amended proposal being assessed by Department of Planning, Lands and Heritage.</p> <p>8 Apr 2019 - 2:27 PM - Richard Hindley Amendment Proposal with Case Management at Department of Planning, Lands and Heritage - Lands</p> <p>10 Feb 2020 - 10:16 AM - Richard Hindley Followed up with Department of Planning, Land and Heritage - Lands</p> <p>11 Aug 2020 - 3:49 PM - Richard Hindley Followed up progress with Manager at Department of Planning, Lands and Heritage</p> <p>3 Dec 2020 - 10:00 AM - Richard Hindley Followed up with DPLH - Lands</p> <p>12 May 2021 - 1:10 PM - Richard Hindley Followed up with DPLH assigned to new officer.</p> <p>13 Sep 2021 - 4:17 PM - Richard Hindley Still with Case Management.</p> <p><b>7 Dec 2021 - 9:30 AM - Richard Hindley</b> Still with case management.</p>
23/01/2018	12.1.2	Transfer of Reserves for Conservation Offsets to Department of Biodiversity, Conservation and Attractions	Hindley, Richard	
	O0118-012	That Council relinquishes its Management Orders over Reserves 21360, 24633, 26912 and 27365 in favour of the Department of Biodiversity, Conservation and Attractions.	External Services	9 Feb 2018 - 4:29 PM - Richard Hindley

Date	Item Number	Item	Responsible Officer	Notes
				<p>Request sent to Department of Planning, Lands and Heritage - With Assessment Team for Investigation.</p> <p><i>6 Jun 2018 - 1:52 PM - Richard Hindley</i> No Contamination Statutory Declarations completed.</p> <p><i>10 Sep 2018 - 2:55 PM - Richard Hindley</i> Department of Planning Lands and Heritage are waiting on a response from DBCA.</p> <p><i>4 Dec 2018 - 8:15 AM - Richard Hindley</i> With the DBCA Land Unit</p> <p><i>8 Apr 2019 - 2:29 PM - Richard Hindley</i> With DBCA Land Unit - Discussion being held with DWER to resolve bottleneck.</p> <p><i>3 Jul 2019 - 11:25 AM - Richard Hindley</i> DPLH - Lands advised that works to remediate reserves to satisfy DBCA requirements complete.</p> <p><i>10 Feb 2020 - 10:40 AM - Richard Hindley</i> Request for update sent to DPLH - Lands - awaiting response</p> <p><i>11 Aug 2020 - 3:53 PM - Richard Hindley</i> Requested update from a Manager at Department of Planning, Lands and Heritage</p> <p><i>3 Dec 2020 - 10:03 AM - Richard Hindley</i> Followed up with DPLH - Lands</p> <p><i>6 Jul 2021 - 11:45 AM - Richard Hindley</i> Officer advised that the jobs do not seem to be far off from finalisation.</p> <p><i>13 Sep 2021 - 4:16 PM - Richard Hindley</i> Transfer pending.</p> <p><i>3 Nov 2021 - 11:56 AM - Richard Hindley</i> Update requested from DPLH - Lands</p> <p><b>7 Dec 2021 - 9:14 AM - Richard Hindley</b> Based on discussion with DWER. The Shire is progressing a change of reserve purpose to 'Conservation' with DPLH to resolve offset issues, then will apply appropriate 'Environmental Conservation Zoning' consistent with the Scheme.</p>
17/12/2019	12.1.4	Proposed Management Order Reserve 3473 and Road Closure of Unnamed Road	Hindley, Richard	

Date	Item Number	Item	Responsible Officer	Notes
	O1219-264	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Request the Minister for Lands under Section 41 of the Land Administration Act 1997 to grant management of Reserve 3473 to the Shire of Esperance retaining the current purpose of the Reserve.</li> <li>2. Commence the road closure process for an unnamed road surrounded by Reserve 3473 in accordance with Section 58 of the Land Administration Act 2007.</li> </ol>	External Services	<p>10 Feb 2020 - 10:58 AM - Richard Hindley Matter referred to Council for consideration. 11 Aug 2020 - 4:02 PM - Richard Hindley Followed up with Department of Planning, Lands and Heritage 3 Dec 2020 - 10:23 AM - Richard Hindley Followed up with DPLH - Lands 15 Dec 2020 - 9:02 AM - Richard Hindley DPLH - Lands advised of the existence of Native Title (NT) over the reserve, for which the Shire will need an ILUA that provides for the suppression (as opposed to the surrender) of NT rights and interests. 6 Jul 2021 - 11:43 AM - Richard Hindley Legal Advice received regarding Other Interest as listed in the Determination. Department of Planning, Lands and Heritage - Lands contacted to discuss Legal Advice. <b>3 Nov 2021 - 11:37 AM - Richard Hindley</b> 1. This matter has been referred back to council. 2. This step is on hold pending advice from DPLH - Lands</p>
23/06/2020	17.6	<b>Compliance - 47 The Esplanade, Esperance</b>	<b>Clifton, Paul</b>	
	O0620-207	That Council instruct the CEO to request that the proponent obtain an Occupancy Permit under the <i>Building Act 2011</i> for the unauthorised work that has occurred on Lot 22 (47) The Esplanade, Esperance.	External Services	<p>11 Aug 2020 - 4:20 PM - Richard Hindley Request for Occupancy Permit sent to Lewis Lewis Properties Pty Ltd - Due 7/10/2020 3 Dec 2020 - 10:26 AM - Alli McArthur Action reassigned to Clifton, Paul by: McArthur, Alli for the reason: 25 Jan 2021 - 1:43 PM - Paul Clifton Shire has not received Occupancy Permit application.  Correspondence received by the Shire from Lewis Lewis Properties Pty Ltd providing detail of progress toward lodgement of Occupancy Permit documentation. 13 Sep 2021 - 4:18 PM - Richard Hindley Awaiting valuations from Landgate before it can be finalised.</p>



Date	Item Number	Item	Responsible Officer	Notes
				<p><b>12 Oct 2021 - 8:27 AM - Holly Phillips</b> Richard Hindley 11/10/21 - Valuation has been prepared; is now under consideration by the occupier.</p>
27/10/2020	17.4	<b>Mt Ridley Association</b>	<b>Hindley, Richard</b>	
	O1020-339	<p>That Council request the CEO to:</p> <ol style="list-style-type: none"> <li>1. Arrange application to the Supreme Court of Western Australia to have the Mt Ridley Association (Inc.) wound up, and;</li> <li>2. Request the Minister for Lands to consider vesting Reserve 13486 to another organisation having similar objectives as the Mt Ridley Association (Inc.) in line with the Management Plan.</li> </ol>	External Services	<p><i>5 Jan 2021 - 11:46 AM - Shane Burge</i> DMIRS have advised that they are winding up Mt Ridley Assoc. Wait until confirmation of dissolution of Assoc</p> <p><i>28 Jan 2021 - 4:26 PM - Richard Hindley</i> DMIRS acknowledge that the association is defunct and accordingly will proceed with the cancellation of the incorporation of the association. The notices of the phases of the cancellation will be sent to the Shire in due course.</p> <p><i>10 Feb 2021 - 8:38 AM - Richard Hindley</i> Reserve will be vested with the Shire alone and a new body will need to be created to be consistent with the Management Orders. The original body to cease to be before a new body can be created.</p> <p><i>30 Mar 2021 - 10:47 AM - Alli McArthur</i> Action reassigned to Hindley, Richard by: McArthur, Alli for the reason:</p> <p><i>12 May 2021 - 10:58 AM - Richard Hindley</i> DPLH waiting for outcome regarding the dissolving of the Mt Ridley Association by the Department of Mines, Industry Regulation and Safety.</p> <p><i>12 Oct 2021 - 8:34 AM - Holly Phillips</i> Richard Hindley 11/10/21 - Still awaiting wind-up notification.</p> <p><b>7 Dec 2021 - 9:32 AM - Richard Hindley</b> DPLH waiting for outcome regarding the dissolving of the Mt Ridley Association by the Department of Mines, Industry Regulation and Safety. This is likely to take a significant amount of time.</p>
24/11/2020	12.1.4	<b>Proposed relinquishment of Portion of Reserve 39453 in favour of Lot 10 Bostock Street, West Beach</b>	<b>Hindley, Richard</b>	

Date	Item Number	Item	Responsible Officer	Notes
	O1120-348	That Council relinquish the Management Order over a portion of Reserve 39453 as per Attachment A in favour of the adjoining land holders (Lot 10 (12) Bostock Street) by way of sale by the Crown.	External Services	<p><i>1 Dec 2020 - 1:20 PM - Richard Hindley</i> Request sent to Department of Planning, Lands and Heritage - Lands</p> <p><i>12 May 2021 - 1:12 PM - Richard Hindley</i> Assigned to Case Management at DPLH.</p> <p><i>6 Jul 2021 - 11:42 AM - Richard Hindley</i> Survey instructions issued by Department of Planning, Lands and Heritage - Lands</p> <p><i>13 Sep 2021 - 4:13 PM - Richard Hindley</i> Survey being undertaken.</p> <p><b>12 Oct 2021 - 8:36 AM - Holly Phillips</b> Richard Hindley 11/10/21 - Surety has been completed. Chris Pope has been contacted.</p>
<b>24/11/2020</b>	<b>12.2.1</b>	<b>BOILC Alternative Pool Heating</b>	<b>Husbands, Neil</b>	
	O1120-353	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Receive the BOILC heating study and the Bay of Isles Leisure Centre Heating Feasibility Study Reports; and</li> <li>2. Upgrade the heating at the Bay of Isles Leisure Centre by installing heat pumps to the four pools and the air handling system.</li> </ol>	Asset Management	<p><i>4 Dec 2020 - 12:31 PM - Neil Husbands</i> Preliminary location design for heat pumps location commenced.</p> <p><i>5 Feb 2021 - 9:07 AM - Neil Husbands</i> Heat pump technical specification has been written. Request for quotation documentation is being drafted.</p> <p><i>3 Mar 2021 - 3:45 PM - Neil Husbands</i> Heat Pump RFQ issued. Responses due in early March. Preliminary Electrical capacity review commenced</p> <p><i>4 Aug 2021 - 3:17 PM - Neil Husbands</i> Heat Pump are on order and due early September. Piping and electrical design have commenced and will be complete by mid-August. Power upgraded for the BOILC site has been requested from Horizon Power and expecting response next week.</p> <p><i>8 Sep 2021 - 8:23 AM - Neil Husbands</i> Heat pumps due to arrive in September. Design work progressing for mechanical and electrical services. Waiting on response from Horizon Power regarding application to upgrade power to the BOILC site.</p> <p><b>11 Jan 2022 - 8:45 AM - Mathew Walker</b></p>

Date	Item Number	Item	Responsible Officer	Notes
				Heat pumps on site, working though electrical upgrade required.
<b>24/11/2020</b>	<b>17.3</b>	<b>Lease Amendment - Jetty Headland Sites 1 &amp; 4</b>	<b>Walsh, Sarah</b>	
	O1120-367	<p>That Council, subject to Department of Lands' approval, agrees to;</p> <ol style="list-style-type: none"> <li>1. Surrender the current leases with Nicola and Grant Sime for Jetty Headland Site 1 and Mario Abram for Jetty Headland Site 4;</li> <li>2. Enter into a new lease with Nicola and Grant Sime for Jetty Headland Site 1 and Mario Abram for Jetty Headland Site 4;</li> <li>3. The lease amendments taking place once site works have been completed and the kiosks installed.</li> <li>4. Term of the leases being 10 years;</li> <li>5. Annual lease fee being \$5,896.60 Inc GST per annum for each site, which includes the Lessee's contribution for site upgrade works, and that Council consider this value to be true indication of the current market rental rate;</li> <li>6. Lease rental to be subject to annual increases based on CPI; and</li> <li>7. The disposition being advertised in accordance with s3.58 of the <i>Local Government Act 1995</i> for Disposing of Property.</li> </ol>	<p>Corporate &amp; Community Services</p>	<p><i>1 Dec 2020 - 11:09 AM - Sarah Walsh</i> Advised applicants of Council Resolution. Arranged advertising until 13 December 2020.</p> <p><i>24 Dec 2020 - 1:17 PM - Sarah Walsh</i> Documentation drafted and sent to Lessees for review.</p> <p><i>3 Feb 2021 - 4:17 PM - Sarah Walsh</i> Discussions with officers ongoing regarding site plan. Lease development to be continued once site plan finalised.</p> <p><i>3 Mar 2021 - 12:02 PM - Sarah Walsh</i> Discussions ongoing, pod design has been finalised and are now being built. Slab has been designed and will be submitted through building/planning shortly. Draft lease to be finalised in due course.</p> <p><i>1 Apr 2021 - 10:47 AM - Sarah Walsh</i> Meeting has been held with applicants to discuss potential timelines. Noted that we are currently waiting on information to be provided by the applicants before being able to proceed. Once this information has been received, a meeting will be held with all 4 tenants at the headland to discuss timeline etc.</p> <p><i>5 May 2021 - 8:24 AM - Sarah Walsh</i> Awaiting update from officers/Lessees.</p> <p><i>18 May 2021 - 1:10 PM - Sarah Walsh</i> Officers are in the process of identifying the best way to undertake repairs while existing vendors can continue trading during this time. Site works to commence shortly.</p> <p><i>1 Jun 2021 - 12:34 PM - Sarah Walsh</i> Site works have commenced, draft lease documentation has been sent to Lessees for review.</p> <p><i>6 Jul 2021 - 11:43 AM - Sarah Walsh</i></p>

Date	Item Number	Item	Responsible Officer	Notes
				<p>Ground works have been completed, awaiting pod installation. Awaiting response from Lessees regarding draft lease documentation.</p> <p><i>5 Aug 2021 - 8:06 AM - Sarah Walsh</i></p> <p>Awaiting confirmation from Lessees that they agree to the draft lease.</p> <p><i>7 Sep 2021 - 12:00 PM - Sarah Walsh</i></p> <p>Awaiting confirmation from Lessees that they agree to the draft lease wording.</p> <p><i>5 Oct 2021 - 2:31 PM - Sarah Walsh</i></p> <p>Awaiting confirmation from Lessees that they agree to the draft lease wording.</p> <p><i>28 Oct 2021 - 2:33 PM - Sarah Walsh</i></p> <p>Awaiting confirmation from Lessees that they agree to the draft lease wording.</p> <p><i>23 Nov 2021 - 2:39 PM - Sarah Walsh</i></p> <p>Lessee has forwarded concerns with regard to costings and raised issues with connection of plumbing. Awaiting response from Asset Management with regard to plumbing connection issue.</p> <p><b>7 Dec 2021 - 9:47 AM - Sarah Walsh</b></p> <p>Requested copy of invoice for additional plumbing works from Lessee.</p>
		<b>Request for Closure of Public Access Way Between Walker Street and Adelaide Street, West Beach</b>	<b>Walker, Mathew</b>	
			Asset Management	<p><i>6 Jul 2021 - 3:29 PM - Jeanette Appleby</i></p> <p>Quote received for all fences to be upgraded to a higher level 2100mm to assist with limiting access from undesirables. Letters to be sent to all landowners advising of costs for each section of their property. JA 6/7/2021</p> <p><i>15 Sep 2021 - 3:05 PM - Mathew Walker</i></p> <p>Currently in the process of sending out letters to the four residents offering a contribution to increase their fences heights.</p> <p><b>11 Jan 2022 - 8:52 AM - Mathew Walker</b></p> <p>Owners have been written to with a proposal to increase the fence height between the laneway and their properties.</p>

Date	Item Number	Item	Responsible Officer	Notes
<b>25/05/2021</b>	<b>12.1.4</b>	<b>Land Transfer - Grass Patch Community Development Association</b>	<b>Ammon, Mel</b>	
	O0521-139	That Council <ol style="list-style-type: none"> <li>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.</li> <li>Delegate authority to the CEO and Shire President to execute the documents to allow the land transfer and;</li> <li>Request the CEO to begin seeking funding for a new Fire Shed for Southern Mallee Bush Fire Brigade.</li> </ol>	External Services	31 May 2021 - 4:07 PM - Mel Ammon Contacted ██████████ at Grass Patch Development Assoc to advise of outcome. Transfer of property to be arranged. <b>7 Jul 2021 - 9:58 AM - Erica Austen</b> Working with Trevor Ayres to begin this process.
<b>25/05/2021</b>	<b>12.2.2</b>	<b>Andrew &amp; Dempster Street Roundabout Review</b>	<b>Walker, Mathew</b>	
	O0521-141	That Council: <ol style="list-style-type: none"> <li>Note the information provided on the Andrew Street and Dempster Street Roundabout which includes the traffic movement study and formal assessment on traffic flow.</li> <li>Request the CEO to provide a report on the number of recorded accidents since commissioning, the severity and if anyone needed transferring to hospital, when the information becomes available.</li> <li>Request the Streetscape Advisory Committee to conduct community consultation on the Andrew Street &amp; Dempster Street Roundabout functionality and landscaping and provide recommendations to Council at the August Ordinary Council Meeting.</li> </ol>	Asset Management	15 Sep 2021 - 3:07 PM - Mathew Walker Council have been informed of the crash statistics for 2020, being 0 reported crashes. We will work with the Streetscape Advisory Committee on the landscaping when we can get a meeting. <b>11 Jan 2022 - 8:46 AM - Mathew Walker</b> Waiting to talk to the Streetscape Advisory Working Group
<b>25/05/2021</b>		<b>Motion - Verge Development - Witches Brew Drive Thru Coffee</b>	<b>Gleave, Dylan</b>	
	O0521-140	That Council: <ol style="list-style-type: none"> <li>Approve the standard stabilised gravel verge treatment as offered by the Shire to Witches Brew Drive Thru Coffee, Forrest Street, Esperance; and</li> <li>Request the Chief Executive Officer to consult with key stakeholders and surrounding businesses to investigate future verge development options in the broader Forest Street area and present the report to Council at the December Ordinary Council Meeting.</li> </ol>	Asset Management	10 Aug 2021 - 8:25 AM - Dylan Gleave Verge stabilisation works have been completed in front of Witches Brew Drive Thru Coffee. This site will continue to be monitored. Further verge development for the surround area will be investigated as part of future verge development in the area. <b>15 Sep 2021 - 3:10 PM - Mathew Walker</b> A draft concept of a long-term development is underway, stakeholder consultation will be undertaken after this.
<b>22/06/2021</b>	<b>12.3.1</b>	<b>Lease Request - Esperance Motor Raceway (Inc)</b>	<b>Walsh, Sarah</b>	

Date	Item Number	Item	Responsible Officer	Notes
	00621-143	<p>That Council, subject to Department of Lands' approval;</p> <ol style="list-style-type: none"> <li>1. Lease Lot 1974 on Deposited Plan 213992 and Lot 2103 on Deposited Plan 192680, Reserve 35037, to the Esperance Motor Raceway (Inc);</li> <li>2. Term of the lease to be 21 years;</li> <li>3. Charge a Surrender of Lease fee of \$178.20 Inc GST;</li> <li>4. Charge an annual Lease fee of \$110 Inc GST;</li> <li>5. Charge a Lease preparation fee of \$130 Inc GST; and</li> <li>6. All lease terms and conditions to be as per Council's standard Sporting and Community Group Lease.</li> </ol>	Corporate & Community Services	<p>29 Jun 2021 - 12:43 PM - Sarah Walsh Lessee notified of Council Resolution. Documentation to be drafted shortly.</p> <p>6 Jul 2021 - 11:46 AM - Sarah Walsh Draft documentation sent to Lessee for review. Awaiting response.</p> <p>28 Jul 2021 - 3:54 PM - Mary Bidstrup [REDACTED] let us know people have been away, lease document expected to be looked at in the near future</p> <p>4 Aug 2021 - 3:15 PM - Mary Bidstrup Awaiting Esperance Motor Raceway comment on draft lease.</p> <p>7 Sep 2021 - 12:09 PM - Sarah Walsh Awaiting confirmation from Lessee to proceed with draft document.</p> <p>10 Sep 2021 - 11:16 AM - Sarah Walsh Action reassigned to Walsh, Sarah by: Walsh, Sarah for the reason: Mary transferring to another department.</p> <p>5 Oct 2021 - 2:32 PM - Sarah Walsh Awaiting confirmation from Lessee that they agree to the draft lease wording.</p> <p>28 Oct 2021 - 2:34 PM - Sarah Walsh Awaiting confirmation from Lessee that they agree to the draft lease wording.</p> <p>6 Dec 2021 - 5:02 PM - Sarah Walsh Lessee advised they agree to the terms. Department of Lands approval has been received. Awaiting address and signatory information prior to sending for signing.</p> <p><b>15 Dec 2021 - 9:10 AM - Sarah Walsh</b> Documents posted to Lessee for signing.</p>
27/07/2021	12.1.4	<b>Surrender of Portion of Reserve 42360 and Dedication of Road</b>	<b>Hindley, Richard</b>	
	00721-105	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Agree to surrender its management order over a portion of Reserve 42360 being Lot 2105 on Plan 21055.</li> </ol>	External Services	<p>13 Sep 2021 - 4:13 PM - Richard Hindley Request sent to the Department of Planning, Lands and Heritage.</p> <p><b>3 Nov 2021 - 11:34 AM - Richard Hindley</b> Request with Case Management</p>

Date	Item Number	Item	Responsible Officer	Notes
		<ol style="list-style-type: none"> <li>2. Request the Minister of Lands to dedicate the surrendered portion of Reserve 42360 being Lot 2105 on Plan 21055 as a road and include with the Kingsmill Retreat road reserve.</li> <li>3. Advise the Minister of Lands that in accordance with Section 56 (4) of the <i>Land Administration Act 1997</i> that the Shire recognises that it is liable to indemnify the Minister against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.</li> <li>4. Advise the Minister of Lands that Kate and Leighton Dansey agree to indemnify the Shire of Esperance against any costs and claims that may arise as a result of the dedication.</li> </ol>		
<b>27/07/2021</b>	<b>12.3.4</b>	<b>Licence Request - Esperance Miniature Railway Society (Inc)</b>	<b>Walsh, Sarah</b>	
	O0721-112	<p>That Council, subject to Southern Ports Authority approval;</p> <ol style="list-style-type: none"> <li>1. Licence portion of Lot 1027 on Deposited Plan 31503, Reserve 28207, The Esplanade Esperance, to the Esperance Miniature Railway Society (Inc);</li> <li>2. Term of the licence to be from 1 August 2021 to 17 March 2026, with an option to extend for a further term of 10 years, subject to the Head Lease option being approved;</li> <li>3. Charge an annual Licence fee of \$110 Inc GST;</li> <li>4. Charge a Licence preparation fee of \$130 Inc GST; and</li> <li>5. All licence terms and conditions to be as per Council's standard Sporting and Community Group Licence.</li> </ol>	Corporate & Community Services	<p>28 Jul 2021 - 3:57 PM - Mary Bidstrup Notification of Council resolution has been sent out, drafting licence for comment.</p> <p>4 Aug 2021 - 3:16 PM - Mary Bidstrup Draft licence nearing completion, to be sent to Miniature Railway Society for comment once complete.</p> <p>7 Sep 2021 - 12:08 PM - Sarah Walsh Licensee advised they're happy with document. To be forwarded to Southern Ports Authority for approval shortly.</p> <p>10 Sep 2021 - 11:16 AM - Sarah Walsh Action reassigned to Walsh, Sarah by: Walsh, Sarah for the reason: Mary transferring to another department.</p> <p>5 Oct 2021 - 2:32 PM - Sarah Walsh Awaiting confirmation from Southern Ports Authority that they agree to the draft licence wording.</p> <p>28 Oct 2021 - 2:34 PM - Sarah Walsh Negotiating indemnity terms with Southern Ports Authority.</p> <p>23 Nov 2021 - 2:38 PM - Sarah Walsh Requested update from Southern Ports regarding indemnity clause wording.</p>

Date	Item Number	Item	Responsible Officer	Notes
				<p><b>6 Dec 2021 - 5:02 PM - Sarah Walsh</b> Awaiting response from Southern Ports regarding indemnity wording.</p>
<b>24/08/2021</b>	<b>12.1.2</b>	<b>Local Planning Scheme No. 24 - Amendment No. 7</b>	<b>Hindley, Richard</b>	
	O0821-130	<p>That Council in accordance with Regulation 50(3)(b) of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> support draft Amendment No. 7 with the proposed modifications to address issues raised in the submissions:</p>	External Services	<p>13 Sep 2021 - 3:55 PM - Richard Hindley Documentation sent to the WAPC 3 Nov 2021 - 11:33 AM - Richard Hindley Documentation being presented to Hon. Minister. <b>7 Dec 2021 - 9:36 AM - Richard Hindley</b> Modifications made to Documentation in response to WAPC request and forwarded back to the WAPC - Gazettal shortly.</p>
		<p>1. Amending the Scheme by inserting a new point iii) to SCA 11. (d) as follows:</p>		
		<p>'(iii) Suitable provision for an adequate onsite effluent disposal area is to be accommodated where development is not connected to a reticulated sewerage system. For on-site wastewater disposal systems to be approved, the site capability needs to be demonstrated to comply with the Government Sewerage Policy 2019, via a winter 'site-and-soil evaluation' (SSE) in accordance with Australian Standard 1547 (AS/NZS 1547).'</p>		
		<p>2. Amend the Scheme by inserting a new clause in Schedule 1 as follows:</p>		
		<p>'39. Mosquito Nuisance Notification.</p>		
		<p>(a) The mosquito nuisance area is defined as all land within 5km of the Lake Warden Wetland System as defined in the Lake Warden Wetland System (LWWS), Esperance Initial Environmental Impact Assessment by the then Department of Environment and Conservation 1 July 2008.</p>		
		<p>(b) At the subdivision stage the Western Australian Planning Commission may impose a condition requiring the subdivider to decide with the Commission for a notification in accordance with Section 165 of the <i>Planning and Development Act 2005</i> to be deposited which will inform lot owners and prospective purchasers of the potential mosquito risk.</p>		
		<p>(c) The local government will impose a condition on its development approval for any habitable building as defined in Clause 78A of the Deemed Provisions requiring a Section 70A notification under the <i>Transfer of Land Act 1893</i> stating" The subject land occasionally experiences considerable problems with nuisance and disease carrying mosquitoes. These mosquitoes are known carriers of Ross</p>		



Date	Item Number	Item	Responsible Officer	Notes										
<p>River (RRV) and Barmah Forest (BFV) viruses. Human cases of RRV and BFV diseases occur in some years in this general locality.”</p> <p>3. Amending Schedule 3 and the Scheme Map as depicted on the Scheme Amendment Map by adding an Additional Use with the following:</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Location</th> <th>Base Zone</th> <th>Additional Use(s)</th> <th>Development Standards/Conditions</th> </tr> </thead> <tbody> <tr> <td>A25</td> <td>Lots 1, 27-29, 41 - 44 and 63 Shark Lake Road, Monjingup</td> <td>Rural Smallholdings</td> <td>                     As a 'D' use:  <input type="checkbox"/> Grouped dwelling                       As an 'A' use:  <input type="checkbox"/> Workforce accommodation                 </td> <td>The local government may grant approval for a grouped dwelling so that the total number of dwellings (excluding and ancillary dwelling) does not exceed two.</td> </tr> </tbody> </table>					No.	Location	Base Zone	Additional Use(s)	Development Standards/Conditions	A25	Lots 1, 27-29, 41 - 44 and 63 Shark Lake Road, Monjingup	Rural Smallholdings	As a 'D' use: <input type="checkbox"/> Grouped dwelling  As an 'A' use: <input type="checkbox"/> Workforce accommodation	The local government may grant approval for a grouped dwelling so that the total number of dwellings (excluding and ancillary dwelling) does not exceed two.
No.	Location	Base Zone	Additional Use(s)	Development Standards/Conditions										
A25	Lots 1, 27-29, 41 - 44 and 63 Shark Lake Road, Monjingup	Rural Smallholdings	As a 'D' use: <input type="checkbox"/> Grouped dwelling  As an 'A' use: <input type="checkbox"/> Workforce accommodation	The local government may grant approval for a grouped dwelling so that the total number of dwellings (excluding and ancillary dwelling) does not exceed two.										
<b>24/08/2021</b>	<b>17.1</b>	<b>Outstanding Rates - Take possession of land on Assessments 47712 &amp; 47720</b>	<b>Hourn, Tania</b>											
	O0821-147	That Council; 1. Resolves to exercise its power under Section 6.64 of the Local Government Act 1995 (WA) over Lots 7, 8 & 25 Coolgardie – Esperance Highway Grass Patch and take possession of the land with the intent to sell, as rates remain unpaid for a period of over 3 years. 2. Appoints Cloud Payment Group to act on behalf of the Shire to take Possession of the land. 3. Delegate the proceedings of sale to the CEO.	Corporate & Community Services	30 Aug 2021 - 10:33 AM - Tania Hourn Have notified Cloud Payment Group of Resolution and requested Forms 2,3 & 4. 11 Nov 2021 - 8:01 AM - Tania Hourn Forms 2 & 4 have been executed, and Form's 3 have affixed to the properties. Contact was made by [REDACTED] he was unaware that the LGA Sale process had begun. Advised he contact Jones Partners (Administrators). 2 Dec 2021 - 11:48 AM - Tania Hourn Preparation for Auction is scheduled for 18/1/2022. <b>5 Jan 2022 - 9:24 AM - Tania Hourn</b> Will start preparation for auction on 18/1/2022. Target is to schedule auction for March 2022.										
<b>28/09/2021</b>	<b>17.1</b>	<b>Compliance Matter - Assessment No. 77651</b>	<b>Hindley, Richard</b>											
	O0921-174	That Council:	External Services	4 Oct 2021 - 10:59 AM - Richard Hindley Directions Notice being drafted.										

Date	Item Number	Item	Responsible Officer	Notes
		<ol style="list-style-type: none"> <li>1. Note the actions undertaken to date by the administration to date in addressing the non-compliance;</li> <li>2. Authorise the Chief Executive Officer to serve a Direction Notice under sections 214(2) and 214(3) of the Planning and Development Act 2005, to require the occupier to:               <ol style="list-style-type: none"> <li>a. Cease the unauthorised development effective immediately; and</li> <li>b. Remove the unauthorised development and restore the land within sixty (60) days; or in the alternative</li> <li>c. Relocate the development to the approved locations as per DA10.2020.4559.1</li> </ol> </li> <li>3. Request officers prepare a briefing for the incoming Council on current compliance practises to guide the future development of a Compliance Enforcement Policy for the Shire.</li> </ol>		<p>12 Oct 2021 - 8:37 AM - Holly Phillips Compliance Notice was issued 6/10/21. Item will be referred back to Council for consideration if the Notice is not adhered to.</p> <p><b>7 Dec 2021 - 9:37 AM - Richard Hindley</b> Direction Notice Appealed to SAT. Mediation Hearing proposed on the 17 January 2022</p>
		<b>MOTION - Weed Eradication Alternatives</b>	<b>Gleave, Dylan</b>	
			Asset Management	<p>12 Oct 2021 - 8:43 AM - Sofie Hawke 1. Direct the CEO to require staff to investigate the use of modern steam technology or other alternatives for weed eradication with the intended aim of replacing the use of glyphosate; and 2. Direct the CEO to report to Council at the February OCM on the efficacy, safety, costs and other related matters pertaining to the steam technology and other alternatives with a recommendation to Council.</p> <p>4 Nov 2021 - 11:27 AM - Shane Burge Action reassigned to Gleave, Dylan by: Burge, Shane for the reason: Parks and Environment to investigate and report back to Council</p> <p><b>7 Jan 2022 - 9:44 AM - Dylan Gleave</b> Parks and Reserves staff have commenced the investigation with a report to be compiled for council.</p>
26/10/2021	12.3.3	Lease - Regional Express Pty Ltd - Airport Check-in Desk and Office	Walsh, Sarah	
	O1021-176	<p>That Council;</p> <ol style="list-style-type: none"> <li>1. Enter into a lease with Regional Express Pty Ltd for a portion of the Esperance Airport Terminal Building, Lot 15 Coolgardie-Esperance Highway Gibson, with an expiry date of 30 June 2023;</li> </ol>	Corporate & Community Services	<p>3 Nov 2021 - 11:58 AM - Sarah Walsh Notified Lessee of Council Resolution and arranged for this to be advertised. Draft lease has been sent to the Lessee for review.</p> <p>23 Nov 2021 - 2:37 PM - Sarah Walsh</p>

Date	Item Number	Item	Responsible Officer	Notes
		<ol style="list-style-type: none"> <li>2. Charge an annual lease fee of \$5,335.00 Inc GST, subject to annual CPI increases, and consider the valuation obtained in November 2015 to be a true indication of the current market rental rate;</li> <li>3. Charge a lease preparation fee of \$575 Inc GST; and</li> <li>4. Advertise the disposition in accordance with s3.58 of the <i>Local Government Act 1995</i> for Disposing of Property.</li> </ol>		<p>Advertising period has ended with no submissions. Advised Lessee and requested confirmation of draft document.</p> <p><b>6 Dec 2021 - 5:01 PM - Sarah Walsh</b> Reviewing changes to lease terms proposed by Lessee.</p>
23/11/2021	12.1.1	<b>Proposed Naming of Reserve 41097 (Duke of Orleans Bay Regional Park)</b>	<b>Hindley, Richard</b>	
	O1121-187	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Accept the proposal to formally name Reserve 41097 as Tjaltjraak Boodja Park;</li> <li>2. Request Landgate to support the application of the proposed name to the Reserve; and</li> <li>3. Subject to approval, install signage to reflect the name of Tjaltjraak Boodja Park.</li> </ol>	External Services	<p><b>7 Dec 2021 - 9:39 AM - Richard Hindley</b> Community consultation currently underway - Submissions close 25 February 2022.</p> <p><b>12 Jan 2022 - 2:39 PM - Holly Phillips</b> Public Consultation is currently underway. Submissions close 25<sup>th</sup> Feb 2022. Council to consider the matter at March OCM.</p>
23/11/2021	12.2.1	<b>Proposed Road Dedication - Intersection of Burnside Road and Swann Road</b>	<b>Appleby, Jeanette</b>	
	O1121-196	<p>That Council;</p> <ol style="list-style-type: none"> <li>1. Support the dedication of a portion of Lot 370 on Plan 202821 and a portion of Lot 371 on Plan 202821 as a road reserve.</li> <li>2. Request the Minister of Lands to dedicate: <ol style="list-style-type: none"> <li>a. The 6772.9m<sup>2</sup> portion of land being portion of Lot 370 on Plan 202821 as a road reserve;</li> <li>b. The 2654.7m<sup>2</sup> portion of land being portion of Lot 371 on Plan 202821 as a road reserve; and</li> </ol> </li> <li>3. Advise the Minister of Lands that in accordance with Section 56 (4) of the Land Administration Act 1997 the Shire recognises that it is liable to indemnify the Minister against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.</li> </ol>	Asset Management	
23/11/2021	12.2.3	<b>Proposed Road Dedication - Intersection of Fagan Road and Quast Road</b>	<b>Appleby, Jeanette</b>	
	O1121-198	That Council;	Asset Management	

Date	Item Number	Item	Responsible Officer	Notes
		<ol style="list-style-type: none"> <li>1. Support the dedication of a portion of Lot 1002 on Plan 203623 as road reserve;</li> <li>2. Request the Minister of Lands to dedicate the 5869.6m<sup>2</sup> portion of land being portion of Lot 1002 on Plan 203623 as road reserve; and</li> <li>3. Advise the Minister of Lands that in accordance with Section 56 (4) of the <i>Land Administration Act 1997</i> that the Shire recognises that it is liable to indemnify the Minister against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.</li> </ol>		
23/11/2021	12.2.4	<b>Lot 12 Kirwan Road - Trees</b>	<b>Walker, Mathew</b>	
	O1121-199	That Council request the Chief Executive Officer to issue a Public Tender for the disposal of blue gum trees on Lot 12 Kirwan Road Merivale.	Asset Management	<b>11 Jan 2022 - 8:47 AM - Mathew Walker</b> Tender for disposal to be released shortly
23/11/2021	12.2.5	<b>Proposed Land Swap and Road Dedication - Telegraph Road Monjingup</b>	<b>Appleby, Jeanette</b>	
	O1121-200	<p>That Council;</p> <ol style="list-style-type: none"> <li>1. Support the land swap including the dedication of a 16,698.10m<sup>2</sup> portion land being excised from Lot 11 on Diagram 88232 CT 2023/944 for road reserve, and the inclusion of 18,055.81m<sup>2</sup> portion of Road – ID 111 into freehold land being Lot 11 on Diagram 88232 CT 2023/944;</li> <li>2. Request the Minister of Lands agree to a land swap of a 16,698.10m<sup>2</sup> portion of land from private ownership being Lot 11 on Plan 202821 and dedication as a road reserve under Section 56 (1) (a) of the <i>land Administration Act 1997</i> and the inclusion of 18,055.81m<sup>2</sup> portion of Road – ID 111 into freehold land being Lot 11 on Diagram 88232 CT 2023/944; and</li> <li>3. Advise the Minister of Lands that in accordance with Section 56 (4) of the <i>Land Administration Act 1997</i> the Shire recognises that it is liable to indemnify the Minister against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.</li> </ol>	Asset Management	
23/11/2021	12.3.4	<b>Self-Supporting Loan - Esperance Bay Yacht Club</b>	<b>O'Callaghan, Beth</b>	

Date	Item Number	Item	Responsible Officer	Notes																									
	O1121-204	That Council: <ol style="list-style-type: none"> <li>Provide a self-supporting loan of \$750,000 to Esperance Bay Yacht Club for a term of 15 years for the purpose of their marina upgrade</li> <li>Secure personal guarantors from the Esperance Bay Yacht Club for the self-supporting loan.</li> </ol>	Corporate & Community Services	<i>10 Jan 2022 - 10:08 AM - Beth O'Callaghan</i> Loan documents between the Shire and Club have been completed and signed. Drawdown of loan will be occurring in January 2022. <b>10 Jan 2022 - 10:09 AM - Beth O'Callaghan</b> Finalised																									
<b>23/11/2021</b>	<b>12.3.7</b>	<b>James Street Cultural Precinct Development Plan</b>	<b>Ayers, Trevor</b>																										
	O1121-207	That Council; <ol style="list-style-type: none"> <li>Receive the James Street Cultural Precinct Development Plan (October 2021).</li> <li>Request the Chief Executive Officer to advertise the James Street Cultural Development Precinct Development Plan (October 2021) for public submissions for a period of 6 weeks.</li> </ol>	Corporate & Community Services	<b>14 Dec 2021 - 10:58 AM - Trevor Ayers</b> Advertising has commenced, final date for submissions is 14 January 2022																									
<b>23/11/2021</b>	<b>12.3.8</b>	<b>Potential Tourism/Workers Accommodation Study</b>	<b>Ayers, Trevor</b>																										
	O1121-208	That Council; <ol style="list-style-type: none"> <li>That Council endorse an application to the Goldfields Esperance Development Commission to collaboratively fund a study on affordable worker and tourism accommodation in Esperance, focusing on the gaps and a feasibility analysis; and</li> <li>Amend the municipal budget as follows to enable this:</li> </ol> <table border="1" data-bbox="544 954 1305 1166"> <thead> <tr> <th>Description</th> <th></th> <th>Budget Figure</th> <th>Amended Figure</th> <th>Variation</th> </tr> </thead> <tbody> <tr> <td>New W/O in Economic &amp; Business Development</td> <td>01-4170-370</td> <td>0</td> <td>40,000</td> <td>40,000</td> </tr> <tr> <td>Community &amp; Economic Development – Grants Income</td> <td>01-4170-115</td> <td>(25,000)</td> <td>(45,000)</td> <td>(20,000)</td> </tr> <tr> <td>Priority Projects Reserve</td> <td></td> <td>757,227</td> <td>737,257</td> <td>(20,000)</td> </tr> <tr> <td>Net result</td> <td></td> <td></td> <td></td> <td>0</td> </tr> </tbody> </table>	Description		Budget Figure	Amended Figure	Variation	New W/O in Economic & Business Development	01-4170-370	0	40,000	40,000	Community & Economic Development – Grants Income	01-4170-115	(25,000)	(45,000)	(20,000)	Priority Projects Reserve		757,227	737,257	(20,000)	Net result				0	Corporate & Community Services	<b>11 Jan 2022 - 8:21 AM - Trevor Ayers</b> The final grant agreement and scope documents are being negotiated with the GEDC to enable the study to commence.
Description		Budget Figure	Amended Figure	Variation																									
New W/O in Economic & Business Development	01-4170-370	0	40,000	40,000																									
Community & Economic Development – Grants Income	01-4170-115	(25,000)	(45,000)	(20,000)																									
Priority Projects Reserve		757,227	737,257	(20,000)																									
Net result				0																									
<b>21/12/2021</b>	<b>12.2.1</b>	<b>Disposal of Toyota Coaster</b>	<b>Walker, Mathew</b>																										
	O1221-221	Council Resolution That Council dispose of the Toyota Coaster Bus to Esperance Education Support Centre, as per the offer of \$66,000 Inc GST, via a Public Notice as per section 3.58(3)(a) of the Local Government Act 1995.	Asset Management	<b>11 Jan 2022 - 8:47 AM - Mathew Walker</b> Public advertising to be undertaken shortly																									
<b>21/12/2021</b>	<b>12.3.3</b>	<b>Lease Renewal Request - Fly Esperance Pty Ltd - Airport Car Hire Desk 3</b>	<b>Walsh, Sarah</b>																										

Date	Item Number	Item	Responsible Officer	Notes
	O1221-224	<p>That Council;</p> <ol style="list-style-type: none"> <li>1. Enter into a Lease for the portion of Esperance Airport Terminal building, Lot 15 Coolgardie-Esperance Highway Gibson, known as Car Hire Desk 3 to Fly Esperance Pty Ltd;</li> <li>2. The term of the lease being 12 months;</li> <li>3. Lease rental being \$1,457.57 Inc GST and that Council consider the valuation obtained in November 2015 to be a true indication of the current market rental rate;</li> <li>4. Lease preparation fee of \$575 Inc GST being payable;</li> <li>5. Landing fees being charged as per the Shire Schedule of Fees and Charges, with practice approach charges waived for training aircraft;</li> <li>6. Hire fees for use of the meeting room being charged as per the Shire Schedule of Fees and Charges;</li> <li>7. Aircraft parking fees being \$722.02 Inc GST per annum, per aircraft;</li> <li>8. Terminal service fees being waived for scenic flight passengers; and</li> <li>9. The disposition being advertised in accordance with Section 3.58 of the <i>Local Government Act 1995</i> for Disposal of Property.</li> </ol>	Corporate & Community Services	<p><b>23 Dec 2021 - 12:11 PM - Sarah Walsh</b> Notified Lessee of Council Resolution. Advertising arranged for 7/01/2022.</p>
<b>21/12/2021</b>	<b>12.4.1</b>	<b>Public Transport Trial</b>	<b>Burge, Shane</b>	
	O1221-230	<p>That Council</p> <ol style="list-style-type: none"> <li>1. Request the Public Transport Authority conduct a 12-month trial public town bus service.</li> <li>2. Commit up to \$60,000 as a 50/50 co-contribution to the trial.</li> <li>3. Request the CEO bring a proposed Memorandum of Understanding back to Council for endorsement prior to the commencement of the trial.</li> <li>4. Fund the \$60,000 from the Priority Projects Reserve.</li> </ol>	Executive Services	<p><b>23 Dec 2021 - 2:05 PM - Shane Burge</b> Notified PTA on decision of Council. Project kick off in mid-January with meeting</p>

### **13. REPORTS OF COMMITTEES**

#### **Item: 13.1**

#### **Minutes of Committees**

<b>Author/s</b>	Emily Hegney	Executive Assistant
<b>Authorisator/s</b>	Shane Burge	Chief Executive Officer

**File Ref: D22/251**

#### **Attachments**

- A⇒. Greater Sports Ground Redevelopment Committee - 23 September 2021 - *Under Separate Cover*
- B⇒. Esperance Roadwise Committee - 21 June 2021 - *Under Separate Cover*
- C⇒. Museum Management Reference Group - 31 May 2021 - *Under Separate Cover*
- D⇒. Local Recovery Committee - 17 November 2020 - *Under Separate Cover*
- E⇒. Reconciliation Action Plan Working Group - 19 October 2020 - *Under Separate Cover*
- F⇒. Streetscape Advisory Committee - 14 October 2020 - *Under Separate Cover*
- G⇒. CEO Recruitment Committee - 21 September 2020 - *Under Separate Cover*
- H⇒. Community Support Sub Committee - 10 September 2020 - *Under Separate Cover*
- I⇒. Esperance Twin Towns Committee - 27 July 2020 - *Under Separate Cover*
- J⇒. Economic Sub Recovery Committee - 19 May 2020 - *Under Separate Cover*
- K⇒. Esperance Visitor Centre Management Committee - 19 December 2018 - *Under Separate Cover*
- L⇒. Scaddan Restoration Reference Group - 27 June 2018 - *Under Separate Cover*
- M⇒. Youth Advisory Council - 26 March 2018 - *Under Separate Cover*
- N⇒. New Landfill Community Reference Group - 2 October 2017 - *Under Separate Cover*

**RECOMMENDATION AND DECISION**

**13.1 Minutes of Committees**

**Moved: Cr Flanagan**

**Seconded: Cr de Haas**

**O0122-017**

**Council Resolution**

**That Council confirm the following most recent minutes of committees which have been disbanded or converted to Working Groups:**

- 1. Greater Sports Ground Redevelopment Committee - 23 September 2021**
- 2. Esperance Roadwise Committee - 21 June 2021**
- 3. Museum Management Reference Group - 31 May 2021**
- 4. Local Recovery Committee - 17 November 2020**
- 5. Reconciliation Action Plan Working Group - 19 October 2020**
- 6. Streetscape Advisory Committee - 14 October 2020**
- 7. CEO Recruitment Committee - 21 September 2020**
- 8. Community Support Sub Committee - 10 September 2020**
- 9. Esperance Twin Towns Committee - 27 July 2020**
- 10. Economic Sub Recovery Committee - 19 May 2020**
- 11. Esperance Visitor Centre Management Committee - 19 December 2018**
- 12. Scaddan Restoration Reference Group - 27 June 2018**
- 13. Youth Advisory Council - 26 March 2018**
- 14. New Landfill Community Reference Group - 2 October 2017**

**CARRIED  
F8 - A0**



**14. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**

**MOTION**

**Moved: Cr McMullen**

**Seconded: Cr de Haas**

**00122-018**

**That Council:**

- 1. Request the CEO to refurbish the existing town Christmas tree, restoring it back to its original condition. CEO to provide an update to Council on the progress/completion of this project at the May OCM.**
- 2. Request the CEO investigate options to illuminate the Norfolk Pine tree in the Post Office square, with a report provided to Council at the May OCM**
- 3. Request the CEO to do a full audit and testing of all Christmas street lighting to ensure all lights are fully functional for Christmas 2022. This is to include, ensuring that power provisions from Horizon Power street poles are adequate. CEO to provide a report to Council on this at the May OCM.**

**CARRIED  
F8 - A0**

Rationale: Our towns festive Christmas lighting has been deteriorating and/or failing over the previous years and is in dire need of replacement or full refurbishment.

**15. MEMBERS QUESTIONS WITH OR WITHOUT NOTICE**

Nil

**16. URGENT BUSINESS APPROVED BY DECISION**

**MOTION**

**Moved: Cr Chambers**

**Seconded: Cr Obourne**

**00122-019**

**That Council accept the following late items:**

- 16.1 Beach Wheelchair Grant**
- 17.2 0419-21 Supply, Deliver and Spraying of Bituminous Products**

**CARRIED  
F8 - A0**

## **16. URGENT BUSINESS APPROVED BY DECISION**

### **Item: 16.1**

#### **Beach Wheelchair Grant**

<b>Author/s</b>	Mel Ammon	Manager Community Support
<b>Authorisator/s</b>	Mathew Walker	Director Asset Management

**File Ref: D22/2156**

#### **Applicant**

Asset Management

#### **Location/Address**

Town Beach

#### **Executive Summary**

For Council to consider accepting funding and a budget amendment for a beach wheelchair, beach matting and a storage shed.

#### **Recommendation in Brief**

That Council:

1. Accept funding from Dept of Communities for an All-terrain Wheelchair Access for National Parks and Beaches Grant to assist with the purchase and installation of a beach wheelchair, accessible beach matting and a storage facility for the Town Beach; and
2. Approve a budget amendment.

#### **Background**

During the consultation phase of the James St Beach Enclosure and Lap Pontoon, feedback from the Disability Access and Inclusion Workgroup suggested increasing the accessibility to the beach and infrastructure through the inclusion of a beach wheelchair, accessibly matting and a storage facility.

In November, we were made aware of a funding opportunity through the Department of Communities All-terrain Wheelchair Access for National Parks and Beaches Program. The funding provided up to \$10,000 to provide accessible National Parks and Beach Infrastructure.

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

Acting on the information and feedback received from the Disability Access and Inclusion Work Group, the All-terrain Wheelchair Access for National Parks and Beaches funding provided an opportunity to act on the Workgroups recommendations.

With ramp access to the beach, accessible toilets and showers, an all abilities playground and the new enclosure, the Town Beach is inclusive and accessible for a majority of the community, accessible for all to enjoy. This new equipment will further assist to enhance the area from an accessibility perspective.

The project put forward was to provide:

- A new beach wheel chair
- New beach matting down to the water
- A new storage locker to store the beach wheel chair at James Street

The budget estimate for the project is \$32,000. The Shire was successful in receiving a grant for \$10,000 towards this project. It is proposed to fund the rest of the project from savings in the Beach Cleaning budget, as this has not started as the machine is currently being built, it is anticipated to arrive in February 2022.

### Consultation

Disability Access and Inclusion Workgroup

### Financial Implications

The financial implications arising from this report are detailed in the table below:

Description		Budget Figure	Amended Figure	Variation
All-terrain Wheelchair Access Grant	New	0	(10,000)	(10,000)
James Street Beach Inclusive Access	WNew	0	32,000	32,000
James Street Beach Cleaning	W3909	57,000	35,000	(22,000)
<b>Net result</b>				Nil

### Asset Management Implications

The Asset Management implications are detailed below

	Capital	Annual	Comments
Capital	32,000		
Interest (economic cost)		440	2% pa on Shire contribution
Depreciation (ongoing costs)		2,200	Over 10 years
Maintenance (ongoing cost)		1,600	5%
		4,240	Per year

### Statutory Implications

Section 6.8 Local Government Act 1995.

### Policy Implications

Nil

### Strategic Implications

Strategic Community Plan 2017 - 2027

*Community Connection*

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

Provide services, facilities and information that are inclusive and accessible

Corporate Business Plan 2021/22 – 2024/25

C1.2 Implement the Disability, Access and Inclusion Plan across the Shire

Disability Access and Inclusion Plan 2020 - 2025

C2 People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Esperance

C2.1 Ensure where appropriate and practical, that all new or re-development works provide access to people with disability

### Environmental Considerations

Nil

### Attachments

Nil

**RECOMMENDATION AND DECISION**

**16.1 Beach Wheelchair Grant**

**Moved: Cr Obourne**

**Seconded: Cr Horan**

**O0122-020**

**Council Resolution**

**That Council:**

- 1. Accept funding from Dept of Communities for an All-terrain Wheelchair Access for National Parks and Beaches Grant to assist with the purchase and installation of a beach wheelchair, accessible beach matting and a storage facility for the Town Beach; and**
- 2. Approve a budget amendment as per the below table:**

<b>Description</b>		<b>Budget Figure</b>	<b>Amended Figure</b>	<b>Variation</b>
<b>All-terrain Wheelchair Access Grant</b>	<b>New</b>	<b>0</b>	<b>(10,000)</b>	<b>(10,000)</b>
<b>James Street Beach Inclusive Access</b>	<b>WNew</b>	<b>0</b>	<b>32,000</b>	<b>32,000</b>
<b>James Street Beach Cleaning</b>	<b>W3909</b>	<b>57,000</b>	<b>35,000</b>	<b>(22,000)</b>
<b>Net result</b>				<b>Nil</b>

**CARRIED  
F8 - A0**

**18. PUBLIC QUESTION TIME**

**1. Dr K Nieukerke – Staff Vacancies**

Dr Nieukerke asked about staff vacancies listed in our Quarterly Performance Report and the Workforce Plan mentioned in our Annual Report. Is the Workforce Plan which is mentioned ready and available for the public to view.

*Mr Burge responded that we do have a Workforce Plan and it is due for review in the near future. It has not been available to public previously however Council could decide to make it publicly available.*

Dr Nieukerke asked if some of the vacancies due to the Vaccine Mandate.

*Mr Burge responded that he does not believe they are.*

*Cr Mickel additionally advised that we are working within State Government mandates and that the Shire staff are working very hard to continue to deliver all services to the community.*

## **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.

#### **Moving behind closed doors**

**Moved:** Cr O'Donnell  
**Seconded:** Cr Obourne

**00122-021**

**That the meeting proceed behind closed doors in accordance with section 5.23(2) of the Local Government Act 1995, to consider the following items, which are considered confidential for the reasons indicated.**

#### **17.1 Lease Surrender Request - Lisa Boardman - Jetty Site 2**

*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)).*

#### **17.2 0419-21 Supply, Deliver and Spraying of Bituminous Products**

*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)).*

**CARRIED  
F8 - A0**

Mrs Saunders, Ms Smith and all remaining members of the public left the Chambers at 5:25pm and did not return.

**The Presiding Member read aloud the following Resolution;**

#### **17.1 Lease Surrender Request - Lisa Boardman - Jetty Site 2**

**Moved:** Cr O'Donnell  
**Seconded:** Cr de Haas

**00122-022**

#### **Council Resolution**

**That Council surrender the lease over Jetty headland Site 2 with Lisa Boardman, subject to;**

- 1. Department of Lands Approval;**
- 2. Lease surrender fee of \$220 Inc GST being payable;**
- 3. The Lessee being responsible for any outstanding rent and electricity usage costs;**
- 4. The site being advertised for expressions of interest; and**
- 5. The vacant Jetty Headland Site being made available to traders holding a valid Mobile Food Vendor Permit until such time as permanent tenants are appointed.**

**CARRIED  
F8 - A0**

Council note that Cr Chambers foreshadowed a motion.

**MOTION**

**Moved: Cr Chambers**  
**Seconded: Cr Obourne**

**O0122-023**

**That Council request the CEO to prepare a report for Council before the May 2022 OCM for the cost and feasibility of the Shire locating a food/beverage pod on Jetty Headland Site 2 as an alternative to a vacant site.**

**CARRIED**  
**F8 - A0**

Rationale: Council wish to know the cost of building a food/beverage pod on the vacant site to lease on short term basis to various operators. This will also test the community appetite for varied food and beverage options at the Jetty sites.

**17.2 0419-21 Supply, Deliver and Spraying of Bituminous Products**

**Moved: Cr Obourne**  
**Seconded: Cr Flanagan**

**O0122-024**

**Council Resolution**

**That Council awards Request for Quote 0419-21 Supply, Deliver and Spraying of Bituminous Products to Bitutek Pty Ltd as per the schedule of rates, for an initial period until the 30 June 2023, with a twenty four month option to extend subject to satisfactory performance.**

**CARRIED**  
**F8 - A0**

**Coming from behind closed doors**

**Moved: Cr Chambers**  
**Seconded: Cr McMullen**

**O0122-025**

**That the meeting come from behind closed doors.**

**CARRIED**  
**F8 - A0**

**19. CLOSURE**

The President declared the meeting closed at 5:45pm.

**These Minutes were confirmed at a meeting held on \_\_\_\_\_**

**Signed \_\_\_\_\_**

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

**Dated \_\_\_\_\_**