



MINUTES OF ORDINARY COUNCIL MEETING HELD ON 20 SEPTEMBER 2005

I hereby certify that the Minutes of the Ordinary Meeting of Council held on 20 September 2005 are a true and accurate record of the proceedings contained therein.

President Confirmed

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 6.04pm and welcomed visitors to the Meeting.

2. RECORD OF ATTENDANCE / APOLOGIES (PREVIOUSLY APPROVED)

Michelle Pucci	Shire President
Bill Barnes	Deputy Shire President
John Buchanan	Councillor
Keith Wright	Councillor
Julee Nelson	Councillor
Jane Parker	Councillor
Maxine Middap	Councillor
George Hamilton	Councillor
Mr Peter Stubbs	Chief Executive Officer
Mr Matthew Scott	Executive Manager Corporate and Community Service
Mr Steven Chadwick	Executive Manager Engineering and Development Services
Mrs Bev Ozanne	Administration Officer – Council Services

Apologies

Cr R Devenish-Meares

Gallery

12 members of the public attended the gallery during the course of the evening.

3. DECLARATION OF:

• **Financial Interest**

Cr K Wright declared a Financial Interest in Item 12.1.5, Road Closure of Bushcamp; as he is the Director of the company that owns adjoining property.

Cr M Middap declared a Financial Interest in Item 16.1, Sale of Airport blocks; as she is involved in operating a Air Charter Business.

Chief Executive Officer, Mr P Stubbs declared an Financial Interest in Item 12.1.9; Vehicle Tenders T01 05/06; as a Vehicle is part of his salary package.

- **Members Impartiality Interest**

Cr M Pucci declared an Impartiality Interest in Item 12.3.3, Nomination for Kimberley Development Commission; on the grounds that she has been nominated for Kimberley Development Commission

Cr B Barnes declared an Impartiality Interest in Item 12.2.7, Transfer of Lease from Barra Bar at East Kimberley Regional Airport Terminal Building.

Cr B Barnes declared an Impartiality Interest in Item 12.2.9, Nomad Photographics.

Cr B Barnes declared an Impartiality Interest in Item 16.2, Lot 313 Dusty Rankin Drive.

Cr K Wright declared an Impartiality Interest in Item 12.2.3, Kununurra Historical Society; as he is the President of Kununurra Historical Society

Cr G Hamilton declared an Impartiality Interest in Item 12.2.4, Waringarri Aboriginal Corporation as he is currently employed by Waringarri Aboriginal Corp

Cr G Hamilton declared an Impartiality Interest in Item 12.2.5, Ngnowar-Aerwah Aboriginal Corporation as he is currently employed by Waringarri Aboriginal Corp

- **Proximity Interest**

Cr J Nelson declared a Proximity Interest in Item 12.2.4, Waringarri Aboriginal Corporation; as she is employed by Kimberley Community Legal Service

Cr J Nelson declared a Proximity Interest in Item 12.2.5, Ngnowar –Aerwah as she is employed by Kimberley Community Legal Service

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

A Member of the Public asked if there could be copies of Late Items made available.

Copies of late items were made available.

6. APPLICATIONS FOR LEAVE OF ABSENCE

(MINUTE NO 7240)

MINUTE NO 7240

Moved: Cr K Wright

Second: Cr J Buchanan

Cr Julee Nelson be granted Leave of Absence from the Ordinary Council Meeting 18th October 2005

CARRIED UNANIMOUSLY 8-0

7. PETITIONS

Nil

8. CONFIRMATION OF MINUTES

**8.1 CONFIRMATION OF MINUTES FOR ORDINARY MEETING HELD ON THE
18 AUGUST 2005 (MINUTE NO 7241)**

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 18 August 2005 be confirmed as a true record of proceedings

MINUTE NO 7241

Moved: Cr K Wright

Second: Cr B Barnes

That the Minutes of the Ordinary Meeting of Council held on 18 August 2005 be confirmed as a true record of proceedings, subject to the following changes:

Minute 7218

Needs to state that Cr K Wright left the room and the votes need to be recorded 7-0, not 8-0.

Minute 7220

Cr B Barnes was out of the room, voting should be 7-0, not 8-0.

Minute 7211

The word 'Not' should be 'No Objection'

Original vote and Shire President to cast vote. Foreshadow motion has been recorded after.

CARRIED UNANIMOUSLY 8-0

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Shire President welcomed the new Chief Executive Officer, Mr P Stubbs to Shire of Wyndham East Kimberley and to the Council Meeting.

Email from Kimberley Specialist to Cr M Pucci

"Hello Michele,

We would like to take this opportunity to extend, through the Shire council, a very big thanks from the Community Volunteer Toad Busting Team to Acting Chief Executive Officer, Mr Matthew Scott and his administration team. Their support and assistance in helping this community set in place the toad busting strategy has been most appreciated. Matthew has committed shire input in the form of equipment as needed and in ensuring that his staff are made aware and encouraged to participate in the volunteer toad busting strategies. The Shire's commitment in helping this community to stop the cane toad from entering the Kimberley was also expressed in the considerable in-kind and financial support provided during the Community Cane Toad Forum held in March this year. The Council support of the Shire staff in this fight is critical and welcome.

IF EVERYONE WAS A TOAD BUSTER

THE TOADS WOULD BE BUSTED

Become a participant in the fight against the Cane Toad!"

Cheers

Lee Scott – Virtue and Sarah Brett

Councillors, as you know Council's Audit Committee meeting was held this afternoon, as it now does monthly before Council meetings. The major topic of discussion was an Australian Taxation Office correction related to PAYG tax payments dating back to 2000/2001 year. Council will need to repay a total of \$89,953.00 to the ATO. The Audit Committee has requested Council's management to identify options to accommodate this in the scheduled October Budget Review. Council will need to adopt addition the ATO has advised that a \$44,000 interest payment on this outstanding amount may be required. Management have advised the Audit Committee that they believe this maybe negotiated out, given the ATO's contributing role in this issue. Full details will be available in the Audit committee minutes.

10. DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Plaque received from Department of Planning and Infrastructure in appreciation of Shire of Wyndham East Kimberley "leading an inclusive and consultative approach with major stakeholders in the management of the Ord River.

11. MINUTES OF COUNCIL COMMITTEE MEETINGS

Nil

12. REPORTS

12.1. ENGINEERING & DEVELOPMENT SERVICES

12.1.1 Monthly Engineering and Development Service Report(MINUTE NO 7242)

DATE:	20/09/2005
PROPONENT:	N/A
LOCATION:	N/A
ATLAS REFERENCE:	N/A
AUTHOR:	Engineering and Development Services Team
REPORTING OFFICER:	Steven Chadwick, Executive Manager Engineering and Development Services
FILE NO:	60.14.04
ASSESSMENT NO:	N/A

PURPOSE

For Council information.

BACKGROUND

Engineering and Development Services Monthly Report for Council.

STATUTORY IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

As part of the strategic plan.

Key Result Area 5 - Governance Goal 1 - Strategic Leadership:

Strategy 4 - Produce succinct monthly reports that graphically indicate key data for financial, human resource, risk and operational management.

COMMUNITY CONSULTATION

Nil

COMMENT

That Council acknowledge the attached reports.

ATTACHMENTS

- Building Surveyors Report – August 2005
- Aboriginal & Environmental Health – August 2005
- Manager Technical Services Report – August 2005
- Town Planner – August 2005
- Ranger's Report – August 2005

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council receive the Engineering and Development Services reports for August 2005.

MINUTE NO 7242

Moved: Cr B Barnes

Second: Cr K Wright

That Council receive the Engineering and Development Services reports for August 2005.

CARRIED UNANIMOUSLY (8-0)

BUILDING SURVEYOR'S REPORT

August 2005

Note: Some Statistical information is not available due to data not being collected until mid 2004.

Licences/Certification:

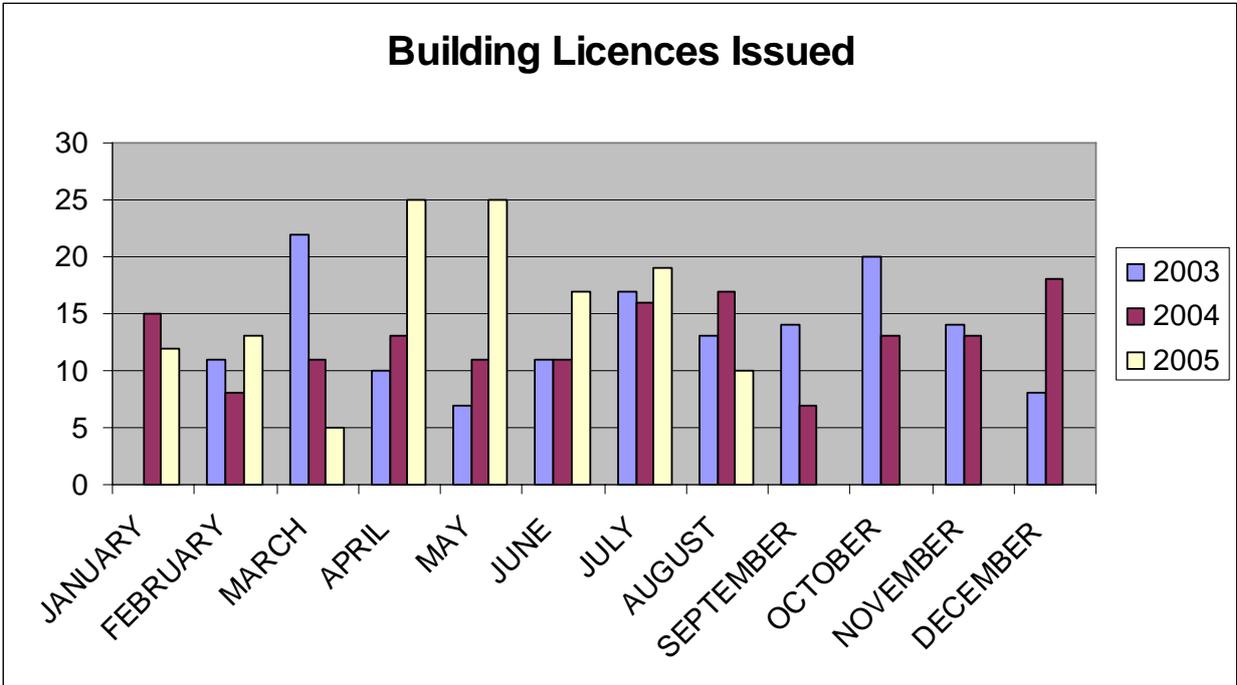
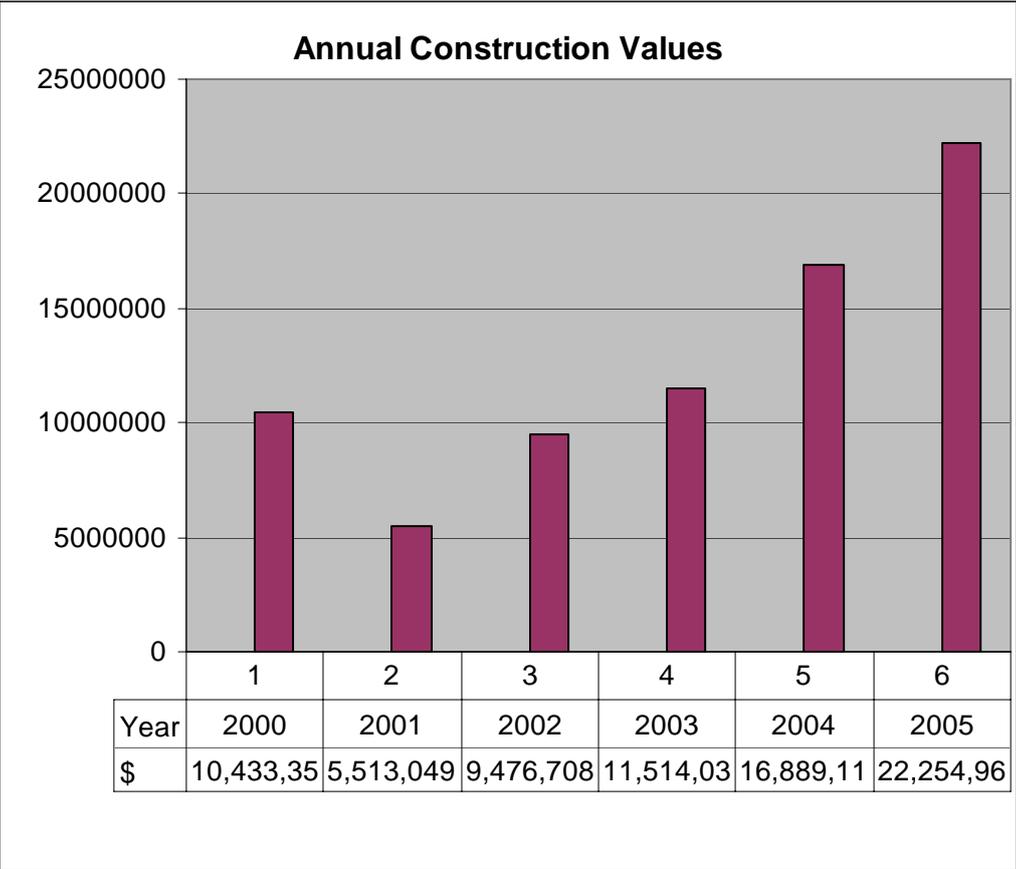
Type of Licence/Certificate	August 2003	August 2004	August 2005
Building Licences	13	17	10
Demolition Licences	0	0	1
Sign Licences	3	3	2
Certificate of Classification	0	6	0
Amended Building Licence	2	1	3
Extension of Time	0	1	0
Site Instruction	0	0	0
Formal Notice	1	0	0
Land Purchase Enquiry	18	5	12
Invitation to Acknowledge Existing	0	0	2
Service Requests Received	N/A	6	10
Service Requests Completed	N/A	5	10
Purchase Orders <\$5,000	N/A	18	12
Purchase Orders >\$5,000	N/A	0	0
Invoice Authorisations	N/A	20	29
Miscellaneous Correspondence	N/A	17	37

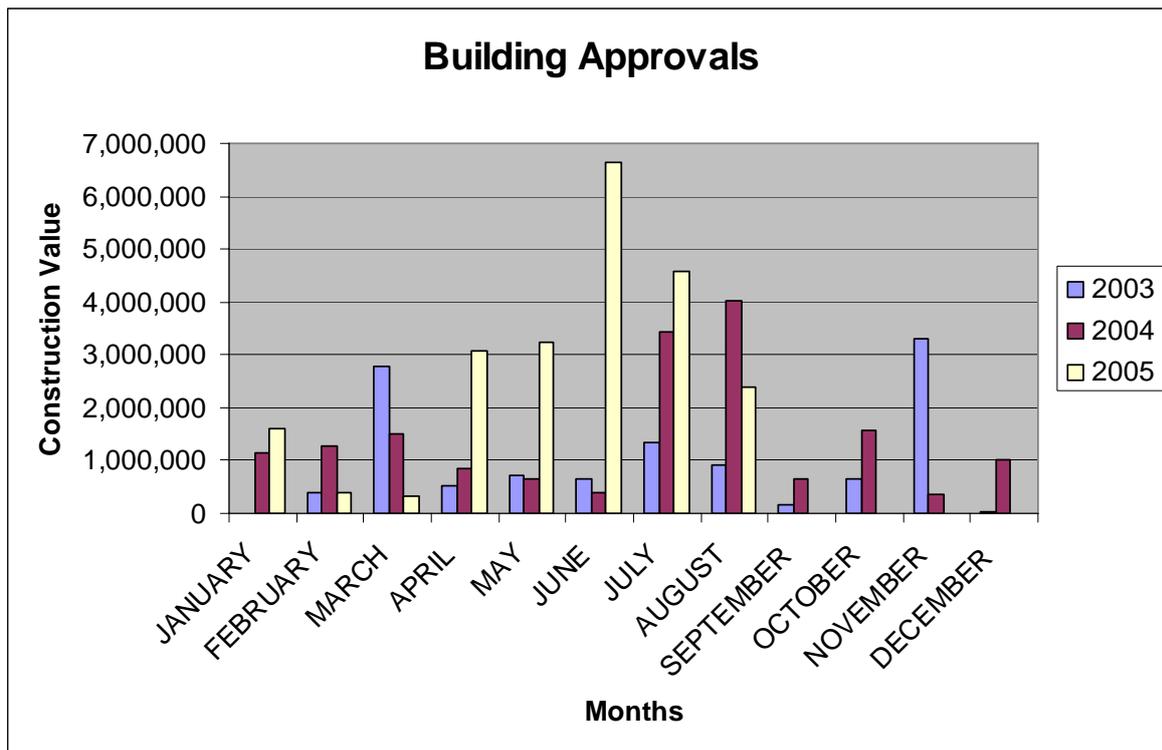
Inspections:

1. Type of Inspection	August 2003	August 2004	August 2005
Preliminary Site	19	8	15
Footing / Slab Inspection	11	11	4
Final Inspection	3	7	12
Swimming Pool	0	1	12
Unauthorised/Undocumented Structures	2	1	6
Aboriginal Communities	2	0	0
DOLA enquiry inspection	0	0	0
Fencing/Neighbour Dispute	0	0	1
Miscellaneous	18	23	15
Subdivision	0	0	0
Strata Titles	0	0	0
Pastoral Stations	0	0	0

**BUILDING
LICENCE
PARTICULARS
2005**

MONTH	CONTRACT VALUE \$	No of LICENCES ISSUED	ACKNOWLEDGEMENT OF EXISTING	REMOTE/PASTORAL BUILDINGS	KUNUNURRA			WYNDHAM			ABORIGINAL RESERVES/ COMMUNITIES		
					COMMERCIAL/ INDUSTRIAL	OUT BUILDINGS, POOLS & ADDITIONS	NEW DWELLINGS	COMMERCIAL/ INDUSTRIAL	OUT BUILDINGS, POOLS & ADDITIONS	NEW DWELLINGS	COMMERCIAL/ INDUSTRIAL	OUT BUILDINGS, POOLS & ADDITIONS	NEW DWELLINGS
JANUARY	1,594,500	12	0	0	0	14	5	0	1	0	0	0	0
FEBRUARY	408,038	13	8	10	2	10	1	0	0	0	0	0	0
MARCH	312,700	5	0	0	0	4	0	0	0	0	0	1	1
APRIL	3,084,731	25	10	0	7	7	0	0	0	0	0	4	12
MAY	3,240,702	25	16	0	2	8	4	0	0	0	0	3	7
JUNE	6,642,453	17	5	0	5	13	10	0	0	0	0	0	0
JULY	4,585,592	19	13	0	1	14	22	0	0	0	0	0	0
AUGUST	2,386,252	10	4	0	5	2	3	0	0	0	0	0	0
SEPTEMBER													
OCTOBER													
NOVEMBER													
DECEMBER													
TOTAL 2005	22,254,968	126	56	10	22	72	45	0	1	0	0	8	20
TOTAL 2004	16,889,112	153	31	3	18	101	36	2	8	7	0	8	11
TOTAL 2003	11,514,032	147	40	3	28	106	13	3	9	2	1	6	9
TOTAL 2002	9,476,708	135	22	10	11	94	15	3	3	3	2	15	19
TOTAL 2001	5,513,049	91											
TOTAL 2000	10,433,353	102											





Vandalism to Council Property

Vandalism to Council buildings reported to Building Surveyor for August 2005.

DATE	BUILDING	DAMAGE	REPORTED POLICE	INSURANCE	ACTION TAKEN
1/8/2005	Swim Beach Ablution	Graffiti	YES	NA	Police informed – graffiti removed by BMO
2/08/2005	Swim Beach Ablution	Graffiti	YES	NA	Police informed – graffiti removed by BMO
2/08/2005	Shire Admin Kununurra	Graffiti	Yes	NA	Police informed Ministry of Justice juvenile community work orders cleaned off
16/08/2005	Shire Admin Kununurra	Bolts removed from rear entrance wall sheet & 2 new stone chips in glass and rear glass cracked (missile damage)	Yes came and checked	N/A	Taken photos, Police informed to check
29/08/2005	White Gum Park	Red Spray Can painted seats urinal walls paper holders ECT	YES Report Number 29080509128097	N/A	Photos taken, informed police – requested Ministry of Justice juvenile community work orders to clean off

ENVIRONMENTAL HEALTH REPORT

August 2005

Food Premises

21 visits, inspections or discussions were carried out during the month. One inspection has been made in relation to a liquor licensing application.

Itinerant Vendors/Stalls/Functions

18 issues have been dealt with, largely in relation to local events, and Paddy's Market.

Swimming Pool Sampling

21 visits were made to swimming pools in relation to sampling issues.

Potable Water Supplies

2 visits or discussions were carried out regarding potable water supplies.

Leachate Samples

Leachate sampling was carried out at the Kununurra Tip bores to establish compliance with environmental licence conditions.

Wyndham Effluent Reuse Scheme

Three visits have taken place with regard to the effluent reuse scheme. Bacterial quality of the treated effluent was below standards on one sample out of four. This is being followed up in order to establish a consistent pattern for extended use of scheme water.

Food Complaints

Three complaints were received relating to conditions at eating houses and an itinerant vendor.

Mosquitoes/Pest Control

One issue has been dealt with in relation to mosquito control during the month.

Septic Tanks

16 issues relating to septic tanks were dealt with during this period.

Sentinel Chickens

Bleeding of chicken flocks to detect antibodies to Murray Valley Encephalitis and Kunjin Virus, was undertaken on two occasions, once at Wyndham and once at Kununurra. One positive was recorded in Kununurra. New flocks will be delivered in September.

Infectious Disease Notifications

3 investigations of infectious diseases were carried out during the month.

Lodging Houses

14 lodging house visits were made during the period with regard to annual licensing.

Caravan Parks

7 caravan parks were visited during the period, mainly in relation to annual licensing.

Food Recalls

Two recalls were actioned during the period on products sold in WA.

Remote Sites

Visits have been made to Diggers Rest, Ellenbrae, Kalumburu, Home Valley, El Questro, Emma Gorge and Sally Malay Mine.

Communities Visited

The Ranch, Emu Creek, Oombulgurri, Kalumburu, Nulleywah, Mud Springs

Asbestos

Six issues were dealt with regarding disposal of asbestos products safely.

Health and Environmental Nuisances

Complaints have been received and follow ups carried out as follows:

Dust	10
Noise	2
Odours	1
Rubbish bins	3
Unfit housing	2
Lodging House	1
Amenity	2
Effluent	3
Faeces and condoms in Whitegum Park	1

General Items

- Nine lodging houses and high risk premises have been visited in a joint inspection with FESA. All required some attention particularly with regard to evacuation plans, adequate emergency lighting and blocked fire doors.
- An incident occurred where two employees of Target unpacking cartons were overcome by fumes which turned out to be fumigant from the importation of the items. Police, FESA, Worksafe, Department of Health Toxicology Branch, Kununurra Hospital and the Sire were all involved at some stage. Procedures for unpacking cartons have been modified and Coles Myer is looking into the broader issues.

RANGERS' REPORT

August 2005

ITEMS	KNX	WYN	TOTAL
Dogs Impounded	27	2	29
Dogs Returned	1	2	3
Dog Complaints	3	3	6
Dog Attacks	0	0	0
Cat Cages Delivered/Picked up	6	6	12
Cats Destroyed	14	5	19
Dogs Destroyed	26	0	26
Campers Moved On	4	1	5
Bags of Rubbish Collected	40	32	72
Abandoned Vehicles	3	0	3
Notices to Supermarket re: Abandoned Trolleys	0	N/A	0
Shopping Trolleys Impounded	0	N/A	0
Community Education (Courses Run)	0	N/A	0
Controlled Fire Attendances	2	N/A	2
Fire Permits Issued	3	N/A	3
Call Outs (After Hours & W/ends)	4	1	5
Weekend Pound Duties	N/A	1	1
TOTAL	133	53	186

KUNUNURRA RANGER STATISTICS – YEARLY COMPARISONS					
ITEMS	2001	2002	2003	2004	Total to end of August 2005
Dogs Impounded	319	275	257	333	201
Dogs Returned	133	89	61	69	58
Dog Complaints	40	58	54	39	40
Dog Attacks	6	12	5	8	10
Cat Cages Delivered/Picked up	60	64	66	87	41
Cats Destroyed	222	222	192	145	97
Dogs Destroyed	198	157	196	258	133
Campers Moved On	106	40	52	71	29
Bags of Rubbish Collected	538	522	497	346	770
Abandoned Vehicles	0	5	10	11	10
Notices to Supermarket re: Abandoned Trolleys	N/A	N/A	N/A	26	0
Shopping Trolleys Impounded	22	18	0	0	0
Community Education (Courses Run)	0	1	2	0	0
Controlled Fire Attendances	28	21	48	48	17
Fire Permits Issued	36	31	36	48	19
Call Outs (After Hours & W/ends)	42	48	49	29	20
TOTAL	1750	1563	1525	1513	1445

MANAGER TECHNICAL SERVICES REPORT

August 2005

Current Major Works

Project	Status
Konkerberry Drive CBD & TMP	* Road widening Leichardt Street – Ebony Street Practical Completion 9/9/05 Some minor works required for Final Completion * Car parking Leichardt Street to Tristania Street will be undertaken by direct management when recourses are available. Scheduled to commenced in week starting 5/9//05 * Developing concept plans for remaining sections.
Lily Creek Boat Ramp	Awaiting approval of close out report & payment
Weaber Plain Road Reconstruct, Widen & Seal LIA	Request to transfer funding from Packsaddle. Approved by RRG awaiting State Road Funding Advisory Committee Approval.
Wyndham Boat Ramp	Pile Driving to commence around 10 September 2005. Jetty sections being repaired and will be attached progressively as piles are driven. Project under budget.
Lower Ord Boat Ramps	Mambi ramp installed and operational, some minor works remain. Sections being constructed for Skull Rock
Gibb River - Kalumburu Road Flood Damage	Liaising with MRWA on Natural Disaster Funding. Claims being processed. Claim for damage within Shire to the value of \$348,000 have been approved.
Stormwater Management Plan	Plan complete – MTS has uncontrolled copy – Report is being prepared for Council Briefing Session.
Resealing Contract	Contractor completed first stage of Reseal program in last week of August.
Ord Farm Roads	Work Completed – Seeking funding for ongoing repairs to remaining sections. Possible funding available if Ord Stage 2 proceeds
Nulleywah Roads	Assisting in contract supervision for Department of Housing and Works. Works sealed week ending 2/9/05
Landfill Sites	Reviewing operations – in particular acceptance and handling of medical waste, liquid waste (Council not licensed to accept Liquid waste) Liaising with contractor for removal of scrap metal form both towns – Sims Metals scheduled in Shire in October with possibility of excavation of buried vehicle at both sites. Also liaising with communities to remove scrap steel / car bodies etc Reviewing handling of green waste with emphasis on wood chipping and mulching. 76,000 litres of Waste Oil removed 30/8/05, Further 58,000 litres to be collected mid September
Cyclone Clean Up	Cyclone Clean up information notices placed in Post Office boxes. Further advertising to occur

Vegetation Control Contract	Survey completed for determination of areas for SWEK & OIC responsibility. Plans will enable future contracts to be performance based rather than schedule of rates. Drawings to be finalized in September
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Other

Internal Clients

- Addressing Service Request forms (Internal & External)
- Staff Issues – numbers / response time / skills / management –ongoing

External Clients

- Natural Disaster Funding following Cyclone Ingrid - complete
- Road Safety Issues – Fatal Accident Audit
- Review of Regulatory signage and private advertising signs -ongoing
- Ongoing liaison with developer and contractor involved in Lakeside subdivision. Lakeside Park Reticulation and repairs to playground equipment.
- Preparation of claims, certificate of completions and audit report for all external grants for 2004/2005. - Ongoing
- Preparation of Blackspot submissions for 2006/2007
- Liaising with Main Roads WA on 2006/2007 program and recoups
- Attend HESC meetings in relation to Remote Access Road Funding
- Liaising with Department of Environment on License issue for Landfill site
- Liaising with Department of Environment on Controlled Waste Implementation.
- Funding applications for 2006/2007 Recreational Boating Facilities Scheme – Wyndham Boat Ramp, Lily Creek Toilet Block, Buttons Crossing

Programming & Contract Issues

- Regular meeting with contractors providing period service contracts
- Ongoing programming and review of contract works
- Planning for Capital Works Program for 2005 /2006

Period Contract Type	Contractor	Tender Number	Contract Expiry
Refuse Collection	Kimberley Waste Services	T12 02/03	30/6/08
Litter Collection	Kimberley Waste Services	T08 04/05	30/6/08
Vegetation Control Contract	S & K Knickel	T04 02/03	30/12/07
Road Sweeping Contract	Kimberley Waste Services	T27 95/96	30/9/05
Landfill Contractors	Kimberley Metal Recyclers	T14 02/03	30/3/07
Bitumen Sealing Services	PMP(SA) & Associates	T09 1/7/05	30/6/08

TOWN PLANNING REPORT

AUGUST 2005

Position Tasks

TASK	August 2004	August 2005
Planning Applications received	1.1.1. 3	4
Reports to Council	1.1.2. 3	7
Planning Approvals issued under delegation	1.1.3. 5	6
Subdivisions / Strata Applications received	1.1.4. 0	0
Subdivision / Strata Applications approved	1.1.5. 0	0
Current Town Planning Scheme Amendments	1.1.6. 4	2
Planning Scheme Amendments Granted Final Approval by Minister	1.1.7. 1	0
Site Inspections	1.1.8. 7	7
Government Agency Meetings	1.1.9. 2	12
Meetings with Councillors	1.1.10.0	2

OTHER MATTERS

Date	Stakeholder	Purpose	Site / Application
3 rd	L Read	Meeting	Kimberley Croc Backpackers car parking
3 rd	R Dixon – DPI	Meeting	Various land issues
5 th	R Dixon – DPI	Site	Various
8 th	K Tripp / D Pasfield	Meeting	Tree Day preparations
8 th	M Kelsch	Meeting	Rain Tree Street proposal
9 th	J Buchanan	Meeting	LPS Matrix review
10 th	Hotel KNX	Meeting	Signage issues
12 th	EDS team meeting	Meeting	N/A
16 th	TP, EMEDS, MTS + DoE + NRM	Meeting	NRM / NAP Funding application
17 th	ORWMG	Meeting	Various
18 th	K Tripp / D Pasfield	Meeting	Tree Day preparations
18 th	KLC + J Melbourne	Meeting	LPS
22 nd	Commercial Boat Operators	Meeting	Swim Beach proposal
24 th	S Goodson / R Dixon	Meeting	River campsites
24 th	P Austin Office Crime Prevention	Meeting	Urban Design to prevent crime
24 th	S Goodson / R Dixon	Meeting	Lakeside Resort
25 th	J Melbourne	Meeting	LPS
25 th	L McKenzie	Meeting	Lakeside Resort
29 th	DoE / Glen Hill Community	Meeting	Glen Hill Nursery
30 th	Water Corporation	Meeting	WWTP Buffer
31 st	Phil Rogers	Meeting	Development Proposal

12.1.2 Occupational Safety and Health Policies

(MINUTE NO 7243)

DATE:	20 September 2005
PROPONENT:	N/A
LOCATION:	N/A
ATLAS REFERENCE:	N/A
AUTHOR:	Hayley McKeen, Corporate and Community Services Support Officers
REPORTING OFFICER:	Steven Chadwick, Executive Manager Engineering and Development Services
FILE NO:	60.14.04
ASSESSMENT NO:	N/A

PURPOSE

This item is presented to Council for adoption as the Occupational Safety and Health Policies for the Shire of Wyndham East Kimberley.

BACKGROUND

During Council's day to day business operations the provision of a safe work environment is essential to ensure the safety of staff, contractors and visitors to the many and varied operational centres controlled by Council. Regulation in the form of the Occupational Safety and Health Act 1984 require compliance and the provision of Policies to ensure business compliance with the legislation. The aim of the Occupational Safety and Policies is as follows;

- a) To comply with legislative requirements and achieve the Shire's goal of providing and maintaining the highest practicable standard of occupational safety and health for its staff, Councillors, contractors and visitors.
- b) To motivate and encourage staff to adopt a culture that will create and maintain a safe and healthy working environment and provide guidelines on the legislative responsibilities of Councillors and staff and the Shires expectations of managers and supervisors to maintain a safe and health working environment;
- c) A consultative and responsive system for the reporting of hazards and the investigation of workplace injuries; and
- d) To reduce the number of injuries resulting from workplace accidents, reduce the number of workers' compensation claims and associated costs, while providing an effective framework to return injured employees to their original pre injury duties.
- e) To reduce the Shire Compensation Premiums commensurate with the claims.
- f) To develop and maintain a Safety and Health Committee structure that will facilitate the implementation of the Shire's occupational safety and health policies aims and objectives and provide a framework for consultation on occupational safety and health matters.
- g) To provide sufficient resources to allow managers and supervisors to fulfil the objectives of providing and maintaining a safe work environment.

The proposed Occupational Safety and Health Policies are as follows;

- OSH1. Occupational Safety and Health (Employer and Employee responsibilities)
- OSH2. Occupational Safety and Health Committee (Function and Requirements)
- OSH3. Occupational Safety and Health Representatives
- OSH4. Occupational Safety and Health Reporting
- OSH5. Visitors and/or Contractors (Councils Duty of Care)
- OSH6. Driving Procedures
- OSH7. Building Emergency Procedures
- OSH8. First Aid
- OSH9. Immunisation – Staff (Hepatitis A & B, Tetanus & Influenza)
- OSH10. Injury Management and Rehabilitation
- OSH11. Manual Handling
- OSH12. Mosquito Borne Diseases
- OSH13. Office Ergonomics
- OSH14. Outdoor Work Protection
- OSH15. Safety Induction Procedures
- OSH16. Workplace Drug and Alcohol Use
- OSH17. Evaluation and Management of Staff Workload – (Stress related issues)
- OSH18. Smoking in the Workplace
- OSH 19. Risk Identification and Assessment

STATUTORY IMPLICATIONS

Occupational Safety and Health Act 1984

POLICY IMPLICATIONS

Council's Policy Manual currently contains the following policies loosely related to OSH however they have been addressed under the Human Resources Policies which is advised as no longer appropriate. The following policies as stated by WALGA do not adequately address the provisions within the OHS Act 1984 and need to be repealed;

- | | | |
|------|------------------------------------|-----------------------------|
| HR 5 | Injury and Rehabilitation | Repeal |
| HR 6 | Occupational Safety and Health | Repeal |
| HR12 | Smoking in the Workplace | Repealed and move to OSH 18 |
| HR15 | Staff Uniforms/Protective Clothing | Repeal |

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with the adoption of the recommended policies.

STRATEGIC IMPLICATIONS

Shire of Wyndham - East Kimberley 2005/06 Strategic Plan

Goal 4 – Human Resources:

- Strategy 6 – Develop and implement comprehensive Occupational Health and Safety and injury management systems.

COMMUNITY CONSULTATION

N/A

COMMENT

The proposed Occupational Safety and Health Policies highlight the importance of the safety and health of all employees within the Shire of Wyndham East Kimberley acknowledging that the responsibility of Council and all employees to avoid and manage workplace hazards .

In accordance with the Occupational Safety and Health Act 1984, the aim of this policy is to:

- Promote and secure the safety and health of people working for the Shire of Wyndham East Kimberley;
- Protect people at work from hazards;
- Assist in securing a safe and hygienic working environment;
- Eliminate, reduce and control hazards;
- Establish accident investigation procedures;
- Encourage co-operation and establishment of consultative mechanisms; and
- Promote education and awareness of occupational safety and health.

ATTACHMENTS

The following policies are attached for Council's perusal;

NUMBER POLICY

- OSH1. Occupational Safety and Health (Employer and Employee responsibilities)
- OSH2. Occupational Safety and Health Committee (Function and Requirements)
- OSH3. Occupational Safety and Health Representatives
- OSH4. Occupational Safety and Health Reporting
- OSH5. Visitors and/or Contractors (Councils Duty of Care)
- OSH6. Driving Procedures
- OSH7. Building Emergency Procedures
- OSH8. First Aid
- OSH9. Immunisation – Staff (Hepatitis A & B, Tetanus & Influenza)
- OSH10. Injury Management and Rehabilitation
- OSH11. Manual Handling
- OSH12. Mosquito Borne Diseases
- OSH13. Office Ergonomics
- OSH14. Outdoor Work Protection
- OSH15. Safety Induction Procedures
- OSH16. Workplace Drug and Alcohol Use
- OSH17. Evaluation and Management of Staff Workload – (Stress related issues)

OSH18 Smoking in the Workplace
OSH 19 Risk Identification and Assessment

It is recommended that the following policies be repealed;

NUMBER	POLICY
HR 5	Injury and Rehabilitation
HR 6	Occupational Safety and Health
HR12	Smoking in the Workplace
HR15	Staff Uniforms/Protective Clothing

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

1. That Council adopt the following policies related to Occupational Safety and Health;

- OSH1. Occupational Safety and Health (Employer and Employee responsibilities)
- OSH2. Occupational Safety and Health Committee (Function and Requirements)
- OSH3. Occupational Safety and Health Representatives
- OSH4. Occupational Safety and Health Reporting
- OSH5. Visitors and/or Contractors (Councils Duty of Care)
- OSH6. Driving Procedures
- OSH7. Building Emergency Procedures
- OSH8. First Aid
- OSH9. Immunisation - Staff (Hepatitis A & B, Tetanus & Influenza)
- OSH10. Injury Management and Rehabilitation
- OSH11. Manual Handling
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- OSH13. Office Ergonomics
- OSH14. Outdoor Work Protection
- OSH15. Safety Induction Procedures
- OSH16. Workplace Drug and Alcohol Use
- OSH17. Evaluation and Management of Staff Workload - (Stress related issues)
- OSH18. Smoking in the Workplace
- OSH 19 Risk Identification and Assessment

2. That Council repeal the following Human Resources policies;

- HR 5 - Injury and Rehabilitation
- HR 6 - Occupational Safety and Health
- HR12 - Smoking in the Workplace
- HR15 - Staff Uniforms/Protective Clothing

Cr K Wright left the room at 6.19pm

MINUTE NO 7243

Moved: Cr J Nelson

Second: Cr B Barnes

1. That Council adopt the following policies related to Occupational Safety and Health;

- OSH1. Occupational Safety and Health (Employer and Employee responsibilities)**
- OSH2. Occupational Safety and Health Committee (Function and Requirements)**
- OSH3. Occupational Safety and Health Representatives**
- OSH4. Occupational Safety and Health Reporting**
- OSH5. Visitors and/or Contractors (Councils Duty of Care)**
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- OSH 19 Risk Identification and Assessment**

2. That Council repeal the following Human Resources policies;

- HR 5 - Injury and Rehabilitation**
- HR 6 - Occupational Safety and Health**
- HR12 - Smoking in the Workplace**
- HR15 - Staff Uniforms/Protective Clothing**

CARRIED UNANIMOUSLY (7-0)

Cr K Wright returned to room at 6.22pm

POLICY No:	OSH 1
DIVISION:	Occupational Safety and Health
SUBJECT:	Occupational Safety and Health
REPORTING OFFICER:	Executive Manager Engineering and Development Services
ENABLING LEGISLATION:	Occupational Safety and Health Act 1984

OBJECTIVE

This policy recognises that the safety and health of all Employees within the Shire of Wyndham East Kimberley is the responsibility of Council and all Employees.

In accordance with the Occupational Safety and Health Act 1984, the aim of this policy is to:

- Promote and secure the safety and health of people working for the Shire of Wyndham East Kimberley;
- Protect people at work from hazards;
- Assist in securing a safe and hygienic working environment;
- Eliminate, reduce and control hazards;
- Establish accident investigation procedures;
- Encourage co-operation and establishment of consultative mechanisms; and
- Promote education and awareness of occupational safety and health.

The working environment is to be maintained in a manner to which Employees are not exposed to hazards. Council, in partnership with Employees will attempt to recognise the potential risks associated with hazards that may exist within the workplace and will take steps to provide and maintain a safe and healthy work environment for all Employees.

POLICY

Council's Responsibilities

In fulfilling this responsibility, Council has a duty to provide and maintain, so far as is practicable, working environments in which Employees are not exposed to hazards. This will be achieved by:

Providing and maintaining safe plant and systems of work	✓
Making and monitoring arrangement for the safe use, handling, storage, disposal and transport of plant and substances	✓
Establishing, promoting and enforcing procedures which are conducive with safe work practices	✓
Maintaining the workplace in a safe and healthy condition	✓
Providing information, training and supervision for all Employees thereby enabling them to work in a safe and health manner	✓

The Safety Representative is assigned the authority to act as the Safety Co-ordinator and is responsible for initiating and driving all safety strategies and Safety Committee meetings on behalf of the Chief Executive Officer. The safety and health duties of the Shire of Wyndham East Kimberley at all levels will be detailed and procedures for training and back-up support shall be developed and followed. In fulfilling the objectives of this policy, Management is committed to regular consultation with Employees to ensure that the policy operates effectively and that safety and health issues are regularly reviewed.

In fulfilling its obligations pursuant to this policy Council:

- Is responsible for the effective implementation of the Shire's Safety and Health Policy;
- Must observe, implement and fulfil its responsibilities under Acts and Regulations which apply to the Shire of Wyndham East Kimberley;
- Must ensure that the agreed procedures for regular consultation between the Shire and those with designated and elected safety and health responsibilities are followed;
- Must make regular assessments of safety and health performance and resources in co-operation with those persons having designated and elected safety and health functions;
- Must ensure that all specific policies operating within the Shire eg. fire and evacuation, purchasing, training, first aid and safe systems of work, are periodically revised and are consistent with the Shire's safety and health objectives;
- Must provide information, training and supervision for all Employees in the correct use of plant, equipment and substances used throughout the Shire;
- Must be informed of incidents and accidents occurring on Council premises or to Employees so that safety and health performance can be accurately gauged.

It is the responsibility of the Shire of Wyndham East Kimberley to ensure that Employees are not allowed to continue to work if an environment is unsafe to do so, after having regard to the potential risks.

Employee's Responsibilities

In fulfilling their obligations pursuant to this policy Employee's;

- Have a duty to display a level of care for their own safety and the safety of others;
- Must comply with the safety procedures and directions agreed between the Council and Employees with the nominated or elected safety and health functions;
- must not wilfully interfere with or misuse items or facilities provided by the Employer;
- always utilise the safety equipment and protective clothing provided by the Employer; and
- always complete and incident report for any potential accidents, actual hazards and accidents or incidents and give the report to their Manager or Supervisor;

This policy will be regularly reviewed in the light of legislation and Council changes. The Council seeks co-operation from all Employees in realising our safety and health objectives and in creating a safe work environment. All Employees will be advised, in writing, of agreed changes and arrangements for their implementation.

Working Together

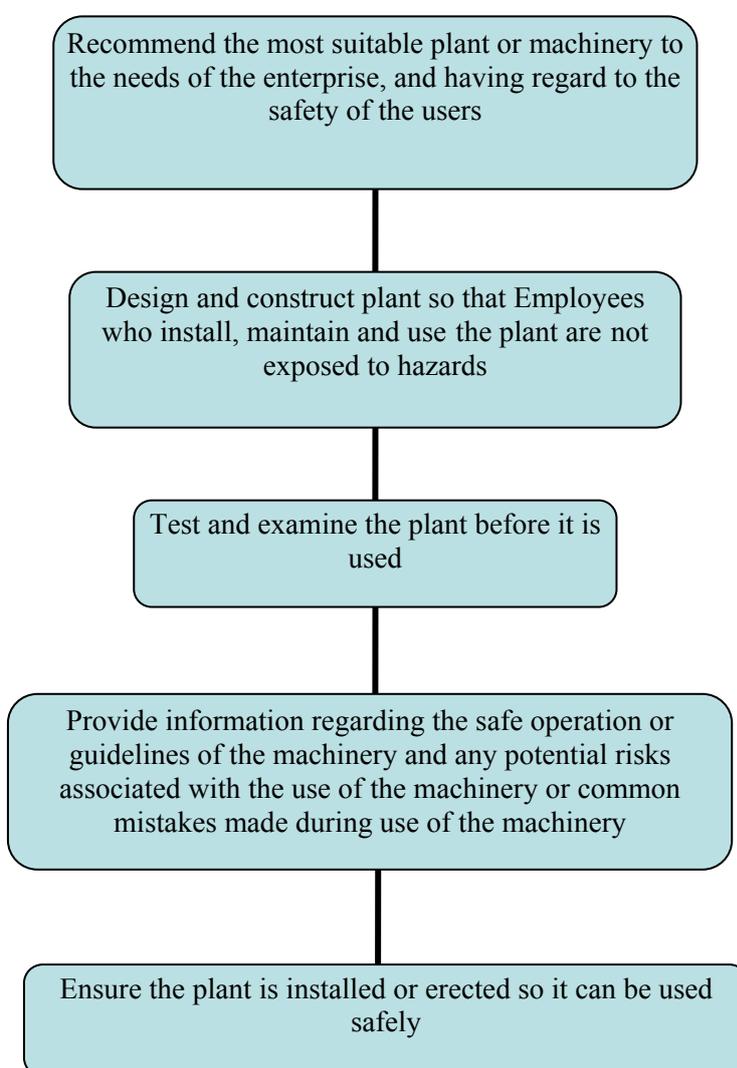
This policy requires Council and Employees to actively work together with a common aim of improving standards of safety and health in each workplace. A Safety and Health Committee may be established to provide means of consultation and co-operation. All legal responsibilities at the workplace shall continue to rest with the Employer however the consultation process may help in reaching decisions by openly accepting information and recommendation provided by Employees through the Committee.

Council and Employees shall endeavour to work together to:

- **Identify workplace hazards** – involves recognising things which may cause injury or harm to the health of a person, for instance flammable material, ignition sources and unguarded machinery.
- **Analysing and assessing the risk** – involves looking at the possibility of injury or harm occurring to a person if exposed to a hazard.
- **Implementing processes, control measures and procedures for reducing the risk** – by introducing measures which will eliminate or reduce the risk of a person being exposed.

Plant Equipment

When purchasing new plant or machinery for a workplace, it is the responsibility of the designers, manufacturers, importers and suppliers to as far as practicable to;



Council will endeavour to develop a repair and maintenance program to specify:

- Where servicing is required;
- The extent of service required;
- The nature and frequency of the servicing required;

- Who is responsible for maintaining repair and maintenance programs;
- That the persons responsible for such maintenance are suitably qualified;
- How defects will be corrected; and
- The developing, keeping, maintaining and implementing of accurate maintenance and services records.

Substances at Work

Many substances used at work may be hazardous. Provided these hazards are known and understood and appropriate precautions are taken, the substances can be safely used. Material Safety Data Sheets are used internationally to provide information required to allow the safe handling of hazardous substances and mixtures of hazardous substances in the workplaces. The guidance notes developed by the National Occupational Health and Safety Commission shall be located in workplaces where such substances exist that are toxic or hazardous to Employees.

Personal Protective Equipment

Personal protective equipment will be supplied by Council and should be used by Employees when directed or in circumstances where the level of protection is required to be increased. Employees shall determine the appropriateness of using personal protective equipment by assessing at least the following factors:

- The nature of the work and the work process concerned;
- The severity of any potential injury or disease;
- Information available to Employees about methods of preventing injury or disease associated with a hazard or risk;
- The availability and suitability of methods to prevent, remove and mitigate causes of injuries or disease associated with a hazard or risk; and
- Whether the costs of preventing, removing or mitigating that injury or disease are prohibitive in the circumstances.

POLICY No:	OSH 2
DIVISION:	Occupational Safety and Health
SUBJECT:	Occupational Safety and Health Committee
REPORTING OFFICER:	Executive Manager Engineering and Development Services
ENABLING LEGISLATION:	Occupational Safety and Health Act 1984

OBJECTIVE:

Council is committed to ensuring that the Occupational Safety and Health (OS&H) Committee functions in accordance with the Occupational Safety and Health Act 1984, amendments and associated regulations.

POLICY:

OS&H representatives shall be elected, registered, trained and shall function in accordance with procedures detailed below.

Composition

The composition of the Safety and Health Committee shall be as follows;

- Secretary – Safety Representative
- Chairperson; and
- At least five Employee Representatives

If any of the aforementioned persons is unable to attend, a ‘substitute’ must be arranged.

Functions

The functions of the OS&H Committee are:

- To facilitate consultation and co-operation between Council and its Employees by initiating, developing and implementing measures designed to ensure the safety and health of Employees at the workplace;
- To keep itself informed as to safety and health standards generally recommended in workplaces of a comparable nature, and to review and make recommendations to the Employer on rules, and procedures at the workplace relating to the safety and health of Employees;
- To recommend to the Employer and Employee the establishment, maintenance and monitoring of programs, measures and procedures at the workplace relating to the safety and health of the Employees;
- To keep readily available information provided by the Employer regarding the hazards to persons that may arise at the workplace;
- To consider and make recommendations to the Employer in respect of any changes or intended changes to or at the workplace that may reasonably be expected to affect the safety or health of Employees at the workplace;
- To consider all matters referred to the committee by safety and health representatives;

- To perform other functions as prescribed in the regulations or given to the committee with its consent, by the Employer.

Role of the Secretary – Safety Representative:

- Ensure meeting are adequately chaired;
- Report status of previous decisions and recommendations;
- Co-ordinate OS&H Meeting (compile agenda, advise of dates and venues, send out Safety Audit Checklist, take and distribute minutes, provide background information as required).

Role of Chairperson:

- Advise on policies, legislation and procedures relating to OS&H issues;
- Make financial decisions – within budgetary constraints;
- Ensure that regular Safety Audit Checklists are compiled;
- Report to CEO/Executive Manager if major funding is required;
- Follow up to ensure that issues raised at meetings receive necessary consideration.

Role of the Occupational Safety and Health Committee Members is to:

- Ensure meetings are conducted;
- Recommend financial decisions within budgetary constraints;
- Report to the Employees regarding issues of concern or matters discussed;
- Report status of previous decisions and recommendations to other Employees;
- Advise on safety issues within the constraints of the Act;
- Follow up to ensure that issues raised at meetings receive necessary consideration;
- Table items of concern raised by Employees at all meetings;
- Display a work ethic conducive to safe work practices;
- Listen to any concerns raised by Employees in a compassionate, caring and accepting manner, whilst ensuring to take notes and ask appropriate questions;
- Report any unsafe work practices to the Manager or Supervisor; and
- Notify the Manager or Supervisor of any occupational safety and health concerns of Employees as soon as practicable.

All Occupational Safety and Health representatives shall be required to undergo occupational health and safety training by a training provider accredited by the Training Accreditation Council.

Council is committed to continually reviewing and considering all relevant information produced by the Worksafe directorate of the Department of Consumer and Employment Protection in order to keep up-to-date regarding relevant issues. Where Council discovers an issue that is relevant to the Shire or an existing issue, a copy of the findings shall be distributed at the OS&H Committee meetings.

SHIRE OF WYNDHAM EAST KIMBERLEY SAFETY COMMITTEE

**MEETING TO BE HELD ON THURSDAY 2 APRIL 2005
AT THE KUNUNURRA COUNCIL CHAMBERS AT 9.00AM**

Copies to Committee Members:

Safety Coordinator, Executive Managers, Safety Representatives, Fire Wardens, Managers, Payroll, Senior Finance Officer, Depot Representatives and Chief Executive Officer

1. Attendance

2. Apologies

3. Confirmation of Minutes

The Minutes of the Safety Meeting held on Thursday 2 January 2005 in the Council Chamber shall be confirmed.

Moved.....2nd.....

4. Issues arising from previous minutes

- 4.1 Discuss appointment of First Aid Officer, numbers required per local.
- 4.2 *OSH Audit* – Discuss issues arising from audit of all workplaces conducted by Grahame and Leslie. Formulate an implementation plan to present to Council.
- 4.3 *Fire Safety* – Discuss Fire Drill conducted Friday 11 March 2005
- 4.4 Safety Videos – Discuss the showing of Safety videos to all staff, particularly as part of the induction process.

5. Workers Compensation

Discuss status of Shire's current open workers compensation claims.

6. Review of Accidents/Incidents/Near Misses that have occurred in the past 3 months

- Ranger attempted to impound a stray dog 28/12/2003. Was bitten, resulting in large puncture to skin and other minor cuts. Not a LTI.
- Town Mtc Employee cut left hand little finger (across knuckle) – hacksaw slipped whilst cutting PVC Pipe. Accident occurred on 23/12/03. Not a LTI.
- Town Mtc Employee was pruning a date palm on 11/11/2003. Spike approx 2 inches long puncture arm. Not LTI.

7. General Business

7.1 Hep B and Tetanus immunisation

Shire does offer this for at risk Employees. It should be noted that Hep B is not a one off visit to the doctor. Supervisors are to ensure that those who may elect to have immunisation are informed of the procedures i.e. if 'boosters' are required at specific times then Employee must return to the doctor. Failure to do so renders the immunisation ineffective.

7.2 Site Safety Checks

How are small quantities of lawn mover fuel being stored? Is it possible to have separate storage of fuel and mowers? Refer to OS&H Bulletin sent to XES, Payroll (more copies are available)

7.3 OS&H Safety Handbook and training of safety representatives

Road Maintenance Supervisor wishes to discuss these items.

8. Incoming Correspondence

9. Closure

The meeting was declared closed by the Chair at 10.30am

POLICY No:	OHS 3
DIVISION:	Occupational Safety and Health
SUBJECT:	Occupational Safety and Health Representatives
REPORTING OFFICER:	Executive Manager Engineering and Development Services
ENABLING LEGISLATION:	Occupational Safety and Health Act 1984

OBJECTIVE:

Council is committed to ensuring that Occupational Safety and Health Representatives are elected and function in accordance with the Occupational Safety and Health Act 1984 and associated Regulations.

POLICY:

This policy outlines that Occupational Safety and Health Representatives shall be elected, registered, trained and shall function in accordance with procedures detailed below. The Shire of Wyndham East Kimberley is committed to ensuring that Occupational Safety and Health Representatives are elected and function in accordance with the Occupational Safety and Health Act 1984 and associated regulations.

Procedure

Election

Two officers shall be elected to represent the Employees. In the event that only two Employees are nominated then an election does not need to occur.

Representative shall be experienced person (the Occupational Safety & Health Act states that Employees should have been continually employed by the Employer in the preceding two years or should have at least two years similar experience) should have common sense and a commitment to remaining employed by the Shire for a reasonable length of time – given the expense of providing appropriated training.

Prior to elections being conducted, the Chair will arrange a meeting of all Employees of the nominated areas. The Chair will explain the role of safety representatives and ask interested persons to nominate themselves for selection.

Elections can be conducted on an informal basis (show of hands) at each workplace. Where an Employee requests the formation of an Occupational Safety and Health Committee then the Occupational Safety and Health Act requires more formal election procedures.

Registration

Elected Employees are to notify WorkSafe Western Australia of their election and acquire a registration number. This number is required when representatives enrol for an introductory training course for safety and health representatives. Elected representatives must complete form 3- notification of Election safety and Health representative and submit it to work safe.

Work safe is located at 1260 Hay Street, West Perth. Their postal address: PO Box 294 West Perth, WA 6872. Phone no : (08)9327 8973 Fax no: (08)9321 8973.

Registration representatives will receive a Safety and Health Representatives Handbook, a registration card and badge from work safe

Terms of Office and Disqualification

A term of office is 2 years, but a person ceases to hold office if:

- The term expires and the person is not re-elected;
- The person ceases to be an Employee at the workplace for which he/she was elected;
- The person resigns his/her office;
- The person is disqualified.

Disqualification as a safety representative is addressed by Section 34 of the Occupational Safety and Health Act 1984. In summary, a representative may be disqualified on the grounds that:

- He/she has intentionally caused harm to his/her Employer;
- He/she has disclosed information acquired in his/her capacity as a safety representative for a purpose not connected with his/her safety functions with the intention of causing harm to his/her Employer;
- He/she has failed adequately to perform his/her functions in term of safety and health.

Training

Council will endeavour to provide appropriate training for safety representative during the first 12 months of their office.

Appropriate training providers include bodies such as IFAP and SGIO. It should be noted that WorkSafe must accredit all introductory courses for safety representatives. Prospective training providers should provide evidence of such accreditation.

Role of the Occupational Safety and Health Representative

The safety representative shall:

- Report unsafe acts/conditions/hazards to their immediate Supervisor and ensure that corrective action is taken where appropriate;
- Report accidents and near misses to their immediate Supervisor and ensure that corrective action is taken where appropriate;
- Investigate accidents in conjunction with their immediate Supervisor and ensure that corrective action is taken where appropriate;
- Provide ideas/suggestions on how to improve safety/health;
- Promote safety and health;
- Provide role models (work safely and influence other to do so);
- Report all safety and health issues brought to them by their fellow Employees to their immediate Supervisor and ensure that corrective action is taken where appropriate;
- Conduct safety audit of their workplace prior to bi-monthly meeting (Monthly Safety Checklist is to be used as a guide);
- Attend safety and health meetings;
- Provide feedback to fellow Employees as to what is discussed at safety committee meetings and what the outcomes are.

FORM 3
Notification for Elections as Safety and Health Representatives

Occupational Safety and Health Act 1984

WorkSafe Western Australia Commissioner
PO Box 294
WEST PERTH WA 6872
Ph:(08) 9327 8777 Fax: (08) 9321 2148

Section 1: Safety and Health Representative Details

Surname: _____
Given Name: _____
Workplace Name: _____
Workplace Address: _____
Suburb/Town: _____ Postcode: _____

Occupation: _____

Sex: Male: _____ Female: _____

Year in Current Position: _____ Years Employed by Current Employer: _____

What area of or group
At, the workplaces do
You represent

Is this the first time you have been elected as a safety and health representative (or Safety and Health Representative)?

Yes: _____ No: _____

Have you attended an Introductory Training Course for Safety and Health Representatives?

Yes: _____ No: _____

Section 2 Employer details

Employer Name: _____
Business Address: _____
Suburb/Town: _____ Postcode: _____
Phone Number: _____ Fax Number: _____

Signature of Elected Safety and Health Representative

Day Month Year

Section 3: Election Details

Details to completed by person conducting electing:

Date of election: ___/___/___
Day month year

Signature

___/___/___
day month year

POLICY No:	OSH 4
DIVISION:	Occupational Safety and Health
SUBJECT:	Occupational Safety and Health Reporting
REPORTING OFFICER:	Executive Manager Engineering and Development Services
ENABLING LEGISLATION:	Occupational Safety and Health Act 1984

OBJECTIVE:

To ensure that all accidents and/or injuries to Council Employees are reported to the appropriate Supervisor/Manager as soon as possible after the accident/incident occurs.

POLICY:

Personal Injuries [Workers Compensation]

All injuries to a Council Employee must be reported to the appropriate Supervisor/manager and departmental Executive Manager as soon as possible after the accident/incident occurs.

All injuries that require consultation with a doctor, hospitalisation, compensation or more than one day off shall be investigated by the Payroll Officer, the Safety Representative and the Supervisor/Manager of that injured person.

All injuries that require compensation and ten or more working days off shall be fully investigated by Council's appointed Accident Investigation Committee as detailed hereunder.

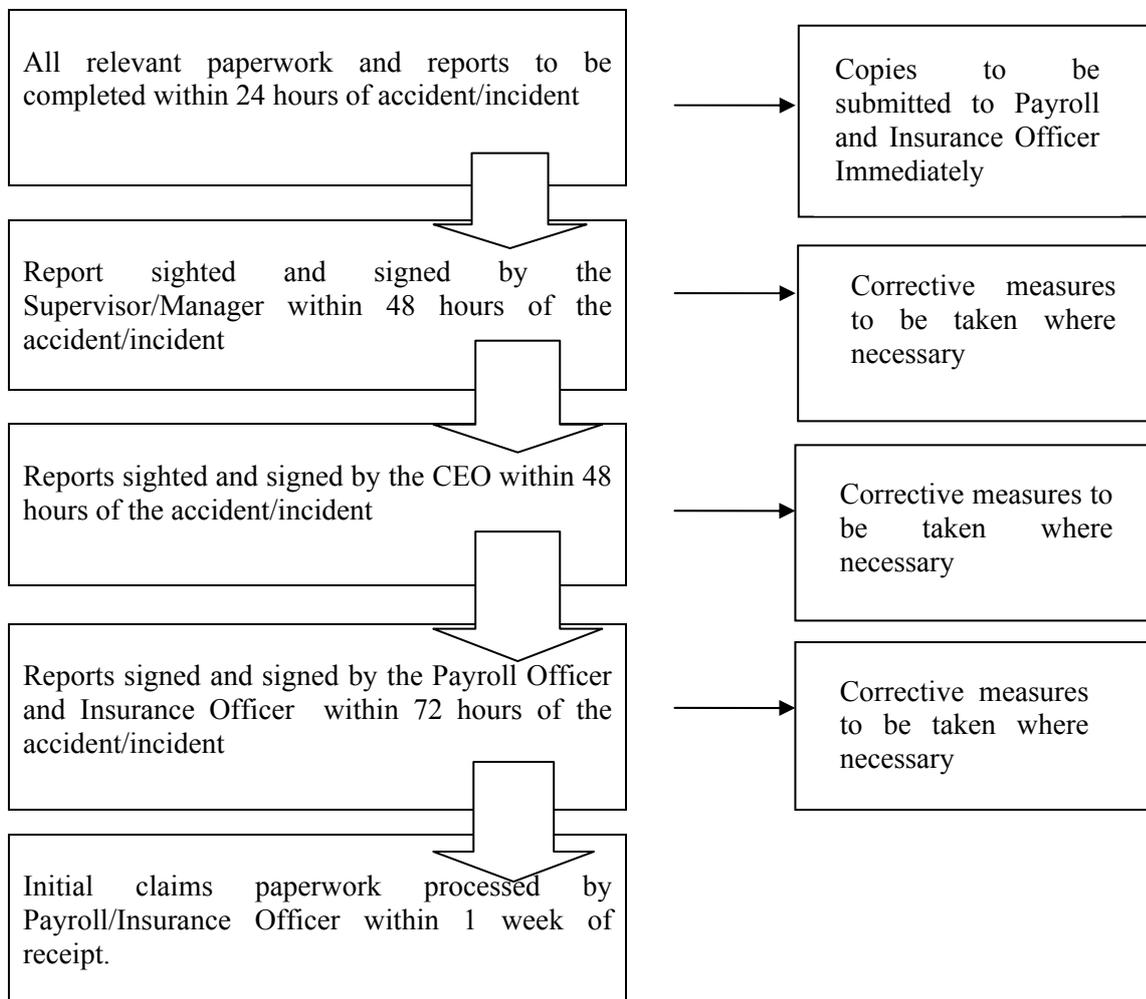
Should a serious accident occur, the Chief Executive Officer shall nominate three persons in Council's employ, as the Accident Investigation Committee. This Committee shall have the authority to question any or all personnel they consider may have input. The investigation shall commence within 24 hours of the occurrence. Where practical, sites where serious injuries occur must be isolated by means of a "Tape Fence" and no person shall enter this area without authorisation from the Accident Investigation Committee.

Injury reports must be completed as soon as possible by any person/s involved and given to the relevant Supervisor/Manager for comment. The Supervisor/Manager must then deliver the completed report to the Safety Representative.

The injury reporting procedure is as follows and must be strictly adhered to:

- Employee must advise Supervisor/Manager as soon as possible after the accident.
- Employee must complete a Workers' Compensation Claim Form 2B and give it to Supervisor/Manager.
- Employee must complete a Shire of Wyndham East Kimberley Accident/Incident Report and give to Supervisor/Manager.
- Employee must complete Workers' Compensation Claimant's Statement (Municipal Workcare Form 7) and give it to Supervisor/Manager.
- Employee (if possible) must accompany his/her Supervisor/Manager to accident site and assist the Accident Investigation Committee.
- The Occupational Health and Safety Committee and/or Safety Representative get involved only when the outcome is not to the satisfaction of the above mentioned parties.
- The Occupational Health and Safety Committee will receive a copy of the incident report from Manager/Supervisor for the Committee's information.

Flow chart for reporting accident/incidents





Shire of Wyndham East Kimberley

INCIDENT/ACCIDENT REPORT

Ensure a copy of this form is given to the Payroll/Insurance Officer immediately.

An original of this form must be submitted to your Supervisor/Manager within 48 hours of the accident/incident.

SURNAME OF EMPLOYEE		FIRST NAME	
OCCUPATION		LOCATION	
DEPARTMENT & TOWN		SUPERVISOR	
DATE & TIME OF INCIDENT		TIME & DATE REPORT	
SURNAME OF WITNESS		FIRST NAME	
ACCIDENT/INCIDENT TYPE (PLEASE TICK)			
INJURY <input type="checkbox"/>	DAMAGE <input type="checkbox"/>	NEAR MISS <input type="checkbox"/>	
ACCIDENT/INCIDENT TYPE (PLEASE TICK)			
MINOR <input type="checkbox"/>	SERIOUS <input type="checkbox"/>	MAJOR <input type="checkbox"/>	LOST TIME <input type="checkbox"/>
ACCIDENT/INCIDENT DESCRIPTION – Attach additional details if required			
SIGNATURE:		DATE:	
DIAGRAM			
1. Name Streets	<div style="text-align: center;">N</div> <div style="display: flex; justify-content: space-between; align-items: center;"> W E </div> <div style="text-align: center;">S</div>		
2. Show direction of vehicles etc.			
3. Show distances involved			
4. Show positions of all vehicles, pedestrians, equipment, object etc involved in the incident			
5. Show road signs, power poles and any other items of significance.			
INSURANCE CLAIM FORM		COMPLETED <input type="checkbox"/>	NOT REQUIRED <input type="checkbox"/>

WITNESS ACCOUNT – Attach additional details if required		
SIGNATURE:		DATE:
SUPERVISORS/MANAGERS COMMENTS– Attach additional details if required		
SIGNATURE:		DATE:
SAFETY REPRESENTATIVES COMMENTS– Attach additional details if required		
SIGNATURE:		DATE:
CEO'S COMMENTS– Attach additional details if required		
SIGNATURE:		DATE:
PAYROLL OFFICERS COMMENTS– Attach additional details if required		
ACTION:	BY WHOM:	ACTION DATE:
DATE ACTION COMPLETED:		DATE:

Notifiable Accidents

The Payroll Officer must report to the Worksafe Western Australia Commissioner any of the following;

- A fracture of the skull, spine or pelvis;
- A fracture of any bone –
 - The arm, other than in the wrist or hand;
 - The leg, other than a bone in the ankle or foot
- An amputation of an arm, a hand, finger joint, leg, foot, toe or toe joint;
- The loss of sight of an eye;
- Any injury other than the above which, in the opinion of a medical practitioner, is likely to prevent the Employee from being able to work within 10 days on which the injury occurred.

All report forms are available from Supervisors/Manager on request or from the Payroll Officer.

- Workers' Compensation Claim Form 2B
- Workers' Compensation Claimant's Statement
- Example Statement from Claimant

**SCHEDULE 2 – FORMS RELATING TO GENERAL PROVISIONS
FORM 1 – NOTIFICATION OF INJURY**

[Regulation 2.4(2)]

Occupational Safety and Health Act 1984

WorkSafe Western Australia Commissioner
PO Box 294
WEST PERTH WA 6872
Ph:(08) 9327 8777 Fax: (08) 9321 2148
Injury Reporting Telephones: (08) 9327 8800 or (1800) 198118

Accident Reporting (24 hours)	Reporting of work-related deaths and specified work injuries and diseases.	Tel: (08) 9327880 Tel: 1800 198 118
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Section 1: Employer Details

Date of injury: _____
Time of Injury: __: __ am __: __ pm

Surname: _____
Given Name: _____
Workplace Name: _____
Workplace Address: _____

Suburb/Town: _____ Postcode: _____

Phone no: _____ Fax no _____
WorkCover Number: _____

Address of Workplace: _____

Where injury occurred: Suburb/Town: _____ Postcode: _____

Occupation: Phone no: _____ Fax no _____

Type of Workplace: _____

Where injury occurred: _____
(eg. Construction site, panel shop, etc) _____

beating

Section 2: Details of injured person

Estimated time person is unable to work _____ days

Surname: _____
 Given Names: _____
 Occupation: _____
 Date of birth: / / Age: _____
 Sex: Male Female

Section 3: Injury Details

Nature of injury:

Brief description of how injury occurred:

Place injured person removed to:

Name of person reporting accident:

Position:

Phone Number:

Person for liaison:

Phone Number:

Office Use Only:	Nat. <input type="checkbox"/>
Person Receiving	<input type="checkbox"/> Loc.
Date: _ / _ / _	Ag. <input type="checkbox"/>
Time.....	<input type="checkbox"/> Type

Damage to Plant/Machinery

Damage to any vehicle, plant, machinery or any Council-owned item must be reported immediately after an incident. The damage reporting procedure is as follows and must be strictly adhered to.

The Employee shall;

- Ensure the item is stopped immediately
- Check if any personal injuries have occurred
- If personal injury has occurred get help immediately
- Establish whether vehicle/machine can be driven safely back to the depot
- If vehicle/machine is not driveable, contact Supervisor
- Upon arrival back at the depot, advise Supervisor immediately
- Place “Do not Operate” tag in most obvious position if item is rendered defective
- Place in “No Go Bay” relevant to that item
- Advise Stores
- Complete an Accident/Incident Report (if required)

The Supervisor shall;

- Investigate incident report within 24 hours
- Deliver completed Accident/Incident report to CEO
- Deliver completed investigation report to Payroll
- Ensure insurance form is completed by Employee where necessary
- Ensure corrective action is taken where necessary

<p>SEE FLOW CHART ON PAGE 2 OF THIS POLICY FOR PROCEDURES FOR REPORTING ACCIDENTS/INCIDENTS</p>
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POLICY No:	OSH 5
DIVISION:	Occupational Safety and Health
SUBJECT:	Duty of Care to Visitors or Contractors
REPORTING OFFICER:	Executive Manager Engineering and Development Services
ENABLING LEGISLATION:	Occupational Safety and Health Act 1984

OBJECTIVE:

To ensure that a sufficient duty of care is displayed to contractors and visitors in accordance with standard safety guidelines.

POLICY:

“Visitors” for the purpose of this policy shall also include Employees who are entering a work environment which they are not normally required to enter. Council is committed to ensuring that visitors to any workplace are not exposed to hazards and if so, they are made aware of such hazards prior to commencing work or entering the workplace.

Procedure and Guidelines

All people who are required to enter a workplace of the Local Government as a contractor or visitor shall obtain the prior permission of the Council or delegated officer, before entering.

All visitors are required to report to the front counter or to the office closest to the point of entry to obtain permission to enter the premises and if necessary, to allow for a safety induction.

Visitors or contractors who are required to remain in the workplace for an extended period of time, perform work unsupervised and alone or who may be exposed to health and safety concerns, shall complete an induction checklist with the person who requested the visitor or contractor to enter the premises:

- Identify hazards within the workplace or work environment;
- Explain the evacuation procedure in case of emergency including location of emergency exits and fire prevention equipment;
- Provide copies of policies relevant to the nature of work or visit;
- Supply the temporary security pass for the relevant work areas;
- Explain the location of emergency contact facilities and emergency activation devices;
- Supply a list of qualified senior first aid officers and their location within the workplace; and
- Supply or ensure that the contractor has the necessary safety equipment consistent with the Local Government standard practices.

Inductions are not necessary for temporary short term visits where the visitor is not exposed to health or safety concerns or required to work in an environment alone.

Once the induction has been completed the visitor or contractor shall be given the opportunity to ask questions in relation to what they have been told. The visitor or contractor will be given a guided tour of the workplace and not be left alone until the Employee conducting the induction is satisfied that the person is confident in the work environment and the steps taken by the Shire to ensure their safety.

Where a visitor is required to access a work area they shall be accompanied by a suitably qualified Employee. Visitors are restricted from entering all high hazard areas without the necessary safety equipment and precautions taken. Special care is required to be taken when a child is involved.

**SHIRE OF WYNDHAM-EAST KIMBERLEY
VISITOR AND CONTRACTORS INDUCTION CHECKLIST**

Contractor or visitors name:.....

Company or service provider:.....

Nature of visit:.....

Date of commencement:.....

Expected time of completion:.....

Please read the following

PRIOR TO COMMENCEMENT

- Work is available and ready to be done
- Work area is ready
- All necessary support and resources are confirmed eg. support or person who requested service

INTRODUCTION TO THE JOB

- Introduction to the section
- Clarification of duties required
- Equipment and machinery

GENERAL WELFARE

- Kitchen facilities
- Toilet facilities
- House-keeping

ENGAGEMENT FACTS

- Working hours
- Building Security
- Confidentiality

COUNCIL POLICIES

The following Council Policies have been read before commencing works;

- Occupational Safety and Health Policy OSH 1
- Occupational Safety and Health Representatives OSH 2
- Occupational Safety and Health Reporting OSH 3
- Duty of Care to Visitors or Contractors OSH 5
- Emergency Evacuation Procedure OSH 7
- First Aid OHS 8
- Manual Handling Policy OSH11
- Workplace Drug and Alcohol Use OSH 16

OCCUPATIONAL SAFETY AND HEALTH

- Accident and Injury
- First Aid
- If necessary Driver's licence supplied
- Legal Rights and Responsibilities
- Personal Protective Clothing and Equipment
- Smoking at work

INSURANCE

- Public Liability
- Workers Compensation

EVACUATION

- Fire Prevention and Fire Fighting Equipment

If working under contract specifications and conditions will apply.

Signature:..... Date:.....

POLICY No:	OSH 6
DIVISION:	Occupational Safety and Health
SUBJECT:	Vehicle and Driving Procedures
REPORTING OFFICER:	Executive Manager Engineering and Development Services
ENABLING LEGISLATION:	Occupational Safety and Health Act 1984

OBJECTIVE:

This policy is designed to ensure that those who work for Council do so in an environment which, as far as is practicable, is free from traffic hazards. This policy aims to establish guidelines which will help reduce the risk of personal injury and property damage whilst driving in remote areas.

As an Employer, the Shire of Wyndham East Kimberley has a duty under the Occupational Safety and Health Act 1984 to provide a safe working environment and to protect all Employees from hazards in the workplace. In keeping with this requirement, all Employees should adhere to the following procedures regarding speed limits, crossing rivers/floodways, fatigue and general safety requirements.

POLICY:

The following procedure shall be adhered to by all Employees using Shire vehicles or their own vehicle for official Shire business.

Speed Limits

The Local Government has adopted guidelines in respect of speed limits for machinery, trucks and light vehicles. Be advised that Council accepts no liability or responsibility for any operator of its plant for speed related offences. Council expects all staff will abide by the posted State Road Speed Limits.

All drivers must be aware that roads throughout the State are subject to storm damage, which may create dangerous wash outs, scours and rough road surfaces. During the wet season rivers and flood ways can become extremely hazardous, as water levels can rise very rapidly. Further, some roads are inclined to break up during dry spells producing bull dust holes, severe corrugations or areas of loose sand.

Maximum travelling speeds must therefore match road conditions at the time. Drivers must be conscious of the conditions and adjust their speed accordingly.

The following guideline maximum speeds are considered appropriate when conditions are good:

- On all unsealed roads of dual width – maximum speed of 90km/hour or in accordance with the applicable speed limit signage.
- On all unsealed roads of single lane width – maximum speed of 60km/hour or in accordance with the applicable speed limit signage.
- On bitumen surfaced roads – in accordance with the applicable legal speed limit.
- When travelling on unsealed roads the speed of vehicles should be further reduced when passing oncoming traffic.
- Vehicles headlights must be on at all times whilst travelling on unsealed roads.
- When moving in the Shire Depot a maximum of 8 kph must be observed. Exceeding this limit within the Shire Depot may be considered a dismissible offence.

Crossing Rivers/Flood Ways

It is Council's policy with respect to crossings rising or fast flowing floodways/river/creeks that Employees are not to attempt a crossing if water levels are 0.4 metres or higher or if Employees believe that doing so is not safe. Commonsense must prevail. During the wet season when creeks, rivers and flood ways are rising or flowing swiftly then attempts to cross are ill advised.

Crossing at deeper water levels may be appropriate if all the following conditions are met:

The water is not flowing swiftly/rising rapidly;	✓
Visibility is good (i.e the driver can clearly see potential dangers such as the edge of the crossing);	✓
The vehicle is appropriately equipped (e.g. Snorkel and enough weight to ensure that it will not lose traction easily);	✓
The driver is experienced in four wheel driving;	✓
The crossing is free from visible hazards;	✓
There are no road signs preventing crossing; and	✓
The driver is a competent swimmer.	✓

Where a crossing is attempted the following shall apply;

- All windows shall be opened prior to attempting a crossing as it may be impossible to open doors should problems occur (too much pressure on the doors from the water).
- Seat belts shall not be fastened, as rapid evacuation may be required.
- A person shall walk across the water first to establish how deep the water is, how strongly it is flowing, what the state of the surface beneath the water is like etc. This person shall be a competent swimmer. A safety rope will be tied between the person and the vehicle before the person enters the water. The person crossing shall not do so if the current is moving too fast, the water is too deep, they have not got a safety rope, there is a risk of crocodile attack and/or they do not feel comfortable doing so.
- If there is any doubt in the driver's mind as to the safety of crossing, then they are to either wait for the waters to subside or attempt to retrace their journey. Employees electing to wait must remain in close proximity to their vehicle so that they will be easily found should a search party attempt to locate them. Attempts should be made to park the vehicle on higher ground.
- Engaging in risky behaviours is prohibited as it could result in drowning or substantial damage to the vehicle.

For information on Private use of Council Motor Vehicles see HR7 in the Council Policy Manual.

Fatigue

Drivers and passengers must be aware of, and able to identify, the symptoms associated with fatigue and respond by stopping to rest or change drivers.

Where possible, work should be planned to avoid:

Driving into the sunset or sunrise	X
Driving excessive distances or for extended periods;	X
Driving at night	X

The Consumption of Alcohol and Drugs

No Employee is permitted to drive or control machinery whilst under the influence of drugs or alcohol. This policy operates in conjunction with the vehicle use, and the Drug and Alcohol Policy of the Shire of Wyndham East Kimberley which can be found within the policy manual.

General Safety Requirements

Prior to each journey, the driver must ensure that:

A vehicle pre-start and safety check is conducted;	✓
All loose articles (which may become dangerous if the vehicle is stopped suddenly) are securely restrained;	✓
Any faults or damage to the vehicle are reported as soon as possible;	✓
The vehicle is safely parked when using a mobile/satellite phone, unless a hands free system is fitted;	✓
They have notified a reliable person of their travel plans including the make of vehicle, estimated time of arrival, colour of the vehicle, proposed route of travel and destination;	✓
They remain with the vehicle in the event of a breakdown, becoming bogged or other such situation that prevents them from reaching their destination;	✓
They are adequately trained in tyre changing (the maintenance Supervisor will provide training in tyre changing etc. on request);	✓
Drivers are expected to provide assistance to other motorists in the event of an emergency;	✓
The plant maintenance Supervisor will provide training in tyre changing etc. on request.	✓

POLICY No:	OSH 7
DIVISION:	Occupational Safety and Health
SUBJECT:	Emergency Evacuation Procedure
REPORTING OFFICER:	Executive Manager Engineering and Development Services
ENABLING LEGISLATION:	Occupational Safety and Health Act 1984

OBJECTIVE:

To ensure that access to and egress from workplaces are kept free from obstruction at all times and that Employees are familiar with emergency evacuation procedures.

POLICY:

Council is committed to ensuring that accesses to and egresses from workplaces are kept free from obstruction at all times and that Employees are familiar with emergency evacuation procedures.

Council shall provide regularly maintained and efficient portable fire extinguishers to control any fire likely to arise from the work being done at the workplace and shall ensure that portable fire extinguishers are located and distributed at the workplace in accordance with AS 2444.

Movement around workplaces

It is the responsibility of all Employees and contractors to ensure that persons are able to move safely within the workplace. This shall be achieved by keeping passages free of obstructions at all times.

Emergency Exits

It is the responsibility of the Employer to ensure that all emergency exits are available for use at all times and are not secured closed or locked when Employees are still located within the workplace.

It is also the responsibility of the Employer to ensure that the emergency exits are clearly marked within the workplace and that the emergency exit signs are visible when a power failure occurs.

Earthquake

In the event of an earthquake, office Employees should attempt to shelter under a solid object until the earthquake has finished before evacuating the building unless it is unsafe to do so. Employees should avoid movement around the office during an earthquake as it exposes them to falling objects and faults in the structural efficiency of the building due to the quake.

Flammable Goods/Materials

In areas where there are flammable goods, chemicals or materials which in the event of a fire are likely to burn with extreme rapidity, emit poisonous fumes or cause explosions, and or create a risk of harm or injury to a person at the workplace resulting from the goods or materials being ignited, Employees and contractors shall ensure that no person smokes or introduces a naked flame into that part of the workplace.

All persons in these areas shall comply with signage prohibiting naked flames or verbal instructions not to smoke or introduce a naked flame.

Where the storage of these types of materials is frequent then the Employer will consider the purchase of a specifically designed chemical storage unit, or a fire reticulation systems, emergency alarm buttons, smoke detector alarms and/or fire extinguishers. It should also be noted that the type of fire extinguisher which is used must be suitable to the type of material or substance stored.

If a fire does occur, the Employee is to immediately raise an alert by contacting a fire warden, Supervisor or dialling “000” and is expected to take responsible steps to try and contain the fire but should not do so if they believe that doing so may cause them harm or injury and that the fire may be contained by them taking such actions. The procedures in case of fire are contained at the end of this policy.

Access to Emergency Services

It is the responsibility of the Employer to ensure that all Employees have access to communication facilities to contact emergency services in case of any emergency in any work area including those who work in remote locations.

Emergency Wardens

Where the Shire has made a decision to appoint fire wardens to control emergency procedures, the Shire shall ensure that:

- All wardens have been trained in their responsibilities;
- They have been provided with a bright safety helmet clearly marked “Fire Warden” which is required to be worn during evacuations and emergency situations;
- All Employees have been notified of who their designed warden is;
- The warden is aware of the evacuation procedure and location of safety devices with the work area.

The Shire shall also ensure that they have appointed a designed person to contact emergency services in the event of a fire, bomb threat, terrorism attack, chemical spill or work accident. The designated person shall be replaced by another Employee when absent for work.

Evacuation Procedures

Council will ensure that there is an evacuation procedure to be followed in the event of a fire or other emergency at the workplace, and that the evacuation procedure is clearly and prominently displayed at the workplace.

A diagram showing the locations of exits and the position of the diagram in relation to the exits will be clearly and prominently displayed at the workplace.

The evacuation procedure will be practised at the workplace at reasonable intervals. Persons at the workplace who would be required to help control or extinguish a fire in the workplace shall be appropriately training and provided with appropriate protective clothing and equipment.

Emergency Evacuation

Council shall endeavour to ensure that Managers and Supervisors are accountable for the whereabouts of all Employees under their responsibility when an evacuation occurs. All Employees shall be notified of the evacuation meeting areas. Employees are responsible for ensuring that in the event of evacuation that they reach the designated evacuation location as soon as possible in a calmly manner.

No Employee is permitted to re-enter the building until authorised, if the emergency evacuation procedure has initialised. Any Employee who fails to evacuate the building once the emergency alert has been activated, fails to go to a designated meeting area or fails to follow a lawful direct during an emergency will face disciplinary action. Failure to evacuate and follow lawful directions during an emergency is considered as a serious offence as it places unnecessary risk on the person/s concerned and other staff members.

SAMPLE

EMERGENCY PROCEDURE – XXXX DEPOT

Upon Discovery of a Fire

- Alert your Supervisor/Manager
- Alert other Employees, fire wardens, occupants and visitors
- Dial State Emergency Services in Kununurra on 91691003 or Wyndham 91681436 and advise fire brigade or 000.
- Attend to casualties in immediate danger (if appropriate)
- Switch off power point near fire and disconnect power leads if possible.
- Use fire extinguisher if safe to do so.
- If your Supervisor is not in attendance evacuate all personnel and proceed to assembly area.
- Count all personnel.

Using Fire Extinguishers

- Make sure you are using the correct extinguisher for the situation.
- Keep an emergency exit between or behind you and the fire.
- Stay low to avoid heat and smoke.
- Direct extinguisher stream at base of flame (not smoke).
- Use a side-to-side sweeping motion over the burning surface.
- Sweep from near edge to rear then up any vertical surface.
- On extinguishing the fire make sure to get “Hot Spots”.
- If fire gets out of hand, retreat and close the door (do not lock).

Emergency Evacuation

- On the emergency signal evacuate via your designed emergency exits.
- Proceed to assembly area.
- Dial (Police) Kununurra 91664530 or Wyndham 91611055 or 000.
- If injuries have occurred dial 000.
- Instruct all personnel to remain in assembly area until directed by your Supervisor.

NOTE: Study the plan of your workplace and become familiar with all emergency exit routes. Do not panic, and assist anyone who is having trouble with evacuation procedures.

CONSIDERTION OF ISSUES RELATING TO FIRE AND PREVENTION

STAY ALERT FOR HAZARDS

- Overheating equipment.
- Accumulated rubbish (poor housekeeping).
- Cracked, faulty electrical insulation.
- Spilled flammable material near a heat source.
- Hot-work activities e.g. Welding
- Overloaded equipment/circuits.
- Storage of flammable material near a heat source.
- Electrical wiring defects.
- Explosive dangers (flammable vapours, dust etc.).
- Failure to switch off equipment when not being used.

PREVENT FIRE HAZARDS BY ENSURING

Exits remain clear of obstructions.	✓
Everyone is aware of evacuation procedures.	✓
Fire extinguishers are available and clearly marked.	✓
Personnel know how to identify extinguisher and fire types.	✓
Faulty and overheating equipment is not used.	✓
Equipment is switched off at the end of the workday.	✓
Circuits are not overloaded.	✓
Rubbish does not accumulate.	✓
Heaters are placed away from flammable materials.	✓
“No Smoking” signs are obeyed.	✓
Regular fire hazards inspections are conducted.	✓

HOW TO RESPOND IN A FIRE EMERGENCY

1. Assist personnel in immediate danger, but only if safe to do so.
2. Close off the affected area, close doors to contain smoke and flame when you exit.
3. Raise the alarm and call the Fire brigade (use alarm and phone).
4. Attack the fire (fire extinguishers, hose reels), but only if safe to do so.
5. Move to emergency assembly area/assembly point.
6. Follow instructions from Fire Wardens.
7. Keep talk to a minimum when evacuating.
8. Assist mobility impaired people.
9. Remain at the assembly area/point until the all clear is given.
10. Feel doors for heat and fire on the other side.
11. Be accompanied when you go to fight a fire.
12. Only attack a fire if it is safe to do so.
13. Fire extinguishers empty in a short time so it is dangerous to fight a fire that is spreading rapidly.
14. Do not use water or foam fire extinguishers on appliances connected to electricity.
15. Breathe air close to the floor in a smoke filled room – crawl or crouch.
16. Stop, drop and roll to smother burning clothes.
17. Smother flames on a burning victim with a blanket, rug or coat and lie them on the ground.
18. Cool burnt skin with water for 10 to 15 minutes to limit tissue damage and relieve pain. Do not burst blisters. Do not peel clothing stuck to a burn.

POLICY No:	OSH 8
DIVISION:	Occupational Safety and Health
SUBJECT:	First Aid
REPORTING OFFICER:	Executive Manager Engineering and Development Services
ENABLING LEGISLATION:	Occupational Safety and Health Act 1984

OBJECTIVE:

Council has a duty under the Occupational Safety and Health Act 1984 to provide a safe working environment and to provide immediate treatment or care of persons who are injured or who become ill in the work place.

Accordingly, the Shire has adopted the following procedure in respect of the provisions of first aid facilities and persons trained in first aid. This policy is designed to ensure that all Employees work in an environment, which, as far as is practicable, has appropriate first aid facilities and persons trained in first aid.

POLICY:

First aid facilities

Each work place or work location shall be provided with a First Aid Kit and the type of kit provided shall be dependent upon having regard to –

- The type of hazards to persons at the work place and the risk of those hazards; and
- The number of persons at the workplace.

However all first aid kits provided shall be approved by “the appropriate” body and contain as a minimum;

Eye wash solution	✓
Various size bandages	✓
Sling	✓
Adhesive band aids and antiseptic	✓
Swabs and Tweezers	✓
Scissors	✓
Disposable surgical gloves	✓
Resuscitation face shield	✓
First aid quick reference manual including instructions for CPR and EAR	✓

It is the responsibility of the Supervisor, Senior First Aid Officer and Safety Representative to ensure that the first aid box in their work place is adequately stocked at all times and to ensure that any items with expiry dates are current. A list of appropriate contents for each first aid kit can be obtained from the Human Resources Officer.

All Shire vehicles shall contain a fully stocked first aid box. It is the responsibility of the officer “allocated” the vehicle to ensure that first aid supplies are maintained.

All first aid kits shall be stored in a location that is accessible to all staff members and must be adequately sign posted. All Employees should be made aware of the location of the first aid kit during their induction and informed of who are the first aid representatives in the case of an accident.

Although not entirely necessary, it is at the discretion of the Chief Executive Officer about whether or not a dedicated area or room be established for administering first aid having regard to the need and size of the workforce.

Medical Conditions or Allergies

It is the responsibility of the Employee who has an allergy or medical condition to notify the first aid officer and Supervisor, of their condition and any other medical issues that may be of relevance including prescribed medication in case of emergency. It is also the responsibility of the Employee to carry any necessary medication at all times and administering that medication is also the responsibility of the Employee. No Employee or first aid officer is permitted to administer medicine but are able to assist a victim in administering the medicine themselves.

Emergency Contacts

It is the responsibility of the Supervisor to ensure that all new Employees have supplied to human resources a list of emergency contacts. The Employee must notify human resources of any changes to the emergency contact details.

In the case of a medical emergency involving a need for hospitalisation or medical attention, the Supervisor/Manager shall notify the Employee's emergency contacts as soon as practicable after the event.

First Aid Officers

Each work place shall, so far as is practicable, have persons trained in first aid who are available to give first aid at the work place having regard to the type of hazards to persons at the work place and the risk of those hazards; and the number of persons at the workplace.

A list of the persons qualified to render first aid assistance must be displayed in a prominent area in the work place. In order to be deemed suitably qualified a person must have a current Senior First Aid Certificate from St Johns Ambulance or another first aid training provider.

If no Employee is suitably qualified then the Employer shall call for nominations from Employees willing to become first aid officers and then ensure that they undergo the necessary training. Where a suitable Employee can not be found then it is the responsibility of senior staff to obtain the relevant qualifications.

A first aid officer is not required to administer first aid if in doing so, they believe that they are at risk or in danger of harm to themselves or the victim.

In electing to become a first aid officer, the Employee acknowledges that they are required to administer first aid to those Employees in need. It is at the discretion of the Chief Executive Officer whether or not Employees shall be required to administer first aid to the public in case of emergency.

The Employer shall ensure that St John Ambulance is contacted to determine which training courses are most beneficial for the relevant work environment.

POLICY No:	OSH 9
DIVISION:	Occupational Safety and Health
SUBJECT:	Hepatitis A, B & Tetanus and Influenza Immunisation Policy
REPORTING OFFICER:	Executive Manager Engineering and Development Services
ENABLING LEGISLATION:	Occupational Safety and Health Act 1984

OBJECTIVE:

At the discretion of the Chief Executive Officer, the Council may supply immunisation to Employees for Hepatitis A, Hepatitis B, Tetanus and Influenza. The immunisation will be provided if, due to the nature of the Employee's work, there is a risk that an Employee may come into contact with certain diseases.

This policy is designed to ensure that those who work for Council do so in an environment which, as far as is practicable, is free from hazards. This policy aims to establish guidelines which will help reduce the risk of diseases that staff may become exposed to whilst performing their duties.

POLICY:

Persons most at risk of the immunised diseases include but are not limited to:

- Municipal Employees
- Recreational and Swimming Pool Employees
- Environmental Health Employees
- Building and Planning Inspectors
- Rangers

The Council encourages staff to obtain the necessary immunisation, however it shall be noted that the decision rests with the Employee, and should be made in conjunction with Employee's medical practitioner.

It shall be at the discretion of the Chief Executive Officer which Employees are immunised against potential diseases.

POLICY No:	OSH 10
DIVISION:	Occupational Health and Safety
SUBJECT:	Injury Management and Rehabilitation Policy
REPORTING OFFICER:	Executive Manager Engineering and Development Services
ENABLING LEGISLATION:	Occupational Safety and Health Act 1984

OBJECTIVE:

In accordance with the intention of the Workers' Compensation and Rehabilitation Act 1981 and the Rehabilitation Review 1997, Council has developed and adopted an Injury Management and Rehabilitation Policy together with its associated procedures.

The main objectives of implementing an Injury Management and Rehabilitation Policy and procedures are:

- To establish a systematic approach to injury management and rehabilitation throughout the Council immediately following work related illness, injury and disability.
- To establish that it is the responsibility of the Council to ensure retraining options are available to Employees who are identified as not being able to return to pre-injury duties.
- For Council to identify a person responsible for Injury Management Co-ordination, to oversee workplace-based injury management and rehabilitation programs.
- To develop injury management and rehabilitation based on best practice initiatives that best serve the Council.

POLICY:

Injury Management Overview

Injury management and rehabilitation is the planned and coordinated process of restoring the health and productivity of Employees following the occurrence of a work related injury. The aim of injury management and rehabilitation is to achieve the best level of recovery and return to the workforce for the injured Employee. Components of such a program may include:

- **Injury Management** – Prompt medical diagnosis and treatment to maximise the rate and extent of recovery. Initial return to work guidelines established and implemented between the Employee, Supervisor and doctor.
- **Rehabilitation** – In cases where recovery and return to work are not successful within two – four weeks from injury, an approved rehabilitation provider may become involved in the process. Involvement from the Employee, Supervisor and doctor remain essential to the process.

Injury Management Policy Statement

It is the policy of Council to make provision for the injury management and rehabilitation of all Employees who have sustained an accepted work related illness, injury or disability.

In this context injury management is defined as:

“a workplace managed process incorporating the Local Government and medical management from the time of injury to facilitate where practicable, efficient and cost effective maintenance in or return to suitable employment within the Local Government.” - As required a rehabilitation provider may also be involved in the process.

To assist in the timely and effective injury management of Employees, the Executive Manager in conjunction with the Supervisor/Manager have been identified to oversee the injury management and rehabilitation practices.

PARTICIPANTS IN INJURY MANAGEMENT AND REHABILITATION

The role of the following key participants in the injury management and rehabilitation processes.

1. Injured Employee

The following Employees should be involved in injury management:

Workers’ Compensation – lost time – Employees with a work related injury who are likely to sustain lost time from work.

Workers’ Compensation – no lost time – Injured Employees who, due to physical/psychological problems are experiencing difficulty coping with their work.

Responsibilities of Injured Employees undergoing Injury Management and Rehabilitation:

To report any injury to a Supervisor/manger as soon as practical.	✓
To seek workplace first aid treatment until able to attend for medical treatment of the condition.	✓
To obtain a first medical certificate and complete a workers compensation claim form.	✓
To attend for progress medical certificates as required (including inability to attend work) and submit them to the appropriate Supervisor no later than one working day after seeing the medical practitioner.	✓

To participate in injury management and rehabilitation as recommended by the medical practitioner.	✓
To maintain regular contact with the Manager/Supervisor, treating medical practitioner and the Executive Manager, Supervisor or Manager and rehabilitation provider.	✓
Where possible to postpone any leave due to be taken, so as to minimise disruption to the return to work process. If leave is to be taken and requires travel outside of WA, the Employer and self-insurer are to be notified.	✓
To attend examinations by medial specialists as arranged by the treating medical practitioner, Employer or self-insurer.	✓
To notify the Employer of a second job.	✓
On commencing a return to work, the normal work procedures and work performance expectations apply, unless otherwise stated. These include clocking on/off, arriving on time, advising of inability to attend work and reason for any non-attendance.	✓

Rights of Injured Employees undergoing Injury Management and Rehabilitation:

- To receive weekly payments during periods of incapacity for work following a workers' compensation injury.
- To be actively involved in all decisions regarding treatment and injury management and rehabilitation.
- To choose the treating medical practitioner and approved rehabilitation provider.
- To access medical/rehabilitation reports regarding their case.
- To have individual injury management and rehabilitation information restricted to relevant parties i.e. member of the Case Team.
- To apply to the Workcover WA Conciliation and Review Directorate in cases where compensation entitlements are disputed.

2. Case Team

The Case Team comprises of all relevant parties involved in the injury management and rehabilitation of the injured Employee. The team aims toward achieving the injury management and rehabilitation goals as agreed with the injured Employee, with each member utilising their area of expertise. The Case Team may comprise of:

Executive Manager and Supervisor/Manager

Executive Managers and Managers/Supervisors have a key role in ensuring the success of injury management and rehabilitation programs. They are responsible for actively supporting the injury management and rehabilitation process by working closely with the doctor and injured Employee to provide meaningful duties for the return-to-work program. Specific responsibilities are outlined in the "Injury Management and Rehabilitation Procedures – Manager/Supervisor."

Injury Management Coordinator

The Payroll Officer, Executive Manager, Manager/Supervisor may be appointed as the Injury Management Coordinator.

The Injury Management Coordinator is responsible for supporting management and injured Employees by:

- Assisting and supporting injured Employees and management in all respects of compensation, injury management and rehabilitation.
- Liaising with and developing a suitable return to work plan in conjunction with the injured Employee and appropriate Case Team members.
- Monitor the progress of injury management and rehabilitation.

Specific responsibilities are further outlined in the “*Injury-Management and Rehabilitation Procedures*”.

Medical/Paramedical Practitioners

Professionals involved in treatment prior to or during the injury management and rehabilitation process may include: GP/ Medical specialist, occupational therapist, psychologist, physiotherapist and exercise physiologist.

Vocational rehabilitation provider

The rehabilitation provider’s role is to deliver a professional rehabilitation program to those injured Employees who may require ongoing assistance with their return to work. The approved rehabilitation provider should deliver an appropriate program in a timely and cost effective manner, working closely with the injured Employee, treating medical practitioner and Case Team. Approved rehabilitation providers must be accredited by Workcover Western Australia.

3. Self Insurers

The insurer for Council is the Local Government Insurance Service. The Claims Administrator/Supervisor may be involved in Case Team meetings and is able to provide updated medical and claims information as required.

Scheme Injury Management Coordinator

The Coordinator oversees the injury management and rehabilitation requirements of all Scheme members. Specifically the Scheme Injury Management Coordinator performs the following:

- Identification of claims requiring injury management and rehabilitation assistance.
- Liaison with relevant Case Team members.
- Review of injury management and rehabilitation progress.
- Provision of advisory services to Scheme members.
- Provision of injury management and rehabilitation services as required.

Confidentiality

The injury management and rehabilitation process is confidential and all records relating to injured Employees will only be available to authorised persons. An information release authority must be signed by the Employee and is held by the Supervisor/Injury Management Coordinator as outline in Appendix 1.

Evaluation of Injury Management and Rehabilitation Programs

The effectiveness of injury management and rehabilitation programs will be closely monitored by the Scheme Rehabilitation Coordinator. Feedback will be provided to the Local Government and the Scheme Management/Board.

Injury Management and Rehabilitation Training

Training of Local Government Representative to address injury management and rehabilitation functions will be carried out on an as-needs basis by the Scheme Injury Management Coordinator.

Sick Leave Injury Management

Providing alternate duties or restricted normal duties for those injured Employees recuperating from sick leave, assists in reducing the human and economic costs of absenteeism and is encouraged.

Rehabilitation for sick leave Employees is fully funded by the work area. Injured Employees who should be considered for injury management and rehabilitation include those who are able to return to work on reduced hours and/or modified duties. The Shire or the Scheme Injury Management Coordinator may be contacted for guidance in the return to work process.

INJURY MANGEMENT AND REHABILITATION PROCEDURES

DEFINIATIONS

Local Government Injury Management Co-ordinator – is a person appointed by the Local Government and responsible for supporting management and injured Employees as outlined in the Injury Management and Rehabilitation Procedures.

Case Team – a team of persons comprising all relevant parties involved in the injury management and rehabilitation of the injured Employee.

Vocational Rehabilitation Provider – persons(s) whose role it is to deliver a professional rehabilitation program to those injured Employees who may require ongoing assistance with their return to work.

Scheme Claims Manager – is a person employed by Local Government Insurance Service and who may be involved in Case Team meetings.

Scheme Injury Management Co-ordinator – is a person employed by Local Government Insurance Service and who oversees the injury management and rehabilitation requirements of all scheme members.

1. Injury Management

1.1 Provision of First Aid

The provision of appropriate on-site first aid immediately (within 30 minutes), following an injury can significantly reduce the damage and long term effects associated with the injury. It is the responsibility of the injured Employee and/or Supervisor to ensure that first aid treatment is sought. Once on-site first aid assessment and treatment has been given, a referral to a medical practitioner can be made as required, by the Supervisor/Manager.

1.2 Manager/Supervisor

The role of the Manager/Supervisor is to perform the following with the support and follow up by the Local Government Injury Management Coordinator. A checklist for use is given in Appendix 2.

- **Administration**

Once the Employee reports an injury and has sought first aid and/or medical treatment, the Supervisor should discuss the procedures for making compensation claims. If the doctor provides a workers' compensation first medical certificate, the Supervisor should ensure the Employee fills out a claim occurrence form and attach the first medical certificate. These documents should then be forwarded to the Scheme via the Payroll/Insurance Officer within three (3) working days.

- **Information**

The Manager/Supervisor should explain the procedure for claim acceptance, pay procedures and the Employer's commitment to injury management and rehabilitation. The Manager/Supervisor should issue a 'Rehabilitation Information Pack' to the Employee outlining injury management and rehabilitation procedures. The Manager/Supervisor should notify the Executive Manager and the Injury Management Coordinator if the Employee is to incur any lost time.

- **Establish a Return-to-Work**

The 'Rehabilitation Information Pack' also contains a letter to the treating doctor outlining the availability of alternate duties that should be filled out at the time of issue of the Pack. In developing return-to-work programs the Supervisor/Manager should take the following into consideration:

1. Many work areas within the Local Government (including Parks and Gardens, Libraries, Swimming Pools and Administration) should have available duties that may be suitable for injury management and rehabilitation. Development of the return-to-work goal should occur in consultation with the injured Employee and the treating doctor. Provision of meaningful work duties may include pre-injury duties on a part time basis, modified pre-injury duties (part or full time), supernumerary (assisting others) or different duties in the same or different section.
2. A return-to-work may only commence following appropriate certification by a medical practitioner, clearly stating the appropriate work duties and any restrictions. If there are any queries regarding the medical certificate issued, the Supervisor/Manager may contact the GP to clarify details.
3. A return-to-work plan should be completed and a copy held by the Employee, Supervisor and injury management coordinator. The Establishment of time frames for monitoring progress including ongoing medical reviews, upgrading duties and hours and follow up times to ensure a successful return to work. Documentation of all review meetings should occur with Case Team members being informed of progress as appropriate.
4. Provision of appropriate training and supervision for any duties that are unfamiliar to the Employee should occur. Ensuring the injured Employee and their direct Supervisor and co-Employees clearly understand the program details and that appropriate feedback is provided to the Employee on a regular basis is essential. Normal performance/disciplinary procedures apply to Employees undergoing injury management and rehabilitation.
5. Injured Employees are paid in the normal manner by the Local Government, whilst on workers' compensation. The Local Government is reimbursed for hours not worked by the self-insurer at a later stage. If necessary, supernumerary return-to-work programs that are funded by the insurer, may be negotiated. The department where the Employee was injured is responsible for the injury management and rehabilitation and ongoing payment of wages, even when the Employee is performing alternate duties in another department.

- **Contact and Support**

The Manager/Supervisor should advise that he/she will be in regular contact with the Employee to offer support and assistance in the recovery process.

2. Rehabilitation Assessment

2.1 Case Team meeting

To commence the injury management and rehabilitation process a Case Team meeting may be implemented. The Employee and relevant team members may be invited to attend by

the Local Government Injury Management Coordinator. Further Case Team meetings may be arranged as required.

2.2 Scheme Injury Management Coordinator

Scheme Injury Management Coordinator/Injury Management Coordinator

If it is identified that an Employee has or may lose 10 working days or more following an injury, the Scheme Injury Management Coordinator will contact the Local Government Injury Management Coordinator to discuss the progress of the Employee.

If required, the Scheme Injury Management Coordinator will contact the treating doctor to discuss the need for rehabilitation. If deemed appropriate, the Scheme Injury Management Coordinator will then arrange to meet with the injured Employee, Supervisor, and Injury Management Coordinator to discuss the appointment of a rehabilitation provider.

3. Rehabilitation Plan

After undertaking an initial assessment, the rehabilitation provider should present a plan outlining the rehabilitation strategy and timeframes.

3.1 Physical/Psychological Conditioning

These elements aim to identify the Employee's area of physical/psychological limitations and work towards improving work capacity:

- **Functional Capacity Evaluation (FCE)**
Determines physical/psychological capacity in relation to work demands.
- **Work hardening program**
Intensive physical/psychological program to improve areas of limitation.
- **Psychological Management**
To address emotional issues that may be impacting on ability to return to work.
- **Ongoing medical/paramedical management**
Includes physiotherapy, chiropractic, medication and medical management.

3.2 Return-to-Work Process

The aim of the return-to-work process is to return the Employee to permanent appropriate duties as soon as possible. To achieve this, the following procedure may be undertaken:

- **Job Analysis** – A suitably qualified person will attend the work site to obtain details of the Employee's normal duties. If the Employee cannot return to these immediately, a job analysis of alternate duties may also be carried out.
- **Modification of Duties/Equipment** – Following the job analysis, recommendations may be made concerning modification of duties/equipment to allow the Employee to undertake the duties more safely.
- **Return-to-work program** – A program incorporating a graduated return to normal, selected or alternative duties may be required for injured Employees. Based on the job analysis, discussion will occur with the Employee and treating doctor regarding the Employee's gradual increase in hours and duties. If an Employee cannot return to original or similar duties, retraining may be required. This process involves:

Vocational assessment – to determine vocational options
Counselling and support – for the change in career direction
Work Trial – on job trial to ensure suitability for the new work.
Job seeking skills – to assist in permanent job placement.

The provision of alternative duties will not be possible on an unlimited and permanent basis unless such duties constitute a position within the organisation, the position is readily available and the person meets the maximum employment standards of the position.

Appointment for alternative internal/external permanent positions should follow normal recruitment and selection procedure. However suitable training should be provided to ensure that the injured Employee can adequately perform alternative job requirements within a reasonable period of time, to provide them with a competitive edge.

Feasible work trials and/or permanent work placements may be negotiated with other Local Governments within the Scheme. This can only occur once it has been clearly demonstrated that all options within the Local Government have been exhausted. The Local Government will remain liable for ongoing costs associated with the injury and will remain responsible for wages until the injured Employee is permanently placed within the new Local Government.

4. Outcome

The goal of injury management and rehabilitation has been achieved once the following permanent employment arrangements have been reached and sustained for up to three (3) months.

- Same job with employing Local Government
- Similar job with employing Local Government
- New job with employing Local Government
- New job within Local Government
- New job outside of Local Government

If no return-to-work is achieved and injury management and rehabilitation is deemed unable to provide further assistance or the rehabilitation entitlement is exceeded, case closure may occur. If further injury management and rehabilitation is required at a later stage and sufficient injury management and rehabilitation funds are available, the case file can be re-opened by the Employee or Case Team member.

Options for the Employee, once case closure has occurred, should be outlined by the rehabilitation provider/injury management coordinator.

APPENDIX 1 – AUTHORITY TO OBTAIN/RELEASE INFORMATION

AUTHORITY TO OBTAIN/RELEASE INFORMATION

I _____ hereby authorise the Injury Management Coordinator/Rehabilitation provider to:

- Communicate with the Local Government:
- Release relevant information regarding my injury management and rehabilitation; and
- Obtain relevant information regarding my injury management and rehabilitation.

From the following agencies and/or individuals:

1. Supervisor/Manager: _____
2. Local Government Insurance Services: _____
3. Treating Doctor: _____
4. Others as nominated below:

Signed: _____ Date: _____

Witness: _____ Date: _____

APPENDIX 2 – INJURY MANAGEMENT CHECKLIST AND GUIDELINES

Following Injury:

- Ensure first aid/medical treatment is sought immediately.
- Once first medical certificate received, issue claim form for the Employee to complete.
- Send completed claim documents to the Local Government Insurance Service within three (3) working days from time of receipt of documents.

If the Employee is Certified Unfit for Work:

- Issue 'Rehabilitation Information Pack' to the Employee.
- Discuss with the Employee the availability of alternate duties and outline in the 'Letter to the Doctor.'
- Complete the 'Letter to Doctor' in the 'Rehabilitation Information Pack'.
- Based on doctor's recommendations and medical certificate provided, arrange a return-to-work program with the Employee.
- Advise the Employee of importance of keeping medical certificates up to date by attending doctor on a regular basis.
- Contact the Employee re progress every 1-2 weeks until fully fit for work.

If the Employee has any Difficulties:

- Advise them to see their doctor immediately to be reviewed and obtain a medical certificate.
- If doctor certifies further time off work, contact the Injury Management Coordinator (HR Officer) re appointing an approved rehabilitation provider.
- Contact the Employee re progress every one to two weeks.

Options for Alternate Duties Include:

- Pre-injury duties on a part time basis
- Modified pre-injury duties (part or full time)
- Supernumerary (assisting others)
- Different duties in the same or different section

Guidelines for Identifying Alternate Duties:

Back Injuries

- No repetitive stooping, bending, heavy lifting (over 5-10kg) or twisting of back.
- Allow regular change of position eg. – between sitting, standing and walking.
- Or otherwise advised by a medical practitioner.

Upper Limb Injuries

- No reaching above shoulder height
- No repetitive arm movements
- No forceful arm movements eg – pushing, pulling etc.
- Or otherwise advised by a medical practitioner.

Neck Injuries

- No repetitive movements eg – side to side and up and down
- Avoid extreme neck movements
- Avoid static neck postures
- Or otherwise advised by a medical practitioner.

Lower Limb Injuries

- Avoid climbing steps and stairs and Avoid crouching, kneeling, twisting
- Avoid repetitive foot action
- Allow for seated duties where possible
- Or otherwise advised by a medical practitioner.

Appendix 3 – Letter to Doctor and Alternate Duties Form

To the treating Medical Practitioner

Dear Doctor,

REHABILITATION

The Council Employee _____ has suffered an injury/ illness and has been referred to you for treatment.

It is the policy of the Local Government to make provision for the occupational injury management and rehabilitation of all Employees. Your patient has been given a brochure on injury management and rehabilitation services provided through the Local Government, that may be of interest to you.

An essential part of the role in assisting Employee's normal duties and any alternate duties that are currently available are attached for your consideration.

It would be appreciated in you could provide to the Local Government a list of suitable duties, recommended hours, special considerations and a list of possible alternatives based on the nature of the injury and capabilities of the Employee.

If the Local government can be of any further assistance or you have any queries please do not hesitate to contact _____ on Ph. _____

POLICY No:	OSH 11
DIVISION:	Occupational Safety and Health
SUBJECT:	Manual Handling Policy
REPORTING OFFICER:	Executive Manager Engineering and Development Services
ENABLING LEGISLATION:	Occupational Safety and Health Act 1984

OBJECTIVE:

Council is committed to ensuring that, as far as practicable, each hazard that is likely to arise from manual handling at the workplace is identified, the risk of injury or harm to a person resulting from the hazards assessed and the means by which the risk may be reduced is considered.

The definition of manual handling includes any activity requiring the use of force exerted by a person to lift, push, lower, pull, carry or to otherwise move or restrain an object.

This policy is designed to meet the requirement of the Occupational Safety and Health Act 1984 and associated regulations by identifying manual handling hazards, assessing the risk and the means by which the risks may be reduced.

POLICY:

The potential risk factors associated with manual handling include:

- Activity involving repetitive and/or forceful movements;
- Physical movements and actions involved;
- Working posture and position;
- Workplace and work station layout;
- Nature of the load;
- Location of loads and distances moved;
- Duration and frequency of manual handling activity;
- Weights and forces;
- Work environment;
- Unstable footwear, ground movement or slippery floor; and
- Skill, experience and age.

Essential Lifting Steps

Wherever possible use a mechanical aid or another Employee to assist you.	✓
Get additional help if necessary (don't risk it!).	✓
Plan the lift.	✓
Check the weight of the load.	✓
Is the route you are planning to travel free of obstructions?	✓
Is the place you are planning to put the load free of obstructions?	✓
Stand close to the load.	✓
Place feet apart so as to establish a wider stability base.	✓
Bend at the knees.	✓
Pull the load close to your body.	✓
Get a firm grip.	✓
Lift smoothly.	✓
Keep your back straight.	✓
Let your legs provide the force for lifting.	✓
Look where you are going.	✓
Don't twist your upper body when turning, move your feet.	✓
When depositing the load once again bend at the knees and keep your back straight.	✓
The key to good lifting is to keep the 3 curves of your back in their natural position.	✓

Position Descriptions

Where it is an inherent requirement of a position that the Employee is required to be exposed to potential risks associated with manual handling, then any selection criteria or position description must contain the nature of work, level of exposure to manual handling and preferred physical requirements of applicants.

Training

Any Employee who is required to perform intensive manual handling shall be adequately trained in the correct techniques to avoid injury.

POLICY No:	OSH 12
DIVISION:	Occupational Safety and Health
SUBJECT:	Mosquito Borne Diseases
REPORTING OFFICER:	Executive Manager Engineering and Development Services
ENABLING LEGISLATION:	Occupational Safety and Health Act 1984

OBJECTIVE:

This policy is designed to ensure that those who work for the Council do so in an environment which, as far as is practicable, is free from hazards. This policy aims to establish guidelines which will help reduce the risk of mosquito borne diseases that staff may become exposed to whilst performing their normal duties. The Department of Health recommends that residents and visitors to the East Kimberley region take extra precautions against mosquito borne diseases such as Australian Encephalitis (AE), Ross River Virus (RR) and Barmah Forest (BF) during and after the wet season. Accordingly, if required during working hours, Employees shall be provided with mosquito repellent and appropriate clothing (long sleeved shirts and long trousers).

POLICY:

Mosquito borne diseases - Background

Only one in 500 people infected by the bite of a mosquito actually develop symptoms of Australian Encephalitis, which include severe headache and neck stiffness, fever, delirium and coma. In severe cases the disease can be fatal and if not, can lead to permanent brain damage. The people most likely to be affected by Australian Encephalitis are newcomers to the areas, such as babies, young children and tourists.

Humans infected with Ross River virus or Barmah Forest virus may contract the clinical condition known as polyarthritis. The effects of these viruses range from a symptomless condition, through to a transient rash and mild illness with fever, to polyarthritis affecting chiefly the ankles, fingers, knees, and wrists, but other joints may be affected. The disease is not fatal. For Ross River virus, symptoms become evident from 3-21 days (average 9 days) after infection, and mild cases may recover in less than one month but may persist for months to years. People of working age are most likely to be afflicted with the diseases, whilst symptoms are rare in children.

There is no cure for Australian Encephalitis, Ross River or Barmah Forest virus, so the only action that can be taken is to avoid being bitten by mosquitoes.

Prevention of Mosquito Bites

Effective mosquito control in the East Kimberley is usually not possible because of the large size and inaccessibility of wet season mosquito breeding areas.

Employees can take care to prevent mosquito bites by:

- Avoiding being outside at times when mosquitoes are most active, from sunset to mid-evening (roster work accordingly where possible);
- Covering up as much as possible with loose clothing (mosquitoes can bite through tight fitting clothes);
- Keeping a bottle of repellent handy to put on exposed areas of skin when mosquitoes are active and ensuring the flyscreens in houses and caravans are in a good state of repair;
- If camping out, either sleep in a mosquito-proof tent or under a mosquito net. Repellents only protect against mosquito bites for up to four hours, not all night.

Employee's responsibility

If an Employee has been provided with insect repellent, it is their responsibility to ensure that they wear the repellent at all times when outdoors. The instructions which are displayed on the repellent must be followed to ensure that it is used in the most effective manor. If an allergic reaction to the repellent occurs, Employees must stop applying the repellent and report directly to their Supervisor for medical assistance. The repellent is not to be reapplied until consultation with a registered medical practitioner has occurred.

POLICY No:	OSH 13
DIVISION:	Occupational Safety and Health
SUBJECT:	Office Ergonomics
REPORTING OFFICER:	Executive Manager Engineering and Development Services
ENABLING LEGISLATION:	Occupational Safety and Health Act 1984

OBJECTIVE:

Council recognises that providing a safe and healthy work station is necessary to ensure that the potential hazards within an office environment are reduced as far as responsibly practicable. The objective of this policy is to ensure that Employee work stations are designed and maintained in satisfactory level in order to reduce injuries typically associated with work performed in an office environment and to eliminate potential hazards.

Council in partnership with Employees will attempt to recognise the potential risks associated with hazards at work stations that may exist within the workplace and will take practical steps to provide and maintain a safe and healthy work environment for all Employees.

POLICY:

Designing of Workstations

Council is committed to providing a work station to every Employee that is designed to suit Employee needs in conjunction with the nature of work performed.

Maintenance of Workstations

Council is committed to maintaining all work station equipment in a sound and satisfactory state by ensuring that all equipment is assessed every 12 months for damage and where damage has occurred, replacing or repairing the damage.

Desk Chairs

Every Employee shall be provided with a desk chair equipped with the following requirements:

- Back Support;
- Capability of height and angle adjustment;
- Wheels for manoeuvrability;
- Padding for comfort; and
- Arm supports if suitable.

Document Holders

Any Employee who is required to do excessive amounts of typing shall be provided with a document holder which is able to support a document at eye or monitor level. Council acknowledges that this equipment assists in reducing neck related injuries and increases the typing productivity of Employees.

Computers and Equipment

All computers shall be installed to ensure that the health and safety of the Employee is maintained. This shall be achieved by ensuring that:

All computer cords and electrical supplies are concealed to ensure that an Employee does not trip or electrocute themselves when moving around their workstations.	✓
Computers shall be connected to a surge protection device to avoid further harm by electrocution.	✓
Computer monitors are to be elevated to eye level so that the top of the monitor is around 10 cm higher than the Employee's normal eye line.	✓
Hard drives of computers are to be located to enable easy access for Employees when accessing manual function keys on the computer.	✓
Computer monitors should not be faced directly towards windows or sunlight to reduce reflective glare unless fitted with glare protection devices.	✓
All monitors should be fitted with angle adjustment capabilities to accommodate for height differences of Employees.	✓
Keyboards shall be fully operational with all key stroke markings clearly visible and free from wear.	✓
All monitor screen size apart from mobile laptops shall be a minimum of 15 inches.	✓
The cords for telephones or computer mice shall be of sufficient length to enable the Employee to manoeuvre to the most suitable location on their workstation.	✓

Repetitive Strain

To reduce the risk of repetitive strain injuries, Employees who are required to perform tasks which are of a repetitive nature shall ensure that they implement processes to reduce the risk such as taking intermittent breaks when muscle stress occurs, frequently stretching or exercising the effected muscles and/or performing alternative tasks or duties.

The Shire will enable Employees to take rest breaks for exercises when repetitive work is required to be performed for extended periods of time.

Floor Maintenance

The Shire is committed to repairing flooring which has become worn or torn to reduce the associated risks of falls and slips. All spills involving liquids within the workplace will be cleaned as soon as possible and prevention measures will be taken to notify Employees of slippery floors.

POLICY No:	OSH 14
DIVISION:	Occupational Safety and Health
SUBJECT:	Outdoor Work Protection
REPORTING OFFICER:	Executive Manager Engineering and Development Services
ENABLING LEGISLATION:	Occupational Safety and Health Act 1984

OBJECTIVE

For Council to ensure that Employees who are required to work outdoors as part of their daily duties are protected and that the appropriate precautions are taken.

POLICY

In order for Council to meet their duty of care and responsibility to Employees that work outdoors, a policy has been developed with the aim of:

- protecting Employees from ultra-violet light damages;
- protecting Employees from physical injury, such as cuts and abrasions;
- as far as it is practicable, ensuring that the clothing makes people easy to see when working on or near roads, access-ways and mobile equipment;
- complying with the Occupational Safety & Health Act 1984, Australian Standards and associated regulations;
- providing clothing which will be comfortable and acceptable to the majority of Employees; and
- promoting a team spirit and personal pride in the Employees with respect to their appearance.

An “outdoor Employee” for the purpose of this document is a person whose regular daily duties require them to be in direct sunlight for more than one hour a day on a cumulative basis.

The following outdoor Employees, because of the nature of their activities, will be subject to their particular dress requirements as nominated.

- Rangers/Law Enforcement Officers,
- Pool Attendants (Long pants may hinder a pool rescue and are not recommended),
- Building Surveyors,
- Parks Employees,
- Waste Management Employees,
- Building Maintenance Employees,
- Environmental Health Officers, and
- Employees on Special Tasks.

Clothing

The minimum clothing requirements for outdoor Employees shall be a long sleeve shirt and long trousers. However, to help prevent the adverse effects of hot weather, for the months of November to March inclusive, outdoor Employees may be permitted to wear long shorts, just above the knee. Unless there are safety related reasons, shirt sleeves must not be rolled up.

The basic dress code will apply all year round. (Exemptions may apply based upon written medical advice).

Hats, long sleeve shirts, long shorts and trousers appropriate for the nature of work will be supplied by Council. Wherever practicable, the Ultra-violet Protection Factor (UPF) of clothing fabric will be 20UPF or better.

Where there is an obvious risk of physical damage to skin, the option to wear long shorts in certain geographic areas will not apply to:

- Mechanics, fitters and welders,
- Operators of brush cutters, concrete/bitumen saws and chainsaws;
- People handling bitumen; and
- People who handle chemicals such as pesticides and herbicides.

These Employees must wear trousers and long sleeve shirts or overalls.

Sunscreen

All outdoor Employees will be supplied with sunscreen cream which should be applied to their uncovered skin in accordance with the manufacture's directions. In particular, this refers to the face, ears, necks, backs of hands and legs of Employees. The cream provided will be registered under Australian Standards and be the SPF 15+ Broad Spectrum type.

It is recommended that sun screen be used on the face, neck and ears all year round. Exemptions may apply based on written medical advice.

Other People Who Work Outdoors

Those people who work in direct sunlight for more than thirty minutes per day on a daily basis are also required to wear a broad brimmed hat (or equivalent) and sunscreen, both of which Council shall supply. Such Employees may be Building Department Staff, Health Department Staff and Child/Day Care Staff.

High Visibility Clothing

Because of the requirement for Local Government Employees to be easily seen by vehicle users, high visibility clothing of some description must be worn by Employees while within road reserve area or near vehicle access ways.

While the use of an overlay garment in the form of a vest or singlet is preferred, red long sleeved shirts will be allowed and supplied. Should over garment be needed, then the overlay garment must be worn over jumpers.

Since the above clothing policy has the implication of making Employees less comfortable in hot conditions, the selection and use of high visibility overlay garments assumes greater importance.

For this reason, an open weave poncho or singlet style high visibility overlay is recommended to minimise heat insulation and maximize air flow around the worker's body.

Note: High visibility vests that Velcro up at the front are discouraged for use on road reserves, because they may be unfastened at the front which reduces their visibility.

Sunglasses

All staff working outdoor shall, when practicable, wear general purpose sun protection glasses which comply with AS1337 (1992) and AS1067 (1990) as appropriate. These will be made available to relevant staff as part of the standard protective equipment issue.

Overheating

While these policy guidelines are essentially about the type of garments worn, the implications to the wearer with respect to comfort and overheating problems require consideration. The key factors which may promote bodily overheating problems are the;

- ambient and radiant temperature;
- extent of air movement (wind);
- pace and physical demand of work;
- adequacy of water replacement required by sweating;
- humidity; and
- person's clothing

Thus some steps which should be taken include:

- All relevant staff should have ample supplies of fresh cool water.
- Exploiting the use of natural shade.
- The erection of temporary shade where practicable.
- Rescheduling of particularly heavy work outdoors between the period 10:00am to 2:00pm where practicable.
- Consideration of temporary cessation from physically demanding work for the time when severe heat related conditions are experienced.

It is readily apparent that heavy work in particularly hot weather is not efficient work without frequent stops, at least for drinks and possibly self-dousing with water.

Lastly, staff should be encouraged to report immediately to their Supervisor any significant symptoms of bodily overheating. Suitable education sessions should be conducted to ensure that staff are aware of what these symptoms are and the effects of exposure to ultraviolet radiation.

Needle Stick Injuries

Where Employees are working in an area where they are likely to find discarded syringes or needles, they are to exercise extreme caution.

In order to minimise health risks following an injury, set protocol should be adhered to:

The injured area is to be washed immediately with soap and water, by preferably but not restricted to a Senior First Aid Officer.	✓
An antiseptic and sterile dressing shall be applied.	✓
The Supervisor or Manager shall be advised at the earliest convenience of the incident.	✓
The injured person shall be taken to the Employee's medical practitioner for assessment and treatment.	✓
Any necessary tests will be subject to the discretion of the Employee's practitioner.	✓
The offending needle or syringe shall be retrieved and given to the Employee's medical practitioner for testing.	✓
The necessary Accident/Incident report shall be completed and given to the Employee's	✓

All Employees who have been exposed to a discarded syringe incident shall be offered counselling to support them in dealing with the accident. Any queries regarding immunisation are to be directed to the Employee's immediate Supervisor or to Payroll.

Consultation

Council realises that the type of clothing worn outside is of considerable importance to Employees and hence these Employees will be consulted with respect to changes in style, type and fabric of clothing as issued.

Wherever practicable, Council, having adopted a clothing policy, will ensure that the style and fabric of garments is acceptable and appropriate to the relevant workforce.

Responsibility

While each Employee is responsible for complying with this policy when working outside, the relevant Manager or Supervisor shall ensure that appropriate precautions are taken.

POLICY No:	OSH 15
DIVISION:	Occupational Safety and Health
SUBJECT:	Safety Induction Procedure
REPORTING OFFICER:	Executive Manager Engineering and Development Services
ENABLING LEGISLATION:	Occupational Safety and Health Act 1984

OBJECTIVE

This policy has been designed to ensure that Managers, Supervisors or human resource professionals make all new Employees aware of all the necessary safety information by following the guidelines contained within this policy.

POLICY

Upon commencement a permanent Employee shall be supplied a copy of the following policies, if applicable and allowed sufficient time to read the policies. A casual or temporary Employee shall only be supplied a copy of the policies relevant to the work being performed, having regard to the length of employment.

Employee Conduct

- Display of offensive material;
- Corporate Uniform Policy;
- Internet and Email Usage;
- Loss of Drivers licence;
- Drug and Alcohol Use;
- Use of Local Government Facilities;
- Vehicle use;
- Traffic Management;
- Records Responsibilities;
- Telephone Usage;
- Employee assistance Program; and
- Harassment and Bullying

Occupational Health and Safety

- Emergency Evacuation;
- First Aid;
- Immunisation;
- Manual Handling;
- Mosquito Borne Diseases;
- Occupational Health and Safety Committee;
- Occupational Health and Safety Representatives;
- Occupational Health and Safety Reporting;
- Occupational Health and Safety;
- Contractor Guidelines;
- Duty of Care to visitors;

- Injury Management Rehabilitation;
- Outdoor Work Protection;
- Safety Induction Procedure; and
- Staff Consultative Committee.

Once the Employee has been given to the opportunity to read all of the policies, they shall be given an opportunity to ask any questions relevant to the policies.

After the Employee has been given an opportunity to ask questions, it is then necessary to explain other safety elements not contained within the policies which are specific for the work environment such as;

- Housekeeping
- Storage
- Equipment
- Hazardous Material
- Avoid Eye Strain
- Office Security and Procedures
- Location of emergency contact facilities and emergency activation devices
- List of qualified Senior First Aid Officers and their location within the workplace
- Supply the necessary safety equipment consistent with the Council's standard practices.

Confirmation of Safety Induction

At the completion of the Safety Induction, the Employees and manger/Supervisor are required to sign the necessary forms from Human Resource Services which declares that the ;

- Safety Induction has been performed in accordance with this policy;
- Employee has been given an opportunity to read all relevant policies;
- Employee has been given an opportunity to ask questions;
- Employee understands and accepts all the policies;
- Employee understands that the policies may be varied at the discretion of the Chief Executive Officer; and
- Employee understands that failure to follow any of the policies which they have read may result in disciplinary action.

Availability of Policies

Council is committed to ensuring that all these policies are available to Employees to read during their employment regardless of their location or nature of work. The policy manual will be stored in a central location. All Employees will be notified of its availability.

POLICY No:	OSH 16
DIVISION:	Occupational Safety and Health
SUBJECT:	Workplace Drug and Alcohol Use
REPORTING OFFICER:	Executive Manager Engineering and Development Services
ENABLING LEGISLATION:	Occupational Safety and Health Act 1984

OBJECTIVE

Employees are obligated to present themselves for work in a fit state so that in carrying out normal work activities they do not expose themselves, their co-workers or the public to unnecessary risk to safety and health. The use of drugs or illegal substances is forbidden.

The Chief Executive Officer may waive this requirement where circumstances warrant (for example, during a social event).

POLICY

Testing individuals for presence of drugs or alcohol

Worksafe Australia (1993) stated that because drug testing in the workplace raised issues of privacy, it should be carried out if “substantial” risk existed for the Employee, co-workers or the public. Employees should be notified of testing programs—not individual tests—and the consequences. The Privacy Committee of NSW (1993) Report stated that drug and alcohol testing should be limited to certain justifiable circumstances including:

- Where an Employee’s impairment by drugs poses a substantial and demonstrable safety risk to the Employee or to other people.
- Where there is reasonable cause to believe that the Employee to be tested may be impaired by drugs.
- Where the type of drug test to be used can identify the presence of a drug at concentrations which may cause impairment.

The aim of this policy is to ensure a safe workplace free from the effects of drugs and alcohol. The policy is directed towards the welfare of the individual and the safety and health of other people. Although disciplinary action may be necessary, the focus is on preventative measures.

Procedure

In general, intoxication is the temporary loss of control, due to alcohol or drug abuse, over psychological or physical faculties.

If an Executive Manager, Manager/Supervisor has justifiable cause to doubt an Employee’s fitness for duty, the Chief Executive Officer (or appropriate Employee) may have the Employee removed from the workplace and may initiate any reasonable action considered necessary. If it is believed that the use of drugs or alcohol renders risk to the health or safety of the Employee, co-workers or the public, Council reserves the right to remove the Employee from duty pending an urgent medical examination to determine fitness to duty.

The procedure for dealing with drug and alcohol abuse is divided into three stages:-

- Stage One – discussion between the Employee and immediate Manager/Supervisor
- Stage Two – discussion between the Employee, Supervisor, Manager and representative (optional)
- Stage Three – disciplinary action

Stage One

The Employee and immediate Manager/Supervisor should participate in Stage One, although the Employee may request a representative to be present. An observer should be present if an Employee representative attends.

- The first stage of the process should be presented as a counselling session. Procedural fairness must be observed and the Supervisor must be observed and the Supervisor must be given the opportunity to respond. The Supervisor must clearly state what standards of performance are required or expected.
- The Supervisor should offer assistance by encouraging the Employee to participate in an Employee Assistance Scheme, although the Employee is not obligated to accept.
- A timeframe for a review should be established. The Employee should be informed of expected changes, on-going performance monitoring by the Supervisor and the compulsory interview at the end of the review period.
- The Employee should be made aware of possible consequence if there is no significant improvement.
- The Supervisor should prepare a brief summary of the interview and give two copies to the Employee. After reading the summary, the Employee should sign one of the copies and return it to the Supervisor. This copy should be placed under confidential cover on file.
- The review interview should be held at the prescribed time. The points discussed should respond exactly to those raised at the first interview; improvements should be acknowledged. Continuing problems, such as continued decline in performance, and any new performance-based problems should also be identified and discussed. The Supervisor should again prepare a summary of the interview.

Stage Two

The participants at Stage Two should be the Employee, Supervisor, manger, and at the option of the Employee, a representative.

- The second meeting should be held using the same procedure as the first, although the Employee should be made fully aware of the possible consequences if there is no significant improvement and that this represents a final warning.

Stage Three

If the issue remains a problem, the third stage of the procedure is in accordance with the Organisation's disciplinary procedure.

Responsibilities

Directors, Managers and Supervisors are responsible for ensuring compliance with the policy.

It is the Employee's responsibility to advise their Supervisor if they are taking any prescribed drug or medication which may affect their fitness for duty or work performance. The Employee should also find out from their doctor or pharmacist what the effects of the prescribed drugs are on work performance.

POLICY No:	OSH 17
DIVISION:	Occupational Safety and Health
SUBJECT:	Evaluation and Management of Staff Workload
REPORTING OFFICER:	Executive Manager Engineering and Development Services
ENABLING LEGISLATION:	Occupational Safety and Health Act 1984

OBJECTIVE

The aim of this policy is to ensure that all Employees have access and opportunity to liaise with management in relation to their workload if they perceive it to be excessive.

Excessive workload, whether real or perceived can be a contributing factor in stress related psychological illness.

POLICY

Council is committed to affording all Employees the opportunity for review of workload on request and will take appropriate action should intervention be required.

Employees are encouraged to discuss workload issues with management, but if they are unable to resolve the issues, a formal process will be undertaken.

This action can be initiated by any Employee providing they are willing to fully participate in the workload evaluation and subsequent processes.

Those unable to participate in the process for any reason must submit a written outline of issues pertaining to workload and reasons why they perceive the load excessive. They may also nominate a peer to represent their interests.

Employees may also raise workload issues with their Supervisor or Executive Manager, the Occupational Safety and Health representative or directly with the CEO if they feel unable to address the issue with the above channels.

Council, Managers and Supervisors will ensure that those who seek workload evaluation will not be victimised or compromised in any way by their actions.

The workloads reviews will be supervised by the Payroll Officer and the result and actions required will be forwarded to the CEO for ratification.

Action will be taken against any level of management who is found to be discouraging or preventing Employees from accessing an independent workload review.

As a matter of course, all Employee duty statements and workloads will be reviewed annually as part of the performance appraisal process.

Workload Evaluation Process

A review of the Job Purpose, Duties and Performance Measures will be carried out by a Manager or Supervisor from a different team as deemed appropriate and approved by the CEO.

The Employee will keep a work diary for two weeks relating to tasks carried out, phone calls, meetings and customer interfaces. This will be evaluated against the job purpose and duty statement.

An audit of the skills and training required to carry out the identified tasks and actions will be carried out at this stage, including interpersonal skills in dealing with customers and peers.

The resulting review will identify areas that are exceeding expected workload, or other factors that are infringing on effective time and work efficiency.

A strategy will then be devised to assist the Employee and their line management to deal appropriately with issues arising. The strategy may include, but is not limited to:

- Work delegation
- Employee training or retraining
- Time management training and support
- Duty Statement revision and workload adjustment
- Ongoing support and reviews

Monitoring of the ensuing workload will be carried out at 4 weeks, 3 months and 6 months intervals, and a formal review will be carried out at 12 months.

POLICY No:	OSH18
DIVISION	Occupational Safety and Health
SUBJECT:	Smoking in the Workplace
REPORTING OFFICER	Executive Manager Engineering and Development Services
ENABLING LEGISLATION	Occupational Safety and Health Act 1984

OBJECTIVE

To protect the health of Employees by eliminating risks of smoking in the workplace.

POLICY

It is recognised that it is the right of individuals to decide whether they choose to smoke or not. However, Council is committed to the safety and well being of its Employees.

Council recognises that passive smoking is hazardous to health and that non-smokers should be protected from the involuntary inhalation of tobacco smoke.

Smoking by Employees, visitors and members of the public is prohibited in all internal or enclosed work areas.

1. There will be no smoking within all internal or enclosed work areas. This includes all offices and buildings, which are regularly occupied by Employees, such as:
 - Fire escapes and stairs,
 - Foyers and passageways,
 - Lunchrooms, kitchens and common rooms,
 - Toilets, and
 - Meeting rooms.

Smoking is also strictly prohibited in those areas or workplaces, which are signposted with prohibitive signs, where there is a high fire risk or in all Organisation vehicles.

2. Employees who wish to quit smoking by utilising a recognised 'quit program' may be supported. Smokers will regularly be offered assistance to quit.
3. Where practicable non-smoking signs will be displayed in all Council locations and motor vehicles.
4. New Employees will be advised of Council's Smoking Policy as part of the induction process.

Responsibilities

Managers and Supervisors are responsible for ensuring compliance with the Policy. All Employees have a responsibility for ensuring that Council's Policy is politely brought to the attention of anyone who may be in contravention of it.

POLICY No:	OSH19
DIVISION	Occupational Safety and Health
SUBJECT:	Risk Identification and Assessment
REPORTING OFFICER	Executive Manager Engineering and Development Services
ENABLING LEGISLATION	Occupational Safety and Health Act 1984

OBJECTIVE

To assist Council and Employees by providing a mechanism to identify and quantify possible OS&H risks. The Policy introduces a 5 Step Risk Assessment which aims to provide a method of careful examination of what, in the work place, could cause harm to people, so that sufficient precautions can be implemented to prevent harm to Employees and the General Public.

POLICY:

The Shire of Wyndham East Kimberley, in the event of an Employee advising of a hazard in the work place, will ensure that the one of the Occupational Safety and Health-Safety Representatives are advised of the hazard and undertake an assessment based on the following guidelines;

Step 1

Hazard Identification

Consideration should only be given to hazards which could reasonably expect to result in significant harm under the conditions in the workplace. If possible walk around and clearly identify the hazard, ignore trivial issues and concentrate on identifying significant concerns that could result in harm or affect several people. The identified hazard would include, but not be limited to the following;

- Slipping/Tripping,
- Fire – Flammable materials incorrectly stored,
- Chemicals – Incorrectly stored,
- Machinery moving parts,
- Vehicle maintenance issues,
- Fumes,
- Noise,
- Poor lighting.

Step 2

Identify Who Might Be Harmed

Do not identify specific people, the objective is to identify the group most likely to come into contact with the hazard and are most at risk, examples as follows;

- Young or inexperienced workers eg. trainees,
- Cleaners, visitors, contractors, maintenance workers, basically any person who may not be in the workplace all the time,
- Members of the public, Council employees.

Step 3

Risk Evaluation

Complete the Risk Assessment Matrix 'Harm'/'Consequence' = Potential consequence of an incident/injury given current level of controls, 'Likelihood' = What is the potential of an incident or injury occurring given the current level of controls. Consider how likely it is that the hazard could cause harm and what is required to reduce the risk. Determine whether Council could;

1. Do anything else to ensure compliance with statutory requirements,
2. Do anything else to ensure compliance with accepted industry standards,
3. Do what is reasonably practicable to ensure the identified hazard is minimised to an acceptable industry standard.

To ensure the hazard is minimised to an acceptable industry standard the Safety Representative needs to develop an 'action list' that prioritises any identified risk. In taking action to rectify the hazard the following needs to be considered;

- Can Council get rid of the hazard altogether?
- If not, can Council control the risk(s) so that harm is unlikely?

In controlling risks apply the following principles in the order identified, if possible;

- Try an option that creates less risk,
- Prevent access to the hazard,
- Organise work to reduce exposure to the hazard,
- Issue personal protective equipment, if the case requires it,
- Provide health and safety facilities for removal of contamination, contaminated clothes first aid etc.

Step 4

Record the Findings

A standard Incident/Accident Report form is provided in Policy OSH4 to record information on and to assist in the assessment process, safety representatives are required to fill these forms in, if required additional pages are to be supplied. Copies of all documents must be provided to the secretary of the OS&H Committee, department supervisors and records management for filing on Councils electronic data filing system.

The objective of the recording process is to ensure that;

- A proper check of the situation was made,
- Appropriate identification of who might be affected,
- All identified hazards have been appropriately dealt with, taking into account the number of people who could be involved
- The precautions are reasonable and the remaining risk is low.

Step 5

Review the assessment and Revise

Set a date for a review of the assessment consideration needs to be given to ensuring no increase in the likely hood of the hazard re-occurring. Ensure that the precautions taken still adequately control the previously identified risk and assess whether new hazards have become evident.

RISK ASSESSMENT MATRIX

HAZARD PROBABILITY						
		Unlikely	Seldom	Occasional	Likely	Frequent
SEVERITY	Negligible	L	L	L	L	M
	Marginal	L	L	M	M	H
	Critical	L	M	H	H	E
	Catastrophic	M	H	H	E	E

Harm/Consequence = Potential consequence of an incident/injury given current level of controls.

Likelihood = What is the potential of an incident or injury occurring given the current level of controls.

The intersection of the chosen column with the chosen row is the Risk Classification.

L = Low Risk - Monitor and Manage

M = Moderate Risk - Monitor and Maintain strict control measures

H = High Risk - Review and introduce additional controls to mitigate

E = Extreme Risk - Intolerable Stop Work and immediately introduce further control measures

SHIRE OF WYNDHAM EAST KIMBERLEY	ASSESSMENT UNDERTAKEN	ASSESSMENT REVIEW
Location of Hazard:	By:	By:
Reported By:	Signed:	Signed:
	Date:	Date Due:
		Date Complete:
STEP 1 - HAZARD	STEP 2 - WHO MIGHT BE HARMED	STEP 3 - RISK ASSESSMENT

POLICY No:	HR5
DIVISION:	Human Resources
SUBJECT:	Injury Management & Rehabilitation
REPORTING OFFICER:	Chief Executive Officer
ENABLING LEGISLATION:	Workers Compensation & Rehabilitation Act 1981

OBJECTIVE:

To make provision for the injury management and rehabilitation of all employees who have sustained a compensatory work-related illness, injury or disability.

POLICY:

Injury Management

The Shire of Wyndham East Kimberley, in the event of an employee sustaining a workplace injury that requires medical attention will:

ensure the employee is taken to the Shire's treating doctor or hospital immediately and a list of alternative duties is provided to the treating doctor to consider the tasks the injured employee can undertake;

assist the employee (where required) with the completion of Workers' Compensation Claim Forms and inform the worker of his/her rights and responsibilities;

Supervisor/Manager to contact the injured worker within 24 hours after the medical attention then maintain contact (at least weekly) with the injured worker and discuss the possibility of an alternative work/duties program with the treating doctor;

where possible, assist in the maintenance/return to work of all workers;

Note: this will also include employees who may sustain injuries outside of work hours or on weekends.

provide support and training to the injured worker if alternative duties are unfamiliar;

support and liaise with the injured worker during all ongoing treatment until the medical provider has cleared the worker for a full return to duties;

work with the team of the injured worker to identify and implement strategies to prevent similar injuries.

ADOPTED: 24/06/2003

POLICY NO:	HR6
DIVISION:	Human Resources
SUBJECT:	Occupational Safety & Health
REPORTING OFFICER:	Chief Executive Officer
ENABLING LEGISLATION:	Local Government Act 1995 Section 5.40(e)

OBJECTIVE

To provide all employees of the Shire of Wyndham-East Kimberley with a safe and healthy working environment.

POLICY

This policy recognises that the Safety and Health of all employees of the Shire of Wyndham East Kimberley is the responsibility of the Council. In fulfilling this responsibility, the Council has a duty to provide and maintain, so far as is practicable, a working environment in which all of its employees are not exposed to hazards.

THE COUNCIL'S RESPONSIBILITIES

It is the responsibility of the Council to allocate sufficient resources to allow the management to fulfil the objectives of providing and maintaining a safe and healthy work environment for all of its employees.

MANAGEMENT RESPONSIBILITIES

The management is responsible for:-

The effective implementation of the Council's Safety & Health Policy;

To observe, implement and fulfil its responsibilities under the Acts and Regulations which apply to the Shire of Wyndham-East Kimberley;

To ensure that the agreed procedures for regular consultation between management and those with designated and elected safety and health responsibilities are followed;

To make regular assessments of safety and health performance and resources in cooperation with those with designated and elected safety and health functions;

To ensure that all specific policies operating within the Council's Safety and Health Policy are periodically revised and are consistent with the Council's safety and health objectives;

To provide information, training and supervision for all employees in the correct use of plant, equipment and substances used throughout the Shire. (Council procedures and training arrangements to be followed); and

To ensure it is informed of incidents and accidents occurring on Shire premises or to Council employees so that safety and health performance can accurately be gauged. (The Council's procedures are to be followed in all instances).

EMPLOYEE RESPONSIBILITIES

It is the responsibility of every employee to:-

Take the care of which they are capable for their own safety and health, and that of others affected by their actions at work;

Comply with the safety procedures and directions agreed between management and employees with nominated or elected safety and health functions;

Not wilfully interfere or misuse items or facilities provided in the interests of safety and health of Council employees; and

In accordance with agreed Council procedures for accident and incident reporting, report potential and actual hazards and accidents/incidents to their elected safety and health representatives and/or their immediate supervisor.

CONTRACTORS RESPONSIBILITIES

Provide adequate supervision of their own workforce;

Be fully insured;

Ensure their workers are fully conversant with all safety and health requirements;

Advise the Council of any unsafe working conditions or unsafe work practices;

Advise the Council of any safety or health concerns; and

Demonstrate to the Council their capability of carrying out the work they are contracted for;

Provide written confirmation of agreed safety and health policies and the way in which they are to be implemented;

Occupational Safety & Health Manuals are available at every work area within the Shire.

ADOPTED: 24/06/2003

POLICY No:	HR12
DIVISION	Human Resources
SUBJECT:	Smoking in the Workplace
REPORTING OFFICER	Chief Executive Officer
ENABLING LEGISLATION	Health Act 1911

OBJECTIVE

To protect the health of employees by eliminating risks of smoking in the workplace.

POLICY

It is recognised that it is the right of individuals to decide whether they choose to smoke or not. However, Council is committed to the safety and well being of its employees.

Council recognises that passive smoking is hazardous to health and that non-smokers should be protected from the involuntary inhalation of tobacco smoke.

Smoking by employees, visitors and members of the public is prohibited in all internal or enclosed work areas.

1. There will be no smoking within all internal or enclosed work areas. This includes all offices and buildings, which are regularly occupied by employees, such as:
 - Fire escapes and stairs,
 - Foyers and passageways,
 - Lunchrooms, kitchens and common rooms,
 - Toilets, and
 - Meeting rooms.

Smoking is also strictly prohibited in those areas or workplaces, which are signposted with prohibitive signs, where there is a high fire risk or in all Organisation vehicles.

2. Employees who wish to quit smoking by utilising a recognised ‘quit program’ may be supported. Smokers will regularly be offered assistance to quit.
3. Where practicable non-smoking signs will be displayed in all Council locations and motor vehicles.
4. New employees will be advised of Council’s Smoking Policy as part of the induction process.

Responsibilities

Managers and Supervisors are responsible for ensuring compliance with the Policy.

All employees have a responsibility for ensuring that Council's Policy is politely brought to the attention of anyone who may be in contravention of it.

2.

ADOPTED:	24/06/2003
POLICY No:	HR15
DIVISION	Human Resources
SUBJECT:	Staff Uniforms/Personal Protective Clothing
REPORTING OFFICER	Director Development Services
ENABLING LEGISLATION	Local Government Act 1995 Section 5.40(e)

OBJECTIVE

To project a professional public image for all Council staff to develop a feeling of pride amongst staff whilst ensuring a compliance of Personal Protective Clothing within the Shire workforce.

POLICY

All staff, during hours of work are required to conform to the following standard of dress requirements:

Upon the commencement of the employee’s working day, clothing is to be clean and neat.

Council will provide the following uniforms for all “inside” staff:

Male employees: 3 x pairs of shorts/trousers
5 x shirts/poloshirts
1 x belt

Female employees: 3 x skirts/shorts/trousers
5 x blouses/shirts/polo shirts
1x belt

“Outside” staff will be provided with protective clothing including safety footwear, in accordance with the Municipal Employees’ (Western Australia) Award 1999.

Worn and/or work damaged articles of uniform clothing will be replaced, as required, at the discretion of the employees manager (subject to budgetary constraints).

Council provided uniform/protective clothing shall remain the property of Council and shall be returned on ceasing employment.

Individual name badges will be supplied by Council and are to be worn at all times within the work environment.

Footwear

Appropriate footwear must be worn at all times.

Safety footwear (where required for work purposes) is available free of charge and must be worn during working hours in the workplace. Ensure that your footwear is laced up and in good condition.

Personal Protective Equipment (PPE)

It is a condition of employment that safety equipment must be worn as directed.

It should be noted that Section 20 of the Occupational Safety & Health Act 1984, specifically states that staff members who fail to use protective clothing and equipment as supplied commit an offence under this Act.

High Visibility Safety Clothing

High visibility safety clothing that is provided must be worn whenever you are working on roads, roads verges or where vehicle movement could be a risk.

Hearing Protection

Hearing protection provided must be used where noise hazards are identified. As a general rule – if you have to raise your voice to be heard by another person standing about one metre away, this level of noise over time can cause major permanent damage to your hearing.

2.1.

Eye Protection

Safety glasses, safety goggles and face shields are provided and must be used where directed. These include activities such as mowing, edging, brush-cutting, grinding, welding and drilling.

Skin Protection

To protect staff members from the hazards of direct sunlight (UV radiation), heat and physical abrasion Council supplies sunscreen protection to all outside work areas. Ultra violet radiation can and does cause skin cancer and other skin related problems.

Other Safety Equipment

Safety Helmets Must be worn for blasting, tree lopping and excavations in excess of 1.5m deep. Helmets must be worn when handling or near swinging loads and in the vicinity of backhoe operations.

Gloves Handling sharp or rough materials or chemicals as appropriate.

Respiratory Equipment Pesticides and weedicides, toxic fumes, dangerous chemicals, spray-painting, etc.

Safety Harness Tree lopping, cherry picker work, other elevated work.

Dust Masks Dusty conditions, cutting/grinding and fibreglass, concrete, etc.
If you are unsure of the protective clothing available, ask your supervisor.

ADOPTED: 24/06/03

12.1.3 Proposed Policy - Roadside Memorials

(MINUTE NO 7244)

DATE:	20 September 2005
PROPONENT:	N/A
LOCATION:	N/A
ATLAS REFERENCE:	N/A
AUTHOR:	Phil Harris, Manager Technical Services
REPORTING OFFICER:	Steven Chadwick, Executive Manager Engineering & Development Services
FILE NO:	21.08.03
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider the implementation of a Roadside Memorial Policy E 11

BACKGROUND

The erection of Roadside Memorials is becoming common practice on Road Reserves across Australia and has reached the stage where the respective State Government Departments responsible for the management of transport corridors have implemented policies and guideline controlling the erection of any memorial within the Road Reserve.

Given the liability issues associated with the erection of unauthorised structures, Council Officers have been liaising with other Kimberley Councils and Main Roads Western Australia on a uniform policy covering the erection of Roadside Memorials.

STATUTORY IMPLICATIONS

Local Government Act 1995 (as amended)

POLICY IMPLICATIONS

No existing Shire Policy covers Roadside Memorials

FINANCIAL IMPLICATIONS

This policy should have no financial implications.

STRATEGIC IMPLICATIONS

Key Result Area 5 – Transport
Goal 2 – Roads and Drainage

That the Shire's roads and drainage are commensurate with community expectations.

COMMENT

The draft Policy has been prepared to ensure that Council is not exposed to possible litigation, while respect for grieving family or friends is considered.

The draft Roadside Memorial Policy is

The Shire of Wyndham East Kimberley has an obligation to provide a safe and efficient road network.

The Shire of Wyndham East Kimberley will:

- *Be considerate and respectful of the needs of the persons wishing to install roadside memorials*
- *Approve the placement of Roadside memorials*
- *Arrange for the manufacture of Roadside memorials, at the applicants cost*
- *Council will Install the roadside memorials at suitable locations as detailed in the guidelines attached to this policy, for a nominal fee of \$45*
- *Not accept responsibility for the security or maintenance of roadside memorials*
- *Remove any roadside memorials not conforming to this policy*
- *Not approve or provide memorials for animals*
- *Will only approve or provide roadside memorials for accidents where accidents sites where fatalities have occurred within the previous 12 months.*

A comprehensive set of guidelines is attached and provides specific details on the installation and types of memorial that are covered by this policy.

ATTACHMENTS

Draft Roadside Memorial Policy & Guidelines

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council endorse the Roadside Memorial Policy E11 in its entirety

MINUTE NO 7244

Moved: Cr K Wright

Second: Cr J Nelson

That Council defer this Item pending further information.

CARRIED UNANIMOUSLY (8-0)

POLICY No:	E11
DIVISION:	Engineering
SUBJECT:	Roadside Memorials
REPORTING OFFICER:	Executive Manager Engineering and Development Services
ENABLING LEGISLATION:	Local Government Act 1995

OBJECTIVE:

To control roadside memorials within the road reserves of highways, main roads and local roads.

POLICY:

1. Be considerate and respectful of the needs of persons wishing to install roadside memorials.
2. Approve the placement of roadside memorials.
3. Arrange for the manufacture of Roadside memorials, at the applicants cost
4. Council will Install the roadside memorials at suitable locations as detailed in the guidelines attached to this policy, for a nominal fee of \$45
5. Not accept responsibility for the security or maintenance of roadside memorials.
6. Remove any roadside memorials not conforming to this policy
7. Not approve or provide roadside memorials for animals.
8. Will only approve or provide roadside memorials for accident sites where location not interfering with pedestrians or traffic and shall be displayed only during open hours of the business.

ADOPTED:
REVIEWED:
AMENDED:

GUIDELINES

1. DEFINITION OF A ROADSIDE MEMORIAL

A roadside memorial can be described as an object or image constructed, erected, planted, printed or placed on the road or within the road reserve in honour of family or friends whose lives have been lost on the road.

1.1 REQUESTS FOR ROADSIDE MEMORIALS.

When touched by tragedy, family and friends find roadside memorial can help comfort and heal, as it provides a tangible record of a life lived and serves as a reminder to the community to drive carefully. Where requests are received, The Shire of Wyndham East Kimberley can provide support to family and friends by assisting them to understand the requirements of this policy and install or assist in the installation of a suitable roadside memorial at the safest location. It should be noted that this policy is intended to provide guidance to Council Officers and each case should be dealt with in an individual basis.

The Shire of Wyndham East Kimberley's foremost concern is that all road users are provided with a safe road environment and that family and friends and the road user are safe whilst a roadside memorial is being erected, visited, or is being maintained. It is important that family and friends park their vehicles safely and clear of the road while attending the roadside memorial.

This policy is only applicable to roads dedicated in the Shire of Wyndham East Kimberley. Where the request for a Roadside Memorial is within the reserves of the Victoria and Great Northern Highways, Main Roads WA will need to provide consent.

1.2 RECORDING REQUESTS FOR ROADSIDE MEMORIALS

All applications for Roadside Memorials shall be directed to the Manager Technical Services, who will arrange for the nominated location to be inspected prior to any approvals being granted. The Shire of Wyndham East Kimberley, Engineering Department will maintain a record of requests for roadside memorials. The details will be documented so the person/s responsible for the roadside memorial can be contacted if necessary.

1.3 MEMORIAL REQUIREMENTS TO MAXIMISE ROAD SAFETY

The Shire of Wyndham East Kimberley will approve and install a paver with a plaque as per the specifications in section 3.3.1, depending on the family and/or friends preference. Alternatively, the applicant may purchase a plant compliant with The Shire of Wyndham East Kimberley guidelines and Council Officers will assist with the installation. If however, that option is impractical due to safety reasons one of the other alternatives may be selected.

1.4 ROADSIDE MEMORIALS - TYPES AND STRUCTURE

Note: these specifications should be used as a guide only, common sense should prevail when assessing specific locations for placement of roadside memorials.

1.5 CROSS

Crosses are constructed from timber and are:

- 850mm long (600mm out of the ground) and 400mm wide
- Built from pieces 40mm x 18mm
- Painted white and are non-reflective

Crosses shall be located:

- No closer than 1 meter of the line of guideposts; and
- No closer than 3 meters of the edge of any bitumen/road seal; and
- No closer than 1 meter from the edge of any shared path.

Crosses shall not be located:

- Where they may interfere with the role of any traffic control item
- In close proximity to residential dwellings where they may cause concern to the occupants
- On landscaped verges
- On traffic islands, medians or roundabouts
- On any roadside structure

The cost of manufacture or supply of the Cross will not be the responsibility of Council. The use of metal crosses will only be approved if the material is frangible and there is no risk of vehicular collision.

1.6 PAVER

Pavers are a grey concrete and are 200mm long and 150mm wide.

Pavers should be flush with the existing surface and shall be located:

- Within the area which is regularly graded during shoulder grading and drain maintenance
- In close proximity to residential dwellings where they may cause concern to the occupants
- On landscaped verges
- On roundabouts

1.7 DECAL

Decals are adhesive labels, 160mm long and 130mm wide, which display a white cross on a black background.

Decals shall be located:

- At the base of traffic signal poles
- At the base of street light columns

Decals shall not be located:

- On any traffic signs
- On street name signs

1.8 PLANTS

Plants must comply with Councils' vegetation placement guidelines in regards to trunk size and setback distance. The requested plant type must be stated as part of the application/approval process and the Council Officer will verify the appropriateness of the plant type for the location.

Examples of locally occurring plants that would be suitable for the metropolitan area are as follows:

- Adansonia Gregorii 'Boab'
- Eucalyptus Ptychocarpa 'Spring Bloodwood'
- Many of the Melalucas
- Plumeria Rubra 'Frangipani'
- Many of the Grevilleas .
- Tabebuia Chrysantha 'Golden trumpet Tree'

Plants shall be located:

- No closer than 3 meters from the edge of any shared path
- On traffic islands and medians where the landscaping permits.

Plants shall not be located:

- Where they may interfere with the role of any traffic control item
- In close proximity to residential dwellings where they may cause concern to the occupants.
- On landscaped verges
-

-

1.9 ADDITIONAL REQUIREMENTS

Roadside memorials should be without memorabilia such as artificial flowers, toys, pot plants, shoes, clothing etc. There should also be no footings, decorative kerbing, rocks, bricks, or fencing around the memorial. The reason being that such items may be a visual distraction to road users, physical objects could harm road users and the possible movement of personal items onto the road could be a potential road safety hazard.

Only one (1) roadside memorial shall be allowed per life lost and consideration will be given to removing memorials more than 5 years old unless their renewal has been requested. Every effort will be made to contact the responsible person/s as stated in section 3.5.

1.10 INSTALLATION OF ROADSIDE MEMORIALS

A Council representative will install the roadside memorials as detailed in section 4.3.1. The Council representative will ensure its placement is in accordance with the Council's standards and requirements and most importantly take into consideration the safety of road users. Council officers will consider safety issues such as where the road geometry is less than optimum i.e. road crests, bends and high-speed locations.

1.11 MAINTENANCE OF ROADSIDE MEMORIALS

The Shire of Wyndham East Kimberley does not accept responsibility for the maintenance of any roadside memorial, or the loss, damage, removal or relocation of roadside memorials that may occur due to road maintenance, construction activities or vandalism.

1.12 ROADWORKS/MAINTENANCE NEAR APPROVED ROADSIDE MEMORIALS

The Shire of Wyndham East Kimberley will continue to perform all construction and maintenance works required within road reserves that contain roadside memorials.

Where works are required to the ground on which an approved roadside memorial is located, the memorial will be carefully shifted away from the work area for the duration of works and then re-installed as close as practical to the original location at the conclusion of the works. Care will be taken to minimise damage to the roadside memorial.

1.13 ROADSIDE MEMORIAL REMOVAL PROCEDURE

One of the Shire of Wyndham East Kimberley's key objectives is to maximise road safety on Council's roads. Any roadside memorial presenting a safety hazard will be removed without notice. Every effort will be made to contact the responsible person/s regarding the removal of the roadside memorial.

Person/s responsible for roadside memorials that comply with section 3.3 but require removal because of their poor state of repair, concerns raised by the local community or that have been in place for more than 5 years, shall be contacted by Council Officers, in the event that Officers are unsuccessful in contacting the appropriate person, a notice will be attached to the memorial asking the person who has placed, or requested the placement of the memorial, to contact the Council within 60 days. (The standard notification advising of the need to remove a roadside memorial is at attachment 1)

If the Shire is not contacted within the given timeframe, the roadside memorial will be removed. Shire of Wyndham East Kimberley will store the removed roadside memorial for a period of 60 days.

1.14 EXISTING MEMORIALS

The Shire of Wyndham East Kimberley will treat all existing roadside memorials in a sensitive manner and will address each one on an individual basis with the aim of making roadside memorials compliant with this policy

MINUTE NO 7245

Moved: Cr K Wright

Second: Cr B Barnes

That Council to bring forward Item 15.1, Local Planning Strategy

CARRIED UNANIMOUSLY (8-0)

MINUTE NO 7246

Moved: Cr K Wright

Second: Cr B Barnes

That Council suspend standing orders

CARRIED UNANIMOUSLY (8-0)

15.1 Local Planning Strategy

(MINUTE NO 7245, 7246, 7248, 7249)

DATE:	20/09/2005
PROPONENT:	N/A
LOCATION:	Swek
ATLAS REFERENCE:	N/A
AUTHOR:	Keith Williams, Town Planner
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	43.04.01
ASSESSMENT NO:	N/A

PURPOSE

For Council to adopt the Local Planning Strategy in order that it can be forwarded to the Western Australian Planning Commission for final adoption.

BACKGROUND

The formulation of the Draft Local Planning Strategy arose from shortfalls in Council's current Town Planning Schemes, which cover Wyndham and Kununurra, and a need to provide strategic direction for growth in the region. A need was also seen for the extension of Town Planning Scheme provisions over the entire Shire area, as there is significant growth occurring outside town site areas.

The Department for Planning and Infrastructure along with the Shire of Wyndham-East Kimberley commissioned SMEC Australia to develop a Local Planning Strategy for the Shire.

The development of the Draft Local Planning Strategy has been overseen by a Project Control Group.

2.2. PURPOSE OF THE LOCAL PLANNING STRATEGY

A Local Planning Strategy provides the strategic framework upon which planning for a local government area is based and, in turn, administered through its local Town Planning Scheme. The role of the Draft Local Planning Strategy is to provide the background analysis and strategic direction for an area in a clear and effective way such that it becomes a practical guiding tool in the decision making process.

As well as forming the basis of the planning scheme, the Local Planning Strategy is also a principal guiding tool for agencies outside of the immediate planning process, and for landowners and the private sector, to ensure that planning and development and consequent growth is transparent and clear.

A number of issues have been identified and addressed in the Local Planning Strategy. In summary, key issues are:

- ❑ Rural residential land use demand and identification of new rural residential areas;
- ❑ The protection of agricultural land, and allowing subordinate land uses to increase viability of agricultural land;
- ❑ Extension of development controls over the entire Shire;
- ❑ Identification of land for light industrial growth;
- ❑ Identification of land for Strategic Industry [if required for ORIA Stage 2];
- ❑ Residential densities and new urban growth; and
- ❑ Resolution of the boundary of the Public Drinking Water Source boundary, and its impact on growth.

2.3.

2.4. ELEMENTS OF THE LOCAL PLANNING STRATEGY

The LPS format follows the following structure and key elements:

- ❑ Chapter 2 - puts the Local Planning Strategy within the context of existing and draft planning legislation and policy;
- ❑ Chapter 3 - provides an explanation of the community consultation process carried out for the LPS;
- ❑ Chapter 4 - provides a profile of the district, its regional context and a brief profile of the major planning issues;
- ❑ Chapter 5 - analyses the land use and development issues particularly important to the area and provides the context for local planning decisions;
- ❑ Chapter 6 - provides the objectives for the various areas of the Shire and details strategies and actions to facilitate these objectives within subsequent planning schemes and local planning policy; and
- ❑ Chapter 7 - provides an outline of how the LPS needs to be monitored and reviewed.

PROGRESS OF THE LOCAL PLANNING STRATEGY

Progress of the LPS to date has consisted of:

- ❑ Preparation and advertising of Fact Sheets;
- ❑ Community Consultation process for comment on fact sheets;
- ❑ Preparation of preliminary draft Local Planning Strategy;
- ❑ Revisions to Draft Local Planning Strategy;
- ❑ Mapping;
- ❑ Approval by Council to advertise; and
- ❑ Consent by Western Australian Planning Commission to advertise, with modifications.

The SPC gave consent to advertise the LPS, subject to modifications, and the LPS was advertised. A number of submissions were received, and a number of modifications were required from the results of consultation. In summary major modifications arising from advertising are:

- ❑ Inclusion of LOT 21 KL599 as Rural Residential area
- ❑ Crossing falls remains as Rural Residential area
- ❑ Old Darwin Road precinct designated as Small Rural Holdings
- ❑ KL647 designated as Small Rural Holdings

The Project Control Group considered these modifications and agreed to the modifications to the LPS. These modifications have been made, and the LPS is now ready for adoption by Council.

PROCEDURE FOR ADOPTION OF LPS

The procedure for the adoption of the Local Planning Strategy is set out in Regulation 12B, which provides that the local government must endorse and forward the draft Local Planning Strategy to the Commission.

Council must now:

*Adopt the LPS with any modifications as it thinks fit in response to the submissions, or
Adopt the Local Planning Strategy without modifications*

The finalised Local Planning Strategy is then forwarded to the Commission for its endorsement. An LPS may be amended by following the same procedures as per adoption of the LPS.

It should be noted that the Minister does not need to approve or refuse the Local Planning Strategy because it does not form part of the Scheme Text, however, it is necessary for the Commission to endorse the Local Planning Strategy because it is the strategic basis for the scheme, and to ensure consistency with State and regional policies.

FINANCIAL IMPLICATIONS

NA

CONSULTATION

Public consultation for the Local Planning Strategy is a requirement of the Town Planning Regulations. The required consultation under the regulations consists of a simple newspaper advertisement, however, Council has undertaken an extensive consultation process to ensure community input and broad community support for the LPS.

Consultation occurred during:

- Advertising of Fact Sheets
- Specific consultation with indigenous community leaders and traditional owners
- Advertising of Draft Strategy

The consultation process has included:

- Workshops in both Kununurra and Wyndham
- Public displays
- Distribution of fact sheets
- Newspaper articles
- Newspaper advertisements
- Press releases
- Newsletters
- Targeted workshops
- Meetings with community members
- Meetings with government agencies
- Meetings with non-government organisations.

COMMENT

Development of the Local Planning Strategy has progressed to the point that it can be approved by Council and forwarded to the WAPC. Significant stakeholder involvement has occurred, and three Councillors have been involved in the Project Control Group for the Local Planning Strategy, and Council officers including the CEO have also been involved.

It is considered that the LPS can be approved by Council, with minor modifications.

ATTACHMENTS

A copy of the Draft LPS has been distributed to all Councillors.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That council adopt the Shire of Wyndham East Kimberley Local Planning Strategy, subject to the following modifications, and refer the Local Planning Strategy to the WA Planning Commission for final endorsement:

1. Removal of the Wyndham Townsite [Three Mile] bypass and Wyndham Old Town bypass, and inclusion of the 'Bastion Bypass Route' as the preferred bypass for access for heavy haulage to Wyndham Port;
2. Inclusion in Section 4.6 of the LPS, comment regarding lack of planning Scheme controls outside townsites and the proposed Landscape Protection zone;
3. Inclusion in Section 5.11 of the LPS, comment and analysis regarding the need for the Landscape Protection Zone as a means of providing land use controls and guidance for the suitability of development within this proposed zone;
4. Relocation of Section 5.12 into Section 5.10.1;
5. Revision of Appendix C in accordance with the revised recommendations of the LPS and Rural Residential matrix;
6. Modification of the first dot point under specific actions in section 6.2 to remove the words 'based on the Strategic Land Use Plans' to be replaced with the words 'In conjunction with the department of agriculture';
7. Removal of the last dot point from the specific actions list of section 6.12 of the LPS;
8. Remove the words 'and Light Industry' from dot point 7 under specific action of Section 6.3;
9. Remove dot point 1 under specific actions of section 6.4;
10. Revise the table of contents accordingly; and
11. Modify references throughout the document to 200 metre buffers to Rural Residential and Small Rural Holdings to 100 metre buffers
12. Modify the reference to 1 hectare minimum lot sizes in the Old Darwin Road Precinct to 4 hectare minimum lot sizes on page 123 (dot point under specific actions of section 6.4) and
13. General modification of various maps to improve their layout and appearance

MINUTE NO 7248

Moved Cr B Barnes/J Buchanan

That Council Resume Standing Orders

CARRIED UNANIMOUSLY (8-0)

MINUTE NO 7249

Moved: Cr K Wright

Second: Cr J Buchanan

That council adopt the Shire of Wyndham East Kimberley Local Planning Strategy, subject to the following modifications, and refer the Local Planning Strategy to the WA Planning Commission for final endorsement:

- 1. Removal of the Wyndham Townsite [Three Mile] bypass and Wyndham Old Town bypass, and inclusion of the 'Bastion Bypass Route' as the preferred bypass for access for heavy haulage to Wyndham Port;**
- 2. Inclusion in Section 4.6 of the LPS, comment regarding lack of planning Scheme controls outside townsites and the proposed Landscape Protection zone;**
- 3. Inclusion in Section 5.11 of the LPS, comment and analysis regarding the need for the Landscape Protection Zone as a means of providing land use controls and guidance for the suitability of development within this proposed zone;**
- 4. Relocation of Section 5.12 into Section 5.10.1;**
- 5. Revision of Appendix C in accordance with the revised recommendations of the LPS and Rural Residential matrix;**
- 6. Modification of the first dot point under specific actions in section 6.2 to remove the words 'based on the Strategic Land Use Plans' to be replaced with the words 'In conjunction with the department of agriculture';**
- 7. Removal of the last dot point from the specific actions list of section 6.12 of the LPS;**
- 8. Remove the words 'and Light Industry' from dot point 7 under specific action of Section 6.3;**
- 9. Remove dot point 1 under specific actions of section 6.4;**
- 10. Revise the table of contents accordingly; and**
- 11. Modify references throughout the document to 200 metre buffers to Rural Residential and Small Rural Holdings to 100 metre buffers**
- 12. Modify the reference to 1 hectare minimum lot sizes in the Old Darwin Road Precinct to 4 hectare minimum lot sizes on page 123 (dot point under specific actions of section 6.4) and**
- 13. General modification of various maps to improve their layout and appearance**

CARRIED (6-2)

Cr J Buchanan congratulated Mr Keith Williams on his efforts in the Local Planning Strategy

12.1.4 Proposed Extensions to Tavern - Lot 201 Cotton Tree Avenue(MINUTE NO 7250, 7251)

DATE:	20/09/2005
PROPONENT:	BC & BG Spackman
LOCATION:	Lot 201 Corner Cotton Tree Ave & Konkerberry Dve
ATLAS REFERENCE:	Map 53 B5
AUTHOR:	Keith Williams, Town Planner
REPORTING OFFICER:	Steven Chadwick, Executive Manager Engineering and Development Services
FILE NO:	01.1041.02
ASSESSMENT NO:	1041

PURPOSE

For Council to consider granting development consent for the re-development of a Tavern on Lot 201 Cotton Tree Avenue.

BACKGROUND

An application to demolish a building located on Lot 201 was submitted on the 7th of August 2003. This building was included in Council's Municipal Heritage Inventory [MHI], and the demolition application was referred to Council. Council resolved to remove the building from it's MHI and permit the demolition, subject to conditions (Minute No 6484). The applicant has verbally advised that these conditions will be complied with prior to demolition of the building.

The applicant applied for closure of a loading and delivery area located at the rear of the subject site, as well as portion of the Konkerberry Drive road reserve, and Council resolved at the 15th of March Council meeting to proceed with the closures. These closures are progressing.

The applicant approached Council Officers to discuss a redevelopment proposal, and Officers met with the proponent to discuss the proposed re-development of an existing tavern located on Lot 201 Cotton Tree Avenue on the 15th of July 2005. A number of issues associated with the proposed development were identified, and the proponent and consultant advised that the draft plans would be revised.

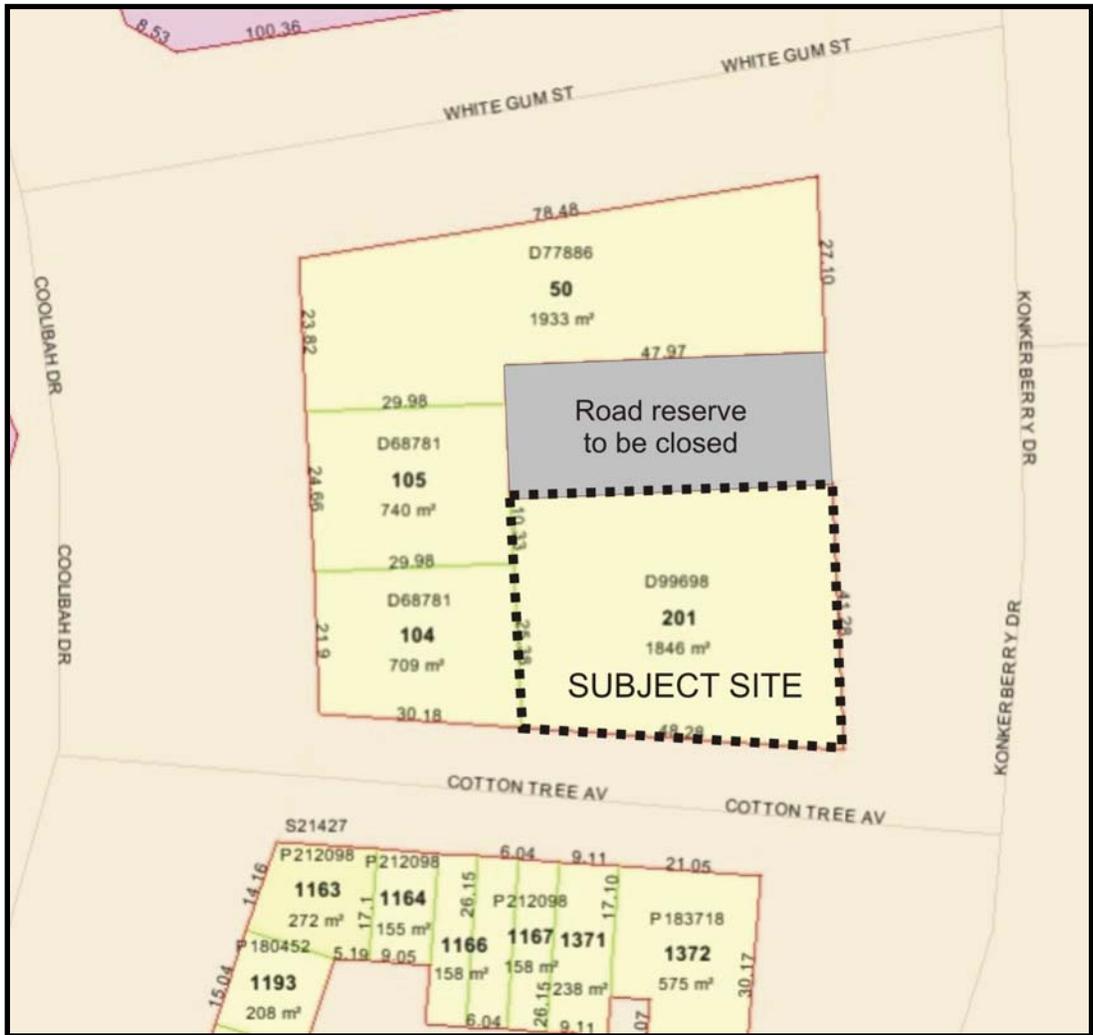
Modified plans were submitted on the 11th of August 2005.

SITE LOCATION

The subject development is located on the corner of Cotton Tree Avenue and Konkerberry Drive. Lot 201 contains two buildings, including the existing tavern and drive through bottle shop.

Existing development includes the existing tavern and an old building colloquially known as the Withers and Young building. This building has been unoccupied for some time, and is in a state

of general disrepair. This building also contains asbestos, and as discussed above, has been identified for demolition.



Location Plan.

PROPOSED LAND USE / DEVELOPMENT

The proponent is seeking to expand the existing Tavern, as well as redevelop existing buildings in the complex.

Major items include demolition of the old Withers and Young building, expansion of the courtyard beer garden, extensions to dining areas and development of a pizza bar, new ablutions and construction of a two storey warehouse. Minor aspects of the redevelopment include new landscaping and entry statements, a new stage area, and new fencing.

COURTYARD: The plans lodged with the application demonstrate that the existing courtyard area will be redeveloped to provide an outdoor pizza bar and alcohol service area that will be covered but not enclosed, extensions in area of the beer garden, a raised dining area, a new covered and lockable stage, and entry statements.

Portion of the existing courtyard area will be closed in and will provide a new bar area with concertina doors to provide access to the courtyard. The courtyard will also feature significant landscaping, and a Boab tree located on the property boundary will be retained.

DINING AREAS: The existing dining area located at the southeast corner of the building will be extended to the property boundary, and will feature concertina windows to provide a view to the street during appropriate weather conditions, as well as a cantilevered awning to provide shelter from the sun and rain.

A new dining area will also be provided in the courtyard. This dining area will be situated on a raised platform with views to the stage, and will be roofed, however, it will not be enclosed.

WAREHOUSE: A new warehouse is proposed to address the rear of the development, and will be serviced via the road existing loading and delivery area. This storage facility will service other development within close proximity, as well as the tavern. This storage area is two storeys high and has an area of 530 square metres.

The plans of the proposed redevelopment also include re-roofing the entire tavern complex, as well as development of an office/administration mezzanine area within the roof space of the structure, although this admin area will be the subject of a separate application. Additionally, it is proposed to widen the drive through bottle shop to provide for a two lane drive through which remains one way.

Plans of the proposed redevelopment are attached, and colour perspective drawings are available on request, and will be tabled at the meeting.

FINANCIAL IMPLICATIONS

The applicant has estimated the development will cost 1.2 million dollars. The subsequent application fee of \$1200 has been paid.

CONSULTATION

No community consultation is required. Council can resolve to advertise a development proposal where it considers Public consultation would be relevant. Given the use is a permitted use, and is an extension to an existing use, it is considered consultation is not required in this instance.

PLANNING ASSESSMENT

Strategic/Structure Plans

The Kununurra Structure Plan, which forms part of the Kununurra – Wyndham Area Development Strategy (KWADS), designates the subject land as 'Town Centre' purposes. The existing land use and proposed development comply with this designation.

Town Planning Scheme No 7

Land Use

The land use is defined as a Tavern under Zoning Table 1 of Town Planning Scheme No 7 – Kununurra and Environs [TPS7]. The Tavern is located within the Town Centre zone, and is a permitted use within this zone. In normal circumstances if no development was proposed a permitted land use does not require the consent of Council, however, given that development is proposed an application is required to ensure development compliance.

DEVELOPMENT STANDARDS:

The proposed development generally complies with the development provisions of TPS 7:1

- Setbacks are permitted to be Nil in the town centre zone
- Building Height at 8.2 metres maximum complies with limit of 10 metres

It is also considered that there are a number of significant improvements associated with the design:

- Visually permeable fencing to courtyard beer garden
- Improved streetscape elevations due to new roof line
- Improved entry statements to courtyard beer garden
- Improved security and amenity within the enclosed parking and loading areas

No Plot Ratio is applicable under the provisions of the Scheme.

Generally, it is considered that the proposed development complies with development provisions of the Scheme, and will improve streetscapes and visual amenity. Car parking, however, is not compliant.

CAR PARKING:

The proposed development does not comply with regard to car parking. The proposed development creates the need for the following number of car bays:

Item	Assessed As:	Area [m ²]	Parking requirement *	Number Required:
Storage	Warehouse	528.00	1 bay per 100 m ² GFA	6 bays
Restaurant	Restaurant	74.57	1 bay per 10 m ² GFA	8 bays
Courtyard	Public area	127.54	1 Bay per 6m ² Public area	22 bays
Total number of car parking bays required:				36 bays

* GFA = Gross Floor Area

Development plans depict 20 Car parking bays provided at the rear of the subject site. However, these bays are provided at a size of 5.5 metres deep and 2.5 metres wide. Clause 8.1.2 of TPS7 requires bays to be provided at the rate of 5.5 metres deep and 2.8 metres wide. Additionally, any bays that abut a wall are required to be 3.5 metres wide. The proposed development also fails to provide any parking for the disabled.

Accordingly, the parking provided calculates to be 17 bays, rather than the 20 specified in the plans.

It should be noted that this area of road reserve is in the process of being closed. If this closure were not to occur, then the bays would remain in the ownership of Council, and the shortfall would be increased by 17 bays.

Consequently the parking shortfall calculates at 19 car parking bays.

IT SHOULD BE NOTED that these calculations are based on car parking numbers for the proposed extensions and the assumption that the existing tavern was compliant with car parking requirements at the time of approval.

Council Policies

The subject site is located within Precinct Policy Area No 7 – Town Centre/Shopping precinct. The proposed development conforms with the objectives of this precinct.

COMMENT

The development is a permitted use, and can be approved subject to specific conditions to ensure compliance with development requirements of the Scheme, specifically car parking requirements.

The applicant has provided 17 car parking bays, while the development generates the need for 36 car parking bays, creating a shortfall of some 19 bays. The applicant contends that the principal activity associated with the use will occur outside standard business hours, and that there are some 200 car parking bays within a 100 metre radius of the subject site.

Additionally, it is considered that these bays will be used predominantly by staff, and would remove staff parking from public parking areas. Accordingly, it is a reasonable argument that a concession can be granted for the number of parking bays that are required to be provided.

There is no benchmark or guidance in the Scheme for such a consideration, however, a requirement to provide 2 thirds of the required parking may be seen as a reasonable compromise between the development requirements of the Scheme and the reasonable parking provision for a business that can utilise existing public parking areas outside normal business hours. This would require the provision of 13 parking bays, or a cash in lieu contribution to this value.

Council has the discretion to modify development standards under Clause 5.5 of the Scheme.

However, as the car parking calculations depend on a current application for the closure of Council's road reserve, there is also a need to condition the development to ensure that any failure to close Council's road reserve as proposed will require additional contribution to parking bays, as bays included in the developers parking contributions would therefore not be able to be considered.

ATTACHMENTS

Plans of the proposed re-development are attached, and colour perspective drawings are available on request, and will be tabled at the meeting.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council grant Planning Consent to BC & BG Spackman for the use and development of Lot 201 Cotton Tree Avenue for a Tavern, in accordance with the submitted plans, and subject to the following specific conditions:

1. A cash in lieu contribution equivalent to 13 car parking bays, as per the provisions of Clause 8.4 of Town Planning Scheme No 7.
2. The contribution of cash in lieu for 17 car parking bays if the proposed closure of the road reserve facing Konkerberry Drive to the north of Lot 201 is not finalised within 12 months of the date of this approval, or within 6 months of the completion of the proposed development, whichever is the sooner, unless significant progress has been made with the proposed road closure.
3. Application for demolition license for the demolition of the buildings known as Withers and Young.
4. Application shall be made to Council prior to any change of use of the Warehouse component of the proposed development.
5. Submission of a colour schedule to Council for approval by the CEO under delegated authority.
6. Other conditions issued under delegated authority in accordance with Council's standard conditions list.

MINUTE NO 7250

Moved Cr K Wright

Second: Cr B Barnes

That Council grant Planning Consent to BC & BG Spackman for the use and development of Lot 201 Cotton Tree Avenue for a Tavern, in accordance with the submitted plans, and subject to the following specific conditions:

- 1. Application for demolition license for the demolition of the buildings known as Withers and Young. with written conditions as per Minute 6484 from October 2003, relating to adequate recording as outlined in Council's Municipal heritage inventory.**
- 2. application shall be made to Council prior to any change of use of the Warehouse component of the proposed development.**
- 3. Submission of a colour schedule relating to external surfaces, to Council for approval by the CEO under delegated authority.**
- 4. Other conditions issued under delegated authority in accordance with Council's standard conditions list.**

LOST (3-5)

Cr Keith Wright asked for the votes to be recorded

FOR

Cr B Barnes

Cr K Wright

Cr J Buchanan

AGAINST

Cr M Middap

Cr J Nelson

Cr J Parker

Cr G Hamilton

Cr M Pucci

Moved:Cr K Wright/

Foreshadow motion

- 1 Application shall be made to Council prior to any change of use of the Warehouse component of the proposed development.***
- 2. Council grant planning approval to BC and BG Spackman***
- 3 Submission of a colour schedule relating to external surfaces, to Council for approval by the CEO under delegated authority***
- 4. Other conditions issued under delegated authority in accordance with Council's standard conditions list***
- 5. Submission of a colour schedule to Council for approval by the CEO under delegated authority.***
- 6. Other conditions issued under delegated authority in accordance with Council's standard conditions list.***

Cr K Wright withdrew foreshadow motion

MINUTE NO 7251

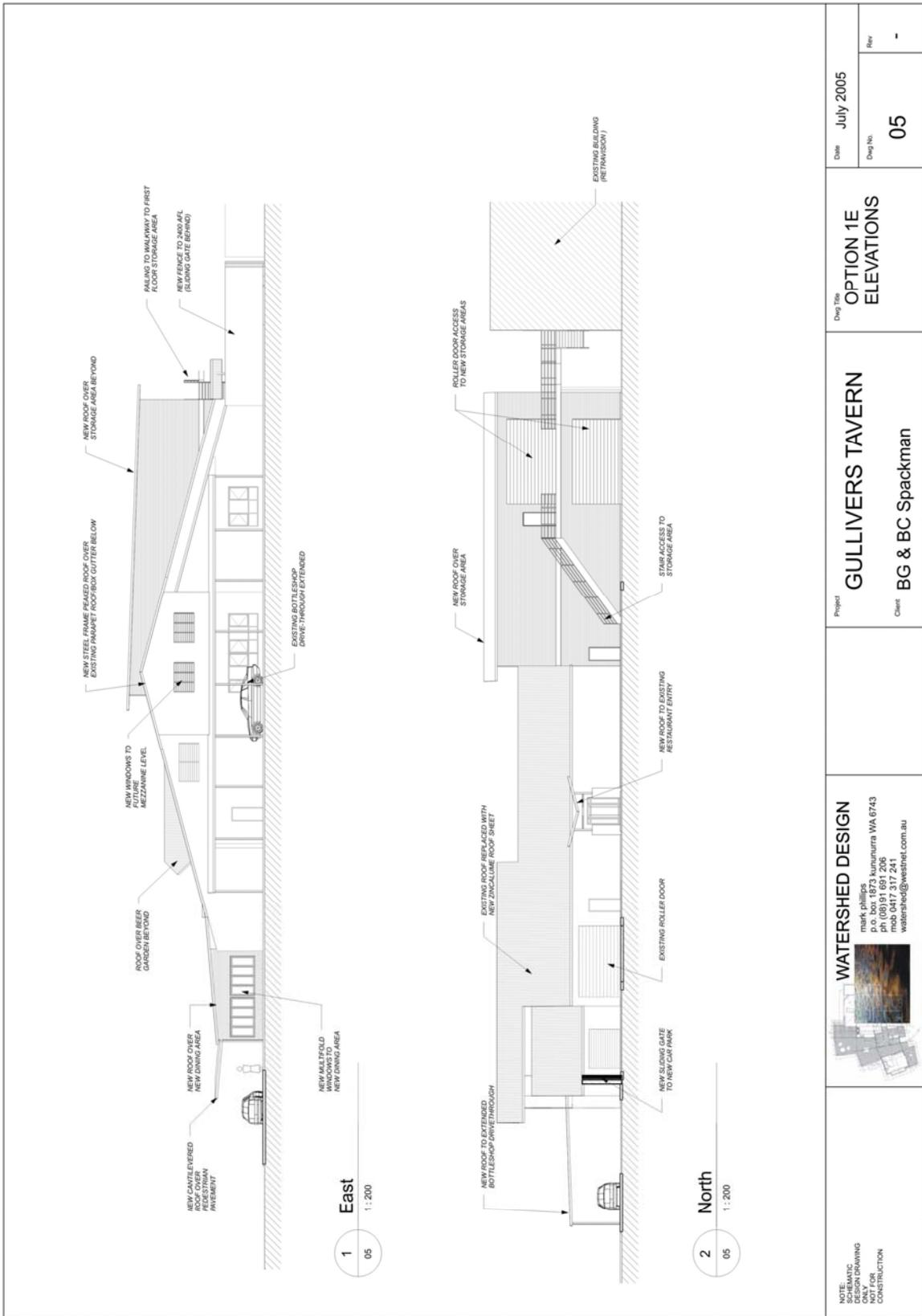
Moved: Cr K Wright

Cr J Buchanan

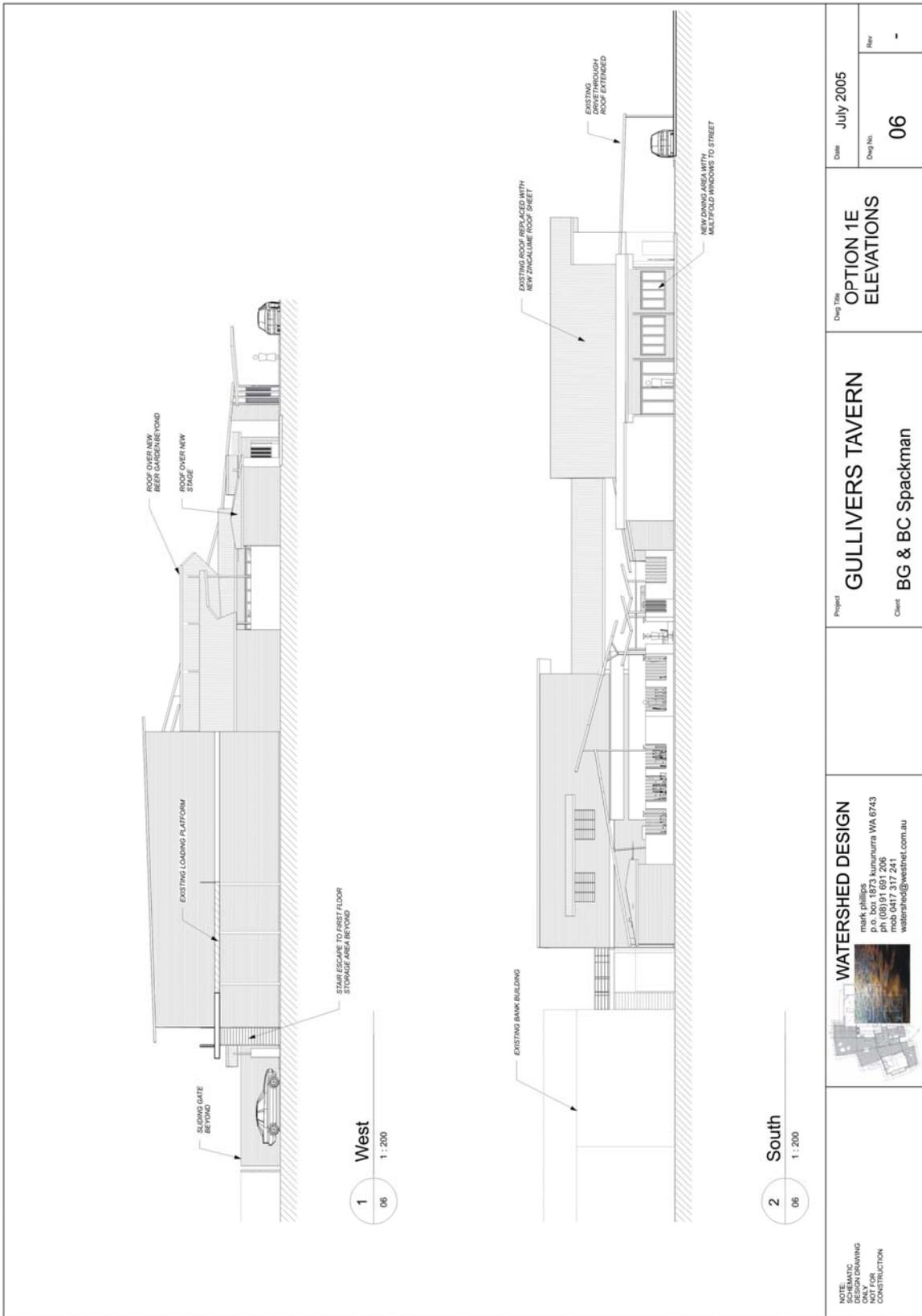
That Council grant Planning Consent to BC & BG Spackman for the use and development of Lot 201 Cotton Tree Avenue for a Tavern, in accordance with the submitted plans, and subject to the following specific conditions:

- 1 The contribution of cash in lieu for 17 car parking bays if the proposed closure of the road reserve facing Konkerberry Drive to the north of Lot 201 is not finalised within 12 months of the date of this approval, or within 6 months of the completion of the proposed development, whichever is the sooner, unless significant progress has been made with the proposed road closure.**
- 2. Application for demolition license for the demolition of the buildings known as Withers and Young with written condition as per minute 6.84 from October 2003**
- 3. Application shall be made to Council prior to any change of use of the Warehouse component of the proposed development.**
- 4. Submission of a colour schedule to Council for approval by the CEO under delegated authority.**
- 5. Other conditions issued under delegated authority in accordance with Council's standard conditions list.**

CARRIED (5-3)



NOTE: SCHEMATIC ARCHITECTURAL DRAWING NOT FOR CONSTRUCTION	 <p>WATERSHED DESIGN mark phillips p.o. box 1873 Nununurra WA 6743 ph: (08) 9473 2126 fax: (08) 9473 2124 watershed@westnet.com.au</p>	Project GULLIVERS TAVERN Client BG & BC Spackman	Day Title OPTION 1E ELEVATIONS	Date July 2005 Day No. 05 Rev -
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NOTE: SCHEMATIC ARCHITECTURAL DRAWING NOT FOR CONSTRUCTION	WATERSHED DESIGN  mark phillips p.o. box 1873 Nunurra WA 6743 ph (08) 9473 2426 watershed@westnet.com.au	Project GULLIVERS TAVERN	Date July 2005
		Client BG & BC Spackman	Day Title OPTION 1E ELEVATIONS
		Draw No. 06	Rev -



<p>WATERSHED DESIGN</p>  <p>mark phillips p.o. box 1873 kununurra WA 6743 ph (08) 9478 5116 mob (08) 9478 517 24 watershed@watershed.com.au</p>	<p>Project</p> <p>GULLIVERS TAVERN</p>	<p>Draw Title</p> <p>OPTION 1E Patron Use Area Plan</p>	<p>Date</p> <p>July 2005</p>
	<p>Client</p> <p>BG & BC Spackman</p>	<p>Draw No.</p> <p>09</p>	<p>Rev</p> <p>-</p>



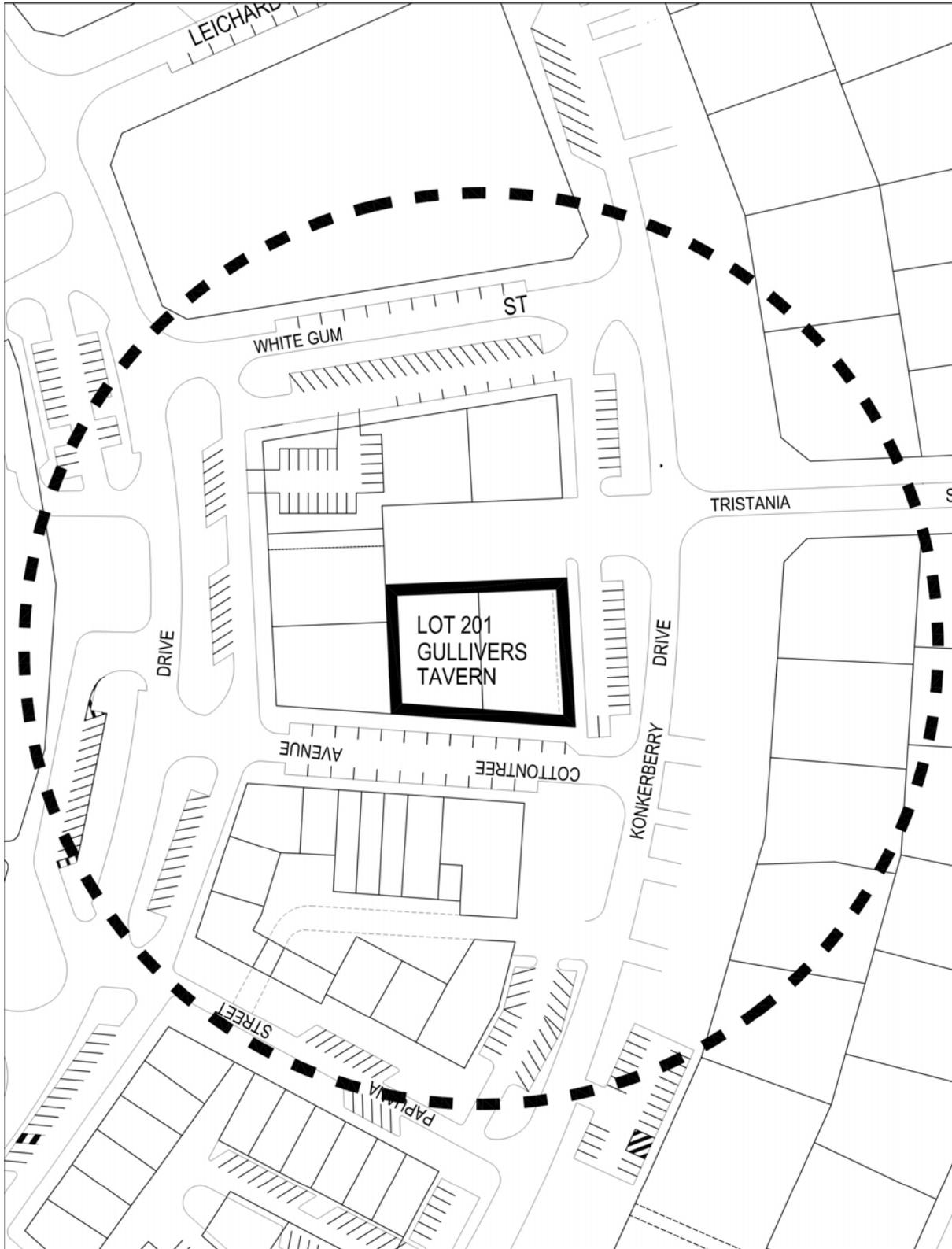
EXISTING 3D AXONOMETRIC VIEW

 WATERSHED DESIGN 2100 West 10th Avenue Suite 100 Vancouver BC V6M 2K7 Tel: 604.271.1200 www.watersheddesign.com	
Project:	GULLIVERS TAVERN
Client:	BG & BC Spademan
Phase:	EXISTING AXONOMETRIC
Date:	July 2005
Scale:	10



NEW 3D AXONOMETRIC VIEW

 WATERSHED DESIGN 200 West 10th, Vancouver BC V6B 1G2 Tel: 604 681 2121 www.watersheddesign.com	
Project Name:	GULLIVERS TAVERN
Client:	BO & BC Spadina
Phase:	NEW AXONOMETRIC
Date:	July 2005
Sheet No.:	11



Existing Car Parking to Precinct
(Dashed line indicates approximate 100m radius from the site)
from SWEK Concept Parking Strategies Report (issued October 2004)

12.1.5 Proposed Closure of Road Reserve - Bushcamp to VA Fashions(MINUTE NO 7254)

DATE:	20/09/2005
PROPONENT:	AV & IHB Petherick
LOCATION:	Lots 1163 1189 1190 1192 & 1193 Konkerberry Drive And Papuana Street
ATLAS REFERENCE:	Map 53 A5
AUTHOR:	Keith Williams, Town Planner
REPORTING OFFICER:	Steven Chadwick, Executive Manager Engineering and Development Services
FILE NO:	01.1555.02
ASSESSMENT NO:	1555, 1171, 2401 & 6046.

PURPOSE

For Council to consider the closure of road reserve at the rear of various lots between Konkerberry Drive, Cotton Tree Avenue, Coolibah Drive and Papuana Street, and amalgamation of the closed road with Lots 1189, 1190, 1192 & 1193.

BACKGROUND

The proponents have engaged Council officers in discussions regarding closure of road reserve located behind existing buildings between Konkerberry Drive, Papuana Street, Cotton Tree Avenue and Coolibah Drive. These discussions related to engineering issues associated with the proposed closure.

Correspondence has since been received requesting closure of the subject road reserve. The closure constitutes closure of about 350 – 400 square metres of road reserve.

SITE LOCATION

The land that has been requested to closed is located at the rear of existing shops that front Coolibah Drive and Papuana Street. This laneway services the proponents shops as well as three other buildings bound by the street network.

PROPOSED LAND USE / DEVELOPMENT

The proponent intends that, once closed, the land would be amalgamated with the proponents existing landholdings and would be used for the redevelopment of the retail development. The current application is solely for the road closure, and further plans will be lodged for the redevelopment of the retail development once the closure and amalgamation has occurred.

FINANCIAL IMPLICATIONS

Not applicable.

CONSULTATION

Public consultation is required to proceed with the proposed closure. Advertising is required to be 30 days for a road closure under the Land Administration Act 1997.

PLANNING ASSESSMENT

The proposed closure will allow for the redevelopment of existing retail facility. Significant benefits may be obtained by permitting the proposed closure:

- Improved streetscapes to Papuana Street
- Increased parking on Papuana Street
- Redevelopment of older buildings
- Improved security to the loading areas

Impacts on other developments would be appear to be limited for the following reasons:

- Trucks cannot presently exit onto Papuana Street due to the geometry of the intersection with the laneway and Papuana Street.
- The laneway/loading areas are predominantly utilised for loading and staff parking
- All loading currently takes place at the rear of existing buildings, and the proposal development is unlikely to impact on this. This issue can be assessed further when development occurs.

The applicant has liaised with other landholders in the vicinity, and has some support from some, and has also liaised with transport and freight company's that have advised that the proposed closure will have minimal impact on current loading and unloading practices and operations.

Notwithstanding this, advertising would include referral to all landholders potentially affected by the closure.

It is recommended that the proposed closure be advertised to gauge support for the proposed closure. This action is required under the Land Administration Act prior to closure. This matter will be referred back to Council at the conclusion of advertising.

ATTACHMENTS

A plan showing the area proposed to be closed is attached.

VOTING REQUIREMENT

Simple Majority.

RECOMMENDATION

That Council advertise the proposed closure of portion of road reserve between Konkerberry Drive and Papuana Street for 30 days in accordance with the Land Administration Act 1997.

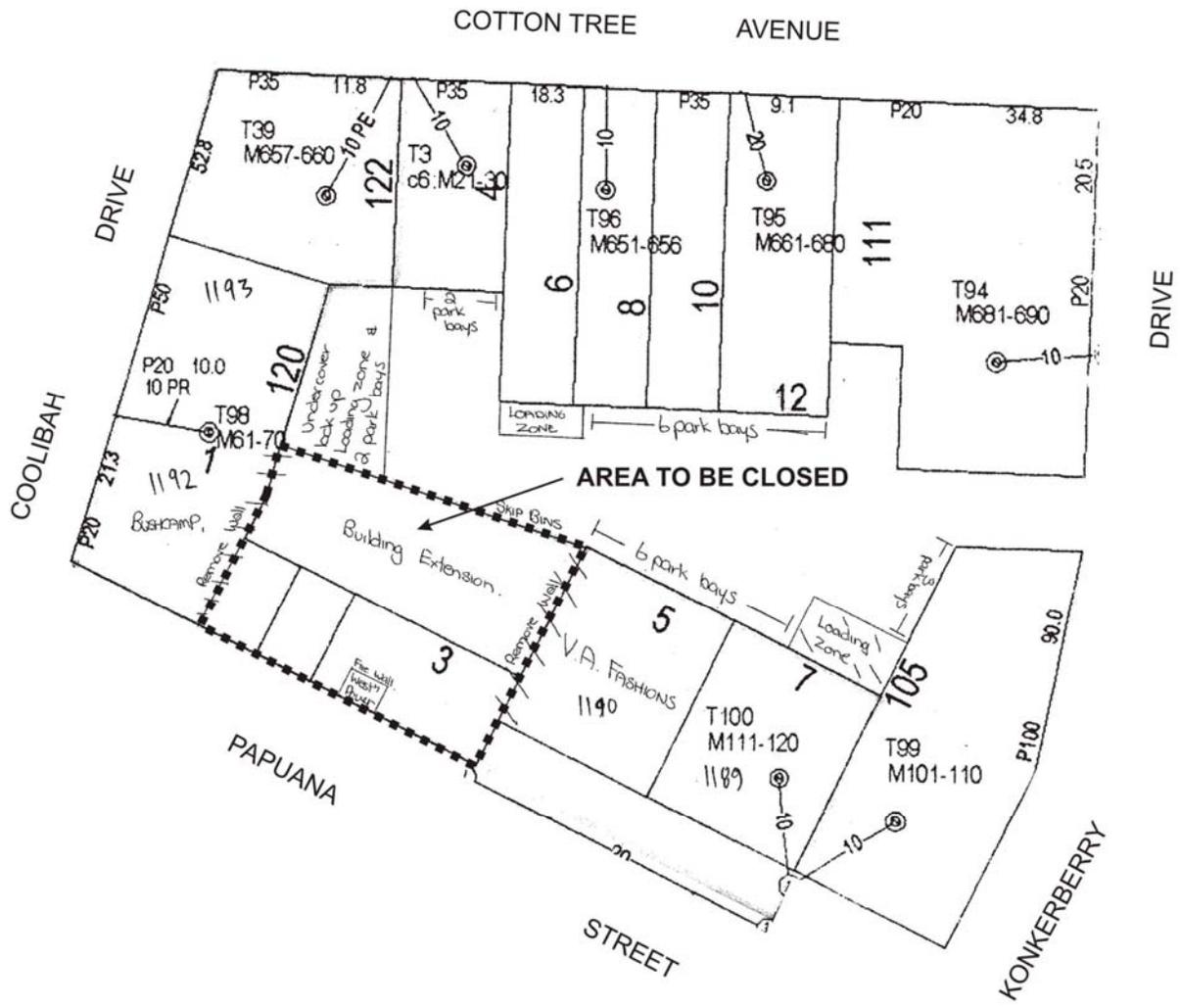
MINUTE NO 7254

Moved: Cr J Buchanan

Second: Cr J Nelson

That Council advertise the proposed closure of portion of road reserve between Konkerberry Drive and Papuana Street for 30 days in accordance with the Land Administration Act 1997.

CARRIED UNANIMOUSLY (7-0)



12.1.6 Proposed Closure of Road Reserve - Old Darwin Road (MINUTE NO 7255)

DATE:	20/09/2005
PROPONENT:	Yeltara Developments
LOCATION:	Lot 1 Old Darwin Road
ATLAS REFERENCE:	Map 46 D3
AUTHOR:	Keith Williams, Town Planner
REPORTING OFFICER:	Steven Chadwick, Executive Manager Engineering and Development Services
FILE NO:	01.0572.02
ASSESSMENT NO:	572

PURPOSE

For Council to consider an application for the closure of a portion of Old Darwin Road and amalgamation of the closed road with adjoining Lot 1.

BACKGROUND

Portion of Old Darwin Road road reserve is being used by the proponents for cultivation purposes. The applicant has stated that they have previously been granted the use of this land for this purpose. Correspondence has been received requesting closure of portion of the Old Darwin Road road reserve.

SITE LOCATION

The land that has been requested to closed is located adjacent to Lot 1 Old Darwin Road. The land is an 812 by 62 metre strip within the existing road reserve, an area of approximately 5 hectares.

PROPOSED LAND USE / DEVELOPMENT

The proponent intends that, once closed, the land would be amalgamated with the proponents existing landholdings and would continue to be used for cultivation purposes.

FINANCIAL IMPLICATIONS

Not applicable.

CONSULTATION

Public consultation is required to proceed with the proposed closure. Advertising is required to be 30 days for a road closure under the Land Administration Act 1997.

PLANNING ASSESSMENT

The proposed closure will allow for the continued use of the subject land for cultivation purposes. No detrimental impacts are foreseen, and closure should not impact on adjoining land owners.

Notwithstanding this, advertising would include referral to all landholders potentially affected by the closure.

It is recommended that the proposed closure be advertised to gauge support or otherwise for the proposed closure. This action is required under the Land Administration Act prior to closure. This matter will be referred back to Council at the conclusion of advertising.

ATTACHMENTS

A plan showing the area proposed to be closed is attached.

VOTING REQUIREMENT

Simple Majority.

RECOMMENDATION

That Council advertise the proposed closure of portion of the Old Darwin Road for 30 days in accordance with the Land Administration Act 1997.

MINUTE NO 7255

Moved: Cr K Wright

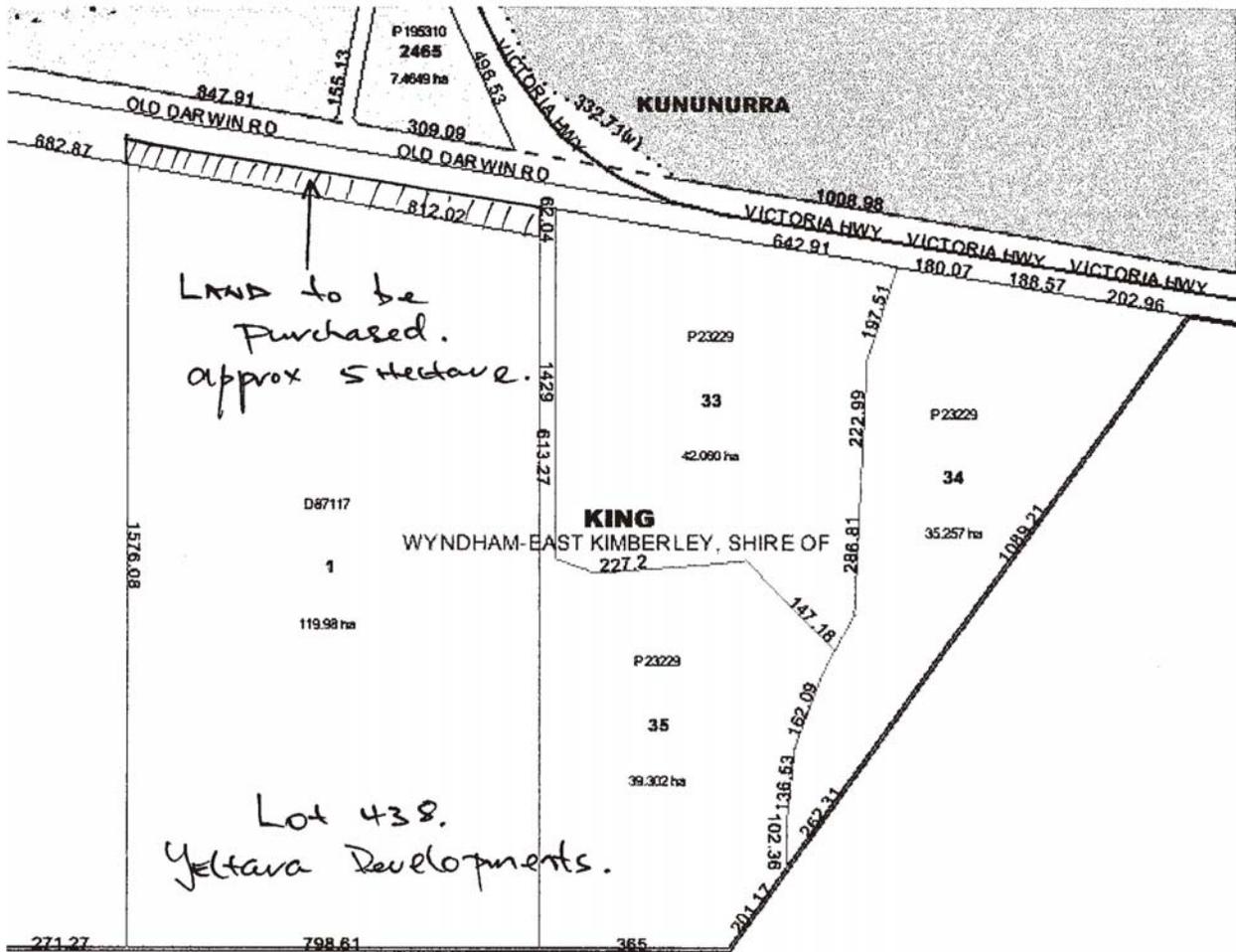
Second: Cr J Buchanan

That council not proceed with the proposed closure of portion of Old Darwin Rd

CARRIED UNANIMOUSLY (8-0)

NOTE:

Cr K Wright stated "Council dealt with this in 1996 and again in 1999 Minute 2828, moved by Cr J Hayley and Cr Lewis, that Council not proceed with closure and amalgamation of King Loc 438 as this would bring the proposed land in closer proximity to the Kununurra refuse site".



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 Land to be purchased -

812.02 m X 62.04 m
 5.037 hectares.

12.1.7 Proposed Closure of Road Reserve - Rain Tree Drive(MINUTE NO 7256)

DATE:	20/09/2005
PROPONENT:	Makjap Consulting Surveyors
LOCATION:	Lot 2242 Rain Tree Drive
ATLAS REFERENCE:	Map 52 G2
AUTHOR:	Keith Williams, Town Planner
REPORTING OFFICER:	Steven Chadwick, Executive Manager Engineering and Development Services
FILE NO:	01.0886.02
ASSESSMENT NO:	886

PURPOSE

For Council to consider the proposed closure of a portion of road reserve on Rain Tree Drive for the purpose of amalgamation with Lot 2242 to facilitate the development of an office.

BACKGROUND

The proponents have engaged Council officers in discussions regarding closure of road reserve adjacent to Lot 2242 Rain Tree Drive. These discussions related to engineering and planning issues associated with the proposed closure.

Correspondence has since been received requesting closure of the subject road reserve.

SITE LOCATION

The road reserve that has been requested to be closed is located on the eastern side of Rain Tree Drive, and consists of a 83 metre by 12 metre strip, providing approximately an additional 1000 square metres of land.

PROPOSED LAND USE / DEVELOPMENT

The proponent intends that, once closed, the land would be amalgamated with the proponents existing landholding and would be used for the development of a car park that will provide parking for a proposed office development.

The proponent has indicated that a shire drainage easement that crosses the property will need to be modified, however, the proposed road closure is not dependant on the outcome of this issue.

The current application is solely for the road closure, and further plans will be lodged for the development of the office development once the closure and amalgamation has occurred. Councils Manager of Technical Services, Phil Harris has advised that no impacts are anticipated by modification of the easement. All costs of such would be born by the developer.

FINANCIAL IMPLICATIONS

No fees are applicable. Advertising costs will be borne by the applicant. The cost of the land will be determined by the DPI and will be payable to the DPI.

CONSULTATION

Public consultation is required to proceed with the proposed closure. Advertising is required to be 30 days for a road closure under the Land Administration Act 1997.

PLANNING ASSESSMENT

The proposed closure will allow for the development of car parking for a proposed office complex. The Rain Tree Street road reserve is particularly wide, and the reserve is underutilised, especially for a relatively short street.

The closure is preferred over the construction of parking within the road reserve, which would then be required to be maintained by Council. Closure of the road will result in the proposed car parking being maintained by the developer.

It is recommended that the proposed closure be advertised to gauge support for the proposed closure. This action is required under the Land Administration Act prior to closure. Advertising will include referral to all landholders potentially affected by the closure, and this matter will be referred back to Council at the conclusion of advertising.

ATTACHMENTS

A plan showing the area proposed to be closed is attached.

VOTING REQUIREMENT

Simple Majority.

RECOMMENDATION

That Council advertise the proposed closure of portion of Rain Tree Drive road reserve as per the submitted plans for 30 days in accordance with the Land Administration Act 1997.

MINUTE NO 7256

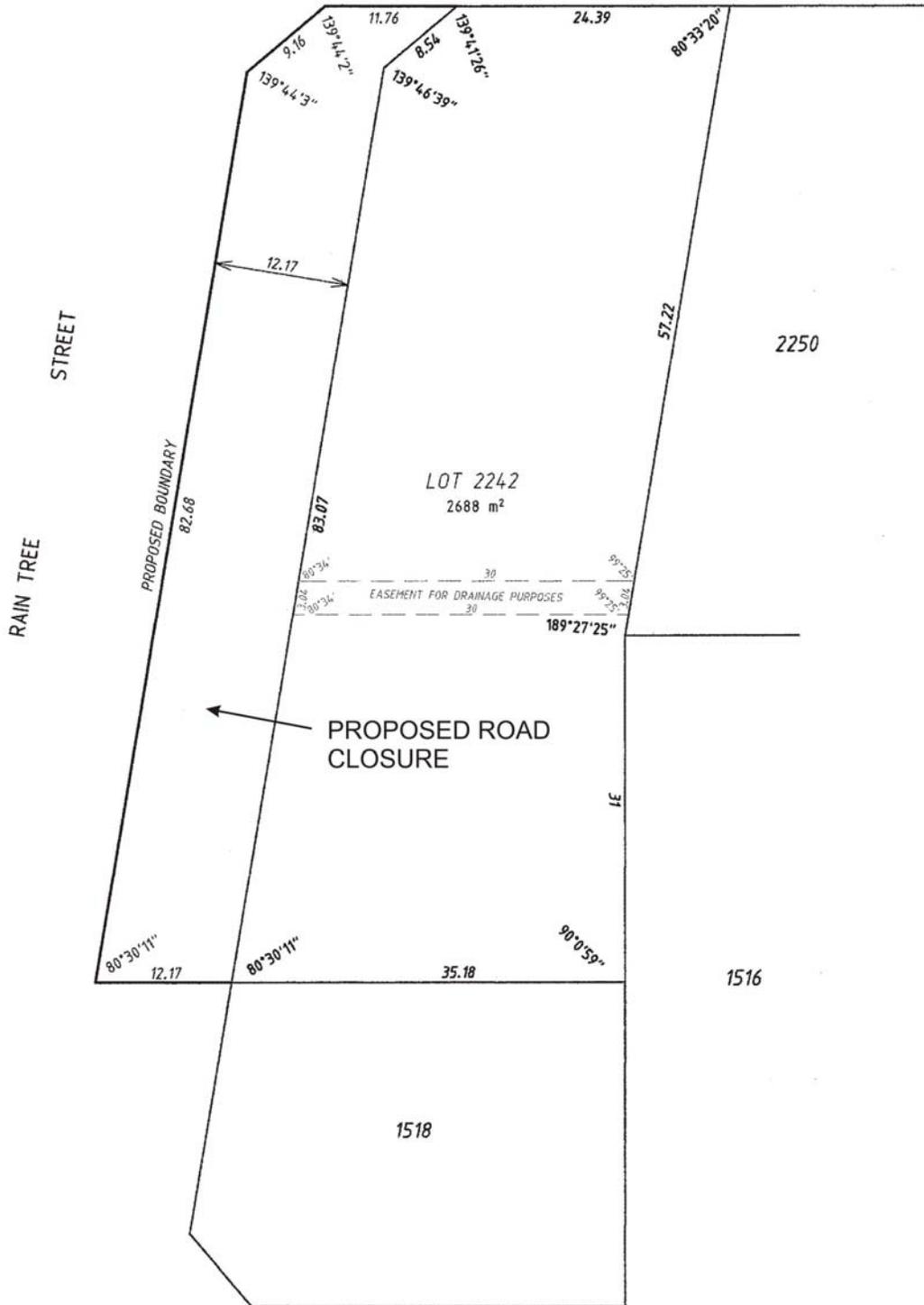
Moved: Cr K Wright

Second: Cr M Middap

That Council proceed with the proposed closure of portion of Rain Tree Drive road reserve as per the submitted plans, and including the portion of road reserve adjacent to Lot 1518 through Konkerberry Drive, for 30 days in accordance with the Land Administration Act 1997

CARRIED UNANIMOUSLY (8-0)

COOLIBAH DRIVE



12.1.8 Proposed Road Reserve Excision - Victoria Highway(MINUTE NO 7257)

DATE:	20/09/2005
PROPONENT:	Department for Planning & Infrastructure
LOCATION:	Reserve 41812 Foreshore & Reserve 42371 Celebrity Tree Park
ATLAS REFERENCE:	Map 45 B5
AUTHOR:	Keith Williams
REPORTING OFFICER:	Steven Chadwick
FILE NO:	01.2860.02
ASSESSMENT NO:	2850 & 5622

PURPOSE

For Council to consider a proposal to excise a portion of Road Reserve adjacent to Lily Creek Lagoon and celebrity Tree park and amalgamate the excised land into Reserve 41812 [Foreshore Reserve] and Reserve 42371 [Celebrity Tree park] respectively.

BACKGROUND

Council received a referral from the Department for Planning & Infrastructure regarding a proposal to excise land from the Victoria Highway road reserve. Council responded by advising the DPI that it was agreeable to the closure.

SITE LOCATION

The subject site is located on the southern side and within the road reserve of Victoria Highway between the Old Darwin Road road reserve and the intersection of Messmate Way. The land is currently used only for the Highway.

PROPOSED LAND USE / DEVELOPMENT

The proposal relates to the excision of land from the Victoria Highway road reserve and amalgamation with adjoining reserves. No specific development is proposed, however, the proposed amalgamations would formalise current management practices. Council currently manages these portions of land, and also has some infrastructure located within them, including pathways and reticulation.

The land subject of the excisions will require no additional management, however, will require rezoning.

FINANCIAL IMPLICATIONS

The land is currently managed by Council. No additional costs are anticipated. Some administrative costs may be required to rezone the land if required prior to a Scheme review.

CONSULTATION

The proposed excision will be advertised and referred to other agencies by the department for Planning and Infrastructure in accordance with the departments legislation.

COMMENT

The proposed excision will formalise current management of the land.

Rezoning of the land will be required, however, tenure of the land can be granted prior to rezoning. Rezoning can be undertaken, or the modified tenure can be reflected when a review of the Scheme is undertaken.

The DPI has advised that Telstra and Western Power have some infrastructure located within the reserve. This infrastructure can be protected via easements. It should be noted that if this is not acceptable to these agencies then the excision should not proceed.

The DPI has advised that it will pay for surveying and transfer costs.

The excision is supported subject to confirmation that no Telstra or Western Power infrastructure is required to be relocated.

ATTACHMENTS

A plan depicting the road closure is attached.

VOTING REQUIREMENT

Simple Majority.

RECOMMENDATION

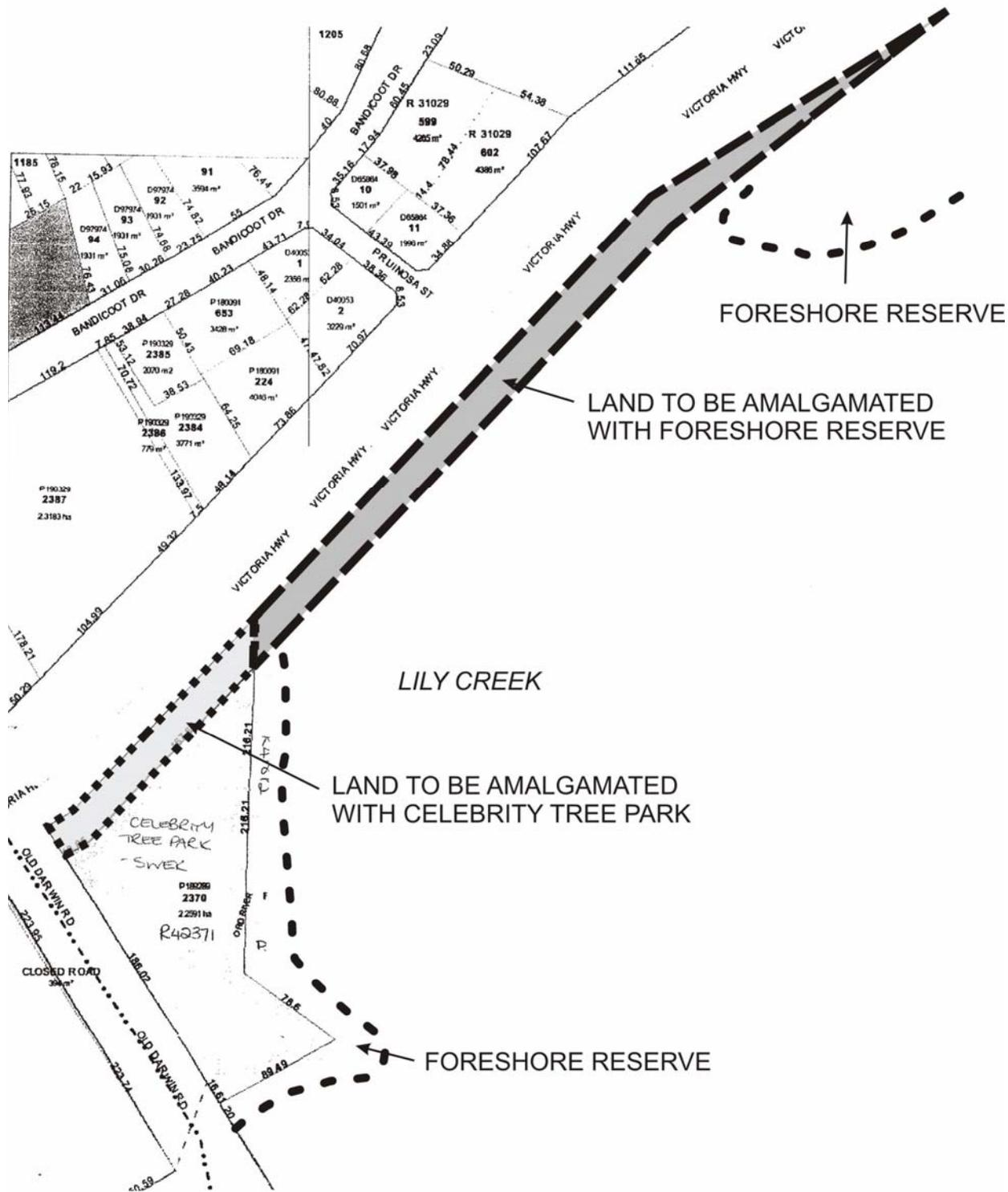
1. That Council advise the Department for Planning & Infrastructure that it agrees to the excision of land from Victoria Highway road reserve in accordance with the submitted plans
2. That Council advise the Department for Planning & Infrastructure that the land can be rezoned by Council when a Scheme review is undertaken to reflect the change in tenure.
3. That Council advise the Department for Planning and Infrastructure that Telstra and Western Power Infrastructure would not need to be relocated, and can be protected via easements to provide access.
4. That Council advise the Department for Planning & Infrastructure that should the proposed excision require the relocation of Telstra and Western Power Infrastructure at Council's cost then the excision is not supported.

MINUTE NO 7257

Moved Cr K Wright/J Buchanan

- 1. That Council advise the Department for Planning & Infrastructure that it agrees to the excision of land from Victoria Highway road reserve in accordance with the submitted plans**
- 2. That Council advise the Department for Planning & Infrastructure that the land can be rezoned by Council when a Scheme review is undertaken to reflect the change in tenure.**
- 3. That Council advise the Department for Planning and Infrastructure that Telstra and Western Power Infrastructure would not need to be relocated, and can be protected via easements to provide access.**
- 4. That Council advise the Department for Planning & Infrastructure that should the proposed excision require the relocation of Telstra and Western Power Infrastructure at Council's cost then the excision is not supported.**

CARRIED (7-1)



Chief Executive Officer, Mr P Stubbs declared a Financial Interest in Item 12.1.9, Vehicle Tenders T01 05/06 and left Chambers at 7.28pm

12.1.9 Vehicle Tenders T01 05/06

(MINUTE NO 7258)

DATE:	20 September 2005
PROPONENT:	SWEK
LOCATION:	N/A
ATLAS REFERENCE:	N/A
AUTHOR:	Steven Chadwick, Executive Manager of Engineering & development Services
REPORTING OFFICER:	Steven Chadwick, Executive Manager of Engineering & development Services
FILE NO:	
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider Tender T1 05/06 for the Supply and Delivery of vehicles.

BACKGROUND

Councils annual Plant Replacement Program includes the replacement of one Toyota Landcruiser 4X4 Wagon WY-101, two Toyota Hilux 4X4 Dual Cab Utilities 1BOC-882, 1AY1-056 and one Toyota Hilux 2X4 Extra Cab Utility WY-10357.

The vehicles are allocated to the following staff positions;

- Chief Executive Officer: Toyota Landcruiser Wagon WY-101
- Manager Community Services: Toyota Hilux Dual Cab Utility 1AY1-056
- Shire Ranger: Toyota Hilux Dual Cab Utility 1BOC-882
- Depot – Parks & Gardens Reticulation: Toyota Hilux Extra Cab Utility WY-10357

Tenders for the supply and delivery of vehicles were advertised in “The West Australian” and the “NT News” on 13 August 2005, with tenders closing at 2.00pm on Wednesday 31 August 2005. Tenders were opened in the presence of Executive Manager Engineering and Development Services Steven Chadwick – Manager of Technical Services Phil Harris and Development Services Support Officer Rachel Lines.

Five companies, Broome Toyota, Darwin Mitsubishi, Prosser Toyota, Argyle Motors and Big Rock Toyota submitted a total 24 options for Tender T1 05/06. A summary of the bids (including the evaluations) has been placed below.

1 Vehicle 1 – Replacement of WY 101 Toyota Landcruiser

Company	Vehicle	Purchase Price \$ inc extras	Trade Price \$ excl GST	Change Over \$ excl GST	Vehicle Number
Argyle Motors	Nissan Patrol ST Wagon 3.0ltr T/Diesel Auto	45,182.48	30,909.09	14,273.71	1
Argyle Motors	Nissan Patrol ST Wagon 4WD 4.8ltr ULP Auto	47,010.70	30,909.09	16,101.61	2
Big Rock Toyota	GLX Prado 4.0 ltr ULP 4wd Auto	49,281.00	31,818.18	17,462.82	3
Broome Toyota	Landcruiser 100 series GXL Wagon 4.7ltr ULP 4WD Auto	52,835.00	34,545.55	18,289.45	4
Big Rock Toyota	Landcruiser 100 series GXL Wagon 4.7ltr ULP 4WD Auto	52,679.00	31,818.18	20,860.82	5
* Darwin Mitsubishi	Pajero GLS Wagon 3.2ltr Diesel Auto * non requested extras removed from price.	50,832.00	29,090.91	21,741.09	6
Argyle Motors	Landcruiser 100 series GXL Wagon 4.7ltr ULP 4wd Auto	52,869.38	30,909.09	21,959.48	7
** Darwin Mitsubishi	Pajero GLS Wagon 3.2ltr Diesel Auto	51,842.00	29,090.91	22,751.09	6
Argyle Motors	Landcruiser 100 series GXL Wagon 4.2ltr T/Diesel 4wd Auto	59,929.24	30,909.09	29,020.15	8

* Tender included items not requested including snorkel, spotlights, canvas seat covers (removed in this price).

** Tender includes items not requested including snorkel, spotlights, canvas seat covers (included in this price).

Council's tender documentation called for the provision of 1 (one) Executive style 8 seat, 4WD, 4 Door Station Wagon, ULP or Diesel. The vehicles offered varied in price and configuration. There were:

- 1 x 4 cylinder Diesel
- 2 x 6 cylinder Turbo Diesel vehicles
- 1 x V6 cylinder petrol vehicles
- 1 x 6 cylinder petrol vehicle
- 3 x V8 cylinder petrol vehicle.

Council has the ability to accept or reject non-conforming bids. While many of the tender bids do not all strictly conform to the tender requirements, all have been evaluated against the Council endorsed criteria. $\{(x / y)^* \% \}$ x = lowest price y = Tender price

Company Name	Vehicle Type	Net Cost	Price 65 %	Tenderer Reliability 15%	Local 5%	Compliance With spec 15%	Total 100%
Argyle Motors	Nissan Patrol ST Wagon 3.0ltr T/Diesel Auto	\$14,273.71	65	15	5	15	100
Argyle Motors	Nissan Patrol ST Wagon 4WD 4.8ltr ULP Auto	\$16,101.61	57.6	15	5	15	92.6
Big Rock Toyota	GLX Prado 4.0ltr ULP 4wd Auto	\$17,462.82	53	15	2	15	85
Broome Toyota	Landcruiser 100 series GXL Wagon 4.7ltr ULP 4WD Auto	\$18,289.45	50.7	15	3	15	83.7
Argyle Motors	Landcruiser 100 series GXL Wagon 4.7ltr ULP 4wd Auto	\$21,959.48	42.2	15	5	15	77.2
Big Rock Toyota	Landcruiser 100 series GXL Wagon 4.7ltr ULP 4WD Auto	\$20,860.82	44.4	15	2	15	76.4
* Darwin Mitsubishi	Pajero GLS Wagon 3.2ltr Diesel Auto * non requested extras removed from price.	\$21,741.09	42.6	15	1	13	71.6
** Darwin Mitsubishi	Pajero GLS Wagon 3.2ltr Diesel Auto	\$22,751.09	40.7	15	1	13	69.7
Argyle Motors	Landcruiser 100 series GXL Wagon 4.2ltr T/Diesel 4wd Auto	\$29,020.15	31.9	15	5	15	66.9

2. Vehicle 2 – Replacement of 1AYI 056 4WD Dual Cab Toyota Hilux

Company	Vehicle	Purchase Price inc extras \$	Trade Price Ex GST \$	Change Over price excl GST \$	Vehicle Number
* Darwin Mitsubishi	Triton GLX 2.8ltr T/Diesel 4WD Dual Cab Utility. (Discrepancies in the extras, removed for comparison)	31,997.00	14,545.45	17,451.55	9
Argyle Motors	Holden Rodeo LX 3.0ltr T/Diesel 4WD Dual Cab Utility	30,008.00	12,045.45	17,962.55	10
Broome Toyota	Hilux SR 3.0ltr Diesel 2WD Dual Cab Utility	31,626.00	13,636.36	17,989.64	11
** Darwin Mitsubishi	Triton GLX 2.8ltr T/Diesel 4WD Dual Cab Utility. (as per lodged tender sheet)	34,416.00	14,545.55	19,970.45	9
Argyle Motors	Nissan DX 3.0ltr T/Diesel 4WD Dual Cab	31,982.01	12,045.45	19,936.56	12
Argyle Motors	Hilux SR 3.0ltr T/Diesel 4WD Dual Cab	34,261.56	12,045.45	22,216.11	13
Big Rock Toyota	Hilux SR 3.0ltr T/Diesel 4WD Dual Cab	36,433.00	12,727.27	23,216.11	14

* Tender included items not requested including tonneau cover, spot lights & snorkel (removed in this price).

** Tender includes items not requested including tonneau cover, spot lights & snorkel (included in this price).

Council's tender documentation called for a 2WD Diesel Dual Cab Utility. As with the other vehicle there were a range of bids received including:

- 1 x 2WD Four Cylinder Diesel Dual Cab Utility (vehicle not fitted with turbo),
- 5 x 4WD Four Cylinder Turbo Diesel Dual Cab Utilities.

Council has the ability to accept or reject non-conforming bids. While many of the tender bids do not all strictly conform to the tender requirements, all have been evaluated against the Council endorsed criteria.

Company Name	Vehicle	Net Cost	Price 65 %	Tenderer Reliability 15%	Local 5%	Comply Specs 15%	Total 100%
* Darwin Mitsubishi	Triton GLX 2.8ltr T/Diesel 4WD Dual Cab Utility. (Discrepancies in the extras, removed for comparison)	17,451.55	65	15	1	15	96
Argyle Motors	Holden Rodeo LX 3.0ltr T/Diesel 4WD Dual Cab Utility	17,962.55	63.1	15	5	15	98.1
Broome Toyota	Hilux SR 3.0ltr Diesel 2WD Dual Cab Utility	17,989.64	63	15	3	15	96
Argyle Motors	Nissan DX 3.0ltr T/Diesel 4WD Dual Cab	19,936.56	56.8	15	5	15	91.8
** Darwin Mitsubishi	Triton GLX 2.8ltr T/Diesel 4WD Dual Cab Utility. (as per lodged tender sheet)	19,970.45	56.8	15	1	15	87.8
Argyle Motors	Hilux SR 3.0ltr T/Diesel 4WD Dual Cab	22,216.11	51	15	5	15	86
Big Rock Toyota	Hilux SR 3.0ltr T/Diesel 4WD Dual Cab	23,216.11	48.8	15	2	15	80.8

* Tender included items not requested including tonneau cover, spot lights & snorkel (removed in this price).

** Tender includes items not requested including tonneau cover, spot lights & snorkel (included in this price).

3. Vehicle 3 – Replacement of 1BOC 882 Toyota 4WD Dual Cab Tray-Back Toyota Hilux

Company	Vehicle	Purchase Price \$ inc extras	Trade Price \$ excl GST	Change Over \$ excl GST	Vehicle Number
Argyle Motors	Holden Rodeo LX 3.0ltr T/Diesel 4WD Dual Cab Utility	32,378.00	18,409.09	13,968.91	15
* Darwin Mitsubishi	Triton GLX 2.8ltr T/Diesel 4WD Dual Cab Utility. (Discrepancies in the extras, removed for comparison)	34,525.00	20,000.00	14,525.00	16
** Darwin Mitsubishi	Triton GLX 2.8ltr T/Diesel 4WD Dual Cab Utility. (as per lodged tender sheet)	36,417.00	20,000.00	16,417.00	16
Argyle Motors	Nissan DX 3.0ltr T/Diesel 4WD Dual Cab	34,982.01	18,409.09	16,572.92	17
Argyle Motors	Hilux SR 3.0ltr T/Diesel 4WD Dual Cab	36,563.00	18,409.09	18,156.91	18
Broome Toyota	Hilux SR 3.0ltr Diesel 4WD Dual Cab Utility	37,259.00	18,181.82	19,077.18	19
Big Rock Toyota	Hilux SR 3.0ltr T/Diesel 4WD Dual Cab	37,563.00	18,181.82	19,381.18	20

* Tender included items not requested including tonneau cover, spot lights & snorkel (removed in this price).

** Tender includes items not requested including tonneau cover, spot lights & snorkel (included in this price).

Council's tender documentation called for a 4WD Diesel Dual Cab Utility. As with the other vehicle there were a range of bids received including:

- 1 x 4WD Four Cylinder Diesel Dual Cab Utility (vehicle not fitted with turbo),
- 5 x 4WD Four Cylinder Turbo Diesel Dual Cab Utilities

Council has the ability to accept or reject non-conforming bids. While many of the tender bids do not all strictly conform to the tender requirements, all have been evaluated against the Council endorsed criteria.

Company Name	Vehicle Type	Net Cost	Price 65 %	Tenderer Reliability 15%	Local 5%	Comply Specs 15%	Total 100%
Argyle Motors	Holden Rodeo LX 3.0ltr T/Diesel 4WD Dual Cab Utility	13,968.91	65	15	5	15	100
* Darwin Mitsubishi	Triton GLX 2.8ltr T/Diesel 4WD Dual Cab Utility. (Discrepancies in the extras, removed for comparison)	14,525.00	62.5	15	1	15	93.5
** Darwin Mitsubishi	Triton GLX 2.8ltr T/Diesel 4WD Dual Cab Utility. (as per lodged tender sheet)	16,417.00	55.3	15	1	15	86.3
Argyle Motors	Nissan DX 3.0ltr T/Diesel 4WD Dual Cab	16,572.92	54.7	15	5	15	89.7
Argyle Motors	Hilux SR 3.0ltr T/Diesel 4WD Dual Cab	18,156.91	50	15	5	15	85
Broome Toyota	Hilux SR 3.0ltr Diesel 4WD Dual Cab Utility	19,077.18	47.5	15	3	15	80.5
Big Rock Toyota	Hilux SR 3.0ltr T/Diesel 4WD Dual Cab	19,381.18	46.8	15	2	15	78.8

* Tender included items not requested including tonneau cover, spot lights & snorkel (removed in this price).

** Tender includes items not requested including tonneau cover, spot lights & snorkel (included in this price).

4. Vehicle 4 – Replacement of WY 10357 Toyota 4WD Extra Cab Tray-Back Toyota Hilux

Company	Vehicle	Purchase Price \$ inc extras	Trade Price \$ excl GST	Change Over \$ excl GST	Vehicle Number
* Darwin Mitsubishi	Triton GLX 2.8ltr T/Diesel 4WD Extra Cab Utility. (Discrepancies in the extras, removed for comparison)	32,646.00	11,136.36	21,509.64	21
** Darwin Mitsubishi	Triton GLX 2.8ltr T/Diesel 4WD Extra Cab Utility. (as per lodged tender sheet)	35,466.00	11,136.36	24,329.64	21
Big Rock Toyota	Hilux SR 3.0ltr T/Diesel 4WD Extra Cab Utility	36,599.00	11,818.18	24,780.82	22
Argyle Motors	Hilux SR 3.0ltr T/Diesel 4WD Extra Cab Utility	34,995.55	9,318.18	25,677.37	23
# Broome Toyota	Hilux SR 3.0ltr Diesel 4WD Extra Cab Utility	35,696.96	10,000.00	25,696.96	24
## Broome Toyota	Hilux SR 3.0ltr Diesel 4WD Extra Cab Utility	35,996.00	10,000.00	25,996.00	24

* Tender included items not requested including tonneau cover, spot lights & snorkel (removed in this price).

** Tender includes items not requested including tonneau cover, spot lights & snorkel (included in this price).

Discrepancy in tender calculation this price is without the anomaly

Discrepancy in tender calculation this price includes the anomaly

Council's tender documentation called for a 4WD Diesel Extra Cab Utility with steel drop sides tray. As with the other vehicle there were a range of bids received including:

- 1 x 4WD Four Cylinder Diesel Extra Cab Utility (vehicle not fitted with turbo),
- 3 x 4WD Four Cylinder Turbo Diesel Extra Cab Utilities.

Council has the ability to accept or reject non-conforming bids. While many of the tender bids do not all strictly conform to the tender requirements, all have been evaluated against the Council endorsed criteria.

Company Name	Vehicle Type	Net Cost	Price 65 %	Tenderer Reliability 15%	Local 5%	Comply Specs 15%	Total 100%
* Darwin Mitsubishi	Triton GLX 2.8ltr T/Diesel 4WD Extra Cab Utility. (Discrepancies in the extras, removed for comparison)	21,509.64	65	15	1	15	96
** Darwin Mitsubishi	Triton GLX 2.8ltr T/Diesel 4WD Extra Cab Utility. (as per lodged tender sheet)	24,329.64	57.4	15	1	15	88.4
Big Rock Toyota	Hilux SR 3.0ltr T/Diesel 4WD Extra Cab Utility	24,780.82	56.4	15	2	15	88.4
Argyle Motors	Hilux SR 3.0ltr T/Diesel 4WD Extra Cab Utility	25,677.37	54.4	15	5	15	89.4
# Broome Toyota	Hilux SR 3.0ltr Diesel 4WD Extra Cab Utility	25,696.96	54.4	15	3	15	87.4
## Broome Toyota	Hilux SR 3.0ltr Diesel 4WD Extra Cab Utility	25,996.00	53.7	15	3	15	86.7

* Tender included items not requested including tonneau cover, spot lights & snorkel (removed in this price).

** Tender includes items not requested including tonneau cover, spot lights & snorkel (included in this price).

Discrepancy in tender calculation this price is without the anomaly

Discrepancy in tender calculation this price includes the anomaly

STATUTORY IMPLICATIONS

Tender Regulations as specified in the Local Government (Functions and General) Regulations 1996 apply to this matter.

POLICY IMPLICATIONS

Shire of Wyndham East Kimberley Policy F5 – Supply of Goods and Services is applicable.

FINANCIAL IMPLICATIONS

The net changeover at the tendered rates would result in the expenditure of \$71,882.54 from a budget allocation of \$205,562.00

STRATEGIC IMPLICATIONS

Not Applicable

COMMENT

The cost of fuel at present represents a real issue for consideration during the assessment of the tender. The type of vehicle (power/weight) ratio, engine type, fuel consumption, fuel used and intended use of the vehicle all need to be balanced with the cost of replacement of the vehicle.

Apart from vehicle WY-101 all others being considered for replacement are used to carry and tow loads, as such turbo diesel engines are considered a more appropriate and economical type of engine for this primary usage. Any replacement should represent a good balance between desired performance, during intended use, and fuel efficiency. Considering all represent the most fuel efficient engines for their class of vehicle currently being offered by manufacturers this should be achieved.

The Toyota vehicles have consistently shown that they depreciate the least of the range of vehicles looked at for supply to Council. Unfortunately they are, in most cases, the most expensive to initially purchase to an extent that the initial price does not offset the depreciation factor.

Current trade values of the models Tendered are as follows;

<u>Vehicle (4WD)</u>	<u>Current price</u>	<u>Average Trade Price</u>	
		<u>2 years old</u>	<u>3 years old</u>
Holden Rodeo Dual Cab	\$30,403.00	\$23,600.00	\$19,000.00 (\$11K)
Mitsubishi Dual Cab	\$31,700.00	\$22,500.00	\$18,500.00 (\$13.2K)
Nissan DX Dual Cab	\$34,432.00	\$23,000.00	\$21,000.00 (\$13.4K)
Toyota Dual Cab	\$35,000.00	\$27,000.00	\$25,000.00 (\$10K)
Nissan Patrol 3.0ltr T/D	\$41,392.48	\$35,000.00	\$34,000.00 (\$7.4)

(suggested trade prices are for comparison only and obtained from www.redbook.com.au)

(Vehicles are intended to be sold at two year internals 40,000Km to reduce maintenance and change over costs)

The Toyota Hilux and Holden Rodeo have recently been released in a new shape while the both Nissan vehicles and the Mitsubishi have retained their current shape for several years. The average trade price noted above represents the price currently being paid for vehicles currently of that age (not current shape) and does not represent current models that have not been on the market for this length of time.

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council Awards Tender T1 05/06 - Light Vehicle Upgrade to Argyle Motors for the supply of;

1. One only Nissan Patrol ST 3.0ltr Turbo Diesel Automatic 4WD Wagon at a change over price of \$14,273.71, inclusive of a trade in value for WY101.
2. One only Holden Rodeo LX 3.0ltr Turbo Diesel Duel Cab Utility at a change over price of \$17,962.55, inclusive of trade in value for 1AY1056.
3. One only Holden Rodeo LX 3.0ltr Turbo Diesel Duel Cab Trayback at a change over price of \$13,968.91, inclusive of trade in value for 1BOC882.
4. One only Toyota Hilux SR 3.0ltr Turbo Diesel 4WD Extra Cab Utility Trayback at a change over price of \$25,677.37, inclusive of trade in balue for WY10357.

MINUTE NO 7258

Moved: Cr J Buchanan

Second: Cr K Wright

That Council:

1. ***not go ahead with purchase of these vehicles in this financial year 2005/06***
2. ***money saved to be used to pay outstanding PAYG ATO account***

CARRIED UNANIMOUSLY (8-0)

Chief Executive Officer, Mr P Stubbs returned to Chambers at 7.35pm

Mr Steve Chadwick left the room at 7.35pm

MINUTE NO 7259

Moved: Cr K Wright

Second: Cr J Buchanan

Short recess called 7.35pm

CARRIED UNANIMOUSLY 8-0

Meeting resumed 7.41pm

12.2. CORPORATE & COMMUNITY SERVICES

12.2.1 Monthly Corporate and Community Services Report(MINUTE NO 7259, 7260)

DATE:	20/09/2005
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
ATLAS REFERENCE:	N/A
AUTHOR:	Hayley McKeen, Corporate and Community Services Support Officer
REPORTING OFFICER:	Matthew Scott, Executive Manager Corporate and Community Services
FILE NO:	60.14.04
ASSESSMENT NO:	N/A

PURPOSE

For Council's information.

BACKGROUND

Corporate and Community Services Monthly Report to Council.

STATUTORY IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

As part of the Strategic Plan.

Key Result Area 5 - Governance Goal 1 - Strategic Leadership:

Strategy 4 - Produce succinct monthly reports that graphically indicate key data for financial, human resource, risk and operational management.

COMMUNITY CONSULTATION

Nil

COMMENT

That Council acknowledge the attached report.

ATTACHMENTS

Corporate and Community Services Report.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council receive the Corporate and Community Services Report for August 2005

MINUTE NO 7260

Moved: Cr K Wright

Second: Cr J Nelson

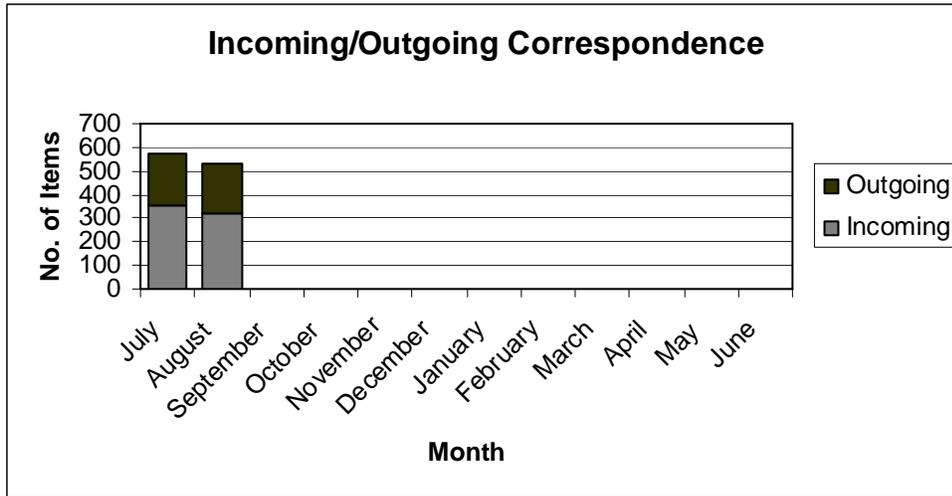
That Council receive the Corporate and Community Services Report for August 2005

CARRIED UNANIMOUSLY (8-0)

INFORMATION COORDINATORS REPORT

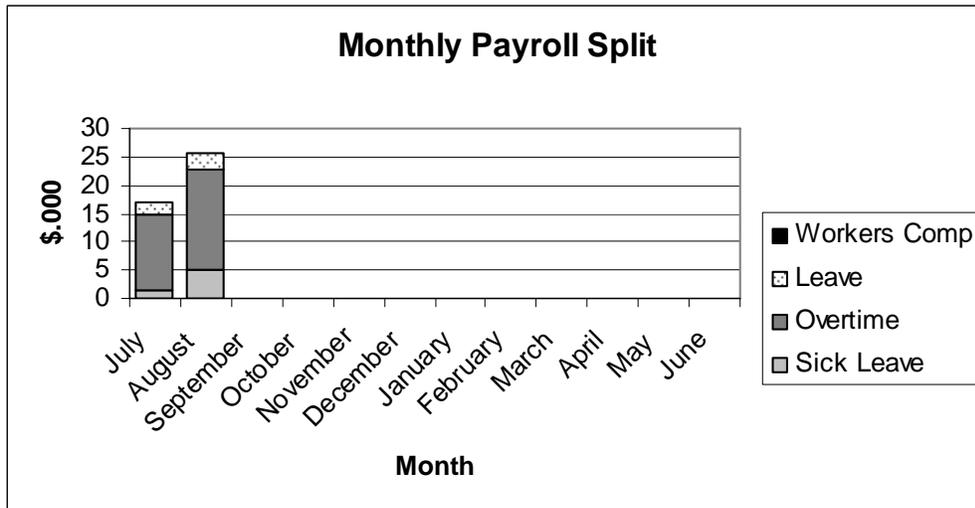
Correspondence

Attached for Council's information is a graph indicating the incoming and outgoing correspondence during the financial year.



FINANCIAL SERVICES

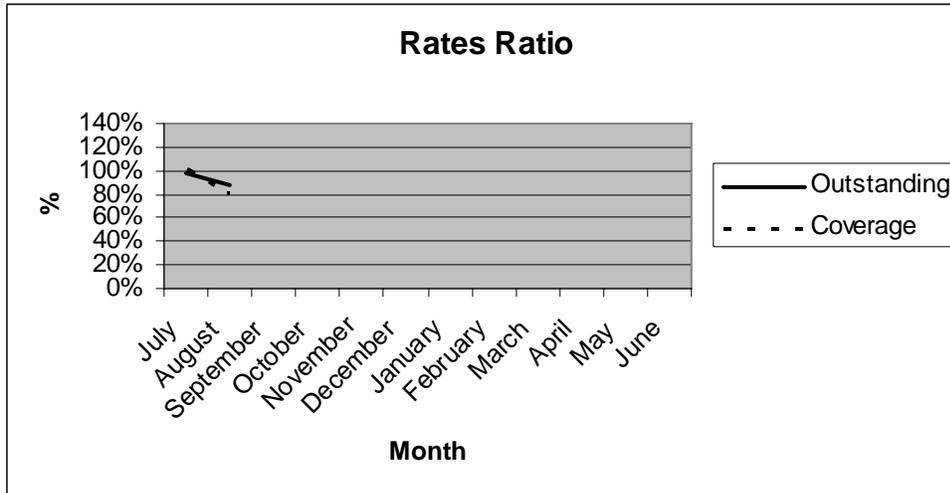
Human Resources



Rates

Outstanding rates ratio – ratio represent the amount of outstanding rates over the total amount of the rates collectable for the year (excluding interims).

Rate coverage ratio – is the ratios of the net rate revenue over the operating revenue.



COMMUNITY SERVICES MONTHLY REPORT

Community Services

Significant Events:

- Child Care Centre detailed design progressing.
- Youth Centre detailed design progressing.

Community Development

Significant Events:

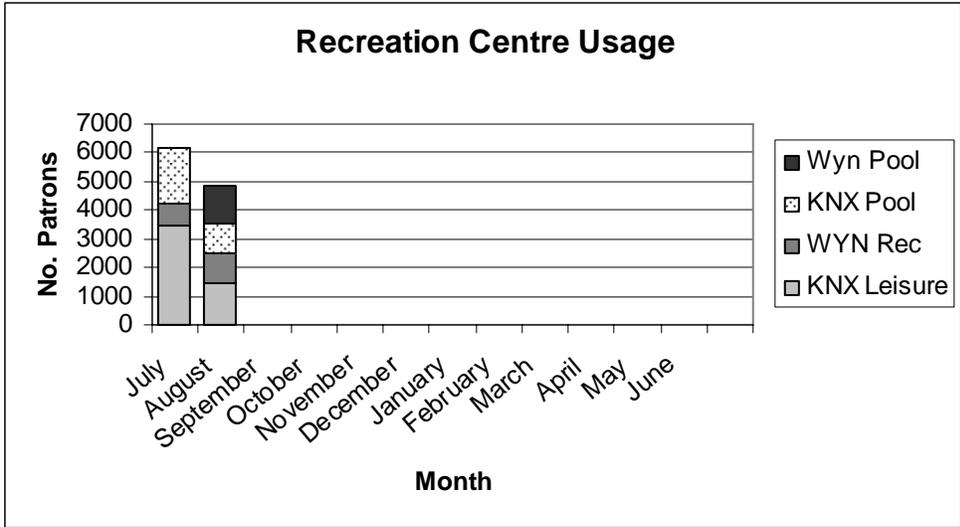
- Partnership between Youth Advisory Council and TAFE initiated.
- Legal Education for Volunteers Workshop

Recreation

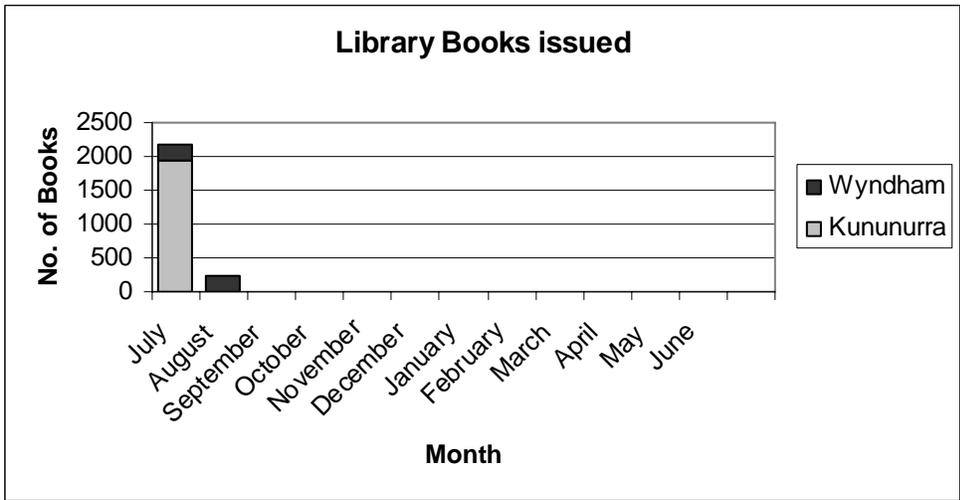
Kununurra:

Significant Events:

- Re carpet of foyer area
- Ceiling in Hall restored
- Thatching completed on pool gazebo

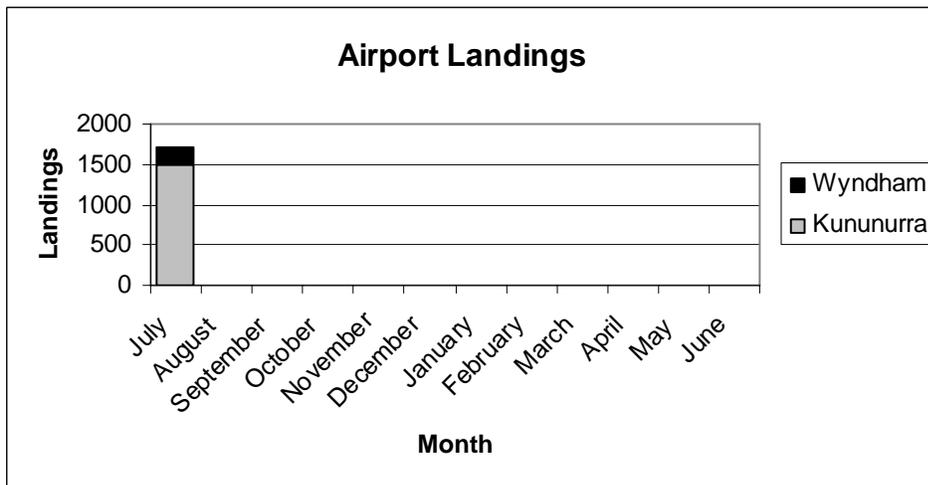
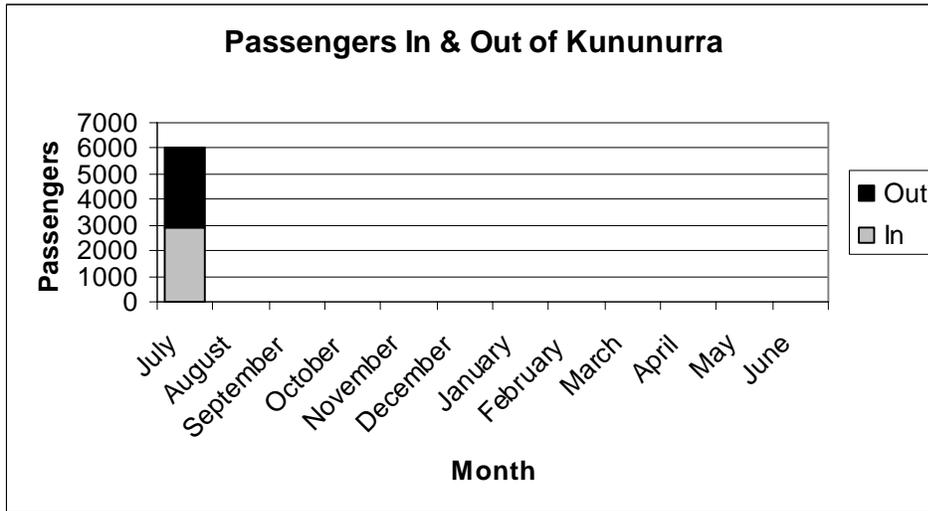


Libraries



The Kununurra Library Statistic were unavailable at the time of printing.

AIRPORT MANAGER'S REPORT



Passengers in and out of Kununurra statistics were unavailable for the month of August.

Avdata will release airport landings for August in the second week of September. Statistics will be available at the October meeting of Council.

12.2.2 Community Grants

(MINUTE NO 7261)

DATE:	20/09/2005
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	N/A
ATLAS REFERENCE:	N/A
AUTHOR:	Michelle Plume, Community Development Officer
REPORTING OFFICER:	Matthew Scott, Executive Manager Corporate and Community Services
FILE NO:	60.14.04
ASSESSMENT NO:	N/A

PURPOSE

To consider amalgamating Policies F3- Distribution of Funds to Community and Sporting Bodies and F14 – Environmental Funding Policy into the one grant to be called “Community Grants”

BACKGROUND

In April 2003, Council adopted its Distribution of Funds to Community & Sporting Bodies Policy to assist incorporated organisations and clubs occupying land owned by, or vested in Council, where deemed appropriate. In June 2003, Council adopted its Minor Grants to Community Organisations Policy in recognition of Council's commitments to community organisations. In September 2003 Council's Community Development Officer amalgamated the sports & community grants to prevent any confusion between the two Policies and a third policy was developed to cover Environmental groups.

As part of Council's 2005 budget deliberations, a selection panel was formed to prioritise Community requests for funding and it was found through this process that the existing policies do not allow for all community groups and the community found the forms difficult to use.

Therefore it has been suggested that a new policy be set called Community Grants which will cover both Quick Grants & Annual Grants.

STATUTORY IMPLICATIONS

There is no specific reference to the adoption or revising of Council Policies in the Local Govt Act 1995

POLICY IMPLICATIONS

The amalgamation of Policy F3 & F14 provides an awareness for Council to assist all community based organisations where deemed appropriate

FINANCIAL IMPLICATIONS

The adoption of the recommended Policy changes will enable council to consider applications for Annual grants prior to the to the adoption of Council's budget, and for the inclusion of \$10,000 to be distributed through the Quick Grants in allotments of \$500 or less at the discretion of the Chief Executive Officer.

STRATEGIC IMPLICATIONS

Council's Strategic Plan 2005-2006 identifies as one of its Key Result Areas – Community Development

“Key Result Area 2 – Community Development

Goal 1 – Recreation and Leisure:

That the community of the Shire of Wyndham East Kimberley has access to an appropriate level of leisure services and infrastructure.

Goal 5 – Community Pride

Strategy 1 – support community events and projects that contribute to the development of community spirit

COMMUNITY CONSULTATION

It is apparent through the applications and phone calls received that the current forms are not user friendly to residents. The panel for applications that were submitted for Council consideration prior to the budget being set, also found it difficult to rate the applications due to there being no defined criteria.

COMMENT

The Community Grant system will ensure every community based organisation within our Shire has access to funding. Under this system there will be two types of grants – Quick Grants and Annual Grants. The Quick grant amount has been reduced from \$1,000 enabling more Community Groups to benefit with the \$500 limit.

Quick Grants – less than \$500; the purpose of which is to provide easy access to funds which help organisations to offer programs, services and events throughout the Shire. These grants can be applied for at any time throughout the year, but applications must be submitted at least four weeks prior to funding being required. Quick grants are at the discretion of the Chief Executive Officer who is advised by the Manager of the Community Services. Community Groups are limited to one successful grant per financial year.

Annual Grants - \$1000 + the purpose of an annual grant is to effectively and consistently deal with a variety of large requests for funding that Council receive. One of the key aims of this program is to inform Council of the funding needs in the community prior to setting their annual budget. These grants will open in February and close end of April for consideration by Council prior to setting the budget. Recommendations about which applicants should receive an annual grant are made by the Shire of Wyndham's East Kimberley's Funding Advisory Group which consists of

- Manager Community Services
- Community Development Officer / Recreation Services Co-ordinator
- 2 Councillors

Annual grants will be assessed on the following criteria:

- 1 Demonstrated need for the funding
- 2 How will the project benefit the community
- 3 Ability to source additional funds and / or partnerships
- 4 Demonstrated community support for the organisation and the project

ATTACHMENTS

New Policy, Community Funding Guidelines as well as Application & acquittal forms

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That the Community Funding Policy as presented be adopted.

MINUTE 7261

Moved: Cr J Nelson

Second: Cr M Middap

That the Community Funding Policy as presented be adopted.

(CARRIED UNANIMOUSLY 8-0)

POLICY No:	F3
DIVISION	Finance
SUBJECT:	Community Grants
REPORTING OFFICER:	Executive Manager Corporate & Community Services
ENABLING LEGISLATION:	Local Government Act 1995 Section 6.2 N/A

OBJECTIVE:

The objective of Community Grants is to provide consistent and uniform funding opportunities for local community based organisations

POLICY:

The purpose of this funding is to offer not for profit community, sporting, cultural, environmental, service groups and associations that are based within the Shire of Wyndham East Kimberley financial assistance to foster high quality programs, community events, facilities and services that provide benefit to the wider community.

Community Grants have been established to support applications for funding in the following two areas:

1. **Quick Grants** - these are small \$500 grants that are quick and easy to access at any time of the year, subject to allocated funding.
2. **Annual Grants** - these are larger grants that require more information from the applicant. They are available annually and are considered prior to the formulation of Council's Annual Budget

RESOURCING

- Council shall make an allocation for Community Grants within each annual budget.
- The distribution of the funds shall be via an application process. The process shall involve the following:
 - Community Grants will be promoted through direct distribution to community organisations annually, advertisements in the local newspaper and on community radio broadcasts. Application forms and additional information will be available from the Shire Office.

- **Quick grants** can be applied for at any time of year but must be submitted at least four weeks prior to project commencing. Only one successful application can be submitted in each financial year.
- **Annual Grants** – On or before the 30 of March each year the Shire will invite submissions from the community. These funds are non-recurrent funding and applications will be received up to 30 April each year.
- Annual Grants shall be assessed on the following criteria:
 1. Demonstrated need for the funding
 2. Benefits to the Community
 3. Ability to source additional funds and/or partnerships
 4. Demonstrated community support for the organisation and the project planned.
- Council's Chief Executive Officer will have delegated authority to administer the Quick Grants program (\$500 or less) and is advised by the Manager of Community Services.
- The Annual Grants will be decided by Council decision with recommendations from the Funding Advisory Group.
- The Funding Advisory Group will consist of:
 - Manager – Community Services
 - Community Development Officer/Recreation Services Co-ordinator
 - 2 Councillors
- Projects and events should be and in keeping with Council's Strategic Direction Goals noted in Council's Strategic Plan.
- All decisions of the Funding Advisory Committee will be presented to Council for consideration.
- All organisations receiving community grants will be required to expend the funds within the financial year that it was awarded. If grants are not utilised within the given time, all grant funds allocated will be forfeited.

LIMITATIONS

- Community organisations or events where the primary purpose is to promote political beliefs
- Community organisations or events where the primary purpose is to promote religious beliefs or where people are excluded on religious grounds
- Individuals (or sponsorship of cash prizes for individuals or teams)
- Activities or events that are the responsibility of a state or federal government department
- Project that have already been completed or are currently in progress
- Funds not to be used for trophies, prizes, insurance or operational expenses (including loan repayments) incurred in the conduct of community activities
- Applicants must seek other funding where available

- Applications must be submitted on Council's prescribed forms
- Council employees, equipment or facilities may be used in lieu of cash distribution and costed against the relevant ledger folio
- All works are to be completed to the satisfaction of Council
- Organisations will be limited to one successful application for funds per financial year
- Council does not intend the Grants to be utilised for monetary profit, but that they help voluntary organisations achieve their objectives
- Applicants must provide evidence of their own initiatives by contributing money towards the project from other sources
- Applicants seeking capital/building funding for a project need to ensure that the project relates to crown reserve or land owned or vested in the Shire of Wyndham East Kimberley. (or Council's discretion)



Shire of Wyndham East Kimberley COMMUNITY GRANTS

The Shire of Wyndham East Kimberley has two types of community grants;

Quick Grants less than \$500 – the purpose of which is to provide easy access to funds which help organisations to offer programs, services and events throughout the Shire.

Annual Grants - \$1000 + - the purpose of an annual grant is to effectively and consistently deal with a variety of large requests for funding that Council receive. One of the key aims of this program is to inform Council of the funding needs in the community prior to setting their annual budget.

What are Community Grants used for?

Community Grants are typically used to help any not for profit community organisation meet their stated objectives. Some examples of previous successful Community Grants have included:

- Wyndham Historical Society (Feasibility study)
- Kununurra Softball Association (Line marker)
- Ngnowar Aerwah Aboriginal Corporation (Community Patrol)
- Ord Valley Muster (Event sponsorship)

Projects should be in keeping with Council's strategic direction and philosophies noted in Council's Strategic Plan

How much can I apply for?

Quick grants - amounts can be for any amount under \$500 and don't require any matching contributions although organisations which show how they are also contributing are highly valued.

Annual grants - amounts must be for at least \$1,000. These grants do require a contribution from the organisation either financial or in-kind. It should be noted that generally the Shire of Wyndham East Kimberley's contribution to building projects is limited to a maximum of 50% of the capital cost of any project, and projects would also need to relate to crown reserve or land owned or vested in the Shire of Wyndham East Kimberley or at discretion of Council.

In both applications, applicants must provide a project budget and outline all of the projects funding sources including their own contributions.

When can I apply for a Community Grant?

Quick Grants – can be applied for at any time throughout the year. Make sure you submit your application form **at least four weeks** before you require funding. You may apply only **once** in each financial year.

Annual Grants - will usually open in February and close at the end April for consideration by Council prior to setting the Annual Budget. Applicants will be advised of the outcome after Council has adopted the budget. The Annual Grant opportunity will be advertised in local newspapers and community radio.

How do I apply?

Complete the form provided, include all relevant attachments and return it to the Shire before the specified deadline.



Shire of Wyndham East Kimberley COMMUNITY GRANTS

Guidelines

The Shire of Wyndham East Kimberley offers the community financial assistance in two ways. These guidelines outline the two different types of funding and how you can access them.

Quick Grants These are small \$500 grants that are quick and easy to access at any time of the year, subject to allocated funding.

Annual Grants These are larger grants that require more information from the applicant. They are available annually and are considered prior to the formulation of Council's Annual Budget so the amount that you may apply for is not fixed.

Who can apply for the Community Grants?

Applications for Community Grants may be made by any not for profit community, sporting, arts & cultural, environmental, service groups or associations.

The organisation must be based within the Shire of Wyndham East Kimberley

All applicants must include their ABN on their application or complete a Statement by Supplier form if they do not have an ABN.

Applicants seeking capital funding for a project need to ensure that the project relates to crown reserve or land owned or vested in the Shire of Wyndham East Kimberley (or at Council's discretion)

Limitations

- Community organisations or events where the primary purpose is to promote political beliefs
- Community organisations or events where the primary purpose is to promote religious beliefs or where people are excluded on religious grounds
- Individuals (or sponsorship of cash prizes for individuals or teams)
- Activities or events that are the responsibility of a state or federal government department.
- Projects that have already been completed or are currently in progress

- Funds not to be used for trophies, prizes, insurance or operational expenses (including loan repayments) incurred in the conduct of community activities.
- Applicants must seek other funding where available
- Applications must be submitted on Council's prescribed forms, supported by a brief summary or financial position, own contribution, project budget and project timelines.
- Council employees, equipment or facilities may be used in lieu of cash distribution and costed against the relevant ledger folio.
- All works are to be completed to the satisfaction of Council
- Organisations will be limited to one successful application for funds per financial year.
- Council does not intend the Grants to be utilised for monetary profit, but that they help voluntary organisations achieve their objectives.
- Applicants must provide evidence of their own initiatives by contributing money towards the project from other sources.

Where do I submit my application?

You can submit your quick grant application by post, fax or in person and your annual grant application by post or in person.

Please address your application to:
 Chief Executive Officer
 Shire of Wyndham East Kimberley
 PO Box 614 Kununurra WA 6743

Please fax your application to:

(08) 9168 1798

Please deliver your application to:
 Shire Office 115 Coolibah Drive Kununurra WA 6743
 Or
 Shire Office Koolama Street – Wyndham WA 6740

Who decides if you get a grant?

Quick Grants are at the discretion of the Chief Executive Officer or delegate and subject to Budget constraints.

Recommendations about which applicants should receive an annual grant are made by the Shire of Wyndham East Kimberley's Funding Advisory Group.

The Funding Advisory Group consists of:

- Manager – Community Services
- Community Development Officer / Recreation Services Co-ordinator
- 2 Councillors

Projects and events should be and in keeping with Council's strategic direction and goals noted in Council's Strategic Plan.

Judging Criteria for Annual Grants

Applications will be assessed on the following criteria:

1. Demonstrated need for the funding
2. How will the project benefit the community
3. Ability to source additional funds and / or partnerships
4. Demonstrated community support for the organisation and the projects/s

How does Council decide which applications are funded?

Council sets an amount for Community Grants in the Annual Budget. It is possible that council will be asked for more funding than it is able to provide in any one year. In this case some applications may not be successful or may not receive the full amount they applied for.

The Funding Advisory Group considers which applications best meet Council's current priorities.

What if the Shire doesn't give you a grant?

The Shire of Wyndham East Kimberley will provide you with feedback about why your application was unsuccessful. The Shire's Community Development Officer can offer guidance and assistance with other funding opportunities.

What happens if we don't claim or spend the money?

All grants and sponsorships must be claimed and expended within the financial year that it was awarded. If grants are not utilised within the given time, all grant funds allocated will be forfeited.

Do you have a question or need help?

If you need help to fill out the forms or if you have a question about the Community Funding Scheme please don't hesitate to contact the Shire's Community Services Department on 9168 4100 or PO Box 614 Kununurra WA 6743



Shire of Wyndham East Kimberley
COMMUNITY GRANTS

Application Form

Your Contact Details:

Name of organisation:

Contact Person:

Position:

Name of Chairperson or President:

Postal Address:

Phone: Fax:.....

Your ABN:

Total cost of project /event: \$..... Amount required from Council: \$.....

Is this application a request for a: Quick grant or an Annual grant

Please describe what you are requesting a Community Grant for and demonstrate the need for funding: Additional pages can be attached. (include detail about what, where, when who and how many people may be involved)

**Where required have you applied for all required licences, permits and approvals? Yes
NO**

Licence / Permit / Approval	

Acknowledgement: (Please outline how you will recognise SWEK's contribution)

Referees: (Please list the name and contact details of two people who can act as referees for this project or event).

Please attach any additional information about your organisation or project that would support your application.

Signatures:

Please read, tick the boxes and sign.

- I acknowledge that I am authorised to make this application on behalf of the organisation
- I acknowledge that the information in this application is true and correct
- I acknowledge that I may be required to supply further information prior to consideration of this application by SWEK
- I acknowledge that I will complete the attached acquittal report and submit it within three months of project / event completion
- I provide permission for the Shire of Wyndham East Kimberley to promote this Community Grant as part of any communications and public relations activities.

Signature

Date

Print Name

Please return a copy of any media releases, documentation produced, news articles, reports, statistics or photographs in support of your initiative.

Name: _____ **Signature:** _____
(Must be office bearer of organisation)

Date: _____



Shire of Wyndham East Kimberley COMMUNITY GRANTS

Recognising the Shire's Contribution

One of the conditions of receiving funding through the Community Grants Scheme is that the recipients recognise the Shire of Wyndham East Kimberley's contribution.

This recognition is obviously proportional to the amount of funding received. Here are some suggested ways that you can recognise Council's contribution.

- Include the Shire of Wyndham East Kimberley logo on your printed material
- Have the MC of the event recognise the Shire's contribution
- Mention the Shire's contribution in your media releases, programs or posters
- Talk about the Shire's contribution if you are doing a media interview

For larger projects:

- Consider inviting Councillors to your event
- Permanently recognise the Shire's contribution on site signage
- Discuss your ideas with us by calling the Shire's Community Development Officer on 9168 4100

Cr K Wright declared an Impartiality Interest in Item 12.2.3, Kununurra Historical Society Request for Funding; and left Chambers at 7.50pm

MINUTE NO 7262

Moved Cr J Buchanan/J Nelson

That Cr K Wright be invited to return to room and vote on next Item

CARRIED (6-1)

Cr K Wright returned to Chambers at 7.51pm

12.2.3 Kununurra Historical Society Request for Funding(MINUTE NO 7262, 7263)

DATE:	20/09/2005
PROPONENT:	Kununurra Historical Society
LOCATION:	76 Coolibah Drive, Kununurra
ATLAS REFERENCE:	Map 52, H1
AUTHOR:	Michelle Plume, Community Development Officer
REPORTING OFFICER:	Matthew Scott, Executive Manager Corporate and Community Services
FILE NO:	60.14.04
ASSESSMENT NO:	N/A

PURPOSE

The purpose of this report is for Council to consider underwriting by \$10,000 the publishing costs of a book to celebrate Kununurra's forty-fifth anniversary.

BACKGROUND

The Kununurra Historical Society wishes to publish a book in 2006 to celebrate Kununurra's forty fifth anniversary. The book will consist of three hundred plus pages of anecdotal stories along with black and white photos, from one to three pages long, of local people. It is thought that the book will contain profiles of people who were here in the early days of Kununurra, those who have contributed along the way, as well as people who make this community as vibrant as it is today. Norma Wainwright is compiling the book with the assistance of Keith Wright.

It is intended to do a print run of a minimum thousand copies which is likely to cost \$5- \$6 each. The book would be the property of the Kununurra Historical Society and the costs would then be recouped through sales and returned to the Shire.

STATUTORY IMPLICATIONS

There are no statutory implications relating to this matter.

POLICY IMPLICATIONS

There are no policy implications relating to this matter.

FINANCIAL IMPLICATIONS

If Council resolve to underwrite the cost of publishing the book, additional funds will need to be identified through the quarterly budget review process.

STRATEGIC IMPLICATIONS

Council's Strategic Plan 2005 – 2006 identifies as one of its Key Result Areas – Community Development

Key Result Area 2 – Community Development

Goal 5 – Community Pride

That the community's satisfaction with the quality of life in the Shire remains at a high level

- Strategy 4 – In conjunction with the Wyndham and Kununurra Historical Societies, preserve and promote the history of the Shire

COMMENT

The Shire's Community Development Officer, met with Mrs Wainwright in May 2005 and advised that unfortunately it was too late to apply for Shire funding, however did suggest that the Historical Society submit an Expression of Interest to the Lotteries Commission for the "Community Histories" funding which closes on 16 September 2005. The Historical Society are not submitting an Expression of Interest.

ATTACHMENTS

There are no attachments relating to this matter.

VOTING REQUIREMENT

Simply Majority

RECOMMENDATION

That Council;

1. Encourages the Kununurra Historical Society to seek external funding.
2. Give in principal supports the application from the Kununurra Historical Society
3. Not allocate any funding to this project until the October Budget Review
4. Should no surplus be identified, encourage the Kununurra Historical Society to submit an application for Annual Grants as per policy F3.

MINUTE NO 7263

Moved: Cr B Barnes

Second: Cr J Nelson

That Council;

- 1. Encourages the Kununurra Historical Society to seek external funding.**
- 2. Give in principal supports the application from the Kununurra Historical Society**
- 3. Not allocate any funding to this project until the October Budget Review**
- 4. Should no surplus be identified, encourage the Kununurra Historical Society to submit an application for Annual Grants as per policy F3.**

CARRIED UNANIMOUSLY (8-0)

Doc.No.	051223
Date	7 AUG 2005
Officer	MCS
Response	RR.
File	

Kununurra Historical Society
P.O. Box 77
Kununurra 6743
13/8/2005

To Chris Adams,
CEO
Shire of Wyndham East Kimberley
P.O. Box 614
Kununurra 6743

Dear Chris,
I am writing on behalf of the Kununurra Historical Society in regard to the book which is intended to be published next year to celebrate Kununurra's forty-fifth anniversary.

We are wondering whether it would be possible for the Shire to underwrite the cost of publishing the book, up to a maximum of \$10,000.00. The book would be the property of the Kununurra Historical Society but the costs would then be recouped through sales and returned to the Shire.

The book will consist of three hundred plus pages of anecdotal stories along with black and white photos, from one to three pages long, of local people. Not only people who were here in the early days of Kununurra but those who have contributed along the way, as well as people who make this community as vibrant as it is today. Norma Wainwright is compiling the book with the assistance of Keith Wright. Other members of the community have shown great interest in this project.

It is intended to do a print run of a minimum of a thousand copies which will most likely cost \$5-6. At present stories are being sought and once this is done, Norma will compile the book and have it proof read and edited, ready for publishing sometime next year.

Hoping that you will consider this project favourably.
Yours Sincerely



Wendy Carter, Secretary

Cr J Nelson declared a Proximity Interest in Item 12.2.4, Waringarri Aboriginal Corporation; and 12.2.5, Ngnowar–Aerwah Aboriginal Corporation and left Chambers at 7.52pm.

Cr G Hamilton declared an Impartiality Interest in Item 12.2.4, Waringarri Aboriginal Corporation; and 12.2.5, Ngnowar-Aerwah Aboriginal Corporation and left Chambers at 7.52pm

12.2.4 Waringarri Aboriginal Corporation

(MINUTE NO 7264)

DATE:	20/09/2005
PROPONENT:	Waringarri Aboriginal Corporation
LOCATION:	Lot 2229 Speargrass Road, Kununurra
ATLAS REFERENCE:	Map 51, G2
AUTHOR:	Michelle Plume, Community Development Officer
REPORTING OFFICER:	Matthew Scott, Executive Manager Corporate and Community Services
FILE NO:	36.19.01
ASSESSMENT NO:	5894

PURPOSE

The purpose of this report is to advise Council of a request by Waringarri Aboriginal Corporation to fund the Miriwong Community Support Patrol for the amount of \$10,000 towards securing a new vehicle.

BACKGROUND

The Miriwong Community Support Patrol has been operating for approximately ten years and from past records has not had any financial contribution from the Shire in this time.

The Patrol currently transports an average of 800 persons per month back to their homes or to the Moongoong Darwung Shelter, 70% of which are in some state of intoxication and therefore a risk not only to themselves but to the broader community.

The Patrol currently uses a Toyota Hiace bus which has clocked approximately 150,000km and requires replacement in 2006.

Copies of the letter, overview of the activities and statistics have been included as attachments. These statistics demonstrate that the Patrol is delivering an effective and valuable service to Kununurra.

STATUTORY IMPLICATIONS

There are no statutory implications relating to this matter.

POLICY IMPLICATIONS

There are no policy implications relating to this matter.

FINANCIAL IMPLICATIONS

If Council resolve to contribute towards the Waringarri Aboriginal Corporation's Miriwong Community Support Patrol, additional funds will need to be identified through the ¼ budget review process.

STRATEGIC IMPLICATIONS

There are no strategic implications relating to this matter.

COMMENT

Discussions with Waringarri Aboriginal Corporation and the Department of Indigenous Affairs has revealed that the Patrol has recently gone under review and emerged with a new coordinator and a strong direction. Patrol officers are trained in various areas relevant to the position and DIA are currently looking at the possibility of patrol officers gaining certification in social welfare for the work they do. The service provided stems from the Gordon Inquiry and its purpose is to keep Indigenous people safe and out of the justice system.

As the Miriwong Community Support Patrol delivers a much needed service and their current vehicle is due for replacement, it is the officer's recommendation that Council consider contributing to the replacement cost of a vehicle.

ATTACHMENTS

Letter from Waringarri Aboriginal Corporation with supporting documentation

VOTING REQUIREMENT

Simple Majority is required

RECOMMENDATION

That Council:

1. Encourages the Waringarri Aboriginal Corporation to seek external funding.
2. Give in principal support to the application from the Waringarri Aboriginal Corporation
3. Not allocate any funding to this project until the October Budget Review, if sufficient funds are indentified.
4. Should no surplus be identified, encourage the Waringarri Aboriginal Corporation to submit an application for Annual Grants as per policy F3.

MINUTE NO 7264

Moved: Cr B Barnes

Second: Cr M Pucci

That Council:

- 1. Encourages the Waringarri Aboriginal Corporation to seek external funding.**
- 2. Give in principal support to the application from the Waringarri Aboriginal Corporation**
- 3. Not allocate any funding to this project until the October Budget Review, if sufficient funds are indentified.**
- 4. Should no surplus be identified, encourage the Waringarri Aboriginal Corporation to submit an application for Annual Grants as per policy F3.**

CARRIED (4-2)

	Telephone	Facsimile
Administration	08 9168 1528	08 9168 2081
Accounts	08 9168 1913	08 9168 2081
Alcohol Program	08 9168 1528	08 9168 2081
Marralum Alc. Rehab. Centre	08 9168 7420	08 9168 7421
Moongong SoberUp Shelter	08 9168 3296	08 9168 3295
Associated:		
Miriwong Farm Pty. Ltd.	08 9169 1406	08 9168 2081

Waringarri

KUNUNURRA - WARINGARRI ABORIGINAL CORPORATION
ABN 62 195 764 089

Lot 2229 Speargrass Road, Kununurra
 PO Box 162 Kununurra W.A. 6743

Doc No.	051056
Date	07 AUG 2005
Officer	MCS
Response	RR
File	

22nd July 2005

Re: Proposal for funding of Miriwong Community Support Patrol

The Chairperson
 Shire of Wyndham East Kimberley
 PO Box 614
 Kununurra WA 6743

Dear Sir,

As you are now doubt aware, the Miriwong Community Support Patrol has been providing a valuable service to the people of Kununurra for nearly ten years. To my knowledge, thus far, the Shire of Wyndham East Kimberley (SWEK) has not provided any funding for this service. The majority of this burden has fallen upon the Department of Indigenous Affairs to date.

The Patrol currently transports, either their homes or to the Moongoong Darwung Shelter, an average of 800 persons per month. Approximately 70% of these persons are in some state of intoxication and are therefore a risk to themselves and to the broader community, including the significant number of tourists visiting Kununurra.

The Patrol has worked very hard over the years to minimise the impact that public drunkenness has upon the Kununurra community. Without the efforts of the Patrol there would be 600 plus drunks on the streets of Kununurra every month. You will, no doubt, not require my assistance in imagining what this scene would look like to visitors.

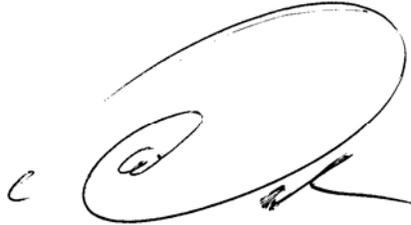
We therefore would like to make the following submission requesting that the Shire of Wyndham East Kimberley fund the Patrol to the amount of \$10,000 per annum.

This sum would assist the Patrol greatly in securing a new vehicle in the near future. The current vehicle, a Toyota Hiace bus, has travelled approximately 150,000km and is getting close to its last trip. A new vehicle will be required within the next year.

Please find attached a description the core activities of the Patrol, our strategies for the future development of the Patrol and the intended usage of the moneys requested from SWEK.

Thank you for your assistance in this matter. Should you require any clarification of any matter whatsoever, please do not hesitate to call us.

Yours sincerely
Chris Squelch

A handwritten signature in black ink, appearing to be 'Chris Squelch', written in a cursive style. The signature is positioned to the right of the typed name.

The Coordinator
East Kimberley Community Recovery Centre

**THE CHAIRPERSON
SHIRE OF WYNDHAM EAST KIMBERLEY
(SWEK)**

And

KUNUNURRA-WARINGARRI ABORIGINAL CORPORATION

For the

MIRIWONG COMMUNITY SUPPORT PATROL

APPLICATION FOR FUNDING

THIS APPLICATION FOR FUNDING is submitted the 26th day of JULY 2005

To:

**THE CHAIRPERSON OF SHIRE OF WYNDHAM EAST KIMBERLEY
(The Principal)**

From:

**KUNUNURRA-WARINGARRI ABORIGINAL CORPORATION
(The Incorporated Entity)**

On behalf of:

**MIRIWONG COMMUNITY SUPPORT PATROL
(The Service Provider)**

1. BRIEF OVERVIEW OF THE ACTIVITIES OF THE SERVICE PROVIDER

Description of the Funded Service and Purpose

The initial aim of the Miriwong Patrol was to provide a response to the Gordon Inquiry into Aboriginal Deaths in Custody (1992). This response was designed to work in concert with the Western Australian Police Service (WAPS) and to carry those who were in danger of being incarcerated for drunkenness in the watchhouse overnight to a safe haven, either their homes or to the soberup shelter.

The Service has evolved over time to include other social services requiring transport. The Miriwong Community Support Patrol, as it is now known, undertakes a number of functions outside its initial concept model.

The Miriwong Community Support Patrol currently transports approximately 800 people per month of whom approximately 250 are carried to the Moongoong Darwung Shelter and the rest to their homes. Of those who are carried to their homes, approximately 50% will be experiencing some degree of inebriation. The remainder are made up of old people and children. Please refer to statistic data in Appendix 1.

The Patrol also provides transport within the local area for those who are attending funerals. A Patrol driver, usually the Patrol manager, undertakes this service which can require a combination of sensitivity and authority.

The Miriwong Community Support Patrol is in a position to provide a logistical service to any community group that lacks effective and safe transport. We propose that this service broaden its service area significantly to include all legitimate community groups.

Outcome Objectives – Core

Core outcomes for the Miriwong Community Support Patrol will remain those envisaged in the Gordon Enquiry but with some additions designed to broaden and deepen the community interaction.

Core objectives at Miriwong are:

- Reduction in contact between those persons who are inebriated and the criminal justice system.
- Reduction in opportunity for harm to those persons who are inebriated.
- Increased security and safety for the community via a planned removal from the streets and public places, those who are at risk and who present a potential risk to those users of the streets and public places.
- Improved access to services for those who are aged and infirm.
- Improved access to services for those children and youth who wish transport to community activities.

- Improved community cohesion via access to transport and support.

Target Groups

The primary target groups of the Miriwong Community Support Patrol are:

- Those indigenous persons who are inebriated and who are consequently at risk of injury or who are likely to come into contact with the criminal justice system.
- The old and infirm who require daytime transport to social events or to shopping, business or healthcare appointments.
- Children of primary school age who require safe and secure transport to night time social events.
- Youth who require secure and safe transport to and from night time social events.
- Families who require transport to funerals in the local area.

The Patrol works to provide assistance to or provision of:

- Minimisation of the risk of self harm and harm to others by transporting those who at risk to a place of safety.
- Addressing the antisocial behaviour of those who are abusing substances and minimising their contact with the general community.
- Enabling and supporting Indigenous solutions to local Indigenous problems by employing those who are culturally aware and empowering them to act in the best interests of the Indigenous community in a sensitive and respectful manner.
- Provision of transport and community support by culturally aware indigenous employees.
- Transporting the old and infirm, the young and vulnerable and those who are inebriated in a safe, respectful but firmly controlled manner to places of safety, recreation and social events.
- Supporting the role of Indigenous persons in developing a strong community spirit via the timely and appropriate assistance to a broad cross section of the Indigenous community.
- Supporting and fostering the development of safer communities via the reduction in risk being experienced by the old and infirm, the young and vulnerable and those who are not in full control of their faculties due to the consumption of substances.
- The local government and local enterprise will benefit enormously if those who are at risk are removed from public places to areas of safety. The consequent reduction in antisocial behaviour will have an immediate impact upon the visitor satisfaction survey run by the local council.

Areas serviced:

The Miriwong Community Support Patrol generally services the area of the Town of Kununurra and the areas adjacent to the town but also has undertaken to transport funeral parties as far as Wyndham (100 kilometres) and other communities of an equal distance to the east and south. It is not envisaged that we would consider transport over greater distances as commercial carriers would provide a better alternative.

Staffing levels and hours of operation

Day	No. of Patrollers	Operating Hours	Activities
Monday	6	5PM – 9PM 9PM – 1AM	Street Patrol Street Patrol
Tuesday	6	5PM – 9PM 9PM – 1AM	Street Patrol Street Patrol
Wednesday	6	5PM – 9PM 9PM – 1AM	Street Patrol Street Patrol
Thursday	6	5PM – 9PM 9PM – 1AM	Street Patrol Street Patrol
Friday	6	5PM – 9PM 9PM – 1AM	Street Patrol Street Patrol
Saturday	0	0	0
Sunday	0	0	0

APPENDIX 1
Miriwong Community Support Patrol
Statistics 2005

**MIRIWOONG NIGHT PATROL
STATISTICS DEC-04 MAR-05**

DATE	DAY	MALE(D)	MALE(S)	FEMALE(D)	FEMALE(S)	KID(D)	KID(S)
10-01-05	MONDAY						
11-01-05	TUESDAY	20	0	4	5	0	0
12-01-05	WEDNESDAY						0
13-01-05	THURSDAY	6	3	2	0	0	0
14-01-05	FRIDAY	33	0	9	7	0	1
17-01-05	MONDAY	17	6	11	2	0	0
18-01-05	TUESDAY	18	17	11	8	0	0
19-Jan	WEDNESDAY						
20-01-05	THURSDAY	9	5	9	3	0	0
21-01-05	FRIDAY	10	0	3	1	0	2
24-01-05	MONDAY	5	8	7	1	0	0
25-01-05	TUESDAY						
26-01-05	WEDNESDAY						
27-01-05	THURSDAY	12	8	14	5	0	2
28-01-05	FRIDAY	8	0	5	0	0	0
31-01-05	MONDAY	12	6	10	11	0	0
01-02-05	TUESDAY	8	10	12	11	0	5
02-02-05	WEDNESDAY	13	11	15	5	0	2
03-Feb	THURSDAY	17	11	4	17	0	0
04-02-05	FRIDAY	15	0	13	0	0	4
07-02-05	MONDAY	9	3	8	9	0	1
08-02-05	TUESDAY	7	3	3	5	0	5
09-02-05	WEDNESDAY	9	10	5	7	0	0
10-02-05	THURSDAY	14	0	9	1	0	0
11-02-05	FRIDAY	16	0	21	0	0	2
14-02-05	MONDAY	8	0	5	2	0	0
15-02-05	TUESDAY	14	8	12	9	0	0
16-02-05	WEDNESDAY	13	0	10	9	0	0
17-02-05	THURSDAY	18	2	9	0	0	0
18-02-05	FRIDAY	5	0	8	0	0	0
21-02-05	MONDAY	14	5	11	11	0	1
22-02-05	TUESDAY						
23-02-05	WEDNESDAY	4	6	6	4	0	0
24-02-05	THURSDAY						
25-02-05	FRIDAY						
28-02-05	MONDAY						
	TOTAL	334	122	236	133	0	25
	TOTAL	850					

**MIRIWOONG NIGHT PATROL
STATISTICS MAR-05**

DATE	DAY	MALE(D)	MALE(S)	FEMALE(D)	FEMALE(S)	KID(D)	KID(S)
01-03-05	TUESDAY	17	7	20	20	0	0
02-03-05	WEDNESDAY						
03-03-05	THURSDAY	24	10	11	9	0	5
04-03-05	FRIDAY	18	14	13	12	0	2
07-03-05	MONDAY						
08-03-05	TUESDAY	12	7	13	27	0	5
09-03-05	WEDNESDAY	9	4	5	6	0	1
10-03-05	THURSDAY	11	12	6	15	0	0
11-03-05	FRIDAY	12	4	7	10	0	0
14-03-05	MONDAY	12	1	9	1	0	0
15-03-05	TUESDAY	15	17	13	12	0	0
16-03-05	WEDNESDAY	13	12	7	7	0	0
17-03-05	THURSDAY	22	8	11	6	6	0
18-03-05	FRIDAY	19	0	4	0	0	0
21-03-05	MONDAY	5	3	5	6	0	0
22-Mar	TUESDAY	13	11	10	8	0	0
23-03-05	WEDNESDAY	8	19	12	15	0	1
24-03-05	THURSDAY	9	1	4	10	0	0
25-03-05	FRIDAY						
28-03-05	MONDAY						
29-03-05	TUESDAY	4	1	2	2	0	0
30-03-05	WEDNESDAY	21	3	18	10	1	2
31-03-05	THURSDAY	15	3	6	1	0	0
	TOTAL	259	137	176	177	7	16
TOTAL	772						

**MIRIWOONG NIGHT PATROL
CLIENTS MONTHLY STATISTICS
Apr-05**

DATE	DAY	MALE (D)	MALE (S)	FEMALE (D)	FEMALE (S)	KIDS (D)	KIDS (S)
04-04-05	Monday	24		13	11	0	0
05-04-05	Tuesday	5	0	9	0	0	0
06-04-05	Wednesday	15	10	8	9	0	1
07-04-05	Thursday	13	9	22	6		7
08-04-05	Friday	31	0	17	10	0	1
11-04-05	Monday	18	8	10	7	0	0
12-04-05	Tuesday	22	0	15	9	0	0
13-04-05	Wednesday	25	0	13	14	0	0
14-04-05	Thursday	14	8	7	9	0	0
15-04-05	Friday	11	0	5	0	0	0
18-04-05	Monday	16	0	8	6	1	1
19-04-05	Tuesday	13	0	10	0	0	1
20-04-05	Wednesday	26	1	13	5	0	6
21-04-05	Thursday	19	0	14	3	0	2
22-04-05	Friday	10	1	13	1	0	3
25-04-05	Monday						
26-04-05	Tuesday	21	5	9	12	1	1
27-04-05	Wednesday	26	3	8	8	0	1
28-04-05	Thursday	38	2	30	11	0	0
29-04-05	Friday	17	9	9	1	0	0
TOTAL		364	56	233	122	2	24
TOTAL	801						

**MIRIWOONG NIGHT PATROL
CLIENT STATISTICS MAY 05
May-05**

DATE	DAY	MALE (D)	MALE (S)	FEMALE (D)	FEMALE (S)	KIDS (D)	KIDS (S)
02-05-05	Monday	19	6	23	0	0	0
03-05-05	Tuesday	24	3	20	15	0	0
04-05-05	Wednesday	27	0	16	0	0	0
05-05-05	Thursday	22	8	20	14	0	1
06-05-05	Friday						
09-05-05	Monday	13	8	22	5	2	0
10-05-05	Tuesday	21	6	21	7	0	0
11-05-05	Wednesday	29	0	36	13	0	0
12-05-05	Thursday	11	20	10	40	0	2
13-05-05	Friday						
16-05-05	Monday	29	1	18	1	0	0
17-05-05	Tuesday	20	12	13	8	0	3
18-05-05	Wednesday						
19-05-05	Thursday	15	8	13	1	0	0
20-05-05	Friday						
23-05-05	Monday	16	10	5	7	0	0
24-05-05	Tuesday						
25-05-05	Wednesday						
26-05-05	Thursday	26	1	31	1	0	2
27-05-05	Friday	13	3	6	2	0	1
30-05-05	Monday	6	6	6	4	0	0
31-05-05	Tuesday	7	2	5	1	0	4
	Wednesday						
	Thursday						
	Friday						
TOTAL		298	94	265	119	2	13
791							

**MIRIWOONG NIGHT PATROL
CLIENTS YEARLY STATISTICS**

Jun-05

DATE	DAY	MALE (D)	MALE (S)	FEMALE (D)	FEMALE (S)	KIDS (D)	KIDS (S)
06-06-05	Monday	LIC HOLIDAY					
07-06-05	Tuesday	7	2	8	2	0	0
08-06-05	Wednesday	11	2	15	6	0	8
09-06-05	Thursday	15	4	7	6	0	0
10-06-05	Friday	15	4	7	8	0	4
13-06-05	Monday	15	1	11	2	0	3
14-06-05	Tuesday	15	1	14	3	0	0
15-06-05	Wednesday						
16-06-05	Thursday	15	0	10	0	0	0
17-06-05	Friday	18	2	21	4	0	0
20-06-05	Monday	22	4	8	3	0	0
21-06-05	Tuesday	16	0	8	2	0	0
22-06-05	Wednesday	14	3	7	3	0	0
23-06-05	Thursday	10	5	15	12	0	0
24-06-05	Friday	9	0	6	4	0	7
27-06-05	Monday	11	1	8	3	0	4
28-06-05	Tuesday	11	3	7	8	0	6
29-06-05	Wednesday						
30-06-05	Thursday						
	Friday						
TOTAL		204	32	152	66	0	32

TOTAL 486

12.2.5 Ngnowar-Aerwah Aboriginal Corporation (MINUTE NO 7265, 7266)

DATE:	20/09/2005
PROPONENT:	Ngnowar-Aerwah Aboriginal Corporation
LOCATION:	Lot 471 Great Northern Hwy, Wyndham
ATLAS REFERENCE:	Map 60 F2
AUTHOR:	Michelle Plume, Community Development Officer
REPORTING OFFICER:	Matthew Scott, Acting Chief Executive Officer
FILE NO:	36.19.01
ASSESSMENT NO:	N/A

PURPOSE

The purpose of this report is to advise Council of a request by Ngnowar-Aerwah Aboriginal Corporation to contribute towards the Night Patrol in Wyndham.

BACKGROUND

Ngnowar-Aerwah Aboriginal Corporation's Night Patrol works closely with the police, hospital and liquor outlets delivering an effective and valuable service to Wyndham. The patrol operates Monday to Wednesday 4pm to midnight and Thursday – Friday 4pm to 1am. Six local Indigenous people are employed to run this service and are paid through CDEP with a top up from Ngnowar Aerwah. Each person has a police clearance, senior first aid certificates and are provided training on the following:

- Working with intoxicated people
- Understanding the effects of alcohol and drug use
- Conflict resolution

STATUTORY IMPLICATIONS

There are no statutory implications relating to this matter.

POLICY IMPLICATIONS

There are no policy implications relating to this matter.

FINANCIAL IMPLICATIONS

If Council resolve to contribute towards the Ngnowar-Aerwah Aboriginal Corporation's Night Patrol, additional funds will need to be identified through the quarterly budget review process.

STRATEGIC IMPLICATIONS

There are no strategic implications relating to this matter.

COMMENT

The Ngnowar-Aerwah Aboriginal Corporation has an excellent rapport with the local police, hospital and domestic violence agencies and is actively reducing crime and antisocial behaviour in Wyndham. Its officers are provided with training in relevant areas. Statistics provided show that an effective service is being provided.

It should be noted that the Shire contributed the amount of \$4,500 towards the patrol in the 2004/2005 financial year, and it is the officer's recommendation that Council does so again.

ATTACHMENTS

Letter from Ngnowar-Aerwah Aboriginal Corporation to Council with statistics.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council;

1. Encourages the Ngnowar-Aerwah Aboriginal Corporation to seek external funding.
2. Give in principal, supports the application from the Ngnowar-Aerwah Aboriginal Corporation
3. Not allocate any funding to this project until the October Budget Review
4. Should not surplus be identified, encourage the Ngnowar-Aerwah Aboriginal Corporation to submit an application for Annual Grants as per policy F3.

Cr J Nelson and Cr G Hamilton returned to chambers at 7.54pm

Cr G Hamilton and Cr J Nelson left Chambers at 7.55pm

MINUTE NO 7265

Moved: Cr K Wright

Second: Cr J Buchanan

Councillors want to rescind Motion for Item 12.2.4

CARRIED UNANIMOUSLY 6-0

3 Councillors required to rescind motion:

Cr K Wright

Cr B Barnes

Cr J Parker

MINUTE NO 7266

Moved: Cr K Wright

Second: Cr J Buchanan

Item to be deferred until clarification of any Council monies paid to Waringarri / Ngnowar-Aerwah .

CARRIED UNANIMOUSLY (6-0)

Ngnowar-Aerwah Aboriginal Corporation

ABN 71 851 326 047

PO Box 250
Lot 471 Gt Northern Hwy
Wyndham WA 6740

Ph: 9161 1496
Fax: 9161 1510

Email: ngnowar@bigpond.com.au

Vaughn Davies
SWEK
PO Box 614
Kununurra 6743

Doc No.	050988
Date	25 JUL 2005
Officer	MCS
Response	M
File	

21st July 2005

Dear Vaughn,

I am writing to request funding to contribute towards fuel costs for the Ngnowar Aerwah Night Patrols operations for the 05\06 financial year. The Night Patrol has worked effectively over the last 12 months and has a sound working relationship with the police, hospital and liquor outlets. The hours of operation for the Patrol are Monday to Wednesday 4pm to midnight and Thursday and Friday 4pm to 1am. Please see attached stats for the last financial year.

The Patrollers all have police clearances and hold senior first aid certificates. The Community Drug Services Team has provided training to the Night Patrollers on the following subjects.

- Working with intoxicated people
- Understanding the effects of alcohol and drug use
- Conflict Resolution

We employ six local Indigenous people four males and two females. The Patrollers are on CDEP and Ngnowar Aerwah pays top up.

The contribution towards fuel costs for the Night Patrol enables the Patrol to work for 8 hours per night five nights a week

The Management Committee of Ngnowar Aerwah Aboriginal Corporation would like to thank the Shire for the valuable contribution of \$4,000 made in the last financial year. Should you require any further information do not hesitate in contacting me on 9161 1514.

Yours sincerely



Les Evans
Administrator

Cr J Nelson and Cr G Hamilton returned to chambers at 7.57pm

12.2.6 Payments and Debtors for the period ended 31st July 2005(MINUTE NO 7267)

DATE:	20/09/2005
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	N/A
ATLAS REFERENCE:	N/A
AUTHOR:	Gillian Old, Finance Officer
REPORTING OFFICER:	Matthew Scott, Executive Manager Corporate and Community Services
FILE NO:	60.14.03
ASSESSMENT NO:	N/A

PURPOSE

To present the listing of Accounts for Payment and Sundry Debtors for the period ended 31st August 05 in accordance with the requirements of the Local Government (Financial Management) Regulations 1996.

A detailed list of all accounts and sundry debtors has been appended as a separate attachment to the Agenda.

BACKGROUND

The List of Payments presented for endorsement covers;

• Municipal cheques numbered 036530 to 036578	\$ 77,914.85
• EFT payments numbered EP007025 to EP007232	\$ 969,593.99
• Direct bank debits	\$ 400,410.24
Total Payment of Accounts totalling	\$ 1,447,919.08

Total cancelled cheques for the month \$ 103.00

Outstanding Invoices at month end \$ 156,082.66

Outstanding over 90 days Sundry Debtors as at month end \$ 15,667.09

STATUTORY IMPLICATIONS

Local Government Act 1995 – Section 6.4 (2)

The financial report is to:

(a) *Be prepared and presented in the manner and form prescribed; and*

(b) *Contain the prescribed information.*

Local Government (Financial Management) Regulations 1996 – Clause 34 (1)(b)(2)

Clause 35(1) –

“A quarterly financial report is to be in the form that sets out and includes an operating statement and supporting notes.”

POLICY IMPLICATIONS

Policy F7 – Significant Accounting Policies

Objectives: *To provide the basis for Council’s accounting concepts and annual reporting guidelines. To maintain accounting reporting procedures that will comply with statutory requirements and to demonstrate Council’s financial position.*

FINANCIAL IMPLICATIONS

Ongoing management of Council funds.

STRATEGIC IMPLICATIONS

5.5 Key Result Area 5 – Governance
Goal 2 – Financial Management

That the Shire’s finances are well managed, user friendly with expenditure reflecting expressed community priorities.

Strategy 1 – Refine the Shire’s monthly and quarterly financial statements to make them more simple and user-friendly

COMMUNITY CONSULTATION

N/A

COMMENT

The accounts for payment, direct debits and sundry debtors are presented for endorsement by Council.

That the proceeding debtors be written off for the specified reasons.

ATTACHMENTS

1. Accounts for Payment, Direct Debits, Cancelled Cheques and Outstanding Unpaid Invoices.
2. Outstanding Sundry Debtors over 90 days.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

1. That the Accounts for payment as at 31st August 2005 totalling \$1,256,563.72 (GST inclusive) be received.
2. That the Outstanding Sundry Debtors' over 90 days as at 31st August 2005 totalling \$38,326.90 (GST inclusive) be received.

MINUTE NO 7267

Moved: Cr J Nelson

Second: Cr M Middap

1. ***That the Accounts for payment as at 31st August 2005 totalling \$1,256,563.72 (GST inclusive) be received.***
2. ***That the Outstanding Sundry Debtors' over 90 days as at 31st August 2005 totalling \$38,326.90 (GST inclusive) be received.***

CARRIED UNANIMOUSLY (8-0)

LIST OF ACCOUNTS PAID BY COUNCIL SUBMITTED TO THE COUNCIL MEETING ON 20TH SEPTEMBER 2005

CHEQUE	EFT	CREDITOR	DETAILS	MUNI (\$)	AUTH
36530	5/08/05	WESTERN POWER CORPORATION	ELECTRICITY ACCOUNTS	7,594.25	EMCCS
36531		K & M ALLCLEAN	EXTRA CLEANING (LEISURE CENTRE)	184.80	EMCCS
36532		MAGABALA BOOKS ABORIGINAL CORPORATION	PUBLICATION (LIBRARY)	26.95	EMCCS
36533		ANGUS & ROBERTSON CASUARINA	PUBLICATION (LIBRARY)	40.00	EMCCS
36534		AUTO CONTROL DOORS	SUPPLY & INSTALL DOORS (LEISURE CENTRE)	9,878.00	EMCCS
36535		KINNANE, STEVE	KIMBERLEY WRITERS FESTIVAL 2005	1,430.00	EMCCS
36536		B VISUAL MEDIA	ORD VALLEY MUSTER DVD, KIMBERLEY WRITERS FESTIVAL 2005	335.00	EMCCS
36537		CASH-PETTY CASH KUNUNURRA AIRPORT	REIMBURSE PETTY CASH	79.18	EMCCS
36538		OOMBULGURRI ASSOICATION INCORPORATED	REIMBURSE COST MACHINERY OIL	1,052.00	EMEDS
36539		MCLACHLAN, SHARON	REIMBURSE TRAVEL EXPENSES	3,900.00	EMCCS
36540		GLOBALSTAR AUSTRALIA PTY LIMITED	SATELLITE PHONE ACCOUNT	1,052.78	EMEDS
36541	12/08/05	BCITF	BCITF LEVY JULY 2005	1,634.36	EMCCS
36542		WESTERN POWER CORPORATION	ELECTRICITY ACCOUNTS	7,251.00	EMCCS
36543		STARS IN THE KIMBERLEY	MEALS KIMBERLEY WRITERS FESTIVAL	287.80	EMCCS
36544		CROMMELINS MACHINERY	TRENCHER WITH SHARK CHAIN	4,347.20	EMEDS
36545		JUST FRAMED	FRAMING POSTER	51.00	CEO
36546		ROWTCLIFF, DARREN	REIMBURSE EXPENSES TRAINING	403.75	EMCCS
36547		BLUE DAVIDSON SIGNS	ADDITION TO HONOUR BOARD	60.00	CEO
36548		RUMOURS PATISSERIE	CATERING 2 AUGUST 2005	191.40	CEO
36549		HOOCHERY	CAKE (FAREWELL)	45.00	CEO
36550		KUNUNURRA SWIMMING CLUB	FOLDING JULY 2005 FRONTIER NEWS	100.00	CEO
36551		SHIRE OF WYNDHAM EAST KIMBERLEY	PAYROLL DEDUCTIONS	169.56	EMCCS
36552	19/08/05	WESTERN POWER CORPORATION	ELECTRICITY ACCOUNTS	1,354.30	EMCCS
36553		AUST INSTITUTE OF ENVIRONMENTAL HEALTH	AUSTRALIAN FOOD SAFETY ASSESSMENT PADS	142.20	EMEDS
36554		DEPARTMENT OF SPORT & RECREATION	ACTIVE 2005 CONFERENCE REGISTRATION	385.00	EMCCS
36555		COMMISSIONER OF POLICE	POLICE CLEARANCES (LEISURE CENTRE)	396.00	EMCCS
36556		ROB HIRST (GHOSTWRITERS)	KIMBERLEY WRITERS FESTIVAL 2005	1,430.00	EMCCS
36557		O'SHEA, LEANNE	EQUIPMENT HIRE REFUND	15.00	EMCCS
36558		TELSTRA	TELEPHONE ACCOUNTS	10,487.08	EMCCS
36559		KUNUNURRA PHARMACY	PASSPORT PHOTO	9.90	EMEDS
36560		KUNUNURRA LAKESIDE RESORT	ACCOMMODATION G GOLDSWORTHY	200.00	EMEDS
36561		SLATER-GARTRELL SPORTS	LINE MARKER & WHITE PAINT	795.30	EMCCS
36562	26/08/05	WESTERN POWER CORPORATION	ELECTRICITY ACCOUNTS	19,713.15	EMCCS

36563		JENNY HUNTER	REIMBURSE EXPENSES SHARING OUR STORIES PROGRAM	75.53	EMCCS
36564		CARLTON, TED	STORYTELLING SHARING OUR STORIES PROGRAM	80.00	EMCCS
36565		MILMAR DISTRIBUTORS	EFTPOS ROLLS & RIBBONS	63.60	EMEDS
36566		REBECCA HULANDS	PROJECT ASSISTANT SHARING OUR STORIES PROGRAM	50.00	EMCCS
36567		GRAB-A-BARGAIN VARIETY STORE	OVAL PLATTERS (LIBRARY)	51.35	EMCCS
36568		KUNUNURRA COURIERS	BOTTLED WATER (KUNUNURRA AIRPORT)	60.00	EMCCS
36569		B VISUAL MEDIA	COPIES OF KWF VIDEOTAPES FOR FUNDING BODIES	112.00	EMCCS
36570		ROCKALONG STONEWORK	FIT PLAQUE TO ROCK & FINISH	550.00	EMEDS
36571		LOCAL GOVERNMENT LIBRARIANS ASSOC. OF WA	MEMBERSHIP	20.00	EMCCS
36572		DAVEY, SELINA	STORYTELLING SHARING OUR STORIES PROGRAM	130.00	EMCCS
36573		FRAYNE, HELEN	PROJECT ASSISTANT SHARING OUR STORIES PROGRAM	125.00	EMCCS
36574		TRUST, JACK	STORYTELLING SHARING OUR STORIES PROGRAM	120.00	EMCCS
36575		AUSBURN, DI FOR DONATION TO THE MENS GROUP	STORYTELLING SHARING OUR STORIES PROGRAM	240.00	EMCCS
36576		TELSTRA	TELEPHONE ACCOUNTS	898.81	EMCCS
36577		SUPA FRESH HOT BREAD SHOP	CATERING PRESIDENTS FORUM	176.60	EMCCS
36578		BRANDY, PETER	STORYTELLING SHARING OUR STORIES PROGRAM	120.00	EMCCS
TOTAL OF CHEQUES				77,914.85	

5/08/2005	EP007025	KIMBERLEY GROUP TRAINING	TRAINEE WAGES	655.30	EMCCS
	EP007026	TOWN CARAVAN PARK	ACCOMMODATION G GOLDSWORTHY	945.00	EMEDS
	EP007027	EAST KIMBERLEY DOZERS	DOZER HIRE CAVE SPRINGS, WEERO ROAD & CROSSING FALLS PITS	11,132.00	EMEDS
	EP007028	COMMANDER AUSTRALIA LIMITED	COMMANDER RENTAL	621.50	EMCCS
	EP007029	FESA - ESL	ESL LEVY JULY 2005	92.66	EMCCS
	EP007030	GRUNT LABOUR SERVICES PTY LTD	WAGES CASUAL LABOURER (WYNDHAM)	1,133.00	EMEDS
	EP007031	NORDIG EARTHMOVING	REMOVE & REPLACE BARRIER RESEARCH STATION ROAD	3,444.00	EMEDS
	EP007032	AISAT INSTRUMENTS PTY LTD	TERRATRIIP & TURGEN CABLE	665.33	EMEDS
	EP007033	STITCHED UP EMBROIDERY SERVICES	SHIRE LOGO ON UNIFORMS	22.00	EMCCS
	EP007034	NETWORK DRAFTING	DRAFTING SERVICES	2,722.50	EMEDS
	EP007035	KIMBERLEY METAL RECYCLERS	CONTRACT TIP MANAGEMENT, ASBESTOS COVERING, CART OVERBURDEN	22,946.00	CEO
	EP007036	COLIN WILKINSON DEVELOPMENTS PTY LTD	REFUND EXCESS BUILDING FEES	4,505.80	CEO
	EP007037	SALEEBA ADAMS ARCHITECTS	KUNUNURRA CHILDCARE DOCUMENTATION INTERIM CLAIM	11,000.00	CEO

	EP007038	COOLIBAH GAS	REPAIR STOVE BEEFWOOD STREET, KUNUNURRA	77.00	EMEDS
	EP007039	REMOTE ACCOUNTING SERVICES	ACCOUNTING SERVICES REIMBURSEMENT	167.80	EMCCS
	EP007040	GOLDSWORTHY FAMILY TRUST	PROVISION ENVIRONMENTAL HEALTH OFFICER	3,200.00	EMEDS
	EP007041	WESTWATER ENTERPRISES PTY LTD	COMPRESSOR (LEISURE CENTRE)	485.10	EMCCS
	EP007042	SMEC AUSTRALIA PTY LTD	REPRESENTATION STATE TRIBUNAL	1,122.00	EMEDS
	EP007043	DELRON CLEANING PTY LTD	GENERAL CLEANING JULY 2005	4,953.66	EMCCS
	EP007044	EAST KIMBERLEY PLUMBING	REPAIR TOILETS KOOJARRA ST. WYNDHAM, KUNUNURRA ADMINISTRATION	192.50	EMEDS
	EP007045	JSW HOLDINGS PTY LTD	HIRE TRUCKS (CONCRETE, WATER, SIDE TIPPER), MULTI ROLLER, FLOAT	14,678.74	EMEDS
	EP007046	KUNUNURRA SECURITY SERVICE	SECURITY CALLOUT, SECURITY LEASES WYNDHAM & KUNUNURRA	416.81	EMEDS
	EP007047	GUERINONI & SON	FOOTPATH REPAIRS KUNUNURRA & WYNDHAM, SUPPLY & CART SAND	5,844.73	EMEDS
	EP007048	COVENTRYS	GREASE, RAGS	294.15	EMEDS
	EP007049	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	MEMBERSHIP SUBSCRIPTION	308.00	EMEDS
	EP007050	KUNUNURRA REFRIGERATION	REPAIR & SERVICE AIRCONDITIONING WCC & KUNUNURRA AIRPORT	459.80	EMEDS
	EP007051	WYNDHAM SUPERMARKET	CONSUMABLES WYNDHAM CHILDCARE	238.80	EMCCS
	EP007052	ALLGEAR MOTORCYCLE & SMALL ENGINE CENTRE	STARTER ASSEMBLY, AIRFILTER, STARTER & SHARPEN KIT	259.70	EMEDS
	EP007053	JASON SIGNMAKERS LTD	STOP SIGNS, GIVEWAY SIGNS & DETOUR SIGNS	1,388.20	EMEDS
	EP007054	GULLIVERS TAVERN	REFRESHMENTS (COMMUNITY SERVICES)	35.99	EMCCS
	EP007055	KUNUNURRA RURAL TRADERS	ENAMEL SPRAY PAINT, TROPIGRO LAWN FERTILISER	245.55	EMEDS
	EP007056	GARRATT, SARAH	AEROBIC CLASSES	375.00	EMCCS
	EP007057	WHELANS	LAKESIDE DRAINAGE & VERGE SLASHING SURVEY (PROGRESS PAYMENTS)	21,406.00	EMEDS
	EP007058	ORD RIVER ELECTRICS	ELECTRICAL REPAIRS AND INSTALLATIONS WYNDHAM & KUNUNURRA	3,104.52	EMEDS
	EP007059	TOLL WEST	FREIGHT	917.65	EMCCS
	EP007060	TRAVEL WORLD KUNUNURRA	TRAVEL LOCAL GOVERNMENT WEEK	5,635.67	CEO
	EP007061	BEV OZANNE	AEROBIC CLASSES	125.00	EMCCS
	EP007062	VAGG'S LIQUOR STORE	REFRESHMENTS COUNCIL MEETING	181.19	EMEDS
	EP007063	BUSH CAMP SURPLUS STORES	WORK SHORTS & WORK BOOTS	201.40	EMEDS
	EP007064	FRANMOR CONSTRUCTIONS PTY LTD	ERECT GARDEN SHED 23 BOOBIALLA WAY KUNUNURRA	1,457.50	EMEDS
	EP007065	MCKINLAY, BETTY	REIMBURSE POLICE CHECK EXPENSES	88.00	EMCCS
	EP007066	KIMBERLEY PROPERTY VALUERS	VALUATION TENANCY KUNUNURRA AIRPORT	770.00	EMCCS
	EP007067	BEAUREPAIRES (KUNUNURRA)	WHEEL ALIGNMENT WY37	93.00	EMEDS
	EP007068	CORPORATE EXPRESS	DESK & DRAWERS (LEISURE CENTRE)	977.83	EMCCS

	EP007069	KUNUNURRA CAR CARE	SUPPLY & FIT NEW WINDSCREEN WY10354	363.00	EMEDS
	EP007070	AIRSERVICES AUSTRALIA	ANNUAL MECHANICAL SERVICE TO WYNDHAM GENERATOR	1,198.07	EMCCS
	EP007071	BERM BACKHOE HIRE	REPLACE BARRIER RESEARCH STATION ROAD	3,474.90	EMEDS
	EP007072	CJ ORD SUGAR PTY LTD	MOLASSES	1,592.80	EMEDS
	EP007073	KUNUNURRA PEST MANAGEMENT	TERMITE TREATMENT & REPORT (WYNDHAM RECREATION CENTRE)	275.00	EMCCS
	EP007074	MONARCH POOL SYSTEMS PTY LTD	REPAIR CHLORINATOR CELL WYNDHAM POOL	8,892.40	EMEDS
	EP007075	J TAGS PTY LTD	DOG TAGS	215.60	EMCCS
	EP007076	NORTHERN INFORMATION TECHNOLOGY SERVICES	ADSL CONTRACT	341.60	EMCCS
	EP007077	WAUGH & DWYER PTY LTD	MOLASSES APPLICATION WEERO ROAD & CARLTON HILL ROAD	742.50	EMEDS
	EP007078	SPORTSWORLD OF WA	GYM BALLS, PLAYBALLS & SOCCERBALLS (LEISURE CENTRE)	234.41	EMCCS
	EP007079	HAINES NORTON (WA) PTY LTD	INTERIM AUDIT ACCOUNT PERIOD ENDED 30 JUNE 05	8,148.02	EMCCS
	EP007080	AUST LOCAL GOVERNMENT JOB DIRECTORY	ADVERTISEMENT VACANT POSITION	660.00	EMEDS
12/08/05	EP007081	KUNUNURRA RURAL TRADERS	TOOLS (WYNDHAM AIRPORT)	289.05	EMCCS
	EP007082	CSBP	CHLORINE	1,056.00	EMEDS
	EP007083	HASTED, CATHERINE	EWIN CENTRE BOOK KEEPING SERVICE	346.50	EMCCS
	EP007084	COOLIBAH PLUMBING AND GAS	CHECK & REPAIR GAS SUPPLY 20 EUGENIA ST KUNUNURRA	154.00	EMEDS
	EP007085	DARWIN AIRPORT RESORT	ACCOMMODATION VISITING AUTHORS (LIBRARY PROGRAM)	447.00	EMCCS
	EP007086	GRUNT LABOUR SERVICES PTY LTD	WAGES CASUAL LABOURER (WYNDHAM)	2,266.00	EMEDS
	EP007087	NORDIG EARTHMOVING	HIRE BOBCAT & TRUCK - LILY CREEK FORESHORE, BOAT RAMP & OVAL	2,948.00	EMEDS
	EP007088	AISAT INSTRUMENTS PTY LTD	GEARBOX SENSOR CABLE	89.31	EMEDS
	EP007089	STITCHED UP EMBROIDERY SERVICES	POLO SHIRTS WRITERS FESTIVAL	626.20	EMCCS
	EP007090	BOAB BOOKS	PUBLICATION (LIBRARY)	25.00	EMCCS
	EP007091	OFFICE NATIONAL KUNUNURRA	STATIONERY & BINDING	291.43	EMCCS
	EP007092	SALEEBA ADAMS ARCHITECTS	KUNUNURRA YOUTH CENTRE DESIGN DEVELOP STAGE INTERIM CLAIM	11,000.00	EMCCS
	EP007093	KINGS CROWN INSTRUMENTATION & ELECTRICAL	REPAIR MAIN POWER WYNDHAM WORKCAMP	136.00	EMCCS
	EP007094	AIR & GAS SYSTEMS PTY LTD	AIR CYLINDERS, SERVICE ON DARGER BA SET & FREIGHT	1,728.65	EMCCS
	EP007095	GOLDSWORTHY FAMILY TRUST	PROVISION ENVIRONMENTAL HEALTH OFFICER	1,600.00	EMEDS
	EP007096	FRONTIER POST & NEWS	POSTAGE, PAPERS, STATIONERY (WYNDHAM)	218.65	EMCCS
	EP007097	JSW HOLDINGS PTY LTD	SUPPLY TOP SOIL, PREPARE SITE M1 CHANNEL PUMP	2,147.20	EMEDS

	EP007098	GUERINONI & SON	FILL DRAIN FOR ACCESS TO AG GROUND,GRIND FOOTPATH "TRIP HAZARDS"	1,100.00	EMEDS
	EP007099	TNT AUSTRALIA PTY LIMITED	FREIGHT	41.22	EMCCS
	EP007100	TOP END MOTORS	25,000KM SERVICE WY11194	242.03	EMEDS
	EP007101	AUSTRALIA POST	POSTAGE & STATIONERY (KUNUNURRA)	1,323.49	EMCCS
	EP007102	WYNDHAM TOWN HOTEL	CATERING FOR COUNCIL MEETING	390.00	EMCCS
	EP007103	TELFORD INDUSTRIES	CHEM CHLORINE	162.80	EMCCS
	EP007104	ALLIGATOR AIRWAYS PTY LTD	CHARTER KUNUNURRA - MITCHELL PLATEAU RETURN	1,155.00	EMEDS
	EP007105	DESSERT SEED CO	GRASS SEEDS	649.00	EMEDS
	EP007106	DRYSDALE RIVER STATION	FUEL	146.70	EMEDS
	EP007107	CANON FINANCE AUSTRALIA LIMITED	LEASE PAYMENT CP660P COLOUR PRINTER	4,535.25	CEO
	EP007108	JASON SIGNMAKERS LTD	ENGRAVED CELEBRITY PLAQUES, CEMETERY PLOT ID PLAQUES	515.90	EMEDS
	EP007109	JUDIUS PTY LTD	HIGH CHAIR WYNDHAM CHILDCARE CENTRE	91.89	EMCCS
	EP007110	GULLIVERS TAVERN	KIMBERLEY WRITERS FESTIVAL OPENING	482.04	EMCCS
	EP007111	OZLITE PTY LTD	BAR FLURO LIGHT GLOBES & STARTERS	324.45	EMCCS
	EP007112	ORD RIVER ELECTRICS	REPAIR ELECTRICAL FAULTS KUNUNURRA LEISURE & WYNDHAM PUMP	388.63	EMEDS
	EP007113	JAB INDUSTRIES	EXCAVATOR & MOBILISATION SWIM BEACH	1,408.00	EMEDS
	EP007114	TOLL WEST	FREIGHT	279.18	EMCCS
	EP007115	KIMBERLEY KOOL REFRIGERATION	QUARTERLY AIRCONDITIONER MAINTENANCE (LEISURE CENTRE)	319.00	EMCCS
	EP007116	VAGG'S LIQUOR STORE	COUNCIL REFRESHMENTS	17.99	EMEDS
	EP007117	BUSH CAMP SURPLUS STORES	DEVELOP FILM, UNIFORM WORK SHORTS	97.60	EMEDS
	EP007118	VANDERFIELD MACHINERY PTY LTD	REPAIR 1AKA930 STARTER MOTOR	4,018.71	EMCCS
	EP007119	STATE LIBRARY OF WESTERN AUSTRALIA	LOST/DAMAGED BOOKS (LIBRARY)	130.70	EMCCS
	EP007120	CORPORATE EXPRESS	CHAIRMATS	163.48	EMCCS
	EP007121	LAKEVIEW APARTMENTS	ACCOMMODATION KIMBERLEY WRITERS FESTIVAL VISITING AUTHORS	2,288.00	EMCCS
	EP007122	WA LOCAL GOVERNMENT ASSOCIATION	MEMBERSHIP & SERVICES SUBSCRIPTION 2005/06	13,222.00	EMCCS
	EP007123	KUNUNURRA VOLUNTEER FIRE BRIGADE	CLEAN/HOSE DOWN NETBALL COURTS	165.00	EMCCS
	EP007124	CJ ORD SUGAR PTY LTD	MOLASSES WEERO ROAD	866.80	EMEDS
	EP007125	BARNES, WILLIAM	REIMBURSE CAR RENTAL EXPENSE	220.00	CEO
	EP007126	NORTHERN INFORMATION TECHNOLOGY SERVICES	RESOLVE I.T. ISSUES (VARIOUS)	1,211.70	EMCCS
	EP007127	AUST LOCAL GOVERNMENT JOB DIRECTORY	ADVERTISEMENT VACANT POSITION	330.00	EMEDS
	EP007128	SHERIDAN'S FOR BADGES	NAME BADGES	127.60	EMCCS
	EP007129	KIMBERLEY TREE & CONTRACTING SERVICE	TREE REMOVAL COOLIBAH DRIVE KUNUNURRA	3,678.95	EMEDS
19/08/05	EP007130	WESTERN LOCKSERVICE	SYSTEM KEYS	114.95	EMEDS

EP007131	BOC GASES AUSTRALIAN LIMITED	INDUSTRIAL BOTTLE RENTAL	535.56	EMEDS
EP007132	EAST KIMBERLEY PALMS	PALMS KUNUNURRA OFFICE GARDEN	130.05	EMEDS
EP007133	TOWN CARAVAN PARK	ACCOMMODATION G GOLDSWORTHY	1,300.00	EMEDS
EP007134	BOAB CARPENTRY MAINTENANCE SERVICE	REPLACE WINDOW WYNDHAM HEALTH CLINIC	169.49	EMEDS
EP007135	SUPERIOR SHEDS & GARAGES	INSTALL SLAB FOR SHED	1,000.00	EMEDS
EP007136	QANTEC MCWILLIAM PTY LTD	MATCHING DESIGN KONKERBERRY DRIVE, KUNUNURRA	924.00	EMEDS
EP007137	NETWORK DRAFTING	DRAFTING SERVICES	2,653.75	EMEDS
EP007138	KP PUMPS & IRRIGATION	VALVE BOXES	61.38	EMEDS
EP007139	HAROLD C MCKENZIE	WASTE MANAGEMENT PLAN CONSULTANT	2,563.55	EMEDS
EP007140	ORIMATECH	RE-ATTACH PLUG TO POWER CORD	134.20	EMCCS
EP007141	OFFICE NATIONAL KUNUNURRA	MAGIC TAPE - BOOKS, TONER CARTRIDGE (LIBRARY)	204.89	EMCCS
EP007142	KIMBERLEY OUTBACK CRAFTS	COLOURED RAFFIA (LIBRARY)	8.80	EMCCS
EP007143	KINGS CROWN INSTRUMENTATION & ELECTRICAL	REPAIR ERSKIN HILL LIGHT	136.00	EMCCS

EP007144	ACCESS CAPITAL EQUIPMENT	SHELVING (ARCHIVE STORAGE)	1,487.20	EMCCS
EP007145	NORTHERN AIRPORT SERVICES	KUNUNURRA AIRPORT LOCKUP	572.00	EMCCS
EP007146	EAST KIMBERLEY PLUMBING	REPAIR TOILETS LEISURE CENTRE & WYNDHAM OVAL	236.50	EMCCS
EP007147	JSW HOLDINGS PTY LTD	MAMBI BOAT RAMP CONSTRUCTION & PARRY CREEK ROAD MAINTENANCE	49,453.29	EMEDS
EP007148	ORD RIVER DISTRICT CO-OP	HELICOR PIPE, KAMBA	1,587.30	EMEDS
EP007149	GUERINONI & SON	GRADER HIRE KALUMBURU RD, FLOAT HIRE GRADER FROM WARINGARRI	17,380.00	EMEDS
EP007150	SLINGAIR PTY LTD	AUSTRALIAN AIR EXPRESS FREIGHT	163.70	EMCCS
EP007151	PLANT HIRE SERVICES PTY LTD	CONTRACT PAYMENT KONKERBERRY DRIVE WIDENING	41,016.25	CEO
EP007152	TOP END MOTORS	10000KM SERVICE 1BUA929, 20LT HYDRAULIC OIL 10 TONNER	1,334.63	EMEDS
EP007153	VALUER GENERAL'S OFFICE	VALUATIONS	359.43	EMCCS
EP007154	WESTRAC EQUIPMENT PTY LTD	NUTS & BOLTS FOR GRADER CUTTING EDGES	72.93	EMEDS
EP007155	ALLIGATOR AIRWAYS PTY LTD	CHARTER FLIGHT KUNUNURRA - MT ELIZABETH RETURN	880.00	EMEDS
EP007156	ALLGEAR MOTORCYCLE & SMALL ENGINE CENTRE	HONDA BRUSHCUTTER, STARTER & ALLOY HEAD KIT	782.70	EMEDS
EP007157	COUNTRY CLUB HOTEL	KIMBERLEY WRITERS FESTIVAL DINNER	222.50	EMCCS
EP007158	THE KIMBERLEY ECHO	ADVERTISEMENTS VACANT POSITIONS	491.10	EMCCS
EP007159	DRYSDALE RIVER STATION	DIESEL WY11194	214.55	EMEDS
EP007160	RAECO INTERNATIONAL	BOOK PROCESSING ORDER (LIBRARY)	317.48	EMCCS
EP007161	AUSTRALIAN FUEL DISTRIBUTORS	FUEL	12,289.60	EMEDS
EP007162	JASON SIGNMAKERS LTD	SIGNAGE LILY CREEK BOAT RAMP	38.50	EMEDS
EP007163	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 113,114 & 115 REPAYMENTS	73,567.75	EMCCS
EP007164	GARRATT, SARAH	AEROBIC CLASSES	330.00	EMCCS
EP007165	ORD RIVER ELECTRICS	ELECTRICAL REPAIRS WYNDHAM & KUNUNURRA LEISURE CENTRES	678.70	EMCCS
EP007166	FYSH GRADER HIRE	GRADER HIRE CAVE SPRINGS ROAD & CARLTON HILL ROAD	16,274.50	EMEDS
EP007167	JAB INDUSTRIES	HIRE EXCAVATOR & CHIPPER DRYANDA RD, LILY CREEK, SWIM BEACH	17,754.00	EMEDS
EP007168	TOLL WEST	FREIGHT	916.38	EMCCS
EP007169	TRAVEL WORLD KUNUNURRA	TRAVEL W BARNES, D WILLIAMS, TRAVEL CHANGE S KINNANE	1,356.69	EMCCS
EP007170	BUSH CAMP SURPLUS STORES	WORK BOOTS	217.00	EMCCS
EP007171	VANDERFIELD MACHINERY PTY LTD	50000KM SERVICE 1BAX455 TRUCK	2,231.99	EMCCS
EP007172	CABCHARGE	CAB CHARGES	68.09	EMEDS
EP007173	AUSTRALIAN TAXATION OFFICE	GST ON PAYMENTS AND RECEIPTS AND PAYG TAX	57,033.00	EMCCS
EP007174	LOCAL GOVERNMENT NETWORK	ADVERTISEMENT VACANT POSITION	121.00	EMEDS

	EP007175	CORPORATE EXPRESS	CUPBOARD (LEISURE CENTRE)	368.91	EMCCS
	EP007176	CHEMSEARCH	RESERVOIR LIQUID RELEASE SYSTEM	471.68	EMCCS
	EP007177	PROSSER TOYOTA	REGISTRATION COSTS TWO REPLACEMENT VEHICLES	477.50	EMCCS
	EP007178	BOSS FLUID POWER	PLASTIC CUPS, TOILET TISSUE & TOILET ROLLS	1,807.20	EMEDS
	EP007179	EAST KIMBERLEY TOWING	TRANSFER ABANDONED VEHICLE	88.00	EMEDS
	EP007180	CJ ORD SUGAR PTY LTD	MOLASSES	528.00	EMEDS
	EP007181	DAVEY TYRE AND BATTERY SERVICE	NEW TYRE WY11194 & WY10427	509.06	EMEDS
	EP007182	NORTHERN INFORMATION TECHNOLOGY SERVICES	RESOLVE I.T. ISSUES	247.50	EMCCS
	EP007183	WAUGH & DWYER PTY LTD	APPLY MOLASSES DROVERS RD RODEO GROUNDS	165.00	EMEDS
	EP007184	CEMETERIES & CREMATORIA ASSOCIATION	MEMBERSHIP 2005/06	100.00	EMEDS
	EP007185	THE SMART SECURITY COMPANY	ALARM MONITORING KUNUNURRA LIBRARY	171.60	EMCCS
26/08/05	EP007186	KIMBERLEY GROUP TRAINING	TRAINEE WAGES	327.41	EMCCS
	EP007187	TOWN CARAVAN PARK	ACCOMMODATION G GOLDSWORTHY	700.00	EMEDS
	EP007188	KIMBERLEY WASTE SERVICES	CONTRACT REFUSE COLLECTION AND STREET SWEEPING	51,047.41	CEO
	EP007189	CREDIPAC AUSTRALIA	DEBT RECOVERY FEES	261.98	EMCCS
	EP007190	K & M ALLCLEAN	CONTRACT CLEANING	6,782.23	EMEDS
	EP007191	GRUNT LABOUR SERVICES PTY LTD	WAGES CASUAL LABOURER (WYNDHAM)	906.40	EMEDS
	EP007192	FORMS PEOPLE	DOG REGISTRATION CERTIFICATES	471.00	EMCCS
	EP007193	EAST KIMBERLEY HARDWARE	HARDWARE SUPPLIES	3,318.53	EMEDS
	EP007194	AISAT INSTRUMENTS PTY LTD	INTERFACE, PLUG & PINS	61.22	EMEDS
	EP007195	KIMBERLEY METAL RECYCLERS	DRUM INSPECTION FEE	77.40	EMEDS
	EP007196	OFFICE NATIONAL KUNUNURRA	STATIONERY, COPY COUNT CHARGE-CANON PHOTOCOPIER	939.12	EMCCS
	EP007197	KIMBERLEY OUTBACK CRAFTS	ELASTIC (LEISURE HOLIDAY PROGRAM)	5.82	EMCCS
	EP007198	BRANKO BP MOTORS	VEHICLE SERVICING, REPAIRS, FUEL & HARDWARE SUPPLIES (WYNDHAM)	2,047.55	EMEDS
	EP007199	JSW HOLDINGS PTY LTD	CONCRETE BLOCKS CELEBRITY TREE PARK PLAQUES	2,692.80	EMEDS
	EP007200	KUNUNURRA SECURITY SERVICE	SECURITY GUARD KUNUNURRA AIRPORT	660.00	EMCCS
	EP007201	KIMBERLEY STOCK-OLIVER	HARDWARE & RETICULATION SUPPLIES	1,501.28	EMEDS
	EP007202	GUERINONI & SON	GRADER HIRE KALUMBURU ROAD	2,640.00	EMEDS
	EP007203	TNT AUSTRALIA PTY LIMITED	FREIGHT	296.01	EMCCS
	EP007204	JORRITSMA H & CO	REPAIR TOILET KUNUNURRA AIRPORT & PLUMBING SUPPLIES	169.05	EMCCS
	EP007205	TOP END MOTORS	60,000KM SERVICE (WY10357), 5,000KM SERVICE (WY001)	417.03	EMEDS
	EP007206	VALUER GENERAL'S OFFICE	VALUATIONS	55.00	EMCCS
	EP007207	BLACKWOODS ATKINS PTY LTD	LIGHT GLOBES (LEISURE CENTRE)	17.29	EMCCS
	EP007208	THE EDUCATIONAL EXPERIENCE PTY LTD	ART & CRAFT SUPPLIES (LIBRARY)	426.47	EMCCS

	EP007209	FLAMETREE NURSERY	NATIVE TREE (CELEBRITY TREE PLANTING)	27.50	EMEDS
	EP007210	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	JOURNAL SUBSCRIPTION	44.00	EMEDS
	EP007211	A1 ROAD LINES PTY LTD	SPRAYER & THROAT SEAL LIQUID, ROD/PISTON REPAIR KIT (AIRPORT)	855.40	EMCCS
	EP007212	WYNDHAM SUPERMARKET	CONSUMABLES WYNDHAM OFFICE & RECREATION CENTRE	183.07	EMCCS
	EP007213	CHEFMASTER AUSTRALIA	LITTER BAGS	557.40	EMEDS
	EP007214	ALLGEAR MOTORCYCLE & SMALL ENGINE CENTRE	MOWER BELTS	64.00	EMEDS
	EP007215	THE KIMBERLEY ECHO	ADVERTISEMENT KIMBERLEY WRITERS FESTIVAL	457.60	EMCCS
	EP007216	DRYSDALE RIVER STATION	ACCOMMODATION R FEELY	104.50	EMEDS
	EP007217	GULLIVERS TAVERN	REFRESHMENTS HOLIDAY PROGRAM STAFF FUNCTION	90.44	EMCCS
	EP007218	KUNUNURRA RURAL TRADERS	HARDWARE SUPPLIES	298.85	EMEDS
	EP007219	WHELANS	SURVEYING KONKERBERRY DVE, VERGE SLASHING, WEABER PLAINS RD	12,353.00	EMEDS
	EP007220	KIMBERLEY COMMUNICATIONS	REPAIRS AND INSTALLATION OF PHONE AND RADIOS	2,842.70	EMEDS
	EP007221	TOLL WEST	FREIGHT CHARGES	1,315.79	EMCCS
	EP007222	TUCKERBOX/RETRAVISION	CONSUMABLES	1,741.15	EMCCS
	EP007223	SETON AUSTRALIA PTY LTD	DUST CONTROL SCISSOR MOP (LEISURE CENTRE)	325.85	EMCCS
	EP007224	LOCAL GOVERNMENT NETWORK	ADVERTISEMENT VACANT POSITION	82.50	EMCCS
	EP007225	KUNUNURRA CAR CARE	SIGNAGE	154.00	EMEDS
	EP007226	BERM BACKHOE HIRE	WATER CART HIRE SHOWGROUNDS	1,540.00	EMEDS
	EP007227	WA LOCAL GOVERNMENT ASSOCIATION	ADVERTISEMENT VACANT POSITION	2,968.81	EMCCS
	EP007228	EAST KIMBERLEY GLASS	REPLACE GLASS (LEISURE CENTRE)	283.00	EMCCS
	EP007229	SPORTSWORLD OF WA	MARKER CONES & WHISTLES (LEISURE CENTRE)	70.13	EMCCS
	EP007230	AUSTRALIAN LOCAL GOVERNMENT JOB DIRECTORY	ADVERTISEMENT VACANT POSITION	660.00	EMCCS
	EP007231	G & J TOMKIN	DRUMS CATEMUL	1,452.00	EMEDS
30/08/05	EP007232	PLANT HIRE SERVICES PTY LTD	CONTRACT PAYMENTS KONKERBERRY DRIVE WIDENING	329,794.69	CEO
				TOTAL OF EFT PAYMENTS	969,593.99
				TOTAL PAYMENTS	1,047,508.84

DIRECT DEBITS - AUGUST 2005

		20/33 KONKERBERRY DRIVE	975.00
		BANK FEES	255.40
		MOBIL OIL AUSTRALIA - WYNDHAM AIRPORT FUEL	13,183.85
		MERCHANT FEES	231.59
		SALARY AND WAGES	241,543.42
		VISA PAYMENT	332.00
		PACIFIC PREMIUM - INSURANCE	137,912.75

		DISHONoured CHEQUE		230.29
		WESTNET P/L - LIBRARY ADSL		324.34
		REFUND OF OVERPAYMENTS - PAID TO SWEK TWICE		3,377.82
		DEBIT INTEREST		2,043.78
				400,410.24

OUTSTANDING INVOICES AS AT 31ST AUGUST 2005

		GRUNT LABOUR SERVICES	WAGES CASUAL LABOURER (WYNDHAM)	1,133.00
		QANTEC MCWILLIAM PTY LTD	CONCEPTS WYNDHAM SHOPPING CENTRE, KONKERBERRY DVE PARKING	4,254.80

		OFFICE NATIONAL KUNUNURRA	STATIONERY	541.08
		O'SHEA, LEANNE	EQUIPMENT HIRE REFUND (REPLACEMENT CHEQUE)	15.00
		GUERINONI & SON	GRADER HIRE KALUMBURU ROAD	37,488.00
		WATER CORPORATION	WATER USAGE ACCOUNTS	7,702.15
		KUNUNURRA DISTRICT HIGH SCHOOL	SHARED EXPENSES KUNUNURRA LIBRARY	605.65
		KUNUNURRA RURAL TRADERS	HARDWARE SUPPLIES	223.15
		AERODROME MANAGEMENT SERVICES	REPORTING OFFICERS TRAINING	605.00
		JAB INDUSTRIES	MACHINERY HIRE TREE MULCHING, PARRY CREEK ROAD	30,289.38
		KIMBERLEY COMMUNICATIONS	SUPPLY & INSTALL RADIO	782.00
		OOMBULGURRI ASSOCIATION INCORPORATED		60,273.84
		TOLLWEST	FREIGHT	96.28
		TRAVELWORLD KUNUNURRA	TRAVEL G GOLDSWORTHY, M CHULUNG, M MIDDAP	1,805.80
		MUNNERS PTY LTD	FREIGHT	17.00
		KIMBERLEY KOOL REFRIGERATIONS	SUPPLY & FIT THERMOFUSERS (LEISURE CENTRE)	3,135.00
		BUSHCAMP SURPLUS STORES	UNIFORM TROUSERS & SHORTS	373.00
		BEAUREPAIRES (KUNUNURRA)	TYRES & TUBES MULTI TYRE ROLLER WYDHAM AIRPORT	223.00
		KUNUNURRA DIESEL SERVICES	VEHICLE SERVICING WY9719, WY11160, WY9312	1,042.15
		CORPORATE EXPRESS	STATIONERY & OFFICE CHAIRS	2,611.00
		NORTHERN INFORMATION TECHNOLOGY SERVICES	RESOLVE IT ISSUES - WYNDHAM PHONE LINE TO INTERNAL MODEM	198.00
		HOTEL GRAND CHANCELLOR PERTH	ACCOMMODATION LOCAL GOVERNMENT WEEK	2,668.38
			TOTAL OUTSTANDING	156,082.66

CANCELLED CHEQUES

36464		MCKINLAY, BETTY	CHEQUE REPORTED LOST AND CANCELLED. PAYMENT REISSUED.	88.00
36557		O'SHEA, LEANNE	CHEQUE DAMAGED/DESTROYED AND CANCELLED. PAYMENT REISSUED.	15.00
			TOTAL CANCELLED CHEQUES	103.00

Sundry Debtors as at 31 August 2005

Sundry Debtor	Amounts Over 90 Days Outstanding	Balance @ 31th August	Debt Collection Status for Debts over 90 Days
BIRD HEATHER	1,903.09	1,903.09	Being paid through debt collector - Credipac
MCKINLAY BETTY	1.52	823.94	Betty is continuing to make regular fortnightly payments.
KIMBERLEY WASTE	4,580.00	12,775.00	Debtor has advised payment will be made shortly. Debtor has been re-contacted and confirms payment will be made by September 9th 2005.
KUNUNURRA DISTRICT HIGH SCHOOL	217.76	329.21	DEBTOR has advised payment will be made shortly.
SOSBY JOHN	130.00	130.00	Officer sent to debt collector.
STARS AT LEISURE	855.44	855.44	Officer has written off proportion of debt as per Councils May minutes. Sent to Debt Collector. Debtor now disputing debt with Debt Collector. All information has been issued to debt collector to follow up. Debt collector instructed to take all action including legal action to recover debt.
TACHELL MARTIN	216.16	216.16	Officer sent to debt collector.
WYNDHAM COMMUNITY CLUB	7,763.12	7,763.12	Old Manager was disputing debt, Manager has now left. Officer discussing debt with new managers / committee
	15,667.09	24,795.96	

Cr B Barnes declared an Impartiality Interest in Item 12.2.7. Transfer of Lease from Barra Bar at EKRA Terminal Building and left Chambers at 8.00pm

12.2.7 Transfer of Lease from Barra Bar at East Kimberley Regional Airport Terminal Building (MINUTE NO 7268)

DATE:	20 September 2005
PROPONENT:	MJ & SR Thomas
LOCATION:	Barra Bar – East Kimberley Regional Airport, Terminal Building
ATLAS REFERENCE:	N/A
AUTHOR:	Matthew Scott, Executive Manager Corporate and Community Services
REPORTING OFFICER:	Matthew Scott, Executive Manager Corporate and Community Services
FILE NO:	20.12.11
ASSESSMENT NO:	

PURPOSE

For Council to consider transferring (assigning) the lease of the Barra Bar, at the East Kimberley Regional Airport Terminal to Ms Donna Schnaars, of Kununurra.

BACKGROUND

Mr Stan Thomas, has written to Council, detailing the change in ownership of the “Barra Bar”, After discussing the matter with Mr Thomas, he has verbally requested the transfer (assignment) of the Barra Bar Lease to Ms Donna Schnaars, who is now the new owner of the business.

The lease between MJ & SR Thomas and the Shire of Wyndham East Kimberley has recently been renewed and allows the assignment of the lease to a third party under the following conditions (clause 3.11):

1. Consent from the Lessor (Council) for the assignment of the lease;
2. The Lessor’s (Council’s) solicitor prepare a “Deed of Assignment”, at the cost of the Lessee (Thomas’s);
3. Deed of Assignment signed by the Shire of Wyndham East Kimberley, MJ & SR Thomas and Ms Schnaars.

The Deed of Assignments effectively makes the Assignee responsible for the lease for the remainder of the term of the lease. Once the Lease expires, the Assignee can then negotiate with the Council (if permitted) for a new lease between themselves and Council.

STATUTORY IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Once assigned Ms Schnaars will be responsible for the remaining rent of the lease, being \$6,675 pa. This lease will expire on 30 June 2007.

STRATEGIC IMPLICATIONS

Nil

COMMENT

The Barra Bar was been successfully run by MJ & SR Thomas for a number of years. The business has been effectively sold to Ms Schnaars, however the lease is in the name of Thomas's, and cannot be transferred to Ms Schnaars, with out Council consent. The rent on the Barra Bar is fully paid, and the Deed of Assignment will protect Council, should the Assignee not meet the conditions of the lease.

ATTACHMENTS

Letter from Mr Stan Thomas, 8 September 2005.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATIONS

That Council:

1. Approves the assignment of the lease of the Kununurra Airport Terminal ("Barra Bar") to Ms Donna Schnaars, as per the Clause 3.11 of the lease document between the Shire of Wyndham East Kimberley and MJ & SR Thomas; and
2. That the Chief Executive instruct the Council's solicitors to prepare a "Deed of Assignment" to execute the assignment of the lease, at the cost of MJ & SR Thomas.

MINUTE NO 7268

Moved: Cr K Wright

Second: Cr J Nelson

That Council:

- 1. Approves the assignment of the lease of the Kununurra Airport Terminal ('Barra Bar') to Ms Donna Schnaars, as per the Clause 3.11 of the lease document between the Shire of Wyndham East Kimberley and MJ & SR Thomas; and**
- 2. That the Chief Executive instruct the Council's solicitors to prepare a 'Deed of Assignment' to execute the assignment of the lease, at the cost of MJ & SR Thomas.**

CARRIED (7-0)

MINUTE NO 7269

Moved: Cr K Wright

Second: Cr M Pucci

That Council vote to move Item 12.2.9 forward

(CARRIED UNANIMOUSLY 7-0)

12.2.9 Nomad Photographics

(MINUTE NO 7269, 7270)

DATE:	20/09/2005
PROPONENT:	Nomad Photographics
LOCATION:	East Kimberley Regional Airport Terminal
ATLAS REFERENCE:	
AUTHOR:	Matthew Scott, Executive Manager Corporate and Community Services
REPORTING OFFICER:	Matthew Scott, Executive Manager Corporate and Community Services
FILE NO:	20.12.18
ASSESSMENT NO:	

PURPOSE

For Council to consider terminating the lease between Nomad Photographics and the Shire of Wyndham East Kimberley.

BACKGROUND

At the 20 July 2004 ordinary meeting of Council, Council resolved to lease a portion of the East Kimberley Regional Airport to Nomad Photographics for a period between three to six months.

Minute 6821

That Council:

- 1. Approve the request to lease the portion of the Airport as indicated in the attachment, located at the East Kimberley Regional Airport Kununurra, to Nomad Photographics for an intirum period of three (3) to six (6) months, commencing on 1 August 2004, subject to statutory compliance with Section 3.58 of the Local Government Act 1995, for an annual rental to be set in accordance with the Gross Rental Valuation provided by the Valuer General.***

- 2. Subject to no adverse submissions being received, authorise the Shire President and the Chief Executive Officer to sign and seal the appropriate lease documentation.**

Due various external commitments of Nomad Photographics, the lease was not finalised in time for the 2004 tourist season, and commenced on the 1 June 2005. The Lease itself is for six months, at a rental of \$50 per week.

Ms Johanne Appelbee, of Nomad Photographics has recently written to Council, requesting that due to the reduction in both Qantas and AirNorth flights, that it is uneconomic to continue operating at the airport. Ms Appelbee has requested the lease be terminated as of 31 August 2005, effectively 3 months early than the current term of the lease.

The Lease document is silent with regard to early termination, due to the relatively short lease term, and therefore can only be terminated with both parties agreeing to it.

STATUTORY IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The early termination will mean that Council will forego \$650 in rental fees. The Net income of the Airport (including lease fees) is transferred to the Airport reserve, and therefore this request will not directly impact the municipal budget.

STRATEGIC IMPLICATIONS

Nil

COMMENT

When Nomad Photgraphics first approached Council to set a stand at the East Kimberley Airport, it was always put to Council as an experiment. This is reflected in the resolution from Council agreeing to a three to six months lease. The recent reduction in Qantas and AirNorth flights, may not have been foreseeable by Nomads Photographics, when agreeing to a six month lease earlier in the year.

The loss of \$650, is not material to the Airport operations, and may be recouped next year, should Nomad Photographic decide to try again, earlier in the 2006 season. The stand it self is not a permanent structure and can easily be removed.

Council has always tried to encourage small businesses try and establish themselves in the Shire. In this case the business did not succeed, however Council should be prepared to accept small losses, if it means providing small business a chance to establish themselves.

ATTACHMENTS

Letter from Nomad Photographics. 27 August 2005.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council agree to terminate the lease between the Shire of Wyndham East Kimberley and Nomad Photographics as of 31 August 2005.

MINUTE NO 7270

Moved: Cr K Wright

Second: Cr M Middap

That Council agree to terminate the lease between the Shire of Wyndham East Kimberley and Nomad Photographics as of 31 August 2005.

CARRIED UNANIMOUSLY (7-0)

Cr B Barnes returns to chambers at 8.02pm

NOMAD PHOTOGRAPHICS

PHOTOGRAPHER: JOHANNE APPELBEE
P.O. BOX 1504, KUNUNURRA WA 6743
MOBILE: 0418 940 917
EMAIL: jonomad30@hotmail.com

Doc No.	051362
Date	29 AUG 2005
Officer	LED.
Response	AR.
File	

27th August 2005

Shire of Wyndham East Kimberley
PO Box 614
Kununurra WA 6743

ATTENTION: Matthew Scott, Rick Spry & Councillors

To Whom It May Concern,

I am writing to you in regards to my lease agreement at Kununurra airport for Johanne Appelbee of Nomad Photographics. I would like to end/finalise my lease agreement on the above sight if possible for the end of 31st August 2005, as Airnorth Airlines have reduced their incoming and outgoing flights on Thursdays and Sundays by two flights on each of these days as of 29th August 2005, and could also reduce their flights even more, depending on their bookings. Also Qantas is reducing its jet service on the Wednesday, as of 12th October 2005. This also could change and be earlier if they are not getting the bookings they require.

As the tourist season is now winding down fast it won't be viable for me to keep operating my small business until 30th November 2005, which is what my lease agreement date is until. I have read through my lease agreement and cannot find anywhere in it regarding early lease termination.

I look forward to hearing from you at your earliest convenience.

Regards,



Johanne Appelbee
Nomad Photographics

12.2.8 Sale Lot 468 Arthur Road, Wyndham (MINUTE NO 7271, 7272, 7273)

DATE:	20/09/2005
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Lot 468 Arthur Road, Wyndham
ATLAS REFERENCE:	Map 330, F2
AUTHOR:	Matthew Scott, Executive Manager Corporate and Community Services
REPORTING OFFICER:	Matthew Scott, Executive Manager Corporate and Community Services
FILE NO:	60.14.01
ASSESSMENT NO:	80

PURPOSE

For Council to reconsider the sale process of house on lot 468 Arthur Road, Wyndham

BACKGROUND

At the 16 August 2005 Council Meeting, Council resolved to sell the house on Lot 468 Arthur Road, Wyndham by public tender.

MINUTE NO 7227

Moved Cr K Wright/J Buchanan

That Council call for tenders as per section 3.58 (2)(b) for the vacant house Lot 468 Arthur Street, Wyndham.

CARRIED UNANIMOUSLY (8-0)

On review of the tender process, and advice from the Department of Local Government and Regional Development and the Western Australian Local Government Association, it has been determined that selling the house by public tender may not be best method to dispose of this building.

Given that Council resolved to sell the property by public tender, under Regulation 13, of the Local Government (Functions and General) Regulations, where a council decides to invite tenders, though not required to do so, it must do so as per the regulations. This means to dispose of the building, Council must:

- Determine a tender selection criteria;
- Create a tender document (meeting legislative requirements);
- Provide State wide notice;

All these processes can become extremely costly and time consuming to ensure compliance. Given the relative low value of the building, it has been suggested that Council consider another method of disposal.

The suggestion is that Council call for local expressions of interest in the building, and based on these expressions, the building be disposed of by public notice. This is similar to the process used to dispose of the house on Riverfig Street. The process will achieve the same outcome as Council's resolution, with out the extra cost of advertising across the state, and preparing a detailed tender document.

STATUTORY IMPLICATIONS

Local Government (Functions and General) Regulations 1996

13. Procedure when local government invites tenders though not required to do so
If a local government, although not required by this Part to invite tenders before entering into a contract for another person to supply goods or services, decides to invite tenders, the tenders are to be publicly invited according to the requirements of this Part.

Local Government (Administration) Regulations 1996

10. Revoking or changing decisions made at council or committee meetings — s. 5.25(e)

(1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —

(a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or

(b) in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.

(1a) Notice of a motion to revoke or change a decision referred to in sub-regulation (1) is to be signed by members of the council or committee numbering at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.

(2) If a decision has been made at a council or a committee meeting then any decision to revoke or change the first-mentioned decision must be made —

(a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or

(b) in any other case, by an absolute majority.

(3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Given that the building is part of the Wyndham Airport Reserve, it would be advisable that any proceeds be transferred to the Airport Reserve.

STRATEGIC IMPLICATIONS

Nil

COMMENT

Nil

ATTACHMENTS

Nil

VOTING REQUIREMENT

Absolute Majority

RECOMMENDATION

1 That Council revokes the resolution of minute 7227, being:

MINUTE NO 7227

That Council call for tenders as per section 3.58 (2)(b) for the vacant house Lot 468 Arthur Street, Wyndham.

1/3 of Council must indicate their support to revoke these minutes before voting on the rescission motion.

2 That Council:

- a. seeks expressions of interest on the sale of the building on lot 468 Arthur Street, Wyndham;
- b. give delegated authority to the Chief Executive Officer to dispose of the building on lot 468 Arthur Street, Wyndham, by way of public notice, based on the expressions of interest received.

MINUTE NO 7271

Moved: Cr M Middap

Second: Cr K Wright

1. That Council revokes the resolution of minute 7227, being:

MINUTE NO 7227

That Council call for tenders as per section 3.58 (2)(b) for the vacant house Lot 468 Arthur Street, Wyndham.

1/3 of Council must indicate their support to revoke these minutes before voting on the rescision motion.

2. That Council:

- a. seeks expressions of interest on the sale of the building on lot 468 Arthur Street, Wyndham;**
- b. give delegated authority to the Chief Executive Officer to dispose of the building on lot 468 Arthur Street, Wyndham, by way of public notice, based on the expressions of interest received.**

CARRIED UNANIMOUSLY (8-0)

MINUTE NO 7272

Moved Cr M Middap/K Wright

2 That Council:

- a. Seeks expressions of interest on the sale of the building on lot 468 Arthur Street, Wyndham;**
- b. Give delegated authority to the Chief Executive Officer to dispose of the building on lot 468 Arthur Street, Wyndham, by way of public notice, based on the expressions of interest received.**

CARRIED UNANIMOUSLY (8-0)

MINUTE NO 7273

Moved: Cr M Middap

Second: Cr J Parker

Item to be deferred to Housing Committee

CARRIED UNANIMOUSLY (8-0)

12.3. CHIEF EXECUTIVE OFFICER

12.3.1 Common Seal

(MINUTE NO 7274)

DATE:	20/09/2005
PROPONENT:	SWEK
LOCATION:	N/A
ATLAS REFERENCE:	N/A
AUTHOR:	John Gault, Executive Support Officer
REPORTING OFFICER:	Matthew Scott, Acting CEO
FILE NO:	60.14.04
ASSESSMENT NO:	N/A

PURPOSE

For Council to receive report on the application of the Shire of Wyndham East Kimberley Common Seal from the period 17 August 2005 – 20 September 2005.

BACKGROUND

Information is presented monthly to inform Council on what documents the Shire Common Seal has been used. In the time period specified above, the following documents have had the Shire of Wyndham East Kimberley Common Seal applied:

- Extension of Sublease hanger site No2 Kununurra Airport
- Deed of Assignment – Lot 309 Dusty Rankin Drive

STATUTORY IMPLICATIONS

Local Government Act 1995

Council's Standing Order Local Law makes reference to the application of the Common Seal.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Goal 2 – Decision Making within the Governance KRA of the Strategic Plan includes a strategy which is relevant to this item:

Strategy 3:

Establish succinct monthly reports that graphically indicate key data for financial, human resource, risk and operational management.

As does Goal 6 – Legislation:

Strategy 3:

Ensure continued compliance with all relevant legislation through the submission of relevant reports and documents.

COMMENT

It is the Officers' recommendation that Council formally receive a report on use of the Shire Common Seal.

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council receive the report on the application of the Shire of Wyndham East Kimberley Common Seal from 17 August 2005 - 20 September 2005.

MINUTE NO 7274

Moved: Cr M Middap

Second: Cr J Buchanan

That Council receive the report on the application of the Shire of Wyndham East Kimberley Common Seal from 17 August 2005 - 20 September 2005.

CARRIED UNANIMOUSLY (8-0)

12.3.2 Delegated Authority Report

(MINUTE NO 7275)

DATE:	20/09/2005
PROPONENT:	N/A
LOCATION:	N/A`
ATLAS REFERENCE:	N/A
AUTHOR:	John Gault, Executive Support Officer
REPORTING OFFICER:	Matthew Scott, Acting CEO
FILE NO:	60.14.04
ASSESSMENT NO:	N/A

PURPOSE

To report to Council on the use of Delegated Authority by Officers from 01/08/05 – 31/08/05.

BACKGROUND

Use of Council approved Delegated Authority by Officers is reported to Council on a monthly basis.

The attached tables outline use of Delegated Authority by relevant officers for the above period.

STATUTORY IMPLICATIONS

Local Government Act 1995 – Section 5.46 outlines Council's responsibilities in relation to keeping registers and records relevant to delegations to CEO and employees.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

The Governance KRA of the Shire's Strategic Plan includes a strategy, which is relevant to this item:

Goal 2 – Decision Making, Strategy 1 – To have established procedures and protocols that facilitate timely, effective decision making by the Council.

COMMUNITY CONSULTATION

Not Applicable.

COMMENT

The attached reports outline use of Delegated Authority by relevant Council Officers from 01/08/05 – 31/08/05 for endorsement by Council.

ATTACHMENTS

Delegated Authority Report

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council receive the Delegated Authority Report for the period 01/08/05 - 30/08/05

MINUTE NO 7275

Moved: Cr K Wright

Second: Cr J Nelson

That Council receive the Delegated Authority Report for the period 01/08/05 - 30/08/05

CARRIED UNANIMOUSLY (8-0)

Delegated Authority for Chief Executive Officer

Nil

Delegated Authority for Executive Manager Corporate and Community Services

Nil

Delegated Authority for Executive Manager Engineering and Development Services

BUILDING LICENCES

OWNER	BUILDER	LOCATION	DESCRIPTION	NEW/ ADD	LOT AREA	FLOOR AREA	EST. VALUE
M W LONG	M W LONG	LOT 1154 BANDICOOT DRIVE KUNUNURRA	LEAN-TO VERANDAH EXTENSION	ADD		218	\$14,000.00
FRANK CAMER- PESCI	THE SIGNCRAFT GROUP	LOT 231 BLOODWOOD DRIVE KUNUNURRA	PYLON SIGN	NEW	1.1129	4	\$15,000.00
BROOME RESORT DEVELOPMENT CORPORATION	COLIN WILKINSON DEVELOPME NTS	LOT 102 (36) HIBISCUS DRIVE KUNUNURRA	SINGLE DWELLING	NEW	0.0870	262	\$259,200.00
BROOME RESORT DEVELOPMENT CORPORATION	COLIN WILKINSON DEVELOPME NTS	LOT 111 (18) HIBISCUS DRIVE KUNUNURRA	SINGLE DWELLING	NEW	0.0832	241	\$256,000.00
DALECROSS HOLDINGS PTY LTD/ KEYCHIME INVESTMENTS	COLIN WILKINSON DEVELOPME NTS	LOT 118 (9) BARDING LOOP KUNUNURRA	SINGLE DWELLING	NEW	0.0809	243	\$266,303.00
MINISTER FOR WORKS (WATER CORPORATION)	BKR BUILDING	LOTS 599 & 602 (RES 31029) BANDICOOT DRIVE KUNUNURRA	2 X FACTORY/ WAREHOUSE BUILDINGS & RECLAD EXISTING FACTORY	NEW	0.865	600	\$300,000.00
MINISTER FOR WORKS (WATER CORPORATION)	BKR BUILDING	LOTS 599 & 602 (RES 31029) BANDICOOT DRIVE KUNUNURRA	OFFICE COMPLEX	NEW	0.865	350	\$1,205,749.47
TROY & JENNIFER FLEET	4 HALL STREET PORT HEDLAND WA 6721	LOT 1884 (18) FLAMETREE STREET KUNUNURRA	ACKNOWLEDGE EXISTING STRUCTURES, CARPORT, PATIO, SHED & SPA	EXIST	0.0770	80	NIL
SHIRE OF WYNDHAM EAST KIMBERLEY	PO BOX 614 KUNUNURRA	ROAD RESERVE ADJACENT TO LOT 2451 (RESERVE 28285) KONKERBER RY DRIVE KUNUNURRA	TEMPORARY INSTALLATION OF TRANSPORTABLE BUILDING	NEW	0.2147	72	\$60,000.00

KEITH DONKERS	PO BOX 651 KUNUNURRA	KING LOC 551 PACKSADDL E ROAD KUNUNURRA	SWIMMING POOL	NEW	0.7740	16	\$10,000.00
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SIGN LICENCES ISSUED

Assess No.	Lot No.	Street Address	Applicant Name	Type	Fee	Planning Approval / Delegation
#772	231	Bloodwood Drive, Kununurra	The Signcraft Group	Pylon Sign	\$25.00	PA 49/05
		Junction of Messmate Way & Victoria Highway AND junction of Drovers Road and Victoria Highway	Kununurra Race Club	Temporary Portable signs x 2	Nil	N/A exempt sign

DEMOLITION LICENCES

Property Address	Premises	Owner	Contractor	Contact Details	Comments (Asbestos)
LOT 210 (28) MANGO STREET KUNUNURRA	Steel frame ablution shed	Northern Lights Group of Companies	Vanderfield Pty Ltd	Box 405 Kununurra	Steel frame

PLANNING APPLICATION

Application Number	Applicant	Owner	Property Address	Proposed Dev't	Approval Date	Issued By
62/05	C Dobson	Kimberley Produce	Lot 11 Weero Road	Lean To to Shed	31-Aug-05	EMEDS
61/05	B Proudman	B Proudman	Lot 979 Mango Street	Lean To to Shed	31-Aug-05	EMEDS
59/05	Vanderfields Pty Ltd	RE & PJ Camer Pesci	Lot 210 Mango Street	Caretakers Dwelling	31-Aug-05	CEO
60/05	Tropical Sands	Bothkamp Pty Ltd	King Location 349 Mulligans L R	Shed	31-Aug-05	EMEDS
56/05	Eastman Poletti Sherwood	Aboriginal Lands Trust	Emu Creek Community	Single House x 2	31-Aug-05	EMEDS
58/05	Swanview Investments	Swanview Investments	Lot 1129 Dianella Way	Revised Approval	31-Aug-05	EMEDS

Shire President, M Pucci, has asked Deputy Shire President B Barnes to Chair next Item.

Cr B Barnes assumes the Chair.

Cr M Pucci declared an Impartiality Interest in Item 12.3.3 , Kimberley Development Commission left the room at 8.09pm

12.3.3 Kimberley Development Commission

(MINUTE NO 7276)

DATE:	20/09/2005
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	N/A
ATLAS REFERENCE:	N/A
AUTHOR:	John Gault, Executive Support Officer
REPORTING OFFICER:	Matthew Scott, A/Chief Executive Officer
FILE NO:	DEP18
ASSESSMENT NO:	N/A

PURPOSE

To seek two Council nominees as Board Members on the Kimberley Development Commission (KDC).

BACKGROUND

The Kimberley Development Commission has advertised for nominations for positions on its board. The positions consist of one Local Government appointment (to be a person nominated by a local government authority in the region) and one Ministerial appointment (a person appointed at the Minister's discretion). The Commission has written to all local governments in the region seeking nominations for the places available to local government nominees on the Board and request that Council provide the names of two candidates.

The role of Development Commissions is to coordinate and promote economic and socially sustainable development to achieve strong and vibrant regions. Their aims include maximising job creation, broadening local economies, identifying the need for infrastructure services, providing infrastructure and advice to businesses and ensuring equitable access to government services.

STATUTORY IMPLICATIONS

Regulation 12 (1) (b) of the Regional Development Commissions Act (1993) outlines that the Commission must request that the Shire provide the names of two people who are willing and able to be candidates for appointment as local government nominees to the Board.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Key Result Area 3 – Economic Development

Goal 2 – Business Development. That the Shire is recognised as a location that has good support mechanisms for new and established businesses.

COMMUNITY CONSULTATION

Community Consultation is not applicable.

COMMENT

Development Commissions have a significant ability to influence growth and development of regions through their funding, advocacy and network of businesses and government contacts. The Shire of Wyndham East Kimberley has traditionally worked closely with the KDC on a number of issues including air services, regional investment and business capacity building. Shire representation on the KDC Board via a Councillor representative remains appropriate.

Currently, Cr Pucci is the only Councillor that has indicated an interest in joining the board. Cr Pucci's nomination has been forwarded to the Kimberley Zone secretary, Mr Ian Bodell (CEO, Shire of Broome) for consideration, on the 16 September 2005. The formal closing date for nominations directly to the KDC is the 30 September 2005, should another Councillor desire a nomination.

ATTACHMENTS

Nil

VOTING REQUIREMENT

Absolute Majority

RECOMMENDATION

1. That the Shire of Wyndham East Kimberley support nominations from Councillor Pucci and _____ to the Board of the Kimberley Development Commission.
2. That Council give the CEO Delegated Authority to vote on Councils behalf regarding the Kimberley Zone Candidate

MINUTE NO 7276

Moved: Cr K Wright

Second: Cr J Nelson

- 1. That the Shire of Wyndham East Kimberley support nominations from Councillor Pucci and Cr J Buchanan to the Board of the Kimberley Development Commission.**
- 2. That Council give the CEO Delegated Authority to vote on Councils behalf regarding the Kimberley Zone Candidate**

CARRIED (5-2)

Shire President M Pucci returns to room at 8.20pm

13. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

14. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

15. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

MINUTE NO 7277

Moved: Cr B Barnes

Second: Cr M Middap

Motion to move Late Items 15.2 and 15.3 forward

CARRIED UNANIMOUSLY (8-0)

15.2 Application for NAP Funding - Lake Kununurra Management (MINUTE NO 7277, 7278, 7279)

DATE:	20 September 2005
PROPONENT:	SWEK
LOCATION:	NA
ATLAS REFERENCE:	NA
AUTHOR:	Keith Williams, Town Planner
REPORTING OFFICER:	Peter Stubbs, Chief Executive Officer
FILE NO:	01.2860.02
ASSESSMENT NO:	NA

PURPOSE

For Council to endorse a funding application the National Action Plan for Salinity for management of Lake Kununurra by Ord Land and Water.

BACKGROUND

Ord Land and Water, in conjunction with the Shire, Department of Environment, is submitting an application for funding to Australian Government Department of the Environment and Heritage for a project for the management of Lake Kununurra.

An outline of the project was presented to Council at the September Briefing Session by Ord Land and Water Project Manager Dick Pasfield and NRM Co-ordinator Gillian Holmes.

This project will support a multi agency approach to improving the management of Lake Kununurra and riparian areas to maintain healthy water quality levels and protect high value biodiversity assets of the Ord River between Lake Argyle and Kununurra Diversion Dam, which is included in the List of Wetlands of International Importance and listed as a Ramsar wetland.

Also, the project will contribute significantly to the integration and coordination of ongoing and future waterway activities by the Community, Local Government and State Government.

More specifically, the project actions will include the:

- ❑ Measurement of urban stormwater quality.
- ❑ Rehabilitation of degraded areas of the foreshore to reduce erosion and limit the impacts on the waterway.
- ❑ A plan to integrate upgrades and maintenance of stormwater drainage outlets to reduce pollutants entering Lily Creek Lagoon.
- ❑ Removal of weeds, such as the aquatic plant salvinia from Lily Creek Lagoon, as prioritised by the East Kimberley Weed Working Group (EKWWG).
- ❑ A plan to control exacerbated growth of native vegetation to an extent that will not significantly impact on the biodiversity values of the waterway.
- ❑ Establish a community educational program that includes showcasing traditional and cultural heritage, natural assets and best urban stormwater management practices to protect the environmental values of these assets.

The specific objectives of the project are:

- ❑ Achieve better management of the Ramsar listed site Lake Kununurra.
- ❑ Maintain the healthy water quality in Lake Kununurra (Lily Creek) through minimising impacts from increasing pressures of development, foreshore access and by improving the quality of storm water discharge from the urban areas.
- ❑ Rehabilitate degraded areas of the foreshore by implementing an ongoing revegetation plan into existing maintenance programs to reduce the impacts from erosion and contamination of Lake Kununurra.
- ❑ Integrate into the process the activities of the East Kimberley Weeds Working Group which support good management of aquatic vegetation, public open space and bush areas of the foreshore as well as operation of dam infrastructure for the Ord River Irrigation Area (ORIA)
- ❑ Develop a fully integrated and supported native vegetation management plan that considers not only the use and access to the waterway but also maintains the integrity of the ecological values.
- ❑ Establish clear operating procedures that protect and maintain foreshore and aquatic vegetation.
- ❑ Establish and build community interest, participation and contribution to the activities and solutions that will maintain a healthy and well managed waterway. Build awareness and recognition of the importance and value of Traditional lands, the environment and the heritage of the Ord River (Lake Kununurra) and activities that may impact upon these values.

4.1.1.1.1. Outcomes expected from the project are as follows:

- ❑ Arrange for the health of Lake Kununurra to be monitored to evaluate any changes in water quality.
- ❑ Adoption of best practices to reduce nutrients and waste entering waterways.
- ❑ Reduced impacts from aquatic and riparian 'weeds' on the operations of storage and irrigation infrastructure.
- ❑ Clearly defined operating processes for foreshore and aquatic vegetation maintenance.

- ❑ Native aquatic vegetation in Lake Kununurra maintained in an appropriate manner that takes into consideration its ecological benefits, such as providing habitat for native animals and its ability to assimilate nutrients, whilst also sustaining natural amenity values for commercial and recreational uses of the Lake.
- ❑ A greater community appreciation and understanding of the values the Ord River (Lake Kununurra) waterway assets.

Tourism and recreational use of the Lakes has significantly increased and this has caused pressure on users and management agencies. It is clear that current and further initiatives may be required to compliment the local administration and management arrangements. Various strategic plans by local industries and groups have been developed to consolidate a community approach to key issues and to clarify roles and responsibilities in management. Implementation of some of, or parts, of these plans need to be continued.

Therefore this project builds on efforts to implement a wide range of existing projects and management practices, and will play a crucial role in coordination and management of projects. Significantly, support of this project will result in funding for the preparation and implementation of various management plans for Lake Kununurra.

FINANCIAL IMPLICATIONS

The proposal includes funding applications that will result in external funding for some of Councils operational processes:

MAJOR		SOURCE OF FUNDING				
		PROPONENT	COMMUNITY	LOCAL GOVT	STATE AGENCIES	NHT/NAP/NLP
YEAR 1		3			1	
1. MANAGEMENT						1
2. PROJECT OFFICER						
3. STORMWATER MANAGEMENT PLAN				5 2		2
4. VEGETATION MANAGEMENT PLAN				5		2
5 WEED CONTROL			3 2	2		3
6. REHABILITATION						
7. SIGNAGE						1
8. MONITORING			2			1
9. COMMUNICATION	20,000					20,000
TOTAL FOR PROPOSAL	310,500	3,000	7,200	56,300	10,000	234,000

POSSIBLE FUTURE TOTAL						
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1. In-kind contribution.
2. Cash contribution.

Significantly, much of the funding allocations for this project relate to operational aspects already being undertaken and budgeted for by Council, and the strategic nature of the projects and management plan will assist Council with budgeting priorities and funding allocation, as well as providing strategic guidance for projects.

CONSULTATION

Public consultation for the projects will occur on an individual basis.

COMMENT

The funding application is supported to provide strategic focus and additional funding to projects that will assist with management of Council's operations.

Additionally, the projects will provide Council with input into multidisciplinary and multi agency management plans, ensuring Councils interest in these areas is recognised.

ATTACHMENTS

A copy of the funding application is attached.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council endorse the National Action Plan funding application by Ord Land & Water and the Shire of Wyndham East Kimberley as Project Partner.

MINUTE NO 7278

Moved: Cr B Barnes

Second: Cr J Nelson

That Council endorse the National Action Plan funding application by Ord Land & Water and the Shire of Wyndham East Kimberley as Project Partner.

CARRIED UNANIMOUSLY(8- 0)

MINUTE NO 7279

Moved: Cr B Barnes

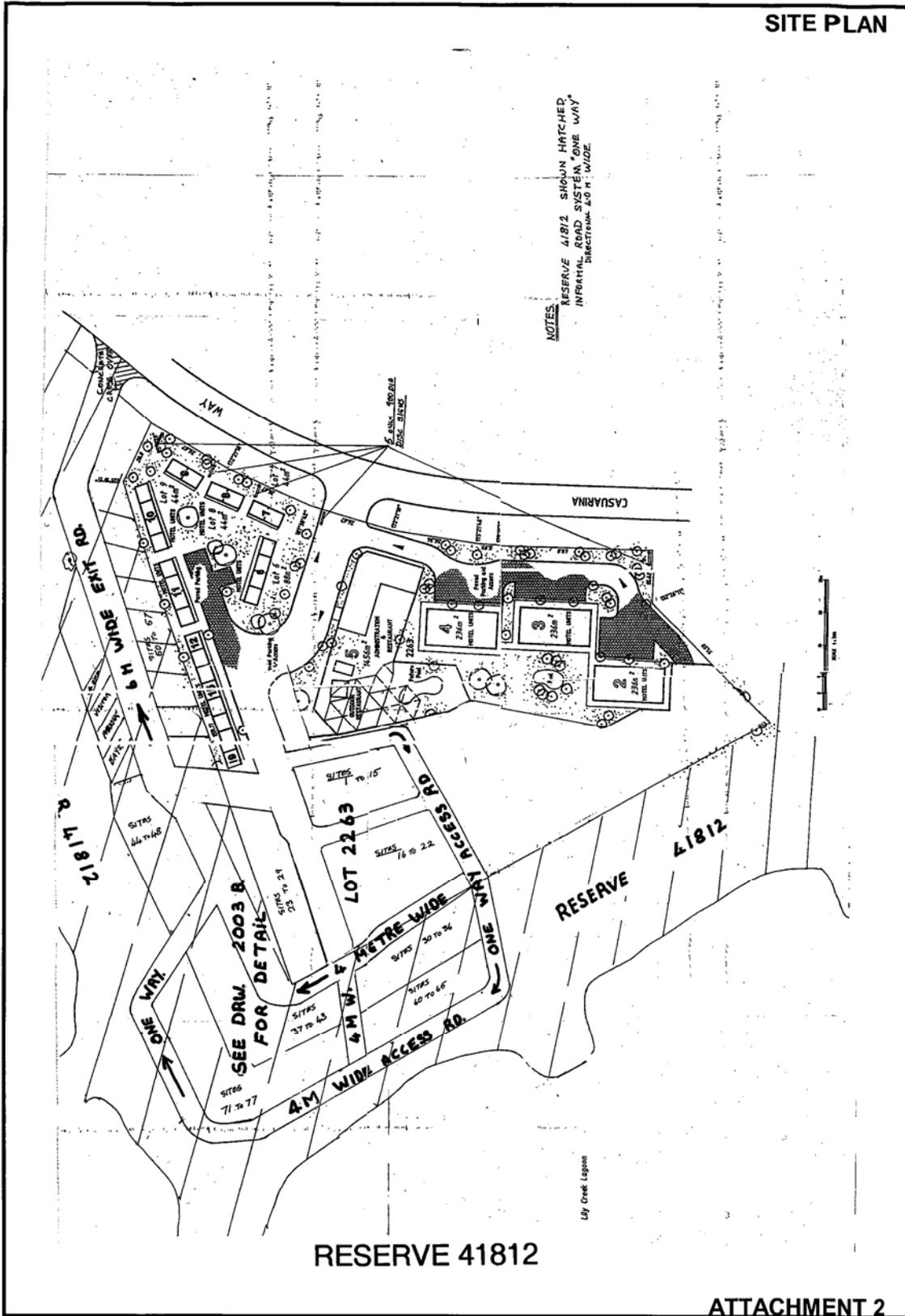
Second: Cr J Nelson

That Council endorse the National Action Plan funding application by Ord Land and Water and the Shire of Wyndham East Kimberley as Project Partner, subject to signing by new CEO and not Acting CEO

CARRIED (5-4)

Shire President used casting vote

SITE PLAN



RESERVE 41812

ATTACHMENT 2

(NHT, NAP & NLP Component)

State ID No:	
Australian government ID No:	

**Natural Heritage Trust
National Action Plan for Salinity and Water Quality
National Landcare Program**

**Proforma For
Targeted Investment Proposals
FULL VERSION**

This proforma for submitting an investment proposal provides an indication of the information required and a preferred format. The following information should be provided for all proposals:

Part A: Administrative details
Part B: Financial information
Part B: Proposal summary and details

PART A – ADMINISTRATIVE DETAILS

Name of proponent organisation Ord Land and Water

Australian Business Number 95 280 760 524

Is the organisation

• **GST registered?** Yes

• **Is the organisation incorporated?** Yes

Incorporation Number A1009716U

Date of incorporation 6th June 2001

• **A Statutory Authority?** No

CONTACT DETAILS FOR ALL CORRESPONDENCE:

Title Mr **First name** Dick **Last Name** Pasfield

Position Coordinator

Address PO Box 1804

Kununurra, WA **Postcode** 6743

Phone 0891 9692 222

Facsimile 0891 683 100

Mobile 0418 959 832

E-mail dick@olw.com.au

PROPOSAL PARTNER AND PROJECT DELIVERY AGENT

Title Mr **First name** Matthew **Last Name** Scott
Position Chief Executive Officer (Acting)
Address PO Box 614
Kununurra, WA **Postcode** 6743
Phone 0891 684100
Facsimile 0891 681798
Mobile _____
E-mail ceo@thelastfrontier.com.au

The Australian Government Department of the Environment and Heritage and the Department of Agriculture, Fisheries and Forestry-Australia and the Department of Agriculture Western Australia are collecting the information on this form to assess your proposal and if your proposal is successful, to provide funding. This is authorised by the *Natural Heritage Trust of Australia Act 1997* and/or the *Natural Resources Management (Financial Assistance) Act 1992*.

These departments may give some or all of this information to:

- State government agencies that work in partnership with the Australian Government in managing the Natural Heritage Trust, the National Action Plan for Salinity and Water Quality and the National Landcare Program
- State and technical assessment panels that are responsible for assessing investment proposals
- Members of Parliament, Senators and media who may help in publicising successful proposals
- Landcare Other stakeholders with an interest in the Natural Heritage Trust, the National Action Plan for Salinity and Water Quality and the National Landcare Program for the purposes of research, education or proposal development.
- Australia Limited or Conservation Volunteers Australia

Location:

Please tick the box relating to the region(s) where your proposal will be primarily conducted.

Avon	<input type="checkbox"/>	South Coast	<input type="checkbox"/>
Northern Agriculture	<input type="checkbox"/>	South West	<input type="checkbox"/>
Rangelands	<input checked="" type="checkbox"/>	Swan	<input type="checkbox"/>
Statewide	<input type="checkbox"/>		

Proposal will be primarily conducted in _____ region (area)

or approximately _____ km in a _____ direction from _____ (town) _____

Proponent Declaration:

I/We endorse the attached proposal for funding from the Natural Heritage Trust and/or the National Action Plan and/or the National Landcare Program and certify that all information given is true and correct. I/We acknowledge that the information contained in this proposal may be released to the parties identified above.

Authorised Representative

Date

Authorised Representative

Date

PART B – PROPOSAL SUMMARY AND DETAILS

Title: (12 words or less)

Key management actions for Lake Kununurra

Description and Summary:

This should describe in 200 words or less what the proposal is about, focussing on what the planned outcome is.

This project will support an approach to improve the management of the riparian areas to maintain healthy water quality levels and protect high value biodiversity assets of the Ord River between Lake Argyle and Kununurra Diversion Dam which is included in the List of Wetlands of International Importance and listed as a Ramsar wetland (protected by the Commonwealth under the Environment Protection Biodiversity and Conservation Act). Also, the project will contribute significantly to the integration and coordination of ongoing and future waterway activities by the Community, Local Government and State Government.

More specifically, the project actions will include the:

- ✚ Measurement of urban stormwater quality.
- ✚ Rehabilitation of degraded areas of the foreshore to reduce erosion and limit the impacts on the waterway.
- ✚ A plan to integrate upgrades and maintenance of stormwater drainage outlets to reduce pollutants entering Lily Creek Lagoon.
- ✚ Removal of weeds, such as the aquatic plant salvinia from Lily Creek Lagoon, as prioritised by the East Kimberley Weed Working Group (EKWWG).
- ✚ A plan to control exacerbated growth of native vegetation to an extent that will not significantly impact on the biodiversity values of the waterway.
- ✚ Establish a community educational program that includes showcasing traditional and cultural heritage, natural assets and best urban stormwater management practices to protect the environmental values of these assets.

Objectives:

Describe the objectives and how they will contribute to the objectives sought by the NHT and/or NAP and/or NLP (refer to guidelines).

- ✚ Achieve better management of the Ramsar listed site Lake Kununurra.
- ✚ Maintain the healthy water quality in Lake Kununurra (Lily Creek) through minimising impacts from increasing pressures of development, foreshore access and by improving the quality of storm water discharge from the urban areas.
- ✚ Rehabilitate degraded areas of the foreshore by implementing an ongoing revegetation plan into existing maintenance programs to reduce the impacts from erosion and contamination of Lake Kununurra.
- ✚ Integrate into the process the activities of the East Kimberley Weeds Working Group which support good management of aquatic vegetation, public open space and bush areas of the foreshore as well as operation of dam infrastructure for the Ord River Irrigation Area (ORIA)
- ✚ Develop a fully integrated and supported native vegetation management plan that considers not only the use and access to the waterway but also maintains the integrity of the ecological values.
- ✚ Establish clear operating procedures that protect and maintain foreshore and aquatic vegetation.
- ✚ Establish and build community interest, participation and contribution to the activities and solutions that will maintain a healthy and well managed waterway. Build awareness and recognition of the importance and value of Traditional lands, the environment and the heritage of the Ord River (Lake Kununurra) and activities that may impact upon these values.

Expected Outcomes:

Describe these and how they will contribute to the outcomes sought by the NIIT and/or NAP and/or NLP (refer to guidelines). Where possible, an attempt should be made to quantify the expected outcomes and how they will contribute to achieving regional NRM outcomes. What are the deliverables?

- ✚ Arrange for the health of Lake Kununurra to be monitored to evaluate any changes in water quality.
- ✚ Adoption of best practices to reduce nutrients and waste entering waterways.
- ✚ Reduced impacts from aquatic and riparian 'weeds' on the operations of storage and irrigation infrastructure.
- ✚ Clearly defined operating processes for foreshore and aquatic vegetation maintenance.
- ✚ Native aquatic vegetation in Lake Kununurra maintained in an appropriate manner that takes into consideration its ecological benefits, such as providing habitat for native animals and its ability to assimilate nutrients, whilst also sustaining natural amenity values for commercial and recreational uses of the Lake.
- ✚ A greater community appreciation and understanding of the values the Ord River (Lake Kununurra) waterway assets.

Strategic Nature of the Proposal:

Describe the strategic value of your proposal. Will it have significant or widespread impact?

Lake Kununurra provides a reliable water supply for the existing and proposed irrigated agricultural areas of the Ord. Lake Kununurra has been included in the List of Wetlands of International Importance and has been listed as a Ramsar wetland and is therefore considered environmentally sensitive. The Lake is well recognised for its ecological, and cultural values as well as other economic benefits from tourism.

Tourism and recreational use of the Lakes has significantly increased and this pressure has caused the Shire of Wyndham East Kimberley to respond through local management arrangements. It is clear that current and further initiatives may be required to compliment the local administration and management arrangements. Various strategic plans by local industries and groups have been developed to consolidate community approach to key issues and to clarify roles and responsibilities in management. Implementation of some of, or parts, of these plans need to be continued.

Therefore this project builds on efforts to implement actions identified in:

- ✚ The Ord Land and Water Management Plan (OLWMP) developed by the community group Ord Land and Water. This strategic plan was produced from an extensive local community and government process over a two year period.
- ✚ The Shire of Wyndham East Kimberley's (SWEK) Strategic Plan and specific policies related to NRM and local waterways.
- ✚ Recommendations from the Aboriginal Social and Economic Impact Assessment (ASEIA) of the Ord River Irrigation Area Stage 1 developed by the Miriuwung Gajerrong (MG) people for the Final Ord Agreement between MG people and State Government.
- ✚ Weed control strategies developed by the EKWWG.

Outcomes of this project are also critical to the compliance requirements under the new vegetation clearing regulations of the Environmental Protection Act, 1986 where the maintenance of aquatic native vegetation has exacerbated conflict in waterway use and protection. An assessment of native vegetation, prepared in consultation, could assist in retaining native vegetation of conservation significance. (Native vegetation is defined as indigenous aquatic or terrestrial vegetation including cumbungi, grass, herbaceous plants, shrubs and trees).

Linkages with NRM Strategies:

Provide an indication of how the proposal will relate to the NRM plan or outcomes being developed for the region(s) on which the proposal will impact or any State or national strategies.

This project links to a number of catchment, regional, state and national NRM strategies –

Catchment: The project focuses on ‘Tier 1 and 2 issues as identified within the Ord component of the Rangelands Management Strategy and goals and strategies within the OLWMP and SWEK Strategic Plans by addressing water quality and native vegetation integrity. It also addresses social and environmental recommendations found within the ASEIA document. In addition it implements strategies developed by the EKWWG, an informal group representing Government and community organisations dealing with the impacts of weeds in the East Kimberley.

State: By addressing, the recommendations from the State Sustainability Strategy and developing partnerships between state agencies, Local Government and community Indigenous and Non-Indigenous organisations that is important for the longer term economic, environmental and social future of the region

Commonwealth: The Ord catchment is an identified priority under NAP and this program supports the overarching NAP objective of improving water quality as well as addressing areas of priority activity such as the protection of high value infrastructure and biodiversity assets, recovery of ecosystems and enhancing knowledge and skills of land managers and owners.

Contribution to NRM Targets:

What contribution will the proposal make to meeting regional, State or national NRM targets? Where possible provide information on specific targets.

Principle Resource Condition Target	Principle Management Action Target	Identified NAP/NHT Investments (activities)	Expected outcomes and outputs# from NAP/NHT Investments
ORCT5	OW1	Collect information and develop water quality guidelines	
	OW3	Monitor urban discharge impacts on water quality	
	OW8	Implement priority actions of the OLWMP.	
RCT11	W1	Collect and review data on values and threats for priority areas and develop management actions	
	W2	Determine Water quality thresholds for intervention for priority areas.	
	W5	Urban BMPs for water quality developed.	
	W6	Identify priority areas and implement water quality monitoring.	
	W9	Guidelines developed to reduce development impacts on waterways	
	W11	Develop and implement water quality education programs	
RCT12	W16	Identify areas for water quality monitoring urban discharge	
	W24	Apply urban design water guidelines.	
	W29	Public education of cultural values	
RCT14	W33	Prioritise management for waterways.	

	W37	Foreshore and aquatic weed assessment.	
	W39	Implement management plans.	
	W41	Eradicate and control aquatic and riparian weed species	
	W45	Develop management plan for Ramsar sites	
	W51	Develop cultural and environmental education plan.	
	W55	Record and display cultural values as applicable to the environment	

#Output table - attachment A1

Time Critical Nature of the Proposal:

Describe the time critical nature of the proposal. What are the risks of not undertaking the proposal immediately? What future works depend on this proposal being carried out now? Is the proposal's timing critical to maintaining community momentum? What opportunity will be lost if the proposal does not go ahead? How will the proposal extend or accelerate any existing activities?

The timing of this project is critical to continue the eradication of the aquatic weed salvinia from Lily Creek Lagoon. Currently, the weed has been isolated from spreading across Lily Creek Lagoon by a constructed earth bund around the affected site. Spray and burn treatments have been positive and further efforts are required to ensure the weed is removed.

The project is advantageous as it has a strong link to the development of the Shire's community foreshore plan to identify use and protection on the foreshore of Lake Kununurra. The maintenance of foreshore land for public open space, bush land and native aquatic vegetation is a significant issue for the State, the Shire and the community. The project will provide important information and direction for land and water managers to implement management actions according to the new native vegetation clearing regulations.

In order for urban storm water education to commence and discharge flows to be monitored and gauged, the implementation of this project will need to coincide with the coming wet season.

Linkages with other Activities:

Does your proposal link with activities or build on previous investments?

This project will continue to build on the outcomes of the Ord Land and Water (OLW) NHT project (*Working with the Community to Improve Environmental Management in the Ord Region*) by assisting the community foreshore management committee to develop a foreshore plan outlining foreshore use by the public, for development purposes and for conservation and protection. Furthermore, the project will support the Shire in the development of operational policies related to the maintenance of the foreshore.

The project is also linked to the strategic management initiatives of the EKWWG for the control and eradication of riparian weeds. There are also links to the current foreshore rehabilitation initiatives carried out by the Shire under their Strategic Plan to remove weeds and stabilise foreshore.

In conjunction with the outcomes of this project, a group commonly called the Ord River Waterways Management group (ORWVG) are providing advice and clarifying the roles and responsibilities to help manage a number of waterway issues. This group includes representatives from the Shire and a collective of government departments, with strong community interest from the Miriwoong Gajerrong people and Ord Land and Water.

Recently, the Shire has taken steps to develop a Lake Kununurra foreshore plan to clarify key issues, consolidate views and values, resolve management direction and protect the benefits that Lake Kununurra provides for the community. This project will contribute to implementation of this plan.

The educational component of this project links into the outcomes of the current NAP priority project titled Sediment Survey of Lake Argyle.

Other proposed NAP projects are linked under the Sustainable Water Management Program.

Value for Money:

Identify the potential social, environmental and economic impacts of the proposal.

This project will provide an agreed approach, details and operational procedures to minimise potential negative environmental impacts on the aquatic and riparian parts of the Ord River between the Ord River and Kununurra Diversion dams.

Through the provision of cost efficient options for water quality and vegetation management, this project will deliver positive economic benefits to land managers and those organisations responsible for managing impacts on waterways.

Finally it will build on the pre-existing work of engaging the community in NRM initiatives through the development and enhancement of working partnerships between community and Government stakeholders.

Community Support:

Demonstrate community support for the proposal, including consultation with local government and indigenous communities. This might include community consultation as part of planning processes, involvement in and contributions to implementing actions and commitment of landholders to undertake activities.

This project is strongly supported by the community group OLW, Traditional Owners represented on the Miriuwung Gajerrong Global Negotiating Sub Committee (ASEIA) and SWEK. Coordination between all groups and the Department of Environment has been ongoing through a variety of initiatives including previous OLW NHT funded project (*Working with the Community to Improve Environmental Management in the Ord Region*).

Beneficiaries from Proposal Outcomes:

Who will be the main beneficiaries of the outcomes from the proposal? Do the contributions identified in the cost sharing section reflect the relative benefits derived by the beneficiaries? Do the public benefits outweigh the private benefits?

Major beneficiaries of this project will be –

- ✚ The community through the development and implementation of management options that will maintain healthy waterways and foreshore areas.
- ✚ Land managers through a better understanding of management issues and regulatory requirements on the waterways.
- ✚ Land managers/developers through the development of clearer processes for development on the foreshore.
- ✚ Downstream irrigated agriculture, tourism, the community and Ramsar sites through the eradication of salvinia and other threatening weeds from within Lake Kununurra.

Scientific and Technical Details:

Provide a summary of any scientific and technical data relating to the proposal that identifies the issue the proposal wishes to address.

This project aligns with local plans –

- ✦ The 1995 Management Plan for Lily Creek.
- ✦ The Ord Land and Water Management Plan's Town, Conservation and River components.
- ✦ The SWEK Strategic Plan

In addition it meets objectives within –

- ✦ *Waterways WA State-wide Objectives for Waterways Management 2000*
- ✦ Determining Foreshore Reserves, WRC 2001
- ✦ Foreshore Policy 1 - Identifying the Foreshore Area, WRC, 2002

Operational Details:

How will the proposal be carried out, what activities will be implemented and where? Will the proposal address the causes of the issues it aims to address and not just the symptoms? How much of the problem will be addressed with the requested funding? Is it technically feasible? What is the likelihood of success in meeting its objectives?

Specialist personnel are to be engaged as required for both the project officer and contract components of this project.

The OCRG will provide an overarching management role in the administration of NAP funds and the monitoring of the project's progress. Components of the project will be managed and coordinated by the proponent and partner organisations and the local NAP coordinator.

Proposal Schedule:

Please use GST exclusive figures

Include the start date (not before 1 January 2004), finishing date and quarterly milestones linked to payments. Milestones need to identify the key achievements in completing the activities as they will be used to schedule progress payments.

Please identify with an asterisk one to two key milestones for each 6 month period.

Milestones	Actions	Duration eg days, weeks	Funding required at quarterly milestone	Performance indicator to show the milestone has been achieved
Employment of extension and management personnel	Employment process	1 month	84000	Extension and management personnel employed.
Management Plan (vegetation)	Consultancy process	3 months	20,000	Plan developed.
Management Plan (Stormwater)	Consultancy process	3 months	25,000	Plan developed.
Salvinia removed	Infestation excavated and sprayed	6 months	12,000	No salvinia found.
Monitoring	Stormwater water quality monitored	6 months	12,000	Ongoing.
Riparian weed management	Weeds removed from priority areas	12 months	18,000	Weed infestations reduced.
Foreshore rehabilitation	Selected areas revegetated and access controlled.	12 months	12,000	Selected area rehabilitated.
Signage	Information collated and interpretative work done.	6 months	10,000	Signage in place.
Information dissemination	Newsletters, pamphlets	12 months	5,000	Newsletters and pamphlets distributed.
Total			198,000	

Monitoring, Evaluating and Reporting:

Describe the processes you will use to monitor, evaluate and report on your proposal. This should include reporting to regional groups or demonstrate why reporting to regional groups is not relevant. Proposals will need to report against milestones half yearly and financial performance on a quarterly basis. You should identify early in the proposal the benchmarks against which to measure your progress, how to identify proposal successes, what progress you will have made by the end of the activity and what data you will need to measure this progress. You will need to plan to provide an overall review of the activity and identify resources to undertake this review.

Monitoring of the project's progress will be by way of project partners and stakeholders and their respective linkages to the project.

Project progress reports will be made to the OCRG as required. Outcomes will be reported to both the OCRG and the Kimberley Sub-Regional NRM Group. NAP reporting requirements will be met by the project proponent and partners.

Communications:

How will you let key stakeholders know about your activity and how will you communicate its outcomes? How much funding is included in the activity budget for communications activities? Indigenous and Non-English Speaking Background Communities: *Proposals must set out how the special needs of indigenous and non-English speaking background communities have been accommodated.*

Working in partnership is an integral part of this project. It is proposed that general communication and engagement mechanisms be based on those developed within the OLV NHT project 'Working with the Community to Improve Environmental Management in the Ord Region', this includes specific strategies collaboratively working together, informing stakeholders in well established and known newsletters. Other ways and arrangements have been developed to involve indigenous people in and about the project activities.

Risk Management:

Identify the key risks or barriers that may affect the achievement of the outcomes of your proposal, for example, skills gap, timing, and climatic conditions. Identify how these risks will be managed to ensure that outcomes can be achieved.

Specific Risk	Description of Risk	Likelihood and impact	Strategies to manage identified risks
Management plans	Management plans developed determine implementation costs to onerous.	Medium risk, and would impede further work	Planning and prioritisation of tasks to suit uptake capacity of stakeholders.
Rehabilitation	Rehabilitation work is unsuccessful and erosion occurs or invasive weeds return.	Medium risk, and would impede further work	Ensure project adequately is resourced along with ongoing site monitoring and maintenance plans in place.
Weed impacts	Invasive weeds such as salvinia will not be controlled and spread outside current areas	High risk, with severe economic and environmental consequences attached.	Ensure project adequately is resourced and available expertise is utilised to ensure eradication and control is successful
Limited implementation and utilisation of knowledge.	Community and organisation capacity to act on information is limited.	Medium risk, and would put back project timeframes.	Ensure knowledge transfer and implementation options are appropriate to target audience.

PART C – FINANCIAL DETAILS

Budget:

Please use GST exclusive figures

Split into employment costs (not less than 20% of a person's time) / operating costs / capital costs. Please provide justification for major budget items greater than \$5,000. Please identify those items for which funding is sought.

Note that proposals are expected to cover a 12 month period although the activity could be completed in a lesser time or because of weather or operational issues a period of up to 18 months may be specified. Where proposals are likely to be ongoing, an indication of the full timeframe and estimated future funding requirements should be identified in the "future" funding table below to enable a full assessment of the costs and benefits of the proposal.

Major area of Proposal Activity	Budget (\$,000)	Budget Breakdown			
		Employment costs	Operating costs	Capital costs	Justification
Year 1					
1. Management	13,000	10,000	3,000		Salary and on-costs, OLW Board in kind.
1. Project Officer	100,000	80,000	20,000		1.0 FTE Salary plus on-costs.
2. Stormwater Management Plan	52,000	25,000 (Consultant)	27,000		Employment of consultant. Plus Shire in-kind and cash support.
3. Vegetation Management Plan	25,000	20,000 (Consultant)	5,000		Employment of consultant. Plus Shire in-kind support.
4. Weed control	57,000	6,000 (contractor)	45,800		Weed removal utilising contractor and Plus community in-kind support.
4. Rehabilitation	14,500	????	14500		
5. Signage	15,000	Project Officer	15,000		Development, manufacture and placement of signage. Plus DoE in-kind
6. Monitoring	14,000	Project Officer	14,000		Water quality monitoring of Lily Creek.
7. Communications	20,000	Project Officer	20,000		
Total for Proposal	310,500	141,000	169,500		

Are you likely to require more than 12 months of funding? If so, please indicate in the following table.

Major area of Proposal Activity	Budget (\$,000)	Budget Breakdown			
		Employment costs	Operating costs	Capital costs	Justification
Future total	310,000	150,000	160,000		240,000 from NAP

Payment Details:

Clearly set out the quarterly payment requirements to enable the activities to be undertaken in the table below.

Quarter commencing	Expected Expenditure (\$)	Payment requirements (\$)
On signature of the agreement		
Quarter 2		
Quarter 3		
Quarter 4		
If more than 12 months funding required:		

Funding Sources:

Please use GST exclusive figures

Clearly set out the cash and in-kind resources that are required to complete the proposal. The funding sought from the Australian and State/Territory Governments through the Natural Heritage Trust, the National Action Plan for Salinity and Water Quality or the National Landcare program will need to be specified. In-kind resources sought from the Government and the cash and in-kind support from proponents and sources other than the Australian and State Governments should be identified.

Major area of Proposal Activity	Budget (\$,000)	Source of Funding				
		Proponent	Community	Local Government	State Agencies	NHT NAP NLP
Year 1						
1. Management	13,000	3,000 ¹			10,000 ¹	Nil
1. Project Officer	100,000					100,000
2. Stormwater Management Plan	52,000			5,000 ¹ 22,000 ²		25,000
3. Vegetation Management Plan	25,000			5,000 ¹		20,000
4. Weed control	57,000		3,000 ² 2,200 ¹	21,800 ²		30,000
5. Rehabilitation	14,500			2,500 ²		12,000
6. Signage	15,000					15,000
7. Monitoring	14,000		2,000 ¹			12,000
8. Communication	20,000					20,000
Total for Proposal	310,500	3,000	7,200	56,3000	10,000	234,000
Possible future total						

1. In-kind contribution.
2. Cash contribution

15.3 Commercial Boat Facility Investigations

(MINUTE NO 7280)

DATE:	20/09/2005
PROPONENT:	
LOCATION:	Na
ATLAS REFERENCE:	
AUTHOR:	Keith Williams
REPORTING OFFICER:	Peter Stubbs
FILE NO:	60.14.04
ASSESSMENT NO:	

PURPOSE

For Council to authorise officers to continue investigating a potential commercial boating facility on Reserve 41812 and Reserve 29297 near Swim Beach.

BACKGROUND

Council has been dealing with this issue for some time, and various reports and deliberations have occurred regarding a preferred commercial boating facility.

To date, no concurrence on a facility has been able to be achieved.

In the course of investigating and addressing issues regarding operational impacts of some commercial operators, Council officers reviewed a number of potential locations for the temporary relocation of these users, to provide temporary solutions to conflicts.

During assessment of the various identified locations, officers and operators identified the suitability of the recommended site. The site consists of a small man made inlet located near the existing sailing club buildings.

This site was assessed and determined by the operators and officers as being highly suited for development of a commercial boating facility, for the following key reasons:

- Capacity for individual leases
- Reduced conflicts with recreational users
- Potential reduced pollution
- Relocates conflicting uses outside the P1 Public Drinking Water Supply Area [PWDSA]

The site is located on two reserves, Reserve 41812, which is the foreshore reserve, and Reserve 29297, which is a reserve for recreation. Both reserves enable leasing.

Concept plans have been developed for the proposal. Concept 1 shows a small facility catering for two or three proponents, and was originally envisaged to be a short term lease [5 years] to provide tenure for several operators that are experiencing conflicts.

The tenets of this proposal were:

- 5 year lease
- Lease to expire with development of any commercial boating facility
- Co-located triple j tours and alligator float plane facility
- Caretakers dwelling to provide security only
- Caretakers dwelling limited to two bedrooms and 75 square metres
- All buildings to be aesthetically designed with verandahs and Architectural features
- All structures to be removable
- All fuel services to be inside sheds
- Vegetation screening to consist of endemic species

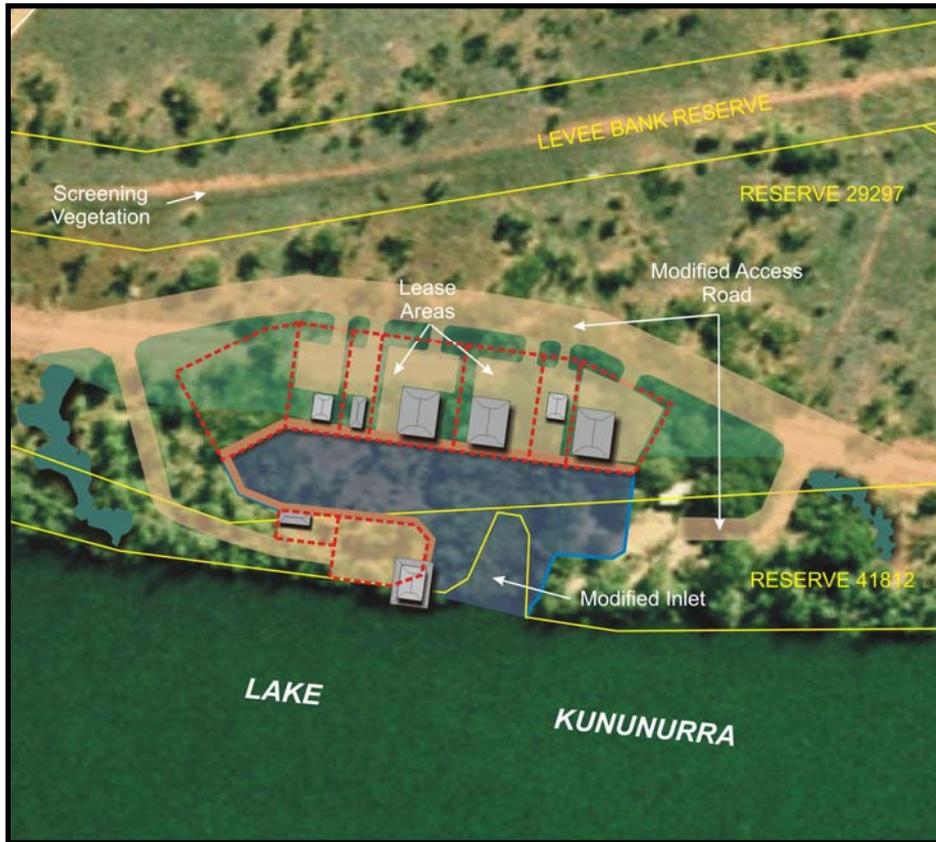


Concept 2A, below, demonstrated how a commercial boating facility could be developed at the subject site if it was developed as a permanent facility. Key tenets of this proposal are:

- Long term leases - 10 to 21 years
- Shire to develop and lease to tourism operators
- Developers to develop individual lease areas
- Caretakers dwelling to provide security only
- Caretakers dwelling limited to one bedroom and 60 square metres
- All buildings to be designed in accordance with design guidelines
- All fuel services to be inside sheds
- Vegetation screening to consist of endemic species
- No leases to be issued in other locations



Concept 2B, below, demonstrates the long term potential of the site to cater for other users and increased tourism operators.



FINANCIAL IMPLICATIONS

Continuation of investigation of the proposed facility will require officer's time. Further investigations will also require engineering input, and this may require external consultants that will incur a fee.

CONSULTATION

Public consultation has occurred as a result of meetings with:

- Commercial Boat Operators
- Ord River Waterways Management Group
- Lake Kununurra Foreshore Plan Steering Committee
- Ord River Sailing Club

Comment from commercial operators is positive and the proposal has broad support from all sectors of the industry. There is some minor concern regarding future operating requirements for hire drive operators, however, it is recognised that this issue will require a separate and distinct solution.

General comment from the ORWVG and LKFPSC is positive, though with a number of issues to be addressed:

- Potential impact of closure during flood events when river is closed between the M1 Channel and Diversion Dam
- Leasing of other foreshore areas must be prohibited and commercial operators must be directed to use the facility, to ensure it remains viable and that ad hoc development of the foreshore does not occur.

Comment from the Ord River sailing club was generally not supportive, for the following reasons:

- Potential impact on sailing club built infrastructure
- Potential impact on sailing club operations
- Potential conflict with commercial users and sailed vessels

While there are serious concerns by the sailing club, it is anticipated that with some modifications, the proposal can be redesigned to eliminate these conflicts. It should be noted that the Sailing club has been inactive for a number of years, consists of a handful of members, and that their lease with the Shire has expired. Regardless of these facts, Council Officers strongly believe the Sailing Club can co-exist with the development, for at least the short to medium term of the project, and the facility would fund any relocation of the club if required in the long term.

COMMENT

The proposal has progressed significantly, and has broad support from a number of key stakeholders, and has potential to provide for operators needs. Significantly, if the project develops simply to cater for two or three operators, the assessment and investigations are still required.

Accordingly, it is recommended that the proposed facility is endorsed by Council and that further assessment and investigation is continued.

ATTACHMENTS

nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council:

1. Endorse the location of a commercial boat facility at the proposed location near swim beach;
2. Authorise Council Officers to prepare detailed plans and recommendations regarding the development of a commercial boat facility at the proposed site;
3. Authorises further community consultation on the proposed commercial boat facility, with all outcomes being reported back to Council.

MINUTE NO 7280

Moved: Cr K Wright

Second: Cr B Barnes

That Council:

1. ***Endorse the location of a commercial boat facility at the proposed location near swim beach;***
2. ***Authorise council officers to prepare detailed plans and recommendations regarding the development of a commercial boat facility at the proposed site;***
3. ***Authorises further community consultation on the proposed commercial boat facility, with all outcomes being reported back to Council.***

CARRIED (5-3)

Council has requested votes to be recorded

FOR

Cr K Wright

Cr J Parker

Cr B Barnes

Cr G Hamilton

Cr M Middap

AGAINST

Cr J Nelson

Cr M Pucci

Cr J Buchanan

16. MATTERS BEHIND CLOSED DOORS

MINUTE NO 7281

Moved: Cr B Barnes

Second: Cr M Pucci

Council to go behind Camera

CARRIED UNANIMOUSLY (8-0)

Cr M Middap declared a Financial Interest in Item 16.1, Confir left the room at 8.37pm

16.1 CONFIDENTIAL ITEM - SALE OF AIRPORT BLOCKS (MINUTE NO 7281, 7282, 7283, 7284, 7285, 7286)

DATE:	20 September 2005
PROPONENT:	Cavok Services Pty Ltd / Mr Steven Guerinoni
LOCATION:	East Kimberley Regional Airport
ATLAS REFERENCE:	Map 38, G5
AUTHOR:	Matthew Scott, Executive Manager Corporate and Community Services
REPORTING OFFICER:	Matthew Scott, Executive Manager Corporate and Community Services
FILE NO:	01.0999.09
ASSESSMENT NO:	0999

IN ACCORDANCE WITH SECTION 5.23.2B OF THE LOCAL GOVERNMENT ACT 1995. THIS ISSUE IS BEING CONSIDERED BEHIND CLOSED DOORS ON THE GROUNDS THAT IT DEALS WITH THE PERSONAL AFFAIRS OF A MEMBER OF PUBLIC

MINUTE NO 7282

Moved: Cr K Wright

Second: Cr J Nelson

Motion to split Item 16.1 into 2

- 1. Cavok recommendation to be dealt with first**
- 2. Steve Guerinoni**

CARRIED UNANIMOUSLY (8-0)

MINUTE NO 7283

Moved: Cr K Wright

Second: Cr B Barnes

1 That Council revokes the resolutions of minute 7021 and minute 7198, being:

Minute No. 7021

Moved Cr J Buchanan/Cr K Wright

- 1. That Council undertake investigations into the current leasing arrangements on Lot 308 Dusty Rankin Drive**
- 2. That subject to the CEO receiving a satisfactory explanation to the existing lease arrangement, that Council give delegated authority to the CEO to progress the sale of Lot 308 Dusty Rankin Drive to Cavok Services Pty Ltd for no less than the medium market valuation provided by a qualified valuer.**
- 3. That the disposal method be via a public advertisement of the proposed disposition of accordance to the Local Government Act 1995.**

Carried Unanimously (8-0)

MINUTE NO 7198

Moved Cr R Devenish-Meaers/K Wright

- 1. That Council give delegated authority to the CEO to progress the sale of Lot 318 Laine Jones Drive, Kununurra, to Mr Steven Gueirnoni for no less than the medium market valuation provided by a qualified valuer.**
- 2. That the disposal method be via a public advertisement of the proposed disposition in accordance to the Local Government Act 1995.**

CARRIED UNANIMOUSLY (9-0)

1/3 of Council must indicate their support to revoke these minutes before voting on the rescision motion.

2 That Council:

- a. Accepts Cavok Services Pty Ltd offer to purchase lot 308 Dusty Rankin Drive for \$50,000 (exclusive of GST);**
- b. Gives delegated Authority to the CEO to progress the sale of Lot 318 Laine Jones Drive, Kununurra, to Mr Steven Guerinoni for no less than \$90,000.**
- c. That the disposal method for Lot 308 Dusty Rankin Drive and Lot 318 Laine Jones Drive, Kununurra, be via public advertisement of the proposed disposition in accordance to the Local Government Act 1995.**

CARRIED UNANIMOUSLY (7-0)

MINUTE NO 7284

Moved: Cr K Wright

Second: Cr J Buchanan

Accepts Cavok Services Pty Ltd offer to purchase Lot 308 Dusty Rankin Drive for \$50,000(exclusive of GST) at EKRA

CARRIED UNANIMOUSLY (7-0)

Cr M Middap returned to room at 8.42pm

MINUTE NO 7285

Moved: Cr J Buchanan

Second: Cr J Nelson

Rescind the motion of Minute No 7198

- 1. That Council give delegated authority to the CEO to progress the sale of Lot 318 Laine Jones Drive, Kununurra, to Mr Steven Gueirnoni for no less than the medium market valuation provided by a qualified valuer.**
- 2. That the disposal method be via a public advertisement of the proposed disposition in accordance to the Local Government Act 1995.**

CARRIED UNANIMOUSLY (8-0)

MINUTE NO 7286

Moved: Cr K Wright

Second: Cr J Buchanan

- 1. That Council give delegated authority to the CEO to progress the sale of Lot 318 Laine Jones Drive, Kununurra, to Mr Steven Gueirnoni**
- 2. to sell for no less than \$90,000 plus GST, by public advert**

CARRIED UNANIMOUSLY (7-0)

Cr B Barnes declared an Impartiality Interest in Item 16.2 , Lot 313 Dusty Rankin Dr and left Chambers at 8.50pm

16.2 Confidential Item – Lot 313 Dusty Rankin Drive (MINUTE NO 7287)

DATE:	20/09/2005
PROPONENT:	Europcar
LOCATION:	Lot 313 Dusty Rankin Drive
ATLAS REFERENCE:	N/A
AUTHOR:	Matthew Scott, Executive Manager Corporate and Community Services
REPORTING OFFICER:	Matthew Scott, Executive Manager Corporate and Community Services
FILE NO:	60.14.04
ASSESSMENT NO:	

IN ACCORDANCE WITH SECTION 5.23.2B OF THE LOCAL GOVERNMENT ACT 1995. THIS ISSUE IS BEING CONSIDERED BEHIND CLOSED DOORS ON THE GROUNDS THAT IT DEALS WITH THE PERSONAL AFFAIRS OF A MEMBER OF PUBLIC

MINUTE NO 7287

Moved: Cr J Buchanan

Second: Cr M Middap

That Council:

- 1) **Have Lot 313 Laine Jones Drive valued by a qualified valuer;**
- 2) **Give delegated authority to the Chief Executive Officer to negotiate the disposal of Lot 313 Laine Jones Drive with CLA Trading Pty Ltd, by public notice, at no less than \$20 per sq metre plus GST**
- 3) **Give delegated authority to the Chief Executive Officer to further negotiate a temporary lease with CLA Trading Pty Ltd of an area at the East Kimberley Regional Airport for a ticketing stand;**
- 4) **Receive a report on from the Chief Executive Officer before entering into any agreement with CLA Trading Pty Ltd.**

CARRIED UNANIMOUSLY (7-0)

MINUTE 7288

Moved: Cr B Barnes

Second: Cr M Pucci

That Council to come out of camera

CARRIED UNANIMOUSLY (7-0)

Members of Public were invited to return to Meeting

Cr B Barnes returned to room at 9.02pm.

17. CLOSURE

Meeting closed at 9.02pm