



MINUTES OF SPECIAL MEETING OF COUNCIL HELD ON 1 MAY 2012

I hereby certify that the Minutes of the Special Council Meeting held are a true and accurate record of the proceedings contained therein.

Shire President Confirmed

Date: _____

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**SHIRE OF WYNDHAM EAST KIMBERLEY
MINUTES
OF THE SPECIAL COUNCIL MEETING
HELD ON TUESDAY, 1 MAY 2012 AT 5:00 PM.**

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 5.03pm

**2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE
(PREVIOUSLY APPROVED)**

ATTENDANCE

Cr J Moulden	Shire President
Cr J Parker	Councillor
Cr J McCoy	Councillor
Cr D Ausburn	Councillor
Cr R Dessert	Councillor
Cr K Torres	Councillor
G Gaffney	Chief Executive Officer
K Hannagan	Director Infrastructure
K Apperley	Director Community Development
R Drew	Wyndam Services Manager
K Tripp	Strategic Planner
J Ninnette	Senior Planning Officer
T Whalan	Executive Support Officer
D McCallum	Governance Officer (Minute Taker)

APOLOGIES

Cr R Addis	Deputy Shire President
Cr A Horn	Councillor
Cr C Gore-Birch Gault	Councillor
N Kearns	Director Development Services
J Ellis	Director Corporate Services

3. DECLARATION OF INTERESTS

• **Financial Interest**

Nil

• **Impartiality Interest**

Nil

• **Proximity Interest**

Nil

4. REPORTS

4.1 COMMUNITY DEVELOPMENT

4.1.1 Community Engagement Strategy

DATE:	1 May 2012
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Katya Tripp, Strategic Planner
REPORTING OFFICER:	Karyn Apperley, Director Community Development
FILE NO:	LP.02.64

PURPOSE

For Council to consider endorsement of the Community Engagement Strategy for development of the Strategic Community Plan as well as ongoing community engagement.

BACKGROUND

Amendments to the *Local Government (Administration) Regulations 1996* require all local governments to develop a Strategic Community Plan, a Corporate Business Plan and the informing strategies of a Long Term Financial Plan, Asset Management Plan and Workforce Plan. Together these plans, and others, form the Integrated Planning and Reporting Framework.

The Strategic Community Plan will establish the community's vision, aspirations, priorities and service expectations which will then inform the Corporate Business Plan and associated informing plans.

The development of a Strategic Community Plan for the Shire of Wyndham East Kimberley is encompassed by the larger Community Engagement and Capacity Building project awarded to consultants Twyfords and Michels Warren Munday.

In order to develop the Strategic Community Plan and to achieve ongoing community engagement, a Community Engagement Strategy (Appendix 1) was developed. The attached Strategy was developed following staff and Councillor training and targeted stakeholder analysis. Therefore the strategy incorporates inputs from staff, Council and community.

STATUTORY IMPLICATIONS

There are no statutory implications associated with this report.

POLICY IMPLICATIONS

This item relates to Council's Community Engagement Policy (CP-COM 3583). In particular the main objectives of this policy that apply to this item are:

- To use the community's input to assist in making more informed and sustainable decisions;
- To use engagement methods that are inclusive, flexible and appropriate to those participating;
- To build positive relations between Council and all sections of the community.

This item also addresses the outcomes of the Community Engagement Policy. In particular:

- Increased community awareness about Council's services, planning and program delivery;
- Increased awareness across Council of community views and the issues that should be considered as part of the decision-making process;
- Increased awareness of the needs, priorities and diversity of the local community, which in turn ensures that Council's service provision and planning functions are aligned appropriately;
- Increased levels of community ownership and acceptance of decisions affecting the local government area;
- Council and the community working together to address local issues;

FINANCIAL IMPLICATIONS

The development of the Community Engagement Strategy is a component of the Integrated Planning and Reporting Framework, specifically the Strategic Community Plan, that was incorporated into the adopted 2011/12 Council budget.

STRATEGIC IMPLICATIONS

The Community Engagement Strategy will guide the engagement of community in the development and implementation of the Strategic Community Plan. The Strategic Community Plan informs the Corporate Business Plan and associated informing strategies that make up the State required Integrated Planning and Reporting Framework.

The Community Engagement Strategy will also continue to guide ongoing and future community engagement.

This report aligns with Council's focus on Community, Key Result Area 2, in the *Shire of Wyndham East Kimberley Strategic Plan 2008*.

- Facilitate community participation

COMMUNITY CONSULTATION

Targeted stakeholder analysis and consultation was carried out as part of the process of developing the Community Engagement Strategy. Staff and Councillors were also involved in the development of the Strategy.

A sample of stakeholders were selected for interview and asked a range of questions around engagement including:

- How they would like to be engaged;
- Previous engagement techniques that were successful for them; and
- Groups or individuals that they felt also needed to be engaged with in the community.

Staff and Council contributed via a series of workshops focussing on planning for community engagement and community engagement techniques.

COMMENT

The attached Community Engagement Strategy meets the requirements set out in the tender brief for Community Engagement and Capacity Building including the development of a Strategic Community Plan using an adopted Engagement Strategy.

It also addresses the requirements under the Department of Local Government's Integrated Planning and Reporting Framework and aligns with the Council's Community Engagement Policy (CP-COM 3583).

ATTACHMENTS

Attachment 1 – Community Engagement Strategy.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council adopts the Community Engagement Strategy as per Appendix 1.

COUNCIL DECISION

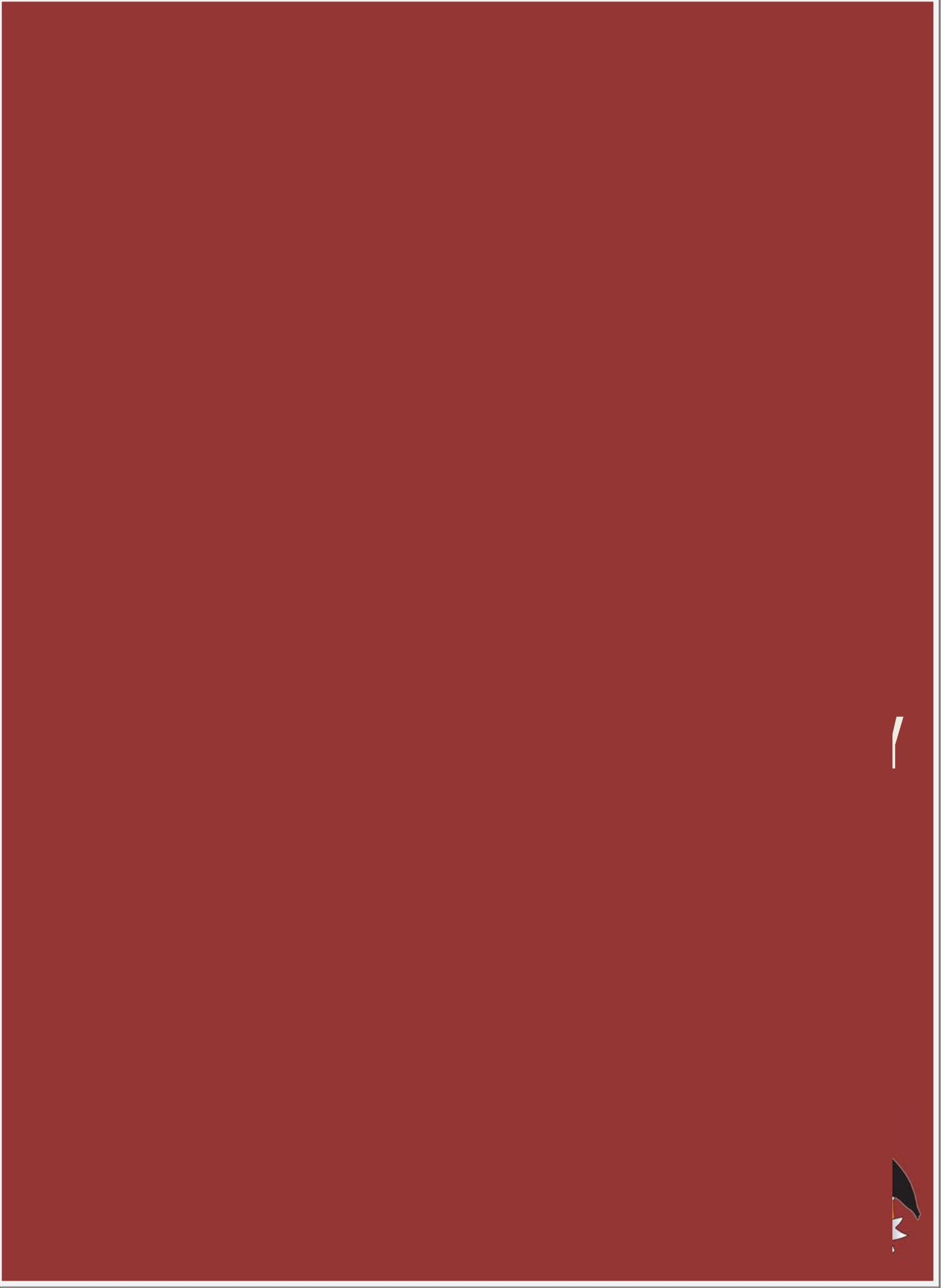
Minute No. 9759

Moved: Cr D Ausburn

Seconded: Cr J Parker

That Council adopts the Community Engagement Strategy as per Appendix 1.

Carried Unanimously 6/0



The Shire of Wyndham East Kimberley Community Engagement Strategy 'Ten Year Plan'

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The Shire of Wyndham East Kimberley Community Engagement Strategy 'Ten Year Plan'

Scope

- The Shire of Wyndham and East Kimberley (the Shire) is engaging the community to help develop a Strategic Community Plan (Ten Year Plan) for the region (the process is visually shown in **Appendix 1**).
- The plan will identify aspirations, needs and priorities of a diverse community.
- The plan goes beyond what the Shire can address directly through existing services and facilities – it will set the foundation for working in partnership with other stakeholders to achieve desired goals, and also identify issues for which the Council and Shire will advocate on behalf of the community, for example to State and Federal Government.
- This is neither the beginning nor the end. The engagement plan builds on existing knowledge, skills and networks at the Shire. It will shape how the Council and the Shire engages and partners into the future to achieve desired goals.

Objectives

- To describe how Council, the Shire and its consultants will work together to harness the community's input into its Ten Year Plan. It also identifies ways that the Shire will increase its capacity to build community engagement into its future planning processes and ongoing community engagement.
- To illustrate the Council's and Shire's commitment to building relationships with its many communities, including long-term residents, transient residents, indigenous communities, tourists, relevant government agencies and the business community.
- To assist in the development of a consistent approach, framework and principles for all community engagement activities conducted by the Shire as outlined in the Council's Community Engagement Policy (**Appendix 2**).
- To raise awareness of the engagement plan and its progress both within the Council, Shire Officers and the community at large through implementation of the Communications Plan (**Appendix 3**).

Guiding Questions

The following questions will guide conversations with the community:

- What is it that you love about the East Kimberley?
- What would you like to see change?
- How would you like to be involved with the Shire in shaping the priorities and directions in June/July?
- Do you have any feedback on previous priorities and goals that the Shire has developed?
- How would you like the Shire to communicate with you as it develops, refines and monitors the Ten Year Plan?
- With whom should the Shire work to achieve community's goals?
- What additional or enhanced services or facilities would you like to see the Shire providing (short term – long term)?

The Shire of Wyndham East Kimberley Community Engagement Strategy 'Ten Year Plan'

- What services or facilities could be less resourced or receive less focus?

Stakeholder Categories

The Shire has an extensive database of nearly 200 stakeholder groups, including government agencies, indigenous corporations, non-government organisations, community groups, and businesses. In working with a cross section, or sample of these, the council and officers have devised a number of broad categories of stakeholders to help design an engagement strategy. The aim of the categories is to help inform the selection of techniques for engaging the 'community of interest' in the development of the Ten Year Plan.

The categories being applied are as follows:

- town residents (Wyndham and Kununurra)
- out of town residents eg, rural residential, pastoralists and out-of-town ratepayers
- indigenous people
- youth / children
- transient workers/fly in-fly out (FIFO)
- agencies
- community groups
- businesses
- visitors/tourists

** It is important to note that techniques described in the engagement table are not necessarily exclusively undertaken for the stakeholders indicated.

Milestones for the development of the Ten Year Plan

Milestone 1: Input to engagement strategy March/April 2012	<i>Involve (Spectrum)</i>
Milestone 2: Identify community aspirations April/May/June 2012	<i>Involve (Spectrum)</i>
Milestone 3: Prioritise short and long term goals 2012	<i>Collaborate (Spectrum)</i> June/July
Milestone 4 Gain feedback from community July/August 2012	<i>Consult (Spectrum)</i>

The Shire of Wyndham East Kimberley Community Engagement Strategy 'Ten Year Plan'

	Techniques	Objectives	Stakeholders**	Council/Shire to do	Consulting Team to do
Milestone 1 Input to engagement strategy <i>Involve (Spectrum)</i> March/April 2012	Interviews	Understand preferred ways to be engaged	Agencies Community groups	Conduct sample of 1 on 1 meetings.	Conduct several. Professional support to the Shire to do stakeholder analysis.
	Meetings	Understand preferred ways to be engaged	Agencies Community groups Indigenous people	Coordinate with Working in Partnership Interagency Engagement (WIP)	Participate in WIP meeting

	Techniques	Objectives	Stakeholders**	Council/Shire to do	Consulting Team to do
Milestone 2 Identify community aspirations <i>Involve (Spectrum)</i> April/May/June	Community Forums (Wyndham and Kununurra)	Provide opportunity for any member of the public to convey their aspirations, concerns and ideas.	Town residents Out of town residents Indigenous people Community groups Business	Venue/catering logistics Provide at least 4 staff members and 2 Councillors.	Max Hardy to lead facilitation process. Jo Brosnan to support facilitation and document output.
	Online engagement - Bang the Table (BTT) - Online survey - Use social media to direct to BTT site.	Provide option for people who prefer convenience of online engagement.	Town residents Out of town residents FIFO Visitors/tourists Business/Community Groups	Establish which platform (suggest BTT) Regularly monitor and respond through moderator.	Prepare survey questions. Advice concerning platforms. Advice concerning specific challenges
	Piggybacking on existing meetings/ events throughout Region e.g.: - Youth week - Business After Hours - WIP	Make it easy for engage groups by meeting with them at a time they already get together.	Youth/children Business Agencies	Logistics. Ensure two Councillors/officers attend and document conversations.	Prepare toolkit for Council and Shire Officers, including key messages, flyer, questions, guidelines and FAQs.

The Shire of Wyndham East Kimberley Community Engagement Strategy 'Ten Year Plan'

	Techniques	Objectives	Stakeholders**	Council/Shire to do	Consulting Team to do
Milestone 2 cont. Identify community aspirations <i>Involve (Spectrum)</i> April/May/June	Opportunistic engagement, e.g.; - 5 Rivers Picnic Day (Wyndham) - Markets - Pindan Kids Love Books Launch - Barramundi Concert - Airport Kiosk - Vox Pops	For Councillors and Shire Officers to connect with people when they are already gathering together for other purposes. Build bridges between Council, Officers and community. Provide opportunities for input from those who generally don't participate in organised engagement forums.	All groups potentially	Identify opportunities and conduct interviews, and/or displays. Record responses using questions from toolkit.	Prepare toolkit and poster for Council and Shire Officers, including questions, key messages, guidelines, flyer and FAQs. Action Learning session.
	Arranged meetings with specific groups	To specifically begin dialogue with groups are certain issues/ interests.	Indigenous Business Agencies Out of Town residents e.g. Land Conservation District Committee (LCDC)	Letters expressing interest to meet. Arrange and meet.	Prepare toolkit for Council and Shire Officers, including questions, key messages, flyer, guidelines and FAQs. Input as required/negotiated. Professional development sessions.
	Summary Report of community input.	To identify themes from information gathering activities, and make available to all.	Internal	Provide comment/ feedback on report	Prepare draft and final summary report.

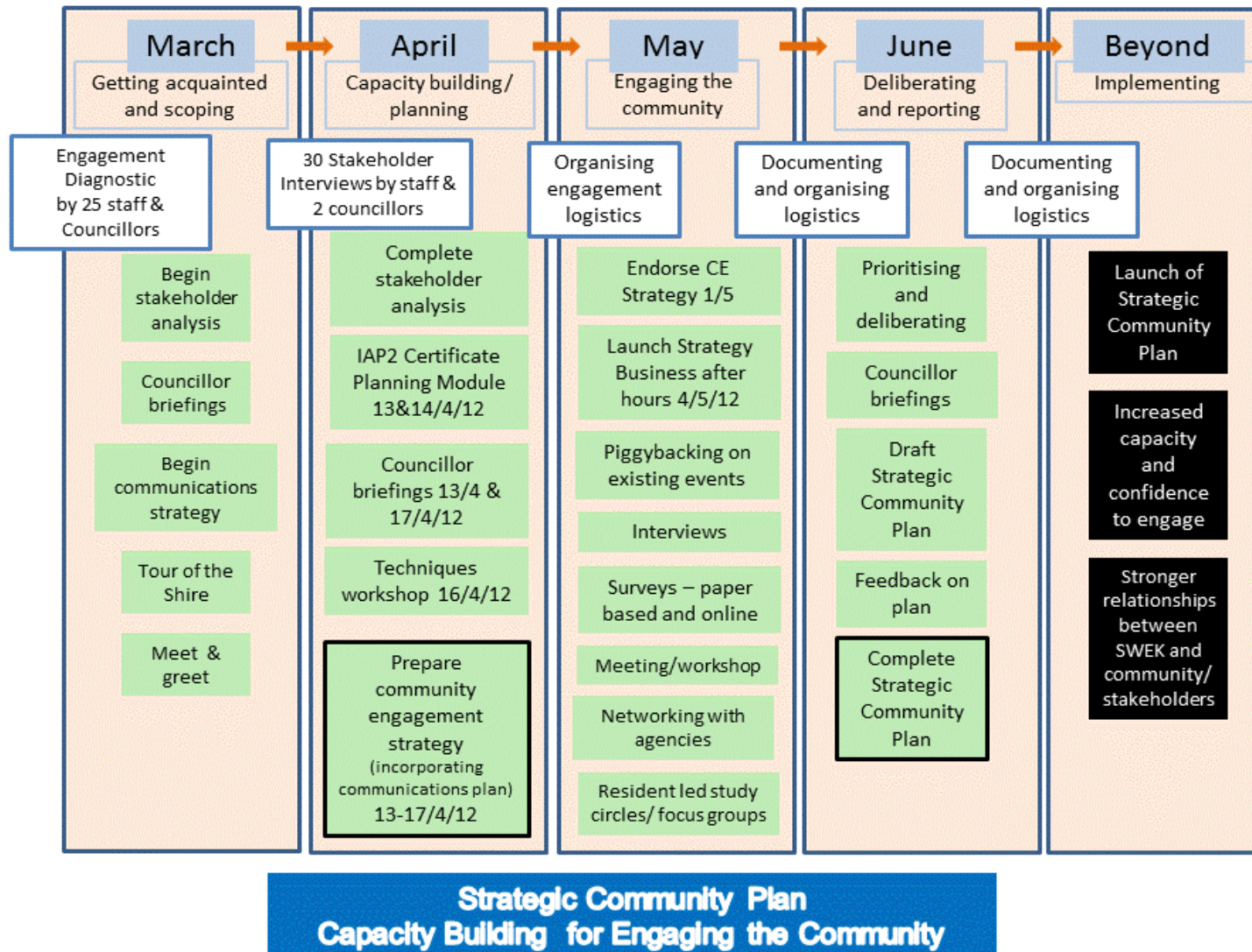
The Shire of Wyndham East Kimberley
Community Engagement Strategy 'Ten Year Plan'

	Techniques	Objectives	Stakeholders**	Council/Shire to do	Consulting Team to do
Milestone 3 Prioritise short and long term goals <i>Collaborate (Spectrum)</i> June/July	Cardstorming workshop	For Council, Shire officers and consultants to undertake initial assessment of priorities and prepare for Deliberative Forum	Internal	Identify staff/ Councillors to participate.	Organise with Project Control Team and facilitate.
	Deliberative Forum	Provide space for deliberating and setting priorities.	Microcosm of all stakeholders including Council and Officers.	Logistics. Co-facilitate	Design. Co-facilitate.
	Online Engagement	Gain input to priorities through online engagement.	Town residents Out of town residents FIFO, Tourists Business/ Groups	Monitor and provide comment	Monitor and provide advice as required.
	Draft Ten Year Plan	Incorporate community and Council aspirations, priorities and goals. Identify ongoing engagement mechanisms for Council, Shire Officers and Community.	All	Coordinate drafting of report	Input as required and negotiated.

The Shire of Wyndham East Kimberley Community Engagement Strategy 'Ten Year Plan'

	Techniques	Objectives	Stakeholders**	Council/Shire to do	Consulting Team to do
Milestone 4 Gain feedback from community about Ten Year Plan. <i>Consult (Spectrum)</i> July/August	Online Engagement	Gain feedback on Draft Ten Year Plan.	Town residents Out of town residents FIFO, Tourists	Monitor and provide comment	Provide advice as required/negotiated.
	Distribute Draft Ten Year Plan using the communications strategy	Gain feedback on Draft Ten Year Plan.	All	Consult and coordinate stakeholder feedback.	Nil.

Appendix 1 – Process Diagram for the Development of the Ten Year Plan



Appendix 2 – Community Engagement Policy



Shire of Wyndham East Kimberley **Council Policy Number: CP/GOV-3100** **Community Engagement Policy**

OBJECTIVE:

The purpose of this policy is to define a consistent approach and provide the framework and principles for all community engagement activities conducted by the Shire of Wyndham East Kimberley.

The Council's objectives for community engagement are:

- To use the community's input to assist in making more informed and sustainable decisions;
- To make clear the nature of decisions that will involve community participation;
- To make clear any matters that are non-negotiable and why;
- To learn from and build on previous relevant community engagement conducted;
- To use engagement methods that are inclusive, flexible and appropriate to those participating;
- To facilitate mutual understanding between groups and individuals with differing perspectives and interests;
- To build positive relations between Council and all sections of the community.

POLICY:

Definitions:

Community – is broadly defined as those who have an interest in or are affected by the business of Council and the way it operates and may include residents and landowners; service providers; users of Council services; business operators; visitors; associations and organisation based locally or within the wider region; people who work and recreate in the Shire; and statutory and government agencies.

Community Engagement – is any process that includes the variety of methods used by Council to inform, consult, involve and collaborate with the community in the development of policies, services and infrastructure within the Shire. It recognises that if the community is going to be affected by a decision, it needs to be provided with the opportunity to participate in the decision making process. Community engagement does not replace, but enhances the formal decision-making functions and responsibilities of Council as an elected governing body through a more sound understanding of the needs of community and the impacts of the decision made.

Appendix 2 – Community Engagement Policy

Scope & Limitations

This policy will apply to Councillors and Council staff. It also applies to contract workers, consultants and tenderers who are undertaking community engagement on behalf of Council.

Community engagement is about involving the community in decisions which affect them. It is crucial to the successful development and implementation of effective policies and decisions and for improving services through understanding and responding to the needs and aspirations of the community.

Community engagement does not necessarily mean achieving consensus. However it does involve seeking broad informed agreement and the best possible outcome for Council and the community.

This policy does not prevent Council from engaging with the community in addition to any statutory requirements provided that any legislative timeframes are also met.

Background

Community engagement is recognised as critical to effective, transparent and accountable governance in the public, community and private sectors as effective engagement generates better decisions and can deliver more sustainable economic, environmental, social and cultural outcomes. Meaningful community engagement seeks to address barriers and build the capacity and confidence of all people to participate in and negotiate and partner with institutions that affect their lives.

The introduction of the Integrated Planning and Reporting Framework highlights the importance of community engagement to the achievement of the Shire of Wyndham East Kimberley's Strategic Community Plan.

Guiding Statement

The following principles reflect Council's approach to community engagement. They represent Council's best practice approach in community engagement. They are not prescriptive but rather are used to guide the development, implementation and evaluation of the community engagement process.

Open and Inclusive:

- Recognise community participation as a rights of all citizens and an integral component of informed decision-making;
- Create, support and promote opportunities for the community to participate in decision-making;
- Encourage involvement from a wide cross-section of the community using engagement processes that are accessible, inclusive and suitable to the audiences;
- Provide openness and commitment to ensuring that the community is well informed about Council's service delivery, planning and decision-making processes.

Appendix 2 – Community Engagement Policy

Mutual Trust, Respect and Accountability:

- Treat all participants in the engagement process with respect and dignity;
- Approach engagement from an impartial perspective, free from bias toward any stakeholder involved in the process;
- Ensure accountability, accessibility and ethical dealings with the community

Early and Clear Engagement:

- Seek early engagement and regularly involve the community in decision making;
- Communicate clearly the objectives of the engagement process and provide community members with all available and relevant information as part of the consultation engagement process to ensure informed discussion;
- Communicate the parameters of the engagement process (what is and is not negotiable) to participants from the outset, including legislative requirements, Council's sphere of influence, conflicting community views, policy frameworks and context, budget constraints, etc;
- Acknowledge that planning is a critical process to deliver successful outcomes and commit to developing and implementing community engagement plans.

Consideration and Feedback:

- Commitment to demonstrating that all community contributions and relevant data have been considered prior to making any decisions that affect the local community;
- Commitment to providing participants with feedback at key stages throughout the project and upon completion and how community input influenced the decision.

Skills and Resources:

- Endeavour to ensure that sufficient timeframes and adequate resources are allocated to engagement processes;
- Coordinate community engagement processes where possible to optimise resources, ensure efficiency and avoid duplication;
- Recognise the skills required to undertake community engagement and provide staff and Councillors with opportunities for further skills development and training.

Outcomes

The outcomes and benefits of effective community engagement include:

- Increased community awareness about Council's services, planning and program delivery;
- Increased awareness across Council of community views and the issues that should be considered as part of the decision-making process;
- Increased awareness of the needs, priorities and diversity of the local community, which in turn ensures that Council's service provision and planning functions are aligned appropriately;
- Increased levels of community ownership and acceptance of decisions affecting the local government area;
- Council and the community working together to address local issues;
- Potential for time, resource and cost savings for Council.

Appendix 2 – Community Engagement Policy

GOVERNANCE REFERENCES

Statutory Compliance	Local Government (Administration) Regulations
Industry Compliance	IAP2 Spectrum of Public Participation
Organisational	<i>Administrative Policies and Work Instruction (TBA)</i>
Process Links	

POLICY ADMINISTRATION

Directorate		Officer Title		Contact:	
Governance		Chief Executive Officer		Ext: 111	
Date Effective	21/09/2011				
Date Adopted	20/09/2011	Last Reviewed		N/A	
Risk Rating	Low	Review Cycle	Annual	Next Due	21/09/2012

Shire of Wyndham/East Kimberley

A Plan to Promote the Community's Opportunity to have their say about the Ten Year Plan

Background

The Shire of Wyndham and East Kimberley (Shire) is developing a Strategic Community Plan that will chart the Shire's course over the next ten years.

The Strategic Community Plan (Ten Year Plan) will be informed by community aspirations and will consider where we are now, where we want to be and how we will get there.

Its framework will include social, economic and environmental objectives and they will be overlayed against existing plans that outline land use, future industries and developments and what we know about our changing demographics.

The Ten Year Plan will be shaped using input from the community, whose wisdom and views will be harnessed by using a range of community engagement tools.

These external and internal communication plans will be used to implement the community engagement strategy.

“None of us is as smart as all of us” Eric Schmidt

Key messages about the plan and the way it will be developed:

- The Strategic Community Plan will allow our community to articulate its vision, aspirations and priorities.
- The Plan's development process will encourage community members to help the Shire make decisions about priorities according to budget, environmental restraints and other commercial realities.
- Engaging the community in local government decision making is national and international best practice and respects community wisdom.
- Aside from a Ten Year Plan, the community engagement process will help develop a more robust relationship between Council and the community that forms a stronger, future decision making platform.

Visual identity

A unique 'look and feel' will be developed to identify communications specific to the Ten Year Plan. This includes the tag line 'Living Together, Working Together' which symbolises the partnership between Council and the community in achieving the long term vision, aspiration and goals. This visual identity gives the project a life of its own, and sets it apart from the Shire's day to day business. It also visually communicates that this project does not specifically "belong" to the Shire – it is owned by the Shire and the community it serves the region. The branding should be used internally and externally.

External Communications Plan

Why have we developed an external communications plan?

Promoting how community members can help shape the Shire's future by contributing to the Ten Year Plan is the first step in community engagement.

Some audiences are hard to reach, and many don't use the same language, so communication needs to be strategic and we should monitor its effectiveness. You might think that reaching people in a sparsely populated community should be easy, but East Kimberley residents are culturally diverse and live in small pockets over a vast area that has unique technical challenges.

The Shire's community profile

Understanding the community's demographic goes a long way to building an effective plan.

- Kununurra has a low median age of 31 and has only 3.6% of the resident population over 65 (in comparison to 12% state wide);
- 26% of the Kununurra population in the Census were identified as of Aboriginal descent, however, this figure is believed to be an under representation of the correct figure, given the mobility of Aboriginal people into and out of Kununurra and outlying communities;
- The indigenous population is particularly youth concentrated, with the age ranges of 5-9 and 10-14 years old being the largest in the indigenous population (Centre for Aboriginal Economic Policy Research, 2008);
- There is an income divide in the East Kimberley in that the median weekly income for indigenous households is between \$500-\$649 while non-indigenous households earn \$1000-\$1,399 per week (Centre for Aboriginal Economic Policy Research, 2008);
- Only 17.8% of indigenous students continue high school to study Years 10-12 (Centre for Aboriginal Economic Policy Research, 2008);
- The proportion of families compared to other household types is significantly lower in Kununurra than compared to Western Australia;
- Kununurra has a high proportion of visitor and temporary residents;
- The permanent resident population is somewhat stable, while visitor numbers are increasing;
- Residents live mostly in single houses and are significantly more likely to be renting than own/purchasing; and
- A significant portion of household types are classified as other, indicating the non-permanency of much of the population.

"Know how to listen and you will profit even from those who talk badly"
Plutarch

TARGET AUDIENCE (Shire region-wide)	COMMUNICATION TOOLS/CHANNELS
Youth/children	Schools, youth centres, recreation clubs (pool), Facebook, libraries, child care centres

Visitors/tourists	Flyers/poster at Visitor Information Centre, posters at caravan park kiosks, Kimberley Echo
Transient workers/ Fly-in, Fly Out (FIFOs)	Caravan park posters, fact sheet to Argyle Mines communications officer to share information with staff, Kimberley Echo, ABC Kimberley and Waringarri Radio 6WR, ABC TV and WIN news, community noticeboards at Coles, BP, Tucker Box, Wyndham Supermarket and Thorley's Store, Facebook, post link to local groups on-line forum (eg. Picture Gardens & Ord River Sports Club Facebook pages)
Town residents (Wyndham and Kununurra)	Kimberley Echo, ABC Kimberley and Waringarri Radio 6WR, ABC TV and WIN news, community noticeboards at Coles, BP, Tucker Box, Wyndham Supermarket and Thorley's Store, letterbox drops, rates notice, flyers (through child care centres)
Indigenous people	Indigenous representative organisations, identify and brief people who visit residents who are trusted by residents and visit them regularly so they can talk to residents about the Ten Year Plan eg. Yogita Thompson, health workers etc
Out of town residents	Flyers through the post, email to representative orgs to be distributed through their databases eg. WA Pastoralists and Graziers Association
Agencies, businesses, community groups	phone calls, emails, meetings

Communication Tools	Action	Responsible
Project URL to be used by Bang The Table –eg. Ten Year Plan	Place link to on line consultation forum on the Shire's website, email signatures and Facebook groups and pages and all printed handouts.	Strategic Planner to organise
Flyer, poster and email note	<p>Display poster at:</p> <ul style="list-style-type: none"> libraries offices youth centres recreation centres caravan park kiosks community notice boards at Coles, Tuckerbox, BP, Wyndham Supermarket, Thorley's Store <p>Have leaflets available at:</p> <ul style="list-style-type: none"> Visitor Information Centres Post Offices Shire offices Libraries Argyle Mine staff facilities Rydges Mine staff facilities <p>Create an email with advertising copy, and send to community organisations, service clubs, sports clubs and major employers, like Argyle Mines and Rydges Mines, and ask them to forward through their databases</p>	Strategic Planner and Comms Officer
Advertising	<p>Place advertisements explaining what the Ten Year Plan will mean to the community, and how people can have their say. Place ads in:</p> <ul style="list-style-type: none"> Kimberley Echo Bastion Bulletin School and sporting club newsletters where available Waringarri Radio 6WR 	Strategic Planner and Comms Officer
On line Engagement	<p>Create a Facebook group specific to the Ten Year Plan and invite followers of existing local community group forums to like the group</p> <p>Use Bang the Table</p>	Comms Officer
Media releases and interviews	<p>Distribute media releases to the Shire's media network and WIN News and Golden West Network</p> <p>Brief Shire President and CEO as spokespeople, provide them with key messages and practise interviews.</p> <p>Include plan updates in The Shire news</p>	Comms Officer
Communication Tools	Action	Responsible
Direct mail	Slip flyer in with rate notices or use other	Admin

	opportunities Do an unaddressed mail letterbox drop through Australia Post	
Face to face	Ask councillors and Shire staff to brief local community and business group meetings about the plan and let them know how their constituents know how they can contribute. Briefings to include community groups and agencies.	Councillors
On hold message	Record a new on hold message for the Shire office that promotes their ability to have a say in the Ten Year Plan.	Admin and Comms Officer
Email blast	Include sending email information to agencies	Strategic Planner and Comms Officer

Internal Communications Plan

How do we talk about the plan and its development between ourselves?

Councillors and Shire staff need clear and concise information that is timely and relevant about the Ten Year Plan's progress and development strategy.

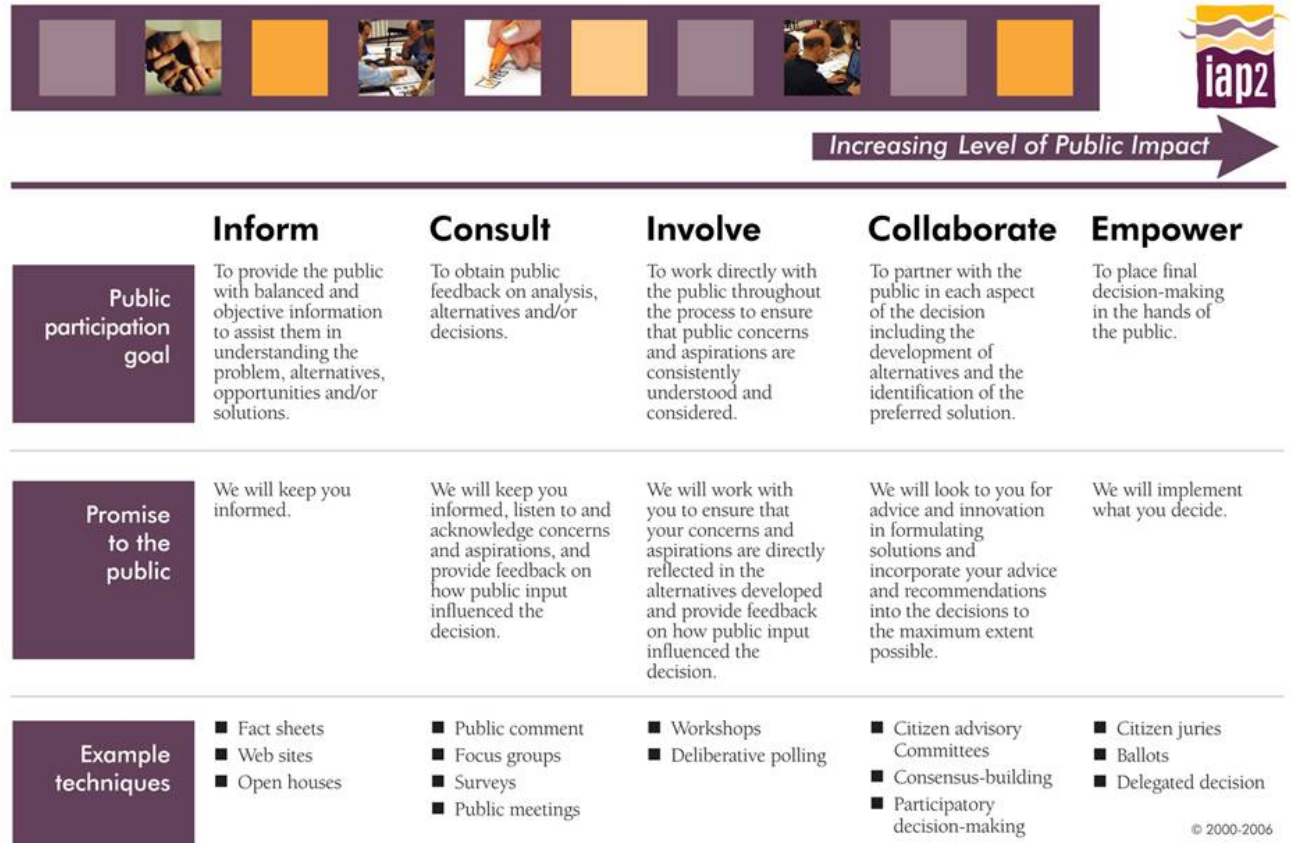
While they don't need to be experts on every aspect of community engagement and the Ten Year Plan, an Internal Communications Plan will allow them to learn enough to feel comfortable with the process and advocate for it.

The Shire has designated its Strategic Planner as the single point of contact for Councillors and staff to go to for information about the Ten Year Plan and its development process.

Communications Tool	Action	Responsible	When
Staff update on plan development at fortnightly staff meetings as well as using the Intranet (info line).	<p>Include:</p> <ul style="list-style-type: none"> photos of community engagement activities like workshops and interviews etc. <p>Keep it brief – suggest a couple of paragraphs.</p> <p>Topics might include:</p> <ul style="list-style-type: none"> emerging themes who we spoke to this week who is involved in the process etc. <p>Be mindful that staff will share this information with family, friends and mates at BBQs, so the messaging must be suitable for public consumption.</p> <p>Involve staff in drafting updates, like reporting on interviews or engagement activities they have undertaken.</p> <p>Include photos where possible.</p>	Strategic Planner	Fortnightly
Weekly email blast to Directors and titled along the lines of Plan Progress.	Emails to go out Tuesday for discussion at Wed executive management meetings – the emails should be very brief forward looking updates to flag what's coming up in terms of community engagement and external communications.	CEO to send out emails under his signature. Strategic Planner to draft.	Weekly
Communications Tool	Action	Responsible	When
Directors to use team/toolbox meetings to	The updates from the CEO provided during the Friday meetings can be	Directors	Frequency depends

cascade the information down to their staff for discussion at team meetings.	shared with staff at their team/tool box meetings.		on how often teams meet
Council communiqué Council briefing papers	The plan progress needs to be included as part of the Integrated Planning Framework agenda item for each Council briefing over the next six months.	Strategic Planner to co-ordinate	Fortnightly

IAP2's Public Participation Spectrum



5. MATTERS BEHIND CLOSED DOORS

COUNCIL DECISION

Minute No. 9760

Moved: Cr K Torres

Seconded: Cr J Parker

That Council moves behind closed doors to consider Items 5.1 Tender 18 11/12 Replacement Pool Liner Kununurra Swimming Pool, 5.2 Tender T13 11-12 Supply and Lay Hot Asphalt and 5.3 Tender 15 11/12 Supply and Delivery Screened Laterite Gravel, Crushed Road Base Materials and Crushed Limestone.

Carried Unanimously 6/0

K Tripp leaves the room at 5:07pm.

Council moves behind closed doors at 5.06pm

5.1 Tender 18 11/12 Replacement Pool Liner Kununurra Swimming Pool

DATE:	1 May 2012
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Daniel Lehnert, Coordinator of Kununurra Leisure Centre Peter Kerp, Manager Engineering Services
REPORTING OFFICER:	Karyn Apperley, Director Community Development
FILE NO:	CM.16.37

The business of the meeting is of a confidential nature as it relates to the business affairs of a person. The item will be discussed Behind Closed Doors under Section 5.23 (2) (c) and (e) (ii) as this is a matter that affects:

- c) A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.
- e) A matter that if disclosed, would reveal –
 - (ii) information that has a commercial value to a person.

PURPOSE

Provide Council with details of the Tenders received for T18 11/12 Kununurra Pool Liner Replacement, document the results of the Tender Assessment and make recommendations regarding award of the Tender.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Minute No. 9761

Moved: Cr D Ausburn
Seconded: Cr K Torres

That Council;

- 1) Accepts the tender submitted by AVP Commercial Pools, PO Box 981, Balcatta WA 6914 for Tender T18 11/12 Kununurra Pool Liner Replacement for the Sum Price \$126,000 ex GST in accordance with the tender documentation:
- 2) Approves repairs within available budget should the Pool Shell require, to be determined once the liner is removed.

Carried Unanimously 6/0

K Tripp returns to room at 5.11pm

5.2 Tender T13 11-12 Supply and Lay Hot Asphalt

DATE:	1 May 2012
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Peter Kerp, Manager Engineering Services
REPORTING OFFICER:	Kevin Hannagan, Director Infrastructure
FILE NO:	CM.16.33

The business of the meeting is of a confidential nature as it relates to the business affairs of a person. The item will be discussed Behind Closed Doors under Section 5.23 (2) (c) and (e) (ii) as this is a matter that affects:

- c) A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.
- e) A matter that if disclosed, would reveal –
 - (ii) information that has a commercial value to a person.

PURPOSE

To provide Council with details of the Tenders received for T13 11/12 Supply and Lay Hot Asphalt, document the results of the tender assessment and make recommendations regarding award of Tender.

VOTING REQUIREMENT

Simple Majority

5.16pm Rob Drew enters the room

COUNCIL DECISION

Minute No. 9762

Moved: Cr J Parker

Seconded: Cr R Dessert

That Council;

- 1) Accept the tender submitted by BGC Asphalt/Quarries, Lot 4 Stirling Crescent, Hazelmere WA 6055 for Tender T13 11/12 Supply and Lay Hot Asphalt in accordance with the schedule of prices tendered and tender documentation for the contract period from date of award to 30 June 2014.**
- 2) Assist BGC Asphalt/Quarries to obtain an Asphalt Manufacturing licence issued by the Department Environment Conservation in accordance with the Environmental Protection Regulations 1987 for BGC Asphalt/Quarries to operate an Asphalt Manufacturing premises.**
- 3) That a lease agreement be entered into between BGC Asphalt/Quarries and the Council should the agreed site be on Council owned or managed land.**

Carried Unanimously 6/0

5.3 Tender 15 11/12 Supply and Delivery Screened Laterite Gravel, Crushed Road Base Materials and Crushed Limestone

DATE:	1 May 2012
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Peter Kerp, Manager Engineering Services
REPORTING OFFICER:	Kevin Hannagan, Director Infrastructure
FILE NO:	CM.16.35

The business of the meeting is of a confidential nature as it relates to the business affairs of a person. The item will be discussed Behind Closed Doors under Section 5.23 (2) (c) and (e) (ii) as this is a matter that affects:

- c) A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.
- e) A matter that if disclosed, would reveal –
 - (ii) information that has a commercial value to a person.

PURPOSE

To provide Council with details of the Tenders received for T15 11/12 Supply and Delivery Screened Laterite Gravel, Crushed Road Base and Crushed Limestone, document the results of the tender assessment and make recommendations regarding award of Tender

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Minute No. 9763

Moved: Cr J Parker

Seconded: Cr J McCoy

That Council accept the tenders submitted by:

- 1) JSW Holdings Pty Ltd, 8 Bandicoot Drive, Kununurra WA 6743;**
- 2) JAB Industries, 15 Eucalyptus Close, Kununurra WA 6743 and**
- 3) Martinjinni Pty Ltd, 10-101 Mills Road, Kununurra WA 6743**

for Tender T15 11/12 Supply and Delivery Screened Laterite Gravel, Crushed Road Base Materials and Crushed Limestone for the contract period from date of award to 30 June 2014 in accordance with the schedule of prices tendered and tender documentation, with works allocated based on availability, price, level of service and proven performance along with suitability in relation to specific job requirements.

Carried Unanimously 6/0

COUNCIL DECISION

Minute No. 9764

Moved: Cr K Torres

Seconded: Cr D Ausburn

That Council moves out from behind closed doors.

Carried Unanimously 6/0

Council moves out from behind closed doors at 5.42pm

6. CLOSURE

The Shire President declared the meeting closed at 5.43pm.